



CITY COUNCIL MEETING Minutes

6:00 p.m.
August 15th, 2022
Frazee Fire Hall

City of Frazee Council Meeting

1. Call the Meeting to Order - Roll Call
 - a. Council members:
 - i. Ken Miosek
 - ii. Mike Sharp
 - iii. Nicole Strand
 - iv. Mark Kemper
 - v. Mark Flemmer
 - b. Staff:
 - i. Jordin Roberts
 - ii. Nancy Kiehl
 - iii. Tyler Trieglaff
 - iv. Larry Stephenson
 - v. Kris Carlson
 - vi. Jason Kropuenske
 - vii. Jolene Tappe
 - c. Guests:
 - i. Colleen Hoffman
 - ii. Polly Daggett-Andersen
 - iii. Hank Ludtke
 - iv. Matt Abraham
 - v. Will Jupitz
 - vi. Abraham Bentley
 - vii. Alisa Bentley
 - viii. Bob Williams
 - ix. Sophie Strand
 - x. Sam Smith
2. Pledge of Allegiance
3. Open Forum
4. Consent Agenda
 - a. Meeting Minutes 7-5-22

- b. Meeting Minutes 7-18-22
- c. Approval of Claims
- d. Review of City Cash Accounts
- e. Fireworks Donation Resolution 0815-22B
- f. VFW Temporary Liquor Permit
- g. Motion by Sharp to approve the Consent Agenda, second by Strand. All in favor, motion carried.

5. New Business

- a. 2021 Audit – Colleen Hoffman
 - i. Hoffman presented the preliminary 2021 Audit Report, handing out draft copies, the audit is currently undergoing an independent third party review. She has no concerns about the financial position of the city. She reported on exhibit 7&8 page 22, that the Liquor Store had a positive operating statement of over \$50,000. The Event Center may have some pricing issues and inventory concerns with how that is being tracked between the entities. Her recommendation would be a liquor store manager who would be able to spend more time tracking and working with this.
 - ii. Sewer and water are looking good, making enough money to pay their bills. The sewer maintenance cost is hurting a little bit and may need to look at raising prices in the future.
 - iii. The net position of the city is at \$11million, an increase of about \$500,000 due to federal money received for the water project.
 - iv. On Schedule 6, the Department of Homeland Security Assistance to Firefighters Grant, was almost \$400,000. Hoffman was not happy with the recordkeeping of the Grant and the Loan for the new fire truck. She educated the council on how it should be done properly in the future. The way this was handled caused there to be a Federal Finding in the audit.
 - v. She reminded everyone that Department Heads need to sign off on their claims. She also clarified that if receipts are not turned in for charges on the credit card and it results in finance charges the person responsible will be held personally responsible for the charges.
 - vi. She has enjoyed working with Roberts and Kiehl and the books are getting cleaned up, including the TIF districts and matching proper TIF revenues to Bond payments.
- b. Resolution 0815-22A Wannigan Land Parcels from MN Parks and Trails
 - i. Roberts explained Greg Ness would like to have the property sold by year end, the Minnesota Parks and Trails Council is willing to purchase the property in the short term and hold it until grant or fundraising money can be obtained to purchase it back from them, within 4 years. The FCDC has applied to two grants however there will not be an answer on if they were selected prior to Ness's required closing timeline. The resolution states the city will agree to purchase the land after the 4 years. Andersen explained what the FCDC is doing to raise money for the acquisition. Councilmembers expressed concern about being "on the hook" for the funds. It was recommended to have the FCDC come to the finance committee meeting and better explain.

- ii. Motion by Flemmer to table until the September meeting, second by Sharp. **All in favor, motion carried.**
 - c. Project Engineer Services East Main Ave
 - i. Motion to approve East Main Contract Services by Flemmer, second by Strand. **All in favor, motion carried.**
- 6. Old Business
 - a. Eagle Lake Purchase Agreement
 - i. No update, Winters is not present
 - b. Boe Green Building
 - i. Trieglaff got an estimate for materials for a remodel at \$80,000, John Olson at the Lumber Yard said we are probably looking at \$240,000+ for the complete remodel not including the asking purchase price of \$65,000.
 - ii. Strand asked why we have not purchased the building yet, Miosek said he is waiting on Boe to sit down and discuss paperwork. Kemper views it as waste of money. Further heated discussion ensued regarding inaction on the space issue and what the options are.
 - iii. Motion by Kemper to rescind the offer to Roger Boe, second by Flemmer. **All in favor, motion carried.**
 - iv. Motion to obtain bids for addition for the police department off the fire hall and police garage by Strand, second by Kemper. **All in favor, motion carried.**
- 7. Staff Reports
 - a. Jolene Tappe – Event Center
 - i. There is an issue with the hot water heater, it may need to be replaced soon and this is a ARPA COVID funds eligible expense.
 - ii. Flemmer took the liberty of applying for a grant on behalf of the Event Center
 - b. Liquor Store
 - i. Numbers in packet
 - ii. They are fixing the damages from the Turkey Days incident
 - c. Tyler Trieglaff – Police Department
 - i. July saw 107 calls, 18 traffic
 - ii. Officer Seeger is moving on to the Becker County Sheriff’s office. One of the part-time officers is willing to move to full time, an internal hire to fill the vacant space.
 - 1. Motion by Strand to proceed with internal hire of the part-time officer to a full-time position to replace Officer Seeger, second by Sharp. **All in favor, motion carried.**
 - iii. The Police Department has 3 full time officers, Trieglaff would like to look at expanding to a 4th officer. This would be combined with the school as a school resource officer. There was discussion regarding where the funding would come from between the school and city, and the logistics of what that officers’ duties would be. Strand is in favor of this idea. This is something that will be discussed further in committees.
 - iv. No update on the dangerous dog issue.

- d. Tyler Trieglaff – Rescue Squad
 - i. 19 calls, 7 in town in July.
 - ii. Received a donation of just over \$1,000 from the motorcycle event in town that was approved by council.
- e. Nate Matejka – Fire Department
 - i. 2 calls in July: 1 structure, 1 mutual aid.
 - ii. Lots of events for Turkey Days and trying to get new recruits.
 - iii. They have applications for 7 new recruits. There are 22 firefighters on staff and 4 are able to walk out and retire today so recruiting has become a high priority.
- f. Larry Stephenson – Public Works
 - i. The water treatment plant saw 5,200,000 gallons pumped in July, mainly due to the construction project.
 - ii. Added 94lbs of fluoride 418lbs of chlorine.
 - iii. There was 2,440,000 gallons of wastewater pumped for the month.
 - iv. Discharged 9,080,000 gallons, 31,362,000 year to date.
 - v. Added an irrigation system to the plants by the school as part of the Hwy 87 project.
- g. Kris Carlson – Ulteig Engineer
 - i. City portion is done just waiting on the DOT to finish the road, they are running behind.
- h. Tom Winters – Attorney
 - i. Attorney Services Letter
 - 1. Motion by Strand to approve the increase for the city attorney, second by Flemmer. All in favor, motion carried.
 - i. Motion by Strand to approve Staff reports, second by Sharp. All in favor, motion carried.

8. Council Member Reports

- a. EDA
 - i. Discussed the downtown building there are some final items needing completion
 - ii. Talked about the palace café and the importance of keeping it going.
- b. Public Safety
 - i. Discussed the police cameras.
- c. Planning and Zoning
 - i. Ordinance 163 on Animal Control
 - ii. Trailers moved into a mobile park, Trieglaff sent a letter.
 - iii. Annexation of Wannigan park will wait until the city owns the property as it becomes an easier process.
- d. Personnel and Finance
 - i. Finance is meeting soon.
 - ii. Working on updating the personnel policy.
- e. Parks and Trails
 - i. Have not received an update from the school on the summer rec program.
 - ii. Roberts received the archeological study back today, has not had a chance to read through it yet, will be sending along to SHPO then wait for a response.

- f. Frazee – Vergas School District
 - i. School approved to deed over North River Drive to the City. Will be sending a letter from the attorney to the City.
- g. LARL
 - i. No update
- h. Motion on council member reports by Strand, second by Flemmer. **All in favor, motion carried.**

9. Administrator Report

- a. Held interviews for the secretary position, scheduled 4 interviews, 2 were present for their interviews. There was one promising candidate and Roberts will discuss with Finance regarding hiring.
- b. Has begun working on the budget, personnel policy, pay scale.
- c. Motion to approve admin report by Strand, second by Kemper. **All in favor, motion carried.**

10. Late Attendee Sam Smith

- a. Missed the open forum but wanted to present to council regarding his visit to our town. There was an emergency situation over the weekend, and he was not impressed with how the Rescue Squad and Fire Department responded, specifically regarding remarks made by one member of the rescue squad. Roberts advised him that he can not go into too deep of detail in the public meeting and the proper route is to submit the formal complaint form to the Administration Office which was provided to him.
- b. Council thanked him for coming and wished him a better rest of his visit.

11. Adjournment

- a. Motion to adjourn by Strand, second by Sharp. **All in favor, motion carried.**
- b. Adjournment at 8:30 PM.

Respectfully submitted,



Jordin Roberts
Administrator/Clerk/Treasurer