



## CITY COUNCIL MEETING Minutes

6:00 p.m.  
April 18th, 2022  
Frazee Fire Hall

### **Public Hearing: Proposed Ordinance 160 Accessory Structures**

Ordinance adjusting the Frazee City Code regarding accessory structures and uses. Adjusting the maximum size limit of accessory structures to:

- (1) In residential zoning districts, accessory structures shall ~~not occupy more than thirty percent (30%) of the total area~~, not to exceed one thousand (1,000) square feet or five percent (5%) of the lot area, whichever is greater.

1. Public Hearing Commenced 6:00 PM
2. There were none in attendance for the public Hearing. Councilmember Sharp reviewed the purpose of the hearing and explained that this will be a benefit for residents who have larger lot sizes, granting them the option of building larger accessory structures while still remaining under either 5% of the lot area and 30% impervious coverage in zone R-1. The current policy is not to exceed 1,000 feet accessory structure; this would amend the policy to be 1,000 square feet or 5% of the lot area whichever is greater. This allows someone who is on a larger lot the option for building a larger accessory building.
3. Adjourned 6:01 PM

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

1. Call the Meeting to Order - Roll Call – Commenced 6:02 PM
  - a. Council Members:
    - i. Mike Sharp
    - ii. Nicole Strand
    - iii. Ken Miosek
    - iv. Mark Kemper
    - v. Mark Flemmer
  - b. Staff
    - i. Jordin Roberts
    - ii. Nancy Kiehl
    - iii. Nate Matejka
    - iv. Tyler Trieglaff
    - v. Larry Stephenson
    - vi. Kris Carlson

- vii. Tom Winters
- viii. Jolene Tappe - Zoom
- c. Guests
  - i. Hank Ludke – FCDC/Lions
  - ii. Robert Clary - VFW
  - iii. Robert Luedtke - VFW
  - iv. Robert Williams - Forum
  - v. Paul Lakin - VFW

## 2. Pledge of Allegiance

## 3. Open Forum

- a. Paul and Bob were in attendance to discuss the VFW and their liquor license. They were approved for a loan through the bank and will be electing new officers at the next meeting, it will be an all new guard. All members of the post will be monitoring future transactions, and they are hiring new staff. They stated with the loan from the bank they will be able to pay off all debts, they will be paying the debt to the state on Monday the 25<sup>th</sup> and are proposing opening May 2<sup>nd</sup>. They are asking the city to reinstate the liquor license so they can sell alcohol on that proposed reopening.
  - i. Miosek would prefer to have a sit down prior to that.
  - ii. Kemper clarified it was suspended until they were clear with the state requirements.
  - iii. Strand is willing to give conditional approval and then proceed with opening while also having a later meeting to go over expectations.
  - iv. Sharp is on board with giving approval but believes there needs to be a sit-down meeting, even a special council meeting if need be, to discuss the expectations and rules that go with having a liquor license to avoid these issues in the future.
  - v. This will be voted on during the New Business.
- b. Hank wanted to discuss the signage on the North Country Trail along Hwy 87. Hank has removed the signs per MNDOT request. Hank is hoping to have a resolution in place next month for council to approve putting the 4x12 signs on city utility poles.

## 4. Consent Agenda

- a. Meeting Minutes 3-21-22
- b. Approval of Claims
- c. Review of City Cash Accounts
- d. Gambling Permit Knights of Columbus
- e. Gambling Permit Turn in Poachers
- f. DOH Arsenic Report
- g. Child Care Appreciation
- h. Motion to approve consent agenda by Sharp, second by Strand. All in favor, motion carried.

## 5. Staff Reports

- a. Jolene Tappe – Event Center

- i. Jolene wanted to address the numbers for the month of March, property insurance came out and that usually causes a hit. April is a big month with weddings and the fireman's auction and deer hunters banquet. The roof is leaking in the back room again, the snow melting is causing a constant drip.
- b. Liquor Store
  - i. Numbers and inventory in the packet. Roberts clarified that the liquor store numbers had the same issue as the event center, property and liability insurance came out.
- c. Tyler Trieglaff – Police Department
  - i. 83 calls, 6 traffic related in March. Not much to report, had a meeting to discuss relocation of cameras for 87 project.
  - ii. Going to start writing nuisance car letters to get people to clean things up around town with spring coming.
- d. Tyler Trieglaff – Rescue Squad
  - i. 20 calls, 10 in town.
- e. Nate Matejka – Fire Department
  - i. 0 Calls in March.
  - ii. 2 Month probationary firefighter has left the department.
  - iii. Fire Auction is on Saturday from 5-9 at the event center.
  - iv. Nate met with the zoning committee and discussed possibilities for storage
    - 1. Sharp stated the department is looking at getting a connex container to store some stuff. This would be a temporary solution; we need a long term solution. Connex containers require an interim use permit, and there is hesitation to put that on main street.
    - 2. Flemmer suggested Rodger Bo's green building across the street. We will look into this.
  - v. Nate has also been talking to a Chief from another town about selling one of the trucks.
- f. Larry Stephenson – Public Works
  - i. Water Treatment pumped 5,674,000 gallons. Some residents were running water to keep lines from freezing, that is done now so hopefully that number will start dropping.
  - ii. Added 99.5lbs of fluoride to the water in March.
  - iii. 952lbs of chlorine to the water in March.
  - iv. Lead and copper test was performed last week and are waiting on the Dept of Health recommendation.
  - v. Wastewater plant pumped 2,660,000 gallons treated. Will begin discharging in May once weather clears up.
  - vi. Precipitation was 58/100th of an inch.
  - vii. This winter and spring has taken a toll on some of the streets. Larry is going to work with Kris on a plan to address problem areas.
- g. Kris Carlson – Ulteig Engineer
  - i. Budget Update on 87
    - 1. First page is overall city share of the project. It is broken into three sections. The city trail cost share is \$275,000, there was an MOU to keep the parking lane and that was a 90/10 split

with MNDOT, costing the city about \$45,000 for extra parking on 87. Lights are lumped together with water and sewer, prior to any outside funding (PFA Grants) the cities portion is just over 2 million dollars. Kris is working with the PFA loan officer right now, and has a verbal confirmation of over 400,000 grant for the water portion. We are getting no grant money for the sewer portion as the city doesn't have much sewer debt. The amount looking to be assessed is in line with the amounts we proposed at the various hearings. We are looking at potentially \$60-80,000 in savings with some changes the contractor is proposing for the sewer portion.

2. Sharp asked Carlson to clarify the 87 plan to cap the sewer and water at the lake, not going across the lake just yet. Carlson confirmed we are stopping at the park and set up to get across when the time comes.

- h. Tom Winters – City Attorney
  - i. Next meeting will have to have a closed meeting to discuss some items.
  - i. Motion to accept staff reports by Strand, second by Flemmer. **All in favor, motion carried.**

#### 6. New Business

- a. Ulteig – Hwy 87 Resolution 0418-22A
  - i. Motion to approve resolution 0418-22A by Sharp, second by Strand. **All in favor, motion carried.**
- b. Ulteig – Hwy 87 Resolution 0418-22B
  - i. Motion to approve resolution 0418-22B by Kemper, second by Sharp. **All in favor, motion carried.**
- c. Ordinance 160
  - i. Motion to approve Ordinance 160 by Kemper, second by Strand. **All in favor, motion carried.**
- d. FCDC Lions Park Request
  - i. Hank was here with some estimates for the cost of materials. The steps are just about \$800 with tax, that is with free labor from the students in the Ag classes. Restroom roof estimate is \$2,277, Gazebo roof \$1,172. He is looking for a donation from the city.
  - ii. This request is on behalf of the Lions Club, the FCDC is mainly just volunteering their time.
  - iii. Flemmer inquired about still needing to fix the plumbing in the bathrooms. Larry stated there is a lot of work to be done for the bathrooms. Hank doesn't have estimates on the restrooms yet, he is leaving that to Larry.
  - iv. Roberts included in the Parks Budget, to give council an idea where the budget sits.
    - 1. Flemmer inquired about the money stated to be set aside for the Heartland trail as he did not recall it being discussed. Roberts clarified that was extra money that was budgeted when we did the budget, the Heartland committee requested funding for land acquisition, and we budgeted extra funds in.

- v. Motion by Strand to give up to \$2,000 to the Lions Park updates the Lions and others will be doing, second by Sharp. **All in favor, motion carried.**
- e. VFW Liquor License Reinstatement
  - i. More discussion was had regarding the reinstatement of the liquor license and what should be done going forward, along with the rules that need to be addressed at a future meeting.
  - ii. Questions were asked on how it is being ran as a club vs a bar and what to do if there is a police call at the bar.
  - iii. Motion by Strand to reinstate the VFW Liquor license contingent upon their bills being paid, getting off the Dept of Revenue liquor posting list and a follow-up sit-down meeting with the city within 30 days and a second follow-up within 60 days, allowing them to move forward with an opening on May 2<sup>nd</sup>, second by Sharp. In favor: Flemmer, Strand, Sharp. Opposed: Kemper. **Motion carried.**

## 7. Old Business

- a. Wannigan Park Archeological Study Reduction of Scope
  - i. Roberts explained we received a \$10,000 grant to perform a phase I archeological study when Denise Anderson was Administrator. There is a need to ask the Minnesota Historical Society for a reduction of scope due to the larger than anticipated cost of the study. The study will be split into two parts, East and West. This has been discussed at length with the MHS staff, FCDC and Roberts. The FCDC will be applying for more grant money to complete the East side at a later date
  - ii. Motion by Strand to apply for the reduction of scope, second by Kemper. Flemmer inquired if there were any implications to the city if they find something on the West half. Roberts explained that the West isn't the side we are concerned about, but if something is found all that needs to be done is to plan around that area, we are not required to do a phase II study like Town Lake beach, we just need to plan to not disturb it. **All in favor, motion carried.**
  - iii. Motion by Strand to proceed with Bear Creek to do the Archeological study of the 110 are West side for \$10,400 with the FCDC covering the remaining \$400, second by Sharp. **All in favor, motion carried.**

## 8. Council Member Reports

- a. EDA
  - i. Talked about new building final punch list.
  - ii. Working on Brochure and Spotlight promotions.
  - iii. Craze Frazee Parade donation.
  - iv. EDA sponsoring Women's Spotlight Series with the DL Chamber.
- b. Public Safety
  - i. Talked about blight and getting that addressed.
- c. Planning and Zoning
  - i. Discussion with Fire department about storage.
  - ii. Property owner with potential housing development next to the Wannigan Park, will see what happens with the park and then stay in contact.

- iii. Couple individuals interested in new homes in the city
- iv. Requesting Erik Anderson Appointment to the commission, Karen Gray has stepped down. Motion to appoint Erik by Sharp, second by Flemmer. All in favor, motion carried.
- v. Issue with having 6 members on the commission versus 5 as required by ordinance, when only 3 members show up you do not have a quorum. Sharp is requesting he be appointed as an alternate. It was decided to not formally make that position an alternate.
- d. Personnel and Finance
  - i. Did not meet
- e. Parks and Trails
  - i. Waiting for Eagle Lake Appraisal to come in.
  - ii. Town Lake Archeological update request for approval. Roberts has been working with Abraham and he has been contacting SHPO and the State Archeologist to help narrow the scope of the project to the area where artifacts were found in the phase I study rather than the whole parcel.
    - 1. Motion by Strand to move ahead with In Situ Archeology for Town Lake, second by Sharp. All in favor, motion carried.
- f. Frazee – Vergas School District
  - i. Summer Rec was discussed.
  - ii. The parcel designation and cleanup of properties discussed. Roberts, Terry Karger and Carlson have been working on this.
- g. LARL
  - i. No update
- h. Motion to approve Council reports by Strand, second by Kemper. All in favor, motion carried.

#### 9. Administrator Report

- a. Roberts updated council incase anyone talks to them about it or is upset. She received a phone call from Lisa Piche about the twin homes in Red Willow, two of the four received their tax statements and there were assessments on them. These two were sold in early 2021, and the prior administrator placed \$8,000 in assessments on them. According to the contract between the EDA and Better Homes and Gardens Realty it states “The purchaser will either qualify for TIF or \$8,000 is due upon closing”, all purchasers qualified for TIF, so based on the contract and the agreement there should have been no assessments. Roberts is working with Jason Murrey of David Drown and Don Lorsung of CEDA to get Red Willow cleaned up. She will contact the county to see what needs to be done.
- b. Roberts reported the city received a tax bill for the old Mickelson property by the Dollar General, she called the county because it doesn’t make sense to pay ourselves for our own assessments. Mary Hendrickson stated we should have passed a resolution either waiving or deferring those specials. This will be on next months agenda.
- c. Roberts discussed how she is looking to choose a new IT company and provided the council members with the various estimates from several companies. She explained the reasons for wanting to switch. Motion by Sharp



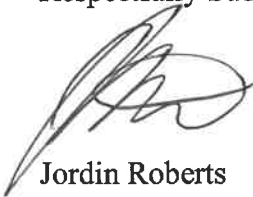
to let Jordin decide which IT company to switch to, second by Strand. All in favor, motion carried.

- d. Roberts included a copy of the workers compensation numbers, it took an unexpected leap and after many discussions with Rita there is really nothing we can do. This will be reflected in next months numbers.
- e. Motion to approve admin report by Strand, second by Flemmer. All in favor, motion carried.

10. Adjournment

- a. Motion by Strand to adjourn, second by Sharp. All in favor, motion carried. Adjournment at 8:00 PM.

Respectfully Submitted,



Jordin Roberts  
City Administrator