February 11, 2021
Noon

The Wadena Development Authority will meet in person in the Council Chambers located at 222 2nd St SE. The meeting is open to the public. Members of the public who wish to listen but not attend in person due to COVID related concerns may do so by clicking on the following link or by using the phone number and access code.

Join Zoom Meeting
https://zoom.us/j/93278819142?pwd=cldUMmZ2VW9QoWZ2eHhxUjl6NnFpZz09
Call In: +1 312 626 6799 US (Chicago)
Meeting ID: 932 7881 9142
Passcode: 828226

Voting Members:
George Deiss, President
Cindy McCullough, Vice President
Kyle Davis, Director
Kelly Wong, Director
Terry Lynk, Director
Jeff Browne, Director
Wade Miller, Council

Ex-Officio:
Janette Bower, City Administrator
Dean Uselman, WDA Executive Director
Jeff Pederson, Legal Council

1. Call to Order – City Council Chamber

2. Approval of Minutes
   a) January 14, 2021 Meeting


4. Unfinished Business
   a) Lead for America Fellowship Update
   b) Business Park Soil Policy
   c) PB Property Tract A

5. New Business
   a) Wadena County Housing Study
   b) SCDP Loan Approval Policy

6. Next Meeting: March 11, 2021 (Annual Meeting) at noon in the City Council Chambers

7. Adjourn
1. **Call to Order**

2. **Approval of Minutes:**
   a) January 14, 2021, Meeting

3. **Financial Report:** All loans and rent are current. We have received payment on the loan to WHRA on the community house project and will receive a 1/3 share of the profits once all expenses are paid.

4. **Unfinished Business**
   a. Lead for America: I have applied for the grant from the Initiative Foundation for 2021 and have included a copy of the grant application for your review. I am still working on some options for in-kind or very low-cost housing and Benya has indicated that there may be additional funding available to help cover that. I will work with her on that as well. Kathy Patch at the Miracle Mansion is quite interested in hosting the Fellow on an in-kind basis. I have received the Host Contract and invoice for the initial payment of $2,500.

   b. Business Park Soils Storage Policy: At the last Board meeting this policy was approved with changes as recommended by Jeff Pederson. I have included a copy of the final policy and reporting worksheet.

   c. PB Property Tract A: Jeff Pederson is reviewing the grant contract language so he will be able to properly draft a restrictive Deed and then the WDA will Deed the parcel to the City of Wadena based on action taken at the last meeting.

5. **New Business**
   a. Wadena County Housing Study Report: Katie Heppner will be present via zoom to present the results of the housing study. It is my hope that we can use the data from the study to promote additional housing development in both the rental and single-family housing sectors. I have received a lot of inquiries regarding new construction in both sectors and have had a conversation with Maria Marthaller about another community house project with WDC Schools.

   b. SCDP Grant Match Loans: This was discussed at the last meeting and I have included an Action Memorandum and supporting documents for the Board to review and take appropriate action on, authorizing the Loan Committee to approve grant match loan applications.

6. **Next Meeting Date:** January 14, 2021 at noon located in the City Council Chambers

7. **Adjourn**
Members in Attendance: Deiss, Davis, Lynk, Browne, Wong, Pederson, Bower, Uselman.
Members Absent: Miller, McCullough
Guests in Attendance: Jim Kraemer

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

2. Approval of Minutes for December 10th regular meeting.

   **Main Motion: Approve minutes of December 10th meeting.**

<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, Browne, Wong</td>
</tr>
<tr>
<td>Opposed</td>
<td>none</td>
</tr>
</tbody>
</table>


   Report from December (year-end preliminary). Just an update on the Buckwheat (Mursu) loan, originally stated that he would be on 31st. Will continue to try and follow up with them (received information from Mursu during meeting, and he is waiting for payment from a party before he can make a payment to the loan). Other loan in arrears (WHRA) just waiting on final numbers for payment. There will be a final payment for the Business Park and may change with final numbers in the tax levy fund. Discussion on Brickhouse Spa loan, it is closed but payments are current.

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

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

4. Unfinished Business

   a) Lead for America Fellowship

   Just an update. Working on contract and final details regarding in-kind housing and working with Kent Scheer on this. Did not get copy of contract until late, will review before bringing to board. If we cannot find in-kind housing or funding to cover the cost we may have to fund it or cancel the program.

   b) SCDP Grant Update / Loans

   Uselman spoke with Grant Administrator. All have waiting lists except the owner occupied, which only received 1 application and will open-up to the next target area (SE). There are
items that have come up concerning conflict of interest and will need to work on those. Would likely to be application for match loans and Uselman would like to have direction for these (WDA funding already approved up to $50,000), would this need to come back to board or could they be approved by loan committee? Should there be parameters as to how much should go to one loan? Also, questions arising as to the conflict of interest on loans and Pederson stated that in the last grant there were conflicts of interest and he will look back on those and will consult with Uselman and grant administrator. These will be addressed by the City Council at the February meeting.

5. New Business

a) Stearns Resignation

Bill Stearns’ term on the board ended on 12-31-20, and he stated that if no person came forward to replace him, he would continue. Received information from Bill Stearns that as someone has come forward, he will resign. The Board Thanks Bill for his 20 years of service to the WDA Board and welcomes Cindy McCullough to join the board in his place.

b) PB Property Tract A & C

Original grant was to be that 50% was to remain public, this was worked out so that parcel was divided into 3 parcels of 100’ width with the westerly Tract A being converted to public purpose as a Memorial Park for Peterson-Biddick and the Pederson family. Since this is now complete it makes sense to deed Tract A to the city but must stay as public purpose or the grant funds need to be repaid to DEED. Tract B & C will be available for development. Tract C is currently used as the TEMPORARY location for the County recycling bins.

Main Motion: Motion to deed Tract A of the Peterson-Biddick property to the City of Wadena.

<table>
<thead>
<tr>
<th>Moved by</th>
<th>Browne</th>
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<tbody>
<tr>
<td>Seconded by</td>
<td>Wong</td>
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<tr>
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</tr>
<tr>
<td>In favor</td>
<td>Deiss, Davis, Lynk, Browne, Wong</td>
</tr>
<tr>
<td>Opposed</td>
<td>none</td>
</tr>
</tbody>
</table>

Discussion was brought up as to the scale and pit located on this property which we have an easement on this location. Dean will look into our liability and possible removal of the scale.

c) Business Park Soil Policy

During infrastructure construction which was at the same time as the Hunke’s construction, they were allowed to place their fill on the same property with the fee being 25% of the stored fill. It is coming up again and Uselman would like a policy to cover this. Uselman and Bower worked up a sample policy covering the factors that would be covered with this type of agreement in the future. Would like to include some language as to the winter conditions and the time line for the removal of fill if parcel is sold, and maybe length of time should be changed to 2 years as opposed to 5 years, and something for liability issue and stating that the WDA is able to use the 25% as soon as placed at the location. Pederson will add language to clarify the language and cover liability.
Main Motion: Motion to approve policy, amended from 5 years to 2 years.

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<thead>
<tr>
<th>Moved by</th>
<th>Wong</th>
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<tbody>
<tr>
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<td>Davis</td>
</tr>
<tr>
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</tr>
<tr>
<td>In favor</td>
<td>Deiss, Davis, Lynk, Browne, Wong</td>
</tr>
<tr>
<td>Opposed</td>
<td>none</td>
</tr>
</tbody>
</table>

In other business, as Stearns was the Vice President, can we get a motion for an Acting Vice President until the Annual Meeting?

Main Motion: To appoint Kyle Davis as Acting Vice President

<table>
<thead>
<tr>
<th>Moved by</th>
<th>Browne</th>
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<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, Browne, Wong</td>
</tr>
<tr>
<td>Opposed</td>
<td>none</td>
</tr>
</tbody>
</table>

6. Next Meeting **February 11th, 2021** at Noon in the City Council Chambers.

7. Motion to adjourn.

Main Motion: Adjourn meeting at 1:30 p.m.

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

Prepared by: Dean Uselman, WDA Executive Director  
Approved by: George Deiss, President
<table>
<thead>
<tr>
<th></th>
<th>JANUARY</th>
<th>DECEMBER</th>
</tr>
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<tbody>
<tr>
<td>Cash</td>
<td>42,107.80</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>$ 317,107.80</strong></td>
<td><strong>$ 319,374.54</strong></td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>100,692.92</td>
<td>2,295.46</td>
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<tr>
<td>Received on</td>
<td>Loan Interest</td>
<td>525.83</td>
</tr>
<tr>
<td>Loans</td>
<td>Earnings</td>
<td></td>
</tr>
<tr>
<td>State of MN</td>
<td>1,450.90</td>
<td>7,650.00</td>
</tr>
<tr>
<td>COVID CARES</td>
<td>Building Rent</td>
<td>900.00</td>
</tr>
<tr>
<td></td>
<td>Other Income-Bad</td>
<td>30.00</td>
</tr>
<tr>
<td>Charge</td>
<td>Change in</td>
<td>1,363.33</td>
</tr>
<tr>
<td></td>
<td>Investment Value</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Investment Interest</td>
<td>92.46</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>103,136.28</strong></td>
<td><strong>13,641.57</strong></td>
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<td><strong>Expenses:</strong></td>
<td></td>
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<tr>
<td>Legal Fees</td>
<td>95.90</td>
<td>851.25</td>
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<tr>
<td>Homecrest MIF</td>
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<td>57.06</td>
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<tr>
<td>Loan</td>
<td>COVID BUSINESS</td>
<td>10,000.00</td>
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<td></td>
<td>ASSIST</td>
<td></td>
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<td></td>
<td>COVID CARES</td>
<td>5,000.00</td>
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<tr>
<td>Grants</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>95.90</strong></td>
<td><strong>15,908.31</strong></td>
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<tr>
<td></td>
<td><strong>Revenues Over (Under) Expenses</strong></td>
<td><strong>103,040.38</strong></td>
</tr>
<tr>
<td>Cash</td>
<td>145,148.18</td>
<td>42,107.80</td>
</tr>
<tr>
<td>Investments</td>
<td>275,000.00</td>
<td>275,000.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$ 420,148.18</strong></td>
<td><strong>$ 317,107.80</strong></td>
</tr>
</tbody>
</table>

| MIF EXCEPTION RLF(209) | 70,350.87 |
| 2000 HOMECREST MIF LOAN (210) | 45,059.30 |
| 2009 HOMECREST MIF LOAN (211) | 72,368.32 |
| 2009 INNOVATIVE SURFACES MIF LOAN (216) | 33,089.13 |
| KERN MIF LOAN (217) | 25,588.02 |
| **ALL MIF FUNDS BALANCE** | **$ 246,455.64** |

| WDA LOAN FUND BALANCE (208) | 24,650.84 |

| TAX LEVY ACCOUNT | 78,454.67 |
## OUTSTANDING LOANS
### AS OF JANUARY 31, 2021

### WDA REVOLVING LOAN FUND

<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>20,079.27</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></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>67,862.82</td>
<td>508.55</td>
<td>Current</td>
<td>Current</td>
</tr>
<tr>
<td>Looseberg Treate</td>
<td>5.25%</td>
<td>10/31/2017</td>
<td>46,000.00</td>
<td>26,073.31</td>
<td>737.09</td>
<td>Current</td>
<td>Current</td>
</tr>
<tr>
<td>Ashley Christiansen</td>
<td></td>
<td>12/31/2019</td>
<td>5,000.00</td>
<td>3,592.82</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>24,005.84</td>
<td>356.29</td>
<td>Current</td>
<td>Current</td>
</tr>
<tr>
<td>Wadena HRA</td>
<td></td>
<td>08/30/2019</td>
<td>90,000.00</td>
<td></td>
<td></td>
<td>Balloon</td>
<td>Current</td>
</tr>
</tbody>
</table>

*Annual Payment

|   |   |   | 399,682.00 | 195,666.80 |

### 2000 HOMECREST MIF LOAN (210)

<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>Brickhouse Spa</td>
<td></td>
<td>06/04/2020</td>
<td>4,000.00</td>
<td>3,666.66</td>
<td>166.67</td>
<td>Current</td>
<td>Current</td>
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### 2009 HOMECREST MIF LOAN (211)

<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>BDBA</td>
<td></td>
<td>05/26/2017</td>
<td>250,000.00</td>
<td>130,296.42</td>
<td>3,271.89</td>
<td>Current</td>
<td>Current</td>
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<tr>
<td>Mercury Mosaics</td>
<td></td>
<td>09/18/2020</td>
<td>112,500.00</td>
<td>101,246.93</td>
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<td>Current</td>
<td>Current</td>
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<tr>
<td>Peak Homecrest Equipment Loan</td>
<td></td>
<td>02/28/2018</td>
<td>154,870.00</td>
<td>82,845.43</td>
<td>2,780.66</td>
<td>Current</td>
<td>Current</td>
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<tr>
<td>Peak Invests-Homecrest</td>
<td></td>
<td>09/30/2018</td>
<td>157,210.00</td>
<td>94,554.82</td>
<td>2,824.86</td>
<td>Current</td>
<td>Current</td>
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<tr>
<td>Drastic Measures</td>
<td></td>
<td>10/01/2019</td>
<td>60,000.00</td>
<td>56,576.95</td>
<td>792.80</td>
<td>Current</td>
<td>Current</td>
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<tr>
<td>Homecrest</td>
<td></td>
<td>11/30/2020</td>
<td>114,675.00</td>
<td>111,177.61</td>
<td>2,061.58</td>
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### 2010 INNOVATIVE SURFACES MIF LOAN (216)

### 2013 KERN MIF FUND (217)

<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>WDA LOAN FUND BALANCE</td>
<td></td>
<td></td>
<td></td>
<td>24,650.84</td>
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<td></td>
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### TAX LEVY ACCOUNT

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>BALANCE</th>
</tr>
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<tbody>
<tr>
<td>78,454.67</td>
<td></td>
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</table>

### 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>12/13/2011</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>

| TOTAL WRITTEN OFF        | 71,508.09   |
12260 150TH ST  
(FORMER USELMAN HOUSE)  
INCOME & DISBURSEMENTS  
AS OF JANUARY 31, 2021  

<table>
<thead>
<tr>
<th>Income:</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>3,400.00</td>
<td>3,600.00</td>
<td>900.00</td>
<td>7,900.00</td>
</tr>
<tr>
<td>Total Donations and Balance</td>
<td>3,400.00</td>
<td>3,600.00</td>
<td>900.00</td>
<td>7,900.00</td>
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<table>
<thead>
<tr>
<th>Disbursements:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>House Purchase</td>
<td>135,000.00</td>
<td></td>
<td></td>
<td>135,000.00</td>
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<tr>
<td>Legal Fees for Purchase</td>
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<td>260.00</td>
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<td>552.50</td>
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<tr>
<td>Utility Charges</td>
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<td>789.75</td>
<td>95.90</td>
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<td>113.01</td>
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<tr>
<td>Maintenance &amp; Repairs</td>
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<td></td>
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<td>67.33</td>
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<td>Property Taxes</td>
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<td>2,846.92</td>
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<td>139,526.25</td>
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<td>(133,183.43)</td>
<td>753.08</td>
<td>804.10</td>
<td>(131,626.25)</td>
</tr>
</tbody>
</table>
Application
Lead for Wadena: Artisanship for Economic Development
Process: Innovation Grant Application

Contact Info  Request

Applicant:
Mr. Dean Uselman
wda@wadena.org
218-631-7710
222 SE 2nd St
Wadena, MN 56482

Organization:
Wadena Development Authority
41-6005605
218-631-7710
222 SE 2nd St
Wadena, MN 56482

If your organization information does not appear correct, please click the edit (pencil) icon.

Application  Document Viewer  Application Packet  Question List

Fields with an asterisk (*) are required.

Project Information
Project Name*

Lead for Wadena: Artisanship for Economic Development

Priorities Addressed by Project (Select Primary)*

1. General operating support for nonprofits for urgent needs of vulnerable populations impacted by COVID.
2. Cost share for projects intended to create behavioral change associated with combating racism, and advancing diversity, equity and inclusion.
3. Advancement of creative activities or strategies to address workforce shortages and/or re-training by those displaced by the pandemic.
4. Support for strategic planning, fund development, board training or other capacity building initiatives for nonprofits that advance economic security for vulnerable households and financially disadvantaged people.
5. Projects responding to the COVID pandemic in one of our region's three communities which are home to large meat processing host facilities (Cold Spring, Melrose and Long Prairie).
6. Support for local and regional community and economic development entities advancing early-stage feasibility or pilot projects.

☐ Priority 1
☐ Priority 2
☐ Priority 3
☐ Priority 4
☐ Priority 5
☒ Priority 6

Main County Served*

Please select the main county that will be served by your project.

Wadena

All Counties Served

If your project will serve any other counties other than the main county, please select all that apply.

☐ Benton
☐ Cass
☐ Chisago
☐ Crow Wing
☐ Isanti
☐ Kanabec
☐ Leech Lake Band of Ojibwe
☐ Mille Lacs
☐ Mille Lacs Band of Ojibwe
☐ Morrison
☐ Pine
☐ Sherburne
☐ Stearns
☐ Todd
☒ Wadena
☐ Wright
How does this project fit within our funding priorities?*

Limit 2,500 characters.

The Lead for Wadena: Artisanship for Economic Development project directly fits into Initiative Foundation's funding priorities to support local and regional economic development entities advancing pilot projects and the advancement of creative strategies to address workforce shortages. This project is an initiative of the Wadena Economic Development Authority (EDA) to spur regional economic development focusing on artisan-based businesses. This is a pilot project to explore if arts based economic development can be used as a collective driver for economic development and resident

Proposal Summary*

Please provide a 2-3 sentence summary of your proposal, which will be used for publicity purposes if this project is awarded a grant.

The Wadena Economic Development Authority (EDA) and the Little Round Still are partnering with Lead for Minnesota to address the question: How might the City of Wadena leverage regional artisan assets and local creatives to be a collective driver for economic development and resident attraction in Wadena? The Wadena EDA will host a Lead for Minnesota Fellow, for two years, who will broadly engage and work with local residents, business leaders, and artisans to spur growth of artisan-based businesses and draw attraction to Wadena's downtown through creative outreach, events, and

Project Start Date*

้ว 08/01/2021

Project End Date*

דיו 07/31/2023

Description of proposed program / project*

Please describe the needs or opportunities that the program/project will address, and how it was determined. Tell us what you are going to do by describing your key activities, and specifically what the grant dollars will be used for.

Limit 10,000 characters.
All but two counties outside of the Minnesota metro areas saw an out-migration of 24-29 year-olds between 2000-2010. While a growing movement of “Brain Gain” is underway, the challenges that our rural & economically distressed urban communities are facing in Minnesota, and specifically Wadena, are immense - and urgent. The next generation of dynamic, diverse leaders are needed now more than ever to tackle our communities' toughest challenges.

To meet this challenge, the Wadena Economic Development Authority (EDA) and the Little Round Still will partner with Lead For Minnesota, a state affiliate of the national non-profit, Lead For America, which offers a two-year paid fellowship program to bring recent college graduates back to their hometown communities to work on key community challenges.

Lead for Minnesota fellows are part of a national and statewide network of young leaders, sharing best practices from across their communities. They bring additional capacity to resource-strapped local leadership, tackling issues that often fall to the wayside because solutions exist at the intersection of multiple partners. In the long-term, they serve as a “Multiplier Effect” -- attracting talent to the region by conducting opportunity assessments and marketing the community to the next generation of talent. In collaboration with the City of Wadena, Wadena EDA, and the Little Round Still, Lead For Minnesota is supporting Wadena in recruiting and hosting a fellow for the community.

The purpose of Lead For Wadena: Artisanship for Economic Development is to explore arts-based economic development as a collective driver for future economic growth and attraction of additional residents. This project is an integral part of the community’s COVID-19 recovery strategy. The Wadena EDA, in partnership with Little Round Still, will host a Lead for Minnesota Fellow, for two years, who will broadly engage and collaborate with local residents, business leaders, and artisan entrepreneurs to spur growth of artisan-based businesses and draw attraction to Wadena’s downtown through creative outreach, events, and sustained advocacy amongst downtown businesses.

Key activities that will result from this funding include:
- Conducting a listening tour and needs assessment to determine what key challenges have emerged amongst the artisan and economic/entrepreneurship sectors due to COVID-19;
- Serving as a convener and liaison with all artisan-based businesses in Wadena, working with them, the Chamber of Commerce, and the City to jointly strategize around opportunities for growth in the artisan industry;
- Facilitating and following up with meetings across Wadena leadership to ensure that ideas have continuity and implementation;
- Researching and applying best practices around arts-based economic development strategies to the Wadena area, including site visits to at least two artist-in-residence programs across the Midwest;
- Designing an artist residency program in Wadena, distinctive but complementary to the New York Mills retreat site, that will command attention regionally and applicants & interest internationally. Organize the recruitment, marketing, and community engaged programming for the initiative so that all Wadena residents can benefit from the artist visits;
- Organizing community events that bring Wadena residents into the downtown and interacting with the city's artisan-based businesses;
- Collaborating with arts centers across the region, including the Five Wings Arts Council, to design a regional attraction, tourism, and artisan business recruitment strategy highlighting the unique role of the arts and artisan businesses in the area.

Key goals from this funding include:
- Coordinating shared collaboration, support, and continued growth for Wadena's artisan business community;
- Drawing attraction and interest to Wadena's downtown through creative outreach, events, and

Total Project Budget*
$ 43,198.00

Total Amount Requested*
$ 10,000.00

Project Outcomes*
Describe what success looks like by listing 1 - 3 measurable outcomes that your organization wants as a result of your proposed activities. How will the proposed activities benefit the community in which they will occur?
Limit 3,000 characters.
Outcome: Active and engaged downtown environment

The Lead for Minnesota fellow will work to draw attention and interest to Wadena’s Downtown through creative outreach, events, and sustained advocacy amongst downtown businesses. The fellow will act as the main convener and collaborator for artisan businesses, regional arts councils, and economic development partners such as the EDA and Chamber of Commerce to develop placemaking activities such as weekend markets with local artisan entrepreneurs and education opportunities that highlight a diversity of artisan-based professions. This outcome can be measured by the number of events, attendees, participating artisans. Surveys can also be conducted on the general public to measure the perception of the downtown culture before and after the fellowship term.

An active downtown environment will be of great value in elevating activities and amenities throughout the region. Additionally, downtown activities will be a critical element of attracting and retaining new residents.

Outcome: Development of an entrepreneurial ecosystem for artisan-based businesses

The fellow will organize regional economic development partners and local artisans to strategize around opportunities for growth and identify necessary resources to support artisan businesses. Success of this outcome can be measured by the number of new artisan-based entrepreneurs and growth of existing businesses. Supporting existing businesses and growing local entrepreneurs will be important for the region’s recovery from the impacts of COVID-19.

Additionally, the development of an artist-in-residency program will inject new creative energy into the

Attachments

Project Budget*

A project budget is required for all applicants. You may download a Project Budget template - be sure to save it to your computer and upload it as an attachment in order to submit your application.
Select Language ▼

Confirmation Page

✔ Your Application has been submitted.

Continue
Lead for Wadena: Artisanship for Economic Development

Project Expenses:
Living Scholarship = $15,100.00
Housing Scholarship = $5,508.00
Health Care Scholarship = $2,590.00
Training & Education = $10,000.00
Fellowship Support = $10,000.00

Total Projected Cost: $43,198.00

Other Sources of Income:
Living & Health Care Scholarship, funded by AmeriCorps = $17,690.00
Housing Scholarship, funded by a local partner as in-kind housing = $5,508.00
Fellowship support, funded by Wadena EDA = $5,000
Training & Education, funded by Wadena EDA = $5,000

Current Amount Secured: $33,198.00

Total Amount Requested: $10,000.00
Scoping a Project with Lead For America: Wadena, MN 202

Project Name: Artisanship for Economic Development
Fellow’s Role Title: Creative Community Catalyst
Hosting institution(s): Wadena Economic Development Authority, in partnership with Little Round Still
Project Scope Summary: The Fellow will highlight, connect, and strengthen Wadena’s existing artisanship and local artistry as a strategy to attract new residents and tourism, as well as activate the creative energy of Wadena residents and its young people.

Central Question:
How might we leverage our artisan assets and local creatives to be a collective driver for economic development and resident attraction in Wadena?

Key Goals:
- Coordinate shared collaboration, support, and continued growth for Wadena’s artisan business community;
- Draw attraction and interest to Wadena’s downtown through creative outreach, events, and sustained advocacy amongst downtown businesses;
- Develop opportunities for students to explore and experience various uses of the arts (Not just visual arts like painting and sculpture, but culinary, writing, music, welding and building, dance, film, etc., as well.)
- Collaborate with regional arts councils to draw awareness to and cross-interaction with our region’s successful arts initiatives;
- Establish an artist-in-residency program that injects creative energy, programming, and national publicity into Wadena.

Key Activities:
- Serve as a convener and liaison with all artisan-based businesses in Wadena, working with them, the Chamber, and the City to jointly strategize around opportunities for growth in the artisan industry;
- Research and apply best practices around arts-based economic development strategies to the Wadena area, including site visits to at least two artist-in-residence programs across the Midwest;
- Design an artist residency program in Wadena, distinctive but complementary to the New York Mills retreat site, that will command attention regionally and applicants & interest internationally. Organize the recruitment, marketing, and community engaged programming for the initiative so that all Wadena residents can benefit from the artist visits;
- Organize community events that bring Wadena residents into the downtown and interacting with the city’s artisan-based businesses;
- Collaborate with arts centers across the region, including the Five Wings Arts Council, to design a regional attraction, tourism, and artisan business recruitment strategy highlighting the unique role of the arts and artisan businesses in the area.

Community Impact: Following Wadena’s “Artists on Main Street” application to Rethos last year, this Fellowship will bring additional and focused capacity to leverage the assets of Wadena’s artisan-based businesses, utilizing and growing these entrepreneurs’ civic impact on the community and attracting additional artists, artisans, tourists, and young residents to Wadena. This injection of creativity, paired with a city-wide strategy for marketing and supporting the arts community, will make Wadena a destination community across the region and state.
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 Deiss

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
Wadena Development Authority
Fill Storage Report Worksheet

This Worksheet is required as an attachment to the Wadena Development Authority Fill Storage Policy and signed agreement, and must be completed within 7 days of placing fill into storage. Completed forms may returned to the Executive Director of the Wadena Development Authority at 222 2nd Street SE in Wadena or emailed to wda@wadena.org

Date(s) fill was placed in storage: ________________________________

Quantity in cubic yards of Topsoll stored: ____________________________

Quantity in cubic yards of fill stored: _________________________________

Contractor signature___________________________________________ Date _____
Subject: SCDP Loan Approvals

Agenda of: February 11, 2021

Background Information:

The WDA Board has pledged up to $50,000 in owner match loans for the SCDP grant program. To streamline the process, I would like to propose that the WDA Board give authority to the Loan Committee to approve loans for up to $10,000 in project match funds. This would be similar to the Covid-19 business loans that were approved by the Loan Committee with pre-authorization from the Board. Qualifying loans would be for commercial projects and residential rental projects, with commercial having first priority, using the standard WDA Loan Application.

Recommendation: Authorize the Loan Committee to review and approve, if appropriate, applications for owner match loans up to $10,000, to a cap of $50,000 as committed by the Board.

(Match loan requests from the City Fix-up Loan funds will be reviewed and approved by the Fix-up loan Committee)

Attachments: WDA Minutes & Action Memo, Budget Sheet, email from Messina

Motion:

Second:

Votes:

Deiss    Present____ Action Memorandum____
Stearns  Present____ Action Memorandum____
Lynk    Present____ Action Memorandum____
Browne  Present____ Action Memorandum____
Wong    Present____ Action Memorandum____
Davis    Present____ Action Memorandum____
Miller  Present____ Action Memorandum____

WDA Board Action: Authorized ____
Defeated ____
Amended as follows: ____
Wadena Development Authority
Action Memorandum

Subject: SCDP Grant leverage funds

Agenda of: January 9, 2020

Background Information:
In the preliminary application, we scored in the moderate range of competitiveness and in order to make the final application more competitive. To do this the grant writer is proposing that we reduce the grant request from about $1,200,000 to about $670,000. Additionally, we are proposing that the City / WDA / WHRA provide approximately 20% or $135,000 leverage funds. These funds can be in the form of grants or low interest loans at 1% interest. I am proposing that the Board approve committing up to $50,000 from the WDA loan fund, in the form of 1% interest loans to qualifying commercial and rental projects. The remaining $85,000 would come from the City Fix-up Loan funds with City Council approval at their next meeting. Below is a recap of the source of the local leverage funds.

WDA - $50,000.00 for commercial and rental loans.

City residential Fix-up funds $30,000.00 - $5,000 of which would be in the form of a grant to qualifying owner occupied projects and $25,000 would be in the form of 1% loans for rentals.

City Commercial Fix-up funds $50,000.00 which would be available for 1% interest loans to qualifying commercial and multi-family rental rehab projects.

WHRA - $5,000.00 in the form of grants to qualifying owner occupied projects.

Total local leverage funds committed - $135,000.00, $10,000.00 of which would be grants to the lowest income homeowners. This would leverage State funds of $590,000 for 36 projects.

Recommendation is to approve the action

Attachments:
SCDP full application summary dated January 14th 2020

SCDP commercial & housing fund spreadsheet

WDA Loan fund balance

WDA Board Action: Authorized X
Defeated ___
Amended as follows: ___
5. New Business

a) SCDP Grant Leverage Funds

Action Memorandum - $50,000 for commercial and rental loans. This from our loan funds at 1% interest up to $50,000.

Other funds from City and WHRA for a total of $135,000 which would be 20% of the requested amount ($670,000).

Motion by Stearns, with second from Wong, to continue the grant process with this guideline. Motion Passed.

WDA Board Action: Authorized: X
Defeated: ___
Amended as follows: ___

b) Melvin Plemel Lot

This lot in the Industrial Park has been vacant since the passing of Melvin Plemel and he had put up a garage for a shop for construction of small wood projects. It is now 5 years delinquent on real estate taxes. This is a very usable lot for a business. Should WDA pursue action with the County Auditor to acquire this parcel for Economic Development and future sale? Motion from Miller, with second from Lynk, to acquire. Motion Passed.

WDA Board Action: Authorized: X
Defeated: ___
Amended as follows: ___

Other discussion as to things going on in the local businesses.

6. Next Meeting Date February 13, 2020 at Noon in the City Administration Conference Room.

7. Motion to adjourn by Miller, second by Wong. Motion Passed.

Meeting adjourned 1:44 pm.

Prepared by: ___________________________ Date __________ Approved by: ___________________________ Date __________
Dean Uselman, WDA Executive Director George Deiss, President
define a sound and complete agreement, such provisions that require contractors and sub-grantees to comply with applicable state and federal laws.

(b) Ineligible Use of Grant Funds. (Not applicable to SCDP) The dollars awarded under this grant agreement are grant funds and shall only be used by Grantee or awarded by Grantee to third parties as grant funds and cannot take the form of a loan under any circumstance. Grantee shall not use, treat, or convert the grant funds into an interest bearing loan, a non-interest bearing loan, a deferred loan, a forgivable deferred loan or any other type of loan. Further, Grantee shall include in any contract or sub-grant awarding the grant funds to a third party all the provisions and requirements of this grant agreement, including the requirement that these dollars are grant funds only and cannot be used, treated or converted into any type of loan.

(c) Job Listing Agreements. Minn. Stat. § 116L.66, subd.1, requires a business or private enterprise to list any vacant or new positions with the state workforce center if it receives $200,000 or more a year in grants from the State. If applicable, the business or private enterprise shall list any job vacancy in its personnel complement with MinnesotaWorks.net at www.minnesotaworks.net as soon as it occurs.

(d) Payment of Contractors and Subcontractors. The Grantee must ensure that all contractors and subcontractors performing work covered by this grant are paid for their work that is satisfactorily completed.

3 Time
The grantee must comply with all of the time requirements described in this grant contract. In the performance of this grant, time is of the essence.

4 Compensation and Payment
4.1 Consideration. The State will pay for all services performed by the Grantee under this grant contract as follows:
(a) Compensation

<table>
<thead>
<tr>
<th>Fed. Obj.</th>
<th>Activity Code</th>
<th>Activity Title</th>
<th>Unit Goal</th>
<th>Number of households/persons served</th>
<th>Number of LMI households/persons served</th>
<th>SCDP Funds</th>
<th>Other Funds</th>
<th>Total</th>
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<td>LMH 14A</td>
<td>14A</td>
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<td>$10,000.00</td>
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<td>21A</td>
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<td>LMH 14A</td>
<td>14A</td>
<td>Rental Rehab - Single Family</td>
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<td>9</td>
<td>$180,000.00</td>
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</tr>
<tr>
<td>LMH 14B</td>
<td>14B</td>
<td>Rental Rehab - Multi-family</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>$180,000.00</td>
<td>$77,145.00</td>
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<tr>
<td>SBA 14E</td>
<td>14E</td>
<td>Commercial Rehab</td>
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<td>$150,000.00</td>
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<td>$200,000.00</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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<td></td>
<td></td>
<td><strong>$681,720.00</strong></td>
<td><strong>$214,290.00</strong></td>
<td><strong>$896,010.00</strong></td>
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</table>

(b) Travel Expense (does not apply to SCDP)
Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed $0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner’s Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State’s prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.
Project Description:

Description of project. The target area for commercial rehab is in the core downtown business district. Although there were 14 commercial rehab projects completed under the previous Small Cities grant there is still a need for additional projects to be completed. The City would like to continue with the momentum generated by the previous grant. The area to be designated as Slum & Blight is approximately 3 blocks long and 1 ½ blocks wide consisting of 39 buildings of which 12 are sub-standard. Based on surveys returned by commercial property owners, the most frequently proposed rehab items include: roofing, windows, heating equipment, and accessibility improvements. There is one building of historic significance and is listed on the Historical Registry. It was originally constructed as the City's fire hall. It has since been converted to a Chiropractic office. The owner is interested in participating in the program.

Primary community: Wadena

Population of primary community: 4088

Partnering community #2 (if applicable): 

Population of partnering community #2 (if applicable): 

Proposed budget and source of funding table

Commercial rehabilitation is only available as a comprehensive proposals and must have a housing component, include other project proposals' budgets into the yellow cells.

<table>
<thead>
<tr>
<th>Budget Item/Activity</th>
<th># of Units</th>
<th>SCDP Cost per Unit</th>
<th>Total SCDP</th>
<th>Program Income (if applicable)</th>
<th>Total Leveraged Sources</th>
<th>Source of Leveraged Funds (use “c” after source if committed)</th>
<th>Total Costs</th>
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</thead>
<tbody>
<tr>
<td>Comm. Rehab</td>
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<td>O O. Rehab</td>
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<td>22,000</td>
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<td>City “C”</td>
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<tr>
<td>SFR Rehab</td>
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<tr>
<td>MFR Rehab</td>
<td>18</td>
<td>10,000</td>
<td>180,00</td>
<td>77,145</td>
<td>City “C” Owner</td>
<td>257,145</td>
<td></td>
</tr>
</tbody>
</table>

Community Name (City/Project): ________________________________
Dean,

Below is the break down for the city leverage for Owner-occupied, Single-family Rental, Multi-family rental and Commercial projects. Please let me know if these numbers are correct:

- **Owner-occupied** = $2,500 per project, 0 interest, 0 payments forgiven 1/7 per year
  - 4 projects = $10,000
- **Single-family Rental** = $4,166 per project on a 1% interest loan paid back to the city over 5 years
  - 9 projects = $37,494
- **Multi-family Rental** = $2,083 per unit on a 1% interest loan paid back to the city over 5 years
  - 18 projects = $37,494
- **Commercial** = $10,000 per project (max $40,000) on a 1% interest loan paid back to the city over 5 years
  - 5 projects = $50,000

Total = $134,988

Thank you,

**Messina Owings**
Program Manager

37 28th Ave, North Suite #102 - St. Cloud, MN 56303
CMHP main office: (320) 259-0393
Direct Phone: (320) 258-0681
Email: mowings@cmhp.net
Web: www.cmhp.net
Facebook: www.facebook.com/centralmnhousingpartnership