



## **CITY COUNCIL MEETING AGENDA**

December 10, 2025 ~ 5:00 p.m. ~ Frazee Event Center

**Council meetings are transitioning to TEAMS. To receive an invite link, please email [cityadmin@frazeecity.com](mailto:cityadmin@frazeecity.com)**

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.
  - a. Steve Skoog – Becker County Environmental Services
6. Consent Agenda
  - a. Meeting Minutes – [November 24, 2025](#)
  - b. [Resolution 1210-2025E – Resolution Accepting Rescue Department Donations](#)
7. Committee & Liaison Reports
  - a. Parks & Recreation Committee – [November 24, 2025](#)
  - b. Wannigan Regional Park Committee – No Meeting
  - c. Planning & Zoning – [November 25, 2025](#)
  - d. Personnel Committee – [November 24, 2025](#)
  - e. Finance Committee – No Meeting
  - f. Economic Development Authority – [November 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. Truth In Taxation Public Hearing

- a. Open at 6:01 pm
- b. Public Comments
- c. Close Public Hearing

9. Old Business

- a. Eagle Lake Park
  - i. [Resolution 1210-2025A – Resolution Approving and Authorizing Sale of Real Property Pursuant to Minn. Stat. § 412.211](#)
- b. Insurance Agent Recommendation
- c. Performance Reviews Results
- d. [Resolution 1210-2025B – Resolution Ordering Preparation of Report on Improvement](#)
- e. [Resolution 1210-2025C – Resolution for the 2026 Final Tax Levy](#)

10. New Business

- a. [Potential Growth Areas Approval](#)
- b. Organic Recycling
- c. [Resolution 1210-2025D – Resolution Supporting Becker County’s LRIP Grant Application](#)
- d. [Accept the Resignation of Rachael Johnson](#)
- e. Approve the Hire of a Community Development Coordinator
- f. Approve Salary Increases for Liquor Store Staff
- g. Approval of 2026 Rescue Squad Officers
- h. Rescue Squad Standard Operating Procedures
  - i. [Employment](#)
  - ii. [Communications Equipment](#)
  - iii. [Emergency Vehicle Operations](#)

11. Council Member Comments

12. Addendum

- a. Approval of Additional Claims

13. Adjournment

# Consent Agenda

MINUTES – NOVEMBER 24, 2025

## 1. Call to Order

- a. Mayor Sharp called the November 24, 2025 Frazee City Council meeting to order at 5:00 pm.

## 2. Roll Call

- a. Members Present: Andrew Daggett, Mike Sharp, Jim Rader, Andrea Froeber, Mark Kemper
- b. Members Absent: None
- c. Staff: Adam Walker - Fire Chief; Matt Johnson - Rescue Chief; Jolene Tappe - Event Center Manager; Amanda Young - Liquor Store Manager; Tyler Trieglaff - Police Chief; Larry Stephenson - Public Works Superintendent; Stephanie Poegel - City Administrator
- d. Contracted Services: Chris Thorson - Ulteig Engineering; Patrick Bakken - Ramstad, Skolyes & Bakken
- e. Guests: Phil Hansen, Becker County Commissioner; Bob Williams

## 3. Approve Agenda

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

## 4. Open Forum

- a. Phil Hansen informed the council about Becker County's upcoming mattress recycling event scheduled for December 5-8. Residents can bring up to two mattresses or box springs. The county previously held an electronics recycling event, which was successful in keeping items out of ditches. Hansen mentioned they plan to hold another recycling event in the spring.
- b. Hansen also discussed the Frazee Community Development Corporation (FCDC), suggesting it would be beneficial to have a council member serve on the FCDC board to facilitate communication between the two entities. The FCDC typically meets on Tuesdays at 4:00 PM. Mayor Sharp mentioned that he has an upcoming meeting with FCDC board members in early December and will discuss this suggestion.

## 5. Consent Agenda

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

## 6. Staff Reports

- a. Fire Department
  - i. Walker reported the department currently has 22 active firefighters, including two probationary members who have prior experience (6 and 18 years respectively). He noted that three firefighters will be retiring in January, March, and May 2026, so the department plans to hold a recruiting event in January or February.

- ii. The department responded to 66 calls to date, with 8 calls last month including 2 structure fires, 1 vehicle/tractor fire, 1 gas fire, and 2 seal alarms.
  - iii. For training, the department recently practiced communications and scene size-up, reviewing recordings from Becker County of actual calls to help firefighters understand how they sound on the radio. Upcoming training includes blood-borne pathogens on December 17 and a new "Captain's Cup" competition featuring firefighting-related games. The 2026 training focus will be on pump operations, water supply, hose deployment, and initial fire attacks, with particular emphasis on training younger members as pump operators to replace the retiring members.
  - iv. Walker also reported that the ARMER grant radios have arrived and will be picked up tomorrow. The department is still waiting on results from the ISO inspection and DNR grant application, with results expected around March or April. Payroll for 2025 will be submitted around December 1.
- b. Rescue Department
  - i. Johnson reported 37 calls for October, making it the busiest month of the year. He presented the cost breakdown for townships and the city, and noted that he had updated volunteer hours for September and October to include training time.
  - ii. The department has started posting monthly call updates on social media, which has received positive feedback. They also participated in a Spotlight on Frazee episode that was posted on social media platforms.
  - iii. Johnson reported progress with the Luce Tower, which is essential for their paging system. The tower was recently activated, along with 5 other towers in the Becker County area, which will allow for clearer transmissions and better awareness of coverage range.
  - iv. Johnson suggested that it would be more efficient to present the rescue department report at the first council meeting of the month rather than the second, as the information is already several weeks old by the second meeting.
  - v. After discussion, the council agreed that all department head reports would be presented at the first meeting of each month starting in January.
- c. Event Center
  - i. Tappe reported that the Event Center recently hosted the Veterans dinner and Christmas gala, noting that the organizers did a very nice job with the event. The center is now preparing for the Merry Frazee Christmas events, which will be held on December 6 and will be the last major event of the year.
  - ii. Tappe also noted that the building's insulation is working well, as the temperature inside was maintaining at 68 degrees despite being set at 65 degrees.

- d. Liquor Store
  - i. Young reported that the liquor store will host a Porch Pot event on December 1, where ladies can gather to decorate porch pots.
  - ii. She informed the council that nationwide alcohol sales are down more than they have been since prohibition, particularly among the 18-30 age demographic. She explained that THC products have helped bridge the gap in sales for many liquor stores, and expressed concern about possible federal legislation to make THC illegal again, which could negatively impact liquor store revenues.
  - iii. Young noted that despite the national trend, Frazee's liquor store is not down for the year, largely due to food sales bringing in customers. The store will host a bourbon raffle on December 6 starting at 10 AM, featuring special bottles that are not typically available on shelves.
  - iv. In response to a question from Froeber about non-alcoholic options, Young explained that those buying non-alcoholic beverages tend to be in the 35-55 age range rather than the younger demographic that is generally drinking less.
- e. Police Department
  - i. Trieglaff reported that he has been issuing tickets for ordinance violations, with one property receiving about \$300 in tickets so far. He is monitoring the situation to see if compliance improves before taking further action.
  - ii. Trieglaff mentioned that some individuals appear to be attempting to live in tents this fall/winter, and the department is addressing this issue. One tent has already been taken down.
  - iii. He also reported that the department participated in annual use of force training in Otter Tail County today, with shooting practice scheduled for tomorrow, weather permitting.
  - iv. Trieglaff updated the council on the city camera system, noting that while the cameras work well when operational, they are only functioning about 80% of the time. The department is still waiting on switches and sensors, and is considering options such as using internet fiber connections to improve reliability.
- f. Public Works
  - i. Stephenson reported that October and November have been busy months preparing for winter. The department completed another round of distributing copper bottle samples, and they are now waiting for results from the state.
  - ii. He highlighted that water treatment volume is down to less than 3 million gallons for the first time, which Mayor Sharp noted was due to fixing leaks in the system. Stephenson explained that this lower baseline will help them better detect future leaks.
- g. Administration
  - i. Poegel reported that the county recorder rejected the previously approved declaration of restrictive covenant for Town Lake Beach because it didn't meet their guidelines. She has redone the document

and is waiting for approval before forwarding it to the DNR, which is the last piece needed for the final disbursement for the Town Lake Beach project.

- ii. The campground has been closed for the season. Rachael Rotz started as the Community Development Coordinator today and already has several meetings scheduled.
- iii. Poegel confirmed that the city has been approved for PFA funding for the 2026 street utility improvement project. She noted that it's beneficial that the 2026 project and the county's 2027 Main Street project won't happen simultaneously.
- iv. Patrick Bakken provided an update on Eagle Lake Park, stating that the deadline for claims has passed with no claims received. He will file a motion for default with the court and is working with the association's lawyer to set up a closing in December. A formal resolution authorizing the sale will be presented at the December meeting.

M/S/CU: Rader/Froeber to approve the staff reports.

## 7. Old Business

### a. 2026 Street & Utility Reconstruction

- i. Chris Thorson reported that the PFA funding list was finally released, though about two months late. To move forward with the project, the initial step is to approve the contract for engineering services, which will allow them to begin the field survey. Despite upcoming snow, survey work has already started today. The topographic survey information will be used for design work this winter, with plans to have the project ready for bidding in the spring.
- ii. In response to a question from Sharp about dates on page 11 of the contract (September 2015), Thorson explained that these are standard terms and conditions for engineering services that have been in use since 2015.

M/S/CU: Kemper/Daggett to approve the contract for engineering services with Ulteig Engineering.

### b. Ordinance 181 - Amending Title 8, Chapter 1 (Water System)

- i. Mayor Sharp explained that this ordinance, which was previously discussed at the Planning and Zoning Commission, provides an exemption from connecting to city water systems under specific conditions. To qualify for the exemption, a building must not require municipal water service, must not involve human occupancy, and must be a permitted accessory, conditional, or interim use within the zoning district. This would primarily apply to storage and warehouse facilities in the general commercial zoning district.
- ii. Vacant buildings would not be exempt but could apply for a temporary exemption for up to one year if the owner presents a plan to either have the building demolished or occupied within that timeframe.

- iii. Daggett asked whether owners who don't follow through with their occupancy plans would have to pay retroactively. Poegel confirmed that the council could include that as a stipulation when granting temporary exemptions.
- iv. Sharp noted that Poegel estimated only two or three properties would qualify for this exemption, as most are residential.
- v. The council also discussed related matters, including user fees and past charges. They reached a consensus that the user fee structure should remain consistent, with those not required to have a water meter not being required to pay user fees. They also agreed that charges accrued before the ordinance passage would still apply.

M/S/CU: Froeber/Kemper to approve Ordinance 181 amending Title 8, Chapter 1 (Water System).

M/S/CU: Froeber/Kemper to approve the summary of Ordinance 181 for publication.

#### 8. New Business

##### a. Resolution 1124-2025A - Resolution to Enter into Limited Use Permit No 0302-0034

- i. Poegel explained that the city's permit for the Turkey sign on Highway 10 expires on January 12. The EDA wants to continue having the sign but would update it with a new wrap, which was shown to the council. The council needs to approve the application to move forward.

M/S/CU: Kemper/Daggett to approve the limited use permit application.

##### b. Road Closure Request - Merry Frazee Xmas Parade

- i. Trieglaff expressed concern about parade safety based on last year's experience. He noted that some participants had attempted to go backward down the parade route after the event ended, creating safety issues especially considering the darkness and presence of children. He recommended approving the road closure with the condition that the parade only go in one direction.
- ii. Poegel will contact Jamie from the community club to inform her of this condition.

M/S/CU: Kemper/Froeber to approve the road closure request for the Merry Frazee Xmas Parade with the stipulation that the parade only go in one direction.

##### c. Personnel Policy Changes - Section 12.21 Minnesota Paid Family and Medical Leave (PFML)

- i. Mayor Sharp explained that this policy, discussed earlier at the personnel committee meeting, must be implemented to comply with state law. The policy was based on a template provided by the League of Minnesota Cities.
- ii. Poegel noted that the motion should specify that the city will pay 0.44 percent of the premium and employees will pay 0.44 percent of the

premium. In response to a question from Rader, she confirmed that the state does not allow opting out of this program.

M/S/CU: Froeber/Kemper to approve the Minnesota Paid Family and Medical Leave policy with the condition that employees pay 0.44 percent and the city pay 0.44 percent of the premium.

9. Council Member Comments

- a. No comments were made.

10. Addendum

- a. Additional Claims

M/S/CU: Rader/Froeber to approve the additional claims.

11. Adjournment

M/S/CU: Froeber/Rader to adjourn the meeting at 5:45 PM.

Respectfully submitted,

*Stephanie Poegel*

Frazee City Administrator



## Consent Agenda

### RESOLUTION 1210-2025E – 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. 1210-2025E

#### 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>
Arlice & Randy Wirth	\$300.00

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 10<sup>th</sup> of December, 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 – NOVEMBER 24, 2025

Call the Meeting to Order - Roll Call

The Parks and Recreation meeting was called to order on Monday, November 24, 2025, at 3:00 PM at the Frazee Event Center. Members present included Eric Anderson, Mark Kemper, McKenzie Hamm, Tom Watson, Andrea Froeber, and Stephanie Poegel.

#### Review of Minutes – October 22, 2025

M/S/CU: Froeber/Watson to approve the October 22, 2025 minutes as presented.

#### Open Forum

No items were brought forward during the open forum.

#### Parks

##### Wannigan Regional Park

Anderson reported that the lighting installation has been completed since the last meeting. The silt fence needs to remain in place until the grass is at least 60% established, which means it will remain through the winter and be removed in spring.

Poegel confirmed that two pay applications have been submitted and paid, and those have been submitted to Becker County for reimbursement. The project came in at budget after change orders, including the addition of lighting. Currently, there are 14 lights installed.

Anderson noted that the Frazee Community Development Corporation (FCDC) is exploring the possibility of completing the trail with lighting by purchasing seven more lights with their own funds.

Watson mentioned he has spent the last three weeks removing fence from the interior of the park, pulling out approximately five miles of barbed wire fence and posts. Only the perimeter/boundary fence remains. This work will save an estimated \$15,000-20,000 in the long run as it would have been included in the Phase 1 development.

A pedestrian counter at the park recorded 35,790 one-way trips, despite missing data during a 10-day period when mud obscured the counter lens. It was noted that this count is likely lower than actual usage since many visitors don't pass by the counter location.

##### ATI Trail Update

No separate updates beyond what was covered in the Wannigan Park discussion.

##### Phase I GMRPTC Update

Anderson reported that the City Council approved the contract with Widseth for design and engineering of Phase 1 elements after receiving grant approval. Widseth will work throughout the winter on the design, with the project expected to go out for bid around March or April 2026 for the upcoming construction season.

##### Eagle Lake Park Update

Poegel reported that she had checked with Attorney Bakken about a closing date. The court action should be finished this week, and Attorney Bakken will be contacting the other attorney to schedule a closing and start a file with the title company.

#### Hank Ludtke/Riverside Park

##### 2026 Improvements Update

Froeber provided a detailed update on the plans for Hank Ludtke Riverside Park. The area for the retaining wall has been measured and staked. Froeber consulted with OK Lumber about options and reported that the blocks would cost approximately \$480 for 120 blocks or \$360 for 90 blocks at \$4 each. Two 4"x4"x10' posts would cost about \$50, and paint and stain for the pavilion would be around \$40.

During discussion, members expressed concerns about the durability of smaller blocks, with Hamm sharing her experience with brittle blocks at another location. Watson suggested using 8" blocks instead of 4" blocks, as they would tie together better and be less likely to be disturbed. While the 8" blocks might cost more per unit (estimated at \$10 each), fewer would be needed, making the cost comparable.

Froeber also shared that her nephew in Fargo, who owns a sign company, had provided a rough estimate of \$467 for a 3'x5' two-sided sign. The front would say "Welcome to the Hank Ludtke Riverside Park" and the back would say "Thanks for visiting" or "Thanks for coming." She suggested incorporating the old city logo that featured a road, trees, and the river.

The committee agreed to request \$2,000 in the 2026 budget for this project, with plans to recruit volunteers to help build the retaining wall and use donated perennials for landscaping.

#### Lions Park

No updates were provided for this item.

#### Corner Park

Watson reported that the mural for Corner Park is expected to arrive in December, though he was uncertain of the exact date. He confirmed it would not arrive before the Mary event.

#### JoAnn Niemann Memorial Park

No updates were provided for this item.

#### Little Turkey Park

Watson mentioned that they might remove the turkey sculpture this winter for repairs. The base is rotting and the paint is peeling. He noted that he has found someone who can repair it, though plans aren't finalized yet. The issue is that while the sculpture is fiberglass, the underlying plywood has rotted.

#### Recreation

##### Heartland Trail Update

Anderson reported that FCDC has executed a purchase agreement with Luke Kangas for his property on North River Drive. This acquisition will facilitate connecting Wannigan Regional Park to the Heartland Trail. The closing is scheduled to occur by December 31, 2025. The property includes a vacant trailer house that will be removed by spring.

Discussion ensued about the possible relocation of the trailer house, with Hamm mentioning she knows someone who might need it. Anderson indicated that if someone would cover the cost of removing it from the property, they would donate it. Anderson noted there is no title for the approximately 50-year-old trailer house.

Watson reported that the county board is working on standardized signage for all trails and parks throughout the county. The goal is to have a cohesive signage plan completed by mid-December to maintain continuity across all parks and trails in the county. He noted that state and federal trails like the Heartland Trail and North Country Trail would maintain their own signage standards.

#### Town Lake Beach

Poegel reported that the final inspection for Town Lake Beach has been completed. The LCCMR (Legislative-Citizen Commission on Minnesota Resources) sign arrived that day and will be installed by Larry.

The restrictive covenant required by the state DNR had been approved but was rejected by the county recorder's office due to formatting issues that wouldn't work with their iDocs system. Poegel has revised and resubmitted the covenant but has not yet received a response.

Over the winter, staff will work on developing a rental plan and paddleboard signage. Licenses for equipment will be secured after the New Year.

Anderson noted that during a recent visit, he observed the Wi-Fi had not been connected. Poegel explained there is a nick in the blue cable that Arvig won't connect without repair. There appears to be confusion between Arvig and the contractors about who is responsible for fixing it. Additionally, a rubber grommet needs to be installed where the cable passes through metal to prevent future damage. The committee discussed potential solutions, with several members offering suggestions for fixing the issue.

#### Walking Path/Unidentified Parcel

No updates were provided for this item.

#### Bicycle Friendly Community

No updates were provided specifically for this item.

#### Bike Rodeo – May 23, 2026 11am-1pm

The date for the 2026 Bike Rodeo was confirmed for May 23, 11am-1pm.

Hamm reported that she received a box of brand new bike helmets from the Boys and Girls Club, along with five more bikes for CornerStone. She mentioned that they have about 20 more bikes available, mostly teenage size. She suggested getting additional helmets to distribute at the Bike Rodeo and was advised to connect with about this possibility.

#### Bike Rally – September 2026

The committee confirmed the date for the 2026 Bike Rally as September 13. Froeber mentioned that the Detroit Lakes Chamber had contacted her requesting the date to include on their calendar.

Committee members discussed the need for better advertising for future events, noting that the previous bike rally had low attendance partly due to insufficient and late promotion. Suggestions

included utilizing the kiosks at parks, church bulletins, and other community venues to promote events well in advance.

#### National Trails Day – 1st Saturday in June

Poegel introduced the concept of National Trails Day, which occurs on the first Saturday in June each year and is sponsored by the National Hiking Society. She suggested that the Park and Recreation Committee consider organizing an event for this day.

Watson mentioned that he and Tom Barry are planning a canoe rally in May or June, starting five miles north of town and ending in Frazee. The committee discussed potentially connecting this event with National Trails Day, though there were concerns about potential construction at Wannigan Park during that time.

Members were enthusiastic about participating in National Trails Day, suggesting various activities including biking, walking, and canoeing that could end with a barbecue at a park. They agreed this would help maintain momentum in the community for outdoor recreation activities.

#### Comp Plan Task Updates

Poegel mentioned that they had worked with West Central Initiative for health improvements in Bike Minnesota funding opportunities, using those funds for the bronze renewal. She suggested discussing at the next meeting what the committee's next goals should be, noting that West Central Initiative always has funds available that could potentially be used for events like National Trails Day.

#### Adjournment

M/S/CU: Froeber/Hamm to adjourn at 3:58 pm.

Respectfully submitted,  
**Stephanie Poegel**  
Frazee City Administrator

#### WANNIGAN REGIONAL PARK COMMITTEE – NO MEETING

#### PLANNING & ZONING – NOVEMBER 25, 2025

##### Call the Meeting to Order - Roll Call

The Frazee Planning Commission meeting was called to order at 5:00 PM. Members present included Mike Sharp, Mark Kemper, Tyler Trieglaff, Ken Miosek, and Stephanie Poegel.

#### Review Minutes – October 28, 2025

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

#### Open Forum

No one appeared for the open forum portion of the meeting.

## Old Business

### Comprehensive Plan Task Updates

The commission briefly discussed the future land use map, which was presented as a draft from Engineer Chris Thorson. This item would be discussed in further detail later in the meeting.

### Front Yard Setback – Proposed Ordinance 183 "R4" LARGE LOT RESIDENTIAL DISTRICT

Poegel presented a proposed ordinance for large lot residential zoning that was modeled after an ordinance from Mapleton, Minnesota, with adjustments to make it specific to Frazee's needs. The proposal included a minimum 45-foot front yard setback.

Commission members discussed the side yard requirements in detail, questioning what "two side yards are required" meant. Poegel clarified this meant having a setback on both sides of a structure. The commission discussed scenarios where houses were built too close together, including instances where variances had been granted in the past.

Members reviewed typical house sizes with attached garages and the practical implications of the proposed setbacks. There was consensus that for large lots, simplifying the side yard setback requirements would make sense since space was less of an issue than in standard residential zones.

After discussion, the commission agreed to standardize side yard setbacks to 10 feet rather than having different measurements for various scenarios. The commission also confirmed that the 45-foot front yard setback would be appropriate, with Poegel explaining that compliance would be verified during the building permit application process.

Kemper asked about how many properties would qualify for this zoning, with Poegel and commission members discussing the lots in Walnut area and the Red Willow development.

The commission requested Poegel to revise the ordinance with the simplified 10-foot side yard setback and ensure the permitted uses, conditional uses, and accessory uses align with R1 zoning for consistency and simplification.

### Vacant Building Ordinance

Poegel introduced a draft Commercial Vacant and Dilapidated Building Ordinance found on the League of Minnesota Cities website. The ordinance would require owners of vacant commercial properties to register them and pay a \$200 annual fee, as well as develop a plan for the property's future use.

The commission discussed the effectiveness of such an ordinance and how it might impact current vacant building owners in Frazee. Sharp noted some property owners would prefer to retain ownership of their buildings even if vacant, rather than sell or lease them under regulatory pressure.

Members debated the pros and cons of the ordinance, noting that the registration fee and paperwork might create additional administrative burden without necessarily achieving the desired outcome. They also discussed whether the ordinance should be extended to include residential properties, though Poegel clarified that the draft was specifically for commercial buildings.

The commission weighed the challenges of addressing vacant buildings through regulation versus more collaborative approaches. Trieglaff mentioned something similar from Lanesboro had been proposed

last year. The group discussed having the Community Development Coordinator reach out to building owners for conversations about potential uses for their properties as an alternative approach.

#### Future Growth Discussion

The commission reviewed a draft future land use map prepared by Engineer Chris Thorson that designated areas for various types of development, including residential, multifamily residential, and commercial zones.

Poegel updated the commission on a developer interested in building market-rate apartments in areas labeled as #2 and potentially #3 on the map. The developer would likely seek rezoning of area #2 to multifamily residential. This would require a conditional use permit if the proposed development included more than 12 units per lot.

The commission discussed the advantages of each location, with Poegel noting that area #2 already had water and sewer utilities stubbed to the lots, making it more appealing to the developer despite potential opposition from nearby residents. Area #3 was already zoned for R3 (multifamily) but would require extending utilities.

Members expressed concern about potential opposition from Red Willow residents based on previous experiences with proposed multifamily housing in that area. They discussed the importance of community engagement and transparent communication about the project before it proceeds.

The commission also discussed other areas on the future land use map, including several that were outside city limits and would require annexation for development. They noted that the map was a planning tool rather than a binding document, and wouldn't affect current property owners unless they chose to develop or sell their land.

M/S/CU: Kemper/Trieglaff to recommend the future land use map to the City Council for approval.

#### New Business

There was no new business to discuss.

#### Adjournment

M/S/CU: Trieglaff/Miosek to adjourn at 5:58 PM.

Respectfully submitted  
*Stephanie Poegel*  
Frazee City Administrator

PERSONNEL COMMITTEE – NOVEMBER 24, 2025

Call the Meeting to Order - Roll Call

The Personnel Meeting was called to order on Monday, November 24, 2025, at 4:00 PM by City Administrator Stephanie Poegel. Roll call was taken with the following members present: Stephanie

Poegel (City Admin), Council Member Jim Rader, Mayor Mike Sharp, and Matthew Johnson (Rescue President).

#### Minutes – August 5, 2025

The minutes from the August 5, 2025 meeting were reviewed. No changes were requested, and they were approved as presented.

#### Old Business

##### Rescue Standards – Employment Standard Operating Procedure

Johnson presented the proposed Standard Operating Procedure (SOP) for employment requirements for the Rescue Squad. He explained that the document outlined requirements to satisfy both state and insurance requirements, including workman's comp and motor vehicle operation.

Johnson highlighted the core requirement that members must "respond to and actively participate in a minimum of 6 dispatch calls within a 6-month period" on a revolving timeframe. He noted that members have been aware of this requirement since June, with implementation set for January 1st. This standard was established because the city issues approximately \$9,000 worth of gear to each member, making active participation important.

For non-compliance, the SOP stated that the City Administrator would contact members failing to meet standards to discuss their status and explore solutions. Johnson explained this third-party involvement would help identify any underlying issues with member participation or squad management. If members continue to not meet standards after support and discussion, they would be given the option to resign voluntarily, allowing them to reapply after 6 months.

The committee discussed how medical leaves would be handled. Johnson explained they currently have one member on medical leave whose "clock" has been paused, but acknowledged they need to develop a more formal policy for medical leave timelines that adheres to statutory requirements. Sharp and Rader recommended adding language about leaves of absence to the policy, suggesting it should reference the city's personnel policy directly to maintain consistency across departments.

When questioned about her role in addressing non-compliant members, Poegel confirmed she was comfortable with the responsibility. Johnson provided context about current participation issues, noting one member has made only one call in the last year, and another has made two calls in the last year and a half, while the squad handles approximately 280 calls annually. He emphasized that the proposed standard is very low, as they sometimes receive six calls in a single day.

The committee agreed that Johnson should work with Poegel to update the policy with reference to medical leave and family leave policies to ensure consistency with the city personnel policy. Johnson will make these changes and forward the revised policy to the committee via email for review.

##### Minnesota Paid Family and Medical Leave Policy

Poegel presented the Minnesota Paid Family and Medical Leave Policy, explaining that it was recently required by the state and that cities must provide notification to employees by December 1st about payment allocations. She noted two additions she made to the policy template:



A statement that employees will not receive PERA (Public Employment Retirement Association) benefits for time not physically worked, according to PERA guidelines

A provision requiring medical clearance documentation for employees returning from leave for personal health conditions

The policy recommends splitting the 0.88% contribution evenly between the city and employee (0.44% each), which Poegel noted is the approach most cities are taking. She confirmed that this policy originated from neighboring cities and is consistent with their approaches.

The committee approved forwarding the policy to the City Council for consideration at their evening meeting.

## New Business

### Medical Leave & Return to Work Policy

Poegel noted that when reviewing the personnel policy, she discovered they don't have specific guidance on medical leave and return to work procedures. She mentioned that this would be developed alongside the rescue squad policy to ensure consistency.

### Hiring Procedures

Poegel raised concerns about the lack of clear guidelines for handling background check issues that arise during the hiring process. She explained that despite reaching out to other cities and the League of Minnesota Cities, she couldn't find established policies for determining what specific infractions should disqualify candidates from employment.

The committee discussed the complexity of creating a comprehensive policy that would address all potential scenarios, noting how different positions might have different standards (e.g., DUI implications for someone driving a fire truck versus operating a mower). After consideration, they determined that the best approach would be to continue the current practice of consulting with the city attorney on a case-by-case basis when background check issues arise, rather than attempting to create an all-encompassing policy.

### Performance Reviews

Poegel informed the committee that she had distributed performance review materials to department heads with deadlines for completion, and would soon be conducting reviews of the department heads themselves. She explained that she had created an anonymous SurveyMonkey questionnaire for staff to provide feedback on department heads, as she doesn't work with all of them on a daily basis.

Poegel reported that one department head had expressed strong concerns about the review process, fearing it would be used to terminate staff. Sharp and Rader reaffirmed that annual performance reviews are standard practice and clearly required in the personnel policy. They offered to meet with concerned department heads at the next personnel meeting to discuss the purpose of reviews.

The committee also discussed creating a similar feedback mechanism for evaluating the City Administrator to ensure fairness in the review process. They decided Sharp would distribute an employee survey about Poegel's performance, and scheduled Poegel's performance review for the last council meeting in December.

## Adjournment

The meeting was adjourned at 4:43 PM.

Respectfully submitted,  
**Stephanie C. Poegel**  
Frazee City Administrator

#### FINANCE COMMITTEE – NO MEETING

#### ECONOMIC DEVELOPMENT AUTHORITY – NOVEMBER 25, 2025

1. Call the Meeting to Order

- a. The EDA Meeting was called to order by President Heath Peterson on Tuesday, November 25, 2025, at 11:30 p.m. at the Frazee Fire Hall.

2. Roll Call

- a. Members Present: Heath Peterson, John Olson, Andrew Daggett, Andrea Froeber, Ashley Renollet
- b. Staff: Stephanie Poegel, Rachael Johnson
- c. Guests: Bob Williams

3. Approval of Agenda

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

4. Open Forum

- a. No one present for open forum.

5. Meeting Minutes – October 28, 2025

M/S/CU: Froeber/Peterson to approve the minutes as presented.

6. Old Business

- a. Community Development Coordinator Introduction
  - i. Stephanie Poegel introduced Rachael Johnson as the new Community Development Coordinator. Poegel mentioned that FCDC has requested a meeting with Johnson, herself, and Mike on December 9th to discuss expectations.
  - ii. Johnson reported that she has been busy in her first days on the job. She attended meetings with FCDC and an economic development collaborative in Detroit Lakes. She also began organizing files related to the small cities loans, discovering there were three grants dating back to 2007-2009. Johnson contacted a state representative who confirmed the loans were closed out on the state's end, and as long as the city doesn't

generate over \$35,000 annually in interest, the remaining funds (approximately \$114,000) could be used at the city's discretion.

- iii. Poegel suggested transitioning these funds to the EDA revolving loan fund, which would allow the city to create a new application process and use the money for community projects. Johnson mentioned that the funds could potentially support initiatives like daycare houses that Becker County EDA is exploring, which would help address the challenge of houses not being up to code for daycare operations.
- iv. Poegel clarified that making this change would free up the city to apply for new small city development programs in the future, focusing on areas needing revitalization or improvements.

b. Red Willow Heights

- i. President Peterson reported that a scheduled meeting with Jason regarding the Red Willow Heights property did not occur as Jason had to go out of state. They are waiting to reschedule the meeting, and Poegel requested to be included.
- ii. Poegel explained that there is preparatory work needed for the Red Willow Heights project. The four front lots are currently zoned for single/two-family residential and would need to be rezoned if an apartment building is proposed. This would require going through planning and zoning with final approval from the city council. Additionally, current multifamily zoning allows 12 units per lot, but Jason's plans call for 28-30 units, which would exceed the allowed density.
- iii. Froeber suggested a phased approach to working with the neighborhood. She recommended first meeting with a small group of residents (including Paul, Sharon and Virgil Johns, and others) to explain the project, then hosting a larger informational meeting at the church for all residents. She stressed the importance of proactive communication to avoid resistance, noting that previous opposition was based on misunderstandings about low-income housing versus market-rate apartments.
- iv. Peterson reported having a good conversation with Mayor Mike Sharp and Council Member Mark Kemper, who both seemed supportive of the project but agreed that community meetings would be beneficial. There was discussion about obtaining visual representations of the proposed buildings to help residents understand what was being proposed, potentially using pictures from Jason's Lake Park development.
- v. The board debated whether to approach planning and zoning first or start with resident meetings. They decided to begin with small group meetings with residents, followed by a larger community meeting, before proceeding to planning and zoning. Poegel noted that rezoning is not a quick process and would likely not be completed before the end of January, especially with the holidays approaching.

7. New Business

- a. There was no new business on the agenda. Poegel mentioned that they were still trying to secure bids for snow removal at the EDA building. The request for bids was posted last week, but Public Works Superintendent Larry Stephenson had commented that the application process seemed extensive. Stephenson indicated he would perform the work and track hours if no bids are received.

#### 8. EDA Financials

- a. Poegel reported that the \$40,000 transfer was completed in October. She explained she was nearly finished reconciling March financials, working to catch up on the backlog. She noted that the financial report doesn't yet reflect the bond funds received for the construction project, which explains the large negative balance in the capital project fund.

M/S/CU: Renollet/Peterson to accept the EDA financials.

#### 9. Consultant Report

- a. Poegel presented Karen Pifher's consultant report. The Frazee Forward meetings have been cancelled for November and December, with plans to resume in the new year. Originally, the December meeting was intended to introduce Johnson to local businesses, but the meeting was cancelled the same day that was discussed.
- b. The board discussed revitalizing the Frazee Forward meetings in January, potentially rotating the location among local businesses and making them more structured and valuable. Johnson suggested personally reaching out to businesses to understand what would make the meetings worthwhile for them.
- c. Pifher's report indicated she was working with three businesses. Poegel noted that one new business had been in to discuss utilities and would likely be operational by year-end.
- d. The report mentioned that Karen Downing has volunteered to continue hosting the TV-3 community updates. The board discussed transitioning Facebook page administration from Pifher to Johnson and the process for taking over the newsletter and other communications.
- e. Pifher's report stated she would not be providing training to Johnson due to a conflict of interest. This was disappointing to the board, but they expressed confidence that Johnson would be able to succeed with the resources available.

#### 10. Commissioner Comments

- a. Froeber – Merry Melody Music Studio
  - i. Froeber reported that she met with Karen Downing to thank her for continuing with the TV-3 hosting. During their conversation, Downing mentioned that Leah Knight of Merry Melody Music Studio in Lake Park was interested in expanding to Frazee if she could find a suitable location. Johnson will meet with Knight to discuss possible locations.
  - ii. Froeber also raised concerns about the appearance of a business at the former Precision Glass location. She shared photos showing various equipment and vehicles stored outside the building, expressing concern

that the disorganized appearance might deter potential developers from investing in the four-acre parcel across the street.

- iii. A discussion was held regarding the balance between supporting businesses and maintaining community aesthetics. Board members debated whether there were specific ordinances governing outdoor storage in commercial zones, with different perspectives on what constitutes acceptable appearance. Froeber suggested having a conversation with the business owner to encourage better organization of outdoor storage, emphasizing the importance of being a good neighbor rather than imposing regulations.
- iv. Peterson and Poegel mentioned previous attempts to place a "Welcome to Frazee" sign near the business location. The board discussed potentially revisiting this idea as a way to improve the area's appearance while screening some of the outdoor storage.
- v. Renollet announced that Saturday, December 13th would be the final "Santa Truck" event at the Event Center from 6:30 to 8:00 PM. After 20 years, they are ending the tradition.

#### 11. Adjournment

M/S/CU: Froeber/Peterson to adjourn the meeting at 12:42 PM.

Respectfully submitted,  
***Stephanie C. Poegel***  
City Administrator

## Old Business

EAGLE LAKE PARK – RESOLUTION 1210-2025A – RESOLUTION APPROVING AND AUTHORIZING SALE OF REAL PROPERTY PURSUANT TO MINN. STAT. § 412.211



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. 1210-2025A**

**A RESOLUTION APPROVING AND AUTHORIZING SALE OF REAL PROPERTY PURSUANT TO MINN. STAT. § 412.211**

Pursuant to motion duly made and seconded at a meeting of the City Council of the City of Frazee, Minnesota held on December 10, 2025:

#### **RECITALS**

WHEREAS, on or about September 12, 2022 the City of Frazee, Minnesota (the "City") entered a purchase agreement with the Eagle Lake Park Association, Inc., a Minnesota Non-Profit Corporation (the "Association"), 605 Hwy 10 East, Detroit Lakes, MN 56501 to sell real property owned by the City and legally described as follows:

That part of Government Lot 5 in Section 33, Township 138 North, Range 40 West of the Fifth Principal Meridian in Becker County, Minnesota, as shown on Meadowland Surveying, Inc.'s Certificate of Survey 10301-15 dated February 17, 2023, described as follows:

Commencing at an iron monument which designates the southwesterly corner of Lot 6, in EAGLE LAKE PARK, said plat is on file and of record in the office of the Recorder in said County; thence North 69 degrees 35 minutes 50 seconds East 300.37 feet on an assumed bearing along the southeasterly lines of Lots 6, 5, 4, 3, 2 and 1 of said EAGLE LAKE PARK to an iron monument at the southeasterly corner of said Lot 1, said point is the point of beginning; thence South 89 degrees 31 minutes 36 seconds East 196.10 feet along the northerly line of a tract of land described in Document No. 411185, said document is on file and of record in the office

of the Recorder in said County, to an iron monument at the northeasterly corner of said tract of land described in Document No. 411185; thence North 01 degree 07 minutes 46 seconds East 0.38 of a foot to an iron monument; thence South 89 degrees 14 minutes 27 seconds East 322.91 feet to an iron monument; thence South 00 degrees 45 minutes 33 seconds West 8.80 feet to an iron monument; thence South 89 degrees 07 minutes 00 seconds East 29.70 feet to an iron monument; thence continuing South 89 degrees 07 minutes 00 seconds East 100.30 feet to the southerly extension of the westerly line of a tract of land described in Document No. 652807, on file and of record in the office of the Recorder in said County; thence North 00 degrees 45 minutes 33 seconds East 177.45 feet along the southerly extension and on along the westerly line of said tract of land described in Document No. 652807 to an iron monument; thence continuing North 00 degrees 45 minutes 33 seconds East 152.93 feet along the westerly line of said tract of land described in Document No. 652807; thence North 89 degrees 21 minutes 00 seconds West 400.35 feet to an iron monument; thence continuing North 89 degrees 21 minutes 00 seconds West 37 feet, more or less, to the water's edge of Eagle Lake; thence southwesterly along the water's edge of said Eagle Lake to the easterly line of said Lot 1; thence South 00 degrees 08 minutes 44 seconds West 31 feet, more or less, along the easterly line of said Lot 1 to an iron monument; thence continuing South 00 degrees 08 minutes 44 seconds West 142.13 feet along the easterly line of said Lot 1 to the point of beginning. The above described tract contains 4.4 acres, more or less.

SUBJECT TO the rights of the public for road purposes for PARK ROAD

WHEREAS, the City Council had previously met and decided that the sale was advisable, including a public input meeting on August 12, 2019; and

WHEREAS, the City and the Association entered into an extension of said purchase agreement to extend the closing to on or before December 31, 2025 to allow the City to complete necessary title work.

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

#### **FINDINGS OF FACT**

1. The recitals listed above are hereby adopted as findings of fact.
2. The terms of the purchase agreement for the above-described real property are incorporated herein by this reference.

3. The sale and conveyance of the above-described property is in the best interests of the City of Frazee, Minnesota and its people, and the transaction furthers the City's general plan of economic development.
4. The sale is advisable, not arbitrary, capricious or contrary to law.
5. The sale is in the public interest and complies in all respects with Minnesota Statutes Chapter 412.

#### DECISION

1. The sale of the above-described real property to the Eagle Lake Park Association, Inc., a Minnesota Non-Profit Corporation is hereby approved.
2. The Mayor and City Administrator are authorized to sign the Warranty Deed, and any other reasonable and necessary closing documents, on behalf of the City of Frazee, to effectuate the sale.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 10<sup>th</sup> of December, 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



## Old Business

### RESOLUTION 1210-2025B – RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT – 2026 UTILITY RECONSTRUCTION



Waters Trails Shops Parks

P.O. Box 387, 222 Main Ave. W., Frazee, MN 56544

City Phone: 218-334-4991 | City Fax: 218-334-4992

#### RESOLUTION 1210-2025B

##### Resolution Ordering Preparation of Report on Improvement

**WHEREAS**, it is proposed to improve the following with street and municipal utility improvements:

- Elm Avenue from 2nd Street NW to 5th Street NW
- Fir Avenue from 3rd Street NW to 5th Street NW
- 5th Street NW from Birch Avenue to Hickory Avenue
- Lift Station near Elementary School on Hickory Avenue
- 2nd Street NW from Ash Avenue to Elm Avenue
- Birch Avenue from 2nd Street NW to 3rd Street NW
- Ash Avenue from Lake Street to 2nd Street NE
- Alley by Frazee Event Center from Lake Street to 2nd Street NE
- Birch Avenue from Lake Street to 2nd Street NE
- 2nd Street NE from Birch Avenue to Main Avenue East
- Parking Lots at the Event Center/Liquor Store
- Juniper Avenue East from Lake Street to 2nd Street SE

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement be referred to Ulteig Engineers, Inc. for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasibly; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the council this 10th, day of December, 2025.

	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

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

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



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. 1210-2025C** Resolution For The 2026 Final Tax Levy

WHEREAS, The City held a Truth in Taxation Hearing on December 10, 2025, prior to the adoption of this resolution; and

WHEREAS, the annual budget is necessary to accurately account for planned expenditures; and

WHEREAS, the final levy must be certified to the Becker County Auditor on or before December 31, 2025; and

WHEREAS, the final levy may be less than, but no more than the Preliminary Levy of \$603,793;

NOW THEREFORE BE IT RESOLVED by the City of Frazee, County of Becker, Minnesota, that the following sums of money be levied for the current year, collectible in 2026, upon taxable property in the City of Frazee, for the following Purposes:

General Government	\$23,124
Public Safety	\$208,813
Parks & Recreation	\$0
Streets	\$107,270
EDA	\$0
Bond 2012A	\$23,791
Bond 2014A	\$23,126
Bond 2016A	\$4,605
Bond 2017A	\$9,325
Bond 2022B	\$36,522
Bond 2024D	\$27,168
Bond 2025A	\$87,541
<b>TOTAL PROPOSED LEVY</b>	<b>\$551,285</b>

BE IT FURTHER RESOLVED that the 2026 governmental funds annual operating budget is hereby adopted, and staff is hereby directed to ensure its implementation and adherence.

BE IT FURTHER RESOLVED that 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 10<sup>th</sup> day of December 2025 by the City Council of Frazee. With the following voting:

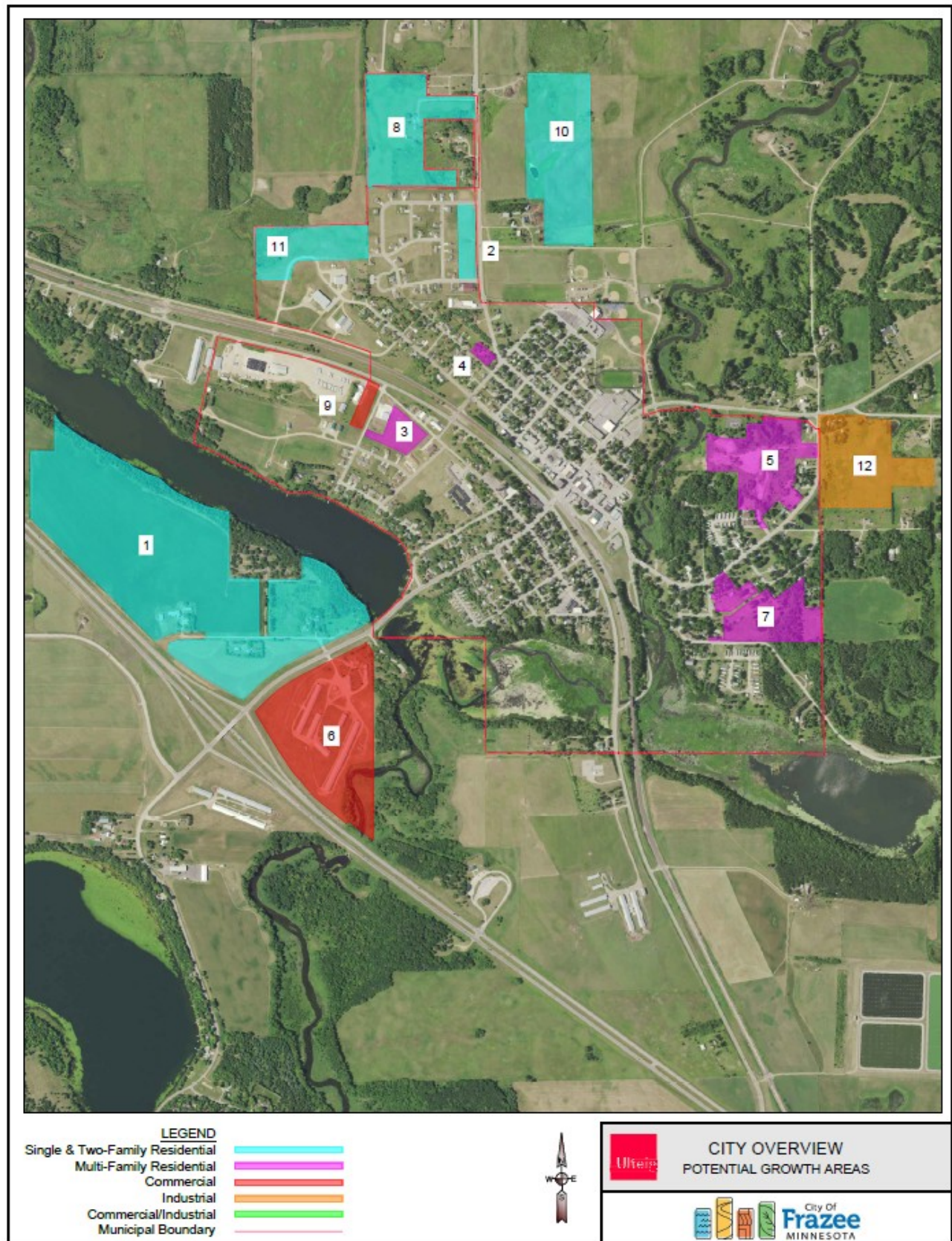
	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

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

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

# New Business

## POTENTIAL GROWTH AREAS



C:\Users\MASON-1\NDV\AppData\Local\Temp\AcPublish\4248\Frazee Potential Growth Areas (Updated October 2025).dwg 10/29/2025







C:\Users\WASON-1\W\AppData\Local\Temp\AcPublish\_4248\Frazee Potential Growth Areas (Updated October 2025).dwg EX 2 Wed, 29 Oct 2025







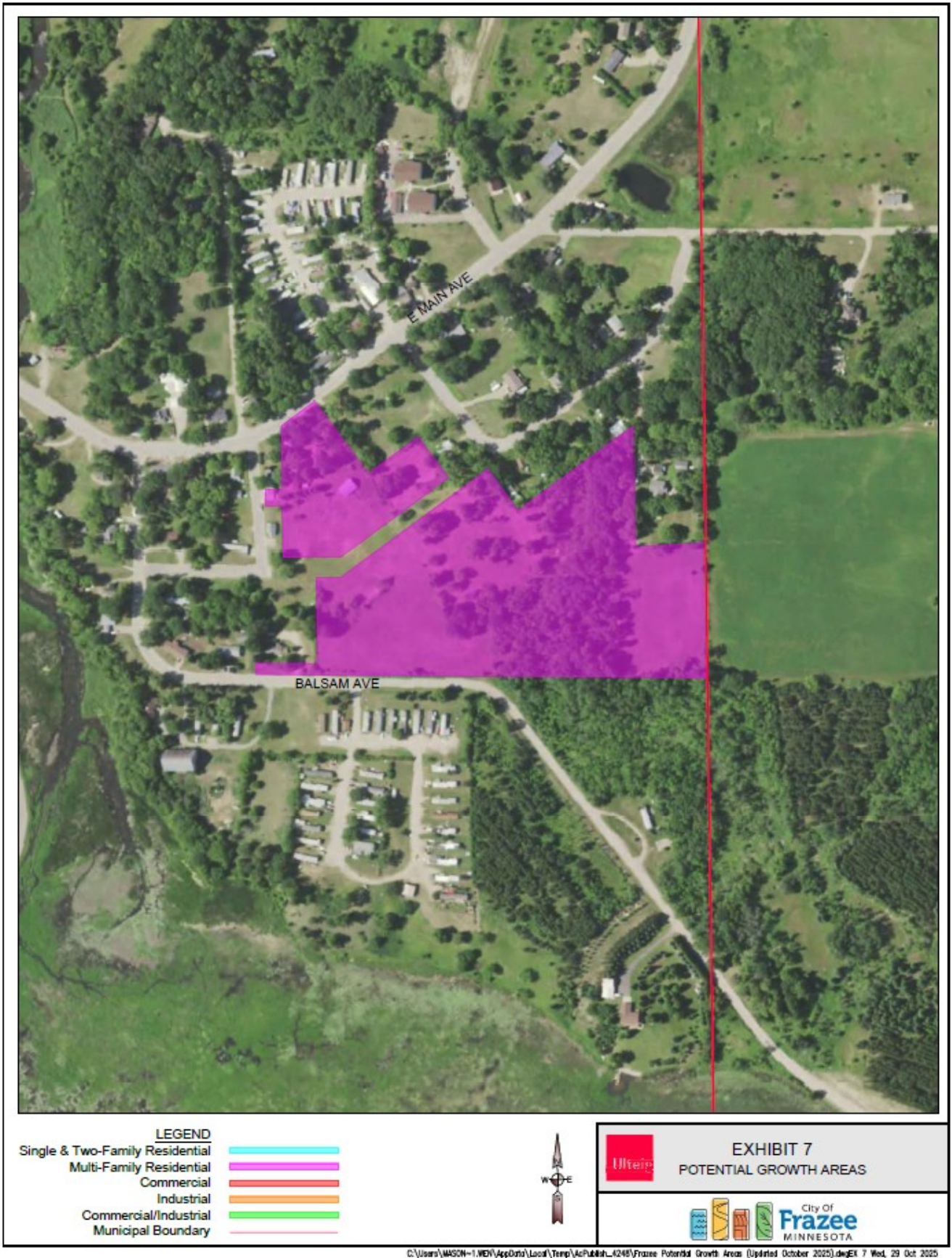




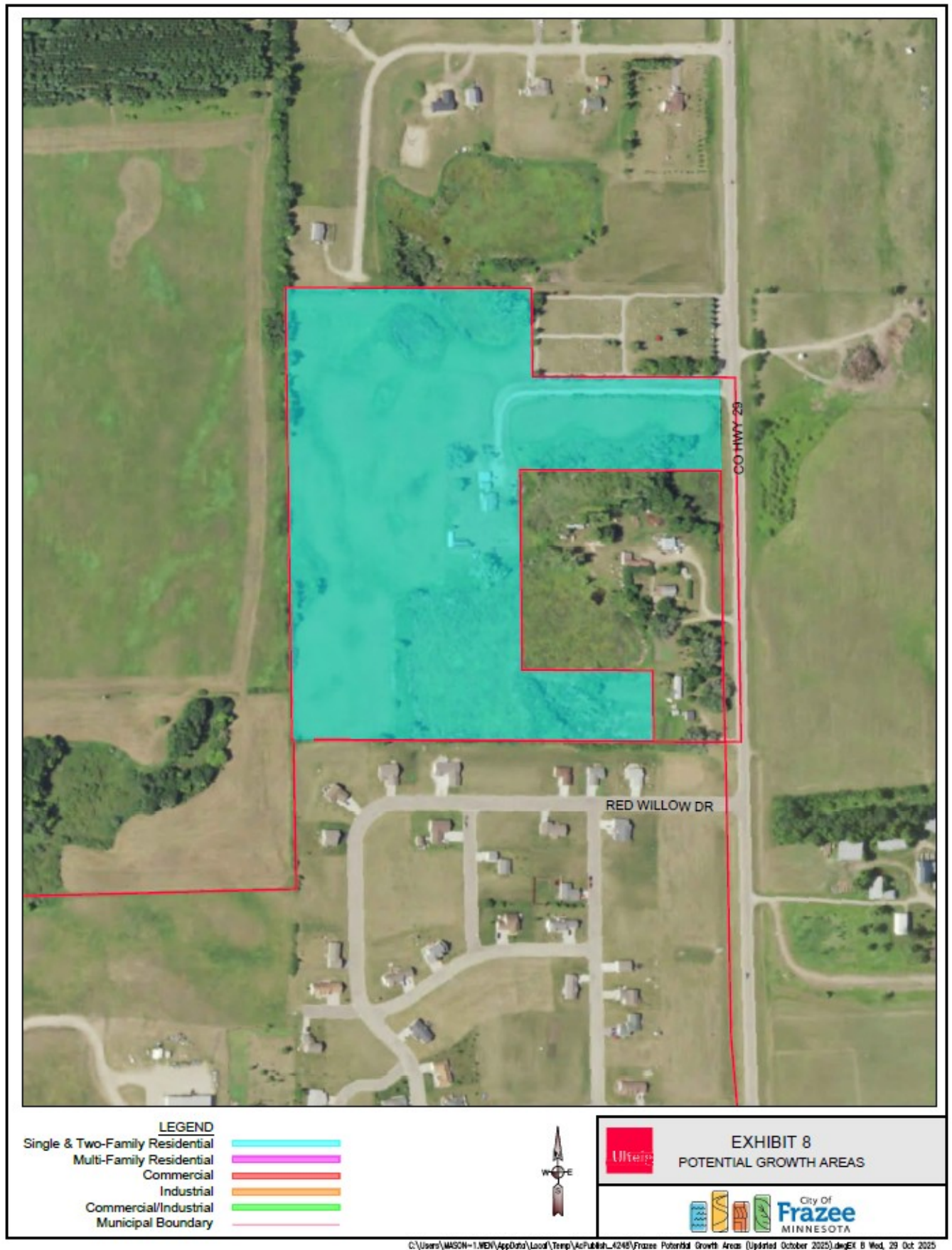












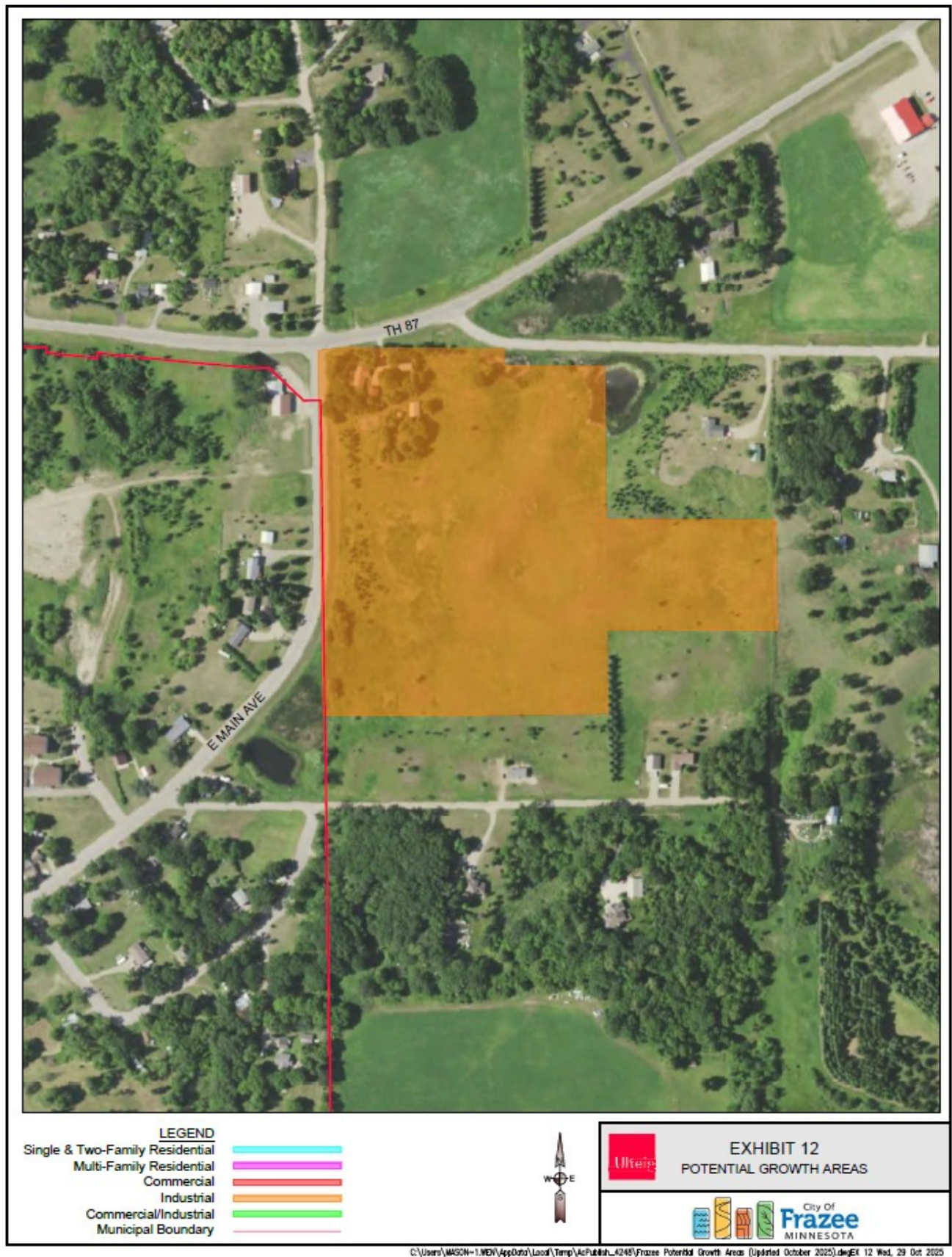














## New Business

### RESOLUTION 1210-2025D – RESOLUTION SUPPORTING BECKER COUNTY’S LRIP APPLICATION



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. 1210-2025D**

Resolution Stating the City’s Support of a Grant Application by Becker County to the Local Road Improvement (LRIP) For Improvements to Main Avenue/CSAH 30

**WHEREAS,** The City of Frazee is committed to improving streets, roads and infrastructure that serve all modes of transportation; and

**WHEREAS,** Main Avenue/CSAH 30 is a significant roadway corridor for the City of Frazee and surrounding area in that it serves and provides access to the downtown business district; and

**WHEREAS,** the roadway has deteriorated and is in need of significant improvement to maintain functionality and enhance tourism and commerce to the City and surrounding areas; and

**WHEREAS,** City of Frazee, Becker County and Partnership for Health have invested money and effort in planning corridor improvements over the past year through a Complete Streets Study and public engagement process.

**NOW, THEREFORE BE IT RESOLVED THAT,** the City Council of the City of Frazee does hereby support the efforts of Becker County in its application for grant funds from the Local Road Improvement Program (LRIP) for improvements to Main Avenue/CSAH 30 and will work cooperatively with Becker County to make improvements and enhancements to the roadway and associated infrastructure.

**THEREFORE, BE IT KNOWN;** Adoption of this resolution this 10<sup>th</sup> day of December 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

### ACCEPT THE RESIGNATION OF RACHAEL JOHNSON

Hello Stephanie,

It is with great disappointment that I am writing to let you know that my last day with the City of Frazee as the Community Development Coordinator was 12/1/2025. I have accepted another position that was able to offer me full time hours with benefits. I apologize for any inconvenience I may have caused.

Thank you for understanding,

Rachael Johnson

# Employment

## Standard Operating Procedure (SOP) for Frazee Rescue

### Purpose:

To define the employment requirements, procedures, and standards for members of Frazee Rescue, recognizing their role as both volunteers and city employees.

## 1. Overview

Members of Frazee Rescue are primarily volunteers but are considered employees of the City of Frazee. Entry and continued employment are subject to specific eligibility and performance standards.

## 2. Applicant Requirements

Individuals applying to become a member must meet the following criteria:

- Be at least 16 years of age.
- Possess a valid driver's license.
- Be physically capable of performing tasks such as lifting/carrying 50 pounds and transporting patients.

## 3. Probationary Member Status

- An individual approved for employment by the Frazee City Council but not yet fully credentialed is classified as a Probationary Member.
- Requirements for Probationary Members:
  - Complete CPR training within 2 (two) months of start date.
  - Complete Emergency Medical Responder (EMR) training within 6 (six) months.
- The evaluation period for Probationary Members is 1 (one) year from the date of City Council approval.
- Employment during the probationary period can be terminated at any time, without reason.

## 4. All Members - General Requirements

Members must meet the following ongoing standards to remain active:

- Be physically capable of tasks such as lifting/carrying 50 pounds and transporting patients.

- Maintain current CPR certification.
- Maintain appropriate emergency medical certifications, including EMR, EMT, or Paramedic.
- Demonstrate the ability to work calmly and effectively in high-stress environments.
- Communicate effectively and function well as part of a team.
- Work effectively both independently and collaboratively.
- Possess a valid driver's license with a driving record meeting City of Frazee standards.
- Have a criminal record that complies with City of Frazee requirements.
- Be willing and able to work irregular hours, including nights, weekends, and holidays.
- Attend and complete all required training sessions.
- Respond to and actively participate in a minimum of **6 dispatched calls** within any 6-month period (effective 01/01/2026).

#### **4A. Medical Exemption To Call Participation**

Members who are unable to meet participation or physical requirements due to a medically documented physical or mental health condition may be granted a medical exemption under the following conditions:

1. **Notification and Documentation**
  - The member must notify the Department Head or their designee prior to or at the start of medical leave.
2. **Exemption From Call Requirements**
  - While on approved medical leave, the member is not required to meet the "6 dispatched calls within any 6-month period" participation requirement.
3. **Return of Issued Gear**
  - The member must return all department-issued gear and equipment to the Department Head or their designee upon starting medical leave.
4. **Return to Active Status**
  - Before resuming active duty, the member must provide physician documentation authorizing that they are fit for duty.
5. **Extended Medical Leave Limit**
  - If a member is unable to return to active duty within 1 year from the start of medical leave, they will be given the option to:
    - Resign in good standing, or
    - Be removed from Frazee Rescue in good standing.
      - Members removed or resigned under this provision may be eligible to reapply in the future, subject to standard application requirements.
6. **Recordkeeping**
  - Medical leave documentation will be maintained confidentially according to City of Frazee policies.

---

## 5. Addressing Standards Non-Compliance

- The City Administrator will contact any member failing to meet standards to discuss their status and explore ways to help them meet the standards.
- If a member continues to not meet the standards after support and discussion, they will be given the option to resign voluntarily.
  - The member may resign in good standing with the option to reapply after 6 (six) months.
  - Failure to resign or improve their participation may result in termination of employment by the City Council.

---

## 6. Rejections and Terminations

- Any applicant who does not meet the minimum employment standards will not be considered for membership.
- Any member who fails to meet ongoing standards may face employment termination, including failure to respond to call requirements or maintain certifications.

# Communication Equipment

## Standard Operating Procedure (SOP) for Frazee Rescue

### Purpose

To establish clear guidelines for the proper use, handling, and security of radio communication equipment by members of Frazee Rescue. This SOP ensures responsible communication practices, protection of sensitive information, and proper accountability for issued equipment.

---

## 1. Scope

This SOP applies to all active members of Frazee Rescue who are authorized to utilize radio communication equipment in the performance of their duties.

---

## 2. Authorized Use

- Only active, authorized Frazee Rescue members may use radio communication equipment.
  - Radio equipment may be issued at the discretion of the Department Head or designee.
  - All issued radio equipment remains the property of Frazee Rescue.
- 

## 3. Equipment Return

- Upon voluntary or involuntary termination of active duty, all issued radio equipment must be immediately returned to the Department Head or designated officer.
- 

## 4. Security and Accountability

- Reporting Lost, Stolen, or Misused Equipment
  - Members must immediately report any loss, theft, or unauthorized use of radio equipment to the Department Head.
  - In cases of loss or theft, the Department Head is responsible for reporting the incident to the Becker County Sheriff's Office for tracking and/or disablement

of the equipment.

---

## **5. Radio Communication Standards**

### **Information Protection**

When operating radio communication equipment, members shall:

- Ensure no unauthorized individual gains access to protected, confidential, or sensitive information.
  - Communicate in a manner that does not violate any person's privacy rights.
  - Avoid transmitting information that could compromise scene safety, operational integrity, or an active investigation.
  - Follow all local, state, and federal regulations governing radio communication.
- 

## **6. Compliance**

Failure to comply with this SOP may result in disciplinary action, including but not limited to suspension of radio privileges, reassignment, or termination from active membership, as deemed appropriate by organizational leadership.



# Emergency Vehicle Operations

## Standard Operating Procedure (SOP) for Frazee Rescue

### 1. Purpose

To establish clear and safe operating procedures for all Frazee Rescue personnel when operating emergency response vehicles, ensuring compliance with applicable Local, State, and Federal laws, and promoting the safety of responders and the public.

### 2. Scope

This SOP applies to all members of Frazee Rescue who operate agency-owned vehicles during emergency and non-emergency operations.

---

### 3. General Operating Standards

1. All Frazee Rescue vehicle operators **shall comply with all Local, State, and Federal traffic laws** unless specific legal exemptions apply to authorized emergency vehicles under Minnesota Statutes.
  2. Emergency vehicle operators must always exercise **due regard for the safety of the public**, other responders, and themselves.
  3. No operator may assume emergency-vehicle driving privileges unless the vehicle is **actively responding to an emergency call** or operating in circumstances legally defined as an emergency response.
  4. Operators must complete orientation on the vehicle they are operating prior to any emergency responses.
- 

### 4. Emergency Response Driving

When actively responding to an emergency call, Frazee Rescue vehicle operators **must use BOTH emergency lights and sirens** when performing any of the following actions:

- Exceeding the posted speed limit
- Requesting or expecting other vehicles to yield the right-of-way
- Entering or traveling through intersections without coming to a complete stop
- Traveling against the normal flow or direction of traffic

These actions must always be performed with extreme caution and in accordance with Minnesota Statutes 169.03 and 169.17.



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## 5. Intersections

Per Minnesota Statute 169.03, Subd. 2:

- Operators must **slow down as necessary for safety** when approaching any stop sign or red traffic signal.
  - Operators may proceed through the intersection **only after ensuring the siren is sounded and red lights are displayed**, and only when it is safe to do so.
  - Operators must proceed **cautiously** at all times.
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## 6. One-Way Roadways

Per statute, operators may travel **against the flow of traffic on one-way streets** when responding to an emergency, provided it is done cautiously and only when necessary to reach the scene safely.

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## 7. Parking at Emergency Scenes

Frazee Rescue vehicles may park where needed at the scene of a reported emergency regardless of normal parking regulations (Minnesota Statute 169.03, Subd. 4). Operators must park in a manner that maximizes scene safety and visibility.

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## 8. Inclement Weather Operations

During adverse weather or hazardous road conditions:

1. Operators **should avoid using lights and sirens unless required by statute**.
2. The intent is to reduce the risk of causing additional accidents, such as other drivers losing control, sliding, or overreacting during poor road conditions.
3. Upon arrival at roadway incident scenes, **emergency lights must be activated**, including directional lights on the Quick Response Vehicle (QRV) when necessary to enhance scene safety.

Operators must weigh the benefits of faster response against the increased risk of operating with lights and sirens during severe weather. **Safety shall always be the priority.**

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## 9. Speed Exemption Use

Minnesota Statute 169.17 allows emergency vehicles responding to emergency calls to exceed posted speed limits **only when**:

- A siren is sounded, **and**
- At least one red light is displayed to the front

Even when legally exceeding speed limits, operators must:

- Maintain control of the vehicle at all times
- Adjust speed appropriately for conditions
- Drive with due regard for public safety
- Avoid reckless disregard for the safety of others

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## 10. Responsibility of Operators

- Operators are responsible for knowing and following this SOP and all applicable statutes.
- Operators must never exceed their training, vehicle capabilities, or road conditions.
- Failure to follow this SOP may result in disciplinary action and civil or criminal liability.

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## 11. Relevant Minnesota Statutes

- **169.03 – Emergency Vehicles**  
Covers stops, one-way roadway exceptions, parking at emergency scenes, and emergency-response exemptions.
- **169.17 – Emergency Vehicle Speed Exemption**  
Defines requirements for exceeding posted speed limits and the duty to maintain public safety.

### Addendum

APPROVAL OF ADDITIONAL CLAIMS