



Economic Development Authority

EDA MEETING AGENDA

March 25, 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 – [January 28, 2025](#); [February 5, 2025](#); [February 25, 2025](#); [March 6, 2025](#)
6. Old Business
 - a. Downtown Infill Financing – Jason Murray, David Drown & Associates
 - b. DTI Construction Updates
 - c. [DTI Construction Contract with Bristlin Construction Inc.](#)
 - d. [Tenant A Request for Delayed Buildout](#)
The portion of the meeting may be closed pursuant to MN Statute 13D.05
7. New Business
8. [EDA Financials](#)
9. [Consultant Report](#)
10. Commissioner Comments
11. Adjournment

Meeting Minutes – January 28, 2025

1. Call the Meeting to Order:
2. Roll Call: Karen Pifher, Jamie Crabtree, Rachael Johnson, Andrew Daggett, Ashley Renollet, Andrea Froeber, John Olson, Stephanie Poegel. Online: Brian Donholt,
3. Open Closed Session 12:10pm
4. Close Closed Session: 12:18 pm
5. Call the Meeting to Order: 12:18 pm
6. New Business
 - a. Red Willow Lot 936: Motion by Andrea to counter the offer on the table for 936 Red Willow Dr at \$19,145. Second by Ashley. All in favor.
7. Consultant Report
 - a. Downtown Commercial Retail Space:
 - i. Architectural design completed Tuesday January 28th.
 1. Discussed keeping costs of items picked within budget and so it looks nice
 2. CAM (common areas) charges were not in the lease agreements as they weren't part of the original building plan, but are necessary spaces now.
 3. Suggesting reassessing value of building after construction is completed to be discussed
 - a. Questioning if budget is currently aligned with costs of construction costs vs. 5 years ago
 - i. John believes things are less now & increasing budget isn't an option
 4. Separating water costs between each bay
 - ii. Recommendation: Interest in developing a packet to sell the building. Will use a draft template to create a pro-forma to outline the building. Can we ask our real estate agent to list this as well?
 - iii. Tenants will be applying for MN Dept of Health (MDH) approval moving forward and RFP will be posted after special meeting
 - b. Frazee Industrial Park / Housing Development.
 - i. Meeting with Seim Construction set
 - c. Recruiting New Business & Business Outreach
 - i. 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.
 - a. Discussed with candidate the options. Andrea will would follow up with vet to discuss further.
 - ii. Frazee Floral and Creating Community Junction are opening January 29th (soft opening)
 1. Creating Community Consulting is launching a tech company (Center for Creating Community) arm of services. Two new staff
 - a. Consultant: Rachael Johnson will support project work
 - b. Director of Sales and Innovation: Laura Hanson

- d. TV3
 - i. CCC has taken over hosting 'Spotlight on Frazee' for Hank and has done a couple segments already
- e. Partnership with Frazee Area Community Club (FACC)
 - i. Cabin Fever Days: February 8 & 9th. Full schedule of events released
 - ii. Turkey Days: Several updated/new events in 2025. Moving Grand Opening to Wednesday night with live music.
 - iii. 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.
 - 1. Schoolboard set to vote on this on February 12th at schoolboard meeting
 - iv. 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 23rd.
 - 1. Trip to Delano was a success. More info to come.
 - v. Mural project
 - 1. Applying for mural funds through the City of Frazee next week
 - vi. FACC Branding
 - 1. Logo: survey launched and FACC finalizing the logo based on results
 - 2. Website: Launching at the annual meeting
 - 3. Brochure: Launching at annual meeting
 - 4. Video: We have several drone footage videos from this summer, fall and now winter & Cabin Fever Days Feb 8th that we are using along with photos and interviews to create the new Frazee Promotional Video.
 - a. Will be completed by Annual Meeting for launch with new brochures and vision/mission statement
 - vii. FACC Social Media and Turkey Days Social Media: engagement is up over 500% in the past three months.
- f. Adjournment: 12:40

Meeting Minutes – February 5, 2025

1. Call the Meeting to Order:
2. Roll Call: Rachael Johnson, Karen Pifher, Jamie Crabtree, Ashley Renollet, Heath Peterson, Andrea Froeber, John Olson, Andrew Daggett, Bob Williams, Stephanie Poegel
3. Approval of Agenda
 - a. Motion by Andrea, second by Heath, no discussion. All in favor.
4. Open Forum: None
5. Meeting Minutes: December 31, 2024: Motion by Heath to approve, second by Ashley, all in favor. So moved.
6. Old Business: None
 - a. EDA Bylaws Update Discussion
 - i. Section 2.3 - Vice President

1. Update to say: The Vice President shall preside at the Board meetings and perform the duties of the President in the absence or inability of the President.
 - ii. Section 3.2 - Regular Meeting
 1. Update to: to be set by resolution
 - iii. Section 4.9 - Execution of Contracts
 1. Update to: ...Authority as the Board may prescribe by resolution. All contracts shall be reviewed by legal counsel before signed.
 - iv. Section 4.10 - Appointment, terms, vacancies
 1. Question on terms & vacancy
 - a. Listed as per state statute and historic originates
 2. Subd 3 – Compensation and reimbursement
 - a. Remove this section
 3. Subd 4 & 5
 - a. Update to Subd 3 & 4
 4. Subd 12 – Liable in Contract or Tort
 - a. Update to: ‘writ of mandamus’
 - v. Section 4.11 - Conflict of Interest
 1. Has exceptions list for review so no changes necessary
7. New Business
- a. Election of officers
 - i. President – Heath Peterson
 1. Motion by John, second by Andrea, all in favor. So moved.
 - ii. Vice President – Ashley Renollet
 1. Motion by Andrea, second by Heath, all in favor. So moved.
 - b. Assessment of Downtown building
 - i. Value of 5 years ago vs once finished with 2 commercial kitchens and outdoor freezers
 1. Discuss in the fall once building is completed as commercial buildings are assessed after build out
 - c. Approval of Architectural Plan
 - i. Remove bathroom from Bay B plan
 1. Option for door to Seip hallway and bathroom
 2. Motion by Andrea, second by Ashley, all in favor. So moved.
 - d. Approval of RFP postings
 - i. Change RFP to May 15th, sending out mailings to interested parties within the next week
 - e. Lease CAM charges (Common Area Maintenance)
 - i. Question as to who will clean common area between Bay A-B-C once completed
 1. Reevaluate once completed and provide opportunity for bid.
8. EDA Financials: Motion by Ashley, second by Mark, all in favor. So moved.
9. Consultant Report
- a. Artist on Main
 - i. Meeting in March
 1. Reaching out to artists
 - b. Pickleball

- i. Meeting with schoolboard Feb 10th to approve location
- c. FACC
 - i. Annual meeting in March
 - 1. Frazee video and brochures, etc will be completed
- d. CCC
 - i. We are busy and it has been hard to support all being asked of us
 - 1. Asking for a volunteer to help 2-3 hrs monthly to support senior housing initiative with Frazee Care Center
 - a. Ashley & Andrea help
- e. Frazee Floral flower shop/CCC Gift Shop are open & Grand Opening coming soon
- f. Red Willow Assessments - 2003
 - i. Deferred Assessments coming up for recent property sold - \$825
 - 1. EDA pay on lot 936 Red Willow and then work out getting removed from remaining lots
- g. Ghost Listings for Red Willow are live

10. Commissioner Comments: None

Adjournment: 12:28

Meeting Minutes – February 25, 2025

1. Call the Meeting to Order:
2. Roll Call: Rachael Johnson, Karen Pfiher, Jamie Crabtree, Bill Daggett, Heath Peterson, Andrea Froeber, Andrew Daggett, Ashley Renollet, Bob Williams, Stephanie Poegel
3. Approval of Agenda
 - a. Motion by Andrea, second by Heath, no discussion. All in favor.
4. Open Public Hearing – Sale of 936 Red Willow Drive: 11:35
 - a. Call three times for public input. No public input.
5. Close Public Hearing – Sale of 936 Red Willow Drive: 11:36
6. Open Forum: None
7. Meeting Minutes: December 31, 2024: Motion by Andrea to approve, second by Ashley, all in favor. So moved.
8. Old Business:
 - a. Sell Red Willow Lot – Approve
 - i. Motion by Andrea to approve, second by Ashley, all in favor. So moved.
 - b. DTI Construction updates
 - i. Was approved to remove bathroom in Bay C at last EDA meeting. Further discussion with architects, was discovered that, per code it is required to remain as 1 bathroom is needed per 25 people. Plans were approved as initially presented to EDA at previous meeting.
 - ii. Two contractors looked at building and plans so far.
 1. Bid time is not feasible. Time was adjusted to 2/27 to be submitted.
 2. Opening bids meeting set for Mar 3 @ 11am

- iii. Building originally built with minimum requirement for electricity. Not enough for a Bakery. Electrician shared that he recommended additional power be brought to building for Bay A needs. Alternative options discussed and temporary Plan in place for now until that is able to be done.

9. New Business

a. Tenant B

- i. Local business owner wants to relocate to this bay with conditions.
 - 1. Top Budget \$1000/mo,
 - a. interested in subletting with other similar services. IE: CPA/Legal services. Co-offices
 - i. Recommended that, if entertained, they would be tied to the original lease
 - 1. Example: alone = \$1000, + 1 sublet = \$1250, + 2 sublet = full price
 - 2. If terminated, re-negotiate lease
 - ii. EDA Consultant will work with City Admin on sliding scale fee as discussed with EDA
 - 2. Opportunity to end lease early if a building in town comes up for sale in Frazee and they were to purchase.

b. Renaming Downtown Infill Building

- i. Not needed as all individual bays will be filled with signage

c. Becker County EDA position opening

- i. District 3 Seat
 - 1. Hank Ludtke stepped down
 - 2. Helpful to all things that Frazee is doing
 - 3. Helps build relationships
- ii. Recommend someone from Frazee apply for District 3 spot
 - 1. Rachael Johnson volunteered to apply

10. EDA Financials:

- a. Motion by Andrea, second by Ashley, all in favor. So moved.

11. Consultant Report

- a. Downtown Commercial Retail Space:
 - i. RFP posted and responding to questions
- b. Frazee Industrial Park / Housing Development
 - i. Fuller House will be releasing applications for the home construction application soon
 - ii. Senior Housing Survey: launched.
- c. Business Center Building. No updates.
- d. Red Willow Lots
 - i. Recommendation to review readiness for infrastructure of front multi-family lots
- e. Wannigan Regional Park
 - i. Job posting in March for Park Manager
- f. Grants/Events
 - i. Artists on Main:

1. The program will kick off with a free workshop in each community inviting local artists, creatives, makers, and culture bearers from Pelican Rapids and Frazee to explore how art and creativity can strengthen their communities. This hands-on session, led by Springboard for the Arts and Rethos: Places Reimagined, will introduce ideas for using art to engage residents, attract visitors, and build local pride. Workshop participants will also learn how to apply for small grants of up to \$1500 to support their own creative projects downtown.
 - a. Conference is March 29, 10am-12:30pm at Corner Collective
 - b. 2-hour session at Cornerstone for creative people and artists from local and surrounding communities
 - c. What to bring to downtown
 - d. On social media and in paper
- ii. Youth Driven Transformation: Models and Tools for Action.
 1. March 20th and 21st at the Frazee Event Center.
- g. Recruiting New Business & Business Outreach
 - i. Veterinarian Succession: In conversation. Document of opportunities for locating in Frazee provided including loan forgiveness option and tax benefits.
 - ii. Frazee Floral, Evergreen Creations and Creating Community Junction Grand Opening
 - iii. Creating Community Consulting
 1. CCC tech launch
 2. SBDC partnership exploration
 - a. Asked to contract to be a satellite office in Frazee
 3. Lake Street Lodge
 - a. open by May
- h. Partnership with Frazee Area Community Club (FACC)
 - i. Schedule of Events for 2025 in Frazee released
 1. <https://www.frazeecommunityclub.com/community-events>
 - ii. Incident reporting process implemented for community events by FACC
 - iii. 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).
 - iv. Pickleball Courts: School board unanimously approved moving forward to install on school property. CCC will work with the young fundraisers to move forward.
 - v. Splash Pad: Results from tour are complete. Follow up meeting in February to move this forward.
 - vi. Mural
 1. "Frazee 100 for 100" at \$6,900 for mural/wayfinding maps
 2. RFP created and ready to launch in March
 - vii. Gobble Quest: On the move
 - viii. FACC Social Media and Turkey Days Social Media: engagement is up over 500% in the past three months.
- i. EDA Loan Programs:
 - i. No updates

12. Commissioner Comments: None

13. Adjournment: 12:53

Meeting Minutes – March 6, 2025

1. Call the Meeting to Order: 11:32am
2. Roll Call: Rachael Johnson, Karen Pfiher, Jamie Crabtree, Bill Daggett, Heath Peterson, John Olson, Andrea Froeber, Ashley Renollet, Andrew Daggett, Bob Williams, Stephanie Poegel
3. Downtown Infill
 - a. Bid Opening: 11:34
 - b. Discussion of Bids
 - i. Experience/Qualifications: Bristlin – 30 | Hammers – 30
 - ii. Project Approach/Timeline: Bristlin – 25 | Hammers – 10
 - iii. Cost Proposal: Bristlin – 15 | Hammers – 15
 - iv. References/Past Performance: Bristlin – 15 | Hammers – 15
 - v. Concern that the cost of bids is higher than the \$375k budget for the project.
There are a few options discussed to address the gap
 1. WCI
 2. Bond option
 3. Small city development fund
 - a. Bond option will be the priority to pursue to support completion of the building to get tenants in.
 - vi. Awarding or Denial of Bid Motion by Andrea to award to Bristlin Construction, second by John, no discussion. Bill Daggett abstained from voting. Vote passes with five approvals and no denials.
4. Becker County Property Cody Piper from Ottertail Power reached out with interest in putting solar in industrial park area City would receive energy production tax and approximately \$2000 property tax annually, but would be in solar for 35 years & not able to be used for housing
 - a. Board decided against this route at this time as it's a significant net loss in income over 35 years.
5. Adjournment: 12:34



Agreement Between: **Owner and Contractor**

Contract Type: where the basis for Payment is a Stipulated Sum

Date of Contract Agreement: **March 19, 2025**

Owner:

City of Frazee Economic Development Authority
Stephanie Poegel
222 Main Ave. West
PO Box 387
Frazee, MN 56544

Contractor:

Bristlin Construction Inc.
P.O. Box 1174
Detroit Lakes, MN 56502
License: BC456087

The Project is:

*Frazee Downtown Infill Building
109 East Main Ave.
Frazee, MN 56544*

The Owner and Contractor agree as follows.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS**
- 2 THE WORK OF THIS CONTRACT**
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- 4 CONTRACT SUM**
- 5 PAYMENTS**
- 6 DISPUTE RESOLUTION**
- 7 ENUMERATION OF CONTRACT DOCUMENTS**
- 8 INSURANCE AND BONDS**

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than Modifications, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others. **[See attached Original Proposal for Frazee Downtown Infill Building dated 2/27/2025]**

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below, or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)

If, prior to the commencement of the Work, the Owner requires time to file mortgages, and other security interests, the Owner's time requirement shall be as follows:

§ 3.2 The Contract Time shall be measured from the date of commencement.

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than () days from the date of commencement, or as follows: Friday, August 15th, 2025 or before, pending the state plumbing permit approval.

(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert any requirements for earlier Substantial Completion of certain portions of the Work.)

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be **SIX HUNDRED THOUSAND AND FIFTY DOLLARS AND 00/100 CENTS, (\$600,050.00)**, subject to additions and deductions provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

ALT #1: Add to base bid additional 200 amp 3 phase to bakery.

Add \$7,315.00 (This amount is included in the total contract sum mentioned above in 4.1)

(State the number of other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

N/A

§ 4.3 The contract sum shall remain as is subject to changes (additions or subtractions) to the work mutually agreed upon by the owner or contractor via a fully executed change order document.

§ 4.4 Allowances included in the Contract Sum, if any:

(Identify allowance and state exclusions, if any, from the allowance price.)

Item

Price

N/A

ARTICLE 5 PAYMENTS

§ 5.1 PROGRESS PAYMENTS

§ 5.1.1 Based upon Applications for Payment submitted to the owner and/or financial institution by the Contractor, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Owner not later than the **3rd** Wednesday of the month, the Owner shall make payment of the certified amount to the Contractor not later than the **2nd** Wednesday of the following month (*Federal, state or local laws may require payment within a certain period of time*).

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the owner or financial institution may require.

§ 5.1.5 Application for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

1. Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, **less retainage of five percent (5%)**.
2. Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), **less retainage of five percent (5%)**.

§ 5.1.7 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when:

1. the Contractor has fully performed the Contract
2. a final Certificate for Payment has been issued to the Owner by the Contractor

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the final Certificate for Payment, or as follows:

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 INTIAL DECISION MAKER

§ 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by the method of binding dispute resolution shall be as follows: (*Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.*)

Arbitration pursuant to Section 15.4 of document GCC201

Litigation in a court of competent jurisdiction

Other: (Specify)

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of GCC201 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located. (Insert rate of interest agreed upon, if any.)

§ 8.3 The Owner's representative is:

Stephanie Poegel, 222 Main Ave. West Frazee, MN 56544
218-334-4991
Email: cityadmin@frazeecity.com

§ 8.4 The Contractor's representative is:

Scott Bristlin, President
PO Box 1174, Detroit Lakes, MN 56502
1374 Egret Ave – Location
Phone: 218-847-4089

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten [10] days written notice to the other party.

§ 8.6 Other provisions: N/A

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed Document 101, Agreement Between Owner and Contractor.

§ 9.1.2 The Contractor's signed proposal dated: **February 27, 2025**

§ 9.1.3 The list of mutually agreed upon contract deducts dated: **NONE**

§ 9.1.4 The Specifications:

(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

Section	Title	Date	Pages
---------	-------	------	-------

§ 9.1.5 The Drawings:

(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

Number	Title	Date
Revision 2	Architectural Plans East Main Retail Theisen Design Studios Sarah Carlson	02/18/2025

§ 8.1.6 The Addenda, if any:

Number	Date	Pages
1-7	2/19/2025	

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

9.1.7 Additional documents, if any, forming part of the Contract Documents:

Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. GCC201 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)

ARTICLE 10 INSURANCE AND BONDS

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of document GCC201. *(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of document GCC201.)*

Type of Insurance or Bond	Limit of Liability or Bond Amount (\$0.00)
General Liability & Workers' Compensation	
"All-risk" / Builders Risk Insurance is NOT included.	

*This Agreement entered into as of the day and year first written above.

**This Agreement is binding and subject to all Minnesota Lien Laws.

Owner(s) (Signature)

Contractor (Signature)

(Printed Name & Title)

Scott Bristlin - President

(Printed Name & Title)



1374 Egret Ave Detroit Lakes, MN 56501 | 218.847.4089

2/27/2025

City Frazee Economic Development Authority
DTI Buildout Bid
222 Main Ave. West
PO Box 387
Frazee, MN 56544

Addendum acknowledged- 1,2,3,4,5,6,7

Work Scope:

1. Pulling required permits
2. Site preparation & foundations
3. Framing & walls
4. Plumbing & electrical work
5. HVAC systems
6. Flooring & finishes
7. Commercial kitchen buildout (Suites A & C)
8. Exterior & entryway work

Base bid for above scope: **\$592,735.00**

Alt # 1: Add to base bid additional 200 amp 3 phase panel to bakery if required= **ADD \$7,315.00**

This proposal is valid for 15 days from the date listed above. Thank you for the opportunity to quote your project.

Sincerely,

Dustin Bristlin
Construction Manager
Bristlin Construction, Inc.

Old Business

TENANT A REQUESTS FOR DELAYED BUILDOUT

March 17, 2024

To: Frazee EDA Bakehouse Bakery Requests for Delayed Build Out (3 months)

Request for Financial Compensation

<u>Costs</u>		<u>3 Mos</u>
Midwest Bank Loan Payments (<i>interest only</i>) – (May \$445, June \$440, July \$455)		\$1350
Storage Unit Costs (<i>unless items moved to Frazee for free storage</i>) (May-July)	\$108	\$324
WCI Loan Payment (May-July)	\$280	\$840
Rent abate for 6 mos (Sept-Feb)	\$1880	\$11,280
(Est Loss of Projected Revenue \$25,000/mo for 3 mos = \$75,000) (<i>est on average income projections, realizing May-July are higher income producing mos</i>)		

Requests for Consideration

- 1) Frazee EDA pays actual costs during projected delayed period (3 mos) - \$2514
- 2) Frazee EDA provides bi-weekly updates of construction/fit up project including any delays or changes
- 3) Frazee EDA in exchange for the purchase of a walk-in freezer (\$23,000) would receive cleaning and monitoring of the Common Area for the period of the lease (5 years) by Bakehouse Bakery (in-kind exchange value \$383 mo). Materials & Supplies would be the responsibility of the landlord (ie – toilet paper, cleaning supplies, etc)
- 3) Frazee EDA will compensate significant loss of income (equal to 15% of est of loss of total income) in rent abatement over a period of 6-mos, not to include 60-day clause in the current lease
- 4) Frazee EDA will outline in writing the 'marketing package', timeline and value that was confirmed in discussions with Karen, Frazee EDA & Stephanie, City of Frazee

In the event, the project does not meet a July 1, 2025 deadline for move in & operations. We request the Frazee EDA continue the financial compensation outlined above, as well as the in-kind rent abatement extension of 30 days.

Thank you for your consideration. I look forward to working with you, the City of Frazee and the EDA.

Karey Smagacz
Owner, Bakehouse Bakery

EDA Financials

Checkbook Balances – February 28, 2025

I am at a conference all week and having computer issues connecting with our financial software. I hope to have hard copies for everyone at the meeting.

Fund	Description	PRELIMINARY Cash (Checkbook) Balance
651	Economic Development	
652	RBEG	
653	Revolving Loan	
654	Business Incubator	
655	Small Cities Development Loan	
656	Downtown Infill	
	Total EDA Checking Funds	
656	Downtown Infill – Savings	
652	RBEG – CD's	
	Total EDA Funds	

Consultant Report

- a. Downtown Commercial Retail Space:
 - a. RFP approved for Bristlin.
 - b. Building management turned over to City Admin
 - c. Due to delays- communications with lease holders on concessions to support them in year 1.
- b. Frazee Industrial Park/ Housing Development.
 - a. Fuller House board meeting in March. Bill Daggett to serve as the voluntary liaison for EDA. Plan to build in summer 2025.
- c. Business Center Building. No updates.
- d. Red Willow Lots.
- e. No changes
- f. Wannigan Regional Park
- g. Job posting for Park Manager
- h. Grants/Events
- i. Artists on Main: The program will kick off with a **free workshop in each community** inviting local artists, creatives, makers, and culture bearers from Pelican Rapids and Frazee to explore how art and creativity can strengthen their communities. This hands-on session, led by **Springboard for the Arts and Rethos: Places Reimagined**, will introduce ideas for using art to engage residents, attract visitors, and build local pride. Workshop participants will also learn how to apply for small **grants of up to \$1500** to support their own creative projects downtown.
 - a. Conference is March 29, 10am-12:30pm at Corner Collective
 - b. Youth Driven Transformation: Models and Tools for Action. April 24th - virtual conference with 30 day access to trainings
 - c. Essentia Health grant: Funding 5 artistic bike racks in Becker County. Two of them are for Frazee. One for Wannigan Regional Park and one for the Gazebo area on main street & 87. Becker County is the host and will support a call for artists and connect each community with the artist to design/build the bike rack. Frazee would be responsible for installation.
- j. Recruiting New Business & Business Outreach

- k. Partnership with SBDC: Class for Entrepreneurial Edge at Cornerstone, Tuesdays starting March 25th from 8:30am-10am plus two 1:1 coaching sessions FREE
- l. Veterinarian Succession
- m. One new business launch: Zach's Handyman Service.
- n. Three meetings with potential new businesses (rent and/or ownership)
- o. Creating Community Consulting
 - a. CCC tech launch expansion March 21.
 - b. Rachael Johnson, Heather Ware Nelson and Karen Downing will be splitting responsibilities for local EDA contract with mentoring/support from Karen
- p. Lake Street Lodge opening in April/May
- q. Discussions on land developments
- r. Frazee Area Community Club (FACC)
- s. New website and schedule of Events for 2025 in Frazee released
- t. Mission and Vision updating
- u. Non-billable updates
 - a. Gobble Quest: professional video editing (check out the Frazee Forum & UCB videos)
 - b. Turkey Days: 28 street vendors. Food court is full.
 - c. Mural
 - i. "Frazee 100 for 100" at \$6,900 for mural/wayfinding maps
 - ii. RFP created and ready to launch in March
 - d. FACC Social Media and Turkey Days Social Media: engagement is up over 500% in the past three months.
 - e. Pickleball: waiting on one estimate to finalize capital campaign brochure
 - f. Splashpad:
 - i. Candyland fundraiser on April 4-6th at the FEC with PADL
 - ii. Tentative strategic plan outlined for construction in 2027 and open in 2028
- v. EDA Loan Programs:
 - a. No updates

THE ENTREPRENEURS EDGE

Skills and Solutions to Transform your Entrepreneurial Spirit

A FREE workshop for Entrepreneurs!

LOCATION

Cornerstone Youth Center
300 2nd St. Northwest
Frazee, MN 56544

DATES AND TIMES

4 In Person Group Sessions: (8:30 - 10:00 AM)
Tuesdays, March 25, April 1, April 8 and April 15

2 One-on-one Sessions with Beth

DETAILS

Join MN SBDC Consultant, Beth Priddy, to fine-tune your entrepreneurial mindset with other people in small business (Four in-person group sessions).

Outside of the group sessions, included is the opportunity to meet one-on-one with Beth for personalized and confidential consulting sessions to further enhance your entrepreneurship skills (2 individual sessions per person)

Topics include: Getting clarity in your business (and life), Building Entrepreneurial Habits and Implementing Them, Making Decisions Effectively and Efficiently, Time Management, Navigating Stress, Adapting to Change. Each session will include lectures, participant interaction, take-away assignments, in-workshop assignments, and subject expert mentors.

This event is open to everyone interested in learning about entrepreneurship, regardless of sex.

REGISTER

<https://mnsbdc.ecenterdirect.com/events/11438>



This cohort is funded with a grant from the Women's Foundation of Minnesota.

The SBDC program is funded in part through a Cooperative Agreement with the U.S. Small Business Administration, Minnesota Department of Employment and Economic Development and other regional sponsors. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the program sponsors. Programs are open to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance at 218.299.6605.



YOUTH DRIVEN TRANSFORMATION: Models & Tools for Action Conference

APRIL 24TH | VIRTUAL CONFERENCE



Register Today: bit.ly/FrazeeyouthEvent

THIS EVENT BRINGS TOGETHER YOUTH, COMMUNITY LEADERS, EDUCATORS, AND ORGANIZATIONS TO SHARE IMPACTFUL TOPICS AND GIVE YOU TOOLS & RESOURCES TO IMPACT YOUR LOCAL YOUTH & MORE!

- **Fundraising** training + toolkit
- ***New* Ai Grant Writing bots**, learn how AI is simplifying grant writing and see a live demo!
- Complete guide on **engaging Youth voices to transform your community**

LIVE TRAININGS + 30 DAY ACCESS TO REPLAYS AND ADDITIONAL TRAININGS FROM YOUTH AND COMMUNITY CHANGE MAKERS

**LOCATION:
VIRTUAL - ONLINE ACCESS WILL BE EMAILED TO YOU!**

PRESENTED BY:



SPONSORED BY:

Becker County Settlement Opioid Funds



For More Information call Heather 218.234.9513