



## WABASHA PORT AUTHORITY AND DEVELOPMENT AGENCY

Wabasha City Hall  
<https://us02web.zoom.us/j/82539841446>  
Meeting ID 825 3984 1446  
Tuesday, August 20, 2024  
5:30 PM

1. **Call to Order -**
2. **Roll Call -**
3. **Consent Agenda -**
  1. July 16, 2024 Port Authority Meeting Minutes
  2. July Port Authority Financials
  3. Bolton & Menk Invoice 0342038
  4. Johnson & Scofield Invoice 43472
  5. Minnesota Pollution Control Agency Invoice 192288
  6. Minnesota Pollution Control Agency Invoice 193414
  7. Broken Paddle Revolving Loan Fund Disbursement
  8. 02-2024 Resolution for Port President and City Administrator as signatory authorities
  9. 03-2024 Resolution committing funds to the Barge Terminal Project
  10. Authorize City Administrator to sign Phase 2 environmental study of 2nd Street Apartment Site, with Terracon, for \$22,200, paid for through grant
4. **Old Business -**
5. **New Business -**
  1. Approval of the State-Level Final EIS for Submittal to the EQB Following Port-Authority Review and Final Updates
  2. Approval of the Draft Federal EA for Submittal to MARAD for Initial Review.
  3. Action on launch of Facade Grant Program and request to City Council to utilize TIF funds to support the project
  4. 5th Grant Boutique Revolving Loan Fund Application
  5. Provide feedback on Livability section of website
  6. Approve up to \$10,000 to apply for MnDOT TED funds for highway re-route.
  7. Provide feedback to staff on potential new lot creation near Cannon Park, based on certified survey map.
6. **CEDA Coordinator Report**
  1. City Administrator/City Finance Director Updates
  2. August 2024 Wabasha Port Authority Coordinators Report
7. **Other -**

8. Next Meeting - Thursday, September 17, 2024
9. Adjourn -

**Port Authority**

**3. 1.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** July 16, 2024 Port Authority Meeting Minutes

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review July 16, 2024 Port Authority Meeting Minutes.

**ACTION REQUIRED:**

Approve July 16, 2024 Port Authority Meeting Minutes.

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**Attachments**

July 16, 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, July 16, 2024

5:30 PM

Present: President John Friedmeyer; Board Member Dave Wodele; Treasurer Cory Loechler; Board Member Robin Gwaltney; Vice President Jeff Sulla; Board Member Mary Flicek; Board Member Craig Falkum

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

Moved by Vice President Jeff Sulla, seconded by Board Member Craig Falkum to approve the consent agenda.

**Vote:** 7 - 0 Adopted - Unanimously

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

US Army Corps of Engineers representatives Robert Stanick (Chief of Channels and Harbors) and Eric Hammer (Channel Maintenance Coordinator) were present at City Hall. Stanick and Hammer took questions and comments from Port Authority members and meeting attendees. Topics included blowing sand at the pit, options to add soil and vegetation, and truck entrance and exit points at the barge terminal site.

2. EIS Update from Bolton & Menk

City Engineer, Brian Malm, provided an update on the EIS. The DNR and Fish and Wildlife feedback has been received. The DNR provided 24 additional comments. These comments will be addressed in the comment and response appendix. 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

City Administrator, Caroline Gregerson stated that the DNR comments largely related to zoning and ensuring that this is not phase one of a larger barge terminal project. Malm stated that we have answered these concerns multiple times (ex. building the terminal as small as possible). There are no plans to expand operations. Additional comments could come in September. A summary, comments, and response appendix will be available for Port Authority review in September.

3. Approval of 2024 Section 217d Agreement Tipping Fees

City Administrator, Caroline Gregerson, presented the recommended tipping fee.

Year/Scenario	Island Offload	Pit Offload
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.

Moved by Board Member Robin Gwaltney, seconded by Board Member Craig Falkum to approve the 2025 Proposed Admin Required of \$25.92 for inland offload and \$14.23 for pit offload.

**Vote:** 7 - 0 Adopted - Unanimously

4. Port Authority Goals Discussion

Port Authority goals were discussed. The seven goals outlined were:

1. Business Challenge – Attracting Businesses to Wabasha
2. Campground at Marcou Park
3. Signage by the AmericInn
4. Façade Improvement Program
5. Playground Equipment
6. Identifying properties and land for commercial and/or industrial Development (not listed on the MLS site)
7. Joint Chamber, Port, and Mainstreet Board Meeting – possibly semiannually or quarterly

Discussion indicated that all seven are good goals to be working on. CEDA Representative, Dusty Liston, will work on these goals as time allows.

6. **Coordinator's Report -**

1. Coordinators Report

CEDA Representative, Dusty Liston, provided a 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 -

Moved by Board Member Craig Falkum, seconded by Vice President Jeff Sulla to adjourn the July 16, 2024 Port Authority meeting.

**Vote:** 7 - 0 Adopted - Unanimously

**Port Authority**

**3. 2.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** July 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**

July 2024 Port Authority Financials

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Wabasha Port Authority Financial Summary and Projection												
July 31, 2024												
<b>Port Authority Current Account Balances</b>												
Cash and Marketable Securities												
PA Checking												\$295,514
Restricted Funds												
PA Revolving Loan Fund												\$39,020
<b>Total Current Account Balances:</b>												<b>\$334,534</b>
	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-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>\$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>\$0</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	\$3,686	\$3,686	\$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>\$28,511</b>	<b>\$3,511</b>	<b>\$28,511</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>\$3,686</b>	<b>\$11,186</b>	<b>\$153,686</b>
<b>Port Authority Fund 200 Balance</b>												
	<b>\$267,003</b>	<b>\$263,742</b>	<b>\$235,232</b>	<b>\$231,721</b>	<b>\$220,960</b>	<b>\$217,274</b>	<b>\$213,588</b>	<b>\$210,151</b>	<b>\$206,465</b>	<b>\$202,779</b>	<b>\$253,223</b>	<b>\$99,537</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>\$31,276</b>	<b>\$32,995</b>	<b>\$34,714</b>	<b>\$36,433</b>	<b>\$38,152</b>	<b>\$39,871</b>	<b>\$41,590</b>	<b>\$43,309</b>	<b>\$45,028</b>	<b>\$46,747</b>	<b>\$48,466</b>	<b>\$50,185</b>

Wabasha Port Authority Bank Account Detail

July 2024

Summary	
Port Authority Account Summary	
Port Authority Balance: Fund 200	\$295,513.95
Revolving Loan Fund Balance: Fund 201	\$39,020.26
Total	\$334,534.21

Account Details	
Port Authority Checking Account	
June 30, 2024 Balance	\$335,034.03
Deposit: Port Authority Interest	\$674.29
Withdrawal: City Staff Support (1st Half 2024)	\$7,500.00
Withdrawal: Bolton & Menk Invoice 0339820	\$18,127.00
Withdrawal: CEDA 3rd Quarter 2024 Invoice	\$10,532.25
Withdrawal: CEDA Wabasha Workforce Housing Development Partnership (BIH Grant Funded)	\$585.12
Withdrawal: Terracon Pre-Demolition Inspection (Funded by Compeer Grant)	\$2,500.00
Withdrawal: Terracon Pre-Demolition Inspection	\$400.00
Withdrawal: MPCA (Food Share and Transfer Building)	\$300.00
Withdrawal: MPCA (Food Share and Transfer Building)	\$150.00
Withdrawal: Flaherty & Hood Invoice 21500	\$100.00
July 31, 2024 Balance	\$295,513.95

Port Authority Revolving Loan Fund	
June 30, 2024 Balance	\$37,145.97
Deposit: Hill Loan Payment	\$550.00
Deposit: Modjeski Loan Payment	\$210.00
Deposit: Round the Clock Loan Payment	\$200.00
Deposit: Round the Clock Loan Payment	\$200.00
Deposit: Anderson House Loan Payment	\$714.29
July 31, 2024 Balance	\$39,020.26

**Port Authority**

**3. 3.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** Bolton & Menk Invoice 0342038

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review Bolton & Menk Invoice 0342038.

**ACTION REQUIRED:**

Approve Bolton & Menk Invoice 0342038.

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**Attachments**

Bolton & Menk Invoice 0342038

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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

July 31, 2024  
Project No: H19.114396.000  
Invoice No: 0342038  
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

Port Prelim Design, EAW and Permitting (0000002)

**Professional Services**

	Hours	Amount	
Senior Planner	24.50	4,231.00	
Planner	5.50	643.50	
Totals	30.00	4,874.50	
<b>Total Labor</b>			<b>4,874.50</b>

**Consultants**

Consultant			
6/30/2024	CJS ColeJenest & Stone	668.00	
	<b>Total Consultants</b>	<b>668.00</b>	<b>668.00</b>
	<b>Total this Task</b>		<b>\$5,542.50</b>

Federal Environmental Review (0000008)

**Fee**

Total Fee	26,400.00		
Percent Complete	58.9015	Total Earned	15,550.00
		Previous Fee Billing	3,000.00
		Current Fee Billing	12,550.00
		<b>Total Fee</b>	<b>12,550.00</b>
		<b>Total this Task</b>	<b>\$12,550.00</b>

Subconsultant Braun Intertec (0000011)

**Reimbursable Expenses**

Testing		162,128.25	
<b>Total Reimbursables</b>		<b>162,128.25</b>	<b>162,128.25</b>
		<b>Total this Task</b>	<b>\$162,128.25</b>
		<b>Total this Invoice</b>	<b>\$180,220.75</b>

*Carl M. [Signature]* Barge Terminal  
8/12/2024

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

Project	H19.114396.000	Wabasha/USACE Dredge Material Plan	Invoice	0342038
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**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Fee	12,550.00	3,000.00	15,550.00
Labor	4,874.50	511,193.25	516,067.75
Consultant	668.00	107,196.52	107,864.52
Expense	162,128.25	19,130.90	181,259.15
<b>Totals</b>	<b>180,220.75</b>	<b>640,520.67</b>	<b>820,741.42</b>

Bolton & Menk, 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 60-300.5(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. 4.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** Johnson & Scofield Invoice 43472

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review Johnson & Scofield Invoice 43472.

**ACTION REQUIRED:**

Approve Johnson & Scofield Invoice 43472.

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**Attachments**

Johnson & Scofield Invoice 43472

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# Johnson & Scofield, Inc.

## Surveying & Engineering

1203 Main Street  
Red Wing, MN 55066  
Phone No. 651-388-1558  
Fax No. 651-388-1559  
www.johnsonscotland.com

## Invoice

Date	Invoice #
7/25/2024	43472

City of Wabasha Port Authority  
C/O Caroline Gregerson, City Administrator  
PO Box 268  
Wabasha, MN 55981

P.O. No.	Terms	Project
	Due on receipt	Work Order 2024-563

Hours	Description	Rate	Amount
	Land survey services to conduct boundary and topographic survey according to the proposal dated 13 June 2024.	3,500.00	3,500.00
	Knight Barry Title Search	450.00	450.00
	Materials	120.00	120.00
	200-472-46500-311 Contractor Fees		
		<b>Balance Due</b>	<b>\$4,070.00</b>

Payment due upon receipt of invoice. A 3% fee will be added to any payments made by credit/debit card.  
A finance charge of 1.5% per month (18% per year) will be assessed to unpaid balance after 15 days.

PLEASE INDICATE YOUR INVOICE NUMBER WHEN SENDING YOUR PAYMENT-THANK YOU!!

Main Street / pink pencils Carol H. 7/29/2024 Port Authority

**Port Authority**

**3. 5.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** Minnesota Pollution Control Agency Invoice 192288

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review Minnesota Pollution Control Agency Invoice 192288.

**ACTION REQUIRED:**

Approve Minnesota Pollution Control Agency Invoice 192288.

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**Attachments**

Minnesota Pollution Control Agency Invoice 192288 \$150

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Minnesota Pollution Control Agency  
Fiscal Services  
520 Lafayette Road  
St. Paul, MN 55155-4194

Invoice #: 10000192288  
Invoice Date: 5/21/2024  
Due Date: 6/20/2024  
Amount Due: \$150.00 USD  
Amount Paid: \_\_\_\_\_

Please remit to:  
  
MPCA  
PO Box 64893  
St. Paul, MN 55164-0893

Bill to: Wabasha Area Food Share and Grandpa's  
Barn/Transfer Station  
Attn: Caroline Gregerson  
900 Hiawatha Drive E  
Wabasha, Minnesota 55981-  
USA

R3201 000010000192288 0 10000192288ZZZZZZZZZZ 9 0000015000

Minnesota Pollution Control Agency  
Invoice

VIC Reimbursements

Fees for the following:  
  
259432

Invoice Number: 10000192288  
Invoice Date: 5/21/2024  
Due Date: 6/20/2024

Wabasha Area Food Share and Grandpa's Barn/Transfer  
Station  
128 and 142 2nd Street West, Wabasha, Minnesota 55981

Amount: \$150.00

Item	Description	Amount
1	VIC Reimbursements. Crawford,Alana Frances - Appl Process - 1 hours	\$150.00
Total for Invoice:		\$150.00

200-472-46500-311 Contractor Fees

**Port Authority**

**3. 6.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** Minnesota Pollution Control Agency Invoice 193414

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review Minnesota Pollution Control Agency Invoice 193414.

**ACTION REQUIRED:**

Approve Minnesota Pollution Control Agency Invoice 193414.

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**Attachments**

Minnesota Pollution Control Agency Invoice 193414 \$300

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Minnesota Pollution Control Agency  
Fiscal Services  
520 Lafayette Road  
St. Paul, MN 55155-4194

Invoice #: 10000193414  
Invoice Date: 7/21/2024  
Due Date: 8/20/2024  
Amount Due: \$300.00 USD  
Amount Paid: \_\_\_\_\_

Please remit to:  
  
MPCA  
PO Box 64893  
St. Paul, MN 55164-0893

Bill to: Wabasha Area Food Share and Grandpa's  
Barn/Transfer Station  
Attn: Caroline Gregerson  
900 Hiawatha Drive E  
Wabasha, Minnesota 55981-  
USA

R3201 000010000193414 0 10000193414ZZZZZZZZZZZ 9 0000030000

Minnesota Pollution Control Agency  
Invoice

VIC Reimbursements

Fees for the following:	Invoice Number:	10000193414
259432	Invoice Date:	7/21/2024
	Due Date:	8/20/2024
Wabasha Area Food Share and Grandpa's Barn/Transfer Station 128 and 142 2nd Street West, Wabasha, Minnesota 55981	Amount:	\$300.00

Item	Description	Amount
1	VIC Reimbursements. Nichols,Andrew Donald - Phase I/PA/SI - 2 hours	\$300.00
Total for Invoice:		\$300.00

200-472-46500-311 Contractor Fees

**Port Authority**

**3. 7.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** Broken Paddle Revolving Loan Fund Disbursement

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Review the Broken Paddle Revolving Loan Fund Disbursement.

**ACTION REQUIRED:**

Approve the Broken Paddle Revolving Loan Fund Disbursement.

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**Attachments**

Sorensen Restoration Inc Invoice 626 \$3,325

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Sorensen Restoration Inc.  
67400 207th Ave  
Wabasha, MN 55981 US  
651-565-3377  
mgs0328@wabasha.net  
sorensenrestoration.com

## Invoice

BILL TO  
Michael  
Brolern Paddle Guiding Company  
213 Main St W  
Wabasha,, Mn. 55981

SHIP TO  
Michael  
Brolern Paddle Guiding Company  
213 Main St W  
Wabasha,, Mn. 55981

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
626	08/05/2024	\$3,325.00	09/04/2024	Net 30	
P.O. NUMBER	SALES REP				
Michael	Mike				

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Brick Resoration	Brick wall repairs filling holes in wall with reinforce mortar and block/brick. Applied scratch coat and then a brown coat rubbed out with rubber float finish.  Cut out and replaced 30 brick along with cutting joints and tuck pointing bad area on stairway. Tooled off the joints to match existing.  Labor and materials to complete the job.	1	3,325.00	3,325.00

BALANCE DUE

**\$3,325.00**

Broken Paddle Revolving Loan Fund Disbursement

201-472-46500-430

**Port Authority**

**3. 8.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** 02-2024 Resolution for Port President and City Administrator as signatory authorities

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

This is a requirement for the grant. John Friedmeyer (Port President) and Caroline Gregerson (City Administrator) would be the signatories on behalf of the Port for the State grants that the Port received to build the barge terminal.

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**Attachments**

02-2024 Resolution for Signatory Authorities

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**Resolution No. 02-2024**  
**Resolution for Port President as Signatory Authority**

**WHEREAS**, pursuant to Minnesota State Statute, Chapter 457a, under the Port Development Assistance Program (PDAP), the City of Wabasha supports the establishment of the Wabasha Barge Terminal Project, located at 1501 & 1600 5th Grant Blvd West within its boundaries; and

**WHEREAS**, in accordance with definitions of Port Development Assistance, the Wabasha Barge Terminal Projects meets the program purpose of expediting the movement of commodities on the commercial navigation system and promoting economic development; and

**WHEREAS**, To fulfill its under the PDAP program, the Wabasha Port Authority must authorize the execution of a General Obligation Bond Grant Agreement with the State of Minnesota to enable the receipt of the awarded funding,

NOW THEREFORE IT BE RESOLVED by the Wabasha Port Authority a follows:

The Wabasha Port Authority delegates the signatory to John Friedmeyer, its Port President and/or Caroline Gregerson, City Administrator.

Adopted by the council this 20<sup>th</sup> day of August, 2024.

Approved:

By: \_\_\_\_\_  
John Friedmeyer, Port President

Attested:

By: \_\_\_\_\_  
Tyler Grabau, Treasurer/Secretary

**Port Authority**

**3. 9.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** 03-2024 Resolution committing funds to the Barge Terminal Project

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

**ACTION REQUIRED:**

Approve resolution committing funds to Barge Terminal Project. The Wabasha Port Authority has \$2.7 million in federal funds and the balance of funds will be paid out of committed barge terminal operations revenue and/or a micro-loan through Minnesota Rural Water if cash funds are not on hand.

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**Attachments**

03-2024 Resolution Committing Funds

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**Resolution No. 03-2024**  
**Resolution for Local Funding**

**WHEREAS**, pursuant to Minnesota State Statute, Chapter 457a, under the Port Development Assistance Program (PDAP), the City of Wabasha supports the establishment of the Wabasha Barge Terminal Project, located at 1501 & 1600 5th Grant Blvd West within its boundaries; and

**WHEREAS**, in accordance with definitions of Port Development Assistance, the Wabasha Barge Terminal Projects meets the program purpose of expediting the movement of commodities on the commercial navigation system and promoting economic development; and

**WHEREAS**, To fulfill its under the PDAP program, the Wabasha Port Authority must authorize the execution of a General Obligation Bond Grant Agreement with the State of Minnesota to enable the receipt of the awarded funding,

NOW THEREFORE IT BE RESOLVED by the Wabasha Port Authority a follows:

1. Per Minnesota Statute Chapter 412.211, the Wabasha Port Authority has the legal authority to enter in to said agreement with MnDot.
2. The Wabasha Port Authority, as part of its 2025 capital finance plan and in committed federal funding from MARAD, has committed the balance of the project funds to the project, \$2,982,824.
3. The Wabasha Port Authority agrees to cover any costs that exceed the amount of funds provided by the state bond plus federal necessary to complete the project.

Adopted by the Wabasha Port Authority this 20<sup>th</sup> day of August, 2024.

Approved:

By: \_\_\_\_\_  
John Friedmeyer, Port President

Attested:

By: \_\_\_\_\_  
Tyler Grabau, Treasurer/Secretary

**Port Authority**

**3. 10.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** Authorize City Administrator to sign Phase 2 environmental study of 2nd Street Apartment Site, with Terracon, for \$22,200, paid for through grant

**DEPARTMENT:** Administration

---

**PURPOSE:**

**ITEM SUMMARY:**

Terracon Scope of Work:

- 2 soil borings to 20 feet
- 4 soil borings to 10 ft
- 1 soil boring to 5 ft
- Collect 5 soil samples for VOCs, GRO, DRO, RCRA, PAH
- Collect 1 soil sample for VOCs, GRO, DRO, RCRA, PAH
- Collect 2 groundwater samples for VOCs, GRO, and DRO
- 5 soil vapor probes to 8 feet
- 1 sub-slab soil vapor point
- Collect 6 soil vapor samples for VOCs

\$16,300

Response Action Plan Development (if needed \$3500)

Grant Amount: \$16,650

Balance Port Authority Match: \$3,150 (Compeer funds available for Portion)

**STAFF RECOMMENDATION:**

Procurement: Gregerson also obtained a quote for \$14,978.20 from Chosen Valley Testing for the Phase I alone. We could use them as they were slightly lower in price but MnDEED recommended working with a company that is familiar with their grant which Terracon is. Terracon also did the Phase I study for us so is familiar with the state. Staff recommends Port approve the Terracon bid.

**ACTION REQUIRED:**

Approve City Administrator to sign Phase 2 environmental study of 2nd Street Apartment Site, with Terracon, for work not to exceed \$22,200.

---

PURPOSE:

ITEM SUMMARY:

Bolton Menk will summarize the Environmental Impact Statement and ask the Wabasha Port Authority to approve the EIS. A copy of the EIS is available here: <https://www.wabasha.org/eisca/>. Please review the EIS that is available online and bring any questions. Attachments are available here: [https://boltonmenk-my.sharepoint.com/personal/angie\\_smith\\_bolton-menk\\_com/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fangie%2Fsmith%2Fbolton%2Dmenk%2Fcom%2FDocuments%2FWabasha%20Barge%20Facility&ga=1](https://boltonmenk-my.sharepoint.com/personal/angie_smith_bolton-menk_com/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fangie%2Fsmith%2Fbolton%2Dmenk%2Fcom%2FDocuments%2FWabasha%20Barge%20Facility&ga=1)

MEMORANDUM

Date: August 15, 2024  
To: Port Authority Members  
From: Brian Malm, Angie Smith, and Kristi Trisko  
Subject: Barge Terminal Facility- Final EIS Review & Approval

Modifications to the EIS

The following sections were updated from the May 2024 Draft EIS to the August 2024 Final EIS based on comments and responses from letters received from both the USFWS and MnDNR in July 2024.

Section / Item	Update
Figure 10b	Updated ownership of project area and Mississippi River dredging area
1.9	Updated Project Schedule
2.1	Water/sewer utilities would be used for a small office with restroom Operation and operator of the proposed use clarified Project area and the remaining use(s) for the two parcels clarified Public use impacts of the river to alternative sites
3.1 Table 1	Alternative Sites Assessment – added a ranking system to evaluate alternative sites
3.2	Alternatives Considered Included impacts to state-listed species and sensitive ecological areas Future project lot standards Updated Threatened, Endangered, and Species of Concern clarified as state or federally listed
4.5.3	Updated clarity of need for utility extension to site
4.6.2	Land Use, Plans, Zoning; additional clarification on the future lot standards, and zoning process for the preferred and alternative sites
4.3.2.1 4.15.1.1	Floodplain forests have been clarified along the river
4.13.3.3	No need for winter operations clarified
4.15.1	Clarification on ownership of riverbed
4.15.2	Updated comments on impacts to upland portions and fee-title land
4.17.4	Updated comments on lighting standards for the project
4.18.4	Updated language on dust suppressants containing chlorides will not be used
4.20.2.3 5	Alternative Site – Recreational River assessment updated impacts to existing marinas
4.21.2	Future parcel details on use, zoning, and impacts to the environment

Key Concerns

The key general comments generated from the MnDNR and USFWS are as follows:

- Concerns about the project including Federal Land, i.e., the dredged area within the Mississippi River from the channel to the dock.
- The future use of Kohner’s industrially zoned parcels minus the 8.2 acres for the City’s project and the future expansion of the City’s project that includes water, sewer, and electrical and the request for alternative or expanded layouts of the current project.
- “Other Commodities”
- Recreational impacts to public water.

Environmental Review Schedule

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

Port Authority Review and Decision

To approve the Barge Terminal Final EIS and Draft Federal EA for submittal as recommended by Staff.

Next Steps

- The “Notice of Adequacy” for the Final EIS, will complete this state-level process.
- Anticipate one to two rounds of comments on the Federal EA.
- Final design will continue through the fall and winter.
- Project permit reviews can occur concurrently, but cannot be approved, until completion of the environmental review process.

ACTION REQUIRED:

Approve EIS as the responsible entity.

**Port Authority**

**5. 2.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** Approval of the Draft Federal EA for Submittal to MARAD for Initial Review.

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

A copy of the EA is also available on the City's website for Port Authority members review: <https://www.wabasha.org/eisea/>. Bolton Menk Staff will summarize the EA and request for its submission to MARAD for approval.

---

**Port Authority****5. 3.****Meeting Date:** 08/20/2024**ITEM TITLE:** Action on launch of Facade Grant Program and request to City Council to utilize TIF funds to support the project**DEPARTMENT:** Administration

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**PURPOSE:****ITEM SUMMARY:**

Mike Bubany is estimating the amount of the admin costs we'll be able to transfer and use for the facade improvement program will be between \$15,000 and \$20,000, but the exact amount will not be calculated until we receive the second half tax settlement in December. The maximum amount per his calculation would be \$21,323 (calculation attached).

The easiest and cleanest way to do this transfer would be to wait until the second half taxes are received in December. Once taxes are received in December, Mike will run the calculation to determine the exact amount we can transfer. Staff anticipates a process to announce the program and begin accepting applications and that cash needed for the project will not be needed until next year. Council will need to also approve the use of these funds, as without these programs, it would be funds that just go back to the City's general fund.

- 1) Does Port support requesting of Council in September to utilize these funds to provide grants to small businesses?
- 2) Does Port support the program guidelines attached and announcing and beginning to take applications for the program, assuming Council approval?

Facade Grant Program: \$500-\$2500 maximum grant amount. 50-50 match.

Available to all buildings zoned non-residential. Available on a first-come first serve basis.

- 1) Does Port feel the grant amount is adequate?
- 2) Should the funds be available only to businesses that pay property taxes (versus a non-profit)?

**STAFF RECOMMENDATION:**

Recommend Approval, but wait until December 2024 for the funds availability.

---

**Attachments**

Façade Improvement Program Calculation

Guidelines

Application

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### Façade Improvement Program Calculation

\$ 24,286	2023 EOY Cash			
\$ (20,747)	Less Feb Pmt			
\$ 40,000	Plus estimated Increment in 2024 (total)			
\$ (20,695)	Less Aug Pmt			
\$ (6,213)	Less prepaid final Pmt			
\$ 16,631	Estimated EOY Balance 2024			
\$ 213,227	Total TIF Rec'd (2023 cum total plus estimated 2024)			
\$ 21,323	Max 10%			
\$ 6,000	Setup Costs DDA			
\$ 2,000	Contract Work Taft			
\$ 10,500	7 years reporting at \$1,500			
\$ 18,500	Total ESTIMATED Admin Costs			



## **BUSINESS FAÇADE IMPROVEMENT PROGRAM GUIDELINES**

The City of Wabasha and Wabasha Port Authority recognizes that healthy business areas play an important role in the vitality of a city. To encourage business exterior improvements the Wabasha Port Authority is announcing the Business Façade Improvement Program. This program is limited to businesses located in the City of Wabasha and limited funding is available. Therefore, projects will be considered on a first come first served basis and final approval is at the discretion of the Wabasha Port Authority.

### **A. Program Overview:**

The purpose of the Business Façade Improvement Program is a reimbursement program that provides incentives to improve and revitalize Wabasha businesses by improving the appearance of building facades and at the same time, stimulate private investment.

The Businesses Façade Improvement Program can only be used for exterior repairs/improvements, code violation corrections, signage, handicapped accessibility and energy efficiency improvements.

- ⇒ The minimum amount of assistance per building is \$ 500
- ⇒ The maximum amount of assistance is \$ 2500 for a non-historical building and \$ 5000 for a historical building.
- ⇒ The maximum percentage of assistance per building cannot exceed 50% of the total project cost;
  - The breakdown will be 50% façade improvement program and 50% owner contribution.
- ⇒ Upon completion of project and after proper documentation is shown the applicant will be reimbursed the approved amount.
- ⇒ The project funding is on a first come basis, while funding is available and final approval is at the discretion of the Port Authority.

### **B. Eligibility:**

- a. Applicant must be located within the City limits of Wabasha.
- b. Applicant must own the property or have the written consent of the property owner.
- c. Applicant must be current on all City loans and utility payments.
- d. Zoned non residential

- e. Eligible projects include exterior improvements visible to the public. These may include but is not limited to the following:
  - i. Rehabilitation or replacement of exterior windows and/or doors visible from public areas
  - ii. Replacement of missing decorative building features that are fixed in place or permanent
  - iii. Rehabilitation or replacement of historic rooflines or historic features of materials consistent with the historic nature of the building (including corbels of stone, brick, parapets of stone, brick, metal, wood or other)
  - iv. Awnings
  - v. Approved exterior lighting and signage
  - vi. Historic preservation-related maintenance which requires specialized care or expertise, (examples include tuck-pointing and cleaning)
- f. Ineligibility projects:
  - i. Any interior work
  - ii. Exterior improvements that are not visible from the public realm. Examples include roofs (except if allowable above) or improvements to the back of the building.
  - iii. Landscape improvements or plants
  - iv. Building acquisition
  - v. Building additions or new construction
  - vi. Routine maintenance
  - vii. Parking lots
  - viii. Any improvements completed or in progress at the time of the application

**C. Application Process:**

1. Applicant must submit a Business Façade Improvement Program Application (see attachment) with appropriate documentation that indicates the following:
  - a. Detailed description of the entire project
  - b. Before pictures
  - c. Bona fide written cost estimates of the entire project
  - d. Indicate the amount of Business Façade Improvement funds being requested
  - e. Indicate the eligible improvements for which the Business Façade Improvements Programs funds will be used
  - f. Identify that matching funds (50% minimum) have been acquired or made available to the project through a letter of credit from a bank or letter stating that the necessary funds are available in applicant's bank account.
  - g. Any other documentation requested by the Port Authority.

2. The Port Authority Coordinator identifies if the project meets eligibility requirements and, if so, will bring it to the Port Authority for further review.
3. Upon Port Authority Coordinator review, the Port Authority Coordinator will either recommend the project for final approval by the Port Authority or deny the request.
4. The Port Authority will be provided with all the appropriate documentation for final approval. The Port Authority reserves the right of ultimate review. The Port Authority may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and in the best interest of the community.
5. The Port Authority Coordinator will contact the applicant and relay the Port Authority's decision and if approved will arrange for the signing of required documents.
6. Applicant makes approved façade improvements and pays all invoices related to the improvements.
7. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications and provides receipts for work completed including pictures of the improvements that have been made to the Port Authority Coordinator.
8. The Port Authority Coordinator will bring all final documentation to the Port Authority board for final approval. The Port Authority will approve or deny reimbursement based on the completed project, documentation and receipts of work completed and paid for by applicant.



Wabasha Port Authority  
900 Hiawatha Drive East  
Wabasha, MN 55981  
(651)565-4568

### BUSINESS FAÇADE IMPROVEMENT PROGRAM APPLICATION

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

1. Mailing address: \_\_\_\_\_
2. Email Address: \_\_\_\_\_
3. Phone number: \_\_\_\_\_
4. Business Name and Contact Person: \_\_\_\_\_
5. Business Address of proposed work: \_\_\_\_\_
6. Does the applicant own the building: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If no, please attach a letter from the building owner evidencing a commitment to the applicant)
7. Project Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If more space is needed, please attach an additional sheet of paper with 7. Project Summary at the top)

8. Estimated Total Project Cost: \$ \_\_\_\_\_ (Please attach quotes, estimates and/or bids)
9. Total Amount Requested: \$ \_\_\_\_\_ (Minimum request **\$500**; Maximum request **\$2,500 (non-historical) and \$5,000 (historical)**; Maximum percentage of assistance per building cannot exceed **50%** of total project cost)

10. Proposed project start date: \_\_\_\_\_

11. Proposed project completion date: \_\_\_\_\_

Applicant Certification

I/We, the undersigned certify that I/We have the authority to sign this application, that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and that we will comply with the program guidelines. I/We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines the Port Authority reserves the right to deny reimbursement.

\_\_\_\_\_  
Name/Title (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Port Authority**

**5. 4.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** 5th Grant Boutique Revolving Loan Fund Application

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

The loan committee has reviewed the request and has approved the application to go forward for review to the Port Authority.

**STAFF RECOMMENDATION:**

Approve the application in the amount of \$25k.

**ACTION REQUIRED:**

Approve the 5th Grant Boutique Revolving Loan Fund Application.

---

**Attachments**

5th Grant Boutique RLF Application

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## Wabasha Port Authority Revolving Loan Program Application

### Applicant Information

Business Name: 5th Grant Boutique  
Contact: Chad + Anne Meurer  
All owner(s) with 20% or more interest (a personal loan guarantee will be required):  
Name of bank: WNB Wabasha Bank contact: Rick Vaplon Bank email: rickv@wnbfinancial.com  
Name of accountant: Amy Gaetjre Accountant email: amy.gaetjre@gmail.com  
Address: 629 14th St  
Street Address: Wabasha MN 55981  
City State ZIP Code  
Phone: 507 358 0104 anne Email: annem02@hotmail.com

### Loan Information

- 10-year loan term or the life of the security (whichever is less).
- The revolving loan fund interest rate is 3% below prime, capped at 5%.
- Security shall consist of the best lien available on real estate, equipment, inventory, etc.
- There must be evidence presented by the applicant that indicates the RLF loan is necessary to make the proposed project feasible.
- RLF loan funds will not be used to pay off any previous debt. Refinancing construction financing is an exception to this rule.

### Loan Amount

Please specify the loan amount you are applying for: \$25,000

### Use of Funding

Please provide a brief description of how your business would utilize the funding if obtained. (Attach additional sheet if necessary):  
5th Grant Boutique would like to open a coffee shop at their new location on Ambrose Ave. The money will be used to purchase items like the espresso machine, grinders, fridge, sinks & disposables for start up.

### Economic Impact on the Community

Please provide a brief description of how your project would have a positive economic on the community (Attach additional sheet if necessary):

The community has expressed interest in a coffee shop. We will provide high quality espresso & drip coffee, iced coffee & smoothies along with a small selection of pastries & a comfortable area for residence to gather & enjoy their coffee or a quiet place to work or study. Visitors to downtown can enjoy coffee to go & a quiet place to sit. We will also employ approx 3 more part-time baristas.

### Employees

Current number of employee full-time employees: 1  
Current number of employee part-time employees: 9  
Will the project result in an increase of jobs? yes  
Will the project result in retention of jobs? (If yes, please describe how the project will retain jobs). no

Funding Sources/Uses of Funding		
	Amount	Terms
<b>Funding Sources</b>		
Line of Credit	\$	
Outside Equity	\$	
Personal Equity	\$	
Term Loan/Bank Financing	\$	
Wabasha Port Loan Request	\$	
Other	\$	
<b>Total Funding Sources</b>	\$	

	Amount	Terms
<b>Uses of Funding</b>		
Inventory	\$ 7,000	syrups, disposables, furniture
Acquisition	\$	
Equipment Purchase	\$ 10,000	espresso machine, Blenders, grinder, ice machines
Construction: Describe	\$ 5,000	sinks, flooring, paint
Repairs: Describe	\$	
Working Capital	\$	
Other Describe	\$ 3,000	permits, plumbing
<b>Total Funding Uses</b>	\$	

#### Application Materials

Please prepare the following:

- A Personal Financial Statement
- Credit Report — recently done by Rick Yapon
- 2 years of financial statements (3 years for loan that exceed the maximum amount)
- 2 years' worth of tax returns (3 years for loans over \$25,000)
- For loan requests over \$25,000, Articles of Incorporation, Bylaws, and Articles of Organization
- \$100 Loan Application Fee

\*For startup businesses, provide a business plan and cash flow projections.

Signature: Inne Meurer

Date: 7/30/24

#### Certification

We hereby certify that all information contained above and in exhibits attached hereto are true and complete to the best knowledge and belief of the applicant and are submitted for the purpose of inducing the Committee, who is authorized to check the credit and employment history and to receive information about the industries credit experience as to approve the financial assistance herein applied for this application. Whether or not the financial assistance herein applied for is approved, applicant agrees to pay for the cost of any survey, title or mortgage examinations, appraisals, etc. performed by non-committee personnel with consent of applicant. We also understand that the request is subject to available funds in the Revolving Loan Fund and the approval of the City of Wabasha of director.

APPLICANT SHALL IMMEDIATELY NOTIFY THE COMMITTEE OF ANY CHANGE IN OR ADDITION TO THE INFORMATION ABOVE.

By signing, the applicant agrees to allow City Staff identify financials with the applicant's banker.

**Port Authority**

**5. 5.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** Provide feedback on Livability section of website

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Preston and Lanesboro have Livability sections on their city websites. Grant funding may be available for Wabasha to add a similar section to the City of Wabasha website. Please view the Preston and Lanesboro sites (links below) and we will discuss feedback at the Port Authority meeting.

[Livability \(prestonmnchamber.com\)](http://prestonmnchamber.com)

[Livability - City of Lanesboro \(lanesboro-mn.gov\)](http://lanesboro-mn.gov)

Costs to build this section of the website could be reimbursed through grants and would cover content on why prospective residents would want to live in Wabasha.

Provide feedback to Cathy on progress for WATCH committee.

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**Attachments**

Housing planning document 2022 - 2024

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## **Wabasha WATCH Planning Document 2022 - 2023 - 2024**

### **Power Points - Organize - Planning**

[Power Point One](#)

[Power Point Two](#)

Community Concept Paper Completed

Stantec/City recommend community engagement - completed

Wabasha will host a housing summit - Completed

Purpose of this Plan: To Organize, Plan, identify and research ED Tools, Marketing

***Welcome to W.A.T.C.H “Wabasha Area’s Team for Community Housing, the first of its kind, is dedicated to our mission and values. In summary, we hope to make our quaint, active river town, the place where all residents feel they are part of a safe, vibrant community. A community that celebrates growth together”***

### **Create Innovative Housing Solutions & Build Housing Through Collaborations**

<b>Items to Complete</b>	<b>Who Will Complete the items</b>	<b>In What Timeframe</b>	<b>Specific tasks,and Notes</b>
Set up a local housing committee - WATCH	Port Staff	Completed	View the member <a href="#">list</a> , meets monthly, spreadsheet tab 3
Apply to MNHPI For TA	Port Staff	Completed	Meet every other month for 2 days
Gather a core group to attend MNHP meetings	Port Staff	Completed	Through May of 2023
Identify Areas within the community to develop using the future land use map	Local Committee	Completed & Ongoing	<a href="#">Link</a> to development materials, spreadsheet tab one
Create a list of landowners to speak with.	Local Committee	Created & Ongoing	<a href="#">Link</a> to ongoing list tab 2

Create a list of stakeholders and developers	Local committee and MNHP core group	Created & Ongoing	A must to accomplish by Feb 1 to identify who to send information to. See planning doc
Apply for grant to pay for Housing Study	Port/WATCH Staff	Completed	Awaiting MNHP TA grant potential award to begin the study. Approved 11-2022
Hire a housing study firm, RFP	Port Staff City Council WATCH committee	Completed	STANTEC was hired 11-22
Plan and implement community engagement sessions to aide with the housing study	WATCH members Public Works Community Questions	Completed	12-7 met with City Dept heads 12-7 met with WATCH
Identify and Communicate projects, concept paper to share projects with Developers	Local Committee MNHPI core group Staff & MNHPI coach	Completed	Create a concept paper using our tasks
Create a development opportunity map, with map key to attract outside interest	Local Committee and Port Staff	Completed & Ongoing	12-22 reviewed and sent to Stantec to include a map Stantec creates within the housing study
Create a local housing resource sheet for the city website	Port Staff	Completed but to be reviewed every 6 months	<a href="#">Online Completed</a> , Ongoing updates will always be needed
Create Marketing pieces for a community meeting & Community	WATCH & professional firm	Community meeting completed, need	Use of the \$5000 grant

Marketing piece		Wabasha piece	
Identify and then invite project stakeholders to a community meeting. Create a list of agencies, or businesses	WATCH	Completed	
Investigate changes to ordinance that prohibit economic development	Planning Using a Compeer Grant in Eyota, CEDA can write for \$5,000 in funds in 2025	Ongoing	Development agreements - Jeff is checking To see if requiring a home built on a lot that is developed is viable Stantect is going to review ordinances and make recommendation within the housing study
Meet with Port & Council to keep them informed, ask for city land for RFP	CEDA- Watch Chair	Completed and ongoing	Ongoing updates, March - present study and ask to place city parcels in to RFPs and RFI
Hold a community forum to showcase housing development opportunity and needs	CEDA	Completed	
Create RFP for project areas	CEDA	Completed	
Tour developers thru Wabasha	Staff and WATCH	Completed	
Tour developers projects in surrounding communities	Staff and WATCH	Completed for 2nd street, still ongoing for other parcels	
Select a developer for 2nd street	Port & WATCH	Completed	

Find economic tools for each Developer's project that fills potential gaps to move their project forward	Ongoing	See Spread sheet	
Needs assessment of the Downtown, do we need rental apartment rehab funds	CEDA Staff	Community Block Grant	2025?
Apply for CB grant for downtown apartments & commercial buildings	CEDA & HRA	Community Block Grant	2025?

Develop a Housing Trust Fund	Port/city Begin at the local committee level	Now thru January to see if this is feasible	Thru January	Typically these funds are set up by entities with levy abilities, as a way to continue to fund the Trust in the future. Swift County created a LHFT not long ago and the county passed a levy that brought in \$500k. Their plan is to spend down the funds and then levy again in the future. A number of MN counties and cities have created these funds and have successfully levied for them. It often requires a campaign to get folks educated about the LHFT and supportive of efforts to raise money for it. You'll want to determine eligible uses of the funds. Development gaps for low and moderate income housing as well as rehab programs for owner occupants and landlords are common uses of the funding. I've also seen down payment programs funded by LHFTs.
Land Trust	N/A		This idea was not adopted	Community Land Trusts are typically reserved for low income buyers- under 80% AMI. First Homes CLT out of

				Rochester could be a future partner.
Use of USDA & DEED funding to bridge purchasing gaps for SF home developers	Beyond 2024 for SF Home			Bigelow indicated they are not interested in Government programs, Mike Paradise 2023
Use of State of MN Impact Funds for Manufactured Homes	Manufactured Homes	SEMCAC is willing to learn more to apply and admin	Due in July	
Use of Workforce Housing Grant	Main Street	CEDA, Developer, Caroline	Application completed and submitted, waiting on funding awards	\$2,5 million for a \$12.3M project
Employer Assisted Program Housing Trust Fund	Trust Fund			If there are employers willing to contribute funding, we could look at creating an Employer Assisted Housing Program, but typically those programs provide down payment assistance for buyers, rather than development gaps to the developer.
Use of Tax Abatement	N/A at this time			
Use of TIF	City Staff	Caroline/Mike Bubany/Developer	For April 2024 Grant App - completed for 2nd street	
Apply for fund for Phase One Studies	2nd and Main	Cathy	Completed	Awarded <b>\$4,500</b> to study Main street and 2nd street
Hire a firm for Phase One Studies	2nd	Cathy	Completed for 2nd street	Food shelf to become aware someone from Terracon will be on site
Use of contamination	CEDA	Cathy and Caroline	Due in August -	Redevelop the Athletic Fields

and redevelopment DEED Funds			completed	
Meet with nearby commercial developers Including KWIK Trip	River Crossing	Port Staff and Watch	Meeting one of many Completed	Grocery Store, Kwik Trip, Koners Cathy has introduced herself to Kwik Trip, and Dave W has kept Koners informed
Support the Hospital's senior housing initiatives		WATCH, Port, City Council		
Community Meeting	Main Street	WATCH	If grant funds are awarded	Explain the project
Apply for HRA grant	Main Street and 2 years of projects	CEDA	Completed	<b>\$10,000</b> to assist with 50% of grant writing - pending
PR Pieces	All	CEDA	March - April 2024	
Apply for LMC grant	Main Street +	CEDA		\$5,000 grant
Local Tax Credit	Watch to educate community	WATCH/CEDA	To fill project gaps, ongoing opportunity	
Coop for Manufactured Home Parks		WATCH/North Country	Contact was made, North Country Coop is making contact with land owners	
Rebound Potential Partnership				

For the Housing Study, Stentec has asked Wabasha a series of questions to support their data analysis and strategies for increasing Wabasha's housing stock. The following information was provided.

1. **GIS map layering** - Boten and Menk have given you access to the items you requests - True? Do you need anything more?
2. **Building Permit Data** - Wendy and Caroline have a spreadsheet for you and are meeting with you on Dec 8th, please let me know if you have further questions. The County may be a second resource to use as a comparison to show Wabasha how they are doing within their own County
3. **Specialty Housing**
  - A. For resources, Stentec plans to use Co-star, I also recommended SEMN Realtors and Northstar MLS data. Data is collect via Northstar MLS, and three is information on the SEMMCHRA website
  - B. Stentec asked for properties with:
    - Affordable rents
    - Market rate rentals
    - Senior Housing
    - I am added, include housing for people with Disabilities

#### **Affordable rents**

[Link](#) to SEMMCHRA SITE, in Wabasha they manage: River Valley, and Manor Homes

Maple Grove Apartments <https://www.semmchra.org/properties/maple-grove-apartments-wabasha-mn/?portfolioCats=4%2C8>

River Valley Apartments <https://www.semmchra.org/properties/river-valley-apartments-wabasha-mn/?portfolioCats=4%2C8>

There are some private rentals for \$500 here is a link to the site: [rental units wabasha - Search \(bing.com\)](#)

#### **Market rate rentals**

The city, police, and or fire department may have a list of their landlords, please ask **Wendy at City Planning** for potential data, or perhaps recommend the City begin to register both short and long term rental.

There are privately owned condos, as well as our newest development - the Riverfront condos - You will find this link to a map with our condos: [condos in wabasha mn - Search \(bing.com\)](#)

### **Senior Housing**

Gunderson or St Elizabeth's is licensed for 100 beds - they may only be using 80, [St Elizabeths Health Care Center – Wabasha, MN – SeniorHousingNet.com](#), Jim Root in our emails can assist you with further information

This website site takes you to a large amount of senior demographics, I feel the census data is a bit old: [Top Wabasha, MN Assisted Living Facilities \(seniorcare.com\)](#)

### **I am adding housing for people with Disabilities**

Great River Homes, Cari's email is included in our email chain she may know of other homes for people with disabilities I have not listed (Great Rivers is a community housing stakeholder) See the properties via the following link:

<https://www.greatriverhomes.org/our-homes/>

### **4. Housing Stake holders: Some of the most relevant include**

**Some of the Relevant Stakeholders includes:**

- SEMMCHRA
- Gunderson Hospital- largest employer
- Three Rivers Community Action
- Two Rivers Habitat for Humanity
- Local Developers
- Southern MN Initiative Foundation (SMIF)
- City (City owned parcels, TIF, taxabatement, Could Establish a local housing trust fund
- SELCO- our library
- School & Churches
- GranPad - Local business owner with technology for seniors
- Great River Homes
- WATCH Local Housing Group
- New Developers from outside the area

- MN Housing
- DEED
- GMHF
- USDA
- SEMCAC
- Gunderson Hospital also referred to as St Elizabeth's
- Seniors who own a home but have no where to move to
- Wabasha Area Foundation
- WNB - Bank

## **5. Real Estate Professionals**

### **Realtors**

Blaine Marcoo

Jay Jewson

Robin Gwaltney

Phil St Marlin - markets Eagle Basin for the developer

### **Winona Developers:**

- C.D. Smith, Latsch Partnership, and River Hospitality for the mixed-used development of a hotel, parking, and residential on the 60 Main site
- Habitat for Humanity: Habitat for Humanity completed the construction of a single-family home for a low to moderate income family on the property the Port Authority sold to Habitat for Humanity in 2020.
- Water's Edge Apartments LLC to construct of a 41-unit workforce housing apartment building at 602 Mankato Avenue.
- The Port Authority secured a Clean-up Grant at the site of the Main Square Development for \$271,500. Main Square Development constructed a residential and commercial building in downtown Winona and a build-out for Winona Health. The construction cost was \$18,190,000
- e Port Authority has selected Sherman and Associates to work on the riverfront development located @ 60 Main Street. They have extensive experience in riverfront development. The proposal includes a mixed use development. The Port Authority secured a clean-up grant at 60 Main Street.
- The Port Authority of Winona acquired the final parcel on the "Hardees Block" in 2017. The block was identified in the Comprehensive Plan as a mixed use redevelopment area. The Port sold the land to Main Square Development LLC and the Hiawatha Education Foundation in May of 2018. Main Square Development invested \$25 Million in downtown

Winona in the construction of 60 apartments and 19,000 sq. ft. of office space. The Port approved the plans for the project in July 2018.

- Throughout 2015, City and Port staff worked extensively with Morningside Terrace to provide funding for a much needed remodel. The project will result in extensive updates to each rental unit.

**Based on MN Housing Project Awards:**

**Silverarrow Apartments**, Sauk Centre, rehabilitation of 28 units

- **A new apartment building is coming to Maplewood:** J.B. Vang Partners has been selected for funding for its proposed Gladstone Village, which will create 65 new workforce and permanent supportive apartments in Maplewood that will be affordable to people making less than half of the area median income. The development features many 4- and 5-bedroom apartments to meet the housing needs of larger families. Some of the units will be set aside for people who have previously experienced homelessness and people with disabilities. Supportive services will be provided on site for residents who qualify.
- **Eight new homes to be built in Grand Rapids:** Itasca County Housing & Redevelopment Authority (HRA) is partnering with One Roof Community Housing to build eight new-construction single-family homes on the site of a former elementary school in Grand Rapids. The homes will be part of a community land trust that will preserve the affordability of the homes for generations to come. Participating homebuyers will receive homebuyer education and counseling from KOOTASCA Community Action. Itasca County HRA is a first-time applicant for the Agency's single-family resources.
- **Manufactured Home Community in Moorhead to get facelift:** Bennett Park Cooperative is a 22-lot, resident-owned manufactured home community in Moorhead with overdue infrastructure needs. The sewer pipes and watermain are deteriorating and the parking lots and roads need to be reconstructed. Bennett Park provides some of the most affordable housing in Moorhead, with the lowest lot rents in the region. The replacement of six abandoned homes along with the infrastructure upgrades will restore the community's livability and invest in the maintenance all residential structures require.

**Central Minnesota**

Counties: Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena and Wright

### **Multifamily Selections**

- **Silverarrow Apartments**, Sauk Centre, rehabilitation of 28 units

### **Manufactured Housing Selections**

- **Clearwater Forest**, South Haven, 89 lots, wastewater treatment system
- **Lakeshore Terrace**, Lindstrom, 78 lots, street improvements and accessible storm shelter/community space

### **Northeast Minnesota**

Counties: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and Saint Louis

### **Single-Family Selections**

- **Itasca County HRA Community Land Trust**, Grand Rapids, new construction of 8 homes
- **One Roof Community Housing Acquisition-Rehab-Resale**, Duluth and Two Harbors, 12 units of acquisition-rehabilitation and resale
- **One Roof Community Housing New Construction - Scattered Sites**, Duluth, new construction of 4 homes
- **Single Family Owner-Occupied Rehabilitation Program**, Duluth, 13 units of owner-occupied rehabilitation

### **Multifamily Selections**

- **Harbor Highlands VI Townhomes**, Duluth, new construction of 40 units
- **Wadena West Apartments**, Duluth, new construction of 60 units

### **Manufactured Housing Selections**

- **Green Acres MHP**, Grand Rapids, 12 lots, replace well and water system
- **Midway Park**, Grand Rapids, 13 lots, improvements to water, sewer system, and fencing

## **Northwest Minnesota**

Counties: Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Polk, Pennington, Red Lake, and Roseau

### **Single Family Selections**

- **Mahnomen Two-Lot Single-Family Development**, Mahnomen, new construction of 2 homes

### **Multifamily Selections**

- **Red Lake Homes XIV**, Red Lake, new construction of 28 units
- **Red Lake Supportive Housing 2**, Red Lake, new construction of 28 units

## **Southeast Minnesota**

Counties: Blue Earth, Brown, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Le Sueur, Martin, Mower, Nicollet, Olmsted, Rice, Sibley, Steele, Wabasha, Waseca, Watonwan and Winona

### **Single Family Selections**

- **Faribault Single Family Project: Large Family Housing**, Faribault, new construction of 6 homes
- **First Homes Community Land Trust - Suburban Growth Initiative**, Rochester, Kasson, St. Charles, and Spring Valley, new construction of 6 homes
- **Gap Financing Program**, Three Rivers Community Action, Inc., Southeast Minnesota, 15 units providing affordability gap financing
- **PCLT-New Construction**, Mankato, new construction of 3 homes

### **Multifamily Selections**

- **1st & 3rd Apartments**, Austin, new construction of 40 units
- **Edge Apartments**, Kasson, new construction of 48 units
- **Valleyhigh Flats II**, Rochester, new construction of 51 units
- **Walnut Towers**, Mankato, rehabilitation of 86 units

### **Manufactured Housing Selections**

- **Divine Acres**, New Auburn, 19 lots, pre-cast storm shelter
- **Five Lakes Cooperative**, Fairmont, 87 lots, street improvements and storm shelter
- **Gaylord MHP**, Gaylord, 30 lots, acquisition and infrastructure updates
- **Grandview MHP**, Red Wing, 93 lots, sewer system updates
- **High Ciara**, Mankato, 81 lots, street improvements
- **Madelia Mobile Village Cooperative**, Madelia, 53 lots, new storm shelter
- **Valley View MHP**, Mazeppa, 35 lots, street improvements, fire hydrants, and tree removal
- **Vista Village**, Brownsdale, 29 lots, water hydrants, electrical upgrades, and tree removal

### **Southwest Minnesota**

Counties: Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac Qui Parle, Lincoln, Lyon, Meeker, McLeod, Murray, Nobles, Pipestone, Renville, Redwood, Rock, Swift and Yellow Medicine

### **Single Family Selections**

- **Critical Repair Projects for Low-Income Homeowners**, Cottonwood, Jackson, Murray, Nobles, and Pipestone Counties, 15 units of owner-occupied rehabilitation
- **Jackson Homeownership Program**, Jackson, new construction of 3 homes

### **Manufactured Housing Selections**

- **Normandale Mobile Park** - Redwood Falls, 48 lots, repair storm sewer system and roads

## **Twin Cities Metro**

### **Single Family Selections**

- **City of Lakes Community Land Trust Homebuyer Initiated Program (CLCLT HIP)**, Minneapolis, 10 units providing affordability gap financing
- **City of Lakes Community Land Trust Homebuyer Initiated Program (HIP)**, Minneapolis, owner-occupied rehabilitation
- **City of Lakes Community Land Trust New Construction**, Minneapolis, new construction of 1 home
- **Community Keys Plus, Ramsey**, Hennepin, Washington, Anoka, and Dakota Counties, 50 units providing affordability gap financing
- **Critical Repair Projects for Low-Income Homeowners**, North and South Minneapolis, St. Paul, Maplewood, North St. Paul, Brooklyn Center, Brooklyn Park, Robbinsdale, and Crystal, 32 units of owner-occupied rehabilitation
- **Golden Valley Affordable Homeownership Program**, Golden Valley, new construction of 1 home
- **Healthy Homes Assistance Project**, Hennepin County, 7 units of owner-occupied rehabilitation
- **Home Accessibility Ramps Program**, Hennepin and Ramsey County, 15 units of owner-occupied rehabilitation
- **Homes Within Reach (HWR)**, Eden Prairie, Edina, Golden Valley, Crystal, Maple Grove, Minnetonka, Plymouth, Richfield, and St. Louis Park, 9 units of acquisition-rehabilitation and resale
- **Homes Within Reach (HWR) New Construction**, Bloomington, new construction of 2 homes
- **Minneapolis Homes: Financing**, Minneapolis, 5 units of acquisition-rehabilitation and resale
- **Minneapolis Homes: Financing**, Minneapolis, new construction of 13 homes
- **Minnetonka Boulevard Redevelopment**, Minnetonka and St. Louis Park, new construction of 8 homes
- **Northside Home**, North Minneapolis, new construction of 2 homes
- **PRG - Minneapolis Infill**, Minneapolis, new construction of 8 homes
- **Rondo Community Land Trust (CLT) Homebuyer Initiated Program (HIP) Affordability Gap Program**, Ramsey County, 10 units providing affordability gap financing

- **Rondo Community Land Trust Homebuyer Initiated Program - Rehab Gap Program**, Ramsey County, owner-occupied rehabilitation
- **Scott County Community Land Trust Expansion in Partnership with Twin Cities Habitat for Humanity (TCHFH) - Phase 2**, Prior Lake, 4 units providing affordability gap financing
- **The PATH (Preserving Affordable Tracks to Homeownership) Project**, Washington County, 3 units of acquisition-rehabilitation and resale
- **Twin Cities Habitat for Humanity, 2022 New Construction Affordability Gap**, 7-county metro area, new construction and affordability gap financing for 10 homes
- **Twin Cities Habitat for Humanity, 2022 SAAG Open Market Program**, 7-county metro area, 35 units providing affordability gap financing
- **Twin Cities Habitat for Humanity, 2022 Scattered Site Acquisition-Rehab**, 7-county metro area, 20 units of acquisition-rehabilitation and resale

#### **Multifamily Selections**

- [3030 Nicollet, Minneapolis](#), new construction of 110 units
- **Agra**, Minneapolis, new construction of 155 units
- **Carver Place**, Carver, new construction of 60 units
- **Gladstone Village**, Maplewood, new construction of 65 units
- **Minnesota Indian Women's Resource Center**, Minneapolis, rehabilitation of 24 units
- **Native American Community Clinic - Housing**, Minneapolis, new construction of 83 units
- **Prairie Pointe Apartments**, Shakopee, new construction of 42 units
- **Wangstad Commons**, Brooklyn Center, new construction of 54 units

#### **West Central Minnesota**

#### **Single Family Selections**

- **Maple Court Homeownership Development Program**, Moorhead, 5 units providing affordability gap financing
- **West Central Community Land Trust**, Douglas, Pope, and Otter Tail Counties, 6 units providing affordability gap financing
- **With All, For All**, Clay County, new construction of 2 homes

## Developers

See our [opportunity map for local land owners](#), these folks may want to develop or merely sell, or become a partner

See the [Developers Tab](#) on our excel document in the link above

- Kohners (speak with Shawn Kohner)
- Fitzgerald's - large almost platted S.F. market rater developer/development
- Nate Woodward - land near coffee mill ski area
- Jamie Judish - developed Pine Island MN 34 unit market rate apartment
- Two Rivers Habitat
- Three Rivers Action Council
- Bigelow Homes, building in Eagle Basin
- Mac Hamilton - Rochester Commercial Developer who is putting together investment groups and building apartments in SE MN
- Mike Sholing construction
- Advanced Construction
- Schwabe Construction
- Roemer Construction
- Beard Group
- Stencil
- Kall
- Keller Bartman
- More listed on the developers tab

## 6. Previous Studies

2000 housing study

Greater MN Futures Hwy 60 reroute

Wabasha Comprehensive Plan <https://www.wabasha.org/comprehensiveplan/>

Rochester - Wabasha's MSA, Olmsted County Housing Study  
2023 City of Wabasha Housing Study - Completed

## **7. Comparison Cities for the Housing Study**

By consensus: Lake City, Plainview, and Zumbrota

**Port Authority**

**5. 6.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** Approve up to \$10,000 to apply for MnDOT TED funds for highway re-route.

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Caroline submitted letter of interest. As of 8/16/2024 and MnDot indicated to proceed with the full application and work with Kurt, with MnDot region 6. It is due September 8th. Staff requesting up to \$10,000 in consulting costs to apply for the funds, with staff providing support to be a not to exceed. Caroline is concerned about the job expansion or new job creation requirements that would have to be proved as part of the project. Caroline to meet with Bolton Menk staff on 8/20. If Ashley has a strategy path forward and if feedback is obtained from MnDot that is positive, Caroline would like authorization to move them forward to apply. If there is not a viable path to prove economic development or it is not competitive we would not move forward.

Caroline recommends that she put together an LMC grant navigator application which would require a City Council resolution. Up to \$5000.

One component that we are not strong is would be proving job creation or retention associated with the new highway reroute and the development Any ideas? Administrator Gregerson discussed with Great River Homes about future potential for office/housing but we a significant City investment we would likely prioritize businesses that would create tax value. They probably would be willing to write us a letter of support. As would Kwik Trip.

---

**Port Authority**

**5. 7.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** Provide feedback to staff on potential new lot creation near Cannon Park, based on certified survey map.

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

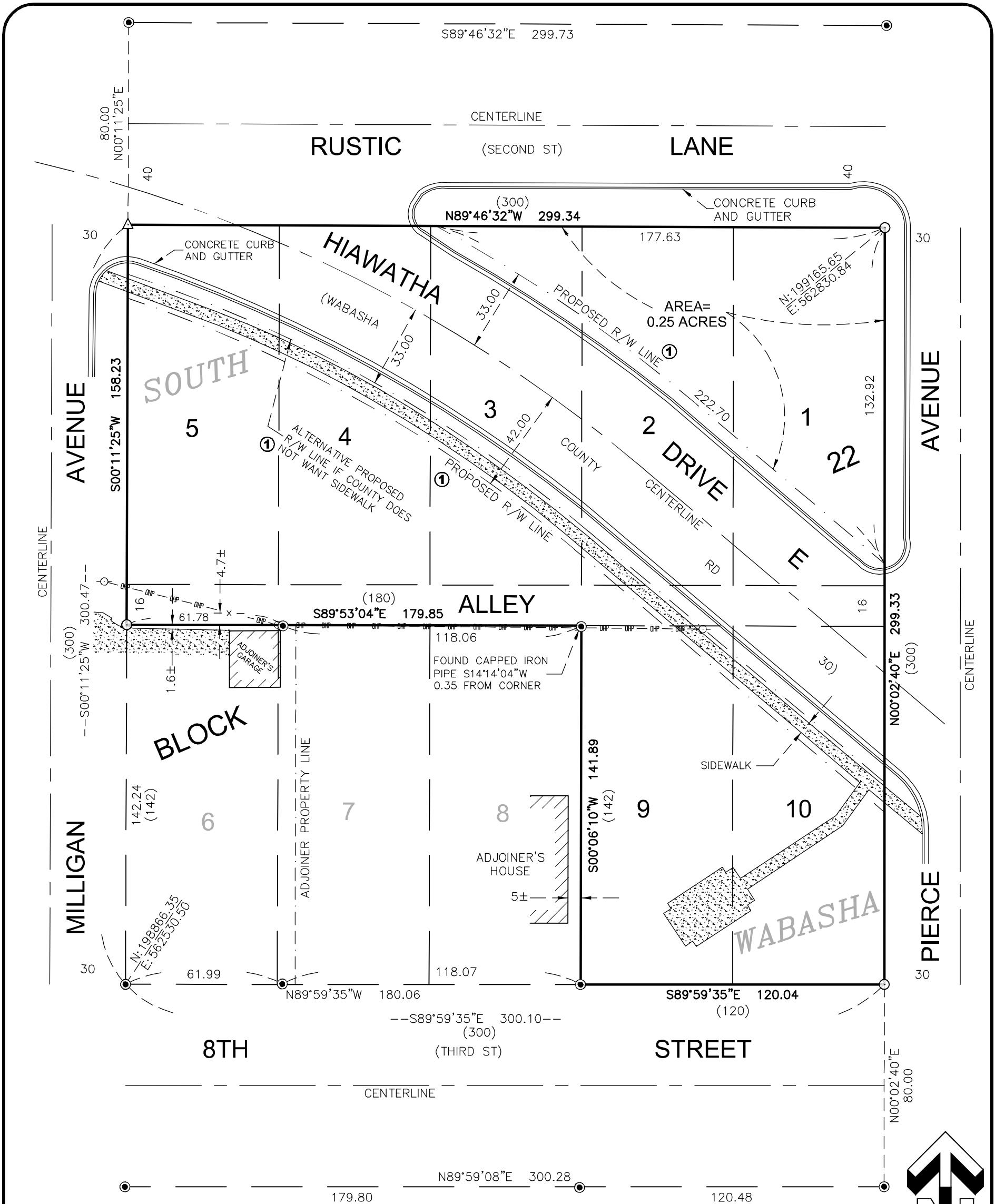
Johnson Scofield requested input on where to draw future lot lines.

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**Attachments**

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### LEGEND

- DENOTES A PLACED 1" BY 18" IRON PIPE HAVING A PLASTIC CAP BEARING LAND SURVEYOR LICENSE NO. 12788.
- △ DENOTES A PLACED P.K. NAIL.
- DENOTES FOUND IRON MONUMENT.
- (142) DENOTES BEARING AND/OR DISTANCE OF RECORD.
- DENOTES POWER POLE.

- ① DENOTES SURVEYOR'S NOTE.
- DENOTES CONCRETE SURFACE.
- DENOTES EXISTING BUILDING.
- OHP — DENOTES OVERHEAD POWER LINE.
- x — DENOTES EXISTING FENCE.



THE BEARINGS AND COORDINATES SHOWN HEREON ARE ORIENTED TO THE WABASHA COUNTY COORDINATE SYSTEM, NAD 83, 1996 ADJUSTMENT (HARN).

path: S: \Share\PLATS\SOUTH WABASHA\BLOCK 22\CITY OF WABASHA\CITY OF WABASHA.dwg

### CERTIFICATE OF SURVEY FOR:

CITY OF WABASHA PORT AUTHORITY C/O  
CAROLINE GREGERSON, CITY ADMINISTRATOR



JOHNSON & SCOFIELD INC.  
SURVEYING AND ENGINEERING

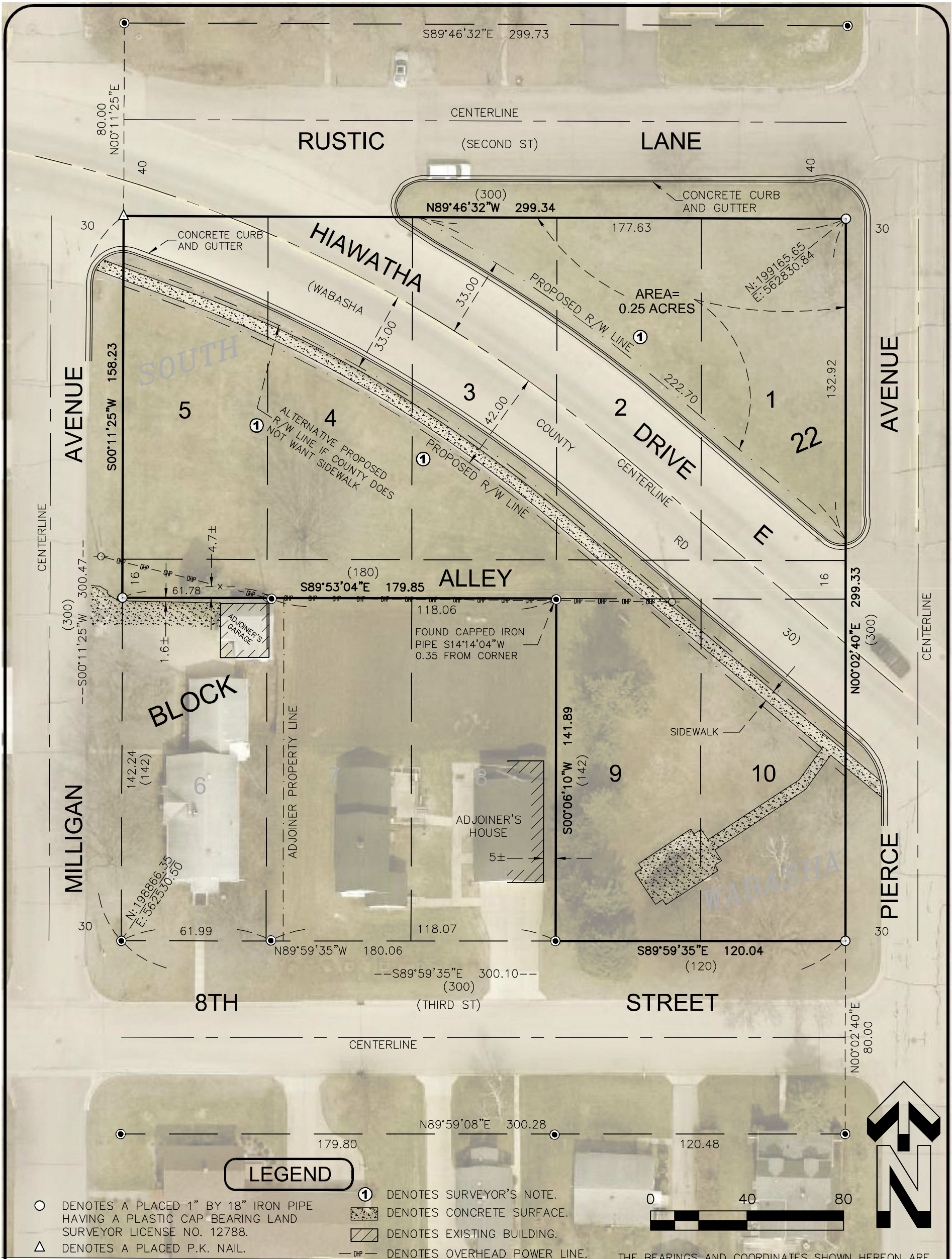
1203 MAIN STREET, RED WING, MN 55066  
(651) 388-1558

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*David A. Johnson*

David A. Johnson  
Minnesota License No. 12788  
Date: August 16, 2024.

BK. NA	PG. NA	W.O.#	DRAWING NUMBER
SHEET 1 OF 2 SHEETS	24-562	S-11489	



○ DENOTES A PLACED 1" BY 18" IRON PIPE HAVING A PLASTIC CAP BEARING LAND SURVEYOR LICENSE NO. 12788.  
△ DENOTES A PLACED P.K. NAIL.  
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path: S: \Share\PLATS\SOUTH WABASHA\BLOCK 22\CITY OF WABASHA\CITY OF WABASHA.dwg

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Date: August 16, 2024.

BK. NA	PG. NA	W.O.#	DRAWING NUMBER
SHEET 1 OF 2 SHEETS	24-562	S-11489	

**PROPERTY DESCRIPTION OF RECORD (DOC. NO. 144840) (BK. 157, PG. 879)**  
**WABASHA COUNTY QUIT CLAIMS LAND TO THE CITY OF WABASHA FOR PARK PURPOSES**

Lot Three and the east half of Lot Four in Block Twenty Two in that part of the City of Wabasha known as South Wabasha, according to the plat thereof now on file and of record in the office of the Register of Deeds in and for Wabasha County.

Lot Five and the west half of Lot Four in Block Twenty Two in that part of the City of Wabasha known as South Wabasha, according to the plat thereof now on file and of record in the office of the Register of Deeds in and for Wabasha County.

Lots Nine and Ten, Block Twenty Two of that portion of the City of Wabasha known as South Wabasha, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Wabasha County.

Lots One and Two, Block Twenty Two in that part of the City of Wabasha known as South Wabasha, according to the plat thereof now on file and of record in the office of the Register of Deeds in and for Wabasha County.

① \*The County reserves the road as it now exists over and through the above described property.

**SURVEYOR'S NOTE:**

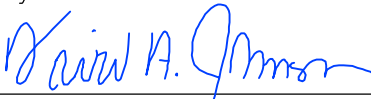
The County of Wabasha "reserved the road" in the above referenced Quit Claim Deed. For the purposes of this survey it was assumed that the County conveyed fee title to the City of Wabasha and retained an easement. The location and size of the easement is assumed to be for only the physical road as it was located in 1974, when the deed was granted. It is doubtful that the sidewalk existed at that time. It should be determined who is to have jurisdiction over the sidewalk and how wide the road right of way should be. A new legal description should be drafted and then a deed granted back to the County. Advice from an attorney is advised.

path: S:\Share\PLATS\SOUTH WABASHA\BLOCK 22\CITY OF WABASHA\CITY OF WABASHA.dwg

**CERTIFICATE OF SURVEY FOR:**  
*CITY OF WABASHA PORT AUTHORITY C/O  
CAROLINE GREGERSON, CITY ADMINISTRATOR*

**JOHNSON & SCOFIELD INC.**  
**SURVEYING AND ENGINEERING**  
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I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

  
David A. Johnson  
Minnesota License No. 12788  
Date: August 16, 2024.

BK. NA	PG. NA	W.O.#	DRAWING NUMBER
SHEET 2 OF 2 SHEETS	24-562		S-11489

**Port Authority****6. 1.****Meeting Date:** 08/20/2024**ITEM TITLE:** City Administrator/City Finance Director Updates**DEPARTMENT:** Administration

---

**PURPOSE:****ITEM SUMMARY:****Updates:**

Certified survey maps for properties and next steps.

Continue a 2024 haul beginning now and ending in 10-15 weeks. City Administrator has communicated with the Army Corps and Kohners to use the 2024 tipping rates.

Highway 60 Funding: Submitted letter of interest to TED. We need to show businesses that would expand or start as a result of the project. Waiting to hear from MnDot and will be meeting with Bolton Menk.

Consider adding to City Administrator's job description, under the direction of the WPA and in collaboration with other WPA staff, direct Wabasha Port Authority and lead community and economic development activities.

Transfer to the City, 20% of City Administrator's benefits plus salary in 2025 and 10% of Finance Director's salary and benefits.

**2025 Projects**

- Barge Terminal Project Management : Will be going major construction project that will not only require Bolton Menk oversight but oversight from City Administrator, acting in the interest of the Port Authority

- Potential apartment project and other housing initiatives

- Highway 60 planning and work

This would be an increase of \$23,257 payment to the general fund over a 12-month period.

\$5000 general administrative costs (phone, printing, IT software, accounting).

**STAFF RECOMMENDATION:**

For quite some time, the City Administrator has focused at least 20% of her time moving forward a number of initiatives on behalf of the Port Authority- HVAC grant, guiding the work of CEDA representatives, the Finance Director also manages the finances for the Port and the barge terminal, meeting minutes, and a number of other day-to-day tasks.

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**Attachments**

2 design estimates

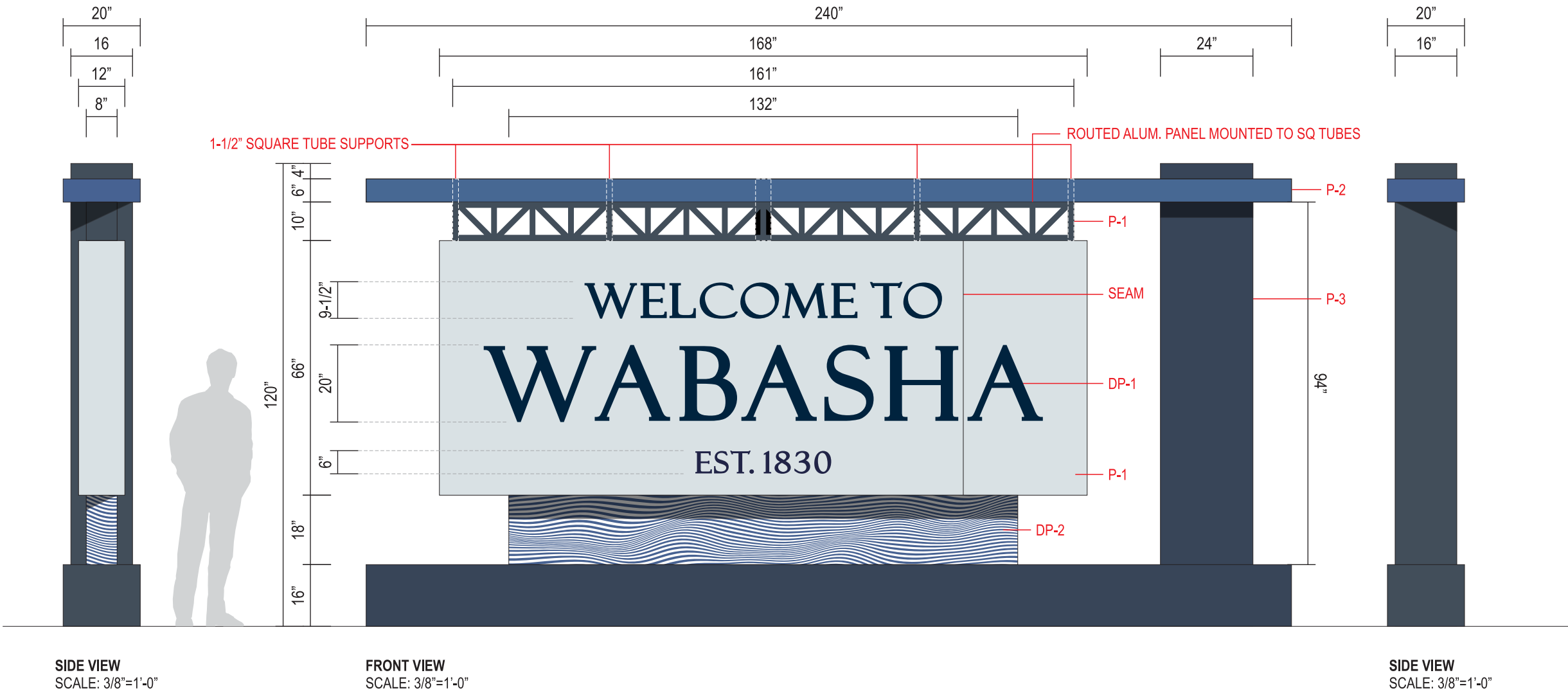
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D/F ILLUMINATED MONUMENT SIGN - QTY 1 - OPTION 1

SQUARE FOOTAGE: 200



INSPIRATION - WABASHA BRIDGE AND RIVER/WATER



DESCRIPTION		SPECIFICATIONS		FINISHES		
<div>1. (1) D/F ILLUMINATED ALUMINUM MONUMENT CABINET</div> <div>2. CABINET TO HAVE ACRYLIC PUSH THRUS</div> <div>3. INTERNALLY LIT WIT WHITE LEDS</div> <div>4. ALUMINUM SHROUD, REVEAL AND OTHER ARCHITECTURAL ELEMENTS ALL ALUMINUM FABRICATION PAINTED OR WITH DIGITAL PRINT</div> <div>5.</div>	<div>NOTES:</div> <div>1.</div>	Face:	.125" ALUMINUM PTD. P-1	<div></div>	P-1	MP6062 STARSHINE BLUE
		Acrylic:	3/4" WHITE ACRYLIC PUSH-THRUS WITH 1/2" PROJECTION	<div></div>	P-2	MP TO MATCH PMS 2139 C
		Shroud:	YES - FABRICATED ALUM. SHROUD PTD. P-2 / P-3 / DP-2	<div></div>	P-3	MP TO MATCH PMS 2379 C
		Pole:	YES - TUBE STEEL POST TBD	<div></div>	DP-1	DIGITALLY PRINTED TRANS VINYL UV LAMINATE
		Footing:	YES - TBD	<div></div>	DP-2	DIGITALLY PRINTED FULL FLOOD VINYL UV LAMINATE
Lighting:		WHITE LEDs				
Voltage		120v				
REQUIRED		CLIENT/LANDLORD APPROVAL		DATE		
<div><input type="checkbox"/> Survey Info</div> <div><input type="checkbox"/> Vector Artwork</div> <div><input type="checkbox"/> Paint/Vinyl Color</div> <div><input type="checkbox"/> Client PMS Color</div> <div><input type="checkbox"/> Engineering</div>		<div><input type="checkbox"/> Approved</div> <div><input type="checkbox"/> Approved as Noted</div> <div><input type="checkbox"/> Revise and Resubmit</div>				
		SIGNATURE ABOVE ACKNOWLEDGES THAT ALL SPECIFICATIONS AND DIMENSIONS ON THESE DRAWINGS ARE UNDERSTOOD AND CORRECT				
INFO		INFO		INFO		
<div>Job #: 240538_04</div> <div>DATE: 07.18.24</div> <div>SALES REP: Nick Nelson</div> <div>PROJ MANG: -</div> <div>DESIGNER: Taylor Dekker</div>		<div>City of Wabasha</div> <div>150 Commerce St</div> <div>Wabasha, MN 55981</div>		<div>PRIMARY ELECTRICAL POWER TO SIGN TO BE BY OTHERS. ALL POWER TO BE 120 VOLT UNLESS OTHERWISE STATED.</div> <div><div>UL</div><div>ELECTRICAL TO USE U.L. LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS</div><div>nec</div></div> <div>SIGN MUST BE GROUNDED IN COMPLIANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRIC CODE.</div>		
<div><div><div>schad-tracy</div><div>signs</div></div></div>		PAGE		1.0		



## S/F ILLUMINATED MONUMENT SIGN - QTY 1 - OPTION 1

**SQUARE FOOTAGE: 200**



**EXISTING**  
SCALE: N.T.S



**PROPOSED**  
SCALE: N.T.S

	<b>Job #:</b> 240538_04 <b>DATE:</b> 07.18.24 <b>SALES REP:</b> Nick Nelson <b>PROJ MANG:</b> - <b>DESIGNER:</b> Taylor Dekker	<b>REQUIRED</b> <input type="checkbox"/> Survey Info <input type="checkbox"/> Vector Artwork <input type="checkbox"/> Paint/Vinyl Color <input type="checkbox"/> Client PMS Color <input type="checkbox"/> Engineering	<b>CLIENT/LANDLORD APPROVAL</b> <b>DATE</b>   <hr/> SIGNATURE ABOVE ACKNOWLEDGES THAT ALL SPECIFICATIONS AND DIMENSIONS ON THESE DRAWINGS ARE UNDERSTOOD AND CORRECT	<b>INFO</b> City of Wabasha  150 Commerce St Wabasha, MN 55981	PRIMARY ELECTRICAL POWER TO SIGN TO BE BY OTHERS. ALL POWER TO BE 120 VOLT UNLESS OTHERWISE STATED. ELECTRICAL TO USE U.L. LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS SIGN MUST BE GROUNDED IN COMPLIANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRIC CODE.	<b>PAGE</b>  <b>3.0</b>
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THE COLORS SHOWN IN THIS DRAWING ARE FOR ILLUSTRATION PURPOSES ONLY AND MAY NOT BE A TRUE REPRESENTATION OF ACTUAL COLORS - THE ELEVATIONS SHOWN IN THIS DRAWING ARE FOR ILLUSTRATION PURPOSES ONLY AND MAY NOT BE TRUE REPRESENTATION OF ACTUAL SIZE.

S/F ILLUMINATED MONUMENT SIGN - QTY 1 - OPTION 1

SQUARE FOOTAGE: 200



Job #: 240538\_04

DATE: 07.18.24

SALES REP: Nick Nelson

PROJ MANG: -

DESIGNER: Taylor Dekker

REQUIRED

- ☐ Survey Info
- ☐ Vector Artwork
- ☐ Paint/Vinyl Color
- ☐ Client PMS Color
- ☐ Engineering

CLIENT/LANDLORD APPROVAL

DATE

- ☐ Approved
- ☐ Approved as Noted
- ☐ Revise and Resubmit

SIGNATURE ABOVE ACKNOWLEDGES THAT ALL SPECIFICATIONS AND DIMENSIONS ON THESE DRAWINGS ARE UNDERSTOOD AND CORRECT

INFO

City of Wabasha

150 Commerce St  
Wabasha, MN 55981

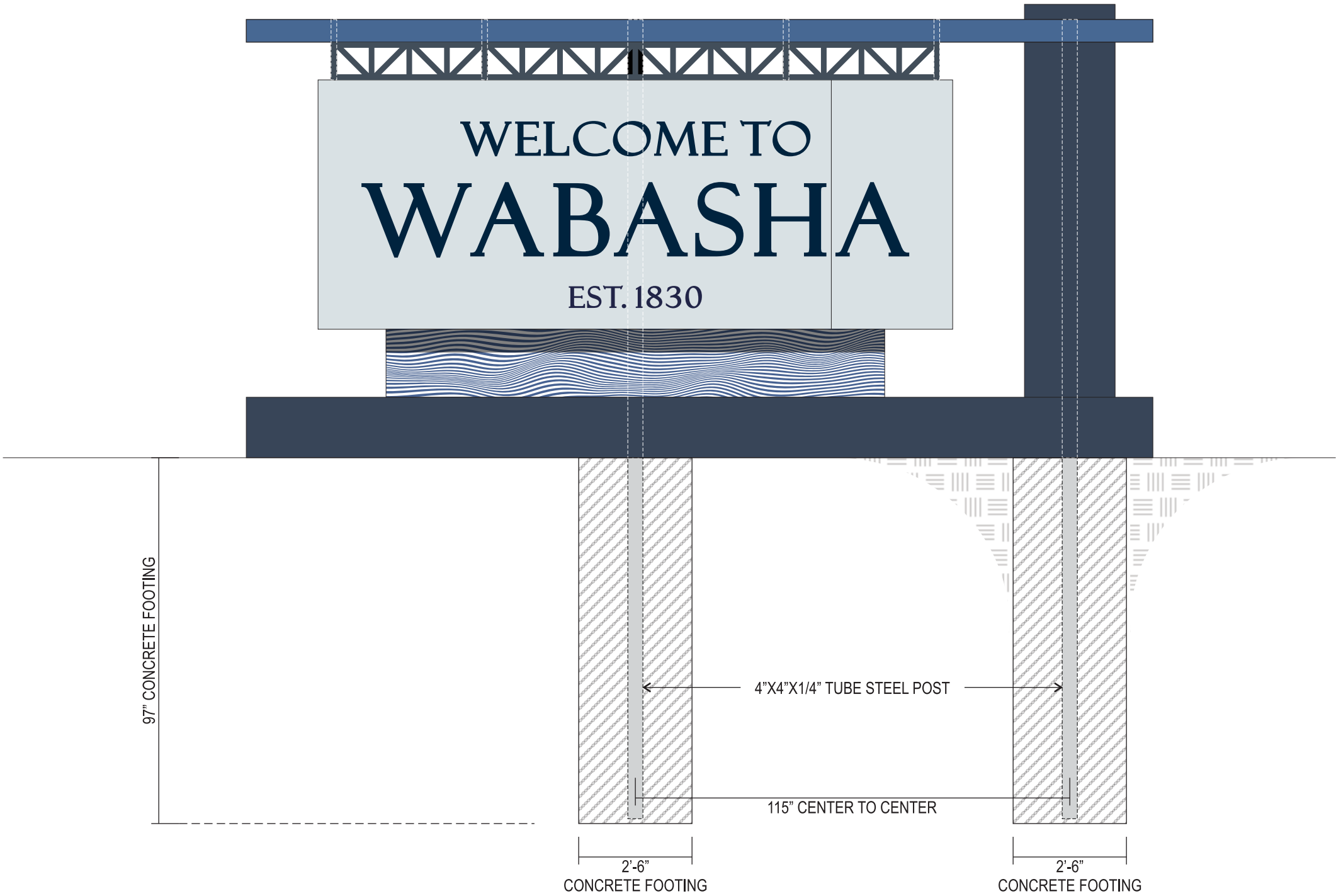
PRIMARY ELECTRICAL POWER TO SIGN TO BE BY OTHERS. ALL POWER TO BE 120 VOLT UNLESS OTHERWISE STATED.  
ELECTRICAL TO USE U.L. LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS  
SIGN MUST BE GROUNDED IN COMPLIANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRIC CODE.

PAGE

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S/F ILLUMINATED MONUMENT SIGN - QTY 1 - OPTION 1

SQUARE FOOTAGE: 200



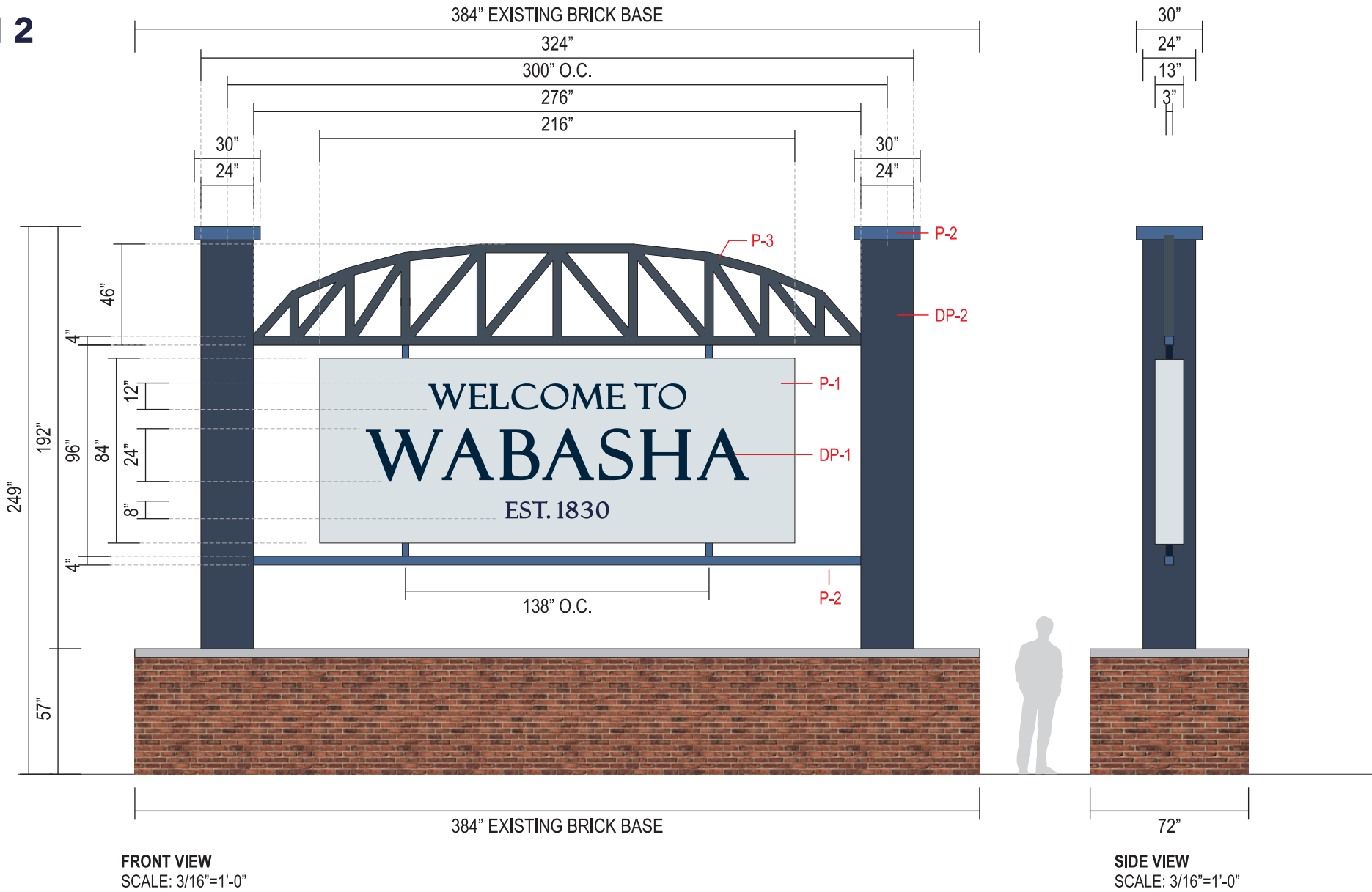
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D/F ILLUMINATED MONUMENT SIGN - QTY 1 - OPTION 2

SQUARE FOOTAGE: 200



INSPIRATION - WABASHA BRIDGE AND RIVER/WATER



DESCRIPTION		SPECIFICATIONS	FINISHES	
<div>1. (1) D/F ILLUMINATED ALUMINUM MONUMENT CABINET</div> <div>2. CABINET TO HAVE ACRYLIC PUSH THRUS</div> <div>3. INTERNALLY LIT WIT WHITE LEDS</div> <div>4. (2) FABRICATED ALUMINUM COLUMNS WITH DIGITALLY PRINTED VINYL APPLIED</div> <div>5. RE-USE EXISTING I-BEAMS AND BRICK BASE</div>		<div>Face: .125" ALUMINUM PTD. P-1</div> <div>Acrylic: 3/4" WHITE ACRYLIC PUSH-THRUS WITH 1/2" PROJECTION</div> <div>Shroud: YES - FABRICATED ALUM. SHROUD PTD. P-2 / P-3 / DP-2</div> <div>Pole: YES - TUBE STEEL POST TBD</div> <div>Footing: YES - TBD</div> <div>Lighting: WHITE LEDs</div> <div>Voltage: 120v</div>	<div><div></div>P-1MP6062 STARSHINE BLUE</div> <div><div></div>P-2MP TO MATCH PMS 2139 C</div> <div><div></div>P-3MP TO MATCH PMS 2379 C</div> <div><div></div>DP-1DIGITALLY PRINTED TRANS VINYL UV LAMINATE</div> <div><div></div>DP-2DIGITALLY PRINTED FULL FLOOD VINYL UV LAMINATE</div>	<div>City of Wabasha</div> <div>150 Commerce St Wabasha, MN 55981</div>
<div>NOTES:</div> <div>1.</div>		<div>REQUIRED</div> <div><div><input type="checkbox"/> Survey Info</div><div><input type="checkbox"/> Vector Artwork</div><div><input type="checkbox"/> Paint/Vinyl Color</div><div><input type="checkbox"/> Client PMS Color</div><div><input type="checkbox"/> Engineering</div></div>	<div>CLIENT/LANDLORD APPROVAL</div> <div>DATE</div> <div><div>SIGNATURE ABOVE ACKNOWLEDGES THAT ALL SPECIFICATIONS AND DIMENSIONS ON THESE DRAWINGS ARE UNDERSTOOD AND CORRECT</div><div><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Approved as Noted</div><div><input type="checkbox"/> Revise and Resubmit</div></div></div>	
<div><div><div><div>schad-tracy</div><div>signs</div></div></div></div>		<div>Job #: 240538_04</div> <div>DATE: 07.18.24</div> <div>SALES REP: Nick Nelson</div> <div>PROJ MANG: -</div> <div>DESIGNER: Taylor Dekker</div>	<div>INFO</div> <div>PRIMARY ELECTRICAL POWER TO SIGN TO BE BY OTHERS. ALL POWER TO BE 120 VOLT UNLESS OTHERWISE STATED.</div> <div><div><div>UL</div><div>ELECTRICAL TO USE U.L. LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS</div><div>SIGN MUST BE GROUNDED IN COMPLIANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRIC CODE.</div></div><div><div>nec</div></div></div>	<div>PAGE</div> <div>6.0</div>



S/F ILLUMINATED MONUMENT SIGN - QTY 1 - OPTION 2

SQUARE FOOTAGE: 200



EXISTING  
SCALE: N.T.S



PROPOSED  
SCALE: N.T.S

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	PROJ MANG: -	DESIGNER: Taylor Dekker		<div>SIGNATURE ABOVE ACKNOWLEDGES THAT ALL SPECIFICATIONS AND DIMENSIONS ON THESE DRAWINGS ARE UNDERSTOOD AND CORRECT</div>	<div><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Approved as Noted</div><div><input type="checkbox"/> Revise and Resubmit</div></div>	150 Commerce St Wabasha, MN 55981	<div><div><div></div><div></div></div><div><div></div><div></div></div></div>	

**Port Authority**

**6. 2.**

**Meeting Date:** 08/20/2024

**ITEM TITLE:** August 2024 Wabasha Port Authority Coordinators Report

**DEPARTMENT:** Administration

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**PURPOSE:**

**ITEM SUMMARY:**

Dusty Liston has provided an August 2024 Wabasha Port Authority Coordinators Report.

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**Attachments**

August 2024 Report

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# 2024 Wabasha Port Authority Coordinator Report

Meeting: Tuesday, August 20, 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 awaiting businesses to confirm submission
- 5<sup>th</sup> Grant Boutique applied – July 2024
- Rob – Wabasha County Fair has applied – loan committee is reviewing

## **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
- Research and gather data on all downtown building owners, as well as industrial/commercial land/buildings to promote future commercial/industrial development into Wabasha – working with the county accessor

## **Façade Improvement Program:** ONGOING

- September 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 utilizing Spring Grove's model vice Red Wings.

### **Municipal Campground (Marcou Park)**

- Researching viability and legalities to develop
- The project has value as a tourism benefit to continue to invest time in gathering estimates.
- Public Works feels they are somewhat at capacity to manage a project – recommending to move forward for remote sites. Planning and Zoning Department is okay with the flood zone regulations, but the cost may be too much. There is a private investor interested in the property.

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

- Researching – Schad Tracey Signs – 2 estimates submitted (brand new and one utilizing existing structure)
- The mayor would like to investigate a community driven design and grant money before going forth with this project.

### **Eagle Basin**

- Project underway – utilizing the Taylor Rural and Small-Town Grants from SMIF – August 2024

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

- Emailed the U of M on 7.30.24 for more details
- Not recommending to move forward. Chamber and Main Street are active in this endeavor.

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

- SMIF: Small Town Grant – OPEN until August 26, 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
- SMIF – Taylor Rural Grant – OPEN until August 29, 2024 (CEDA only communities) – up to \$25k

### **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