



## WABASHA PORT AUTHORITY AND DEVELOPMENT AGENCY

Wabasha City Hall  
<https://us02web.zoom.us/j/82539841446>  
Meeting ID 825 3984 1446  
Tuesday, July 16, 2024  
5:30 PM

1. **Call to Order -**
2. **Roll Call -**
3. **Consent Agenda -**
  1. June 18, 2024 Port Authority Meeting Minutes
  2. June Port Authority Financials
  3. City Staff Invoice: First Half 2024
  4. Third Quarter 2024 CEDA Invoice
  5. CEDA Bring It Home Grant July 2024 Invoice
  6. Bolton & Menk Invoice 0339820
  7. Flaherty & Hood Invoice 21500
4. **Old Business -**
5. **New Business -**
  1. USACE Guest Speakers: Robert Stanick and Eric Hammer
  2. EIS Update from Bolton & Menk
  3. Approval of 2024 Section 217d Agreement Tipping Fees
  4. Port Authority Goals Discussion
6. **Coordinator's Report -**
  1. Coordinators Report
7. **Other -**
  1. Main Street Coffee Meet Up Invitation: August 8, 2024
  2. Wabasha Food Share Letter
8. Next Meeting - Tuesday, August 20, 2024
9. Adjourn -

**Port Authority**

**3. 1.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** June 18, 2024 Port Authority Meeting Minutes

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review June 18, 2024 Port Authority Meeting Minutes.

**ACTION REQUIRED:**

Approve June 18, 2024 Port Authority Meeting Minutes.

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**Attachments**

June 18, 2024 Port Authority Meeting Minutes

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# DRAFT



## WABASHA PORT AUTHORITY AND DEVELOPMENT AGENCY

Wabasha City Hall

<https://us02web.zoom.us/j/82539841446>

Meeting ID 825 3984 1446

Tuesday, June 18, 2024

5:30 PM

Present: President John Friedmeyer; Board Member Dave Wodele; Vice President Jeff Sulla; Board Member Craig Falkum

Absent: Treasurer Cory Loechler; Board Member Robin Gwaltney; Board Member Mary Flicek

1. **Call to Order -**
2. **Roll Call -**
3. **Consent Agenda -**

Moved by Board Member Dave Wodele, seconded by Board Member Craig Falkum to approve the May 21, 2024 Port Authority meeting minutes.

**Vote:** 4 - 0 Adopted - Unanimously

Other: Board Member Mary Flicek (ABSENT)  
Board Member Robin Gwaltney (ABSENT)  
Treasurer Cory Loechler (ABSENT)

1. May 21, 2024 Port Authority Meeting Minutes
2. May Port Authority Financials
3. Bolton & Menk Invoice 0337754

4. Flaherty & Hood Invoice 21415

4. **Old Business -**

5. **New Business -**

1. Resolution 01-2024 Approving the Purchase of 1600 5th Grant Boulevard (Carrels Property) for \$250,000

City Administrator, Caroline Gregerson, stated that a resolution and purchase agreement are required for the state funding. The documents were drafted by Mike Flaherty. Contingencies are included that state that the sale will not take place if the barge terminal project does not happen. Questions and discussion took place regarding the amount of land being purchased and the need to purchase this amount of land. There was also discussion regarding the state of the property and whether equipment currently on site will be removed. Shawn Kohner confirmed the equipment will be removed.

Moved by Board Member Dave Wodele, seconded by Board Member Craig Falkum to approve resolution 01-2024 and purchase agreement.

**Vote:** 4 - 0 Adopted - Unanimously

Other: Board Member Mary Flicek (ABSENT)  
Board Member Robin Gwaltney (ABSENT)  
Treasurer Cory Loechler (ABSENT)

2. Approval to survey land for city-owned sites to facilitate future development

Main Street East:

Letters of interest were released for the Main Street property, but no responses were received. To attract interest in the site, staff recommends surveying the land and combining the parcel. Discussion was held regarding potential setbacks and lot sizes. Removing barriers would make the lot more appealing by making it "shovel ready." The survey and title search for the Main Street East property was quoted at \$3,500.

Cannon Park:

Discussion was held regarding if a portion of Cannon Park could be rezoned for a small home.

Moved by Board Member Dave Wodele, seconded by Vice President Jeff Sulla to approve a survey and title search of the Main Street East property, capped at \$3,500.

**Vote:** 4 - 0 Adopted - Unanimously

Other: Board Member Mary Flicek (ABSENT)  
Board Member Robin Gwaltney (ABSENT)  
Treasurer Cory Loechler (ABSENT)

Moved by Vice President Jeff Sulla, seconded by Board Member Dave Wodele to approve a survey and title search of the Cannon Park lot not to exceed \$2,800.

**Vote:** 4 - 0 Adopted - Unanimously

Other: Board Member Mary Flicek (ABSENT)

Board Member Robin Gwaltney (ABSENT)

Treasurer Cory Loechler (ABSENT)

3. Kwik Trip and the old Athletic Field Input

Dusty, Cathy, and Caroline met with the Kwik Trip real estate developer, local store manager, and government relations specialist. Kwik Trip is willing to consider proving a letter of interest in potentially developing the old athletic field.

4. Potential approval of Bolton Menk consultant costs associated with MnDot Grant applications for TED

City Administrator, Caroline Gregeson, stated that there was no bonding bill this year. Staff is evaluating the competitiveness of applying for MNDOT TED grants that help fund roadway projects that lead to future economic development or support economic development. The application cost could be lowered if Caroline and/or CEDA staff could do some of the work. Scoring is based on job creation or retention. We would use regional trucking as a main point in our application (Kwik Trip, Wal Mart, Menard's). We will start by working on a letter of interest.

5. CEDA Coordinator Goals

Dusty Liston, CEDA Representative, stated that we are looking for feedback on what the next projects should be. The Business Retention Survey feedback was reviewed. 13 responses were received. Businesses stated the biggest challenge they are facing are workforce and housing for employees. They are also looking for marketing education. The Wabasha Port Authority Economic Development Concepts brainstorming session notes were also reviewed.

6. **Coordinators Report** - Dusty Liston, CEDA Representative, provided a Coordinator's Report. Liston stated that the survey results were interesting. She is also working on recapitalizing the revolving loan fund.

1. June 2024 Coordinators Report

2. Section 217d agreement

7. **Other -**

8. Next Meeting - Tuesday, July 16, 2024 at 5:30 PM

9. Adjourn -

Moved by Vice President Jeff Sulla, seconded by Board Member Dave Wodele to adjourn the June 18, 2024 Port Authority meeting.

**Vote:** 4 - 0 Adopted - Unanimously

Other: Board Member Mary Flicek (ABSENT)

Board Member Robin Gwaltney (ABSENT)

Treasurer Cory Loechler (ABSENT)



**Port Authority**

**3. 2.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** June Port Authority Financials

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review June Port Authority Financials.

**ACTION REQUIRED:**

Approve June Port Authority Financials.

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**Attachments**

June 2024 Port Authority Financials

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## Wabasha Port Authority Financial Summary and Projection

June 30, 2024

| Port Authority Current Account Balances |                  |
|---|------------------|
| <b>Cash and Marketable Securities</b>   |                  |
| PA Checking                             | \$334,574        |
| <b>Restricted Funds</b>                 |                  |
| PA Revolving Loan Fund                  | \$37,146         |
| <b>Total Current Account Balances:</b>  | <b>\$371,720</b> |

|   | Jul-24           | Aug-24           | Sep-24           | Oct-24           | Nov-24           | Dec-24           | Jan-25           | Feb-25           | Mar-25           | Apr-25           | May-25           | Jun-25           |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Port Authority: Fund 200</b>         |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Port Authority Revenue</b>           |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Misc Interest                           |                  |                  | \$250            |                  |                  | \$250            |                  |                  | \$250            |                  |                  | \$250            |
| 2024 Tax Levy                           |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  | \$61,381         |
| Winter Haul                             |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Port Authority Revenue</b>           | <b>\$0</b>       | <b>\$0</b>       | <b>\$250</b>     | <b>\$0</b>       | <b>\$0</b>       | <b>\$250</b>     | <b>\$0</b>       | <b>\$0</b>       | <b>\$250</b>     | <b>\$0</b>       | <b>\$0</b>       | <b>\$61,631</b>  |
| <b>Port Authority Expenses</b>          |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| City of Wabasha - Admin Support         | \$7,500          |                  |                  |                  |                  |                  | \$7,500          |                  |                  |                  |                  |                  |
| CEDA                                    | \$3,511          | \$3,511          | \$3,511          | \$3,511          | \$3,511          | \$3,511          | \$3,511          | \$3,686          | \$3,686          | \$3,686          | \$3,686          | \$3,686          |
| Legal Costs for Barge Terminal          |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Environmental Review (to be reimbursed) | \$25,000         |                  | \$25,000         |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Interfund Loan from the General Fund    |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  | \$150,000        |
| <b>Port Authority Expenses</b>          | <b>\$36,011</b>  | <b>\$3,511</b>   | <b>\$28,511</b>  | <b>\$3,511</b>   | <b>\$3,511</b>   | <b>\$3,511</b>   | <b>\$11,011</b>  | <b>\$3,686</b>   | <b>\$3,686</b>   | <b>\$3,686</b>   | <b>\$3,686</b>   | <b>\$153,686</b> |
| <b>Port Authority Fund 200 Balance</b>  | <b>\$298,564</b> | <b>\$295,053</b> | <b>\$266,792</b> | <b>\$263,281</b> | <b>\$259,771</b> | <b>\$256,510</b> | <b>\$245,499</b> | <b>\$241,813</b> | <b>\$238,376</b> | <b>\$234,690</b> | <b>\$231,004</b> | <b>\$138,949</b> |

| <b>Revolving Loan Fund: Fund 201</b> |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
|--------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Revolving Loan Fund Revenue</b>   |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Hill Loan Repayment                  | \$550           | \$550           | \$550           | \$550           | \$550           | \$550           | \$550           | \$550           | \$550           | \$550           | \$550           | \$550           |
| Anderson House Repayment             | \$714           | \$714           | \$714           | \$714           | \$714           | \$714           | \$714           | \$714           | \$714           | \$714           | \$714           | \$714           |
| Round the Clock Nutrition Repayment  | \$183           | \$183           | \$183           | \$183           | \$183           | \$183           | \$183           | \$183           | \$183           | \$183           | \$183           | \$183           |
| Cassie Modjeski Repayment            | \$208           | \$208           | \$208           | \$208           | \$208           | \$208           | \$208           | \$208           | \$208           | \$208           | \$208           | \$208           |
| Broken Paddle Repayment              | \$63            | \$63            | \$63            | \$63            | \$63            | \$63            | \$63            | \$63            | \$63            | \$63            | \$63            | \$63            |
| <b>Revolving Loan Fund Revenue</b>   | <b>\$1,719</b>  | <b>\$1,719</b>  | <b>\$1,719</b>  | <b>\$1,719</b>  | <b>\$1,719</b>  | <b>\$1,719</b>  | <b>\$1,719</b>  | <b>\$1,719</b>  | <b>\$1,719</b>  | <b>\$1,719</b>  | <b>\$1,719</b>  | <b>\$1,719</b>  |
| <b>Revolving Loan Fund Expenses</b>  |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Anderson House                       | \$1,863         |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Broken Paddle                        | \$7,600         |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| <b>Revolving Loan Fund Expenses</b>  | <b>\$9,463</b>  | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Revolving Loan Fund Balance</b>   | <b>\$29,402</b> | <b>\$31,121</b> | <b>\$32,840</b> | <b>\$34,559</b> | <b>\$36,278</b> | <b>\$37,997</b> | <b>\$39,716</b> | <b>\$41,435</b> | <b>\$43,154</b> | <b>\$44,873</b> | <b>\$46,592</b> | <b>\$48,311</b> |



## Wabasha Port Authority Bank Account Detail

June 2024

| Summary                               |                     |
|---------------------------------------|---------------------|
| Port Authority Account Summary        |                     |
| Port Authority Balance: Fund 200      | \$334,574.26        |
| Revolving Loan Fund Balance: Fund 201 | \$37,145.97         |
| <b>Total</b>                          | <b>\$371,720.23</b> |

| Account Details                           |                     |
|---|---------------------|
| Port Authority Checking Account           |                     |
| <b>May 31, 2024 Balance</b>               | <b>\$279,020.26</b> |
| Deposit: 2024 Tax Settlement              | \$61,381.00         |
| Withdrawal: Bolton & Menk Invoice 0337754 | \$5,527.00          |
| Withdrawal: Flaherty & Hood Invoice 21415 | \$300.00            |
| <b>June 30, 2024 Balance</b>              | <b>\$334,574.26</b> |

| Port Authority Revolving Loan Fund    |                    |
|---------------------------------------|--------------------|
| <b>May 31, 2024 Balance</b>           | <b>\$35,985.97</b> |
| Deposit: Round the Clock Loan Payment | \$200.00           |
| Deposit: Round the Clock Loan Payment | \$200.00           |
| Deposit: Modjeski Loan Payment        | \$210.00           |
| Deposit: Hill Loan Payment            | \$550.00           |
| <b>June 30, 2024 Balance</b>          | <b>\$37,145.97</b> |

**Port Authority**

**3. 3.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** City Staff Invoice: First Half 2024

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review the first half 2024 staff invoice.

**ACTION REQUIRED:**

Approve the first half 2024 staff invoice.

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**Attachments**

Staff Invoice 1st Half 2024

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## City of Wabasha Staff Support Invoice

### First Half 2024

Date: July 16, 2024

To: Wabasha Port Authority

| <u>Month</u>  | <u>Amount</u>  |
|---------------|----------------|
| January 2024  | \$1,250        |
| February 2024 | \$1,250        |
| March 2024    | \$1,250        |
| April 2024    | \$1,250        |
| May 2024      | \$1,250        |
| June 2024     | \$1,250        |
| <b>Total</b>  | <b>\$7,500</b> |

Total: \$7,500

Please remit to: City of Wabasha  
PO Box 268  
Wabasha, MN 55981

**Port Authority**

**3. 4.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** Third Quarter 2024 CEDA Invoice

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review Third Quarter 2024 CEDA Invoice.

**ACTION REQUIRED:**

Approve Third Quarter 2024 CEDA Invoice.

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**Attachments**

Wabasha quarterly

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1500 South Hwy 52  
PO Box 483  
Chatfield, MN 55923  
Phone - 507.867.3164

[www.cedausa.com](http://www.cedausa.com)

July 2, 2024

Caroline Gregerson  
[cityadmin@wabasha.org](mailto:cityadmin@wabasha.org)  
Tyler Grabau  
[finance@wabasha.org](mailto:finance@wabasha.org)  
City of Wabasha  
900 Hiawatha Drive East  
Wabasha, MN 55981

RE: Economic development support services billing

Please accept this letter as a billing for economic development staffing services for the 3rd quarter of 2024.

|                                  |             |
|----------------------------------|-------------|
| Per contract: (6 days per month) | \$10,532.25 |
| Total                            | \$10,532.25 |

Please remit check to:

CEDA  
PO Box 483  
Chatfield, MN 55923

We appreciate the confidence you have in our organization!

Sincerely,

***Ron Zeigler***

Ron Zeigler  
CEO/President

**Port Authority**

**3. 5.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** CEDA Bring It Home Grant July 2024 Invoice

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review CEDA Bring It Home Grant July 2024 Invoice.

**ACTION REQUIRED:**

Approve CEDA Bring It Home Grant July 2024 Invoice.

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**Attachments**

CEDA Bring It Home Grant July 2024 Invoice

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1500 South Hwy 52  
PO Box 483  
Chatfield, MN 55923  
Phone - 507.867.3164

www.cedausa.com

200-472-46500-472  
Port Authority Grants/Donations  
This will be reimbursed by the  
SEMMCHRA Bring It Home Grant

July 2, 2024

Caroline Gregerson  
[cityadmin@wabasha.org](mailto:cityadmin@wabasha.org)  
Tyler Grabau  
[finance@wabasha.org](mailto:finance@wabasha.org)  
City of Wabasha  
900 Hiawatha Drive East  
Wabasha, MN 55981

RE: Cathy Enerson grant work

Please accept this letter as a billing for Cathy Enerson grant work outside of the contract.

|                               |         |
|-------------------------------|---------|
| This billing:                 | 8 hours |
| Current contract hourly rate: | \$73.14 |

|                     |           |
|---------------------|-----------|
| This billing total: | \$ 585.12 |
|---------------------|-----------|

Please remit check to:

CEDA  
PO Box 483  
Chatfield, MN 55923

We appreciate the confidence you have in our organization!

Sincerely,

***Ron Zeigler***

Ron Zeigler  
CEO/President

**Port Authority**

**3. 6.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** Bolton & Menk Invoice 0339820

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review Bolton & Menk Invoice 0339820.

**ACTION REQUIRED:**

Approve Bolton & Menk Invoice 0339820.

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**Attachments**

Bolton & Menk Invoice 0339820

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Real People. Real Solutions.



Please Remit To: Bolton & Menk, Inc.  
 1960 Premier Drive | Mankato, MN 56001-5900  
 507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at [www.Bolton-Menk.com](http://www.Bolton-Menk.com)  
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Wabasha  
 finance@wabasha.org; cityadmin@wabasha.org  
 Caroline Gregerson, City Administrator  
 900 Hiawatha Drive East, PO Box 268  
 Wabasha, MN 55981

June 28, 2024  
 Project No: H19.114396.000  
 Invoice No: 0339820  
 Client Account: WABASHA\_CI\_MN

**Wabasha/USACE Dredge Material Plan**

Engineering and Planning Services to Assist the City of Wabasha with the USACE Dredge Material Management Plan

**DMMP and Section 217D Agreement Work (0000001)**

Sub-Task 0000101 DMMP and Section 217D Agreement Work

**Professional Services**

|                            | Hours      | Amount        |                 |
|----------------------------|------------|---------------|-----------------|
| Principal                  | .50        | 103.00        |                 |
| <b>Totals</b>              | <b>.50</b> | <b>103.00</b> |                 |
| <b>Total Labor</b>         |            |               | <b>103.00</b>   |
| <b>Total this Sub-Task</b> |            |               | <b>\$103.00</b> |
| <b>Total this Task</b>     |            |               | <b>\$103.00</b> |

**Port Prelim Design, EAW and Permitting (0000002)**

**Professional Services**

|                    | Hours        | Amount           |                  |
|--------------------|--------------|------------------|------------------|
| Principal          | 13.50        | 2,781.00         |                  |
| Project Engineer   | 6.00         | 966.00           |                  |
| Project Manager    | 1.50         | 253.50           |                  |
| Senior Planner     | 47.50        | 7,713.50         |                  |
| Planner            | 13.00        | 1,807.00         |                  |
| <b>Totals</b>      | <b>81.50</b> | <b>13,521.00</b> |                  |
| <b>Total Labor</b> |              |                  | <b>13,521.00</b> |

**Consultants**

|                        |                          |                 |                    |
|------------------------|--------------------------|-----------------|--------------------|
| Consultant             |                          |                 |                    |
| 5/23/2024              | CJS ColeJenest & Stone   | 1,503.00        |                    |
|                        | <b>Total Consultants</b> | <b>1,503.00</b> | <b>1,503.00</b>    |
| <b>Total this Task</b> |                          |                 | <b>\$15,024.00</b> |

**Federal Environmental Review (0000008)**

**Fee**

|                  |           |                       |
|------------------|-----------|-----------------------|
| Total Fee        | 26,400.00 |                       |
| Percent Complete | 11.3636   | Total Earned 3,000.00 |

*Baye Tenniel Creech*

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.

200-472-46500-303 Engineering Fees

7/3/2024

|         |                |                                    |                           |                    |
|---------|----------------|------------------------------------|---------------------------|--------------------|
| Project | H19.114396.000 | Wabasha/USACE Dredge Material Plan | Invoice                   | 0339820            |
|         |                | Previous Fee Billing               | 0.00                      |                    |
|         |                | Current Fee Billing                | 3,000.00                  |                    |
|         |                | <b>Total Fee</b>                   |                           | <b>3,000.00</b>    |
|         |                |                                    | <b>Total this Task</b>    | <b>\$3,000.00</b>  |
|         |                |                                    | <b>Total this Invoice</b> | <b>\$18,127.00</b> |

**Billings to Date**

|               | Current          | Prior             | Total             |
|---------------|------------------|-------------------|-------------------|
| Fee           | 3,000.00         | 0.00              | 3,000.00          |
| Labor         | 13,624.00        | 497,569.25        | 511,193.25        |
| Consultant    | 1,503.00         | 105,693.52        | 107,196.52        |
| Expense       | 0.00             | 19,130.90         | 19,130.90         |
| <b>Totals</b> | <b>18,127.00</b> | <b>622,393.67</b> | <b>640,520.67</b> |

Bolton & Monk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.6(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.

**Port Authority**

3. 7.

**Meeting Date:** 07/16/2024

**ITEM TITLE:** Flaherty & Hood Invoice 21500

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review Flaherty & Hood Invoice 21500.

**ACTION REQUIRED:**

Approve Flaherty & Hood Invoice 21500.

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**Attachments**

Flaherty & Hood Invoice 21500

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# Flaherty & Hood, P.A.

525 Park Street, Suite 470  
St. Paul, MN 55103  
651-225-8840  
Fax 651-225-9088  
Billing Questions: 651-225-8840

July 02, 2024

CITY OF WABASHA  
PO BOX 268  
WABASHA, MN 55981

Invoice Number: 21500  
Client Number: 8981

*#95: 100-410-41800-304 General Legal Fees*  
*#100: 200-472-46500-304 Port Authority Legal Fees*

|                                     |                        |
|-------------------------------------|------------------------|
| <b><u>BALANCE SUMMARY</u></b>       |                        |
| Total fees incurred on this invoice | \$195.00               |
| Net current charges                 | \$195.00               |
| <b>BALANCE DUE</b>                  | <u><u>\$195.00</u></u> |

## RE: GENERAL MUNICIPAL MATTERS

Matter Number 00002

### PROFESSIONAL SERVICES

|            |     |  |          |            |       |
|------------|-----|--|----------|------------|-------|
| 06/11/2024 | MEF | Locate resolution templates and email to City Administrator. | 0.25 hrs | 190.00 /hr | 47.50 |
| 06/13/2024 | MEF | Review draft resolution and reply to City Administrator.     | 0.25 hrs | 190.00 /hr | 47.50 |

Current Professional Services Charges: \$95.00

TOTAL CURRENT CHARGES FOR THIS MATTER \$95.00

## RE: REAL ESTATE MATTERS

Matter Number 00003

### PROFESSIONAL SERVICES

|            |     |   |          |            |        |
|------------|-----|---|----------|------------|--------|
| 06/11/2024 | MEF | Finalize purchase agreement for Port project and email the same to S. Kohner. | 0.50 hrs | 200.00 /hr | 100.00 |
|------------|-----|---|----------|------------|--------|

Current Professional Services Charges: \$100.00

TOTAL CURRENT CHARGES FOR THIS MATTER \$100.00

*Carol M*  
*#95 legal fees - operating*  
*#100 - Barge Terminal*

**Port Authority**

**5. 1.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** USACE Guest Speakers: Robert Stanick and Eric Hammer

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

USACE representatives Robert Stanick and Eric Hammer will be leading discussion.

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**Port Authority**

**5. 2.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** EIS Update from Bolton & Menk

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

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**Attachments**

Barge Terminal Facility Status Memo

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Real People. Real Solutions.

## MEMORANDUM

Date: July 11, 2024  
To: Port Authority Members  
From: Brian Malm, Angie Smith, and Kristi Trisko  
Subject: Barge Terminal Facility- Environmental Assessment Status

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Following the Agency Coordination Meeting on April 23, 2024, we updated and resubmitted the State-level Draft EIS to agencies (MNDNR, USACE, USFWS) for their final comments on Thursday, May 30, 2024, with a deadline of Friday, June 28, 2024, for comments. We received comments from the USFWS on June 28<sup>th</sup> and from the MnDNR on July 1st.

The twelve comments received from the USFWS were largely a repeat of their earlier comments and have been reentered in the Comment/Response document for the project. The MnDNR submitted twenty-four (24) additional comments. While there are no “stumpers” in their comments, we are addressing their questions and comments within the Final EIS and will include a *Comment/Response* Appendix to ensure future permit compliance. In addition, our team is working through the Federal Environmental Assessment (EA) document in compliance with the Maritime Administration’s (MARAD) NEPA process. We anticipate submitting the State-level Final EIS to the EQB Monitor and the Draft Federal EA to MARAD in late August.

The Past Significant Dates for the environmental review process are as follows:

- Draft EIS Publication Date: October 3, 2023
- Draft EIS Public Meeting Date: October 19, 2023
  - Public Meeting Time: 5:30 – 7:30 p.m.
  - Public Meeting Location: Wabasha City Hall, 900 Hiawatha Drive E, Wabasha, MN
- Draft EIS Comment Deadline: November 2, 2023
- Draft EIS Agency Meeting: April 23, 2024
- Draft EIS Update Agency Review: May 30, 2024
- Draft EIS Update Comments Received: July 1, 2024

The Proposed Dates for the environmental review process are as follows:

- Final EIS and Federal EA Port Authority Review and Approval: August 20, 2024
- Final EIS and Draft Federal EA Submittal: August 27, 2024
- Final EIS Review period: September 3-13, 2024
- Final EIS Notice of Adequacy by Port Authority: September 17, 2024
- Federal EA Agency Coordination: September – November 2024
- Federal EA Approval (anticipated): December 2024

Following completion of the environmental review processes (State and Federal), the project can continue with final design, permits, and approvals.

**Port Authority**

**5. 3.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** Approval of 2024 Section 217d Agreement Tipping Fees

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Caroline Gregerson will present the recommended tipping fee for 2024.

| <b>Year/Scenario</b>             | <b>Island Offload</b> | <b>Pit Offload</b> |
|----------------------------------|-----------------------|--------------------|
| 2024 approved                    | \$24.80               | \$11.12            |
| 2025 Proposed Admin Required     | \$25.92               | \$14.23            |
| 2025 Administration Conservative | \$26.33               | \$14.51            |

The Kohners have applied the allowable inflationary index by the Army Corps to their amount. 2025 number includes administrative tipping fee required by the projected debt. 2025 applies the approved administrative fee needed in 2023, which assumed more debt for building the barge terminal.

**ACTION REQUIRED:**

Approve 2024 Section 217d Agreement tipping fees

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**Port Authority**

**5. 4.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** Port Authority Goals Discussion

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

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**Attachments**

Possible Near Future Goals for the Port Authority Coordinator

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## Researched Possible Near Future Goals for the Wabasha Port Authority Coordinator

### **1. Business Challenge – Attracting Businesses to Wabasha**

- Researching Spring Grove, not Red Wing's model
- Red Wing's Business Retail Challenge is a Red Wing Mainstreet Event with paid staff and financial support from Red Wing's Port Authority.
- This project would take 40 hours per week

### **2. Campground at Marcou Park**

- Working with Planning and Zoning for more information on the possibility
- Meeting scheduled for July 24<sup>th</sup> at 0900 with CEDA staff to find out more information on how to build a municipal campground

### **3. Signage by the AmericInn**

- A large stone project would cost \$70k or more (see below)
- I contacted Schad Tracy Signs out of Oronoco for a quote
- I contacted a CEDA team member in Plainview as they received a new sign: "Things are going well, hope the same for you. Yes, the two signs are new as of last fall. The city got two bids: one from Schad Tracy for \$79,492 and one from LaCrosse Sign for \$64,825 (this bid did not include the removal of the two signs). They ended up paying Dankwart Landscaping & Excavating \$4,612.26 for the removal of the signs and then paid LaCrosse to install the new ones so the total cost to the city was \$69,437.26. This was entirely budgeted for in the City's capital improvement plan, but as you could imagine, there were still some people who did not want the city paying that much money for new signs."

### **4. Façade Improvement Program**

- I asked SMIF's Small Town Grant Coordinator on 7.16.24 if this grant could help fund this type of project
- I would request the Port to utilize old TIF money in August

### **5. Playground Equipment**

- Researching with SMIF, Small Town Grant Administrator, for an Eagles Basin Playground
- The City of Wabasha has a family neighborhood that has no community gathering place. It is an isolated area of about 50 homes with no easy safe connections to other areas. Would the Port propose a community playground feature to help support families meeting one another and children having a community gathering place.

**6. Identifying properties and land for commercial and/or industrial Development (not listed on the MLS site)**

- This will take data research and boots on the ground talking to the building and land owners
- This information (all data) can be placed on Location One, which is already on our website for distribution for those wanting to have a business in Wabasha
- Creating an ordinance restricting downtown buildings to commercial only on the main level. Too many buildings are turning into air bnbs. Most communities have those type of ordinances restricting this.

**7. Joint Chamber, Port, and Mainstreet Board Meeting – possibly semiannually or quarterly**

- Caroline, Courtney, Dusty, and Mary met on 7.16.24 to talk about coordination efforts between the three organizations.
- Courtney suggested a 3 day a week contract with CEDA to get projects done
- Mary requested more funds from the city to help fund a part time administrator to assist her with administrative duties and data entry (\$6-10k)
- Courtney has access to Placer for data pulls that Dusty could utilize
- My roles are: promotion of programs such as the Revolving Loan Fund, Façade, and commercial/industrial buildings and lands for possible future development, as well as informing all businesses in town of grant opportunities and small business development opportunities. These duties do not overlap with MainStreet or Chamber.

**Port Authority**

**6. 1.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** Coordinators Report

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

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**Attachments**

July 2024 Wabasha Port Authority Coordinators Report

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# 2024 Wabasha Port Authority Coordinator Report

Meeting: Tuesday, July 16, 2024

## Assist with Housing & Development: 2024 PRIORITY

- Continue to assist exploring the feasibility of listing city-owned land for development (Main Street Property)
- Continue to assist establishing the feasibility of a funding strategy for redevelopment of River Crossings (Hwy 60 reroute)
- Continue to assist with the redevelopment of Grandpa's Barn/Transfer Station into a 44-unit multifamily housing unit

## Assist with Childcare: 2024 PRIORITY

- Working with the Mayor to gain a childcare facility in Wabasha
- Assist potential in-home childcare providers with business startups and resources/funding

## Revolving Loan Fund Program: 2024 PRIORITY

- Continue to send monthly emails to all businesses informing them of the Port's Revolving Loan Program.
- Re-capitalize the revolving loan fund by applying to the USDA Revolving Loan Fund Recapitalization Application in fall of 2024.
- Current RLF holders (5): Anderson House, Round the Clock Nutrition, Hills Hardware Hank, Cassie Modjeski (In-home daycare facility), Broken Paddle
- Currently working on letters of support and identifying those businesses to sign them

## Business Consulting (Business Retention, Expansion & Attraction): ONGOING

- Continue to assist Wabasha businesses looking for assistance with Port programs (RLF) and business start-ups, expansions, relocation, etc. or any needs entrepreneurs may have in coordination with the Wabasha Chamber of Commerce
- Continue to send out SBA, SMIF, and DEED grant and loan relief programs by email to businesses.
- Currently building an up-to-date business directory for proper outreach services and updated employee numbers for each business
- Assisting with the Food Share relocation and grant writing, if needed.
- Continue to develop a Façade Improvement Program

## Façade Improvement Program: ONGOING

- August 1, 2024 the program is set to start

## Barge Terminal/Highway 61 project: AS NEEDED

- Participate in Port Association meetings and obtain funding for the Barge Terminal as directed by City Administrator and Port Authority President
- Capitalize and operationalize the development of the terminal with the assistance of the City Administrator and Port Authority President
- Port Authority has received \$5 million in funding for the Highway 60 re-alignment project

### **Business Retail Challenge**

- Possibly creating a Business Challenge Event to draw services and retail into Downtown

### **Municipal Campground**

- Research costs to develop and purchase

### **New City Sign by AmericInn**

- Researching

### **U of M Tourism Assessment**

- Researching

### **Grant Opportunities (current):**

- SMIF: Small Town Grant – Summer 2024, Early Care and Education Grants – August 2024; Promise Act Grant – Fall 2024; Economic Development Grant – Early 2025
- USDA: RLF – 2 cycles/year (Feb and October)
- MN DNR grants: Parks and Recs – Every Spring
- Compeer Financial Grants: General Use Grant, etc. - always available
- MN DEED: always available

### **Progress Made (November 2023 to present):**

- Connected with businesses to access their needs – *continuous*
- Built a Business Directory – *continuous*
- Port Authority website development - *continuous*
- Attended the Chamber of Commerce Business Roundtable – Façade Improvement Program born
- Implemented Location One, or LOIS, on the Port Authority's webpage
- Created a Façade Improvement Program
- Assisted Broken Paddle, Michael Anderson, with the submittal of his RLF application
- Assisted with letters of support for the MN Workforce Housing Grant to major employers
- Visited with Wabasha Early Childhood Care facility manager, Jane, and the mayor 2.27.24
- Attended a Food Share meeting with Dave and the Mayor on 3.5.24
- Assisted two businesses with SMIF's Competitive PROMISE Act grant opportunity
- Assisted Cathy, the city, and KB with the MN DEED Redevelopment Grant due 1 August 2024
- Suggest RLF guideline changes (interest rate) for RLF renewal
- Created a BR&E survey and sent to all businesses June 2024
- Resurrected a few old goals of the Port and will pursue them if approved by the Port Authority

**Port Authority**

**7. 1.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** Main Street Coffee Meet Up Invitation: August 8, 2024

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

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**Attachments**

Main Street Coffee Meet Up August 8, 2024

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A top-down view of coffee-related items on a white surface. In the upper left, a cluster of dark brown coffee beans is scattered. To the right, a white ceramic cup is filled with a dark coffee beverage, topped with a dusting of brown powder. Surrounding the cup are various items: a small white bowl containing golden-brown sugar cubes, a single coffee bean, and several almond croissants. In the bottom left corner, there are several brown coffee stains of varying sizes.

# Coffee Meet Up

August 8th

8:00-9:00am

Anderson House - Katie's Room

Wabasha County Museum Director -  
Abigail Hall

Sponsor - Wabasha Main Street



**Port Authority**

**7. 2.**

**Meeting Date:** 07/16/2024

**ITEM TITLE:** Wabasha Food Share Letter

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

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**Attachments**

Wabasha Food Share Letter

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June 28, 2024

Dear Friends of the Wabasha Area Food Share:

For most of us, summertime means sunny skies, outdoor fun, and a break from the routine. But for thousands of Minnesota families, summer means an end to free breakfast and lunch programs available during the school year. Many families now turn to food shelves to put nutritious food on the table. These visits add to an already increasing number of people turning to area food shelves like ours for support.

**BUT WE ARE STEPPING UP TO THIS CHALLENGE AND HOPE YOU WILL JOIN US!**

The Wabasha Area Food Share will participate in the statewide Summer Challenge grant opportunity in partnership with *Hunger Solutions* and *Open Your Heart to the Hungry and Homeless*.

**SO, YOUR DONATIONS IN JULY WILL BE PROPORTIONALLY MATCHED BY THE SUMMER CHALLENGE GRANT!**

**How can you help?** Monetary contributions and food donations are always welcome. Visit our website [www.wabashafood.com](http://www.wabashafood.com) to make an on-line donation and for information on ways to support us. Or donate by mail: Wabasha Foodshare POB 174 Wabasha MN 55981.

**THE FOOD SHARE LEVERAGES MONETARY DONATIONS BY PURCHASING FROM THE CHANNEL ONE FOOD BANK  
AT PRICES THAT ARE GREATLY REDUCED, SOMETIMES JUST PENNIES PER POUND!**

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## **"Meet Us Under the Bridge" Friday, July 5 @ 7pm!**

In recognition of the Summer Challenge, RJAC will host a Fundraiser for the Wabasha Area Food Share at this concert. RJAC will donate a minimum of 25% of the donations received from the basket during the concert. To give specifically to the Food Share, please bring cash donations in an envelope marked 'Food Share' or write it on the bottom of your check. Also welcome: low/no sugar canned fruits, low sodium vegetables, canned fish and meat, packaged snacks, olive oil, vinegars, laundry detergent, toilet paper, shampoo, disinfecting spray/wipes.

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Please help us meet the Summer Challenge this July by reaching out any way you can. Your support allows us to continue meeting the food needs of our community.

Sincerely,

The Wabasha Area Food Share Board  
Chris Simonson, President