



FRAZEE CITY COUNCIL

SPECIAL MEETING Minutes

6:00 p.m.

October 28th, 2021

Frazee Fire Hall

ZOOM Information:

Join Zoom Meeting

<https://us02web.zoom.us/j/89160264413?pwd=Z0g0YklzaVIETVIXUWIVTCsxR3NEQT09>

Meeting ID: 891 6026 4413

Passcode: 677131

One tap mobile

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1. Call the Meeting to Order, Roll Call
 - a. Called to Order 6:02 pm
 - b. Council members:
 - i. Mark Flemmer
 - ii. Mike Sharp
 - iii. Mark Kemper
 - c. Staff:
 - i. Jordin Roberts
 - ii. Nancy Kiehl
 - iii. Tyler Trieglaff
 - iv. Ryan Seeger
 - d. Public:
 - i. Barbie Porter
 - ii. Online: Tyler King

2. Pledge of Allegiance

3. Business of Special Meeting

a. Discussion about office space

i. Where to place new admin staff person

1. Sharp began the meeting stating that there are three issues needing to be addressed: Where to place the new secretary, if she is put in the current PD office, where do we move the PD short term and where do we move them long term.
2. Sharp stated he believes the current PD office would be the best place to move the new admin staff member given the layout of the building. Roberts concurred this location will be best to direct the flow of traffic to correct departments.
3. Chief Trieglaff stated "I am fine with where we are, I am not pushing for a move or change..." Trieglaff does not wish to downsize, he would like to keep the garage stalls. Trieglaff stated more space would be nice, but it is not necessary in his eyes.
4. Several design ideas have been discussed including remodeling one garage stall, both garage stalls, adding an addition towards the alley, or getting a new building for the police entirely.
5. Sharp stated that the existing PD office is small, and a remodel would offer a space that is more usable for the police department long term.
6. Kemper expressed concern at "sticking a lot of money" into a non-permanent fix. He suggested maybe this is happening too quick and maybe we should bring in an architect to look at the building and do a space study. He does not want the police to feel like they "have been shoved someplace because that's all we have left for them."
7. Trieglaff stated of all the options he likes the one where the whole garage is remodeled to double their office space and potentially add on a garage in the future.
8. Officer Ryan Seeger mentioned that more space would be nice as right now there is no designated area to process evidence. Evidence is processed in the same spot they take their breaks and eat their food, right on the desk. He stated that the way the PD processes and stores evidence is inadequate. He feels the people of Frazee are owed a better department process of handling evidence. Having a designated meeting space

or conference room would also be helpful for interviews, interrogations, discussions with other departments, and additional work space if a critical incident were to ever happen. He believes having extra room would allow them to be a more secure police department.

9. Flemmer thinks this is a good opportunity for the city to make a nice police expansion and will get value out of it for the next 30 years. He is in favor of moving the secretary to the current PD area and working on the remodel then.
10. Roberts reached out to the league of MN cities asking if office expansion and remodels for distancing of employees is an applicable expense for the ARPA money and the league contact is stated that it is an eligible expense.
11. Discussion was had regarding where the police could temporarily move while construction is going on, there are issues with moving them to the basement as well as the rescue squad. Rescue is a private entity and we would need permission to use the space from rescue, the basement has windows that are not secure.
12. There is an issue with contractors being scheduled out into the summer already, there is a possibility this project isn't able to start for 6 months to a year. In order to do this in a timely manner we need to move forward now.
13. Kiehl mentioned that the original thought was to benefit both the police department and the admin.
14. Sharp feels the admin office space issues needs to be addressed immediately. Adding an addition onto the Administrators office was also discussed and determined it would still be too long of a remodel project and results in the police not benefitting and getting space.
15. Trieglaff asked if someone from Admin could move to the basement temporarily. It was determined this was not a viable option. It was determined eventually the PD will have to move, where is the question.
16. Trieglaff questioned if it was an option to fix one garage stall, move in there, remodel the new secretary office and then the second garage stall. Have them working in the area while construction continues so they do not have to move twice. Seeger stated as a construction worker having someone occupy the space they are working in is a nightmare. Kemper agreed that

having the PD in the middle of the construction zone isn't the best idea.

17. Sharp isn't keen on pushing this issue off for another two months. Flemmer stated remodeling the entire garage is the preferred end result.
 18. Trieglaff stated he planned on cleaning the garage this weekend, and once that is done we can see where we are at and have a more accurate idea of the space and where we are at so far as floor conditions and what needs to be done.
 19. Seeger thinks it would be wisest to move the PD into either the rescue building or the basement so that a construction crew can come in and not have to work around anyone.
 20. Trieglaff questioned if we need a commercial contractor or if a smaller construction company can handle it.
 21. It is not clear what the guidelines are for city construction projects. Roberts will discuss with Ben Riewer the building inspector to see what is needed and look into the League requirements for bidding projects.
 22. Seeger explained the purpose of having a conference area for the police and what that extra space can be used for.
 23. Discussion was had regarding the pros and cons of having epoxy versus tile flooring in the new area.
 24. Flemmer touched on the benefits of dealing with short term pain for a long term benefit of an improved police department. Roberts mentioned that it will benefit not just the officers but also the public and other departments who come to the office.
 25. Roberts explained the idea for giving police access to a bathroom.
- ii. Motion by Flemmer to get bids for the project, looking at doing a remodel for one stall and both stalls. Second by Kemper. **All in favor, motion carried.**
1. Sharp added that once we start receiving estimates this will give us a better idea of a timeline for the project and the scope we are looking at.
 2. Trieglaff will also speak with Ben regarding what is required for this project.

4. Adjournment

- a. Motion to adjourn by Kemper, Second by Flemmer. **All in favor, motion carried.** Adjournment 7:37