Wadena Development Authority  
Board of Directors  
REGULAR MEETING AGENDA  
Thursday, January 14th, 2021 Noon

*voting members

*Kyle Davis, Director  
*Wade Miller, Council  
*Jeff Browne, Director  
*George Deiss, President  
Janette Bower, City Administrator

*Terry Lynk, Director  
*Cindy McCullough, Vice President  
*Kelly Wong, Director  
Jeff Pederson, Legal Council  
Dean Uselman, WDA Executive Director

1. Call to Order – City Council Chamber – Welcome Cindy McCullough

2. Approval of Minutes for December 10th 2020 Meeting


4. Unfinished Business
   a) Lead for America Fellowship

   b) SCDP Grant Update / Loans

5. New Business
   a) Stearns Resignation

   b) PB Property Tract A & C

   c) Business Park Soil Policy

6. Next Meeting Date February 11th at noon in the City Council Chamber.

7. Adjourn
AGENDA PACKAGE
WDA Meeting Discussion Items

1. Call to Order
2. Approval of October 10th Meeting Minutes
3. Financial Report: All loans and rent are current except PAF LLC. and Double K Coffee loan is now paid off in full.

4. Unfinished Business
   a) Lead For America: I have included an email from Benya outlining an update on the process. It seems that we were too late to obtain the grant from the Initiative Foundation for 2020 but they are still interested in providing a grant for 2021 and I will work with Benya and her staff to apply for that when it becomes available. Benya has indicated that there may be additional funding available and I will work with her on that as well. To date I have not received the Host Contract or invoice for the initial payment of $2,500, but expect it very soon to get the process started.

   b) SCDP Grant Status: The Grant Administrator has updated us regarding the status of applications received for funding to date. DEED has weighed in on several applications regarding several issues including conflict of interest. Scope of work documents are being prepared for the contractors to bid the projects. According to Messina there is a waiting list for all segments except the residential owner occupied and they are planning to open target area B (SE quadrant of Wadena) for owner occupied applications. Once bids are obtained, we will begin to receive loan requests for the owner match. The WDA Board has taken action to commit to $50,000 at 1% interest and I plan to process these loans with the approval of the loan committee to efficiently move the projects forward unless the Board wants to act on each them individually.

5. New Business
   a) Stearns Resignation: Bill Stearns term expired on December 31, 2020 and has resigned from his Board appointment. Mayor Deiss has appointed Cindy McCullough for fill the vacancy and Cindy has been appointed to a 6-year term on the WDA Board, I would like to welcome Cindy and thank Bill for his 20 years of service on the WDA Board.

   b) PB Property Tracts: When the WDA acquired this property, it was split into 3-100 foot lots to accommodate a public use on 1/3 of the property and allow for up to 2 additional lots to be available for economic development. I have included a copy of the survey for reference. With the completion of the PB memorial area, I am recommending that the WDA Board deed tract A to the City of Wadena for public use. I am also proposing that tract C be referred to as The Wade Miller Recycling Center. The Board can discuss these and act on them appropriately.

   c) Business Park Soils Storage Policy: I am proposing that we establish a policy to work with developers of our properties to allow them to store excess topsoil and granular fill on Lot 1 Block 3 of the business park (where there is soil currently being stored). This would provide the WDA with a means to acquire excess fill and topsoil to potentially be sold and or used on other lots, adding value and reducing the cost of development.

6. Next Meeting: The next regular meeting is January 14th at noon in the City Council Chamber
7. Meeting Adjourned
Members in Attendance: Deiss, Davis, Lynk, Wong, Pederson, Bower, Uselman, and
Via ZOOM: Stearns, Miller
Members Absent: Browne
Guests in Attendance: Benya Kraus-Lead for America

1. Call to Order by Deiss: at 12:15 pm

2. Approval of Minutes for October 8th regular meeting.

**Main Motion: Approve minutes of October 8th meeting.**

<table>
<thead>
<tr>
<th>Moved by</th>
<th>Lynk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seconded by</td>
<td>Wong</td>
</tr>
<tr>
<td>Action</td>
<td>Motion carried unanimously</td>
</tr>
<tr>
<td>In favor</td>
<td>Deiss, Davis, Lynk, Wong, Stearns, Miller</td>
</tr>
<tr>
<td>Opposed</td>
<td>none</td>
</tr>
</tbody>
</table>


Two reports one from October and one from November. Correspondence from Pederson on a loan that is delinquent. Balances are starting to come around again now that we have sold the Olson building. Have been trying to connect with a business on the delinquent loan through calls and to catch him at the location. Jeff Pederson has sent collection correspondence. Next steps on this would be to pick up equipment for a possible sale.

**Main Motion: Approve Financial Report/Loan Fund Status Report**

<table>
<thead>
<tr>
<th>Moved by</th>
<th>Davis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seconded by</td>
<td>Lynk</td>
</tr>
<tr>
<td>Action</td>
<td>Motion carried unanimously</td>
</tr>
<tr>
<td>In favor</td>
<td>Deiss, Davis, Lynk, Wong, Stearns, Miller</td>
</tr>
<tr>
<td>Opposed</td>
<td>none</td>
</tr>
</tbody>
</table>

4. Unfinished Business

a) CARES Grants / Business Assistance

Just an update. One business not eligible for grant status so that amount will be a loan. One application came in for funding of $5000, but do not have that left, (only $3000 left). Just wondering, do we fund at $3000 or look at increasing the grant funds? In addition to this, we did have two additional businesses asking if they could still apply for funding. First, looked at if there was any motion as to the first application as to increase funding to $5000 or keeping at $3000. No motion. There was interest in taking amount out of revolving loan funds and use $12000 to fund all three and if state or federal funding comes through, to reimburse the revolving loan fund if that is allowed.
Main Motion: Approve increasing Grant Funds by an additional $12,000.00 from Revolving Loan fund and close the program to further applications.

Moved by Lynk
Seconded by Wong
Action Motion carried unanimously. Stearns abstaining.
In favor Deiss, Davis, Lynk, Wong, Miller
Opposed None

b) SCDP Grant Status

Just an update. CMHP has lots of applications and a waiting list in all categories except within the owner occupied. They are working on inspections and work scopes for bidding.

5. New Business

a) Lead for America Fellowship

Benya Kraus spoke to the board on purpose of Lead for America. This would have an artist in residency that would live in the community and promote the community through work and outreach to attract young artists and entrepreneurs to return to the area. In the past, an application to the Artists on Main Street program has been used to increase interest in the community. This could be used to promote Wadena for new creative business. There is a host contribution to bring in a Fellow to the community, after funding from others and donation of living space above distillery, that would be $10,000 per year and could be matched by other programs. Options for funding from MIF Exception fund, tax levy fund or other funds along with private donations. Uselman will follow up with Region 5 and Sourcewell as well as other private donors and Foundations.

Main Motion: To enter the program for a max. investment of $10,000, with money to come from Tax Levy and private donations.

Moved by Davis
Seconded by Stearns
Action Motion carried unanimously
In favor Deiss, Davis, Lynk, Stearns, Wong, Miller
Opposed None

b) Kiki's Kreations Loan

Postponed.

c) CVN Prospect

Uselman gave an update on the virtual program this past week. He stated that he heard from some very good companies. One is a commercial processing plant for farm crops, another a company for distribution of semi-precious stones. Uselman also reached out to the Homecrest owner as to the use of the old plant, and he did get feedback from him that they may need this for expansion, but that he may be interested in building for a new business. Uselman will continue to follow-up on this and continue promoting Wadena for these new businesses.
6. Next Meeting **January 14th, 2021** at Noon in the City Council Chambers.

7. Motion to adjourn.

<table>
<thead>
<tr>
<th>Main Motion: Adjourn meeting at 1:25 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved by</td>
</tr>
<tr>
<td>Seconded by</td>
</tr>
<tr>
<td>Action</td>
</tr>
<tr>
<td>In favor</td>
</tr>
<tr>
<td>Opposed</td>
</tr>
</tbody>
</table>

Prepared by: ___________________________ Date __________ Approved by: ___________________________ Date __________

Dean Uselman, WDA Executive Director

George Deiss, President
WDA REVOLVING LOAN FUND  
AS OF DECEMBER 31, 2020  
PRELIMINARY

<table>
<thead>
<tr>
<th></th>
<th>DECEMBER</th>
<th>NOVEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>44,374.54</td>
<td>41,341.88</td>
</tr>
<tr>
<td>Investments</td>
<td>275,000.00</td>
<td>275,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>319,374.54</strong></td>
<td><strong>316,341.88</strong></td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Received on Loans</td>
<td>2,295.46</td>
<td>1,335.60</td>
</tr>
<tr>
<td>Loan Interest Earnings</td>
<td>525.83</td>
<td>244.24</td>
</tr>
<tr>
<td>State of MN COVID CARES</td>
<td>-</td>
<td>18,500.00</td>
</tr>
<tr>
<td>Building Rent</td>
<td>900.00</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Other Income-Bad Check Charge</td>
<td>30.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Change in Investment Value</td>
<td>950.58</td>
<td>(1,436.88)</td>
</tr>
<tr>
<td>Investment Interest</td>
<td>216.95</td>
<td>313.15</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>4,918.82</strong></td>
<td><strong>21,656.11</strong></td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Fees-Homcrest MIF Loan</td>
<td>851.25</td>
<td>-</td>
</tr>
<tr>
<td>Building &amp; Property Expenses</td>
<td>24.14</td>
<td>123.45</td>
</tr>
<tr>
<td>COVID BUSINESS ASSIST</td>
<td>10,000.00</td>
<td>-</td>
</tr>
<tr>
<td>COVID CARES GRANTS</td>
<td>5,000.00</td>
<td>18,500.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>15,875.39</strong></td>
<td><strong>18,623.45</strong></td>
</tr>
<tr>
<td>Revenues Over (Under) Expenses</td>
<td>(10,956.57)</td>
<td>3,032.66</td>
</tr>
<tr>
<td>Cash</td>
<td>33,417.97</td>
<td>44,374.54</td>
</tr>
<tr>
<td>Investments</td>
<td>275,000.00</td>
<td>275,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>308,417.97</strong></td>
<td><strong>319,374.54</strong></td>
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</tbody>
</table>

MIF EXCEPTION RLF(209)  64,106.79
2000 HOMECREST MIF LOAN (210)  27,227.38
2009 HOMECREST MIF LOAN (211)  46,043.51
2009 INNOVATIVE SURFACES MIF LOAN (216)  33,003.43
KERN MIF LOAN (217)  25,505.12

**ALL MIF FUNDS BALANCE** $ 195,886.23

WDA LOAN FUND BALANCE (208)  24,586.83

**TAX LEVY ACCOUNT**  78,454.67
# WDA REVOLVING LOAN FUND
### OUTSTANDING LOANS
**AS OF DECEMBER 31, 2020**

<table>
<thead>
<tr>
<th>LOAN RECIPIENT</th>
<th>RATE</th>
<th>LOAN DATE</th>
<th>LOAN AMOUNT</th>
<th>OUTSTANDING</th>
<th>MONTHLY PYMT</th>
<th>PRINCIPAL</th>
<th>INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mursu/Buckwheat</td>
<td>5.50%</td>
<td>10/18/2019</td>
<td>24,682.00</td>
<td>24,682.00</td>
<td>5,466.60*</td>
<td>Arrears</td>
<td>Arrears</td>
</tr>
<tr>
<td>Wadena Lodging</td>
<td>5.50%</td>
<td>06/16/2016</td>
<td>60,000.00</td>
<td>30,727.79</td>
<td>862.20</td>
<td>Current</td>
<td>Current</td>
</tr>
<tr>
<td>Wadena Lodging</td>
<td>5.50%</td>
<td>12/19/2016</td>
<td>40,000.00</td>
<td>23,324.95</td>
<td>862.20</td>
<td>Current</td>
<td>Current</td>
</tr>
<tr>
<td>Double K Coffee</td>
<td>5.75%</td>
<td>07/31/2017</td>
<td>35,000.00</td>
<td>4,830.74</td>
<td>600.00</td>
<td>Current</td>
<td>Current</td>
</tr>
<tr>
<td>Davis Estates</td>
<td>5.25%</td>
<td>03/15/2017</td>
<td>75,000.00</td>
<td>68,053.79</td>
<td>508.55</td>
<td>Current</td>
<td>Current</td>
</tr>
<tr>
<td>Leeseberg Treats</td>
<td>5.25%</td>
<td>10/31/2017</td>
<td>45,000.00</td>
<td>26,688.08</td>
<td>737.09</td>
<td>Current</td>
<td>Current</td>
</tr>
<tr>
<td>Ashley Christiansen</td>
<td>5.25%</td>
<td>12/31/2019</td>
<td>5,000.00</td>
<td>3,796.36</td>
<td>219.36</td>
<td>Current</td>
<td>Current</td>
</tr>
<tr>
<td>All Seasons Wellness</td>
<td>5.25%</td>
<td>06/01/2020</td>
<td>25,000.00</td>
<td>24,256.01</td>
<td>356.29</td>
<td>Current</td>
<td>Current</td>
</tr>
<tr>
<td>Wadena HRA</td>
<td>08/30/2019</td>
<td>90,000.00</td>
<td>90,000.00</td>
<td>Balloon</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Annual Payment

<table>
<thead>
<tr>
<th>2000 HOMECREST MIF LOAN (210)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brickhouse Spa</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2009 HOMECREST MIF LOAN (211)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BDAA</td>
</tr>
<tr>
<td>Homecrest Equipment Loan</td>
</tr>
<tr>
<td>Peak Invests-Homecrest</td>
</tr>
<tr>
<td>Drastic Measures</td>
</tr>
<tr>
<td>Homecrest</td>
</tr>
<tr>
<td>Mercury Mosaics</td>
</tr>
</tbody>
</table>

### 2010 INNOVATIVE SURFACES MIF LOAN (216)

### 2013 KERN MIF FUND (217)

### WDA LOAN FUND BALANCE

24,586.63

### TAX LEVY ACCOUNT

78,454.67

### WRITTEN OFF LOANS

<table>
<thead>
<tr>
<th>COMPANY/INDIVIDUALS NAME</th>
<th>DATE OF LOAN</th>
<th>AMOUNT OF LOAN</th>
<th>AMOUNT DUE</th>
<th>DATE OF LAST PAYMENT</th>
<th>DATE WRITTEN OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wadena Feed Supply/Ray Krell</td>
<td>09/06/1991</td>
<td>15,000.00</td>
<td>2,606.51</td>
<td>11/30/2012</td>
<td>03/23/2006</td>
</tr>
<tr>
<td>Solo Sound/Melony Butler</td>
<td>07/06/2001</td>
<td>7,500.00</td>
<td>743.31</td>
<td>08/11/2014</td>
<td>01/15/2004</td>
</tr>
<tr>
<td>Nature's Crossing/Walns</td>
<td>05/31/2000</td>
<td>10,000.00</td>
<td>1,727.72</td>
<td>04/22/2020</td>
<td>01/15/2004</td>
</tr>
<tr>
<td>Oasis Spas</td>
<td>05/31/2000</td>
<td>40,000.00</td>
<td>34,139.00</td>
<td>05/11/2011</td>
<td>12/3/2011</td>
</tr>
<tr>
<td>Northern Lakes Spa</td>
<td>12/18/2006</td>
<td>10,000.00</td>
<td>1,498.66</td>
<td>12/31/2012</td>
<td>12/31/2012</td>
</tr>
<tr>
<td>M &amp; T LLC</td>
<td>04/25/2014</td>
<td>15,000.00</td>
<td>10,830.66</td>
<td>02/06/2019</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>River Systems</td>
<td>12/31/2014</td>
<td>89,250.00</td>
<td>19,962.23</td>
<td>01/25/2017</td>
<td>12/31/2017</td>
</tr>
</tbody>
</table>

71,508.09
## 12260 150TH ST
(FORMER USELMAN HOUSE)
INCOME & DISBURSEMENTS
AS OF DECEMBER 31, 2020

<table>
<thead>
<tr>
<th>Income:</th>
<th>2019</th>
<th>2020</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>3,400.00</td>
<td>3,600.00</td>
<td>7,000.00</td>
</tr>
<tr>
<td>Total Donations and Balance</td>
<td>3,400.00</td>
<td>3,500.00</td>
<td>7,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disbursements:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>House Purchase</td>
<td>135,000.00</td>
<td></td>
<td>135,000.00</td>
</tr>
<tr>
<td>Legal Fees for Purchase</td>
<td>830.00</td>
<td></td>
<td>830.00</td>
</tr>
<tr>
<td>Mowing Charges</td>
<td>292.50</td>
<td>260.00</td>
<td>552.50</td>
</tr>
<tr>
<td>Utility Charges</td>
<td>347.92</td>
<td>789.75</td>
<td>1,137.67</td>
</tr>
<tr>
<td>NW Building Center Garage Trim</td>
<td>113.01</td>
<td></td>
<td>113.01</td>
</tr>
<tr>
<td>Maintenance &amp; Repairs</td>
<td></td>
<td>67.33</td>
<td>67.33</td>
</tr>
<tr>
<td>Property Taxes</td>
<td></td>
<td>-</td>
<td>1,729.84</td>
</tr>
<tr>
<td>Total Disbursements</td>
<td>136,583.43</td>
<td>2,846.92</td>
<td>139,430.35</td>
</tr>
<tr>
<td>Income over Disbursements (under)</td>
<td>(133,183.43)</td>
<td>753.08</td>
<td>(132,430.35)</td>
</tr>
</tbody>
</table>
Hi Dean,

Your ears must be ringing because I had an email for you in my drafts folder!

So, I received a call from James Muston yesterday afternoon. We sent him an in-kind housing MoU to get approved by his board this week, but unfortunately two of his board members did not feel that the Distillery was ready to confirm a two year lease agreement for the upstairs apartment, given their delayed opening due to COVID this year. They aren't sure they'll be ready to heat up the upstairs just yet, and as a result, are not able to guarantee in-kind housing as we had thought. I know James is bummed, as am I, but he expressed still wanting to be very involved with the Fellow and offer up gallery and event space for arts-based programming in the distillery.

I contacted Kent last night to see if he had any ideas for a Plan B, and received a late night eccentric Kent response back. He mentioned that there were a few unused apartment units in the Fair Oaks Apartment that the HRA was managing, and suggested I check in with you to see if there was a possibility that the City could offer either an in-kind lease, or a reduced cost lease, to one of those units.

I know this is adding onto the $10k contribution the EDA has already contributed, so I don't mean at all to put you in a challenging position. If we are unable to secure in-kind housing, then we'd need to look at raising another $5k/year for the host contribution, which Robert and I can work on if necessary. Kent also offered connecting with some of his "outlaw" friends to see if they had any creative ideas or opportunities for in-kind housing. ("Outlaw" is Kent's word, not mine! Hahah). Before we go those routes, however, I just wanted to check in and see if there was any option with HRA housing at all.

Regarding the rest of the project and IF funding, we should hear back from Don today about next steps there, and will keep you posted.

Thanks for being on this journey with us; I know there are a few moving parts here, so appreciate your patience and understanding as we do our best to navigate and think creatively as well!

Take care,
Benya

On Wed, Jan 13, 2021 at 9:30 AM WDA <wda@wadena.org> wrote:

Good Morning Benya,

I have a Board meeting tomorrow and I'm just wondering if you have an update for me on the status of our project?
Dear Dean,

I hope you had a fantastic Christmas and New Year! I'm sending my blessings for a great start to 2021, down here from Waseca and up to the lovely Wadena lands. Hope you, your family, and the City Hall squad are all doing well.

I wanted to loop back on our great visit before the holidays, and say again how excited I am to be working together with you on bringing a Fellow to Wadena. A few updates from me:

- I'm finalizing a timeline for in-kind housing with James Muston now, and plan to have an in-kind housing MoU sent and signed by the end of this month.

- Regarding the Initiative Foundation, we spoke with Don Hickman letting him know the positive news that Wadena will be participating and requesting funds. While I hoped this news would come in time before his year-end economic development budget ran out, he unfortunately was not able to grant the request in December out of that budget.

- That said, Don stated that he is still wanting to fund this fellowship out of their 2021 budget and welcomes a request from the City once they announce their new grant portal (which should be within the next week). I'm cc-ing our Director of Programs here, Robert Harris, who is coordinating most directly with Don. We are happy to draft up language for you to submit, but the request will ultimately need to come from the City because you are in his jurisdiction.

Because the IF funds would be going to you, rather than Lead For Minnesota, the hosting contract would be for a $20,000 host contribution. We are quite positive that the IF contribution to match the local $10k match will come forward, and would be absolutely willing to work through and apply for alternative financing if the situation changes at all. I know the $10k match is what the EDA voted to confirm, and I want to respect that level of support and do everything we can to secure those IF funds and any others that may emerge to honor the EDA's and your commitment.

Regarding timeline: We'd like to begin recruitment as soon as possible this new year, but would need to have a host contract signed, agreeing to a $2,500 recruitment deposit to start. I'll have my Deputy Director draft up a contract for you to take a look at by the end of this week, but I wanted to first send a personal note letting you know the status on the IF request and that due to its funds being directed to you, the hosting contract would include a $20k/year host contribution (as opposed to $10k).

Let me know if this all makes sense and looks right to you, and I'll have that draft contract sent over by the end of the week.

Thanks so much, Dean! Looking forward to hearing from you, and bringing this project to life together!

All my best,
Benya
WADENA DEVELOPMENT AUTHORITY
SIX YEAR TERMS
2021

George Deiss
1206 16th St SW
(218)639-2907 (C)
(218)631-2607 (W) ext. 380010
(218)631-4395 (H)
geiiss@wadena.org

Term Begins Term Expires
January 1, 2017 December 31, 2022
Mayor, Term of Office

Wade Miller
710 1st St. SW
Office
(218)631-6060 (H)
wmillers@wadena.org

January 1, 2017 December 31, 2023
Council Term of

Cindy McCullough
111 Jefferson St. S
(218)631-3141
(218)371-1596 (C)
mccullough@hotmail.com

January 1, 2021 December 31, 2026

Jeffrey Browne – Banking
111 Putter Lane
(218)631-1776 (H)
(218)631-5261 (W)
(218)639-5342 (C)
browne@wadenastatebank.com

February 9, 2016 December 31, 2021

Kelly Wong – Banking
1439 5th St. NE
(320)429-5088 (C)
(218)632-5200
kellyw@mycmcu.org

March 12, 2019 December 31, 2022

Terry Lynk – Retail
218 Bryant Ave. SW
(218)631-1088 (H)
(218)639-0263 (C)
theynk@hotmail.com

April 8, 1998 December 31, 2023

Kyle Davis
PO Box 287
(218)371-2377
tylerdavis3@hotmail.com

June 6, 2017 December 31, 2024

WDA Board Members
01/12/2021
Ex-Officio – Non-Voting Member
Dean Uselman – Executive Director
(218)631-7710 (W) No Term

Janette Bower – City Administrator
(218)631-7707 (W) No Term

Jeff Pederson – Attorney
(218)631-1228 (W) No Term

NOTE: Initial terms are less than six years, except for Council Members, in order to have staggered terms. Members may be re-appointed for six years. Council Members serve as members only as long as they are on the City Council. Their replacements are appointed for the unexpired portion of term.

Updated 1-12-21
Wadena Development Authority
Policy on Fill Storage
1/14/2021

The intent of this policy is to allow property developers who have purchased property from the Wadena Development Authority (WDA) to store excess granular fill and topsoil (fill) on a vacant lot in the Wadena Business Park for a fee. Allowing developers to store excess fill reduces the cost of site preparation on a development lot and allows the WDA to acquire fill to be sold or used for its own purposes.

Definitions

1. **Fill** means excess topsoil or granular subsoil, each shall be stored on a separate stock pile for future use or sale, with all costs associated with placement of fill to the stock pile being paid by the developer.
2. **Vacant Lot** means Lot 1 Block 3 of the Wadena Business Park or other lot owned by the WDA, as designated by the Executive Director of the WDA.
3. **Fee** means a 25% share of the fill to be stored. Documentation of the quantity of fill to be stored must be provided to the WDA within 7 days of the placement of the fill.

Terms

Prior to placement of any fill, the developer must have written WDA approval and provide an estimate of the quantity of fill and the expected storage timeframe.

Fill may be stored for up to five years. Written notice must be provided to the WDA prior to removing the developer’s share of the fill. After 5 years from the date of placement, all remaining fill becomes the property of the WDA.

Upon execution of a written Purchase Agreement for the subject lot containing stored fill, the WDA Executive Director shall provide notice to the affected developer(s). The affected developer(s) share(s) of the fill must be removed from the lot within 60 days or be forfeited to the WDA.

WDA President, George Delss  
WDA Exec. Director, Dean Uselman

I have received a copy of this policy and agree to the content, terms, and conditions.

________________________  ________________________
Developer                  Date

________________________  ________________________
Developer                  Date