



CITY COUNCIL MEETING AGENDA

June 26, 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 – [June 12, 2024](#)
 - b. Income Statements
 - c. [Approval of Claims](#)
 - d. [Resolution 0626-2024A – Resolution Accepting Rescue Squad Donations](#)
6. Staff Reports
 - a. [Fire Department](#)
 - b. [Event Center](#)
 - c. [Liquor Store](#)
 - d. [Police Department](#)
 - e. [Rescue](#)
 - f. [Public Works](#)
 - g. [Administration](#)
7. Old Business
 - a. Pay Study Comparative City Review
 - b. [Alcohol & Tobacco License Approvals](#)
8. New Business
 - a. [Purchase of Rescue Radios](#)
 - b. [Resolution 0626-2024A – Resolution Declaring a Vacancy & Appointing an Interim Mayor](#)
9. Council Member Comments
10. Addendum

11. Adjournment

Consent Agenda

MINUTES – JUNE 12, 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: Polly Andersen, Hank Ludtke, Bob Williams, Tom Watson

3. Pledge of Allegiance

4. Open Forum
 - a. Ludtke asked about Mayor’s questions to LCCMR

5. Consent Agenda
 - a. Meeting Minutes – May 22, 2024
 - b. Income Statements
 - c. Approval of Claims
 - d. Notes from the Mayor
 - e. Resolution 0612-2024A – Fire Department Donations
 - f. LSCS Services Agreement for Technology Services

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

6. Committee Reports
 - a. Parks & Recreation Committee – May 22, 2024
 - b. Planning & Zoning Commission – May 28, 2024
 - i. Discussion on water and sewer going into Wannigan Regional Park
 - ii. Discussion on Big Turkey Park and ball fields being a part of the annexation
 - c. Economic Development Authority – May 21, 2024*ADDED
 - d. Wannigan Regional Park Committee – May 21, 2024
 - i. Wannigan Regional Park Opening
 1. Set for June 18, 2024 4-6 pm at the covered bridge
 - ii. Greater MN Parks & Trails Council – Grant Application Summary
 1. Going to apply for about \$1,000,000
 - iii. Started a Plant & Tree Advisory group to give input on trees and plants with a goal of doing a tree planting day next spring
 - iv. Troll is done! Watson doesn’t think Frazee is ready for what is going to happen

- v. Flemmer has concerns regarding a metal pole that is sticking up near the troll and that the bottom of the bridge has openings
- e. Lakeside Cemetery Liaison
 - i. Worked to fix center brick area before Memorial Day weekend and it was damaged by Sunday morning
 - ii. Joan Ketter has funds in an account and would like to put a Veteran's Rock at the cemetery – Flemmer is working on this
- f. Frazee School District
 - i. Track did well at State and students represented Frazee well
 - ii. Summer Rec is up and running

M/S/CU: Rader/Kemper to accept committee reports a presented

7. Old Business

- a. Water Treatment Plant Pay Application #15

M/S/CU: Froeber/Kemper to approve Water Treatment Plant Payment Application #15 of \$2,488 to Rice Lake Construction Group

- b. East Main

- i. AET Proposal for Materials Testing

M/S/CU: Sharp/Rader to approve proposal from AET for up to \$14,900 for materials testing

- ii. East Main is County/Side Streets and Alley are City portions
- iii. Start date of June 24, 2024 with estimated finish latest of November 1
- iv. Detours will be phased throughout the project
- v. Construction meetings will be held Tuesdays at 10AM at the Fire Hall

- c. Town Lake Beach

- i. Resolution 0612-2024B Resolution Approving Plans and Specification and Ordering Advertisement for Bids

M/S/CU: Rader/Froeber to approve Resolution 0612-2024B Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

- d. Attorney

- i. Still waiting to hear from Court on Eagle Lake Park
- ii. Will work on a Cannabis Ordinance

8. New Business

- a. Rescue Squad Member Hiring

M/S/CU: Rader/Froeber to approve hiring Brandon Wirre as a Rescue Squad Member

- b. Seasonal Mowing Hiring

M/S/CU: Kemper/Sharp to approve Ross Axdal as a Seasonal Mower at Grade Seasonal Step 10 \$16.15 per hour

- c. Big Turkey Park Sign

- i. Froeber presented the original plaque that was in place and the replacement; then showed samples of possible replacement with quotes
- ii. Discussion on costs and what to put up
- iii. Consensus to talk with Frazee Area Community Club about the project

9. Council Member Comments

- a. Froeber
 - i. Asked about plexi-glass at City Hall and would like it either removed or adjust to make it easier to hear
 - ii. Parking lines at Event Center – Poegel to talk with Stephenson about marking
 - iii. Unmowed grass at 109 Ash and 512 Main
 - iv. Discussion on a booth at Turkey Days – members will not be available so will not have one
 - v. Check-In with City Administrator – will be held at July 10 meeting
- b. Kemper
 - i. Was approached about having a turkey with head hole for photo opts. If City will supply materials, they will make. Flemmer stated FACC had one; Froeber will ask them about it
- c. Flemmer
 - i. Read a letter of resignation effective at 12:00 am on June 12, 2024

10. Addendum

- a. Approval of Additional Claims

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

- b. Alcohol & Tobacco License Approvals

M/S/CU: Rader/Kemper to approve Alcohol & tobacco licenses as presented

11. Adjournment

M/S/CU: Froeber/Kemper to adjourn at 6:15 pm

Respectfully submitted,
Stephanie C. Poegel
Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS



Payments

Current Period: June 2024

Payments Batch 06262024GEN1 \$24,548.94

Refer	0 BUTLER MACHINERY COMPANY				
Cash Payment	E 100-43100-500 Capital Outlay (GENER	Acct #C31413-1	Loan #M026804		\$577.05
Invoice 56796	6/11/2024				
Cash Payment	E 602-49450-500 Capital Outlay (GENER	Acct #C31413-1	Loan #M026804		\$577.05
Invoice 56796	6/11/2024				
Transaction Date	6/26/2024	Main Checking	10100	Total	\$1,154.10
Refer	0 LAKES COUNTRY SERVICE COOP				
Cash Payment	E 100-41110-324 Technology/Computer E	Technology Services	6/1/24-6/30/24		\$104.61
Invoice 99555	6/5/2024				
Cash Payment	E 100-43100-324 Technology/Computer E	Technology Services	6/1/24-6/30/24		\$104.61
Invoice 99555	6/5/2024				
Cash Payment	E 100-42110-324 Technology/Computer E	Technology Services	6/1/24-6/30/24		\$104.61
Invoice 99555	6/5/2024				
Cash Payment	E 200-42200-324 Technology/Computer E	Technology Services	6/1/24-6/30/24		\$104.61
Invoice 99555	6/5/2024				
Cash Payment	E 100-41400-324 Technology/Computer E	Technology Services	6/1/24-6/30/24		\$104.60
Invoice 99555	6/5/2024				
Transaction Date	6/26/2024	Main Checking	10100	Total	\$523.04
Refer	0 LINCOLN NATIONAL LIFE INS CO	Ck# 000090E	6/18/2024		
Cash Payment	G 100-21705 Short-Long Term-Acc-Dth-D	Coverage: 07/01/2024 to 07/31/2024			\$547.38
Invoice 4714163636	6/11/2024				
Transaction Date	6/18/2024	Main Checking	10100	Total	\$547.38
Refer	0 HSABANK	Ck# 000091E	6/19/2024		
Cash Payment	G 100-21707 Health Savings Payable	Create Date: 06/19/2024			\$1,695.49
Invoice					
Transaction Date	6/19/2024	Main Checking	10100	Total	\$1,695.49
Refer	0 ELAN FINANCIAL SERVICES				
Cash Payment	E 100-45200-404 Repairs/Maint Machiner	Ebay Main Eq. Blades			\$273.53
Invoice June 2024a					
Cash Payment	E 601-49400-322 Postage	UPS Store Postage			\$16.54
Invoice June 2024a					
Cash Payment	E 601-49400-322 Postage	US Post Office Postage			\$5.85
Invoice June 2024a					
Cash Payment	E 100-42110-433 Dues and Subscriptions	POST Dues Fees Licenses			\$90.00
Invoice June 2024a					
Cash Payment	E 100-42110-433 Dues and Subscriptions	POST Dues Fees Serv. Fee			\$1.94
Invoice June 2024a					
Cash Payment	E 100-42110-433 Dues and Subscriptions	POST Dues Fees License Scott Luhman			\$90.00
Invoice June 2024a					
Cash Payment	E 100-42110-433 Dues and Subscriptions	POST Dues Fees Service Fee			\$1.94
Invoice June 2024a					
Cash Payment	E 200-42200-406 Repairs/Maint Vehicles	Webber Main Vehicles			\$79.35
Invoice June 2024a					
Cash Payment	E 100-41400-324 Technology/Computer E	Microsoft Tech/Comp			\$228.17
Invoice June 2024a					



Payments

Current Period: June 2024

Cash Payment	E 100-43100-407	Repairs/Maint Equipmen	Amzn Main Equip Fuel Pump	\$114.57
Invoice	June 2024a			
Cash Payment	E 100-41400-433	Dues and Subscriptions	Timeneye Dues Fees Time tracking software Pro Subscription	\$72.00
Invoice	June 2024a			
Cash Payment	E 100-41400-324	Technology/Computer E	Zoom Tech/Comp	\$42.95
Invoice	June 2024a			
Cash Payment	E 100-42400-322	Postage	US Post Office Postage	\$17.30
Invoice	June 2024a			
Cash Payment	E 100-41400-324	Technology/Computer E	Microsoft Tech/Comp	\$42.00
Invoice	June 2024a			
Cash Payment	E 100-41400-324	Technology/Computer E	Microsoft Tech/Comp	\$228.17
Invoice	June 2024a			
Cash Payment	E 100-41400-210	Operating Supplies (GE	Amzn Op Supp Gen Conf Camera, Chair, Stand 4 Webcam	\$859.19
Invoice	June 2024a			
Cash Payment	E 100-41400-200	Office Supplies (GENER	Amzn Office Supp Gen Memo pads	\$7.70
Invoice	June 2024a			
Cash Payment	E 200-42200-406	Repairs/Maint Vehicles	Webber Main Vehicles	\$79.35
Invoice	June 2024a			
Cash Payment	E 100-41400-433	Dues and Subscriptions	FRGN Trans Fee timeneyeProSub Fee	\$1.44
Invoice	June 2024a			
Transaction Date	6/20/2024	Main Checking	10100	Total \$2,251.99
Refer	0 IRS	Ck# 000092E 6/18/2024		
Cash Payment	G 100-21701	Federal Withholding	PP #13	\$1,146.99
Invoice				
Cash Payment	G 100-21703	FICA Tax Withholding	PP #13	\$1,499.58
Invoice				
Cash Payment	G 601-21701	Federal Withholding	PP #13	\$290.01
Invoice				
Cash Payment	G 601-21703	FICA Tax Withholding	PP #13	\$488.34
Invoice				
Cash Payment	G 602-21701	Federal Withholding	PP #13	\$269.63
Invoice				
Cash Payment	G 602-21703	FICA Tax Withholding	PP #13	\$376.52
Invoice				
Transaction Date	6/18/2024	Main Checking	10100	Total \$4,071.07
Refer	0 IRS	Ck# 000093E 6/20/2024		
Cash Payment	G 100-21703	FICA Tax Withholding	PP #13.01	\$39.66
Invoice				
Transaction Date	6/20/2024	Main Checking	10100	Total \$39.66
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000094E 6/18/2024		
Cash Payment	G 100-21702	State Withholding	PP #13.01	\$5.00
Invoice				
Transaction Date	6/18/2024	Main Checking	10100	Total \$5.00
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000095E 6/17/2024		
Cash Payment	G 100-21702	State Withholding	PP #13	\$748.27
Invoice				



CITY OF FRAZEE

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Payments

Current Period: June 2024

Cash Payment Invoice	G 801-21702 State Withholding		PP #13		\$135.18
Cash Payment Invoice	G 802-21702 State Withholding		PP #13		\$102.62
Transaction Date	6/17/2024	Main Checking	10100	Total	\$986.07
Refer	0 MN PERA		Ck# 000096E 6/18/2024		
Cash Payment Invoice	G 100-21704 PERA		PP #13		\$2,970.70
Cash Payment Invoice	G 801-21704 PERA		PP #13		\$463.51
Cash Payment Invoice	G 802-21704 PERA		PP #13		\$388.45
Transaction Date	6/18/2024	Main Checking	10100	Total	\$3,822.66
Refer	0 AFLAC				
Cash Payment Invoice 312204	G 100-21709 Aflac/Colonial Life 6/11/2024		Acct CB561 T.T.		\$110.34
Cash Payment Invoice 312204	G 802-21709 Aflac/Colonial Life 6/11/2024		Acct CB561 D.T.		\$28.08
Transaction Date	6/26/2024	Main Checking	10100	Total	\$138.42
Refer	0 AUTO VALUE - DETROIT LAKES				
Cash Payment Invoice 53572497	E 100-43100-407 Repairs/Maint Equipmen 6/13/2024		Freon HC134A 12 OZ		\$35.97
Transaction Date	6/26/2024	Main Checking	10100	Total	\$35.97
Refer	0 BECKER CO HIGHWAY DEPT				
Cash Payment Invoice	E 100-43100-408 Repairs/Maint Road Pat 6/13/2024		Main Road Patch Rubberized Crackfiller		\$1,745.02
Transaction Date	6/26/2024	Main Checking	10100	Total	\$1,745.02
Refer	0 INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment Invoice IN4580431	E 100-41400-200 Office Supplies (GENER 6/11/2024		Paper		\$81.37
Transaction Date	6/26/2024	Main Checking	10100	Total	\$81.37
Refer	0 KARIN ANDERSON GRANT WRITIN				
Cash Payment Invoice 2062	E 200-42200-311 Contracts/Professional 6/13/2024		MN Armer Radio, BNSF Railroad, DNR 50/50 Grants		\$1,000.00
Transaction Date	6/26/2024	Main Checking	10100	Total	\$1,000.00
Refer	0 MN FIRE SERVICE CERTIFICATIO				
Cash Payment Invoice 12732	E 200-42200-331 Travel/Training Expense 6/2/2024		Exams & Retest Fees		\$1,310.00
Transaction Date	6/26/2024	Main Checking	10100	Total	\$1,310.00
Refer	0 NORTHLAND TRUST SERVICES				
Cash Payment Invoice	E 305-47000-611 Bond Interest 6/6/2024		Refunding RWH Bonds-2012		\$1,725.00
Transaction Date	6/26/2024	Main Checking	10100	Total	\$1,725.00
Refer	0 PRO HYDRO-TESTING LLC				



Payments

Current Period: June 2024

Cash Payment	E 200-42200-407	Repairs/Maint Equipmen	Hydro-Testing SCBA Cylinders						\$2,080.00
Invoice	104743			5/28/2024					
Transaction Date	6/26/2024		Main Checking	10100		Total			\$2,080.00
Refer	0	SCOTT LUHMAN							
Cash Payment	E 100-42110-331	Travel/Training Expense	Reimbursement Training-Dinner Meal						\$33.42
Invoice				3/19/2024					
Transaction Date	6/26/2024		Main Checking	10100		Total			\$33.42
Refer	0	SWANSONS REPAIR INC							
Cash Payment	E 200-42200-408	Repairs/Maint Vehicles	E-3 FRLINER Pumper Service & Labor						\$1,208.84
Invoice	01-110452			6/6/2024					
Transaction Date	6/26/2024		Main Checking	10100		Total			\$1,208.84
Refer	0	TROPHY HOUSE							
Cash Payment	E 100-41400-210	Operating Supplies (GE	1x3 Name Tag with Magnetic Back						\$25.77
Invoice	0261797			6/13/2024					
Transaction Date	6/26/2024		Main Checking	10100		Total			\$25.77
Refer	0	VERGAS AUTO REPAIR							
Cash Payment	E 200-42200-408	Repairs/Maint Vehicles	1990 Ford -Cab & Chassis F350-7.5L, V8						\$88.69
Invoice	28055			5/21/2024					
Transaction Date	6/26/2024		Main Checking	10100		Total			\$88.69

Fund Summary

	10100	Main Checking	
100 GENERAL FUND			\$13,751.32
200 FIRE FUND			\$5,930.84
305 DS BOND #5 (5049, 5048)			\$1,725.00
601 WATER FUND			\$1,399.43
602 SEWER FUND			\$1,742.35
			<u>\$24,548.94</u>

Pre-Written Checks	\$11,167.31
Checks to be Generated by the Computer	\$13,381.63
Total	<u>\$24,548.94</u>



Payments

Current Period: June 2024

Payments Batch 06262024LSEC1 \$19,083.46

Refer	0 LAKES COUNTRY SERVICE COOP	-			
Cash Payment	E 610-49752-324	Technology/Computer E	Technology Services 6/1/24-6/30/24		\$104.81
Invoice	99555a	6/5/2024			
Cash Payment	E 609-49750-324	Technology/Computer E	Technology Services 6/1/24-6/30/24		\$52.30
Invoice	99555a	6/5/2024			
Cash Payment	E 609-49751-324	Technology/Computer E	Technology Services 6/1/24-6/30/24		\$52.30
Invoice	99555a	6/5/2024			
Transaction Date	6/26/2024	Liquor Store	10101	Total	\$209.21
Refer	0 STEVES SANITATION	-			
Cash Payment	E 609-49750-384	Refuse/Garbage Dispos	Acct 10063		\$105.56
Invoice		5/31/2024			
Cash Payment	E 609-49751-384	Refuse/Garbage Dispos	Acct 10063		\$105.56
Invoice		5/31/2024			
Cash Payment	E 610-49752-384	Refuse/Garbage Dispos	Acct 10063		\$105.55
Invoice		5/31/2024			
Transaction Date	6/26/2024	Liquor Store	10101	Total	\$316.67
Refer	0 ELECTRO WATCHMAN, INC	-			
Cash Payment	E 609-49750-401	Repairs/Maint Buildings	Service Call, Labor, Travel Time		\$67.09
Invoice	424656	6/7/2024			
Cash Payment	E 609-49751-401	Repairs/Maint Buildings	Service Call, Labor, Travel Time		\$67.08
Invoice	424656	6/7/2024			
Cash Payment	E 610-49752-401	Repairs/Maint Buildings	Service Call, Labor, Travel Time		\$67.08
Invoice	424656	6/7/2024			
Cash Payment	E 609-49750-401	Repairs/Maint Buildings	Quarterly Recurring Invoice		\$57.98
Invoice	425475	7/1/2024			
Cash Payment	E 609-49751-401	Repairs/Maint Buildings	Quarterly Recurring Invoice		\$57.98
Invoice	425475	7/1/2024			
Cash Payment	E 610-49752-401	Repairs/Maint Buildings	Quarterly Recurring Invoice		\$57.99
Invoice	425475	7/1/2024			
Transaction Date	6/26/2024	Liquor Store	10101	Total	\$375.20
Refer	0 LINCOLN NATIONAL LIFE INS CO	Ck# 000075E 6/18/2024			
Cash Payment	G 609-21705	Short-Long Term-Acc-Dth-D	Coverage 7/1/2024 - 7/31/2024		\$51.14
Invoice	4714185286	6/11/2024			
Transaction Date	6/18/2024	Liquor Store	10101	Total	\$51.14
Refer	0 HSABANK	Ck# 000076E 6/19/2024			
Cash Payment	G 609-21707	Health Savings Payable	Create Date: 06/19/2024		\$235.18
Invoice					
Transaction Date	6/19/2024	Liquor Store	10101	Total	\$235.18
Refer	0 ELAN FINANCIAL SERVICES	-			
Cash Payment	E 610-49752-211	Cleaning Supplies	Amzn Cleaning Supp. Toilet Bowl		\$47.80
Invoice	June 2024				
Cash Payment	E 610-49752-210	Operating Supplies (GE	Amzn Op Supp. 12 oz Plastic Cups		\$52.28
Invoice	June 2024				
Cash Payment	E 610-49752-210	Operating Supplies (GE	Amzn Op Supp. 16 oz Plastic Cups		\$93.92
Invoice	June 2024				



Payments

Current Period: June 2024

Cash Payment	E 610-49752-210	Operating Supplies (GE	Amzn Op Supp. Paper Towels	\$127.41
Invoice	June 2024			
Cash Payment	E 610-49752-254	Soft Drinks/Mix For Res	Dollar Gen Soft Drinks/mix for Resale	\$47.51
Invoice	June 2024			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Aldi Op Supp. Food	\$34.04
Invoice	June 2024			
Cash Payment	E 609-49751-211	Cleaning Supplies	Dollar Gen Clean Supp	\$8.28
Invoice	June 2024			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Dollar Gen Op Supp Food	\$3.80
Invoice	June 2024			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Dollar Gen Op Supp Gen	\$4.75
Invoice	June 2024			
Cash Payment	E 609-49750-210	Operating Supplies (GE	Amzn Op Supp Gen Ice Bags	\$24.68
Invoice	June 2024			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res	Amzn Soft Drinks/mix resale Red Bull	\$41.88
Invoice	June 2024			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Costco Op Supp Gen	\$14.58
Invoice	June 2024			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res	Costco Soft Drinks/mis Resale	\$66.73
Invoice	June 2024			
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Res	Walmart Soft Drinks/mix resale	\$12.80
Invoice	June 2024			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Walmart Op Supp Food	\$12.77
Invoice	June 2024			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Aldi Op Supp Food	\$14.03
Invoice	June 2024			
Cash Payment	E 609-49750-210	Operating Supplies (GE	Amzn Op Supp Gen	\$66.58
Invoice	June 2024			
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Res	Walmart Soft Drinks/mix Resale	\$10.29
Invoice	June 2024			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Walmart Soft Drinks/mix resale	\$17.98
Invoice	June 2024			
Transaction Date	6/26/2024	Liquor Store	10101	Total \$700.05
Refer	0 BERGSETH BROS			
Cash Payment	E 609-49750-252	Beer For Resale	Beer for Resale	\$2,162.95
Invoice	351596	6/13/2024		
Cash Payment	E 609-49750-252	Beer For Resale	Beer for Resale	\$1,638.10
Invoice	352719	6/20/2024		
Transaction Date	6/20/2024	Liquor Store	10101	Total \$3,801.05
Refer	0 BEVERAGE WHOLESALERS, INC			
Cash Payment	E 609-49750-252	Beer For Resale	Beer for Resale	\$1,995.15
Invoice	332416	6/13/2024		
Cash Payment	E 609-49750-252	Beer For Resale	Beer for Resale	\$131.25
Invoice	332991	6/14/2024		
Transaction Date	6/20/2024	Liquor Store	10101	Total \$2,126.40
Refer	0 DS BEVERAGES INC			
Cash Payment	E 609-49750-256	THC/CBD For Resale	THC/CBD for Resale	\$450.00
Invoice	898-01045	6/12/2024		



Payments

Current Period: June 2024

Cash Payment	E 609-49750-258	THC/CBD For Resale	THC/CBD for Resale	\$270.00
Invoice	793463	6/12/2024		
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res	Soft Drinks Mix for Resale	\$11.64
Invoice	793463	6/12/2024		
Cash Payment	E 609-49750-252	Beer For Resale	Beer for Resale	\$1,511.10
Invoice	793463	6/12/2024		
Cash Payment	E 610-49752-252	Beer For Resale	Beer for Resale	\$147.00
Invoice	795429	6/19/2024		
Cash Payment	E 609-49750-256	THC/CBD For Resale	THC/CBD for Resale	\$90.00
Invoice	795428	6/19/2024		
Cash Payment	E 609-49750-252	Beer For Resale	Beer for Resale	\$2,383.45
Invoice	795428	6/19/2024		
Transaction Date	6/20/2024	Liquor Store	10101	Total \$4,863.19
Refer	0 VESTIS			
Cash Payment	E 610-49752-410	Rentals (GENERAL)	Acct. 162631400 Rental	\$82.36
Invoice	252006324	6/13/2024		
Cash Payment	E 610-49752-211	Cleaning Supplies	Acct. 162631400	\$92.80
Invoice	2520412043	6/20/2024		
Cash Payment	E 609-49750-211	Cleaning Supplies	Acct. 161630211	\$51.91
Invoice	2520412042	6/20/2024		
Cash Payment	E 609-49751-211	Cleaning Supplies	Acct. 161630211	\$51.91
Invoice	2520412042	6/20/2024		
Transaction Date	6/26/2024	Liquor Store	10101	Total \$278.98
Refer	0 BREAKTHRU BEVERAGE			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor for Resale	\$418.31
Invoice	116319355	6/18/2024		
Transaction Date	6/26/2024	Liquor Store	10101	Total \$418.31
Refer	0 VIKING COCA COLA BOTTLING CO			
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Res	Soft Drinks/Mix for Resale	\$122.50
Invoice	3416029	6/19/2024		
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res	Soft Drinks/Mix for Resale	\$144.55
Invoice	3416029	6/19/2024		
Transaction Date	6/26/2024	Liquor Store	10101	Total \$267.05
Refer	0 ECOLAB PEST ELIM DIV			
Cash Payment	E 609-49751-401	Repairs/Maint Buildings	Large Fly Program	\$47.48
Invoice	5543297	6/18/2024		
Cash Payment	E 609-49750-401	Repairs/Maint Buildings	Large Fly Program	\$47.48
Invoice	5543297	6/18/2024		
Cash Payment	E 610-49752-401	Repairs/Maint Buildings	Large Fly Program	\$47.48
Invoice	5543297	6/18/2024		
Transaction Date	6/26/2024	Liquor Store	10101	Total \$142.44
Refer	0 JOHNSON BROTHERS LIQUOR CO			
Cash Payment	E 610-49752-253	Wine For Resale	Wine for Resale	\$73.98
Invoice	2562241	6/18/2024		
Cash Payment	E 609-49750-253	Wine For Resale	Wine for Resale	\$257.99
Invoice	2562240	6/18/2024		
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor for Resale	\$1,470.51
Invoice	2562240	6/18/2024		



Payments

Current Period: June 2024

Transaction Date	6/26/2024	Liquor Store	10101	Total	\$1,802.48
Refer	0 PHILLIPS WINE & SPIRITS	-			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor for Resale			\$1,158.56
Invoice	6800016 6/18/2024				
Cash Payment	E 610-49752-251 Liquor For Resale	Liquor for Resale			\$177.98
Invoice	6800017 6/18/2024				
Transaction Date	6/26/2024	Liquor Store	10101	Total	\$1,336.54
Refer	0 SOUTHERN GLAZERS OF MN	Ck# 000077E 6/20/2024			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor for Resale			\$321.40
Invoice	2492327 6/14/2024				
Cash Payment	E 609-49750-253 Wine For Resale	Wine for Resale			\$43.85
Invoice	2492327 6/14/2024				
Transaction Date	6/26/2024	Liquor Store	10101	Total	\$365.25
Refer	0 IRS	Ck# 000078E 6/20/2024			
Cash Payment	G 609-21701 Federal Withholding	PP #13			\$136.01
Invoice					
Cash Payment	G 609-21703 FICA Tax Withholding	PP #13			\$657.96
Invoice					
Cash Payment	G 610-21703 FICA Tax Withholding	PP #13			\$31.90
Invoice					
Transaction Date	6/26/2024	Liquor Store	10101	Total	\$825.87
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000079E 6/17/2024			
Cash Payment	G 609-21702 State Withholding	PP #13			\$123.03
Invoice					
Transaction Date	6/17/2024	Liquor Store	10101	Total	\$123.03
Refer	0 MN PERA	Ck# 000080E 6/18/2024			
Cash Payment	G 609-21704 PERA	PP #13			\$624.57
Invoice					
Cash Payment	G 610-21704 PERA	PP #13			\$29.21
Invoice					
Transaction Date	6/18/2024	Liquor Store	10101	Total	\$653.78
Refer	0 ND CHILD SUPPORT	-			
Cash Payment	G 609-21712 Garishment Payable	Remittance ID 102107			\$191.64
Invoice					
Transaction Date	6/26/2024	Liquor Store	10101	Total	\$191.64

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$17,696.60
610 EVENT CENTER FUND		\$1,386.86
		<u>\$19,083.46</u>

Pre-Written Checks	\$2,254.25
Checks to be Generated by the Computer	\$16,829.21
Total	\$19,083.46

Consent Agenda

RESOLUTION 0626-2024A – RESOLUTION ACCEPTING RESCUE SQUAD 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. 0626-2024A

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR RESCUE SQUAD 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 Rescue Squad is a vital necessity for the City of Frazee, surrounding Townships, and Counties; and

WHEREAS; the following persons have generously donated the amounts set forth below to the Frazee Rescue Squad:

<u>Name of Donor</u>	<u>Amount</u>
Ryan & Annie Vigen	\$40.00

WHEREAS: It is the desire of the donor to use this donation towards the needs of the Frazee Rescue Squad; 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 towards the needs of the Frazee Rescue Squad.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 26th of June 2024 by the City Council of Frazee. With the following voting:

	Froeber	Kemper	Rader	Sharp	
Aye					
Nay					
Abstain					
Absent					

Mike Sharp,
Vice Mayor

Stephanie Poegel,
City Administrator

Staff Reports

FIRE DEPARTMENT

1. Membership

- 22 – Total Firefighters
- 2 – Probationary Firefighters

2. Calls For Service

- May Fire Calls – 3

Year to Date – 41 total calls

May Mutual Aid Calls - 0

1 – Structure Fire

1 – Grass Fire

1 – Assist other Agency

3. Training Report

June

- June 26th. – Auto Extrication
- July 24th. – Fire Ground Operations (Acquired Structure Burn)
- August 25th. – Rural Water Operations

We reduced training in the summer months (May-Aug) to one night per month to give time back to the Firefighters and their families.

4. Grant Updates

- BNSF Grant – Working on the application, new wildland water packs & tools.
- DNR Grant – 50/50 Match, submitting for 5 new pagers. (Need A resolution to send to the Grant writer)
- ARMER Grant – 10/15 New Radios, Up to \$40,000

5. New Business

- Looking to host an open house during Turkey Days
- 3 new applications to the Fire department, New FF Testing will be conducted July 10th.

Staff Reports

EVENT CENTER – NO REPORT AT TIME OF PRINTING

Staff Reports

LIQUOR STORE

- CC processor saved \$1355.96 this month. Which means our new machines are paid for in less than 2 months! Everything from here on out is extra savings

- June started out busy. We had a great turnout for Barry's Benefit which led to a great day for us.

- New hours- A little too early to tell but overall we are seeing people take advantage of the extra hours

- Busy getting ready for Turkey Days - we have:

-Friday Pizza puzzles & beer & Karaoke

-Saturday Bean Bag Tournament & Dance

-Sunday Bar for Derby

Staff Reports

POLICE DEPARTMENT

May 16, 2024-June 19, 2024

Provide code violations of property by quantity and status: 9 properties noted for Grass and Weeds: 5 taken care of and 4 still in the works. Several just came up on the 19th.

Provide code violations of vehicles by quantity and status: 1 vehicle parked in the front yard has been moved.

Report of any vehicle accidents in Frazee: 2 motor vehicle crashes

Report landlord violations and status: Zero landlord violations.

Upcoming events for the next month... Continual monitoring of city ordinance violations with focus on grass and weeds.

City Ordinance Violation Log 2024							
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
111 Lake St N	Public Nuisances 4-1-4	by phone 04/07/24					
312 Walnut Ave W	Nuisances Parking 4-1-6	in Person 5/4/2024					
210 Willow Ave W	Nuisances Parking 4-1-6						
602 2nd St SW	Inoperable MV 4-1-7						
204 Oak Ave E	Inoperable MV 4-1-7						
112 Pine Ave	Nuisances Parking 4-1-6	in Person 5/13/2024					
106 Oak Ave E	Inoperable MV 4-1-7	in Person 5/13/2024					
607 2nd St E TRLR 20	Inoperable MV 4-1-7						
607 2nd St E TRLR 17	Inoperable MV 4-1-7	in Person 5/13/2024					
607 2nd St E TRLR 8	Inoperable MV 4-1-7						
607 2nd St E TRLR 11	Inoperable MV 4-1-7	TYLER					
102 Maple Ave W	Grass and Weeds	In person and letter. 5/28/2024				Mowed	
204 Ash Ave W	Grass and Weeds	5/30/2024				Mowed	
604 Main Ave E	Vehicle in front yard	5/29/2024				Moved	
510 Lake St S	Grass and Weeds	5/30/2024, phone call				Mowed 6/1/2024	

101 Maple Ave E	Grass and Weeds	6/6/2024, In person				Mowed, 6/12/2024	
512 Main Ave W	Grass and Weeds	6/19/2024, contact property owner					
508 Ash Ave W	Grass and Weeds, 6/19/2024						
607 Cherry Ave	Grass and Weeds, 6/19/2024						
609 Cherry Ave	Grass and Weeds, 6/19/2024						

Staff Reports

RESCUE

May 2024

Total Calls - 21 (In City - 9 / Outside City - 12 Responded - 12)

Noteworthy

- Rescue Rig was out of service for multiple days.
 - Repair made to block heater (always in use when parked).
 - Repair of the 120V electrical system.
 - New front tires installed, along with alignment.
- West Central MN EMS
 - Donated an electronic flare kit that will be utilized for scene safety and helicopter landing zones.
 - There are six beacons that communicate with each other and can work with the same units other agencies possess.
 - Donated a Lifevac anti-choking device.
 - Donated tourniquets.
- AED's - Becker County Sheriff's Office
 - Rescue acquired ten (10) Zoll AED PLUS defibrillators that had been utilized by the Sheriff's Office until they had acquired new models through a grant.
 - These units will be provided to our members as part of their issued emergency response equipment.
 - According to the American Heart Association:
 - "Your chances of survival while waiting for emergency medical services during a cardiac emergency decrease by 10% every minute without CPR."
 - "Of the people with cardiac arrest who receive a shock from an AED in the first minute, 9 out of 10 live."
 - A review of current Bylaws is underway and will be submitted to the Council once completed.
 - Development of Policies & Procedures are also being worked on to allow rescue members clear guidelines.

Medical Protocols are provided by our Medical Director, Dr. Studer (Perham Health).

- Rescue Funds
 - We have been working with the City Administrator to transfer funds to City accounts, which had been held in Rescue accounts.

REQUEST AUTHORIZATION TO PURCHASE - 10 Motorola Radios/Microphone/Chargers

- State Bid - \$58,176.40 (Attached) / Programming - \$850 (Attached)
- These radios would be issued to our members as part of their issued emergency response equipment.
- The model selected will accommodate encryption mandates in the foreseeable future, along with allowing some programming to be done by the Becker County Sheriff's Office.
- At this time Rescue has a limited number of radios.
 - The radio models are not all the same, with different layouts and buttons, which causes inefficiency when utilizing them.
- Due to supply chain issues expected delivery is up to several months after the order is placed.
 - Grant opportunities are being explored for possible reimbursement of partial cost.

Respectfully Submitted - 06/19/24
Matthew Johnson

Staff Reports

PUBLIC WORKS – NO REPORT AT TIME OF PRINTING

Staff Reports

ADMINISTRATION

1. General Updates
 - a. **Property Inquires** – Working on a home build that is near a water main
 - b. **Safety/OSHA Work** – Need to send chemicals/products lists for public works, fire and rescue departments
 - c. **Website Updates** – The “Projects” page is being developed and the Parks page is being updated
 - d. **Council Pay** – The Finance Committee is meeting to discuss this on Tuesday
 - e. **Revenue Recapture** – Will be setting up the training for this summer
 - f. **Audit 2023** – Colleen is reviewing documents and making requests as needed
 - g. **Becker County Hazard Mitigation Plan** – Our response was submitted in March and we are waiting for the next step in the process.
 - h. **Wellhead Protection Plan** – After the public hearing, documents were submitted to the state and we are waiting to hear back on approval
 - i. **Salary Classification & Compensation Study** – I met with DDA personnel and came up with a preliminary listing of communities to compare with. Personnel/Finance will discuss this and bring it to the meeting for approval
 - j. **OK Lumber Parcel** – Waiting for this to be recorded at the County. Given to City Attorney on 11/13/23. I emailed for an update.
 - k. **All-n-All Pump Area Property** – It was determined that there was a mistake when the property was recorded initially and has been fixed

- 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. Working on January financials – getting closer, we are working on transferring any outstanding items from the old system to the new one
3. Projects
 - a. **Event Center/Liquor Store Roof** – HVAC - Liquor Store side done, Event Center side is in progress: Shingling – Bid Specs have been posted to the website and Facebook page
 - b. **Town Lake Beach** – Bid spec is posted; bids will be opened by the Park & Rec committee on July 9 and have a recommendation for the Council at the July 10 meeting
 - c. **Eagle Lake Park** – Closing has been delayed by the courts; still waiting to hear when we can close; a revised purchase agreement will be drafted with the new date once we have information from the court
 - d. **East Main Project** – Work is beginning! There will be weekly construction meetings each Tuesday starting on Tuesday, July 2, at 10 AM at the Fire Hall
 - e. **Heartland Trail** – The construction on the segment from the bridge over C.S.A.H 30 and MN State Hwy 87 will be happening this year
4. In addition to the regular monthly tasks, utility billing and payroll, in May, we processed
 - a. 14 campsite rentals
 - b. 2 pet licenses (52 licenses issued by 5/31/2024)
 - c. 2 building permits
 - d. Rental registrations
 - i. 209 total registrations (revised from 228*); 19 have submitted paperwork; 0 complete
 - e. Rental inspections
 - i. 66 total inspections (revised from 83*); 45 units have submitted paperwork; 0 complete

* The revised number is due to homes that were previously believed to be rental are actually owned by the individual living in them

5. Grants
 - a. Wannigan
 - i. LCCMR Funding – Reimbursement request #2 is in the works; committee is working on amendment for utilization of the remaining funds towards Phase I work; Annual monitoring completed this week
 - ii. ReLEAF – Anderson working on this
 - iii. TAP – Waiting for final approval late this summer
 - iv. ATI – We were approved! Engineering is being completed
 - v. GMRPTC – Application is in the works – due end of July
 - b. 2024 Minnesota Bonding Request – The state did not approve a bonding package. We will resubmit next year.
 - c. Frazee Resource Center – Grant funds have been received and will be disbursed as expenses occur
6. Sick/Vacation Days
 - a. July 9 – In & out throughout the day
 - b. July 11 – All day
 - c. July 16 – Afternoon

Old Business

ALCOHOL & TOBACCO LICENSE APPROVALS

Alcohol License

- VFW Post 7702
- The Gobbler Grub & Pub

Tobacco License

- Dollar General

New Business

PURCHASE OF RESCUE RADIOS

Quote Number: QUOTE-2650452

Quote Created By:
Trista Walla

Billing Address:
FRAZEE RESCUE
222 W MAIN ST
FRAZEE MN, 56544

Quote Date: 2024-05-23
Expiration Date: 2024-07-22
Contract Name: 20927 - MN DOT 209493

Customer: FRAZEE RESCUE

Currency: USD

Terms and Conditions: none

Line #	Item Number	Description	Quantity	Unit List Price	Ext. List Price	Discount %	Discount \$	Unit Sale Price	Ext. Sale Price	APC	Parametric Data	
1	APX™ 6000 Series H88UCSPWGBN	APX6000 700/800 MODEL 2.5 PORTABLE	10	\$3,950.00	\$35,950.00	28.00%	\$1,006.60	\$27,568.40	\$25,884.00	0451		
1b	Q381AR	ADD: P25 9600 BAUD TRUNKING	10	\$330.00	\$3,300.00	28.00%	\$92.40	\$227.60	\$2,376.00	0451		
1b	Q384L	ADD: 3T ESSENTIAL SERVICE	10	\$184.00	\$1,840.00	0.00%	\$0.00	\$184.00	\$1,840.00	0195		
1c	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADF	10	\$879.00	\$8,790.00	28.00%	\$246.12	\$632.88	\$6,328.80	0451		
1d	Q498AY	ENH: ASTRO 25 OTAR W/ MULTITKEY	10	\$814.00	\$8,140.00	28.00%	\$227.92	\$586.08	\$5,860.80	0451		
1e	H38BT	ADD: SMARTZONE OPERATION	10	\$1,320.00	\$13,200.00	28.00%	\$369.60	\$950.40	\$9,504.00	0451		
1f	Q409112AB	ADD: BASELINE RELEASE SW	10	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0451		
1g	Q406BK	ADD: ASTRO DIGITAL CAL OPERATION	10	\$57.00	\$570.00	28.00%	\$156.76	\$408.24	\$4,082.40	0451		
	Standalone Items	CHARGER, SINGLE UNIT, IMPRES 2.3A, 115VAC, US/NA	10	\$186.50	\$1,865.00	28.00%	\$52.22	\$134.28	\$1,342.80	0795		
2	NN1N8860B	Standalone Items	10	\$143.64	\$1,436.40	33.33%	\$47.88	\$95.76	\$957.60	0372		
3	PM1N4093AL	MICROPHONE, IMPRES RSM, 3.5MM JACK, IP55	10	\$143.64	\$1,436.40	33.33%	\$47.88	\$95.76	\$957.60	0372		
									Net Total	\$58,176.40		
									Estimated Tax	\$0.00		
									Estimated Freight	\$0.00		
									Grand Total	\$58,176.40		



55 North Third St.
Fargo, ND 58102
Phone #: 701.293.9561
Fax #: 701.241.6725

QUOTATION
205017192

Page 1

Bill To:
Frazee, City Of
Box 387
Frazee, MN 56544-0000

Ship To:
Frazee, City Of
Box 387
Frazee, MN 56544-0000

Attn:
218-589-8707

Date: 05/23/2024		Customer Rep: Trista Walla		Terms: Due Upon Receipt	
Qty	Item	Description	Unit Price	Extended	
10	PROGRAM MN	PROGRAMMING OF NEW EQUIPMENT DONE IN MN Programming of (10) APX6000 portable radios	85.00	850.00	

Subtotal : \$850.00
Tax : \$0.00
Total Quote : \$850.00

Quote valid for 30 days

Quotes exceeding \$10,000 are subject to a 50% down payment. If applicable, progress payments may be required.

6/20/24

To: Motorola, Solutions
1309 E. Algonquin Rd.
Schaumburg, IL 60196

Re: Purchase of Motorola radio communications equipment

The **City of Frazee** does not have a formal purchase order system. This letter serves as authorization for Motorola to place an order for the communications equipment on the attached sheet for a purchase price of **\$58,176.40**.

The **City of Frazee** agrees to pay Motorola for the equipment "Net 30 days upon shipment" to:

MidStates Wireless
55 North 3rd Street
Fargo, ND 58102

When Motorola invoices **City of Frazee** the invoice should reference MN DOT 209493 Addition and be sent to **Stephanie Poegel** at the following address:

City of Frazee
222 West Main Ave
Frazee MN, 56544

Bill to Email- cityadmin@frazeecity.com

For taxation purposes, even if tax-exempt, the equipment sold to **City of Frazee** will ultimately reside at the following address:

Frazee Rescue
513 Birch Avenue West
Frazee MN, 56544

Payments can be authorized solely on this document. I submit that I am a duly authorized official of our entity and that my signature makes this a legal and binding document, and that funding has been encumbered for this order. The Contract Terms and Conditions to be applied to this project are per MN DOT 209493

If you have any questions regarding this order, please feel free to contact Trista Walla at 701-293-9561.

Sincerely yours,

By: _____
Stephanie Poegel

New Business

RESOLUTION 0626-2024B – RESOLUTION DECLARING A VACANCY & APPOINTING AN INTERIM MAYOR



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. 0626-2024B

A RESOLUTION DECLARING A VACANCY & APPOINTING AN INTERIM MAYOR

WHEREAS; Mark Flemmer was elected to the position of Mayor for the term of 2023-2026 in the 2022 election; and

WHEREAS; at the June 12, 2024 City Council meeting Mayor Mark Flemmer resigned from his position effective at 12:00 am, June 13, 2024; and

WHEREAS; there are more than two (2) years left on Mayor Flemmer's term at the time of his resignation,

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

1. that _____ fill the position of Interim Mayor until the 2024 election is held; and
2. that a special election be held at the November 5, 2024 general election to fill the remaining 2 years of the Mayor's term beginning at the November 13, 2024 City Council meeting.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 26th of June 2024 by the City Council of Frazee. With the following voting:

	Froeber	Kemper	Rader	Sharp	
Aye					
Nay					
Abstain					
Absent					

Mike Sharp,
Vice Mayor

Stephanie Poegel,
City Administrator