



## **CITY COUNCIL MEETING AGENDA**

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

[ZOOM LINK](#)

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Open Forum
  - a. Julia Blair – DL/Frazee Trolls Concern
5. Consent Agenda
  - a. [Meeting Minutes – June 26, 2024](#)
  - b. Income Statements
  - c. [Approval of Claims](#)
  - d. [Resolution 0710-2024A – Resolution Governing Write-In Voting Counting](#)
6. Committee Reports
  - a. [Parks & Recreation Committee](#)
  - b. [Wannigan Regional Park Committee](#)
  - c. [Planning & Zoning](#)
  - d. [Finance Committee](#)
  - e. [Economic Development Authority](#)
  - f. Lakeside Cemetery Liaison
  - g. Frazee School District
7. Old Business
  - a. Pedal Pusher Park Renaming
  - b. Town Lake Beach Bids
8. New Business
  - a. [LARL Rental Agreement 2024-2025](#)
  - b. [Resolution 0710-2024B – Resolution to Certificate of Deposit and Deposit Funds](#)
9. Council Member Comments
10. Addendum

a. Approval of Additional Claims

11. Adjournment

# Consent Agenda

MINUTES – JUNE 26, 2024

1. Call the Meeting to Order
  - a. Meeting called to order by Vice-Mayor Mike Sharp at 5:00 pm at the Frazee Event Center
  
2. Roll Call
  - a. Members Present: Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
  - b. Members Absent: None
  - c. Staff: Matt Johnson, Stephanie Poegel, Larry Stephenson, Jolene Tappe, Tyler Trieglaff, Amanda Young
  - d. Contracted Services: None
  - e. Guests: Bob Williams, Hank Ludtke
  
3. Pledge of Allegiance
  
4. Open Forum
  - a. Hank Ludtke spoke about the County EDA looking for the location of their next housing project and day care needs; the traffic on North River Drive is creating dust issues with the neighbors – lengthy discussion on how to fix the problem, doing calcium chloride, and what the best course of action is; there is a weed issue at Wannigan that FCDC is working on;
  
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

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

6. Staff Reports
  - a. Fire Department
    - i. Written report reviewed
  - b. Event Center
    - i. New HVAC up and running – need to take units off of roof
    - ii. Busy every weekend
    - iii. Landscaping done – thank you to the helper!
    - iv. Bids for the roof are out
  - c. Liquor Store
    - i. Written report reviewed
    - ii. June 1 was a \$6,000 day
    - iii. Monday lunches are hit & miss
    - iv. Extra open hours are good on Thursday; slower on Tuesday & Wednesday – doing ½ price apps on Tuesdays
    - v. Planning for a busy July 4<sup>th</sup> week

- vi. Issues with the walk-in cooler again
- vii. All good on help right now
- d. Police Department
  - i. Written report reviewed
  - ii. Trieglaff & Luhman went to training
  - iii. Received \$5,250 for van and \$5,250 for motorcycle – will need to use funds for DWI enforcement
- e. Rescue
  - i. Written report reviewed
  - ii. Discussion on encryption mandates for radios
- f. Public Works
  - i. Liquor Store/Event Center roof bids were posted
  - ii. MPCA report came back and changes need to be addressed
  - iii. Gazebo area moving forward – concrete poured today
  - iv. Swimming dock was put in
  - v. DNR coming to work on the fishing pier
  - vi. Lions Park restroom was fixed – lines filled with tree roots
  - vii. East Main project has started and is going full bore
  - viii. Department of Ag is getting water for turkey farmers
- g. Administration
  - i. Written report reviewed

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

#### 7. Old Business

- a. Pay Study Comparative City Review

**M/S/CU:** Rader/Froeber to approve using the 10 identified cities for comparisons: Ada, Elbow Lake, Fosston, Glyndon, Mahnomon, Menahga, New London, New York Mills, Red Lake Falls, Royalton; and spotlight of Detroit Lakes

- b. Alcohol & Tobacco License Approvals

**M/S/CU:** Froeber/Kemper to approve alcohol and tobacco licenses as presented

#### 8. New Business

- a. Purchase of Rescue Radios

**M/S/CU:** Froeber/Rader to approve quote from Motorola Solutions for \$58,176.40 for rescue radios

**M/S/CU:** Froeber/Kemper to approve quote from MidStates Wireless for programming of rescue radio programming of \$850

- b. Resolution 0626-2024A – Resolution Declaring a Vacancy & Appointing an Interim Mayor

- i. Discussion to appoint Mike Sharp as interim Mayor

**M/S/C (Abstain – Sharp):** Kemper/Froeber to approve Resolution 0626-2024A – Resolution Declaration a Vacancy & Appointing Mike Sharp as Interim Mayor

- c. Election Judges 2024

**M/S/CU:** Froeber/Rader to approve Stephanie Poegel, Nancy Kiehl, Lee Amundson, James Froeber, Virgil Johns, Barbara Long, Kenneth Miosek, Beverly Mitchell, Gerald Mitchell, April Wurst, Tina Hansmeier (Alternate) as 2024 election judges

d. Vacancy for Mike Sharp's Council Position

- i. Discussion on the process for filling a temporary Council position, the amount of time until a new candidate would be appointed and when their time would end
- ii. Consensus to leave the position vacant at this point

**M/S/CU:** Froeber/Kemper to appoint Jim Rader as interim Vice-Mayor

9. Council Member Comments

a. Council Member Pay

- i. Consensus of Finance Committee was to leave the pay as it currently is; the last increase was in 2008

10. Addendum

a. Approval of Additional Claims

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

b. Highway 87 Project Change Orders Approvals

**M/S/CU:** Froeber/Kemper to approve Highway 87 change orders

11. Adjournment

**M/S/CU:** Froeber/Rader to adjourn at 5:57 pm

Respectfully submitted,

*Stephanie C. Poegel*

Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS



Payments

Current Period: June 2024

Payments Batch 07102024GEN1 \$43,278.08

Refer	0	AUTO VALUE - DETROIT LAKES	-			
Cash Payment	E 100-43100-406	Repairs/Maint Vehicles	Filters, Oil, Degreaser			\$79.77
Invoice	53574088	6/26/2024				
Transaction Date	7/3/2024	Main Checking	10100	Total		\$79.77
Refer	0	ACTIVE 911	-			
Cash Payment	E 200-42200-433	Dues and Subscriptions	Subscription Renewals - Active Alert & Family SMS			\$442.25
Invoice	574328	6/27/2024				
Transaction Date	7/10/2024	Main Checking	10100	Total		\$442.25
Refer	0	ALEX AIR APPARATUS 2 LLC	-			
Cash Payment	E 200-42200-240	Small Tools and Minor E				\$2,018.42
Invoice	INV-50309	6/25/2024				
Transaction Date	7/10/2024	Main Checking	10100	Total		\$2,018.42
Refer	0	BLACK DOG PROPERTY SERVICE	-			
Cash Payment	E 230-49010-311	Contracts/Professional	Mowed Entire Grounds on 6/5-6/7/24 & 6/28-7/1/24			\$900.00
Invoice	4241	7/2/2024				
Transaction Date	7/10/2024	Main Checking	10100	Total		\$900.00
Refer	0	FRAZEE ELECTRIC, INC	-			
Cash Payment	E 100-45200-220	Repair/Maint Supply (G	PVC items			\$36.26
Invoice	13333	6/27/2024				
Transaction Date	7/10/2024	Main Checking	10100	Total		\$36.26
Refer	0	LEIGHTON BROADCASTING-DETR	-			
Cash Payment	E 851-48500-300	Professional Svcs (GEN	TV3 Air Date 06/06/24			\$135.00
Invoice	227636-6	6/30/2024				
Transaction Date	7/10/2024	Main Checking	10100	Total		\$135.00
Refer	0	NANCY KIEHL	-			
Cash Payment	E 100-41410-331	Travel/Training Expense	Reimbursement for Mileage to Election Training Health Care			\$11.12
Invoice		6/27/2024				
Transaction Date	7/10/2024	Main Checking	10100	Total		\$11.12
Refer	0	NANCY KAY KIEHL	-			
Cash Payment	E 656-48500-311	Contracts/Professional	Cleaning DTI Building - Public Restrooms, Corridor, Windows			\$315.00
Invoice	June 2024	6/30/2024				
Transaction Date	7/10/2024	Main Checking	10100	Total		\$315.00
Refer	0	NORTHVIEW BANK	-			
Cash Payment	E 308-47000-811	Bond Interest	Municipal Bond 2016A Interest ONLY			\$752.52
Invoice		6/21/2024				
Cash Payment	E 601-49400-811	Bond Interest	Municipal Bond 2016A Interest ONLY			\$271.74
Invoice		6/21/2024				
Cash Payment	E 602-49450-811	Bond Interest	Municipal Bond 2016A Interest ONLY			\$271.74
Invoice		6/21/2024				
Cash Payment	E 308-47000-811	Bond Interest	Municipal Bond 2014A Interest ONLY			\$1,751.50
Invoice		6/21/2024				



Payments

Current Period: June 2024

Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b>	<b>\$3,047.50</b>
Refer	0 MN ENERGY RESOURCES				
Cash Payment	E 601-49400-383 Gas Utilities	Pump WTP Acct 0506958452-00002			\$35.31
Invoice	6/21/2024				
Cash Payment	E 100-43100-383 Gas Utilities	601 Birch Acct 0503556745-00001			\$39.91
Invoice	6/21/2024				
Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b>	<b>\$75.22</b>
Refer	0 RAMSTAD, SKOYLES, WINTERS &				
Cash Payment	E 100-42110-304 Legal Fees	Monthly Prosecution Fee			\$600.00
Invoice	15355 6/28/2024				
Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b>	<b>\$600.00</b>
Refer	0 VERIZON				
Cash Payment	E 601-49400-321 Telephone	Acct #642558919-00001			\$49.34
Invoice	9967390794 6/23/2024				
Cash Payment	E 602-49450-321 Telephone	Acct #642558919-00001			\$49.34
Invoice	9967390794 6/23/2024				
Cash Payment	E 100-42110-321 Telephone	Acct #642558919-00001			\$49.34
Invoice	9967390794 6/23/2024				
Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b>	<b>\$148.02</b>
Refer	0 VERIZON				
Cash Payment	E 100-42110-324 Technology/Computer E	Technology/Computer Exp. Acct #288851295-00001			\$105.05
Invoice	9967334646 6/23/2024				
Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b>	<b>\$105.05</b>
Refer	0 WIDSETH				
Cash Payment	E 404-45200-303 Engineering Fees	Project #2024-10117 Frazee Town Lake Park Pavillion Pro. Serv thru 6/14/2024			\$11,991.00
Invoice	231273 6/21/2024				
Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b>	<b>\$11,991.00</b>
Refer	0 WEBBER FAMILY MOTORS & QUIC				
Cash Payment	E 100-42110-406 Repairs/Maint Vehicles	Work done on - 2014 Ford Utility Police			\$64.95
Invoice	865338/1 7/2/2024				
Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b>	<b>\$64.95</b>
Refer	0 LEAGUE OF MN CITIES INS. TRUS				
Cash Payment	E 100-41400-151 Worker s Comp Insuran	Acct #10002930 Workers Compensation Coverage Premium			\$270.00
Invoice	6/17/2024				
Cash Payment	E 100-42110-151 Worker s Comp Insuran	Acct #10002930 Workers Compensation Coverage Premium			\$2,855.00
Invoice	6/17/2024				
Cash Payment	E 200-42200-151 Worker s Comp Insuran	Acct #10002930 Workers Compensation Coverage Premium			-\$10.00
Invoice	6/17/2024				
Cash Payment	E 201-42300-151 Worker s Comp Insuran	Acct #10002930 Workers Compensation Coverage Premium			-\$507.00
Invoice	6/17/2024				



Payments

Current Period: June 2024

Cash Payment	E 100-43100-151	Worker s Comp Insuran	Acct #10002930 Workers Compensation Coverage Premium	\$975.00
Invoice		6/17/2024		
Cash Payment	E 100-45200-151	Worker s Comp Insuran	Acct #10002930 Workers Compensation Coverage Premium	\$285.00
Invoice		6/17/2024		
Cash Payment	E 601-49400-151	Worker s Comp Insuran	Acct #10002930 Workers Compensation Coverage Premium	\$410.00
Invoice		6/17/2024		
Cash Payment	E 602-49450-151	Worker s Comp Insuran	Acct #10002930 Workers Compensation Coverage Premium	\$404.00
Invoice		6/17/2024		
Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b> \$4,682.00
Refer	0 HSABANK		<u>Ck# 000102E 7/3/2024</u>	
Cash Payment	G 100-21707	Health Savings Payable	Create Date: 07/03/2024	\$1,695.49
Invoice		7/3/2024		
Transaction Date	7/3/2024	Main Checking	10100	<b>Total</b> \$1,695.49
Refer	0 IRS		<u>Ck# 000103E 7/2/2024</u>	
Cash Payment	G 100-21703	FICA Tax Withholding	PP #7 Monthly	\$90.98
Invoice				
Cash Payment	G 200-21703	FICA Tax Withholding	PP #7 Monthly	\$84.14
Invoice				
Transaction Date	7/2/2024	Main Checking	10100	<b>Total</b> \$175.10
Refer	0 IRS		<u>Ck# 000104E 7/2/2024</u>	
Cash Payment	G 100-21701	Federal Withholding	PP #14	\$1,239.81
Invoice				
Cash Payment	G 100-21703	FICA Tax Withholding	PP #14	\$1,565.10
Invoice				
Cash Payment	G 601-21701	Federal Withholding	PP #14	\$307.98
Invoice				
Cash Payment	G 601-21703	FICA Tax Withholding	PP #14	\$512.82
Invoice				
Cash Payment	G 602-21701	Federal Withholding	PP #14	\$353.68
Invoice				
Cash Payment	G 602-21703	FICA Tax Withholding	PP #14	\$438.00
Invoice				
Transaction Date	7/2/2024	Main Checking	10100	<b>Total</b> \$4,415.35
Refer	0 IRS		<u>Ck# 000105E 7/2/2024</u>	
Cash Payment	G 100-21703	FICA Tax Withholding	PP #14.01	\$30.60
Invoice				
Transaction Date	7/2/2024	Main Checking	10100	<b>Total</b> \$30.60
Refer	0 MN DEPT OF REVENUE - WH		<u>Ck# 000106E 7/1/2024</u>	
Cash Payment	G 100-21702	State Withholding	PP #14	\$809.38
Invoice				
Cash Payment	G 601-21702	State Withholding	PP #14	\$145.35
Invoice				
Cash Payment	G 602-21702	State Withholding	PP #14	\$128.59
Invoice				





Payments

Current Period: June 2024

Transaction Date	7/1/2024	Main Checking	10100	<b>Total</b>	<b>\$1,083.30</b>
Refer	0 MN DEPT OF REVENUE - WH		Ck# 000107E 7/2/2024		
Cash Payment	G 100-21702 State Withholding		PP #14.01		\$1.83
Invoice					
Transaction Date	7/2/2024	Main Checking	10100	<b>Total</b>	<b>\$1.83</b>
Refer	0 MN PERA		Ck# 000108E 7/2/2024		
Cash Payment	G 100-21704 PERA		PP #14		\$3,033.74
Invoice					
Cash Payment	G 601-21704 PERA		PP #14		\$485.93
Invoice					
Cash Payment	G 602-21704 PERA		PP #14		\$402.88
Invoice					
Transaction Date	7/2/2024	Main Checking	10100	<b>Total</b>	<b>\$3,922.55</b>
Refer	0 PROF AGRONOMY SERVICES		-		
Cash Payment	E 100-45200-220 Repair/Maint Supply (G	MEC AMINE-D & Chemical Tax			\$173.29
Invoice	54858788	6/25/2024			
Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b>	<b>\$173.29</b>
Refer	0 RICE LAKE CONSTRUCTION GRO		-		
Cash Payment	E 601-49400-500 Capital Outlay (GENER	WTP FINAL Payment App #15			\$2,488.00
Invoice					
Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b>	<b>\$2,488.00</b>
Refer	0 OK LUMBER & HARDWARE		-		
Cash Payment	E 100-45200-500 Capital Outlay (GENER	Project #2 Gazebo			\$148.73
Invoice	54000	6/28/2024			
Cash Payment	E 100-45200-500 Capital Outlay (GENER	Project #2 Gazebo			\$57.49
Invoice	53933	5/24/2024			
Cash Payment	E 100-43100-210 Operating Supplies (GE	Street Op Supp			\$36.47
Invoice	53933	5/24/2024			
Cash Payment	E 100-45200-210 Operating Supplies (GE	Parks Op Supp			\$14.96
Invoice	53933	5/24/2024			
Cash Payment	E 100-43100-240 Small Tools and Minor E	Street Small Tools			\$6.49
Invoice	53933	5/24/2024			
Transaction Date	7/10/2024	Main Checking	10100	<b>Total</b>	<b>\$264.14</b>
Refer	0 OTTER TAIL POWER		-		
Cash Payment	E 658-46500-381 Electric Utilities	Acct 20062282 Hallway lighting			\$46.33
Invoice		6/25/2024			
Cash Payment	E 100-43160-381 Electric Utilities	Acct 20096539 100 Endeavor Rd			\$112.50
Invoice		6/25/2024			
Cash Payment	E 654-46500-381 Electric Utilities	Acct 1127614 Frazee EDA			\$83.09
Invoice		6/25/2024			
Cash Payment	E 100-43160-381 Electric Utilities	Acct 1018088 Street Lights			\$1,331.58
Invoice		6/25/2024			
Cash Payment	E 601-49400-381 Electric Utilities	Acct 1018090 Iron Removal & Pump 4			\$691.22
Invoice		6/25/2024			
Cash Payment	E 602-49450-381 Electric Utilities	Acct 1018091 Sewer Lift Station			\$201.25
Invoice		6/25/2024			



Payments

Current Period: June 2024

Cash Payment Invoice	E 602-49450-381	Electric Utilities	Acct 1018092 Sewer Lift 2	\$47.66
		6/25/2024		
Cash Payment Invoice	E 602-49450-381	Electric Utilities	Acct 1018525 Sewer Lift No 3	\$33.11
		6/25/2024		
Cash Payment Invoice	E 100-45200-381	Electric Utilities	Acct 1024513 Turkey Sculpture	\$16.61
		6/25/2024		
Cash Payment Invoice	E 602-49450-381	Electric Utilities	Acct 1028265 Alley Sewer Lift	\$33.90
		6/25/2024		
Cash Payment Invoice	E 100-41400-381	Electric Utilities	Acct 1033571 City Offices	\$220.73
		6/25/2024		
Cash Payment Invoice	E 200-42200-381	Electric Utilities	Acct 1033571 Fire Dept	\$220.73
		6/25/2024		
Cash Payment Invoice	E 100-43100-381	Electric Utilities	Acct 1071005 City Shop	\$377.84
		6/25/2024		
Cash Payment Invoice	E 100-43160-381	Electric Utilities	Acct 1099063 Red Willow Add'n	\$38.50
		6/25/2024		
Cash Payment Invoice	E 100-43160-381	Electric Utilities	Acct 1121631 Knotta RD	\$39.28
		6/25/2024		
Cash Payment Invoice	E 100-45200-381	Electric Utilities	Acct 1132551 Frazee Lions Lite	\$10.15
		6/25/2024		
Cash Payment Invoice	E 100-43160-381	Electric Utilities	Acct 20096542 303 Lake St.	\$28.26
		6/25/2024		
Cash Payment Invoice	E 100-43160-381	Electric Utilities	Acct 20096541 617 Lake St. S	\$32.78
		6/25/2024		
Cash Payment Invoice	E 100-45200-381	Electric Utilities	Acct 1160748 Campground	\$63.28
		6/25/2024		
Cash Payment Invoice	E 100-45200-381	Electric Utilities	Acct 20057198 Demo Derby	\$17.50
		6/25/2024		
Cash Payment Invoice	E 230-49010-381	Electric Utilities	Acct 1013926 Lakeside Cemetery	\$24.62
		6/25/2024		
Cash Payment Invoice	E 100-45200-381	Electric Utilities	Acct 1088892 Ball Field North River	\$212.67
		6/25/2024		
Cash Payment Invoice	E 100-45200-381	Electric Utilities	Acct 1095072 Swimming Beach	\$97.31
		6/25/2024		
Cash Payment Invoice	E 100-45200-381	Electric Utilities	Acct 1109374 Ball Field Well	\$227.15
		6/25/2024		
Cash Payment Invoice	E 100-45200-381	Electric Utilities	Acct 1132552 Frazee Lions Park	\$123.37
		6/25/2024		
Cash Payment Invoice	E 100-45200-381	Electric Utilities	ADJUSTED AMT Acct 20057198 Demo Derby	\$25.53
		6/25/2024		
Cash Payment Invoice	E 100-45200-381	Electric Utilities	ADJUSTED AMT Acct 1024513 Turkey Sculpture	\$19.92
		6/25/2024		
Transaction Date	7/3/2024		Main Checking 10100	<b>Total \$4,376.87</b>



Payments

Current Period: June 2024

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$17,270.68
200 FIRE FUND	\$2,755.54
201 RESCUE FUND	(\$507.00)
230 CEMETERY	\$924.62
306 DS BOND #2 (5055, 5041, 5087)	\$752.52
308 DS BOND #3 (5057)	\$1,751.50
404 CAP PROJ - TOWN LAKE BEACH	\$11,991.00
601 WATER FUND	\$5,397.87
602 SEWER FUND	\$2,362.13
651 ECONOMIC DEVELOPMENT AUTHORITY	\$135.00
654 EDA - BUSINESS INCUBATOR	\$83.09
656 EDA - Downtown Infill	\$361.33
	<hr/>
	\$43,278.08

Pre-Written Checks	\$11,324.22
Checks to be Generated by the Computer	\$31,953.86
	<hr/>
Total	\$43,278.08



Payments

Current Period: July 2024

Payments Batch 07102024LSEC1 \$17,594.17

Refer	0 LEAGUE OF MN CITIES INS. TRUS	-			
Cash Payment	E 609-49751-151 Worker s Comp Insuran	Workers Compensation Coverage Premium			\$1,374.00
Invoice	6/17/2024				
Transaction Date	7/10/2024	Liquor Store	10101	<b>Total</b>	<b>\$1,374.00</b>
Refer	0 HSABANK	-			
Cash Payment	G 609-21707 Health Savings Payable	Create Date: 07/03/2024			\$235.18
Invoice	7/3/2024				
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b>	<b>\$235.18</b>
Refer	0 BERGSETH BROS	-			
Cash Payment	E 610-49752-252 Beer For Resale	Event Center Beer for Resale			\$138.00
Invoice	353836 6/27/2024				
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale			\$2,358.43
Invoice	353837 6/27/2024				
Cash Payment	E 609-49750-256 THC/CBD For Resale	THC/CBD for Resale			\$536.60
Invoice	336-00913 7/2/2024				
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b>	<b>\$3,033.03</b>
Refer	0 BEVERAGE WHOLESALERS, INC	-			
Cash Payment	E 610-49752-252 Beer For Resale	Event Center Beer for Resale			\$108.25
Invoice	334657 6/27/2024				
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale			\$1,287.00
Invoice	334658 6/27/2024				
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b>	<b>\$1,395.25</b>
Refer	0 DS BEVERAGES INC	-			
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale			\$798.15
Invoice	797202 6/26/2024				
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale			\$90.00
Invoice	797914 6/28/2024				
Cash Payment	E 610-49752-252 Beer For Resale	Event Center Beer for Resale			\$294.00
Invoice	797914 6/28/2024				
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale			\$3,306.35
Invoice	798875 7/2/2024				
Cash Payment	E 609-49750-256 THC/CBD For Resale	THC/CBD for Resale			\$90.00
Invoice	798875 7/2/2024				
Cash Payment	E 610-49752-252 Beer For Resale	CREDIT Event Center Beer for Resale			-\$90.00
Invoice	798875 7/2/2024				
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b>	<b>\$4,498.50</b>
Refer	0 FRAZEE FAMILY FOODS	-			
Cash Payment	E 610-49752-254 Soft Drinks/Mix For Res	Event Center Soft Drinks Mix for Resale			\$63.30
Invoice	46311 6/17/2024				
Cash Payment	E 609-49751-213 Operating Supplies - Fo	Op Supp Food			\$8.18
Invoice	47727 7/1/2024				
Cash Payment	E 609-49751-213 Operating Supplies - Fo	Op Supp Food			\$3.69
Invoice	88533 7/2/2024				
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b>	<b>\$75.17</b>
Refer	0 OTTER TAIL POWER	-			



Payments

Current Period: July 2024

Cash Payment	E 609-49750-381	Electric Utilities	Acct 1018429 Liquor St	\$409.50
Invoice		6/25/2024		
Cash Payment	E 609-49751-381	Electric Utilities	Acct 1018429 Liquor St.	\$409.50
Invoice		6/25/2024		
Cash Payment	E 610-49752-381	Electric Utilities	Acct 1082472 Event Center	\$574.00
Invoice		6/25/2024		
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b> \$1,393.00
Refer	0	<u>VIKING COCA COLA BOTTLING CO</u>	-	
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Res	Soft Drinks Mix for Resale	\$245.00
Invoice	3422260	6/26/2024		
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res	Soft Drinks Mix for Resale	\$301.00
Invoice	3422260	6/26/2024		
Cash Payment	E 610-49752-254	Soft Drinks/Mix For Res	Event Center Soft Drinks Mix for Resale	\$33.00
Invoice	3422262	6/26/2024		
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b> \$579.00
Refer	0	<u>PHILLIPS WINE &amp; SPIRITS</u>	-	
Cash Payment	E 610-49752-251	Liquor For Resale	Liquor for Resale	\$364.98
Invoice	6807884	7/1/2024		
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor for Resale	\$1,546.64
Invoice	6807883	7/1/2024		
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b> \$1,911.62
Refer	0	<u>JOHNSON BROTHERS LIQUOR CO</u>	-	
Cash Payment	E 609-49750-253	Wine For Resale	Wine for Resale	\$225.44
Invoice	2573644	7/1/2024		
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor for Resale	\$216.56
Invoice	2573644	7/1/2024		
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b> \$442.00
Refer	0	<u>VESTIS</u>	-	
Cash Payment	E 610-49752-410	Rentals (GENERAL)	Acct 162631400 Rentals	\$279.12
Invoice	252006437	7/4/2024		
Cash Payment	E 610-49752-211	Cleaning Supplies	Acct 162631400 Cleaning Supp	\$150.13
Invoice	2520419536	7/4/2024		
Cash Payment	E 609-49750-211	Cleaning Supplies	Acct 161630211 Cleaning Supp	\$32.20
Invoice	2520419535	7/4/2024		
Cash Payment	E 609-49751-211	Cleaning Supplies	Acct 161630211 Cleaning Supp	\$32.20
Invoice	2520419535	7/4/2024		
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b> \$493.65
Refer	0	<u>DACOTAH PAPER CO</u>	-	
Cash Payment	E 609-49751-210	Operating Supplies (GE	Op Supp General	\$39.94
Invoice	35209	7/1/2024		
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b> \$39.94
Refer	0	<u>IRS</u>	<u>Ck# 000084E 7/2/2024</u>	
Cash Payment	G 609-21701	Federal Withholding	PP #14	\$181.96
Invoice				
Cash Payment	G 609-21703	FICA Tax Withholding	PP #14	\$691.66
Invoice				



Payments

Current Period: July 2024

Cash Payment Invoice	G 610-21703 FICA Tax Withholding	PP #14		\$246.70
Transaction Date	7/2/2024	Liquor Store	10101	<b>Total</b> \$1,120.32
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000085E	7/1/2024	
Cash Payment Invoice	G 609-21702 State Withholding	PP #14		\$144.80
Cash Payment Invoice	G 610-21702 State Withholding	PP #14		\$27.00
Transaction Date	7/1/2024	Liquor Store	10101	<b>Total</b> \$171.80
Refer	0 MN PERA	Ck# 000086E	7/2/2024	
Cash Payment Invoice	G 609-21704 PERA	PP #14		\$657.46
Cash Payment Invoice	G 610-21704 PERA	PP #14		\$147.17
Transaction Date	7/2/2024	Liquor Store	10101	<b>Total</b> \$804.63
Refer	0 OK LUMBER & HARDWARE	-		
Cash Payment Invoice	E 610-49752-401 Repairs/Maint Buildings	Elbows, Tees, Glue, PVC, Silicone		\$37.08
Invoice	52524	6/28/2024		
Transaction Date	7/3/2024	Liquor Store	10101	<b>Total</b> \$37.08

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$15,221.44
610 EVENT CENTER FUND		\$2,372.73
		<u>\$17,594.17</u>

Pre-Written Checks	\$2,331.93
Checks to be Generated by the Computer	\$15,262.24
<b>Total</b>	<b>\$17,594.17</b>

# Consent Agenda

## RESOLUTION 0710-2024A – RESOLUTION GOVERNING WRITE-IN VOTE COUNTING



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. 0710-2024A A RESOLUTION GOVERNING WRITE-IN VOTE COUNTING

**WHEREAS**, Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes;

**WHEREAS**, a city that adopts a resolution must do so before the first day of filing for office;

**WHEREAS**, city election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous; and

**WHEREAS**, in order to save city time and resources, it is in the best interest of the City of Frazee, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

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

Any candidate wishing to have their write-in votes individually recorded must file a written request with the Chief Election Official no later than the seventh day before any municipal election.

**BE IT FURTHER RESOLVED**, that pursuant to Minnesota Statute § 204B.09, subd. 3, this resolution shall remain in effect until a subsequent resolution on the same subject is adopted by the City of Frazee.

Passed by the City Council of Frazee, Minnesota this 10<sup>th</sup> day of July, 2024, with the following voting:

	Froeber	Kemper	Rader	Sharp	
Aye					
Nay					
Abstain					
Absent					

\_\_\_\_\_  
Mike Sharp,  
Interim Mayor

\_\_\_\_\_  
Stephanie Poegel,  
City Administrator

## Committee Reports

### PARKS & RECREATION COMMITTEE – JUNE 26, 2024

12. Call the Meeting to Order - Roll Call
  - a. Meeting started at 3:30 pm
  - b. Present were Erik Anderson, Andrea Froeber, Mackenzie Hamm, Tom Watson, Stephanie Poegel

13. Review of Minutes – May 22, 2024

**M/S/CU:** Anderson/Watson to approve minutes as presented

14. Open Forum/Communication

- a. Trash Barrel & Hank Ludtke Park is needed
- b. Discussion on possibility of leaving the Lion's Shelter at Town Lake Beach

15. Old Business

- a. Wannigan Regional Park
  - i. Grants/Funding
    - 1. GMRPTC

**M/S/CU:** Hamm/Watson to approve letter of support for Wannigan Regional Park for GMRPTC grant

- 2. LCCMR

- a. Denise Anderson submitted the status update
      - b. The amendment is still being worked on

- ii. FCDC Updates

- 1. Grand Opening

- a. Benches coming from the FFA
      - b. Bike rack is being borrowed from the School

- 2. Security work is under way

- 3. Weed Remediation

- a. Hank is meeting with Perham Agronomy
      - b. FCDC will work on this

- 4. Counter installed last week – 4,000 people when through in a week – averaging 666 people per day; Watson would like to see every park in town have one

- b. Town Lake Beach Update

- i. Bid opening is July 9

- c. Pedal Pusher Park

**M/S/CU:** Froeber/Watson to revisit the naming of Pedal Pusher Park and take public input for re-naming

- i. FACC is forming a committee and artists for the wall; Watson is the chair; they are currently reviewing the survey results to see what the community wants

- ii. Bin is up and concrete is poured inside it

- d. Comp Plan Task Updates

- i. 1-9, 2-6 – Bike Application was submitted yesterday; will receive a notification in December if we kept our Bronze status; Can re-apply in 18-24 months if there are significant changes to our plan

- ii. 6-4 – Anderson & Froeber will take over on the Daggett Museum

- iii. 5-3 – Hamm will work on this with Trieglaff

- e. Eagle Lake Park – No update

- f. Heartland Trail – No update

- g. Basketball Court – Waiting for info from Backcourt Club

- h. Hank Ludtke/Riverside Park – Spring 2025



5. New Business
  - a. Frazee Citizen Recognition
    - i. Consensus to no move forward with this
  - b. Street Banner for Donors
    - i. Watson will get banners from Stephenson
  - c. Primitive Camping
    - i. Question on if campers are allowed – yes, campers are allowed
  - d. Park Clean-Up Day
    - i. Froeber would like to have a community wide clean-up day at Lion's Park; will work on getting one scheduled

6. Adjournment

**M/S/CU:** Froeber/Anderson to adjourn at 4:28 pm

Respectfully submitted,

***Stephanie C. Poegel***

Frazee City Administrator

WANNIGAN REGIONAL PARK COMMITTEE – JUNE 25, 2024

Attending: Polly Andersen, Stephanie Poegel, Hank Ludtke, Erik Anderson, Karen Pifher, Patrick Hollister, Denise Anderson, Ashley Renollet, Jon Eveslage, Jamie Crabtree

Meeting purposes:

- Discuss activities and timeline of park progress 2024
- Open Discussion about Committee Activities

Action items are highlighted.

1. Meeting Chair: Polly Note Taker: Jon

2. Bike Racks for the Park

- a. We hope to find some for this Thursday's Open House. Cornerstone has racks for around 9 bikes. We may be able to borrow them, if they're not being used. Also, the school may have some.
- b. Partnership 4 Health could fund some bike racks for 2025. Art Term funding could be used for artistic bike racks, as was done in Fergus Falls and Battle Lake. We'll want to make sure they follow bike rack guidelines. Patrick will follow up and find out what funding could be used.
- c. Karen noted that the city of Frazee also wants to apply for this Art Term grant for a city sign. The requests should be coordinated.

3. Grand Opening & Ribbon Cutting on June 27 4pm – meet at the bridge

- a. We want to try to get a head count of attendees: Denise will coordinate.
- b. The North Country Trail Association will have a table that will be taking sign-ups for their newsletter. We will also have a sign-up sheet and maps to share, possibly on their table.
- c. The Chamber of Commerce will be helping (ribbon, scissors, etc.).

- d. Flyers with the QR Code for donations will be available. It's also on the welcome sign. (Karen)
- e. A foam board Phase I map (at City Hall) should be displayed. (Polly)
- f. Hank and Tom Watson will be moving five new benches throughout the park on Wednesday. Three other parks are available that may be used in the city.
- g. After the ribbon cutting, we will provide golf cart (Erik) rides to the troll for those who aren't able to hike. (Hank)
- h. There will be a flip box promoting the local businesses.
- i. Hank has lemonade container, Polly will pick up & prep.
- j. Thanks to Patrick for mentioning the grand opening on KDLM radio.

#### 4. Feature Discussion: Components in GMRPTC application

- a. The grant can be used for the park's Phase 1 features.
- b. The application needs to be delivered by July 9<sup>th</sup>.
- c. Letters of support are needed this week. Karen and Polly will be contacting our supporting organizations. Patrick will write a letter for Partnership 4 Health.
- d. We need to decide which elements of Phase 1 should be prioritized for the grant:
  - i. Campsites; shower bath house; path from bath house to asphalt trail; paved parking area. We need to follow up with Jillian for more details.
  - ii. Note that county money could be used for the access / entrance roundabout.

#### 5. Update: Security / Signage (Ashley)

- a. Erik and Polly are working on signage for the other entrances.
- b. Security: The costs have been determined. Lake Region Power will be installing a transformer. A contract has been signed with Arvig.

#### 6. Trees

- a. Hank, Stephanie, Polly and others met with tree experts to discuss options for tree planting, as needed for the Re-Leaf grant application. They agreed to meet with us periodically.
- b. Goals were determined.
  - i. Gather and review the tree inventory report.
  - ii. Determine the process plans with FCDC.
  - iii. Develop a tree management plan.
  - iv. Review the border planting plan.
  - v. Keep the school connected after the planting. One idea: Each class could have a section and be involved in the planting.
- c. We could meet with this advisory group ~ four times a year. The next meeting will be after the tree inventory is done.
- d. Carr's will be contacted again about the tree inventory. (Erik)
- e. We hope to do border tree planting next spring.
  - i. Would need to reach out to Phil Doll. (Polly)

#### 7. Miscellaneous

- a. Two visitor counters are now being used in the park. More people are leaving than entering the park, so we'll be closing the north entrance. We have the counters through at least the 4<sup>th</sup> of July weekend. Hank will share the counts – currently over 500 per day.
  - b. The old building from Town Lake will be moved to Wannigan Park. Hank will help.
8. Next meeting: Tuesday, July 23 1:30-3pm (we will need a note taker – Jon E. not able to be there).

PLANNING & ZONING – JUNE 25, 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 – May 28, 2024

**M/S/CU:** Miosek/Trieglaff to approve as presented

3. Open Forum - None

4. Old Business

- a. Comprehensive Plan Task Updates Reviewed
- b. Cannabis Ordinance
  - i. Office of Cannabis Management has published a model ordinance on their website
  - ii. The City can charge a registration fee and require businesses to register at City Hall
  - iii. Discussion on where/what zone to allow cannabis sales; consensus to allow in the industrial zone
  - iv. Plans to limit 1 license for every 12,500 residents as permitted by State statute

5. New Business

- a. Sidewalk Ordinance
  - i. Discussion on allowing businesses to have items on sidewalks; recommendation to make the following changes:
    1. 7-1-5 A2 – to change “to the mayor and city council” to “by permit”
    2. 7-1-6 A – to change “by ordinance or by the city council” to “by permit”
- b. Liquor Ordinance – Serving on Patio

6. Adjournment

**M/S/CU:** Anderson/Trieglaff to adjourn at 6:04 pm

Respectfully submitted,  
*Stephanie C. Poegel*

Frazee City Administrator

FINANCE COMMITTEE – JUNE 25, 2024

1. Call the Meeting to Order - Roll Call
  - a. Meeting opened at 4:00 pm
  - b. Present were Jim Rader, Mike Sharp, Stephanie Poegel
  
2. Review Minutes
  - a. Minutes for January were approved at last meeting. March minutes will be approved at the next meeting
  
3. Old Business
  - a. Pay Study – Comparable Cities
    - i. Discussion on possible comparison cities
    - ii. Consensus to include: Ada, Elbow Lake, Fosston, Glyndon, Mahnomen, Menahga, New London, New York Mills, Red Lake Falls and Royalton; and to spotlight Detroit Lakes
  
4. New Business
  - a. Council Pay
    - i. Discussion on pay with consensus to recommend no increase in Council Member Pay
  
5. Adjournment

**M/S/CU:** Sharp/Rader to adjourn at 4:23 pm.

Respectfully submitted,

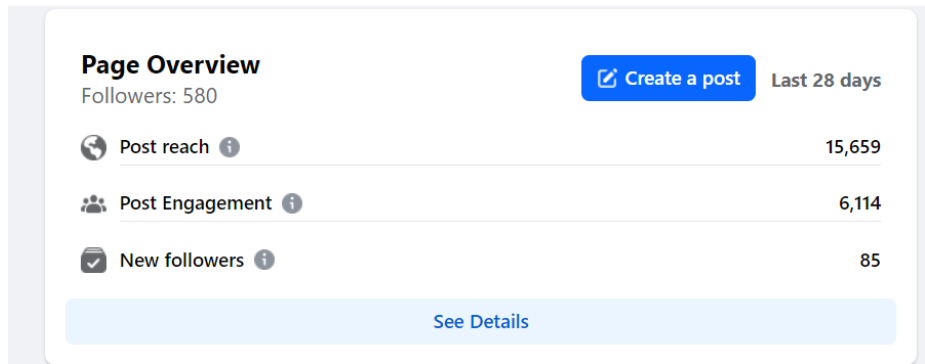
***Stephanie C. Poegel***

Frazee City Administrator

ECONOMIC DEVELOPMENT AUTHORITY – JUNE 25, 2024

1. Call the Meeting to Order: 11:35
  
2. Roll Call: Hank Ludtke, Heath Peterson, Andrea Froeber, Ashley Renollet, Stephanie Poegel, Karen Pifher, Jamie Crabtree. Public Attendees: Polly Andersen, Bob Williams
  
3. Approval of Agenda: Motion by Andrea, Second by Ashley, all in favor. So moved.
  
4. Open Forum: None
  
5. Meeting Minutes – May 21, 2024: Motion to approve by Heath, second by Andrea. All in favor, so moved.
  
6. Project Updates – Consultant Report

- a. Downtown Commercial Retail Space: see lease negotiations below
- b. Frazee Industrial Park / Housing Development: no changes
- c. Business Center Building: no changes
- d. Red Willow Lots: new video to market them by realtor created.
  - Three people interested in buying lots. Price point is too high for 2/3. One person is looking at updating plans to cut costs.
- e. Wannigan Regional Park:
  - Grand Opening on the 27<sup>th</sup> from 4-6pm
  - Troll complete: approximately 4K in 4 days (Wednesday-Sunday)
- f. Grants:
  - Working on Family Resource Center gap analysis. 20+ community partners engaged
  - Grant Policy update – focus on process as best practice
    - Develop a letter of support from EDA and send out
- g. Recruiting New Business:
  - Tour of new building with two people
  - New large business being proposed on main street
  - Interest from a couple businesses for 2025
- h. Community Engagement:
  - Fridays in Frazee: 300 people first week and about 250 second week
    - Input: “10 out of 10 – great time” by a parent, and several comments about how incredible this is for a small town
    - We can add things – let Karen know what people want to add (if applicable)
- i. EDA Loan Programs: no applications. One anticipated withdrawal and two potential applications coming soon
- j. Business Outreach: no change
- k. Marketing Materials: CCC is hiring a marketing and branding lead starting July 8.
  - Matching Kiosk/Signage planned for Wannigan, Corner Lot and Lions Park to support way making and community amenities for visitors.
  - Social Media growth: EDA Facebook



7. Old Business

- a. Newsletter Update: every two weeks. New business: Sprout OT.
- b. DTI Lease
  - Asking for changes to lease
    - Request for installation of epoxy sheet MDH approved floor vs. Quarry tile.
    - Request that rent is due no sooner than 30 days after MDH inspection approval and no later than 60 days.
      - Motion by Heath to approve amendments, Second by Andrea, all in favor of lease amendments. So moved.

8. New Business

- a. Policy Recommendations:
- b. Policy recommendation discussion on rentals/buildings:
  - Current Issues: People want to set up businesses in Frazee & either the new building is too expensive for their cash flow or existing buildings are too expensive to fix. Also, main street rental for apartments – need to transition so we have office spaces.
  - Recommendation to Zoning & Planning:
    - Buildings on main street cannot be utilized for storage. Develop a letter signed by the EDA to submit to planning and zoning with the recommendation and research behind it.
    - Host a landlord invite meeting to discuss business survey findings that show people want main street apartments turned into retail. Ask landlords what is needed to support families transitioning out of potential retail spaces. Identify support, and a timeline to start working towards transitions.
- c. Fridays in Frazee – 15 volunteers weekly with 275 people average attendance & event is growing

- d. 7am Frazee Forward Coffee Connect will launch in August
- e. Bowling Alley building: potential new business
- f. CCC – updates to blue building plans & staffing for new office and artist rotations
- g. Newspaper putting out an edit for Turkey Days events: Sandcastle & 5K route & others
  - Agreed future Turkey Days publications need an editing committee

9. EDA Financials: None

10. Commissioner Comments: None

11. Adjournment: 12:37

Respectfully submitted,

*Karen Pipher*

Frazee Economic Development Authority

LAKESIDE CEMETERY LIAISON

FRAZEE SCHOOL DISTRICT

New Business

LARL RENTAL AGREEMENT 2024-2025



**FRAZEE-VERGAS**  
**PUBLIC SCHOOLS | ISD# 23**

305 North Lake Street | Frazee, MN 56544  
Phone: 218-334-3181 | www.frazee.k12.mn.us

**Rental Agreement**  
**July 1, 2024 - June 30, 2025**  
**Frazee-Vergas School District and the City of Frazee-Vergas Schools**

This agreement is a binding agreement between the Frazee-Vergas School District #23 and the City of Frazee. The purpose of this agreement is for costs associated with the operation of the Lake Agassiz Regional Library within Frazee-Vergas School District #23 property.

The City of Frazee agrees to pay the Frazee-Vergas School District #23 **\$275** a month. The City of Frazee shall submit payment to the Frazee-Vergas School District #23 by the 15<sup>th</sup> day of each month.

If, at the end of a three-month period, the site is determined not viable for the regional library system, or not valuable to the community, the City of Frazee or the Frazee-Vergas School District #23 may terminate this agreement with 30 days notice, without penalty or recriminating. If the property is determined to be viable and valuable to both parties, they may reconfirm an agreement for the remainder of the first year by signing and updating this document.

\_\_\_\_\_  
Mayor or City Council Designee  
For the City of Frazee

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Chair or Superintendent  
Frazee-Vergas School District #23

\_\_\_\_\_  
Date



# New Business

## RESOLUTION 0710-2024B – RESOLUTION TO CLOSE CERTIFICATE OF DEPOSIT AND DEPOSIT FUNDS



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. 0710-2024B

#### A RESOLUTION CLOSE CERTIFICATE OF DEPOSIT AND DEPOSIT FUNDS

**WHEREAS**, the City of Frazee has funds invested in Certificate of Deposit #40328 that matured on July 1, 2024; and

**WHEREAS**, the City Council has deemed said Certificate of Deposit should be closed and funds deposited into the RBEG Checking Account;

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

City Administrator Stephanie Poegel and Deputy Clerk Nancy Kiehl are authorized sign for the closing of Certificate of Deposit #40328 and deposit funds into the RBEG Checking Account;

Passed by the City Council of Frazee, Minnesota this 10<sup>th</sup> day of July, 2024, with the following voting:

	Froeber	Kemper	Rader	Sharp	
Aye					
Nay					
Abstain					
Absent					

\_\_\_\_\_  
Mike Sharp,  
Interim Mayor

\_\_\_\_\_  
Stephanie Poegel,  
City Administrator

## Addendum

### APPROVAL OF ADDITIONAL CLAIMS