



CITY COUNCIL MEETING AGENDA

March 27, 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. [Resolution 0327-2024A – Resolution Expressing Acceptance of and Appreciation for Fire Department Donations](#)
 - e. [Resolution 0327-2024B – Resolution Authorizing the Write Off of Uncollectible Accounts Receivable](#)
 - f. [Motorcycle Awareness Month Proclamation](#)
6. Staff Reports
 - a. Fire Department
 - b. [Event Center](#)
 - c. [Liquor Store](#)
 - d. [Police Department](#)
 - e. [Rescue](#)
 - f. Public Works
 - g. [Administration](#)
7. Public Hearing to Rescind Chapter 2 of the Frazee City Code
 - a. Open Public Hearing at 6:01 pm
 - b. Public Comment
 - c. Close Public Hearing
8. Public Hearing to Raise the Liquor License Fees
 - a. Open Public Hearing
 - b. Public Comment
 - c. Close Public Hearing

9. Old Business

- a. [Resolution 0327-2024C – Resolution Setting the 2024 Fee Schedule](#)

10. New Business

- a. [Rezoning of 101 Ash Ave East](#)
- b. Fire Department Pension Increase Request
- c. [Ordinance 172 – Rescinding Title 2 Chapter 2 Park Board of the Frazee City Code](#)

11. Council Member Comments

12. Addendum

13. Adjournment

Consent Agenda

MINUTES – MARCH 13, 2024

1. Call the Meeting to Order
 - a. Meeting called to order by Mayor Mark Flemmer at 5:00 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, Tyler Trieglaff
 - d. Contracted Services: Chris Thorson – Ulteig; Tom Winters – Ramstad, Skoyles, Winters & Bakken, P.A.
 - e. Guests: Robert Ostermann, Margaret Myers, Linda Riebe

3. Pledge of Allegiance

4. Open Forum
 - a. Ostermann voiced concerns about the Downtown Infill building and Wannigan Regional Park – feels there should be more checks and oversight on projects

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

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

6. Committee Reports
 - a. Parks & Recreation Committee
 - i. Written report reviewed
 - b. Wannigan Regional Park Committee
 - i. Written report reviewed
 - c. Personnel Committee
 - i. Written report reviewed
 - d. Planning & Zoning
 - i. Written report reviewed
 - e. Economic Development Authority
 - i. Written report reviewed
 - f. Lakeside Cemetery Liaison
 - i. Building is getting shingled

- ii. Roads need work – Ulteig to get numbers and options for road replacement
- iii. Brick work needs to be done
- g. Frazee School District
 - i. Preliminary planning for Day of Caring

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

7. Old Business - None

8. Public Hearing

- a. Opened at 6:01 pm
- b. Presentation of Preliminary Engineering Report and Facility Plan for Sanitary Sewer – 2nd Street SW & Main Pumping Station Replacement
- c. Public Comment
 - i. Question: Is pipe is going under the river or staying over the river;
Answer: Looking at all options
 - ii. Question: Will there be access for all during East Main construction;
Answer: Project will have phasing and the contractor will be told that all residents need to have access at all times
- d. Closed at 6:14 pm

9. New Business

- a. Copier Contract Renewal

M/S/CU: Froeber/Sharp to approve copier contract with Marco at a rate of \$361.19/month

- b. Janitor Job Description

M/S/CU: Froeber/Kemper to approve Janitor job description as presented

- c. Resolution 0313-2024A – Resolution Authorization of Application to the Minnesota Public Facilities Authority

M/S/CU: Sharp/Kemper to approve 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

M/S/CU: Froeber/Rader to approve Resolution 0313-2024B – Resolution Adopting a Frazee Sanitary Sewer Collection System Preliminary Engineering Report and Facility Plan

10. Council Member Comments - None

11. Addendum

- a. Approval of Additional Claims

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

- b. VFW Temporary Liquor License & Street Closure Request

M/S/CU: Froeber/Rader to approve granting the VFW a street closure and temporary liquor license for July 25-28, 2024

- c. Eagle Lake

- i. Warranty Deed – Business Entity to Individual

M/S/CU: Sharp/Rader to approve Warranty Deed with Laurel M. Erickson

ii. Revised Purchase Agreement

M/S/CU: Rader/Sharp to approve revised Purchase Agreement for sale of Eagle Lake Park with Eagle Lake Park Association for \$190,000 with closing on or before May 31, 2024

d. LG220 Application for Exempt Permit – Frazee Am-Vets Post 612

M/S/CU: Rader/Kemper to approve LG220 Application for Exempt Permit – Frazee Am-Vets Post 612

12. Adjournment

M/S/CU: Froeber/Sharp to adjourn at 6:16 pm

Respectfully submitted,

Stephanie C. Poegel

Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS



CITY OF FRAZEE Payments

03/21/24 11:58 AM
Page 1

Current Period: March 2024

Payments Batch 03272024GEN1		\$7,403.33		
Refer	0 AFLAC			
Cash Payment	G 100-21709 Affac/Colonial Life	Acct CB561		\$55.17
Invoice	316415 3/12/2024			
Cash Payment	G 802-21709 Affac/Colonial Life	Acct CB561		\$14.04
Invoice	316415 3/12/2024			
Cash Payment	G 100-21709 Affac/Colonial Life	Acct CB561		\$55.17
Invoice	183669 2/29/2024			
Cash Payment	G 802-21709 Affac/Colonial Life	Acct CB561		\$14.04
Invoice	183669 2/29/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total \$138.42
Refer	0 CORE & MAIN LP			
Cash Payment	E 801-49400-210 Operating Supplies (GE	Acct 239620		\$559.06
Invoice	U514518 3/11/2024			
Cash Payment	E 802-49450-218 Chemicals and Chem Pr	Acct 239620		\$60.45
Invoice	INV0008148 3/15/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total \$619.51
Refer	0 DETROIT LAKES OVERHEAD DOO			
Cash Payment	E 100-43100-401 Repairs/Maint Buildings	5/18 Cable		\$17.48
Invoice	38058 8/31/2023			
Transaction Date	3/20/2024	Main Checking	10100	Total \$17.48
Refer	0 FM RECREATIONAL INC			
Cash Payment	E 100-45200-404 Repairs/Maint Mechanic	Sheets of Skid Guard		\$2,250.00
Invoice	1964 3/20/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total \$2,250.00
Refer	0 GOODIN COMPANY			
Cash Payment	E 801-49400-404 Repairs/Maint Mechanic	Customer #11011941		\$35.83
Invoice	4708174-00 3/13/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total \$35.83
Refer	0 HAWKINS, INC.			
Cash Payment	E 801-49400-218 Chemicals and Chem Pr			\$746.80
Invoice	8713682 3/19/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total \$746.80
Refer	0 HSABANK	Ch# 000033E 3/20/2024		
Cash Payment	G 100-21707 Health Savings Payable	Create Date: 03/13/2024		\$1,895.49
Invoice	3/13/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total \$1,895.49
Refer	0 LAKE REGION ELECTRIC COOPER			
Cash Payment	E 100-48200-381 Electric Utilities	Acct 2005000500		\$25.34
Invoice				
Transaction Date	3/20/2024	Main Checking	10100	Total \$25.34
Refer	0 LAKES COUNTRY SERVICE COOP			
Cash Payment	E 100-43100-324 Technology/Computer E	Part of Tech Services for 3/1/24-3/31/24		\$104.81
Invoice	99141 LCSC 3/5/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total \$104.81



Payments

Current Period: March 2024

Refer	0 MENARDS	-			
Cash Payment	E 601-49400-401 Repairs/Maint Buildings	Acct 32130262			\$9.28
Invoice	81873	3/13/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total	\$9.28
Refer	0 FRAZEE-VERGAS FORUM	-			
Cash Payment	E 100-41110-351 Legal Notices Publishing	Ad-101 Ash Ave Notice ran 3/12/24			\$44.10
Invoice	28718	3/14/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total	\$44.10
Refer	0 PERHAM STEEL & WELDING	-			
Cash Payment	E 100-45200-210 Operating Supplies (GE	Customer Acct ID: C011			\$69.00
Invoice	24-Feb-8	2/8/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total	\$69.00
Refer	0 RMB ENVIRONMENTAL LABORAT	-			
Cash Payment	E 602-49450-313 Samples/Testing	Quarterly Influent			\$93.01
Invoice	D058777	3/19/2024			
Cash Payment	E 601-49400-313 Samples/Testing	Project Name: 60			\$57.48
Invoice	D058725	3/12/2024			
Transaction Date	3/20/2024	Main Checking	10100	Total	\$150.49
Refer	0 AUTO VALUE PERHAM	-			
Cash Payment	E 100-42110-406 Repairs/Maint Vehicles				\$271.98
Invoice	143174417	3/15/2024			
Transaction Date	3/21/2024	Main Checking	10100	Total	\$271.98
Refer	0 BRUSHMARKS SIGNS	-			
Cash Payment	E 200-42200-210 Operating Supplies (GE	Name Tags with Velcro			\$325.00
Invoice	18023				
Transaction Date	3/21/2024	Main Checking	10100	Total	\$325.00
Refer	0 MED COMPASS	-			
Cash Payment	E 200-42200-311 Contracts/Professional	Quantitative Fit Test -FD, Processing Fee			\$900.00
Invoice	45111	3/6/2024			
Transaction Date	3/21/2024	Main Checking	10100	Total	\$900.00

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$4,588.34
200 FIRE FUND	\$1,225.00
601 WATER FUND	\$1,408.45
602 SEWER FUND	\$181.54
	<u>\$7,403.33</u>

Pre-Written Checks	\$1,695.49
Checks to be Generated by the Computer	\$5,707.84
Total	<u>\$7,403.33</u>



Payments

Current Period: March 2024

Payments Batch 03272024LSEC1				\$0,972.41
Refer	0 ARAMARK UNIFORM INC	-		
Cash Payment	E 610-49753-211 Cleaning Supplies	Acct 162631400		\$129.52
Invoice	2520359144 3/14/2024			
Cash Payment	E 609-49751-211 Cleaning Supplies	Acct 161630211		\$32.20
Invoice	2520359143 3/14/2024			
Cash Payment	E 609-49750-211 Cleaning Supplies	Acct 161630211		\$32.20
Invoice	2520359143 3/14/2024			
Transaction Date	3/20/2024	Liquor Store	10101	Total \$193.92
Refer	0 BEVERAGE WHOLESALERS, INC	-		
Cash Payment	E 609-49750-252 Beer For Resale			\$2,957.00
Invoice	318376 3/14/2024			
Transaction Date	3/20/2024	Liquor Store	10101	Total \$2,957.00
Refer	0 BERGSETH BROS	-		
Cash Payment	E 609-49750-252 Beer For Resale	CREDIT Coors Light		-\$11.50
Invoice	246-00517 3/14/2024			
Cash Payment	E 609-49750-252 Beer For Resale	Carlsbe Variety		\$105.00
Invoice	337061 3/14/2024			
Cash Payment	E 609-49750-252 Beer For Resale	CREDIT Carlsbe Cocktail		-\$105.00
Invoice	337061 3/14/2024			
Cash Payment	E 609-49750-254 Soft Drinks/Mix For Res	Liquid Ice Blue		\$40.50
Invoice	337062 3/14/2024			
Cash Payment	E 609-49750-252 Beer For Resale			\$1,528.60
Invoice	337062 3/14/2024			
Transaction Date	3/20/2024	Liquor Store	10101	Total \$1,557.60
Refer	0 BREAKTHRU BEVERAGE	-		
Cash Payment	E 609-49750-251 Liquor For Resale			\$735.21
Invoice	114773573 3/12/2024			
Transaction Date	3/20/2024	Liquor Store	10101	Total \$735.21
Refer	0 VIKING COCA COLA BOTTLING CO	-		
Cash Payment	E 609-49750-254 Soft Drinks/Mix For Res	Acct 1101278		\$113.75
Invoice	3351620 3/6/2024			
Cash Payment	E 609-49751-210 Operating Supplies (OE	Acct 1101278		\$384.00
Invoice	3351620 3/6/2024			
Transaction Date	3/20/2024	Liquor Store	10101	Total \$497.75
Refer	0 DS BEVERAGES INC	-		
Cash Payment	E 609-49750-252 Beer For Resale			\$515.45
Invoice	770423 3/13/2024			
Transaction Date	3/20/2024	Liquor Store	10101	Total \$515.45
Refer	0 ELECTRO WATCHMAN, INC	-		
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	Customer #2623		\$57.98
Invoice	421188 4/1/2024			
Cash Payment	E 609-49751-401 Repairs/Maint Buildings	Customer #2623		\$57.98
Invoice	421188 4/1/2024			
Cash Payment	E 610-49753-401 Repairs/Maint Buildings	Customer #2623		\$57.99
Invoice	421188 4/1/2024			



Payments

Current Period: March 2024

Transaction Date	3/20/2024	Liquor Store	10101	Total	\$173.95
Refer	0 FRAZEE FAMILY FOODS				
Cash Payment	E 600-49751-210 Operating Supplies (OE	Acct #25			\$9.02
Invoice	38427	3/8/2024			
Cash Payment	E 600-49751-213 Operating Supplies - Fo	Acct #25			\$92.48
Invoice	73843	3/15/2024			
Transaction Date	3/20/2024	Liquor Store	10101	Total	\$102.40
Refer	0 JOHNSON BROTHERS LIQUOR CO				
Cash Payment	E 600-49750-253 Wine For Resale				\$62.38
Invoice	2498798	3/13/2024			
Cash Payment	E 600-49750-251 Liquor For Resale				\$378.02
Invoice	2498798	3/13/2024			
Transaction Date	3/20/2024	Liquor Store	10101	Total	\$440.40
Refer	0 PHILLIPS WINE & SPIRITS				
Cash Payment	E 600-49750-251 Liquor For Resale				\$653.00
Invoice	6751221	3/13/2024			
Cash Payment	E 600-49750-253 Wine For Resale				\$154.44
Invoice	6750276	3/12/2024			
Cash Payment	E 600-49750-251 Liquor For Resale				\$1,571.59
Invoice	6750276	3/12/2024			
Transaction Date	3/20/2024	Liquor Store	10101	Total	\$2,379.03
Refer	0 SYSCO NORTH DAKOTA, INC				
Cash Payment	E 600-49751-250 Food for Resale	Customer #228189			\$888.89
Invoice	295634768 2	3/12/2024			
Cash Payment	E 600-49751-213 Operating Supplies - Fo	Customer #228189			\$52.43
Invoice	295634768 2	3/12/2024			
Cash Payment	E 600-49751-210 Operating Supplies (OE	Customer #228189			\$58.40
Invoice	295634768 2	3/12/2024			
Cash Payment	E 600-49751-250 Food for Resale	Customer #228189			-\$15.00
Invoice					
Transaction Date	3/20/2024	Liquor Store	10101	Total	\$784.52
Refer	0 HSABANK				
Cash Payment	G 600-21707 Health Savings Payable	Chk 000025E 3/20/2024			\$235.18
Invoice		A.Y. Create Date: 03/15/2024			
Transaction Date	3/20/2024	Liquor Store	10101	Total	\$235.18

Fund Summary

	10101 Liquor Store	
600 MUNICIPAL LIQUOR FUND	\$9,784.00	
610 EVENT CENTER FUND	\$187.51	
	<u>\$9,972.41</u>	

Pre-Written Checks	\$235.18
Checks to be Generated by the Computer	\$9,737.23
Total	\$9,972.41

Consent Agenda

RESOLUTION 0327-2024A – RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR FIRE DEPARTMENT DONATIONS



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. 0327-2024A

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR FIRE DEPARTMENT DONATIONS

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

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

WHEREAS; Lake Region Electric Trust has generously donated \$600.00 to the Frazee Fire Department as a part of their Round-Up program; and

WHEREAS: It is the desire of the donor to use this donation as the fire fighters need; and

WHEREAS; the City Council is appreciative of these donations and commend the donors for their civic efforts and contributions.

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

1. that the donations are accepted and acknowledged with gratitude.
2. that the donations will be used as the Frazee Fire Department needs.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 27th 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

Consent Agenda

RESOLUTION 0327-2024B – RESOLUTION AUTHORIZING THE WRITE OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE



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. 0327-2024B RESOLUTION AUTHORIZING THE WRITE OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE

WHEREAS, during the changing in utility software closed accounts showing balances owed were found; and

WHEREAS, these accounts are uncollectible due to the amount of time that has lapsed since the account was closed;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Frazee, Minnesota hereby adopts and approves the following invoices to be written off from the accounts receivable balance as uncollectible:

- Klemm Service Station \$24.77 – Balance due from 2014
- Feldt's Rentals \$22.75 – Balance due from 2019
- Tim Trieglaff \$39.74 – Balance due from 2018
- Jena Rader Joel Seim \$10.50 – Balance due from 2016

Adopted by the City Council this 27th day of March, 2024

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer
Mayor

Stephanie Poegel
City Administrator



P.O. Box 387, 232 Main Ave. W., Frazee, MN 56544

Water Trails Shops Parks

City Phone: 218-334-8321 | City Fax: 218-334-8322

Proclamation by the Mayor

WHEREAS: Motorcycles provide fuel efficient transportation for commuting, touring, and relaxation; and

WHEREAS: Motorcycles relieve congestion and reduce wear on our roadways; and

WHEREAS: Increased awareness of motorcyclists by motorists can reduce the number of crashes on our roadways; and

WHEREAS: Observance of Motorcycling Awareness Month calls attention to the promotion of safe motorcycle operation, motorcycle rider training, and improved motorcycle licensing efforts; therefore;

Be it resolved that I, Mark Flemmer, Mayor of the City of Frazee, Minnesota, do hereby proclaim

The Month of May, 2024 as: Motorcycle Awareness Month

Mark Flemmer
Mayor

Staff Reports

FIRE DEPARTMENT

Staff Reports

EVENT CENTER

Event Center has been busy. We hosted The Taste of the Wild Event, Frazee Sportsman Club, A Celebration of life, The Grow Committee Event, Community Club annual meeting, a bean bag tourney and AA on Wednesday nights.

Events coming up in April include a wedding reception, an FFA competition, Lake Region Electric Annual meeting, Firemans Fundraiser, a bridal shower, polka, MN Deer Hunters Banquet, and AA Wednesday nights.

Above the griddle fire suppression system has been installed.

Looking forward to a busy season ahead.

Thanks

Jolene

Staff Reports

LIQUOR STORE

April Events:

- Every Monday food specials 11am-2pm
- Every Friday Meat Raffles & Horse Races at 6pm
- I will be attending the MMBA Conference in Alexandria

Misc-

- New credit card processors are shipping as I write this so we should look at installing them next week

Staff Reports

POLICE DEPARTMENT

Provide code violations of property by quantity and status: Zero property violations

Provide code violations of vehicles by quantity and status: Zero vehicle violations

Report of any vehicle accidents in Frazee: 2 motor vehicle crashes in Frazee. Party hit a road sign on Lake St S. Semi hit light pole and crossing arm at Lake St RR crossing.

Report landlord violations and status: Zero landlord violations

Upcoming events for the next month... Looking at selling on sealed bids a motorcycle and van. Asking for council to advertise after the meeting and open bids at the April 24th council meeting. Asking that we

state that “the council may reject any and all bids.” If the bids are not to our liking, we may try the consignment auction at the end of May 2024.

City Ordinance Violation Log							
Property Address	Ordinance Violation	Date 1st Letter Sent	Date 2nd Letter Sent	Date Sent to Building Inspector	Date Sent to City Attorney	Current Status	Other Notes
201 LAKE ST S	9-4-4 EXT BUILDING STANDARDS AND PUBLIC NUISANCE	11/16/2023					MAJORITY OF RUBBISH IS REMOVED 11-29-2023, FOR SALE
412 MAIN AVE E	9-4-4 EXT. BUILDING STANDARDS			11/16/2023	11/16/2023		EMAIL TO CITY ATTORNEY ASKING FOR ADVICE 11-16-2023
510 LAKE ST S	9-4-4 EXT BUIL. STANDARDS	11/16/2023					EMAIL FROM OWNER. PLANS TO DEMOLISH IN THE SPRING, 11-22-2023
102 MAPLE AVE W	4-1-7: INOPERABLE MOTOR VEHICLES	11/16/2023					TIM IS WORKING ON CLEANING UP THE PROPERTY - 12/11
307 JUNIPER AVE W	9-4-4 ETX. BUILDING STANDARDS	11/29/2023					BROKEN WINDOWS, NOT SECURE, INOPERABLE VEHICLE
202 MAIN AVE W	4-3-1 CAUSES OF BLIGHT	11/29/2023					BROKEN WINDOW, HOLES IN SIDING, CATS LIVING IN IT, PLANING ON DEMOLISH IT THE

							SPRING - 12/11
106 MAIN AVE E	10-5-3: FENCES AND SCREENING	11/16/2023					OWNER CALLED, FENCE REPAIR IS IN THE NEAR FUTURE. 11- 22-2023
215 JUNIPER AVE W	yard needs mowing and junk removed	11/29/2023					12-13 CALLED STATED HE IS HAVING TROUBLE CUTTING HIS GRASS BECAUSE OF THE AGE,
704 ASH AVE W	2 VEHICLE PARKED ON GRASS	11/16/2023					1 VEHICLE ON GRASS 11/29/2023
701 ASH AVE W	2 CARS PARKED ON GRASS	11/16/2023					VEHICLES GONE 11/29/2023
604 ASH AVE W	BOAT N TRAILER IN FRONT YARD	11/16/2023					BOAT TRAILER GONE 11/29/2023
602 ASH AVE W	CAR PARKED IN YARD NEXT TO GARAGE	11/16/2023					VEHICLE GONE 11/29/2023
927 RED WILLOW DR	SUV AND CAMPER IN FRONT YARD	11/16/2023					VEHICLES GONE 11/29/2023
914 RED WILLOW DR	TRAILER IN FRONT YARD	11/16/2023					
204 OAK AVE E	INOPERABLE VEHICLE ON PROPERTY	11/22/2023					
604 9TH ST NW	2 VEHICLE PARKED ON GRASS	11/16/2023					PHONE CALL FROM OWNER. VEHICLES MOVED TO SIDE YARD 11-21-2023

902 RED WILLOW DR	EXPIRED MV IN BACK YARD	11/16/2023					
412 CEDAR AVE W	EXPIRED MV IN BACK YARD	11/16/2023					EMAIL RESPONSE; VEHICLE IS GONE, 11-28-2023
925 Red Willow Dr	MOWING, TRAILER UTV PARKED IN YARD	11/16/2023					UTV AND TRAILER MOVED TO BACK YARD
300 LAKE ST S	RUBBISH, OLD COUCH, TIRES	11/22/2023					
RIVERCREST PROPERTY	JUNK CAMPER ON PROPERTY	8/17/2023	11/19/2023				CONTINUAL TALKS WITH PROPERTY OWNER
901 Main Ave E	UNLICENSED VEHICLES ON PROPERTY	8/17/2023	11/19/2023				
515 Main Ave E	UNSECURE TRAILER, MULTIPLE VEHICLES						Issues with Lot 7, 9, 22, 26, 28
603 Cherry Ave	MULTIPLE JUNK VEHICLES						
609 Cherry Ave	JUNK VEHICLE IN BACK YARD						
604 Main Ave	VEHICLE PARKED IN FRONT YARD						
603 MAIN AVE E	GREEN VAN, NO LICENSE, FLAT TIRES						
512 BALSAM AVE	3 UNSECURE TRAILERHOUSES						TWO W/ HITCH AND WHEELS, LOT 4 BROKEN WINDOW, 12-11 NOTIFIED TIM ON ISSUES, STATED HE WILL TAKE CARE OF THE ISSUE

109 4TH ST SE	2 VEHICLES W/ EXPIRED PLATES						
703 CHERRY AVE	VEHICLE NO PLATES, FLAT TIRES						
807 MAIN AVE E	VEHICLE PARKED IN FRONT YARD						

Staff Reports

RESCUE

16 calls with 10 in town

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 am currently at the annual MCFOA Clerk’s Conference. Class topics include discussions on human resources and ESST, adult use cannabis, advanced budgeting and more.
- c. **Becker County Hazard Mitigation Plan** – I participated in the first meeting to update this plan. It was last updated in 2016. Larry and Tyler met and completed the Mitigation Survey and I submitted it on Wednesday.
- 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 was posted on our website and the League website. It was also mailed to two companies who perform the requested services. So far there have been questions submitted by one company. Those questions will be answered and sent to all companies getting the RFP by the specified date.
- f. **Liquor License Fee Increase Public Hearing** – All postings and notifications were made to hold the public hearing. The resolution to change the rates and fees has been added for discussion under Old Business.
- g. **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.
- h. **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.

- i. **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 are 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** – Tweeton has started working on the project. We hope to be able to have bids in and approved in April so that work can HOPEFULLY happen in May or June.
 - b. **Town Lake Beach** – I emailed for an update this week. I hope to have an answer shortly.
 - c. **Wannigan Regional Park** – I am meeting with Polly & Widseth about the grant submissions that need to be sent in by the end of March
 - d. **Eagle Lake Park** – Closing by May 31.
 - e. **East Main Project** – Bidding will be taking place this spring.
 - f. **Heartland Trail** – MetroCOG is working on the leg from Becker county to Moorhead
4. In addition to the regular monthly tasks, utility billing and payroll, in January, we processed
 - a. 6 campsite rentals
 - b. 10 pet licenses
 - c. 2 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

As of today, the bills have not been heard in either the house or the senate. Keep sending the legislators your emails! The more they hear from us, the more likely they will remember us when it's time to make a decision.
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 changeover, 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 changeover. 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.



PO. Box 382, 222 Main Ave. W., Frazee, MN 56544

Waters Trails Shops Parks

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

RESOLUTION 0327-2024B
Resolution Setting the 2024 Fee Schedule

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

Liquor Licenses (Annual)	
On Sale Liquor	\$1200.00
Sunday Liquor	\$300.00
Wine License	\$75.00
Club License	\$250.00
Set-ups	\$150.00
3.2 On-Sale	\$75.00
3.2 Off-Sale	\$75.00
Temporary	\$50.00 / day
Miscellaneous License/Service/Fees	
Animal Licenses (Annual) – Dog	\$10.00
Cigarette License (Annual)	\$75.00
RV Water Fill @ Campground	\$15.00
RV Septic Dump @ Campground	\$10.00
Police Reports	\$10.00
Special Council Meetings – (to expedite a request)	\$250.00
Transient Merchant Fee	\$50.00
Residential Rentals	
Rental Registration (Annual)	\$20.00
Rental Inspection Fee (Every 3 years)	\$100.00
Re-Inspection Costs	\$55.00 / inspection
Re-Instatement Rental Fee	\$100.00
1 st Time Rental Inspection	\$100.00
Rental Registration Violations	Up to \$400.00 per occurrence and/or revocation of rental registration
Utilities	
Delinquent Bill Penalty	10% of the charge per month
Requested Turn-On / Turn-Off	\$30.00
Delinquent Turn-On / Turn-Off	\$100.00
NSF Checks	\$35.00
Water (Tax on commercial Water)	
Base Fee*	\$13.64 / month
User Fee*	\$20.00/ month
Residential/Multi-Units/Commercial Less Than 800 Cubic Feet	\$0.0366 / Cubic Feet
Residential/Multi-Units/Commercial More Than 800 Cubic Feet	\$0.0394 / Cubic Feet
Schools/Nursing Homes Less Than 1500 Cubic Feet	\$0.0366 / Cubic Feet
Schools/Nursing Homes More Than 1500 Cubic Feet	\$0.0394 / Cubic Feet
Water Hook-up Assessment	\$100.00
Meter Charge	Based on current market price
Bulk Water	\$15.00 / every 1,000 gallons
Sewer	
Base Fee*	\$11.71 / month
Residential/Multi-Units/Commercial Less Than 800 Cubic Feet	\$0.0366 / Cubic Feet
Residential/Multi-Units/Commercial More Than 800 Cubic Feet	\$0.0394 / Cubic Feet
Schools/Nursing Homes Less Than 1500 Cubic Feet	\$0.0366 / Cubic Feet
Schools/Nursing Homes More Than 1500 Cubic Feet	\$0.0394 / Cubic Feet
Sewer Hook-up Assessment	\$350.00
Lawn Watering	

Base Fee	\$14.00 / month
Lawn Meter Rate	\$0.0416 / Cubic Foot
Storm Water	
Base Fee – Residential*	\$1.25 / month
Base Fee – Commercial & Trailer Parks*	\$3.25 / month
Base Fee – Churches & Industrial*	\$4.25 / month
Base Fee – Schools & Nursing Homes*	\$5.25 / month
Garbage (includes tax)	
Senior 38 gal.	\$27.50 / month
38 gallon	\$31.62 / month
64 gallon	\$37.74 / month
96 gallon	\$44.39 / month
Recycling fee	\$7.00 / month
Service fees marked * are charged regardless of service being on or not.	
Zoning/Building	
Building Code Violation	\$100.00 / day
Code Compliance Violation	\$40.00 / day
Non-Refundable Application Fees:	
Building Permit	See 1997 State of MN Fee Schedule
Pre-Built Shed Installation Permit	\$50.00
Fence Permit (over 6 ft high)	\$50.00
Change of Use	\$150.00
Conditional Use	\$150.00 + actual posting & mailing costs
Industrial Development	\$150.00
Platting	\$300.00
Rezoning	\$150.00 + actual posting & mailing costs
Variance	\$150.00 + actual posting & mailing costs
Interim Use	\$150.00 + actual posting & mailing costs

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

THEREFORE, BE IT KNOWN, adopted by the Frazee City Council this 27th day of March, 2024.

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer
Mayor

Stephanie Poegel
City Administrator

New Business

REZONING OF 101 ASH AVENUE EAST



DESCRIPTION: The property located at 101 Ash Avenue E is currently zoned Downtown Commercial (C-1). Applicant requests the property be rezoned Single and Two-Family Residential (R-1).

**PUBLIC HEARING AT
PLANNING
COMMISSION MEETING
MONDAY, MARCH 25TH
6:01 PM
EVENT CENTER**



NOTICE OF PUBLIC HEARING

CITY OF FRAZEE

PETITION TO REZONE PROPERTY LOCATED AT 101 ASH AVENUE E, FRAZEE MN 56544

Public Notice is hereby given that the Frazee Planning & Zoning Commission will hold a public hearing at the Frazee Event Center, 114 Lake Street N, Frazee, Minnesota 56544 on Monday, March 25, 2024, at 6:01 p.m. to consider a Petition for Rezoning Application.

The rezoning application addresses the property located at 101 Ash Avenue East in the City of Frazee. The property is currently zoned Downtown Commercial (C-1) and applicant requests property be rezoned to Single and Two-Family Residential (R-1). The full application is available for public viewing at City Hall during the hours of 7:00 AM TO 6:00 PM, Monday through Thursday.

Dated this 4th day of March 2024.

Stephanie Poegel, City Administrator

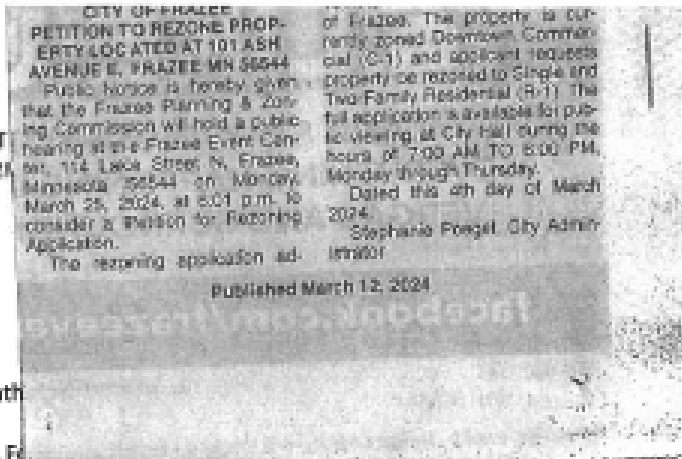
PROPERTY OWNERS WITHIN 350' OF KORF PROPERTY AT 101 ASH AVE E

Parcel #	Taxpayer / other	Mailing Address	City State Zip
1	507017000 ISD 23	305 N LAKE ST 37808 STATE HWY	FRAZEE MN 56544
2	500422000 WAYNE & CAROL KING	87	FRAZEE MN 56544
3	500147000 JOLENE BRUHN	PO BOX 547	FRAZEE MN 56544
4	STREET ROW		
5	507012010 ISD 23	305 N LAKE ST	FRAZEE MN 56544
6	UNIDENTIFIE D	18820 BLAUERT RD	FRAZEE MN 56544
7	500146000 STEVEN & SHELENE BLAUERT	103 E ASH AVE	FRAZEE MN 56544
8	500420000 MELLISA SANDERS	105 E BIRCH AVE	FRAZEE MN 56544
9	500145000 MATTHEW BROWN	107 E BIRCH AVE	FRAZEE MN 56544
1			
0	500099000 DENNIS & CHERYL NEYENS	107 E BIRCH AVE	FRAZEE MN 56544
1			
1	500144000 DENNIS & CHERYL NEYENS	109 E BIRCH AVE	FRAZEE MN 56544
1			
2	500143000 BRIKKER WARE	207 2ND ST NE	FRAZEE MN 56544
1			
3	500100000 MICHELE SUSAN HEYING	111 ASH AVE E	FRAZEE MN 56544
1			
4	500416000 PAULA DEGROAT (BIRKELAND)	26258 US HWY 59	FRAZEE MN 56544 DETROIT LAKES, MN 56501
1			
5	500417000 J & O PROPERTIES LLC	PO BOX 296	FRAZEE MN 56544
1			
6	500418000 BRIKKER WARE & GARY WARE	105 ASH AVE E	FRAZEE MN 56544
1			
7	500419000 KYLER HANSON & LAURA LOVE		

1				
8	507030000	CITY OF FRAZEE	PO BOX 387	FRAZEE MN 56544
1				
9	507029900	CITY OF FRAZEE	PO BOX 387	FRAZEE MN 56544
2				
0	500413001	LORETEL SYSTEMS INC	150 2ND ST SW	PERHAM MN 56573
2				
1	500404000	FRAZEE EDA	PO BOX 387	FRAZEE MN 56544
2				DETROIT LAKES, MN
2	500405000	TIMOTHY CONKLIN JR	13946 260TH AVE	56501
2				
3	507029880	FRAZEE EDA	PO BOX 387	FRAZEE MN 56544
2				CEDARHURST NY
4	500411000	BUTLER GULCH LLC	75 COLUMBIA AVE	11516
2				
5	500413000	ROGER SANDERS	PO BOX 174	FRAZEE MN 56544
2				
6	500412000	FRAZEE EDA	PO BOX 387	FRAZEE MN 56544
2				
7	500400000	PERRINE PROPERTY LLC	12699 CO HWY 41	FRAZEE MN 56544
2				
8	500401000	TIMOTHY & JESSICA KEREKES	42664 ST HWY 87	FRAZEE MN 56544
2				
9	500402000	TIMOTHY & JESSICA KEREKES	42664 ST HWY 87	FRAZEE MN 56544
3				
0	500400001	ALEISA & DAVID JOPP II	402 S LAKE ST	FRAZEE MN 56544
3				DETROIT LAKES, MN
1	500398000	TIMOTHY CONKLIN JR	13946 260TH AVE	56501
3			412 DOUGLAS	
2	500396000	HENNING PUBLICATIONS LLC	AVE	HENNING MN 56551
3			703 COUNTRY	GEORGETOWN TX
3	500395000	JOHN & SARONNA HAND	CLUB RD	78628
3				
4	500394000	KETTER PROPERTIES LLC	PO BOX 237	FRAZEE MN 56544
3				
5	500392000	KETTER PROPERTIES LLC	PO BOX 237	FRAZEE MN 56544
3				
6	500388001	UNITED COMMUNITY BANK	PO BOX 156	FRAZEE MN 56544
3				
7	500388000	PETER & BARBARA OSTERMAN	PO BOX 213	FRAZEE MN 56544
3				DETROIT LAKES, MN
8	500387000	J & O PROPERTIES LLC	26258 US HWY 59	56501
3				
9	500389000	JESSE & BRENDA JEPSON	111 W ASH AVE	FRAZEE MN 56544
4				
0	500310000	JERRY MOLTZAN	PO BOX 509	FRAZEE MN 56544
4				
1	500309000	JANET M LINDSLEY FAMILY TRUST	110 W ASH AVE	FRAZEE MN 56544
4				DETROIT LAKES, MN
2	507027100	BECKER CO EDA	915 LAKE AVE	56501

4 JOHN AARON CLARENCE & ALEXIS
 3 500307000 SWENSON 106 ASH AVE W FRAZEE MN 56544
 4
 4 500304000 PAUL & KATHLEEN JO CALMUS PO BOX 468 FRAZEE MN 56544
 4 BARNESVILLE MN
 5 500305000 K J SCHRANDT & M J ANDERSON 16694 90TH AVE S 56514

AFFIDAVIT
 [FOR



STATE OF MINNESOTA)

) ss.

COUNTY OF BECKER)

Chad Koenen, being first duly sworn, on oath

1. I am the publisher of the Frazee-Vergas Press and have the knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.


3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

Tuesday, March 12, 2024

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$1.47 per line.

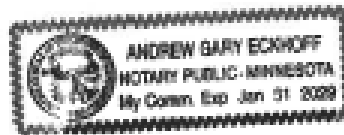
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Otter Tail County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.


 [Signature]

Subscribed and sworn to before me on this 14 day of March, 2024.


 Notary Public



New Business

ORDINANCE 172 – RESCINDING TITLE 2 CHAPTER 2 PARK BOARD OF THE FRAZEE CITY CODE

**CITY OF FRAZEE, MINNESOTA
ORDINANCE NO. 172**

**AN ORDINANCE OF THE CITY OF FRAZEE, MINNESOTA
RESCINDING TITLE 2 CHAPTER 2 PARK BOARD OF THE FRAZEE CITY CODE**

SECTION 1. PURPOSE:

The City Council of the City of Frazee, Minnesota finds that it needs to rescind the chapter of the city code pertaining to the Park Board.

SECTION 2. ADOPTION:

NOW BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF FRAZEE that Title 2 Chapter 2 of the Frazee City Code is hereby rescinded.

SECTION 3. EFFECTIVE DATE:

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

Passed by the City Council of Frazee, Becker County, Minnesota this 27th day of March 2024.

Mark Flemmer, Mayor

Attested:

Stephanie Poegel, Administrator