



CITY COUNCIL MEETING AGENDA

September 11, 2023 ~ 6:00 p.m. ~ Frazee Fire Hall

[ZOOM LINK](#)

1. **PUBLIC HEARING TO HEAR COMMENT ON ORDINANCE 168 AN ORDINANCE AMENDING CHAPTER 8-4 OF THE FRAZEE CITY CODE REGARDING THE REGULATION, COLLECTION AND DISPOSAL OF RECYCLABLES, SOLID WASTE AND OTHER WASTE AND TO REPEAL ORDINANCE 123 AND REPLACE IT WITH ORDINANCE 168**
2. Call the Meeting to Order
3. Roll Call
4. Pledge of Allegiance
5. Open Forum
6. Consent Agenda
 - a. [Meeting Minutes](#)
 - b. [Approval of Claims](#)
 - c. [Notes from the Mayor](#)
 - d. [Resolution 0911-23A A Resolution Expressing Acceptance of and Appreciation for Fire Department Donations](#)
 - e. [Application for Exempt Permit – Hornets Hive dba CornerStone](#)
7. Committee Reports
 - a. [Liquor Store Committee](#)
 - b. [Parks & Recreation Committee](#)
 - c. [Public Safety Committee](#)
 - d. [Employee Safety Committee](#)
 - e. [Planning & Zoning](#)
 - f. [Personnel & Finance](#)
 - g. [Economic Development Authority](#)
 - h. [Lakeside Cemetery Liaison](#)
 - i. [Frazee School District](#)
8. Old Business
 - a. [Liquor Store/Event Center Roof](#)

9. New Business

- a. [Ordinance 168 Regulation, Collection and Disposal of Recyclables, Solid Waste and Other Waste](#)

10. Addendum

- a. [Approval of Additional Claims](#)

11. Adjournment

Consent Agenda

MINUTES – SEPTEMBER 11, 2023

1. Call the Meeting to Order
 - a. Meeting called to order by Mayor Mark Flemmer at 4:30 pm at the Frazee Event Center
2. Roll Call
 - a. Members Present: Mark Flemmer, Andrea Froeber, James Rader, Mike Sharp
 - b. Members Absent: Mark Kemper
 - c. Staff Present: Stephanie Poegel, Jolene Tappe, Larry Stephenson
 - d. Contracted Services: Chris Thorson – Ulteig
 - e. Guests: Roger Boe, Bob Williams, Polly Andersen (ZOOM)
3. Pledge of Allegiance
4. Open Forum
 - a. Roger Boe
 - i. Boe gave comment on proposed Ordinance Chapter 8-4
 - b. FCDC – Polly Andersen
 - i. Draft easement for the North Country Trail will be completed after the City takes ownership – this trail is a hiking trail NO motor vehicles or bikes
 - ii. Looking into park security – reached out to GMPTR and talked with Chief Trieglaff about the current system – one option is to hook into the current system – security is desired before formally open – the discussions are ongoing
 - iii. DL Chamber asked Wannigan to be a host site for one of the field trips during the annual Festival of Birds in May 2024 – consensus that this is a good idea
 - iv. Interest from the North Country Hiking Club for an event in October regarding the history of the park and the proposed trail
 - v. Applying for a land management grant for forestry, developing a forestry plan and management – would be a 100% funded grant – will have budget and executive summary for review and approval at September 11 meeting – application is due September 18 – the City would be the applicant
5. Consent Agenda
 - a. Meeting Minutes
 - i. Change 7.h.ii to “high school” instead of “elementary”
 - b. Approval of Claims

M/S/CU: Froeber/Rader to approve with change

6. Staff Reports
 - a. Event Center

- i. Turkey Days was busy – 10 events done by a variety of groups
 - ii. September is a regrouping month – had 1 cancellation and have 1 wedding being moved from White Pine room to Event Center due to rain downstairs
 - iii. Hall of Fame event being held
- b. Fire Department
 - i. Written report reviewed
- c. Liquor Store
 - i. “September is usually a pretty quiet month. The 1st week of September we will have “We appreciate our school staff week”. The week of September 5th-9th. Show your school ID in Offsale and receive 10% off. Also, Fridays starting September we will have the Hornet Basket on special dine in or take out for \$10.95. Still actively looking for part time help. Thanks Tanya”
- d. Police Department
 - i. 9 city ordinance violations listed
 - ii. 1 garbage complaint between neighbors, officer talked with both parties
 - iii. 6 weed/lawns of concern. 5 were mowed and 1 address was sent a letter this last week
 - iv. 2 vehicle concerns in front yards... letter sent to one property; other property moved boat trailer to back yard
 - v. No motor vehicle crashes in town
 - vi. No landlord violations
 - vii. Nothing planned in the upcoming month
 - viii. I am in Duluth at ALICE training along with Frazee Elementary Principal Mr. Nagel. I hope to incorporate an updated training plan with the school system in the event of a Critical Violent Incident.
 - ix. Per the city council’s direction at the July 27th meeting, ALL city codes are being approached with more enforcement. After evaluating existing issues and new complaints, I sent out 14 letters to properties that are/were not in compliance with various city codes. I have received some sort of feedback from 5 of those properties. One property owner has asked the city to mow the property and I am working with Larry on that. The other properties have 5 days for weeds and 30 days for the other infractions to be in compliance. Those with weed/lawn issues not in compliance will be mowed by the city per ordinance.
 - x. The other properties not in compliance will have a chance to state their case at the September 27th council meeting. The penalties may be citation or abatement action taken by the council.
 - xi. Chief Tyler
- e. Public Works
 - i. Same as last month
 - ii. Trying to get concrete out from Seip site today; Washed off concrete wall
 - iii. Over the years have collected lots of stuff and turned in scrap – hope to have enough to purchase a demo saw
 - iv. Received a letter there is a need to pull weeds from the rain garden

- v. Keeping up with the tuff curb system
 - vi. Have about 300 tons of concrete to get rid of
 - vii. County has started charging for appliances – We can take to scrap and get paid for it instead
 - viii. Rader had neighbors ask about putting in a sand point well to water their lawn – discussion on not having wells in town
 - ix. Cemetery building – no decision yet
 - x. Tuff Curb – questions on if more trucks are using the truck route yet; some trucks have changed; discussion on 1 extra section on south side of Hwy 87 area
 - xi. Discussion on crosswalk signage – Mn DOT hasn't put in posts yet
- f. Administration
 - i. Written report reviewed
 - ii. Discussion on funeral leave past practice
 - iii. Update on Town Lake project

M/S/CU: Rader/Sharp to allow for 3 days funeral leave a past practice

M/S/CU: Sharp/Froeber to approve staff reports as presented

7. Old Business

- a. No old business

8. New Business

- a. Rental Agreement with F-V School District for 7/1/2023 to 6/30/2024 for the LARL LINK Site

M/S/CU: Rader/Froeber to approve Rental Agreement with F-V School District for 7/1/2023 to 6/30/2024 for the LARL LINK Site

9. Adjournment

M/S/CU: Rader/Sharp to adjourn at 5:31 pm.

Respectfully submitted,
 Stephanie C. Poegel
 Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS

9/6/2023 11:22am

City of Frazee

Council Approval Report for United Community Bank--180072 (Council Approval Report)

Page 1

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1	Aflac, 1832 Wymnton Rd, Columbus, GA, 31999	157070	08/29/23	Account #CB561	09/11/23	\$55.17	\$55.17	100-00000-21709	Aflac / Colonial Life	\$0.00	\$386.19
		916126	08/15/23	Account #CB561	09/11/23	\$55.17	\$55.17	100-00000-21709	Aflac / Colonial Life	\$0.00	\$386.19
		157070	08/29/23	Account #CB561	09/11/23	\$14.04	\$14.04	602-00000-21709	Aflac / Colonial Life Paya	\$0.00	\$198.06
		916126	08/15/23	Account #CB561	09/11/23	\$14.04	\$14.04	602-00000-21709	Aflac / Colonial Life Paya	\$0.00	\$198.06
2	All in All, PO Box 277, Frazee, MN, 56544							\$138.42			
		09/01/2023-01	09/01/23	Police Motor Fuels	09/11/23	\$1,020.85	\$1,020.85	100-42100-02120	Motor Fuels - Police	\$10,000.00	\$1,758.24
		09/01/2023-01	09/01/23	Police Vehicle Maintenance - Car Washes & Air/freeze	09/11/23	\$56.53	\$56.53	100-42100-04060	Repair and Maintenance -	\$5,000.00	\$2,977.13
		09/01/2023	09/01/23	Frazee Fire Dept. Account #5010	09/11/23	\$28.33	\$28.33	100-42200-02120	Motor Fuels - Fire	\$5,000.00	\$1,154.25
		09/01/2023-01	09/01/23	Street Motor Fuels	09/11/23	\$967.08	\$967.08	100-43100-02120	Motor Fuels - Street	\$8,500.00	\$2,894.23
		09/01/2023-01	09/01/23	Parks Motor Fuels	09/11/23	\$340.59	\$340.59	100-45200-02120	Motor Fuels - Parks	\$2,000.00	\$474.09
		09/01/2023-01	09/01/23	Sewer Motor Fuels	09/11/23	\$229.95	\$229.95	602-49470-02120	Motor Fuels	\$0.00	(\$363.15)
						\$2,843.33					
222	Art Anderson Septic Tank Pumping & Portables, 1245 Hawk St., Detroit Lakes, MN, 56501-6932	41078	09/01/23	August Services Portable - On Call	09/11/23	\$181.27	\$181.27	100-45200-03110	Contracts / Professional	\$6,000.00	\$4,503.57
		41079	09/01/23	Campground River Dr. North	09/11/23	\$181.27	\$181.27	100-45200-03110	Contracts / Professional	\$6,000.00	\$4,503.57
		41080	09/01/23	Campground River Dr. South	09/11/23	\$226.27	\$226.27	100-45200-03110	Contracts / Professional	\$6,000.00	\$4,503.57
								\$588.81			
631	Bad Boyz Towing LLC, P.O. Box 185, Audubon, MN, 56511	21-0600	08/16/23	Flat Bed Ramp no tax, Mileage Charge no tax	09/11/23	\$206.00	\$206.00	100-42100-04060	Repair and Maintenance -	\$5,000.00	\$2,977.13
								\$206.00			
18	Black Dog Property Services, LLC, PO Box 1005, Detroit Lakes, MN, 56502	4036	08/30/23	Cemetery Mowed Entire Grounds 8/10-8/12/23 & 8/26-8/28/23	09/11/23	\$870.00	\$870.00	230-49010-03110	Contracts / Professional	\$3,500.00	\$890.00
								\$870.00			
547	Bret Anderson, 52501 140th St., Menahga, MN, May-August 2023		08/31/23	Phone Reimbursement for May, June, July and August 2023	09/11/23	\$200.00	\$200.00	100-42100-03210	Telephone Expenses - Po	\$4,000.00	\$603.46
								\$200.00			
66709	City of Frazee Event Center, P.O. Box 387, Frazee, MN, 56544		07/01/23	Reimburse Event Center for Membership Investment 07/01/2023 - 06/30/2024	09/11/23	\$254.00	\$254.00	661-49800-04330	Dues, Subscriptions, Fee	\$0.00	(\$4,319.80)
								\$254.00			
406	DL Towing, 28428 Highway 10 E, Detroit Lakes, MN, 56501										

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	
47592	08/24/23	Tow Grass 6 Ford 350 from Frazee Hall to Vargas Auto	09/11/23	\$250.00	\$250.00	100-42200-04060	Repair and Maintenance -	\$18,000.00	\$11,415.39	
60										
11234	08/16/23	Frazee Auto Body & Glass LLC, 301 Juniper Avenue West, Frazee, MN, 56544	09/11/23	\$395.00	\$395.00	100-42100-04060	Repair and Maintenance -	\$5,000.00	\$2,977.13	
70										
3080406	08/31/23	Gopher State One-Call, 7223 Parkway Drive, Suite 210, Hanover, MD, 21076-1317	09/11/23	\$74.25	\$74.25	100-43100-04330	Dues, Subscriptions, Fee	\$400.00	(\$254.90)	
71										
38588	07/31/23	Grand Forks Fire Equipment LLC, 921 North 3rd Street, Grand Forks, ND, 58203	09/11/23	\$8,320.20	\$8,320.20	100-42200-02180	Uniforms - Fire	\$7,000.00	(\$9,123.11)	
73										
13706044	08/21/23	Hach Company, 2207 Collections Center drive, Chicago, IL, 60693	09/11/23	\$123.14	\$123.14	601-49450-04070	Water Testing	\$500.00	(\$287.87)	
75										
6553871	08/15/23	Hawkins, Inc., PO Box 860263, Minneapolis, MN, 55486-0263	09/11/23	\$1,639.25	\$1,639.25	601-49450-02100	Operating Supplies - Wat	\$20,000.00	\$12,912.49	
6558424	08/21/23	Permanganate	09/11/23	\$88.20	\$88.20	601-49450-04050	Repair and Maintenance -	\$2,000.00	\$1,911.80	
238										
1083	08/15/23	Main Connection 3/4" SCH 80 PVC	09/11/23	\$1,727.45	\$1,727.45	100-42200-03110	Contracts / Professional	\$3,000.00	(\$3,777.06)	
488										
08/14/2023	08/14/23	Karin Anderson GrantWriting, PO Box 1C, Farwell, MN, 56327	09/11/23	\$1,300.00	\$1,300.00	100-45200-04010	Repair and Maintenance -	\$3,000.00	\$1,905.14	
408										
May-August 2023	08/14/23	Ketter's Septic Service, 601 4th St. NW, Frazee, MN, 56544	09/11/23	\$120.00	\$120.00	100-43100-03210	Telephone Expenses - St	\$1,500.00	\$586.90	
101										
208897-8	08/31/23	Kevin Renollet, 32530 City Road 134, Frazee, MN, 56544	09/11/23	\$200.00	\$200.00	651-49800-03110	Contracts / Professional	\$0.00	(\$19,896.75)	
103										
LM Fleet Supply, 1100 Highway 59 South, Detroit Lakes, MN, 56501				\$135.00	\$135.00					

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		100	08/30/23	Credit over payment from 8/16/21	09/11/23	(\$13.98)	(\$13.98)	100-42200-02100	Operating Supplies - Fire	\$2,500.00	\$202.66
		7453782	08/15/23	Fastway Universal Coupler Lock	09/11/23	\$49.99	\$49.99	100-42200-02400	Small Tools, Minor Equip	\$1,000.00	(\$124.45)
544	Metropolitan Life Insurance Company, P.O. Box 804466, Kansas City, MO, 64180-4466						\$36.01				
08/16/2023	08/16/23	Scott Luhman	09/11/23			\$26.62	\$26.62	100-00000-21710	Flex Payable	\$0.00	\$1,069.27
08/16/2023	08/16/23	Tyler Trieglaff	09/11/23			\$26.62	\$26.62	100-00000-21710	Flex Payable	\$0.00	\$1,069.27
08/16/2023	08/16/23	Kevin Renollet	09/11/23			\$26.62	\$26.62	100-00000-21710	Flex Payable	\$0.00	\$1,069.27
08/16/2023	08/16/23	Donald Tate	09/11/23			\$26.62	\$26.62	100-00000-21710	Flex Payable	\$0.00	\$1,069.27
08/16/2023	08/16/23	Larry Stephenson + Spouse	09/11/23			\$54.58	\$54.58	100-00000-21710	Flex Payable	\$0.00	\$1,069.27
08/16/2023	08/16/23	Bret Anderson	09/11/23			\$26.62	\$26.62	100-00000-21710	Flex Payable	\$0.00	\$1,069.27
08/16/2023	08/16/23	Nancy Kiehl + 1 Child	09/11/23			\$55.36	\$55.36	100-00000-21710	Flex Payable	\$0.00	\$1,069.27
							\$243.04				
113	Minnesota Department of Health, PO Box 64494, St. Paul, MN, 55164-0494						\$1,093.00	601-49450-04330	Dues, Subscriptions, Fee	\$4,500.00	\$819.89
8/17/2023	08/17/23	For System 1030014 Frazee for Period 07/01/2023 - 09/30/2023 Community Water Supply Service Connection Fee	09/11/23			\$1,093.00					
115	Minnesota Energy Resources, P.O. Box 6040, Carol Stream, IL, 60197-6040						\$1,093.00				
08/23/2023	08/23/23	0507345815-00001 - Fire Hall / Office	09/11/23			\$40.32	\$40.32	100-41400-03830	Gas Utilities - Administrative	\$2,500.00	\$693.70
08/23/2023	08/23/23	0507345815-00001 - Fire Hall / Office	09/11/23			\$40.31	\$40.31	100-42200-03830	Gas Utilities - Fire	\$2,000.00	\$193.70
08/23/2023	08/23/23	0503556745-00001 City Shop	09/11/23			\$26.55	\$26.55	100-43100-03830	Gas Utilities - Street	\$1,400.00	\$211.67
08/23/2023	08/23/23	0734999605-00001 - D401 109 E Main Ave Downtown Infill per Jordan Roberts	09/11/23			\$63.88	\$63.88	421-49800-03810	Electric Utilities	\$0.00	(\$2,277.50)
08/23/2023	08/23/23	0506958452-00001 Pump HS4	09/11/23			\$28.38	\$28.38	601-49450-03830	Gas Utilities - Water	\$1,750.00	\$873.13
08/23/2023	08/23/23	0504434051-00001 - Business Center	09/11/23			\$64.78	\$64.78	654-49820-03830	Gas Utilities	\$0.00	(\$1,522.21)
							\$264.22				
557	Nancy Kay Kiehl, 10780 Eagle Lake Road, Frazee, MN, 56544						\$330.00	421-49800-03110	Contracts / Professional	\$0.00	(\$56,803.95)
August 2023	08/31/23	August 2023 Downtown Infill Building-Cleaning Public Restrooms/Corridor	09/11/23			\$330.00					
392	Nancy Kiehl, 10780 Eagle Lake Road, Frazee, MN, 56544						\$200.00	100-41400-03210	Telephone Expenses - Ad	\$4,500.00	\$1,072.28
May-August 2023	08/31/23	Phone Reimbursement for May, June, July, and August 2023	09/11/23			\$200.00					
							\$200.00				
135	Ottertail Power Company, PO Box 2002, Fergus Falls, MN, 56538						\$219.91	100-41400-03810	Electric Utilities - Adminis	\$2,000.00	(\$114.44)
Aug 24, 2023	08/24/23	1033571 Fire Dept & City Offices	09/11/23			\$219.91	\$219.91	100-42200-03810	Electric Utilities - Fire	\$3,500.00	\$1,385.56
Aug 24, 2023	08/24/23	1033571 Fire Dept & City Offices	09/11/23			\$219.91	\$219.91	100-43100-03810	Electric Utilities - Street	\$5,000.00	\$1,276.71
Aug 24, 2023	08/24/23	1071005 513 Birch Ave W	09/11/23			\$134.16	\$134.16	100-43160-03810	Electric Utilities -Street LI	\$20,000.00	\$7,942.24
Aug 24, 2023	08/24/23	1018088 Streetlight Order	09/11/23			\$1,244.18	\$1,244.18				

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		Aug 24, 2023	08/24/23	1121631 Knoch Rd	09/11/23	\$36.46	\$36.46	100-43160-03810	Electric Utilities - Street Li	\$20,000.00	\$7,942.24
		Aug 24, 2023	08/24/23	1090663 Red Willow Addn	09/11/23	\$38.75	\$38.75	100-43160-03810	Electric Utilities - Street Li	\$20,000.00	\$7,942.24
		Aug 24, 2023	08/24/23	1160748 Campground	09/11/23	\$47.15	\$47.15	100-45200-03810	Electric Utilities - Parks	\$3,500.00	\$119.46
		Aug 24, 2023	08/24/23	1109374 Ball Field Wall	09/11/23	\$216.61	\$216.61	100-45200-03810	Electric Utilities - Parks	\$3,500.00	\$119.46
		Aug 24, 2023	08/24/23	1095072 Swimming Beach	09/11/23	\$22.46	\$22.46	100-45200-03810	Electric Utilities - Parks	\$3,500.00	\$119.46
		Aug 24, 2023	08/24/23	1132552 Frazee Lions Park	09/11/23	\$42.28	\$42.28	100-45200-03810	Electric Utilities - Parks	\$3,500.00	\$119.46
		Aug 24, 2023	08/24/23	1086892 Ball Field North River	09/11/23	\$43.71	\$43.71	100-45200-03810	Electric Utilities - Parks	\$3,500.00	\$119.46
		Aug 24, 2023	08/24/23	1144117 Skating Rink	09/11/23	\$26.41	\$26.41	100-45200-03810	Electric Utilities - Parks	\$3,500.00	\$119.46
		Aug 24, 2023	08/24/23	1024513 Turkey Sculpture	09/11/23	\$22.46	\$22.46	100-45200-03810	Electric Utilities - Parks	\$3,500.00	\$119.46
		Aug 24, 2023	08/24/23	1132551 Lions Lite	09/11/23	\$9.54	\$9.54	100-45200-03810	Electric Utilities - Parks	\$3,500.00	\$119.46
		Aug 24, 2023	08/24/23	1013926 Lakeside Cemetery	09/11/23	\$20.66	\$20.66	230-49010-03810	Electric Utilities - Cemete	\$200.00	\$34.58
		Aug 24, 2023	08/24/23	2065282 Highway Lighting Downtown Infill	09/11/23	\$114.59	\$114.59	421-49800-03810	Electric Utilities	\$0.00	(\$2,277.50)
		Aug 24, 2023	08/24/23	1018090 600 N 3rd St Iron removal	09/11/23	\$917.63	\$917.63	601-49450-03810	Electric Utilities - Water	\$9,000.00	\$2,056.51
		Aug 24, 2023	08/24/23	1018091 Sewer lift station	09/11/23	\$200.91	\$200.91	602-49470-03810	Electric Utilities	\$18,000.00	\$4,163.49
		Aug 24, 2023	08/24/23	1018092 608 2nd st SW Sewer lift	09/11/23	\$51.56	\$51.56	602-49470-03810	Electric Utilities	\$18,000.00	\$4,163.49
		Aug 24, 2023	08/24/23	1018525 Hickory & 4th Sewer lift	09/11/23	\$31.03	\$31.03	602-49470-03810	Electric Utilities	\$18,000.00	\$4,163.49
		Aug 24, 2023	08/24/23	1028265 306 Main Ave Sewer lift	09/11/23	\$27.57	\$27.57	602-49470-03810	Electric Utilities	\$18,000.00	\$4,163.49
		Aug 24, 2023	08/24/23	127614- 119 Main Business Center	09/11/23	\$92.40	\$92.40	654-49820-03810	Electric Utilities - Business	\$0.00	(\$1,271.39)
							\$3,780.34				
				Prairie Embroidery, 37692 SW Height of Land Dr, Rochert, MN, 56578							
		4127	08/09/23	Port Authority C-FREE Cotton Blend Pique Polo, Design Digitizing (New City Logo)	09/11/23	\$495.00	\$495.00	100-43100-02180	Uniforms - Street	\$250.00	(\$245.00)
							\$495.00				
				Ramstad, Skoyles & Winters, PA, 114 West Holmes Street, Detroit Lakes, MN, 56501							
		15131	09/01/23	Monthly Prosecution	09/11/23	\$600.00	\$600.00	100-42100-03040	Legal Fees - Police	\$7,000.00	\$2,200.00
							\$600.00				
				Scott Luhman, 1520 Gary Ave, Detroit Lakes, MN, 56501							
		513	May-August 2023	Phone Reimbursement for May, June, July and August 2023	09/11/23	\$200.00	\$200.00	100-42100-03210	Telephone Expenses - Po	\$4,000.00	\$603.46
							\$200.00				
				Stephanie Poggel, 2004 2nd St., P.O. Box 373, Lake Park, MN, 56554							
		558	May-August 2023	Phone Reimbursement for May, June, July and August 2023	09/11/23	\$200.00	\$200.00	100-41400-03210	Telephone Expenses - Ad	\$4,500.00	\$1,072.28
							\$200.00				
				Steve's Sanitation, Inc., 140 6th Avenue NE, Perham, MN, 56573							
		Aug 31, 2023	08/31/23	Account #11851	09/11/23	\$10,931.74	\$10,931.74	100-41400-03840	Garbage / Recycling Utiliti	\$35,000.00	(\$58,063.75)
		Aug 31, 2023	08/31/23	Acct. #10062	09/11/23	\$123.28	\$123.28	100-43100-03840	Garbage / Recycling Utiliti	\$0.00	(\$986.24)
		Aug 31, 2023	08/31/23	Acct. #10062	09/11/23	\$123.27	\$123.27	100-45200-03840	Garbage / Recycling Utiliti	\$0.00	(\$986.16)
		Aug 31, 2023	08/31/23	Account #11851	09/11/23	\$106.13	\$106.13	421-49800-03840	Garbage / Recycling Utiliti	\$0.00	(\$849.04)

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	
161	Swansons' Repair, Inc., 1200 Randolph Road, Detroit Lakes, MN, 56501	01-100950	08/31/23	14" Cutlark & Diamond Blade	09/11/23	\$1,815.44	<div><div>\$11,284.42</div><div>\$1,815.44</div></div>	100-43100-02400	Small Tools, Minor Equip	\$500.00	\$56.28	
576	Tina Hansmeyer, 35559 Adam's Point Trail, Frazee, MN, 56544	May-August 2023	09/31/23	Phone Reimbursement for May, June, July and August 2023	09/11/23	\$200.00	<div><div>\$1,815.44</div><div>\$200.00</div></div>	100-41400-03210	Telephone Expenses - Ad	\$4,500.00	\$1,072.28	
166	Tyler Trieglaff, 33900 120th Street, Frazee, MN,	May-August 2023	08/31/23	Phone Reimbursement for May, June, July and August 2023	09/11/23	\$200.00	<div><div>\$200.00</div><div>\$200.00</div></div>	100-42100-03210	Telephone Expenses - Po	\$4,000.00	\$603.46	
281	Vergas Auto Repair, PO Box 73, Vergas, MN, 56587	24560	08/25/23	Grass 6 1990 Ford - Cab & Chassis F350 (NO START-battery tested bad cell)	09/11/23	\$85.34	<div><div>\$200.00</div><div>\$85.34</div></div>	100-42200-04060	Repair and Maintenance -	\$18,000.00	\$11,415.39	
172	Verizon, PO Box 25505, LeHigh Valley, PA, 18002	9942777084	08/23/23	Account #642558919-00001	09/11/23	\$49.24	<div><div>\$85.34</div><div>\$49.24</div></div>	100-42100-03210	Telephone Expenses - Po	\$4,000.00	\$603.46	
		9942718348	08/23/23	Account #286851295-00001	09/11/23	\$105.03		100-42100-03240	Computer Expenses - Pol	\$5,000.00	\$1,732.01	
		9942777084	08/23/23	Account #642558919-00001	09/11/23	\$49.24		601-49450-03210	Telephone Expenses	\$600.00	(\$263.82)	
		9942777084	08/23/23	Account #642558919-00001	09/11/23	\$49.24		602-49470-03210	Telephone Expenses	\$600.00	\$206.05	
							<div><div>\$252.75</div><div>\$38,825.16</div></div>					
Total Bills To Pay:												

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
445	Armark Uniform Services, AUS South Lockbox, P.O. Box 650977, Dallas, TX, 75265-0977	2520246864	08/17/23	Account #161630211	09/11/23	\$99.66	\$99.66	609-49750-02110	Cleaning Supplies - Off	\$0.00	(\$1,231.17)
		2520254244	08/31/23	Account #161630211	09/11/23	\$57.83	\$57.83	609-49750-02110	Cleaning Supplies - Off	\$0.00	(\$1,231.17)
		2520246864	08/17/23	Account #161630211	09/11/23	\$99.67	\$99.67	609-49770-02110	Cleaning Supplies - On	\$0.00	(\$1,695.02)
		2520254244	08/31/23	Account #161630211	09/11/23	\$57.84	\$57.84	609-49770-02110	Cleaning Supplies - On	\$0.00	(\$1,695.02)
		2520246865	08/17/23	Account #162631400	09/11/23	\$93.17	\$93.17	610-49790-02110	Cleaning Supplies - EC	\$0.00	(\$2,087.08)
		2520254245	08/31/23	Account #162631400	09/11/23	\$150.49	\$150.49	610-49790-02110	Cleaning Supplies - EC	\$0.00	(\$2,087.08)
		252004052	08/29/23	Event Center Rental Linens Account #162631400	09/11/23	\$66.23	\$66.23	610-49790-04200	Rentals, Linens - EC	\$0.00	(\$1,106.17)
							\$624.89				
386	BellBoy Corporation, 6005 Golden Valley Road, Golden Valley, MN, 55422	0200534400	08/17/23		09/11/23	\$548.76	\$548.76	609-49750-02510	Resale - Liquor	\$0.00	(\$54,535.20)
		0200534400	08/17/23		09/11/23	\$596.35	\$596.35	609-49750-02510	Resale - Liquor	\$0.00	(\$54,535.20)
		0200534400	08/17/23	Resale THC / CBD	09/11/23	\$368.35	\$368.35	609-49750-02560	Resale - THC/CBD	\$0.00	(\$368.35)
							\$1,513.46				
15	Bergsath Bros, Inc., PO Box 1994, Fargo, ND, 58107	305895	08/17/23	Carbliss Black Cherry	09/11/23	\$59.40	\$59.40	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		305895-01	08/17/23	CREDIT Carbliss Black Cherry	09/11/23	(\$59.40)	(\$59.40)	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		305905	08/17/23		09/11/23	\$2,356.85	\$2,356.85	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		306932	08/24/23	CREDIT Bells Two Hearted	09/11/23	(\$30.70)	(\$30.70)	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		306981	08/24/23		09/11/23	\$2,801.80	\$2,801.80	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		308030	08/31/23		09/11/23	\$1,411.85	\$1,411.85	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		306980	08/24/23	Event Center	09/11/23	\$466.00	\$466.00	610-49790-02520	Resale - Beer	\$0.00	(\$6,181.07)
		308033	08/31/23	Event Center CREDIT BBL Pabst	09/11/23	(\$60.00)	(\$60.00)	610-49790-02520	Resale - Beer	\$0.00	(\$6,181.07)
							\$6,945.80				
17	Beverage Wholesalers, PO Box 1864, Fargo, ND, 58107	288034	08/17/23		09/11/23	\$2,575.50	\$2,575.50	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		289147	08/24/23		09/11/23	\$973.75	\$973.75	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		290229	08/31/23		09/11/23	\$1,646.70	\$1,646.70	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
							\$5,195.95				
21	Breakthru Beverage, 489 North Prior avenue, St. Paul, MN, 55104	111766940	08/22/23		09/11/23	\$617.45	\$617.45	609-49750-02510	Resale - Liquor	\$0.00	(\$54,535.20)
		111868618	08/29/23		09/11/23	\$338.02	\$338.02	609-49750-02510	Resale - Liquor	\$0.00	(\$54,535.20)
		111982253	09/05/23		09/11/23	\$529.65	\$529.65	609-49750-02510	Resale - Liquor	\$0.00	(\$54,535.20)
		411371011	09/05/23	CREDIT Clamato Original Tomato Cocktail	09/11/23	(\$25.81)	(\$25.81)	609-49750-02510	Resale - Liquor	\$0.00	(\$54,535.20)
							\$1,459.31				
28	Coca Cola of Fergus Falls, PO Box 806, St. Cloud, MN, 56302	3211039	08/16/23		09/11/23	\$135.45	\$135.45	609-49750-02540	Resale - Soft drinks	\$0.00	(\$1,663.50)

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
		3211042	08/16/23	Event Center	09/11/23	\$204.00	\$204.00	610-49790-02540	Resale - Soft drinks	\$0.00	(\$1,706.80)
		\$339.45									
		46	Detroit Lakes Region Chamber, PO Box 348, Detroit Lakes, MN, 56502								
		66709	07/01/23	Membership Investment 07/01/2023 - 09/30/2024 (EDA will reimburse for this per Stephanie Poegel)	09/11/23	\$254.00	\$254.00	610-49790-04330	Dues, Subscriptions, Fee	\$0.00	(\$5,489.85)
		\$254.00									
		47	DS Beverages, 201 17th Street North, Moorhead, MN, 56560								
		720970	08/18/23		09/11/23	\$537.35	\$537.35	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		722791	08/25/23		09/11/23	\$2,873.35	\$2,873.35	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		724658	09/01/23		09/11/23	\$826.00	\$826.00	609-49750-02520	Resale - Beer	\$0.00	(\$174,288.28)
		720969	08/18/23	Event Center CREDIT Busch II, MT	09/11/23	(\$177.00)	(\$177.00)	610-49790-02520	Resale - Beer	\$0.00	(\$6,181.07)
		\$4,059.70									
		62	Frazee Family Foods, PO Box 356, Frazee, MN, 56544								
		47208	08/30/23	Folgers Classic	09/11/23	\$12.65	\$12.65	609-49770-02130	Operating Supplies - Food	\$0.00	(\$1,404.36)
		46553	08/26/23	Event Center Juice, Limes	09/11/23	\$7.33	\$7.33	610-49790-02100	Operating Supplies - EC	\$0.00	(\$1,850.91)
		\$19.98									
		128	Giovanni's Frozen Pizza, 712 Thiesse Drive, Brainerd, MN, 56401								
		0308092302	08/09/23		09/11/23	\$115.05	\$115.05	609-49770-02600	Resale - Pizza	\$0.00	(\$2,921.75)
		0308232303	08/23/23		09/11/23	\$190.45	\$190.45	609-49770-02600	Resale - Pizza	\$0.00	(\$2,921.75)
		\$305.50									
		85	Illinois Casualty Company, PO Box 4208, Rock Island, IL, 61204-4208								
		08/12/2023	08/12/23	Policy #LL94878 Account #125459	09/11/23	\$130.53	\$130.53	609-49750-03640	Insurance: Dram Shop	\$0.00	(\$1,266.88)
		09/06/2023	09/06/23	LATE FEE CHARGE ONLY Policy #LL94878 Account #125459	09/11/23	\$3.33	\$3.33	609-49750-03640	Insurance: Dram Shop	\$0.00	(\$1,266.88)
		08/12/2023	08/12/23	Policy #LL94878 Account #125459 Endorsements for Policy (Turkey Days Liquor Store)	09/11/23	\$188.00	\$188.00	609-49770-03640	Insurance: Dram Shop	\$0.00	(\$1,454.88)
		08/12/2023	08/12/23	Policy #LL94878 Account #125459	09/11/23	\$130.53	\$130.53	609-49770-03640	Insurance: Dram Shop	\$0.00	(\$1,454.88)
		09/06/2023	09/06/23	LATE FEE CHARGE ONLY Policy #LL94878 Account #125459	09/11/23	\$3.33	\$3.33	609-49770-03640	Insurance: Dram Shop	\$0.00	(\$1,454.88)
		08/12/2023	08/12/23	Policy #LL94878 Account #125459	09/11/23	\$130.53	\$130.53	610-49790-03640	Insurance: Dram Shop	\$0.00	(\$1,266.91)
		09/06/2023	09/06/23	LATE FEE CHARGE ONLY Policy #LL94878 Account #125459	09/11/23	\$3.34	\$3.34	610-49790-03640	Insurance: Dram Shop	\$0.00	(\$1,266.91)
		\$589.59									
		88	Johnson Brother's St. Paul, PO Box 16328, St. Paul, MN, 55116-0328								
		2367194	08/23/23		09/11/23	\$1,575.58	\$1,575.58	609-49750-02510	Resale - Liquor	\$0.00	(\$54,535.20)
		2367194	08/23/23	Wine	09/11/23	\$540.00	\$540.00	609-49750-02530	Resale - Wine	\$0.00	(\$7,862.29)
		\$2,115.58									

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
Total Bills To Pay:							\$27,982.78				

Consent Agenda

NOTES FROM THE MAYOR

Made contact with a possible home business, referred to Stephanie for permits if needed. Met Congressperson Michell Fischbach and her aide will get information on government charging grants for All in All.

Met the post office regional reps who indicated the outside of the post office is the responsibility of the building's owner.

EDA

Toured industrial park, discussed downtown corner dental clinic, approved Larry to put in grass and 5 parking spots on Seip sanders corner, Discussed mural for post office wall, No contractors yet to repair wall.

Liquor Store/event center

Did not meet

Personnel/Finance committee

Did not Meet

Public Safety

Did not meet

Respectfully Submitted Mayor Mark

Consent Agenda

RESOLUTION 0911-23A – A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR FIRE DEPARTMENT DONATIONS

WHEREAS; the City of Frazee is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS; The Frazee Fire department is a vital necessity for the City of Frazee, surrounding Townships, and Counties; and

WHEREAS; the following persons have generously donated the amounts set forth below to the Frazee Fire Department:

<u>Name of Donor</u>	<u>Amount</u>
DM Anderson Glass and Window Inc.	\$50.00

WHEREAS: It is the desire of the donor to use this donation as the department sees fit.

WHEREAS; the City Council is appreciative of this donations and commends this donor for their civic efforts and contributions.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Frazee, Minnesota:

1. that the donation is accepted and acknowledged with gratitude.
2. that the donation will be used for purchase of equipment for the Frazee Fire Department

THEREFORE, BE IT KNOWN;

Adoption of this resolution this 11th of September 2023 by the City Council of Frazee. 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

Consent Agenda

APPLICATION FOR EXEMPT PERMIT – HORNETS HIVE DBA CORNERSTONE

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23

Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Hornets hive dba CornerStone

Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: EIN 83-1631473

Mailing Address: PO Box 113

City: Frazee State: MN Zip: 56544 County: Becker

Name of Chief Executive Officer (CEO): Mackenzie Hamm

CEO Daytime Phone: 218-329-6199 CEO Email: cornerstonefrazee@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ A current calendar year Certificate of Good Standing

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ IRS income tax exemption (501(c)) letter in your organization's name

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Frazee Event Center

Physical Address (do not use P.O. box): 114 Lake St. N

Check one:

☒ City: Frazee Zip: 56544 County: Becker

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 10/28/2023

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

Committee Reports

LIQUOR STORE COMMITTEE

PARKS & RECREATION COMMITTEE

Park and Rec MINUTES

3:00 p.m.

August 9, 2023

Frazee Fire Hall

1. Call the Meeting to Order - Roll Call
 - a. Meeting started at 3:03 pm
 - b. Andrea Froeber, Mike Sharp, Stephanie Poegel, Polly Andersen (ZOOM)
2. Review of Minutes – July 12, 2023
 - a. Minutes reviewed with no changes
3. Open Forum
 - a. FCDC – Polly Andersen
 - i. Project 412
 1. Possibility of grant funding for a mural; possible location of former Seip Drug location
 - ii. EV Infrastructure is needed in Frazee
4. Old Business
 - a. Eagle Lake Park
 - i. Sharp met with Becker County REC representatives Hank Ludke and Phil Hanson
 - ii. Feeling is to see if B.C. can purchase the park from the city directly
 - b. Town Lake Update – No update
 - c. Heartland Trail/Wannigan Park Connection Update
 - i. Final plan will be presented at the August 14, 2023 Council meeting
 - d. Comp Plan Task Updates
 - i. Bike Plan to Silver
 1. Froeber met with the school on their parts of the application; and with Cornerstone to talk with the kids about bike usage; still moving forward with the application
 - ii. River Walk
 1. Working towards figuring out when the unidentified parcel was given to the city; if not asphaltting and having “natural” path then do not need to have DNR involved; city needs to obtain the unidentified parcel; Froeber will talk with B.C. to determine next steps
5. New Business
 - a. Unidentified Parcel – discussed previously
 - b. Playground Grant
 - i. Grant is \$1 to \$1 match; we wouldn’t be able to fund that match right now
6. Adjournment

a. Adjourned at 4:00 pm

Respectfully submitted,

Stephanie Poegel

City Administrator

PUBLIC SAFETY COMMITTEE

Did not meet in August

EMPLOYEE SAFETY COMMITTEE

Did not meet in August

PLANNING & ZONING

Planning and Zoning MINUTES

4:00 p.m.

August 9, 2023

Frazee Fire Hall

1. Call the Meeting to Order - Roll Call
 - a. Meeting started at 4:03 pm
 - b. Andrea Froeber, Mike Sharp, Tyler Trieglaff, Stephanie Poegel, Tom Winters, Scott Walz, Scott Reed, Paula Okeson
2. Review Minutes – July 12, 2023
 - a. Change to add Mike Sharp present
 - b. Change to 4.b.i.1. to remove “To”

M/S/CU: Froeber/Trieglaff to approve with stated changes

3. Guest
 - a. Scott Reed
 - i. Walz presented a very preliminary plan of a new development with approximately 43 lots
 - ii. Step 1 is annexation
 - iii. Possibly build in phases of 10-15 lots at a time – once that is 60%-70% full then move on to the next phase
4. Old Business
 - a. Comprehensive Plan Task Updates
 - i. No updates
 - b. Ordinance 167 – Recycling/Garbage Totes

M/S/CU: Froeber/Trieglaff to recommend Ordinance to Council

- c. Ordinance 167 – Cannabis/CBD/THC Products Moratorium
 - i. Change “Article” to Section”
 - ii. Consensus to drop moratorium and address zoning ordinance over the next year
 - d. Vehicle Ordinance Contradictions
 - i. Discussion on removing the blight section
 - ii. Trieglaff will review blight and determine what to include in nuisance section
5. New Business
 - a. Short Term Rental

i. Questions on the plans. Recommendation to have Pifher attend the next meeting.

b. Discussion on tickets, abatement and procedure

6. Adjournment

M/S/CU: Trieglaff/Froeber to adjourn at 5:29 pm.

PERSONNEL & FINANCE

Did not meet in August

ECONOMIC DEVELOPMENT AUTHORITY

August meeting notes not available at this time

LAKESIDE CEMETERY LIAISON

FRAZEE SCHOOL DISTRICT

Old Business

LIQUOR STORE/EVENT CENTER ROOF



Design Intent Architects

August 24, 2023

Ms. Stephanie Poegel, Administrator
City of Frazee
222 Main Avenue West, PO Box 387
Frazee, MN 56544

Re: Architectural and Structural inspection of the City Event Center and Liquor Store building.

Dear Ms. Poegel:

As requested, Design Intent Architects along with Sandman Structural Engineers has performed a building assessment at the referenced location. A Google Earth image of the building is shown below. Included in this letter is a summary of our analysis and conclusions.



103 East Lincoln Avenue • Fergus Falls • MN • 56537 • 218-736-4733

Design Intent Architects

Analysis:

Design Intent Architects and Sandman Structural Engineers were onsite August 2nd, 2023 at which time the following visual observations were made:

Liquor Store:

1. roofing system
2. Roof Top Mechanical curb system
3. Eave construction
4. Wood rafter system
5. Building site perimeter
6. Floor/ceiling assembly
7. Foundation walls

Event Center:

1. roofing system
2. Roof Top Mechanical Curb systems
3. Wood rafter system
4. Building site perimeter

The Structural analysis follows and is attached after the Architectural analysis

Discussion:

LIQUOR STORE/LOUNGE

1. Liquor store roof system:

- a. Shingles above the liquor store appear in good shape as we did not observe any locations of curling, lifting, protruding nails, missing tile or major damage to the granular surfaces.
- b. Our observations did not find "soft spots" of the underlying roofing substrate.
- c. It does appear there was an attempt to mitigate water infiltration at some point in time at the intersection where the liquor store roof meets the Event Center high wall. This "repair" consists of bent metal flashing covering the face of the shingles approximately 6 inches out from the Event Center wall following it down the entire pitch of the Liquor store roof line. The flashing edges were sealed with



Design Intent Architects

building caulk along its entire perimeter, some of which has started to separate. This fix only occurs on the north slope. Investigation in the attic space below does not appear to show any new water infiltration.

2. Roof Top Mechanical Curb:

- a. The built-up mechanical curb supporting the roof top unit serving the liquor store appears to have been built for a smaller roof top unit than is installed.
- b. The side walls of the curb have been shingled which is atypical construction and is not the intended use of roof shingles.
- c. The oversized roof top unit sits off center from the curb.



3. Eave Construction:

- a. The Liquor Store eaves have an unsupported six-foot overhang encompassing the entire perimeter of the building.
- b. The eaves are not insulated and are susceptible to ice damming.
- c. The 2x6 top cord of the roof trusses extend six-feet past the exterior building façade and are self-supported by a 2x4 lower strut attached at the far end of the roof truss "tail" returning horizontally back to the building façade.
- d. Attic insulation was observed to be between 6-8 inches of blown in cellulose.
- e. According to talks with city employees, ice damming has occurred on the eaves, causing water to back up under the shingles, infiltration the eave cavity, causing water damage in some areas of the eaves.



4. Liquor store wood rafter system:

- a. Observation of the attic space above the liquor store does not indicate current water infiltration, some areas have surface

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staining indicating at some time in the past there was water infiltration.

- b. There was no mold or mildew observed during our inspection, but not all areas were accessible to view.
- c. Moisture testing of the wood trusses showed acceptable moisture content in all locations tested.
- d. There did not appear to be wood rot of the rafters at any of the locations viewed.



5. Building Site Perimeter:

- a. Portions of the sidewalk surrounding the Liquor Store have been replaced on the East and South side of the building to provide for an accessible entrance into the Liquor Store and Lounge.



- b. The asphalt parking lot has deteriorated over time and is in need of resurfacing.

- c. Portions of the sidewalk and parking lot slope toward the building causing standing water next to the building foundation. The sidewalk next to the building has separated from the building

leaving a joint along the foundation wall allowing water from the sidewalk and parking lot to seep into the basement of the Liquor Store.



6. Floor/Ceiling Assembly:

- a. Inspection of the floor joists between the basement and the main level of the Liquor Store/Lounge show indications of the lower cords of the joist separating from one another.

7. Foundation Walls:

- a. Water infiltration has occurred for an extended length of time, damaging gypsum wall board in the basement of the Liquor Store/Lounge. We did not do invasive

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inspections of the masonry foundation walls at this time. Other than to perform a moisture test, which indicated high levels of water concentrations along the North and East walls of the Basement, additionally moisture around the elevator shaft and mechanical room was observed.

EVENT CENTER

1. Roofing System:

- a. The Event Center is covered with an agricultural style exposed fastener steel roofing system.

- b. There are two large roof top units (RTU's) set on steel curbs. One on the southeast slope and one on the northeast slope. The



original design did not incorporate crickets to help guide water around these units, causing rain water to backup behind the units and find its way into the attic of the Event Center.

- c. Small inadequate crickets were installed along with sealing the steel roof panels from the ridge down to the RTU's to help prevent

water from seeping into the attic behind the RTU's

- d. Over time the exposed fasteners have worked themselves loose. Design Intent Architects estimates 60-75 percent of all the roof fasteners are loose or missing. We noticed the roof panels are separated from the roof substrate when we walked on them.



- e. Roofing system has inadequate snow guards.

- f. City staff showed us an area in the mechanical room near the lower portion of the northeast roof valley that does leak. The staff has removed portions of the ceiling gypsum board and installed plastic sheathing to catch the water which at the time of our investigation showed accumulation of moisture.

2. Roof Top Mechanical Curb System:

- a. The Roof Top Units each sit on a raised steel curb.
- b. The back side of the curbs are missing proper drainage design.

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c. Improvised crickets were installed to mitigate water intrusion into the roofing system.

d. The roof top units sit next to the downward sloping edge of the roof without fall protection.

3. Wood Rafter System:

- a. The Event Centers roof trusses are made up of scissor and double howe style trusses. The scissor trusses span the dance floor and the double howe trusses span the kitchen, lobby and bathroom respectively.
- b. There appears to be roughly eight inches of blown in cellulose insulation throughout the attic space.
- c. We observed a small leak at the intersection of roof pitches on the north side of the building.
- d. Moisture testing of the roof structure showed all areas tested to be within acceptable moisture content readings.
- e. No indication of wood rot, mold or mildew was encountered during our observations, We were not able to view all areas of the attic.

4. Building site perimeter:

- a. The concrete side walk on the south side of the event center has pulled away from the building approximately 2 inches and the outer edge has sunk down approximately 4 to 6 inches.
- b. The northwest inner coming of the parking lot, continually stays in shade thus keeping the foundation wall



continuously wet. Moss has taken root and has slowly deteriorated the masonry at the intersection of the foundation wall and the asphalt. The masonry is soft at this location.

c. We noticed the test/relief valve for the sprinkler system does not shut off fully and has water streaming from it next to the

D e s i g n I n t e n t A r c h i t e c t s

building. Due to the inward sloping site, this water is finding its way into the basement of the Liquor Store.

- d. The asphalt parking lot has deteriorated over time and is need of resurfacing.

CONCLUSIONS

LIQUOR STORE/LOUNGE

1. MINIMUM IMPROVEMENTS

- a. Relocate RTU to ground level.
- b. Replace shingles and any underlying damaged roof sheathing.
- c. Reduce/remove roof overhang.
- d. Add gutters and downspouts
- e. Regrade concrete sidewalks and asphalt parking to give positive drainage away from building.
- f. Add additional blow-in cellulose insulation to meet R49.

2. RECOMMENDED

- a. Convert Liquor Store/Lounge into additional parking for the Event Center.
- b. Relocate Liquor Store to a high visibility site.

EVENT CENTER

1. MINIMUM IMPROVEMENTS

- a. Replace steel roofing panels
- b. Add gutters and downspouts
- c. Install improved crickets behind RTU's
- d. Regrade concrete sidewalks and asphalt parking to give positive drainage away from building.
- e. Repair leaking water valve.
- f. Add additional blow-in cellulose insulation to meet R49.

2. RECOMMENDED

- a. Relocate RTU's to ground level.
- b. Add additional ½" layer of plywood sheathing.
- c. Install standing seam metal roofing system.
- d. Add gutters and downspouts
- e. Install 2 rows of quality snow fencing
- f. Regrade concrete sidewalks and asphalt parking to give positive drainage away from building.
- g. Repair leaking water valve.
- h. Add additional blow-in cellulose insulation to meet R49.

D e s i g n I n t e n t A r c h i t e c t s

Design Intent Architects (DIA) along with Sandman Structural Engineers (SSE) The opinions and recommendations contained in this report are based on a limited investigation of the building structure and shell. No attempt was made to perform an exhaustive investigation of all conditions. There is no claim, either stated or implied, that all conditions were observed, and it is possible that conditions exist that cannot be discovered or judged as a result of this limited nature of investigation. DIA & SSE shall be held free of any and all liability with respect to changes in the building conditions after the time of inspection, which may have detrimental effects on the performance and/or serviceability of the building.

Design Intent Architects (DIA) along with Sandman Structural Engineers (SSE) appreciate your confidence in us and the opportunity to serve you. If you have questions, please contact us at 218-736-4733.

Sincerely,

DESIGN INTENT ARCHITECTS



Scott DeMartelaere, AIA
President
8/24/2023

August 24, 2023
Ms. Stephanie Poegel, Administrator
City of Frazee
222 Main Avenue West, PO Box 387
Frazee, MN 56544

Re: Structural Inspection of the City Event Center and Liquor Store building

Dear Ms. Poegel:

Sandman Structural Engineers (SSE) performed a site visit on August 2nd, 2023, to the above referenced building. The purpose of the visit was to do a building assessment and provide our recommendation on structural items that could be visually seen. The following are our findings and recommendations.

Background

The liquor store building is a single-story building with a full basement. The basement walls appear to be CMU walls. The main floor framing consists of wood floor trusses supported by the basement walls and an interior steel beam and column line. The above grade structure is wood roof trusses supported by perimeter stud walls. There appeared to be a middle beam line as well, but this could not be verified due to ceiling finishes.

The event center was an addition onto the liquor store building. This building is also single-story, but is slab on grade with no basement. The above grade structure is wood roof trusses supported by perimeter stud walls.

Observations and Recommendations

Liquor Store Building

The roof trusses appeared to be in good condition within the attic space. The top chord of the truss cantilevers about 6' beyond the outside wall to create an overhang. This is a very long cantilever and it appears there is some significant deflection at the ends of the cantilever, see photo #1. There are also some areas of water damage as well in this overhang. SSE recommends cutting back this cantilever and installing a new fascia board.

The southeast basement wall that runs parallel with the floor trusses has rotated inward at the top. This is likely due to not having a positive connection from the floor to this wall to laterally brace it from the horizontal soil pressures on the outside. SSE recommends installing horizontal bracing to brace the basement wall so the wall does not move inward more.

Near the southwest and northeast basement walls, the floor trusses have a bottom chord splice that the gusset plate is bowing apart, see photo #2. Many of the floor trusses have this issue. This is likely due to the horizontal soil pressure on the walls. This is a major structural concern and needs to be repaired immediately.

The grading needs to be corrected around the building so water does not sit and pond near the basement walls. When soils become saturated the horizontal pressures increases which is part of the reason why these issues above are occurring.

City Event Center

The roof trusses appeared to be in good condition within the attic space. When we were on the roof we could see many of the metal roof deck fasteners have started to pull out. There is plywood below the metal deck which acts as the diaphragm for the roof so the metal deck is not a structural component. However, SSE recommends replacing the deck before a high wind event starts to completely pull the roof deck off and it becomes a projectile.

There are many cracks in the split face block veneer around the outside of the building, see photo #3. It appears there were not any control joints put in for shrinkage which is why the random cracks formed. These cracks should be sealed to prevent water infiltration.

Some of the grading needs to be corrected around some parts of the building. The northwest inner corner of the parking lot has veneer that has severe deterioration due to water ponding in this area, see photo #4. SSE recommends removing the lower portion of this veneer that is damaged and replace it.

Conclusions

SSE appreciates the opportunity to assist you with this project. The opinions and recommendations contained in this report are based on a limited investigation of the building structure. No attempt was made to perform an exhaustive investigation of all conditions and every framing element. There is no claim, either stated or implied, that all conditions were observed, and it is possible that conditions exist that cannot be discovered or judged as a result of this limited nature of investigation. SSE shall be held free of any and all liability with respect to changes in the structure's conditions or applied loads after the time of inspection, which may have detrimental effects on the performance and/or serviceability of the structure.

Thank you,



Justin Schoenberg, PE
Structural Engineer
Sandman Structural Engineers

Attachments:

- Photos #1-#4



Photo #1: Overhang



Photo #2: Bowing gusset plate



Photo #3: Cracks in veneer



Photo #4: Deteriorated veneer

New Business

ORDINANCE 168 – REGULATION, COLLECTION AND DISPOSAL OF RECYCLABLES, SOLID WASTE AND OTHER WASTE

CITY OF FRAZEE, MINNESOTA ORDINANCE NO. 168

AN ORDINANCE AMENDING CHAPTER 8-4 OF THE FRAZEE CITY CODE REGARDING THE REGULATION, COLLECTION AND DISPOSAL OF RECYCLABLES, SOLID WASTE AND OTHER WASTE AND TO REPEAL ORDINANCE 123 AND REPLACE IT WITH ORDINANCE 168

SECTION 1. PURPOSE:

The City Council of the City of Frazee, Minnesota finds that it needs to update certain regulations pertaining to the collection and disposal of recyclables, solid waste, and other waste.

SECTION 2. ADOPTION:

NOW BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF FRAZEE that Ordinance 123 is repealed, and replaced with ordinance 167 and that Chapter 8-4 of the Frazee City Code is hereby amended to read:

CHAPTER 4: RECYCLABLES, SOLID WASTE, AND OTHER WASTE

8-4-1: PURPOSE:

The City Council finds that it is in the best interest of the health and safety of the residents of the city to mandate that all persons in the city be required to use the system for the collection and disposal of recyclables, solid waste, and other waste set forth in this chapter. This system will help to ensure that recyclables, solid waste, and other waste are collected and disposed of properly and promptly and will help to avoid the potential health and safety risks to residents and persons in the city caused by improper collection and disposal or lack of collection and disposal of recyclables, solid waste, and other waste.

8-4-2: DEFINITIONS:

For the purpose of this chapter, the following words and terms shall have the meanings set out in this section, unless the context specifically indicates otherwise:

BULKY WASTE: Inorganic waste material from a source, other than construction debris or hazardous waste, with a weight or volume greater than appropriate for allowance in the waste containers. Bulky waste includes large appliances and furniture. Bulky waste does not include tires, batteries, waste oil, or yard waste.

COMMERCIAL: Any retail business, service establishment, office, multi-family dwelling or apartment building, wholesale business, manufacturing, and warehouse or storage buildings.

CONSTRUCTION DEBRIS: Inorganic waste material resulting from construction, remodeling, repair, or demolition operations.

DISPOSAL: Transporting of recyclables, solid waste, and other waste to a disposal facility licensed and approved by all applicable governmental entities, including, but not necessarily limited to, Becker County and the State of Minnesota.

GARBAGE: Any organic waste normally produced from the handling and preparation of foods and decayed and spoiled food from any source. Garbage does not include yard waste or any inorganic rubbish.

HAZARDOUS WASTE: All waste designated as hazardous by the United States Environmental Protection Agency or appropriate State of Minnesota agency.

PERSON: Any individual, firm, company, association, society, corporation, municipal corporation, governmental unit, or group.

RECYCLABLES. Materials that are separated from solid waste for the purpose of recycling within provided recycling containers include metal, cardboard, aluminum, plastics (as stated on the recycling container), and paper. For a full list see either the Becker County's Environmental Services webpage or the top of the recycling container.

RESIDENTIAL: All single-family dwellings or buildings used for and as single-family residences or dwelling places on a permanent or seasonal basis.

RUBBISH: Inorganic materials such as packaging products, cans, bottles, paper, ashes, sweepings, and other similar inorganic waste.

SOLID WASTE: Garbage, rubbish, and other waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, but does not include bulky waste, construction debris, hazardous waste, yard waste, and other materials collected, processed, and disposed of as separate waste streams.

YARD WASTE: Organic plant materials collected from yards or gardens including leaves, grass clippings, vines, stalks, and tree branches.

8-4-3: COLLECTION AND DISPOSAL REQUIREMENTS:

Persons generating, possessing, or having control or ownership of recyclables, solid waste, and other waste in the city shall collect and dispose of that material only as provided in this chapter.

- A. Residential Recyclables and Solid Waste: All residential recyclables and solid waste generated or present within the city shall be collected and disposed of according to the requirements of this chapter. The city may contract with a private hauler to provide this service, and all persons generating, possessing, or having control or ownership of residential recyclables and solid waste in the city shall collect and dispose of that material according to the terms of any such contract then in effect. Each property where residential recyclables or solid waste is generated shall have located on the property a container adequate to enclose and contain all the recyclables and solid waste generated on the property during the period of time between disposal dates. Persons generating,

possessing, or having control or ownership of residential recyclables and solid waste shall pay for disposal pursuant to the utility service fee set by resolution of the City Council.

- B. Commercial Recyclables and Solid Waste: All commercial recyclables and solid waste generated or present within the city shall be collected and disposed of by the persons generating, possessing, or having control or ownership of such material promptly, at least once every seven (7) days for solid waste, and said persons shall not allow such material to become a nuisance. Each property where commercial recyclables or solid waste is generated shall have located on the property an onsite collection facility or container adequate to enclose and contain all the recyclables and solid waste generated on the property during the period of time between disposal dates. Commercial recyclables and solid waste need not be disposed of by use of the city utility service. Persons generating, possessing, or having control or ownership of such material may, but are not required to, independently contract and pay for disposal services for such material with the private hauler used by the city.
- C. Yard Waste, Bulky Waste, and Construction Debris: Yard waste, bulky waste, and construction debris generated or present within the city shall be disposed of by the persons generating, possessing, or having control or ownership of such waste promptly, and such waste shall not be allowed to become a nuisance. Yard waste, bulky waste, and construction debris shall not be disposed of by use of the city utility service. Persons generating, possessing, or having control or ownership of such waste may, but are not required to, independently contract and pay for disposal services for such waste with the private hauler used by the city.
- D. Hazardous Waste: Hazardous waste generated or present within the city shall be disposed of by the persons generating, possessing, or having control or ownership of such waste promptly and according to all rules and regulations of the United States Environmental Protection Agency, the appropriate State of Minnesota agency, or Becker County.

8-4-4: CONTAINERS:

A. Containers Required:

- 1. Containers: All residents of residential dwellings and owners or managers of multiple residential dwellings and commercial establishments shall provide one (1) or more containers to receive and collect all recyclables and solid waste which may accumulate between times of collection. The container may be provided by the hauler. All containers shall be made of suitable material, which is rodent and waterproof, and which will not easily corrode. Containers shall be kept tightly closed.
- 2. Dumpsters: For all multiple-residential dwellings and commercial establishments where solid waste must be disposed of and the volume exceeds three (3) 90-gallon containers per week, dumpster service shall be utilized with the frequency of pick up being not less than once every seven (7) days. Actual size of the dumpster or the frequency of pick up shall be determined by need as established by the city. No person shall deposit solid waste in a dumpster except the owner, occupant, or authorized agent of the premises using such container. It shall be a misdemeanor to deposit solid waste in a dumpster in violation of this section.
- 3. Recycling Containers: All owners and/or managers of multiple-residential dwellings and commercial buildings are required to provide containers or dumpsters for tenants to deposit

recyclables and have city-approved adequate storage between collections by the private hauler used by the city.

B. Placement, Storage, and Screening:

1. Placement for Collection: Containers shall only be placed at the collection point for the purpose of collection.
2. Storage: All handling equipment including, but not limited to, containers and dumpsters, must be stored within the principal structure, within an accessory building, or in a screened enclosure, except for the following:
 - a. Storage of solid waste and recycling totes in an enclosed building, or for exterior storage, place neatly against either the back or side of the structure with lids fully closed. Solid waste and recycling totes should be moved from the collection point as soon as possible after collection has been completed; recommendation is within 24 hours of collection.
 - b. Roll-off dumpsters are allowed for temporary use in any zoning district during demolition or construction. They do not have to be screened; however, they shall be positioned so that they do not encroach into public right of way, do not block traffic visibility, and are a minimum of three (3) feet from any property line.
 - c. Containers 96 gallons or less in a commercial or industrial zone.
3. After January 1, 2024, any newly constructed commercial buildings must have a screened enclosure.
4. Screened enclosures must meet the following:
 - a. Screened enclosures must be located in a rear or side yard and must meet all applicable setback requirements.
 - b. The screened enclosure must be in an accessible location for sanitation vehicles.
 - c. Screened enclosures must consist of a fence or wall at least six (6) feet in height and a minimum opaqueness of eighty (80) percent.
5. Any screened enclosure must be maintained in a good working order or could be deemed to be in violation of the public nuisance ordinance.

8-4-5: FEES:

The City Council may establish appropriate utility service fees by resolution for the collection and disposal of recyclables and solid waste as required herein.

8-4-6: ENFORCEMENT:

- A. Notice of Violation; Failure to Comply: In the event a person generating, possessing, or having control or ownership of recyclables, solid waste, and other waste in the city fails to collect and dispose of that material as provided in this chapter, the city shall mail to such person at such

person's last known address a notice requiring compliance with this chapter within three (3) days of said notice. Failure to comply with this notice within the time allowed shall constitute a separate misdemeanor offense for each day of noncompliance past the three (3) days, punishable as provided by law.

- B. Collection Of Delinquent Charges: In the event a person generating, possessing, or having control or ownership of recyclables and solid waste in the city fails to pay the utility service fee when due, collection of that fee and all delinquent fees shall be as provided by law.

SECTION 3. EFFECTIVE DATE:

This ordinance shall be become effective following its passage and publication in the official newspaper of the City.

Passed by the City Council of Frazee, Becker County, Minnesota this ____ day of _____ 2023.

Mark Flemmer, Mayor

Attested:

Stephanie Poegel, City Clerk/Administrator

Addendum

APPROVAL OF ADDITIONAL CLAIMS