



FRAZEE CITY COUNCIL WORKING MEETING MINUTES

September 14, 2020

5:00 p.m.

Frazee Event Center – 114 Lake Street North

The purpose of this working session is to discuss with the City Auditor questions regarding Audit information for the Liquor Store and departmental depreciation adjustments

Mayor Miosek called the meeting to order at 5:00 p.m. Miosek announced that this is a working session for Council Members and at this time no questions will be taken from the Public and if they have questions at the end of the session they may ask questions of the City auditor.

Present: Mayor Miosek, Council members Mike Sharp, Nicole Strand, Mark Kemper, and Mark Flemmer

City Staff: City Auditor Colleen Hoffman, Police Chief Tyler Trieglaff, Public Works Superintendent Larry Stephenson, Administrator Denise Anderson, Event Center Coordinator Jolene Tappe, Deputy City Clerk Nancy Kiehl, City Attorney Tom Winters, City Engineer Kris Carlson, Officer David Kumpula and Officer Garrett Erickson
Distinguished Guest Becker County Commissioner John Okeson

Zoom participants: Tyler King and Polly Daggett Anderson

As per Sign-In Sheet: James Nelson, Hank Ludtke, Heath Peterson, Margaret Meyers, Matthew Abrahamson, Karen Pifher, Daniel Pifher, Steve Hoiberg, Aleisa Jopp, Dave Jopp, Becky Lundgren, Robert Osterman, Kendal Ware, and Amber Schwarzrock
Not listed on the Sign-In sheet but present: Gary Anderson

Hoffman was asked by Flemmer how long she has been conducting the yearly audits for the city and she stated since 2007.

Flemmer asked how does she conduct audits? Hoffman stated the Liquor Store is a fund of the City's and when she collects all the financial statements at the end of the year, she verifies that all the entries and deposits are in the reports. She verifies with the bank's and vendors, all deposits, charges, invoices paid and withdrawals. Her firm attests to the verification of all submitted reporting and oversight of segregation of duties.

Hoffman shared her several views and reasons why she feels the Liquor Store should have a full-time manager. Examples of need; for supervision, pricing, and product evaluation. In her experience and opinion, she feels a manager is imperative for the success of the liquor store.

Sharp asked how many municipalities transfer into the general account? Hoffman stated about ½ of those she audits do. Some liquor stores do not transfer out because they are improving their facility. She stated they should never bank on a liquor store transfer for the general budget, that is what the levy is for.

Flemmer asked very specific questions regarding the ending balances of the Liquor Store since 2014. Hoffman explained she understands why the Liquor store was assigned a separate checking account but explained her reasons why it is not a benefit to the city because of the time to track all separate charges when the city has an accounting software system that will do that.

Other issues discussed were spot checking, verifying balances throughout the year, cash depreciation, Inventory as an asset and also the liability of the sale of inventory, end of year cut off cash transactions, net income or loss, depreciation of equipment and adjustments of cash accounts along with vacation and sick leave accruals as an expense and PERA liabilities. Hoffman stated if anyone has questions that come up or would like more clarification to call her.

Miosek stated to Council that if anyone has questions, they need to call Hoffman rather than feel there is a problem and question that every month.

Miosek closed the working meeting at 6:07 p.m.

CITY OF FRAZEE
REGULAR COUNCIL MEETING MINUTES
September 14, 2020
6:00 p.m.
Frazee Event Center – 114 Lake Street North

Mayor Miosek opened he regular meeting at 6:07 p.m.

Consent Agenda

Minutes – August 10, 2020 Regular Council Meeting

Approval of Claims

Review of City Cash Accounts

Change Order – Full Support Stoop & Added Sidewalk \$2,731

Request for payment #6 & #7 – Rice Lake Construction Group/Water Treatment Plant Project

Staff Reports Submitted

A motion to approve the consent agenda was made by Strand, second by Sharp, all in favor, motion carried.

Open Forum

Margret Meyer questioned if Council had looked any further into her request based on Detroit Lakes Ordinance to add cat regulations into the current City of Frazee animal ordinance. Flemmer stated that due to the pandemic and constraints the Safety Committee has not met but will do so this month. Meyer stated she is concerned that cats at large are not current on their shots and are wandering the streets. She would like to see these concerns addressed.

New Business

Resolution 0914-20A – Resolution on State Minnesota Bonding Bill

A motion to approve Resolution 0914-20A by Kemper, seconded by Strand. Miosek, Strand, Sharp and Kemper in favor, Flemmer opposed. Motion carried

Resolution 0914-20B – 2021 Proposed Tax Levy

A motion to approve the 2021 Proposed tax levy was made by Flemmer, seconded by Sharp. All in favor, motion carried.

Resolution 0914-20C – Acceptance and Appreciation for Donation made to the Frazee Fire Department.

A motion to accept Resolution 0914-20C was made by Strand, seconded by Kemper. All in favor, motion carried.

Resolution 0914-20D – Acceptance of \$800.00 donation from Twice Blessed to the Police department for the purchase of an AED.

A motion to approve Resolution 0914-20D was made by Strand, seconded by Sharp. All in favor, motion carried.

Application for Re-Zoning – Steve Hoiberg obo HoiBros Investments LLC

Sharp explained that Hoiberg has asked the Planning Committee to rezone property in the Industrial Park area. (SW corner) from R1 to C3 (General Commercial) for acreage he is purchasing from Becker County with the intention to develop 2 Storage buildings with future plan of constructing 2 more at a later time. He is in the process of having the land surveyed and platted. He hopes to construct one building yet this year.

A motion for Council to set a Public Hearing for October 12, 2020, at 6:01 p.m. for consideration the parcel division and rezoning request with a completed survey presented was made by Stand, seconded by Kemper. All in favor, motion carried.

MN DOT Right of Access Permit

Anderson stated that MN DOT will need to access the cities right of ways for boring samples. Kemper made a motion to grant right of access to MN DOT for boring samples, seconded by Sharp, all in favor, motion carried.

Proposed pedestrian fence at railroad crossing – Lake Street (Hwy 87 2022 project)

MN DOT and BNSF are recommending fencing be installed at the ped crossings for an approximate total of 700 feet at a cost of approximately \$30,000.00 which would be a City cost not approved for MN Dot or the TA grant expenditure approval.

Minnesota Department of Health – Sanitary Survey Report for Frazee Public Water System

Stephenson stated that this is the annual report from the State for Council to be aware of and review.

 *Minnesota Pollution Control Agency – Permit Frazee Wastewater Treatment Facility*
Informational for Council to be aware of and review.

Old Business

Water Treatment Plant Update – Kris Carlson

Currently Rice Lake Construction is ahead of schedule and work is progressing well without any unexpected surprises. Anderson questioned Carlson if the plant being built is larger than the old plant and if so why because she has heard there is concern from area residents that the City is constructing a larger facility than what they feel is needed. Carlson stated due to the current regulations all plants built are required to have areas for

sampling and testing and isolated chemical mixing and storage rooms. He stated it is not over built however it is larger than the old plant.

Flemmer asked Carlson about information for requirements for a quite zone.

Rental Density Concerns – Karen Pifher and Heath Peterson

Miosek stated that due to advise from the City Attorney regarding possible litigation on this issue the Council will not be making any decisions or comments this evening but will listen to all who have come to voice their concerns.

Polly Daggett Anderson – Asked if Council would reconsider and re-evaluate the policy and compare to surrounding communities.

James Nelson- Stated that 9 of 11 homes in his neighborhood are now rentals. He does not enjoy his neighborhood now as he did when he first moved there. He questioned the value of rents charged compared to the actual value of the property being rented.

Heath Peterson – Stated he feels an actual study needs to be done and he would like to see the rhetoric toned down. He stated he will always be open to discussion with the Council members.

Margret Meyers – Feels Council needs to listen to the community and business members.

Karen Pifher – Stated she lives in the highest density of rentals units in Frazee. She urged the Council top reconsider the rental density ordinance as policy and laws change all the time and there could be a judgement that may not work in the favor of this ordinance. She has heard the community feels leadership is lacking. She stated the approach to this needs to change and focus on the good the consider information and work as a team.

Dave Jopp – Stated that he feels ordinances can be passed but if they cannot be enforced they are of no benefit.

Robert Osterman – Stated he likes the Rental Density Ordinance.

Kendal Ware – Expressed concern that she has reached out to council members only to have her concerns unanswered or shared with individuals she did not intend or wish to have her concerns shared with. She feels its important that Council include business members in any new or impending changes in Ordinances which will affect their business. Her husband is a landlord and cares very deeply about all his tenants, he is feels more can be accomplished through positivity and creativity. She and her husband hosted a business community meeting with more than 25 in attendance last spring.

Amber Schwarzrock – Stated she has been a renter for the past 24 years. Explained that there are several generational renters due to recessions and cost of living wages. She questioned how the community can grow if the number of rentals is limited. She implores the Council to reconsider.

Becker County Commissioner John Okeson – Stated that the council does not have an easy job and sometimes ordinances could use a review because they do not work as intended.

Tyler Trieglaff – Stated he has worked for Frazee for 4 years as the police Chief and recognizes various committees and clubs in the city and the activities they do to promote the City, he questions why there is not a landlord group. He questioned why the landlords do not get together and police themselves, so the council does not have to. He feels that yes, Frazee does have a rental industry and that the landlords and tenants should meet once a month or so the address and solve their issues.

Staff Reports

Event Center - Jolene Tappe

Tappe stated she had a good month but is now back to events canceling. She has had several compliments on the new flooring as residents feel it has a more welcoming feeling when they enter. Flemmer asked if anything is currently being done to address a new roof or stoves for the center. Miosek stated the roof with need to wait until they decide what to do with the Liquor Store as it all needs to be replaced. Discuss on a few other issues that need to be addressed for repair.

Police Department - Tyler Trieglaff

Trieglaff began by stating that either everyone for the rental density was quite impressed by his idea or he upset them. He expressed his dismay that people only seem to care about their agendas and not staying to hear about everything else happening in the city. Trieglaff reported 105 calls for the month of August with 12 being traffic stops. They received a gift donation from Twice Blessed for the purchase of an AED. Trieglaff introduced the new Part Time Frazee Officer Garrett Erickson.

Rescue Squad - Tyler Trieglaff

Trieglaff reported 17 calls for the month of August with 5 in town.

Fire Department – Joe Nelson

Frazee Fire responded to 6 calls for service in the month of August 2 in the City of Frazee 2 mutual aid's , 1 in Burlington , along with 1 in HOL township.

Frazee Fire was awarded the 2020 Assistance to Firefighters (AFG) grant in the amount \$391,095.26 to be used to purchase a new fire engine. We have been working with Custom Fire Apparatus for a while and had a design ready to go. The chassis has been ordered.

We also have been awarded a smaller grant from Carney Strong Initiative; with this we have been giving first responder wipes to use after calls to help wash away any carcinogens we may have on our body . It is important to remove them , helps lower the risk of cancer for the firefighters ,

We will be hosting new Firefighter try outs on Sunday 27th , 8:00 am . We are looking to put up to 3 new members on , will have more information come October council meeting

Public Works - Larry Stephenson

Frazee WTP pumped 4,223,000 gallons of water for the month of August, 12.50 gallons of Fluoride added to the water.

The WWTP pumped 2,500,000 to plant for treatment during August 38,854,000 gallons of treated wastewater discharged to Rapid Infiltration Basins for the month.

Precipitation for August was 4.26 inches.

Team Lab checked the sludge after the addition of bugs

The Maintenance Staff will begin the annual hydrant flushing so residents can expect low water pressure at times

A motion to approve the Staff member reports was made by Strand, seconded by Kemper. All in favor, motion carried.

Council Member Reports

EDA – Minnesota Housing has grants available for Rental and Mortgage assistance. Grants also available for the 3 local manufactured home parks for rehab projects such as infrastructure, lighting, storm sheltering and lighting.

Public Safety – discussion of conditions at Lake Street and Oak. Garbage on Cherry Street. Meeting times will be moved to 5p.m. to accommodate schedules for Flemmer and Kemper.

Planning and Zoning – Rezoning Request

Personnel and Finance – Fire Department Grant for Engine

Parks and Trails – Trees for South River Camping Area, Donation of Outdoor Exercise Equipment from Essentia Health

LARL – See enclosed reports submitted

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

Administrator Report

Anderson stated that she nominated the Frazee EDA for a “Strong Communities Award” in conjunction with the planning and effort to create the Downtown In-Fill Retail Center.

Frazee received a \$10,000 grant from the Minnesota Historical Society for *Phase I Survey Frazee’s Wannigan Park*

Budget meetings with Fire Department and rough drafts are in progress – Finance Committee will be reviewing line items as created

Re-organization of Downtown In-Fill TIF District

Lighting discussion for Multi-use path with MN DOT, to continue with Ottertail Power COVID-19 CARE’s act purchases must be completed by November 15, 2020.

Anderson asked Council that Agenda items to be considered and discussed for future agenda’s have a deadline date and time of the Wednesday before the scheduled meeting by noon. She stated that too many items are being handed in hours before a scheduled meeting or brought up at the meeting. She feels all council should be allowed ample time for consideration on issues before being asked to consider and/or vote on them.

Sharp made a motion for future Council Agenda items to be considered that they must be turned into the City Administrator by noon the Wednesday prior to the City council meeting, seconded by Strand.

Discussion – Kemper wants to be sure this is advertised in the paper and notice put out for the City residents. Anderson will run a notice in the Frazee-Vergas Forum.

Motion on the floor voted on, all in favor, motion carried.

Anderson also informed Council that several residents are experiencing high water bills, not due to rate increase but due to their consumption of water. Staff has tried to assist in case of water leaks in their homes but have been hit with extremely high resistance by cooperation from residents and their bills remain high. Anderson stated water meters cannot not over read the consumption. Miosek also informed council when residents are on ACH and an ACH goes NSF. They are removed from ACH and their billing amount continues to grow. If they do not look at their bills they are surprised when they receive a turn off notice and they have a high bill.

Strand made a motion to accept the administrations report, seconded by Kemper. All in favor, motion carried.

Comments

Flemmer had questions about why the Liquor store and Event Center did not have separate check books as they had made a motion on doing so. Anderson stated she checked with the City Auditor after that meeting and was advised not to, she also reported that back to Council, no further instruction was given.

Flemmer also asked about The Board of Equalization and returning those powers to the Council. Anderson will contact the County for correct instructions for procedure.

With no further business to discuss a motion to adjourn at 8:00 p.m. was made by Sharp, seconded by Strand.

Respectfully submitted



Denise Anderson/Administrator