



CITY COUNCIL MEETING AGENDA

March 12, 2025 ~ 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** - The City of Frazee welcomes you to this meeting. We have the desire to provide an opportunity to hear from members of the public. This portion of the agenda will be limited to a total of not more than 30 minutes, unless otherwise determined by the council. Individual speakers are asked to limit their comments to not more than 10 minutes, unless otherwise determined by the council. The council requests that all comments be in keeping with, and contribute to, an atmosphere of civil, courteous, thoughtful, and respectful public discourse. The council will not respond to comments at the time of the guest's spot on the agenda; however, if the council feels there needs to be a discussion, comments, or a decision it will be taken up at the New Business part of the agenda with a possibility of future council agenda items. Thank you for attending.
6. **Consent Agenda**
 - a. Meeting Minutes – [February 26, 2025](#)
 - b. Liquor Store Income Statements – [January 2022-Current](#)
 - c. [Approval of Claims](#)
 - d. [Resolution 0312-2025A – Fire Department Donation](#)
 - e. [LG220 – Smokey Hills Chapter of MN Deer Hunters Association](#)
7. **Committee & Liaison Reports**
 - a. Parks & Recreation Committee – [February 26, 2025](#)
 - b. Wannigan Regional Park Committee – No Meeting
 - c. Planning & Zoning – [February 25, 2025](#)
 - d. Personnel Committee – [February 25, 2025](#)
 - e. Finance Committee – No Meeting
 - f. Economic Development Authority – [February 5, 2025](#), [February 25, 2025](#)
 - g. Lakeside Cemetery Liaison
 - h. Frazee School District Liaison
 - i. Frazee Area Action Fund Liaison
 - j. Frazee-Burlington-Silver Leaf Joint Powers Board Liaison
 - k. Lake Agassiz Regional Library Liaison
8. **Public Hearing** – [Ordinance 180 Short Term Rental Ordinance](#)
 - a. Open at 6:01 pm

- b. Public Comment
- c. Close Public Hearing

9. Old Business

10. New Business

- a. Feldt Water Meter/Billing Issue
- b. [Ordinance 180 – Short Term Rental Ordinance](#)
- c. [Revenue Recapture Service Level Agreement](#)
- d. [Resolution 0312-2025B – Resolution Approving a Grant Application to the Legislative Commission on Minnesota Resources \(LCCMR\) Environmental and Natural Resources Trust Fund for Development of Wannigan Regional Park](#)

11. Council Member Comments

12. Addendum

- a. Approval of Additional Claims

13. Adjournment

Consent Agenda

MINUTES – FEBRUARY 26, 2025

1. Call the Meeting to Order
 - a. Meeting called to order by Mayor Mike Sharp at 5:01 pm at the Frazee Event Center

2. Roll Call
 - a. Members Present: Andrew Daggett, Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
 - b. Members Absent: None
 - c. Staff: Matthew Johnson, Stephanie Poegel, Larry Stephenson, Jolene Tappe, Tyler Trieglaff, Adam Walker, Amanda Young
 - d. Contracted Services: Chris Thorson – Ulteig Engineering; Tom Winters (ZOOM) – Ramstad, Skoyles, Winters & Bakken, P.A.
 - e. Guests: Jess Kopischke, Erin Kopischke, Bob Williams

3. Pledge of Allegiance

4. Approve Agenda

M/S/CU: Kemper/Froeber to approve agenda as presented

5. Open Forum - None

6. Consent Agenda

- a. Meeting Minutes – February 12, 2025
- b. Income Statements
 - i. Liquor Store 2022 – Current
- c. Approval of Claims

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

7. Public Hearing – 2026 Utility Reconstruction

- a. Opened at 6:03 pm
- b. Public Comment
 - i. Thorson reviewed the preliminary engineering report and facility plan
 - ii. No public questions on report or plan
- c. Meeting closed at 6:21 pm

8. Staff Reports

- a. Fire Department
 - i. Membership
 1. 20 – Active Firefighters
 2. 1 – Member Resignation (Bob Clarey)
 3. 1 – Firefighter on Leave of Absence
 - ii. Calls for Service
 1. January/February Calls – 4 total calls
 2. 1 – Lift Assist

3. 1 – Motor Vehicle Accident
 4. 3 – Hazmat, Smell of natural gas
 5. 1 – Alarm, Canceled in rout
- iii. Training Report
1. February 26 – AutoX / Pump Testing
 2. March 19 – New Firefighter testing (4 total applicants)
 3. March 26 – Hose Lays/ Hose Deployment and pump training
 4. April 9 – Suicide Prevention / Mental Health Awareness
- iv. Grant Updates
1. BNSF – Submitted, August 2024 (Wild Land Water Packs)
 2. DNR Grant – Submitted, June 2024 (10 new pagers)
Denied
 3. ARMER Grant – Submitted, June 2024 (12 new radios, up \$40,000) – **Awarded!**
- v. New Business
1. Yearly Township Meeting update
 2. FFD Auction, Saturday April 12
 3. New OSHA Laws that may be taking place, please reach out to our state representative to urge exemptions small rural departments
 - a. Mandatory 300 hours of training per year
 - b. No apparatuses of 10 years old can be used, leave 3 apparatuses
 - c. 2 sets of gear per fire fighter
 - d. \$2.8 - \$3.1 million to update fleet and meet OSHA regulations

M/S/CU: Froeber/Kemper to accept the resignation of Robert Clarey effective February 12, 2025

- b. Rescue
 - i. Written report reviewed
- c. Event Center
 - i. Written report reviewed
- d. Liquor Store
 - i. Written report reviewed
 - ii. MN Energy bill of February 2022 compared to February 2025, only 3° difference between them equaled about \$400 in savings so roof and insulation is working
- e. Police Department
 - i. Written report reviewed
 - ii. May be able to use Banyon for code compliance/calls
 - iii. City Administrative Fines – will be forgoing letters this year and going right to fines
 - iv. Bike Rodeo is May 3 – have started planning
- f. Public Works
 - i. Written report reviewed

- ii. Discussion on property with force sewer main going through it and owners want to build a house near it
- g. Administration
 - i. Written report reviewed
 - ii. Answered questions regarding rental registration issues

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

9. Old Business - None

10. New Business

- a. Acceptance of 2026 Utility Reconstruction Feasibility Report

M/S/CU: Kemper/Froeber to accept the 2026 Utility Reconstruction Feasibility Report

- b. Widseth – LCCMR Design Services Proposal

M/S/CU: Froeber/Daggett to approve Widseth – LCCMR Design Services Proposal as presented

- c. Romtec – LCCMR Shelter

M/S/CU: Froeber/Kemper to approve Romtec – LCCMR Shelter as presented

- d. Resignation of Jenna Castagneri effective 6/1/2024

M/S/CU: Froeber/Rader to approve resignation of Jenna Castagneri effective 06/01/2024

- e. David Drown Associates Engagement Letter

M/S/CU: Kemper/Daggett to authorize Poegel to sign David Drown Associates Engagement Letter

- f. Resolution 0226-2025A – Resolution Adopting a Frazee Sanitary Sewer Collection and Water Distribution System Preliminary Engineering Report and Facility Plan

M/S/CU: Rader/Daggett to approve Resolution 0226-2025A – Resolution Adopting a Frazee Sanitary Sewer Collection and Water Distribution System Preliminary Engineering Report and Facility Plan

- g. Resolution 0226-2025B – Authorization of Application to the Minnesota Public Facilities Authority

M/S/CU: Kemper/Rader to approve Resolution 0226-2025B – Authorization of Application to the Minnesota Public Facilities Authority

- h. Rental Registration Denial & Order to Vacate

- i. Discussion on items identified during the inspection that were to be addressed; the timeline of notifications that were sent following the inspection; possible outcomes of letter being sent

M/S/CU: Froeber/Rader to proceed with sending a letter of notification outlining the 35-day revocation of rental registration

- i. Wannigan Park Project Manager Job Description

M/S/CU: Rader/Froeber to approve the Wannigan Park Project Manager Job Description

- j. Posting of Wannigan Park Project Manager Position

M/S/CU: Kemper/Daggett to approve the posting of a Wannigan Park Project Manager position

- k. Sewer Force Main

- i. For utilities there is a prescribed easement regarding the location

11. Council Member Comments

- a. Sharp

- i. Asked about Eagle Lake Park, there is an issues at the records office where we need to refile and wait another 1-2 months; this is the last step in the process
- ii. Unidentified Parcels – there are 3 parcels that need to be identified with 2 ways to proceed; 1. Have neighboring property owners sign off that we own it, this would created the same problem we are having with Eagle Lake if we ever decide to sell them or 2. Have them surveyed now and ensure there is no other legal claim to them – cost for survey is \$3,000 to \$5,000

M/S/CU: Kemper/Rader to complete the survey of the properties

b. Froeber

- i. Shared there will be a Cand Land themed event held at the Event Center the week of April 3-6 as a fundraiser for the splashpad

c. Kemper

- i. Would like to see Liquor Store numbers month over month for each year instead of the year as a whole

12. Addendum

a. Additional Claims

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

13. Adjournment

M/S/CU: Froeber/Kemper to adjourn at 6:49 pm

Respectfully submitted,
Stephanie Poegel
Frazee City Administrator

Consent Agenda

INCOME STATEMENTS – LIQUOR STORE 2022 – CURRENT JANUARY

January 2024 has been reconciled so these numbers are correct to the bank account. Keep in mind that for the off versus on sale the inventory will not be transferred until December so the items for resale will be skewed for the year. This will have a direct impact on the bottom line for each side until the inventory transfers are completed. Amanda and I have discussed this and she will start getting me a monthly inventory transfer amount so those numbers will be more accurate going forward.

Liquor Fund					
		1/31/2022	1/31/2023	1/31/2024	1/31/2025
REVENUE					
Off Sale		\$ 29,494.87	\$ 30,239.25	\$ 29,037.02	\$ 10,262.81
On Sale		\$ 17,763.71	\$ 16,465.53	\$ 25,180.88	\$ 17,939.54
Event Center		\$ 3,133.00	\$ 685.00	\$ 1,452.41	\$ 2,200.00
EXPENSES					
Off Sale		\$ 30,032.56	\$ 29,527.95	\$ 46,203.43	\$ 30,169.04
On Sale		\$ 8,014.01	\$ 14,397.19	\$ 9,907.79	\$ 10,009.91
Event Center		\$ 6,736.88	\$ 8,365.36	\$ 2,270.02	\$ 5,981.65
Combined					
REVENUE		\$ 50,391.58	\$ 47,389.78	\$ 55,670.31	\$ 30,402.35
EXPENSES		\$ 44,783.45	\$ 52,290.50	\$ 58,381.24	\$ 46,160.60
PROFIT/LOSS		\$ 5,608.13	\$ (4,900.72)	\$ (2,710.93)	\$ (15,758.25)
Off-Sale					
REVENUE		\$ 29,494.87	\$ 30,239.25	\$ 29,037.02	\$ 10,262.81
EXPENSES		\$ 30,032.56	\$ 29,527.95	\$ 46,203.43	\$ 30,169.04
PROFIT/LOSS		\$ (537.69)	\$ 711.30	\$ (17,166.41)	\$ (19,906.23)
On-Sale					
REVENUE		\$ 17,763.71	\$ 16,465.53	\$ 25,180.88	\$ 17,939.54
EXPENSES		\$ 8,014.01	\$ 14,397.19	\$ 9,907.79	\$ 10,009.91
PROFIT/LOSS		\$ 9,749.70	\$ 2,068.34	\$ 15,273.09	\$ 7,929.63
Event Center					
REVENUE		\$ 3,133.00	\$ 685.00	\$ 1,452.41	\$ 2,200.00
EXPENSES		\$ 6,736.88	\$ 8,365.36	\$ 2,270.02	\$ 5,981.65
PROFIT/LOSS		\$ (3,603.88)	\$ (7,680.36)	\$ (817.61)	\$ (3,781.65)

OFF SALE					
	1/31/2022	1/31/2023	1/31/2024	1/31/2025	
REVENUE					
R 609-31750 Grant Revenue	\$ -	\$ -	\$ -	\$ -	
R 609-31760 Loan Revenue	\$ -	\$ -	\$ -	\$ -	
R 609-36212 Interest Earnings - Off Sale	\$ -	\$ -	\$ 37.41	\$ -	
R 609-37811 Liquor Sales -Off Sale	\$ 7,661.60	\$ 6,648.46	\$ 7,644.03	\$ 9,487.31	
R 609-37812 Beer Sales -Off Sale	\$ 19,030.13	\$ 18,783.69	\$ 16,653.70	\$ 18,045.74	
R 609-37813 Wine Sales -Off Sale	\$ 1,418.21	\$ 1,320.95	\$ 1,342.08	\$ 1,553.41	
R 609-37815 Misc Sales -Off Sale	\$ 268.82	\$ 901.19	\$ 296.95	\$ 196.37	
R 609-37818 Cannabis/THC Sales - Off Sale	\$ -	\$ -	\$ 17.99	\$ 702.37	
R 609-37840 Cash Over/Short -Off Sale	\$ 2.04	\$ 10.17	\$ 7.38	\$ (0.01)	
R 609-37850 Credit Cards - Off Sale	\$ 1,483.87	\$ 2,524.79	\$ 3,037.48	\$ (19,722.38)	
R 609-37860 Gift Card Sales - Off Sale	\$ (369.80)	\$ 50.00	\$ -	\$ -	
R 609-37880 Misc Income - Off Sale	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 29,494.87	\$ 30,239.25	\$ 29,037.02	\$ 10,262.81	
EXPENSES					
E 609-49750-101 Full-Time Employees Regular	\$ -	\$ -	\$ 4,120.82	\$ 2,221.25	
E 609-49750-102 Full-Time Employees Overtime	\$ -	\$ -	\$ 26.58	\$ -	
E 609-49750-103 Part-Time Employees	\$ 2,537.77	\$ 4,416.41	\$ 2,132.08	\$ 1,981.00	
E 609-49750-121 PERA	\$ 181.60	\$ 295.36	\$ 296.81	\$ 347.35	
E 609-49750-122 FICA	\$ 194.11	\$ 337.86	\$ 294.37	\$ 340.03	
E 609-49750-131 Employer Paid Health	\$ -	\$ -	\$ 20,378.00	\$ 438.61	
E 609-49750-132 Employer Health Savings Acct	\$ -	\$ -	\$ 133.26	\$ 192.29	
E 609-49750-134 Employer Paid Life	\$ -	\$ -	\$ -	\$ 40.37	
E 609-49750-135 Employer Paid Acc/Death/Dismem	\$ -	\$ -	\$ -	\$ 33.27	
E 609-49750-142 Unemployment Benefit Payments	\$ -	\$ -	\$ -	\$ -	
E 609-49750-151 Worker s Comp Insurance Prem	\$ -	\$ -	\$ -	\$ -	
E 609-49750-200 Office Supplies (GENERAL)	\$ -	\$ -	\$ -	\$ -	
E 609-49750-210 Operating Supplies (GENERAL)	\$ 140.17	\$ 234.64	\$ 171.26	\$ 124.63	
E 609-49750-211 Cleaning Supplies	\$ 118.39	\$ 134.55	\$ 163.89	\$ 41.02	
E 609-49750-214 Liquor Store Glass/Bar Supply	\$ -	\$ -	\$ -	\$ -	
E 609-49750-218 Uniforms	\$ -	\$ -	\$ -	\$ -	
E 609-49750-250 Merchandise Resale (GENERAL)	\$ -	\$ 70.39	\$ 54.15	\$ -	
E 609-49750-251 Liquor For Resale	\$ 4,619.77	\$ 4,745.09	\$ 4,702.98	\$ 6,307.95	
E 609-49750-252 Beer For Resale	\$ 19,589.16	\$ 13,951.90	\$ 11,118.71	\$ 15,621.00	
E 609-49750-253 Wine For Resale	\$ 786.23	\$ 346.00	\$ 671.49	\$ 663.28	
E 609-49750-254 Soft Drinks/Mix For Resale	\$ (165.55)	\$ 210.20	\$ 175.89	\$ 265.98	
E 609-49750-255 Drink Ingredients For Resale	\$ -	\$ -	\$ -	\$ -	
E 609-49750-256 THC/CBD For Resale	\$ -	\$ -	\$ -	\$ 560.40	
E 609-49750-259 Food for Resale	\$ -	\$ -	\$ -	\$ -	
E 609-49750-260 Pizza for Resale	\$ -	\$ -	\$ -	\$ -	
E 609-49750-261 Clothing for Resale	\$ -	\$ -	\$ -	\$ -	
E 609-49750-265 Gift Cards for Resale	\$ -	\$ -	\$ -	\$ -	
E 609-49750-304 Legal Fees	\$ -	\$ -	\$ -	\$ -	
E 609-49750-321 Telephone	\$ 84.54	\$ 86.36	\$ -	\$ 113.77	
E 609-49750-324 Technology/Computer Expenses	\$ 17.50	\$ 49.81	\$ 52.30	\$ 71.22	

	1/31/2022	1/31/2023	1/31/2024	1/31/2025
E 609-49750-331 Travel/Training Expenses	\$ -	\$ -	\$ -	\$ -
E 609-49750-340 Advertising	\$ -	\$ 12.50	\$ -	\$ 36.83
E 609-49750-341 Advertising for Employment	\$ -	\$ -	\$ -	\$ -
E 609-49750-355 Printing & Publishing	\$ -	\$ -	\$ -	\$ -
E 609-49750-361 General Liability Ins	\$ -	\$ 633.40	\$ -	\$ -
E 609-49750-362 Property Ins	\$ -	\$ 1,998.00	\$ -	\$ -
E 609-49750-364 Dram Shop	\$ 156.42	\$ 161.86	\$ -	\$ -
E 609-49750-381 Electric Utilities	\$ 477.50	\$ 462.50	\$ 412.50	\$ 414.50
E 609-49750-382 Water/Sewer Utilities	\$ -	\$ -	\$ -	\$ -
E 609-49750-383 Gas Utilities	\$ 99.00	\$ 161.62	\$ 119.50	\$ 172.46
E 609-49750-384 Refuse/Garbage Disposal	\$ 97.05	\$ 164.53	\$ 111.53	\$ 121.56
E 609-49750-401 Repairs/Maint Buildings	\$ 337.98	\$ 144.67	\$ 60.66	\$ -
E 609-49750-404 Repairs/Maint Machinery/Equip	\$ -	\$ -	\$ 107.50	\$ 60.27
E 609-49750-432 Uncollectable Checks	\$ -	\$ -	\$ -	\$ -
E 609-49750-433 Dues and Subscriptions	\$ 760.92	\$ 910.30	\$ 899.15	\$ -
E 609-49750-500 Capital Outlay (GENERAL)	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 30,032.56	\$ 29,527.95	\$ 46,203.43	\$ 30,169.04
REVENUE	\$ 29,494.87	\$ 30,239.25	\$ 29,037.02	\$ 10,262.81
EXPENSES	\$ 30,032.56	\$ 29,527.95	\$ 46,203.43	\$ 30,169.04
PROFIT/LOSS	\$ (537.69)	\$ 711.30	\$ (17,166.41)	\$ (19,906.23)

ON SALE

	1/31/2022	1/31/2023	1/31/2024	1/31/2025
REVENUE				
R 609-31750 Grant Revenue	\$ -	\$ -	\$ -	\$ -
R 609-31760 Loan Revenue	\$ -	\$ -	\$ -	\$ -
R 609-36211 Interest Earnings - On Sale	\$ -	\$ -	\$ 37.41	\$ -
R 609-37911 Liquor Sales -On Sale	\$ 3,695.75	\$ 4,680.25	\$ 8,258.00	\$ 8,892.75
R 609-37912 Beer Sales -On Sale	\$ 9,399.95	\$ 10,106.00	\$ 10,184.75	\$ 10,845.75
R 609-37913 Wine Sales -On Sale	\$ 25.00	\$ 52.00	\$ 50.00	\$ 74.45
R 609-37914 Soft Drinks -On Sale	\$ -	\$ -	\$ -	\$ -
R 609-37915 Misc Sales - On Sale	\$ 3,137.25	\$ 181.50	\$ 205.56	\$ 410.00
R 609-37916 Pizza Sales - On Sale	\$ -	\$ -	\$ 448.50	\$ 643.50
R 609-37917 Food Sales - On Sale	\$ 991.91	\$ 1,351.50	\$ 1,726.54	\$ 3,739.50
R 609-37918 Gaming Income	\$ -	\$ -	\$ 3,584.40	\$ 2,388.52
R 609-37919 Clothing Income	\$ -	\$ -	\$ 85.00	\$ -
R 609-37920 Vending Machine Sales -On Sale	\$ -	\$ -	\$ -	\$ -
R 609-37921 Darts/Pool Table - On Sale	\$ -	\$ -	\$ -	\$ -
R 609-37922 Jukebox/Mega Touch - On Sale	\$ -	\$ -	\$ -	\$ -
R 609-37940 Cash Over/Short -On Sale	\$ 19.07	\$ (9.34)	\$ 10.32	\$ (30.09)
R 609-37950 Credit Cards - On Sale	\$ (84.43)	\$ 128.62	\$ 590.40	\$ (9,451.54)
R 609-37951 ATM Machine - On Sale	\$ -	\$ -	\$ -	\$ 426.70
R 609-37980 Misc Income - On Sale	\$ 579.21	\$ (25.00)	\$ -	\$ -
TOTALS	\$ 17,763.71	\$ 16,465.53	\$ 25,180.88	\$ 17,939.54
EXPENSES				
E 609-49751-101 Full-Time Employees Regular	\$ -	\$ -	\$ 2,255.63	\$ 2,221.50
E 609-49751-102 Full-Time Employees Overtime	\$ -	\$ -	\$ 26.58	\$ -
E 609-49751-103 Part-Time Employees	\$ 2,537.79	\$ 5,582.20	\$ 2,132.80	\$ 1,981.48
E 609-49751-121 PERA	\$ 181.65	\$ 368.09	\$ 563.03	\$ 347.48
E 609-49751-122 FICA	\$ 194.19	\$ 427.04	\$ 553.09	\$ 340.17
E 609-49751-131 Employer Paid Health	\$ -	\$ -	\$ 477.62	\$ 438.67
E 609-49751-132 Employer Health Savings Acct	\$ -	\$ -	\$ 422.28	\$ 192.31
E 609-49751-134 Employer Paid Life	\$ -	\$ -	\$ -	\$ 40.37
E 609-49751-135 Empr Paid Acc/Death/Dismem	\$ -	\$ -	\$ -	\$ 333.31
E 609-49751-142 Unemp Benefit Prmts	\$ -	\$ -	\$ -	\$ -
E 609-49751-151 Worker s Comp Insurance Prem	\$ -	\$ -	\$ -	\$ -
E 609-49751-200 Office Supplies (GENERAL)	\$ -	\$ -	\$ -	\$ -
E 609-49751-210 Operating Supplies (GENERAL)	\$ 328.16	\$ 168.20	\$ 452.99	\$ 349.75
E 609-49751-211 Cleaning Supplies	\$ 118.37	\$ 134.55	\$ 163.89	\$ 51.68
E 609-49751-213 Operating Supplies - Food	\$ -	\$ 227.72	\$ 45.53	\$ 277.13
E 609-49751-218 Uniforms	\$ -	\$ -	\$ -	\$ -
E 609-49751-251 Liquor For Resale	\$ 429.10	\$ 577.18	\$ -	\$ -
E 609-49751-252 Beer For Resale	\$ 1,031.37	\$ 1,037.22	\$ -	\$ -
E 609-49751-253 Wine For Resale	\$ 8.29	\$ 11.17	\$ -	\$ -
E 609-49751-254 Soft Drinks/Mix For Resale	\$ -	\$ 226.00	\$ 230.00	\$ 173.23
E 609-49751-257 Ice For Resale	\$ 89.95	\$ -	\$ -	\$ -
E 609-49751-259 Food for Resale	\$ -	\$ 521.24	\$ 592.24	\$ 1,568.91

	1/31/2022	1/31/2023	1/31/2024	1/31/2025
E 609-49751-260 Pizza for Resale	\$ 397.75	\$ 313.50	\$ 209.60	\$ 420.95
E 609-49751-261 Clothing for Resale	\$ -	\$ -	\$ -	\$ -
E 609-49751-265 Gift Cards for Resale	\$ -	\$ -	\$ -	\$ -
E 609-49751-266 Misc for Resale	\$ -	\$ 122.01	\$ 30.36	\$ -
E 609-49751-304 Legal Fees	\$ -	\$ -	\$ -	\$ -
E 609-49751-314 Cont/Pro Serv - Entertainment	\$ 338.46	\$ 348.32	\$ -	\$ 12.87
E 609-49751-321 Telephone	\$ 84.55	\$ 86.36	\$ -	\$ 383.25
E 609-49751-322 Postage	\$ -	\$ -	\$ -	\$ -
E 609-49751-324 Technology/Computer Expenses	\$ 17.50	\$ 49.81	\$ 52.30	\$ 71.22
E 609-49751-331 Travel/Training Expenses	\$ -	\$ -	\$ -	\$ -
E 609-49751-340 Advertising	\$ -	\$ 12.50	\$ -	\$ 36.84
E 609-49751-341 Advertising for Employment	\$ -	\$ -	\$ -	\$ -
E 609-49751-361 General Liability Ins	\$ -	\$ 244.60	\$ -	\$ -
E 609-49751-362 Property Ins	\$ -	\$ 1,998.00	\$ -	\$ -
E 609-49751-364 Dram Shop	\$ 156.42	\$ 161.86	\$ -	\$ -
E 609-49751-381 Electric Utilities	\$ 477.50	\$ 462.50	\$ 412.50	\$ 414.50
E 609-49751-382 Water/Sewer Utilities	\$ -	\$ -	\$ -	\$ -
E 609-49751-383 Gas Utilities	\$ 100.00	\$ 161.62	\$ 119.50	\$ 172.46
E 609-49751-384 Refuse/Garbage Disposal	\$ 76.05	\$ 100.53	\$ 100.53	\$ 121.56
E 609-49751-401 Repairs/Maint Buildings	\$ 686.00	\$ 144.67	\$ 60.66	\$ -
E 609-49751-404 Repairs/Maint Machinery/Equip	\$ -	\$ -	\$ 107.50	\$ 60.27
E 609-49751-432 Uncollectable Checks	\$ -	\$ -	\$ -	\$ -
E 609-49751-433 Dues and Subscriptions	\$ 760.91	\$ 910.30	\$ 899.16	\$ -
E 609-49751-481 Petty Cash	\$ -	\$ -	\$ -	\$ -
E 609-49751-500 Capital Outlay (GENERAL)	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 8,014.01	\$ 14,397.19	\$ 9,907.79	\$ 10,009.91
REVENUE	\$ 17,763.71	\$ 16,465.53	\$ 25,180.88	\$ 17,939.54
EXPENSES	\$ 8,014.01	\$ 14,397.19	\$ 9,907.79	\$ 10,009.91
PROFIT/LOSS	\$ 9,749.70	\$ 2,068.34	\$ 15,273.09	\$ 7,929.63

EVENT CENTER

	1/31/2022	1/31/2023	1/31/2024	1/31/2025
REVENUE				
R 610-31750 Grant Revenue	\$ -	\$ -	\$ -	\$ -
R 610-31760 Loan Revenue	\$ -	\$ -	\$ -	\$ -
R 610-34101 Rent Revenue	\$ 1,450.00	\$ 550.00	\$ 1,050.00	\$ 1,900.00
R 610-36210 Interest Earnings	\$ -	\$ -	\$ 37.41	\$ -
R 610-37511 Liquor Sales - EC	\$ 655.00	\$ -	\$ 168.00	\$ -
R 610-37512 Beer Sales - EC	\$ 417.50	\$ -	\$ 49.00	\$ -
R 610-37513 Wine Sales - EC	\$ 236.50	\$ -	\$ -	\$ -
R 610-37540 Cash Over/Short - EC	\$ -	\$ -	\$ -	\$ -
R 610-37550 Credit Cards - EC	\$ -	\$ -	\$ -	\$ -
R 610-37580 Misc Income - EC	\$ 36.00	\$ -	\$ -	\$ -
R 610-37581 Linens Rental Fees	\$ 338.00	\$ 135.00	\$ 148.00	\$ 300.00
TOTALS	\$ 3,133.00	\$ 685.00	\$ 1,452.41	\$ 2,200.00
EXPENSES				
E 610-49752-103 Part-Time Employees	\$ 790.54	\$ 818.36	\$ 938.70	\$ 616.60
E 610-49752-121 PERA	\$ 59.30	\$ 61.37	\$ 70.41	\$ 46.17
E 610-49752-122 FICA	\$ 60.47	\$ 62.59	\$ 71.81	\$ 47.10
E 610-49752-142 Unemployment Benefit Payments	\$ -	\$ -	\$ -	\$ -
E 610-49752-151 Worker s Comp Insurance Prem	\$ -	\$ -	\$ -	\$ -
E 610-49752-200 Office Supplies (GENERAL)	\$ -	\$ -	\$ -	\$ -
E 610-49752-210 Operating Supplies (GENERAL)	\$ 3,056.37	\$ -	\$ (126.32)	\$ 54.04
E 610-49752-211 Cleaning Supplies	\$ 209.21	\$ 215.66	\$ 243.66	\$ 276.45
E 610-49752-251 Liquor For Resale	\$ 37.41	\$ 19.80	\$ -	\$ -
E 610-49752-252 Beer For Resale	\$ 81.20	\$ 58.52	\$ (186.10)	\$ -
E 610-49752-253 Wine For Resale	\$ 1.85	\$ 7.80	\$ -	\$ -
E 610-49752-254 Soft Drinks/Mix For Resale	\$ -	\$ 5.97	\$ -	\$ -
E 610-49752-266 Misc for Resale	\$ -	\$ -	\$ -	\$ -
E 610-49752-265 Gift Cards for Resale	\$ -	\$ -	\$ -	\$ -
E 610-49752-314 Cont/Pro Serv - Entertainment	\$ -	\$ -	\$ -	\$ -
E 610-49752-321 Telephone	\$ -	\$ -	\$ -	\$ 103.59
E 610-49752-324 Technology/Computer Expenses	\$ 10.00	\$ 99.62	\$ -	\$ -
E 610-49752-331 Travel/Training Expenses	\$ -	\$ -	\$ 104.61	\$ 112.45
E 610-49752-322 Postage	\$ -	\$ -	\$ -	\$ -
E 610-49752-340 Advertising	\$ 789.00	\$ 100.00	\$ 250.00	\$ -
E 610-49752-361 General Liability Ins	\$ -	\$ 173.33	\$ -	\$ -
E 610-49752-362 Property Ins	\$ -	\$ 4,070.00	\$ -	\$ -
E 610-49752-364 Dram Shop	\$ 156.41	\$ 161.86	\$ -	\$ -
E 610-49752-381 Electric Utilities	\$ 681.00	\$ 660.00	\$ 674.00	\$ 547.00
E 610-49752-382 Water/Sewer Utilities	\$ -	\$ -	\$ -	\$ -
E 610-49752-383 Gas Utilities	\$ 326.98	\$ 496.53	\$ -	\$ 266.57
E 610-49752-384 Refuse/Garbage Disposal	\$ 76.05	\$ 100.53	\$ 111.53	\$ 121.55
E 610-49752-401 Repairs/Maint Buildings	\$ 47.73	\$ 1,113.42	\$ 60.66	\$ -
E 610-49752-404 Repairs/Maint Machinery/Equip	\$ -	\$ -	\$ -	\$ 3,712.60
E 610-49752-410 Rentals (GENERAL)	\$ 223.36	\$ -	\$ 57.06	\$ 77.53
E 610-49752-432 Uncollectable Checks	\$ -	\$ -	\$ -	\$ -

	1/31/2022	1/31/2023	1/31/2024	1/31/2025
E 610-49752-433 Dues and Subscriptions	\$ 130.00	\$ 140.00	\$ -	\$ -
E 610-49752-481 Petty Cash	\$ -	\$ -	\$ -	\$ -
E 610-49752-500 Capital Outlay (GENERAL)	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 6,736.88	\$ 8,365.36	\$ 2,270.02	\$ 5,981.65
REVENUE	\$ 3,133.00	\$ 685.00	\$ 1,452.41	\$ 2,200.00
EXPENSES	\$ 6,736.88	\$ 8,365.36	\$ 2,270.02	\$ 5,981.65
PROFIT/LOSS	\$ (3,603.88)	\$ (7,680.36)	\$ (817.61)	\$ (3,781.65)

Consent Agenda

APPROVAL OF CLAIMS



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Payments

Current Period: February 2025

Payments Batch 02282025GENADD **\$1,635.33**

Refer	0 HSABANK	Ck# 000257E 2/27/2025	
Cash Payment Invoice	G 100-21707 Health Savings Payable	Create Date: 2/26/25	\$1,139.19
Cash Payment Invoice	G 601-21707 Health Savings Payable	K.R. Create Date: 2/26/25	\$203.84
Cash Payment Invoice	G 602-21707 Health Savings Payable	L.S. Create Date: 2/26/25	\$292.30
Transaction Date	3/12/2025	Main Checking 10100	Total \$1,635.33

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$1,139.19
601 WATER FUND	\$203.84
602 SEWER FUND	\$292.30
	\$1,635.33

Pre-Written Checks	\$1,635.33
Checks to be Generated by the Computer	\$0.00
Total	\$1,635.33



Payments

Current Period: February 2025

Payments Batch 02282025LSECADD \$242.30

Refer	0 HSABANK	Ck# 000201E 2/27/2025	
Cash Payment	G 609-21707 Health Savings Payable	A.Y. Create Date: 2/26/25	\$242.30
Invoice			
Transaction Date	3/12/2025	Liquor Store 10101	Total <u>\$242.30</u>

Fund Summary

609 MUNICIPAL LIQUOR FUND		10101 Liquor Store	\$242.30
			<u>\$242.30</u>

Pre-Written Checks		\$242.30	
Checks to be Generated by the Computer		\$0.00	
Total		<u>\$242.30</u>	



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Payments

Current Period: March 2025

Payments Batch 03122025GEN1 \$71,424.47

Refer	0 COLONIAL LIFE & ACCIDENT INS C	Ck# 000258E 3/3/2025		
Cash Payment	G 801-21709 Aflac/Colonial Life	K.R. Deduction Dates: Feb 11, 25 - 2025		\$63.24
Invoice	43200730211047	2/11/2025		
Transaction Date	3/12/2025	Main Checking	10100	Total \$63.24
Refer	0 ALEX AIR APPARATUS 2 LLC	-		
Cash Payment	E 200-42200-407 Repairs/Maint Equipmen	Standard 4-Gas Calibration Gas...		\$299.00
Invoice	INV-51702	2/14/2025		
Transaction Date	3/12/2025	Main Checking	10100	Total \$299.00
Refer	0 CORE & MAIN LP	-		
Cash Payment	E 801-49400-399 Repairs/Maint Meters	3/4"SiPERL (16), 3/4 Meter CPLG (12), 3/4 Rubber Meter Gasket (24)		\$3,089.66
Invoice	CNV1000000056	2/14/2025		
Transaction Date	3/12/2025	Main Checking	10100	Total \$3,089.66
Refer	0 MARCO TECHNOLOGIES LLC	-		
Cash Payment	E 100-41110-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight		\$57.19
Invoice				
Cash Payment	E 100-41400-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight		\$72.44
Invoice				
Cash Payment	E 100-42110-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight		\$38.12
Invoice				
Cash Payment	E 100-49500-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight		\$45.74
Invoice				
Cash Payment	E 200-42200-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight		\$19.05
Invoice				
Cash Payment	E 201-42300-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight		\$19.05
Invoice				
Cash Payment	E 801-49400-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight		\$45.74
Invoice				
Cash Payment	E 802-49450-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight		\$45.74
Invoice				
Cash Payment	E 851-48500-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight		\$38.12
Invoice				
Transaction Date	3/12/2025	Main Checking	10100	Total \$381.19
Refer	0 MN ENERGY RESOURCES	-		
Cash Payment	E 854-48500-383 Gas Utilities	City of Frazee EDA Busniness Center Acct 0504434051-00001		\$342.17
Invoice		2/21/2025		
Cash Payment	E 200-42200-383 Gas Utilities	Frazee Fire Hall Acct 050734815-00001 Fire Dept Portion		\$481.59
Invoice		2/21/2025		
Cash Payment	E 100-41400-383 Gas Utilities	Frazee Fire Hall Acct 0507345815-00001 Admin Portion		\$481.60
Invoice		2/21/2025		
Cash Payment	E 856-48500-383 Gas Utilities	City of Frazee D401 Downtown Infill Building Acct 0734999605-00001		\$234.58
Invoice		2/21/2025		



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Payments

Current Period: March 2025

Cash Payment	E 601-49400-383	Gas Utilities	City of Frazee Pump WTP Acct 0508958452-00002	\$230.74
Invoice		2/21/2025		
Cash Payment	E 100-43100-383	Gas Utilities	City of Frazee City Shop Acct 0503558745-00001	\$340.61
Invoice		2/21/2025		
Transaction Date	3/12/2025		Main Checking 10100	Total \$2,111.29
Refer	0 OTTER TAIL POWER			
Cash Payment	E 656-46500-381	Electric Utilities	109 Main Ave E Hallway Lighting DTI Acct 20062282	\$161.43
Invoice		2/25/2025		
Cash Payment	E 100-41400-381	Electric Utilities	222 Main Ave Fire Dept & City Offices Acct 1033571 Admin Portion	\$208.55
Invoice		2/25/2025		
Cash Payment	E 200-42200-381	Electric Utilities	222 Main Ave Fire Dept & City Offices Acct1033571 Fire Portion	\$208.55
Invoice		2/25/2025		
Cash Payment	E 100-42110-381	Electric Utilities	S River Dr Campground Acct 1160748 Police Portion	\$2.25
Invoice		2/25/2025		
Cash Payment	E 100-45200-381	Electric Utilities	S River Dr Campground Acct1160748 Parks Portion	\$20.26
Invoice		2/25/2025		
Cash Payment	E 100-42110-381	Electric Utilities	222 Main Ave W Street Lights Streetlight Order Acct 1018088 Police Portion	\$116.89
Invoice		2/25/2025		
Cash Payment	E 100-43160-381	Electric Utilities	222 Main Ave W Sreet Lights Streetlight Order Acct 1018088	\$1,052.07
Invoice		2/25/2025		
Cash Payment	E 100-43160-381	Electric Utilities	100 Endeavor Rd Acct 20096539	\$134.69
Invoice		2/25/2025		
Cash Payment	E 100-43160-381	Electric Utilities	303 Lake St N Acct 20096542	\$24.17
Invoice		2/25/2025		
Cash Payment	E 100-43160-381	Electric Utilities	617 Lake St. S Acct 20096541	\$51.51
Invoice		2/25/2025		
Cash Payment	E 100-43160-381	Electric Utilities	Knotta Road Acct 1121631	\$38.27
Invoice		2/25/2025		
Cash Payment	E 100-43160-381	Electric Utilities	Cty Hwy 29 Red Willow Addn Acct 1099063	\$43.82
Invoice		2/25/2025		
Cash Payment	E 601-49400-381	Electric Utilities	600 N 3rd St. Iron Removal & Pump 4 Acct 1018090	\$658.02
Invoice		2/25/2025		
Cash Payment	E 602-49450-381	Electric Utilities	Sewer Lift Station Acct 1018091	\$368.80
Invoice		2/25/2025		
Cash Payment	E 602-49450-381	Electric Utilities	608 2nd St SW Sewer Lift 2 Acct 1018092	\$77.54
Invoice		2/25/2025		
Cash Payment	E 602-49450-381	Electric Utilities	Sewer Lift No 3 Acct 1018525	\$77.77
Invoice		2/25/2025		
Cash Payment	E 602-49450-381	Electric Utilities	306 Main Ave E Alley Sewer Lift Acct 1028265	\$28.81
Invoice		2/25/2025		
Cash Payment	E 100-45200-381	Electric Utilities	5th St. NW Demo Derby Acct 20057198	\$182.60
Invoice		2/25/2025		



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Payments

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Current Period: March 2025

Cash Payment	E 100-45200-381	Electric Utilities	801 Lake St S Frazee Lions Lite Acct 1132551	\$8.85
Invoice		2/25/2025		
Cash Payment	E 100-45200-381	Electric Utilities	101 Lake St. S Turkey Sculpture Acct 1024513	\$39.95
Invoice		2/25/2025		
Cash Payment	E 100-43100-381	Electric Utilities	513 Birch Ave City Shop Acct 1071005	\$658.35
Invoice		2/25/2025		
Transaction Date	3/12/2025		Main Checking 10100	Total \$4,163.15
Refer	0 RAMROD MOTORS			
Cash Payment	E 802-49450-404	Repairs/Maint Machinery	Fitting Ends	\$9.78
Invoice 2752		2/24/2025		
Transaction Date	3/12/2025		Main Checking 10100	Total \$9.78
Refer	0 RYAN TOLLEFSON			
Cash Payment	E 200-42200-331	Travel/Training Expense	Reimbursement for Hotel in Alexandria (Fire School) and Mileage	\$427.44
Invoice		2/12/2025		
Transaction Date	3/12/2025		Main Checking 10100	Total \$427.44
Refer	0 KIMBALL MIDWEST			
Cash Payment	E 100-43100-240	Small Tools and Minor E	Crimp-Master Term Crimper	\$66.49
Invoice 103098779		2/24/2025		
Transaction Date	3/12/2025		Main Checking 10100	Total \$66.49
Refer	0 ALL N ALL INC			
Cash Payment	E 100-42110-406	Repairs/Maint Vehicles	Police Vehicle Main. Car Washes Acct 1023	\$25.00
Invoice		3/3/2025		
Cash Payment	E 100-42110-212	Motor Fuels	Police Motor Fuels Acct 1023	\$853.21
Invoice		3/3/2025		
Cash Payment	E 200-42200-212	Motor Fuels	Fire Motor Fuels Acct 1023	\$52.89
Invoice		3/3/2025		
Cash Payment	E 100-45200-212	Motor Fuels	Parks Motor Fuels Acct 1023	\$107.00
Invoice		3/3/2025		
Cash Payment	E 100-43125-212	Motor Fuels	Snow Removal Motor Fuels Acct 1023	\$802.37
Invoice		3/3/2025		
Cash Payment	E 100-43100-212	Motor Fuels	Street Motor Fuels Acct 1023	\$595.30
Invoice		3/3/2025		
Transaction Date	3/12/2025		Main Checking 10100	Total \$2,435.77
Refer	0 LAKES COUNTRY SERVICE COOP			
Cash Payment	E 100-41110-324	Technology/Computer E	Council Technology Services for March 1 - March 31, 2025	\$112.46
Invoice 100971		3/5/2025		
Cash Payment	E 100-41400-324	Technology/Computer E	Admin Technology Services for March 1 - March 31, 2025	\$112.46
Invoice 100971		3/5/2025		
Cash Payment	E 100-42110-324	Technology/Computer E	Police Technology Services for March 1 - March 31, 2025	\$112.46
Invoice 100971		3/5/2025		
Cash Payment	E 200-42200-324	Technology/Computer E	Fire Technology Services for March 1 - March 31, 2025	\$112.45
Invoice 100971		3/5/2025		



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Payments

Current Period: March 2025

Cash Payment	E 100-43100-324	Technology/Computer E	Street Technology Services for March 1 - March 31, 2025	\$112.45
Invoice	100971		3/5/2025	
Transaction Date	3/12/2025	Main Checking	10100	Total \$562.28
Refer	0	MET LIFE INSURANCE COMPANY	-	
Cash Payment	G 100-21706	Insurance Payable	TS05397816	\$216.41
Invoice			2/16/2025	
Cash Payment	G 601-21706	Insurance Payable	K.R. TS05397816	\$29.63
Invoice			2/16/2025	
Cash Payment	G 602-21706	Insurance Payable	L.S. TS05397816	\$60.75
Invoice			2/16/2025	
Transaction Date	3/12/2025	Main Checking	10100	Total \$306.79
Refer	0	AMERICAN ENGINEERING TESTIN	-	
Cash Payment	E 404-45200-300	Professional Srvs (GEN	Acct #CUS-040554 P-0036597 Frazee Town Lake Park Pavilion	\$880.00
Invoice	INV-246902		3/4/2025	
Transaction Date	3/12/2025	Main Checking	10100	Total \$880.00
Refer	0	CREATING COMMUNITY CONSULT	-	
Cash Payment	E 651-46500-300	Professional Srvs (GEN	EDA Consultant Fee March 2025 Frazee Monthly Newsblast, Grant Writing, Community Engagement, Branding, Project Planning	\$3,000.00
Invoice	752		3/3/2025	
Transaction Date	3/12/2025	Main Checking	10100	Total \$3,000.00
Refer	0	NANCY KAY KIEHL	-	
Cash Payment	E 656-46500-311	Contracts/Professional S	February 2025 Frazee Downtown Infill Cleaning	\$615.00
Invoice	February 2025		2/28/2025	
Transaction Date	3/12/2025	Main Checking	10100	Total \$615.00
Refer	0	HAMMERS CONSTRUCTION INC.	-	
Cash Payment	E 404-45200-502	Construction - New/Repl	TLB Partial Pmt #3 Project: 24098-0	\$40,762.79
Invoice	130359		2/26/2025	
Transaction Date	3/12/2025	Main Checking	10100	Total \$40,762.79
Refer	0	TINA HANSMEIER	-	
Cash Payment	E 100-41400-331	Travel/Training Expense	Amazon Return UPS-DL, Title Team Purchase Agreement Drop Off	\$14.42
Invoice			3/3/2025	
Transaction Date	3/12/2025	Main Checking	10100	Total \$14.42
Refer	0	WIDSETH	-	
Cash Payment	E 423-45207-303	Engineering Fees	Wannigan Regional Park-Internal Asphalt Trail Prof Serv Thru 02/14/2025	\$11,474.99
Invoice	236572		2/27/2025	
Cash Payment	E 404-45200-300	Professional Srvs (GEN	TLB - Labor Compliance Prof Serv Thru 02/14/2025	\$138.75
Invoice	236326		2/24/2025	
Transaction Date	3/12/2025	Main Checking	10100	Total \$11,613.74
Refer	0	VERIZON	-	
Cash Payment	E 100-42110-324	Technology/Computer E	Acct 286851295-00001	\$105.03
Invoice	6106752557		2/23/2025	



Payments

Current Period: March 2025

Transaction Date	3/12/2025	Main Checking	10100	Total	\$105.03
Refer	0 VERIZON				-
Cash Payment	E 602-49450-321 Telephone		Acct 642558919-00001		\$49.67
Invoice	6106808381	2/23/2025			
Cash Payment	E 100-43100-321 Telephone		Acct 642558919-00001		\$49.52
Invoice	6106808381	2/23/2025			
Cash Payment	E 100-42110-321 Telephone		Acct 642558919-00001		\$49.52
Invoice	6106808381	2/23/2025			
Transaction Date	3/12/2025	Main Checking	10100	Total	\$148.71
Refer	0 MID-STATES WIRELESS, INC				-
Cash Payment	E 100-42110-323 Radio Units		Labor Technician		\$303.75
Invoice	205017851-1	2/20/2025			
Transaction Date	3/12/2025	Main Checking	10100	Total	\$303.75
Refer	0 WEBBER FAMILY MOTORS & QUIC				-
Cash Payment	E 100-42110-406 Repairs/Maint Vehicles		2014 Ford Utility Police Change Oil, Filter, Lube		\$64.95
Invoice	874263/1	3/1/2025			
Transaction Date	3/12/2025	Main Checking	10100	Total	\$64.95

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$7,320.73
200 FIRE FUND	\$1,600.97
201 RESCUE FUND	\$19.05
404 CAP PROJ - TOWN LAKE BEACH	\$41,781.54
423 WRP - ATI 2025 Trails	\$11,474.99
601 WATER FUND	\$4,117.03
602 SEWER FUND	\$718.86
651 ECONOMIC DEVELOPMENT AUTHORITY	\$3,038.12
654 EDA - BUSINESS CENTER	\$342.17
656 EDA - Downtown Infill	\$1,011.01
	\$71,424.47

Pre-Written Checks	\$63.24
Checks to be Generated by the Computer	\$71,361.23
Total	\$71,424.47



Payments

Current Period: March 2025

Payments Batch 03122025LSEC1 \$22,985.07

Refer	0	<u>SOUTHERN GLAZERS OF MN</u>	Ck# 000202E 3/4/2025	
Cash Payment	E 609-49750-251	Liquor For Resale		\$228.20
Invoice	2594879	2/28/2025		
Cash Payment	E 609-49750-253	Wine For Resale		\$396.28
Invoice	2594879	2/28/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$624.48
Refer	0	<u>BERGSETH BROS</u>	-	
Cash Payment	E 609-49750-252	Beer For Resale		\$1,459.40
Invoice	389758	2/27/2025		
Cash Payment	E 609-49750-252	Beer For Resale	CREDIT Coors, Grain Belt, Simply Peach Var.	-\$155.80
Invoice	389710	2/27/2025		
Cash Payment	E 610-49752-252	Beer For Resale		\$74.40
Invoice	389810	2/27/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$1,378.00
Refer	0	<u>BEVERAGE WHOLESALERS, INC</u>	-	
Cash Payment	E 609-49750-252	Beer For Resale		\$787.90
Invoice	370052	2/27/2025		
Cash Payment	E 610-49752-252	Beer For Resale		\$46.70
Invoice	370053	2/27/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$834.60
Refer	0	<u>DS BEVERAGES INC</u>	-	
Cash Payment	E 610-49752-252	Beer For Resale		\$193.70
Invoice	858045	2/26/2025		
Cash Payment	E 609-49750-252	Beer For Resale		\$12,110.60
Invoice	858046	2/26/2025		
Cash Payment	E 609-49750-252	Beer For Resale	CREDIT Busch Lt	-\$7,961.00
Invoice	896-01277	2/26/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$4,343.30
Refer	0	<u>FRAZEE ELECTRIC, INC</u>	-	
Cash Payment	E 610-49752-401	Repairs/Maint Buildings		\$8,507.80
Invoice	13726	2/27/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$8,507.80
Refer	0	<u>FRAZEE FAMILY FOODS</u>	-	
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Lemon Pepper Season	\$6.99
Invoice	18386	3/1/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$6.99
Refer	0	<u>MN ENERGY RESOURCES</u>	-	
Cash Payment	E 610-49752-383	Gas Utilities	Frazee Event Center Acct 0506570645-00001	\$263.00
Invoice		2/21/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$263.00
Refer	0	<u>OTTER TAIL POWER</u>	-	
Cash Payment	E 610-49752-381	Electric Utilities	Acct 1082472 City of Frazee Events CTR	\$547.00
Invoice		2/25/2025		
Cash Payment	E 609-49750-381	Electric Utilities	Acct 1018429 City of Frazee Liquor Store	\$432.00
Invoice		2/25/2025		



Payments

Current Period: March 2025

Cash Payment	E 609-49751-381	Electric Utilities	Acct 1018429 City of Frazee Liquor Store	\$432.00
Invoice		2/25/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$1,411.00
Refer	0	PERFORMANCE FOOD SERVICE	-	
Cash Payment	E 609-49751-259	Food for Resale	Batter Mix, Beef Cube, Bun, Pike Walleye, Cod Bat Beer	\$448.01
Invoice	461180	2/27/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$448.01
Refer	0	VIKING COCA COLA BOTTLING CO	-	
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Res		\$129.75
Invoice	3584344	2/28/2025		
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res		\$71.55
Invoice	3584344	2/28/2025		
Cash Payment	E 610-49752-254	Soft Drinks/Mix For Res		\$228.00
Invoice	3584345	2/28/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$429.30
Refer	0	VESTIS	-	
Cash Payment	E 610-49752-211	Cleaning Supplies	Acct 162631400	\$110.46
Invoice	2520547622	2/27/2025		
Cash Payment	E 609-49751-210	Operating Supplies (GE	Acct 161630211	\$39.42
Invoice	2520547621	2/27/2025		
Cash Payment	E 609-49750-210	Operating Supplies (GE	Acct 161630211	\$39.42
Invoice	2520547621	2/27/2025		
Cash Payment	E 609-49751-211	Cleaning Supplies	Acct 161630211	\$12.49
Invoice	2520547621	2/27/2025		
Cash Payment	E 609-49750-211	Cleaning Supplies	Acct 161630211	\$12.49
Invoice	2520547621	2/27/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$214.28
Refer	0	BREAKTHRU BEVERAGE	-	
Cash Payment	E 609-49750-253	Wine For Resale		\$72.91
Invoice	120301133	3/4/2025		
Cash Payment	E 609-49750-251	Liquor For Resale		\$1,522.79
Invoice	120301133	3/4/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$1,595.70
Refer	0	CITY OF FRAZEE	-	
Cash Payment	E 609-49751-340	Advertising	February 2025 Savor the Flavor Billboard in Frazee	\$88.40
Invoice	20250220-B	3/3/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$88.40
Refer	0	DACOTAH PAPER CO	-	
Cash Payment	E 609-49751-210	Operating Supplies (GE	Gloves, Food Tray, Cup, Napkin	\$161.23
Invoice	76289	3/3/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$161.23
Refer	0	GIOVANNIS FROZEN PIZZA	-	
Cash Payment	E 609-49751-260	Pizza for Resale		\$61.25
Invoice	0303052502	3/5/2025		
Transaction Date	3/12/2025	Liquor Store	10101	Total \$61.25



CITY OF FRAZEE

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Payments

Current Period: March 2025

Refer	0	GLACIER SALT, INC	-		
Cash Payment	E 609-49751-210	Operating Supplies (GE	Solar Salt, Delivery Fee, Sales Tax		\$93.35
Invoice	167540	2/25/2025			
Cash Payment	E 609-49750-210	Operating Supplies (GE	Solar Salt, Delivery Fee, Sales Tax		\$93.35
Invoice	167540	2/25/2025			
Transaction Date	3/12/2025	Liquor Store	10101	Total	\$186.70
Refer	0	JOHNSON BROTHERS LIQUOR CO	-		
Cash Payment	E 609-49750-253	Wine For Resale			\$118.46
Invoice	2739287	3/4/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$252.96
Invoice	2739287	3/4/2025			
Transaction Date	3/12/2025	Liquor Store	10101	Total	\$371.42
Refer	0	PHILLIPS WINE & SPIRITS	-		
Cash Payment	E 609-49750-251	Liquor For Resale			\$697.40
Invoice	6937418	3/4/2025			
Transaction Date	3/12/2025	Liquor Store	10101	Total	\$697.40
Refer	0	SYSCO NORTH DAKOTA, INC	-		
Cash Payment	E 609-49751-259	Food for Resale			\$532.69
Invoice	295877618 5	3/4/2025			
Cash Payment	E 609-49751-213	Operating Supplies - Fo			\$178.73
Invoice	295877618 5	3/4/2025			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res			\$50.03
Invoice	295877618 5	3/4/2025			
Cash Payment	E 609-49751-210	Operating Supplies (GE			\$108.88
Invoice	295877618 5	3/4/2025			
Cash Payment	E 609-49751-259	Food for Resale	CREDIT Bakeboy Bun Brioche BKD		-\$39.95
Invoice	295871278	2/25/2025			
Cash Payment	E 609-49751-259	Food for Resale	CREDIT Buy \$X and get \$Z off?		-\$25.00
Invoice	295823026 6	12/5/2024			
Transaction Date	3/12/2025	Liquor Store	10101	Total	\$805.38
Refer	0	WINE MERCHANTS	-		
Cash Payment	E 609-49750-253	Wine For Resale			\$302.30
Invoice	7510088	3/4/2025			
Transaction Date	3/12/2025	Liquor Store	10101	Total	\$302.30
Refer	0	MET LIFE INSURANCE COMPANY	-		
Cash Payment	G 609-21706	Insurance Payable	A.Y. TS05397816		\$29.63
Invoice		2/16/2025			
Transaction Date	3/12/2025	Liquor Store	10101	Total	\$29.63
Refer	0	LAKES COUNTRY SERVICE COOP	-		
Cash Payment	E 610-49752-324	Technology/Computer E	Technology Services for March 1 - March 31, 2025		\$112.46
Invoice #100971		3/5/2025			
Cash Payment	E 609-49751-324	Technology/Computer E	On Sale Technology Services for March 1 - March 31, 2025		\$56.23
Invoice #100971		3/5/2025			
Cash Payment	E 609-49750-324	Technology/Computer E	Off Sale Technology Services for March 1 - March 31, 2025		\$56.22
Invoice #100971		3/5/2025			



CITY OF FRAZEE

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Payments

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Current Period: March 2025

Transaction Date	3/12/2025	Liquor Store	10101	Total	\$224.90
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Fund Summary

	10101 Liquor Store	
809 MUNICIPAL LIQUOR FUND		\$12,901.58
810 EVENT CENTER FUND		\$10,083.51
		<u>\$22,985.07</u>

Pre-Written Checks	\$624.48
Checks to be Generated by the Computer	\$22,360.59
Total	<u>\$22,985.07</u>

Consent Agenda

RESOLUTION 0312-2025A – FIRE 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. 0312-2025A

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR FIRE DEPARTMENT DONATIONS

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

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

WHEREAS; the following persons have generously donated the amounts set forth below to the Frazee Fire Department:

<u>Name of Donor</u>	<u>Amount</u>
Ling & Cindy Nguyen	\$50.00

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

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

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

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

THEREFORE, BE IT KNOWN; Adoption of this resolution this 12th of March, 2025 by the City Council of Frazee. With the following voting:

	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mike Sharp,
Mayor

Stephanie Poegel,
City Administrator

Consent Agenda

LG220 – SMOKEY HILLS CHAPTER OF MN DEER HUNTERS ASSOCIATION

MINNESOTA LAWFUL GAMBLING

4/23

LG220 Application for Exempt Permit

Page 1 of 3

<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none">• conducts lawful gambling on five or fewer days, and• awards less than \$50,000 in prizes during a calendar year. <p>If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.</p>	<p>Application Fee (non-refundable)</p> <p>Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.</p> <p>Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.</p>
ORGANIZATION INFORMATION	
Organization Name: <u>Smokey Hills Chapter of MN Deer Hunters Association</u> Previous Gambling Permit Number: X- <u>03610</u>	
Minnesota Tax ID Number, if any: <u>326991</u>	Federal Employer ID Number (FEIN), if any: <u>41-1390958</u>
Mailing Address: <u>6208 130th St</u>	
City: <u>Detroit Lakes</u> State: <u>MN</u> Zip: <u>56501</u> County: <u>Becker</u>	
Name of Chief Executive Officer (CEO): <u>Dennis Mace</u>	
CEO Daytime Phone: <u>218-841-0752</u> CEO Email: <u>denny-m@hotmail.com</u> (permit will be emailed to this email address unless otherwise indicated below)	
Email permit to (if other than the CEO): _____	
NONPROFIT STATUS	
Type of Nonprofit Organization (check one): <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other Nonprofit Organization	
Attach a copy of one of the following showing proof of nonprofit status: (DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)	
<input type="checkbox"/> A current calendar year Certificate of Good Standing Don't have a copy? Obtain this certificate from: MN Secretary of State, Business Services Division 60 Empire Drive, Suite 100 St. Paul, MN 55103 Secretary of State website, phone numbers: www.sos.state.mn.us 651-296-2803, or toll free 1-877-551-6767	
<input checked="" type="checkbox"/> IRS income tax exemption (501(c)) letter in your organization's name Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.	
<input type="checkbox"/> IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter) If your organization falls under a parent organization, attach copies of <u>both</u> of the following: 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and 2. the charter or letter from your parent organization recognizing your organization as a subordinate.	
GAMBLING PREMISES INFORMATION	
Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): <u>Frazee Event Center</u>	
Physical Address (do not use P.O. box): <u>114 Lake St N</u>	
Check one: <input checked="" type="checkbox"/> City: <u>Frazee</u> Zip: <u>56544</u> County: <u>Becker</u> <input type="checkbox"/> Township: _____ Zip: _____ County: _____	
Date(s) of activity (for raffles, indicate the date of the drawing): <u>April 26th, 2025</u>	
Check each type of gambling activity that your organization will conduct: <input type="checkbox"/> Bingo <input type="checkbox"/> Paddlewheels <input type="checkbox"/> Pull-Tabs <input type="checkbox"/> Tipboards <input checked="" type="checkbox"/> Raffle	
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the List of Licensees tab, or call 651-539-1900.	

Committee Reports

PARKS & RECREATION COMMITTEE – FEBRUARY 26, 2025

14. Call the Meeting to Order - Roll Call

- a. Meeting called to order by Erik Anderson at 3:33 pm at the Frazee Event Center
- b. Present were Erik Anderson, Andrea Froeber, Mackenzie Hamm, Tom Winters, Stephanie Poegel

15. Review of Minutes – January 22, 2025

M/S/CU: Froeber/Watson to approve minutes as presented

16. Open Forum - None

17. Parks

a. Wannigan Regional Park

i. Grants/Funding

1. LCCMR Reimbursement #3 has been submitted

ii. FCDC Updates

1. Wannigan Park Project Manager

a. Discussion on title of position

M/S/CU: Anderson/Froeber to recommend Council approve the job description and posting

2. Widseth – LCCMR Design Services Proposal

M/S/CU: Hamm/Watson to recommend Council approve Widseth – LCCMR Design Services Proposal

3. Romtec – LCCMR Shelter

a. After shelter and Widseth proposal are submitted to LCCMR for reimbursement there will be \$42,038 left in LCCMR funds

M/S/CU: Watson/Froeber to recommend Council approve the purchase of shelter from Romtec at a cost of \$67,500

4. Tom made a “disguise” for the people counter

b. Eagle Lake Park Update

i. Waiting on time lines for posting

c. Hank Ludtke/Riverside Park

i. Sleds are being used

ii. Splash Pad – Candyland fundraiser being held April 3-6 at the Event Center

d. Lions Park

i. Cleanup Day September 13 with Lions

e. Corner Park Updates

i. Meetings with artists on March 29 for Artists on Main

f. JoAnn Niemann Memorial Park - None

g. Little Turkey Park - None

5. Recreation

a. Heartland Trail Update

- i. Due to bids coming in less than expected, there are funds to be used between Detroit Lakes and Frazee on the Heartland Trail

b. Town Lake Beach

i. Construction Update

1. No progress since last month

ii. Rental Licensing

1. Anderson working on this

- iii. Bike Racks
 - 1. Use the ones we currently have
 - c. Basketball Court – Waiting for info from Backcourt Club
6. Comp Plan Task Updates
- a. Bicycle Friendly Community – Bronze level renewal achieved!
 - i. Will get road signs made to add similar to Tree City signs
 - b. Bike rodeo happening May 3; Froeber looking to do a Bike Rally in August
 - c. Safe Routes to School
 - i. Grant available this fall for updating; last time it was done was 2013-2014

7. Adjournment

M/S/CU: Froeber/Hamm to adjourn at 4:29 pm

Respectfully submitted,
 Stephanie C. Poegel
 Frazee City Administrator

WANNIGAN REGIONAL PARK COMMITTEE – NO MEETING
 PLANNING & ZONING – FEBRUARY 25, 2025

1. Call the Meeting to Order - Roll Call
- a. Meeting opened at 5:00 pm by Mike Sharp
 - b. Present were: Erik Anderson, Mark Kemper, Ken Miosek, Mike Sharp, Tyler Trieglaff, Andrea Froeber, Stephanie Poegel

2. Review Minutes – January 28, 2025, February 5, 2025 Work Session

M/S/CU: Trieglaff/Anderson to approve minutes as presented

3. Open Forum - None

4. Old Business

- a. Comprehensive Plan Task Updates Reviewed

5. New Business

- a. Stop Sign – 2nd St NW/Birch Ave
 - i. One accident 10-12 years ago
 - ii. 2 parking spots are in front of CornerStone
 - iii. Trieglaff will email Chris Thorson about what can be done to make safer
 - iv. Consensus to not install a stop sign
- b. Recycling Containers
 - i. Poegel to send Ordinance 4-1-2 to County with a suggestion to possible put at it at the compost site
 - ii. Discussion on potential options for downtown recycling bins
 - iii. Poegel to talk with recycling driver on usage and options
- c. Downtown Storage Buildings
 - i. Discussion on our current ordinance

- ii. Poegel to send letters regarding storage not being a permitted use in the downtown commercial district
- d. Code Compliance
 - i. Trieglaff shared that letters are not going to be sent out this year, administrative citations will be sent directly

6. Adjournment

Respectfully submitted,
Stephanie C. Poegel
Frazee City Administrator

PERSONNEL COMMITTEE – FEBRUARY 25, 2025

1. Call the Meeting to Order - Roll Call
 - a. Meeting opened at 4:00 pm
 - b. Present were James Rader, Mike Sharp, Matt Johnson, Nancy Kiehl, Stephanie Poegel

2. Minutes – Personnel – January 29, 2025
 - a. Minutes were reviewed with no changes

3. Old Business

4. New Business
 - a. Rescue Department Satisfaction Survey
 - i. Suggestion to add range of service years and make an optional question
 - ii. Discussion on potential compensation
 - iii. Plan to send out by 3/7/2025
 - b. City Hall Staff Discussion
 - i. Discussion on working relationship between administrator and deputy clerk and how to improve it

5. Adjournment
 - a. Meeting adjourned at 4:50 pm

Respectfully submitted,
Stephanie C. Poegel
Frazee City Administrator

FINANCE COMMITTEE – NO MEETING

ECONOMIC DEVELOPMENT AUTHORITY – FEBRUARY 5, 2025

1. Call the Meeting to Order:

2. Roll Call: Rachael Johnson, Karen Pfiher, Jamie Crabtree, Ashley Renollet, Heath Peterson, Andrea Froeber, John Olson, Andrew Daggett, Bob Williams, Stephanie Poegel

3. Approval of Agenda

- a. Motion by Andrea, second by Heath, no discussion. All in favor.
- 4. Open Forum: None
- 5. Meeting Minutes: December 31, 2024: Motion by Heath to approve, second by Ashley, all in favor. So moved.
- 6. Old Business: None
 - a. EDA Bylaws Update Discussion
 - i. Section 2.3 - Vice President
 - 1. Update to say: The Vice President shall preside at the Board meetings and perform the duties of the President in the absence or inability of the President.
 - ii. Section 3.2 - Regular Meeting
 - 1. Update to: to be set by resolution
 - iii. Section 4.9 - Execution of Contracts
 - 1. Update to: ...Authority as the Board may prescribe by resolution. All contracts shall be reviewed by legal counsel before signed.
 - iv. Section 4.10 - Appointment, terms, vacancies
 - 1. Question on terms & vacancy
 - a. Listed as per state statute and historic originates
 - 2. Subd 3 – Compensation and reimbursement
 - a. Remove this section
 - 3. Subd 4 & 5
 - a. Update to Subd 3 & 4
 - 4. Subd 12 – Liable in Contract or Tort
 - a. Update to: ‘writ of mandamus’
 - v. Section 4.11 - Conflict of Interest
 - 1. Has exceptions list for review so no changes necessary
- 7. New Business
 - a. Election of officers
 - i. President – Heath Peterson
 - 1. Motion by John, second by Andrea, all in favor. So moved.
 - ii. Vice President – Ashley Renollet
 - 1. Motion by Andrea, second by Heath, all in favor. So moved.
 - b. Assessment of Downtown building
 - i. Value of 5 years ago vs once finished with 2 commercial kitchens and outdoor freezers
 - 1. Discuss in the fall once building is completed as commercial buildings are assessed after build out
 - c. Approval of Architectural Plan
 - i. Remove bathroom from Bay B plan
 - 1. Option for door to Seip hallway and bathroom
 - 2. Motion by Andrea, second by Ashley, all in favor. So moved.
 - d. Approval of RFP postings
 - i. Change RFP to May 15th, sending out mailings to interested parties within the next week
 - e. Lease CAM charges (Common Area Maintenance)
 - i. Question as to who will clean common area between Bay A-B-C once completed

1. Reevaluate once completed and provide opportunity for bid.
8. EDA Financials: Motion by Ashley, second by Mark, all in favor. So moved.
9. Consultant Report
 - a. Artist on Main
 - i. Meeting in March
 1. Reaching out to artists
 - b. Pickleball
 - i. Meeting with schoolboard Feb 10th to approve location
 - c. FACC
 - i. Annual meeting in March
 1. Frazee video and brochures, etc will be completed
 - d. CCC
 - i. We are busy and it has been hard to support all being asked of us
 1. Asking for a volunteer to help 2-3 hrs monthly to support senior housing initiative with Frazee Care Center
 - a. Ashley & Andrea help
 - e. Frazee Floral flower shop/CCC Gift Shop are open & Grand Opening coming soon
 - f. Red Willow Assessments - 2003
 - i. Deferred Assessments coming up for recent property sold - \$825
 1. EDA pay on lot 936 Red Willow and then work out getting removed from remaining lots
 - g. Ghost Listings for Red Willow are live

10. Commissioner Comments: None

11. Adjournment: 12:28

ECONOMIC DEVELOPMENT AUTHORITY – FEBRUARY 25, 2025

1. Call the Meeting to Order: President Heath Peterson called the meeting to order at 11:33 am at the Frazee Fire Hall
2. Roll Call: Rachael Johnson, Karen Pfiher, Jamie Crabtree, Bill Daggett, Heath Peterson, Andrea Froeber, Andrew Daggett, Ashley Renollet, Bob Williams, Stephanie Poegel
3. Approval of Agenda
 - a. Motion by Andrea, second by Heath, no discussion. All in favor.
4. Open Public Hearing – Sale of 936 Red Willow Drive: 11:35
 - a. Call three times for public input. No public input.
5. Close Public Hearing – Sale of 936 Red Willow Drive: 11:36
6. Open Forum: None
7. Meeting Minutes: December 31, 2024: Motion by Andrea to approve, second by Ashley, all in favor. So moved.

8. Old Business:
 - a. Sell Red Willow Lot – Approve
 - i. Motion by Andrea to approve, second by Ashley, all in favor. So moved.
 - b. DTI Construction updates
 - i. Was approved to remove bathroom in Bay C at last EDA meeting. Further discussion with architects, was discovered that, per code it is required to remain as 1 bathroom is needed per 25 people. Plans were approved as initially presented to EDA at previous meeting.
 - ii. Two contractors looked at building and plans so far.
 1. Bid time is not feasible. Time was adjusted to 2/27 to be submitted.
 2. Opening bids meeting set for Mar 3 @ 11am
 - iii. Building originally built with minimum requirement for electricity. Not enough for a Bakery. Electrician shared that he recommended additional power be brought to building for Bay A needs. Alternative options discussed and temporary Plan in place for now until that is able to be done.

9. New Business
 - a. Tenant B
 - i. Local business owner wants to relocate to this bay with conditions.
 1. Top Budget \$1000/mo.
 - a. interested in subletting with other similar services. IE: CPA/Legal services. Co-offices
 - i. Recommended that, if entertained, they would be tied to the original lease
 1. Example: alone = \$1000, + 1 sublet = \$1250, + 2 sublet = full price
 2. If terminated, re-negotiate lease
 - ii. EDA Consultant will work with City Admin on sliding scale fee as discussed with EDA
 2. Opportunity to end lease early if a building in town comes up for sale in Frazee and they were to purchase.
 - b. Renaming Downtown Infill Building
 - i. Not needed as all individual bays will be filled with signage
 - c. Becker County EDA position opening
 - i. District 3 Seat
 1. Hank Ludtke stepped down
 2. Helpful to all things that Frazee is doing
 3. Helps build relationships
 - ii. Recommend someone from Frazee apply for District 3 spot
 1. Rachael Johnson volunteered to apply

10. EDA Financials:

- a. Motion by Andrea, second by Ashley, all in favor. So moved.

11. Consultant Report

- a. Downtown Commercial Retail Space:
 - i. RFP posted and responding to questions
- b. Frazee Industrial Park / Housing Development
 - i. Fuller House will be releasing applications for the home construction application soon
 - ii. Senior Housing Survey: launched.
- c. Business Center Building. No updates.
- d. Red Willow Lots
 - i. Recommendation to review readiness for infrastructure of front multi-family lots
- e. Wannigan Regional Park
 - i. Job posting in March for Park Manager
- f. Grants/Events
 - i. Artists on Main:
 - 1. The program will kick off with a free workshop in each community inviting local artists, creatives, makers, and culture bearers from Pelican Rapids and Frazee to explore how art and creativity can strengthen their communities. This hands-on session, led by Springboard for the Arts and Rethos: Places Reimagined, will introduce ideas for using art to engage residents, attract visitors, and build local pride. Workshop participants will also learn how to apply for small grants of up to \$1500 to support their own creative projects downtown.
 - a. Conference is March 29, 10am-12:30pm at Corner Collective
 - b. 2-hour session at Cornerstone for creative people and artists from local and surrounding communities
 - c. What to bring to downtown
 - d. On social media and in paper
 - ii. Youth Driven Transformation: Models and Tools for Action.
 - 1. March 20th and 21st at the Frazee Event Center.
- g. Recruiting New Business & Business Outreach
 - i. Veterinarian Succession: In conversation. Document of opportunities for locating in Frazee provided including loan forgiveness option and tax benefits.
 - ii. Frazee Floral, Evergreen Creations and Creating Community Junction Grand Opening
 - iii. Creating Community Consulting
 - 1. CCC tech launch
 - 2. SBDC partnership exploration
 - a. Asked to contract to be a satellite office in Frazee
 - 3. Lake Street Lodge
 - a. open by May

- h. Partnership with Frazee Area Community Club (FACC)
 - i. Schedule of Events for 2025 in Frazee released
 - 1. <https://www.frazeecommunityclub.com/community-events>
 - ii. Incident reporting process implemented for community events by FACC
 - iii. Turkey Days: Several updated/new events in 2025. Moving Grand Opening to Wednesday night with live music. Business celebrations planning in place. This year we are making two Grand Marshal categories (more to come on this).
 - iv. Pickleball Courts: School board unanimously approved moving forward to install on school property. CCC will work with the young fundraisers to move forward.
 - v. Splash Pad: Results from tour are complete. Follow up meeting in February to move this forward.
 - vi. Mural
 - 1. "Frazee 100 for 100" at \$6,900 for mural/wayfinding maps
 - 2. RFP created and ready to launch in March
 - vii. Gobble Quest: On the move
 - viii. FACC Social Media and Turkey Days Social Media: engagement is up over 500% in the past three months.
- i. EDA Loan Programs:
 - i. No updates

12. Commissioner Comments: None

Adjournment: 12:53

New Business

ORDINANCE 180 – SHORT TERM RENTAL ORDINANCE

CITY OF FRAZEE, MINNESOTA ORDINANCE NO. 180

AN ORDINANCE OF THE CITY OF FRAZEE, MINNESOTA ADOPTING TITLE 3, CHAPTER 9 (SHORT-TERM RENTALS), AS WELL AS AMENDING TITLE 9, CHAPTER 2 (RENTAL UNITS)

SECTION 1. PURPOSE:

The City Council of the City of Frazee, Minnesota finds that it needs to adopt regulations regarding short-term rentals, as well as amend its existing rental units ordinance.

SECTION 2. ADOPTION:

NOW BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF FRAZEE that Title 3, Chapter 9 (Short-Term Rentals) of the Frazee City Code is hereby adopted.

TITLE 3 BUSINESS AND LICENSE REGULATIONS

CHAPTER 9 SHORT-TERM RENTALS

3-9-1: ADMINISTRATION:

- A. Purpose: The purpose of this ordinance is to establish a licensing procedure to regulate the short-term rental of residential property in the City of Frazee in order to protect the health, safety, and welfare both of *GUESTS* using *SHORT-TERM RENTALS* and of citizens impacted by *SHORT-TERM RENTALS*. This ordinance is adopted to ensure that the short-term rental of *DWELLINGS* is conducted, operated, and maintained so as not to become a nuisance to the surrounding neighborhood or an influence that fosters deterioration or creates a disincentive to reinvest in the community. The operation of *SHORT-TERM RENTAL* property is a business enterprise that entails responsibilities required of the owner, *LOCAL PROPERTY MANAGER*, and *GUESTS*.
- B. Objectives:
1. To establish a licensing procedure for *SHORT-TERM RENTALS* in the City of Frazee;
 2. To provide local governance to promote the health, safety, and welfare of local residents and patrons of *SHORT-TERM RENTALS*;
 3. To prevent conditions that may adversely affect citizens and persons utilizing *SHORT-TERM RENTALS*; and
 4. To provide and enforce standards, design, operation, and maintenance of *SHORT-TERM RENTALS* that will reduce negative impacts to the community.

C. Definitions: The following terms when used in this ordinance have the following definitions:

BEDROOM: A part of the inside of a *SHORT-TERM RENTAL* that is divided from other areas by walls and a doorway and that has its own floor and ceiling that is furnished primarily as sleeping quarters, containing a bed or furniture that can convert to a bed, and having multiple means of egress.

DWELLING: A building or portion thereof, designated exclusively for residential occupancy, including single-family, two-family, twin home, and townhome *DWELLINGS*, but not including hotels, motels, or boarding houses.

GUEST: Any person or persons renting a *SHORT-TERM RENTAL*.

LICENSEE: A person or entity to whom a license for a *SHORT-TERM RENTAL* is issued under this chapter.

LOCAL PROPERTY MANAGER: A natural person residing within thirty (30) miles of the City who is authorized to make decisions about the rental, occupancy, and maintenance of the *SHORT-TERM RENTAL*.

SHORT-TERM RENTAL: A *DWELLING* or part of a *DWELLING* that is used as, maintained as, advertised as, or held out to be a place where sleeping accommodations are furnished to the public on a nightly, weekly, or for less than a thirty (30) day period and is not a rental unit, bed and breakfast, resort, hotel, motel, or any such location required to be licensed by the Commissioner of Health under Minnesota Statutes, section 157.16.

3-9-2: LICENSE REQUIREMENT:

- A. License Required: No person or entity shall operate or permit the operation of a *SHORT-TERM RENTAL* unless they have obtained a valid license from the City of Frazee, which is in full force and effect. Only a *LICENSEE* who complies with the requirements of this ordinance shall be entitled to hold a license.
- B. License Application and Fee: Any property owner desiring to operate a *SHORT-TERM RENTAL* must apply to the City for a *SHORT-TERM RENTAL* license on the form provided by the City, as well as pay the required license fee as established in the City's fee schedule and register to pay lodging tax, if applicable. The license application shall require the following information.
1. Name, physical and mailing address, and 24-hour phone number of the property owner;
 2. Address and parcel number of the subject property;
 3. Legal description (from the deed) of the subject property;
 4. Name, physical and mailing address, and 24-hour phone number of the *LOCAL PROPERTY MANAGER*;
 5. Number of *BEDROOMS* and sleeping areas in the *SHORT-TERM RENTAL*;

6. A site plan of the subject property containing the following:
 - a. Exterior property lines showing lot width, lot depth, and lot area;
 - b. Location and size of buildings showing setbacks from lot lines;
 - c. Location and number of parking spaces;
 - d. Location of all plants or fences used for screening; and
 - e. Adjacent streets with names.
7. A copy of any license required by the Minnesota Department of Health;
8. Proof of rental liability insurance;
9. Proof of registration to pay lodging tax, if applicable; and
10. Any supplemental information that the City finds reasonably necessary to determine whether to approve a *SHORT-TERM RENTAL* license.

C. Processing of License Application:

1. The City Administrator will refer the application to City staff for review.
2. The license will be issued if the application meets all the requirements and conditions of this section, including passing the *SHORT-TERM RENTAL* inspection. Knowingly making a false statement of fact or knowingly omitting any information that is required in the application shall be grounds for denial of a license.
3. The City shall not issue more than four (4) *SHORT-TERM RENTAL* licenses. Licenses shall only be issued for *DWELLINGS* located in the Single and Two-Family Residential (R-1) Zoning District.
4. The City shall not issue more than two (2) *SHORT-TERM RENTAL* licenses to the same person or entity.
5. Licenses shall be issued for a calendar year and expire on December 31st of each year. To renew a *SHORT-TERM RENTAL* license, the *LICENSEE* shall file an application with the City no later than thirty (30) calendar days prior to the *SHORT-TERM RENTAL* license expiration date.
6. Licenses are non-transferable, either to a different person or location. The City shall be notified in writing within five (5) business days of any change of property owner.
7. The City shall notify the applicant by first class mail if a license application is denied. The applicant shall have the right to appeal the determination to the City Council. Such appeal shall be requested by submitting a written notice of appeal to the City Administrator within fifteen (15) days after notification is issued. The appeal will be heard by the City Council at its next meeting, occurring at least fifteen (15) days after the filing of the notice of appeal, at which time

the applicant or an attorney representing them, may appear and make a presentation to the City Council. After the hearing, the Council may uphold or reverse the determination based upon the provisions of this chapter and upon the protection of the public health, sanitation, safety or general welfare of the community at large. The City Council shall issue written findings and determination within thirty (30) days of the hearing.

- D. Conditions of License: *SHORT-TERM RENTALS* shall be subject to the conditions identified in this subsection. Failure to meet or comply with these conditions shall be grounds for denial or revocation of a *SHORT-TERM RENTAL* license.
1. Compliance Required: The *SHORT-TERM RENTAL* shall comply with all applicable Federal, State, and local codes, ordinances, and regulations.
 2. Inspections: The property owner shall allow the premises to be inspected by personnel authorized by the City during normal business hours.
 3. Posting of License: The *LICENSEE* must post the license at the *SHORT-TERM RENTAL*.
 4. Lodging Tax: If applicable, the *LICENSEE* must apply for and pay the required lodging tax and provide the City with their State and local sales tax numbers.
 5. Local Property Manager: Each *SHORT-TERM RENTAL* must have a *LOCAL PROPERTY MANAGER* who is able to be on-site and respond to any complaints within thirty (30) minutes of notification, regardless of the time of day.
 6. Insurance: The *LICENSEE* shall maintain rental liability insurance and provide evidence of insurance to the City, when requested.
 7. Cooking Facilities: Cooking facilities are not permitted in any *GUEST BEDROOM*.
 8. Garbage and Recycling: Garbage and recycling shall be stored completely enclosed within designated containers. The *LICENSEE* shall provide sufficient trash storage containers and services to accommodate the demand of the occupants.
 9. Parking: At least two off-street parking spaces are required plus one space for each *BEDROOM*.
 10. Outdoor Noise: Outdoor amplified sound that can readily be heard by surrounding property owners shall be prohibited between the hours of 10:00 p.m. and 7:00 a.m.
 11. Fireworks: The use of fireworks is prohibited on the premises.
 12. Signage: All signage must comply with the City's Zoning Ordinance.
 13. Events: No events can be hosted on the premises.
 14. Exterior Appearance: There shall be no change in the exterior appearance of the *DWELLING*, or other visible evidence of the conduct of a *SHORT-TERM RENTAL*, except that additional off-street parking may be provided.

15. Age Restriction: The main rental contact/person renting from the *LICENSEE* must be a minimum of twenty-one (21) years of age.
16. Occupancy Limit: A maximum number of two (2) *GUESTS* are allowed per *BEDROOM*, not counting children under the age of three (3), with a maximum of twelve (12) *GUESTS* per *SHORT-TERM RENTAL*. Additional occupancy by the use of recreational vehicles, trailers, tents, or other structures is not permitted.
17. Unregistered Guests: Unregistered *GUESTS* are allowed on a limited basis and must leave the property by 10:00 p.m. any night of the week.
18. Guest Limit: The total number of *GUESTS*, registered or unregistered, cannot exceed double the occupancy limit for the *SHORT-TERM RENTAL*.
19. Guest Records: The owner shall keep a record of all *SHORT-TERM RENTAL* activity. The information shall include name, address, phone number, and vehicle license plate information for all *GUESTS*. Such information shall be provided to the City upon request.
20. Guest Disclosure: The *LICENSEE* shall post within the *SHORT-TERM RENTAL* notice of all use restrictions as set forth in this subsection.

3-9-3: INSPECTIONS; ACTION:

- A. Authority: Personnel directed by the City Administrator are hereby authorized to make inspections reasonably necessary for the enforcement of this chapter.
- B. Right of Access: All persons authorized herein to inspect shall have the authority to enter, at all reasonable times, any licensed *SHORT-TERM RENTAL* for the purpose of enforcing this chapter. Such inspections shall be made at such frequencies as the City Administrator deems appropriate and necessary.
- C. Inspections: The City shall provide reasonable advance notice to the *LICENSEE* or the *LOCAL PROPERTY MANAGER* prior to entry into any *SHORT-TERM RENTAL* for the purpose of inspection. The *LICENSEE* of the *SHORT-TERM RENTAL* or their representative shall have the right to be present at the inspection. Upon completion of an inspection, the City shall provide a completed copy of the inspection report to the *LICENSEE* or their designated *LOCAL PROPERTY MANAGER*.
- D. Notice of Violation: Written notice of a violation of this chapter may be given to the *LICENSEE* by first class mail. Said notice may contain a compliance order stating that compliance with this chapter shall be made immediately, and in that case, the notice shall advise the *LICENSEE* that the *SHORT-TERM RENTAL* may be reinspected in not less than fifteen (15) days.
- E. Appeals: A *LICENSEE* may appeal to the City Council the requirements of any compliance order. Such appeal shall be requested by submitting a written notice of appeal to the City Administrator within fifteen (15) days of the date of issuance of the compliance order. Enforcement of the compliance order shall be stayed during the appeals process. The appeal will be heard by the City Council at its next meeting, occurring at least fifteen (15) days after the filing of the notice of appeal, at which time the *LICENSEE*, *LOCAL PROPERTY MANAGER*, or an attorney representing them, may appear and

make a presentation to the City Council. After the hearing, the Council may uphold, reverse, or modify the requirements of the compliance order based upon the provisions of this chapter and upon the protection of the public health, sanitation, safety or general welfare of the community at large. The City Council shall issue written findings and determination within thirty (30) days of the hearing.

3-9-4: CONDUCT ON LICENSED PREMISES:

A. Disorderly Premises. It shall be the responsibility of the *LICENSEE* to ensure that all *GUESTS* occupying or visiting the licensed *SHORT-TERM RENTAL* and associated property conduct themselves in such a manner as not to cause the premises to be disorderly. For the purposes of this section, a *SHORT-TERM RENTAL* is disorderly when a violation of the following statutes, codes, and ordinances occurs on the premises:

1. Minnesota Statutes, section 609.75 through section 609.76, which prohibits gambling;
2. Minnesota Statutes, section 609.321 through section 609.324, which prohibits prostitution and acts relating thereto;
3. Minnesota Statutes, section 152.01 through section 152.028, which prohibits the unlawful sale of possession of controlled substances;
4. Minnesota Statutes, section 340A.401, which prohibits the unlawful sale of alcoholic beverages;
5. Minnesota Statutes, section 340A.503, which prohibits the underage consumption of alcoholic beverages;
6. Minnesota Statutes, section 609.595, which prohibits damage to property;
7. Minnesota Statutes, section 97B.021, Minnesota Statutes, section 97B.045, Minnesota Statutes, section 609.66 through section 609.67, and Minnesota Statutes, section 624.712 through section 624.716, which prohibit the unlawful possession, transportation, sale, or use of a weapon;
8. Minnesota Statutes, section 609.72, which prohibits disorderly conduct, when the violation disturbs the peace and quiet of the other occupants of the licensed premises or other surrounding premises;
9. Minnesota Statutes, section 624.20 through section 624.21, which prohibits exploding fireworks;
10. Minnesota State Fire Code, section 302 and Minnesota State Fire Code, section 307.4.2 through section 307.5, which regulates recreational fires; and
11. Title 4, chapter 1 of this Code, which prohibits public nuisances.

B. Violations:

1. Upon determination by the City that a licensed *SHORT-TERM RENTAL* was used in a disorderly manner, the City shall notify the *LICENSEE* by first class mail of the violation, direct the *LICENSEE*

to take steps to prevent further violations, and issue a fine of up to two hundred dollars (\$200.00) to the *LICENSEE*. The fine shall be paid within fifteen (15) days after notification is issued. If the *LICENSEE* fails to pay the fine, the license for the *SHORT-TERM RENTAL* may be denied, revoked, suspended, or not renewed the City Council. The *LICENSEE* may appeal the violation determination, as provided in subsection B4 of this section.

2. Upon a second violation within twelve (12) months of subsection A of this section involving the same licensed *SHORT-TERM RENTAL*, the City shall notify the *LICENSEE* by first class mail of the violation, require the *LICENSEE* to submit a written report of the action taken to prevent further violations, and issue a fine of up to four hundred dollars (\$400.00) to the *LICENSEE*. The written report shall be submitted to the City Administrator within fifteen (15) days of request of the report and shall detail all actions taken by the *LICENSEE* in response to all notices regarding violations to subsection A of this section within the preceding twelve (12) months. The fine shall be paid within fifteen (15) days after notification is issued. If the *LICENSEE* fails to comply with the requirements, the license for the *SHORT-TERM RENTAL* may be denied, revoked, suspended, or not renewed by the City Council. The *LICENSEE* may appeal the violation determination, as provided in subsection B4 of this section.
3. If a third or subsequent violation of subsection A of this section occurs at the same licensed *SHORT-TERM RENTAL* within twelve (12) months after any two (2) previous instances for which notices were sent to the *LICENSEE*, the license for the *SHORT-TERM RENTAL* may be denied, revoked, suspended, or not renewed by the City Council. The *LICENSEE* may appeal the violation determination, as provided in subsection B4 of this section.
4. Any *LICENSEE* aggrieved by a violation of subsection A of this section shall have the right to appeal the determination to the City Council. Such appeal shall be requested by submitting a written notice of appeal to the City Administrator within fifteen (15) days after notification is issued. During the appeals process, the deadline for any requirements shall be stayed. The appeal will be heard by the City Council at its next meeting, occurring at least fifteen (15) days after the filing of the notice of appeal, at which time the *LICENSEE*, *LOCAL PROPERTY MANAGER*, or an attorney representing them, may appear and make a presentation to the City Council. After the hearing, the Council may uphold, reverse, or modify the determination based upon the provisions of this chapter and upon the protection of the public health, sanitation, safety or general welfare of the community at large. The City Council shall issue written findings and determination within thirty (30) days of the hearing. If the City Council upholds the original determination, the *LICENSEE* shall be notified by first class mail of any outstanding requirements and be provided fifteen (15) days from the date of the notification to complete said requirements. If the *LICENSEE* fails to comply with the requirements, the license for the *SHORT-TERM RENTAL* may be denied, revoked, suspended, or not renewed by the City Council.
5. The standard of proof to be used in determinations as to conduct constituting violations under subsection A of this section is a fair preponderance of evidence in support of such a determination. It is not necessary that criminal charges be brought to support a determination of violation of subsection A of this section, nor shall the fact of dismissal or acquittal of such a criminal charge operate as a bar to adverse license action.

3-9-5: ENFORCEMENT; MISDEMEANOR VIOLATION; EFFECT OF REVOCATION:

- A. Nothing in this chapter prevents the City from taking enforcement action under any of its fire, housing, zoning, health, safety, or other codes or ordinances and State laws for violations thereof, or from seeking injunctive relief and criminal prosecution for violations of any ordinance, code, or law. The City shall be entitled to recover its costs, disbursements, and attorney fees incurred in obtaining such injunction, as a condition of issuance of the *SHORT-TERM RENTAL* license.
- B. Nothing contained in this chapter prevents the City from seeking injunctive relief against a property owner, *LICENSEE*, or *LOCAL PROPERTY MANAGER* who fails to comply with the terms and conditions of this chapter.
- C. Violation of this chapter is a misdemeanor. Each separate day on which a continuing violation occurs is a separate violation.
- D. If a *SHORT-TERM RENTAL* license is revoked, it shall be unlawful for anyone to thereafter allow any new *SHORT-TERM RENTAL* occupancies of the *DWELLING* until such time as a valid *SHORT-TERM RENTAL* license is issued by the City. No person who has had a license revoked under this chapter shall be issued a *SHORT-TERM RENTAL* license for one (1) year from the date of revocation.

NOW BE IT FURTHER ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF FRAZEE that the following portion of Title 9, Chapter 2 (Rental Units) is hereby amended to read:

TITLE 9, CHAPTER 2 (RENTAL UNITS)

9-2-2: DEFINITIONS:

RENTAL UNIT OR RESIDENTIAL RENTAL UNITS: Any house, apartment, condominium, townhouse, manufactured home, mobile home, mobile or manufactured home lot, room, or group of rooms constituting or located within a dwelling and forming a single habitable unit that is rented, leased, let, or sublet for more than a thirty (30) day period.

SECTION 3. EFFECTIVE DATE:

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

Passed by the City Council of Frazee, Becker County, Minnesota this 12th day of March 2025.

Michael Sharp, Mayor

Attested:

Stephanie Poegel, Administrator

New Business

REVENUE RECAPTURE SERVICE LEVEL AGREEMENT



**Service Level Agreement
Administration of Revenue Recapture**

Date 03/05/2025

State of Minnesota
Minnesota Department of Revenue

And

City of Frazee

Agency Name

1101648768

Revenue Recapture ID

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Introduction

This Revenue Recapture Service Level Agreement between City of Frazee and the Minnesota Department of Revenue defines the statutes and policies you must follow when using revenue recapture to resolve debts.

Statutory Authorization

Minnesota Statutes, Chapter 270A, also known as the Revenue Recapture Act, authorizes the commissioner of Revenue to collect debts for claimant agencies. Minnesota Administrative Rules 8165.0100 -- 8165.0400 provide additional guidelines for managing agency access.

Most agencies use Minnesota Statutes, section 541.05, for their statute of limitations; however, some agencies follow a different statute.

Definitions

These definitions apply to this service level agreement:

A. Authorized Users

Employees within your agency earning W-2 wages who are authorized to add, change, and remove claims.

B. Authorized Agent

Employee at agency who makes decisions or signs contracts on your agency's behalf, supervises agency's authorized users who refer debts, and resolves administration or participation issues with the Revenue Recapture program. Also referred to as Service Level Agreement signer.

C. Claimant Agency

Any agency qualified to submit revenue recapture claims.

D. Commissioner

The commissioner of Revenue.

E. Contested Claim

When a debtor disputes the validity of a claim.

F. Date of Debt

Date the debt was incurred.

G. Revenue Recapture e-Services

The online system claimant agencies are required to use to manage revenue recapture claims. Some agencies also use a secure online space, Virtual Room, to exchange electronic files for multiple revenue recapture claims using Revenue's secure network.

H. Nonliable Spouse

A spouse not responsible for a debt incurred by another individual.

I. Notice to the Debtor

Notice you must provide a debtor when using the Revenue Recapture Program to collect a debt.

J. Priority of Claim

The order claims are paid.

K. Refund

Income tax refund, political contribution refund, property tax credit or refund, sustainable forest incentive payment, lottery prize, or payment made by recommendation of the Joint House-Senate Subcommittee on Claims.

L. Revenue Recapture

Revenue can take state refunds and other refunds to pay claimant agencies through the revenue recapture process.

M. Secondary Contact

Employee at agency with the same authority as the Authorized Agent or Service Level Agreement signer.

N. Statute of Limitations

Legal amount of time an agency can collect a debt.

O. Reconciliation Report

Reports in Revenue Recapture e-Services available to you to reconcile revenue recapture claims.

P. Third-party

A person or entity who is an independent contractor, subcontractor, or billing agency.

Limitations

A. Claims submitted for revenue recapture must be at least \$25.

B. We will close claims when the balance is less than \$15.

Duties of Claimant Agency

Training and User Access Policies

- A. Request access for authorized users only.
- B. Do not request or allow access for third parties.
- C. Do not share user IDs or passwords. Each authorized user must have their own user ID and password.
- D. Allow access for business purposes only.
- E. Ensure all new and existing users complete annual mandatory revenue recapture training.
- F. Update Revenue Recapture Program authorized agents and users when changes in staff occur.

Claim Requirements

- A. Ensure all debts meet these statutory requirements before adding claims:
 - a. The debtor's name and Social Security Number are available to submit the claim.
 - b. Agency must have a unique agency control number for each claim. This number can be up to 18 characters, and it must not be a Social Security Number.
 - c. There is not a written payment agreement in place that prohibits use of revenue recapture.
 - d. The collection attempt will not result in a loss of federal funds.
 - e. Your agency's statutes and Minnesota Statutes, section 270A.03, subdivision 2 allow claim submission.
- B. Add all claims using the appropriate claim type:
 - a. Child Support
 - b. Criminal Restitution
 - c. Health Care Recapture
 - d. General (all other types)
- C. Adhere to the priority of claims by:
 - a. Sending a notice to the debtor for each claim filed
 - b. Submitting a revenue recapture claim for each debt
 - c. Contacting Revenue before refunding revenue recapture or nonliable spouse overpayments of \$40 or more
- D. Update claims within 30 days of balance reduction changes.
- E. Monitor and remove all claims prior to the statute of limitations.

Notification Requirements

- A. Send a notice to the debtor no more than 30 days before but no later than five days after filing the claim.

- B. If the notice was returned due to an incorrect address, your agency must check Revenue Recapture e-Services for a new address. If there is a different address, you must document it, update the address in your system, and send a new notification within five days.
- C. Revenue must approve your notice to the debtor. The notice must be on your agency's letterhead and include this information:
- Date
 - Debtor name, address, city, state, and zip code
 - If the notice lists a specific refund type for revenue recapture, it must list all refund types:
 - State Tax Refunds
 - Lottery Winnings
 - Property Tax Credit or Refund
 - Other Funds
 - Intent to offset refunds and apply it to their debt until the debt is expired, paid, or canceled.
 - State law allows refunds to apply based on Minnesota Statutes, Chapter 270A, or the Revenue Recapture Act.
 - Debt detail, including agency name, date of debt, type of debt, debt description, debt amounts, and total claim amount.
 - Exemption language if the debt is:
 - Based on overpayment of assistance, the debtor is a current recipient of assistance, and the payment is not based on a client waiver.
 - Not an administrative or judicial finding of an intentional program violation.
 - Owed to a program and the debtor is not a client of that program at the time of notification and is a current recipient of food stamps or food support, transitional childcare, or transitional medical assistance.
 - For an obligation to pay medical care, including hospitalization, and the debtor's income is below specified levels at the time of service.
 - The debtor's right to dispute the debt or claim at a contested claim hearing through the Office of Administrative Hearings (OAH). The debtor has 45 days to contest the claim in writing. Your agency must schedule a hearing within 30 days of receiving a written request.
- D. Depending on statute, your agency's notification letter might require additional information.
- E. Your agency must keep a copy of the notification letter if the debt is within the statute of limitations, or until the debt is paid or canceled.
- F. If you add a claim for a deceased customer, you must send notification to their estate.

Process Requirements

- A. Your agency must have processes to administer:
 - a. Nonliable spouse claims
 - b. Exemption claims
 - c. Contested claim hearings
 - d. Returned mail
 - e. Statute of Limitations
 - f. Refunds and overpayments

Other Key Items

- A. Comply with Revenue's audits and correct issues found within the time limits given.
- B. Your agency must keep adequate records including, but not limited to:
 - a. Copy of the notification letter
 - b. Claims filed
 - c. Payments received
 - d. Current balances
- C. Notify us if your agency no longer qualifies or wants to participate in the Revenue Recapture Program. You must cease all existing claims.
- D. Place a hold on a debtor's claims during bankruptcy proceedings and cancel claims for debts discharged in bankruptcy.

Duties of the Minnesota Department of Revenue

- A. Provide mandatory annual training and support for agency staff who administer revenue recapture.
- B. Send debtors a revenue recapture notice when we apply a refund to their debt. This written notice must include:
 - a. The refund amount that applied to the debt
 - b. Your address and phone number
 - c. The right of the debtor to contest the validity of the revenue recapture claim
 - d. For joint refunds, a nonliable spouse has the right to request their portion of the refund
- C. Process revenue recapture claims and account updates you submit by the next business day.
- D. Remit refund payments to you each business day.

- E. Make reconciliation reports available to you through Revenue Recapture e-Services.
- F. Notify you before making changes to revenue recapture requirements or procedures and provide an anticipated schedule for the changes.
- G. Audit you to ensure compliance with Minnesota statutes and this service level agreement.
- H. Inactivate users who have not accessed Revenue Recapture e-Services in 15 months.
- I. Suspend your agency if you do not follow Minnesota statutes, rules, or policies.
- J. Require you to sign a Revenue Recapture Service Level Agreement.

Data Practice Responsibilities

- A. We can exchange private data on individuals between Revenue, the Minnesota Taxpayer Rights Advocate, the Minnesota Attorney General's Office, the claimant agency, and the debtor, when necessary, with the intent of collecting debts through the revenue recapture process.
- B. Data we collect from you relating to claims filed under revenue recapture are private data on individuals.
- C. Revenue recapture claims must be administered by authorized users of your agency.
- D. Your employees must have disclosure and anti-browsing training to access the database.
- E. Any person you employ or formerly employed who discloses information for any other reason than collecting debts using revenue recapture will be subject to civil and criminal penalties (See Minnesota Statutes, Chapter 270A.11).

Legal Requirements

- A. This agreement is effective for three years unless canceled by either party.
- B. A claimant agency defined under Minnesota Statutes, section 270A.03, subdivision 2, will be suspended from participation in the Revenue Recapture Program for a violation of the Revenue Recapture Act or Minnesota Rules after due notice and an opportunity for hearing.

C. The authorized users for your agency are:

Stephanie Poegel, Nancy Kiehl, Tina Hansmierer

D. You may not assign or transfer any rights or obligations under this service level agreement without prior written approval of Revenue.

E. If your authorized agent changes, you must contact the Revenue Recapture Program to determine if you need a new service level agreement to continue using the program.

F. You and Revenue agree each party is responsible for their own acts and the results of those actions to the extent authorized by law and will not be responsible for the acts of any others and the results thereof.

G. Any amendments to this agreement must be in writing and executed by the same parties who executed the original agreement or their successors in office.

Please indicate how your agency qualifies to participate in revenue recapture by referencing Minnesota Statutes, section 270A.03, subd. 2.

Qualifying agency type: Local Government

Your authorized agents must sign, date, and return all pages of this agreement to us for review. If approved, this agreement will become effective on the date signed by the Minnesota Department of Revenue Collection Division director. This agreement supersedes all prior formal and informal agreements between the two agencies regarding the Revenue Recapture Act.

Agency Name: City of Frazee

Authorized Agent Name (printed): Stephanie Poegel Title: City Administrator

Authorized Agent Email: cityadmin@frazeecity.com Phone: 218-334-4991

Authorized Agent Signature: _____ Date: _____

Second Contact

Name (printed): Nancy Kiehl Title: Deputy Clerk
Email: nancy.kiehl@frazeeccity.com Phone: 218-334-4991
Signature: _____ Date: _____

Minnesota Department of Revenue
Collection Division

Sara Westly, Director

Date _____

New Business

RESOLUTION 0312-2025B - RESOLUTION APPROVING A GRANT APPLICATION TO THE LEGISLATIVE COMMISSION ON MINNESOTA RESOURCES (LCCMR) ENVIRONMENTAL AND NATURAL RESOURCES TRUST FUND FOR DEVELOPMENT OF WANNIGAN REGIONAL PARK



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. 0312-2025B

RESOLUTION APPROVING A GRANT APPLICATION TO THE LEGISLATIVE COMMISSION ON MINNESOTA RESOURCES (LCCMR) ENVIRONMENTAL AND NATURAL RESOURCES TRUST FUND FOR DEVELOPMENT OF WANNIGAN REGIONAL PARK

WHEREAS; the City of Frazee is a city operating under the laws of the State of Minnesota; and

WHEREAS; the City of Frazee is working under agreement with Frazee3 Community Development Corp., a 501(c)3 non-profit, to acquire and develop Wannigan Regional Park. This new park has regional significance and support, with unique aspects that are of value to all Minnesotans; and

WHEREAS; to undertake development of this new regional park, funding is needed for the development of the property; and

WHEREAS: if the City of Frazee is awarded a grant by the LCCMR, the City of Frazee agrees to accept the grant award and enter into agreement with the LCCMR. The City of Frazee will comply with all applicable laws and environmental requirements as stated in the grant award and the grant will be used to provide funding to develop the park property; and

BE IT THEREFOR RESOLVED that the Mayor and City Administrator of the City of Frazee are authorized to submit and execute all documents, agreements, and applications on behalf of the City of Frazee Council which may result from this grant; and

BE IT FURTHER RESOLVED that the City of Frazee hereby assures that this project, upon completion, will be properly maintained under agreement with Frazee Community Development Corporation; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Frazee, Minnesota, County of Becker, Minnesota, Resolution 0312-2025B is passed and adopted this 12th day of March, 2025 with the following voting:

	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mike Sharp,
Mayor

Stephanie Poegel,
City Administrator

Addendum

APPROVAL OF ADDITIONAL CLAIMS