CITY COUNCIL MEETING AGENDA

September 9, 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 – August 26, 2026
    b. Income Statements
    c. Approval of Claims

7. Committee & Liaison Reports
    a. Parks & Recreation Committee – August 26, 2026
    b. Wannigan Regional Park Committee – No Meeting
    c. Planning & Zoning – August 25, 2026
    d. Personnel Committee – August 25, 2026
    e. Finance Committee – No meeting
    f. Economic Development Authority – August 25, 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. Abatement of 608 Cherry Ave
    b. Abatement of 703 Cherry Ave
    c. Record Retention Approval

11. Council Member Comments

12. Addendum
    a. Approval of Additional Claims

13. Upcoming Events

14. Adjournment

MINUTES – AUGUST 26, 2026

1. Call the Meeting to Order
    a. The August 26, 2026 Frazee City Council meeting was called to order by Mayor Mike Sharp at 5:02 PM at the Frazee Event Center.

2. Roll Call
    a. Members Present: Mark Kemper, Mike Sharp, Jim Raider, Andrea Froeber
    b. Members Absent: Andrew Daggett
    c. Staff: Tina Hansmeier, Stephanie Poegel, Tyler Trieglaff
    d. Contracted Services: Chris Thorson - Ulteig Engineering
    e. Guests: Phil Hansen, Shon Bachleitner, Bob Williams, Erik Anderson

3. Pledge of Allegiance

4. Approve Agenda

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

5. Open Forum
    a. No members of the public were present in person or online.

6. Consent Agenda
    a. Meeting Minutes – August 12, 2026
    b. Approval of Claims
    c. LG220 Application for Exempt Permit – Frazee Gridiron
    d. Resolution 2026B – Resolution Accepting of and Appreciation for Frazee Rescue Donations
    e. Resignation of Fire Fighter Paul Thon
        i. Prior to the vote, Mayor Sharp took a moment to acknowledge the resignation of Paul Thon from the fire department, thanking him for his years of service and contributions to the community. Member Andrew Daggett, not in attendance, sent a text also thanking Thon for his years of service.

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

7. Old Business
    a. There was no old business.

8. New Business
    a. LCSC Contract for IT Services
        i. Poegel presented the annual IT services contract with LCSC, noting the city would be continuing its existing arrangement. Froeber inquired about the cost increase, and it was confirmed the new contract amount was $10,763.88 for fiscal year 2027, compared to approximately $9,950 the prior year — representing roughly a 10% increase. The council found the increase acceptable.

M/S/CU: Rader/Froeber— To approve the LCSC IT Services contract as presented.

b. Resolution 0826-2026A – Resolution Setting Public Hearing for Proposed Ordinance Annexing Land Located in Burlington Township
    i. Poegel explained that this resolution would set a public hearing date for an ordinance to annex school-owned properties that currently fall outside city limits. The parcels include the pickleball court area, baseball fields, the varsity softball field, the JV baseball field, and associated parking areas behind the elementary school. Poegel noted that once the school-owned properties are annexed, the city-owned properties in the same area would follow. The council confirmed that Burlington Township had been notified. The ordinance was included in the council packet for review prior to the next meeting.

M/S/CU: Froeber/Rader — To approve Resolution 0826-2026A setting the public hearing for the proposed annexation ordinance.

9. Council Member Comments
    a. Froeber
        i. Noted that Otter Tail Power is increasing residential customer bills by $15 per month, which would also affect city-owned properties and facilities. She encouraged awareness of the increase.
        ii. Promoted the 2nd Annual Frazee Bike Ride and shared details about community fundraising events supporting the Honor Flight program.
        iii. United Community Bank will be hosting a food drive on September 11th, and Mae's Cafe will participate with a "Wings for Warriors / Tots for Troops" fundraiser tied to home football games from 4:00–8:00 PM, with a portion of meal proceeds and tips donated to Honor Flight and the bank matching all donations at 100%. Additionally, United Community Bank will hold a bake sale on October 2nd from 9:00 AM to 3:00 PM or until sold out, and a shred day on September 15th.
    b. Police Chief Tyler Trieglaff
        i. The 30-day notice period for the property at 703 Cherry Avenue has elapsed and the property condition has worsened with no response from the property owner. Trieglaff indicated he would be forwarding information and photos to Patrick Bakken - Ramstad, Skolyes & Bakken to initiate abatement proceedings. He noted this may be a complex process given the property owner's age and existing power of attorney situation, and that a formal council action may be required at a future meeting. Trieglaff committed to researching the proper procedural steps.
    c. Sharp
        i. Raised two topics that emerged from a personnel committee meeting held the previous day, both relating to the city's contract with FCDC for Wannigan Park.
        ii. The first concerned the allocation of administrative staff time toward Wannigan Park-related activities. Sharp noted that staff time spent on Wannigan matters has been billed back to FCDC, but formalizing a percentage cap in the job description would provide clearer expectations.

A figure of 10% of Poegel's annual time (approximately 208 hours per year, or roughly 17 hours per month) was discussed. Poegel acknowledged the challenge, noting the city currently manages 10 active grants across all departments and that staff capacity is stretched. Kemper noted that while a 10% annual average is a reasonable guideline, flexibility month-to-month is necessary given the variable nature of grant work. Broberg suggested establishing the 10% expectation and revisiting it at six months or at the annual December review. Sharp expressed support for that approach. Poegel indicated she would work with personnel to incorporate this into the job description rather than requiring a formal council motion at this time.

iii. The second topic concerned whether the city should continue billing FCDC for administrative staff time. Sharp noted that FCDC is actively fundraising for park development, and that the park represents a growing community asset. He acknowledged the topic had not yet been formally presented to the FCDC board, but that individual member conversations prompted the discussion. Broberg suggested that FCDC's perspective should be sought before any decision is made, noting it would be valuable to understand the organization's financial outlook before the city considers absorbing those costs. Sharp agreed to bring the question forward at a future FCDC meeting.

10. Addendum
    a. Additional Claims

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

11. Upcoming Events
    a. Poegel noted she would be out of the office the following week and available by text if needed. It was also noted that a Finance Committee meeting is scheduled for September 10th at 3:30 PM.

12. Adjournment

M/S/CU: Froeber/Rader — To adjourn the meeting at 5:23 PM.

Respectfully Submitted,
Stephanie Poegel
Frazee City Administrator

Consent Agenda

Income Statements

We will be working to finalize July by the end of September.

Consent Agenda

Approval of Claims

All claims will be added as additional bills the week of the meeting.

Committee Reports

Parks & Recreation Committee – August 26, 2026

1. Call the Meeting to Order - Roll Call
    a. The Park and Recreation Committee Meeting was called to order by Member Erik Anderson at 3:34 PM on Wednesday, August 26, 2026, at Frazee, MN.
    b. Present: Erik Anderson, Tom Watson, Stephanie Poegel, Jim Rader, Andrea Froeber, McKenzie Hamm, Tyler Trieglaff

2. Review of Minutes – July 22, 2026

M/S/CU: Rader/Watson — To approve the minutes from the July 22, 2026 meeting as presented.

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

4. Parks
    a. Wannigan Regional Park
        i. Anderson reported that the city submitted a Phase 1A grant application to GMRPTC to bring sewer and water into the park off of North River Drive, with construction anticipated as part of the bonding bill the following year. The submission was made in late July. Representatives from GMRPTC conducted an on-site technical review the day prior, joined by city staff and consultants from Widseth. GMRPTC had several commissioners in attendance in addition to their reviewing staff. Feedback from the visit was described as very positive, with the group appearing enthusiastic about the amended project scope. A decision on the grant application is expected toward the end of November.
        ii. Additionally, three benches crafted by Watson using reclaimed canoe wood were installed beneath the LCCMR shelter. The benches were praised for their quality and durability. It was noted that tables are anticipated to be installed under the shelter as part of the GMRPTC project, and that the benches could potentially be relocated along the trail at that time.
    b. Hank Ludtke/Riverside Park
        i. Froeber noted that the park's GROW sign has been installed.
    c. Lions Park
        i. Froeber reported that she had been in contact with Lori Thorpe regarding signage updates, with the primary outstanding item being obtaining measurements. Froeber and Thorpe anticipated working together to move that process forward, with signage anticipated for spring.
        ii. In connection with the upcoming TBEX blogger summit visit on October 5th, Froeber raised the possibility of conducting a cleanup at Lions Park prior to that date. She noted that the bushes near the flagpoles appeared to be largely dead and suggested they be removed and replaced with additional river rock, similar to material that Stephenson had available. Other members agreed that removal was the appropriate course of

action. Froeber indicated she would consult with Lions Club President Lori Thorpe before proceeding, given the need to be respectful of the organization's role at the park. Watson flagged the importance of being mindful of DOT and utility considerations related to the area.

   iii. Poegel provided background on the TBEX event: a summit of travel bloggers is being held in Fargo, and the Frazee EDA arranged for three bloggers to visit Frazee for approximately 2.5 hours on October 5th. A loose itinerary was described, including a bike tour starting at the bridge near Co Hwy 10 & US Hwy 10, proceeding to Lions Park, the beach, and Wannigan Park, and concluding with a hosted meal under the covered bridge featuring menu highlights from local restaurants. The goal is to generate online content that promotes Frazee as a destination.

d. Corner Park
   i. Watson noted that work on the bike repair station is pending a small concrete pad to be poured. The pad work was delayed as the contractor had left the area but is expected to be completed. The station is planned for the parking lot side of the corner, near the sidewalk. Watson also reported that the pickleball court is substantially complete and already receiving heavy use in the evenings, though signage and benches have not yet been installed.

e. JoAnn Niemann Memorial Park
   i. No lighting update was available.

f. Little Turkey Park
   i. Watson acknowledged ongoing weed-pulling efforts.

5. Recreation
   a. Heartland Trail
      i. Trieglaff provided an update related to the North Country Trail rather than the Heartland Trail. He noted that a meeting had taken place with neighboring landowners regarding the potential for easements or land acquisition to facilitate a trail route extension from its current terminus on 360th Avenue. It was acknowledged that this process is in very early stages. A follow-up meeting with landowners was noted.
      ii. A side discussion clarified trail use rules for attendees: the Heartland Trail permits walking, bicycling, and snowmobiles; the North Country Trail is non-motorized and no-bicycle. The North Country Trail section through Wannigan Park is reportedly the second most-used segment in the state, after Canal Park in Duluth.
   b. Town Lake Beach
      i. Hamm reported that the city's beach day event on August 18th was well-attended, with over 50 children and 27 adults participating. Activities included hot dogs, ice cream, canoeing, and kayaking.
      ii. Rader and other members noted that the beach facility has been seeing heavy use and looks well-maintained, particularly following a recent sand refresh. Rader raised a concern about the condition of several older wooden picnic tables at the site, suggesting they be retired and replaced

with the more durable concrete tables already in use there, or relocated to City Hall and the shop. Members were generally in agreement with retiring the older tables.

iii. Rader also raised the suggestion of installing a "no fishing" sign on the swimming area dock to prevent the risk of injury to young swimmers, as fishing activity has been observed near the swimming area. Trieglaff similarly suggested adding signage or posted rules regarding no swimming from the other docks, noting a few incidents over the summer. Members agreed these were reasonable safety measures.

iv. It was noted that Annie Slevin has taken over beach operations and has been performing well. She has expressed enthusiasm for expanding programming beginning in the spring. Discussion touched on the possibility of making fishing gear available for rental or lending, potentially using equipment already acquired through a DNR grant that Hamm had provided. Members supported the idea of providing simple, low-cost options such as plastic lures to assist children who may not have their own gear.

v. It was also reported that the decorative bicycle rack (a coneflower design) has arrived and is currently at the shop. A concrete pad is needed before installation. Once installed, the city plans to photograph the rack with bikes to demonstrate its function, as it has been mistaken for a standalone art piece. The rack is designated for Town Lake.

c. Walking Path/Unidentified Parcel
   i. No updates at this time.

d. Bicycle Friendly Community
   i. Bike Rally – September 13, 2026
      1. Froeber noted that flyers for the upcoming Bike Friendly Community event on September 13th have been distributed. She encouraged committee members to attend and support it. Froeber reflected on lessons learned from the prior year's event and indicated that next year she would like to shift the event to a Saturday, have a registration table, and structure it more formally with a prize component and an extended timeframe of approximately 9 AM to 3 PM.

   ii. Frazee Bike Club
      1. No further response had been received regarding formation of a bike club.

e. National Trails Day Event – 1st Saturday in June
   i. The first Saturday in June 2027 falls on June 5th.

6. Tree Board
   i. Purpose: The committee reviewed two draft purpose statements. Members favored the simpler of the two options, with a grammatical correction to remove the article "a" before "trees." The language

describing enforcement and regulation was considered unnecessary for the purpose section and was removed.

ii. Definitions: The existing definition of city trees — covering trees, shrubs, bushes, and all woody vegetation in public parks and all areas owned by the city — was discussed. Members agreed to strike the phrase "to which the public has free access" as redundant, given that ownership by the city was considered sufficient coverage. Street trees definitions were retained without changes.

iii. Tree Board Composition: Following the city council's prior direction, the committee agreed that the tree board shall be comprised of current members of the Parks and Recreation Committee. The language allowing for additional community volunteer members was removed. Members acknowledged that individuals with relevant expertise, such as tree knowledge, could still attend and participate as part of a subcommittee without being formal committee members.

iv. Duties and Responsibilities: No changes were made to this section, which was carried forward from the existing ordinance.

v. Arborist/Permit Requirements: The existing insurance requirement language specifying dollar amounts from 1993 was discussed as outdated. The committee agreed to replace the specific dollar figures with language reading "in the minimum amounts as approved by the city insurance carrier," so that the ordinance would not require amendment each time thresholds change. Poegel agreed to review the recording to confirm the exact agreed-upon language before finalizing. It was clarified that volunteers performing work on city property are covered under the city's volunteer insurance policy and are not subject to the permit requirement.

vi. Street Trees / Recommended Tree Species: Froeber presented examples of tree species lists from other cities, including Burnsville and Austin, as well as MnDOT's Best Boulevard Tree Selection guide. Members appreciated the cleaner format of the Burnsville list. Discussion arose regarding the term "street trees" and whether the city should be authorizing or prohibiting tree planting in the right-of-way. Concerns were raised about liability, utility conflicts, and the impracticality of enforcement. Members discussed the complications with right-of-way boundaries, noting that property lines are not always accurately reflected and that ongoing infrastructure work has already affected plantings close to curbs. Watson cautioned against being overly prescriptive. The committee generally agreed to reframe the section away from "street trees" toward a "recommended tree planting" guide for residential parcels, and to avoid language that could create enforcement conflicts.

7. Comp Plan Task Updates
   a. Poegel noted that the committee's completed items now outnumber the remaining tasks. Froeber inquired about a community art project Watson had previously mentioned. Watson confirmed that a community mural project in the

alley adjacent to the former bowling alley is partially installed, with three of five panels up, and expected to be complete within the month. Froeber noted that the anti-graffiti coating is planned for that mural and also for the Corner Park mural, and confirmed that a volunteer has offered to apply it. Watson indicated he would follow up with Shelley at a meeting later that evening regarding the timeline for the fence mural at the ice rink, which was noted as past its original June 1st target date.

8. 2027 Wish List Items
    a. Poegel noted that budget preparation is currently underway and that wish list items would be subject to significant scrutiny given the city's financial position. She requested that members submit ideas before September, when budget work will be finalized after Labor Day.
    b. Rader offered a reminder that city finances are under pressure, with the levy having increased at a rate faster than comparable cities. He urged the committee to be mindful of spending.
    c. Froeber raised the ongoing need to budget for the Lake Street planters, as the state required their installation. She suggested increasing the budget line for that item to account for rising costs; Poegel noted that clarity is needed on which planters Jay is currently maintaining versus which property owners have been told they are responsible for their own. Members agreed this needs to be resolved equitably.
    d. Hamm raised the possibility of adding a sand volleyball court as a wish list item, noting interest from high school students. No formal commitment was made, but members agreed it was worth keeping in mind.
    e. Poegel noted that a Lions Park sign should be added to the budget in anticipation of that project moving forward in the spring.
    f. Poegel also raised the question of whether Park and Rec has any requests related to the Main Street reconstruction planned for next year. Froeber suggested waiting until the street project is complete before committing to planters or other amenities, given volunteer capacity constraints. The possibility of art installations — such as decorative pedestals similar to those in Detroit Lakes — was mentioned as an alternative worth considering once the streetscape is established. Watson proposed the idea of decorative canoe art along the Otter Tail River corridor, similar to small canoe sculptures recently installed in Mahnomen. He noted this could potentially be pursued through a community club grant. Members expressed support for the concept while agreeing to defer any spending decision pending a clearer financial picture.

9. Adjournment

M/S/CU: Froeber/Hamm — To adjourn the meeting at 4:45 PM.

Respectfully submitted,
Stephanie Poegel
Frazee City Administrator

Committee Reports

Wannigan Regional Park Committee – No Meeting

Committee Reports

Planning & Zoning – August 25, 2026

1. Call the Meeting to Order - Roll Call
    a. Mike Sharp called the August 25, 2026 Planning and Zoning meeting to order at 5:02 PM at the Frazee Fire Hall.
    b. Present were Mike Sharp, Mark Kemper, Erik Anderson, Stephanie Poegel

2. Review Minutes – July 28, 2026

M/S/CU: Kemper/Anderson to approve the July 28, 2026 meeting minutes as presented.

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

4. Old Business
    a. Comprehensive Plan Task Updates
        i. Item 1-2-1 – Review Complete Streets Policy has been completed and will be removed from the list

5. New Business
    a. No new business presented

6. Adjournment

M/S/CU: Anderson/Kemper to adjourn at 5:03 PM.

Respectfully Submitted,
Stephanie Poegel
Frazee City Administrator

Committee Reports

Personnel Committee – August 25, 2026

1. Call The Meeting To Order - Roll Call
    a. Mike Sharp called the Frazee Personnel Committee meeting to order at 3:00 pm.
    b. Present: Mike Sharp, Mark Kemper, Stephanie Poegel, Polly Andersen, Denise Anderson, Jon Eveslage, Erik Anderson

2. Minutes – July 14, 2026
    a. The July 14, 2026 meeting minutes were reviewed with no corrections.

3. Old Business
    a. Review MOU with FCDC
        i. The committee and FCDC board members conducted a detailed line-by-line review of the Memorandum of Understanding (MOU) between the City of Frazee and the Frazee Community Development Corporation

(FCDC). City Attorney Patrick Bakken had also provided written comments on the document, which were incorporated into the review. The goal of the session was to consolidate feedback from both parties and minimize back-and-forth revisions before bringing the agreement to the city council for formal approval.

ii. Poegel led the group through the document, noting changes by both the FCDC and the city attorney. The following is a summary of the sections changes were proposed:
1. Title and Preamble Cleanup:
2. Acronym "WRP" Removal:
3. Agreement Term:
4. Five-Year Review Committee:
5. City Council Member / Liaison Participation:
6. Insurance:
7. Fundraising and Consent:
8. Audit and Financial Reporting:
9. Property and Equipment Reporting:
10. Open Meeting Law and Confidentiality:
11. Fee Schedule (Section 5):
12. Authority Matrix (Exhibit B):
    a. Park Name, Logo, and Visual Identity:
    b. Strategic Plan:
    c. Consultants and Grants:
    d. Fee Schedule Adoption:
    e. Major Facility Renovation and New Park Features:
    f. Human Resources Committee:
    g. Staff Time Allocation:

b. Respectful Workplace Policy
   i. This item was not reached due to time, it will be carried over to the next meeting.

4. New Business
   a. No new business was discussed.

5. Adjournment
   a. Meeting was adjourned at 4:57 PM.

Respectfully Submitted
Stephanie Poegel
City Administrator

Committee Reports

Finance Committee – No Meeting

Committee Reports

Economic Development Authority – August 25, 2026

1. Call The Meeting To Order

a. Meeting called to order by President Heath Peterson at 11:38 am at the Frazee Fire Hall.

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

3. Approval Of Agenda
   a. Poegel proposed the addition of a Blandin Grant item under New Business, to be designated as item 7b. The agenda was approved as amended.

M/S/CU: Froeber/Ludtke. Motion carried.

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

5. Meeting Minutes – July 28, 2026 Minutes

M/S/CU: Olson/Froeber. Motion to approve the July 28, 2026 meeting minutes.

6. Old Business
   a. TBEX
      i. Froeber reported that she had been in contact with A. Daggett, who has confirmed the reservation of six e-bikes for the TBEX event day. They have developed a rough itinerary based on prior discussions but expressed that the subcommittee would like to hold a work session with the full board before finalizing plans. A key goal discussed was coordinating with local restaurants — many of which are closed on Mondays — to bring representatives together in one room for a single unified presentation, similar to the approach used during a previous Under the Bridge celebration event.
   b. It was proposed to hold the work session on Wednesday, September 9th at 11:30 AM.
   c. The board agreed that going forward, work sessions would ideally be scheduled on a recurring basis approximately two weeks before each regular EDA meeting, though the September 9th session was considered a priority given the approaching TBEX timeline.

M/S/CU: Ludtke/Froeber. Motion to hold a work session on September 9th at 11:30 AM.

7. New Business
   a. Chamber Membership
      i. Poegel presented the annual Chamber membership renewal. It was noted that EDAs are not permitted to hold chamber membership directly; in past years, the funds have been provided to the event center, which

holds the membership on the EDA's behalf. The membership cost is $295. The board indicated support for continuing this arrangement.

M/S/CU: Ludtke/Olson. Motion to approve the Chamber membership renewal at $295, directed through the event center, carried.

b. Blandin Grant
    i. Poegel provided an informational update regarding a potential Blandin Foundation Small Communities grant application being pursued by FCDC. FCDC has expressed interest in having the EDA involved in the application, which would require a volunteer from the EDA to attend monthly core team meetings for approximately one year, plus a final meeting. Poegel indicated she plans to meet with other grant applicants to gather more specific details about the grant's objectives and the precise role expected of the EDA before any formal commitment is made. The grant application deadline is April 2027, providing adequate time for further review. The board agreed that Poegel would return with more information at a subsequent meeting.

8. Community Development Coordinator Report
    a. Tonihka delivered his final report as Economic Development Coordinator for the City of Frazee and summarized several key accomplishments and updates:
    b. Confirmed with the Conservation of the Legacy grant program that the CPL grant is not viable for the Wannigan Regional Park, this cycle, as administrators redirected funding to parks in the seven-county metro area. FCDC will be eligible to reapply in 2028. Application materials were preserved for future use by FCDC, the grant applicant of record.
    c. Completed a FCDC grant application for park benches and created a calendar tracking system.
    d. Met with the West Central SBDC Advisory Board to discuss resources for the EDA's loan program. Tonihka noted that the EDA's policies and procedures need to be updated to properly execute available grants and remaining loan funds. Becker County EDA and Detroit Lakes EDA have agreed to assist in developing those policies and procedures.
    e. Highlighted career accomplishments including writing over $32 million in grants, authoring the $1,860,000 RFP for a Minnesota Housing single-family project, co-leading capital advocacy efforts for the $1,850,000 bonding bill awarded to the city, producing a 15-page economic development plan, and providing an updated city profile.
    f. Encouraged the board to act on the Red Willow survey results and recommended engaging the planning department to address covenants that may be impeding development.
    g. Regarding a ribbon cutting for a new business on Lake Street, Tonihka noted he had reached out but had not yet received a response.

M/S/CU: Olson/Froeber. Motion to approve the Community Development Coordinator report

9. Financial Report

a. Poegel reported that the audit is complete and that $40,000 has been allocated to the EDA for the year. The EDA is currently operating in the black. Poegel noted that some work remains with the auditor to ensure all capital project and bond funds are transferred to the appropriate accounts.

M/S/CU: Froeber/B. Daggett. Motion to accept the financial report

10. Commissioner Comments
    a. Froeber reported that she visited Acorn Veterinary to check on the status of the business. She shared that a long-tenured assistant of 16 years has departed to take another job, and that a prospective buyer who was expected to visit in July had not followed through. No progress has been made toward finding a buyer for the business.
    b. Froeber also inquired about whether a letter had been sent to the tenant currently in default on their lease. Poegel confirmed the letter was sent following the previous meeting and that no response has been received. Poegel noted that September 1st was the deadline established for the tenant, after which the matter would be referred to legal counsel to begin the eviction process.
    c. Discussion ensued regarding what legal rights the EDA holds as a property owner during this interim period, particularly with respect to the tenant removing assets from the property. It was noted that the current lease does not contain provisions addressing late payments, arrears, or lock-out procedures, leaving several questions unresolved. Members expressed concern about protecting city property from potential damage during this gray area period.
    d. B. Daggett raised the question of whether the EDA, as property owner, might have the authority to change the locks or assert a claim over assets on the premises given the tenant's failure to comply with the lease. Poegel acknowledged the lease is silent on these matters and agreed to consult with legal counsel to seek guidance on what actions are permissible under applicable law and case precedent, even where the lease does not explicitly address them.
    e. Froeber also noted that she had attempted to contact the pharmacy operating out of the space, making four calls before reaching anyone, and was advised to transfer her prescription elsewhere. It was remarked that the business appears to still have some activity, with people observed going in and out of the premises.
    f. The board consensus was to proceed carefully, ensure all actions taken are legally sound, and await guidance from legal counsel before taking further steps.

11. Adjournment
    a. Meeting adjourned at 11:56 am

Respectfully submitted,
Joe Tonihka
Community Development Coordinator

Committee Reports

Frazee-Burlington-Silver Leaf Joint Powers Board Liaison

Committee Reports

Lake Agassiz Regional Library Liaison

Staff Reports

Fire Department

Adam is still out on medical leave until further notice. I will submit the following report to my best knowledge.
Fire calls YTD - 54 calls (below average)
Fire Dept has been working closely with City Administrator on finalizing paperwork for a grant to be used to purchase a new skid unit for our new wildland rig we purchased a few months back. Sounds promising as we are at the steps of adding banking information.
Fire dept has a brand-new bumper for a 2026 Super Duty, came off our new wildland truck, we purchased an aftermarket bumper to be installed prior to delivery of vehicle. We have no need for it; do we sell it? If yes, fire would not like to be responsible for the sale, as last time that plan backfired on us.
Frazee Fire Relief Association had a meeting with a representative from PERA to discuss the future of our retirement funds. Fire will be looking to have a meeting with the finance committee to discuss current investments.
Fire will be looking at doing a training that is open to the public to be used as a recruitment tool, we are currently at 17 members and can staff 30. Tentative date of end of September or October (fire prevention month).

Fire will be getting ready to do our mandatory yearly hose testing as required by the state of MN. Dates booked September 15-16 (if necessary) in the past we normally use 3rd ST SW, along with S River Dr along with the front apron in front of fire hall. We may have to have traffic detour until completed.
Thank you,
Joe Nelson
Assistant Chief
Frazee Fire Dept.

Staff Reports

Rescue

The Rescue report will be added closer to the meeting.

Staff Reports

Event Center

The Event Center report will be added closer to the meeting.

Staff Reports

Liquor Store

August sales are down compared to last year. Construction is the main reason as several customers have expressed they have been going to other stores during construction because of the obstacles. I am looking forward to the end of construction. I renewed my Certified Food Protection Manager Certificate with the state. We are having Live Music with Chritsianna Rae on September 19th as well as hosting a cowboy bean competition.

August 2026

1-Liquor (37911)	11.92%	$6,522.25
2-Beer (37912)	16.02%	$8,668.25
3-Wine (37913)	0.19%	$104.00
4-Misc (37915)	0.07%	$41.25
4-Pop (37915)	0.56%	$312.00
4-Snacks (37915)	0.05%	$26.50
6-Pizza (37917)	1.10%	$607.00
7-Food (37918)	6.57%	$3,587.16
1-Liquor Offsale (37811)	17.80%	$9,980.85
2-Beer Offsale (37812)	40.40%	$22,647.43
3-Wine Offsale (37813)	3.44%	$1,927.70
4-Misc Offsale (37815)	0.83%	$468.05
7-THC Seltzers (37816)	1.05%	$586.50
Total	$55,478.94	

August 2025

1-Liquor (37911)	10.05%	$5,765.75
2-Beer (37912)	15.02%	$8,517.75
3-Wine (37913)	0.02%	$10.00
4-Misc (37915)	0.03%	$18.00
4-Pop (37915)	0.43%	$257.00
4-Snacks (37915)	0.04%	$26.00
5-Clothing (37916)	0.01%	$5.00
6-Pizza (37917)	0.71%	$418.00
7-Food (37918)	4.75%	$2,666.30
1-Liquor Offsale (37811)	17.36%	$10,271.94
2-Beer Offsale (37812)	46.78%	$27,683.33
3-Wine Offsale (37813)	2.31%	$1,369.64
4-Misc Offsale (37815)	0.84%	$497.74
7-THC Seltzers (37816)	1.64%	$965.62
Total	$58,472.07	

Staff Reports

Police Department

August 2026 (through August 27th)
112 Calls For Service (CFS) for the month of June in the City
110 Calls for Service by Frazee PD
8 city ordinance violations, 7 properties notified about needing to mow their yard.
3 vehicle violations, vehicles were moved from front yard
2 motor vehicle crashes in town
Zero landlord violations
Upcoming/other events… Ordinance enforcement will continue this month. Two properties received letters for several public nuisance violations. Given 30 days to be in compliance or abatement proceedings may begin. These items are on the agenda today.
Youth Firearm Safety is October 4th. Please sign up at Frazee Community Ed.
Chief Tyler

Staff Reports

Public Works

Month of August 2026, The public works Dept. has been keeping up with daily operations, along with the recent rainfall the grass has started to come back so mowing operations have stepped up again, the construction projected is getting closer to completion. Seems early yet but we are heading into Sept. and that means start with some of our end of the season projects Flushing the cities sewer mains, and man hole inspections along with fall lift station cleaning, probably more water main flushing yet to happen this fall! Been talking some with Ottertail Power on possibly adding another street light at the end of west Ash Ave by Neiman playground and the one hoop basketball area, heard some concerns that it gets pretty dark there in the evenings, therefor the council can make a final decision before I give the go head to Ottertail power. That's about all I have for the month, Thanks Larry Kevin and Jesse

Staff Reports

Administration

1. General Updates
    a. **Election 2026** – The primary election went well. Additional judges are needed and will be getting trained in September.
    b. **Year End & Annual Reporting** – With the submission of the audit and PICORI report, all year end items have been submitted for the year
    c. **Just Cause Training** – The Just Cause items have been added to the Respectful Workplace section of the Personnel Policy. Personnel has been reviewing this policy and will have a complete revision ready soon.
    d. **Property Inquires –**
        i. There was 1 property inquiries this month
    e. **Safety/OSHA Work –**
        i. Mock OSHA inspections were completed in September 2025 – there are a number of items staff are 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.
    f. **Becker County Hazard Mitigation Plan** – The resolution has been sent to Becker County
    g. **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. The state is reviewing our audit and requesting standard verification information
3. Projects
    a. **Main Street 2027 –** A walk through of the project was completed by the County, Stephenson, and engineers; design is being completed;
    b. **Town Lake Beach** – Submitting costs for picnic tables and kayak rental expenses for inclusion
    c. **Heartland Trail** – The group will be meeting in September regarding the route from Detroit Lakes going west.
    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 is cearing completion; Weekly construction meetings are no longer being held; weekly written updates are being posted around town, on the website and social media; the temporary bond is being approved by PFA; the non-PFA eligible bond portion will be closing on September 1 and with those funds being deposited shortly after closing

4. In addition to the regular monthly tasks, utility billing and payroll in August, we processed
    a. 42 campsite rentals
    b. Dog Licenses – August 2026 = 6; 2026 YTD = 49; 2025 – 63; 2024 – 57; 2023 - 76
    c. Property Inquiries - 3
    d. Building Permits – August 2026 = 1; 2026 YTD = 26
    e. Rental Registration
        i. 2025
            1. Inspection reports are NOT 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. 21 out of the 24 have returned paperwork and paid invoice fees
            3. 1 of 38 units set for 2026 inspection have been completed
        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
    f. Mailed 54 utility penalty letters; posted 29 red tag notices (utility shut off in 1 week); 1 property shut-off
5. Grants
    a. Wannigan
        i. LCCMR Funding –
            1. Waiting to obtain final report approval and final payment
        ii. ReLEAF – Anderson continues to work to determine what aspects can be done with the remaining funds
        iii. ATI – Final reporting documents have been received and are in the process of being filed
        iv. GMRPTC (Phase 1) – Full design is on hold until notification of the Phase 1A application to GMRPTC is announced
        v. GMRPTC Phase 1 Archeology – Park Phase II – RFP is posted
        vi. GMRPTC Phase 1A – Walk through with GMRPTC representatives has been completed; award notifications are in November
    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
        ii. The kick-off meeting has been held
        iii. Work is being done to prepare documentation for the State to begin the grant agreement processing
        iv. Contract with Ulteig has been signed and pre-design has begun
    d. Sea Tow Foundation
        i. 29 Life jackets were awarded
        ii. Grant acceptance has been submitted
        iii. Life jackets have been shipped and are due to arrive August 31
    e. Polling Place
        i. Many items have been purchased and arrived
        ii. 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
    g. Solar Array

    i. Everything is in installed, passed the witness test, and is now fully online and generating power.
    ii. Training on how to use the monitoring will be done in the coming weeks

6. Meetings Attended in August:
    a. Committee Meetings – Personnel, Park & Rec, Planning & Zoning, EDA
    b. Wannigan – GMRPTC Phase 1A Grant Technical Review; Executive Grant Committee
    c. Webinars – Statewide Health Insurance updates; Beyond the Badge (Loss Control workshop); Regional Health Insurance pool updates
    d. 2026 Infrastructure Project – Weekly Construction Meetings
    e. Beach Attendant Interview
    f. Nursing Home & Primary Elections
    g. North River Drive Project – Full Funding Discussion
7. Sick/Vacation Days
    a. August 31 – September 4 – all week
    b. September 17 – out early
    c. September 25 – all day

New Business

Record Retention Approval

*The official report of items to be record retention out will be added to the final agenda

Addendum

Approval of Additional Claims

Upcoming Events

- August 31 – September 4 – Stephanie on Vacation
- September 7 – Closed for Labor Day
- September 9 (5 pm) – City Council Meeting
- September 15 (10 am) – Stephanie Out at Training
- September 22 (11:30 am) – EDA Meeting
- September 22 (5 pm) – Planning & Zoning Meeting
- September 23 (3:30 pm) – Park & Rec Meeting
- September 23 (5 pm) – City Council Meeting
- September 25 – Stephanie Off
- October 5 – TBEX Summit Visitors
- October 7 (7 am) – Joint Governance Meeting
- October 14 (5 pm) – City Council Meeting
- October 20 – Stephanie Off AM
- October 21 – Stephanie Out AM at Nursing Home Election
- October 22 – Stephanie Off PM
- October 27 (11:30 am) – EDA Meeting
- October 27 (1:30 pm) – Quarterly Wannigan Regional Park Meeting
- October 27 (5 pm) – Planning & Zoning Meeting
- October 28 (3:30 pm) – Park & Rec Meeting
- October 28 (5 pm) – City Council Meeting