



CITY COUNCIL MEETING AGENDA

September 24, 2025 ~ 5:00 p.m. ~ Frazee Event Center

[ZOOM LINK](#)

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. **Open Forum**- 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.
5. Approve Agenda
6. Consent Agenda
 - a. Meeting Minutes – [September 10, 2025](#)
 - b. Income Statements
 - c. [Approval of Claims](#)
7. Staff Reports
 - a. [Fire Department](#)
 - b. [Rescue](#)
 - c. [Event Center](#)
 - d. [Liquor Store](#)
 - e. [Police Department](#)
 - f. [Public Works](#)
 - g. [Administration](#)
8. Old Business
 - a. [Insurance Agent RFP Posting](#)
9. New Business
 - a. CPL Grant Application Approval
 - b. Meeting Dates – November & December 2025
 - c. [Community Development Coordinator Job Description](#) & Posting

- d. [Resolution 0924-2025A 2026 Preliminary Levy](#)
- e. [Partnership4Health Grant Agreement](#)

10. Council Member Comments

11. Addendum

- a. Additional Claims

12. Quarterly Catch-Up

13. Adjournment

Consent Agenda

MINUTES – SEPTEMBER 10, 2025

1. Call the Meeting to Order

2. Roll Call

- a. Members Present: Andrew Daggett, Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
- b. Members Absent: None
- c. Staff: Matt Johnson, Stephanie Poegel, Tyler Trieglaff
- d. Contracted Services: Chris Thorson – Ulteig Engineering; Colleen Hoffman – Hoffman, Philipp & Martell, PLLC
- e. Guests: Shelly Blauert – Creating Community Consulting, Tom Watson – Frazee Area Community Club; Mackenzie Hamm – CornerStone; Greg Olson – MN Deer Hunters Association; Bob Williams – Frazee Forum

3. Pledge of Allegiance

4. Approve Agenda

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

5. 2024 Audit Recap

- a. Hoffman presented on the 2024 audit and their opinion meets all standards
- b. Department Heads and the staff member who ordered/received the item need to sign off on invoices
- c. Staff are in the process of and need to verify all addresses who have a connection are paying for utilities
- d. Need to levy \$28,474 to cover the loss at the Event Center
- e. General Fund profited \$10,948 which indicates great budgeting
- f. TIF 1-4 (Swift Site) needs to be researched to be able to access dollars in that fund
- g. No other cities of Frazee's size have a profitable Event Center
- h. Staff should review the list of assets on the insurance list to ensure proper items are being insured

6. Open Forum -

- a. Mackenzie Hamm – CornerStone Update
 - i. Frazee Resource Center is being run out of CornerStone
 - ii. Hamm thanked Council for their support of CornerStone and for being the fiscal host to research the need for a resource center in Frazee
- b. Greg Olson
 - i. Has 20 apple trees to donate from the MN Deer Hunter Association for planting at Wannigan Regional Park
 - ii. If there are students interested in planting trees and have them labeled as "Class of XXXX", they are willing to provide them

7. Consent Agenda

- a. Meeting Minutes – August 27, 2025
- b. Income Statements
- c. Approval of Claims

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

8. Committee & Liaison Reports

- a. Parks & Recreation Committee – August 27, 2025
- b. Wannigan Regional Park Committee – No meeting
- c. Planning & Zoning – August 26, 2025
- d. Personnel Committee – August 5, 2025
- e. Finance Committee – No meeting
- f. Economic Development Authority – August 19, 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

M/S/CU: Froeber/Kemper to approved committee and liaison reports as presented

9. Old Business

- a. Mural Concept Approval
 - i. Watson stated FACC will have the funds for the mural once it is completed
 - ii. Blauert shared there were 3 to 4 respondents to the RFP for the mural; Lilly Lenox was selected and 2 revisions were made to the initial design; final mural will be completed by end of December 2025; FACC would like to hold an “un-veiling” during a community event; the base wall will need to be painted blue and Blauert is working on securing a paint donation; hardware will be installed on the wall so mural can be put up at any time

M/S/CU: Froeber/Rader to approve mural concept as presented

10. New Business

- a. SafeAssure Renewal

M/S/CU: Froeber/Daggett to approve SafeAssure Renewal as presented

- b. AET Material Testing Proposal

M/S/CU: Froeber/Kemper to approve AET Material Testing Proposal as presented

- c. Gaming Attendant Job Description

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

- d. Hiring of Gaming Attendants

M/S/CU: Froeber/Rader to approve Mike Geving and Mae Hedlund as Gaming Attendant at Grade 1 Step 1

- e. Janitor Job Description & Posting

M/S/CU: Daggett/Froeber to approve Janitor job description as presented and to post the position

11. Council Member Comments

- a. Froeber – Bike Rally on 9/28/25 with check-in from 1:00 to 1:30 at the Event Center; ride the new Heartland Trail and visit one of the restaurants after completing
- b. Daggett – Happy Downtown Infill building is full
- c. Sharp – Will be gone next meeting

12. Addendum

- a. Approval of Additional Claims

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

- b. Rescue ATV Purchase

- i. Looking to purchase Honda ATV at a cost of \$10,319.00 from Bemidji Sports Centre; Life expectancy is 30-40 years; Finance Committee recommends purchase

M/S/CU: Rader/Kemper to approve purchase of Honda ATV from Bemidji Sports Centre at a cost of \$10,319

13. Adjournment

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

Respectfully submitted,
Stephanie C. Poegel
Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS



CITY OF FRAZEE

Payments

09/19/25 11:36 AM

Page 1

Current Period: September 2025

Payments Batch 09242025GEN1

\$24,341.57

Refer	0 UNITED COMMUNITY BANK	Ck# 000368E 9/18/2025		
Cash Payment	E 100-41400-210 Operating Supplies (GE	Bank Deposit Book		\$63.98
Invoice	34927185	9/8/2025		
Transaction Date	9/18/2025	Main Checking	10100	Total \$63.98
Refer	0 AFLAC	-		
Cash Payment	G 100-21709 Aflac/Colonial Life	September Services		\$202.92
Invoice	303157	9/11/2025		
Transaction Date	9/18/2025	Main Checking	10100	Total \$202.92
Refer	0 ANDERSON PUMPING AND PORTA	-		
Cash Payment	E 100-45183-300 Professional Svcs (GEN	Campground River Dr S- August Services		\$282.01
Invoice	45709	9/1/2025		
Cash Payment	E 100-45183-300 Professional Svcs (GEN	Campground River Dr N- August Services		\$282.01
Invoice	45708	9/1/2025		
Transaction Date	9/18/2025	Main Checking	10100	Total \$564.02
Refer	0 B & D TRANSPORT INC	-		
Cash Payment	E 100-43100-406 Repairs/Maint Vehicles	Wht Sterling Plow Truck DOT Annual		\$132.07
Invoice	27311	9/3/2025		
Cash Payment	E 100-43100-406 Repairs/Maint Vehicles	Gry Plow Truck DOT Annual		\$132.07
Invoice	27337	9/10/2025		
Transaction Date	9/18/2025	Main Checking	10100	Total \$264.14
Refer	0 BRET ANDERSON	-		
Cash Payment	E 100-42110-321 Telephone	Cell Phone Stipend - May - Sept 2025		\$250.00
Invoice	PD	9/18/2025		
Transaction Date	9/18/2025	Main Checking	10100	Total \$250.00
Refer	0 COLONIAL LIFE & ACCIDENT INS C	-		
Cash Payment	G 601-21709 Aflac/Colonial Life	8678539700 Term Life		\$63.24
Invoice	E4320073	8/12/2025		
Transaction Date	9/18/2025	Main Checking	10100	Total \$63.24
Refer	0 EWANIKAS UNLIMITED REPAIR LL	-		
Cash Payment	E 100-43100-406 Repairs/Maint Vehicles	Parts - Exhaust Elbow, Clamps, Bolts		\$119.07
Invoice	12341	8/29/2025		
Transaction Date	9/18/2025	Main Checking	10100	Total \$119.07
Refer	0 FRAZEE PUBLIC UTILITIES	-		
Cash Payment	E 100-45183-382 Water/Sewer Utilities	Campground - 02-00002125-00-8		\$94.71
Invoice	1381-00-7	9/15/2025		
Cash Payment	E 654-46500-382 Water/Sewer Utilities	Business Center - 02-00000190-00-8		\$53.73
Invoice	190-00-8	9/15/2025		
Cash Payment	E 656-46500-382 Water/Sewer Utilities	DTI - 02-00000201-00-7		\$70.77
Invoice	201-00-7	9/15/2025		
Transaction Date	9/18/2025	Main Checking	10100	Total \$219.21
Refer	0 GOPHER STATE ONE CALL	-		
Cash Payment	E 100-43100-433 Dues and Subscriptions	August 2025 Services		\$79.65
Invoice	5080407	8/31/2025		
Transaction Date	9/18/2025	Main Checking	10100	Total \$79.65



CITY OF FRAZEE

09/19/25 11:36 AM

Page 2

Payments

Current Period: September 2025

Refer	0 HACH COMPANY	-			
Cash Payment	E 601-49400-313 Samples/Testing	Singlets PH 4.01 - 2770020			\$51.60
Invoice	14657758	9/5/2025			
Cash Payment	E 601-49400-313 Samples/Testing	Singlets PH 4.01 - 2770020 Conductivity Soln			\$188.80
Invoice	14655782	9/4/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total	\$240.40
Refer	0 HAWKINS, INC.	-			
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Sales Order 4877118			\$1,843.12
Invoice	7134440	7/15/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total	\$1,843.12
Refer	0 IRS	Ck# 000369E 9/12/2025			
Cash Payment	G 100-21701 Federal Withholding	Gen - Federal			\$1,071.70
Invoice		9/12/2025			
Cash Payment	G 100-21703 FICA Tax Withholding	Gen - FICA			\$1,560.26
Invoice		9/12/2025			
Cash Payment	G 601-21701 Federal Withholding	Gen - Federal Water			\$210.83
Invoice		9/12/2025			
Cash Payment	G 601-21703 FICA Tax Withholding	Gen - FICA Water			\$395.70
Invoice		9/12/2025			
Cash Payment	G 602-21701 Federal Withholding	Gen - Federal Sewer			\$283.25
Invoice		9/12/2025			
Cash Payment	G 602-21703 FICA Tax Withholding	Gen - FICA Sewer			\$468.20
Invoice		9/12/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total	\$3,989.94
Refer	0 JESSE GROSSMAN	-			
Cash Payment	E 100-43100-321 Telephone	Cell Phone Stipend - May - September 2025			\$250.00
Invoice					
Transaction Date	9/18/2025	Main Checking	10100	Total	\$250.00
Refer	0 KEVIN RENOLLET	-			
Cash Payment	E 601-49400-321 Telephone	Cell Phone Stipend - May - September 2025			\$250.00
Invoice					
Transaction Date	9/18/2025	Main Checking	10100	Total	\$250.00
Refer	0 LAKES COUNTRY EMERGENCY E	-			
Cash Payment	E 201-42300-331 Travel/Training Expense	Emerg Med Respond Initial Course, Books/Testing, CC Conv Fee			\$2,028.00
Invoice	106	9/16/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total	\$2,028.00
Refer	0 MN BACKFLOW	-			
Cash Payment	E 200-42200-311 Contracts/Professional S	Backflow Assemblies 2025			\$245.50
Invoice	25-246	9/9/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total	\$245.50
Refer	0 MN PERA	Ck# 000370E 9/15/2025			
Cash Payment	G 100-21704 PERA	PERA - General			\$2,981.06
Invoice		9/15/2025			
Cash Payment	G 601-21704 PERA	PERA - Water			\$379.23
Invoice		9/15/2025			



CITY OF FRAZEE

09/19/25 11:36 AM

Page 3

Payments

Current Period: September 2025

Cash Payment	G 802-21704 PERA	PERA - Sewer		\$487.54
Invoice	9/15/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total \$3,847.83
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000371E 9/12/2025		
Cash Payment	G 100-21702 State Withholding	Withholding Tax - General		\$743.30
Invoice	9/12/2025			
Cash Payment	G 801-21702 State Withholding	Withholding Tax - Water		\$133.83
Invoice	9/12/2025			
Cash Payment	G 802-21702 State Withholding	Withholding Tax - Sewer		\$130.14
Invoice	9/12/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total \$1,007.27
Refer	0 IRS	Ck# 000372E 9/12/2025		
Cash Payment	G 100-21703 FICA Tax Withholding	Gen Monthly - FICA		\$112.24
Invoice	9/12/2025			
Cash Payment	G 200-21703 FICA Tax Withholding	Fire Monthly - FICA		\$100.98
Invoice	9/12/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total \$213.22
Refer	0 MOTOROLA SOLUTIONS, INC	-		
Cash Payment	E 201-42300-550 Motor Vehicles	August 20, 2025 Services		\$8,650.64
Invoice	1182422981 8/20/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total \$8,650.64
Refer	0 OK LUMBER & HARDWARE	-		
Cash Payment	E 100-43100-401 Repairs/Maint Buildings	Bolts		\$4.00
Invoice	8/27/2025			
Cash Payment	E 100-49010-401 Repairs/Maint Buildings	Silicone		\$8.99
Invoice	8/27/2025			
Cash Payment	E 100-45200-401 Repairs/Maint Buildings	Grass Seed, 2x10x8'		\$55.48
Invoice	8/27/2025			
Cash Payment	E 801-49400-401 Repairs/Maint Buildings	Misc Parts		\$59.97
Invoice	8/27/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total \$128.44
Refer	0 RMB ENVIRONMENTAL LABORAT	-		
Cash Payment	E 801-49400-317 Copper Sampling/Testin	Data Management Fee - MDH		\$57.48
Invoice	D080535 9/11/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total \$57.48
Refer	0 STEPHANIE POEGEL	-		
Cash Payment	E 100-41400-321 Telephone	Cell Phone Stipend - May - Sept 2025		\$250.00
Invoice	9/18/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total \$250.00
Refer	0 SCOTT LUHMAN	-		
Cash Payment	E 100-42110-321 Telephone	Cell Phone Stipend - May - Sept 2025		\$250.00
Invoice				
Transaction Date	9/18/2025	Main Checking	10100	Total \$250.00
Refer	0 TYLER TRIEGLAFF	-		
Cash Payment	E 100-42110-321 Telephone	Cell Phone Stipend - May - Sept 2025		\$250.00
Invoice				



Payments

Current Period: September 2025

Transaction Date	9/18/2025	Main Checking	10100	Total	\$250.00
Refer	0 TINA HANSMEIER	-			
Cash Payment	E 100-41400-321 Telephone	Cell Phone Stipend - May - Sept 2025			\$250.00
Invoice					
Transaction Date	9/18/2025	Main Checking	10100	Total	\$250.00
Refer	0 TEAM LAB	-			
Cash Payment	E 100-43100-408 Repairs/Maint Road Pat	Road Patch			\$763.50
Invoice	INV0048388	8/28/2025			
Transaction Date	9/18/2025	Main Checking	10100	Total	\$763.50

Fund Summary

	10100 Main Checking	
100 GENERAL FUND		\$10,189.02
200 FIRE FUND		\$346.48
201 RESCUE FUND		\$8,678.64
601 WATER FUND		\$3,633.80
602 SEWER FUND		\$1,369.13
654 EDA - BUSINESS CENTER		\$53.73
656 EDA - Downtown Infill		\$70.77
		<u>\$24,341.57</u>

Pre-Written Checks	\$9,122.24
Checks to be Generated by the Computer	\$15,219.33
Total	<u>\$24,341.57</u>



CITY OF FRAZEE

09/19/25 11:43 AM

Page 1

Payments

Current Period: September 2025

Payments Batch 09242025LSEC1

\$13,707.13

Refer	0 AMANDA YOUNG	-			
Cash Payment	E 609-49751-321 Telephone	Cell Phone Stipend - May - Sept 2025			\$250.00
Invoice Admin	9/18/2025				
Transaction Date	9/18/2025	Liquor Store	10101	Total	\$250.00
Refer	0 BERGSETH BROS	-			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale			\$2,292.25
Invoice 471149	9/11/2025				
Cash Payment	E 610-49752-252 Beer For Resale	Beer For Resale			\$99.20
Invoice 468233	8/28/2025				
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale - CREDIT			-\$78.00
Invoice 47122	9/11/2025				
Transaction Date	9/18/2025	Liquor Store	10101	Total	\$2,313.45
Refer	0 BEVERAGE WHOLESALERS, INC	-			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale			\$781.31
Invoice 399906	9/11/2025				
Transaction Date	9/18/2025	Liquor Store	10101	Total	\$781.31
Refer	0 BUCKS MILL BREWING	-			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale			\$144.00
Invoice 91125A	9/11/2025				
Transaction Date	9/18/2025	Liquor Store	10101	Total	\$144.00
Refer	0 D-S BEVERAGES, INC	-			
Cash Payment	E 610-49752-252 Beer For Resale	Beer For Resale			\$270.45
Invoice 906202	8/28/2025				
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale			\$5,813.15
Invoice 909823	9/10/2025				
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale - CREDIT			-\$2,646.00
Invoice 1582 - 01310	9/10/2025				
Cash Payment	E 609-49751-252 Beer For Resale	Beer For Resale - CREDIT			-\$30.00
Invoice 1582 - 01310	9/10/2025				
Transaction Date	9/18/2025	Liquor Store	10101	Total	\$3,407.60
Refer	0 DACOTAH PAPER CO	-			
Cash Payment	E 609-49751-210 Operating Supplies (GE	Towel, Liner, Bage, Thermal Roll			\$173.39
Invoice 22037	9/15/2025				
Cash Payment	E 609-49750-210 Operating Supplies (GE	Towel, Liner, Bage, Thermal Roll			\$62.48
Invoice 22037	9/15/2025				
Cash Payment	E 609-49751-210 Operating Supplies (GE	Towel, Liner, Bage, Thermal Roll			\$8.95
Invoice 22037	9/15/2025				
Cash Payment	E 609-49750-210 Operating Supplies (GE	Towel, Liner, Bage, Thermal Roll			\$8.95
Invoice 22037	9/15/2025				
Transaction Date	9/18/2025	Liquor Store	10101	Total	\$253.75
Refer	0 ELECTRO WATCHMAN, INC	-			
Cash Payment	E 609-49751-401 Repairs/Maint Buildings	Liquor Store Monitoring Services			\$57.98
Invoice 448135					
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	Liquor Store Monitoring Services			\$57.99
Invoice 448135					



CITY OF FRAZEE

09/19/25 11:43 AM

Page 2

Payments

Current Period: September 2025

Cash Payment	E 610-49752-401	Repairs/Maint Buildings	Event Center Monitoring Services	\$57.98
Invoice	448135			
Transaction Date	9/18/2025	Liquor Store	10101	Total \$173.95
Refer	0 FRAZEE PUBLIC UTILITIES	-		
Cash Payment	E 609-49750-382	Water/Sewer Utilities	Off Sale - 02-00001381-00-7	\$165.66
Invoice	1381-00-7	9/15/2025		
Cash Payment	E 609-49751-382	Water/Sewer Utilities	On Sale - 02-00001381-00-7	\$165.66
Invoice	1381-00-7	9/15/2025		
Cash Payment	E 610-49752-382	Water/Sewer Utilities	Event Center - 02-00001382-00-8	\$126.39
Invoice	1382-00-8	9/15/2025		
Transaction Date	9/18/2025	Liquor Store	10101	Total \$457.71
Refer	0 GIOVANNIS FROZEN PIZZA	-		
Cash Payment	E 609-49751-260	Pizza for Resale	Pizza For Resale	\$182.95
Invoice	309172503	9/17/2025		
Transaction Date	9/18/2025	Liquor Store	10101	Total \$182.95
Refer	0 IRS	Ck# 000281E 9/12/2025		
Cash Payment	G 609-21701	Federal Withholding	LS - Federal	\$144.94
Invoice		9/12/2025		
Cash Payment	G 609-21703	FICA Tax Withholding	LS - FICA	\$600.86
Invoice		9/12/2025		
Cash Payment	G 610-21703	FICA Tax Withholding	EC - FICA	\$146.40
Invoice		9/12/2025		
Transaction Date	9/18/2025	Liquor Store	10101	Total \$892.20
Refer	0 JOLENE TAPPE	-		
Cash Payment	E 610-49752-321	Telephone	Cell Phone Stipend - May - September 2025	\$250.00
Invoice				
Transaction Date	9/18/2025	Liquor Store	10101	Total \$250.00
Refer	0 JOHNSON BROTHERS LIQUOR CO	-		
Cash Payment	E 609-49750-251	Liquor For Resale	Pendelton - CREDIT	-\$150.46
Invoice	148679	9/4/2025		
Cash Payment	E 609-49750-253	Wine For Resale	Blk Box Chard	\$100.00
Invoice	2874186	9/9/2025		
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivry Fee	\$7.13
Invoice	2874186	9/9/2025		
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale	\$224.00
Invoice	2874186	9/9/2025		
Cash Payment	E 610-49752-251	Liquor For Resale	Liquor For Resale	\$222.33
Invoice	2879332	9/16/2025		
Cash Payment	E 610-49752-252	Beer For Resale	Beer For Resale	\$72.00
Invoice	2879332	9/16/2025		
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale	\$65.00
Invoice	2879331	9/16/2025		
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Fuel/Delivery Fee	\$2.11
Invoice	2879331	9/16/2025		
Transaction Date	9/18/2025	Liquor Store	10101	Total \$542.11
Refer	0 KETTERS MEATS	-		



CITY OF FRAZEE

09/19/25 11:43 AM

Page 3

Payments

Current Period: September 2025

Cash Payment	E 609-49751-259	Food for Resale	Patty's 5 lbs		\$40.00
Invoice		9/18/2025			
Transaction Date	9/18/2025		Liquor Store	10101	Total \$40.00
Refer	0	MENARDS	-		
Cash Payment	E 609-49751-401	Repairs/Maint Buildings	Red Snow Fence for Dances		\$209.97
Invoice	9236	7/23/2025			
Transaction Date	9/18/2025		Liquor Store	10101	Total \$209.97
Refer	0	MN MUNICIPAL BEVERAGE ASSO	-		
Cash Payment	E 609-49751-331	Travel/Training Expense	Battle Lake - Oct 29 (Amanda Young)		\$10.00
Invoice		9/18/2025			
Cash Payment	E 609-49750-331	Travel/Training Expense	Battle Lake - Oct 29 (Amanda Young)		\$10.00
Invoice		9/18/2025			
Transaction Date	9/18/2025		Liquor Store	10101	Total \$20.00
Refer	0	MN PERA	Ck# 000282E 9/15/2025		
Cash Payment	G 609-21704	PERA	PERA - LS		\$556.82
Invoice	475600	9/15/2025			
Cash Payment	G 610-21704	PERA	PERA - EC		\$103.75
Invoice	475600				
Transaction Date	9/18/2025		Liquor Store	10101	Total \$660.57
Refer	0	MN DEPT OF REVENUE - WH	Ck# 000283E 9/12/2025		
Cash Payment	G 609-21702	State Withholding	State Withholding Tax - LS		\$100.83
Invoice		9/12/2025			
Cash Payment	G 610-21702	State Withholding	State Withholding Tax - EC		\$7.64
Invoice		9/12/2025			
Transaction Date	9/18/2025		Liquor Store	10101	Total \$108.47
Refer	0	OTTERTAIL POWER	-		
Cash Payment	E 609-49750-381	Electric Utilities	August Service - LIQ Store		\$456.39
Invoice	1018429	8/25/2025			
Cash Payment	E 609-49751-381	Electric Utilities	August Service - LIQ Store		\$456.40
Invoice	1018429	8/25/2025			
Cash Payment	E 610-49752-381	Electric Utilities	August Service - Event Center		\$861.97
Invoice	1082472	8/25/2025			
Transaction Date	9/18/2025		Liquor Store	10101	Total \$1,574.76
Refer	0	OK LUMBER & HARDWARE	-		
Cash Payment	E 609-49751-401	Repairs/Maint Buildings	Farco, 1-1 1/1' T		\$11.99
Invoice		8/27/2025			
Cash Payment	E 609-49750-401	Repairs/Maint Buildings	Farco, 1-1 1/1' T		\$11.99
Invoice		8/27/2025			
Transaction Date	9/18/2025		Liquor Store	10101	Total \$23.98
Refer	0	PHILLIPS WINE & SPIRITS	-		
Cash Payment	E 609-49751-251	Liquor For Resale	Bacardi Rum		\$162.89
Invoice	5041293	9/9/2025			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$11.87
Invoice	5041293	9/9/2025			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$391.70
Invoice	5051293	9/9/2025			



Payments

Current Period: September 2025

Cash Payment	E 609-49751-251	Liquor For Resale	Malibu Rum		\$176.00
Invoice	5045202	9/16/2025			
Cash Payment	E 609-49750-251	Liquor For Resale	Windsor Whsky		\$92.35
Invoice	5045202	9/16/2025			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$8.56
Invoice	5045202	9/16/2025			
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale		\$97.00
Invoice	5045202	9/16/2025			
Transaction Date	9/18/2025	Liquor Store	10101	Total	\$940.37
Refer	0	SOUTHERN GLAZERS OF MN	Ck# 000284E 9/25/2025		
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$10.00
Invoice	2688898	9/12/2025			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$406.00
Invoice	2688898	9/12/2025			
Transaction Date	9/18/2025	Liquor Store	10101	Total	\$416.00
Refer	0	UNITED COMMUNITY BANK	Ck# 000285E 9/10/2025		
Cash Payment	E 609-49750-200	Office Supplies (GENER	Bank Deposit Book		\$21.32
Invoice	34941987	9/10/2025			
Cash Payment	E 609-49751-200	Office Supplies (GENER	Bank Deposit Book		\$21.33
Invoice	34941987	9/10/2025			
Cash Payment	E 610-49752-200	Office Supplies (GENER	Bank Deposit Book		\$21.33
Invoice	34941987	9/10/2025			
Transaction Date	9/18/2025	Liquor Store	10101	Total	\$63.98

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND	\$11,667.69	
610 EVENT CENTER FUND	\$2,039.44	
	<u>\$13,707.13</u>	

Pre-Written Checks	\$2,141.22
Checks to be Generated by the Computer	\$11,565.91
Total	<u>\$13,707.13</u>

Staff Reports

FIRE DEPARTMENT

No report at time of printing

Staff Reports

RESCUE

Frazee Rescue

Frazee City Council

Meeting Date: 09/24/25

August 2025 Calls

5 - Burlington

5 - City of Frazee

6 - Erie

4 - Height of Land

Total Calls - 20

Responded - 20

- 6 days had multiple calls

2025 Statistics

	Responded/Total	
January	27/29	93%
February	21/22	95%
March	14/14	100%
April	26/26	100%
May	25/26	96%
June	29/29	100%
July	28/29	96%
August	20/20	100%
September	0/0	0%
October	0/0	0%
November	0/0	0%
December	0/0	0%

Total Calls - 195

Responded - 190

Response Rate 97%

Days with Multiple Calls - 49

Location	
Burlington	44
City of Frazee	86
Erie	38
Evergreen	3
Height of Land	18
Hobart	1
Silver Leaf	5

Member - Total Volunteer Hours 2025 - 566.5

January -	101.5
February -	91.25
March -	59.25
April -	85
May -	93.25
June -	40.75
July -	95.5
August	144.5

Noteworthy

- New standards have been set by the State that require not only knowledge but also competency in the field.
 - We have changed our training regiment to scenario based, meeting these requirements.
- Equipment and supplies have been arriving in preparation for delivery of our new rescue SUV.
- New members have started Emergency Medical Responder training, which will continue for several months.
- The new rescue ATV is being assembled and prepped by the dealership.
- We are in the process of planning a multi agency training exercise that should take place in the next couple of months.

Respectfully Submitted - 09/17/25

Matthew Johnson
Rescue Chief

Staff Reports

EVENT CENTER

Event Center has one more wedding for the season, then smaller dinners/events and some fundraisers.

I have had some issues with the urinals and Larry is working on replacing some flush valves (or something like that). I had two separate urinals overflow for several minutes at the last wedding which created quite a mess. Luckily, water was contained to the men's bathrooms, we have floor drains, and no one cared they had to walk through an inch of water if they needed the bathroom.

It's been a really good year with lots of happy guests and returning families. Already filling up for next summer.

Thank you

Jolene

Staff Reports

LIQUOR STORE

I don't have much this month- September is a slower time of year

We will go to 2nd and 4th Friday of the month for Horse Races & Meat Raffles starting in October

New Hire Dan is doing well

Staff Reports

POLICE DEPARTMENT

August 22, 2025 to September 18, 2025

Provide code violations of property by quantity and status: 3 new ordinance violations. Letters sent to 2 properties, direct communication with other property owner.

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

Report of any vehicle accidents in Frazee: One motor vehicle crashes in town.

Report landlord violations and status: Zero landlord violations

Upcoming events for the next month... Annual Use of Force training is due by the end of the year as is yearly firearms qualification.

Chief Tyler

Staff Reports

PUBLIC WORKS

The public works Dept. has been doing our daily operations, we have gotten about 30% of our sewer main flushing completed so far, Also we have applied the crushed material on west Walnut Ave. we'll need to do some more blading and compaction to completed, we are holding off on water main flushing for a while until we are using less water, speaking of the water leak issue we've been having, we have located a spot of concern, and we have Feldt plumbing coming to pothole down to hopefully verify the issue, and move on from there with repairs as needed, That's about all for now. Thanks Larry Kevin and Jesse !!

Staff Reports

ADMINISTRATION

1. General Updates

- a. **Just Cause Training** – Policy change amendments are being reviewed. Once they've approved, it will be sent to Council for final approval
- b. **Property Inquires** –
 - i. There have been no inquires regarding this month
- c. **Safety/OSHA Work** –
 - i. Need to send chemicals/products lists for public works and fire - we have not received lists from these departments as of yet
 - ii. All staff will be completing OSHA required trainings – Right to Know, Bloodborne Pathogens, etc. at a full staff training in October
- d. **Becker County Hazard Mitigation Plan** – The resolution has been sent to Becker County
- e. **Sanders Parcel** – I am taking a parcel combination sheet to Becker County to combine the Sanders and Seip parcels into one, then it will be transferred to the City name and property tax exemption will be requested
- f. **Website Updates** – This has been moved to the back burner on the priority list; changes are being made as they come up, but there are no large-scale updates

planned at this time; there are ADA requirements coming due in 2026 that I am looking into more to see where what changes are mandatory and will need to be made

- g. **Revenue Recapture** – We are working on this
- 2. **Financials**
 - a. Still working on January
- 3. **Projects**
 - a. **Town Lake Beach** – Project is complete and the third reimbursement request will be submitted this fall
 - b. **Eagle Lake Park** – Patrick is working on moving this forward
 - c. **East Main Project** – Special assessment paperwork will be sent to the County Auditor
 - d. **Heartland Trail** – The HLT group met to discuss how to use remaining funds available; will be meeting again in October
 - e. **Lift Station Improvements 2026** – This has been moved to 2026; the letter requesting being placed on the IUP has been submitted
- 4. In addition to the regular monthly tasks, utility billing and payroll, from August 21 to September 18, we processed
 - a. 57 campsite rentals
 - b. Dog Licenses - 2025 YTD = 61; 2024 – 57; 2023 - 76
 - c. 4 building permits
 - d. Rental Registration
 - 1. Total of 94 inspections - 16 completed; 78 inspections to be scheduled
 - 2. We have not had response from 4 landlords at this point (1 of these may be selling their home)
- 5. **Grants**
 - a. Wannigan
 - i. LCCMR Funding –
 - 1. The next reimbursement request for the Romtec shelter is being worked on;
 - 2. the Romtec shelter has been delivered
 - ii. ReLEAF – Waiting to receive the inventory
 - iii. TAP – Work on design will begin after July 1, 2025
 - iv. ATI – Trail construction is almost complete; there will be a formal ribbon cutting on the trail opening soon – please watch your email for a calendar invite
 - v. GMRPTC (Trails) – Grant contract work has begun
 - b. River Drive North
 - i. 2026 Minnesota Bonding Request – The capital bond request has been submitted
- 6. Meetings Attended 08/22/2025-09/18/2025
 - a. Committee Meetings – Finance, Park & Rec Special Meeting, Wannigan Regional Tree/Trail Discussion, Wannigan Development Reboot,
 - b. Wannigan CPL Grant Discussion
 - c. Frazee Forward

- d. Wannigan Regional Park Construction Meeting (09/05/2025, 09/09/2025, 09/16/2025)
 - e. Heartland Trail Committee Meeting
 - f. Emergency Response Webinar
 - g. Turning Resident Priorities into Budget Action Webinar
7. Sick/Vacation Days
- a. September 19 – Dr Appt
 - b. September 25 – Dentist Appt
 - c. September 26 – Child’s Dr Appt
 - d. October 9 – Vet Appt
 - e. October 29-31 – Vacation Days



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

REQUEST FOR PROPOSALS FOR INSURANCE AGENT

PROPOSAL DUE:

**Monday, November 3, 2025
4:00 PM**

LOCATION:

Electronic Submission to:
cityadmin@frazeecity.com

**CITY OF FRAZEE
222 Main Ave West
P.O. Box 387
Frazee, MN 56544**

Request for Qualifications and Proposals for Insurance

I. Purpose.

The City of Frazee is inviting qualifications and proposals for an insurance agent to handle property/casualty, Worker's Compensation, and related coverage. The City expects to select an agent who will serve the City for a three-year period of time beginning **February 1, 2026** with an option to continue.

II. City Background.

The City of Frazee, located in Becker County, Minnesota is a Plan A Statutory City with an approximate population over 1,300. Frazee is governed by a City Council composed of a Mayor and four Council Members, with an annual general and enterprise funds citywide budget of about \$3,000,000. Frazee has 9 full-time staff, as well as part-time and seasonal staff with a payroll of about \$800,000. The total current municipal and liability premium volume is \$75,000, with a worker comp premium volume of \$44,000.

III. Service Description (City Insurance Agent).

The selected agent will perform the following duties.

- A. Advise and assist the City in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
- B. Advise and assist the City in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverages, alternative coverage forms, etc.
- C. Assist in managing, tracking, and ensuring coverage is secured for insurable assets, such as buildings, mobile property, and automobiles.
- D. Coordinate the gathering of information needed in order to complete the renewal application and assist in completing the renewal application.
- E. Provide assistance on questions about coverage and premium calculations.
- F. Assist in ensuring contractual insurance requirements are being met.
- G. Review coverage documents and invoices to ensure coverage has been correctly issued and billed.
- H. Advise the City on potential gaps or overlaps in coverages.
- I. Assist the City as requested in submitting claims and interpreting coverage as applied to particular claims.
- J. Review loss reports for correct reporting, appropriate reserves, etc.
- K. Assist as requested with safety and loss control activities.
- L. Assist the City in identifying risk exposures and developing appropriate strategies.
- M. Assist with the LMCIT appraisal process.
- N. Assist in managing and securing certificates of insurance.
- O. Other responsibilities as requested by the city.

IV. Qualifications:

Please provide:

- A. The identity of each person who will be supplying services to the city and a description of his or her experience and the insurance licenses he or she holds.
- B. A brief history of the agency, including but not limited to size, specialty areas, and a description of the firm's experience working with municipal clients.
- C. The name and telephone number of five client references, at least two of which are municipal clients.
- D. A description of any conflicts or potential or perceived conflicts of interest that would arise from providing services to the City.
- E. A detailed description of any and all commissions, fees, costs, expenses, and other charges being proposed.
- F. A description of the amount and type of errors and omissions coverage carried by the agency.

V. Other information:

- A. Responses must provide complete information as described in this request. One copy shall be electronically submitted via pdf by **4:00 PM. on MONDAY, NOVEMBER 3, 2025** to the following: cityadmin@frazeeccity.com
- B. The proper representatives of the firm must sign the proposal. All proposals shall become the property of the City. The City may, at its option, request an oral presentation prior to selection. Notification will be given if such meetings are required.
- C. The City reserves the right to request clarification on the information submitted and to request additional information of one or more applicants.
- D. The agreement with the selected agent will not be exclusive. The City will retain the right to use other agents for some or all services described in the RFP and to terminate the agreement at any time for any or no reason.
- E. The selected agent shall not subcontract or assign any interest in the agreement and shall not transfer any interest in the same without the City's consent.
- F. All costs associated with the preparation of a proposal in response to the RFP shall be the responsibility of the agent submitting the proposal.
- G. This is a request for proposal and the City reserves the right to negotiate with any party and on any matter and to select an agent based on any combination of criteria deemed appropriate by the City.
- H. The proposal should not contain non-applicable promotional materials and should include only that information that is intended to address the information requested in the RFP.
- I. The selected agent will be required to enter into an appropriate written agreement with the City regarding the services to be provided.

Please direct all inquiries regarding this RFP to: City Administrator, Stephanie Poegel via email at: cityadmin@frazeeccity.com.

New Business

COMMUNITY DEVELOPMENT COORDINATOR JOB DESCRIPTION



Community Development Coordinator Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE	Community Development Coordinator	WORK LOCATION	City Hall
SUPERVISOR	City Administrator	FLSA STATUS	Non-Exempt
DEPARTMENT HEAD	Community Development Coordinator	PAY GRADE	5
DEPARTMENT	Administration	EFFECTIVE DATE	
II. POSITION SUMMARY			
	The Community Development position is responsible for leading initiatives that foster community and economic growth while supporting the retention and expansion of business vitality in the City of Frazee. This role also includes applying for new grants and managing awarded grant funds. Additional responsibilities involve overseeing committees, communication plans, and all aspects related to the development of Wannigan Park including construction planning, permitting, timelines, and coordination of work to ensure the successful creation of the park.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Business and Economic Development: Identify and recruit new businesses and support the retention and expansion of existing businesses.		
	Serve as a liaison between the Economic Development Authority (EDA), city staff, business owners, developers, and regional and state agencies.		
	Assist businesses with navigating resources including: financing options, training and resources, and networks of support.		
	Research, engage community, and prioritize opportunities for businesses and community development based on strengths and needs.		
	Develop amenities and support experiences that enhance the community to make Frazee "A place where families and opportunities thrive."		
	Community Engagement and Outreach: Represent the EDA at community events, regional economic development meetings, and business networking opportunities.		
	Develop and maintain communication materials including newsletters, press releases, social media content, and presentations to promote economic development and Wannigan Park activities.		
	Develop and maintain a comprehensive event calendar including all upcoming events, deadlines, and key dates relevant to the Wannigan Park and the community.		
	Gather input from local stakeholders to promote activities and events that strengthen a sense of belonging.		
	Participate in lobbying and legislation efforts.		
	Project Management: Coordinate EDA projects including property development, redevelopment, and strategic planning efforts.		
	Support downtown revitalization, housing development, infrastructure planning, and quality-of-life projects.		
	Grants and Funding: Research, write, and administer grants in coordination with city staff and EDA.		
	Track grant funding deadlines and ensure compliance with grant terms and reporting requirements.		
	Maintain accurate records of activities and community engagement efforts and provide regular updates at monthly EDA meetings.		
	Implement and maintain fundraising software database of park development donors and volunteers.		
	Create various committee agendas including compilation of updates from various committee chairs.		
	Foster and maintain strong professional relationships with stakeholders.		
	Coordinate Wannigan Park ambassadors and campground hosts.		

9/17/2025

1

Community Development Coordinator

9/17/2025

VII. MINIMUM QUALIFICATIONS	
	Bachelor's degree in economic development, urban planning, business administration, public administration, or related field (or equivalent experience).
	Demonstrated experience in economic or community development projects, especially in small or rural communities.
	Strong written and verbal communication skills.
	Ability to work independently, prioritize tasks, and manage multiple projects.
	Ability to work a flexible schedule including attending evening meetings or local events.
	Capable of occasional travel for regional meetings or trainings.
VIII. DESIRABLE QUALIFICATIONS	
	Familiarity with community development strategy, grant writing, and public-private partnerships.
	Knowledge of city, state, and federal regulations.
<i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i>	
<i>Frazee is an Equal Opportunity Employer.</i>	

New Business

RESOLUTION 0924-2025A – 2026 PRELIMINARY TAX LEVY



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. 0924-2025A RESOLUTION For The 2026 Proposed Tax Levy

WHEREAS, a proposed tax levy needs to be adopted and submitted to the County Auditor by September 30, 2025; and

WHEREAS, a proposed tax levy is a fundamental part in the budgeting process;

BE IT RESOLVED, by the City Council of the City of Frazee, County of Becker, State of Minnesota:

1. That the following proposed tax levy is for the upcoming year, collectible in 2026 upon the taxable property in said City of Frazee:

General Government	\$56,081
Public Safety	\$242,161
Parks & Recreation	\$15,443
Streets	\$153,859
EDA	(\$75,829)
Bond 2012A	\$23,791
Bond 2014A	\$23,126
Bond 2016A	\$4,605
Bond 2017A	\$9,325
Bond 2022B	\$36,522
Bond 2024D	\$27,168
<u>Bond 2025A</u>	<u>\$87,541</u>
TOTAL PROPOSED LEVY	\$603,793

2. The 2026 Truth-In-Taxation Public Hearing date is December 10, 2025 at 6:01 p.m. at the Frazee Event Center.

The City Administrator is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Becker County, Minnesota.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 24th of September 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

New Business

PARTNERSHIP4HEALTH GRANT AGREEMENT

**Memorandum of Agreement
between
Partnership4Health Community Health Board
and
City of Frazee**

This agreement is made between Partnership4Health Community Health Board (hereinafter referred to as P4HCHB) located at 715 North 11th Street, Suite 303, Moorhead, MN and City of Frazee, located at 222 Main Ave West, Frazee, MN 56544 (partner).

P4HCHB has been awarded a Statewide Health Improvement Partnership (SHIP) grant to address the leading preventable causes of illness and death such as commercial tobacco use or exposure, poor diet, and lack of regular physical activity, and other issues as determined by the commissioner through the statewide health assessment; and

P4HCHB has the authority to execute the project administration, management, implementation, and reporting responsibilities for the SHIP grant; and

Clay County Public Health is the fiscal agent for P4HCHB located at 715 North 11th Street, Suite 303, Moorhead, MN 56560.

P4HCHB wishes to provide strategy support funding to partner to build sustainable, policy, systems and environmental changes that support SHIP goals; and

P4HCHB desires to enter into an agreement with partner to use requested funds for pre-approved activities and equipment as follows:

Partner will:

1. Use the requested funds for pre-approved activities and equipment as outlined in the PartnerSHIP 4 Health Community Partnership Award Application;
2. Use the funds within two (2) months of award notification;
3. Submit an invoice to the fiscal host, along with documentation of expense(s) when required;
4. Provide information/report upon outcomes of dollars spent for the agreed upon use as requested.

P4HCHB will:

1. Act through the fiscal agent for grant funds;
2. Disperse funds to partner within 30 days of receipt of invoice;
3. Report use of funds to Minnesota Department of Health (STATE) through the designated SHIP reporting process.

This agreement will terminate immediately should the STATE grant agreement with P4HCHB be terminated or cancelled.

This agreement shall become effective on date of signing by both parties and shall remain in effect until October 17, 2025. Either party can discontinue this agreement with a written two-week notice and/or mutually agreed upon discontinuation date.

Partner

Date

Partnership4Health, CHS Administrator

Date

Addendum

ADDITIONAL CLAIMS