



FRAZEE CITY COUNCIL

Meeting Minutes

July 19, 2021

Frazee Fire Hall

6:00 p.m.

Topic: Public Hearings & Council Meeting

Zoom Info:

Join Zoom Meeting

<https://us02web.zoom.us/j/82977154209?pwd=cC9oUGFuUmFKQ0M2dEZjMzZNYjM1QT09>

Meeting ID: 829 7715 4209

Passcode: 708861

One tap mobile

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City of Frazee

Public Hearing

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.

Started: 6:01

Ended 6:16

Public Hearing

Public Hearing on a proposed railroad quiet zone. The proposed quiet zone would include and involve improvements to the Lake Street (Mnth 87) and 5th Street NW (CSAH 82) crossings. The Lake Street (Mnth 87) crossing would be improved through the installation of traffic channelization devices (Qwick Kurb), pedestrian mazes, and pedestrian fencing, as well as the modification of the Endeavor Road intersection (right in/right-out turns only). The 5th Street NW (CSAH 82) crossing would be improved through the installation of traffic channelization devices (Qwick Kurb).

Started: 6:17

Ended: 6:27

Council Meeting

1. Call the Meeting to Order
 - a. Called to Order at 6:27 PM
 - b. Councilmembers in attendance:
 - i. Miosek
 - ii. Sharp
 - iii. Kemper
 - iv. Flemmer
 - v. Strand (Zoom)
 - c. Public:
 - i. Kris Carlson
 - ii. Jordin Roberts
 - iii. Tyler Trieglaff
 - iv. Larry Stephenson
 - v. Barbie Porter
 - vi. Jolene Tappe
 - vii. Jim Nelson
 - viii. Greg Both
 - ix. Gail Levenson
2. Pledge of Allegiance
3. Open Forum – none present for the open forum
4. Consent Agenda
 - a. Minutes
 - i. 6-21-21 Public Hearing
 1. Trunk Hwy 87 Improvements
 - ii. 6-21-21 Regular Meeting Minutes
 - iii. 6-29-21 Special Meeting Minutes
 - b. Approval of Claims
 - c. Review of City Cash Accounts
 - d. Approve temporary 4-day alcohol permit for the VFW Turkey Days event
 - e. Approval of temporary alcohol permit for Third Crossing Bar at the Frazee Fire Dept. Demo Derby
 - f. Review of David Drown TIF Report Management Letter
Motion by Sharp to approve the consent agenda, second by Kemper. **All in favor, motion carried.**
5. New Business
 - a. Widseth – DNR Funding for Town Lake Beach – Grant Award of \$250,000
 - i. Discussion of Widseth Proposal with Gail and Greg

1. Greg addressed the Council and described what the next steps are for the Town Lake beach house. He clarified that they are there to make sure that the programming for the spaces in the bathhouse is what the city is looking for, the preliminary designs are just that, preliminary. The survey and civil engineering are broken out in the fee portion of the proposal as they are not typically included. The architectural, mechanical, electrical, and structural would be included. These 4 building systems are the cost of Widseths lump sum fee, the survey and civil would be an additional fee. Widseth would also assist the city with the bidding process as well as construction administration and grant administration labor compliance. The project would be bid out for spring construction. Widseths cost opinion for the project is about \$675,000 and their fees are based on that amount.
 2. Gail would like to say congratulations as the DNR grants are super competitive and we got the highest amount we could. Total project cost of 740,861 is what was submitted in the grant application. Gail is a funding specialist who would work with the DNR and a board of technicians for the grant administration portion and labor compliance. Gail had 9 cities ask her to assist with applying for this grant and Frazee was the city that had the pieces to the puzzle put together.
- ii. Questions:
1. Flemmer would like to commend Widseth for the work on that, getting that size of a grant is difficult. He also asked the question of “can the city afford the 600,000? Do we have the ability to downsize that or will that affect the grant?... Are we stuck with what the proposal was?”
 - a. Gail clarified that we will receive a grant agreement from the state, Jordin mentioned that the state is waiting to hear back on the SHPO archeological study that was conducted. The grant agreement from the DNR will explain what we can and can’t do so far as changes to the plans. Architectural and design fees are 10% of what the project is, that is what was submitted on the document, and changes will have to be discussed with the DNR. The grant application asks for a lot of environmental information and because of this Gail performed an environmental study including mailings to the various tribes and agencies.

2. Flemmer also had questions about the heated meeting room possibly being scaled back.
 - a. Greg stated that that piece can be modified easily.
3. Flemmer also had questions regarding the running of the concession stands and kayak rentals, is one person able to run both portions. This is something to think about as we proceed.
4. Miosak inquired about if the city is able to do some of the work ourselves so far as the demo.
 - a. Gail stated the demo is part of the city match money. It was anticipated to do the demo work locally getting up to \$9 per hour up to \$3,000 for the demo work viewed as a credit the city will contribute to the total. There will be paperwork to fill out regarding how many hours they worked on it and what their hourly wage is; along with any other costs associated with the demo work. Gail will be working with Jordin on grant administration.
5. Sharp wondered about when the final design has to be locked in.
 - a. Greg stated there isn't a specific timeframe for that piece. Gail stated the idea is to get it around the same time as the HWY 87 project so they can combine efforts and not dig things up twice.
 - b. Sharp commented that in the plan it looks to have the bid in December of 2021, so the design would probably have to be completed prior to that, but how much in advance?
 - i. Greg stated it is a back and forth process between himself and council.
 - c. Sharp agreed looking at the designs and finding opportunities to make the project a little more cost effective, and that this conversation should happen at the council level to come up with a design that works. Also to have conversations on how to fund this and come up with creative ways to pay for it.
6. Gail stated that when the grant agreement forms come from the DNR there will be more of a solidified timeline.
7. Larry inquired about a floor plan for the structure, Miosek clarified that there is a proposed one but we can make changes. Larry clarified we need to ensure all bathrooms are ADA compliant; having the ability to

take the pressure washer to the building to clean them etc.

8. Sharp mentioned we would have to request a variance from our own ordinance for Land setbacks off the lake.
9. Flemmer expressed concern regarding the cost as “that is a pretty good chunk of change and we still have the event center that needs some repairs.”
10. Miosek stated we would be in touch with Widseth.

- b. BNSF Railway License Approval, approval of payment
 - i. Carlson was pleasantly surprised at the cost on the license agreement it came back at almost half of what was expected, it is a one-time license fee for construction to be done during the HWY 87 project for the trail of \$6,408, he recommended also opting into the railroad liability insurance policy for \$640. He is asking for a motion to approve working with Jordin to get this license in place. The license agreement allows the city to maintain the property in the right of way rather than having to purchase the land. Kemper wanted to clarify that this was a one time fee, Carlson stated to his understanding yes it is a one time agreement.
 - ii. Motion by Flemmer to approve the license agreement at the stated cost, second by Nicole. **All in favor, motion carried.**
- c. Fee Schedule Amendments – Highlighted in PINK
 - i. Delinquent Shutoff fee increase
 - ii. Bulk water charge
 - iii. Cemetery Cremation fee increase
 - iv. Miosek explained these are things we are looking at possibly increasing. The city fees are low in comparison with surrounding areas and need to be re-evaluated. Council will take these under advisement and will look at changes to begin beginning of next year.
- d. Resolution accepting and expressing appreciation for the donation from Mike and Michelle Sharp. Resolution 0719-21A
 - i. Motion to accept resolution 0719-21A by Kemper, second by Flemmer. **All in favor, motion carried.**
- e. Approval of Juneteenth Holiday Pay
 - i. Miosek explained this is another item to take under consideration, it became a federal holiday but has not been recognized as a state holiday. Miosek stated there are a lot of places that aren't paying for the Federal Juneteenth Holiday at the moment. Council will take under consideration and visit later.

6. Old Business

- a. Resolution 0621-21B Ordering Improvement and Preparation of Plans.

- i. This resolution is authorizing Carlson to put the final plan together for the 429 process. Next is approving plans before submitting to the DOT.
 - ii. Motion by Sharp to accept the amended Resolution 0621-21B with the correct Date, second by Kemper. **All in favor, motion carried.**
- b. Rental inspections
 - i. Miosek mentioned that we have 215 rental inspections in town. Nancy stated 15 have been done as of June 30th. We have not had any others come in from Ben Riewer yet, we are trying to get updated numbers. Food for thought.

7. Staff Reports

- a. Jolene Tappe – Event Center
 - i. June was a great month; she anticipated Turkey days to be crazy the upcoming week. Thursday night the wild turkey federation is coming in to do a banquet. She has 12 events from Friday to Sunday in the event center. There are also two weddings in July. August is busy, September is quiet, October is busy.
 - 1. Flemmer asked if we have we had any estimates on the roof replacement, inquired if it is still leaking. We did get one a while back but have not proceeded with anything.
 - a. Miosek suggested asking Bristlins to give an estimate, they built the event center originally and are currently right next door working on the Downtown building.
- b. Liquor Store
 - i. In packet
- c. Tyler Trieglaff – Police Department
 - i. The police department had 142 calls in June, 33 off those were traffic related.
 - ii. The department is as full staffed as it can be. The Squads are running well however Squad computers are next on the list of needed updates. Currently they are working but officers are sharing and the computers are old hand-me-downs, Tyler is working on finding funding for the computers.
- d. Tyler Trieglaff – Rescue Squad
 - i. Rescue squad had 24 calls for the month of June with 6 in town.
 - ii. No changes to report.
- e. Joe Nelson – Fire Department
 - i. The fire department has been pretty quiet, call volumes are up a little, but Nelson states part of that is because we could use rain. Other than that all is good

- ii. There were a few pigs lost last Friday – they figured 6500 pigs were in the barn that burned down. They figured that is roughly \$1.5 million lost with the livestock and building.
 - iii. Nelson reports the new Fire Truck is good to go they are just waiting on a couple tools to arrive.
- f. Larry Stephenson – Public Works
- i. June water treatment ran 5,448,000 gallons of water for the month
 - ii. He got an email from the DNR saying they are proposing a drought warning phase meaning we have to look at our MPARS report on water conservation steps we can take
 - 1. Limit long watering and unnecessary use of water.
 - 2. Would like us to use 50% of what we normally use in the summer to bring us down to January rates.
 - 3. He suggested we might have to put stuff out there asking people not to water lawns and flowers as much.
 - iii. He added 122.5 pounds of fluoride into the water (13.5 gal)
 - iv. There was 2,350,000 gallons of wastewater for the month
 - v. There was 5,425,000 gallons discharged for the month
 - vi. June saw 2.99 inches of rain for the month.
 - vii. He has been thinking of possible locations for skating rink ideas now that the area downtown is no longer available.
 - 1. RL Frazee park
 - 2. Could go back up to the school property
 - 3. Tyler believes that if its not downtown its not going to be worth the time as it will not get as much use.
 - 4. Ken asked if we can do anything with the goose pond?
 - 5. Flemmer proposed having this discussion at a park and rec meeting.
 - 6. Larry thinks that the Seip area would make a beautiful park once those buildings are torn down and that can use that as a rink in the winter.
 - 7. School is a big user during the day of the skating rink so it would be a nice amenity to keep for them to use.

Motion to accept staff reports made by Sharp, second by Kemper. **All in favor, motion carried.**

8. Council Member Reports

- a. EDA – discussed the downtown building and proceeding with getting it moving along. Talked about rebranding the city, Jordin is working on this.
- b. Public Safety – didn't meet, but turkey days is coming up. Tyler states there should be no concerns. He is going to block off Lake Street and force traffic to take Endeavor around. Shouldn't be any truck traffic going through.
- c. Planning and Zoning – did not meet

- d. Personnel and Finance – had discussion on a few things, talked about try to bring in a third person in the office part time during the week to take care of phone calls and miscellaneous tasks. Maybe redoing the office down the road, we need to reevaluate the space and are taking in ideas for the future. The city has grown, which means more paperwork and regulations.
- e. Parks and Trails - did not meet. Have not heard back from the county yet on camping spaces at Eagle Lake Park.
- f. Frazee – Vergas School District – no update,
 - i. Was there ever a formal agreement made on summer rec?
 - 1. No there has not been. Tyler might try to help set something up. Need to decide if it is a school program or does it benefit the city?
 - 2. Might add into budget what we feel we are willing to give every year.
 - 3. Nicole gave some numbers to Denise a few months ago, Jordin will try to find.
 - 4. Do we have say in how they spend it or not?
 - a. Nicole says as long as it goes to pay for upkeep or equipment as needed it should be fine, we don't really want to micromanage.
 - 5. The question is the fair market value that we should be presenting to the school?
 - 6. Larry thinks they have been doing a fantastic job at the ball fields.
 - 7. This is so we know what to budget every year.
 - 8. Ken, Jordin, Tyler and School sup will try to have a discussion.
 - ii. Schools concern next year is north river drive with the 87 project closing the road. Might have to expedite it this spring so they can still access the ball fields during construction
- g. LARL
 - i. Rental agreement
 - ii. Motion by Flemmer to continue paying the usual rent, second by Sharp. **All in favor, motion carries.**
- h. Motion to accept reports by Flemmer, second by Strand. **All in favor, Motion carried.**

9. Administrator Report

- a. Discussion of Downtown building updates and progress report
- b. MNDOT Limited Use Permit
 - i. Will be on August agenda, need to finalize amenities such as planters/bike racks/benches to be included in the LUP. Jordin was thinking of doing rectangular planters along the walking trail, these planter designs were presented to council to inform them of the path she is choosing. She will be reaching out to Tom Pace with the DOT to discuss location of the planters.

- ii. During discussion it was agreed that there is no need for bike racks or benches on the multiuse path as these amenities can be placed at Town Lake beach, the new downtown infill, and at the school.
- c. Motion by Sharp to accept admin report, second by Kemper. All in favor, motion carried.

10. Adjournment

- a. Motion to Adjourn made by Nicole, second by Sharp. All in favor, motion carried.