

Wabasso EDA  
Regular Meeting  
Wednesday, February 2, 2022  
5:00 pm

The meeting was called to order at 5pm with Board Member Pat Eichten, Jeff Olson and Chuck Robasse (via phone conference) in attendance. Also present were EDA Director Larry Thompson, Pat Dingels and McKenzie Fischer.

The agenda was accepted as submitted.

The minutes of the January 5, 2022, meeting was approved on a motion by Olson, second by Robasse. Eichten – Yes; Olson – Yes; Robasse – Yes

The minutes of the January 20, 2022, meeting was approved on a motion by Robasse, second by Olson. Eichten – Yes; Olson – Yes; Robasse – Yes

**Duplex.** Mr. Olson presented the full sized revised floor plan drawings, noting there were some minor revisions that would need to be made. Mr. Olson plans to meet with Mr. Timmerman to make sure the final drawings are completed in time for the bid packet. Mr. Thompson presented the notice to bidders that would need to be published. Earliest date would be February 18, 2022. The EDA directed that the notice also be published on the city's web site and Facebook page. Mr. Thompson presented a draft copy of the construction contract and bid packet including the plans and specifications. The following items were discussed:

1. Bid packet including the contract, plans and specification would need to be in final form prior to publication of the bids.
2. Specifications – Discussed at the February 21, 2022 special meeting. Consensus to add \$5,000 allowance for appliances. Flooring would be mid graded coverings. Oven would be electric so the hood fan would not need to be vented to the outside.
3. Payment Schedule – Due to the volatility of the construction industry, it was suggested that the payment schedule be 50% down, 25% upon completion framing, 15% completion of the sheetrock, and 10% upon completion of the project.
4. 5% bid bond or cash equivalent, performance bond and payment bond would be required per statute.
5. General conditions would need to be included.
6. Change order of up to \$2,500 could be approved by the director.
7. Primary contact would be the EDA Director.

It was the consensus of the board that an RFQ for inspection services be placed on the next regular meeting agenda.

Motion by Olson, seconded by Robasse, to adopt Resolution 1-2022 approving the notice to bidders for the Duplex Construction project to be published in the Redwood Gazette on February 18, 2022 or as early as possible.

Eichten – Yes; Olson – Yes; Robasse – Yes

It was the consensus that the EDA Director select a fiscal consultant and begin the financing process.

The EDA went into executive session to discuss an revolving loan application.

The EDA returned to open session. The EDA directed staff to meet with the RLF applicant to determine how the loan could be structured under the EDA guidelines.

**Strategic Plan** – Pat Dingels indicated she had interviews with three area businesses next Tuesday. Mr. Olson said he would contact other businesses to encourage participation.

**Treasurer's Report** – Motion by Olson, second by Burns to approve the Treasurer's Report as submitted.  
Eichten – Yes; Olson – Yes; Burns – Yes

**Bills** - Motion by Olson, second by Burns to approve the bills totaling \$2,290.00 (Dewey Street) and \$1,826.00 (General).

Eichten – Yes; Olson – Yes; Robasse – Yes

Meeting was adjourned at 6:20 p.m.

Larry Thompson  
EDA Director