



CITY COUNCIL MEETING AGENDA

September 23, 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.
 - a. Jon Anderson – Masons
6. Consent Agenda
 - a. Meeting Minutes – [September 9, 2026](#)
 - b. [Approval of Claims](#)
 - c. [Resolution 0923-2026A – Resolution Accepting Rescue Donations](#)
7. Public Hearing
 - a. Open Public Hearing
 - b. [Public Comments on Ordinance 186 – Ordinance Annexing Land Located in Burington Township \(Frazee Public School District Properties into the corporate limits of the City of Frazee\)](#)
 - c. Close Public Hearing
8. Old Business
 - a. [Wannigan Regional Park Archeological Survey Grant Agreement](#)
9. New Business

- a. [FCDC Request](#)
- b. [Ordinance 186 – Ordinance Annexing Land Located in Burlington Township, Becker County Minnesota \(Frazee Public School District Properties into the corporate limits of the City of Frazee\)](#)
- c. [Credit Card Payment Options](#)

10. Council Member Comments

11. Addendum

- a. [Additional Claims](#)
- b. [Resolution 0923-2026B – Resolution Approving 2027 Preliminary Levy](#)
- c. [Phase 1 Archaeology Study RFP Awarding](#)
- d. [Fire Relief Actuarial Study Agreement](#)

12. [Upcoming Events](#)

13. Adjournment

Consent Agenda

MINUTES – SEPTEMBER 9, 2026

1. Call The Meeting To Order

- i. Mayor Sharp called the September 9, 2026 City Council meeting to order.

2. Roll Call

- i. Members Present: Andrew Daggett, Mark Kemper, Mike Sharp, Jim Rader, Andrea Froeber
- ii. Members Absent: None
- iii. Staff: Tina Hansmeier, Stephanie Poegel, Amanda Tollefson, Ryan Tollefson, Tyler Trieglaff, Larry Stephenson, Jolene Tappe, Amanda Blanchard
- iv. Contracted Services: Chris Thorson – Ulteig Engineering; Patrick Bakken – Ramstad, Skoyles & Bakken, P.A.
- v. Guests: Erik Anderson, Shon Bachleitner, Nancy Thomas, Jene Sperry, Phil Hansen

3. Pledge Of Allegiance

4. Approve Agenda

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

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

5. Open Forum

- i. Jay Estenson, owner of Yak-Shak, addressed the Council with concerns about the impact of the current street construction project on local businesses and raised questions about the upcoming Main Street project scheduled for next year.
- ii. Estenson expressed that the length of the current construction season had been difficult for businesses, particularly those without rear parking access, and asked what could be done to ensure the Main Street project proceeds more quickly. He also raised the question of whether Turkey Days should be moved to avoid conflicting with construction and inquired about whether new light poles on Main Street would require new or different Christmas decorations.
- iii. Chris Thorson of Ulteig Engineering responded that the current project involved significant underground utility work — water and sanitary sewer — which accounts for the bulk of the time. He explained that the Main Street project would be surface work only, as the underground utilities were already replaced in 2000, and that a phased approach (east and west) would be used to maintain business access throughout the project. He estimated a total project duration of three to four months, likely beginning in May or June, and acknowledged that phasing could potentially be coordinated around Turkey Days. Mayor Sharp asked whether phase one could be completed by late July in time for Turkey Days, and Thorson indicated that was a possibility that would be explored further during project design.

- iv. Phil Hansen, Becker County Commissioner, noted that the county could provide contact with the project engineer regarding county road concerns.
- v. Poegel noted that unforeseen weather is always a factor and that even the best-laid plans may be affected. Estenson acknowledged the uncertainty and expressed that his primary concern was simply to plan and prepare as much as possible. The Council committed to working with the Community Club to coordinate timing.
- vi. Regarding Christmas decorations and light poles, the matter was referred to staff for follow-up and planning.

6. Consent Agenda

- i. Meeting Minutes – August 26, 2026
- ii. Income Statements
- iii. Approval of Claims

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

7. Committee & Liaison Reports

- i. Parks & Recreation Committee – August 26, 2026
- ii. Wannigan Regional Park Committee – No Meeting
- iii. Planning & Zoning – August 25, 2026
- iv. Personnel Committee – August 25, 2026
- v. Finance Committee – No Meeting
- vi. Economic Development Authority – August 25, 2026
- vii. Frazee School District Liaison
- viii. Frazee-Burlington-Silver Leaf Joint Powers Board Liaison
- ix. Lake Agassiz Regional Library Liaison

All committee and liaison reports were provided in the packet with no additional items highlighted.

M/S/CU: Kemper/Rader — To approve the committee and liaison reports.

8. Staff Reports

- i. Fire Department
 - i. Walker reported that the department currently has 58 calls year-to-date, which is above average. He provided the following updates:
 - ii. The department is working with the City Administrator to finalize a slip-on grant from the Department of Interior for a new slip-in tank for a grass rig. The manufacturer, located in Canada, confirmed that tariffs would not affect the purchase. A new bumper from the grass rig that was previously removed is currently at the fire hall, and the department sought direction on how to sell it. After brief discussion, the Council approved listing it through Bachmann's consignment auction, consistent with how the city has handled similar surplus equipment in the past.

M/S/CU: Froeber/Daggett — To sell the surplus fire department bumper through Bachmann's consignment auction.

- iii. Walker noted that mandatory hose testing has been rescheduled to September 22nd and 23rd. The department currently has 17 members, with 4 members at 20 or more years of service who could retire at any time. He acknowledged that recruitment and retention remain a statewide and nationwide challenge and outlined plans for a community open house during fire prevention month in September/October to attract new volunteers through hands-on demonstrations including live burns and extrication.
 - iv. Walker also recognized Assistant Chief Joe Nelson for his strong leadership and continuity during Walker's absence due to training and surgery recovery.
 - v. The Fire Relief Association is scheduled to meet with the Finance Committee the following day.
- ii. Rescue – Added
 - i. Tollefson reported 31 calls in August and 252 calls year-to-date. She noted that Matt participated in the Bethlehem Lutheran Church block party and met with Saint Paul's Lutheran Church to review their AED procedures. A request to approve a new rescue squad member was deferred to the Addendum.
 - ii. Rader commend the squad for achieving 100 percent call response in seven of the last eight months.
- iii. Event Center
 - i. Tappe reported that the Event Center has been busy through September. October has a couple of weddings booked, one with a bar and one without. A Christmas concert has been booked for December 10 featuring a local artist. November is expected to be quiet, as is typical during deer hunting season.
- iv. Liquor Store
 - i. Blanchard reported that hemp THC is expected to become federally illegal on December 11th. She indicated that she would be attending an Office of Cannabis Management Q&A session the following week to better understand the implications for the store's current hemp THC product sales.
- v. Police Department
 - i. Trieglaff noted that abatement proceedings on two properties would be covered under New Business. He also referenced one active landlord violation report.
- vi. Public Works
 - i. Stephenson reported that staff is working with Otter Tail Power to add a streetlight near the end of Ash Avenue by Demon Park to address safety concerns related to darkness in the evening near the basketball court and playground. The light would be placed approximately 150 feet farther than the existing corner light on 8th Street. Stephenson noted that pole placement must be coordinated carefully to remain within Otter Tail Power's service territory and avoid Lake Region territory. Parks and

Recreation had previously discussed the need for the light. Council provided consensus to proceed.

vii. Administration

- i. Poegel reported that the solar array installation is complete and has passed testing. The city is awaiting training on the monitoring system to track power generation. She also provided an update on the rental registration program, noting that three 2025 properties still require inspections. Delays are attributed to landlord health issues, difficulty coordinating schedules among landlords, tenants, and the building inspector, and ongoing questions about which structures on multi-unit properties fall under the program. Poegel acknowledged the program is resource-intensive and that staff continues to work toward a more manageable inspection schedule.

M/S/CU: Rader/Kemper — To approve the staff reports.

9. Old Business

- i. No old business was presented.

10. New Business

- i. Abatement Of 608 Cherry Ave (Resolution 0909-2026A)
 - i. Attorney Bakken explained that the property owner had been issued a notice of violation along with notification of today's hearing but had not come into compliance within the required 30-day period. Adopting the resolution would provide the property owner an additional 30 days to comply. If compliance is not achieved, the city would have the authority to enter the property and perform the required work, with costs assessed back to the property through the assessment process.
 - ii. No property owner or representative appeared to speak on behalf of 608 Cherry Avenue.

M/S/CU: Daggett/Froeber — To adopt Resolution 0909-2026A, authorizing abatement proceedings for the property at 608 Cherry Avenue.

- ii. Abatement Of 703 Cherry Ave (Resolution 0909-2026B)
 - i. Bakken noted that the circumstances for this property are identical in process to those of 608 Cherry Avenue, with the initial notice having been issued a few days prior. Trieglaff confirmed that the first complaint on this property was received on July 8th, and that since the notice was issued, additional items have continued to be moved onto the property from a separate location on County Road 87 that the owner lost access to.
 - ii. Jene Sperry and Nancy Thomas appeared on behalf of the property owner and requested an extension. Thomas explained that the items on the property had been relocated from the County Road 87 site and that the plan was to organize the materials and move them to another location, though no definitive destination had yet been identified.

- iii. Council members noted that no visible cleanup effort had occurred in the more than 30 days since the initial notice and expressed reluctance to view the request as anything other than a stall. Daggett and Kemper clarified that approving the resolution still provides the property owner 30 days from today — until Friday, October 9 — to achieve compliance, at which point no further enforcement action would be taken. If the property is not cleaned up by that date, the city would proceed with hiring a contractor and assessing the cost to the property.
- iv. Council expressed support for Trieglaff's enforcement efforts and affirmed the importance of following through on established ordinances.

M/S/CU: Froeber/Rader — To adopt Resolution 0909-2026B, authorizing abatement proceedings for the property at 703 Cherry Avenue.

iii. Record Retention Approval

- i. Poegel noted that a review of stored records had been completed, and that items identified for disposal would be taken to the bank's shred day on September 15th.

M/S/CU: Froeber/Daggett — To approve the record retention disposal list.

11. Council Member Comments

- i. Kemper addressed community questions about the pickleball court, clarifying that it is currently open from daylight to dusk, seven days a week, with no sign-up required. He noted that scheduling structures for organized groups may be developed in the future and would be communicated on the forthcoming donor board. Trieglaff added that any formal group scheduling would be outlined in a report from Mr. Carver at the upcoming Monday meeting. Kemper also suggested future signage at the court to communicate access information.

12. Addendum

- i. Approval of Additional Claims

M/S/CU: Rader/Kemper — To approve the additional claims.

- ii. Approval of Rescue Squad Member

- i. The Council considered the addition of Tracy Totland to the Rescue Squad. Tolleson noted that Totland had been interviewed and that her background check was in order, and that EMR training in Perham begins Monday — if not approved at this meeting, she would need to wait a full calendar year to begin training.

M/S/C (4-0; Kemper abstained): Froeber/Rader — To approve Tracy Totland as a new Rescue Squad member.

- iii. July 2026 Journal Entry – LS Transfers

M/S/CU: Rader/Daggett — To approve the July 2026 journal entry for Liquor Store transfers.

13. Upcoming Events

- i. Poegel highlighted two upcoming events. On October 5, the EDA is sponsoring a visit from travel bloggers attending the TBEX conference in Fargo. The bloggers will ride bikes through Frazee, beginning at the Bridge to Nowhere and traveling through to the Lions area. Kemper noted that same evening at 6:00 PM, the donor board for the pickleball court is expected to be launched at City Hall.

14. Adjournment

M/S/CU: Froeber/Rader — To adjourn the meeting at 5:46 PM.

Respectfully Submitted

Stephanie Poegel

Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS

We did not have time to enter claims prior to agenda printing. The full listing of claims will be submitted as part of the addendum.

Consent Agenda

RESOLUTION 0923-2026A – RESOLUTION ACCEPTING RESCUE DONATIONS



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

Waters Trails Shops Parks

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

RESOLUTION No. 0923-2026A

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

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

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

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

<u>Name of Donor</u>	<u>Amount</u>
Jim & Val Kjelstrup	\$100.00
2026 Summer Extravaganza	\$1,340.00

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

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

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

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

THEREFORE, BE IT KNOWN; Adoption of this resolution this 23rd of September, 2026 by the City Council of Frazee. With the following voting:

	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mike Sharp,
Mayor

Stephanie Poegel,
City Administrator



STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT

Project Number: GMRPTC26-ENAR-03

This Grant Contract Agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources ("State") and **City of Frazee, 200 N. River Dr., Frazee, MN, 56544** ("Grantee").

Recitals

1. Under [Minn. Stat. 84.026](#) the State is empowered to enter into this Grant Contract Agreement. The State is in need of local units of government to acquire and/or develop parks and trails of regional significance outside the seven-county metropolitan area. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract Agreement to the satisfaction of the State.
2. Under Minn. Laws 2025, Chapter 36, Article 3, Sec.3, Subd. C, the State has allocated funds for local parks, trail connections, and natural and scenic areas under [Minn. Stat. 85.535](#).
3. The Grantee has made an application to the State for a portion of the allocation for the purpose of conducting the project entitled **Wannigan Park Phase I Archeological Survey – East Bank**.
4. The Grantee shall comply with all applicable grants management policies and procedures, set forth through Minnesota Statutes § 16B.97, subd. 4 (a).

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 Effective Date. **April 7, 2026**, Notwithstanding Minnesota Statutes, [§16B.98](#) Subd. 5 and MS §16A.41, the Commissioner may make payments for otherwise eligible grant-program expenditures that are made on or after the effective date of the contract. Pursuant to [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

1.2 Expiration Date.

June 30, 2028, or, in the event this Grant Contract Agreement is continued by way of amendment or new agreement, the date the amendment or new agreement is fully executed, whichever is later. In the event an amendment or new agreement is not fully executed within 60 calendar days of the stated expiration date, this grant agreement will expire on August 30, 2028.

1.3 Survival of Terms. The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; Data Disclosure; Monitoring and Inspections; Resource Management.

2 Specifications, Duties, and Scope of Work

The parties will perform the services outlined in Attachment A: Project Budget.

- 2.1 The Grantee will comply with the required grants management policies and procedures set forth through Minn. Stat. §16B.97, subd 4 (a)(1), Minn. Stat. Ch.116P, and [M.L. 2025, First Special Session, Chapter 1](#)
- 2.2 The Grantee agrees to complete the program in accordance with the approved budget to the extent practicable and within the program period specified in the grant contract agreement. Any material change in the grant contract agreement shall require an amendment by the State (see Section 9.2).
- 2.3 The grantee shall be responsible for the administration supervision, management, record keeping, and program oversight required for the work performed under this agreement.

3 Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence and failure to meet a deadline date may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the Grant Contract Agreement. The Grantee is required to perform all the duties cited within clause two "Specifications, Duties, and Scope of Work" within the grant period. The State is not obligated to extend the grant period.

4 Consideration and Terms of Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

- 4.1 **Compensation.** The total obligation of the State under this Grant Contract Agreement, including all compensation and reimbursements, is not to exceed \$ 30,595.
- 4.2 **Match Requirement.** Grantee certifies that the following match requirement for the Grant will be met by Grantee. The total project cost is \$33,995. The Grantee agrees to provide a nonstate match of at least \$3,400.
- 4.3 **Administrative Costs.** Grantee administrative costs are not allowed.
- 4.4 **Travel Expenses.** Travel expenses are not allowed.
- 4.5 **Invoices.** Payments shall be made by the State after the Grantee's presentation of invoices for services satisfactorily performed and the written acceptance of such services by the State's Authorized Representative. Invoices shall be submitted timely, with additional details as requested by the State, and according to the following schedule: upon completion of services or up to four requests during the contract period. A final reimbursement of no more than 10% may be withheld until final completion of services.
- 4.6 **Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for in a financial report to the State.

5 Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Contracting and Bidding Requirements

The Grantee is required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](#).

- 6.1 The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- 6.2 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).
- 6.3 The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

7 Authorized Representatives

- 7.1 The State's Authorized Representative is Sarah Wennerberg, Grant Coordinator, sarah.wennerberg@state.mn.us, 500 Lafayette Rd, St. Paul, MN 55155, 651-259-5579, or their successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Contract Agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.
- 7.2 The Grantee's Authorized Representative is Stephanie Poegel, City Administrator, cityadmin@frazee.city.com, 200 N. River Dr., Frazee, MN 56544, 218-334-4991, or their successor. If the Grantee's Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must immediately notify the state.
- 7.3 The Grantee must clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Contract Agreement on behalf of the Grantee.

8 Assignment, Amendments, Waiver, and Contract Complete

- 8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior consent of the State and a fully executed agreement, executed and approved by the authorized parties or their successors.
- 8.2 Amendments. Any amendment to this Grant Contract Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Contract Agreement or their successors.
- 8.3 Waiver. If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or its right to enforce it.
- 8.4 Contract Complete. This Grant Contract Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

9 Subcontracting and Subcontract Payment

- 9.1 A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.

- 9.2 The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, [Minnesota Statutes § 16B.97, Subd.4 \(a\) \(1\)](#) and other relevant statutes and regulations; and that subaward performance goals are achieved.
- 9.3 During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.
- 9.4 No subagreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Contract Agreement.
- 9.5 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.

10 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from performance of this Grant Contract Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Contract Agreement.

11 State Audits

Under [Minnesota Statutes § 16B.98, Subd. 8](#), the Grantee's books, records, documents, and accounting procedures and practices relevant to this Grant Contract Agreement are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

12 Government Data Practices and Intellectual Property Rights

- 12.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minnesota Statutes Chapter 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minnesota Statutes § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

12.2 Intellectual Property Rights.

- (A) *Intellectual Property Rights.* The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this contract*. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created, or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. Works

includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this contract. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(B) *Obligations*

1. *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this contract, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
2. *Representation.* The Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

13 Workers Compensation

The Grantee certifies that it is in compliance with [Minnesota Statutes § 176.181, Subd. 2](#), pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14 Governing Law, Jurisdiction, Venue

Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15 Termination

15.1 Termination by the State.

A. Without Cause.

The State may terminate this Grant Contract Agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

B. With Cause.

The State may immediately terminate this Grant Contract Agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15.2 Termination by the Commissioner of Administration.

The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

15.3 Termination for Insufficient Funding.

The State may immediately terminate this Grant Contract Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume.

The State will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving notice.

16 Publicity and Endorsement

16.1 Publicity. Any publicity pertaining to the services resulting from this Grant Contract Agreement shall identify the State as the sponsoring agency. Publicity includes, but is not limited to: websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others or any subcontractors. All projects primarily funded by state grant appropriations must publicly credit the State, including on the grantee's website, when practicable.

16.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

- 16.3 Signage. Any site funded by this grant contract shall display a sign at a prominent location at the entrance to the site and in a form approved by the State that acknowledges funding through this grant.

17 Data Disclosure

Under [Minnesota Statutes § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- e) Any other applicable non-discrimination law(s).

19 Americans with Disabilities Act and Final Guidelines for Outdoor Developed Areas

The Grantee shall construct, operate, and maintain all facilities and programs in compliance with all state and federal accessibility laws, regulations, and guidelines including the [Final Guidelines for Outdoor Developed Areas](#). Information on compliance with the Americans with Disabilities Act is available at [U.S. Access Board](#).

The Grantee will also ensure compliance with other applicable state requirements for accessibility, including but not limited to, accommodations for hard-of-hearing in state-funded capital projects that include space for public gatherings of more than 15 people. See [Minn. Stat. 16C.054](#) for more information.

20 Reporting

The Grantee shall submit a progress report, in a form prescribed by the State, by January 1 of each year during the term of this grant contract. A final report must be submitted with the request for final reimbursement. Prior to receiving final reimbursement, confirmation is required that all required inspections of the completed work by municipal or governmental authorities having jurisdiction have been completed and that all required certificates of occupancy or similar approvals have been issued.

21 Monitoring and Inspections

The State's authorized representatives shall be allowed, at any time, to conduct periodic site visits and inspections to ensure work progress in accordance with this grant contract, including a final inspection upon project completion. All grants over \$50,000 will be monitored at least once per grant period and all grants over \$250,000 will be monitored at least annually. Following closure of the project, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

22 Resource Management and Protection

The Grantee shall protect, manage, and maintain, or cause to maintain, the property acquired and/or developed pursuant to this grant contract. Properties shall be kept reasonably safe for public use, if applicable. All state and federal accessibility laws, regulations and standards shall be adhered to. Vegetation management and similar safeguards and supervision shall be provided to the extent feasible. Buildings, roads, trails and other structures and improvements, if any, shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration.

The Grantee shall keep the facility open to the general public at reasonable hours and at times of the year consistent with the purpose and type of use of the property and appropriate management and protection of natural resources.

23 Invasive Species Prevention

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under the sections Invasives Species Prevention and Site Planning and Management (p. 3-5) of Operational Order 113 which may be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf.

24 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to [Minn. Stat. 84.973](#). Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: [Link to Minnesota Pollinator Resources](#).

25 Conflict of Interest

It is the policy of the State to work to deliberately avoid actual and potential conflict of interests related to grant making at both the individual and organizational levels.

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

The Grantee, by signing and submitting the attached Conflict of Interest Disclosure Form, certifies it has read and understands the Office of Grants Management [Conflict of Interest Policy 08-01](#), will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual or potential conflicts of interest to the State's Authorized Representative.

26 Minnesota Historical Sites Act and Minnesota Field Archaeology Act

For projects involving land acquisition and/or construction, the State Historic Preservation Office must review the project to determine if the site is a potential location for historical or archeological findings. If the State Historic Preservation Office determines that a survey is required, the survey would need to be completed, review and approved prior to any site disturbance for development projects and prior to the final reimbursement of the grant funds for acquisition projects.

27 Force Majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligation is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

Attachments

The following Attachments are attached and incorporated into this Grant Contract Agreement. In the event of a conflict between the terms of this Grant Contract Agreement and its Attachments, or between Attachments, the order of precedence is first the Grant Contract Agreement, and then in the following order:

Attachment A: Project Budget, including Scope of Work

Attachment B: Other Provisions

Attachment C: Conflict of Interest Disclosure Form

Attachment D: Requirements for DNR Grantees

State Encumbrance Verification

*Individual certifies that funds have been encumbered as
required by Minnesota Statutes §§ 16A.15*

Print Name: _____

Signature: _____

Title: _____ Date: _____

SWIFT Contract No. _____

Grantee

With delegated authority

Print Name: _____

Signature: _____

Title: _____ Date: _____

State Agency

With delegated authority

Print Name: _____

Signature: _____

Title: _____ Date: _____

Attachment A - Project Budget

Recipient: City of Frazee

Grant: GMRPTC26-ENAR-03 Wannigan Arch Survey Phase 1 - East Bank

Grant Amount: \$30,595

Match: \$3,400

Total Cost: \$33,995

Project Scope

Complete a Phase I archeological survey of Wannigan Regional Park's east bank.

Notes / Conditions

Project Component	Cost
Background research	\$492
Field investigation	\$23,534
Analysis and report	\$9,969
Total Cost	\$33,995

Sep 16, 2026

1 Ineligible Expenses

Ineligible expenses are items that may not be funded by the grant or included as part of the local match. Including, but not limited to:

- Construction of any facility on land not owned by the grantee. Construction of a trail not having a minimum 25-year lease agreement
- Construction of ballfields, rinks or soccer fields
- Construction projects within state parks, state recreation areas and state trails
- Administration expenses – examples include:
 - Appraisals
 - Closing Costs
 - Boundary Surveys
 - Wetland surveys and wetland credits
- Design and engineering expense in excess of 10% for park projects and 20% for trail projects
- Acquisition of land already in public ownership
- Advertising expenses for bids and project management
- Any expenditure that occurs outside the dates of the grant contract
- Bad debt, interest or contingency funds
- Concession only buildings
- Condemnation costs
- Decorative fountains, statues and plaques
- Dredging, water impoundments and dams
- Entertainment or gifts
- Facilities not available for public use
- Fundraising
- Golf courses
- Improvements to highways or roadways, including but not limited to lighting, striping on street/road routing and shoulder work
- Indoor recreational facilities
- Insurance
- Invasive species removal, woodland management, or prairie restoration, unless incidental to another project component
- Legal fees
- Lobbyists or political contributions
- Maintenance equipment
- Memberships
- Non-permanent infrastructure (i.e. portable snow guns)
- Non-permanent skate park ramps and equipment
- Office rental costs and overhead
- Overhead
- Press boxes
- Rental facilities (including campsites, camper cabins, boat slips/moorings, etc.) may be no more than 20% seasonal rental. If the facility exceeds 20% overall, no new Legacy-funded amenities of that type may be seasonal.

- Volunteer or donated labor
- Wages and expenses of grant recipient's employees

2 Disability Access

Where appropriate, a grant recipient of parks and trails funds, in consultation with the Council on Disability and other appropriate governor-appointed disability councils, boards, committees, and commissions, should make progress toward providing people with disabilities greater access to programs, print publications, and digital media related to the programs the recipient funds using this funding.

3 Conservation Corps Minnesota

The Grantee must give consideration to contracting with Conservation Corps Minnesota for contract restoration and enhancement services.

4 Energy and Water Conservation

Grant recipients should prioritize water and energy conservation technology and the use of renewable energy for construction and building projects.

Conflict of Interest Disclosure Form for Grantees

Conflict of Interest

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

Actual Conflict of Interest

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.

Potential Conflict of Interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Individual Conflict of Interest

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

Organizational Conflict of Interest

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

Organizational conflicts of interest occur when:

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

This section to be completed by Grantee's Authorized Representative

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual or potential conflicts of interests by individual employees or our organization as a whole to the State's Authorized Representative.

Organization Name: City of Frazee

Project Name: Wannigan Park Phase I Archeological Survey - East Bank

Project Number: GMRPTC26-ENAR-03

Authorized Representative Printed Name: Stephanie Poegel

Authorized Representative Signature/Date:

Potential conflict of interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interest.

Individual conflict of interest

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

Organizational conflict of interest

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

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

Use of grant contract agreements and grant award notifications (OGM Policy 08-04)

All grants need a written grant contract agreement or grant award notification. State agencies cannot award a grant to a grantee that is on either the [suspension or debarment lists for the state of Minnesota](#) or the federal government. If a grantee becomes suspended or debarred, that may be cause for the State to cancel their grant.

Grant agreements/GANs must contain a provision for the grantee to clearly post on the grantee's website the names and contact information for the grantee organization's leadership and the person(s) who directly manages and oversees the grant.

A fully executed copy of the grant agreement or GAN and all relevant records must be kept on file for a minimum of six years from the end date, receipt, and approval of all final reports, OR the period of time required to satisfy all state and program retention requirements, whichever is later.

Grantees must complete work in accordance with the terms and conditions of their grant agreement/GAN. Work not covered under the grant agreement/GAN will not be reimbursed without a prior amendment request.

Public questions and comments concerning fraud and waste in state grants (OGM Policy 08-05)

OGM will serve as the central point of contact for questions and comments about fraud and waste in state grants and about the violation of statewide grants policies. OGM will also respond to other public questions and concerns about state grants.

Grant payments (OGM Policy 08-08)

State agencies may not issue grant payments until the funds are encumbered, and the grant agreement is fully executed, or the GAN is completed.

Reimbursement is the State's preferred method for making grant payments. DNR grants operate on a reimbursement basis, unless the grant agreement/GAN contains explicit language specifying otherwise.

Grantee reimbursement requests must correspond to the line items in the approved grant budget. Grant managers must review each reimbursement request against the approved grant budget, grant expenditures to date, and the latest grant progress report before approving payment. If grant managers see a discrepancy or have any questions about reimbursement requests and/or related documentation, they will follow up with the grantee.

Any deviation from this policy must be approved by the agency wide grants manager prior to signing a grant agreement/GAN and must be in accordance with state laws and OGM policies.

Grants in which the payment terms are defined in statute are not covered by this policy.

DNR reimbursement procedures

- Grantees must pay for project expenses before seeking reimbursement from the grant and should only request reimbursement for paid expenses. Expenses are reviewed and those deemed eligible are then reimbursed under the terms of the agreement/GAN with the State of Minnesota.
- Grantees are not allowed to request reimbursement for invoices from a vendor that have not yet been paid by the grantee. Please also see the Proof of Payment section below.
- Grantees can expect to be reimbursed within 30 days of the DNR receiving a complete and accurate reimbursement request. If documentation to process the request is missing, or the request has discrepancies or incorrect information, the 30-day clock does not start until all necessary information has been submitted to the DNR and the request has been deemed complete and whole.
- The DNR will pay final reimbursement when the state determines that the grantee has satisfactorily fulfilled all the terms of their grant agreement/GAN, unless a grant term is altered or excluded by the DNR in writing.

Grantees should keep the following documentation on file for monitoring and audit purposes:

- Proof of payment of grant expenses (e.g. copies of cancelled checks, electronic bank statements, etc.)
- Contracting/purchasing bidding documentation
- Organization's conflict of interest policy

- Prevailing wage documentation (if applicable): project assessment form, certified payroll reports, etc.

Grant progress reports (OGM Policy 08-09)

Grantees are required to submit written progress reports at least annually until all grant funds have been expended and all the terms in the grant agreement/GAN have been met. Information requested in a grant progress report may include (but is not limited to): goals and objectives, activities, outcomes, challenges, lessons learned, and financial information. State agencies cannot make grant payments on grants with past due progress reports (unless the agency has given the grantee a written extension).

Grant monitoring (OGM Policy 08-10)

All state grants over \$50,000 are required to have at least one monitoring visit before final payment is made. All state grants over \$250,000 are required to have annual monitoring visits. In-person visits are preferred where possible, but telephone or virtual visits are also used where reasonable.

The purpose of a monitoring visit is to review and ensure progress towards the grant's goals, address any problems or issues before the end of the grant period, and build a relationship between the agency and grantee.

For state grants over \$50,000, state agencies must conduct a financial reconciliation of grantees' expenditures at least once before final payment is made. A financial reconciliation involves reconciling a grantee's request for payment for a given period with supporting documentation (e.g. purchase orders, receipts, payroll records, etc.) for that request.

If previously reimbursed costs are found to be ineligible upon further review during monitoring (or at any other point during the grant period), repayment of those costs or other corrective action may be required.

Proof of payment

The State requires proof of payment documentation to ensure that funds are being provided on a reimbursement basis. The grantee must maintain proof of payment documentation and make it available when requested by the State. Proof of payment documentation may include:

- A copy of a bank statement with photocopies of cleared checks
- An electronic bank statement
- A copy of cancelled checks or other certified financial records
- Employee original time records and payroll documentation

Cost share/required match

For grants which require cost share or match, the requirements for documenting work completed or expenses incurred as match are the same as for expenses for which grantees are requesting reimbursement. The State may disallow otherwise-eligible costs for reimbursement if the grantee cannot provide proof of the expenses being used as match.

For grants with in-kind match (i.e. non-cash donations of a good or service), grantees should provide documentation similar to a payment request.

If the in-kind match is volunteer time, grantees will need volunteer logs and to show the calculation used to convert volunteer hours to time. If the in-kind match is something other than volunteer time (e.g. use of equipment, or donated materials), grantees must perform due diligence to determine how much the in-kind match would cost. For example, if the in-kind match is a land donation, the documentation should include an appraisal. If the in-kind match is use of equipment, the documentation should demonstrate a realistic cost for the type of equipment and amount of time.

Legislatively mandated grants (OGM Policy 08-11)

State agencies must manage legislatively mandated grants with the same level of oversight (including monitoring) applied to other state grants, while respecting and maintaining the legislative intent.

Grantees for legislatively mandated grants must submit a work plan and budget. The grant agreement/GAN must be based on the legislation, the grantee's work plan and budget, and negotiations between the state agency and the grantee.

Grant amendments (OGM Policy 08-12)

During the grant period, it may be necessary to make changes to the grant contract agreement/GAN. Generally, these modifications could include changes to the grant timeframe, to the scope of work, or to the budget categories.

A formal grant contract amendment is required for any changes. Should a situation arise that requires any changes to the project, it is the grantee's responsibility to communicate immediately with the DNR grants specialist.

The purpose of grant amendments must be similar to the original purpose of the grant and the grantee duties should be within the scope of the original RFP/notice of grant opportunity/application.

If an amendment is allowed, it must be fully executed before additional costs can be incurred.

Contracting and bidding

Competitive bidding needs to follow a fair and transparent public process.

Grantees must not contract with vendors or subcontractors who are on the suspension or debarment lists for either the State of Minnesota or the federal government.

Grantees must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the entities below are used when possible:

- [Minnesota Department of Administration's Certified Target Group, Economically Disadvantaged, and Veteran-Owned Vendor List](#)

- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and the City of St. Paul: [Central Certification Program](#)

Grantees must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable. Grantees must retain the following documentation in the project file:

- Copies of executed subcontract agreements
- A copy of the request for proposal/request for quote, all submitted bids, and the bid tabulation (if applicable)
- Written documentation that describes the rationale for selection of each subcontractor
- Documentation of the contract/bid approval, if required by grantee internal controls (such as meeting minutes)

This documentation may be reviewed during monitoring visits or when requested by the state.

Contracting and bidding for political subdivisions of the state

In addition to the general contracting and bidding requirements above, municipalities (defined in Minn. Statutes, chapter 471.345 subd. 1 as a county, town, city, school district, or other municipal corporation or political subdivision of the state authorized by law to enter into contracts) must also follow the [Uniform Municipal Contracting Law](#).

Contracting and bidding for non-governmental organizations

In addition to the general contracting and bidding requirements at the beginning of this section, non-government organizations must follow the contracting policies/procedures below.

Contracting and bidding for Tribal governments

Tribal governments are subject to neither the Uniform Municipal Contracting Law nor the DNR contracting policies/procedures below. Tribal governments are subject to the contracting and bidding procedures of their own governance.

Contracting and bidding thresholds and process

- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded, based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.
- Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- Grantees must use an RFP/RFQ process to competitively select professional and technical services.

- The advertisement for bid processes must allow for fair competition among potential qualified bidders.

Prevailing wage

Prevailing wage ([Minn. Statutes, sections 177.41-177.45](#)) is the minimum hourly wage employers must pay certain workers who work on construction and public works projects funded by state dollars. Prevailing wage includes the employer's cost of benefits. Other prevailing wage information can be found at the [Minnesota Department of Labor and Industry](#). Prevailing wage rules apply to any grant award of \$25,000 or more that qualifies as a "project" per the following definition:

Project: demolition, erection, construction, alteration, improvement, restoration, remodeling, or repairing of a public building, structure, facility, land, or other public work, which includes any work suitable for and intended for use by the public, or for the public benefit, financed in whole or part by state funds. "Project" also includes demolition, erection, construction, alteration, improvement, restoration, remodeling, or repairing of a building, structure, facility, land, or public work when the acquisition of property, predesign, design, or demolition is financed in whole or part by state funds (Minn. Statutes, section 177.42).

If the award is \$25,000 or more and contains activities in the work/accomplishment plan that qualify as a "project" per the definition above, prevailing wage rules in Minn. Statutes, sections 177.41-177.44 apply. If you are unsure if a project is subject to prevailing wage, ask the grant specialist for a copy of DLI's Project Assessment Form. Grantees must complete the form and return it to the grant specialist. Once ready, the DNR grant specialist will submit it to DLI and copy the grantee on the e-mail.

When prevailing wage applies, all bid requests and RFPs must state that the project is subject to prevailing wage to ensure that incoming bids have factored prevailing wage rates into their submittal. A prevailing wage form should accompany these bid submittals.

Grantees must retain documentation in the project file either the prevailing wage forms, or a notice from DLI that the project is not subject to prevailing wage.

Fraud reporting

In addition to OGM policy, various state statutes govern reporting of suspected fraud or misuse of state dollars.

State workers with information indicating that public resources (including public money) may have been used for an unlawful purpose must report that information. Any other person with such information is strongly urged to report that information. The DNR takes a "no wrong door" approach for reporting suspected fraud; essentially, the DNR encourages its workforce to report suspected fraud to any DNR supervisor or member of agency leadership, who will connect the person reporting to the correct contact or procedure, as needed.

All state agencies are required to report suspected fraud cases to the [Department of Revenue](#) for tax fraud investigation, in addition to referring all allegations of suspected fraud to the [Office of the Legislative Auditor](#) and the Minnesota Bureau of Criminal Apprehension's [Financial Crimes and Fraud section](#)

(mnfraud.bureau@state.mn.us or 651-739-3750). Grantees may report suspected fraud directly to these agencies, as well, or to their DNR grant manager or any DNR employee.

Requirements for working on state land

When working on state land, grantees must follow all applicable policies and requirements of that land. Grantees should work with the appropriate management staff for the state land to determine these requirements. Insurance is required to do work on state land, following the [requirements of Admin.](#)

Audits

Under [Minn. Statutes, chapter 16B.98 subd. 8](#), the state (the grantmaking agency, state auditor, attorney general, legislative auditor, Admin, etc.) has the right to perform programmatic or financial audits of the grantee. The grantee's books, records, documents, and accounting procedures and practices relevant to the grant are subject to state examination for a minimum of six years from the expiration or termination of the grant agreement/GAN, receipt and approval of all final reports, or the required period of time to satisfy state and program retention requirements, whichever is later. This provision is also included in grant agreements/GANs.

Records retention

Grantees must maintain a file for each project with all project agreements, correspondence, and the records pertaining to project expenses requested for reimbursement. Project records are required for monitoring/audit purposes and must be readily available for review. As with all provisions of the grant agreement/GAN, if the state finds a failure to comply, the State may take action, including immediate termination of the grant agreement/GAN with cause, refusal to disburse additional funds, and/or requiring the return of all or part of the funds already disbursed.

All records related to the project must be retained for a minimum of six years from the grant agreement/GAN end date, or the receipt and approval of all final reports, whichever is later. Some grant funds require permanent retention of the grant records, and in those cases, that requirement supersedes the six-year standard.

Data practices

- Grantees must comply with the [Minnesota Government Data Practices Act](#) as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the grantee under their grant agreement/GAN. If a grantee receives a request to release this data, the grantee must immediately notify the State. Following this notification, the State will provide instructions to the grantee concerning the release of data.
- Grantees should instruct and train their staff regarding the governing privacy and data practices provisions; maintaining data in a secure manner; and limiting access to work duties and assignments.

- Grantees must mitigate risks associated with the unauthorized access or data breach and report to the DNR any real or perceived security or privacy incident regarding any private data in accordance with MGDPA.
- Grantees are not permitted to use private data with artificial intelligence services unless it is approved through the DNR/Minnesota IT vendor security risk and compliance process. AI services are reviewed and verified through a process that includes understanding the AI's training, ownership of data and level of security.

New Business

FCDC REQUEST

FRAZEE COMMUNITY DEVELOPMENT CORPORATION

POLLY ANDERSEN, PRESIDENT DENISE ANDERSON, VICE PRESIDENT ERIK ANDERSON, TREASURER JON EVESLAGE, SECRETARY
www.wanniganpark.com Mailing Address PO Box 374 Physical Address 32717 Highway 10, Frazee, MN 56544

To: Mayor and City Council of Frazee

From: FCDC Board

Date: September 15, 2026

Request to Suspend City Staff Time Charges to FCDC Donations

Wannigan Regional Park has become one of Frazee's most valuable assets, and its success reaches far beyond the organizations that helped build it. Over 37,000 visitors came to the park last year, with even more expected this year. Four new businesses have opened on Main Avenue in just the past twelve months. This growth brings new customers, new tax revenue, and new energy to the city. The residents of Frazee have a new amenity to enjoy. The school has a new outdoor classroom. The sports teams have new trails to train on.

That growth was made possible by a genuine partnership. The city owns the park land and is required by the legislature to manage funds for all infrastructure efforts including Phase 1 and 1a. The staff have provided real support along the way — administering grants, attending meetings, moving a picnic shelter, responding to emails, and answering phone questions. FCDC agreed early on to cover the cost of that staff time through donation dollars, as a way to help get the park off the ground. FCDC has honored that commitment since 2022. In the last eighteen months, we have been invoiced for city staff time totaling \$3,825 in 2025 and \$1,608 through June 2026.

Now that the park is delivering results, we believe it is time for the City to recognize park and recreation tourism as one of its core activities, rather than as a cost to be billed back to a nonprofit partner. Staff time devoted to this work currently averages 3% of the City Administrator's worktime. We are asking for an end to these bill backs to FCDC for City staff time.

Given the scale of the park's contribution to Main Avenue's revival, Frazee's growing reputation as a regional destination, and the opportunity to continue Frazee's growth via recreation tourism, we are suggesting that the Council commit up to 10% of city administrator staff time to park and recreation tourism support. If staff time requirements grow too quickly and/or exceed 10%, we should revisit costs, financial guarantees, and expectations of our partnership.

Every dollar FCDC is not required to pay the City, for its staff time, is a dollar we can invest directly into the park. We can continue to grow an amenity that is already paying dividends for the whole community. We are grateful for the City and its staff's role in this success, and we look forward to continuing to build Frazee's future together.

Respectfully submitted,
FCDC Board

New Business

ORDINANCE NO. 186

**AN ORDINANCE OF THE CITY OF FRAZEE, MINNESOTA ANNEXING
LAND LOCATED IN BURLINGTON TOWNSHIP, BECKER COUNTY, MINNESOTA
PURSUANT TO MINN. STAT. § 414.033 SUBD. 5,
PERMITTING ANNEXATION BY ORDINANCE**

WHEREAS, a petition signed by a majority of the property owners, requesting the annexation of certain property was received by the City of Frazee on June 12th, 2026.

WHEREAS, the property is unincorporated; located in Burlington Township, Becker County.

WHEREAS, the property is 31.36 acres, more or less, and described as follows:

That part of the Northeast Quarter of the Southwest Quarter of Section 26, Township 138 North, Range 40 West, Becker County, Minnesota described as follows:

Commencing at the north quarter corner of Section 26; thence South 01 degree 01 minute 45 seconds East, along the north-south quarter line of said Section 26, a distance of 1335.86 feet to the northeast corner of the Southeast Quarter of the Northwest Quarter; thence North 89 degrees 47 minutes 49 seconds West, along the north line of said Southeast Quarter of the Northwest Quarter, a distance of 723.77 feet to an iron monument; thence South 01 degree 17 minutes 09 seconds East, a distance of 407.47 feet to an iron monument; thence North 89 degrees 36 minutes 55 seconds West, a distance of 31.77 feet to an iron monument; thence South 00 degrees 46 minutes 02 seconds East, a distance of 1051.43 feet to an iron monument; thence South 89 degrees 05 minutes 15 seconds East, a distance of 203.43 feet to an iron monument; thence South 00 degrees 36 minutes 00 seconds West, a distance of 532.12 feet to an iron monument, said point is the point of beginning; thence North 89 degrees 26 minutes 14 seconds East, a distance of 196.45 feet to an iron monument; thence South 88 degrees 58 minutes 08 seconds East, a distance of 114.97 feet to an iron monument; thence South 01 degree 01 minute 52 seconds West, a distance of 66.00 feet to an iron monument; thence continuing South 01 degree 01 minute 52 seconds West, a distance of 400.00 feet to an iron monument; thence North 88 degrees 58 minutes 08 seconds West, a distance of 979.42 feet to an iron monument; thence continuing North 88 degrees 58 minutes 08 seconds West, a distance of 50.23 feet to the centerline of County State Aid Highway

No. 29; thence northerly 101.68 feet, along a non-tangential curve concave to the northeast, having a radius of 1909.86 feet, and a central angle of 03 degrees 03 minutes 02 seconds (North 02 degrees 50 minutes 40 seconds West); thence North 01 degree 19 minutes 09 seconds West, a distance of 338.82 feet to the intersection of a line bearing South 89 degrees 26 minutes 14 seconds West from the point of beginning; thence North 89 degrees 26 minutes 14 seconds East, a distance of 50.00 feet to an iron monument; thence continuing North 89 degrees 26 minutes 14 seconds East, a distance of 689.36 feet to the point of beginning.

Subject to a 66.00 foot easement for ingress, egress and utility purposes over, under and across that part of the Northeast Quarter of the Southwest Quarter of Section 26, Township 138 North, Range 40 West, Becker County, Minnesota. The centerline of said easement is described as follows:

Commencing at the north quarter corner of said Section 26; thence South 01 degree 01 minute 45 seconds East, along the north-south quarter line of said Section 26, a distance of 1335.86 feet to the northeast corner of the Southeast Quarter of the Northwest Quarter; thence North 89 degrees 47 minutes 49 seconds West, along the north line of said Southeast Quarter of the Northwest Quarter, a distance of 723.77 feet to an iron monument; thence South 01 degree 17 minutes 09 seconds East, a distance of 407.47 feet to an iron monument; thence North 89 degrees 36 minutes 55 seconds West, a distance of 31.77 feet to an iron monument; thence South 00 degrees 46 minutes 02 seconds East, a distance of 1051.43 feet to an iron monument; thence South 89 degrees 05 minutes 15 seconds East, a distance of 203.43 feet to an iron monument; thence South 00 degrees 36 minutes 00 seconds West, a distance of 532.12 feet to an iron monument; thence North 89 degrees 26 minutes 14 seconds East, a distance of 196.45 feet to an iron monument; thence South 88 degrees 58 minutes 08 seconds East, a distance of 114.97 feet to an iron monument; thence South 01 degree 01 minute 52 seconds West, a distance of 33.00 feet to the point of beginning of the centerline to be described; thence North 88 degrees 58 minutes 08 seconds West, a distance of 114.51 feet; thence South 89 degrees 26 minutes 14 seconds West, a distance of 884.91 feet to the easterly right of way line of County State Aid Highway No. 29, and said line there terminating.

The sidelines of the strip are to be prolonged or shortened to terminate on a line bearing South 01 degrees 01 minutes 52 seconds West and North 01 degrees 01 minutes 52 seconds East from said point of beginning and on said easterly right of way line of County State Aid Highway No. 29.

Subject to the rights of the public for County State Aid Highway No. 29 along the westerly boundary of the above described tract.

Subject to easements, restrictions, or reservations of record, if any.

AND

That part of the Southeast Quarter and Southwest Quarter of Section 26, Township 138 North, Range 40 West, Becker County, Minnesota described as follows:

Commencing at the north quarter corner of Section 26; thence South 01 degree 01 minute 45 seconds East, along the north-south quarter line of said Section 26, a distance of 1335.86 feet to the northeast corner of the Southeast Quarter of the Northwest Quarter; thence North 89 degrees 47 minutes 49 seconds West, along the north line of said Southeast Quarter of the Northwest Quarter, a distance of 723.77 feet to an iron monument; thence South 01 degree 17 minutes 09 seconds East, a distance of 407.47 feet to an iron monument; thence North 89 degrees 36 minutes 55 seconds West, a distance of 31.77 feet to an iron monument; thence South 00 degrees 46 minutes 02 seconds East, a distance of 1051.43 feet to an iron monument; thence South 89 degrees 05 minutes 15 seconds East, a distance of 203.43 feet to an iron monument; thence South 00 degrees 36 minutes 00 seconds West, a distance of 532.12 feet to an iron monument; thence North 89 degrees 26 minutes 14 seconds East, a distance of 196.45 feet to an iron monument; thence South 88 degrees 58 minutes 08 seconds East, a distance of 114.97 feet to an iron monument; thence South 01 degree 01 minute 52 seconds West, a distance of 66.00 feet; thence continuing South 01 degree 01 minute 52 seconds West, a distance of 400.00 feet to an iron monument; thence South 88 degrees 58 minutes 08 seconds East, a distance of 816.00 feet to an iron monument; thence South 08 degrees 21 minutes 15 seconds East, a distance of 264.18 feet to an iron monument and the point of beginning; thence North 08 degrees 21 minutes 15 seconds West, a distance of 264.18 feet, to an iron monument; thence North 88 degrees 58 minutes 08 seconds West, a distance of 1795.42 feet to an iron monument and the easterly right-of-way of C.S.A.H. No. 29; thence southerly along a non-tangential curve concave to the east having a radius of 1859.86 feet, a central angle of 06 degrees 46 minutes 12 seconds, an arc length of 219.76 feet, a chord bearing of South 07 degrees 54 minutes 01 second East, and a chord distance of 219.63 feet, to an iron monument and the south line of the Northeast Quarter of the Southwest Quarter; thence South 89 degrees 32 minutes 40 seconds East, a distance of 179.25 feet along said south line, to an iron monument and the northeasterly extension of the southwesterly line of Block 5, FRAZEE'S SECOND ADDITION, according to the recorded plat thereof; thence South 14 degrees 45 minutes 19 seconds East, a distance of 18.52 feet to an iron monument and the north line of said FRAZEE'S SECOND ADDITION; thence South 89 degrees 53 minutes 29 seconds East, a distance of 1038.60 feet to an iron monument and the east line of FRAZEE'S SECOND ADDITION; thence South 01 degree, 17 minutes 39 seconds East, a distance of 202.08 feet, to the north line of RIVERSIDE ADDITION, according to the recorded plat thereof; thence South 89 degrees 49 minutes 06 seconds East, a distance of 589.60 along said north line, to an iron monument and the east line of said RIVERSIDE ADDITION; thence South 00 degrees 01 minute 54 seconds West, a distance of 827.73 feet; thence South 89 degrees 49 minutes 06 seconds East, a distance of 150.00 feet to an iron monument; thence North 00 degrees 10 minutes 54 seconds East, a distance of 12.00 feet to an iron monument; thence North 89 degrees 49 minutes 06 seconds West, a distance of 38.00 feet to an iron monument; thence North 09 degrees 49 minutes 06 seconds West, a distance of 430.00 feet; thence South 89 degrees 49 minutes 06 seconds East, a distance of 64.00 feet; to an iron monument; thence South 06 seconds 22 minutes 28 seconds East, a distance of 426.25 feet to an iron monument; thence South 89 degrees 49 minutes 06 seconds East, a distance of 225 feet plus or minus to the easterly shoreline of Otter Tail River; thence northerly along said shoreline to the north line of the Southwest Quarter of the Southeast Quarter; thence North 89 degrees 45 minutes 18 seconds West, a distance of 53 feet plus or minus, along said north line, to the west shoreline of said Otter Tail River; thence southerly along said west shoreline to an intersection with a line that bears North 89 degrees 22 minutes 37 seconds East from the point of beginning; thence South

89 degrees 22 minutes 37 seconds West, a distance of 336 feet, plus or minus to the point of beginning and there terminating.

Subject to easements, restrictions, or reservations of record, if any.

WHEREAS, a portion of the property is owned by the City.

WHEREAS, 90 days have passed since the date of service on the Township and no objections have been served on the Municipal Boundary Adjustment Unit. Other abutting municipalities also have the right to object.

WHEREAS, Minn. Stat. § 414.033, subd. 5 and Minn. Stat. § 414.033, subd. 2(1) authorizes the annexation of land by ordinance upon fulfillment of the requirements.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FRAZEE HEREBY ORDAINS AS FOLLOWS:

1. The property described above is unincorporated and abuts the current city limits.
2. The property consists of a total of 31.36 acres, more or less; R-1 Single and Two-Family Residential use is proposed for the property. The property is or is about to become urban or suburban in character. A portion of the School District's property is already within the City limits of the City of Frazee.
3. The petition was served pursuant to Minn. Stat. § 414.033, subd. 5.
4. 90 days have passed since the date of service on the Township and no objections have been served on the Municipal Boundary Adjustment Unit. Other abutting municipalities also have the right to object.
5. The City of Frazee shall make no cash payment to Burlington Township in regard to Minn. Stat. § 414.036, as the Property is tax exempt pursuant to Minn. Stat. § 272.02 subd. 3, 8.
6. That the City Frazee is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, the Minnesota Secretary of State, the Becker County Auditor, and Burlington Township.
7. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings.

PASSED AND ADOPTED by the City Council of the City of Frazee, Minnesota , this 23rd day of September, 2026.

Mike Sharp, Mayor

Stephanie Poegel, City Administrator



PRICE PROPOSAL FOR THE CITY OF FRAZEE, MN

09.14.2026 | Pricing valid for 90 days

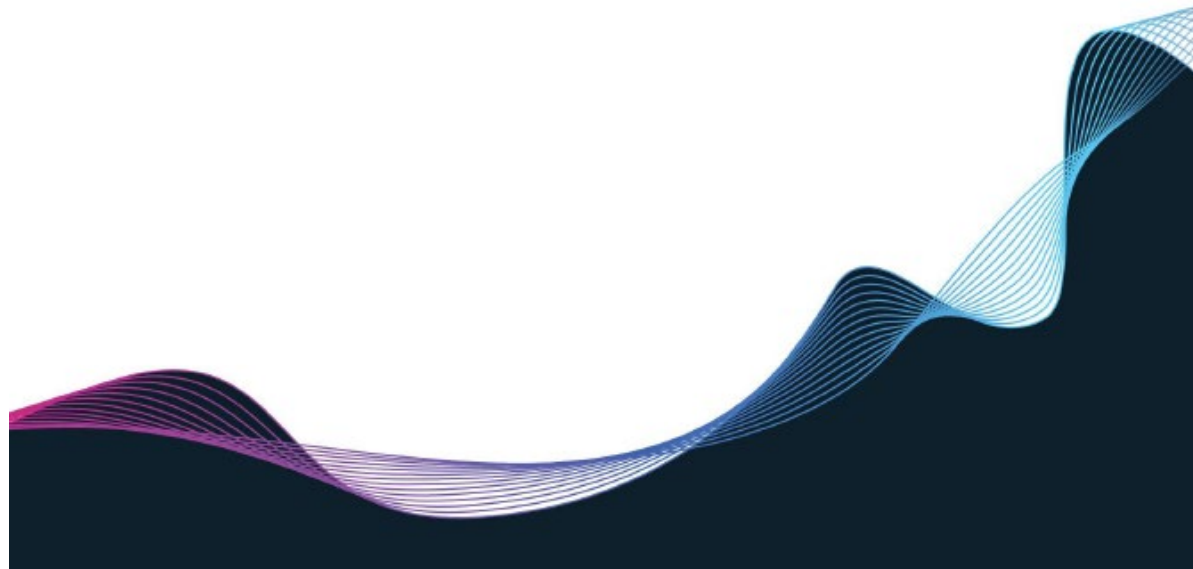
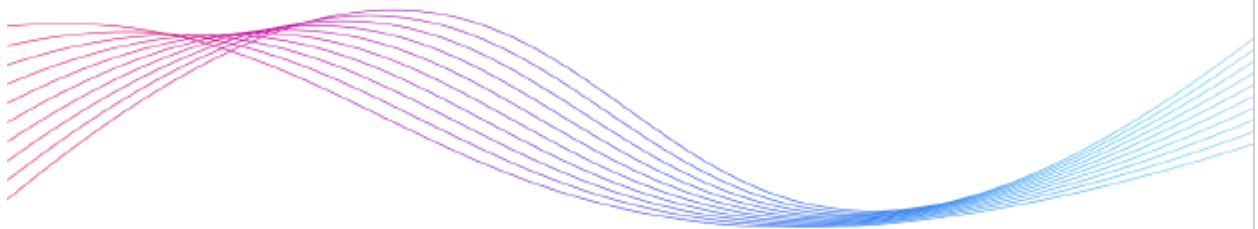


Table of Contents

Welcome	3
Product Overview.....	6
Admin Portal	10
Implementation Process	12
Training & Support.....	12
Citizen Marketing Services.....	12
Client Testimonials.....	14
Company Overview	15
Summary.....	15





Welcome

September 14, 2026

Stephanie Poegel
City Administrator
City of Frazee, MN
222 Main Avenue W
Frazee, MN 56544
cityadmin@frazeecity.com

Dear Stephanie,

We appreciate the opportunity to provide a price proposal to the City of Frazee, MN. Nuvei is a global payments company with offices throughout the United States. Nuvei provides online payment, e-Billing, and citizen engagement solutions to utilities and municipalities.

Nuvei helps government organizations:

- Increase citizen engagement & customer satisfaction
- Increase self-service digital payments
- Increase e-Billing & AutoPay enrollments
- Reduce operational costs

Nuvei Bill Pay® is a secure payments platform designed to make it easier and more convenient for your citizens to pay, how they want, when they want, without requiring employee assistance.

Not only does the solution integrate seamlessly with your existing Banyon system, but our Software-as-a-Service (SaaS) architecture means you'll never have to perform an upgrade or an update again.

Your citizens expect a user-friendly payment experience that they can manage independently. Your staff need effective tools to answer questions, troubleshoot problems quickly, and deliver excellent service.

Nuvei Bill Pay will help your organization achieve these results and more.

Sincerely,

Tiffany Donica
Mid-Market Account Executive

Challenges and Goals

Challenges	Objectives & Goals	Future State
Engaging multilingual demographic	Offer a user-friendly, payment solution that supports multiple languages	- Increase self-service payments - Increase citizen satisfaction - Reduce routine, billing-related support calls
Multiple payment vendors	- Consolidate payment vendors - Simplify reconciliation - Streamline operations	- Nuvei offers a single solution that can take payments for multiple departments including: all utilities (IVR + Online), permits & licenses, courts, and more - Single vendor makes it easier for to get support when needed
Non-existent or subpar customer support	Faster, more responsive technical support + assistance, when needed	- Assigned Client Success Manager and team 99.99% uptime - Fast, responsive customer support
Low e-Billing enrollments	Increase e-Billing enrollments by 37% in 1st year	Estimated savings to be 31% per month
Low AutoPay adoption rates	Increase AutoPay adoption payments by 45% in 1st year	- Reduce printed check processing - Streamline collections - Free up staff time
Influx of calls/office traffic	- Decrease call volume by 25% - Decrease walk-in traffic by 10%	- Increase customer satisfaction - No long lines
Communication outreach	- Reduce later payers & shutoffs by 10% - Decrease mailing costs	- Reduce printed costs - Email & text payment notification reminders prior to bill due date - Customer preferred communication channels



Pricing and Terms

Pricing is based on the following information provided by the City of Frazee, MN:

Bills/Monthly	500
Average Payment	\$150
Credit Card Transactions (monthly)	80
ACH Transactions (monthly)	20
Pricing Model	Convenience (Transaction fees paid by the Payor)

Payment Fees

Credit/Debit Card	3.95% per bankcard payment (up to \$5,000 maximum payment)
ACH	\$1.95 per ACH/e-check per payment (up to \$25,000 maximum payment)

Other Fees

e-Bills - Only charged when the customer no longer receives a printed bill	\$.20 per e-Bill - Waived
IVR (Pay-by-Phone) Payments - Only charged for completed payments	\$.50 - Waived
Chargeback	\$15.00 per chargeback
Returned Check Fee	\$15.00 per returned check
PCI Compliance	\$9.95 per month
Monthly Processing and Support Fee	\$50.00 per month

Service Description

Monthly Portal Fee - Includes unlimited user license for the Customer and Admin Portals	\$250/Mo - Waived
Implementation Fee - Includes CIS integration, billing process configuration, portal setup, and staff training	\$5,000 - Waived
Assigned Client Success Manager	Included
All payment channels included: online, IVR, Text & Pay, and POS. All fees include recurring, one-time payments, all payment channels, and all card brands (Visa, MasterCard, American Express and Discover).	



Pricing and Terms

Pricing is based on the following information provided by the City of Frazee, MN:

Bills/Monthly	500
Average Payment	\$150
Credit Card Transactions (monthly)	80
ACH Transactions (monthly)	20
Pricing Model	Convenience (Transaction fees paid by the Payor)

Payment Fees

Credit/Debit Card	4.5% per bankcard payment (up to \$5,000 maximum payment)
ACH	\$1.95 per ACH/e-check per payment (up to \$25,000 maximum payment)

Other Fees

e-Bills - Only charged when the customer no longer receives a printed bill	\$.20 per e-Bill - Waived
IVR (Pay-by-Phone) Payments - Only charged for completed payments	\$.50 - Waived
Chargeback Returned Check Fee	\$15.00 per chargeback \$15.00 per returned check
PCI Compliance	\$9.95 per month
Monthly Processing and Support Fee	\$100.00 per month

Service Description

Monthly Portal Fee - Includes unlimited user license for the Customer and Admin Portals	\$250/Mo - Waived
Implementation Fee - Includes CIS integration, billing process configuration, portal setup, and staff training	\$5,000 - Waived
Assigned Client Success Manager	Included
All payment channels included: online, IVR, Text & Pay, and POS. All fees include recurring, one-time payments, all payment channels, and all card brands (Visa, MasterCard, American Express and Discover).	

Product Overview

Nuvei leverages best-in-class technologies to address today's needs and tomorrow's opportunities. Nuvei Bill Pay is a comprehensive payment solution focused on delivering an intuitive, user-friendly payment experience for citizens, and administrative tools that help staff members perform their daily tasks more efficiently.

Advanced Software-as-Service (SaaS) Solution

Nuvei Bill Pay's SaaS architecture will "future proof" your online payment application. Nuvei continues to evolve its platform to stay abreast of the rapid changes in the financial technology industry and meet compliance standards such as: PCI, Nacha, and more.

In addition, your organization will never have to perform an upgrade or an update again. You will always run the most current version of software, and our team manages all backups, hardware maintenance, system upgrades, etc.

Direct Integration with Your CIS System

Nuvei has integrated with more than 300 municipal software applications. Using batch and real-time transfer methods, we'll save you time and effort by keeping critical account and payment data synched between your CIS/Utility Billing system and Nuvei Bill Pay.

Multilingual Dashboard Configuration

Nuvei Bill Pay can be translated into multiple languages, enabling municipal organizations to encourage underserved segments of their customer base to use self-service payment options.



Guest Pay

Offering a Guest Pay or "one-time" payment method is useful for citizens who don't want to create another username and password before being able to pay. Citizens can view their bill amount, due date, and pay with credit/debit cards or ACH transfers. Partial payments can be accepted if this option is supported by your municipality. Payment receipts can be printed, emailed or texted.

Integrated AutoPay, e-Billing, Text & Pay Options

With AutoPay, citizens can have their payments automatically paid on the due date or scheduled for a specific day. e-Billing enables citizens to receive paperless bills instead of printed bills. With Text & Pay, citizens can opt to receive a text when a bill is posted and pay directly from that message.

Increasing AutoPay enrollments improves cash flow and results in fewer collections dollars that municipalities must manage. Transitioning customers from printed to electronic bills drives valuable print and mail cost savings. Text & Pay is an excellent way to provide a self-service payment option to non-technical users who don't want to pay online or via Pay by Phone (IVR).

Easy Mobile Payments...No App Required!

Municipalities can expect 50% or more of their payments to be made using a mobile device. Many citizens don't want to download a mobile app to pay. Nuvei Bill Pay automatically displays information to fit the mobile, tablet, laptop or desktop screen the citizen is using.

We support all mobile devices and these Web browsers: Google Chrome, Apple Safari, Mozilla Firefox, Microsoft Edge and Internet Explorer.

Pay by Phone (IVR)

Nuvei's integrated Pay by Phone service provides municipalities an assigned local telephone number that can be accessed directly by citizens or linked to an existing customer support line. IVR enables customers to:

- Make effortless, secure payments 24/7, using a credit/debit card or e-Check
- Easily check balances and due dates
- Receive instructions in Spanish
- Complete a payment in 2-3 mins.

Utilities benefit because:

- Customer Service Reps (CSRs) can stop taking manual phone payments
- Payments are integrated into Nuvei Bill Pay
- Staff have more time to focus on other support & service tasks

IVR offers customers an easy way to pay using their phone. In addition, municipal organizations can minimize manual errors and the handling of sensitive payment information by staff.



Manage Multiple Accounts

Property managers and users with multiple accounts can create a single online profile, and then view and manage all their accounts.

Automated Email & Text Reminders

Nuvei Bill Pay automatically sends a variety of email and text reminders when:

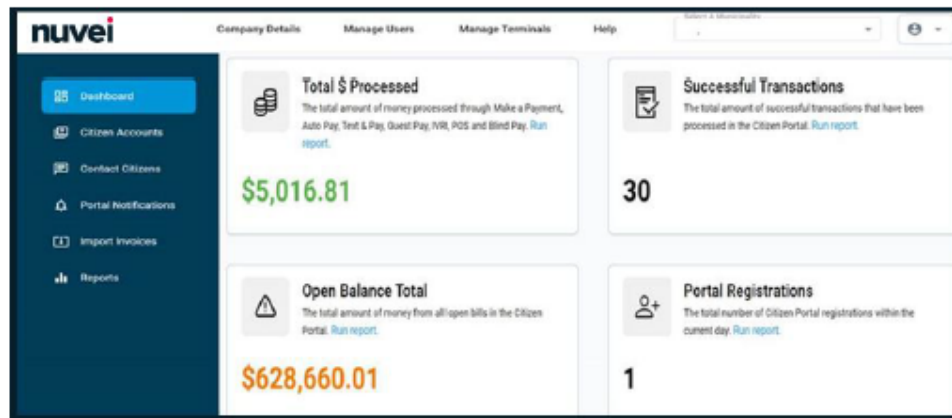
- A new bill is posted
- Upcoming AutoPay payment
- Successful/unsuccessful payment confirmation

Point of Sale (POS)

Staff can process in-person and walk-in payments using a variety of cloud-based, secure EMV and swipe card readers. Payments are directly integrated into Nuvei Bill Pay.

Admin Portal

Nuvei's Admin Portal helps staff perform their daily tasks more efficiently. The portal includes payment management tools so staff can quickly and easily accept payments, notify citizens, view trends and insights, build custom reports, and reconcile payment deposits with ease.



Configurable Dashboards

The dashboards show a summary of data, such as: payment volume processed, open balance totals, successful transactions, portal sign-ups and more. Staff can view key performance information that is important to their organizations.

Manage Customer Accounts

Staff can access any customer account in the system and:

- Take payments
- Change account information: address, phone numbers, passwords, etc.
- Enroll citizens in e-Billing, AutoPay, and Text & Pay
- Provide portal support

Communicate Directly with Citizens

Portal notifications allow staff members to send email and text messages directly to citizens for: boil water alerts, water main breaks, maintenance issues, news, reminders, and more. Now keeping customers engaged and informed is a simple process.

Reporting

Configurable, real-time reporting in the Admin Portal enables staff to view a variety of standard reports or create their own. Building custom reports is an easy process requiring no software programming knowledge. Reports can be scheduled for delivery: daily, weekly, monthly and more.

Access to accurate, reliable, and relevant data helps your municipality understand customer behavior, track payment information, and improve decision making.

Implementation Process

Nuvei has implemented payment solutions for more than 3,500 government agencies. After the agreements are signed your organization will be assigned a dedicated Implementation Manager who will work with your team until the payment site has been launched.

This experienced professional will guide: the Merchant ID application and creation process, data integration, configuration, testing, and training. In general, the implementation process takes about 3-4 months to complete.

Training & Support

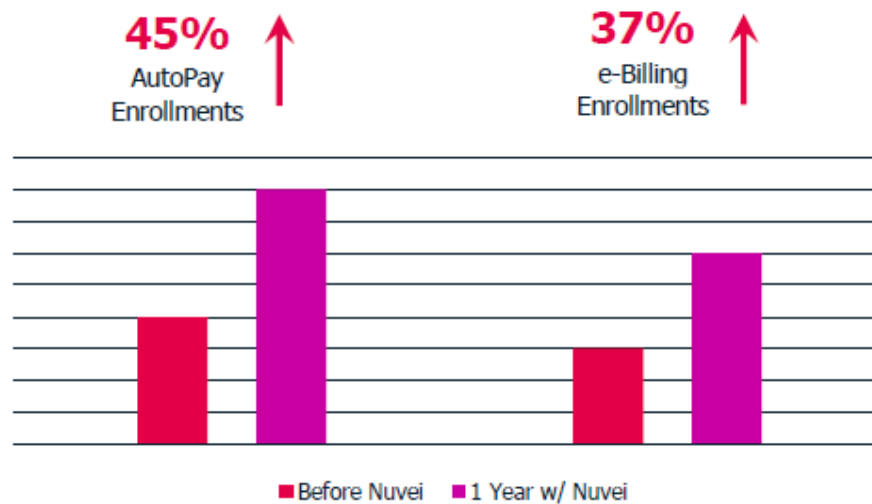
Once your payment site is live, we provide remote training and ongoing support to ensure your team feels confident and fully equipped. Our support team is available Monday through Friday, 6am – 4pm MT, and can be reached at CPSupport@nuvei.com. Whether you have a quick question or need assistance troubleshooting, our team is ready to help.

Citizen Marketing Services

To encourage citizens to use the new payments platform to drive self-service payments and e-Billing and AutoPay enrollments, Nuvei offers:

- A dedicated Customer Success Manager
- Email campaign templates
- Marketing collateral: social media ads, bill inserts, etc.

Our team will develop a customized program for your municipality with the goal of achieving the following improvements (Figure 1).



Client Testimonials

Nuvei's top priority is ensuring the success of our clients. Our payment solutions drive superior commerce outcomes and empower our clients to reach their operational goals. Below are just a few testimonials from our clients.



"We've had big growth in online payments, and we really do enjoy working with Nuvei."

Sara W. – Customer Service Manager

"Changing our bill presentment was a game-changer for us in mitigating customer complaints. We couldn't have done that without Nuvei."

Jessica D. - Utility Support Service Manager

"We have happier customers. They're happy with our payment solution, and we're happy with it."

Everett B.
General Manager

"Nuvei has a great customer service team. When I email them, they are so friendly and amazingly fast, I don't have to wait to get a problem fixed. Their customer support and technical support is fast and they understand our needs."

Customer Administrator

"We are pleased with Nuvei. The integration is working well and we are happy to offer mobile technology to our citizens. Nuvei offers excellent customer service and works very hard to serve our court staff. I highly recommend their payment service to other courts."

Presiding Judge
Birmingham Municipal Court

"We like the ease of use and quick response time, and Nuvei's service is excellent."

Court Administrator

Company Overview

Nuvei is a leading provider of integrated payment and frictionless commerce solutions that help customers accept and make payments, expedite receipt of money, and increase operating efficiencies.

Nuvei Bill Pay is PCI Level 1 compliant and specifically designed for simplicity, scalability, and flexibility. Our solutions enable citizens to make payments at any time, from any device, and from just about anywhere. Ensuring your staff has access to the most innovative technology to support and streamline your operations is our goal.



3,500+

Agencies and
Municipalities Served



35+

States
Served



8M+

Agency Payments
Processed Annually



\$2.5B

Volume Processed
Annually

Summary

Thank you for the opportunity to present a proposal for Nuvei Bill Pay. We look forward to partnering with the City of Frazee, MN and helping you achieve your online payment and e-Billing goals. Please contact me if you have any questions regarding our solution or this proposal.

Sincerely,

Tiffany Donica

Mid-Market Account Executive

Addendum

ADDITIONAL CLAIMS



CITY OF FRAZEE Payments

09/23/26 1:47 PM
Page 1

Current Period: September 2026

Payments Batch 09232026GEN1		\$795,781.31	
Refer	0 WISSINK, DAWN	-	
Cash Payment	G 601-23901 Undistributed Receipts	000000079501	\$83.05
Invoice			
Transaction Date	9/10/2026	Main Checking 10100	Total \$83.05
Refer	0 GRUBB, JUSTIN & SOPHIE	-	
Cash Payment	G 601-23901 Undistributed Receipts	000000243500	\$2.76
Invoice			
Transaction Date	9/10/2026	Main Checking 10100	Total \$2.76
Refer	0 ELAN FINANCIAL SERVICES	Clk# 000738E 9/24/2026	
Cash Payment	E 100-45200-401 Repairs/Maint Buildings	GROW PLATE FOR HLP UPGRADES	\$217.39
Invoice			
Cash Payment	E 100-41400-324 Technology/Computer E	17 BUSINESS MICROSOFT SUBSCRIPTIONS	\$239.70
Invoice			
Cash Payment	E 100-41400-324 Technology/Computer E	7 BUSINESS MICROSOFT SUBSCRIPTIONS	\$44.10
Invoice			
Cash Payment	E 100-41400-210 Operating Supplies (GE	PAPER PLATES	\$5.25
Invoice			
Cash Payment	E 656-46500-210 Operating Supplies (GE	TP	\$82.09
Invoice			
Cash Payment	E 100-41400-200 Office Supplies (GENER	RECIEPT TAPE PAPER	\$16.90
Invoice			
Cash Payment	E 656-46500-210 Operating Supplies (GE	PAPER TOWEL ROLLS	\$56.00
Invoice			
Cash Payment	E 100-41400-324 Technology/Computer E	QR CODE CREATOR	\$186.96
Invoice			
Cash Payment	E 324-47000-620 Fiscal Agent s Fees	2026 FISCAL INFRONT BOND DOC POSTAGE	\$86.83
Invoice			
Cash Payment	E 201-42300-439 Promotion Expenses	UNITED WAY EVENT	\$35.20
Invoice			
Cash Payment	E 201-42300-219 Personal Protective Equi	DISPOSABLE GLOVES	\$54.99
Invoice			
Cash Payment	E 201-42300-234 Medical Supplies	BANDAGE SCISSORS	\$9.79
Invoice			
Cash Payment	E 201-42300-234 Medical Supplies	COTTON ROLLS	\$6.62
Invoice			
Cash Payment	E 201-42300-234 Medical Supplies	NOSE CLIPS-BLEED STOPPERS	\$8.99
Invoice			
Cash Payment	E 100-43100-210 Operating Supplies (GE	PUBLIC WORKS TP	\$82.09
Invoice			
Cash Payment	E 601-49400-313 Samples/Testing	SAMPLES SHIPPING	\$18.79
Invoice			
Cash Payment	E 601-49400-313 Samples/Testing	SAMPLES SHIPPING	\$12.65
Invoice			
Cash Payment	E 200-42200-210 Operating Supplies (GE	RECHARGEABLE BATTERIES	\$31.30
Invoice			
Cash Payment	E 100-42110-212 Motor Fuels	PD FUEL-STATION WAS CLOSED	\$42.50
Invoice			
Transaction Date	9/10/2026	Main Checking 10100	Total \$1,238.14
Refer	0 AFLAC	-	



CITY OF FRAZEE

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Page 2

Payments

Current Period: September 2026

Cash Payment	G 100-21709	Aflac/Colonial Life	Employee Withholding		\$257.46
Invoice	090220	9/11/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total	\$257.46
Refer	0	ALEX AIR APPARATUS 2 LLC	-		
Cash Payment	E 200-42200-240	Small Tools and Minor E	Spider Extration Gloves		\$214.26
Invoice	INV-54970	8/28/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total	\$214.26
Refer	0	BRET ANDERSON	-		
Cash Payment	E 100-42110-321	Telephone	JULY - SEPT 2026 CELL PHONE REIMBURSEMENT		\$150.00
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$150.00
Refer	0	FRAZEE PUBLIC UTILITIES	-		
Cash Payment	E 100-45183-382	Water/Sewer Utilities	WATER/SEWER		\$63.57
Invoice					
Cash Payment	E 654-46500-382	Water/Sewer Utilities	WATER/SEWER		\$59.26
Invoice					
Cash Payment	E 656-46500-382	Water/Sewer Utilities	WATER/SEWER		\$63.15
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$185.98
Refer	0	IRS	Ck# 000737E 9/21/2026		
Cash Payment	G 100-21701	Federal Withholding	PP# 19 EMP WITHHOLDING		\$1,051.66
Invoice					
Cash Payment	G 100-21703	FICA Tax Withholding	PP# 19 EMP WITHHOLDING		\$1,527.60
Invoice					
Cash Payment	G 656-21701	Federal Withholding	PP# 19 EMP WITHHOLDING		\$14.39
Invoice					
Cash Payment	G 656-21703	FICA Tax Withholding	PP# 19 EMP WITHHOLDING		\$24.56
Invoice					
Cash Payment	G 200-21701	Federal Withholding	PP# 19 EMP WITHHOLDING		\$7.22
Invoice					
Cash Payment	G 200-21703	FICA Tax Withholding	PP# 19 EMP WITHHOLDING		\$12.26
Invoice					
Cash Payment	G 601-21701	Federal Withholding	PP# 19 EMP WITHHOLDING		\$200.39
Invoice					
Cash Payment	G 601-21703	FICA Tax Withholding	PP# 19 EMP WITHHOLDING		\$388.96
Invoice					
Cash Payment	G 602-21701	Federal Withholding	PP# 19 EMP WITHHOLDING		\$300.33
Invoice					
Cash Payment	G 602-21703	FICA Tax Withholding	PP# 19 EMP WITHHOLDING		\$506.82
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$4,034.19
Refer	0	IRS	Ck# 000738E 9/17/2026		
Cash Payment	G 700-21701	Federal Withholding	PP# 18.01 EMPLOYEE WITHHOLDING		\$108.09
Invoice					
Cash Payment	G 700-21703	FICA Tax Withholding	PP# 18.01 EMPLOYEE WITHHOLDING		\$244.72
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$352.81
Refer	0	ARVIG ENTERPRISES INC	-		



CITY OF FRAZEE

09/23/26 1:47 PM

Page 3

Payments

Current Period: September 2026

Cash Payment	E 100-41400-321	Telephone	9/6/26-10/5/26 PHONE & INET	\$166.00
Invoice				
Cash Payment	E 202-45000-321	Telephone	9/6/26-10/5/26 PHONE & INET	\$139.95
Invoice				
Cash Payment	E 700-46700-321	Telephone	9/6/26-10/5/26 PHONE & INET	\$9.96
Invoice				
Cash Payment	E 100-42110-321	Telephone	9/6/26-10/5/26 PHONE & INET	\$115.41
Invoice				
Cash Payment	E 201-42300-321	Telephone	9/6/26-10/5/26 PHONE & INET	\$5.01
Invoice				
Cash Payment	E 100-45200-321	Telephone	9/6/26-10/5/26 PHONE & INET	\$49.50
Invoice				
Cash Payment	E 601-49400-321	Telephone	9/6/26-10/5/26 PHONE & INET	\$67.20
Invoice				
Cash Payment	E 100-43100-321	Telephone	9/6/26-10/5/26 PHONE & INET	\$271.10
Invoice				
Transaction Date	9/23/2026	Main Checking	10100	Total \$824.13
Refer	0 BECKER COUNTY AUDITOR TREA			
Cash Payment	E 100-43100-433	Dues and Subscriptions	2ND 1/2 PROPERTY TAXES 2026	\$169.00
Invoice				
Cash Payment	E 100-45200-433	Dues and Subscriptions	2ND 1/2 PROPERTY TAXES 2026	\$266.00
Invoice				
Cash Payment	E 201-42300-433	Dues and Subscriptions	2ND 1/2 PROPERTY TAXES 2026	\$169.00
Invoice				
Cash Payment	E 651-46500-433	Dues and Subscriptions	2ND 1/2 PROPERTY TAXES 2026	\$1,084.00
Invoice				
Cash Payment	E 654-46500-321	Telephone	2ND 1/2 PROPERTY TAXES 2026	\$1,459.00
Invoice				
Transaction Date	9/23/2026	Main Checking	10100	Total \$3,127.00
Refer	0 JESSE GROSSMAN			
Cash Payment	E 100-43100-321	Telephone	JULY - SEPT 2026 CELL PHONE REIMBURSEMENT	\$150.00
Invoice				
Transaction Date	9/23/2026	Main Checking	10100	Total \$150.00
Refer	0 KEVIN RENOLLET			
Cash Payment	E 100-43100-321	Telephone	JULY - SEPT CELL PHONE REIMBURSEMENT	\$150.00
Invoice				
Transaction Date	9/23/2026	Main Checking	10100	Total \$150.00
Refer	0 LAKES COUNTRY EMERGENCY ED			
Cash Payment	E 201-42300-331	Travel/Training Expense	EMR TRAINING - T. TOTLAND	\$650.00
Invoice 151	9/15/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total \$650.00
Refer	0 LAKES COUNTRY SERVICE COOP			
Cash Payment	E 100-41110-324	Technology/Computer E	SEPT. 2026 TECH SERVICES	\$128.15
Invoice 103702	9/2/2026			
Cash Payment	E 100-41400-324	Technology/Computer E	SEPT. 2026 TECH SERVICES	\$128.14
Invoice 103702	9/2/2026			
Cash Payment	E 100-42110-324	Technology/Computer E	SEPT. 2026 TECH SERVICES	\$128.14
Invoice 103702	9/2/2026			
Cash Payment	E 100-43100-324	Technology/Computer E	SEPT. 2026 TECH SERVICES	\$128.14
Invoice 103702	9/2/2026			



CITY OF FRAZEE

09/23/26 1:47 PM

Page 4

Payments

Current Period: September 2026

Cash Payment	E 200-42200-324	Technology/Computer E	SEPT. 2026 TECH SERVICES		\$128.14
Invoice	103702	9/2/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total	\$640.71
Refer	0	LAKES COUNTRY SERVICE COOP			
Cash Payment	E 100-41110-324	Technology/Computer E	July & August 2026 Technology Services		\$256.29
Invoice	103688	8/31/2026			
Cash Payment	E 100-41400-324	Technology/Computer E	July & August 2026 Technology Services		\$256.29
Invoice	103688	8/31/2026			
Cash Payment	E 100-42110-324	Technology/Computer E	July & August 2026 Technology Services		\$256.28
Invoice	103688	8/31/2026			
Cash Payment	E 100-43100-324	Technology/Computer E	July & August 2026 Technology Services		\$256.28
Invoice	103688	8/31/2026			
Cash Payment	E 200-42200-324	Technology/Computer E	July & August 2026 Technology Services		\$256.28
Invoice	103688	8/31/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total	\$1,281.42
Refer	0	LINCOLN NATIONAL LIFE INS CO			
Cash Payment	G 100-21705	Short-Long Term-Acc-Dth-Ds	Oct. 2026 Employee Benefit		\$334.42
Invoice	5011315636				
Cash Payment	G 601-21705	Short-Long Term-Acc-Dth-Ds	Oct. 2026 Employee Benefit		\$56.57
Invoice	5011315636				
Cash Payment	G 602-21705	Short-Long Term-Acc-Dth-Ds	Oct. 2026 Employee Benefit		\$77.24
Invoice	5011315636				
Transaction Date	9/23/2026	Main Checking	10100	Total	\$468.23
Refer	0	MN PERA	Ck# 000739E 9/21/2026		
Cash Payment	G 100-21704	PERA	PP# 19 EMPLOYEE WITHHOLDING		\$3,075.46
Invoice					
Cash Payment	G 656-21704	PERA	PP# 19 EMPLOYEE WITHHOLDING		\$22.46
Invoice					
Cash Payment	G 200-21704	PERA	PP# 19 EMPLOYEE WITHHOLDING		\$11.22
Invoice					
Cash Payment	G 601-21704	PERA	PP# 19 EMPLOYEE WITHHOLDING		\$373.84
Invoice					
Cash Payment	G 602-21704	PERA	PP# 19 EMPLOYEE WITHHOLDING		\$529.48
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$4,012.46
Refer	0	MN UI - PFML	Ck# 000740E 9/16/2026		
Cash Payment	G 700-21713	MN Paid Leave	PP# 18.01 EMPLOYEE WH/BEN		\$14.08
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$14.08
Refer	0	MN UI - PFML	Ck# 000741E 9/21/2026		
Cash Payment	G 100-21713	MN Paid Leave	PP# 19 EMP WH/BEN		\$180.52
Invoice					
Cash Payment	G 656-21713	MN Paid Leave	PP# 19 EMP WH/BEN		\$1.42
Invoice					
Cash Payment	G 200-21713	MN Paid Leave	PP# 19 EMP WH/BEN		\$0.70
Invoice					
Cash Payment	G 601-21713	MN Paid Leave	PP# 19 EMP WH/BEN		\$23.50
Invoice					
Cash Payment	G 602-21713	MN Paid Leave	PP# 19 EMP WH/BEN		\$33.28
Invoice					



CITY OF FRAZEE

09/23/26 1:47 PM

Page 5

Payments

Current Period: September 2026

Transaction Date	9/23/2026	Main Checking	10100	Total	\$219.42
Refer	0 MN DEPT OF REVENUE - ST	Ck# 000742E 9/18/2026			
Cash Payment	G 100-20801 Taxes - Sales & Use Taxes	UTILITIES SALES & USE TAX			\$1,424.00
Invoice					
Cash Payment	G 601-20801 Taxes - Sales & Use Taxes	UTILITIES SALES & USE TAX			\$311.00
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$1,735.00
Refer	0 MN DEPT OF REVENUE - ST	Ck# 000743E 9/18/2026			
Cash Payment	E 100-45183-126 Sales Tax Expense	CAMPGROUND SALES & USE TAX			\$100.00
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$100.00
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000744E 9/16/2026			
Cash Payment	G 700-21702 State Withholding	PP# 18.01 - EMP WH/BEN			\$65.00
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$65.00
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000745E 9/21/2026			
Cash Payment	G 100-21702 State Withholding	PP# 19 EMP WH/BEN			\$774.54
Invoice					
Cash Payment	G 601-21702 State Withholding	PP# 19 EMP WH/BEN			\$130.20
Invoice					
Cash Payment	G 602-21702 State Withholding	PP# 19 EMP WH/BEN			\$144.08
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$1,048.82
Refer	0 RMB ENVIRONMENTAL LABORATO				
Cash Payment	E 601-49400-313 Samples/Testing	WATER TESTING 9/9/2026			\$57.49
Invoice D095176	9/10/2026				
Transaction Date	9/23/2026	Main Checking	10100	Total	\$57.49
Refer	0 SCOTT LUHMAN				
Cash Payment	E 100-42110-321 Telephone	JULY - SEPT 2026 CELL PHONE REIMBURSEMENT			\$150.00
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$150.00
Refer	0 STEPHANIE POEGEL				
Cash Payment	E 100-41400-321 Telephone	JULY - SEPT 2026 CELL PHONE REIMBURSEMENT			\$150.00
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$150.00
Refer	0 MARCO TECHNOLOGIES LLC				
Cash Payment	E 100-41110-200 Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER			\$69.59
Invoice 590117560	9/1/2026				
Cash Payment	E 100-41400-200 Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER			\$88.15
Invoice 590117560	9/1/2026				
Cash Payment	E 651-46500-200 Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER			\$46.40
Invoice 590117560	9/1/2026				
Cash Payment	E 100-42110-200 Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER			\$46.40
Invoice 590117560	9/1/2026				
Cash Payment	E 100-49500-200 Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER			\$55.68
Invoice 590117560	9/1/2026				
Cash Payment	E 601-49400-200 Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER			\$55.68
Invoice 590117560	9/1/2026				



CITY OF FRAZEE

09/23/26 1:47 PM

Page 6

Payments

Current Period: September 2026

Cash Payment	E 602-49450-200	Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER		\$55.68
Invoice	590117560		9/1/2026		
Cash Payment	E 200-42200-200	Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER		\$11.60
Invoice	590117560		9/1/2026		
Cash Payment	E 201-42300-200	Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER		\$11.60
Invoice	590117560		9/1/2026		
Transaction Date	9/23/2026	Main Checking	10100	Total	\$440.78
Refer	0 MET LIFE INSURANCE COMPANY	-			
Cash Payment	G 100-21706	Insurance Payable	EMP DENTAL WH		\$245.03
Invoice					
Cash Payment	G 601-21706	Insurance Payable	EMP DENTAL WH		\$33.19
Invoice					
Cash Payment	G 602-21706	Insurance Payable	EMP DENTAL WH		\$68.04
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$346.26
Refer	0 OTTERTAIL POWER	-			
Cash Payment	E 100-41400-381	Electric Utilities	ELECTRIC SERVICE		\$257.87
Invoice					
Cash Payment	E 200-42200-381	Electric Utilities	ELECTRIC SERVICE		\$257.86
Invoice					
Cash Payment	E 100-42110-381	Electric Utilities	ELECTRIC SERVICE		\$152.02
Invoice					
Cash Payment	E 100-45200-381	Electric Utilities	ELECTRIC SERVICE		\$617.39
Invoice					
Cash Payment	E 100-43160-381	Electric Utilities	ELECTRIC SERVICE		\$1,412.32
Invoice					
Cash Payment	E 601-49400-381	Electric Utilities	ELECTRIC SERVICE		\$882.43
Invoice					
Cash Payment	E 602-49450-381	Electric Utilities	ELECTRIC SERVICE		\$322.84
Invoice					
Cash Payment	E 100-43100-381	Electric Utilities	ELECTRIC SERVICE		\$302.01
Invoice					
Cash Payment	E 100-49010-381	Electric Utilities	ELECTRIC SERVICE		\$23.69
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$4,228.43
Refer	0 SAFEASSURE	-			
Cash Payment	E 100-41400-331	Travel/Training Expense	2027 SAFETY TRAINING CONTRACT		\$752.56
Invoice	4092		8/31/2026		
Cash Payment	E 100-43100-331	Travel/Training Expense	2027 SAFETY TRAINING CONTRACT		\$752.56
Invoice	4092		8/31/2026		
Cash Payment	E 601-49400-331	Travel/Training Expense	2027 SAFETY TRAINING CONTRACT		\$752.57
Invoice	4092		8/31/2026		
Cash Payment	E 602-49450-331	Travel/Training Expense	2027 SAFETY TRAINING CONTRACT		\$752.57
Invoice	4092		8/31/2026		
Transaction Date	9/23/2026	Main Checking	10100	Total	\$3,010.26
Refer	0 STEPHANIE POEGEL	-			
Cash Payment	E 100-41400-331	Travel/Training Expense	Loss Control Wkshop		\$57.71
Invoice					
Cash Payment	E 651-46500-331	Travel/Training Expense	Closing on RWH Property		\$15.65
Invoice					



CITY OF FRAZEE

09/23/26 1:47 PM

Page 7

Payments

Current Period: September 2026

Cash Payment	E 100-41410-331	Travel/Training Expense	Election Training		\$15.35
Invoice					
Cash Payment	E 100-41400-331	Travel/Training Expense	Care Center Election		\$34.50
Invoice					
Cash Payment	E 100-41410-331	Travel/Training Expense	Pick Up Primary Election Supplies		\$15.35
Invoice					
Cash Payment	E 100-41410-331	Travel/Training Expense	Drop Off Primary Election Supplies		\$15.35
Invoice					
Cash Payment	E 651-46500-331	Travel/Training Expense	SCDP Implementation Training		\$123.72
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$277.63
Refer	0	TINA HANSMEIER	-		
Cash Payment	E 100-41400-321	Telephone	JULY - SEPT 2026 CELL PHONE REIMBURSEMENT		\$150.00
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$150.00
Refer	0	THE J.P. COOKE COMPANY	-		
Cash Payment	E 100-42110-210	Operating Supplies (GE	2027 DOG LICENSES		\$112.60
Invoice 949382		9/17/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total	\$112.60
Refer	0	TYLER TRIEGLAFF	-		
Cash Payment	E 100-42110-321	Telephone	JULY - SEPT 2026 CELL PHONE REIMBURSEMENT		\$150.00
Invoice					
Transaction Date	9/23/2026	Main Checking	10100	Total	\$150.00
Refer	0	J.R. Ferche, Inc.	-		
Cash Payment	E 408-43100-502	Construction - New/Repl	PARTIAL PMT #3 - 2026 UTIL INF - CONT # 24.04282		\$764,362.21
Invoice 24.04282PP3		9/8/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total	\$764,362.21
Refer	0	WEBBER FAMILY MOTORS & QUIC	-		
Cash Payment	E 100-42110-406	Repairs/Maint Vehicles	2014 FORD OIL CHANGE		\$140.90
Invoice 894752/2		9/14/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total	\$140.90
Refer	0	AUTO VALUE - DETROIT LAKES	-		
Cash Payment	E 603-43150-404	Repairs/Maint Machinery	Seals		\$157.86
Invoice 53669425		9/15/2026			
Cash Payment	E 100-43100-406	Repairs/Maint Vehicles	Halogen Pigtail, Brake Parts & Permatex Dielectric		\$64.45
Invoice 53669424		9/15/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total	\$222.31
Refer	0	CORE & MAIN LP	-		
Cash Payment	E 601-49400-399	Repairs/Maint Meters	24 - 3/4 METER CPLG		\$311.22
Invoice V000067704		9/17/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total	\$311.22
Refer	0	HAWKINS, INC.	-		
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	AZONE		\$666.30
Invoice 7568120		9/15/2026			
Transaction Date	9/23/2026	Main Checking	10100	Total	\$666.30



Payments

Current Period: September 2026

Fund Summary

	10100 Main Checking
100 GENERAL FUND	\$18,460.32
200 FIRE FUND	\$930.84
201 RESCUE FUND	\$951.20
202 WANNIGAN REGIONAL PARK	\$139.95
324 DS BOND #10 (2026 Util)	\$86.83
408 CAP PROJ - 2026 UTILITY RECONS	\$764,362.21
601 WATER FUND	\$4,427.79
602 SEWER FUND	\$2,790.36
603 STORM WATER FUND	\$157.86
651 ECONOMIC DEVELOPMENT AUTHORITY	\$1,249.77
654 EDA - BUSINESS CENTER	\$1,518.26
656 EDA - East Main Retail	\$264.07
700 Community Development	\$441.85
	\$795,781.31

Pre-Written Checks	\$12,819.92
Checks to be Generated by the Computer	\$782,961.39
Total	\$795,781.31



CITY OF FRAZEE

09/23/26 1:20 PM

Page 1

Payments

Current Period: September 2026

Payment Batch 09232026LIQ1

\$31,902.69

Refer	0 ELAN FINANCIAL SERVICES	Ck# 000519E 9/24/2026		
Cash Payment	E 609-49751-210 Operating Supplies (GEN PIZZA BOXES			\$11.99
Invoice				
Cash Payment	E 609-49750-200 Office Supplies (GENER SIGNAGE			\$8.77
Invoice				
Cash Payment	E 609-49751-210 Operating Supplies (GEN FOAM BOWLS			\$74.72
Invoice				
Cash Payment	E 609-49751-433 Dues and Subscriptions FOOD SAFETY TRAINING			\$75.00
Invoice				
Cash Payment	E 609-49750-210 Operating Supplies (GEN PAPER RECEIPT ROLLS			\$28.25
Invoice				
Cash Payment	E 609-49751-210 Operating Supplies (GEN PAPER RECEIPT ROLLS			\$28.24
Invoice				
Cash Payment	E 609-49751-254 Soft Drinks/Mix For Resal SOFT DRINKS			\$35.49
Invoice				
Cash Payment	E 609-49751-211 Cleaning Supplies BLEACH/CLEANING SUPPLIES			\$13.59
Invoice				
Cash Payment	E 609-49750-211 Cleaning Supplies CLEANING SUPPLIES			\$3.12
Invoice				
Cash Payment	E 609-49750-210 Operating Supplies (GEN LED LIGHT BULBS			\$14.49
Invoice				
Cash Payment	E 609-49751-210 Operating Supplies (GEN TRASH BAGS/COFFE FILTERS			\$27.89
Invoice				
Cash Payment	E 609-49751-213 Operating Supplies - Foo SAUCES/SALSA/VEGGIES			\$40.10
Invoice				
Cash Payment	E 609-49751-259 Food for Resale DAIRY			\$17.38
Invoice				
Cash Payment	E 609-49751-254 Soft Drinks/Mix For Resal CAMPB JCE			\$11.22
Invoice				
Cash Payment	E 609-49751-213 Operating Supplies - Foo BULK LIME			\$3.00
Invoice				
Cash Payment	E 609-49751-210 Operating Supplies (GEN S TL EVD PLATE 8.5			\$10.20
Invoice				
Cash Payment	E 609-49751-259 Food for Resale OLIVES			\$5.79
Invoice				
Cash Payment	E 610-49752-210 Operating Supplies (GEN RED BULL DRINK			\$47.21
Invoice				
Cash Payment	E 610-49752-210 Operating Supplies (GEN PLASTIC CUPS			\$60.51
Invoice				
Transaction Date	9/10/2026	Liquor Store	10101	Total \$516.76
Refer	0 AMANDA BLANCHARD	Ck# 005042 9/23/2026		
Cash Payment	E 609-49751-321 Telephone	JULY - SEPT 2026 CELL PHONE REIMBURSEMENT		\$75.00
Invoice				
Cash Payment	E 609-49750-321 Telephone	JULY - SEPT 2026 CELL PHONE REIMBURSEMENT		\$75.00
Invoice				
Transaction Date	9/23/2026	Liquor Store	10101	Total \$150.00
Refer	0 ARVIG ENTERPRISES INC	Ck# 005043 9/23/2026		
Cash Payment	E 609-49750-321 Telephone	9/6/26 to 10/5/26 PHONE & INET		\$114.07
Invoice				



CITY OF FRAZEE

09/23/26 1:20 PM

Page 2

Payments

Current Period: September 2026

Cash Payment	E 609-49751-321 Telephone	9/6/26 to 10/5/26 PHONE & INET		\$114.07
Invoice				
Cash Payment	E 610-49752-321 Telephone	9/6/26 to 10/5/26 PHONE & INET		\$103.84
Invoice				
Transaction Date	9/23/2026	Liquor Store	10101	Total \$331.98
Refer	0 BECKER COUNTY AUDITOR TREA	Ck# 005045	9/23/2026	
Cash Payment	E 609-49750-433 Dues and Subscriptions	2ND 1/2 PROPERTY TAXES 2026		\$253.50
Invoice				
Cash Payment	E 609-49751-433 Dues and Subscriptions	2ND 1/2 PROPERTY TAXES 2026		\$253.50
Invoice				
Cash Payment	E 610-49752-433 Dues and Subscriptions	2ND 1/2 PROPERTY TAXES 2026		\$520.00
Invoice				
Transaction Date	9/23/2026	Liquor Store	10101	Total \$1,027.00
Refer	0 BECKER CO ENVIRONMENTAL	Ck# 005044	9/23/2026	
Cash Payment	E 609-49751-384 Refuse/Garbage Dispos	AUGUST 2026 RECYCLING PICKUPS		\$8.75
Invoice				
Cash Payment	E 609-49750-384 Refuse/Garbage Dispos	AUGUST 2026 RECYCLING PICKUPS		\$8.75
Invoice				
Cash Payment	E 610-49752-384 Refuse/Garbage Dispos	AUGUST 2026 RECYCLING PICKUPS		\$8.75
Invoice				
Transaction Date	9/23/2026	Liquor Store	10101	Total \$26.25
Refer	0 BELLBOY CORPORATION	Ck# 005046	9/23/2026	
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR		\$167.40
Invoice 0212573000		9/10/2026		
Cash Payment	E 609-49750-254 Soft Drinks/Mix For Resal	LIQUOR		\$23.85
Invoice 0212573000		9/10/2026		
Cash Payment	E 609-49750-251 Liquor For Resale	LIQUOR		\$489.45
Invoice 0212573000		9/10/2026		
Transaction Date	9/23/2026	Liquor Store	10101	Total \$680.70
Refer	0 BERGSETH BROS	Ck# 005047	9/23/2026	
Cash Payment	E 609-49750-252 Beer For Resale	CREDIT		-\$25.90
Invoice 454-00899		9/10/2026		
Cash Payment	E 609-49750-256 THC/CBD For Resale	THC		\$164.00
Invoice 336-04113		9/10/2026		
Cash Payment	E 609-49751-252 Beer For Resale	BEER		\$22.70
Invoice 543700		9/10/2026		
Cash Payment	E 609-49750-252 Beer For Resale	BEER		\$899.55
Invoice 543700		9/10/2026		
Cash Payment	E 609-49750-252 Beer For Resale	CREDIT		-\$9.00
Invoice 545197		9/17/2026		
Cash Payment	E 609-49750-252 Beer For Resale	BEER & TEAS		\$291.30
Invoice 545198		9/17/2026		
Cash Payment	E 610-49752-252 Beer For Resale	BEER		\$76.20
Invoice 545193		9/17/2026		
Transaction Date	9/23/2026	Liquor Store	10101	Total \$1,218.85
Refer	0 BEVERAGE WHOLESALERS, INC	Ck# 005048	9/23/2026	
Cash Payment	E 609-49750-252 Beer For Resale	BEER		\$398.15
Invoice 453323		9/10/2026		
Cash Payment	E 609-49750-252 Beer For Resale	BEER		\$459.80
Invoice 972871		9/17/2026		
Transaction Date	9/23/2026	Liquor Store	10101	Total \$857.95



CITY OF FRAZEE

09/23/26 1:20 PM

Page 3

Payments

Current Period: September 2026

Refer	0 BREAKTHRU BEVERAGE	Ck# 005049 9/23/2026		
Cash Payment	E 609-49750-251 Liquor For Resale	LIQUOR		\$1,940.67
Invoice	128864386 9/16/2026			
Transaction Date	9/23/2026	Liquor Store 10101	Total	\$1,940.67
Refer	0 CINTAS CORP	Ck# 005050 9/23/2026		
Cash Payment	E 609-49750-211 Cleaning Supplies	LINEN CLEANING		\$8.58
Invoice	4281509108 9/8/2026			
Cash Payment	E 609-49751-211 Cleaning Supplies	LINEN CLEANING		\$40.83
Invoice	4281509108 9/8/2026			
Transaction Date	9/23/2026	Liquor Store 10101	Total	\$49.41
Refer	0 D-S BEVERAGES, INC	Ck# 005052 9/23/2026		
Cash Payment	E 609-49750-252 Beer For Resale	BEER & LIQUOR		\$11,033.47
Invoice	1001036 9/17/2026			
Cash Payment	E 609-49750-252 Beer For Resale	CREDIT		-\$6,090.00
Invoice	1782-01315 9/17/2026			
Cash Payment	E 610-49752-252 Beer For Resale	BEER		\$68.80
Invoice	1001035 9/17/2026			
Cash Payment	E 609-49750-252 Beer For Resale	CREDIT		-\$381.65
Invoice	1782-01301 9/9/2026			
Cash Payment	E 609-49750-252 Beer For Resale	BEER		\$894.35
Invoice	999096 9/9/2026			
Transaction Date	9/23/2026	Liquor Store 10101	Total	\$5,524.97
Refer	0 DACOTAH PAPER CO	Ck# 005051 9/23/2026		
Cash Payment	E 609-49751-210 Operating Supplies (GEN FOOD TRAYS & TOWELS			\$122.62
Invoice	39245 9/14/2026			
Transaction Date	9/23/2026	Liquor Store 10101	Total	\$122.62
Refer	0 ELECTRO WATCHMAN, INC	Ck# 005054 9/23/2026		
Cash Payment	E 609-49751-401 Repairs/Maint Buildings	10/1/26 TO 12/31/26 MONITORING		\$57.99
Invoice	467395 10/1/2026			
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	10/1/26 TO 12/31/26 MONITORING		\$57.98
Invoice	467395 10/1/2026			
Cash Payment	E 610-49752-401 Repairs/Maint Buildings	10/1/26 TO 12/31/26 MONITORING		\$57.98
Invoice	467395 10/1/2026			
Transaction Date	9/23/2026	Liquor Store 10101	Total	\$173.95
Refer	0 ECOLAB PEST ELIM DIV	Ck# 005053 9/23/2026		
Cash Payment	E 609-49751-401 Repairs/Maint Buildings	PEST SERVICES		\$55.64
Invoice	5028964 9/9/2026			
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	PEST SERVICES		\$55.64
Invoice	5028964 9/9/2026			
Cash Payment	E 610-49752-401 Repairs/Maint Buildings	PEST SERVICES		\$55.64
Invoice	5028964 9/9/2026			
Transaction Date	9/23/2026	Liquor Store 10101	Total	\$166.92
Refer	0 FRAZEE PUBLIC UTILITIES	Ck# 005055 9/23/2026		
Cash Payment	E 609-49750-382 Water/Sewer Utilities	WATER/SEWER SERVICES - AUGUST 2026		\$204.90
Invoice				
Cash Payment	E 609-49751-382 Water/Sewer Utilities	WATER/SEWER SERVICES - AUGUST 2026		\$204.90
Invoice				
Cash Payment	E 610-49752-382 Water/Sewer Utilities	WATER/SEWER SERVICES - AUGUST 2026		\$145.75
Invoice				
Transaction Date	9/23/2026	Liquor Store 10101	Total	\$555.55
Refer	0 GIOVANNIS FROZEN PIZZA	Ck# 005056 9/23/2026		



CITY OF FRAZEE

09/23/26 1:20 PM
Page 4

Payments

Current Period: September 2026

Cash Payment	E 609-49751-260 Pizza for Resale	PIZZA			\$97.00
Invoice	0309152620	9/15/2026			
Transaction Date	9/23/2026	Liquor Store	10101	Total	\$97.00
Refer	0 IRS	Ck# 000520E 9/8/2026			
Cash Payment	G 609-21701 Federal Withholding	PP#18 EMPLOYEE WH/BEN			\$253.90
Invoice					
Cash Payment	G 609-21703 FICA Tax Withholding	PP#18 EMPLOYEE WH/BEN			\$808.16
Invoice					
Cash Payment	G 610-21703 FICA Tax Withholding	PP#18 EMPLOYEE WH/BEN			\$62.12
Invoice					
Transaction Date	9/23/2026	Liquor Store	10101	Total	\$1,124.18
Refer	0 IRS	Ck# 000521E 9/21/2026			
Cash Payment	G 609-21701 Federal Withholding	PP# 19 EMP WH/BEN			\$214.28
Invoice					
Cash Payment	G 609-21703 FICA Tax Withholding	PP# 19 EMP WH/BEN			\$713.76
Invoice					
Cash Payment	G 610-21703 FICA Tax Withholding	PP# 19 EMP WH/BEN			\$97.68
Invoice					
Transaction Date	9/23/2026	Liquor Store	10101	Total	\$1,025.72
Refer	0 JOHNSON BROTHERS LIQUOR CO	Ck# 005057 9/23/2026			
Cash Payment	E 609-49750-253 Wine For Resale	WINE			\$463.42
Invoice	1135551	10/8/2026			
Transaction Date	9/23/2026	Liquor Store	10101	Total	\$463.42
Refer	0 JOLENE TAPPE	Ck# 005058 9/23/2026			
Cash Payment	E 610-49752-321 Telephone	JULY - SEPT 2026 CELL PHONE REIMBURSEMENT			\$150.00
Invoice					
Transaction Date	9/23/2026	Liquor Store	10101	Total	\$150.00
Refer	0 LAKES COUNTRY SERVICE COOP	Ck# 005059 9/23/2026			
Cash Payment	E 609-49750-324 Technology/Computer Ex	SEPT 2026 TECH SERVICES			\$64.07
Invoice	10370.2	9/2/2026			
Cash Payment	E 609-49751-324 Technology/Computer Ex	SEPT 2026 TECH SERVICES			\$64.07
Invoice	10370.2	9/2/2026			
Cash Payment	E 610-49752-324 Technology/Computer Ex	SEPT 2026 TECH SERVICES			\$128.14
Invoice	10370.2	9/2/2026			
Transaction Date	9/23/2026	Liquor Store	10101	Total	\$256.28
Refer	0 LAKES COUNTRY SERVICE COOP	Ck# 005059 9/23/2026			
Cash Payment	E 609-49750-324 Technology/Computer Ex	JULY & AUGUST 2026 TECH SERVICES			\$128.14
Invoice	10368.8	8/31/2026			
Cash Payment	E 609-49751-324 Technology/Computer Ex	JULY & AUGUST 2026 TECH SERVICES			\$128.14
Invoice	10368.8	8/31/2026			
Cash Payment	E 610-49752-324 Technology/Computer Ex	JULY & AUGUST 2026 TECH SERVICES			\$256.25
Invoice	10368.8	8/31/2026			
Transaction Date	9/23/2026	Liquor Store	10101	Total	\$512.53
Refer	0 LINCOLN NATIONAL LIFE INS CO	Ck# 005060 9/23/2026			
Cash Payment	G 609-21705 Short-Long Term-Acc-Dth-Ds	Oct. 2026 Employee Benefit			\$50.49
Invoice	5011325288				
Transaction Date	9/23/2026	Liquor Store	10101	Total	\$50.49
Refer	0 MARCO TECHNOLOGIES LLC	Ck# 005061 9/23/2026			



CITY OF FRAZEE

09/23/26 1:20 PM

Page 5

Payments

Current Period: September 2026

Cash Payment	E 609-49750-200 Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER CONTRACT	\$11.58
Invoice	59011756.0	9/1/2026	
Cash Payment	E 609-49751-200 Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER CONTRACT	\$11.58
Invoice	59011756.0	9/1/2026	
Cash Payment	E 610-49752-200 Office Supplies (GENER	8/25/26 TO 9/25/26 COPIER CONTRACT	\$11.60
Invoice	59011756.0	9/1/2026	
Transaction Date	9/23/2026	Liquor Store 10101	Total \$34.76
Refer	0 <u>MERCHANT BANK</u>	<u>Ck# 000522E 9/3/2026</u>	
Cash Payment	E 609-49750-433 Dues and Subscriptions	AUGUST 2026 CREDIT CARD PROCESSING FEES	\$638.99
Invoice			
Cash Payment	E 609-49751-433 Dues and Subscriptions	AUGUST 2026 CREDIT CARD PROCESSING FEES	\$639.00
Invoice			
Transaction Date	9/23/2026	Liquor Store 10101	Total \$1,277.99
Refer	0 <u>MET LIFE INSURANCE COMPANY</u>	<u>Ck# 005062 9/23/2026</u>	
Cash Payment	G 609-21706 Insurance Payable	EMP DENTAL WH	\$33.19
Invoice			
Transaction Date	9/23/2026	Liquor Store 10101	Total \$33.19
Refer	0 <u>MN ENERGY RESOURCES</u>	<u>Ck# 000523E 9/10/2026</u>	
Cash Payment	E 610-49752-383 Gas Utilities	7/23/26 to 8/21/26 NAT GAS SERVICE	\$117.75
Invoice			
Transaction Date	9/23/2026	Liquor Store 10101	Total \$117.75
Refer	0 <u>MN PERA</u>	<u>Ck# 000524E 9/8/2026</u>	
Cash Payment	G 609-21704 PERA	PP# 18 EMP WH/BEN	\$795.76
Invoice			
Cash Payment	G 610-21704 PERA	PP# 18 EMP WH/BEN	\$47.88
Invoice			
Transaction Date	9/23/2026	Liquor Store 10101	Total \$843.64
Refer	0 <u>MN PERA</u>	<u>Ck# 000525E 9/21/2026</u>	
Cash Payment	G 609-21704 PERA	PP# 19 EMP WH/BEN	\$709.40
Invoice			
Cash Payment	G 610-21704 PERA	PP# 19 EMP WH/BEN	\$89.38
Invoice			
Transaction Date	9/23/2026	Liquor Store 10101	Total \$798.78
Refer	0 <u>MN DEPT OF REVENUE - ST</u>	<u>Ck# 000526E 9/18/2026</u>	
Cash Payment	G 609-20801 Taxes - Sales & Use Taxes	AUGUST 2026 SALES & USE TAX	\$4,129.00
Invoice			
Cash Payment	G 609-20801 Taxes - Sales & Use Taxes	AUGUST 2026 SALES & USE TAX	\$2,081.00
Invoice			
Cash Payment	E 610-49752-126 Sales Tax Expense	AUGUST 2026 SALES & USE TAX	\$227.00
Invoice			
Cash Payment	E 610-49752-126 Sales Tax Expense	AUGUST 2026 SALES & USE TAX	\$193.00
Invoice			
Cash Payment	E 610-49752-126 Sales Tax Expense	AUGUST 2026 SALES & USE TAX	\$266.00
Invoice			
Cash Payment	E 610-49752-126 Sales Tax Expense	AUGUST 2026 SALES & USE TAX	\$21.00
Invoice			
Cash Payment	E 610-49752-126 Sales Tax Expense	AUGUST 2026 SALES & USE TAX	\$16.00
Invoice			
Transaction Date	9/23/2026	Liquor Store 10101	Total \$6,933.00



CITY OF FRAZEE

09/23/26 1:20 PM

Page 6

Payments

Current Period: September 2026

Refer	0 MN DEPT OF REVENUE - WH	Ck# 000527E 9/9/2026		
Cash Payment	G 609-21702 State Withholding	PP# 18 EMP WH		\$168.43
Invoice				
Transaction Date	9/8/2026	Liquor Store	10101	Total \$168.43
Refer	0 MN DEPT OF REVENUE - WH	Ck# 000528E 9/21/2026		
Cash Payment	G 609-21702 State Withholding	PP# 19 EMP WH		\$148.76
Invoice				
Cash Payment	G 610-21702 State Withholding	PP# 19 EMP WH		\$1.89
Invoice				
Transaction Date	9/8/2026	Liquor Store	10101	Total \$150.45
Refer	0 MN UI - PFML	Ck# 000529E 9/8/2026		
Cash Payment	G 609-21713 MN Paid Leave	PP#18 EMP WH/BEN		\$50.02
Invoice				
Cash Payment	G 610-21713 MN Paid Leave	PP#18 EMP WH/BEN		\$3.56
Invoice				
Transaction Date	9/8/2026	Liquor Store	10101	Total \$53.58
Refer	0 MN UI - PFML	Ck# 000530E 9/21/2026		
Cash Payment	G 609-21713 MN Paid Leave	PP# 19 EMP WH/BEN		\$44.58
Invoice				
Cash Payment	G 610-21713 MN Paid Leave	PP# 19 EMP WH/BEN		\$5.62
Invoice				
Transaction Date	9/8/2026	Liquor Store	10101	Total \$50.20
Refer	0 PHILLIPS WINE & SPIRITS	Ck# 005063 9/23/2026		
Cash Payment	E 609-49750-253 Wine For Resale	LIQUOR		\$124.03
Invoice 5233531	9/9/2026			
Cash Payment	E 609-49750-251 Liquor For Resale	LIQUOR		\$663.49
Invoice 5233531	9/9/2026			
Transaction Date	9/8/2026	Liquor Store	10101	Total \$787.52
Refer	0 SAFEASSURE	Ck# 005064 9/23/2026		
Cash Payment	E 609-49750-331 Travel/Training Expenses 2027 SAFETY TRAINING CONTRACT			\$752.57
Invoice 409.2	8/31/2026			
Cash Payment	E 609-49751-331 Travel/Training Expenses 2027 SAFETY TRAINING CONTRACT			\$752.57
Invoice 409.2	8/31/2026			
Cash Payment	E 610-49752-331 Travel/Training Expenses 2027 SAFETY TRAINING CONTRACT			\$752.57
Invoice 409.2	8/31/2026			
Transaction Date	9/8/2026	Liquor Store	10101	Total \$2,257.71
Refer	0 SOUTHERN GLAZERS OF MN	Ck# 000531E 9/24/2026		
Cash Payment	E 609-49750-253 Wine For Resale	LIQUOR		\$104.88
Invoice 2803400	9/11/2026			
Cash Payment	E 609-49750-251 Liquor For Resale	LIQUOR		\$225.46
Invoice 2803400	9/11/2026			
Transaction Date	9/8/2026	Liquor Store	10101	Total \$330.34
Refer	0 TWEETON REFRIGERATION INC	Ck# 005065 9/23/2026		
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	WALK IN COOLER - WATER LEAK REPAIR		\$325.00
Invoice 33701	8/21/2026			
Transaction Date	9/8/2026	Liquor Store	10101	Total \$325.00
Refer	0 VIKING COCA COLA BOTTLING CO	Ck# 005066 9/23/2026		
Cash Payment	E 609-49751-254 Soft Drinks/Mix For Resal	SODA		\$276.00
Invoice 3989185	9/16/2026			



CITY OF FRAZEE

09/23/26 1:20 PM

Page 7

Payments

Current Period: September 2026

Cash Payment	E 609-49750-254 Soft Drinks/Mix For Resal SODA	\$71.55
Invoice 3989185	9/16/2026	
Cash Payment	E 609-49750-254 Soft Drinks/Mix For Resal SODA	\$156.60
Invoice 3989185	9/16/2026	
Cash Payment	E 609-49751-210 Operating Supplies (GEN CO2	\$213.00
Invoice 3989185	9/16/2026	
Transaction Date	9/8/2026	
	Liquor Store	10101
		Total
		\$717.15

Fund Summary

	10101 Liquor Store
609 MUNICIPAL LIQUOR FUND	\$28,310.77
610 EVENT CENTER FUND	\$3,591.92
	<u>\$31,902.69</u>

Pre-Written Checks	\$31,902.69
Checks to be Generated by the Computer	\$0.00
Total	<u>\$31,902.69</u>

Addendum

RESOLUTION 0923-2026B – RESOLUTION APPROVING 2027 PRELIMINARY LEVY



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

Waters Trails Shops Parks

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

RESOLUTION No. 0923-2026B RESOLUTION For The 2027 Proposed Tax Levy

WHEREAS, a proposed tax levy needs to be adopted and submitted to the County Auditor by September 30, 2026; and

WHEREAS, a proposed tax levy is a fundamental part in the budgeting process;

BE IT RESOLVED, by the City Council of the City of Frazee, County of Becker, State of Minnesota:

- That the following proposed tax levy is for the upcoming year, collectible in 2027 upon the taxable property in said City of Frazee:

General Government	\$90,681
Public Safety	\$206,117
Parks & Recreation	\$15,273
Streets	\$96,146
EDA	\$0
Bond 2017A	\$9,671
Bond 2022B	\$37,182
Bond 2024D – Improvement	\$19,060
Bond 2024D – Town Lake Beach	\$6,374
Bond 2025A	\$84,379
Bond 2026A	\$23,990
TOTAL PROPOSED LEVY	\$588,873
- This constitutes an approximate 7.16% increase over the 2026 final levy for a projected total increase of \$39,368 for the 2027 fiscal year.
- The 2027 Truth-In-Taxation Public Hearing date is December 9, 2026 at 6:01 p.m. at the Frazee Event Center.

The City Administrator is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Becker County, Minnesota.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 23rd of September 2026 by the City Council of Frazee. With the following voting:

	Daggett	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mike Sharp,
Mayor

Stephanie Poegel,
City Administrator

Addendum

PHASE 1 ARCHAEOLOGY STUDY

Wannigan - Phase I Archaeological Survey of East Bank									
Seald Bids due in office by 12:00 pm on 09/18/2026									
RFP:	Submission Deadline:	Received Date	Experience - 40%	Project Understanding & Methodology - 25%	Cost - 25%	Schedule - 10%	References	Ins.	
Trileaf		9/15/2026	7 staff; 8-20 yrs each Colorado, Montana, Virginia, West Virginia, north Carolina,	Permits; Pro Mgmt, Sec 106 Comp Resc & Doc; Mtgs/Records; Demo/Reno/Const Rev; Phase I Field Surv; Field Test; Reports	\$41,245.00	None Given	5		
Soils & Structures		9/16/2026	10 yr Michigan, & Wisconsin	Lit/BG Rev; Field test; Reporting & Deliverables	\$35,466.00 + sites	10/23/2026	3 X		
Gray & Pape, Inc.		9/17/2026	6 staff; 10-40 yrs + Indigenous-owned co. Will Cty Ill "Midewin Nat Tall Grass Prairie"; 3 Michigan Proj.	Init/Data Trans; Bkgr Resch; Field test; Analysis; Report; Mtgs	\$100,000.00 (3 sites only)	Nov. 2026	4 X		
Edge Consulting Engineers, Inc.		9/18/2026	2 staff; 4-13+ yrs Dakota Cty "Lake Bylesby Regional Park"; Sterns Cty "Paynesville Koronis Hills Park Imp"	Lit Search; Recon Phase 1 survey; Field; Reporting; License; Lab analysis & Artifact Curation	\$21,625 (0 sites); \$35,425 (up to 3 sites) + if more sites	Field w/in 30 days of permitting; final report 12/22/26 at latest	3		

AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services ("Agreement") is entered into and dated September 22, 2026 by and between USI Consulting Group, Inc. (formerly Hildi Inc.) with offices located at 8000 Norman Center Drive, Suite 400, Bloomington, MN 55437 (hereinafter referred to as the "Consultant") and the City of Frazee with offices located at P.O. Box 387 222 Main Avenue West, Frazee, MN 56544 (hereinafter referred to as the "Company"). Company and Consultant are jointly referred to as the "parties."

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACCEPTED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Description of Services. Consultant will perform certain services for Company upon terms and conditions specified herein and as such services are more particularly described in Exhibit(s), which are attached hereto and incorporated by this reference.
2. Prices and Payment. Company agrees to pay Consultant the fees set forth in the applicable Exhibit(s). Consultant anticipates invoicing the Company monthly for services provided. Payment will be due in full within thirty-five (35) days of receipt of Consultant's invoice. Company agrees to pay interest on all overdue amounts at a rate of twelve percent (12%) per annum or the rate allowed by law, which ever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts.
3. Travel Expenses. Company agrees to reimburse Consultant for its reasonable and necessary out-of-pocket lodging, transportation, and food incurred at the Company's request. Consultant agrees to provide reasonable expense documentation. Whenever possible, Consultant agrees to take advantage of travel discounts. All air travel by Consultant shall be on major national or regional airlines, and Consultant and its representatives may keep their frequent flier miles earned for their personal usage.
4. Ownership of Work Product. Ownership of, and all rights in, the work product which is the subject matter of this Agreement (the "Work"), including trademarks, patents and copyrights applicable to same, shall belong exclusively to Company. The parties expressly agree to consider as a "work made for hire" any Work ordered or commissioned by the Company which qualifies as such under the United States copyright laws. To the extent that the Work cannot be a "work made for hire" or where necessary for any other reason, Consultant will provide Company with all such assignments of rights, covenants and other assistance which may be required for Company, through trademark, patent or copyright applications or otherwise, to obtain the full benefit of the rights provided for herein. If the Work contains materials previously developed or copyrighted by Consultant or others, Consultant grants and agrees to grant to Company, or obtain for Company, an unrestricted, royalty-free license to use and copy such materials. Any license so

granted or obtained shall include the right for Company to grant an unrestricted, royalty-free license to any affiliate of Company. Consultant is allowed to retain one copy of the Work for archival purposes. Consultant shall place a copyright notice on the Work at Company's request. The Work shall be considered "Information" under the Section entitled "Nondisclosure."

5. Nondisclosure. Any technical or business information, including, but not limited to, computer programs, files, specifications, drawings, sketches, models, samples, tools, cost data, customer information, financial data, business or marketing plans or other data, whether oral, written or otherwise ("Information"), furnished or disclosed to Consultant hereunder or in contemplation hereof, shall remain Company's property. No license, express or implied, under any trademark, patent or copyright is granted by Company to Consultant by virtue of such disclosure. All such information in written, graphic or other tangible form shall be returned to the Company immediately upon request and copies shall be returned to the Company or, at Company's option, certified by Consultant as having been located and destroyed. Consultant shall be allowed to retain one copy of the Information for archival purposes. Unless such Information was previously known to Consultant free of any obligation to keep it confidential, is lawfully obtained by Consultant from any source other than Company or has been or is subsequently made public by Company or a nonparty to this Agreement, is approved for release by written authorization of the Company, or is required by law to be disclosed in response to a valid order of a court of competent jurisdiction or authorized governmental agency, provided the Company receives adequate notice to allow it to request a protective order and the Consultant reasonably cooperates with the Company's efforts to receive a protective order, it shall be kept confidential by Consultant for the benefit of Company, shall be used only in performing under this Agreement and shall not be used for other purposes except upon such terms as may be agreed upon by Company in writing. Consultant shall take reasonable steps to protect such Information to a similar extent that Consultant protects its own Information.
6. Liability. Consultant shall indemnify Company and its affiliates against, and shall hold Company and its affiliates harmless from, any loss, damage, expense or liability that may in any way arise out of or result from the performance of Consultant hereunder and caused by or resulting from the gross negligence or intentional misconduct of Consultant, including but not limited to any knowing infringement, or claim of infringement, of any patent, trademark, copyright, trade secret or other proprietary right of a third party or of Consultant or anyone claiming through Consultant who may be eligible to terminate any assignment or transfer made hereunder pursuant to the terms of the copyright laws up to the amount paid by the Company to the Consultant under a given applicable Exhibit(s). Consultant shall defend or settle, at its own expense, any action or suit against Company or its affiliates for which it is responsible hereunder. Company shall notify Consultant of any such claim, action or suit and shall reasonably cooperate with the Consultant (at Consultant's expense) to facilitate the defense of any such claim.

7. Limitation. In no event shall company or consultant be liable, one to the other, for indirect, special, incidental, or consequential damages arising out of or in connection with the furnishing, performance or use of any products or services provided pursuant to this agreement.
8. Limited Warranties. Consultant warrants and represents that it has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and that this Agreement is not in conflict with any other agreement to which Consultant is a party or by which it may be bound.

Consultant warrants and represents that Consultant has the proper skill, training and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with professional standards in the industry and/or field.
9. Headings. Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.
10. Insurance. Upon request by Company, Consultant shall provide to Company, copies of certificates of insurance evidencing the workers compensation, general liability and automobile insurance coverage that Consultant has in effect and Consultant shall maintain such insurance in effect through the duration of the Agreement.
11. Amendment and Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties. No waiver of a material breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.
12. Relationship. The Consultant shall be and act as an independent contractor hereunder, and neither Consultant nor any employee, agent, associate, representative or subcontractor shall be deemed to be employees of the Company for any purpose whatsoever.
13. Force Majeure. Neither party will be liable for any failure or delay in performance due to any cause beyond its reasonable control, including, but not limited to acts of nature, strikes, fire, flood, explosion, riots, or wars, provided that personnel changes, including unanticipated employee departures, shall not be considered to be an event or condition of force majeure.

14. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either party shall have notified the other party:

If to Company: Ms. Stephanie Poegel
City Administrator
City of Frazee
P.O. Box 387 222 Main Avenue West
Frazee, MN 56544

If to Consultant: USI Consulting Group, Inc.
8000 Norman Center Drive
Suite 400
Bloomington, MN 55437
Attn: Jill Urdahl, FSA
Practice Leader/Consulting Actuary

15. Assignment. Consultant shall not assign this Agreement or delegate the services to be performed hereunder, in whole or in part, or any of its rights, interest, or obligations hereunder without Company's express written consent.
16. Law Government. This Agreement shall be governed by the laws of the State of Minnesota, without regard to or application of conflicts of law rules or principles.
17. Taxes. Consultant shall assume full responsibility for the payment of all taxes imposed by any federal, state, local taxes or foreign taxing authority and all contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to performance of services for Company hereunder.
18. Termination. Any Exhibit(s) to this Agreement may be terminated by either party upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Company agrees to pay for all services provided by Consultant and related travel expenses incurred by Consultant through the date of termination of the Exhibit(s) and/or the Agreement as applicable.
19. Entire Agreement. This constitutes the entire agreement between the parties regarding the subject matter hereof. This Agreement shall be binding on the affiliates, administrators, executors, heirs, successors in interest, or assigns of Consultant.

IN WITNESS WHEREOF, authorized representatives of the Company and the Consultant have executed this Agreement in duplicate.

Company: City of Frazee

Consultant: USI Consulting Group, Inc. (formerly Hildi Inc.)

By: _____
(Authorized Signature)

Name: Stephanie Poegel
(Print or Type)

Title: City Administrator
(Print or Type)

Date: _____

By:  _____
(Authorized Signature)

Name: Jill Urdahl

Title: Consulting Actuary

Date: September 22, 2026

(Please Note: A Signature is required on both page 5 and page 6. Thank you.)

In Process

**Exhibit 1 to
AGREEMENT FOR CONSULTING SERVICES
Consultant and Rate Schedule**

Consultant Representative's Name	Title	Effective Start Date	Expected End Date
USI Consulting Group, Inc. (formerly Hildi Inc.) Actuaries and Consultants	Consulting Actuaries	TBD	TBD
Base Fees The approximate budget for consulting services is as follows: • GASB 67&68 Actuarial Valuation (Base Year): \$2,600 • GASB 67&68 Actuarial Valuation (Projection Year): \$1,225 These Base Actuarial Fees include the following: • An Actuarial Report including all information required by GASB Statement 67&68 for the Relief Association pension plan. USICG will provide an electronic copy. • Availability via conference call to discuss the results and answer questions. • Teleconferencing with the actuaries on pending or anticipated issues which may affect the actuarial valuation/report. If any work is needed based on one of the outcomes of a teleconference, a fee will be agreed upon before any work is initiated. • Periodic memos and telephone calls to provide updates on developments that may affect future actuarial reports. The term of the Agreement for Consulting Services is for the January 1, 2026 GASB 67&68 actuarial valuation and a roll-forward valuation for the following year. The Base Year valuation can be used for the plan (Relief Association) disclosure cycle ending December 31, 2025 and the plan sponsor (city) disclosure cycle ending December 31, 2026. The Projection Year report can be used for the Relief Association disclosure cycle ending December 31, 2026 and the City disclosure cycle ending December 31, 2027. All quotes assume the plan provisions and assumptions remain unchanged from the last actuarial valuation (if applicable). Additional charges may occur if there is out of scope work due to inaccurate or insufficient data provided by the Company, changes in funding or investment policy, changes to plan provisions, or proportionate share calculations.			

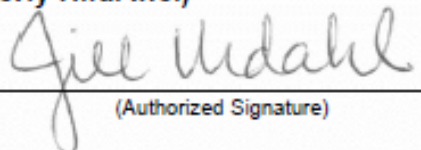
SERVICES OR REQUIREMENTS:

The Agreement for Consulting Services is dated September 22, 2026.

Company: City of Frazee

Consultant: USI Consulting Group, Inc.
(formerly Hildi Inc.)

(Authorized Signature)



(Authorized Signature)

(Date)

September 22, 2026

(Date)

(Please Note: A Signature is required on both page 5 and page 6. Thank you.)

Certificate Of Completion

Envelope Id: CBD48D35-24F8-8BAF-811F-3C427769CB30	Status: Delivered
Subject: Complete with Docusign: USICG Consulting Contract Frazee VFRA 1.1.2026.pdf	
Source Envelope:	
Document Pages: 6	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Lori Goble
Time Zone: (UTC-06:00) Central Time (US & Canada)	100 Summit Lake Drive, Suite 400
	Valhalla, NY 10595
	lori.goble@usi.com
	IP Address: 139.60.218.7

Record Tracking

Status: Original	Holder: Lori Goble	Location: DocuSign
9/22/2026 10:22:13 AM	lori.goble@usi.com	

Signer Events

Signature	Timestamp
Stephanie Poegel	Sent: 9/22/2026 10:25:06 AM
cityadmin@frazeeccity.com	Viewed: 9/22/2026 1:26:01 PM
City Administrator	
City of Frazee	
Security Level: Email, Account Authentication (None)	
Electronic Record and Signature Disclosure:	
Accepted: 9/22/2026 1:26:01 PM	
ID: 3ae38e42-d8ff-4fca-8072-11c80b6b38ed	

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/22/2026 10:25:06 AM
Certified Delivered	Security Checked	9/22/2026 1:26:01 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, USI Insurance Services, LLC (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact USI Insurance Services, LLC:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: michael.pomer@usi.com

To advise USI Insurance Services, LLC of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at michael.pomer@usi.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from USI Insurance Services, LLC

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to michael.pomer@usi.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with USI Insurance Services, LLC

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to michael.pomer@usi.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify USI Insurance Services, LLC as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by USI Insurance Services, LLC during the course of your relationship with USI Insurance Services, LLC.

Upcoming Events

- September 23 (3:30 pm) – Park & Rec Meeting
- September 23 (5 pm) – City Council Meeting
- September 25 – Stephanie Off
- October 5 – TBEX Summit Visitors
- October 5 – League of Minnesota Women’s Voters Candidate Forum
- October 7 (7 am) – Joint Governance Meeting
- October 14 (11:30 am) – EDA Worksession
- October 14 (5 pm) – City Council Meeting
- October 20 – Stephanie Off AM
- October 21 – Stephanie Out AM at Nursing Home Election
- October 22 – Stephanie Off PM
- October 27 (11:30 am) – EDA Meeting
- October 27 (1:30 pm) – Quarterly Wannigan Regional Park Meeting
- October 27 (5 pm) – Planning & Zoning Meeting
- October 28 (3:30 pm) – Park & Rec Meeting
- October 28 (5 pm) – City Council Meeting