



CITY COUNCIL MEETING Minutes

6:00 p.m.
September 19th, 2022
Frazee Fire Hall

Public Hearing: Ordinance 163

Amending Section 5-5-2 of the Frazee City Code, Animals Restricted.

1. Public Hearing called to Order 6:00 PM
2. Roberts reviewed the changes being made to the animal ordinance, notably increasing the pet limit from 2 to 3, allowing up to 4 chickens with no roosters, and allowing animals that can be kept continuously in cages such as snakes.
3. Closed at 6:02 PM

City of Frazee Council Meeting

1. Call the Meeting to Order - Roll Call – Called to Order 6:02PM
 - a. Council members:
 - i. Ken Miosek
 - ii. Mike Sharp
 - iii. Nicole Strand
 - iv. Mark Flemmer
 - v. Mark Kemper
 - b. Staff:
 - i. Jordin Roberts
 - ii. Tyler Trieglaff
 - iii. Larry Stephenson
 - iv. Jolene Tappe
 - v. Nate Matejka
 - vi. Tom Winters
 - vii. Kris Carlson - Zoom
 - c. Guests:
 - i. Bob Williams
 - ii. Rick Schara
 - iii. Andrea Froeber
 - iv. Jim Froeber
 - v. Matt Hagelin
 - vi. Doug Anselmin
 - vii. Steve Danielson
 - viii. Ben Danielson

ix. Lisa Anselmin

2. Pledge of Allegiance
3. Open Forum – none in attendance for the open forum
4. Consent Agenda
 - a. Meeting Minutes 8-15-22
 - b. Approval of Claims
 - c. Review of City Cash Accounts
 - d. Resolution 0919-22B Special Session
 - e. Resolution 0919-22C Police Donation
 - f. Resolution 0919-22D Fire Donation
 - g. Resolution 0919-22G Police Officer Eligibility PERA Bret
 - h. Resolution 0919-22H Delinquent Utility Bills
 - i. Motion to approve the consent agenda by Sharp, seconded by Strand. **All in favor, motion carried.**
5. New Business
 - a. West Central Initiative – Rick Schara
 - i. Rick presented the strategic framework, as well as Becker county resources. They have given over 4.7mil in grants and over 4 mil in loans.
 - ii. Has given over 96,000 in grants in Frazee over the years.
 - iii. Would like to donate 2 apple trees to the city.
 1. Moorhead has a fruit Forrest
 2. Apple Orchard in Vergas
 - b. Ottertail Power Easement
 - i. Motion to approve the Ottertail Power Easement by Flemmer, second by Strand. **All in favor, motion carried.**
 - c. Great River Energy Easements
 - i. Motion to approve the Great River Energy Easements for the new transmission project by Flemmer, second by Strand. **All in favor, motion carried.**
 - d. Resolution 0919-22A Proposed 2023 Levy
 - i. Motion by Strand to approve Resolution 0919-22A, second by Sharp. **All in favor, motion carried.**
 - e. Resolution 0919-22E Delinquent Fire Calls
 - i. Roberts explained that this is a three part resolution, the first assigning delinquent fire calls to tax assessments, the second sending delinquent calls to collections, the third writing off uncollectable calls.
 - ii. Motion by Kemper to approve Resolution 0919-22E, second by Strand. **All in favor, motion carried.**
 - f. Resolution 0919-22F North River Drive Easement and Deed
 - i. Roberts explained the School has deeded over their portion of North River Drive to the city. Kemper and Stephenson held discussion regarding logistics of owning the road such as class 5 being needed and snow plow requirements in the winter. Roberts clarified that having the road owned by two separate entities limits the amount of

work that can be done on it, by having the city own all of the road improvements can be made and then assessed to the benefitting property owners.

- ii. Motion by Strand to approve Resolution 0919-22F, second by Sharp. **All in favor, motion carried.**
 - g. Ordinance 163
 - i. Motion to approve adoption of Ordinance 163 by Sharp, second by Strand. **All in favor, motion carried.**
 - h. Payoff Temporary GO Utility Revenue Note Series 2022A
 - i. Roberts explained that the PFA financing has been received for the Hwy 87 project, and the city is now able to pay off the Temporary 2022A GO Utility Note via the PFA funds.
 - ii. Motion to pay Utility Note Series 2022A by Strand, second by Kemper. **All in favor, motion carried.**
 - i. Resolution 0919-22I Declaring Cost to be Assessed
 - i. Motion by Strand to approve Resolution 0919-22I with the edit to 15 year repayment rather than 10, second by Flemmer. **All in favor, motion carried.**
 - j. Resolution 0919-22J for Hearing on Proposed Assessments
 - i. Motion by Kemper to approve Resolution 0919-22J, second by Strand. **All in favor, motion carried.**
6. Old Business
- a. Resolution 0815-22A Wannigan Land Parcels from MN Parks and Trails
 - i. Will be tabled until FCDC can provide Council with financials.
 - b. Quiet Zone
 - i. Flemmer reported the Federal Railroad Administration has approved the quiet zone. The next steps include purchase of the equipment, and a meeting with MNDOT to follow-up. Discussion ensued regarding the turn radius issue on Lake Street and Old Hwy 10, the tight turn is making truck traffic difficult. Roberts will set up a meeting with MNDOT to touch base on the quiet zone requirements as well as a potential truck route.
7. Staff Reports
- a. Jolene Tappe – Event Center
 - i. Numbers in packet.
 - ii. Good month of August but the Air Conditioner maintenance bills came out.
 - iii. Flemmer has been working on a grant through the Blandin Foundation, we have moved on to stage 3.
 - b. Liquor Store
 - i. Numbers in packet
 - ii. Flemmer - Discussion on Manager
 - 1. There was further discussion regarding the need to hire a manager. Flemmer brought up some numbers he was questioning and stated he would be interested in considering closing the establishment if it cannot transfer funds to the General Fund like surrounding municipal liquor stores do.

Tappe stated the liquor store is a gathering place for locals and it would be a shame to take that away. Flemmer believes a private entity would be able to be more successful and the city should get out of the way. Kemper and Roberts clarified that the biggest issue is a computer system that does not do what is needed.

- c. Tyler Trieglaff – Police Department
 - i. 94 calls, 11 traffic in the month of August.
 - ii. Bret has become the new day shift officer and is doing well.
 - iii. Potential School Resource Officer.
 - 1. On step 2 of 5 if things go forward. Have a working session with the school board next week. It comes down to money, Trieglaff has met with Finance and Public safety. Have discussed a survey to get the public's opinion on having an officer in the school, Flemmer brought up the survey being limited as not everyone is internet savvy, Roberts will put an insert in the water bills and an ad in the paper for responses.
 - iv. VFW Violation.
 - 1. Had patrons after hours two nights in a row, Friday and Saturday, Trieglaff has video evidence. A notice has been sent. Roberts and Winters looked into the ordinance and violation penalties. Council is setting a civil penalty of \$500 for the first violation, with a hearing notice set for the October Council in accordance with the ordinance.
 - 2. Flemmer wanted to report another vandalism of his campaign signs.
- d. Tyler Trieglaff – Rescue Squad
 - i. 22 calls, 5 in town.
 - ii. Going to DL for United Way event.
- e. Nate Matejka – Fire Department
 - i. 9 calls: 3 fires, 1 mutual aid, 1 false alarm, 1 hazmat, 2 life flight landing, 1 missing person.
 - ii. Firefighter candidate testing in August. Would like to ask the council to take on 4 probationary fire fighters Nicholas Geiselhart, Brandon Nelson, Thomas Trudeau, Joshua Wolfe. Several are waiting on physicals, they cannot participate in training or calls until those are completed however they can come to meetings and watch.
 - 1. Motion to approve the four probationary firefighters by Strand, second by Sharp. **All in favor, motion carried.**
- f. Larry Stephenson – Public Works
 - i. Water Treatment pumped 4,547,000 gallons in August.
 - ii. 81.5lbs of fluoride, 881lbs of chlorine added.
 - iii. Wastewater plant pumped 2,260,000 gallons to treatment.
 - iv. Wastewater plant discharged 9,069,000 gallons. YTD 40,431,000 gallons discharged.
 - v. Prepping for fall
 - vi. 3.5 inches of precipitation in August.
 - vii. Removed bathrooms from Eagle Lake park.
 - viii. Working on the North River Drive approach.

- g. Kris Carlson – Ulteig Engineer
 - i. County signed contract to start East Main. Will be coming to council to start the assessment process, will need to figure out the County/City split.
 - h. Tom Winters – Attorney
 - i. Meeting with Roberts to sign things. Will be typing notice to give to dangerous dog owner to vacate ownership.
 - i. Motion to approve staff reports by Strand, second by Flemmer. **All in favor, motion carried.**
8. Council Member Reports
- a. EDA
 - i. Downtown building final checklist. Seip Drug is moved and up and running.
 - ii. Discussed the RFP and contractors.
 - b. Public Safety
 - i. Discussed the dog issue.
 - ii. Discussed the Sex offender notification and how to handle in the future.
 - c. Planning and Zoning
 - i. Building Inspector has resigned, Roberts is looking for a new one.
 - ii. Discussed living in recreation vehicles, will be looking at amending the zoning ordinance.
 - iii. County is going to demolish the Chenaurd house prior to winter.
 - d. Personnel and Finance
 - i. Finance met and discussed budget.
 - e. Parks and Rec
 - i. Met with Wannigan Park to discuss resolution and finances.
 - ii. Discussed Eagle Lake park, it is moving forward.
 - f. Frazee – Vergas School District
 - i. No Update
 - g. LARL
 - i. No Update
 - h. Motion to approve council reports by Sharp, second by Strand. **All in in favor carried.**
9. Administrator Report
- a. Roberts and Kiehl attended the Clerks Academy put on by the League of MN Cities in Staples, it was very education regarding open meeting laws and other info.
 - b. Fire Truck Payment – Fire Capital outlay
 - i. Roberts explained the fire department budget is set to pay \$50,000 per year on the fire truck payment, which is over the \$35,410.63 annual payment requirement. The Annual payment comes out at the end of September. She is looking for approval to add \$14,589.37 to reach the total \$50,000; by doing this the principal gets paid down sooner and it will reduce the large balloon end payment significantly, helping with the long term budget.

- ii. Motion to pay the additional funds from the Fire Capital Outlay Budget toward the Fire Truck Principal by Nicole, second by Sharp. **All in favor, motion carried.**
- c. Business Meeting
 - i. Roberts would like to switch to two council meetings a month, in an effort to reduce their length. She has researched how Perham and other cities conduct their meetings and would like to model it similarly. The Committee of the Whole Working Session will have no formal council action taken, it will be a place for the committee reports, staff reports, and discussion on concerns, issues, and questions. The Business meeting will me the regularly scheduled Monday meetings and that is where motions will be made to formally pass resolutions and ordinances. The goal is to have this reduce the length of meetings and increase efficiency via being able to ask and answer questions without having to wait an entire month between meetings. The council decided the Working Sessions will be the First Wednesday of every month at 6:00 in the Event Center. Roberts will post formal notice of this meeting change.
 - d. Motion to approve the administrator report by Strand, second Flemmer. **All in favor, motion carried.**

10. Adjournment

- a. Motion to adjourn by Strand, second by Sharp. Adjournment at 8:11 pm.

Respectfully Submitted,

Jordin Roberts
City Administrator