



FRAZEE CITY COUNCIL

Public Hearings (3) and Regular Meeting Minutes
December 14, 2020
Frazee Civic Center -114 Lake Street

ZOOM

Topic: Frazee City Council

Time: Dec 14, 2020 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83262583289?pwd=cVpOZHBJc2c3bnJjc2FublRPWXMvZz09>

Meeting ID: 832 6258 3289

Passcode: 185970

Recognized Attendance Audience

Council Members: Ken Miosek, Mike Sharp, Nicole Strand, Mark Kemper,
Mark Flemmer

Staff: Denise Anderson/Administrator, Tyler Trieglaff/Police Chief,
Nancy Kiehl/Deputy Clerk, Joleen Tappe/Event Center Director

Staff on Zoom: Tom Winters/City Attorney, Kris Carlson/City Engineer,
Joe Nelson/Fire Chief

In Person: Hank Ludtke/Becker County EDA, Roger Palmer/Wannigan Park Committee

Zoom: Isabel(?), Don Lorsung/CEDA, Holly Larson/National Park Service,
Guy Fischer/Becker County EDA, Tom Pace/MN DOT, Mackenzie Ham,
Barbie Porter, Ted R., Scott Reed

Wannigan Park Master Plan Introduction

(Packets provided and Plan on the City & County Websites)

Guy Fisher & Hank Ludtke /Becker County EDA

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

Ludtke introduced the proposed plan to the Council. Fischer explained the importance of the Master Plan and the support the plan has through the DNR and Greater MN Parks and Trails, and that it's imperative to receive the Councils approval to insure its submittance to enable the opportunity for review and ranking for the project. If the plan does not receive a high enough ranking, then there would be no point to continue further efforts. Sharp is concerned about a possible large gap for funding to obtain accusation grants. Flemmer didn't feel this park would be

an asset for the city for economic development. Fischer explained that will be opportunities to apply for additional funds as the park development progresses. Larson stated that the concept plan can always be changed as the project progresses. Acquisition money will only pay for the market price. Parks and Trails are have agreed to take on the project and positioned to help with the acquisition of the property and may help to cover the gap for purchase. Fischer stated this is a large undertaking which entails several moving parts. Miosek stated that meetings for the planning stages have been well attended by a wide range of individuals. Ludtke stated that this type of planning is in the City's Comprehensive Plan which had been recently adopted to develop trails and recreation which was pasted and approved by the City residents and Council. Strand feels the plan should be supported and submitted to discover how the plan will rank.

Hamm testified that she is extremely excited to see Frazee consider this plan and feels if the trails are all connected with this regional park it would be a huge benefit for city business and they would thrive as more people would visit Frazee. She stated that she hopes the Council will consider supporting tis plan.

Lorsung stated this is a truly unique opportunity that comes along rarely. However, a Memorandum of Understanding needs to be created between the City, County and township. That would basically be a first step.

Reed said that he feels this plan has been rammed down his throat and would start a lawsuit if the public travels the public township road that runs in front of his property to access the park area on the north side.

Council had a discussion on testimony presented.

- ✚ Strand made a motion to approve the Master Plan for the Wanigan Regional Park and submit to the Greater Regional Minnesota Parks and Trails Commission, seconded by Sharp.

Miosek asked for a call of Council member vote's.

- ✚ In favor: Miosek, Strand, Kemper, Sharp
- ✚ Against: Flemmer

Motion carried.

The Public Hearing for the Wannigan Regional Park Master Plan was closed at 7:05 p.m.

Public Hearing

Truth in Taxation

Miosek opened the meeting at 7:06 p.m.

Anderson stated that Council had been furnished a power point outlining the breakdown of the budget, where the levy dollars have been assigned for expenditures and the statements of projected revenues the City will receive for 2021, along with the 2021 budget spreadsheet outlining all the line items for revenue and expenditures. Anderson also stated that due to Council member Sharp's adamant insistence that the levy not be raised and with help of sharpened pencils and tightening of departmental spending that mission was accomplished for this year. There was no taxpayer levy increase for the residents of Frazee for 2021.

Being no further discussion from council or the public Miosek closed the Truth in Taxation Hearing at 7:08 p.m.

Public Hearing

2019 Liquor Store Enterprise Loss

Miosek opened the meeting at 7:08 p.m.

Council discussed Credit card sales and deposits, the need for a full-time manager and how to accomplish the profitability to create that position. How to possibly cut overhead expenses dealing with flat sales. Possibility of placing the on-sale up for sale and retaining the off-sale.

Flemmer has concerns and will visit with city staff to go over various deposits and expenditures he has remains to have questions on.
Being no further discussion from council or the public Miosek closed 2019 Liquor Store Enterprise Loss Hearing at 7:35 p.m.

Regular Council Meeting Minutes

Miosek called the meeting to order at 7:45 p.m.

Open Forum - None

Consent Agenda

Minutes – November 5, 2020 Special meeting

November 2020 Regular Meeting

Approval of Claims

Acceptance of City Cash Control Statement

Well House Change Order No. 5

Request for Payment Rice lake Construction Group #9

- ✚ A motion to approve the Consent agenda was made by Sharp, seconded by Strand. All in favor, motion carried.

Old Business

Reschedule TIF 1-6 Public Hearing to February 8, 2021

Anderson informed Council that Building Official Riewer was unable to complete the TIF building inspections to meet the timeline to set the Public Hearing for January 2021. The Public Hearing would need to be rescheduled for February 2021.

Resolution 1214-20C Calling a Public Hearing on the Establishment of Tax Increment Financing District No 1-6 and the adoption of a Tax Increment Financing Plan Relating Thereto

- ✚ A motion to accept and approve Resolution 1214-20C Calling a Public Hearing on the Establishment of Tax Increment Financing District No 1-6 and the adoption of a Tax Increment Financing Plan Relating Thereto was made by Strand, seconded by Sharp. All in favor, motion carried.

New Business

Resolution 1214-20A – Designating Polling Place for the City of Frazee 2021

- ✚ A motion approving and accepting Resolution 1214-20A – Designating Polling Place for the City of Frazee 2021 was made by Kemper, seconded by Strand. All in favor, motion carried.

Truth in Taxation Hearing Findings

Miosek stated that there were no public present, nor any objections were stated over the Zoom platform.

Resolution 1214-20B – Adopting the Final Levy (Payable in 2021) and the Final Budget for 2021.

- ✚ A motion accepting and approving Resolution 1214-20B – Adopting the Final Levy (Payable in 2021) and the Final Budget for 2021 was made by Strand, seconded by Sharp. All in favor, motion carried.

Findings & Decisions of 2019 Liquor Store Enterprise Loss

Miosek stated that this should be an ongoing discussion monthly and continue to review on each agenda.

Application for Raffle Gaming Permit – Frazee Sportsman’s Club on March 13, 2021 at Frazee Event Center 114 N Lake Street

- ✚ A motion to approve an application for a Raffle Gaming Permit – Frazee Sportsman’s Club on March 13, 2021 at Frazee Event Center 114 N Lake Street was made by Flemmer, seconded by Strand. All in favor, motion carried.

MN DOT Discussions

Pedestrian Gates or Pedestrian Maze – Tom Pace explained to Council the different requirements for gates and the cost of yearly maintenance. Also, the pro’s and con’s of a pedestrian maze.

- ✚ A motion to approve the construction of a pedestrian maze for the 2022 Complete Hwy 87 Street Project was made by Flemmer, seconded by Sharp. All in favor, motion carried.

Pedestrian Fence – The fence is not an ADA requirement however is highly recommended by BNSF. Pace stated that after conversations between MN DOT and BNSF the cost has been reduced to approximately \$6000. Miosek inquired if a different type of fencing other than chain link could be used more a more artistic appearance. Pace said he would check and also reminded Council that any fence installed would have a 43” requirement.

Quite Zone options – Pace stated that the Complete Street Hwy 87 plans will be 100% complete in a very short time so there is not an opportunity for MN DOT to change their plans or shift any center lines. Flemmer stated that he and Sharp are researching a channeling devise that would not affect MN DOT’S project. Pace expressed concerns that what ever was decided they need to take into consideration turning movements. Flemmer stated they are looking at two options.

Rural 87 Update – Currently trees are being removed

Urban 87 Update – Currently the plan is at 60% and are under review. As of April, it is anticipated that the plans will be at 90%.

Lighting Choice for Trail – Pace explained that ADA doesn’t approve the lighting placed on the backside of the trail. The lighting will be planned for and placed on the backside of the curb. Carlson stated he has the plan set and will furnish the City cost share.

Further discussions, there is a small area next to the pedestrian fence and maze which will need a finished surface. Council agreed that for maintenance it should be a hard surface.

Carlson stated that these costs could be encompassed in the TA grant award.

- ✚ A motion to install a pedestrian fence with design to be determined by MN DOT was made by Flemmer, seconded by Strand. All in favor, motion carried.

Council will research different types of fencing they would like to have installed. Council had a discussion of what color the lighting poles will be. No decision was made.

Steve's Sanitation – 2021 Rate Increase

Council reviewed the rate sheet supplied in the agenda packet from Steve's Sanitation to cover the increased tipping fees they are required to pay due to County increases. These increases will need to be incorporated in the City's billing for the City's residents in 2021.

- ✚ A motion to acknowledge and accept the garbage rate increase presented by Steve's Sanitation was made by Strand, seconded by Sharp. All in favor, motion carried.

Council Meeting Dates – Tabled November

Strand stated that the School Board at their January 2021 meeting the meeting dates and times will be discussed. Council members discussed their concerns changing their meeting date.

- A motion to hold the Frazee city Council Meeting on the Third (3rd) Monday of the Month at 6:00 p.m. was made by Strand, seconded by Sharp.

Miosek stated he would like to wait and hear what the school board has to say regarding changing their meeting date. Trieglaff stated he enjoys attending the meetings and being involved. Kemper suggested that Trieglaff submit a written report for January and attend the School board meeting to determine what the school board decides.

Strand stated she would amend her motion as follows

- ✚ Strand made a motion to amend her 1st motion to state that Council will hold a decision to change the City of Frazee's Meeting date and time until it is determined what decision the Frazee School makes regarding their meeting dates and time, seconded by Sharp. All in favor, motion carried.

Staff Reports

Jolene Tappe – Event Center

Tappe said that there is a person from Lake Park who is interested in renting the kitchen for a few hours a week to operate a shake shop to see what type of interest for this service in town would generate. Council questioned if there would be an insurance issue to consider. Winter's did not feel there would be however he stated he will check into the issue.

Liquor Store

Discussed at Public Hearing

Tyler Trieglaff – Police Department

Trieglaff stated that in November there were 111 calls, 28 of which were traffic. The City-wide cameras are working very well, and he feels they will also be an asset to protect the City. He has located a newer used squad car in southern MN and would like to place a \$10,000 bid on it.

- ✚ Flemmer made a motion to allow Trieglaff to search for a squad car for up to \$10,000 seconded by Strand. All in favor. Motion carried.

Tyler Trieglaff – Rescue Squad

In November there were 13 calls, 4 of which were in town.

Rescue members will one of the first groups to receive COVID vaccinations.

Joe Nelson – Fire Department

Nelson stated that in November they had 4 calls. 3 were in Height of Land Township and 1 in Evergreen Township. The department has had a total of 58 calls so far for the year. The offer of \$70,000 for the purchase of a Tender was accepted by the City of Milaca. The Department does have that money in their restricted savings to pay for the Engine. The 2021 Leadership for the Fire Department is as follows:

Fire Chief – Joe Nelson

Assistant Fire Chief – Nate Matejka

Deputy Fire Chief – Travis Grey

Nelson stated that there are still a few old fire bills out that have been uncollectable. Council directed Administration to locate a collection agency and to begin applying late charges on unpaid invoices.

- 🚩 A motion to authorize a search for a collection agency and to implement late fee charges for unpaid invoices was made by Strand, seconded by Kemper. All in favor, motion carried.

Winters will research the amount of late fees that may be applied.

Larry Stephenson – Public Works

Frazer WTP treated 3,236,000 gallons of water for the month of November
11.25 gallons of Fluoride added to the water.

The WWTP pumped 2,460,000 to plant for treatment during November

The City maintenance crew has been attempting to get the ice rink flooded, however; the weather has been too warm during November. Hopefully if it stays cooler in the next few days, we hope to have it ready for the Christmas season.

- 🚩 A motion to receive and accept the Department reports was made by Strand, seconded by Sharp, all in favor. Motion carried.

Council Member Reports

EDA

Flemmer reported that the EDA created a Regional Park Committee and elected Hank Ludtke and Ashley Renollet to head up that committee. Anderson reported that the EDA has decided to table the Fellowship commitment that was proposed by Robert Harris III because they didn't feel at this time, they wished to enter into a two-year commitment. They did approve to continue with CEDA with Don Lorsung as their representative and he will serve the committee 2 days a month onsite and 1 day a month remotely. Also, further discussion of the downtown infill project including creation of the TIF district along with a leasing agreement. They are having a special meeting to consider sealed bids on the 105 Ash property sale.

Public Safety – No Meeting

Planning and Zoning – No meeting

Personnel and Finance – emails & phone reviewing 2021 Budget Line items and completing budget and levy.

Parks and Trails – No meeting

LARL – No report submitted

- 🚩 A motion to accept and approve the Council Member Reports was made by Strand, seconded by Flemmer. All in favor, motion carried.

Administrator Report

Anderson acknowledged that Council Member Flemmer was inquiring about and has requested the City cost of various projects. She stated due to the projects which still have many working parts to be decided on by Council it is difficult to predict since they are such moving targets and give a dollar amount at this time since they have not yet been decided on and approved by Council. She covered The Well House costs, loans and grant with the project still incomplete and will be assigned a user fee, the Hwy 87 sewer and water main replacement as she and the City engineer have applied for a PFA grant for that infrastructure, the trail system may run between \$95,000 to \$100,00 but so far, the city hasn't used all the grant allocation it may be less. The cost of the new fire truck is \$531,721.50 the FEMA grant is for approximately \$391,000.00 which the balance will be financed through the Fire Department CIP and the raise in the Township Service rate over the coming years. The downtown infill building will come in around 1.2M , forecast so far with the bank financing, TIFF income and rentals it should be only a break-even project overseen by the EDA. The end result for the EDA and City is to get those suites sold and get out of the development end of this project. Town Lake update is that NILE engineering has applied for a grant through MN DEED to develop and construct a new building there. Anderson also reported that the grant she had worked on to obtain housing rehab dollars for the low-income homeowners was not accepted through FBHL which her and MHP has worked on for the past two years. However, Frazee has been invited to apply again next year. Flemmer inquired about money to repair the Event Center and Anderson stated she doesn't have a plan for that endeavor. She stated the Council had considered fund rising and the only other option she could think of at this time would be Council would bond for such a project. They may consider doing that during the Hwy 87 project. Flemmer stated that the Council did need to look closely at the repairs needed for the Event Center. Sharp stated he would like the Finance Committee to create a CIP for all the projects that would be slated for the next 5 to 10 years.

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

Being no further business to discuss a motion to adjourn at 9:20 p.m. was made by Strand, seconded by Sharp.

Respectfully Submitted,



Denise Anderson/Administrator