



## **CITY COUNCIL MEETING AGENDA**

May 8, 2023 ~ 6:00 p.m. ~ Frazee Fire Hall

[ZOOM LINK](#)

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Open Forum
  - a. Heidi Moen – Positive Community Norm Grant Coordinator
  - b. Mackenzie Hamm – CornerStone Executive Director
5. Consent Agenda
  - a. [Meeting Minutes](#)
  - b. [Mayor's Monthly Report](#)
  - c. [Resolution 0508-23A – Resolution Authorizing Purchase of Land Parcels Adjacent to the City of Frazee](#)
  - d. [Gambling Permit – Hornet Softball Booster Club](#)
6. Old Business
  - a. Bid Opening – Fire Department Grass Rig
  - b. [SLFRF \(ARPA/COVID\) Funds Discussion](#)
  - c. [RFP for Mikkelsen Property](#)
7. New Business
  - a. Council Table @ Turkey Days
8. Addendum Items
  - a. Approval of Claims
9. Adjournment

## Open Forum

HEIDI MOEN – POSITIVE COMMUNITY NORM GRANT COORDINATOR

- [About Positive Community Norms](#)

Positive Community Norms cultivates cultural transformation by working on multiple community levels at once. This framework has shown itself to be extremely effective in creating meaningful social change in the areas of health and safety issues including traffic safety, underage drinking, binge drinking, child maltreatment and many others.

Positive Community Norms is based on “the Science of the Positive,” the study of how positive factors impacts culture and experience. Positive Community Norms closes the gap between what we believe to be true and what is actually true. By talking about positive behaviors rather than emphasizing negative behavior and inadvertently making that seem common or even attractive, Positive Community Norms brings forward the message that the positive is the norm.

- [Grants](#)

Between July 2006 and June 2016, two sets of 5-year grants were awarded to independent school districts, local non-profits, local public health departments or to county attorney's offices. Funds came from the Substance Abuse and Mental Health Services Administration.

In 2016, Minnesota started its third round of funding. Nine new grants funding 10 school districts have been awarded with nearly \$9 Million, an average of \$200,000 per year each, in grants.

## Open Forum

MACKENZIE HAMM – CORNERSTONE EXECUTIVE DIRECTOR



04/28/2023

To Frazee City Council,

We continuously think, “What would Frazee look like if it was known as the best place to raise kids”? Our kids need us, and we need them. We’ve been motivated to create change, and to invest in our youth as they are our future. Through the new Community Center we have the opportunity to engage people of all ages like never before. We invite you to join us in this journey!

Our vision is simply, “To empower youth to reach their full potential”. Through a whole lot of love, food, art, culture, and skill building we aim to serve youth, and our entire community. Our unique business model includes a public bistro and coffee shop, retail and gift that highlights local artisans and crafters, performing arts, a non-perishable food pantry, a makerspace, and a youth center space. We will be embedding entrepreneurial skills and opportunities through our organization to serve youth and adults. We also are working with organizations and youth to support events and activities for youth in the community to engage in service. The unique and collaborative service approach, sustainable income sources, and incredible partners make this organization a success.

Thanks to our friends and businesses across the region we are at 89% of our financial goal. We are incredibly humbled with the response from investors – and we’ve been asked to do highlight videos with Essentia Health, The Wilder Foundation, and we have the Cargill Foundation coming this month with

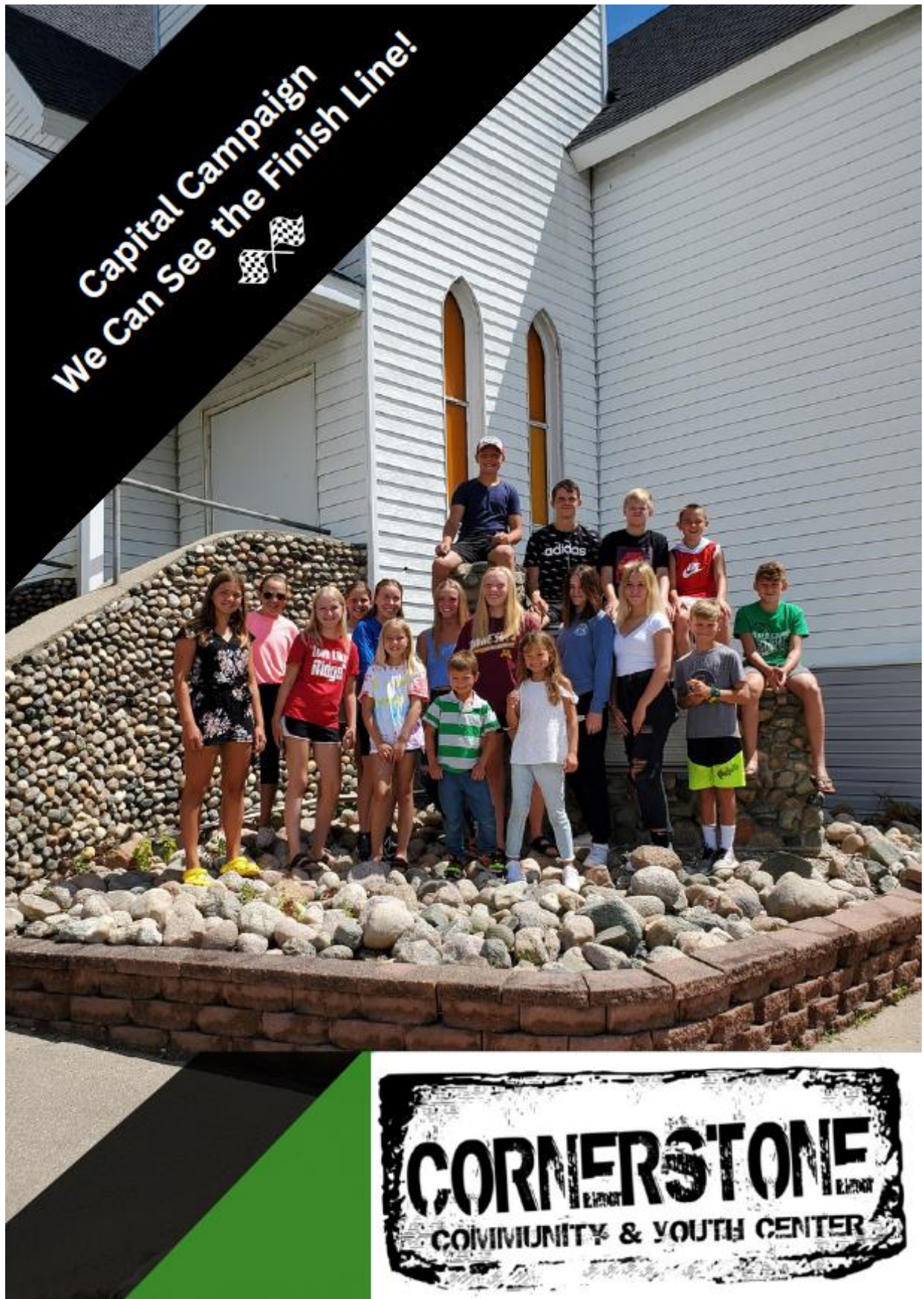
West Central Initiative Leadership. We fully anticipate meeting our campaign goal as we prepare to open this summer. Our initial investors will be recognized on our wall of donors in the community space by having their name laser engraved on a brick associated with the level of giving. This honor is reserved for high level donors only. We would love to see the City of Frazee highlighted as an investor alongside so many other organizations and donors!

As an investor, we are asking you to consider a \$2,000 a year donation over a period of five years. This will help us get closer to our goal, will provide you with public recognition as a brick representing a \$10,000 donation with have your name on it, and you will be part of our story of success.

Included is our capital campaign brochure with more information. We invite you to come and visit us and reach out with any questions. Thank you for your service and your time.

Sincerely,

Mackenzie Hamm  
Executive Director of CornerStone





# ABOUT US



CornerStone is a community and youth center that aims to serve as a central hub for all ages in Frazee, MN

Our mission is to develop a healthier community by engaging through food, arts, culture, and skill building in a safe and caring environment.

## Amenities:

- Makerspace for Adults and Youth
- Rental Space for Parties with a full Kitchen
- Coffee and Crepes
- Gift and Retail Shop
- Performing Arts
- Community Events & Activities
- Youth Center for grades 7-12
- Youth Food Pantry
- Entrepreneurial Program for Adults and Youth

## DATA DRIVEN SOLUTIONS

Youth and adults in the community reviewed data & identified solutions that will improve wellbeing outcomes. Solutions identified include: meaningful activities, a friendly and safe space with food options, art and creative outlets, jobs, retail and more. The new center combines solutions that will provide opportunities for all ages.

"By developing the city around a place, or strategically investing in neighborhoods around social centers, the city can take active strides in transforming spaces that contribute to residents' health, well-being, and happiness." Frazee Comprehensive Plan 2019

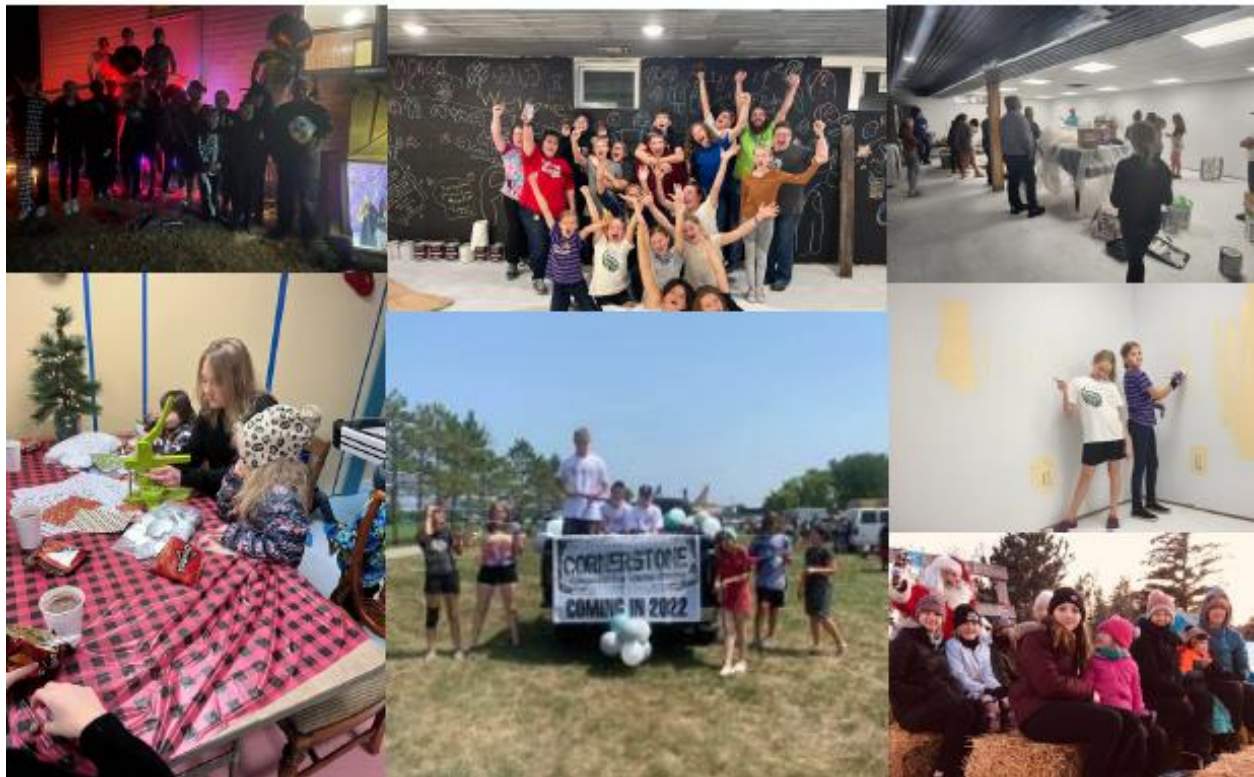
# ENGAGEMENT

We've engaged over 250 volunteers and over 2,000 hours of service in community events and building projects

## 2022 Impact

More than 90 youth volunteers in 2022 supported design, painting, fishing give away, Haunted House and the Merry Frazee Christmas celebration. Partnership with MVP (Frazee-Vergas Youth Group) on activities and events.

- 70+ youth have donated time to provide input on designing and help with painting the new youth center
- Gave away 86 fishing rods and 50 free tackle boxes to youth
- Served over 400 people at our community Haunted House
- Host of "Merry Frazee Christmas"
- 100+ youth for meal/Santa visit & hay ride
- Three youth designed and painted the floor mural
- Rock painting with youth during Turkey Days

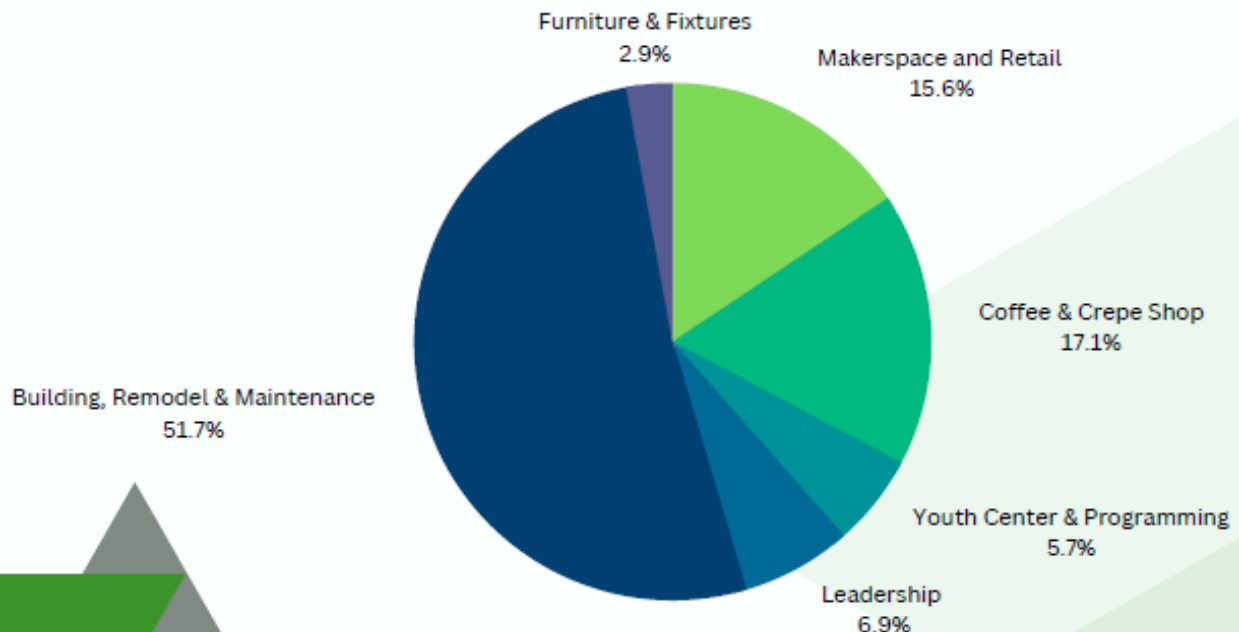


# FINANCIAL SUSTAINABILITY



Our community and youth center model is sustainable through retail & gifts, food, party space rental, special events, & equipment rental fees.

**Fundraising Goal**  
**\$870,000**



\*In good stewardship we've saved ~\$350,000 in costs through in kind support for leadership, general managing and construction



# YOU CAN INVEST

For only \$17/month over the five year campaign you can be recognized permanently on the website! Help us create positive impact that will last generations with a tax deductible donation today.

We also can support endowments and charitable annuities for long term or end of life planning so you can leave impact for a lifetime.

<b>Mentor \$1,000</b>	<b>Innovator \$5,000</b>	<b>Placemaker \$10,000</b>	<b>Legacy \$20,000</b>
Social Media Shoutout	Social Media Shoutout	Social Media Shoutout	Social Media Shoutout
Website Recognition	Website Recognition	Website Recognition	Website Recognition
	Wall of Recognition-small block	Wall of Recognition-medium block	Wall of Recognition - large block
			Name a Menu Item
<b>\$50K + will provide Building Naming Rights and all other items</b>			

## Submit Your Investment Today

You can sign up for automatic payment or a monthly giving option online via venmo @CornerStoneFrazee or at [www.cornerstonefrazee.com/give.html](http://www.cornerstonefrazee.com/give.html)

CornerStone  
PO Box 113  
Frazee, MN 56544

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

I would like to donate:

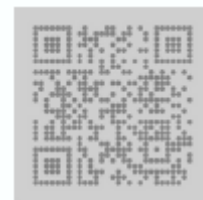
Today \$ \_\_\_\_\_  
Monthly \$ \_\_\_\_\_  
Annual \$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_  
Date: \_\_\_\_\_ CSV: \_\_\_\_\_  
Visa      Mastercard      Discover

I would like to volunteer: Y/N

Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Donate via Venmo  
by scanning here  
with your phone now!**



Hornets Hive dba CornerStone is a 501c3 and donations are tax deductible.

EIN: 83-1631473



# BE A PART OF THE CHANGE

We thank you for your willingness to invest in our community!

**Together we can!**

www.CornerStoneFrazee.com  
CornerStoneFrazee@gmail.com

*Phone: 218\*255\*3919*

Director	Karen Pifher
Youth Director	Katie Grindall
Board President	Ryan Stockstrom
Board Vice President	Heather Ware Nelson
Board Treasurer	Ken Miosek
Board Secretary	Karen Mitchel
Board Member	Albert Doll
Board Member	Amy Kilde
Board Member	Taylor Drewes

Hornets Hive dba CornerStone is a 501c3 and  
donations are tax deductible. EIN: 83-1631473

## Consent Agenda

MINUTES – APRIL 26, 2023

### **PUBLIC HEARING**

1. Public hearing called to order at 4:30 pm
2. Comments from Jopp on new business
3. Public hearing closed at 4:34 pm

### **MINUTES**

April 26, 2023, ~ 4:30 p.m. ~ Frazee Fire Hall

1. Call the Meeting to Order
  - a. Meeting called to order by Mayor Mark Flemmer at 4:34 pm at the Frazee Fire Hall
2. Roll Call
  - a. Members Present: Mark Flemmer, Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
  - b. Members Absent: None
  - c. Staff: Stephanie Poegel, Larry Stephenson, Tyler Trieglaff, Adam Walker
  - d. Contracted Services: Chris Thorson, Ulteig
  - e. Guests: Daniel Parsons, David Jopp, Patricia Rutledge, Alesia Jopp, Ashley Renollet, Bob Williams, Mackezie Hamm
3. Pledge of Allegiance
4. Open Forum
  - a. Ashley Renollet – FCDC
    - i. Provided updates on Wannigan Park and the moving of the sewer pipe. FCDC will be the purchase the property from Ness to facilitate forward progress. Once the session is over Senator Utke and Representative Knudsen will come to look at the pipe and are the ones authoring the bill for funding.
  - b. Dan Parson's
    - i. Looking for policies to clean up properties on 5<sup>th</sup>, Cherry, and Main Streets
    - ii. Asked about ordinance regulating cats
5. Consent Agenda
  - a. Meeting Minutes – 04-10-2023
  - b. Meeting Minutes – 04-18-2023
  - c. Approval of Claims

**M/S/CU:** Sharp/Rader to approve consent agenda as presented.

## 6. Staff Reports

### a. Event Center

- i. Tappe reported that this was the best April since she's started
- ii. Toilets and water heater are installed and operating
- iii. Roofing quotes are coming
- iv. Discussed ceiling issues

### b. Fire Department

- i. March had 4 calls
- ii. Tested 2 new firefighters

**M/S/CU:** Froeber/Rader to approve probationary fire fighters of Bob Clarey and Richard Thurman pending passing of background and physical

- iii. Relief Association had their silent auction last month and it went very well

### c. Liquor Store

- i. Poegel read email from Mastin
- ii. "Hello Stephanie. I will not be at this meeting as I have prior family commitment. April was a good month. We had live music that went great. Will be doing it again. Few other things in the works. Will be advertising for more staff for summer. Thank you. Tanya"

### d. Police Department

- i. Trieglaff reported 71 calls, 9 were traffic related
- ii. Arvig in town and getting cameras up
- iii. Officers will be starting code enforcement
  - 1. Prioritizing vehicles and animals first and will be trying some new things this year
  - 2. If there are extra vehicles and a clear title the City can help with removal
  - 3. Some ordinances need clarification as they are contradictory
  - 4. Council wants to be aggressive with code enforcement and go through with fining violators if necessary
- iv. Questions on no parking signs by Hostel Hornet
  - 1. Stephenson has one
  - 2. MnDOT's paint didn't stick
  - 3. Trieglaff, Stephenson & Thorson will get a sign up

### e. Rescue

- i. Trieglaff reported 12 calls, 3 were in town
- ii. June 11 is the pancake feed at the Rescue Hall
- iii. There are 11 members

### f. Public Works

- i. 3,266,000 gallons of water pumped in March 2023 compared to 5,674,000 gallons of water pumped in March 2022
  - 1. Less people had to run water this year and a lot of underground leaks were fixed with the project last summer
- ii. Added 61 pounds of fluoride and 552 pounds of chlorine in March 2023
- iii. 2,300,000 gallons were pumped to the wastewater ponds in March 2023



- iv. Taking on a hot oil crack filling machine for \$4,000
- v. Tree pruning has been done at the cemetery and looking to have a group of kids there on May 10 during Day of Caring to pick up the sticks
- vi. Concern that we will lose a lot of oak trees in the next few years
- vii. Question on Demski's property - Driveway Service is coming to do a temporary fix and a larger project will need to be done to fix permanently
- viii. Question on seal coating – what is budgeted and when it will be done. Stephenson stated they will be doing crack filling on their own and the repairs will eat the budget for this year
- ix. Cleanup week is May 8
- x. Question on weeds at the main entrances to town. Trieglaff said that can be done through code enforcement
- xi. Question on painting of hydrants. Stephenson stated they work to get a few done each year. There are approximately 127 hydrants in town, 8 of which have been completely repainted, not counting the new ones from the Hwy 87 project last year.
- xii. Question on repainting of the streetlights. Stephenson said there is a plan to replace the poles to match the ones on Hwy 87.
- xiii. Discussion on having a capital improvement plan (CIP) for street replacement.

**M/S/CU:** Froeber/Sharp to form a Capital Improvement Plan (CIP) committee of Froeber, Rader, Thorson, and Stephenson

- g. Administration

- i. Poegel's written report reviewed.

**M/S/CU:** Sharp/Kemper to approve staff reports as presented

## 7. Old Business

- a. Hwy 87 Project – Change Order #0011

**M/S/CU:** Froeber/Sharp to approve Change Order #0011 for the Hwy 87 project

- b. Resolution 0426-23A – 2023 Organizational Resolution

**M/S/CU:** Rader/Kemper to approve Resolution 0426-23A – 2023 Organizational Resolution

## 8. New Business

- a. Court Data Services Subscriber Agreement to CJDN Subscriber Agreement – Police Department

- b. State of Minnesota Joint Powers Agreement – Police Department

**M/S/CU:** Rader/Froeber to approve the Court Data Services Subscriber Agreement to CJDN Subscriber Agreement – Police Department and the State of Minnesota Joint Powers Agreement – Police Department

- c. Gambling Permit – Knights of Columbus #12581

**M/S/CU:** Kemper/Sharp to approve a gambling permit for the Knights of Columbus #12581

- d. Gambling Permit – Frazee Area Community Club

**M/S/CU:** Rader/Froeber to approve a gambling permit for the Frazee Area Community Club

- e. CBD Moratorium

**M/S/CU:** Froeber/Sharp to table a CBD moratorium until more information is obtained.

9. Addendum Items

- a. Liquor License Approval for The Gobbler Grub & Pub

**M/S/CU:** Rader/Kemper to approve a liquor license for The Gobbler Grub & Pub

- b. SLFRF (ARPA/COVID) Funds Discussion

- i. Possible uses discussed include:

1. Event Center Roof IF this space is deemed an Emergency Operations Center
2. Parks
3. Radar Signs
4. Storm Water work (Alley behind City/Fire Hall)
5. Blight Homes to be Torn Down

- c. A National Day of Prayer event is being held on the lawn of City Hall on Thursday May 4 at noon.

10. Adjournment

**M/S/CU:** Froeber/Rader to adjourn at 6:26 pm.

Respectfully Submitted,

Stephanie C. Poegel  
City Administrator

## Consent Agenda

### MAYOR'S MONTHLY REPORT

#### Notes from the Mayor May 1<sup>st</sup> 2023

Talked with Dave at All in All He is interested in setting up an electric vehicle charging station but needs funding information. Contacted State National Reps for information on grants. No reply, suggested he reach out to gas stations that have done the project.

Worked on the proclamation for the National Day of Prayer.

Attended the Sportsman's Raffle, Fireman's Raffle, and State Municipal Liquor Convention.

Worked with the community club on Banner Sales, project on hold pending MNDOT.

Dental Clinic

Waiting on construction costs

EDA

We met with a potential new owner for the fitness center who plans to purchase the building and expand the potential there. Requested 30,000 from the EDA, Committee formed pending his final numbers

Approved bid to tear down the Seip corner pending asbestos results.

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Purchase proposals sent to Seip and Dental group for new building, negotiation committee established.

Set up meeting with MNCDC for early June for myself and Jim Rader

Liquor Store/event center

Larry to get estimate for removing metal roof and shingling entire building.

No plan yet for off sale to on sale transfers. Doug to meet with Tanya to observe operation. Discussed ways to increase sales, more events..

New water heater and toilets installed at the Event Center from Grant

Personnel/Finance committee

Working on review of all city job descriptions, Will send to the council once all are done.

Looked at future funding on radar signs, Employee safety program, and Banners

Directed the City Administrator to get an Asbestos survey completed before tear down of the Seip/Sanders corner.

Worked with the City Administrator on ideas for better communication between council and the city.

Public Safety

MNDOT asked for the city to purchase no parking signs for the Hostel hornet side, they will install them Tyler to check on if other rescue squads get retirement. No Status

Respectfully Submitted Mayor Mark

## Consent Agenda

RESOLUTION NO. 0508-23A – RESOLUTION AUTHORIZING PURCHASE OF LAND PARCELS ADJACENT TO THE CITY OF FRAZEE

### **RESOLUTION No. 0508-23A**

#### **RESOLUTION AUTHORIZING PURCHASE OF LAND PARCELS ADJACENT TO THE CITY OF FRAZEE**

WHEREAS, the City of Frazee agrees to purchase two (2) parcels of land, totaling 157.75 acres, from the Frazee Community Development Corporation (FCDC) following its acquisition from The Entrust Group, FBO Gregory Lee Ness:

WHEREAS, the property can be described as follows:

Parcel ID 030239001

30.85 acres

Section 26 Township 138 Range 040

NE1/4 NE1/4 LESS PT: BEG NE COR, W 239.45', S AL RD 1360.21', E 462.66', N 1328.59 TO POB.



Parcel ID 030237003

126.9 acres

Section 26 Township 138 Range 040

26-138-40 PT S1/2 NE1/4, PT N1/2 SE1/4: COMM NW COR SEC 26, E 26.35.5', S 3332.24', E 548.44', S 466', E 298.46', SE 121.29' TO POB;M NW 121.29', W 298.46', N 466', W 548.44', N 1996.38', E 2170.19', S 128.13', W 187.33', S 388.8' TO RIVER, SWLY AL RIV 738.26', SE 758.91', E 401.55', TO W LN RD, SLY AL RD 1339.23', W 1669.66', TO W LN RIVER, NLY TO POB.

WHEREAS, the purchase terms shall consist of 157.75 acres in the amount not to exceed fair market value plus any additional third-party cost associated with this purchase within four years of the Parks and Trails Council purchase date from The Entrust Group, FBO Gregory Lee Ness.

WHEREAS, third party cost may include but are not limited to the following:

Closing costs, title, survey of said property certified to the City of Frazee, Phase I Environmental Assessment and property taxes.

BE IT RESOLVED, the City of Frazee agrees to the above terms of purchasing the land currently owned by The Entrust Group, FBO Gregory Lee Ness from the Frazee Community Development Corporation (FCDC).

BE IT FURTHER RESOLVED, that upon approval of the purchase of the Entrust Group, FBO Gregory Lee Ness property by the Frazee Community Development Corporation (FCDC), the City of Frazee certifies that it will comply with all applicable laws and regulations as stated.

THEREFORE, BE IT RESOLVED, that this resolution is passed and that the acting City of Frazee Administrator is hereby authorized to execute this purchase on behalf of the City of Frazee Council at such time.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Frazee, County of Becker, Minnesota, Resolution 0508-23A Passed and adopted this 8<sup>th</sup> day of May 2023. With the following voting:

Vote	Yes	No
Mark Flemmer	_____	_____
Andrea Froeber	_____	_____
Mark Kemper	_____	_____
James Rader	_____	_____
Mike Sharp	_____	_____

\_\_\_\_\_  
Mark Flemmer,  
Mayor

\_\_\_\_\_  
Stephanie Poegel  
City Administrator-Clerk-Treasurer

## Consent Agenda

### GAMBLING PERMIT – HORNET SOFTBALL BOOSTER CLUB

#### MINNESOTA LAWFUL GAMBLING

#### LG220 Application for Exempt Permit

4/22  
Page 1 of 4

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

#### Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

#### ORGANIZATION INFORMATION

Organization Name: Hornet Softball Booster Club Previous Gambling Permit Number: X- 95032-22-001  
Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 32-0694420  
Mailing Address: 17086 385<sup>th</sup> Ave  
City: Frazee State: MN Zip: 56544 County: Becker  
Name of Chief Executive Officer (CEO): Mackenzie Hamm  
CEO Daytime Phone: 218-329-6199 CEO Email: hornetsoftballboosterclub@gmail.com  
(permit will be emailed to this email address unless otherwise indicated below)  
Email permit to (if other than the CEO): \_\_\_\_\_

#### NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☒ **A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

#### GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Frazee Event Center  
Physical Address (do not use P.O. box): 114 Lake St. N  
Check one: ☒ City: Frazee, MN 56544 Zip: \_\_\_\_\_ County: \_\_\_\_\_  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Date(s) of activity (for raffles, indicate the date of the drawing): 7/27/2022

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☐ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

## Old Business

### SLFRF (ARPA/COVID FUNDS DISCUSSION)

Per Mayor Flemmer, "Sounds like congress is meeting May 9th and June 1st may be the dead line date for default so pending the COVID monies is a priority". Below is the memo prepared last year regarding the alley behind the City/Fire Hall.



We listen. We solve.®

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# MEMO

**TO:** Frazee City Council

**FROM:** Kris Carlson, PE

**SUBJECT:** Alleyway Drainage and Surface Improvements

**DATE:** 5/23/2022

**cc:** File

### **Alleyway between 2<sup>nd</sup> and 3<sup>rd</sup> Street NW**

This technical memo has been prepared at the request of the City of Frazee to consider a preliminary evaluation of the construction requirements for drainage and surface improvements within the proposed project area. The project area is the alleyway located between 2<sup>nd</sup> and 3<sup>rd</sup> Street NW, directly north of the City Hall/Fire Department. The improvements are being considered to alleviate the drainage issues of the mid-block stormwater ponding on the alley surface that also results in stormwater backing up onto private property located on the north side of the alley.

### **Existing Conditions**

Surface drainage from the adjacent properties on both the north and south side of the alley flows to the alley corridor. The alley currently does not have a stormwater collection system. At the street intersections on either end of the alley, stormwater is conveyed via a concrete curbing to nearby catch basins.

The alley currently consists of a gravel surface which has a low point at approximately mid-block. The profile of the alley surface has a mid-block low point that sits approximately 2 feet lower than the intersections on either end of the block. (Note: the easterly 60' of the alley has bituminous pavement that ties into the intersection with 2nd Street NW.)

### **Proposed Drainage Improvements**



Proposed improvements of the one block of alleyway would include the installation of concrete curbing to collect and channel stormwater runoff to a catch basin located at the mid-block low-point/sump. The collected stormwater would then be piped to an underground stormwater infiltration chamber. The existing sandy soil conditions are prime for utilizing the underground infiltration chamber.

#### **Proposed Surface Improvements**

Along with the concrete curbing, the alleyway would also receive a bituminous pavement surface. This bituminous surfacing would be extended to include the parking area on the north side of the City Hall/Fire Department. On the north side of the alley, the two existing concrete driveways will be extended a few feet to tie into the back of the proposed concrete curb line.

#### **Construction Easements**

Temporary Construction Easements may be necessary due to the narrow 20' alley right-of-way, depending on the ultimate design.

#### **Estimated Project Cost**

Estimated project costs for the improvements currently range from \$120,000 - \$140,000. This estimate includes costs of construction and engineering only. They do not include any costs for legal work, easements, financing, capitalized interest, permits, or other items which may be necessary to complete the work. Those costs are not typically extensive relative to the construction cost and can be more effectively determined as the project scope is refined. The estimated costs are based on current material prices and bidding climates.

It is anticipated higher construction costs could be seen with this project based on the smaller project scope. The City could combine this project with a future city project to gain possible cost savings due to economy of scale of construction operations.

## Old Business

### RFP FOR MIKKELSEN PROPERTY

This is being provided for Council members to review and prepare for a discussion at the May 24 Council meeting. The highlighted areas need to be addressed as there are either clarifications needed or contradictory statements that need to be corrected.



## **The City of Frazee's Request for Proposals for Multi-Family Housing Development on City-Owned Land**

The City of Frazee, Minnesota offers the best of Minnesota living. Located right off Highway 10 and in the heart of the Minnesota lake country, our city is more than just a "stop", it's a "destination". Our city boasts a great community in a location surrounded by beauty and opportunities. With plenty of fun recreational activities to do in the area, competitive home pricing and more, isn't it time to "Come Home" to Frazee?





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## City Of **Frazee** MINNESOTA

### Introduction

The City of Frazee is requesting proposals for a housing developer with experience in multi-family development in rural communities, coupled with professional management capacity or in partnership with a professional management firm.

The site owned by the City is 4.05 acres and is located next to Dollar General and near other multifamily and senior living. The location is well suited for rental housing and should be well received by prospective tenants and businesses.

The City of Frazee in collaboration with the Frazee EDA and Minnesota Housing Partnership has invested in a housing study, conducted by Community Partners Research in 2019.

The housing study recommends "The research for this Study indicates potential rental housing demand for approximately 40 to 50 total units over the next five years. This housing could serve the area's work force housing needs, by attracting renter households that currently are employed within the immediate region. It could also serve the growing population of empty-nester and senior households, age 55 and older."

The City of Frazee prides itself as a bedroom community for individuals and families who choose to live in Frazee and work in nearby Detroit Lakes and Perham.

### About Frazee

The community was originally named Detroit and later Third Crossing before adopting its name of Frazee. With Becker County not formally organized until 1871, it was the earliest settlement in the area. The city was officially incorporated on January 6, 1891. It was

named after R. L. Frazee, owner of a sawmill.

As of the census of 2010, there were 1,350 people, 540 households, and 325 families residing in the city. The racial makeup of the city was 88.1% White, 1.6% African American, 5.1% Native American, 0.6% Asian, 0.2% from other races, Hispanic or Latino of any race were 2.4% of the population. and 4.4% from two or more races.

The median age in the city was 36.7 years. 25.9% of residents were under the age of 18; 8.1% were between the ages of 18 and 24; 24.2% were from 25 to 44; 23.5% were from 45 to 64; and 18.5% were 65 years of age or older. The gender makeup of the city was 45.4% male and 54.6% female.

The three largest employers in Frazee are Frazee-Vergas Public Schools (160 employees), Frazee Care Center (160), and Daggett Truck Line (102). Daggett Truck Line has been operating for 80 years out of Frazee, carrying refrigerated and dry freight throughout the United States and southern Canada. The company transports frozen foods, snack foods, pet food, produce and manufactured goods from Minnesota to most major cities in the Midwest and throughout the United States. These trucks return with processed foods or raw materials for local manufacturers.

Major roads are U.S. Route 10, a four-lane divided highway connecting Minneapolis-Saint Paul to the east and Fargo-Moorhead to the west; and Minnesota State Highway 87, a two-lane secondary road running east from the city.

Frazee is located on the Northern Pacific Railway's former main line, while today Amtrak's Empire Builder runs through town in each direction in the early morning hours; its closest station shop is Detroit Lakes, just ten miles away.



### Market Feasibility Study

In 2019, the City of Frazee and the Frazee Economic Development Authority (EDA) engaged Community Partners Research to conduct a housing, market feasibility study for Frazee's area housing supply and demand, completing an analysis of the area, conducting interviews with local housing professionals and implementing in-depth research on the local economy & demographics. Community Partners Research concluded that there is a strong market for rental units. A copy of this study is available upon request.

### Property Assessed Clean Energy (PACE)

The City participates in the PACE program which is a renewable energy financing program for commercial and industrial property owners to take out loans for the installation or upgrade of energy efficient equipment. This program is administered by Becker County.

### Financial Incentives

The City is able to provide the following financial incentives to assist with the development of this project.

Water Access Charge (WAC), Sewer Access Charge (SAC) Reductions & Land Subsidies

The City has offered WAC and SAC reductions and land subsidies to housing developers creating housing that:

- Is affordable to households at 60% of the Area Median Income and lower;
- Is intended for seniors or those 55+;
- Is moderate to higher density, multi-family housing.



City Of  
**Frazee**  
MINNESOTA

## Project Proposals

The City of Frazee and the Frazee EDA are soliciting responses to this Request for Proposal (RFP) for the design, financing, construction of housing on the EDA owned site located next to Dollar General with frontage on Maple Avenue in Frazee. The Frazee EDA will select the development team and enter into a Development Agreement.

After a development team is selected, there will be an additional due diligence period. Ultimately, the selected development team, ("Developer") and the City shall enter into a development agreement providing for the development of the project pursuant to a development site plan, schedule and financing plan.

This RFP does not expressly require any other specification, so as to allow maximum creative latitude to the development teams. The City expects competent, efficient management to operate and market the housing development.

## Objectives of the Site

Ideally, the project would consist of either twin homes or fourplexes, off-street parking, full appliance package, individual climate-controlled heating with air conditioning, hardwood laminate flooring in kitchen and entry or throughout, in-unit washer and dryer, wired for high-speed internet, trash/recycling facilities, extra storage space, and security. Energy efficiency is also a priority to the City of Frazee.

The site is zoned Multi-Family Housing. Utilities are available off of 4th Street SW and Maple Avenue W, (See Figure 3). The City of Frazee envisions the development of the site, as described in this RFP, as a necessary and

critical step in the continued growth of Frazee. City ordinances and setback requirements are available on the city website [www.frazeecity.com](http://www.frazeecity.com).

## Proposal Process

### Objective for the Site

The City of Frazee and the Frazee Economic Development Authority are looking for an experienced rural housing developer for the 4.05 acre site in the City of Frazee. The site is located adjacent to Dollar General (see figure 1) and is owned by the City of Frazee.

### RFP Process

Submit specific proposal outline responses to each section outlined below, along with a vision and qualifications to Stephanie Poegel, City Administrator at City Hall. Proposals will be reviewed and presentations arranged for a short list of finalists.

### Design and Architecture

#### Design Approval:

Design approval by the City of Frazee, Frazee EDA and the Frazee Planning Commission.

#### Statement of Qualifications:

Please submit a statement of qualifications and portfolio samples for a project of this nature.

#### Construction & Architect:

Please provide the names of the proposed developer, architect and any and all contractors that you intend to work with on this project.

### Site Plan

#### Development Size:

Provide a site plan showing units and unit counts, number of bedrooms and bathrooms, square footage of each room by type and approximate square footage.



#### Architecture & Site:

Please provide as much information as possible about proposed plans including site map, floor plans, parking plan, landscape & lighting plan, amenities and exterior and interior renderings (if possible).

#### Business Plan

##### Rates and Occupancy:

Please provide information related to your business plan for the development including expected average rent rate and occupancy.

##### Property Management:

Please provide information about the proposed property management company.

##### Financial Qualifications:

Please include financial qualifications for the developer.

##### Schedule:

Please include information on proposed timing.

##### Capital Structure and Financing:

Please include information concerning the proposed capital structure, including amount of cash equity contribution, and information concerning construction and permanent financing for the proposed project.

#### Term and Conditions

##### General Terms and Conditions:

Nothing contained herein shall be binding upon either party unless and until an agreement containing such terms and conditions has been further negotiated, mutually agreed upon and have been fully executed and exchanged by and between both parties. The City reserves the right to reject all proposals.

#### Confidentiality

The parties hereto expressly agree that there shall be no press release or other publicity originated by the parties hereto, or any representatives thereof, concerning the subject without prior consent of both parties.

#### Submittal:

Should you decide to respond to this inquiry, please do so in writing (either electronically or in paper format) and provide your response to each section in the order in which they are presented herein. Responses will be taken until a Development Agreement is executed. *If you have questions regarding the RFP, please contact:*

City of Frazee  
Stephanie Poegel, City Administrator  
[Cityadmin@frazeecity.com](mailto:Cityadmin@frazeecity.com)  
Office: 218-334-4991  
222 Main Avenue West  
Frazee, MN 56544



Figure 1 Project Site Location



Figure 2: Enlarged view of the site







Figure 3: Utility access for both water and sewer



Figure 3 - Current Site Conditions

## New Business

### COUNCIL TABLE AT TURKEY DAYS

Andrea is requesting a booth for city council Saturday July 29<sup>th</sup> for Turkey days 2 council members at a time from 9am to 2PM?

I have the tent, table, and chairs we can use

Question Do we want a banner that says Frazee City Council? Est cost 150.00

Also do we want to give out Frisbees that say I love Frazee? Est cost 140 for 100

Looking for approval or other ideas

Mark

## Addendum Items

### APPROVAL OF CLAIMS