



## **FRAZEE CITY COUNCIL**

Minutes

October 18, 2021

Frazee Fire Hall

6:00 p.m.

Topic: Council Meeting

### **Zoom Info:**

Topic: October Council Meeting

Time: Oct 18, 2021 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

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T09](https://us02web.zoom.us/j/81383596971?pwd=VlIrY2lZdG0yOXBkaVZEZVBuKzBOU<br/>T09)

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### **City of Frazee Council Meeting**

1. Call the Meeting to Order - Roll Call – 6:03 PM
  - a. Council Members:
    - i. Ken Miosek
    - ii. Mike Sharp
    - iii. Mark Kemper
    - iv. Mark Flemmer
    - v. Nicole Strand
  - b. Staff Members:
    - i. Larry Stephenson
    - ii. Kris Carlson
    - iii. Jordin Roberts
    - iv. Nancy Kiehl
    - v. Joleen Tappe
  - c. Guests:
    - i. Craig Fontaine – Code Red
    - ii. Donna Eskildsen

2. Pledge of Allegiance
3. Open Forum
4. Consent Agenda
  - a. Meeting Minutes
    - i. September Special Meeting
    - ii. September Council
    - iii. September Special Meeting
  - b. Approval of Claims
  - c. Review of City Cash Accounts

Motion to approve the consent agenda by Strand, second by Flemmer. **All in favor motion carried.**

5. New Business
  - a. Code Red Warning (Flemmer)
    - i. Flemmer introduced Craig Fontaine who was in attendance to discuss the benefits of the code red system. The system can be tailored to the city specifically if needed for a mass emergency communication.
    - ii. Fontaine gave the history on code red and what it is used for. Right now, 15,000 people in Becker county are signed up for the program. The cost to the county is \$16,000 to run the system. Code red is used for emergencies such as derailments, tornados, missing people. The system is ran through Becker County Dispatch. Fontaine projected his screen as an example and showed the room the code red system on the computer and how it works.
    - iii. To sign up for code red residents can go to the Becker County website, department of emergency management, code red. Fontaine recommends using a cell phone as the contact number as if the alert is to evacuate and the resident is not at home they will not be able to receive the alert that it is safe to return.
    - iv. This is county budgeted item, there is no cost to the city to use. It does not cost anything to sign up for and there is no cost to send out alerts.
  - b. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
    - i. Resolution 1018-21A
      1. Carlson explained this is to allow the DOT to proceed with advertising for bids for the HWY 87 project. They are looking to open bidding in November and receive them in December.
      2. Carlson also explained the updated budget numbers and stated the city is receiving 80% PFA grant for the water

costs, yet will have to cover the sewer costs by 100% loan. This is based on preliminary costs, yet it is looking favorable.

- ii. Motion to approve Resolution 1018-21A by Sharp, second by Strand. **All in favor, motion carried.**
- c. Contract for Project Engineer Services
  - i. The county is going to be reconstructing East Main in 2023, from HWY 87 on out. The city has about 6 blocks that need to have updated facilities. Carlson is looking to get the funding preparation filled out for this project ahead of the ball game. This project will work similar to the HWY 87 DOT project, the city pays for the utilities, but the road work is paid by the county. Carlson stated the city is sitting good to receive PFA funding for this project due to the sewer/water debts incurred with the water treatment plant and the HWY 87 project.
  - ii. Motion to approve Ulteig contract for project engineer services by Strand, second by Kemper. **All in favor, motion carried.**
- d. Pay Equity Report
  - i. Roberts explained she has been working on compiling information for the State Pay Equity reporting that is out of compliance as it was due in January 2020. She is requesting approval of the report and the ability to submit it to the state.
  - ii. Motion to approve pay equity by Sharp, second by Strand. **All in favor, carried.**

## 6. Old Business

- a. Eagle Lake Campground
  - i. Sharp explained parks and rec has been discussing the topic. To move forward we need a variance from the county to proceed forward as their requirement is 300 feet of lake shore and we only have 245. Their next meeting is November 18<sup>th</sup>, once we get the variance permit we need to submit a conditional use permit to the county.
  - ii. Strand asked about the current bathroom. Larry stated that bathroom is slated to go away. Kemper asked if down the road we will have to put bathrooms in that location, or if because this is going to be a full hookup location we will not need to and the assumption is that the campers will have facilities in their campers. Larry said it would be easy to add a bathroom if we felt we had to as due to it being seasonal hookups it will already have water and sewer accessible.
  - iii. Strand asked how much it costs to ask for a variance, it costs 300 to ask the county, if they reject we are out the 300 and then cannot proceed forward. But we cannot proceed without the variance so this is the first step in finding out if we are able to move forward. If the variance gets approved the next step is to apply for the conditional use permit.

- iv. Sharp explained part of the reason for putting the campsites out there would be to generate income to put back towards the parks such as updating playground equipment and shelters. We are anticipating anywhere from \$2,500 to \$3,000 income per year per site. The cost to put in a well is in the \$7,000 range and a gravity collection system is approximately \$8-12,000. The idea is that in a couple of years it will pay for itself.
  - v. Miosek mentioned that having someone there all summer long would also provide some observation of the area and deter damages. The area the sites would be in are not used, they are mowed by public works for parking.
  - vi. Motion by Kemper to move forward with a variance permit, second by Strand. **All in favor, motion carried.**
  - vii. Sharp mentioned that someone besides himself would need to present to the county board as he cannot due to sitting on the board. Flemmer volunteered.
- b. Downtown building update
    - i. Progress is being made. There was a meeting to discuss siding.
    - ii. Larry asked if they are planning to put in asphalt to make it plowable. Bristlin stated they were putting it off as late as they can so they are not driving over it.
    - iii. Miosek brought up the bump out portion of the building and how there is problems with that section not being poured properly. It is being addressed.
  - c. Rebranding Update
    - i. Shannon sent options for letterheads, business cards, and envelopes.
    - ii. It was discussed and the council decided on the letter head option with the line edging the page with the pictogram work descriptions below the line. They chose the business card with a blue and white front saying, "City of Frazee" and the back showing the pictures with Experience waters, trails, parks, shops. The envelope was to be with the pictures to match the letterhead and in color, not black and white.

## 7. Staff Reports

- a. Jolene Tappe – Event Center
  - i. Joleen reported it has been quiet at the event center. There was one event in September. There were cancellations in October. There are a lot of phone calls for upcoming events for weddings. April 9<sup>th</sup> is a popular date. Next year is pretty booked after April.
  - ii. Dustin Bristlin will get us an estimate on the roof.
- b. Liquor Store
  - i. Inventory report was included in packet.
  - ii. Kemper wanted to give a shoutout to the liquor store employees. They are consistently making money and are

working hard to get where we are at. He says thank you for all of their hard work.

- iii. Miosek mentioned decommissioning the elevator. It is currently blocked off and unplugged but there is a formal process for decommissioning it. It would be very expensive to do the repairs it needs, and it is not used enough to justify it. Next year we will look at having a company come shut it down, so we no longer have to pay state fees for the elevator.
- c. Tyler Trieglaff – Police Department
  - i. Not in attendance. David reports there were 78 calls in September; 17 traffic stops. David turned in a letter of resignation, his last day will be November 2. He is taking a position with Becker County Sheriff's office.
- d. Tyler Trieglaff – Rescue Squad.
  - i. 26 total calls, 11 calls in town.
- e. Joe Nelson – Fire Department
  - i. Not in attendance
- f. Larry Stephenson – Public Works
  - i. Water treatment plant treated 4,648,000 gallons of water
  - ii. Seeing usage drop with 87 project closing, they were using a lot of bulk water.
  - iii. 86.5 lbs. of fluoride added for the month of September.
  - iv. They are working on bugs with the new plant, and everything is going well.
  - v. Wastewater treatment pumped 2.26 million gallons of wastewater.
  - vi. 1.81 inches of precipitation for the month of September.
  - vii. All water services are blown out preparing for winter. 86 tons of salt/sand stockpiled for winter. Few things left at the rink area, it's close to being finished.
  - viii. Flemmer asked if the lights are on a timer, Larry is still working on getting that finished up.
  - ix. Sharp asked if Larry had walked through red willow discussing the expansion. They walked it and Carlson is concerned with sewer and how much of a drop it is. A slab on grade apartment is different than residential houses. The sewer main doesn't look very deep and all the depth is lost right away due to the terrain.
    - 1. Sharp asked because the county EDA would like to know our plan for development of the piece.
    - 2. Carlson stated he would look at it closer.

Motion to accept staff reports by Strand, second by Flemmer. **All in favor, motion carried.**

8. Council Member Reports

- a. EDA
  - i. Building is going up, that was the main discussion.
- b. Public Safety

- i. Did not meet
- c. Planning and Zoning
  - i. Did not meet
- d. Personnel and Finance
  - i. Did not meet
- e. Parks and Trails
  - i. Talked about RL Frazee Park, Eagle lake, skating rink options, had a briefing from the citizen contact who has a list of people for adopt a park and is working on getting grant money.
- f. Frazee – Vergas School District
  - i. Strand reports: “They are in a deficit and struggling.”
- g. LARL
  - i. No report

Motion by Strand, second by Flemmer. **All in favor, motion carried.**

#### 9. Administrator Report

- a. Detroit Lakes Chamber Ad
  - i. Strand suggested using the image rendering of the billboard, with “Experience Frazee” and doing the same size ad as the previous year.
- b. HVAC
  - i. Roberts reported the HVAC system needs to be replaced as it is from the early 1990s, prior administrator Anderson was worried it would not make another winter. Roberts is looking for approval to proceed with receiving estimates and choose the best one, then to proceed forward with using ARPA funds to pay for the upgrade. Motion by Flemmer giving Roberts approval, second by Strand. **All in favor, motion carried.**
- c. Offices
  - i. Roberts explained this topic has been touched on only a little. The offices are crowded, and expansion needs to be looked at. It is time sensitive due to weather conditions, availability of contractors, and current working conditions.
  - ii. Strand suggested having a special meeting, for this discussion as Chief Trieglaff is not in attendance, and this heavily involves the Police Department. Roberts will get ahold of Tyler and set a special council meeting date.

Motion to approve administrators report by Strand, second by Sharp. **All in favor, motion carried.**

#### 10. Adjournment

- a. Motion to adjourn by Strand, unanimous second. Adjournment at 7:49 p.m.