



FRAZEE CITY COUNCIL

October 14th, 2019

6:01 p.m.

Present:

Mayor Ken Miosek called the meeting to order at 6:00 p.m.

Present: ken Miosek, Mike Sharp, Nicole Strand, Mark Kemper, Mark Flemmer

Staff Present: Police Chief Tyler Trieglaff, Public Works Supervisor Larry Stephenson, Joleen Tappe/Event Center, Tanya Mastin/Liquor Store, Fire Chief Joe Nelson, Deputy Fire Chief James Krejce, City Attorney Tom Winters, Administrator Denise Anderson, Jake Huebsch/SourceWell, Patty Nunn/LARL,

Fire Fighters – Bryce Borough, Brandon DeGroat, Jordan Gaetz, Micah Gorder and Jason Stallman

Also, present: Barbie Porter, Don Trieglaff, Jim Nelson, Dan Korf, David Singleton and Gary Anderson

Public Hearing 2019 Comprehensive Plan

Mayor Ken Miosek called the Public Hearing meeting of the 2019 Comprehensive Plan to order at 6:01 p.m.

Huebsch introduced and presented a promotional video created for the City. He stated that the total cost of the Comprehensive plan was \$9,100.00 and that the City did receive a grant from WCI for \$7,500.00. The public input received was imperative to craft the plans and that they wanted to create a useful document. Features of the document is that key action items are addressed at the beginning of each chapter, the document looks nice and survey quotes from residents are highlighted on several pages. Professional copies will be produced and Source Well has provided the City with several quality photo's which can be incorporated into the new city website. Miosek asked if anyone had questions or comments, receiving none the Public Hearing was closed at 6:10 p.m.

Public Hearing Ordinance #153

Mayor Ken Miosek called the Public Hearing meeting of Ordinance #153 Establishing a Moratorium on New rental registrations Within the City of Frazee to order at 6:10 p.m. Miosek read a letter received from Mr. Dan Korf stating his concerns regarding property he owns above his dental office, which is currently vacant but at some point, in the future

he may wish to rent it. Sharp stated since this parcel is City zoned commercial this ordinance would not affect Korf's ability to do so. Huebsch stated that when he lived in Mankato, they had a rental density ordinance of no more than 25% per block for rental occupancies. He did like that ordinance and he himself was a renter however; he did struggle with the knowledge that some owners would apply for a rental permit and then just sit on it and not use it so no one else could apply for one. He didn't feel that was the intent of or purpose of the ordinance. He felt it worked well for the City and that the properties were kept up aesthetically and the rentals were spread amongst the City. Nelson asked a question of percentages City wide or just in certain areas. Sharp pointed out at this time this is just a time out to ensure the City has a chance to look at all the aspects and come up with recommendations and plans. Trieglaff stated he feels some landlords have turned the rental business into an industry. He researched 1201 calls through October 13, 2019. 27% were calls from rental properties as opposed to 11% from owner occupied calls. Trieglaff feels the landlords should meet together. David Singleton speaking on behalf of Dan Korf stating Korf wants to be able to keep the option of renting out the top floor of the building he currently uses the bottom floor for his business, possibility in 10 years he may wish to rent both floors. Or should he wish to sell, and a new buyer may be looking for rental investment property, he wants to be able to leave that option open. Singleton stated that Fargo is in the same process and if the Council would like that information, he would supply it to them. Sharp stated that should a homeowner move away or suffer a hardship there would be an option allowed for the homeowner to rent the property for up to two years to afford enough time for the sale of the property or the homeowner to make other arrangements. No further discussion, the meeting was closed at 6:33 p.m.

Regular Council meeting Minutes
October 14th, 2019
6:34 p.m.

Mayor Miosek opened the meeting of the regular Council Meeting for October 14th at 6:34 p.m.

Open Forum

Patty Nunn – Larl

Nunn gave an overview of services provided at the link and also informed Council that Wi-Fi is now available in the parking lot. A Detroit Lakes Library card is accepted in Frazee and visa versa. Also, there is a new public computer for use. Nunn reminded the council of regular services provided such as Story Time and how to access memories.

Leigh Nelson-Edwards – Frazee Arts Group

Edwards recapped the presentation supplied in the agenda packet. The main goal is to secure permission to set up trees on Main Street, a site near the ice rink to have a live nativity with live animals and to conduct sleigh rides in town starting at the downtown skating rink site. Council member expressed they didn't have opposition to the plans and to move forward.

Anderson asked that the agenda be amended to include Resolution 1014-19H

A motion was made by Sharp to amend the Agenda to include Resolution 1014-19H, in the event that Ordinance 153 is approved, seconded by Strand. All in favor, motion carried.

Consent Agenda

Minutes – 9/9/2019 Regular Council Meeting Minutes

Approval of Claims

Review of City Cash Accounts

A motion to accept the consent agenda was made by Kemper, seconded by Sharp. All in favor, motion carried.

New Business

Comprehensive Plan – Jake Huebsch/SoureWell

Huebsch stated that this comprehensive plan aligns with what the public had expressed and asked for during the public input open houses and that it is a very user-friendly document. Sharp agreed and thanked Huebsch for the great job he did on the document. A motion to approve Resolution 1014-19A the Adoption of the 2019 Comprehensive Plan was made by Strand, seconded by Kemper. All in favor, motion carried.

Ordinance 153 A motion to adopt Ordinance #153 Establishing a Moratorium on New Rental Unit Registrations Within the City of Frazee was made by Kemper, seconded by Strand. Sharp stated that penalties will tie back to Ordinance #151 if any landlord chooses not to follow Ordinance #153. All in favor, motion carried.

Frazee Fire Department Standard Operating Guidelines (separate packet furnished)

Nelson stated that there are minimal changes in the SOG and that the SOG will replace their bylaws.

Sharp made a Motion to accept Frazee's Fire Department Standard Operating Guidelines, seconded by Strand. All in favor, motion carried.

Resolution 1014-19B Acceptance and appreciation of donation Mr. Gary W. Estenson

A motion to accept Mr. Estenson's donation was made by Strand, seconded by Sharp. All in favor, motion carried.

Resolution 1014-19C Adopting Assessments for 2019 Delinquent Utility/Service Bills Payable 2020

A motion to approve and adopt resolution 1014-19C was made by Flemmer, seconded by Kemper. All in favor, motion carried.

Resolution 1014-19D Adopting Assessments for 2019 Delinquent Fire calls Payable in 2020

A motion to approve and adopt Resolution 1014-19D was made by Strand, seconded by Flemmer. All in favor, motion carried.

Resolution 1014-19E Adopting Assessments for Unpaid Specials

A motion to approve adopting 1014-19E was made by Kemper, seconded by Strand. All in favor, motion carried.

Resolution 1014-19F – Authorizing the Issuance and Sale of A \$1,430,653 General Obligation Revenue Note, Series 2019A, and Providing for its Payment

A motion to approve and authorize Resolution 1014-19F was made by Strand, seconded by Sharp. All in favor, motion carried.

Resolution 1014-19G Creating a Census 2020 Complete Count Committee

A motion to approve Resolution 1014-19G was made by Strand, seconded by Sharp. All in favor, motion carried.

Resolution 1014-19H Authorizing Summary Publication of Ordinance 153 establishing a Moratorium on new rental unit registrations within the City of Frazee, Minnesota

A motion to Authorize resolution 1014-19H was made by Strand, seconded by Kemper. All in favor, motion carried.

Budget Line Items Discussion – Bouncy Houses and Fireworks

Anderson asked Council for budgeting purposes how would they like the costs of these items handled. After discussion it was decided that fireworks would be donations with a line item for revenue and expense and the city will continue with the bounce house's as in previous years with insurance.

Old Business

Well House Project Update – Kris Carlson

Carlson was not present. Anderson informed Council that the bond sale is on track and that contracts have been signed.

Liquor Store (separate packet furnished)

Flemmer questioned why he was noting a discrepancy in the audit report and starting totals. He also expressed frustration that he is unable to review financial system records from a remote location. Miosek stated that he felt only staff and Liquor Store Committee members should be granted that access to ensure changes in the systems are not made without Committee knowledge. Kemper discussed the credit card charges and fees associated with them. Mastin outlined how the tills are cashed out and that deposits are made daily to ensure if errors are found they are dealt with immediately instead of possibly days later as in past practices. Also, some staff are not operating the tills correctly which show shortages when there are none. She invited Flemmer to join her and observe the process of how tills are counted and deposited. Kemper does not believe that Kahmu is the correct system to be using. Discussion of hiring a manager again, Miosek said that ground was lost on the last manger so at this time it wouldn't be in the best interest. Strand stated she feels the Liquor Store is making progress.

Staff Reports

Event Center - Jolene Tappe

Tappe stated that the event center showed a profit for August and that she has several booking lined up.

Liquor Store-Tanya Mastin

Mastin reported customer appreciation was a good event and that karaoke and a Halloween party are scheduled for the end of the month. Trivia has been good, and that Meat Raffles will be scheduled for Friday nights.

Police Department – Chief Tyler Trieglaff

Trieglaff reported 106 calls for the month with 25 of those traffic. Currently his department has received 1201 calls for the year. There have been 2 recalls on the squads which have been corrected.

Rescue Squad - Tyler Trieglaff

Trieglaff reported that there were 23 calls in September of which 10 were in town. He presented blueprints for a potential addition to the Rescue building and the Street

Department building. The Council reviewed and discussed the need for the addition. Trieglaff said that rescue would pay for the construction.

A motion was made by Strand to approve the addition of Rescue to the Street Department building, seconded by Sharp. All in favor, motion carried.

Fire Department – Joe Nelson

Chief Nelson requested the approval of 3 New Fire Fighters to be placed on Probationary Status and Approval of 2 Probationary Members to be promoted to Full-Time membership.

A motion was made by Strand to approve promotion to Full-Time membership - Bryce Borough and Brandon DeGroat, seconded by Kemper. All in favor, motion carried.

A motion was made by Strand to approve probationary membership of - Jordan Gaetz, Micah Gorder and Jason Stallman, seconded by Kemper. All in favor, motion carried.

Nelson reported there were 2 calls in September 1 in Silverleaf and the other was an alarm call in town. The grant request for a new truck was not accepted and he is experiencing repair issues with the other engines. The CIP quotes are not valid any longer and the cost of a new engine may go up by 15%. His department does have down payment dollars in their restricted savings account and could get a financing plan for a new engine. Currently the department totals 25 full-time members and 3 probationary members.

Public Works - Larry Stephenson

Stephenson reported that the well house pumped 4,433,000 gallons and 13-3/4 gallons of fluoride was added to the water supply. the wastewater treatment plant treated 2,430,000 gallons and 4.300 inches of precipitation was recorded. The main flushing has been completed for the season, while they continue to work on flushing the sewer mains. KLM did an inspection on the water tower. Salt and sand supply have been hauled in for the winter season. The new Snowplow will go in for DOT certification.

A motion to accept Staff reports was made by Strand, seconded by Kemper, all in favor, motion carried.

Council Member Reports

EDA – CEDA has hired a new rep for Frazee, Robert Harris III, Anderson met with him last week for 3 hours to familiarize him with Frazee and projects the EDA has been working on. Also 4 lots in Red Willow have been sold. The developer will be constructing 2 twin homes, one unit on each lot to conform with single family per lot.

Public Safety – Feral cats are posing a problem and Trieglaff has not been able to locate a feral cat Ordinance in place in any other City for guidelines. Don Trieglaff suggested to look at what Crookston has in place. Kemper stated he has received several complaints.

Planning and Zoning – Sharp stated the was not a quorum but there was still an informal meeting. The Comp plan was discussed with Huebsh, discussed ordinance 153 and also some unresolved issues with school and city parcels that need to be cleaned up.

Personnel and Finance – Anderson has been communication with Finance on preliminary numbers for budget. An appointment had been set up to meet with the auditor, but she was unable to attend due to weather. Account is working on quarterlies.

Parks and Trails – Briefly met and discussed Frisbee golf and that the tee posts and basket numbers are in. Sharp advised against playing in the winter if you wish to keep your disks.

LARL - Refer to Open Forum

A motion to accept the Council member reports was made by Sharp, seconded by Strand.
All in favor, motion carried.

Administrator Report

A new Website is being created and the deadline for Agenda Items to allow website postings will be at noon the Wednesday before a scheduled meeting.

Office hours for Friday, November 29th office will be closed. On Tuesday, December 24th close at 12:00 p.m. There will be a meeting on October 23rd with Minnesota Housing Partnership to discuss the downtown in-fill site. Guy Fisher from Becker County EDA has informed us that the National Park Service has offered assistance with the proposed Wanagen Recreational Park.

A motion to accept the administrators report was made by Strand, seconded by Kemper.
All in favor, motion carried

A motion to adjourn at 8:40p.m. was made by Kemper, seconded by Strand.
Meeting Adjourned

Respectfully Submitted



Denise Anderson/Administrator