



## **CITY COUNCIL MEETING AGENDA**

March 13, 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. Income Statements
  - c. [Approval of Claims](#)
  - d. [Notes from the Mayor](#)
  - e. [LG220 Application for Exempt Permit – Frazee Firefighter’s Relief Association](#)
6. Committee Reports
  - a. [Parks & Recreation Committee](#)
  - b. [Wannigan Regional Park Committee](#)
  - c. [Personnel Committee](#)
  - d. [Planning & Zoning](#)
  - e. [Economic Development Authority](#)
  - f. Lakeside Cemetery Liaison
  - g. Frazee School District
7. Old Business
8. Public Hearing
  - a. Open at 6:01 pm
  - b. [Presentation of Preliminary Engineering Report and Facility Plan for Sanitary Sewer – 2<sup>nd</sup> Street SW & Main Pumping Station Replacement](#)
  - c. Public Comment
  - d. Close
9. New Business
  - a. [Copier Contract Renewal](#)

- b. [Janitor Job Description](#)
- c. [Resolution 0313-2024A – Resolution Authorization of Application to the Minnesota Public Facilities Authority](#)
- d. [Resolution 0313-2024B – Resolution Adopting a Frazee Sanitary Sewer Collection System Preliminary Engineering Report and Facility Plan](#)

10. Council Member Comments

11. Addendum

- a. Approval of Additional Claims

12. Adjournment

# Consent Agenda

MINUTES – FEBRUARY 28, 2024

1. Call the Meeting to Order
  - a. Meeting called to order by Mayor Mark Flemmer at 5:03 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, Larry Stephenson, Jolene Tappe, Tyler Trieglaff, Adam Walker, Amanda Young
  - d. Contracted Services: Chris Thorson – Ulteig
  - e. Guests:
3. Pledge of Allegiance
4. Open Forum – None
5. Consent Agenda
  - a. Meeting Minutes
  - b. Approval of Claims
  - c. LG220 Application for Exempt Permit – Hornet Softball Booster Club

**M/S/CU:** Sharp/Kemper to approve consent agenda will pulling of MN Department of Health claim

6. Staff Reports
  - a. Fire Department
    - i. Written report reviewed
    - ii. Question regarding process for fire fighter being arrested – All employees are innocent until proven guilty
  - b. Event Center
    - i. Written report reviewed
  - c. Liquor Store
    - i. Written report reviewed
  - d. Police Department
    - i. Report is same as last month for code enforcement
    - ii. Landlord issues – haven't had any this month; one landlord complained and feels they are being picked on
    - iii. Working on new administrative fines
    - iv. Have titles for DWI forfeiture vehicles; will need approval for sale of these and the funds collected will need to go towards DWI enforcement
    - v. Possibly will need a new vehicle to replace the 2011 SUV
    - vi. Scott will be going to Duluth for a social media training in March

- vii. Question was raised and answered on the storage of the forfeited vehicles
- e. Rescue
  - i. January had 18 calls with 10 being in town
  - ii. Looking for volunteers – currently have 10
- f. Public Works
  - i. Written report reviewed
  - ii. Question on LS/EC roof unit project dates and the shingling project
  - iii. City beach dock is due for decking – working on getting done – each sheet is \$240 and will need 10 sheets
  - iv. Looking for old sections f doc for extension to be able to move pier further out – can go out 40’ further without a permit
  - v. Will be gone the first week of March for the water conference
- g. Administration
  - i. Written report reviewed

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

## 7. Old Business

- a. East Main Ave Project
  - i. Resolution 0228-2024A – Resolution Approving Plans and Specifications and Ordering Advertisement of Bids
    - 1. BC has approved the project, needs to send to MN DOT and then once they have approved can go out for bids

**M/S/CU:** Rader/Kemper to approve Resolution 0228-2024A – Resolution Approving Plans and Specifications and Ordering Advertisement for 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)

**M/S/CU:** Sharp/Rader to approve 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

**M/S/CU:** Froeber/Rader to approve Resolution 0228-2024C – Resolution for Hearing on Preliminary Engineering Report and Facility Plan

- c. Wannigan Regional Park/FCDC Comments/Update
  - i. Written report reviewed
- d. Hire of Janitor for Fire/City Hall

**M/S/CU:** Kemper/Rader to approve hire of Amber Asleson as the Fire Hall/City Hall Janitor at \$13.99 per hour

- e. Personnel Policy – Media Communications

**M/S/CU:** Rader/Sharp to approve Personnel Policy – Media Communications

## 8. New Business

- a. Boost Grant Letter of Support

**M/S/CU:** Froeber/Rader to approve letter of support for the Boost Grant

9. Council Member Comments

- a. Rader question on the claim for Butcher's Custom Service

10. Addendum

- a. Additional Claims

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

- b. Fire Truck Bid Opening

- i. Bids Received

- 1. \$999.00
- 2. \$7,511.01
- 3. \$1050.00
- 4. \$2,272.00
- 5. \$3,535.00
- 6. \$2,500.00

**M/S/CU:** Sharp/Rader to approve acceptance of bid of \$7,511.01 from Josh Samuelson

- c. Fireworks Display Contract

**M/S/CU:** Kemper/Froeber to approve fireworks bid as presented with North Star Fireworks at a rate of \$5,000

11. Adjournment

**M/S/CU:** Froeber/Sharp to adjourn at 5:47 pm

Respectfully submitted,  
**Stephanie C. Poegel**  
Frazee City Administrator

# Consent Agenda

## APPROVAL OF CLAIMS



### CITY OF FRAZEE

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### Payments

Current Period: March 2024

Payments Batch 03132024GEN1		\$122,738.46	
Refer	68 NATHAN MATEJKA	-	
Cash Payment	E 200-42200-331 Travel/Training Expense	2002 GMC Sierra 1500 for FFD Training	\$400.00
Invoice			
Transaction Date	2/29/2024	Main Checking 10100	Total \$400.00
Refer	69 NARDINI	-	
Cash Payment	E 200-42200-407 Repairs/Maint Equipmen	Inspection ABC Fire Ext 5#/6#, 10#, DispatchCompliance, HazmatDOTSafetyCompliance	\$246.00
Invoice	IV00277992	2/22/2024	
Transaction Date	2/29/2024	Main Checking 10100	Total \$246.00
Refer	70 MN DEPT OF HEALTH	-	
Cash Payment	E 601-49400-433 Dues and Subscriptions	System: 1030014 Frazee Community Water Connection Fee	\$1,093.00
Invoice			
Transaction Date	2/29/2024	Main Checking 10100	Total \$1,093.00
Refer	71 JH SIGNS & DESIGNS, INC	-	
Cash Payment	E 200-42200-485 Restricted Savings Expe	Utility 11 Reflective Chevron Print	\$1,824.00
Invoice	23295	2/27/2024	
Transaction Date	2/29/2024	Main Checking 10100	Total \$1,824.00
Refer	72 CODE 4 SERVICES, INC	-	
Cash Payment	E 200-42200-485 Restricted Savings Expe	2/23/24 2023 Ford F-350 Install Emergency Lighting etc.	\$2,736.38
Invoice	9317	2/26/2024	
Transaction Date	2/29/2024	Main Checking 10100	Total \$2,736.38
Refer	80 ALL N ALL INC	-	
Cash Payment	E 200-42200-212 Motor Fuels	Acct 5010	\$138.25
Invoice		3/4/2024	
Transaction Date	3/7/2024	Main Checking 10100	Total \$138.25
Refer	81 ALL N ALL INC	-	
Cash Payment	E 100-42110-406 Repairs/Maint Vehicles	Acct 1023 Police Car washes, washer fluid	\$40.65
Invoice		3/1/2024	
Cash Payment	E 100-42110-212 Motor Fuels	Acct 1023	\$755.22
Invoice		3/1/2024	
Cash Payment	E 100-43125-212 Motor Fuels	Acct 1023	\$54.25
Invoice		3/1/2024	
Cash Payment	E 230-49010-212 Motor Fuels	Acct 1023	\$25.03
Invoice		3/1/2024	
Cash Payment	E 100-43100-212 Motor Fuels	Acct 1023	\$656.13
Invoice		3/1/2024	
Transaction Date	3/7/2024	Main Checking 10100	Total \$1,531.28
Refer	82 BECKER COUNTY SHERIFF	-	
Cash Payment	E 100-42110-433 Dues and Subscriptions	CORRECTION-2024 Zuercher Maintenance Fee	\$313.87
Invoice		2/26/2024	
Transaction Date	3/7/2024	Main Checking 10100	Total \$313.87
Refer	83 GOPHER STATE ONE CALL	-	
Cash Payment	E 100-43100-433 Dues and Subscriptions	CFRZEE01 Email Tickets	\$2.70
Invoice	4020407	2/29/2024	
Transaction Date	3/7/2024	Main Checking 10100	Total \$2.70



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## Payments

Current Period: March 2024

Refer	84	LEIGHTON BROADCASTING-DETR	-					
Cash Payment	E 651-46500-300	Professional Svcs (GEN	TV3 Air Date 02/15/24					\$135.00
Invoice	227636-2	2/29/2024						
Transaction Date	3/7/2024	Main Checking	10100	Total				\$135.00
Refer	85	LEAGUE OF MN CITIES	-					
Cash Payment	E 651-46500-300	Professional Svcs (GEN	Karen Pifner 2024 City Day on the Hill					\$99.00
Invoice	401364	3/1/2024						
Transaction Date	3/7/2024	Main Checking	10100	Total				\$99.00
Refer	86	OK LUMBER & HARDWARE	-					
Cash Payment	E 601-49400-240	Small Tools and Minor E						\$11.98
Invoice	53049	2/1/2024						
Cash Payment	E 100-45200-401	Repairs/Maint Buildings						\$28.47
Invoice	53049	2/1/2024						
Cash Payment	E 100-43100-240	Small Tools and Minor E						\$64.99
Invoice	53049	2/1/2024						
Transaction Date	3/7/2024	Main Checking	10100	Total				\$105.44
Refer	87	RAMSTAD, SKOYLES, WINTERS &	-					
Cash Payment	E 100-42110-304	Legal Fees	Monthly Prosecution Fee					\$600.00
Invoice	15286	2/29/2024						
Transaction Date	3/7/2024	Main Checking	10100	Total				\$600.00
Refer	88	STEVES SANITATION	-					
Cash Payment	E 100-43100-384	Refuse/Garbage Dispos	Acct 10062					\$128.21
Invoice								
Cash Payment	E 100-45200-384	Refuse/Garbage Dispos	Acct 10062					\$128.21
Invoice								
Cash Payment	E 656-46500-384	Refuse/Garbage Dispos	Acct 11851					\$110.38
Invoice								
Cash Payment	E 100-41400-384	Refuse/Garbage Dispos	Acct 11851					\$15,184.76
Invoice								
Transaction Date	3/7/2024	Main Checking	10100	Total				\$15,551.56
Refer	89	SWANSONS REPAIR INC	-					
Cash Payment	E 200-42200-406	Repairs/Maint Vehicles	E-1 Kenworth PIERCE					\$191.11
Invoice	01-108979	2/28/2024						
Transaction Date	3/7/2024	Main Checking	10100	Total				\$191.11
Refer	90	VERIZON	-					
Cash Payment	E 100-42110-324	Technology/Computer E	Acct 286851295-00001					\$105.03
Invoice	9957398124	2/23/2024						
Transaction Date	3/7/2024	Main Checking	10100	Total				\$105.03
Refer	91	VERIZON	-					
Cash Payment	E 100-42110-321	Telephone	Acct 642558919-00001					\$49.36
Invoice	9957454999	2/23/2024						
Cash Payment	E 100-43100-321	Telephone	Acct 642558919-00001					\$98.72
Invoice	9957454999	2/23/2024						
Transaction Date	3/7/2024	Main Checking	10100	Total				\$148.08
Refer	92	ALYSSA BELL	-					
Cash Payment	G 601-23901	Undistributed Receipts	Refund due to overpayment on Final Bill					\$1.96
Invoice								
Transaction Date	3/7/2024	Main Checking	10100	Total				\$1.96
Refer	93	HEALTHPARTNERS INC	Ck# 000025E 3/7/2024					



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## Payments

Current Period: March 2024

Cash Payment	G 100-21706 Insurance Payable				\$6,774.41
Invoice	563728102118	3/6/2024			
Cash Payment	G 601-21706 Insurance Payable				\$1,220.08
Invoice	563728102118	3/6/2024			
Cash Payment	G 602-21706 Insurance Payable				\$2,362.35
Invoice	563728102118	3/6/2024			
Transaction Date	3/7/2024	Main Checking	10100	Total	\$10,356.84
Refer	0 HILDI INCORPORATED				
Cash Payment	E 100-41110-301 Auditing and Acct g Ser	Actuarial Rollforward Report 1-1-2023 under GASB 67 & 68 for Frazee Firefighters Relief Association			\$1,150.00
Invoice	15949	2/21/2024			
Transaction Date	3/7/2024	Main Checking	10100	Total	\$1,150.00
Refer	0 LAKES COUNTRY SERVICE COOP				
Cash Payment	E 100-41110-324 Technology/Computer E	Tech Services 3-1-2024 to 3-31-2024			\$104.61
Invoice	99141	3/5/2024			
Cash Payment	E 100-41400-324 Technology/Computer E	Tech Services 3-1-2024 to 3-31-2024			\$104.61
Invoice	99141	3/5/2024			
Cash Payment	E 200-42200-324 Technology/Computer E	Tech Services 3-1-2024 to 3-31-2024			\$104.61
Invoice	99141	3/5/2024			
Cash Payment	E 100-42110-324 Technology/Computer E	Tech Services 3-1-2024 to 3-31-2024			\$104.61
Invoice	99141	3/5/2024			
Transaction Date	3/7/2024	Main Checking	10100	Total	\$418.44
Refer	0 LMNC INSURANCE TRUST P&C				
Cash Payment	E 100-41400-361 General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE			\$6,763.44
Invoice					
Cash Payment	E 100-41400-362 Property Ins	2024 PROPERTY/CASUALTY INSURANCE			\$5,109.00
Invoice					
Cash Payment	E 100-42110-361 General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE			\$8,173.73
Invoice					
Cash Payment	E 100-42110-362 Property Ins	2024 PROPERTY/CASUALTY INSURANCE			\$1,470.50
Invoice					
Cash Payment	E 100-42110-363 Automotive Ins	2024 PROPERTY/CASUALTY INSURANCE			\$3,372.66
Invoice					
Cash Payment	E 200-42200-361 General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE			\$260.91
Invoice					
Cash Payment	E 200-42200-362 Property Ins	2024 PROPERTY/CASUALTY INSURANCE			\$1,470.50
Invoice					
Cash Payment	E 200-42200-363 Automotive Ins	2024 PROPERTY/CASUALTY INSURANCE			\$2,488.67
Invoice					
Cash Payment	E 201-42300-361 General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE			\$5.22
Invoice					
Cash Payment	E 201-42300-363 Automotive Ins	2024 PROPERTY/CASUALTY INSURANCE			\$332.00
Invoice					
Cash Payment	E 100-43100-361 General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE			\$515.85
Invoice					
Cash Payment	E 100-43100-362 Property Ins	2024 PROPERTY/CASUALTY INSURANCE			\$3,502.00
Invoice					
Cash Payment	E 100-43100-363 Automotive Ins	2024 PROPERTY/CASUALTY INSURANCE			\$1,917.00
Invoice					
Cash Payment	E 100-43160-362 Property Ins	2024 PROPERTY/CASUALTY INSURANCE			\$1,472.00
Invoice					





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## Payments

Current Period: March 2024

Cash Payment Invoice	E 100-45200-361	General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE	\$174.43
Cash Payment Invoice	E 100-45200-362	Property Ins	2024 PROPERTY/CASUALTY INSURANCE	\$6,748.00
Cash Payment Invoice	E 100-46200-361	General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE	\$1.57
Cash Payment Invoice	E 100-46200-362	Property Ins	2024 PROPERTY/CASUALTY INSURANCE	\$22.00
Cash Payment Invoice	E 230-49010-361	General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE	\$123.86
Cash Payment Invoice	E 230-49010-362	Property Ins	2024 PROPERTY/CASUALTY INSURANCE	\$436.00
Cash Payment Invoice	E 656-46500-362	Property Ins	2024 PROPERTY/CASUALTY INSURANCE	\$4,333.00
Cash Payment Invoice	E 601-49400-361	General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE	\$872.26
Cash Payment Invoice	E 601-49400-362	Property Ins	2024 PROPERTY/CASUALTY INSURANCE	\$7,204.00
Cash Payment Invoice	E 601-49400-363	Automotive Ins	2024 PROPERTY/CASUALTY INSURANCE	\$263.33
Cash Payment Invoice	E 602-49450-361	General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE	\$3,895.53
Cash Payment Invoice	E 602-49450-362	Property Ins	2024 PROPERTY/CASUALTY INSURANCE	\$7,437.00
Cash Payment Invoice	E 602-49450-363	Automotive Ins	2024 PROPERTY/CASUALTY INSURANCE	\$263.34
Cash Payment Invoice	E 651-46500-361	General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE	\$271.35
Cash Payment Invoice	E 654-46500-362	Property Ins	2024 PROPERTY/CASUALTY INSURANCE	\$1,932.00
Transaction Date	3/7/2024	Main Checking	10100	Total \$70,831.15
Refer	0 IRS	Ck# 000026E 2/26/2024		
Cash Payment Invoice	G 100-21701	Federal Withholding	Federal Taxes Gen PP#5	\$1,179.82
Cash Payment Invoice	G 100-21703	FICA Tax Withholding	Federal Taxes Gen PP#5	\$1,577.92
Cash Payment Invoice	G 601-21701	Federal Withholding	Federal Taxes Gen PP#5	\$211.13
Cash Payment Invoice	G 601-21703	FICA Tax Withholding	Federal Taxes Gen PP#5	\$489.88
Cash Payment Invoice	G 602-21701	Federal Withholding	Federal Taxes Gen PP#5	\$264.33
Cash Payment Invoice	G 602-21703	FICA Tax Withholding	Federal Taxes Gen PP#5	\$372.58
Transaction Date	3/7/2024	Main Checking	10100	Total \$4,095.66
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000027E 2/26/2024		
Cash Payment Invoice	G 100-21702	State Withholding	State Withholding Taxes Gen PP#5	\$813.16
Cash Payment Invoice	G 601-21702	State Withholding	State Withholding Taxes Gen PP#5	\$130.82
Cash Payment Invoice	G 602-21702	State Withholding	State Withholding Taxes Gen PP#5	\$100.98



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## Payments

Current Period: March 2024

Transaction Date	3/7/2024	Main Checking	10100	Total	\$1,044.96
Refer	0 MN PERA	Ck# 000028E 2/26/2024			
Cash Payment	G 100-21704 PERA	Employee Retirement Gen PP#5			\$3,351.01
Invoice					
Cash Payment	G 601-21704 PERA	Employee Retirement Gen PP#5			\$464.91
Invoice					
Cash Payment	G 602-21704 PERA	Employee Retirement Gen PP#5			\$384.83
Invoice					
Transaction Date	3/7/2024	Main Checking	10100	Total	\$4,200.75
Refer	0 SUNDHEIM WINDOW CLEANING L				
Cash Payment	E 100-41400-401 Repairs/Maint Buildings	Window Cleaning @ City Hall			\$75.00
Invoice	03062024	3/6/2024			
Transaction Date	3/7/2024	Main Checking	10100	Total	\$75.00
Refer	0 FRAZEE EVENT CENTER				
Cash Payment	E 100-41410-410 Rentals (GENERAL)	2024 PNP Election Space Rental			\$350.00
Invoice	02012022-10	3/4/2024			
Transaction Date	3/7/2024	Main Checking	10100	Total	\$350.00
Refer	0 LAKES COUNTRY HEATING & COO	Ck# 007824 3/7/2024			
Cash Payment	E 656-46500-401 Repairs/Maint Buildings	DTI - Liberty Heat Pump - 5 ton, 16 seer with 10 year warranty on all parts, including filter dryer			\$4,993.00
Invoice	INV523	3/5/2024			
Transaction Date	3/7/2024	Main Checking	10100	Total	\$4,993.00

### Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$73,037.90
200 FIRE FUND	\$9,860.43
201 RESCUE FUND	\$337.22
230 CEMETERY	\$584.89
601 WATER FUND	\$11,963.35
602 SEWER FUND	\$15,080.94
651 ECONOMIC DEVELOPMENT AUTHORITY	\$505.35
654 EDA - BUSINESS INCUBATOR	\$1,932.00
656 EDA - Downtown Infill	\$9,436.38
	<u>\$122,738.46</u>

Pre-Written Checks	\$24,691.21
Checks to be Generated by the Computer	\$98,047.25
Total	<u>\$122,738.46</u>



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## Payments

Current Period: March 2024

Payments Batch 03132024LSEC1

\$15,917.97

Refer	73	ARAMARK UNIFORM INC	-				
Cash Payment	E 609-49750-211	Cleaning Supplies	Acct 161630211			\$71.60	
Invoice	2520351659	2/29/2024					
Cash Payment	E 609-49751-211	Cleaning Supplies	Acct 161630211			\$71.61	
Invoice	2520351659	2/29/2024					
Cash Payment	E 610-49752-211	Cleaning Supplies	Acct 162631400			\$72.19	
Invoice	2520351660	2/29/2024					
Transaction Date	3/6/2024	Liquor Store	10101	Total		\$215.40	
Refer	74	BECKER CO ENVIRONMENTAL	-				
Cash Payment	E 610-49752-384	Refuse/Garbage Dispos				\$12.00	
Invoice		2/29/2024					
Cash Payment	E 609-49750-384	Refuse/Garbage Dispos				\$12.00	
Invoice		2/29/2024					
Transaction Date	3/6/2024	Liquor Store	10101	Total		\$24.00	
Refer	75	BEVERAGE WHOLESALERS, INC	-				
Cash Payment	E 609-49750-252	Beer For Resale				\$599.56	
Invoice	316329	2/29/2024					
Transaction Date	3/6/2024	Liquor Store	10101	Total		\$599.56	
Refer	76	BERGSETH BROS	-				
Cash Payment	E 609-49750-252	Beer For Resale				\$1,720.75	
Invoice	334966	2/29/2024					
Cash Payment	E 609-49750-252	Beer For Resale	Twisted Tea			\$82.80	
Invoice	334964	2/29/2024					
Cash Payment	E 609-49750-252	Beer For Resale	Twisted Tea			-\$82.80	
Invoice	334964	2/29/2024					
Cash Payment	E 609-49750-252	Beer For Resale	Blue Moon Light			-\$32.95	
Invoice	246-00509	2/29/2024					
Cash Payment	E 609-49750-252	Beer For Resale				-\$124.80	
Invoice	334965	2/29/2024					
Transaction Date	3/6/2024	Liquor Store	10101	Total		\$1,563.00	
Refer	77	FRAZEE FAMILY FOODS	-				
Cash Payment	E 609-49751-259	Food for Resale	Texas Toast			\$4.69	
Invoice	71996	3/1/2024					
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Limes			\$1.19	
Invoice	71996	3/1/2024					
Cash Payment	E 610-49752-210	Operating Supplies (GE				\$6.30	
Invoice	35156	2/24/2024					
Cash Payment	E 610-49752-254	Soft Drinks/Mix For Res				\$70.82	
Invoice	35156	2/24/2024					
Cash Payment	E 610-49752-254	Soft Drinks/Mix For Res				\$68.68	
Invoice	71382	2/24/2024					
Transaction Date	3/6/2024	Liquor Store	10101	Total		\$151.68	
Refer	78	GLACIER SALT, INC	-				
Cash Payment	E 609-49750-210	Operating Supplies (GE				\$110.25	
Invoice	85838	2/27/2024					
Cash Payment	E 609-49751-210	Operating Supplies (GE				\$110.26	
Invoice	85838	2/27/2024					
Transaction Date	3/6/2024	Liquor Store	10101	Total		\$220.51	



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## Payments

Current Period: March 2024

Refer	79 STEVES SANITATION	-			
Cash Payment	E 609-49750-384 Refuse/Garbage Dispos	Acct 10063			\$105.58
Invoice	2/29/2024				
Cash Payment	E 609-49751-384 Refuse/Garbage Dispos	Acct 10063			\$105.58
Invoice	2/29/2024				
Cash Payment	E 610-49752-384 Refuse/Garbage Dispos	Acct 10063			\$105.55
Invoice	2/29/2024				
Transaction Date	3/6/2024	Liquor Store	10101	Total	\$316.67
Refer	94 HEALTHPARTNERS INC	Ck# 000017E 3/7/2024			
Cash Payment	G 609-21706 Insurance Payable	Invoice: 563728102118			\$941.68
Invoice					
Transaction Date	3/7/2024	Liquor Store	10101	Total	\$941.68
Refer	0 LMNC INSURANCE TRUST P&C	-			
Cash Payment	E 609-49750-361 General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE			\$644.08
Invoice	2/28/2024				
Cash Payment	E 609-49750-362 Property Ins	2024 PROPERTY/CASUALTY INSURANCE			\$2,105.50
Invoice	2/28/2024				
Cash Payment	E 609-49751-361 General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE			\$330.97
Invoice	2/28/2024				
Cash Payment	E 609-49751-362 Property Ins	2024 PROPERTY/CASUALTY INSURANCE			\$2,105.50
Invoice	2/28/2024				
Cash Payment	E 610-49752-361 General Liability Ins	2024 PROPERTY/CASUALTY INSURANCE			\$278.80
Invoice	2/28/2024				
Cash Payment	E 610-49752-362 Property Ins	2024 PROPERTY/CASUALTY INSURANCE			\$4,277.00
Invoice	2/28/2024				
Transaction Date	3/7/2024	Liquor Store	10101	Total	\$9,741.85
Refer	0 LAKES COUNTRY SERVICE COOP	-			
Cash Payment	E 609-49750-324 Technology/Computer E	Tech Services 3-1-2024 to 3-31-2024			\$52.30
Invoice 99141b	3/5/2024				
Cash Payment	E 609-49751-324 Technology/Computer E	Tech Services 3-1-2024 to 3-31-2024			\$52.30
Invoice 99141b	3/5/2024				
Cash Payment	E 610-49752-324 Technology/Computer E	Tech Services 3-1-2024 to 3-31-2024			\$104.61
Invoice 99141b	3/5/2024				
Transaction Date	3/7/2024	Liquor Store	10101	Total	\$209.21
Refer	0 IRS	Ck# 000018E 2/26/2024			
Cash Payment	G 609-21701 Federal Withholding	Federal Taxes LSEC PP#5			\$157.20
Invoice					
Cash Payment	G 609-21703 FICA Tax Withholding	Federal Taxes LSEC PP#5			\$591.88
Invoice					
Cash Payment	G 610-21703 FICA Tax Withholding	Federal Taxes LSEC PP#5			\$84.42
Invoice					
Transaction Date	3/7/2024	Liquor Store	10101	Total	\$833.50
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000019E 2/26/2024			
Cash Payment	G 609-21702 State Withholding	State Withholding Taxes LSEC PP#5			\$124.21
Invoice					
Transaction Date	3/7/2024	Liquor Store	10101	Total	\$124.21
Refer	0 MN PERA	Ck# 000020E 2/26/2024			
Cash Payment	G 609-21704 PERA	Employee Retirement LSEC PP#5			\$564.11
Invoice					



# CITY OF FRAZEE

03/07/24 1:40 PM

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## Payments

Current Period: March 2024

Cash Payment	G 610-21704 PERA	Employee Retirement LSEC PP#5	\$62.81
Invoice			
Transaction Date	3/7/2024	Liquor Store 10101	Total \$626.72
Refer	0 MATT BACHMANN	Ck# 003734 3/16/2024	
Cash Payment	E 609-49751-314 Cont/Pro Serv - Entertai	DJ March 16, 2024	\$350.00
Invoice			
Transaction Date	3/7/2024	Liquor Store 10101	Total \$350.00

### Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$10,774.99
610 EVENT CENTER FUND	\$5,142.98
	<u>\$15,917.97</u>

Pre-Written Checks	\$2,876.09
Checks to be Generated by the Computer	\$13,041.88
Total	<u>\$15,917.97</u>

## Consent Agenda

### NOTES FROM THE MAYOR

Reached out to the Becker County Emergency Manager on how the cities in the county can get a better tornado warning system in the event cell phone coverage goes down.

### Finance committee

Did not meet

### Park and Rec Committee

Discussed naming the old Seip drug corner to Pedal Pushers Park Will vote next meeting for council approval,

No mural due to cost, looking to paint a solid color, Larry suggests Black

The shop guys created an old-time pedal bike and are working on a shade area, Thank you banner given to Larry to place at the park along with the bike repair station.

Decided to wait on the riverside park improvements until after the road project is done.

Hear from Wanigan park that even if state money is provided, looking at 7 years before a campground is established. Discussed trail cams be places in May when the Gnome is places there.

Discussed a citizen recognition banners to identify individuals who have influenced Frazee. More to follow.

Respectfully Submitted Mayor Mark



## 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.

#### 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: Frazee Firefighter's Relief Association

Previous Gambling Permit Number: X-x-94975

Minnesota Tax ID Number, if any: 1-1323990

Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: 222 W Main Ave.

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

Name of Chief Executive Officer (CEO): Chad Mitchell

CEO Daytime Phone: 218-849-7446 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 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](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

#### GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 01 Main Avenue West

Check one:

☒ City: Frazee Zip: 56544 County: Becker

☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 7-28-2024 @ 5:30 pm

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](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

## Committee Reports

### PARKS & RECREATION COMMITTEE – FEBRUARY 28, 2024

1. Call the Meeting to Order - Roll Call
  - a. Meeting started at 3:35 pm
  - b. Present were: Erik Anderson, Mark Flemmer, Andrea Froeber, Larry Stephenson, Tyler Trieglaff, Stephanie Poegel, Shawn Ekert
2. Review of Minutes – January 24, 2024
  - a. Minutes approved with no changes
3. Open Forum
  - a. Shawn Eckert, President of the Frazee Fast Break Club informed the committee that they are looking into getting a gaming license and that they have a two-year goal of getting a basketball court in the central part of town with fencing
4. Old Business
  - a. Town Lake Beach
    - i. Widseth – Greg Bohl
    - ii. DNR Grant Update
      1. Response to questions was submitted last week, waiting to hear back from them
  - b. Wannigan Park Updates
    - i. MN Outdoor – ReLEAF
      1. Anderson will take ownership of this grant and getting the “work” part completed
    - ii. TAP
      1. Karen, Katie & Steph gave a presentation to the grant committee – awards will be announced this summer
    - iii. ATI
      1. Application has been submitted
    - iv. FCDC Update
      1. Discussion on who is responsible for the “work” for grants, plans, electricity and security
      2. Working on examples of signage
      3. Discussion on dogs
      4. Open House and survey feedback will be coming
      5. Management Agreement discussed
      6. Resolution for the Outdoor grant will be sent to Council 3/13/24 for approval
  - c. Eagle Lake Park
    - i. Closing at the end of May
  - d. Heartland Trail – no meeting
  - e. Comp Plan Task Updates

- i. 6-4 – Possibility of Daggett’s retaining ownership of the property and City providing security and a plaque – discussions are in the initial stages
5. New Business
  - a. Hank Ludtke/Riverside Park
    - i. Froeber working on some landscaping ideas; will be putting on hold until after East Main Ave project is done
  - b. Seip/Sanders Corner Park
    - i. Flemmer talked to Stephenson about doing a bike sculpture at the park
    - ii. Discussion having a shade area
    - iii. Cost for a mural runs \$20,000 to \$30,000 and the life span would not be very long
    - iv. Thank you banner will be put up
  - c. March meeting set at March 25, 2024 at 4pm
  - d. Pifher inquired as to having artwork on the East Main bridge – told to contact Becker County highway department
6. Adjournment
  - a. Meeting adjourned at 4:48 pm

Respectfully submitted,  
**Stephanie C. Poegel**  
Frazee City Administrator

## Committee Reports

WANNIGAN REGIONAL PARK COMMITTEE – FEBRUARY 27, 2024

Attending: Polly Andersen, Stephanie Poegel, Jon Eveslage, Don Lorsung, Andrea Froeber, Hank Ludtke, Katie Grindall, Erik Anderson, Patrick Hollister, Scott Reed

Meeting purposes:

- Discuss activities and timeline of park progress 2024
  - Open Discussion about Committee Activities
1. Meeting Chair: Erik Note Taker: Jon
  2. Open House
    - a. The Open House was well attended. A signup sheet was shared. 100+ people attended. Twenty Cornerstone students attended. Sportsman club helped cover the food costs.
    - b. Amy had info about the trolls that was well-received. (There will be 6 trolls in the Becker County area.) There’s excitement that the trolls will bring people to Frazee.
    - c. Jillian made a presentation at the end.
    - d. Jillian was thrilled with the turnout and questions that were asked. We need to follow up with Jillian for feedback. [Erik]
    - e. Survey results (Katie)



- i. 75 responses so far
  - ii. The survey is open through this weekend.
  - iii. We may want to resend it to our mailing list.
- 3. Bonding Bill: GREAT news: The access road to Wannigan Park via the North River Drive Loop project has been written into a bill for both the house and senate, thanks to Senator Utke and Representative Knudsen. There is steep competition. This will provide money for to-the-park water, sewer and a road. A decision will be made soon on which projects make the final cut.
  - a. It was suggested we send an email to the Wannigan support list to encourage them to contact their legislators. Start with a form letter and people can add why Wannigan matters to them: investment in Frazee; continued improved trail access in the region; improve our infrastructure utilities loop; maybe mention the troll.
- 4. Planning and Design Considerations
  - a. Discussed that park sewer Infrastructure funding probably won't be available in the park for 4-7 years, due to timing on public financial funding.
  - b. Discussed determination of well placement, so that it could serve needs in immediate future, with an eye toward potential sewer infrastructure later. Sewer and piping design needed. We need to work this out with our engineers. The DNR would need to be contacted, with driving support from the city. This is an agenda item for next month when Jillian can join us.
  - c. Discussion on clarification is around which engineers would lead well/sewer design i.e. Widseth or Ulteig. The FCDC board and City Council need to decide.
  - d. Camping likely won't be available, so we need to prioritize what is achievable and vital for 2024.
    - i. Trails
    - ii. A parking area
    - iii. Porta-potties
    - iv. Picnic shelter area – Rotary has said they would like to help
    - v. Are any more bridge improvements needed?
    - vi. Bike fleet area
    - vii. Canoe/Kayak launch
    - viii. Water. We should consider directing campers to use the river campsite for dumping and water.
- 5. Utilities RFP
  - a. Two companies have responded to the request with questions. Ashley, Jillian and the city are responding. A three-phase connection will be needed eventually, so should be considered.
- 6. Trails
  - a. Transportation Alternatives Program (Katie, Karen, Stephanie)
    - i. We attended a recent meeting in Fergus Falls. The board didn't have any concerns. We may ask for a little less to make sure we get what is asked.
    - ii. A response is coming in April with confirmation by the end of summer.
  - b. Active Transportation Program (Katie)

- i. Patrick sent a letter of support.
  - ii. The application is being reviewed. We're awaiting notification.
- c. Outdoor Recreation: Town Beach (Stephanie) & Wannigan Asphalt Trail (Polly)
  - i. Town Beach request: A request for extension was submitted. Clarifications were requested and answered. Now waiting to hear from the DNR. Stephanie will follow up.
  - ii. Goal is to submit an application for the Wannigan Asphalt Trail this year in March.
- 7. Operations Agreement between City and FCDC (Erik)
  - a. Erik prepared a plan for the Operations Agreement between the city and FCDC. He shared a summary. It addresses the operation of the park more than the planning. FCDC is liable for the costs. The city (mayor and council) should appoint a person as a liaison on the FCDC board to ensure communication. Responsibilities for auditing, costs and intake, etc. need to be reported. They are explained in the agreement.
  - b. FCDC represents Frazee needs. Their recent focus has been on Wannigan.
- 8. Next meeting: Tuesday, March 26 2024 1:30-3pm

PERSONNEL COMMITTEE – FEBRUARY 13, 2024

- 1. Call the Meeting to Order - Roll Call
  - a. Meeting opened at 3:59 pm at Frazee City Hall
  - b. Present were James Rader, Mike Sharp, Stephanie Poegel
- 2. Review Minutes – February 5, 2024
  - a. Minutes reviewed with no changes
- 3. Old Business
  - a. Personnel Policy - Media Requests
    - i. Recommendation to move forward to Council for approval
- 4. New Business
  - a. Administration-Related Concern
    - i. Rader and Poegel to discuss concerns with concerned employee
  - b. Janitor Position
    - i. Recommendation to move forward to Council for approval
- 5. Adjournment
  - a. Meeting adjourned at 4:30 pm

Respectfully submitted,  
**Stephanie C. Poegel**  
 Frazee City Administrator

PLANNING & ZONING – FEBRUARY 27, 2024

- 1. Call the Meeting to Order - Roll Call
  - a. Meeting opened at 5:02 pm

- b. Present were Erik Anderson, Andrea Froeber, Ken Miosek, Mike Sharp, Tyler Trieglaff, Stephanie Poegel

2. Review Minutes – January 23, 2024

**M/S/CU:** Miosek/Froeber to approve minutes as presented

3. Guest – None

4. Old Business

a. Comprehensive Plan Task Updates

b. Subdivision Ordinance Review

i. Changes to make include:

1. 11-2-3 – Add definitions “Green Space” and “Safe Routes To School (SRTS)”
2. 11-3-1-A-1 – Change to Nine (9) copies and Poegel to research are communities for fees
3. 11-3-B-1-f-5 – Remove this section
4. 11-3-B-2-b – Poegel to verify number of copies with Carlson/Thorson is adequate
5. 11-3-2-A-1 – Nine (9) copies

ii. Will start with Chapter 4 at next meeting

5. New Business

a. Rezoning Request

- i. A public hearing will be held at the next meeting at 6:01 pm

b. Meeting Date Change

- i. The March meeting will be held on Monday, March 25, 2024 at 5 pm

6. Adjournment

- a. Meeting adjourned at 5:57 pm

Respectfully submitted,

**Stephanie C. Poegel**

Frazee City Administrator

ECONOMIC DEVELOPMENT AUTHORITY – FEBRUARY 27, 2024

1. Call the Meeting to Order: 11:31am by Hank Ludtke

2. Roll Call: Mark Kemper, Stephanie Poegel, Andrea Froeber, Heath Peterson, Hank Ludtke, Karen Pifher, Ashley Renollet, Robert Williams

3. Approval of Agenda

- No changes. Motion by Andrea to approve, second by Mark, all in favor. So moved.

4. Open Forum: no discussion

5. Meeting Minutes: Motion by Andrea to approve, second by Ashley, all in favor. So moved.
6. Project Updates
  - a. Downtown Commercial Retail Space:
    - i. Discussion with several potential businesses- there is a need to build out the space as people desire a “walk in ready” space.
    - ii. Stephanie, Larry and Karen met to discuss building needs. Stephanie met with the building inspector to discuss design. Will move forward with process to get drawings rendered and obtain bids on the buildout
      1. Need for water stops to be set up for each bay area, HVAC needs, and shared bathroom access added for spaces.
    - iii. Discussion ongoing with Appletree Dental. They are considering space in DL with Essentia Health also. Will have an answer soon on if they are going to be looking to locate in Frazee.
  - b. Frazee Industrial Park / Housing Development
    - i. Karen and Andrea presented to Becker County EDA on desire to develop. There is an identified need to support the infrastructure expansion onto that property so it can be developed. They will be creating a plan on how to pursue that as a first step.
    - ii. Karen and Stephanie are meeting with MMCDC to discuss Albertson Trailer park to understand opportunities to support renters and also to learn about the opportunity to partner on housing development.
    - iii. Karen and Andrea met with Cody from Becker County EDA on the housing study info and at this time it is recommended to review the previous housing study and identify key findings. Karen shared data on building permits for housing and there has only been one per year issued for the past three years. There is data showing a regional trend towards increased demand for rentals due to inflation.
      1. Opportunities identified to support baby boomer housing needs and to expand on rental opportunities
  - c. Business Center Building:
    - i. Discussion with Mahube/OTWA on parking needs. Question on if the land between Mahube and the new building is for sale and could be used for parking. Karen can contact the owner to discuss the opportunity.
  - d. Red Willow Lots
    - i. No changes
  - e. Wannigan Regional Park
    - i. Stephanie, Karen and Katie presented to the TAP committee in Fergus Falls for the County 29 to Wannigan Park trail. The presentation was received well.
    - ii. Open House on February 22<sup>nd</sup> at 4:30pm in partnership with Frazee Area Community Club shared.
    - iii. Troll development coming in May/June
7. Old Business

- a. MN DOT Boost grant submitted for a bike fleet (20 bikes of various sizes and two e-bikes, bike trailer, tire pumps, 20 track hangers, helmets, education in school on bike safety) for \$35,200

8. New Business

- a. Recruiting new businesses:
  - i. Marketing plan: will be releasing an EDA newsblast soon (monthly at least) with new businesses, resources, church bulletins and events
  - ii. Create fliers for Economic Development: businesses we need/resources/space and include QR code
    - 1. Where to share: city office, bank, rest stop, trade shows, EDA summit, Webpage
    - 2. Discussion on partnership with CornerStone to engage youth in marketing
  - iii. Partnership with Frazee Area Community Club to build capacity since they are the space/group that pulls business owners together. Highly collaborative as there are mutual goals with ED.
    - 1. Increased Membership
    - 2. Board Development
    - 3. 2024 Goal setting & mobilization
    - 4. Community Engagement

9. EDA Financials:

- a. Due to delays from water/sewer billing these have not been prepared. No changes in requests for business funds.

10. Consult Report: Discussed in other agenda items

11. Commissioner Comments: none

12. Adjournment: 12:42pm

LAKESIDE CEMETERY LIAISON

FRAZEE SCHOOL DISTRICT

## Old Business

## Public Hearing

PRESENTATION OF PRELIMINARY ENGINEERING REPORT/FACILITY PLAN FOR SANITARY SEWER – 2<sup>ND</sup>  
STREET SW & MAIN PUMPING STATION REPLACEMENT

### **PRELIMINARY ENGINEERING REPORT / FACILITY PLAN**

**SANITARY SEWER – 2<sup>ND</sup> STREET SW & MAIN PUMPING STATION REPLACEMENT**

Frazee, Minnesota

UEI No. R23.23225




*Prepared for  
The City of Frazee, Minnesota*

**February 2024**



*ULTEIG ENGINEERS, INC.  
Consulting Municipal Engineers  
Detroit Lakes, Minnesota*

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:  Lic. No. 26805  
Christopher J. Thorson, P.E.

**PRELIMINARY ENGINEERING REPORT / FACILITY PLAN**

**SANITARY SEWER – 2<sup>nd</sup> STREET SW & MAIN PUMPING STATION REPLACEMENT**

Frazee, Minnesota

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**EXHIBITS**

Exhibit 1 – Proposed Project Area

Exhibit 2 – Existing and Proposed Sanitary Sewer Main Pumping Station Site









## **1. General**

This Preliminary Engineering Report (PER) and Facility Plan has been prepared at the request of the City of Frazee to consider a preliminary evaluation of the construction requirements for the replacements of the Sanitary Sewer – 2<sup>nd</sup> Street SW & Main Pumping Station and adjacent system collection piping that also crosses the Ottertail River.

The proposed project area is shown on Exhibit 1.

This PER will examine the existing condition of the wastewater collection and pumping infrastructure to be upgraded within the City. Data and information derived from historical documents, such as record drawings and plans, visual observation, sewer pipe televising, and discussion with City maintenance staff, was used to determine the existing condition of the infrastructure. This information will be used to summarize any deficiencies and ultimately make improvement recommendations.

The information and recommendations in this PER are preliminary in nature. The main objective is to provide general guidance for the future project design process, if deemed necessary. More detailed information would be identified during the design process from field surveys, sewer televising, and soil borings. This information can, and often does, dictate changes to the data contained in this document and the resulting recommendations.

## **2. Project Planning Area**

The proposed improvements would take place within the corporate limits of the City of Frazee.

### **A. Location**

The City of Frazee is in north central Minnesota along Trunk Highway 87 and adjacent to US Highway 10. The City is located on the shores of the Ottertail River in Becker County.

### **B. Environmental Resources Present**

The economy in and around the City of Frazee is focused primarily on small town businesses, tourism, farming and some light industry. The topography of the region consists of rolling terrain.

The climate of Frazee is mid-continental in nature. Prevailing weather conditions are highly variable due to the mixing of warm gulf air and cold arctic air. Monthly average temperatures vary from 5° Fahrenheit in January to 70° Fahrenheit in July; with the annual average temperature being 40° Fahrenheit. The City receives an average of 24 inches of precipitation every year.

### **C. Land Use and Adjacent Properties**

Adjacent properties to the proposed project areas consist of a combination of city owned land, city park area, Ottertail River corridor, commercial and residential property. Some areas experience traffic volumes typical of residential areas, while others see higher traffic volumes because of their proximity to the commercial district within the community.

The general soil descriptions taken from the United States Department of Agriculture Natural Resources Conservation Service Web Soil Survey identify the soils within the project areas to be well drained and have surface textures consisting of a loamy coarse sand material. Soil types in the project areas appear to be well drained.

Proposed improvements discussed within this PER are anticipated to have little to no effect on important land resources, historic sites, endangered species, and other environmental resources, as all improvements will take place within the City of Frazee in areas previously developed and disturbed by construction and residential or commercial development.

## **3. Existing Municipal Utility System**

### **A. Wastewater Collection System**

The City of Frazee's existing wastewater system consists of a gravity collection system, along with three (3) wastewater lift stations. Wastewater is routed to the treatment system by means of a main sanitary sewer pumping station and approximately 8,800 linear feet of ten (10) inch forcemain. The City's wastewater treatment facility consists of three (3) stabilization basins and six (6) rapid infiltration basins (RIBs).

The existing sanitary sewer within the proposed Main Lift Station project area is shown on [Exhibit No. 2](#)

#### **4. Project Needs**

##### **A. Wastewater Collection System**

The sanitary sewer collection piping and main sanitary sewer pumping station have met or exceeded their scheduled useful life. Also, the sanitary sewer pumping station located on 2<sup>nd</sup> Street SW has also met or exceeded its scheduled useful life.

###### Collection Piping

The sanitary sewer collection piping that crosses above the Ottertail River has been in place since 1964. The expected service life of sanitary sewer piping is 40 years. The existing 12" carrier pipe crossing the river consists of a corrugated metal pipe with a paved invert. The carrier pipe is housed in a 24" steel casing pipe.

The pipe crossing sits about 3 feet above the normal water level of the Ottertail River which therefore restricts those using the river as a navigable waterway for recreation.

###### Main Sanitary Sewer Pumping Station

The main sanitary sewer pumping station and accompanying backup electrical generator building is approaching 40 years in age. The pumping station has issues relating to the inability to accurately measure pumping flows, hydraulic inadequacies and electrical consumption inefficiencies based on handling current flows vs. the flows the station was originally designed for.

###### 2<sup>nd</sup> Street SW Sanitary Sewer Pumping Station

The sanitary sewer pumping station is approaching 55 years of age. The pumping station has issues relating to the inability to accurately measure pumping flows, hydraulic inadequacies and electrical consumption inefficiencies based on handling current flows vs. the flows the station was originally designed for. It has become difficult to find replacement parts for equipment in the lift station.

##### **B. Streets**

Information regarding existing streets within the proposed project areas is shown in Table No. 1.



**Table No. 1 – Existing Street Information**

<b>Street</b>	<b>Street Width (Approximate)</b>	<b>Street Surface</b>	<b>Type</b>
2 <sup>nd</sup> Street SW	36 Feet	Asphalt	Urban
River Drive South	34 Feet	Asphalt	Urban
Gravel Access Road	12 Feet	Gravel	Rural

2<sup>nd</sup> Street SW had a recent street mill and overlay completed in 2006 and was originally constructed in 1972.

River Drive South had a recent street reconstruction project performed in 2008. Utility pipe trenching will impact a short length of the street pavement structure on River Drive South.

The gravel access road on the main lift station site will be replaced back to a gravel driving surface.

The street areas impacted by the project construction would be replaced with the same layout and design as the existing street segments.

## **5. Alternatives Considered**

### **A. Wastewater Collection System**

#### **Alternative No. 1 – Do Nothing**

One alternative is to do nothing. This alternative will result in the continuous deterioration of the existing sanitary sewer collection piping, which will result in ongoing issues and ultimately pipe failure, which will result in higher operation and maintenance costs. If the City does not take steps to replace the existing sanitary sewer piping, it will continue to deteriorate, resulting in flow blockages and possibly a surcharge of the system and backing up into homes, businesses, and the Ottertail River. The cost of replacing the existing piping will only increase with time.

## **Alternate No. 2 – Sanitary Sewer Replacement**

Proposed improvements to the 2<sup>nd</sup> Street SW sanitary sewer would include replacing the adjacent sanitary sewer collection piping, sewer drainage access structures and sanitary sewer pumping station.

Proposed improvements in the Main Lift Station area would include replacing the sanitary sewer collection piping, sewer drainage access structures and main sanitary sewer pumping station along with the electrical generator building.

The replacement of the existing pipe above-water river crossing would be planned to directionally bore a new pipe under the riverbed therefore eliminating the obstruction on the navigable waterway. The new buried pipe would be better protected from an unexpected impact and freezing potential, than an above-water pipe crossing.

Placing the sanitary sewer piping under the riverbed will require the main sanitary sewer pumping station to be replaced to meet the deeper piping elevations in the design. The existing site has adequate space to place the new main sanitary sewer pumping station while keeping the existing station in operation during the construction phase.

## **6. Proposed Project**

### **A. General Improvements**

Existing utility infrastructure would be updated with modern materials that are industry accepted and have been proven to have improved longevity than in-place materials. This section discusses the proposed utility infrastructure upgrades.

Project areas planned for sanitary sewer replacement will have the existing piping replaced with PVC pipe. In the sanitary sewer environment, PVC's corrosion resistance to hydrogen sulfide is the key to its longevity and durability. This is why it has gained so much popularity in the industry. The other significant attribute of PVC is its deep-insertion, gasketed bell, and spigot joints, which help alleviate infiltration problems of other materials. The pipe will be connected by new pre-cast concrete manholes that allow maintenance of the sewer system and help direct the flow when the alignment changes.

## **B. Sanitary Sewer Collection System Improvements**

For the 2<sup>nd</sup> Street SW sanitary sewer lift station, a new lift station would be installed directly next to the existing lift station. Minor re-alignment of the piping tying into and out of the structure would be replaced to make the necessary connections.

For the Main Lift Station area, the proposed improvements would include replacement of the existing pipe above-water river crossing, replacement of sewer drainage access structures, replacement of the 1986 main sanitary sewer pumping station and accompanying backup electrical generator building.

The proposed changes to the existing Main Lift Station area sanitary sewer collection system are shown in [Exhibit No. 2](#).

## **C. Street Improvements**

All existing streets listed in Table 1 (above) will be replaced with either an asphalt surface or gravel, where needed, to near their original alignments.

## **7. Permits and Easements**

A permit for the replacement of sanitary sewer and sanitary sewer pumping stations would need to be obtained from the Minnesota Pollution Control Agency (MPCA). Any dewatering necessary for the project would require a water appropriation permit from the Department of Natural Resources, while an NPDES General Stormwater Permit for Construction Activity would be required from the MPCA, as well.

## **8. Estimated Project Cost**

### **A. Estimated Project Cost**

Estimated project costs for the improvements outlined in this report are shown in the following table. The below estimated costs are based on current material prices and bidding climates.

**Table No. 2 – Estimated Project Costs**

Item	Cost
2 <sup>nd</sup> Street SW Sanitary Sewer Pumping Station	\$ 400,000
Main Sanitary Sewer Pumping Station & Piping	\$ 1,803,000
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$ 2,203,000</b>

**9. Project Financing**

The City could apply to the Public Facilities Authority (PFA) for funding assistance on the project. PFA provides funding for improvement projects in the form of low interest 20-year loans and possible principal forgiveness funds. Typically, interest rates range from 1 to 3 percent.

It is anticipated costs associated with the proposed improvements will be funded in part by the City of Frazee, while the remaining costs could be recovered through city-wide system user fees billed to all benefitting properties.

**10. Proposed Project Timeline**

Project Plans and Specifications .....	January, 2025
Bid Advertising Period .....	February, 2025
Receive Bids.....	March, 2025
Begin Construction .....	June, 2025
Substantial Completion .....	August, 2025

**11. Conclusions and Recommendations**

The sanitary sewer collection piping and sanitary sewer pumping stations discussed in this PER have met their expected service life. The City will need to upgrade these system components in the near future in order to provide reliable sanitary sewer utility service to its residents.

Also, the removal of the above-water pipe crossing on the Ottertail River is preferred to increase the recreational experience for those using the navigable waterway and to place a new and secure pipe under the riverbed.



The estimated costs for the proposed improvements are comparable with past projects of similar size and nature within the region. The proposed improvement is necessary, cost-effective, and feasible and should be made as proposed.

Respectfully submitted,

**ULTEIG ENGINEERS, INC.**  
Detroit Lakes, Minnesota

## New Business

### COPIER CONTRACT RENEWAL



### CITY OF FRAZEE

#### CURRENT PAYMENT SUMMARY:

Monthly Payment ..... \$532.60

#### RECOMMENDED PRINT SOLUTION

QTY	ITEM	DESCRIPTION
1	AA2J011X001	KONICA C360i COLOR MFP + DF-714

#### Konica Minolta C360i

- 36 Monochrome and Color Per Minute
- 100 Sheet Dual Scan Document Feeder
- 100/200 ipm Scan Speed
- Fax Kit
- Banner Printing
- Mobile Print and Scan App
- Internal Staple Finisher
- Hole Punch
- 150 Sheet Bypass Tray
- (4) 500 Sheet Paper Tray
- Scan to E-Mail/Network Folder
- 120 Volt Power Requirements



#### MANAGED ACCOUNT PROGRAM (MAP)

Our Managed Account Program includes equipment, service, and supplies (except staples and paper). The result is a system with the capabilities and features you need—without the administrative headaches.

**60 Month MAP ..... \$361.19/Month**

- Black and White Prints included per Month: 3,200
- Black and White Print Overage: \$0.007/Print
- Color Prints included per Month: 4,100
- Color Print charge: \$0.42/Print

#### DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training ..... Included

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

# New Business

## JANITOR JOB DESCRIPTION



## Janitor Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE	Janitor	WORK LOCATION	Fire Hall / City Hall
SUPERVISOR	City Administrator	FLSA STATUS	
DEPARTMENT HEAD	City Administrator	PAY GRADE	
DEPARTMENT	Administration	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
	Responsible for maintaining overall cleanliness and sanitation of the Fire Hall and City Hall common areas by completing a variety of cleaning tasks. General duties include mopping and vacuuming floors, cleaning surfaces with disinfectant and emptying trash cans and recycling bins.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Sanitize light switches and door handles.		
	Sweep, mop, and vacuum floors.		
	Vacuum rugs and carpets.		
	Collect and take garbage and recycling to outside bins.		
	Clean, stock, and service restrooms including wiping down all bathroom fixtures including mirrors.		
	Organize cleaning supply closet.		
	Deep clean kitchen appliances monthly.		
	Dust all surfaces monthly.		
	Sanitize tables and chairs monthly.		
	Clean interior windows monthly.		
	Replace light bulbs as needed.		
	Maintain inventory of all cleaning products, supplies and equipment.		
	Notify supervisor (by email) when cleaning supplies are low and need to be ordered.		
	Make sure all doors, windows, entrances and exits are securely closed and locked prior to exiting the building.		
	Report needed repairs, safety hazards, or conditions requiring attention.		
	Any other duties as assigned by the City Administrator.		
V. DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS			
	Ability to lift and move over 50 pounds.		
	Exceptional time management skills and the competence to prioritize duties.		
	Ability to stand for extended periods.		
	Perform physically demanding actions including bending, turning and lifting.		
	Ability to work with minimal supervision.		
	Attention to detail and good organizational skills.		
	Knowledge of different cleaning products and tools.		
	Ability to express oneself, clearly and concisely.		
IV. MINIMUM QUALIFICATIONS			
	High school diploma or general education degree (GED) required.		
	Ability to observe safety and security procedures and to comply with City policies.		
This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.			
The City of Frazee is an Equal Opportunity Employer.			

## New Business

### RESOLUTION 0313-2024A – RESOLUTION AUTHORIZATION OF THE APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY



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. 0313-2024A

##### A RESOLUTION AUTHORIZATION OF APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY

BE IT RESOLVED that the City of Frazee is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund for improvements to its wastewater system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Frazee estimates the loan amount to be \$2,203,000 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Frazee has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the City of Frazee hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

Adopted by the council this 13<sup>th</sup> day of March, 2024.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 13<sup>th</sup> of March 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

## New Business

### RESOLUTION 0313-2024B – RESOLUTION ADOPTING A FRAZEE SANITARY SEWER COLLECTION SYSTEM PRELIMINARY ENGINEERING REPORT AND FACILITY PLAN



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. 0313-2024B

##### A RESOLUTION ADOPTING A FRAZEE SANITARY SEWER COLLECTION SYSTEM 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 2<sup>nd</sup> Street Lift Station; and

**WHEREAS**, the Frazee City Council held a duly advertised public hearing on March 13, 2024, to obtain public comments and questions; and

**WHEREAS**, the Frazee City Council feels it is important to plan for the future of its sanitary sewer collection.

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

The Preliminary Engineering Report and Facility Plan for Sanitary System Improvements for the City's Main Lift Station and 2<sup>nd</sup> Street Lift Station, attached as Exhibit A, is hereby adopted.

Adopted by the council this 13<sup>th</sup> day of March, 2024.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 13<sup>th</sup> of March 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

## Addendum

### APPROVAL OF ADDITIONAL CLAIMS