



CITY COUNCIL MEETING AGENDA

February 26, 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 – [February 12, 2025](#)
 - b. Income Statements
 - i. [Liquor Store 2022 – Current](#)
 - c. [Approval of Claims](#)
7. **Public Hearing – [2026 Utility Reconstruction](#)**
 - a. Open at 6:01 pm
 - b. Public Comment
 - c. Close Public Hearing
8. **Staff Reports**
 - a. Fire Department
 - b. [Rescue](#)
 - c. [Event Center](#)
 - d. [Liquor Store](#)
 - e. [Police Department](#)
 - f. [Public Works](#)
 - g. [Administration](#)
9. Old Business

10. New Business

- a. [Acceptance of 2026 Utility Reconstruction Feasibility Report](#)
- b. [Widseth – LCCMR Design Services Proposal](#)
- c. [Romtec – LCCMR Shelter](#)
- d. Resignation of Jenna Castagneri effective 6/1/2024
- e. [David Drown Associates Engagement Letter](#)
- f. [Resolution 0226-2025A – Resolution Adopting a Frazee Sanitary Sewer Collection and Water Distribution System Preliminary Engineering Report and Facility Plan](#)
- g. [Resolution 0226-2025B – Authorization of Application to the Minnesota Public Facilities Authority](#)
- h. Rental Registration Denial & Order to Vacate
- i. [Wannigan Park Project Manager Job Description](#)
- j. Posting of Wannigan Park Project Manager Position

11. Council Member Comments

12. Addendum

- a. Additional Claims

13. Adjournment

Consent Agenda

MINUTES – FEBRUARY 12, 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, Stephanie Poegel
 - d. Contracted Services: Chris Thorson – Ulteig Engineering
 - e. Guests: Phil Hansen – Becker County Commissioner

3. Pledge of Allegiance

4. Approve Agenda

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

5. Open Forum
 - a. Hansen asked about the sale of Eagle Lake

6. Consent Agenda
 - a. Meeting Minutes – January 22, 2025
 - b. Income Statements
 - c. Approval of Claims

M/S/CU: Kemper/Daggett to approve consent agenda as presented

7. Committee & Liaison Reports
 - a. Parks & Recreation Committee – January 22, 2025
 - i. Written Report Reviewed
 - b. Wannigan Regional Park Committee – January 28, 2025
 - i. Written Report Reviewed
 - c. Planning & Zoning – January 28, 2025
 - i. Written Report Reviewed
 - ii. Working on a Short-Term Rental Ordinance to be at the March 12, 2025 Council meeting
 - d. Personnel Committee – January 29, 2025
 - i. Written Report Reviewed
 - e. Finance Committee – January 29, 2025
 - i. Written Report Reviewed
 - f. Economic Development Authority – January 28, 2025; February 5, 2025
 - i. Written Report Reviewed
 - g. Lakeside Cemetery Liaison – No report
 - h. Frazee School District Liaison
 - i. School Board approved new programming

- i. Frazee Area Action Fund Liaison – No report
- j. Frazee-Burlington-Silver Leaf Joint Powers Board Liaison – No report
- k. Lake Agassiz Regional Library Liaison – No report

M/S/CU: Froeber/Rader to approve committee reports as presented

8. Old Business - None

9. New Business

- a. Fire Relief Pension

M/S/CU: Froeber/Kemper to approve Fire Relief Pension increase to \$3,000.00 per year

- b. Hiring of Janitor

M/S/CU: Froeber/Kemper to approve hiring of Amber Asleson as janitor at Grade 1 Step 5 - \$18.01/hr

- c. Sidewalk Expansion Permit

M/S/CU: Froeber/Rader to approve Sidewalk Expansion Permit at a fee of \$15 annually

- d. Administration Computer Purchase

M/S/CU: Froeber/Daggett to approve purchase of administration computers at a cost of \$3,390.18

- e. Adjustment to Utility Bill Policy

M/S/CU: Rader/Kemper to approve Adjustment to Utility Bill Policy

- f. Emergency Medical Responder Job Description

M/S/CU: Froeber/Daggett to approve Emergency Medical Responder job description

10. Council Member Comments

- a. Froeber

- i. Did a TV 3 spot last week and will be doing again on March 13 promoting throwing away wipes
- ii. Meeting with Vergas Council – looking for March/Aril
- iii. Question on renaming the Downtown Infill Building – given to EDA

- b. Rader

- i. Cabin Fever Days was a great event, kudos to the FACC!

11. Addendum

- a. Approval of Additional Claims

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

- b. Resolution 0212-2025A – Resolution for Hearing on Preliminary Engineering Report and Facility Plan

M/S/CU: Kemper/Rader to approve Resolution 0212-2025A – Resolution for Hearing on Preliminary Engineering Report and Facility Plan

- c. Hiring of Event Center Bartender

M/S/CU: Rader/Froeber to approve hire of Michael Miller as an Event Center Bartender at Grade 1 Step 1 \$16.00/hr

12. Adjournment

M/S/CU: Froeber/Daggett to adjourn at 5:38 pm.

Respectfully submitted,
Stephanie Poegel
 Frazee City Administrator

Consent Agenda

INCOME STATEMENTS – LIQUOR STORE 2022 – CURRENT

I am through March for the liquor fund and plan to have that one done for 2024 shortly. I have included a report of the balances of 12/31/2022, 12/31/2023, preliminary 12/31/2024, and preliminary 1/31/2025 for you to review – the credit card receipts will balance to \$0 when reconciliations are done so it does look misleading; as I complete the monthly reconciliations I will update this report monthly; as such, 2024 will change until all of 2024 is reconciled

Liquor Fund					
	12/31/2022	12/31/2023	12/31/2024	2025 YTD	
REVENUE					
Off Sale	\$ 403,301.14	\$ 439,227.48	\$ 357,509.43	\$ 14,625.66	
On Sale	\$ 217,724.21	\$ 221,417.57	\$ 302,298.88	\$ 27,411.82	
Event Center	\$ 74,957.61	\$ 57,354.03	\$ 66,238.46	\$ 1,252.65	
EXPENSES					
Off Sale	\$ 467,912.40	\$ 428,446.02	\$ 541,402.09	\$ 51,348.73	
On Sale	\$ 132,979.83	\$ 147,116.53	\$ 221,708.13	\$ 17,173.29	
Event Center	\$ 56,401.85	\$ 104,530.60	\$ 289,846.37	\$ 11,690.27	
Combined					
REVENUE	\$ 695,982.96	\$ 717,999.08	\$ 726,046.77	\$ 43,290.13	
EXPENSES	\$ 657,294.08	\$ 680,093.15	\$ 1,052,956.59	\$ 80,212.29	
PROFIT/LOSS	\$ 38,688.88	\$ 37,905.93	\$ (326,909.82)	\$ (36,922.16)	
Off-Sale					
REVENUE	\$ 403,301.14	\$ 439,227.48	\$ 357,509.43	\$ 86,580.26	
EXPENSES	\$ 467,912.40	\$ 428,446.02	\$ 541,402.09	\$ 54,823.64	
PROFIT/LOSS	\$ (64,611.26)	\$ 10,781.46	\$ (183,892.66)	\$ 31,756.62	
On-Sale					
REVENUE	\$ 217,724.21	\$ 221,417.57	\$ 302,298.88	\$ 27,411.82	
EXPENSES	\$ 132,979.83	\$ 147,116.53	\$ 221,708.13	\$ 17,173.29	
PROFIT/LOSS	\$ 84,744.38	\$ 74,301.04	\$ 80,590.75	\$ 10,238.53	
Event Center					
REVENUE	\$ 74,957.61	\$ 57,354.03	\$ 66,238.46	\$ 1,252.65	
EXPENSES	\$ 56,401.85	\$ 104,530.60	\$ 289,846.37	\$ 11,690.27	
PROFIT/LOSS	\$ 18,555.76	\$ (47,176.57)	\$ (223,607.91)	\$ (10,437.62)	
Grant	\$ (25,000.00)	\$ 25,000.00			
	\$ (6,444.24)	\$ (22,176.57)			

OFF SALE

	12/31/2022	12/31/2023	12/31/2024	2025 YTD
REVENUE				
R 609-31750 Grant Revenue	\$ -	\$ -	\$ -	\$ -
R 609-31760 Loan Revenue	\$ -	\$ -	\$ -	\$ -
R 609-36212 Interest Earnings - Off Sale	\$ -	\$ -	\$ 122.35	\$ -
R 609-37811 Liquor Sales - Off Sale	\$ 99,143.20	\$ 93,050.71	\$ 120,358.64	\$ 14,643.93
R 609-37812 Beer Sales - Off Sale	\$ 279,394.99	\$ 273,797.37	\$ 275,987.52	\$ 27,247.20
R 609-37813 Wine Sales - Off Sale	\$ 18,569.20	\$ 16,763.76	\$ 19,181.75	\$ 2,730.07
R 609-37815 Misc Sales - Off Sale	\$ 6,109.23	\$ 57,452.10	\$ 5,179.50	\$ 309.75
R 609-37818 Cannabis/THC Sales - Off Sale	\$ 89.95	\$ -	\$ 5,974.32	\$ 1,207.79
R 609-37840 Cash Over/Short - Off Sale	\$ (171.26)	\$ (103.28)	\$ 20.91	\$ 0.51
R 609-37850 Credit Cards - Off Sale	\$ 546.98	\$ (723.65)	\$ (69,433.84)	\$ (31,513.59)
R 609-37860 Gift Card Sales - Off Sale	\$ (429.11)	\$ (1,009.53)	\$ 68.28	\$ -
R 609-37880 Misc Income - Off Sale	\$ 47.96	\$ -	\$ 50.00	\$ -
TOTALS	\$ 403,301.14	\$ 439,227.48	\$ 357,509.43	\$ 14,625.66
EXPENSES				
E 609-49750-101 Full-Time Employees Regular	\$ -	\$ 42,542.38	\$ 27,631.45	\$ 2,221.25
E 609-49750-102 Full-Time Employees Overtime	\$ 506.15	\$ -	\$ 102.96	\$ -
E 609-49750-103 Part-Time Employees	\$ 40,414.34	\$ -	\$ 25,271.83	\$ 1,981.00
E 609-49750-121 PERA	\$ 2,699.71	\$ 3,230.99	\$ 3,392.79	\$ 347.35
E 609-49750-122 FICA	\$ 3,129.64	\$ 3,563.43	\$ 3,389.06	\$ 340.03
E 609-49750-131 Employer Paid Health	\$ -	\$ 506.00	\$ 1,925.78	\$ 438.61
E 609-49750-132 Employer Health Savings Acct	\$ -	\$ 370.36	\$ 1,254.40	\$ 192.29
E 609-49750-134 Employer Paid Life	\$ -	\$ -	\$ 204.01	\$ 40.37
E 609-49750-135 Employer Paid Acc/Death/Dismem	\$ -	\$ -	\$ 168.14	\$ 33.27
E 609-49750-142 Unemployment Benefit Payments	\$ -	\$ -	\$ -	\$ -
E 609-49750-151 Worker s Comp Insurance Prem	\$ 2,345.95	\$ -	\$ 2,578.00	\$ -
E 609-49750-200 Office Supplies (GENERAL)	\$ 155.26	\$ 351.30	\$ 221.49	\$ 52.13
E 609-49750-210 Operating Supplies (GENERAL)	\$ 1,470.34	\$ 1,274.03	\$ 2,191.25	\$ 220.41
E 609-49750-211 Cleaning Supplies	\$ 2,149.40	\$ 1,865.71	\$ 1,253.25	\$ 74.97
E 609-49750-214 Liquor Store Glass/Bar Supply	\$ -	\$ -	\$ -	\$ -
E 609-49750-218 Uniforms	\$ -	\$ -	\$ -	\$ -
E 609-49750-250 Merchandise Resale (GENERAL)	\$ 35.89	\$ -	\$ 240.75	\$ -
E 609-49750-251 Liquor For Resale	\$ 86,428.56	\$ 81,711.53	\$ 103,159.18	\$ 13,210.35
E 609-49750-252 Beer For Resale	\$ 255,813.05	\$ 239,250.03	\$ 241,254.28	\$ 25,111.05
E 609-49750-253 Wine For Resale	\$ 11,764.85	\$ 11,420.05	\$ 14,289.36	\$ 1,432.26
E 609-49750-254 Soft Drinks/Mix For Resale	\$ 2,874.10	\$ 2,680.52	\$ 4,997.22	\$ 533.26
E 609-49750-255 Drink Ingredients For Resale	\$ 175.89	\$ 202.43	\$ 40.50	\$ -
E 609-49750-256 THC/CBD For Resale	\$ -	\$ 375.35	\$ 5,002.90	\$ 793.80
E 609-49750-259 Food for Resale	\$ -	\$ -	\$ 4.45	\$ -
E 609-49750-260 Pizza for Resale	\$ 336.25	\$ 1,721.65	\$ -	\$ -
E 609-49750-261 Clothing for Resale	\$ -	\$ -	\$ -	\$ -
E 609-49750-265 Gift Cards for Resale	\$ -	\$ -	\$ -	\$ -
E 609-49750-304 Legal Fees	\$ -	\$ -	\$ -	\$ -
E 609-49750-321 Telephone	\$ 1,326.71	\$ 2,458.19	\$ 1,890.31	\$ 113.77
E 609-49750-324 Technology/Computer Expenses	\$ 2,568.58	\$ 612.66	\$ 3,125.42	\$ 127.44

	12/31/2022	12/31/2023	12/31/2024	2025 YTD
E 609-49750-331 Travel/Training Expenses	\$ -	\$ 678.09	\$ 1,047.06	\$ -
E 609-49750-340 Advertising	\$ 179.16	\$ 235.16	\$ 363.50	\$ 81.03
E 609-49750-341 Advertising for Employment	\$ -	\$ 232.00	\$ -	\$ -
E 609-49750-355 Printing & Publishing	\$ -	\$ -	\$ -	\$ -
E 609-49750-361 General Liability Ins	\$ 603.60	\$ 633.40	\$ 644.08	\$ 663.41
E 609-49750-362 Property Ins	\$ 1,876.00	\$ 1,998.00	\$ 2,105.50	\$ 1,946.00
E 609-49750-364 Dram Shop	\$ 1,907.33	\$ 3,650.40	\$ 3,048.17	\$ -
E 609-49750-381 Electric Utilities	\$ 5,197.65	\$ 4,573.00	\$ 4,929.00	\$ 829.00
E 609-49750-382 Water/Sewer Utilities			\$ -	\$ 97.50
E 609-49750-383 Gas Utilities	\$ 1,924.32	\$ 1,537.61	\$ 677.39	\$ 172.46
E 609-49750-384 Refuse/Garbage Disposal	\$ 1,627.39	\$ 1,290.83	\$ 1,378.31	\$ 235.45
E 609-49750-401 Repairs/Maint Buildings	\$ 29,714.39	\$ 2,022.42	\$ 996.98	\$ -
E 609-49750-404 Repairs/Maint Machinery/Equip	\$ 1,470.04	\$ 453.89	\$ 4,522.19	\$ 60.27
E 609-49750-432 Uncollectable Checks	\$ -	\$ -	\$ -	\$ -
E 609-49750-433 Dues and Subscriptions	\$ 9,217.85	\$ 16,004.61	\$ 9,018.26	\$ -
E 609-49750-500 Capital Outlay (GENERAL)	\$ -	\$ 1,000.00	\$ 69,082.87	\$ -
TOTALS	\$ 467,912.40	\$ 428,446.02	\$ 541,402.09	\$ 51,348.73
REVENUE	\$ 403,301.14	\$ 439,227.48	\$ 357,509.43	\$ 14,625.66
EXPENSES	\$ 467,912.40	\$ 428,446.02	\$ 541,402.09	\$ 51,348.73
PROFIT/LOSS	\$ (64,611.26)	\$ 10,781.46	\$ (183,892.66)	\$ (36,723.07)

ON SALE

	12/31/2022	12/31/2023	12/31/2024	2025 YTD
REVENUE				
R 609-31750 Grant Revenue	\$ -	\$ -	\$ -	\$ -
R 609-31760 Loan Revenue	\$ -	\$ -	\$ -	\$ -
R 609-36211 Interest Earnings - On Sale	\$ -	\$ -	\$ 122.36	\$ -
R 609-37911 Liquor Sales - On Sale	\$ 63,277.78	\$ 59,643.65	\$ 100,334.26	\$ 14,933.75
R 609-37912 Beer Sales - On Sale	\$ 114,051.00	\$ 123,063.95	\$ 141,338.98	\$ 17,755.50
R 609-37913 Wine Sales - On Sale	\$ 572.00	\$ 2,028.50	\$ 834.47	\$ 109.45
R 609-37914 Soft Drinks - On Sale	\$ -	\$ -	\$ -	\$ -
R 609-37915 Misc Sales - On Sale	\$ 2,363.29	\$ 5,108.00	\$ 4,729.16	\$ 663.50
R 609-37916 Pizza Sales - On Sale	\$ 1,599.00	\$ -	\$ 6,187.00	\$ 875.75
R 609-37917 Food Sales - On Sale	\$ 13,802.84	\$ 13,694.39	\$ 32,383.15	\$ 5,628.55
R 609-37918 Gaming Income	\$ 1,717.68	\$ 6,077.11	\$ 32,525.79	\$ 2,388.52
R 609-37919 Clothing Income	\$ -	\$ -	\$ 231.00	\$ -
R 609-37920 Vending Machine Sales - On Sale	\$ -	\$ -	\$ -	\$ -
R 609-37921 Darts/Pool Table - On Sale	\$ 88.00	\$ -	\$ 354.00	\$ -
R 609-37922 Jukebox/Mega Touch - On Sale	\$ 845.00	\$ 119.00	\$ 699.00	\$ -
R 609-37940 Cash Over/Short - On Sale	\$ (530.61)	\$ (62.29)	\$ (41.20)	\$ (27.99)
R 609-37950 Credit Cards - On Sale	\$ 43.72	\$ (129.67)	\$ (23,207.54)	\$ (15,341.91)
R 609-37951 ATM Machine - On Sale	\$ 8,420.10	\$ -	\$ 3,199.40	\$ 426.70
R 609-37980 Misc Income - On Sale	\$ 11,474.41	\$ 11,874.93	\$ 2,609.05	\$ -
TOTALS	\$ 217,724.21	\$ 221,417.57	\$ 302,298.88	\$ 27,411.82
EXPENSES				
E 609-49751-101 Full-Time Employees Regular	\$ -	\$ 56,250.19	\$ 25,836.81	\$ 2,221.50
E 609-49751-102 Full-Time Employees Overtime	\$ 506.15	\$ -	\$ 103.21	\$ -
E 609-49751-103 Part-Time Employees	\$ 40,414.89	\$ -	\$ 24,802.00	\$ 1,981.48
E 609-49751-121 PERA	\$ 2,700.28	\$ 3,534.67	\$ 5,329.99	\$ 347.48
E 609-49751-122 FICA	\$ 3,131.28	\$ 3,946.08	\$ 5,211.22	\$ 340.17
E 609-49751-131 Employer Paid Health	\$ -	\$ 506.01	\$ 5,910.32	\$ 438.67
E 609-49751-132 Employer Health Savings Acct	\$ -	\$ 370.36	\$ 3,560.28	\$ 192.31
E 609-49751-134 Employer Paid Life	\$ -	\$ -	\$ 643.76	\$ 40.37
E 609-49751-135 Empr Paid Acc/Death/Dismem	\$ -	\$ -	\$ 530.95	\$ 33.31
E 609-49751-142 Unemp Benefit Pmts	\$ -	\$ -	\$ -	\$ -
E 609-49751-151 Worker s Comp Insurance Prem	\$ 2,345.95	\$ 5,144.15	\$ 7,137.00	\$ 2,099.00
E 609-49751-200 Office Supplies (GENERAL)	\$ 163.19	\$ 175.21	\$ 218.28	\$ 52.13
E 609-49751-210 OperatingSupplies (GENERAL)	\$ 3,471.02	\$ 4,504.84	\$ 7,358.53	\$ 673.78
E 609-49751-211 Cleaning Supplies	\$ 2,264.11	\$ 2,469.92	\$ 1,592.79	\$ 85.63
E 609-49751-213 OperatingSupplies - Food	\$ 798.13	\$ 1,865.58	\$ 3,126.43	\$ 464.84
E 609-49751-218 Uniforms	\$ -	\$ -	\$ -	\$ -
E 609-49751-251 Liquor For Resale	\$ 5,815.94	\$ 5,996.20	\$ 639.72	\$ -
E 609-49751-252 Beer For Resale	\$ 12,303.14	\$ 11,045.02	\$ (544.60)	\$ -
E 609-49751-253 Wine For Resale	\$ 1,185.12	\$ 57.65	\$ -	\$ -
E 609-49751-254 Soft Drinks/Mix For Resale	\$ 49.99	\$ 246.62	\$ 1,644.19	\$ 458.46
E 609-49751-257 Ice For Resale	\$ -	\$ -	\$ -	\$ -
E 609-49751-259 Food for Resale	\$ 4,337.21	\$ 5,239.98	\$ 12,832.54	\$ 2,678.01

	12/31/2022	12/31/2023	12/31/2024	2025 YTD
E 609-49751-260 Pizza for Resale	\$ 3,209.45	\$ 4,218.75	\$ 4,213.25	\$ 667.00
E 609-49751-261 Clothing for Resale	\$ 413.00	\$ 527.00	\$ -	\$ -
E 609-49751-265 Gift Cards for Resale	\$ -	\$ -	\$ -	\$ -
E 609-49751-266 Misc for Resale	\$ 1,337.63	\$ 1,292.77	\$ 50.29	\$ -
E 609-49751-304 Legal Fees	\$ -	\$ -	\$ -	\$ -
E 609-49751-314 Cont/Pro Serv - Entertainment	\$ 7,446.94	\$ 6,124.27	\$ 5,766.90	\$ 12.87
E 609-49751-321 Telephone	\$ 1,326.73	\$ 2,458.18	\$ 4,576.71	\$ 383.25
E 609-49751-322 Postage			\$ -	\$ -
E 609-49751-324 Technology/Computer Expenses	\$ 2,568.59	\$ 612.66	\$ 2,047.93	\$ 127.45
E 609-49751-331 Travel/Training Expenses	\$ 222.70	\$ 695.99	\$ 1,126.12	\$ -
E 609-49751-340 Advertising	\$ 363.16	\$ 426.17	\$ 463.50	\$ -
E 609-49751-341 Advertising for Employment	\$ -	\$ 232.00	\$ -	\$ 81.04
E 609-49751-361 General Liability Ins	\$ 988.60	\$ 244.60	\$ 330.97	\$ 329.22
E 609-49751-362 Property Ins	\$ 1,876.00	\$ 1,998.00	\$ 2,105.50	\$ 1,946.00
E 609-49751-364 Dram Shop	\$ 1,907.33	\$ 3,838.40	\$ 3,048.17	\$ -
E 609-49751-381 Electric Utilities	\$ 5,197.65	\$ 4,650.23	\$ 4,952.41	\$ 829.00
E 609-49751-382 Water/Sewer Utilities			\$ -	\$ 97.51
E 609-49751-383 Gas Utilities	\$ 1,927.31	\$ 1,537.60	\$ 677.38	\$ 172.46
E 609-49751-384 Refuse/Garbage Disposal	\$ 912.60	\$ 1,105.83	\$ 1,319.34	\$ 235.46
E 609-49751-401 Repairs/Maint Buildings	\$ 7,531.30	\$ 1,200.72	\$ 996.93	\$ 124.62
E 609-49751-404 Repairs/Maint Machinery/Equip	\$ 909.37	\$ 1,188.09	\$ 4,365.61	\$ 60.27
E 609-49751-432 Uncollectable Checks	\$ -	\$ -	\$ -	\$ -
E 609-49751-433 Dues and Subscriptions	\$ 10,555.07	\$ 12,412.79	\$ 10,393.15	\$ -
E 609-49751-481 Petty Cash	\$ 4,800.00	\$ -	\$ -	\$ -
E 609-49751-500 Capital Outlay (GENERAL)	\$ -	\$ 1,000.00	\$ 69,340.55	\$ -
TOTALS	\$ 132,979.83	\$ 147,116.53	\$ 221,708.13	\$ 17,173.29
REVENUE	\$ 217,724.21	\$ 221,417.57	\$ 302,298.88	\$ 27,411.82
EXPENSES	\$ 132,979.83	\$ 147,116.53	\$ 221,708.13	\$ 17,173.29
PROFIT/LOSS	\$ 84,744.38	\$ 74,301.04	\$ 80,590.75	\$ 10,238.53

EVENT CENTER

	12/31/2022	12/31/2023	12/31/2024	2025 YTD
REVENUE				
R 610-31750 Grant Revenue	\$ 25,000.00	\$ -	\$ -	\$ -
R 610-31760 Loan Revenue	\$ -	\$ -	\$ -	\$ -
R 610-34101 Rent Revenue	\$ 23,270.00	\$ 20,196.00	\$ 25,547.00	\$ 1,792.26
R 610-36210 Interest Earnings	\$ -	\$ -	\$ 122.35	\$ -
R 610-37511 Liquor Sales - EC	\$ 10,823.63	\$ 15,232.00	\$ 13,564.00	\$ (92.76)
R 610-37512 Beer Sales - EC	\$ 10,198.50	\$ 12,393.40	\$ 16,010.00	\$ (118.72)
R 610-37513 Wine Sales - EC	\$ 1,720.55	\$ 996.00	\$ 1,705.00	\$ (93.73)
R 610-37540 Cash Over/Short - EC	\$ 14.32	\$ 0.60	\$ -	\$ -
R 610-37550 Credit Cards - EC	\$ -	\$ -	\$ -	\$ -
R 610-37580 Misc Income - EC	\$ 1,703.97	\$ 7,046.03	\$ 6,222.11	\$ (534.40)
R 610-37581 Linens Rental Fees	\$ 2,226.64	\$ 1,490.00	\$ 3,068.00	\$ 300.00
TOTALS	\$ 74,957.61	\$ 57,354.03	\$ 66,238.46	\$ 1,252.65
EXPENSES				
E 610-49752-103 Part-Time Employees	\$ 11,636.56	\$ 14,303.01	\$ 14,174.29	\$ 615.60
E 610-49752-121 PERA	\$ 760.97	\$ 888.24	\$ 888.94	\$ 46.17
E 610-49752-122 FICA	\$ 890.23	\$ 1,071.76	\$ 1,149.33	\$ 47.10
E 610-49752-142 Unemployment Benefit Payments	\$ -	\$ -	\$ -	\$ -
E 610-49752-151 Worker s Comp Insurance Prem	\$ -	\$ -	\$ -	\$ -
E 610-49752-200 Office Supplies (GENERAL)	\$ -	\$ 64.55	\$ 49.42	\$ 49.70
E 610-49752-210 Operating Supplies (GENERAL)	\$ 4,978.44	\$ 2,230.49	\$ 2,290.88	\$ 217.37
E 610-49752-211 Cleaning Supplies	\$ 2,739.08	\$ 3,102.29	\$ 3,290.87	\$ 389.30
E 610-49752-251 Liquor For Resale	\$ 1,986.61	\$ 7,614.05	\$ 2,496.92	\$ -
E 610-49752-252 Beer For Resale	\$ 1,017.45	\$ 7,629.91	\$ 8,075.90	\$ -
E 610-49752-253 Wine For Resale	\$ 161.88	\$ 380.31	\$ 249.28	\$ -
E 610-49752-254 Soft Drinks/Mix For Resale	\$ 2,052.08	\$ 2,225.05	\$ 2,102.03	\$ -
E 610-49752-266 Misc for Resale	\$ 15.98	\$ 39.00	\$ 64.38	\$ -
E 610-49752-265 Gift Cards for Resale	\$ -	\$ -	\$ -	\$ -
E 610-49752-314 Cont/Pro Serv - Entertainment	\$ -	\$ 643.53	\$ -	\$ -
E 610-49752-321 Telephone	\$ 600.00	\$ 1,621.14	\$ 1,810.05	\$ 103.59
E 610-49752-324 Technology/Computer Expenses	\$ 667.72	\$ 1,225.38	\$ 1,479.01	\$ -
E 610-49752-331 Travel/Training Expenses	\$ -	\$ 669.14	\$ 689.29	\$ 224.90
E 610-49752-322 Postage	\$ -	\$ -	\$ -	\$ -
E 610-49752-340 Advertising	\$ 1,780.68	\$ 711.67	\$ 1,454.00	\$ -
E 610-49752-361 General Liability Ins	\$ 301.80	\$ 173.33	\$ 278.80	\$ 273.53
E 610-49752-362 Property Ins	\$ 3,101.00	\$ 4,070.00	\$ 4,277.00	\$ 3,927.00
E 610-49752-364 Dram Shop	\$ 1,907.34	\$ 3,650.45	\$ 2,838.66	\$ -
E 610-49752-381 Electric Utilities	\$ 7,458.82	\$ 6,427.00	\$ 7,388.00	\$ 1,094.00
E 610-49752-382 Water/Sewer Utilities	\$ -	\$ -	\$ -	\$ 84.58
E 610-49752-383 Gas Utilities	\$ 6,310.50	\$ 5,048.81	\$ 1,734.89	\$ 529.57
E 610-49752-384 Refuse/Garbage Disposal	\$ 912.60	\$ 1,226.83	\$ 1,378.31	\$ 235.43
E 610-49752-401 Repairs/Maint Buildings	\$ 4,336.36	\$ 27,575.84	\$ 7,079.91	\$ 62.30
E 610-49752-404 Repairs/Maint Machinery/Equip	\$ 271.70	\$ 263.75	\$ 4,311.24	\$ 3,712.60
E 610-49752-410 Rentals (GENERAL)	\$ 2,264.05	\$ 1,404.53	\$ 2,445.68	\$ 77.53
E 610-49752-432 Uncollectable Checks	\$ -	\$ 10.00	\$ -	\$ -

	12/31/2022	12/31/2023	12/31/2024	2025 YTD
E 610-49752-433 Dues and Subscriptions	\$ 250.00	\$ 5,225.65	\$ 1,254.89	\$ -
E 610-49752-481 Petty Cash	\$ -	\$ -	\$ -	\$ -
E 610-49752-500 Capital Outlay (GENERAL)	\$ -	\$ 5,034.89	\$ 216,594.40	\$ -
TOTALS	\$ 56,401.85	\$ 104,530.60	\$ 289,846.37	\$ 11,690.27
REVENUE	\$ 74,957.61	\$ 57,354.03	\$ 66,238.46	\$ 1,252.65
EXPENSES	\$ 56,401.85	\$ 104,530.60	\$ 289,846.37	\$ 11,690.27
PROFIT/LOSS	\$ 18,555.76	\$ (47,176.57)	\$ (223,607.91)	\$ (10,437.62)

Consent Agenda

APPROVAL OF CLAIMS



CITY OF FRAZEE Payments

02/20/25 3:11 PM

Page 1

Current Period: February 2025

Payments Batch 02262025GEN1		\$30,705.53	
Refer	0 HSABANK	Clk# 000248E 2/13/2025	
Cash Payment	G 100-21707 Health Savings Payable	Create Date: 2/12/2025	\$1,139.19
Invoice	2/13/2025		
Cash Payment	G 601-21707 Health Savings Payable	K.R. Create Date: 2/12/2025	\$203.84
Invoice	2/13/2025		
Cash Payment	G 602-21707 Health Savings Payable	L.S. Create Date: 2/12/2025	\$292.30
Invoice	2/13/2025		
Transaction Date	2/26/2025	Main Checking 10100	Total \$1,635.33
Refer	0 ALL N ALL INC	-	
Cash Payment	E 100-42110-406 Repairs/Maint Vehicles	Police Veh. Main Car Washes Account #1023	\$25.00
Invoice	2/3/2025		
Cash Payment	E 100-42110-212 Motor Fuels	Police Motor Fuels Account #1023	\$998.29
Invoice	2/3/2025		
Cash Payment	E 201-42300-212 Motor Fuels	Rescue Motor Fuels Account #1023	\$123.00
Invoice	2/3/2025		
Cash Payment	E 100-45200-212 Motor Fuels	Parks Motor Fuels Account #1023	\$186.07
Invoice	2/3/2025		
Cash Payment	E 200-42200-212 Motor Fuels	Fire Motor Fuels Account #1023	\$44.10
Invoice	2/3/2025		
Cash Payment	E 100-43125-212 Motor Fuels	Snow Removal Motor Fuels Account #1023	\$1,352.10
Invoice	2/3/2025		
Cash Payment	E 100-43100-212 Motor Fuels	Street Motor Fuels Account #1023	\$348.94
Invoice	2/3/2025		
Transaction Date	2/26/2025	Main Checking 10100	Total \$3,077.50
Refer	0 BOUND TREE MEDICAL, LLC	-	
Cash Payment	E 201-42300-234 Medical Supplies	Account #113393	\$271.77
Invoice	85660469 2/12/2025		
Cash Payment	E 201-42300-407 Repairs/Maint Equipmen	Account #113393	\$140.38
Invoice	85660469 2/12/2025		
Transaction Date	2/26/2025	Main Checking 10100	Total \$412.15
Refer	0 HAWKINS, INC.	-	
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Azone 15, Freight, Freight Charge	\$694.72
Invoice	6981741 2/11/2025		
Transaction Date	2/26/2025	Main Checking 10100	Total \$694.72
Refer	0 KEN MIOSEK	-	
Cash Payment	E 100-41110-493 Employee Recognition	Memorial for Mother's Death *per Employee Recognition Policy	\$50.00
Invoice	2/18/2025		
Transaction Date	2/26/2025	Main Checking 10100	Total \$50.00
Refer	0 LAKE REGION ELECTRIC COOPER	-	
Cash Payment	E 100-46200-381 Electric Utilities	Account 2005000500 FBS Joint Rivers Board City Hwy 29 Lighting	\$25.34
Invoice	2/6/2025		
Transaction Date	2/26/2025	Main Checking 10100	Total \$25.34
Refer	0 MATT JOHNSON	-	



Payments

Current Period: February 2025

Cash Payment	E 100-41110-493	Employee Recognition	Reimbursement for Memorial for Terri's Mother * per Employee Recognition Policy	\$50.00
Invoice		2/18/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$50.00
Refer	0	MACS HARDWARE	-	
Cash Payment	E 100-43100-407	Repairs/Maint Equipmen	Customer #200206 GR 8 - Bolts, Nuts, Washers	\$12.08
Invoice	225052/4	1/31/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$12.08
Refer	0	RMB ENVIRONMENTAL LABORAT	-	
Cash Payment	E 601-49400-313	Samples/Testing	Project Name: 99	\$57.48
Invoice	D070794	2/7/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$57.48
Refer	0	SHORT ELLIOTT HENDRICKSON, I	-	
Cash Payment	E 421-48500-302	Architects Fees	Project #182863 FRAZE EDA Tenant Fit-up Bill Through Date: 01/31/2025	\$4,800.00
Invoice	482501	2/12/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$4,800.00
Refer	0	AXON ENTERPRISE INC.	-	
Cash Payment	E 100-42110-311	Contracts/Professional S	Invoice Account 460454	\$5,633.06
Invoice	INUS320038	2/1/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$5,633.06
Refer	0	AFLAC	-	
Cash Payment	G 100-21709	Aflac/Colonial Life	T.T. Account CB561	\$110.34
Invoice	012806	2/11/2025		
Cash Payment	G 100-21709	Aflac/Colonial Life	S.P. Account CB561	\$92.58
Invoice	012806	2/11/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$202.92
Refer	0	MID-STATES WIRELESS, INC	-	
Cash Payment	E 100-42110-323	Radio Units	Batt Impres 2 LIION R IP88 2550T	\$505.89
Invoice	205017850	2/14/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$505.89
Refer	0	PRECISION PRINTING OF MN INC	-	
Cash Payment	E 100-41400-200	Office Supplies (GENER	500 #10 Regular Envelopes (full color)	\$140.00
Invoice	110816	2/12/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$140.00
Refer	0	ELAN FINANCIAL SERVICES	-	
Cash Payment	E 200-42200-311	Contracts/Professional S	Autosist Inc. (Nathan Matejka CC)	\$990.00
Invoice	February 2025	2/4/2025		
Cash Payment	E 201-42300-235	Medical Equipment	Amazon Lift Assist for Elderly...	\$13.99
Invoice	February 2025	2/4/2025		
Cash Payment	E 201-42300-234	Medical Supplies	Amazon Altland 100 pack of Emergency Blankets	\$56.99
Invoice	February 2025	2/4/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$1,060.98
Refer	0	BECKER CO HIGHWAY DEPT	-	



Payments

Current Period: February 2025

Cash Payment	E 202-45000-421	Signage (New)	Customer #42 Sign - NO ACCESS TO PARK (Wannigan)	\$74.10
Invoice	2/5/2025			
Transaction Date	2/26/2025	Main Checking	10100	Total \$74.10
Refer	0 CITY OF DETROIT LAKES		-	
Cash Payment	E 601-49400-338	Public Education	Donation for Lakes Country Water Festival	\$100.00
Invoice	May 2025			
Transaction Date	2/26/2025	Main Checking	10100	Total \$100.00
Refer	0 NEWMAN SIGNS, INC		-	
Cash Payment	E 651-46500-340	Advertising	Structure 4773 Location: US10 w/o Audubon #2	\$625.00
Invoice	PSTINV030705	2/20/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$625.00
Refer	0 MN CHILD SUPPORT		-	
Cash Payment	G 100-21712	Garishment Payable	Remittance ID 0014815090 Pay Period: 2025-02, 2025-03, 2025-04	\$54.81
Invoice				
Transaction Date	2/26/2025	Main Checking	10100	Total \$54.81
Refer	0 LINCOLN NATIONAL LIFE INS CO		<u>Ck# 000249E 2/20/2025</u>	
Cash Payment	G 100-21705	Short-Long Term-Acc-Dth-D	Coverage: 03/01/2025-03/31/2025	\$427.05
Invoice	4803725700	2/10/2025		
Cash Payment	G 601-21705	Short-Long Term-Acc-Dth-D	Coverage: 03/01/2025-03/31/2025	\$66.07
Invoice	4803725700	2/10/2025		
Cash Payment	G 602-21705	Short-Long Term-Acc-Dth-D	Coverage: 03/01/2025-03/31/2025	\$84.78
Invoice	4803725700	2/10/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$576.90
Refer	0 HEALTHPARTNERS INC		<u>Ck# 000250E 2/20/2025</u>	
Cash Payment	G 100-21706	Insurance Payable	Invoice Period: 03/01/2025-03/31/2025	\$6,650.68
Invoice	563725767975	2/6/2025		
Cash Payment	G 601-21706	Insurance Payable	K.R. Invoice Period: 03/01/2025-03/31/2025	\$1,614.54
Invoice	563725767975	2/6/2025		
Cash Payment	G 602-21706	Insurance Payable	L.S. Invoice Period: 03/01/2025-03/31/2025	\$2,652.07
Invoice	563725767975	2/6/2025		
Transaction Date	2/26/2025	Main Checking	10100	Total \$10,917.29



Payments

Current Period: February 2025

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$17,801.40
200 FIRE FUND	\$1,034.10
201 RESCUE FUND	\$806.13
202 WANNIGAN REGIONAL PARK	\$74.10
421 CAP PROJ - DTI	\$4,800.00
601 WATER FUND	\$2,735.65
602 SEWER FUND	\$3,029.15
651 ECONOMIC DEVELOPMENT AUTHORITY	\$825.00
	<hr/>
	\$30,705.53

Pre-Written Checks	\$13,129.52
Checks to be Generated by the Computer	\$17,576.01
	<hr/>
Total	\$30,705.53



Payments

Current Period: February 2025

Payments Batch 02262025LSEC1 \$10,363.46

Refer	0 HSABANK		Ck# 000193E 2/13/2025		
Cash Payment	G 609-21707 Health Savings Payable		A.Y. Create Date: 02/12/2025		\$242.30
Invoice	2/13/2025				
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$242.30
Refer	0 BEVERAGE WHOLESALERS, INC				
Cash Payment	E 609-49750-252 Beer For Resale				\$854.45
Invoice 368124	2/13/2025				
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$854.45
Refer	0 BERGSETH BROS				
Cash Payment	E 609-49750-252 Beer For Resale				\$556.00
Invoice 387696	2/13/2025				
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$556.00
Refer	0 BREAKTHRU BEVERAGE				
Cash Payment	E 609-49750-251 Liquor For Resale				\$586.25
Invoice 120083320	2/18/2025				
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$586.25
Refer	0 DS BEVERAGES INC				
Cash Payment	E 609-49750-252 Beer For Resale				\$1,706.15
Invoice 854625	2/12/2025				
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$1,706.15
Refer	0 DACOTAH PAPER CO				
Cash Payment	E 609-49750-210 Operating Supplies (GE Bag Groc, Bag Thank you				\$111.80
Invoice 66425	2/10/2025				
Cash Payment	E 609-49750-210 Operating Supplies (GE Bag Groc, Roll Thermal				\$102.52
Invoice 69570	2/17/2025				
Cash Payment	E 609-49751-210 Operating Supplies (GE Roll Thermal				\$37.70
Invoice 69570	2/17/2025				
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$252.02
Refer	0 DAMIAN ANDERSON				
Cash Payment	E 609-49751-314 Cont/Pro Serv - Entertai DJ Event on 3/8/2025 at Frazee Third Crossing				\$300.00
Invoice	3/8/2025				
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$300.00
Refer	0 GIOVANNIS FROZEN PIZZA				
Cash Payment	E 609-49751-260 Pizza for Resale				\$149.75
Invoice 0302192502	2/19/2025				
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$149.75
Refer	0 JOHNSON BROTHERS LIQUOR CO				
Cash Payment	E 609-49750-251 Liquor For Resale				\$91.98
Invoice 27229875	2/18/2025				
Cash Payment	E 609-49750-253 Wine For Resale				\$284.92
Invoice 2729875	2/18/2025				
Cash Payment	E 609-49750-253 Wine For Resale				\$221.44
Invoice 2725436	2/11/2025				



Payments

Current Period: February 2025

Cash Payment	E 609-49750-251	Liquor For Resale			\$230.41
Invoice	2725436	2/11/2025			
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$828.75
Refer	0	KETTERS MEATS	-		
Cash Payment	E 609-49751-250	Food for Resale	10# Burger Pattys		\$55.00
Invoice		2/19/2025			
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$55.00
Refer	0	PHILLIPS WINE & SPIRITS	-		
Cash Payment	E 609-49750-251	Liquor For Resale			\$1,100.83
Invoice	6930011	2/18/2025			
Cash Payment	E 609-49750-251	Liquor For Resale			\$937.27
Invoice	6926462	2/11/2025			
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$2,037.90
Refer	0	SYSCO NORTH DAKOTA, INC	-		
Cash Payment	E 609-49751-250	Food for Resale	Customer 228189		\$810.81
Invoice	295867479 4	2/18/2025			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Customer 228189		\$102.19
Invoice	295867479 4	2/18/2025			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Customer 228189		\$21.72
Invoice	295867479 4	2/18/2025			
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$934.52
Refer	0	VESTIS	-		
Cash Payment	E 609-49751-211	Cleaning Supplies	Acct. 161630211		\$32.20
Invoice	2520539051	2/13/2025			
Cash Payment	E 609-49750-211	Cleaning Supplies	Acct. 161630211		\$32.20
Invoice	2520539051	2/13/2025			
Cash Payment	E 610-49752-211	Cleaning Supplies	Acct. 162631400		\$158.52
Invoice	2520540916	2/13/2025			
Transaction Date	2/26/2025	Liquor Store	10101	Total	\$222.92
Refer	0	ELAN FINANCIAL SERVICES	-		
Cash Payment	E 609-49751-250	Food for Resale	Walmart 01/07/25 Tomatoes, Lettuce		\$4.84
Invoice	-February 2025	2/4/2025			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Walmart 01/07/25 Tabasco, Lemons		\$12.18
Invoice	-February 2025	2/4/2025			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Walmart 01/07/25 Trash Bags		\$8.98
Invoice	-February 2025	2/4/2025			
Cash Payment	E 609-49750-210	Operating Supplies (GE	Walmart 01/07/25 Trash Bags		\$8.99
Invoice	-February 2025	2/4/2025			
Cash Payment	E 609-49751-211	Cleaning Supplies	Walmart 01/07/25 Cleaner		\$1.86
Invoice	-February 2025	2/4/2025			
Cash Payment	E 609-49750-211	Cleaning Supplies	Walmart 01/07/25 Cleaner		\$1.87
Invoice	-February 2025	2/4/2025			
Cash Payment	E 609-49751-250	Food for Resale	Walmart 01/12/25 Chips, TX toast		\$20.90
Invoice	-February 2025	2/4/2025			
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Res	Walmart 01/12/25 Pop, Juice		\$24.77
Invoice	-February 2025	2/4/2025			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Walmart 01/12/25 Lime, Creamer, Butter		\$13.55
Invoice	-February 2025	2/4/2025			



Payments

Current Period: February 2025

Transaction Date	2/28/2025	Liquor Store	10101	Total	\$97.94
Refer	0 ND CHILD SUPPORT				
Cash Payment	G 609-21712 Garishment Payable			Remittance ID 102107 Pay Period - 2025-02, 2025-03, 2025-04	\$574.92
Invoice					
Transaction Date	2/28/2025	Liquor Store	10101	Total	\$574.92
Refer	0 LINCOLN NATIONAL LIFE INS CO Ck# 000194E 2/20/2025				
Cash Payment	G 609-21705 Short-Long Term-Acc-Dth-D	A.Y. Coverage:	03/01/2025-03/31/2025		\$57.05
Invoice	4803741863	2/10/2025			
Transaction Date	2/28/2025	Liquor Store	10101	Total	\$57.05
Refer	0 HEALTHPARTNERS INC Ck# 000195E 2/20/2025				
Cash Payment	G 609-21706 Insurance Payable	A.Y. Invoice Period:	03/01/2025-03/31/2025		\$1,107.54
Invoice	#563725767975	2/6/2025			
Transaction Date	2/28/2025	Liquor Store	10101	Total	\$1,107.54

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$10,204.94
610 EVENT CENTER FUND		\$158.52
		\$10,363.46

Pre-Written Checks	\$1,406.89
Checks to be Generated by the Computer	\$8,956.57
Total	\$10,363.46

Staff Reports

FIRE DEPARTMENT

Report not available at time of printing

Staff Reports

RESCUE

Frazee Rescue

Frazee City Council

Meeting Date: 02/26/25

January 2025 Calls

7 - Burlington

15 - City of Frazee

6 - Erie

1 - Silver Leaf

Total Calls - 29

Responded - 27

- 8 days had multiple calls
- One day had 5 calls.

2025 Statistics

	Responded/Total	
January	27/29	93%
February	0/0	0%
March	0/0	0%
April	0/0	0%
May	0/0	0%
June	0/0	0%
July	0/0	0%
August	0/0	0%
September	0/0	0%
October	0/0	0%
November	0/0	0%
December	0/0	0%

Total Calls - 29

Responded - 27

Response Rate 93%

Days with Multiple Calls - 8

Location	
Burlington	7
City of Frazee	15
Erie	6
Evergreen	0
Height of Land	0
Silver Leaf	1

Member - Total Calls 2025

Amanda	2
Brandon	0
Josie	10
Ken	0
Matt	25
Shawna	1
Stacey	0
Suz	4
Tasha	0
Tyler	3
Terri	2

Member - Total Volunteer Hours - 101.5

Noteworthy

- First monthly inspection has been completed of all equipment and supplies.
 - These will continue to be done with the inspection forms turned into the City Administrator.
- We started leaving Care/Feedback cards when on calls.
 - Several individuals and family members have reached with valuable information.



On ___/___/___ you or a member of your household received care from our team.

If you would like to provide updates or feedback, please contact us.

Email: Frazees.Rescue@frazeeccity.com

Call: 218-334-4991

Frazees Rescue, 222 Main AVE W, Frazees, MN 56544

Any personal information we receive is kept confidential and is used for the following examples:

- Knowledge of medical conditions for future patient care.
- Information on locks and security devices that may delay patient care at a residence.
- Information of caregivers who should be contacted in the future.
- Continuing education for our members so we can better serve our rescue area.

Respectfully Submitted - 02/19/25

Matthew Johnson
President

Staff Reports

EVENT CENTER

We had a very fun and successful Cabin Fever Event. Thank you all who came.

A few updates: Larry and I discussed changing out some light bulbs in the kitchen. He had Frazee Electric come and they stated the ballasts were bad and would need to update to LED. After further discussion, we found out that Ottetail power will cover 75% of the costs if we update all of the lighting to LED so that is what we did. I'm uncertain if we pay the bill and then Ottetail reimburses or how exactly that works, but it was needed.

Otherwise, we are gearing up for our busy season.

Thank you!

Jolene

Staff Reports

LIQUOR STORE

Off-sale still slow hoping warmer weather will help.

On-sale has been steady

DJ March 8th

Doing a Fish Special for lent Every Friday starting March 7th- April 18th Rotating between Walleye Sandwich, Fish Tacos, Seafood Alfredo, & Shrimp Basket

Staff Reports

POLICE DEPARTMENT

January 15 2025 to February 19, 2025

Provide code violations of property by quantity and status: 2 new ordinance violations, both dog at large issues. One cited with a city admin fine, the other was a first report/concern.

Provide code violations of vehicles by quantity and status: Zero vehicle violations. Working on vacant properties with City Administrator, City Attorney and Building Inspector.

Report of any vehicle accidents in Frazee: 1 motor vehicle crash in town. Fender bender in a parking lot.

Report landlord violations and status: Zero landlord violations

Upcoming events for the next month... Suppressors are ordered for our patrol rifles. This will greatly decrease the sound coming from the rifles, with far less chance of officers suffering from hearing damage.

I do not have a spread sheet for 2025 yet, but it is in the works.

Chief Tyler

Staff Reports

PUBLIC WORKS

Good morning, Guess I don't have anything other than our normal operations, keeping a close watch of our second street lift station for clogs and such, get kind of gun shy when things happen with them so we go through extra monitoring at least until some of the confidence returns with them, moving some of the snow piles with spring getting closer to avoid water issues in various spots. Guess that's about all I know for now, Thanks Larry !!

Staff Reports

ADMINISTRATION

1. General Updates
 - a. **Year End Reporting** – Items in bold have been completed
 - i. **W-2's to employees, Social Security Administration & State of Minnesota**
 - ii. **1099's to vendors & State of Minnesota**
 - iii. **Insurance Forms for Taxes to Employees**
 - iv. **941 to IRS**
 - v. **Minnesota Unemployment Insurance Reporting**
 - vi. **Minnesota Withholding Reporting**
 - vii. **Summary Budget to State Auditor**
 - viii. **Report of Outstanding Indebtedness to County Auditor**
 - ix. **PERA Annual Exclusion Reporting**
 - x. **PERA Police & Fire Certification**
 - xi. Boundary & Annexation Survey
 - xii. **Lobby Form to State Auditor**
 - xiii. Annual PFA Reporting
 - xiv. **Annual OSHA Reporting – posted in office and reported online**
 - xv. **MN Prevailing Wage Survey**
 - xvi. MN Police & Fire Certification to Dept of Revenue
 - b. **Ordinances** – Have all been published in the newspaper and sent to American Legal for codification and updating on the website.
 - c. **Property Inquires** – One call on Red Willow Lots; One call on City lot next to Skyline building
 - d. **Safety/OSHA Work** –
 - i. Need to send chemicals/products lists for public works and fire - we have not received lists from these departments as of yet
 - ii. All staff will be completing OSHA required trainings throughout the winter – Right to Know, Bloodborne Pathogens, etc.
 - e. **Becker County Hazard Mitigation Plan** – The resolution has been sent to Becker County
 - f. **OK Lumber Parcel** – All issues have been rectified and this should be corrected at the County level soon
 - g. **Sanders Parcel** - All issues have been rectified and this should be corrected at the County level soon
 - h. **Website Updates** – This has been moved to the back burner on the priority list; changes are being made as they come up, but there are no large-scale updates planned at this time
 - i. **Revenue Recapture** – Working on getting this up and running
2. Financials

- a. I am through March for the liquor fund and plan to have that one done for 2024 shortly. I have included a report of the balances of 12/31/2022, 12/31/2023, preliminary 12/31/2024, and preliminary 1/31/2025 for you to review – the credit card receipts will balance to \$0 when reconciliations are done so it does look misleading; as I complete the monthly reconciliations I will update this report monthly; as such, 2024 will change until all of 2024 is reconciled
3. Projects
- a. **Event Center Lighting** – Work is already completed; rebate information is being worked on
 - b. **Event Center/Liquor Store Roof** – Rebate information is being collected to see if we qualify for an energy savings rebate
 - c. **Town Lake Beach** – I have submitted our first request for reimbursement; a second request will be going in by the end of February
 - d. **Eagle Lake Park** – Tom will be at the meeting for an update
 - e. **East Main Project** – Complete until Spring 2025; PFA funding request has been submitted
 - f. **Heartland Trail** – Contracts are with the contractor, a pre-con meeting will be held with deadline for completion in September; With the bids coming in lower there are funds available to be used for the trail segment from Detroit Lakes to Frazee, committee is looking at various options for use
 - g. **Lift Station Improvements 2025** – Waiting to hear if the bond funding is happening
4. In addition to the regular monthly tasks, utility billing and payroll, in October, we processed
- a. 0 campsite rental
 - b. Dog Licenses - 2025 YTD = 31; 2024 – 57; 2023 - 76
 - c. 1 building permit
 - d. Rental Registration
 - i. 2025 Rental Registration
 - 1. Letters will be sent out by March 1, 2025
 - 2. 89 apartment units will be inspected in 2025.
 - 3. 1 new rental unit (921 Red Willow Drive) application received. The initial inspection is scheduled for 2/19/2025 at 3:00 pm.
 - ii. 2024 Rental Registration
 - 1. Delinquent back taxes were paid on 16 mobile home units totaling \$6,545.75.
 - 2. The deadline to correct significant repairs required at 402 Balsam Ave, unit #3 has not been met. As a result, the 2024 rental registration is being denied and a 2025 renewal letter will not be mailed. A formal notice will be issued to the property owner by March 26, 2025, initiating the revocation of the rental license. This will include a notice to tenants requiring them to vacate the unit.
 - 3. 50 inspections have been conducted with all needing corrections; corrections for 31 units (2 landlords) have been completed; 7 units (2 landlords) have ownership issues to correct one of which is currently working with Becker County; 2 units (2 landlords) are in need of complete renovation; 1 unit (1 landlord) has been removed from park; 1 unit (1 landlord) was filled with recently evicted tenants belongings; 1 unit (1 landlord) will be removed from registration; 1 unit (1 landlord) is having communication issues; 6 units (1 landlord) are still being worked on.
 - iii.

- e. Rental inspections
 - i. 50 inspections have been conducted with all needing corrections; corrections for 31 units (2 landlords) have been completed; 7 (2 landlords) have ownership issues to correct, one of which is currently working with Becker County; 2 units (2 landlords) are in need of complete renovation; 1 unit (1 landlord) has been removed from park; 1 unit (1 landlord) was filled with recently evicted tenants belongings; 1 unit (1 landlord) will be removed from registration; 1 unit (1 landlord) is having communication issues; 6 units (1 landlord) are still being worked on.
- 5. Grants
 - a. Wannigan
 - i. LCCMR Funding –Reimbursement request #3 has been submitted; the Romtec shelter included in this packet will be submitted for reimbursement once it is ordered and paid for
 - ii. ReLEAF – The inventory has been completed and the report will be coming soon
 - iii. TAP – Waiting for final approval
 - iv. ATI – Engineering is nearing completion, once done the report will be sent for review and approvals from MnDOT and the ATI grant rep, it will then come to Council for approval to let bids in March/April
 - v. GMRPTC (Trails) – We were approved to receive the full request of \$917,177; as the funding cycle doesn't begin until 7/1/2025 for this grant, it may not look like anything is being done; however, there is a lot of behind the scenes work that is being completed prior to the start of construction
 - b. River Drive North
 - i. 2026 Minnesota Bonding Request – Work is underway to ensure we have all information we will need to be able to submit a competitive request
 - ii. I have emailed Tom for an agreement with FCDC for the property purchase
- 6. Meetings Attended 01/17/25-02/19/25
 - a. Committee Meetings – Park & Rec, EDA, Wannigan Regional Park, Planning & Zoning, Personnel, Finance, Planning & Zoning Work Session, EDA Special Meeting
 - b. GMRPTC Grant Training
 - c. Splash Pad Facility Tour
 - d. Municipal Solar Cohort Visit
 - e. Frazee Forward
 - f. 2 Check-Ins with FCDC on Wannigan Regional Park
 - g. Meeting with 1 Employees Individually for Salary Changes
 - h. Review and Set-Up meetings for QuestCDN Project Page
 - i. Heartland Trail Committee
 - j. LCSC Quarterly Leader Meeting
 - k. Met with contractors for DTI work
- 7. I will be out of the office March 18-21 at the annual MCFOA Clerk's Conference. I will have my computer and will be checking emails and completing agendas throughout the week in the evenings.
- 8. Sick/Vacation Days
 - a. March 24 – Out Early
 - b. Due to kids' activities, and the unpredictability of the weather, I will be out early various days unless there is a previously scheduled meeting

New Business

ACCEPTANCE OF 2026 UTILITY RECONSTRUCTION FEASIBILITY REPORT

PRELIMINARY ENGINEERING REPORT AND FACILITY PLAN

2026 UTILITY RECONSTRUCTION

Frazee, Minnesota

UEI No. 24.04282

Prepared for




February 2025



*ULTEIG ENGINEERS, INC.
Consulting Municipal Engineers
Detroit Lakes, Minnesota*

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:  _____ Lic. No. 26805
Chris J. Thorson, P.E.

PRELIMINARY ENGINEERING REPORT AND FACILITY PLAN

2026 UTILITY RECONSTRUCTION

Frazee, Minnesota

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4.0 Permits and Easements 6

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Exhibits:

- Exhibit No. 1 – Proposed Project Area (North Central Area)
- Exhibit No. 2 – Proposed Project Area (2nd Street and Birch Avenue West)
- Exhibit No. 3 – Proposed Project Area (Event Center Area)
- Exhibit No. 4 - Proposed Project Area (Juniper Avenue East)

1.0 Introduction

This Preliminary Engineering Report and Facility Plan has been prepared at the request of the City of Frazee to evaluate and consider upgrades and replacements to the City's sanitary sewer collection and water distribution systems. As the cost will be financed through the combination of special assessments and the Public Facility Authorities (PFA) Clean Water Revolving Fund and Drinking Water Revolving Fund, this Preliminary Engineering Report and Facility Plan is an initial step in the process.

This Preliminary Engineering Report and Facility Plan will examine the condition of the sanitary sewer collection and water distribution systems in various areas of the City of Frazee. The mapping of the planned project areas is shown in Exhibits No. 1 - 4. Various data was used to determine the existing condition of the infrastructure. This information that was used to summarize any deficiencies and to ultimately make improvement recommendations.

The information and recommendations in this Preliminary Engineering Report and Facility Plan are preliminary in nature. The main objective is to provide general guidance for the future replacement planning process, as deemed necessary. More detailed information will be identified during the design process from field surveys, sewer televising, and soil borings. This information can and often does dictate changes to the data contained in this document and the resulting recommendations.

2.0 Existing Conditions and Deficiencies

Reasonable effort was made to determine historical information and the existing condition of the sanitary sewer collection and water distribution systems. Due to the age of the infrastructure, much of this information was derived from historical documents, such as record drawings and plans, televising, visual observation, and discussion with City maintenance staff. This type of information is typically sufficient to make preliminary conclusions and recommendations. Further effort would be necessary during the technical design process.

2.1 Land Use and Adjacent Properties

The terrain in Frazee is gradually sloping throughout the city. The property adjacent to the project areas is developed residential housing with some light commercial. The street experiences traffic volumes and loads typical of a residential and light commercial areas.

2.2 Soil Data

The general soil descriptions taken from the United States Department of Agriculture Natural Resources Conservation Service Web Soil Survey identify the soils within the project areas to be predominantly loamy sand. The existing soils within the project areas appear to be well drained.

2.3 Sanitary Sewer Collection System

Based on available data, the sanitary sewer collection system through this corridor was constructed under separate projects during the 1950's & 1960's. The sewer pipe material is Vitrified Clay (VCP). VCP pipes are prone to cracking and/or collapsing and the joints are susceptible to root penetration, which can break apart the pipe or cause blockage. Manholes are currently brick/block or precast concrete.

Service laterals, which connect homes and businesses to the mains, are likely VCP, cast iron pipe (CIP), or orangeburg. These materials were used prior to that of PVC pipe. There may be service laterals that have been replaced with PVC since the original installation.

The existing pipe material has an average life expectancy of 30 to 50 years. The system is still functioning but has reached the end of its useful life. City staff has indicated that more frequent repairs and maintenance are required to keep these segments of the sanitary sewer functioning. Root growth in the sewer mains and service laterals has also created problems. These complications will likely increase in time and could ultimately lead to complete failure, resulting in sewer backup to connected structures.

The majority of areas of consideration have been televised in the last few years. Review of these televising reports supports the fact that expected deficiencies noted above are actually occurring in the collection system. Beyond the areas of root intrusion and leaking joints there are also many instances of cracked pipe and collapsed pipe.

2.4 Watermain System

Based on available data, the water distribution system through this corridor was constructed under various separate projects in the 1950's & 1960's.

Watermain piping consists of 4-inch and 6-inch Cast Iron Pipe (CIP). CIP pipe can have lead within the connections or service laterals.

3.0 Improvement Alternatives

The following section outlines the recommended improvements, which are considered necessary to correct the concerns noted in the previous sections. The recommendations are general in nature. In many cases, the full requirements of the improvements will not be completely known until further investigation, such as soil borings and field surveys, can be conducted. This Preliminary Engineering Report and Facility Plan addresses the sanitary sewer collection system of the City. However, the total extent of a project should look at addressing all the deficiencies within a particular roadway. Where appropriate, costs for replacing the water main adjacent to the sanitary sewer have been included to provide the city with a complete picture of the corrective work necessary.

3.1 Sanitary Sewer Collection System

The Sanitary sewer as discussed in the existing conditions has numerous deficiencies along the project corridor. The system has been in place for 60 to 70 years. The expected service life of sanitary sewer is 40 years, and this area is showing signs of its age. The most recent sewer televising completed in this area showed multiple deficiencies in the system.

3.1.1 Do Nothing

One alternative is to do nothing. This alternative will result in the continuous deterioration of the existing sanitary sewer collection piping. This deterioration leads to ongoing I/I problems and ultimately pipe failure, which results in higher wastewater flows and operation and maintenance costs. If the City does not take steps to replace the existing sanitary sewer piping, it will continue to deteriorate, resulting in flow blockages and possibly a surcharge of the system and backing up into homes and/or businesses. The cost of replacing the existing piping will only increase with time.

3.1.2 Sanitary Sewer Replacement

The proposed improvements would include replacement of the existing VCP sewer mains from with new PVC lines and precast concrete manholes. The sewer service lines would also be replaced with new PVC pipe from the main line to the road right-of-way. Cleanouts would be installed at the road right-of-way to assist in future maintenance.

3.2 Water Distribution System

The water distribution system as discussed in the existing conditions has numerous deficiencies along the project corridor. The system has been in place for nearly 60 to 70 years and is constructed of CIP. The expected service life of the material is 40 years, and this area is showing signs of its age.

3.2.1 Do Nothing

One alternative is to do nothing. This alternative will result in the continuous deterioration of the water distribution system piping. This deterioration leads to ongoing leaking and ultimately pipe failure, which results in higher operation and maintenance costs. If the City does not take steps to replace the existing watermain piping, it will continue to deteriorate, and lead to potential failures. The cost of replacing the existing piping will only increase with time.

3.2.2 Watermain Replacement

The proposed improvements would include replacement of the existing CIP water mains with new PVC lines, valves, hydrants and service laterals.

4.0 Permits and Easements

Permits have become a mandatory tool to regulate and ensure adequate design criterion is met. The following section discusses permits that are necessary for the proposed project.

4.1 MPCA Sanitary Sewer Extension

A sanitary sewer extension permit from the MPCA will be required, as we are increasing flows and projecting future expansion.

4.2 NPDES

A National Pollutant Discharge Elimination System Permit will be required for project runoff on this project.

4.3 MDOH Watermain Extension

A watermain extension permit from MDOH will be required, as we do anticipate disturbing any existing watermains.

4.4 Easements

Easements may be necessary, depending on the ultimate design. Easements from property owners adjacent to reconstruction areas may be necessary depending on the depth of the sanitary sewer.

5.0 Estimated Improvement Costs

The estimated project costs for the improvements recommended in this Preliminary Engineering Report and Facility Plan are outlined below. These costs include the estimated cost of construction, engineering, legal work, easements, financing, capitalized interest, permits, and other items which may be necessary to complete the work. The estimated costs are based on current material prices and bidding climates. Volatility of these items during the past few years, especially fuel prices, has added additional challenges in estimating project costs. The estimated costs for the proposed improvements are summarized as follows:

<u>Proposed Improvements</u>	<u>Total Estimated Cost</u>
Water Distribution System	\$ 615,000
Sanitary Sewer System	\$ 806,000
Street Reconstruction	\$2,299,000
TOTALS	\$3,720,000

6.0 Funding and Financing

Costs associated with the improvements to the project may be recovered utilizing several sources of funds including the Clean Water Revolving Fund through the State of Minnesota, adjustments in sanitary sewer user fees, and assessments to adjacent property owners. Assessments, if completed, would be done in accordance with the City's Assessment Policy which follows the State of Minnesota's Statutes for assessments and the special considerations.

There are various funding sources that do provide financing for utility improvement projects. One is the Public Facilities Authority (PFA), which provides low interest 20-30 year loans with interest rates typically ranging from 1 to 3 percent. The City must submit application items in order to become eligible for funding through the PFA.

Another possible funding source is USDA Rural Development (RD). RD has a loan/grant program to assist communities with infrastructure improvement projects. This program provides 40 year loans, as well as grant dollars for project costs that result in operation and maintenance costs exceeding 1.5 percent of the median household income of the community.

7.0 Schedule

When the City commits to moving forward with the project, a defined schedule can be presented.

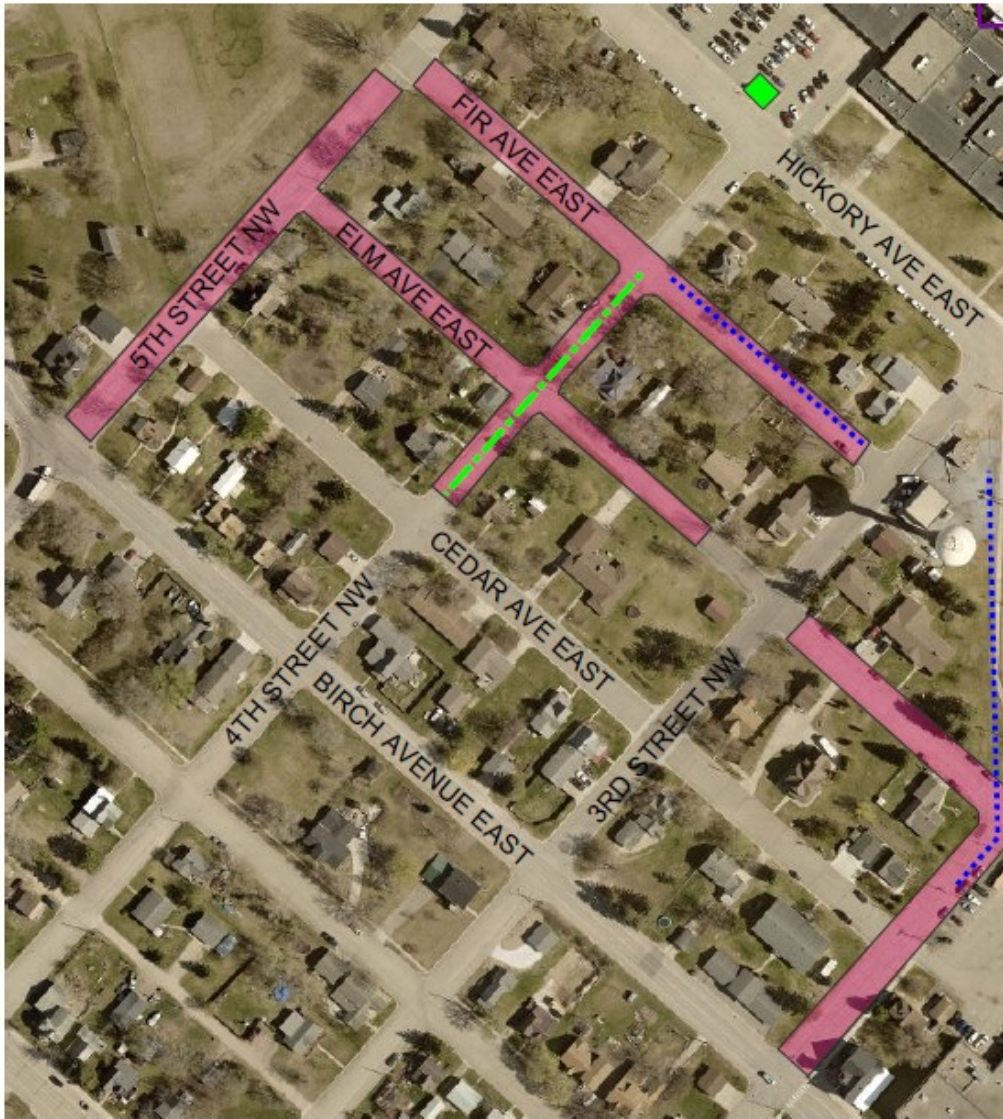
8.0 Summary

This Preliminary Engineering Report and Facility Plan has illustrated the need for various improvements to the sanitary sewer and water distribution system within the project areas discussed. It is the City's discretion as to whether the recommended improvements are feasible and cost effective.

It is recommended that the City consider submitting application information to the PFA regarding the proposed improvements in order to put the City in position to move forward with the improvements when ready in the future.

Respectfully submitted,

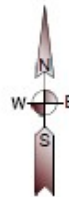
ULTEIG ENGINEERS, INC.
Detroit Lakes, Minnesota





2026 UTILITY RECONSTRUCTION PROJECT

LEGEND

- STREET RECONSTRUCTION
- PROPOSED SANITARY SEWER RECONSTRUCTION
- PROPOSED WATERMAIN RECONSTRUCTION
- LIFT STATION REPLACEMENT



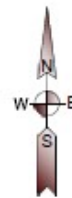
	
	
1345 Hwy 10 West Detroit Lakes, Minnesota 56501 Phone: 701.860.8500 Web: www.ulteig.com	
2026 UTILITY RECONSTRUCTION PROJECT NORTH CENTRAL AREA	
DRAWN BY: MAW	
CHECKED BY: CUT	
APPROVED BY: CUT	
DATE:	UEI PROJ. NO:



2026 UTILITY RECONSTRUCTION PROJECT

LEGEND

- STREET RECONSTRUCTION
- PROPOSED SANITARY SEWER RECONSTRUCTION
- PROPOSED WATERMAIN RECONSTRUCTION



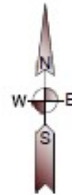
2026 UTILITY RECONSTRUCTION PROJECT SEWER REPLACEMENT BIRCH AVE. W. & 2ND	
<small>DRAWN BY:</small> MAW	
<small>CHECKED BY:</small> CUT	
<small>APPROVED BY:</small> CUT	
<small>DATE:</small>	<small>UEI PROJ. NO:</small>



2026 UTILITY RECONSTRUCTION PROJECT

LEGEND

- STREET RECONSTRUCTION
- PROPOSED SANITARY SEWER RECONSTRUCTION
- PROPOSED WATERMAIN RECONSTRUCTION AND LOOPING
- PARKING LOT PAVING



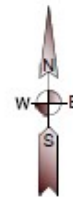
2026 UTILITY RECONSTRUCTION PROJECT EVENT CENTER AREA BIRCH, ASH, ALLEY, 2ND	
DRAWN BY: MAW	
CHECKED BY: CJT	
APPROVED BY: CJT	
DATE:	UEI PROJ. NO:





2026 UTILITY RECONSTRUCTION PROJECT

LEGEND

- STREET RECONSTRUCTION
- PROPOSED SANITARY SEWER RECONSTRUCTION
- PROPOSED WATERMAIN RECONSTRUCTION



												
												
1345 Hwy 10 West Detroit Lakes, Minnesota 56501 Phone: 701.860.8500 Web: www.ulteig.com												
2026 UTILITY RECONSTRUCTION PROJECT JUNIPER AVENUE EAST												
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New Business

WIDSETH – LCCMR DESIGN SERVICES PROPOSAL

This proposal is to perform the design services for a shelter and river access utilizing the remaining LCCMR funds.



January 28, 2025

Stephanie Poegel
City Administrator
City of Frazee
222 Main Ave W
Frazee, MN 56544

Professional Design Services Proposal Wannigan Regional Park – LCCMR Design Services

Dear Stephanie and the City of Frazee,

Thank you for the opportunity to assist you in the engineering and construction of shelter and river access at Wannigan Regional Park. As a follow-up to our meeting on 1/16/2025, Widseth Smith Nolting & Associates, Inc. (dba WIDSETH) is pleased to submit the following proposal for design services. This proposal, as dated above, shall be governed by the attached General Provisions of Professional Services Agreement and amended to include the following information.

Design Schedule

Based on the Scope of Services, this agreement shall be from the date of signature in this Letter Agreement until the completion of Construction Documents. WIDSETH proposes the following tentative design schedule:

Design Development	Winter 2025
Construction Documents	Winter 2025
Project out to Bid	March 2025

Scope of Services

Based on the Project Understanding outlined above, WIDSETH proposes the following Scope of Services:

- Civil Engineering & Landscape Architecture – WIDSETH will provide services for the design of the finish grading, trail paving, site amenities, planting, and erosion control as developed by the Engineer & Landscape Architect. Construction drawings and specifications shall be signed and stamped by a licensed professional engineer & landscape architect.

Any service not specifically described herein to be performed, if mutually agreed to by the Owner and WIDSETH, will be considered an Additional Service. This will result in an increase in WIDSETH'S professional services fee and an adjustment in the contract time.

Proposed Fees

Design Services: WIDSETH proposes to complete the Design Scope of Services described above for a Total Lump Sum fee of **\$8,500** (Eight thousand and five hundred dollars).

Your signature below and return of this document will indicate your agreement with this Letter Proposal and attachments and shall constitute an Agreement between WIDSETH and the City of Frazee. If this proposal meets your approval, please sign and return a copy of the executed agreement to our office and we will schedule our work accordingly.

This proposal will remain valid for 45 days after the submission date.

ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

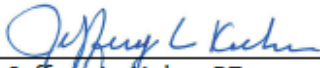
If you have any questions or would like to discuss any items in more detail, please call me directly at 320.335.5011 to address your concerns.

Thank you for this opportunity to propose and serve as your Architect and Engineers. WiDSETH is eager to contribute our expertise and we look forward to working with you on this exciting project.

Submitted:

Approved:


WiDSETH



1/28/2025

Jeffrey L. Kuhn, PE
Vice President

Stephanie Poegel, City Administrator



1/28/2025

Jillian Reiner, PLA
VP, Project Landscape Architect

DATE: _____

Attachments

- WiDSETH 2024 Fee Schedule
- WiDSETH General Provisions of Professional Services Agreement

Services NOT included in this Proposal

Based on the Project Understanding outlined above, WiDSETH is not including the following items:

- *Assist local agency in execution of a grant agreement*
- *Contract Administration and Construction services, including construction staking*
- *Submit pay requests to State Aid*
- *Communicate progress with the DSAEs and State Aid Active Transportation Engineer*
- *Construction supervision and inspection*

ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

2025 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$140 / Hour
Level II	\$165 / Hour
Level III	\$192 / Hour
Level IV	\$200 / Hour
Level V	\$210 / Hour
Technician	
Level I	\$100 / Hour
Level II	\$120 / Hour
Level III	\$140 / Hour
Level IV	\$155 / Hour
Level V	\$170 / Hour
Computer Systems Specialist	\$180 / Hour
Senior Funding Specialist	\$145 / Hour
Marketing Specialist	\$123 / Hour
Funding Specialist	\$120 / Hour
Administrative Assistant	\$ 85 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$80 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Hydrographic Survey System	\$500 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widsseth Smith Nolting & Assoc., Inc., a Minnesota corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

WIDSETH is of the opinion that any work they have been directed to perform is beyond the scope of this Agreement, or that the level of effort required significantly exceeds that estimated as to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WIDSETH

Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain unpaid until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1% per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.



ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
 2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
 3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements, property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
 4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
 5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
 6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
 7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
 8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.
- If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.
- With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treator, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.
9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFIs are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE

PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

- (a) **ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) **UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

New Business

ROMTEC - LCCMR SHELTER



Preliminary Scope of Supply and Services

Structure Supply Only

Project:	Wannigan Park
Customer:	Widseth
Location:	Frazeo, MN
Date:	January 30, 2025

Contents

1. Process – Start to Finish
2. Key Notes
3. Romtec Scope of Materials Supply
4. Delivery, Storage, and Handling
5. Warranty and Limitations
6. Scope of Supply and Services by Others

Section 1 below is an outline of the scope of products and services that will be included as part of the Romtec building package. Section 2 below is an outline of the scope of work for the installer to complete installation.

Section 1 – Romtec Scope

1. Process – Start to Finish

An outline of the typical process that Romtec follows from purchase order execution to delivery of the building package(s).

- A. Romtec Provides a Quote/Proposal**
 1. Customer will have 30 days to place a purchase order after receipt of the Romtec quote.
 2. If the customer has not placed a purchase order within the time above, Romtec reserves the right to update pricing.
 3. Romtec's Quote/Proposal will include Credit Application and Project Information forms.
 4. Depending on the nature and complexity of the project, Romtec's Quote/Proposal may also include a proposed payment schedule. Otherwise, a proposed schedule will be provided in the next step.
- B. Customer Provides Signed Purchase Order, Completed Credit Application, and Completed Project Information form**
 1. Romtec and the customer will finalize the agreed payment schedule.
- C. Romtec provides the full Scope of Supply and Design Submittal package (SSDS)**
 1. Romtec provides the SSDS in Romtec's standard electronic submittal format.
 2. The SSDS will include the building plan view and elevation drawings, product data sheets, and further details of the Romtec building. The SSDS supersedes this preliminary scope letter.
- D. Customer reviews and comments on the SSDS**
 1. At this time, the SSDS should also be provided for review and comment by any other relevant entities, such as an end owner, installer, electrician, utility company, etc.
 2. The SSDS typically does not contain final sealed plans and is NOT intended for review by the local building department (or other permitting authority) at this time.
 3. Customer will have 45 days from purchase order date to approve the SSDS.
- E. Customer Approves the SSDS and releases Romtec to begin production**
 1. The customer approves the SSDS and releases Romtec to begin production by signing the submittal approval and Notice to Proceed on Production (NTP) forms included in the SSDS. Romtec cannot begin production without a signed NTP form.
 2. The customer's approval of the SSDS is approval of the general building layout and relevant products/ materials. Romtec will provide sealed plans only AFTER the SSDS is approved.
 3. Customer will have a maximum of ninety (90) days from the purchase order date to provide NTP. If the 90-day approval deadline is missed, Romtec reserves the right to update pricing at any time.
- F. Romtec provides the Full Sealed Plan Set**
 1. After the customer has approved the SSDS, Romtec will provide the customer with the Full Sealed Plan Set in Romtec's standard electronic format (and no other) for review by the local building department (or relevant permitting authority).
 2. The Full Sealed Plan Set will include all relevant calculations, and all architectural, mechanical, structural, electrical, and plumbing plan sheets stamped by an architect or engineer licensed in the state where the project is located.
 3. Romtec's standard plan size is 11"x17".
- G. The local building department reviews and comments on the Romtec plans**
 1. Romtec will revise and resubmit the Full Sealed Plan Set per comments from the local building department (or relevant permitting authority).
 2. Romtec includes one revision of the Full Sealed Plan Set in response to building department comments. Any additional comments from any other non-official entity (including the customer) that result in revisions of the sealed plans will result in a price increase.
- H. The local building department approves the revised Romtec plans**
 1. Romtec will provide up to two (2) sets of the final, approved, for-construction plans.
 2. Romtec will complete production/manufacturing of the building package per the final approved plans.
- I. Romtec delivers the completed building package**
 1. Romtec will package and palletize the completed building package, and then coordinate with the customer to deliver the package to the jobsite for construction by the installer.
 2. Romtec's warranty period begins.

2.Key Notes

- A. Romtec is proposing to design and supply the structure package defined herein.

3.Romtec Scope of Materials Supply

A. Structure

1. Romtec's proposal includes the specific color selections noted below. Deviation from these may result in a price increase.
2. The following post and beam structure items will be supplied by Romtec.
 - a. Gable roof pavilion with timber columns.
 - i. All exposed steel truss plates and/or brackets are powder coated **black**.
 - b. Concrete Masonry Units - CMU
 - i. Column bases will be constructed of smooth-face, mortar joint, concrete masonry units (concrete blocks).
 - ii. Block color will be **gray**.
 - iii. CMU will be finished with stone veneer.
 - c. Roofing materials
 - i. Glulam beams
 - ii. 2x6 tongue and groove decking.
 - iii. Roofing will be Fabral, 26-gauge, Horizon 16 standing seam roof panels.
Note: Roofing color shall be selected by the owner from the manufacturer's standard color chart.

4.Delivery, Storage, and Handling

A. Delivery Vehicle Size

1. Romtec's delivery vehicles are vans or trucks with 53' trailers, or the largest trailer up to 53' that is legally allowed to access the job site. Overall dimensions of the delivery vehicles are:
 - a. 70' overall length
 - b. 102" wide
 - c. 168" high

B. Number of Deliveries

1. Romtec bases its freight quote on the optimal minimum number of deliveries. If the customer elects to increase the number of deliveries, it may result in additional freight charges.
2. Regardless of the number of deliveries, the customer is responsible for all offloading and related costs.

C. Delivery inspection

1. Romtec allows for five (5) business days for the customer to inspect and accept the delivered building package.
2. Any items not specifically rejected after five days are considered accepted.

5.Warranty and Limitations

A. Warranty

1. Please review the Romtec warranty by clicking the link below:
<https://romtec.com/wp-content/uploads/2022/03/4.01-Romtec-Warranty-2-28-22.pdf>

B. Disclaimers

1. Stone and mineral products such as tile, stone veneer, and concrete will all show surface cracks over time due to multiple factors, including building settling, wall movement, environmental conditions, and maintenance/upkeep (or lack thereof). Romtec cannot guarantee that stone products in the building will not eventually crack. Repairing of cracks in stone products is a maintenance issue, not a warranty issue. In other words, stone products in the building may eventually crack, and repair of these cracks is not covered under the Romtec warranty.
2. Romtec passes along the manufacturer's warranty for metal roofing. Most metal roofing manufacturers intend for their roofing to be installed immediately upon delivery from the factory; otherwise, most have special storage requirements to validate their warranty. All project circumstances are different, and because Romtec cannot guarantee that metal roofing is installed

within the timeframe allowed from the manufacturer or that the metal roofing will be stored at the jobsite according to the manufacturer's requirements, Romtec does not include metal roofing in the overall Romtec building warranty.

3. Smooth face CMU block can have a significant variation in color and texture and should never be used as an architectural finish. Smooth face CMU block should always be either painted or have siding covering it. Romtec does not guarantee uniform color or texture of block, nor claim that any aspect of block color or texture will remain stable over time.

Section 2 – Installer Scope (by others)

6.Scope of Supply and Services by Others

A. Overview

The following section includes an overview of items to be provided by others that are required to complete the installation of the Romtec building package.

1. Items in this section are typically provided by the **installer**, or, for projects where the **installer** is separate subcontractor of the general contractor and/or owner, some items are typically provided the **contractor**.
2. The items below are separated into **installer** items and **contractor** items. If the **installer** and **contractor** are the same entity, then that entity is responsible for all items in this section.

B. Installer Scope

The installer's scope will generally consist of foundation/pad construction and building package assembly/construction.

1. Structural

The following structural components will be provided by the **installer**:

- a. All materials, equipment and labor for footings and interior slabs.
- b. Caulking.
- c. Concrete sealant for floor and CMU block exterior.
- d. Masonry (concrete) grout and rebar
- e. The **installer** may be required to notch CMU block for bond beams, cut full blocks to create half blocks and grind blocks for fixture mounting purposes.
Note: Romtec is not responsible for any cost or installation delays associated with this CMU block modification work.
- f. The **installer** may be required to cut stone veneer to achieve the required shapes necessary for installation.
Note: Romtec is not responsible for any additional stone veneer work required of the installer.
- g. Sealant for all exposed wood.
- h. Typical fasteners such as nails, staples, and screws, and any other fasteners not included in product packaging.

2. Other materials, equipment, and services

The following materials, equipment, and services are provided by the **installer**.

- a. Building package installation
- b. All other items within the building footprint indicated on final plans or required by building codes to complete installation of the building package which are not specifically stated as supplied by Romtec or by others.

C. Contractor Scope

The **contractor's** scope will generally consist of site preparation and grading, excavation for structures, backfill and/or structural backfill, and any site work or utility work outside the building package footprint.

1. Structural

The following items relative to the structural components will be supplied by the **contractor**:

- a. All materials, equipment and labor for exterior slabs and sidewalks.
- b. If required, design and supply of gutters and downspouts is by the contractor or others. Romtec can show basic gutters and downspouts on the plans upon request.

2. Other materials, equipment, and services

The following materials, equipment, and services are provided by the **contractor**.

- a. Site grading and/or asphalt paving
- b. Masonry pavers

- c. Fire alarm & fire suppression equipment
- d. Lighting equipment not attached to the building
- e. Landscaping
- f. Special inspection services
- g. Permits and fees
- h. Site plans
- i. Geotechnical reports

D. Delivery, Storage, and Handling

1. The **installer** and/or **contractor** will be responsible for all equipment and labor required for off-loading of the delivered building package onsite. This includes providing appropriate equipment, including but not limited to a forklift with minimum 8,000 lb. capacity and 6 ft. fork extension.
2. **Installer** or **contractor** shall comply with all handling instructions/recommendations provided by Romtec.
3. The **installer** and/or **contractor** will assume responsibility for adequate protection of delivered materials from weather, damage, and pilferage or all warranties, expressed or implied may be voided.
4. Do not throw away the Operations & Maintenance manuals that are provided by some manufacturers in their product packaging. It is the responsibility of the **installer** and/or **contractor** to collect and maintain these manuals until delivered to the owner.

E. Romtec General Exceptions/Exclusions

The following are items that Romtec does not provide as part of its standard products and services.

1. Site visits by Romtec staff are not included in the proposal.
Note: If site visits are required, Romtec will issue a change order.
2. Unless otherwise stated, Romtec is not proposing to meet any Buy America standard for materials.
3. Romtec's proposed building design is based on the following standard design loads. These standard design loads are typical for many locations. Local design loads specific to this project may require changes to the building design, which may result in a price increase due to increased material costs.

a. Roof Snow Load: 63 psf	d. Allowable Soil Bearing: 1500 psf
b. IBC Seismic Design Category: C	e. Occupancy Type: U
c. Design Wind Speed: 110 mph	f. Type: VB
4. Any site utility sizing shown on the Romtec plans is either based on design criteria provided by others or based on Romtec's assumption of the appropriate sizing. Site utility sizing must be confirmed by the customer. Romtec is not responsible for determining or confirming site utility sizing.
5. To ensure timely delivery of the building package amid ongoing and industry-wide disruptions to shipping, parts/materials availability, and lead times, Romtec reserves the right make equivalent or better substitutions at any time for any components that are not specifically required to match an exact brand/model.
6. Romtec does not provide LEED/Green submittals as a standard service. Romtec can assist in providing documentation for products that may meet LEED/Green standards, but Romtec does not provide or fill out LEED credit forms. Unless specifically included in Romtec's proposal and quote, Romtec does not supply materials with the intent of meeting LEED standards. Any changes due to LEED or Green building requirements will result in a change order and increased lead times."
7. Any CMU block plan(s) provided by Romtec are only accurate if Romtec supplies the CMU block.
8. All steel fabrication work is performed by qualified fabricators in conformance with engineered drawings. Romtec does not offer third party certification or inspection of steel fabrication work.

Note: Romtec's scope of work is based on customer acceptance of the terms and conditions of the Romtec quote proposal, which may be attached here or provided separately.

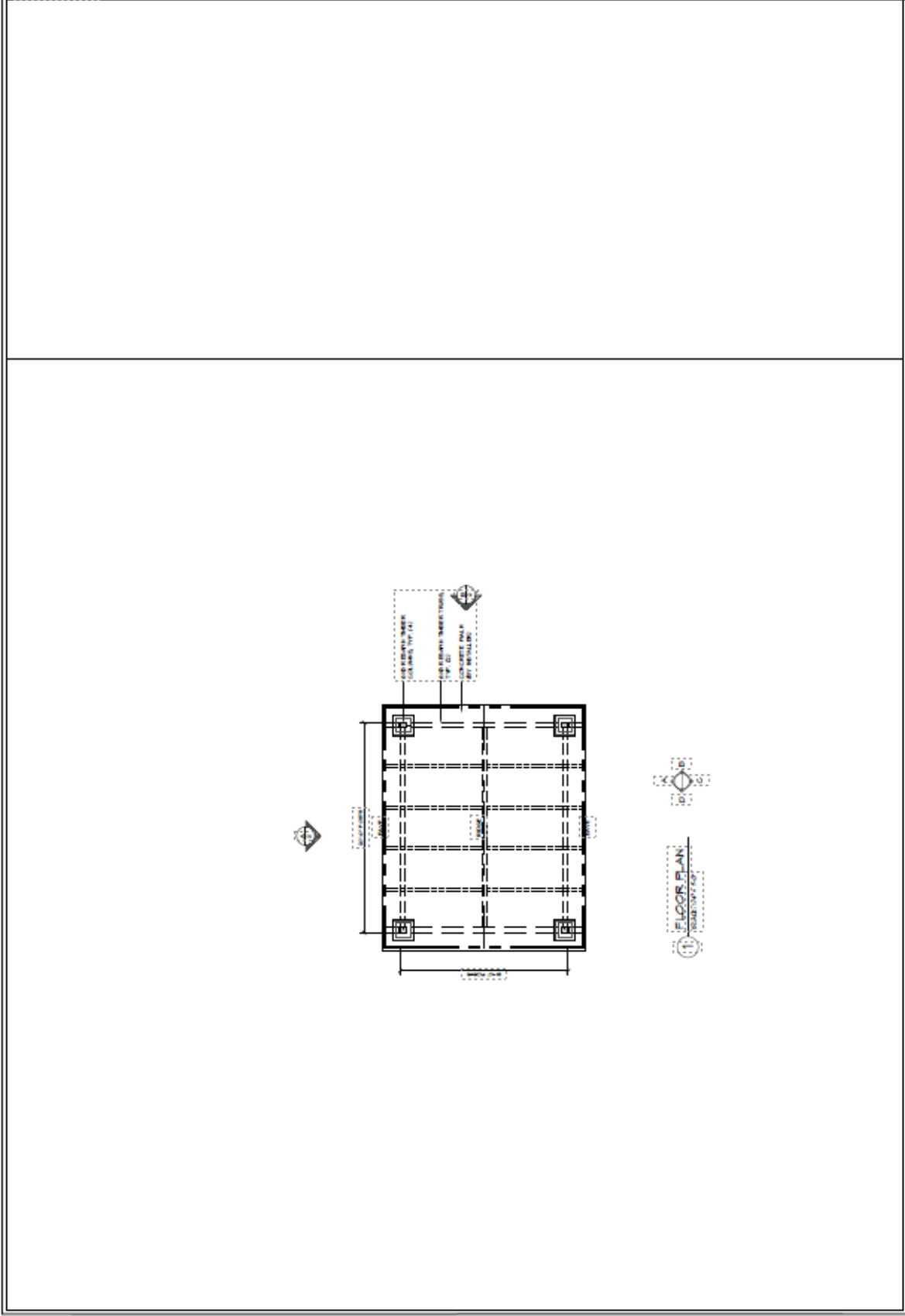
PRELIMINARY
 THIS DRAWING IS THE PROPERTY OF ROMTEC ENGINEERING, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF ROMTEC ENGINEERING, INC.
 ROMTEC ENGINEERING, INC.
 18240 NORTH BANK ROAD - ROSEBURG, OR 97470
 (541) 496-3541 FAX (541) 496-0803

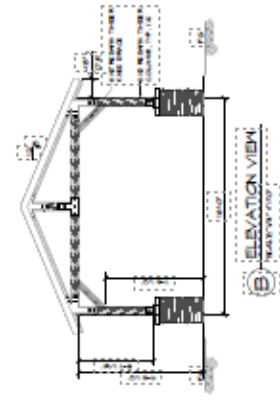
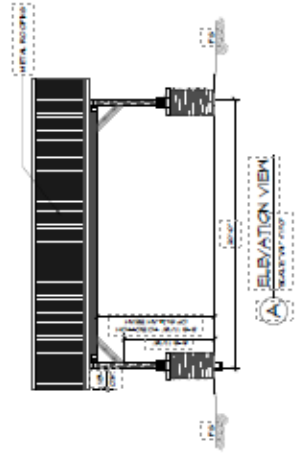
PROJECT: WANNIGAN PARK
 SHEET: 101
 DATE: 10/1/2024
 DRAWN BY: J. HARRIS
 CHECKED BY: J. HARRIS
 APPROVED BY: J. HARRIS
 PUNJABI PARK
 PUNJABI, MINNESOTA

WANNIGAN PARK

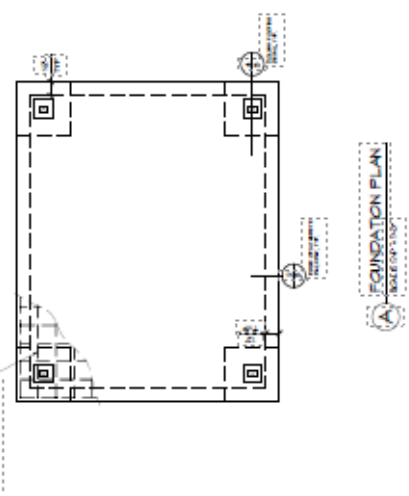
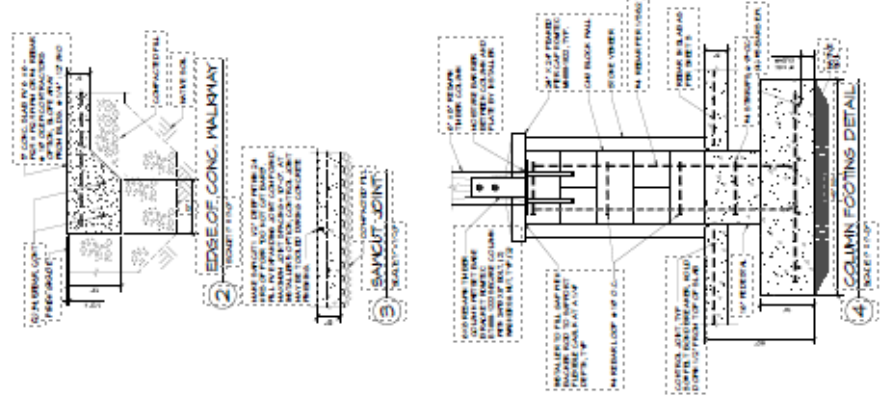
SHEET SCHEDULE	
SHEET:	
CONTENTS:	
1.	TITLE PAGE & SPECIFICATIONS
2A	FLOOR PLAN & SPECIFICATIONS
2B	ELEVATION, STAIRS & SPECIFICATIONS
3	FOUNDATION PLAN & DETAILS & SPEC'S

ROMTEC
 18240 NORTH BANK ROAD - ROSEBURG, OR 97470
 (541)-496-3541 FAX (541)-496-0803





FOUNDATION DESIGN SHOWN HERE IS PRELIMINARY AND SUBJECT TO CHANGE. FINAL FOUNDATION DESIGN TO BE DETERMINED DURING THE FORTHCOMING FULL DESIGN PHASE. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS NEEDED TO CONSTRUCT THE FINAL FOUNDATION DESIGN AND BETWEEN THE BID OWNER AND THE BUILDING INSTALLER.





18240 North Bank Rd.
 Roseburg, OR 97470
 P: 541-496-3541
 F: 541-496-0803
 E: service@romtec.com

Date
2/13/2025

PROPOSAL/PO AEPA 023.5-B

Wannigan Park (MN)

Customer: City of Frazee
 Stephany Poegel
 222 Main Ave
 W Frazee, MN 56544



Quantity	Building Proposal Description	Extended Price
1	Wannigan Park pavilion "Design and Supply Only" per Romtec Preliminary Scope of Supply & Services dated 1-30-25	\$ 64,658.68
Cooperative Purchasing Connection Discount: Available only to members of the Cooperative Purchasing Connection cooperative.		5.00% \$ (3,232.94)
Freight/Packaging to: Frazee, MN		\$ 6,074.26
ROMTEC INC. PURCHASE ORDER TOTAL		\$ 67,500.00

*Due to ongoing market volatility and inflation rates, the proposal pricing is valid for thirty (30) days from the proposal date. If the Customer has not returned a signed Purchase Order within thirty (30) days of the proposal date, Romtec, Inc. reserves the right to update the price to reflect cost changes.

*This pricing is based on the understanding that Romtec, Inc. will be released for production within ninety (90) days. If, for any reason, Romtec, Inc. has not received Submittal Approval and Notice to Proceed with Production within ninety (90) days of the Purchase Order date, Romtec, Inc. reserves the right to update the Purchase Order price to reflect inflationary cost changes.

*Sales or use Tax is not included in the above price. Sales or use taxes may be required for your project depending on Nexus requirements.

*Romtec charges 2% of total contract value for the bonding rate (if required). Unless specifically stated in the above quote, this amount is not included in the total amount shown, and may be applicable at the time of invoice.

*This proposal includes the design and engineering by Romtec Inc. to produce a complete plan set that will meet the architectural and engineering code required in the state where the project is located. In some cases local code may vary from typical state requirements and may result in a change in price that could not have been anticipated at time of quote.

*Delivery terms are FOB Roseburg, OR, unless otherwise stated. Freight prepaid and added. Delivery will be in accordance with a mutually agreed timeline as established in the Romtec Inc. Notice to Proceed on Production form.

*Non-Agency orders must be placed on Romtec Inc. purchase order forms.

*Quote based on standard/average design loads, including: roof snowload of 25psf, IBC Seismic Design Category: C, Design Wind Speed: 115 MPH, Allowable Soil Bearing: 1500 psf, Occupancy Type: U, Construction: VB.

*Unless included with this quote, a payment schedule and terms will be established after the signed Purchase Order is received. Romtec Inc. generally requires a deposit payment upon receipt of the signed Submittal Approval & Notice to Proceed on Production document. Any deposit amount will be defined with the forthcoming payment schedule.

*Design Services include Romtec providing one(1) initial unsealed plan set on 11x17 format and one (1) sealed revision in response to reviewing authority comments (excluding Romtec Trads and Originals; Romtec Trads and Originals do not include sealed plans. Sealing of plans for Trads and Original models is only available upon request and may result in additional fees). In any additional revisions, if sealing or changing in plan set size are requested or required, an additional design service will be charged.

*The pricing defined in this proposal is contingent upon the customer signing this form and agreeing to the Romtec terms and conditions defined in this proposal. Any modifications to the terms and conditions defined herein may result in a price increase.

*Romtec's standad insurance coverage document is available upon request. Unless otherwise specifically noted herein, Romtec's standard insurance coverage is accepted by Customer and considered sufficient coverage for all work related to this purchase order. Customer agrees to pay any costs related to additional insurance requirements not specifically noted in this order.

*By signing below, the customer confirms that the prices, terms, and conditions herein are satisfactory and accepted. Romtec Inc. is authorized to begin work on the Scope of Supply and Design Submittal document, which the customer will review prior to approval and Notice to Proceed on Production. Additionally, the customer will complete and return the Project Information Form as expeditiously as possible so that payment terms, and bonding requirements (if applicable) can be established. The customer understands that by accepting this proposal they are issuing a Purchase Order for the project detailed above, but that production will not begin and delivery or installation dates cannot be established until the customer has granted design approval and notice to proceed on production.

Customer/Owner Authorized Signature	Date	Romtec Inc. Authorized Signature	Date
-------------------------------------	------	----------------------------------	------

Customer/Owner Printed Name	Romtec Inc. Printed Name
-----------------------------	--------------------------

Customer/Owner Company



Proposal Terms & Conditions

Romtec, Inc. (ROMTEC) will provide the scope of supply as listed on the purchase order related hereto in accordance with the following terms and conditions:

Terms of Payment

Romtec offers terms upon approved payment bond and credit approval by Romtec's accounting department (to be determined at the time the Purchase Order is finalized and executed). Payments may be by check or wire transfer, Visa, MasterCard, Discover or American Express (a separate fee will be charged for payments exceeding \$20,000 made by credit card and for all COD deliveries). Romtec may agree to accept COD payment by bank certified funds or cashier's check if a carrier selected by Romtec ships materials.

Credit Terms

Upon execution of the Purchase Order agreement, if Customer is not pre-paying 100% of the contract value, Customer shall provide a completed credit application (subject to Romtec's approval) and, if applicable, evidence of payment bond securing Customer's obligation to pay the balance of the purchase price in full. Credit terms are conditional and may be modified subsequently at Romtec's discretion if new information or conditions warrant such modification.

Payment Terms

To be established by Romtec's accounting department after receipt of Customer's credit application.

Deviation From Payment

Time is of the essence with respect to Customer's payment of the purchase price, and timely payment shall not be delayed or excused for any reason. Payment agreement between Customer and other parties, or failure by other parties to pay Customer or perform any agreement with Customer shall not result in delay of payment to ROMTEC. ROMTEC does not accept partial payments, any offsets, and/or retainage against the Purchase Order price. Should Customer not act according to the terms of payment for any reason, the terms granted will be revoked and any remaining goods or services not yet delivered are subject to pre-payment terms whereby payment, in full, is due 10 days prior to delivery. Any amounts not paid when due shall bear interest at the rate of 15 percent per annum or the highest lawful rate applicable, if such rate is less than 15 percent, from the date payment was due. For accounts that are 15 days or more past due, ROMTEC will withhold all warranty service until the account is fully paid and in good standing. This does not in any way toll the warranty period.

Tax

Unless otherwise indicated on the ROMTEC quote or purchase order, any sales, use, consumption, value added or other goods/services based tax imposed by a state, county/local or other agency with jurisdictional authority is excluded from this order. Customer is responsible for remitting any taxes that are applicable.

Change Orders

All Change Orders must be signed by the Customer. Prices stated herein are valid for 30 days from the purchase order date, or two weeks from the purchase order date if unsigned, at which time ROMTEC may adjust its price if cost factors warrant. A change order will apply (charges will vary depending on the circumstances) for the following design/engineering events: (i) incurred costs related to ROMTEC making more than two revisions of plan documents in response to review comments, (ii) incurred costs of "resealing" plan documents, and (iii) incurred costs of changing plan set sizing from the standard 11" x 17" format. Additionally, any modifications (for any reason) to ROMTEC's Scope of Supply & Design Submittal, prior to formal approval, may result in a price adjustment. Any modification to ROMTEC's Scope of Supply & Design Submittal requested or required by Customer for any reason after formal submittal approval shall be performed by ROMTEC at Customer's expense, as follows: (i) Customer shall submit a written description of the modifications to ROMTEC; (ii) within 14 days of receipt of Customer's description, ROMTEC shall provide to Customer a written price quote for the modifications requested; (iii) Customer shall pay the Change Order Invoice to ROMTEC in accordance with payment terms.

Delay of Project

Should progress of the project be delayed so that ROMTEC cannot produce and deliver the goods within six months from the date the purchase order is signed, Customer agrees to reimburse ROMTEC for all design and administrative expenses related to the completion of the Scope of Supply & Design Submittal as compensation for design services rendered. Customer also agrees to immediately pay any expenses related to any Customer authorized procurement or production of items. Additionally, Customer agrees to accept cost increases that may occur during the time the project is delayed.

Terms of Delivery

ROMTEC will not be liable for any delay in the performance of orders or contracts, or in the delivery or shipment of goods, or for any damages suffered by the Customer by reason of such delay, when such delay is beyond ROMTEC's control. Romtec is liable for delivery delays or for risk of loss or damage only while goods are in Romtec's possession. Unless otherwise stated herein, all goods are shipped FOB Roseburg, Oregon (FCA Roseburg, Oregon, for international orders). If goods are at any time shipped by, delivered to, or in the possession of others, the following delivery and handling terms apply:

- (1) All ROMTEC materials, whether palletized or separated from a pallet, must be handled per the instructions detailed in the ROMTEC Scope of Supply & Design Submittal with respect to the specified model of ROMTEC restroom facility or component.
- (2) All material received from, but not manufactured by ROMTEC must be handled per the specific handling instructions of the manufacturer of the material.
- (3) PROPER HANDLING EQUIPMENT, ITS SUPPLY AND OPERATION ARE STRICTLY THE RESPONSIBILITY OF THE CUSTOMER.

Description of Products and Warranty

ROMTEC's Scope of Supply & Design Submittal document (provided subsequent to this order) contains and defines ROMTEC's complete offering of its products and services (as applicable). The Scope of Supply & Design Submittal also defines ROMTEC's Limited One Year Warranty. Warranty terms available prior to the submission of the Scope of Supply & Design Submittal upon request.

Terms of Shipment & Delivery

Unless otherwise specified on the purchase order, ROMTEC may ship goods pursuant to an order at any time after the goods are completed and ready for shipment. Further, unless payment has been made in advance, if a carrier holding a ROMTEC shipment ordered by a Customer is ready to deliver the goods to the Customer, the Customer agrees to accept the goods at the carrier's earliest possible delivery date and time.

Store & Invoice

If Customer delays shipment, regardless of the reason for delay, ROMTEC is permitted to invoice and the Customer agrees to pay ROMTEC under the agreed payment terms, using the date the order was ready for shipment as the invoice date (if prepayment or COD terms apply, payment is due within 7 days from the time of delay). Once the order is invoiced, the materials shall become property of the Customer. Further, ROMTEC may at its sole discretion invoice the Customer for a minimum of \$450 per month for on-site storage. Deliveries that are delayed by the Customer may be canceled by ROMTEC and the goods returned to ROMTEC at ROMTEC's discretion. Any costs or other issues arising from the Customer's act in delaying receipt of ROMTEC's shipments are the complete responsibility of the Customer. The Customer agrees to pay for the complete shipping cost if ROMTEC elects to allow the goods to be returned to ROMTEC or delivered to another Buyer.

Cancellation

Mutual acceptance of the purchase order indicates notice for ROMTEC to proceed with the provision of design services required in completing its Scope of Supply & Design Submittal. Should Customer cancel its purchase order prior, the following fee schedule will take effect:

1. Cancellation after Purchase Order but prior to Submittal Approval: 30% of total contract value due
2. Cancellation after Purchase Order and Submittal Approval but prior to Notice to Proceed on Production: 75% of total contract value due
3. Cancellation after Purchase Order, Submittal Approval, AND Notice to Proceed on Production: 100% of total contract value due

In addition, Customer shall reimburse all expenses related to any Customer authorized procurement or production of items prior to approval of the Scope of Supply & Design Submittal. ROMTEC requires that Customer indicate approval of its supply offering by executing the approval signature page of the Scope of Supply & Design Submittal document and/or a formal Notice to Proceed on Production. Upon granting ROMTEC approval of its Scope of Supply Design Submittal and Notice to Proceed on Production of the building kit package(s), the Customer is waiving any rights to cancel its purchase order. ROMTEC does not accept returns or exchanges.

Contract Documents

Together with this Purchase Order, the following constitute the "Contract Documents" and the entire contract between the parties, either written or oral: (i) ROMTEC's Scope of Supply & Design Submittal, and (ii) Change Order form (if applicable).

Legal Proceedings

If Customer fails to pay any amount when due, and ROMTEC incurs any expenses in pursuit of collection, Customer agrees to pay the reasonable attorney fees and other costs of such collection, regardless of whether litigation is actually commenced.

In any dispute involving the interpretation or enforcement of this agreement or involving issues related to bankruptcy (whether or not such issues relate to the terms of this agreement), the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney fees, paralegal fees, costs, disbursements, and other expenses incurred by the prevailing party in the dispute, including those arising before and during any trial, arbitration, bankruptcy, or other proceeding, and in any appeal or review thereof. In addition, the amount recoverable by the prevailing party shall include an amount estimated as the fees, costs, disbursements, and other expenses that will be reasonably incurred in collecting a monetary judgment or award, or otherwise enforcing any order, judgment, award, or decree entered in the proceeding.

This agreement shall be interpreted and enforced according to the laws of the state of Oregon. The parties irrevocably submit and consent to the jurisdiction of the circuit courts of the State of Oregon for Douglas County with respect to litigation regarding any dispute, claim or other matter related to this contract.

Controlling Provisions

The terms and conditions of this Purchase Order shall supersede and control any provisions, terms, and conditions contained on any confirmation order, Purchase Order, or other writing the Customer may give or receive, and the rights of the parties shall be governed exclusively by the provisions, terms, and conditions hereof.

Binding Effect

This Purchase Order agreement shall be effective and in force only when signed by Customer and also signed by ROMTEC. ROMTEC must consent to any assignment of this Purchase Order agreement in writing. Subject to any restrictions upon assignment, this Purchase Order agreement shall be binding on and inure to the benefit of the heirs, legal representatives, successors, and assigns of the parties.

Notice

All notices required by this Purchase Order agreement shall be in writing addressed to the party to whom the notice is directed at the address of that party set forth in this Purchase Order agreement and shall be deemed to have been given for all purposes upon receipt when personally delivered; one day after being sent, when sent by recognized overnight courier service; two days after deposit in United States mail, postage prepaid, registered or certified mail; or on the date transmitted by facsimile. Any party may designate a different mailing address or a different person for all future notices by notice given in accordance with this paragraph.

Modification

No modification of this Purchase Order agreement shall be valid unless it is in writing and is signed by all of the parties.

Interpretation

The paragraph headings are for the convenience of the reader only and are not intended to act as a limitation on the scope or meaning of the paragraphs themselves. All parties agree that they have had sufficient opportunity to negotiate these terms and have them reviewed by their counsel of choice. The parties agree that no legal interpretation of these terms should be construed against the drafting party.

Severability

The invalidity of any term or provision of this agreement shall not affect the validity of any other provision.

Waiver

Waiver of any party of strict performance of any provision of this Purchase Order agreement shall not be a waiver of or prejudice any party's right to require strict performance of the same provision in the future or of any other provision.

Force Majeure

Neither party will be liable for any delay or failure in the performance of any obligation under this Agreement or for any loss or damage (including indirect or consequential damage) to the extent that such nonperformance, delay, loss, or damage results from any contingency that is beyond the control of such party, provided such contingency is not caused by the fault or negligence of such party. A contingency for the purposes of this Agreement includes Acts of God, fires, floods, earthquakes, explosions, storms, wars, hostilities, blockades, public disorders, pandemic or other public health emergency, quarantine restrictions, embargoes, strikes, other labor disturbances or down time, unavailability of electronic communication lines or equipment, and compliance with any law, order or control of, or insistence by any governmental or military authority.

Counterparts

This Purchase Order agreement may be executed in multiple counterparts, each of which shall constitute one agreement, even though all

Member Ordering Process using Awarded Contracts Page

Direct Ship/Requires KCDA PO

1. Members: Please confirm your organization's membership with KCDA (www.kcda.org). If you have any questions or need help in becoming a member of KCDA, please contact KCDA Customer Service at 800-422-5019 or by email customerservice@kcda.org.

2. Romtec will submit a signed and dated proposal or quote to each interested KCDA member in accordance with the pricing awarded under this contract. If pricing has been negotiated due to volume purchasing, the price must be noted as negotiated and the negotiated price must be less than the firm price quoted.

Romtec must specifically state the KCDA contract number #AEPA 019.5-B on their proposal to each KCPA member. This proposal must identify the member's contact name, e-mail address and phone # of the person responsible for approving this purchase. This member contact information is critical, and if not provided, may be grounds for delaying the processing of the order as well as eventual payment to Romtec.

3. Members should send a copy of their PO made out to KCDA and a copy of the Vendor quote to the Contract Specialist designated on the Awarded Contracts page. Upon KCDA's verification of membership and pricing, KCDA will create and forward a KCDA Purchase Order to the designated point of contact at Romtec. The Contract Specialist will request additional information, such as scope of work and item/part number along with pricing for each line item as needed. Failure to provide adequate evaluation information may result in delay of approval by Contract Specialist.
 4. A copy of the order will be kept on file at KCDA.
 5. Romtec must not commence delivery, services or installation using the KCDA contract without receiving a Purchase Order from KCDA.
 6. Orders processed against this contract by customers who are not KCDA members or without e-mailed approval from KCDA are in violation of contract #AEPA 019.5-B specifications. Vendors not following proper procedures may be removed from consideration for future awards.
 7. KCDA reserves the right to revise the ordering process above at their sole discretion, if deemed necessary for contract management or audit purposes. An implementation for change will be coordinated with Romtec as needed.
- **public works link**

It has come to our attention that there are significant inconsistencies in the processing of Change Orders on KCDA contracts. Change Orders that are not submitted for KCDA approval in a timely manner (7 business days) slow down the invoicing and payment processes. In order to process a payment request in a timely manner, Vendor Payment Applications must match the KCDA's Purchase Order.

KCDA appreciates the continuing support of our Vendor partners who fulfill the needs of our Members for goods and services through our RCW compliant Contract vehicles. Each KCDA contract clarifies both the scope and pricing for various goods and services; each Project under the Contract must be tied to a Purchase Order and Proposal that outlines the costs of the goods and services in conformity to the Contract.

A Change Order refers to changes in the proposal/statement of work originally agreed to by the Member, Vendor, and KCDA, as referenced on the original authorized KCDA Purchase Order.

KCDA understands that while executing a project, unforeseen requirements or material changes may be identified as requirements to the satisfactory completion of that work, which usually include adjustments to the Project Costs. These adjustments require an authorized Change Order or Revised Purchase Order. Whether initiated by the Member or Vendor, all parties (including KCDA) must agree to the cost adjustments to the project.

- It is imperative to clearly communicate and document all change order requests and approvals; whether verbal, written, or emailed
- No changes will be made to KCDA POs unless authorized representatives on each side have agreed to the costs via email or signature and a signed Change Order or Revised PO are in hand.
- Vendor must create a change order request, and have signed/approved by the Member and Vendor before work is to commence on the project.
- Vendor must submit appropriate justification per Contract Documents as a proposal to KCDA
- The approved Change Order or Revised PO, along with supporting Proposal/Documentation must be reviewed by KCDA for pricing and scope approval in order to update the existing PO.

1. Change Order Process: When KCDA receives a Change Order signed/approved by both the Member and the Vendor, KCDA will review the proposal against the awarded Contract and revise the original KCDA PO to the Vendor by adding additional PO lines for each change order and forwarding a revised KCDA PO to the Vendor, reflecting the new totals.

2. Revised PO Process: The Member may email a Revised PO to KCDA, attaching a copy of the Change Order or the Quote for review. Once KCDA verifies quoted prices against the contract, KCDA will revise the original KCDA PO to the Vendor by adding additional PO lines for each change order and forwarding a revised KCDA PO to the Vendor, reflecting the new totals.

Following these steps will increase our ability to process Payment Applications in a timely manner by ensuring that all charges are documented on KCDA's Purchase Order must match the Vendor Payment application. Following the above process will ensure all parties have clearly reviewed and documented all changes, which in turn will allow for timelier responses to revisions and payment processes.

King County Directors' Association
A Public Procurement Agency



18240 NORTH BANK ROAD
ROSEBURG, OR 97470
Phone: 541-496-3541
Fax: 541-496-0803

Preliminary Project Information

Romtec uses info provided on this form to create customer accounts in Romtec's accounting system. Please fill out the form as completely as possible.

- Please write "N/A" for any items that are not applicable.
- For duplicate items (such as if the customer and Owner are the same entity), feel free to write "same as above".
- If the project is not bonded, please write "No bond" in the Project Bond Information field.

Note: If the customer is not pre-paying 100% of the purchase order, Romtec will review the customer's publicly available credit info and provide a Schedule of Values (SoV) for review and approval by the customer.

Customer/Contractor Info

Company Name: Year Established:

Billing Address: Street Address:

City: State: Zip: Phone:

Accounts Payable Contact: AP Phone: AP Email:

Federal ID No.: Tax Exempt? No Yes (Please provide certificate)

Project Info

Project Name: Government Agency:

Project Main Contact: Phone:

Site Address:

City: State: Zip:

Prime Contractor (General Contractor)

Company Name: Year Established:

Billing Address: Street Address:

City: State: Zip: Phone:

Owner

Org Name: Year Established:

Billing Address: Street Address:

City: State: Zip: Phone:

Project Bond Info - If Project is Bonded, please provide a copy

Bonding Company: Address:

City: State: Zip: Phone:

Bond No.: Underwriter: Fax:

Romtec - Basic Schedule of Values

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE
001	Delivery of Design Submittal (SSDS)	10%
002	Delivery of Sealed Plan Set (or Production and Delivery of Building Authorized)	20%
003	Delivery of building package(s)	70%
004	Freight	TBD
005	Sales Tax	TBD
GRAND TOTALS		100%

Notes:

- This standard Schedule of Values is contingent upon an approved customer credit application.
- Romtec will invoice monthly for work completed related to all payment milestones above.
- All payments are due NET 30 of invoice date.
- Romtec does not accept partial payments nor any offsets/retainage.
- Payment obligations are not contingent upon customer receipt of payment from any external entity nor per the terms of any external agreement.
- Any failure to meet payment obligations may void these terms and grants Romtec the right to require new terms, including the right to require prepayment of all remaining milestones.
- At the time the customer formally authorizes Romtec to proceed with production and delivery, Romtec will confirm the delivery date with the customer. Note that Romtec does NOT have capacity for long term storage of completed goods, and the customer must accept delivery no later than the agreed date. If necessary, the customer must arrange for storage of delivered goods at a different location. Regardless of any customer caused delay of delivery, Romtec will invoice for completed goods that are ready to ship.

Please sign to acknowledge acceptance of this schedule of values: _____

Signature

Date



Parkers Prairie Office:
13979 County Highway 42
Parkers Prairie, MN 56361
(612)920-3320 Ext 110 | fax (612) 605-2375
www.daviddrown.com

February 14, 2025

ENGAGEMENT LETTER

City Council
Stephanie Poegel, City Administrator
City of Frazee
PO Box 387
222 Main Ave W
Frazee, MN 56544

RE: Municipal Advisor

Dear Council Members and Ms. Poegel:

We are writing this letter as required under the new Municipal Advisor rules of the Municipal Securities Rulemaking Board (the "MSRB") and the Securities and Exchange Commission (the "SEC.") As a registered municipal advisor working with you, we are required to provide a written description of our advisory relationship and to make certain other disclosures.

Our Role as Municipal Advisor

As your municipal advisor, we are held to the very highest standard of loyalty and care with an *explicit fiduciary duty* to act in your best interests. This means several important things:

- We have a duty to exercise due care in performing municipal advisory activities.
- We have a duty of loyalty, requiring us to act in your best interest without regard to our own financial or other interests.
- We must have the knowledge and expertise needed to provide you with informed advice.
- We have a duty understand you and your specific situation and to follow your directions, so our advice is suitable for you.
- We are required to make reasonable inquiries and investigations as to the facts supporting our recommendations and work products.
- We have a duty to discuss with you material risks, benefits, and alternatives we considered when determining what might serve your interests best.

Disclosure of Conflicts of Interest

A municipal advisor may not legally provide advice if certain *unmanageable conflicts* exist, such as providing financial advice and then purchasing related securities or engaging in kickback arrangements. Other *potential, yet manageable* conflicts of interest must be disclosed to you in writing, with sufficient detail and explanations of how we intend to manage or mitigate each conflict. There are several potential conflicts of interest that may apply to our engagement with you:

Compensation. All forms of compensation are viewed to represent a potential conflict of interest by the MRSB. Our Standard Fee Schedule incorporates several forms of compensation:

- **Fixed Fee.** This form of compensation represents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the financial advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives or fail to do a full analysis of alternatives

- **Fee Based upon Principal Amount.** This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation.
- **Hourly Fee.** An hourly fee form of compensation presents a potential conflict of interest if the client and advisor do not agree on a reasonable maximum amount at the outset of each engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked.
- **Contingent Fee.** This form of compensation presents a potential conflict of interest because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. When facts or circumstances arise that could cause the financing to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances.

Our plan to mitigate conflicts of interest regarding compensation is to assure our standard fees reasonably reflect the expected costs of standard services, and to avoid a transaction-based relationship with our clients such that compensation on any one transaction is of secondary importance to maintaining a long-term relationship.

Executive Search Services. David Drown Associates, Inc. provides executive search services to units of government in Minnesota. In situations where an administrator was hired through our recruitment efforts and/or recommendations, we may be in a position to unduly influence that administrator's financial judgments or future decisions.

We have mitigated this conflict by instituting procedures which require review and approval by another senior level advisor of all written recommendations.

MN Rural Water Association. David Drown Associates, Inc. serves as the financial advisor MRWA's MIDI, MICRO and Interim Funding Programs. In that capacity, we process loan requests and serve as municipal advisor to borrowers seeking to utilize these funding programs. This relationship with MRWA represents a potential conflict of interest in that we have an incentive to recommend the use of these funding programs and to exclude due consideration of other options or alternatives.

We have mitigated this conflict of interest by agreement with MRWA that we will not process loans where other financing mechanisms are clearly superior, and we maintain internal procedures that explicitly include a review of other funding options before acting upon a loan request.

Scope of Service & Compensation

It is our intention for this Letter of Engagement to evidence a general, long-term relationship with you, as opposed to a relationship that is specific to only one transaction. We provide you a full range of customary financial advisory services without exclusion or limitation and will honor our fiduciary duties to you in all aspects of our work. In cases where either of us wishes to limit the scope of our engagement – for example, where you have already reached a decision on a particular financing, or where we lack availability or expertise in a specific area – we will address this limitation by supplemental, written communication to you.

All compensation will be based upon the rates shown on the attached Standard Fee Schedule.

For Professionals seeking the "Issuer has hired an independent municipal advisor exemption"

Professionals such as attorneys, engineers and accountants and underwriters provide you with financial advice from time to time. To guard against being considered an unregistered municipal advisor, these professionals may ask you to confirm in writing that you are represented by and will rely on the advice of

an independent registered municipal advisor.

David Drown Associates, Inc. hereby certifies we are a registered municipal advisor in good standing, with no associations or affiliations that will reasonably affect our independent judgment in evaluating proposals or advice you may receive from us or from other entities.

If the City is asked to provide written confirmation that the City has an independent registered municipal advisor, we suggest the following written response:

RE: Designation of Independent Registered Municipal Advisor

The City of Frazee has retained David Drown Associates, Inc. as our registered independent municipal advisor. Your firm provides or seeks to provide professional services and advice to the City with regard to the following project:

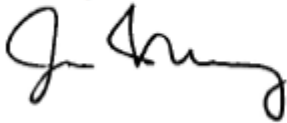
(insert general description of the project or transaction)

The City of Frazee is represented by and will rely upon the financial advice of David Drown Associates, Inc. with regard to this project or transaction. You are authorized and directed to copy David Drown Associates, Inc. on all communications with the City having to do with financial matters.

You are reminded of your requirement to provide a written disclosure to both the City and to David Drown Associates, Inc. that, because the City is represented by a registered independent municipal advisor, your firm is not subject to the fiduciary duty established in Section 15B(c)(1) of the Exchange Act with respect to the municipal financial product or issuance of municipal securities.

I would be happy to discuss any aspect of this letter and MSRB rules with you at your convenience.

Sincerely



Jason Murray
Senior Associate

Acknowledgement

The undersigned hereby acknowledges receipt of this disclosure and that the governing board has been given the opportunity to raise questions and discuss the foregoing matters with the advisor.

City of Frazee, Minnesota

City Administrator

Date

New Business

RESOLUTION 0226-2025A – RESOLUTION ADOPTING A FRAZEE SANITARY SEWER COLLECTION AND WATER DISTRIBUTION SYSTEM PRELIMINARY ENGINEERING REPORT AND FACILITY PLAN



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

Waters Trails Shops Parks

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

RESOLUTION 0226-2025A

Resolution Adopting a Frazee Sanitary Sewer Collection and Water Distribution System 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 Minnesota Department of Health requires a city to develop and adopt a Preliminary Engineering Report/Facility Plan in order to be eligible for funding thru the Drinking 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 Frazee City Council held a duly advertised public hearing on February 26, 2025, to obtain public comments and questions, and

WHEREAS, the Frazee City Council feels it is important to plan for the future of its sanitary sewer collection and water distribution systems.

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

The Preliminary Engineering Report and Facility Plan for Sanitary Sewer and Water Distribution System Improvements for the 2026 Utility Reconstruction Project, attached as Exhibit A, is hereby adopted.

Adopted by the council this 26th, day of February, 2025.

	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mike Sharp,
Mayor

Stephanie Poegel,
City Administrator

New Business

RESOLUTION 0226-2025B – AUTHORIZATION OF APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY



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

Waters Trails Shops Parks

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

RESOLUTION 0226-2025B

Authorization of Application to the Minnesota Public Facilities Authority

BE IT RESOLVED that the City of Frazee is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund/Drinking Water Revolving Fund for improvements to its wastewater/drinking water systems as described in the loan application.

BE IT FURTHER RESOLVED that the City of Frazee estimates the loan amount to be \$2,751,000 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Frazee has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the City of Frazee hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

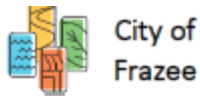
Adopted by the council this 12th, day of February, 2025.

	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

I CERTIFY THAT the above resolution was adopted by the Frazee City Council on February 26, 2025.

Mike Sharp,
Mayor

Stephanie Poegel,
City Administrator



Wannigan Park Project Manager

Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE	Wannigan Park Project Manager	WORK LOCATION	City Hall
SUPERVISOR	City Administrator	FLSA STATUS	Non-Exempt
DEPARTMENT HEAD	City Administrator	PAY GRADE	5
DEPARTMENT	Administration	EFFECTIVE DATE	March 1, 2025
II. POSITION SUMMARY			
	<p>The City of Frazee is seeking a dynamic and organized individual to support project management of the development of Wannigan Park. This position plays a critical role in coordinating meetings and events, managing project timelines and deliverables, handling grants, preparing financial reports, and supporting communications related to the park's development and ongoing community engagement.</p>		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	<p><i>Project Coordination</i></p> <ol style="list-style-type: none"> 1. Oversee the planning, development, and implementation of projects related to Wannigan Park. 2. Ensure projects are completed on time, within scope, and within budget. 3. Coordinate and manage contractors, vendors, and partners involved in the park's development. <p><i>Meeting and Event Coordination</i></p> <ol style="list-style-type: none"> 1. Organize and facilitate project-related meetings, including those with city officials, stakeholders, and the public. 2. Plan and execute events for park-related announcements, community engagements, and fundraising. <p><i>Grant Management</i></p> <ol style="list-style-type: none"> 1. Identify and apply for grants to support the development and operations of Wannigan Park. 2. Manage grant reporting, tracking deliverables, and ensuring compliance with grant terms and conditions. 3. Work closely with the City's financial team to ensure proper financial management of grants. <p><i>Financial Reporting</i></p> <ol style="list-style-type: none"> 1. Assist in developing and managing budgets related to Wannigan Park. 2. Prepare and present financial reports to the City Administrator and City Council as needed. 3. Ensure accurate tracking of project expenses and financial activities. <p><i>Communications Support</i></p> <ol style="list-style-type: none"> 1. Collaborate with city staff to support communications and public relations related to Wannigan Park. 2. Develop materials to update the community, including newsletters, press releases, and social media posts. 3. Serve as a point of contact for inquiries about the project. 		
IV. WORK ENVIRONMENT			
	<p>This position will require occasional attendance at evening meetings and events. Some remote work may be permitted, but regular presence in Frazee will be essential to manage in-person coordination tasks.</p>		

V. MINIMUM QUALIFICATIONS	
	High School Diploma + 1 year of post secondary education
	Minimum of 2 years of experience in project management, grant management, or a similar role.
	Excellent organizational and multitasking skills with the ability to manage multiple projects simultaneously.
	Strong written and verbal communication skills.
	Proficiency in Microsoft Office Suite, particularly Excel and Word.
	Experience with financial management and budgeting.
	Ability to work independently and collaboratively in a team setting.
VI. DESIRABLE QUALIFICATIONS	
	Passion for community development and environmental sustainability is a plus.
	Preferred Bachelor's degree in project management, public administration, environmental studies, Optional Parks & Recreation Administration 2 year degree, or a related field.
<i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i>	
<i>Frazer is an Equal Opportunity Employer.</i>	

Addendum

ADDITIONAL CLAIMS