



CITY COUNCIL MEETING AGENDA

March 29, 2023 ~ 4:30 p.m. ~ Frazee Fire Hall

[ZOOM LINK](#)

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Open Forum
 - a. FCDC – General update
 - b. [Doug Demski – Water Drainage](#)
5. Consent Agenda
 - a. [Meeting Minutes](#)
 - b. [Approval of Claims](#)
6. Staff Reports
 - a. [Event Center](#)
 - b. [Fire Department](#)
 - c. [Liquor Store](#)
 - d. [Police Department](#)
 - e. [Public Works](#)
 - f. [Administration](#)
7. Old Business
 - a. Eagle Lake Sale Update
 - b. Planters on Hwy 87
 - c. COVID Money
 - d. [Draft Resolution for Sewer Line](#)
8. New Business
 - a. [Resolution 0329-23A – Resolution Approval of Removal & Replacement of Sanitary Sewer Main Over Ottertail River](#)
 - b. [Department Head Report Requirements](#)
 - c. Cemetery Clean-Up
 - d. [Award Nominations](#)
 - e. Smart Meters

f. Liquor License Application

9. Addendum

10. Adjournment

Guests

DOUG DEMSKI



Consent Agenda

MINUTES – MARCH 13, 2023

1. Call the Meeting to Order
 - a. Meeting called to order by Mayor Mark Flemmer at 6:00 PM at the Frazee Fire Hall.
2. Roll Call
 - a. Members Present: Mark Flemmer, Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
 - b. Members Absent: None
 - c. Staff: Scott Luhman, Stephanie Poegel
 - d. Contracted Services: Chris Thorson – Ulteig; Tom Winters – Ramstad, Skoyles & Winters, P.A. (ZOOM)
 - e. Guests: None
3. Pledge of Allegiance
4. Open Forum - None

5. Consent Agenda
 - a. Meeting Minutes
 - b. Approval of Claims
 - c. Mayor's Monthly Update

M/S/CU: Sharp/Froeber to approve consent agenda as presented.

6. Old Business
 - a. Fire Hall Lighting Project
 - i. Estimate is \$3,370 and rebate is \$2,334.40; ending cost to City will be \$1,035.60.

M/S/CU: Kemper/Rader to approve Fire Hall Lighting Project as presented

- b. Contract for Project Engineer Services - Trail Plan (Heartland to Wannigan)

M/S/CU: Froeber/Sharp to approve Contract for Project Engineer Services – Trail Plan (Heartland to Wannigan)

7. New Business
 - a. Sewer Line Over River
 - i. Resolution 0313-23A Resolution Ordering Feasibility Study
 1. This pipe needs to be replaced due to it's age and efficiencies.

M/S/CU: Froeber/Kemper to approve Resolution 0313-23A Resolution Ordering Feasibility Study

- ii. Contract for Project Engineer Services - Feasibility Study – Main Lift Station and Sewer Improvements

M/S/CU: Sharp/Rader to approve the Contract for Project Engineer Services – Feasibility Study – Main Lift Station and Sewer Improvements.

8. Addendum Items
 - a. Additional Bills

M/S/CU: Froeber/Kemper to approve additional bills as presented.

9. Adjournment

M/S/CU: Rader/Kemper to adjourn at 6:13 PM.

Respectfully Submitted,
Stephanie Poegel
City Administrator

Consent Agenda

APPROVAL OF CLAIMS

3/29/23 1:57 pm

City of Frazee Council Approval Report for United Community Bank – 160072 (Council Approval Report)

Page 1

Invoice Number	Date	Description	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
572 00-00-073-9912	03/07/23	Bureau of Crim. Apprehensions, Business Shared Services, 1400 Maryland Ave E, St. Paul, MN, 55106 (8CA) March 2023 - June 2023 (\$50.00 per month x 4 months)	\$ 200.00	\$ 200.00	100-42100-0-31-90	Contracts / Professional	\$ 0.00	(\$ 200.00)
56 167165	03/29/23	Fire Safety USA, Inc., 3250 191st Street NW, Rochester, MN, 55901 1329622 Suction Hose, Barnl Strainer, Floating Strainer, Shipping/Handling	\$ 1,887.00	\$ 1,887.00	100-42200-0-2400	Small Tools, Minor	\$ 1,000.00	(\$ 1,887.10)
66 04678158-00	03/29/23	Goodrich Company, MW 9993, PO Box 1480, Minneapolis, MN, 55483 03/15/23 Customer #11011941 Frazee Fire Dept. Full Coupling & Nipple TBE	\$84.40	\$84.40	100-42200-0-4000	Repair and Maintenance	\$ 0.00	(\$ 180.00)
90		League of Minnesota Cities Insurance Trust, C/O Berkeley Risk Admin Co.LLC, Suite 2700, PO Box 981517, Minneapolis, MN, 55458-1517	\$94.40					
03/23/20-23	03/29/23	Admin General Liability	\$0,225.80	\$0,225.80	100-41900-0-3010	Insurance: General	\$ 0.00	(\$ 0,225.80)
03/23/20-23	03/29/23	Admin Mobile/Bond/Cyber/Property	\$4,921.00	\$4,921.00	100-41900-0-3020	Insurance: Property	\$ 0.00	(\$ 4,921.00)
03/23/20-23	03/29/23	Police General Liability	\$8,158.63	\$8,158.63	100-42100-0-3010	Insurance: General	\$ 0.00	(\$ 8,158.63)
03/23/20-23	03/29/23	Police Mobile/Bond/Cyber/Property	\$1,368.50	\$1,368.50	100-42100-0-3020	Insurance: Property	\$ 0.00	(\$ 1,368.50)
03/23/20-23	03/29/23	Police Automotive	\$3,736.00	\$3,736.00	100-42100-0-3030	Insurance: Automobile	\$ 0.00	(\$ 3,736.00)
03/23/20-23	03/29/23	Fire General Liability	\$296.54	\$296.54	100-42200-0-3010	Insurance: General	\$ 0.00	(\$ 296.54)
03/23/20-23	03/29/23	Fire Mobile/Bond/Cyber/Property	\$1,368.50	\$1,368.50	100-42200-0-3020	Insurance: Property	\$ 0.00	(\$ 1,368.50)
03/23/20-23	03/29/23	Fire Automotive	\$1,816.00	\$1,816.00	100-42200-0-3030	Insurance: Automobile	\$ 0.00	(\$ 1,816.00)
03/23/20-23	03/29/23	Rescue General Liability	\$5.19	\$5.19	100-42300-0-3010	Insurance: Property	\$ 0.00	(\$5.19)
03/23/20-23	03/29/23	Rescue Automotive	\$265.00	\$265.00	100-42300-0-3020	Insurance: Automobile	\$ 0.00	(\$ 265.00)
03/23/20-23	03/29/23	Streets General Liability	\$451.92	\$451.92	100-43100-0-3010	Insurance: General	\$ 0.00	(\$ 451.92)
03/23/20-23	03/29/23	Streets Mobile/Bond/Cyber/Property	\$3,318.00	\$3,318.00	100-43100-0-3020	Insurance: Property	\$ 0.00	(\$ 3,318.00)
03/23/20-23	03/29/23	Streets Automotive	\$1,673.00	\$1,673.00	100-43100-0-3030	Insurance: Automobile	\$ 0.00	(\$ 1,673.00)
03/23/20-23	03/29/23	Street Lighting Mobile/Bond/Cyber/Property	\$1,415.00	\$1,415.00	100-43100-0-3020	Insurance: Property	\$ 0.00	(\$ 1,415.00)
03/23/20-23	03/29/23	Police General Liability	\$164.46	\$164.46	100-45200-0-3010	Insurance: General	\$ 0.00	(\$ 164.46)
03/23/20-23	03/29/23	Police Mobile/Bond/Cyber/Property	\$6,461.00	\$6,461.00	100-45200-0-3020	Insurance: Property	\$ 0.00	(\$ 6,461.00)
03/23/20-23	03/29/23	Police Automotive	\$27.64	\$27.64	100-45200-0-3030	Insurance: Automobile	\$ 0.00	(\$ 27.64)
03/23/20-23	03/29/23	Joint Powers Mobile/Bond/Cyber/Property	\$130.16	\$130.16	230-49010-0-3010	Insurance: General	\$ 0.00	(\$ 130.16)
03/23/20-23	03/29/23	Camery General Liability	\$459.00	\$459.00	230-49010-0-3020	Insurance: Property	\$ 0.00	(\$ 459.00)
03/23/20-23	03/29/23	Camery Mobile/Bond/Cyber/Property	\$4,127.00	\$4,127.00	421-49100-0-3020	Insurance: Property	\$ 0.00	(\$ 4,127.00)
03/23/20-23	03/29/23	EDA - CT Infil Mobile/Bond/Cyber/Property	\$406.07	\$406.07	601-49400-0-3010	Insurance: General	\$ 0.00	(\$ 406.07)
03/23/20-23	03/29/23	Water Mobile/Bond/Cyber/Property	\$6,980.50	\$6,980.50	601-49400-0-3020	Insurance: Property	\$ 0.00	(\$ 6,980.50)
03/23/20-23	03/29/23	Water General Liability	\$3,812.22	\$3,812.22	602-49470-0-3010	Insurance: General	\$ 0.00	(\$ 3,812.22)
03/23/20-23	03/29/23	Sever General Liability	\$7,036.00	\$7,036.00	602-49470-0-3020	Insurance: Property	\$ 0.00	(\$ 7,036.00)
03/23/20-23	03/29/23	Sever Mobile/Bond/Cyber/Property	\$146.50	\$146.50	602-49470-0-3030	Insurance: Automobile	\$ 0.00	(\$ 146.50)
03/23/20-23	03/29/23	EDA Manube Mobile/Bond/Cyber/Property	\$1,054.99	\$1,054.99	604-49020-0-3020	Insurance: Property	\$ 0.00	(\$ 1,054.99)
404 January 21, 2023	03/29/23	Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN, 55155-4194 Tech Conf, Wastewater Training, 36th Annual	\$23.00	\$23.00	602-49470-0-4030	Over, Substitutions	\$ 0.00	(\$ 1,473.00)
153 00-40-007 00-40-315	03/15/23	Environmental Laboratories, Inc., Accounts Receivable, 20796 County Highway A, Detroit Lakes, MN, 56001 03/15/23 Project Name: 98 03/15/23 Frazee WWTP	\$23.00 \$46.00 \$52.76	\$23.00 \$46.00 \$52.76	601-49400-0-6070 602-49470-0-6070	Water Testing Water Testing	\$ 0.00 \$ 0.00	(\$ 400.29) (\$ 62.76)
160 15-00-368-27	03/15/23	Summit Fire Protection, PO Box 62015, Carol Stream, IL, 60197-6205 03/15/23 Public Department Fire Extinguisher (2)	\$18.00	\$18.00	100-42100-0-4010	Repair and Maintenance	\$ 0.00	(\$ 18.00)
15-00-368-26	03/15/23	Summit Fire Protection, PO Box 62015, Carol Stream, IL, 60197-6205 03/15/23 Fire Dept. Fire Extinguisher (2) Annual Inspection	\$18.00	\$18.00	100-42200-0-4010	Repair and Maintenance	\$ 0.00	(\$ 18.00)
15-00-368-26	03/15/23	Public Works Fire Extinguisher (1) Annual	\$81.00	\$81.00	100-43100-0-4010	Repair and Maintenance	\$ 0.00	(\$ 150.00)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
100220126	03/16/23	Inspection Water Plant Fire Extinguisher (2) Annual Inspection & Truck Charge	03/28/23	\$68.00	\$68.00	601-46450-04030	Repair and Maintenance	\$0.00	(\$68.00)
968 ARIN\001886	03/28/23	Uberg Engineer's Inc., 3050 30th Avenue South, Fargo, ND, 58104 1500-612 Project #R1800408 Frazee-TH07 Utility Improvements Prof. Services Thru 30-Nov-	03/28/23	\$16,912.00	\$16,912.00	401-40100-03030	Engineering Services /	\$0.00	(\$1,969,976.70)
ARIN\001885	03/17/23	Project #R1800408 Frazee-TH 07 Utility Improvements Prof. Services Thru 11-Feb-	03/28/23	\$2,062.00	\$2,062.00	401-40100-03030	Engineering Services /	\$0.00	(\$4,046.40)
Total Bills To Pay:									
							\$16,774.00		
							\$16,058.00		

City of Frazee
Council Approval Report for United Community Bank – 180072
 (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	900 02/08/2023	02/08/23	League of Minnesota Cities Insurance Trust, C/O Berkshire Risk Admin Co LLC, Suite 2700, PO Box 591517, Minneapolis, MN, 55409-1517 Council Account #R0002800 Workers Compensation Coverage Premium	03/28/23	\$113.46	\$113.46	100-41190-01030	Workers Compensation	\$0.00	(\$113.46)
	02/08/2023	02/08/23	Admin Account #R0002800 Workers Compensation Coverage Premium	03/28/23	\$1,000.31	\$1,000.31	100-41400-01030	Workers Compensation	\$0.00	(\$1,000.31)
	02/08/2023	02/08/23	Police Account #R0002800 Workers Compensation Coverage Premium	03/28/23	\$24,216.12	\$24,216.12	100-42100-01030	Workers Compensation	\$0.00	(\$25,216.12)
	02/08/2023	02/08/23	Fire Account #R0002800 Workers Compensation Coverage Premium	03/28/23	\$15,401.40	\$15,401.40	100-42200-01030	Workers Compensation	\$0.00	(\$15,401.40)
	02/08/2023	02/08/23	Reserve Account #R0002800 Workers Compensation Coverage Premium	03/28/23	\$3,300.00	\$3,300.00	100-42300-01030	Workers Compensation	\$0.00	(\$3,300.00)
	02/08/2023	02/08/23	Streets Account #R0002800 Workers Compensation Coverage Premium	03/28/23	\$4,672.10	\$4,672.10	100-40100-01030	Workers Compensation	\$0.00	(\$4,672.10)
	02/08/2023	02/08/23	Parks Account #R0002800 Workers Compensation Coverage Premium	03/28/23	\$234.12	\$234.12	100-42000-01030	Workers Compensation	\$0.00	(\$234.12)
	02/08/2023	02/08/23	Water Account #R0002800 Workers Compensation Coverage Premium	03/28/23	\$3,006.00	\$3,006.00	601-46450-01030	Workers Compensation	\$0.00	(\$3,006.00)
	02/08/2023	02/08/23	Sewer Account #R0002800 Workers Compensation Coverage Premium	03/28/23	\$3,631.74	\$3,631.74	602-46470-01030	Workers Compensation	\$0.00	(\$3,631.74)
Total Bills To Pay:							\$57,756.85			
							\$57,756.85			

City of Frazee
Council Approval Report for United Community Bank – 180072
 (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	99 378741	03/14/23	League of Minnesota Cities, 545 University Avenue West, St. Paul, MN, 55103-3044 Sally & Lois Control Workshop - Alexandra For Nancy Bight & Tina Hammar	03/14/23	\$40.00	\$40.00	100-41400-03030	Travel Training	\$0.00	(\$40.00)
Total Bills To Pay:							\$40.00			
							\$40.00			

City of Frazee
Council Approval Report for United Community Bank – 326318
 (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	100 02/08/2023-01	02/08/23	League of Minnesota Cities Insurance Trust, C/O Berkshire Risk Admin Co LLC, Suite 2700, PO Box 591517, Minneapolis, MN, 55409-1517 Account #R0002800 Workers Compensation Coverage Premium	03/28/23	\$4,967.15	\$4,967.15	603-46770-01030	Workers Compensation	\$0.00	(\$4,967.15)
Total Bills To Pay:							\$4,967.15			
							\$4,967.15			

City of Frazee
Council Approval Report for United Community Bank--326318
 (Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
445		Aramark Uniform Services, AUB South Location, P.O. Box 89077, Dallas, TX, 75288-0977	03/29/23						
2520 904802	03/16/23	Account #16 163211	03/29/23	\$47.23	\$47.23	603-46750-0210	Cleaning Supplies - Off	\$0.00	(\$49.65)
2520 904802	03/16/23	Account #16 163211	03/29/23	\$47.23	\$47.23	603-46770-0210	Cleaning Supplies - On	\$0.00	(\$441.81)
2520 904811	03/16/23	Account #16 2633400	03/29/23	\$133.01	\$133.01	610-46790-0210	Cleaning Supplies - EC	\$0.00	(\$647.76)
				\$227.47					
15		Bergsath Bros, Inc, PO Box 9904, Fargo, ND, 58107							
281682	03/16/23	Twined Tea Mfg	03/29/23	\$62.60	\$62.60	603-46750-02520	Resale - Beer	\$0.00	(\$44,641.00)
281683-01	03/16/23	CREDIT Twined Tea Half & Half	03/29/23	(\$62.60)	(\$62.60)	603-46750-02520	Resale - Beer	\$0.00	(\$44,641.00)
281684	03/16/23		03/29/23	\$1,884.90	\$1,884.90	603-46750-02520	Resale - Beer	\$0.00	(\$44,641.00)
				\$1,884.90					
17		Beverage Wholesalers, PO Box 9904, Fargo, ND, 58107							
204100	03/17/23		03/29/23	\$194.70	\$194.70	603-46750-02520	Resale - Beer	\$0.00	(\$44,641.00)
				\$194.70					
21		Breakthru Beverage, 489 North Prior Avenue, St. Paul, MN, 55104							
348106090	03/14/23		03/29/23	\$2,055.22	\$2,055.22	603-46750-02510	Resale - Liquor	\$0.00	(\$16,269.73)
410090595	03/07/23	Jack Daniels & Coke Can	03/29/23	(\$195.00)	(\$195.00)	603-46750-02510	Resale - Liquor	\$0.00	(\$16,269.73)
				\$2,260.22					
28		Coca Cola of Fergus Falls, PO Box 8106, St. Cloud, MN, 56302							
3062043	03/16/23		03/29/23	\$161.55	\$161.55	603-46750-02540	Resale - Soft drinks	\$0.00	(\$400.70)
				\$161.55					
34		Dorothy Paper Co., 3140 15th Avenue N, PO Box 2727, Fargo, ND, 58108-2727							
33307	03/16/23	Uter Can Repro & Tissue JRT	03/29/23	\$146.44	\$146.44	603-46770-0210	Operating Supplies -	\$0.00	(\$465.86)
				\$146.44					
47		DS Beverages, 201 17th Street North, Moorhead, MN, 56560							
680825	03/16/23		03/29/23	\$1,072.55	\$1,072.55	603-46750-02520	Resale - Beer	\$0.00	(\$44,641.00)
				\$1,072.55					
46		Electro Washman, Inc., 1 West Water Street, Suite 110, St. Paul, MN, 55107							
401080	04/01/23	Burglary & Fire Monitoring Service with Test Signals 41/23 to 6/30/23	03/29/23	\$57.98	\$57.98	603-46750-04010	Repair and Maintenance	\$0.00	(\$305.07)
401150	03/16/23	Customer #3023 Trouble Shoot issues with Doors, Replaced Door Contact/Batteries (Wireless DYM Contact, Service Call, Travel Time	03/29/23	\$336.90	\$336.90	603-46770-0210	Operating Supplies - On	\$0.00	(\$636.56)
				\$336.90					
401600	04/01/23	Burglary & Fire Monitoring Service with Test Signals 41/23 to 6/30/23	03/29/23	\$57.98	\$57.98	603-46770-04010	Repair and Maintenance	\$0.00	(\$276.65)
401150	03/16/23	3x Lithium Battery	03/29/23	\$40.64	\$40.64	610-46790-0210	Operating Supplies - EC	\$0.00	(\$328.04)
401600	04/01/23	Burglary & Fire Monitoring Service with Test Signals 41/23 to 6/30/23	03/29/23	\$57.98	\$57.98	610-46790-04010	Repair and Maintenance	\$0.00	(\$1,342.76)

City of Frazee
Council Approval Report for United Community Bank--326318
 (Council Approval Report)

3/29/2023 2:04pm

Vendor Invoice#	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
62	Frazee Family Foods, PO Box 356, Frazee, MN, 56444				\$564.40				
17294	03/16/23	Limes, Lemons, PPPR PLAT	03/29/23	\$11.93	\$11.93	609-48770-02100	Operating Supplies - On	\$0.00	(\$69.59)
51903	03/08/23	Cariboga, Potatoes, Carrots, Onions for St. Patty's Day Event (Receipt had rolls accidentally charged on E. but Hank Ludke paid for them and that money was credited to account)	03/29/23	\$21.25	\$21.25	609-48770-03100	Entertainment Expenses	\$0.00	(\$2,136.39)
18354	03/10/23	Colony, Bluebonnet Spread for St. Patty Party	03/29/23	\$10.28	\$10.28	609-48770-03100	Entertainment Expenses	\$0.00	(\$2,136.39)
528	Giovanni's Pizzeria, 712 Thirasse Drive, Brainerd, MN, 56401								
03/03/22-02	03/29/23		03/29/23	\$385.25	\$385.25	609-48770-02000	Retail - Pizza	\$0.00	(\$973.35)
474	Graphic Design & Marketing LLC, 41041 Lida View Lane, Veritas, MN, 56587								
3-18-23	03/18/23	Road Trip Ad	03/29/23	\$90.00	\$90.00	609-48770-03420	Advertising for	\$0.00	(\$100.10)
3-18-23	03/18/23	Road Trip Ad	03/29/23	\$90.07	\$90.07	609-48770-03420	Advertising for	\$0.00	(\$200.17)
3-18-23	03/18/23	Road Trip Ad	03/29/23	\$90.07	\$90.07	610-48790-03420	Advertising for	\$0.00	(\$190.67)
88	Johnson Brothers St. Paul, PO Box 98328, St. Paul, MN, 55116-0328								
2/30/22	03/14/23	Liquor	03/29/23	\$720.40	\$720.40	609-48770-02510	Retail - Liquor	\$0.00	(\$16,203.79)
2/30/22	03/14/23	Wine	03/29/23	\$588.82	\$588.82	609-48770-02530	Retail - Wine	\$0.00	(\$1,723.37)
900	League of Minnesota Cities Insurance Trust, C/O Bentley Risk Admin Co LLC, Sullow 2700, Minneapolis, MN, 55409-4517								
03/29/23-01	03/29/23	Off Sale General Liability	03/29/23	\$633.40	\$633.40	609-48770-03010	Insurance: General	\$0.00	(\$633.40)
03/29/23-01	03/29/23	Off Sale Mobile Bond/Cyber/Property	03/29/23	\$1,998.00	\$1,998.00	609-48770-03030	Insurance: Property	\$0.00	(\$1,998.00)
03/29/23-01	03/29/23	On Sale General Liability	03/29/23	\$344.00	\$344.00	609-48770-03010	Insurance: General	\$0.00	(\$344.00)
03/29/23-01	03/29/23	On Sale Mobile Bond/Cyber/Property	03/29/23	\$1,998.00	\$1,998.00	609-48770-03030	Insurance: Property	\$0.00	(\$1,998.00)
03/29/23-01	03/29/23	Event Center General Liability	03/29/23	\$173.33	\$173.33	610-48790-03010	Insurance: General	\$0.00	(\$173.33)
03/29/23-01	03/29/23	Event Center Mobile Bond/Cyber/Property	03/29/23	\$4,070.00	\$4,070.00	610-48790-03030	Insurance: Property	\$0.00	(\$4,070.00)
213	Putty Cash, ...								
28-Mar-23	03/28/23	Dollar General per Tanya Meath Green Cleaner, Phoned 3-20-2103	03/29/23	\$6.30	\$6.30	609-48770-02110	Cleaning Supplies - Off	\$0.00	(\$409.60)
28-Mar-23	03/28/23	Dollar General per Tanya Meath Green cleaner, Hand Brush, Scouring Pads, Phoned Coven Cleaner 3-20-2103	03/29/23	\$18.27	\$18.27	609-48770-02110	Cleaning Supplies - On	\$0.00	(\$441.87)
142	Phillips - St. Paul, P.O.Box 98328, St. Paul, MN, 55116-0328								
03/14/23	03/29/23	Liquor & Delivery Charge	03/29/23	\$2,561.00	\$2,561.00	609-48770-02510	Retail - Liquor	\$0.00	(\$16,203.79)

Staff Reports

EVENT CENTER

Staff Reports

FIRE DEPARTMENT

January:

FFD had 4 calls

- 2 structure fires
- 1 hazmat
- 1 vehicle fire

One of our firetrucks was damaged by the extreme cold during a structure fire. It is back in service, but it isn't 100% fixed yet (waiting on parts still).

We had two firefighters leave the department in January due to moving out of the area.

February:

FFD had 2 calls

- 1 call for landing zone
- 1 lift assist for EMS

The FFD Relief Association will be hosting our annual auction at the Event Center on April 15th, starting at 5pm.

Staff Reports

LIQUOR STORE

Staff Reports

POLICE DEPARTMENT

Staff Reports

PUBLIC WORKS

Staff Reports

ADMINISTRATION

1. Another month has come and gone and we're just starting to ramp up for our busiest season. Over the next couple of months, we will be working on the audit, rental inspections, helping residents with building permits, and our regular day to day tasks. We greatly appreciate your patience with us during all of this and ask that you be respectful of our time in the office. If you have any information you are looking for, please give us at least a 24 notice of when you need it. We are not always able to drop what we are working on and help you when you come in.
2. Banyon Goals
 - a. Utility Billing – by June-July 1, 2023

- b. Fund Accounting – By January 1, 2024
- 3. Bylaw Changes
 - a. We’re working on getting the changes made and will have a revision for the March discussion meeting.
- 4. MCFOA Conference
 - a. I spent the week at the Clerk’s Conference learning about teamwork, leadership, communication, emergency management, zoning, and managing stress. There is a lot of information that I’ll be “unpacking” over the next few months and slowly implementing what I learned.

Old Business

New Business

DRAFT RESOLUTION (PROPOSED AS RESOLUTION 0329-23A)

RESOLUTION APPROVING REMOVAL & REPLACEMENT OF SANITARY SEWER MAIN OVER OTTERTAIL RIVER

WHEREAS, the City of Frazee has a Sanitary Sewer Main that extends over the Ottertail River, creating a hazard for all users of watercraft on that section of the river, and

WHEREAS, the overhead Sanitary Sewer Main is near the end of its useful life, and;

WHEREAS, the sewage lift station is oversized for it’s current use, and;

WHEREAS, the City of Frazee has requested a Feasibility Study from the City Engineer regarding removal of the overhead sanitary sewer line. It is estimated that the improvements to place the sanitary sewer line under the river bed, and upgrade a connecting sewage lift station will cost \$1 million dollars. The Project is known as the 2023 Sanitary Sewer Improvement Project, and

WHEREAS, the City of Frazee does not have funding to proceed with the removal and replacement of the sanitary sewer line and lift station. Since this project has Regional and Statewide Significance, affecting the Ottertail River Water Trail and Wannigan Regional Park, the City of Frazee is seeking State funding assistance,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Frazee, County of Becker, Minnesota, approves and authorizes an application to Minnesota Management and Budget requesting funds in the 2023 bonding bill for the 2023 Sanitary Sewer Improvement Project. Resolution 0329-23A is adopted and will become in effect as of March 29, 2023.

Vote	Yes	No
Andrea Froeber	_____	_____
Jim Rader	_____	_____
Mark Kemper	_____	_____
Mike Shar	_____	_____
Mark Flemmer	_____	_____

New Business

DEPARTMENT HEAD REPORT REQUIREMENTS

Staff Reports for Council

Police

Provide a call summary of the past year and identify trends

Monthly provide code violations and provide current status to include property and vehicle blight

Monthly report on any vehicle accidents in the city and suggest safety solutions

Monthly provide landlord violations and status

Upcoming Training Events

Rescue

of personnel

of Calls responding and # of Calls not responding

Upcoming Training events

Fire Department

of personnel

of Calls

Upcoming Training events

Public Works

Upcoming Projects

Road Projects/pothole repairs

PH Level for Water

Summer plan to update look of the city (Weeds, Paint Light Poles, Fire Hydrants, Yellow parking areas, City Wide Cleanup, etc)

Provide water and sewer usage importance to the council ie any problems, relative to past data

Liquor Store

Provide current cash on hand each month

Future events planned

Event Center

Provide current cash on hand

Upcoming Events



LEAGUE OF MINNESOTA CITIES
2023 INDIVIDUAL AWARDS

Honoring Outstanding Service



**C.C.
LUDWIG
AWARD**

for

Elected
City Officials



**JAMES F.
MILLER
LEADERSHIP
AWARD**

for

Appointed
City Officials



**EMERGING
LEADER
AWARD**

for

Early-Career
Elected and
Appointed
City Officials

The individual awards for elected and appointed city officials are presented annually to honor outstanding service to the community of Minnesota cities.

These awards are the League of Minnesota Cities' highest individual honors.

Nominate someone from your city today!

Deadline: April 17, 2023

ELIGIBILITY & RULES

About the Awards

These awards are the League's highest individual honors and are presented annually to honor outstanding service.



The C.C. Ludwig Award is the League's highest honor for elected city officials. Recipients are chosen for their vision, statesmanship, and unwavering commitment to the public good. The award was established in 1962 and is named for Clarence C. Ludwig, who served as the League's executive director from 1935-1959.



The James F. Miller Leadership Award is the League's highest honor for appointed city officials, and is presented in recognition of outstanding leadership in public service and dedication to the community. Formerly known as the LMC Leadership Award, the name of the award was changed to honor former Executive Director James F. Miller, who retired in 2015 after 22 years of service to the League.



The Emerging Leader Award is presented in recognition and encouragement of elected and appointed officials who are early in their service to municipal government, have made meaningful contributions to their city, and show promise for continuing service and leadership.

Eligibility for Awards

- To be eligible for an individual award, officials must currently be working in their position or serving in office at the time of nomination.
- City officials with eight years of experience or less are eligible for the Emerging Leader Award.

Evaluation

Entries will be evaluated by a panel of judges selected by LMC. No award shall be made if, in the judges' opinion, there is no qualified nominee.

In making their determination, the judges will consider the following factors:

- Service above and beyond what is required by the nominee's position. Contributions to improved municipal government throughout the state of Minnesota through involvement in national, state, county, municipal, professional, or other public organizations or agencies.
- Significant improvements in Minnesota cities throughout the state, attributable to the nominee's service.
- Admiration and respect of the general public for the nominee, and the nominee's success in raising the prestige of city government service.
- Selfless conduct focused on the greater good of all Minnesota cities, in addition to the nominee's own city.
- *Emerging Leader nominees are not expected to have met all the criteria listed to the same extent as the other individual award nominees.*

City officials who are nominated for the first time this year and who maintain their eligibility will be kept on file and can be considered for three years (2023-2025).

Nomination Process

Nominations may be submitted by the city council of an LMC member city, or by a civic organization (for example: Chamber of Commerce, Rotary Club, etc.) concerned with local government, as long as that organization has the endorsement of the nominee's city council. Please read the attached nomination form for more information.

Nomination Deadline

**All entries must be submitted or postmarked by April 17, 2023.
Electronic submissions are encouraged.**

Questions? Contact Don Reeder at dreeder@lmc.org or (651) 215-4031.

NOMINATION FORM

- C.C. Ludwig Award for elected city officials
- James F. Miller Leadership Award for appointed city officials
- Emerging Leader Award for elected or appointed city officials

Name of nominee: _____

Title: _____

City: _____ Number of years in current position: _____

Nomination submitted by: _____

Name: _____

Title: _____

City (or civic organization): _____

Address: _____

Phone: _____ Email: _____

Please submit the following information along with this form. Limit your nomination materials to no more than 10 pages:

1. A list of any other positions or public offices – with the dates served – that the nominee has held.
2. A list of any positions/offices held – with the dates served – in any city, county, regional, state, or national municipal organization.
3. A list of public service activities, such as: a member of a citizen's committee; involvement with committees or task forces involving state, county, or municipal government; involvement with the League of Minnesota Cities, the National League of Cities, etc.
4. A statement or letter from the nominee's city council verifying its support for the nomination. This does not require an official vote at a council meeting.
5. A statement highlighting factors that qualify the nominee to receive this honor. Please consider the evaluation criteria mentioned on the "Eligibility & Rules" page of this brochure.
6. Any additional supporting documents such as articles about the nominee, letters of support, etc. (Optional)

Electronic submissions are encouraged.

DEADLINE:
APRIL 17, 2023

Please note that by submitting your entry, you are granting LMC approval to use your entry for promotional purposes. Completed entries must be submitted or postmarked by **April 17, 2023**.

Send via email to: Don Reeder at dreeder@lmc.org

Send via mail to: Individual Awards Nominations
Attn: Don Reeder, Public Affairs Coordinator
League of Minnesota Cities
145 University Avenue West
St. Paul, MN 55103-2044