SPECIAL WABASHA CITY COUNCIL

WABASHA CITY HALL

Tuesday, February 10, 2026

Council Meeting 4:00 PM

To see Council meeting YouTube videos, go to the City's YouTube page and go to the "LIVE" tab.

All matters listed under the "Consent Agenda" are considered to be routine by the City Council and will be entered by one motion. Unless requested by a Council Member or citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and will be considered separately. This meeting will be held in person at Wabasha City Hall, 900 Hiawatha Dr E. Wabasha, MN 55981. A virtual option is also available. To join, click here https://us02web.zoom.us/j/82339495094. To watch the meeting live on your computer or Smartphone, click here to watch the meeting on YouTube (or search for City of Wabasha YouTube Channel).

Some Council members may participate in this meeting via interactive technology (Zoom).

1. **Pledge of Allegiance**
    1. Wabasha Chamber/CVB Presentation: Annual Financials for CVB
3. **Public Comments**
4. **Changes or Additions to Agenda**
5. **Mayor's Presentation - Mayor Emily Durand**
6. **Committee Reports and Wabasha Good News**
7. **Administrator's Report - Caroline Gregerson**
    1. Administrators Report
8. **Consent Agenda**
    1. Approve Assignment of Fitzgerald Development Agreement from Bill Fitzgerald to Jason Fitzgerald
    2. Approval of 1-6-2026, Regular Minutes
    3. Port Authority Member Appointment
    4. 2026-2027 Fire Contracts
    5. Resolution 04-2026 Accepting Ambulance Funding
    6. Public Works Tech replacement hire process
    7. 2026 Brush Dump contract
    8. Approve Purchase of Radio and Pagers
    9. Gambling Applications
    10. February Warrants
    11. 2026 Downtown apartment construction site safety fence
9. **Public Hearing**
10. **General Business**
    1. Approve new Short Term Rental Ordinance (Second Read)
    2. Discuss possible amendment to City code for CVB
    3. Approval of up to $30,000 for turnout gear (CIP)
    4. Severe Warning Siren Project
    5. Revised pool fees approval and discussion on types of rates charged
    6. Conflicting TNT (Truth and Taxation) hearings for Wabasha County and City of Wabasha
    7. Greenfield and Kellogg Update, any next steps
    8. Local Option Sales Tax Resolution Update

9. Appoint Board of Appeal and Equalization members for 2026
10. State Legislation Request for Highway 60 Discussion
11. 2025 Employee Feedback

11. **Donations**
    1. Resolution 03-2026 February Donations
12. **Information - financials emailed to Council.**
13. **Announcements**
    1. Potential Special Meeting to approve Ambulance Hire
14. **Adjournment**

Special City Council **1.**

Meeting Date: 02/10/2026

ITEM TITLE: Wabasha Chamber/CVB Presentation: Annual Financials for CVB

DEPARTMENT: Administration

PURPOSE:

Guest Speaker -

ITEM SUMMARY:

Courtney Schaefer will present annual financials for the CVB. These will by distributed by paper at the meeting. This is per Wabasha City Code. The City collected and distributed to the Chamber $84,000 in lodging tax. Much of this was back pay.

Special City Council **7. 1.**

Meeting Date: 02/10/2026

ITEM TITLE: Administrators Report

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

2026 Goals- Departments have created 2026 Goals, they are also available on the website, we will report on these at the end of the year. https://www.wabasha.org/wp-content/uploads/2026-Goals-by-Department-for-City-of-Wabasha.pdf

Highway 60 - I submitted revised legislation for our bonding request. Our bonding request will cover project gaps for city utility and stormwater projects. We received clean up cost estimates for the project. $1.7 million for the highway. Financing for bond is important to ensure this project moves forward. More discussed later in the agenda.

Barge Terminal Bids will go out in March, originally they were expected in February but engineer is delayed. DNR permit has been received but we are waiting on some modifications. We are currently trying to figure out if we can do the island unload in 2026 or have to wait until 2027.

All other key updates are included in the agenda.

Thank you to the Wabasha Fire Department for a great annual Christmas party event.

Special City Council **8. 1.**

Meeting Date: 02/10/2026

ITEM TITLE: Approve Assignment of Fitzgerald Development Agreement from Bill Fitzgerald to Jason Fitzgerald

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

For the Fitzgerald Second Addition there are few minor issues that need to be addressed but most of the checklist in the Developer's Agreement has been completed. Those items will be completed in spring. There is now a 2-year warranty on the improvements. Jason Fitzgerand, Bill's nephew is requesting to be assigned the requirements of the Developers Agreement and have the letter of credit from the bank to be released. The new letter of credit will only require $100,000. Additionally, lien waivers will be completed after work is completed. This would be all duties and obligations in the Developer Agreement are now for the nephew to fulfill. There is no issue with the fact that the lots in the subdivision will continue to be owned by Bill. There are two lots remaining. For a copy of the 44 page document, please reach out to staff or see prior agenda December 2, 2022 where a copy of the agreement was uploaded.

STAFF RECOMMENDATION:

The request is due to Bill Fitzgeralds health and Administrator Gregerson recommends moving forward. Mike Flaherty, Kristi Trisko, and Brian Malm did not express any concerns with this assignment and support the change.

Special City Council **8. 2.**

Meeting Date: 02/10/2026

ITEM TITLE: Approval of 1-6-2026, Regular Minutes

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

1-6-26 CC Minutes

D R A F T

Council Members:
First Ward: John Friedmeyer, Dean Meurer
Second Ward: Tim Wallerich, Brian Wodele
Third Ward: Gene Jensen, Jeff Sulla

Mayor: Emily Durand
City Attorney: Mike Flaherty
City Administrator: Caroline Gregerson
Deputy Clerk: Jessica Bruce
Date: January 6, 2026

PROCEEDINGS OF THE CITY COUNCIL

The regular meeting of the City Council of the City of Wabasha was held on Tuesday, January 6, 2026, and was called to order at 6:00 p.m. by Mayor Durand. Council Members Meurer and Sulla attended remotely via Zoom.

Present: Council Member Dean Meurer; Council Member Brian Wodele; Council Member Jeff Sulla; Mayor Emily Durand; Council Member Tim Wallerich; Council Member Eugene Jensen

Absent: Council Member John Friedmeyer

All present stood and recited the Pledge of Allegiance.

1. **Pledge of Allegiance**

2. **Guest Speaker - none**

3. **Public Comments**

Mayor Durand reviewed the public comment procedure and referenced a public hearing that would be conducted later during the meeting.

Kay Kay, Wabasha, asked about the City's fee schedule pertaining to marijuana sales. She also asked how the engineering costs for the Highway 60 re-route project are approved and asked how the project will be funded. City Administrator Gregerson and Mayor Durand provided information in this regard.

Mike Smith, 317 Tenth Street East, Wabasha, commented regarding a proposed partial alley vacation (Item 9). He asked why the City Council is considering vacating a portion of this alley at this time, stating that this alley provides his only access to his property. He expressed opposition to the proposed alley vacation, unless he receives a written guarantee that he would continue to have access to his property.

4. **Changes or Additions to Agenda**

Mayor Durand commented that an Ambulance Department position will be reclassified and reposted (Item 8.11).

5. ## Mayor's Presentation - Mayor Emily Durand

Mayor Durand expressed appreciation to City staff who worked during the holidays and stated that she looks forward to working on several exciting projects this year.

6. **Committee Reports and Wabasha Good News**

Utilities Commission: Council Member Wodele summarized topics of discussion during a recent meeting, including the proposed alley vacation, a utility plan for the Market Street reconstruction project, and approval of a recommendation relating to water and sewer fees.

Port Authority: Finance Director Tyler Grabau reviewed recent actions by the Port Authority Board, including acceptance of the resignation of Cory Loechler from the Port Authority Board, approval of an MPCA grant, and the hiring of Cris Gastner as the new economic development specialist.

Street Commission: Public Works Director Tony Johnson summarized topics of discussion during a recent meeting, including streetlight bulb colors, the 2026 street improvement project, a proposed street vacation, a replacement plow truck, a staffing update, salt and sand procurement challenges, and current Street Commission vacancies.

Park Board: It was noted that the Park Board did not meet in December.

Fire Department: Fire Chief Darren Sheeley discussed recent fire calls and staffing.

Planning Commission: Council Member Wallerich discussed a public hearing relating to the proposed short-term rental ordinance.

7. ## Administrator's Report - Caroline Gregerson

1. City Administrator Gregerson referenced the Annual Report. She provided background information regarding the new Economic Development Specialist Cris Gastner and discussed the duties of this position.

8. ## Consent Agenda

Mayor Durand reviewed the consent agenda.

Moved by Council Member Tim Wallerich, seconded by Council Member Eugene Jensen to approve the consent agenda as presented. A roll call vote was conducted.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member John Friedmeyer (ABSENT)

1. Appointments and Annual Designations 2026

2. 12-2-25 Regular City Council Minutes

3. Approve $15,934.58 for Repairs to Main Pumper and Replace Foam System

4. January Warrants

5. Cigarette Licenses

6. Gambling Applications

7. Temporary Liquor Licenses

8. Approval to Submit Minnesota Pay Equity Report

9. 2026 Fee Schedule

10. Approval of Liquor License Name Change

11. Approve Resignation and Re-Classification

9. Public Hearing

1. Partial Alley Vacation
Mayor Durand reviewed the public hearing procedure and opened the public hearing at 6:16 p.m.

Eric Pierson, 920 Franklin Avenue, Wabasha, stated that he lives across the street from the proposed alley vacation. He expressed opposition to the proposed alley vacation, stating his opinion that the rationale provided by the applicant is not sufficient to approve the request.

Jake Jorgenson, 306 Ninth Street East, Wabasha, stated that he is the property owner requesting the partial alley vacation. He discussed his desire to move a shed over to the existing property line, noting that the additional five feet would provide the required set-back. He noted that the current alley would not change.

No one else spoke during the public hearing. Mayor Durand closed the public hearing at 6:19 p.m. City Planner Kristi Trisko referenced the staff report and provided additional background information regarding the proposed partial alley vacation. She clarified that property owners would continue to have access to the alley and that only five feet would be vacated. She noted that the City is considering the partial alley vacation because a request was submitted by a property owner for a five-foot undeveloped right-of-way vacation. She stated that no concerns were expressed by City departments, as the access would remain open for emergency uses. She stated that the Utilities Commission and the Street Commission have reviewed the request. She provided rationale for approval of the proposed partial alley vacation and stated that staff recommends approval of the request.

Council Member Wodele summarized discussion of the requested vacation by the Utilities Commission. He stated that the Utilities Commission voted in favor of approving the request, with a recommendation to maintain a utility easement. He recused himself from voting on this item, to avoid a conflict of interest.

Public Works Director Johnson summarized discussion of the vacation request by the Street Commission. He noted that, although this alley is not currently maintained by the City, it could be petitioned to become a developed alley in the future. He stated that some Street Commission members felt that the view would be obscured if the alley were to be

developed. He indicated that the Street Commission voted 3:1 against approving the vacation request.

City Planner Trisko noted that a CUP has been approved for a guest cottage on the property under discussion. She clarified that a revised application would be needed to relocate this structure, noting that the site plan would need to meet the visibility triangle and safety standards.

Mayor Durand asked about utility right-of-way considerations. Ms. Trisko noted that the proposed utility easement would be sufficient to resolve the Utility Commission's concerns. Council Member Wodele provided additional background information.

Council Member Wallerich recommended submission of a revised CUP application and site plan.

City Engineer Brian Malm commented that the unimproved alley is used by property owners to access their backyards. He stated that there would be the potential to develop this alley in the future.

Council Member Meurer inquired regarding the width of the alley. City Engineer Malm stated that the current width is 16 feet, which would be reduced to 11 feet if the vacation request is approved. He stated that this would be narrower than a typical alley but wide enough for a vehicle.

Eric Pierson, 920 Frankin Avenue, Wabasha, reiterated his concerns about approving the request in order for a structure to be moved, noting that this would create no public benefit.

Mike Smith, 317 Tenth Street East, Wabasha, stated that the applicant told him that the building would be used for storage. He expressed concerns about a guest cottage on the property.

City Planner Trisko clarified that a guest cottage CUP application was submitted because the applicant desired to add a bathroom to the storage building, necessitating the need for water and sewer access.

Mayor Durand commented that there needs to be a public benefit to approving an alley vacation. Administrator Gregerson commented regarding additional tax base.

Council Member Meurer asked whether any of the property owners use the alley for large vehicles, such as campers. Council Member Sulla commented that most trailers are limited to 8.5 feet.

Mr. Smith commented that the applicant did mention to him that he wanted to install a bathroom in the storage shed.

Moved by Council Member Tim Wallerich, seconded by Council Member Eugene Jensen to deny the partial alley vacation request. A roll call vote was conducted.

Vote: 4 - 1 Adopted

NAY:	Mayor Emily Durand
Other:	Council Member John Friedmeyer (ABSENT)
	Council Member Brian Wodele (ABSTAIN)

10. General Business

1. Elect 2026 Council President
This item was discussed following Council action relating to Item 10.3.

Mayor Durand reviewed the duties of the Council President.

Moved by Council Member Brian Wodele, seconded by Council Member Eugene Jensen to elect Council Member Wallerich to serve as the City Council President for 2026. A roll call vote was conducted.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member John Friedmeyer (ABSENT)

2. 2025 Department Accomplishments
City Administrator Gregerson provided an overview of 2025 City accomplishments, beginning with Public Works Department activities:

1. Mill and overlay project.
2. Patching and resurfacing projects.
3. Heritage Park fencing.
4. Clean-up work at the former Athletic Field.
5. EV charger installation.
6. Downtown wayfinding signage.
7. Community outreach activities.
8. Tree plantings.
9. Flood and erosion mitigation projects.
10. New skatepark.
11. Bike path improvements.

Administrator Gregerson then reviewed Police Department statistics and activities.

Ambulance Director Ryan Marking reviewed ambulance call statistics and discussed staffing and training activities. He discussed revenue and reviewed contributions from the surrounding townships.

Administrator Gregerson highlighted 2025 Library accomplishments, including visit statistics and programming.

Administrator Gregerson reviewed pool statistics for 2025 and provided comparison information.

Administrator Gregerson detailed 2025 City and Port Authority activities and accomplishments. She provided website and social media statistics and discussed the use of grant funding. She reviewed building permit trends.

Mayor Durand expressed appreciation for the hard work of City staff, boards, commissions, and the City Council.

3. Resolution Approving Plans & Specifications & Ordering Advertisement for Bids 2025 Street & Utility Improvement Project
This item was discussed following discussion of Item 10.4.

City Engineer Malm discussed the phasing of the street improvement project, including a mill and overlay work that was completed last fall and the proposed Market Street East reconstruction project. He requested approval of the plans and specifications for this portion of the project and authorization to conduct a bidding process. He reviewed the anticipated project schedule and discussed the assessment process.

Council Member Meurer inquired regarding plans for the intersection. City Engineer Malm provided detailed information in this regard.

Moved by Council Member Tim Wallerich, seconded by Council Member Brian Wodele to adopt a resolution approving plans and specifications for the proposed street improvement project and authorizing the advertising for bids. A roll call vote was conducted.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member John Friedmeyer (ABSENT)

4. Short-Term Rental Ordinance 1st Read
This item was discussed following Council action related to Item 9.1.

City Planner Trisko summarized ongoing Planning Commission discussion of the proposed short-term rental ordinance language and referenced draft meeting minutes from a recent public hearing. She noted that a moratorium on short-term rental uses is set to expire in March. She provided an overview of proposed revisions to the land use chart and definitions along with changes to the short-term rental license section of the City Code.

Ms. Trisko reviewed proposed distance standards for each zoning district and discussed how distances would be measured. City Administrator Gregerson provided additional information in this regard. Ms. Trisko discussed the impacts of the new ordinance language on on current legal non-conforming short-term rental uses.

Ms. Trisko reviewed language relating to property management requirements and revised licensing requirements, including insurance certification and submission of a site plan and floor plan. She discussed the inspection process along with City and State licensing and fees. Administrator Gregerson provided additional background information and discussed ordinance enforcement. City staff time considerations and the inspection process were further discussed. Parking requirements were discussed. The distancing standards were further discussed.

Administrator Gregerson and Mayor Durand asked Council Members whether they wanted staff to research any questions or provide more information prior to the second reading of the ordinance. City Clerk Busch further clarified the application process and fees. City Planner Trisko discussed compliance concerns.

No Council action was required for the first reading of the proposed ordinance.

11. Donations

1. Resolution 01-2026 January Donations
Mayor Durand reviewed the January donations:

LIBRARY
$500 – Mary Polyard
$100 – Patricia & Tom Haskett
$100 – Anonymous
$25 – In memory of Grant Emerson by Kathy & Terry Arens

AMBULANCE
$1,000 – Anonymous Donation

FIRE
$50 – Janice Glomski
$200 – Barbara Naber
$75 – Rob & Connie LaRocque
$50 – Agatha Hubbard

POLICE
$250 – Ricci & Laurie Marzolf

WABASHA ATHLETIC COMPLEX
$5,000 – Matt and Amanda Arens

Moved by Council Member Tim Wallerich, seconded by Council Member Dean Meurer to adopt Resolution 01-2026, approving the January donations. A roll call vote was conducted.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member John Friedmeyer (ABSENT)

12. Information - Financials Emailed to Council

13. Announcements

14. Adjournment

Moved by Council Member Tim Wallerich, seconded by Council Member Brian Wodele to adjourn the meeting. A roll call vote was conducted. The meeting adjourned at 7:27 p.m.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member John Friedmeyer (ABSENT)

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Jessica Bruce, Deputy Clerk

Special City Council **8. 3.**

Meeting Date: 02/10/2026

ITEM TITLE: Port Authority Member Appointment

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Tyson Stackhouse has been approved by Emily and John for appointment to the Port Authority. Tyson comes with over 30 years of corporate roles including HR and Operations, and is currently employed with Edward Jones as a Financial Advisor.

Tyson is a Greenfield resident and we confirmed in our bi-laws that up to **two** Port members can be non-residents. It has been noted then for future vacancies, they would have to be a resident.

3. Organization

Section 3.1 Members. The Port Authority Board consists of seven commissioners. Two of the commissioners shall be members of the City Council. All commissioners shall be appointed by the Mayor with the approval of the City Council. Those initially appointed shall be appointed for terms of one, two, four, five, and six years respectively and two members appointed for six years. Thereafter all commissioners shall be appointed for six year terms. A vacancy is created in the membership of the commission when a City Council member of the authority ends council membership.

Section 3.2 Residency. All commissioners must be current residents of the City of Wabasha, with the exception that up to two commissioners, may reside in the adjoining Townships of Greenfield, Glasgow, or Pepin.

ACTION REQUIRED:

Motion to approve the appointment of Tyson Stackhouse to the Wabasha Port Authority.

Special City Council **8. 4.**

Meeting Date: 02/10/2026

ITEM TITLE: 2026-2027 Fire Contracts

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Fire contracts for the contract year April 1, 2026 thru March 31, 2027. Fire Contracts are calculated as follows:

To calculate the township amounts, the following calculation is used:
Divide the Total Fire Dept. District Market Value from the Assessor by each Township Value Amount to determine their percentage.
Fire Dept Budget Amt. X township percentage = Township Amt.
The City of Wabasha then looks at Fire Run revenue received during the past year by that township and takes it off the township new current amount.(no fire run revenue was received in 2025)

Attached is the 2026-2027 Fire Contracts with Pepin/Glasgow/Greenfield Townships, so Council may review the contact language.

2026 Fire Contract Calculation

City/Township	2026 Budget	Percent	Deduction for Fire Runs	Contract Amount
City of Wabasha	$210,657	45.0%		$94,844.47
Greenfield Township	$210,657	31.3%		$65,954.30
Glasgow Township	$210,657	10.0%		$21,079.46
Pepin Township	$210,657	13.7%		$28,778.77

STAFF RECOMMENDATION:

City Clerk recommends the approval of the 2026-2027 Fire Contracts with the Townships of Pepin, Glasgow, and Greenfield.

ACTION REQUIRED:

A MOTION to approve the 2026-2027 Fire Contracts and authorize the City Clerk to forward contracts to the appropriate protection areas and to further authorize the City Clerk to amend the payment date if necessary.

Attachments

2026 Wabasha Fire Agreement With Glasgow

2026 Wabasha Fire Agreement With Greenfield

2026 Wabasha Fire Agreement With Pepin

CITY OF WABASHA AND TOWNSHIP OF GLASGOW
FIRE SERVICE AGREEMENT

THIS AGREEMENT ("Agreement"), made and entered into this 10th day of February 2026, by and between the **CITY OF WABASHA**, a Municipal Corporation of Wabasha County, Minnesota (the "City"), and the **TOWNSHIP OF GLASGOW**, a Municipal Corporation of Wabasha County, Minnesota (the "Township") (collectively the "parties").

WHEREAS, the Township, deeming it advisable to have available for the benefit of its residents services of the City of Wabasha Fire Department, and the electors of the Township having pursuant to law, provided a fund for the furnishing of such fire service; and

WHEREAS, the City is willing to provide fire service to the Township through the City Fire Department and the Township agrees to purchase such service from the City by entering into an agreement containing the terms and conditions set forth herein.

NOW, THEREFORE, pursuant to Minnesota Law, it is hereby mutually agreed between the City and Township, as follows:

1. **Fire Service**: The City of Wabasha agrees to furnish fire protection to all that property located within the Township of Greenfield described as follows:
    a. **All of Glasgow Township lining north of the Zumbro River**: said defined area in the Township of Glasgow hereinafter referred to as "Fire Protection Area".

a. **Allocation of Resources**. The parties understand the fire department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this Agreement.

b. **No Guarantee**. The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and it officers, employees and volunteer shall not be liable to Township or any other person for failure to furnish assistance under this agreement or for recalling assistance.

2. **Payments**. In consideration for the services extended by City to Township under this Agreement, Township shall compensate City as follows:

a. **Contract Amount.** The Township agrees to make payments to the City in the amount of $21,079.46. The contract amount shall be due and payable on or before said amount to be paid in equal semi-annual payments of $10,539.73 due on the first day of July 2026 and on the first day

of December, 2026, 1% per month interest beginning following the due date, the parties hereto agree as follows:

The annual payment amount is based on the fire department's annual budget and allocated according to a formula based on the factors of the number of fire calls in the Township, the blended value of structures and land in the Township, and the amount of fees paid to the City by Township residents in the previous contract year.

b. **Insurance Proceeds.** Township will pay to the City all proceeds it receives from the State of Minnesota Fire Aid Insurance payments.

c. **Charges for Fire Calls-Payment.** Pursuant to Minn. Stat. §§ 366.011, 366.012, and 415.01 and City ordinance, persons or landowners requesting and receiving fire services may be billed directly by the City as provided herein and local ordinance. Additionally, if the person or landowner receiving fire services did not request services but a fire or other situation exists which, at the discretion of the fire department personnel in charge requires fire service, the person/landowner will be charged and billed. All persons/landowners will be billed whether or not the fire service is covered by insurance. Any billable amount of the fire charge not covered by a person's/landowner's insurance remains a debt of the person/landowner receiving the fire service.

The City shall bill the appropriate person/landowner for all fire calls. Parties billed have 60 days to pay. If the fire service charge is not paid by that time, the City will send a notice of delinquency. If the fire service charge remains unpaid for 30 days after this notice of delinquency, the City will use all practical and reasonable legal means to collect the fire service charge. The party receiving fire service shall be liable for all collection costs incurred by the City including but not limited to reasonable attorney fees and court costs. If the fire service charge remains unpaid for 30 after the notice of delinquency is sent, the City Council may also, on or before October 15 of each year, certify the unpaid fire service charge to the county auditor in which the recipient of the services owns real property for collection with property taxes. The county auditor is responsible for emitting to the city all charges collected on behalf of the city. The City must give the property owner notice of its intent to certify the unpaid fire service charge by September 15.

f. **Delinquency.** If the annual payment is received after August 1st and January 1st, it shall be considered delinquent, and shall accrue interest at a rate of 1% per month.

3. **Emergency Service Charge**. Township, in its sole discretion, may exercise its authority to impose and collect an emergency service charge on those receiving emergency services, including fire services, within Township's Service Territory. City shall have no right to, or interest in, any service fees collected by Township. If Township imposes an emergency service charge it shall provide City a list of the specific types of information it determines it needs collected in order to successfully impose and collect the charge. City shall make a good faith effort to collect the requested information for each service call to the Service Territory and promptly provide Township with the information it collected.

4. **Service Territory**. City shall provide fire services as indicated in this Agreement to the area in Township described on the map which is attached hereto as Appendix A and made part of this agreement. The identified area shall constitute Township's Service Territory for the purposes of this Agreement.

5. **Term**. The term of this Agreement shall extend for a period of one year commencing on April 1, 2026 and ending on March 31, 2027, unless terminated earlier as provided herein.

6. **Ownership**. City owns the buildings and equipment associated with the fire department and the amounts paid by Township do not give rise to any ownership interest in, or responsibility toward, those items.

7. **City's Responsibilities**. In addition to any other obligations described herein, City shall:

a. Authorize and direct the City fire department to provide the fire services described herein to Township's Service Territory;

b. Maintain sufficient staffing to meet the reasonably foreseeable needs of the City and Township. The City will pay for all personnel and administrative costs (excluding Township's payments and contributions listed in Paragraph above) and training costs. The City retains control of Fire Department operations and personnel. Levels of staffing and the numbers of firefighters dispatched to a call shall be determined at the sole discretion of the City's Fire command;

c. Develop a detailed annual operational budget for the fire department for each year during the term of this Agreement by the Anniversary Date and present it to Township along with sufficient information to explain the items included in the budget figures;

d. Upon Township's request, provide Township access to financial and cost data related to the fire department for five years prior to the current service year;

e. Disclose to Township any proposed action City or the fire department intends to take that can reasonably be expected to effect the Insurance Services Office Fire Protection Grade in the Service Territory or City's ability to provide the fire services indicated above; and

f. Promptly disclose to Township any information City can reasonably anticipate will directly affect its ability to perform its obligations under this Agreement.

8. **Township's Responsibilities**. In addition to any other obligations described herein, Township shall:

a. Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually

provided if the Agreement is terminated early and any other charges and contributions as provided in this Agreement;

b. Present a budget and levy proposal to the Town electors at each annual Township meeting during the term of this Agreement seeking authority to levy funds as needed to make payments as provided in this Agreement; and

c. Promptly disclose to City any information Township can reasonably anticipate will directly affect its ability to perform its obligations under this Agreement.

It is understood and agreed Township shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues. It is further agreed Township has no responsibility, beyond paying the agreed upon payments as provided in this Agreement, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the fire services described herein.

9. **Insurance Requirements**. City shall maintain general liability insurance for its services and shall include Township as an additional insured for the term of this Agreement and any extensions thereof. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. City shall also maintain inland marine, automobile, and property insurance coverages. City shall provide Township proof of such insurance coverages and the additional insured endorsement naming the Township upon Township's request. City shall also maintain workers' compensation coverage as required by law.

10. **Indemnification**. City agrees to defend and indemnify Township against any claims brought or actions filed against Township or any officer, employee, or volunteer of Township for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this Agreement for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Township, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for Township and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Township for claims arising out of the performance of this Agreement subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

11. **Authorization.** The City and the Township warrant they have the appropriate statutory authority to undertake the obligations of this Agreement, that the persons signing this Agreement are authorized signatories for the entities represented, and that no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each

party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

12. **No Waiver**. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

13. **Modification**. This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this Agreement are valid unless reduced to writing, signed by both City and Township and attached hereto.

14. **Subcontracting & Assignment**. City shall not subcontract or assign any portion of this Agreement to another without prior written permission from Township. Services provided to Township pursuant to a mutual aid agreement City has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Township so long as City remains primarily responsible for providing fire services to Township's Service Territory.

15. **Termination**. This Agreement may be terminated at anytime during its term by mutual agreement of the parties. Either party may terminate this Agreement by personally serving a 120 day written notice of termination on the other party. This Agreement shall terminate 120 days from the date of personal service of the written termination notice unless the party serving the notice withdraws the notice in writing before it is effective. If Township fails to pay for the service, charges and contributions as provided in this Agreement, City may terminate this agreement 60 days from the date of personal service of a written termination notice. Notice to City shall be served on the City administrator or City clerk if there is no City administrator, and notice to Township shall be served on the Township Clerk.

16. **Service Contract**. This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties. If, despite the forgoing, a court of competent jurisdiction finds such a relationship exists, the City and the Township shall be considered a single governmental entity, as provided in Minnesota Statutes, Section 471.59, subd. 1a, for the purposes of determining total liability.

17. **Minnesota Law Governs**. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the State of Minnesota.

18. **Severability**. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective on the date indicated above.

CITY OF WABASHA

_____ _____
Emily Durand, Its Mayor Date

Attest:

_____ _____
Wendy Busch, Its City Clerk Date

TOWNSHIP OF _____

_____ _____
_____, Its Chairperson or Supervisor Date

Attest:

_____ _____
_____, It Township Clerk or Recorder Date

CITY OF WABASHA AND TOWNSHIP OF GREENFIELD
FIRE SERVICE AGREEMENT

THIS AGREEMENT ("Agreement"), made and entered into this 10th day of February 2026, by and between the **CITY OF WABASHA**, a Municipal Corporation of Wabasha County, Minnesota (the "City"), and the **TOWNSHIP OF GREENFIELD**, a Municipal Corporation of Wabasha County, Minnesota (the "Township") (collectively the "parties").

WHEREAS, the Township, deeming it advisable to have available for the benefit of its residents services of the City of Wabasha Fire Department, and the electors of the Township having pursuant to law, provided a fund for the furnishing of such fire service; and

WHEREAS, the City is willing to provide fire service to the Township through the City Fire Department and the Township agrees to purchase such service from the City by entering into an agreement containing the terms and conditions set forth herein.

NOW, THEREFORE, pursuant to Minnesota Law, it is hereby mutually agreed between the City and Township, as follows:

1. **Fire Service**: The City of Wabasha agrees to furnish fire protection to all that property located within the Township of Greenfield described as follows:
    a. **All of Greenfield Township lining north of the Zumbro River**: said defined area in the Township of Greenfield hereinafter referred to as "Fire Protection Area".

a. **Allocation of Resources**. The parties understand the fire department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this Agreement.

b. **No Guarantee**. The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and it officers, employees and volunteer shall not be liable to Township or any other person for failure to furnish assistance under this agreement or for recalling assistance.

2. **Payments**. In consideration for the services extended by City to Township under this Agreement, Township shall compensate City as follows:

a. **Contract Amount.** The Township agrees to make payments to the City in the amount of $65,954.30 The contract amount shall be due and payable on or before said amount to be paid in equal semi-annual payments of $32,977.15 due on the first day of July 2026 and on the first day

of December, 2026, 1% per month interest beginning following the due date, the parties hereto agree as follows:

The annual payment amount is based on the fire department's annual budget and allocated according to a formula based on the factors of the number of fire calls in the Township, the blended value of structures and land in the Township, and the amount of fees paid to the City by Township residents in the previous contract year.

b. **Insurance Proceeds.** Township will pay to the City all proceeds it receives from the State of Minnesota Fire Aid Insurance payments.

c. **Charges for Fire Calls-Payment.** Pursuant to Minn. Stat. §§ 366.011, 366.012, and 415.01 and City ordinance, persons or landowners requesting and receiving fire services may be billed directly by the City as provided herein and local ordinance. Additionally, if the person or landowner receiving fire services did not request services but a fire or other situation exists which, at the discretion of the fire department personnel in charge requires fire service, the person/landowner will be charged and billed. All persons/landowners will be billed whether or not the fire service is covered by insurance. Any billable amount of the fire charge not covered by a person's/landowner's insurance remains a debt of the person/landowner receiving the fire service.

The City shall bill the appropriate person/landowner for all fire calls. Parties billed have 60 days to pay. If the fire service charge is not paid by that time, the City will send a notice of delinquency. If the fire service charge remains unpaid for 30 days after this notice of delinquency, the City will use all practical and reasonable legal means to collect the fire service charge. The party receiving fire service shall be liable for all collection costs incurred by the City including but not limited to reasonable attorney fees and court costs. If the fire service charge remains unpaid for 30 after the notice of delinquency is sent, the City Council may also, on or before October 15 of each year, certify the unpaid fire service charge to the county auditor in which the recipient of the services owns real property for collection with property taxes. The county auditor is responsible for emitting to the city all charges collected on behalf of the city. The City must give the property owner notice of its intent to certify the unpaid fire service charge by September 15.

f. **Delinquency.** If the annual payment is received after August 1st and January 1st, it shall be considered delinquent, and shall accrue interest at a rate of 1% per month.

3. **Emergency Service Charge**. Township, in its sole discretion, may exercise its authority to impose and collect an emergency service charge on those receiving emergency services, including fire services, within Township's Service Territory. City shall have no right to, or interest in, any service fees collected by Township. If Township imposes an emergency service charge it shall provide City a list of the specific types of information it determines it needs collected in order to successfully impose and collect the charge. City shall make a good faith effort to collect the requested information for each service call to the Service Territory and promptly provide Township with the information it collected.

4. **Service Territory**. City shall provide fire services as indicated in this Agreement to the area in Township described on the map which is attached hereto as Appendix A and made part of this agreement. The identified area shall constitute Township's Service Territory for the purposes of this Agreement.

5. **Term**. The term of this Agreement shall extend for a period of one year commencing on April 1, 2026 and ending on March 31, 2027, unless terminated earlier as provided herein.

6. **Ownership**. City owns the buildings and equipment associated with the fire department and the amounts paid by Township do not give rise to any ownership interest in, or responsibility toward, those items.

7. **City's Responsibilities**. In addition to any other obligations described herein, City shall:

a. Authorize and direct the City fire department to provide the fire services described herein to Township's Service Territory;

b. Maintain sufficient staffing to meet the reasonably foreseeable needs of the City and Township. The City will pay for all personnel and administrative costs (excluding Township's payments and contributions listed in Paragraph above) and training costs. The City retains control of Fire Department operations and personnel. Levels of staffing and the numbers of firefighters dispatched to a call shall be determined at the sole discretion of the City's Fire command;

c. Develop a detailed annual operational budget for the fire department for each year during the term of this Agreement by the Anniversary Date and present it to Township along with sufficient information to explain the items included in the budget figures;

d. Upon Township's request, provide Township access to financial and cost data related to the fire department for five years prior to the current service year;

e. Disclose to Township any proposed action City or the fire department intends to take that can reasonably be expected to effect the Insurance Services Office Fire Protection Grade in the Service Territory or City's ability to provide the fire services indicated above; and

f. Promptly disclose to Township any information City can reasonably anticipate will directly affect its ability to perform its obligations under this Agreement.

8. **Township's Responsibilities**. In addition to any other obligations described herein, Township shall:

a. Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually

provided if the Agreement is terminated early and any other charges and contributions as provided in this Agreement;

b. Present a budget and levy proposal to the Town electors at each annual Township meeting during the term of this Agreement seeking authority to levy funds as needed to make payments as provided in this Agreement; and

c. Promptly disclose to City any information Township can reasonably anticipate will directly affect its ability to perform its obligations under this Agreement.

It is understood and agreed Township shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues. It is further agreed Township has no responsibility, beyond paying the agreed upon payments as provided in this Agreement, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the fire services described herein.

9. **Insurance Requirements**. City shall maintain general liability insurance for its services and shall include Township as an additional insured for the term of this Agreement and any extensions thereof. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. City shall also maintain inland marine, automobile, and property insurance coverages. City shall provide Township proof of such insurance coverages and the additional insured endorsement naming the Township upon Township's request. City shall also maintain workers' compensation coverage as required by law.

10. **Indemnification**. City agrees to defend and indemnify Township against any claims brought or actions filed against Township or any officer, employee, or volunteer of Township for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this Agreement for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Township, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for Township and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Township for claims arising out of the performance of this Agreement subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

11. **Authorization.** The City and the Township warrant they have the appropriate statutory authority to undertake the obligations of this Agreement, that the persons signing this Agreement are authorized signatories for the entities represented, and that no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each

party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

12. **No Waiver**. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

13. **Modification**. This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this Agreement are valid unless reduced to writing, signed by both City and Township and attached hereto.

14. **Subcontracting & Assignment**. City shall not subcontract or assign any portion of this Agreement to another without prior written permission from Township. Services provided to Township pursuant to a mutual aid agreement City has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Township so long as City remains primarily responsible for providing fire services to Township's Service Territory.

15. **Termination**. This Agreement may be terminated at anytime during its term by mutual agreement of the parties. Either party may terminate this Agreement by personally serving a 120 day written notice of termination on the other party. This Agreement shall terminate 120 days from the date of personal service of the written termination notice unless the party serving the notice withdraws the notice in writing before it is effective. If Township fails to pay for the service, charges and contributions as provided in this Agreement, City may terminate this agreement 60 days from the date of personal service of a written termination notice. Notice to City shall be served on the City administrator or City clerk if there is no City administrator, and notice to Township shall be served on the Township Clerk.

16. **Service Contract**. This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties. If, despite the forgoing, a court of competent jurisdiction finds such a relationship exists, the City and the Township shall be considered a single governmental entity, as provided in Minnesota Statutes, Section 471.59, subd. 1a, for the purposes of determining total liability.

17. **Minnesota Law Governs**. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the State of Minnesota.

18. **Severability**. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective on the date indicated above.

CITY OF WABASHA

_____ _____
Emily Durand, Its Mayor Date

Attest:

_____ _____
Wendy Busch, Its City Clerk Date

TOWNSHIP OF _____

_____ _____
_____, Its Chairperson or Supervisor Date

Attest:

_____ _____
_____, It Township Clerk or Recorder Date

CITY OF WABASHA AND TOWNSHIP OF PEPIN
FIRE SERVICE AGREEMENT

THIS AGREEMENT ("Agreement"), made and entered into this 10th day of February 2026, by and between the **CITY OF WABASHA**, a Municipal Corporation of Wabasha County, Minnesota (the "City"), and the **TOWNSHIP OF PEPIN**, a Municipal Corporation of Wabasha County, Minnesota (the "Township") (collectively the "parties").

WHEREAS, the Township, deeming it advisable to have available for the benefit of its residents services of the City of Wabasha Fire Department, and the electors of the Township having pursuant to law, provided a fund for the furnishing of such fire service; and

WHEREAS, the City is willing to provide fire service to the Township through the City Fire Department and the Township agrees to purchase such service from the City by entering into an agreement containing the terms and conditions set forth herein.

NOW, THEREFORE, pursuant to Minnesota Law, it is hereby mutually agreed between the City and Township, as follows:

1. **Fire Service**: The City of Wabasha agrees to furnish fire protection to all that property located within the Township of Pepin described as follows:
    a. **All of Pepin Township excepting therefrom Section 19**: said defined area in the Township of Pepin hereinafter referred to as "Fire Protection Area".

a. **Allocation of Resources**. The parties understand the fire department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this Agreement.

b. **No Guarantee**. The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and it officers, employees and volunteer shall not be liable to Township or any other person for failure to furnish assistance under this agreement or for recalling assistance.

2. **Payments**. In consideration for the services extended by City to Township under this Agreement, Township shall compensate City as follows:

a. **Contract Amount.** The Township agrees to make payments in the City in the amount of $28,778.77 The contract amount shall be due and payable on or before July 31, 2026 for $14,389.39 and December 20, 2026 for $14,389.39The annual payment amount is based on the fire department's annual budget and allocated according to a formula based on the factors of the number of fire calls in the Township, the blended value of

structures and land in the Township, and the amount of fees paid to the City by Township residents in the previous contract year.

b. **Insurance Proceeds.** Township will pay to the City all proceeds it receives from the State of Minnesota Fire Aid Insurance payments.

c. **Charges for Fire Calls-Payment.** Pursuant to Minn. Stat. §§ 366.011, 366.012, and 415.01 and City ordinance, persons or landowners requesting and receiving fire services may be billed directly by the City as provided herein and local ordinance. Additionally, if the person or landowner receiving fire services did not request services but a fire or other situation exists which, at the discretion of the fire department personnel in charge requires fire service, the person/landowner will be charged and billed. All persons/landowners will be billed whether or not the fire service is covered by insurance. Any billable amount of the fire charge not covered by a person's/landowner's insurance remains a debt of the person/landowner receiving the fire service.

The City shall bill the appropriate person/landowner for all fire calls. Parties billed have 60 days to pay. If the fire service charge is not paid by that time, the City will send a notice of delinquency. If the fire service charge remains unpaid for 30 days after this notice of delinquency, the City will use all practical and reasonable legal means to collect the fire service charge. The party receiving fire service shall be liable for all collection costs incurred by the City including but not limited to reasonable attorney fees and court costs. If the fire service charge remains unpaid for 30 after the notice of delinquency is sent, the City Council may also, on or before October 15 of each year, certify the unpaid fire service charge to the county auditor in which the recipient of the services owns real property for collection with property taxes. The county auditor is responsible for emitting to the city all charges collected on behalf of the city. The City must give the property owner notice of its intent to certify the unpaid fire service charge by September 15.

f. **Delinquency.** If the annual payment is received after August 1, 2026 and January 1, 2027, it shall be considered delinquent, and shall accrue interest at a rate of 1% per month.

3. **Emergency Service Charge**. Township, in its sole discretion, may exercise its authority to impose and collect an emergency service charge on those receiving emergency services, including fire services, within Township's Service Territory. City shall have no right to, or interest in, any service fees collected by Township. If Township imposes an emergency service charge it shall provide City a list of the specific types of information it determines it needs collected in order to successfully impose and collect the charge. City shall make a good faith effort to collect the requested information for each service call to the Service Territory and promptly provide Township with the information it collected.

4. **Service Territory**. City shall provide fire services as indicated in this Agreement to the area in Township described on the map which is attached hereto as Appendix A and made

part of this agreement. The identified area shall constitute Township's Service Territory for the purposes of this Agreement.

5. **Term**. The term of this Agreement shall extend for a period of one year commencing on April 1, 2026 and ending on March 31, 2027, unless terminated earlier as provided herein.

6. **Ownership**. City owns the buildings and equipment associated with the fire department and the amounts paid by Township do not give rise to any ownership interest in, or responsibility toward, those items.

7. **City's Responsibilities**. In addition to any other obligations described herein, City shall:

a. Authorize and direct the City fire department to provide the fire services described herein to Township's Service Territory;

b. Maintain sufficient staffing to meet the reasonably foreseeable needs of the City and Township. The City will pay for all personnel and administrative costs (excluding Township's payments and contributions listed in Paragraph above) and training costs. The City retains control of Fire Department operations and personnel. Levels of staffing and the numbers of firefighters dispatched to a call shall be determined at the sole discretion of the City's Fire command;

c. Develop a detailed annual operational budget for the fire department for each year during the term of this Agreement by the Anniversary Date and present it to Township along with sufficient information to explain the items included in the budget figures;

d. Upon Township's request, provide Township access to financial and cost data related to the fire department for five years prior to the current service year;

e. Disclose to Township any proposed action City or the fire department intends to take that can reasonably be expected to effect the Insurance Services Office Fire Protection Grade in the Service Territory or City's ability to provide the fire services indicated above; and

f. Promptly disclose to Township any information City can reasonably anticipate will directly affect its ability to perform its obligations under this Agreement.

8. **Township's Responsibilities**. In addition to any other obligations described herein, Township shall:

a. Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually provided if the Agreement is terminated early and any other charges and contributions as provided in this Agreement;

b. Present a budget and levy proposal to the Town electors at each annual Township meeting during the term of this Agreement seeking authority to levy funds as needed to make payments as provided in this Agreement; and

c. Promptly disclose to City any information Township can reasonably anticipate will directly affect its ability to perform its obligations under this Agreement.

It is understood and agreed Township shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues. It is further agreed Township has no responsibility, beyond paying the agreed upon payments as provided in this Agreement, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the fire services described herein.

9. **Insurance Requirements**. City shall maintain general liability insurance for its services and shall include Township as an additional insured for the term of this Agreement and any extensions thereof. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. City shall also maintain inland marine, automobile, and property insurance coverages. City shall provide Township proof of such insurance coverages and the additional insured endorsement naming the Township upon Township's request. City shall also maintain workers' compensation coverage as required by law.

10. **Indemnification**. City agrees to defend and indemnify Township against any claims brought or actions filed against Township or any officer, employee, or volunteer of Township for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this Agreement for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Township, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for Township and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Township for claims arising out of the performance of this Agreement subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

11. **Authorization.** The City and the Township warrant they have the appropriate statutory authority to undertake the obligations of this Agreement, that the persons signing this Agreement are authorized signatories for the entities represented, and that no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

12. **No Waiver**. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

13. **Modification**. This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this Agreement are valid unless reduced to writing, signed by both City and Township and attached hereto.

14. **Subcontracting & Assignment**. City shall not subcontract or assign any portion of this Agreement to another without prior written permission from Township. Services provided to Township pursuant to a mutual aid agreement City has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Township so long as City remains primarily responsible for providing fire services to Township's Service Territory.

15. **Termination**. This Agreement may be terminated at anytime during its term by mutual agreement of the parties. Either party may terminate this Agreement by personally serving a 120 day written notice of termination on the other party. This Agreement shall terminate 120 days from the date of personal service of the written termination notice unless the party serving the notice withdraws the notice in writing before it is effective. If Township fails to pay for the service, charges and contributions as provided in this Agreement, City may terminate this agreement 60 days from the date of personal service of a written termination notice. Notice to City shall be served on the City administrator or City clerk if there is no City administrator, and notice to Township shall be served on the Township Clerk.

16. **Service Contract**. This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties. If, despite the forgoing, a court of competent jurisdiction finds such a relationship exists, the City and the Township shall be considered a single governmental entity, as provided in Minnesota Statutes, Section 471.59, subd. 1a, for the purposes of determining total liability.

17. **Minnesota Law Governs**. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the State of Minnesota.

18. **Severability**. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective on the date indicated above.

CITY OF WABASHA

_____ _____
Emily Durand, Its Mayor Date

Attest:

_____ _____
Wendy Busch, Its City Clerk Date

TOWNSHIP OF PEPIN

_____ _____
_____, Its Chairperson or Supervisor Date

Attest:

_____ _____
_____, It Township Clerk or Recorder Date

Special City Council **8. 5.**

Meeting Date: 02/10/2026

ITEM TITLE: Resolution 04-2026 Accepting Ambulance Funding

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Resolution accepting funds for $37,075 from the State of Minnesota Office of Emergency Medical Services. This funding is due to a one-time appropriation from the state legislature that recognizes the need for funds to help ambulance services sustain.

Attachments

04-2026 Accepting Grant for Ambulance Funding

CITY OF WABASHA

RESOLUTION NO. 04-2026

RESOLUTION ACCEPTING GRANT NAVIGATOR FUNDING

WHEREAS, the Office of Emergency Medical Services (OEMS) has awarded the Wabasha Ambulance Service/City of Wabasha $37,075.60;

WHEREAS, the City of Wabasha and Wabasha Ambulance Service have provided a budget and work plan, which includes covering the cost of personnel, to ensure 24/7 ambulance services;

WHEREAS, the city council has determined that it is in the best interests of the City and Wabasha Ambulance Service to accept the Funding and proceed with hiring of personnel for the ambulance service to ensure 24/7 ambulance operations;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Wabasha, MINNESOTA AS FOLLOWS:

1. The City accepts the Funding in order to be able to continue to operate the Wabasha Ambulance Service and offer 24/7 EMS services
2. Ryan Marking, Ambulance Director is hereby appointed as the City's Authorizing Agent related to the Grant and the Project.
3. The Authorizing Agent is granted the authority to commit the City to any terms and conditions required to accept the Grant.
4. The Authorizing Agent is granted the authority and directed to execute any documents necessary to accept the Funding.
5. The Authorizing Agent shall serve as the City's official liaison with the entity issuing the Grant.
6. The Authorizing Agent is granted the authority to direct City staff a in matters related to accepting the Grant and Passed by the City Council of Wabasha, Minnesota this day of 3rd day of February 2026.

Attested:

_____

City Clerk – Wendy Busch

Approved:

_____

Mayor - Emily Durand

Special City Council **8. 6.**

Meeting Date: 02/10/2026

ITEM TITLE: Public Works Tech replacement hire process

DEPARTMENT: Public Works

PURPOSE:

Discuss the planned departure of Matt Wobbe from Public Works and the hiring process.

ITEM SUMMARY:

Matt Wobbe, our Public Works Tech II, is actively searching for employment and housing near Rochester, MN. This will be a big loss for our department. Matt sets the bar for the crew, and has been here 5 1/2 years leading them on projects, filling in for supervisors when we are gone. He also supervised the summer riding lawn mower crew. Matt is currently applying in various public works fields in that area, and we know his departure is coming. Since the leadership staff is not entirely sure if we are hiring within to move somebody up to fill his position, keeping that position open, and simply hiring another Tech I, or hiring someone to come in with the knowledge needed, we would like to advertise for a Public Works Tech I, Class 5 Step 1 is $26.13 per hour, and at the same time, advertise for a Public Works Tech II, Class 6 Step 1 is $27.44 in case there is someone out there knowledgeable enough to take over where Matt left off with little to no training. We can then go through all the applications we receive, before we make a plan to move forward. Just to clarify, we will only be hiring 1 person regardless of the outcome.

We wanted to get prior approval, so administration could decide when is the best time to start the advertisement period as soon as it is needed.

STAFF RECOMMENDATION:

Advertise for both Public Works Tech I, and Public Works Tech II positions to see what we receive in applications. Just to clarify, we will only be hiring 1 person regardless of the outcome.

ACTION REQUIRED:

Approve to replace this position and approve staff recommendation.

Special City Council **8. 7.**

Meeting Date: 02/10/2026

ITEM TITLE: 2026 Brush Dump contract

DEPARTMENT: Public Works

PURPOSE:

2026 Brush Dump contract approval.

ITEM SUMMARY:

See the attached Brush Dump contract for approval, $200.00 increase for 2026.

STAFF RECOMMENDATION:

Staff recommends approval of the contract.

Attachments

2026 Brush Dump contract

THIS LEASE made this **1st day of March 2026**

BETWEEN:

Wabasha Sand, Gravel & Ready-Mixed Company
905 Church Ave
Wabasha, MN 55981
651-565-3610

(The "Lessor")

And

City of Wabasha
900 Hiawatha Dr E
Wabasha, MN 55981
651-565-4568

(The "Lessee")

Witnesseth that, in consideration of the rents, mutual covenants and agreements between the parties, the parties agree as follows:

1. The Lessor does lease to the Lessee the parcel of land of approximately **100 feet x 200 feet (Parcel ID R27.00118.06) known as the "Pfeilsticker Property"** in **Wabasha,** MN **55981,** as described in Schedule "A" attached, (the "leased premises").

2. To have and to hold the leased premises for a term of a minimum of **twelve (12)** months (the **"Initial Term")** commencing on the 1st day of **March 2026,** and to be fully complete and ended on the **28**th day of **February 2027.** Lessee has the option to extend **the Lease** on a month-to-month basis after the Initial Term at the same prorated rate **for an additional twelve (12) months during which an extension beyond the additional twelve (12) months may be negotiated. Otherwise, the Lease shall expire no later than the 28th day of February 2027.**

3. The Lessee shall pay to the Lessor an annual amount of $7,200.00 rent per year. The rent shall be payable on the first day of the following month upon the execution of this lease agreement by both parties.

4. Rent required to be paid by the Lessee to the Lessor shall be payable and recoverable as rent, and the Lessor shall have all rights against the Lessee for default in any payment of such amounts as in the case of arrears in rent.

5. Should the Lessee over hold the leased premises beyond the **Initial Term** of this **Lease,** without giving notice of intent to extend the lease on a month-to-month basis as outlined in

Section 2 above, the tenancy shall be at will, subject to the right of either party to terminate the **Lease** by giving the other party sixty (60) days notice in writing of intention to terminate.

6. The Lessee shall pay interest on rents or any other amounts outstanding under the terms of this Lease at the prime rate published in the Wall Street Journal per annum compounded monthly both before and after the expiration or the termination of this **Lease.**

7. The Lessee has inspected the leased premises which are being leased to the Lessee "as is". The Lessee has not relied on any representations by the Lessor concerning any condition of the leased premises, environmental or otherwise.

8. The leased premises shall be used and occupied by the Lessee solely for the purpose of:

STORAGE AND BURNING BRUSH

9. The Lessee shall not use or permit the leased premises to be used for storage of refuse, salvage, garbage, waste or other items other than brush, yard waste, or equipment used in the operation of the City brush pile. The Lessee shall keep the leased premises in a clean and tidy condition satisfactory to the Lessor.

10. The Lessor will promptly pay all taxes including real property taxes, assessments and all other levies that may, during the existence of this Lease, become payable against the leased premises, and will save harmless the Lessee in respect thereof.

11. The Lessee shall, during the term, keep the leased premises and the improvements erected thereon in good and substantial repair. The Lessee shall not construct, erect or place, on the leased premises any improvements without the written consent of the Lessor with the exception of ground stabilization/gravel improvements, addition of additional gates in the existing fence, widening, adding radius, and/or improvement of the entrances from the road to accommodate large vehicles and cargo. Lessee shall maintain the site, provide snow removal on the driveway, install 2 driveway gates and provide signage.

12. The Lessee shall permit access through the yard as needed by the Lessor to the back of the property line adjacent to the pond. For safety, Lessor must use care, maintain a safe speed, and yield to heavy equipment and trucks at all times while on the property.

13. Environmental Obligations

a. The Lessee shall immediately carry out all measures necessary to keep the leased premises free and clear of all environmental contaminants or residue (hereinafter referred to as "environmental contamination") resulting from or occurring during the Lessee's occupation or use of the leased premises. The Lessee shall be solely responsible for the cost of all work carried out to correct any environmental contamination which occurs on the leased premises, or which occurs on other lands as a result of the Lessee's occupation or use of the leased premises.

b. The Lessee shall comply with the provisions of any federal, state or municipal laws applicable to the leased premises with respect to maintaining a clean environment.

c. The responsibility of the Lessee to the Lessor with respect to the environmental obligations contained herein and the right of the Lessor to enforce same shall survive the expiration or termination of this Lease.

d. Should the Lessor suspect that a potential source of environmental contamination may exist on the leased premises, the Lessor shall have the right to enter and inspect the leased premises, in order to conduct, or require the Lessee to conduct, at the Lessee's expense, such tests that may be required to verify the condition of the leased premises.

14. Assignment

a. The Lessee shall not assign, transfer or sublet any part of the leased premises, without the prior written consent of the Lessor, such consent not to be unreasonably withheld.

b. No assignment or sublease of this Lease shall be effective until the Lessee or the Lessee's Assignee has first paid the Lessor its reasonable costs in connection with such assignment or sublease.

15. Both Parties will indemnify and save harmless the other Party against all third-party claims which may be made against the Party resulting from the manner in which the leased premises are used by the other Party or any other acts or omissions of the Responsible Party.

16. Following the Initial Term of the lease, the Lessee may cancel this Lease by giving at least sixty (60) days written notice to the Lessor, at the end of which this Lease and all privileges herein granted shall terminate subject to those covenants, agreed to herein, that are expressly intended to exist past the termination of said lease. Following the Initial Term, Lessor may cancel this Lease by giving at least sixty (60) days written notice to the Lessee, at the end of which this Lease and all privileges herein granted shall terminate subject to those covenants, agreed to herein, that are expressly intended to exist past the termination of said lease.

17. Insurance

a. Lessee agrees to provide to Lessor a certificate of insurance with the following insurance requirements:

i.	**General Liability**	**$1,000,000 Limit of Liability**
ii.	**Auto Liability**	**$1,000,000 Limit of Liability**
iii.	**Workers Compensation**	**Minnesota Statutory Limits**
iv.	**Notice of cancellation shall be minimum thirty (30) days**	

Please add Wabasha Sand, Gravel & Ready-Mixed Company as additional insured on a primary/non-contributory basis under the GL and Auto. Also, please provide a waiver of subrogation under the GL, Auto, and Work Comp.

18. Unless otherwise agreed between the Lessor and the Lessee upon termination, the Lessee shall, prior to the expiration or sooner termination of the term, demolish and remove from the leased premises all buildings, (including foundations), improvements and fixtures, as well as any chattels located thereon, and fill and compact all excavations thereon with gravel or clean fill, and peaceably surrender and yield up to the Lessor the leased premises in a tidy, clean and level condition free and clear of all waste materials, erections and things thereon not belonging to the Lessor, all to the reasonable satisfaction of the Lessor. If the Lessee does not comply, the Lessor, at its option and in its sole discretion, may enforce or carry out such removal and the Lessee shall pay to the Lessor all costs and expenses incurred in so doing. Lessor shall, within 48 hours of Lessee vacating the premises, notify Lessee of any such exceptions and will give Lessee thirty (30) days to complete any repairs or waste removal.

a. Lessor and Lessee will have joint inspection of the area before the start of the Lease. Lessee will be responsible for all damages, post lease, that occur to the area, unless by act of God. Lessee will be given thirty (30) days to complete all repairs to the Lessor's approval.

b. The Lessor may, in writing, waive this requirement wherein such buildings, improvements, fixtures and chattels shall become the sole property of the Lessor without any right to the Lessee for compensation.

c. Until such time as the leased premises are cleared or surrendered to the satisfaction of the Lessor, the Lessor is entitled to claim as liquidated damages (and not as a penalty) an amount equivalent to the rents, taxes and any other monies payable hereunder.

19. If any of the goods, or chattels or improvements of the Lessee on the leased premises at any time during the term are seized or taken in execution or attachment by a creditor of the Lessee, or if the Lessee makes an assignment for the benefit of creditors or becomes bankrupt or insolvent or takes the benefit of an Act now or hereafter in force for bankrupt or insolvent debtors, the balance of the rent due over the remaining term of the Lease ("the accelerated rent") shall immediately become due and payable and the Lessor may re-enter and take possession of the leased premises.

20. The Lessor may at all reasonable times enter upon the leased premises, to view the state of repair, conditions and use of the leased premises, or to perform any work or repair thereon with 24 hour notice. The Lessor shall be entitled to affix and retain on any part of the exterior of the leased premises a notice that the premises are for rent or sale.

21. The Lessee will not cause any caveat(s) to be registered against the Lessor's Title in respect of the Lease. In the event a caveat is registered, the Lessee will, upon the request of the Lessor, release or cause to be released such registration at its own expense.

22. Time shall be of the essence of this Lease.

23. This Lease shall be construed pursuant to the laws of the city in which the leased premises are situated, as well as any federal legislation that may be applicable.

24. This Lease extends to and binds the respective heirs, executors, administrators, successors and assigns of the parties hereto as the case may be.

25. The waiver by the Lessor of a breach of a term, covenant or condition herein contained will not be deemed to be a waiver of a subsequent breach of the same or another term, covenant or condition herein contained.

26. The leased premises are taken by the Lessee without any representation of any kind other than those contained in this Lease on the part of the Lessor or its agent. This Lease and the schedules thereto contain all of the terms, covenants, conditions and agreements between the parties and any alteration of this Lease or Schedules thereto to be binding must be made in writing and signed by both parties.

27. Notices

a. Any notice to be given under this Lease shall be in writing and shall be validly given if delivered, transmitted by facsimile, emailed, or mailed by prepaid registered mail to the parties as follows:

The Lessor:

Wabasha Sand, Gravel & Ready-Mixed Company
Attention: Stephanie Vargas
905 Church Ave
Wabasha, MN 55981
Winona Office 507-454-5093
Email: svargas@kohnermaterials.com

The Lessee:

City of Wabasha
Attention: Tony Johnson
900 Hiawatha Dr. E
Wabasha, MN 55981
651-565-4568
Email: pwdirector@wabasha.net

b. Or to such other person or address as either party may designate by notice given in accordance with this Lease. Notice shall be deemed to have been initially given on the third (3rd) day following the mailing thereof, or in the case of delivery on the date of delivery or in the case of facsimile transmission or email on the first (1st) business day following the date it was sent.

c. Any communication relating to or any matter of an emergency or operating nature, may be given by any reasonable means. If given verbally or by telephone, such communication shall be confirmed in writing or by electronic communication which can produce a written copy.

SCHEDULES

The provisions of the following Schedules attached hereto shall form part of this Lease as if the same were embodied herein:

Schedule A - Description of Leased Premises (or Lease Sketch/Descriptive Plan)
Schedule B - Licenses

IN WITNESS WHEREOF the parties hereto have executed this lease as of the day and year first above written.

SIGNED AND DELIVERED
in the presence of:

Wabasha Sand, Gravel & Ready-Mixed Company

_____ _____

Witness: **Stephanie Vargas, Shareholder** **Date**

SIGNED, SEALED AND
DELIVERED in the
presence of:

City of Wabasha

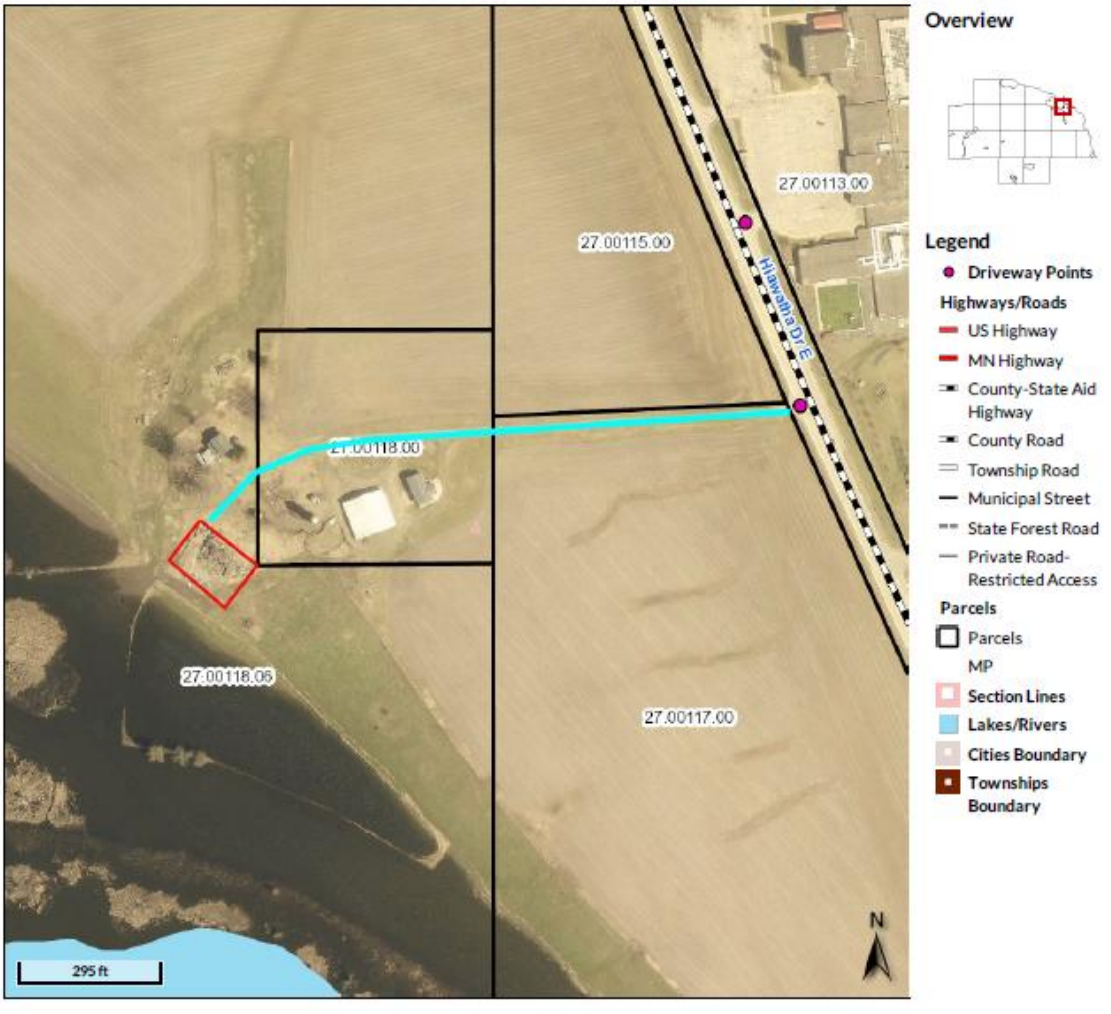
_____ _____

Witness: **Name:** **Title:** **Date**

SCHEDULE "A"

Description of Leased Premises

Land of 100 feet x 200 feet located behind 2206 Hiawatha Drive South, Wabasha, MN 55981. GIS Parcel 27.00118.06, plus the small southern parcel adjacent the main gate to be used for the purpose of entrance/exit.



The parcel boundaries are created and drawn by Wabasha County GIS and are continually updated. The parcels are drawn as accurately as possible, but should not be considered a replacement for a professional land survey.

Aerial Photos were collected in Spring 2019 by Eagleview and are 6"/3" resolution.

Date created: 2/23/2021
Last Data Uploaded: 2/23/2021 11:07:38 AM

Developed by Schneider GEOSPATIAL

SCHEDULE "B"

Licenses

It is understood that the leased premises may be subject to the existence of licenses or agreements for utilities, telecommunications or licenses of a similar nature. The Lessor reserves the right to grant to others in the future such similar licenses or agreements. The Lessee agrees to allow any and all authorized personnel to enter upon the leased premises for the purpose of constructing, maintaining and repairing such power, telephone, telecommunications lines, in accordance with such agreements. Any relocation **or** alteration of such facilities by the Lessee would be at the sole cost of the Lessee. Lessee shall be allowed to terminate this lease, without penalty, in the event a license holder (utility etc.) adds infrastructure that prevents or in any other way prevents the City from using the premises as a brush pile and burning site for brush and yard waste.

Special City Council **8. 8.**

Meeting Date: 02/10/2026

ITEM TITLE: Approve Purchase of Radio and Pagers

DEPARTMENT: Ambulance

PURPOSE:

Approve purchase of Radio and pagers.

ITEM SUMMARY:

Director Marking is requesting to buy 1 new 800mhz portable radio and 5 new pagers including a programming base. For a total cost is $7,313.65. Funds for this will come from the Ambulance's REP Center funds from the State and will have no budget impact. The purchase has already been approved by the state

STAFF RECOMMENDATION:

Approve the purchase.

ACTION REQUIRED:

Approve the purchase.

Attachments

REP Center Approval

Radio Quote

Pager Quote

DEPARTMENT OF HUMAN SERVICES

Radiological Emergency Preparedness (REP) Program
Reception Center Request for Purchase

Grant #	Wabasha Reception Center	**Reporting Period**	July 2025-June 2026
Requesting Agency	Wabasha Ambulance	**Submitted by (Printed Name)**	Ryan T. Marking
Date Submitted to DHS	1/20/2026	**Date Received by DHS**	1/20/2026

Equipment Purchase Request

The ambulance would like to purchase 1 new Motorola APX-6000, 800mhz portable radio, along with 5 new Motorola Minitor 7 pagers and one programming base. This purchase will help in updating our aging portable radios and pagers. These items are essential to our operational readiness and ability to communicate. The total quote for all items is $7,313.65. (See Attached quotes)

Provide information about your equipment purchase request and justify why it should be funded with REP funds.

REP Funded Training Request

Provide information about your training request and justify why this training should be funded with REP funds.

Authorized Signature of Requesting Agency Riley j. Costello Digitally signed by Riley j. Costello Date: 2026.01.21 06:25:01 -06'00'

Approved [xxxx] Signature of approving authority Ken Koss Digitally signed by Ken Koss Date: 2026.01.27 11:32:30 -06'00'

Not Approved [ ] Printed name of approving authority Ken Koss

Reason request was denied:

MOTOROLA SOLUTIONS







WABASHA, CITY OF

APX-6000 Non-Encrypted 12-12-25

12/15/2025

The design, technical, pricing, and other information ("Information") furnished with this submission is confidential proprietary information of Motorola Solutions, Inc. or the Motorola Solutions entity providing this quote ("Motorola") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola.
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MOTOROLA SOLUTIONS

QUOTE-3429101

12/15/2025

WABASHA, CITY OF
900 HIAWATHA DR E
WABASHA, MN 55981

RE: Motorola Quote for APX-6000 Non-Encrypted 12-12-25

Dear Ryan Marking,

Motorola Solutions is pleased to present WABASHA, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide WABASHA, CITY OF with the best products and services available in the communications industry. Please direct any questions to Sid Sanocki at sid.sanocki@ancom.org.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Sid Sanocki
Sales

Motorola Solutions Manufacturer's Representative

Billing Address:
WABASHA, CITY OF
900 HIAWATHA DR E
WABASHA, MN 55981
US

Shipping Address:
WABASHA, CITY OF
900 HIAWATHA DR E
WABASHA, MN 55981
US

Quote Date:12/15/2025
Expiration Date:02/13/2026
Quote Created By:
Sid Sanocki
Sales
sid.sanocki@ancom.org
6517148359

End Customer:
WABASHA, CITY OF
Ryan Marking
ambdir@wabasha.org
651-560-4098

Contract: MnDOT 209493
AGREEMENT: STATE OF MINNESOTA
FIXED PRICING
Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Disc %	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000				
1	H98UCF9PW6BN	PORTABLE RADIO APX6000 700/800 MODEL 2.5	1	32.72%	$2,640.24	$2,640.24
1a	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	1	0.0%	$0.00	$0.00
1b	Q361AR	ADD: P25 9600 BAUD TRUNKING	1	32.69%	$237.60	$237.60
1c	H38BT	ADD: SMARTZONE OPERATION	1	32.69%	$950.40	$950.40
1d	Q58AL	ADD: 3Y ESSENTIAL SERVICE	1	0.0%	$184.00	$184.00
1e	QA09113AB	ADD: BASELINE RELEASE SW	1	0.0%	$0.00	$0.00
1f	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	1	32.74%	$408.24	$408.24
2	NAR6595A	PORTABLE ANTENNA, STUBBY, 700/800	1	27.99%	$24.13	$24.13
3	PMMN4069AL	PORTABLE RSM GCAI, IP55, 3.5MM JACK, LARGE	1	37.69%	$95.76	$95.76

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Disc %	Sale Price	Ext. Sale Price
4	NNTN8860B	CHARGER, DESKTOP SINGLE UNIT IMPRES 2, FAST US/NA	1	32.71%	$134.28	$134.28

Grand Total $4,674.65(USD)

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

MOTOROLA SOLUTIONS

Purchase Order Checklist NA OM

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead **(PO will not be processed without this)**
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the *Legal* Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Tax Exemption Status
Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a **case number**.
Once checklist is complete, order still must go through **Order Validation/Credit Approval**

ANCOM Communications
1800 East Cliff Road, Suite 17
Burnsville MN 55337
(952) 808-0033 Fax: (000) 000-0000

ANCOM DELIVERS SOLUTIONS

QUOTATION

QUOTE NO.: 55093 - 00 EC
DATE: 12/04/25
TERMS: NET 30
DELIVERY: SpeeDee

BILL TO: 4892
Wabasha Ambulance
Attn: Ryan Marking
900 Hiawatha Dr E
PO Box 268
Wabasha, MN 55981

SHIP TO:
Wabasha Ambulance
Attn: Ryan Marking
900 Hiawatha Dr E
PO Box 268
Wabasha, MN 55981

Please reference Quote No. on Correspondence & purchase orders.
Quote expires: 02/02/2026

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	1	Minitor 7 5 CH IS VHF PGR PKG 151-158.995 MHz	495.00		495.00
1A	1	STD Charger with Pager Kit			
1B	1	Standard Warranty, 2 YR			
1C	1	3 Year Extended Warranty	60.00		60.00
2	1	M7 Programming Kit	89.00		89.00
		Quotes subject to change due to tariffs.			
			Item summary		644.00
			Subtotal		644.00
			Freight		15.00
			GRAND TOTAL:		659.00

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY **Sid Sanocki** **6**

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted by _____ **P.O. No** _____

LEGAL NAME OF PURCHASER

_____ **Date** _____

AUTHORIZED SIGNATURE

MOTOROLA
Authorized Two-Way Radio Dealer

Special City Council **8. 9.**

Meeting Date: 02/10/2026

ITEM TITLE: Gambling Applications

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

St Elizabeths has applied for a gambling permit to hold their annual basket raffle.

Falcon Youth Baseball has applied for their annual raffle fundraiser.

Wabasha Kellogg Area Chamber of Commerce has applied for a bingo, pull tabs and raffle permit for Riverboat Days fundraiser.

ACTION REQUIRED:

approve gambling applications with the concent agenda.

Special City Council **8. 10.**

Meeting Date: 02/10/2026

ITEM TITLE: February Warrants

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review warrants paid in the month of January for the City, ask any questions you may have.

ACTION REQUIRED:

approve Febraury warrants with the concent agenda.

Attachments

2-3-26 Council Warrants

CITY OF WABASHA
COUNCIL PAYABLES

PROG Descr	Search Name	Account Descr		Amount	Comments
Administration					
Administration	HBC	E 100-410-41500-321	Telephone	$337.84	CITY HALL PHONE
Administration	VISA	E 100-410-41500-330	Meeting Expense	$241.53	OWL MIC AND EXTENDER
Administration	VALLEY PUBLICATIONS, INC	E 100-410-41500-351	Legal Notice Publishing	$160.65	GAS & ELECTRIC FRANCHISE
Administration	VALLEY PUBLICATIONS, INC	E 100-410-41500-351	Legal Notice Publishing	$275.40	2026 BUDGET SUMMARY
Administration	NEOGOV	E 100-410-41500-433	Dues and Subscriptions	$429.24	NEOGOV LEARN SUBSCRIPTIONS
Administration	NEOGOV	E 100-410-41500-433	Dues and Subscriptions	$429.24	NEOGOV LEARN SUBSCRIPTIONS
Administration	VISA	E 100-410-41500-433	Dues and Subscriptions	$21.46	ADOBE SUBSCRIPTION
Administration	DISPLAY SALES	E 502-410-41500-472	Grants/Donations	$416.60	C-7 GREEN 16 GU 25' SURE LOCK WIRE
Administration	DISPLAY SALES	E 502-410-41500-472	Grants/Donations	$550.00	C-7 GREEN 16 GU 25' SURE LOCK WIRE
Administration				$2,861.96	
Ambulance					
Ambulance	VISA	E 100-420-42500-200	Office Supplies	$418.45	CREATIVE CLOUD PRO
Ambulance	VISA	E 100-420-42500-206	Training Center Expenditures	$108.90	PAPA TRONNIOS PIZZA
Ambulance	VISA	E 100-420-42500-206	Training Center Expenditures	$104.00	NATIONAL REGISTRY OF EMT
Ambulance	VISA	E 100-420-42500-206	Training Center Expenditures	$45.80	AMERICAN HEART CPR
Ambulance	KWIK TRIP INC	E 100-420-42500-212	Motor Fuels	$119.22	FUEL DECEMBER OF 22
Ambulance	WABASHA COUNTY	E 100-420-42500-212	Motor Fuels	$56.22	AMBULANCE GAS
Ambulance	WABASHA COUNTY	E 100-420-42500-212	Motor Fuels	$656.29	AMBULANCE DIESEL
Ambulance	AIRGAS USA LLC	E 100-420-42500-215	Oxygen-Supplies	$100.69	OXYGEN
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217	Medical Supplies	$18.70	AIRWAY - FLUID CONTROL POWDER
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217	Medical Supplies	$258.81	MEDICAL SUPPLIES
Ambulance	ZOLL MEDICAL CORPORATION	E 100-420-42500-217	Medical Supplies	$1,154.12	RAINBOW DCI SENSON & PATIENT CABL
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217	Medical Supplies	$12.88	MEDICAL SUPPLIES
Ambulance	WABASHA FRESH MARKET	E 100-420-42500-219	General Supplies	$59.37	AMBULANCE BARN SUPPLIES
Ambulance	ECP SERVICES, LLC	E 100-420-42500-311	Contractor Fees	$2,482.59	DECEMBER COMMISSIONS
Ambulance	FIRSTNET BUILT WITH AT & T	E 100-420-42500-321	Telephone	$116.19	AMBULANCE MOBILE - DECEMBER 25
Ambulance	HBC	E 100-420-42500-321	Telephone	$60.28	AMBULANCE PHONE
Ambulance	XCEL ENERGY	E 100-420-42500-381	Electric/Gas Utility	$284.49	AMBULANCE GARAGE
Ambulance	CLEARWAY COMMUNITY SOLAR LLC	E 100-420-42500-381	Electric/Gas Utility	$50.92	NOVEMBER SOLAR
Ambulance	VISA	E 100-420-42500-388	Lodging	$284.78	AMERICINN
Ambulance	VISA	E 100-420-42500-388	Lodging	$110.27	AMERICINN
Ambulance	VISA	E 100-420-42500-388	Lodging	$110.27	AMERICINN
Ambulance	CULLIGAN	E 100-420-42500-409	Maintenance Agreements	$69.74	WATER SOFTNER SYSTEM
Ambulance	AMERGY DISPOSAL LLC	E 100-420-42500-409	Maintenance Agreements	$125.00	PICK UP OF MEDICAL WASTE
Ambulance	WELCHS AUTO SUPPLY, INC	E 100-420-42500-414	Vehicle Maintenance	$65.96	BLUE DEF

PROG Descr	Search Name	Account Descr		Amount	Comments
Ambulance	WELCHS AUTO SUPPLY, INC	E 100-420-42500-414	Vehicle Maintenance	$65.96	BLUE DEF
Ambulance	NEOGOV	E 100-420-42500-433	Dues and Subscriptions	$429.26	NEOGOV LEARN SUBSCRIPTIONS
Ambulance	VISA	E 100-420-42500-433	Dues and Subscriptions	$34.00	PIONEER PRESS
Ambulance	BERKLEY RISK ADMINISTRATORS LL	E 100-420-42500-436	Insurance Deductible for Claim	$121.40	INSURANCE DEDUCTIBLE WORK COMP
Ambulance	ASPEN MILLS	E 100-420-42500-581	Uniforms	$1,522.23	UNIFORMS
Ambulance				$9,046.79	
Debt Service Funds					
Debt Service Funds	NORTHLAND TRUST SERVICES	E 398-470-47000-601	Bond Principal	$80,000.00	GO IMPROVEMENT & TAX ABATEMENT B
Debt Service Funds	NORTHLAND TRUST SERVICES	E 398-470-47000-601	Bond Principal	$60,000.00	GO IMPROVEMENT & TAX ABATEMENT B
Debt Service Funds	NORTHLAND TRUST SERVICES	E 398-470-47000-611	Bond Interest	$30,300.00	GO IMPROVEMENT & TAX ABATEMENT B
Debt Service Funds	NORTHLAND TRUST SERVICES	E 398-470-47000-611	Bond Interest	$34,200.00	GO IMPROVEMENT & TAX ABATEMENT B
Debt Service Funds	FIRST INDEPENDENT BANK	E 399-470-47000-601	Bond Principal	$51,000.00	GO STREET IMPROVEMENT BOND SERIE
Debt Service Funds	FIRST INDEPENDENT BANK	E 399-470-47000-611	Bond Interest	$4,065.00	GO STREET IMPROVEMENT BOND SERIE
Debt Service Funds				$259,565.00	
Emergency Management					
Emergency Management	VISA	E 100-420-42400-221	Equipment Maintenance/Parts	$149.99	THUNDERBOLT DOCK
Emergency Management	MIRACLE RECREATION	E 100-420-42400-387	Emergency Mgmt/Flood Expense	$1,518.00	PLAYGROUND PARTS
Emergency Management	JOHNSON & SCOFIELD	E 502-420-42400-472	Grants/Donations	$0.00	LAND SURVEY WATER TOWER SITE
Emergency Management	JOHNSON & SCOFIELD	E 502-420-42400-472	Grants/Donations	$0.00	LAND SURVEY WATER TOWER SITE
Emergency Management	JOHNSON & SCOFIELD	E 502-420-42400-472	Grants/Donations	$1,500.00	LAND SURVEY WATER TOWER SITE
Emergency Management				$3,167.99	
Engineering					
Engineering	BOLTON AND MENK INC	E 100-410-41300-303	Engineering Fees	$3,313.22	GENERAL ENGINEERING
Engineering				$3,313.22	
Fire Protection					
Fire Protection	WABASHA COUNTY	E 100-420-42200-212	Motor Fuels	$171.08	FIRE DEPARTMENT DIESEL
Fire Protection	FIRE SAFETY USA	E 100-420-42200-221	Equipment Maintenance/Parts	$1,446.00	ENGINE 2 & ENGINE 6 REPAIRS
Fire Protection	FIRE SAFETY USA	E 100-420-42200-221	Equipment Maintenance/Parts	$15,934.58	W-6 SERVICING
Fire Protection	WELCHS AUTO SUPPLY, INC	E 100-420-42200-223	Building Maint/Repair Supplies	$31.98	DIESEL ANTIGEL 64-OZ
Fire Protection	WABASHA FRESH MARKET	E 100-420-42200-223	Building Maint/Repair Supplies	$60.07	FIRE HALL SUPPLIES
Fire Protection	PLUNKETT S PEST CONTROL	E 100-420-42200-223	Building Maint/Repair Supplies	$112.74	GENERAL PEST PROGRAM MONTHLY
Fire Protection	PLUNKETT S PEST CONTROL	E 100-420-42200-223	Building Maint/Repair Supplies	$112.74	GENERAL PEST PROGRAM MONTHLY
Fire Protection	PLUNKETT S PEST CONTROL	E 100-420-42200-223	Building Maint/Repair Supplies	$112.74	GENERAL PEST PROGRAM MONTHLY
Fire Protection	FIRE SAFETY USA	E 100-420-42200-223	Building Maint/Repair Supplies	$869.85	GATE VALVES
Fire Protection	MN STATE FIRE CHIEFS ASSN.	E 100-420-42200-308	Continuing Ed	$855.00	2026 DULUTH ATTENDEES
Fire Protection	HBC	E 100-420-42200-321	Telephone	$108.50	FIRE PHONE
Fire Protection	WABASHA RUBBISH REMOVAL	E 100-420-42200-381	Electric/Gas Utility	$117.00	FIRE HALL DUMPSTER
Fire Protection	CLEARWAY COMMUNITY SOLAR LLC	E 100-420-42200-381	Electric/Gas Utility	$79.58	FIRE DEPARTMENT SOLAR

PROG Descr	Search Name	Account Descr		Amount	Comments
Fire Protection	XCEL ENERGY	E 100-420-42200-381	Electric/Gas Utility	$1,187.51	FIRE DEPARTMENT POWER
Fire Protection	XCEL ENERGY	E 100-420-42200-381	Electric/Gas Utility	$8.79	FIRE SIREN
Fire Protection	XCEL ENERGY	E 100-420-42200-381	Electric/Gas Utility	$8.17	FIRE SIREN
Fire Protection	ANCOM	E 100-420-42200-582	Radio Equipment	$1,955.61	RADIO HEADSETS, EXTENSION CABLES
Fire Protection				$23,171.94	
General Govt Bldg City Hall					
General Govt Bldg City Hall	VISA	E 100-410-41900-200	Office Supplies	$23.99	WALL CALENDAR
General Govt Bldg City Hall	VISA	E 100-410-41900-200	Office Supplies	$5.29	DESK CALENDAR
General Govt Bldg City Hall	STUMPF PRINTING COMPANY	E 100-410-41900-200	Office Supplies	$325.00	WINDOW ENVELOPES NO PERMIT
General Govt Bldg City Hall	VISA	E 100-410-41900-211	Cleaning/Janitorial Supplies	$40.67	CLEANING SUPPLIES
General Govt Bldg City Hall	WABASHA COUNTY D. A. C.	E 100-410-41900-313	Cleaning Services	$290.67	CLEANING DECEMBER 2025
General Govt Bldg City Hall	WABASHA RUBBISH REMOVAL	E 100-410-41900-381	Electric/Gas Utility	$93.60	CITY HALL DUMPSTER
General Govt Bldg City Hall	CLEARWAY COMMUNITY SOLAR LLC	E 100-410-41900-381	Electric/Gas Utility	$236.47	CITY HALL SOLAR
General Govt Bldg City Hall	XCEL ENERGY	E 100-410-41900-381	Electric/Gas Utility	$40.71	CITY HALL
General Govt Bldg City Hall	DESTINY SOFTWARE, INC.	E 100-410-41900-433	Dues and Subscriptions	$4,650.00	AGENDA QUICK SUBSCRIPTION 2026
General Govt Bldg City Hall	BANYON DATA SYSTEMS INC	E 100-410-41900-433	Dues and Subscriptions	$295.00	PURCHASE ORDER SUPPORT
General Govt Bldg City Hall				$6,001.40	
Independent Accounting/Audit					
Independent Accounting/A	ABDO ABDO EICK & MEYERS LLP	E 100-410-41700-301	Auditing and Accounting Serv.	$8,875.00	PROGRESS BILLING 2025 AUDIT
Independent Accounting/A	WABASHA COUNTY	E 100-410-41700-307	Auditor Fees	$60.00	2025 AUDTI SENT
Independent Accounting/Audit				$8,935.00	
IT Department					
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312	Computer Support	$124.00	MICROSOFT 365 AGREEMENT
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312	Computer Support	$42.00	FIREWALL PROTECTION
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312	Computer Support	$263.17	CLOUD BACKUP
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312	Computer Support	$1,112.00	EXPANDED BUSINESS AGREEMENT
IT Department	WABASHA COUNTY	E 100-410-41920-312	Computer Support	$500.00	LEADS ONLINE & POWERPLUS INVESTIG
IT Department	HBC	E 100-410-41920-320	Internet/Website Service	$391.80	INTERNET
IT Department	VISION DESIGN GROUP INC	E 100-410-41920-320	Internet/Website Service	$360.00	HOSTING WABASHA.ORG (JAN - JUNE)
IT Department				$2,792.97	
Legal					
Legal	WABASHA COUNTY	E 100-410-41800-304	Legal Fees	$2,000.00	LEGAL SERVICES JANUARY 2026 CONTR
Legal				$2,000.00	
Library					
Library	HBC	E 211-471-47100-321	Telephone	$99.38	LIBRARY PHONE
Library	NEOGOV	E 211-471-47100-433	Dues and Subscriptions	$515.04	NEOGOV LEARN SUBSCRIPTIONS
Library				$614.42	

PROG Descr	Search Name	Account Descr		Amount	Comments
Mayor and Council					
Mayor and Council	MINNESOTA MAYORS ASSOCIATION	E 100-410-41100-433	Dues and Subscriptions	$30.00	MEMBERSHIP DUES
Mayor and Council	LEAGUE OF MINNESOTA CITIES	E 100-410-41100-433	Dues and Subscriptions	$3,557.00	MEMBERSHIP DUES
Mayor and Council				$3,587.00	
Miscellaneous					
Miscellaneous	FALCON YOUTH BASEBALL ASSOC	E 100-490-45400-440	Summer Recreation	$4,000.00	SUMMER RECREATION DONATION
Miscellaneous	WABASHA KELLOGG SOFTBALL ASSO	E 100-490-45400-440	Summer Recreation	$4,000.00	2026 SUMMER REC DONATION
Miscellaneous	THREE RIVERS COMMUNITY ACTION	E 100-490-45400-480	Three Rivers	$6,000.00	2026 FEE FOR SERVICE MOU INSTALLME
Miscellaneous	MOTOROLA SOLUTIONS INC	E 502-490-45400-478	Reception Center	$24,636.00	PORTABLE RADIOS WITH PROGRAMMIN
Miscellaneous	MOTOROLA SOLUTIONS INC	E 502-490-45400-478	Reception Center	$690.12	PORTABLE DESK CHARGERS
Miscellaneous				$39,326.12	
Planning & Community Developme					
Planning & Community De	BOLTON AND MENK INC	E 100-420-42300-311	Contractor Fees	$3,482.00	PLANNING & ZONING
Planning & Community Developme				$3,482.00	
Police Protection					
Police Protection	WABASHA COUNTY	E 100-420-42100-212	Motor Fuels	$1,214.86	POLICE GAS
Police Protection	VISA	E 100-420-42100-212	Motor Fuels	$37.00	FUEL TRAINING
Police Protection	KWIK TRIP INC	E 100-420-42100-212	Motor Fuels	$287.85	POLICE FUEL
Police Protection	VISA	E 100-420-42100-219	General Supplies	$24.37	DESK CALENDARS
Police Protection	VISA	E 100-420-42100-219	General Supplies	$28.66	FEES, INTEREST & DIFF IN BALANCE
Police Protection	VISA	E 100-420-42100-308	Continuing Ed	$24.77	MEAL AT TRAINING
Police Protection	MINNESOTA BCA - TRAINING UNIT	E 100-420-42100-308	Continuing Ed	$75.00	DMT - G ONLINE RECERT TRAINING
Police Protection	VERIZON WIRELESS	E 100-420-42100-321	Telephone	$160.06	MOBILE INTERNET DEVICES
Police Protection	FIRSTNET BUILT WITH AT & T	E 100-420-42100-321	Telephone	$379.17	POLICE MOBILE DEVICES
Police Protection	DONS AUTOMOTIVE	E 100-420-42100-325	Towing Expenses	$200.00	JEEP IMPOUND TOW
Police Protection	WABASHA COUNTY	E 100-420-42100-412	Building Rent	$1,314.67	POLICE LEASE AGREEMENT JAN 2026
Police Protection	WABASHA COUNTY	E 100-420-42100-412	Building Rent	$1,314.67	CJC RENT FEBRUARY 2026
Police Protection	NEOGOV	E 100-420-42100-433	Dues and Subscriptions	$85.84	NEOGOV LEARN SUBSCRIPTIONS
Police Protection	WABASHA COUNTY HERALD	E 100-420-42100-433	Dues and Subscriptions	$58.00	2026 SUBSCRIPTION
Police Protection	MOSAIC FORD LAKE CITY	E 100-420-42100-551	Equipment Replacement Fund	$911.10	SQUAD REPAIRS
Police Protection	WELCHS AUTO SUPPLY, INC	E 100-420-42100-551	Equipment Replacement Fund	$4.29	DEICER
Police Protection	WELCHS AUTO SUPPLY, INC	E 100-420-42100-551	Equipment Replacement Fund	$27.99	BOSCH ICON DRIVERS SIDE
Police Protection	WELCHS AUTO SUPPLY, INC	E 100-420-42100-551	Equipment Replacement Fund	$63.98	BOSCH FRONT WIPER
Police Protection	WELCHS AUTO SUPPLY, INC	E 100-420-42100-551	Equipment Replacement Fund	$5.49	RAINX-30 DE-ICER
Police Protection	DONS AUTOMOTIVE	E 100-420-42100-551	Equipment Replacement Fund	$72.62	2022 INTERCEPTOR - WASHER FLUID &
Police Protection	DONS AUTOMOTIVE	E 100-420-42100-551	Equipment Replacement Fund	$59.47	OIL FILTER & OIL CHANGE - 2021 INTER
Police Protection	STREICHER S	E 100-420-42100-581	Uniforms	$21.98	UNIFORMS
Police Protection	HILLS HARDWARE HANK	E 100-420-42100-581	Uniforms	$24.99	POLICE ACCOUNT
Police Protection	CHAD MEURER	E 100-420-42100-581	Uniforms	$839.37	UNIFORM ALLOWANCE

PROG Descr	Search Name	Account Descr		Amount	Comments
Police Protection	STREICHER S	E 100-420-42100-581	Uniforms	$201.94	UNIFORMS
Police Protection	VISA	E 100-420-42100-581	Uniforms	$315.59	UNIFORMS #906
Police Protection	VISA	E 100-420-42100-581	Uniforms	$233.48	FLASHLIGHTS
Police Protection				$7,987.21	
Pool					
Pool	HBC	E 100-450-45300-321	Telephone	$25.85	POOL LINE RESERVED
Pool	CLEARWAY COMMUNITY SOLAR LLC	E 100-450-45300-381	Electric/Gas Utility	$265.28	POOL SOLAR
Pool	MINNESOTA DEPT OF HEALTH	E 100-450-45300-437	Misc Licenses and Permits	$1,245.00	POOL MN DEPT OF HEALTH LICENSE
Pool				$1,536.13	
Port Authority & Dev. Agency					
Port Authority & Dev. Agen	VISION DESIGN GROUP INC	E 200-472-46500-311	Contractor Fees	$60.00	Cathy Enerson request: add photos from
Port Authority & Dev. Agen	WABASHA MAIN STREET	E 200-472-46500-455	MAIN STREET ALLOCATION	$10,000.00	2026 Main Street Contribution from Port A
Port Authority & Dev. Agen	THREE RIVERS COMMUNITY ACTION	E 200-472-46500-480	Three Rivers	$2,000.00	151.27 Wabasha Childcare (Port Authority
Port Authority & Dev. Agency				$12,060.00	
Public Works					
Public Works	ARNOLD S SUPPLY & KLEENIT CO	E 100-430-43100-211	Cleaning/Janitorial Supplies	$350.00	70# ICE FOE
Public Works	VISA	E 100-430-43100-211	Cleaning/Janitorial Supplies	$19.96	REFELCTIVE SAFETY TAKE
Public Works	WABASHA COUNTY	E 100-430-43100-212	Motor Fuels	$420.49	PUBLIC WORKS GAS
Public Works	WABASHA COUNTY	E 100-430-43100-212	Motor Fuels	$1,130.99	PUBLIC WORKS DIESEL
Public Works	CONSOLIDATED ENERGY COMPANY	E 100-430-43100-212	Motor Fuels	$54.90	TERSUS DEF WI 2 SPOUTS
Public Works	WABASHA COUNTY	E 100-430-43100-212	Motor Fuels	$752.25	PUBLIC WORKS GAS
Public Works	WABASHA COUNTY	E 100-430-43100-212	Motor Fuels	$1,271.38	PUBLIC WORKS DIESEL
Public Works	ZEP SALES & SERVICE	E 100-430-43100-219	General Supplies	$176.05	CLEANING PRODUCTS
Public Works	HILLS HARDWARE HANK	E 100-430-43100-219	General Supplies	$893.66	PUBLIC WORKS SUPPLIES
Public Works	FACTORY MOTOR PARTS	E 100-430-43100-219	General Supplies	$21.70	BLUE SHOP TOWELS
Public Works	WATER SYSTEMS COMPANY	E 100-430-43100-219	General Supplies	$16.05	PUBLIC WORKS
Public Works	WATER SYSTEMS COMPANY	E 100-430-43100-219	General Supplies	$12.00	LESS CREDIT OF $24.40
Public Works	VISA	E 100-430-43100-219	General Supplies	$38.95	PLOW PARTS
Public Works	VISA	E 100-430-43100-219	General Supplies	$40.32	MISC ITEMS
Public Works	GERKEN S INC	E 100-430-43100-219	General Supplies	$4.00	FC - CHECK LOST IN MAIL!!! RECUT AND
Public Works	WATER SYSTEMS COMPANY	E 100-430-43100-219	General Supplies	$28.05	WATER
Public Works	WATER SYSTEMS COMPANY	E 100-430-43100-219	General Supplies	$16.05	WATER
Public Works	BOBCAT OF COULEE REGION	E 100-430-43100-221	Equipment Maintenance/Parts	$1,240.87	CUTTING EDGE & NUTS AND BOLTS
Public Works	PAUL BUSCH AUTO CENTER, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$105.00	2003 CHEVY K 2500HD 4W
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$4.74	ATM-10 FUSE
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$144.88	AIR FILTERS
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$16.98	DISPOSABLE GLOVES
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$51.70	TRAN FLU QT
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$52.98	BLSTR PK MINIATURES

PROG Descr	Search Name	Account Descr		Amount	Comments
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$271.13	ULTRA RED SUP GREASE, PENETRANT OI
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$157.66	HYDRAULIC HOSE, HYD HOSE FITTINGS
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$7.12	ATR - 10 AMP BLADE FUSE
Public Works	MACQUEEN EQUIPMENT INC	E 100-430-43100-221	Equipment Maintenance/Parts	$772.84	PELICAN PAT U24
Public Works	BOBCAT OF COULEE REGION	E 100-430-43100-221	Equipment Maintenance/Parts	$734.08	TIRE TURF 12.5 X 15
Public Works	JOHN DEERE FINANCIAL	E 100-430-43100-221	Equipment Maintenance/Parts	$194.26	FEMALE COUPLER & HYD QUICK
Public Works	VISA	E 100-430-43100-221	Equipment Maintenance/Parts	$76.94	RUST PREVENTATIVE GLOSS BLK
Public Works	VISA	E 100-430-43100-221	Equipment Maintenance/Parts	$220.55	RUST PRENTATIVE COATING
Public Works	VISA	E 100-430-43100-221	Equipment Maintenance/Parts	$208.58	COUPLERTS MN AG GROUP
Public Works	VISA	E 100-430-43100-221	Equipment Maintenance/Parts	$754.52	DI-80 AND DI-80C
Public Works	WINONA WELDING	E 100-430-43100-221	Equipment Maintenance/Parts	$129.94	STEEL - PLATE A 36
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$26.07	BOX CAPSULES & WASHER FLUID
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$39.38	SPARK PLUG & BOXED CAPSULES
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$42.90	ELECTRICAL CONNECTOR
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$14.83	skt std 3 8 dr 6 pt 15
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$168.96	WIPERS & AIR FILTERS
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$12.99	AA ORBR IN DETAILER
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$25.48	OIL
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$26.96	LED MARKER LAMP
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$54.81	AIR FILTER & ENVIRO SHIELD
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$17.98	DISPOSABLE GLOVES
Public Works	WELCHS AUTO SUPPLY, INC	E 100-430-43100-221	Equipment Maintenance/Parts	$58.97	GLASS CLEANER & RAINZ
Public Works	FAIR MANUFACTURING, INC.	E 100-430-43100-221	Equipment Maintenance/Parts	$490.21	SPROKET 2" BORE
Public Works	CRYSTEEL TRUCK EQUIPMENT INC	E 100-430-43100-221	Equipment Maintenance/Parts	$696.63	HPPER CONTROL BOXED ASSY
Public Works	FIRST SUPPLY LLC	E 100-430-43100-221	Equipment Maintenance/Parts	$30.94	1 1/2 SOC CPVC UNION 2000 FKM
Public Works	FIRST SUPPLY LLC	E 100-430-43100-221	Equipment Maintenance/Parts	$246.63	MISC ITEMS BALL VALVS AND ANGLES
Public Works	RONCO ENGINEERING	E 100-430-43100-221	Equipment Maintenance/Parts	$353.74	1150 PSI, BUSHCING - STR
Public Works	FIRST SUPPLY LLC	E 100-430-43100-221	Equipment Maintenance/Parts	$173.90	IND BAL VLV EPDM
Public Works	VISA	E 100-430-43100-240	Small Tools and Minor Equip.	$113.00	QC-MATE XBOOM COUPLER
Public Works	VISA	E 100-430-43100-240	Small Tools and Minor Equip.	$105.98	WASTE OIL TANK
Public Works	EMPLIFY HEALTH	E 100-430-43100-305	Medical/physical fees	$54.00	DRUG TEST
Public Works	EMPLIFY HEALTH	E 100-430-43100-305	Medical/physical fees	$42.00	DRUG TEST
Public Works	TONY JOHNSON	E 100-430-43100-305	Medical/physical fees	$130.00	REIMBURSEMENT OF PHYSICAL
Public Works	VISA	E 100-430-43100-308	Continuing Ed	$25.00	TREE INSPECTOR RECERT
Public Works	VERIZON WIRELESS	E 100-430-43100-321	Telephone	$40.02	MOBILE INTERNET DEVICES
Public Works	HBC	E 100-430-43100-321	Telephone	$90.86	PUBLIC WORKS PHONE
Public Works	VALLEY PUBLICATIONS, INC	E 100-430-43100-351	Legal Notice Publishing	$51.00	ALLEY VACATION ADVERTISEMENTS
Public Works	VALLEY PUBLICATIONS, INC	E 100-430-43100-351	Legal Notice Publishing	$51.00	STREETS/ ALLEY VACATION
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-381	Electric/Gas Utility	$205.92	PUBLIC WORKS DUMPSTER
Public Works	CLEARWAY COMMUNITY SOLAR LLC	E 100-430-43100-381	Electric/Gas Utility	$108.67	NOVEMBER PW SOLAR & HARBOR
Public Works	XCEL ENERGY	E 100-430-43100-381	Electric/Gas Utility	$1,352.80	PW ELECTRIC

PROG Descr	Search Name	Account Descr		Amount	Comments
Public Works	XCEL ENERGY	E 100-430-43100-381	Electric/Gas Utility	$21.13	CAMPGROUND POWER
Public Works	XCEL ENERGY	E 100-430-43100-381	Electric/Gas Utility	$3.20	HERB PARKING LOT UNDER BRIDGE? Po
Public Works	XCEL ENERGY	E 100-430-43100-381	Electric/Gas Utility	$129.48	CAMPGROUND ELECTRIC
Public Works	XCEL ENERGY	E 100-430-43100-381	Electric/Gas Utility	$155.18	ATHLETIC COMPLEX
Public Works	CONSOLIDATED ENERGY COMPANY	E 100-430-43100-381	Electric/Gas Utility	$407.41	WARMING HOUSE PROPANE - HEAT
Public Works	XCEL ENERGY	E 100-430-43100-382	Street Lights	$322.71	STREET LIGHTS
Public Works	XCEL ENERGY	E 100-430-43100-382	Street Lights	$4,168.55	STREET LIGHTS
Public Works	WABASHA TREE COMPANY, INC.	E 100-430-43100-383	Forestry	$4,160.00	TREE REMOVAL THROUGHOUT TOWN
Public Works	WABASHA TREE COMPANY, INC.	E 100-430-43100-383	Forestry	$930.00	TREE REMOVAL
Public Works	DANCKWART COMPANIES LLC	E 100-430-43100-386	Snow Removal	$877.50	SNOW REMOVAL
Public Works	DANCKWART COMPANIES LLC	E 100-430-43100-386	Snow Removal	$540.00	SNOW REMOVAL
Public Works	DANCKWART COMPANIES LLC	E 100-430-43100-386	Snow Removal	$1,080.00	SNOW REMOVAL
Public Works	COMPASS MINERALS	E 100-430-43100-386	Snow Removal	$7,645.50	75 TON ROAD SALT
Public Works	COMPASS MINERALS	E 100-430-43100-386	Snow Removal	$274.39	DIFFERENCE FROM PO TO INVOICE
Public Works	XCEL ENERGY	E 100-430-43100-389	EV Charger	$20.30	EV POWER
Public Works	MINNESOTA DEPT OF HEALTH	E 100-430-43100-527	PARK MAINTENANCE	$839.00	CAMPGROUND MN DEPT OF HEALTH LIC
Public Works	JASONS PORTABLE TOILETS	E 100-430-43100-527	PARK MAINTENANCE	$1,030.00	BRUEGGER PARK AND UNDER THE BRID
Public Works	SUPERIOR SCREENERS	E 100-430-43100-581	Uniforms	$304.00	SPORT TEK JACKETS
Public Works	EARL F ANDERSEN INC.	E 100-430-43100-583	Signs	$183.95	BLACK E450 CENTER CLIP
Public Works	BOLTON AND MENK INC	E 367-430-43100-303	Engineering Fees	$36,540.00	2025 STREET & UTILITY
Public Works	ROCHESTER SAND & GRAVEL	E 367-430-43100-311	Contractor Fees	$604,855.86	2025 Street Project Pay App 1
Public Works	GNARLY OAK LANDSCAPING	E 501-430-43100-500	CAPITAL OUTLAY	$3,550.00	REMOVE SEDIMENT AND CLEAN UP CUL
Public Works	VISA	E 502-430-43100-545	EV Charger	$47.90	CHARGING STATIONS SIGNS
Public Works	HALL ELECTRIC, INC.	E 502-430-43100-545	EV Charger	$2,000.00	EV CHARGER HOOK UP
Public Works				$685,329.26	
Sewer Department					
Sewer Department	VERIZON WIRELESS	E 810-500-49449-321	Telephone	$40.02	MOBILE INTERNET DEVICES
Sewer Department	MIDCONTINENT COMM	E 810-500-49449-321	Telephone	$45.97	UT LINES
Sewer Department	HBC	E 810-500-49449-321	Telephone	$104.08	UT LINE W ALARM
Sewer Department	HBC	E 810-500-49449-321	Telephone	$45.97	SEWER PLANT SERVICES
Sewer Department	CLEARWAY COMMUNITY SOLAR LLC	E 810-500-49449-381	Electric/Gas Utility	$3,046.00	UTILITIES SOLAR
Sewer Department	XCEL ENERGY	E 810-500-49449-381	Electric/Gas Utility	$200.86	112 9TH ST - SEWAGE LIFT STATION
Sewer Department	NEOGOV	E 810-500-49449-433	Dues and Subscriptions	$171.68	NEOGOV LEARN SUBSCRIPTIONS
Sewer Department	BANYON DATA SYSTEMS INC	E 810-500-49449-433	Dues and Subscriptions	$297.50	UTILITIES SUPPORT
Sewer Department				$3,952.08	
Water Department					
Water Department	HAWKINS, INC	E 800-500-49000-216	Chemical and Chemical Products	$1,046.16	CHLORINE & HYDROFLUOSILIC ACID
Water Department	CLEARWAY COMMUNITY SOLAR LLC	E 800-500-49000-381	Electric/Gas Utility	$1,150.79	UTILITIES SOLAR
Water Department	XCEL ENERGY	E 800-500-49000-381	Electric/Gas Utility	$18.19	DUGAN LIFT STATION
Water Department	XCEL ENERGY	E 800-500-49000-381	Electric/Gas Utility	$13.37	300 10TH St W

PROG Descr	Search Name	Account Descr		Amount	Comments
Water Department	XCEL ENERGY	E 800-500-49000-381	Electric/Gas Utility	$1,352.37	6005 WABASHA - WATER BOOSTER
Water Department	XCEL ENERGY	E 800-500-49000-381	Electric/Gas Utility	$629.01	MUNICIPAL PUMP
Water Department	GOPHER STATE ONE CALL	E 800-500-49000-407	Gopher State One-Call	$33.75	DECEMBER 2025 TICKETS
Water Department	BANYON DATA SYSTEMS INC	E 800-500-49000-433	Dues and Subscriptions	$297.50	UTILITIES SUPPORT
Water Department	FRANDSEN BANK & TRUST	E 831-500-49000-601	Bond Principal	$46,000.00	GO WATER REVENUE BOND SERCIES 20
Water Department	FRANDSEN BANK & TRUST	E 831-500-49000-601	Bond Principal	$621.00	GO WATER REVENUE BOND SERCIES 20
Water Department				$51,162.14	
				$1,129,892.63	

Special City Council **8. 11.**

Meeting Date: 02/10/2026

ITEM TITLE: 2026 Downtown apartment construction site safety fence

DEPARTMENT: Public Works

PURPOSE:

See attached document outlining the construction site and safety fence.

ITEM SUMMARY:

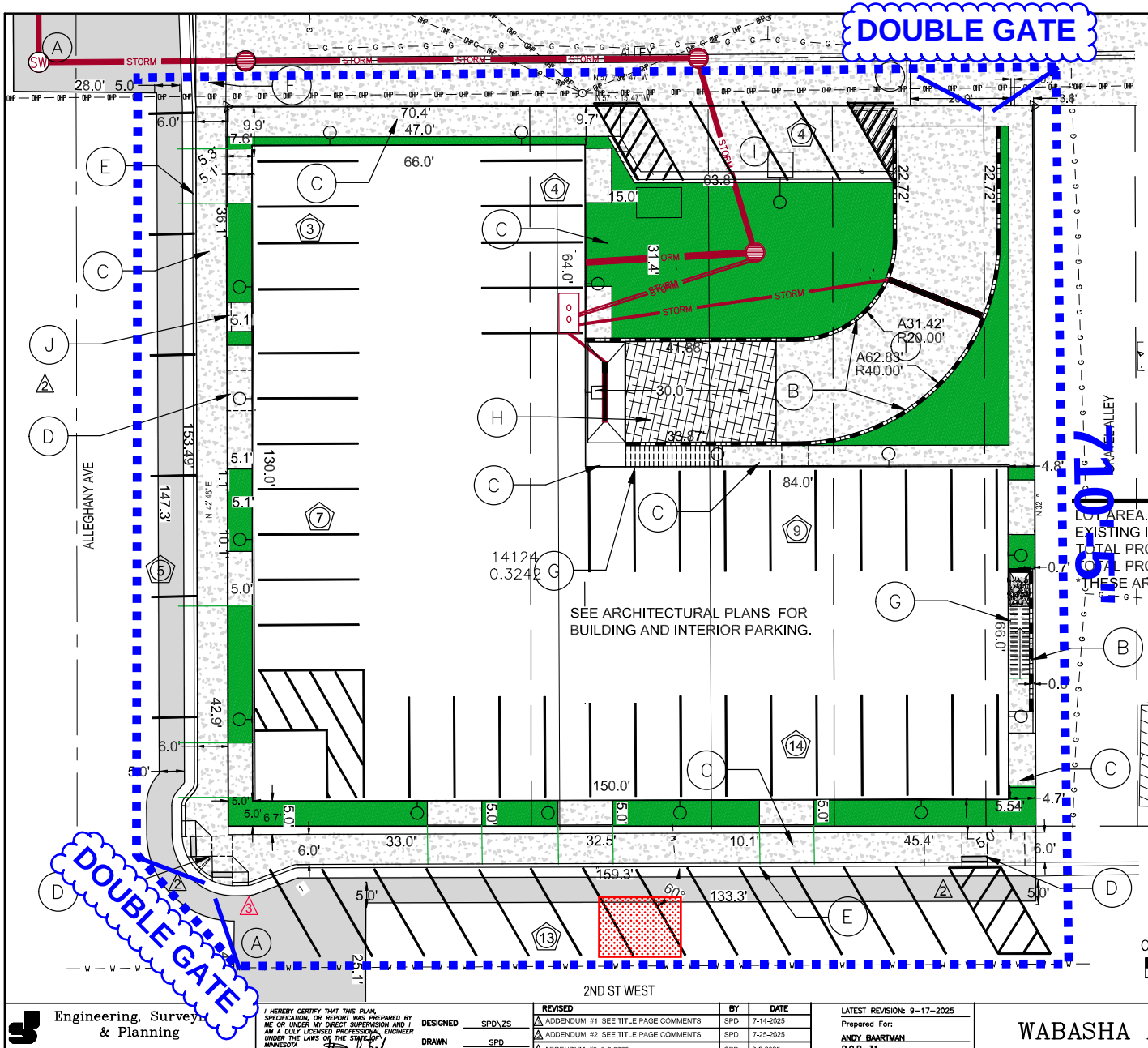
Attached is the construction safety fence site plan. The crew will need room to store construction materials and operate equipment safely.

STAFF RECOMMENDATION:

Approve attached plan.

Attachments

Construction site fence map



KEY NOTES

- (A) INSTALL BITUMINOUS
- (B) INSTALL RETAINING WALL - DESIGNED BY OTHER
- (C) INSTALL 4" THICK CONCRETE SIDEWALK
- (D) SEE SHEET 8 FOR PEDSTRIAN RAMP AND CURB PLAN FOR THIS AREA.
- (E) INSTALL B624 CONCRETE CURB AND GUTTER
- (F) INSTALL CONCRETE DRIVE APPROACH
- (G) PROPOSED STAIRS TO UNDERGROUND PARKING SEE ARCHITECTURAL PLANS
- (H) INSTALL PAVEMENT HEATING SYSTEM FOLLOW MANUFACTURE'S INSTALLATION INSTRUCTIONS
- (I) INSTALL 7" THICK CONCRETE PAVEMENT
- (J) INSTALL STEPS

AREA NOTES

LOT AREA.....0.526 ACRES (22,944 SF)
EXISTING IMPERVIOUS.....22,944 SF (100%)
TOTAL PROPOSED IMPERVIOUS AREA.....0.441 ACRES, 19,210 SF (84%)
TOTAL PROPOSED GREEN SPACE.....0.085 ACRES, 3,734 SF (16%)
*THESE AREAS ONLY INCLUDE SURFACES INSIDE THE PROPERTY BOUNDARY

PARKING NOTES NOTES

PROPOSED INTERIOR STANDARD PARKING STALLS.....36
PROPOSED INTERIOR ADA PARKING STALLS.....1
PROPOSED ON SITE STANDARD PARKING STALLS.....3
PROPOSED ON SITE ADA PARKING STALLS.....1
PROPOSED OFF SITE STANDARD PARKING STALLS.....17
PROPOSED OFF SITE ADA PARKING STALLS.....1
TOTAL PROPOSED STANDARD PARKING STALLS.....56
TOTAL PROPOSED ADA PARKING STALLS.....3
TOTAL PARKING STALLS.....59

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MN. TOLL FREE 1-800-252-1166

Engineering, Surveying & Planning
JOHNSON & SCOFIELD INC.
1203 Main Street Red Wing, MN 55066
ph. 651.388.1558 fax 651.388.1559

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA
Steven P. Voigt, PE
DATE 4-15-2025 REG. NO. 20034

DESIGNED SPD\ZS
DRAWN SPD
CHECKED SPV

REVISED	BY	DATE
ADDENDUM #1 SEE TITLE PAGE COMMENTS	SPD	7-14-2025
ADDENDUM #2 SEE TITLE PAGE COMMENTS	SPD	7-25-2025
ADDENDUM #3 8-5-2025	SPD	8-6-2025

LATEST REVISION: 9-17-2025
Prepared For:
ANDY BAARTMAN
P.O.B. 31
RED WING, MN 55066
PHONE: 651-301-5103

WABASHA APARTMENTS
WABASHA, MN

SITE PLAN
SHEET 6 OF 30 SHEETS

Special City Council **10. 1.**

Meeting Date: 02/10/2026

ITEM TITLE: Approve new Short Term Rental Ordinance (Second Read)

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The attached amended ordinance was summarized by staff during the 1st Read on January 6th. No comments or suggested changes were requested at that time. A copy of all comments received during the Planning Commission public hearing are attached to this memo.

ACTION REQUIRED:

Second Read and adoption of the updated Short Term Rental Ordinance.

Attachments

CC 2nd Read STR Meeting Memo

BOLTON & MENK

Real People. Real Solutions.

MEMORANDUM

Date: January 27, 2026
To: City Council 2nd Read
From: Kristi Trisko, AICP, PMP
Subject: Short Term Rental

CITY COUNCIL REQUEST:

The attached amended ordinance was summarized by staff and myself during the 1st Read on January 6th. No comments or suggested changes were requested at that time. A copy of all comments received during the Planning Commission public hearing are attached to this memo.

AMENDED CODE: The proposed amended Short Term Rental Ordinance includes:

- Modifications to two (2) sections of the Zoning Ordinance
  - Section 162.060 USE CHART; and
  - Section 162.061 USE DEFINITIONS; and
- Modifications to Chapter 117 - SHORT TERM RENTAL LICENSE

PUBLIC HEARING / NEIGHBORHOOD NOTIFICATION:

A notice was published in the local paper for the review of all recommended City Code amendments for short term rental on Tuesday, November 25, 2025. The public hearing was held on Tuesday, December 9th, 2025.

ORDINANCE SUMMARY

USES:

- Short Term Rental Uses Redefined –Short Term Rental Dwelling Units. Rentals for less than 30 days and no more than four bedrooms.
- Lodging Establishment – Short Term Rental for less than 30 days with five or more bedrooms

PROCESS:

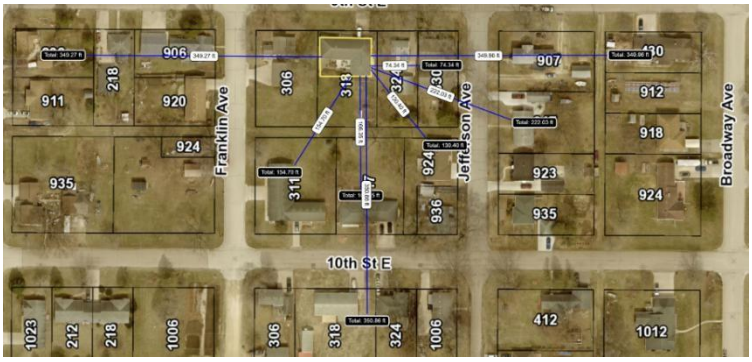
- Annual rental license is needed for both STR's and Lodging Establishment.
  - In addition, an Interim Use Permit is required for Lodging Establishment.

LICENSING SUSPENSION OR REVOCATION / APPEALS:

- Any violation of this Chapter
- Material inaccuracies, fraud, 3 police citations within a year
- Lodging tax for rental license
- Staff Decisions will be appealed to the City Council

DISTANCE STANDARDS:

- R-1 Zoning District – 350 feet from another STR
- R-2 Zoning District – 200 feet from another STR
  - Distance measured from closest primary building corner to closest primary building corner.



R-2 Zoning Dimension



R-1 Zoning Dimension

LICENSING MATERIALS:

- Owners name, contact information and emergency contract information
- Rental Address, number of rental bedrooms
- Ensure that rentals comply with city, state, and federal laws
- Agree to maintain a rental registry
- Insurance certification showing general liability insurance of $1,000,000 or minimum amount as required by insurance provider for a rental property
- Site Plan – showing dwelling unit, driveway, parking spaces, (1 per bedroom), any outdoor areas
- Floor Plan – showing all rooms rented and not rented
- Mn Health Department approved license; including inspection for rentals of less than one week. If renting for more than one (1) week, an inspection from the City's Building Inspector is required at a cost of *$200 (2026 Inspection Cost).*

FEES (Fee Schedule Recommendation)

- $50 Annual Renewal Fee (NEW FEE RECOMMENDATION)
- $200 New Rental Fee (NEW FEE RECOMMENDATION)
- $200 IUP (Existing Residential IUP Fee)
- $1,000 (per day) Misdemeanor Fee,
- $300 petty misdemeanor per (Existing Fee)

LICENSING STANDARDS:

- Number of Bedrooms
- Signage – meeting Chapter 153 of City Code
- Parking - One off-street parking stall per rented bedroom meeting applicable parking standards
- Occupant Eligibility – occupants must be over 18 years of age
- No additional onsite occupancy in non-primary structures
- Recording rental registry and provided to the City.

DRAFT

Wabasha Planning Commission

December 9, 2025

MEETING MINUTES

(Amended to General Public Comments and Short-Term Rental Comments ONLY)

Members:	Tim Wallerick, Chair	Sara Carrel, Vice Chair
	Scott Durand	Sharon Burke
	Ozzie Goodman	Jeff Sulla
	Jay Jewson	

3) Public Comment

Chair Wallerich reviewed the public comment procedure. He requested that testimony relating to the proposed short-term rental ordinance be provided during the public hearing.

Jack Burns, 340 Skyline Drive, Wabasha, asked whether the public would be allowed to participate in public discussion following the public hearing. He suggested that public input during the discussion would be helpful. Chair Wallerich reviewed the purpose of the public hearing. He indicated that it may not be feasible or productive to allow additional public comments during the Planning Commission discussion following the public hearing. He added that the Planning Commission will be deciding whether to take action regarding the proposed ordinance. Chair Wallerich and City Clerk Busch clarified the procedure.

John Walters introduced himself as a Wabasha property owner. He commented that his primary expenses relating to the property have been property taxes and licenses. Mr. Walters was asked to provide his comments during the public hearing.

4) Public Hearing

1) Short-Term Rental Ordinance Public Hearing

City Clerk Busch reviewed the public hearing procedure. Chair Wallerich asked City Planner Trisko to provide background information prior to opening the public hearing. City Planner Trisko provided an overview of the proposed ordinance language. She reviewed technical definitions of short-term rental uses, based on State statutes. She stated that the City of Wabasha has defined a short-term rental use as a dwelling with four or fewer bedrooms that is rented for less than 30 days at a time, which would require City licensing. She noted that short-term rental uses with five bedrooms or more would be classified as lodging establishments and would be managed through an IUP (interim use permit) process along with a City license. She described the initial City licensing process and a renewal licensing process along with the associated fees. City Planner Trisko then reviewed the proposed distancing requirements for the R-1 and R-2 zoning districts and provided rationale for the setbacks for each district. She noted that the licenses would be approved on a first come, first served basis. She stated that if a short-term rental property is sold, the new owner would need to re-apply for a license. City Clerk Busch clarified that the distancing standards would not apply in the TDC (Traditional Downtown Commercial) zoning district. City Planner Trisko also noted that distancing restrictions would not apply in commercial zoning districts.

City Planner Trisko further detailed the proposed licensing application requirements. She noted that emergency contacts must live within 60 miles of the community and must be able to be reached within 30 minutes. She discussed compliance with Federal, State, and City laws; a rental registry and renters' consent; liability insurance certification; a site plan indicating parking stalls and a floor plan of the rental unit; and a Minnesota State Health Department license requirement for rentals of less than one week. She further reviewed fees and discussed ordinance enforcement procedures. City Clerk Busch further discussed the proposed emergency contact requirements. The primary occupant

eligibility requirements were clarified.

Chair Wallerich reiterated the public hearing procedures and opened the public hearing at 6:25 p.m.

John Walters, 736 West 4th Street, Wabasha, stated that, while he understands the need for regulation and licensing fees, he requested assurance that the fees would not increase every year. It was clarified that questions would not be addressed during the public hearing.

Jack Burns, 340 Skyline Drive, Wabasha, expressed appreciation that the proposed ordinance language was posted on Facebook. He also thanked the City Council, the Planning Commission, and City staff for all the work they have put into this issue along with putting a moratorium in place. He commented that the document erroneously states that the moratorium began on August 5, 2025, stating his understanding that the moratorium began on September 1, 2025. He noted that the six-month moratorium would expire on March 1, 2026. He requested clarification of the Zoning Administrator that is referenced in the document. He asked whether current lodging establishments would now have to obtain an IUP. He recommended increasing the distancing requirement in R-1 zoning districts from 350 feet to 400 feet and provided rationale for this recommendation. He also provided suggestions relating to the measurement process. He asked what would happen if renter parking spills out into the street in a residential neighborhood. He provided suggestions for the allocation of funds from licensing fees, stating that these funds should go to the City and not directly to the Chamber. He suggested further analysis of the administrative staff time and expense associated with the licensing process. He referenced a statement that was made during a past Planning Commission meeting, indicating that only 7 of the existing 51 short-term rental units currently comply with State regulations. He suggested banning commercial events, noting that there are other venues for this purpose. He discussed a potential complaint process.

Wayd Ferris stated that he and his wife, Erin, own property located at 320 Skyline Drive in Wabasha. He noted that the property was restored and converted into a short-term rental in order to maintain the home and keep it in the family. He commented regarding payment of City and State licensing fees along with lodging taxes, noting that he would like to know how these funds are utilized and whether short-term rentals benefit the community. He indicated that more than 200 families have stayed at the property since 2021, many of whom were first-time visitors to Wabasha.

John Fisher stated that he and his wife own property located at 318 East Second Street in Wabasha. He commented that he and his wife, Amy, are planning to move to the property when they retire. He stated that seasonal visitors enjoy the property and the area. He commented regarding the costs involved and noted that local contractors are utilized. Amy Fisher commented regarding the economic benefits of these visitors. She stated that if the fees, red tape, and property taxes continue to increase, this would be a barrier and the property may need to sit empty when they are not using it. City Administrator Gregerson discussed how property taxes are calculated for short-term rental properties, noting that Wabasha County has been making some one-year adjustments.

Alison Young stated that she owns two properties in Wabasha. She agreed with the need for regulation but noted that some of the City's requirements duplicate what the State already requires. She commented regarding parking spaces. She suggested that neighbors attempt to address any issues or concerns before calling the Police Department. She requested clarification of the emergency contact requirement. She asked whether more definitions for the different types of lodging facilities would be added to the ordinance language.

Bucky Beeman, Wabasha, asked what would prevent a property owner from falsely claiming to be a short-term rental business, in order to block other short-term rentals from receiving licenses because of the distancing requirements. He provided suggestions in terms of parking requirements. He commented that the City should not need to police insurance coverage.

Beth Beaver stated that she owns an Airbnb located at 313 Lawrence Boulevard in Wabasha. She asked whether the property taxes would be reduced if a property is no longer utilized as a short-term rental. She commented that, although she understands the need for regulation, if the process gets to be too much of a hassle, property owners may decide to discontinue their short-term rental uses.

Breanna Kohn, 314 Skyline Drive, Wabasha, stated that she and her husband have made significant improvements to the property utilizing local contractors. She noted they purchased the property for the purpose of utilizing it as a short-term rental. She expressed concerns that they may not be able to sell the property as a short-term rental, which would decrease the value. She commented that she feels Wabasha is no longer a welcoming community. She stated that input from short-term rental property owners prior to drafting the ordinance language would have been beneficial. She suggested that existing short-term rental properties should be allowed to continue to operate.

Brenda Pearson, 136 Bridge Avenue, Wabasha, described her experience as a bed and breakfast owner. She also commended the City Council and the Planning Commission for their work to regulate short-term rental uses in Wabasha, in order to level the playing field and protect visitors to the community. She asked how the lodging tax money is being used.

City Planner Trisko summarized written comments that were submitted prior to the meeting by Chad Springer:
1) The City should not limit short-term rentals.
2) The City should not limit long-term rentals.
3) There is too much regulation, especially considering limited staff time.
4) Short-term rentals are becoming an affordable lodging option in Wabasha, as hotel room prices rise.
5) Less regulation = more Vrbo's = more tourism / free market.
6) The Hayward, Wisconsin, area has more short-term rentals, less regulation, and more tourism.

Bucky Beeman asked how the City would address a situation in which the property owner is based in a different city, but the tenant elects to list the property on Airbnb or Vrbo as a short-term rental.

Genna Thompson, 735 Broadway Avenue, Wabasha, commented that short-term rental properties are being better maintained than long-term rental properties. She also expressed concerns about homes being purchased by large corporations.

City Council Member Dean Meurer asked how records would be maintained.

John Fisher stated that it should be up to the insurance company to establish the appropriate coverage requirements. Brenda Pearson expressed agreement with this comment and requested information regarding the type of policy that would be required. Jack Burns quoted from the draft ordinance language. City Planner Trisko provided clarification in this regard.

Bucky Beeman commented regarding supply and demand. He suggested ongoing discussion of the regulations.

No one else spoke during the public hearing. Chair Wallerich closed the public hearing at 7:05 p.m.

Chair Wallerich commented that ordinance language can be re-addressed at regular intervals.

City Planner Trisko referenced some of the questions that were raised. She commented that the City attempts to keep the process as simple and the fees as low as possible, with the fee schedule set annually every January. City Administrator Gregerson discussed staff time challenges. The moratorium start date was clarified as September 1, 2025. Ms. Trisko clarified that the Zoning Administrator would be City Clerk Busch. City Clerk Busch and City Planner Trisko discussed the status of existing short-term rentals. Planning Commission members discussed the distancing requirements and process, and City Clerk Busch provided additional information. Ms. Trisko discussed parking requirements. It was agreed that the goal would be to collect adequate fees to cover staff time and administrative costs. Ms. Trisko clarified the statement relating to compliance with State licensing requirements. Commercial events were discussed, and it was noted that issues would be addressed by the nuisance ordinance. Complaint-based ordinance enforcement was discussed. It was clarified that the purpose of the insurance requirement was to ensure that the insurance coverage

matches the land use. Property tax adjustments were further discussed. The initial licensing and renewal processes were further discussed. City Planner Trisko further discussed the application information that would be required. City Clerk Busch noted that some information may need to be submitted to both the City and the State. Rationale for requiring a local emergency contact was provided. The definitions were clarified along with when an IUP would be required in addition to a license. Parking requirements were further clarified. It was reiterated that the ordinance language can be revised as needed. It was stated that the City would generally not be involved in lease disputes. Housing demand and balance were discussed. The purposes of the proposed distancing, licensing, and parking requirements were clarified. Bedroom definitions as opposed to sleeping accommodations were discussed. The allocation and utilization of lodging tax revenue was discussed. It was suggested that the City Council discuss regulation of long-term rentals. Recordkeeping requirements were discussed. Inactivity was discussed. Ordinance language relating to insurance coverage was clarified.

City Planner Trisko reviewed the requested ordinance language revisions. The measuring process was further clarified. Commissioners agreed with allowing commercial events.

City Administrator Gregerson reviewed additional opportunities for public comment.

Motion made by Commissioner Jay Jewson, seconded by Commissioner Scott Durand to forward the proposed ordinance language to the City Council for review and action, leaving the distancing requirement at 350 feet in the R-1 and R-2 zoning districts, as measured from the corner of one primary structure to the nearest corner of the other primary structure. A roll call vote was conducted.

Vote: 6 - 0 Adopted - Unanimously

Other: Commissioner Ozzie Goodman (ABSENT)

Recommended Amendment to § 162.060 USE CHART. (See below)

Use	*RC*	*RRLA*	*RRGT*	*R-l*	*R-2*	*TDC*	*GC*	*HC*	*I*
Lodging Establishment	I	I	I	I	I	I	I	I	

Recommended Amendment to § 162.061 USE DEFINITIONS (See below)

SHORT TERM RENTAL DWELLING UNIT. A dwelling unit, not considered part of a hotel/motel or bed and breakfast, rented for a period of less than 30 consecutive days, for tourist or transient use with no more than four bedrooms.

LODGING ESTABLISHMENT. A dwelling unit not considered part of a hotel/motel or bed and breakfast with furnished sleeping accommodations that is rented for a period of less than 30 consecutive days having five or more bedrooms.

Recommended Amendment to § CHAPTER 117 (See below)

CHAPTER 117: SHORT TERM RENTAL LICENSE. (Business Regulations)

§ 117.01 PURPOSE AND FINDINGS

A. The City Council of the City of Wabasha finds that there is need to regulate short term rental dwellings units and lodging establishments uses in the City to preserve the character of residential neighborhoods and to ensure that such units meet City and State safety, health, fire and zoning codes in order to promote the public health, safety and welfare of the community at large and the residents of rental units within the City.

B. The City Council of the City of Wabasha finds that a rental licensing program for both short term rentals and lodging establishments along with an interim use permit for all lodging establishments is appropriate to effectively enforce maintenance standards and correct or prevent law violations, nuisances and other disturbances and disorders involving short term rentals and lodging establishments within this City, while recognizing the value these uses bring to the community by promoting tourism, meeting a demand for increased short term lodging options in the City and contributing to the economic and cultural vitality of the City.

§ 117.02 DEFINITIONS.

***DWELLING UNIT*.** For definition, See § 162.013.

LICENSE HOLDER. A person or entity that is the owner of a short term rental unit and/or lodging establishment and who has been issued a license under this Section.

LOCAL PROPERTY MANAGER. A natural person residing within 60 miles of the City who is authorized by the license holder to make decisions for the license holder about rental, occupancy and maintenance of the rental unit.

LODGING ESTABLISHMENT. For definition, See § 162.061.

OCCUPANT. Any person who occupies a Short-Term Rental Dwelling Unit or part of the same.

***OWNER*.** A person or entity which alone or jointly with others owns or has an ownership interest in a dwelling within the City according to the records on file with Wabasha County, Minnesota. Owner shall include any agent or manager designated by the owner, including the local property manager, to be responsible for the rental property, but in such cases the record owner(s) shall remain responsible for full compliance with this Section.

RENT, LEASE, LET, OR SUBLET. The leasing of a rental unit to a non-owner for a fixed or non-fixed period of time, and may include installment sales, purchases, and other similar arrangements whereby nonpayment of a periodic payment means the occupants may be evicted without the necessity of either a statutory mortgage foreclosure

RENTAL LICENSE. A short-term dwelling unit license and/or a lodging establishment dwelling unit license as outlined and required for both uses in this Chapter.

RENTAL UNIT OR RESIDENTIAL RENTAL UNIT. Any house, apartment, condominium, townhouse, manufactured home, mobile home, room, or group of rooms, constituting or located within a residential dwelling and forming a habitable unit which is occupied as a residence of a person or persons other than the owner of record. No monetary exchange is required for a residence to be considered a rental unit under this Section.

***SHORT TERM RENTAL DWELLING UNIT*.** For definition, See § 162.061.

§ 117.03 LICENSE REQUIRED.

A. No person or business entity shall operate a short-term rental or lodging establishment use in the City without an approved rental license for each such establishment. Existing short-term rentals in the City, prior to the passing of this ordinance, will need to follow the requirements and apply as described in this Section to be considered for a license. All rental licenses must be in compliance with the provisions of this Section.

B. A rental license must be obtained for each rental unit except that two or more units located within a single dwelling with a shared address, property identification number, and common owner shall require only a single license.

C. A Rental License is not required for hotels or motels as defined in Section § 162.061 of the City Code.

§ 117.04 LICENSE TERM AND RENEWAL

A. Rental License holders will need to apply annually for a license. If the license is not renewed, the rental license will be terminated.

B. Rental licenses expire on December 31 of each year. To be eligible for renewal, applications must be received by the City by October 31 for renewal for the following year and must contain information required by the application under this Section.

C. Rental licenses are non-transferable.

§ 117.05 RENTAL LICENCE DISTANCE STANDARDS.

A. No rental license shall be granted which would be located within 350 feet of another licensed rental structure in the Low Density Residential (R-1) Zoning District. Distance will be measured from closest primary building corner to closest primary building corner.

B. No rental license shall be granted which would be located within 200 feet of another licensed rental structure in the Medium Density Residential (R-2) Zoning District. Distance will be measured from closest primary building corner to closest primary building corner.

C. In all zoning districts other than Low Density Residential (R-1) and Medium Density Residential (R-2), no distance standards shall apply.

§ 117.06 LICENSE APPLICATION MATERIALS.

A. All applications for a rental license under this Section shall be made on forms established by the City.
   1. The owner's name and contact information, including contact information for any agents acting on behalf of the owner. If the property is owned by an entity including but not limited to a partnership, limited liability company, or non-profit corporation, the full legal names and addresses of all officers and persons holding a 25 percent or greater beneficial interest in the entity shall be provided on the application; and
   2. The application shall be signed by the Owner of all rental units if such Owner is a natural person or, if the Owner is a business entity, by a person authorized to legally bind the entity; and
   3. The owner must provide the name, phone number, address, and email of the emergency contact for the rental license. The emergency contact, must be over 21 years of age, and must be able to respond to calls from all municipal agencies or emergency personnel to address any on-site concerns; and
   4. The exact location and street address of the rental unit or units which will be used as a rental unit; and
   5. The number of rental units contained in the dwelling, as well as the number of bedrooms in each rental unit; and
   6. Certify that the following information is posted in a conspicuous location in the dwelling unit: address, emergency contact information, responsible party's contact information, City of Wabasha's concerns/complaint contact information, floor plan showing emergency/escape routes, and maximum occupancy limits; and
   7. Ensure that the licensed dwelling unit(s) complies with all City codes, State statutes and Federal laws; and
   8. Agree to remit all local, state and federal taxes unless the short-term rental platform remits these on my behalf; and

9. Agree to maintain a rental registry for the licensed dwelling unit(s) which includes the number of nights booked and the amount of rent paid by each guest, and to supply a true and correct copy to the City upon request; and
10. An insurance accord or declaration form for a rental dwelling policy showing general liability insurance for all rental units in the amount of $1,000,000 or the minimum amount as required by the insurance provider; and
11. A Site Plan showing the dwelling unit, driveway and/or private driveways where all parking spaces that will be dedicated for the rental use is located, one (1) space per bedroom is needed, and any outdoor areas and equipment to be used by renters; and
12. A Floor Plan for the dwelling unit, showing all bedrooms, depicting which rooms will be rented and any owner used rooms, if any; and
13. An approved Hotel/Motel License from the Minnesota Department of Health for the rental license property will be required for rentals that are less than one (1) week, following State Statute. If you are renting more than one (1) week, an inspection from the City's Building Inspector is required, in lieu of a license, to assure that all Local, State, and Federal safety standards for a rental property are met.

§ 117.07 APPROVAL AND FEES

A. Upon receipt of a completed application, the Zoning Administrator may take any of the following actions on new or renewal rental license application; approve, or approve with reasonable conditions, or deny.

   1. The Zoning Administrator shall issue a Rental License if the application and supporting materials are found to be in compliance with the provisions of this Section and all required fees are paid.

   2. The Zoning Administrator may deny a rental license on the same grounds for which a rental license may be suspended or revoked as set forth Section 117.10 of this Section. Written notice of the denial shall be mailed to the license applicant at the address listed on the application.

B. License Fee and Taxes.
   1. A license fee for each rental unit in an amount to be set forth in the City's fee schedule, as may be amended from time to time, shall be submitted with each application for a rental license under this Section. Application fees are non-refundable.
   2. The City has imposed a lodging tax to provide funding to stimulate tourism within the community, as authorized by the state legislature. Short-term rental units and Lodging Establishments are subject to the lodging tax as provided for in Chapter 32 of City Code.

§ 117. 08 LICENSE STANDARDS

A. Number of Bedrooms. No Rental License holder or Owner shall advertise the dwelling as containing any more than the identified number of bedrooms in the dwelling units.
B. Signage. All proposed signage must be in compliance with Chapter 153 of City Code.

C. Parking. A property with a rental unit shall provide a minimum of one (1) off-street parking stalls for each rented bedroom. All off-street parking shall meet the applicable parking standards forth in the Section § 162.108 and § 162.067 (D) of City Code.
D. Occupant Eligibility. The primary overnight and daytime Occupant of a Rental Unit must be an adult 18 years of age or older. This adult shall provide a telephone number to the Owner, where they are reachable during their stay.
E. Additional on-site occupancy. Occupancy on any property with a rental license shall not use recreational vehicles, tents, accessory structures, garages, boathouses, pole barns, sheds, fish houses or similar structure as additional occupancy areas is strictly prohibited.

§ 117. 09 LICENSE SUSPENSION OR REVOCATION OF RENTAL LICENSE

The revocation or suspension may apply to one or more rental units at the sole discretion of the City. The City reserves the right to refuse a rental license if the owner does not comply with the requirements of this Section.

A. A rental license shall only be revoked or suspended for cause. For the purposes of this Section, cause for revocation or suspension shall mean:
1. A violation of the terms or conditions of this Section or other City Codes applicable for which the license was issued; or
2. Material inaccuracies in any application materials, reports or other information submitted to the City regarding the residential rental unit(s) for which the license was issued; or
3. Fraud practiced upon the City; or
4. Conviction of a crime related to the residential rental unit(s) for which the license was issued; or
5. Three police citations within a year; or
6. The lodging tax for the rental license is past due by more than 60 days.

B. Fines. In lieu of, or in addition to, suspending or revoking a Rental License, the City may, in its sole discretion, impose a civil fine for any violation of this Section in the amounts set forth in the in the City Fine Schedule. All fines are payable to the City within thirty (30) days of the imposition of the fine. Failure to timely pay any fine imposed will result immediate revocation of the Rental License to which the fine applies.

§ 117. 10 LICENSE SUSPENSION AND/OR REVOCATION APPEAL

A. A license may not be revoked without providing the license holder an opportunity to be heard on the issue by the City Council in a public hearing. The City shall notify the license holder if license is being denied, suspended, revoked or not renewed. Notice shall be served on the license holder in person or by mail. The Notice shall include the following:

1. The cause for denial, revocation, or suspension; and
2. That the license holder is entitled to a public hearing before the City Council if a written request for such a hearing is submitted to the City within seven (7) business days after service of the notice; and
3. That a hearing will be set, if requested, for a date, time and place; if requested; and

4. That failure to request a hearing within seven (7) business days will result in the suspension or revocation of the license; and
5. If requested, a public hearing on the license shall be held at a regular or special meeting of the City Council and a final decision on the rental license will be determined.

§ 117. 11 VIOLATIONS

A. A person or entity violating any provision of this Section is guilty of a misdemeanor. If an entity is the license holder, any person defined in Section 117.05 (a)(6) is responsible to comply with the terms of this ordinance and may be charged under this provision. Any person or entity operating a short-term rental without a license as required by 117.01 (D) shall be subject to criminal prosecution under this provision.

B. In the event of a violation of this section the City, in addition to any and all other remedies provided by law, shall be entitled to seek injunctive relief or proceedings to prevent, restrain, correct or abate such violations or threatened violations.

SECTION 2. This Ordinance shall take effect and shall be in force thirty (30) days from and after its adoption, approval, and publication.

Adopted by the City Council of the City of Wabasha, Minnesota, this _____ day of _____, 2026.

_____

Emily Durand
Mayor

ATTEST:

_____

Wendy Busch
City Clerk

Special City Council **10. 2.**

Meeting Date: 02/10/2026

ITEM TITLE: Discuss possible amendment to City code for CVB

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

In 2012, a Task Force formed which combined the CVB and the Chamber, because it was difficult to maintain the CVB on its own.
Currently the Chamber uses a nominating committee to replace board members.

Current code
The CVB shall present the City Council with an annual operating budget and quarterly reports of expenditures. In an effort to promote the Wabasha area as a tourist region, the CVB shall be appointed by City Council and shall consist of the following representatives:

(1) Two lodgers;
(2) One Chamber of Commerce member;
(3) One City Hall;
(4) One restaurant; and
(5) Two attractions/retail.

To match current practice, the City would need to amend code to say "the CVB shall be appointment by the CVB Board, according to its bi-laws. There shall be one City Hall appointment, appointed by the City of Wabasha."

In terms of quarterly financials, Tyler Grabau is the City Hall appointment and receives monthly financials. If the Council wants to see quarterly financials, they can request it from Tyler or Courtney.

Discussion: As tax dollars are being collected and sent to the Chamber/CVB (with significant City staff time), the code establishes to what degree of oversight the Council desires to have. Staff has not researched what other codes contain or the oversight of CVBs. This is simply how it's currently done. Need direction.

Special City Council **10. 3.**

Meeting Date: 02/10/2026

ITEM TITLE: Approval of up to $30,000 for turnout gear (CIP)

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

This item was added on 2/2/2026 and request by Fire Chief Sheeley. He requests authorization to purchase up to $30,000 for turnout gear. This was added and approved in the 2026 CIP. It is required by OSHA standards that the turnout gear has an expiration date due to new cancer related requirements. These will replace expired gear. Darren will provide a copy of the quote at the meeting from Fire Safety USA. This has to be sole sourced being the only company that sources this type of equipment.

Special City Council **10. 4.**

Meeting Date: 02/10/2026

ITEM TITLE: Severe Warning Siren Project

DEPARTMENT: Public Works

PURPOSE:

ITEM SUMMARY:

For at least 20 years, there has been a goal to improve upon the city's warning siren coverage for our residents. It is crucial that we continue towards the common goal of notifying our citizens ahead of the dangers we face, severe weather being one of those. Identified as the last priority location for a new warning siren years ago, the water located along the Coffee Mill Golf Course was chosen as the next location for a new severe weather siren. The City of Wabasha has officially been awarded $30,773.81 in a grant to partially cover the cost of a new warning siren. The grant opportunity comes from additional funding from the federal government that was provided to the State of Minnesota after the 2024 flooding that our city experienced. The $30,773.81 will cover 75% of the procurement and labor costs of a new siren along with admin time. The new 130 db rotating mechanical siren allows for the capability to run off both alternating current (AC) and direct current (DC) (Battery). The battery backup will be crucial as it will allow the siren to activate during a loss of power scenario.

FEMA/HSEM have approved the solicitation of quotes from only one company due the module that runs the sirens at our county dispatch center are proprietary and will not allow outside systems module that runs the sirens at our county dispatch center are proprietary and will not allow outside systems

The remaining 25% ($10,257.94) cost will be pulled from the remaining recovery funding that was acquired from the 2024 flood (4797DR). We currently have $75,964.55 remaining in this account and the goal is to keep $25,000 in there for future flood events. With the approval of the council, equipment will be ordered, and the project will be set to take place this year in late Spring/ early Summer.

STAFF RECOMMENDATION:

Staff recommends Council approval of the project and the immediate use of funds to acquire the new siren equipment.

ACTION REQUIRED:

Approval of the project and to give full authorization to Riley Costello to spend up to the full project amount of $41,031.75

Attachments

2005 EM Goals

Warning Siren Quote

Siren Sound Plan

Warning Siren Approval Letter

Warning Siren - Cost Breakdown

Emergency Management
Staff Meeting January 6, 2005

1.GOAL
Improve emergency siren coverage particularly in growth areas of the community through the addition of sirens at the following

1. County Court House (priority due to back up power source)
2. W-K school site
3. Coffee Mill Golf Course location

Look for grant funding sources and tie in with All Hazard Mitigation Planning

2.GOAL
Acquire/Develop a permanent pumping station at Lawrence Blvd. for flood control

3.GOAL
Map emergency routs in town – consider the need for permanent elevation changes to provide emergency response and/or evacuation during times of flooding.

4.GOAL
Improve/Develop Emergency Management Center to elevate needs for space (training and meetings for fire & rescue, interview room for police, storage of seasonal equipment, modernization of technology, and general facility updating). Locate facility in a central non-residential area to avoid use conflicts (SW corner of Athletic Field optimal). Consider different cooperative options to best utilize resources.

5.GOAL
Consider a combined City/County Law Enforcement Center, potentially with new County Jail. Locate City Fire & Rescue in a separate location possibly along with a new or expanded City Hall

6.GOAL
Consider a Combined Citywide Emergency Management Center with Police, Fire, and Rescue sharing a facility in a centrally located non-residential area to avoid use conflicts (SW corner of Athletic Field optimal), potentially along with a new or expanded City Hall.

7.GOAL
Replace Ambulance vehicle and utilize existing rig for a mobile command center.

8.GOAL
Locate/build a cold storage facility for seasonal equipment storage.

9.GOAL
Acquire an enclosed trailer (standard auto trailer) and outfit with necessary equipment to operate emergency unit on scene (mass causalities scene for example). Look at Homeland Security Grants for funding.

10. GOAL

#1 Goal - Improve Communication! Improve both internal City communication & among local agencies.

- Improve/Standardize technology (UHF vs. VHF)
- Acquire mobile/laptop computers for emergency vehicles & utilize Geographic Information Systems (GIS)
- Encourage & participate with County and other local agencies to do the same

11.GOAL

For new developments, require water & hydrants, standardized accessible roads, and an address on each residence or business. Create a review process for emergency management for all new development proposals

12.GOAL

Anticipated emergency needs depend on the amounts and locations of growth. Communicate anticipated community growth to departments for coordinated emergency management planning.

13.GOAL

Complete an All Hazard Mitigation Plan for approval from State and Federal authorities in order to:

1. Identify and assess potential emergency occurrences and mitigate their potential effect
2. Assure that the City of Wabasha is able to quickly and efficiently acquire State or FEMA funds when needed

QUOTATION
FEDERAL SIGNAL CORPORATION
Federal Warning Systems

Quotation No.: FWS 82625945
Reference Quote # on your order

Name City of Wabasha
Co. Name Riley Costello
Address PO Box 939
City, State, Zip Wabasha, MN 55981
Phone # 651-560-4052
E-Mail pwasst@wabasha.org



Date 8/26/2025

Reference 2-Way AC/DC Siren

CUSTOMER COPY
SALESPERSON COPY
OFFICE COPY

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	1	2001-130	130 db Rotating Mechanical Siren		$9,200.00
2	1	DCFCTBDH	2-Way DC Control/Battery Cabinet/Charger		8,100.00
3			(2) 48VDC Contactors/Radio/Sensors/NEMA		
4			Aluminum Cabinets		
5	1	2001TRB	Transformer/Rectifier for AC/DC Operation		3,100.00
6	1	OMNI-BVH-35	Omnidirectional Broadband Antenna		400.00
7	1	AMB-P	Antenna Mounting Bracket – Pole		100.00
8	1	MISC.	Shipping from Factory		1,150.00
9	1	TOTAL	Equipment & Shipping		$22,050.00
10					
11			OPTION		
12	1	TK-I-2001ADCZ2	Installation on 50' Class 2 wood pole with 4		$9,200.00
13			deep cycle batteries		
14	1	TK-S-SITEOPT	Site optimization after AC power connected		$1,210.00
15	1	TK-S-CPSYSOP	System optimization Ancom to program and		$975.00
16			add RTU to Wabasha County Commander		
17			base		
18			*Customer responsible for bringing power to siren		
19			site and making final power hookup. Any required		
20			permits and/or licenses are the responsibility of		
21			others. Not responsible for rock drilling or differing		
22			site conditions; if discovered extra charges apply.		

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for 90 (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds $50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F.O.B. University Park, IL

EST. DEL. WT.

DELIVERY 8 – 10 Weeks (ARO)

TERMS Equipment: Net 30 Days Upon Shipment

Services: Net 30 Days Billed Monthly Upon Completion

FREIGHT TERMS See Line Item Above

BY: Dan Goldmeer
FWS Sales Representative

ADDRESS: Federal Warning Systems, Inc.
2070 Hart Drive SW
Rochester, MN 55902

BY:
Federal Signal / Countersigned

TITLE:

Purchase order MUST be made out to:
Federal Signal Corporation, Federal Warning Systems, 2645 Federal Signal Drive, University Park, IL 60484

FEDERAL SIGNAL

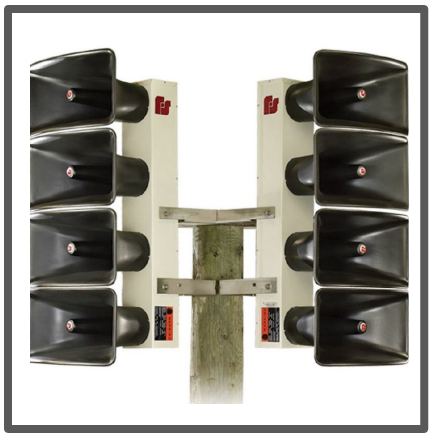
SoundPLAN MAP PRESENTED TO:

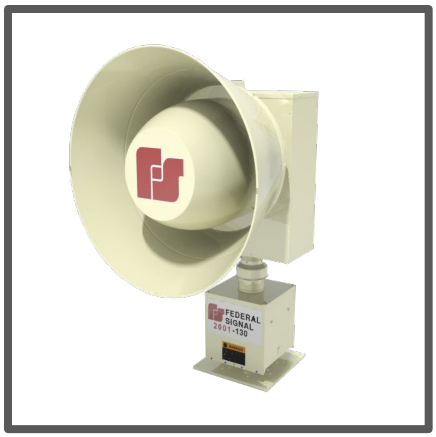
Wabasha, MN

August 29, 2025









SOUND PROPAGATION COVERAGE PLAN

Submitted By:
Federal Signal Corporation
2645 Federal Signal Drive
University Park, IL 60484
708.534.3400 • www.fedsig.com

Sound Propagation Coverage Model

Federal Signal Corporation utilized 'SoundPLAN', an internationally recognized noise modeling software, to estimate the Siren sound level. The SoundPLAN model is based on the International Standardization ISO 9613 and considers physical effects including geometrical divergence, atmospheric absorption, ground effect, reflection from surfaces, and screening by obstacles.

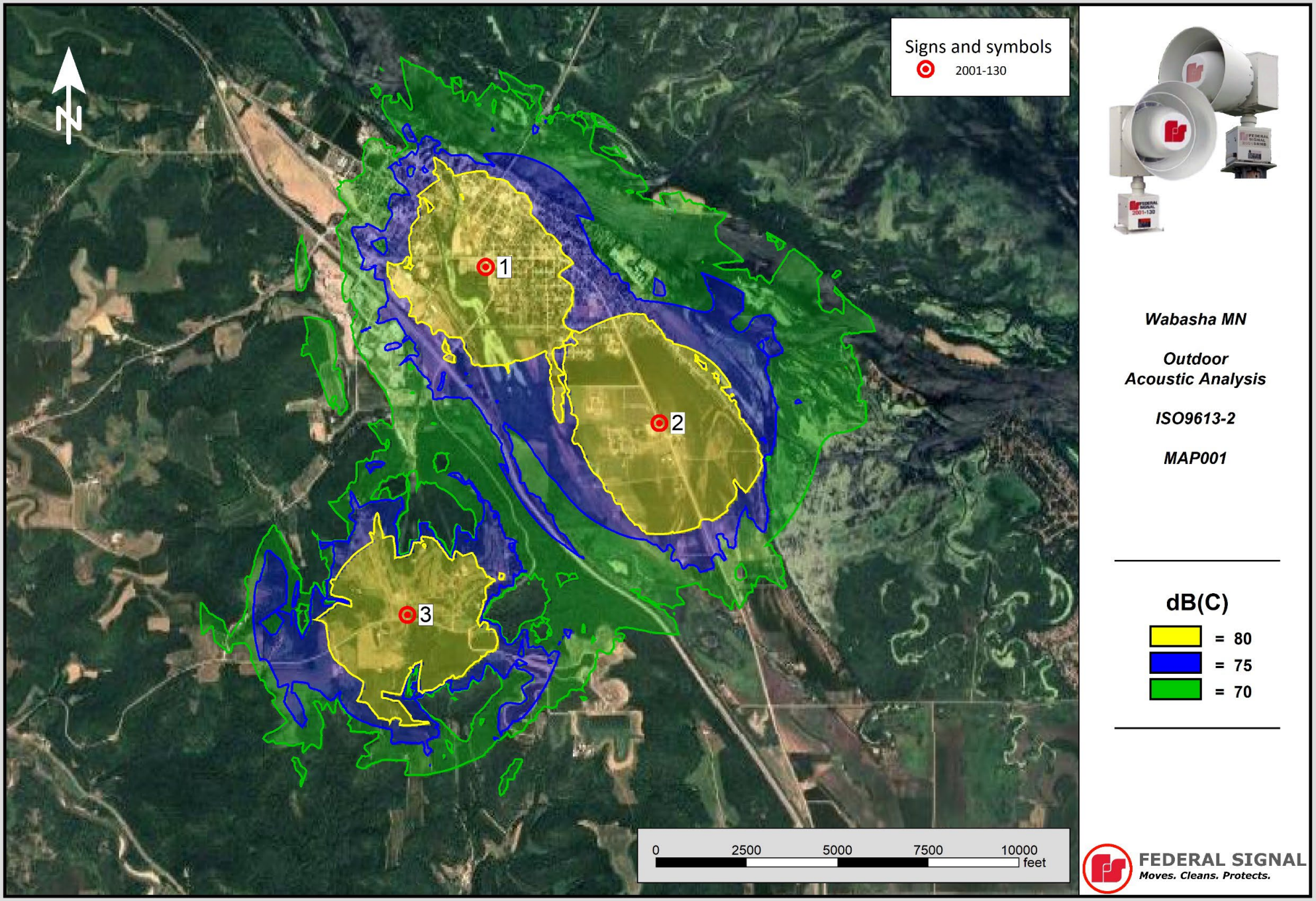
The environmental conditions applied in this noise model, based on the summertime daily averages for the area in interest, include:

˚C	˚F	Humidity (%)	Air Pressure (mbar)
21.83	71.30	77.00	1015.10

Siren data for this noise model includes:

#	Location	Name	Type	Latitude	Longitude	Height (ft)
1	Fire Hall	Siren001	2001SRNB	44.378360	-92.035540	55
2	Lumber Tard	Siren002	2001-130	44.366370	-92.017470	55
3	Coffee Mill Golf Course	Siren003	2001-130	44.325710	-92.035900	45

Note: The technical specifications on the enclosed document are only estimates. This correspondence may contain confidential information intended for the use of the individual. If the reader of this is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying is strictly prohibited without written authorization from Federal Signal Corporation. Maps are generated by computer simulator which are approximate anticipated coverage for outdoor sirens, that are based on a variety of factors, and do not guarantee coverage.



Wabasha MN

Outdoor Acoustic Analysis

ISO9613-2

MAP001

dB(C)

= 80

= 75

= 70

FEDERAL SIGNAL
Moves. Cleans. Protects.

U.S. Department of Homeland Security
FEMA Region 5
536 S. Clark St. 6th Floor
Chicago, IL 60605

FEMA

January 7, 2026

Allison Farole, Director
Minnesota Department of Public Safety
Minnesota Homeland Security and Emergency Management
3925 Pheasant Ridge Dr NE
Blaine, Minnesota 55449-4512

Dear Director Farole:

Thank you for your correspondence to the U.S. Department of Homeland Security's FEMA Region 5 office. Your application for a warning siren project has been approved. Hazard Mitigation Grant Program (HMGP) funds under the disaster declaration FEMA-4797-DR-MN have been obligated for the following project site:

Subrecipient	**Application**	**Federal Share**	**Subrecipient Management Costs**
City of Wabasha	4797.16-F City of Wabasha Warning Siren	$30,773.81	Not requested at this time

The project has been cleared under the National Environmental Policy Act and has been determined to be categorically excluded per FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01, Rev. 1. The enclosed NEMIS Project Management Report indicates the amount of funds designated for HMGP project costs. You may only draw down those funds you will disburse within three days of the draw-down date.

Should you have any questions, please have your staff contact Andrew Weeldreyer at 202-802-6926 or Andrew.weeldreyer@fema.dhs.gov.

Sincerely,

JULIA G MCCARTHY

Digitally signed by JULIA G MCCARTHY
Date: 2026.01.07 16:15:31 -06'00'

Julia McCarthy
Acting Mitigation Division Director

CC: Kristen Dellwo, State Hazard Mitigation Officer
Brian Olson, Preparedness and Recovery Bureau Director

Type	Description	Qty	Unit	Price	Pre-Award	Total	
Construction Building Systems and Components	Per the attached quote #82625945 from FEDERAL SIGNAL CORPORATION the cost of $33,435 cover equipment and installation of the siren and pole minus elec	1		$ 33,435.00	No	**$33,435.00**	
Construction Building Systems and Components	The cost to make the final electrical connection from the new siren to the power source from a local electrician.	1		$ 4,375.00	No	**$4,375.00**	
Staff Time - City	Project Management & Coordination from PW Director, City Administrator, and Emergency Manager	1		$ 1,721.75	No	**$1,721.75**	
Labor/Installation/Inspection	Land Survey Fee of the project site	1		$ 1,500.00	No	**$1,500.00**	
Grand Total						**$41,031.75**	

Special City Council **10. 5.**

Meeting Date: 02/10/2026

ITEM TITLE: Revised pool fees approval and discussion on types of rates charged

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

7.375% Sales tax is paid on all pool pass purchases and daily pool entrances but not added to pool lessons. Council in January approved increases in pool pass rates. The family pass was increased by $15 and adult pass by $5. Student passes stay the same. Historically, sales tax was taken out afterwards, not added to the rate. The new software will add tax on top of the rate that the person is charge and be reflected on their bill. The 2026 rate schedule needs to be amended to as follows to keep the rates roughly the same as approved or if the same rates as approved are kept, the final fee is about $5-8 higher with taxes than approved.

A. Lower 2026 Rates in MyRec Software (taxes added on after flat rate)

Family Swim Pass $120
Adult Swim Pass $70
Student swim pass $50
Park shelter rental: $55 (if we move forward with using the software)

B. Prior approved 2026 Rates (plus sales tax)

Family Pass (includes water aerobics)	$125.00 plus tax
Adult Pass (includes water aerobics)	$75.00 plus tax
Student Pass (includes water aerobics)	$55.00 plus tax

2025 Rates

Family Pass (without qualifying student-immediate family only)	$110.00
Family Pass (with qualifying student-immediate family only)	$60.00
Grandparents Pass (good for grandparents, children and grandchildren)	$150.00
Adult Pass: (includes aerobics)	$70.00
Student Pass	$55.00

2. Resident and Non-Resident Rates

The software has the ability to charge resident and non-resident rates for pool lessons or pool passes. Does Council wish to direct staff to establish resident and non-resident rates for pool lessons and pool passes, with final approval by Parks Commission approve resident and non-resident rates for pool lessons and pool passes? Either direction we go in, staff plan to track resident and non-resident usage of the pool with the software. Any consideration of new rates has to account for supply and demand factors.

A full copy of the fees approved are in the January 2026 agenda.

ACTION REQUIRED:

1. Approve 2026 pool pass rates (A or B above)
2. Determine if new non residency rates should be established for non residents for passes and/or swimming lessons and authorize Parks Commission to approve final rates

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Special City Council **10. 6.**

Meeting Date: 02/10/2026

ITEM TITLE: Conflicting TNT (Truth and Taxation) hearings for Wabasha County and City of Wabasha

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

In January city staff met with the Wabasha County Auditor and Assessors staff to discuss topics for 2026. The past two years the City and County have held their TNT public hearing at the same time and date. That being the first Tuesday of December. The County moves their regular county board meeting to 4pm in December and then holds a TNT meeting at 6pm to accommodate state laws regarding time of day. It was a suggestion by our staff to schedule our TNT for 7pm with our regular council meeting starting at 6pm. The agenda could be moved to accommodate the public hearing and that would leave time for the public to attend both Wabasha County and the City's TNT meetings.

ACTION REQUIRED:

Motion to allow staff to schedule the future Truth in Taxation public hearing for Tuesday December 1st, 2026 for a 7pm start time during the regularly scheduled City Council meeting at 6pm.

Special City Council **10. 7.**

Meeting Date: 02/10/2026

ITEM TITLE: Greenfield and Kellogg Update, any next steps

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Durand, Friedmeyer will summarize the Greenfield Township meeting. Kellogg and Greenfield will have subsequent meetings in the coming months. Should staff attend those meetings? Should staff be directed to provide a deadline for a response?

Special City Council **10. 8.**

Meeting Date: 02/10/2026

ITEM TITLE: Local Option Sales Tax Resolution Update

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Gregerson has submitted all required materials to the Senate Tax Committee and House Tax Committee. We will also need a local resolution sponsored.

Representative Altendorf has responded as follows: I have a lot of hesitation about sponsoring legislation with a new tax on local businesses in Wabasha. With the paid family leave, our office is getting a lot of calls about businesses who are struggling right now. In addition, we are receiving feedback that it's very unlikely any legislation will get passed this year. I am concerned about this tax putting people out of business, as they would seek to do business elsewhere.

Senator Drazkowski at this time said he would not sponsor the legislation. He is opposed to any new taxes. He sits on the tax committee.

On Monday, 2/9/2025, Senator Drazkowski and Representative Altendorf reached out to meet with Council Members in Wabasha. They will like to discuss the LOST proposal and also the City's bonding request.

ACTION REQUIRED:

Recommend identify 2-3 Council Members to meet with Senator Drazkowski and Representative Altendorf on LOST (and bond request). Then provide recommendation to Council of any changes with proceeding with the legislation in 2026.

Attachments

Documentation of Regional Impact

CITY OF WABASHA

Eagle Capital of America

January 26, 2025

Senator Ann H. Rest
328 Capitol
St. Paul, MN 55155

Senator Bill Weber
2211 Minnesota Senate Building
St. Paul, MN 55155

Dear Senator Rest and Senator Weber:

In accordance with Minnesota State Statutes 297A.99, please find enclosed a resolution passed by the Wabasha City Council on December 2, 2025, approving a 0.5% local sales tax within Wabasha. The proposed local sales tax would fund a joint Ambulance-City Facility. We have also included documentation of regional significance and a copy of a report by the University of Minnesota Extension.

With the local sales tax in place, the city estimates it will collect approximately $4.662 million for the project, plus interest and other associated debt issuance costs, over 25 years.

The City of Wabasha looks forward to working with the members of the Legislature to approve our request and allow the City to proceed with referendum questions to the voters at the 2026 general election.

If you have any questions regarding Wabasha's request, please do not hesitate to contact me.
Thank you.

Respectfully,

Caroline Gregerson

Caroline Gregerson
City Administrator
City of Wabasha

P.O. Box 268, Wabasha, MN 55981
Phone 651-565-4568 Fax 651-565-4569
Website: www.wabasha.org
This institution is an equal opportunity provider.

CITY OF WABASHA,
MINNESOTA
RESOLUTION
48-2025

Resolution supporting the authority to impose a local sales tax to fund specific capital improvements providing regional benefit, to establish the duration of the tax and the revenue to be raised by the tax, and to authorize the city to issue bonds supported by the sales tax revenue.

WHEREAS, the city has undertaken a facility needs analysis, which determined that a combined building would be the best approach to meeting the city's long-term operational needs by combining city services onto one site;

WHEREAS, the has engaged community residents and businesses and will continue to engage residents about these needs and has identified the following project, to best sustain long-term services for the community and the region:

A new combined city facility for ambulance, city hall, with future expansion for police and fire. The current ambulance building, built in 1991, for an all-volunteer staff is now used 24-7 and 365 days a year and is inadequate for current operations. Poor ventilation and an outdated drainage system, a deteriorating foundation and building settlement , medical supplies currently exposed to vehicle exhaust due to lack of safe storage, creates health and safety concerns. Emergency responders are sleeping on couches or in hotel rooms, leading to privacy concerns and staff retention issues. Over the last 4 years Wabasha Ambulance Service has seen their call volume increase 120%. Approximately 40% of the ambulance's work has a regional benefit- either calls outside the City or calls that assist a non-City resident.

City Hall built around 1950, will need to address deferred maintenance concerns, building accessibility concerns, and plumbing, HVAC, condensation issues, lighting and security, and safety issues. After surveys and studies, a combined facility with ambulance, that will allow police and fire to be added onto the building in the future, will best lead to the long-term cost and operational saving for the City of Wabasha. The City of Wabasha and its City Hall supports a number of services that benefit non-residents, businesses, visitors, such as the municipal pool, campground, parks, recreational services, public safety, business support, policing services, and economic development. While Wabasha has a resident population of 2500 people, we have approximately 139,000 visitors each year, visiting a number of attractions like the National Eagle Center, arriving at regional destinations such as Wisconsin or Mayo Clinic, visiting our marinas, and enjoying Wabasha's attractions. When they visit, they utilize our roads, our parks, our marinas, our EMS services, our police services, and the Local Option Sales Tax is a fair way to have them support in payment for those services, of which 40% of the tax is estimated to be paid for by non-residents.

The total cost of this project is estimated to be $4,662,000, plus debt and other issuance costs, and financing this new combined building through a City sales tax is a fair method to reflect the benefits of the region surrounding Wabasha that relies on its ambulance services, public safety services, recreational services, businesses, parks, roads.

WHEREAS, the projects will result in benefits to both the residents and businesses of the city of Wabasha and to non-resident visitors and businesses; and,

WHEREAS, funding the projects with a local sales tax will more closely distribute the cost of the projects to the users of the facilities; and,

WHEREAS, the projects are estimated to cost approximately $4,662,000 plus an amount equal to interest on and cost of bond issuance; and

WHEREAS, the city estimates that a local sales tax of *.5% (one-half) percent* would generate $4,662,000 over 23 years; and,

WHEREAS, the city has provided documentation of the regional significance of each project, including the share of the economic benefit to or use of each project by persons residing, or businesses located, outside of the jurisdiction; and,

WHEREAS, the estimated local sales tax revenue and estimated time needed to raise that amount of revenue for each project is as follows:

- For Combined City Facility: The City will collect $4,662,000, plus interest and other associated debt issuance costs, over 23 years.

WHEREAS, Minn. Stat. § 297A.99 authorizes the imposition of a general sales tax if permitted by special law of the Minnesota Legislature; and,

WHEREAS, Minn. Stat. § 297A.99 requires the City to pass a resolution authorizing such a local tax and to obtain Legislative approval prior to approval by the local voters to enact the local tax;

THEREFORE, BE IT RESOLVED the following:

1. The city council supports the authority to impose a general local sales tax of *.5 (one-half percent* for a period of 23 (twenty-three) years to fund the aforementioned project;

2. Upon approval of this resolution, the city will submit the adopted resolution and documentation of regional significance to the chairs and ranking minority members of the House and Senate Taxes committees for approval and passage of a special law authorizing the tax, by January 31 of the year that it is seeking the special law.

3. Upon Legislative approval and passage of the special law authorizing the tax, the city will adopt a resolution accepting the new law, which will be filed with a local approval certificate to the Office of the Secretary of State before the following Legislative session.

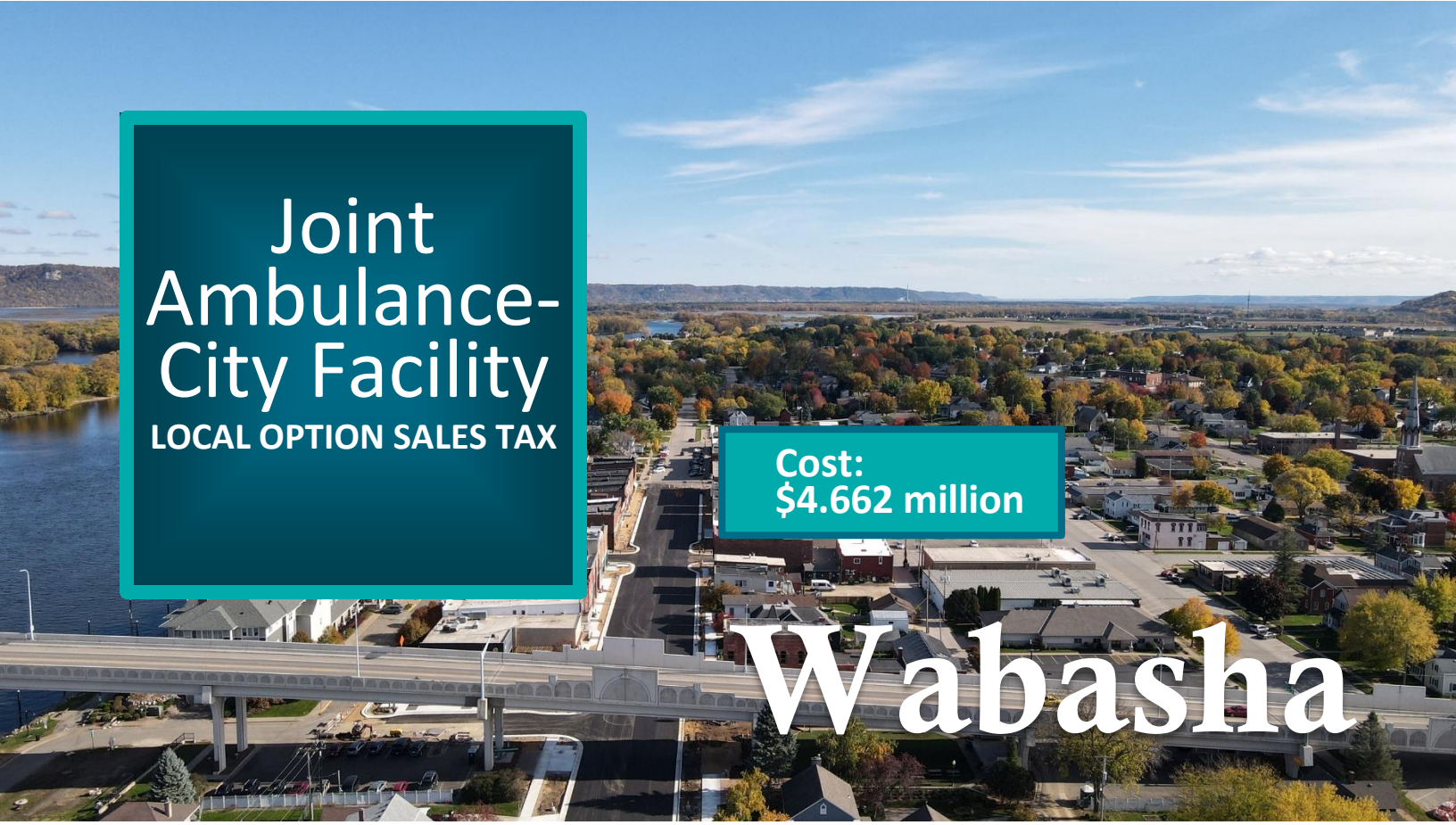
4. The city will put a detailed ballot question(s), which includes separate questions for each project, on a general election ballot for local voter approval. This will be done within two years of receiving legislative authority.

5. If one or more ballot questions pass, the city will also pass an ordinance imposing the tax and notify the commissioner of Revenue at least 90 days before the first day of the calendar quarter that the tax will be imposed.

6. Upon completion of the aforementioned requirements, the local sales tax will commence and run until a duration of 23 years or until a sum sufficient to fund the voter approved project(s), including related debt costs, is raised, whichever comes first.

Adoption by the City Council of the City of Wabasha this 2nd day of December, 2025.

ATTEST:



THE PROJECT

The City of Wabasha is seeking to construct a joint public safety and city facility ("Joint Facility") to serve Wabasha and the surrounding area. The new facility will replace an ambulance building that no longer meets the needs of the service and community. It was built for intermittent use by volunteers and is now occupied 24-7 by full-time staff. Ambulance call volume has increased by 140% and the space no longer meets the call demand. Wabasha's City Hall faces safety and maintenance issues and our community will need a joint facility in the future for our police and fire. The Facility's site preparation and design will also allow police and fire to be added. The concept for joint facility is in the early stages but is intended to most effectively use limited tax dollars through joint operations and combining multiple buildings that are being maintained into one facility.

REGIONAL BENEFITS

The Joint Facility that will provide enhanced public safety and EMS services to the region. The Wabasha Ambulance Service had over 1000 calls last year and over 400 of those calls were to serve people outside of the City. Neighboring services regularly use Wabasha's ambulance, police, and fire for mutual aid response and the Ambulance's advanced life support. Wabasha City Hall services Wabasha's parks, economic development, utilities, businesses, all which serve the estimated 139,000 visitors to downtown Wabasha a year and the 485 daily commuters. (US Census Bureau, Placer Labs, Minnesota DEED)

FUNDING

The City of Wabasha is seeking legislative authority to hold a referendum for a local option sales tax. It is estimated that the .5% sales tax would generate $213K a year and $4.899M over 23 years.

CONTACTS:

Emily Durand | Mayor | mayor@wabasha.org
Caroline Gregerson | City Administrator | cityadmin@wabasha.org
Ryan Marking | Ambulance Director | ambdir@wabash.a.org

CITY OF WABASHA

Wabasha City Hall | PO Box 187 | 900 Hiawatha Dr East | Wabasha, MN 55981 | 651-565-4568 | Wabasha.org | cityhall@wabasha.org

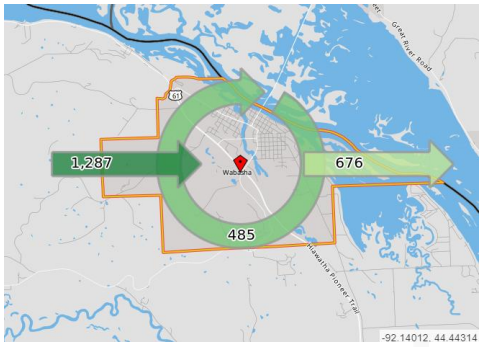
ABOUT THE CITY OF WABASHA

Wabasha (pop. 2,559), continuously occupied since 1826, is the oldest city in Minnesota. Its interstate bridge, river and bluffs, and proximity to regional centers promotes easy access to abundant regional employment, services, tourism, and leisure. Wabasha employers contributed over 1,800 payroll jobs and $92.4 million in wages to the economy. It serves as the county seat. Additionally, Wabasha supplies workforce for the greater region including the Rochester Metropolitan Statistical Area and the Mayo Clinic. We also have two key interstates that pass through Wabasha with Highway 60 with 5,000 vehicles per day and Highway 61 with 3,758 vehicles per day. There are 176,000 visitors stopping at local businesses in Wabasha for gas or food.

Regional Benefits of Joint Ambulance-City Facility

Wabasha Ambulance Service has a regional reach

The Wabasha Ambulance Service took 400 calls last year to cities outside the City of Wabasha. The Ambulance provides mutual aid to areas within a 50-mile radius of Wabasha. Additionally, the Wabasha Ambulance provides inter-facility transportation from Saint Elizabeth's Hospital to Rochester and La Crosse for patients that need a higher level of care. They will better be able to serve the region in a facility that meets their growing demand for services.



Daytime Population

2,652
Total Population

3,552
Total Daytime Population

Ratio of daytime to total population:

1.34

Wabasha Municipal Services

City Hall functions as a central hub for many of the city's services including administration, building permits, economic development, tourism support, parks and recreation, planning, and administrative support for public works and public safety. These services significantly benefit the region. There is a net inflow of 485 workers each day to Wabasha, that use the City's roads, water, public safety services. City Hall's departments help support an $8 million tourism economy. Visitors come for Wabasha's two marinas, public boat launch and main channel dockage, Coffee Mill Ski Resort and Coffee Mill Golf Course. Wabasha's summer seasonal population is significantly higher due to the seasonal residents and tourism. There is abundant network of regional trails including the Mississippi River Trail located in Wabasha. City Hall also supports staffing and management of our pool with over 2000 visitors that come from Wabasha and the surrounding areas. City Hall was built in 1950 and a study, completed by Brunton Architects in 2024, recommended one city facility for municipal services. This would be the most cost effective us of limited funds to address the deferred maintenance needs of both buildings.

FUTURE POLICE AND FIRE

The joint facility will achieve site readiness for future police and fire in the joint building. While funding does not allow this to be added at this time, this will make it significantly easier and cheaper to add police and fire in the future.

10.5
Avg Number of Employees

21.7↑
Total Business Per Sq Mi
This is 1,319.6% higher than Wabasha County

Data source: University of Minnesota Extension, Placer AI, US Census, Mn DEED, Ambulance Services Records

Special City Council **10. 9.**

Meeting Date: 02/10/2026

ITEM TITLE: Appoint Board of Appeal and Equalization members for 2026

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Last years LBAE members were commissioners Friedmeyer, Wallerich and Jensen. One member from each ward must be present for LBAE hiring held in April. At least one member on the LBAE must have up-to-date training. Not all members are required to have the training.

ACTION REQUIRED:

Appoint a council member from each ward to sit on the LBAE for 2026.

Special City Council **10. 10.**

Meeting Date: 02/10/2026

ITEM TITLE: State Legislation Request for Highway 60 Discussion

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Administrator Gregerson submitted a GO bond request. Discussion on clean up costs for Highway 60 and potential other strategies including a MnDOT Trunk Highway allocation request.

ACTION REQUIRED:

Advise administrator on next steps

Special City Council **10. 11.**

Meeting Date: 02/10/2026

ITEM TITLE: 2025 Employee Feedback

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

City Administrator Gregerson will share high level results from employee feedback during the annual performance reviews.

Discussion on Ad-Hoc CIP Committee

Attachments

2025 Feedback from Employees

Employee Feedback (Department Heads and Frontline Staff)

If we request feedback, there is a sense from employees, how are we taking that feedback and will we respond with anything. We can't act upon all requests and feedback but we can evaluate feedback. ("I" indicates number of times a comment was repeated).

Themes

What's working for you

- Flexibility, flexible schedule, new ambulance schedule, PW schedule IIIIIIIIII
- Benefits
- Day to day operations running smoothly
- Support from co-workers, fun work environment, camaraderie in department IIIIIIIi
- Support from my supervisor
- Support from the community
- Feeling of accomplishment I
- Seeing the public enjoy the work we've accomplished

What energizes you

- Watching our department evolve and grow I
- Trying out a different type of role from my day-to-day III
- Taking on a new project or seeing a big project completed I
- Reaching children and families, creating an inviting space (library)
- Helping people who want to better themselves and others (police), helping a customer (water/sewer), going on calls (ambulance), teaching volunteers (ambulance), helping people and working with the kids (library)
- Variety in the job I
- My co-workers, working with new people III
- Numbers , office work
- Work that leads to clear outcomes- resolving problems, documenting cases, helping residents

2026- what issues or challenges do you see

- Space, lack of space, not enough room for night shifts, need living quarters separated from training/public access/offices (ambulance), better living quarters would boost morale IIIII
- Work/life balance, staffing, workload balance
- As we take on more work, ensure there isn't burnout
- Not enough ambulance call volume to feel as confident as I would like

- Keeping tax increases low while providing high quality services
- Not enough CIP funding for the demands of roads and equipment
- Staff Turnover IIII
- Upcoming state statute changes that impact our work, add more regulations, more time at the desk instead of doing our job (police)
- Trying to increase revenue and save money at the same time, difficult to do both
- The request for more cost sharing for the ambulance led to disrespectful comments shared in the paper and online about the ambulance service
- Do a better job delegating
- Strategizing on how library programming can increase circulation

How can I better support you? How can I improve?

- Continue to support the frontline staff III
- Open, one-on-one direct communication when there are issues, mentorship III
- Clear guidance, timely feedback, consistent feedback, communicate how I can do better IIIII
- Would like the opportunity to attend a conference with my supervisor or opportunities for more training III
- Additional civil liability risk with new laws and how we address this (police)
- Training (interview techniques, Spanish, hiring laws, operations, legal updates, EKG strips, Hamilton Vent, Public Works, plow trucks)
- Improving efficiency
- Trust in Department Heads, do not micromanage, let me do the job I was hired for
- Advocate for EMS in the community

General Feedback for Council / City Administrator

- I've observed in leadership that if Department Heads "threaten, complain", they tend to get the resources they need and that isn't fair to Departments not using these techniques.
- How are equipment purchases and timing of those purchases fairly evaluated? i.e. used versus new, additional bells and whistles or not, timing (do you really need to purchase this now)
- High workload volume for some staff, means we will make mistakes and should evaluate new project or new regulations we take on III
- Wage increases that are fair for all employees, not just one Dept (III)
- I feel supported by Council, Department Leadership III
- Elections- will there be major changes in City leadership, looking at 2026, we feel that the Council has done a great job helping staff feel supporting

- Department Head meetings are a good place for Departments to come together that wouldn't normally work together
- Continue employee get together

Special City Council **11. 1.**

Meeting Date: 02/10/2026

ITEM TITLE: Resolution 03-2026 February Donations

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

All donations are to be approved and accepted by the City counci.

ACTION REQUIRED:

approve Resolution 03-2026 for the February Donations.

Attachments

Resolution 03-2026

CITY OF WABASHA
RESOLUTION No. 03-2026
RESOLUTION ACCEPTING DONATIONS

WHEREAS The City of Wabasha is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and
WHEREAS the following persons and entities have offered to contribute the cash amounts or items set forth below to the city for the following.

- **LIBRARY**
  - $100 – Anonymous – In memory of Bunny Wodele
  - $10 – Judith Knose – in memory of Hermie Evers
  - $500 – Linda Tenney
  - $50 – Aggie Hubbard

- **AMBULANCE**
  - $100 – Anonymous
  - $100 – Charles & Violetann Gilbertson

- **FIRE**
  - $100 – Charles & Violetann Gilbertson

- **WABASHA ATHLETIC COMPLEX**
  - $25,000 – WNB Financial

WHEREAS all such donations contributed are determined to be a benefit to the citizens of the City of Wabasha; and

WHEREAS The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WABASHA, MINNESOTA, AS FOLLOWS:

1. The donations described above are hereby acknowledged and accepted and shall be used in accordance with the terms prescribed by the donor.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of the City of Wabasha on February 3, 2026.

Approved:

_____
Mayor - Emily Durand

Attested:

_____
City Clerk – Wendy Busch

Special City Council **13. 1.**

Meeting Date: 02/10/2026

ITEM TITLE: Potential Special Meeting to approve Ambulance Hire

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Would Council be open to a special meeting so that we can make an ambulance hire without waiting another month. Ride alongs are planned this Thursday and we should have a decision shortly, pending the background check.
