



Economic Development Authority

**EDA MEETING AGENDA**

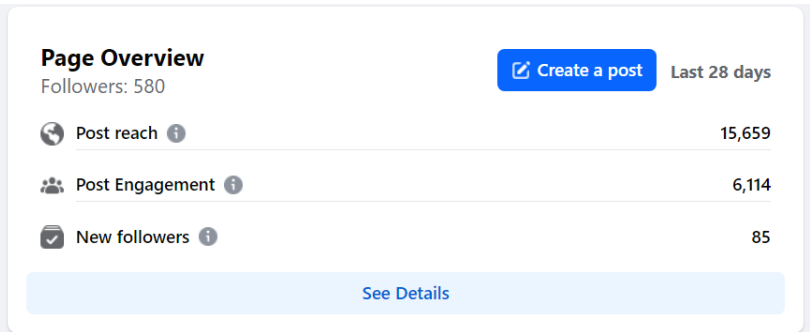
July 23, 2024 ~ 11:30 a.m. ~ Frazee Fire Hall

1. Call the Meeting to Order
2. Roll Call
3. Approval of Agenda
4. Open Forum
5. Meeting Minutes – [June 25, 2024](#)
6. [Consultant Report](#)
7. Old Business
  - a. [Seip Lease](#)
8. New Business
  - a. Wannigan GMRPTC Grant Application Letter of Support
9. EDA Financials
  - a. [January](#) – Preliminary Reports
10. Commissioner Comments
11. Adjournment

## Meeting Minutes – June 25, 2024

1. Call the Meeting to Order: 11:35
2. Roll Call: Hank Ludtke, Heath Peterson, Andrea Froeber, Ashley Renollet, Stephanie Poegel, Karen Pifher, Jamie Crabtree. Public Attendees: Polly Andersen, Bob Williams
3. Approval of Agenda: Motion by Andrea, Second by Ashley, all in favor. So moved.
4. Open Forum: None
5. Meeting Minutes – May 21, 2024: Motion to approve by Heath, second by Andrea. All in favor, so moved.
6. Project Updates – Consultant Report
  - a. Downtown Commercial Retail Space: see lease negotiations below
  - b. Frazee Industrial Park / Housing Development: no changes
  - c. Business Center Building: no changes
  - d. Red Willow Lots: new video to market them by realtor created.
    - i. Three people interested in buying lots. Price point is too high for 2/3. One person is looking at updating plans to cut costs.
  - e. Wannigan Regional Park:
    - i. Grand Opening on the 27<sup>th</sup> from 4-6pm
    - ii. Troll complete: approximately 4K in 4 days (Wednesday-Sunday)
  - f. Grants:
    - i. Working on Family Resource Center gap analysis. 20+ community partners engaged
    - ii. Grant Policy update – focus on process as best practice
      1. Develop a letter of support from EDA and send out
  - g. Recruiting New Business:
    - i. Tour of new building with two people
    - ii. New large business being proposed on main street
    - iii. Interest from a couple businesses for 2025
  - h. Community Engagement:
    - i. Fridays in Frazee: 300 people first week and about 250 second week
      1. Input: “10 out of 10 – great time” by a parent, and several comments about how incredible this is for a small town
      2. We can add things – let Karen know what people want to add (if applicable)
  - i. EDA Loan Programs: no applications. One anticipated withdrawal and two potential applications coming soon
  - j. Business Outreach: no change
  - k. Marketing Materials: CCC is hiring a marketing and branding lead starting July 8.
    - i. Matching Kiosk/Signage planned for Wannigan, Corner Lot and Lions Park

- to support way making and community amenities for visitors.
- ii. Social Media growth: EDA Facebook



a.

7. Old Business

- a. Newsletter Update: every two weeks. New business: Sprout OT.
- b. DTI Lease
  - i. Asking for changes to lease
    1. Request for installation of epoxy sheet MDH approved floor vs. Quarry tile.
    2. Request that rent is due no sooner than 30 days after MDH inspection approval and no later than 60 days.
      - a. Motion by Heath to approve amendments, Second by Andrea, all in favor of lease amendments. So moved.

8. New Business

- a. Policy Recommendations:
- b. Policy recommendation discussion on rentals/buildings:
  - i. Current Issues: People want to set up businesses in Frazee & either the new building is too expensive for their cash flow or existing buildings are too expensive to fix. Also, main street rental for apartments – need to transition so we have office spaces.
  - ii. Recommendation to Zoning & Planning:
    1. Buildings on main street cannot be utilized for storage. Develop a letter signed by the EDA to submit to planning and zoning with the recommendation and research behind it.
    2. Host a landlord invite meeting to discuss business survey findings that show people want main street apartments turned into retail. Ask landlords what is needed to support families transitioning out of potential retail spaces. Identify support, and a timeline to start working towards transitions.
- c. Fridays in Frazee – 15 volunteers weekly with 275 people average attendance & event is growing
- d. 7am Frazee Forward Coffee Connect will launch in August
- e. Bowling Alley building: potential new business
- f. CCC – updates to blue building plans & staffing for new office and artist rotations

- g. Newspaper putting out an edit for Turkey Days events: Sandcastle & 5K route & others
  - i. Agreed future Turkey Days publications need an editing committee
- 9. EDA Financials: None
- 10. Commissioner Comments: None
- 11. Adjournment: 12:37

Respectfully submitted,  
Karen Pifher

## Consultant Report

1. Downtown Commercial Retail Space: Bakery lease agreement is still in progress. They are agreeable and are finalizing their projections for the bank. Anticipating signing lease soon. Interested party still in other two bays- awaiting buildout.
  - a. Frazee Industrial Park / Housing Development.
2. Becker County EDA wants to partner with Frazee EDA to develop a housing vision for the lot. We agreed to support doing a housing study (miniature) specific to designing this lot. CCC will draft the survey which will include types of housing, cost, amenities, SMART planning (bike lanes, sidewalks, park/amenities) etc. What is missing that you would like included?
  - a. This information will be shared with Becker County to support developing the vision so they can develop housing solutions in this area.
3. Tim Conklin is presenting information on a proposal for Red Willow.
4. Business Center Building. No updates.
5. Red Willow Lots. No updates.
6. Wannigan Regional Park
  - a. West Central Initiative Grant is funded for \$15,000 to support partnership with Indigenous Elders and Art Bearers to continue to inform and support the park development and utilization
  - b. Request planned to County Commissioners: Ask to Becker County on funds for road maintenance for North River Loop
  - c. Troll: Bringing in an average of 750-1,000 people per day (June/July). Kiosk installed with list of Restaurants and locations, and vision for the park.
7. Grants
  - a. Blandin **grant to support EDA/greenspace:**
  - b. Family Resource Center- Surveys is completed. Launching into listening sessions now to create a family advisory committee to use data to inform location, hours, services and more!
8. Recruiting New Business & Business Outreach
  - a. Red Building near the Palace- consignment store on main level planned
  - b. Bowling Alley – two interested parties. Working on financing for a new business that would bring in 75-100 people a day.

- c. Meeting with the Palace Cafe: concerns on parking and loss of business due to lack of parking (customer stories and financial impact)
  - d. Corner Collective: Grand Opening on 7/19 - Ribbon cutting at 2pm. Artists on Friday from 3-7 and coffee grand opening on the 20<sup>th</sup>.
  - e. One referral to SBDC to support a person in developing a business plan (unsure of location).
  - f. Two people interested in office space in 2025.
  - g. One person touring multiple locations for a new business.
9. Partnership with Frazee Area Community Club (FACC)
- a. Launch of “Frazee Forward” morning meeting
  - b. Improving communication about events, businesses, activities and more. Recommendations for governance on community planning around comp plan and community vision. Raising Frazee “happy dollars” to invest in Frazee Bucks or other prizes to drive tourism.
    - i. First week of the month at 7am at 305 West Main
  - c. Increase in membership and sponsorships this year – up approximately 30%
  - d. Launch of Frazee 100: 100 people giving \$100. Name on a plaque on the wall. Will fund three kiosks (Wannigan, Turkey Park), community map and mural for Lake/Main corner.
    - i. Subcommittee for planning the mural launched- follow up survey on favorite theme being launched for one more level of community engagement.
10. Community Engagement
- a. Newsletter Social Media insights: over 150 people are opening the newsletter
  - b. Fridays in Frazee insights:
    - i. Served approximately 250 families (5 days) and 746 individuals.
  - c. Blandin Foundation coming on 09/07 to do ripple mapping with 20 people in the community
  - d. EDA Loan Programs: No current applications
    - i. WCI is launching the Promise Loans – gap financing at 3% starting in July (tentatively)
11. Marketing Materials
- a. 305 West Main “Creating Community Junction” has brochure holders, card holders, will be a one stop shop for information on Frazee. Signage is coming. CCC hired a marketing/branding person to support marketing needs.
  - b. Drone footage captured from Fridays in Frazee, Wannigan Regional Park Grand Opening etc., - working on creating an updated video for Frazee.

Respectfully submitted,  
Karen Pifher

## Old Business

### SEIP LEASE

We have not had a rent payment from Seip in a few months. The lease does not address late payments, language has been added to new leases regarding this. How does the EDA want to proceed when this type of issue happens?

# New Business

## WANNIGAN GMPRTC GRANT APPLICATION LETTER OF SUPPORT



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

June 21, 2024

Renee Mattson, Executive Director  
Greater Minnesota Regional Parks and Trails Commission Members  
3601 Trinity Road  
Duluth, MN 55811

Dear Ms. Mattson and Commission Members,

I am writing on behalf of the City of Frazee Economic Development Authority to express our enthusiastic support for the City of Frazee's application to the Greater Minnesota Regional Parks and Trails Commission for Wannigan Regional Park. This request is the culmination of a comprehensive park planning process undertaken by volunteers and community members over multiple years. This first phase of development will bring substantial benefit to the entire region.

The community of Frazee and surrounding area will enjoy increased economic benefit from this new park. It will generate tourism from its proximity to U.S. Highway 10 and the over 9,000 vehicles that travel by each day. Wannigan Regional Park is within 50 miles of the cities of Fargo and Moorhead for a day or overnight visit. We look forward to them visiting Frazee area restaurants and businesses during their trip to get to know the region.

The planned campground and shower/restroom building will be a restful stop for users of the North Country Trail. They may also venture to town and explore the many attractions of Frazee. With greater bike and pedestrian traffic on the trail, local businesses will thrive and grow, strengthening our economy and fostering new economic development in our communities.

We are fully supportive of the work of the volunteer team and this vital project. We eagerly anticipate the development of Wannigan Regional Park and the positive impact it will have on our communities. Should you require any further information, please do not hesitate to contact us.

Thank you for your kind consideration of their grant request.

Sincerely,

Henry "Hank" Ludtke

Ashley Renollet

Heath Peterson

John Olson

Andrea Froeber

Mark Kemper

Ted Anderson

Frazee Economic Development Authority Members

# EDA Financials

January receipts and checks are all entered, but not reconciled. This report shows items that have been entered, but not finalized.



## CITY OF FRAZEE \*Budget YTD Rev-Exp©

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Current Period: January 2024

			2024	2024	January	2024	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>DS BOND #8 (Downtown Infill)</b>							
Revenues			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditures			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Gain/(Loss)			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Revenue</b>							
Active	R 321-31600	Special Assessment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 321-31700	Special Assessment I	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>							
Active	E 321-46500-601	Debt Srv Bond Pr	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 321-46500-611	Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expenditure</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total DS BOND #8 (Downtown Infill)</b>			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>ECONOMIC DEVELOPMENT AUTHORITY</b>							
Revenues			\$0.00	\$2,145.42	\$2,145.42	-\$2,145.42	0.00%
Expenditures			\$0.00	\$192.14	\$192.14	-\$192.14	0.00%
Gain/(Loss)			\$0.00	\$1,953.28	\$1,953.28	(\$1,953.28)	0.00%
<b>Revenue</b>							
Active	R 651-31750	Grant Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 651-31760	Loan Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 651-33000	Intergovernmental Re	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 651-34101	Rent Revenue	\$0.00	\$2,145.42	\$2,145.42	(\$2,145.42)	0.00%
Active	R 651-36200	Miscellaneous Reven	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 651-36203	Advertising Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue</b>			\$0.00	\$2,145.42	\$2,145.42	(\$2,145.42)	0.00%
<b>Expenditure</b>							
Active	E 651-46500-200	Office Supplies (	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 651-46500-210	Operating Suppli	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 651-46500-300	Professional Srvs	\$0.00	\$135.00	\$135.00	(\$135.00)	0.00%
Active	E 651-46500-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 651-46500-314	Cont/Pro Serv - E	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 651-46500-340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 651-46500-361	General Liability I	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 651-46500-381	Electric Utilities	\$0.00	\$57.14	\$57.14	(\$57.14)	0.00%
Active	E 651-46500-433	Dues and Subscri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 651-46500-500	Capital Outlay (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expenditure</b>			\$0.00	(\$192.14)	(\$192.14)	\$192.14	0.00%
<b>Total ECONOMIC DEVELOPMENT AUTHORITY</b>			\$0.00	\$1,953.28	\$1,953.28	(\$1,953.28)	0.00%
<b>EDA - RBEG</b>							
Revenues			\$0.00	\$231.41	\$231.41	-\$231.41	0.00%
Expenditures			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Gain/(Loss)			\$0.00	\$231.41	\$231.41	(\$231.41)	0.00%
<b>Revenue</b>							
Active	R 652-36111	Loan Repmnt - Princ/	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 652-36112	Loan Repmnt - Inter/R	\$0.00	\$106.39	\$106.39	(\$106.39)	0.00%
Active	R 652-36113	Loan Repmnt - Princ/	\$0.00	\$120.71	\$120.71	(\$120.71)	0.00%



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Current Period: January 2024

			2024	2024	January	2024	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 652-36114	Loan Repmnt - Inter/C	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 652-36210	Interest Earnings	\$0.00	\$4.31	\$4.31	(\$4.31)	0.00%
<b>Total Revenue</b>			<b>\$0.00</b>	<b>\$231.41</b>	<b>\$231.41</b>	<b>(\$231.41)</b>	<b>0.00%</b>
<b>Expenditure</b>							
Active	E 652-46500-650	Loan Disburseme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 652-46500-651	Loan Disburseme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expenditure</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total EDA - RBEG</b>			<b>\$0.00</b>	<b>\$231.41</b>	<b>\$231.41</b>	<b>(\$231.41)</b>	<b>0.00%</b>
<b>EDA - BUSINESS INCUBATOR</b>							
<b>Revenues</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Expenditures</b>			<b>\$0.00</b>	<b>\$123.07</b>	<b>\$123.07</b>	<b>-\$123.07</b>	<b>0.00%</b>
<b>Gain/(Loss)</b>			<b>\$0.00</b>	<b>(\$123.07)</b>	<b>(\$123.07)</b>	<b>\$123.07</b>	<b>0.00%</b>
<b>Revenue</b>							
Active	R 654-31750	Grant Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 654-31760	Loan Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 654-34101	Rent Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 654-36200	Miscellaneous Reven	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Expenditure</b>							
Active	E 654-46500-321	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 654-46500-322	Postage	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 654-46500-324	Technology/Com	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 654-46500-362	Property Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 654-46500-381	Electric Utilities	\$0.00	\$123.07	\$123.07	(\$123.07)	0.00%
Active	E 654-46500-383	Gas Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 654-46500-401	Repairs/Maint Bui	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 654-46500-433	Dues and Subscri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expenditure</b>			<b>\$0.00</b>	<b>(\$123.07)</b>	<b>(\$123.07)</b>	<b>\$123.07</b>	<b>0.00%</b>
<b>Total EDA - BUSINESS INCUBATOR</b>			<b>\$0.00</b>	<b>(\$123.07)</b>	<b>(\$123.07)</b>	<b>\$123.07</b>	<b>0.00%</b>
<b>EDA - Small Cities Devel. Loan</b>							
<b>Revenues</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Expenditures</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Gain/(Loss)</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Revenue</b>							
Active	R 655-36111	Loan Repmnt - Princ/	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 655-36112	Loan Repmnt - Inter/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 655-36113	Loan Repmnt - Princ/	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 655-36114	Loan Repmnt - Inter/C	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Expenditure</b>							
Active	E 655-46500-650	Loan Disburseme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 655-46500-651	Loan Disburseme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expenditure</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total EDA - Small Cities Devel. Loan</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>





**CITY OF FRAZEE**  
**\*Budget YTD Rev-Exp©**

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Current Period: January 2024

		2024	2024	January	2024	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>EDA - Downtown Infill</b>						
<b>Revenues</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditures</b>		\$0.00	\$363.67	\$363.67	-\$363.67	0.00%
<b>Gain/(Loss)</b>		\$0.00	(\$363.67)	(\$363.67)	\$363.67	0.00%
<b>Revenue</b>						
Active	R 656-34101 Rent Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 656-36200 Miscellaneous Reven	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Expenditure</b>						
Active	E 656-46500-210 Operating Suppli	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 656-46500-211 Cleaning Supplie	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 656-46500-307 Management Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 656-46500-311 Contracts/Profess	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 656-46500-322 Postage	\$0.00	\$8.56	\$8.56	(\$8.56)	0.00%
Active	E 656-46500-360 Insurance (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 656-46500-362 Property Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 656-46500-381 Electric Utilities	\$0.00	\$153.72	\$153.72	(\$153.72)	0.00%
Active	E 656-46500-382 Water Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 656-46500-383 Gas Utilities	\$0.00	\$95.26	\$95.26	(\$95.26)	0.00%
Active	E 656-46500-384 Refuse/Garbage	\$0.00	\$106.13	\$106.13	(\$106.13)	0.00%
Active	E 656-46500-385 Sewer Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 656-46500-401 Repairs/Maint Bui	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 656-46500-485 Restricted Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 656-46500-500 Capital Outlay (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expenditure</b>		\$0.00	(\$363.67)	(\$363.67)	\$363.67	0.00%
<b>Total EDA - Downtown Infill</b>		\$0.00	(\$363.67)	(\$363.67)	\$363.67	0.00%
<b>Report Total</b>		\$0.00	\$1,697.95	\$1,697.95	(\$1,697.95)	0.00%