



CITY COUNCIL MEETING AGENDA

February 28, 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](#)
 - b. [Approval of Claims](#)
 - c. [LG220 Application for Exempt Permit – Hornet Softball Booster Club](#)
6. Staff Reports
 - a. Fire Department
 - b. Event Center
 - c. [Liquor Store](#)
 - d. Police Department
 - e. Rescue
 - f. Public Works
 - g. [Administration](#)
7. Old Business
 - a. East Main Ave Project
 - i. [Resolution 0228-2024A – Resolution Approving Plans and Specifications and Ordering Advertisement of Bids](#)
 - ii. [Resolution 0228-2024B – Resolution Requested by Becker County – Approving County Project Within Municipal Corporate Limits, Project NO. SAP 003-630-007 – Improvements of County State-Aid Highway No. 30 \(East Main Avenue\)](#)
 - b. Lift Station 2025 Project
 - i. [Resolution 0228-2024C – Resolution for Hearing on Preliminary Engineering Report and Facility Plan](#)
 - c. [Wannigan Regional Park/FCDC Comments/Update](#)
 - d. Hire of Janitor for Fire/City Hall

8. New Business
 - a. [Boost Grant Letter of Support](#)
9. Council Member Comments
10. Addendum
 - a. Additional Claims
11. Adjournment

Consent Agenda

MINUTES - FEBRUARY 14, 2024

1. Call the Meeting to Order
 - a. Meeting called to order by Mayor Mark Flemmer at 5:02 pm at the Frazee Event Center
2. Roll Call
 - a. Members Present: Mark Flemmer, Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
 - b. Members Absent: None
 - c. Staff: Stephanie Poegel,
 - d. Contracted Services: Chris Thorson – Ulteig; Tom Winters – Ramstad, Skoyles & Winters, P.A.
 - e. Guests: Ken Miosek, Elaine Palmer
3. Pledge of Allegiance
4. Open Forum - None
5. Consent Agenda
 - a. Meeting Minutes
 - b. Income Statements
 - c. Approval of Claims
 - d. Notes from the Mayor
 - e. LG220 Application for Exempt Permit – Hornets Hive
 - f. LG220 Application for Exempt Permit – Smokey Hills Chapter of MN Deer Hunters
 - g. VFW Temporary Liquor License

M/S/CU: Kemper/Froeber to approve pulling item g and moving to New Business item b. and approving items a-f of the consent agenda

6. Public Hearing
 - a. Opened at 6:01 pm
 - b. Thorson presented report on project including work on East Main Avenue, Rivercrest Drive, 8th Street SE, Cherry Avenue and the alley behind City Hall
 - c. Questions from the public included:
 - i. Asking about the assessment at 310 Main Ave E
 - ii. Asking about accessing water/sewer at the Miosek property
 - iii. Public Hearing closed at 6:35 pm
7. Committee Reports – written reports were reviewed with the any additions are noted under the committee
 - a. Finance Committee
 - b. Parks & Recreation Committee
 - c. Personnel Committee

- i. Met and made minor changes to the media relations section of the personnel policy – Council was given hard copies to review prior to next meeting
- d. Planning & Zoning
- e. Economic Development Authority
- f. Lakeside Cemetery Liaison
- g. Frazee School District

M/S/CU: Froeber/Rader to accept committee reports as presented

8. Old Business

- a. Liquor Store & Event Center Heating Unit Replacement
 - i. Two bids were presented for each building
 - 1. Liquor Store
 - a. Esser - \$83,966.00
 - b. Tweeton - \$26,851 + \$3,505 + \$14,024 + \$13,415 = \$57,795
 - 2. Event Center
 - a. Esser - \$58,276 + \$59,800 = \$118,076
 - b. Tweeton - \$56,995 + \$45,863 = \$102,858

M/S/CU: Froeber/Rader to accept the bids from Tweeton with all new units, provided Stephenson approves of plan

- b. Cleaning Position Resignation & Hiring Plan

M/S/CU: Sharp/Rader to accept the resignation of Jessica Kropuenske and thank her for her service

- i. Consensus to approve internal fire for 3 hours at fire hall and 1 hour at City Hall per week
- c. Hire of Liquor Store Bartender/Retail Clerk

M/S/CU: Kemper/Sharp to approve hire of Jenna Castagneri as a Liquor Store Bartender/Retail Clerk at Step 4 - \$14.28 per hour

- d. East Main Project
 - i. Resolution 0214-2024A – Resolution Requested by Becker County for Approval of Restricted Parking of Motor Vehicles on East Main Ave

M/S/CU: Rader/Sharp to approve Resolution 0214-2024A – Resolution Requested by Becker County for Approval of Restricted Parking of Motor Vehicles on East Main Ave

- ii. Resolution 0214-2024B – Resolution Ordering Improvement and Preparation of Plans

M/S/CU: Kemper/Rader to approve Resolution 0214-2024B – Resolution Ordering Improvement and Preparation of Plans

9. New Business

- a. Park Board – Ordinance
 - i. Plan to rescind Chapter 2 – Park Board Ordinance

M/S/CU: Sharp/Froeber to approve Erik Anderson as a Park & Rec Committee member

10. Council Member Comments

- a. Winters Updates

- i. Waiting on court regarding the quiet title action
- ii. Still working on other matters

11. Addendum

a. Approval of Additional Claims

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

b. Resolution 0214-2024C – Resolution for Hearing on Preliminary Engineering Report and Facility Plan

- i. Thorson presented information about the replacement of the main lift station above the river and the 2nd Street lift station

- ii. Funding would be a citywide user fee

M/S/CU: Rader/Sharp to approve Resolution 0214-2024C – Resolution for Hearing on Preliminary Engineering Report and Facility Plan

12. Adjournment

M/S/CU: Froeber/Kemper to adjourn at 6:37 pm

Respectfully submitted,
Stephanie C. Poegel
Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS



CITY OF FRAZEE Payments

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Page 1

Current Period: February 2024

Payments Batch 02282024GEN1		\$11,737.90	
Refer	94 AXON ENTERPRISE INC.	-	
Cash Payment	E 100-42110-311 Contracts/Professional	Bundles, Storage	\$5,416.41
Invoice	INUS224692 2/1/2024		
Transaction Date	2/22/2024	Main Checking 10100	Total \$5,416.41
Refer	95 BUTLER MACHINERY COMPANY	-	
Cash Payment	E 602-49450-500 Capital Outlay (GENER	Acct C31413-1 Loan #M026604	\$577.05
Invoice	56585 2/12/2024		
Cash Payment	E 100-43100-500 Capital Outlay (GENER	Acct C31413-1 Loan #M026604	\$577.05
Invoice	56585 2/12/2024		
Transaction Date	2/22/2024	Main Checking 10100	Total \$1,154.10
Refer	96 CORE & MAIN LP	-	
Cash Payment	E 601-49400-210 Operating Supplies (GE	1 SS Ball Valve	\$183.86
Invoice	U391036 2/19/2024		
Cash Payment	E 601-49400-210 Operating Supplies (GE	Terminal Screws F/PERL MTR	\$237.20
Invoice	U392056 2/16/2024		
Cash Payment	E 601-49400-210 Operating Supplies (GE	Terminal Screws F/PERL MTR	\$47.44
Invoice	U392058 2/16/2024		
Transaction Date	2/22/2024	Main Checking 10100	Total \$468.50
Refer	6 CODE 4 SERVICES, INC	-	
Cash Payment	E 200-42200-485 Restricted Savings Expe	Install Lighting, sirens, radio system	\$2,411.21
Invoice	9294 2/20/2024		
Transaction Date	2/22/2024	Main Checking 10100	Total \$2,411.21
Refer	7 MN DEPT OF HEALTH	-	
Cash Payment	E 601-49400-433 Dues and Subscriptions	1030014 Frazee Service Connection Fee Period: 1/1/24-3/31/24	\$193.00
Invoice			
Transaction Date	2/22/2024	Main Checking 10100	Total \$193.00
Refer	8 DETROIT LAKES REGIONAL CHAM	-	
Cash Payment	E 651-46500-340 Advertising	2024 Visitor Guide Ad	\$505.00
Invoice	67669 1/5/2024		
Transaction Date	2/22/2024	Main Checking 10100	Total \$505.00
Refer	9 MN POLLUTION CONTROL AGENC	-	
Cash Payment	E 602-49450-433 Dues and Subscriptions	Wastewater Individual Annual Permit Fee	\$1,450.00
Invoice	10000178321 2/14/2024		
Transaction Date	2/22/2024	Main Checking 10100	Total \$1,450.00
Refer	10 NEAL HANLEY	-	
Cash Payment	E 200-42200-331 Travel/Training Expense	Fire School	\$71.34
Invoice			
Transaction Date	2/22/2024	Main Checking 10100	Total \$71.34
Refer	11 TRAVIS GRAY	-	
Cash Payment	E 200-42200-331 Travel/Training Expense	Mahnomen Fire School Mileage	\$68.34
Invoice			
Transaction Date	2/22/2024	Main Checking 10100	Total \$68.34



CITY OF FRAZEE

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Payments

Current Period: February 2024

Fund Summary

	10100 Main Checking	
100 GENERAL FUND		\$5,993.46
200 FIRE FUND		\$2,550.89
601 WATER FUND		\$661.50
602 SEWER FUND		\$2,027.05
651 ECONOMIC DEVELOPMENT AUTHORITY		\$505.00
		<hr/>
		\$11,737.90

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	<hr/>
	\$11,737.90
Total	<hr/>
	\$11,737.90



CITY OF FRAZEE

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Payments

Current Period: February 2024

Payments Batch 02282024LSEC1		\$8,652.82			
Refer	12	BERGSETH BROS	-		
Cash Payment	E 609-49750-252	Beer For Resale			\$2,502.20
Invoice	332830	2/15/2024			
Cash Payment	E 609-49750-252	Beer For Resale	Cayman Jack & Coors Banquet		\$104.80
Invoice	332829	2/15/2024			
Cash Payment	E 609-49750-252	Beer For Resale	CREDIT Cayman Jack & Coors Light		-\$104.80
Invoice	332829	2/15/2024			
Cash Payment	E 609-49750-252	Beer For Resale	CREDIT Grain Belt Blu		-\$58.40
Invoice	246-00502	2/15/2024			
Transaction Date	2/22/2024	Liquor Store	10101	Total	\$2,443.80
Refer	13	BEVERAGE WHOLESALERS, INC	-		
Cash Payment	E 609-49750-252	Beer For Resale			\$1,081.97
Invoice	314321	2/15/2024			
Transaction Date	2/22/2024	Liquor Store	10101	Total	\$1,081.97
Refer	14	COCA COLA	-		
Cash Payment	E 609-49751-210	Operating Supplies (GE			\$122.50
Invoice	3337967	2/14/2024			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res			\$156.45
Invoice	3337967	2/14/2024			
Transaction Date	2/22/2024	Liquor Store	10101	Total	\$278.95
Refer	15	D&D APPLIANCE, INC	-		
Cash Payment	E 609-49750-404	Repairs/Maint Machiner	Repair Dyr		\$25.17
Invoice	9333	2/7/2024			
Cash Payment	E 609-49751-404	Repairs/Maint Machiner	Repair Dyr		\$25.18
Invoice	9333	2/7/2024			
Transaction Date	2/22/2024	Liquor Store	10101	Total	\$50.35
Refer	16	DS BEVERAGES INC	-		
Cash Payment	E 609-49750-252	Beer For Resale			\$573.55
Invoice					
Transaction Date	2/22/2024	Liquor Store	10101	Total	\$573.55
Refer	17	FRAZEE FAMILY FOODS	-		
Cash Payment	E 609-49751-213	Operating Supplies - Fo			\$9.55
Invoice	70149	2/16/2024			
Transaction Date	2/22/2024	Liquor Store	10101	Total	\$9.55
Refer	18	GIOVANNIS FROZEN PIZZA	-		
Cash Payment	E 609-49751-260	Pizza for Resale			\$156.05
Invoice	0302212402	2/21/2024			
Transaction Date	2/22/2024	Liquor Store	10101	Total	\$156.05
Refer	19	KHAMU SOLUTIONS, LLC	-		
Cash Payment	E 609-49750-324	Technology/Computer E	Reader		\$400.00
Invoice	INV-47348	2/15/2024			
Cash Payment	E 609-49751-324	Technology/Computer E	Reader		\$800.00
Invoice	INV-47348	2/15/2024			
Cash Payment	E 609-49750-324	Technology/Computer E	Processor Change, Switches, Cables		\$138.75
Invoice	INV-47348	2/15/2024			



CITY OF FRAZEE

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Payments

Current Period: February 2024

Cash Payment	E 609-49751-324	Technology/Computer E	Processor Change, Switches, Cables				\$138.75
Invoice	INV-47348	2/15/2024					
Transaction Date	2/22/2024	Liquor Store	10101	Total			\$1,477.50
Refer	20	PHILLIPS WINE & SPIRITS	-				
Cash Payment	E 609-49750-251	Liquor For Resale					\$1,523.28
Invoice	6740081	2/20/2024					
Transaction Date	2/22/2024	Liquor Store	10101	Total			\$1,523.28
Refer	21	SOUTHERN GLAZERS OF MN	Ck# 000010E 2/22/2024				
Cash Payment	E 609-49750-253	Wine For Resale	Acct 9074				\$156.87
Invoice	2446085	2/16/2024					
Transaction Date	2/22/2024	Liquor Store	10101	Total			\$156.87
Refer	22	SYSCO NORTH DAKOTA, INC	-				
Cash Payment	E 609-49751-213	Operating Supplies - Fo					\$340.51
Invoice	295618988 6	2/20/2024					
Cash Payment	E 609-49751-259	Food for Resale					\$459.23
Invoice	295618988 6	2/20/2024					
Cash Payment	E 609-49751-210	Operating Supplies (GE					\$121.21
Invoice	295618988 6	2/20/2024					
Transaction Date	2/22/2024	Liquor Store	10101	Total			\$920.95

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND	\$8,652.82	
	<u>\$8,652.82</u>	

Pre-Written Checks	\$156.87
Checks to be Generated by the Computer	\$8,495.95
Total	<u>\$8,652.82</u>

Consent Agenda

LG220 APPLICATION FOR EXEMPT PERMIT – HORNET SOFTBALL BOOSTER CLUB

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23

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<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none">• conducts lawful gambling on five or fewer days, and• awards less than \$50,000 in prizes during a calendar year. <p>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.</p>		Application Fee (non-refundable) <p>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.</p> <p>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.</p>	
ORGANIZATION INFORMATION			
Organization Name: <u>Hornet Softball Booster Club</u>		Previous Gambling Permit Number: X- <u>95032-23-002</u>	
Minnesota Tax ID Number, if any: <u>8856527</u>		Federal Employer ID Number (FEIN), if any: <u>32-0694420</u>	
Mailing Address: <u>17086 385th Ave</u>			
City: <u>Frazee</u>		State: <u>MN</u>	Zip: <u>56544</u> County: <u>Becker</u>
Name of Chief Executive Officer (CEO): <u>Mackenzie Hamm</u>			
CEO Daytime Phone: <u>218-329-6699</u>		CEO Email: <u>honetsoftballboosterclub@gmail.com</u> (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): <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other Nonprofit Organization			
Attach a copy of <u>one</u> 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.)			
<input checked="" type="checkbox"/> 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			
<input type="checkbox"/> 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.			
<input type="checkbox"/> IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter) If your organization falls under a parent organization, attach copies of <u>both</u> 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): <u>Frazee Event Center</u>			
Physical Address (do not use P.O. box): <u>114 Lake St. N</u>			
Check one: <input checked="" type="checkbox"/> City: <u>Frazee, MN</u> Zip: <u>56544</u> County: <u>Becker</u>			
<input type="checkbox"/> Township: _____ Zip: _____ County: _____			
Date(s) of activity (for raffles, indicate the date of the drawing): <u>7/25/2024</u>			
Check each type of gambling activity that your organization will conduct: <input checked="" type="checkbox"/> Bingo <input type="checkbox"/> Paddlewheels <input type="checkbox"/> Pull-Tabs <input type="checkbox"/> Tipboards <input checked="" type="checkbox"/> 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.			

Staff Reports

FIRE DEPARTMENT

Staff Reports

EVENT CENTER

Staff Reports

LIQUOR STORE

Liquor Store Events March 2024

- Every Monday food specials 11am-2pm
- Every Friday Meat Raffles & Horse Races at 6pm
- Sat March 16th DJ & Karaoke 8pm-Midnight St Patty's day party-giveaways, corn beef & cabbage meal
- March 23rd- cooking for Jolene's bean bag tourney so they have a couple food options
- Possible cookie decorating week of Easter if her schedule allows

Misc-

- I reviewed our Aramark bills and made some changes to our contract saving \$1,000+ per year on hand soap & fresheners
- I reviewed our credit card processor statements and found we are paying an extra fee plus an extra 1% fee for not having chip readers. Our fees with our processor are also very high. I ordered new credit card machines to get rid of the extra fees while also switching processors to lower our fees. Savings will vary by month depending on sales but I will report savings once they are up and running. I estimated the new machines will pay for themselves in a couple months.

Staff Reports

POLICE DEPARTMENT

Staff Reports

RESCUE

Staff Reports

PUBLIC WORKS

Staff Reports

ADMINISTRATION

1. General Updates
 - a. **Rezoning Request** – A resident has requested to rezone their property. Due to public hearing requirements, this request will be reviewed by the Planning & Zoning Committee at their March 26, 2024 meeting with a recommendation being given to the Council at the March 27, 2024 meeting.

- b. **Clerk's Conference** – I will be out of the office attending the annual MCFOA Clerk's Conference March 19-22. Class topics include discussions on human resources and ESST, financial fraud and cybersecurity scams, adult use cannabis, and advanced budgeting.
 - c. **Becker County Hazard Mitigation Plan** – I participated in the first meeting to update this plan. It was last updated in 2016. I will be talking with Department Heads to complete their assessments.
 - d. **Wellhead Protection Plan** – Larry and I have been meeting with representatives from MRWA over the winter to update the wellhead protection plan. We are at the point that a public hearing will be held. This will be coming in the next couple months after all notifications have been made and timelines have been followed.
 - e. **Salary Classification & Compensation Study** – The RFP is set to be posted on March 4.
 - f. **Liquor License Fee Increase Public Hearing** – The notices were mailed on February 22, 2024. The public hearing can not take place for 30 days after the notification was sent; as such, the public hearing will be set for the March 27, 2024 meeting.
 - g. **City/Dram Shop Insurance** – For the City property/liability insurance, I received the estimates and they came in \$4,690 higher than last year – the departments with the highest increase are water (\$915), fire (\$766) and admin (\$725). Two departments had decreases in rates – police (276) and cemetery (\$4).
 - h. **Maple Ave Property** – Tina has added this property to our website.
 - i. **Garbage Contract** – The contract has been received back. We are done with this until 2026.
 - j. **OK Lumber Parcel** – Waiting for this to be recorded at the County. Given to City Attorney on 11/13/23. I emailed for an update.
 - k. **All-n-All Pump Area Property** - Parcel located in All-n-All's gas station pump area remains listed as owned by City of Frazee. City staff notified Becker County on 10/30/2023. Tina has not heard back from the County yet.
 - l. **Sanders Parcel** - Still listed as owned by Roger Sanders when it should be listed owned by the EDA. City staff notified Becker County on this earlier this year and is continuing to work towards getting this fixed.
2. Financials
- a. December books have not been completed as time has been spent on getting the utility billing system up and running. The utility system is up and running, but I have not had a chance to complete the December financials. I'm planning to work on this next week.
3. Projects
- a. **Event Center/Liquor Store Roof** – The heating unit bids have been signed and sent to Tweeton. Larry will begin working on shingling quotes in March.
 - b. **Town Lake Beach** –The DNR was sent the required items for the amendment and extension and we received a response with additional questions. Those questions have been responded to and we are hopeful for an answer by the end of February.
 - c. **Wannigan Regional Park** – A public meeting was held on Thursday for Wannigan and the Frazee Community Club. There was a presentation made to the board regarding the TAP grant. The ATI grant was submitted. I am working with FCDC, Widseth, and CCC on the applications for the DNR Outdoor and GMRPTC grants. LREC needs to talk to the electrician for getting electricity to the park, FCDC has an RFP out for an electrician.
 - d. **Eagle Lake Park** – Waiting on the court.
 - e. **East Main Project** – Bidding will be taking place this spring.
 - f. **Heartland Trail** – No new news
4. In addition to the regular monthly tasks, utility billing and payroll, in January, we processed
- a. 0 campsite rentals
 - b. 16 pet licenses

- c. 1 building permits
 - d. 0 rental registrations – 2024 registrations are beginning to be sent out in March
 - e. 0 properties inspected – 2024 inspections starting in March
5. State Bonding Request
- Our initial request to be included in the Governor’s bonding bill was not moved forward. However, Representative Knudsen and Senator Utke have drafted bills to fund our request. These are moving forward. Please thank both Representative Knudsen and Senator Utke for their work! To advocate for our project – reference HF 4036 - please contact Chair Lee of the House Capital Investments Committee at 485 State Office Building, St. Paul MN 55155, rep.fue.lee@house.mn.gov or call 651-296-4262; and reference SF 4129 – Chair Pappas of the Senate Capital Investment Committee at 2113 Minnesota Senate Bldg. St. Paul MN 55155, [email by mail form](#), or call 651-296-1802.
6. Banyon Goals
- All programs are up and running! January 1 bills went out on February 8, and February 1 bills are being processed as I type. We are back on schedule with utility billing beginning with the March 1 bill. During the change over, late fees and disconnections have not been assessed or done, we will begin assessing late fees and sending disconnection notices again in April. Thank you for all your support in this change over. It has taken a lot of extra work, but in the end it will be worth it! We can officially say that the Banyon change over goal has been accomplished and remove it from our list of goals.



RESOLUTION No. 0228-2024A

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution passed by the Council on February 14, 2024, the city's designated engineer has prepared plans and specifications for the construction of C.S.A.H. 30 (East Main Avenue, between the Otter Tail River bridge crossing and northeast to the south line of Trunk Highway 87 with watermain, sanitary sewer, storm sewer, street and sidewalk improvements; and to improve Rivercrest Drive between East Main Avenue and northerly 400 feet to the end of pavement on Rivercrest Drive with street improvements; and to improve 8th Street SE between East Main Avenue and easterly to the intersection with Cherry Avenue with street improvements; and to improve Cherry Avenue with street improvements; and to improve the alley way one block north of Main Avenue West between 2nd Street NW and 3rd Street NW, and has presented such plans and specifications to the council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FRAZEE, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City authorizes the Becker County Highway Department to proceed with the public bidding process. The advertisement shall be published for a minimum of fourteen days, shall specify the work to be done, shall state that bids will be received by the State at a to be determined time, date and location, at which time they will be publicly opened by the Becker County Highway Department.

Adopted by the council this 28th day of February, 2024.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 28th of February 2024 by the City Council of Frazee. With the following voting:

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer,
Mayor

Stephanie Poegel
City Administrator



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. 0228-2024B

A RESOLUTION REQUESTED BY BECKER COUNTY – APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS, PROJECT NO. SAP 003-630-007 – IMPROVEMENTS OF COUNTY STATE-AID HIGHWAY NO. 30 (EAST MAIN AVENUE)

WHEREAS, plans for Project No. SAP 003-630-007 showing proposed alignment, profiles grades and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway No. 30 within the limits of the City as a State Aid Project have been prepared and presented to the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FRAZEE, MINNESOTA:

1. That said plans be in all things approved.

Adopted by the council this 28th day of February, 2024.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 28th of February 2024 by the City Council of Frazee. With the following voting:

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer,
Mayor

Stephanie Poegel
City Administrator

CERTIFICATION

State of Minnesota
County of Becker
City of Frazee

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Frazee at a meeting therefor held in the City of Frazee, Minnesota, on the 28th day of February, 2024, as disclosed by the records of said City in my possession.

City Administrator



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. 0228-2024C

A RESOLUTION FOR HEARING ON PRELIMINARY ENGINEERING REPORT AND FACILITY PLAN

WHEREAS, the Minnesota Pollution Control Agency requires a city to develop and adopt a Preliminary Engineering Report/Facility Plan in order to be eligible for funding thru the Clean Water Revolving Fund; and

WHEREAS, THE City of Frazee authorized Ulteig Engineers, Inc. to prepare the Preliminary Engineering Report and Facility Plan for the Sanitary Sewer Collection System for the City's Main Lift Station and 2nd Street Lift Station; and

WHEREAS, the Clerk has notified the Council that such Plan has been completed and filed in his/her office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FRAZEE, MINNESOTA:

1. A public hearing shall be held at 6:01 p.m. on March 13, 2024 at the Frazee Event Center to hear and consider adoption of the Plan. All persons wishing to comment will be given an opportunity to be heard with reference to such Plan.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed Plan to be published in the official newspaper as required by law.

Adopted by the council this 28th day of February, 2024.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 28th of February 2024 by the City Council of Frazee. With the following voting:

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer,
Mayor

Stephanie Poegel
City Administrator

Old Business

WANNIGAN REGIONAL PARK/FCDC – COMMENTS/UPDATE

- 1) FCDC urgently supports and applauds the city moving the Town Beach project toward 2024 construction. We need to show substantial progress on Town Beach, because it affects the Wannigan plans for an Outdoor Recreation application to fund Natural Surface Trails, Overlooks, Restroom, 2 Small Shelters, 4 Primitive Campsites totaling approximately \$750,000 in funding.
- 2) North Country Trail Easement is with the City Attorney for final review. The draft easement was in a council packet in August and is the same except exhibits "B" and "C" have been added. "B" is the Description of Easement Area and "C" is the map of the easement. Our goal is to have it in an upcoming consent agenda.
- 3) The Active Transportation Grant has been submitted. This will provide approximately \$650,000 in funding for the asphalt trail loop in Wannigan Park.
- 4) We hosted an open house on 2/22 and took public input on park plans. We have finished our survey and will have results to share in March.

Old Business

HIRE OF JANITOR

I recommend the hire of Amber Asleson at the rate of \$13.99 per hour. This is step 5 of the seasonal grade – there is no grade for the janitor. Amber owned her own cleaning business in the FM area prior to moving to Frazee.

New Business

BOOST GRANT LETTER OF SUPPORT



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

February 28, 2024

To Whom it may concern,

I am writing on behalf of the City of Frazee to express our enthusiastic support for the Safe Routes to School Boost grant application. As we work to promote the health and vitality of our residents, we appreciate the invaluable impact such initiatives can have on our community.]

The proposed project, which seeks funding for a bike fleet and the implementation of the Walk! Bike! Fun! curriculum, aligns seamlessly with our commitment to fostering safe and accessible routes for students to commute to school. The City of Frazee is excited about the potential benefits this project could bring to our community, including improved health outcomes, enhanced traffic safety, and increased community engagement.

In our role as a local governing body, the City of Frazee is fully prepared to actively oversee the project and collaborate closely with Creating Community Consulting to ensure its successful implementation. We are committed to providing any necessary support and managing monthly reporting requirements.

We believe that the Safe Routes to School project will not only benefit our local students but will also contribute to the overall well-being of our community members. Thank you for considering this grant application, and we look forward to the opportunity to collaborate on this impactful initiative.

Sincerely,

Stephanie Poeget
City Administrator
City of Frazee
Office: 218-334-4991
Email: cityadmin@frazeecity.com

The City of Frazee is an Equal Opportunity Provider of Services.

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Addendum

ADDITIONAL CLAIMS