



## Economic Development Authority

### **EDA MEETING AGENDA**

February 5, 2025 ~ 11:30 p.m. ~ Frazee Fire Hall

1. Call the Meeting to Order
2. Roll Call
3. Approval of Agenda
4. **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 15 minutes. Individual speakers are asked to limit their comments to not more than 3 minutes. Thank you for attending.
5. Meeting Minutes – [December 31, 2024](#)
6. Old Business
  - a. [EDA Bylaws Update Discussion](#)
7. New Business
  - a. Election of Officers
  - b. Assessment of Downtown Infill Building
  - c. [Approval of Architectural Plan](#)
  - d. Approval of RFP Posting
  - e. Lease CAM Charges
8. [EDA Financials](#)
9. [Consultant Report](#)
10. Commissioner Comments
11. Adjournment

## Meeting Minutes – December 31, 2024

1. Call the Meeting to Order:
2. Roll Call: Heather Ware Nelson, Karen Pifher, Jamie Crabtree, Ashley Renollet, Heath Peterson, Andrea Froeber, John Olson, Mark Kemper, Jena Seim, Bob Williams, Stephanie Poegel. Online: Hank Ludtke & Brian Donholt
3. Approval of Agenda
  - a. Additions
    - i. Professional Recruitment & Retention Fund
    - ii. Application for EDA membership
    - iii. Jena with Red Willow development
  - b. Motion by Ashley, second by Andrea, no discussion. All in favor.
4. Open Forum: None
5. Meeting Minutes: November 26, 2024: Motion by Heath to approve, second by Mark, all in favor. So moved.
6. Meeting Minutes: December 11, 2024: Motion by Andrea to approve, second by Heath, all in favor. So moved.
7. Consultant Report
  - a. Fuller House
    - i. Taking applications through Spring/March 2025
      1. Families need to be able to help that are selected
    - ii. Currently reviewing 'Greater Blessing' applications
  - b. New buildings
    - i. Engineer working with architect
  - c. Red Willow/Seim Construction
    - i. Have tried to set up meeting with Seim/OK Lumber
      1. Asked John Olson to help set something up
  - d. Leighton Broadcasting
    - i. New contract set up to complete new Frazee Marketing video
8. Old Business: None
9. New Business
  - a. Downtown Bldg
    - i. Nancy doing sidewalk/stairs winter maintenance @ \$60/hr
    - ii. Larry/city currently doing parking lot & snow removal & charging but cost is unknown
    - iii. Send out RFP bids for parking lot to be done, snow removal to still be done by city. RFP back by Jan 22<sup>nd</sup> for 26<sup>th</sup> EDA meeting.
    - iv. Motion for Nancy to keep doing snow removal by Heath, second by Andrea, all in favor. So moved.
    - v. Motion for City to keep doing snow removal until RFPs are able to be sent out and voted on during next meeting by Heath, second by Ashley, all in favor. So moved.

- b. 2025 Officers
    - i. Will be elected during January meeting
  - c. EDA meeting time
    - i. Some members requesting meeting time change
      - 1. 11:30 works best for the most of those on EDA, no change
    - ii. Changing meeting to 4<sup>th</sup> Tuesday of each month
  - d. EDA Bylaws
    - i. Review bylaws & email changes requesting to Steph before January meeting to be addressed
  - e. Professional Recruitment & Retention Fund
    - i. Acorn Lake Vet looking to retire & has identified a local Frazee graduate that is graduating from vet school spring 2025 & hoping we can help them to choose Frazee to relocate to & take over his practice.
      - 1. Karen, with the help of others has done a Welcoming Committee with this person & her husband
        - a. They have many offers in the Minneapolis area with \$100,000 sign on incentives with 4-5 year commitments.
      - 2. This fund would be up to \$50,000 with a 5 year commitment
        - a. EDA reviews applications
        - b. Non-profit only as the fiscal host (identified but not fully confirmed at this time)
        - c. Motion by Heath to approve, second by Mark, all in favor. So moved.
10. Applications for new EDA Members
- a. Heather Perrine & Bill Daggett
    - i. Applications were read & voted on: Bill Daggett was chosen as the next EDA member for a 1-year term
    - ii. Motion by Andrea to approve Bill Daggett as the new EDA member, second by Ashley, all in favor. So moved.
11. Red Willow Contracts
- a. Going live February 5<sup>th</sup>
  - b. TBD on Red Willow Drive
    - i. Question on the price showing full price of a house when it is just the lot – it is the ‘Ghost House’ price to get buyers interested & can adjust the house & cost as needed
    - ii. Requested contract changes
      - 1. List lot price on contract - \$19,000
      - 2. Check on the one property to make sure it is in accordance with the Covance of Red Willow properties
    - iii. Motion by Ashley to approve Bill Daggett as the new EDA member, second by Andrea, all in favor. So moved.
12. Cabin Fever Days
- a. Request to use the new building open area to conduct the bean bag tournament in.
    - i. Suggested Fire Hall
13. EDA Financials: Motion by Ashley, second by Mark, all in favor. So moved.

14. Commissioner Comments: None

15. Adjournment: 12:43

Respectfully submitted,

*Karen Pifer*

Frazer EDA Consultant

BY-LAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY  
IN AND FOR THE  
CITY OF FRAZEE, MINNESOTA

1. The Authority

Section 1.1. Name of the Authority. The name of the Authority shall be the Economic Development Authority (hereinafter, "Authority") in and for the City of Frazee, Minnesota (hereinafter "City"), and its governing body shall be called the Board of Commissioners (hereinafter, "Board").

Section 1.2. Office. The principal office of the Authority shall be the Frazee City Offices.

Section 1.3. Seal. The official seal of the City of Frazee shall be the Authority's official seal.

2. Organization

Section 2.1. Officers. The officers of the Authority shall consist of a President, a Vice President, a Secretary-Treasurer, and Assistant Treasurer. The President and the Vice President shall be members of the Board and shall be elected annually, and no Commissioner may serve as President and Vice President at the same time. The offices of Secretary-Treasurer, and Assistant Treasurer shall be appointed as set forth herein.

Section 2.2 President. The President shall preside at all meetings of the Board.

Section 2.3 Vice President. The Vice President shall preside at any meetings of the Board in the absence of the President and may exercise or perform the same due to absence or other inability.

Section 2.4 Secretary-Treasurer. The Secretary-Treasurer shall be the City Clerk. The Secretary-Treasurer shall receive and be responsible for Authority money, shall disburse Authority money by check only, keep an account of all Authority receipts and disbursements and the nature and the purpose relating thereto, shall file all financial reports and disclosures required of the Authority, and be responsible for the acts of the Assistant Treasurer. The Secretary-Treasurer shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary-Treasurer shall have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe. The Secretary-Treasurer shall advise the Board of all appropriate matters, participate in Board discussion, but shall not vote, unless appointed as a Commissioner as provided herein. The Secretary-Treasurer shall be responsible for recording and maintaining accurate records of the meetings of the Board and of all official actions taken by or on behalf of the Authority.

Section 2.5. Assistant Treasurer. The Assistant Treasurer shall have all the powers and duties of the Treasurer if the Treasurer is absent or disabled. The Assistant Treasurer shall be the Deputy City Clerk. The Assistant Treasurer shall not vote unless appointed as a commissioner as provided herein.

### 3. Procedures of Board of Commissioners

Section 3.1. Annual Meeting. The annual meeting of the Board shall be held on the 1<sup>st</sup> Tuesday of the month of February each year.

Section 3.2. Regular Meeting. The Board shall hold regular meetings on the 3<sup>rd</sup> Monday of each month, commencing at 7:00 p.m. or at such other time as the Board may determine.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the President or, in the event of the President's absence or inability, by the Vice President at any time, upon three day prior notice to all Commissioners and the Secretary-Treasurer. Upon the same notice, special meetings of the Board may also be called by any two Commissioners. The Secretary-Treasurer shall post notice of any special meeting in the principal office of the Authority no less than three days prior to such special meeting.

Section 3.4. Quorum. A quorum of the seven member Board shall consist of four Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority. (Amended February 20, 2007)

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may, but need not be, read aloud prior to a vote taken thereon. All resolutions shall be executed after passage.

Section 3.6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

### 4. Miscellaneous

Section 4.1 Fiscal Year. The fiscal year of the Authority shall be the calendar year. The City shall be the fiscal agent for the Authority and shall establish a separate fund for the purpose of maintaining all financial and accounting records of the Authority, including the nature of all receipts and disbursements, money on hand and the purposes to which it may be applied, and records of Authority's debits and credits. The City shall establish such other funds as may be properly authorized and necessary for conduct of the Authority's business.



Section 4.2. Checks. An authority check must be signed by the Secretary-Treasurer and the President. The check must state the name of the payee and the nature for which the check was issued.

Section 4.3. Financial Statements. The City shall provide the Authority with such financial information as may be necessary for the proper conduct of the Authority's business. The funds established for the benefit of the Authority shall be audited annually, and included as part of the City annual financial report. The City shall file such financial reports with the State and any other organizations or agencies as may be required for proper operation of the Authority.

Section 4.4. Report to City. The Authority shall annually, or more often if requested by the City Council, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year.

Section 4.5. Budget to City. The Authority shall annually send its budget to the City Council, no later than September 1, which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 4.6. Employees. The Authority may recommend employment of an executive director, a chief engineer, technical experts and agents and other employees as it may require and determine their duties, qualifications and compensation.

Section 4.7. Services. The Authority may contract for the services of consultants, agents, public accountants and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.

Section 4.8. Supplies, Purchasing, Facilities, and Services. The Authority shall purchase such supplies and materials as it needs. The Authority shall follow such procedures as are applicable to other City departments and agencies. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

Section 4.9. Execution of Contracts. All contracts, notes and other written agreements or instruments to which the Authority is a part or signatory or by which the Authority may be bound shall be executed by the President or Vice President, and the Secretary-Treasurer, or by such other Commissioners or Officers of the Authority as the Board may by resolution prescribe. All contracts will be signed after review by legal counsel.

Section 4.10 Appointment, terms; vacancies. Seven member authority: the commissioners constituting a seven-member authority, two of whom must be members of

the city council, shall be appointed by the mayor with the approval of the city council. (Amended February 20, 2007)

Those initially appointed shall be appointed for terms of two, three, four, five, and six years respectively. Thereafter all commissioners shall be appointed for six-year terms.

Subd 1. Terms are as follows:

|            |   |                   |
|------------|---|-------------------|
| Two Year   | - | Denos Riewer      |
| Three Year | - | Patricia Johnson  |
| Four Year  | - | James Clarey      |
| Five Year  | - | Fred Daggett      |
| Six Year   | - | Russell Vikesland |

There after all commissioners shall be appointed for six-year terms.

Subd 2. A vacancy is created in the membership of an authority when a city council member of the authority ends council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made. The city council may set the term of the commissioners who are members of the city council to coincide with their term of office as members of the city council.

Subd 3. Compensation and reimbursement. A commissioner, including the president, shall be paid for attending each regular or special meeting of the authority in an amount to be determined by the city council. In addition to receiving pay for meetings the commissioners may be reimbursed for actual expense incurred in doing official business of the authority. All money paid for compensation or reimbursement must be paid out of the authority's budget.

Subd 4. The Secretary-Treasurer and Assistant Treasurer will be paid compensation for their services in an amount to be determined by the City Council.

Subd 5. Removal for cause. A commissioner may be removed by the city council for inefficiency, neglect of duty, or misconduct in office. A commissioner shall be removed only after a hearing. A copy of the charges must be given to the commissioner at least ten days before the hearing. When written charges have been submitted against a commissioner, the city council may temporarily suspend the commissioner. If the city council finds that those charges have not been substantiated, the commissioner shall be immediately reinstated. If a commissioner is removed, a record of the proceedings, together with the charges and finding, shall be filed in the office of the city clerk.

Section 4.11. Conflict of Interest. Except as authorized in section 471.88 a commissioner, officer, or employee of an authority must not acquire any financial interest, direct or indirect, in any project or in any property included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or service to be furnished or used in connection with any project.

Section 4.12. Liabile in Contract or Tort. Subject to the provisions of chapter 466, an authority shall be liable in contract or in tort in the same manner as a private corporation. The commissioners of an authority shall not be personally liable as such on its contracts, or for torts, not committed or directly authorized by them. The property or funds of an authority shall not be subject to attachment, or to levy and sale on execution, but, if an authority refuses to pay a judgment entered against it in any court of competent



jurisdiction, the district court for the county in which the authority is situated may, by writ or mandamus, direct the treasurer of the authority to pay judgment from any unencumbered funds available for that purpose. (MN State Statute 469.1081)

Section 4.13. Amendment of By-Laws. These By-Laws may be amended by the Board by majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered.

Amended:

Section 4.13 – February 9, 2004

Section 4.2 – April 19, 2004

Section 3.4 and 4.10 – February 20, 2007

Comments from Board Members:

These are the changes I have for the EDA document.

2.3 In the absence of or inability of the President, the Vice President shall preside at Board meetings and perform the duties of the President.

OR

The Vice President shall preside at Board meetings and perform the duties of the President in the absence or inability of the President.

3.1 Annual Meeting DO WE EVEN HAVE THESE????

3.2 The Board shall hold regular meetings on the 4<sup>th</sup> Tuesday of each month, commencing at 11:30 or at such other time as the Board may determine.

4.9 typos and change in wording of last sentence

Authority as the Board may by (not be) resolution prescribe. All contracts shall be reviewed by legal counsel before signing.

Section 4.10 subd 3 and subd 4 (Mn St St 469.095)

The words shall - may - will be are all used in regard to Compensation and reimbursement. Do you think we should be consistent and just use the word "shall"

Also - I was not aware of paying anyone on the EDA committee - do we have more information on this?

Section 4.12 - typo on last page - writ or - according to Jim the word should be OF

Please feel free to give me a call if you want to discuss.

Thank you - Andrea

## New Business

Approval of Architectural Plan

\*The plans are being sent as a separate document due to size. Hard copies are available at City Hall .

## EDA Financials

Checkbook Balances – December 31, 2024

**\*\*\*NOT ALL DECEMBER REVENUES HAVE BEEN ENTERED!!!\*\*\***

| Fund | Description          | PRELIMINARY              |
|------|----------------------|--------------------------|
|      |                      | Cash (Checkbook) Balance |
| 651  | Economic Development | (\$21,801.43)            |
| 652  | RBEG                 | \$41,711.98              |
| 653  | Revolving Loan       | \$19,817.99              |

|     |                               |              |
|-----|-------------------------------|--------------|
| 654 | Business Incubator            | \$67,751.16  |
| 655 | Small Cities Development Loan | \$112,298.39 |
| 656 | Downtown Infill               | \$27,700.33  |
|     | Total EDA Checking Funds      | \$247,478.42 |
| 656 | Downtown Infill – Savings     | \$375,671.51 |
| 652 | RBEG – CD’s                   | \$10,906.02  |
|     | Total EDA Funds               | \$634,055.95 |



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

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Current Period: December 2024

|                                       |                 |   | 2024       | 2024          | December     | 2024          | % of   |
|---------------------------------------|-----------------|---|------------|---------------|--------------|---------------|--------|
|                                       |                 |   | YTD Budget | YTD Amt       | MTD Amt      | YTD Balance   | Budget |
| <b>ECONOMIC DEVELOPMENT AUTHORITY</b> |                 |   |            |               |              |               |        |
|                                       |                 | <b>Revenues</b>                             | \$0.00     | \$2,145.42    | \$0.00       | -\$2,145.42   | 0.00%  |
|                                       |                 | <b>Expenditures</b>                         | \$0.00     | \$40,154.06   | \$3,815.77   | -\$40,154.06  | 0.00%  |
|                                       |                 | <b>Gain/(Loss)</b>                          | \$0.00     | (\$38,008.64) | (\$3,815.77) | \$38,008.64   | 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    | \$0.00       | (\$2,145.42)  | 0.00%  |
| Active                                | R 651-36200     | Miscellaneous Revenu                        | \$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    | \$0.00       | (\$2,145.42)  | 0.00%  |
| <b>Expenditure</b>                    |                 |   |            |               |              |               |        |
| Active                                | E 651-46500-200 | Office Supplies (                           | \$0.00     | \$190.41      | \$0.00       | (\$190.41)    | 0.00%  |
| Active                                | E 651-46500-210 | Operating Supplie                           | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |
| Active                                | E 651-46500-300 | Professional Srvs                           | \$0.00     | \$34,719.00   | \$3,135.00   | (\$34,719.00) | 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     | \$1,175.00    | \$625.00     | (\$1,175.00)  | 0.00%  |
| Active                                | E 651-46500-351 | Legal Notices Pu                            | \$0.00     | \$249.40      | \$0.00       | (\$249.40)    | 0.00%  |
| Active                                | E 651-46500-361 | General Liability I                         | \$0.00     | \$271.35      | \$0.00       | (\$271.35)    | 0.00%  |
| Active                                | E 651-46500-381 | Electric Utilities                          | \$0.00     | \$840.90      | \$55.77      | (\$840.90)    | 0.00%  |
| Active                                | E 651-46500-433 | Dues and Subscri                            | \$0.00     | \$2,908.00    | \$0.00       | (\$2,908.00)  | 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     | (\$40,154.06) | (\$3,815.77) | \$40,154.06   | 0.00%  |
|                                       |                 | <b>Total ECONOMIC DEVELOPMENT AUTHORITY</b> | \$0.00     | (\$38,008.64) | (\$3,815.77) | \$38,008.64   | 0.00%  |
| <b>EDA - RBEG</b>                     |                 |   |            |               |              |               |        |
|                                       |                 | <b>Revenues</b>                             | \$0.00     | \$2,956.61    | \$227.10     | -\$2,956.61   | 0.00%  |
|                                       |                 | <b>Expenditures</b>                         | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |
|                                       |                 | <b>Gain/(Loss)</b>                          | \$0.00     | \$2,956.61    | \$227.10     | (\$2,956.61)  | 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      | \$0.00       | (\$106.39)    | 0.00%  |
| Active                                | R 652-36113     | Loan Repmnt - Princ/                        | \$0.00     | \$1,613.08    | \$128.09     | (\$1,613.08)  | 0.00%  |
| Active                                | R 652-36114     | Loan Repmnt - Inter/C                       | \$0.00     | \$1,232.83    | \$99.01      | (\$1,232.83)  | 0.00%  |
| Active                                | R 652-36210     | Interest Earnings                           | \$0.00     | \$4.31        | \$0.00       | (\$4.31)      | 0.00%  |
|                                       |                 | <b>Total Revenue</b>                        | \$0.00     | \$2,956.61    | \$227.10     | (\$2,956.61)  | 0.00%  |
| <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>                    | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |
|                                       |                 | <b>Total EDA - RBEG</b>                     | \$0.00     | \$2,956.61    | \$227.10     | (\$2,956.61)  | 0.00%  |
| <b>EDA - Revolving Loan Pool</b>      |                 |   |            |               |              |               |        |
|                                       |                 | <b>Revenues</b>                             | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |
|                                       |                 | <b>Expenditures</b>                         | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |
|                                       |                 | <b>Gain/(Loss)</b>                          | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |



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

Current Period: December 2024

|  |                 |                       | 2024          | 2024                 | December          | 2024                 | % of         |
|--|-----------------|-----------------------|---------------|----------------------|-------------------|----------------------|--------------|
|  |                 |                       | YTD Budget    | YTD Amt              | MTD Amt           | YTD Balance          | Budget       |
| <b>Revenue</b>                         |                 |                       |               |                      |                   |                      |              |
| Active                                 | R 653-36111     | Loan Repmnt - Princ/  | \$0.00        | \$0.00               | \$0.00            | \$0.00               | 0.00%        |
| Active                                 | R 653-36112     | Loan Repmnt - Inter/R | \$0.00        | \$0.00               | \$0.00            | \$0.00               | 0.00%        |
| Active                                 | R 653-36113     | Loan Repmnt - Princ/  | \$0.00        | \$0.00               | \$0.00            | \$0.00               | 0.00%        |
| Active                                 | R 653-36114     | 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 653-46500-850 | Loan Disburseme       | \$0.00        | \$0.00               | \$0.00            | \$0.00               | 0.00%        |
| Active                                 | E 653-46500-851 | 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 - Revolving Loan Pool</b> |                 |                       | <b>\$0.00</b> | <b>\$0.00</b>        | <b>\$0.00</b>     | <b>\$0.00</b>        | <b>0.00%</b> |
| <b>EDA - BUSINESS INCUBATOR</b>        |                 |                       |               |                      |                   |                      |              |
| <b>Revenues</b>                        |                 |                       | <b>\$0.00</b> | <b>\$24,082.29</b>   | <b>\$2,199.05</b> | <b>-\$24,082.29</b>  | <b>0.00%</b> |
| <b>Expenditures</b>                    |                 |                       | <b>\$0.00</b> | <b>\$12,405.16</b>   | <b>\$238.47</b>   | <b>-\$12,405.16</b>  | <b>0.00%</b> |
| <b>Gain/(Loss)</b>                     |                 |                       | <b>\$0.00</b> | <b>\$11,677.13</b>   | <b>\$1,960.58</b> | <b>(\$11,677.13)</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 654-31780     | Loan Revenue          | \$0.00        | \$0.00               | \$0.00            | \$0.00               | 0.00%        |
| Active                                 | R 654-34101     | Rent Revenue          | \$0.00        | \$24,082.29          | \$2,199.05        | (\$24,082.29)        | 0.00%        |
| Active                                 | R 654-36200     | Miscellaneous Revenu  | \$0.00        | \$0.00               | \$0.00            | \$0.00               | 0.00%        |
| <b>Total Revenue</b>                   |                 |                       | <b>\$0.00</b> | <b>\$24,082.29</b>   | <b>\$2,199.05</b> | <b>(\$24,082.29)</b> | <b>0.00%</b> |
| <b>Expenditure</b>                     |                 |                       |               |                      |                   |                      |              |
| Active                                 | E 654-46500-315 | Cont/Pro Serv - S     | \$0.00        | \$0.00               | \$0.00            | \$0.00               | 0.00%        |
| 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        | \$1,932.00           | \$0.00            | (\$1,932.00)         | 0.00%        |
| Active                                 | E 654-46500-381 | Electric Utilities    | \$0.00        | \$1,551.80           | \$124.36          | (\$1,551.80)         | 0.00%        |
| Active                                 | E 654-46500-383 | Gas Utilities         | \$0.00        | \$1,241.26           | \$114.11          | (\$1,241.26)         | 0.00%        |
| Active                                 | E 654-46500-384 | Refuse/Garbage        | \$0.00        | \$0.00               | \$0.00            | \$0.00               | 0.00%        |
| Active                                 | E 654-46500-401 | Repairs/Maint Bui     | \$0.00        | \$5,124.10           | \$0.00            | (\$5,124.10)         | 0.00%        |
| Active                                 | E 654-46500-433 | Dues and Subscri      | \$0.00        | \$2,556.00           | \$0.00            | (\$2,556.00)         | 0.00%        |
| <b>Total Expenditure</b>               |                 |                       | <b>\$0.00</b> | <b>(\$12,405.16)</b> | <b>(\$238.47)</b> | <b>\$12,405.16</b>   | <b>0.00%</b> |
| <b>Total EDA - BUSINESS INCUBATOR</b>  |                 |                       | <b>\$0.00</b> | <b>\$11,677.13</b>   | <b>\$1,960.58</b> | <b>(\$11,677.13)</b> | <b>0.00%</b> |
| <b>EDA - Small Cities Devel. Loan</b>  |                 |                       |               |                      |                   |                      |              |
| <b>Revenues</b>                        |                 |                       | <b>\$0.00</b> | <b>\$4,785.51</b>    | <b>\$0.00</b>     | <b>-\$4,785.51</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>\$4,785.51</b>    | <b>\$0.00</b>     | <b>(\$4,785.51)</b>  | <b>0.00%</b> |
| <b>Revenue</b>                         |                 |                       |               |                      |                   |                      |              |
| Active                                 | R 655-36111     | Loan Repmnt - Princ/  | \$0.00        | \$388.35             | \$0.00            | (\$388.35)           | 0.00%        |
| Active                                 | R 655-36112     | Loan Repmnt - Inter/R | \$0.00        | \$46.17              | \$0.00            | (\$46.17)            | 0.00%        |
| Active                                 | R 655-36113     | Loan Repmnt - Princ/  | \$0.00        | \$3,497.41           | \$0.00            | (\$3,497.41)         | 0.00%        |
| Active                                 | R 655-36114     | Loan Repmnt - Inter/C | \$0.00        | \$853.58             | \$0.00            | (\$853.58)           | 0.00%        |
| <b>Total Revenue</b>                   |                 |                       | <b>\$0.00</b> | <b>\$4,785.51</b>    | <b>\$0.00</b>     | <b>(\$4,785.51)</b>  | <b>0.00%</b> |
| <b>Expenditure</b>                     |                 |                       |               |                      |                   |                      |              |
| Active                                 | E 655-46500-850 | Loan Disburseme       | \$0.00        | \$0.00               | \$0.00            | \$0.00               | 0.00%        |
| Active                                 | E 655-46500-851 | Loan Disburseme       | \$0.00        | \$0.00               | \$0.00            | \$0.00               | 0.00%        |





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

Current Period: December 2024

|   |                                    | 2024       | 2024          | December     | 2024          | % of   |
|---|------------------------------------|------------|---------------|--------------|---------------|--------|
|   |                                    | YTD Budget | YTD Amt       | MTD Amt      | YTD Balance   | Budget |
| <b>Total Expenditure</b>                    |                                    | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |
| <b>Total EDA - Small Cities Devel. Loan</b> |                                    | \$0.00     | \$4,785.51    | \$0.00       | (\$4,785.51)  | 0.00%  |
| <b>EDA - Downtown Infill</b>                |                                    |            |               |              |               |        |
| <b>Revenues</b>                             |                                    | \$0.00     | \$52,726.73   | \$4,309.12   | -\$52,726.73  | 0.00%  |
| <b>Expenditures</b>                         |                                    | \$0.00     | \$25,026.40   | \$1,152.39   | -\$25,026.40  | 0.00%  |
| <b>Gain/(Loss)</b>                          |                                    | \$0.00     | \$27,700.33   | \$3,156.73   | (\$27,700.33) | 0.00%  |
| <b>Revenue</b>                              |                                    |            |               |              |               |        |
| Active                                      | R 656-34101 Rent Revenue           | \$0.00     | \$52,726.73   | \$4,309.12   | (\$52,726.73) | 0.00%  |
| Active                                      | R 656-36200 Miscellaneous Revenu   | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |
| <b>Total Revenue</b>                        |                                    | \$0.00     | \$52,726.73   | \$4,309.12   | (\$52,726.73) | 0.00%  |
| <b>Expenditure</b>                          |                                    |            |               |              |               |        |
| Active                                      | E 656-46500-210 Operating Supplie  | \$0.00     | \$146.33      | \$18.99      | (\$146.33)    | 0.00%  |
| Active                                      | E 656-46500-211 Cleaning Supplies  | \$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     | \$11,085.00   | \$840.00     | (\$11,085.00) | 0.00%  |
| Active                                      | E 656-46500-315 Cont/Pro Serv - S  | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |
| Active                                      | E 656-46500-322 Postage            | \$0.00     | \$8.56        | \$0.00       | (\$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     | \$4,333.00    | \$0.00       | (\$4,333.00)  | 0.00%  |
| Active                                      | E 656-46500-381 Electric Utilities | \$0.00     | \$1,471.73    | \$102.91     | (\$1,471.73)  | 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     | \$591.24      | \$31.11      | (\$591.24)    | 0.00%  |
| Active                                      | E 656-46500-384 Refuse/Garbage     | \$0.00     | \$1,320.31    | \$110.38     | (\$1,320.31)  | 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     | \$6,070.23    | \$49.00      | (\$6,070.23)  | 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%  |
| Active                                      | E 656-47000-601 Debt Srv Bond Pri  | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |
| Active                                      | E 656-47000-611 Bond Interest      | \$0.00     | \$0.00        | \$0.00       | \$0.00        | 0.00%  |
| <b>Total Expenditure</b>                    |                                    | \$0.00     | (\$25,026.40) | (\$1,152.39) | \$25,026.40   | 0.00%  |
| <b>Total EDA - Downtown Infill</b>          |                                    | \$0.00     | \$27,700.33   | \$3,156.73   | (\$27,700.33) | 0.00%  |
| <b>Report Total</b>                         |                                    | \$0.00     | \$9,110.94    | \$1,528.64   | (\$9,110.94)  | 0.00%  |

## Consultant Report

- a. Downtown Commercial Retail Space:
  - i. Architectural design completion anticipated by this Friday
  - ii. Recommendation: Interest in developing a packet to sell the building. Will use a draft template to create a brochure to help sell the building. Can we ask our real estate agent to list this as well?
- b. Frazee Industrial Park / Housing Development.
  - i. Meeting with Seim Construction set
  - ii. Fuller House will be releasing applications for the home construction application soon
  - iii. Senior Housing Survey: delayed. Will launch in January
    - i. Delayed as our time is limited, and we are donating significant hours already. Who can run with this?
- c. Business Center Building. No updates.

- d. Red Willow Lots.
  - a. No updates.
- e. Wannigan Regional Park
  - a. \$917K grant approved for development of natural playground, two shelters, fishing pad, trails, parking, kayak launch, bath house and restroom, primitive camping sites. Working on in-kind donations to match funds through labor or material donations.
- f. Grants
  - a. Artists on Main – training launch on January 29<sup>th</sup>
  - b. CornerStone- Family Resource Center application submitted for building addition (\$451,000) to support parents/adults in additional services
- g. Recruiting New Business & Business Outreach
  - a. Veterinarian Succession: Shared updates on creating a fund with both Dr. Lindeman, Sharon and the potential candidates. Dr. Lindeman is meeting with the candidate to have a discussion on moving forward.
  - b. Frazee Floral and Creating Community Junction are opening January 29<sup>th</sup> (soft opening)
  - c. Creating Community Consulting is launching a tech company (Center for Creating Community) arm of services that will include a full suite of tools on how to be a community changemaker, and it includes the tools needed to do so. Also includes marketing AI bots, virtual assistant and other things that will support small business owners. Launch is scheduled for March 29.
    - a. Created two new jobs -
      - a. Consultant: Rachael Johnson will support project work
      - b. Director of Sales and Innovation: Laura Hanson
  - d. People are interested in buildings on main street. Same barrier of people who have buildings not in use not willing to sell or open them up for business use.
  - e. Billboard: near DL headed to Frazee
  - f. Lodging:
    - a. Lake Street Lodge tentative opening set for April 1<sup>st</sup>
- h. Partnership with Frazee Area Community Club (FACC)
  - a. Cabin Fever Days: February 8 & 9<sup>th</sup>. Full schedule of events released
  - b. Turkey Days: Several updated/new events in 2025. Moving Grand Opening to Wednesday night with live music. Business celebrations planning in place. This year we are making two Grand Marshal categories (more to come on this).
  - c. Pickleball Courts: School is having a second working board meeting to discuss again. Everything is on hold until the school can give us an answer on the property.
  - d. Splash Pad: Development of committee in January. Dakota Playground funding a bus of people from Frazee to go to the plant in Delano to look at all the equipment. Volunteers notified and date set for January 23<sup>rd</sup>.
  - e. FACC Branding
    - a. Logo: survey launched and FACC finalizing the logo based on results
    - b. Website: launched at the annual meeting
    - c. Brochure: Launching at annual meeting
    - d. Video: We have several drone footage videos from this summer, fall and now winter we are using along with photos and interviews to create the new Frazee Promotional Video. Will be completed by Annual Meeting for launch
  - f. Gobble Quest: From 700-3.5K views per video.
  - g. FACC Social Media and Turkey Days Social Media: engagement is up over 500% in the past three months.
- i. Community Engagement Activities:
  - a. Schedule of 2025 events is being released this month.

- b. Splash Pad- Trip to Delano with 16 people on Jan 22<sup>nd</sup> for a tour and “hands on” experience.
  - i. Priority from the planning group to set it up with a recirculating water system to reduce cost and waste
- ii. EDA Loan Programs:
  - a. No updates