



WABASHA PORT AUTHORITY AND DEVELOPMENT AGENCY

Wabasha City Hall
<https://us02web.zoom.us/j/82539841446>
Meeting ID 825 3984 1446
Tuesday, October 15, 2024
5:30 PM

1. **Call to Order -**
2. **Public Comment -**
3. **Consent Agenda -**
 1. September 24, 2024 Port Authority Meeting Minutes
 2. September Port Authority Financials
 3. Bolton & Menk Invoice 0346737
 4. Fourth Quarter 2024 CEDA Invoice
 5. Third Quarter CEDA Bring It Home Grant Invoice
 6. Valley Publications Barge Terminal Invoice
 7. Johnson & Scofield Invoice 43592
4. **Old Business -**
5. **New Business -**
 1. Facade Improvement Grant Program Approvals
 2. Appoint Representative to Provide Input on Design for Future Apartment Building
 3. Action on Listing City Lots for Sale for Housing
 4. Bring It Home Grant: April CEDA Invoice \$2,940 Discussion
 5. Chamber Request for Septoberfest 2025 Event Chairpersons
6. **Coordinators Report -**
 1. October 2024 Coordinators Report
 2. City Administrator's Report
7. **Other -**
 1. Main Street Coffee Meet Up Invitation: November 7, 2024
9. Next Meeting - Tuesday, November 19, 2024
10. Adjourn -

Port Authority

3. 1.

Meeting Date: 10/15/2024

ITEM TITLE: September 24, 2024 Port Authority Meeting Minutes

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review September 24, 2024 Port Authority Meeting Minutes.

ACTION REQUIRED:

Approve September 24, 2024 Port Authority Meeting Minutes.

Attachments

Minutes from 9-24-2024

DRAFT



WABASHA PORT AUTHORITY AND DEVELOPMENT AGENCY

WABASHA CITY HALL
Tuesday, September 24, 2024
5:30 PM

Present: Board Member Dave Wodele; Treasurer Cory Loechler; Board Member Robin Gwaltney; Vice President Jeff Sulla

Absent: President John Friedmeyer; Board Member Mary Flicek; Board Member Craig Falkum

Also Present: City Administrator Caroline Gregerson; Office Manager Lisa Springer; Finance Director-joined via Zoom Tyler Grabau

Attendees: Angie Smith-Bolton & Menk, Item 5.1) Final Barge Terminal EIS Review

1. **Call to Order -**

2. **Roll Call -**

The Port Authority meeting was called to order by Jeff Sulla at 5:00PM.

3. **Consent Agenda -**

Moved by Board Member Dave Wodele, seconded by Treasurer Cory Loechler to approve the consent agenda as presented.

Vote: 4 - 0 Adopted - Unanimously

Other: President John Friedmeyer (ABSENT)
Board Member Craig Falkum (ABSENT)
Board Member Mary Flicek (ABSENT)

1. August 20, 2024 Port Authority Meeting Minutes

2. August Port Authority Financials
3. Bolton & Menk Invoice 0345049
4. September 2024 Port Authority Travel Reimbursement
5. 5th Grant Revolving Loan Disbursement 1
6. 5th Grant Revolving Loan Disbursement 2

4. **Old Business -**

There was no old business to discuss.

5. **New Business -**

1. Determination that the Final Barge Terminal EIS is adequate and approve the determination of adequacy notice.

Angie Smith, Bolton & Menk gave an overview of the state-level final EIS (Environmental Impact Statement) for the submittal to the EBQ and the document updates and responses to comments. The Determination of Adequacy Notice is the final step in the state-level environmental review process for the state-level environmental impact statement. This is needed to determine if the Environmental Review Process was adequate during the draft process. There were a total of 23 comments that were submitted during this process which were reviewed. Seeking approval of the Determination of Adequacy Notice. Motion to approve

Moved by Board Member Robin Gwaltney, seconded by Board Member Dave Wodele

Vote: 4 - 0 Adopted - Unanimously

Other: President John Friedmeyer (ABSENT)
Board Member Craig Falkum (ABSENT)
Board Member Mary Flicek (ABSENT)

2. Approve Braun Intertec to conduct Phase I environmental on old Athletic Field Site and expenditure not to exceed \$6,474.25

Moved by Treasurer Cory Loechler, seconded by Board Member Robin Gwaltney to approve the Braun Intertec Phase I Environmental Site Assessment not to exceed \$6,474.25.

Vote: 4 - 0 Adopted - Unanimously

Other: President John Friedmeyer (ABSENT)
Board Member Craig Falkum (ABSENT)
Board Member Mary Flicek (ABSENT)

3. 2025 Budget Discussion- Main Street and Chamber Contributions

Discussions over the request from the City Council for the Port Authority to take on the \$15,000 contribution to the Wabasha Chamber of Commerce and \$6,000 to Main Street instead of coming out of the city budget. They felt comfortable waiting until 2026, to ensure the Barge Terminal Project moves forward. Recommendation to invite the Chamber & Main Street to the October City Council meeting to discuss the request for funds. Motion for the Port Authority to contribute and take on these requests in 2026 and have the City of Wabasha contribute in 2025.

Moved by Board Member Robin Gwaltney, seconded by Board Member Dave Wodele

Vote: 4 - 0 Adopted - Unanimously

Other: President John Friedmeyer (ABSENT)
Board Member Craig Falkum (ABSENT)
Board Member Mary Flicek (ABSENT)

Discussion over the CEDA staff for two days a week in 2025. Our current CEDA staff is having difficulties with only 1 day a week and working with multiple communities. If we had staff 2 days a week, we could have someone that would be working with just a couple of communities. This would be important for our economic development and to have CEDA staff for two days versus one day a week. Request to ask for resumes and seek a CEDA candidate for 2 days a week.

Moved by Board Member Dave Wodele, seconded by Treasurer Cory Loechler

Vote: 4 - 0 Adopted - Unanimously

Other: President John Friedmeyer (ABSENT)
Board Member Craig Falkum (ABSENT)
Board Member Mary Flicek (ABSENT)

4. RETHOS Downtown Assessment Discussion

Moved by Vice President Jeff Sulla, seconded by Board Member Dave Wodele to table discussion.

Vote: 4 - 0 Adopted - Unanimously

Other: President John Friedmeyer (ABSENT)
Board Member Craig Falkum (ABSENT)
Board Member Mary Flicek (ABSENT)

5. Determine Changes to Revolving Loan Process

The following questions were discussed and feedback was given. Allow staff to deny a loan based on not meeting qualifications. No presentation is needed, just underwriting and general qualifications and review recommendations from CEDA staff. A business plan should always be required. Receipts should be required to ensure funds are being used correctly and held accountable. No credit score at this time. City staff will share this feedback with CEDA for the revolving loan program process.

This was discussion only, no motion.

6. **Coordinators Report -**

1. Coordinators Report

The Coordinator's report was reviewed. No motion, information only.

2. Administrator Update

The Administrator's report was reviewed. No motion, information only.

7. **Other -**

8. Next Meeting - Tuesday, October 15, 2024

9. Adjourn -

With no further business to discuss, the Port Authority meeting was adjourned at 6:38PM

Moved by Board Member Dave Wodele, seconded by Treasurer Cory Loechler

Vote: 4 - 0 Adopted - Unanimously

Other: President John Friedmeyer (ABSENT)

Board Member Craig Falkum (ABSENT)

Board Member Mary Flicek (ABSENT)

Port Authority

3. 2.

Meeting Date: 10/15/2024

ITEM TITLE: September Port Authority Financials

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review September Port Authority Financials.

ACTION REQUIRED:

Approve September Port Authority Financials.

Attachments

September 2024 Port Authority Financials

Wabasha Port Authority Financial Summary and Projection

September 30, 2024

Port Authority Current Account Balances	
Port Authority Fund 200 Cash	
Port Authority Checking	\$77,510
Port Authority Fund 210 Revolving Loan Fund	
Port Authority Revolving Loan Fund	\$19,365
Total Current Account Balances:	\$96,875

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
Port Authority: Fund 200												
Port Authority Revenue												
Misc Interest			\$250			\$250			\$250			
2025 Tax Levy									\$61,381			
Winter Haul			\$258,000				\$258,000					
Interfund Loan from the General Fund	\$150,000											
Federal and State Barge Grant Reimbursement											\$200,000	
Port Authority Revenue	\$150,000	\$0	\$258,250	\$0	\$0	\$250	\$258,000	\$0	\$61,631	\$0	\$200,000	\$0
Port Authority Expenses												
City of Wabasha - Admin Support				\$7,500						\$45,000		
CEDA	\$3,511	\$3,511	\$3,511	\$4,465	\$4,465	\$4,465	\$4,465	\$4,465	\$4,465	\$4,465	\$4,465	\$4,465
Barge Terminal Construction (City Share)					\$94,784		\$250,000					
Environmental Review (Port matching funds)		\$30,000										
Interfund Loan from the General Fund												\$300,000
Port Authority Expenses	\$3,511	\$33,511	\$3,511	\$11,965	\$99,249	\$4,465	\$254,465	\$4,465	\$4,465	\$49,465	\$4,465	\$304,465
Port Authority Fund 200 Balance	\$223,999	\$190,488	\$445,227	\$433,262	\$334,013	\$329,798	\$333,333	\$328,868	\$386,034	\$336,569	\$532,104	\$227,639

Revolving Loan Fund: Fund 201												
Revolving Loan Fund Revenue												
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	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28
5th Grant Repayment						\$265	\$265	\$265	\$265	\$265	\$265	\$265
Revolving Loan Fund Revenue	\$1,683	\$1,683	\$1,683	\$1,683	\$1,683	\$1,683	\$1,683	\$1,683	\$1,683	\$1,683	\$1,683	\$1,683
Revolving Loan Fund Expenses												
5th Grant	\$5,698											
Anderson House	\$1,863											
Revolving Loan Fund Expenses	\$7,561	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revolving Loan Fund Balance	\$13,488	\$15,171	\$16,854	\$18,538	\$20,221	\$21,904	\$23,588	\$25,271	\$26,954	\$28,638	\$30,321	\$32,004

Wabasha Port Authority Bank Account Detail

September 2024

Summary	
Port Authority Account Summary	
Port Authority Balance: Fund 200	\$77,509.59
Revolving Loan Fund Balance: Fund 201	\$19,365.09
Total	\$96,874.68

Account Details	
Port Authority Checking Account	
August 31, 2024 Balance	\$116,457.43
Deposit: Interest	\$153.30
Withdrawal: Bolton & Menk Invoice	\$38,738.00
Withdrawal: Travel Reimbursement	\$363.14
September 30, 2024 Balance	\$77,509.59

Port Authority Revolving Loan Fund	
August 31, 2024 Balance	\$37,669.55
Deposit: Broken Paddle Loan Payment	\$27.71
Deposit: Hill Loan Payment	\$550.00
Deposit: Modjeski Loan Payment	\$210.00
Deposit: Modjeski Loan Payment	\$210.00
Withdrawal: 5th Grant Revolving Loan Fund Disbursement	\$17,427.19
Withdrawal: 5th Grant Revolving Loan Fund Disbursement	\$1,874.98
September 30, 2024 Balance	\$19,365.09

Port Authority

3. 3.

Meeting Date: 10/15/2024

ITEM TITLE: Bolton & Menk Invoice 0346737

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review Bolton & Menk Invoice 0346737.

ACTION REQUIRED:

Approve Bolton & Menk Invoice 0346737.

Attachments

Bolton & Menk Invoice 0346737



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
 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

September 30, 2024
 Project No: H19.114396.000
 Invoice No: 0346737
 Client Account: WABASHA_CI_MN

Wabasha/USACE Dredge Material Plan

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

DMMP and Section 217D Agreement Work (0000001)

Sub-Task 0000101 DMMP and Section 217D Agreement Work

Professional Services

	Hours	Amount	
Principal	6.00	1,236.00	
Totals	6.00	1,236.00	
Total Labor			1,236.00
Total this Sub-Task			\$1,236.00
Total this Task			\$1,236.00

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

	Hours	Amount	
Specialist	.50	65.50	
Senior Planner	7.00	1,428.00	
Planner	14.00	1,946.00	
Totals	21.50	3,439.50	
Total Labor			3,439.50

Consultants

Consultant			
9/11/2024	CJS ColeJenest & Stone	835.00	
9/13/2024	CJS ColeJenest & Stone	835.00	
Total Consultants		1,670.00	1,670.00

Total this Task **\$5,109.50**

Total this Invoice **\$6,345.50**

Billings to Date

	Current	Prior	Total
Fee	0.00	21,250.00	21,250.00

Caroline Gregerson 10/9/2024
 Port Authority

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	0346737
Labor		4,675.50	549,105.75	553,781.25		
Consultant		1,670.00	107,864.52	109,534.52		
Expense		0.00	181,259.15	181,259.15		
Totals		6,345.50	859,479.42	865,824.92		

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

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

Port Authority

3. 4.

Meeting Date: 10/15/2024

ITEM TITLE: Fourth Quarter 2024 CEDA Invoice

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review Fourth Quarter 2024 CEDA Invoice.

ACTION REQUIRED:

Approve Fourth Quarter 2024 CEDA Invoice.

Attachments

Wabasha quarterly



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

www.cedausa.com

October 1, 2024

Caroline Gregerson
cityadmin@wabasha.org
Tyler Grabau
finance@wabasha.org
City of Wabasha
900 Hiawatha Drive East
Wabasha, MN 55981

RE: Economic development support services billing

Please accept this letter as a billing for economic development staffing services for the 4th quarter of 2024.

Per contract: (6 days per month)	\$10,532.25
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Total	\$10,532.25
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Please remit check to:

CEDA
PO Box 483
Chatfield, MN 55923

We appreciate the confidence you have in our organization!

Sincerely,

Ron Zeigler

Ron Zeigler
CEO/President

Port Authority

3. 5.

Meeting Date: 10/15/2024

ITEM TITLE: Third Quarter CEDA Bring It Home Grant Invoice

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review 3rd quarter CEDA Bring It Home Grant Invoice.

ACTION REQUIRED:

Approve 3rd quarter CEDA Bring It Home Grant Invoice.

Attachments

3rd Quarter CEDA Bring It Home Grant Invoice \$950.82



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

www.cedausa.com

October 9, 2024

Caroline Gregerson
cityadmin@wabasha.org
Tyler Grabau
finance@wabasha.org
City of Wabasha
900 Hiawatha Drive East
Wabasha, MN 55981

RE: Cathy Enerson grant work

Please accept this letter as a billing for Cathy Enerson grant work outside of the contract for 3rd quarter, 2024. **For Grant Writing Services Bring it Home**

This billing:	13 hours
Current contract hourly rate:	\$73.14

This billing total: \$ 950.82

Please remit check to:

CEDA
PO Box 483
Chatfield, MN 55923

We appreciate the confidence you have in our organization!

Sincerely,

Ron Zeigler

Ron Zeigler
CEO/President

Cathy Enerson
10/10/2024

Port Authority - Bring it
Home Grants

200-472-46500-472
Port Authority Grants/Donations

Port Authority

3. 6.

Meeting Date: 10/15/2024

ITEM TITLE: Valley Publications Barge Terminal Invoice

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review Valley Publications Barge Terminal Invoice.

ACTION REQUIRED:

Approve Valley Publications Barge Terminal Invoice.

Attachments

Valley Publications Barge Terminal Invoice



valley publications

200 Industrial Court
P.O. Box 109
Wabasha, Minnesota 55981
Voice: 651-565-3368
Fax.: 651-565-4736

Advertising Statement

WABASHA, CITY OF
PO Box 268
Wabasha, MN 55981

Cust #: 2512
Tel #: (651) -
Statement Date: 09/30/24
Salesperson: Default Salesperson

Detailed Statement of transactions between 09/01/24 to 09/30/24

Date	Description	Charge	Amount
	Balance forward as of 08/31/24		1,787.06
09/03/24	Invoice #: 103503 Advertising Env Impact Barge Facility Project Wabasha County Herald, 1 insertions, 09/03/24 - 09/03/24	102.00	
	Equipment bids Wabasha County Herald, 1 insertions, 09/03/24 - 09/03/24	40.80	
	Total for invoice	142.80	142.80
09/10/24	Invoice #: 103549 Advertising Equipment bids Wabasha County Herald, 1 insertions, 09/10/24 - 09/10/24	40.80	
	Total for invoice	40.80	40.80
Balance Due			1,970.66

Summary

Balance forward 1,787.06
Total Charges 183.60
Total Credits 0.00

200-472-46500-351 Legal Notice Publishing

Current	30+ days	60+ days	90+ days	120+ days	Balance Due
183.60	285.60	0.00	0.00	1501.46	1,970.66

Remit Payment to: 200 Industrial Ct, Suite 100, Wabasha, MN 55981

Port Authority - Barge Terminal
MARAD

Port Authority

3. 7.

Meeting Date: 10/15/2024

ITEM TITLE: Johnson & Scofield Invoice 43592

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review Johnson & Scofield Invoice 43592.

ACTION REQUIRED:

Approve Johnson & Scofield Invoice 43592.

Attachments

Johnson & Scofield Invoice 43592



Johnson & Scofield, Inc.

Surveying & Engineering

1203 Main Street
Red Wing, MN 55066
Phone # 651-388-1558
Fax # 651-388-1559

www.johnsonscotland.com

Statement

Date

10/10/2024

Client

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

Amount Due

\$3,375.00

Date	Transaction				Amount	Balance
08/09/2024	Work Order 2024-562- INV #43592. Due 08/09/2024. Orig. Amount \$3,375.00.				3,375.00	3,375.00
200-472-46500-311 Contractor Fees						
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due	
0.00	0.00	0.00	3,375.00	0.00	\$3,375.00	

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!!

Port Authority - Housing
Development



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 #
8/9/2024	43592

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 2024-562

Hours	Description	Rate	Amount
	Land survey services to conduct boundary survey and property division according to the proposal dated 13 June 2024.	2,800.00	2,800.00
	Knight Barry Title Search	450.00	450.00
	Materials	125.00	125.00
		Balance Due	\$3,375.00

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!!

Port Authority

5. 1.

Meeting Date: 10/15/2024

ITEM TITLE: Facade Improvement Grant Program Approvals

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

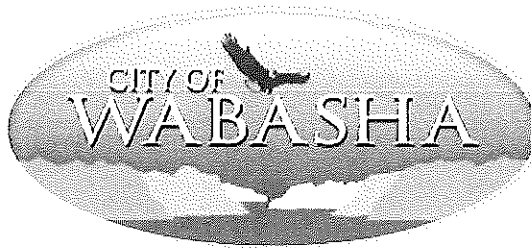
ACTION REQUIRED:

Motion stating which projects to fund and dollar amount of each project.

Attachments

Facade Improvement Tracking
George Hill Facade Improvement Program Application
Hill's Façade Application Photos
Binner Facade Improvment Application
Binner Façade Improvement Application Photos
Old Town Merchantile Facade Improvement Application
Old Town Merchantile Facade Improvement Application Photos
Paul Busch Auto Facade Improvement Grant Application
Fresh Wok Facade Improvement Program Application
Fresh Wok Facade Improvement Grant Application Photos
Johnson & Scofield Facade Improvement Application
Johnson and Scofield Quote
SVJ Facade Improvement Grant Application
SVJ Facade Improvement Grant Application Photos
Marcou Facade Improvement Application
Marcou Facade Improvement Grant Application Photos

Wabasha Business Façade Improvement Program Applications				
Business	Project Summary	Total Project Amount	Amount Requested	Funding Recommended
SVJ	Cement parking lot at 137 Pembroke Ave next to SVJ Designs.	\$ 7,500.00	\$ 2,500.00	\$0.00
Hills Hardware Hank	Exterior Stairwell Replacement - much needed repairs needed and visable to the road	\$ 15,000.00	\$ 5,000.00	\$5,000.00
Lake Shore Agency	Replace upper floor windows, scrape and sand windows, clean caulk and paint front of building	\$ 11,625.00	\$ 5,000.00	\$5,000.00
Old Town Merchantile	Scraping, Repairing, and Repainting trim on 176 Pembroke building	\$ 7,000.00	\$ 3,500.00	\$2,500.00
Johnson & Scofield, Inc.	New door and logo, new steps up from handicap ramp	\$ 5,000.00	\$ 2,500.00	\$2,500.00
Fresh Wok	Remove and replace siding and trim on the back of the building	\$ 8,120.00	\$ 5,000.00	\$5,000.00
Paul Busch Auto	Painting of exterior of building	\$ 7,150.00	\$ 2,500.00	\$2,500.00
Marcou Realty, Inc	Repair, caulk and paint the front upper facade, sides and back of the building and repair, caulk, and paint lower front faced to match 6 color Victorian Painted Lady original design.	\$ 13,600.00	\$ 5,000.00	\$5,000.00
	Totals	\$ 74,995.00	\$ 31,000.00	\$27,500.00
Staff Notes:	\$15k total in Façade Budget, possibly \$12,500 short			



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

BUSINESS FAÇADE IMPROVEMENT PROGRAM APPLICATION

Name of Applicant: George Hill Date: 9-25-2024

1. Mailing address: 610 Washington Ave.
2. Email Address: geo.hank@hotmail.com
3. Phone number: 651-564-0427
4. Business Name and Contact Person: PBH Properties - George Hill - Hill's Hardware
5. Business Address of proposed work: 180 W. Main St. Wabasha

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: Exterior Stairway Replacement -
The exterior stairway attached to the West side of the building
that is visible from Main Street and Alleghany Ave. is
in disrepair and in need of removal & rebuilt to replicate
existing staircase with emphasis on original design -
Framing & railing constructed of zinc coated, primed & powder coated steel

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

8. Estimated Total Project Cost: \$ 20,100 (Please attach quotes, estimates and/or bids)
9. Total Amount Requested: \$ 5,000 (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)

180W Main-Hill's Hardware Bldg

7. Project Summary

Painted Black - The steps & risers to be constructed of composite decking in a dark tone with trim design to mimic original design -

Removal to be done ASAP with stairs manufactured during winter months & installed in Spring 2025 -

Note: Stairway is currently constructed of cast iron & steel. I have inquired for the last few years to repair the structure - only to find out that would not be a viable course of action - Parts are rusting and falling off - It is my attempt to keep the aesthetics of the original design as much as feasible.

Thank you for considering this application -

George Hill

10. Proposed project start date: ASAP

11. Proposed project completion date: Spring 2025

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.

George Hill
Name/Title (Printed)

[Signature] 9-25-2024
Signature Date

Name/Title (Printed)

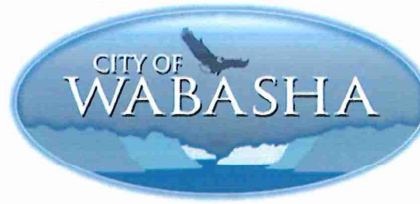
Signature Date

Hill's Façade Application Photos









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

BUSINESS FAÇADE IMPROVEMENT PROGRAM APPLICATION

Name of Applicant: JEREMY BINNER Date: 10/2/24

1. Mailing address: 149 MAIN ST W
2. Email Address: JERBINNER@HOTMAIL.COM
3. Phone number: 507-429-5910
4. Business Name and Contact Person: JEREMY BINNER
5. Business Address of proposed work: 149 MAIN ST W
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: REPLACE UPPER 4 WINDOWS, SCRAPE/SAND &
PAINT TRIM AROUND WINDOWS. CLEAN, CAULK &
PAINT FRONT OF BUILDING

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

8. Estimated Total Project Cost: \$ 11,625 (Please attach quotes, estimates and/or bids)
9. Total Amount Requested: \$ 5000 (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: Spring 2025

11. Proposed project completion date: Fall 2025

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.

JEREMY BINNER

Name/Title (Printed)

Name/Title (Printed)

 10/2/24

Signature

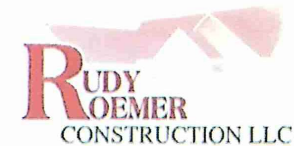
Date

Signature

Date

Rudy Roemer Construction LLC

1006 5th Grant Blvd W
Wabasha, MN 55981 US
651-564-5000
rudyroemer@gmail.com

**ADDRESS**

Jeremy Binner
149 Main St W
Wabasha, MN 55981

Estimate 1175**DATE 09/30/2024**

QTY	DESCRIPTION	RATE	AMOUNT
	<p>Estimate is for four new windows for the upstairs apartment area above the office at the address above. Work to be done would be as follows. The four front windows facing main street would be removed, and there would be four new Hayfield replacement windows installed. The windows would be a vinyl double hung windows white in color. Before the windows would be installed the existing exterior black trim would be scraped down and prepped for paint. The frames would be primed, and finish coated with a black paint to meet historical society specs for color. The windows would be replacement windows that would fit into the existing opening and would be secured in place with batting strips inside and out and screwed. Estimate will include all material, equipment rental, demo, permits (for city, if historical society requires anything that would be additional cost), and labor to complete work as listed above. If during the replacement process any structural damage or rot is discovered, it will be brought to the owners' attention and will be repaired at time and material. For all allowances given, cost given will be to get as close to the final number as possible. If final cost is more or less than allowance, then final invoice cost will be adjusted accordingly.</p>		
1	cost of all materials and equipment to complete work as listed above	3,850.00	3,850.00
1	ALLOWANCE for permit for city	75.00	75.00
1	ALLOWANCE for demo	150.00	150.00
1	labor to do all work as listed above	2,600.00	2,600.00

TOTAL**\$6,675.00**



Kevin Petersen
13826 622nd St
Kellogg, MN 55945
1-612-385-0052

Jeremy Binner
149 Main St W
Wabasha, MN 55981

Date: October 1, 2024

Please make checks payable to Kevin Petersen
Thank you for your business!



WNB FINANCIAL
MORE THAN A BANK

VERIFICATION OF DEPOSIT

Name and Address of Account Holder

Binsurance, INC
149 Main St W
WABASHA MN 55981

Type of Account: Checking
Account Number: XXXXX1960
Current Balance: \$29,840.76
Average Balance for Previous Two Months: \$27,965.03
Date Opened: 04/20/2010
Account Owner: Binsurance, INC
Account Owner: 149 Main St W

Signature of Depository Official

Title

Community President

Phone

507-454-8800

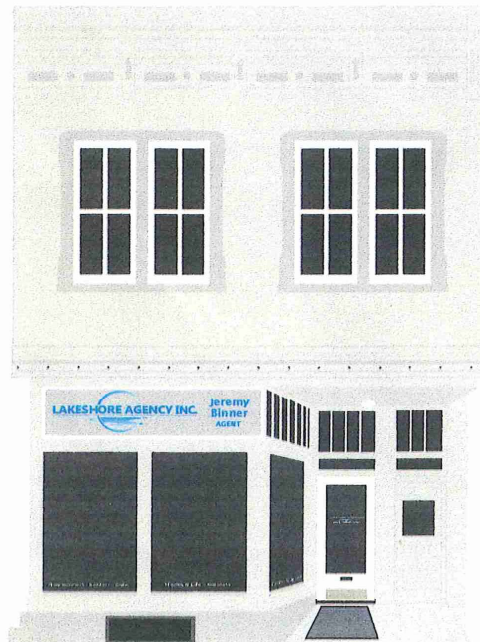
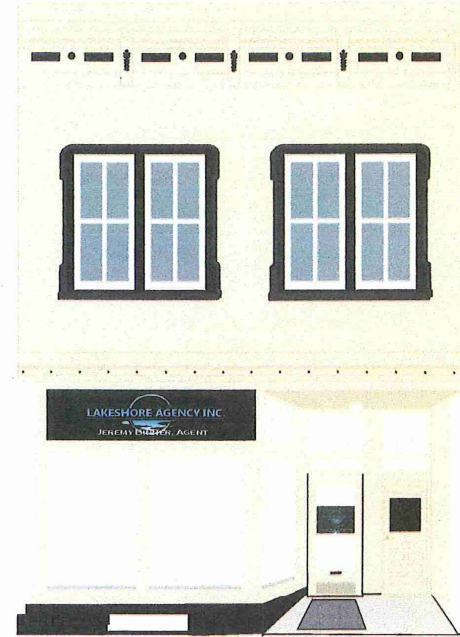
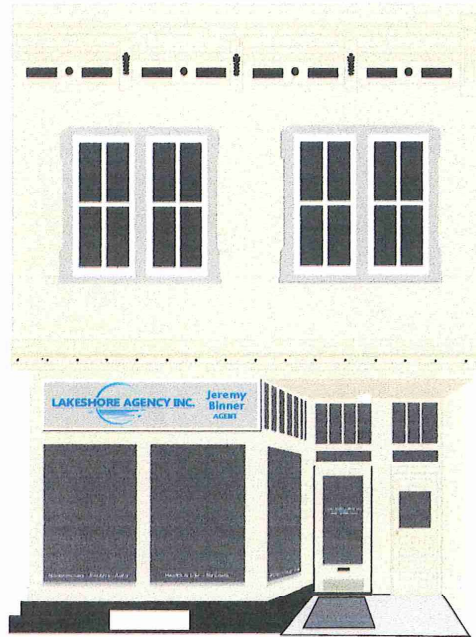
Date

10/1/24



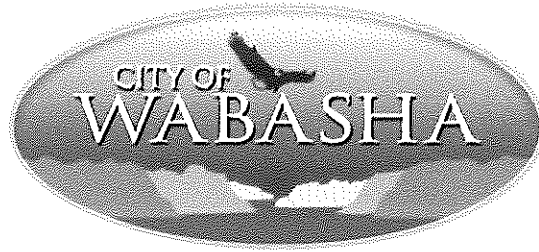
P.O. Box 499, Winona MN, 55987 • 507-454-8800 • 800-546-4392 • WNBFinancial.com

Lakeshore Agency Inc. Jeremy Binner, Agent
149 Main Street West



Binner Façade Improvement Application Photos





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

BUSINESS FAÇADE IMPROVEMENT PROGRAM
APPLICATION

Name of Applicant: Ralph Roemer Date: September 26, 2024

- Mailing address: 1416 Ridgewood Drive, Winona, MN 55098
- Email Address: troemer@hbc.com
- Phone number: 507-452-3417
- Business Name and Contact Person: Old Town Merchantile formally Marla's
- Business Address of proposed work: 176 Pembroke
- Does the applicant own the building: ☒ Yes ☐ No
(If no, please attach a letter from the building owner evidencing a commitment to the applicant)

- Project Summary:
Scraping, Repairing, and Repainting trim on 176 Pembroke building. Will be using Duration paint from Sherwin Williams. Paint will match current color.

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

- Estimated Total Project Cost: \$7,000 (Please attach quotes, estimates and/or bids)

Ralph Roemer will scraping, repairing, and repainting building.

- Total Amount Requested: \$3,500 (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)
- Proposed project start date: Any time in October
- Proposed project completion date: Spring of 2025

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.

Ralph Roemer, Owner of Building
Name/Title (Printed)

Name/Title (Printed)

RALPH M ROEMER
Signature Date

Ralph Roemer

September 27, 2024

Estimate for Repairing, Sanding, and Painting for 176 Pembroke

Supplies:

Primer, Paint, and Disposal of used product

All labor for prep, priming, and finish coat

Bid Total \$7,000

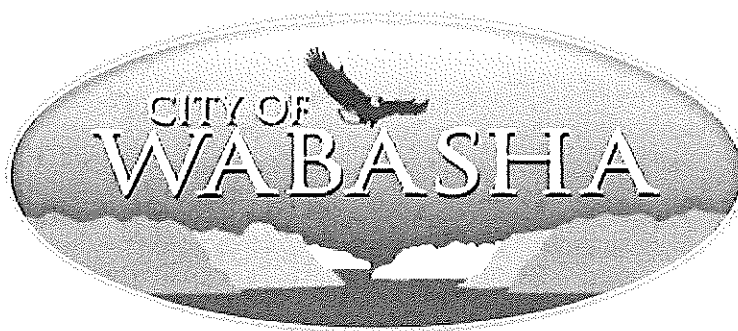
Old Town Merchantile Facade Improvement Application Photo







4568
TYLER



BUSINESS FAÇADE IMPROVEMENT PROGRAM

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, including not for profits, 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 per building is \$ 2500 (non-historical) and \$ 5000 (historical).
- ⇒ 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 such as pictures and final paid invoices shown by the approved applicant will be reimbursed for 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:

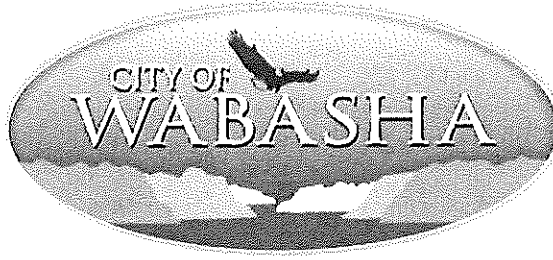
- a. Applicant must be located within the city limits of Wabasha.
- b. Applicant must own the property or have the written consent of the property owner.
- c. Applicant must be current on all City loans and utility payments.
- d. Zoned nonresidential, used for nonresidential purposes, and not vacant.

- 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 before and after 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.
- 9. Work must be completed within one year of an approved application. No extensions are allowed and the applicant must resubmit if one year has expired with no work completed.



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

BUSINESS FAÇADE IMPROVEMENT PROGRAM APPLICATION

Name of Applicant: PAUL J. BUSCH Date: 10-05-24

1. Mailing address: 148 MAIN ST. E. - P.O. Box 67
2. Email Address: pbac@wabasha.net
3. Phone number: (651) 565-3323
4. Business Name and Contact Person: PAUL BUSCH AUTO CENTER, INC
5. Business Address of proposed work: 148 MAIN ST. E.
6. Does the applicant own the building: X Yes No

(If no, please attach a letter from the building owner evidencing a commitment to the applicant)

7. Project Summary: REMOVE PEELING PAINT - REFINISH OLD DOOR
ENTRY WITH STUCCO THAT WAS LOOSE AND FELL OUT (ALREADY
HAD TO DO - REPAINT WITH LAXON XP - SAME ON SIDE ON
BAILEY AVE

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

8. Estimated Total Project Cost: \$ 7,150⁰⁰ (Please attach quotes, estimates and/or bids)
9. Total Amount Requested: \$ 2,500⁰⁰ (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: Oct 2024

11. Proposed project completion date: Oct 2024 WEATHER PERMITTING

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.

PAUL J. BUSCH, CEO

Name/Title (Printed)

Name/Title (Printed)

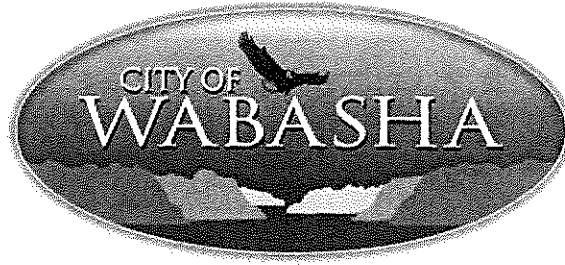
Signature Paul Busch Date 10/7/2024

Signature

Date _____

Signature

Date _____



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

BUSINESS FAÇADE IMPROVEMENT PROGRAM APPLICATION

Name of Applicant: jiyong wang _Date: 10/08/2024

1. Mailing address: 254 main st w, wabasha, MN 55981
2. Email Address: xctgroup@hotmail.com
3. Phone number: 651-564-2048 or 651 565 3800
4. Business Name and Contact Person: Fresh Wok , Jeff Wang_
5. Business Address of proposed work: 254 main st W, wabasha, MN 55981_
6. Does the applicant own the building: Yes
7. (If no, please attach a letter from the building owner evidencing a commitment to the applicant)
8. Project Summary: remove and replace siding and trims on the
back side of building for preservation and appearance
to the back street and corner

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

9. Estimated Total Project Cost: \$ 5,120.00 (Please attach quotes, estimates and/or bids)
10. Total Amount Requested: \$ 2,500.00 (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)

11. Proposed project start date: Depending on weather and Approvals - 11-4-24
12. Proposed project completion date: 12-1-24

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.

Ji'Yong Wang Owner
Name/Title (Printed)

Name/Title (Printed)

Ji'Yong Wang 10/10/2024
Signature Date

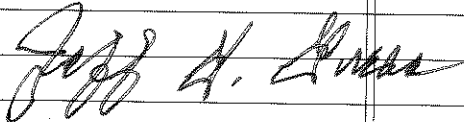
Signature Date

62668 Hwy. 42 • Kellogg, MN 55945 • (651) 564-0572
License #0008335

License #0008335

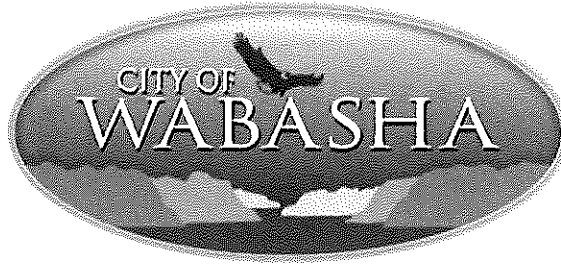
SALESMAN _____ TERMS _____

CASH SALE	CHG. SALE	MDSE. RET'D	REC'D ON ACCT.	MISC.	PAID OUT

QTY.	NO.	DESCRIPTION	PRICE	AMOUNT
		All materials and Labor to remove old deteriorating trim & siding and replace with new vinyl siding and trim		\$ 120.00
				

Fresh Wok Façade Improvement Photos





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

BUSINESS FAÇADE IMPROVEMENT PROGRAM APPLICATION

Name of Applicant: Johnson + Scofield, Inc. Date: 9/27/24

1. Mailing address: 1203 Main Street Red Wing, MN 55066
2. Email Address: Katie F@jslsmail.com
3. Phone number: 651-388-1558
4. Business Name and Contact Person: Johnson + Scofield, Inc. / Katie Frazier / Marcus Johnson
5. Business Address of proposed work: 626 Jefferson Avenue Wabasha, MN 55981
6. Does the applicant own the building: X Yes No
(If no, please attach a letter from the building owner evidencing a commitment to the applicant)
7. Project Summary: New door + logo, new steps up with handicap accessible ramp. 1921 construction date.

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

8. Estimated Total Project Cost: \$ 5,000 (Please attach quotes, estimates and/or bids)
9. Total Amount Requested: \$ 2,500 (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: October 2024

11. Proposed project completion date: 12/1/24

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.

Marcus Johnson / CEO
Name/Title (Printed)

[Signature] 10/2/24
Signature Date

Mitchell Scofield / CFO
Name/Title (Printed)

[Signature] 10/2/24
Signature Date



Ron's Handyman Service
No Job Too Small

806 Jefferson Ave

Wabasha, MN 55981

Phone: 651-564-2093

rgraner814@gmail.com

DATE October 10, 2024

Statement Estimate

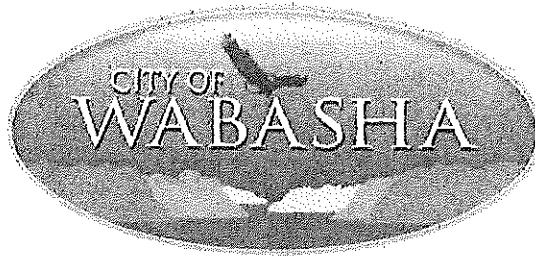
Johnson & Scofield Inc.
1203 Main Street
Red Wing, MN 55096

Date	DESCRIPTION	BALANCE	AMOUNT
	Remove old 6 x 5 deck and dispose of it.		
	Build a new 6 x 5 deck with a 19 foot ramp		
	and steps in the same place as the old deck.		
	Cost of material for the deck and ramp is		\$1429.12
	Remove front door and dispose of it. Door cost is		\$1094.89
	Labor to do the above work is		\$1920.00

30 DAYS	60 DAYS	90 DAYS	120 Days	Total	\$4444.01

A FINANCE CHARGE OF 1.75% (21%APR) ON INVOICES PAST 30 DAYS \$1.00 MINIMUM

Thank You! Ron's Handyman Service



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

BUSINESS FAÇADE IMPROVEMENT PROGRAM APPLICATION

Name of Applicant: Shelly or David Speedling Date: 9/17/24

1. Mailing address: 62099 Hwy 42, Kellogg, MN 55945
2. Email Address: info@svjcreative.com
3. Phone number: 507-767-3039
4. Business Name and Contact Person: SVJ Creative Designs
5. Business Address of proposed work: 137 Pembroke Avenue
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: The funds will be used to cement the lot at 137 Pembroke Ave which is next to our store, SVJ Creative Designs. Currently it is gravel and hard to keep up with weeds. We use this as a display for selling our eagle statuary as well as other statuary. The project has been approved by the Historical Preservation Committee also in 2024. There is also some electric work that needs to be capped off too.

8. Estimated Total Project Cost: \$ 7,500 (Please attach quotes, estimates and/or bids)

*for cementing
sales area
only*

*We would also
paint/stain the steps
next to it. - will
supply invoice when
receiving*

9. Total Amount Requested: \$ 5,000 (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) - will be submitting later for step/deck finishing
10. Proposed project start date: Fall 2025
11. Proposed project completion date: Fall 2025 or Spring 2025 - needed to submit cement work due to schedule.

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.

Shelly Speedling
Shelly Speedling, President
Name/Title (Printed)

Shelly Speedling 9/17/25
Signature Date

David J. Speedling
David J. Speedling
Name/Title (Printed)

David J. Speedling 9/17/24
Signature Date

Russell Morsching
Po Box 237
Rushford, MN 55971
507 – 323 – 5192

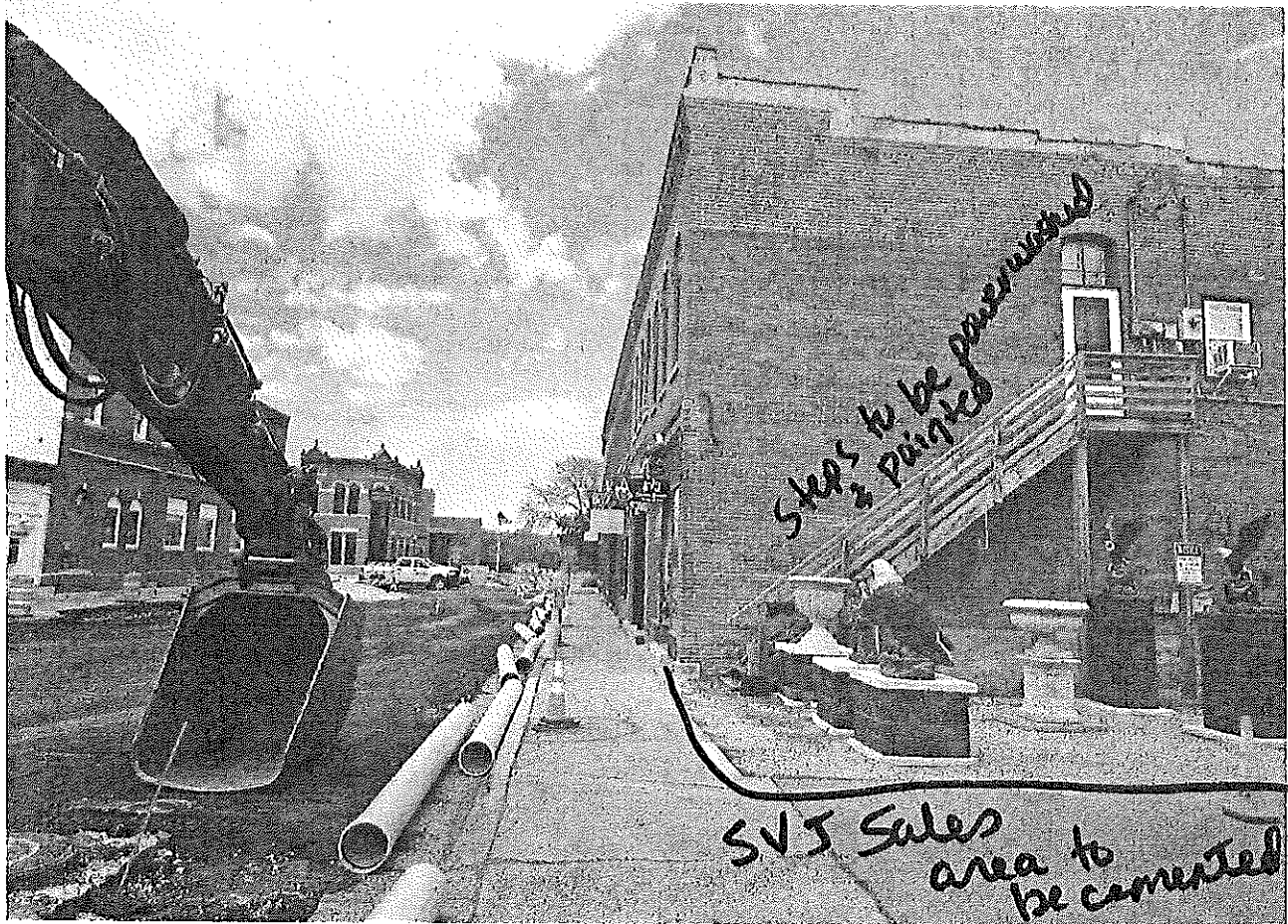
To: SUJ Creative Design
Sales Display Area
137 Pembroke Avenue
Wabasha, MN 55981

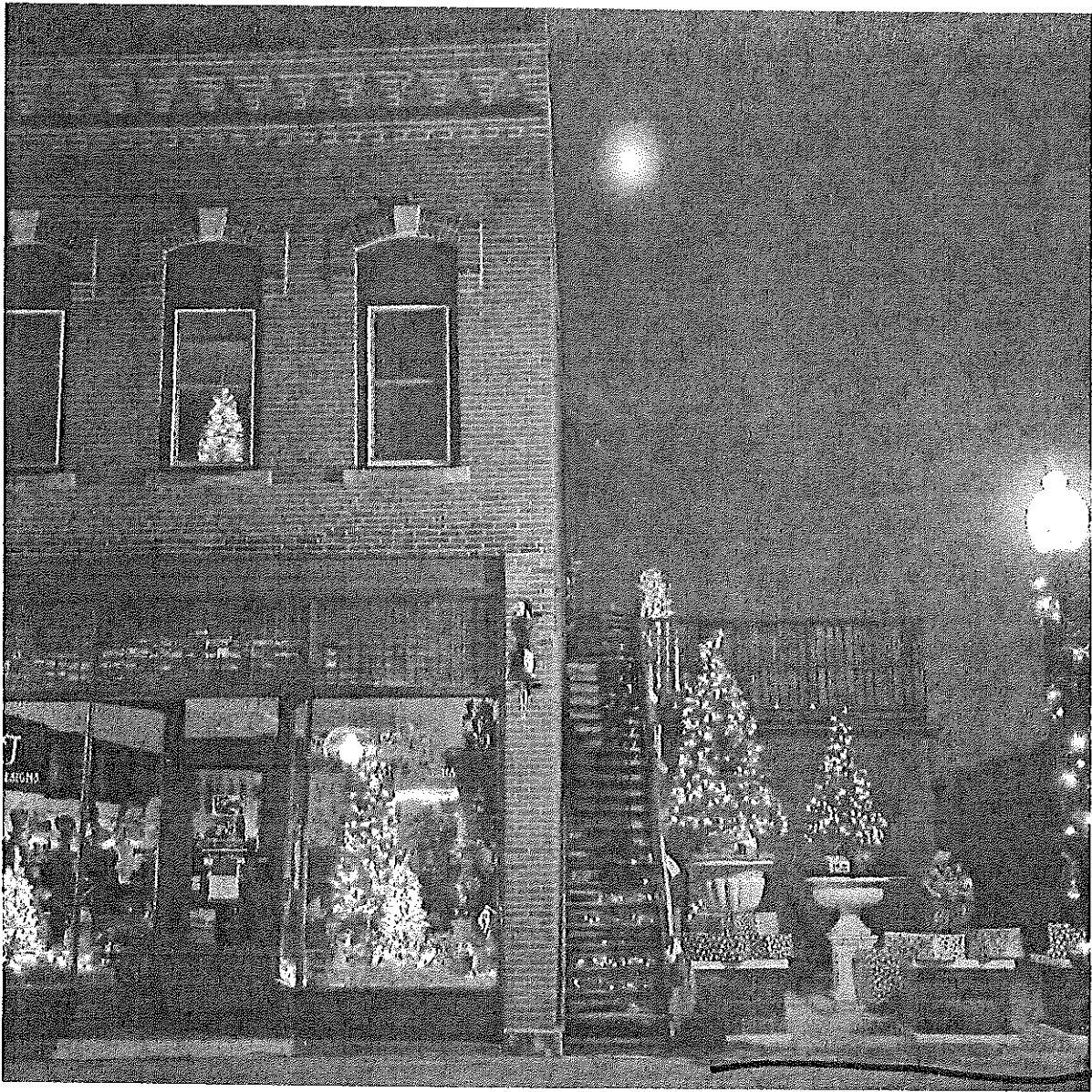
Re: Concrete Quote

6" Concrete
½ Rebar; 2 ft on Center
Agg Base
Sawing
Sealing against building
Clean up

\$7500.00 total

Quote is good for 60 days



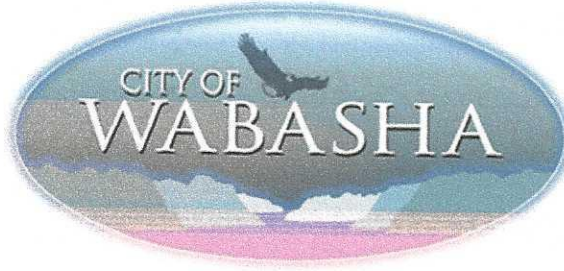


S/S Bales Display
Area to be
Cemented.

Steps pressure
washed & stained/
painted

SVJ Facade Improvement Grant Application Photos





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

BUSINESS FAÇADE IMPROVEMENT PROGRAM APPLICATION

Name of Applicant: Marcou Realty Inc.

Date: Oct. 15th 2024

1. Mailing address: 212 Main Street West
2. Email Address: marcou@wabasha.net
3. Phone number: 1+651-565-3321
4. Business Name and Contact Person: Marcou Realty Inc, Blaine Marcou / contact person
5. Business Address of proposed work: 212 Main Street West
6. Does the applicant own the building: Yes
(If no, please attach a letter from the building owner evidencing a commitment to the applicant)
7. Project Summary: Nicholson Painting, Rochester, MN. Will repair, caulk and paint the front upper façade, sides and back of the building (estimate cost \$12,000.00) Nicholson Painting will visit location on Oct 16th to update their estimate. Bona Fide Painting, Hastings will repair, caulk, and paint lower front faced to match 6 color Victorian Painted Lady original design. (estimated cost \$1,600)
(If more space is needed, please attach an additional sheet of paper with 7. Project Summary at the top)
8. Estimated Total Project Cost: \$13,600.00 (Please attach quotes, estimates and/or bids)
9. Total Amount Requested: \$5,000.00 (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 projects start date: Fall 2024
11. Proposed project completion date: Spring 2025

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.

Blaine Marcou

Name/Title (Printed)

Blaine Marcou 10/15/2024

Signature

Date

Name/Title (Printed)

Signature

Date

Marcou Façade Improvement Photos







Port Authority

5. 2.

Meeting Date: 10/15/2024

ITEM TITLE: Appoint Representative to Provide Input on Design for Future Apartment Building

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Mary Flicek is interested with her Historic Preservation background.

Port Authority**5. 3.****Meeting Date:** 10/15/2024**ITEM TITLE:** Action on Listing City Lots for Sale for Housing**DEPARTMENT:** Administration

PURPOSE:**ITEM SUMMARY:**

Council has already approved to sell one portion of Cannon Park. It needs to go to Parks Board to approve. They didn't meet due to lack of quorum. I am still receiving feedback people would like to see cannon moved to Veteran's park. However, seems like there is not interest in closing that park. Parcel A (without sidewalks), based on assessment data, I estimated to be valued at \$16,000. (The entire parcel with cannon park plus C across the street is valued at \$33,000).

The parcel by Main Street is also available for sale. Shoreland overlay requirements are going to be tricky and planning still needs to work with anyone who is interested. That parcel is valued at \$23,000.

For the parcels, Jay Jewson, Blain Marcou, and Robin Gwaltney have all been involved. They have all offered to list it on the MLS. There still is a listing contract even if there is no commission and disclosures. Who would write that- city attorney? relator?

ACTION REQUIRED:

Approve listing and marketing of parcel at Milligan and Hiawatha for assessed value (\$16,000) for residential development only, within 12 months of purchase, or the property would revert back to the Wabasha Port Authority or City. Require architectural plans? Pending approval of Parks Board.

Approve listing and marketing of Main Street East Parcel, with street to be vacated and approved by Streets Commission. List for sale for ?. This parcel will also require flood plain fill and to meet shoreland overlay requirements. Contingent approval by City Council and possibly Planning Commission.

I would recommend we ask the relators to help us draft the listing contract and disclosures. Should we rotate who lists it? Gwaltney, Jay Jewson, Marcou, others?

Attachments

Buildable Area with Setbacks

Main Street Lot Vacation

Milligan Ave

25' Setback

Total: 69.90 ft

69.90 ft

Total: 113.61 ft

600

113.61 ft

5' Setback

25' Setback

Hiawatha Dr E

Pierce Ave

600

605

611

5' Setback

79.68 ft

Total: 79.68 ft

85.22 ft

15' Setback

Total: 85.22 ft

25' Setback

8th St E



1:500

SURVEYOR'S NOTES:

LEGEND

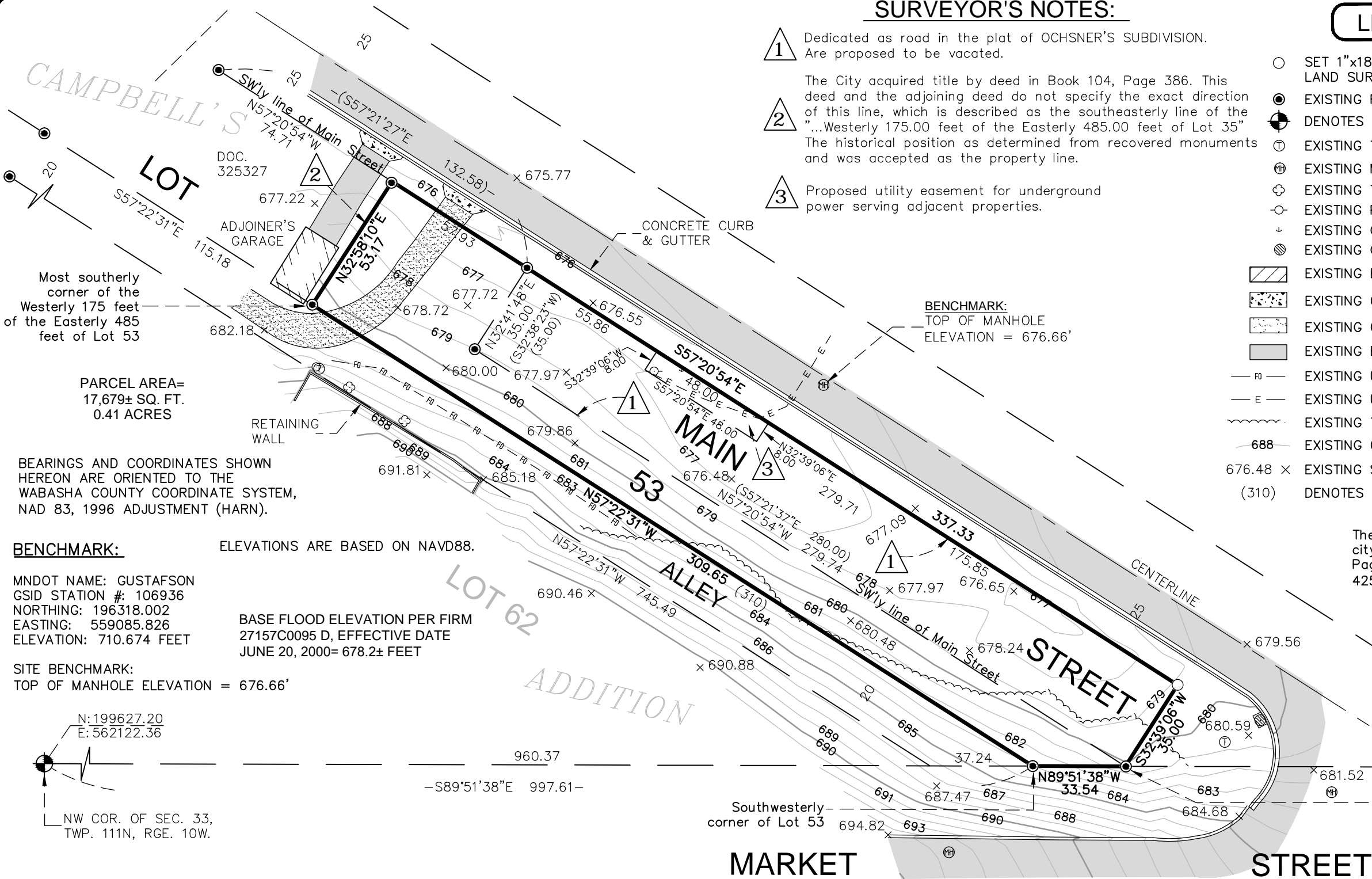
- 1 Dedicated as road in the plat of OCHSNER'S SUBDIVISION. Are proposed to be vacated.
- 2 The City acquired title by deed in Book 104, Page 386. This deed and the adjoining deed do not specify the exact direction of this line, which is described as the southeasterly line of the "...Westerly 175.00 feet of the Easterly 485.00 feet of Lot 35" The historical position as determined from recovered monuments and was accepted as the property line.
- 3 Proposed utility easement for underground power serving adjacent properties.

- SET 1"x18" IRON PIPE WITH PLASTIC CAP BEARING LAND SURVEYOR LICENSE NUMBER 46559.
- EXISTING FOUND IRON MONUMENT.
- ⊙ DENOTES WABASHA COUNTY P.L.S. CORNER POSITION.
- Ⓣ EXISTING TELEPHONE PEDESTAL.
- Ⓜ EXISTING MANHOLE.
- ⊕ EXISTING TREE.
- ⊖ EXISTING POWER POLE.
- ⋈ EXISTING GUY WIRE.
- ⊗ EXISTING CATCH BASIN.
- ▨ EXISTING BUILDING.
- ▩ EXISTING CONCRETE SURFACE.
- EXISTING GRAVEL SURFACE.
- ▬ EXISTING BITUMINOUS SURFACE.
- FO — EXISTING UNDERGROUND FIBER OPTIC LINE.
- E — EXISTING UNDERGROUND ELECTRIC LINE.
- ⋯ EXISTING TREE LINE.
- 688 EXISTING CONTOUR OF ELEVATION.
- 676.48 × EXISTING SPOT ELEVATION.
- (310) DENOTES BEARING AND/OR DISTANCE OF RECORD.

PROPERTY LOCATION

The property here surveyed is part of the city property acquired by deed in Book 104, Page 386 and is described as the Easterly 425 feet of Lot 53, CAMPBELL'S ADDITION.

(SEE NOTE 2)



BENCHMARK: ELEVATIONS ARE BASED ON NAVD88.

MNDOT NAME: GUSTAFSON
GSID STATION #: 106936
NORTHING: 196318.002
EASTING: 559085.826
ELEVATION: 710.674 FEET

BASE FLOOD ELEVATION PER FIRM 27157C0095 D, EFFECTIVE DATE JUNE 20, 2000= 678.2± FEET

SITE BENCHMARK:
TOP OF MANHOLE ELEVATION = 676.66'

N: 199627.20
E: 562122.36

NW COR. OF SEC. 33,
TWP. 111N, RGE. 10W.

path: X:\PLATS\CAMPBELLS ADDITION\CITY OF WABASHA\CITY OF WABASHA PORT AUTHORITY REVISED 10-11-24.dwg



JOHNSON & SCOFIELD INC.
SURVEYING AND ENGINEERING
1203 MAIN STREET, RED WING, MN 55066
(651) 388-1558

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

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.

REVISED: October 11, 2024
Date: July 25, 2024

Brian Wodele
Minnesota License No. 46559

W.O.# 24-563
DRAWING NUMBER S-11478

SHEET 1 OF 2 SHEETS

Port Authority

5. 4.

Meeting Date: 10/15/2024

ITEM TITLE: Bring It Home Grant: April CEDA Invoice \$2,940 Discussion

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The April 30, 2024 CEDA invoice for work on the Wabasha Workforce Housing Development Grant was \$5,880. At the May 21, 2024 Port Authority meeting, the Port Authority voted to pay half of this invoice, \$2,940. Since we received the grant and will not be using the full \$10,000 from the Bring it Home grant, staff recommends paying the other \$2,940 that we were billed.

ACTION REQUIRED:

Motion to pay CEDA an additional \$2,940 from Bring it Home grant funds.

Attachments

CEDA Bring It Home Grant Invoice and Check 40626

CITY OF WABASHA - GENERAL FUND

5/22/2024 CEDA

040626

Invoice	Claim/Ref	Amount	PO	Comments	Discount	Invoice Total
	12944	\$2,940.00	E 200-472-46500-472	Wabasha Workforce Housing Dev	\$0.00	\$2,940.00

PO Box 483 Chatfield MN 55923

Check Total

\$2,940.00

CITY OF WABASHA

05/22/24 11:15 AM

Page 1

Payments

Current Period: May 2024

Payments Batch 0524 CEDA BIH GRANT \$2,940.00

Refer 12944 CEDA Ck# 040626 5/22/2024

Cash Payment	E 200-472-46500-472	Grants/Donations	Wabasha Workforce Housing Development Partnership Grant Writing: Paid with Port Authority Bring It Home Grant	\$2,940.00
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Invoice

Transaction Date	5/22/2024	First State Bank	10100	Total	\$2,940.00
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Fund Summary

	10100 First State Bank
200 Port Authority	\$2,940.00
	<hr/>
	\$2,940.00

Pre-Written Checks	\$2,940.00
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$2,940.00



CEDA
Community and Economic
Development Associates

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

www.cedausa.com

April 30, 2024

Wabasha Workforce Housing Development Partnership Grant

Thank you for your partnership with CEDA. Please accept this letter as a billing for CEDA's hours on the Wabasha Workforce Housing Development Partnership grant.

Hourly rate
\$98

Actual Hours
68 hours*

*The not to exceed estimate on the contract was 60 hours, therefore Wabasha will only be billed for 60 hours.

\$98/hour x 60 hours

Total due:

\$5,880

Please remit check to:

CEDA
PO Box 483
Chatfield, MN 55923

We appreciate your partnership!

Sincerely,

Ron Zeigler

Ron Zeigler
CEO/President

Bring It Home Grant SEMMCHRA
200-472-46500-472 Grants/Donations

\$ 2,940

* Port Authority voted to pay half
of the invoice at the
May 21, 2024 meeting.

Port Authority**5. 5.****Meeting Date:** 10/15/2024**ITEM TITLE:** Chamber Request for Septoberfest 2025 Event Chairpersons**DEPARTMENT:** Administration

PURPOSE:**ITEM SUMMARY:**

2025 SeptOberfest Committee

-----For 15 years the Wabasha Kellogg Chamber of Commerce has hosted a fall festival in September and October called SeptOberfest celebrating the fall harvest. This event is assembled by many volunteers that put their hearts and souls into this event. The past couple of years we have had several of our wonderful people retire from SeptOberfest. The Wabasha Kellogg Chamber of Commerce & CVB would like to see SeptOberfest continue for the next 15 years; to do so we are looking for Volunteers to help keep SeptOberfest alive and well. We are looking for team-oriented people who take pride in our wonderful community by organizing the following events:

SeptOberfest Chairperson

This position will require you to organize SeptOberfest as a whole, set and attend meetings, oversee the committee and work with the Executive Director on scheduling and budgeting.

SeptOberfest Decorating Chairperson

This position will be required to organize the decorating of Wabasha & Kellogg, overseeing a team of people that help decorate, and plan where the SeptOberfest Decorations are located. Attend SeptOberfest Committee meetings, rotating different displays from year to year, setting up and taking down the displays, and storing the SeptOberfest assets with care.

SeptOberfest Decorating Team

This position will be required to help set up and take down SeptOberfest Decorations. Must be team oriented. (multiple positions available)

SeptOberfest Artist – Megan Hager 651-564-2710

This position will be required to maintain the current SeptOberfest Assets by doing touchups and creating new and exciting displays.

SeptOberfest Pumpkin Derby Chairperson

This position will be required to plan the pumpkin derby, build wheel kits for the pumpkins, assemble the track, host and run the pumpkin derby, Disassemble and store the track and assets. Building a team of people to execute the pumpkin derby and attend SeptOberfest Meetings.

SeptOberfest Pumpkin Contest Chairperson

This position will be required to plan the location, loading and unloading of the pumpkin contest including largest pumpkin, largest sunflower, contact pumpkin growers, and attend SeptOberfest Committee Meetings.

SeptOberfest Kids Activities Chairperson – Annie McCormic

This position will be required to plan and execute kids' activities for a total of four days at heritage park. Building a team of people to help execute the Kids activities and attend SeptOberfest Committee Meetings.

SeptOberfest German Parade Chairperson

This position will be required to plan and execute the German parade with intentions of expanding the parade and attend SeptOberfest Committee Meetings.

SeptOberfest Activities Chairperson – Wendy Cockrell

We have multiple other activities that require volunteers to help with (Root Beer Garden, art show, color cruises and much more.) Attend SeptOberfest Committee Meetings

SeptOberfest Fundraising Chairperson

This position will be required to oversee all fundraising for SeptOberfest including raffles, sponsors, donations and other events to help fund SeptOberfest, and Attend SeptOberfest Meetings.

SeptOberfest Advertising Chairperson

This position will be required to attend SeptOberfest Meetings, assemble schedules by contacting local businesses for specials and events, building the schedule for advertising and working with the Executive Director on a advertising plan.

The first meeting for the 2025 SeptOberfest will be November 6th 2024 6:30pm at the Transfer Building.

SeptOberfest Committee meetings are monthly, If you would like to volunteer for one of these positions, please contact the Wabasha Kellogg Chamber Director at 651-565-4158 or director@wabashamn.org. Please keep in mind that all positions need to be filled by November 6th, 2024, to ensure a 2025 SeptOberfest season.

Port Authority

6. 1.

Meeting Date: 10/15/2024

ITEM TITLE: October 2024 Coordinators Report

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

CEDA Representative, Dusty Liston, has provided a Coordinators Report.

Attachments

October 2024 Wabasha Port Authority Coordinators Report

2024 Wabasha Port Authority Coordinator Report

Meeting: Tuesday, October 15, 2024

Assist with Housing & Development:

- 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:

- Assist potential in-home childcare providers with business startups and resources/funding

Revolving Loan Fund Program:

- 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 (6): Anderson House, Round the Clock Nutrition, Hills Hardware Hank, Cassie Modjeski (In-home daycare facility), Broken Paddle, 5th Grant Boutique
- Received 4 letters of support for 2025 renewal

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
- Continue to develop a spreadsheet with industrial/commercial land/buildings to promote future commercial/industrial development into Wabasha

Façade Improvement Program:

- The program has been funded with \$15k to start.
- Current Façade applications pending (5): Hill's Hardware Hank, SVJ Design, Old Town Mercantile, Hills Hardware Hank, and Johnson and Scofield

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

Municipal Campground (Marcou Park)

- 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 keep this on the Port’s radar for the future.

Eagle Basin

- Project underway – playground.

Wabasha Livability Page

- Working on content for this page with Vision Design Group and the Blandin Foundation

Grant Opportunities:

- SMIF: Small Town Grant – Early Care and Education Grants – 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
- AARP grants available.

Progress Made (November 2023 to present):

- Connected with businesses to access their needs – *continuous*
- Built a Business Directory – *continuous*
- Port Authority website development - *continuous*
- Implemented Location One, or LOIS, on the Port Authority’s webpage
- 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
- Assisted two businesses with SMIF’s Competitive PROMISE Act grant opportunity
- Assisted Cathy, the city, and KB with the MN DEED Redevelopment Grant
- 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
- Launched Business Façade Improvement Program
- Restructured RLF Program

Port Authority

6. 2.

Meeting Date: 10/15/2024
ITEM TITLE: City Administrator's Report
DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

- We made the news on our grant: https://www.winonapost.com/community/wabasha-winona-receive-state-funds-for-workforce-housing/article_8326fb4c-85a6-11ef-ac27-03055bec2217.html.
 - Received response with SHPO saying they need more review on architecture for barge terminal.
 - Continue to work on getting to grant agreement and meeting requirements. As of right now, we anticipate the Port will be responsible for about \$813,000 in cost but of that total, \$500,000 has been paid. The cost to do the State level EIS went way over budget. Final designs on the Port are being worked on.
 - Meeting with Keller-Baartman tomorrow we also received demolition grant.
 - Update on Child Care
-

Port Authority

7. 1.

Meeting Date: 10/15/2024

ITEM TITLE: Main Street Coffee Meet Up Invitation: November 7, 2024

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

Main Street Coffee Meet Up Invitation



Coffee Meet Up

Nov. 7th

8:00 am

Catherine Gallenberger
American Legion Commander

Sponsor - Wabasha Main Street

Anderson House
Katie's Room