

Wadena Development Authority
Board of Directors
Regular Meeting Agenda

Thursday September 7, 2023, Noon

Voting Members:

George Deiss, President
Kyle Davis, Vice-President
Maria Marthaler, Director
Kelly Wong, Director
Terry Lynk, Director
Michelle Silvers, Director
Wade Miller, Council

Ex-Officio:

Kim Schroeder, City Administrator
Dean Uselman, WDA Executive Director
Jeff Pederson, Legal Council

1. Call to Order – City Council Chamber

2. Approval of Minutes

a) August 18, 2023 Meeting

3. Financial Report/Loan Fund Status Report

4. Unfinished Business

- a) Child Care Update - Waiting for Design Work Bids
- b) WDA Housing Project Fence Agreement
- c) Overland Group – Earnest Money Payment

5. New Business

- a) WDA Housing Project Lot Covenants & Development Name
- b) Sale of WDA Project Lots Discussion – Call Public Hearing October 2nd, 6:00pm
- c) Grant Utility Easements for WDA Housing Project
- d) Ribbon Cutting / Lot Sale Advertising Budget
- e) Bottemiller 5 Acre Lot Sale Discussion / Call for Public Hearing
- f) WDA Tax Levies for Economic Development

6. Next Meeting Date: October 12, 2023 at noon, located in the City Council Chambers

7. Adjourn

Wadena Development Authority
Board of Directors
Regular Meeting Agenda
WDA Meeting Discussion Items

Thursday September 7, 2023
Noon

1. **Call to Order**
2. **Approval of Minutes:** August 18, 2023 Meeting Minutes
3. **Financial Report:** All loans and rent are current except Lake State Play Cafe remains 2 payments behind due to a change in their account for auto-pay. I have talked to Megan about it and she has signed a new auto-pay form.
4. **Unfinished Business**
 - a. **Child Care Project Update:** We are currently waiting for bids from the architects so we can get estimates on renovation of the space. The Initiative Foundation will pay design costs up to \$10,000. I'm working with MAHUBE to work out details of the management of the space once it is renovated and ready for providers to occupy.
 - b. **WDA Housing Project Fence Agreement:** Asher has agreed to allow us to move the fence at our cost to avoid litigation. Jeff has prepared a memo to Asher outlining the agreement and I have included a copy of the memo in the packet.
 - c. **Overland Group:** We have received a check for the earnest money payment.
5. **New Business**
 - a. **WDA Housing Project Lot Covenants & Development Name:** I have been working with Jeff on drafting covenants for the lots. I believe it will be beneficial to name the new development and be able to use that in marketing. I am recommending the name "Quiet Pines Estates" unless there are other ideas brought forth. Once a name is chosen I would like to have a decorative sign created and place at the NE corner of 7th Street & Kingsly Avenue as an entrance into the development. Note- naming the development does not change the fact that this is still part of the Folkestad's East Addition plat.
 - b. **Sale of WDA Project Lots Discussion: Call Public Hearing October 2nd 6 PM:** According to Statute, the Board will need to determine that these lots are not needed by the WDA and call for a Public Hearing to sell the lots.
 - c. **Grant Utility Easements:** The Board will need to take action to grant additional utility easements to accommodate the placement of utilities needed for development to occur. I have included the proposed easement in the packet.