



FRAZEE CITY COUNCIL

Meeting MINUTES

June 21, 2021

Frazee Civic Center -114 Lake Street

ZOOM Information

Topic: Council Meeting 0621

Time: Jun 21, 2021 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 845 1094 6113

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Public Hearing on Improvements

To consider making the improvement of Trunk Highway 87 (Lake Street) from Maple Avenue W to Second Street SW; pursuant to Minn. Stat. §429.011 to 429.111. The area proposed to be assessed for such improvement will include all abutting property. The estimated cost of the improvement is \$1,636,500. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

Public hearing: Opened at 6:01 p.m. Closed at 6:25 p.m.

1. Call the Meeting to Order, Roll Call
 - a. Called to Order: 6:25
 - b. In attendance:
 - i. Mike Sharp
 - ii. Nicole Strand
 - iii. Ken Miosek,

- iv. Mark Kemper
- v. Mark Flemmer

2. Pledge of Allegiance

3. Presentation of 2020 Audit – Auditor Colleen Hoffman

- a. The city Net Worth went up \$1.5 million in 2020. Part of that was due to the Grant money for the wellhouse project. Money that comes in for water projects does directly into the Net Worth of the city.
- b. Page 15 is what the city does for its citizens for services
 - i. General Government, public safety, general streets and sanitation, outdoor recreation, conservation of natural resources, economic development, event center, liquor store, and water.
 - ii. When making the budget every year the question is how much money do we need to spend to provide these services. In 2020 this was about \$2.5 million.
- c. Page 16 General revenues to the city
 - i. Payment in lieu of tax, local government aid, insurance dividends, investments.
- d. Property tax levy is the plug number to make the budget balance. The levy for 2020 was at around \$400,000
 - i. The levy is not bad for the amount of action going on in Frazee. Colleen called it a “relatively modest levy”.
- e. Page 22 shows profits and losses in utility funds and in the liquor store and event center.
 - i. Liquor store made a profit of \$30,000 in 2020.
 - ii. Event center had major repairs and was hurting budget wise this year due to being closed.
- f. Page 5 shows the future of the city.
- g. Colleen recommends running the new Banyon accounting system simultaneously with the current system to compare to Asyst to ensure system accuracy and allow time to learn a new system.
 - i. Colleen also mentioned condensing categories within Banyon to assist in making the budgeting and financial reporting easier.
- h. Colleen mentioned the city’s bonds, and how refinancing those bonds was “brilliant.”
- i. In addition to the regular annual audit the city was also subject to a Federal audit do to the money received for the Wellhouse project. The single audit submitted to the Federal Audit Clearing house is the highest level of audit a government can have.
- j. Colleen would like to give her congratulations for a job well done in 2020.
- k. Colleen would also like to remind the city that the council sets the highest moral and ethical standards for the city, and the city employees and citizens should see them as an example for honesty and ethics.

- i. Flemmer commends Nancy because she knows what's going on, she is very good at explaining things whenever he asks questions.
- 4. Open Forum
 - a. Heidi Moen – Water Treatment Plant
 - i. Moen lives on East Hill drive, and has been having a lot of issues with the chlorine in the water, her dogs have been sick, daughter has also had stomach aches.
 - ii. Moen's son lives on River Drive, she states he had to bring two dogs to the vet because they are getting sick.
 - iii. Heidi brought Shawna King who lives on Lake Street, she states her two dogs were sick, and her daycare kids were getting sick seemingly after drinking the water, she had to switch to filtered water and that seems to have helped.
 - iv. Miosek stated he will talk to Larry regarding chlorine levels in those areas of town but he knows Larry has been keeping an eye on it and they are trying to keep the chlorine to the lowest minimum levels they can.
 - v. Moen commented that Frazee used to have the best drinking water and she wants it to get back to that.
 - b. Anne - VFW Turkey Days
 - i. Anne came to Council to discuss the temporary fencing for liquor licensing and public safety during Turkey Days
 - 1. She asked to leave up the fence rather than put up and tear down every night for the length of the event.
 - ii. Anne discussed the details of Turkey days and stated that the fencing would be in the same area as 2019, and some people have signed up to do security for the events.
 - iii. Trieglaff states that he doesn't have any objections to the fencing staying up so long as it's fine with Ketter's and their cattle delivery on Fridays.
 - iv. Kemper wants Anne to double check with Ketter's, if they don't have a problem with it there shouldn't be an issue with the fencing staying in place.
 - v. Anne also stated she is working on getting the offsite liquor license paperwork completed.
 - c. Brikker Ware – Frazee Community Club
 - i. Ware came to Council to finalize the parades and road closures. He inquired about the use of the parking lot for the car show. It was decided that the car show would be held at the high school parking lot.
 - ii. He clarified the details for the Street Fair on West Main. Tyler and Ken had already discussed the issue and did not foresee it being a problem.
 - iii. It was mentioned that the 87 Bridge isn't scheduled to be done until August 23 which has caused there to be re-routing and relocating of some events.

- iv. Ware mentioned the Crazee Frazee parades and music are July 1st, 8th, and 15th.
 - 1. Ware was thinking for the parades line up in back high school parking lot, go down second, in front of the fire hall, and back up to the school.
 - 2. He is anticipating the parades to be small, but all inclusive as the purpose of the parades is trying to make Frazee a destination.
 - 3. Ware mentioned music will be in the United Community Bank parking lot, working with the VFW
 - a. He stated they spoke with the Palace Café owner, regarding having a table, but she is busy with regular clientele and will not be able to have a table for the events.
 - 4. Ware said the Miss Frazee group will provide a fundraiser for food and there will be no food trucks.
 - v. Ware mentioned the Community Club will be cleaning the streets this Thursday at 6:00.
 - 1. Corner stone is helping with this, pulling weeds and blowing sand.
 - 2. Kendal Ware is going to send an email to businesses letting them know the date and events.
 - 3. Ware estimated that last year 50 people showed up for the event.
 - vi. Ware reminded council that Community Club meetings are the 3rd Thursday of the month starting at 7:00 in Lions Park and people are welcome to attend and share ideas.
5. Consent Agenda
- a. Minutes – May 17, 2021
 - b. Approval of Claims
 - c. Acceptance of City Cash Control Statement
 - d. Bristlin Construction Timeline and Schedule of Values Breakdown
 - e. Resolution to Accept ARP Funding – 0621-21A
 - f. Motion to approve the Consent Agenda made by Mike Sharp, Second by Nicole Strand. **All in favor, motion carries.**
6. Old Business
- a. Currently None
7. New Business
- a. Approval of 2020 Audit Report
 - i. Motion to Approve the 2020 Audit Report made by Nicole Strand, Second by Mark Kemper. **All in favor, motion carries.**
 - b. Resolution for Hwy 87 – 0621-21B
 - i. Tabled until next month to allow a second public hearing.
 - c. Application for temporary road closure permit – Frazee Area Community Club

- i. Motion to grant the Frazee Community Club a temporary road closure permit made by Mike Sharp, Second by Nicole Strand.
All in favor, motion carried.

8. Staff Reports

- a. Jolene Tappe – Event Center
 - i. “Keeping on Keeping on.”
 - ii. Jolene states the Event Center made money in May.
 - iii. She says they are pretty busy through the summer. Two weddings in July, turkey days, busy August/September/October, then events start to quiet down.
 - iv. Flemmer asked about why there showed \$300 under for the till, what is that about?
 1. Nancy stated that was a bounced check, it has come back and should be fine for the next month’s bill totals.
- b. Liquor Store
 - i. Financials in packets
- c. Tyler Trieglaff – Police Department
 - i. The police department responded to 142 calls in the month of May, 34 of those were traffic related.
 - ii. He reports the new squad car is back and running well.
 - iii. It is still undecided what to do with the old squad, needs to go to mechanic as it is not reliable.
 - iv. Ryan Seeger called, Trieglaff thought he was to come back June 29th but Seeger has been invited to ranger school, his leave might be extended to October.
 1. Ken asked about putting Garrett full time to make up for Ryans absence.
 - a. Trieglaff states we by law have to keep the spot open for Ryan.
 - b. Garrett has been getting 40 hours a week (temp-full time) but wants to start working in Wadena also. We don’t really have enough for 4 full time officers. Something to discuss in future
 - c. Tyler needs to talk to Garrett, Trieglaff is wondering if there is a way to keep him happy as we need him here even if we can’t guarantee a full time position.
- d. Tyler Trieglaff – Rescue Squad
 - i. Rescue responded to 17 calls for service in May with 9 of those in town.
 - ii. The Rescue Squad recently recognized two members for 71 years of combined service.
 - iii. There was one recruit for open house, three applications, the next step is potential training.
- e. Joe Nelson – Fire Department
 - i. Not in attendance

- f. Larry Stephenson – Public Works
 - i. Not in attendance
 - ii. Public Works Report can be found in Agenda packet.
 - iii. Water treatment plant saw 4,551,00 g of water for the month.
 - iv. 111.0 pounds of fluoride added to water
 - v. ¾ of a gallon from the old treatment plant.
 - vi. New Treatment plant measures chemicals in a scale form, for more accurate measurement
 - vii. Waste Water: 2.35 mg of waste water pumped to treatment plant for the month
 - viii. 9.41 mg of treated waste water discharged to Ri basins for the month
 - ix. Precipitation was .11 of an inch
- g. Motion to accept Staff Reports made by Nicole Strand, Second by Mark Kemper. **All in favor, motion carries.**

9. Council Member Reports

- a. EDA
 - i. The Downtown infill is proceeding, construction timeline is in the agenda packet.
- b. Public Safety
 - i. New cameras would be helpful, but they are waiting for next year when a few intersections in town are redone.
 - ii. Discussed turkey days and the bridge being closed.
- c. Planning and Zoning
 - i. Did not meet
- d. Personnel and Finance
 - i. Did not meet
- e. Parks and Trails
 - i. Did not meet
- f. LARL
 - i. Did not meet
- g. School
 - i. Trieglaff reports parking lots are being added to the school.
 - 1. They will be add a turning lane and paving North River Drive, along with sewer and water infrastructure.
 - 2. High jump pit is now going to be a parking lot.
 - ii. We can assess the school for the River Drive updates.
 - 1. Could be a north water main loop with the possibility to apply for PFA funding.
- h. Quiet Zone hearing
 - i. The 60 day comment period, ends July 19, which coincides with the next council meeting,
 - 1. Sharp wants to hold a public hearing next month, on the 19th, to have people come provide comments and thoughts, particularly on the city budget for the quiet zone.

- i. Motion to accept Staff Member reports made by Nicole Strand, Second by Mark Flemmer. **All in favor, motion passes.**
- j. Motion to hold a public hearing for the July 19th Meeting made by Nicole Strand, Second by Mike Sharp. **All in favor, motion carries.**

10. Administrator Report

- a. Roberts reports there needs to be a Council Special Meeting on Tuesday, June 29, 2021 following EDA meeting to complete the Bonding on the Downtown project.
 - i. It is decided the meeting will be at 2:30 at the Fire Hall. Roberts will set up a zoom meeting and post signage around town announcing the special meeting.
- b. Roberts is adjusting the office hours
 - i. The new hours will be Monday – Thursday from 7:00 a.m. to 6:00 p.m.; Closed Friday – Sunday
 - ii. The purpose of the hour change is to give citizens time before and after regular work hours to come to the office, and to give the office workers Friday as a flex day for quiet time to work if needed.
- c. Heartland Trail ribbon cutting ceremony is on July 1st at 10:30 a.m. and council members are all invited.
- d. Chic Shed ribbon cutting ceremony on Friday June 25th at 1:00, all are invited to attend.
- e. Downtown ground breaking ceremony is to be determined dependent upon the meetings on Tuesday.
- f. Motion to accept the administrators report made by Nicole Strand, Second by Mike Sharp. **All in favor, motion carries.**

11. Adjournment

- a. Motion by Nicole Strand, group second, council adjourned at 7:36 p.m.