



## CITY COUNCIL MEETING Minutes

6:00 p.m.  
May 16th, 2022  
Frazee Fire Hall

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

1. Call the Meeting to Order - Roll Call -
  - a. Council:
    - i. Ken Miosek
    - ii. Mike Sharp
    - iii. Mark Kemper
    - iv. Mark Flemmer
    - v. Nicole Strand
  - b. Staff:
    - i. Jordin Roberts
    - ii. Tyler Trieglaff
    - iii. Larry Stephenson
    - iv. Jolene Tappe
    - v. Kris Carlson
    - vi. Nancy Kiehl
    - vii. Tom Winters
    - viii. Adam Walker
    - ix. Ryan Seeger
  - c. Guests
    - i. Hank Ludke
    - ii. Denise Anderson - Wannigan
    - iii. Gary Anderson
    - iv. Bob Williams
    - v. Bob Clarey
    - vi. Lenae – Turkey Days
    - vii. Brittany Wake – Turkey Days
    - viii. Angela Osterhoudt
    - ix. Tony Stock – Eagle Lake
2. Pledge of Allegiance
3. Open Forum

- a. Lenea with the Community Club regarding Turkey Days
  - i. Asking about road closures, Flemmer informed her she needs to fill out city and county forms to apply for road closures, the form for the city can be found at city offices, county's is on their website. Detours for Hwy 87 construction are not set yet, Miosek suggested talking to Tyler closer to the event to see where the project is.
  - ii. Roberts stated that one complaint from last year was the placement of the porta-potties, it was asked for this to be adjusted.
  - iii. Roberts inquired about the schedule of events, the list is made but it is not set yet.
  - iv. The next Turkey days meeting on Thursday in the white pine room at 6:30.
- b. Ludke wanted to thank everyone who helped fix the roof of the Lion's Park shelter
  - i. The project came in under budget so there should be money left over to fix the gazebo.
  - ii. Stephenson had some questions regarding the buildings and thought the structure of the gazebo needs to be evaluated.
- c. Osterhoudt lives behind the fire hall and has concerns about the alley.
  - i. When it rains or the snow melts the water pools and runs into her yard and garage.
  - ii. Carlson explained the options we have for paving the alley, and the process required to prepare for the project. Paving would entail an assessment project and all the necessary steps that come along with that.
  - iii. Strand asked what the options besides paving it are, to address the pooling. Carlson stated there needs to be storm sewer of some sort. The reason for asphalt is so the dirt would not need to be constantly maintained and continue to run into yards.
  - iv. Sharp inquired on how the assessment policy applies to alleyways. Winter stated it was the same as a typical roadway.
  - v. Stephenson stated he would like to have the parking area behind the fire hall paved also for ease of maintenance.
  - vi. Council asked Carlson to begin the process of adding storm drains and paving.
- d. Stock was inquiring about eagle lake park and if the appraisal has come yet. At this time, it has not, we are still waiting on Tinjum Appraisal.
  - i. Sharp asked if there is any update on his end for the Lake Access Association development.
    - 1. Stock has been in contact with his lawyer, and she is looking into the best route to go. Trying to work out logistics as far as acquisition funds and decision-making power.
    - 2. The end goal is to keep it an access.

#### 4. Consent Agenda

- a. Meeting Minutes 4-18-22
- b. Approval of Claims
- c. Review of City Cash Accounts
- d. Community Club Gambling Permit

- e. Motorcycle Awareness Month
- f. Motion by Strand to approve consent agenda, second by Sharp. All in favor, motion carried.

## 5. Staff Reports

- a. Jolene Tappe – Event Center
  - i. Had a busy month of April.
  - ii. May is quiet but has graduation parties.
  - iii. After July 16<sup>th</sup> we are booked until November
  - iv. There will be a purse bingo coming up.
  - v. There was more discussion regarding the roof of the event center.
    - 1. Miosek said he and Larry will get quotes to look at the roof.
- b. Liquor Store
  - i. Numbers in packet.
- c. Tyler Trieglaff – Police Department
  - i. April had 82 calls, with 5 traffic.
  - ii. Fixing up some squad cars.
  - iii. Cameras on Lake and Main and Juniper and Lake are being moved for the hwy 87 project. They are being put on adjacent buildings for the time being.
  - iv. He is going to start working on inoperable vehicle citations.
- d. Tyler Trieglaff – Rescue Squad
  - i. 24 calls, 13 in town for April.
- e. Nate Matejka – Fire Department
  - i. Adam is here in Nates place.
  - ii. April saw 5 calls: 1 medical assist, 2 brush fires, 2 structural fire assists in DL.
  - iii. Pancake feed in June 26 from 8-12.
  - iv. Raffle this year will be drawn at the demo derby.
  - v. Auction last month was a huge success, want to thank everyone who came out to support the department.
- f. Larry Stephenson – Public Works
  - i. Water plant pumped 4,861,000 gallons of water in April.
  - ii. Added 86lbs of fluoride and 752lbs of chlorine.
  - iii. Wastewater 2.37 million gallons pumped to plant for treatment.
  - iv. 4.06 inches of precipitation in April.
  - v. May will begin seasonal discharging.
  - vi. Got through clean up week last week.
- g. Kris Carlson – Ulteig Engineer
  - i. Had Hwy 87 open house and are waiting to get started on the project.
    - 1. There was discussion regarding detours, turkey days, access to town lake beach, and the ball fields.
    - 2. Carlson is going to apply for an approach on North River Road from the county, Gladen said they would be willing to haul fill from the project to complete the approach.
- h. Tom Winters – Attorney
  - i. Has things at the end of the meeting.
- i. Motion to accept staff report by Strand, second by Kemper. All in favor, motion carried.

## 6. New Business

- a. Mickelson Taxes Resolution 0516-22A
  - i. The city is currently paying assessments on their own property, it does not make sense to do this. Assessments can also be a deterrent for future developers. The assessments will be removed and the original assessment amount will be held in consideration when the lot is looking to be sold.
  - ii. Motion to approve resolution 0516-22A by Strand, second by Flemmer. **All in favor, motion carried.**
- b. RFP Mickelson Property
  - i. The EDA and Planning and Zoning have reviewed the RFP. This will be sent out to contractors asking for them to show how it would be developed.
  - ii. Discussion was had regarding the vision for the area.
  - iii. It was instructed to remove the quantity of housing desired, the RFP proposed states criteria of maximum 20 units. It will be removed to be left more open ended for developers to have creative freedom.
- c. Resolution 0516-22B Allowing the North Country Trail to place signage
  - i. Motion by Kemper, seconded by Sharp. **All in favor, motion carried.**
- d. School Summer Rec
  - i. Council decision was to have Park and Rec committee discuss further with the school. Council is looking for more numbers such as enrollment and total expenses.
- e. School Deeded Parcels
  - i. Looking to clean up the property lines, we received a letter from the school, however Terry Karger with the school is not in attendance.
  - ii. Motion by Strand, if the deeds are drawn up and ready to go we proceed with deeding over the vacated parcels to the school, second by Flemmer. **All in favor, motion carried.**
- f. Turkey Days Planning

## 7. Old Business

- a. Wannigan GMRPT Visit Update
  - i. Denise reviewed the Greater Minnesota Parks and Trails site visit. There were about 40 people in attendance.
  - ii. They will be applying to LCCMR funding by the end of the month. Hopefully by June will know if ranked high enough for acquisition money.
  - iii. The board is working really hard to acquire the property. Wannigan wants to offer Mr. Ness a purchase agreement for the next 12 months.
  - iv. The board is working on the financial statements and documents currently, and will share upon request.
  - v. The FCDC is a not profit and 100% volunteer. Any donations or any money that comes into Wannigan Park 100% is used for acquisition, attorney fees, or appraisals.
  - vi. The acquisition money being asked for is the appraisal amount. There is a \$92,000 gap between that amount and the asking price of \$810,000 that will need to be fund raised.

- vii. The FCDC is using West Central Initiative for money monitoring and management.
- b. VFW Sit Down and Review
  - i. Clarey was in attendance to provide an update.
    - 1. What has happened is they have moved to pay masters, the VFW is no longer handling the paychecks to the employees. They have let go of the accountant they used to use and are using Kupke Tax accountant for their federal taxes.
    - 2. Performing spot audits. Randomly checking the till and showing the correct amount is in the till weekly.
    - 3. Key has been removed from Ketters and a new keypad lock has been put on the back door and only the delivery drivers and the postmaster have the code for extra security.
    - 4. Just awarded two scholarships for \$1,000
  - ii. Having server training is a requirement by city ordinance and the state statutes.
    - 1. There was discussion about the necessity of training as well as doing in person training versus online server certification classes; as well as what content is taught in those trainings.
    - 2. There was discussion about similar requirements with the liquor store making sure everyone is playing on the same field.
    - 3. Trieglaff was going to look at trainings online and provide a recommendation for which to use.
  - iii. Discussed the license renewal requirements, temporary license requirements, and other state registration procedures.
  - iv. Kemper would like anyone at the VFW who is involved in the running of the bar sign a document to say they recognize and are aware of the city ordinances and state statutes.
  - v. It was also discussed to have the VFW follow the Club rules of members and guests signing in the guest book when they visit.
  - vi. There will be another check in 60 days after this meeting.
- c. Storage Space, Boe Building
  - i. Rodger Boe is willing to sell his building for \$65,000 across the street.
  - ii. The idea is this building would solve three separate space issues. The first being the police out growing their office and receiving the Boe building as a new police department. Second it would allow the Admin office to then take over the current police office for the secretary position as that department is also needing more space. The third problem it would solve is the Fire Department storage issue, once the Police move the fire department can then utilize the current police garage as an extra bay and storage room for training equipment.
  - iii. Flemmer mentioned if Eagle Lake Park is sold funds from that sale could be used to reimburse ourselves for the purchase.
  - iv. Strand asked if Boe would come down from the \$65,000, Flemmer responded that he spoke with him several times and he is not willing to move on the price.
  - v. Roberts clarified that the ARPA money can not be used for the acquisition of the property but could be used in part for the remodel of the building.

- vi. Ben Riewer the building inspector looked at the building and stated it is structurally sound, though the roof may need to be replaced.
- vii. The building would need to be gutted, but there is room for a second story in the future. The main draw for the building is the location. Flemmer mentioned it would also achieve the goal of fixing up a building in downtown to make it look nice.
- viii. Roberts stated she has a hard time agreeing with \$65,000, but seeing how \$45,000 was paid for two other buildings downtown that same amount is more agreeable in her opinion due to the work that has to be done.
- ix. Council took a field trip across the street to look at the building.
- x. Motion by Strand to purchase the building for \$65,000, second by Sharp. More discussion regarding timeline of fixing the building up, it can be used as storage until a contractor is available to remodel. Trieglaff will take the lead for design and bidding of the space. In favor, Strand, Sharp, Flemmer, Miosek. Abstain, Kemper. **Motion carried.**

## 8. Council Member Reports

- a. EDA
  - i. Downtown Commercial space
  - ii. Retail business brochure update
  - iii. Wannigan updates
  - iv. MMCDC & county land
  - v. Squared away lot process in Red Willow
  - vi. Housing proposal for Mickelson
- b. Public Safety
  - i. didn't meet
- c. Planning and Zoning
  - i. Chickens
    - 1. Council had discussion about a possible chicken ordinance. Council sent it back to Planning and Zoning to amend the ordinance to allow chickens using the Detroit Lakes ordinance for reference.
  - ii. Housing RFP
- d. Personnel and Finance
  - i. Did not meet
- e. Parks and Trails
  - i. Did not meet
- f. Frazee – Vergas School District
  - i. No update
- g. LARL
- h. Motion by Strand to approve the council member reports, second by Sharp. **All in favor, motion carried.**

## 9. Administrator Report

- a. Roberts has officially been with the city for 1 year
- b. Andrea's last day is next week, we are looking to replace her.

- c. Motion by Strand to accept Administrator Report, second by Kemper. All in favor, motion carried.

10. Closed Meeting – Tom Winters

- a. Attorney client privilege State Statute 13B-05.

11. Adjournment

- a. Motion by Strand, second by Sharp. All in favor, adjournment 9:01 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Jordin Roberts', is written over a horizontal line.

Jordin Roberts  
City Administrator