



## **CITY COUNCIL MEETING AGENDA**

April 8,, 2026 ~ 5:00 p.m. ~ Frazee Event Center

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

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. **Open Forum** - The City of Frazee welcomes you to this meeting. We have the desire to provide an opportunity to hear from members of the public. This portion of the agenda will be limited to a total of not more than 30 minutes, unless otherwise determined by the council. Individual speakers are asked to limit their comments to not more than 10 minutes, unless otherwise determined by the council. The council requests that all comments be in keeping with, and contribute to, an atmosphere of civil, courteous, thoughtful, and respectful public discourse. The council will not respond to comments at the time of the guest's spot on the agenda; however, if the council feels there needs to be a discussion, comments, or a decision it will be taken up at the New Business part of the agenda with the possibility of future council agenda items. Thank you for attending.
6. **Consent Agenda**
  - a. Meeting Minutes – [March 25, 2026](#)
  - b. [Journal Entries](#)
  - c. [Approval of Claims](#)
7. **Committee & Liaison Reports**
  - a. Parks & Recreation Committee – [March 25, 2026](#)
  - b. Wannigan Regional Park Committee - None
  - c. Planning & Zoning – [March 24, 2026](#)
  - d. Personnel Committee – [March 16, 2026](#)
  - e. Finance Committee – [March 9, 2026](#)
  - f. Economic Development Authority – [March 24, 2026](#)
  - g. Frazee School District Liaison
  - h. Frazee Area Action Fund Liaison
  - i. Frazee-Burlington-Silver Leaf Joint Powers Board Liaison
  - j. Lake Agassiz Regional Library Liaison
8. Staff Reports

- a. [Fire Department](#)
- b. [Rescue](#)
- c. [Event Center](#)
- d. [Liquor Store](#)
- e. [Police Department](#)
- f. [Public Works](#)
- g. [Administration](#)

9. Old Business

10. New Business

- a. [Utility Bill Adjustment Requests](#)
- b. Becker County Bike Rack Grant Application Approval

11. Council Member Comments

12. Addendum

- a. [Approval of Additional Claims](#)
- b. [Resolution 0408-2026A – Resolution Approving Plans and Specifications and Ordering Advertisement of Bids – 2026 UTILITY INFRASTRUCTURE IMPROVEMENTS](#)

13. Adjournment

# Consent Agenda

MINUTES – MARCH 24, 2026

1. Call the Meeting to Order

- a. Mayor Mike Sharp called the March 25, 2026 Frazee City Council meeting to order at 5:00 pm at the Frazee Event Center.

2. Roll Call

- a. Members Present: Andrew Daggett, Mike Sharp, Jim Rader, and Andrea Froeber  
Members Absent: Mark Kemper Staff: Catreena Mahoney, Tina Hansmeier, Matt Johnson Contracted Services: Jillian Reiner - Widseth (Online) Guests: Bob Williams, Patrick Hollister - PartnerSHIP 4 Health (Online)

3. Pledge of Allegiance

- a. The Pledge of Allegiance was recited.

4. Approve Agenda

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

5. Open Forum

- a. Patrick Hollister – PartnerSHIP 4 Health
  - i. Patrick Hollister from PartnerSHIP 4 Health joined the meeting online to invite the council to an upcoming event. He announced a meeting scheduled for Tuesday, April 7th from 4:00 to 6:00 PM at five in-person locations (Fergus Falls, Moorhead, Morris, Staples, and Saint Cloud) as well as online. For more information and to register, participants can visit [mnfoodcouncil.org/jointhecouncil](http://mnfoodcouncil.org/jointhecouncil).
  - ii. Hollister explained that PartnerSHIP 4 Health received a grant from the Minnesota Department of Health to expand their existing food council from 4 counties (Becker, Clay, Otter Tail, and Wilkin) to include 16 counties throughout West Central Minnesota. The meeting will focus on brainstorming ways to strengthen the local food system, including farm-to-school initiatives, farm-to-institution programs, supporting food shelves, and farmers markets.
- b. He noted that attendees at in-person locations would receive free supper, while online participants would not. He encouraged advance registration to ensure proper meal planning. No questions were asked by the council members.

6. Consent Agenda

- a. The consent agenda included meeting minutes from March 10 and 11, 2026; income statements; approval of claims; resolutions accepting donations for both the Frazee Rescue and Fire Departments; liquor store adjustments; and an LG220 application for exempt permit for the Hornet Softball Booster Club.

M/S/CU: Froeber/Daggett to approve the consent agenda.

7. Old Business

- a. No old business was discussed.

8. New Business

- a. Rescue Department SOG Approvals
  - i. Matt Johnson, Rescue President, clarified that the agenda item should read "SOP" (Standard Operating Procedures) rather than "SOG." He presented two standard operating procedures that had been developed over the past year and reviewed by the respective committees: the ride

along program and the dedicated standby procedures. Both SOPs had received committee approval and were being presented for council consideration.

M/S/CU: Daggett/Froeber to approve both SOPs.

- b. Ride Along Program
  - i. This agenda item was included in the SOP approvals discussed above.
- c. Dedicated Standby Emergency Medical Services Contract
  - i. This agenda item was included in the SOP approvals discussed above.
- d. Resignation of MaKayla Herbst – Rescue Department
  - i. Matt Johnson presented MaKayla Herbst's resignation from the Rescue Department, requesting an effective date of February 28th. He explained that this timing would allow Herbst to reapply in September if her schedule improves, as the department has a policy allowing former members to return after six months.
  - ii. Andrea Froeber inquired about whether the department had a leave of absence program. Johnson explained that they do not offer leave of absence because their minimum standards require making six calls within a six-month period. He noted that members who are current can typically miss calls for about five to six months without issue, but Herbst's situation required a resignation to accommodate her schooling and schedule conflicts.

M/S/CU: Rader/Daggett to accept MaKayla Herbst's resignation effective February 28th.

9. Council Member Comments

- a. Andrea Froeber emphasized the importance of supporting the state bonding request for Wannigan Park. She referenced coverage in the local newspaper about the community club's annual meeting and strongly encouraged all council members and community members to submit support requests through the online portal. She stressed the need to contact state representatives supporting SF 41-20 or HF 3290, noting the significant impact a successful bonding bill would have on the community.
- b. Froeber suggested organizing a future event at the Event Center where students could help older residents navigate the online submission process, as some community members have expressed difficulty with the technology. She emphasized that the process takes only about five minutes and urged everyone to encourage their family and friends to submit support requests, with a goal of generating 1,000 requests to demonstrate strong community support.

10. Addendum

- a. Additional Claims
  - i. Tina Hansmeier noted corrections to the additional claims: on page 37, the League of Minnesota Cities amount should be \$6,738.38 instead of \$6,738.30 (an 8-cent difference), and on page 40, the Simple Website Creations charge needed to be moved from the liquor store to the general fund.

M/S/CU: Daggett/Rader to approve the additional claims with the noted corrections.

b. Resolution 0325-2026C – Wannigan Regional Park City Street Designation Resolution

- i. Jillian Reiner from Widseth joined the meeting online to explain this last-minute addition to the agenda. She described changes to the first phase of engineering at Wannigan Park, explaining that the county had allocated \$150,000 in transportation sales tax dollars for park improvements.
- ii. Due to design changes, including the elimination of a planned roundabout entrance and the addition of pickleball courts that affected circulation, the county simplified the park entrance. The county still wanted to use their allocated funds to pay for the access road into the park but needed the city to designate one of the roads as a city street.
- iii. Reiner explained that the resolution would designate the road leading to the main trailhead and parking area (approximately 20 spaces) as a future city street. She emphasized that this was an intention resolution with no immediate rush for platting or other formal processes.

M/S/CU: Froeber/Rader to approve Resolution 0325-2026C.

c. Resolution 0325-2026D – Authorizing the City of Frazee to Apply for Congressionally Directed Spending for the River Drive North Improvements Project

- i. This resolution would authorize City Administrator Stephanie to apply for congressionally directed spending funds for North River Drive improvements, creating a dual funding track for the project.

M/S/CU: Froeber/Rader to approve Resolution 0325-2026D.

d. LG220 – Application for Exempt Permit – Frazee Firefighters Relief Association

M/S/CU: Daggett/Rader to approve the LG220 application for exempt permit for the Frazee Firefighters Relief Association.

11. Adjournment

M/S/CU: Froeber/Daggett to adjourn at 5:15 pm.

Respectfully submitted,

*Stephanie Poegel*

City Administrator

# Consent Agenda

JOURNAL ENTRIES



CITY OF FRAZEE

## Journal Entries

04/01/26 10:14 AM

Page 1

Current Period: December 2025

Batch Name 2025 EOY JE TRANS

Refer	0		Debit	Credit
G 245-10100	Cash - Main Checking	TIF 245 Close Out Transfer	\$0.00	\$102,903.05
G 245-25300	Unreserved Fund Balance	TIF 245 Close Out Transfer	\$102,903.05	\$0.00
G 305-10100	Cash - Main Checking	TIF 245 Close Out Transfer	\$102,903.05	\$0.00
G 305-25300	Unreserved Fund Balance	TIF 245 Close Out Transfer	\$0.00	\$102,903.05
Transaction Date 12/31/2025			<b>Total</b>	<b>\$205,806.10</b>

### Fund Summary

Refer 0		Debit	Credit	Difference
245 TIF 1-3 - RED WILLOW HEIGHT		\$102,903.05	\$102,903.05	In Balance
305 DS BOND #5 (5049, 5048)		\$102,903.05	\$102,903.05	In Balance

For each fund the Debits MUST equal Credits to be In Balance.

# Consent Agenda

APPROVAL OF CLAIMS



CITY OF FRAZEE

## Payments

04/02/26 5:00 PM

Page 1

Current Period: March 2026

Payments Batch 03012026GEN1 \$70.35

Refer	0 TASC LLC	Ck# 000553E 3/26/2026		
Cash Payment	E 100-41400-433 Dues and Subscriptions	TASC Dues/Subscriptions		\$29.16
Invoice	IN3711197	3/26/2026		
Transaction Date	3/26/2026	Main Checking	10100	<b>Total</b> \$29.16
Refer	0 TASC LLC	Ck# 000554E 3/26/2026		
Cash Payment	E 100-41400-433 Dues and Subscriptions	TASC Dues/Subscriptions		\$41.19
Invoice	IN3711561	3/26/2026		
Transaction Date	3/26/2026	Main Checking	10100	<b>Total</b> \$41.19

### Fund Summary

100 GENERAL FUND	10100 Main Checking	\$70.35
		<b>\$70.35</b>

Pre-Written Checks	\$70.35
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$70.35</b>



Payments

Current Period: April 2026

<b>Payments Batch 04082026GEN1</b>		<b>\$39,537.75</b>	
Refer	0 TRAVIS GRAY	-	
Cash Payment	E 200-42200-331 Travel/Training Expense Moorhead Fire School		\$162.40
Invoice	APR26TG 3/25/2026		
Transaction Date	4/8/2026	Main Checking 10100	Total \$162.40
Refer	0 Shawna King	-	
Cash Payment	E 200-42200-331 Travel/Training Expense Moorhead Fire School		\$162.40
Invoice	APR26SK 3/25/2026		
Transaction Date	4/8/2026	Main Checking 10100	Total \$162.40
Refer	0 OTTERTAIL POWER	-	
Cash Payment	E 656-46500-381 Electric Utilities Electric Utilities		\$169.72
Invoice	APR26OTP 3/25/2026		
Cash Payment	E 654-46500-381 Electric Utilities Electric Utilities		\$152.60
Invoice	APR26OTP 3/25/2026		
Cash Payment	E 100-41400-381 Electric Utilities Electric Utilities		\$340.89
Invoice	APR26OTP 3/25/2026		
Cash Payment	E 200-42200-381 Electric Utilities Electric Utilities		\$340.89
Invoice	APR26OTP 3/25/2026		
Cash Payment	E 100-42110-381 Electric Utilities Electric Utilities		\$139.90
Invoice	APR26OTP 3/25/2026		
Cash Payment	E 100-45200-381 Electric Utilities Electric Utilities		\$146.31
Invoice	APR26OTP 3/25/2026		
Cash Payment	E 100-43160-381 Electric Utilities Electric Utilities		\$1,539.54
Invoice	APR26OTP 3/25/2026		
Cash Payment	E 601-49400-381 Electric Utilities Electric Utilities		\$547.01
Invoice	APR26OTP 3/25/2026		
Cash Payment	E 602-49450-381 Electric Utilities Electric Utilities		\$665.75
Invoice	APR26OTP 3/25/2026		
Cash Payment	E 100-43100-381 Electric Utilities Electric Utilities		\$702.06
Invoice	APR26OTP 3/25/2026		
Transaction Date	4/8/2026	Main Checking 10100	Total \$4,644.67
Refer	0 MN ENERGY RESOURCES	Clk# 000550E 4/8/2026	
Cash Payment	E 100-41400-383 Gas Utilities Gas Utilities - Admin		\$324.83
Invoice	APR26MER 3/24/2026		
Cash Payment	E 654-46500-383 Gas Utilities Gas Utilities - Mahube Nldg		\$285.68
Invoice	APR26MER 3/24/2026		
Cash Payment	E 200-42200-383 Gas Utilities Gas Utilities - Fire		\$324.82
Invoice	APR26MER 3/24/2026		
Cash Payment	E 100-43100-383 Gas Utilities Gas Utilities - City Shop		\$293.26
Invoice	APR26MER 3/24/2026		
Cash Payment	E 601-49400-383 Gas Utilities Gas Utilities - Pump WTP		\$194.79
Invoice	APR26MER 3/24/2026		
Cash Payment	E 421-46500-383 Gas Utilities Gas Utilities - EDA Ste D		\$93.54
Invoice	APR26MER 3/24/2026		
Transaction Date	4/8/2026	Main Checking 10100	Total \$1,516.92
Refer	0 LEIGHTON BROADCASTING-DETR	-	
Cash Payment	E 700-46700-300 Professional Svcs (GEN Com Sponsor w/ Profile		\$135.00
Invoice	262145-2 2/28/2026		
Transaction Date	4/8/2026	Main Checking 10100	Total \$135.00
Refer	0 THE TITLE TEAM	-	



CITY OF FRAZEE

Payments

Current Period: April 2026

Cash Payment	E 100-41110-311	Contracts/Professional S	Title Work for Unidentified Parcel	\$400.00
Invoice	DL260284A-1		3/31/2026	
Transaction Date	4/8/2026	Main Checking	10100	Total \$400.00
Refer	0	COMPASS CONSULTANTS INC	-	
Cash Payment	E 100-41110-311	Contracts/Professional S	Property Line Adj SRV-25-0190	\$134.06
Invoice	25227		3/25/2026	
Cash Payment	E 602-49450-311	Contracts/Professional S	Property Line Adj SRV-25-0190	\$213.91
Invoice	25227		3/25/2026	
Transaction Date	4/8/2026	Main Checking	10100	Total \$347.97
Refer	0	KARIN ANDERSON GRANT WRITIN	-	
Cash Payment	E 200-42200-311	Contracts/Professional S	Dept of Interior Slip on Tank Grant	\$800.00
Invoice	APR26KAG		2/23/2026	
Transaction Date	4/8/2026	Main Checking	10100	Total \$800.00
Refer	0	L&M FLEET SUPPLY	-	
Cash Payment	E 200-42200-240	Small Tools and Minor E	Garden Hose, Nozzle, and couplings	\$75.95
Invoice	DET-05-10068938		3/31/2026	
Transaction Date	4/8/2026	Main Checking	10100	Total \$75.95
Refer	0	WARNER GARAGE DOOR INC	-	
Cash Payment	E 200-42200-401	Repairs/Maint Buildings	Bottom Portion Garage Door 12'2x24 Installed	\$2,536.00
Invoice	650276		3/15/2026	
Transaction Date	4/8/2026	Main Checking	10100	Total \$2,536.00
Refer	0	COLONIAL LIFE & ACCIDENT INS C	-	
Cash Payment	G 601-21709	Aflac/Colonial Life	Colonial Life Ins	\$63.24
Invoice	APR26CL		3/10/2026	
Transaction Date	4/8/2026	Main Checking	10100	Total \$63.24
Refer	0	AUTO VALUE - DETROIT LAKES	-	
Cash Payment	E 100-43100-406	Repairs/Maint Vehicles	Engine Oil, Paint Mrkr, parts	\$106.90
Invoice	53648980		3/23/2026	
Cash Payment	E 100-43100-406	Repairs/Maint Vehicles	Blower Motor	\$5.00
Invoice	53649045		3/23/2026	
Cash Payment	E 100-43100-406	Repairs/Maint Vehicles	Blower Motor	\$70.99
Invoice	53649030		3/23/2026	
Transaction Date	4/8/2026	Main Checking	10100	Total \$182.89
Refer	0	LAKES COUNTRY SERVICE COOP	Clk# 000551E 4/1/2026	
Cash Payment	G 100-21706	Insurance Payable	Health Insurance Premium	\$9,242.24
Invoice	APR26LCSCO		4/1/2026	
Cash Payment	G 601-21706	Insurance Payable	Health Insurance Premium	\$745.34
Invoice	APR26LCSCO		4/1/2026	
Cash Payment	G 602-21706	Insurance Payable	Health Insurance Premium	\$2,086.96
Invoice	APR26LCSCO		4/1/2026	
Transaction Date	4/1/2026	Main Checking	10100	Total \$12,074.54
Refer	0	VERIZON	-	
Cash Payment	E 100-42110-321	Telephone	Telephone - PD	\$154.58
Invoice	APR26V		3/23/2026	
Cash Payment	E 100-43100-321	Telephone	Telephone - Public Works	\$24.77
Invoice	APR26V		3/23/2026	
Cash Payment	E 602-49450-321	Telephone	Telephone - Sewer	\$24.78
Invoice	APR26V		3/23/2026	
Transaction Date	4/8/2026	Main Checking	10100	Total \$204.13



Payments

Current Period: April 2026

Refer	0 LINCOLN NATIONAL LIFE INS CO			-	
Cash Payment	G 100-21705	Short-Long Term-Acc-Dth-Ds	Mar26	Short-Long Term-Acc-Dth-Dsmbr	\$340.22
Invoice	MAR26LL		2/11/2026		
Cash Payment	G 601-21705	Short-Long Term-Acc-Dth-Ds	Mar26	Short-Long Term-Acc-Dth-Dsmbr	\$51.83
Invoice	MAR26LL		2/11/2026		
Cash Payment	G 602-21705	Short-Long Term-Acc-Dth-Ds	Mar26	Short-Long Term-Acc-Dth-Dsmbr	\$69.00
Invoice	MAR26LL		2/11/2026		
Transaction Date	4/8/2026		Main Checking	10100	<b>Total \$461.05</b>
Refer	0 STEVES SANITATION			-	
Cash Payment	E 100-43100-384	Refuse/Garbage Dispos		Refuse/Garbage Disposal - PW	\$134.61
Invoice	APR26SS		3/31/2026		
Cash Payment	E 100-45200-384	Refuse/Garbage Dispos		Refuse/Garbage Disposal - Parks	\$134.61
Invoice	APR26SS		3/31/2026		
Cash Payment	E 100-49500-312	Cont/Pro Serv - Refuse/		Refuse/Garbage Disposal - Residents	\$14,481.59
Invoice	APR26SS		3/31/2026		
Cash Payment	E 654-46500-384	Refuse/Garbage Dispos		Refuse/Garbage Disposal - Mahube	\$7.00
Invoice	APR26SS		3/31/2026		
Cash Payment	E 656-46500-384	Refuse/Garbage Dispos		Refuse/Garbage Disposal - DTI	\$226.80
Invoice	APR26SS		3/31/2026		
Cash Payment	E 100-41400-384	Refuse/Garbage Dispos		Refuse/Garbage Disposal - City Admin	\$32.31
Invoice	APR26SS		3/31/2026		
Cash Payment	E 200-42200-384	Refuse/Garbage Dispos		Refuse/Garbage Disposal - Fire	\$43.95
Invoice	APR26SS		3/31/2026		
Transaction Date	4/8/2026		Main Checking	10100	<b>Total \$15,080.87</b>
Refer	0 STEPHANIE POEGEL			-	
Cash Payment	E 100-41400-331	Travel/Training Expense		Title Team Closing Milage 1/28/2026	\$14.94
Invoice	APR26SP		4/2/2026		
Cash Payment	E 700-46700-331	Travel/Training Expense		City Day On the Hill Milage 3/9 & 3/10/26	\$288.70
Invoice	APR26SP		4/2/2026		
Cash Payment	E 100-41400-331	Travel/Training Expense		MCFOA Clerks Conf Milage 3/23 & 3/27/26	\$265.35
Invoice	APR26SP		4/2/2026		
Cash Payment	E 700-46700-331	Travel/Training Expense		Capitol - Leg Visit Milage 3/24/26	\$26.25
Invoice	APR26SP		4/2/2026		
Cash Payment	E 700-46700-331	Travel/Training Expense		Capitol - House Capitol Inv Hearing 3/26/26	\$26.61
Invoice	APR26SP		4/2/2026	Project 0	
Cash Payment	E 700-46700-331	Travel/Training Expense		BC EDA Coolaborative Mtgs Milage Nov, Dec, Jan, Feb, Mar	\$87.87
Invoice	APR26SP		4/2/2026		
Transaction Date	4/8/2026		Main Checking	10100	<b>Total \$709.72</b>



Payments

Current Period: April 2026

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$29,028.96
200 FIRE FUND	\$4,446.41
421 CAP PROJ - EMR	\$93.54
601 WATER FUND	\$1,602.21
602 SEWER FUND	\$2,960.40
654 EDA - BUSINESS CENTER	\$445.28
656 EDA - East Main Retail	\$396.52
700 Community Development	\$564.43
	<hr/>
	\$39,537.75

Pre-Written Checks	\$13,591.46
Checks to be Generated by the Computer	\$25,946.29
	<hr/>
Total	\$39,537.75



Payments

Current Period: April 2026

Payments Batch 04082026LSEC1 \$13,087.47

Refer	0	OTTERTAIL POWER	-		
Cash Payment	E 609-49750-381	Electric Utilities	Electric Utilities		\$416.86
Invoice	APR26B	3/25/2026			
Cash Payment	E 609-49751-381	Electric Utilities	Electric Utilities		\$416.85
Invoice	APR26B	3/25/2026			
Cash Payment	E 610-49752-381	Electric Utilities	Electric Utilities		\$449.04
Invoice	APR26B	3/25/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$1,282.75</b>
Refer	0	MN ENERGY RESOURCES	Ck# 000394E 4/8/2026		
Cash Payment	E 609-49750-383	Gas Utilities	Gas Utilities - LIQ		\$115.13
Invoice	APRMERB	3/24/2026			
Cash Payment	E 609-49751-383	Gas Utilities	Gas Utilities - LIQ		\$115.13
Invoice	APRMERB	3/24/2026			
Cash Payment	E 610-49752-383	Gas Utilities	Gas Utilities - EC		\$629.25
Invoice	APRMERB	3/24/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$859.51</b>
Refer	0	LAKES COUNTRY SERVICE COOP	-		
Cash Payment	G 609-21706	Insurance Payable	Reim Gen Fund 100-21076 Ins Prem		\$2,086.96
Invoice	APRLCSCOB	4/1/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$2,086.96</b>
Refer	0	VESTIS	-		
Cash Payment	E 609-49750-210	Operating Supplies (GE	Operating Supplies		\$19.45
Invoice	2520750943	3/26/2026			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Operating Supplies		\$19.45
Invoice	2520750943	3/26/2026			
Cash Payment	E 609-49751-211	Cleaning Supplies	Cleaning Supplies		\$43.97
Invoice	2520750973	3/26/2026			
Cash Payment	E 609-49750-211	Cleaning Supplies	Cleaning Supplies		\$43.98
Invoice	2520750943	3/26/2026			
Cash Payment	E 609-49751-211	Cleaning Supplies	Cleaning Supplies		\$34.59
Invoice	2520743930	3/12/2026			
Cash Payment	E 609-49750-211	Cleaning Supplies	Cleaning Supplies		\$34.60
Invoice	2520743930	3/12/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$196.04</b>
Refer	0	VIKING COCA COLA BOTTLING CO	-		
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Resa	Soft Drinks/Mix		\$276.00
Invoice	3834594	3/25/2026			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Resa	Soft Drinks/Mix		\$110.85
Invoice	3834594	3/25/2026			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Operating Supplies		\$276.00
Invoice	3834594	3/25/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$662.85</b>
Refer	0	BEVERAGE WHOLESALERS, INC	-		
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$236.65
Invoice	47531	3/26/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$236.65</b>
Refer	0	PHILLIPS WINE & SPIRITS	-		



Payments

Current Period: April 2026

Cash Payment	E 609-49751-251	Liquor For Resale	Liquor For Resale		\$89.96
Invoice	5145417	3/24/2026			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$376.65
Invoice	5145417	3/24/2026			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Charge		\$13.64
Invoice	5145417	3/24/2026			
Cash Payment	E 609-49751-251	Liquor For Resale	Liquor For Resale		\$288.00
Invoice	5149204	3/31/2026			
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale		\$56.50
Invoice	5149204	3/31/2026			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Resa	Soft Drinks/Mix For Resale		\$52.00
Invoice	5149204	3/31/2026			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Charge		\$16.00
Invoice	5149204	3/31/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$892.75</b>
Refer	0	<u>D-S BEVERAGES, INC</u>	-		
Cash Payment	E 609-49750-256	THC/CBD For Resale	THC/CBD For Resale		\$73.45
Invoice	955727	3/26/2026			
Cash Payment	E 609-49751-252	Beer For Resale	Beer For Resale		\$77.40
Invoice	955727	3/25/2026			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$983.35
Invoice	955727	3/25/2026			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale - CREDIT		-\$5,956.00
Invoice	1782-00931	4/1/2026			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$7,277.50
Invoice	957364	4/1/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$2,435.70</b>
Refer	0	<u>JOHNSON BROTHERS LIQUOR CO</u>	-		
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$5.00
Invoice	1020201	3/31/2026			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$279.30
Invoice	1020201	3/31/2026			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$5.36
Invoice	1014970	3/24/2026			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$196.10
Invoice	1014970	3/24/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$485.76</b>
Refer	0	<u>GIOVANNIS FROZEN PIZZA</u>	-		
Cash Payment	E 609-49751-260	Pizza for Resale	Pizza For Resale		\$249.50
Invoice	0304012604	4/1/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$249.50</b>
Refer	0	<u>ELECTRO WATCHMAN, INC</u>	-		
Cash Payment	E 609-49751-401	Repairs/Maint Buildings	Burglary & Fire Monit Qrtly 4/1/26 - 6/30-26		\$57.98
Invoice	457976	4/1/2026			
Cash Payment	E 609-49750-401	Repairs/Maint Buildings	Burglary & Fire Monit Qrtly 4/1/26 - 6/30-26		\$57.98
Invoice	457976	4/1/2026			
Cash Payment	E 610-49752-401	Repairs/Maint Buildings			\$57.99
Invoice	457976	4/1/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$173.95</b>
Refer	0	<u>BELLBOY CORPORATION</u>	-		



Payments

Current Period: April 2026

Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$798.05
Invoice	0210872600	3/26/2026			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Freight Charge		\$1.65
Invoice	0210872600	3/26/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$799.70</b>
Refer	0	<i>BREAKTHRU BEVERAGE</i>			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$487.25
Invoice	126335904	4/1/2026			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$2.93
Invoice	126335904	4/1/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$490.18</b>
Refer	0	<i>DACOTAH PAPER CO</i>			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Operating Supplies		\$82.72
Invoice	33300	3/23/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$82.72</b>
Refer	0	<i>CASH-WA DISTRIBUTING</i>			
Cash Payment	E 609-49751-259	Food for Resale	Food For Resale		\$326.87
Invoice	4586095	3/23/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$326.87</b>
Refer	0	<i>BERGSETH BROS</i>			
Cash Payment	E 609-49750-256	THC/CBD For Resale	THC/CBD For Resale		\$160.00
Invoice	508900	3/25/2026			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale - CREDIT		-\$60.00
Invoice	454-00784	3/26/2026			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$1,725.58
Invoice	508968	3/26/2026			
Transaction Date	4/8/2026	Liquor Store	10101	<b>Total</b>	<b>\$1,825.58</b>

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$11,951.19
610 EVENT CENTER FUND		\$1,136.28
		<b>\$13,087.47</b>

Pre-Written Checks	\$859.51
Checks to be Generated by the Computer	\$12,227.96
<b>Total</b>	<b>\$13,087.47</b>

## Committee Reports

### PARKS & RECREATION COMMITTEE – MARCH 25, 2026

1. Call the Meeting to Order - Roll Call
  - a. The March 25, 2026 Parks and Recreation meeting was called to order at 3:31 PM by Chair Eric Anderson.
  - b. Roll call was taken with the following members present: Eric Anderson, Andrea Froeber, James Rader, McKenzie Hamm, Tina Hansmeier, and Karlie Lehmann.
2. Review of Minutes – January 28, 2026; February 25, 2026
  - a. Anderson noted that the committee did not meet in February 2026, so the January 28, 2026 minutes were presented for approval.

M/S/CU: Froeber/Hamm to approve the January 28, 2026 minutes as presented.

3. Open Forum
  - a. Community Partnership Opportunities
    - i. Lehmann appeared on behalf of Grow and MVP organizations to discuss potential partnerships for Hank Ludtke Park improvements. She explained that Grow has \$1,000 available for volunteer recognition that could be used for community amenities like a bench or flower bed rather than individual recognition items. The MVP youth group has identified Hank Ludtke Park for their Student Voice project, with \$1,500 available for beautification efforts such as updating paint and adding plantings.
    - ii. Froeber expressed strong enthusiasm for the partnership, detailing her vision for the park which includes new signage costing approximately \$400, lumber for posts, dirt, and landscape blocks from Battle Lake. She explained the need for a retaining wall due to the sloped terrain and mentioned researching low-maintenance plants that wouldn't require extensive watering. The pavilion also needs light sanding and redwood stain or paint.
    - iii. Froeber emphasized the importance of having dedicated volunteers rather than casual participants, noting the physical demands of the work. Her goal is to complete the project by June with a possible community dedication event for Hank Ludtke, whose birthday is October 6th but has had recent health issues.
    - iv. The groups discussed coordination methods, with Lehmann offering to arrange a meeting between the youth group and Froeber to share ideas and plan involvement. They addressed open meeting law concerns, clarifying that individual communications outside of committee meetings are permissible.
  - b. Turkey Days Event Planning
    - i. Hamm reported on the recent Turkey Days planning meeting and her intention to shift some activities from Cornerstone to lake-based activities including kayaking. She inquired about the beach house hours and staffing for the event period. Froeber indicated that arrangements would be made with the same person who managed it last year, though details hadn't been finalized. The committee agreed to verify permitting requirements and coordinate with staff.

#### 4. Parks

##### a. Wannigan Regional Park

- i. Anderson provided an update on the shelter construction project. While the foundation was poured last fall and masonry work for the four poles was completed by a third party contractor, the plan to have Aaron Boyer's construction trades class complete the assembly has fallen through. Boyer informed Anderson last week that they would have to pass on the project.
- ii. The shelter must be completed by June 30th to meet LCCMR grant requirements. The committee discussed recruiting volunteer help, with various members offering assistance. Rader suggested contacting retired construction workers including John Olson, while others proposed reaching out to Howard for his construction management experience. The consensus was to find someone with construction experience to lead the assembly while others provide labor support.

##### b. Phase I GMRPTC Update

- i. Anderson reported that the construction timeline has been pushed back approximately 2-2.5 months but construction is still planned for this season, now scheduled for late summer/fall. The delay was driven by conversations with the county regarding the entrance design. The originally planned roundabout entrance has been eliminated in favor of a simpler turn-off from North River Road just before the westward curve.
- ii. The county has committed to paying for paving all the way to the north campground entrance within the park. The \$150,000 previously allocated for the roundabout has been reallocated, though this required some redesign work. Anderson noted that the delayed timeline means construction won't interfere with Turkey Days or National Trails Day events.
- iii. Design meetings have produced ideas for playground equipment, a shower/bath house, an additional restroom at the trailhead parking area, two scenic overlooks, and the campground development.
- iv. Froeber inquired about camera installation at the park. Trieglaff indicated that internet connectivity exists to the pole but requires activation from Arvig, with Jennifer Winn identified as the contact person.
- v. Hamm shared observations from a recent field trip to the Mille Lacs Indian Museum, describing interpretive posts that explain trees and plants' medicinal purposes. She suggested similar educational signage would enhance Wannigan Park given the diverse plant life there. Anderson confirmed that interpretive and historical signage is already being planned, with Tom Watson particularly interested in developing historical plaques for the covered bridge area covering Native American history, logging, and land use.

##### c. FCDC – Conflict of Interest Policy

- i. Anderson explained that these policies have been on the agenda for several months. After clarification from Polly, the FCDC is seeking Parks and Recreation committee review and approval rather than signatures. The committee's previous questions have been addressed with added disclaimer language under section 8 regarding the Minnesota Government Data Practices Act, and language under section 3 addressing concerns about relatives working or bidding on projects in small communities.

M/S/CU: Hamm/Froeber to recommend approval of the FCDC policies to city council.

- d. FCDC – Confidentiality Policy
  - i. This policy was reviewed in conjunction with the conflict of interest policy above.
- e. Eagle Lake Park Update
  - i. Anderson noted that this item should be removed from future agendas as the project has been completed.
- f. Hank Ludtke/Riverside Park
  - i. This item was covered extensively during the open forum discussion with community partners.
- g. 2026 Improvements Update
  - i. Froeber mentioned her Friday trip to Fargo to review paint options for the Hank Ludtke Park project.
- h. Lions Park
  - i. The committee discussed restroom opening timeline, with Trieglaff estimating they would open within the next couple weeks once frost issues are resolved. Anderson suggested contacting Molly Fairbanks about potential Day of Caring activities on May 6th for cleanup work at various parks including Lions Park and Hank Ludtke Park.
  - ii. Rader noted that surveying work has been taking place at Lions Park recently, as the property is not fully annexed into the city except for the cemetery portion. The surveying aims to clarify property boundaries.
- i. Corner Park
  - i. No discussion was held on this agenda item.
- j. JoAnn Niemann Memorial Park
  - i. No discussion was held on this agenda item.
- k. Little Turkey Park
  - i. No discussion was held on this agenda item.

## 5. Recreation

- a. Heartland Trail Update

- i. No discussion was held on this agenda item.
- b. Town Lake Beach
  - i. Anderson reported that the project is awaiting submission of the final grant reimbursement. The rental plan developed last summer needs to be brought back for committee review and approval next month.
  - ii. Hamm reported that paddleboards and kayaks are currently stored in the beach house, spread out for drying. The committee discussed the need for proper storage racks, with plans to work with Larry or Kevin through the city's maintenance department.
  - iii. Anderson noted the need to photograph serial numbers of watercraft 10 feet and longer for licensing purposes.
- c. Walking Path/Unidentified Parcel
  - i. Froeber reported that Meadowland surveying company has been contacted and provided a list of city properties needing survey work, including Big Turkey Park, but no updates have been received yet.
- d. Bicycle Friendly Community
  - i. The committee confirmed dates for both the bike rodeo (May 23, 2026, 11am-1pm) and bike rally (September 13, 2026, 1-3pm). For the September event, they plan to use the Event Center as headquarters rather than Wannigan Park due to construction timing.
  - ii. Trieglaff discussed challenges sourcing bicycles from the lumber yard for the bike rodeo giveaway, while Hamm suggested contacting a Detroit Lakes bike repair shop that has previously donated refurbished bikes. The committee also discussed the legal implications of using abandoned bikes found by the police department, noting they would need to go through police auction procedures.
- e. Bike Rodeo – May 23, 2026 11am-1pm
  - i. This event was discussed under the Bicycle Friendly Community section above.
- f. Bike Rally – September 13, 2026
  - i. This event was discussed under the Bicycle Friendly Community section above.
- g. National Trails Day Event – 1st Saturday in June
  - i. Hamm reported that Amanda, a fire dancer, is available for an evening performance around 8-8:30 PM when sunset occurs around 9 PM. The performance would last approximately 12-15 minutes with potential for a 30-minute show.

- ii. The committee discussed creating a full event starting at 7 PM with music for an hour and a half, ending with the fire dancing performance at 8:30 PM. Hamm can provide music through her Minnesota State Arts grant which ends June 30th.
- iii. Discussion centered on food service options, with Rader suggesting approaching Mama's Pizza for ice cream service rather than having volunteers manage it. As an alternative, Anderson offered to donate use of his soft serve machine, with 5-gallon bags costing approximately \$67 each for vanilla and chocolate flavors.
- iv. The committee agreed on Big Turkey Park as the location, emphasizing its position as an intersection of trails. They planned to encourage attendees to bring yard games and utilize the playground facilities.
- v. Froeber volunteered to create promotional flyers for the June 6th event.

#### 6. Bicycle Racks

- a. Anderson presented information from Cody Piper regarding available grant funding for bicycle racks. Essentia Health has \$1,000 available, and Project 412 would provide another \$1,000 for artistic rack designs. Examples included decorative coneflower and butterfly designs costing approximately \$1,700 each.
- b. With bulk pricing for orders of 5 or more at \$1,500 each, Frazee could potentially get one rack fully funded or two racks with a \$590 city contribution. The committee expressed preference for the artistic designs, particularly the butterfly and coneflower options.
- c. Discussion included potential locations such as Town Lake Beach and downtown areas. Rader suggested investigating local fabrication options through Action Fabrication or BTD to potentially create similar artistic racks at lower costs for future installations.
- d. The committee discussed placement considerations including right-of-way restrictions and sidewalk ordinance compliance to ensure racks don't create pedestrian hazards.

M/S/CU: Rader/Froeber to purchase one (1) artistic bicycle rack with grant funding.

#### 7. Comp Plan Task Updates

- a. No discussion was held on this agenda item.

#### 8. Adjournment

M/S/CU: Froeber/Hamm to adjourn at 4:29 PM.

Respectfully submitted

*Stephanie Poegel*

Frazee City Administrator

[Committee Reports](#)

WANNIGAN REGIONAL PARK COMMITTEE – NO MEETING

## Committee Reports

PLANNING & ZONING – MARCH 24, 2026

1. Call the Meeting to Order - Roll Call
  - a. The meeting was called to order at 5:00 PM by Trieglaff.
  - b. Roll call
    - i. Members Present: Tyler Trieglaff, Eric Anderson, Ken Miosek
    - ii. Members Absent: Mark Kemper, Mike Sharp
    - iii. Staff Present: Chris Thorson (City Engineer), Tina Hansmeier (Administrative Assistant), Andrea Froeber
    - iv. Guests: Andrea Froeber
  
2. Review Minutes – February 24, 2026
  - a. Miosek identified corrections needed in the February minutes. He noted that in section 4.e., the reference should be to Highway 10, not Highway 1, regarding the trail from Highway 87 to the junction. The commission discussed the distinction between Old County 10 and County Highway 10, with Trieglaff emphasizing that it should be referred to as County Highway 10 rather than Old 10 to avoid confusion with the actual Old Highway 10 located between Frazee and Detroit Lakes.
  - b. Additional corrections were made to clarify road designations and improve accuracy in the trail descriptions. Froeber suggested circling unclear areas for clarification from staff.

M/S/CU: Anderson/Trieglaff to approve the minutes with the stated corrections.

3. Open Forum
  - a. No members of the public were present for the open forum.
  
4. Old Business
  
5. Comprehensive Plan Task Updates
  - a. No specific updates were discussed.
  
6. Complete Streets
  - a. The commission reviewed the Complete Streets policy development. Trieglaff noted they had been working on a Complete Streets plan with much of the work scheduled for the summer. The commission examined Battle Lake's Complete Street policy resolution for comparison.
  - b. Anderson observed that their resolution was essentially identical to Battle Lake's, noting that approximately 90% of the content was the same. The commission determined that the policy elements were already contained within their existing resolution and did not require separate policy documentation.
  - c. Miosek suggested extracting the policy portion from the existing resolution to create a standalone policy document for inclusion in the policy manual.

M/S/CU: Miosek/Anderson to forward the Complete Streets policy resolution to the council for adoption.

## 7. Tree City Status

- a. The commission reviewed the Tree City application requirements. Trieglaff explained that the application was asking who is legally responsible for care of trees on community-owned property, with options including a tree board, department chair/city manager, or both.
- b. According to the city ordinance, a tree board comprised of five people should meet to discuss trees in parks and on streets. Froeber noted this would likely require council action to either designate an existing committee as the tree board or create a new board.
- c. The commission discussed whether Planning and Zoning or Parks and Recreation should serve as the tree committee. Froeber suggested the committee should include residents, Lions Club representation, and city staff given the Lions Club's involvement with Lions Park.
- d. Hansmeier indicated that staff would be providing information to the council about tree board requirements, but this had not yet occurred. The commission agreed to table this item pending additional information from staff.

## 8. Identify And Map Future Trails In Frazee

- a. Thorson attended to collect ideas for potential future trails. Froeber expressed continued interest in the river walk trail project and requested a status update on the survey of the area from Hank Ludtke Park to Furey Funeral Home.
- b. The commission discussed various trail possibilities:
  - i. River Walk Trail: Froeber explained that most property owners along the proposed route were supportive, with Furey Funeral Home and Brikker Ware trust properties agreeing contingent on receiving legal documentation showing the trail location. The main holdout was Rachael Johnson, who purchased property from Karen and Dan and expressed concerns about the trail placement.
  - ii. Snowmobile Trail Access: The commission extensively discussed challenges with connecting snowmobile trails through town. Miosek explained that current trails end at various points, leaving snowmobilers without legal routes to reach businesses in the downtown area. The discussion covered potential routes but identified significant obstacles including railroad right-of-way restrictions and state highway limitations.
  - iii. Second Street Accessibility: The commission discussed accessibility issues on Second Street by the Creamery building, where a handicapped child must board the school bus. Miosek described dangerous ice conditions caused by water runoff from the building, creating safety hazards for wheelchair access. Thorson explained that the problematic area is on private property, limiting city intervention options.
  - iv. Thorson noted that the upcoming street reconstruction project would install high-back curbing to prevent parking on private property and improve drainage, though the fundamental accessibility challenges would remain.
  - v. Trail Connectivity: The commission discussed the broader challenge of creating continuous trail networks, particularly for the proposed

Heartland Trail connection. Anderson noted that the original Heartland Trail was supposed to come through the school forest area, but this plan was discontinued.

- vi. The commission concluded that snowmobile trail connectivity through town faces significant regulatory and practical obstacles that may not have viable solutions.
- vii. Identify Potential Future Trail Networks And Research Funding Opportunities
- viii. This item was addressed as part of the previous discussion about trail identification and mapping.

9. New Business

- a. No new business was presented.

10. Adjournment

M/S/CU: Anderson/Miosek to adjourn at 5:57 PM.

Respectfully submitted

*Stephanie Poegel*

Frazee City Administrator

Committee Reports

PERSONNEL COMMITTEE – MARCH 16, 2026

1. Call the Meeting to Order - Roll Call

- a. The Personnel Committee meeting was called to order at 4:07 PM on Monday, March 16, 2026. Roll call was conducted with the following members present: Mike Sharp, Mark Kemper, Patrick Bakken, Stephanie Poegel, and Matt Johnson.

2. Minutes – March 2, 2026

- a. No changes to minutes.

3. Old Business

a. Findings & Next Steps

- i. Attorney Patrick Bakken reported that he had drafted proposed findings following their meeting from a couple weeks prior where they discussed the course of action to take. He indicated he had distributed the proposed findings to committee members for their review and asked if there were any changes needed.
- ii. Sharp confirmed he had no changes, and Kemper also indicated the findings looked acceptable to him. Bakken explained he would get the findings sent to Stephanie Poegel for printing so both committee members could sign them.
- iii. Bakken outlined the next steps in the process, explaining that after approval, they would need to send notice to both the respondent and complainant, as well as prepare a generic notice for the public in case anyone files a data request for the information. He indicated he would submit all necessary documentation to Poegel.

- iv. Sharp asked whether a formal motion was needed for the decision. Bakken clarified that the findings would indicate they are not proceeding any further, as they do not believe there is enough evidence to warrant further discussion or investigation.
- v. When asked about the motion format, Bakken suggested the committee could make a motion to adopt the findings he had prepared. He clarified that while the motion would be in the minutes, the actual findings themselves would be redacted from the public minutes, and he offered to provide the statutory citation for this procedure.
- vi. Committee members discussed what would go into the personnel file, with Bakken confirming that everything would be documented and placed in the personnel file regardless of the decision not to proceed further.

M/S/CU: Sharp/Kemper to adopt the findings prepared by Attorney Bakken.

#### 4. Additional Discussion on Communication

- a. Sharp noted he had received a text from the chief the previous week asking when a decision would be made, and he had indicated it would be early this week. The committee discussed how to communicate the findings to the chief.
- b. Bakken suggested that once the findings are printed and signed by both committee members, they could deliver them in person, email them, or handle the communication in another manner. Committee members noted uncertainty about the chief's current availability due to his military obligations that require him to be away for weeks at a time.
- c. Kemper suggested it might be better to email the findings and then send a text notifying the chief that the decision had been emailed, with an offer to set up a meeting for further discussion if he had questions. Poegel indicated she would send the committee members a text once she received the letters from Bakken so they could stop in to sign them, with both Sharp and Kemper confirming their availability through Friday.

#### 5. New Business

- a. Personnel Policy Changes - Drug-Free Workplace Language
  - i. Stephanie Poegel explained that this agenda item arose from an email received from the league regarding changes to drug-free workplace language due to cannabis legislation. She noted the city currently has a four-paragraph section under employee recruitment and a five-paragraph section on drug-free workplace in their personnel policy, which represents all their current drug-free workplace language.
  - ii. Poegel presented additional pages representing the league's recommendations for non-DOT employees, noting there is a difference between DOT and non-DOT requirements. Bakken indicated he would need to review the materials, as he recalled they had previously adopted what the league recommended but had removed some provisions, though he couldn't remember if it was from this policy or the DOT policy.

- iii. The committee discussed their current DOT requirements, with Poegel noting that Larry (public works employee) is likely the only employee requiring DOT certification. They discussed that the city currently lacks DOT-related language in their policy but should have it.
- iv. Bakken noted the league's document appeared to be recently updated in February 2026, while their city policy was adopted a couple years ago before cannabis legislation changes. He recalled they had previously removed some testing provisions due to cost considerations and the complexities of meeting probable cause or suspicion standards for testing.
- v. Kemper pointed out that their current approach is to not conduct testing unless there is suspicion, as they don't do pre-employment or random testing. Poegel noted their existing policy doesn't include any testing provisions, even for cases of suspected impairment.
- vi. The committee discussed the need to determine who has authority to order testing, recognizing that depending on the department and circumstances, they need clear guidelines to prevent excessive testing requests. Kemper suggested department heads should have this authority, though they noted complications when the department head might be the subject of concern.
- vii. They discussed the costs associated with testing, with Kemper estimating approximately \$150 per test based on his previous workplace experience. The committee also noted logistical challenges, such as finding testing locations available during off-hours, particularly considering that Essentia locally might not provide 24-hour testing services.
- viii. Poegel acknowledged this would be a complex discussion requiring multiple meetings to work through all the details. Sharp noted that most cities are looking to adopt similar policies.
- ix. The committee discussed cannabis-related changes in the league's recommendations, noting that having cannabis in one's system doesn't automatically constitute grounds for removal, depending on various circumstances. They confirmed they would not implement pre-employment testing since it's not required for any of their positions, and they don't handle natural gas operations, which typically require such testing.
- x. The committee discussed Larry's DOT requirements in more detail, with Kemper confirming that due to the truck's weight (over 26,000 pounds) and air brakes, Larry would need at least a Class B license, though he likely has a Class A license. They discussed DOT testing pool requirements, with Kemper noting there might be exemptions for small numbers of employees.
- xi. Sharp suggested moving forward with consensus to work on drafting final language over the next meeting or two, which the other committee members agreed with. Poegel noted that rather than deleting provisions entirely, they could modify language to indicate specific requirements the city doesn't implement, allowing for future changes if needed.

- xii. The committee briefly discussed current physical examination requirements, noting that police department positions require them as part of POST board requirements, while other positions (office staff, liquor store, public works) do not. They discussed fire department medical fit testing, which Poegel clarified is actual medical testing rather than just equipment fitting.
  - xiii. They noted that rescue squad members, being volunteers, might have different requirements, and Kemper suggested that volunteer status might limit their ability to mandate physical examinations.
- b. Fire Department Policy Comparison
- i. Sharp raised concerns about inconsistencies between the city's personnel policy and the fire department's Standard Operating Guidelines (SOG), noting the fire department has a zero-tolerance policy while the city's personnel policy is less specific about coming to work under the influence.
  - ii. The committee discussed how departmental policies can be more restrictive than city policies but not less restrictive, similar to the federal-state-local regulatory hierarchy. Bakken confirmed that if the city allows certain conduct, departments can establish stricter standards, but not more permissive ones.
  - iii. Kemper noted that the fire department developed their own SOGs, which were then approved by the council, rather than having policies imposed by the city. Sharp expressed concern that the fire department might not be fully adhering to their zero-tolerance policy, particularly noting that firefighters might respond to evening calls after consuming alcohol.
  - iv. The committee discussed the liability implications of responding while impaired, with Poegel emphasizing the insurance risks and noting that alcohol metabolism varies between individuals. They agreed that anyone with any substances in their system should not respond to calls, regardless of the department.
  - v. Bakken noted there is a league memo that discusses a more tolerant alcohol policy allowing up to two drinks in the previous four hours for firefighter response, contrasting with the fire department's zero-tolerance approach. The committee agreed to leave it to the fire department to determine if they want to modify their policy.
  - vi. Bakken suggested that when they provide notice regarding their investigation findings, they should recommend that the fire department review their SOGs to ensure they're appropriate and being followed, possibly providing them with the league's alternative policy for consideration.
- c. Training Opportunity Discussion
- i. Sharp mentioned a previous conversation with Poegel about potential league training opportunities. Stephanie Poegel presented information about an upcoming league-sponsored training in May, with options on

May 7th in Lake Park (afternoon), May 14th in Saint Paul (afternoon), and a virtual option from 6:30-8:30 PM.

- ii. The training costs \$30 and is designed for both staff and elected officials. Poegel noted the virtual evening option might work better for elected officials dealing with constituents. However, she expressed concern about the travel time required for the in-person options, noting it would be six hours of driving for a two-hour training session.
- iii. Sharp suggested using compensation time or overtime for attending the virtual evening session. Poegel noted she would need to check her May schedule, particularly concerning potential school district events (band concerts) and noting that May 7th conflicts with the first council meeting of the month.
- iv. The committee agreed that Sharp could pass along the training information, with Poegel indicating she would determine her availability for the virtual option.

## 6. Adjournment

- a. The meeting was adjourned at 4:42 PM.

Respectfully Submitted

*Stephanie Poegel*

City Administrator

## Committee Reports

FINANCE COMMITTEE – MARCH 9, 2026

### 1. Call the Meeting to Order - Roll Call

- a. The Finance Committee meeting was called to order at 4:30 PM on Monday, March 9, 2026. Present were Andrew Daggett, James Rader, Matthew Johnson, and Stephanie Poegel.

### 2. Review Minutes – January 13, 2026

- a. The committee reviewed the minutes from January 13, 2026. Daggett noted one follow-up question regarding whether the fire department ever received a final fuel bill from Anderson's. No final bill had been received. The minutes were accepted as presented.

### 3. Old Business

#### a. Rescue Squad Compensation

- i. Johnson presented a draft Standard Operating Procedure (SOP) for rescue squad compensation, explaining that the group had several months to refine the proposal but had made progress on developing a fair system for distributing the allocated \$10,000 in funds. The proposed approach would base compensation on hours worked, including training, inspections, and administrative duties.
- ii. Johnson explained that the rescue squad had consulted with city attorney Patrick regarding potential minimum wage violations and volunteer status concerns. Based on last year's total hours worked (approximately

- 1,700 hours), the compensation would work out to about \$6 per hour, which Patrick determined was sufficiently below minimum wage to avoid classification issues and maintain volunteer status.
- iii. The proposal included a nighttime call differential, counting calls between 10 PM and 6 AM as 1.5 times regular hours to incentivize response during difficult hours. Johnson emphasized his recommendation against a hierarchical pay structure like the fire department uses, preferring to base compensation on actual time invested rather than positions held.
  - iv. Rader asked about member reaction to the proposal. Johnson indicated the group was generally supportive, noting that rescue squad service had historically cost members money rather than providing any compensation. He explained the historical context where rescue squad members were previously care center employees who could respond to calls as part of their work duties, but that system was no longer sustainable.
  - v. The committee discussed the practical aspects of tracking hours and calculating compensation. Johnson confirmed they currently track all call time and training time, allowing them to project how the system would work. The proposal includes a cap mechanism to ensure compensation never approaches minimum wage levels, even if call volume were unusually low.
  - vi. The committee agreed the proposal represented a good starting point for providing some recognition to rescue squad volunteers. Johnson indicated they had plenty of time to refine the proposal before implementation, with no final decision needed until approximately November.
  - vii. Johnson also presented a separate contract for dedicated standby emergency medical services. This contract would establish standardized rates for events requiring medical personnel on-site, such as demolition derbies or outdoor events where insurance requires medical coverage. The proposed rate of \$150 per hour would cover two members at \$50 each plus \$50 for equipment wear and maintenance.
  - viii. Johnson explained this addressed inconsistencies in how different organizations had handled donations for standby services, ranging from \$10 to \$500 depending on the event. The contract would ensure fair treatment across all requesting organizations while providing a predictable revenue source separate from the regular rescue squad budget.
  - ix. Rader noted the positive public relations value of rescue squad presence at community events like football games. Johnson clarified that routine community events would continue to be handled as they always had, but events specifically requiring medical personnel for insurance or safety reasons would fall under the contract structure.
  - x. The committee discussed expanding service areas, with Johnson mentioning inquiries from Erie Township and the Cotton Lake Association

about expanded coverage. He shared examples of recent calls where response times from other services exceeded 40 minutes, highlighting the value of local emergency medical services.

- xi. Daggett asked about variable rates for different equipment needs. Johnson indicated they hadn't developed tiered pricing but could use equipment-intensive events as training opportunities, as they had done with the Cornerstone event where they used the situation to train on ATVs and rescue sleds.

4. New Business

- a. No new business was discussed.

5. Adjournment

- a. The meeting adjourned at 5:11 PM.

Respectfully Submitted,

*Stephanie Poegel*

City Administrator

## Committee Reports

ECONOMIC DEVELOPMENT AUTHORITY – MARCH 24, 2026

- 1. Call the Meeting to Order
  - a. The meeting was called to order by Chairman Heath Peterson at 11:34 am.
- 2. Roll Call
  - a. Members Present Donald Ashley Remlett, Andrea Froeber, Heath Peterson, Joe Tonihka, and Bob Williams present. Andrew David was also present.
  - b. Approval of Agenda
    - a. After checking for any changes or revisions to the agenda, Andrea Froeber made a motion to approve the agenda, acknowledging there might be minor spelling issues but noting they wouldn't make a big deal out of it. The motion was seconded and approved.

M/S/CU: Froeber/Peterson to approve the agenda.

- c. Open Forum
  - a. The chair asked three times if anyone was present for the open forum. With no one responding, the meeting proceeded to the next agenda item.
  - b. Meeting Minutes – February 27, 2026
    - a. Heath asked if there were any changes to the February 27th meeting minutes. After brief discussion about stating names for the record, a motion was made to approve the meeting minutes.

M/S/CU: Froeber/Daggett to approve the agenda

5. Old Business

- a. Revolving loan funds

Joe Tonihka reported no specific updates on revolving loan funds but indicated he would include information about available funds for small businesses in the upcoming Frazee Forward newsletter. The funds would be available for businesses looking to update their operations. Andrea Froeber inquired whether the revolving funds would be available for commercial businesses wanting to put up a fence, and Tonihka confirmed this would fall within the program criteria. He noted that Stephanie was still working on the details of the program.

- b. Housing: 21 Townhome construction project

Drew Peterson reported he hadn't held any meetings yet but had been in contact with the same people - Chris, Travis, and others. The board discussed the need to set up meetings with different groups of 3-4 Red Willow residents at a time to gauge individual positions on the townhome project.

Andrea Froeber suggested a more structured approach, proposing to rent the rescue squad building or church through McKenzie for 2-3 days with scheduled time slots from 4-7 PM. She recommended involving Heidi Moen, who had been effective at previous gatherings, and emphasized the need to frame these meetings as educational conversations to complete the process and determine where the EDA stands.

The discussion revealed that while they believed 21 townhomes represented the best option for Frazee, they weren't certain they had achieved the necessary 75% approval from residents. Froeber stressed that Jason's concession from 62 units down to 21 units was significant and that they needed to address residents' concerns individually rather than in large group settings.

Peterson emphasized that doing nothing with the property was not an option, and once this project was completed, residents wouldn't have to worry about future changes for decades. The board discussed Jason's professionalism and the quality of work his investors would demand.

After extensive discussion about logistics and open meeting law requirements, the board agreed to schedule meetings for the week of April 13-17, allowing time after Easter. Andrea Froeber volunteered to reach out to Heidi Moen for assistance, while Peterson would contact Travis and Chris to help organize the meetings and communicate through their Red Willow Facebook group.

The board emphasized the need to create information packets with pictures of the proposed townhomes and address frequently asked questions. They also discussed having Stephanie helping coordinate the scheduling system for residents to sign up for time slots.

M/S/CU: Froeber/Peterson to approve the agenda.

## 6. New Business

### Community Homeownership Impact Fund

- a. Joe Tonihka explained that funds are available through this program, and Stephanie had asked how the board would like to roll it out to community members. The program involves residents picking up applications, filling them out, and bringing them back to the office. The EDA board, along with two city council members, would then review and approve or disapprove the applications.

The fund provides down payment assistance for first-time homebuyers and renovation assistance for current homeowners looking to fix or improve their homes, including items like window replacement.

Heath Peterson recalled a similar program from 2007-2009 that focused on exterior home improvements such as siding, energy-efficient windows, and roofing to help beautify Frazee.

The board discussed that the loans are forgivable after five years of making payments, though they lacked specific details about maximum loan amounts and the total fund balance. Joe estimated the fund to contain around \$250,000. Andrea Froeber emphasized the need for a brochure or fact sheet before rolling out the program, noting they couldn't properly promote something without knowing how many people they could serve or the maximum amounts available.

The board agreed that Joe should research the Community Homeownership Impact Fund through Minnesota Housing to obtain proper brochures and program details before moving forward with promotion.

- b. East Main Retail Center

Joe Tonihka explained this was a continuation from the previous meeting regarding East Main Street commercial redevelopment. The discussion focused on how to advertise empty buildings and approach owners about selling them.

Tonihka reported a conversation from an FCC meeting where a business owner who had renovated their building wanted to review business plans of anyone planning to purchase or rent the space. The board questioned why an owner would need to approve business plans, clarifying that this was because she wanted to rent the space and ensure suitable tenants.

Andrea Froeber noted their goal was to approach one of the buildings on the east end, particularly the yellow house next to Dollar General, to see if the owner would be willing to sell for new business development. Joe confirmed he was still working to identify the owner, and Heath Peterson offered to provide that information.

The conversation expanded to discuss broader economic development opportunities. Froeber shared her experiences with sauna services and suggested investigating wellness spa possibilities for Frazee. She also mentioned discussions from the Frazee Area Community Club about connecting with Vergas, particularly regarding a fitness center operated by Heather Schmidt that has been successful there for 2-3 years.

Froeber proposed reaching out to Heather Schmidt about potentially establishing a fitness center on the property in front of Acorn Veterinary and Neighbor to Neighbor. She envisioned a model where the main business could rent additional space to other businesses like accountants or tax preparers to help share operational costs.

The discussion also touched on the need for veterinary services, with Peterson noting the current veterinarian wanted to retire and suggesting they might need to develop an incentive program similar to what other communities have done to attract new veterinarians. They noted the critical shortage of veterinarians in the area and the impact on the community.

#### 7. Consultant Report

Joe Tonihka reported on his activities as Economic Development Coordinator:

He had emailed business owners inviting them to the 2026 Economic Summit in Detroit Lakes on Friday, March 27th, where he would be presenting his position and role. The summit would feature economic development coordinators from various towns presenting their different projects and focus areas.

Tonihka explained he had sent out a rough draft of the Frazee Forward business newsletter, though it was short due to limited information from local businesses. He emphasized wanting to keep it business-focused rather than including community events, concentrating on information useful to businesses such as law changes and tax updates. Minnesota was looking at changing tax laws, which he was monitoring.

He had contacted Jolene regarding use of the Event Center for monthly Frazee Forward Business meetings, planned for the last Monday of each month at 10 AM based on consultation with business owners about their less busy times. However, he planned to delay the start until after the Economic Summit to allow business owners to attend that event.

Andrea Froeber noted she hadn't received notification about the Economic Summit through usual city channels, which typically happened in previous years. She had learned about it from her brother and found that the city office claimed not to have received notification. The board discussed the \$40 cost and timing from 8 AM to 12:30 PM at the Holmes Historic Theater.

Tonihka confirmed he was scheduled to speak around 11:20-11:30 AM, focusing on strengthening Frazee's economic environment, particularly housing, to attract more residents. He emphasized the critical importance of addressing declining school enrollment, noting that without changes, the school could face closure in about 10 years.

#### 8. Commissioner Comments

Drew Peterson reported speaking with a builder about possibly putting townhomes in Red Willow and asked about the process and any city incentives for spec homes. The board clarified that their lot prices nearly cover special assessments, making Frazee lots extremely affordable compared to other markets, and that lots come with free water for a year and garbage pickup.

Andrea Froeber emphasized the value proposition, asking where else someone could find a completely developed lot with infrastructure for under \$20,000, ready for immediate construction with easy utility connections.

Peterson noted the builder was particularly interested in slab construction, which the board confirmed was allowed and had been used in recent Red Willow construction. They provided information about building inspector John Stewart, who is accessible through the city office and website.

Adjournment

The meeting was adjourned at 12: 16 PM.

Respectfully submitted,

*Joe Tonihka*

Community Development Coordinator

Committee Reports

FRAZEE AREA ACTION FUND LIAISON

Committee Reports

FRAZEE-BURLINGTON-SILVER LEAF JOINT POWERS BOARD LIAISON

## Committee Reports

LAKE AGASSIZ REGIONAL LIBRARY LIAISON

## Staff Reports

FIRE DEPARTMENT

# **Fraze Fire Department, March Report**

*April 8<sup>th</sup>. 2025*

### **1. Membership**

20 – Active Firefighters

2 – Probationary Firefighters (1 will be fully certified on April 12<sup>th</sup>.)

### **2. Calls For Service**

March Calls for Service: 10

2026 Year to date calls for service: 24

1 – General Fire Alarm (Elementary School)

3 – Structure Fires

2 – Grass/Wildland

2 – Vehicle Fires

2 – Mutual Aid Given (Vergas / Wolf Lake)

### **3. Training Report**

- April 15<sup>th</sup>. – Pump Operations
- April 22<sup>nd</sup>. – Rural Water Shuttle / Pump Operations

### **4. Grant Updates**

- 2025 DNR 50/50 Grant. 10 new pagers. Will not receive funding for the foreseeable future due to the current political climate in the state of Minnesota
- 2026 Department of the Interior Grant, New Skid Unit for the new grass rig. Completed & Submitted.

### **5. New Business**

- Burn Permits in City Limits. The DNR Cannot grant them.
- 4 Sets of gear & 8 Sections of hose were destroyed during a Vehicle Fire. Contamination from fuel and oils. Will be doing an insurance claim for the gear. Gear fitting is April 8<sup>th</sup>.

# Staff Reports

RESCUE

## Frazees Rescue

### Frazees City Council - Monthly Report

Meeting Date: 4/8/26

#### March 2026 Calls

12 - Burlington  
12 - City of Frazee  
5 - Erie  
1 - Garman  
4 - Height of Land

**Total Calls - 34**

Responded - 34

- 9 days had multiple calls

#### Call Type

5 - Fire  
1 - Lift Assist  
27 - Medical  
1 - Welfare Check

#### 2026 Statistics

	Responded/Total			Call Type
January	24/24	100%		1 - Assault
February	28/28	100%		7 - Fire
March	34/34	100%		1 - Hazmat
April	/			2 - Lift Assist
May	/			71 - Medical
June	/			2 - Motor Vehicle Crash
July	/			2 - Welfare Check
August	/			
September	/			
October	/			
November	/			
December	/			1 - Flown From Scene

**Total Calls - 86**

**Responded - 86      Response Rate 100%**

**Days with Multiple Calls - 23**

**Location**  
25 - Burlington  
38 - City of Frazee  
12 - Erie  
0 - Evergreen  
1 - Garman (OTC)  
7 - Height of Land  
3 - Silver Leaf

**How We Arrived on Scene**  
4 - Foot  
51 - Personal Vehicle  
56 - QRV  
3 - RIG (Ambulance)

*Multiple modes of transportation may be utilized per call.*

**Member - Total Volunteer Hours 2026 - 354.5**

## Noteworthy

- **Call Trends (as of March 31, 2026):**
  - Total calls: 86
  - Increase of 21 calls compared to 2025
  - Increase of 33 calls compared to 2024
- **Response Time Analysis:**
  - Sampled calls from:
    - City of Frazee
    - Erie Township
    - Height of Land Township
  - Identified significant improvements in response time trends.

### **City of Frazee (2024 vs. Current):**

- 2024 response times were consistently **4+ minutes longer** to arrive on scene
- Delays were largely due to members retrieving the RIG prior to responding.
- Our current approach allows for direct response to the scene when appropriate, along with utilizing multiple means of response (combination of QRV, RIG, Personal Vehicle and even by Foot).
  - Improvements were possible by:
    - Equipment issued to members.
    - More strategic call-based responses.

### **Quick Response Vehicle Put Into Service**

#### **Erie Township (Late 2025–Present):**

- Response times **improved by 4+ minutes** for similar locations.

#### **Height of Land Township (Late 2025–Present):**

- Response times **improved by 7+ minutes** for similar locations.

### ● **New Equipment We Now Carry**

- **Pelvic Sling**
  - Used to stabilize pelvic fractures
- **Skull Cap Wraps**
  - Used to treat head wounds quickly and efficiently.
- **Combat Bandages**
  - These are all-in-one bandage and wrap combinations that allow rapid application and the ability to apply direct pressure to a wound.

- **Ice/Water Rescue Training with Frazee Fire**
  - We took the opportunity to also train with a ResQ Disc we carry in the QRV, which is similar to a frisbee with a rope attached.



- **Communication Reimbursement**
  - We utilized a reimbursement grant from WCMEMS to purchase two ARMER compatible pagers.

Respectfully Submitted - 4/1/26

Matthew Johnson  
Rescue Chief

## Staff Reports

EVENT CENTER

Not much news:

Coming up we have a memorial service, firemans fundraiser, Cornerstone Health Fair and MDHA event. As always, Polka and AA.

Thanks

Jolene

## Staff Reports

LIQUOR STORE

### March 2026 Recap-

Sales were pretty close to last year- there was an extra Saturday in March of 2025 otherwise sales would've been better than last year. I will be attending the MMBA conference at the end of April.

### March 2026

1-Liquor (37911)	15.70%	\$8,925.75
2-Beer (37912)	22.00%	\$12,455.75
3-Wine (37913)	0.10%	\$56.00
4-Misc (37915)	0.04%	\$26.25
4-Pop (37915)	0.41%	\$241.00
4-Snacks (37915)	0.05%	\$27.50
5-Clothing (37916)	0.06%	\$38.00
6-Pizza (37917)	0.71%	\$409.50
7-Food (37918)	7.26%	\$4,151.66
1-Liquor Offsale (37811)	16.06%	\$9,441.97
2-Beer Offsale (37812)	33.35%	\$19,613.26
3-Wine Offsale (37813)	2.15%	\$1,263.60
4-Misc Offsale (37815)	0.64%	\$378.61
7-THC Seltzers (37816)	1.46%	\$858.36
Total		\$57,887.21

March 2025

1-Liquor (37911)	15.07%	\$8,606.25
2-Beer (37912)	23.91%	\$13,549.50
3-Wine (37913)	0.07%	\$40.00
4-Misc (37915)	0.02%	\$14.50
4-Pop (37915)	0.67%	\$396.50
4-Snacks (37915)	0.03%	\$15.50
5-Clothing (37916)	0.01%	\$6.00
6-Pizza (37917)	0.76%	\$441.25
7-Food (37918)	7.81%	\$4,400.62
1-Liquor Offsale (37811)	16.00%	\$9,471.71
2-Beer Offsale (37812)	31.71%	\$18,773.54
3-Wine Offsale (37813)	2.22%	\$1,311.60
4-Misc Offsale (37815)	0.28%	\$166.45
7-THC Seltzers (37816)	1.44%	\$854.13
<b>Total</b>		<b>\$58,047.55</b>

## Staff Reports

POLICE DEPARTMENT

March 2026

92 Calls For Service (CFS) for the month of January in the City

78 Calls for Service by Frazee PD

2 city ordinance violations

0 vehicle violations

1 motor vehicle crash

Zero landlord violations

Upcoming/other events... Cameras are moved out of MN DOT right of way. Officer Luhman and I attended the League of MN Cities Training in Mahanomen. Learned some good new information. May 3<sup>rd</sup> is the Spring Firearm Safety Class at the Event Center. Must have the online portion of the class completed and register with Frazee Comm Ed. Bike Rodeo is Saturday May 23<sup>rd</sup> at 11 am at the PD.

## Staff Reports

PUBLIC WORKS

For the Month of March, the Public Works Dept. has been taking care of daily operations, and with the warmer days and snow melting we've been able to start some of our spring street sweeping efforts between these pesty snow falls that has been happening, guess it is only the end of march so some snow falls can be expected off and on this time of the year. Also have been going over some Details with our engineers on the upcoming projects this summer, still hoping to get more crack filling done on a few of the streets this April before the mowing season gets underway and all the other projects that are in the works, this summer is going to be a busy time for all of us in the city Departments, That's about all we have to report for now thanks, Larry Kevin and Jesse public works Dept.

## Staff Reports

ADMINISTRATION

### 1. General Updates

- a. **Pickleball Donation Update** – Having completed the bank reconciliations for 2025, we earned enough in interest to cover the \$25,000 donation.
- b. **National Trails Day** – The Park & Rec Committee is hosting a National Trails Day event on June 6; I have registered our event with the American Hiking Society organization and it is listed on their site. I also requested the sponsor products they would be willing to provide
- c. **Year End & Annual Reporting** – This is the listing of annual items being reported to various entities that are required through the first quarter of the year
  - i. **W-2's to employees, Social Security Administration & State of Minnesota**
  - ii. **1099's to vendors & State of Minnesota**
  - iii. **Insurance Forms for Taxes to Employees**
  - iv. **941 to IRS**
  - v. **Minnesota Unemployment Insurance Reporting**
  - vi. **Minnesota Withholding Reporting**

- vii. **Summary Budget to State Auditor**
  - viii. **Report of Outstanding Indebtedness to County Auditor**
  - ix. **PERA Annual Exclusion Reporting**
  - x. **PERA Police & Fire Certification**
  - xi. **PERA Annual Leave Reporting**
  - xii. **Boundary & Annexation Survey**
  - xiii. **Lobby Form to State Auditor**
  - xiv. **Annual PFA Reporting**
  - xv. **Annual OSHA Reporting – posted in office and reported online**
  - xvi. **MN Prevailing Wage Survey**
  - xvii. **MN Police & Fire Certification to Dept of Revenue**
  - xviii. **ARPA Annual Report – Final SLFRF Report Submitted**
  - xix. **RBEG Annual Report**
  - xx. **TIF Reporting**
  - d. **Just Cause Training** – Policy changes amendments are being reviewed. Once they've approved, it will be sent to Council for final approval
  - e. **Property Inquires** –
    - i. There was 0 property inquiries this month
  - f. **Safety/OSHA Work** –
    - i. Mock OSHA inspections were completed in September – there are a number of items staff will be working to remedy
    - ii. Need to send chemicals/products lists for public works and fire - we have not received lists from these departments as of yet
    - iii. Staff are completing OSHA required trainings – Right to Know, Bloodborne Pathogens, etc.
  - g. **Becker County Hazard Mitigation Plan** – The resolution has been sent to Becker County
  - h. **Sanders Parcel** - The exemption was submitted and will take effect with the taxes payable in 2027. This is the final step in this project and can now be marked completed!
  - i. **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
  - j. **Revenue Recapture** – Catreena completing training this month and we've been notified we can begin to utilize this avenue to collect past due bills. This is the final step and can now be marked completed!
2. **Financials/Audit**
- a. December 2025 has been reconciled! In the packet are yearend journal entries for approval. I hope to have the liquor store journal entries by Wednesday to be included for approval also. Once these are all approved, documents will be sent to the auditor to begin work on the 2025 audit.
3. **Projects**
- a. **Main Street 2027** – Waiting to hear if the County received their funding;
  - b. **Town Lake Beach** – Final reimbursement submission needs to be submitted
  - c. **Heartland Trail** – No meeting since last month
  - d. **2026 Utility Improvements** – PFA has all documents and we are waiting to hear our funding; waiting to receive documents from Ulteig for putting the project out to bid.
4. In addition to the regular monthly tasks, utility billing and payroll in February, we processed
- a. 8 campsite rentals
  - b. Dog Licenses – March 2026 = 9; 2026 YTD = 33; 2025 – 63; 2024 – 57; 2023 - 76
  - c. 2 building permits
  - d. Rental Registration

- i. Rental at 115 Lake St S sold
  - ii. Resident inquired about applying to make home a rental. Staff provided answers to questions.
  - iii. 2025 inspection reports are being typed and sent
  - iv. 2025 inspections: 3 properties still need to be scheduled and inspected
  - v. 2026 rental registration documents and invoices will be prepared and sent out
  - vi. Staff is looking into options for landlords to submit their applications online and may be proposing ordinance changes to put the responsibility for registration on landlords
- 5. Grants
  - a. Wannigan
    - i. LCCMR Funding –
      - 1. Final reimbursement request has been submitted;
      - 2. the Romtec shelter will be erected this spring by volunteers
      - 3. The April 1, 2026 status report has been submitted
      - 4. Once the status report is approved, the final report will be prepared and submitted
    - ii. ReLEAF – Waiting to receive the invoice
    - iii. TAP – Design work is being completed
    - iv. ATI – Waiting for spring to finalize project
    - v. GMRPTC (Trails) – Design work is being completed; current plans are to let out to bid for work to be completed in the fall
    - vi. Archeology – Phase II – The grant application was approved; Joe was notified they would like to use his grant application as an example of how to properly utilize the grant portal
  - b. River Drive North
    - i. 2026 Minnesota Bonding Request – While in the cities last week, Polly and I were able to visit with 4 additional legislators; in addition, I testified at the House Capital Investment Committee meeting to gain support for the project. We won't know if we are included in the final bonding bill until later in the session
- 6. Meetings Attended in March:
  - a. Committee Meetings – Personnel (2 meetings), Finance
  - b. Wannigan Park Design (2 meetings)
  - c. FCDC/City Knowledge Sharing
  - d. City Day on the Hill
  - e. Wannigan Park Updates
  - f. Wannigan Park Watering Discussion
  - g. Wannigan Park Playground
  - h. Arvig Broadband Recording
  - i. Wannigan Park Executive Grant
  - j. Becker County EDA Collaborative
  - k. House Capital Investment Committee Hearing
  - l. Wannigan Park Habitat – Tree Planting
  - m. Meeting Follow-Up with Andrea
  - n. LMCIT Loss Control
- 7. Sick/Vacation Days

Old Business

TOPIC

New Business

UTILITY BILL ADJUSTMENT REQUESTS



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: 04/01/2026

Name of the Account Holder: FELDT'S PROPERTY RENTAL LLC

Service Address: 602 2ND ST SE (#22) - 01-560-01-7

Contact Information: (319) 240-8817

Reason for Adjustment:

Under advisement of City Attorney, Patrick Bakken, an adjustment is being made to remove penalties relating to the utility payment received 12/08/2025, due 12/01/2025. Although the payment was technically late under City policy, having been received after the due date, the penalties are being removed based on the circumstances of this account.

City Staff Member: Catreena Mahoney Deputy Clerk

Notes from Staff Member:

Payment for November Utilities due 12/01/2025 and received on 12/08/2025.

Amount to be Adjusted per City Administrator: \$7.73

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

**REQUEST FOR ADJUSTMENTS**

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

Date: 04/01/2026

Name of the Account Holder: FELDT'S PROPERTY RENTAL LLC

Service Address: 804 MAIN AVE W - 01-1650-01-0

Contact Information: (319) 240-8817

Reason for Adjustment:

Under advisement of City Attorney, Patrick Bakken, an adjustment is being made to remove penalties relating to the utility payment received 12/08/2025, due 12/01/2025. Although the payment was technically late under City policy, having been received after the due date, the penalties are being removed based on the circumstances of this account.

City Staff Member: Catreena Mahoney Deputy Clerk

Notes from Staff Member:

Payment for November Utilities due 12/01/2025 and received on 12/08/2025.

Amount to be Adjusted per City Administrator: \$10.76

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_



**REQUEST FOR ADJUSTMENTS**

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

Date: 04/01/2026  
Name of the Account Holder: FELDT'S PROPERTY RENTAL LLC  
Service Address: 501 MAIN AVE E - 01-1920-01-2  
Contact Information: (319) 240-8817

Reason for Adjustment:  
Under advisement of City Attorney, Patrick Bakken, an adjustment is being made to remove penalties relating to the utility payment received 12/08/2025, due 12/01/2025. Although the payment was technically late under City policy, having been received after the due date, the penalties are being removed based on the circumstances of this account.

City Staff Member: Catreena Mahoney Deputy Clerk

Notes from Staff Member:  
Payment for November Utilities due 12/01/2025 and received on 12/08/2025.

Amount to be Adjusted per City Administrator: \$10.86  
Approved By: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

**REQUEST FOR ADJUSTMENTS**

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

Date: 04/01/2026

Name of the Account Holder: FELDT'S PROPERTY RENTAL LLC

Service Address: 603 MAIN AVE E - 01-1940-01-8

Contact Information: (319) 240-8817

Reason for Adjustment:

Under advisement of City Attorney, Patrick Bakken, an adjustment is being made to remove penalties relating to the utility payment received 12/08/2025, due 12/01/2025. Although the payment was technically late under City policy, having been received after the due date, the penalties are being removed based on the circumstances of this account.

City Staff Member: Catreena Mahoney Deputy Clerk

Notes from Staff Member:

Payment for November Utilities due 12/01/2025 and received on 12/08/2025.

Amount to be Adjusted per City Administrator: \$11.59

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

**REQUEST FOR ADJUSTMENTS**

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

Date: 04/01/2026

Name of the Account Holder: FELDT'S PROPERTY RENTAL LLC

Service Address: 802 MAIN AVE E - 01-1960-01-4

Contact Information: (319) 240-8817

Reason for Adjustment:

Under advisement of City Attorney, Patrick Bakken, an adjustment is being made to remove penalties relating to the utility payment received 12/08/2025, due 12/01/2025. Although the payment was technically late under City policy, having been received after the due date, the penalties are being removed based on the circumstances of this account.

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City Staff Member: *Catreena Mahoney* Deputy Clerk

Notes from Staff Member:

Payment for November Utilities due 12/01/2025 and received on 12/08/2025.

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Amount to be Adjusted per City Administrator: \$11.36

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_



**REQUEST FOR ADJUSTMENTS**

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

Date: 04/01/2026

Name of the Account Holder: FELDT'S PROPERTY RENTAL LLC

Service Address: 611 CHERRY AVE - 01-2030-01-1

Contact Information: (319) 240-8817

Reason for Adjustment:

Under advisement of City Attorney, Patrick Bakken, an adjustment is being made to remove penalties relating to the utility payment received 12/08/2025, due 12/01/2025. Although the payment was technically late under City policy, having been received after the due date, the penalties are being removed based on the circumstances of this account.

City Staff Member: *Catreena Mahoney* Deputy Clerk

Notes from Staff Member:

Payment for November Utilities due 12/01/2025 and received on 12/08/2025.

Amount to be Adjusted per City Administrator: \$9.73

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

# Addendum

## APPROVAL OF ADDITIONAL CLAIMS

### CITY OF FRAZEE

04/08/26 12:08 PM

Page 1

### Receipts

Current Period: April 2026

Payments Batch 04082026GEN2				\$87,765.96	
Refer	0 ALL IN ALL INC				
Cash Payment	E 100-42110-406	Repairs/Maint Vehicles	Car Wash - PD		\$17.00
	Invoice APR26				
Cash Payment	E 100-42110-212	Motor Fuels	Fuel - PD		\$720.90
	Invoice APR26				
Cash Payment	E 100-43100-212	Motor Fuels	Fuel - Streets		\$307.44
	Invoice APR26				
Cash Payment	E 100-43125-212	Motor Fuels	Fuel - Snow Removal		\$1,217.29
	Invoice APR26				
Cash Payment	E 200-42200-212	Motor Fuels	Fuel - Fire		\$287.30
	Invoice APR26				
Cash Payment	E 201-42300-406	Repairs/Maint Vehicles	Car Wash - Rescue		\$17.00
	Invoice APR26				
Cash Payment	E 201-42300-212	Motor Fuels	Fuel - Rescue		\$101.00
	Invoice APR26				
Transaction Date	4/8/2026	Main Checking	10100	Total	\$2,687.93
Refer	0 ELAN FINANCIAL SERVICES				
Cash Payment	E 100-45200-404	Repairs/Maint Machiner	Lawn Gator Blades		\$163.20
	Invoice APR26EF				
Cash Payment	E 601-49400-331	Travel/Training Expense	Best Western - Travel/Training		\$372.90
	Invoice APR26EF				
Cash Payment	E 601-49400-331	Travel/Training Expense	Breezy Point - Travel/Training J. Grossman Test		\$245.89
	Invoice APR26EF				
Cash Payment	E 601-49400-240	Small Tools and Minor E	Cole Palmer - Therm		\$82.15
	Invoice APR26EF				
Cash Payment	E 200-42200-401	Repairs/Maint Buildings	Amazon - Camera x6		\$142.74
	Invoice APR26EF				
Cash Payment	E 200-42200-406	Repairs/Maint Vehicles	Webber - Oil Change/Maint		\$99.54
	Invoice APR26EF				
Cash Payment	E 200-42200-406	Repairs/Maint Vehicles	Webber - Oile Change/Maint		\$99.54
	Invoice APR26EF				
Cash Payment	E 200-42200-406	Repairs/Maint Vehicles	Fire Penny - Kussmaul Super Auto Ejects		\$488.61
	Invoice APR26EF				
Cash Payment	E 200-42200-401	Repairs/Maint Buildings	Walmart - MicroSD		\$113.74
	Invoice APR26EF				
Cash Payment	E 200-42200-218	Uniforms	Badge and Wallet - Electroplates		\$1,054.81
	Invoice APR26EF				
Cash Payment	E 200-42200-404	Repairs/Maint Machiner	Specialty Vehicle International - Belt Drive		\$155.31
	Invoice APR26EF				
Cash Payment	E 100-41400-433	Dues and Subscriptions	ICMA Online - ICMA Membership		\$200.00
	Invoice APR26EF				
Cash Payment	E 100-41400-433	Dues and Subscriptions	Survey Monkey - Starter Annual Plan		\$300.00
	Invoice APR26EF				
Cash Payment	E 700-46700-331	Travel/Training Expense	Intercontinental Hotel - Travel/Training S. Poegel 3/10-3/11/2026		\$177.21
	Invoice APR26EF				
Cash Payment	E 700-46700-331	Travel/Training Expense	Burger King - Meal S. Poegel 3/11/2026		\$15.84
	Invoice APR26EF				

Receipts

Current Period: April 2026

Cash Payment	E 100-41400-331	Travel/Training Expense	Burger King- Meal Travel/Training Exp SP Project 0	\$14.76
Cash Payment	E 100-41400-331	Travel/Training Expense	Embassy Suites - Travel/Train Exp SP Project 0	\$27.00
Cash Payment	E 100-41400-331	Travel/Training Expense	Dairy Queen - Meal S. Poegel 03/27/2026 Invoice APR26EF	\$15.75
Cash Payment	E 100-41400-331	Travel/Training Expense	Embassy Suites Travel/Train Exp SP 3/27/26 Project 0	\$590.96
Cash Payment	E 201-42300-234	Medical Supplies	Amazon - Instant hot Compress Invoice APR26EF	\$27.86
Cash Payment	E 201-42300-234	Medical Supplies	Amazon - Compression bandage and gauze Invoice APR26EF	\$129.82
Cash Payment	E 201-42300-235	Medical Equipment	Amazon - Tactial First Aid Medical Pouch Invoice APR26EF	\$16.99
Cash Payment	E 201-42300-235	Medical Equipment	Amazon - Tactical Medical Pouch Invoice APR26EF	\$14.99
Cash Payment	E 201-42300-235	Medical Equipment	Amazon - Blood Pressure Cuff Project 0	\$15.65
Cash Payment	E 100-41110-493	Employee Recognition	Mamas Pizza & Scoops - Pizza Employee Recognition Invoice APR26EF	\$42.00
Cash Payment	E 201-42300-200	Office Supplies (GENER	Amazon - Ballpoint Pen, Permanent Marker Invoice APR26EF	\$28.49
Cash Payment	E 201-42300-235	Medical Equipment	Amazon - Alligator Ear Forceps Invoice APR26EF	\$38.97
Cash Payment	E 201-42300-219	Personal Protective Equi	Amazon - Exam Gloves Invoice APR26EF	\$137.97
Cash Payment	E 700-46700-331	Travel/Training Expense	Palace Pub - Meal CDC 03/03/2026 Invoice APR26EF	\$26.71
Cash Payment	E 700-46700-331	Travel/Training Expense	World TradeCenter Parking - CDC 03/03/2026 Invoice APR26EF	\$19.50
Cash Payment	E 700-46700-331	Travel/Training Expense	Celeste St. Paul - Hotel Travel CDC 03/03/2026-03/04/2026 Invoice APR26EF	\$161.29
Transaction Date	4/8/2026	Main Checking	10100	<b>Total</b> \$5,020.19
Refer	0 GOPHER STATE ONE CALL			
Cash Payment	E 601-49400-433	Dues and Subscriptions	March 2026 Services Invoice 6030408	\$20.25
Transaction Date	4/8/2026	Main Checking	10100	<b>Total</b> \$20.25
Refer	0 RMB ENVIRONMENTAL LABORAT			
Cash Payment	E 601-49400-313	Samples/Testing	Sample testing Invoice D087047	\$57.48
Transaction Date	4/8/2026	Main Checking	10100	<b>Total</b> \$57.48
Refer	0 ANDREA FROEBER			
Cash Payment	E 700-46700-331	Travel/Training Expense	Reimb - Annual EDA Summit Reg 2026 Invoice APR26AF	\$40.00
Transaction Date	4/8/2026	Main Checking	10100	<b>Total</b> \$40.00
Refer	0 WIDSETH			

Receipts

Current Period: April 2026

Cash Payment	E 424-45200-303	Engineering Fees	Engineering Fees thru 3/31/2026 - Wannigan Park	\$16,780.01
Invoice 244095				
Transaction Date	4/8/2026	Main Checking	10100	Total \$16,780.01
Refer	0 MIKES LOCK KEY SERVICE			
Cash Payment	E 200-42200-401	Repairs/Maint Buildings	Install AL Electronic Leverlockset program, 1 HR	\$649.00
Invoice 18580				
Transaction Date	4/8/2026	Main Checking	10100	Total \$649.00
Refer	0 SWANSONS REPAIR INC			
Cash Payment	E 200-42200-212	Motor Fuels	Stihl Moto Front Cou Qty 4	\$127.84
Invoice 5124				
Transaction Date	4/8/2026	Main Checking	10100	Total \$127.84
Refer	0 ALEX AIR APPARATUS 2 LLC			
Cash Payment	E 200-42200-240	Small Tools and Minor E	Poly Tank Fire pumps, stand gas calib gas	\$2,210.05
Invoice INV-54136				
Transaction Date	4/8/2026	Main Checking	10100	Total \$2,210.05
Refer	0 GRAND FORKS FIRE EQUIPMENT			
Cash Payment	E 200-42200-218	Uniforms	Cairns passport standard leather front	\$149.00
Invoice 46030				
Transaction Date	4/8/2026	Main Checking	10100	Total \$149.00
Refer	0 MARCO TECHNOLOGIES LLC			
Cash Payment	E 100-41110-200	Office Supplies (GENER	Office Supplies - Copier	\$86.06
Invoice 579003963				
Cash Payment	E 100-41400-200	Office Supplies (GENER	Office Supplies - Copier	\$109.01
Invoice 579003963				
Cash Payment	E 700-46700-200	Office Supplies (GENER	Office Supplies - Copier	\$57.37
Invoice 579003963				
Cash Payment	E 100-42110-200	Office Supplies (GENER	Office Supplies - Copier	\$57.37
Invoice 579003963				
Cash Payment	E 100-49500-200	Office Supplies (GENER	Office Supplies - Copier	\$68.85
Invoice 579003963				
Cash Payment	E 601-49400-200	Office Supplies (GENER	Office Supplies - Copier	\$68.85
Invoice 579003963				
Cash Payment	E 602-49450-200	Office Supplies (GENER	Office Supplies - Copier	\$68.84
Invoice 579003963				
Cash Payment	E 200-42200-200	Office Supplies (GENER	Office Supplies - Copier	\$14.34
Invoice 579003963				
Cash Payment	E 201-42300-200	Office Supplies (GENER	Office Supplies - Copier	\$14.34
Invoice 579003963				
Transaction Date	4/8/2026	Main Checking	10100	Total \$545.03
Refer	0 RAMSTAD, SKOYLES, WINTERS &			
Cash Payment	E 100-42110-304	Legal Fees	Legal Fees - PD Prosecution Fee	\$600.00
Invoice 15830				
Cash Payment	E 602-49450-304	Legal Fees	Legal Fees - Turturici Corp	\$125.00
Invoice 15833				
Cash Payment	E 100-41110-304	Legal Fees	Legal Fees - Skyline Easement	\$275.00
Invoice 15833				

Receipts

Current Period: April 2026

Cash Payment	E 100-41110-304	Legal Fees	Legal Fee - Corp on Feldt Prop	\$100.00
	Invoice 15833			
Cash Payment	E 100-41110-304	Legal Fees	Legal Fee - Draft Skyline Easement	\$150.00
	Invoice 15833			
Cash Payment	E 700-46700-304	Legal Fees	Legal Fee - Code Review	\$62.50
	Invoice 15833			
Cash Payment	E 100-41110-304	Legal Fees	Legal Fee - Attend Reg Mtg	\$100.00
	Invoice 15833			
Cash Payment	E 100-41110-304	Legal Fees	Legal Fee - Mtg attendance, Conf w/ SP, Email to Fremstad	\$100.00
	Invoice 15833			
Cash Payment	E 100-41110-304	Legal Fees	Legal fee - Milage to and from Frazee for mtgs	\$30.50
	Invoice 15833			
Transaction Date	4/8/2026	Main Checking	10100	Total \$1,543.00
Refer	0 LAKES COUNTRY SERVICE COOP			
Cash Payment	E 100-41110-324	Technology/Computer E	Technology/Computer Expenses - Council	\$120.89
	Invoice 102855			
Cash Payment	E 100-41400-324	Technology/Computer E	Technology/Computer Expenses - Admin	\$120.89
	Invoice 102855			
Cash Payment	E 100-42110-324	Technology/Computer E	Technology/Computer Expenses - PD	\$120.89
	Invoice 102855			
Cash Payment	E 100-43100-324	Technology/Computer E	Technology/Computer Expenses - PW	\$120.89
	Invoice 102855			
Cash Payment	E 200-42200-324	Technology/Computer E	Technology/Computer Expenses - FD	\$120.89
	Invoice 102855			
Transaction Date	4/8/2026	Main Checking	10100	Total \$604.45
Refer	0 AUTO VALUE - DETROIT LAKES			
Cash Payment	E 100-43100-210	Operating Supplies (GE	Acetylene 131 CF & Hazmat Fee	\$137.65
	Invoice 53650669			
Transaction Date	4/8/2026	Main Checking	10100	Total \$137.65
Refer	0 PERHAM STEEL & WELDING			
Cash Payment	E 100-43100-407	Repairs/Maint Equipmen	1/4 x3 Flat Bar, C4 x5.4	\$39.60
	Invoice APR26PSW			
Transaction Date	4/8/2026	Main Checking	10100	Total \$39.60
Refer	0 NELSON AUTO CENTER INC			
Cash Payment	E 200-42200-500	Capital Outlay (GENER	2026 FORD F350 SRW XI 4WD - Fire	\$46,936.00
	Invoice F T307			
Transaction Date	4/8/2026	Main Checking	10100	Total \$46,936.00
Refer	0 IRS Ck# 000555 4/8/2026			
Cash Payment	G 100-21703	FICA Tax Withholding	FICA Tax Withholding	\$112.24
	Invoice APR26IRS			
Cash Payment	G 200-21703	FICA Tax Withholding		\$100.98
	Invoice APR26IRS			
Transaction Date	4/8/2026	Main Checking	10100	Total \$213.22
Refer	0 IRS Ck# 000556 4/8/2026			
Cash Payment	G 100-21701	Federal Withholding	Federal	\$1,031.91
	Invoice APR26IRSB			

Receipts

Current Period: April 2026

Cash Payment	G 100-21703	FICA Tax Withholding	FICA	\$1,670.72	
Invoice APR26IRSB					
Cash Payment	G 200-21701	Federal Withholding	Federal - FICA	\$7.21	
Invoice APR26IRSB					
Cash Payment	G 200-21703	FICA Tax Withholding	FICA - Fire	\$9.20	
Invoice APR26IRSB					
Cash Payment	G 601-21701	Federal Withholding	Federal - Water	\$202.13	
Invoice APR26IRSB					
Cash Payment	G 601-21703	FICA Tax Withholding	FICA - Water	\$391.34	
Invoice APR26IRSB					
Cash Payment	G 602-21701	Federal Withholding	Federal - Sewer	\$262.50	
Invoice APR26IRSB					
Cash Payment	G 602-21703	FICA Tax Withholding	FICA - Sewer	\$455.26	
Invoice APR26IRSB					
Cash Payment	G 656-21701	Federal Withholding	Federal - EDA	\$14.38	
Invoice APR26IRSB					
Cash Payment	G 656-21703	FICA Tax Withholding	FICA - EDA	\$18.42	
Invoice APR26IRSB					
Cash Payment	G 700-21701	Federal Withholding	Federal - Com Dev	\$154.61	
Invoice APR26IRSB					
Cash Payment	G 700-21703	FICA Tax Withholding	FICA - Com Dev	\$325.18	
Invoice APR26IRSB					
Transaction Date	4/8/2026	Main Checking	10100	Total	\$4,542.86
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000557 4/8/2026			
Cash Payment	G 100-21702	State Withholding	State Withholding - Gen	\$754.58	
Invoice APRMNRWH					
Cash Payment	G 601-21702	State Withholding	State Withholding - Water	\$131.18	
Invoice APRMNRWH					
Cash Payment	G 602-21702	State Withholding	State Withholding - Sewer	\$122.64	
Invoice APRMNRWH					
Cash Payment	G 700-21702	State Withholding	State Withholding - Com Dev	\$90.39	
Invoice APRMNRWH					
Transaction Date	4/8/2026	Main Checking	10100	Total	\$1,098.79
Refer	0 MN PERA	Ck# 000558 4/8/2026			
Cash Payment	G 100-21704	PERA	PERA - Gen	\$3,202.48	
Invoice APR26PERA					
Cash Payment	G 200-21704	PERA	PERA - Fire	\$8.42	
Invoice APR26PERA					
Cash Payment	G 601-21704	PERA	PERA - Water	\$376.02	
Invoice APR26PERA					
Cash Payment	G 602-21704	PERA	PERA - Sewer	\$462.29	
Invoice APR26PERA					
Cash Payment	G 656-21704	PERA	PERA - EDA	\$16.87	
Invoice APR26PERA					
Cash Payment	G 700-21704	PERA	PERA - COM DDEV	\$297.53	
Invoice APR26PERA					
Transaction Date	4/8/2026	Main Checking	10100	Total	\$4,383.61

Receipts

Current Period: April 2026

Fund Summary

	10100 Main Checking	
100 GENERAL FUND		\$12,725.83
200 FIRE FUND		\$52,774.52
201 RESCUE FUND		\$543.08
424 WRP - GMRPTC 2026 Phase 1		\$16,780.01
601 WATER FUND		\$1,948.19
602 SEWER FUND		\$1,516.53
656 EDA - East Main Retail		\$49.67
700 Community Develoment		\$1,428.13
		<hr/>
		\$87,765.96

CITY OF FRAZEE

Receipts

Current Period: April 2026

<b>Payments Batch 04082026LIQ2</b>		<b>\$8,948.07</b>
Refer	0 ELAN FINANCIAL SERVICES	
Cash Payment	E 610-49752-210 Operating Supplies (GE Amazon - 12oz cups 1000 cnt	\$55.79
	Invoice APR26EFB	
Cash Payment	E 610-49752-404 Repairs/Maint Machiner Amazon - Under Sink Filter, Chair leg floor prot,	\$109.64
	Invoice APR26EFB	
Cash Payment	E 609-49750-210 Operating Supplies (GE Aqua Pure Filters - Replacement Filter x4	\$163.71
	Invoice APR26EFB	
Cash Payment	E 609-49751-210 Operating Supplies (GE Aqua Pure Filters - Replacement Filters x4	\$163.72
	Invoice APR26EFB	
Cash Payment	E 609-49750-433 Dues and Subscriptions MN Office of Cannabis Mngmnt - LPH Edible	\$255.38
	Invoice APR26EFB Retailer Site Fee/processing fee	
Cash Payment	E 609-49751-213 Operating Supplies - Fo Walmart - Boullion, half/half, relish, tom sauce,	\$25.58
	Invoice APR26EFB sour cream, shrimp sauce	
Cash Payment	E 609-49751-254 Soft Drinks/Mix For Res Walmart - Rice Krispies, Mallows, Mushrooms,	\$26.76
	Invoice APR26EFB Queso Fresco, Cream Cheese	
Cash Payment	E 609-49751-210 Operating Supplies (GE Walmart - Tip/Taxes	\$5.79
	Invoice APR26EFB	
Cash Payment	E 609-49751-254 Soft Drinks/Mix For Res Costco - Folgers Coffee	\$18.99
	Invoice APR26EFB	
Cash Payment	E 609-49751-254 Soft Drinks/Mix For Res Aldi - Cheese, Carrots	\$15.85
	Invoice APR26EFB	
Cash Payment	E 609-49751-259 Food for Resale Walmart - Potatoes, cabbage, sour cream	\$40.33
	Invoice APR26EFB	
Cash Payment	E 609-49751-254 Soft Drinks/Mix For Res Walmart - 64oz crancktl	\$3.96
	Invoice APR26EFB	
Cash Payment	E 609-49751-259 Food for Resale Walmart - Lays 10 ct	\$5.97
	Invoice APR26EFB	
Cash Payment	E 609-49751-259 Food for Resale Central Market - Corn Beef Briskets	\$90.82
	Invoice APR26EFB	
Cash Payment	E 609-49751-259 Food for Resale Dolar General - Panko	\$5.85
	Invoice APR26EFB	
Cash Payment	E 609-49751-259 Food for Resale Central Market - Lettuce	\$2.69
	Invoice APR26EFB	
Cash Payment	E 609-49751-324 Technology/Computer E Khamu Solutions - Annual Support Renewal	\$400.00
	Invoice APR26EFB	
Cash Payment	E 609-49750-324 Technology/Computer E Khamu Solutions - Annual Support Renewal	\$400.00
	Invoice APR26EFB	
Cash Payment	E 610-49752-404 Repairs/Maint Machiner Amazon - Chair leg protectors	\$156.66
	Invoice APR26EFB	
Cash Payment	E 609-49751-213 Operating Supplies - Fo Walmart - Celery, vinegar, baking soda	\$15.04
	Invoice APR26EFB	
Cash Payment	E 609-49751-259 Food for Resale Walmart - bread, whipped cream, pressed tom	\$25.73
	Invoice APR26EFB juice	
Cash Payment	E 609-49751-200 Office Supplies (GENER Walmart - Envelopes	\$3.32
	Invoice APR26EFB	

Receipts

Current Period: April 2026

Cash Payment	E 609-49751-254	Soft Drinks/Mix For Res	Walmart - Tomato Juice 6 count		\$6.68
	Invoice APR26EFB				
Cash Payment	E 609-49751-210	Operating Supplies (GE	Walmart - Driver Tip		\$5.03
	Invoice APR26EFB				
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$2,003.29
Refer	0 HARRYS PIZZA LLC				
Cash Payment	E 609-49751-260	Pizza for Resale	Pizza For Resale		\$41.50
	Invoice 86448				
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$41.50
Refer	0 BERGSETH BROS				
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$2,352.20
	Invoice 510427				
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$2,352.20
Refer	0 BEVERAGE WHOLESALERS, INC				
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$1,347.10
	Invoice 428547				
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$1,347.10
Refer	0 CASH-WA DISTRIBUTING				
Cash Payment	E 609-49751-259	Food for Resale	Food For Resale		\$420.61
	Invoice 4589394				
Cash Payment	E 609-49751-440	Fuel/Delivery Surcharge	Delivery Fee		\$9.50
	Invoice 4589394				
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$430.11
Refer	0 BECKER CO ENVIRONMENTAL				
Cash Payment	E 609-49751-384	Refuse/Garbage Dispos	Recy - LIQ		\$8.75
	Invoice APR26BCE				
Cash Payment	E 609-49750-384	Refuse/Garbage Dispos	Recy - LIQ		\$8.75
	Invoice APR26BCE				
Cash Payment	E 610-49752-384	Refuse/Garbage Dispos	Recy - EC		\$8.75
	Invoice APR26BCE				
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$26.25
Refer	0 STEVES SANITATION				
Cash Payment	E 609-49750-384	Refuse/Garbage Dispos	Garbage Disposal - LIQ		\$105.23
	Invoice APR26SSB				
Cash Payment	E 609-49751-384	Refuse/Garbage Dispos	Garbage Disposal - LIQ		\$105.23
	Invoice APR26SSB				
Cash Payment	E 610-49752-384	Refuse/Garbage Dispos	Garbage Disposal - EC		\$105.23
	Invoice APR26SSB				
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$315.69
Refer	0 KETTERS MEATS				
Cash Payment	E 609-49751-259	Food for Resale	10lbs Burger Patties		\$70.00
	Invoice 4				
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$70.00
Refer	0 MARCO TECHNOLOGIES LLC				
Cash Payment	E 609-49750-200	Office Supplies (GENER	Office Supplies - Copier		\$7.18
	Invoice 579003983B				

Receipts

Current Period: April 2026

Cash Payment	E 609-49751-200	Office Supplies (GENER	Office Supplies - Copier		\$7.18
		Invoice 579003963B			
Cash Payment	E 610-49752-200	Office Supplies (GENER	Office Supplies - Copier		\$14.34
		Invoice 579003963B			
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$28.70
Refer	0	LAKES COUNTRY SERVICE COOP			
Cash Payment	E 609-49750-324	Technology/Computer E	Technology/Computer Expenses - Liq ON		\$60.44
		Invoice 102855B			
Cash Payment	E 609-49751-324	Technology/Computer E	Technology/Computer Expenses - Liq OFF		\$60.45
		Invoice 102855B			
Cash Payment	E 610-49752-324	Technology/Computer E	Technology/Computer Expenses - EC		\$120.88
		Invoice 102855B			
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$241.77
Refer	0	MN PERA	Ck# 000395 4/8/2026		
Cash Payment	G 609-21704	PERA	PERA - LS		\$770.47
		Invoice APRMNERAB			
Cash Payment	G 610-21704	PERA	PERA - EC		\$63.84
		Invoice APRMNERAB			
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$834.31
Refer	0	MN DEPT OF REVENUE - WH	Ck# 000396 4/8/2026		
Cash Payment	G 609-21702	State Withholding	State Withholding		\$178.67
		Invoice APR26MNDRWHB			
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$178.67
Refer	0	IRS	Ck# 000398 4/8/2026		
Cash Payment	G 609-21701	Federal Withholding	Federal - LS		\$225.92
		Invoice APR26IRSC			
Cash Payment	G 609-21703	FICA Tax Withholding	FICA - LS		\$762.80
		Invoice APR26IRSC			
Cash Payment	G 610-21703	FICA Tax Withholding	FICA - EC		\$69.76
		Invoice APR26IRSC			
Transaction Date	4/8/2026	Liquor Store	10101	Total	\$1,078.48

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$8,243.18
610 EVENT CENTER FUND	\$704.89
	<u>\$8,948.07</u>

# Addendum

## RESOLUTION 0408-2026A – RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT OF BIDS – 2026 UTILITY INFRASTRUCTURE IMPROVEMENTS



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. 0408-2026A

#### A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution passed by the Council on February 11, 2026, the city’s designated engineer has prepared plans and specifications for the construction of

- Elm Avenue from 2<sup>nd</sup> Street NW to 5th Street NW
- Fir Avenue from 3<sup>rd</sup> Street NW to 5th Street NW
- 4th Street NW from Cedar Avenue to Fir Avenue
- 5<sup>th</sup> Street NW from Birch Avenue to Hickory Avenue
- Lift Station near Elementary School on Hickory Avenue
- 2<sup>nd</sup> Street NW from Ash Avenue to Elm Avenue
- Birch Avenue from 2<sup>nd</sup> Street NW to 3<sup>rd</sup> Street NW
- Ash Avenue from Lake Street to 2nd Street NE
- Alley by Frazee Event Center from Lake Street to 2nd Street NE
- Birch Avenue from Lake Street to 2nd Street NE
- 2nd Street NE from Birch Avenue to Main Avenue East
- Parking Lots at the Event Center/Liquor Store
- Juniper Avenue East from Lake Street to 2nd Street SE

and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. CONTINGENT UPON FINAL APPROVAL TO BID FROM THE MINNESOTA PUBLIC FACILITIES AUTHORITY, The city clerk shall prepare and cause to be inserted in the official paper (and on the QuestCDN.com website) an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for a minimum of 21 days, shall specify the work to be done, shall state the SPECIFIC DATE THAT bids will be received by the clerk,(dependent on PFA approval date) at which time they will be publicly opened in the council meeting room of the city hall by the city clerk and engineer, will then be tabulated, and will be considered by the council at the next public meeting of the city council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a bid bond payable to the clerk for five (5) percent of the amount of such bid.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 8<sup>th</sup> of April 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