



CITY COUNCIL MEETING AGENDA

February 12, 2025 ~ 5:00 p.m. ~ Frazee Event Center

[ZOOM LINK](#)

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. **Open Forum** - The City of Frazee welcomes you to this meeting. We have the desire to provide an opportunity to hear from members of the public. This portion of the agenda will be limited to a total of not more than 30 minutes, unless otherwise determined by the council. Individual speakers are asked to limit their comments to not more than 10 minutes, unless otherwise determined by the council. The council requests that all comments be in keeping with, and contribute to, an atmosphere of civil, courteous, thoughtful, and respectful public discourse. The council will not respond to comments at the time of the guest's spot on the agenda; however, if the council feels there needs to be a discussion, comments, or a decision it will be taken up at the New Business part of the agenda with a possibility of future council agenda items. Thank you for attending.
6. **Consent Agenda**
 - a. Meeting Minutes – [January 22, 2025](#)
 - b. Income Statements
 - c. [Approval of Claims](#)
7. **Committee & Liaison Reports**
 - a. [Parks & Recreation Committee – January 22, 2025](#)
 - b. [Wannigan Regional Park Committee – January 28, 2025](#)
 - c. [Planning & Zoning – January 28, 2025](#)
 - d. [Personnel Committee – January 29, 2025](#)
 - e. [Finance Committee – January 29, 2025](#)
 - f. Economic Development Authority – [January 28, 2025](#); February 5, 2025
 - g. Lakeside Cemetery Liaison
 - h. Frazee School District Liaison
 - i. Frazee Area Action Fund Liaison
 - j. Frazee-Burlington-Silver Leaf Joint Powers Board Liaison
 - k. Lake Agassiz Regional Library Liaison
8. Old Business
9. New Business

- a. Fire Relief Pension
- b. Hiring of Janitor
- c. [Sidewalk Expansion Permit](#)
- d. [Administration Computer Purchase](#)
- e. [Adjustment to Utility Bill Policy](#)
- f. [Emergency Medical Responder Job Description](#)

10. Council Member Comments

11. Addendum

- a. [Approval of Additional Claims](#)
- b. [Resolution 0212-2025A – Resolution for Hearing on Preliminary Engineering Report and Facility Plan](#)
- c. Hiring of Event Center Bartender

12. Adjournment

Consent Agenda

MINUTES – JANUARY 22, 2025

1. Call the Meeting to Order
 - a. Meeting called to order by Mayor Mike Sharp at 5:01 pm at the Frazee Event Center
2. Roll Call
 - a. Members Present: Andrew Daggett, Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
 - b. Members Absent: None
 - c. Staff: Jason Kropuenske, Matt Johnson, Stephanie Poegel, Larry Stephenson, Jolene Tappe, Tyler Trieglaff, Adam Walker, Amanda Young
 - d. Contracted Services: Chris Thorson – Ulteig Engineering
 - e. Guests: Karen Pifher
3. Pledge of Allegiance
4. Approve Agenda

M/S/CU: Kemper/Rader to approve agenda with addendum items Environmental Work at Wannigan Regional Park and LRAC Grant Application

5. Open Forum
 - a. Karen Pifher
 - i. Would like the City to apply for the upcoming LRAC grant in the amount of \$12,500 to be used for the mural and 3 artistic bicycle racks; the City is required to be the applicant; the work would be completed by the FACC
 - ii. Frazee Floral is opening next week at CCC; hours M-F 10am – 4pm
 - iii. Artists on Main grant being run through FACC is launching on January 29, 2025
 - iv. Turkey Days
 1. Moving things around and changing things up
 2. 2 Grand Marshalls – 1 Younger and 1 Older
 3. Will be launching on Wednesday this year
 4. Will be having alien spaceship building with Legos, cardboard boxes and robotics this year
 5. Car/Bike/Tractor show will be moving to Sunday
 6. Motorcycle event will be moved to a different weekend
 7. Working on a spaceship to put on private property along Hwy 10, will work with MnDOT
6. Consent Agenda
 - a. Meeting Minutes – January 8, 2025
 - b. Income Statements
 - c. Approval of Claims
 - d. Resolution 0122-2025A – Accepting Donations for Fire Department
 - e. LG220 Application for Exempt Permit – Wounded Warriors Guide Service
 - f. LG220 Application for Exempt Permit – Frazee Trap Team Booster Club

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

7. Staff Reports
 - a. Fire Department
 - i. Written report reviewed

1. Township Meeting on February 3, 2025 at 6pm at the Fire Hall

M/S/CU: Froeber/Daggett to approve Fire Department officers of Chief Adam Walker, Assistant Chief Jason Kropuenske, Deputy Chief Joe Nelson

- b. Rescue
 - i. Written report reviewed
- c. Event Center
 - i. Written report reviewed
 - ii. Rates discussed
- d. Liquor Store
 - i. Written report reviewed
- e. Police Department
 - i. Written report reviewed
 - ii. Council would like to continue with a spreadsheet of code violations with the current ones on top
 - iii. Bike Rodeo scheduled for May 3, 2025
- f. Public Works
 - i. Written report reviewed
 - ii. Pumped over 50 million gallons of water in 2024 and about 47 million gallons in 2023
- g. Administration
 - i. Written report reviewed

M/S/CU: Rader/Kemper to approve staff reports as presented

8. Old Business

- a. Unidentified Properties Survey
 - i. Consensus to look into surveys
- b. Resolution 0122-2025B – Resolution Setting the 2025 Fee Schedule

M/S/CU: Rader/Froeber to approve Resolution 0122-2025B - Resolution Setting the 2025 Fee Schedule with changes: Kitchen \$75/day, Meeting \$125/day, Sunday-Thursday \$550/day, Friday or Saturday \$1,600, Friday and Saturday \$2,600, 4 hours on Friday and Saturday \$2,100

9. New Business

- a. Rescue Squad Agreement

M/S/CU: Kemper/Daggett to approve Rescue Squad Agreement

- b. Resolution 0122-2025C – Resolution Adopting the Becker County 2024 Hazard Mitigation Plan

M/S/CU: Rader/Daggett to approve Resolution 0122-2025C – Resolution Adopting the Becker County 2024 Hazard Mitigation Plan as presented

- c. Signing of Ordinances 172 & 174

M/S/CU: Kemper/Rader to authorize Mike Sharp to sign Ordinance 172 and Ordinance 174

10. Council Member Comments - None

11. Addendum

- a. Additional Claims

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

- b. Main Street Concept Plan Committee

M/S/CU: Froeber/Kemper to approve Main Street Concept Plan Committee as presented

- c. Environmental Work at Wannigan Regional Park

M/S/CU: Froeber/Daggett to approve Environmental Work at Wannigan Regional Park with Widseth at a cost not to exceed \$9,000.00

d. LRAC Grant Application

M/S/CU: Froeber/Kemper to approve applying for the LRAC Grant

12. Adjournment

M/S/CU: Froeber/Rader to adjourn at 6:25 pm

Respectfully submitted,

Stephanie C. Poegel

Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS



CITY OF FRAZEE Payments

02/06/25 2:00 PM

Page 1

Current Period: January 2025

Payments Batch 01312025GENADD \$1,768.06

Refer	0 COLONIAL LIFE & ACCIDENT INS C	Ck# 000236E 1/28/2025		
Cash Payment	G 601-21709 Aflac/Colonial Life	K.R. Deduction Dates: Jan 14, 28		\$63.24
Invoice	43200730114051	1/14/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total <u>\$63.24</u>
Refer	0 TASC LLC	Ck# 000237E 1/25/2025		
Cash Payment	E 100-41400-433 Dues and Subscriptions	COBRA - Administration Fee 2/1/2025-2/28/2025		\$28.30
Invoice	IN3354239	1/25/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total <u>\$28.30</u>
Refer	0 TASC LLC	Ck# 000238E 1/25/2025		
Cash Payment	E 100-41400-433 Dues and Subscriptions	Per Participant Fee 2/1/2025-2/28/2025		\$41.19
Invoice	IN3354576	1/25/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total <u>\$41.19</u>
Refer	0 HSABANK	Ck# 000239E 1/30/2025		
Cash Payment	G 100-21707 Health Savings Payable	Create Date: 01/29/2025		\$1,139.19
Invoice		1/29/2025		
Cash Payment	G 601-21707 Health Savings Payable	K.R. Create Date: 01/29/2025		\$203.84
Invoice		1/29/2025		
Cash Payment	G 602-21707 Health Savings Payable	L.S. Create Date: 01/29/2025		\$292.30
Invoice		1/29/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total <u>\$1,635.33</u>

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$1,208.68
601 WATER FUND	\$267.08
602 SEWER FUND	\$292.30
	<u>\$1,768.06</u>

Pre-Written Checks	\$1,768.06
Checks to be Generated by the Computer	\$0.00
Total	<u>\$1,768.06</u>



CITY OF FRAZEE

02/06/25 2:27 PM

Page 1

Payments

Current Period: February 2025

Payments Batch 02122025LSEC1 \$19,073.93

Refer	0 MET LIFE INSURANCE COMPANY	-			
Cash Payment	G 609-21706 Insurance Payable	A.Y. Acct TS05397816			\$29.83
Invoice	1/18/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$29.83
Refer	0 BERGSETH BROS	-			
Cash Payment	E 609-49750-252 Beer For Resale				\$417.60
Invoice	384880 1/23/2025				
Cash Payment	E 609-49750-252 Beer For Resale	Twisted Tea & White Claw			\$133.20
Invoice	384879 1/23/2025				
Cash Payment	E 609-49750-252 Beer For Resale	CREDIT Twisted Tea & White Claw			-\$133.20
Invoice	384679 1/23/2025				
Cash Payment	E 609-49750-252 Beer For Resale				\$1,214.60
Invoice	385637 1/30/2025				
Cash Payment	E 609-49750-256 THC/CBD For Resale				\$233.40
Invoice	336-01840 2/4/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,865.60
Refer	0 BEVERAGE WHOLESALERS, INC	-			
Cash Payment	E 609-49750-252 Beer For Resale				\$1,870.05
Invoice	365318 1/23/2025				
Cash Payment	E 609-49750-252 Beer For Resale				\$1,302.90
Invoice	366232 1/30/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$3,172.95
Refer	0 DS BEVERAGES INC	-			
Cash Payment	E 609-49750-252 Beer For Resale				\$974.80
Invoice	849876 1/22/2025				
Cash Payment	E 609-49750-252 Beer For Resale				\$721.30
Invoice	851278 1/29/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,696.10
Refer	0 ECOLAB PEST ELIM DIV	-			
Cash Payment	E 609-49751-401 Repairs/Maint Buildings	Cockroach/Rodent Program			\$62.31
Invoice	7200161 1/28/2025				
Cash Payment	E 609-49751-401 Repairs/Maint Buildings	Cockroach/Rodent Program			\$62.31
Invoice	7200161 1/28/2025				
Cash Payment	E 610-49752-401 Repairs/Maint Buildings	Cockroach/Rodent Program			\$62.30
Invoice	7200161 1/28/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$186.92
Refer	0 GIOVANNIS FROZEN PIZZA	-			
Cash Payment	E 609-49751-260 Pizza for Resale				\$246.05
Invoice	0301222503 1/22/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$246.05
Refer	0 JOHNSON BROTHERS LIQUOR CO	-			
Cash Payment	E 609-49750-253 Wine For Resale				\$119.46
Invoice	2711810 1/22/2025				
Cash Payment	E 609-49750-251 Liquor For Resale				\$803.88
Invoice	2711810 1/22/2025				



Payments

Current Period: February 2025

Cash Payment	E 609-49750-251	Liquor For Resale			\$82.11
Invoice	2716087	1/28/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$105.61
Invoice	2716088	1/28/2025			
Cash Payment	E 609-49750-253	Wine For Resale			\$240.27
Invoice	2716088	1/28/2025			
Cash Payment	E 609-49750-253	Wine For Resale			\$189.14
Invoice	2721018	2/4/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,540.47
Refer	0	PHILLIPS WINE & SPIRITS	-		
Cash Payment	E 609-49750-251	Liquor For Resale			\$1,593.65
Invoice	6915873	1/22/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$499.34
Invoice	6919148	1/28/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$325.87
Invoice	6919147	1/28/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$755.52
Invoice	6922960	2/4/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$3,174.38
Refer	0	RITEWAY	-		
Cash Payment	E 609-49750-200	Office Supplies (GENER	Laser MP CK Frazee Third Crossing #S 004251-004500 & Frt Chg		\$49.70
Invoice	25-30090	1/22/2025			
Cash Payment	E 609-49751-200	Office Supplies (GENER	Laser MP CK Frazee Third Crossing #S 004251-004500 & Frt Chg		\$49.69
Invoice	25-30090	1/22/2025			
Cash Payment	E 610-49752-200	Office Supplies (GENER	Laser MP CK Frazee Third Crossing #S 004251-004500 & Frt Chg		\$49.70
Invoice	25-30090	1/22/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$149.09
Refer	0	SYSCO NORTH DAKOTA, INC	-		
Cash Payment	E 609-49751-259	Food for Resale	Customer 228189		\$566.58
Invoice	295853728 0	1/28/2025			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Customer 228189		\$154.13
Invoice	295853728 0	1/28/2025			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Customer 228189		\$139.03
Invoice	295853728 0	1/28/2025			
Cash Payment	E 609-49751-259	Food for Resale	Customer 228189		\$448.27
Invoice	295859338 2	2/4/2025			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Customer 228189		\$5.92
Invoice	295859338 2	2/4/2025			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Customer 228189		\$70.94
Invoice	295859338 2	2/4/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,384.87
Refer	0	VESTIS	-		
Cash Payment	E 610-49752-211	Cleaning Supplies	Acct 162631400		\$98.91
Invoice	2520531701	1/30/2025			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Acct 161630211		\$19.70
Invoice	2520531700	1/30/2025			



CITY OF FRAZEE

02/06/25 2:27 PM

Page 3

Payments

Current Period: February 2025

Cash Payment	E 609-49750-210	Operating Supplies (GE	Acct 161630211	\$19.70
Invoice	2520531700	1/30/2025		
Cash Payment	E 609-49751-211	Cleaning Supplies	Acct 161630211	\$32.21
Invoice	2520531700	1/30/2025		
Cash Payment	E 609-49750-211	Cleaning Supplies	Acct 161630211	\$32.21
Invoice	2520531700	1/30/2025		
Transaction Date	2/12/2025	Liquor Store	10101	Total \$202.73
Refer	0	<u>SOUTHERN GLAZERS OF MN</u>	<u>Ck# 000184E 2/3/2025</u>	
Cash Payment	E 609-49750-253	Wine For Resale	Acct. 9074	\$146.22
Invoice	2581721	1/24/2025		
Cash Payment	E 609-49750-251	Liquor For Resale	Acct. 9074	\$268.84
Invoice	2581721	1/24/2025		
Transaction Date	2/12/2025	Liquor Store	10101	Total \$415.06
Refer	0	<u>LAKES COUNTRY SERVICE COOP</u>		
Cash Payment	E 610-49752-324	Technology/Computer E	Event Center Technology Services Feb 1 - Feb 28, 2025	\$112.45
Invoice #100860		2/3/2025		
Cash Payment	E 609-49751-324	Technology/Computer E	On Sale Technology Services Feb 1 - Feb 28, 2025	\$56.23
Invoice #100860		2/3/2025		
Cash Payment	E 609-49750-324	Technology/Computer E	Off Sales Technology Services Feb 1 - Feb 28, 2025	\$56.22
Invoice #100860		2/3/2025		
Transaction Date	2/12/2025	Liquor Store	10101	Total \$224.90
Refer	0	<u>OTTER TAIL POWER</u>		
Cash Payment	E 609-49750-381	Electric Utilities	Liquor Store Acct 1018429	\$414.50
Invoice		1/27/2025		
Cash Payment	E 609-49751-381	Electric Utilities	Liquor Store Acct 1018429	\$414.50
Invoice		1/27/2025		
Cash Payment	E 610-49752-381	Electric Utilities	Event Center Acct 1082472	\$547.00
Invoice		1/27/2025		
Transaction Date	2/12/2025	Liquor Store	10101	Total \$1,376.00
Refer	0	<u>MN ENERGY RESOURCES</u>		
Cash Payment	E 610-49752-383	Gas Utilities	Frazee Event Center Acct 0506570645-00001	\$263.00
Invoice	5338377963	1/23/2025		
Transaction Date	2/12/2025	Liquor Store	10101	Total \$263.00
Refer	0	<u>BELLBOY CORPORATION</u>		
Cash Payment	E 609-49750-251	Liquor For Resale		\$1,388.50
Invoice	0206608400	1/31/2025		
Cash Payment	E 609-49750-251	Liquor For Resale		\$126.80
Invoice	0206488400	1/30/2025		
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res		\$23.85
Invoice	0206488400	1/30/2025		
Transaction Date	2/12/2025	Liquor Store	10101	Total \$1,538.95
Refer	0	<u>FRAZEE FAMILY FOODS</u>		
Cash Payment	E 609-49751-259	Food for Resale	Texas Toast	\$4.25
Invoice	14719	2/3/2025		



Payments

Current Period: February 2025

Transaction Date	2/12/2025	Liquor Store	10101	Total	\$4.25
Refer	0 BREAKTHRU BEVERAGE				-
Cash Payment	E 609-49750-253	Wine For Resale			\$73.89
Invoice	119877786	2/4/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$952.48
Invoice	119877786	2/4/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,026.37
Refer	0 VIKING COCA COLA BOTTLING CO				-
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Res			\$259.50
Invoice	3563025	1/29/2025			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res			\$169.95
Invoice	3563025	1/29/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$429.45
Refer	0 DACOTAH PAPER CO				-
Cash Payment	E 609-49751-210	Operating Supplies (GE	Liner Can, Towel Roll		\$73.58
Invoice	63057	2/3/2025			
Cash Payment	E 609-49750-210	Operating Supplies (GE	Liner Can, Towel Roll		\$73.58
Invoice	63057	2/3/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$147.16

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$17,940.57
610 EVENT CENTER FUND		\$1,133.36
		<u>\$19,073.93</u>

Pre-Written Checks	\$415.06
Checks to be Generated by the Computer	\$18,658.87
Total	\$19,073.93



Payments

Current Period: February 2025

Payments Batch 02122025GEN1 \$22,159.71

Refer	0 MET LIFE INSURANCE COMPANY	-			
Cash Payment	G 100-21706 Insurance Payable	Acct TS05397816			\$352.93
Invoice	1/16/2025				
Cash Payment	G 801-21706 Insurance Payable	K.R. Acct TS05397816			\$29.83
Invoice	1/16/2025				
Cash Payment	G 802-21706 Insurance Payable	L.S. Acct TS05397816			\$80.75
Invoice	1/16/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$443.31
Refer	0 EWANIKAS UNLIMITED REPAIR LL	-			
Cash Payment	E 802-49450-404 Repairs/Maint Machinery	Replace End on Hose			\$35.50
Invoice	12062 1/28/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$35.50
Refer	0 FRAZEE-VERGAS FORUM	-			
Cash Payment	E 851-48500-340 Advertising	Christmas Section Sponsor Ran 12/17/2024			\$315.00
Invoice	33163 12/31/2024				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$315.00
Refer	0 GRAND FORKS FIRE EQUIPMENT	-			
Cash Payment	E 200-42200-210 Operating Supplies (GE	Chemguard direct attack class A foam 5 gal			\$862.82
Invoice	42867 1/22/2025				
Cash Payment	E 200-42200-218 Uniforms	Cairns Modern Helmet configured matrix 684DSR			\$313.43
Invoice	42702 1/25/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$976.25
Refer	0 HANSONS PLUMBING & HEATING I	-			
Cash Payment	E 100-43100-401 Repairs/Maint Buildings	Tank to Bowl Bolts & Gasket			\$8.86
Invoice	54198009 1/9/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$8.86
Refer	0 LAKES COUNTRY HEATING & COO	-			
Cash Payment	E 854-48500-401 Repairs/Maint Buildings	Universal Pressure Switch			\$68.72
Invoice	2167 1/22/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$68.72
Refer	0 LAKES COUNTRY SERVICE COOP	-			
Cash Payment	E 100-41400-324 Technology/Computer E	Mileage for site visit on 12/5/24			\$70.35
Invoice	100795 1/16/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$70.35
Refer	0 LAKES COUNTRY TOWING	-			
Cash Payment	E 100-42110-311 Contracts/Professional S				\$150.00
Invoice	13714 1/25/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$150.00
Refer	0 MARCO TECHNOLOGIES LLC	-			
Cash Payment	E 100-41110-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight			\$57.19
Invoice					
Cash Payment	E 100-41400-200 Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight			\$72.44
Invoice					



Payments

Current Period: February 2025

Cash Payment Invoice	E 100-42110-200	Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight	\$38.12
Cash Payment Invoice	E 100-49500-200	Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight	\$45.74
Cash Payment Invoice	E 200-42200-200	Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight	\$19.05
Cash Payment Invoice	E 201-42300-200	Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight	\$19.05
Cash Payment Invoice	E 801-49400-200	Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight	\$45.74
Cash Payment Invoice	E 802-49450-200	Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight	\$45.74
Cash Payment Invoice	E 851-46500-200	Office Supplies (GENER	Contract Payment, Support Desk, Supply Freight	\$38.12
Transaction Date	2/12/2025	Main Checking	10100	Total \$381.19
Refer	0 OTTER TAIL POWER			
Cash Payment Invoice	E 856-46500-381	Electric Utilities	Hallway Lighting DTI Acct 20082282	\$187.55
Cash Payment Invoice	E 654-46500-381	Electric Utilities	Fr. EDA Business Center Acct 1127614	\$159.90
Cash Payment Invoice	E 100-41400-381	Electric Utilities	Fire Dept & City Offices - ADMIN PORTION Acct 1033571	\$334.41
Cash Payment Invoice	E 200-42200-381	Electric Utilities	Fire Dept & City Offices - FIRE DEPT PORTION Acct 1033571	\$334.42
Cash Payment Invoice	E 100-42110-381	Electric Utilities	Campground POLICE PORTION Acct 1160748	\$2.24
Cash Payment Invoice	E 100-45200-381	Electric Utilities	Campground PARKS PORTION Acct 1160748	\$20.19
Cash Payment Invoice	E 100-42110-381	Electric Utilities	Street Light Streetlight Order POLICE PORTION Acct 1018088	\$128.62
Cash Payment Invoice	E 100-43160-381	Electric Utilities	Street Light Streetlight Order STREET LIGHTING PORTION Acct 1018088	\$1,157.62
Cash Payment Invoice	E 100-43160-381	Electric Utilities	100 Endeavor Rd Acct 20096539	\$322.07
Cash Payment Invoice	E 100-43160-381	Electric Utilities	303 Lake St. N Acct 20096542	\$29.22
Cash Payment Invoice	E 100-43160-381	Electric Utilities	617 Lake St. S Acct 20096541	\$64.41
Cash Payment Invoice	E 100-43160-381	Electric Utilities	Knotta Rd Acct 1121631	\$53.77
Cash Payment Invoice	E 100-43160-381	Electric Utilities	Cty Hwy 29 Red Willow Add'n Acct 1099063	\$47.94
Cash Payment Invoice	E 801-49400-381	Electric Utilities	800 N 3rd St. Iron Removal & Pump 4 Acct 1018090	\$670.50
Cash Payment Invoice	E 802-49450-381	Electric Utilities	Sewer Lift Station Acct 1018091	\$394.88



CITY OF FRAZEE
Payments

Current Period: February 2025

Cash Payment	E 802-49450-381	Electric Utilities	608 2nd St SW Sewer Lift 2 Acct 1018092	\$53.14
Invoice		1/27/2025		
Cash Payment	E 802-49450-381	Electric Utilities	Sewer Lift No 3 Acct 1018525	\$44.12
Invoice		1/27/2025		
Cash Payment	E 802-49450-381	Electric Utilities	308 Main Ave E Alley Sewer Lift Acct 1028265	\$31.69
Invoice		1/27/2025		
Cash Payment	E 100-45200-381	Electric Utilities	5th St. NW Demo Derby Acct 20057198	\$207.70
Invoice		1/27/2025		
Cash Payment	E 100-45200-381	Electric Utilities	801 Lake St S Frazee Lions Lite Acct 1132551	\$9.72
Invoice		1/27/2025		
Cash Payment	E 100-45200-381	Electric Utilities	101 Lake St. S Turkey Sculpture Acct 1024513	\$41.32
Invoice		1/27/2025		
Cash Payment	E 100-43100-381	Electric Utilities	513 Birch Ave W City Shop Acct 1071005	\$867.78
Invoice		1/27/2025		
Transaction Date	2/12/2025		Main Checking 10100	Total \$4,963.21
Refer	0	<u>PYE-BARKER FIRE & SAFETY, LLC</u>	-	
Cash Payment	E 200-42200-407	Repairs/Maint Equipmen	Fire Dept Only	\$436.00
Invoice	IV00317632	1/15/2025		
Transaction Date	2/12/2025		Main Checking 10100	Total \$436.00
Refer	0	<u>RITEWAY</u>	-	
Cash Payment	E 100-41110-200	Office Supplies (GENER	Laser MP CK City Acct #'s 008501-009000	\$16.30
Invoice	25-30091	1/16/2025		
Cash Payment	E 100-41400-200	Office Supplies (GENER	Laser MP CK City Acct #'s 008501-009000	\$16.30
Invoice	25-30091	1/16/2025		
Cash Payment	E 100-42110-200	Office Supplies (GENER	Laser MP CK City Acct #'s 008501-009000	\$16.29
Invoice	25-30091	1/16/2025		
Cash Payment	E 100-43100-200	Office Supplies (GENER	Laser MP CK City Acct #'s 008501-009000	\$16.30
Invoice	25-30091	1/16/2025		
Cash Payment	E 100-49500-200	Office Supplies (GENER	Laser MP CK City Acct #'s 008501-009000	\$16.30
Invoice	25-30091	1/16/2025		
Cash Payment	E 200-42200-200	Office Supplies (GENER	Laser MP CK City Acct #'s 008501-009000	\$16.29
Invoice	25-30091	1/16/2025		
Cash Payment	E 601-49400-200	Office Supplies (GENER	Laser MP CK City Acct #'s 008501-009000	\$16.29
Invoice	25-30091	1/16/2025		
Cash Payment	E 802-49450-200	Office Supplies (GENER	Laser MP CK City Acct #'s 008501-009000	\$16.29
Invoice	25-30091	1/16/2025		
Cash Payment	E 851-48500-200	Office Supplies (GENER	Laser MP CK City Acct #'s 008501-009000	\$16.29
Invoice	25-30091	1/16/2025		
Cash Payment	E 201-42300-200	Office Supplies (GENER	Laser MP CK City Acct #'s 008501-009000	\$16.29
Invoice	25-30091	1/16/2025		
Transaction Date	2/12/2025		Main Checking 10100	Total \$162.94
Refer	0	<u>STREICHERS</u>	-	
Cash Payment	E 100-42110-218	Uniforms		\$1,869.90
Invoice	I1741171	1/21/2025		
Transaction Date	2/12/2025		Main Checking 10100	Total \$1,869.90
Refer	0	<u>THEISEN DESIGN STUDIOS, LLC</u>	-	
Cash Payment	E 421-46500-302	Architects Fees	Architeturial Design & Drafting for DTI	\$4,200.00
Invoice	801	12/11/2024		



CITY OF FRAZEE

02/08/25 12:02 PM

Page 4

Payments

Current Period: February 2025

Transaction Date	2/12/2025	Main Checking	10100	Total	\$4,200.00
Refer	0 CREATING COMMUNITY CONSULT				-
Cash Payment	E 651-46500-300	Professional Svcs (GEN	Frazee Monthly Newsblast, Grant Writing, Community Engagement, Branding Project Planning 88.75 Hours		\$3,000.00
Invoice 733	2/3/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$3,000.00
Refer	0 DACOTAH PAPER CO				-
Cash Payment	E 100-41400-200	Office Supplies (GENER	Towel Roll		\$40.62
Invoice	1/13/2025				
Cash Payment	E 100-42110-200	Office Supplies (GENER	Towel Roll		\$40.62
Invoice	1/13/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$81.24
Refer	0 NANCY KAY KIEHL				-
Cash Payment	E 656-46500-311	Contracts/Professional S	January 2025 DTI Cleaning Restrooms, Corridor, Windows, Shoveling		\$645.00
Invoice January 2025	1/29/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$645.00
Refer	0 MN ENERGY RESOURCES				-
Cash Payment	E 654-46500-383	Gas Utilities	Fr. EDA Business Center Acct 0504434051-00001		\$351.92
Invoice	1/23/2025				
Cash Payment	E 200-42200-383	Gas Utilities	Fr. Fire Hall FIRE DEPT PORTION Acct 0507345815-00001		\$593.24
Invoice	1/23/2025				
Cash Payment	E 100-41400-383	Gas Utilities	Fr. Fire Hall ADMIN PORTION Acct 0507345815-00001		\$593.25
Invoice	1/23/2025				
Cash Payment	E 656-46500-383	Gas Utilities	Cty Fr. D401 Downtown Infill Acct 0734999805-00001		\$250.95
Invoice	1/23/2025				
Cash Payment	E 601-49400-383	Gas Utilities	Cty Fr. Pump WTP Acct 0508958452-00002		\$165.85
Invoice	1/23/2025				
Cash Payment	E 100-43100-383	Gas Utilities	Cty Fr. City Shop Acct 0503556745-00001		\$291.10
Invoice	1/23/2025				
Transaction Date	2/12/2025	Main Checking	10100	Total	\$2,246.31
Refer	0 LAKES COUNTRY SERVICE COOP				-
Cash Payment	E 100-41400-433	Dues and Subscriptions	2025 Membership Agreement 01/1/2025-12/31/2025		\$127.00
Invoice					
Transaction Date	2/12/2025	Main Checking	10100	Total	\$127.00
Refer	0 LAKES COUNTRY SERVICE COOP				-
Cash Payment	E 100-41110-324	Technology/Computer E	Council Technology Services for Feb 1 - Feb 28, 2025		\$112.46
Invoice 100860	2/3/2025				
Cash Payment	E 100-41400-324	Technology/Computer E	Admin Technology Services for Feb 1 - Feb 28, 2025		\$112.46
Invoice 100860	2/3/2025				



Payments

Current Period: February 2025

Cash Payment	E 100-42110-324	Technology/Computer E	Police Technology Services for Feb 1 - Feb 28, 2025		\$112.46
Invoice	100860		2/3/2025		
Cash Payment	E 200-42200-324	Technology/Computer E	Fire Technology Services for Feb 1 - Feb 28, 2025		\$112.45
Invoice	100860		2/3/2025		
Cash Payment	E 100-43100-324	Technology/Computer E	Street Technology Services for Feb 1 - Feb 28, 2025		\$112.45
Invoice	100860		2/3/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total	\$562.28
Refer	0 TINA HANSMEIER				
Cash Payment	E 100-41400-322	Postage	Reimbursement for USPS Stamps Receipt 840-55700734-1-3998754-1		\$73.00
Invoice			1/31/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total	\$73.00
Refer	0 STEPHANIE POEGEL				
Cash Payment	E 202-45000-331	Travel/Training Expense	Mileage Reimbursement to St. Cloud and Back for GMRPTC training		\$177.80
Invoice			2/3/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total	\$177.80
Refer	0 OK LUMBER & HARDWARE				
Cash Payment	E 100-43100-210	Operating Supplies (GE	Street Screws		\$1.20
Invoice	55893		1/1/2025		
Cash Payment	E 100-45200-404	Repairs/Maint Machinery	Parks Elbow, T, Coupler, Board		\$28.53
Invoice	55893		1/1/2025		
Cash Payment	E 802-49450-401	Repairs/Maint Buildings	Sewer Cap		\$11.99
Invoice	55893		1/1/2025		
Cash Payment	E 100-42110-210	Operating Supplies (GE	Police Battery		\$4.59
Invoice	55893		1/1/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total	\$46.31
Refer	0 VERIZON				
Cash Payment	E 802-49450-321	Telephone	Acct #642558919-00001		\$49.52
Invoice	6104356546		1/23/2025		
Cash Payment	E 100-43100-321	Telephone	Acct #642558919-00001		\$49.52
Invoice	6104356546		1/23/2025		
Cash Payment	E 100-42110-321	Telephone	Acct #642558919-00001		\$50.34
Invoice	6104356546		1/23/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total	\$149.38
Refer	0 VERIZON				
Cash Payment	E 100-42110-324	Technology/Computer E	Acct #288851295-00001		\$105.03
Invoice	6104301121		1/23/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total	\$105.03
Refer	0 SWANSONS REPAIR INC				
Cash Payment	E 100-43100-407	Repairs/Maint Equipmen	BC Nut, BC Bolts, BC Edge Cutting Bolt		\$211.28
Invoice	01-118891		1/31/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total	\$211.28
Refer	0 GOPHER STATE ONE CALL				



CITY OF FRAZEE

02/06/25 12:02 PM

Page 6

Payments

Current Period: February 2025

Cash Payment	E 100-43100-433	Dues and Subscriptions	CFRZEE01 Email Tickest AND 2025 Annual Facility Operator Fee	\$54.05
Invoice	5010409	1/31/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total \$54.05
Refer	0 RAMSTAD, SKOYLES, WINTERS & _			
Cash Payment	E 100-42110-304	Legal Fees	Monthly Prosecution Fee	\$600.00
Invoice	15519	2/4/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total \$600.00

Fund Summary

	10100 Main Checking	
100 GENERAL FUND		\$8,553.79
200 FIRE FUND		\$2,487.70
201 RESCUE FUND		\$35.34
202 WANNIGAN REGIONAL PARK		\$177.80
421 CAP PROJ - DTI		\$4,200.00
601 WATER FUND		\$928.01
602 SEWER FUND		\$743.62
651 ECONOMIC DEVELOPMENT AUTHORITY		\$3,369.41
654 EDA - BUSINESS CENTER		\$580.54
656 EDA - Downtown Infill		\$1,083.50
		<u>\$22,159.71</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	<u>\$22,159.71</u>
Total	\$22,159.71



Payments

Current Period: February 2025

Payments Batch 02122025LSEC1 \$19,073.93

Refer	0 MET LIFE INSURANCE COMPANY	-			
Cash Payment	G 609-21706 Insurance Payable	A.Y. Acct TS05397816			\$29.83
Invoice	1/16/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$29.83
Refer	0 BERGSETH BROS	-			
Cash Payment	E 609-49750-252 Beer For Resale				\$417.60
Invoice	384680 1/23/2025				
Cash Payment	E 609-49750-252 Beer For Resale	Twisted Tea & White Claw			\$133.20
Invoice	384679 1/23/2025				
Cash Payment	E 609-49750-252 Beer For Resale	CREDIT Twisted Tea & White Claw			-\$133.20
Invoice	384679 1/23/2025				
Cash Payment	E 609-49750-252 Beer For Resale				\$1,214.60
Invoice	385637 1/30/2025				
Cash Payment	E 609-49750-256 THC/CBD For Resale				\$233.40
Invoice	336-01840 2/4/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,865.60
Refer	0 BEVERAGE WHOLESALERS, INC	-			
Cash Payment	E 609-49750-252 Beer For Resale				\$1,870.05
Invoice	365318 1/23/2025				
Cash Payment	E 609-49750-252 Beer For Resale				\$1,302.90
Invoice	366232 1/30/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$3,172.95
Refer	0 DS BEVERAGES INC	-			
Cash Payment	E 609-49750-252 Beer For Resale				\$974.80
Invoice	849876 1/22/2025				
Cash Payment	E 609-49750-252 Beer For Resale				\$721.30
Invoice	851278 1/29/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,696.10
Refer	0 ECOLAB PEST ELIM DIV	-			
Cash Payment	E 609-49751-401 Repairs/Maint Buildings	Cockroach/Rodent Program			\$62.31
Invoice	7200161 1/28/2025				
Cash Payment	E 609-49751-401 Repairs/Maint Buildings	Cockroach/Rodent Program			\$62.31
Invoice	7200161 1/28/2025				
Cash Payment	E 610-49752-401 Repairs/Maint Buildings	Cockroach/Rodent Program			\$62.30
Invoice	7200161 1/28/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$186.92
Refer	0 GIOVANNIS FROZEN PIZZA	-			
Cash Payment	E 609-49751-260 Pizza for Resale				\$246.05
Invoice	0301222503 1/22/2025				
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$246.05
Refer	0 JOHNSON BROTHERS LIQUOR CO	-			
Cash Payment	E 609-49750-253 Wine For Resale				\$119.46
Invoice	2711810 1/22/2025				
Cash Payment	E 609-49750-251 Liquor For Resale				\$803.88
Invoice	2711810 1/22/2025				



CITY OF FRAZEE
Payments

Current Period: February 2025

Cash Payment	E 609-49750-251	Liquor For Resale			\$82.11
Invoice	2716087	1/28/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$105.61
Invoice	2716088	1/28/2025			
Cash Payment	E 609-49750-253	Wine For Resale			\$240.27
Invoice	2716088	1/28/2025			
Cash Payment	E 609-49750-253	Wine For Resale			\$189.14
Invoice	2721018	2/4/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,540.47
Refer	0	<u>PHILLIPS WINE & SPIRITS</u>	-		
Cash Payment	E 609-49750-251	Liquor For Resale			\$1,593.65
Invoice	6915873	1/22/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$499.34
Invoice	6919148	1/28/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$325.87
Invoice	6919147	1/28/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$755.52
Invoice	6922960	2/4/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$3,174.38
Refer	0	<u>RITEWAY</u>	-		
Cash Payment	E 609-49750-200	Office Supplies (GENER	Laser MP CK Frazee Third Crossing #S 004251-004500 & Frt Chg		\$49.70
Invoice	25-30090	1/22/2025			
Cash Payment	E 609-49751-200	Office Supplies (GENER	Laser MP CK Frazee Third Crossing #S 004251-004500 & Frt Chg		\$49.69
Invoice	25-30090	1/22/2025			
Cash Payment	E 610-49752-200	Office Supplies (GENER	Laser MP CK Frazee Third Crossing #S 004251-004500 & Frt Chg		\$49.70
Invoice	25-30090	1/22/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$149.09
Refer	0	<u>SYSCO NORTH DAKOTA, INC</u>	-		
Cash Payment	E 609-49751-259	Food for Resale	Customer 228189		\$566.58
Invoice	295853728 0	1/28/2025			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Customer 228189		\$154.13
Invoice	295853728 0	1/28/2025			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Customer 228189		\$139.03
Invoice	295853728 0	1/28/2025			
Cash Payment	E 609-49751-259	Food for Resale	Customer 228189		\$448.27
Invoice	295859338 2	2/4/2025			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Customer 228189		\$5.92
Invoice	295859338 2	2/4/2025			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Customer 228189		\$70.94
Invoice	295859338 2	2/4/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,384.87
Refer	0	<u>VESTIS</u>	-		
Cash Payment	E 610-49752-211	Cleaning Supplies	Acct 162631400		\$98.91
Invoice	2520531701	1/30/2025			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Acct 161630211		\$19.70
Invoice	2520531700	1/30/2025			



CITY OF FRAZEE

02/06/25 1:47 PM

Page 3

Payments

Current Period: February 2025

Cash Payment	E 609-49750-210	Operating Supplies (GE	Acct 161630211		\$19.70
Invoice	2520531700	1/30/2025			
Cash Payment	E 609-49751-211	Cleaning Supplies	Acct 161630211		\$32.21
Invoice	2520531700	1/30/2025			
Cash Payment	E 609-49750-211	Cleaning Supplies	Acct 161630211		\$32.21
Invoice	2520531700	1/30/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$202.73
Refer	0	<u>SOUTHERN GLAZERS OF MN</u>	<u>Ck# 000184E 2/3/2025</u>		
Cash Payment	E 609-49750-253	Wine For Resale	Acct. 9074		\$146.22
Invoice	2581721	1/24/2025			
Cash Payment	E 609-49750-251	Liquor For Resale	Acct. 9074		\$268.84
Invoice	2581721	1/24/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$415.06
Refer	0	<u>LAKES COUNTRY SERVICE COOP</u>	-		
Cash Payment	E 610-49752-324	Technology/Computer E	Event Center Technology Services Feb 1 - Feb 28, 2025		\$112.45
Invoice #100860		2/3/2025			
Cash Payment	E 609-49751-324	Technology/Computer E	On Sale Technology Services Feb 1 - Feb 28, 2025		\$56.23
Invoice #100860		2/3/2025			
Cash Payment	E 609-49750-324	Technology/Computer E	Off Sales Technology Services Feb 1 - Feb 28, 2025		\$56.22
Invoice #100860		2/3/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$224.90
Refer	0	<u>OTTER TAIL POWER</u>	-		
Cash Payment	E 609-49750-381	Electric Utilities	Liquor Store Acct 1018429		\$414.50
Invoice		1/27/2025			
Cash Payment	E 609-49751-381	Electric Utilities	Liquor Store Acct 1018429		\$414.50
Invoice		1/27/2025			
Cash Payment	E 610-49752-381	Electric Utilities	Event Center Acct 1082472		\$547.00
Invoice		1/27/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,376.00
Refer	0	<u>MN ENERGY RESOURCES</u>	-		
Cash Payment	E 610-49752-383	Gas Utilities	Frazee Event Center Acct 0506570645-00001		\$263.00
Invoice	5338377963	1/23/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$263.00
Refer	0	<u>BELLBOY CORPORATION</u>	-		
Cash Payment	E 609-49750-251	Liquor For Resale			\$1,388.50
Invoice	0206608400	1/31/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$126.60
Invoice	0206488400	1/30/2025			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res			\$23.85
Invoice	0206488400	1/30/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,538.95
Refer	0	<u>FRAZEE FAMILY FOODS</u>	-		
Cash Payment	E 609-49751-259	Food for Resale	Texas Toast		\$4.25
Invoice	14719	2/3/2025			



Payments

Current Period: February 2025

Transaction Date	2/12/2025	Liquor Store	10101	Total	\$4.25
Refer	0 BREAKTHRU BEVERAGE				-
Cash Payment	E 609-49750-253	Wine For Resale			\$73.89
Invoice	119877786	2/4/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$952.48
Invoice	119877786	2/4/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$1,026.37
Refer	0 VIKING COCA COLA BOTTLING CO				-
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Res			\$259.50
Invoice	3563025	1/29/2025			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res			\$169.95
Invoice	3563025	1/29/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$429.45
Refer	0 DACOTAH PAPER CO				-
Cash Payment	E 609-49751-210	Operating Supplies (GE	Liner Can, Towel Roll		\$73.58
Invoice	63057	2/3/2025			
Cash Payment	E 609-49750-210	Operating Supplies (GE	Liner Can, Towel Roll		\$73.58
Invoice	63057	2/3/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$147.16

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$17,940.57
610 EVENT CENTER FUND		\$1,133.38
		\$19,073.93

Pre-Written Checks	\$415.06
Checks to be Generated by the Computer	\$18,658.87
Total	\$19,073.93

Committee Reports

PARKS & RECREATION COMMITTEE – JANUARY 22, 2025

1. Call the Meeting to Order - Roll Call
 - a. Meeting called to order at 3:35 pm by Erik Anderson at the Frazee Event Center
 - b. Present were: Erik Anderson, Andrea Froeber, Mackenzie Hamm, Mark Kemper, Tom Watson, Stephanie Poegel

2. Review of Minutes – December 23, 2024

M/S/CU: Hamm/Froeber to approve minutes as presented

3. Open Forum/Communication

- a. Hamm – GROW

- i. Have funding and want to spend on benches with GROW language and place at parks and ask that they be in smoke free zones
 - ii. GROW will work on getting parks “adopted”
 - iii. Ham is working on a “sled library” at the sledding hill
 - b. Watson
 - i. Mural – FACC has a grant for \$10,000 but most of funds are for art demonstrations

4. Parks

a. Wannigan Regional Park

i. Grants/Funding

- 1. Erik, Polly & Steph attended the GMRPTC grant required training; Environmental work needs to get started ASAP – Widseth has proposed an amount not to exceed \$1,500 to get started and an amount not to exceed \$9,000 to completed all work; FCDC will reimburse the city for the full cost expended

M/S/CU: Froeber/Watson to recommend Council approve contract with Widseth for amount not to exceed \$9,000 for environmental work

2. Re-LEAF

- a. Study is done; Committee needs to meet to review the report

ii. FCDC Updates

- 1. The fundraising committee has had a successful campaign so far
- 2. Park Coordinator/Grant Administrator
 - a. Would be a part-time position (15-20 hours per week), and a City employee funded by FCDC

b. Eagle Lake Park Update

- i. Not closed yet

c. Hank Ludtke/Riverside Park

- i. Moving forward with splash pad options

d. Lions Park

- i. September work weekend – Froeber working with the Lions to set up
- ii. FACC installing a kiosk with information on the turkey production in the area and why the turkey is here

e. Corner Park Updates

- i. GROW looking to add garbage cans
- ii. State has approved moving forward with the mural and a meeting with the artist has been set up
- iii. FACC is asking for Council to apply for a grant for \$12,500 from LRAC for the mural (\$9,500) and bike racks (\$3,000) with no match needed

M/S/CU: Anderson/Hamm to recommend Council apply for the LRAC Legacy Grant

- f. JoAnn Niemann Memorial Park – No updates
- g. Little Turkey Park – No updates

5. Recreation

a. Heartland Trail Update

- i. Hough bid came in the lowest at \$668,673 – 20% under the engineer’s estimates; plan to use extra funds for benches along the trail
 - b. Town Lake Beach
 - i. Construction Update
 - ii. Rental Licensing
 - 1. Anderson will look into the requirements
 - c. Basketball Court – Waiting for info from Backcourt Club
- 6. Comp Plan Task Updates
 - a. Consensus to remove the priority column
- 7. Adjournment

M/S/CU: Watson/Froeber to adjourn at 4:35 pm

Respectfully submitted,

Stephanie C. Poegel

Frazee City Administrator

WANNIGAN REGIONAL PARK COMMITTEE – JANUARY 28, 2025

Attending: Polly Andersen, Erik Anderson, Stephane Poegel, Karen Pifher, Ashley Renollet, Jon Eveslage, Patrick Hollister, Kim Antonsen, Phil Hansen, Hank Ludtke, Jillian Reiner

1. Meeting Chair: Erik; Note Taker: Jon

2. Sub-Committees

Sub-committees are being created to address various park features and concerns. Goals include providing an opportunity to get more people involved with planning and developing park features, and breaking up the efforts as more park details get underway. The initial committees are:

- PlayScape / River Access
- Trail Plans
- Tree Planting
- Campgrounds
- Event Planning
- Kayak Launch
- Fundraising

Overview

- Each committee will be chaired by an FCDC member, appointed by the board of directors.
- Karen is leading the effort to get the committees going. She has prepared policy and procedures documents already for the fundraising and playscape committees.
- Volunteers are needed. Several have already been identified, and Polly shared a list of others who have shown interest in helping. Contact FCDC if interested.
- A new part-time position of Park Manager will be hired this year. This person will be expected to work with each of the committees.
- The committees will coordinate budget concerns with the board of directors.
- The plans and suggestions of the committees will be shared with FCDC and the city of Frazee. Widseth will need to be involved in an advisory role, though their involvement will vary by committee.
- An online software or project management tool is suggested to share the status and outcomes of the committees. Karen has been investigating.

Notes

- Campgrounds: The grant to be used for construction for primitive camping is in 2026. We hope to be taking reservations early in 2027.
- Playscape / River Access: Erik is the chair. Note that the playscape needs to be ADA accessible to qualify for grant money.
- Tree Planting: Erik is the chair. They will review the tree inventory. Other focus areas will be on border planting and in the campgrounds, after the asphalt is installed..
- Trails: Karen reported that volunteers have come forward to support the built trails. They will just need reimbursement for gas and expenses.
- Fundraising: Polly will chair. Anna Potvin volunteered to help with the software being used for the alumni campaign.

3. Donation of large equipment – Ross Mickelson volunteered to donate some large equipment that can be used for excavating, possibly for the playscape. We aren't yet sure when it will be needed.

4. Capital Campaign Update – We had a very successful 2024. We reached the matching dollar goals for GMRPC and the AT grant for the trail building.

- We are planning a matching challenge for money donated in 2025.
- There was concern that some Federal grants may be on hold, but all our grants are state money. (The TAP grant may be federal, but that isn't planned for 2025.)

5. Grant Updates – Essentia Health Active Living grant: To be used for trails or playscape (FCDC). We should hear in the next two months. Essentia will have renewed financing in July.

6. Order of the Arrow Help: The Order of the Arrow is a team of adult, former Eagle Scouts who volunteer for service projects. We'd like their help, likely in 2026, with trails, bridge repairs, campgrounds and other park improvements. We would coordinate their work through the DNR, and have worked with them in the past. Projects would be coordinated with Widseth. The Order has a board meeting in February to decide if they can help us. They will then visit and schedule their time, likely in 2026. Hank is following up.

7. Committee Member Comments

- We need to clarify the role of the city vs. FCDC.
- The proposed new park project manager will report to Stephanie. FCDC can help with the interview process.
- Frazee earned bronze recognition as a bike-friendly community.
- The park manager will be coordinating event planning. Special events for 2025 have been discussed.
- The process of communicating the committees' statuses and the overall park progress to the community needs to be clarified.
- This monthly meeting will be changed to quarterly.

8. Next meeting: April, 22, 2025 – 1:30-3:00 pm.

PLANNING & ZONING – JANUARY 28, 2025

1. Call the Meeting to Order - Roll Call

- a. Meeting opened at 5:03 pm by Mike Sharp
- b. Present were: Erik Anderson, Mark Kemper, Ken Miosek, Mike Sharp, Tyler Trieglaff, Andrea Froeber, Karen Pifher, Stephanie Poegel

2. Review Minutes – November 26, 2024

M/S/CU: Miosek/Anderson to approve minutes as presented

3. Open Forum - None
4. Old Business
 - a. Seasonal Sidewalk Expansion Permit

M/S/CU: Miosek/Anderson to recommend Council approve and implement the Seasonal Sidewalk Expansion Permit

- b. Comprehensive Plan Task Updates Reviewed
 - c. Short-Term Rental Ordinance
 - i. Pifher presented on a potential short-term rental location in Frazee
 - ii. Discussion on possible options, guidelines, and requirements
 - iii. Committee to hold a work session on February 22, 2025 at 5pm to work on creating a Short-Term Rental Ordinance
5. New Business - None
6. Adjournment

M/S/CU: Miosek/Anderson to adjourn at 6:04 pm

Respectfully submitted,

Stephanie C. Poegel

Frazee City Administrator

PERSONNEL COMMITTEE – JANUARY 29, 2025

1. Call the Meeting to Order - Roll Call
 - a. Meeting opened at 4:00 pm
 - b. Present were James Rader, Mike Sharp, Matt Johnson, Stephanie Poegel
2. Minutes – Personnel – December 17, 2024
 - a. Minutes were reviewed with no changes
3. Old Business
 - a. Adjustments to Utility Bills
 - i. Recommendation of Personnel Committee to recommend Council approve and implement the Adjustments to Utility Bills Policy
4. New Business
 - a. Rescue Department
 - i. Job Descriptions
 1. EMR – change top two lines to a desirable qualification
 2. Relief Chief – discussed
 3. Consensus of Personnel Committee to recommend Council approve the Emergency Medical Responder (EMR) job description
 - ii. Standards
 - b. Banner Project Funds
 - i. Consensus of the Finance Committee to move the remaining banner project funds to the Restricted Savings account
5. Adjournment
 - a. Meeting adjourned at 4:58 pm

Respectfully submitted,

Stephanie C. Poegel

Frazee City Administrator

FINANCE COMMITTEE – JANUARY 29, 2025

1. Call the Meeting to Order - Roll Call
 - a. Meeting opened at 5:00 pm
 - b. Present were: Andrew Daggett, James Rader, Albert Doll, Travis Grey, Matt Johnson, Chad Mitchell, Stephanie Poegel
2. Old Business
3. New Business
 - a. Fire Relief Association
 - i. Currently funded at 139%; Previous Councils required a min. 125%
 - ii. Current pension amount is \$2,700; Consensus of Finance Committee to recommend Council approve increase to \$3,000
 - b. Rescue AED
 - i. Looking to maintain AED's within the service area by contract at the cost of supplies plus 20%; Consensus of Finance Committee to move forward with the maintenance contract
 - ii. The DNR has a stockpile of equipment that Rescue will look into obtaining
 - c. Liquor Liability Insurance
 - i. Poegel would like to look into getting an agent closer to Frazee, current agent is out of the cities
 - ii. Finance Committee consensus to get quotes of closer agents who offer liquor liability insurance
 - d. Water/Sewer Rate
 - i. Consensus to proceed with charging City owned properties of Liquor Store, Downtown Infill, Business Center (MAHUBE Building) and wait on other public buildings until know what other cities do
4. Adjournment
 - a. Adjourned at 6:16 pm

Respectfully submitted,
Stephanie C. Poegel
Frazee City Administrator

ECONOMIC DEVELOPMENT AUTHORITY – JANUARY 28, 2025

1. Call the Meeting to Order:
2. Roll Call: Karen Pfiher, Jamie Crabtree, Rachael Johnson, Andrew Daggett, Ashley Renollet, Andrea Froeber, John Olson, Stephanie Poegel. Online: Brian Donholt,
3. Open Closed Session 12:10pm
4. Close Closed Session: 12:18 pm
5. Call the Meeting to Order: 12:18 pm
6. New Business
 - a. Red Willow Lot 936: Motion by Andrea to counter the offer on the table for 936 Red Willow Dr at \$19,145. Second by Ashley. All in favor.
7. Consultant Report
 - a. Downtown Commercial Retail Space:
 - i. Architectural design completed Tuesday January 28th.

1. Discussed keeping costs of items picked within budget and so it looks nice
2. CAM (common areas) charges were not in the lease agreements as they weren't part of the original building plan, but are necessary spaces now.
3. Suggesting reassessing value of building after construction is completed to be discussed
 - a. Questioning if budget is currently aligned with costs of construction costs vs. 5 years ago
 - i. John believes things are less now & increasing budget isn't an option
 4. Separating water costs between each bay
 - ii. Recommendation: Interest in developing a packet to sell the building. Will use a draft template to create a pro-forma to outline the building. Can we ask our real estate agent to list this as well?
 - iii. Tenants will be applying for MN Dept of Health (MDH) approval moving forward and RFP will be posted after special meeting
- b. Frazee Industrial Park / Housing Development.
 - i. Meeting with Seim Construction set
- c. Recruiting New Business & Business Outreach
 - i. Veterinarian Succession: Shared updates on creating a fund with both Dr. Lindeman, Sharon and the potential candidates. Dr. Lindeman is meeting with the candidate to have a discussion on moving forward.
 - a. Discussed with candidate the options . Andrea will would follow up with vet to discuss further.
 - ii. Frazee Floral and Creating Community Junction are opening January 29th (soft opening)
 1. Creating Community Consulting is launching a tech company (Center for Creating Community) arm of services. Two new staff
 - a. Consultant: Rachael Johnson will support project work
 - b. Director of Sales and Innovation: Laura Hanson
- d. TV3
 - i. CCC has taken over hosting 'Spotlight on Frazee' for Hank and has done a couple segments already
- e. Partnership with Frazee Area Community Club (FACC)
 - i. Cabin Fever Days: February 8 & 9th. Full schedule of events released
 - ii. Turkey Days: Several updated/new events in 2025. Moving Grand Opening to Wednesday night with live music.
 - iii. Pickleball Courts: School is having a second working board meeting to discuss again. Everything is on hold until the school can give us an answer on the property.
 1. Schoolboard set to vote on this on February 12th at schoolboard meeting
 - iv. Splash Pad: Development of committee in January. Dakota Playground funding a bus of people from Frazee to go to the plant in Delano to look at all the equipment. Volunteers notified and date set for January 23rd.
 1. Trip to Delano was a success. More info to come.

- v. Mural project
 - 1. Applying for mural funds through the City of Frazee next week
- vi. FACC Branding
 - 1. Logo: survey launched and FACC finalizing the logo based on results
 - 2. Website: Launching at the annual meeting
 - 3. Brochure: Launching at annual meeting
 - 4. Video: We have several drone footage videos from this summer, fall and now winter & Cabin Fever Days Feb 8th that we are using along with photos and interviews to create the new Frazee Promotional Video.
 - a. Will be completed by Annual Meeting for launch with new brochures and vision/mission statement
- vii. FACC Social Media and Turkey Days Social Media: engagement is up over 500% in the past three months.
- f. Adjournment: 12:40

ECONOMIC DEVELOPMENT AUTHORITY – FEBRUARY 5, 2025

Not available at time of printing.

New Business

SIDEWALK EXPANSION PERMIT



Initial Application Fee: \$100
Annual Renewal Fee: \$15

222 Main Ave West, Frazee, MN 56544 | Office: 218-334-4991 | Website: www.frazeecity.com

Seasonal Sidewalk Expansion Permit

Application shall be made a minimum of 30 days before applicant desires to begin conducting business.

APPLICANT INFORMATION

Business Name: _____

Business Address: _____

Desired Expanded Premise: _____ Width _____ Length _____

Desired Time Period: _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

Purpose for which the expansion is sought (Include activities such as projected attendance, food and beverage services, security plans, parking and hours of operation).

The application must include a diagram of the proposed Expanded Premises in which the temporary expansion activity is to occur. This area must be compact and contiguous to the permanent structure and be surrounded by physical enclosure devices as required by City Council.

- The diagram shall indicate how the area will be physically enclosed
- The location of tables, chairs, food and beverage stations, and any other important features.

The City Council may allow for the issuance of a Seasonal Sidewalk Expansion Permit to an existing Main Street business. The Temporary Expansion Permit is subject to the following requirements:

1. The information provided by the applicant must be complete, sufficient and acceptable to the City Administrator. Such other information as the City Council or City Administrator may deem necessary.
2. The premises may only be expanded to an area that is compact and contiguous to the permanent structure, and in a sidewalk café, on a part of the public way immediately adjoining the permanent structure. ("Expanded Premises").
3. The Permit does not allow outdoor music or other outdoor entertainment or noise amplification.
4. The Permit shall specify the area in which the Temporary Expansion Permit may be operated provided that no on-sale or service shall be permitted in any portion of the street designated for vehicular travel and sufficient sidewalk space shall remain open at all times for pedestrian traffic as required by the City Administrator.

5. Issuance of the Permit shall not be construed as authorizing any permanent installation to be placed in the public way.
6. The Permit does not authorize a sidewalk café in violation of State law.
7. No authorized Permit is effective until the applicant has filed with the City Administrator evidence of the following insurance in force:
 - a. Insurance required by Minnesota Statutes Chapter 340A.509, if applicable.
 - b. General public liability and property damage insurance with respect to the Expanded Premises in which the limits of public liability for bodily injury, death, and property damage, shall not be less than **\$1.5 Million** combined single limit. The insurance policy shall name the City and any additional person, firms or entities designated by it, as additional insureds, and shall contain a clause providing that the insurer will not cancel or change the insurance without first giving the City at least 10 days prior written notice. The insurance shall be issued by a responsible company qualified to do business in Minnesota, approved by the City, and a copy of the policy or a certificate of insurance shall be delivered to and approved by the City Administrator before the Permit is effective.
8. The permit holder shall provide proper containers for the collection of waste and trash and shall be responsible for keeping the outdoor area clean of garbage, trash, or litter associated with the operation of the permitted business and shall be responsible for clean-up and/or any repair of the sidewalk caused using the area.
9. The Permit holder's products, tables, chairs, equipment and other property if located within the city sidewalk or Right-of-Way:
 - a. Shall be located so that a minimum of a four (4) feet wide unobstructed sidewalk is provided for passage of pedestrians, or the minimum required by the City building code or the Americans with Disabilities Act, whichever requirement is more restrictive.
 - b. Shall not block regulatory signs, crosswalks, intersections, fire hydrants, handicap loading zones, or other public structures or facilities.
 - c. Shall be sufficiently lit during times of low light to provide for safe pedestrian passage alongside the areas and shall not impede, endanger or interfere with pedestrian or vehicular traffic.
 - d. Shall be stable and not easily tipped and shall not include sharp edges, protrusions, or other features that may be hazardous to the public.
 - e. Items shall not remain in the Expanded Premises when the temporary expansion is not open and being operated.
 - f. Items shall be moved inside the adjoining building during inclement weather, and all items shall be immediately removed from the Temporary Expansion Premises at any time that the permit is suspended, revoked or expires.
10. The Permit holder's staff, agents, and employees shall not operate or provide services outside of the Expansion Premises.

11. The granting of a permit shall in no way be considered a relinquishment by the City of that portion of said public right-of-way or be of any force or effect beyond the time herein provided. Additional conditions may be imposed from time-to-time to protect the health, safety or welfare of the public or to protect nearby property owners from hardship or damage or to protect other public interests as determined by the City Administrator or Police Chief.
12. No Temporary Expansion Permit shall be valid at any time that the insurance required herein is not maintained and evidence of its continuance filed with the City Administrator.
13. Suspension and revocation: this Temporary Expansion Permit may be cancelled, suspended or revoked at any time by the City Council for such period as the council shall determine for violation of these restrictions, or any code or law, or for nuisance resulting from the Temporary Expansion Permit.
14. Upon the conviction of the permit holder or the holder's agent, servant or employee for the violation of any City ordinance or state law in connection with the ownership, maintenance, or operation of the sidewalk café or the sale or service of beer or liquor, this Permit shall automatically become suspended, which suspension shall continue until the council has acted thereon.

By signing below, the applicant agrees to comply with the Temporary Expansion Permit requirements, the Governor's Executive Orders and the Minnesota Department of Employment and Economic Development requirements.

Applicant Signature

Date

<i>For Office Use Only</i>			
Received: _____			
Zoning Department:	_____ Approved	_____ Denied	_____ Initial and Date
Police Department	_____ Approved	_____ Denied	_____ Initial and Date
Comments/Conditions: _____			

_____	_____		
City Administrator	Date		

New Business

ADMINISTRATION COMPUTER PURCHASE



Lakes Country Service Cooperative
1001 E. Mt. Faith Fergus Falls, MN 56537
Jeremy Kovash, Executive Director

Technology Equipment/Service Quote

Proposal Date: December 9th, 2024

LCSC Quote #: 25017

Prepared for:
Stephanie Poegel
City of Frazee
222 Main Ave W
Frazee, MN, 56544
218-334-4991

Prepared by:
Scott Wendorff
Lakes Country Service Cooperative
1001 E. Mt. Faith
Fergus Falls, MN 56537
218-737-6538

The Lakes Country Service Cooperative IT program is pleased to offer the following quote for your consideration:

Item(s)	Quantity	Price	Extended Price
Dell Latitude 14"	2	\$ 1365.43	\$ 2730.86
Docking monitor 24"	2	296.45	592.90
Monitor cable adapters	2	16.13	32.26
USB extensions	2	17.08	34.16
TOTAL			\$ 3390.18

If you have questions or need additional information, please contact Scott Wendorff at 218-737-6538.

All quotes are subject to shipping costs. Only actual shipping, if applicable, will be added to the invoice. Setup and configuration for hardware are estimated based on normal configurations. If additional time is required, it will be pre-approved by the purchaser before completion. All work is limited to the scope of this proposal. This proposal does not include post installation maintenance or service work, unless covered under a separate service agreement.

Equipment prices are subject to change due to manufacturer availability and pricing. LCSC will make all efforts to fulfill this order at the quoted price. The client will be notified of any price increases prior to equipment being ordered.

Acceptance of Quote: The above costs, specifications, and conditions are satisfactory and are hereby accepted. LCSC is authorized to order the equipment and schedule installation. I understand that product(s) listed in this quote cannot be returned for any reason, except for manufacturing issues covered under the manufacturer's warranty.

Terms and Conditions

1. Law Governing. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the State of Minnesota, County of Otter Tail.

2. Insurance. LCSC agrees to hold and maintain general liability insurance and errors and omissions insurance specific to the duties of its employees providing the Service. The purchasing organization agrees to maintain general liability insurance and insurance necessary to cover claims related to the Service. Nothing in this Agreement shall constitute a waiver by either party of any statutory limitations, exclusions, or exceptions on liability.

3. Risk Management Arrangements. It is recognized that LCSC is a cooperative of which purchasing organization is a member, and which is providing the Service as a function which otherwise would be provided by purchasing organization employees. The parties recognize that LCSC's liability for claims relating to the Service should be limited to any available insurance coverage and in any event to an amount not exceeding certain Service payments made, within the limits in this Section. The following arrangements are in furtherance of the foregoing:

a. Indemnity. The purchasing organization agrees to indemnify and hold LCSC and its employees, agents or representatives harmless from all claims, demands, or liability, including attorney's fees, and related expenses, which arise out of or are in any manner connected with the Service, this Agreement, or the purchasing organization's operations.

b. Standard of Performance Disclaimer. LCSC makes no warranties, representations, or guarantees expressed or implied, regarding the service or performance hereunder, and all such are hereby disclaimed by LCSC and waived by purchasing organization, including but not limited to any implied warranties of merchantability and fitness for a particular purpose. The service will be provided and accepted on an "as is" "where is" basis, without recourse against LCSC.

c. Limitation of Liability. In no event shall LCSC ever be liable to the purchasing organization or any third party, directly or indirectly, for any sum greater than the total amount of fees for service actually paid to and received by LCSC in the six (6) month period immediately preceding any determination of liability. All other provisions of law, equity, or this agreement or any other document notwithstanding, this and any available insurance is the exclusive remedy available to district, and is in lieu of all other remedies available at law, in equity or otherwise. The foregoing does not, and shall not be construed or deemed to, create any circumstance, express or implied, under which LCSC may be liable to the purchasing organization, and shall not subvert the indemnity, release and other clauses in this Agreement for the benefit of LCSC.

The provisions of this Section i) shall apply regardless of whether matters are based on breach of warranty, breach of contract, negligence, strict liability, tort, or any other legal theory, ii) shall apply to all matters, whether claimed by or through the Purchasing organization or by or through third parties, including any students, employees, and governmental or regulatory agencies, and iii) shall survive the termination of the Agreement.

4. No Waiver. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or otherwise.

5. Modification. This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both LCSC and the purchasing organization, and attached hereto.

6. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.



Adjustments to Utility Bills

Version 1: Proposed 02-12-2025

Policy and Purpose:

It is the policy of the City of Frazee to make adjustments to customer utility bills where said adjustment is necessary to correct utility mistakes, equipment failures, or fairly apply the rates and rules of the utility. The purpose of this policy is to improve customer service by enabling staff to quickly and accurately respond to customer requests for adjustments to utility bills rather than waiting for the matter to come before the city council.

Responsibility:

The city administrator and the deputy clerk shall determine the amount, if any, of the adjustment to be made. The city administrator or designee shall receive requests and notify the customer of the determination.

Requests for Adjustments:

When the request for adjustment is made by the resident/vendor, the city administrator shall require the request to be in writing. Written requests shall state:

- Name of the Account Holder
- Service Address
- Contact Information
- Reason for Adjustment
- The customer shall further provide all information requested by the utility deemed necessary to make a determination on the request.

If an adjustment is found to be made by City staff, the staff member making the request for adjustment shall contain all of the above information and the name of the staff member requesting the adjustment.

Adjustments Allowed:

The city administrator is authorized to make adjustments to utility bills, without council action, for the following situations:

- **Billing Errors:** Where an error has occurred that results in an inaccurate utility bill being sent to a customer, staff shall correct the error as soon as discovered, whether by the customer or by staff. These adjustments include data recording and entry errors as well as meter failures if tested and found to be inaccurate.
- **Sales Tax:** When an adjustment is made to a service that is taxed, the sales tax will be adjusted accordingly.

Adjustments Not Allowed:

The utility will not consider adjustments for the following situations:

- **Water:** Adjustments to water charges where a customer experiences extraordinary

water consumption during a billing period due to break or malfunction in customer owned infrastructure or devices not limited to but including plumbing, water lines or related equipment.

- Sanitary Sewer: Adjustments to sanitary sewer charges for customers who claim normal outdoor water usage (for example, lawn or garden sprinkling, car washing, filling swimming pools) where the water used did not enter the sanitary sewer system.

Remedy for overcharge – per MN Statute 7820.3800 Subp. 2

When a utility has overcharged a customer, the utility shall calculate the difference between the amount collected for service rendered and the amount the utility should have collected for service rendered, plus interest, for the period beginning three years before the date of discovery. Interest must be calculated as prescribed by Minnesota Statutes, section [325E.02](#), paragraph (b). If the recalculated bills indicate that more than \$1 is due an existing customer or \$2 is due a person no longer a customer of the utility, the full amount of the calculated difference between the amount paid and the recalculated amount shall be refunded to the customer. The refund to an existing customer may be in cash or credit on a bill. Credits shall be shown separately and identified. If a refund is due a person no longer a customer of the utility, the utility shall mail to the customer's last known address either the refund or a notice that the customer has three months in which to request a refund from the utility.

Remedy for Undercharge – per MN Statute 7820.3800 Subp. 3 & 216B.098 Subd. 4

7820.3800 Subp. 3 - When a utility has undercharged a customer, the utility shall calculate the difference between the amount collected for service rendered and the amount the utility should have collected for service rendered, for the period beginning one year before the date of discovery. If the recalculated bills indicate that the amount due the utility exceeds \$10, the utility may bill the customer for the amount due. But a utility must not bill for any undercharge incurred after the date of a customer inquiry or complaint if the utility failed to begin investigating the matter within a reasonable time and the inquiry or complaint ultimately resulted in the discovery of the undercharge. The first billing rendered shall be separated from the regular bill and the charges explained in detail.

216B.098 Subd. 4 - (a) A utility shall offer a payment agreement to customers who have been undercharged if no culpable conduct by the customer or resident of the customer's household caused the undercharge. The agreement must cover a period equal to the time over which the undercharge occurred or a different time period that is mutually agreeable to the customer and the utility, except that the duration of a payment agreement offered by a utility to a customer whose household income is at or below 50 percent of state median household income must consider the financial circumstances of the customer's household.

(b) No interest or delinquency fee may be charged as part of an undercharge agreement under this subdivision.

(c) If a customer inquiry or complaint results in the utility's discovery of the undercharge, the utility may bill for undercharges incurred after the date of the inquiry or complaint only if the utility began investigating the inquiry or complaint within a reasonable time after when it was made.

Additional Guidelines:

The city administrator, or designee, shall follow these guidelines:

- When a customer makes a written request for an adjustment, the amount under consideration for adjustment shall not be payable until a determination on the adjustment is made. All other amounts not in dispute shall be due according to utility rules.
- When a customer pays an amount that is later adjusted, the credit shall remain on the account. No cash refunds shall be made for adjustments unless the account has been or is subsequently closed and a credit balance remains.
- When a customer incurs late fees and requests an adjustment, staff may reduce or remove the late fee based on the customer's circumstances and payment history.
- To calculate interest, the City shall utilize the Minnesota Department of Commerce's website: <https://mn.gov/commerce/business/telecom/interest-rates/>

The image shows a screenshot of a rich text editor toolbar with various icons for text formatting, alignment, and editing. Below the toolbar, a portion of a document is visible, containing text about a repayment period and late fees. The text is partially obscured by the toolbar and a grey highlight box.

is completed prior to the end of the agreed upon repayment period, the late fee process will resume as normal.

Response:

The utility shall respond to the written request for adjustment within twenty (20) business days after receiving from the customer all the information necessary to make a determination on the request.

Reporting:

The city administrator shall provide a quarterly report to the city council on adjustments made under this policy exceeding one hundred dollars (\$100).

Appeals:

Customers who disagree with the determination of the city administrator regarding their requested adjustments may appeal to the city council. Said appeal must be in writing and shall be scheduled to be heard at the meeting immediately after receipt of the written appeal.

Approved this _____ day of _____ 2025

New Business

EMERGENCY MEDICAL RESPONDER JOB DESCRIPTION



EMERGENCY MEDICAL RESPONDER

Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE	Emergency Medical Responder	WORK LOCATION	Frazee Rescue Service Area
SUPERVISOR	Rescue President	FLSA STATUS	
DEPARTMENT HEAD	Rescue President	PAY GRADE	
DEPARTMENT	Rescue	EFFECTIVE DATE	January 1, 2025
II. POSITION SUMMARY			
	The Emergency Medical Responder (EMR) provides emergency medical care and extrication to individuals in need of immediate assistance, as part of a collaborative rescue squad. EMR's perform basic medical procedures, assist transporting emergency medical services, and ensure patient safety while providing care in a variety of high-pressure environments.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Respond to emergency calls and provide immediate, life-saving medical care at the scene.		
	Assess the condition of patients' vital signs per medical protocols (e.g., blood pressure, glucose, oxygen concentration, temperature, airway).		
	Administer treatments per medical protocols (e.g., CPR, bleeding control, airway management, wound care, splinting).		
	Administer medications per medical protocols (variances).		
	Assist transporting emergency medical services in performing advanced medical procedures.		
	Ensure proper use of medical equipment and maintain readiness.		
	Ensure proper use of response vehicles and ensure readiness.		
	Document patient care, treatment administered, and response times accurately.		
	Maintain equipment, supplies, and inventory according to department protocols.		
	Adhere to all safety guidelines and standards established by the Medical Director and department protocols.		
	Participate in ongoing training to maintain certification and improve skills.		
	Display a high level of teamwork and promote recruitment of new members.		
	Communicate effectively with patients, families, and other emergency responders.		
	Participate in non-emergency and community outreach activities.		
	Ensure compliance with state, federal laws, regulations and department policies.		
V. PHYSICAL DEMANDS			
	Must be physically capable of performing tasks such as lifting/carrying 50 pounds and transporting patients.		
VII. MINIMUM QUALIFICATIONS			
	Ability to work calmly and effectively in high-stress environments.		
	Strong communication and teamwork skills.		
	Ability to work effectively both independently and as part of a team.		
	A valid driver's license with a record that meets the City of Frazee's requirements.		
	Must meet call response requirements.		
	Ability to work irregular hours, including nights, weekends, and holidays.		
VII. DESIRED QUALIFICATIONS			
	Completion of an Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), or Paramedic course and have valid current certification.		
	Current CPR certification.		

Frazee is an Equal Opportunity Employer.

Addendum

APPROVAL OF ADDITIONAL CLAIMS

CITY OF FRAZEE
Payments

02/11/25 3:05 PM
Page 1



Current Period: March 2024

Payments Batch L SckOrder03-26-2024 \$61.96

Refer 0 MAIN STREET - UCB Ck# 000185E 3/26/2024

Cash Payment E 609-49750-200 Office Supplies (GENER Liquor Store Checks \$30.98

Invoice

Cash Payment E 609-49751-200 Office Supplies (GENER Liquor Store Checks \$30.98

Invoice

Transaction Date 3/26/2024 Liquor Store 10101 Total \$61.96

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$61.96
		<u>\$61.96</u>

Pre-Written Checks	\$61.96
Checks to be Generated by the Computer	\$0.00
Total	<u>\$61.96</u>



CITY OF FRAZEE

Payments

Current Period: January 2025

Payment Batch 01312025GENADD \$1,768.06

Refer	0 COLONIAL LIFE & ACCIDENT INS C	Ck# 000236E 1/28/2025		
Cash Payment	G 601-21709 Aflac/Colonial Life	K.R. Deduction Dates: Jan 14, 28		\$63.24
Invoice	43200730114051	1/14/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total \$63.24
Refer	0 TASC LLC	Ck# 000237E 1/25/2025		
Cash Payment	E 100-41400-433 Dues and Subscriptions	COBRA - Administration Fee 2/1/2025-2/28/2025		\$28.30
Invoice	IN3354239	1/25/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total \$28.30
Refer	0 TASC LLC	Ck# 000238E 1/25/2025		
Cash Payment	E 100-41400-433 Dues and Subscriptions	Per Participant Fee 2/1/2025-2/28/2025		\$41.19
Invoice	IN3354576	1/25/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total \$41.19
Refer	0 HSABANK	Ck# 000239E 1/30/2025		
Cash Payment	G 100-21707 Health Savings Payable	Create Date: 01/29/2025		\$1,139.19
Invoice		1/29/2025		
Cash Payment	G 601-21707 Health Savings Payable	K.R. Create Date: 01/29/2025		\$203.84
Invoice		1/29/2025		
Cash Payment	G 602-21707 Health Savings Payable	L.S. Create Date: 01/29/2025		\$292.30
Invoice		1/29/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total \$1,635.33

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$1,208.68
601 WATER FUND	\$267.08
602 SEWER FUND	\$292.30
	\$1,768.06

Pre-Written Checks	\$1,768.06
Checks to be Generated by the Computer	\$0.00
Total	\$1,768.06



Payments

Current Period: January 2025

Payments Batch 01312025GENADD2 \$9,062.06

<u>Refer</u>	<u>0 IRS</u>	<u>Ck# 000240E 1/31/2025</u>	
Cash Payment Invoice	G 100-21701 Federal Withholding	PP#2 Federal Withholdings	\$1,102.77
Cash Payment Invoice	G 100-21703 FICA Tax Withholding	PP#2 Federal Withholdings	\$1,621.44
Cash Payment Invoice	G 601-21701 Federal Withholding	PP#2 Federal Withholdings	\$207.20
Cash Payment Invoice	G 601-21703 FICA Tax Withholding	PP#2 Federal Withholdings	\$388.22
Cash Payment Invoice	G 602-21701 Federal Withholding	PP#2 Federal Withholdings	\$249.42
Cash Payment Invoice	G 602-21703 FICA Tax Withholding	PP#2 Federal Withholdings	\$443.94
Transaction Date	1/31/2025	Main Checking 10100	Total \$4,012.99

<u>Refer</u>	<u>0 MN DEPT OF REVENUE - WH</u>	<u>Ck# 000241E 1/31/2025</u>	
Cash Payment Invoice	G 100-21702 State Withholding	PP#2 Federal Withholdings	\$804.46
Cash Payment Invoice	G 601-21702 State Withholding	PP#2 Federal Withholdings	\$131.41
Cash Payment Invoice	G 602-21702 State Withholding	PP#2 Federal Withholdings	\$112.61
Transaction Date	1/31/2025	Main Checking 10100	Total \$1,048.48

<u>Refer</u>	<u>0 MN PERA</u>	<u>Ck# 000242E 1/31/2025</u>	
Cash Payment Invoice	G 100-21704 PERA	PP#2 Federal Withholdings	\$3,162.85
Cash Payment Invoice	G 601-21704 PERA	PP#2 Federal Withholdings	\$372.38
Cash Payment Invoice	G 602-21704 PERA	PP#2 Federal Withholdings	\$485.36
Transaction Date	1/31/2025	Main Checking 10100	Total \$4,000.59

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$6,691.52
601 WATER FUND	\$1,099.21
602 SEWER FUND	\$1,271.33
	<u>\$9,062.06</u>

Pre-Written Checks	\$9,062.06
Checks to be Generated by the Computer	\$0.00
Total	\$9,062.06

CITY OF FRAZEE
Payments



Current Period: January 2025

Payments Batch 01312025LSE CADD \$2,054.76

Refer	0 HSABANK	Ck# 000183E 1/30/2025		
Cash Payment Invoice	G 609-21707 Health Savings Payable 1/29/2025	A.Y. Create Date: 01/29/2025		\$242.30
Transaction Date	2/12/2025	Liquor Store 10101	Total	\$242.30
Refer	0 IRS	Ck# 000186E 1/31/2025		
Cash Payment Invoice	G 609-21701 Federal Withholding	PP#2 Federal Withholdings		\$189.75
Cash Payment Invoice	G 609-21703 FICA Tax Withholding	PP#2 Federal Withholdings		\$708.12
Cash Payment Invoice	G 610-21703 FICA Tax Withholding	PP#2 Federal Withholdings		\$48.84
Transaction Date	1/31/2025	Liquor Store 10101	Total	\$946.71
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000187E 1/31/2025		
Cash Payment Invoice	G 609-21702 State Withholding	PP#2 Federal Withholdings		\$147.01
Transaction Date	1/31/2025	Liquor Store 10101	Total	\$147.01
Refer	0 MN PERA	Ck# 000188E 1/31/2025		
Cash Payment Invoice	G 609-21704 PERA	PP#2 Federal Withholdings		\$674.05
Cash Payment Invoice	G 610-21704 PERA	PP#2 Federal Withholdings		\$44.69
Transaction Date	1/31/2025	Liquor Store 10101	Total	\$718.74

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$1,961.23
610 EVENT CENTER FUND	\$93.53
	<u>\$2,054.76</u>

Pre-Written Checks	\$2,054.76
Checks to be Generated by the Computer	\$0.00
Total	\$2,054.76



Payments

Current Period: February 2025

Payments Batch 02122025GEN2				\$168,959.89
Refer	0 AMERICAN LEGAL PUBLISHING C	-		
Cash Payment	E 100-41110-355 Printing & Publishing	Ord 165-173		\$1,000.44
Invoice	37918	11/25/2024		
Transaction Date	2/12/2025	Main Checking	10100	Total \$1,000.44
Refer	0 AMERICAN LEGAL PUBLISHING C	-		
Cash Payment	E 100-41110-433 Dues and Subscriptions	Annual Web Hosting Fee		\$500.00
Invoice	38395	12/19/2024		
Transaction Date	2/12/2025	Main Checking	10100	Total \$500.00
Refer	0 FRAZEE PUBLIC UTILITIES	-		
Cash Payment	E 100-46183-382 Water/Sewer Utilities	Campground Water/Sewer		\$47.72
Invoice				
Cash Payment	E 656-46500-382 Water/Sewer Utilities	DTI Water/Sewer		\$65.19
Invoice				
Cash Payment	E 654-46500-382 Water/Sewer Utilities	Business Center Water/Sewer		\$77.78
Invoice				
Transaction Date	2/12/2025	Main Checking	10100	Total \$190.69
Refer	0 IRS	Ck# 000243E 2/10/2025		
Cash Payment	G 100-21703 FICA Tax Withholding	Monthly PP#3 Withholdings		\$112.24
Invoice				
Cash Payment	G 200-21703 FICA Tax Withholding	Monthly PP#3 Withholdings		\$100.98
Invoice				
Transaction Date	2/12/2025	Main Checking	10100	Total \$213.22
Refer	0 IRS	Ck# 000244E 2/10/2025		
Cash Payment	G 100-21701 Federal Withholding	General PP#3 Withholding		\$1,137.35
Invoice				
Cash Payment	G 100-21703 FICA Tax Withholding	General PP#3 Withholding		\$1,626.80
Invoice				
Cash Payment	G 601-21701 Federal Withholding	General PP#3 Withholding		\$219.90
Invoice				
Cash Payment	G 601-21703 FICA Tax Withholding	General PP#3 Withholding		\$398.58
Invoice				
Cash Payment	G 602-21701 Federal Withholding	General PP#3 Withholding		\$262.05
Invoice				
Cash Payment	G 602-21703 FICA Tax Withholding	General PP#3 Withholding		\$461.16
Invoice				
Transaction Date	2/12/2025	Main Checking	10100	Total \$4,105.84
Refer	0 LEAGUE OF MN CITIES INS. TRUS	-		
Cash Payment	E 100-41400-361 General Liability Ins	2025 Municipal Property/Casualty Insurance		\$6,493.56
Invoice		1/28/2025		
Cash Payment	E 100-41400-362 Property Ins	2025 Municipal Property/Casualty Insurance		\$4,731.00
Invoice		1/28/2025		
Cash Payment	E 100-42110-361 General Liability Ins	2025 Municipal Property/Casualty Insurance		\$7,206.12
Invoice		1/28/2025		
Cash Payment	E 100-42110-362 Property Ins	2025 Municipal Property/Casualty Insurance		\$1,210.00
Invoice		1/28/2025		



Payments

Current Period: February 2025

Cash Payment Invoice	E 100-42110-363	Automotive Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$4,092.33
Cash Payment Invoice	E 200-42200-361	General Liability Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$278.48
Cash Payment Invoice	E 200-42200-362	Property Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$1,210.00
Cash Payment Invoice	E 200-42200-363	Automotive Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$2,038.33
Cash Payment Invoice	E 201-42300-361	General Liability Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$5.57
Cash Payment Invoice	E 201-42300-363	Automotive Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$292.00
Cash Payment Invoice	E 100-43100-361	General Liability Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$502.50
Cash Payment Invoice	E 100-43100-362	Property Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$3,241.00
Cash Payment Invoice	E 100-43100-363	Automotive Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$1,892.34
Cash Payment Invoice	E 100-45200-361	General Liability Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$162.13
Cash Payment Invoice	E 100-45200-362	Property Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$6,153.00
Cash Payment Invoice	E 100-46200-361	General Liability Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$1.67
Cash Payment Invoice	E 100-46200-362	Property Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$20.00
Cash Payment Invoice	E 100-49010-361	General Liability Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$108.16
Cash Payment Invoice	E 100-49010-362	Property Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$393.00
Cash Payment Invoice	E 656-46500-362	Property Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$3,990.00
Cash Payment Invoice	E 601-49400-361	General Liability Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$882.91
Cash Payment Invoice	E 601-49400-362	Property Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$6,894.00
Cash Payment Invoice	E 601-49400-363	Automotive Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$237.00
Cash Payment Invoice	E 602-49450-361	General Liability Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$3,468.12
Cash Payment Invoice	E 602-49450-362	Property Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$7,297.00
Cash Payment Invoice	E 602-49450-363	Automotive Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$237.00
Cash Payment Invoice	E 651-46500-361	General Liability Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$289.62
Cash Payment Invoice	E 654-46500-362	Property Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$1,779.00
Cash Payment Invoice	E 100-45400-361	General Liability Ins 1/28/2025	2025 Municipal Property/Casualty Insurance	\$250.00



CITY OF FRAZEE

02/12/25 2:46 PM

Page 3

Payments

Current Period: February 2025

Cash Payment Invoice	E 100-41400-361	General Liability Ins	2025 Municipal Property/Casualty Insurance	\$5,293.00
		1/28/2025		
Cash Payment Invoice	E 100-43160-362	Property Ins	2025 Municipal Property/Casualty Insurance	\$1,328.00
		1/28/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total \$71,576.84
Refer	0 LEAGUE OF MN CITIES INS. TRUS			-
Cash Payment Invoice	E 100-41110-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$83.00
		2/10/2025		
Cash Payment Invoice	E 100-41400-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$877.00
		2/10/2025		
Cash Payment Invoice	E 100-42110-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$18,866.00
		2/10/2025		
Cash Payment Invoice	E 200-42200-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$7,686.00
		2/10/2025		
Cash Payment Invoice	E 201-42300-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$1,167.00
		2/10/2025		
Cash Payment Invoice	E 100-43100-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$2,181.00
		2/10/2025		
Cash Payment Invoice	E 100-45200-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$1,091.00
		2/10/2025		
Cash Payment Invoice	E 601-49400-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$1,376.00
		2/10/2025		
Cash Payment Invoice	E 602-49450-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$1,829.00
		2/10/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total \$34,556.00
Refer	0 LEIGHTON BROADCASTING-DETR			-
Cash Payment Invoice	E 651-46500-300	Professional Svcs (GEN	TV3 - Com Sponsor w/ Profile	\$135.00
	245907-1	1/31/2025		
Transaction Date	2/12/2025	Main Checking	10100	Total \$135.00
Refer	0 LAKE REGION ELECTRIC COOPER			-
Cash Payment Invoice	E 651-46500-381	Electric Utilities	Acct 616802 - US Hwy 10 Sign	\$56.88
Cash Payment Invoice	E 202-45000-381	Electric Utilities	Acct 2024000800 - WRP	\$44.81
Cash Payment Invoice	E 100-45200-381	Electric Utilities	Acct 2005030600 - Eagle Lake	\$23.60
Cash Payment Invoice	E 602-49450-381	Electric Utilities	Acct 358000 - Ponds	\$1,714.12
Cash Payment Invoice	E 100-43160-381	Electric Utilities	Acct 2003281314 - RWH Lights	\$106.20
Transaction Date	2/12/2025	Main Checking	10100	Total \$1,945.41
Refer	0 MN DEPT OF HEALTH			-
Cash Payment Invoice	E 601-49400-331	Travel/Training Expense	KR Class C Water Test Fee	\$32.00
Transaction Date	2/12/2025	Main Checking	10100	Total \$32.00
Refer	0 MARCO TECHNOLOGIES LLC			-
Cash Payment Invoice	E 100-41400-200	Office Supplies (GENER	Late Fees	\$18.06
	548162197b			



Payments

Current Period: February 2025

Transaction Date	2/12/2025	Main Checking	10100	Total	\$18.06
Refer	0 MN DEPT OF REVENUE - ST		Ck# 000245E 2/5/2025		
Cash Payment	G 100-20801 Taxes - Sales & Use Taxes	Garbage Sales Tax			\$1,463.58
Invoice					
Cash Payment	G 601-20801 Taxes - Sales & Use Taxes	Water Sales Tax			\$241.48
Invoice					
Transaction Date	2/12/2025	Main Checking	10100	Total	\$1,705.06
Refer	0 MN PUBLIC FACILITIES AUTHORIT		-		
Cash Payment	E 602-49450-611 Bond Interest	MPFA-CWRF-L-006-FY-18			\$412.50
Invoice					
Cash Payment	E 602-49450-611 Bond Interest	MPFA-CWRF-L-053-FY22			\$5,694.73
Invoice					
Cash Payment	E 601-49400-611 Bond Interest	MPFA-DWRF-L-005-FY18			\$910.00
Invoice					
Cash Payment	E 601-49400-611 Bond Interest	MPFA-DWRF-L-021-FY20			\$5,730.00
Invoice					
Cash Payment	E 601-49400-611 Bond Interest	MPFA-DWRF-L-054-FY22			\$1,533.98
Invoice					
Transaction Date	2/12/2025	Main Checking	10100	Total	\$14,281.21
Refer	0 MN PERA		Ck# 000246E 2/10/2025		
Cash Payment	G 100-21704 PERA	General PP#3 Withholding			\$3,112.15
Invoice					
Cash Payment	G 601-21704 PERA	General PP#3 Withholding			\$381.88
Invoice					
Cash Payment	G 602-21704 PERA	General PP#3 Withholding			\$481.10
Invoice					
Transaction Date	2/12/2025	Main Checking	10100	Total	\$3,975.13
Refer	0 MN DEPT OF REVENUE - WH		Ck# 000247E 2/10/2025		
Cash Payment	G 100-21702 State Withholding	General PP#3 Withholding			\$795.80
Invoice					
Cash Payment	G 601-21702 State Withholding	General PP#3 Withholding			\$135.72
Invoice					
Cash Payment	G 602-21702 State Withholding	General PP#3 Withholding			\$119.76
Invoice					
Transaction Date	2/12/2025	Main Checking	10100	Total	\$1,051.28
Refer	0 PYE-BARKER FIRE & SAFETY, LLC		-		
Cash Payment	E 200-42200-407 Repairs/Maint Equipmen	Annual Fire Extinguisher Servicing			\$455.67
Invoice	IV00315276	12/23/2024			
Cash Payment	E 100-42110-407 Repairs/Maint Equipmen	Annual Fire Extinguisher Servicing			\$93.66
Invoice	IV00315276	12/23/2024			
Cash Payment	E 100-41400-401 Repairs/Maint Buildings	Annual Fire Extinguisher Servicing			\$93.67
Invoice	IV00315276	12/23/2024			
Transaction Date	2/12/2025	Main Checking	10100	Total	\$643.00
Refer	0 STEVES SANITATION		-		
Cash Payment	E 100-49500-312 Cont/Pro Serv - Refuse/	Residential Garbage Services			\$14,669.61
Invoice					



Payments

Current Period: February 2025

Cash Payment	E 100-45200-384	Refuse/Garbage Dispos	Dumpster for Park		\$134.62
Invoice					
Cash Payment	E 100-43100-384	Refuse/Garbage Dispos	Dumpster for Shop		\$134.62
Invoice					
Cash Payment	E 654-46500-384	Refuse/Garbage Dispos	Recycling for Business Center		\$7.00
Invoice					
Cash Payment	E 656-46500-384	Refuse/Garbage Dispos	Dumpster for DT1		\$115.90
Invoice					
Transaction Date	2/12/2025		Main Checking	10100	Total \$15,061.75
Refer	0	WIDSETH			
Cash Payment	E 423-45207-303	Engineering Fees	ATI - Internal Trails Engineering - Project 2024-12080		\$9,348.47
Invoice	236056	1/27/2025			
Cash Payment	E 404-45200-300	Professional Svcs (GEN	TLB Labor Compliance - Project 2024-10117		\$915.75
Invoice	235871	1/20/2025			
Transaction Date	2/12/2025		Main Checking	10100	Total \$10,264.22
Refer	0	SUNDHEIM WINDOW CLEANING LL			
Cash Payment	E 100-41400-311	Contracts/Professional S	Monthly Window Cleaning		\$80.00
Invoice		2/12/2025			
Transaction Date	2/12/2025		Main Checking	10100	Total \$80.00
Refer	0	SIMPLE WEBSITE CREATIONS, IN			
Cash Payment	E 100-41400-324	Technology/Computer E	Adding Project Page to Website		\$24.50
Invoice					
Transaction Date	2/12/2025		Main Checking	10100	Total \$24.50
Refer	0	ELAN FINANCIAL SERVICES			
Cash Payment	E 200-42200-324	Technology/Computer E	FD Credit for Return		-\$298.50
Invoice					
Cash Payment	E 200-42200-218	Uniforms	FD LED Headlamps		\$213.87
Invoice					
Cash Payment	E 200-42200-218	Uniforms	FD Velcro Name Tags		\$475.86
Invoice					
Cash Payment	E 200-42200-210	Operating Supplies (GE	FD Batteries		\$12.39
Invoice					
Cash Payment	E 200-42200-200	Office Supplies (GENER	FD Toner Cartridge		\$73.89
Invoice					
Cash Payment	E 200-42200-324	Technology/Computer E	FD 2 ACER Chromebooks		\$298.50
Invoice					
Cash Payment	E 200-42200-240	Small Tools and Minor E	FD Cordless Dewalt Vac		\$193.10
Invoice					
Cash Payment	E 200-42200-218	Uniforms	FD Service Cleaners		\$53.09
Invoice					
Cash Payment	E 200-42200-324	Technology/Computer E	FD 2 HP Laptops		\$534.73
Invoice					
Cash Payment	E 100-41400-200	Office Supplies (GENER	ADMIN Stamps		\$78.60
Invoice					
Cash Payment	E 601-49400-322	Postage	WTR Bill Envelopes		\$884.87
Invoice					



CITY OF FRAZEE

02/12/25 2:46 PM

Payments

Page 6

Current Period: February 2025

Cash Payment Invoice	E 602-49450-322	Postage	SWR Bill Envelopes	\$884.86
Cash Payment Invoice	E 100-49500-322	Postage	GRBG Bill Envelopes	\$884.86
Cash Payment Invoice	E 601-49400-200	Office Supplies (GENER	WTR Bill Envelopes	\$884.87
Cash Payment Invoice	E 602-49450-200	Office Supplies (GENER	SWR Bill Envelopes	\$884.87
Cash Payment Invoice	E 100-49500-200	Office Supplies (GENER	GRBG Bill Envelopes	\$884.87
Cash Payment Invoice	E 100-41400-324	Technology/Computer E	ADMIN Zoom License	\$51.54
Cash Payment Invoice	E 100-41400-322	Postage	ADMIN Mailing packet to BCHS	\$2.31
Cash Payment Invoice	E 100-41400-324	Technology/Computer E	ADMIN 7 Microsoft 365 Basic Licenses	\$42.00
Cash Payment Invoice	E 100-41400-324	Technology/Computer E	ADMIN 17 Microsoft 365 Standard Licenses	\$228.17
Cash Payment Invoice	E 100-41400-210	Operating Supplies (GE	ADMIN 3 Ring Binders	\$15.38
Cash Payment Invoice	E 201-42300-234	Medical Supplies	RESCUE Gloves	\$102.95
Cash Payment Invoice	E 201-42300-200	Office Supplies (GENER	RESCUE Binders	\$37.11
Cash Payment Invoice	E 201-42300-200	Office Supplies (GENER	RESCUE Binders	\$26.05
Cash Payment Invoice	E 201-42300-331	Travel/Training Expense	RESCUE Training	\$150.00
Cash Payment Invoice	E 601-49400-331	Travel/Training Expense		\$0.00
Transaction Date	2/12/2025		Main Checking 10100	Total \$7,600.24



Payments

Current Period: February 2025

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$92,938.16
200 FIRE FUND	\$13,326.39
201 RESCUE FUND	\$1,780.68
202 WANNIGAN REGIONAL PARK	\$44.81
404 CAP PROJ - TOWN LAKE BEACH	\$915.75
423 WRP - ATI 2025 Trails	\$9,348.47
601 WATER FUND	\$20,543.19
602 SEWER FUND	\$23,546.27
651 ECONOMIC DEVELOPMENT AUTHORITY	\$481.30
654 EDA - BUSINESS CENTER	\$1,863.78
656 EDA - Downtown Infill	\$4,171.09
	<hr/>
	\$168,959.89

Pre-Written Checks	\$11,050.53
Checks to be Generated by the Computer	\$157,909.36
Total	<hr/>
	\$168,959.89



Payments

Current Period: February 2025

Payments Batch 02122025LIQ2				\$24,283.42
Refer	0 <u>BECKER CO ENVIRONMENTAL</u>	-		
Cash Payment	E 609-49750-384 Refuse/Garbage Dispos	Liquor Recycling Bins		\$8.33
Invoice				
Cash Payment	E 609-49751-384 Refuse/Garbage Dispos	Liquor Recycling Bins		\$8.34
Invoice				
Cash Payment	E 610-49752-384 Refuse/Garbage Dispos	Liquor Recycling Bins		\$8.33
Invoice				
Transaction Date	2/12/2025	Liquor Store	10101	Total \$25.00
Refer	0 <u>BERGSETH BROS</u>	-		
Cash Payment	E 609-49750-252 Beer For Resale	Liquor for Resale		\$1,894.65
Invoice	388797 2/8/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total \$1,894.65
Refer	0 <u>BEVERAGE WHOLESALERS, INC</u>	-		
Cash Payment	E 609-49750-252 Beer For Resale	Liquor for Resale		\$624.70
Invoice	367219 2/8/2025			
Cash Payment	E 609-49750-252 Beer For Resale	Liquor for Resale		-\$154.00
Invoice	367219 2/8/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total \$470.70
Refer	0 <u>CITY OF FRAZEE</u>	-		
Cash Payment	E 609-49751-340 Advertising	Savor the Flavor Billboard		\$44.20
Invoice	20250205-B 2/5/2025			
Cash Payment	E 609-49750-340 Advertising	Savor the Flavor Billboard		\$44.20
Invoice	20250205-B 2/5/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total \$88.40
Refer	0 <u>D-S BEVERAGES, INC</u>	-		
Cash Payment	E 609-49750-252 Beer For Resale	Liquor for Resale		\$623.45
Invoice	853008 2/5/2025			
Transaction Date	2/12/2025	Liquor Store	10101	Total \$623.45
Refer	0 <u>FRAZEE PUBLIC UTILITIES</u>	-		
Cash Payment	E 610-49752-382 Water/Sewer Utilities	Event Center Water/Sewer		\$84.58
Invoice				
Cash Payment	E 609-49750-382 Water/Sewer Utilities	Liquor Store Water/Sewer		\$97.50
Invoice				
Cash Payment	E 609-49751-382 Water/Sewer Utilities	Liquor Store Water/Sewer		\$97.51
Invoice				
Transaction Date	2/12/2025	Liquor Store	10101	Total \$279.59
Refer	0 <u>IRS</u>	<u>Clk# 000189E 2/10/2025</u>		
Cash Payment	G 609-21701 Federal Withholding	Liquor PP#3 Withholding		\$162.75
Invoice				
Cash Payment	G 609-21703 FICA Tax Withholding	Liquor PP#3 Withholding		\$745.60
Invoice				
Cash Payment	G 610-21703 FICA Tax Withholding	Liquor PP#3 Withholding		\$109.58
Invoice				
Transaction Date	2/12/2025	Liquor Store	10101	Total \$1,017.93
Refer	0 <u>LEAGUE OF MN CITIES INS. TRUS</u>	-		



Payments

Current Period: February 2025

Cash Payment Invoice	E 609-49750-361	General Liability Ins	2025 Municipal Property/Casualty Insurance	\$863.41
Cash Payment Invoice	E 609-49750-362	Property Ins	2025 Municipal Property/Casualty Insurance	\$1,946.00
Cash Payment Invoice	E 609-49751-361	General Liability Ins	2025 Municipal Property/Casualty Insurance	\$329.22
Cash Payment Invoice	E 609-49751-362	Property Ins	2025 Municipal Property/Casualty Insurance	\$1,946.00
Cash Payment Invoice	E 610-49752-361	General Liability Ins	2025 Municipal Property/Casualty Insurance	\$273.53
Cash Payment Invoice	E 610-49752-362	Property Ins	2025 Municipal Property/Casualty Insurance	\$3,927.00
Transaction Date	2/12/2025	Liquor Store	10101	Total \$9,085.16
Refer	0 LEAGUE OF MN CITIES INS. TRUS -			
Cash Payment Invoice	E 609-49751-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$1,200.00
Cash Payment Invoice	E 609-49751-151	Worker s Comp Insuran	2025 Worker's Comp Insurance	\$899.00
Transaction Date	2/12/2025	Liquor Store	10101	Total \$2,099.00
Refer	0 MN DEPT OF REVENUE - ST		Ck# 000190E 2/5/2025	
Cash Payment Invoice	G 609-20801	Taxes - Sales & Use Taxes	On Sale Liquor Sales & Use Tax	\$3,612.75
Cash Payment Invoice	G 609-20801	Taxes - Sales & Use Taxes	Off Sale Liquor Sales & Use Tax	\$2,447.72
Cash Payment Invoice	R 610-37512	Beer Sales - EC	EC Sales & Use Tax	\$118.72
Cash Payment Invoice	R 610-37511	Liquor Sales - EC	EC Sales & Use Tax	\$92.76
Cash Payment Invoice	R 610-37513	Wine Sales - EC	EC Sales & Use Tax	\$93.73
Cash Payment Invoice	R 610-37580	Misc Income - EC	EC Sales & Use Tax	\$534.40
Cash Payment Invoice	R 610-34101	Rent Revenue	EC Sales & Use Tax	\$107.74
Transaction Date	2/12/2025	Liquor Store	10101	Total \$7,007.82
Refer	0 MN DEPT OF REVENUE - WH		Ck# 000191E 2/10/2025	
Cash Payment Invoice	G 609-21702	State Withholding	Liquor PP #3 Withholdings	\$147.51
Transaction Date	2/12/2025	Liquor Store	10101	Total \$147.51
Refer	0 MN PERA		Ck# 000192E 2/10/2025	
Cash Payment Invoice	G 609-21704	PERA	Liquor PP#3 Withholdings	\$708.35
Cash Payment Invoice	G 610-21704	PERA	Liquor PP#3 Withholdings	\$73.42
Transaction Date	2/12/2025	Liquor Store	10101	Total \$781.77
Refer	0 STEVES SANITATION -			
Cash Payment Invoice	E 609-49750-384	Refuse/Garbage Dispos	Dumpster Service	\$105.56



Payments

Current Period: February 2025

Cash Payment Invoice	E 609-49751-384	Refuse/Garbage Dispos	Dumpster Service		\$105.56
Cash Payment Invoice	E 610-49752-384	Refuse/Garbage Dispos	Dumpster Service		\$105.55
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$316.67
Refer	0	ELAN FINANCIAL SERVICES		-	
Cash Payment Invoice	E 610-49752-210	Operating Supplies (GE	EC Toilet Paper, Paper Towels, Trash Bags		\$163.33
Cash Payment Invoice	E 610-49752-211	Cleaning Supplies	EC Garbage Bags		\$13.94
Cash Payment Invoice	E 609-49751-259	Food for Resale	LS Sliced Ham		\$16.30
Cash Payment Invoice	E 609-49750-254	Soft Drinks/Mix For Res	LS Red Bull		\$73.48
Cash Payment Invoice	E 609-49751-210	Operating Supplies (GE	LS Ziploc bags		\$12.04
Cash Payment Invoice	E 609-49751-259	Food for Resale	LS Chips		\$20.48
Cash Payment Invoice	E 609-49751-259	Food for Resale	LS Food		\$22.18
Cash Payment Invoice	E 609-49751-254	Soft Drinks/Mix For Res	LS Soda		\$25.73
Cash Payment Invoice	E 609-49751-213	Operating Supplies - Fo	LS Food		\$6.42
Cash Payment Invoice	E 609-49751-213	Operating Supplies - Fo	LS Food		\$21.24
Cash Payment Invoice	E 609-49750-200	Office Supplies (GENER	LS Markers		\$2.43
Cash Payment Invoice	E 609-49751-200	Office Supplies (GENER	LS Markers		\$2.44
Cash Payment Invoice	E 609-49750-211	Cleaning Supplies	LS Toilet Bowl Cleaners		\$1.74
Cash Payment Invoice	E 609-49751-211	Cleaning Supplies	LS Toilet Bowl Cleaners		\$1.74
Cash Payment Invoice	E 609-49751-210	Operating Supplies (GE	LS Cups, Tax & Tips		\$8.74
Cash Payment Invoice	E 609-49751-259	Food for Resale	LS Food		\$31.04
Cash Payment Invoice	E 609-49750-210	Operating Supplies (GE	LS Tip		\$2.50
Transaction Date	2/12/2025	Liquor Store	10101	Total	\$425.77



Payments

Current Period: February 2025

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$18,556.81
610 EVENT CENTER FUND	\$5,706.61
	<hr/>
	\$24,263.42

Pre-Written Checks	\$8,955.03
Checks to be Generated by the Computer	\$15,308.39
	<hr/>
Total	\$24,263.42

Addendum

RESOLUTION 0212-2025A – RESOLUTION FOR HEARING ON PRELIMINARY ENGINEERING REPORT AND FACILITY PLAN



Waters Trails Shops Parks

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

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

RESOLUTION 0212-2025A

Resolution for Hearing on Preliminary Engineering Report and Facility Plan

WHEREAS, the Minnesota Pollution Control Agency requires a city to develop and adopt a Preliminary Engineering Report/Facility Plan in order to be eligible for funding thru the Clean Water Revolving Fund; and

WHEREAS, the City of Frazee authorized Ulteig Engineers, Inc. to prepare the Preliminary Engineering Report and Facility Plan for the Sanitary Sewer Collection and Water Distribution System for the 2026 Utility Reconstruction project; and

WHEREAS, the Clerk has notified the Council that such Plan has been completed and filed in his/her office for public inspection,

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

1. A public hearing shall be held at 6:01 p.m. on February 26, 2025 at the Frazee Event Center to hear and consider adoption of the Plan. All persons wishing to comment will be given an opportunity to be heard with reference to such Plan.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed Plan to be published in the official newspaper as required by law.

Adopted by the council this 12th, day of February, 2025.

	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mike Sharp,
Mayor

Stephanie Poegel,
City Administrator

Addendum

APPROVAL OF ADDITIONAL CLAIMS