



CITY COUNCIL MEETING AGENDA

May 24, 2023 ~ 4:30 p.m. ~ Frazee Event Center

[ZOOM LINK](#)

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Open Forum
 - a. FCDC
5. Consent Agenda
 - a. [Meeting Minutes](#)
 - b. [Approval of Claims](#)
 - c. [Gambling Permit to Conduct Excluded Bingo – KAOTIC Robotics Booster Club](#)
 - d. [Liquor Licenses for 7-1-2023 to 6-30-2024](#)
 - e. [Tobacco Licenses for 7-1-2023 to 6-30-2024](#)
 - f. [Temporary Liquor License for HOL VFW Post 7702 for July 27-30](#)
6. Staff Reports
 - a. [Event Center](#)
 - b. [Fire Department](#)
 - c. [Liquor Store](#)
 - d. [Police Department](#)
 - e. [Public Works](#)
 - f. [Administration](#)
7. Old Business
 - a. [Resolution 0524-23A – Resolution Electing the Standard Allowance for ARPA](#)
 - b. SLFRF (ARPA/COVID) Funds Discussion
 - c. [RFP for Mikkelsen Property](#)
 - d. CBD Moratorium
 - e. [Resolution 0524-23B – Resolution Authorizing the Purchase of Land Parcels Adjacent to the City of Frazee](#)
8. New Business
9. Adjournment

Consent Agenda

MINUTES – MAY 8, 2023

1. Call the Meeting to Order
 - a. Meeting called to order by Vice-Mayor Mike Sharp at 6:00 pm at the Frazee Fire Hall.
2. Roll Call
 - a. Members Present: Mark Flemmer (ZOOM), Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
 - b. Members Absent: None
 - c. Staff: Jason Kropunske, Scott Luhman, Stephanie Poegel
 - d. Contracted Services: Kris Carlson – Ulteig; Tom Winters – Ramstad, Skoyles & Winters
 - e. Guests: Donna Esklidson, Makenzie Hamm, Heidi Moen (ZOOM), Karen Phifer, Jim Froeber, Audrenna Brandt, Rachael Courneya, Serenity Hamm
3. Pledge of Allegiance
4. Open Forum
 - a. Heidi Moen – Positive Community Norm Grant Coordinator
 - i. Moen introduced herself and provided information on the Positive Community Norm Program
 - b. Mackenzie Hamm – CornerStone Executive Director
 - i. M. Hamm introduced herself as the new Executive Director of CornerStone. Brandt, Courneya, and S. Hamm provided testimonials of their experiences. Volunteers are being sought and capital campaign pledges are still needed.
 - ii. CornerStone financial request added as a new business item to tonight's meeting.
 - c. Donna Esklidson voiced concerns regarding a dog in her neighborhood
5. Consent Agenda
 - a. Meeting Minutes
 - b. Mayor's Monthly Report
 - c. Resolution 0508-23A – Resolution Authorizing Purchase of Land Parcels Adjacent to the City of Frazee
 - d. Gambling Permit – Hornet Softball Booster Club

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

6. Old Business
 - a. Bid Opening – Fire Department Grass Rig
 - i. 2 bids received
 1. \$4,001.99
 2. \$3,500.00

M/C/CU: Rader/Kemper to approve the sale of the fire department grass rig at a sale price of \$4,001.99

b. SLFRF (ARPA/COVID) Funds Discussion

- i. Discussion on Town Lake Beach or Alley behind Fire Hall/City hall
- ii. Poegel to have resolutions for either prepared for the May 24 meeting

M/S/CU: Kemper/Froeber to table until May 24, 2023, meeting

c. RFP for Mikkelsen Property

- i. RFP being provided to Council members for review and discussion to happen at May 24 meeting

7. New Business

a. Council Table @ Turkey Days

- i. Froeber would like table to set up for a “Meet & Greet” during Turkey Days

M/S/CU: Froeber/Rader to do 100 one color frisbees and tablecloth not to exceed \$300 combined.

- ii. GROW Frazee will purchase the frisbees and CornerStone will make stickers with all 3 logos on them.
- iii. Representatives from all 3 entities will be present at the table

b. CornerStone Financial Request

M/S/CU: Froeber/Kemper to commit \$3,000 per year for 5 years – total \$15,000 commitment beginning in 2024.

8. Addendum Items

a. Resolution 0508-23B – Resolution Removing Previous Tax Assessment

- i. This assessment was paid to City Hall after the assessment had been completed, to officially remove the assessment we need to complete the resolution and submit it to the County.

M/S/CU: Kemper/Froeber to approve Resolution 0508-23B – Resolution Removing Previous Tax Assessment

b. Claims

M/S/CU: Froeber/Rader to approve claims as presented

9. Adjournment

M/S/CU: Froeber/Rader to adjourn at 7:22 pm.

Respectfully Submitted,
Stephanie Poegel, City Administrator

Consent Agenda

APPROVAL OF CLAIMS

5/15/2023 12:12pm

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

Page 1

Vendor		Date		Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
626	Capital One Trade Credit, P.O. Box 100528, Atlanta, GA, 30340-0528	05/17/23	05/17/23	My Mailer Grabbing	05/24/23	\$25.99	\$25.99	100-43100-02-400	Small Tools, Minor Equip	\$0.00	(\$191.88)
304	Core & Main, 1800 Craig Park Court, St Louis, MO, 63146	04/26/23	04/26/23	Socket-Tite 8PT Penta Socket(1)	05/24/23	\$195.00	\$195.00	001-43450-02-400	Small Tools, Minor Equip	\$0.00	(\$195.00)
915	David Sundheim, 603 4th Street NW, Wadena, MN, 56482	05/03/23	05/03/23	Window Cleaning	05/24/23	\$75.00	\$75.00	100-43450-04-010	Repair and Maintenance -	\$0.00	(\$319.95)
62	Frazee Family Foods, P.O. Box 356, Frazee, MN, 56544	05/01/23	05/01/23	Pallet of Water for Frazee Fire Dept.	05/24/23	\$379.26	\$379.26	100-43200-02-100	Operating Supplies - Fire	\$0.00	(\$2,140.91)
389	Frazee VFW Post 7702, P.O. Box 501, 120 W. Main, Frazee, MN, 56544	05/01/23	05/01/23	3x5 American Flag per Mark Hemmer (50), & Shipping / Handling	05/24/23	\$801.00	\$801.00	100-43160-04-010	Repair and Maintenance -	\$0.00	(\$896.80)
70	Gogther State One-Call, 7223 Parkway Drive, Suite 210, Hanover, MD, 21076-1317	04/19/23	04/19/23	CFRZEE01 Email Tickets: 19 @ \$1.35 each	05/24/23	\$25.65	\$25.65	100-43100-04-330	Dues, Subscriptions, Fee	\$0.00	(\$191.85)
71	Grand Forks Fire Equipment LLC, 921 North 3rd Street, Grand Forks, ND, 58203	04/24/23	04/24/23	Globe G-extreme Coat & Trousers (3), Shipping / Handling	05/24/23	\$7,459.06	\$7,459.06	100-43200-02-100	Uniforms - Fire	\$0.00	(\$7,144.06)
882	Impact Recovery Systems Inc., 4955 Stout Dr, San Antonio, TX, 78219	03/23/23	03/23/23	Quiet Zone Turb Curb System	05/24/23	\$14,793.40	\$14,793.40	100-43100-04-800	Restricted Savings Expen	\$0.00	(\$18,793.40)
912	Lake View Townships, 25218 Co. Hwy 22, Detroit Lakes, MN, May 24, 2023	05/24/23	05/24/23	Liquid Asphalt Crack Filling Unit	05/24/23	\$4,000.00	\$4,000.00	100-43100-04-800	Restricted Savings Expen	\$0.00	(\$18,793.40)
100	League of Minnesota Cities Insurance Trust, C/O Bendley Risk Admin Co LLC, Suite 2700, PO Box 581517, Minneapolis, MN, 55458-1517	05/02/23	05/02/23	Account #10003035 Municipal Utility Fireworks Endorsement - Fireworks Insurance	05/24/23	\$250.00	\$250.00	100-43450-02-100	Operating Supplies - Fire	\$0.00	(\$250.00)
103	LM Fleet Supply, 1100 Highway 89 South, Detroit Lakes, MN, 56501	05/03/23	05/03/23	Frazee Fire Dept Bar & Chain Oil, Premixed Fuel	05/24/23	\$94.87	\$94.87	100-43200-02-100	Operating Supplies - Fire	\$0.00	(\$2,140.91)

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
100	Meranda - Detroit Lakes, 1405 Menard Drive, Detroit Lakes, MN, 56501						\$94.87				
64933		05/11/23	3/4"x10' CP VC Pipe	05/24/23	\$93.80	\$93.80	100-4-3160-04-010	Repair and Maintenance -	\$0.00	(\$936.80)	
64935		05/11/23	1" x 10' Rigid Conduit (Cometary Flag Pole Insurance Claim)	05/24/23	\$394.74	\$394.74	230-4-9010-04-010	Repair and Maintenance -	\$0.00	(\$394.74)	
133	O/R Lumber & Hardware, PO Box 385, 203 Main Avenue East, Frazee, MN, 56544						\$400.54				
049193		04/27/23	Admin - Hooks for Flag	05/24/23	\$11.97	\$11.97	100-4-1400-04-010	Repair and Maintenance -	\$0.00	(\$319.90)	
049193		04/27/23	Street - Mastic, Paint	05/24/23	\$20.98	\$20.98	100-4-3160-02-100	Operating Supplies - Site	\$0.00	(\$197.30)	
049193		04/27/23	Street - Bulb, Grease Gun	05/24/23	\$53.99	\$53.99	100-4-3160-02-400	Small Tools, Minor Equip	\$0.00	(\$181.80)	
47945		04/01/23	Bills	05/24/23	\$10.98	\$10.98	100-4-3160-02-400	Small Tools, Minor Equip	\$0.00	(\$181.80)	
049193		04/27/23	Street - Ant Killer	05/24/23	\$3.99	\$3.99	100-4310-04-010	Repair and Maintenance -	\$0.00	(\$196.80)	
049193		04/27/23	Street - Bulbs	05/24/23	\$7.00	\$7.00	100-4310-04-020	Signage Expenses	\$0.00	(\$17.00)	
47945		04/01/23	Keys	05/24/23	\$3.98	\$3.98	100-4520-04-010	Repair and Maintenance -	\$0.00	(\$3.98)	
213	Petty Cash, ...						\$112.89				
09-May-2023	Police US Postal Service Postage Acct plug per Tyler Tringali 04/12/2023	05/09/23	Police US Postal Service Postage Acct plug per Tyler Tringali 04/12/2023	05/24/23	\$11.75	\$11.75	100-4210-03-220	Postage Expenses - Police	\$0.00	(\$11.75)	
190	Ramstad, Skogles & Winters, PA, 114 West Holmes Street, Detroit Lakes, MN, 56501						\$11.75				
19053		05/01/23	Monthly Prosecution Fees	05/24/23	\$600.00	\$600.00	100-4210-03-040	Legal Fees - Police	\$0.00	(\$2,400.00)	
203	Region IV Chiefs of Police Association, 3032 2nd St., P.O. Box 239, Lake Park, MN, 56554						\$600.00				
203 Membership	01/01/23	2023 Membership Dues	05/24/23	\$50.00	\$50.00	100-4210-04-330	Dues, Subscriptions, Fee	\$0.00	(\$5,984.07)		
153	RMB Environmental Laboratories, Inc., Accounts Receivable, 22796 County Highway A, Detroit Lakes, MN, 56501						\$50.00				
0043319		04/01/23	Monitoring Wells (WasteWater)	05/24/23	\$10.30	\$10.30	603-4-947-04-070	Water Testing	\$0.00	(\$901.32)	
554	Timothy Scott, P.O. Box 122, Dent, MN, 56528						\$518.36				
4272023		04/27/23	Adhesives Testing for Seep Building Inspection & Sampling - 1011 East Main Street Frazee, MN	05/24/23	\$900.00	\$900.00	421-4-9900-03-110	Contracts / Professional	\$0.00	(\$51,879.19)	
							\$500.00				
Total Bills To Pay:										\$30,342.85	

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

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
446	Aramark Uniform Services, A US South Location, P.O. Box 660677, Dallas, TX, 75366-0677									
202 019 472 4	05/11/23 Account #161030211	05/2/4/23			\$47.23	\$47.23	60 9-4 975 0-02 110	Cleaning Supplies - Off	\$0.00	(\$702.40)
202 019 472 4	05/11/23 Account #161030211	05/2/4/23			\$47.23	\$47.23	60 9-4 977 0-02 110	Cleaning Supplies - On	\$0.00	(\$906.00)
202 019 472 8	05/11/23 Account #1626319010	05/2/4/23			\$133.01	\$133.01	61 0-49 750 0-02 110	Cleaning Supplies - EC	\$0.00	(\$1,139.00)
202 003 276	05/18/23 Rental	05/2/4/23			\$113.60	\$113.60	61 0-49 750 0-04 200	Rentals, Linens - EC	\$0.00	(\$408.00)
						\$341.07				
16	Bergsath Bros, Inc., PO Box 1904, Fargo, ND, 58107									
200 802	05/04/23 Cayman Jack Margarita, Cayman Jack Variety	05/2/4/23			\$78.00	\$78.00	60 9-4 975 0-02 530	Resale - Beer	\$0.00	(\$82,931.22)
200 802-01	05/04/23 Cayman Jack Margarita	05/2/4/23			(\$78.00)	(\$78.00)	60 9-4 975 0-02 530	Resale - Beer	\$0.00	(\$82,931.22)
200 803	05/04/23	05/2/4/23			\$1,319.40	\$1,319.40	60 9-49 750 0-02 530	Resale - Beer	\$0.00	(\$82,931.22)
200 805	05/11/23 CREDIT Grain Salt Premium	05/2/4/23			(\$12.25)	(\$12.25)	60 9-49 750 0-02 530	Resale - Beer	\$0.00	(\$82,931.22)
200 806	05/11/23	05/2/4/23			\$2,702.00	\$2,702.00	60 9-49 750 0-02 530	Resale - Beer	\$0.00	(\$82,931.22)
						\$4,006.15				
17	Beverage Wholesalers, PO Box 1864, Fargo, ND, 58107									
272 412	05/11/23	05/2/4/23			\$507.60	\$507.60	60 9-49 750 0-02 530	Resale - Beer	\$0.00	(\$82,931.22)
						\$507.60				
21	Breadth Beverage, 409 North Prior Avenue, St. Paul, MN, 56104									
349 045 702	05/09/23	05/2/4/23			\$1,107.30	\$1,107.30	60 9-4 975 0-02 510	Resale - Uguer	\$0.00	(\$30,306.25)
349 145 006	05/16/23	05/2/4/23			\$628.98	\$628.98	60 9-4 975 0-02 510	Resale - Uguer	\$0.00	(\$30,306.25)
349 145 006	05/16/23 Wine	05/2/4/23			\$283.47	\$283.47	60 9-4 975 0-02 530	Resale - Wine	\$0.00	(\$4,004.12)
						\$2,020.83				
26	Coca Cola of Fergus Falls, PO Box 806, St. Cloud, MN, 56302									
315 137 0	05/03/23	05/2/4/23			\$170.10	\$170.10	60 9-4 975 0-02 540	Resale - Soft drinks	\$0.00	(\$215.90)
315 137 0	05/03/23	05/2/4/23			\$230.00	\$230.00	60 9-4 977 0-02 100	Operating Supplies - On	\$0.00	(\$1,449.72)
315 138 0	05/03/23	05/2/4/23			\$608.00	\$608.00	61 0-4 975 0-02 100	Operating Supplies - EC	\$0.00	(\$331.87)
						\$468.10				
34	Danesh Paper Co., 2040 19th Avenue N, PO Box 2727, Fargo, ND, 58106-2727									
623 56	05/15/23 Straw 50lb	05/2/4/23			\$107.40	\$107.40	60 9-4 977 0-02 100	Operating Supplies - On	\$0.00	(\$1,449.72)
						\$107.40				
47	D S Beverages, 201 17th Street North, Moorhead, MN, 56560									
694 289	05/11/23	05/2/4/23			\$263.65	\$263.65	60 9-4 975 0-02 530	Resale - Beer	\$0.00	(\$82,931.22)
P0001061	05/04/23	05/2/4/23			\$627.40	\$627.40	60 9-4 975 0-02 530	Resale - Beer	\$0.00	(\$82,931.22)
						\$891.05				
62	Frazee Family Foods, P.O. Box 356, Frazee, MN, 56544									
228 02	04/19/23 Folgers, Unins	05/08/23			\$18.58	\$18.58	60 9-4 977 0-02 100	Operating Supplies - On	\$0.00	(\$1,449.72)
230 02	05/03/23 Unins, Co, Tom Juice	05/08/23			\$60.39	\$60.39	60 9-4 977 0-02 100	Operating Supplies - On	\$0.00	(\$1,449.72)
962 5	04/27/23 Coke	05/08/23			\$12.84	\$12.84	60 9-4 977 0-02 100	Operating Supplies - On	\$0.00	(\$1,449.72)

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
		26178	05/08/23	Unres		05/24/23	\$3,16	\$3,16	009-49770-02130	Operating Supplies - Food	\$0.00	(\$1,148.11)
		27211	05/13/23	Lemons, QD Tonic		05/24/23	\$7.50	\$7.50	009-49770-02130	Operating Supplies - Food	\$0.00	(\$1,148.11)
		27696	05/15/23	Juices, Pickles, Olives		05/24/23	\$43.61	\$43.61	009-49770-02130	Operating Supplies - Food	\$0.00	(\$1,148.11)
		21181	04/08/23	Unres & Lemons		05/08/23	\$4.96	\$4.96	010-49790-02100	Operating Supplies - EC	\$0.00	(\$831.87)
		21278	04/08/23	Qd, Root Beer		05/08/23	\$13.64	\$13.64	010-49790-02100	Operating Supplies - EC	\$0.00	(\$831.87)
		22303	04/15/23	Orange Juices, Dr. Pepper		05/08/23	\$19.04	\$19.04	010-49790-02100	Operating Supplies - EC	\$0.00	(\$831.87)
		19837	04/01/23	Mc Dees, Diet Colas		05/08/23	\$27.98	\$27.98	010-49790-02100	Operating Supplies - EC	\$0.00	(\$831.87)
		21247	04/08/23	Dr Mc Dees, DT Colas, Canada Dry Gingerale		05/08/23	\$50.96	\$50.96	010-49790-02100	Resale - Soft drinks	\$0.00	(\$831.87)
		22303	04/15/23	Pepsi Products, Cola Products, American Bottle Products & Tax		05/08/23	\$103.81	\$103.81	010-49790-02100	Resale - Soft drinks	\$0.00	(\$831.87)
		128	Giovanni's Frozen Pizza, 712 Thistles Drive, Brainerd, MN, 56401					\$364.47				
		0303032001	05/03/23			05/24/23	\$101.00	\$101.00	009-49770-02100	Resale - Pizza	\$0.00	(\$1,040.35)
		0303172002	05/15/23			05/24/23	\$201.00	\$201.00	009-49770-02100	Resale - Pizza	\$0.00	(\$1,040.35)
		86	Hindis Casualty Company, PO Box 4266, Rock Island, IL, 61204-4266					\$362.60				
		05/12/2023	05/13/23	Policy #L104878 A.cot. #125459		05/24/23	\$181.86	\$181.86	009-49790-02100	Insurance - Drm Shop	\$0.00	(\$800.30)
		05/12/2023	05/13/23	Policy #L104878 A.cot. #125459		05/24/23	\$181.86	\$181.86	009-49790-02100	Insurance - Drm Shop	\$0.00	(\$800.30)
		05/12/2023	05/13/23	Policy #L104878 A.cot. #125459		05/24/23	\$181.86	\$181.86	010-49790-02100	Insurance - Drm Shop	\$0.00	(\$800.30)
		86	Johnson Brothers, St. Paul, PO Box 16338, St. Paul, MN, 55116-0338					\$485.58				
		200259	05/09/23			05/24/23	\$736.82	\$736.82	009-49790-02100	Resale - Liquor	\$0.00	(\$30,366.25)
		200259	05/09/23	Wine		05/24/23	\$272.00	\$272.00	009-49790-02100	Resale - Wine	\$0.00	(\$4,604.12)
		133	OK Lumber & Hardware, PO Box 385, 203 Main Avenue East, Frazee, MN, 56544					\$1,008.82				
		049013-01	04/27/23	Liquor Store On Side Tape & Subsuper Larry Stephenson		05/24/23	\$15.99	\$15.99	009-49770-04010	Repair and Maintenance -	\$0.00	(\$401.00)
		142	Phillips - St. Paul, PO Box 16026, St. Paul, MN, 55116-0328					\$15.99				
		6587037	05/09/23			05/24/23	\$878.77	\$878.77	009-49790-02100	Resale - Liquor	\$0.00	(\$30,366.25)
		6587037	05/09/23	Wine		05/24/23	\$115.80	\$115.80	009-49790-02100	Resale - Wine	\$0.00	(\$4,604.12)
		214	Sysco, North Dakota, PO Box 10128, Fargo, ND, 58106					\$994.67				
		295411692_3	05/15/23			05/24/23	\$89.98	\$89.98	009-49770-02100	Operating Supplies - On	\$0.00	(\$1,440.72)
		295411692_3	05/15/23			05/24/23	\$170.66	\$170.66	009-49770-02130	Operating Supplies - Food	\$0.00	(\$1,148.11)
		295411692_3	05/15/23			05/24/23	\$490.45	\$490.45	009-49770-02100	Resale - Food	\$0.00	(\$2,720.83)
		590	T and T Plumbing & Heating, Inc., 3816 County Road 120, Frazee, MN, 56544					\$791.09				

Consent Agenda

LIQUOR LICENSES FOR 7-1-2023 TO 6-30-2024

- 3.2% Off Sale
 - All-in-All Inc.
- Club On Sale including Sunday – City
 - Heart O'Lakes VFW Post 7702 Inc.

Consent Agenda

TOBACCO LICENSES FOR 7-1-2023 TO 6-30-2024

- Frazee Family Foods
- Dollar General #18456
- All-in-All Inc.

Consent Agenda

TEMPORARY LIQUOR LICENSE FOR HOL VFW POST 7702 FOR JULY 27-30

- Heart O'Lakes VFW Post 7702 Inc.

Staff Reports

EVENT CENTER

Staff Reports

FIRE DEPARTMENT

Staff Reports

LIQUOR STORE

Staff Reports

POLICE DEPARTMENT

Staff Reports

PUBLIC WORKS

Staff Reports

ADMINISTRATION

1. Financials
 - a. I never anticipated that switching over to the new software system for payroll would create a huge difficulty in getting the information into the financial software, but it has! After 4 months of working to get everything broken down and codes determined, we are well on our way to getting the payroll information entered into the financial software so I can begin reconciling bank statements! With any luck, I will have reconciled January by the June meeting.

2. I asked our auditor, Colleen Hoffman, about the liquor store and event center doing fundraisers since they are enterprise funds. She stated that cities are not allowed to fundraise, even enterprise funds; as such, the liquor store and event center would not be allowed to do a fundraiser for the roof. She did suggest that we could put a bucket on the counter for donations, or a drink special with the proceeds going to the roof.
3. In April, we processed 1 campsite rental, 3 pet licenses, 3 building permits, and 14 rental registrations. Landlords have until the middle of May to complete their rental registration to avoid losing their rental license and being forwarded to the police department for code enforcement.
4. National Clerk's Conference
 - a. I'm back from the conference and it was a great experience! In addition to learning about leading a team effectively and efficiently, it was great to see clerks from all over the world come together to learn about leading their communities forward no matter the challenges.
5. Banyon Goals
 - a. Utility Billing – by January 1, 2024
 - b. Fund Accounting – By January 1, 2024
6. Bylaw Changes
 - a. We are going to begin reviewing the city code to see if anything that states when and where meetings are to be held. If we find it there, then we will revise that ordinance/code.

Old Business

RESOLUTION NO. 0524-23A – RESOLUTION ELECTING THE STANDARD ALLOWANCE FOR ARPA

RESOLUTION No. 0524-23A

A RESOLUTION TO ELECT THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 ("ARPA") which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to nonentitlement units of local government (NEUs).

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, \$152,011.60 has been allocated to the City of Frazee ("City") pursuant to the ARPA.

WHEREAS, The Coronavirus State and Local Fiscal Recovery Funds ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build

a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

WHEREAS, In May 2021, the US Department of Treasury (“Treasury”) published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds.

WHEREAS, on January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process.

WHEREAS, the final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation.

WHEREAS, recipients that select the standard allowance may use that amount, in many cases their full award, for government services, with streamlined reporting requirements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRAZEE, MINNESOTA, THE CITY ELECTS THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE AMERICAN RESCUE PLAN ACT IN THE AMOUNT OF \$152,011.60 TO BE USED FOR THE GENERAL PROVISION OF GOVERNMENT SERVICES.

Passed and adopted this 24th day of May, 2023. With the following voting:

Vote	Yes	No
Mark Flemmer	_____	_____
Andrea Froeber	_____	_____
Mark Kemper	_____	_____
Mike Sharp	_____	_____
James Rader	_____	_____

Mark Flemmer,
Mayor

Stephanie Poegel
City Administrator-Clerk-Treasurer

Old Business

RFP FOR MIKKELSEN PROPERTY

This is being provided for Council members to review and prepare for a discussion at the May 24 Council meeting. The highlighted areas need to be addressed as there are either clarifications needed or contradictory statements that need to be corrected.



The City of Frazee's Request for Proposals for Multi-Family Housing Development on City-Owned Land

The City of Frazee, Minnesota offers the best of Minnesota living. Located right off Highway 10 and in the heart of the Minnesota lake country, our city is more than just a "stop", it's a "destination". Our city boasts a great community in a location surrounded by beauty and opportunities. With plenty of fun recreational activities to do in the area, competitive home pricing and more, isn't it time to "Come Home" to Frazee?





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City Of **Frazee** MINNESOTA

Introduction

The City of Frazee is requesting proposals for a housing developer with experience in multi-family development in rural communities, coupled with professional management capacity or in partnership with a professional management firm.

The site owned by the City is 4.05 acres and is located next to Dollar General and near other multifamily and senior living. The location is well suited for rental housing and should be well received by prospective tenants and businesses.

The City of Frazee in collaboration with the Frazee EDA and Minnesota Housing Partnership has invested in a housing study, conducted by Community Partners Research in 2019.

The housing study recommends "The research for this Study indicates potential rental housing demand for approximately 40 to 50 total units over the next five years. This housing could serve the area's work force housing needs, by attracting renter households that currently are employed within the immediate region. It could also serve the growing population of empty-nester and senior households, age 55 and older."

The City of Frazee prides itself as a bedroom community for individuals and families who choose to live in Frazee and work in nearby Detroit Lakes and Perham.

About Frazee

The community was originally named Detroit and later Third Crossing before adopting its name of Frazee. With Becker County not formally organized until 1871, it was the earliest settlement in the area. The city was officially incorporated on January 6, 1891. It was

named after R. L. Frazee, owner of a sawmill.

As of the census of 2010, there were 1,350 people, 540 households, and 325 families residing in the city. The racial makeup of the city was 88.1% White, 1.6% African American, 5.1% Native American, 0.6% Asian, 0.2% from other races, Hispanic or Latino of any race were 2.4% of the population. and 4.4% from two or more races.

The median age in the city was 36.7 years. 25.9% of residents were under the age of 18; 8.1% were between the ages of 18 and 24; 24.2% were from 25 to 44; 23.5% were from 45 to 64; and 18.5% were 65 years of age or older. The gender makeup of the city was 45.4% male and 54.6% female.

The three largest employers in Frazee are Frazee-Vergas Public Schools (160 employees), Frazee Care Center (160), and Daggett Truck Line (102). Daggett Truck Line has been operating for 80 years out of Frazee, carrying refrigerated and dry freight throughout the United States and southern Canada. The company transports frozen foods, snack foods, pet food, produce and manufactured goods from Minnesota to most major cities in the Midwest and throughout the United States. These trucks return with processed foods or raw materials for local manufacturers.

Major roads are U.S. Route 10, a four-lane divided highway connecting Minneapolis-Saint Paul to the east and Fargo-Moorhead to the west; and Minnesota State Highway 87, a two-lane secondary road running east from the city.

Frazee is located on the Northern Pacific Railway's former main line, while today Amtrak's Empire Builder runs through town in each direction in the early morning hours; its closest station shop is Detroit Lakes, just ten miles away.



Market Feasibility Study

In 2019, the City of Frazee and the Frazee Economic Development Authority (EDA) engaged Community Partners Research to conduct a housing, market feasibility study for Frazee's area housing supply and demand, completing an analysis of the area, conducting interviews with local housing professionals and implementing in-depth research on the local economy & demographics. Community Partners Research concluded that there is a strong market for rental units. A copy of this study is available upon request.

Property Assessed Clean Energy (PACE)

The City participates in the PACE program which is a renewable energy financing program for commercial and industrial property owners to take out loans for the installation or upgrade of energy efficient equipment. This program is administered by Becker County.

Financial Incentives

The City is able to provide the following financial incentives to assist with the development of this project.

Water Access Charge (WAC), Sewer Access Charge (SAC) Reductions & Land Subsidies

The City has offered WAC and SAC reductions and land subsidies to housing developers creating housing that:

- Is affordable to households at 60% of the Area Median Income and lower;
- Is intended for seniors or those 55+;
- Is moderate to higher density, multi-family housing.



City Of
Frazee
MINNESOTA

Project Proposals

The City of Frazee and the Frazee EDA are soliciting responses to this Request for Proposal (RFP) for the design, financing, construction of housing on the EDA owned site located next to Dollar General with frontage on Maple Avenue in Frazee. The Frazee EDA will select the development team and enter into a Development Agreement.

After a development team is selected, there will be an additional due diligence period. Ultimately, the selected development team, ("Developer") and the City shall enter into a development agreement providing for the development of the project pursuant to a development site plan, schedule and financing plan.

This RFP does not expressly require any other specification, so as to allow maximum creative latitude to the development teams. The City expects competent, efficient management to operate and market the housing development.

Objectives of the Site

Ideally, the project would consist of either twin homes or fourplexes, off-street parking, full appliance package, individual climate-controlled heating with air conditioning, hardwood laminate flooring in kitchen and entry or throughout, in-unit washer and dryer, wired for high-speed internet, trash/recycling facilities, extra storage space, and security. Energy efficiency is also a priority to the City of Frazee.

The site is zoned Multi-Family Housing. Utilities are available off of 4th Street SW and Maple Avenue W, (See Figure 3). The City of Frazee envisions the development of the site, as described in this RFP, as a necessary and

critical step in the continued growth of Frazee. City ordinances and setback requirements are available on the city website www.frazeecity.com.

Proposal Process

Objective for the Site

The City of Frazee and the Frazee Economic Development Authority are looking for an experienced rural housing developer for the 4.05 acre site in the City of Frazee. The site is located adjacent to Dollar General (see figure 1) and is owned by the City of Frazee.

RFP Process

Submit specific proposal outline responses to each section outlined below, along with a vision and qualifications to Stephanie Poegel, City Administrator at City Hall. Proposals will be reviewed and presentations arranged for a short list of finalists.

Design and Architecture

Design Approval:

Design approval by the City of Frazee, Frazee EDA and the Frazee Planning Commission.

Statement of Qualifications:

Please submit a statement of qualifications and portfolio samples for a project of this nature.

Construction & Architect:

Please provide the names of the proposed developer, architect and any and all contractors that you intend to work with on this project.

Site Plan

Development Size:

Provide a site plan showing units and unit counts, number of bedrooms and bathrooms, square footage of each room by type and approximate square footage.



Architecture & Site:

Please provide as much information as possible about proposed plans including site map, floor plans, parking plan, landscape & lighting plan, amenities and exterior and interior renderings (if possible).

Business Plan

Rates and Occupancy:

Please provide information related to your business plan for the development including expected average rent rate and occupancy.

Property Management:

Please provide information about the proposed property management company.

Financial Qualifications:

Please include financial qualifications for the developer.

Schedule:

Please include information on proposed timing.

Capital Structure and Financing:

Please include information concerning the proposed capital structure, including amount of cash equity contribution, and information concerning construction and permanent financing for the proposed project.

Term and Conditions

General Terms and Conditions:

Nothing contained herein shall be binding upon either party unless and until an agreement containing such terms and conditions has been further negotiated, mutually agreed upon and have been fully executed and exchanged by and between both parties. The City reserves the right to reject all proposals.

Confidentiality

The parties hereto expressly agree that there shall be no press release or other publicity originated by the parties hereto, or any representatives thereof, concerning the subject without prior consent of both parties.

Submittal:

Should you decide to respond to this inquiry, please do so in writing (either electronically or in paper format) and provide your response to each section in the order in which they are presented herein. Responses will be taken until a Development Agreement is executed. *If you have questions regarding the RFP, please contact:*

City of Frazee
Stephanie Poegel, City Administrator
Cityadmin@frazeecity.com
Office: 218-334-4991
222 Main Avenue West
Frazee, MN 56544

Figure 1 Project Site Location



Figure 2: Enlarged view of the site





Figure 3: Utility access for both water and sewer



Figure 3 - Current Site Conditions

Old Business

RESOLUTION 0524-23B – AUTHORIZING PURCHASE OF LAND PARCELS ADJACENT TO THE CITY OF FRAZEE

RESOLUTION No. 0524-23B

RESOLUTION AUTHORIZING PURCHASE OF LAND PARCELS ADJACENT TO THE CITY OF FRAZEE

WHEREAS, the City of Frazee agrees to purchase two (2) parcels of land, totaling 157.75 acres, from the Frazee Community Development Corporation (FCDC) following its acquisition from The Entrust Group, FBO Gregory Lee Ness:

WHEREAS, the property can be described as follows:

Parcel ID 030239001

30.85 acres

Section 26 Township 138 Range 040

NE1/4 NE1/4 LESS PT: BEG NE COR, W 239.45', S AL RD 1360.21', E 462.66', N 1328.59 TO POB.

Parcel ID 030237003

126.9 acres

Section 26 Township 138 Range 040

26-138-40 PT S1/2 NE1/4, PT N1/2 SE1/4: COMM NW COR SEC 26, E 26.35.5', S 3332.24', E 548.44', S 466', E 298.46', SE 121.29' TO POB; M NW 121.29', W 298.46', N 466', W 548.44', N 1996.38', E 2170.19', S 128.13', W 187.33', S 388.8' TO RIVER, SWLY AL RIV 738.26', SE 758.91', E 401.55', TO W LN RD, SLY AL RD 1339.23', W 1669.66', TO W LN RIVER, NLY TO POB.

WHEREAS, the purchase terms shall consist of 157.75 acres in the amount not to exceed fair market value plus any additional third-party cost associated with this purchase within four years of the Frazee Community Development Corporation (FCDC) purchase date from The Entrust Group, FBO Gregory Lee Ness.

WHEREAS, third party cost may include but are not limited to the following:

Closing costs, title, survey of said property certified to the City of Frazee, Phase I Environmental Assessment and property taxes.

BE IT RESOLVED, the City of Frazee agrees to the above terms of purchasing the land currently owned by The Entrust Group, FBO Gregory Lee Ness from the Frazee Community Development Corporation (FCDC), upon the receipt of State of Minnesota funding.

BE IT FURTHER RESOLVED, that upon approval of the purchase of the Entrust Group, FBO Gregory Lee Ness property by the Frazee Community Development Corporation (FCDC), the City of Frazee certifies that it will comply with all applicable laws and regulations as stated.

THEREFORE, BE IT RESOLVED, that this resolution is passed and that the acting City of Frazee Administrator is hereby authorized to execute this purchase on behalf of the City of Frazee Council at such time.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Frazee, County of Becker, Minnesota, Resolution 0508-23A passed and adopted this 8th day of May 2023. With the following voting:

Vote	Yes	No
Mark Flemmer	<u> </u>	<u> </u>
Andrea Froeber	<u> </u>	<u> </u>
Mark Kemper	<u> </u>	<u> </u>
James Rader	<u> </u>	<u> </u>
Mike Sharp	<u> </u>	<u> </u>

Mark Flemmer,
Mayor

Stephanie Poegel
City Administrator-Clerk-Treasurer

New Business