



## **CITY COUNCIL MEETING Minutes**

6:00 p.m.  
January 12<sup>th</sup>, 2022  
Frazee Fire Hall

### ZOOM Information:

<https://us02web.zoom.us/j/81397503371?pwd=Q2VPV1dablMrWUVZWVp0UFBkSk9RUT09>

Meeting ID: 813 9750 3371  
Passcode: 980896

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

1. Call the Meeting to Order - 6:10 PM - Roll Call
  - a. Council Members:
    - i. Ken Miosek
    - ii. Mark Flemmer
    - iii. Mark Kemper
    - iv. Nicole Strand
    - v. Mike Sharp
  - b. Staff:
    - i. Jordin Roberts
    - ii. Nancy Kiehl
    - iii. Larry Stephenson
    - iv. Tyler Trieglaff
    - v. Kris Carlson
    - vi. Nate Matejka
    - vii. Tom Winters
    - viii. Jolene Tappe
  - c. Guests:
    - i. Hank Ludke
    - ii. Denise Anderson
2. Pledge of Allegiance
3. Open Forum
  - a. Wannigan Park
    - i. Denise Anderson with the FCDC wanted to touch base on two items, the FCDC Contract and appraisal funding. Sharp and Flemmer have had a chance to review the contract through the Park and Rec

Committee. The City of Frazee and Frazee Community Development Corporation Cooperative Management and Program Services Contract was created to move ahead with Wannigan park, looking for a partnership with the city. This contract is asking for a partnership with the city and FCDC. Anderson asked if there were any questions or concerns about the contract at this time as this will be brought up for vote at the next council meeting. The contract has been sent to the City Attorney, and goes with the master plan that will be submitted to greater MN parks and trails in March. She asked to be placed on the February meeting agenda for this contract.

- ii. The Wannigan Park Board went to the EDA at the last meeting and was unable to receive funding due to conflicts of members serving on both boards. The county has pledged \$2,500 for the appraisal but the FCDC is asking the EDA for a matching \$2,500, the total for the appraisal is \$7,850. The appraisal needs to be done for the Master Plan.
  1. Strand made a motion for the EDA to donate \$2,500 for the wannigan park appraisal, seconded by Kemper. All in favor, motion carried.
- iii. Anderson also commented on the City Comprehensive Plan and how the council has undertaken some big projects and crossed several items off the list. She offered Congratulations and mentioned how Wannigan is marked in the Comp Plan and that is part of why FCDC is willing to put so much work in to get the project completed.

#### 4. Consent Agenda

- a. December Meeting Minutes
- b. Approval of Claims
- c. Review of City Cash Accounts
- d. Gambling Permit Frazee Trap Team
- e. Resolution 0112-22E - Mike Sharp Donation to Parks
- f. Motion to approve consent agenda by Strand, second by Sharp. All in favor, motion carried.

#### 5. Staff Reports

- a. Jolene Tappe – Event Center
  - i. Jolene reported that the event center was open mid-April through December 2021.
  - ii. She was approached by a group who would like to do a fund raiser to purchase a new oven, the event would be in the event center on Feb 13<sup>th</sup>. Jolene mentioned adding a new convection oven as the current one has a flat top on it that is not used a lot but is nice to have, they just need more space for bigger events or occasions.
    1. Kemper asked if there is sufficient space for the new oven. He also asked if there are any other concerns for the kitchen.
      - a. Jolene said not for the kitchen. The range hood gets run every three days as they are getting a gas smell once in a while, it has always been that way. Larry and MN Energy have all looked at it but haven't found anything.

- b. Kemper asked if there have been any troubles other than recently for the HVAC and heat systems. Kemper asked for a list of minor things she would like to see fixed. He was speculating that a good place for the ARPA money would be for some of these building updates and repairs around the various city buildings. Roberts explained that the money does have restrictions and is currently being earmarked for several larger projects.
      - c. The consent among council was that a fundraiser would be fine, there are no objections to it.
    - iii. Jolene would like to look at increasing the rent, she has been told they are too cheap. She was thinking increasing it to \$1,200 starting in a few months. In prior years the cost was \$500, \$800, and now currently \$1,000. Which is a lot cheaper than most venues of our size, capacity, and amenities.
      - 1. Kemper and Strand both agreed that the fees need to be addressed and revamped. Kemper inquired about the price for the Kitchen rental, which is included in the total rental cost.
      - 2. Tom Winters mentioned that the outdoor Detroit Lakes Pavilion is rented for \$1,300 a day, and this facility is much nicer and offers more.
    - iv. Strand inquired about the elevator to the white pine room, if we are telling people there is no elevator. Jolene said it is being mentioned and occasionally causing loss of interest due to it; however the amount of use it would get were the elevator to be fixed would not offset the cost of fixing it. The white pine room is marketed toward things like baby showers.
  - b. Liquor Store
    - i. Numbers were in the packet.
    - ii. Kemper wanted to commend the liquor store employees, he feels we had a very nice profit for the year. We have had two decent years from where we were 2-3 years ago.
    - iii. Flemmer would like to see a full-time manager in the near future.
      - 1. Kemper would like to see an updated computer system as the one right now is not able to track things as best as it could be. The current system is set up for a restaurant not an on/off sale.
      - 2. Flemmer inquired about getting an inventory.
  - c. Tyler Trieglaff – Police Department
    - i. Yearly total calls of 1,274, he will send out a breakdown. Becker county not including White Earth had about 20,000 CFS in 2021.
    - ii. He believes calls and major crime is going down overall.
    - iii. For December there were 83 calls, 9 were traffic related.
    - iv. The department is still waiting on backordered computers.
    - v. They replaced a squad car battery.
    - vi. Remodel in office is coming along.
    - vii. Scott Luhman is the new officer with 11 years of experience. He is living in Mahnomen but he is hoping to move closer. Him and Ryan may rotate Days and Nights.

- d. Tyler Trieglaff – Rescue Squad
  - i. Rescue had 25 calls with 9 in town in December.
  - ii. Total year numbers for the year was about 300 calls.
- e. Nate Matejka – Fire Department
  - i. Fire in December had 38 training hours, 1,147 hours for the year of 2021.
  - ii. 6 Fire calls in December for 251 hours, several multi hour fires.
  - iii. In 2021 total of 72 calls, 1618 hours.
  - iv. Would like the council to approve Courtney Erikson as a probationary firefighter.
    - 1. Motion by Kemper to add Courtney Erikson as a probationary firefighter, second by Strand. All in favor, motion carried.
  - v. A main goal this year is to focus on membership as numbers are down. Another goal is to update and upgrade/replace old vehicles with multifunctional trucks.
    - 1. A firefighter put in his resignation this month, he was with the department for 13 years.
    - 2. Strand asked when a hiring push would start to try to get more people in. Nate stated this has not been discussed yet.
      - a. It was suggested that something get posted on the Facebook page and city website stating the FD is looking for members.
  - vi. He would like the council to consider the FD purchasing a conex storage container as they are very short on space. This would be purchased with fundraiser money, not budget funds. It is around \$3,000 to \$5,000 for the bigger ones. They are looking to set it next to the building in the empty lot; a lot of things are currently stored at an ex-fireman's barn. It would be a key everyone has access to in the firehall as training equipment would be stored here. A storage box such as this can be moved if in the future an addition is possible.
    - 1. Sharp said they would have to get an interim use permit through planning and zoning. This would be an indefinite easy fix until a more permanent solution is found. The permit would need to be renewed every year.
    - 2. Larry expressed concern about not being able to plow snow around it.
  - vii. Sharp asked if Nate would like to meet about pension discussions, Nate would like to meet this spring in about March.
- f. Larry Stephenson – Public Works
  - i. MDH PWS Report is in the packets.
  - ii. December saw a lot of water used, there were some big leaks. 4,457,000 gallons of water through the plant for the month. The plant is working really well, everything is getting dialed in.
  - iii. 82.5lbs of fluoride added to the water in December.
  - iv. Waste water plant pumped 2.74 million gallons.
  - v. 2.42 inches of precipitation in December.
  - vi. Expecting more snow on the way. They had a couple minor breakdowns but they were fixed.
  - vii. Skating rink is doing really good. People seem to be enjoying it.

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

6. New Business

- a. Resolution No. 0112-22A - Authorization of application to the Minnesota Public Facilities Authority
  - i. Motion by Sharp to accept Resolution 0112-22A, second by Strand. All in favor, motion carried.
- b. Resolution No. 0112-22B – 2022 Organizational Resolution
  - i. Roberts inquired on the dates we wanted to have committee meetings and council meetings, and if it would be practical to combine personnel and finance rather than keep them separate.
    - 1. It was decided to keep the committees separate.
    - 2. Public safety will meet first Wednesday at 5
    - 3. Park and Rec will meet first Wednesday at 4
    - 4. Planning needs to have a meeting and what would work for all members.
  - ii. Roberts asked a question regarding meeting minutes. In the rules and procedures, it states that the clerk is to sign the meeting minutes. She was not aware of this requirement and thus it has not been done for several months' worth of minutes. Sharp and Strand suggested to reference the league of Minnesota Cities, if it is required by law to sign minutes then they should be signed, but if it is not required then it does not need to be done. Roberts will research this with the League.
  - iii. Flemmer asked if we wanted to bring Wes back as the city assessor rather than Becker County. Roberts stated Cody from Becker County has already been in to begin working.
  - iv. Motion to approve Resolution 0112-22B by Strand, second by Kemper. All in favor, motion carried.
- c. Resolution No. 0112-22C – 2022 Fee Schedule
  - i. Discussion was had regarding increasing some items on the fee schedule including water rates, event center rental, dog licenses, bulk water and others. It was determined that several fees were out of date and had not been adjusted in years, they will need to be gradually increased.
  - ii. Motion by Strand to approve the updated 2022 Fee Schedule with edits, second by Kemper. All in favor, motion carried.
- d. Resolution No. 0112-22D – Police Officer Eligibility PERA
  - i. Motion to accept 0112-22D Scott Luhman PERA Eligibility by Strand, second by Flemmer. All in favor, motion carried.
- e. Becker County Board of Appeal and Equalization Date
  - i. Roberts reported she received a letter from the County, the Board of Appeal and Equalization date is set for April 13, 2022.
- f. Occutest Consortium Agreement
  - i. Roberts explained prior administrator Denise Anderson had started this process before she left. Occutest provides drug testing for organizations, Roberts believes looking into this would be a good idea for new hires and employees who operate heavy equipment. It was

decided to not proceed forward with the agreement at this time but to let the council members review it further and table for a later date.

- g. League of MN Liability Coverage Waiver
  - i. Motion by Strand to not waive the statutory limits, second by Sharp. **All in favor, motion carried.**
- h. WCI Letter of Agreement (Donation request)
  - i. Sharp feels that by utilizing WCI services we get way more back from them in the long run. Roberts mentioned the EDA and CEDA advisor utilize them frequently.
  - ii. Motion by Flemmer to donate \$500 to WCI, second by Strand. **All in favor, motion carried.**

## 7. Old Business

- a. AAA Construction Bid City Offices
  - i. Roberts stated the bid at the prior meeting was transposed incorrectly. However she discovered new information about an alternative funding source and is going to look into that prior to bringing the topic back to council.

## 8. Council Member Reports

- a. EDA
  - i. They had a request for \$2,500 from Wannigan that was addressed tonight. They scaled down the park to 49 campsites and they will be meeting with landowners for discussions.
- b. Public Safety
  - i. Discussed adding radar signs with HWY 87 project. Also discussed the dangers of children playing on the snow piles, posted on Facebook asking them to not climb on the piles.
- c. Planning and Zoning
  - i. Met with Wannigan Park.
- d. Personnel and Finance
  - i. Did not meet
- e. Parks and Trails
  - i. Wannigan park spoke to Parks also.
  - ii. Eagle Lake was discussed. Recommendation is to get an updated appraisal on the park and look at options going forward. The residents are opposed to the camp sites in addition to the current issues the park faces. An option proposed is looking at pulling some of the park equipment out to proceed with the campground. The concern was to much traffic and dangers for children. The residents were open to purchasing the park and boat access from the city via a potential Lake Access Association. Further conversations and discussions need to be had.
    - 1. Motion to update appraisal by Sharp, second by Strand. Motion amended to not to exceed \$3,500. **All in favor, motion carried.**
  - iii. There was an update on Town Lake Beach. Mai Neng with the DNR said there is the option to appeal to SHPO regarding not performing the phase II archeological study. Roberts plans on looking into this with Widseth.

- f. Frazee – Vergas School District
  - i. No update
- g. LARL
  - i. No Update
- h. Motion to accept the committee reports by Sharp, second by Strand. **All in favor, motion carried.**

9. Administrator Report

- a. Roberts requested the scheduling of Special Council for HWY 87 financing. The DOT is in the bidding process and once the project is awarded they require payment. It will be held at 6:00PM on Wednesday the 9<sup>th</sup>.
- b. Hanson's updated the furnaces and are working at completing the installation.
- c. Motion to approve administrator report by Strand, second by Flemmer. **All in favor, motion carried.**

10. Kemper wanted to discuss COVID money and potential future uses for the ARPA funds. Roberts explained that some of the suggestions he offered were not applicable expenses, what the money can be spent on is restricted due to Federal requirements.

11. Adjournment

- a. Motion to adjourn by Strand, second by Kemper. **All in favor, motion carried.** Adjournment at 8:19 PM.

Respectfully Submitted,



Jordin Roberts  
City Administrator