CITY COUNCIL MEETING AGENDA

July 8, 2026 ~ 5:00 p.m. ~ Frazee Event Center

The City of Frazee utilizes TEAMS for meetings. If you would like to participate virtually, please contact City Hall prior to 12:00 pm on the date of the meeting to receive a meeting invitation.

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 the possibility of future council agenda items. Thank you for attending.

6. Consent Agenda
   a. Meeting Minutes – June 24, 2026
   b. Journal Entries
   c. Approval of Claims
   d. Resolution 0708-2026A - Approving Application to the Greater Minnesota Legacy Grant for

7. Committee & Liaison Reports
   a. Parks & Recreation Committee – June 24, 2026
   b. Wannigan Regional Park Committee – No Meeting
   c. Planning & Zoning – June 23, 2026
   d. Personnel Committee – June 8, 2026
   e. Finance Committee – No Meeting
   f. Economic Development Authority – June 23, 2026
   g. Frazee School District Liaison
   h. Frazee-Burlington-Silver Leaf Joint Powers Board Liaison
   i. Lake Agassiz Regional Library Liaison

8. Staff Reports
   a. Fire Department

    b. Rescue
    c. Event Center
    d. Liquor Store
    e. Police Department
    f. Public Works
    g. Administration

9. Old Business

10. New Business
    a. LARL Rental Agreement
    b. Permissive Use Agreement
    c. Town Lake Beach
        i. Rental Plan
    d. Hiring of Head Beach Attendant
    e. Hiring of Deputy Clerk/Utility Billing Clerk

11. Council Member Comments

12. Addendum
    a. Approval of Additional Claims

13. Upcoming Events

14. Adjournment

Consent Agenda

MINUTES – JUNE 24, 2026

1. Call The Meeting To Order
    a. Mayor Sharp called the June 24, 2026 Frazee City Council meeting to order at 5:00 pm at the Frazee Event Center.

2. Roll Call
    a. Members Present: Andrew Daggett, Mark Kemper, Mike Sharp, Jim Rader, Andrea Froeber
    b. Members Absent: None
    c. Staff: Stephanie Poegel, Catreena Mahoney, Tina Hansmeier, Tyler Trieglaff
    d. Contracted Services: Chris Thorson - Ulteig Engineers
    e. Guests: Zac Baer, Phil Sansen, Amy Rosing, Sanantha Baer, Mackenzie Baer

3. Pledge Of Allegiance
    a. Mayor Sharp led the Pledge of Allegiance.

4. Approve Agenda
    a. The agenda was presented with no changes or corrections noted.

M/S/CU: Rader/Froeber — To approve the agenda as presented. Motion carried.

5. Open Forum
    a. Zach Baer introduced himself as a candidate for Becker County Auditor-Treasurer. He described his five years of experience working inside the Auditor-Treasurer's Office, where he handled payroll, motor vehicle services, property tax certification, and served as an election judge. He stated his candidacy is grounded in accountability, transparency, and the responsible management of public funds, and indicated he would be available following the meeting to answer questions.
    b. Amy Rosing also introduced herself as a candidate for the same Becker County Auditor-Treasurer position. She highlighted over 25 years of experience in HR, business management, and payroll, including 10 years as HR for Walmart and 15 years in business management and project management. She noted she is a lifelong Becker County resident and emphasized that the role is nonpartisan in nature, focused on serving the people of the county.
    c. Mckenzie Hamm addressed the Council on behalf of Cornerstone on two matters, noting that one item was already on the agenda. She raised a safety concern regarding the intersection of County Road 87 and Birch Avenue, describing it as a dangerous crossing particularly when children are present at Cornerstone. She referenced a prior incident in which a child was nearly struck by a vehicle and asked whether the current road reconstruction presented an opportunity to revisit the possibility of a four-way stop at that location.
    Poegel clarified that the four-way stop proposal had previously been considered and not moved forward, but noted that the intersection is already on the county's radar for improvements, including potential bump-out traffic calming

measures as part of planned work on Birch Avenue. She added that the city's engineer, Tyler, had reviewed the situation and that rerouting school bus traffic was also being discussed with the bus garage. Froeber confirmed familiarity with the intersection and indicated she understood the concern.
Hamm also raised the need for an ADA-accessible sidewalk approach on the upper side of the Cornerstone building, associated with the addition of the Family Resource Center. Poegel noted that this matter was already being coordinated with staff and was in progress.

6. Consent Agenda

M/S/CU: Rader/Daggett — To approve the consent agenda as presented. Motion carried.

7. Old Business
    a. No items were brought forward under old business.

8. New Business
    a. Sidewalk Activity Course
        i. Hamm returned to present a proposal on behalf of Cornerstone for a sidewalk activity course as part of the organization's Minnesota State Arts grant. The proposal involves hiring the school's art teacher to design and implement painted sidewalk activities—such as hopscotch and interactive movement elements—using a durable, weather-resistant sidewalk paint. The project would be led by the art teacher with student participation. Hamm presented two options:
        ii. Option 1 would involve painting the L-shaped sidewalk wrapping around Cornerstone's property, beginning where school property ends and continuing around to the bistro-facing side.
        iii. Option 2 would extend the activity course along city sidewalks connecting Cornerstone to the downtown area, potentially incorporating a themed design such as turkey footprints leading toward downtown as a nod to Turkey Days.
        iv. Discussion centered on Option 2's implications for adjoining property owners. Kemper suggested that if Option 2 were ever to be pursued, property owners along the route—including the bank—should be consulted first, as the artwork would appear in front of their properties. Rader expressed support for Option 1 but cautioned against Option 2 at this time, noting that artwork in front of private residences could be unwelcome. Froeber indicated she was in favor of Option 1 as a starting point to observe how it functions in practice.
        v. Sharp confirmed that the sidewalk area in question is city-owned and does not involve Highway 87, which would otherwise require MnDOT coordination. No safety concerns specific to children being on the sidewalk were raised, as Hamm noted the children are already regularly present on those sidewalks. Hamm also mentioned that Cornerstone's

current remodel includes the removal of the front steps and rock bed area, which would further improve pedestrian flow and safety near the intersection.

M/S/CU: Froeber/Daggett — To approve Option 1 of the sidewalk activity course, limited to the sidewalk area wrapping around the Cornerstone property. Motion carried.

9. Council Member Comments
    a. No council member comments were offered.

10. Addendum
    a. Additional Claims

M/S/CU: Rader/Kemper — To approve the additional claims. Motion carried.

    b. Journal Entries
        i. Poegel presented several journal entries for approval, explaining each as a correction or reclassification:
        ii. An employee recognition expense was recoded from the incorrect account to the appropriate donation account.
        iii. Liquor store items were moved from off-sale to the correct off-sale inventory expense line.
        iv. A 2024 TIF transfer that had not been completed at year-end was corrected.
        v. A closing entry for TIF in August 2025 was adjusted, removing an unnecessary debit line.
        vi. Rader noted a one-cent discrepancy on one of the entries. Poegel acknowledged it as a data entry error and identified the correction: the wine for sale credit amount should read $5.50.

M/S/CU: Rader/Daggett — To approve the journal entries as corrected. Motion carried.

    c. Arvig Easement
        i. Poegel explained that the easement involves Arvig running a utility line along the gravel road entering Wannigan Park from 120th Avenue, to serve private residential properties on one side of that road. She noted the easement had been reviewed and revised through back-and-forth with Arvig to ensure it was appropriate for the park setting, and that the Frazee Community Development Corporation (FCDC) had reviewed and signed off on the final version.

M/S/CU: Daggett/Kemper — To approve the Arvig easement as presented. Motion carried.

11. Quarterly Check-In
    a. Poegel provided the quarterly check-in on behalf of city administration, describing the past quarter as one of the most challenging in all her years in local government. She identified several themes affecting staff morale and operational efficiency.
    b. Workload and Staffing:

    i. The office is currently down one staff member, with an active hiring process underway. Poegel outlined the volume of concurrent demands: 10 active grants, an ongoing audit, multiple hiring processes including a deputy clerk and beach staff, construction coordination, and an upcoming election. She asked for patience from the Council and public, requesting at least a week's advance notice on requests and an understanding that not all items can be resolved within that timeframe.

c. Council vs. Staff Roles:
    i. Poegel noted that the council and committees are intended to be policy-driven, while day-to-day administrative decisions rest with staff. She acknowledged that Frazee's boards and committees are among the most active she has encountered, describing it as both a strength and a challenge. She expressed that when residents receive an answer from staff they disagree with, some approach council members directly—and that council members' well-intentioned responses, such as "I'll look into it" or "I'll figure it out," are sometimes interpreted by residents as a promise to override staff decisions. She requested that when residents approach council members with complaints about staff, council members redirect them back to city hall, public works, or other appropriate departments, as this would signal confidence in staff's ability to handle matters.

d. Respect and Direction:
    i. Poegel indicated that staff has, in some instances, felt directed by committee members or other entities to set aside professional judgment and prioritize making particular groups happy. She described situations where concerns she raised in the best interest of the city were dismissed. She acknowledged the personnel committee is aware of these issues and that efforts are underway to improve relationships, but noted that based on community feedback, the situation has not yet improved.
    ii. Froeber expressed strong support for Poegel and the staff, stating that she personally defends staff when approached by residents and is troubled by reports of staff being disrespected. She affirmed that staff should feel empowered to tell combative individuals to step away and return when they are able to engage respectfully. Sharp acknowledged the complexity of the situation, noting that as elected officials, council members do hear from residents, but that individual council members do not have authority to direct staff to act in a particular way. He indicated that specific instances could be addressed further in personnel committee meetings.

e. Vendor Permitting and Process Efficiency:
    i. A council member raised a question—prompted by public feedback following a previous meeting—about the vendor application process for Turkey Days, noting that processing approximately 5 applications had taken staff roughly 15 hours. The member asked whether there were opportunities to streamline the process, using the vendor application as

an example of something that, while time-consuming, may contribute to the broader goal of attracting tourism and supporting local events.

ii. Poegel and Admin Assistant Hansmeier acknowledged that process improvement is actively being discussed, noting a list of efficiency items is being developed for the next personnle committee meeting. They explained that many permit requirements originate not from city preference but from ordinances or state requirements—for example, the state has contacted the city requiring traffic control plans when a parade closes a state highway intersection. Rader suggested that when such external mandates drive permit requirements, those communications should be shared with the council so members have documentation to point to when residents question the necessity of permits.

iii. Kemper offered context on the vendor fee discussion, clarifying that the council's prior reasoning was not to view vendors in isolation but to consider them as part of the broader Turkey Days event, with the expectation that the event as a whole brings economic activity to the community. Poegel and Hansmeier noted a potential solution: creating a single, unified special event permit for Turkey Days and similar events, rather than requiring each sub-event or vendor to file separately. Detroit Lakes was cited as an example of a city that uses a consolidated special event permit structure.

f. Permits and Compliance Issues:

i. Poegel raised two recent compliance concerns to illustrate the importance of permitting processes. First, she noted that the construction project uncovered unauthorized water service connections that had likely existed for decades, resulting in unexpected additional costs. Second, a property owner who had been notified to obtain a demolition permit before removing a fire-damaged home proceeded without one—the home was leveled and the location of the water meter was is question. Hansmeier noted this could constitute a building code violation, subject to a fine of $100 per day until remedied, though the city has not previously initiated such a process. Staff indicated they would follow up with the property owner.

g. Sharp closed the discussion by noting that the city should continuously evaluate whether existing processes remain appropriate and improve efficiency where possible, rather than assuming past practices must be maintained indefinitely.

12. Construction Update: Chris Thorson of Ulteig Engineering provided a brief update, noting that construction is progressing well on the west side of town and will be moving toward the downtown area as underground pipework advances. He acknowledged a few unanticipated underground service issues, which were resolved with Public Works Director Stephenson’s assistance. Thorson noted that funding from PFA remains pending—an issue affecting not only Frazee but also other client communities such as Menahga and Walker—and attributed the delay to reduced staffing at PFA. He indicated he has not previously seen this level of delay from PFA and expressed concern, committing to keep the Council updated.

13. Adjournment

M/S/CU: Froeber/Kemper — To adjourn the meeting at 6:05 PM.

Respectfully Submitted,
Stephanie Poegel
City Administrator

Consent Agenda

Journal Entries

CITY OF FRAZEE

Journal Entries

06/26/26 12:26 PM
Page 1

Current Period: March 2026

Batch Name **EC JE 03-2026**

Refer	0			Debit	Credit
R 610-37550	Credit Cards - EC	JE to correct coding error		$300.00	$0.00
R 610-34101	Rent Revenue	JE to correct coding error		$0.00	$300.00
Transaction Date	3/31/2026		**Total**	$300.00	$300.00

Fund Summary

		Debit	Credit	Difference
Refer 0	610 EVENT CENTER FUND	$300.00	$300.00	In Balance

For each fund the Debits MUST equal Credits to be In Balance.

CITY OF FRAZEE

07/02/26 12:16 PM
Page 1

Payments

Current Period: June 2026

Payments Batch 06012026GEN1 $16,298.94

Refer 0 *TASC LLC*		Ck# 000641E 6/24/2026		
Cash Payment	E 100-41400-433 Dues and Subscriptions	Dues and Subscriptions		$41.19
Invoice IN3774653	6/24/2026			
Transaction Date 6/24/2026		Main Checking 10100	Total	$41.19
Refer 0 *TASC LLC*		Ck# 000642E 6/24/2026		
Cash Payment	E 100-41400-433 Dues and Subscriptions	Dues and Subscriptions		$29.16
Invoice IN3774475	6/24/2026			
Transaction Date 6/24/2026		Main Checking 10100	Total	$29.16
Refer 0 *ANDREA FROEBER*		-		
Cash Payment	E 100-45200-401 Repairs/Maint Buildings	Menards - Mulch & Paint Pavilion		$41.68
Invoice	6/19/2026			
Cash Payment	E 100-45200-401 Repairs/Maint Buildings	Menards - 2 4x4 Cedar Posts		$32.20
Invoice	6/7/2026			
Cash Payment	E 100-45200-401 Repairs/Maint Buildings	Menards - 4 Fast Set Concrete Mix Bags		$26.21
Invoice	6/14/2026			
Cash Payment	E 100-45200-401 Repairs/Maint Buildings	Sam's Club - Potting Soil		$13.99
Invoice	6/22/2026			
Transaction Date 7/1/2026		Main Checking 10100	Total	$114.08
Refer 0 *CASH*		-		
Cash Payment	E 100-45201-430 Miscellaneous (GENER	Start - Up Cash		$150.00
Invoice	6/30/2026			
Transaction Date 7/1/2026		Main Checking 10100	Total	$150.00
Refer 0 *ARVIG ENTERPRISES INC*		-		
Cash Payment	E 100-42110-304 Legal Fees	Legal Fees		$40.00
Invoice 356513	6/16/2026			
Transaction Date 7/1/2026		Main Checking 10100	Total	$40.00
Refer 0 *VERGAS AUTO REPAIR*		-		
Cash Payment	E 100-42110-406 Repairs/Maint Vehicles	Repairs - 2013 Dodge Charger A/C Srvc		$463.66
Invoice 32644	3/24/2026			
Cash Payment	E 100-42110-406 Repairs/Maint Vehicles	Repairs - 2013 Didge Charger Oil Chnge		$79.70
Invoice				
Transaction Date 7/1/2026		Main Checking 10100	Total	$543.36
Refer 0 *VERIZON*		-		
Cash Payment	E 100-42110-321 Telephone	Telephone		$49.54
Invoice 6146883665	6/23/2026			
Cash Payment	E 100-42110-321 Telephone	Telephone		$105.03
Invoice 6146829450	6/23/2026		Project 0	
Cash Payment	E 100-43100-321 Telephone	Telephone		$24.77
Invoice 6146883665	6/26/2026			
Cash Payment	E 602-49450-321 Telephone	Telephone		$24.77
Invoice 6146883665	6/23/2026			
Transaction Date 7/1/2026		Main Checking 10100	Total	$204.11
Refer 0 *MN ENERGY RESOURCES*		Ck# 000644E 7/9/2026		
Cash Payment	E 100-43100-383 Gas Utilities	Gas Utilities		$49.33
Invoice	6/22/2026			
Transaction Date 7/9/2026		Main Checking 10100	Total	$49.33
Refer 0 *MN ENERGY RESOURCES*		Ck# 000646E 7/9/2026		
Cash Payment	E 601-49400-383 Gas Utilities	Gas Utilities		$25.55
Invoice	6/22/2026			

CITY OF FRAZEE

Payments

Current Period: June 2026

Transaction Date	7/9/2026		Main Checking	10100	**Total**	$25.55
Refer	0 *STEVES SANITATION*					
Cash Payment	E 100-43100-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal			$134.62
Invoice JUL26SS	6/30/2026					
Cash Payment	E 100-45200-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal			$134.62
Invoice JUL26SS	6/30/2026					
Cash Payment	E 100-49500-312	Cont/Pro Serv - Refuse/	Cont/Pro Serv - Refuse/Recy			$14,522.86
Invoice JUL26SS	6/30/2026					
Cash Payment	E 654-46500-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal			$7.00
Invoice JUL26SS	6/30/2026					
Cash Payment	E 656-46500-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal			$226.80
Invoice JUL26SS	6/30/2026					
Cash Payment	E 100-41400-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal			$32.31
Invoice JUL26SS	6/30/2026					
Cash Payment	E 200-42200-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal			$43.95
Invoice JUL26SS	6/30/2026					
Transaction Date	7/8/2026		Main Checking	10100	**Total**	$15,102.16

Fund Summary

	10100 Main Checking
100 GENERAL FUND	$15,970.87
200 FIRE FUND	$43.95
601 WATER FUND	$25.55
602 SEWER FUND	$24.77
654 EDA - BUSINESS CENTER	$7.00
656 EDA - East Main Retail	$226.80
	$16,298.94

Pre-Written Checks	$145.23
Checks to be Generated by the Computer	$16,153.71
Total	$16,298.94

CITY OF FRAZEE

Payments

Current Period: June 2026

Payments Batch 06012026LIQ1 $48.32

Refer	0 *MN ENERGY RESOURCES*	Ck# 000645E 7/9/2026		
Cash Payment	E 609-49750-383 Gas Utilities	Gas Utilities		$24.16
Invoice	6/22/2026			
Cash Payment	E 609-49751-383 Gas Utilities	Gas Utilities		$24.16
Invoice	6/22/2026			
Transaction Date	7/9/2026	Liquor Store 10101	**Total**	$48.32

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	$48.32
	$48.32

Pre-Written Checks	$48.32
Checks to be Generated by the Computer	$0.00
Total	$48.32

CITY OF FRAZEE

Payments

Current Period: July 2026

Payments Batch 07082026GEN1 $17,128.10

Refer	0 *AUTO VALUE - DETROIT LAKES*				
Cash Payment	E 100-43100-406 Repairs/Maint Vehicles	GMC Trans Shift Cable/Linkage Bshing			$42.98
Invoice 53659756	6/22/2026				
Transaction Date	6/24/2026	Main Checking	10100	**Total**	$42.98
Refer	0 *PARKS & TRAILS COUNCIL*				
Cash Payment	E 100-45200-433 Dues and Subscriptions	Membership Renewal 7/2026			$35.00
Invoice	6/1/2026				
Transaction Date	6/29/2026	Main Checking	10100	**Total**	$35.00
Refer	0 *COLONIAL LIFE & ACCIDENT INS C*				
Cash Payment	G 601-21709 Aflac/Colonial Life	Colonial Life			$94.86
Invoice	6/2/2026				
Transaction Date	7/8/2026	Main Checking	10100	**Total**	$94.86
Refer	0 *LAKES COUNTRY SERVICE COOP*	Ck# 000643E 7/1/2026			
Cash Payment	G 100-21706 Insurance Payable	Ins Payable			$9,242.24
Invoice	7/1/2026				
Cash Payment	G 601-21706 Insurance Payable	Ins Payable			$745.34
Invoice	7/1/2026				
Cash Payment	G 602-21706 Insurance Payable	Ins Payable			$2,086.96
Invoice	7/1/2026				
Transaction Date	7/8/2026	Main Checking	10100	**Total**	$12,074.54
Refer	0 *OTTERTAIL POWER*				
Cash Payment	E 656-46500-381 Electric Utilities	Electric Utilities			$84.72
Invoice					
Cash Payment	E 654-46500-381 Electric Utilities	Electric Utilities			$187.14
Invoice					
Cash Payment	E 100-41400-381 Electric Utilities	Electric Utilities			$309.88
Invoice					
Cash Payment	E 200-42200-381 Electric Utilities	Electric Utilities			$309.87
Invoice					
Cash Payment	E 100-42110-381 Electric Utilities	Electric Utilities			$145.21
Invoice					
Cash Payment	E 100-45200-381 Electric Utilities	Electric Utilities			$1,074.23
Invoice					
Cash Payment	E 100-43160-381 Electric Utilities	Electric Utilities			$1,493.55
Invoice					
Cash Payment	E 601-49400-381 Electric Utilities	Electric Utilities			$620.14
Invoice					
Cash Payment	E 602-49450-381 Electric Utilities	Electric Utilities			$375.58
Invoice					
Cash Payment	E 100-43100-381 Electric Utilities	Electric Utilities			$254.33
Invoice					
Cash Payment	E 100-49010-381 Electric Utilities	Electric Utilities			$26.07
Invoice					
Transaction Date	7/8/2026	Main Checking	10100	**Total**	$4,880.72

CITY OF FRAZEE

Payments

Current Period: July 2026

Fund Summary

	10100 Main Checking
100 GENERAL FUND	$12,623.49
200 FIRE FUND	$309.87
601 WATER FUND	$1,460.34
602 SEWER FUND	$2,462.54
654 EDA - BUSINESS CENTER	$187.14
656 EDA - East Main Retail	$84.72
	$17,128.10

Pre-Written Checks	$12,074.54
Checks to be Generated by the Computer	$5,053.56
Total	$17,128.10

CITY OF FRAZEE

Payments

Current Period: July 2026

Payments Batch 07082026LIQ1 $16,188.43

Refer	0 *GIOVANNIS FROZEN PIZZA*					
Cash Payment	E 609-49751-260 Pizza for Resale		Pizza For Resale			$211.60
Invoice 0306232622		6/23/2026				
Transaction Date	6/24/2026		Liquor Store	10101	Total	$211.60
Refer	0 *BEVERAGE WHOLESALERS, INC*					
Cash Payment	E 609-49750-252 Beer For Resale		Beer For Resale			$825.90
Invoice 441353		6/25/2026				
Transaction Date	6/29/2026		Liquor Store	10101	Total	$825.90
Refer	0 *D-S BEVERAGES, INC*					
Cash Payment	E 610-49752-252 Beer For Resale		Beer For Resale			$608.00
Invoice 978906		6/24/2026				
Cash Payment	E 609-49750-252 Beer For Resale		Beer For Resale			-$4,946.17
Invoice 1782-01126		6/24/2026				
Cash Payment	E 609-49751-252 Beer For Resale		Beer For Resale			$77.40
Invoice 978955		6/24/2026				
Cash Payment	E 609-49750-256 THC/CBD For Resale		THC/CBD For Resale			$146.90
Invoice 978955		6/24/2026				
Cash Payment	E 609-49750-252 Beer For Resale		Beer For Resale			$6,385.45
Invoice 978955		6/24/2026				
Transaction Date	6/29/2026		Liquor Store	10101	Total	$2,271.58
Refer	0 *CASH-WA DISTRIBUTING*					
Cash Payment	E 609-49751-259 Food for Resale		Food For Resale			$420.59
Invoice 4616293		6/25/2026				
Transaction Date	6/29/2026		Liquor Store	10101	Total	$420.59
Refer	0 *BUCKS MILL BREWING*					
Cash Payment	E 609-49750-252 Beer For Resale		Beer For Resale			$144.00
Invoice 062526B		6/25/2026				
Transaction Date	6/29/2026		Liquor Store	10101	Total	$144.00
Refer	0 *BERGSETH BROS*					
Cash Payment	E 610-49752-252 Beer For Resale		Beer For Resale			$861.00
Invoice 42377		6/25/2026				
Cash Payment	E 609-49750-252 Beer For Resale		Beer For Resale			-$22.40
Invoice 454-00843		6/25/2026				
Cash Payment	E 609-49750-252 Beer For Resale		Beer For Resale			$1,198.90
Invoice 527841		6/25/2026				
Transaction Date	6/29/2026		Liquor Store	10101	Total	$2,037.50
Refer	0 *PHILLIPS WINE & SPIRITS*					
Cash Payment	E 609-49750-253 Wine For Resale		Wine For Resale			$121.24
Invoice 5193254		6/23/2026				
Cash Payment	E 609-49750-254 Soft Drinks/Mix For Resa		Soft Drinks For Resale			$54.06
Invoice 5193254		6/23/2026				
Cash Payment	E 609-49750-251 Liquor For Resale		Liquor For Resale			$1,432.97
Invoice 5193254		6/23/2026				
Cash Payment	E 610-49752-251 Liquor For Resale		Liquor For Resale			$178.06
Invoice 5197925		6/30/2026				
Cash Payment	E 609-49750-251 Liquor For Resale		Liquor For Resale			$661.98
Invoice 5197924		6/30/2026				
Cash Payment	E 609-49750-253 Wine For Resale		Wine For Resale			$276.05
Invoice 5197924		6/30/2026				
Transaction Date	6/29/2026		Liquor Store	10101	Total	$2,724.36

CITY OF FRAZEE

Payments

Current Period: July 2026

Refer	0 *JOHNSON BROTHERS LIQUOR CO*			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor For Resale		$347.63
Invoice 1081192	6/23/2026			
Cash Payment	E 609-49750-253 Wine For Resale	Wine For Resale		$565.56
Invoice 4084492	6/23/2026			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor For Resale		$130.06
Invoice 1087331	6/30/2026			
Transaction Date	6/29/2026	Liquor Store 10101	Total	$1,043.25
Refer	0 *BREAKTHRU BEVERAGE*			
Cash Payment	E 609-49750-253 Wine For Resale	Wine For Resale		$220.12
Invoice 127610817	6/24/2026			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor For Resale		$1,515.78
Invoice 127610817	6/24/2026			
Transaction Date	6/29/2026	Liquor Store 10101	Total	$1,735.90
Refer	0 *KETTERS MEATS*			
Cash Payment	E 609-49751-259 Food for Resale	Burger		$34.20
Invoice	6/24/2026			
Transaction Date	6/29/2026	Liquor Store 10101	Total	$34.20
Refer	0 *DACOTAH PAPER CO*			
Cash Payment	E 610-49752-210 Operating Supplies (GE	Liner Can Repro Blk 38x58		$54.38
Invoice 75798	6/22/2026			
Transaction Date	6/29/2026	Liquor Store 10101	Total	$54.38
Refer	0 *CITY OF FRAZEE*			
Cash Payment	G 609-21706 Insurance Payable	Insurance Payable		$2,086.96
Invoice	7/1/2026			
Transaction Date	7/8/2026	Liquor Store 10101	Total	$2,086.96
Refer	0 *OTTERTAIL POWER*			
Cash Payment	E 609-49750-381 Electric Utilities	Electric Utilities		$473.27
Invoice				
Cash Payment	E 609-49751-381 Electric Utilities	Electric Utilities		$473.28
Invoice				
Cash Payment	E 610-49752-381 Electric Utilities	Electric Utilities		$767.85
Invoice				
Transaction Date	7/8/2026	Liquor Store 10101	Total	$1,714.40
Refer	0 *CINTAS CORP*			
Cash Payment	E 609-49751-211 Cleaning Supplies	Cleaning Supplies		$43.75
Invoice 4273985126	6/29/2026			
Cash Payment	E 609-49750-211 Cleaning Supplies	Cleaning Supples		$8.05
Invoice 4273985126	6/29/2026			
Cash Payment	E 609-49750-210 Operating Supplies (GE	Operating Supplies		$16.14
Invoice 4273985126	6/29/2026			
Cash Payment	E 609-49751-210 Operating Supplies (GE	Operating Supplies		$16.15
Invoice 4273985126	6/29/2026			
Transaction Date	7/1/2026	Liquor Store 10101	Total	$84.09
Refer	0 *SYSCO NORTH DAKOTA, INC*			
Cash Payment	E 609-49751-213 Operating Supplies - Foo	Operating Supplies		$75.01
Invoice 395199859	6/30/2026			
Cash Payment	E 609-49751-259 Food for Resale	Food For Resale		$408.34
Invoice 395199859	6/30/2026			
Cash Payment	E 609-49751-210 Operating Supplies (GE	Operating Supplies		$316.37
Invoice 395199859	6/30/2026			

CITY OF FRAZEE

Payments

Current Period: July 2026

Transaction Date	7/1/2026	Liquor Store	10101	**Total**	$799.72

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	$13,719.14
610 EVENT CENTER FUND	$2,469.29
	$16,188.43

Pre-Written Checks	$0.00
Checks to be Generated by the Computer	$16,188.43
Total	$16,188.43

City Of Frazee MINNESOTA
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. 0708-2026A

RESOLUTION APPROVING APPLICATION TO THE GREATER MINNESOTA LEGACY GRANT FOR THE WANNIGAN REGIONAL PARK MODERN SEWER & WATER SERVICES

WHEREAS, The City of Frazee (the "Applicant") has the right and authority to sponsor a grant funding request to the Greater Minnesota Regional Parks and Trails Commission (GMRPTC).

WHEREAS, Applicant has a right and authority to act as Legal Sponsor for the State Grant Application (the "Application") and will work with the Minnesota Department of Natural Resources ("DNR"), in developing a Grant Agreement relating to the funding which may be awarded by the GMRPTC.

THEREFORE, BE IT RESOLVED, That the Applicant certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and monitor and report any actual, potential, or perceived conflicts of interest to the GMRPTC and DNR.

BE IT FURTHER RESOLVED, that the Applicant confirms all of the information in its Application and further confirms that it has no expectation of, or entitlement to, reimbursement of costs incurred prior to grant agreement execution date and, if applicable, it has not entered into a written purchase agreement to acquire property described in its Application if grant funds are to be used for the purchase.

BE IT FURTHER RESOLVED, that the Applicant has or will acquire a fee interest ownership or permanent easement over the land described in the Application for regional parks and regional special feature parks as applicable. The applicant has or will acquire a fee interest, permanent or perpetual easement or minimum twenty (20) year lease over the land described in the Application for regional trails or regional special feature parks, as applicable and approved, before the project proceeds.

BE IT FURTHER RESOLVED, that the Applicant agrees that it will comply with all applicable laws, regulations and requirements as stated in the Grant Agreement with the DNR, including dedicating the park property for uses consistent with the grant agreement into perpetuity or for trails, committing to maintain the trails for a period of not less than twenty (20) years, and dedicating all land acquired under the project for uses consistent with the grant agreement into perpetuity.

BE IT FURTHER UNDERSTOOD, that the GMRPTC will confirm at such time that it has made the award of funds authorizing a Grant Agreement to be developed between the DNR and the Applicant.

Adopted by the City Council this 8th day of July, 2026.

	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mike Sharp,
Mayor

Stephanie Poegel,
City Administrator

Committee Reports

Parks & Recreation Committee – June24, 2026

1. Call the Meeting to Order - Roll Call
    a. The Park and Recreation Committee Meeting was called to order by Member Andrea Froeber at 3:33 PM on Wednesday, June 24, 2026, at Frazee, MN.
    b. Present: Andrea Froeber, Jim Rader, Mckenzie Hamm, Tyler Trieglaff, Stephanie Poegel
    c. Absent: Eric Anderson, Tom Watson

2. Review of Minutes – May 27, 2026
    a. The minutes from the May 27, 2026 meeting were reviewed. No corrections or changes were noted.

M/S/CU: Rader/Froeber — To approve the minutes of the May 27, 2026 meeting as presented.

3. Open Forum
    a. No members of the public were present for the Open Forum.

4. Parks
    a. Wannigan Regional Park
        i. Poegel reported that the shelter is nearly complete, with cleanup and mowing around the shelter are expected to be completed by Friday. She noted that the April 1st update required by LCCMR for the grant has not yet been approved and that she has followed up by email. Once approved, work on the final report and final payment can proceed. Discussion on water and sewer options at the site is ongoing, noting that the shelter must be entirely finished prior to the LCCMR site visit.
        ii. Trieglaff noted that weeds in the surrounding area had been cut.
    b. Hank Ludtke/Riverside Park
        i. 2026 Improvements Update
            1. Froeber reported that the park improvements are complete. She transplanted plants from her personal garden into the new bed, noting the soil was very compacted, and subsequently amended it with potting soil purchased at Costco. Mulching using wet newspaper as a biodegradable weed barrier, topped with wood chips, is planned closer to the rededication event. Froeber confirmed she will continue monitoring the plantings in the weeks ahead.
            2. Froeber met with Karlie Lehmann on Monday to review the park. Lehmann, who leads a youth group, expressed interest in assisting with weeding around the playground rock and benches. Poegel will connect with Stephenson to have the can taken to the school for Lehmann's group to work on.
        ii. Rededication Discussion
            1. The committee confirmed that the rededication event for Hank Ludtke/Riverside Park will be held on July 22, 2026 at 7:00 PM, immediately following the City Council meeting. Froeber noted

this timing allows the committee to transition from Council chambers to the park.

2. Discussion was held regarding speakers for the event. The committee is seeking individuals who can speak to Hank Ludtke's contributions to Frazee and the surrounding area. Suggestions included past council members and various individuals from organizations in which Hank has been involved. Froeber indicated she would contact them directly and ask for guidance on appropriate speakers. Froeber confirmed Hank had already been notified.
3. The committee also discussed whether light refreshments should be provided. Froeber showed pricing examples but noted the decision was not hers alone to make. No consensus was reached, and the matter was left open.
4. Hamm suggested that a flyer be created and distributed around town, and that relevant contacts such as organizational chairs be included in any digital outreach. The committee requested that a flyer be ready by approximately July 6th. Poegel indicated this could be arranged through the city office.

c. Lions Park
   i. Hamm noted that a concert featuring the "Figuring It Out" band is scheduled for Sunday evening from 6:00 PM to 8:00 PM at Lions Park.
   ii. Froeber expressed a desire to improve the area near the flag display, noting that the existing bushes appear dead and the area is overgrown with weeds. She proposed removing the bushes and replacing them with fresh rock from Stephenson's available supply. The committee discussed scheduling a cleanup day this fall rather than waiting until National Park Day the following year.

d. Corner Park
   i. Poegel noted that these items have been waiting for installation for approximately two years. The bike rack and the bike fix-it station — both funded through grant money — have not yet been installed, despite ongoing discussions between Tom Watson and Stephenson about placement. She emphasized that the grant funders are awaiting photographic documentation of the installations.
   ii. The committee discussed placement options, noting that the preferred location for both items at Corner Park — on the side closest to County Road 87, near the parking lot — would not be affected by the planned Main Street construction project. Rader agreed to follow up with Stephenson, and the committee expressed a clear preference for the Corner Park location rather than Little Turkey Park, to avoid overcrowding that space.

e. JoAnn Niemann Memorial Park
   i. Trieglaff reported that Otter Tail Power has been contacted and is willing to install a light near the park. Because the basketball court may fall within Lake Region Electric territory, the light pole would likely be

positioned closer to the park proper, though it would still illuminate the basketball area. Trieglaff noted the possibility of requesting a dual-sided light fixture to illuminate both the park and the court, which may involve an additional charge. He agreed to follow up with Stephenson on this option.

f. Little Turkey Park
    i. No updates were provided for Little Turkey Park.

g. Adopt-A-Park Discussion
    i. Poegel presented a draft Adopt-A-Park brochure designed to be formatted as a tri-fold. The brochure outlines participant responsibilities, including litter and debris cleanup, picnic and playground area maintenance, beach cleanup, and flower planting and beautification. Participants would also be asked to report issues to City Hall. All city parks are listed, and participation is open to individuals, groups, and businesses.
    ii. The committee discussed potential issues with the RL Frazee Park listing, as the property boundaries between city and school district land are not fully clear. Rader agreed to investigate the status of that parcel — including a time capsule reportedly located there — before the brochure is finalized. The committee agreed to table the formal rollout until the July meeting, pending clarification.
    iii. Hamm suggested that an online version of the brochure be created, potentially using a Microsoft 365 form to allow digital sign-ups. Poegel indicated she would explore this option. The committee agreed that both paper and digital formats should be made available, and that a first-come, first-served approach would govern park assignments, with overflow interest being redirected to parks with fewer volunteers.

5. Recreation
    a. Heartland Trail Updates
        i. Poegel reported that the Heartland Trail group is in the process of selecting a route between Detroit Lakes and Dunton Locks, with two options under consideration: one following Highway 59 and County Road 17 through the Seven Sisters/Lake Melissa area, and a second taking a more rural path through the East Pearl Lake area before continuing south. Froeber and Rader noted that they had recently biked a portion of the route near Little McDonald Lake and found the lower-traffic roads to be a significantly more enjoyable experience.
        ii. Poegel also reported that an ADA compliance issue with the existing trail segment from the bridge to Highway 87 is causing a significant funding hold. A state inspection conducted after final payment was made identified a slope grade deficiency. The state has indicated it will not release approximately $500,000 in funding for the next engineering phase until the issue is remediated, estimated at approximately $31,000. The contractor has indicated they will contest the matter legally, arguing that the project was signed off and paid out before the deficiency was

identified. The committee expressed frustration that similar ADA requirements are not being applied to older trails in the region.

   iii. In response to these issues, Poegel stated that she has communicated with the project team for the Wannigan trail to ensure a state inspector reviews the trail and formally confirms ADA compliance before any final payments are made.

b. Town Lake Beach
   i. The committee reviewed the current status of the Town Lake Beach operation. Poegel noted that equipment — including kayaks — has been in use by the public. The state registration sticker for the canoe was received the day prior to the meeting. Life jackets are on backorder due to a shipping delay, and the committee will stencil them once they arrive.
   ii. The committee discussed the need for a formal rules board at the beach. Concerns were raised about fishing occurring on the swimming dock, creating a safety hazard. It was noted that existing signs — prohibiting fishing from the swimming pier and swimming from the fishing pier — are either missing or not visible. The committee discussed ordering durable metal signs through a local sign maker. A rules board addressing beach hours, conduct expectations, and enforcement procedures is to be developed in coordination with the incoming head beach attendant.

c. Rental Plan
   i. The committee reviewed and approved the beach equipment rental plan. Proposed rates are as follows: half-day rental at $15, full-day rental at $25, with a $20 refundable deposit. Off-site rentals would be charged at $50. The committee agreed the pricing was reasonable and that adjustments could be made in the future based on feedback.
   ii. Hamm raised the need for a portable electric inflation pump to service inflatable kayaks and paddle boards, noting that different equipment uses different valve types. Poegel agreed to obtain pricing and submit it to the grant coordinator, as kayak rental was identified in the city's grant plan and partial funding may be available.

M/S/CU: Hamm/Froeber — To approve the rental plan as presented.

   iii. A potential candidate for the head beach attendant position has been identified though a formal meeting had not yet taken place at the time of the meeting. The attendant from the prior year has also expressed continued interest. The committee agreed the goal for next year is to have the program fully operational from the start of the season.

d. Walking Path/Unidentified Parcel
   i. Attorney Bakken confirmed that the large unidentified parcel adjacent to Hank Ludtke Park is in fact city-owned property, verified through the 40-year plan. He is in the process of resolving related title and documentation issues, similar to work previously done for Eagle Lake Park. Once complete, the city will be able to move forward with trail development on that parcel. It was also noted that a portion of the parcel across the street near the lift station is also city-owned, and that work is proceeding on that segment as well.

e. Bicycle Friendly Community
    i. Poegel reported that information about the bike club has not yet been included in the water bill utility insert. July bills have not yet gone out, so it remains possible to include the information with the July mailing.
f. Bike Rally – September 13, 2026
    i. Froeber expressed a desire to distribute a save-the-date notice to local businesses in advance of the September 13th Bike Rally. She noted that a request had been sent to the city office but acknowledged staffing constraints. She indicated she may prepare the document herself and request that it be printed for distribution.
g. Frazee Bike Club - No Update
    i. No update was provided.
h. National Trails Day Event – 1st Saturday in June
    i. Recap
        1. The committee recapped the National Trails Day event held on the first Saturday in June at Lions Park. Approximately 78 attendees were counted, with a roughly equal split between adults and children. Hamm reported speaking with attendees from as far as Fargo and Perham, including individuals who came specifically for the fire dancing performance. A group of women organized a walk around the perimeter of the park. Live music was provided through Minnesota State Arts Board funding, and an ice cream truck was also present. The event was well-received and the committee agreed it should be repeated.
        2. The committee also noted that the North Country Trail group held a separate National Trails Day walk earlier the same afternoon, beginning at Lions Park and proceeding out to Wannigan. The committee discussed the possibility of coordinating a joint event in future years. Hamm indicated she would reach out to the NCT Chair by email to explore that collaboration. The committee agreed to keep the National Trails Day event on future agendas to allow for ongoing planning discussion.

6. Tree Board
    a. Trees as Infrastructure
        i. The committee discussed a proposal to incorporate trees as infrastructure along Main Street or Main Avenue in Frazee. Froeber shared feedback received from city engineer Widseth, who noted that the maximum planter sidewalk width downtown is nine feet — insufficient to incorporate trees at a proper distance from the curb without creating a dangerously narrow pedestrian zone against building facades. Widseth suggested that trees might instead be sited in available pockets of green space on private property along the corridor, which would require a city-led process.
        ii. Additional concerns were raised regarding snow removal complications, leaf debris entering storm water systems, traffic safety (specifically the

contrast between breakaway light poles and fixed tree trunks), and the significant maintenance burden that boulevard trees would place on an already stretched public works staff. Trieglaff emphasized that Frazee's Main Street snow removal is well-regarded compared to neighboring communities, and the committee was reluctant to jeopardize that.

iii. The committee acknowledged that the concept could potentially be revisited in the future — particularly for boulevard locations — but agreed it is not appropriate for Main Street at this time, especially given the planned construction project.

M/S/CU: Froeber/Hamm to not move forward with trees as infrastructure at this time.

b. Froeber also noted her intent to draft revisions to Chapter 3 (Trees) of the relevant city ordinance, focusing on definitions, tree board structure, duties and responsibilities, and arborist provisions through Section 7-3-4. She also outlined the four requirements to achieve Tree City USA status: an Arbor Day proclamation, an Arbor Day event, a tree board, and a community forestry budget of at least $2 per capita (approximately $2,600 for Frazee's population). She plans to bring draft language back to the committee for review.

7. Comp Plan Task Updates
    a. No comp plan task updates were reported.

8. Prior to adjournment, the committee addressed two additional items:
    a. Parks and Trails Council of Minnesota Membership: Rader brought forward the annual $35 membership to the Parks and Trails Council of Minnesota for committee approval.

M/S/CU: Froeber/Rader to approve the $35 annual membership to the Parks and Trails Council of Minnesota.

b. Trees Along Highway 87 / Waterfowl Production Area: Rader reported that a resident contacted him regarding overgrown volunteer trees along Highway 87 across from Town Lake Beach, adjacent to the waterfowl production area. The resident noted that the trees have grown enough to obscure views of the area and offered to remove them at no cost. Rader advised the resident to contact Stephenson and provided Stephenson's contact information. The committee agreed this should be reviewed with Stephenson to confirm property ownership before any action is taken.

c. Old City Landfill Parcel: Rader noted that while driving past the property, he was reminded that the city owns approximately 31 acres of land that was previously used as a city dump, purchased for one dollar in 1972. The committee briefly discussed the parcel, with Trieglaff noting it was closed in the mid-to-late 1970s and likely has contamination beneath the surface, limiting development options. The matter was noted as a topic for further exploration but no action was taken.

d. Eagle Lake Playground Equipment: The committee also discussed playground equipment currently stored at Eagle Lake Park that the DNR and Becker County do not want to keep it. The equipment may not meet current playground safety standards. The committee discussed whether the care center on the north end of town might have interest in the equipment for their property, which currently has minimal playground amenities. Froeber agreed to make contact to follow up on that possibility. If no suitable recipient is identified, the County will be notified.

9. Adjournment
    a. The meeting was adjourned at 4:42 PM.

Respectfully submitted
Stephanie Poegel
Frazee City Administrator

Committee Reports

Wannigan Regional Park Committee – No Meeting

Committee Reports

Planning & Zoning – June 23, 2026

1. Call the Meeting to Order – Roll Call
    a. Sharp called the June 23, 2026 Planning and Zoning Committee meeting to order at 5:00 PM.
    b. Members Present: Mike Sharp, Mark Kemper, Ken Miosek, Tyler Trieglaff
    c. Members Absent: Erik Anderson
    d. Others Present: Stephanie Poegel, Dave Jopp

2. Review Minutes – May 26, 2026

M/S/CU: Kemper/Miosek to approve the May 26, 2026 minutes as presented.

3. Open Forum
    a. None

4. Old Business
    a. Comprehensive Plan Task Updates
        i. Poegel reported no updates. Status quo.

5. New Business
    a. Crosswalk Flags
        i. The committee reviewed a proposal submitted by Polly Andersen suggesting the installation of crosswalk flags at the main intersection to improve pedestrian safety, citing examples from Oregon, Maine, and other communities. Sharp and Anderson had previously received the idea and brought it to the committee for consideration.
        ii. The committee raised several practical concerns:
        iii. MnDOT jurisdiction. The intersection falls within MnDOT's right-of-way, and members questioned whether MnDOT would permit the installation at all, drawing a comparison to prior difficulties encountered with camera placement at the same intersection.

iv. Safety record. Trieglaff noted there has never been a documented incident or near-miss at the main intersection, which is a controlled intersection, and questioned whether a flag program addresses a demonstrated need.
v. Program sustainability. Members raised concerns about flags being removed or misplaced by the public, and questioned who would be responsible for maintaining flag distribution if they accumulated on one corner.
vi. Distraction risk. It was noted a flag-waving pedestrian might actually distract drivers rather than improve safety.
vii. The committee did not take action on the proposal at this time and expressed general skepticism about the program's suitability for a rural community. Poegel will reach out to MnDOT to determine whether such an installation would be permitted.

b. Noise Ordinance
   i. Jopp addressed the committee regarding ongoing noise disturbances originating from a property on Lake Street, located two houses from his residence. He described the disturbances as including loud subwoofer bass from vehicles — at times shaking the walls of his home — as well as small-displacement vehicles with aftermarket exhaust systems revving at late hours, including as early as 3:00 AM. He noted he has lived at his address for 26 years without similar issues and has on one occasion personally approached the neighboring vehicle's occupant to request the noise be reduced.
   ii. Jopp inquired whether the city's noise ordinance could be revised to apply from 9:00 PM rather than the current 10:00 PM, particularly on weekdays. The committee explained that the 10:00 PM threshold primarily applies to scheduled activities such as lawn equipment and construction, and that a separate provision for obnoxious or excessive noise — including from motor vehicles — applies at any hour of the day. It was noted that violations could potentially be cited as early as 6:30 PM if the noise meets the threshold.
   iii. The committee's guidance to Jopp centered on documentation and real-time reporting:
   iv. Jopp was advised to call Becker County dispatch at the time of the disturbance — rather than reporting it the following day — so that a record is created and can be forwarded to the Frazee officer on duty.
   v. Recording video or audio of the disturbance on a phone, including a visible timestamp, was recommended as supporting documentation for any potential citation or court proceeding.
   vi. It was noted the property in question is owner-occupied, which limits some enforcement tools that would be available for a rental property.
   vii. The committee acknowledged the property has been on their radar and that consistent documentation would be key to pursuing formal action. Sharp encouraged Jopp to return to the committee if the situation does not improve.

c. Property Question
   i. Poegel raised a question about a city-owned parcel — Parcel No. 297007000 — that she had identified while reviewing city properties. The parcel is located outside the city limits and is the site of the former city dump.
   ii. Sharp noted he visited the Becker County recorder's office and found that the city had purchased the parcel from a prior owner (identified as possibly Doris Tracy) in 1972 for one dollar. The committee acknowledged that by 1972, solid waste regulations would likely have been in effect, and that the dump had been closed well before any current members' recollection. Members recalled the site had previously been used informally — including for bow hunting access — and that the land includes sloped terrain with what appears to be a low-lying area or pond on the back side.
   iii. Trieglaff recalled the parcel had come up approximately six to eight years prior in the context of a potential sale or development inquiry, and that there had also been a bow hunting access request. The committee recalled that permission may have been informally granted at the time.
   iv. Concerns were raised about potential soil contamination from decades of municipal waste disposal. The committee acknowledged the property is accessible off Highway 87. It was noted that no wells in close proximity are known, given the terrain and the undeveloped nature of the surrounding area. Members also agreed that the land is likely unsellable in its current condition given remediation liability, and that development — including water well installation — would be impractical.
   v. Poegel noted the parcel is currently assessed at approximately $70,000, with Miosek suggesting exploring a Brownfields grant as a potential avenue, given the likely remediation challenges. Poegel indicated her goal was simply to understand why the city holds the parcel and what its history is, and that she plans to speak with Hank for additional historical context.
   vi. A separate, tangential discussion arose regarding a tax-forfeit parcel adjacent to Miosek's property. Miosek noted that per county policy, if an adjoining landowner purchases a tax-forfeit lot, it is automatically attached to their existing parcel and cannot be maintained as a separate, independently sellable lot without going through a subdivision process. No action was taken.

6. Adjournment

M/S/CU: Trieglaff/Miosek to adjourn at 5:26 PM.

Respectfully submitted
Stephanie Poegel
Frazee City Administrator

Committee Reports

Personnel Committee – June 8, 2026

1. Call The Meeting To Order - Roll Call
    a. Mike Sharp called the June 8, 2026 Personnel Committee Meeting to order at 3:18 PM.
    b. Present: Mike Sharp, Mark Kemper, Stephanie Poegel, Polly Andersen

2. Minutes – April 13, 2026
    a. The April 13, 2026 meeting minutes were reviewed with no changes or corrections.

3. Old Business
    a. City/FCDC Collaboration
        1. Polly Andersen provided an update on the ongoing discussion regarding the organizational structure governing the relationship between FCDC and the City. She described a four-page organizational chart that outlines how FCDC will govern itself in relation to the City and its architect, as well as how grants applied for jointly will be managed. A key component of that structure is the Executive Grants Committee, composed of an FCDC representative, a City representative, an architect, a consultant, and the Community Development Coordinator (CDC).
        2. Andersen clarified that the FCDC officers group, which handles the higher-level day-to-day functioning of FCDC, would not collectively direct the CDC’s work. Rather, one representative from that group — presently the president — would serve as the primary point of contact with the CDC. Sharp expressed support for this approach, noting that having a single point of oversight on the FCDC side, alongside the City Administrator's oversight on the City side, avoids the problem of the CDC reporting to multiple supervisors simultaneously.
        3. Andersen indicated the next step would be to present the organizational chart to the FCDC officers for review, and that the operating agreement (MOU) would be discussed at the FCDC board meeting the following day. She expressed hope it could be approved at that meeting, though acknowledged minor revisions could cause a short delay. The committee confirmed that all three Personnel Committee members would review the agreement before it proceeds to the full City Council, consistent with what was recorded in the prior meeting's minutes.
    ii. CDC's Attendance at City Council Meetings
        1. Andersen raised the question of whether the CDC, in his role as EDA Coordinator and FCDC representative, should attend City Council meetings, noting that FCDC officers felt his presence there would help him stay informed about city-wide dynamics and developments.

2. Poegel explained that, under the City's current structure, the CDC’s attendance at council meetings would be a part of the 16 Wannigan hours per week, as the EDA does not require him to attend council meetings. She further noted that other advisory bodies — such as the Park Board and Planning and Zoning — do not send their non-council members to council meetings. Instead, the two council members seated on each board are responsible for bringing relevant matters forward at council. Kemper echoed this, noting that EDA meeting minutes are included in council packets and that council members on the EDA board can raise items as needed.
3. Sharp distinguished the EDA's relatively independent structure from FCDC and Wanigan, where the City and FCDC are expected to work much more closely together, particularly around active grant applications. Andersen acknowledged this clarification and agreed to bring the explanation back to the FCDC officers, noting that their connections to City government are best maintained through the EDA committee rather than directly through the council level.

iii. CDC’s Role in Permitting
1. Andersen asked whether the CDC could assist with permit applications on behalf of FCDC — for example, the temporary alcohol permit obtained for the upcoming Progress Party and VIP experience at the park. Poegel confirmed this would be appropriate, explaining it is analogous to how she files permits on behalf of the City. She noted that as long as FCDC authorizes the CDC to submit information on their behalf, he may do so. Construction permits, however, are typically submitted by contractors and would not be the CDC’s responsibility.
2. The committee confirmed that FCDC, as the event host on City-owned land, would hold the temporary alcohol permit. Andersen also asked whether the CDC could assist with permit-related coordination going forward. The committee agreed this falls within the scope of his role, provided it is within his job description.

iv. Grant Planning Meetings
1. Andersen asked whether it would be appropriate for the CDC to schedule and attend grant planning meetings with collaborative partners — such as the upcoming meeting with Blandin Foundation collaborators. Poegel and the committee affirmed that within his 16 hours dedicated to FCDC/Wannigan work, FCDC may direct the CDC’s activities as long as they align with his job description. The committee noted that scheduling coordination with the CDC in advance would be important to avoid conflicts.
2. Poegel acknowledged that the CDC had indicated during his hiring interview that he would have negotiated his salary differently had

he known grant writing would be such a significant focus of the role. The committee recognized this as part of the learning process for all parties involved.

b. CDC's Six-Month Performance Review
    1. Andersen noted that the CDC's six-month review is approaching. Poegel explained she planned to send evaluation forms to all board members of both FCDC and EDA in the interest of fairness, as several EDA board members had expressed interest in providing feedback. She will also complete her own evaluation, and the results will be compiled into a summary prior to meeting with the CDC.
    2. Andersen questioned whether many FCDC board members would have sufficient direct interaction with the CDC to evaluate him meaningfully, since most of that interaction flows through her. Poegel suggested the FCDC board discuss at their meeting the following day whether to designate a single representative to complete one collective evaluation form on behalf of the board. Andersen agreed this would be a good approach to raise at the board meeting.
    3. Andersen offered general positive remarks about the CDC's performance, noting he has been on the job for approximately five months since his starting date at the end of December was during the holidays and has had considerable change to absorb in a short time.

c. Timeline for MOU Finalization
    1. Sharp asked how close the committee is to finalizing the cooperative agreement. Andersen estimated the MOU could be finalized within one to four weeks, with a target of bringing it to the Personnel Committee in July and to the full City Council in August. Poegel noted that if the FCDC board does not approve the agreement at their meeting the following day, the committee would need to wait for actual approval before proceeding. Andersen expressed confidence that any minor changes could be implemented quickly and without requiring an additional meeting.

4. New Business
    a. Sharp raised the topic of administrative efficiency, noting a general trend of increasing workload expectations on City staff and expressing a desire to proactively identify ways to improve efficiency across various functions without compromising program integrity.
        i. Rental Registration
            1. Poegel described the current process: packets are mailed to property owners along with an invoice, and inspections are coordinated once the completed materials are returned. She

noted that the City's inspector is available only on a limited basis, which creates scheduling constraints.

2. The Administrative Assistant (AA) had previously suggested that landlords who fully pass their inspection could be granted a multi-year registration — potentially three or five years — rather than renewing annually, with the responsibility falling on the landlord to notify the City of changes in the interim. Kemper supported this concept, suggesting that landlords with violations might receive only a one-year registration, while those in full compliance receive longer terms. The committee discussed the possibility of charging a multi-year registration fee upfront to reduce the annual invoicing burden. It was noted that the City's current tracking system is an Excel spreadsheet managed by the AA, which would need to be updated to accommodate this approach.
3. Poegel mentioned that Banyon software includes a permitting module with code enforcement and dog licensing capabilities, as well as an invoicing module that could reduce manual data entry for billing. She indicated she is leaning toward implementing these tools, though she acknowledged some internal resistance to learning new systems.

ii. Campground Reservations

1. Andersen raised the possibility of automating campground reservations at the City campground, noting that third-party platforms could take on the reservation process in exchange for a small percentage of revenue, shifting the burden away from City staff. Poegel estimated that the AA spends approximately three to four hours per week on campground reservations during the four-month camping season, totaling roughly one to two full work weeks per year. She expressed uncertainty about whether investing in a software solution would be cost-effective at the current scale of 6 campsites, though the committee agreed that automation would likely become necessary for Wannigan Regional Park once camping is open there.
2. Poegel also noted that 2026 is the first year the campground's revenues and expenses will be tracked under separate budget codes, meaning this will be the first year the City can determine whether the campground is financially self-sustaining.

iii. Utility Billing

1. Sharp raised the possibility of incentivizing automatic utility payments to reduce staff time spent on manual processing. Poegel noted that the City already offers ACH (automatic bank draft) payments and is working toward adding a credit card payment option. She clarified, however, that the City cannot absorb credit card processing fees — those must be passed on to the customer.

2. The committee identified the most time-consuming aspect of utility billing as the manual keying of meter readings after public works staff record them by hand. Poegel explained this process currently takes approximately two full days per billing cycle, or roughly two work weeks per year. She noted that handheld devices compatible with the City's Banyon billing software exist and could eliminate the re-entry step, and that she had experience using such devices at a prior employer. Kemper supported exploring the option, emphasizing that the return on investment must be considered in terms of staff hours saved.

iv. Sharp requested that Poegel and City staff compile a list of efficiency improvement ideas for review at the July Personnel Committee meeting, with the intent of bringing a formal direction from the committee and ultimately from the City Council. The committee agreed this would lend institutional weight to the initiative beyond staff requests alone. Kemper concurred, emphasizing that workload demands will only continue to increase.

5. Adjournment
    a. The meeting adjourned at 4:03 PM.

Respectfully Submitted
Stephanie Poegel
City Administrator

Committee Reports

FINANCE COMMITTEE – NO MEETING

Committee Reports

ECONOMIC DEVELOPMENT AUTHORITY – JUNE 23, 2026

1. Call the Meeting to Order

Meeting called to order by Hank Ludtke at 11:38 am at the Frazee Fire Hall.

2. Roll Call

a. Members Present: Ashley Renollet, Heath Peterson, Andrea Froeber, John Olson, Andrew Daggett, Hank Ludtke Members
b. Absent: Bill Daggett
c. Staff: Stephanie Poegel, Joe Tonihka
d. Guests: Bob Williams

3. Approval of Agenda

Froeber noted that her last name was spelled incorrectly in the packet in two locations (pages 5 and 17), though it was clarified that the agenda itself — the front page — was correct. No other changes to the agenda were proposed.

M/S/CU: Froeber/Olson — To approve the agenda as presented.

4. Open Forum

No members of the public were present for open Forum.

5. Meeting Minutes

a. May 26, 2026

Froeber noted her last name was spelled incorrectly on pages 5 and 17 of the May minutes. She also raised the issue of distinguishing between the two Daggetts in the minutes, suggesting initials be used when reporting discussion and commissioner comments, not just in the motions section.

b. April 28, 2026

c. March 2026

d. January 2026

It was noted that the January 2026 minutes were not ready for approval, as motions were present but lacked proper names. January minutes were therefore tabled. The March, April, and May minutes were grouped together and approved with the noted corrections.

M/S/CU: Olson/A. Daggett — To approve the March, April, and May 2026 meeting minutes with corrections. Motion carried.

6. Old Business

a. RWH Purchase Agreements

Poegel presented two resolutions — EDA Resolution No. 06-15-2026-A and 06-15-2026-B — approving the sale of two Red Willow Heights lots to Lyle Matson, as these resolutions had not been included in the meeting packet and were required to be read in their entirety.

Resolution 06-15-2026-A pertained to the sale of Lot 2, Block 3, Red Willow Heights, for $13,900. Poegel noted corrections were needed: the publication date should reflect June 2nd (not June 15th), and the approval language should reference the regular June 23rd meeting rather than the public hearing. The public hearing had been held June 15th pursuant to published notice.

Resolution 06-15-2026-B pertained to the sale of Lot 6, Block 2, Red Willow Heights, for $15,500. Poegel noted the word "dollars" was missing after the sale amount and made the same date corrections as the first resolution.

Both resolutions included standard covenants requiring the purchaser to construct a single-family dwelling within one year of sale and prohibiting transfer of title within one year without EDA consent. Discussion arose regarding the transfer restriction, with members noting that if Matson were to sell the lot before building, the one-year construction requirement would not transfer to the new buyer, potentially leaving the lot vacant indefinitely. It was noted that a special meeting could be called if consent to transfer were ever needed. Matson was identified as a local contractor who had previously built in Red Willow Heights and is currently constructing a twin home in the development.

M/S/CU: Froeber/Ludtke — To approve the sale of Lot 2, Block 3 and Lot 6, Block 2, Red Willow Heights to Lyle Matson per Resolutions 06-15-2026-A and 06-15-2026-B, with noted corrections.

7. New Business

a. EMR Electricity

Poegel reported that engineering information regarding electrical capacity needs at the EMR building was still pending. The topic was raised in the context of an ongoing construction project and the need to ensure adequate power supply, referencing a prior situation where the bakery tenant required more power than was available. Poegel also noted that bulletin boards for the East Main retail space had been obtained and were in Stephenson's possession, with installation pending.

b. RWH Front Four Lots Update

Poegel reported on a meeting held that morning with Jim Olson from the county regarding access options for the four large undeveloped lots fronting County Road 29 in Red Willow Heights. For years, direct driveway access off County 29 had been assumed to be prohibited, but Jim Olson indicated the county would be open to allowing two shared driveways off of 29 for the middle lots, with the end lots accessing from the adjacent side streets. Poegel sketched the proposed layout: each of the four large lots could be split, yielding up to eight smaller lots suitable for single-family or duplex construction. The middle lots would share driveways off County 29, and the end lots would use the existing side roads. Jim Olson indicated he would follow up with a written email confirming county and zoning approval of this configuration. Members noted the lots would be approximately 90 by 200 feet after splitting — ample for residential construction.
Discussion was substantive. Peterson expressed reservations about converting the lots to single-family residential, stating he believed higher-density use or commercial development would better serve the community and that putting homes there would be a visual and planning mistake. He referenced past EDA decisions he felt had been in error. Renollet acknowledged the tension between the vision of multifamily density — which could yield far more than 8 units — and the practical reality of the neighborhood covenants blocking that path. Froeber expressed more openness to the residential splitting option, noting it was preferable to the property sitting idle.
The ongoing challenge of the Red Willow Heights covenants was revisited. Members noted that several homeowners are not themselves adhering to all covenant restrictions (e.g., operating home businesses, non-compliant fencing) yet resist any changes to the covenants that would benefit the EDA's development goals. Ludtke, before departing, remarked that he found it difficult to justify the EDA adhering strictly to covenants that residents themselves were not following.

The possibility of door-to-door outreach to individual homeowners — particularly the perceived ringleaders of covenant opposition — was discussed as a prerequisite to any replat. It was agreed that Ludtke and another member would conduct face-to-face conversations with key residents, including presenting all development options: single-family splitting, commercial, and the previously explored multifamily townhome concept. Froeber emphasized the importance of a consistent script and visual diagrams so that all residents receive the same information. Peterson offered to locate the rendering previously prepared by Jason Franiy for the townhome concept and share it with the group.

On costs, Poegel explained that a replat would require a survey, preparation of a new plot drawing, and signatures from all property owners in the development. It was noted that surveying and engineering costs could be factored into the eventual lot sale prices. No money was committed at this stage; the group agreed to seek cost estimates and report back at the next meeting, and to pursue the resident outreach concurrently.

The survey of Red Willow Heights residents that had been circulated was noted to have received approximately 12–15 responses out of roughly 32 homes, with mixed results — including some residents who are in the process of selling their homes yet still wish to preserve the covenants.

c. CDC Evaluation

Poegel noted that June 22nd marked the six-month anniversary of Joe Tonihka's position as Community Development Coordinator. Evaluation forms were distributed to all EDA members to be returned to Poegel before July 4th. Poegel indicated she would compile the responses alongside, FCDC and her own observations, since members of both the EDA and the FCDC work with Tonihka. A form will also be mailed to Bill Daggett. Members were encouraged to note not only their assessment of Tonihka individually, but also their impressions of how the position itself is functioning relative to expectations, including the balance of time spent on EDA versus Frazee Community Development Corporation (FCDC/Wannigan) work.

8. Community Development Coordinator Report

Tonihka presented a summary of accomplishments over his first six months:

Tonihka reported establishing regular communication with local businesses through newsletters and monthly meeting invitations, though attendance has been limited — one business accepted the most recent calendar invite. Peterson raised a concern about the usability of calendar invites, noting difficulty locating meeting details within them, and requested that subject lines be made clearer. Renollet noted she had not received the invite for the June 15th public hearing until the day before.

Tonihka reported advancing discussions on family housing development and supporting the North River Drive infrastructure project, which secured approximately $1,850,000 in state funding. He has initiated resource partnerships with the Small Business Development Center (SBDC) and the Midwest Minnesota Community Development Corporation (MMCDC). Tonihka noted that MMCDC has agreed to assist in updating the EDA loan program's policies and procedures.

Tonihka is developing a comprehensive community profile intended to serve as a resource for prospective businesses evaluating Frazee. He described the scope of the work — pulling together census data, median income, business diversity, proximity metrics, and visitor data — as more time-consuming than anticipated, noting he had been working on it for three weeks and felt he was "scratching the surface." Renollet and Daggett expressed support for this initiative and confirmed it would function as a recruitment brochure for incoming entrepreneurs.

Tonihka also mentioned he is researching the Recast Leaders Program, a national program that sends professionals to evaluate communities, economic development, and community development plans. He drew a comparison to the Minnesota Design Team, which the board recognized.

Regarding the housing grant application discussed at the prior meeting, Tonihka confirmed it remains in progress with a July deadline.

Tonihka reported that he had informed Wannigan leadership (Polly and Eric) that he needed to reduce the time he was devoting to FCDC projects, which had been averaging 21–22 hours per week — a level he felt was disproportionate to the shared nature of his role. He noted that he had begun to feel more like a secretary to Wannigan than an economic development coordinator, prompting the conversation about rebalancing his time.

Peterson requested that Tonihka arrange a conversation with local contractor Brad Solberg, who has expressed strong interest in building twin homes in Frazee and is looking for sites where rental is permitted. Peterson reiterated his concern that the city's rental density ordinance discourages this type of investment and suggested the council reconsider it, noting that communities like Detroit Lakes and Perham continue to grow while Frazee does not. Poegel clarified that multifamily zoned areas are not subject to the rental density restrictions — the issue is zoning, not the ordinance itself applying everywhere.

When asked by Renollet whether he felt he had adequate resources and direction, Tonihka responded affirmatively on direction but noted the challenge of assembling the community profile from scratch, as Frazee lacks a centralized resource hub. He also shared that he has been taking Lean Six Sigma classes on his own initiative to improve his organizational and coordination skills.

M/S/CU: Renollet/A. Daggett – To approve Community Development Coordinator Report

9. Financial Report

Poegel reported that the annual audit is nearly complete and expects it will be finalized before the next meeting. EDA books have been reconciled through March, representing significant recent progress.

The ongoing challenge of identifying the proper use restrictions on approximately $94,000 in Small City Development Loan funds was discussed. The funds span four grant applications from 2006, 2007, 2017, and 2018, and were historically pooled together — residential and commercial — rather than tracked separately. This makes it difficult to determine what portion is restricted, what has been loaned out and repaid, and what is available for reuse. The situation is compounded by the fact that loan administration was previously contracted to Becker County EDA, and when that arrangement ended, physical files were returned but without accompanying digital records. Three different city administrators had each attempted to organize the information differently, leaving an inconsistent paper trail.

Poegel noted that the RBEG funds ($48,000) and the revolving loan fund (approximately $19,000) are better understood, but that the large, pooled balance requires careful research before any funds can be deployed. Peterson suggested that if payments made by original borrowers could be traced and verified, those recovered dollars could potentially be re-loaned. Renollet suggested scanning historical meeting minutes into an AI tool to help identify relevant dates and loan amounts referenced in board approvals, which Francis acknowledged as a viable starting point where minutes were the approval mechanism.

M/S/CU: Renollet/A. Daggett — To approve the financial report.

10. Commissioner Comments

No commissioner comments were offered.

11. Adjournment

The meeting was adjourned at 12:47 PM.

Respectfully submitted,

Joe Tonihka

Community Development Coordinator

Committee Reports

FRAZEE AREA ACTION FUND LIAISON – NO REPORT

Committee Reports

FRAZEE-BURLINGTON-SILVER LEAF JOINT POWERS BOARD LIAISON – NO REPORT

Committee Reports

LAKE AGASSIZ REGIONAL LIBRARY LIAISON – NO REPORT

Staff Reports

FIRE DEPARTMENT

Frazee Fire Department, June Report

July 8th. 2026

1. Membership

18 – Active Firefighters

1 – Retirement

2. Calls For Service

June Calls for Service: 6

2026 Year to date calls for service: 39

3 – MVA (1 Mutual Aid with Vergas)

2 – Grass/Wildland

1 – Vehicle Fire

3. Training Report

- July 29th. – Turkey Days Prep
- August 19th/26th. – Open to the Public Training Night. Waiting to Finalize props.

4. Grant Updates

- 2025 DNR 50/50 Grant. 10 new pagers.
- 2026 Department of the Interior Grant, New Skid Unit for the new grass rig. Submitted additional information, signed paperwork stating the truck was Government owned. Waiting to hear if this was awarded to us.

5. New Business

- New Grass Rig – Waiting on 2026 Department of the Interior Grant Award announcements
- Firefighter Burnout is a real thing. Looking at recruiting and retention ideas. (SAFER Grant)

Staff Reports

Rescue

Frazee Rescue

Frazee City Council - Monthly Report
Meeting Date: 7/8/26

June 2026 Calls

5 - Burlington
16 - City of Frazee
4 - Erie
1 - Height of Land
1 - Hobart
2 - Silver Leaf

Total Calls - 29
Responded - 29

- 8 days had multiple calls

Call Type

1 - Alert
25 - Medical
3 - MVC

2026 Statistics

Responded/Total			Call Type
January	24/24	100%	3 - Alert
February	28/28	100%	1 - Assault
March	34/34	100%	8 - Fire
April	19/19	100%	1 - Hazmat
May	30/30	100%	4 - Lift Assist
June	29/29	100%	131 - Medical
July	/		10 - Motor Vehicle Crash
August	/		6 - Welfare Check
September	/		
October	/		
November	/		
December	/		1 - Flown From Scene

Total Calls - 164
Responded - 164 **Response Rate 100%** **Days with Multiple Calls - 41**

Location

37 - Burlington
83 - City of Frazee
22 - Erie
1 - Evergreen
1 - Garman (OTC)
13 - Height of Land
1 - Hobart (OTC)
6 - Silver Leaf

How We Arrived on Scene

5 - Foot
112 - Personal Vehicle
96 - QRV
3 - RIG (Ambulance)

Multiple modes of transportation may be utilized per call.

Member - Total Volunteer Hours 2026 - 754.75

Noteworthy

- The spaghetti feed event went smoothly.
- We trained with Sanford Air Med.
    - They can fly in weather conditions other providers can not.
    - Have fixed wing aircraft that can land in Perham and Detroit Lakes.
    - They load from the rear and carry supplies/equipment different from the other providers.
- Second seat/cargo storage was added to our ATV.
    - Our mobility in tight spaces is far greater than departments that have switched to UTV's.
- We successfully utilized one of the anti-choking devices, which each of our members are issued.

Respectfully Submitted - 7/1/26

Matthew Johnson
Rescue Chief

Staff Reports

Event Center

I will not be at council next week as I'm out of town.
June was a great month. July has two receptions and turkey days which means summer is coming to an end.

The leak in the kitchen was just a pipe that needed tightening.
The freezer stopped working and needed some replacement parts. Luckily Amanda caught it before she lost any of her food. Overall we're just trucking along.
Thank you
Jolene Tappe

Staff Reports

Liquor Store

June 2026

1-Liquor (37911)	**11.43%**	**$7,115.75**
2-Beer (37912)	**18.11%**	**$11,200.50**
3-Wine (37913)	**0.07%**	**$43.00**
4-Misc (37915)	**0.04%**	**$27.29**
4-Pop (37915)	**0.72%**	**$458.00**
4-Snacks (37915)	**0.06%**	**$38.00**
6-Pizza (37917)	**1.03%**	**$646.50**
7-Food (37918)	**8.63%**	**$5,348.77**
1-Liquor Offsale (37811)	**15.93%**	**$10,148.55**
2-Beer Offsale (37812)	**39.73%**	**$25,280.55**
3-Wine Offsale (37813)	**2.32%**	**$1,477.84**
4-Misc Offsale (37815)	**0.70%**	**$447.65**
7-THC Seltzers (37816)	**1.22%**	**$775.32**
Total	**$63,007.72**	

June 2025

1-Liquor (37911)	10.91%	$6,393.25
2-Beer (37912)	19.19%	$11,103.50
3-Wine (37913)	0.02%	$14.50
4-Misc (37915)	0.05%	$31.08
4-Pop (37915)	0.52%	$314.00
4-Snacks (37915)	0.04%	$21.50
5-Clothing (37916)	0.02%	$10.00
6-Pizza (37917)	0.73%	$443.00

7-Food (37918)	6.84%	$3,995.14
1-Liquor Offsale (37811)	16.18%	$9,759.99
2-Beer Offsale (37812)	40.92%	$24,692.62
3-Wine Offsale (37813)	2.05%	$1,238.45
4-Misc Offsale (37815)	0.85%	$510.65
7-THC Seltzers (37816)	1.67%	$996.32
Total	$59,524.00	

The State Auditor's report for Municipal liquor stores was published last month for the year 2024. In summary in 2024 we ranked 21st out of 174 for Net profit as a percentage of sales compared to 99th in 2023. When split up into regions and type of establishment (off-sale only or combination) we were ranked 1st in 2024 compared to 10th in 2023. Construction started this week and all 3 roads are tore up around the store. I do think this will affect our sales 4th of July weekend unfortunately. The motorcycle ride went well. It was cold but we sold a lot of food.

Staff Reports

Police Department

June 2026

143 Calls For Service (CFS) for the month of June in the City
125 Calls for Service by Frazee PD
8 city ordinance violations, 11properties notified about needing to mow their yard.
0 vehicle violations, vehicles were moved from front yard
1 motor vehicle crash in town
Zero landlord violations
Upcoming/other events… Ordinance enforcement will continue this month. July 14-17, SRO training in Mankato MN for Scott and Tyler.
Turkey Days details are wrapping up, should run smooth like always.

Chief Tyler

Staff Reports

Public Works

The public works Dept: for the month of May has been taking care of daily operations the waste water plant has completed our second month of our annual discharge for the amount of 8.994 MG and a YTD of 17.819 MG also had Perham Agronomy spray the dikes and RI basins for spotted knap weed and thistles along with a few other types of weeds, Water plant has been operating normal, been in constant contact with the construction crew and engineer inspector on questions with matters that come up during projects that are normal part of the process. The project seems to be moving along at a good pace. That's about all we have for the month thanks Larry Kevin and Jesse

Staff Reports

Administration

1. General Updates
    a. **Election 2026** – Many judges have completed training; a list of judges will be presented for approval at the next meeting

b. **National Trails Day** – The event was a great success; Park & Rec has begin discussions on next year's event
c. **Year End & Annual Reporting** – All items due by the end of the first quarter were completed; these two items are due yet this summer
    i. TIF Reporting
    ii. Audit
d. **Just Cause Training** – Policy changes amendments are being reviewed. Once they've approved, it will be sent to Council for final approval
e. **Property Inquires –**
    i. There were 4 property inquiries this month
f. **Safety/OSHA Work –**
    i. Mock OSHA inspections were completed in September – there are a number of items staff will be working to remedy
    ii. Need to send chemicals/products lists for public works and fire - we have not received lists from these departments as of yet
    iii. Staff are completing OSHA required trainings – Right to Know, Bloodborne Pathogens, etc.
g. **Becker County Hazard Mitigation Plan** – The resolution has been sent to Becker County
h. **Website Updates –** This has been moved to the back burner on the priority list; changes are being made as they come up, but there are no large-scale updates planned at this time

2. Financials/Audit
    a. Work is still being done on the audit; we were close to making it prior to the deadline this year but a few items required additional review and work, an extension was requested and granted by the State Auditor
3. Projects
    a. **Main Street 2027 –** Waiting to hear if the County received their funding;
    b. **Town Lake Beach** – Submitting costs for picnic tables and kayak rental expenses for inclusion
    c. **Heartland Trail** – Work is being done on an amendment to change the tail alignment from Detroit Lakes to Lake Park; There are currently no plans for work on the trail segment from Frazee to Ogema/Park Rapids; Progress is being made on the segment from Park Rapids to Itasca; The City needs to identify and fund the HLT segment that goes THROUGH the City; the funding could be through grants/bonding
    d. **2026 Utility Improvements** – Our project is on the PFA funded list, we do not know the difference between grant and loan yet but are closer to knowing; Construction has started; Weekly construction meetings are being held and weekly written updates are being posted around town, on the website and social media
4. In addition to the regular monthly tasks, utility billing and payroll in June, we processed
    a. 33 campsite rentals
    b. Dog Licenses – June 2026 = 1; 2026 YTD = 36; 2025 – 63; 2024 – 57; 2023 - 76
    c. Building Permits – June 2026 = 6; 2026 YTD = 20
    d. Rental Registration
        i. 2025
            1. Inspection reports are being worked on
            2. 2025 inspections: 3 properties still need to be scheduled and inspected
        ii. 2026
            1. 24 out of 39 landlords have been mailed their renewal paperwork
            2. 20 out of the 39 have returned paperwork and paid invoice fees

        iii. Staff is looking into options for landlords to submit their applications online and may be proposing ordinance changes to put the responsibility for registration on landlords
    e. Mailed 57 utility penalty letters; posted 24 red tag notices (utility shut off in 1 week); 3 properties shut-off
5. Grants
    a. Wannigan
        i. LCCMR Funding –
            1. Final reimbursement request has been submitted;
            2. the Romtec shelter is completed and photos will be sent
            3. Final report information has been received and will be worked on this month – it is due by August 15
        ii. ReLEAF – Anderson continues to work to determine what aspects can be done with the remaining funds
        iii. ATI – Waiting for 70% growth to finalize this project and grant
        iv. GMRPTC (Phase I) – With the passage of the bonding bill design is on pause until we have more information on the RDN project
        v. GMRPTC Phase I Archeology – Park Phase II – Waiting for grant contract to post RFP
    b. Ballfield SRTS Trail – TAP Grant – Design work is being completed for construction in 2027
    c. River Drive North
        i. The 2026 Minnesota Bonding Request was approved for $1,850,000; We have received communication from DOT, but not been assigned a Grant Coordinator; Staff are working through the steps to advance to a grant agreement
    d. Sea Tow Foundation
        i. 29 Life jackets were awarded; Grant acceptance has been submitted; Life jackets are scheduled to arrive late July/early August
    e. Polling Place
        i. Many items have been purchased and arrived; Stephenson is working on the electronic doors portion
    f. Town Lake Beach
        i. Submitting costs for picnic tables and kayak rental items for an amendment
6. Meetings Attended in June:
    a. Committee Meetings – Personnel, Park & Rec, Planning & Zoning, EDA – Regular & Public Hearing
    b. Wannigan – Phase I Modifications; GMRPTC Grant; Romtec Buildings Process; Executive Grant Committee;
    c. Webinars – None
    d. 2026 Infrastructure Project – Weekly Construction Meetings
    e. DC/UBC Interviews
    f. Election Training for Clerk, Basic & Head Judge
7. Sick/Vacation Days
    a. None

Rental Agreement
July 1, 2026 - June 30, 2027
Frazee-Vergas School District and the City of Frazee-Vergas Schools

This agreement is a binding agreement between the Frazee-Vergas School District #23 and the City of Frazee. The purpose of this agreement is for costs associated with the operation of the Lake Agassiz Regional Library within Frazee-Vergas School District #23 property.

The City of Frazee agrees to pay the Frazee-Vergas School District #23 **$275** a month. The City of Frazee shall submit payment to the Frazee-Vergas School District #23 by the 15th day of each month.

If, at the end of a three-month period, the site is determined not viable for the regional library system, or not valuable to the community, the City of Frazee or the Frazee-Vergas School District #23 may terminate this agreement with 30 days notice, without penalty or recriminating. If the property is determined to be viable and valuable to both parties, they may reconfirm an agreement for the remainder of the first year by signing and updating this document.

Mayor or City Council Designee For the City of Frazee	Date
School Board Chair or Superintendent Frazee-Vergas School District #23	Date

AGREEMENT AND LICENSE BETWEEN ADJOINING LANDOWNERS AS TO ENCROACHMENTS PERMISSIVE USE AGREEMENT

This Agreement and license is made on the day and date below last signed.

RECITALS

WHEREAS, City of Frazee, a Minnesota municipal corporation, (hereinafter "**City**") is the owner of the following property located in Becker County, Minnesota and legally described as:

> All that part of Lot 120, AUDITOR'S PLAT OF PARTS OF THE W1/2 OF THE NE ¼, SEC. 35, TWP. 138 N., RGE. 40 W, IN THE VILLAGE OF FRAZEE, MINNESOTA, according to the recorded plat thereof, Becker County, Minnesota.
>
> EXCEPT: (Becker County Doc. No. 329515)
>
> A 0.83-acre tract situated in Auditor's Lot #120 of Auditor's Plat of parts of the W1/2 of the NE ¼ of Sec. 35, Twp. 138N, Rge. 40 West in the Village of Frazee, Minnesota, described as follows, to-wit: Beginning at the SW corner of Lot 1 of Commonwealth Lumber Company's Addition to Frazee as shown in Book "B" of Plats at page 18 in the office of the County Recorder, Becker County, Minnesota; thence running North 200.0 feet on and along the West line of said Lot 1; thence running North 62 degrees 16 minutes West 156.1 feet by deflecting to the left at an angle of 62 degrees 16 minutes to an iron stake; thence running South 42 degrees 34 minutes West 155.0 feet to the Northeasterly line of the public road; thence running South 56 degrees 54 minutes East 290.0 feet to the point of beginning and there terminating.
>
> SUBJECT TO easements, restrictions, and reservations of record, if any.

WHEREAS, Elijah Lloyd Bjornlie, a single person, is the owner, (hereinafter "**Bjornlie**") of the following adjoining property located in Becker County, Minnesota and legally described as:

1

Lots Eight (8) and Nine (9) of Block No. 5 in the Commonwealth Lumber Company's First Addition to the Townsite of Frazee, Becker County, Minnesota, according to the certified plat thereof on file and of record in the office of the County Recorder of said Becker County, Minnesota, EXCEPT all that part of Lots 8 & 9 of Block 5 of Commonwealth Land Company's First Addition to Frazee, Minnesota, which lies to the East of the presently existing roadway now designated as 5th Street Northeast in Frazee, Becker County, Minnesota.

WHEREAS, the true boundary line between the adjoining properties is set forth and shown on the Certificate of Survey of Registered Surveyor Scott R. Buxton of Compass Consultants, Inc. dated March 17, 2026 attached hereto and incorporated herein by this reference.

WHEREAS, **Bjornlie** is the owner of personal property, including a shed, which is located upon the property owned by **City** and as such which encroach upon the property of **City**, the true location of which the personal property is shown correctly by the above referenced and attached survey. The portion of the property owned by the party of the first part that is burdened by these encroachments is shown on that survey.

WHEREAS, **City** is willing to allow said encroachments to remain as placed under the following conditions.

NOW THEREFORE, for good and valuable consideration, the adequacy of which all parties agree and acknowledge, the parties do hereby agree as follows:

1. **Recitals**. The recitals stated above are hereby incorporated into the terms of this Agreement.

2. **Admission of no right**. **Bjornlie** agrees, acknowledges and admits that the true boundary line between their property and the property of **City** is as shown and located by the attached survey, that they have acquired no right whatsoever to or upon the property of **City**, and that the encroachments identified on the attached survey as the shed is in fact located upon the property of **City**, as shown on the survey.

3. **License and permission to use**. Subject to the terms of this Agreement, **City** does hereby agree and grant permission and license unto **Bjornlie**, his successors and assigns to allow **Bjornlie**, his successors and assigns to use and enjoy that portion of the property of **City** upon which the encroaching shed is located by the attached survey dated March 17, 2026 until this Agreement and license be terminated.

4. **Termination of agreement and license**. This Agreement, license and permission to use and enjoy shall automatically and without further notice or act terminate as to any of the above named encroachments are moved off of the property of **City**. This Agreement shall terminate if the encroachments ever fail to perform their essential function (except for failures that can be remediated by routine maintenance) or are ever destroyed or substantially damaged. If **Bjornlie**

ever voluntarily replaces or rebuilds said encroachments, **Bjornlie** shall do so entirely on their property and not on the property of the **City**, in which case and at which time this Agreement shall terminate immediately and the parties hereto, and their respective successors and assigns, shall have no further obligations to one another under this Agreement. This Agreement, license and permission to use is at any time terminable by the mutual written Agreement of **City** and **Bjornlie**, their heirs, successors or assigns. This Agreement, license and permission to use is terminable unilaterally by **City**, their heirs, successors or assigns upon Thirty (30) days written notice by first class mail to the address of the owner of the **Bjornlie** property (Becker County Tax Parcel Number 50.0141.000) listed and of record with the County Auditor of Becker County, Minnesota for real estate tax purposes, which notice shall be properly made of record along with an affidavit of service by such first class mail. Upon termination of this Agreement, license and permission to store the shed shall be immediately removed from the **City** property at the sole expense of the owners of the **Bjornlie** property.

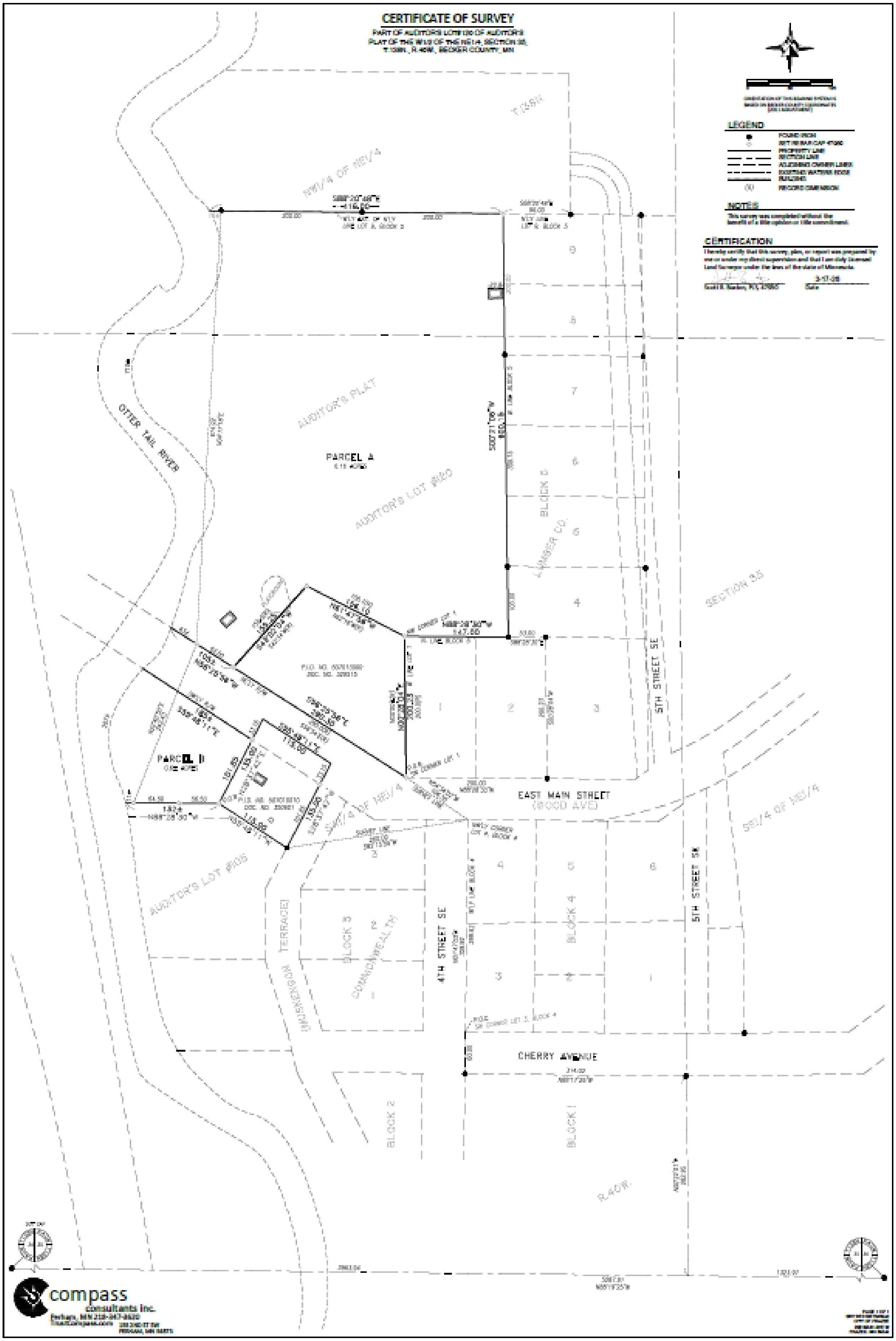
5. **Restrictions.** **Bjornlie**, his successors and assigns agree to use the named encroachments in their current manner and agree that the use made thereof may not be intensified or changed to cause any greater, further or additional encroachment than is indicated by and on the March 17, 2026 survey.

6. **Covenant**. This Agreement, license and permission shall be a covenant that runs with the land binding upon the parties to this Agreement, their heirs, successors and assigns.

7. **Entire Agreement/Amendments**. This Agreement is the entire agreement between the parties with respect to the subject matter hereof, and this Agreement may be amended only by written instrument signed by the parties hereto, and/or their heirs, representatives, successors, and assigns.

8. **Private Agreement**. This Agreement and the rights granted by it are private and do not constitute a dedication or grant for public use or other users.

9. **Governing Law**. This Agreement shall be construed in accordance with and governed by the laws of the State of Minnesota.



CERTIFICATE OF SURVEY
LEGEND
NOTES
CERTIFICATION
PARCEL A
PARCEL B
AUDITOR'S PLAT
AUDITOR'S LOT #120
AUDITOR'S LOT #105
NW1/4 OF NE1/4
SW1/4 OF NE1/4
SE1/4 OF NE1/4
OTTER TAIL RIVER
BLOCK 5
BLOCK 4
BLOCK 3
BLOCK 2
BLOCK 1
5TH STREET SE
4TH STREET SE
EAST MAIN STREET
(WOOD AVE)
CHERRY AVENUE
SECTION 35
T.139N.
R.40W.
compass
consultants inc.

Concession Stand Rental & Operation Plan

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1. Executive Summary

Services Offered: Half-day and full-day rentals of kayaks and paddleboards, safety equipment, purchase of swim diapers, sunscreen, water
Target Market: Locals, families, outdoor enthusiasts, and tourists.
Operating Season: Memorial Day – Labor Day
Hours of Operation: 12:00 PM – 5:00 PM daily (weather permitting); Sign to call CornerStone if closed.

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2. Objectives

- Provide accessible, safe, and enjoyable watercraft rental services and supplies.
- Promote outdoor recreation and wellness in the region.

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3. Products & Services

- **Rental Equipment:**
  - Single and tandem kayaks
  - Paddleboards (SUPs)
  - Rentals include paddle and U.S. Coast Guard-approved life vest
- **Additional Services:**
  - Safety and usage briefing for all customers
  - Optional beginner instruction upon request
  - Sales of swim diapers, sunscreen, bottled water

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4. Pricing Structure

Equipment Type	Half Day (up to 4 hours)	Full Day (4-8 hours)	Refundable Deposit Onsite (Returned by closing time)	Refundable Deposit Offsite
Kayak (Single or Tandem)	$15	$25	$20	$50
Paddleboard (SUP)	$15	$25	$20	$50

Note: Full refund of deposit upon safe return of equipment in good condition.

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5. Operational Plan

- **Concession Stand Setup:**
  Operates from Town Lake Beach House with secure storage racks for kayaks and paddleboards near the launch area.
- **Rental Process:**
  1. Customer completes a rental form and waiver
  2. ID is held or recorded; deposit is paid
  3. Customer receives a safety briefing
  4. Equipment is checked upon return before deposit is refunded
- **Safety & Maintenance:**
  - Life jackets required for all renters
  - Weather monitored daily; rentals suspended during unsafe conditions
  - Daily inspection and cleaning of equipment
- **Staffing:**
  1–2 trained staff per shift with CPR/First Aid training and customer service training. (Mackenzie Hamm is available to conduct training if needed)

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6. Marketing & Promotion

- Social media marketing (Facebook, Instagram, Google Business profile)
- Partnership with local hotels, resorts, campgrounds, and visitor bureaus
- On-site signage and banners
- Local event participation and promotions (e.g., free paddle demo days)

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7. Environmental Responsibility

- Use of eco-friendly cleaning products
- Educational signage about local wildlife and "Leave No Trace" principles
- Support for local conservation efforts

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8. Permitting & Insurance

- Obtain watercraft registration from MN DNR
- Carry liability insurance with watercraft rental coverage
- Comply with all applicable local, state, and federal safety regulations

Addendum

Approval of Additional Claims

Upcoming Events

- July 2 (1-5 pm) & 3 (8 am-12 pm) – Office closed for Independence Day
- July 7 (7 am) – Joint Governance Meeting, DL Middle School
- July 7 (10 am) – Weekly Construction Meeting
- July 8 (5 pm) – City Council Meeting
- July 13 – City Hall Closed at 2:30 for Election Training
- July 14 (10 am) – Weekly Construction Meeting
- July 21 (10 am) – Weekly Construction Meeting
- July 22 (3:30 pm) – Park & Rec Committee Meeting
- July 22 (5 pm) – City Council Meeting
- July 28 (10 am) – Weekly Construction Meeting
- July 28 (11:30 am) – EDA Meeting
- July 28 (1:30 pm) – Wannigan Park Committee Meeting
- July 28 (5 pm) – Planning & Zoning Committee Meeting
- August 4 (10 am) – Weekly Construction Meeting
- August 11 (10 am) – Weekly Construction Meeting
- August 12 (5 pm) – City Council Meeting
- August 18 (10 am) - Weekly Construction Meeting