



CITY COUNCIL MEETING AGENDA

October 8, 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 – September 24, 2025](#)
 - b. Income Statements
 - c. [Approval of Claims](#)
 - d. [Resolution 1008-2025A – Resolution Accepting Rescue Donations](#)
7. **Committee & Liaison Reports**
 - a. [Parks & Recreation Committee – September 24, 2025](#)
 - b. Wannigan Regional Park Committee – No Meeting
 - c. [Planning & Zoning – September 23, 2025](#)
 - d. Personnel Committee – No Meeting
 - e. Finance Committee – [September 8, 2025](#), [September 23, 2025](#)
 - f. [Economic Development Authority – September 23, 2025](#)
 - g. Lakeside Cemetery Liaison - Kemper
 - h. Frazee School District Liaison - Rader
 - i. Frazee Area Action Fund Liaison - Kemper
 - j. Frazee-Burlington-Silver Leaf Joint Powers Board Liaison – Kemper & Stephenson
 - k. Lake Agassiz Regional Library Liaison - Rader
8. Old Business

- a. Utility Base Rates

- 9. New Business

- 10. Council Member Comments

- 11. Addendum

- a. Approval of Additional Claims

- 12. Adjournment

Consent Agenda

MINUTES – SEPTEMBER 24, 2025

1. Call the Meeting to Order

- a. Meeting called to order by Vice Mayor Rader at 5:00 pm at the Frazee Event Center

2. Roll Call

- a. Members Present: Daggett, Froeber, Kemper, Rader
- b. Members Absent: Sharp
- c. Staff: Johnson, Kropuenske, Poegel, Stephenson, Tappe, Trieglaff
- d. Contracted Services: Thorson – Ulteig Engineering; Bakken - Ramstad, Skoyles & Bakken, P.A.
- e. Guests: Blauert – Creating Community Consulting, Watson; Fett; Williams – Frazee Forum

3. Pledge of Allegiance

4. Open Forum

- a. Fett addressed the council regarding a flat fee charge for water and sewer service to his warehouse property on Walnut Avenue. He stated the property has water turned off, does not use the sewer, and has steel covers over the drains sealed with duct tape. Fett explained that he uses the building solely as a warehouse for equipment storage and questioned being charged \$600 annually for services he does not use.
- b. Poegel explained that per city ordinance, properties with a curb stop that have water and sewer access are charged for the infrastructure maintenance and water treatment, even when not actively using the services.
- c. Fett suggested the city should make exceptions when services aren't being used, noting his property taxes are only \$800, making the \$600 utilities charge disproportionate. He asked if disconnecting the service by excavating and cutting the line would exempt him from the charges.
- d. Poegel confirmed there would be a fee for capping the service, which would be done on the property owner's land between the shutoff valve and building. If reconnection was desired later, a new connection fee would apply.
- e. Vice Mayor Rader noted approximately 17-20 similar letters had been sent out. The council agreed to add this matter to a future agenda for further discussion, noting they wanted Mayor Sharp present for such a decision.

5. Approve Agenda

M/S/CU: Froeber/Kemper to approve the agenda.

6. Consent Agenda

M/S/CU: Froeber/Daggett to approve the consent agenda.

7. Staff Reports

a. Fire Department

- i. Written report reviewed
- ii. Kropuenske requested council approval to rescind the hiring of Jacob Wheeler due to scheduling conflicts and inability to meet required hours.

M/S/CU: Froeber/Daggett to rescind the hiring of Jacob Wheeler from the fire department.

8. Rescue

- a. Written report reviewed

9. Event Center

- a. Written report reviewed

10. Liquor Store

- a. Written report reviewed

11. Police Department

- a. Written report reviewed
- b. Trieglaff mentioned ongoing work with camera installations at the bus garage and school, with permission obtained from both entities to mount cameras on their buildings.

12. Public Works

- a. Written report reviewed
- b. Approximately 75% of sewer flushing.
- c. Recently repaired a significant water leak on Main Street that was approximately 8.5-9 feet deep. The leak was not surfacing due to compacted ground and sandy soil conditions. Stephenson noted this repair should save approximately 30,000 gallons of water per day; Continuing to isolate sections of the water system to identify additional leaks by monitoring pressure drops
- d. Still have about 40% of the crushed material to move before winter

13. Administration

- a. Written report reviewed.
- b. Bakken provided an update on the Eagle Lake Park property sale; He has prepared pleadings and is working with the sheriff to serve unresponsive property owners. For deceased owners, the sheriff will provide affidavits allowing for publication of the summons. After publication for three weeks and a 20-day waiting period, default judgment can be pursued if no objections are received.

M/S/CU: Kemper/Froeber to accept staff reports.

14. Old Business

a. Insurance Agent RFP Posting

- i. Poegel presented the Request for Proposals for an insurance agent to handle property casualty, worker compensation, and related coverage for a three-year period beginning February 1, 2026.

M/S/CU: Froeber/Daggett to post the RFP.

15. New Business

a. CPL Grant Application Approval

- i. Blauert requested council approval to apply for a Conservation Partners Legacy grant from the Minnesota DNR for Wanigan Park. The application would be contingent on agreement between FCDC and city administration. The November 10 application deadline necessitates council approval in advance. There would be no cost to the city as the required 10% match would be covered by FCDC or in-kind donations.

M/S/CU: Froeber/Kemper to approve the grant application.

b. Meeting Dates – November & December 2025

- i. Poegel noted that the second November council meeting falls on the night before Thanksgiving (November 26) and the second December meeting falls on December 24. She recommended changing both meetings to the Monday prior (November 24 and December 22).

M/S/CU: Froeber/Daggett to change the meeting dates to Monday, November 24 and Monday, December 22, 2025.

c. Community Development Coordinator Job Description & Posting

- i. Poegel presented the Community Development Coordinator position, which combines the former Wanigan Project Manager role with EDA responsibilities. Creating Community Consulting is changing their focus and will no longer work in this capacity after December. The position would be funded 50% by FCDC and 50% by the city's EDA contribution, covering all expenses including salary, computer, technology needs, etc. Both the FCDC and EDA boards have approved the position.

M/S/CU: Daggett/Froeber to approve the job description and post the position.

d. Resolution 0924-2025A 2026 Preliminary Levy

- i. Vice Mayor Rader explained that the preliminary levy represents a 16% increase (approximately \$83,000) over the current levy. He noted that while this sets the upper limit, the council can reduce this amount before final approval but cannot increase it.

M/S/CU: Daggett/Froeber to approve the proposed preliminary levy.

e. Partnership4Health Grant Agreement

- i. Poegel presented a Partnership4Health grant agreement for a bike fix-it station at Wanigan Park, initiated by Patrick Hollister from Partnership4Health.

M/S/CU: Froeber/Kemper to accept the Partnership4Health grant agreement.

16. Council Member Comments

- a. Froeber announced an upcoming family fun bike rally on Sunday, September 28th, with registration at the Event Center parking lot between 1:00-1:30 PM. Participants can ride the Heartland Trail, and local businesses are offering specials.
- b. Kemper suggested the city consider making a donation to support the pickleball courts being developed, noting it would be a good investment for the community; Blauert mentioned the pickleball court representatives would be making a presentation to the city council at an upcoming meeting.
- c. Council members noted progress at Wanigan Park, with paving expected in 2-3 weeks and the parking lot by the ball field already completed.

17. Addendum

a. Additional Claims

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

b. Computer Quote for Community Development Coordinator

- i. Poegel presented a quote from Lakes Country for a computer system for the new Community Development Coordinator position, noting the cost would be split between the city and FCDC.

M/S/CU: Kemper/Daggett to approve the computer quote as presented

c. Quarterly Catch-Up

- i. Poegel discussed office operations, noting that staff are working well together. She mentioned some computer issues with the Banyon system and occasional glitches with archived emails and data restoration.
- ii. Discussion included department budgets, communication between staff and council, property code enforcement follow-up, and tax increment financing (TIF) matters. Poegel noted that an upcoming sales tax audit by the Department of Revenue would take place the following Thursday, reviewing garbage sales taxes from 2019 to the present.

18. Adjournment

M/S/CU: Froeber/Daggett to adjourn the meeting at 6:03 pm

Respectfully Submitted,
Stephanie C. Poegel
Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS



CITY OF FRAZEE Payments

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Current Period: January 2025

Payment Batch JAN2025UCBSC

\$85.05

Refer 0 UNITED COMMUNITY BANK Ck# 000389E 1/31/2025

Cash Payment E 100-41400-433 Dues and Subscriptions January ACH Service Charge

\$85.05

Invoice

Transaction Date 1/31/2025

Main Checking

10100

Total

\$85.05

Fund Summary

10100 Main Checking

100 GENERAL FUND

\$85.05

\$85.05

Pre-Written Checks

\$85.05

Checks to be Generated by the Computer

\$0.00

Total

\$85.05



CITY OF FRAZEE

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Payments

Current Period: October 2025

Payments Batch 10082025GEN1

\$87,051.52

Refer	0 ARVIG ENTERPRISES INC	-			
Cash Payment	E 100-41400-321 Telephone	September 2025 Services			\$87.07
Invoice					
Cash Payment	E 202-45000-321 Telephone	September 2025 Services			\$86.45
Invoice					
Cash Payment	E 100-42110-321 Telephone	September 2025 Services			\$61.06
Invoice					
Cash Payment	E 100-45200-321 Telephone	September 2025 Services			-\$101.70
Invoice					
Cash Payment	E 201-42300-321 Telephone	September 2025 Services			-\$0.16
Invoice					
Transaction Date	9/25/2025	Main Checking	10100	Total	\$112.72
Refer	0 BLACK DOG PROPERTY SERVICE	-			
Cash Payment	E 100-49010-311 Contracts/Professional S	Flower maintenance/mowing Cemetery Sept 2025			\$599.00
Invoice 4574	9/30/2025				
Transaction Date	10/1/2025	Main Checking	10100	Total	\$599.00
Refer	0 NANCY KAY KIEHL	-			
Cash Payment	E 656-46500-311 Contracts/Professional S	September 2025			\$315.00
Invoice September 2025	9/30/2025				
Transaction Date	10/1/2025	Main Checking	10100	Total	\$315.00
Refer	0 OTTERTAIL POWER	-			
Cash Payment	E 100-43100-401 Repairs/Maint Buildings	Energy Audits - 1071005			\$300.00
Invoice 903058	9/23/2025				
Cash Payment	E 656-46500-381 Electric Utilities	September 2025			\$174.75
Invoice 20062282	9/24/2025				
Cash Payment	E 654-46500-381 Electric Utilities	September 2025			\$42.37
Invoice 1127614	9/24/2025				
Cash Payment	E 100-41400-381 Electric Utilities	September 2025			\$166.44
Invoice 1033571	9/24/2025				
Cash Payment	E 200-42200-381 Electric Utilities	September 2025			\$166.43
Invoice 1033571	9/24/2025				
Cash Payment	E 100-42110-381 Electric Utilities	September 2025			\$127.07
Invoice 1160748 1018088	9/24/2025				
Cash Payment	E 100-45200-381 Electric Utilities	September 2025			\$387.63
Invoice	9/24/2025				
Cash Payment	E 100-43160-381 Electric Utilities	September 2025			\$1,316.49
Invoice 1018090	9/24/2025				
Cash Payment	E 601-49400-381 Electric Utilities	September 2025			\$498.90
Invoice	9/24/2025			Project 0	
Cash Payment	E 602-49450-381 Electric Utilities	September 2025			\$354.53
Invoice	9/24/2025				
Cash Payment	E 100-43100-381 Electric Utilities	September 2025			\$220.46
Invoice	9/24/2025				
Cash Payment	E 100-49010-381 Electric Utilities	September 2025			\$22.89
Invoice 1013926	9/24/2025				
Transaction Date	10/1/2025	Main Checking	10100	Total	\$3,777.86



CITY OF FRAZEE

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Payments

Current Period: October 2025

Refer	0 FRAZEE FIRE DEPT RELIEF ASSO	-			
Cash Payment	E 200-42200-305 Fire State Aid Pmt	2025 Fire State Aid			\$41,130.82
Invoice	9/30/2025				
Cash Payment	E 200-42200-305 Fire State Aid Pmt	2025 Fire State Aid - Suppliment			\$5,523.56
Invoice	9/30/2025				
Transaction Date	10/1/2025	Main Checking	10100	Total	\$46,654.38
Refer	0 VERIZON	-			
Cash Payment	E 100-42110-321 Telephone	Services Aug 24 - Sep 23			\$64.97
Invoice	6124300417	9/23/2025			
Cash Payment	E 100-43100-321 Telephone	Services Aug 24 - Sep 23			\$87.99
Invoice	6124300417	9/23/2025			
Cash Payment	E 602-49450-321 Telephone	Services Aug 24 - Sep 23			\$88.00
Invoice	6124300417	9/23/2025			
Cash Payment	E 100-42110-324 Technology/Computer E	Services Aug 24 - Sep 23			\$105.05
Invoice	6124300417	9/23/2025			
Transaction Date	10/1/2025	Main Checking	10100	Total	\$346.01
Refer	0 STEVES SANITATION	-			
Cash Payment	E 100-49500-312 Cont/Pro Serv - Refuse/	Sept 2025 Resid. Garbage Service			\$14,667.15
Invoice	511470118512	10/1/2025			
Cash Payment	E 100-43100-384 Refuse/Garbage Dispos	Sept 2025 Resid. Garbage Service			\$134.62
Invoice	511470100629	10/1/2025			
Cash Payment	E 100-45200-384 Refuse/Garbage Dispos	Sept 2025 Resid. Garbage Service			\$134.62
Invoice	511470100629	10/1/2025			
Cash Payment	E 654-46500-384 Refuse/Garbage Dispos	Sept 2025 Resid. Garbage Service			\$7.00
Invoice	511470100629	10/1/2025			
Cash Payment	E 656-46500-384 Refuse/Garbage Dispos	Sept 2025 Resid. Garbage Service			\$226.80
Invoice	511470100629	10/1/2025			
Cash Payment	E 100-41400-384 Refuse/Garbage Dispos	Sept 2025 Resid. Garbage Service			\$32.31
Invoice	511470100629	10/1/2025			
Cash Payment	E 200-42200-384 Refuse/Garbage Dispos	Sept 2025 Resid. Garbage Service			\$43.95
Invoice	511470100629	10/1/2025			
Transaction Date	10/2/2025	Main Checking	10100	Total	\$15,246.45

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$18,393.12
200 FIRE FUND	\$46,864.76
201 RESCUE FUND	(\$0.16)
202 WANNIGAN REGIONAL PARK	\$86.45
601 WATER FUND	\$498.90
602 SEWER FUND	\$442.53
654 EDA - BUSINESS CENTER	\$49.37
656 EDA - Downtown Infill	\$716.55
	<u>\$67,051.52</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$67,051.52
Total	<u>\$67,051.52</u>



CITY OF FRAZEE

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Payments

Current Period: October 2025

Payments Batch 10082025LSEC1

\$5,417.10

Refer	0 ARVIG ENTERPRISES INC	-			
Cash Payment	E 609-49750-321 Telephone	September 2025 Servoies			\$71.24
Invoice					
Cash Payment	E 609-49751-321 Telephone	September 2025 Servoies			\$393.28
Invoice					
Cash Payment	E 610-49752-321 Telephone	September 2025 Servoies			\$61.07
Invoice					
Transaction Date	9/25/2025	Liquor Store	10101	Total	\$525.57
Refer	0 FRAZEE-VERGAS FORUM	-			
Cash Payment	E 609-49751-340 Advertising	Turkey Days Sig Page AD - 7/22/25			\$40.00
Invoice 36350	7/31/2025				
Cash Payment	E 609-49750-340 Advertising	Turkey Days Sig Page AD - 7/22/25			\$40.00
Invoice 36350	7/31/2025				
Transaction Date	10/1/2025	Liquor Store	10101	Total	\$80.00
Refer	0 ANDERSON PUMPING AND PORTA	-			
Cash Payment	E 609-49751-210 Operating Supplies (GE	Portables 7/30/25			\$285.00
Invoice 45384	7/30/2025				
Transaction Date	10/1/2025	Liquor Store	10101	Total	\$285.00
Refer	0 TWEETON REFRIGERATION INC	-			
Cash Payment	E 609-49751-404 Repairs/Maint Machinery 2 Door Freezer Parts and Installation				\$346.48
Invoice 28956	9/22/2025				
Transaction Date	10/1/2025	Liquor Store	10101	Total	\$346.48
Refer	0 D-S BEVERAGES, INC	-			
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale			\$1,122.90
Invoice 913498	9/24/2025				
Cash Payment	E 610-49752-252 Beer For Resale	Beer for Resale			-\$60.00
Invoice 1582-01311	9/10/2025				
Transaction Date	10/1/2025	Liquor Store	10101	Total	\$1,062.90
Refer	0 BEVERAGE WHOLESALERS, INC	-			
Cash Payment	E 609-49750-252 Beer For Resale	Beer for Resale			\$756.84
Invoice 401998	9/18/2025				
Transaction Date	10/1/2025	Liquor Store	10101	Total	\$756.84
Refer	0 BREAKTHRU BEVERAGE	-			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor for Resale			\$972.70
Invoice 123543962	9/30/2025				
Cash Payment	E 609-49750-440 Fuel/Delivery Surcharge	Delivery Fee			\$8.17
Invoice 123543962	9/30/2025				
Transaction Date	10/1/2025	Liquor Store	10101	Total	\$980.87
Refer	0 JOHNSON BROTHERS LIQUOR CO	-			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor for Resale			\$998.45
Invoice 2889900	9/30/2025				
Cash Payment	E 609-49750-253 Wine For Resale	Wine for Resale			\$29.84
Invoice 2889900	9/30/2025				
Cash Payment	E 609-49750-440 Fuel/Delivery Surcharge	Delivery Fee			\$14.50
Invoice 2889900	9/30/2025				



CITY OF FRAZEE

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Payments

Current Period: October 2025

Transaction Date	10/1/2025	Liquor Store	10101	Total	\$1,042.79
Refer	0 GIOVANNIS FROZEN PIZZA	-			
Cash Payment	E 609-49751-280 Pizza for Resale	Pizza for Resale			\$328.65
Invoice	310012502 10/1/2025				
Transaction Date	10/1/2025	Liquor Store	10101	Total	\$328.65
Refer	0 PHILLIPS WINE & SPIRITS	-			
Cash Payment	E 609-49750-440 Fuel/Delivery Surcharge	Delivery Fee			\$10.00
Invoice					
Transaction Date	10/1/2025	Liquor Store	10101	Total	\$10.00

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND	\$5,416.03	
610 EVENT CENTER FUND	\$1.07	
	\$5,417.10	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$5,417.10
Total	\$5,417.10

Consent Agenda

RESOLUTION 1008-2025A – RESOLUTION ACCEPTING RESCUE 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. 1008-2025A

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR FRAZEE RESCUE 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 Rescue 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 Rescue Department:

<u>Name of Donor</u>	<u>Amount</u>
Denise Geritz	\$350.00
Robert & Rebecca Muhs	\$25.00
LTLC Inc.	\$250.00
James & Valerie Kjelstrup	\$50.00

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

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

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

1. that the donations are accepted and acknowledged with gratitude.
2. that the donations will be used towards the needs of the Frazee Rescue Department.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 8th of October, 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

Committee Reports

PARKS & RECREATION COMMITTEE – SEPTEMBER 24, 2025

1. Call the Meeting to Order - Roll Call

- a. The meeting was called to order for Parks and Rec at 3:30 PM at the Frazee Event Center.
- b. Present were Eric Anderson, Mark Kemper, Mackenzie Hamm, Andrea Froeber, Steph Poegel

2. Review of Minutes – August 26, 2025; September 10, 2025

M/S/CU: Froeber/Hamm to accept minutes from August 26, 2025, and September 10, 2025, Parks and Rec meetings.

3. Open Forum - None

4. Parks

a. Wannigan Regional Park

i. Construction Update – ATI Trail

1. All gravel work is completed, Class 5 is down and compacted
2. Paving scheduled for October 2-3, 2025
3. After paving, shoulder grading, final grade, and hydro seeding will follow
4. Concrete for the shelter foundation was poured the previous day
5. The shelter assembly will be facilitated by Aaron Boyer and the Frazee construction trades class
6. Four individuals from Rotary, Aaron Boyer, and Anderson will attend the Ram Tech preconstruction meeting tomorrow at 3:30 PM
7. Construction of the shelter will likely begin the week after paving is completed

ii. Phase I GMRPTC Update

1. Approval and environmental assessment statements have been sent
2. Verifying if wetland permits are needed (likely not required)
3. Verifying if a THPO letter is needed for the DNR
4. Grant contract should be received within the next month
5. Anderson noted that the FCDC board will review and approve the design and engineering agreement from Widseth for Phase 1 construction at their October meeting. Widseth will manage labor compliance for this grant. After FCDC approval, the city will need to approve it as well, likely by the end of October. They are aiming to bid the project in March-April timeframe for construction as soon as frost clears.

iii. Partnership4Health Grant Agreement

1. Poegel explained she received an email from Patrick Hollister indicating that Partnership4Health has funding available for a fix-it

station at Wannigan Park. Anderson clarified that this station would be installed on a concrete pad with the restroom and exterior-mounted water fountain area under an overhang for protection.

b. Eagle Lake Park Update - None

c. Hank Ludtke/Riverside Park

- i. Froeber presented ideas for improvements to the park:
 - 1. Shared photos of raised beds from Crosspoint Alliance Church in Perham
 - 2. Proposed creating a sign for Hank Ludtke Park and removing the current sign from the shelter
 - 3. Discussed options including raised beds with plants or bushes
 - 4. Group discussed durability concerns, with Kemper recommending keeping any structure as low as possible to avoid eventual deterioration or damage
 - 5. Froeber will get pricing for various options to include in next year's budget
 - 6. The group also discussed adding lighting to the park. Poegel noted that the county plans to work on the road from the bridge heading west in 2027, do we want to wait until then to do lighting; Solar lighting was suggested as an alternative

d. Lions Park

- i. Poegel reported that the Lions want to replace the sign, but there's discussion about whether it should be an overhead sign or ground-level sign due to power lines. She clarified that the Lions are welcome to donate funds for this or any city project.

e. Corner Park

- i. Anderson reported that the wall has been prepped for the mural. The primer and paint donations have been secured. The artist will be installing hardware for the mural to be attached to, though the installation date is not yet known.

f. JoAnn Niemann Memorial Park - None

g. Little Turkey Park – None

5. Recreation

a. Heartland Trail Update

- i. The committee briefly discussed the upcoming meeting for the Vergas to Frazee connection on October 10, 2025, from 10 AM to noon via Microsoft Teams. Poegel also mentioned a separate Heartland State Trail meeting on October 15 to determine what to do with remaining funding.

b. Town Lake Beach Update

- i. Poegel reported Stephenson will be working on kayak and paddleboard storage solutions over the winter. These will be customized storage racks to fit in the building rather than purchasing pre-made options, which would be more expensive.

- c. **Splash Pad**
 - i. The committee briefly discussed that this project would likely be prohibitively expensive both to build and maintain in the near future.
- d. **Walking Path/Unidentified Parcel**
 - i. Poegel reported:
 - 1. No signed easements have been secured yet
 - 2. One property owner wants the easement more clearly defined with a map showing the exact location
 - 3. The current easement as written by the attorney gives access to the entire property rather than a specific path
 - 4. For the unidentified parcel, a survey is still needed
 - 5. The city attorney recommended having the trail path surveyed
- e. **Bicycle Friendly Community**
 - i. Rally
 - 1. Froeber provided an update on the upcoming bicycle event:
 - 2. Flyers have been distributed to local businesses
 - 3. Participants who register on Sunday will receive cards that can be used at five locations listed on the flyer
 - 4. The event will be held in the parking lot with a table set up in front of the Event Center
 - 5. The weather is expected to be favorable
 - 6. The committee also discussed the walk and bike to school day scheduled for October 8 and the need to revitalize the Safe Routes to School committee.
 - ii. **Safe Routes to School**
 - 1. This was briefly addressed during the Bicycle Friendly Community discussion.
- f. **Basketball Court – Waiting for info from Backcourt Club**

6. **Comp Plan Task Updates**

- a. **Marketing Parks & Recreational Assets**
 - i. The committee discussed the need for better marketing of Frazee's parks and recreational assets
 - ii. Poegel noted the current marketing plan focuses broadly on Frazee but doesn't specifically highlight parks and recreation
 - iii. Members suggested creating a brochure or map showing all parks and amenities, including:
 - 1. Map of bike trails and how they connect
 - 2. Information about what each park offers
 - 3. QR codes to scan for restaurant and business information
 - iv. Committee members shared that visitors often don't know about local attractions
 - v. Anderson mentioned he will be doing a TV3 interview on October 9 to provide updates about Wannigan Park

7. Adjournment

M/S/CU: Froeber/Hamm to adjourn at 4:15 PM.

Respectfully submitted,

Stephanie Poegel

Frazee City Administrator

WANNIGAN REGIONAL PARK COMMITTEE

PLANNING & ZONING – SEPTEMBER 23, 2025

1. Call the Meeting to Order - Roll Call

- a. The Frazee planning commission meeting was called to order at 5:01 PM.
- b. Present were Erik Anderson, Mark Kemper, Mike Shapr, Tyler Trieglaff, Chris Thorson – Ulteig Engineering, Stephanie Poegel

2. Review Minutes – August 26, 2025

M/S/CU: Miosek/Trieglaff to approve the minutes as presented.

3. Open Forum – None

4. Old Business

- a. Comprehensive Plan Task Updates
 - i. The committee addressed future extension of city services and the development of a future land use map, which tied in with the second agenda item regarding future growth.
- b. Future Growth Discussions
 - i. Thorson presented cost estimates for extending city water and sewer services to various potential growth areas as identified on the map. He explained that the estimates included bringing utilities to the edge of the properties but not internal infrastructure development since specific site layouts are unknown.
 1. Area 1 would cost approximately \$1,100,000 to extend water and sewer service across the lake. This area was previously prepared for during the Lake Street project, where utilities were run to the edge of the lake.
 2. Area 6 would cost approximately \$1,450,000, which is higher than Area 1 because it would require crossing under the highway with jack and bore casing pipes. If both Areas 1 and 6 were done simultaneously, the combined cost would be around \$1.45 million, representing a savings since they could share some infrastructure.

3. Area 10, the Scott Reed parcel, would cost approximately \$950,000 to extend utilities from Red Willow Heights across Highway 29. Chris noted that a future project on North River Drive would extend water and sewer to Wanigan Park, which would automatically make utilities available to Area 10. The commission discussed that this future project was estimated to cost around \$2.5 million and would include water, sewer, road improvements, and a trail.
4. Areas 11 and 12 already have water adjacent to them. Area 11 is in the industrial park and would require some site grading but is serviceable. Area 12, the Bachman's land to the east, has water and sewer up to the edge at the corner of Eighth and Cherry. It was noted that some residents at the bottom of Area 12 have expressed interest in city water and sewer and may petition to annex into the city.
5. Areas 2, 3, 4, 5, 7, 8, and 9 all have water and sewer service currently adjacent to the potential growth areas.
6. Areas 13 and 14 would be significantly more expensive to service. Area 14 would cost approximately \$3,500,000, while Area 13 would cost about \$3,230,000 if staying on the north side of the highway, or \$3.9 million if utility crossings under the four-lane highway were included. These high costs are due to distance and the need to bore under challenging terrain.
7. The committee discussed the feasibility of these areas, with particular focus on Areas 1, 6, and 10 as more realistic options. They acknowledged that Areas 13 and 14 would likely be eliminated from consideration due to prohibitive costs.
8. Anderson noted that from a developer's perspective, having infrastructure already in place is crucial before purchasing property. The commission discussed the challenges of annexation for properties outside city limits, including Areas 1 and 6, and the risks involved in the city investing in infrastructure without guaranteed development.
9. For infill development, the commission discussed Area 4, which consists of three parcels with differing shapes and elevations. They explored the possibility of combining these parcels to create three equal lots for potential housing development, noting that services are already available but may need some adjustments.
10. The committee agreed to take several next steps:
 - a. Approach the owner of Area 6 to discuss possible orderly annexation
 - b. Continue working with property owners in Area 12 who are interested in annexation
 - c. Have Thorson create a draft future land use map that eliminates Areas 13 and 14 due to cost constraints, adds

municipal boundaries, and maintains the remaining areas for consideration

11. They also discussed the possibility of offering tax abatement programs as an incentive for infill development on vacant parcels throughout the city.

c. Front Yard Setback – No updates yet

5. New Business - None

6. Adjournment

M/S/CU: Miosek/Anderson to adjourn at 6:07 PM

Respectfully submitted,
Stephanie Poegel
Frazee City Administrator

PERSONNEL COMMITTEE

FINANCE COMMITTEE – SEPTEMBER 8, 2025

1. Call the Meeting to Order - Roll Call
 - a. Meeting opened at 4:08 pm
 - b. Present: Andrew Daggett, James Rader, Stephanie Poegel, Matt Johnson
2. Review Minutes – June 23, 2025
 - a. Minutes reviewed with no changes
3. Old Business
 - a. Insurance Agent RFP
 - i. Consensus to recommend Council post RFP for Insurance Agent
4. New Business
 - a. Rescue Purchase
 - i. Review of rescue budget for 2026 and potential for compensation to members; committee will brainstorm ideas at an upcoming meeting
 - ii. ATV quotes reviewed; current ATV has mechanical issues; 3 quotes obtained for 2025 Honda Rubicon – Bemidji Sports \$10,319, Ray's Marine \$10,842.50, U Motors \$11,164; Life expectancy is 30-40 years; Committee consensus to recommend Council approve purchase of Honda Rubicon from Bemidji Sports at a cost of \$10,319
 - b. 2026 Preliminary Budget Review
 - i. Changes to Fee Schedule for 2026
 1. Cleaning deposit of \$100 for rental spaces
 2. Rescue Building rental \$50 – 4 hour rental/\$75 – full day rental
 3. Fire Hall rental \$100 – 4 hour rental/\$100 - full day rental

4. Campground rental \$40 full hook up/\$30 long term (30 day minimum)
5. Mowing \$150 per hour
6. RV Water Fill \$20; RV Septic Dump \$20
7. EC Discussion on rates with Jolene

5. Adjournment

- a. Meeting adjourned at 5:31 pm

Respectfully submitted,

Stephanie C. Poegel

Frazee City Administrator

FINANCE COMMITTEE – SEPTEMBER 23, 2025

1. Call the Meeting to Order - Roll Call

- a. Meeting opened at 4:02 PM at the Frazee Fire Hall
- b. Present: Andrew Daggett, Jim Rader, Steph Poegel

2. Review Minutes – September 8, 2025

- a. Minutes reviewed with no changes.

3. Old Business

a. 2026 Preliminary Budget Review

- i. Poegel presented the proposed tax levy for 2026, noting it represented a 16% increase, which amounts to an \$83,603 increase over last year's budget. The total levy amount would be \$603,793.
- ii. Rader asked if all of the 16% increase would be passed on to taxpayers or if some would be covered through local government aid or other revenue. Poegel clarified that the amount represented the taxpayer portion of the levy.
- iii. Poegel provided an example of how this could impact property taxes utilizing 2025 tax capacity and 2026 budget, explaining that for a home with a taxable market value of \$231,300, taxes would increase from \$1,679.60 to \$1,949.54, an increase of approximately \$269 per year (about \$22.50 per month).
- iv. Rader inquired whether the increase would be equally distributed among residential, commercial, and industrial properties. Poegel explained that the tax distribution is not even across property types, as multiple factors affect individual property taxes, including homestead exclusions, disabled veteran status, and other potential tax reductions. She noted that when certain properties receive tax exclusions, the burden shifts to other taxpayers, as the total levy amount must still be collected.
- v. Poegel mentioned that last year's increase was 9%, and they had started closer to 20% before reducing it. For this year's budget, she indicated she had thoroughly reviewed the numbers, starting at a much higher percentage (40%) before getting it down to 16%.

- vi. The committee discussed concerns about continual tax increases. Rader noted feedback from community members about rising costs, including water bills and property taxes, expressing concern that doubling property taxes every five years is not sustainable.
- vii. Poegel explained the budget breakdown:
 - 1. General government: \$56,000 levy
 - 2. Public safety: \$242,000 levy
 - 3. Park and recreation: \$15,000 levy
 - 4. Streets: \$153,000 levy
 - 5. EDA: negative levy (explained by expenses and revenue projections)
 - 6. Bond obligations: \$212,000 levy
- viii. The committee discussed potential areas for reduction, Poegel to talk with department heads regarding budget cuts
- ix. The committee also discussed the positive financial performance of the liquor store under Young's management and the importance of properly recognizing her contributions, though noting that performance-based pay is not an option under their current system.
- x. The committee agreed to present the 16% levy increase at the council meeting while announcing they are working to identify cuts to reduce it further. They will approach department heads to solicit ideas for potential cost savings.
- xi. Consensus to recommend approval of the preliminary budget with a 16% tax levy increase to the City Council, with the understanding that the committee will work to identify cuts to reduce the final levy.

4. New Business – None

5. Adjournment

- a. Meeting adjourned at 4:52 PM.

Respectfully submitted,
Stephanie C. Poegel
 Frazee City Administrator

ECONOMIC DEVELOPMENT AUTHORITY – SEPTEMBER 23, 2025

- 1. Call the Meeting to Order
 - a. Meeting called to order by President Heath Peterson at 11:31 am at the Frazee Fire Hall
- 2. Roll Call
 - a. Members Present: Andrew Daggett, Andrea Froeber, Ashley Renollet, Heath Peterson
 - b. Members Absent: Bill Daggett, Hank Ludtke, John Olson

- c. Staff: Stephanie Poegel
- d. Contracted Services: Rachel Johnson – Creating Community Consulting
- e. Guests: Bob Williams

3. Approval of Agenda

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

4. Open Forum - None

5. Meeting Minutes – August 19, 2025

M/S/CU: Froeber/Daggett to approve the meeting minutes from August 19, 2025 as presented

6. Old Business

a. DTI

i. Construction Finalization

- 1. Poegel reported that construction has been completed with only a few warranty issues being addressed. These are being resolved as needed.

ii. Snow Removal

- 1. Poegel presented a Request for Proposals (RFP) for snow removal services at the Downtown Infill building. The board discussed several considerations for the snow removal contract:
 - a. Whether to separate sidewalk and parking lot snow removal into different bids
 - b. Timing requirements for snow clearing (agreement that parking lot should be cleared by 6:00 AM) Snow accumulation thresholds (sidewalks at 1 inch, parking lot at 2 inches) Need for contractor to contact Public Works Superintendent regarding where snow should be piled
 - c. Insurance and bonding requirements
 - d. Whether to pursue an annual contract or per-time payment structure
 - e. Including a map with dimensions in the RFP
 - f. Peterson suggested separating the sidewalk and parking lot portions of the contract since different companies might specialize in different areas. There was discussion about potentially using city staff for sidewalks if needed on an emergency basis. Poegel will revise the RFP to separate the sidewalk and parking lot contracts, add bonding requirements, specify that contractors must coordinate with the Public Works Superintendent regarding snow removal locations, and include a map with dimensions.

- g. The board noted that snow removal expenses are currently covered by the EDA but might be passed on to tenants in future lease renewals.
 - iii. Bike Rack Request
 - 1. Tom Watson from the Frazee Area Community Club has requested to place a bike rack in the grass area in front of the EDA building. The board discussed various concerns:
 - a. Mowing difficulties around bike racks placed in grass
 - b. Whether concrete pads would be needed for installation
 - c. The possibility of waiting until the 2027 Main Street project when sidewalks will be redone
 - d. Alternative locations including the corner park area
 - e. The consensus was to recommend placement at the corner park area for now, with consideration of a more permanent solution when the grass area might be converted during the 2027 street project.
 - iv. Tenant Requests
 - 1. Several tenant requests were discussed:
 - a. A table and chairs request for the grassy area (discussed under the bike rack item)A request to change door locks to a code system instead of keys, which was denied, though tenants could use lockboxes that hang on doorknobs but aren't permanently mounted
 - b. Clarification about the Solberg sign, which Poegel explained is the same size as the Mama's Pizzeria sign and appropriately placed
 - c. Discussion about officially naming the building "East Main Retail" (EMR) since that's what's displayed on the building, changing from the previous DTI designation
 - v. Public Restroom Access
 - 1. The board discussed concerns about public restroom access, specifically who is responsible for opening and closing the public doors. Currently, some doors remain locked because tenants only unlock their specific access door. The bathrooms in the Sipe portion are never unlocked, which limits public access despite them being designated as public restrooms.
 - 2. The board debated various solutions including:
 - a. Asking tenants to volunteer to take responsibility for opening/closing doors
 - b. Liability concerns if doors are left unlocked overnight
 - c. The possibility of installing security cameras in hallways leading to bathrooms
 - d. Whether timed locks would be a solution (though Poegel noted there is no budget for this)The consensus

was to approach businesses to see if any would voluntarily take on the responsibility, and if not, the public bathroom hours might need to be limited.

b. MAHUBE Request

i. Two MAHUBE requests were presented:

1. Installation of a dishwasher and new countertop at their expense. Concerns were raised about water usage, but the board agreed that an efficient dishwasher might use less water than sink washing.

M/S/CU: Froeber/Daggett to approve MAHUBE's request to install a dishwasher and countertop at their expense.

2. A heating system modification to separate the garage heating from the classroom area to meet code requirements for a facility with children. Two bids were presented: Hanson's at \$3,618 and Lakes Country Heating and Air Conditioning at \$2,983.98.

M/S/CU: Renollet/Froeber to approve Lakes Country Heating and Air Conditioning's bid of \$2,983.98 to modify the heating system.

c. Hwy 10 Sign Updating

- i. Poegel presented a bid from Brush Marks for updating the Highway 10 sign. Two options were provided: Modifying the existing sign at \$3,500; Removing the old sign and installing new panels at \$5,400. The board discussed concerns about the sign no longer featuring the turkey, which might generate public complaints. However, the consensus was that budget concerns took precedence.

M/S/CU: Froeber/Renollet to approve the \$3,500 option to modify the existing sign.

- ii. Board members discussed addressing future complaints by explaining that rebranding would cost \$30,000-50,000 and inviting community members who feel strongly to bring forward funding ideas.

d. EDA Goals

- i. Poegel presented a breakdown of the 10 hours per week currently allocated to EDA activities through Creating Community Consulting:
 1. Newsletter/TV3: 5 hours (Karen Downing)
 2. Ribbon Cutting: 0.25 hours (Jamie)
 3. New Business Support: 2 hours (Rachel Johnson)
 4. Housing Development: 2.25 hours (Rachel Johnson)
- ii. The board discussed continuing these priorities for October through December with flexibility to shift hours between categories if needed. Any leftover time would be directed toward research on the Small Cities Development Loan program.
- iii. Johnson mentioned the need to facilitate a meeting between the county, council and other entities to discuss roles with CCC backing out of Turkey Days and other community events.

7. New Business

a. Municipal Building Cleaning

- i. The council has approved having a janitor position for municipal buildings. The board discussed whether the EDA would like to be part of this arrangement for cleaning the Downtown Infill building.

M/S/CU: Froeber/Renollet seconded by Bob Williams to approve participating in the municipal building cleaning arrangement with city staff.

- ii. EDA Financials

1. Poegel presented the financial reports, noting they appear concerning but explained several factors:
 - a. The \$40,000 transfer from the city to the EDA is not yet reflected
 - b. Advertising expenses that will be invoiced and recouped are currently showing as expenses
 - c. The bond for construction still needs to be coded into the system

8. Consultant Report

- a. Johnson presented the consultant report highlighting:
 - i. Work with Becker County EDA on Tax Increment Financing (TIF) options for Frazee
 - ii. New business support activities including the Frazee Forward meeting
 - iii. Recent ribbon cuttings for Mama's Pizzeria and Home Sweet Bake HouseTV3 and newsletter communications
 - iv. Strategic planning sessions with Becker County

9. Commissioner Comments – None

10. Adjournment

Meeting adjourned at 12:45 PM

Respectfully Submitted,
Stephanie C. Poegel
Frazee City Administrator

Addendum

APPROVAL OF ADDITIONAL CLAIMS