



## **CITY COUNCIL MEETING AGENDA**

May 27, 2026 ~ 5:00 p.m. ~ Frazee Event Center

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

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Open Forum- The City of Frazee welcomes you to this meeting. We have the desire to provide an opportunity to hear from members of the public. This portion of the agenda will be limited to a total of not more than 30 minutes, unless otherwise determined by the council. Individual speakers are asked to limit their comments to not more than 10 minutes, unless otherwise determined by the council. The council requests that all comments be in keeping with, and contribute to, an atmosphere of civil, courteous, thoughtful, and respectful public discourse. The council will not respond to comments at the time of the guest's spot on the agenda; however, if the council feels there needs to be a discussion, comments, or a decision it will be taken up at the New Business part of the agenda with a possibility of future council agenda items. Thank you for attending.
6. Consent Agenda
  - a. Meeting Minutes – [May 13, 2026](#) \*CHANGES NOTED WITH HIGHLIGHTING
  - b. Income Statements
  - c. [Approval of Claims](#)
  - d. [LG220 Application for Exempt Permit – Frazee Am-Vets Post 612](#)
  - e. [LG220 Application for Exempt Permit – Knights of Columbus Council 12581](#)
7. Old Business
  - a. [Easement – Skyline Development Properties, LLC](#)
  - b. [Wannigan Regional Park – East Side Phase I Archaeological Survey Services RFP](#)
8. New Business
  - a. [Artists on Main Installation](#)
  - b. [2026 Liquor & Tobacco License Approvals](#)
  - c. Job Descriptions
    - i. [Beach Attendant](#)
    - ii. [Head Beach Attendant](#)

d. [Police Department POST Board Audit Results](#)

9. Council Member Comments

10. Addendum

a. [Additional Claims](#)

b. [Resignation of Deputy Clerk-Utility Billing Clerk Catreena Mahoney](#)

c. [Sea Town Foundation Gant Acceptance](#)

d. For Sale Sign Estimates

e. [OtterTail Power Public Hearings](#)

11. Adjournment

# Consent Agenda

MINUTES – MAY 13, 2026

1. Call The Meeting To Order
  - a. Mayor Sharp called the City of Frazee City Council meeting to order at 5:00 PM at the Frazee Event Center.
  
2. Roll Call
  - a. Present: Andrew Daggett, Mark Kemper, Mike Sharp, Jim Rader, Andrea Froeber
  - b. Absent: None
  - c. Staff: Stephanie Poegel, Catreena Mahoney, Tina Hansmeier, Tyler Trieglaff, Larry Stephenson, Adam Walker, Matthew Johnson
  - d. Contracted Services: Patrick Bakken - Ramstad, Skolyes & Bakken; Chris Thorson - Ulteig Engineering; Jon Stewart – Building Official; Polly Andersen – Frazee Community Development Corporation
  - e. Guests: Jamie Crabtree
  
3. Pledge Of Allegiance
  
4. Approve Agenda
  - a. Poegel requested one addition to the agenda: approval to post for a head beach attendant, to be added under the Addendum. No other changes were proposed.

M/S/CU: **Sharp/Sharp Froeber/Rader** to approve the agenda as amended.

5. Public Hearing – 609 Cherry Avenue
  - a. Open Public Hearing
    - i. Mayor Sharp opened the public hearing regarding 609 Cherry Avenue, noting the purpose was to determine whether the structures on the property qualify as hazardous under Minnesota statutes.
  - b. Public Comment
    - i. Building Official Jon Stewart provided an overview of the property's condition. He described severe deterioration throughout, including extensive water damage accumulated over many years, a non-functional heating system, a virtually nonexistent plumbing system, windows falling out of the frames, significant rot in the siding and foundation, and electrical systems that had been patched together far below code compliance. Stewart concluded that in his professional opinion, the cost to repair the structure would far exceed the value of the property, and that the crumbling foundation alone made rehabilitation impractical. He formally characterized the structure as hazardous.
    - ii. No members of the public were present in chambers or online to offer comment.
  - c. Close Public Hearing
    - i. Mayor Sharp closed the public hearing and noted the matter would be taken up under New Business later in the agenda.

6. Open Forum

- a. No members of the public were present in chambers or online to address the council during Open Forum.

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

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

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
  - i. All committee and liaison reports were included in the council packet. No items were highlighted for further discussion.

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

9. Staff Reports

- a. Fire Department
  - i. Walker reported that the department's new grass rig had arrived and was currently being outfitted with lights, sirens, and a radio. It was expected to be completed by the end of the week or early the following week, after which it would receive graphics and be placed in service by June 1.
  - ii. Walker devoted significant attention to the growing challenge of firefighter recruitment and retention. He reported that the department had logged over 3,800 total training and call hours in the prior year across 20 members, and that burnout was becoming a serious concern. He noted that following the current meeting, the department was expected to accept two retirements, and that a probationary member was likely to

be released due to work schedule conflicts. This would reduce active membership to approximately 17, with Walker himself facing a potential deployment within 6 to 18 months and three to four additional members eligible for retirement in the near term.

- iii. Walker described several initiatives being considered to address these pressures. The department was exploring eliminating a non-mandatory training night and consolidating to a single mandatory training night combined with a meeting night year-round, consistent with practices at other smaller departments. A recruitment open house was being planned for August, oriented toward hands-on engagement such as using the jaws of life and live fire demonstrations, targeting individuals 16 and older. The department was also researching a SAFER grant that could provide financial incentives for new recruits, such as \$500 bonuses at the completion of the first year and again at the end of a second year.
  - iv. Additionally, Walker introduced the concept of a reserve firefighter force comprised of retired members who remain technically certified and could be activated during peak seasons such as grass fire season. He noted that a few neighboring departments operate similar reserve structures and that he was in the process of obtaining their bylaws and consulting with the League of Minnesota Cities regarding legal parameters.
  - v. Walker also confirmed that he had submitted his recommendations regarding a proposed city burn permit ordinance, and that the fire chiefs would be attending the upcoming Planning and Zoning meeting to discuss it further. He acknowledged that the added inspection responsibilities would place additional demands on the chiefs but believed they could manage it with any one of the three chiefs authorized to sign off.
  - vi. Walker closed by thanking the council for the opportunity to assist with the controlled burn at Town Lake Beach, noting it went smoothly in approximately 45 minutes. He shared with some humor that the burn was called in by a DNR aerial spotter operating out of Park Rapids, approximately 52 miles away, even as the DNR officers on the ground had passed by and acknowledged the crew at the start of the burn.
- b. Rescue
- i. Johnson reported 19 calls in the prior month, describing it as a relatively light month with operations running smoothly. He highlighted an upcoming spaghetti feed fundraiser scheduled for June 7 and noted that advertising would be going out in the community as the date approached.
- c. Event Center
- i. Written report provided by Tappe reviewed.
- d. Liquor Store
- i. Written report provided by Young reviewed. No additional items were raised.
- e. Police Department
- i. Trieglaff reported that the department had successfully passed its POST Board audit and would be receiving a certificate of compliance, noting it

was a process that required diligence but that the department had its documentation in order with only minor items to address. He announced a Bike Rodeo scheduled for Saturday, May 23, from 11:00 AM to 1:00 PM. The event would include bicycle giveaways, hot dogs, chips, and juice, and would be promoted through Facebook, the city office, and the local newspaper. He noted capacity for approximately 20 children.

f. Public Works

- i. Prior to Stephenson's report, Mayor Sharp and Rader recognized Stephenson and Kevin for their work developing and maintaining the Frazee Skating Pond. The mayor read a formal statement of recognition, noting that the skating pond provides residents and families with a winter recreation opportunity and serves as a picturesque feature of the community. Both recipients were presented with framed photographs.
- ii. Stephenson reported that routine seasonal work was underway and noted he had ordered a hydraulic oil filter change for the mowing tractor in response to an alarm, with the oil alone costing nearly \$400. Daggett mentioned the new RER construction supply facility as a potential resource for the department.

g. Administration

- i. Poegel's written report was included in the council packet. No specific items were highlighted beyond the broader discussions already underway elsewhere in the agenda.
- ii. A brief discussion arose from Rader's inquiry about declining dog license numbers. Trieglaff acknowledged that the department does not actively enforce dog licensing in most circumstances and that the practical benefit of licensing—being able to quickly confirm rabies vaccination status when a dog is involved in a bite incident—is the primary value. Poegel noted that the current city ordinance sets the license renewal deadline as December 31 of each year, which creates an effective lack of enforcement pressure throughout the year. Council discussed the merits of setting an earlier annual deadline, and Poegel suggested that other cities typically set the deadline in early spring before dogs begin running outside. There was consensus that this would be a straightforward ordinance change to pursue through committee.
- iii. The dog licensing discussion, initiated during the police department report, continued briefly. Poegel confirmed that the ordinance currently reads that licensing is due "on or before December 31" or "upon acquiring ownership or possession of an unlicensed dog," but acknowledged the difficulty of enforcing the latter. Council directed that the matter be reviewed through committee with the intent to establish a firm, earlier annual deadline.

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

10. Old Business

- a. FCDC Confidentiality Notice

- i. This item had been tabled from the prior month's meeting pending review by the city attorney and an opportunity for FCDC representatives to address council questions. Bakken reported that he had reviewed the confidentiality notice and briefly discussed it with FCDC. While he understood the intent behind the policy, his recommendation was that the city not sign it. He explained that the notice contains language directing parties to keep certain information confidential, which can come into conflict with the city's obligations under the Minnesota Data Practices Act. While the notice does include a carve-out acknowledging the Data Practices Act, Bakken characterized the document as self-contradictory—saying one thing while functionally requiring another—and stated that his office's general guidance to municipalities is to avoid signing NDAs. He also noted that legislation had been introduced at the state level that would ban most such agreements for public entities.
- ii. Polly Andersen, representing Frazee Community Development, acknowledged and respected the city attorney's counsel. She noted the confidentiality notice had been drafted with good intentions, recognizing that certain negotiations require a level of discretion, and expressed appreciation for the council's consideration. She affirmed that the previously adopted conflict of interest policy already goes a meaningful distance toward establishing expectations for upstanding business conduct with appropriate transparency.
- iii. Mayor Sharp affirmed that the council's goal was to maintain a strong working relationship with FCDC regardless of the outcome on this item, and Andersen agreed that the relationship would remain intact.

M/S/CU: **Sharp/Sharp Kemper/Rader** to not adopt the FCDC Confidentiality Notice.

b. 2026 Utility Reconstruction

i. Bid Presentation and Approval

1. Thorson presented the results of the previous day's bid opening for the 2026 Street and Utility Project. Four bids were received, with the low bid submitted by JR Perchy of Rice, Minnesota, coming in at \$3,070,334.66—approximately \$6,000 under the engineer's estimate. Thorson described JR Perchy as a contractor with whom the city had a positive working history and recommended the council accept the bid and authorize preparation of contracts.
2. Council discussion centered substantially on the status of Public Facilities Authority (PFA) funding. Thorson acknowledged that a determination from PFA could take a month or more due to a significant project backlog created by the absence of a bonding bill the prior year, resulting in an unusually large number of projects competing for funding in the current cycle. He noted that on the prior East Main project, the water system received 80% grant funding, which would translate to roughly \$1,000,000 on the current project's approximately \$1.3 million water component. He expressed cautious optimism that the sewer

- component—nearly \$2,000,000—might also qualify for a grant portion given its size, but acknowledged this was not guaranteed.
3. Rader expressed concern about the impact on property owners, noting that preliminary projected assessments appeared high and that he had hoped for clearer information on grant funding before making a decision. Kemper acknowledged the difficult position but noted that rebidding in a future year would not make the project cheaper, and that the upcoming Main Avenue project in cooperation with Becker County would likely foreclose on doing both projects simultaneously. Sharp acknowledged the tension between cost concerns and project necessity and suggested that if PFA funding came in lower than expected, the council might need to revisit the assessment policy to find ways to reduce individual assessments, potentially absorbing more cost through the water and sewer enterprise funds rather than through direct assessment.
  4. Poegel clarified that street costs may be levied but that water and sewer costs must be paid through the respective utility funds and cannot be subsidized with general tax levy dollars. She also confirmed that the assessment policy could be revised after the fact. Thorson noted that the city retains a 60-day bid hold, meaning the contractor's bid is valid for that window, but that if the project were delayed past that point, rebidding would be required.

M/S/CU: Sharp/Sharp Kemper/Froeber to approve the bid and authorize preparation of contracts with JR Ferche.

- c. Resolution 0513-2026D – Resolution Accepting Bids
  - i. This resolution was addressed in conjunction with the bid presentation and approval above.

## 11. New Business

- a. FACC Vendor Fee Waiver Request
  - i. Jamie Crabtree, representing the Frazee Area Community Club as food vendor coordinator for Turkey Days, appeared before the council to request a waiver of the city's \$50 vendor permit fee for food vendors participating in Turkey Days. She explained that due to a schedule change moving the firefighters' activities to Friday evening, a gap in programming was created on Saturday afternoon at the end of the car show. In response, the food vendor area was relocated from the former private lot behind Jay's to the city-owned site parking lot, which triggered the city's vendor permit requirement for the first time.
  - ii. Crabtree noted that vendors had already paid a \$65 fee to the FACC and expressed concern that an additional \$50 city fee would cause some vendors to withdraw, particularly given that this was a single-day event. She reported approximately 7–8 vendors had already signed up.

- iii. Poegel raised several considerations for council awareness. She noted that after the track meet vendor event, significant staff time—estimated at approximately 15 hours—had been spent collecting paperwork, verifying insurance and licensures, conducting background checks through the police department, and managing social media notifications. She also flagged that under the current permit structure, a permit issued to a vendor is valid for one full year, meaning vendors approved for Turkey Days could return and set up anywhere on public property throughout the following year without additional authorization. Additionally, Poegel raised the question of electrical access, noting that when the new building was being completed, the city was told no additional power capacity was available, and that reports of vendors accessing city power from poles at the former location had not been coordinated through city staff.
- iv. Council discussion was generally supportive of accommodating vendors for the community event, with Daggett emphasizing the economic and community benefit of drawing visitors to town during Turkey Days. There was agreement that a one-day-only permit structure made more sense for this type of event and would address the concern about year-round access. Poegel and Hansmeier indicated they would coordinate the paperwork process, and the police department would still conduct background checks.
- v. The question of electrical supply was left unresolved pending clarification from FACC regarding whether power would come from a generator or a city utility connection. Council expressed a preference that vendors use their own generators where possible, noting that multiple generators in a public dining area could deter visitors. Trieglaff and others acknowledged this as a practical challenge. The council directed that Crabtree follow up with FACC to clarify the power arrangement before the event.

M/S/CU: Froeber/~~Sharp~~ Daggett to approve a one-day vendor permit fee waiver for Turkey Days food vendors, with the permit restricted to that single day.

- b. Resolution 0513-2026C – Resolution Ordering Repair, Removal or Razing of Hazardous Property
  - i. Following the earlier public hearing on 609 Cherry Avenue, council took up the resolution. Bakken confirmed that the resolution was drafted by his office. He explained that upon adoption, he would serve the property owner by both mail and personal service. The owner would then have 30 days to make required corrections or demolish the structure. If neither action was taken, the city would need to pursue a court order through a summary judgment process before physically intervening. Assuming the court order was obtained, the city would solicit bids for demolition, with associated costs to be assessed against the property.
  - ii. Bakken noted that based on what he had heard from staff, the property owner likely lacked the financial means to comply, making court action and city-initiated demolition probable.

- iii. Trieglaff raised the possibility of using the structure for fire department training, including a controlled burn. Walker confirmed this was feasible, noting the department would need to conduct an asbestos inspection first. If asbestos was present, professional abatement would be required before burning. He clarified that given the structural unsoundness of the building, firefighters would not conduct interior training but could perform exterior live fire operations, which would still provide meaningful training value.

M/S/CU: Froeber/Daggett to adopt Resolution 0513-2026C ordering repair, removal, or razing of the hazardous property at 609 Cherry Avenue.

c. Staff Vacation Request

- i. Mayor Sharp summarized the background of this item. A software issue had prevented vacation leave balances from displaying correctly in the payroll system, meaning that an employee had been unable to monitor his balance and inadvertently lost a small amount of accrued leave (3.56 hours) before being able to use it. Hansmeier confirmed that the issue had been reviewed and no other employees were similarly affected. Council agreed it was appropriate to restore the lost hours given the circumstances were beyond the employee's control, and directed that Kevin use the leave promptly given his balance approaching the accrual cap.

M/S/CU: Rader/Froeber to restore 3.56 hours of vacation leave to the affected Public Works employee.

d. Wannigan Regional Park – GMRPTC Phase 1 Work

i. Kompan Playground Structure Quote

1. Andersen expressed enthusiasm for the Kompan playground structure quote, thanking staff for facilitating the materials and process. Poegel noted that both Kompan and Romtec hold state bid contracts, eliminating the need to solicit multiple competitive quotes.

M/S/CU: Daggett/Froeber to approve the Kompan playground structure quote.

ii. Romtec Restroom & Shower House Quote

1. Rader asked about water and sewer arrangements for the facility. Andersen explained that the Phase 1 grant includes line items for water and sewer, which will be served by wells and septic systems. She described these as not fully permanent in nature but functional for the immediate phase of development.

M/S/CU: Froeber/Kemper to approve the Romtec Restroom & Shower House quote.

iii. Romtec Shower House Quote

1. This item was addressed in conjunction with the Romtec Restroom & Shower House quote above.

## 12. Council Member Comments

- a. Froeber inquired about the status of solar panel installation on the building, and was informed that mounting brackets had been installed and the project was in progress.
- b. Froeber mentioned that the Heartland Trail had issued drawings with a response deadline of May 25, and asked whether other council members had received the materials. It was clarified that the communication was directed to Heartland Trail Committee members specifically rather than to the full council.
- c. Rader offered a positive reflection on the recent waiver of vendor fees for the regional track meet, noting that the event had drawn 16 to 18 schools and several hundred spectators, generating strong community goodwill and positive feedback from local businesses, particularly newer ones working to establish themselves. He characterized the fee waiver as a sound investment in community visibility. Discussion touched on whether the event might be hosted annually, with Stephenson noting that other schools also rotate hosting responsibilities, making annual hosting uncertain but possible in future years. The group discussed the potential to install heavy-duty exterior electrical outlets near the school concession stand to better accommodate vendors at future events, which was received as a practical idea worth exploring.

### 13. Addendum

- a. Approval of Additional Claims

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

- b. Hank Ludtke/Riverside Park Improvements

- i. This item, along with the sign quote and block quote below, originated from the Parks & Recreation Committee. Council considered the associated quotes.

M/S/CU: Sharp/Sharp Froeber/Rader to approve the Riverside Park improvements and associated quotes.

- c. Sign Quote

- i. Addressed in conjunction with item 13.2 above.

- d. Block Quote

- i. Addressed in conjunction with item 13.2 above.

- e. Posting of Head Beach Attendant — Poegel reported that the previous head beach attendant, Lynn, had indicated she would not be returning for the coming season. Staff member Riley had expressed interest in returning but in a supporting role. Council agreed that a head beach attendant position needed to be posted to ensure proper supervision of beach operations.

M/S/CU: Froeber/Rader to authorize posting the head beach attendant position.

### 14. Adjournment

M/S/CU: Froeber/Daggett to adjourn the meeting at 6:18 PM.

Respectfully Submitted,

*Stephanie Poegel*

City Administrator

Consent Agenda

INCOME STATEMENTS

Consent Agenda

APPROVAL OF CLAIMS

**CITY OF FRAZEE**

05/21/26 3:31 PM

Page 1

**Payments**

Current Period: January 2026

<b>Payments Batch 01012026LIQ1</b>		<b>\$242.30</b>	
Refer	0 HSABANK	Ck# 000411E 12/17/2025	
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable	\$192.30
Invoice	JAN26HSALIQ 12/17/2025		
Transaction Date	12/17/2025	Liquor Store 10101	<b>Total</b> \$192.30
Refer	0 HSABANK	-	
Cash Payment	G 609-21707 Health Savings Payable	Health Savings Payable	\$50.00
Invoice	JAN26HSALIQB 12/17/2025		
Transaction Date	12/17/2025	Liquor Store 10101	<b>Total</b> \$50.00

**Fund Summary**

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$242.30
	<u>\$242.30</u>

Pre-Written Checks	\$192.30
Checks to be Generated by the Computer	\$50.00
Total	<u>\$242.30</u>

Payments

Current Period: May 2026

<b>Payments Batch 05272026GEN1</b>				<b>\$19,673.93</b>	
<b>Refer</b>	<b>0 MENARDS</b>				
<b>Cash Payment</b>	E 100-43100-240	Small Tools and Minor E	Rakes & Shovel		\$112.95
Invoice 25163		5/12/2026			
<b>Cash Payment</b>	E 100-43100-210	Operating Supplies (GE	Duraweave Fabric		\$74.99
Invoice 25163		5/12/2026			
Transaction Date	5/12/2026	Main Checking	10100	<b>Total</b>	<b>\$187.94</b>
<b>Refer</b>	<b>0 RMB ENVIRONMENTAL LABORATO</b>				
<b>Cash Payment</b>	E 601-49400-313	Samples/Testing	Samples/Testing		\$26.13
Invoice D088770		5/13/2026			
Transaction Date	5/27/2026	Main Checking	10100	<b>Total</b>	<b>\$26.13</b>
<b>Refer</b>	<b>0 PRAIRIE EMBROIDERY</b>				
<b>Cash Payment</b>	E 201-42300-218	Uniforms	Uniforms		\$1,439.00
Invoice 4956		5/14/2026			
Transaction Date	5/27/2026	Main Checking	10100	<b>Total</b>	<b>\$1,439.00</b>
<b>Refer</b>	<b>0 CUSTOM FIRE APARATUS INC</b>				
<b>Cash Payment</b>	E 200-42200-406	Repairs/Maint Vehicles	FLOWMETER SENSOR		\$1,064.90
Invoice 0024995-IN		4/10/2026			
Transaction Date	5/27/2026	Main Checking	10100	<b>Total</b>	<b>\$1,064.90</b>
<b>Refer</b>	<b>0 L&amp;M FLEET SUPPLY</b>				
<b>Cash Payment</b>	E 200-42200-240	Small Tools and Minor E	Lock Washers, D-Ring		\$26.62
Invoice DLREG0710064911		5/2/2026			
Transaction Date	5/27/2026	Main Checking	10100	<b>Total</b>	<b>\$26.62</b>
<b>Refer</b>	<b>0 JIM RORAH</b>				
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	2/3/2026 - 65 Miles FF1 Hazmat		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	2/10/2026 - 65 Miles FF1 Hazmat		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	2/15/2026 - 65 Miles FF1 Hazmat		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	2/19/2026 - 65 Miles FF1 Hazmat		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	2/24/2026 - 65 Miles FF1 Hazmat		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	2/26/2026 - 65 Miles FF1 Hazmat		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	3/3/2026 - 65 Miles FF1 Hazmat		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	3/8/2026 - 74 Miles FF1 Hazmat		\$53.65
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	3/10/2026 - 65 Miles FF1 Hazmat		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	3/12/2026 - 65 Miles FF1 Hazmat		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	3/26/2026 - 65 Miles FF2		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	3/31/2026 - 65 Miles FF2		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	4/7/2026 - 65 Miles FF2		\$47.13
Invoice MAY26JR		4/27/2026			
<b>Cash Payment</b>	E 200-42200-331	Travel/Training Expense	4/12/2026 - 65 Miles FF2		\$47.13
Invoice MAY26JR		4/27/2026			

Payments

Current Period: May 2026

Transaction Date	5/27/2026	Main Checking	10100	Total	\$666.34
Refer	0 ROSS HETHERINGTON				-
Cash Payment	E 200-42200-331	Travel/Training Expense	3/20/26 - 392 Miles Dulth Officers School		\$284.20
Invoice	MAY26RH	5/13/2026			
Transaction Date	5/27/2026	Main Checking	10100	Total	\$284.20
Refer	0 JERRYS REPAIR, INC				-
Cash Payment	E 100-42110-408	Repairs/Maint Vehicles	Tire Repair		\$46.47
Invoice	87556	4/30/2026			
Transaction Date	5/27/2026	Main Checking	10100	Total	\$46.47
Refer	0 WEBBER FAMILY MOTORS & QUIC				-
Cash Payment	E 100-42110-408	Repairs/Maint Vehicles	Oil Change & Multi point inspection		\$87.45
Invoice	889805/1	5/12/2026			
Transaction Date	5/27/2026	Main Checking	10100	Total	\$87.45
Refer	0 BECKER CO AUDITOR TREASURE				-
Cash Payment	E 100-41400-311	Contracts/Professional S	2026 Special Assessment/Set Up		\$257.00
Invoice		4/1/2026			
Transaction Date	5/27/2026	Main Checking	10100	Total	\$257.00
Refer	0 COLONIAL LIFE & ACCIDENT INS C				-
Cash Payment	G 601-21709	Aflac/Colonial Life			\$63.24
Invoice					
Transaction Date	5/27/2026	Main Checking	10100	Total	\$63.24
Refer	0 MN CHILD SUPPORT				-
Cash Payment	G 100-21712	Garishment Payable	Remit ID 0014815090 - PP 2026 - 09		\$15.22
Invoice					
Cash Payment	G 100-21712	Garishment Payable	Remit ID 0014815090 - PP 2026 - 10		\$15.22
Invoice					
Transaction Date	5/27/2026	Main Checking	10100	Total	\$30.44
Refer	0 LINCOLN NATIONAL LIFE INS CO				-
Cash Payment	G 100-21705	Short-Long Term-Acc-Dth-Ds	Short-Long Term-Acc-Dth-Dsmbr		\$380.40
Invoice		5/8/2026			
Cash Payment	G 601-21705	Short-Long Term-Acc-Dth-Ds	Short-Long Term-Acc-Dth-Dsmbr		\$57.91
Invoice		5/8/2026			
Cash Payment	G 602-21705	Short-Long Term-Acc-Dth-Ds	Short-Long Term-Acc-Dth-Dsmbr		\$77.24
Invoice		5/8/2026			
Transaction Date	5/27/2026	Main Checking	10100	Total	\$515.55
Refer	0 FRAZEE PUBLIC UTILITIES				-
Cash Payment	E 100-45183-382	Water/Sewer Utilities	Water/Sewer Utilities		\$48.17
Invoice	MAY26FPU	5/14/2026			
Cash Payment	E 654-46500-382	Water/Sewer Utilities	Water/Sewer Utilites		\$64.71
Invoice	MAY26FPU	5/14/2026			
Cash Payment	E 656-46500-382	Water/Sewer Utilities	Water/ Sewer Utilites		\$67.31
Invoice	MAY26FPU	5/14/2026			
Transaction Date	5/27/2026	Main Checking	10100	Total	\$180.19
Refer	0 AFLAC				-
Cash Payment	G 100-21709	Aflac/Colonial Life	Aflac		\$257.46
Invoice	853534	5/12/2026			
Transaction Date	5/27/2026	Main Checking	10100	Total	\$257.46
Refer	0 ARVIG ENTERPRISES INC				-
Cash Payment	E 100-41400-321	Telephone	Telephone - Clerk		\$229.52
Invoice					

Payments

Current Period: May 2026

Cash Payment Invoice	E 202-46000-321	Telephone	Telephone - Wannigan	\$86.45
Cash Payment Invoice	E 700-46700-321	Telephone	Telephone - CDC	\$9.91
Cash Payment Invoice	E 100-42110-321	Telephone	Telephone - PD	\$179.18
Cash Payment Invoice	E 201-42300-321	Telephone	Telephone - Res	\$4.96
Cash Payment Invoice	E 100-45200-321	Telephone	Telephone - TLB	\$155.95
Cash Payment Invoice	E 601-49400-321	Telephone	Telephone - Water	\$90.95
Cash Payment Invoice	E 100-43100-321	Telephone	Telephone - Street	\$165.90
Transaction Date	5/27/2026		Main Checking 10100	<b>Total</b> \$922.82
Refer	0	LAKES COUNTRY SERVICE COOP	-	
Cash Payment Invoice 103053	E 100-41110-324	Technology/Computer	E Technology/Computer Expenses - Council	\$120.89
Cash Payment Invoice 103053	E 100-41400-324	Technology/Computer	E Technology/Computer Expenses - Admin	\$120.89
Cash Payment Invoice 103053	E 100-42110-324	Technology/Computer	E Technology/Computer Expenses - PD	\$120.89
Cash Payment Invoice 103053	E 100-43100-324	Technology/Computer	E Technology/Computer Expenses - PW	\$120.89
Cash Payment Invoice 103053	E 200-42200-324	Technology/Computer	E Technology/Computer Expenses - FD	\$120.89
Transaction Date	5/27/2026		Main Checking 10100	<b>Total</b> \$604.45
Refer	0	MEADOWLAND SURVEYING INC	-	
Cash Payment Invoice 0226-10	E 100-41110-311	Contracts/Professional	S Drft Easment Discrp for Sec 26, 27 & 34-138-40 Bkr Cnty	\$1,100.00
Transaction Date	5/27/2026		Main Checking 10100	<b>Total</b> \$1,100.00
Refer	0	IRS	Ck# 000591E 5/19/2026	
Cash Payment Invoice	G 100-21701	Federal Withholding	Federal GEN PP#10	\$938.37
Cash Payment Invoice	G 100-21703	FICA Tax Withholding	FICA LS GEN PP#10	\$1,543.62
Cash Payment Invoice	G 200-21701	Federal Withholding	Federal Fire PP#10	\$7.20
Cash Payment Invoice	G 200-21703	FICA Tax Withholding	FICA Fire PP#10	\$10.52
Cash Payment Invoice	G 601-21701	Federal Withholding	Federal Water PP#10	\$208.22
Cash Payment Invoice	G 601-21703	FICA Tax Withholding	FICA Water PP#10	\$399.62
Cash Payment Invoice	G 602-21701	Federal Withholding	Federal Sewer PP#10	\$288.50
Cash Payment Invoice	G 602-21703	FICA Tax Withholding	FICA Sewer PP#10	\$490.72
Cash Payment Invoice	G 656-21701	Federal Withholding	Federal EDA PP#10	\$14.40
Cash Payment Invoice	G 656-21703	FICA Tax Withholding	FICA EDA PP#10	\$21.04

Payments

Current Period: May 2026

Cash Payment Invoice	G 700-21701	Federal Withholding	Federal ComDev PP#10	\$142.56
		5/19/2026		
Cash Payment Invoice	G 700-21703	FICA Tax Withholding	FICA ComDev PP#10	\$308.74
		5/19/2026		
Transaction Date	5/19/2026	Main Checking	10100	<b>Total</b> \$4,373.51
Refer	0 MN DEPT OF REVENUE - WH		Ck# 000592E 5/19/2026	
Cash Payment Invoice	G 100-21702	State Withholding	State Withholding General PP#10	\$701.58
Cash Payment Invoice	G 601-21702	State Withholding	State Withholding Water PP#10	\$134.64
Cash Payment Invoice	G 602-21702	State Withholding	State Withholding Sewer PP#10	\$137.38
Cash Payment Invoice	G 700-21702	State Withholding	State Withholding ComDev PP#10	\$83.57
Transaction Date	5/19/2026	Main Checking	10100	<b>Total</b> \$1,057.17
Refer	0 MN PERA		Ck# 000593E 5/19/2026	
Cash Payment Invoice	G 100-21704	PERA	PERA General PP#10	\$3,086.17
Cash Payment Invoice	G 200-21704	PERA	PERA Fire PP#10	\$9.63
Cash Payment Invoice	G 601-21704	PERA	PERA Water PP#10	\$383.62
Cash Payment Invoice	G 602-21704	PERA	PERA Sewer PP#10	\$514.75
Cash Payment Invoice	G 656-21704	PERA	PERA EDA PP#10	\$19.25
Cash Payment Invoice	G 700-21704	PERA	PERA ComDev Pp#10	\$282.50
Transaction Date	5/19/2026	Main Checking	10100	<b>Total</b> \$4,295.92
Refer	0 MN UI - PFML		Ck# 000594E 5/19/2026	
Cash Payment Invoice	G 100-21713	MN Paid Leave	MN Paid Leave General PP #10	\$158.32
Cash Payment Invoice	G 200-21713	MN Paid Leave	MN Paid Leave Fire PP #10	\$0.60
Cash Payment Invoice	G 601-21713	MN Paid Leave	MN Paid Leave Water PP#10	\$24.12
Cash Payment Invoice	G 602-21713	MN Paid Leave	MN Paid Leave Sewer PP#10	\$32.36
Cash Payment Invoice	G 656-21713	MN Paid Leave	MN Paid Leave EDA PP#10	\$1.22
Cash Payment Invoice	G 700-21713	MN Paid Leave	MN Paid Leave ComDev PP#10	\$17.76
Transaction Date	5/19/2026	Main Checking	10100	<b>Total</b> \$234.38
Refer	0 NATHAN MATEJKA		-	
Cash Payment Invoice	E 200-42200-331	Travel/Training Expense	Travel to Mstate Reg Training 3/14/26	\$81.20
	MAY26NM	5/13/2026		
Cash Payment Invoice	E 200-42200-331	Travel/Training Expense	Travel to Mstate Reg Training 3/15/26	\$81.20
	MAY26NM	5/13/2026		
Transaction Date	5/21/2026	Main Checking	10100	<b>Total</b> \$162.40
Refer	0 TYLER JOHN KING		-	
Cash Payment Invoice	E 200-42200-331	Travel/Training Expense	Travel to Mahnommen 2/22/2026 102 Miles	\$73.95
	MAY26TJK	5/13/2026		

Payments

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Transaction Date	5/27/2026	Main Checking	10100	Total	\$73.95
Refer	0 NEAL HANLEY				
Cash Payment	E 200-42200-331 Travel/Training Expense Travel Fire School 2/22/2026				\$36.40
Invoice	MAY26NH 5/19/2026				
Transaction Date	5/27/2026	Main Checking	10100	Total	\$36.40
Refer	0 MN DEPT OF REVENUE - ST		Ch# 000596E 5/20/2026		
Cash Payment	G 100-20801 Taxes - Sales & Use Taxes Sales & Use Tax - Garbage				\$1,400.00
Invoice					
Cash Payment	G 601-20801 Taxes - Sales & Use Taxes Sales & Use Tax - Water				\$236.00
Invoice					
Transaction Date	5/27/2026	Main Checking	10100	Total	\$1,636.00
Refer	0 MN DEPT OF REVENUE - ST		Ch# 000597E 5/20/2026		
Cash Payment	E 100-45183-126 Sales Tax Expense Sales & Use Tax - Campground				\$44.00
Invoice					
Transaction Date	5/20/2026	Main Checking	10100	Total	\$44.00

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$11,481.50
200 FIRE FUND	\$2,463.65
201 RESCUE FUND	\$1,443.96
202 WANNIGAN REGIONAL PARK	\$86.45
601 WATER FUND	\$1,624.45
602 SEWER FUND	\$1,540.95
654 EDA - BUSINESS CENTER	\$64.71
656 EDA - East Main Retail	\$123.22
700 Community Development	\$845.04
	<u>\$19,673.93</u>

Pre-Written Checks	\$11,640.98
Checks to be Generated by the Computer	\$8,032.95
Total	<u>\$19,673.93</u>

Payments

Current Period: May 2026

<b>Payments Batch 052720226LIQ1</b>		<b>\$27,818.89</b>	
Refer	0 LINCOLN NATIONAL LIFE INS CO	-	
Cash Payment	G 609-21705 Short-Long Term-Acc-Dth-Ds Short-Long Term-Acc-Dth-Dsmbr		\$50.49
Invoice	5/8/2026		
Transaction Date	5/19/2026	Liquor Store 10101	<b>Total \$50.49</b>
Refer	0 FRAZEE PUBLIC UTILITIES	-	
Cash Payment	E 609-49750-382 Water/Sewer Utilities	Water/Sewer Utilites	\$150.46
Invoice	MAY28FPUB 5/14/2026		
Cash Payment	E 609-49751-382 Water/Sewer Utilities	Water/Sewer Utilites	\$150.45
Invoice	MAY28FPUB 5/14/2026		
Cash Payment	E 610-49752-382 Water/Sewer Utilities	Water/Sewer Utilites	\$126.09
Invoice	MAY28FPUB 5/14/2026		
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$427.00</b>
Refer	0 ARVIG ENTERPRISES INC	-	
Cash Payment	E 609-49750-321 Telephone	Telephone - LS Off	\$71.35
Invoice			
Cash Payment	E 609-49751-321 Telephone	Telephone - LS On	\$71.35
Invoice			
Cash Payment	E 610-49752-321 Telephone	Telephone - EC	\$61.16
Invoice			
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$203.86</b>
Refer	0 LAKES COUNTRY SERVICE COOP	-	
Cash Payment	E 609-49750-324 Technology/Computer E	Technology/Computer Expenses - LS On	\$60.45
Invoice	103053B 5/19/2026		
Cash Payment	E 609-49751-324 Technology/Computer E	Technology/Computer Expenses - LS Off	\$60.44
Invoice	103053B 5/19/2026		
Cash Payment	E 610-49752-324 Technology/Computer E	Technology/Computer Expenses - EC	\$120.88
Invoice	103053B 5/19/2026		
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$241.77</b>
Refer	0 IRS	Ck# 000412E 5/19/2026	
Cash Payment	G 609-21701 Federal Withholding	Federal LS PP#10	\$196.33
Invoice			
Cash Payment	G 609-21703 FICA Tax Withholding	FICA LS PP#10	\$734.32
Invoice			
Cash Payment	G 610-21703 FICA Tax Withholding	FICA EC PP#10	\$34.90
Invoice			
Transaction Date	5/19/2026	Liquor Store 10101	<b>Total \$965.55</b>
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000413E 5/19/2026	
Cash Payment	G 609-21702 State Withholding	State Withholding LS PP#10	\$160.79
Invoice			
Transaction Date	5/19/2026	Liquor Store 10101	<b>Total \$160.79</b>
Refer	0 MN PERA	Ck# 000414E 5/19/2026	
Cash Payment	G 609-21704 PERA	PERA LS PP#10	\$728.21
Invoice			
Cash Payment	G 610-21704 PERA	PERA EC PP#10	\$31.92
Invoice			
Transaction Date	5/19/2026	Liquor Store 10101	<b>Total \$760.13</b>
Refer	0 MN UI - PFML	Ck# 000415E 5/19/2026	
Cash Payment	G 609-21713 MN Paid Leave	MN Paid Leave LIQ PP#10	\$45.76
Invoice			

Payments

Current Period: May 2026

Cash Payment	G 610-21713 MN Paid Leave	MN Paid Leave LIQ PP#10		\$2.00
Invoice				
Transaction Date	5/19/2026	Liquor Store	10101	<b>Total</b> \$47.76
Refer	0 ND CHILD SUPPORT			
Cash Payment	G 609-21712 Garishment Payable	Remit ID 102107 - PP 2026-09		\$191.64
Invoice				
Transaction Date	5/19/2026	Liquor Store	10101	<b>Total</b> \$191.64
Refer	0 ND CHILD SUPPORT			
Cash Payment	G 609-21712 Garishment Payable	Remit ID 102107 - PP 2026-10		\$191.64
Invoice				
Transaction Date	5/19/2026	Liquor Store	10101	<b>Total</b> \$191.64
Refer	0 JOHNSON BROTHERS LIQUOR CO			
Cash Payment	E 609-49750-253 Wine For Resale	Wine For Resale		\$212.00
Invoice 1049587	5/12/2026			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor For Resale		\$478.25
Invoice 1049587	5/12/2026			
Cash Payment	E 609-49750-440 Fuel/Delivery Surcharge	Delivery Fee		\$12.36
Invoice 1049587	5/12/2026			
Cash Payment	E 609-49750-253 Wine For Resale	Wine For Resale		\$64.00
Invoice 1054286	5/19/2026			
Cash Payment	E 609-49750-440 Fuel/Delivery Surcharge	Delivery Fee		\$2.06
Invoice 1054286	5/19/2026			
Transaction Date	5/27/2026	Liquor Store	10101	<b>Total</b> \$768.67
Refer	0 DACOTAH PAPER CO			
Cash Payment	E 609-49751-210 Operating Supplies (GE	Operating Supplies - Towels		\$167.82
Invoice 59814	5/18/2026			
Transaction Date	5/27/2026	Liquor Store	10101	<b>Total</b> \$167.82
Refer	0 D-S BEVERAGES, INC			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale - CREDIT		-\$104.20
Invoice 1782-01061	5/13/2026			
Cash Payment	E 609-49750-254 Soft Drinks/Mix For Resa	Soft Drinks For Resale		\$23.28
Invoice 967881	5/13/2026			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale		\$2,575.35
Invoice 967881	5/13/2026			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale		-\$539.50
Invoice 1782-01071	5/20/2026			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale		\$2,205.60
Invoice 969615	5/20/2026			
Transaction Date	5/27/2026	Liquor Store	10101	<b>Total</b> \$4,160.53
Refer	0 BEVERAGE WHOLESALERS, INC			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale		\$2,228.59
Invoice 434739	4/23/2026			
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale		\$331.20
Invoice 435835	5/14/2026			
Transaction Date	5/27/2026	Liquor Store	10101	<b>Total</b> \$2,559.79
Refer	0 BELLBOY CORPORATION			
Cash Payment	E 609-49750-251 Liquor For Resale	Liquor For Resale		\$831.95
Invoice 0211442200	5/21/2026			
Transaction Date	5/27/2026	Liquor Store	10101	<b>Total</b> \$831.95
Refer	0 VIKING COCA COLA BOTTLING CO			

CITY OF FRAZEE

Payments

Current Period: May 2026

Cash Payment	E 609-49750-254	Soft Drinks/Mix For Resa	Soft Drinks For Resale		\$174.00
Invoice	3874859			5/20/2026	
Transaction Date	5/27/2026		Liquor Store	10101	<b>Total</b> \$174.00
Refer	0	<u>PHILLIPS WINE &amp; SPIRITS</u>		-	
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale		\$142.65
Invoice	5170995			5/12/2026	
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$16.48
Invoice	5170995			5/12/2026	
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$518.70
Invoice	5170995			5/12/2026	
Cash Payment	E 609-49750-253	Wine For Resale	Wine For Resale		\$28.25
Invoice	5174608			5/19/2026	
Cash Payment	E 609-49750-440	Fuel/Delivery Surcharge	Delivery Fee		\$14.42
Invoice	5174608			5/19/2026	
Cash Payment	E 609-49750-251	Liquor For Resale	Liquor For Resale		\$481.10
Invoice	5174608			5/19/2026	
Transaction Date	5/27/2026		Liquor Store	10101	<b>Total</b> \$1,201.60
Refer	0	<u>GIOVANNIS FROZEN PIZZA</u>		-	
Cash Payment	E 609-49751-260	Pizza for Resale	Pizza For Resale		\$191.75
Invoice	0305122620			5/12/2026	
Transaction Date	5/27/2026		Liquor Store	10101	<b>Total</b> \$191.75
Refer	0	<u>BERGSETH BROS</u>		-	
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$7,610.15
Invoice	519057			5/14/2026	
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$55.20
Invoice	519056			5/14/2026	
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		\$55.20
Invoice	519056			5/14/2026	
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		-\$55.20
Invoice	519056			5/14/2026	
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		-\$27.60
Invoice	519056			5/14/2026	
Cash Payment	E 609-49750-252	Beer For Resale	Beer For Resale		-\$27.60
Invoice	519056			5/14/2026	
Transaction Date	5/27/2026		Liquor Store	10101	<b>Total</b> \$7,610.15
Refer	0	<u>MN DEPT OF REVENUE - ST</u>		<u>Ck# 000418E 5/20/2026</u>	
Cash Payment	G 609-20801	Taxes - Sales & Use Taxes	Sales & Use Tax - Off Sale		\$3,492.00
Invoice					
Cash Payment	G 609-20801	Taxes - Sales & Use Taxes	Sales & Use Tax - On Sale		\$2,901.00
Invoice					
Cash Payment	E 610-49752-126	Sales Tax Expense	Sales & Use Tax - EC Beer		\$72.00
Invoice					
Cash Payment	E 610-49752-126	Sales Tax Expense	Sales & Use Tax - EC Liquor		\$97.00
Invoice					
Cash Payment	E 610-49752-126	Sales Tax Expense	Sales & use Tax - EC Wine		\$130.00
Invoice					
Cash Payment	E 610-49752-126	Sales Tax Expense	Sales & Use Tax - EC Misc		\$1.00
Invoice					
Cash Payment	E 610-49752-126	Sales Tax Expense	Sales & Use Tax - Rent Revenue		\$19.00
Invoice					
Transaction Date	5/20/2026		Liquor Store	10101	<b>Total</b> \$6,712.00

Payments

Current Period: May 2026



Fund Summary

	10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$26,922.94
610 EVENT CENTER FUND		\$695.95
		<u>\$27,618.89</u>

Pre-Written Checks	\$8,646.23
Checks to be Generated by the Computer	\$18,972.66
Total	<u>\$27,618.89</u>

# Consent Agenda

## LG220 APPLICATION FOR EXEMPT PERMIT – FRAZEE AM-VETS POST 612

MINNESOTA LAWFUL GAMBLING

4/23

### LG220 Application for Exempt Permit

Page 1 of 3

<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none"> <li>• conducts lawful gambling on five or fewer days, and</li> <li>• awards less than \$50,000 in prizes during a calendar year.</li> </ul> <p>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.</p>	<p><b>Application Fee (non-refundable)</b></p> <p>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 <b>\$100</b>; otherwise the fee is <b>\$150</b>.</p> <p>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.</p>
<b>ORGANIZATION INFORMATION</b>	
Organization Name: <u>Frazee Am-Vets Post 612</u>	Previous Gambling Permit Number: X- <u>92472-23</u>
Minnesota Tax ID Number, if any: _____	Federal Employer ID Number (FEIN), if any: _____
Mailing Address: <u>51098 US Hwy 59 S</u>	
City: <u>Detroit Lakes</u>	State: <u>MN</u> Zip: <u>56501</u> County: <u>Itasca</u>
Name of Chief Executive Officer (CEO): <u>Ryan Roforth</u>	
CEO Daytime Phone: <u>218-298-4478</u>	CEO Email: _____ <small>(permit will be emailed to this email address unless otherwise indicated below)</small>
Email permit to (if other than the CEO): _____	
<b>NONPROFIT STATUS</b>	
Type of Nonprofit Organization (check one):	
<input type="checkbox"/> Fraternal	<input type="checkbox"/> Religious
<input checked="" type="checkbox"/> Veterans	<input type="checkbox"/> Other Nonprofit Organization
<b>Attach a copy of one of the following showing proof of nonprofit status:</b>	
<small>(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)</small>	
<input type="checkbox"/> <b>A current calendar year Certificate of Good Standing</b>	
<small>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</small>	
<small>Secretary of State website, phone numbers: <a href="http://www.sos.state.mn.us">www.sos.state.mn.us</a> 651-296-2803, or toll free 1-877-551-6767</small>	
<input checked="" type="checkbox"/> <b>IRS income tax exemption (501(c)) letter in your organization's name</b>	
<small>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.</small>	
<input type="checkbox"/> <b>IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)</b>	
<small>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.</small>	
<b>GAMBLING PREMISES INFORMATION</b>	
Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): <u>Frazee VFW</u>	
Physical Address (do not use P.O. box): <u>main st. <del>Detroit Lakes</del> 120 main ave w</u>	
Check one:	
<input checked="" type="checkbox"/> City: <u>Frazee, mn</u>	Zip: <u>56544</u> County: <u>Beker</u>
<input type="checkbox"/> Township: _____	Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): <u>July 26, 2026</u>	
Check each type of gambling activity that your organization will conduct:	
<input type="checkbox"/> Bingo	<input type="checkbox"/> Paddlewheels
<input type="checkbox"/> Pull-Tabs	<input type="checkbox"/> Tipboards
<input checked="" type="checkbox"/> Raffle	
<b>Gambling equipment</b> 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 <a href="http://www.mn.gov/gcb">www.mn.gov/gcb</a> and click on <b>Distributors</b> under the <b>List of Licensees</b> tab, or call 651-539-1900.	

# Consent Agenda

LG220 APPLICATION FOR EXEMPT PERMIT – KNIGHTS OF COLUMBUS COUNCIL 12581

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: Knights of Columbus Council 12581 Previous Gambling Permit Number: X-32122-25-019

Minnesota Tax ID Number, if any: 20065 Federal Employer ID Number (FEIN), if any: 91-2013482

Mailing Address: 202 W Maple Ave

City: Frazee State: MN Zip: 56544 County: Becker

Name of Chief Executive Officer (CEO): Timothy Stenger

CEO Daytime Phone: 2188414954 CEO Email: timstenger56@icloud.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): chensel212@aol.com

### 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](http://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): Sacred Heart Church

Physical Address (do not use P.O. box): 202 W Maple ave

Check one:

City: Frazee Zip: 56544 County: Becker

Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 6 Dec 2026

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](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

DEED OF APPURTENANT EASEMENT

STATE DEED TAX DUE

HEREON: Exempt M.S. 287.22 Subd. 13

Date: \_\_\_\_\_, 2026

FOR VALUABLE CONSIDERATION, the City of Frazee, a municipal corporation under the laws of the State of Minnesota, Grantor, hereby grants and conveys to Skyline Development Properties, LLC, a limited liability company under the laws of the State of Minnesota, Grantee, their successors and assigns, an easement for ingress and egress and parking lot purposes over, under and across real property in Becker County, Minnesota, described as follows:

An easement for parking lot purposes over, under and across that part of the Southwest Quarter of the Southwest Quarter in Section 26 and that part of the Southeast Quarter of the Southeast Quarter in Section 27, all in Township 138 North, Range 40 West of the Fifth Principal Meridian in Becker County, Minnesota, as shown on Meadowland Surveying, Inc.'s Certificate of Survey T9819-15R, dated March 6, 2026, described as follows:

Commencing at an iron monument which designates the northeasterly corner of Lot 10, Block Two in LAKEVIEW TERRACE FIRST ADDITION, said plat is on file and of record in the office of the Recorder in said County; thence North 68 degrees 57 minutes 17 seconds West 130.00 feet on an assumed bearing along the northerly line of said Lot 10 to an iron monument; thence North 22 degrees 07 minutes 43 seconds East 194.00 feet to the point of beginning of the easement to be described; thence continuing North 22 degrees 07 minutes 43 seconds East 323.53 feet; thence South 65 degrees 58 minutes 39 seconds East 56.77 feet; thence South 24 degrees 35 minutes 08 seconds West 232.39 feet; thence South 23 degrees 49 minutes 36 seconds West 90.04 feet; thence North 67 degrees 11 minutes 21 seconds West 44.11 feet to the point of beginning of said easement.

Appurtenant to and for the benefit of real property in Becker County, Minnesota owned by Skyline Development Properties, LLC, Grantee, and described as follows:

That part of the SE ¼ SE ¼ of Section 27, SW ¼ SW ¼ of Section 26 and Government Lot 1 of Section 34, all in Twp. 138N, Range 40 W of the 5<sup>th</sup> P.M. in Becker County, Minnesota, described as follows:

Commencing at a found iron monument which designates the most easterly corner of Lot 4, Block 2, of Lakeview Terrace, said plat is on file and of record in the office of the Recorder of said County; thence N. 60° 24' 49" W. 400.00 feet on an assumed bearing along the Northeasterly line of said Block 2 to a found iron monument which designates the most northerly corner of Lot 1 of said Block 2, thence N. 17° 12' 40" E. 497.92 ft. to an iron monument; thence N. 22° 29' 07" E. 540.05 ft to an iron monument along the SW'ly right of way line of County State Aid Highway No. 10; thence NW'ly along the SW'ly right of way line of County State Aid Highway No. 10 on a curve concave to the SW, having a central angle of 02° 33' 22.7" and a radius of 5679.578 ft., for a distance of 253.40 ft. (chord bearing N. 66° 33' 37" W.) to an iron monument, said monument is the point of beginning; thence S. 22° 07' 43" W. 0.29 feet to a found iron monument; thence S. 22° 07' 43" W. 400.27 ft. to a found iron monument; thence continuing S. 22° 07' 43" W. 150.00 ft. to an iron monument; thence S 68° 57' 17" E. 120.00 ft. to a point; thence N. 22° 07' 43" E. 550 ft. more or less to a point on the SW'ly right of way line of County State Aid Highway No. 10; thence NW'ly along the SW'ly right of way line of said County State Aid Highway No. 10 on a curve concave to the SW, having a central angle of 02° 33' 22.7" and a radius of 5679.578 feet (chord bearing N. 66° 33' 37" W.) for a distance of 120 feet more or less to the point of beginning.

Together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

1. The lien of all unpaid special assessments and interest thereon; and
2. An Easement for public road purposes over, under, across and above that part the above described tract which lies within 66.00 feet of the SW'ly right of way of said County State Aid Highway No. 10.

Identified as Becker County Tax PID # 50.0013.002

TO HAVE AND TO HOLD SAID EASEMENT unto said Grantees, and their heirs, successors and assigns of Grantees. The easement granted herein includes the right to access over, under and across the easement property to maintain the driveway and parking lot surface. Unless otherwise agreed in writing, any and all maintenance and snow plowing shall be the responsibility of and at the expense of Grantees.

**CITY OF FRAZEE**

Dated:

By: \_\_\_\_\_  
Mike Sharp  
Its: Mayor

Dated:

By: \_\_\_\_\_  
Stephanie Poegel  
Its: City Administrator

STATE OF MINNESOTA    )  
  )ss  
COUNTY OF BECKER     )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by Mike Sharp and by Stephanie Poegel, the Mayor and City Administrator of the City of Frazee, a Minnesota municipal corporation, on behalf of the City of Frazee.

NOTARIAL STAMP OR SEAL

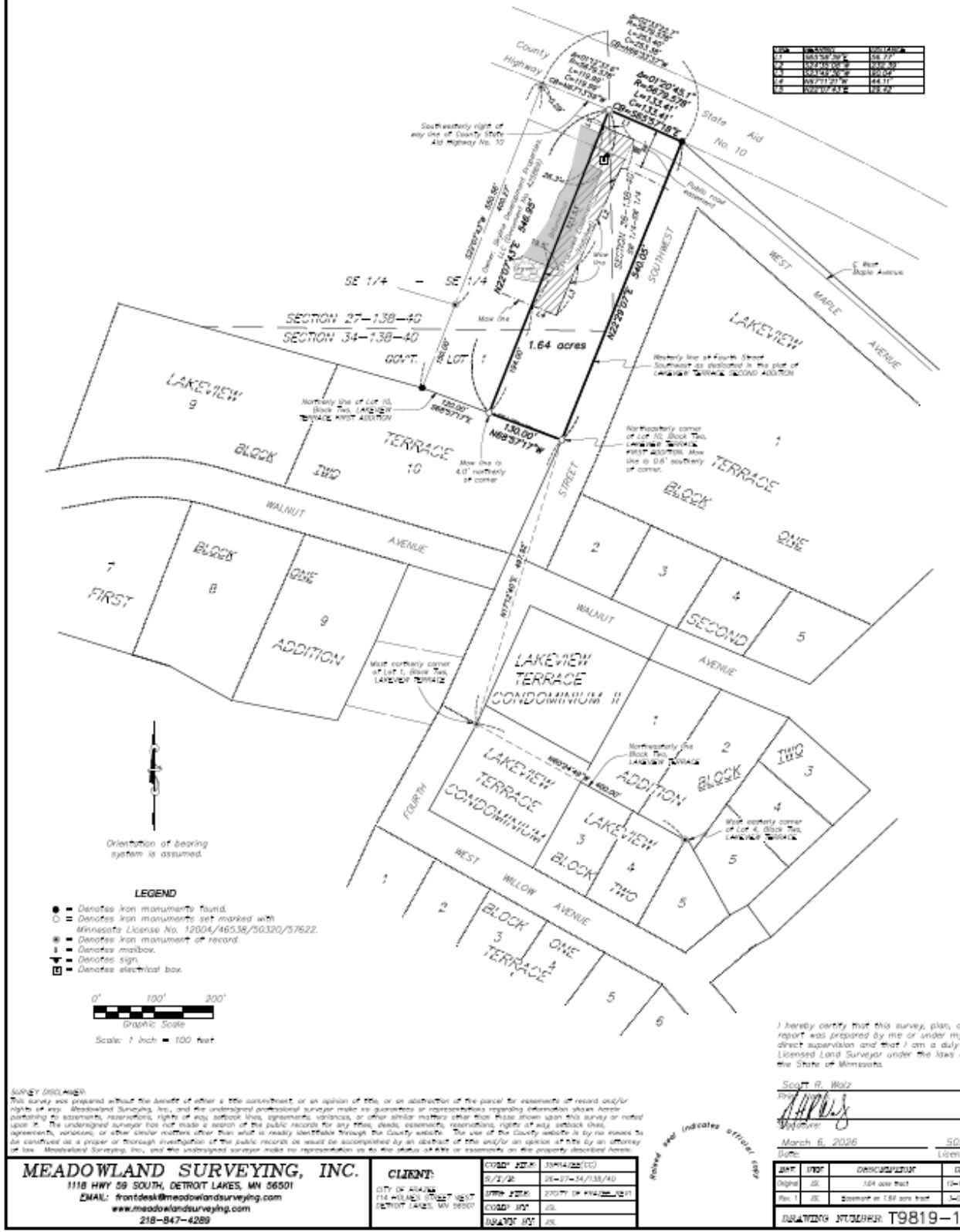
\_\_\_\_\_  
Notary Public  
My commission expires:

Tax statements for real property  
described herein shall be sent to:  
No change

THIS INSTRUMENT WAS DRAFTED BY:  
RAMSTAD, SKOYLES & BAKKEN, P.A.  
Patrick A. Bakken  
114 Holmes Street West  
Detroit Lakes, MN 56501  
(218) 847-5653

# CERTIFICATE OF SURVEY

IN THE SW 1/4-SW 1/4, SECTION 26-138-40;  
 IN THE SE 1/4-SE 1/4, SECTION 27-138-40;  
 AND IN GOVERNMENT LOT 1, SECTION 34-138-40;  
 BECKER COUNTY, MINNESOTA





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

Waters Trails Shops Parks

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

**Request for Proposals  
(RFP)**

**Phase I Archaeological Survey Services  
Wannigan Regional Park – East Bank**

Request for Proposals Date	May 13, 2026
Questions or Requests for Clarification Date	June 5, 2026
All Questions Responded To Date	June 10, 2026
Proposals Due Date	4:00 PM, June 15, 2026
City Council Considers Award	June 2026
Project Completion Date	September 2026

**For Questions Regarding these Proposal Documents contact:  
Joe Tonihka, Economic Development Authority  
City of Frazee  
222 Main Ave W / PO Box 387  
Frazee, MN 56544  
[development@frazeecity.com](mailto:development@frazeecity.com)**

May 28, 2026

Dear Consultant:

Enclosed is the background information necessary to provide a proposal for professional archaeological services associated with the Wannigan Regional Park East Bank development area. The City of Frazee and Frazee Community Development Corporation are seeking qualified firms to conduct a Phase I Archaeological Survey to support future park planning, environmental review, recreational development, cultural resource stewardship, and future funding opportunities.

The City's objective for this study is to identify and document any potential archaeological or cultural resources within the designated project area and provide recommendations regarding future planning considerations and regulatory compliance.

All proposals must be received by 4:00 PM on June 15, 2026.

Thank you for your consideration. If you have any questions concerning the specifications or project requirements, please contact me at 218-334-9706 or [development@frazeecity.com](mailto:development@frazeecity.com).

Sincerely,

Joe Tonihka  
Economic Development Authority  
City of Frazee, MN

## SECTION I. INTRODUCTION AND OVERVIEW

REQUEST FOR PROPOSALS. The City of Frazee, in coordination with the Frazee Community Development Corporation (FCDC), is soliciting competitive proposals for professional archaeological consulting services for completion of a Phase I Archaeological Survey for the East Bank area of Wannigan Regional Park located in Becker County, Minnesota.

Sealed proposals will be received at Frazee City Hall, 222 Main Ave W, PO Box 387, Frazee, Minnesota, 56544 until 4:00 p.m. on Monday, June 15, 2026. All proposals must be sealed and marked "City of Frazee – Wannigan Regional Park Archaeological Survey Proposal."

Any questions regarding the Request for Proposals must be submitted in writing to Joe Tonihka, Economic Development Authority, City of Frazee, 222 Main Ave W, PO Box 387, Frazee, MN 56544 or by email to [development@frazeecity.com](mailto:development@frazeecity.com).

1. BACKGROUND. Wannigan Regional Park is a developing recreational and environmental asset located along the Otter Tail River corridor within the City of Frazee. The East Bank project area has been identified for future recreational development, trail systems, conservation efforts, educational opportunities, tourism activities, and related public-use improvements.

Due to the environmental and historical sensitivity of the project area, the City seeks to complete a Phase I Archaeological Survey to identify any archaeological resources, cultural materials, or areas requiring additional investigation prior to future development activities.

2. GOALS. The goal of this project is to:

- Conduct a professional Phase I Archaeological Survey;
- Identify and document archaeological or cultural resources;
- Support future environmental review and grant readiness;
- Assist future park development planning;
- Ensure compliance with applicable state and federal archaeological standards;

- Provide recommendations regarding additional study or mitigation measures if necessary.

3. **SUBMISSION OF PROPOSALS.** Consultants shall fully familiarize themselves with the Request for Proposals and all applicable project requirements. Consultants will be deemed to acknowledge their familiarity with the Proposal documents by virtue of submitting a proposal.

The City reserves the right to reject any or all proposals, waive informalities or irregularities, reissue the Request for Proposals, and negotiate scope or pricing if determined to be in the best interest of the City.

## **SECTION II. ELEMENTS OF PROPOSAL**

1. **EXPERIENCE.** Consultants shall describe their experience conducting archaeological surveys, cultural resource investigations, environmental review support, and related professional services for municipal or governmental entities.

2. **PROJECT OUTLINE.** Each Consultant shall provide a detailed project outline demonstrating methodology, field investigation approach, project schedule, deliverables, and anticipated completion timeline.

3. **PROPOSAL CONTENT.** The proposal shall include:

- Letter of transmittal
- Consultant qualifications
- Project team and resumes
- References
- Scope and methodology
- Project timeline
- Cost proposal
- Insurance documentation

4. **COST PROPOSAL.** Consultants shall submit a detailed not-to-exceed cost proposal including labor, travel, field investigation, reporting, GIS services, reimbursable expenses, and any applicable fees or surcharges.

5. **REFERENCES.** Each Consultant shall provide at least three (3) references from similar projects completed for municipal, county, state, tribal, or public-sector clients.

6. **INSURANCE REQUIREMENTS.** Consultant shall maintain the following minimum insurance coverage:

A. Commercial General Liability

(a) \$1,000,000 general aggregate

(b) \$1,000,000 products - completed operations aggregate

(c) \$1,000,000 personal injury and advertising injury

(d) \$1,000,000 each occurrence limit

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

(a) Premises and Operations Liability

(b) Blanket Contractual Liability including coverage for the joint negligence of the City of Frazee, its officers, council members, agents, employees, authorized volunteers and the named insured

(c) Personal Injury

(d) Explosion, Collapse and Underground Coverage

(e) Products/Completed Operations

**B. BUSINESS AUTOMOBILE COVERAGE**

A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - each accident

B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

**C. WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**

If required by Minnesota State Statute or any Workers Compensation Statutes of a different state. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:

\$500,000 Each Accident

\$500,000 Disease Policy Limit

\$500,000 Disease - Each Employee

**D. ADDITIONAL PROVISIONS**

\* Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Frazee, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

\* Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

- \* Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Administrator.
- \* Notice - NOTE: City of Frazee requires 30 days written notice of cancellation, nonrenewal or material change in the insurance coverage.
- \* The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted in the State of Minnesota.

### **SECTION III. SCOPE OF WORK**

The selected consultant shall provide all labor, materials, equipment, supervision, transportation, and professional services necessary to complete the following:

- Background archaeological and historical research;
- Field investigation and documentation;
- Pedestrian survey and/or subsurface testing as necessary;
- Identification and documentation of archaeological resources;
- GIS mapping and photographic documentation;
- Preparation of a final Phase I Archaeological Survey Report;
- Recommendations regarding additional investigation if warranted.

The final report shall include:

- Executive summary
- Methodology
- Environmental description
- Findings and conclusions
- Maps and exhibits
- Photographic documentation
- Recommendations for future action

### **SECTION IV. COMPLIANCE REQUIREMENTS**

All work shall comply with:

- Minnesota SHPO standards and guidance;
- Secretary of the Interior Standards and Guidelines;
- Applicable state and federal archaeological regulations;
- Professional archaeological field and reporting standards.

Consultants should demonstrate familiarity with tribal consultation considerations and

culturally sensitive resource management practices.

**SECTION V. EVALUATION CRITERIA**

Proposals may be evaluated based upon the following criteria:

- Qualifications and Experience – 40%
- Project Understanding and Methodology – 25%
- Cost Proposal – 25%
- Schedule and Availability – 10%

**SECTION VI. PROJECT SCHEDULE**

RFP Issued: May 28, 2026

Questions Due: June 5, 2026

Responses to Questions Issued: June 10, 2026

Proposal Due Date: June 15, 2026

Consultant Selection: June 2026

Notice to Proceed: July 2026

Estimated Completion: September 2026

**SECTION VII. QUOTE SHEET**

TOTAL NOT TO EXCEED COST: \_\_\_\_\_

Proposal Submitted by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Task	Consultant Hours	Consultant Fees	Additional Costs	Total
Background Research				
Field Investigation				

GIS Mapping				
Analysis & Documentation				
Final Report Preparation				
Presentation / Meetings				

**SECTION VIII. RESERVATION OF RIGHTS**

The City of Frazee reserves the right to reject any or all proposals, waive informalities, request clarification of submitted materials, negotiate scope or pricing, and cancel or reissue this Request for Proposals if determined to be in the best interest of the City.

Issuance of this RFP does not obligate the City to award a contract.

Authorized By:

\_\_\_\_\_  
City of Frazee

\_\_\_\_\_  
Frazee Community Development Corporation

## New Business

ARTISTS ON MAIN INSTALLATION

### “Detoured Downtown”

Funded by the Artist on Main Grant-2025

Artist – Shelly Blauert

Project Details – Finished size – Approximately 4’ X 5’

-Painted on MDO Plywood – Sign Board

-Has protective coating on it

See below for details on sign content and location on the skating rink chain link fence.

Please note that paint colors will vary.



## New Business

2026 ALCOHOL & TOBACCO LICENSE APPROVALS

Tobacco – Frazee Family Foods, All In All, Dollar General

Club Liquor – Heart O Lakes VFW

Liquor 3.2 Off Sale – All In All

Liquor – Wine & Strong Beer – The Gobbler Grub & Pub

# New Business

## JOB DESCRIPTIONS – BEACH ATTENDANT



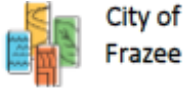
City of  
Frazee

## Beach Attendant Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE	Beach Attendant	WORK LOCATION	Varies
SUPERVISOR	Head Beach Attendant	FLSA STATUS	
DEPARTMENT HEAD	Public Works Superintendent	PAY GRADE	1
DEPARTMENT	Public Works	EFFECTIVE DATE	May 28, 2026
II. POSITION SUMMARY			
	The Beach Attendant will ensure a safe, enjoyable, and clean environment for beachgoers. Primary responsibilities include maintaining cleanliness of the beach area, assisting visitors with inquiries, rental and sales of offerings, and ensuring adherence to beach rules and regulations. This position requires excellent customer service skills, attention to detail, and the ability to work effectively.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	<p>Monitor beach activities to ensure adherence to rules and regulations, including enforcing swimming and alcohol policies.</p> <p>Drop off of daily funds.</p> <p>Rental of beach equipment.</p> <p>Collection of liability waivers.</p> <p>Sales of retail items.</p> <p>Monitoring of loaner life jackets.</p> <p>Clean and groom the beach area regularly to maintain cleanliness and safety standards.</p> <p>Assist visitors by providing information about beach amenities, local attractions, and safety guidelines.</p> <p>Sweep and clean bath house, sweep dock and pick-up any items left on the beach.</p> <p>Promptly call 911 to report life-threatening emergencies.</p> <p>Respond promptly to visitor inquiries, requests, and emergencies; providing assistance as needed.</p> <p>Report maintenance issues, safety hazards, or incidents to appropriate personnel promptly.</p> <p>Promote a positive and welcoming atmosphere for all visitors by delivering excellent customer service.</p> <p>Light office and grounds maintenance and cleaning including, but not limited, sweeping, changing light bulbs, etc.</p> <p>Any other duties as assigned by Head Beach Attendant.</p>		
IV. KNOWLEDGE, SKILLS AND ABILITIES			
	<p>Communicate tactfully and effectively with the general public, elected officials and staff.</p> <p>Ability to work independently and as part of a team in an outdoor environment.</p> <p>Understand and abide by all safety rules.</p> <p>Strong attention to detail and a commitment of quality workmanship.</p>		
V. MINIMUM QUALIFICATIONS			
	<p>18 years of age.</p> <p>Basic understanding of beach safety practices and emergency procedures.</p> <p>Ability to work outdoors in varying weather conditions.</p>		
VI. DESIRABLE QUALIFICATIONS			
	<p>Certification in CPR and First Aid (or willingness to obtain upon hiring).</p>		
<p><i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i></p>			
<p><i>Frazee is an Equal Opportunity Employer.</i></p>			

# New Business

## JOB DESCRIPTIONS – HEAD BEACH ATTENDANT



# Head Beach Attendant

Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE	Beach Attendant	WORK LOCATION	Varies
SUPERVISOR	Public Works Superintendent	FLSA STATUS	
DEPARTMENT HEAD	Public Works Superintendent	PAY GRADE	2
DEPARTMENT	Public Works	EFFECTIVE DATE	May 28, 2026
II. POSITION SUMMARY			
	The Head Beach Attendant oversees daily operations of beach house to ensure a safe, enjoyable, and clean environment for beachgoers. Primary responsibilities include maintaining cleanliness of the beach area, assisting visitors with inquiries, rental and sales of offerings, and ensuring adherence to beach rules and regulations. This position requires excellent customer service skills, attention to detail, and the ability to work effectively.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	<p>Monitor beach activities to ensure adherence to rules and regulations, including enforcing swimming and alcohol policies.</p> <p>Scheduling of staff and supervision of all beach attendants.</p> <p>Drop off of daily funds.</p> <p>Rental of beach equipment.</p> <p>Collection of liability waivers.</p> <p>Sales of retail items.</p> <p>Monitoring of loaner life jackets.</p> <p>Ordering of supplies, merchandise, and equipment.</p> <p>Clean and groom the beach area regularly to maintain cleanliness and safety standards.</p> <p>Assist visitors by providing information about beach amenities, local attractions, and safety guidelines.</p> <p>Sweep and clean bath house, sweep dock and pick-up any items left on the beach.</p> <p>Promptly call 911 to report life-threatening emergencies.</p> <p>Respond promptly to visitor inquiries, requests, and emergencies; providing assistance as needed.</p> <p>Report maintenance issues, safety hazards, or incidents to appropriate personnel promptly.</p> <p>Promote a positive and welcoming atmosphere for all visitors by delivering excellent customer service.</p> <p>Light office and grounds maintenance and cleaning including, but not limited, sweeping, changing light bulbs, etc.</p> <p>Any other duties as assigned by Public Works Superintendent.</p>		
IV. KNOWLEDGE, SKILLS AND ABILITIES			
	<p>Communicate tactfully and effectively with the general public, elected officials and staff.</p> <p>Ability to work independently and as part of a team in an outdoor environment.</p> <p>Understand and abide by all safety rules.</p> <p>Strong attention to detail and a commitment of quality workmanship.</p>		
V. MINIMUM QUALIFICATIONS			
	<p>18 years of age.</p> <p>High school diploma or equivalent.</p> <p>Basic understanding of beach safety practices and emergency procedures.</p> <p>Ability to work outdoors in varying weather conditions.</p>		
VI. DESIRABLE QUALIFICATIONS			
	<p>Certification in CPR and First Aid (or willingness to obtain upon hiring).</p>		
<p><i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i></p>			
<p><i>Frazee is an Equal Opportunity Employer.</i></p>			

## New Business

### POLICE DEPARTMENT POST BOARD AUDIT RESULTS



#### Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200, Saint Paul, MN 55104

(651) 643-3060 | [www.mn.gov/post](http://www.mn.gov/post)

May 11, 2026

Stephani Poegel - City Administrator  
City of Frazee PO Box 387  
222 Main Avenue W.  
Frazee, MN 56544

Dear City Administrator Stephanie Poegel,

The Minnesota Board of Peace Officer Standards and Training (POST Board) is the occupational regulatory agency charged with the vital responsibility of maintaining selection, education and licensing standards for the 415 Minnesota law enforcement agencies that employ over 10,500 peace officers across our state.

While the POST Board performs many functions, a significant portion of the POST's responsibility is dedicated to conducting "compliance reviews" of Minnesota law enforcement agencies to ensure they are meeting legislatively mandated training and department policies on Use of Force/Firearms training, Emergency Vehicle Operation and Pursuit Driving training and mandated departmental policies.

On 5/6/2026, a POST Board Standards Coordinator conducted a review at the Frazee Police Department. After a comprehensive review of their records concerning mandated employee training and department policies, I am pleased to inform you that your law enforcement agency **passed the review**.

Ensuring all law enforcement agencies around the state are in compliance plays a pivotal role in maintaining the high level of professionalism we have enjoyed in Minnesota for many years and that professionalism translates into quality law enforcement services for the citizens of Minnesota.

Please take a moment to recognize your police department for this important accomplishment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Erik Misselt".

Erik Misselt  
Executive Director

AN EQUAL OPPORTUNITY EMPLOYER

State of Minnesota

**Board of Peace Officer Standards & Training**

*The Minnesota Board of Peace Officer Standards and Training  
presents this certificate to*

**Frazee Police Department**

*In recognition of compliance with  
legislative mandates and POST Board rules*



May 11, 2026  
Date of Issue

A handwritten signature in blue ink, appearing to read "E. Misselt", written over a horizontal line.

Erik C. Misselt  
Executive Director

A handwritten signature in blue ink, appearing to read "M. Sullivan", written over a horizontal line.

Michael Sullivan  
Standards Coordinator

# Addendum

## ADDITIONAL CLAIMS

### CITY OF FRAZEE Payments

05/27/26 1:07 PM  
Page 1

Current Period: May 2026

Payments Batch 05272026GEN2		\$9,425.69	
Refer	0 HANSONS PLUMBING & HEATING I		
Cash Payment	E 656-46500-401 Repairs/Maint Buildings	Hot Water Heater Repair - Mama's Pizza	\$239.00
Invoice	75858644	5/20/2026	
Transaction Date	5/27/2026	Main Checking	10100
		<b>Total</b>	<b>\$239.00</b>
Refer	0 MIKES LOCK KEY SERVICE		
Cash Payment	E 656-46500-401 Repairs/Maint Buildings	Repair rear entrance door to Solberg Ins	\$137.00
Invoice	18644	5/18/2026	
Transaction Date	5/27/2026	Main Checking	10100
		<b>Total</b>	<b>\$137.00</b>
Refer	0 MET LIFE INSURANCE COMPANY		
Cash Payment	G 100-21706 Insurance Payable	Insurance Payable	\$354.67
Invoice		5/18/2026	
Cash Payment	G 601-21706 Insurance Payable	Insurance Payable	\$33.19
Invoice		5/18/2026	
Cash Payment	G 602-21706 Insurance Payable	Insurance Payable	\$68.04
Invoice		5/18/2026	
Transaction Date	5/27/2026	Main Checking	10100
		<b>Total</b>	<b>\$455.90</b>
Refer	0 COLONIAL LIFE & ACCIDENT INS C		
Cash Payment	G 601-21709 Aflac/Colonial Life	Colonial Life	\$63.24
Invoice		5/5/2026	
Transaction Date	5/27/2026	Main Checking	10100
		<b>Total</b>	<b>\$63.24</b>
Refer	0 BARCO PRODUCTS LLC		
Cash Payment	E 404-45200-502 Construction - New/Repl	Picnic Tables - TLB	\$8,460.20
Invoice	BP200083157	5/26/2026	
Transaction Date	5/27/2026	Main Checking	10100
		<b>Total</b>	<b>\$8,460.20</b>
Refer	0 TASC LLC	Clk# 000598E 5/26/2026	
Cash Payment	E 100-41400-433 Dues and Subscriptions	Dues and Subscriptions	\$29.16
Invoice	IN3754441	5/26/2026	
Transaction Date	5/26/2026	Main Checking	10100
		<b>Total</b>	<b>\$29.16</b>
Refer	0 TASC LLC	Clk# 000598E 5/26/2026	
Cash Payment	E 100-41400-433 Dues and Subscriptions	Dues and Subscriptions	\$41.19
Invoice	IN3754649	5/26/2026	
Transaction Date	5/26/2026	Main Checking	10100
		<b>Total</b>	<b>\$41.19</b>

#### Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$425.02
404 CAP PROJ - TOWN LAKE BEACH	\$8,460.20
601 WATER FUND	\$98.43
602 SEWER FUND	\$68.04
656 EDA - East Main Retail	\$376.00
	<b>\$9,425.69</b>

Pre-Written Checks	\$70.35
Checks to be Generated by the Computer	\$9,355.34
<b>Total</b>	<b>\$9,425.69</b>

Payments

Current Period: May 2026

<b>Payments Batch 05272026LIQ2</b>		<b>\$3,214.21</b>	
Refer	0 MET LIFE INSURANCE COMPANY	-	
Cash Payment	G 609-21706 Insurance Payable	Insuamce Payable	\$33.19
Invoice	5/18/2026		
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$33.19</b>
Refer	0 CASH-WA DISTRIBUTING	-	
Cash Payment	E 609-49751-259 Food for Resale	Food For Resale	-\$14.50
Invoice 4605512	5/22/2026		
Cash Payment	E 609-49751-259 Food for Resale	Food For Reslae	\$393.03
Invoice 4605512	5/22/2026		
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$378.53</b>
Refer	0 BERGSETH BROS	-	
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale	\$1,821.25
Invoice 520533	5/21/2026		
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$1,821.25</b>
Refer	0 BUCKS MILL BREWING	-	
Cash Payment	E 609-49750-252 Beer For Resale	Beer For Resale	\$216.00
Invoice 052126B	5/21/2026		
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$216.00</b>
Refer	0 MATT BACHMANN	-	
Cash Payment	E 609-49751-314 Cont/Pro Serv - Entertai	6/5/2026 - Karaoke	\$200.00
Invoice JU26MB	5/27/2026		
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$200.00</b>
Refer	0 MATT BACHMANN	-	
Cash Payment	E 609-49751-314 Cont/Pro Serv - Entertai	6/12/2026 - Karaoke	\$200.00
Invoice JU26MBB	5/27/2026		
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$200.00</b>
Refer	0 CINTAS CORP	-	
Cash Payment	E 609-49751-211 Cleaning Supplies	Cleaning Supplies	\$46.56
Invoice 4269478843	5/18/2026		
Cash Payment	E 609-49751-211 Cleaning Supplies	Cleaning Supplies	\$9.34
Invoice 4269478843	5/18/2026		
Cash Payment	E 609-49750-211 Cleaning Supplies	Cleaning Supplies	\$9.34
Invoice 4269478843	5/18/2026		
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$65.24</b>
Refer	0 MN DIRECTOR ALCOHOL GAMBLI	-	
Cash Payment	E 609-49751-433 Dues and Subscriptions	Caterer's permit App Fee	\$300.00
Invoice MAY26MNAG	5/27/2026		
Transaction Date	5/27/2026	Liquor Store 10101	<b>Total \$300.00</b>

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$3,214.21
	<u>\$3,214.21</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$3,214.21
<b>Total</b>	<b>\$3,214.21</b>

## Addendum

RESIGNATION OF DEPUTY CLERK/UTILITY BILLING CLERK CATREENA MAHONEY

May 27, 2026

**Subject: Resignation from Position of Deputy Clerk**

**To the City Council and City Administration:**

Please accept this letter as my formal resignation from my position as Deputy Clerk with the City of Frazee. My last day serving in a full-time capacity will be June 12, 2026.

Effective June 15, 2026, I will be available in a limited off-hours support role to provide assistance as needed.

I want to express my sincere appreciation for the opportunity to serve the City of Frazee. It has been meaningful to contribute to the work of the city.

Thank you again for the opportunity and for the experiences gained during my time here. I remain grateful for the chance to serve the community and wish the city and its leadership continued success moving forward.

Sincerely,

  
Catreena Mahoney

## Addendum

SEA TOW FOUNDATION GRANT ACCEPTANCE

We were awarded the following quantity of life jackets:

Infant – 6      Child – 7      Youth – 6      Adult – 5      Adult XL – 5

By Selecting "I ACCEPT" and e-signing this form, using any device, means or action, I consent to the legally binding Sea Town Foundation Life Jacket Loaner Program – AWARD OF LIFE JACKETS 2026 Terms & Conditions and that my e-signature, but entering my name on this form and submitting to Sea Tow Foundation, is valid and binding.



## **Sea Tow Foundation™ Life Jacket Loaner Program – AWARD OF LIFE JACKETS 2026 Terms & Conditions**

Please take the time to read thoroughly as this includes details about the requirements to comply with the grant, should your organization be awarded life jackets.

*By electronically signing the Terms and Conditions, your group agrees to:*

**1. Properly prepare the life jackets before use.** Sea Tow Foundation makes no representation as to the serviceability of the life jackets upon delivery to your group. Read and remove any attached pamphlets from each life jacket before adding them to the loaner station or providing them to be borrowed. Agree to follow all life jacket manufacturer requirements or recommendations and not to glue, sew, staple, iron-on, or attach anything to the life jackets that will void their warranty. Agree to use a permanent marker to write the name of your group and contact phone number or other identifying details anywhere on the life jackets for easy return.

**2. Monitor, inspect and count the life jackets on a regular basis during May-September 2026.** Inspecting the life jackets includes, but is not limited to, looking for tears, broken straps or buckles or anything that would make it unserviceable per manufacturer instructions. If any life jacket is damaged and/or unserviceable, you are obligated to immediately remove it from use. If you are uncertain about a life jacket's condition, you must remove it from use. It is your sole responsibility to act or appoint an appropriate individual on behalf of your group to do this task.

**3. Submit 3 monthly count reports between May-September 2026 for each station that uses grant-funded life jackets.**

Monthly Report 1: submit during the first month the new life jackets are being used.

Monthly Report 2: submit anytime between June and July.

Monthly Report 3: Submit anytime between August and September, or when the station closes for the season, whichever comes first.

Your Monthly Count Form link will be emailed to your group. You must submit using the online form, no other format will be accepted.

**4. Submit 1 final life jacket program report by October 1, 2026.** This report asks for additional details about your entire life jacket loaner program and how the life jackets were used; whether there were any problems encountered, asks for a final inventory count of life jackets, and other pertinent information.

Your Final Program Report link will be emailed to your group. You must submit using the online form, no other format will be accepted.

**5. Submit a one-year life jacket program report by July 31, 2027.** This report asks for any updates since submitting the Final Program Report and other general questions. Your One-Year Program Report link will be emailed to your group. You must submit using the online form, no other format will be accepted.

**6. Submit\* photos of the life jacket loaner stand or station including all signage.** Upload with your Monthly Reports, Final Program Report, One-Year Program Report, or upload them using your smartphone to <https://www.dropbox.com/request/2sOWLhc5bvZ5PADA0tfw>. When uploading, please provide the name of your group and your name. If any photo includes people, a Model Release Form is required and can be found here <https://www.boatingsafety.com/page/model-release/>.

\*Permission and Rights Granted: By submitting a photo or photos, I agree that the Sea Tow Foundation and Sea Tow Services International, Inc. including its privities, licensees, franchisees and assigns, may use the photo(s) in any media (now or hereinafter created, including electronic) and for any purpose (except pornographic) including, advertising and/or trade purposes, promotion, marketing and packaging of any product or service, singly or in combination with any other text, graphics or images, and that the images may be cropped, altered or modified, all without recourse.

**7. Do NOT give away, list as prizes or incentives, sell, or exchange the grant-funded life jackets for other products or services including other life jackets.** All uses other than in this Life Jacket Loaner program are strictly prohibited.

**8. Secure approval of the life jacket loaner stand placement, if required.** Approval may be required by the municipality, business owner, landowner, or department overseeing the location. Securing this approval is the responsibility of the group hosting the loaner stand, however guidance or supporting materials can be provided by the Sea Tow Foundation upon request.

**9. Make the Sea Tow Foundation grant-funded life jackets available for the general public to borrow at no charge.** Agree to provide a contact phone number and location information to be shared on the Sea Tow Foundation online map for the location of your loaner station(s).

**10. Accept any donated life jackets that are new or gently used and are in serviceable condition.** These may be donated by individuals or businesses in your area to add to your inventory. They are to be inspected for serviceability prior to adding them to your loaner program. If any life jacket is damaged and/or unserviceable, immediately remove it from use.

**11. Contact the Sea Tow Foundation immediately if any life jacket is credited with saving a life.** Email details to [info@boatingsafety.com](mailto:info@boatingsafety.com) or call (888) 276-7691.

**12. Request approval to make any modifications to the Sea Tow Foundation signage or digital artwork.** This includes adding any additional information, including decals, images, host name, logos or similar onto existing signage. Email details to [info@boatingsafety.com](mailto:info@boatingsafety.com) or call (888) 276-7691 to obtain approval.

**13. Notify the Sea Tow Foundation of any Primary Contact changes.**

**14. Notify the Sea Tow Foundation of any loaner station location changes or closures.**

**15. Notify the Sea Tow Foundation if your group closes your entire life jacket loaner program.** Agree to return all grant-funded life jackets, at your expense, to the Sea Tow Foundation as directed by the Sea Tow Foundation staff.

**16. Indemnification.** To the fullest extent permitted by law, your group shall indemnify, hold harmless, and defend Sea Tow Foundation, and its officers, directors, employees, agents, affiliates, successors, and permitted assigns (collectively, "Indemnified Party") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including, but not limited to, reasonable attorneys' fees and costs that are incurred by Indemnified Party arising out of or related to any claim in connection with or referable to the Sea Tow Foundation's Life Jacket Loaner Program.

### **About the Sea Tow Foundation**

The Sea Tow Foundation is a non-profit, 501 (c)(3) organization whose mission it is to promote safe boating practices. This project is funded by the Sport Fish Restoration & Boating Trust Fund, administered by the U.S. Coast Guard. The Federal Award Identification Number for this grant is 70Z02325MO0006706. For additional information on the Sea Tow Foundation or this grant project, please visit our website at [www.boatingsafety.com](http://www.boatingsafety.com).

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# Addendum

## OTTERTAIL POWER PUBLIC HEARINGS

215 South Cascade Street  
PO Box 496  
Fergus Falls, Minnesota 56538-0496  
218 739-8200  
www.otpc.com (web site)



**DATE:** May 15, 2026

**TO:** Municipalities, Counties, and Local Governing Authorities within Otter Tail Power Company's Minnesota service area.

**FROM:** Jessica Fyhrie, Manager Regulatory Proceedings and Compliance  
jfyhrie@otpc.com or 218-739-8395

**RE:** Compliance with Order – Notice of and Order for Hearing  
*In the Matter of the Application by Otter Tail Power Company for Authority to Increase Rates for Electric Service in the State of Minnesota*  
MPUC Docket No. E017/GR-25-359  
OAH Docket Number: 22-2500-41383

On October 31, 2025, we filed a request with the Minnesota Public Utilities Commission (MPUC) to increase electric rates for our Minnesota customers. The overall effect of our request will increase revenue by about 17.69%, or \$44.8 million.

The MPUC has approved an overall interim rate increase of approximately 11.34%, or \$28.6 million, effective January 1, 2026, subject to refund. These rates will remain in effect until the final rates are determined by the MPUC.

On December 23, 2025, the MPUC issued a Notice of and Order for Hearing (Order). Pursuant to with Ordering Paragraph 2, we've attached a copy of this Order to this memo. The Order outlines the hearing procedure to be conducted by the Minnesota Office of Administrative Hearings.

Also attached is the Notice of Public Hearings, which includes the dates and participation information for each public hearing scheduled for June 2026.

**ORDER**

1. The Commission hereby refers this case to the Office of Administrative Hearings for contested-case proceedings, as set forth above.
2. This Order will be served on the Company, which shall mail copies of the Order to all municipalities, counties, and local governing bodies in its Minnesota service area.
3. Public Hearings shall be held in this matter at locations within the service area of the Company.
4. The Company shall give the following notices of the evidentiary and public hearings:
  - a. Individual written notice to each customer, which may be in the form of a bill insert, and shall be served at least ten days before the first day of hearings;
  - b. Written notice to the governing bodies of all municipalities, counties, and local governing bodies in the area affected and to all parties in the Company's last two rate cases. These notices shall be mailed at least ten days before the first day of hearings.
  - c. Display advertisements in legal newspapers of affected counties and other newspapers of general circulation within the Company's Minnesota service area. These advertisements shall appear at least ten days before the first day of hearings.

They shall include the heading **RATE INCREASE NOTICE**, which shall appear in bold face type no smaller than 30 points.
  - d. The Company shall submit proposed notices for Commission approval prior to publication or service.
5. The Commission delegates to the Executive Secretary the authority to approve notices, bill inserts, and bill format for the duration of this proceeding.
6. This order shall become effective immediately.

BY ORDER OF THE COMMISSION



Will Seuffert  
Executive Secretary



This document can be made available in alternative formats (e.g., large print or audio) by calling 651.296.0406 (voice). Persons with hearing or speech impairment may call using their preferred Telecommunications Relay Service or email [consumer.puc@state.mn.us](mailto:consumer.puc@state.mn.us) for assistance.

- *Scheduling Issues*

The times, dates, and places of public and evidentiary hearings in this matter will be set by order of the ALJ after consultation with the Commission and intervening parties.

- *Notice of Appearance*

Any party intending to appear at the hearing must file a notice of appearance (Attachment A) with the ALJ within 20 days of the date of this Notice of and Order for Hearing.

- *Sanctions for Non-Compliance*

Failure to appear at a prehearing conference, a settlement conference, or the hearing, or failure to comply with any order of the ALJ, may result in facts or issues being resolved against the party who fails to appear or comply.

### **C. Parties and Intervention**

The current parties to this case are the Company, the Department, the OAG, and Midwest Large Energy Consumers. Other persons wishing to become formal parties shall promptly file petitions to intervene with the ALJ. They shall serve copies of such petitions on all current parties and on the Commission.<sup>3</sup>

### **D. Prehearing Conference**

A prehearing conference will be held on Monday, January 11, 2021, at 11:00 a.m., via telephone, using the following call-in information: (888) 742-5095; conference code 566 872 4759#

Persons participating in the prehearing conference should be prepared to discuss time frames, scheduling, discovery procedures, and similar issues. Potential parties are invited to attend the pre-hearing conference and to file their petitions to intervene as soon as possible.

### **E. Time Constraints**

The Commission is required to act on substantially complete rate case filings within ten months, although this ten-month period can be extended under certain circumstances. In this proceeding, the ten-month period will be extended by 90 days under Minn. Stat. § 216B.16, subd. 2(f).<sup>4</sup>

<sup>3</sup> Minn. R. 1400.6200.

<sup>4</sup> See Order Accepting Filing, Suspending Rates, and Extending Timeline, entered in this docket on this date.

The Commission therefore asks the Office of Administrative Hearings to conduct contested-case proceedings in light of these time constraints and requests that the ALJ submit the final report on or before September 2, 2021, to permit adequate consideration of the case by the Commission.

## **IV. Application of Ethics in Government Act**

The lobbying provisions of the Ethics in Government Act, Minn. Stat. § 10A.01 *et seq.*, apply to general rate cases. Persons appearing in this proceeding may be subject to registration, reporting, and other requirements set forth in that Act. All persons appearing in this case are urged to refer to the Act and to contact the Campaign Finance and Public Disclosure Board, telephone number (651) 539-1190, with any questions.

## **V. Ex Parte Communications**

Restrictions on ex parte communications with Commissioners and reporting requirements regarding such communications with Commission staff apply to this proceeding from the date of this order. Those restrictions and reporting requirements are set forth at Minn. R. 7845.7300–7845.7400, which all parties are urged to consult.

## **VI. Notices Required; Delegation of Authority**

Finally, the rate case statute and the Commission's rules require comprehensive notice of proposed general rate increases. Those notices are required in the ordering paragraphs below. To promote administrative efficiency, the Commission will delegate to the Executive Secretary the authority to approve notices, bill inserts, and bill format for the duration of this proceeding.

BEFORE THE MINNESOTA PUBLIC UTILITIES COMMISSION

Katie J. Sieben	Chair
Valerie Means	Commissioner
Matthew Schuerger	Commissioner
Joseph K. Sullivan	Commissioner
John A. Tuma	Commissioner

In the Matter of the Application by Otter Tail Power Company for Authority to Increase Rates for Electric Service in the State of Minnesota

ISSUE DATE: December 24, 2020  
DOCKET NO. E-017/GR-20-719

NOTICE OF AND ORDER FOR HEARING

**PROCEDURAL HISTORY**

On November 2, 2020, Otter Tail Power Company (Otter Tail or the Company) filed a general rate case seeking an annual rate increase of approximately \$14.5 million, or 6.8%, together with a proposed interim-rate schedule.

On November 3, 2020, the Commission issued a notice requesting comment on whether the Commission should accept the filing as substantially complete and whether it should refer the case to the Office of Administrative Hearings for contested-case proceedings.

On November 12, 2020, the Minnesota Department of Commerce, Division of Energy Resources (the Department), filed comments concluding that Otter Tail's application complied with the filing requirements, recommending that the Commission refer the case for contested-case proceedings.

On December 3, 2020, the Commission met to consider this matter. By separate order, the Commission has accepted the filing and suspended the proposed rate change, and has set interim rates.<sup>1</sup> In this order, the Commission refers the general rate case to the Office of Administrative Hearings for contested-case proceedings.

**FINDINGS AND CONCLUSIONS**

**I. Jurisdiction and Referral for Contested-Case Proceedings**

The Commission has jurisdiction over the proposed rate changes of public utilities under Minn. Stat. § 216B.16. If the Commission is unable to resolve all significant issues regarding the

<sup>1</sup> See Order Accepting Filing, Suspending Rates, and Extending Timeline; and Order Setting Interim Rates, both entered in this docket on this date.

reasonableness of the proposed rates based on the filing alone, the Commission is to refer the matter to the Office of Administrative Hearings for contested-case proceedings.<sup>2</sup>

The Commission finds that it cannot satisfactorily resolve all questions regarding the reasonableness of the proposed rates on the basis of the Company's filing. The Commission will therefore refer the matter to the Office of Administrative Hearings for contested-case proceedings.

**II. Issues to be Addressed**

In the course of this case, the Commission expects the parties will thoroughly develop a full record addressing, at a minimum, the following issues:

1. Whether the test year revenue increase sought by the Company is reasonable or will result in unreasonable or excessive earnings;
2. Whether the rate design proposed by the Company is reasonable;
3. Whether the Company's proposed capital structure and return-on-equity are reasonable;
4. The appropriateness of recovery through a potential interim rate refund process of the following items:
  - a. The costs of operating the Hoot Lake Plant during its remaining useful life, as well as beginning decommissioning and the associated depreciation;

- b. The remaining balance of Big Stone II transmission-related development costs;
  - c. The uncollected balance remaining in the Environmental Cost Recovery Rider tracker;
  - d. The deferred unrecovered depreciation expense balance for the Hoot Lake Plant; and
  - e. The balance remaining in the Southwest Power Pool (SPP) tracker;
5. Whether Otter Tail demonstrated that its proposed base rates appropriately exclude Fuel Clause Adjustment-related costs, as required by the Commission's November 5, 2019 Order in Docket No. E-999/CI-03-802;
  6. Otter Tail's proposal to move approximately \$5.9 million of Conservation Improvement Program (CIP) costs out of base rates and to a rider with the implementation of final rates; and
  7. Otter Tail's proposed RRCR and TCR rider roll-in to base rates.

### III. Procedural Outline

#### A. Administrative Law Judge

The Administrative Law Judge (ALJ) assigned to this case is Eric L. Lipman. His address is as follows: Office of Administrative Hearings, 600 North Robert Street, St. Paul, Minnesota. His mailing address is P.O. Box 64620, St. Paul, Minnesota 55164-0620. He can be reached through his legal assistant, Michelle Severson, at 651-361-7874 or michelle.severson@state.mn.us.

<sup>2</sup> Minn. Stat. § 216B.16, subd. 2.

#### B. Hearing Procedure

- *Controlling Statutes and Rules*

Hearings in this matter will be conducted in accordance with the Minnesota Administrative Procedure Act, Minn. Stat. §§ 14.57–14.62; the rules of the Office of Administrative Hearings, Minn. R. 1400.5100–1400.8400; and, to the extent that they are not superseded by those rules, the Commission's Rules of Practice and Procedure, Minn. R. 7829.0100–7829.4000.

These rules and statutes can be accessed free of charge through the State of Minnesota's website at [www.revisor.mn.gov/pubs](http://www.revisor.mn.gov/pubs). Copies of these rules and statutes may also be purchased from the Print Communications Division of the Department of Administration, 660 Olive Street, St. Paul, Minnesota 55155; (651) 297-3000.

The Office of Administrative Hearings conducts contested-case proceedings in accordance with the Minnesota Rules of Professional Conduct and the Professionalism Aspirations adopted by the Minnesota State Bar Association.

- *Right to Counsel and to Present Evidence*

In these proceedings, parties may be represented by counsel, may appear on their own behalf, or may be represented by another person of their choice, unless otherwise prohibited as the unauthorized practice of law. They have the right to present evidence, conduct cross-examination, and make written and oral argument. Under Minn. R. 1400.7000, they may obtain subpoenas to compel the attendance of witnesses and the production of documents.

Parties should bring to the hearing all documents, records, and witnesses necessary to support their positions.

- *Discovery and Informal Disposition*

Any questions regarding discovery under Minn. R. 1400.6700–1400.6800 or informal disposition under Minn. R. 1400.5900 should be directed to Jason Bonnett at (651) 201-2235, [jason.bonnett@state.mn.us](mailto:jason.bonnett@state.mn.us), or Minnesota Public Utilities Commission, 121 7th Place East, Suite 350, St. Paul, Minnesota 55101-2147.

- *Protecting Not-Public Data*

State agencies are required by law to keep some data not public. Parties must advise the ALJ if not-public data is offered into the record. They should take note that any not-public data admitted into evidence may become public unless a party objects and requests relief under Minn. Stat.

§ 14.60, subd. 2.

- *Accommodations for Disabilities; Interpreter Services*

At the request of any individual, this agency will make accommodations to ensure that the hearing in this case is accessible. The agency will appoint a qualified interpreter if necessary. Persons must promptly notify the ALJ if an interpreter is needed.

STATE OF MINNESOTA  
OFFICE OF ADMINISTRATIVE HEARINGS

In the Matter of the Application by Otter Tail  
Power Company for Authority to Increase  
Rates for Electric Service in the State of  
Minnesota

**NOTICE OF APPEARANCE**

**PLEASE TAKE NOTICE that:**

1. The party/agency named below (Party/Agency) will appear at the prehearing conference and all subsequent proceedings in the above-entitled matter.

2. By providing its email address below, the Party/Agency acknowledges that it has read and agrees to the terms of the Office of Administrative Hearings' e-Filing policy and chooses to opt into receiving electronic notice from the Office of Administrative Hearings in this matter. **Note: Provision of an email address DOES NOT constitute consent to electronic service from any opposing party or agency in this proceeding.**<sup>1</sup>

3. The Party/Agency agrees to use best efforts to provide the Office of Administrative Hearings with the email address(es) for opposing parties and their legal counsel.

**Party's/Agency's Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Party's/Agency's Attorney:** \_\_\_\_\_

Firm Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Respondent's/Opposing Party's Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Party/Agency or Attorney**

<sup>1</sup> In order to opt in to electronic notice, this form must be emailed to [OAH.efiling.support@state.mn.us](mailto:OAH.efiling.support@state.mn.us). If the party does not wish to opt in to electronic notice, this form may be filed with the Office of Administrative Hearings via facsimile, U.S. Mail, or personal service. See Minn. Stat. § 14.58, Minn. R. 1400.5550, subps. 2-5.

Note: This form must be served upon the opposing party/agency. Counsel may not withdraw from representation without written notice.

# RATE INCREASE NOTICE OF PUBLIC HEARINGS

For Otter Tail Power Company customers

MPUC Docket No. E017/GR-25-359

OAH Docket No. 22-2500-41383

On October 31, 2025, we filed a request with the Minnesota Public Utilities Commission (MPUC) to increase electric rates for our Minnesota customers. The overall effect of our request will increase revenue by about 17.69%, or \$44.8 million. The increase may be higher or lower depending on customers' actual electric use.

State law allows us to collect higher rates on an interim (temporary) basis while the MPUC evaluates our request. The MPUC has approved an overall interim rate increase of approximately 11.34%, or about \$28.6 million, effective January 1, 2026. The interim rate increase will be collected through an interim rate adjustment of 19.6% on certain charges on customer bills. The 19.6% interim rate adjustment is applied to the customer charge, energy charge, demand charge, facilities charge, fixed charge, and the monthly minimum charge. These higher rates will remain in effect until final rates are determined by the MPUC.

The MPUC will likely determine the final rate increase in early 2027. If the final rate increase is less than the interim rate increase, we'll refund customers the difference, plus interest. If the final rate increase approved by the MPUC is higher than the interim rate increase, we won't charge customers the difference.

If you move before a refund is issued and we can't locate you, your refund may be treated as abandoned property and sent to the Minnesota Department of Commerce, Unclaimed Property Unit. You can check for unclaimed property at [www.missingmoney.com](http://www.missingmoney.com). To make sure we can send you any refund owed, please provide a forwarding address when you stop service.

Our last Minnesota rate review was based on 2021 costs. We've worked hard to manage expenses and improve efficiency, but current rates no longer cover the cost of providing reliable service. The chart below shows an example of how the approved interim and proposed final rates will affect the average customer's monthly bill in each of our customer classes. Your bill may be higher or lower depending on the actual electric usage and your customer class.

Average monthly electricity costs — example

Customer classification	Avg. monthly kilowatt-hour usage	Previous average monthly bill	Approved interim change in monthly bill	Proposed final change in monthly bill
Residential	762	\$93.66	\$11.82	\$18.14
Farms	2,621	\$292.11	\$35.60	\$61.68
General Service	2,889	\$388.81	\$39.25	\$73.20
Large General Service	657,776	\$50,301.52	\$5,271.78	\$8,045.96
Outdoor Lighting	2,074	\$13.30	\$2.04	\$2.01
Controlled Service Deferred	297	\$30.98	\$3.27	\$1.70
Controlled Service Interruptible	1,309	\$102.18	\$9.05	\$9.18
Controlled Service Off Peak	2,841	\$76.37	\$9.31	\$12.88

The MPUC may either approve, deny, or modify the requested changes, including approving a lesser or greater increase than we requested for any customer class or classes of service.

## Public hearings

Administrative Law Judge Christa Mosing will hold public hearings for customers to comment on our request and will also take customers' written comments about the rate increase request. You may add verbal comments or written comments, or both, to the record.

You're invited to comment on the adequacy and quality of our service, the level of rates, or other related matters. You don't need to be represented by an attorney to provide comments during the public hearings.

Public hearings have been scheduled as follows:

<b>Bemidji, Minnesota</b> <b>Tuesday, June 2, 2026</b> <b>6:00 p.m.</b> Sanford Center, Ballroom 1 1111 Event Center Dr. NE Bemidji, MN 56601	<b>Fergus Falls, Minnesota</b> <b>Wednesday, June 3, 2026</b> <b>1:30 p.m.</b> M State, Legacy Hall 1414 College Way Fergus Falls, MN 56637	<b>Appleton, Minnesota</b> <b>Wednesday, June 3, 2026</b> <b>6:00 p.m.</b> Appleton Civic Center, Council Chambers 323 W Schlemmer Ave Appleton, MN 56208
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Please contact MPUC staff member Jason Bonnett at 651-201-2235 or [jason.bonnett@state.mn.us](mailto:jason.bonnett@state.mn.us) as soon as possible if you need an interpreter or accommodation to attend a public hearing.

## Virtual public hearing

A virtual public hearing has been scheduled as follows to be held via video conference: **Thursday, June 4, 2026, 6:00 p.m.**

To join the virtual public hearing using a computer, tablet, or smartphone, where you'll have audio and video capability, go to <https://minnesota.webex.com>. In the gray box where it says, "Enter Meeting Information" type in the Event Number below for the public hearing date you're attending:

Thursday, June 4, 2026 - 6:00 p.m.	
Event Number: <b>2490 612 0916</b>	Event Password, if needed: <b>0TP2026</b>

## Directions for appearing via WebEx

- Log on 5 to 15 minutes before the hearing begins. You'll be asked to join the hearing through a WebEx application or through a plugin for your web browser.
- Enter the Event Number shown in the box above.
- Next, you'll be asked to enter your name, your email address, and an event password (if required). After entering this information, click "Join Now" and you'll be granted access to the virtual hearing.
- When you enter the hearing, your microphone will be muted. If you'd like to ask a question or make a comment during the meeting, use the chat function to send a message to the meeting moderator, who will place you in the queue to comment. When it's your turn to comment, your name will be called and your line will be unmuted. You'll then be able to ask questions or make a comment.

## To attend by telephone (audio only)

If you don't have access to a computer, tablet, or smartphone, or if you'd prefer to attend the hearing via audio only, you may join using any type of telephone. Internet access isn't needed to call into the hearing; please note you'll only be able to hear (not see) the speakers. You will be able to comment and ask questions.

The information in the box below should be used to dial into the hearing. You'll be asked to enter the access code for the hearing, as set forth below:

Thursday, June 4, 2026 - 6:00 p.m.		
Phone <b>1-855-282-6330</b>	Access Code: <b>2490 612 0916</b>	Event Password: <b>6872026</b> from phones

If you'd like to ask a question or make a comment during the hearing, press **\*9** on your telephone. That will put you into a queue for comment. When it's your turn to speak, the last few digits of your telephone number will be announced by the moderator, and your line will be unmuted, allowing you to be heard.

Please contact Jason Bonnett at 651-201-2235 or [jason.bonnett@state.mn.us](mailto:jason.bonnett@state.mn.us) as if you have questions on how to participate or have trouble accessing the public hearing using telephone or internet.

## THE MPUC WELCOMES YOUR COMMENTS

You can submit comments even if you don't attend a public hearing.

### Comment period

Written comments will be accepted through Monday, September 21, 2026, at 4:30 p.m.

- Comments must be received by 4:30 p.m. on the close date.
- Comments received after the comment period closes may not be considered for the record.

### How to submit written comments

Written comments can be submitted via: (1) the Commission's website; (2) email; (3) U.S. Mail; or (4) facsimile. To learn how to submit a comment in any of these ways, please visit [mnpuc.org](http://mnpuc.org), select "Get Involved" from the dropdown menu on the top of the page; then select "Public Comments and How to Participate." This will take you to the Public Comment page where you'll find a list of ways to comment. Be sure to reference MPUC Docket No. 25-359 in the subject line of your comment.

If you don't have access to the internet, you may send or deliver your comment to:

**Minnesota Public Utilities Commission**  
121 7th Place East, Ste. 350  
St. Paul, MN 55101

**Important:** Comments can be reviewed by the public on the MPUC's website, except in limited circumstances consistent with the Minnesota Government Data Practices Act. The MPUC does not edit or delete personally identifying information or private information from comments received.

## EVIDENTIARY HEARINGS

Formal evidentiary hearings on our proposal will be held on September 15 and 16, 2026, starting at 9:00 a.m. each day. The evidentiary hearings will be held at the Public Utilities Commission offices located in the Ramsey County Government Center at 121 Seventh Place East, Suite 350, St. Paul, Minnesota. Individuals who can't attend in person may attend via Webex, a video conferencing platform. Members of the public who wish to attend the hearing through Webex may request an electronic invitation by contacting MPUC staff member Jason Bonnett at 651-201-2235 or [jason.bonnett@state.mn.us](mailto:jason.bonnett@state.mn.us).

The purpose of the evidentiary hearing is to allow our company, the Minnesota Department of Commerce, the Minnesota Office of Attorney General - Residential Utilities Division, and parties who have formally joined the contested case, to present testimony and to cross examine each other's witnesses on the proposed rate increase.

## WANT TO LEARN MORE?

You may request additional information from us during normal business hours at:

Otter Tail Power Company  
215 South Cascade Street  
Fergus Falls, MN 56537  
Phone: 800-257-4044

Web: [otpc.com/MNRateReview](http://otpc.com/MNRateReview)

You also may review current and proposed rate schedules by contacting the Minnesota Department of Commerce.

Minnesota Department of Commerce  
85 7th Place East, Suite 280  
St. Paul, Minnesota 55101

Telephone: 651-539-1886  
FAX: 651-539-1549

Web: <https://efiling.web.commerce.state.mn.us>

Under "eDockets" select "Search Documents" insert "25-359" in the Docket #'s field, select Search, and the list of documents will appear on the next page.

If you have questions about the MPUC's review process or need assistance in submitting comments, contact the Commission's Consumer Affairs Office at:

Minnesota Public Utilities Commission  
121 7th Place East, Suite 350  
St. Paul, MN 55101  
Phone: 651-296-0406 or 800-657-3782  
Email: [consumerpu@state.mn.us](mailto:consumerpu@state.mn.us)

Anyone with hearing or speech disabilities may call through their preferred Telecommunications Relay.

Additional information about proposed rate schedules and a comparison of present and proposed rates is available at [otpc.com/MNRateReview](http://otpc.com/MNRateReview). Questions or comments about the rate increase request may be directed to 800-257-4044.



**NOTICE OF PUBLIC HEARINGS**  
**For Otter Tail Power Company customers**  
**MPUC Docket No. E017/GR-25-359**  
**OAH Docket No. 22-2500-41383**



On October 31, 2025, we filed a request with the Minnesota Public Utilities Commission (MPUC) to increase electric rates for our Minnesota customers. The overall effect of our request will increase revenue by about 17.69%, or \$44.8 million. The increase may be higher or lower depending on customers' actual electric use.

State law allows us to collect higher rates on an interim (temporary) basis while the MPUC evaluates our request. The MPUC has approved an overall interim rate increase of approximately 11.34%, or about \$28.6 million, effective January 1, 2026. The interim rate increase will be collected through an interim rate adjustment of 19.16% on certain charges on customer bills. The 19.16% interim rate adjustment is applied to the customer charge, energy charge, demand charge, facilities charge, fixed charge, and the monthly minimum charge. These higher rates will remain in effect until final rates are determined by the MPUC.

The MPUC will likely determine the final rate increase in early 2027. If the final rate increase is less than the interim rate increase, we'll refund customers the difference, plus interest. If the final rate increase approved by the MPUC is higher than the interim rate increase, we won't charge customers the difference.

If you move before a refund is issued and we can't locate you, your refund may be treated as abandoned property and sent to the Minnesota Department of Commerce, Unclaimed Property Unit. You can check for unclaimed property at [www.missingmoney.com](http://www.missingmoney.com). To make sure we can send you any refund owed, please provide a forwarding address when you stop service.

Our last Minnesota rate review was based on 2021 costs. We've worked hard to manage expenses and improve efficiency, but current rates no longer cover the cost of providing reliable service. The chart below shows an example of how the approved interim and proposed final rates will affect the average customer's monthly bill in each of our customer classes. Your bill may be higher or lower depending on the actual electric usage and your customer class.

**Average monthly electricity costs — example**

Customer classification	Avg. monthly kilowatt-hour usage	Previous average monthly bill	Approved interim change in monthly bill	Proposed final change in monthly bill
<b>Residential</b>	762	\$93.66	\$11.82	\$18.14
<b>Farms</b>	2,621	\$292.11	\$35.60	\$61.68
<b>General Service</b>	2,889	\$318.81	\$39.25	\$73.20
<b>Large General Service</b>	657,776	\$50,301.52	\$5,271.78	\$8,045.96
<b>Outdoor Lighting</b>	2,074	\$13.30	\$2.04	\$2.01
<b>Controlled Service Deferred</b>	297	\$30.98	\$3.27	\$1.70
<b>Controlled Service Interruptible</b>	1,309	\$102.18	\$9.05	\$9.18
<b>Controlled Service Off Peak</b>	2,841	\$156.37	\$9.31	\$12.88

The MPUC may either approve, deny, or modify the requested changes, including approving a lesser or greater increase than we requested for any customer class or classes of service.

**Public hearings**

Administrative Law Judge Christa Moseng will hold public hearings for customers to comment on our request and will also take customers' written comments about the rate increase request. You may add verbal comments or written comments, or both, to the record.

You're invited to comment on the adequacy and quality of our service, the level of rates, or other related matters. You don't need to be represented by an attorney to provide comments during the public hearings.

Public hearings have been scheduled as follows:

Bemidji, Minnesota  
**Tuesday, June 2, 2026**  
**6:00 p.m.**

Sanford Center, Ballroom 1  
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 Bemidji, MN 56601

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**Wednesday, June 3, 2026**  
**1:30 p.m.**

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**Wednesday, June 3, 2026**  
**6:00 p.m.**

Appleton Civic Center, Council Chambers  
 323 W Schlieman Ave  
 Appleton, MN 56208

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