



Economic Development Authority

EDA MEETING AGENDA

May 21, 2024 ~ 11:30 A.M. ~ Frazee Fire Hall

1. Call the Meeting to Order
2. Roll Call
3. Approval of Agenda
4. Open Forum
5. Meeting Minutes
6. Project Updates – Consultant Report
 - a. Downtown Commercial Retail Space
 - b. Frazee Industrial Park / Housing Development
 - c. Business Center Building
 - d. Red Willow Lots
 - e. Wannigan Regional Park
 - f. Grants
 - g. Recruiting New Business
 - h. Community Engagement: Fridays in Frazee
 - i. EDA Loan Programs
 - j. Business Outreach
 - k. Marketing Materials
 - l. Family Resource Center
7. Old Business
8. New Business
 - a. MN Energy Easement
 - b. Upfitting bay #3 (new building) – develop lease agreement now that will be paid upon completion of upfitting with agreeable terms.
 - c. Policy recommendation discussion:
 - i. Buildings on main street cannot be utilized for storage.
 - ii. Vacated main street apartment rentals
9. EDA Financials
10. Commissioner Comments
11. Adjournment

Meeting Minutes

1. Call the Meeting to Order: 11:30
2. Roll Call: Hank Ludtke, Heath Peterson, Andrea Frohber, Mark Kemper, Stephanie Poegel, Karen Pifher, John Olson
 - a. Public Attendance: Heidi Moen, Neil Lewis, Robert Williams
3. Approval of Agenda: Motion by Heath, Second by Andrea, all in favor with the addition of EDA Social Media under New business. So moved.
4. Open Forum:
 - a. Neil Lewis from Trade Talents: discussion on his new housing development business model and the desire to create pre-fabricated homes in Frazee. Hybrid model that is a combination of pre-fab and also Habitat for Humanity to make affordable options. Discussion on available lots in Frazee and affordability, and potential site for their business.
 - i. Motion by Andrea to support development of a subcommittee to meet with Neil to learn more and create a recommendation to bring to the EDA. Second by John. All in favor, so moved.
 - Committee members: John, Karen, Mark
 - Suggestion to reach out to Jim Rader or Aaron Boyer on trades from the school to join the conversation
5. Meeting Minutes: Motion to approve by John, second by Heath. All in favor, so moved.
6. Project Updates
 - a. Downtown Commercial Retail Space: two different businesses interested in the space which would utilize the whole building. Wait on buildout until we have leases solidified as they would need a different build out than the three bays.
 - b. Frazee Industrial Park / Housing Development. No updates.
 - c. Business Center Building. No updates.
 - d. Red Willow Lots. No updates.
 - e. Wannigan Regional Park
 - i. FCDC grant to WCI submitted to support inclusive planning
 - ii. Presentation to County Commissioners: work with Becker County on road access to the park for \$150,000 reimbursement from SMART funds
 - iii. Troll begins May 13th – volunteers needed. Other communities that installed a troll that were the size of Frazee have 800+ visitors a day
 - f. Grants
 - i. Blandin grant to support EDA/greenspace: another person submitted on behalf of the city. The EDA application was declined to move

forward- it was \$60,000 vs. the other one being \$5,000. That one is moving forward to the next round.

- ii. Family Resource Center- activities for gap analysis begin in May. Application for implementation funds is due the end of May through MDH, and for Sauer in July. Anticipate applications for those in partnership with Becker County Human Services.
- g. Recruiting New Business
 - i. Several meetings with new businesses interested in coming/expanding in Frazee
- h. Partnership with Frazee Area Community Club (FACC)
 - i. Agreement to fiscal host "Fridays in Frazee". Can ask for financial support for advertising.
 - ii. 12 board members in 2024 and subcommittees formed.
- i. Community Engagement
 - i. Social Media insights: over 150 people are opening the newsletter
- j. EDA Loan Programs
 - i. No current applications
- k. Business Outreach.
 - i. Vet clinic: working with a student in Vet school to try to recruit. Will continue to follow up on needs.
 - ii. Lakes Area HVAC: will be looking to build in Frazee- next year potentially. Will continue to follow up on needs.
 - iii. Mercantile 1898: opening in June. Will highlight in the newsletter
 - iv. Marine Innovations: Hank and Ashley to meet with them
 - v. Johnson Performance: Karen and Ashley in communication with them for future plans
 - vi. Seim Realty: new business in Frazee. Willing to volunteer.
- l. Marketing Materials
 - i. EDA Facebook account: there are two administrators and one is no longer on the EDA. Motion to remove the administrator not on the EDA and to add Stephanie Poegel as a second administrator. Motion by Andrea and second by Hank. All in favor, so moved.
- m. Family Resource Center: see grant section above.

7. Old Business

- a. Business Center Building – Windows
 - i. Motion by John to approve the bid to install the new windows, second by Heath. All in favor, so moved.

8. New Business

- a. Marketing Materials
 - i. Summer Fun ad: decline for this year
 - ii. Input on Tri-fold: Karen to send to Shelli Sharp to see if she can edit/update for us (per Heidi)

9. EDA Financials

a. Printing Costs:

- i. Motion by Andrea to approve \$80 in printing costs for EDA materials for public education at Community Meetings. Second by John. All in favor, so moved.

10. Commissioner Comments: none.

11. Adjournment: 1:02pm

Submitted by: Karen Phifer

Project Updates: Consultant Report

May 2024

DOWNTOWN COMMERCIAL RETAIL SPACE:

- a. Bakery is completing a business plan with SBDA. We reviewed financials and they provided a list of all the equipment they would need in the space. Next steps would be design for commercial kitchen (Culinex) so that bids can be provided for upfitting based on client needs. Note: this may be higher than \$30/sq ft to complete. Design is approximately \$5,000 and then the upfitting includes electrical, HVAC, plumbing for commercial kitchen. This includes a vent hood installation. Estimate may be \$100,000 for upfitting. Estimated budget available is \$45,000 at \$30/sq foot for 1,500 sq feet.
- b. Research on other communities that have city owned properties that have costs due to unfilled spaces. This is a risk cities take and there isn't an easy solution. If the building sits empty it costs tax payers money, and it costs money to outfit it that unless the entity is leasing is the responsibility of the owner. Communities can access the SBD loan funds to support gap funding as an option.

FRAZEE INDUSTRIAL PARK / HOUSING DEVELOPMENT

- a. Meeting being set up with Neil to follow up on affordable housing development

BUSINESS CENTER BUILDING

No updates

RED WILLOW LOTS

- Realtor Updates: No changes

WANNIGAN REGIONAL PARK

- Signage: Currently being developed
- Festival of Birds: May 2024
- Troll Installation: Begins May 13, 2024
- Weekly communication board

GRANTS

PROMISE Grant

- Businesses who experienced financial hardship last year are eligible to apply (May 1st opens) through WCI. Must have been in business in 2021 & 2022. More information available on their website.
- Sauer Family Foundation: implementing gap assessment with community partners June-July
- MDH Grant for Family Resource Center Staffing: Due in June. Will work with CornerStone on application to host staff person.

RECRUITING NEW BUSINESS & EXPANSIONS

[Business Inquiries / Referrals](#)

- Confections/Bakery
- Jeep rental service
- Flower service
- Follow up with Johnson Performance
- Creating Community Consulting is hiring a Marketing and Branding Lead
- CornerStone- Bistro, Retail and Arts opening June 4th
 - Hired a stage manager for music/entertainment performances

COMMUNITY ENGAGEMENT

- News blast sent every 2 weeks (2 released)
 - Mail Chimp Frazee Forward Newsletter Stats

| Date | Individuals | Open Rate | Times Opened | Link Clicks |
|--------|-------------|-----------|--------------|-------------|
| 19-Feb | 38 | 43.20% | 88 | 24 |
| 15-Mar | 61 | 59.20% | 183 | 34 |
| 29-Mar | 62 | 57.40% | 162 | 22 |
| 12-Apr | 67 | 56.60% | 107 | 13 |

Frazee Forward Newsletter Facebook Insights:

April 12: 29 post engagements and 344 people reached
 March 15th: 274 post engagements and 1499 people reached
 March 6th: 121 post engagements and 828 people reached

- a. Friday's in Frazee
 - Partnership between CCC/EDA, FACC, CornerStone and GROW
 - Offering:
 - Bouncy houses (3)
 - Sno cones and/or cotton candy
 - Kids axe throwing
 - Connect four
 - Bean bags
 - Ladder golf
 - Bocce ball
 - Relay games
 - Rotating entertainment: escape room, live music at CornerStone, classes in the building once vacated (pottery, wood burning/laser engraving, 3D printing, screen printing)
- b. Monthly Community Breakfast Meeting at 7am: bring together all the entities/service groups for updates, schedule of events, community planning. Starts in June. Based on learnings from Arkansas and Lanesboro on "what works".

EDA LOAN PROGRAMS

No updates

MARKETING MATERIALS

- Tri-fold sent to Shelly Sharp for input

FAMILY RESOURCE CENTER

- Sauer Grant approved for gap assessment May -July
 - Can apply in July for September funding round to support implementation phase as well as MDH grant in June

NEW BUSINESS: MN Energy Easement

GAS EASEMENT/MINNESOTA

3320221 MERC

THIS INDENTURE, made this _____ day of _____,

between, **The Frazee Economic Development Authority**, a political subdivision under the laws of the State of Minnesota, a/k/a Frazee Economic Development Authority, a Minnesota public corporation, a/k/a Frazee Economic Development Authority, a governmental subdivision, PO Box 387, Frazee, MN 56544 hereinafter called "Grantor" for One and no/100 dollar (\$1.00) and other valuable consideration paid by **MINNESOTA ENERGY**

RESOURCES CORPORATION, a Delaware Corporation, 2685 145th Street West, Rosemount, Minnesota, 55068, its successors and assigns, hereinafter called "Grantee", receipt whereof is hereby acknowledged, does hereby grant unto said Grantee, its successors and assigns, the perpetual right, permission, authority, privilege and easement, to construct, install, operate, maintain, remove, and replace a pipeline or pipelines and all necessary and usual appurtenant equipment thereto, all for the purpose of transmitting gas upon, over, across, within, and/or beneath certain easement areas as shown below, or on the attached Exhibit "A", on land owned by said Grantor in the **City of Frazee, County of Becker, State of Minnesota**, described as follows, to-wit:

Return to:
Minnesota Energy Resources
Corporation
Real Estate Dept.
P.O. Box 19001
Green Bay, WI 54307-9001
Parcel Identification Number (PIN)
507002100

Part of the Parcel described in the attached Exhibit "B" as shown on the attached Exhibit "A".

Grantee shall have the right to access Grantor's property outside of the easement area for the purpose of gaining access to the easement area in the event direct access to the easement area is not possible. Grantee shall notify Grantor, when possible, before accessing Grantor's property, except in the event of an emergency.

Grantee shall refill any trenches in which said gas lines are laid, promptly and properly tamp the same and restore the surface of the ground and if Grantee shall at any future time open said trenches for the purpose of repairing, renewing, or removing said gas lines, it will, as soon as said work is done, reasonably restore the surface of the ground, and that all work performed by Grantee on said land will be performed in a proper workmanlike manner, and that during the progress of the work, Grantee will properly safeguard said trench.

Grantee shall have the right to control all brush and trees within the easement area by cutting, trimming and/or other means as determined by the Grantee which in its judgment may interfere with or endanger the maintenance or operation of said gas facilities.

Grantor further grants to the Grantee, its successors and assigns, the perpetual right, privilege and easement to enter upon said strip of land for the purpose of laying, patrolling, repairing, renewing, replacing, or removing the said facilities. Grantor warrants it is the owner of the land and has the right, without title restriction, to execute and deliver this instrument.

Grantor agrees that it will not construct any improvements, including buildings, concrete structures, or other objects, or change the grade more than four (4) inches over any gas lines without first securing the prior written consent of Grantee. This agreement is to insure the conformance of the use of the easement with the all applicable federal and state natural gas safety codes and Grantee's construction standards. Grantor further agrees that all costs incurred through the relocation of said facilities to avoid such buildings, concrete structures, or other objects or to obtain proper depth of land cover shall be borne by Grantor.

Grantee shall pay Grantor for damage or loss, which directly arises out of the use of this easement by Grantee. However, following the initial clearing of the easement areas, Grantee shall have no liability for the subsequent removal, trimming or cutting of trees and brush from the easement areas.

The rights conveyed to Grantee may be exercised from time to time as may be necessary and convenient to Grantee and the failure of Grantee to exercise any rights shall not limit or extinguish such rights. The rights of the Grantee shall only be extinguished or modified by written instruments executed by Grantee and filed of record in the County and State aforesaid. The laws of the State of Minnesota shall govern this easement agreement.

The covenants herein contained shall bind the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

TEMPORARY EXHIBIT "A"
NOT TO SCALE
FOR REFERENCE ONLY

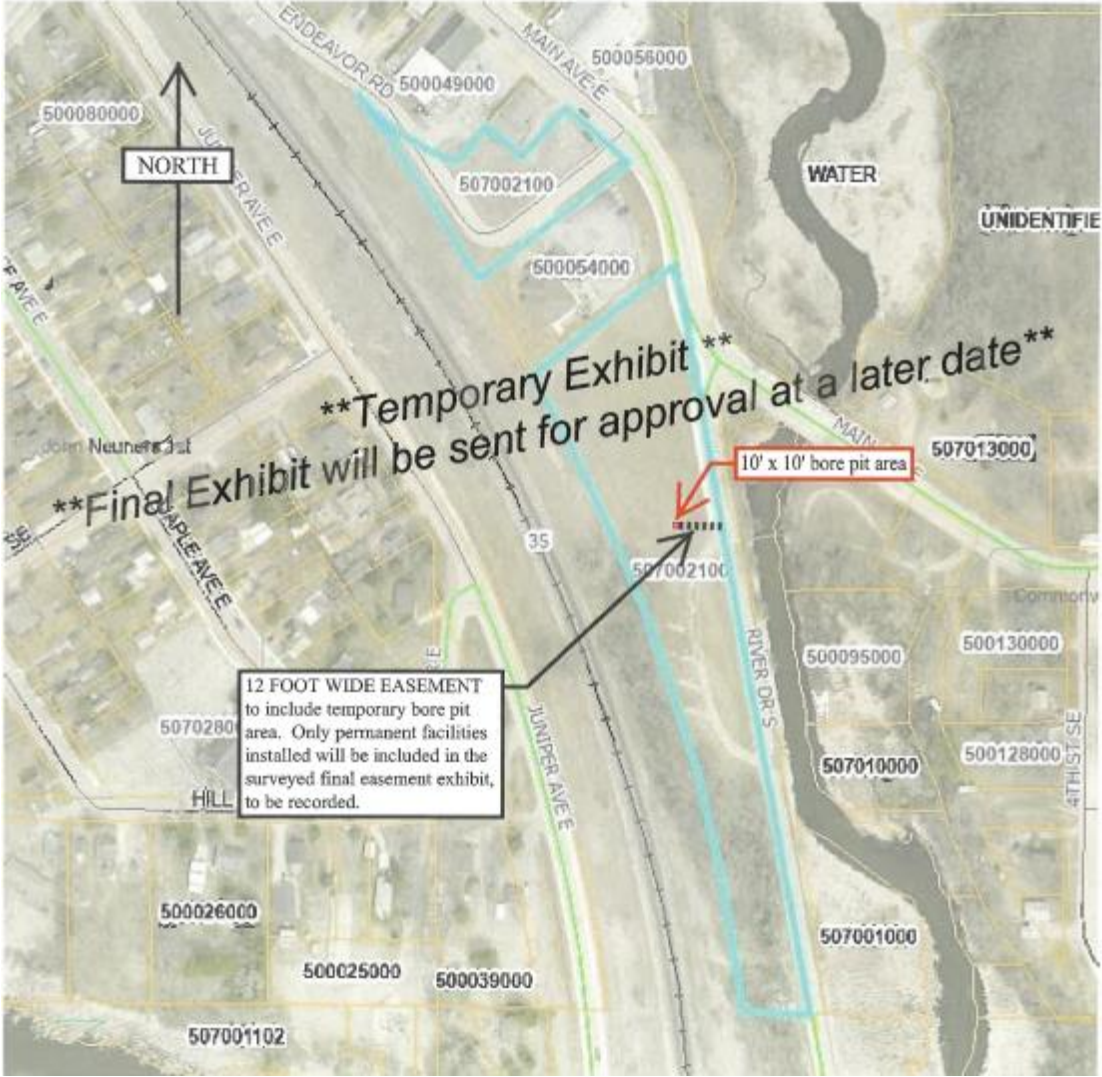


EXHIBIT "B"

Property Description from Becker County Records.
Parcel Identification Number: 507002100

Section 35 Township 138 Range 040

FRAZEE CITY-AUD PLAT

35-138-40 PT LOT 2 BLK 19 AMEND PLAT FRAZEE, PT BLK 23 AMEND PLAT FRAZEE,
PT W1/2 NE1/4, PT E1/2 NW1/4 (PT AUD LOT 58-63, 101, 103-105, UNNAMED ST):
COMM NLY COR BLK 19, SW 674.15' TO POB; SW 100', NW 70', SW 71.49', NW 15.38',
NWLY AL NE LN RR 1569.34', SE 98.36', N1058.4', NLY 178.24', NLY AL CURVE 10.78',
NW 206.9' TO POB. LESS 1.07AC (50-54). (REF 1.07 AC MOVED TO 50.0054.000, .51 AC
MOVED TO 50.7001.540)

DRAFT

