



CITY COUNCIL MEETING AGENDA

September 11, 2024 ~ 5:00 p.m. ~ Frazee Event Center

[ZOOM LINK](#)

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Open Forum
 - a. Karen Pifher – EDA
6. Consent Agenda
 - a. Meeting Minutes – [August 28, 2024](#)
 - b. Income Statements
 - c. Approval of Claims
7. Committee Reports
 - a. Parks & Recreation Committee – NO AUGUST MEETING
 - b. Wannigan Regional Park Committee – NO AUGUST MEETING
 - c. Planning & Zoning – [August 27, 2024](#) & [August 28, 2024](#)
 - d. [Personnel & Finance Committee – August 19, 2024](#)
 - e. [Economic Development Authority – August 27, 2024](#)
 - f. Lakeside Cemetery Liaison
 - g. Frazee School District
8. Old Business
 - a. East Main Project Update
 - b. Town Lake Beach Project Update
9. New Business
10. Council Member Comments
11. Addendum
 - a. Approval of Additional Claims

12. Adjournment

Consent Agenda

MINUTES – AUGUST 28, 2024

1. Call the Meeting to Order
 - a. Meeting called to order by Mayor Mike Sharp at 6:00 pm at the Frazee Event Center

2. Roll Call
 - a. Members Present: Andrea Froeber, Mark Kemper, Jim Rader, Mike Sharp
 - b. Members Absent: None
 - c. Staff: Matthew Johnson, Nancy Kiehl, Larry Stephenson, Tyler Trieglaff, Amanda Young
 - d. Contracted Services: Chris Thorson – Ulteig; Karen Pifher – Creating Community Consulting (EDA Consultant)
 - e. Guests: Jane Young, Gary Young, Diane Schumacher, Eugene Field, Mike Geving, Mae Hedlund, Heather Perrine, Travis Perrine

3. Pledge of Allegiance

4. Open Forum
 - a. Karen Pifher
 - i. FCDC is applying for a GMRPTC grant for programming for Wannigan Regional Park; asking for \$50,000; due September 6, 2024; No match is required
 - ii. Economic Development was identified as a goal of the Council; Pifher will be bringing information to the next meeting on how the EDA work by Creating Community Consulting is meeting existing Comp Plan goals
 - b. Gene Field
 - i. Voiced concerns on lawns not meeting city code regulations
 - ii. Discussion on bringing properties into compliance
 - c. Jane Young
 - i. Asked about the status of the dog from her attack; Trieglaff visited the property but there was no answer
 - ii. H. Perrine asked about dog owner being fined for the unlicensed dog and if the landlord is fined for not ensuring the renter licensed the dog; Sharp stated the current rental ordinance does not address this situation
 - iii. Question was posed regarding the follow-up process when loose dog calls are made
 - iv. Planning & Zoning will be reviewing the dangerous dog ordinances and possibly making changes

5. Approve Agenda
 - a. Add the following items

- i. Resolution 0828-2024C – Resolution Approving a Greater Minnesota Legacy Grant Application to the Greater Minnesota Regional Parks and Trails Commission and Minnesota department of Natural Resources for the Wannigan Regional Park Explorer Project
- ii. MAHUBE Signage Request
- iii. LG220 – Exempt Permit for Frazee Am-Vets 212

6. Consent Agenda

- a. Meeting Minutes
- b. Income Statements
- c. Approval of Claims
- d. Resolution 0828-2024A – Rescue Squad Donations
- e. Resolution 0828-2024B – Fire Department Donations

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

7. Staff Reports

- a. Fire Department – Written report reviewed
- b. Rescue – Written report reviewed
- c. Event Center - Written report reviewed
- d. Liquor Store - Written report reviewed
- e. Police Department - Written report reviewed
 - i. Discussion on lawn mowing compliance
- f. Public Works
 - i. Keeping up right now
 - ii. Picnic shelter moved from the beach; concrete building coming down soon
 - iii. Went through apps and request to hire Jesse Grossman
 - iv. Had mower help to read meters
- g. Administration – Written report reviewed

M/S/CU: Kemper/Froeber to approve employee reports as presented

8. Old Business

- a. Liquor Store/Event Center Roof – Shingling
 - i. Discussion on the bids

M/S/CU: Froeber/Rader to authorize subcommittee of Stephenson, Kemper and Rader to meet and authorize them to make a decision on which contractor to go with

- b. Public Works Operator Hiring

M/S/CU: Froeber/Rader to hire Jesse Grossman as a Public Works Operator and allow Larry Stephenson to negotiate the wage

- c. River Drive North
 - i. Dust issues continue; Stephenson evaluated the road, took pictures and doesn't feel there is an issue, that we should be able to get through the season
- d. East Main Street Project Update
 - i. Thorson informed Council that the pipe work will all be trenched by the end of the week; grading work to start after Labor day; the email

complaint regarding access is being resolved; the project is moving forward

9. New Business

- a. 0828-2024C – Resolution Approving a Greater Minnesota Legacy Grant Application to the Greater Minnesota Regional Parks and Trails Commission and Minnesota Department of Natural Resources for the Wannigan regional Park explorer Project

M/S/CU: Froeber/Kemper to approve 0828-2024C – Resolution Approving a Greater Minnesota Legacy Grant Application to the Greater Minnesota Regional Parks and Trails Commission and Minnesota Department of Natural Resources for the Wannigan regional Park explorer Project as presented

- b. MAHUBE Signage Request
 - i. Asked to leave signs up into September as new openings have come up; consensus to allow signs to stay up
- c. LG220 – Exempt Permit for Frazee Am-VETS Post 612

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

10. Council Member Comments

- a. Froeber
 - i. Discussion on the need for volunteers on committees; request to add to utility bill backing

11. Addendum

- a. Additional Bills (Will be presented on paper at Council meeting)

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

12. Adjournment

M/S/CU: Froeber/Rader to adjourn at 7:20 pm

Respectfully submitted,
Stephanie C. Poegel
Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS



CITY OF FRAZEE Payments

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Current Period: September 2024

Payments Batch 09112024GEN1		\$10,970.61	
Refer	0 VERIZON	-	
Cash Payment	E 100-42110-324 Technology/Computer E	Acct 286851295-00001	\$105.03
Invoice	9972165850	8/23/2024	
Transaction Date	9/11/2024	Main Checking 10100	Total \$105.03
Refer	0 KIMBALL MIDWEST	-	
Cash Payment	E 100-43100-210 Operating Supplies (GE	Acct #759737 Torq "CB", Tuff Edge Endless Sling	\$210.78
Invoice	102545606	8/27/2024	
Transaction Date	9/11/2024	Main Checking 10100	Total \$210.78
Refer	0 OTTER TAIL POWER	-	
Cash Payment	E 656-46500-381 Electric Utilities	Hallway Lighting Acct 20062282	\$78.54
Invoice		8/26/2024	
Cash Payment	E 100-43160-381 Electric Utilities	100 Endeavor RD Acct20096539	\$98.77
Invoice		8/26/2024	
Cash Payment	E 654-46500-381 Electric Utilities	Frazee EDA Acct1127614	\$182.55
Invoice		8/26/2024	
Cash Payment	E 100-43160-381 Electric Utilities	Street Lights Acct1018088	\$1,299.91
Invoice		8/26/2024	
Cash Payment	E 601-49400-381 Electric Utilities	Iron Removal & Pump 4 Acct1018090	\$787.90
Invoice		8/26/2024	
Cash Payment	E 602-49450-381 Electric Utilities	Sewer Lift Station Acct1018091	\$179.66
Invoice		8/26/2024	
Cash Payment	E 602-49450-381 Electric Utilities	Sewer Lift 2 Acct 1018092	\$45.81
Invoice		8/26/2024	
Cash Payment	E 602-49450-381 Electric Utilities	Sewer Lift No 3 Acct1018525	\$31.44
Invoice		8/26/2024	
Cash Payment	E 100-45200-381 Electric Utilities	Turkey Sculpture Acct1024513	\$25.48
Invoice		8/26/2024	
Cash Payment	E 602-49450-381 Electric Utilities	Alley Sewer Lift Acct1028265	\$29.91
Invoice		8/26/2024	
Cash Payment	E 100-41400-381 Electric Utilities	Fire Dept Acct 1033571	\$222.68
Invoice		8/26/2024	
Cash Payment	E 200-42200-381 Electric Utilities	City Offices Acct 1033571	\$222.69
Invoice		8/26/2024	
Cash Payment	E 100-43100-381 Electric Utilities	City Shop Acct 1071005	\$257.30
Invoice		8/26/2024	
Cash Payment	E 100-43160-381 Electric Utilities	Red Willow Addn Acct 1099063	\$38.21
Invoice		8/26/2024	
Cash Payment	E 100-43160-381 Electric Utilities	Knotta Rd Acct 1121631	\$41.92
Invoice		8/26/2024	
Cash Payment	E 100-45200-381 Electric Utilities	Frazee Lions Lt Acct 1132551	\$9.84
Invoice		8/26/2024	
Cash Payment	E 100-43160-381 Electric Utilities	303 Lake St. N Acct 20096542	\$27.36
Invoice		8/26/2024	
Cash Payment	E 100-45200-381 Electric Utilities	Campground Acct1160748	\$155.99
Invoice		8/26/2024	
Cash Payment	E 100-45200-381 Electric Utilities	Demo Derby Acct 20057198	\$28.16
Invoice		8/26/2024	



Payments

Current Period: September 2024

Cash Payment	E 230-49010-381	Electric Utilities	Lakeside Cemetery Acct 1013926	\$29.84
Invoice		8/26/2024		
Cash Payment	E 100-45200-381	Electric Utilities	Ball Field N River Acct1088892	\$46.73
Invoice		8/26/2024		
Cash Payment	E 100-45200-381	Electric Utilities	Swimming Beach Acct1095072	\$25.48
Invoice		8/26/2024		
Cash Payment	E 100-45200-381	Electric Utilities	Ball Field Well N River Dr Acct1109374	\$239.93
Invoice		8/26/2024		
Cash Payment	E 100-45200-381	Electric Utilities	Frazee Lions Park Acct1132552	\$40.18
Invoice		8/26/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$4,146.28
Refer	0 NANCY KAY KIEHL	-		
Cash Payment	E 656-46500-311	Contracts/Professional	July 2024 Downtown Infill Bldg Clean Restrooms/Corridors/Windows	\$315.00
Invoice July 2024		7/31/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$315.00
Refer	0 NANCY KAY KIEHL	-		
Cash Payment	E 656-46500-311	Contracts/Professional	August 2024 Downtown Infill Bldg Clean Restroom/Corridor/Windows	\$300.00
Invoice August 2024		8/28/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$300.00
Refer	0 STEPHANIE POEGEL	-		
Cash Payment	E 100-41400-321	Telephone	Phonr Reimbursement May, June, July, Aug 2024	\$200.00
Invoice May-Aug 2024		8/31/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$200.00
Refer	0 TINA HANSMEIER	-		
Cash Payment	E 100-41400-321	Telephone	Phone Reimbursement May, June, July, August 2024	\$200.00
Invoice May-Aug 2024		8/31/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$200.00
Refer	0 NANCY KIEHL	-		
Cash Payment	E 100-41400-321	Telephone	Phone Reimbursement May, June, July, August 2024	\$200.00
Invoice May-Aug 2024		8/31/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$200.00
Refer	0 TYLER TRIEGLAFF	-		
Cash Payment	E 100-42110-321	Telephone	Phone Reimbursement May, June, July, August 2024	\$200.00
Invoice May-Aug 2024		8/31/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$200.00
Refer	0 LONGWEEKEND SPORTSWEAR	-		
Cash Payment	E 201-42300-218	Uniforms	Embroider Repeat #10893 Frazee Rescue, Men's Polo (10)	\$465.00
Invoice 20202		8/20/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$465.00
Refer	0 ANDERSON PUMPING AND PORTA	-		



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Payments

Current Period: September 2024

Cash Payment	E 100-45200-311	Contracts/Professional	Campground River Dr S August Service	\$282.01
Invoice	43379	9/2/2024		
Cash Payment	E 100-45200-311	Contracts/Professional	Campground River Dr N August Services	\$282.01
Invoice	43381	9/2/2024		
Cash Payment	E 202-45000-300	Professional Svcs (GEN	Wannigan Park August Services	\$934.01
Invoice	43380	9/2/2024		
Transaction Date	9/4/2024	Main Checking	10100	Total \$1,498.03
Refer	0	<u>GOPHER STATE ONE CALL</u>	-	
Cash Payment	E 100-43100-433	Dues and Subscriptions	CFRZEE01 Billable Tickets Acct MN00355	\$98.55
Invoice	4080407	8/31/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$98.55
Refer	0	<u>BECKER CO AUDITOR TREASURE</u>	-	
Cash Payment	E 100-41400-311	Contracts/Professional	2024 Special Assessments	\$238.00
Invoice	2024	8/30/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$238.00
Refer	0	<u>WIDSETH</u>	-	
Cash Payment	E 404-45200-300	Professional Svcs (GEN	Project #2024-11340 City of Frazee LC Services Town Lake Beach Prof. Serv Thru 08/09/24	\$82.50
Invoice	232658	8/15/2024		
Cash Payment	E 404-45200-303	Engineering Fees	Project #2024-10117 Frazee Town Lake Park Pavilion Prof Serv thru 08/09/24	\$2,626.75
Invoice	232635	8/15/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$2,709.25
Refer	0	<u>MN ENERGY RESOURCES</u>	-	
Cash Payment	E 654-46500-383	Gas Utilities	Frazee EDA Acct 0504434051-00001	\$48.09
Invoice		8/26/2024		
Cash Payment	E 200-42200-383	Gas Utilities	Frazee Fire Hall Acct 0507345815-00001	\$18.30
Invoice		8/26/2024		
Cash Payment	E 100-41400-383	Gas Utilities	Frazee Fire Hall Acct 0507345815-00001	\$18.30
Invoice		8/26/2024		
Transaction Date	9/11/2024	Main Checking	10100	Total \$84.69



Payments

Current Period: September 2024

Fund Summary

	10100 Main Checking	
100 GENERAL FUND		\$4,592.62
200 FIRE FUND		\$240.99
201 RESCUE FUND		\$465.00
202 WANNIGAN REGIONAL PARK		\$934.01
230 CEMETERY		\$29.84
404 CAP PROJ - TOWN LAKE BEACH		\$2,709.25
601 WATER FUND		\$787.90
602 SEWER FUND		\$286.82
654 EDA - BUSINESS INCUBATOR		\$230.64
656 EDA - Downtown Infill		\$693.54
		<hr/>
		\$10,970.61

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$10,970.61
Total	<hr/> \$10,970.61



Payments

Current Period: September 2024

Payments Batch 09112024LSEC1		\$17,701.08	
Refer 0 BERGSETH BROS			
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale	\$4,097.40
Invoice	363811 8/29/2024		
Cash Payment	E 610-49752-252 Beer For Resale	Event Center Beer for Resale	\$764.80
Invoice	363804 8/29/2024		
Cash Payment	E 609-49750-252 Beer For Resale	White Claw Variety	\$55.20
Invoice	363803 8/29/2024		
Cash Payment	E 609-49750-252 Beer For Resale	Credit White Claw Variety	-\$55.20
Invoice	363803 8/29/2024		
Transaction Date	9/11/2024	Liquor Store 10101	Total \$4,862.20
Refer 0 BEVERAGE WHOLESALERS, INC			
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale	\$3,400.70
Invoice	344698 8/29/2024		
Transaction Date	9/11/2024	Liquor Store 10101	Total \$3,400.70
Refer 0 BELLBOY CORPORATION			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor for Resale	\$2,678.50
Invoice	0204858200 8/29/2024		
Transaction Date	9/11/2024	Liquor Store 10101	Total \$2,678.50
Refer 0 DACOTAH PAPER CO			
Cash Payment	E 609-49750-210 Operating Supplies (GE	Liner Can Customer #190346	\$24.05
Invoice	62017 8/26/2024		
Cash Payment	E 609-49751-210 Operating Supplies (GE	Liner Can Customer #190346	\$24.05
Invoice	62017 8/26/2024		
Cash Payment	E 609-49751-210 Operating Supplies (GE	Bag Deli, Tray Food, Solution QA CONC Customer #190346	\$193.30
Invoice	62017 8/26/2024		
Transaction Date	9/11/2024	Liquor Store 10101	Total \$241.40
Refer 0 DS BEVERAGES INC			
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale	\$1,129.30
Invoice	813658 8/28/2024		
Cash Payment	E 610-49752-252 Beer For Resale	EVENT CENTER Beer for Resale	\$643.65
Invoice	813657 8/28/2024		
Transaction Date	9/11/2024	Liquor Store 10101	Total \$1,772.95
Refer 0 MN ENERGY RESOURCES			
Cash Payment	E 609-49751-383 Gas Utilities	Acct #0507900957-00001	\$62.64
Invoice	8/28/2024		
Cash Payment	E 609-49750-383 Gas Utilities	Acct #0507900957-00001	\$62.65
Invoice	8/28/2024		
Cash Payment	E 610-49752-383 Gas Utilities	Acct #0506570645-00001	\$152.08
Invoice	8/26/2024		
Transaction Date	9/11/2024	Liquor Store 10101	Total \$277.37
Refer 0 OTTER TAIL POWER			
Cash Payment	E 609-49750-381 Electric Utilities	Acct 1018429	\$409.50
Invoice	8/26/2024		
Cash Payment	E 609-49751-381 Electric Utilities	Acct 1018429	\$409.50
Invoice	8/26/2024		



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Payments

Current Period: September 2024

Cash Payment	E 610-49752-381	Electric Utilities	Acct 1082472		\$574.00
Invoice		8/26/2024			
Transaction Date	9/11/2024		Liquor Store	10101	Total \$1,393.00
Refer	0	MATT BACHMANN	-		
Cash Payment	E 609-49751-314	Cont/Pro Serv - Entertai	Karaoke Event September 21, 2024		\$350.00
Invoice					
Transaction Date	9/11/2024		Liquor Store	10101	Total \$350.00
Refer	0	SYSCO NORTH DAKOTA, INC	-		
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Op Supp Food		\$142.22
Invoice	295759354 0	9/3/2024			
Cash Payment	E 609-49751-259	Food for Resale	Food for Resale		\$694.26
Invoice	295759354 0	9/3/2024			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Op Supp General		\$73.57
Invoice	295759354 0	9/3/2024			
Transaction Date	9/11/2024		Liquor Store	10101	Total \$910.05
Refer	0	VIKING COCA COLA BOTTLING CO	-		
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res	Soft Drinks/Mix for Resale		\$190.75
Invoice	3486822	8/28/2024			
Transaction Date	9/11/2024		Liquor Store	10101	Total \$190.75
Refer	0	VESTIS	-		
Cash Payment	E 609-49751-211	Cleaning Supplies	Cleaning Supp Acct 161630211		\$32.20
Invoice	2520449208	8/29/2024			
Cash Payment	E 609-49750-211	Cleaning Supplies	Cleaning Supp Acct 161630211		\$32.20
Invoice	2520449208	8/29/2024			
Cash Payment	E 610-49752-410	Rentals (GENERAL)	EVENT CENTER Rentals Acct 162631400		\$51.43
Invoice	252006850	8/29/2024			
Cash Payment	E 610-49752-211	Cleaning Supplies	EVENT CENTER Cleaning Supp Acct 162631400		\$150.13
Invoice	2520449209	8/29/2024			
Transaction Date	9/11/2024		Liquor Store	10101	Total \$265.98
Refer	0	AMANDA YOUNG	-		
Cash Payment	E 609-49750-321	Telephone	Phone Reimbursement May, June, July, August 2024		\$100.00
Invoice	May-Aug 2024	8/31/2024			
Cash Payment	E 609-49751-321	Telephone	Phone Reimbursement May, June, July, August 2024		\$100.00
Invoice	May-Aug 2024	8/31/2024			
Transaction Date	9/11/2024		Liquor Store	10101	Total \$200.00
Refer	0	JOLENE TAPPE	-		
Cash Payment	E 610-49752-321	Telephone	Phone Reimbursement May, June, July, August 2024		\$200.00
Invoice	May-Aug 2024	8/31/2024			
Transaction Date	9/11/2024		Liquor Store	10101	Total \$200.00
Refer	0	ND CHILD SUPPORT	-		
Cash Payment	G 609-21712	Garishment Payable	Remittance ID 102107 PP #14, 15, 16, 17, 18		\$958.20
Invoice					
Transaction Date	9/11/2024		Liquor Store	10101	Total \$958.20



Payments

Current Period: September 2024

Fund Summary

609 MUNICIPAL LIQUOR FUND	10101 Liquor Store	\$15,164.99
610 EVENT CENTER FUND		\$2,536.09
		<u>\$17,701.08</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	<u>\$17,701.08</u>
Total	\$17,701.08

Committee Reports

PARKS & RECREATION COMMITTEE – NO MEETING

WANNIGAN REGIONAL PARK COMMITTEE – NO MEETING

PLANNING & ZONING – AUGUST 27, 2024

1. Call the Meeting to Order - Roll Call
 - a. Meeting opened at 5:00 pm
 - b. Present were Andrea Froeber, Ken Miosek, Mike sharp, Tyler Trieglaff, Tina Hansmeier

2. Review Minutes – July 23, 2024

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

3. Open Forum - None

4. Old Business

- a. Comprehensive Plan Task Updates Reviewed
- b. Ordinance 177 – Ordinance Amending Portions of Title 11 – Subdivision Regulations – of the Frazee City Code

M/S/CU: Froeber/Trieglaff to approve recommending Ordinance 177 – Ordinance Amending Portions of Title 11 – Subdivision Regulations – of the Frazee City Code to the City Council for approval

5. New Business

- a. Water Hook-Up Requirements
 - i. New curb stops were put in as a part of the East Main project

M/S/CU: Froeber/Miosek to standardize language and add “change of ownership”

- b. Town Lake Beach Variance Application
 - i. Information provided to committee regarding need for variance

- c. Dangerous Dogs
 - i. Sharp reviewed Hugo's ordinance
 - ii. Want to consider not allowing dangerous dogs in town at all

6. Adjournment

M/S/CU: Miosek/Trieglaff to adjourn at 6:00 pm

Respectfully submitted,

Stephanie C. Poegel

Frazee City Administrator

PLANNING & ZONING – AUGUST 28, 2024

1. Call the Meeting to Order - Roll Call
 - a. Meeting started at 5:01
 - b. Present were Andrea Froeber, Ken Miosek, Mike Sharp, Tyler Trieglaff, Tina Hansmeier

2. Public Hearing – Town Lake Beach Variance
 - a. Open Public Hearing at 5:01 pm
 - b. Public Comments - None
 - c. Close Public Hearing at 5:06 pm

3. Town Lake Beach Variance Approval/Denial

M/S/CU: Miosek/Froeber to approve the variance for Town Lake Beach

4. Adjournment

M/S/CU: Trieglaff/Froeber to adjourn at 5:06 pm

Respectfully submitted,

Stephanie C. Poegel

Frazee City Administrator

PERSONNEL & FINANCE COMMITTEE – AUGUST 19, 2024

1. Call the Meeting to Order - Roll Call
 - a. Meeting opened at 8:02 am
 - b. Present were James Rader, Mike Sharp, Stephanie Poegel, Larry Stephenson

2. Minutes – Personnel – May 20, 2024; August 5, 2024; Finance – June 25, 2024
 - a. Minutes reviewed with no changes

3. Old Business
 - a. Public Works Hiring
 - i. Looking to hire 2 full time operators and get them both licensed in water and sewer; Discussion on salary options
 - ii. Discussion on vacation
 - iii. Discussion on longevity pay – Poegel to look into a policy for review
 - b. Banyon Software Transition & Future Training Needs

- i. It is \$600 to have a training on all 3 modules that we utilize – 2 hours for each module for a total of 6 hours of training; Poegel to offer training to staff
 - c. Personnel Policy Changes
 - i. Sick Leave
 - 1. Change 40 days to 300 hours (same amount, just worded differently)
 - 2. Remove from 12.03 last line regarding severance and move it to 16.02 with addition of “full-time” between the words “Any” and “employee”
 - ii. Vacation
 - 1. Change maximum accrual to 280 hours for all employees, removing the schedule based on years of service
 - 2. Remove “Terminal leave” section
 - iii. Severance
 - 1. Remove “50 percent of unused sick leave with a payout maximum of 100 hours and 0 percent of unused sick and safe time leave.” (The sick leave language from section 12.03 will be inserted in place of this language)
 - iv. Sick leave balances will be transferred to Earned Sick and Safe Time at the end of 12/31/2024
 - d. “Longevity Pay” section to be added to the personnel policy
4. New Business - None
5. Adjournment
 - a. Meeting adjourned at 9:46 am

Respectfully submitted,
Stephanie C. Poegel
 Frazee City Administrator

ECONOMIC DEVELOPMENT AUTHORITY – AUGUST 27, 2024

- 1. Call the Meeting to Order: 11:31am
- 2. Roll Call: John Olson, Andrea Froeber, Heath Peterson, Ashley Renollet, Jamie Crabtree, Karen Pifher, Tina, Bob Williams
- 3. Approval of Agenda: Motion to approve agenda with the addition of City of Frazee Grant Application to GMRPTC to launch Wannigan Park Explorer Program to New Business by Ashley, second by Andrea. All in favor, so moved.
- 4. Open Forum: None.
- 5. Meeting Minutes – July 23, 2024.
 - a. a. Motion to approve meeting minutes by Andrea. Second by Heath. All in favor, so moved.

6. Consultant Report
 - a. Bakery in new building: waiting on pre-approval letter from banks to sign lease agreement. Then can start the building design and bidding process.
 - b. Housing survey is launching and will be completed in September. Results will be shared with Becker County and EDA.
 - c. Andrea and Ashley will work as a subcommittee with Cory Behm to work towards developing a plan to support senior housing in Frazee
 - d. Discussion on Housing RFP from the Council.
 - Input on development plans being turned down by the city council (this is the perception) and so people don't want to put in the time if it won't be supported.
 - Need to create a vision for land available in RFP's and then recruit developers to create it or let developers create their own vision. Discussion that EDA would like to see a vision created for lots available for substantial home building. Karen to bring forward to engage community in planning.
 - e. Mural: working on fundraising and a matching grant. Note that we found out from MNDOT that permission was never granted to support a mural on the corner. We have sent all the information to MNDOT on the mural proposal and are waiting for an answer on if they will allow it. If not, we will find another property to place it.
 - f. Motion to accept consultant's report by Ashley, second by Heath. All in favor, so moved.
7. Old Business
8. New Business
 - a. 2025 Goals: Economic Development is one of the top goals of the city council. Support to have Karen facilitate a conversation with the City Council to help prioritize and share current goals and progress.
 - b. Hwy 10 West Frazee Sign.
 - Add to next month's agenda once we understand more about what sign and can think about options for marketing Frazee.
 - c. GMRPTC Grant on behalf of the City of Frazee for Wannigan Regional Park Explorer program.
 - d. Artists on Main - plan on applying for this grant in September. Will identify the best candidate.
 - e. Realtor listing: approval of listing expansion through December 31, 2024. Before 2025 provide the opportunity for local bids for realtors.
9. EDA Financials
 - a. February – Preliminary Reports
 - Discussion that the new reports are hard to interpret and understand. Karen will ask Stephanie to help educate the EDA on the accounts so we can have a better understanding of financial performance.
 - b. Discussion on EDA budget
 - Creating Community Consulting can write grants for projects to implement things but can't increase the general EDA budget. As Economic Development is a priority it's important to identify options to fund EDA activities/staff. We have the people and knowledge; we need funding to support the work.

- Discussion on food and beverage tax – this is in place in several surrounding communities and would close the budget gap of the EDA. Discussion on .05% tax or 1% tax being options to explore.
- CCC will bring a report of all the hours contributed to EDA vs. pay, tax levels in surrounding communities, and the proposal to discuss to the next EDA meeting.

10. Commissioner Comments: none

11. Adjournment: 12:51pm

LAKESIDE CEMETERY LIAISON

FRAZEE SCHOOL DISTRICT

Old Business

EAST MAIN PROJECT UPDATE

Old Business

TOWN LAKE BEACH PROJECT UPDATE

New Business

TOPIC

Addendum

APPROVAL OF ADDITIONAL CLAIMS