



CITY COUNCIL MEETING AGENDA

February 25, 2026 ~ 5:00 p.m. ~ Frazee Event Center

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

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. **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 – [February 11, 2026](#)
 - b. Income Statements
 - c. [Approval of Claims](#)
7. Old Business
 - a. Fire Department Grass Rig Update
 - i. [New Quote](#)
 - ii. [Lighting Quote](#)
 - b. League Day on the Hill Representation
 - c. [FCDC – Conflict of Interest Policy](#)
8. New Business
 - a. [FCDC – Confidentiality Policy](#)
9. Council Member Comments
10. Addendum
 - a. [Additional Claims](#)
 - b. [Resolution 0225-2026A – Application to GMRPTC for Wannigan Regional Park Archaeological Grant](#)

- c. [Request for Adjustments – Hendricks](#)
- d. [Request for Adjustments – Watson](#)
- e. [Request for Adjustments – 2 Below Trading Company LLC](#)

11. Adjournment

Consent Agenda

MINUTES – FEBRUARY 11, 2026

1. Call The Meeting To Order

- a. Mayor Mike Sharp called the meeting to order at 5:00 PM at the Frazee Event Center

2. Roll Call

- a. Members Present: Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
- b. Members Absent: Andrew Daggett
- c. Staff: Ross Hetherington, Matt Johnson, Catreena Mahoney, Joe Nelson, Stephanie Poegel, Larry Stephenson, Jolene Tappe, Tyler Trieglaff, Adam Walker, Amanda Young
- d. Contracted Services: Patrick Bakken – Ramstad, Skoyles & Bakken P.A.; Chris Thorson – Ulteig Engineering
- e. Guests: Phil Hansen – Becker County Commissioner, David Shodean, Cara Frank, Mike Frank, Michele Heying, Andy Paurus, Dennis Jacobson, Linda Riebe, Mark Flemmer, Dawn Flemmer, Joe Kantrud, Shary Kantrud

3. Pledge Of Allegiance

- a. The Pledge of Allegiance was recited.

4. Approve Agenda

M/S/CU: Kemper/Rader to approve the agenda as presented.

5. Open Forum

- a. Jim Jacobson – FHS Track Coach
 - i. Jacobson, FHS track coach, requested the city waive the transient food vendor license fee for Frazee businesses participating in the May 5th True Team Track Meet. He explained that approximately 16 teams and 500 athletes would attend, creating a need for food vendors since the school is limited by state and federal laws on what can be sold during school hours. Local restaurants including Mae's Cafe, Sting Nutrition, Mama's Pizza, the Monarch, and Cornerstone have committed to participate. Jacobson noted the \$50 fee per business could be a barrier given the uncertainty of sales and weather. Froeber asked about tent setup and confirmed conversations with Police Chief Trieglaff about space and safety. Rader confirmed Trieglaff was comfortable with the plan. The item was moved to new business for action.
- b. Phil Hansen – Becker County Liaison
 - i. Hansen announced the EDA's bid opening for the Maple Avenue Apartments on March 6th. He shared information about Becker County's new road issue reporting software available on the county website, which allows residents to report potholes, culverts, and other road problems directly to the road supervisor. The system works for county roads and will transfer reports to appropriate authorities for township or state roads.

6. Consent Agenda

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

7. Committee & Liaison Reports

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

8. Staff Reports

a. Fire Department

- i. Walker reported the department is down to 20 active firefighters following Jason Kropuenske's retirement after 20 years of service. Two probationary firefighters are in training. January calls included 4 total: 1 motor vehicle accident, 2 mutual aid structure fires with Wolf Lake, and 1 mutual aid structure fire with Detroit Lakes. Training is scheduled for February 18th (extrication) and February 25th (CPR certification and recertification). The DNR grant is on hold due to federal funding issues. Walker announced the ISO inspection results showing a PPC rating of 4, which should lower property insurance 10-15% for residents within 5-6 miles of the city. Rader commended the department for the excellent ISO rating, noting it places Frazee in the top 35% nationwide and top 5-10% of volunteer rural departments. Sharp thanked Walker for his leadership.

b. Rescue

- i. Johnson reported 24 calls in January with 68.75 volunteer hours for the year. A \$2,000 training contract was renewed with \$1,800 reimbursement, costing the department \$200 for the year. The department will issue Guardian Angel lights to all members for improved visibility during nighttime operations. Johnson presented a chart showing call distribution by day and time, noting no clear pattern except Sundays being slightly busier. Rader noted the department serves as much outside city limits as within. Kemper thanked the department for their service.

c. Event Center

- i. Tappe reported over 100 chairs have been swapped and she expects completion by March. New chair bottoms were ordered but wrong size was received. The building had maximum capacity over the weekend. She installed one of the white drapes.

d. Liquor Store

- i. Young reported January was slow but Saturday was busy due to the event center activity. She is hoping cold weather and February fishing will help sales, though March is typically difficult. Young is working with Council Member Kemper on bathroom updates and seeking bids once the inspector completes review. She switched TV providers to save approximately \$3,000 annually while gaining more channels. Rader asked about March Madness promotions.

e. Police Department

- i. Trieglaff reported calls for service are on pace with previous years. Discussions continue about downtown Internet service and camera

power issues. The department is considering providing Internet to the gazebo area with the ability to shut it off at certain times, which would also help with camera operations. Trieglaff noted concerns about people using school Internet late at night, which has now been shut off.

f. **Public Works**

- i. Stephenson reported dealing with freeze-thaw cycles creating challenging road conditions. The department is monitoring shallow water mains and will likely need to have 3 homes run water to prevent freezing, particularly on Willow and potentially on Walnut. Poegel confirmed the city will credit back water charges through the standard adjustment process. The ice rink at the stadium is being maintained through the end of February weather permitting, though this week's warm weather will soften the ice. Froeber asked about the Sanders parcel, and Poegel confirmed it has been combined and recorded at the county, awaiting tax exemption notification. Froeber also asked about survey markings at Lions Park, and Attorney Bakken confirmed the park is being surveyed for annexation.

g. **Administration**

- i. Poegel reported the governor did not specify local projects in his bonding request, leaving decisions to the legislature. Two opportunities exist to meet with legislators: March 4th focused on greater Minnesota regional parks and trails (Polly and Joe attending), and March 11th League of Minnesota Cities Capital Day (Poegel and Engineer Chris Thorson planning to attend, though it conflicts with a council meeting). Hansen noted Becker County will present on March 3-5 and emphasized the importance of talking to committee chairs. There is \$35 million available with the city's request at \$2.5 million.

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

9. **Old Business**

- a. The council postponed old business items to conduct the public hearing first.

10. **New Business**

a. **Permit Fee Waiver – FHS Track Request**

- i. Following the open forum discussion, Froeber moved to waive the \$50 transient food vendor license fee for Frazee businesses participating in the May 5th track meet.

M/S/C (4-0; Abstain - Raider): Froeber/Kemper to waive the transient food vendor license fee for Frazee businesses participating in the FHS True Team Track Meet.

b. **Fire Department CIP v. 2026**

- i. Walker presented the 10-year Capital Improvement Plan reviewed with the townships. The plan helps townships and the city prepare for future levies based on the 60% township responsibility outlined in contracts. No changes were made from the Finance Committee review. The CIP has been successful since implementation in 2017, allowing for planned

equipment replacement and avoiding an outdated fleet. Poegel noted that providing an updated CIP is required for some loan applications.

M/S/CU: Rader/Kemper to approve the Fire Department CIP v. 2026.

c. **Consideration Of Salary Increase**

- i. Poegel reported completing the favorable 6-month review for an employee and requested approval for the salary increase effective January 14th with retro pay as outlined in the hiring agreement.

M/S/CU: Froeber/Rader to approve the salary increase effective January 14, 2026.

11. Council Member Comments

- a. Rader commended all city departments for their excellent work, highlighting the fire department's ISO rating, rescue department's response percentage, ordinance enforcement improvements, and Stephenson's discovery of water loss. He emphasized these accomplishments deserve recognition.

12. Addendum

a. **Approval Of Additional Claims**

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

b. **Liquor Store Transfers March 2025 – June 2025**

- i. The council reviewed transfers of product from off-sale to on-sale for the specified period.

M/S/CU: Kemper/Sharp to approve liquor store transfers from March 2025 to June 2025.

c. **Utility Bill Request For Adjustment**

- i. Poegel explained that a payment was applied to the wrong account due to a naming issue between a residential property and a rental property under the same ownership.

M/S/CU: Froeber/Kemper to approve the utility bill adjustment.

d. **Retirement Of Fire Fighter Kropuenske**

- i. Poegel read Kropuenske's retirement letter citing 20 years of service and noting mental and physical health considerations. Walker expressed that Kropuenske will be a big loss for the department.

M/S/CU: Froeber/Kemper to accept the retirement of Jason Kropuenske effective January 14, 2026, with thanks for his service.

e. **Grass Rig Quote Approval**

- i. Walker presented a quote for a new F-350 single cab 8-foot box for \$46,708, significantly less than DNR rigs which cost \$25,000-\$30,000 and are well-used. The purchase would move up one year in the CIP due to the favorable price. The current skid unit will fit in the new truck, with a potential grant application for a new skid unit. Funding would come from restricted savings with no loan needed. Rader noted the equipment upgrades have contributed to the strong ISO rating.

M/S/CU: Rader/Kemper to approve the purchase of the grass rig for \$46,708.

f. **Grant Application Request – Skid For Grass Rig**

- i. Walker explained the Department of Interior has \$20 million available for wildland firefighting capability enhancement in rural communities. The grant allows applications from \$10,000 to \$249,000 with no cost match

required. A new skid unit would cost approximately \$50,000. The city's grant writer has over 85% success rate, and the Department of Interior typically responds quickly.

M/S/CU: Froeber/Sharp to approve submitting the grant application for a skid unit for the grass rig.

13. Public Hearing - 2026 Utility Improvements (6:01 PM)

a. Presentation by Engineer Thorson

- i. Thorson presented the preliminary engineering report for the 2026 utility improvements, representing the last major project to replace old cast iron water main and vitrified clay sewer pipe throughout the city. Project areas include streets between 2nd and 5th Northwest near schools, the event center hill area up to Birch Avenue, and Juniper/Lake Street across the tracks. The 50-plus-year-old infrastructure suffers from pipe sags, cracks, tree root intrusion, mineral buildup, and infiltration. The sanitary sewer lift station at the school is approximately 60 years old with parts no longer available.
- ii. Estimated assessments include \$180.40 per front foot for sanitary sewer, \$2,500 per unit for sewer service, \$188.34 per front foot for water main, \$2,654 per unit for water service, and \$229.58 per front foot for street reconstruction. A 100-foot lot receiving all improvements would face an estimated assessment of \$64,986 before any grant funding. The city has applied to the Public Facilities Authority for loans at 1-3% interest over 20 years plus possible principal forgiveness grants. Past city projects have received approximately 60% grant funding, though grant amounts won't be known until after construction bids are received.
- iii. The proposed timeline includes final plans in March, bid advertisement in March-April, bids in April, construction beginning May-June, substantial completion in October, and final assessment hearing in fall 2026.

b. Public Comments:

- i. David Shodean asked about school assessments and corner lot treatment. Thorson confirmed the school would be assessed for improvements abutting their property. Corner lots are assessed on both sides for streets, though water and sewer assessments only apply to the short side.
- ii. Cara Frank expressed serious concerns about the financial impact, noting Frazee taxes are already high compared to rural properties. She pointed out multiple vacant houses on her street and worried the assessments could bankrupt residents. Mike Frank added concerns about school enrollment impacts. Rader acknowledged the concerns but explained these are project costs before grant funding, noting the city's recent tax increase was one of the lowest in the county and residents benefit from services like the fire department's excellent ISO rating. Frank calculated that \$64,986 at 3% interest over 15 years would add approximately \$528 monthly to housing costs.

- iii. Andy Paurus questioned being assessed again after paying assessments 20 years ago when he was told he'd only pay on one street. He noted his water service comes from a different street than shown on the map. Stephenson confirmed the service location but indicated a new water service line is needed. Paurus expressed relief he is selling the property.
- iv. Mark Flemmer asked why Fir Avenue in front of his house is being replaced when the pavement appears in good condition with minimal traffic. He questioned replacing roads simply due to age rather than need and expressed concern about fixed-income residents facing \$500+ monthly assessment payments on top of rising property taxes. Stephenson explained better pricing is achieved by doing all work together rather than returning for one block later. Flemmer argued the entire Hickory Street should be replaced instead since it carries bus traffic, and questioned the need to replace roads in good condition. Thorson agreed to review the Fir Avenue section. Flemmer also expressed frustration about fourth Street residents not being notified, though staff confirmed they should have received letters. Dawn Flemmer asked about road widening impacts on their property; Stephenson explained widening would occur on the curve at fifth Street. She expressed concern about a large boulder near the road; Thorson said they would review but didn't expect major issues.
- v. Joe Kantrud asked about access during construction on Juniper and sidewalk replacement. Thorson explained work would proceed in phases to maintain access. Cara Frank advocated for fixing the missing sidewalk section that caused a resident to fall.
- vi. Sharp asked whether the project could be delayed if PFA funding is insufficient. Thorson confirmed the city could reject bids and try again the following year, though grant amounts might decrease as city debt decreases. Sharp asked about federal funding concerns; Thorson said he doesn't foresee impacts to PFA funding.
- vii. Frank recalculated that even a 100-foot lot assessment of \$64,986 over 15 years at 3% interest equals approximately \$528 monthly, equivalent to a house payment for many residents. She reiterated concerns about community poverty levels, vacant houses, and questioned what the municipality is providing for these costs. Paurus and Flemmer echoed concerns about fixed-income impacts and questioned replacing roads in good condition.
- viii. Kemper reminded the public that the \$64,986 figure assumes no grant funding and actual assessments will likely be significantly lower. Mike Frank countered that even with grants, the impact would be life-changing for many residents. Thorson emphasized the figure represents a 100-foot lot receiving all improvements, not every property's situation.
- ix. Rader directly addressed the Franks' concerns, noting their county road frontage means no complete road reconstruction, likely resulting in much lower assessments than the example. He emphasized the council's commitment to minimizing assessments and that this is only the first

hearing. Flemmer asked about notification of the next hearing; Poegel explained the next review would occur at a regular council meeting when bids are received, with public notice through standard postings and coverage in the Frazee Forum.

- c. The public hearing closed at 6:55 PM.

14. Old Business (Continued)

- a. 2026 Utility Improvements

- i. Resolution 0211-2026B – Ordering Improvement And Preparation Of Plans

- 1. Following the public hearing, Poegel proposed amending Resolution 0211-2026B to add fourth Street from Cedar to Fir to the project area.

M/S/CU: Kemper/Rader to approve Resolution 0211-2026B ordering improvement and preparation of plans for the 2026 utility improvements with the amendment to include fourth Street from Cedar to Fir.

- 2. Sharp requested Thorson reconsider whether the Fir Avenue road section needs replacement as raised by Flemmer.

- ii. Resolution 0211-2026C – Authorization Of Application To MN PFA – 2026 Utility Reconstruction

M/S/CU: Froeber/Rader to approve Resolution 0211-2026C authorizing application to Minnesota Public Facilities Authority for the 2026 utility reconstruction project.

- iii. Resolution 0211-2026D – Authorization Of Application To MN PFA – Lift Stations

M/S/CU: Froeber/Kemper to approve Resolution 0211-2026D authorizing application to Minnesota Public Facilities Authority for lift station improvements.

15. Adjournment

M/S/CU: Froeber/Rader to adjourn at 6:55 PM.

Respectfully Submitted

Stephanie Poegel

City Administrator



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Payments

Current Period: July 2025

Payments Batch 07012025LSEC1 \$726.90

Refer	0 HSABANK	Ck# 000343E 7/1/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$192.30
Invoice	0725HSAL 7/1/2025			
Transaction Date	7/1/2025	Liquor Store 10101	Total	\$192.30
Refer	0 HSABANK	Ck# 000344E 7/1/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$50.00
Invoice	0725HSALB 7/1/2025			
Transaction Date	7/1/2025	Liquor Store 10101	Total	\$50.00
Refer	0 HSABANK	Ck# 000345E 7/15/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$192.30
Invoice	0725LC 7/15/2025			
Transaction Date	7/15/2025	Liquor Store 10101	Total	\$192.30
Refer	0 HSABANK	Ck# 000346E 7/15/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$50.00
Invoice	0725HSALD 7/15/2025			
Transaction Date	7/15/2025	Liquor Store 10101	Total	\$50.00
Refer	0 HSABANK	Ck# 000347E 7/29/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$192.30
Invoice	0725HSALE 7/29/2025			
Transaction Date	7/29/2025	Liquor Store 10101	Total	\$192.30
Refer	0 HSABANK	Ck# 000348E 7/29/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$50.00
Invoice	0725HSALF 7/29/2025			
Transaction Date	7/29/2025	Liquor Store 10101	Total	\$50.00

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$726.90
	\$726.90

Pre-Written Checks	\$726.90
Checks to be Generated by the Computer	\$0.00
Total	\$726.90



Payments

Current Period: August 2025

Payments Batch 08012025LSEC1 \$484.60

Refer	0 HSABANK	Ck# 000349E 8/12/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$192.30
Invoice	0825HSAL 8/12/2025			
Transaction Date	8/12/2025	Liquor Store 10101	Total	\$192.30
Refer	0 HSABANK	Ck# 000350E 8/12/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$50.00
Invoice	0825HSALB 8/12/2025			
Transaction Date	8/12/2025	Liquor Store 10101	Total	\$50.00
Refer	0 HSABANK	Ck# 000351E 8/26/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$192.30
Invoice	0825HSALC 8/26/2025			
Transaction Date	8/26/2025	Liquor Store 10101	Total	\$192.30
Refer	0 HSABANK	Ck# 000352E 8/26/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$50.00
Invoice	0825HSALD 8/26/2025			
Transaction Date	8/26/2025	Liquor Store 10101	Total	\$50.00

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$484.60
	\$484.60

Pre-Written Checks	\$484.60
Checks to be Generated by the Computer	\$0.00
Total	\$484.60



Payments

Current Period: September 2025

Payments Batch 09012025LSEC1 \$484.60

Refer	0 HSABANK		Ck# 000353E 9/9/2025		
Cash Payment	G 609-21707 Health Savings Payable		Health Savings Payable		\$192.30
Invoice	0925HSA	9/9/2025			
Transaction Date	9/9/2025		Liquor Store	10101	Total <u>\$192.30</u>
Refer	0 HSABANK		Ck# 000354E 9/9/2025		
Cash Payment	G 609-21707 Health Savings Payable		Health Savings Payable		\$50.00
Invoice	0925HSALB	9/9/2025			
Transaction Date	9/9/2025		Liquor Store	10101	Total <u>\$50.00</u>
Refer	0 HSABANK		Ck# 000355E 9/23/2025		
Cash Payment	G 609-21707 Health Savings Payable		Health Savings Payable		\$192.30
Invoice	0925HSALC	9/23/2025			
Transaction Date	9/23/2025		Liquor Store	10101	Total <u>\$192.30</u>
Refer	0 HSABANK		Ck# 000356E 9/23/2025		
Cash Payment	G 609-21707 Health Savings Payable		Health Savings Payable		\$50.00
Invoice	0925HSALD	9/23/2025			
Transaction Date	9/23/2025		Liquor Store	10101	Total <u>\$50.00</u>

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	<u>\$484.60</u>
	\$484.60

Pre-Written Checks	\$484.60
Checks to be Generated by the Computer	\$0.00
Total	<u>\$484.60</u>



Payments

Current Period: October 2025

Payments Batch 10012025LSEC1 \$484.60

Refer	0 HSABANK	Ck# 000357E 10/7/2025	
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable	\$192.30
Invoice	1025HSAL 10/7/2025		
Transaction Date	10/7/2025	Liquor Store 10101	Total \$192.30
Refer	0 HSABANK	Ck# 000358E 10/7/2025	
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable	\$50.00
Invoice	1025HSALB 10/7/2025		
Transaction Date	10/7/2025	Liquor Store 10101	Total \$50.00
Refer	0 HSABANK	Ck# 000359E 10/21/2025	
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable	\$192.30
Invoice	1025HSALC 10/21/2025		
Transaction Date	10/21/2025	Liquor Store 10101	Total \$192.30
Refer	0 HSABANK	Ck# 000360E 10/21/2025	
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable	\$50.00
Invoice	1025HSALD 10/21/2025		
Transaction Date	10/21/2025	Liquor Store 10101	Total \$50.00

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$484.60
	\$484.60

Pre-Written Checks	\$484.60
Checks to be Generated by the Computer	\$0.00
Total	\$484.60



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Payments

Current Period: November 2025

Payments Batch 11012025LSEC1 \$484.60

Refer	0 HSABANK	Ck# 000361E 11/4/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$192.30
Invoice	1125HSAL 11/4/2025			
Transaction Date	11/4/2025	Liquor Store 10101	Total	\$192.30
Refer	0 HSABANK	Ck# 000362E 11/4/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$50.00
Invoice	1125HSALB 11/4/2025			
Transaction Date	11/4/2025	Liquor Store 10101	Total	\$50.00
Refer	0 HSABANK	Ck# 000363E 11/18/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$192.30
Invoice	1125HSALC 11/18/2025			
Transaction Date	11/18/2025	Liquor Store 10101	Total	\$192.30
Refer	0 HSABANK	Ck# 000364E 11/18/2025		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$50.00
Invoice	1125HSALD 11/18/2025			
Transaction Date	11/18/2025	Liquor Store 10101	Total	\$50.00

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$484.60
	\$484.60

Pre-Written Checks	\$484.60
Checks to be Generated by the Computer	\$0.00
Total	\$484.60



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Payments

Current Period: December 2025

Payments Batch 12012025LSEC1 \$484.60

Refer	0 HSABANK		Ck# 000365E 12/2/2025		
Cash Payment	G 609-21707 Health Savings Payable		Health Savings Payable		\$192.30
Invoice	1225HSAL	12/2/2025			
Transaction Date	12/2/2025		Liquor Store	10101	Total <u>\$192.30</u>
Refer	0 HSABANK		Ck# 000366E 12/2/2025		
Cash Payment	G 609-21707 Health Savings Payable		Health Savings Payable		\$50.00
Invoice	1225HSALB	12/2/2025			
Transaction Date	12/2/2025		Liquor Store	10101	Total <u>\$50.00</u>
Refer	0 HSABANK		Ck# 000367E 12/30/2025		
Cash Payment	G 609-21707 Health Savings Payable		Health Savings Payable		\$192.30
Invoice	1225HSALC	12/30/2025			
Transaction Date	12/30/2025		Liquor Store	10101	Total <u>\$192.30</u>
Refer	0 HSABANK		Ck# 000368E 12/30/2025		
Cash Payment	G 609-21707 Health Savings Payable		Health Savings Payable		\$50.00
Invoice	1225HSALD	12/30/2025			
Transaction Date	12/30/2025		Liquor Store	10101	Total <u>\$50.00</u>

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$484.60
		<u>\$484.60</u>

Pre-Written Checks	\$484.60
Checks to be Generated by the Computer	\$0.00
Total	<u>\$484.60</u>



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Payments

Current Period: January 2026

Payments Batch 01012026LSEC1 \$484.60

Refer	0 HSABANK	Ck# 000369E 1/13/2026		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$192.30
Invoice	0125HSAL 1/13/2026			
Transaction Date	1/13/2026	Liquor Store 10101	Total	\$192.30
Refer	0 HSABANK	Ck# 000370E 1/13/2026		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$50.00
Invoice	0125HSALB 1/13/2026			
Transaction Date	1/13/2026	Liquor Store 10101	Total	\$50.00
Refer	0 HSABANK	Ck# 000371E 1/27/2026		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$192.30
Invoice	0125HSAC 1/27/2026			
Transaction Date	1/27/2026	Liquor Store 10101	Total	\$192.30
Refer	0 HSABANK	Ck# 000372E 1/27/2026		
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable		\$50.00
Invoice	0125HSAD 1/27/2026			
Transaction Date	1/27/2026	Liquor Store 10101	Total	\$50.00

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$484.60
	\$484.60

Pre-Written Checks	\$484.60
Checks to be Generated by the Computer	\$0.00
Total	\$484.60



Payments

Current Period: February 2026

Payments Batch 02252026GEN1 \$2,760.57

Refer	0	VERGAS AUTO REPAIR	-		
Cash Payment	E 100-42110-406	Repairs/Maint Vehicles	Repairs/Maint Vehicles		\$816.36
Invoice	32384	2/13/2026			
Transaction Date	2/19/2026	Main Checking	10100	Total	\$816.36
Refer	0	FRAZEE PUBLIC UTILITIES	-		
Cash Payment	E 100-45183-382	Water/Sewer Utilities	Water/Sewer Utilities - Campground		\$48.17
Invoice	FEB26FPU	2/13/2026			
Cash Payment	E 654-46500-382	Water/Sewer Utilities	Water/Sewer Utilities - Mahube		\$62.27
Invoice	FEB26FPU	2/13/2026			
Cash Payment	E 656-46500-382	Water/Sewer Utilities	Water/Sewer Utilities - DTI		\$62.64
Invoice	FEB26FPU	2/13/2026			
Transaction Date	2/19/2026	Main Checking	10100	Total	\$173.08
Refer	0	WARNER GARAGE DOOR INC	-		
Cash Payment	E 200-42200-401	Repairs/Maint Buildings	Repairs/Maint Buildings		\$389.20
Invoice	649916	2/4/2026			
Transaction Date	2/19/2026	Main Checking	10100	Total	\$389.20
Refer	0	HAWKINS, INC.	-		
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chemicals and Chem Products		\$1,577.95
Invoice	7331510	2/11/2026			
Transaction Date	2/19/2026	Main Checking	10100	Total	\$1,577.95
Refer	0	L&M FLEET SUPPLY	-		
Cash Payment	E 601-49400-399	Repairs/Maint Meters	Repairs/Maint Meters		\$3.98
Invoice	DET-03-10047039	2/11/2026			
Transaction Date	2/19/2026	Main Checking	10100	Total	\$3.98

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$664.53
200 FIRE FUND	\$389.20
601 WATER FUND	\$1,581.93
654 EDA - BUSINESS CENTER	\$62.27
656 EDA - East Main Retail	\$62.64
	<hr/>
	\$2,760.57

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$2,760.57
Total	<hr/> \$2,760.57



Payments

Current Period: February 2026

Payments Batch 02252026LSEC1				\$4,943.11
Refer	0 BERGSETH BROS	-		
Cash Payment	E 609-49750-254 Soft Drinks/Mix For Res	Soft Drinks/Mix For Resale		\$40.50
Invoice	500860	2/12/2026		
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale		\$2,011.00
Invoice	500860	2/12/2026		
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale - CREDIT		-\$11.00
Invoice	454-00766	2/12/2026		
Transaction Date	2/19/2026	Liquor Store	10101	Total \$2,040.50
Refer	0 D-S BEVERAGES, INC	-		
Cash Payment	E 609-49751-252 Beer For Resale	Beer For Resale		\$77.40
Invoice	945988	2/11/2026		
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale		\$1,647.15
Invoice	945988	2/11/2026		
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale - CREDIT		-\$1,360.10
Invoice	1782-00873	2/11/2026		
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale - CREDIT		-\$32.75
Invoice	1782-00874	2/11/2026		
Transaction Date	2/19/2026	Liquor Store	10101	Total \$331.70
Refer	0 BEVERAGE WHOLESALERS, INC	-		
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale		\$1,344.25
Invoice	421785	2/5/2026		
Transaction Date	2/19/2026	Liquor Store	10101	Total \$1,344.25
Refer	0 VIKING COCA COLA BOTTLING CO	-		
Cash Payment	E 609-49751-254 Soft Drinks/Mix For Res	Soft Drinks/Mix For Resale		\$276.00
Invoice	3809168	2/11/2026		
Cash Payment	E 609-49751-254 Soft Drinks/Mix For Res	Soft Drinks/Mix For Resale		\$163.05
Invoice	3809168	2/11/2026		
Transaction Date	2/19/2026	Liquor Store	10101	Total \$439.05
Refer	0 PERFORMANCE FOOD SERVICE	-		
Cash Payment	E 609-49751-259 Food for Resale	Food for Resale		\$147.26
Invoice	831514	1/8/2026		
Transaction Date	2/19/2026	Liquor Store	10101	Total \$147.26
Refer	0 GIOVANNIS FROZEN PIZZA	-		
Cash Payment	E 609-49751-260 Pizza for Resale	Pizza For Resale		\$145.50
Invoice	0302182602	2/18/2026		
Transaction Date	2/19/2026	Liquor Store	10101	Total \$145.50
Refer	0 VESTIS	-		
Cash Payment	E 609-49751-211 Cleaning Supplies	Cleaning Supplies		\$34.60
Invoice	2520729201	2/12/2026		
Cash Payment	E 609-49750-211 Cleaning Supplies	Cleaning Supplies		\$34.59
Invoice	2520729201	2/12/2026		
Transaction Date	2/19/2026	Liquor Store	10101	Total \$69.19
Refer	0 LINCOLN NATIONAL LIFE INS CO	-		
Cash Payment	G 609-21705 Short-Long Term-Acc-Dth-D	Short-Long Term-Acc-Dth-Dsmbr		\$45.25
Invoice	FEB26LLB	2/10/2026		



CITY OF FRAZEE

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Payments

Current Period: February 2026

Transaction Date	2/19/2026	Liquor Store	10101	Total	\$45.25
Refer	0 FRAZEE PUBLIC UTILITIES				-
Cash Payment	E 609-49750-382	Water/Sewer Utilities	Water/Sewer Utilities - Off Sale		\$112.63
Invoice	FEB26FPUB	2/13/2026			
Cash Payment	E 609-49751-382	Water/Sewer Utilities	Water/Sewer Utilities - On Sale		\$112.63
Invoice	FEB26FPUB	2/13/2026			
Cash Payment	E 610-49752-382	Water/Sewer Utilities	Water/Sewer Utilities - Event Center		\$155.15
Invoice	FEB26FPUB	2/13/2026			
Transaction Date	2/19/2026	Liquor Store	10101	Total	\$380.41

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$4,787.96
610 EVENT CENTER FUND		\$155.15
		<u>\$4,943.11</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$4,943.11
Total	<u>\$4,943.11</u>

Old Business

FIRE DEPARTMENT GRASS RIG UPDATE – NEW QUOTE



Fleet Department
 2228 College Way, PO Box 338
 Fergus Falls, MN 56538-0338
 Phone: 218-998-8865
 Toll Free: 800-477-3013 Ext. 8865
mlarson@nelsonfleet.com

VEHICLE	QUOTE	NUMBER	F 3B
Sold To: Frazee Fire Department Attn: Joe Nelson Address: 222 Main Avenue West Frazee, MN 56544		Date: 2/17/2026 Phone: 218-849-4893 FAX: Salesperson: Melissa Larson Key Code:	
Stock No:	Year	Make	Model
F3B	2026	Ford	F350 SRW XI4WD Reg Cab 8' Box Color: Black/Vinyl
			New/Used
			New
			Vehicle ID Number
			Price of Vehicle:
			\$52,365.00
			Includes All Standard Equipment, Plus:
			\$1,771.00
			43C Pro Power Onboard - 400W Outlet - In Dash
			\$205.00
			473 Snow Plow Prep Package
			\$319.00
			67B 410 Amp Dual Alternators(requires 86M Dual Batteries
			\$195.00
			86M Dual Batteries
			\$191.00
			TDX LT275/70Rx18E BSW A/T Tires
			\$241.00
			X3E Electronic Locking w/3.73 Axle Ratio
			\$392.00
			66S Upfitter Switches
			\$228.00
			Please note that order acceptance is subject to manufacturer's schedules. Due to current conditions production is not guaranteed and if cancelled, it will not be price protected.
			Less Contract Discount
			-\$7,200.00
			Quote Does Not Include Tax or Registration
			Subtotal:
			\$46,936.00
			Trade - In:
			Total Cash Price:
			\$46,936.00

Your Purchase Order # 0 **Project #** **Contract #** 26.02 VHL
Priority

Thanks for your business!

Ship To / Lessee / End User: Frazee Fire Department
 Attn: Joe Nelson
 Fire Department
 Address: 222 Main Avenue West
 Order Approved by:

FAX:
 Phone: 218-849-4893
 email: joenelson05@gmail.com

Insurance Company: _____

Policy Number: _____ Exp. Date: _____

Signed: _____ Title _____

Printed Name: _____ and Date: _____

Name / Address
 Frazee Fire Department
 222 Main Ave W
 Frazee, MN 56544

P.O. #
 Terms Net 30 Other

Item	Description	Qty	Rate	Total
SOS ETHFSS-SP-ISO	SOUND OFF HEAD LIGHT FLASHER ISO	1	75.40	75.40
SOS ETFBSSN-P	Flashback™ Alternating Rear Flasher, 100% solid state, 2.4 f.p.s.	1	76.05	76.05
SOS ECVDMTLALØØ	White Lens/White LED Light & Red LED Night Light	1	100.75	100.75
C4S EQBOX	Equipment box	1	75.00	75.00
OPT 153080	Optifuse 80 amp Manual Trip Circuit Breaker	1	20.85	20.85
MAG MAGMIC	Magnetic Mic Clip	2	32.99	65.98
D&R PDU-13SS	PDU-13SS single point power distribution and voltage monitoring system · Low Battery Voltage Shutdown at 11.5VDC · Programmable Timed Shutdown: 30 min, 60 min, 120 min, 240 min · Vehicle Battery Voltage Monitoring · ZERO Current consumption in Standby Mode · 13 Outputs (5 battery, 5 Ignition and 3 timed)	1	231.50	231.50
MISC	Heavy Duty Power Strip Mounted in the Cab	1	40.00	40.00
KUS 091-55-15-120	KUSSMAUL Super Auto Eject 120 Volts AC, 15 Amps w/ YELLOW Cover	1	402.00	402.00
GUE-28106	Guest 6A/12V 1 Bank 120V Input On-Board Battery Charger-28106	1	137.19	137.19
WAY MISC.	ANDERSON CONNECTORS FOR SKID	1	45.00	45.00
WAY 6GA	6 Gauge Wire /ft	30	2.33	69.90
MISC	Mounting Track for siren and radio	1	50.00	50.00
GAM 3130-0026	6 x 6 Mounting bracket 66130	4	23.87	95.48
TES NMORG58	0-1000 MHz, 3/4" Brass Antenna Cable Mount	1	26.43	26.43
TES 800COIL	Laird 760-870 MHz 3dB MEG Phantom antenna NMO Mount BLACK	1	76.26	76.26
TES N-M	N-male crimp RG58	1	5.00	5.00
C4S FREIGHT	Freight	1	168.00	168.00
C4S LABOR-UPFIT	Labor	30	115.00	3,450.00
C4S SUPPLIES	Miscellaneous supply charge	30	12.60	378.00
			Subtotal	\$11,903.44
			Sales Tax (7.375%)	\$0.00
			Total	\$11,903.44

Code 4 Services Inc.
 www.code4services.com



FRAZEE COMMUNITY DEVELOPMENT CORPORATION (FCDC)

CONFLICT OF INTEREST POLICY

Effective Date: February 10 2026

Approved By: Board of Directors

Review Cycle: Annual

Applies To: All Board Members, Officers, Committee Members, and Key Employees

1. Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity, transparency, and accountability of the Frazee Community Development Corporation (FCDC) by ensuring that all decisions and actions are made solely in the best interests of the organization and the community it serves.

This policy is intended to comply with the Minnesota Nonprofit Corporation Act (Minn. Stat. §317A) and the IRS requirements for tax-exempt organizations under Section 501(c)(3).

2. Definition of Conflict of Interest

A *conflict of interest* arises when a board member, officer, or key employee's personal interests—or those of an immediate family member—may compromise or appear to compromise their objectivity or loyalty to FCDC.

A conflict may be **actual, potential, or perceived**, and may involve:

- Financial interests (direct or indirect) in a business or transaction with FCDC.
- Personal relationships that may influence judgment or decisions.
- Use of confidential or inside information for personal gain.
- Opportunities that could benefit a board member personally rather than FCDC.

3. Examples of Conflicts of Interest

Conflicts may include, but are not limited to:

- A board member's company bidding on an FCDC contract.
- A relative of a board member being hired or paid for services.
- Accepting gifts or favors from organizations doing business with FCDC.
- Using FCDC resources for personal or outside business purposes.

Note: Just because there is a conflict of interest it does not preclude engaging in contracted or paid work. In a small community such as Frazee, there is a great chance that there will be a relative of a board member or employee working or bidding on projects. This policy does not preclude such a business from working with or for FCDC. In such instances, the FCDC related board member must recuse themselves from voting on subject work / bid. The related party working / bidding on the project must make clear the conflict at the beginning of the work / bid so that it is noted and documented so that this conflict policy can be followed. FCDC is allowed to do business with local companies where a conflict is stated and the decision to contract or hire must be clear that the work / bid chosen is based on fairness, merit and cost.

4. Duty to Disclose

All covered individuals must promptly and fully disclose any actual or potential conflict of interest to the Board of Directors.

Disclosures should be made:

- Annually through the Conflict of Interest Disclosure Form (see below).
- As they arise, when new situations or relationships occur that could present a conflict.

5. Procedures for Addressing a Conflict of Interest

1. The individual with a potential conflict shall disclose the matter to the Board Chair (or Vice Chair if the Chair is involved).
2. The Board (excluding the individual with the conflict) shall determine whether a conflict exists after full disclosure of material facts.
3. The individual shall **recuse themselves** from any discussion or vote on the matter.
4. The Board may, if appropriate, investigate alternatives to the proposed transaction or arrangement.
5. If the Board determines that the transaction is in the best interest of FCDC, is fair, merit based and reasonable, it may approve the transaction by majority vote.

All actions taken must be **documented in the official meeting minutes.**

6. Records of Proceedings

The minutes of the Board and committees shall contain:

- The name of the person disclosing the conflict.
 - The nature of the conflict.
 - The actions taken to determine whether a conflict existed.
 - The decision of the Board regarding approval or disapproval.
 - Any abstentions from voting.
-

7. Compensation

A voting member of the Board who receives compensation from FCDC for services is precluded from voting on matters related to their own compensation.

8. Violations of the Policy

If the Board determines that a member has failed to disclose a conflict of interest, it may take appropriate disciplinary or corrective action, which may include removal from the Board in accordance with the Bylaws.

9. Annual Disclosure and Certification

Each board member, officer, committee member, and key employee shall:

- Sign an annual statement affirming that they:
 1. Have received and read this Conflict of Interest Policy,
 2. Understand and agree to comply with it, and
 3. Have disclosed all potential conflicts of interest.
-

10. Policy Review

This policy shall be reviewed annually by the Governance Committee and approved by the full Board of Directors.

FRAZEE COMMUNITY DEVELOPMENT CORPORATION

ANNUAL CONFLICT OF INTEREST DISCLOSURE FORM

Name: _____

Position/Role: _____

Date: _____

1. I have received, read, and understand the FCDC Conflict of Interest Policy.

2. I agree to comply fully with this policy and to disclose any real or potential conflicts of interest.

3. To the best of my knowledge, (check one):

I have no conflicts of interest to disclose.

I have the following potential or actual conflicts to disclose:

Signature: _____

Date: _____

Frazer Community Development Corporation (FCDC)

Confidentiality Policy and Standard Operating Procedure (SOP)

Policy Title: Confidentiality Policy

Effective Date: February 10, 2026

Approved By: Board of Directors

Review Frequency: Annually

Applies To:

- FCDC Board of Directors
 - Executive Committee members
 - Contractors and consultants (e.g., Widseth, Creating Community Consulting)
 - City of Frazer staff serving in shared or dual roles (e.g., Community Development Coordinator)
 - Volunteers or individuals with access to confidential information
-

1. Purpose

The purpose of this policy is to ensure that all individuals associated with FCDC and its projects—including Wannigan Regional Park—understand and uphold the confidentiality of sensitive organizational, financial, personal, and partnership information.

FCDC values transparency with the community while also recognizing the importance of protecting private, proprietary, or sensitive information that could compromise individuals, donors, or partnerships if improperly shared.

2. Scope

This policy applies to all individuals who serve, work with, or represent FCDC and have access to information not intended for public release, including but not limited to:

- Grant applications, donor and financial records
 - Personnel or volunteer data
 - Partnership contracts, project proposals, and negotiations
 - Legal documents and city agreements
 - Meeting minutes of closed meetings or internal deliberations between staff or contracted staff before public release
-

3. Policy Statement

All FCDC representatives agree to:

1. Maintain confidentiality of all sensitive information obtained through their role.
2. Not disclose or discuss such information outside the scope of their official duties.
3. Refrain from using confidential information for personal or professional advantage.
4. Return or securely destroy confidential materials upon completion of service or termination of role.

Failure to comply with this policy may result in disciplinary action, removal from the board or committee, termination of contract, or legal action where applicable.

4. Definitions

- **Confidential Information:** Any non-public information pertaining to FCDC operations, finances, personnel, donors, or partners.

- **Public Information:** Data, public meeting minutes, or materials approved by the FCDC Board or City of Frazee for public release.
 - **Need-to-Know Basis:** Access to information limited only to those individuals required to perform a specific function.
-

5. Responsibilities

Role	Responsibilities
Board Chair / President	Ensures annual signing and compliance with the policy.
Secretary or Administrator	Maintains signed confidentiality agreements in secure files (digital or paper).
All Board & Committee Members	Read, understand, and sign the agreement annually; uphold confidentiality throughout and after service.
Consultants / Contractors	Sign confidentiality agreement before engagement; follow FCDC information security protocols.

6. Procedures

Step 1 — Policy Distribution

- The **Secretary or President** distributes the current version of the Confidentiality Policy and Agreement annually, typically at the first board meeting of the fiscal year or upon onboarding of new members.
 - Copies are provided electronically and/or in print.
-

Step 2 — Review and Signature

- All individuals must read the policy and sign the **Confidentiality Agreement** (see Section 8 below).

- Signatures may be collected in person or electronically.
 - No individual shall participate in board or committee work until the signed form is received.
-

Step 3 — Recordkeeping

- The **Secretary** maintains signed copies in a secure, access-limited file (digital or paper).
 - Records are retained for a minimum of **three years after service ends**.
-

Step 4 — Ongoing Compliance

- The policy is reviewed at least once per year or when significant changes occur (e.g., new projects, staff roles, or partnerships).
 - Any suspected breach of confidentiality must be immediately reported to the **Board Chair and Executive Committee**, which will review and determine appropriate action.
-

Step 5 — Annual Renewal

- Each January (or start of fiscal year), all covered individuals re-sign the Confidentiality Agreement.
 - The updated list of signatories is reviewed by the **Executive Committee** for compliance.
-

7. Enforcement

Violations of this policy may result in:

- Verbal or written warning

- Removal from committees or the board
 - Termination of contracts or partnerships
 - Possible legal action if breach causes harm or liability
-

8. Confidentiality Agreement Form

Frazer Community Development Corporation (FCDC)

Annual Confidentiality Agreement

I, _____, acknowledge that through my service or role with the Frazer Community Development Corporation (FCDC) and/or the Wannigan Regional Park Project, I may have access to confidential or sensitive information, including but not limited to financial records, donor data, personnel matters, strategic plans, or partnership materials.

I understand that:

1. I am responsible for maintaining the confidentiality of all such information.
2. I will not disclose confidential information to anyone outside the organization without authorization.
3. I will not use confidential information for personal, financial, or professional benefit.
4. I will store and dispose of documents securely, following FCDC procedures.
5. My obligation to maintain confidentiality continues after my service, employment, or contract ends.

Notwithstanding any provision of this Agreement, any person subject to the FCDC Confidentiality Policy (the "Policy"), who is also a member, officer, employee, or official of a city or other governmental entity subject to the Minnesota Government Data Practice Act, Minnesota Statutes, Chapter 13 (the "Act"), may disclose information to the extent such disclosure is required or permitted by the Act or other applicable law. Nothing in this Agreement or the Policy is intended to, nor shall it be construed to, prohibit or restrict persons from complying with their legal obligations regarding government data.

I have read and understand the FCDC Confidentiality Policy and agree to comply with it fully.

Printed Name _____
 Signature _____
 Date _____
 Role / Title _____
 -
 Term Period _____
 -

9. Version Control

Version	Date	Description	Approved By
1.0	Dec 9 2025	Initial Policy & SOP Creation	Board of Directors

Addendum

ADDITIONAL CLAIMS



CITY OF FRAZEE Payments

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Current Period: October 2025

Payments Batch 10012025LSEC2 \$1,154.76

Refer	0	MERCHANT BANK	Ck# 000379E	10/31/2025	
Cash Payment	E 609-49750-433	Dues and Subscriptions	CC Fees Off Sale		\$577.38
Invoice	OCT25MB	10/31/2025			
Cash Payment	E 609-49751-433	Dues and Subscriptions	CC Fees On Sale		\$577.38
Invoice	OCT25MB	10/31/2025			
Transaction Date	10/31/2025	Liquor Store	10101	Total	\$1,154.76

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$1,154.76
		\$1,154.76

Pre-Written Checks	\$1,154.76
Checks to be Generated by the Computer	\$0.00
Total	\$1,154.76



CITY OF FRAZEE

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Payments

Page 1

Current Period: November 2025

Payments Batch 11012025LSEC2 \$1,141.74

Refer	0	MERCHANT BANK	Ck# 000380E 11/30/2025	
Cash Payment	E 609-49750-433	Dues and Subscriptions	CC Fees - Off Sale	\$570.87
Invoice	NOV25MB	11/30/2025		
Cash Payment	E 609-49751-433	Dues and Subscriptions	CC Fees - On Sale	\$570.87
Invoice	NOV25MB	11/30/2025		
Transaction Date	11/30/2025	Liquor Store	10101	Total \$1,141.74

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$1,141.74
		<u>\$1,141.74</u>

Pre-Written Checks	\$1,141.74
Checks to be Generated by the Computer	\$0.00
Total	\$1,141.74

CITY OF FRAZEE

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Payments

Page 1



Current Period: December 2025

Payments Batch 12012025LSEC2 \$1,663.57

Refer	0	MERCHANT BANK	Ck# 000381E 12/31/2025	
Cash Payment	E 609-49750-433	Dues and Subscriptions	CC Fees - Off Sale	\$831.79
Invoice	DEC25MB	12/31/2025		
Cash Payment	E 609-49751-433	Dues and Subscriptions	CC Fees - On	\$831.78
Invoice	DEC25MB	12/31/2025		
Transaction Date	12/31/2025	Liquor Store	10101	Total \$1,663.57

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$1,663.57
		<u>\$1,663.57</u>

Pre-Written Checks	\$1,663.57
Checks to be Generated by the Computer	\$0.00
Total	\$1,663.57



Payments

Current Period: January 2026

Payments Batch 01012026LSEC2 \$1,150.25

Refer	0	MERCHANT BANK	Ck# 000382E	1/31/2026	
Cash Payment	E 609-49750-433	Dues and Subscriptions	CC Fees - Off Sale		\$575.12
Invoice	JAN26MB			1/31/2026	
Cash Payment	E 609-49751-433	Dues and Subscriptions	CC Fees - On Sale		\$575.13
Invoice	JAN26MB			1/31/2026	
Transaction Date	1/31/2026	Liquor Store	10101	Total	\$1,150.25

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$1,150.25
	\$1,150.25

Pre-Written Checks	\$1,150.25
Checks to be Generated by the Computer	\$0.00
Total	\$1,150.25



CITY OF FRAZEE

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Payments

Current Period: February 2026

Payments Batch 02252026GEN2		\$21,702.38	
Refer	0 FRAZEE-VERGAS FORUM	-	
Cash Payment	E 100-41110-351 Legal Notices Publishing	Legal Ad 1/20/26 & 1/27/26	\$178.64
Invoice	38116	1/31/2026	
Transaction Date	2/24/2026	Main Checking 10100	Total \$178.64
Refer	0 GREATER MINNESOTA PARKS & T	-	
Cash Payment	E 700-46700-331 Travel/Training Expense	CDC - GMPR Leg Action Day	\$36.00
Invoice	231	2/24/2026	
Transaction Date	2/24/2026	Main Checking 10100	Total \$36.00
Refer	0 MN DEPT OF HEALTH	-	
Cash Payment	E 601-49400-433 Dues and Subscriptions	Drink Water Prot Sec - 1/1/2026-3/31/2026	\$1,811.00
Invoice	FEB26MNDH	2/6/2026	
Transaction Date	2/24/2026	Main Checking 10100	Total \$1,811.00
Refer	0 HSABANK	Ck# 000514E 2/10/2023	
Cash Payment	G 100-21707 Health Savings Payable	Health Savings Payable	\$769.20
Invoice	FEB26HSA	2/10/2026	
Cash Payment	G 601-21707 Health Savings Payable	Health Savings Payable	\$96.15
Invoice	FEB26HSA	2/10/2026	
Cash Payment	G 602-21707 Health Savings Payable	Health Savings Payable	\$192.30
Invoice	FEB26HSA	2/10/2026	
Transaction Date	2/10/2026	Main Checking 10100	Total \$1,057.65
Refer	0 HSABANK	Ck# 000515E 2/10/2026	
Cash Payment	G 100-21707 Health Savings Payable	Health Savings Payable	\$358.45
Invoice	FEB26HSAB	2/10/2026	
Cash Payment	G 601-21707 Health Savings Payable	Health Savings Payable	\$107.69
Invoice	FEB26HSAB	2/10/2026	
Cash Payment	G 602-21707 Health Savings Payable	Health Savings Payable	\$100.00
Invoice	FEB26HSAB	2/10/2026	
Transaction Date	2/10/2026	Main Checking 10100	Total \$566.14
Refer	0 UNITED COMMUNITY BANK	Ck# 000516E 2/24/2026	
Cash Payment	E 100-41400-200 Office Supplies (GENER	Gen Dep Books	\$63.98
Invoice	FEB26UCB	2/24/2026	
Transaction Date	2/10/2026	Main Checking 10100	Total \$63.98
Refer	0 ARVIG ENTERPRISES INC	-	
Cash Payment	E 100-41400-321 Telephone	Telephone - Clerk	\$233.27
Invoice	FEB26ARVG	2/6/2026	
Cash Payment	E 202-45000-321 Telephone	Telephone - Wannigan	\$86.45
Invoice	FEB26ARVG	2/6/2026	
Cash Payment	E 700-46700-321 Telephone	Telephone - CDC	\$9.93
Invoice	FEB26ARVG	2/6/2026	
Cash Payment	E 100-42110-321 Telephone	Telephone - PD	\$182.84
Invoice	FEB26ARVG	2/6/2026	
Cash Payment	E 201-42300-321 Telephone	Telephone - Rescue	\$4.98
Invoice	FEB26ARVG	2/6/2026	
Cash Payment	E 100-45200-321 Telephone	Telephone - TLB	\$155.95
Invoice	FEB26ARVG	2/6/2026	



Payments

Current Period: February 2026

Cash Payment	E 601-49400-321 Telephone	Telephone - Water		\$90.95
Invoice	FEB26ARVG 2/6/2026			
Cash Payment	E 100-43100-321 Telephone	Telephone - Street		\$204.10
Invoice	FEB26ARVG 2/6/2026			
Transaction Date	2/10/2026	Main Checking	10100	Total \$988.47
Refer	0 MN CHILD SUPPORT			
Cash Payment	G 100-21712 Garishment Payable	Remt ID 0014815090 - PP 2026-03		\$15.22
Invoice	FEB26MNCS 2/28/2026			
Cash Payment	G 100-21712 Garishment Payable	Remt ID 0014815090 - PP 2026-04		\$15.22
Invoice	FEB26MNCS 2/28/2026			
Transaction Date	2/10/2026	Main Checking	10100	Total \$30.44
Refer	0 MET LIFE INSURANCE COMPANY			
Cash Payment	G 100-21706 Insurance Payable	Insurance Payable		\$354.67
Invoice	MAR26ML 2/17/2026			
Cash Payment	G 601-21706 Insurance Payable	Insurance Payable		\$33.19
Invoice	MAR26ML 2/17/2026			
Cash Payment	G 602-21706 Insurance Payable	Insurance Payable		\$68.04
Invoice	MAR26ML 2/17/2026			
Transaction Date	2/10/2026	Main Checking	10100	Total \$455.90
Refer	0 L&M FLEET SUPPLY			
Cash Payment	E 602-49450-240 Small Tools and Minor E	Sinking Stock Tank Delcer		\$39.99
Invoice	DET-05-10061740 2/17/2026			
Transaction Date	2/10/2026	Main Checking	10100	Total \$39.99
Refer	0 MN PERA	Ck# 000517E 2/23/2026		
Cash Payment	G 100-21704 PERA	Gen - PERA		\$3,227.09
Invoice	2/23/2026			
Cash Payment	G 200-21704 PERA	Fire - PERA		\$7.22
Invoice	2/23/2026			
Cash Payment	G 601-21704 PERA	Water - PERA		\$376.02
Invoice	2/23/2026			
Cash Payment	G 602-21704 PERA	Sewer - PERA		\$504.41
Invoice	2/23/2026			
Cash Payment	G 656-21704 PERA	EDA - PERA		\$14.43
Invoice	2/23/2026			
Cash Payment	G 700-21704 PERA	COM DEV - PERA		\$296.46
Invoice	2/23/2026			
Transaction Date	2/23/2026	Main Checking	10100	Total \$4,425.63
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000518E 2/23/2026		
Cash Payment	G 100-21702 State Withholding	Gen St Withholding - Gen PP#4		\$760.34
Invoice				
Cash Payment	G 601-21702 State Withholding	Water St Withholding - Gen PP#4		\$131.18
Invoice				
Cash Payment	G 602-21702 State Withholding	Sewer St Withholding - Gen PP#4		\$132.69
Invoice				
Cash Payment	G 700-21702 State Withholding	EDA St Withholding - Gen PP#4		\$89.91
Invoice				
Transaction Date	2/23/2026	Main Checking	10100	Total \$1,114.12



Payments

Current Period: February 2026

<u>Refer</u> <u>0 IRS</u>		<u>Ck# 000519E 2/23/2026</u>		
Cash Payment	G 100-21701 Federal Withholding Invoice	Fed Withholding - Gen PP#4		\$1,053.67
Cash Payment	G 100-21703 FICA Tax Withholding Invoice	FICA - Gen PP#4		\$1,571.54
Cash Payment	G 200-21701 Federal Withholding Invoice	Fed Withholding - Fire PP#4		\$7.19
Cash Payment	G 200-21703 FICA Tax Withholding Invoice	FICA - Fire PP#4		\$7.90
Cash Payment	G 601-21701 Federal Withholding Invoice	Fed Withholding - Water PP#4		\$202.13
Cash Payment	G 601-21703 FICA Tax Withholding Invoice	FICA - Water PP#4		\$391.34
Cash Payment	G 602-21701 Federal Withholding Invoice	Fed Withholding - Sewer PP#4		\$280.23
Cash Payment	G 602-21703 FICA Tax Withholding Invoice	FICA - Sewer PP#4		\$479.44
Cash Payment	G 656-21701 Federal Withholding Invoice	Federal Withholding - EDA PP#4		\$14.42
Cash Payment	G 656-21703 FICA Tax Withholding Invoice	FICA - EDA PP#4		\$15.76
Cash Payment	G 700-21701 Federal Withholding Invoice	Federal Withholding - COMDEV PP#4		\$153.75
Cash Payment	G 700-21703 FICA Tax Withholding Invoice	FICA - COM DEV PP#4		\$324.00
Transaction Date	2/23/2026	Main Checking	10100	Total \$4,501.37
<u>Refer</u> <u>0 MN DEPT OF REVENUE - ST</u>		<u>Ck# 000520E 2/20/2026</u>		
Cash Payment	G 100-20801 Taxes - Sales & Use Taxes Invoice	Taxes - Sales & Use Taxes - Garbage		\$1,411.00
Cash Payment	G 601-20801 Taxes - Sales & Use Taxes Invoice	Taxes - Sales & Use Taxes - Water		\$226.00
Transaction Date	2/20/2026	Main Checking	10100	Total \$1,637.00
<u>Refer</u> <u>0 AFLAC</u>				
Cash Payment	G 100-21709 Aflac/Colonial Life Invoice 910259 2/11/2026	Aflac/Colonial Life		\$257.46
Transaction Date	2/25/2026	Main Checking	10100	Total \$257.46
<u>Refer</u> <u>0 TASC LLC</u>		<u>Ck# 000521E 2/23/2026</u>		
Cash Payment	E 100-41400-433 Dues and Subscriptions Invoice	Dues and Subscriptions		\$29.16
Transaction Date	2/23/2026	Main Checking	10100	Total \$29.16
<u>Refer</u> <u>0 TASC LLC</u>		<u>Ck# 000522E 2/23/2026</u>		
Cash Payment	E 100-41400-433 Dues and Subscriptions Invoice	Dues and Subscriptions		\$41.19
Transaction Date	2/23/2026	Main Checking	10100	Total \$41.19
<u>Refer</u> <u>0 QUALITY EQUIPMENT</u>				
Cash Payment	E 100-43100-240 Small Tools and Minor E Invoice W00302 2/11/2026	Sand/Salt Spreader		\$4,425.00



Payments

Current Period: February 2026

Transaction Date	2/25/2026	Main Checking	10100	Total	\$4,425.00
Refer	0 COLONIAL LIFE & ACCIDENT INS C				
Cash Payment	G 601-21709 Aflac/Colonial Life	Colonial Life			\$63.24
Invoice	FEB26CLI	2/25/2026			
Transaction Date	2/25/2026	Main Checking	10100	Total	\$63.24

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$15,307.99
200 FIRE FUND	\$22.31
201 RESCUE FUND	\$4.98
202 WANNIGAN REGIONAL PARK	\$86.45
601 WATER FUND	\$3,528.89
602 SEWER FUND	\$1,797.10
656 EDA - East Main Retail	\$44.61
700 Community Development	\$910.05
	<u>\$21,702.38</u>

Pre-Written Checks	\$13,436.24
Checks to be Generated by the Computer	\$8,266.14
Total	<u>\$21,702.38</u>



Payments

Current Period: February 2026

Payments Batch 02252026LSEC2		\$20,514.87	
Refer	0 HSABANK	Ck# 000374E 2/10/2026	
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable	\$192.30
Invoice	FEB26HSAL 2/10/2026		
Transaction Date	2/10/2026	Liquor Store 10101	Total \$192.30
Refer	0 HSABANK	Ck# 000373E 2/10/2026	
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable	\$50.00
Invoice	FEB26LB 2/10/2026		
Transaction Date	2/10/2026	Liquor Store 10101	Total \$50.00
Refer	0 ARVIG ENTERPRISES INC	-	
Cash Payment	E 609-49750-321 Telephone	Telephone - Off Sale	\$60.98
Invoice	FEB26ARVGB 2/6/2026		
Cash Payment	E 609-49751-321 Telephone	Telephone - On Sale	\$60.98
Invoice	FEB26ARVGB 2/6/2026		
Cash Payment	E 610-49752-321 Telephone	Telephone - EC	\$48.36
Invoice	FEB26ARVGB 2/6/2026		
Transaction Date	2/10/2026	Liquor Store 10101	Total \$170.32
Refer	0 ND CHILD SUPPORT	-	
Cash Payment	G 609-21712 Garishment Payable	Rent ID 102107 - PP 2026-03	\$191.64
Invoice	FEB26NDCS 2/28/2026		
Cash Payment	G 609-21712 Garishment Payable	Rent ID 102107 - PP 2026-04	\$191.64
Invoice	FEB26NDCS 2/28/2026		
Transaction Date	2/10/2026	Liquor Store 10101	Total \$383.28
Refer	0 MET LIFE INSURANCE COMPANY	-	
Cash Payment	G 609-21706 Insurance Payable	Insurance Payable	\$33.19
Invoice	MAR26MLB 2/17/2026		
Transaction Date	2/10/2026	Liquor Store 10101	Total \$33.19
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000375E 2/23/2026	
Cash Payment	G 609-21702 State Withholding	State Withholding - LS PP#4	\$157.15
Invoice			
Transaction Date	2/23/2026	Liquor Store 10101	Total \$157.15
Refer	0 MN DEPT OF REVENUE - ST	Ck# 000376E 2/20/2026	
Cash Payment	G 609-20801 Taxes - Sales & Use Taxes	Sales & Use Tax - Off Sale	\$3,372.00
Invoice			
Cash Payment	G 609-20801 Taxes - Sales & Use Taxes	Sales & Use Tax - On Sale	\$2,459.00
Invoice			
Cash Payment	E 610-49752-126 Sales Tax Expense	Sales & Use Tax - EC Beer	\$20.00
Invoice			
Cash Payment	E 610-49752-126 Sales Tax Expense	Sales & Use Tax - EC Liquor	\$8.00
Invoice			
Cash Payment	E 610-49752-126 Sales Tax Expense	Sales & Use Tax - EC Misc	\$1.00
Invoice			
Cash Payment	E 610-49752-266 Misc for Resale	Sales & Use Tax - Rent Rev	\$28.00
Invoice			
Transaction Date	2/20/2026	Liquor Store 10101	Total \$5,888.00
Refer	0 BREAKTHRU BEVERAGE	-	



Payments

Current Period: February 2026

Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$423.87
Invoice	125693406	2/18/2026			
Transaction Date	2/20/2026		Liquor Store	10101	Total \$423.87
Refer	0 MATT BACHMANN				
Cash Payment	E 609-49751-314	Cont/Pro Serv - Entertai	Karaoke - 2/27/2026		\$200.00
Invoice	FEB26MBC	2/27/2026			
Transaction Date	2/20/2026		Liquor Store	10101	Total \$200.00
Refer	0 MATT BACHMANN				
Cash Payment	E 609-49751-314	Cont/Pro Serv - Entertai	Karaoke - 3/6/2026		\$200.00
Invoice	MAR26MB	2/24/2026			
Transaction Date	2/20/2026		Liquor Store	10101	Total \$200.00
Refer	0 UNITED COMMUNITY BANK		Ck# 000377E 2/24/2026		
Cash Payment	E 609-49750-200	Office Supplies (GENER	Liquor Store Dep Books		\$21.32
Invoice					
Cash Payment	E 609-49751-200	Office Supplies (GENER	Liquor Store Dep Books		\$21.33
Invoice					
Cash Payment	E 610-49752-200	Office Supplies (GENER	Liquor Store Dep Books		\$21.33
Invoice					
Transaction Date	2/24/2026		Liquor Store	10101	Total \$63.98
Refer	0 SYSCO NORTH DAKOTA, INC				
Cash Payment	E 609-49751-259	Food for Resale	Food for Resale		\$590.15
Invoice	395110573	2/17/2026			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Operating Supplies (GENERAL)		\$151.80
Invoice	395110573	2/17/2026			
Cash Payment	E 609-49751-440	Fuel/Delivery Surcharge	Fuel/Delivery Surcharge Fees		\$6.50
Invoice	395110573	2/17/2026			
Cash Payment	E 609-49751-259	Food for Resale	Food for Resale - CREDIT		-\$40.80
Invoice					
Transaction Date	2/24/2026		Liquor Store	10101	Total \$707.65
Refer	0 JOHNSON BROTHERS LIQUOR CO				
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Fuel/Delivery Surcharge Fees		\$8.14
Invoice	2991837	2/17/2026			
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale		\$100.00
Invoice	2991837	2/17/2026			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$297.00
Invoice	2991837	2/17/2026			
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale		\$44.00
Invoice	2996233	2/24/2026			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Res	Soft Drinks/Mix For Resale		\$56.00
Invoice	2996233	2/24/2026			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$700.60
Invoice	2996233	2/24/2026			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Fuel/Delivery Surcharge Fees		\$14.00
Invoice	2996233	2/24/2026			
Cash Payment	E 610-49752-251	Liquor For Resale	Liquor For Resale		\$146.00
Invoice	2996234	2/24/2026			
Transaction Date	2/24/2026		Liquor Store	10101	Total \$1,365.74



Payments

Current Period: February 2026

Refer	0 BERGSETH BROS	-			
Cash Payment	E 610-49752-252 Beer For Resale	Beer For Resale			\$80.10
Invoice	500846	2/12/2026			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale			\$23.50
Invoice	500859	2/12/2026			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale			\$571.50
Invoice	502285	2/19/2026			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale - CREDIT			-\$46.00
Invoice	502284	2/19/2026			
Transaction Date	2/24/2026	Liquor Store	10101	Total	\$629.10
Refer	0 BEVERAGE WHOLESALERS, INC	-			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale			\$2,575.75
Invoice	422740	2/19/2026			
Cash Payment	E 610-49752-252 Beer For Resale	Beer For Resale			\$46.70
Invoice	421786	2/5/2026			
Transaction Date	2/24/2026	Liquor Store	10101	Total	\$2,622.45
Refer	0 VESTIS	-			
Cash Payment	E 610-49752-211 Cleaning Supplies	Cleaning Supplies			\$170.07
Invoice	2520729202	2/12/2026			
Transaction Date	2/24/2026	Liquor Store	10101	Total	\$170.07
Refer	0 PHILLIPS WINE & SPIRITS	-			
Cash Payment	E 609-49750-440 Fuel/Delivery Surcharge	Fuel/Delivery Surcharge Fees			\$814.00
Invoice	5127890	2/17/2026			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor For Resale			\$351.60
Invoice	5127890	2/17/2026			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor For Resale			\$1,184.71
Invoice	5131300	2/24/2026			
Cash Payment	E 610-49752-251 Liquor For Resale	Liquor For Resale			\$302.00
Invoice	5131300	2/24/2026			
Cash Payment	E 609-49750-440 Fuel/Delivery Surcharge	Fuel/Delivery Surcharge Fees			\$16.00
Invoice	5131300	2/24/2026			
Transaction Date	2/24/2026	Liquor Store	10101	Total	\$2,668.31
Refer	0 D-S BEVERAGES, INC	-			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale - CREDIT			-\$2,849.18
Invoice	1782-00880	2/19/2026			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale			\$4,418.80
Invoice	947544	2/19/2026			
Cash Payment	E 610-49752-252 Beer For Resale	Beer For Resale			\$149.10
Invoice	945858	2/11/2026			
Transaction Date	2/24/2026	Liquor Store	10101	Total	\$1,718.72
Refer	0 DACOTAH PAPER CO	-			
Cash Payment	E 609-49751-210 Operating Supplies (GE	Operating Supplies (GENERAL)			\$28.34
Invoice	2051	2/23/2026			
Cash Payment	E 609-49750-210 Operating Supplies (GE	Operating Supplies (GENERAL)			\$64.57
Invoice	2051	2/23/2026			
Transaction Date	2/24/2026	Liquor Store	10101	Total	\$92.91
Refer	0 IRS	-			
		Ck# 000378E 2/23/2026			



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Current Period: February 2026

Cash Payment Invoice	G 609-21701	Federal Withholding	Fed Withholding - LS PP#4	\$188.08
Cash Payment Invoice	G 609-21703	FICA Tax Withholding	FICA - LS PP#4	\$786.06
Cash Payment Invoice	G 610-21703	FICA Tax Withholding	Fica - EC PP#4	\$52.32
Transaction Date	2/23/2026	Liquor Store	10101	Total \$1,026.46
Refer	0 MN PERA			-
Cash Payment Invoice	G 609-21704	PERA	PERA - LS	\$769.50
Cash Payment Invoice	G 610-21704	PERA	PERA - EC	\$47.88
Transaction Date	2/23/2026	Liquor Store	10101	Total \$817.38
Refer	0 BELLBOY CORPORATION			-
Cash Payment Invoice	E 609-49750-256	THC/CBD For Resale	THC/CBD For Resale	\$190.25
Invoice	0300710700	2/12/2026		
Cash Payment Invoice	E 609-49751-251	Liquor For Resale	Liquor For Resale	\$56.40
Invoice	0210488600	2/12/2026		
Cash Payment Invoice	E 609-49750-251	Liquor For Resale	Liquor For Resale	\$679.46
Invoice	0210488600	2/12/2026		
Cash Payment Invoice	E 609-49750-440	Fuel/Delivery Surcharge	Fuel/Delivery Surcharge Fees	\$9.88
Invoice	0210488600	2/12/2026		
Transaction Date	2/25/2026	Liquor Store	10101	Total \$935.99

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$19,396.01
610 EVENT CENTER FUND	\$1,118.86
	<u>\$20,514.87</u>

Pre-Written Checks	\$7,375.89
Checks to be Generated by the Computer	\$13,138.98
Total	\$20,514.87

Addendum

RESOLUTION 0225-2026A – APPLICATION TO GMRPTC FOR WANNIGAN REGIONAL PARK ARCHAEOLOGICAL GRANT



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

Waters Trails Shops Parks

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

RESOLUTION No. 0225-2026A RESOLUTION APPROVING APPLICATION TO THE GREATER MINNESOTA LEGACY GRANT FOR THE WANNIGAN REGIONAL PARK TRAILS PROJECT

Resolution approving a Greater Minnesota Legacy Grant application to the Greater Minnesota Regional Parks and Trails Commission and Minnesota Department of Natural Resources for the Wannigan Regional Park Phase I Archaeological Survey project.

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

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

WHEREAS, the proposed project supports a regionally substantial component of the Wannigan Regional Park Master Plan:

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

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

BE IT FURTHER RESOLVED, that the Applicant has or will acquire a fee interest ownership or permanent easement over the land described in the Application for regional parks and regional special feature parks as applicable. The applicant has or will acquire a fee interest, permanent or perpetual easement or minimum twenty-five (25) year lease over the land described in the Application for regional trails or regional special feature parks, as applicable and approved, before the project proceeds.

BE IT FURTHER RESOLVED, that the Applicant agrees that it will comply with all applicable laws, regulations and requirements as stated in the Grant Agreement with the DNR, including dedicating the park property for uses consistent with the grant agreement into perpetuity or for trails, committing to maintain the trails for a period of not less than twenty-five (25) years, and dedicating all land acquired under the project for uses consistent with the grant agreement into perpetuity.

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

THEREFORE, BE IT RESOLVED THAT the City of Frazee hereby approves the application to the Greater Minnesota Regional Parks and Trails Commission and the Minnesota Department of Natural Resources for the Wannigan Regional park Phase I Archaeological Survey Project.

THEREFORE, BE IT KNOWN: Adoption of this resolution this 25th day of February, 2026, by the City Council of Frazee. With the following voting:

	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mike Sharp
Mayor

Stephanie Poegel
City Administrator

Minnesota Department of Administration Office of Grants Management

Operating Policy and Procedure

Issue Date: 7/15/08

Revised: 06/18/12, 8/1/20: Effective date 1/1/2021

Technical Revision 1/1/22 *Effective date 1/1/2022

Policy Number: 08-01

Conflict of Interest Policy for State Grant-Making

This policy assumes adherence to the Code of Ethics for Employees in the Executive Branch ([Minn. Stat. §43A.38](#)), as well as to the following statutes:

[Minn. Stat. §10A.07](#) - Conflicts of Interest

[Minn. Stat. §15.43](#) - Acceptance of Advantage by State Employee; Penalty

[Minn. Stat. §16C.04](#) - Ethical Practices and Conflict of Interest

[Minn. Stat. §471.87](#)- Public Officers, Interest in Contract; Penalty

[Minn. Stat. §16B.97](#)- Grants Management

[Minn. Stat. §16B.98](#) – Grants Management Process

Policy

Minn. Stat. §16B.97 Subd. 4(a)(1) provides that the Commissioner of Administration shall “create general grants management policies and procedures that are applicable to all executive agencies.”

Minnesota state agencies, executive branch boards, committees, authorities, task forces, and councils must work to deliberately avoid actual and potential conflicts of interest related to grant-making and grant administration at both the individual and organizational levels. When a conflict of interest concerning state grant-making exists, transparency shall be the guiding principle in addressing it.

Every grant reviewer for competitive grants processes shall be responsible for identifying where an actual or potential conflict of interest exists and for informing appropriate parties. All grant reviewers involved in the review of competitive grant applications must complete and sign a conflict of interest disclosure form for each competitive grant review in which they participate.

State agencies and employees must take steps to avoid, minimize or otherwise reduce the impacts of actual or potential conflicts of interest.

Scope of Coverage

This policy applies to the following processes:

- **Competitive grant-making** at all executive branch agencies, boards, committees, councils, authorities, and task forces which includes:
 - Developing grant request for proposals for competitive grant processes

- Reviewing and evaluating competitive grant proposal responses
- **Grant administration** at all executive branch agencies which includes:
 - Awarding a grant, drafting, entering in to, amending or revising grant agreements, conducting grant monitoring, evaluating grant performance, and authorizing payments

This policy applies to all executive branch agencies, boards, committees, councils, authorities, and task forces involved with external grant administration.

Executive branch agencies, boards, committees, councils, authorities, and task forces can choose to expand the scope of coverage based on their grant-making and grant administration processes.

This policy supersedes other state agency policies that concern conflicts of interest relating to outgoing grants except when the existing state agency policy, law, administrative rule, or other authority is stricter. Executive branch agencies should reference [HR/LR Policy #1445 Code of Ethical Conduct](#) to understand and implement the requirements for executive branch employees (state employees).

Current state grantees are expected to follow their own documented conflict of interest policy and procedures.

Grant programs that seek an exception to this policy must complete a Grants Policy Exception Request and submit it to the Office of Grants Management for the approval of the Commissioner of Administration.

Minimum Requirements

1. Competitive Grant Making

A. Developing Requests for Proposal

- State employees involved with developing requests for proposals for competitive grant processes should reference and follow [HR/LR Policy #1445 Code of Ethical Conduct](#), and their agency's established policies and procedures for code of conduct, code of ethics, or grant conflict of interest.
- Appointed members serving on an executive branch board, committee, authority, task force, and council members involved with developing requests for proposals for competitive grant processes must follow their established policy, procedure, or by-laws established for code of conduct, code of ethics, financial disclosures, or grant conflict of interest, including OGM Policy 08-01.
- The grant-making entity must maintain the documentation.
 - For financial disclosures for public officials per [Chapter 10A](#), the grant-making entity must document they've reviewed the disclosures.

B. Competitive Grant Review

- All grant reviewers must complete and sign a conflict of interest disclosure form for each competitive grant review in which they participate.
 - Grant reviewers who are state employees should reference and follow [HR/LR Policy #1445 Code of Ethical Conduct](#)
 - Public officials must use the Grant Conflict of Interest disclosure form. The [Minn. Stat. §10A.09](#) economic disclosure form cannot be used as a substitute.

- Please reference definition of grant reviewer on page 3.
- The grant-making entity must maintain the documentation.

2. Grant Administration

- All state employees directly or indirectly involved in grant administration (as defined in scope of coverage) must follow their state agency policy and procedures established for code of conduct, code of ethics, or grant conflict of interest, including [HR/LR Policy #1445 Code of Ethical Conduct](#) and OGM Policy 08-01.
- The state agency must maintain the documentation.

Definitions:

Grant:

A grant is the transfer of cash or something of value to a recipient to support a public purpose authorized by law.

Grant Reviewer:

A grant reviewer is a person that evaluates competitive grant proposals. Grant reviewers include state employees, appointed members serving on an executive branch board, committee, authority, task force, and council and community members.

Conflict of Interest:

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

- Actual Conflict of Interest:
An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.
- Potential Conflict of Interest:
A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Immediate Family member:

A spouse, domestic partner, parent, sibling, child, in-law, or other relative living in the home.

Individual Conflict of Interest:

A conflict of interest that may benefit an individual employee or a grant reviewer is any situation in which their judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to an immediate family member, business, or organization with which they are involved.

An individual conflict of interest occurs when any of the following conditions are present:

- a) A state employee or a grant reviewer uses their status or position to obtain special advantage, benefit, or access to the grantee or grant applicant's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.

- b) A state employee or a grant reviewer receives or accepts money or anything else of value from a state grantee or grant applicant or has equity or a financial interest in or partial or whole ownership of an applicant organization.
- c) A state employee or a grant reviewer is an employee or board member of a grant applicant or grantee or is an immediate family member of an owner, employee or board member of the grantee or grant applicant.

Instances in which:

- The state employee or grant reviewer works in a volunteer capacity for a grant applicant or grantee organization
- The state employee represents the state agency on a stakeholder board

should be evaluated on a case-by-case basis.

Volunteer status has the potential to but does not necessarily create a conflict of interest, depending on the nature of the relationship between the two parties.

Procedures to Avoid, Address, and Resolve Individual Conflicts of Interest:

1. All grant reviewers must complete and sign a conflict of interest disclosure form for each competitive grant review in which they participate. On the conflict of interest disclosure form, each grant reviewer must identify any grant applicant with which they have an actual or potential conflict of interest. The grant reviewer may choose to provide the context for the actual or potential conflict of interest; however, this is not required.
2. Grant reviewers who are state employees must act immediately upon disclosing or being notified that a conflict of interest exists in the competitive grant review process. Upon identification, such matters are referred to appropriate agency or grant program personnel (the employee's immediate supervisor, RFP contact person, or grant program manager) for additional discussion to identify and reduce any potential conflicts. If the conflict involves the state employee's immediate supervisor, grant program manager, or RFP contact person, the state employee or grant reviewer should instead contact the agency's ethics officer or a manager, director, assistant/deputy commissioner, or agency head.
3. Grant reviewers who are community members that identify a conflict of interest must follow the steps the executive branch agency has in place to address and resolve the conflict of interest.
4. Grant reviewers that are not state employees and involved in the competitive grant review process as a function of their appointment/membership to an executive branch board, committee, authority, task force, and council should choose one of these options for disclosing, reviewing, and discussing the nature of the conflict:
 - Refer and discuss with an appropriate state agency or executive branch program personnel.
 - Follow their approved board, committee, authority, task force, or council's by-laws. Public officials must use this policy's definitions for decision-making on disclosure for competitive grant review.
5. If it is determined that an actual or potential conflict of interest exists, as defined by this policy or other relevant law, appropriate steps must be taken to avoid, address or resolve the conflict. These steps may include:
 - Reassigning the duties associated with that particular applicant, grant or grantee to another employee or grant reviewer
 - Requiring the state employee or grant reviewer to remove themselves from the discussion or

decision about an applicant(s) that is affected by the conflict and avoid discussing the applicant and/or applications from organizations with which the reviewer has disclosed a conflict of interest with other reviewers

- At a minimum, all state employees who are involved in the competitive grant review process must be made aware that an actual or potential conflict has been disclosed and evaluated, even if it is not serious enough to remove or reassign the employee or grant reviewer.
6. Any disclosed conflicts and their resolution should be noted in meeting minutes, documents, or records that the state agency and executive branch board, committee, authority, task force, and council maintains as a regular part of its grants process.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

Particular attention should be paid to any proposed grant contract agreement requirements that provide for the rendering of planning, consultation, evaluation, or similar activities that may inform decisions on future grant awards.

Procedures to Avoid Organizational Conflicts of Interest:

1. Conflicts of interest should be prevented as early in the competitive grants process as possible. This includes writing requests for proposals in a manner that avoids conflicts and creates a level playing field for all grant applicants. Agencies may also consider including questions as part of the Request for Proposal (RFP) process to identify how potential grant applicants manage conflicts of interest, which may include information such as the applicant's conflict of interest policies or procedures.
2. If an organizational conflict of interest is in question, disclosed or discovered agency staff must immediately notify the agency's ethics officer or a supervisor, manager, director, assistant/deputy commissioner or commissioner.
3. In cases where an organizational conflict of interest is in question, disclosed or discovered, the grantee or grant applicant should be notified by the state agency regarding the actual or potential conflict and allowed a reasonable opportunity to respond. Based on a review of the response and other relevant facts, one of the following actions may be pursued:
 - The potential grantee is disqualified from eligibility for the grant award
 - A current grantee's grant contract agreement or notice of grant award is amended or terminated
 - The grantee is disqualified from subsequent state grant awards if it is determined that it improperly failed to disclose a known organizational conflict of interest or misrepresented information regarding such a conflict

- The responsibility for the grant or grant program is reassigned to a different state employee
- Actions should be taken to reduce or neutralize actual or potential organizational conflicts of interest. This may include: revising the grantee's duties so that the conflict is reduced; allowing the grantee to propose the exclusion of task areas that create a conflict, if appropriate; asking the grantee to submit an organizational conflict of interest avoidance or mitigation plan; or making all information available to all grantees and/or potential grantees in order to eliminate favoritism toward any one grantee

Addendum

REQUEST FOR ADJUSTMENTS - HENDRICKS



P.O. Box 307, 222 Main Ave. W., Frazee, MN 56544

Waters Trails Shops Parks

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

REQUEST FOR ADJUSTMENTS

Per Adjustments to Utility Bills Version 1: Approved 02-12-2025

Date: 02/25/2026

Name of the Account Holder: TARA HENDRICKS

Service Address: 111 OAK AVE, FRAZEE MN 56544

Contact Information: TARA HENDRICKS

Reason for Adjustment:

PAYMENT APPLIED TO RENTAL ACCOUNT - NEEDS TO MOVE TO RESIDENTIAL ACCT

City Staff Member: CATREENA MAHONEY

Notes from Staff Member:

ACCOUNT NAMING CONVENTION ADJUSTED TO IDENTIFY EACH ACCOUNT AS A RENTAL

V. RESIDENTIAL PROPERTY OWNER ADDRESS TO ENSURE PROPER

IDENTIFYING IN THE FUTURE

Amount to be Adjusted per City Administrator: \$140

Approved By: _____

Date Approved: _____

Addendum

REQUEST FOR ADJUSTMENTS – WATSON



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

REQUEST FOR ADJUSTMENTS

Per Adjustments to Utility Bills Version 1: Approved 02-12-2025

Date: 02/25/2026

Name of the Account Holder: TOM & KAROLYN WATSON

Service Address: 406 WALNUT AVE, FRAZEE MN 56544

Contact Information: TOM WATSON

Reason for Adjustment:

REMOVE MDH WATER CONNECT FEES AS THEY DO NOT APPLY TO THE ACCOUNT

City Staff Member: CATREENA MAHONEY

Notes from Staff Member:

COUNCIL DETERMINED WATER CONNECT FEE DOES NOT APPLY TO THIS SERVICE

ADDRESS AT A PREVIOUS COUNCIL MEETING

Amount to be Adjusted per City Administrator: \$4.86

Approved By: _____

Date Approved: _____

Addendum

REQUEST FOR ADJUSTMENTS – 2 BELOW TRADING COMPANY LLC



P.O. Box 307, 222 Main Ave. W., Frazee, MN 56544

Waters Trails Shops Parks

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

REQUEST FOR ADJUSTMENTS

Per Adjustments to Utility Bills Version 1: Approved 02-12-2025

Date: 02/25/2026

Name of the Account Holder: 2 BELOW TRADING COMPANY LLC

Service Address: 404 WALNUT AVE, FRAZEE MN 56544

Contact Information: DALE FETT

Reason for Adjustment:

REMOVE MDH WATER CONNECT FEES AS THEY DO NOT APPLY TO THE ACCOUNT

City Staff Member: CATREENA MAHONEY

Notes from Staff Member:

COUNCIL DETERMINED WATER CONNECT FEE DOES NOT APPLY TO THIS SERVICE

ADDRESS AT A PREVIOUS COUNCIL MEETING

Amount to be Adjusted per City Administrator: \$4.86

Approved By: _____

Date Approved: _____