



CITY COUNCIL MEETING AGENDA

May 13, 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. Public Hearing – [609 Cherry Avenue](#)
 - a. Open Public Hearing
 - b. Public Comment
 - c. Close Public Hearing
6. 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.
7. Consent Agenda
 - a. Meeting Minutes – [April 22, 2026](#)
 - b. Income Statements
 - c. [Approval of Claims](#)
 - d. [Journal Entry Adjustments – EOY 2025#2](#)
 - e. [Journal Entry Adjustments – LS Transfers Jan 2026](#)
 - f. [Resolution 0513-2026A – Resolution Approving Donations to Fire Department](#)
 - g. [Resolution 0513-2026B - Resolution Approving Donations to Rescue Department](#)
 - h. [LG220 – Application for Exempt Permit – Frazee Area Community Club](#)
8. Committee & Liaison Reports
 - a. Parks & Recreation Committee – [April 22, 2026](#)

- b. Wannigan Regional Park Committee – [April 28, 2026](#)
- c. Planning & Zoning – [April 28, 2026](#)
- d. Personnel Committee – [April 13, 2026](#)
- e. Finance Committee – No Meeting
- f. Economic Development Authority – [April 28, 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

9. Staff Reports

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

10. Old Business

- a. FCDC Confidentiality Notice
- b. 2026 Utility Reconstruction (Documents available 05/13/2026)
 - i. [Bid Presentation and Approval](#)
 - ii. [Resolution 0513-2026D – Resolution Accepting Bids](#)

11. New Business

- a. FACC Vendor Fee Waiver Request
- b. [Resolution 0513-2026C – Resolution Ordering Repair, Removal or Razing of Hazardous Property](#)
- c. Staff Vacation Request
- d. Wannigan Regional Park – GMRPTC Phase 1 Work
 - i. [Kompan Playground Structure Quote](#)
 - ii. [Romtec Restroom & Shower House Quote \(Documents available 05/13/2026\)](#)
 - iii. ~~Romtec Shower House Quote (Documents available 05/13/2026)~~

12. Council Member Comments

13. Addendum

- a. [Approval of Additional Claims](#)
- b. Hank Ludtke/Riverside Park Improvements
 - i. [Sign Quote](#)
 - ii. [Block Quote](#)

14. Adjournment

In The Matter of
Hazardous Property
located in the
City of Frazee , Minnesota.

NOTICE OF HEARING

TO: Nina C. Turcotte, 1040 Lincoln Ave, Detroit Lakes, MN 56501

FROM: The City Council of the City of Frazee, Minnesota.

PLEASE BE ADVISED that on the 13 day of May, 2026, at 5:00 p.m in the Council Chambers, Frazee Event Center, 114 Lake St N, Frazee, MN 56544, Minnesota the City Council of the City of Frazee will hold a hearing to determine whether an order pursuant to Minnesota Statute §463.16 should issue to order requiring Nina C. Turcotte, as owner, to correct or remove the hazardous condition of the buildings and property or to raze or remove the buildings located at 609 Cherry Avenue, Frazee, MN 56544 upon the following legally described property in the City of Frazee, County of Becker:

Lots Numbered Six (6) and Seven (7) Block One (1), Charles W. Porter's First Addition to the Townsite of Frazee, Minnesota, according to the certified Plat thereof on file and of record in the office of the County Recorder in and for Becker County, Minnesota.

within thirty (30) days of the date of service of the order.

At the hearing, the following issues will be addressed and determined:

1. Whether the structure(s) located on the property are "hazardous buildings" within the meaning of Minn. Stat. §463.15, Subd. 3.
2. Whether actions could be taken or repairs made which would correct the hazardous conditions of the structure(s) short of being razed or removed.
3. Whether the owners of the property should be Ordered to take action to correct the hazardous conditions of the structure(s) within 30 days of the date of the Order.
4. What action should be ordered taken, if any.

5. Whether a motion for summary enforcement of the order should be made to the District Court in and for Becker County, Minnesota, UNLESS:

a. Corrective action in conformance with the order is taken within thirty (30) days of the service of the order, or UNLESS:

b. An answer is filed and served upon the undersigned City Attorney, within twenty (20) days after the service of the order, pursuant to Minnesota Stat. §463.18.

6. Whether the City Council should order that if the City is compelled to take any corrective action, all necessary costs expended by the City be reduced to judgment against the owner of the real estate concerned as provided by Minnesota Stat. §463.21; assessed against the real estate concerned and collected in accordance with Minnesota Stat. §463.22 or whether the property should be acquired by the City pursuant to Minnesota Stat. §463.152.

CITY OF FRAZEE

Dated:

4/16/24



By: Patrick A. Bakken (MN Reg. # 0401154)

City Attorney

114 Holmes Street West

Detroit Lakes, Minnesota 56501

(218) 847-5653

COUNTY OF BECKER

In The Matter of
Hazardous Property
located in the
City of Frazee, Minnesota.

AFFIDAVIT OF SERVICE
BY U.S. FIRST CLASS MAIL AND BY
CERTIFIED MAIL

STATE OF MINNESOTA)
)ss
COUNTY OF BECKER)

Sandy Hofer, being first duly sworn, states that on the 6th day of April, 2026 your affiant served the attached NOTICE OF HEARING and letter from City Attorney dated April 6, 2026 on Nina C. Turcotte, by U.S. FIRST CLASS MAIL and by CERTIFIED MAIL RETURN RECEIPT REQUESTED at the following address:

Essentia Health-Oak Crossing
Attn. Nina C. Turcotte
1040 Lincoln Ave
Detroit Lakes, MN 56501

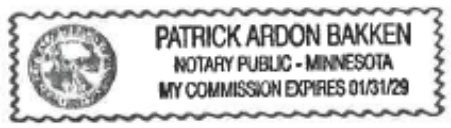

Sandy Hofer

Subscribed and sworn to before me
this 6 day of April, 2026.



Notary Public
My commission expires:

NOTARY PUBLIC



USPS Tracking®

[FAQs >](#)

Tracking Number:

[Remove X](#)

9589071052700278611257

[Copy](#)

[Add to Informed Delivery \(https://informedelivery.usps.com/\)](https://informedelivery.usps.com/)

Latest Update

Your item was delivered to the front desk, reception area, or mail room at 1:58 pm on April 9, 2026 in DETROIT LAKES, MN 56501.

Get More Out of USPS Tracking:

USPS Tracking Plus®

Delivered

Delivered, Front Desk/Reception/Mail Room

DETROIT LAKES, MN 56501

April 9, 2026, 1:58 pm

[See All Tracking History](#)

[What Do USPS Tracking Statuses Mean? \(https://faq.usps.com/s/article/Where-is-my-package\)](https://faq.usps.com/s/article/Where-is-my-package)

[Text & Email Updates](#)



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Track Another Package

Enter tracking or barcode numbers

Need More Help?

Contact USPS Tracking support for further assistance.

[FAQs](#)

State of Minnesota

District Court

County
Becker

Judicial District: _____
Court File Number: _____
Case Type: _____

City of Frazee
Petitioner / Plaintiff

and / vs

Affidavit of Personal Service

Nina C Turcotte
Respondent / Defendant

I, Robert Strand, state that I am at least 18 years of
(Name of person who hand-delivered documents)

age having been born on January 15, 1978, and that on April 10, 2026

I served the Notice of Hearing

upon Cassandra Vigessaa – Disse on behalf of Nina Turcotte

by handing a true and correct copy of the documents to her at 1040 Lincoln Ave, Detroit Lakes,

MN

I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116.



Dated: 04/12/26

Signature

County and state where signed:

Name: Robert Strand

Becker Minnesota

Address: 875 Willow Springs Rd.

City/State/Zip: Detroit Lakes, MN 56501

Telephone: (218)234-5135

E-mail address: nodak301@gmail.com

Becker County
Auditor-Treasurer Office
915 Lake Avenue
Detroit Lakes, MN 56501
218-846-7311
www.co.becker.mn.us
AIN:

PIN: 50.0451.000
BILL NUMBER: 697943
LENDER:
OWNER NAME: TURCOTTE NINA C

TAXPAYER(S):
NINA C TURCOTTE
609 CHERRY AVE
FRAZEE MN 56544

\$\$\$
REFUNDS?
You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply

PROPERTY ADDRESS
609 CHERRY AVE
FRAZEE, MN 56544

DESCRIPTION
Acres: 0.00
Subdivision/Name PORTERS ADD
FRAZEE Block 001 Subdivision Cd

Line 13 Detail
S-8088 SW & MA 449.50
S-1024 SOLID WA1 65.00
Principal 481.20
Interest 33.30

TAX STATEMENT		2026	
2025 Values for taxes payable in			
Step 1	VALUES AND CLASSIFICATION		
	Taxes Payable Year:	2025	2026
	Estimated Market Value:	85,400	98,300
	Homestead Exclusion:	34,200	37,700
	Taxable Market Value:	51,200	60,600
	New Improvements:		
	Property Classification:	Res Hstd	Res Hstd
<small>Sent in March 2025</small>			
Step 2	PROPOSED TAX		
			782.00
<small>Sent in November 2025</small>			
Step 3	PROPERTY TAX STATEMENT		
	First half taxes due 05/15/2026		\$629.00
	Second half taxes due 10/15/2026		\$629.00
	Total taxes due in 2026		\$1,258.00

Tax Detail for Your Property:				
Taxes Payable Year:		2025	2026	
Tax and Credits	1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible.	<input checked="" type="checkbox"/>	\$743.50	
	2. Use these amounts on Form M1PR to see if you are eligible for a special refund.	\$665.86		
	3. Property taxes before credits	\$665.86	\$743.50	
	4. Credits that reduce property taxes			
	A. Agricultural and rural land credits	\$0.00	\$0.00	
	B. Other credits	\$0.00	\$0.00	
	5. Property taxes after credits	\$665.86	\$743.50	
Property Tax by Jurisdiction	6. BECKER COUNTY	A. County	\$142.75	\$167.49
	7. FRAZEE CITY		\$378.88	\$414.57
	8. State General Tax		\$0.00	\$0.00
	9. SCHOOL DISTRICT 0023	A. Voter approved levies	\$6.90	\$7.42
		B. Other local levies	\$136.09	\$152.68
	10. Special Taxing Districts	A. BC EDA	\$1.24	\$1.34
		B. Others	\$0.00	\$0.00
		C. TIF	\$0.00	\$0.00
	11. Non-school voter approved referenda levies		\$0.00	\$0.00
	12. Total property tax before special assessments		\$665.86	\$743.50
	13. Special assessments		\$526.14	\$514.50
	14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		\$1,192.00	\$1,258.00
		Tax Amount Paid	\$0.00	

2

2nd Half Payment Stub - Payable 2026

Detach and return this stub with your 2nd half payment.
To avoid penalty, pay on or before October 15, 2026.

PIN: 50.0451.000
AIN:
BILL NUMBER: 697943
TAXPAYER(S): NINA C TURCOTTE
609 CHERRY AVE
FRAZEE MN 56544

Paid By _____

Total Property Tax for 2026 \$1,258.00
2nd Half Tax Amount \$629.00
Penalty, Interest, Fee Amount \$0.00
Amount Paid \$0.00
2nd Half Total Amount Due \$629.00
Balance Good Through 10/15/2026
Res Hstd

MAKE CHECKS PAYABLE TO:
Becker County
Auditor-Treasurer Office
915 Lake Avenue
Detroit Lakes, MN 56501

1

1st Half Payment Stub - Payable 2026

Detach and return this stub with your 1st half payment.
To avoid penalty, pay on or before May 15, 2026.
If your tax is \$100.00 or less, pay the entire tax by May 15, 2026.

PIN: 50.0451.000
AIN:
BILL NUMBER: 697943
TAXPAYER(S): NINA C TURCOTTE
609 CHERRY AVE
FRAZEE MN 56544

Paid By _____

Total Property Tax for 2026 \$1,258.00
1st Half Tax Amount \$629.00
Penalty, Interest, Fee Amount \$0.00
Amount Paid \$0.00
1st Half Total Amount Due \$629.00
Balance Good Through 05/15/2026
Res Hstd

MAKE CHECKS PAYABLE TO:
Becker County
Auditor-Treasurer Office
915 Lake Avenue
Detroit Lakes, MN 56501

This instrument was drafted by: IRVINE, BRIGGS, RAMSTAD & SKOYLES, P.A.-ATTORNEYS AT LAW
P.O. Box 683-114 W. Holmes
Detroit Lakes, MN 56502
JOR/ds (218) 847-5653

Statements for the real property described in this instrument should be sent to:
Nina C. Turcotte
609 Cherry Avenue
Frazee MN 56544

BUILDING OFFICIAL DETERMINATION OF CONDEMNATION AND DECLARATION OF HAZARDOUS BUILDING

Minnesota Residential Code – Minnesota Rules Chapter 1309

Property Information

Property Address: 609 Cherry Ave
Parcel ID: 500451000
Property Type: Single-Family Dwelling
Owner of Record: Nina C Turcotte
Inspection Dates: 11/4/2025
Building Official: Jon Stewart Lic # BO731313
Date of Determination: 2/26/2026

I. Authority

This Determination is issued pursuant to Minnesota Rules Chapter 1309 (Minnesota Residential Code), Minnesota Rules Chapter 1300 (Administration of the State Building Code), and Minnesota Statutes §§ 326B.101–326B.194.

Pursuant to Minnesota Rules Chapter 1300 and Minnesota Statutes § 326B.121, the Building Official is authorized to enforce the Minnesota State Building Code and to take enforcement action on structures found to be unsafe or noncompliant.

Additionally, pursuant to Minnesota Statutes §§ 463.15–463.26 (Hazardous Buildings Act), a building that is structurally unsafe, constitutes a fire hazard, is inadequate to provide required egress, or is otherwise dangerous to human life or public safety may be declared a hazardous building and ordered repaired or removed.

II. Purpose

The purpose of this Determination is to document observed conditions at the above-referenced property and to determine whether the structure meets the minimum life-safety and structural standards required by the Minnesota Residential Code.

III. Findings of Fact

Based upon visual inspections and photographic documentation, the structure exhibits severe and progressive deterioration consistent with prolonged water intrusion, deferred maintenance, improper repair, and structural failure.

A. Structural Damage

- Rot and decay of exterior wall framing members and exterior finishes.
- Deteriorated and failing sill plates and lower wall assemblies.
- Compromised roof covering, sheathing, and roof framing components contributing to continued water intrusion.
- Moisture-damaged ceiling joists and wall supports.
- Evidence of failing or improvised support posts within the basement.

These conditions indicate loss of structural integrity in load-bearing components and compromise the building's load path.

Applicable Code Sections: R301.1; R317.1; R803.1; R404.1.

B. Exterior Envelope Failure

Extensive deterioration and missing exterior wall coverings have resulted in failure of the weather-resistant building envelope, allowing continued moisture intrusion and accelerated deterioration.

Applicable Code Sections: R703.1; R703.2.

C. Interior Structural Instability

Interior ceilings and wall systems exhibit collapse, exposed lath, sagging materials, and deterioration consistent with structural weakening and unsafe conditions.

Applicable Code Sections: R301.1; R702.1.

D. Mechanical and Electrical Hazards

Improperly installed and repaired plumbing systems, improperly installed and failing HVAC systems and exposed electrical wiring present fire, shock, and potential carbon monoxide and sewer gas hazards.

Applicable Code Sections: G2427.10.4; R1003.16-18; M1801.1; E3901.6; E4002.9, MN Chapter 4714.

IV. Determination

Based upon the foregoing Findings of Fact, the structure is determined to be structurally unsafe and constitutes a Hazardous Building under Minnesota Statutes §§ 463.15–463.26.

The observed loss of structural integrity in framing members and support systems creates a risk of partial or complete structural failure. Additionally, the presence of fire and electrical hazards further endangers occupants and the public.

V. Order of Condemnation

The structure is hereby condemned and shall not be occupied.

The structure shall be posted as CONDEMNED and secured against unauthorized entry.

The structure may not be reoccupied. It must either be fully rehabilitated and brought into compliance with the Minnesota Residential Code under valid permits and required inspections, or removed (demolished) in accordance with applicable permits and state law. No occupancy shall be permitted unless and until written approval is issued by the Building Official.

Based upon the extent of structural deterioration and the disproportionate cost of rehabilitation relative to the structure's value, removal of the structure is recommended.

VI. Compliance Requirement – Plan of Action (20 Days)

The property owner is hereby directed to submit a written plan of action to the City of Frazee Building Department within twenty (20) days of receipt of this Determination.

The written plan must include a proposed timeline and course of corrective action to address the unsafe and hazardous conditions identified herein. The plan shall specify whether the owner intends to fully rehabilitate the structure under valid permits or remove (demolish) the structure pursuant to Minnesota Statutes §§ 463.15–463.26.

Failure to provide satisfactory written correspondence within the required twenty (20) day period will result in further enforcement action, including issuance of an order for repair or removal, initiation of hazardous building proceedings, and assessment of costs as authorized by state law and local ordinance.

VII. Hearing Rights

The owner may request a hearing and present evidence regarding the condition of the structure and proposed corrective actions pursuant to Minnesota Statutes § 463.17.

VIII. Signature



Building Official
City of Frazee
Date: 2/26/2026



114 Holmes St. W., Detroit Lakes, MN 56501

Waters Trees Shops Parks

Phone: 218-847-5653 | Fax: 218-847-2406
Patrick A. Bakken * City Attorney

April 6, 2026

Essentia Health-Oak Crossing
Attn. Nina C. Turcotte
1040 Lincoln Ave
Detroit Lakes, MN 56501

*VIA CERTIFIED MAIL RETURN
RECEIPT REQUESTED
AND FIRST CLASS MAIL*

PID: 50.0451.000

Dear Ms. Turcotte,

I represent the City of Frazee in reference to the hazardous condition of the building located 609 Cherry Avenue, Frazee, MN 56544. The records of the Becker County Recorder indicate that you are owner of said property.

I understand that you have been contacted by representatives of the City in the past with a request to comply with the Minnesota building code and repair the building or remove it from the premises. Specifically, that the structure was condemned and you were directed to provide a plan of action. No action has been taken to remedy this hazard to public safety. The structure is open to the elements and open to vandals. The building is an attractive nuisance to children and very dangerous. The building is a fire hazard and hazard to public health. The structure exhibits severe and progressive deterioration consistent with prolonged water intrusion, deferred maintenance, improper repair, structural failure and loss of structural integrity. These problems need to be repaired immediately or the building removed from the premises.

Given the danger to public safety, the City may have no choice but to initiate proceedings under Minn. Stat. §463.16 to order you to correct or remove the hazardous condition of the building or to raze or remove the building. This issue will be addressed during a public hearing at the Council meeting on **May 13, 2026 at 5:00 p.m. at the Frazee Event Center, 114 Lake St N, Frazee, MN 56544**. At that hearing the City will address the problems and determine whether such an order is appropriate. Failure to comply with such an order may result in the City taking the necessary action to remove the hazard and obtaining a judgment against you for the costs. The City may also condemn the property or assess the property for the cost of removal. Your presence at the hearing is requested.

Enclosed herein and served upon you by certified and U.S. Mail please find the formal notice of hearing.

Sincerely,
Ramstad, Skoyles & Bakken, P.A.



Patrick A. Bakken

Encl.
cc: Steph Poegel – City Administrator
Jon Stewart – City Inspector

COUNTY OF BECKER

In The Matter of
Hazardous Property
located in the
City of Frazee, Minnesota.

ORDER TO REPAIR, REMOVE
OR RAZE HAZARDOUS PROPERTY

TO: Nina C. Turcotte, 1040 Lincoln Avenue, Detroit Lakes, MN 56501 owner of the following legally described property:

Lots Numbered Six (6) and Seven (7) Block One (1), Charles W. Porter's First Addition to the Townsite of Frazee, Minnesota, according to the certified Plat thereof on file and of record in the office of the County Recorder in and for Becker County, Minnesota.

FROM: The City Council of the City of Frazee, Minnesota.

YOU ARE HEREBY ORDERED, as follows:

1. Pursuant to Minnesota Statute §463.16, you must make the following corrections and repairs on the property located at 609 Cherry Avenue, Frazee, MN 56544 legally described as follows:

Lots Numbered Six (6) and Seven (7) Block One (1), Charles W. Porter's First Addition to the Townsite of Frazee, Minnesota, according to the certified Plat thereof on file and of record in the office of the County Recorder in and for Becker County, Minnesota.

Necessary corrections and repairs are: Based upon the extent of the structural deterioration and the disproportionate cost of rehabilitation relative to the structure's value, removal of the structure is recommended. In the alternative, the owner must eliminate the hazardous conditions as outlined in the inspection report prepared by Jon Stewart, City Building Inspector, dated February 26, 2026, copies of which are attached to this Resolution.

2. All of the herein listed corrections and repairs must be made **within thirty (30) days** after this Order is served upon Nina C. Turcotte. The corrections and repairs must be completed in compliance with all applicable codes and regulations, pursuant to proper permits from the City of Frazee.
3. If the corrections and repairs are not made within the time period provided in paragraph 2 of this Order, the building shall be razed, the foundations filled and the property left free of debris in compliance with all applicable codes and regulations, pursuant to proper permits from the City of Frazee. This must be completed within 20 days after expiration of the time period provided in paragraph 2 of this Order.
4. If the City of Frazee is required to take action for summary enforcement of this Order it will seek authority to raze and remove the structures from the property.
5. A motion for summary enforcement of this ORDER will be made to the District Court in and for Becker County, Minnesota, UNLESS:
 - a. Corrective action or compliance in conformance with this Order is taken within thirty (30) days of the service of the order, or UNLESS:
 - b. An answer is filed and served upon the undersigned City Attorney, within twenty (20) days after the service of this Order, pursuant to Minnesota Stat. §463.18.
6. In accordance with Minnesota Stat. §463.24, the owner or occupant must remove all personal property and/or fixtures that will reasonably interfere with the work within 20 days after expiration of the time period provided in paragraph 2 of this Order. If the personal property and/or fixtures are not removed and the City enforces this Order, the City may sell personal property, fixtures and/or salvage materials at a public auction after three days posted notice.
7. If the City is compelled to take any corrective action or action to enforce this Order, all necessary costs expended by the City shall be assessed against the real estate concerned or the landowners and collected in accordance with Minnesota Stat. §463.22 and the City may choose to acquire the structures and real estate on which the hazardous structures are located by eminent domain, as provided in Minn. Stat. §463.152 and/or seek a money Judgement against the Owner for the cost of removing the hazardous condition.
8. The City Attorney is authorized to serve this Order upon the owner of the property and all lien-holders of record.
9. The City Attorney is authorized to proceed with the enforcement of this Order as provided in Minn. Stat. §§463.15 to 463.261.

You are hereby informed that:

1. This Order is issued by the City Council of the City of Frazee Minnesota pursuant to a

Resolution adopted by the Council on May 13, 2026, and for the following reasons as found by the Council:

- a. Notice of the Hearing for the May 13, 2026 hearing was properly given to Nina C. Turcotte by Certified and First Class Mail, and by personal service.
- b. The street address of 609 Cherry Avenue, Frazee, MN 56544 identifies the location of the following legally described property in the City of Frazee:

Lots Numbered Six (6) and Seven (7) Block One (1), Charles W. Porter's First Addition to the Townsite of Frazee, Minnesota, according to the certified Plat thereof on file and of record in the office of the County Recorder in and for Becker County, Minnesota

- c. Nina C. Turcotte is the "Owner of Record" of the above described property withing the meaning of Minn. Stat. §463.15, Subd. 4.
- d. The structure(s) located on the above described property are "hazardous buildings" within the meaning of Minn. Stat. §463.15, Subd. 3 for the following reasons:

The structure was condemned by the City Building Inspector on February 26, 2026 and the owner was directed to provide a plan of action. No action has been taken to remedy this hazard to public safety. The buildings are open to vandals and not secured from the elements. The roof is open to the elements. There are holes in the buildings. The buildings are an attractive nuisance to children and very dangerous. The buildings are abandoned, have not been adequately maintained and are dilapidated. The structure exhibits severe and progressive deterioration consistent with prolonged water intrusion, deferred maintenance, improper repair, structural failure and loss of structural integrity. These problems need to be repaired immediately or the building removed from the premises.

- e. The buildings constitute a fire hazard and a hazard to public safety and health.
- f. The conditions listed above are more fully documented in the inspection report prepared by Jon Stewart, City Building Inspector dated February 26, 2026, copies of which are attached to the Resolution and this Order.

2. No reasonable action can be taken or repairs made to the building which would correct the hazardous condition of the structures short of being razed or removed.

3. If the City of Frazee is required to take action for summary enforcement of this Order it will seek authority to raze and remove the structures from the property.

May 13, 2026

CITY OF FRAZEE

By: Mike Sharp

Its: Mayor

Attest:

By: Stephanie Poegel

Its: City Administrator



















Consent Agenda

MINUTES – APRIL 22, 2026

1. Call The Meeting To Order
 - a. Mayor Mike Sharp called the April 22, 2026 Frazee City Council meeting to order at 5:00 PM at the Frazee Event Center, 222 Main Ave. W., Frazee, MN 56544.

2. Roll Call
 - a. Members Present: Mark Kemper, Mike Sharp, Jim Rader, Andrea Froeber, Andrew Daggett
 - b. Members Absent: None
 - c. Staff: Catreena Mahoney, Stephanie Poegel, Tyler Trieglaff, Matt Johnson
 - d. Contracted Services: None
 - e. Guests: Polly Andersen (Online), Mark Andersen (Online), Phil Hansen, Bob Williams (Online)

3. Pledge Of Allegiance

4. Approve Agenda

- a. No changes were made to the agenda as presented.

M/S/CU: Froeber/Kemper — To approve the agenda as presented.

5. Open Forum

- a. Becker County Commissioner Phil Hansen addressed the council regarding their recent tire recycling event. The event, held over several days, collected approximately 1,000 tires totaling 53.88 tons. Commissioner Hansen noted that Facebook was the primary means by which residents learned of the event, followed by the newspaper and word of mouth. He described the event as a success in terms of cleaning up the county.

6. Consent Agenda

- a. No changes were made to the consent agenda as presented.

M/S/CU: Froeber/Rader — To approve the consent agenda as presented.

7. Old Business

- a. No items were presented under Old Business.

8. New Business

- a. Letter Of Support – Izaak Walton League Endowment Fund Conservation Plan
 - i. Wannigan Park Committee Representative Polly Andersen presented a request for the city to write a letter of support for the Izaak Walton League Endowment Fund Conservation Plan. The plan pertains to 18 acres on the north end of Wannigan Regional Park. Council expressed no objections and agreed to provide the letter.

M/S/CU: Kemper/Froeber — To authorize a letter of support for the Izaak Walton League Endowment Fund Conservation Plan.

- b. Rescue Resignation – Tasha Jenson

- i. Rescue President Matthew Johnson presented the resignation of Tasha Jenson from the Rescue Squad, with an effective date of March 31, 2026.

M/S/CU: Rader/Froeber — To accept the resignation of Tasha Jenson from the Rescue Squad, effective March 31, 2026.

- c. Internal Controls Financial Policy & Procedures

- i. City Administrator Stephanie Poegel presented the Internal Controls Financial Policy and Procedures document, which is required by the DNR as a condition of the city's LCCMR funding and is necessary to close out those funds. Administrator Poegel noted that the document was developed by combining examples provided by the city's auditor, Colleen, from the cities of Callaway and Underwood, and was adapted to fit the City of Frazee. She confirmed that the policies reflected current office practices. Administrator Poegel acknowledged that the document had not yet been reviewed by the Finance Committee, as no meeting is scheduled until June, but that submission timing required earlier council action.
 - ii. In response to a question from the chair, Administrator Poegel noted that the document does help address the recurring audit finding regarding

segregation of duties, though full segregation remains difficult given the size of the office. She described specific procedures included in the document to ensure that deposits involve more than one staff member where possible.

M/S/CU: Kemper/Daggett — To approve the Internal Controls Financial Policy and Procedures as presented.

9. Council Member Comments

a. Dollar General Fence

- i. Council Member Andrea Froeber reported that she had identified the appropriate contact at Dollar General regarding a fence along the property abutting a parcel of interest to developer Jason Francis. The fence, installed in 2017, was reportedly required by the city at the time. Council Member Froeber indicated that Dollar General is willing to remove the fence, and that the intent would be to replace it with landscaping as a buffer.
- ii. Administrator Poegel raised a concern that there may be an ordinance requiring fencing between commercial and residential properties, which would need to be researched before a letter could be issued. Chief of Police Tyler Trieglaff noted that he was not aware of any fence requirements in comparable commercial-to-residential areas within the city. Council Member Froeber asked whether the council could conditionally approve the letter that evening to keep the project moving forward. Administrator Poegel proposed motion language to that effect.

M/S/CU: Froeber/Rader — That if it is determined there is nothing in ordinance requiring a fence between commercial and residential property, a letter may be written allowing Dollar General to remove their fence.

- iii. Administrator Poegel agreed to conduct the necessary research and report back at the next meeting.

10. Addendum

a. Additional Claims

M/S/CU: Kemper/Froeber — To approve the additional claims as presented.

b. Wannigan Regional Park Logo

- i. Polly Andersen, representing Frazee Community Development Corporation (FCDC), presented the new logo for Wannigan Regional Park alongside Mark Andersen from the marketing committee. The logo was developed by a group of marketing and art professionals as part of a broader park branding effort. Council Member Froeber expressed approval of the design, and Council Member Rader noted his appreciation for the incorporation of the covered bridge and the Ottertail River. Council was asked to formally approve the logo, after which FCDC would begin a regional marketing campaign for Wannigan Regional Park and the City of Frazee.

M/S/CU: Froeber/Rader — To approve the Wannigan Regional Park logo as presented.

c. Request For Utility Billing Adjustments

- i. Deputy Clerk Catreena Mahoney prepared written summaries for each utility billing adjustment request. The council reviewed the adjustments and had no questions.

M/S/C (4-0; Rader abstain): Froeber/Daggett — To approve the utility billing adjustments as presented.

d. FCDC Conflict Of Interest Policy

- i. Administrator Poegel explained that both the FCDC Conflict of Interest Policy and the Confidentiality Policy had been reviewed by the League's contract attorney, who suggested minor revisions. Those revisions were incorporated, and the policies were subsequently approved by the Park and Recreation Committee. Council members and relevant city staff would be required to sign both documents, as anyone involved in work related to Wannigan Park is subject to them.
- ii. Council expressed no significant concerns regarding the Conflict of Interest Policy and proceeded to approve it.

M/S/CU: Rader/Daggett — To approve the FCDC Conflict of Interest Policy as presented.

e. FCDC Confidentiality Policy And Standard Operating Procedure

- i. Discussion of the Confidentiality Policy raised more substantive concerns. Commissioner Phil Hansen, speaking as an FCDC board member and in a resident capacity rather than as a county commissioner, stated that he had questioned whether public officials should be signing a confidentiality agreement, as it could imply that information is being withheld from the public. Council members echoed this concern, noting that as public officials they are bound by the Minnesota Government Data Practices Act and open meeting laws, regardless of what a signed policy might state.
- ii. Administrator Poegel noted that language had been added to the policy to address this tension, specifically stating that persons subject to the Minnesota Government Data Practices Act may still disclose information as legally required and that the policy shall not be construed to prohibit compliance with legal obligations. Council Member Froeber read this language aloud for the record. Some council members expressed comfort with the carve-out language; others felt they would benefit from additional explanation and a review by City Attorney Patrick before signing.
- iii. Council Member Rader noted that nothing would be held up by deferring the decision and recommended that FCDC Representative Polly Andersen be invited to the next meeting to discuss the policy further and that City Attorney Patrick be given the opportunity to review it.

M/S/CU: Rader/Daggett — To table the FCDC Confidentiality Policy and Standard Operating Procedure pending further review by the city attorney and additional presentation by FCDC at the next council meeting.

11. Council-Administrator Quarterly Check-In

- a. Administrator Poegel provided an update on the overall workload and operational challenges facing the city office. She noted that the last month had

been particularly stressful due to a combination of ongoing projects, new initiatives beginning, the start of the annual audit process, and utility billing complications with some residents that required significant staff time. She also acknowledged that personal circumstances had affected all office staff during that period.

- b. Administrator Poegel reported that the Board of Appeal and Equalization meeting, which is typically held in the last week of April, was inadvertently missed as it was scheduled earlier and at an unusual time. She noted that she had attempted to request a time change when the notice arrived but was unable to follow through before the date passed. As a result, the city will lose the right to conduct its own Board of Appeal and Equalization for the following year and will need to submit a resolution requesting reinstatement. Residents with property valuation concerns will need to go directly to the county for the current year. Council Member Froeber asked why the city holds its own Board of Appeal and Equalization, and Administrator Poegel explained that it serves as the closest local government option for property taxpayers and requires the board to remain unbiased in evaluating all appeals.
- c. An email distribution issue was also discussed, with Administrator Poegel noting that council members have intermittently not received agenda packet emails despite IT investigation. As an interim measure, the office will send the agenda separately in addition to the calendar invite, and printed copies will be available for pickup on Friday mornings. The agenda is also posted to the city website by Friday. Council members were encouraged to check the website if the email is not received.
- d. Administrator Poegel also asked council members to direct residents to the city office for any requests or claims, noting several instances where residents indicated that a council member had told them the office would make an adjustment or take an action that was not consistent with city policy.
- e. Regarding building inspections, Council Member Froeber raised a concern about the city's building inspector pay. Administrator Poegel stated is currently compensated only on a per-inspection and per-building-permit basis, with no contract, no mileage reimbursement, and no compensation for the many additional tasks he performs, including responding to resident inquiries, conducting hazardous structure assessments, and related administrative work. Council Member Froeber expressed strong support for retaining the building inspection, noting positive community feedback, and suggested the city would be "remiss" not to revisit his compensation. Chief Trieglaff suggested the city first gauge his satisfaction with the current arrangement before making changes. The council agreed that Administrator Poegel should invite the building inspector to the upcoming Finance Committee meeting in June to have a direct conversation about his compensation and contract status.
- f. Administrator Poegel also touched on staffing capacity, noting that the volume of work continues to grow with new mandates across all departments, and that the office is increasingly falling behind. She indicated that having a third full-time office employee remains a budget goal but is not currently feasible. Various

efforts to utilize student volunteers and work program participants for routine tasks such as stamping, filing, and shredding were discussed as partial solutions.

12. Adjournment

M/S/CU: Froeber/Rader — To adjourn the meeting at 5:54 PM.

Respectfully Submitted

Stephanie Poegel

City Administrator

[Consent Agenda](#)

INCOME STATEMENTS

Consent Agenda

APPROVAL OF CLAIMS

CITY OF FRAZEE

05/07/26 2:11 PM

Page 1

Payments

Current Period: April 2026

Payments Batch 04012026GEN1		\$1,802.57							
Refer	0 TASC LLC	Ck# 000565E 4/24/2026							
Cash Payment	E 100-41400-433 Dues and Subscriptions	Dues and Subscriptions	\$41.19						
Invoice	IN3734111 4/24/2026								
Transaction Date	4/24/2026	Main Checking 10100	Total \$41.19						
Refer	0 TASC LLC	Ck# 000566E 4/24/2026							
Cash Payment	E 100-41400-433 Dues and Subscriptions	Dues and Subscriptions	\$29.16						
Invoice	IN3733748 4/24/2026								
Transaction Date	4/24/2026	Main Checking 10100	Total \$29.16						
Refer	0 MN UI - PFML	Ck# 000582E 5/4/2026							
Cash Payment	G 100-21713 MN Paid Leave	MN Paid Leave - PP#4	\$7.78						
Invoice									
Cash Payment	G 200-21713 MN Paid Leave	MN Paid Leave - PP#4	\$5.80						
Invoice									
Transaction Date	5/4/2026	Main Checking 10100	Total \$13.58						
Refer	0 MN UI - PFML	Ck# 000583E 4/22/2026							
Cash Payment	G 100-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - General	\$262.92						
Invoice									
Cash Payment	G 100-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - General	\$974.08						
Invoice									
Cash Payment	G 200-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - Fire	\$3.22						
Invoice									
Cash Payment	G 601-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - Water	\$136.80						
Invoice									
Cash Payment	G 602-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - Sewer	\$185.84						
Invoice									
Cash Payment	G 656-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - EDA	\$6.46						
Invoice									
Cash Payment	G 700-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - COMDEV	\$108.58						
Invoice									
Transaction Date	4/22/2026	Main Checking 10100	Total \$1,677.90						
Refer	0 MN UI - PFML	Ck# 000584E 4/22/2026							
Cash Payment	G 100-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - General Monthly	\$23.34						
Invoice									
Cash Payment	G 200-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - Fire Monthly	\$17.40						
Invoice									
Transaction Date	4/22/2026	Main Checking 10100	Total \$40.74						
Fund Summary									
		10100 Main Checking							
100 GENERAL FUND		\$1,338.47							
200 FIRE FUND		\$26.42							
601 WATER FUND		\$136.80							
602 SEWER FUND		\$185.84							
656 EDA - East Main Retail		\$6.46							
700 Community Development		\$108.58							
		<u>\$1,802.57</u>							
<table border="1" style="width: 100%;"> <tr> <td>Pre-Written Checks</td> <td>\$1,802.57</td> </tr> <tr> <td>Checks to be Generated by the Computer</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$1,802.57</td> </tr> </table>				Pre-Written Checks	\$1,802.57	Checks to be Generated by the Computer	\$0.00	Total	\$1,802.57
Pre-Written Checks	\$1,802.57								
Checks to be Generated by the Computer	\$0.00								
Total	\$1,802.57								

CITY OF FRAZEE

Payments

Current Period: April 2026

Payments Batch 04012026LIQ1		\$303.16	
Refer	0 MN UI - PFML	Ck# 000408E 4/22/2026	
Cash Payment Invoice	G 609-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - Liquor	\$283.14
Cash Payment Invoice	G 610-21713 MN Paid Leave	MN Paid Leave - 1st Qtr - Event Center	\$20.02
Transaction Date	4/22/2026	Liquor Store 10101	Total \$303.16

Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$283.14
610 EVENT CENTER FUND		\$20.02
		<u>\$303.16</u>

Pre-Written Checks	\$303.16
Checks to be Generated by the Computer	\$0.00
Total	<u>\$303.16</u>

Payments

Current Period: May 2026

Payments Batch 05132026GEN1		\$76,803.50	
Refer 0 OTTERTAIL POWER			
Cash Payment	E 656-46500-381 Electric Utilities	Electric Utilities	\$153.02
Invoice MY26OTP	4/24/2026		
Cash Payment	E 654-46500-381 Electric Utilities	Electric Utilities	\$150.53
Invoice MY26OTP	4/24/2026		
Cash Payment	E 100-41400-381 Electric Utilities	Electric Utilities	\$301.54
Invoice MY26OTP	4/24/2026		
Cash Payment	E 200-42200-381 Electric Utilities	Electric Utilities	\$301.54
Invoice MY26OTP	4/24/2026		
Cash Payment	E 100-42110-381 Electric Utilities	Electric Utilities	\$143.79
Invoice MY26OTP	4/24/2026		
Cash Payment	E 100-45200-381 Electric Utilities	Electric Utilities	\$82.82
Invoice MY26OTP	4/24/2026		
Cash Payment	E 100-43160-381 Electric Utilities	Electric Utilities	\$1,547.20
Invoice MY26OTP	4/24/2026		
Cash Payment	E 601-49400-381 Electric Utilities	Electric Utilities	\$492.14
Invoice MY26OTP	4/24/2026		
Cash Payment	E 602-49450-381 Electric Utilities	Electric Utilities	\$520.67
Invoice MY26OTP	4/24/2026		
Cash Payment	E 100-43100-381 Electric Utilities	Electric Utilities	\$620.02
Invoice MY26OTP	4/24/2026		
Transaction Date	5/13/2026	Main Checking	10100
			Total
			\$4,313.27
Refer 0 CODE 4 SERVICES, INC			
Cash Payment	E 200-42200-500 Capital Outlay (GENERA New Rig Lights and Equipment		\$8,075.44
Invoice 11800	4/22/2026		
Transaction Date	5/13/2026	Main Checking	10100
			Total
			\$8,075.44
Refer 0 MN CHILD SUPPORT			
Cash Payment	G 100-21712 Garishment Payable	Remit ID 0014815090 - PP 2026 - 07	\$15.22
Invoice	4/27/2026		
Cash Payment	G 100-21712 Garishment Payable	Remit ID 0014815090 - PP 2026 - 08	\$15.22
Invoice	4/27/2026		
Transaction Date	5/13/2026	Main Checking	10100
			Total
			\$30.44
Refer 0 COLONIAL LIFE & ACCIDENT INS C			
Cash Payment	G 601-21709 Aflac/Colonial Life	Colonial Life	\$63.24
Invoice MY26	4/7/2026		
Transaction Date	5/13/2026	Main Checking	10100
			Total
			\$63.24
Refer 0 LAKES COUNTRY SERVICE COOP Ck# 000567E 4/29/2026			
Cash Payment	G 100-21706 Insurance Payable	Insurance Payable May 2026	\$9,242.24
Invoice MY26LCSCIns	5/1/2026		
Cash Payment	G 601-21706 Insurance Payable	Insurance Payable May 2026	\$745.34
Invoice MY26LCSCIns	5/1/2026		
Cash Payment	G 602-21706 Insurance Payable	Insurance Payable May 2026	\$2,086.96
Invoice MY26LCSCIns	5/1/2026		
Transaction Date	5/13/2026	Main Checking	10100
			Total
			\$12,074.54
Refer 0 SWANSONS REPAIR INC			
Cash Payment	E 100-43100-407 Repairs/Maint Equipmen Fuel Filter		\$93.22
Invoice 5505	4/28/2026		
Transaction Date	5/13/2026	Main Checking	10100
			Total
			\$93.22
Refer 0 CNA SURETY DIRECT BILL			

Payments

Current Period: May 2026

Cash Payment	E 100-43100-433	Dues and Subscriptions	Bond #68612196 - MN Utility Permit		\$100.00
Invoice					
Transaction Date	5/13/2026	Main Checking	10100	Total	\$100.00
Refer	0	RMB ENVIRONMENTAL LABORATO	-		
Cash Payment	E 602-49450-313	Samples/Testing	Monitoring Wells 04/21/2026		\$589.38
Invoice D087788 4/27/2026					
Transaction Date	5/13/2026	Main Checking	10100	Total	\$589.38
Refer	0	FRAZEE ELECTRIC, INC	-		
Cash Payment	E 100-45200-404	Repairs/Maint Machinery	Light Lens Replacement		\$214.06
Invoice 14323 4/13/2026					
Transaction Date	5/13/2026	Main Checking	10100	Total	\$214.06
Refer	0	VERIZON	-		
Cash Payment	E 100-43100-321	Telephone	Telephone		\$24.77
Invoice 6141862408 4/23/2026					
Cash Payment	E 602-49450-321	Telephone	Telephone		\$24.77
Invoice 6141862408 4/23/2026					
Cash Payment	E 100-42110-321	Telephone	Telephone		\$49.54
Invoice 6141862408 4/23/2026					
Cash Payment	E 100-42110-321	Telephone	Telephone		\$105.03
Invoice 6141807425 4/23/2026					
Transaction Date	4/30/2026	Main Checking	10100	Total	\$204.11
Refer	0	VFW POST 7702	-		
Cash Payment	E 100-41400-401	Repairs/Maint Buildings	2 4x6 American Flags		\$78.00
Invoice 2026001 4/21/2026					
Transaction Date	5/4/2026	Main Checking	10100	Total	\$78.00
Refer	0	L&M FLEET SUPPLY	-		
Cash Payment	E 700-46700-210	Operating Supplies (GE	3- Smoke Detectors 120 V		\$89.97
Invoice 0DL-REG-0510074 4/27/2026					
Transaction Date	5/13/2026	Main Checking	10100	Total	\$89.97
Refer	0	RAMPART AUDIT LLC	-		
Cash Payment	E 100-42110-311	Contracts/Professional S	Base Audit Package		\$1,828.20
Invoice 02604030 4/29/2026					
Transaction Date	5/13/2026	Main Checking	10100	Total	\$1,828.20
Refer	0	HAWKINS, INC.	-		
Cash Payment	E 601-49400-404	Repairs/Maint Machinery	Back Pressure Valve		\$465.78
Invoice 7406168 4/28/2026					
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Azone 15		\$510.88
Invoice 7406449 4/28/2026					
Cash Payment	E 601-49400-404	Repairs/Maint Machinery	Main Connection, Ball Valve		\$200.90
Invoice 7406449 4/28/2026					
Transaction Date	5/13/2026	Main Checking	10100	Total	\$1,177.56
Refer	0	NERESON AUTOMOTIVE, INC.	-		
Cash Payment	E 100-42110-406	Repairs/Maint Vehicles	Eng Perf Ck, Electrical System		\$784.57
Invoice 1161169/1 4/27/2026					
Transaction Date	5/13/2026	Main Checking	10100	Total	\$784.57
Refer	0	HANK LUDTKE	-		
Cash Payment	E 100-45400-355	Printing & Publishing	Reimb for Fireworks Thank you @ Forum 7/2025		\$69.60
Invoice					
Transaction Date	5/13/2026	Main Checking	10100	Total	\$69.60
Refer	0	WIDSETH	-		

Payments

Current Period: May 2026

Cash Payment	E 424-45200-303	Engineering Fees	Wannigan Phase 1 thru 4/10/2026		\$9,342.51
Invoice	244982		4/24/2026		
Transaction Date	5/13/2026	Main Checking	10100	Total	\$9,342.51
Refer	0	LEIGHTON BROADCASTING-DETR	-		
Cash Payment	E 700-46700-300	Professional Svcs (GEN	TV3 Spot 4 4/30/2026		\$135.00
Invoice	262145-4		4/30/2026		
Transaction Date	5/13/2026	Main Checking	10100	Total	\$135.00
Refer	0	INNOVATIVE OFFICE SOLUTIONS,	-		
Cash Payment	E 100-43100-200	Office Supplies (GENER	Towels		\$66.12
Invoice	4914089		4/23/2026		
Transaction Date	5/13/2026	Main Checking	10100	Total	\$66.12
Refer	0	ALL IN ALL INC	-		
Cash Payment	E 100-42110-406	Repairs/Maint Vehicles	Vehicle Wash - PD		\$25.00
Invoice	APR26AIA		5/1/2026		
Cash Payment	E 100-42110-212	Motor Fuels	Motor Fuels - PD		\$891.15
Invoice	APR26AIA		5/1/2026		
Cash Payment	E 100-43100-212	Motor Fuels	Motor Fuels - Streets		\$1,290.01
Invoice	APR26AIA		5/1/2026		
Cash Payment	E 100-43100-224	Repair/Maint - Streets	Motor Fuels - Crack Filler		\$315.03
Invoice	APR26AIA		5/1/2026		
Cash Payment	E 100-43125-212	Motor Fuels	Motor Fuels - Snow Removal		\$509.57
Invoice	APR26AIA		5/1/2026		
Cash Payment	E 100-45200-212	Motor Fuels	Motor Fuels - Parks		\$242.92
Invoice	APR26AIA		5/1/2026		
Cash Payment	E 200-42200-212	Motor Fuels	Motor Fuels - Fire		\$101.29
Invoice	APR26AIA		5/1/2026		
Cash Payment	E 201-42300-406	Repairs/Maint Vehicles	Vehicle Wash - Rescue		\$17.00
Invoice	APR26AIA		5/1/2026		
Cash Payment	E 201-42300-212	Motor Fuels	Motor Fuels - Rescue		\$45.00
Invoice	APR26AIA		5/1/2026		
Transaction Date	5/13/2026	Main Checking	10100	Total	\$3,436.97
Refer	0	STEVES SANITATION	-		
Cash Payment	E 100-43100-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal - PW		\$134.62
Invoice					
Cash Payment	E 100-45200-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal - Parks		\$134.62
Invoice					
Cash Payment	E 100-49500-312	Cont/Pro Serv - Refuse/	Refuse/Garbage Disposal - Residentail		\$14,412.19
Invoice					
Cash Payment	E 654-46500-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal - Mahube		\$7.00
Invoice					
Cash Payment	E 656-46500-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal - DTI		\$226.80
Invoice					
Cash Payment	E 100-41400-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal - City Admin		\$32.31
Invoice					
Cash Payment	E 200-42200-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal - Fire		\$43.95
Invoice					
Transaction Date	5/13/2026	Main Checking	10100	Total	\$14,991.49
Refer	0	SUNDHEIM WINDOW CLEANING LL	-		
Cash Payment	E 100-41400-311	Contracts/Professional S	Window Cleaning Admin Office		\$80.00
Invoice					
Transaction Date	5/13/2026	Main Checking	10100	Total	\$80.00
Refer	0	ELAN FINANCIAL SERVICES	-		

Payments

Current Period: May 2026

Cash Payment	E 100-43100-407	Repairs/Maint Equipmen	Ebay - Lens covers		\$81.58
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-43160-401	Repairs/Maint Buildings	Amazon - Charge Controller		\$79.06
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-43160-401	Repairs/Maint Buildings	Toboa - 12v MK Battery		\$210.81
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 601-49400-313	Samples/Testing	USPS - Chipping Costs for Samples		\$35.05
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 200-42200-406	Repairs/Maint Vehicles	FirePenny - CREDIT		-\$140.00
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 200-42200-218	Uniforms	Amazon - Deputy Fire Chief/ Captain Bugles		\$25.90
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 200-42200-218	Uniforms	Galls - Nameplates		\$207.41
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 200-42200-218	Uniforms	Amazon - Bugles		\$167.86
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 200-42200-404	Repairs/Maint Machinery	Butchs Cstm Services - Repairs		\$359.98
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-41400-324	Technology/Computer E	Microsoft - Technology		\$228.17
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-41400-324	Technology/Computer E	Microsoft - Technology		\$42.00
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-41110-493	Employee Recognition	Central Market - Funeral Flowers		\$49.62
Invoice	MAY28EF	5/4/2026		Project 0	
Cash Payment	E 200-42200-210	Operating Supplies (GE	Amazon - Paper Towels Fire Dept		\$56.50
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-41400-200	Office Supplies (GENER	Amazon - Perm Markers		\$11.19
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-41400-211	Cleaning Supplies	Amazon - Mop Pad Refills		\$28.49
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-41400-200	Office Supplies (GENER	Amazon - Note Folders		\$19.33
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-41110-493	Employee Recognition	Natural Pleasures - Flowers for TT service		\$50.00
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-43100-200	Office Supplies (GENER	USPS - Utility Envelopes		\$1,582.88
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 601-49400-200	Office Supplies (GENER	USPS - Utility Envelopes		\$1,582.88
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 602-49450-200	Office Supplies (GENER	USPS - Utility Envelopes		\$1,582.89
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-41400-324	Technology/Computer E	Microsoft - Technology		\$239.70
Invoice	MAY28EF	5/4/2026		Project 0	
Cash Payment	E 100-41400-324	Technology/Computer E	Microdoft - Technology		\$42.00
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 201-42300-234	Medical Supplies	AED Superstore - ZOLL Replacement		\$1,380.00
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 100-41110-490	Donations to Civic Org s	Mama's Pizza - Employee Appreciation		\$18.00
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 201-42300-234	Medical Supplies	Amazon - Nasal Airway Kit		\$19.39
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 201-42300-234	Medical Supplies	Amazon - Cold Packs		\$15.63
Invoice	MAY28EF	5/4/2026			
Cash Payment	E 201-42300-234	Medical Supplies	Amazon - Misc Medical Supplies		\$202.99
Invoice	MAY28EF	5/4/2026			

Payments

Current Period: May 2026

Cash Payment	E 201-42300-234	Medical Supplies	Amazon - Misc Medical Supplies	\$276.68
Invoice	MAY26EF	5/4/2026		
Cash Payment	E 201-42300-211	Cleaning Supplies	Walmart - Shark Vacc	\$181.23
Invoice	MAY26EF	5/4/2026		
Cash Payment	E 201-42300-331	Travel/Training Expense	Amazon - Cable Cord	\$14.44
Invoice	MAY26EF	5/4/2026		
Cash Payment	E 201-42300-219	Personal Protective Equi	Amazon - Secure Grip	\$39.98
Invoice	MAY26EF	5/4/2026		
Cash Payment	E 201-42300-234	Medical Supplies	Amazon - Antihistmine	\$8.99
Invoice	MAY26EF	5/4/2026		
Cash Payment	E 201-42300-220	Repair/Maint Supply (GE	Amazon - Heavy Dty Straps	\$22.53
Invoice	MAY26EF	5/4/2026		
Cash Payment	E 201-42300-219	Personal Protective Equi	Amazon - Jaw Clip Mount Access	\$53.97
Invoice	MAY26EF	5/4/2026		
Cash Payment	E 201-42300-234	Medical Supplies	Amazon - Misc Medical Supplies	\$99.08
Invoice	MAY26EF	5/4/2026		
Transaction Date	5/5/2026	Main Checking	10100	Total \$8,876.21
Refer	0 MN UI - PFML	<u>Clk# 000569E 5/4/2026</u>		
Cash Payment	G 100-21713	MN Paid Leave	MN Paid Leave - GEN	\$157.18
Invoice				
Cash Payment	G 200-21713	MN Paid Leave	MN Paid Leave - Fire	\$0.56
Invoice				
Cash Payment	G 601-21713	MN Paid Leave	MN Paid Leave - Water	\$23.16
Invoice				
Cash Payment	G 602-21713	MN Paid Leave	MN Paid Leave - Sewer	\$31.84
Invoice				
Cash Payment	G 656-21713	MN Paid Leave	MN Paid Leave - EDA	\$1.10
Invoice				
Cash Payment	G 700-21713	MN Paid Leave	MN Paid Leave - COMDEV	\$18.02
Invoice				
Transaction Date	5/4/2026	Main Checking	10100	Total \$231.86
Refer	0 IRS	<u>Clk# 000570E 5/4/2026</u>		
Cash Payment	G 100-21701	Federal Withholding	Federal Gen - PP#9 Gen	\$924.29
Invoice				
Cash Payment	G 100-21703	FICA Tax Withholding	FICA Gen - PP#9 Gen	\$1,524.12
Invoice				
Cash Payment	G 200-21701	Federal Withholding	Federal Fire - PP#9 Gen	\$7.19
Invoice				
Cash Payment	G 200-21703	FICA Tax Withholding	FICA Fire - PP#9 Gen	\$9.66
Invoice				
Cash Payment	G 601-21701	Federal Withholding	Federal Water - PP#9 Gen	\$196.03
Invoice				
Cash Payment	G 601-21703	FICA Tax Withholding	FICA Water - PP#9 Gen	\$383.02
Invoice				
Cash Payment	G 602-21701	Federal Withholding	Federal Sewer - PP#9 Gen	\$282.00
Invoice				
Cash Payment	G 602-21703	FICA Tax Withholding	FICA Sewer - PP#9 Gen	\$481.86
Invoice				
Cash Payment	G 656-21701	Federal Withholding	Federal EDA - PP#9 Gen	\$14.41
Invoice				
Cash Payment	G 656-21703	FICA Tax Withholding	FICA EDA - PP#9 Gen	\$19.28
Invoice				
Cash Payment	G 700-21701	Federal Withholding	Federal COM DEV - PP#9 Gen	\$146.00
Invoice				

Payments

Current Period: May 2026

Cash Payment Invoice	G 700-21703 FICA Tax Withholding	FICA COM DEV - PP#9 Gen		\$313.42
Transaction Date	5/4/2026	Main Checking	10100	Total \$4,301.28
Refer	<u>0 MN DEPT OF REVENUE - WH</u>	<u>Ck# 000571E 5/4/2026</u>		
Cash Payment Invoice	G 100-21702 State Withholding	State Withholding - Gen PP#9		\$693.30
Cash Payment Invoice	G 601-21702 State Withholding	State Withholding - Water PP#9		\$127.73
Cash Payment Invoice	G 602-21702 State Withholding	State Withholding - Sewer PP#9		\$133.69
Cash Payment Invoice	G 700-21702 State Withholding	State Withholding - COMDEV PP#9		\$85.52
Transaction Date	5/4/2026	Main Checking	10100	Total \$1,040.24
Refer	<u>0 MN PERA</u>	<u>Ck# 000572E 5/4/2026</u>		
Cash Payment Invoice	G 100-21704 PERA	PERA - Gen PP#9		\$3,068.34
Cash Payment Invoice	G 200-21704 PERA	PERA - Fire PP#9		\$8.83
Cash Payment Invoice	G 601-21704 PERA	PERA - Water PP#9		\$368.41
Cash Payment Invoice	G 602-21704 PERA	PERA - Sewer PP#9		\$506.63
Cash Payment Invoice	G 656-21704 PERA	PERA - EDA PP#9		\$17.64
Cash Payment Invoice	G 700-21704 PERA	PERA - COMDEV PP#9		\$286.81
Transaction Date	5/4/2026	Main Checking	10100	Total \$4,256.66
Refer	<u>0 MN UI - PFML</u>	<u>Ck# 000573E 5/4/2026</u>		
Cash Payment Invoice	G 100-21713 MN Paid Leave	MN Paid Leave - Monthly PP#5		\$9.98
Cash Payment Invoice	G 200-21713 MN Paid Leave	MN Paid Leave - Monthly PP# 5		\$5.80
Transaction Date	5/4/2026	Main Checking	10100	Total \$15.78
Refer	<u>0 IRS</u>	<u>Ck# 000574E 5/4/2026</u>		
Cash Payment Invoice	G 100-21703 FICA Tax Withholding	MM PP#5 - Gen		\$142.80
Cash Payment Invoice	G 200-21703 FICA Tax Withholding	MM PP#5 - Fire		\$100.98
Transaction Date	5/4/2026	Main Checking	10100	Total \$243.78

Payments

Current Period: May 2026

Fund Summary

	10100 Main Checking	
100 GENERAL FUND		\$42,651.42
200 FIRE FUND		\$9,332.89
201 RESCUE FUND		\$2,376.91
424 WRP - GMRPTC 2026 Phase 1		\$9,342.51
601 WATER FUND		\$5,194.56
602 SEWER FUND		\$8,240.69
654 EDA - BUSINESS CENTER		\$157.53
656 EDA - East Main Retail		\$432.25
700 Community Development		\$1,074.74
		<hr/>
		\$76,803.50

Pre-Written Checks	\$22,164.14
Checks to be Generated by the Computer	\$54,639.36
Total	<hr/>
	\$76,803.50

Payments

Current Period: May 2026

Payments Batch 05132026LIQ1				Total
\$26,468.99				
Refer 0 OTTERTAIL POWER				
Cash Payment	E 609-49750-381	Electric Utilities	Electric Utilities	\$404.21
Invoice	My26OTPB	4/24/2026		
Cash Payment	E 609-49751-381	Electric Utilities	Electric Utilities	\$404.21
Invoice	My26OTPB	4/24/2026		
Cash Payment	E 610-49752-381	Electric Utilities	Electric Utilities	\$490.11
Invoice	My26OTPB	4/24/2026		
Transaction Date	5/13/2026	Liquor Store	10101	Total \$1,298.53
Refer 0 CITY OF FRAZEE				
Cash Payment	G 609-21709	Aflac/Colonial Life	Ins Reim to Gen 100-21708	\$2,086.96
Invoice	MY26LCSCInsB	5/1/2026		
Transaction Date	5/13/2026	Liquor Store	10101	Total \$2,086.96
Refer 0 BELLBOY CORPORATION				
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Fuel Fee	\$39.60
Invoice	0211162300	4/23/2026		
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale	\$2,956.90
Invoice	0211162300	4/23/2026		
Transaction Date	5/13/2026	Liquor Store	10101	Total \$2,996.50
Refer 0 ND CHILD SUPPORT				
Cash Payment	G 609-21712	Garishment Payable	Remit ID - 102107 PP 2026 - 07	\$191.64
Invoice		4/27/2026		
Cash Payment	G 609-21712	Garishment Payable	Remit ID - 102107 PP 2026 - 08	\$191.64
Invoice		4/27/2026		
Transaction Date	5/13/2026	Liquor Store	10101	Total \$383.28
Refer 0 VIKING COCA COLA BOTTLING CO				
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Resa	Soft Drink For Resale	\$138.00
Invoice	3853460	4/22/2026		
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Resa	Soft Drink For Resale	\$186.90
Invoice	3853460	4/22/2026		
Cash Payment	E 610-49752-210	Operating Supplies (GE	Operating Supplies - CREDIT	-\$150.00
Invoice	3891406	4/22/2026		
Transaction Date	5/13/2026	Liquor Store	10101	Total \$174.90
Refer 0 JOHNSON BROTHERS LIQUOR CO				
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale	\$108.00
Invoice	1034362	4/21/2026		
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale	\$1,213.00
Invoice	1034362	4/21/2026		
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee	\$24.72
Invoice	1034362	4/21/2026		
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Sale	\$998.24
Invoice	1039194	4/26/2026		
Cash Payment	E 609-49751-251	Liquor For Resale	Liquor For Resale	\$222.69
Invoice	1039194	4/26/2026		
Cash Payment	E 610-49752-254	Soft Drinks/Mix For Resa	Soft Drinks For Resale	\$56.00
Invoice	1039194	4/26/2026		
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale	\$240.00
Invoice	1039194	4/26/2026		
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee	\$31.07
Invoice	1039194	4/26/2026		
Transaction Date	5/13/2026	Liquor Store	10101	Total \$2,893.72

Payments

Current Period: May 2026

Refer	0	PHILLIPS WINE & SPIRITS	-		
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$727.03
Invoice	5159829	4/21/2026			
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale		\$33.00
Invoice	5159829	4/21/2026			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Resa	Soft Drinks For Resale		\$26.00
Invoice	5159829	4/21/2026			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$14.42
Invoice	5159829	4/21/2026			
Cash Payment	E 609-49751-251	Liquor For Resale	Liquor For Resale		\$89.96
Invoice	5163453	4/28/2026			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$582.80
Invoice	5163453	4/28/2026			
Cash Payment	E 609-49751-440	Fuel/Delivery Surcharge	Delivery Fee		\$10.47
Invoice	5163453	4/28/2026			
Transaction Date	5/13/2026	Liquor Store	10101	Total	\$1,483.48
Refer	0	SYSCO NORTH DAKOTA, INC	-		
Cash Payment	E 609-49751-210	Operating Supplies (GE	Operating Supplies		\$206.25
Invoice	395153914	4/21/2026			
Cash Payment	E 609-49751-259	Food for Resale	Food For Resale		\$551.23
Invoice	395153914	4/21/2026			
Cash Payment	E 609-49751-440	Fuel/Delivery Surcharge	Delivery Fee		\$8.95
Invoice	395153914	4/21/2026			
Cash Payment	E 609-49751-259	Food for Resale	Food For Resale		\$745.31
Invoice	395153914	4/21/2026			
Cash Payment	E 609-49751-213	Operating Supplies - Foo	Operating Supplies		\$3.59
Invoice	395153914	4/21/2026			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Operating Supplies		\$45.12
Invoice	395153914	4/21/2026			
Cash Payment	E 609-49751-440	Fuel/Delivery Surcharge	Delivery Fee		\$8.95
Invoice	395153914	4/21/2026			
Transaction Date	5/13/2026	Liquor Store	10101	Total	\$1,569.40
Refer	0	BEVERAGE WHOLESALERS, INC	-		
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$940.80
Invoice	431514	4/23/2026			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$400.30
Invoice	432630	4/30/2026			
Transaction Date	5/13/2026	Liquor Store	10101	Total	\$1,341.10
Refer	0	D-S BEVERAGES, INC	-		
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Resa	Soft Drinks For Resale		\$32.50
Invoice	962361	4/22/2026			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$1,188.80
Invoice	962361	4/22/2026			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$6,466.80
Invoice	964408	4/29/2026			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale - CREDTI		-\$2,907.80
Invoice	P1694-00155	4/29/2026			
Transaction Date	5/13/2026	Liquor Store	10101	Total	\$4,779.90
Refer	0	BERGSETH BROS	-		
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$1,042.50
Invoice	514696	4/23/2026			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$27.75
Invoice	514643	4/23/2026			

Payments

Current Period: May 2026

Cash Payment	E 610-49752-210	Operating Supplies (GE	Amazon - Drink Mix/ paper towels		\$94.43
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 610-49752-211	Cleaning Supplies	Menards - All Purpose Cleaner		\$5.96
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 610-49752-401	Repairs/Maint Buildings	Menards - Paint Supplies		\$51.97
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Amazon - Rcpt Paper - CREDIT		-\$53.97
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-259	Food for Resale	Dollar General - Baked Beans		\$15.30
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-200	Office Supplies (GENER	Amazon - Rcpt Paper		\$26.98
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49750-200	Office Supplies (GENER	Amazon - Rcpt Paper		\$26.99
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49750-210	Operating Supplies (GE	Amazon - Motion Sensor		\$19.98
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Resa	Amazon - 24 pk Energy Drink		\$35.49
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Amazon - Rcpt Paper		\$27.24
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49750-210	Operating Supplies (GE	Amazon - Rcpt Paper		\$27.25
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-259	Food for Resale	ALDI - Smoked Sausage		\$5.78
Invoice	MAY28EFB	5/4/2026		Project 0	
Cash Payment	E 609-49751-259	Food for Resale	Costco - Food For Resale		\$26.28
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-213	Operating Supplies - Foo	Costco - Lemons		\$6.49
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-259	Food for Resale	Costco - Potato Salad		\$7.99
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49750-254	Soft Drinks/Mix For Resa	Amazon - 24 pk Energy Drink		\$35.49
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-211	Cleaning Supplies	Amazon - Dawn Powerwash		\$17.50
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-211	Cleaning Supplies	Amazon - Blade Rplcmnt		\$10.01
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-259	Food for Resale	Amazon - Pizza Sauce		\$17.28
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-211	Cleaning Supplies	Amazon - Promotion Discount		-\$2.00
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-433	Dues and Subscriptions	Walmart + - Annual Membership		\$26.30
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49750-433	Dues and Subscriptions	Walmart + - Annual Membership		\$26.31
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-213	Operating Supplies - Foo	Walmart.com - Operating Supplies		\$32.56
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-259	Food for Resale	Walmart.com - Food For Resale		\$52.38
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-211	Cleaning Supplies	Walmart.com - Cleaning Supplies		\$13.68
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Resa	Walmart.com - Soft Drinks For Resale		\$3.87
Invoice	MAY28EFB	5/4/2026			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Walmart.com - Operating Supplies		\$10.73
Invoice	MAY28EFB	5/4/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$617.65

CITY OF FRAZEE

Payments

Current Period: May 2026

Refer	0 MN DEPT OF REVENUE - WH	Ck# 000404E 5/4/2026		
Cash Payment Invoice	G 609-21702 State Withholding	PP# 9 LIQ		\$154.76
Transaction Date	5/4/2026	Liquor Store	10101	<u>Total</u> \$154.76
Refer	0 MN PERA	Ck# 000405E 5/4/2026		
Cash Payment Invoice	G 609-21704 PERA	PERA - LS PP#9 LIQ		\$698.43
Cash Payment Invoice	G 610-21704 PERA	PERA - EC PP#9 LIQ		\$70.22
Transaction Date	5/4/2026	Liquor Store	10101	<u>Total</u> \$768.65
Refer	0 IRS	Ck# 000406E 5/4/2026		
Cash Payment Invoice	G 609-21701 Federal Withholding	Federal Withholding - PP#9 LIQ		\$180.42
Cash Payment Invoice	G 609-21703 FICA Tax Withholding	FICA - PP#9 LIQ		\$701.78
Cash Payment Invoice	G 610-21703 FICA Tax Withholding	FICA - PP#9 EC		\$76.74
Transaction Date	5/4/2026	Liquor Store	10101	<u>Total</u> \$958.94
Refer	0 MN UI - PFML	Ck# 000407E 5/4/2026		
Cash Payment Invoice	G 609-21713 MN Paid Leave	MN Paid Leave - pp #9 liq		\$43.90
Cash Payment Invoice	G 610-21713 MN Paid Leave	MN Paid Leave - pp #9 liq		\$4.42
Transaction Date	5/4/2026	Liquor Store	10101	<u>Total</u> \$48.32

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$25,574.68
610 EVENT CENTER FUND	\$894.31
	<u>\$26,468.99</u>

Pre-Written Checks	\$1,930.67
Checks to be Generated by the Computer	\$24,538.32
Total	<u>\$26,468.99</u>

Consent Agenda

JOURNAL ENTRY ADJUSTMENTS – EOY 2025 #2

CITY OF FRAZEE

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Journal Entries

Current Period: December 2025

Batch Name 2025 EOY JE 2

Refer	0		Debit	Credit
E 609-49751-254	Soft Drinks/Mix For Resale	JE to correct miscoding Ck 4416	\$508.65	\$0.00
E 100-43100-384	Refuse/Garbage Disposal	JE to correct miscoding for Ck 8579	\$134.62	\$0.00
E 609-49751-259	Food for Resale	JE to correct miscoding Ck 4416	\$0.00	\$508.65
E 100-45200-384	Refuse/Garbage Disposal	JE to correct miscoding for Ck 8579	\$0.00	\$134.62
Transaction Date	12/31/2025		Total	\$643.27

Fund Summary

Refer		Debit	Credit	Difference
Refer 0	100 GENERAL FUND	\$134.62	\$134.62	In Balance
	609 MUNICIPAL LIQUOR FUND	\$508.65	\$508.65	In Balance

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

Consent Agenda

JOURNAL ENTRY ADJUSTMENTS – LS TRANSFERS JAN 2026

CITY OF FRAZEE

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Journal Entries

Current Period: January 2026

Batch Name 01-2026 LS TRANS

Refer	0		Debit	Credit
E 609-49750-251	Liquor For Resale	January 2026 Liquor Store Transfers	\$0.00	\$494.15
E 609-49751-251	Liquor For Resale	January 2026 Liquor Store Transfers	\$494.15	\$0.00
E 609-49750-252	Beer For Resale	January 2026 Liquor Store Transfers	\$2,719.75	\$0.00
E 609-49751-252	Beer For Resale	January 2026 Liquor Store Transfers	\$0.00	\$2,719.75
E 609-49750-253	Wine For Resale	January 2026 Liquor Store Transfers	\$11.00	\$0.00
E 609-49751-253	Wine For Resale	January 2026 Liquor Store Transfers	\$0.00	\$11.00
E 609-49750-254	Soft Drinks/Mix For Resale	January 2026 Liquor Store Transfers	\$81.25	\$0.00
E 609-49751-254	Soft Drinks/Mix For Resale	January 2026 Liquor Store Transfers	\$0.00	\$81.25
Transaction Date	1/31/2026		Total	\$3,306.15

Fund Summary

Refer		Debit	Credit	Difference
Refer 0	609 MUNICIPAL LIQUOR FUND	\$3,306.15	\$3,306.15	In Balance

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

Consent Agenda

RESOLUTION 0513-2026A – RESOLUTION ACCEPTING DONATIONS TO FIRE DEPARTMENT



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. 0513-2026A

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR FRAZEE FIRE DEPARTMENT DONATIONS

WHEREAS; the City of Frazee is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS; The Frazee Fire Department is a vital necessity for the City of Frazee, surrounding Townships, and Counties; and

WHEREAS; the following persons have generously donated the amounts set forth below to the Frazee Fire Department:

<u>Name of Donor</u>	<u>Amount</u>
Hobart Township	\$500.00

WHEREAS: It is the desire of the donor to use this donation towards the needs of the Frazee Fire Department; and

WHEREAS; the City Council is appreciative of these donations and commend the donors for their civic efforts and contributions.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Frazee, Minnesota:

1. that the donations are accepted and acknowledged with gratitude.
2. that the donations will be used towards the needs of the Frazee Fire Department.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 13th day of May, 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

Consent Agenda

RESOLUTION 0513-2026B – RESOLUTION ACCEPTING DONATIONS TO RESCUE DEPARTMENT



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. 0513-2026B

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR FRAZEE RESCUE DEPARTMENT DONATIONS

WHEREAS; the City of Frazee is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS; The Frazee Rescue Department is a vital necessity for the City of Frazee, surrounding Townships, and Counties; and

WHEREAS; the following persons have generously donated the amounts set forth below to the Frazee Rescue Department:

<u>Name of Donor</u>	<u>Amount</u>
Burlington Township	\$10,000.00
Evergreen Township	\$1,000.00
Hobart Township	\$500.00
Silverleaf Township	\$1,500.00

WHEREAS: It is the desire of the donor to use this donation towards the needs of the Frazee Rescue Department; and

WHEREAS; the City Council is appreciative of these donations and commend the donors for their civic efforts and contributions.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Frazee, Minnesota:

1. that the donations are accepted and acknowledged with gratitude.
2. that the donations will be used towards the needs of the Frazee Rescue Department.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 13th of May, 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

Consent Agenda

LG220 – APPLICATION FOR EXEMPT PERMIT – FRAZEE AREA COMMUNITY CLUB

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23
Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Frazees Area Community Club Previous Gambling Permit Number: X- 04853
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 20-44881014
Mailing Address: PO Box 276
City: Frazees State: MN Zip: 56544 County: Becker
Name of Chief Executive Officer (CEO): Thomas A Watson
CEO Daytime Phone: 218-849-7855 CEO Email: dtminn@yahoo.com
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Yak-Schack Beauty Salon

Physical Address (do not use P.O. box): 114 E. Main Ave

Check one:

City: Frazees Zip: 56544 County: Becker
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 18, 2026 8:00 PM

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

Committee Reports

PARKS & RECREATION COMMITTEE – APRIL 22, 2026

1. Call The Meeting To Order – Roll Call
 - a. Chair Anderson called the Park and Recreation Committee meeting to order at 3:37 PM on Wednesday, April 22, 2026, at 114 Main Ave W, Frazee, MN 56544.
 - b. Present: Erik Anderson, Mckenzie Hamm, Andrea Froeber, Stephanie Poegel, Tyler Trieglaff, Jim Rader

2. Review Of Minutes – March 25, 2026
 - a. Froeber noted a correction to the March 25, 2026 minutes, clarifying that it was Hamm, not Froeber, who volunteered to create promotional flyers for the National Trails Day event.

M/S/CU: Hamm/Froeber to approve the March 25, 2026 minutes as corrected.

3. Open Forum
 - a. No members of the public were present for Open Forum. The forum was closed and the committee moved on to the regular agenda.

4. Parks
 - a. Wannigan Regional Park
 - i. Anderson reported that the FCDC board approved a logo for Wannigan Regional Park, which was being presented to the city council that evening for final approval. The logo features the covered bridge as its focal point. Anderson noted that the logo effectively commits the city to preserving and restoring the existing covered bridge rather than replacing it. The committee agreed that the covered bridge is a beloved landmark and well worth restoring, with the long-term goal of making it structurally sound enough to support service and emergency vehicles.
 - ii. Anderson also updated the committee on the LCCMR shelter construction. All materials are on-site, the foundation is in place, and the columns have been built. Construction is expected to begin the following week, with an estimated three to four days of active build time. Hamm's uncle will oversee and guide the build, with approximately four to five volunteers assisting. The intention is to have the shelter completed by the end of May. Anderson also confirmed that John Olson had expressed willingness to help with the build, and that Tom's two sons-in-law had already inventoried materials and tools on-site.
 - iii. Anderson noted that the timeline for issuing a Request for Proposals (RFP) for broader park construction has been solidified, with construction anticipated to begin in late summer or early fall.
 - iv. Froeber raised a concern that the kiosk map at the park is fading and suggested updating it to reflect 2026 and 2027 improvements. She also recommended adding a QR code to allow visitors to donate to the park, citing an example in which an unprompted \$35,000 donation was made by someone who simply heard about the park's development. The committee agreed this was a valuable opportunity for both funding and public information. Anderson committed to connecting with Karen

regarding the map update, particularly to add businesses that have opened since the last version was created.

- b. Hank Ludtke/Riverside Park
 - i. Froeber reported that she and Jim have been measuring now that the snow has cleared, to determine the desired height for the retaining wall project. A site visit to Battle Lake is planned for reference. Froeber expressed hope to have the block ordered and construction underway before Memorial Day.
- c. 2026 Improvements Update
 - i. No separate discussion was recorded under this item beyond what was covered under other park sub-items.
- d. Lions Park
 - i. Hamm reported that Cornerstone has hosted two well-attended indoor music events—an Irish band and a fiddle and yodeling group—and that audiences have been requesting the acts return. The committee discussed the possibility of hosting outdoor performances at Lions Park in June. Hamm noted that renting the shelter requires coordination with Mark Pergande, who handles Lions Park rentals on a free-will donation basis. The committee confirmed that park restrooms are opened by the Lions Club each spring and are generally available to the public without a shelter rental. Hamm agreed to notify Pergande about the National Trails Day event being held at the park.
- e. Corner Park
 - i. No discussion was recorded under this item.
- f. JoAnn Niemann Memorial Park
 - i. No discussion was recorded under this item.
- g. Little Turkey Park
 - i. No discussion was recorded under this item.

5. Recreation

- a. Heartland Trail Update
 - i. The committee received an update that the DNR is working on a trail amendment to reroute the Heartland Trail from Highway 10 down to Cormorant and back up to Lake Park. It was noted that the city's current DNR representative, Kent Skaar, is retiring in July, and the committee will need to cultivate a relationship with his replacement.
 - ii. The committee discussed that while the Highway 87 trail is not technically part of the Heartland Trail, they would like to see it designated on the map to direct people into town. Because the Heartland Trail requires snowmobile access and Wannigan Park prohibits motorized vehicles, the Heartland Trail cannot be routed through Wannigan. The committee identified a need for an alternate route through town, roughly from Lions Park to Highway 87 to the east.
 - iii. Anderson noted that Andrea had previously suggested reaching out to the snowmobile community to help spearhead this effort. Hamm offered to contact her cousin, who is involved with the Wolf Lake Snowmobile

Club—a club already associated with the Heartland Trail group—as a potential starting point. The committee agreed that this is a significant undertaking and that finding a community champion to lead the effort would be essential, as city staff and committee members are already stretched.

b. Town Lake Beach

i. Grant Funds Update

1. The committee received an update that the DNR grant for Town Lake Beach has an end date in 2027. A concrete pad is needed for the previously approved bike rack, and bids will be sought for that work so it can be covered under the grant. Approximately \$20,000–\$30,000 in grant funds remain available. Anderson noted he is seeking clarification from the state on what additional amenities—such as shelving—are eligible for reimbursement. Picnic tables were confirmed as an eligible item.
2. Hamm reported that she visited the beach building and measured the ceiling height at just under nine feet, meaning kayaks and the 13-foot canoe will need to be stored flat. She noted that conversations with Larry regarding storage layout are ongoing, and that the two of them plan to meet at the site to map out the space. The current inventory of watercraft includes two hard fishing kayaks, two two-person soft kayaks, one single soft kayak, and two inflatable paddleboards inside the building, plus a 13-foot canoe currently stored at Hamm’s residence. Hamm also noted she has personal Kevlar kayaks available for special events if needed.
3. Trieglaff raised a concern that the building’s Wi-Fi access point and security cameras have not been fully operational. It was confirmed that Larry had recently completed the cable pull-through and the internet provider connected the access point. Trieglaff agreed to check the system that evening and follow up on the cameras, which had been unplugged at various points during the winter.
4. Anderson confirmed he will apply for the required watercraft license and will coordinate payment with Poegel.

c. Walking Path/Unidentified Parcel

- i. The committee received an update that the survey for the unidentified parcel is complete. Attorney Bakken is now reviewing the 40-year title search to determine what title work remains. No further action is required from the committee at this time.

d. Bicycle Friendly Community

i. Bike Rodeo – May 23, 2026 11am-1pm

1. Trieglaff confirmed the Bike Rodeo will proceed similarly to last year’s event. The committee discussed the importance of advance publicity, including newspaper advertising, posters distributed around town, and outreach to the school—particularly the

preschool and ECFE programs. Hamm noted that Roger, a community member, has historical bike route maps from previous bike rodeos showing 1-mile, 2-mile, and 3-mile loops, and that he is willing to share those maps. Anderson indicated interest in posting the routes to the city website as well.

ii. Bike Rally – September 13, 2026

1. Froeber reported that she plans to begin outreach to local businesses in early June to give them sufficient notice about the Bike Rally, addressing feedback from last year that businesses did not receive adequate lead time. Froeber noted the chamber will advertise the event and is considering whether to expand the hours from 1–3 PM to 9 AM–3 PM to better accommodate cyclists and allow participants to access restaurants in town.

iii. Frazee Bike Club

1. Froeber introduced the concept of establishing a Frazee Bike Club, proposing a monthly group bike ride from June through September with potential business sponsorships. The committee discussed the challenges of finding willing organizers given the number of existing commitments in the community. Trieglaff drew a parallel to the former “Alive at 5” community events.
2. The committee agreed that the best starting approach would be to include a poll in the city newsletter or on the city website asking residents whether they would be interested in a bike club and, if so, whether they would be willing to help organize it. Poegel agreed to develop the poll. The group envisioned a simple model—meeting at a different location each month, mapping a route, and riding together—with a business sponsor providing a small incentive each time.

e. National Trails Day Event – 1st Saturday in June

- i. The committee confirmed that the National Trails Day event is listed on the national website. The event will be held at Lions Park from 7:00–8:30 PM and will include music performed by Micah Gorder, ice cream, games, and fire dancing at 8:00 PM. The flyer does not advertise the event as free, nor does it indicate that ice cream is complimentary, which the committee agreed avoids any misunderstanding. Poegel confirmed the office would create a Facebook event so that all committee members could share it for broader promotion.
- ii. The committee also discussed the idea of displaying photos and information about all of Frazee’s parks at the National Trails Day event as a way to raise awareness and potentially recruit volunteers for an “adopt a park” or “adopt a trail” initiative.

6. Tree Board

- a. The committee received background that the city’s comprehensive plan includes a goal of regaining Tree City USA status, which requires an active tree board. The

city's existing ordinance designates a tree board but does not specify its membership. Following consultation with Planning and Zoning, the city council has designated the Park and Recreation Committee as the tree board.

- b. The ordinance governing tree board responsibilities was distributed for review. Key responsibilities discussed included maintaining an inventory of city-owned trees (including boulevard trees), recommending approved species for planting, and having authority to require removal of dead or diseased trees on private property that pose a risk to public infrastructure. Trieglaff noted that the ordinance authorizes the tree board to address trees interfering with utilities, which has practical near-term implications for tree trimming in the city.
- c. The committee noted that a tree inventory was previously completed at Wannigan Park through a DNR relief grant and discussed the possibility of applying for a similar grant to inventory city trees. The application period for Tree City USA status opens in September, giving the committee the summer to review the ordinance and identify any updates or additions needed. All members agreed to review the ordinance and bring discussion items to the next meeting.

7. Comp Plan Task Updates

a. Marketing Plan

- i. Poegel presented a draft marketing plan developed with the assistance of AI tools, aimed at promoting Frazee's parks, trails, and recreational assets to both residents and visitors. The plan covers branding, social media scheduling, newsletter outreach, community volunteer recruitment, and a phased approach to implementation.
- ii. The committee engaged in substantive discussion about how to begin. Froeber noted that the plan is ambitious and should be broken into smaller, manageable segments. The group agreed that an early priority should be ensuring that newsletter content directs readers to the city website for full information, given that the water-bill newsletter is often cut off mid-content. Froeber and Rader expressed support for this approach as both cost-effective and accessible.
- iii. The committee discussed the city's existing tile-based branding system, with the trails tile identified as the appropriate visual element for park and recreation marketing materials. Froeber acknowledged the current branding is not particularly inspiring for outdoor recreation purposes but suggested that enlarging the relevant tile and pairing it with the others as smaller accents could make it more visually compelling.
- iv. The committee expressed enthusiasm for community engagement ideas embedded in the plan, including an "adopt a park" or "adopt a trail" initiative modeled on the adopt-a-highway concept, a community cleanup event with business participation, and hosting events at lesser-known parks to increase awareness. Rader suggested extending outreach beyond the immediate community to reflect Wannigan's status as a regional park.
- v. Hamm shared that during a recent week-long SAPS (Substance Abuse Prevention Skills) training, parks and outdoor activities were identified as

- a major protective factor for youth mental health, reinforcing the broader community value of the committee's work. The committee was encouraged by this connection and agreed it strengthens the case for continued investment in park and recreation programming.
- vi. The marketing plan was acknowledged as a living document, with the committee agreeing to continue refining it in future meetings.

8. Adjournment

M/S/CU: Froeber/Hamm to adjourn at 4:41 PM.

Respectfully submitted

Stephanie Poegel

Frazee City Administrator

Committee Reports

WANNIGAN REGIONAL PARK COMMITTEE – APRIL 28, 2026

1. Call to Order

Meeting called to order. Opening remarks were invited.

2. Project Updates

Tree Planting:

- Active planting underway with strong progress along west perimeter.

Shelter Construction:

- Structure installed; nearing completion ahead of schedule.
- Remaining: roofing and decorative stone.
- Final completion expected by end of June.

River Access:

- Construction complete; includes graded access and parking pad.
- Final reporting due mid-May; closes June 30.

ATI Trail:

- Awaiting 70% grass coverage before silt fence removal and project closeout.

3. GMRPTC Grant – Phase 1 Design

Key Changes:

- Straight paved entrance replacing roundabout.
- Drive-in campsites added.

Timeline:

- May 6: Design review
- May 20: Council review
- May 28: Bid release
- June 19: Bid close
- June 24: Award
- July 27: Target construction start

4. Capital Campaign

- Phase 1 fully funded.
- Phase 2 fundraising started.

- \$200,000 committed; ~\$300,000 remaining.
- Phase 2 timeline: Application 2027, Construction 2029.

5. Grant Activity

- CPL Grant: Not approved.
- Archaeological Study: Approved, summer work scheduled.
- Izaak Walton Grant: \$10,000 request submitted for prairie restoration.

6. Committee Discussion

May 6 – Day of Caring:

- Tree planting event (200 trees planned).

June 6 – National Trails Day:

- Activities at Lions Park and Wannigan Park.
- Includes hikes, cleanup, and entertainment.

Additional:

- New park logo released.

7. Legislative Updates

- House File 3995 and Senate File 4210 in progress.
- Session expected to conclude mid-May.

8. Next Meeting

July 28, 2025 at 1:30 PM

9. Adjournment

Meeting adjourned.

Respectfully Submitted

Joe Tonihka

Community Development Coordinator

Committee Reports

PLANNING & ZONING – APRIL 28, 2026

1. Call the Meeting to Order – Roll Call

- a. Chair Sharp called the April 28, 2026 Planning and Zoning Meeting to order.
- b. Members Present: Ken Miosek, Mark Kemper, Stephanie Poegel, Mike Sharp
- c. Members Absent: Tyler Trieglaff, Mark Kemper, Mike Sharp, Erik Anderson

2. Review Minutes – March 24, 2026

- a. Miosek noted that upon reviewing the March minutes, nothing stood out as requiring correction. Sharp acknowledged that both he and Kemper had been absent from the March meeting.

M/S/CU: Miosek/Kemper to approve the minutes as presented.

3. Open Forum

- a. No members of the public were present for Open Forum.

4. Old Business

- a. Comprehensive Plan Task Updates
 - i. No specific updates were reported under this item.
- b. Identify and Map Future Trails in Frazee

- i. Discussion centered on the previous month's meeting with Thorson, which had gone off course when the conversation shifted toward snowmobile trails rather than the intended focus of walking paths, biking trails, and sidewalks. Poegel noted that Thorson had expressed uncertainty about his role given the unexpected direction of the discussion. Sharp indicated that Thorson would be invited back to a future meeting when his attendance could be better coordinated, and apologized for his own absence at the prior meeting.
 - ii. Regarding the River Walk, discussion touched on unresolved property ownership questions along the river. Miosek explained that following the removal of the dam, certain parcels along the riverbed have become unidentified, as the county has no record of ownership. A surveyor has been engaged to locate property pins, after which the city administrator would pursue quiet claim deeds to obtain those parcels. The question of who owns the riverbed generated some discussion, with Kemper noting that in Minnesota, land ownership generally extends to the high watermark, beyond which water is considered public. Otter Tail County was noted to have been unable to provide a definitive high watermark location.
 - iii. Sharp raised the Fifth Street railroad crossing as a priority area for future trail planning, suggesting that as development activity increases near the Dollar General property and the potential Turnkey site, the city should begin planning for a pedestrian or bike crossing at that location. The group referenced the quiet zone process previously completed with Thorson's assistance, which required obtaining an easement from the railroad. It was noted that the road width at that crossing is currently insufficient to accommodate a sidewalk and that additional right-of-way and construction would likely be required. The east side of the crossing was discussed as a potentially more practical location, as it would allow trail users to connect directly to the Main Street sidewalk system. Sharp indicated this topic would be revisited with Thorson and others.
- c. Identify Potential Future Trail Networks and Research Funding Opportunities
- i. No additional discussion was recorded under this sub-item beyond what was covered in item 4.ii.

5. New Business

a. Fence Ordinance

- i. Poegel introduced this item, noting that the existing fence near Dollar General had been raised as a concern. The fence was installed prior to the city's current zoning ordinance (adopted in 2020) and is located around the stormwater retention pond on Dollar General's property. Under the current ordinance, a buffer—either a fence or a vegetative planting strip providing visual screening to a minimum height of six feet—is required between commercial and residential zones.
- ii. Sharp noted that Dollar General was likely grandfathered in as a nonconforming use given that the fence predates the ordinance. The

group acknowledged that Dollar General has expressed willingness to remove the existing fence but is not willing to plant vegetation on their property. A prospective developer on the adjacent residential parcel would prefer a natural green buffer, such as trees or shrubs, over the current fence.

iii. Discussion covered several considerations:

1. If Dollar General removes the fence entirely, they are not obligated to replace it, as their nonconforming status would still apply.
2. However, if they were to install any new fencing, they would be required to bring the entire property line into compliance with the current ordinance.
3. The current fence is in poor condition, with broken sections, and Miosek noted that accumulated garbage caught in the fence is a persistent maintenance issue.
4. Kemper raised the question of whether the prospective developer would have sufficient space on his own property to install a green buffer, potentially allowing Dollar General to simply remove the fence.
5. The stormwater retention pond was discussed briefly; Sharp noted it likely was designed to meet stormwater regulatory requirements for the broader area, and questions about its continued necessity in the context of new development were flagged as a question for Thorson.
6. The group agreed that the appropriate next step was to connect with the prospective developer to understand his site plans before any communication is sent to Dollar General. If the developer has room for a planting strip on his side of the property line, that could resolve the buffer requirement without requiring Dollar General to act.

b. Biofuel (Fire) Ordinance

- i. Poegel introduced this item, explaining that a recent incident prompted the discussion
- ii. Poegel noted that she had researched ordinances from nearby cities including Perham, Menahga, and Lake Park. Key points from the discussion included:
- iii. Permit framework: The group generally favored developing an open burning permit process administered by the fire department, modeled loosely on Perham's ordinance. The fire chief or assistant chief would conduct a site inspection and have authority to approve or deny a permit based on the nature and size of the burn pile. Kemper suggested that the fire department's judgment should be the primary factor in approval decisions—for example, requiring a large pile to be split into smaller burns over multiple days.
- iv. Fee structure: The group discussed a permit fee, with general sentiment that it should be more than nominal given the inspection work involved.

Figures of \$25 and \$50 were mentioned as reasonable starting points, with the understanding that the fee would be set by resolution and could be amended. Sharp indicated the fee should be tied to the city's annual fee schedule resolution rather than codified in the ordinance itself.

- v. Fire department involvement: There was some discussion about whether the fire department would be willing to take on this administrative role. It was agreed that Poegel would forward Perham's ordinance to Fire Chief Adam for review before any ordinance language is drafted. Kemper suggested that if the fire department approves a burn and it grows beyond expectations, they would still respond as a fire call, with associated charges billed to the property owner.
- vi. DNR coordination: Poegel described the process used in Audubon, where burning permits were issued through the DNR's training program and required the permit holder to call for a burn number on the day of the burn. Dispatch would be notified so that any calls about smoke could be cross-referenced. Miosek recalled that the city had previously issued burning permits through the fire department, possibly under former Fire Chief Gerry Mitchell, though no current fire department members recalled that practice.
- vii. Scope of permitted burning: The group discussed limiting open burning permits to specific uses, such as vegetative debris, brush piles, and prairie or rain garden burns—and excluding construction debris, treated wood, and similar materials. Sharp noted that the city's native planting area at the beach should be burned every three to four years, and wondered whether future lakeshore property owners undertaking similar projects would be able to obtain permits.
- viii. Penalty provisions: Poegel referenced penalty language from the Lake Park ordinance classifying ordinance violations as misdemeanors. The group agreed similar language would be appropriate for Frazee's ordinance.
- ix. The group agreed to table formal action pending feedback from the fire department.

6. Adjournment

M/S/CU: Miosek/Kemper to adjourn at 5:45 PM.

Respectfully submitted

Stephanie Poegel

Frazee City Administrator

Committee Reports

PERSONNEL COMMITTEE – APRIL 13, 2026

1. Call The Meeting To Order - Roll Call
 - a. The Personnel Committee Meeting of the City of Frazee was called to order on Monday, April 13, 2026 at 3:00 PM.
 - b. Present: Mike Sharp, Mark Kemper, Polly Andersen, Stephanie Poegel
2. Minutes – March 16, 2026

- a. The minutes of the March 16, 2026 Personnel Committee Meeting were reviewed. No corrections or changes were noted, and the minutes were approved as presented.
3. Old Business
- a. City/FCDC Collaboration
 - i. Cooperative Contract Language Update
 - 1. Mike Sharp noted that Polly, Denise, and others are actively working on updating the cooperative contract language governing the City/FCDC relationship. Once a draft is prepared, Stephanie Poegel and Sharp will have an opportunity to review it, along with Mark Kemper.
 - ii. Community Development Coordinator Role — Grant Writing Transition
 - 1. Andersen reported that FCDC is transitioning the Community Development Coordinator into a grant-writing role. She described efforts to create a structured outline that defines time expectations for each grant, noting that different grant opportunities require varying levels of effort and that the intent is for the Community Development Coordinator to feel supported throughout the process. Andersen indicated that Karen will work closely with the Community Development Coordinator on the Blandin Foundation grant as an initial learning experience. The Community Development Coordinator will also take on responsibility for donor software management, ensuring that donation records are updated promptly and that donor acknowledgment communications are generated in a timely manner.
 - 2. Andersen committed to preparing a written outline of these responsibilities for Poegel to review before presenting it to the committee at a future meeting.
 - iii. Lead Applicant Determinations and the Executive Grants Committee
 - 1. The committee discussed how grant lead applicant decisions are being made through an executive grants committee comprising FCDC, the City of Frazee, Widseth, and Creating Community Consulting. This group evaluates each grant opportunity to determine fit and appropriate lead applicant. Andersen explained that where grants are non-infrastructure in nature — such as programming, marketing, community engagement, or day-to-day park operations — FCDC is well-positioned to serve as lead applicant and program manager. For infrastructure projects, such as a potential Phase 2 park construction, the City must serve as the applicant.
 - 2. Kemper sought clarification on this distinction, particularly as it pertains to future LCCMR-type applications, and confirmed that the City would be the required applicant for any capital construction phases.

- iv. Blandin Foundation Grant and Community Engagement
 - 1. Andersen described the Blandin Foundation's small communities grant as an example of a grant that FCDC will manage, with the Community Development Coordinator handling the Wanigan-related portion. The grant process involves gathering community input — particularly from youth — which will also inform the content of a future Phase 2 application. Andersen noted that the data and community voice gathered through this process will have broader applications, including economic development planning.
- v. Wanigan Park Construction Update and Bids
 - 1. Andersen reported that construction bids for the park are expected to be released in May and finalized, with a recommendation to council anticipated in June. The committee expressed hope that construction scheduling would avoid Turkey Days, and Andersen indicated that efforts are being made to keep the park open during that period.
- vi. Marketing and Capital Campaign
 - 1. Andersen described a range of upcoming communications and fundraising activities, including a social media playbook being developed by the marketing committee, a website update, press releases, and a refreshed capital campaign incorporating the new brand colors. The next wave of fundraising will focus in part on generating community matching dollars for Phase 2.
- vii. State's Interest in Further GMRPTC Funding
 - 1. Poegel noted that unlike many regional park organizations that have completed construction and are no longer eligible for further state funding, Wanigan Park is at an early phase of development and has been encouraged by the state to submit another application. Poegel explained that other regional park entities funded through the same program have fully built out their parks, leaving the state with funds available and actively seeking applicants. The state, through contact with grant liaison Jillian, has indicated it wants to see Wanigan apply again. The committee acknowledged that Phase 1 must be closed out before a new application can be submitted, which is anticipated to take a couple of years.
- viii. State Capital Lobbying
 - 1. Andersen and Poegel reported that their recent lobbying visit to the state capitol went well. Poegel reflected on the experience as a significant learning opportunity and expressed initial nervousness, while Andersen offered praise for Poegel's composure and effectiveness in their meetings with legislators. The committee discussed the dynamics of legislative advocacy, including the importance of constituent emails — noting that

legislators have commented on the volume of outreach they have received from Frazee.

ix. Local Sales Tax Discussion

1. Poegel raised the possibility of a local sales tax as an alternative or supplementary funding mechanism if the current bonding request is not successful. She noted that legislators are looking for local sales taxes to have regional significance, and argued that Wanigan Park — drawing visitors for tournaments and recreational activities — meets that standard. Andersen and Kemper discussed how such a mechanism could strengthen a future state grant application by demonstrating a local match commitment. The group referenced the Detroit Lakes Police Department as an example where a projected 10–15 year sales tax was paid off in approximately three years due to higher-than-anticipated sales volume.
2. The committee noted that a legislator specifically advised against referencing pickleball courts in presentations, as it could create political difficulties. Poegel confirmed that pickleball was not mentioned during their capitol visit.

x. Pickleball Courts and Visitor Draw

1. Kemper noted the growing popularity of pickleball in the region and commented that even modest increases in visitors coming to Frazee for recreational activities could produce meaningful economic benefit for local businesses, even if the incremental impact is difficult to project precisely.

xi. Romtec Shelter — LCCMR Grant Deadline

1. The committee discussed the outstanding Romtec shelter installation, which must be completed by June 30, 2026, as the grant funding it is tied to expires on that date. Poegel stated that she has communicated this deadline clearly to the committee, and explained that delays had occurred after Rotary and the school construction class, which had originally agreed to do the construction, were unable to complete the masonry work before the season ended.

xii. Wanigan Park Quarterly Committee Meeting

1. Andersen noted that the Wanigan Park Quarterly Committee meeting is coming up at the end of April, and discussed how the Community Development Coordinator will take on responsibility for coordinating agenda preparation and distribution in collaboration with FCDC. Poegel confirmed that the agenda needs to be distributed the following week.

xiii. Fundraising and Long-Term Sustainability

1. Andersen reflected on FCDC's fundraising progress, noting that total funds raised — including in-kind contributions — are estimated to have surpassed \$4,000,000. She emphasized the importance of three-year financial planning to ensure

organizational sustainability and to maintain an environment where board participation is attractive.

xiv. Bonding Bill

1. Mike Sharp asked about the prospects for the bonding bill passing at the state level. Andersen noted that Senator Utke, who represents the area and has served in the Senate for over 30 years, is a significant advantage, and that ongoing email outreach from Frazee residents has been acknowledged positively by legislators. However, the outcome remains uncertain until the bill is finalized. Poegel noted she has been reaching out to clerks in neighboring communities to encourage broader regional advocacy for the bill.

xv. Next Personnel Committee Meeting

1. The committee discussed scheduling the next meeting to allow time for the updated cooperative agreement to be reviewed by the FCDC board in May before coming to the Personnel Committee. The FCDC board is expected to take up the operating agreement at its May meeting, after which it will be circulated to Sharp and Kemper before the Personnel Committee reviews it.
2. The next Personnel Committee Meeting was tentatively scheduled for Monday, June 8, 2026 at 3:00 PM.

4. New Business

a. Vacation Accrual Issue — City Employee

- i. Kemper brought forward a matter involving a city employee who lost accrued vacation hours due to the balance not displaying correctly on a pay stub during the affected pay period. The employee was unaware he was near his accrual cap and lost 3.36 hours of vacation time — valued at approximately \$104 — as a result. Poegel confirmed that the balance display issue affected that pay period and that the employee only became aware of the discrepancy after reviewing a subsequent pay stub showing a near-zero balance.
- ii. The committee discussed the question of fairness and precedent. Sharp noted that had the balance been visible, the employee would have been expected to manage his own accruals. However, given that the display error was a system issue rather than a failure of the employee to track his time, the committee generally agreed it would be unreasonable to deny the hours. Kemper expressed that he was not willing to dispute \$100 with a good employee, and that fairness should be applied consistently across all city staff, regardless of department.
- iii. Poegel proposed that staff pull the affected pay period and review all employees' time cards to determine whether any others were similarly affected. Anyone who lost time due to the same issue would be compiled into a single list for council approval, rather than handling each case individually. This approach was supported by the committee.

- iv. Kemper agreed to inform the employee that the committee is supportive of restoring the hours, but that council approval is required and that the hours will be returned as usable time — not a cash payment. He will advise the employee to draw down his accrual balance sufficiently before the hours are added back, so that the restored time is not immediately lost again due to the accrual cap. The matter is expected to be presented to council at the first meeting in May.

5. Adjournment

- a. The meeting was adjourned at 3:56 PM.

Respectfully Submitted

Stephanie Poegel

City Administrator

Committee Reports

FINANCE COMMITTEE – NO MEETING

Committee Reports

ECONOMIC DEVELOPMENT AUTHORITY – APRIL 28, 2026

Call the Meeting to Order

- a. The EDA Meeting was called to order by President Heath Peterson on Tuesday, April 28, 2026, at 11:32 a.m. at the Frazee Fire Hall.

2. Roll Call

- a. Members Present: Ashley Renollet, Heath Peterson, Andrea Froeber, John Olson, Hank Ludtke, and Bill Daggett
- b. Absent: Andrew Daggett
- c. Staff: Stephanie Poegel, Joe Tonihka

3. Approval of Agenda

M/S/CU: Poegel/Peterson - To approve the agenda as amended. Motion carried.

4. Open Forum

- a. No members of the public were present at the Open Forum.

5. Meeting Minutes - March 24, 2026

Stephanie Poegel noted several corrections needed in the March minutes, including a misspelling of a member's name, the inclusion of a non-member, an incorrect name for Andrew DeGov, and duplicate approval motions appearing in multiple locations.

Stephanie Poegel indicated she would like to meet with Joe to review and correct the minutes before bringing them back for approval next month.

No action taken. Minutes tabled for revision.

6. Old Business

- a. Community Homeownership Impact Fund

- i. Stephanie Poegel introduced a new grant opportunity through Minnesota Housing, the Community Homeownership Impact Fund, distinct from a similar program discussed the prior month whose deadline had already passed. Joe Tonihka, who attended a webinar on the program, noted he was still locating his notes but confirmed the EDA would be the applicant entity. The full application deadline was identified as sometime in May.
- ii. Members reviewed eligible uses, which include acquisition, rehabilitation and resale of existing housing, new construction, owner-occupied rehab, affordability gap subsidies, down payment assistance, and building cost assistance. The program is income-based, targeting households at or above 75% of state or area median income.
- iii. Froeber expressed enthusiasm for the rehabilitation component, noting several local homes with siding and window issues. She also raised the example of a local fire-damaged property as a potential candidate for program funds. Members agreed the program was a good fit for Frazee's needs and supported applying.

M/S/CU: Froeber/Renollet - To authorize application for the Community Homeownership Impact Fund through Minnesota Housing. Motion carried.

b. Main Street Empty Buildings

- i. Joe Tonihka reported that he had reached out to several owners of vacant Main Street buildings. The consistent finding was that building owners are willing to rent but not sell, and those open to renting want to review prospective tenants' business plans and financial information before committing - a requirement that has deterred at least one prospective business from engaging further.
- ii. Stephanie Poegel noted that a prospective buyer is actively looking to purchase a building in Frazee, but all outreach has been met with the same response: owners want to rent, not sell. The prospective business has also declined to meet with EDA members due to a prior negative experience in which their information was not kept confidential.
- iii. Members discussed the broader challenges on Main Street, including several buildings that are functionally vacant: the former Global Talent building, owned by an out-of-state owner who has been difficult to contact, green building, the Bricker space, the bowling alley, the old clinic, and others. It was noted that several of these buildings would require substantial investment or demolition to be viable. The difficulty of compelling unwilling owners to sell was acknowledged.
- iv. Stephanie Poegel noted the city is currently assessing curbside fees to the Global Talent property owner, which will be placed on taxes, but there is no mechanism to force a sale. Members discussed leaving a note for the building owner and attempting to obtain a contact number through other means. No formal action was taken; Joe Tonihka indicated he would continue outreach efforts.

c. EMR Bulletin Board, EMR Exterior Uses

- i. Bulletin Board

Tenants of the East Main Retail building have requested that a bulletin board be installed in the back hallway to consolidate community flyers and reduce window clutter in their individual spaces. Members were supportive of the idea and discussed optimal sizing, noting that boards at other community locations, such as the post office, tend to fill up quickly. It was suggested that staff have the maintenance team measure the available wall space and consider installing two boards - one on each end of the hallway - for better visual balance and capacity.

M/S/CU: Froeber/Renollet - To approve the purchase and installation of a bulletin board, or boards, for the EMR back hallway, sized to fit the available wall space. Motion carried.

d. Exterior Uses

- i. The request from tenants to place tables and bike racks in the exterior grassy area adjacent to the building was revisited. Members agreed that while the concept is appealing and supported in principle, installing permanent infrastructure is premature given that the Main Street Road reconstruction project is scheduled for 2027. Doing so would risk having to remove or redo any installations.
- ii. Froeber reiterated her interest in eventually improving the Tim Conklin-owned strip of land adjacent to the building for a small public gathering space and indicated she would continue efforts to engage Conklin about a potential land donation or sale to the city. Members discussed the possibility of temporary bike racks in the area as a near-term measure and noted that permanent bike racks are being installed at the corner park this summer. No formal action was taken; the matter will be revisited closer to the 2027 reconstruction planning.

7. New Business

a. Frazee Community Club

i. Tom Watson FCC (Frazee Community Council) Request Presentation (Added Item)

Tom Watson presented a proposal to relocate certain Turkey Days event elements to the other end of town. Specifically, he requested use of the EDA-owned parking lot near the former drugstore and movie theater for food vendors, while car shows would remain on the west end. Watson noted he had not yet spoken with all adjacent business owners but wanted EDA approval in principle before proceeding.

Stephanie Poegel clarified that because the EDA owns both lots, all vendors would still need to complete a transient merchant application, including proof of insurance, consistent with the process used for other events such as track and field day. Watson indicated he was already familiar with that process and that his coordinator, Jamie, handles those requirements.

Concerns were raised about access for a local business, which is open on Saturdays, and about potential stake in the newly constructed lot. Watson acknowledged the back parking lot would need to remain accessible for business staff. Watson also confirmed he had spoken with the pizza business and received no objection.

Stephanie Poegel advised Watson to submit a written request to the City Council to have vendor fees waived and noted that the May 13th council

meeting would be an appropriate venue. Watson indicated he would place himself on that agenda.

b. TBEX Summit

- i. Stephanie Poegel reported that she had committed \$500 from within her spending authority to have Frazee included as a day-trip destination as part of the TBEX Summit, a conference for travel bloggers and content creators, coming to Fargo in October. Participating bloggers staying in the Detroit Lakes area for 3-4 days following the summit would visit Frazee for approximately 3-4 hours.
- ii. Members engaged in a productive discussion on activities and experiences to showcase during the visit. Suggestions included: a historic walking tour, kayaking on the river, McKenzie indicated willingness to participate if weather permits, the Heartland Trail with potential for a bike ride from Detroit Lakes, disc golf, pickleball courts, a "Taste of Frazee" food sampling event featuring local restaurants, a tour of Ketter's Meats, noting their upcoming 100th anniversary, Cornerstone arts programming, and a possible Friday night football game. The small group size, estimated at around six bloggers, was seen as a manageable and flexible audience.
- iii. Members were encouraged to continue generating ideas and submit them to Poegel so that a formal itinerary can be developed in the coming months.

c. EMR Hallway Door Locking

- i. Stephanie Poegel identified an ongoing operational gap: the hallway doors at the East Main Retail building are each unlocked only by the individual tenant whose entrance they serve, meaning that on any given day, some doors may be locked while others are open, potentially giving visitors the impression the entire building is closed.
- ii. Members agreed that a consistent building-hours policy is needed, with the Police Department identified as the most appropriate party to manage unlocking and locking given their compatible hours of coverage. Public Works was noted as unavailable on weekends.
- iii. After discussion, members settled on 8:00 a.m. to 8:00 p.m. as the standard hours for hallway doors to be open, acknowledging this could be adjusted if needed. Both hallways would be open during those hours, with a period of monitoring to determine if any issues arise.
- iv. No formal motion recorded. Direction given to Stephanie Poegel to coordinate with the Police Department accordingly.

d. 2026 City Construction

- i. Stephanie Poegel outlined the upcoming city street construction schedule. Work in the Turkey Days event corridor is expected to begin in the lead-up to Turkey Days, with the larger project - encompassing Second Street from the Conklin lot to Birch and Ash Streets, the alley, and the liquor store and event center parking lots - set to begin the Monday immediately following Turkey Days.
- ii. Members expressed concern about the tight timeline and discussed the need to communicate a contingency plan to Tom Watson and the council

regarding Turkey Days vendor placement in the alley/parking lot area, given that construction could potentially begin or accelerate unexpectedly.

- iii. Stephanie Poegel also flagged a longstanding electrical capacity issue at the East Main Retail building: during the buildout, insufficient power was available, requiring the bakery to share Solberg's electrical panel as a workaround. With the street and alley being excavated, members agreed this is an opportune time to run additional electrical service to the building and correct the panel configuration. Stephanie Poegel was directed to request that City Engineer Chris develop cost estimates for the additional power infrastructure.

e. RWH Purchase Agreements

- i. Stephanie Poegel reported that the anticipated public hearing for Red Willow Heights lot sales has been postponed, as the prospective buyer was unable to provide all required documentation in time. The buyer is continuing to work on the submission.
- ii. Stephanie Poegel outlined the proposal: four lots are under consideration. One involves a straightforward single-family home on a single-family lot. The other three involve the buyer's desire to split two existing lots in half and construct a twin home on each resulting half-lot, yielding four dwelling units across two lots. A third location - adjacent to existing twin homes - was also proposed for a similar split and twin home construction.
- iii. Members made significant reservations about the proposed splits in the established single-family portion of the development. The visual density, proximity to existing homes, and the precedent of cramping in the neighborhood were cited as concerns. It was also noted that the development's covenants require a two-stall garage on each unit and that any lot split requires sign-off from the declarant.
- iv. Discussion centered on what conditions should be met before the EDA proceeds to a public hearing, given the cost and effort involved. Members ultimately agreed that the buyer should be required to: (1) submit formal building plans, and (2) obtain written sign-off from neighbors within 350 feet, consistent with the notification radius used for zoning changes, before the EDA will schedule a public hearing for those two contested lots. The single-family lot and the twin home lot adjacent to existing twin homes were viewed more favorably.
- v. Members also briefly addressed the broader question of affordable housing, acknowledging the buyer's argument that splitting lots lowers per-unit cost, while noting that Frazee lots are already offered at prices far below comparable markets, making the "affordability" argument less compelling. No formal motion was taken; Stephanie Poegel indicated she would communicate the conditions to the buyer.

8. EDA Financials

- a. Stephanie Poegel reported that 2025 financials are fully reconciled, and audit materials are being submitted. Members reviewed the current financial statements. Notable items included:
 - i. Line 652 shows a zero balance for one RBEG account, as funds were consolidated into a single CD; the zero-balance line will be removed once the audit is complete.

- ii. The DS Bond account (321) carries a negative balance of approximately \$1,700, offset nearly entirely by a \$1,600 balance in the Capital Projects fund (421), reflecting a slight overage on the recent construction project.
- iii. The \$40,000 annual transfer from the city has not yet been received; it is typically processed at year-end and will be applied directly to consultant (700) expenses.
- iv. Stephanie Poegel noted that rent concessions given to tenants during the buildout period are ending, and all four EMR tenant spaces will shortly be generating rent simultaneously - a milestone for the building's financial performance. She also flagged that SITE's lease is up for renewal next year and that the business has recently closed three additional locations, which may be relevant to future planning.

M/S/CU: / To approve the Financial Report. Motion carried.

9. Consultant Report

- i. Joe Tonihka reported on his recent activities, which included attending the Community Homeownership Impact Fund webinar and conducting outreach to Main Street building owners. He reiterated the findings already discussed under Old Business - that owners are unwilling to sell and, when open to renting, impose significant conditions on prospective tenants, including review of full business plans. Joe Tonihka noted he found this requirement difficult to understand from a landlord's perspective and attempted to suggest alternatives such as a letter of financial capability from a bank, which was not well received by at least one owner.
- ii. Members acknowledged that the reluctance likely stems from past negative rental experiences in the community and discussed the challenge this presents for EDA efforts to attract new businesses to vacant storefronts.

M/S/CU: Renollet/Hank to accept the Consultant's Report. Motion carried.

10. Commissioner Comments

- a. Hank Ludtke expressed that it was good to be back.

11. Adjournment

The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Joe Tonihka

Economic 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

Fraze Fire Department, April Report

May 13th. 2025

1. Membership

- 20 – Active Firefighters
- 1 – Probationary Firefighter

2. Calls For Service

- April Calls for Service: 9
- 2026 Year to date calls for service: 33
 - 3 – Structure Fires
 - 5 – Grass/Wildland
 - 1 – LifeFlight
 - 1 – Recycling Bin Fire
 - 1 – Downed Powerline
 - 1 – Mutual Aid (DNR)

3. Training Report

- May 27th. – Pump, Hydrant, Water Shuttle Training
- June 24th. – LifeFlight Training, 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. Submitted additional information, waiting on results

5. New Business

- New Grass Rig is in, currently at Code 4 getting lights, sirens and radio installed. Show be in service by June 1st.
- Firefighter Burnout is a real thing. Looking at recruiting and retention ideas. (SAFER Grant)

Staff Reports

RESCUE

Frazee Rescue

Frazee City Council - Monthly Report

Meeting Date: 5/13/26

April 2026 Calls

- 1 - Burlington
- 14 - City of Frazee
- 1 - Erie
- 1 - Evergreen
- 1 - Height of Land
- 1 - Silver Leaf

Total Calls - 19

Responded - 19

- 3 days had multiple calls

Call Type

- 1 - Fire
- 16 - Medical
- 1 - MVC
- 1 - Welfare Check

2026 Statistics

	Responded/Total		Call Type
January	24/24	100%	1 - Assault
February	28/28	100%	8 - Fire
March	34/34	100%	1 - Hazmat
April	19/19	100%	2 - Lift Assist
May	/		87 - Medical
June	/		3 - Motor Vehicle Crash
July	/		3 - Welfare Check
August	/		
September	/		
October	/		
November	/		
December	/		1 - Flown From Scene

Total Calls - 105

Responded - 105

Response Rate 100%

Days with Multiple Calls - 26

Location

- 26 - Burlington
- 52 - City of Frazee
- 13 - Erie
- 1 - Evergreen
- 1 - Garman (OTC)
- 8 - Height of Land
- 4 - Silver Leaf

How We Arrived on Scene

- 4 - Foot
- 66 - Personal Vehicle
- 67 - QRV
- 3 - RIG (Ambulance)

Multiple modes of transportation may be utilized per call.

Noteworthy

- We participated in three youth outreach events this past month (Touch a Truck, Read Across America, Positive Powers), a United Way event, and a welcome back parade for Otto Hanson, a Frazee Elementary student who had a life threatening cardiac emergency and hospitalization.
- We have a spaghetti feed scheduled for June 7th at the event center.



Respectfully Submitted - 5/6/26

Matthew Johnson
Rescue Chief



Staff Reports

EVENT CENTER

Had a great April.

May has small events and we're gearing up for a crazy, fun, busy summer.

I have some painting touch ups i'd like to complete before the wedding season.

Other than that, we just keep on keeping on.

Thanks

Staff Reports

LIQUOR STORE

April of this year was very comparable to last year. We are looking forward to warmer weather and boat season to increase off-sale traffic. With that being said many of our regulars are going back to work this month which will result in a decline in the on-sale. We switched linen & cleaning supply companies to cut costs. We are gearing up for the Ronald Mcdonald Motorcycle Run June 13th.

April 2026

1-Liquor (37911)	15.71%	\$9,197.00
2-Beer (37912)	22.06%	\$12,896.75
3-Wine (37913)	0.05%	\$29.50
4-Misc (37915)	0.07%	\$44.25
4-Pop (37915)	0.55%	\$336.00
4-Snacks (37915)	0.06%	\$36.50
6-Pizza (37917)	0.81%	\$476.00
7-Food (37918)	5.05%	\$2,955.38
1-Liquor Offsale (37811)	16.77%	\$10,152.63
2-Beer Offsale (37812)	34.20%	\$20,704.97
3-Wine Offsale (37813)	2.95%	\$1,788.72
4-Misc Offsale (37815)	0.63%	\$381.11

7-THC Seltzers (37816)	1.09%	\$657.56
Total	\$60,549.99	\$59,656.37

April 2025

1-Liquor (37911)	15.27%	\$8,932.50
2-Beer (37912)	23.33%	\$13,491.50
3-Wine (37913)	0.12%	\$71.00
4-Misc (37915)	0.03%	\$18.00
4-Pop (37915)	0.66%	\$397.50
4-Snacks (37915)	0.04%	\$22.50
6-Pizza (37917)	0.82%	\$490.75
7-Food (37918)	6.82%	\$3,935.05
1-Liquor Offsale (37811)	15.64%	\$9,463.57
2-Beer Offsale (37812)	32.69%	\$19,786.59
3-Wine Offsale (37813)	2.60%	\$1,572.74
4-Misc Offsale (37815)	0.42%	\$256.20
7-THC Seltzers (37816)	1.56%	\$909.13
Total	\$60,520.73	\$59,347.03



Staff Reports

POLICE DEPARTMENT

April 2026

120 Calls For Service (CFS) for the month of April in the City

101 Calls for Service by Frazee PD

1 city ordinance violations

0 vehicle violations

3 motor vehicle crash

Zero landlord violations

Upcoming/other events... Ordinance enforcement will start this month. May 3rd was 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 23rd at 11 am at the PD. MN POST Board Audit was held Wednesday May 6th at 8 am.

Staff Reports

PUBLIC WORKS

Frazee Public Works Dept: For the month of April we have been taking care of daily operations. We spent time on crack filling during the month of and finished the south east section of town, hoping to get a few more blocks in certain areas if time permits, started to get the WWTP geared up for this years discharge of the ponds, finished taking samples of the monitoring wells for the first part of the year, next month take effluent samples from the ponds and start the discharge, these processes will keep us busy for part of the summer months while keeping up with our mowing operations and our up coming projects for this summer, and another round of lead and copper sampling in May, along with Water Quality sampling and our normal Bac T sampling, seems this coming month has a pile of sampling to be completed, along with the water well start up operations at the lions park, and getting the bath house, and campgrounds functional for the summer use, That's about all I have for the month. Thanks again Larry, Kevin and Jesse, OH one more thing Frazee joint powers meeting is scheduled for May 15 at 6:45 am at Burlington town hall !!!

Staff Reports

ADMINISTRATION

1. General Updates
 - a. **Election 2026** – We've received information on election trainings and will begin contacting those who've signed up to be an election worker;
 - b. **Work Comp Audit** – Our annual work comp audit has been completed for the year
 - c. **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
 - d. **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
- e. **Just Cause Training** – Policy changes amendments are being reviewed. Once they’ve approved, it will be sent to Council for final approval
 - f. **Property Inquires** –
 - i. There were 15 property inquiries this month
 - g. **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.
 - h. **Becker County Hazard Mitigation Plan** – The resolution has been sent to Becker County
 - 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
- 2. **Financials/Audit**
 - a. I have a few more journal entry adjustments for approval this meeting; many items have already been sent to the auditor and we are waiting on next steps.
 - 3. **Projects**
 - a. **Main Street 2027** – Waiting to hear if the County received their funding;
 - b. **Town Lake Beach** – It has been determined we have additional funds available; we are working on determining what additional items for which these funds can be utilized
 - c. **Heartland Trail** – Work is being done on an amendment to change the trail alignment from Detroit Lakes to Lake Park; There are currently no plans for work on the trail segment from Frazee to Ogema/Park Rapids; Progress is being made on the segment from Park Rapids to Itasca; The City needs to identify and fund the HLT segment that goes THROUGH the City
 - d. **2026 Utility Improvements** – Our project is on the PFA funded list, we do not know the difference between grant and loan yet. Bids for the project are being opened on May 12, and will be presented at the meeting.
 - 4. In addition to the regular monthly tasks, utility billing and payroll in February, we processed
 - a. 20 campsite rentals
 - b. Dog Licenses – April 2026 = 1; 2026 YTD = 34; 2025 – 63; 2024 – 57; 2023 - 76
 - c. 4 building permits
 - d. Rental Registration

- i. 2025 inspection reports are being worked on
 - ii. 2025 inspections: 3 properties still need to be scheduled and inspected
 - iii. 2026 rental registration: 24 out of 39 landlords have been mailed their renewal paperwork
 - iv. 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 is in progress
 - 3. Mid-May we should be receiving the final report for submission
 - ii. ReLEAF – Waiting to receive the invoice
 - iii. TAP – Design work is being completed for construction in 2027
 - iv. ATI – Waiting for spring to finalize project
 - v. GMRPTC (Phase I) – Design work is being completed; current plans are to let out to bid in the end of May for work to be completed in the fall
 - vi. GMRPTC Phase I Archeology – Park Phase II – RFP for this will be presented this spring
 - b. River Drive North
 - i. 2026 Minnesota Bonding Request – Session end on May 18 – I have yet to hear of a bonding bill
 - c. Sea Tow Foundation
 - i. We were awarded life jackets but denied the stand. Once we hear how many life jackets are coming, we will determine how to display them.
 - d. Polling Place
 - i. We were awarded this grant and will be getting the contracts together for approval at an upcoming meeting
 - e. Town Lake Beach
 - i. Evaluating items available to use with remaining funds
- 6. Meetings Attended in April:
 - a. Committee Meetings – Park & Rec, Planning & Zoning, EDA; Personnel
 - b. IT Provider Discussion
 - c. CGMC Legislative Webinar
 - d. Preplanning for Personnel Committee with Polly
 - e. Wannigan – Tree Border Planting; Design Team; Quarterly Committee, Executive Grant Committee
 - f. Becker County Trail Alliance
 - g. Data Practices Webinar
 - h. Wannigan – LCCMR Annual Monitoring
 - i. MN Senate Transportation Hearing Testifying
 - j. Pickleball Golden Shovel Ceremony
 - k. PERA Pay Types Webinar
- 7. Sick/Vacation Days
 - a. June 5, June 12 - Vacation

BID TABULATION

2026 Utility and Street Improvements

Frazee, Minnesota

Date of Letting: Tuesday, May 12, 2026

Time: 10:00 A.M.

Planholder	Addendum	Bid Bond	Bid Amount
1. J.R. Ferche, Inc. P.O. Box 129 Rice, MN 56367	Noted	5%	\$3,070,334.66
2. Geislinger & Sons PO Box 437 Watkins, MN 55389	Noted	5%	\$3,175,627.30
3. RL Larson Excavating, Inc. 2250 12th Street SE St. Cloud, MN 56304-9705	Noted	5%	\$3,670,947.60
4. Sellin Brothers, Inc. P.O. Box 159 Hawley, MN 56549	Noted	5%	\$3,893,276.50

I hereby certify that there were 4 sealed bids received and opened and 0 bids rejected on May 12, 2026 at Frazee, Minnesota.



Kristopher R Carlson, P.E., Ulteig Engineers, Inc.

CITY OF FRAZEE

RESOLUTION No. 0513-2026D

Resolution Accepting Bids

WHEREAS, pursuant to an advertisement for bids for the proposed 2026 Utility and Street Improvements, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement: (See attached Bid Tabulation)

AND WHEREAS, it appears that J.R. Ferche, Inc. of Rice, Minnesota is the lowest responsible bidder.

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

1. The Mayor and City Administrator are hereby authorized and directed to enter into the attached contract with the J.R.Ferche, Inc. of Rice, Minnesota in the name of the City of Frazee for the 2026 Utility and Street Improvements (Contingent upon the City receiving satisfactory funding from the Public Facilities Authority), according to the plans and specifications therefore approved by the City Council and on file in the office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the Council this 13th day of May, 2026.

Mayor

ATTESTED BY:

City Administrator

New Business

RESOLUTION 0513-2026C – RESOLUTION ORDERING REPAIR, REMOVAL OR RAZING OF HAZARDOUS PROPERTY

RESOLUTION 0513-2026C

CITY OF FRAZEE MINNESOTA

RESOLUTION ORDERING REPAIR, REMOVAL OR RAZING OF HAZARDOUS PROPERTY

1. Nina C. Turcotte is the record owner of real property in located at 609 Cherry Avenue, Frazee, MN 56544, upon the following legally described property in the City of Frazee, County of Becker:

Lots Numbered Six (6) and Seven (7) Block One (1), Charles W. Porter's First Addition to the Townsite of Frazee, Minnesota, according to the certified Plat thereof on file and of record in the office of the County Recorder in and for Becker County, Minnesota.

2. On April 6, 2026 the City of Frazee Minnesota served a Notice of Hearing by Certified Mail and First Class Mail pursuant to Minn. Stat. §463.16 upon Nina C. Turcotte at Essentia Health-Oak Crossing, 1040 Lincoln Avenue, Detroit Lakes, MN 56501, setting a hearing for before the City Council on May 13, 2026 at 5:00 p.m. to consider whether the structures located upon the above described property constituted a hazardous building within the definition of Minnesota Statutes §§ 463.15 to 463.24.

3. At the hearing on the 13 day of May, 2026 the City Council of the City of Frazee considered the following evidence:

- a. Notice of Hearing, Affidavit of Service of the Notice of Hearing by Certified and First Class Mail upon Nina C. Turcotte and Affidavit of Personal Service of Notice of Hearing.
- b. Property Taxpayer reports from Becker County showing Nina C. Turcotte as the taxpayer for the property.
- c. Quitclaim Deed dated June 13, 2005 recorded June 14, 2005 as document number 524934 in the office of the Becker County Recorder conveying to Nina C. Turcotte the following legally described property:

Lots Numbered Six (6) and Seven (7) Block One (1), Charles W. Porter's First Addition to the Townsite of Frazee, Minnesota, according to the certified Plat thereof on file and of record in the office of the County Recorder in and for Becker County, Minnesota.

- d. Photographic documentation of the current condition of the buildings at 609 Cherry Avenue, Frazee, MN 56544 taken on November 4, 2025.

- e. Testimony offered from the City Building Inspector, Jon Stewart, along with a copy of his February 26, 2026 inspection report, at the hearing on May 13, 2026.
4. On the 13 day of May, 2026, after hearing, the City Council of the City of Frazee found and determined as follows:
- a. Notice of the Hearing for the May 13, 2026 hearing was properly given to Nina C. Turcotte by Certified and First Class Mail, and by personal service.
 - b. The street address of 609 Cherry Avenue, Frazee, MN 56544 identifies the location of the following legally described property in the City of Frazee:

Lots Numbered Six (6) and Seven (7) Block One (1), Charles W. Porter's First Addition to the Townsite of Frazee, Minnesota, according to the certified Plat thereof on file and of record in the office of the County Recorder in and for Becker County, Minnesota.
 - c. Nina C. Turcotte is the "Owner of Record" of the above described property withing the meaning of Minn. Stat. §463.15, Subd. 4.
 - d. The structure(s) located on the above described property are "hazardous buildings" within the meaning of Minn. Stat. §463.15, Subd. 3 for the following reasons:

The structure was condemned by the City Building Inspector on February 26, 2026 and the owner was directed to provide a plan of action. No action has been taken to remedy this hazard to public safety. The buildings are open to vandals and not secured from the elements. The roof is open to the elements. There are holes in the buildings. The buildings are an attractive nuisance to children and very dangerous. The buildings are abandoned, have not been adequately maintained and are dilapidated. The structure exhibits severe and progressive deterioration consistent with prolonged water intrusion, deferred maintenance, improper repair, structural failure and loss of structural integrity. These problems need to be repaired immediately or the building removed from the premises.
 - e. The buildings constitute a fire hazard and a hazard to public safety and health.
 - f. The conditions listed above are more fully documented in the inspection report prepared by Jon Stewart, City Building Inspector, dated February 26, 2026, copies of which are attached to this Resolution.

NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:

- 1. Nina C. Turcotte, the owner of the above described property, shall be Ordered pursuant to Minnesota Statute §463.16, to make the following corrections and repairs on the property located at 609 Cherry Avenue, Frazee, MN 56544 described as follows:

Lots Numbered Six (6) and Seven (7) Block One (1), Charles W. Porter's First Addition to the Townsite of Frazee, Minnesota, according to the certified Plat thereof on file and of record in the office of the County Recorder in and for Becker County, Minnesota

Necessary corrections and repairs are: Based upon the extent of the structural deterioration and the disproportionate cost of rehabilitation relative to the structure's value, removal of the structure is recommended. In the alternative, the owner must eliminate the hazardous conditions as outlined in the inspection report prepared by Jon Stewart, City Building Inspector, dated February 26, 2026, copies of which are attached to this Resolution.

2. All of the herein listed corrections and repairs must be made **within thirty (30) days** after the Order is served upon Nina C. Turcotte. The corrections and repairs must be completed in compliance with all applicable codes and regulations, pursuant to proper permits from the City of Frazee.
3. If the corrections and repairs are not made within the time period provided in paragraph 2 of this Resolution, the building is ordered to be razed, the foundations filled and the property left free of debris in compliance with all applicable codes and regulations, pursuant to proper permits from the City of Frazee. This must be completed within 20 days after expiration of the time period provided in paragraph 2 of this Resolution.
4. If the City of Frazee is required to take action for summary enforcement of the Order it will seek authority to raze and remove the structures from the property.
5. A motion for summary enforcement of the ORDER will be made to the District Court in and for Becker County, Minnesota, UNLESS:
 - a. Corrective action in conformance with the order is taken within thirty (30) days of the service of the order, or UNLESS:
 - b. An answer is filed and served upon the undersigned City Attorney, within twenty (20) days after the service of the order, pursuant to Minnesota Stat. §463.18.
6. In accordance with Minnesota Stat. §463.24, the owner or occupant must remove all personal property and/or fixtures that will reasonably interfere with the work within 30 days after expiration of the time period provided in paragraph 2 of this Resolution. If the personal property and/or fixtures are not removed and the City enforces the Order, the City may sell personal property, fixtures and/or salvage materials at a public auction after three days posted notice.

7. If the City is compelled to take any corrective action or action to enforce the Order, all necessary costs expended by the City shall be assessed against the real estate concerned or the landowners and collected in accordance with Minnesota Stat. §463.22 and the City may choose to acquire the structures and real estate on which the hazardous structures are located by eminent domain, as provided in Minn. Stat. §463.152 and/or seek a money Judgement against the Owner for the cost of removing the hazardous condition.
8. The City Attorney is authorized to serve this Resolution and Order upon the owner of the property and all lien-holders of record.
9. The City Attorney is authorized to proceed with the enforcement of the Order as provided in Minn. Stat. §§463.15 to 463.261.

Adopted this 13 day of May, 2026 by the vote of _____ of the 5 members of the City Council of the City of Frazee, Minnesota.

Mike Sharp, Mayor

Attest
Stephanie Poegel, City Administrator

New Business

WANNIGAN REGIONAL PARK – KOMPAN PLAYGROUND STRUCTURE QUOTE



Sales Proposal

City of Frazee
Denise Anderson
Frazee, MN 56544

Quote No. SP168486-1
Customer No. C144584
Document Date 05/05/2026
Expiration Date 07/04/2026

Sales Representative John Engfer
Email JohEng@Kompan.com

Project Name US314646 Wannigan Park

No.	Description	Qty	Unit	Unit Price	Discount %	Net Price
US-KOMPAN-CUSTOM-ROB	CUSTOM KOMPAN VARIANT - Robinia Products Custom Robinia Sensory Dome- KNS8500585B	1	Pieces	115,900.00	20.00	92,720.00
INSTALL SPECIAL	Installation of KOMPAN Equipment	1	Pieces	41,770.00	5.00	39,681.50
US-TFG-CUSTOM	Engineered Wood Fiber (EWF) Installation of 259 cubic yards of EWF over Fabric	1	Pieces	24,224.00	5.00	23,012.80
FREIGHT	Freight	1	Pieces	10,535.00		10,535.00



Description	Qty	Retail Price	Discount	Net Price
No. of Products	1			
Subtotal - Products		115,900.00	23,180.00	92,720.00
Subtotal - Surfacing		24,224.00	1,211.20	23,012.80
Subtotal - Installation		41,770.00	2,088.50	39,681.50
Subtotal - Freight		10,535.00		10,535.00
Total USD				165,949.30

Payment Terms 50% Prepayment , 50% Net 30 days

Installation Site Address

City of Frazee- Wannigan Park
200 N River Dr.
Frazee, MN 56544



Sales Proposal

City of Frazee
Denise Anderson
Frazee, MN 56544

Quote No. SP168486-1
Customer No. C144584
Document Date 05/05/2026
Expiration Date 07/04/2026

Sales Representative John Engfer
Email JohEng@Kompan.com

Project Name US314646 Wannigan Park

Note that the color and texture of products and surfacing made with recycled content are subjected by the differences from the used recycled raw materials. Therefore, minor differences in the appearance and texture can occur.
Applicable sales tax will be added unless a valid tax exemption certificate is provided. This amount is only an estimate of your tax liability.
Your acceptance of this proposal constitutes a valid order request and includes acceptance of terms and conditions contained within this Master Agreement, which is hereby acknowledged.
Acceptance of this proposal from KOMPAN is acknowledged by issuance of an order confirmation by an authorized KOMPAN representative.
Prices in this quotation are good until expiration date, shown in the top of this document. After that date, this proposal may be withdrawn.
Prevailing Wage and Payment & Performance Bonds are not included unless stated in body of Sales Proposal. If Payment & Performance Bonds are needed, add 2.2% of the entire sales proposal.

This information required for order placement:

Accepted By (Please Print): _____

Accepted By (Title): _____

Accepted By (signature): _____

Date: _____

Date Equipment needed on site: _____

Bill To: _____

Ship To: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Contact: _____

Contact Email: _____

Contact Email: _____

Contact Phone (Office): _____

Contact Phone (Office): _____

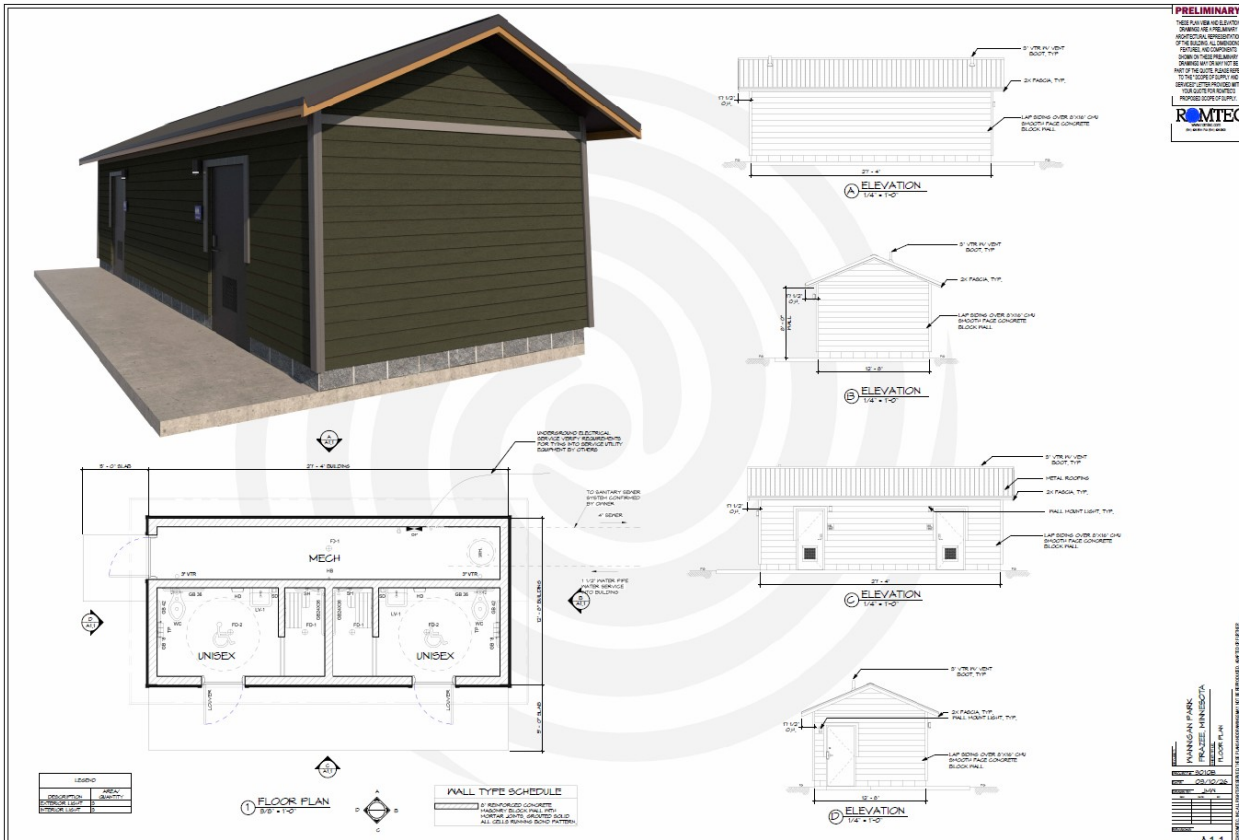
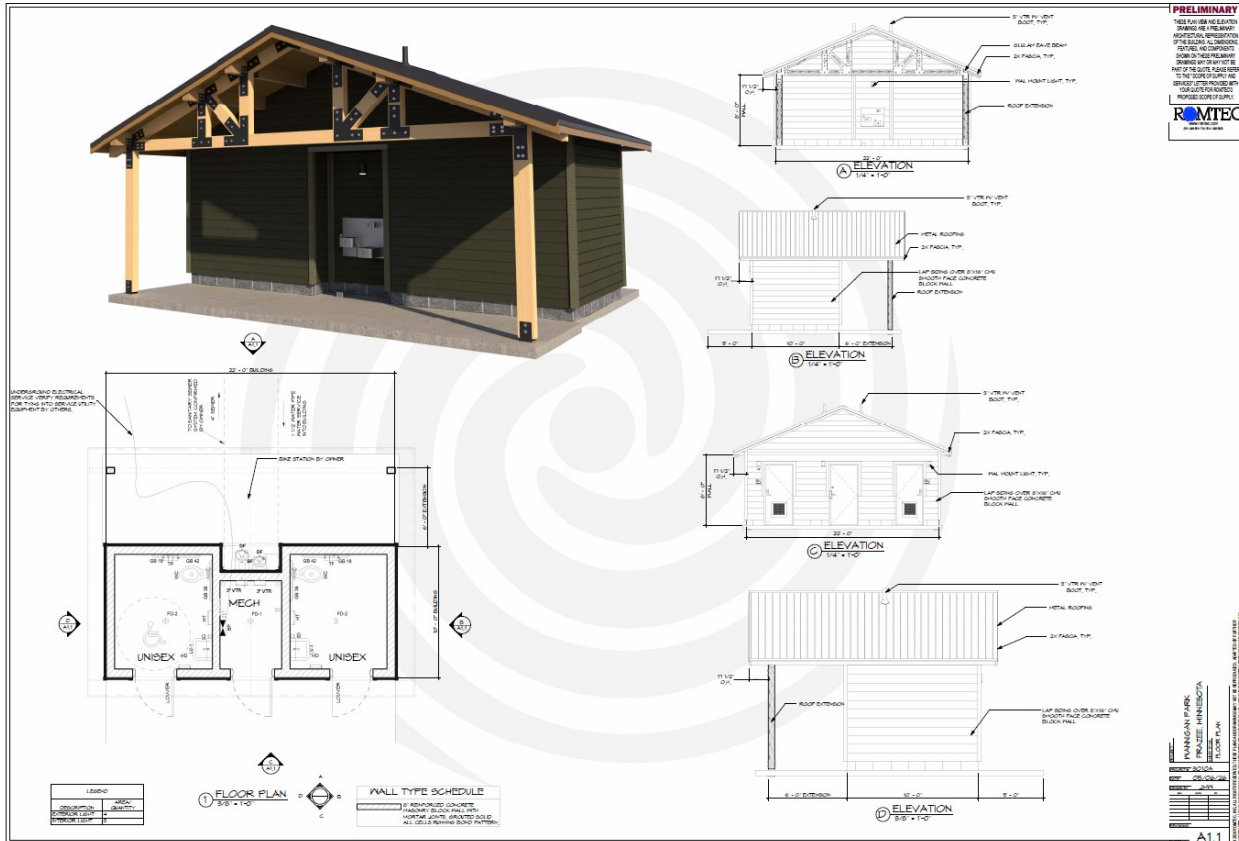
Contact Phone (Cell): _____

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

New Business

ROMTEC RESTROOM & SHOWER HOUSE QUOTE



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

Section 1 – Romtec Scope

1. Process – Start to Finish

Below is an outline of Romtec's process for designing, producing, and delivering the building kit(s). This process may require the customer to release Romtec to begin production prior to receipt of final building permit(s).

- A. Romtec Provides a Quote/Proposal**
 1. Customer will have 30 days to place a purchase order after receipt of the Romtec quote.
 2. If the customer has not placed a purchase order within the time above, Romtec reserves the right to update pricing.
 3. Romtec's Quote/Proposal will include Credit Application and Project Information forms.
 4. Depending on the nature and complexity of the project, Romtec's Quote/Proposal may also include a proposed payment schedule. Otherwise, a proposed schedule will be provided in the next step.
- B. Customer Provides Signed Purchase Order, Completed Credit Application, and Completed Project Information form**
 1. Romtec and the customer will finalize the agreed payment schedule.
- C. Romtec provides the full Scope of Supply and Design Submittal package (SSDS)**
 1. Romtec provides the SSDS in Romtec's standard electronic submittal format.
 2. The SSDS will include the building plan view and elevation drawings, product data sheets, and further details of the Romtec building. The SSDS supersedes this preliminary scope letter.
- D. Customer reviews and comments on the SSDS**
 1. At this time, the SSDS should also be provided for review and comment by any other relevant entities, such as an end owner, installer, electrician, utility company, etc.
 2. The SSDS typically does not contain final sealed plans and is NOT intended for review by the local building department (or other permitting authority) at this time.
 3. Customer will have 45 days from purchase order date to approve the SSDS.
- E. Customer Approves the SSDS and releases Romtec to begin production**
 1. The customer approves the SSDS and releases Romtec to begin production by signing the submittal approval and Notice to Proceed on Production (NTP) forms included in the SSDS. Romtec cannot begin production without a signed NTP form.
 2. The customer's approval of the SSDS is approval of the general building layout and relevant products/ materials. Romtec will provide sealed plans only AFTER the SSDS is approved.
 3. Customer will have a maximum of ninety (90) days from the purchase order date to provide NTP. If the 90-day approval deadline is missed, Romtec reserves the right to update pricing at any time.
- F. Romtec provides the Full Sealed Plan Set**
 1. After the customer has approved the SSDS, Romtec will provide the customer with the Full Sealed Plan Set in Romtec's standard electronic format (and no other, see Section 6.E.5 below). The full plans are for review by the local building department (or relevant permitting authority).
 2. The Full Sealed Plan Set will include all relevant calculations, and all architectural, mechanical, structural, electrical, and plumbing plan sheets stamped by an architect or engineer licensed in the state where the project is located.
 3. Romtec's standard plan size is 11"x17".
- G. The local building department reviews and comments on the Romtec plans**
 1. Romtec will revise and resubmit the Full Sealed Plan Set per comments from the local building department (or relevant permitting authority).
 2. Romtec includes one revision of the Full Sealed Plan Set in response to building department comments. Any comments that result in revisions of the sealed plans may result in a price increase, especially if they affect items that are already in production.
- H. The local building department approves the revised Romtec plans**
 1. Romtec will provide up to two (2) sets of the final, approved, for-construction plans.
 2. Romtec will complete production/manufacturing of the building package per the final approved plans.
- I. Romtec delivers the completed building package**
 1. Romtec will package and palletize the completed building package, and then coordinate with the customer to deliver the package to the jobsite for construction by the installer.
 2. Romtec's warranty period begins.

2.Key Notes

- A. Romtec is proposing to design and supply the structure defined herein. Any changes or additions, including color selections, may result in a price change.
- B. The following are important clarifications regarding the proposal.
 - 1. The following scope is for two (2) buildings:
 - a. One (1) Restroom Building
 - b. One (1) Restroom/Shower Building
 - 2. Bike Station to be supplied by the *Owner*, not by Romtec.

3.Romtec Scope of Materials Supply – Restroom Building

- A. **Structure**
 - 1. Exterior walls: Concrete Masonry Units (aka CMU or "concrete blocks"), smooth-face, mortar joint.
 - a. Block color: *gray*.
 - 2. Exterior walls: Finished with fiber cement lap siding.
 - a. Fiber cement siding is primed to be painted on-site by *building installer*.
 - 3. Interior Wall Options
 - a. Cove base: Sanitary tile in *white* (restroom walls only).
 - 4. Doors, frames, and hardware
 - a. Doors and frames: Steel, powder coated *black*.
 - b. Hinges: Stainless steel, ball bearing.
 - c. Door Closer(s): Grade 1 heavy duty.
 - d. Door Locks: Grade 2 lever lock with latch guard.
 - i. Restroom doors only: Interconnected lock with occupancy indicator and one-way deadbolt.
 - e. Door Vents: Louvered, restroom doors only.
 - 5. Roof System
 - a. Wood truss roof package
 - i. Batt insulation.
 - ii. 1"x4" Cedar Trim
 - iii. Simpson anchors/ties
 - iv. Roof Sheathing
 - v. Lumber for truss blocking, top-of-wall blocking, eave/vent blocking
 - vi. Vents
 - vii. Ice and water shield
 - viii. Interior trim boards
 - b. Timber truss and post roof extension.
 - i. Glulam beams
 - ii. Ceiling Finish: 2x6 tongue and groove decking.
 - iii. All exposed steel truss plates/brackets are powder coated *black*.
 - c. Roofing Finish: Metal Panels
 - i. Fabral, 26-gauge, Horizon 16, standing seam.
 - ii. Color: *Burnished Slate 446*
- B. **Plumbing Fixtures and Accessories**
 - 1. Toilet(s): China porcelain, floor mount, manual lever flush valve(s).
 - 2. Sink(s): China porcelain, wall mount, single, push button faucet(s).
 - 3. Grab Bars: Stainless steel, wall mount.
 - 4. Toilet Paper Dispenser(s): Stainless steel, wall mount, 3-roll capacity.
 - 5. Soap Dispenser(s): Stainless steel, wall mount, automatic.
 - 6. Diaper Deck(s): Surface mount, stainless steel veneer, located in ADA restroom only.
 - 7. Drinking Fountain: Stainless steel, wall mount, non-refrigerated, bi-level, bottle filler.
- C. **Electrical Fixtures**
 - 1. Exterior light fixtures
 - a. LED downlight, wall cylinder.
 - b. Controlled by photocell.
 - 2. Interior light fixtures
 - a. LED, 48", ceiling mount, vapor tight.
 - b. Controlled by motion sensor.

3. Mechanical Exhaust: Inline fan(s), ducting, register(s).
4. Hand Dryer(s):
 - a. Wall mount, 15-second dry time, *white*.
5. Breaker Panel: 200 amp, single-phase, rain tight.
 - a. Sized for Romtec supplied equipment only.

4. Romtec Scope of Materials Supply – RR/Shower Building

A. Structure

1. Exterior walls: Concrete Masonry Units (aka CMU or "concrete blocks"), smooth-face, mortar joint.
 - a. Block color: *gray*.
2. Exterior walls: Fiber cement lap siding.
 - a. Fiber cement siding is primed to be painted on-site by *building installer*.
3. Interior Wall Options
 - a. Cove base: Sanitary tile in *white* (restroom/shower room walls only).
4. Doors, frames, and hardware
 - a. Doors and frames: Steel, powder coated *black*.
 - b. Hinges: Stainless steel, ball bearing.
 - c. Door Closer(s): Grade 1 heavy duty.
 - d. Door Locks: Grade 2 lever lock with latch guard.
 - i. Restroom doors only: Interconnected lock with occupancy indicator and one-way deadbolt.
 - e. Door Vents: Louvered, restroom/shower room doors only.
5. Roof System
 - a. Wood truss roof package
 - i. Batt insulation.
 - ii. 1"x4" Cedar Trim
 - iii. Simpson anchors/ties
 - iv. Roof Sheathing
 - v. Lumber for truss blocking, top-of-wall blocking, eave/vent blocking
 - vi. Vents
 - vii. Ice and water shield
 - viii. Interior trim boards
 - b. Roofing Finish: Metal Panels
 - i. Fabral, 26-gauge, Horizon 16, standing seam.
 - ii. Color: *Burnished Slate 446*

B. Plumbing Fixtures and Accessories

1. Toilet(s): China porcelain, floor mount, manual lever flush valve(s).
2. Sink(s): China porcelain, wall mount, single, push button faucet(s).
3. Grab Bars: Stainless steel, wall mount.
4. Toilet Paper Dispenser(s): Stainless steel, wall mount, 3-roll capacity.
5. Soap Dispenser(s): Stainless steel, wall mount, automatic.
6. Showers: Thru-wall, stainless steel, metered.
7. Shower Benches: Wall mount, ADA, L-shaped, fold down, HDPE

C. Electrical Fixtures

1. Exterior light fixtures
 - a. LED downlight, wall cylinder.
 - b. Controlled by photocell.
2. Interior light fixtures
 - a. LED, 48", ceiling mount, vapor tight.
 - b. Controlled by motion sensor.
3. Water Heater: Electric, 50-gallon tank with expansion tank.
4. Mechanical Exhaust: Inline fan(s), ducting, register(s).
5. Hand Dryer(s):
 - a. Wall mount, 15-second dry time, *white*.
6. Breaker Panel: 200 amp, single-phase, rain tight.
 - a. Sized for Romtec supplied equipment only.

5. Delivery, Storage, and Handling

A. Delivery Vehicle Size

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

B. Number of Deliveries

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

C. Delivery inspection

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

6. Warranty and Limitations

A. Warranty

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

B. Disclaimers

1. Stone and mineral products such as tile, stone veneer, and concrete will all show surface cracks over time. Romtec cannot guarantee that stone products in the building will not eventually show surface cracks. Repair of cracks in stone products is a maintenance issue, not a warranty issue.
2. Romtec passes along the manufacturer's warranty for metal roofing. Most metal roofing manufacturers intend for their roofing to be installed immediately upon delivery from the factory; otherwise, most have special storage requirements to validate their warranty. All project circumstances are different, and because Romtec cannot guarantee that metal roofing is installed within the timeframe allowed from the manufacturer or that the metal roofing will be stored at the jobsite according to the manufacturer's requirements, Romtec does not include metal roofing in the overall Romtec building warranty.
3. Smooth face CMU block can have a significant variation in color and texture and should never be used as an architectural finish. Smooth face CMU block should always be either painted or have siding covering it. Romtec does not guarantee uniform color or texture of block, nor claim that any aspect of block color or texture will remain stable over time. Most HVAC equipment manufacturers (heat pumps, air conditioners, heaters, etc.) require installation by a factory certified technician to engage their warranty. The installer must demonstrate installation was completed per manufacturer requirements to make a valid warranty claim for HVAC equipment.

Section 2 – Installer Scope (by others)

7. Scope of Supply and Services by Others

A. Overview

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

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

B. Installer Scope

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

1. Structural

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

- a. All materials, equipment and labor for footings and interior slabs.
- b. Latex epoxy paint wall finish.
- c. Gypsum board ceiling finish.
- d. Caulking.
- e. Concrete sealant for flooring and CMU block exterior.
- f. Masonry (concrete) grout and rebar
- g. If applicable, notch CMU block for bond beams, cut full blocks to create half blocks and grind blocks for fixture mounting purposes.
- h. If applicable, cut stone veneer to achieve the required shapes necessary for installation.
- i. Sealant for all exposed wood.
- j. Typical fasteners such as nails, staples, screws, and any other fasteners not included in product packaging.
- k. Fiber cement siding will arrive primed to be painted on-site.

2. Plumbing

The following plumbing components will be provided by the *installer*.

- a. Plumbing rough-in, installation and trim within 10' of the building footprint.
- b. All water and sewer piping and floor drains within the building footprint.
- c. If required for wall mounted toilet(s), wall carriers.

3. Electrical

The following electrical components will be provided by the *installer*.

- a. Electrical rough-in, installation and trim within 10' of the building footprint.
- b. All switches and outlets that are not included with electrical products.
- c. Note that all Romtec building designs include a spare conduit from the main power source to the main breaker panel. All conduits are supplied by the *installer*.

4. Other materials, equipment, and services

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

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

C. Contractor Scope

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

1. Structural

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

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

2. Plumbing

The following plumbing components will be provided by the *contractor*.

- a. Incoming plumbing utilities to within 10' of the building exterior.
- b. All water and sewer piping, drains, and valves external of the building footprint.

3. Electrical

The following electrical components will be provided by the *contractor*.

- a. Incoming electrical utilities to with 10' of the building exterior.
- b. Electrical meter base and meter (or other incoming supply power source).

4. Other materials, equipment, and services

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

- | | |
|--|---|
| a. Site grading and/or asphalt paving | f. Backflow check valves & drain valves |
| b. Masonry pavers | g. Freeze protection |
| c. Branch circuit breakers | h. Landscaping |
| d. Fire alarm & fire suppression equipment | i. Special inspection services |
| e. Lighting equipment not attached to the building | j. Permits and fees |
| | k. Site plans |
| | l. Geotechnical reports |

D. Delivery, Storage, and Handling

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

E. Romtec General Exceptions/Exclusions

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

1. Site visits by Romtec staff.
Note: If site visits are required, Romtec will issue a change order.
2. Unless otherwise stated, Romtec is not proposing to meet any Buy America standard (AIS, BABA, etc.) for materials.
3. Romtec's proposed building design is based on the following standard design loads. These standard design loads are typical for many locations. Local design loads specific to this project may require changes to the building design, which may result in a price increase due to increased material costs.
 - a. Roof Snow Load: 63 psf
 - b. IBC Seismic Design Category: C
 - c. Design Wind Speed: 110 mph
 - d. Allowable Soil Bearing: 1500 psf
 - e. Occupancy Type: U
 - f. Type: VB
4. Any site utility sizing shown on the Romtec plans is either based on design criteria provided by others or based on Romtec's assumption of the appropriate sizing. Site utility sizing must be confirmed by the customer. Romtec is not responsible for determining or confirming site utility sizing.
5. Romtec's building plans have been approved by permitting authorities in hundreds of jurisdictions. Romtec's plans will be provided in Romtec's standard format only. No elective formatting changes, product color selections, interior elevation drawings, equipment not supplied by Romtec, informational tables, formatting coordination with the plans by others, or any other formatting requests or customer directed elective changes will be made to or shown on the Romtec building plans.
6. To ensure timely delivery of the building package amid ongoing and industry-wide disruptions to shipping, parts/materials availability, and lead times, Romtec reserves the right make equivalent or better substitutions at any time for any components that are not specifically required to match an exact brand/model.
7. Romtec does not provide LEED/CALGreen or similar compliance submittals, forms, or documentation as a standard service. Romtec can assist in providing information for products that may meet LEED/Green compliance standards, but Romtec does not provide or fill out LEED credit forms. Unless specifically included in Romtec's proposal and quote, Romtec does not supply materials with the intent of meeting LEED/CALGreen or similar standards. Any changes due to compliance requirements may result in a price change and increased lead time.
8. Any CMU block plan(s) provided by Romtec are only accurate if Romtec supplies the CMU block.
9. All steel fabrication work is performed by qualified fabricators in conformance with engineered drawings. Romtec does not offer third party certification or inspection of steel fabrication work.

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

PURCHASE AGREEMENT



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

Proposal Date 5/12/2026

Wannigan Park Phase 1

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



Quantity	Building Proposal Description	Extended Price
1	Romtec (Restroom) - "Design & Supply ONLY" per Romtec Drawings and Scope of Supply & Services dated 5/12/26	\$ 131,677.00
1	Romtec (Shower) - "Design & Supply ONLY" per Romtec Drawings and Scope of Supply & Services dated 5/12/26	\$ 126,596.00
Sourcewell DISCOUNT: Available only to members of Sourcewell.		6.00% \$ (15,497.00)
Freight/Packaging to: Frazee, MN		\$ 19,692.00
ROMTEC INC. PURCHASE ORDER TOTAL		\$ 262,468.00

*Sales or Use Tax is not included in the above price. Sales or Use taxes may be required for your project depending on state and local requirements.

*The price above is valid for thirty (30) days from the proposal date. If the Customer has not returned the signed Purchase Agreement within thirty (30) days of the proposal date, Romtec, Inc. reserves the right to update the price to reflect cost changes.

*The price above requires that the customer release the order for production within ninety (90) days of the proposal date. If, for any reason, Romtec, Inc. has not received formal Notice to Proceed with Production within ninety (90) days of the proposal date, Romtec, Inc. reserves the right to update the price to include inflationary cost changes.

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

The prices quoted herein and anticipated lead times are based on the current tariff rates, duties, government charges, trade regulations, and product availability as of the date of this quote. If any new tariffs, duties, taxes, or similar charges are imposed, or any existing tariffs, duties, or charges are increased or modified by any government or regulatory authority in a manner that affects Romtec or any of Romtec's applicable suppliers/vendors for this order, Romtec reserves the right to adjust the pricing and delivery schedule of the affected goods to reflect the increased costs and/or lead times.

The price above is contingent on the use of this Purchase Agreement only. Any proposed modifications to the terms or use of an external purchase agreement may result in a price increase. Signing this form is explicit acceptance of the Terms & Conditions.

Customer/Owner Authorized Signature	Date	Romtec Inc. Authorized Signature	Date
Customer/Owner Printed Name		Romtec Inc. Printed Name	



Standard Purchase Agreement Terms & Conditions

Rev. Date: 1/5/2026

Credit, Invoicing, and Payment

- For all purchases whereby Romtec's customer (Customer) is not pre-paying one-hundred percent (100%) of the total contract value, Romtec, Inc. (Romtec) will provide a Schedule of Values for the project based on the available project info, including but not limited to the Customer's credit report, any applicable bond info provided by the Customer, and the mutually agreed project schedule. Customer agrees to promptly provide project info upon Romtec's request, including but not limited to the Customer's legal info and billing address with accounts payable contact info, the project site address(es), and a copy of any applicable payment bond(s).
- Customer may submit payments via check, wire transfer, or credit card (Visa, MasterCard, Discover or American Express). A separate fee will be charged for payments exceeding \$20,000 made by credit card.
- For all purchases whereby the Customer is not pre-paying one-hundred percent (100%) of the total contract value, Romtec is effectively extending credit terms to the Customer by providing the Schedule of Values. Romtec reserves the right to modify the Schedule of Values based on changes to the customer's credit info, bond info, failure by the Customer to pay as agreed, or any other relevant info in Romtec's sole discretion.
- Unless otherwise specifically included in the Romtec Purchase Agreement, tax amounts for sales, use, consumption, value added, or other goods/services related taxation is not included in the purchase price. Sales tax for goods is assessed at the time of delivery, so any sales tax amount included in the purchase price and/or Schedule of Values is an estimate only until the time of delivery.
- Notwithstanding any external agreements between Customer and a project owner (Owner) or other entity, Customer's payment(s) to Romtec are not conditional upon Customer receiving payment from any other entity or per any external terms. Romtec may in its sole discretion coordinate the Schedule of Values to accommodate Customer payment preferences or Customer's external obligations, but no external terms shall affect the agreed Schedule of Values, payment terms, purchase agreement terms & conditions, or any other aspect of the purchase agreement unless explicitly agreed in writing by both Customer and Romtec.
- Unless otherwise specifically agreed in the Schedule of Values or in writing, Customer payments to Romtec are due Net 30 of invoice date.
- If the Customer fails to make timely payment(s) as agreed, past due amounts shall bear interest and Customer agrees to pay interest at the rate of fifteen percent (15%) per annum, or the highest rate allowed under applicable law, with interest accruing from the original payment due date. Romtec may also require pre-payment of any remaining payment milestones as a condition of Romtec's continued performance.
- For all Customer accounts that are fifteen (15) days or more past due, Romtec may in its sole discretion withhold performance of any applicable warranty service until the Customer's account is fully paid and in good standing. Notwithstanding any terms herein, the Romtec warranty period will not be affected or tolled.
- If the Customer fails to pay as agreed for any reason, the Customer shall be liable to pay Romtec upon demand for any costs, expenses, and damages of any kind incurred in Romtec's pursuit of collecting payment, including but not limited to attorney fees, regardless of whether formal litigation is commenced.

Warranty

- Romtec's standard warranty terms can be reviewed at the link below:
<https://romtec.com/wp-content/uploads/2022/03/4.01-Romtec-Warranty-2-28-22.pdf>
- Romtec reserves the right to update its standard warranty terms at any time. The most current terms of the Romtec warranty at the date of purchase agreement execution will remain in effect for that purchase.
- Notwithstanding any terms herein, any modification of the standard Romtec warranty that is explicitly included in the purchase agreement shall supersede the standard Romtec warranty terms. For example, if Romtec agrees to include an extended warranty period, the agreed warranty period will be as defined in the purchase agreement documents.
- Unless another specific time period is agreed in writing, Romtec allows up to six (6) months for the Customer to complete construction/installation of the delivered Romtec goods and begin the Romtec warranty period.
- In Romtec's sole discretion, any request or requirement for Romtec to begin its warranty later than six (6) months from delivery of the Romtec goods (other than a delay caused by Romtec) may result in a change order for the extended warranty period.

Changes, Delays, and Termination

- Customer may request change(s) to Romtec's scope of work at any time, and Romtec will respond to the Customer's request within a reasonable time to confirm whether the changes are feasible. If the requested change(s) are feasible, Romtec will provide a proposed change order for Customer's review that includes a description of the change(s) and the pricing for the change(s). If the Customer agrees with the change order, they shall sign and return the change order to confirm. If the Customer does not agree to the change order, they shall explicitly reject the change in writing, and Romtec will not proceed with the change order work or related price adjustment.
- Unless otherwise agreed in writing, Romtec's change order pricing is valid for 30 days from the CO date shown on Romtec's proposed change order. If the Customer has not formally accepted the change order before the 30-day expiration, Romtec may update the change order pricing at any time thereafter in its sole discretion.
- From time to time, Romtec may receive comments/markups on the Romtec preliminary submittal and/or full plan set from various reviewers and authorities. If these comments/markups require Romtec to make changes that affect the price or project schedule, Romtec will provide a proposed change order and proceed in the same manner as described above.
- Time is of the essence of this purchase agreement for performance by both Romtec and the Customer.
- Customer agrees that the project schedule will be adjusted as needed for any changes.
- For any delay to the agreed project schedule that is not caused by Romtec or under Romtec's control, Romtec shall not be liable for any incurred costs nor liable for any affect on the project schedule, and the Customer agrees to accept and pay for a corresponding price change and project schedule adjustment, or else the Customer may terminate the purchase agreement for its convenience per the applicable terms herein. Furthermore, if such delay not caused by Romtec impedes Romtec's progress such that Romtec cannot produce and deliver the work within 6 months of the agreed time, Romtec may in its sole discretion invoice the customer for all work completed up to the invoice date, and Customer agrees to pay such invoice within a reasonable time, notwithstanding any separate agreed Schedule of Values or conflict to this requirement therein.
- In the event that Romtec is responsible for a delay to the agreed project schedule, Romtec will make commercially reasonable efforts to mitigate the delay. Romtec is not liable for any damages of any kind to the Customer, Owner, or any other party in event of a delay by Romtec unless specific types and amounts of damages are explicitly agreed in writing by Romtec. Customer agrees to accept any required schedule change because of a delay, or else the Customer may terminate the agreement for its convenience per the applicable terms herein.
- In the event of any other default or breach of this agreement by Romtec that is not cured by Romtec within a reasonable time, Customer's sole remedy shall be to terminate the agreement per the applicable terms herein.
- Unless alternate termination terms are explicitly approved by Romtec in writing, in the event of termination of the purchase agreement by the Customer for any reason, Romtec shall cease work as expeditiously as commercially reasonable and attempt to mitigate costs of termination to the extent commercially reasonable. Upon termination for any reason, Customer shall pay Romtec a termination fee per the following fee schedule.
 - Termination prior to Customer formally approving the Romtec preliminary submittal (SSDS): 30% of total contract value.
 - Termination prior to Customer formally releasing Romtec to begin production of the order, but after formally approving the preliminary submittal: 75% of total contract value.
 - Termination after Customer formally releases Romtec to begin production of the order: 100% of total contract value.
- Any other agreed termination terms notwithstanding, Customer shall pay Romtec upon request no less than the amount due for work completed prior to the termination.

Project Schedule

- If a project schedule is included in the purchase agreement documents, then any changes to that project schedule must be agreed in writing by both Romtec and the Customer.
- If a project schedule is not included in the purchase agreement, then no specific performance times by Romtec are guaranteed, and the Customer and Romtec shall establish a mutually agreed project schedule at their earliest convenience.

27. Romtec has no control over the timing of review and approval of any Romtec submittal(s) by the reviewing authority, and Romtec shall not be liable for any delay, interim cost increases, or damages caused by a reviewing authority's time to review and approve Romtec's submittal(s).
28. Romtec cannot provide firm production or delivery lead times until at minimum two (2) weeks after the Customer formally releases Romtec to begin production of the order.

Shipping and Handling

29. Unless otherwise specifically included in the purchase agreement, Romtec will ship all items per FCA terms from Roseburg, Oregon (from Romtec's facility).
30. Unless otherwise agreed, Romtec will select the shipping carrier, and risk of loss passes to the Customer upon Romtec's delivery of the goods to the carrier. Any damage or loss during transportation must be resolved between the Customer and the shipping carrier.
31. In the event that Romtec agrees to retain risk of loss during transportation, risk of loss shall pass to the Customer upon delivery.
32. Unloading is by the receiver (typically the Customer or the Customer's agent). Neither Romtec nor Romtec's carrier is responsible for unloading of delivered goods at the destination.
33. Special equipment may be required for unloading, including but not limited to a fork lift with sufficient fork length and lifting capacity, and/or an appropriately sized crane for large items. However, Romtec is not the unloader nor the installer, and Romtec is not responsible for determining the means and methods for unloading or construction/installation work.
34. Unless other arrangements are specifically included in the purchase agreement, Romtec will package the completed order with Romtec's standard packaging. Romtec's standard packaging includes shrink wrapping all palletized items and items that may be subject to degradation if exposed to weather during shipping. However, Romtec's packaging is not designed for ongoing exposed storage. Romtec's completed goods are intended for immediate construction/installation upon delivery. If the Customer intends to store the delivered Romtec goods for longer than 30 days after delivery before beginning construction/installation work, the Customer is responsible for opening the Romtec packaging and storing items under cover or in a climate controlled indoor environment as applicable for the particular type of items.
35. In addition to Romtec's specific storage and handling recommendations, Romtec may also provide manufacturer recommendations for individual components, and the Customer shall store and handle individual components per the recommendations of the component manufacturer.
36. Romtec is not liable for damage or degradation of items that were improperly stored or handled by the Customer (or Customer's agents). However, Romtec can assist the customer in obtaining repair or replacement of such items (at the Customer's expense).
37. Unless otherwise specifically agreed in writing, Romtec will ship all items upon completion of production, and the Customer will accept delivery of completed items upon arrival.
38. Romtec will ship all items using the minimum number of deliveries for efficient transport, as determined by Romtec. If the Customer elects to increase the number of deliveries, it may result in a change order for the increased shipping costs.
39. Romtec does not have capacity for long-term storage of completed goods. In the event of a delay to the agreed delivery date, Romtec may, in Romtec's sole discretion, offer to store completed goods for the Customer at a minimum rate of \$450/month depending on the nature of the completed goods and the availability of storage space.
40. Regardless of any delay to shipping completed goods, Romtec will invoice for and Customer shall pay as agreed for Romtec's completed work based upon the date the goods were ready to ship.
41. Unless otherwise specifically agreed in writing, Romtec shall not be liable to the Customer, Owner, or any other entity for any costs or damages related to delays in shipping or delivery for any reason.

Insurance

42. Romtec will provide its standard insurance certificate with the Customer and/or Owner listed as an additional insured upon request. Coverage includes:
 - a. Commercial General Liability: \$1 million per occurrence, \$2 million aggregate
 - b. Professional Liability: \$1 million
 - c. Professional Liability Excess: \$3 million
 - d. Automobile: \$1 million (any auto, owned, rented, not owned)
 - e. Installation Floater: \$2 million
 - f. Umbrella/Excess: \$5 million

43. Customer and Romtec agree to waive all rights of subrogation against each other and their respective officers, agents, subcontractors, and employees.
44. Customer and Romtec agree to waive any special, indirect, incidental, consequential, or punitive damages against each other and their respective officers, agents, subcontractors, and employees.

General

45. The contract documents consists of the Romtec Purchase Agreement, these Terms & Conditions, the Romtec preliminary submittal (SSDS), any executed change orders, and any other documents specifically included with, attached to, or referenced within the Romtec Purchase Agreement and Terms & Conditions.
46. Except for specific changes agreed in writing in the Contract Documents, these Terms & Conditions shall control and supersede any other provisions, terms, conditions, writings, or agreements, including but not limited to a customer's Purchase Order, confirmation, or other communication between Romtec and the Customer.
47. The Purchase Agreement is effective and binding upon execution of the agreement by both parties, unless an alternate date of effect is included in the Purchase Agreement.
48. The Purchase Agreement may be executed in multiple counterparts, all of which shall constitute one agreement regardless whether all parties have signed the same counterpart.
49. The parties agree that electronically signed copies of the agreement shall be of the same effect as wet signed physical copies of the agreement.
50. Unless otherwise specifically agreed in the contract documents, all legal matter shall be interpreted per the laws of the State of Oregon, and the legal venue and jurisdiction for all legal proceedings shall be the courts of the State of Oregon in Douglas County, without regard for any conflict of law rules or principles.
51. For any required notices, the party providing the notice shall deliver the notice to the other party via one of the following methods: Physical copy via personal delivery by the sender or sender's agent at the designated office of the recipient; Physical copy sent via recognized U.S. overnight carrier; Physical copy sent via postage prepaid, registered/certified mail with the U.S. Postal Service; Electronic copy via email to and from a confirmed and valid email address; Electronic copy via facsimile. In any case, Notice shall be deemed delivered upon receipt by the recipient, but no later than two (2) days after being sent via any of the methods above.
52. In the event of any legal proceeding between the parties, the prevailing party shall be entitled to recover from the non-prevailing party all applicable costs, damages, and expenses, including but not limited to reasonable attorney fees. This recovery is in addition to any monetary judgment or award resulting from litigation of any kind, including but not limited to arbitration, trial, bankruptcy, or similar proceedings.
53. If any term(s) of the agreement are found to be invalid or legally unenforceable, those terms shall be considered severed and shall not effect the remaining terms of the agreement, except to the extent such remaining terms may be revised in a legally acceptable manner to effect the intent of the parties in originally including the severed term(s).
54. A waiver of any provision or requirement of the agreement or failure by either party to enforce strict performance as agreed shall not be a waiver of any subsequent violation or prejudice either party's rights and remedies as defined herein.
55. Neither party shall be liable for any delay or failure to perform any obligation under this agreement nor shall either party be liable for damages (including indirect or consequential damages) to the extent such non-performance, delay, loss, or damage that results from circumstances beyond the reasonable control of the defaulting party (Force Majeure events). Such Force Majeure events include Acts of God, fire, flood, earthquake, explosion, extreme weather, war or related hostilities, blockades, public disorder, pandemic or other public health emergency, quarantine restrictions, embargo, labor strike or other labor disturbance, unavailability of electronic communication or equipment, and/or compliance with any legal requirement or lawful order, insistence, or directive from any government and/or military authority.

Addendum

APPROVAL OF ADDITIONAL CLAIMS

CITY OF FRAZEE Payments

05/13/26 12:16 PM

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Current Period: May 2026

Payments Batch 05132026GEN2		\$217,693.03	
Refer	0 MN ENERGY RESOURCES	Ck# 000575E 5/14/2026	
Cash Payment	E 100-43100-383 Gas Utilities	Gas Utilities - City Shop	\$130.04
Invoice	MAY26MER 4/27/2026		
Transaction Date	5/14/2026	Main Checking 10100	Total \$130.04
Refer	0 MN ENERGY RESOURCES	Ck# 000576E 5/14/2026	
Cash Payment	E 801-49400-383 Gas Utilities	Gas Utilities - Pump WTP	\$131.49
Invoice	MAY26MERB 4/27/2026		
Transaction Date	5/14/2026	Main Checking 10100	Total \$131.49
Refer	0 MN ENERGY RESOURCES	Ck# 000577E 5/14/2026	
Cash Payment	E 100-41400-383 Gas Utilities	Gas Utilities - Admin	\$159.50
Invoice	MAY26MERC 4/27/2026		
Cash Payment	E 200-42200-383 Gas Utilities	Gas Utilities - Fire	\$159.51
Invoice	MAY26MERC 4/27/2026		
Transaction Date	5/14/2026	Main Checking 10100	Total \$319.01
Refer	0 MN ENERGY RESOURCES	Ck# 000578E 5/14/2026	
Cash Payment	E 654-46500-383 Gas Utilities	Gas Utilities - EDA	\$183.46
Invoice	MAY26MERD 4/27/2026		
Transaction Date	5/14/2026	Main Checking 10100	Total \$183.46
Refer	0 GOPHER STATE ONE CALL	-	
Cash Payment	E 100-43100-433 Dues and Subscriptions	Dues and Subscriptions - 12 Tokts	\$16.20
Invoice	8040409 4/30/2026		
Transaction Date	5/7/2026	Main Checking 10100	Total \$16.20
Refer	0 L&M FLEET SUPPLY	-	
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Grass Seed Landscaper Mix	\$95.98
Invoice	DLREG0710064407 4/30/2026		
Transaction Date	5/13/2026	Main Checking 10100	Total \$95.98
Refer	0 MED COMPASS	-	
Cash Payment	E 200-42200-311 Contracts/Professional S	Physical Testing	\$2,410.00
Invoice	49512 4/29/2026		
Transaction Date	5/13/2026	Main Checking 10100	Total \$2,410.00
Refer	0 MN ENERGY RESOURCES	Ck# 000581E 5/14/2026	
Cash Payment	E 421-46500-383 Gas Utilities	Gas Utilities - EDA DTI Hallway	\$47.96
Invoice	MAY26MERE 4/27/2026		
Transaction Date	5/14/2026	Main Checking 10100	Total \$47.96
Refer	0 ULTEIG OPERATIONS	-	
Cash Payment	E 408-43100-303 Engineering Fees	2026 Strt & Utty Improv thrgh 5/1/2026	\$206,622.63
Invoice	ARIV1089530 5/7/2026		
Transaction Date	5/7/2026	Main Checking 10100	Total \$206,622.63
Refer	0 MCFOA REGION 1	-	
Cash Payment	E 100-41400-331 Travel/Training Expense	Athenian Dialogue - 7/17/2026	\$50.00
Invoice	5/6/2026		
Transaction Date	5/13/2026	Main Checking 10100	Total \$50.00
Refer	0 MARCO TECHNOLOGIES LLC	-	
Cash Payment	E 100-41110-200 Office Supplies (GENER	Office Supplies	\$64.55
Invoice	58122221B 5/1/2026		
Cash Payment	E 100-41400-200 Office Supplies (GENER	Office Supplies	\$81.77
Invoice	58122221B 5/1/2026		

Payments

Current Period: May 2026

Cash Payment	E 700-46700-200	Office Supplies (GENER	Office Supplies		\$43.04
Invoice	581222221B		5/1/2026		
Cash Payment	E 100-42110-200	Office Supplies (GENER	Office Supplies		\$43.04
Invoice	581222221B		5/1/2026		
Cash Payment	E 100-49500-200	Office Supplies (GENER	Office Supplies		\$51.65
Invoice	581222221B		5/1/2026		
Cash Payment	E 801-49400-200	Office Supplies (GENER	Office Supplies		\$51.65
Invoice	581222221B		5/1/2026		
Cash Payment	E 602-49450-200	Office Supplies (GENER	Office Supplies		\$51.65
Invoice	581222221B		5/1/2026		
Cash Payment	E 200-42200-200	Office Supplies (GENER	Office Supplies		\$10.76
Invoice	581222221B		5/1/2026		
Cash Payment	E 201-42300-200	Office Supplies (GENER	Office Supplies		\$10.76
Invoice	581222221B		5/1/2026		
Transaction Date	5/13/2026	Main Checking	10100	Total	\$408.87
Refer	0 LAKE REGION ELECTRIC COOPER				
Cash Payment	E 602-49450-381	Electric Utilities	Electric Utilites - 358000		\$2,196.75
Invoice	MY26LRE		5/6/2026		
Cash Payment	E 100-43160-381	Electric Utilities	Electric Utilites - 2003281314		\$109.35
Invoice	MY26LRE		5/6/2026		
Cash Payment	E 100-46200-381	Electric Utilities	Electric Utilites - 2005000500		\$25.72
Invoice	MY26LRE		5/6/2026		
Cash Payment	E 651-46500-381	Electric Utilities	Electric Utilites - 2694902		\$49.79
Invoice	MY26LRE		5/6/2026		
Cash Payment	E 651-46500-381	Electric Utilities	Electric Utilites - 616802		\$59.09
Invoice	MY26LRE		5/6/2026		
Cash Payment	E 202-45000-381	Electric Utilities	Electric Utilites - 2024000800		\$51.95
Invoice	MY26LRE		5/6/2026		
Transaction Date	5/13/2026	Main Checking	10100	Total	\$2,492.65
Refer	0 BOUND TREE MEDICAL, LLC				
Cash Payment	E 201-42300-234	Medical Supplies	Medical Supplies		\$689.89
Invoice	86181436		4/23/2026		
Transaction Date	5/13/2026	Main Checking	10100	Total	\$689.89
Refer	0 RAMSTAD, SKOYLES, WINTERS &				
Cash Payment	E 100-42400-304	Legal Fees	Turcotte, Resolution, Order, Affidavits		\$400.00
Invoice	15873		5/8/2026		
Cash Payment	E 100-41110-304	Legal Fees	Corsp Tina, Revise Ltr, Resolution		\$100.00
Invoice	15873		5/8/2026		
Cash Payment	E 100-42400-304	Legal Fees	Advance for Idocs		\$4.50
Invoice	15873		5/8/2026		
Cash Payment	E 100-41110-304	Legal Fees	Pstage Turcotte, Mlge mtg, Advance for Turcotte		\$79.26
Invoice	15873		5/8/2026		
Transaction Date	5/13/2026	Main Checking	10100	Total	\$583.76
Refer	0 SWANSTON EQUIPMENT CORPOR				
Cash Payment	E 100-45200-404	Repairs/Maint Machinery Parts 33317 & 33041			\$440.48
Invoice	P23643		5/11/2026		
Transaction Date	5/13/2026	Main Checking	10100	Total	\$440.48
Refer	0 HAWKINS, INC.				
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chemicals and Chem Products		\$68.00
Invoice	7419704		5/12/2026		
Transaction Date	5/13/2026	Main Checking	10100	Total	\$68.00
Refer	0 BECKER CO HIGHWAY DEPT				

Payments

Current Period: May 2026

Cash Payment	E 100-43100-224	Repair/Maint - Streets	Rubber Crack Fill - Streets		\$1,625.92
Invoice		4/14/2026			
Transaction Date	5/13/2026		Main Checking	10100	Total <u>\$1,625.92</u>
Refer	0 RMB ENVIRONMENTAL LABORATO _				
Cash Payment	E 601-49400-313	Samples/Testing	Samples/Testing		\$57.48
Invoice	D088493	5/8/2026			
Cash Payment	E 602-49450-313	Samples/Testing	Samples/Testing		\$144.21
Invoice	D088480	5/11/2026			
Transaction Date	5/13/2026		Main Checking	10100	Total <u>\$201.69</u>
Refer	0 SANITATION PRODUCTS INC _				
Cash Payment	E 603-43150-404	Repairs/Maint Machinery	Repairs/Maint Machinery/Equip		\$1,175.00
Invoice	96958	5/11/2026			
Cash Payment	E 603-43150-404	Repairs/Maint Machinery	Repairs/Maint Machinery/Equip		\$291.08
Invoice	96702	4/20/2026			
Cash Payment	E 603-43150-404	Repairs/Maint Machinery	Repairs/Maint Machinery/Equip		-\$291.08
Invoice	CN-01624	5/11/2026			
Transaction Date	5/13/2026		Main Checking	10100	Total <u>\$1,175.00</u>

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$3,477.96
200 FIRE FUND	\$2,580.27
201 RESCUE FUND	\$700.65
202 WANNIGAN REGIONAL PARK	\$51.95
408 CAP PROJ - 2026 UTILITY RECONS	\$206,622.63
421 CAP PROJ - EMR	\$47.96
601 WATER FUND	\$309.62
602 SEWER FUND	\$2,392.61
603 STORM WATER FUND	\$1,175.00
651 ECONOMIC DEVELOPMENT AUTHORITY	\$108.88
654 EDA - BUSINESS CENTER	\$183.46
700 Community Development	\$43.04
	<u>\$217,693.03</u>

Pre-Written Checks	\$811.96
Checks to be Generated by the Computer	\$216,881.07
Total	<u>\$217,693.03</u>

Payments

Current Period: May 2026

Payments Batch 05132026LIQ2		\$8,837.47	
Refer	0 MN ENERGY RESOURCES	Ck# 000579E 5/14/2026	
Cash Payment	E 609-49750-383 Gas Utilities	Gas Utilites - LIQ	\$55.31
Invoice	MAYMERE 4/27/2026		
Cash Payment	E 609-49751-383 Gas Utilities	Gas Utilities - LIQ	\$55.32
Invoice	MAYMERE 4/27/2026		
Transaction Date	5/14/2026	Liquor Store 10101	Total \$110.63
Refer	0 MN ENERGY RESOURCES	Ck# 000580E 5/14/2026	
Cash Payment	E 610-49752-383 Gas Utilities	Gas Utilities - Event Center	\$375.47
Invoice	MAYMERF 4/27/2026		
Transaction Date	5/14/2026	Main Checking 10100	Total \$375.47
Refer	0 VIKING COCA COLA BOTTLING CO		
Cash Payment	E 609-49750-254 Soft Drinks/Mix For Resa Soft Drinks For Resale		\$348.75
Invoice	3864907 5/6/2026		
Transaction Date	5/7/2026	Liquor Store 10101	Total \$348.75
Refer	0 D-S BEVERAGES, INC		
Cash Payment	E 610-49752-252 Beer For Resale	Beer For Resale	\$72.25
Invoice	P964407 4/29/2026		
Cash Payment	E 609-49751-252 Beer For Resale	Beer For Resale	\$77.40
Invoice	966141 5/6/2026		
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale	\$3,883.70
Invoice	966141 5/6/2026		
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale (CREDIT)	-\$3,411.31
Invoice	P964407 4/29/2026		
Transaction Date	5/13/2026	Liquor Store 10101	Total \$622.04
Refer	0 BERGSETH BROS		
Cash Payment	E 610-49752-252 Beer For Resale	Beer For Resale	\$79.30
Invoice	516134 4/30/2026		
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale	\$1,380.05
Invoice	517465 5/7/2026		
Transaction Date	5/13/2026	Liquor Store 10101	Total \$1,459.35
Refer	0 KETTERS MEATS		
Cash Payment	E 609-49751-259 Food for Resale	10 lbs Burger Patties	\$75.00
Invoice	5/5/2026		
Transaction Date	5/13/2026	Liquor Store 10101	Total \$75.00
Refer	0 SYSCO NORTH DAKOTA, INC		
Cash Payment	E 609-49751-259 Food for Resale	Food For Resale - CREDIT	-\$208.90
Invoice	395159730 4/30/2026		
Cash Payment	E 609-49751-259 Food for Resale	Food For Resale	\$328.80
Invoice	395165118 5/5/2026		
Cash Payment	E 609-49751-213 Operating Supplies - Foo Operating Supplies		\$63.17
Invoice	395165118 5/5/2026		
Cash Payment	E 609-49750-254 Soft Drinks/Mix For Resa Soft Drinks For Resale		\$46.16
Invoice	395165118 5/5/2026		
Cash Payment	E 609-49751-210 Operating Supplies (GE Operating Supplies		\$113.05
Invoice	395165118 5/5/2026		
Cash Payment	E 609-49751-440 Fuel/Delivery Surcharge Deliver Fee		\$12.35
Invoice	395165118 5/5/2026		
Transaction Date	5/13/2026	Liquor Store 10101	Total \$354.43
Refer	0 DACOTAH PAPER CO		

Payments

Current Period: May 2026

Cash Payment	E 609-49750-210	Operating Supplies (GE	Operating Supplies		\$108.95
Invoice	53127	5/4/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$108.95
Refer	0	JOHNSON BROTHERS LIQUOR CO		-	
Cash Payment	E 609-49751-254	Soft Drinks/Mix For Resa	Soft Drinks For Resale		\$270.00
Invoice	1044741	5/5/2026			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$576.00
Invoice	1044741	5/5/2026			
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale		\$300.00
Invoice	1044741	5/5/2026			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$22.66
Invoice	1044741	5/5/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$1,168.66
Refer	0	PHILLIPS WINE & SPIRITS		-	
Cash Payment	E 609-49751-251	Liquor For Resale	Liquor For Resale		\$256.33
Invoice	5167339	5/5/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$256.33
Refer	0	VESTIS		-	
Cash Payment	E 610-49752-410	Rentals (GENERAL)	Linen Rental		\$246.21
Invoice	252013251	4/23/2026			
Cash Payment	E 610-49752-210	Operating Supplies (GE	Operating Supplies		\$188.78
Invoice	2520771831	5/7/2026			
Cash Payment	E 609-49751-211	Cleaning Supplies	Cleaning Supplies		\$41.91
Invoice	2520771830	5/7/2026			
Cash Payment	E 609-49750-211	Cleaning Supplies	Cleaning Supplies		\$41.92
Invoice	2520771830	5/7/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$518.82
Refer	0	FRAZEE FAMILY FOODS		-	
Cash Payment	E 609-49751-259	Food for Resale	Lettuce		\$5.49
Invoice	75506	4/9/2026			
Cash Payment	E 609-49751-259	Food for Resale	Cottage White		\$7.78
Invoice	39420	4/13/2026			
Cash Payment	E 609-49751-259	Food for Resale	Tomatoes & Milk		\$10.10
Invoice	76043	4/14/2026			
Cash Payment	E 610-49752-210	Operating Supplies (GE	Sparkling Grape, OJ, Milk		\$20.00
Invoice	41396	4/25/2026			
Cash Payment	E 609-49751-259	Food for Resale	Lettuce		\$1.50
Invoice	76315	4/16/2026			
Transaction Date	5/12/2026		Liquor Store	10101	Total \$44.87
Refer	0	AMANDA BLANCHARD		-	
Cash Payment	E 609-49751-331	Travel/Training Expense	MMBA CONF MLS 176		\$63.80
Invoice	MY26AB	5/11/2026			
Cash Payment	E 609-49750-331	Travel/Training Expense	MMBA CONF MLS 176		\$63.80
Invoice	MY26AB	5/11/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$127.60
Refer	0	BELLBOY CORPORATION		-	
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$753.40
Invoice	211309800	5/7/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$753.40
Refer	0	ECOLAB PEST ELIM DIV		-	
Cash Payment	E 609-49751-401	Repairs/Maint Buildings	Large Fly Program		\$53.34
Invoice	4044251	5/11/2026			

Payments

Current Period: May 2026

Cash Payment	E 609-49750-401	Repairs/Maint Buildings	Large Fly Program		\$53.35
Invoice	4044251	5/11/2026			
Cash Payment	E 610-49752-401	Repairs/Maint Buildings	Large Fly Program		\$53.34
Invoice	4044251	5/11/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$160.03
Refer	0	BEVERAGE WHOLESALERS, INC			
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$880.40
Invoice	433857	4/23/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$880.40
Refer	0	MATT BACHMANN			
Cash Payment	E 609-49751-314	Cont/Pro Serv - Entertai	May/April Extended Pay		\$250.00
Invoice	MY28MB	5/11/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$250.00
Refer	0	MATT BACHMANN			
Cash Payment	E 609-49751-314	Cont/Pro Serv - Entertai	May 1 - Karaoke		\$200.00
Invoice	MY28MBB	5/11/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$200.00
Refer	0	MATT BACHMANN			
Cash Payment	E 609-49751-314	Cont/Pro Serv - Entertai	May 2 Karaoke		\$200.00
Invoice	MYMBC	5/11/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$200.00
Refer	0	SOUTHERN GLAZERS OF MN			
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale		\$238.78
Invoice	2756072	5/8/2026			
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$172.88
Invoice	2756072	5/8/2026			
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$12.17
Invoice	2756072	5/8/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$423.81
Refer	0	MARCO TECHNOLOGIES LLC			
Cash Payment	E 609-49750-200	Office Supplies (GENER	Office Supplies		\$5.38
Invoice	581222221	5/1/2026			
Cash Payment	E 609-49751-200	Office Supplies (GENER	Office Supplies		\$5.38
Invoice	581222221	5/1/2026			
Cash Payment	E 610-49752-200	Office Supplies (GENER	Office Supplies		\$10.75
Invoice	581222221	5/1/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$21.51
Refer	0	CINTAS CORP			
Cash Payment	E 609-49751-211	Cleaning Supplies	Cleaning Supplies		\$23.29
Invoice	4267968748	5/4/2026			
Cash Payment	E 609-49751-211	Cleaning Supplies	Cleaning Supplies		\$12.42
Invoice	4267968748	5/4/2026			
Cash Payment	E 609-49750-211	Cleaning Supplies	Cleaning Supplies		\$12.42
Invoice	4267968748	5/4/2026			
Cash Payment	E 609-49751-210	Operating Supplies (GE	Operating Supplies		\$16.80
Invoice	4267968748	5/4/2026			
Cash Payment	E 609-49750-210	Operating Supplies (GE	Operating Supplies		\$16.80
Invoice	4267968748	5/4/2026			
Transaction Date	5/13/2026		Liquor Store	10101	Total \$81.73
Refer	0	STEVES SANITATION			

Payments

Current Period: May 2026

Cash Payment	E 609-49750-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal - Liq	\$105.23
Invoice	MY26SS	4/30/2026		
Cash Payment	E 609-49751-381	Electric Utilities	Refuse/Garbage Disposal - Liq	\$105.23
Invoice	MY26SS	4/30/2026		
Cash Payment	E 610-49752-384	Refuse/Garbage Dispos	Refuse/Garbage Disposal - EC	\$105.23
Invoice	MY26SS	4/30/2026		
Transaction Date	5/13/2026	Liquor Store	10101	Total <u>\$315.69</u>

Fund Summary

	10100 Main Checking	
610 EVENT CENTER FUND	<u>\$375.47</u>	
	\$375.47	
	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND	<u>\$7,686.14</u>	
610 EVENT CENTER FUND	<u>\$775.86</u>	
	\$8,462.00	

Pre-Written Checks	\$486.10
Checks to be Generated by the Computer	<u>\$8,351.37</u>
Total	\$8,837.47

Addendum

HANK LUDTKE/RIVERSIDE PARK SIGN QUOTE

PROOF #6 Hank Ludtke Riverside Park Sign



Sign Spec:

Substrate: ACM Sign Panel
 Paint/ Vinyl
 *Possible mounting with groove in 4x4 post-leave space on border to accomodate.

Color Spec:

"Solaria" SW6688
 Sheen: Gloss

Backside Concept:



Designed exclusively for: Andrea Froeber/ Frazee MN		Date: 3-30-26	
Address: Frazee, MN		Phone: 612-709-7717	E-mail: Afoeber@frazeecity.com
The prices, specifications and conditions are satisfactory as described and are hereby accepted. You are authorized to do the work as specified.		50% deposit required; balance due on completion.	
Signature	Date	This design is the property of the designer, and may not be reproduced in any manner without written permission.	

QUOTATION



Date: 11/24/25
Client: Andrea Froeber
Address: Frazee, MN
Phone: 612-709-7717
E-mail: Afroeber@frazeecity.com

Project Description:

Design and produce exterior sign.
"Welcome to Hank Ludtke Riverside Park"
-Possibly simple message on reverse side as well. (Ex: "Thanks for visiting!")

Sign Dimensions: 3' x 5'

Material: ACM panel or exterior ready MDO plywood. Fully finished and sealed.

*Installation not included. (4"x 4" pole mounted)

Price: \$600.00
Delivery/Installation: Before 6/1/26
Sub total: \$600.00
Sales tax: \$47.25
Total: \$647.25
Deposit: ---
Amount due upon completion: \$647.25

Completion date: Before 6/1/26

PRICE QUOTATION GOOD FOR 30 DAYS

THANK YOU FOR YOUR ORDER:
This signed contract constitutes authorization to proceed.

SKETCH DEPOSIT: The sketch deposit covers minimal costs involved in developing a concept. It does not cover the actual purchase of a custom design, which would be figured at an hourly rate, with a quoted minimum price. The sketch remains the property of the designer.

PRICES as indicated above, are minimum estimates for art or sign work only. Photostats, typography, photographs, overtime, changes and/or additions, delays caused by the client, special consultations and all other work expense that cannot be estimated accurately in advance will be billed extra unless otherwise specified herein.

FINISHED art, mechanicals, and signs will be released for use by the client only, whether noted on his purchase order or not. Mechanicals, original art, sketches and materials other than signs originated by the designer are the property of the designer and will be held for the client, unless otherwise shown.

THE CLIENT agrees to pay all costs of collection in the event of default of payment by the client, including a reasonable attorney's fee. In the event of delinquent payments, the client will be charged a rate of 1 1/2% interest for every month after the first 30 days.

SPECIAL conditions on client's purchase orders in no way negate the above Conditions of Sale. In ordering the work described above, the client accepts all of these conditions whether noted on his purchase order or not.

SIGNATURE

COMPANY

DATE

Addendum

HANK LUDTKE/RIVERSIDE PARK BLOCK QUOTE
 BrickYard Supplies, LLC

Invoice

110 Memory Lane
 PO Box 345
 Battle Lake, MN 56515

Date	Invoice #
5/12/2026	105066

Bill To
City Of Frazee 222 Main Ave W PO Box 387 Frazee, MN 56544

Ship To
City Of Frazee

S.O. No.	P.O. No.	Terms
504096	Option 1	

Description	Invoiced	U/M	Rate	Amount
(6' x 11' Planter with 2 Rows of Block)				
Versa-Lok Standard Unit - Rose Creek Blend - 6H x 16W x 12D	54	ea	11.23	606.42
Versa-Lok Standard Cap Unit A - Rose Creek Blend - 3 5/8" x 14" (face), 12" (back) x 12" D	17	ea	10.19	173.23
Versa-Lok Standard Cap Unit B - Rose Creek Blend - 3 5/8" x 14" face), 16" (back) x 12" D	17	ea	10.19	173.23
Versa Lok Pallet Deposit	4		35.00	140.00
Versa-Tuff pins (100/bag)(500/box)	100	ea	0.40	40.00
SEK SB15 Rapid Set Adhesive 28oz	2	ea	24.50	49.00
Energy Surcharge	3	ea	11.00	33.00

Subtotal	\$1,214.88
Sales Tax (7.375%)	\$0.00
Total	\$1,214.88
Payments/Credits	\$0.00
Balance Due	\$1,214.88

Phone #
(218) 864-2800

E-mail
ar.brickyardsupplies@gmail.com