



CITY COUNCIL MEETING AGENDA

July 23, 2025 ~ 5:00 p.m. ~ Frazee Event Center

ZOOM LINK

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. **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.
5. Approve Agenda
6. Consent Agenda
 - a. Meeting Minutes – [July 9, 2025](#)
7. Staff Reports
 - a. [Fire Department](#)
 - b. [Rescue](#)
 - c. [Event Center](#)
 - d. [Liquor Store](#)
 - e. [Police Department](#)
 - f. [Public Works](#)
 - g. [Administration](#)
8. Old Business
 - a. City Attorney
 - b. [River Drive North Maintenance Agreement](#)
9. New Business
 - a. [LCSC IT Services Agreement](#)
 - b. [Organizational Structure](#)
10. Council Member Comments

11. Addendum

- a. [Claims](#)
- b. [Holsen Solar Installation Agreement](#)

12. Adjournment

Consent Agenda

MINUTES – JULY 9, 2025

1. Call the Meeting to Order
 - a. Meeting called to order by Mayor Mike Sharp at 5:00 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: Stephanie Poegel, Tyler Trieglaff
 - d. Contracted Services: Chris Thorson – Ulteig Engineering; Griffin Peck – West Central Initiative; Ben Holsen – Holsen Solar

Guests: Bob Williams, Phil Hansen, Ken Miosek, William Jupitz, Karen Feldt, Polly Anderson
3. Pledge of Allegiance
4. Approve Agenda

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

5. Open Forum
 - a. West Central Initiative Solar Cohort – Griffin Peck
 - i. Peck and Holson presented on the solar array project proposed for the public works building; Total utility bill should come down about 94% or around \$5,800 per year
 - ii. Program will be going for two more years and there is a possibility to do more buildings while the program is in place
 - b. Wannigan Regional Park - Polly Anderson
 - i. Anderson presented on the entrance road work, legislative status, improvements at the park and the alumni challenge
 - c. Becker County/Eagle Lake Park – Phil Hansen
 - i. Hansen is looking for an update on the sale of Eagle Lake as that is holding up the DNR taking ownership of the property
6. Consent Agenda
 - a. Meeting Minutes – June 28, 2025
 - b. Liquor Store Income Statement – May 2025
 - c. Resolution 0709-2025A – Resolution Accepting Donation for the Frazee Rescue Department
 - d. Resolution 0709-2025B – Resolution Designating Authorized Signers for the City of Frazee

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

7. Committee & Liaison Reports

- a. Parks & Recreation Committee – June 25, 2025
- b. Wannigan Regional Park Committee – No Meeting
- c. Planning & Zoning – June 24, 2025
- d. Personnel Committee – June 23, 2025
- e. Finance Committee – June 23, 2025
- f. Economic Development Authority – June 24, 2025
- g. Lakeside Cemetery Liaison
- h. Frazee School District Liaison
- i. Frazee Area Action Fund Liaison
- j. Frazee-Burlington-Silver Leaf Joint Powers Board Liaison
- k. Lake Agassiz Regional Library Liaison

M/S/CU: Froeber/Kemper to approve committee and liaison reports as presented

8. Public Hearing – East Main Special Assessments

- a. Open at 6:01 pm
- b. Public Comment
 - i. Chris Thorson, Ulteig Engineering, presented on the East Main project special assessments
 - ii. Will Jupitz, representative for Feldt Rental Properties LLC,
 - 1. voiced concerns regarding:
 - a. Lost use of garage parking
 - b. Hydro-seeding hasn't worked
 - c. Mailbox location
 - d. Approach for unused lot
 - e. Feelings that the properties have been degraded
 - 2. Response that all work was done in the right of way; the location of the mailboxes was decided in conjunction with the Postmaster; approaches were installed for each parcel not owner
 - iii. Becker County requested a tax deferral until their lot sells
- c. Close Public Hearing at 6:23 pm

9. Old Business

- a. Solar Project Bid

M/S/CU: Kemper/Froeber to move forward with solar project and accept bid from Holsen Solar at a cost of

- b. Resolution 0709-2025C – Resolution Adopting Assessment East Main

M/S/CU: Froeber/Rader to approve Resolution 0709-2025C – Resolution Adopting Assessment East Main as presented

- c. Street Closures

M/S/CU: Rader/Kemper to approve street closures for Turkey Days Events - Parade, Car Show, Tractor Show, Pet & Doll Parade, Soap Box Derby, Street Fair & Alien Spaceship Building Contest, Block Party

10. New Business

- a. City Attorney

M/S/CU: Rader/Kemper to table to July 23, 2025 meeting.

11. Council Member Comments

- a. Froeber
 - i. Vergas has Julie Bruen back as Mayor until the next election
- b. Kemper
 - i. Snafu with paying of liquor bills; Poegel explained the situation and the corrections taken to ensure this doesn't happen moving forward

12. Addendum

- a. Approval of Claims

M/S/CU: Froeber/Rader to approve with the change of paying Creating Community Consulting \$3,000 not \$0

- b. Fireworks Permit Approval

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

- c. Rescue Department Hiring

M/S/CU: Froeber/Kemper to approve the hiring of Adrian Herbst and Ryan Tollefson as Emergency Medical Responders pending a favorable background check

13. Adjournment

M/S/CU: Froeber/Kemper to adjourn at 6:24 pm

Respectfully submitted,
Stephanie Poegel
Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS

Frazee Fire Department, July Report

July 23rd. 2025

1. Membership

- 21 – Active Firefighters
- 1 – New Firefighter waiting on Physical

2. Calls For Service – Year to Date: 31

- July Fire Calls – 4
- 1 – Structure Fire
- 1 – MA to DL, Structure Fire
- 1 – HAZMAT, Faulty Gas Meter
- 1 – iPhone notification of crash, False Alarm

3. Training Report

- July 23rd. – AutoX / Pump Training
- August 6th. – Electric Vehicle Training
- September 24th/25th. – Hose Testing
- October 15th. – Hunter search and rescue, Tamarac wildlife refuge

4. Grant Updates

- BNSF Grant – Submitted, August 2024 (Wild Land Water Packs)
- Anheuser – Busch Water Donation Program, March 10th.

5. New Business

- Looking to replace our 1990 F-250 Grass Truck, it is becoming quite a lot to maintain.
- ISO inspection was conducted on July 9th. – Waiting on results
- Hall Beautification – New No Parking Signs, Painted Safety Poles, Painted entrance doors, weeded flower beds. A new sign for the front is being made.
- Open House, 27 July, Saturday of Turkey Days. Food provided, Games and Activities for kids, Dunk tank (Dunk the Chief)

Staff Reports

RESCUE

Frazee Rescue

Frazee City Council

Meeting Date: 07/23/25

June 2025 Calls

6 - Burlington

12 - City of Frazee

7 - Erie

3 - Evergreen

1 - Height of Land

1 - Silver Leaf

Total Calls - 29

Responded - 29

- 8 days had multiple calls

2025 Statistics

	Responded/Total	
January	27/29	93%
February	21/22	95%
March	14/14	100%
April	26/26	100%
May	25/26	96%
June	29/29	100%
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 - 146

Responded - 142

Response Rate 97%

Days with Multiple Calls - 35

Location	
Burlington	34
City of Frazee	64
Erie	28
Evergreen	3
Height of Land	12
Silver Leaf	5

Member - Total Volunteer Hours 2025 - 471

January -	101.5
February -	91.25
March -	59.25
April -	85
May -	93.25
June -	40.75

Noteworthy

- Orientation/Training has begun for our three new members.

Respectfully Submitted - 07/16/25

Matthew Johnson
President

Staff Reports

EVENT CENTER

No report at time of printing

Staff Reports

LIQUOR STORE

Council Report July

Was a strong 4th of July weekend, Bar was very Busy on the 4th

Busy Getting Ready for Turkey Days

Events:

Friday- Pizza Puzzles & Beer, Beer garden Friday night on Main

Saturday- Beer Garden on Main, Dance with 32 Below 8pm-Midnight

Sunday- Beer Garden at the Derby

Thanks!

Amanda

Staff Reports

POLICE DEPARTMENT

June 25, 2025 to July 17, 2025

Provide code violations of property by quantity and status: 6 new ordinance violations. Letters sent to 2 properties, direct communication with other property owners.

Provide code violations of vehicles by quantity and status: Zero vehicle violations noted.

Report of any vehicle accidents in Frazee: Two motor vehicle crashes in town.

Report landlord violations and status: Zero landlord violations

Upcoming events for the next month... Grass and lawns will be on the agenda as well as continued property maintenance and inoperable vehicles.

Frazee PD had a couple of exciting days in the last month with the shooting at the Frazee Rest Area and the traffic stop that lead to the male hiding in the cattails for over 9 hours.

Chief Tyler

June 2025 Calls for Service

	Total	Traffic Stop
Audubon PD	186	163
Callaway	16	7
Frazee	114	12
Lake Park	51	4
Detroit Lakes	883	111
Becker County	1320	294

Staff Reports

PUBLIC WORKS

No report at time of printing

Staff Reports

ADMINISTRATION

1. General Updates

- a. **Office Hours** – Starting on September 2, 2025 City Hall office hours will be changing to Mon-Thurs 8AM-5PM; Fri 8AM-12PM; We are hopeful that this change in hours will better serve the residents and staff
- b. **Deputy City Clerk Hiring** – Catreena completed her first week and is doing great
- c. **Just Cause Training** – Policy changes amendments are being reviewed. Once they've approved, it will be sent to Council for final approval
- d. **Audit** – Audit work is nearing completion
- e. **Property Inquires** –

- i. There have been clarification questions on zoning requirements for parcels this month
 - f. **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 – Right to Know, Bloodborne Pathogens, etc.
 - g. **Becker County Hazard Mitigation Plan** – The resolution has been sent to Becker County
 - h. **OK Lumber Parcel** – All issues have been rectified and this should be corrected at the County level soon
 - i. **Sanders Parcel** - All issues have been rectified and this should be corrected at the County level soon
 - j. **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
 - k. **Revenue Recapture** – I'll be working with Catreena on getting this processed over the next month
- 2. Financials
 - a. I'm working on getting January reconciled
- 3. Projects
 - a. **Town Lake Beach** – The 2nd reimbursement request has been submitted and is awaiting processing; We are nearing completion of the project
 - b. **Eagle Lake Park** – Buyer's lawyer is reviewing all the paperwork
 - c. **East Main Project** – Special assessment paperwork will be sent to the County Auditor in August
 - d. **Heartland Trail** – Construction is completed and the trail is OPEN; the next step is to determine where the trail will go through town
 - e. **Lift Station Improvements 2026** – This has been moved to 2026; the letter requesting being placed on the IUP has been submitted
- 4. In addition to the regular monthly tasks, utility billing and payroll, from April 16 to May 22, we processed
 - a. 30 campsite rentals
 - b. Dog Licenses - 2025 YTD = 60; 2024 – 57; 2023 - 76
 - c. 10 building permits
 - d. Rental Registration
 - 1. Short-term rental application submitted, reviewed and the initial inspection has been completed; Some corrections were noted and applicant will let staff know when they have been completed
- 5. Grants
 - a. Wannigan
 - i. LCCMR Funding –
 - 1. Reimbursement requests are current;
 - 2. the Romtec shelter has been ordered and should be delivered mid-late summer
 - ii. ReLEAF – Waiting to receive the inventory
 - iii. TAP – Work on design will begin after July 1, 2025
 - iv. ATI – Grant paperwork is being finalized; Once that is completed the contract with Drewes will be presented for approval
 - v. GMRPTC (Trails) – Grant contract work has begun
 - b. River Drive North

- i. 2026 Minnesota Bonding Request – The capital bond request has been submitted
- 6. Meetings Attended 06/19/25-07/17/2025
 - a. Committee Meetings – Personnel, Finance, EDA Loan, EDA, Planning & Zoning, Park & Rec,
 - b. Joint Governance
 - c. Frazee Forward
 - d. DTI Construction Meeting (7/2/25 & 7/16/25)
 - e. FCDC/EDA Position Discussion
 - f. Land Use Webinar
 - g. Town Lake Beach Walkthrough
 - h. Turkey Days Department Head Meeting
- 7. Sick/Vacation Days
 - a. July 21 – Out
 - b. July 28-August 1 – Vacation
 - c. August 25-28 – Vacation

RIVER DRIVE NORTH ROAD MAINTENANCE COST-SHARING AGREEMENT

This Road Maintenance Cost-Sharing Agreement ("Agreement") is entered into this ____ day of _____, 2025, by and among:

City of Frazee, a municipal entity organized and existing under the laws of the State of Minnesota, with its principal place of business at 222 Main Ave West Frazee MN 56544 ("Party A");

Frazee Public School District, a _____, organized and existing under the laws of the State of Minnesota, with its principal place of business at _____ ("Party B"); and

Frazee Community Development Corporation, a non-profit organization, organized and existing under the laws of the State of Minnesota, with its principal place of business at _____ ("Party C");

(each individually referred to herein as a "Party" and collectively as the "Parties").

RECITALS

WHEREAS, River Drive North primarily serves each of the three Parties listed above; and

WHEREAS, the Road requires ongoing maintenance and repair to remain in a safe and serviceable condition for use by the Parties; and

WHEREAS, the Parties desire to allocate and share equally the costs of such maintenance and repair in a manner consistent with their respective rights and obligations; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. PURPOSE

This Agreement establishes the Parties' respective obligations to equally share in the costs of maintaining, repairing, and improving the Road.

2. SCOPE OF MAINTENANCE

For purposes of this Agreement, "Maintenance" shall include:

- (a) grading;
- (b) application of calcium chloride; and
- (c) addition of gravel, as needed.

3. COST ALLOCATION

The Parties agree that all costs and expenses associated with the Maintenance of the Road shall be allocated and shared equally among the Parties, with each Party bearing **one-third (1/3)** of such costs.

Each Party shall remit payment of its respective one-third (1/3) share within thirty (30) days of receipt of a written invoice from the Party designated as the Road Maintenance Coordinator pursuant to Section 4.

4. MANAGEMENT AND COORDINATION

(a) The City of Frazee shall be designated as the Party (the "Road Maintenance Coordinator") to arrange for Maintenance of the Road, solicit bids, enter into contracts for such services (subject to any required approvals under subsection (b) below), and issue invoices to the other Parties for their respective shares of costs.

5. DEFAULT

(a) In the event any Party fails to pay its one-third (1/3) share of Maintenance costs within thirty (30) days of receiving a written invoice, interest shall accrue at the rate of 3% per annum from the date of invoice until paid in full.

(c) The defaulting Party shall also be liable for any costs of collection, including reasonable attorney's fees and expenses.

6. TERM AND TERMINATION

This Agreement shall remain in full force and effect until the paving of River Drive North.

7. MISCELLANEOUS

(a) **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, successors, and assigns.

(b) **Governing Law.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of [State], without regard to its conflict of law principles.

(c) **Entire Agreement.** This Agreement constitutes the entire understanding among the Parties with respect to the subject matter herein and supersedes all prior agreements, whether oral or written.

(d) **Amendments.** This Agreement may not be modified or amended except by an instrument in writing signed by all Parties.

(e) **Severability.** If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

City of Frazee

By: _____

Name: _____

Title: _____

Frazee School District

By: _____

Name: _____

Title: _____

Frazee Community Development Corporation

By: _____

Name: _____

Title: _____

New Business

LCSC IT SERVICES AGREEMENT



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

Services Agreement

This "Agreement" is entered on the 25th day of June 2025. ("Effective Date") between Lakes Country Service Cooperative, a public corporation ("LCSC"), and City of Frazee ("Client").

For good and valuable consideration, the parties agree as follows:

1. Service. The Client agrees to purchase from LCSC, and LCSC agrees to perform on behalf of the Client, the following "Service": Through one or more designated LCSC technicians, perform technology services to support the Client's Technology department.
2. LCSC's Responsibilities:
In furtherance of performing the Services, and in addition to any other obligations described herein, LCSC shall:
Authorize and direct the IT Department to provide the Services to the Client.

Essential Infrastructure Administration Functions:

- Administer (maintain in working order and administer scheduled updates) the Internet service, firewall, content filter, network infrastructure (wired and wireless), servers, and standard services such as printing and file storage.
- Administer (install, maintain, replace) the Microsoft office suite for staff.
- Create and maintain computer and email user accounts for staff.
- Basic instruction for staff on the use and operation of technology hardware or software, as needed.
- Essential security and privacy oversight of system processes and stored data.
- Provide specifications for new or replacement technology hardware and software.
- Maintain service renewal contracts and software licenses as they relate to the above functions.
- Annually Provide technology infrastructure recommendations for planning purposes.
- Provide annual reports of service provided to the Client.
- Client-owned device support for staff.

Communication and Response Time

- Response to tickets, emails, and voicemails will be made no later than one (1) workday.
- Maintain a variety of methods to reach LCSC Technology staff, including our internal ticketing system, LCSC email, and LCSC phone numbers

Services outside the scope of work described in this contract, which may incur additional costs, include:

- Design and installation of new or replacement hardware, wiring, or major software installation including additions to existing systems.
- Data backup and restoration
- Troubleshooting and repair as a result of power interruptions or successful cybersecurity breaches.
- Cybersecurity breakdown
 - Employee security awareness training
 - Vulnerability assessments
 - System hardening
- Technology training beyond basic instruction.
- Installation and maintenance of specific technology or software not listed above.
- Work on non-member equipment or networks.
- Onsite visits – mileage will be charged at the current IRS rate.

3. Client's Responsibilities:

The Client will provide on-site workspace, and agree to provide all related hardware, software, and equipment of sufficient quality required for the LCSC Service provider as needed to complete his/her work. The Client will provide access to hardware, software, equipment, and facilities for the LCSC employees. The Client agrees to make its employees available as needed by LCSC to provide the Service and assign a main contact person for LCSC staff, and involve the LCSC staff in the technology budget process for infrastructure, end-user equipment and software.

4. Payment. The Client agrees to pay LCSC for the Services as follows:

- \$10,154.60 for FY26 paid in twelve equal monthly payments.

Fees for Services provided by LCSC in addition to those falling within the scope of the Service shall be paid according to LCSC standard fees. Fees not covered by this Agreement will be billed separately. LCSC will obtain prior approval from the Client before initiating additional billable services.

5. Term. The Service under this Agreement will begin July 1, 2025, and continue through June 30, 2026. Either party may terminate this Agreement early, effective as of the end of the Client's fiscal year, upon not less than 90-day notice given in writing prior to the end of a fiscal year.
6. Law Governing. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the State of Minnesota, County of Otter Tail.
7. Insurance. LCSC agrees to hold and maintain general liability insurance and errors and omissions insurance specific to the duties of its employees providing the Service. The Client agrees to maintain general liability insurance and insurance necessary to cover claims related to the Service. Nothing in this Agreement shall constitute a waiver by either party of any statutory limitations, exclusions, or exceptions on liability.
8. Non-solicitation. While this Agreement is in effect, and for a period of one year following the termination of this Agreement, the Member agrees that it will not solicit or in any manner encourage or induce (a) any employee who is or has provided a direct service to a member of LCSC to leave LCSC's employ; (b) any LCSC or other independent contractor of LCSC who has provided a direct service to change or terminate any relationship with LCSC or (c) induce or attempt to induce any client of LCSC to change its relationship with LCSC. Should solicitation of an LCSC employee occur in the time period stipulated in this Agreement, the Member will reimburse the Cooperative for thirty percent (30 %) of the employee or employees' salary and benefits.
9. Risk Management Arrangements. It is recognized that LCSC is a cooperative of which Client is a member, and which is providing the Service as a function which otherwise would be provided by Client employees. The parties recognize that LCSC's liability for claims relating to the Service should be limited to any available insurance coverage, and in any event, to an amount not exceeding certain Service payments made, within the limits in this Section. The following arrangements are in furtherance of the foregoing:
- a. Indemnity. The Client agrees to indemnify and hold LCSC and its employees, agents, or representatives harmless from all claims, demands, or liability, including attorney's fees, and related expenses, which arise out of or are in any manner connected with the Service, this Agreement, or the Client's operations,
 - b. Standard of Performance; Disclaimer. LCSC makes no warranties, representations, or guarantees expressed or implied, regarding the service or performance hereunder, and all such are hereby disclaimed by LCSC and waived by Client, including but not limited to any implied warranties of merchantability and fitness for a particular purpose. The service will be provided and accepted on an "as is" "where is" basis, without recourse against LCSC.
 - c. Limitation of Liability. In no event shall LCSC ever be liable to the Client or any third party, directly or indirectly, for any sum greater than the total amount of fees for service actually paid to and received by LCSC in the six (6)

month period immediately preceding any determination of liability. All other provisions of law, equity, or this agreement or any other document notwithstanding, this and any available insurance is the exclusive remedy available to district, and is in lieu of all other remedies available at law, in equity or otherwise. The foregoing does not, and shall not be construed or deemed to, create any circumstance, express or implied, under which LCSC may be liable to the Client, and shall not subvert the indemnity, release, and other clauses in this Agreement for the benefit of LCSC.

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

10. No Waiver. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or otherwise.
11. Modification. This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both LCSC and the Client, and attached hereto.
12. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF, Parties hereto have executed this agreement this 25th day of June 2025.

LCSC MEMBER

LAKES COUNTRY SERVICE COOPERATIVE

By: _____
Authorized Member Official

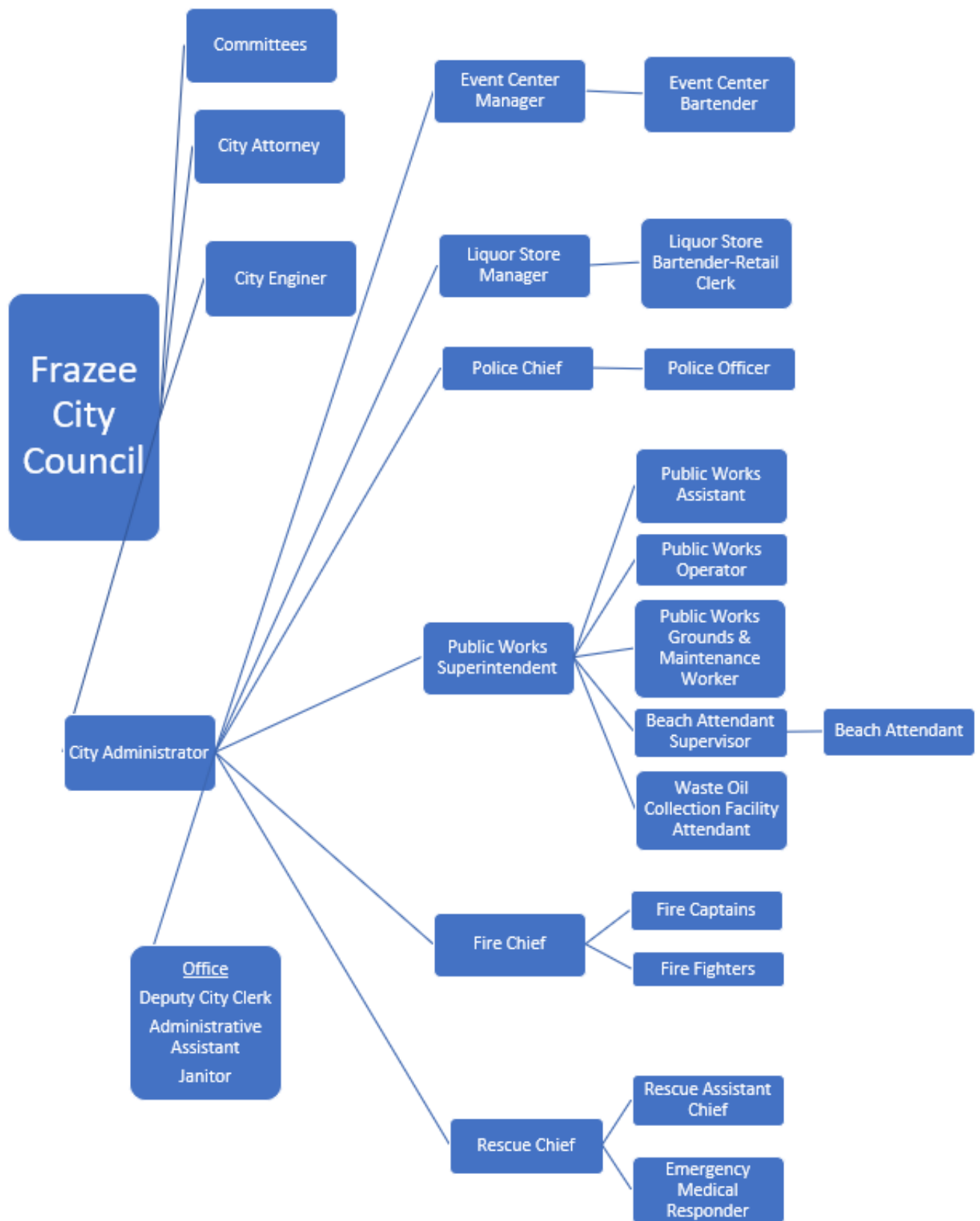
By: _____
Executive Director

Date: _____

Date: _____

New Business

ORGANIZATIONAL STRUCTURE



Addendum

CLAIMS



CITY OF FRAZEE Payments

07/23/25 9:54 AM
Page 1

Current Period: July 2025

Payments Batch 07232025GEN		\$170,768.78	
Refer	0 ALL N ALL INC	-	
Cash Payment	E 100-42110-406 Repairs/Maint Vehicles	Car Washes	\$8.00
Invoice			
Cash Payment	E 100-42110-212 Motor Fuels	June Fuel	\$830.99
Invoice			
Cash Payment	E 100-43100-212 Motor Fuels	June Fuel	\$873.68
Invoice			
Cash Payment	E 100-45200-212 Motor Fuels	June Fuel	\$360.43
Invoice			
Cash Payment	E 601-49400-212 Motor Fuels	June Fuel	\$73.46
Invoice			
Cash Payment	E 602-49450-212 Motor Fuels	June Fuel	\$309.31
Invoice			
Cash Payment	E 200-42200-212 Motor Fuels	June Fuel	\$58.40
Invoice			
Cash Payment	E 201-42300-212 Motor Fuels	June Fuel	\$120.00
Invoice			
Transaction Date	7/22/2025	Main Checking 10100	Total \$2,434.27
Refer	0 BECKER CO ASSESSORS OFFICE	-	
Cash Payment	E 100-41400-311 Contracts/Professional S	2025 Property Assessment Services	\$9,707.51
Invoice 0147	7/9/2025		
Transaction Date	7/22/2025	Main Checking 10100	Total \$9,707.51
Refer	0 BRISTLIN CONSTRUCTION INC.	-	
Cash Payment	E 421-48500-502 Construction - New/Repl		\$126,879.15
Invoice			
Transaction Date	7/22/2025	Main Checking 10100	Total \$126,879.15
Refer	0 CORE & MAIN LP	-	
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE PVC Pipe Coupling		\$64.59
Invoice CNV1000006584	7/2/2025		
Transaction Date	7/22/2025	Main Checking 10100	Total \$64.59
Refer	0 CREATING COMMUNITY CONSULT	-	
Cash Payment	E 651-48500-311 Contracts/Professional S	EDA Consultaiton Services	\$3,000.00
Invoice 805A	7/1/2025		
Transaction Date	7/22/2025	Main Checking 10100	Total \$3,000.00
Refer	0 DAVID DROWN AASSOCIATES, IN	-	
Cash Payment	E 651-48500-300 Professional Srvs (GEN	2024 TIF Report	\$3,000.00
Invoice 00006195	7/11/2025		
Transaction Date	7/22/2025	Main Checking 10100	Total \$3,000.00
Refer	0 FRAZEE ELECTRIC, INC	-	
Cash Payment	E 202-45000-300 Professional Srvs (GEN	Power & Install Camera Box on Light Pole	\$142.85
Invoice 13907	7/17/2025		
Transaction Date	7/22/2025	Main Checking 10100	Total \$142.85
Refer	0 Home Sweet Bakehouse	-	
Cash Payment	E 656-48500-430 Miscellaneous (GENER	July 2025 Loan Payment	\$280.22
Invoice			



CITY OF FRAZEE

07/23/25 9:54 AM

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Payments

Current Period: July 2025

Transaction Date	7/22/2025	Main Checking	10100	Total	\$280.22
Refer	0 IRS	<u>Ck# 000344E 7/14/2025</u>			
Cash Payment	G 100-21703 FICA Tax Withholding	Monthly PP#7 Withholding			\$112.24
Invoice					
Cash Payment	G 200-21703 FICA Tax Withholding	Monthly PP#7 Withholding			\$100.98
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$213.22
Refer	0 IRS	<u>Ck# 000345E 7/14/2025</u>			
Cash Payment	G 100-21701 Federal Withholding	General PP#14 Withholding			\$1,093.76
Invoice					
Cash Payment	G 100-21703 FICA Tax Withholding	General PP#14 Withholding			\$1,376.32
Invoice					
Cash Payment	G 601-21701 Federal Withholding	General PP#14 Withholding			\$214.69
Invoice					
Cash Payment	G 601-21703 FICA Tax Withholding	General PP#14 Withholding			\$400.90
Invoice					
Cash Payment	G 602-21701 Federal Withholding	General PP#14 Withholding			\$272.35
Invoice					
Cash Payment	G 602-21703 FICA Tax Withholding	General PP#14 Withholding			\$453.32
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$3,811.34
Refer	0 LAKE REGION ELECTRIC COOPER				
Cash Payment	E 602-49450-381 Electric Utilities	06/01/2025 to 07/01/2025 Electric Services			\$281.29
Invoice					
Cash Payment	E 100-46200-381 Electric Utilities	06/01/2025 to 07/01/2025 Electric Services			\$25.34
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$308.63
Refer	0 LINCOLN NATIONAL LIFE INS CO				
Cash Payment	G 100-21705 Short-Long Term-Acc-Dth-D	Employee Benefits			\$1,056.42
Invoice					
Cash Payment	G 601-21705 Short-Long Term-Acc-Dth-D	Employee Benefits			\$182.85
Invoice					
Cash Payment	G 602-21705 Short-Long Term-Acc-Dth-D	Employee Benefits			\$244.08
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$1,483.35
Refer	0 MAMAS PIZZERIA N SCOOPS				
Cash Payment	E 656-48500-430 Miscellaneous (GENER	Outdoor Hanging Sign & Windo Decals			\$1,105.00
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$1,105.00
Refer	0 MN POLLUTION CONTROL AGENC				
Cash Payment	E 602-49450-433 Dues and Subscriptions	Frazee WWTP Permit Fees			\$1,450.00
Invoice	10000200772 4/8/2025				
Transaction Date	7/22/2025	Main Checking	10100	Total	\$1,450.00
Refer	0 MN DEPT OF REVENUE - ST	<u>Ck# 000346E 7/17/2025</u>			
Cash Payment	R 100-34104 Campsite Rental Revenue	Campground Sales & Use Taxes			\$82.00
Invoice					



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Transaction Date	7/22/2025	Main Checking	10100	Total	\$82.00
Refer	0 MN DEPT OF REVENUE - ST	Ck# 000347E 7/17/2025			
Cash Payment	G 100-20801 Taxes - Sales & Use Taxes	Utilities Sales Tax			\$1,392.00
Invoice					
Cash Payment	G 601-20801 Taxes - Sales & Use Taxes				\$306.00
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$1,698.00
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000348E 7/14/2025			
Cash Payment	G 100-21702 State Withholding	General PP#14 Withholding			\$743.87
Invoice					
Cash Payment	G 601-21702 State Withholding	General PP#14 Withholding			\$135.99
Invoice					
Cash Payment	G 602-21702 State Withholding	General PP#14 Withholding			\$123.96
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$1,003.82
Refer	0 MN DEPT OF LABOR AND INDUST	Ck# 000349E 7/17/2025			
Cash Payment	E 100-42400-433 Dues and Subscriptions	Bldg Permit Surcharge			\$522.14
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$522.14
Refer	0 MN PERA	Ck# 000350E 7/14/2025			
Cash Payment	G 100-21701 Federal Withholding	General PP#14 Withholding			\$0.00
Invoice					
Cash Payment	G 100-21704 PERA	General PP#14 Withholding			\$3,036.49
Invoice					
Cash Payment	G 601-21704 PERA	General PP#14 Withholding			\$383.99
Invoice					
Cash Payment	G 602-21704 PERA	General PP#14 Withholding			\$473.93
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$3,894.41
Refer	0 NEWMAN SIGNS, INC	-			
Cash Payment	E 651-46500-340 Advertising	July Billboard - US 10 w/o Roosevelt			\$625.00
Invoice	PSTINV033196 7/21/2025				
Transaction Date	7/22/2025	Main Checking	10100	Total	\$625.00
Refer	0 NORTH STAR FIREWORKS	-			
Cash Payment	E 100-45400-210 Operating Supplies (GE	2025 Fireworks Show			\$3,750.00
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$3,750.00
Refer	0 SUNDHEIM WINDOW CLEANING LL	-			
Cash Payment	E 100-41400-311 Contracts/Professional S	Window Cleaning - July 14, 2025			\$75.00
Invoice					
Transaction Date	7/22/2025	Main Checking	10100	Total	\$75.00
Refer	0 TROPHY HOUSE	-			
Cash Payment	E 100-41400-210 Operating Supplies (GE	Nametag			\$8.59
Invoice	0263744 7/9/2025				
Transaction Date	7/22/2025	Main Checking	10100	Total	\$8.59
Refer	0 ULTEIG OPERATIONS	-			



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Cash Payment	E 602-40450-303	Engineering Fees	Sanitary Sewer & Main Lift Station Improvements - Basic Services	\$1,200.00
Invoice	ARIV1066251	7/21/2025		
Transaction Date	7/22/2025	Main Checking	10100	Total \$1,200.00
Refer	0	ULTEIG OPERATIONS	-	
Cash Payment	E 403-43100-303	Engineering Fees	East Main Utility Improvements - Additional Services	\$2,501.25
Invoice	ARIV1066256	7/21/2025		
Transaction Date	7/22/2025	Main Checking	10100	Total \$2,501.25
Refer	0	FRAZEE PUBLIC UTILITIES	-	
Cash Payment	E 100-45183-382	Water/Sewer Utilities	June Water/Sewer Services	\$47.72
Invoice				
Cash Payment	E 654-46500-382	Water/Sewer Utilities	June Water/Sewer Services	\$59.12
Invoice				
Cash Payment	E 656-46500-382	Water/Sewer Utilities	June Water/Sewer Services	\$61.29
Invoice				
Transaction Date	7/22/2025	Main Checking	10100	Total \$168.13
Refer	0	K & T SAND GRAVEL & EXCAVATI	-	
Cash Payment	E 100-45200-210	Operating Supplies (GE	Sand - 21 Tons	\$550.16
Invoice	486	7/14/2025		
Cash Payment	E 202-45000-430	Miscellaneous (GENER	Gravel - 20.7 Tons to fill in Parking Lot Holes	\$285.87
Invoice	536	7/14/2025		
Transaction Date	7/23/2025	Main Checking	10100	Total \$836.03
Refer	0	RMB ENVIRONMENTAL LABORAT	-	
Cash Payment	E 601-40400-313	Samples/Testing	Copper Test	\$26.13
Invoice	D073492	5/9/2025		
Cash Payment	E 601-40400-313	Samples/Testing	Data Mgmt Fees	\$57.48
Invoice	D075185	6/9/2025		
Transaction Date	7/23/2025	Main Checking	10100	Total \$83.61
Refer	0	AUTO VALUE - DETROIT LAKES	-	
Cash Payment	E 601-40400-404	Repairs/Maint Machinery	Starter Motor	\$180.99
Invoice	53616531	6/11/2025		
Transaction Date	7/23/2025	Main Checking	10100	Total \$180.99
Refer	0	SWANSONS REPAIR INC	-	
Cash Payment	E 601-40400-404	Repairs/Maint Machinery	Starter	\$192.00
Invoice	617	5/23/2025		
Cash Payment	E 601-40400-404	Repairs/Maint Machinery	Starter Return	-\$192.00
Invoice	1726	7/21/2025		
Cash Payment	E 100-45200-404	Repairs/Maint Machinery	Belt Pump & Pulley Kits	\$69.45
Invoice	539	5/19/2025		
Cash Payment	E 100-45200-404	Repairs/Maint Machinery	Pulley Kit	\$192.21
Invoice	1079	6/18/2025		
Transaction Date	7/23/2025	Main Checking	10100	Total \$261.66



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Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$25,714.32
200 FIRE FUND	\$159.38
201 RESCUE FUND	\$120.00
202 WANNIGAN REGIONAL PARK	\$428.72
403 CAP PROJ - EAST MAIN	\$2,501.25
421 CAP PROJ - DTI	\$126,879.15
601 WATER FUND	\$1,962.48
602 SEWER FUND	\$4,872.83
651 ECONOMIC DEVELOPMENT AUTHORITY	\$8,625.00
654 EDA - BUSINESS CENTER	\$59.12
656 EDA - Downtown Infill	\$1,446.51
	\$170,768.76

Pre-Written Checks	\$11,224.93
Checks to be Generated by the Computer	
	\$159,543.83
Total	
	\$170,768.76



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\$38,372.09

Refer	0 FRAZEE PUBLIC UTILITIES	-			
Cash Payment	E 609-49750-382 Water/Sewer Utilities	June Water/Sewer Services			\$205.94
Invoice					
Cash Payment	E 609-49751-382 Water/Sewer Utilities	June Water/Sewer Services			\$205.94
Invoice					
Cash Payment	E 610-49752-382 Water/Sewer Utilities	June Water/Sewer Services			\$108.29
Invoice					
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$520.17
Refer	0 32 BELOW, INC	-			
Cash Payment	E 609-49751-314 Cont/Pro Serv - Entertai	Frazee Street Dance 07/26/2025			\$4,000.00
Invoice					
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$4,000.00
Refer	0 BEVERAGE WHOLESALERS, INC	-			
Cash Payment	E 609-49750-252 Beer For Resale	Product for Resale			\$1,722.30
Invoice 390160	7/10/2025				
Cash Payment	E 609-49750-252 Beer For Resale	Product for Resale			\$1,313.30
Invoice 391248	7/17/2025				
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$3,035.60
Refer	0 BERGSETH BROS	-			
Cash Payment	E 609-49750-252 Beer For Resale	Product for Resale			\$0.00
Invoice 457880	7/10/2025				
Cash Payment	E 609-49750-252 Beer For Resale	Product for Resale			\$832.30
Invoice 457881	7/10/2025				
Cash Payment	E 609-49750-252 Beer For Resale	Product for Resale			\$2,425.10
Invoice 459369	7/17/2025				
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$3,257.40
Refer	0 BELLBOY CORPORATION	-			
Cash Payment	E 610-49752-254 Soft Drinks/Mix For Res	Product for Resale			\$22.20
Invoice 0208388800	7/17/2025				
Cash Payment	E 609-49750-251 Liquor For Resale	Product for Resale			\$863.45
Invoice 0208388800	7/17/2025				
Cash Payment	E 609-49750-440 Fuel/Delivery Surcharge	Product for Resale			\$13.20
Invoice 0208388800	7/17/2025				
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$898.85
Refer	0 BREAKTHRU BEVERAGE	-			
Cash Payment	E 610-49752-251 Liquor For Resale	Product for Resale			\$303.01
Invoice 122365739	7/15/2025				
Cash Payment	E 609-49750-251 Liquor For Resale	Product for Resale			\$339.25
Invoice 122365739	7/15/2025				
Cash Payment	E 609-49750-253 Wine For Resale	Product for Resale			\$144.00
Invoice 122365739	7/15/2025				
Cash Payment	E 609-49750-440 Fuel/Delivery Surcharge	Service Fee			\$4.95
Invoice 122365739	7/15/2025				
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$791.21
Refer	0 CASH	-			



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Cash Payment	E 609-49751-481	Petty Cash	Addition to Petty Cash	\$200.00
Invoice				
Cash Payment	E 609-49751-481	Petty Cash	Petty Cash for Turkey Days	\$7,500.00
Invoice				
Transaction Date	7/22/2025	Liquor Store	10101	Total \$7,700.00
Refer	0 CASH-WA DISTRIBUTING	-		
Cash Payment	E 609-49751-259	Food for Resale	Ckn Wings	\$131.08
Invoice 4507098	7/17/2025			
Transaction Date	7/22/2025	Liquor Store	10101	Total \$131.08
Refer	0 D-S BEVERAGES, INC	-		
Cash Payment	E 609-49750-256	THC/CBD For Resale	Product for Resale	\$80.00
Invoice 892775	7/9/2025			
Cash Payment	E 609-49750-252	Beer For Resale	Product for Resale	\$2,274.55
Invoice 892775	7/9/2025			
Cash Payment	E 609-49750-256	THC/CBD For Resale	Product for Resale	\$72.00
Invoice 894927	7/16/2025			
Cash Payment	E 609-49750-252	Beer For Resale	Product for Resale	\$1,401.10
Invoice 894927	7/16/2025			
Transaction Date	7/22/2025	Liquor Store	10101	Total \$3,827.65
Refer	0 ECOLAB PEST ELIM DIV	-		
Cash Payment	E 609-49751-401	Repairs/Maint Buildings	Pest Control	\$63.55
Invoice 8611779	7/16/2025			
Cash Payment	E 609-49750-401	Repairs/Maint Buildings	Pest Control	\$63.56
Invoice 8611779	7/16/2025			
Cash Payment	E 610-49752-401	Repairs/Maint Buildings	Pest Control	\$63.56
Invoice 8611779	7/16/2025			
Cash Payment	E 609-49751-401	Repairs/Maint Buildings	Pest Control	\$50.81
Invoice 8611780	7/16/2025			
Cash Payment	E 609-49750-401	Repairs/Maint Buildings	Pest Control	\$50.80
Invoice 8611780	7/16/2025			
Cash Payment	E 610-49752-401	Repairs/Maint Buildings	Pest Control	\$50.80
Invoice 8611780	7/16/2025			
Transaction Date	7/22/2025	Liquor Store	10101	Total \$343.08
Refer	0 FRAZEE FAMILY FOODS	-		
Cash Payment	E 609-49751-259	Food for Resale	Ingredients	\$29.39
Invoice				
Cash Payment	E 610-49752-254	Soft Drinks/Mix For Res	Soda	\$104.11
Invoice				
Transaction Date	7/22/2025	Liquor Store	10101	Total \$133.50
Refer	0 JOHNSON BROTHERS LIQUOR CO	-		
Cash Payment	E 609-49750-251	Liquor For Resale	Product for Resale	\$693.04
Invoice 2828528	7/8/2025			
Cash Payment	E 609-49750-251	Liquor For Resale	Product for Resale	-\$250.00
Invoice 139584	6/25/2025			
Cash Payment	E 609-49751-251	Liquor For Resale	Product for Resale	\$342.00
Invoice 2838121	7/22/2025			
Cash Payment	E 609-49750-251	Liquor For Resale	Product for Resale	\$587.60
Invoice 2838121	7/25/2025			



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Cash Payment	E 609-49750-253	Wine For Resale	Product for Resale		\$629.50
Invoice	2833423	7/15/2025			
Cash Payment	E 609-49750-251	Liquor For Resale	Product for Resale		\$122.45
Invoice	2833423	7/15/2025			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Product for Resale		\$32.33
Invoice	2838121	7/22/2025			
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$2,156.92
Refer	0 IRS			Ck# 000268E 7/14/2025	
Cash Payment	G 609-21701	Federal Withholding	LS/EC Employee Withholding PP#14		\$138.00
Invoice					
Cash Payment	G 609-21703	FICA Tax Withholding	LS/EC Employee Withholding PP#14		\$873.54
Invoice					
Cash Payment	G 610-21703	FICA Tax Withholding	LS/EC Employee Withholding PP#14		\$108.02
Invoice					
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$919.58
Refer	0 LINCOLN NATIONAL LIFE INS CO				
Cash Payment	G 609-21705	Short-Long Term-Acc-Dth-D	Employee Benefits		\$53.11
Invoice	4880899740	7/10/2025			
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$53.11
Refer	0 MN DEPT OF REVENUE - WH			Ck# 000269E 7/14/2025	
Cash Payment	G 609-21702	State Withholding	LS/EC Employee Withholding PP#14		\$127.21
Invoice					
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$127.21
Refer	0 MN PERA			Ck# 000270E 7/14/2025	
Cash Payment	G 609-21704	PERA	LS/EC Employee Withholding PP #14		\$618.85
Invoice					
Cash Payment	G 610-21704	PERA	LS/EC Employee Withholding PP #14		\$79.80
Invoice					
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$698.65
Refer	0 MN DEPT OF REVENUE - ST			Ck# 000271E 7/17/2025	
Cash Payment	G 609-20801	Taxes - Sales & Use Taxes	Liquor Sales Tax		\$3,907.00
Invoice					
Cash Payment	G 609-20801	Taxes - Sales & Use Taxes	Liquor Sales Tax		\$2,181.00
Invoice					
Cash Payment	R 610-37512	Beer Sales - EC	Liquor Sales Tax		\$361.00
Invoice					
Cash Payment	R 610-37511	Liquor Sales - EC	Liquor Sales Tax		\$430.00
Invoice					
Cash Payment	R 610-37513	Wine Sales - EC	Liquor Sales Tax		\$13.00
Invoice					
Cash Payment	R 610-37580	Misc Income - EC	Liquor Sales Tax		\$29.00
Invoice					
Cash Payment	R 610-34101	Rent Revenue	Liquor Sales Tax		\$272.00
Invoice					
Cash Payment	R 610-37581	Linens Rental Fees	Liquor Sales Tax		\$30.00
Invoice					
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$7,223.00



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Refer	0	PERFORMANCE FOOD SERVICE	-		
Cash Payment	E 609-49751-259	Food for Resale	Product for Resale		\$172.85
Invoice	602133	6/26/2025			
Cash Payment	E 609-49751-213	Operating Supplies - Fo	Product for Resale		\$19.86
Invoice	602133	6/26/2025			
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$192.71
Refer	0	PHILLIPS WINE & SPIRITS	-		
Cash Payment	E 610-49752-251	Liquor For Resale	Product for Resale		\$92.13
Invoice	5010436	7/15/2025			
Cash Payment	E 609-49750-251	Liquor For Resale	Product for Resale		\$1,159.36
Invoice	5010437	7/15/2025			
Cash Payment	E 609-49751-251	Liquor For Resale	Product for Resale		\$89.96
Invoice	5014193	7/22/2025			
Cash Payment	E 609-49750-251	Liquor For Resale	Product for Resale		\$705.25
Invoice	5014193	7/22/2025			
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$2,046.70
Refer	0	STEVES SANITATION	-		
Cash Payment	E 609-49750-384	Refuse/Garbage Dispos	June Garbage Services		\$105.23
Invoice					
Cash Payment	E 609-49751-384	Refuse/Garbage Dispos	June Garbage Services		\$105.23
Invoice					
Cash Payment	E 610-49752-381	Electric Utilities	June Garbage Services		\$105.23
Invoice					
Transaction Date	7/22/2025	Liquor Store	10101	Total	\$315.69

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND	\$36,199.94	
610 EVENT CENTER FUND	\$2,172.15	
	\$38,372.09	

Pre-Written Checks	\$8,968.42
Checks to be Generated by the Computer	\$29,403.67
Total	\$38,372.09

Addendum

HOLSEN SOLAR INSTALLATION AGREEMENT

Holsen Solar Installation Agreement - Minnesota

This Installation Agreement (the "Agreement") is made and entered into on _____,
by and between:

Owner: City of Frazee

Project Location: 515 Birch Ave W, Frazee, MN 56544

Contractor: BWRH LTD, DBA HOLSEN SOLAR, 1709 1st Ave N, Suite M, Fargo, ND 58102

MN Contractor: BC807978, MN Electrical Contractor: EA807321

In exchange for the mutual terms and conditions set forth herein, Owner and Provider hereby agree as follows:

1. Contractor shall provide all equipment to be installed as listed below:

EQUIPMENT

- a. Qty. 90: Longi 545W PV Panels (LR5-72HBD-545M0)
- b. Qty. 4: SolarEdge 10kW Inverter (SE10000H-US)
- c. Qty. 90: SolarEdge Optimizer (U650)
- d. Roof Mount Racking System
- e. Qty. 1: 200A Fused Disconnect, Outdoor Rated
- f. Qty. 1: 200A Service Panel with Circuit Breakers

2. Contractor shall apply on Owner's behalf and pay for:

- a. Interconnection agreement with: Otter Tail Power Company
- b. Electrical Generation Contract with: Otter Tail Power Company
- c. Electrical Permits & Inspection
- d. Building Permits & Inspection

3. Contract Price. Total Contract Price is: \$106,439.14

4. Description of the Project and Description of the Significant Materials to be Used and Equipment to be Installed:

DESCRIPTION

Installation of roof-mounted 49.05kW DC DC Solar Energy System using 90 Longi 545W PV Panels, 90 SolarEdge Optimizers, four SolarEdge 10kW inverters, 200A Service Panel, and 200A Fused disconnect. Interconnection application will be submitted and facilitated on Owner's behalf with Otter Tail Power Company.

5. **Warranty provided by Manufacturer** and repairs performed by Holsen Solar at no cost to Owner for the duration of specific manufacturer warranty.
6. **Schedule of Progress Payments.** Owner shall make the following progress payments when the work, services, materials and/or equipment has been provided:
 - a. **Milestone #1:** Initial deposit - 10% of Contract Price (\$10,643.91) - Due upon signing of this contract. Electrician site visit, engineering, electrical diagrams, project plan and schedule created, meeting with grid provider.
 - b. **Milestone #2:** Project Commencement - 70% of contract price (\$74,507.40) - Due 6 weeks before on-site installation begins. Interconnection application initiated, electrical and building permitting, materials ordered, installation of system.
 - c. **Milestone #3:** Mechanical Completion - 10% of contract price (\$10,643.91) - Due upon mechanical completion of system.
 - d. **Milestone #4:** Commissioning of System - 10% of contract price (\$10,643.92) - Due upon final permit approval, interconnection complete, grid tie-in, and commissioning of system.
7. **Late Charge and Service Charge.** A late charge in the amount of \$150.00 will be charged on all Late Payments under this Agreement. "Late Payments" are defined as any payment not received within 14 days of invoice date.
8. **Schedule:**
 - a. Definition Substantial Commencement of Work: Shall occur when Contractor first supplies materials to job site, or begins physical installation of system.
 - b. Definition Construction Completion: When contractor has completed construction phase of project and is prepared for city/county and utility inspection.
 - c. Contractor shall be entitled to an extension of the construction time due to the following: holidays; acts of god; acts of public utilities; governmental bodies, or inspectors; inclement weather; accidents; delay in receipt of solar panels from manufacturer, shortage of labor or materials; additional time required for change orders and additional work; vandalism; Owner's failure to provide Contractor with continual uninterrupted access to job site; delays caused by Owner, Owner's design professionals, agents, and separate contractors, jurisdictional delays, scheduling conflicts; and other delays unavoidable or beyond the control of the Contractor.
9. **Contractor's Performance.** Contractor shall furnish all labor and materials to perform the Project as described in Section 4 above in a good and workmanlike manner for the Contract Price subject to the Exclusions set forth below in Section 11 below. All work shall be performed during normal working hours. If Owner desires work to be done on weekends or non-business hours (before 7AM or after 6PM). Owner will be charged

additional fees to cover overtime wages. Non-standard working hours work will require a signed change order prior to commencement of work.

10. Workmanship Warranty. The Contractor warrants that all Work will be performed in a workmanlike manner and will be free from defects in materials and workmanship for a period of ten (10) years from the date of completion. This warranty is provided in compliance with the Minnesota Statutes, Chapter 327A.

a. Scope of Warranty. This warranty includes:

- i. Defects caused by faulty workmanship or materials.
- ii. Violations of applicable building codes in effect at the time of construction.

b. Exclusions. This warranty does not cover:

- i. Damage caused by normal wear and tear, natural disasters, or owner neglect.
- ii. Defects caused by improper maintenance or alterations made by the owner or a third party.

c. Owner's Obligations.

- i. Operate the system as instructed by Holsen Solar and follow any maintenance recommendations
- ii. Notify Holsen Solar within 30 days of discovering a potential issue covered under this warranty
- iii. Allow Holsen Solar reasonable access to inspect and perform any required warranty repairs

d. Limitations. The Contractor's liability under this warranty is limited to the repair or replacement of defective work. The Contractor is not responsible for any incidental or consequential damages.

e. Dispute Resolution. Any disputes arising under this warranty will be resolved in accordance with the procedures outlined in Minnesota Statutes, Chapter 327A.

11. Owner Acknowledgements Regarding Items Excluded from Project Scope. Owner acknowledges and agrees that Contractor's scope of work on this Project does not Include the following works:

a. Standard Exclusions:

- i. Any cost associated with municipal design or architectural review, or other specialty permits. This includes: cost to attend any public hearings, notification of neighbors, or additional drawings required.
 - ii. Correction of concealed substandard framing.
 - iii. Any expenses incurred to correct pre-existing deficient conditions or code violations.
 - iv. Removal and replacement of existing dry rot or insect infestation.
 - v. Moving any of Owner's property around the site.
 - vi. Removal of any Asbestos that Contractor may be exposed to during construction.
 - vii. Cost to replace or source broken roof tiles.
 - viii. Failure of surrounding part of existing structure, despite Contractor's good faith efforts to minimize damage, such as plaster or drywall cracking and popped nails in adjacent rooms or blockage of pipes or plumbing fixtures caused by loosened rust within pipes.
 - ix. Owner acknowledges that Contractor is not responsible for pre-existing roof condition and normal wear and tear during installation. Contractor recommends that Owner replace roof that has less than 10-years of expected usable lifetime prior to commencement of project. Composite roofs typically have 20-30 years of usable life. Flat roofs range from 10-20 years.
 - x. Risk of loss or theft of solar panels after delivery of solar panels and other construction materials to the Project site.
- b. Project Specific Exclusions.
- i. No upgrade of Owner's existing electrical service/panel or building electrical grounding system, unless otherwise stated in project scope.
 - ii. No painting of conduit or other electrical boxes, unless otherwise stated in project scope.
 - iii. Any required structural reinforcement of roof.
 - iv. Installation of any smoke detectors, sprinklers, or life safety equipment required by city/county due to this project.

- v. Any removal or relocation of equipment, obstacles or vegetation in the vicinity of equipment or components.
- vi. Any digging, trenching or excavation work, unless otherwise stated in project scope.
- vii. Preparation or implementation of a Stormwater Pollution and Prevention Plan if required by city/county.
- viii. Repair of damage to concealed underground pipes, conduits and utilities or other underground equipment not physically staked out by Owner or located and marked by Gopher State One Call. (Contractor will procure the services of Gopher State One Call to assist in locating underground utilities but Contractor is not liable for items not located by said service or Owner).

12. Owner Responsibilities. Owner agrees to provide the following:

- a. Owner to allow Contractor use of Owner's utilities (electric and water) while on job site;
- b. Owner is responsible for granting utility any required access to property, meter, and system. Any failure or delay of owner to meet utility access requirements is not the responsibility of contractor.
- c. Owner is responsible for making sure property is ready for city/county and utility inspection (includes execution of Interconnection Agreement) within 30 days of Construction Completion.
- d. PREEXISTING CODE VIOLATIONS: If any pre-existing violations prevent the execution of the interconnection agreement, then Owner agrees to fix such violations within thirty (30) days after receiving notice thereof from Contractor.
- e. Owner agrees to promptly furnish Contractor with all details and decisions about unspecified construction decisions, and to consent to or deny changes in the scope of work that may arise so as not to delay the progress of the work.
- f. Owner bears risk of loss or theft of solar panels and other construction materials after they are delivered to Project site. Owner should provide a safe location for Contractor to store construction materials during installation.
- g. Preparation or implementation of a Stormwater Pollution and Prevention Plan if required by city/county.

- h. Physically stake out any concealed underground pipes, conduits and utilities or other underground equipment prior to commencement of work. Owner liable for repair of all damaged, concealed underground pipes, conduits and utilities or other underground equipment not physically staked out by Owner or not.

13. Notes and Clarifications. Owner understands and acknowledges the following items:

- a. Contractor has no control over the speed at which the Rebate / Tax Credits will be paid to Owner. Contractor agrees to furnish, complete, and submit required paperwork in a timely manner.
- b. Owner grants Contractor permission to use photos, system technical details, owner's last name and city in marketing materials.
- c. Owner agrees to allow Contractor to post sign or banner on or in front of building during course of construction.
- d. If any web-based data monitoring/information technology is included as part of the scope of work, the lump sum Contract Price referred to in Section 3 above includes 4 hours of Installation time and troubleshooting. Any additional time required to install the data monitoring software or hardware will be billed as extra work as rates outlined in Section 17 below.
- e. Owner is responsible for providing a wired or wireless connection to the local area network and internet connectivity at the location of the Inverter for data monitoring equipment, when DATA MONITORING is included in this agreement.
- f. Please note the system cannot be turned on until passing utility inspection (see Section 14 below).
- g. Contractor is not liable for damage to equipment (including but not limited to solar modules and inverters) caused by electrical grid fluctuations.
- h. Any necessary trenching will be performed using walk behind or drive behind trenching machines. Trench can be up to 28" deep. Owner agrees to allow Contractor to excavate the most direct path possible between any two points. The repair of any underground irrigation conduits damaged during construction is not included and will be billed as extra work.

14. Interconnection Agreement and Utility Inspection. The system to be installed under this Agreement cannot be activated until Owner executes an Interconnection(Net Metering) Agreement with the utility having jurisdiction of the subject property, allowing

the system to be legally connected to the utility's grid. Contractor will file the Interconnection agreement on the owners behalf. In addition the utility having jurisdiction will likely require an inspection of the system prior to interconnection. Inspection usually occurs from 1-4 weeks after passing city/county building inspection.

15. Extra Work/Change Orders. Should Owner, Owner's agent, Owner's design professional, the construction lender or any public body or inspector direct any modification or addition to the work covered by this Contract, the cost shall be added to the Contract Price. The cost of the Change Order will include the direct labor, material and subcontracted costs plus supervision, general conditions, overhead and profit. If there is a deductive Change Order, the direct costs of the change will be credited back to the Owner. Expenses incurred because of unusual or unanticipated conditions (such as inadequate roof support structure or inadequate electrical service) shall be paid for by Owner as extra work. No Extras or Change Order work shall be required to be performed without prior written authorization of Owner. Any Change Order for extra work shall be paid in full as provided in the Change Order or if not specifically state, at the completion of the extra work covered by the Change Order.

16. Rates Charged for Allowance Only and Time & Materials Work. Contractor's rates for work performed at regular hourly rates(not overtime) on allowance items, on a time and materials basis, or for extra work, shall be as follows: Installer: \$100.00 per hour Designer: \$125.00 per hour Clerical: \$100.00 per hour Laborer: \$125.00 per hour Data Monitoring/IT: \$125.00 per hour Project Manager: \$150.00 per hour Subcontractor performed work at amount charged by Subcontractor- Materials at cost On all of the foregoing, Contractor shall charge Owner a markup of 15% for overhead and 10% for profit.

17. Persons Authorized to Sign Change Orders. The following people are authorized to sign Change Orders:

FOR OWNER:
CITY OF FRAZEE
Stephanie Poegel

FOR CONTRACTOR:

18. **Owner Termination.** Should Owner seek to terminate this Agreement for any reason other than Contractor's breach after Contractor initiated design process, substantially commenced its work, or purchased project specific materials Owner shall then be in material default hereunder and Contractor shall be entitled to retain the deposit (which shall be applied against Contractor's damages) and may recover from Owner all other damages allowable under law such as: labor costs, design and permitting costs, and materials purchased. Owner will also be charged a restocking fee of 25% for any materials ordered by Contractor prior to termination.
19. **Contractor Termination or Suspension of Work.** Contractor shall have the right to stop all work on the Project and keep the job idle if payments are not made to Contractor strictly in accordance with the Payment Schedule in this Agreement, or if Owner repeatedly fails or refuses to furnish Contractor with access to the job site and/or product selections or information necessary for the advancement of Contractor's work. Simultaneous with stopping work on the project, the Contractor shall give Owner written notice of the nature of Owner's material breach of this Agreement and shall also give the Owner a 14-day period in which to cure this breach of contract. Owner to follow this same notice procedure with Contractor if Owner alleges Contractor is in material breach of this Agreement.
20. **Owner Supplied Fixtures and Materials.** Contractor cannot and will not warrant any Owner supplied materials or owner performed labor (whether new or used). If Owner-supplied fixtures or materials fail due to a defect in the materials or fixtures themselves, Contractor will charge for all labor and materials required to repair or replace both the defective materials or fixtures, and any surrounding work that is damaged by these defective materials or fixtures.
21. **Arbitration.** Any and all claims and disputes arising out of or related to the Contract shall be resolved by binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. The demand for arbitration shall be filed in writing with the other party to the Contract and with the American Arbitration Association. No demand for arbitration shall be made after the date when the institution of legal or equitable proceedings based on such claim would be barred by the applicable statute of limitations. An award rendered by an arbitrator(s) may include an award of attorney's fees, costs and pre award interest at the legal rate, in addition to any other relief granted.
22. **Attorneys Fees.** The prevailing party in any arbitration or legal proceeding related to this Agreement shall be entitled to payment of reasonable attorney's fees and expert costs.
23. **Entire Agreement and Severability.** The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. If any conflict should arise between the plans, specifications, addenda to plans, and this Agreement, then the terms

and conditions of this Agreement shall be controlling and binding upon the parties to this Agreement. In the event that any provision of this Agreement is at any time held by a Court to be invalid or unenforceable, the parties agree that all other provisions of this Agreement will remain in full force and effect. Any future modification of this Agreement should be made in writing and executed by Owner and Contractor.

24. Additional Required Legal Notices. Information and Disclosures. Contractor provides the following information, notices and disclosures to Owner as required by applicable law which is expressly incorporated as part of this Contract.

- a. Notice about Extra Work and Change Orders. Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties. The order must describe the scope of the extra or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments. Change orders required by the building department at the jobsite shall be considered incorporated into the contract without being signed by both parties.
- b. Lien Releases. Upon satisfactory payment being made for a portion of the work performed, Contractor shall, prior to any further payment being made, furnish Owner a full and unconditional release from any claim of mechanic's lien for that portion of the work for which payment has been made.
- c. Notice concerning Commercial General Liability Insurance (CGL). This contractor carries commercial general liability insurance written by HLE Insurance.
- d. Notice concerning Workers' Compensation Insurance. This contractor carries workers' compensation insurance for all employees.
- e. Notice about Performance of Extra or Change Order Work:
 - i. Owner may not require Contractor to perform extra or change-order work without providing written authorization prior to the commencement of any work covered by the new change order;
 - ii. Extra work or a change order is not enforceable against Owner unless the change order also identifies all of the following in writing prior to the commencement of any work covered by the new change order:
 1. The scope of work encompassed by the order.
 2. The amount to be added or subtracted from the contract.

3. The effect the order will make in the progress payments or the completion date.

- iii. Contractor's failure to comply with the requirements of this paragraph does not preclude the recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment.
- f. Notice to Buyer/Owner. You are entitled to a completely filled in copy of this agreement, signed by both you and the Contractor, before any work may start.
- g. Right to Require Contractor to Provide Performance and Payment Bond. Owner has a right to require Contractor to have a performance and payment bond for the project. The cost of the premium for such performance and payment bond would be an extra cost to Owner in addition to the Contract Price. Owner has elected not to request Contractor provide a performance and payment bond.

I have read and understood, and I agree to, all of the terms and conditions in the Agreement above.

City of Frazee

Jessica Grondahl

Stephanie Poegel (Signature)

COO, Holsen Solar (Signature)

Date Signed

Date Signed

ESTIMATE

BWRH Ltd
1709 1st Ave N Ste M
Fargo, ND 58102

jess@holsensolar.com
+1 (701) 219-5038
www.holsensolar.com



Bill to
City of Frazee

Ship to
City of Frazee
515 Birch Ave W
Frazee, MN 56544

Estimate details

Estimate no.: 515-SOLAR
Estimate date: 07/02/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Solar Energy System	40.0kW AC/49.05kW DC Solar System • Interconnection Agreement and Fees • Permits and Fees • All work done by licensed Electrician • Visual Power Disconnect	1	\$0.00	\$0.00
2.	Solar Panel	Longi 545W Bifacial Commercial PV Panel (LR5-72HBD-545M) Qualifies for Domestic Content Bonus 12 Year Panel Warranty 30 Year Linear Performance Warranty	90	\$240.50	\$21,645.00
3.	Inverter	SolarEdge 10kW Inverter (SE10000H-US) (240V) Qualifies for Domestic Content Bonus 12 Year Warranty	4	\$3,332.16	\$13,328.64
4.	Materials	SolarEdge Optimizer (U650)	90	\$143.00	\$12,870.00
5.	Interconnection	Interconnection Application Submission (Includes fees paid to utility)	1	\$400.00	\$400.00
6.	Labor	Solar System Installation	360	\$100.00	\$36,000.00
7.	Services	Electrical Engineering - Stamped Electrical Drawings of Solar Energy System	20	\$250.00	\$5,000.00
8.	Racking System	Iron Ridge Pitched Roof Aluminum Solar Racking (priced per panel) Qualifies for Domestic Content Bonus	90	\$104.00	\$9,360.00
9.					

	Services	Permitting (Includes electrical and building permit application, inspection, fees)	1	\$2,000.00	\$2,000.00
10.	Materials	200A Service Panel with Circuit Breakers	1	\$910.00	\$910.00
11.	Materials	200A Fused Disconnect, Outdoor Rated	1	\$850.00	\$850.00
12.	Materials		1	\$4,075.50	\$4,075.50
Total					\$106,439.14

Accepted date

Accepted by



Design 1 Cooperative Purchasing Connection - Frazee, 515 Birch Ave W, Frazee, MN 56544

Report

Project Name	Cooperative Purchasing Connection - Frazee
Project Address	515 Birch Ave W, Frazee, MN 56544
Prepared By	Benjamin Holsen holsenb@gmail.com

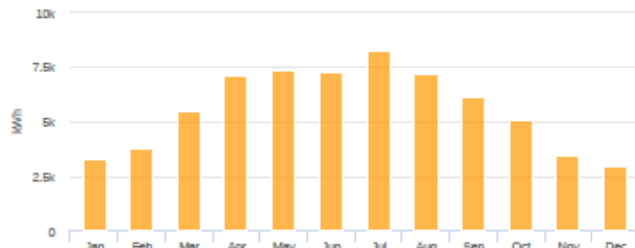
System Metrics

Design	Design 1
Module DC Nameplate	49.60 kW
Inverter AC Nameplate	40.00 kW Load Ratio: 1.24
Annual Production	67.34 MWh
Performance Ratio	84.3%
kWh/kWp	1,357.8
Weather Dataset	TMY, 10km Grid (46.75,-95.75), NREL (prospector)
Simulator Version	8b72228b6a-e1244220b1-10c7654d6d-87297510be

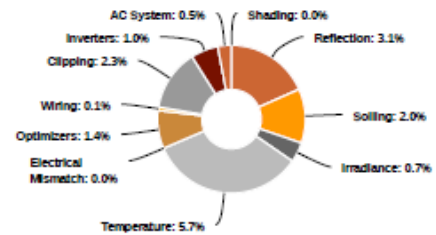
Project Location



Monthly Production



Sources of System Loss





⚡ Annual Production			
	Description	Output	% Delta
Irradiance (kWh/m²)	Annual Global Horizontal Irradiance	1,353.5	
	POA Irradiance	1,610.8	19.0%
	Shaded Irradiance	1,610.5	0.0%
	Irradiance after Reflection	1,561.0	-3.1%
	Irradiance after Soiling	1,529.8	-2.0%
	Total Collector Irradiance	1,529.8	0.0%
	Nameplate	75,886.6	
	Output at Irradiance Levels	75,330.3	-0.7%
Energy (kWh)	Output at Cell Temperature Derate	71,029.1	-5.7%
	Output after Electrical Mismatch	71,028.7	0.0%
	Optimizer Output	70,034.2	-1.4%
	Optimal DC Output	69,943.8	-0.1%
	Constrained DC Output	68,367.3	-2.3%
	Inverter Output	67,678.7	-1.0%
	Energy to Grid	67,340.3	-0.5%
	Temperature Metrics		
Avg. Operating Ambient Temp		9.2 °C	
Avg. Operating Cell Temp		24.5 °C	
Simulation Metrics			
Operating Hours		4665	
Solved Hours		4665	

☁ Condition Set												
Description		Condition Set 1										
Weather Dataset		TMY, 10km Grid (46.75, -95.75), NREL (prospector)										
Solar Angle Location		Meteo Lat/Lng										
Transposition Model		Perez Model										
Temperature Model		Sandia Model										
Temperature Model Parameters	Rack Type	a	b	Temperature Delta								
	Fixed Tilt	-3.56	-0.075	3°C								
	Flush Mount	-2.81	-0.0455	0°C								
	East-West	-3.56	-0.075	3°C								
	Carport	-3.56	-0.075	3°C								
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D
	2	2	2	2	2	2	2	2	2	2	2	2
Irradiation Variance		5%										
Cell Temperature Spread		4° C										
Module Binning Range		-2.5% to 2.5%										
AC System Derate		0.50%										
Module & Component Characterizations	Type	Component						Characterization				
	Module	LR5-72HBD-545M (2024) (Longi)						Spec Sheet Characterization, PAN				
	Inverter	SE10000H-US (Hub) (240V) (SolarEdge)						Spec Sheet				
	Buck Boost Optimizer	U650 B (Solar Edge)						Mfg Spec Sheet				



Components		
Component	Name	Count
Inverters	SE10000H-US (Hub) (240V) (SolarEdge)	4 (40.00 kW)
Strings	10 AWG (Copper)	11 (587.3 ft)
Optimizers	U550 B (Solar Edge)	91 (59.15 kW)
Module	Longi, LRS-72HBD-545M (2024) (545W)	91 (49.60 kW)

Wiring Zones									
Description	Combiner Poles		String Size		Stringing Strategy				
Wiring Zone	-		7-9		Along Racking				

Field Segments									
Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Field Segment 1	Flush Mount	Landscape (Horizontal)	30°	180°	0.0 ft	1x1	91	91	49.60 kW



Detailed Layout2

