



CITY COUNCIL MEETING AGENDA

January 10, 2024 ~ 5:00 p.m. ~ Frazee Event Center

[ZOOM LINK](#)

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Open Forum
5. Consent Agenda
 - a. [Meeting Minutes – December 27, 2023](#)
 - b. [Approval of Claims](#)
 - c. [Notes from the Mayor](#)
 - d. [LG220 Application for Exempt Permit – Frazee Trap Team Booster Club](#)
 - e. [LG220 Application for Exempt Permit – Frazee Firefighter's Relief Association](#)
 - f. [Resolution 0110-24A – 2024 Organizational Resolution](#)
 - g. [Resolution 0110-24B – Resolution Setting the 2024 Fee Schedule](#)
 - h. [Resolution 0110-24C – Resolution Approving Application to the Greater Minnesota Legacy Grant for the Wannigan Regional Park Trails Project](#)
 - i. [Resolution 0110-24D – Resolution for the Application to the MN DNR Outdoor Recreation Grant](#)
 - j. [Resolution 0110-24E – Resolution Accepting Donations for Use Towards Parks and Recreation](#)
 - k. [Audit Engagement Letter](#)
6. Committee Reports
 - a. Liquor Store Committee
 - b. [Parks & Recreation Committee](#)
 - c. Public Safety Committee
 - d. [Planning & Zoning](#)
 - e. [Economic Development Authority](#)
 - f. [Personnel & Finance](#)
 - g. Lakeside Cemetery Liaison
 - h. Frazee School District
7. Old Business

8. New Business
9. Council Member Comments
10. Addendum
 - a. Approval of Additional Claims
11. Adjournment

Consent Agenda

MINUTES – DECEMBER 27, 2023

PUBLIC HEARING

The Frazee City Council will take time to hear public comment on Ordinance 171 – Amending Chapter 4-1 of the Frazee City Code and Ordinance 172 – Rental Ordinance Amendments

Public hearing opened at 4:30 pm

No public comments made

Public hearing closed at 4:31 pm

CITY COUNCIL MEETING MINUTES

December 27, 2023 ~ 4:30 p.m. ~ Frazee Event Center

1. Call the Meeting to Order
 - a. Meeting called to order by Vice-Mayor Mike Sharp at 4:31 pm at the Frazee Event Center
2. Roll Call
 - a. Members Present: Mark Flemmer (ZOOM), Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
 - b. Members Absent: None
 - c. Staff: Albert Doll; Nathan Matejka; Stephanie Poegel; Larry Stephenson; Jolene Tappe; Tyler Trieglaff; Adam Walker; Amanda Young
 - d. Contracted Services: Jason Murray – David Drown & Associates
 - e. Guests: Bob Williams
3. Pledge of Allegiance
4. Open Forum
 - a. No public comment
5. Consent Agenda
 - a. Meeting Minutes
 - b. Approval of Claims
 - c. Resolution 1227-23A – Resolution Authorizing the Write Off of Uncollectable Accounts Receivable **(PULLED TO ITEM 9.L.)**
 - d. Wannigan Regional Park – Annual Report

M/S/CU: Froeber/Rader to approve consent agenda with pulling item c and moving to 9.L.

6. Staff Reports
 - a. Event Center
 - i. Booked full starting in March; will be doing lots of cleaning and Larry will be making lots of repairs over the next couple of months
 - b. Fire Department

- i. Written report reviewed
- ii. Question on what townships the fire department services – City of Frazee, Burlington, Silver Leaf, and Evergreen

M/S/CU: Rader/Kemper to approve the officers as elected by the fire department members

c. Liquor Store

- i. Merry Frazee Christmas was the busiest day of the year except for Turkey Days
- ii. Ugly Christmas Sweater party was good
- iii. Planning to do a Customer Appreciation sometime in January or February – no set date yet, will do give aways
- iv. Received resignation from Jamie Lemon on December 9, 2023

M/S/CU: Froeber/Rader to accept the resignation of Jamie Lemon on December 9, 2023

d. Police Department

- i. Written report reviewed

M/S/CU: Froeber/Kemper to rescind the rental suspensions

e. Public Works

- i. Helped remove camper from property on Lake Street
- ii. Water plant had 367,000 gallons of water pumped, with 70 pounds of fluoride added – since started the new plant has pumped just under 141 million gallons of water
- iii. Fluoride levels were discussed
- iv. Performed 1 copper testing for a resident
- v. Fishing per discussion - \$1200 for permit to dredge under the dock – working on getting the pier out further
- vi. Ice rink is being flooded again
- vii. Working on the mock-OSHA audit compliance items – many of the smaller items have been completed – some of the items will be costly
- viii. New pick-up has been outfitted for plowing and the logo has been put on it
- ix. Discussion on copper letter and locking at the skating rink

f. Rescue

- i. 23 calls – 16 in town

g. Administration

- i. Written report reviewed

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

7. Old Business

a. Town Lake Beach

- i. Widseth Agreement

M/S/CU: Rader/Froeber to approve Widseth Agreements

b. West Central Initiative Donation Request

- i. No action taken

c. Solid Waste and Recyclables Collection & Disposal Contract

M/S/CU: Rader/Kemper to approve solid waste contract as presented

8. New Business

- a. Setting January Organizational Meeting Date

M/S/CU: Froeber/Rader to approve setting the first meeting in January as January 10, 2024

- b. Ordinance 171 – Amending Chapter 4-1 of the Frazee City Code
 - i. Discussion on “direct” path to driveway. Tabled to January with removal of word “direct” reposting

Flemmer left meeting as phone was dying

- c. Ordinance 172 – Amending Title 9 Chapter 2 (Rental Units) of the Frazee City Code

M/S/CU: Kemper/Froeber to approve Ordinance 172 – Amending Title 9 Chapter 2 (Rental Units) of the Frazee City Code as presented

- d. Use of Public Safety Funds
 - i. Personnel & Finance recommendation to utilize funds towards police department salaries then utilize those offset funds towards the event center roof repairs
 - ii. Discussion of use of public safety funds
 - iii. Plans to play be ear the funds for a while
- e. Letter of Support for Thomas Dambo Troll Project

M/S/CU: Froeber/Kemper to approve letter of support for the Thomas Dambo Troll Project

- f. Resolution 1227-23B – Resolution Ordering Preparation of Report on Improvement

M/S/CU: Rader/Froeber to approve Resolution 1227-23B – Resolution Ordering Preparation of Report on Improvement

- g. Request for Funding Services

M/S/CU: Kemper/Froeber to approve request for funding services

- h. Resolution 1227-23C – Resolution Establishing a Rotation for Routine Rental Unit Inspection

M/S/CU: Rader/Kemper to approve Resolution 1227-23C – Resolution Establishing a Rotation for Routine Rental Unit Inspection

- i. Resolution 1227-23D – Sponsoring Agency Resolution

M/S/CU: Rader/Froeber to approve Resolution 1227-23D – Sponsoring Agency Resolution

- j. Resolution 1227-23E – Resolution to Maintain Facility

M/S/CU: Froeber/Kemper to approve Resolution 1227-23E – Resolution to Maintain Facility

- k. Letter of Support for TAP

M/S/CU: Rader/Froeber to approve letter of support for TAP

- l. Resolution 1227-23A – Resolution Authorizing the Write-Off of Uncollectable Accounts Receivable

M/S/CU: Froeber/Rader to approve Resolution 1227-23A – Resolution Authorizing the Write-Off of Uncollectable Accounts Receivable

- m. Body Camera Contract

M/S/CU: Rader/Froeber to approve body camera contract as presented

9. Addendum

- a. Additional Claims

M/S/CU: Kemper/Rader to approve additional claims as presented

- b. Resolution 1227-23F – Resolution Providing for the Issuance, Sale and Delivery of \$1,566,000 Taxable Temporary General Obligation Tax Increment Bonds, Series 2024A
 - i. Murray presented on doing a temporary bond for the Downtown Infill building – bond would be for \$1,566,000 – with action tonight closing would be on 2/1/2024

M/S: Rader/Froeber to approve Resolution 1227-23F – Resolution Providing for the Issuance, Sale and Delivery of \$1,566,000 Taxable Temporary General Obligation Tax Increment Bonds, Series 2024A

Roll Call Vote: Flemmer (ZOOM) – Aye; Froeber – Aye; Kemper – Aye; Rader – Aye; Sharp – Aye
Motion Carried Unanimously

10. Council Member Comments

- a. No comments

11. City Administrator Evaluation

- a. Discussion regarding Administrators performance

M/S/CU: Rader/Froeber that Poegel meets job standards

12. Adjournment

M/S/CU: Froeber/Kemper to adjourn at 6:52 pm

Respectfully submitted,
Stephanie Poegel
Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS

12/28/2023 12:10pm

Page 1

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	
620 Nelson Auto Center Fleet Department, 2228 College Way, P.O. Box 338, Fergus Falls, MN, 56538-0338										
F R088 12/27/23 2024 Ford F 350 NEW Stock #R088			12/28/23	\$50,920.00	\$50,920.00	100-42200-04850	Restricted Savings Expen	\$0.00	(\$103,175.00)	
F R089 12/27/23 2024 Ford F 350 Chassis NEW Stock #R089			12/28/23	\$52,255.00	\$52,255.00	100-42200-04850	Restricted Savings Expen	\$0.00	(\$103,175.00)	
					\$103,175.00					
					\$103,175.00					
Total Bills To Pay:										

Total Bills To Pay:

Consent Agenda

NOTES FROM THE MAYOR

Year in Review

Here are a few things completed in Frazee this past year

Finished the HWY 87 project. Thank you to the citizens who adopted the flower planters along the pathway

Banners for the city

Completed the quiet zone which has made the town a quieter place

Removed the Sanders/Seip building replacing it with a green space

Hired a new manager for the Municipal Liquor Store

Completed a job review for all city employees

Adopted a new personal manual for the city

Established a safety program for all city employees to make the city OSHA compliant

Completed purchase of the Wannigan Park with State funding

Established a monthly report on property maintenance from the Police Department

Approval for the Town lake beach project

In process to replace the event center and liquor store roof and heating/cooling systems

Seen 3 new business, The Gobbler, Monarch Coffee House, and Cornerstone starting by the end of the year and had 4 ribbon cutting ceremonies for existing businesses

Goals for 2024

Continue to work on the comprehensive plan items

Completion of the Event Center/Liquor Store Roof project

Completion of the Town Lake beach project

Work on the Post Office front update

Continued focus on cleanup of the city

Improve the corner green space as a gathering place/bike stop station

Get businesses for the downtown infill project

Develop housing for the Mickelson property/county property

Thank you to the Frazee Council, City Staff, Committee Members and our Volunteers for all you do for the city

EDA

Refinanced a short-term loan for the downtown building to allow pursuit of tenants and sale of the building.

Liquor Store/event center

Did not meet

Personnel/Finance committee

Completed work on budget and personal manual, job descriptions

Public Safety

Did not meet

Respectfully Submitted Mayor Mark

Consent Agenda

LG220 APPLICATION FOR EXEMPT PERMIT – FRAZEE TRAP TEAM BOOSTER CLUB

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

11/17
Page 1 of 2

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: Frazees Trap Team Booster Club

Previous Gambling Permit Number: x-94376-23-005

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 46-5652310

Mailing Address: 50446 Wymer Lake loop

City: Frazees State: MN Zip: 56544 County: Ottertail

Name of Chief Executive Officer (CEO): Tim Roble

CEO Daytime Phone: 218-849-7876 CEO Email: tcroble@yahoo.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): Frazees Event Center

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

Check one:

☒ City: Frazees Zip: 56544 County: Becker

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 2-24-24

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.

Consent Agenda

LG220 APPLICATION FOR EXEMPT PERMIT – FRAZEE FIREFIGHTER'S RELIEF ASSOCIATION

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.

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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: Frazee Firefighter's Relief Association

Previous Gambling Permit Number: X-X-94975-23-003

Minnesota Tax ID Number, if any: 41-1323390

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 222 W Pain Ave (PO Box 413)

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

Name of Chief Executive Officer (CEO): Chad Mitchell

CEO Daytime Phone: 218-841-8695 CEO Email: cmitchell3176@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): frazee.fire@frazeecity.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
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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 Street North

Check one:

☒ City: Frazee Zip: 56544 County: Becker

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 13, 2024

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.

Consent Agenda

RESOLUTION 0110-24A – 2024 ORGANIZATIONAL RESOLUTION



P.O. Box 387, 222 Main Ave. W., Frazee, MN 56544

Waters Trails Shops Parks

City Phone: 218-334-4991 | City Fax: 218-334-4992

RESOLUTION No. 0110-24A 2024 ORGANIZATIONAL RESOLUTION

WHEREAS, the Rules for the Organization and Procedure of the City Council of Frazee, as well as Minnesota Statute Chapter 412 and 427, require certain action by the City Council at the annual organizational council meeting in January;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Frazee, County of Becker, Minnesota, that it hereby approves the following designations for the year 2024:

Meetings: Regular meetings of the Frazee City Council shall be held on the Second and Fourth Wednesdays of each month at 5:00 p.m. at the Frazee Event Center. Location for special meetings will be posted as a part of the official meeting posting.

Rules and Procedure: The official "Rules for the Organization and Procedure for the City Council" are hereby approved and attached to this resolution.

Official Newspaper: The official newspaper for the City of Frazee shall be the **Frazee-Vergas Forum**, whose main publication is located in Frazee, Minnesota.

Official City Depositories of City Funds: The following financial institutions shall be designated as the official city depositories: **United Community Bank** and the **4M Fund**.

Vice Mayor: In the absence of the Mayor, the Vice Mayor for the Frazee City Council shall be Mike Sharp.

Council Committees 2024: Council Members shall serve as representatives to these specific departments/committees:

Parks & Recreation: **Mark Flemmer** and **Andrea Froeber**

Personnel Committee: **Mike Sharp** and **Jim Rader**

Finance Committee: **Mark Flemmer** and **Mike Sharp**

Council Member Liaisons: Council Members shall serve as liaisons to these specific groups/organizations:

Frazee Area Action Fund: **Mark Kemper**

Frazee-Burlington-Silver Leaf Joint Powers Board: **Mark Kemper** and **Larry Stephenson**

Lakeside Cemetery Liaison: **Mark Kemper**

Lake Agassiz Regional Library: **James Rader**

Frazee School District: **James Rader**

Planning Commission: The Frazee City staff appointed by the City Council to the Planning Commission shall be **Andrea Froeber** and **Mike Sharp**. Other Planning Commission members with an annual appointment starting in January are:

Eric Anderson

Ken Mosek

Tyler Trieglaff

Economic Development Authority Members: The Frazee City Council members appointed by the City Council to the Economic Development Authority shall be **Andrea Froeber** and **Mark Kemper**. Other Economic Development Authority members are:

Ted Anderson Term Expires 1/1/2026

Ashley Renollet Term Expires 1/1/2026

Jon Olson Term Expires 1/1/2025

Heath Peterson Term Expires 1/1/2025

Hank Ludtke Term Expires 1/1/2025

EDA Advisor - Creating Community Consulting

EDA – MHP Advisor – Jill Hendricksen

Legal Advisors: The firm of **Ramstad, Skoyles, & Winters P.A.** shall be retained as the law firm responsible for legal services and advice, with Tom Winters as the primary City Attorney and Karen Skoyles as the primary prosecuting attorney.

Audit Services: The Frazee City Council hereby retains **Hoffman, Phillipp, & Knutson** as the firm to audit the financial records of the City of Frazee.

Engineering Services: The Frazee City Council hereby retains **Ulteig Engineering** as the engineering firm responsible for civil engineering services and advice, with Kris Carlson as the primary contact.

Assessing Services: The Frazee City Council hereby appoints **Becker County Assessor's Office** as the responsible agent for property assessing for tax valuation purposes for the City of Frazee.

Building Official: The Frazee City Council hereby appoints **Jon Stewart** as the responsible agent for building inspections/rental inspections and code compliance for the City of Frazee.

Zoning Administrator: The Frazee City Council hereby appoints **City Administrator** as the Zoning Administrator for the City of Frazee.

Assistant Weed Inspector: The Frazee City Council hereby appoints **Public Works Superintendent Larry Stephenson** as the Assistant Weed Inspector (the mayor is the city weed inspector).

Adopted this 10th of January, 2024 by the City Council of Frazee.

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer, Mayor

Stephanie Poegel, City Administrator

Consent Agenda

RESOLUTION 0110-24B – RESOLUTION SETTING THE 2024 FEE SCHEDULE



P.O. Box 387, 222 Main Ave. W., Frazee, MN 56544

Waters Trails Shops Parks

City Phone: 218-334-4991 | City Fax: 218-334-4992

RESOLUTION 0110-24B

Resolution Setting the 2024 Fee Schedule



Type of License/Service/Fee	Fee Amount
Cemetery Plots	
Cost of Lot/Niche	\$650.00
Cost per Urn (Ashes)	\$125.00
City Facility Rentals – *Rates do not include applicable deposits*	
Fire Hall	\$50.00 / day
Event Center	Meetings: \$100.00 / hour Events: \$500.00 / day Sunday-Thursday; \$1500.00 / day Friday or Saturday; \$2500 for Friday & Saturday together
Event Center Kitchen	\$50.00 / hour
Campground Full Electric Hookup	\$30.00 / night
Campground Primitive (no hookups)	\$10.00 / night
Campground – Long Term Contractor	\$20.00 / night minimum 30 days
City Services	
Snow Removal (sidewalks)	\$60.00 / hour
Salt and Sanding	Varies per service area
Mowing	\$75.00 / hour
Towing of Vehicles	\$75.00 / vehicle + impound fees
Copies	
Letter Size (8.5x11) – Black and White	\$0.25
Letter Size (8.5x11) – Color	\$0.50
Legal Size (8.5x14) – Black and White	\$0.50
Legal Size (8.5x14) – Color	\$0.75
11x17 – Black and White	\$0.75
11x17 – Color	\$1.00
Laminating	\$1.50 / page 8.5 x 11; \$1.75 / page 8.5 x 14; \$2.00 / page 11 x 17
Fax	\$1.00 / page
Fire Calls	
All Fire Calls/Accidents	
Per Call	\$500.00 (1 st Hour)
Per Hour	\$300.00 (every additional hour)
Alarms	
1 st Alarm	\$150.00
2 nd Alarm	\$500.00
Extraction	\$500.00 / person
Consumables	Costs of Item
Late Fees	10% of unpaid amount at date of invoicing
Filling Swimming Pools	\$20.00 per load and \$1.00 per mile minimum

Liquor Licenses (Annual)	
On Sale Liquor	\$1200.00
Sunday Liquor	\$200.00
Wine License	\$75.00
Club License	\$250.00
Set-ups	\$150.00
3.2 On-Sale	\$75.00
3.2 Off-Sale	\$75.00
Temporary	\$50.00 / day
Miscellaneous License/Service/Fees	
Animal Licenses (Annual) – Dog	\$10.00
Cigarette License (Annual)	\$75.00
RV Water Fill @ Campground	\$15.00
RV Septic Dump @ Campground	\$10.00
Police Reports	\$10.00
Special Council Meetings – (to expedite a request)	\$250.00
Residential Rentals	
Rental Registration (Annual)	\$20.00
Rental Inspection Fee (Every 3 years)	\$100.00
Re-Inspection Costs	\$55.00 / inspection
Re-Instatement Rental Fee	\$100.00
1 st Time Rental Inspection	\$100.00
Rental Registration Violations	Up to \$400.00 per occurrence and/or revocation of rental registration
Utilities	
Delinquent Bill Penalty	10% of the charge per month
Turn-On / Turn-Off	\$30.00
Delinquent Turn-On / Turn-Off	\$100.00
NSF Checks	\$35.00
Water (Tax on commercial Water)	
Base Fee	\$13.64 / month
User Fee	\$20.00/ month
Residential/Multi-Units/Commercial Less Than 800 Cubic Feet	\$0.0366 / Cubic Foot
Residential/Multi-Units/Commercial More Than 800 Cubic Feet	\$0.0394 / Cubic Foot
Schools/Nursing Homes Less Than 1500 Cubic Feet	\$0.0366 / Cubic Foot
Schools/Nursing Homes More Than 1500 Cubic Feet	\$0.0394 / Cubic Foot
Water Hook-up Assessment	\$100.00
Meter Charge	Based on current market price
Bulk Water	\$15.00 / every 1,000 gallons
Sewer	
Base Fee	\$11.71 / month
Residential/Multi-Units/Commercial Less Than 800 Cubic Feet	\$0.0366 / Cubic Foot
Residential/Multi-Units/Commercial More Than 800 Cubic Feet	\$0.0394 / Cubic Foot
Schools/Nursing Homes Less Than 1500 Cubic Feet	\$0.0366 / Cubic Foot
Schools/Nursing Homes More Than 1500 Cubic Feet	\$0.0394 / Cubic Foot
Sewer Hook-up Assessment	\$350.00
Lawn Watering	
Base Fee	\$14.02 / month

Lawn Meter Rate	\$0.0416 / Cubic Foot
Storm Water	
Base Fee - Residential	\$1.25 / month
Base Fee – Commercial & Trailer Parks	\$3.25 / month
Base Fee – Churches & Industrial	\$4.25 / month
Base Fee – Schools & Nursing Homes	\$5.25 / month
Garbage (includes tax)	
Senior 38 gal.	\$27.59 / month
38 gallon	\$31.62 / month
64 gallon	\$37.74 / month
96 gallon	\$44.39 / month
Recycling fee	\$7.00 / month
Zoning/Building	
Building Code Violation	\$100.00 / day
Code Compliance Violation	\$40.00 / day
Non-Refundable Application Fees:	
Building Permit	See 1997 State of MN Fee Schedule
Pre-Built Shed Installation Permit	\$50.00
Fence Permit (over 6 ft high)	\$50.00
Change of Use	\$150.00
Conditional Use	\$150.00
Industrial Development	\$150.00
Platting	\$300.00
Rezoning	\$150.00
Variance	\$150.00
Interim Use	\$150.00

THEREFORE, BE IT RESOLVED THAT the City of Frazee hereby approves these amounts for all licenses, services, and fees for the 2024 year.

THEREFORE, BE IT KNOWN, adopted by the Frazee City Council this 10th day of January, 2024.

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer
Mayor

Stephanie Poegel
City Administrator

Consent Agenda

RESOLUTION 0110-24C – RESOLUTION APPROVING APPLICATION TO THE GREATER MINNESOTA LEGACY GRANT FOR THE WANNIGAN REGIONAL PARK TRAILS PROJECT



Waters Trails Shops Parks

P.O. Box 387, 222 Main Ave. W., Frazee, MN 56544

City Phone: 218-334-4991 | City Fax: 218-334-4992

RESOLUTION No. 0110-24C

RESOLUTION APPROVING APPLICATION TO THE GREATER MINNESOTA LEGACY GRANT FOR THE WANNIGAN REGIONAL PARK TRAILS PROJECT

WHEREAS, The City of Frazee (the “Applicant”) has the right and authority to sponsor a grant funding request to the Greater Minnesota Regional Parks and Trails Commission (GMRPTC).

WHEREAS, Applicant has a right and authority to act as Legal Sponsor for the State Grant Application (the “Application”) and will work with the Minnesota Department of Natural Resources (“DNR”), in developing a Grant Agreement relating to the funding which may be awarded by the GMRPTC.

THEREFORE, BE IT RESOLVED, That the Applicant certifies it has read and understands the Office of Grants Management [Conflict of Interest Policy 08-01](#), will maintain an adequate Conflict of Interest Policy and monitor and report any actual, potential, or perceived conflicts of interest to the GMRPTC and DNR.

BE IT FURTHER RESOLVED, that the Applicant confirms all of the information in its Application and further confirms that it has no expectation of, or entitlement to, reimbursement of costs incurred prior to grant agreement execution date and, if applicable, it has not entered into a written purchase agreement to acquire property described in its Application if grant funds are to be used for the purchase.

BE IT FURTHER RESOLVED, that the Applicant has or will acquire a fee interest ownership or permanent easement over the land described in the Application for regional parks and regional special feature parks as applicable. The applicant has or will acquire a fee interest, permanent or perpetual easement or minimum twenty (20) year lease over the land described in the Application for regional trails or regional special feature parks, as applicable and approved, before the project proceeds.

BE IT FURTHER RESOLVED, that the Applicant agrees that it will comply with all applicable laws, regulations and requirements as stated in the Grant Agreement with the DNR, including dedicating the park property for uses consistent with the grant agreement into perpetuity or for trails, committing to maintain the trails for a period of not less than twenty (20) years, and dedicating all land acquired under the project for uses consistent with the grant agreement into perpetuity.

BE IT FURTHER UNDERSTOOD, that the GMRPTC will confirm at such time that it has made the award of funds authorizing a Grant Agreement to be developed between the DNR and the Applicant.

Adopted by the City Council this 10th day of January, 2024.

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer
Mayor

Stephanie Poegel
City Administrator

Consent Agenda

RESOLUTION 0110-24D – RESOLUTION APPROVING APPLICATION TO THE MN DNR OUTDOOR RECREATION GRANT



Waters Trails Shops Parks

P.O. Box 387, 222 Main Ave. W., Frazee, MN 56544

City Phone: 218-334-4991 | City Fax: 218-334-4992

RESOLUTION No. 0110-24D

RESOLUTION FOR THE APPLICATION TO THE MN DNR OUTDOOR RECREATION GRANT

BE IT RESOLVED that the City of Frazee ("Applicant") act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on January 10, 2024, and that Stephanie Poegel is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the Applicant.

BE IT FURTHER RESOLVED that the Applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that the Applicant has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the Applicant has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that the Applicant has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, the Applicant may enter into an agreement with the State for the above-referenced project, and that the Applicant certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that Frazee's City Administrator is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council this 10th day of January 2024.

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer
Mayor

Stephanie Poegel
City Administrator

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by The City of Frazee on the 10th day of January, 2024.

Stephanie Poegel
City Administrator

Consent Agenda

RESOLUTION 0110-24E - RESOLUTION ACCEPTING DONATIONS FOR USE TOWARDS PARKS AND RECREATION



P.O. Box 387, 222 Main Ave. W., Frazee, MN 56544

Waters Trails Shops Parks

City Phone: 218-334-4991 | City Fax: 218-334-4992

RESOLUTION No. 0110-24E

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR THE DONATION OF \$1,200.00

WHEREAS; Parks are an important and beautiful addition to the City of Frazee, and

WHEREAS; Recreation is an important aspect of living in Frazee, Minnesota; and

WHEREAS; Michael and Michelle Sharp, have donated \$1,200.00

WHEREAS: It is the desire of the Sharp Family to use these funds for the City Parks and Recreation in whatever capacity the City deems necessary,

WHEREAS; the City Council is appreciative of this donation and commends Michael and Michelle Sharp, for their civic efforts,

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 the beautification of city parks.

Adopted this 10th of January, 2024 by the City Council of Frazee.

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer
Mayor

Stephanie Poegel
City Administrator

Consent Agenda

AUDIT ENGAGEMENT LETTER

Colleen Hoffman, Director
Crystelle Philipp, CPA
Marit Martell, CPA



Hoffman, Philipp, & Martell, PLLC

1541 Highway 59 South Thief River Falls, MN 56701 Phone: 218-681-4078 cphilipp@hpmaudit.com

AUDIT ENGAGEMENT LETTER

January 4, 2024

Ms. Stephanie Poegel
City of Frazee Administrator/Clerk/Treasurer
PO Box 387
Frazee, Minnesota 56544

We are pleased to confirm our understanding of the services we are to provide the City of Frazee for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the City of Frazee, as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), budgetary comparison schedules, Other Post-Employment (OPEB) schedules, and Public Employees Retirement Association (PERA) schedules, to supplement the City of Frazee's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Auditing Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Frazee's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited.

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Frazee's financial statements. We will subject the supplementary information, as listed in the table of contents of your financial report, to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the

financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements. To accompany the financial statements, your report will also include other information including introductory and other schedules sections that will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information. If, based on the work performed, we conclude that an uncorrected material misstatement in the other information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs.

However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of any significant inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions when deemed appropriate. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Audit planning, including the assessment of significant risks, is not concluded at this time. If significant risks are identified they will be communicated to those charged with governance to assist with understanding those matters and why they require special attention, and better allow those charged with governance to perform their oversight duties with regard to the financial reporting process.

Audit Procedures—Internal Control

We will obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Frazee's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the Minnesota Office of the State Auditor pursuant to Minnesota Statute, § 6.65, contains seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our audit will consider all of the applicable listed categories

Other Services

We will also assist in preparing the cash to accrual journal entries, reconciliations, financial statements and related note disclosures of the City of Frazee in conformity with GAAP based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the cash to accrual journal entries, reconciliations, financial statements and related disclosures previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and related disclosures, and all accompanying information in conformity with GAAP, and for compliance with applicable laws and regulations, rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your

knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, it is management's responsibility to evaluate and monitor noncompliance with; and take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review during the audit fieldwork.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information. With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You agree to assume all management responsibilities for the cash to accrual journal entries, reconciliations, financial statements and related disclosures, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the cash to accrual journal entries, reconciliations, financial statements and related disclosures, and that you have reviewed and approved the cash to accrual journal entries, reconciliations, financial statements and related disclosures prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. We understand that your employees will locate any documents selected by us for testing.

We will provide copies of our reports to the Frazee City Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Hoffman, Philipp, & Martell, PLLC, (HPM) and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of HPM personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by a cognizant or oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Marit Martell is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit soon, and issue our reports before June 30, 2024.

Our fee for these services will be \$11,900 for the first year of our five-year contract, and includes all out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our audit. Our reports will be addressed to the Frazee City Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete

the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will state that the report is not suitable for any other purpose.

In accordance with *Government Auditing Standards*, we have previously provided you a copy of our most recently issued external peer review report, dated January 28, 2022, for which we received a rating of *pass*.

We appreciate the opportunity to be of service to the City of Frazee and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at (218) 681-4078. If you agree with the terms of our engagement as described in this letter, please sign where provided below and return it to us.

Sincerely,



Crystelle Philipp, CPA
Hoffman, Philipp & Martell, PLLC

Approved: This letter correctly sets forth the understanding of the City of Frazee.

Mayor (Governance)

Date

City Administrator/Clerk/Treasurer (Management)

Date

Committee Reports

LIQUOR STORE COMMITTEE – DID NOT MEET

PARKS & RECREATION COMMITTEE

Park and Rec MINUTES

4:00 p.m. ~ December 13, 2023 ~ Frazee Fire Hall

- 1. Call the Meeting to Order - Roll Call
 - a. Meeting started at 4:02 pm
 - b. Andrea Froeber, Mike Sharp, Stephanie Poegel, Polly Anderson (Zoom), Amy Sterns (Zoom)

2. Review of Minutes – November 1, 2023
 - a. Minutes reviewed with no changes
3. Open Forum
 - a. FCDC
 - i. Troll project
 1. It is back on; 1 will be in Wannigan
 2. Discussion on various aspects of the troll project
 3. Consensus to recommend a letter of support to Council
 - ii. Year End Report will be in next Council packet along with draft resolutions regarding the applications of GMRPTC and MN DNR Outdoor grants
4. Old Business
 - a. Town Lake Beach
 - i. Widseth Fee Proposal
 1. Will recommend approval to Council
 - ii. DNR Grant Update
 1. Poegel to connect with DNR about possible adjustment to plans
 - b. Wannigan Grant Updates
 - i. MN Outdoor – ReLEAF
 - ii. TAP
 - iii. ATI
 - c. Eagle Lake Park
 - i. No updates
 - d. Comp Plan Task Updates
 - i. Poegel to connect with Winters on Riverwalk easements and unidentified parcel quiet title
5. New Business - None
6. Adjournment
 - a. Adjourn at 4:52 pm

Respectfully submitted,

Stephanie Poegel

City Administrator

PUBLIC SAFETY COMMITTEE – DID NOT MEET

PLANNING & ZONING

Planning and Zoning MINUTES

5:00 p.m. ~ December 13, 2023 ~ Frazee Fire Hall

1. Call the Meeting to Order - Roll Call
 - a. Meeting opened at 5:00 pm
 - b. Erik Anderson, Andrea Froeber, Ken Miosek, Mike Sharp, Tyler Trieglaff, Stephanie Poegel
 2. Review Minutes – November 1, 2023
- M/S/CU:** Anderson/Froeber to approve minutes as presented
3. Guest - None
 4. Old Business

a. Ordinance 171 – Amending Title 4 Chapter 1 Nuisance Parking and Storage

i. Discussion on various parking issues

M/S/CU: Froeber/Anderson to approve the recommendation of Ordinance 11 – Amending Title 4 Chapter 1 Nuisance Parking and Storage to the Council for approval

b. Ordinance 172 – Amending Title 9 Chapter 2 Sections 1 & 14

M/S/CU: Froeber/Trieglaff to approve the recommendation of Ordinance 172 – Amending Title 9 Chapter 2 Section 1 & 14 Nuisance Parking and Storage to the Council for approval

c. Comprehensive Plan Task Updates

i. Will be working on subdivision ordinance this winter

ii. Discuss blight ordinance changes at the next meeting.

d. Discussion on Pifher property discussion on water, sewer, road and building permits

5. New Business - None

6. Adjournment

M/S/CU: Froeber/Miosek to adjourn at 5:52 pm

Respectfully submitted,

Stephanie Poegel

City Administrator

ECONOMIC DEVELOPMENT AUTHORITY

ECONOMIC DEVELOPMENT AUTHORITY COMMISSION MEETING

MEETING MINUTES

December 19, 2023

EDA President Hank Ludtke called the regular meeting to order at 11:32 a.m.

In attendance were: Mark Flemmer, Heath Peterson, Hank Ludtke, John Olson, Ashley Renollet, Stephanie Poegel, Andrea Froeber, Karen Pifher, and Don Lorsung.

Approval of the Agenda

Motion by Flemmer, seconded by Olson, to approve the meeting agenda as presented. The motion was unanimously approved.

Open Forum

There were no items for the open forum.

Meeting Minutes

The minutes of the November 28, 2023 EDA meeting were reviewed. A motion was made by Olson, seconded by Peterson to approve the minutes as presented. The motion was unanimously approved.

Downtown Commercial Retail Space Project

Financial Advisor Jason Murray, David Drown & Associates presented the updated Downtown Building Financial Performa and a Building Re-financing Proposal. He reviewed the proforma and discussed fund balances, building revenues and expenses, building taxes and tax increment. With the new numbers, leasing building space is competitive in the current market. Sale of the

building is also a possibility that the EDA could consider. Lease rates of new buildings in adjacent communities were discussed. Building services provided to tenants were discussed, which included utilities and snow removal. These are amenities that add to the value of a lease rate for a tenant. A service agreement with the city will need to be entered into to provide services by Public Works. Motion by Renollet, seconded by Peterson to approve a lease rate of \$21 per square foot for potential lessors, with a service agreement to be drafted. Lessors will be told that taxes would average \$2 per square foot. Motion carried unanimously.

Murray presented information on the Building Re-financing. This would be a 3-year temporary bond at 6.5% interest, placed with United Community Bank. Bonding structure and use of project fund balances were discussed. Motion by Peterson, seconded by Olson, to approve the re-financing, and recommend that the City Council proceed with the bond financing. Motion passed 4-0-1 (Renollet abstaining).

EDA Consultant Contract

Karen Pifher presented the contract for economic development consultant services to the EDA by Creating Community Consulting. The proposal encompasses duties and projects previously discussed. It is a \$20,000 contract with 10% down that runs to June 30, 2024. The Consultant will work to achieve matching fund to provide services until the end of 2024. Motion by Olson, seconded by Peterson, to approve the contract with the corrected end date of June 30, 2024. Motion carried unanimously.

Frazee Industrial Park Engineering Proposal

The engineering proposal from Ulteig Engineering to update the feasibility study for new housing and industrial park expansion was presented and discussed. The cost is \$3,600. The Becker County EDA will be asked to share in half the cost. Motion by Renollet, seconded by Olson to approve the proposal, pending Becker County EDA agreeing to pay half of the cost (\$1,800). Motion carried unanimously.

GMRPT Membership

The EDA reviewed the proposal. Since the membership is in the City's name this will be forwarded to the City Council for consideration.

Business Center Building Update

All 2023 work is completed. Flemmer discussed that the EDA should proceed with needed window replacement for 2024. Olson is working on getting quotes.

Red Willow Lots

Poegel shared that there is no update at this time.

Wannigan Park Update

Poegel shared that the closing is scheduled for this Friday at 1 pm.

EDA Financials

Poegel presented the financials that were completed through October. Motion by Renollet, seconded by Flemmer, to approve the financials as presented. Motion carried unanimously.

CEDA Consultant Report

Lorsung reviewed the monthly report on his work for the Commission, as per his written report. A motion was made by Olson, seconded by Renollet Lease rates of new buildings in adjacent communities were discussed., to approve the CEDA Report. Motion carried unanimously.

Commission Comments

Brief comments regarding housing were made. Ludtke thanked Don Lorsung for his work with the Frazee EDA.

Adjournment

There being no further business, Ludtke adjourned the meeting at 12:22 p.m.

Submitted by:

Don Lorsung, CEDA Consultant

PERSONNEL & FINANCE

Personnel & Finance MINUTES

4:30 p.m. ~ December 11, 2023 ~Frazee Fire Hall

1. Call the Meeting to Order - Roll Call
 - a. Present were Mark Flemmer, Mike Sharp, Stephanie Poegel
2. Review Minutes – November 22, 2023
 - a. Minutes reviewed with no changes
3. Old Business
 - a. Public Safety Funds
 - i. Discussion on lists provided by police and fire departments for potential uses of funds
 - ii. Consensus to make recommendation to use funds towards 2024 salaries and transfer excess levy amount to the Event Center
 - iii. Call with Winters verified that this is an acceptable use of the funds
4. New Business - None
5. Adjournment
 - a. Meeting adjourned at 5:08 pm

Respectfully submitted

Stephanie Poegel

City Administrator

LAKESIDE CEMETERY LIAISON – NO REPORT

FRAZEE SCHOOL DISTRICT – NO REPORT

Old Business

New Business

Addendum

APPROVAL OF ADDITIONAL CLAIMS