



### **Our Vision**

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

### **Our Mission**

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

## **Meeting Announcement and Agenda**

### **City Council Regular Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Monday, March 11, 2024 at 6:00 PM**

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. To join this meeting via Webex, [click this link](#) and type in the password 2024. To join via telephone, please dial (415) 655-0001. Enter access code 2552 282 0619 and password 2024 when prompted.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Statement of Intent**

We gather today in this room as one people to discuss and attend to the matters of Red Wing. Together, as a government body and as community members, we agree to treat everyone with courtesy, dignity, and respect. We will listen to all sides of an issue, encourage participation, support each other, act with honor and accountability, and inspire pride in our community. This we commit as we open this meeting.

- 4. Excusal of Members**
- 5. Approval of Agenda**
- 6. Proclamations and Recognitions**
- 7. Presentations**
- 8. Public Comment**

The Public Comment segment is when you (members of the public) can speak on topics that are on the agenda and not on the agenda. You will have one time to speak for up to three minutes total on one or more topics of your choosing. You may not give your time to someone else. • If you are attending in person, please fill out the sign-in sheet in the lobby before the meeting. You may go up to the lectern when the Council President calls your name. • People who have signed up will be called to speak first. If you are not signed up and wish to speak, raise your hand and go to the lectern when the President calls on you. • At the beginning of your comment, state your name and what city you live in, and if you live in Red Wing, please provide

your ward number, street name, or neighborhood area. • Personal attacks may be ruled out of order. • If you are attending virtually and want to speak, it is recommended that you sign up by email at [administration@ci.red-wing.mn.us](mailto:administration@ci.red-wing.mn.us) before 3 p.m. However, signing up is not required, and you may raise your hand virtually to speak. Please wait until the Council President says your name. • If you cannot attend but want your comments entered into the public record, submit an email before 3 p.m. the day of the meeting to [administration@ci.red-wing.mn.us](mailto:administration@ci.red-wing.mn.us), or phone (651) 385-3612. Any emails received will not be read aloud but will be entered into the record and shared with elected leaders.

## 9. Board and Commission Communication

- 9.A. Consider Motion to Recommend to the District Court the Reappointment of Ryan Hanson to the Charter Commission to a Second Four-Year Term.
- 9.B. Community Development Director Kyle Klatt will be present at the meeting to provide an update on Port activities. See attached report for details.
- 9.C. Council Liaison Commission Reports.  
Council members are asked to provide highlights on recent Board and Commission discussions.

## 10. Consent Agenda (Roll Call Required \*)

The Consent Agenda consists of items that often don't require Council discussion. These items are usually routine business, non-controversial, or have been discussed publicly in the past. These items can be approved by the Council all at once unless a Council member acknowledges they would like to comment or have a discussion on any of these items at this meeting. If no Council member has a concern or comment on any of the consent agenda items, the Council will approve them all at the same time.

- 10.A. Motion to Approve Bills (Warrant #115888-116052, totaling \$919,220.88).
- 10.B. Motion to Approve the February 26, 2024, Council Minutes.
- 10.C. Motion to Approve the City of Red Wing's Draft 2024 Board, Commission, and Committee Policies  
The purpose of this item is for Council members to review drafted updates to the Board, Commission, and Committee Policies and either approve or suggest additional changes. This document sets the protocols and parameters for the City's 13 boards, commissions, and committees. The policies were last updated in 2021.
- 10.D. Motion to Accept a \$20,000 Grant from the Wings Foundation to Purchase an Additional 125 Boulevard Trees.  
The City of Red Wing continues to plant trees bi-annually and has allocated 2024 funds to purchase 90 trees this spring and another 35 trees in the fall, for a total of 125. By utilizing the grant funds provided by the Wings Foundation, the City will be able to purchase an additional 125 boulevard trees, doubling its tree-planting efforts for the year.
- 10.E. Motion to Approve 2024 Food Wagon License Renewal for Joshua Smith, Little Piggies EFS.
- 10.F. Motion to Approve the Settlement Agreement with Brownseed Genetics for the Well Pump and Motor Replacement at the Red Wing Regional Airport and Pay Brownseed Genetics \$28,400 Using Funds From the General Fund Contingency.  
The City attorney has drafted a settlement agreement based on the direction provided by City Council during their meeting on February 26, 2024. Charlie Brown from Brownseed Genetics has since signed and returned the agreement, along with an invoice for \$28,400. This amount is half of Kimmes Bauer's overall bill for the work performed during the summer of 2023.

- 10.G. Motion to Approve Change Order 9 related to the Old West Main Street and Jackson Street Reconstruction Project.  
Change Order 9 is for additional traffic control costs associated with the project being split into a 2-year project when initially bid as a 1-year project. The contractor held all other contract prices as originally bid with the understanding that traffic control would need to be supplemented due to an extended signage rental period. The staff report will provide further information regarding this Change Order.
- 10.H. Motion to Adopt \* Resolution No. 7970 Ordering Preparation of Report on Alley Improvements in Blocks 1 & 2 of Chaz Betcher's Addition.  
This alley reconstruction is in the Public Works Department budget to be completed 2024 and will be designed by Engineering Department and constructed by the Public Works Department.
- 10.I. Motion to Approve Private Use of Public Property (PUPP) Application for St. Paul's Lutheran Church Elvis in the Park Concert.  
The event will be held on Saturday, August 17, 2024, from 2:00 p.m. to 8:00 p.m. in Central Park and the Central Park Bandshell. St. Paul's Lutheran Church will have a brief church service at 2:00 p.m. and there will be a musical concert following the church service in Central Park. The event will be open to the public.
- 10.J. Actions to Establish the Advisory Planning Commission as the Board of Appeals and Adjustments.  
The proposed Zoning Text Amendment has been initiated by the Red Wing City Council to designate the Red Wing Advisory Planning Commission as the Board of Adjustments and Appeals for the City of Red Wing in regards to Variance and Zoning Appeal requests. Under the City's current ordinances, the City Council acts as the Board of Adjustment and Appeals subject to review by the Planning Commission. The Commission holds all public hearings related to variances and appeals and makes recommendations to the Council (acting as the Board of Adjustment), which then makes final decisions on these matters. The proposal would amend the Red Wing Zoning Ordinance to specifically designate the Planning Commission as the Board of Adjustment and Appeals. If approved, the Planning Commission would have final decision-making authority on Variances and administrative zoning decisions made by City staff. Division 80 and Division 90 of the Red Wing Zoning Ordinance would be amended to facilitate the proposed authority change. The Planning Commission conducted a public hearing for the proposal at its February 20, 2024, meeting and is recommending approval of the amendment.
1. Motion to Adopt \* Ordinance No. 208, Fourth Series, Establishing the Advisory Planning Commission as the Board of Appeals & Adjustments
  2. Motion to Adopt \* Resolution No. 7971 Approving a Summary Publication of the Ordinance
- 10.K. Drainage and Utility Easement Vacation Request by Ken and Mary Selvig for Lots 9 and 10, Block 6, CHARLSON CREST 5th ADDITION.  
Ken and Mary Selvig are proposing to combine Lot 9 and Lot 10, Block 6, CHARLSON CREST 5th ADDITION into a single parcel in order to construct a new single family home on the property. The vacating of the existing Drainage and Utility Easements between said Lots 9 and 10 is necessary to receive a Building Permit for the new home. It appears that this vacation of drainage and utility easements is in the public's best interest and there is no reference to this minor correction in the Comprehensive Plan. Staff is recommending approval of both resolutions.

1. Motion to Adopt \* Resolution No. 7972 Dispensing with the Planning Commission's review of the Proposed Drainage and Utility Easement per State Statute 462.356.
2. Motion to Adopt \* Resolution No. 7973 Vacating Drainage and Utility Easements Between Lot 9 and Lot 10, Block 6, CHARLSON CREST 5th ADDITION.

10.L. Motion to Approve an Off-Sale Intoxicating Liquor License for Anthony John Verch, MAVJAM LLC, D/B/A MAVJAM, at 6690 Sturgeon Lake Road, Suite 1A, Welch, MN 55089.

Anthony John Verch, Managing Member of MAVJAM LLC has applied for an Off-Sale Intoxicating Liquor License for MAVJAM LLC, D/B/A MAVJAM, at 6690 Sturgeon Lake Road, Suite 1A. MAVJAM LLC, is leasing space adjacent to The Topsy Turtle Bar & Grill located at 6690 Sturgeon Lake Road. The premise has previously been operated as a liquor store (Purple Pride Liquor) but closed back in January 2021. Detective Thomas Rikli, Red Wing Police Department, completed the background investigation and, based on the information obtained, discovered nothing that would preclude this applicant from obtaining an Off-Sale Intoxicating Liquor License. Staff recommends approval.

## 11. Motions and General Business (Roll Call Required \*)

The Council will address each of these items separately. Input from the public on any of these items needs to happen during the Public Comment period at the start of the meeting. The only exception is a Public Hearing.

11.A. Consider Motion to Introduce Ordinance No. 209, Fourth Series, to Address Unauthorized Use of City Sidewalk, Rights of Way, Stairwells, and Parking Ramps.

The City Council discussed an ordinance to address more recent issues on February 26, 2024. The attached draft reflects input from the Council. Council is asked to Approve a motion to Introduce Ordinance No. 209.

11.B. Consider Motions for the Continuation of the Red Wing Sculpture Walk

The purpose of this item is for the Council to consider approving two agreements and a resolution so the Red Wing Sculpture Walk can continue as an ongoing program. The overall purpose of the Sculpture Walk is to help build Red Wing into a creative regional arts and culture hub where every resident can participate, as stated in Red Wing's 2040 Community Plan.

1. Consider Motion to Approve City of Red Wing Agreement with Sculptures Eau Claire, Inc. Regarding Red Wing Sculpture Walk
2. Consider Motion to Approve City of Red Wing Agreement with Red Wing Arts Regarding Red Wing Sculpture Walk.
3. Consider Motion to Adopt \* Resolution No. 7968 Accepting the Donation of Pedestals for Sculptures.

11.C. Consider Motion to Approve Police and Fire Department Reorganization. Chiefs Sather and Warner recommend the Council approve a reorganization of the Police and Fire Departments. The reorganization includes transferring some Police duties to the Fire Department. Please see the staff report and attachment for details.

## 12. Communication Items

12.A. Council Comments

12.B. Council Administrator's Status Report

## 13. Adjournment

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.



## CITY COUNCIL AGENDA REPORT 2024

To: Honorable Mayor and City Council Members  
From: Kyle Klatt, Community Development Director  
Agenda Item No.: 9.B. – Port Authority Update  
Meeting Date: March 11, 2024

**ACTION REQUESTED:** Report Only

**ATTACHMENTS:**

1. Director's Report to Port Board
2. 2024 Port Authority Annual Report
3. Port Authority 2024 Rules of Order and Procedure (Updated)
4. JT's Chicken and Fish Pitch Deck
5. The Creative Hand Pitch Deck
6. "A classic Mississippi River Cruise Line Has Abruptly Shut Down" Star Tribune Article
7. Housing Bill Article – Minn Post
8. EDAM January 2024 TIF Presentation

**BACKGROUND:** The Port Authority Board met on Tuesday, March 5, 2023 in the City Council Chambers. The meeting included two components – the annual meeting and a special meeting for regular business items with the following highlights:

New Port Authority Members. Kim Beise and Wylie Wilson were sworn in as new members of the Port Authority.

Election of Officers. The board elected its slate of officers for the year as follows: Beth Flattum, President; Jay Wardle, Vice President; Ralph Rauterkus, Treasurer; Wylie Wilson, Assistant Treasurer; and Paul Reding, Secretary.

Annual Report. The board accepted the 2023 Annual Report as drafted by staff; the approved report is attached to this memorandum.

2024 Rules of Order and Procedure. The board adopted its 2024 Rules of Order and Procedure with two exceptions to the version approved by the City Council. The Port Authority decided to maintain its current format for public comment and allow input on non-agenda items at the start the meeting and comments on agenda items when they are considered during the meeting. The Port Authority also decided to allow public comments during its workshop meetings.

Advancing Entrepreneur Loan to JT's Chicken and Fish. On March 7, 2023, the Port Authority approved the Advancing Entrepreneurs Loan Program. The program was created utilizing \$100,000 of American Rescue Plan Act (ARPA) monies that the city council designated to be used for Veteran-Owned, Women Owned and BIPOC owned businesses in Red Wing.

Ms. Queen Lane is the owner of JT's Chicken & Fish, which is located at 827 Main Street in Red Wing. Ms. Lane has worked in the restaurant industry for over 30 years and decided to open her own restaurant after finding a building to lease in Red Wing. The restaurant opened August of 2023. According to Queen her restaurant is the only one in Red Wing serving chicken gizzards, fried okra, and fried catfish year-round. The owner is seeking \$20,000 from our Advancing Entrepreneur Loan Program, to be used to purchase equipment, working capital/payroll, inventory/supplies, and additional signage. The Board received a presentation from Ms. Lane with her pitch for the business (attached) and adopted a motion to approve the loan request of \$20,000.

Advancing Entrepreneur Loan to The Creative Hand. Michelle Tracy is the owner of The Creative Hand, which is located at 427 West 3rd Street. Michelle opened her store in 2019. The business offers custom engraving and personalized gifts, trophies, and awards, as well as fine art supplies. They can do many forms of personalization including but not limited to laser engraving, mechanical engraving, fiber engraving, hand tooling, and vinyl. Currently Michelle is the sole employee and to grow her business she is requesting \$20,000, to hire additional employees, which will free up her time to grow her business through increased marketing. In addition, she has new equipment that she needs to better utilize to get the maximum usage. The Board received a presentation from Ms. Tracy with her pitch for the business (attached) and adopted a motion to approve the loan request of \$20,000.

Associated Bank Financial Support. The Port Board reviewed a proposed Tax Increment Financing (TIF) Plan to create a new downtown TIF district to support the redevelopment of the former Associated Bank building into 28 market-rate apartment units and 3,300 square feet of commercial/office space. The board also considered the use of funds from the downtown investment partnership account, which is proposed to be matched by contributions from the local philanthropic community, to address the remaining financing gap after using TIF. The Port Authority is recommending approval of the TIF plan and a City grant from the downtown investment fund. The assistance package proposed by the Port Authority would be roughly \$500,000 with the following components:

- \$225,000 through the creation of a 26-year TIF district, with the City retaining 25% for administration of the district and pooling (roughly \$76,711 net present value).
- 20% of the TIF proceeds would be used for pooling (\$60,710) and the remaining 5% for administrative costs associated with the district.
- \$275,000 of funding from the informal Downtown Investment Partnership between the City and area foundations using the following sources: \$137,500 from the City's downtown investment fund and \$137,500 as a matching grant from the Downtown Philanthropic Collaborative (DPC).

The City Council is scheduled to conduct a public hearing to establish a TIF district at its March 25, 2024 meeting, at which time staff will also bring forward the Port's recommendation for additional funding assistance for formal action by the Council.

Port Authority 5-Year Strategic Plan. The Port Board reviewed a draft 5-Year Strategic Plan prepared in response to discussion from its annual workshop meeting. The report has been drafted using the template created by the City Council for all boards and commissions. In general, the Board was supportive of the new format; staff will be making final revisions and bringing the plan back to the board for formal action in April.

Committees.

In the months of January and February the Finance Committee met twice and the Strategic Committee met once. The Finance Committee is planning to meet monthly in 2024 and the Strategic Committee will be meeting on a quarterly basis in 2024.

Next Meeting. The Port Authority's next regular meeting is scheduled for April 2, 2024.

**RECOMMENDATION:** Information Only



**TO:** Red Wing Port Authority Board  
**FROM:** Kyle Klatt, Director  
**Agenda Item No.:** 8. A. Community Development Director's Report  
**Meeting Date:** March 5, 2024

*Red Wing Port Authority's Mission Statement*

*The Red Wing Port Authority is the primary leader for promoting economic and industrial development, together with identifying and coordinating redevelopment for the purpose of enhancing the tax base, promoting employment and contributing to the economic vitality and quality of life of the City of Red Wing.*

**Bauer Built Redevelopment**

Staff has requested that the Rebound Partners investigate New Market Tax Credits as a potential option to bring additional capital into the project. Rebound has been in contact with a bank that offers credits for smaller projects like the food hall. Since this is a private funding mechanism, staff will wait to hear back if there is any potential for this tool to help address the funding gap. Staff expects that the City Council will provide direction to the Port Authority concerning their preferences for the building sometime early in 2024.

**Downtown Development Projects Updates**

Work is progressing on the Avanti redevelopment site, with all initial demolition work complete and the developer now working on the building foundation and ground level walls. The City issued a framing permit this week, and the upper levels should start taking shape later this month. Staff has prepared an initial request for reimbursement through the DEED grant and has discussed the potential to move some of grant funds out of demolition work and into the utility work. The developer expects to have most of the construction complete by the end of the year.

**Former Associated Bank Building**

Staff is continuing to work with the City 's financial consultant and the Red Wing Development group to determine the potential to use tax increment financing (or tax abatement) to support the project. The City Council along with members of the Port Authority, toured the building on January 17<sup>th</sup> and received an update from the developer on some of the challenges they are facing with the project. Staff is asking the Port Authority to provide a recommendation to the City Council concerning potential financing assistance and tax increment financing plan for

the project at its March 5<sup>th</sup> meeting. The City Council set public hearing date to consider the TIF plan for March 25, 2024. Staff, along with representatives of the developer, attended the February 26<sup>th</sup> meeting of the Downtown Philanthropic Collaborative to discuss a potential grant from local foundations to help support the project.

### **Central Research – Highways 19/61 Property Update**

Staff has had several meetings with Clarence Bischoff concerning the site and proposed Blue Water Farms project over the last month. Clarence has stated that his group is continuing to refine their plans for the property and noted that costs have gone up considerably since they first started working on the project. They are continuing to meet with potential investors and suppliers and are still working on their financial plans. Blue Water is also hoping to relocate its feed operation to Red Wing in the near future. They are also very interested in pursuing a solar project on the site to help address their energy needs. Staff will be discussing the potential for grants to help with funding for renewable energy on the site with Blue Water Farms. Staff has communicated to Blue Water Farms that the Port Authority will not meet to discuss the project until all requested project and financial information has been submitted.

### **Red Wing Grain PIDP Grant Application**

At its last meeting, the Red Wing City Council approved a memorandum of understanding between the City of Red Wing and Red Wing Grain concerning an application they would like to submit to the United States Department of Maritime Administration to help fund improvements to their facility along Levee Road. The grant is through the Port Infrastructure Development Program (PIDP), which is the same program the Red Wing Port Authority used to secure grants to support reconstruction of the Little River Bulkhead and the Red Wing Grain Mooring Clusters. The grant program does not allow a private industry to be a direct recipient of the funds, which is why Red Wing Grain is seeking a partnership with the City to sponsor their application. Under the terms of the MOU, all costs associated with the application, including the City's administrative costs, will be the responsibility of Red Wing Grain. If Red Wing Grain is successful in securing a grant, the MOU will require a separate agreement further clarifying the roles and responsibilities of each party.

### **Updates Included in Previous Meeting Packet:**

#### **HRA/Three Rivers Affordable Housing Project**

Staff is working to identify potential sites for an affordable housing project with the HRA and is planning to meet with some property owners over the next few weeks to gauge their interest in selling property for development. Staff attended a recent Southeastern Minnesota Housing conference in Winona sponsored by the Minnesota Housing Finance Agency to learn more about current programs intended to help support the creation of affordable housing in cities.

#### **Economic Recovery Corps Fellows Program**

Red Wing was presented with two additional candidates for consideration under the Economic Recovery Corps Fellows program, but unfortunately, neither were selected to move forward for an interview with our staff. IEDC has continued to express a desire to help Red Wing address its economic development challenges, and the application process has helped our staff and the staff at Red Wing Ignite better describe those challenges.

### **Downtown Parking Study**

Staff continues to work with the parking consultant to finalize the parking study and strategic plan for downtown. The final plan will be brought before the Council for action in the next few weeks.

### **Ferrin's Storage Building Property**

Staff has reached out to the owner of the old railroad building behind the old VFW and Big O Tires properties (formerly used by Ferrin's Furniture business for storage) to see if they may be interested in selling the property to the Port Authority. Staff discussed the property and potential acquisition by the Port with the finance committee in February.

### **University of Minnesota River Boat Survey**

Shari has been working with the University of Minnesota Extension on the development of a Riverboat Passenger Survey. We have included numerous stakeholders including both the Red Wing Area Chamber and the Visitor and Convention Bureau. City staff is also involved and will be reaching out to each cruise line to gauge their willingness to participate. Due to the sudden shut down of the American Queen Voyages there are now two cruise lines, American Cruise Line, and Viking.

### **DEED Software Programs**

The MN Department of Employment and Economic Development has offered its members access to two software platforms intended to aid in recruiting and attracting new businesses. Port staff has attended several of the introductory and training sessions for these programs and will be working to share our site information with DEED this year. The following is a brief description of the software:

**Lasso:** a data collection software that is utilized by corporate location decision makers, site selectors, and economic development organizations. The access to Lasso will enable your organization to prepare for future site selection projects and will also contribute to keeping your site and building database up to date on the LOIS property marketing map.

**REsimplifi:** a commercial real estate data provider that finds all available sites and buildings in your territory, the ones not owned or represented by your economic development organization. ReSimplifi feeds the commercial real estate listing data into the LOIS property map on your website.

### **Meeting Participation - January:**

01.03.2024	Minnesota Ports Association Meeting
01.04.2024	Former Associated Bank project update
01.05.2024	City Council Annual Workshop
01.08.2024	River Boat survey update
01.09.2024	Red Wing Economic Development Partner Meeting
01.10.2024	PIDP 2023- Kick-off Meeting
01.11.2024	Community Safety Action Plan Committee Meeting
01.16.2024	Associated Bank -Review of project finances
01.16.2024	Meeting with Keller Baartman to Discuss Future Projects
01.16.2024	New Market Tax Credit Discussion
01.17.2024	Finance Committee Meeting
01.17.2024	Port Strategic Committee/Foundations meeting
01.17.2024	HRA and Port Staff Meeting

01.17.2024 Tour of former Associated Bank building  
 01.18.2024 Community Development Dept. meeting  
 01.22.2024 Former Associated Bank TIF/Abatement discussion  
 01.22.2024 City Council Workshop with former Associated Bank  
 01.23.2024 PIDP 2023 NEPA meeting  
 01.24.2024 Southeast Regional Housing Convene  
 01.25.2024 EDAM Winter Conference  
 01.26.2024 EDAM Winter Conference  
 01.29.2024 River Boat Survey Discussion  
 01.29.2024 Former Associated Bank -next steps

**Meeting Participation – February**

02.01.2024 Little River Discussion  
 02.01.2024 DEED – Avanti Review  
 02.02.2024 River Boat Survey Discussion  
 02.02.2024 Regional Economic Conditions – Manufacturing  
 02.06.2024 Associated Bank Discussion  
 02.06.2024 Downtown Revolving Loan Meeting with DTMS and Merchant’s Bank  
 02.07.2024 PIPD Grant Management specialist  
 02.08.2024 Blue Water Farms  
 02.09.2024 Lasso Orientation  
 02.12.2024 Resimplifi Onboarding  
 02.12.2024 Loan applicant meeting  
 02.12.2024 ED Needs and Priorities  
 02.12.2024 Blue Water Farms Public Water Supply Discussion  
 02.13.2024 Xcel Energy and Corp of Engineers  
 02.13.2024 Downtown Red Wing Priorities (Meghan Elliott)  
 02.14.2024 Engineering initial site visit – PIDP  
 02.16.2024 Golden Shovel meeting  
 02.16.2024 Habitat for Humanity Hospital Site Plan Review  
 02.20.2024 Annual GIS Stakeholder Meeting  
 02.20.2024 Blue Water Farms – Energy Grants  
 02.21.2024 Port Authority/HRA Monthly Meeting  
 02.26.2024 DPC meeting with Red Wing Development LLC (Associated Bank)  
 02.27.2024 AI in Manufacturing -planning meeting  
 02.28.2024 TIF discussion (Baker Tilly)  
 02.28.2024 Residential Developer Meeting  
 02.29.2024 CE Educator Search – screening meeting)

**Next Meeting.** The next regular meeting of the Port Authority is scheduled for Tuesday, April 2, 2024, at 5:30 p.m.

**Attachments:**

- Red Wing Grain MOU with the City of Red Wing
- “A classic Mississippi River Cruise Line Has Abruptly Shut Down” Star Tribune Article
- Housing Bill Article – Minn Post
- EDAM January 2024 TIF Presentation

# Red Wing Port Authority 2023 Annual Report



## **Staff**

Kyle Klatt (Community Development Director / Executive Director), Shari Chorney (Port Authority Manager), (Community & Economic Development Facilitator) – Position Open Since March 2022).

## **Port Authority Board**

Beth Flattum (President), Pam Dahl (Vice President), Jay Wardle (Treasurer), Paul Reding (Assistant Treasurer), Ralph Rauterkus (Secretary), Evan Brown (City Council), and Becky Norton (City Council).

## **Harbor Committee**

William Simmons, Mike Hill, Ron Collett, Greg Genz (Ex-Officio), Michael Hosfeld, Paul Pfluger, Shari Chorney (Staff Liaison), Joe Melson (Staff Liaison), Lynn Nardinger (Staff Liaison).

## **Major Accomplishments**

1. The Red Wing Port Authority successfully applied and was awarded a \$1.9 million grant from Port Infrastructure Development Program (PIDP). The PIDP is a discretionary grant program administered by the Federal Maritime Administration. The federal monies equal 80% of the project costs for two of the Port's major river projects, including the Little River Bulkhead Rehabilitation and replacement of the four Mooring Clusters located adjacent to Red Wing Grain. The Port was also awarded PDAP funding from the state to cover the required local match for these projects in the amount of \$503,948. Both projects are expected to be completed in 2024.
2. The City of Red Wing executed the TIF Agreement for the Avanti (Block 27) redevelopment project, and demolition of the buildings within the block was completed by the end of the year. The Port Authority participated in a groundbreaking ceremony to mark the commencement of construction on the 36-unit apartment building.
3. The Port Authority negotiated a draft purchase and redevelopment agreement for sale of the former Bauer Built Building with Rebound Partners and recommended a financial assistance package to support the project using a combination of Tax Increment Financing, Port development funds, small

cities development funds, PACE (energy efficiency) loans, and reduced land sales price. The City Council did not move forward with the agreement as drafted, and the Port and City will determine next steps for the building in 2024, which could include a revised purchase agreement and financial incentives or a different project.

4. The Port Authority created a process to seek proposals for development the former Central Research Property. The Port received two responses to the request for offers and decided to work with Blue Water Farms towards a potential sale a redevelopment of the site into a fish hatchery and aquaponics facility. The Port completed a Phase 1 Archaeological Study that did not identify the need for further studies prior to development of the property.
5. The Port Authority adopted revisions to the sign and awning grant program to further clarify the minimum requirements for the program and encourage higher quality designs. The program was extended through the end of 2023.
6. The Port Board created a new loan program called the Advancing Entrepreneurs Loan Program. This program was designed to advance opportunities to individuals of color, woman, and veteran owned businesses by partnering with our RWI and others to proactively assist and nurture diverse Red Wing businesses. The program was initially provided with \$100,000 of funding that the Port received through the American Rescue Plan Act.
7. The Port Authority approved three loans of \$20,000 each through the Advancing Entrepreneurs Loan Program, including loans to Celeste Beauty Max, Gather and Graze, and River City Therapy Center.
8. The Port Board authorized extension of the West End District Business Assistance Program for an additional year and allocated up to \$150,000 from its redevelopment stimulus fund towards the program. The goal of the program is to assist and implement future redevelopment projects in the West End area.
9. The Port Board amended the technical assistance grant program to include the Old West Main area. The program provides up to \$7,500 in funding to address broader infrastructure challenges and opportunities for one or more buildings related to such things as accessibility, sustainability and parking.
10. The Port Authority approved one grant of \$7,500 through the Technical Assistance Grant program to support further environmental investigations on the former car wash site at 1315 Old West Main Street.
11. The Port Authority reviewed a proposal to rezone two parcels within the River Bluffs Business Park to allow for an affordable housing project by Three Rivers Community Action. The Port Authority recommended against approval of the zoning, and the rezoning action was denied by the City Council.
12. Staff, working with Walker Consultants, prepared a draft Parking Study and Strategic Plan for downtown Red Wing. The study will be presented to the City Council in 2024 for formal adoption.

13. The Harbor Committee meet periodically to review matters pertaining to the riverfront and port. The Harbor Commission reviewed a structural analysis for the Continental Grain/Levee Mooring Clusters and reviewed new leases for the marinas and ADM lease renewal.
14. The Port Board approved the lease renewal with ADM.
15. Port Staff participated in quarterly meetings with the City's economic development partner organizations. The focus of the meetings was to discuss projects of shared interest between the participating organizations.
16. Staff completed business retention visits with six local businesses.
17. The Port Board approved one Public Relations matching grant totaling \$5,000 to the Big Turn Music Festival.
18. The Port Authority issued matching grants worth \$10,294 that assisted five businesses in the Sign, Awning & Façade Grant Program. A little over half of the available funds for these grants were used in 2023.
19. Staff and the Port Authority continued working with its operator for the Little River Bulkhead (CD Terminal), which successfully moved 92,486 tons of product across the bulkhead, including Slag, Rebar, Scrap Metal, Salt, Coke, and Cotton Seed in 2023, this was down from 146,681 tons in 2022. The decrease was due to flooding, which then lead to low water and the inability to get barges to the Little River Bulkhead.
20. The Harbor Commission/Committee and Port Authority had 29 river boat stops.
21. The Port Authority continued to utilize the Harbor Commission for input and recommendations on various marina/waterfront topics, including review of a preliminary river modeling report for the Little River Bulkhead area.
22. Staff and the Port's Strategic Committee continued to meet with local foundation representatives on supporting further downtown redevelopment and renewal. The committee (along with foundation representatives) worked with developers considering the former Associated Bank building and other potential project sites in downtown.
23. The Port Authority extended its contract with New History to provide professional technical assistance on downtown and west end development opportunities.
24. The Port Authority Board developed and approved a 2024 budget of \$674,773 with a tax levy decrease to \$504,770; the Port's 2023 year-end fund balance (as of December 2023) was \$712,270.

25. The Port Authority participated in various meetings with the Minnesota Ports Association, developing a state capital bonding request to the state legislature for 2024. Red Wing identified four projects related to improvements at the Little River Bulkhead, repair/replacement of the Red Wing Grain dolphins, adding a mooring cluster near the Levee wall for riverboats, and completing river modeling and potential waterway improvements. The combined total estimated cost of all port waterway improvements is \$6,516,446 (with expected 80% bond financing or federal grants).

***Rules of Order and Procedures for the Red Wing Port Authority in  
Accordance with the City Charter, Section 5.04***

In accordance with the Charter of the City of Red Wing, Section 5.04, the following are hereby adopted (pursuant to Resolution No. 7954 adopted by the Red Wing City Council on January 22, 2024) as the 2024 rules of order and procedures for Boards and Commissions.

**Section 1: Adoption of Board/Commission Rules of Order**

1. All Boards and Commissions will follow these Rules of Order and Procedures, as adopted by the City Council. However, modifications may be made by a Board/Commission per a majority vote of the Board/Commission and subject to the City Council's approval. If a Board or Commission has not adopted any rules of procedure, it will follow the City Council rules, insofar as practical.

**Section 2: Schedule of Meetings and Elections**

1. On its first meeting each year, every board and commission shall hold an organizational meeting to swear in newly-elected officials, elect officers, adopt its Rules of Order and Procedures, and conduct any other business as deemed appropriate.
2. Boards and Commissions shall meet in regular and special meeting sessions in City Hall unless otherwise directed and properly noticed. Workshops may be held at alternate sites.

**Section 3: Election of Officers**

1. Boards and Commissions shall elect a Chair, Vice Chair, and, if desired, a Pro Tem. Each officer will serve a one-year term unless otherwise stated in the Board/Commission's own bylaws.
2. The Chair term limit is two consecutive years. A member may be elected Chair again after a hiatus of at least one year from that position. The Chair serves as the leader of the Board/Commission by running all meetings and other miscellaneous roles.

#### **Section 4: Meeting Materials**

1. The staff liaison shall include all appropriate materials in the meeting packet according to the order of business on the agenda. All reports, communications, resolutions, or other materials to come before the Board/Commission shall be provided to the staff liaison at least five business days prior to each regular meeting.
2. At least 72 hours prior to the meeting, the staff liaison shall furnish a copy of the regular meeting agenda and all supporting materials to each Board/Commission member electronically, or if requested, in paper form. The staff liaison shall also furnish the meeting notice to the press. Failure to accomplish any of these tasks shall not invalidate the meeting.
3. The staff liaison shall have a paper copy of the agenda and supporting materials and make the same available for public inspection. All items required to be posted for public notice shall be so done on a notice board located in City Hall.
4. The staff liaison shall be authorized to make payments for goods and services delivered or performed, following a majority vote of the Board/Commission. A regular report on fiscal status, if appropriate, will be made to the Board/Commission.

#### **Section 5: Notice and Recording of Meetings**

1. Notice of meetings and the manner in which they are conducted shall comply with requirements of the City Charter, City Code, and Minnesota Open Meeting Law.
2. The staff liaison shall notify the press and post public notice of the time and purpose of the meeting.
3. All meetings in which action is taken shall be televised or audio recorded.
4. Board and Commission staff liaisons shall cause meeting minutes to be kept and, in all cases, the minutes shall be promptly filed with the City Clerk. Minutes shall provide a general background on the topic, a summary of the discussion, specific action being considered, and a tally of each vote.

#### **Section 6: Rules of Parliamentary Procedure**

1. The rules of parliamentary procedure comprised in the newest revision of Robert's Rules of Order shall govern the Board/Commission in all cases in which they are applicable, and to the extent they are not inconsistent with these rules, the Charter,

the ordinances of the City, or the laws of the State of Minnesota.

2. The staff liaison or his/her designee shall function as Parliamentarian to advise the presiding officer on matters of Parliamentary law.
3. The Chair, Vice Chair, and staff shall occupy their respective seats in the Chambers while the Board/Commission is in session.
4. The Chair, or in his/her absence, the Vice Chair, shall call the meeting to order at the noticed meeting time. In the case of the absence of the Chair and Vice Chair, the Pro Tem (if there is one) or the member with the most tenure in office shall do the same. The names of those present, absent, and excused shall be recorded, as well as arrival and departure times for the members arriving late or leaving early.
5. The Board/Commission presiding officer may debate from the chair and shall not be deprived of any rights or privileges of a Board/Commission member by reason of acting as presiding officer.
6. A quorum shall consist of at least a majority of all members of the Board/Commission. If a quorum is not present, no official action can be conducted.
7. If a quorum is not present, the meeting may be canceled, or the meeting may be held for discussion purposes only. The Chair will make the decision whether to cancel or meet.
8. The Council Administrator's ex-officio, non-voting membership on all Boards and Commissions shall not count for purposes of determining a quorum, majority, or exceptional majority vote requirements.
9. The Board/Commission shall respect and follow the Code of Conduct, Section 2.15 of City Code.

### **Section 7: Order of Business**

1. The order of business for all regular Board/Commission meetings shall be as follows, unless the Council directs otherwise:
  - a. Call to Order
  - b. Roll Call
  - c. Approval of Agenda
  - d. Approval of Minutes of Preceding Meetings/Workshops
  - e. Public Comment
  - f. Motions and General Business
  - g. Adjournment

2. Board and Commissions are encouraged but not mandated to include the Pledge of Allegiance and Board/Commission Comments on their business agendas.
3. Boards and Commissions are encouraged but not mandated to include the Statement of Intent and the Board/Commission's mission statement as written parts of the agenda, as statements read by the Board Chair, or as statements read by the entire Commission.

### **Section 8: Creating and Amending the Agenda**

1. The Board/Commission Chair, in consultation with the staff liaison, shall establish the Board/Commission agenda.
2. The Board/Commission shall not amend the agenda once the agenda is approved. However, the Board/Commission Chair may vary the order of business or business items to facilitate special orders or the efficient use of meeting time.

### **Section 9: Public Comment**

1. Public comment and active involvement of residents in government is encouraged through in-person communication, phone, and email. The Board/Commission will dedicate time during each regular meeting to hear from people.
  - a. The Public Comment period will take place near the beginning of the meeting for people to speak to the Board/Commission on items not on the agenda. Public Comments will also be allowed on specific agenda items when those items are brought forward for discussion by the Board.
  - b. Each person will have one time per meeting to speak to the Board/Commission. The limit is three minutes to speak on one or more topics of a person's choosing.
  - c. A person may not give their three-minute allotment of time to another person.
  - d. Every person desiring to speak shall first be recognized by the Chair. No one is allowed to make comments from the audience when the person making comments has not been recognized by the Chair. The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the Board/Commission.

- e. Speakers may not make allegations, charges, or complaints against any City employee. If a person wishes to make an allegation or to file a charge or complaint against an employee, the person should do so with the Council Administrator in writing or in a private meeting, or with the individual designated in City policy to receive the allegation, charge, or complaint. Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.
- f. No person shall be allowed to delay or interrupt the proceedings or refuse to obey the orders and rules of the Board/Commission.
- g. When a special meeting is scheduled, the Chair will decide whether public comment will be added to the agenda. Public comments may be allowed at workshop meetings at the discretion of the Chair.

#### **Section 10: Electronic Communication**

1. In keeping with the intent of the Minnesota Open Meeting Law, Board/Commission members shall not use any form of electronic communication technology, such as text messaging or email, to communicate with one another during public meetings. Nor will Board/Commission members correspond with third parties during a public meeting on matters on the agenda or of public interest.
2. Board/Commission members who receive electronic communication regarding such shall disclose the information shared with the public at the meeting.
3. Text or email communications with staff during the meeting are permitted to address technology or meeting process issues.

#### **Section 11: Rules of Voting**

1. The Chair shall open each agenda item with a brief summary of the issue. A presentation by the appropriate source, such as the staff liaison, may be made if requested by the Chair and/or members of the body. The Board/Commission may discuss or debate the issue prior to a motion being made.
2. Once a motion is made, a second is necessary before additional discussion.
3. The Chair will ask for action once the discussion is over. A simple majority is

necessary for the approval of regular business items.

4. During discussion, a Board/Commission member may “call the question” (which means calling a vote to cease debate and proceed to vote on the main motion). If a Board/Commission member calls the question, a vote will occur on that question. A two-thirds (2/3) vote of support will end the debate.
5. A vote on all matters, with the exception of resolutions, shall be taken by asking members in favor to say “aye” and asking if any members are opposed. If there is a question on the number of “aye” votes, any member (typically the Chair), may ask for a roll call vote.
6. A member may be excused from voting for special reasons (such as a conflict of interest as defined by state law), which must be recorded in the minutes.
7. When a Board/Commission member votes “present,” the member is presumed to be abstaining and the vote will be recorded as such. A “present” vote will not be counted when determining a majority vote.
8. After the decision on any question, any member who voted with the prevailing side may move to reconsider any action at the same meeting. At a subsequent meeting, any member may seek to have a motion to renew added to the agenda. If the motion to renew is added to the agenda, the vote on the motion to renew can take place at that same meeting.
9. Except in an emergency or other unusual circumstance where immediate action is in the best interests of the City, the Board/Commission shall not take action on a request for funding that has not been included in the published agenda. The funding request shall be placed on a subsequent agenda for Board/Commission consideration.
10. For the purposes of a break during the meeting, the Chair may recess the Board/Commission without a motion at any time he/she deems appropriate and shall state the time at which the meeting will resume. If the Chair decides to recess the meeting until another date, the Chair shall state the time and place at which the meeting will resume and the reason for the recess.
11. Boards and Commissions shall take action by resolution if required by law, agencies of the state, and/or organizational bylaws. The vote on all resolutions shall be by roll call vote.

### **Section 13: Workshops**

1. Boards and Commissions may meet in a workshop session as an alternative to a regular or special meeting when no action is requested.
2. No voting can take place at workshops. In all cases, topics discussed at workshops will advance to a formal Board/Commission meeting if action is being considered.
3. The workshop format is generally more informal. Workshops can be held at alternate sites. All workshops will be audio recorded, and recordings will be made available to the public. Minutes will also be kept and made available to the public.
4. Workshops require public notice and are open to the public.
5. Public comments may be allowed during workshops at the discretion of the Chair, and if allowed, will be included as a separate item on the workshop agenda. The public is encouraged to attend or listen to the workshop audio online and make comments to the Board/Commission via email, phone call, a mailed letter, an in-person meeting, or by attending a Board/Commission meeting and speaking during that public comment period.
6. If a public comment period is held at a workshop, it will be taken at the end, and all comments must be pertinent to the workshop topics.

### **Section 14: Ad Hoc Subcommittees and Standing Committees**

1. The Board/Commission may have ad hoc subcommittees to research and explore solutions to problems and/or brainstorm ideas on projects.
  - a. The ad hoc subcommittees must be smaller than a quorum of the Board/Commission, have a limited scope of study, and have no decision-making authority.
  - b. The ad hoc subcommittee meetings do not need to be publicly noticed, nor are agendas, minutes, or recordings necessary. All ad hoc subcommittee work will be reported to the full Board/Commission.

c. Staff liaisons are not expected to attend ad hoc subcommittee meetings.



# Elevator Pitch

Experience a taste of tradition at JT's Chicken and Fish, where we bring comfort foods to Red Wing.

Savor the flavors of our specialty dishes, each prepared with a blend of classic techniques and a touch of local and Chicago flair.

Our unique menu is a celebration of culinary diversity, offering delicacies you won't find anywhere else in town.

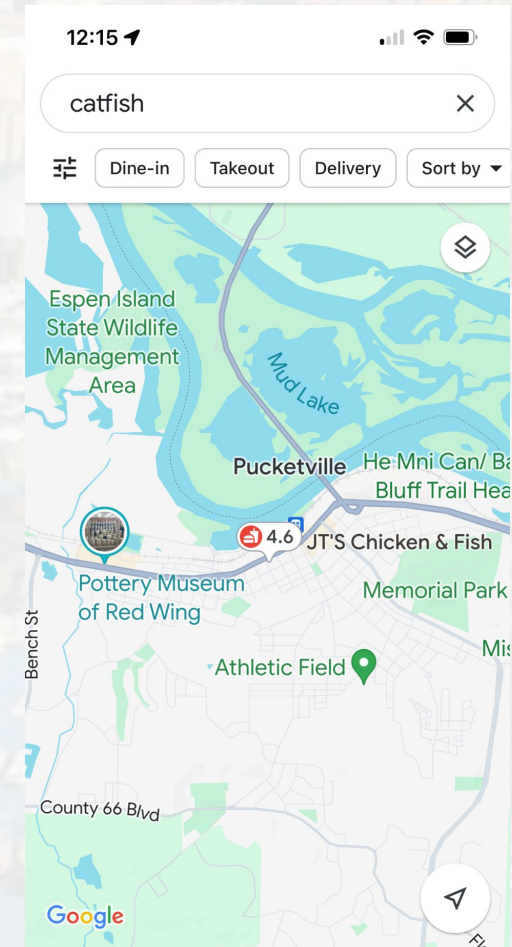
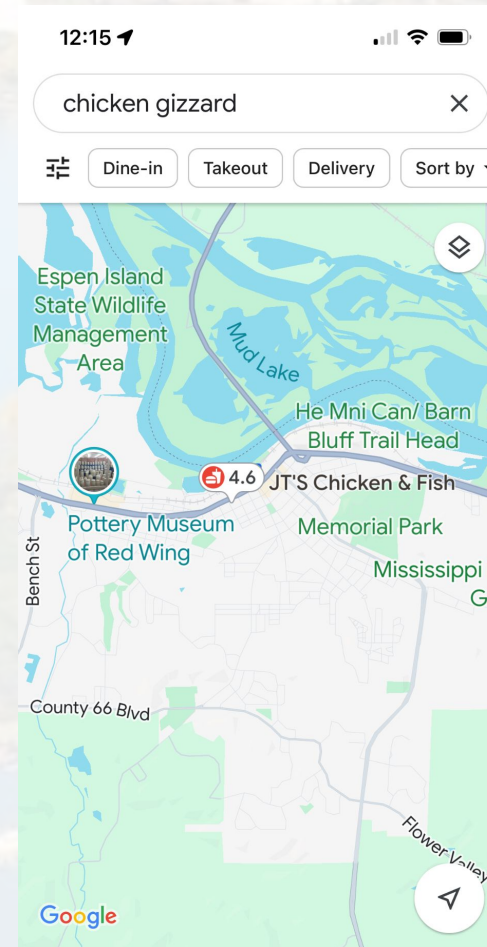
Come join us for dishes that promise to delight your palate with the richness of genuine home-style cooking.



# Big Picture/Problem

There was a need for authentic, homestyle specialty foods in the Red Wing area

Our mission is to become a culinary cornerstone in the community, where every meal is both a novelty and a return to the warmth of familiar, satisfying cooking.



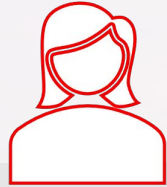
# Solution

- JT's Chicken & Fish serves fast, affordable homestyle foods previously unavailable in Red Wing, in a convenient location accessible to everyone
  - We are the only Red Wing restaurant serving Chicken Gizzards, Fried Okra, and Fried Catfish year round

We take pride in sourcing high-quality ingredients to ensure every dish we serve meets the discerning tastes of our community, making these sought-after foods not just available, but also memorable.



# Team



**Queen Lane**  
Owner/Operator  
30 years restaurant  
experience



**Lamon Mason**  
Grill/Prep Chef  
4 years restaurant  
experience



**Selena Harris**  
Cashier  
7 years restaurant  
experience

**Our team is built to succeed, with  
decades of collective experience in the  
restaurant industry.**



# Product

- We have options for everyone, served with fresh fries and coleslaw
  - Philly Cheesesteaks
  - Hamburgers
  - Chicken + Fish Sandwiches
  - Hot Dogs
  - Catfish
  - Fried Chicken
  - Okra
  - Perch
  - Chicken Liver
  - Chicken Gizzards



Every item on our menu is a nod to well-known, beloved dishes, all available within the comfort and convenience of the neighborhood.

# Business Model

Our business model is to make and sell delicious fresh foods to our customers.

We will grow our business by increasing sales through:

- Creating a great experience every time a customer frequents our restaurant
- Marketing our business online and through local advertising
- Becoming part of the local community

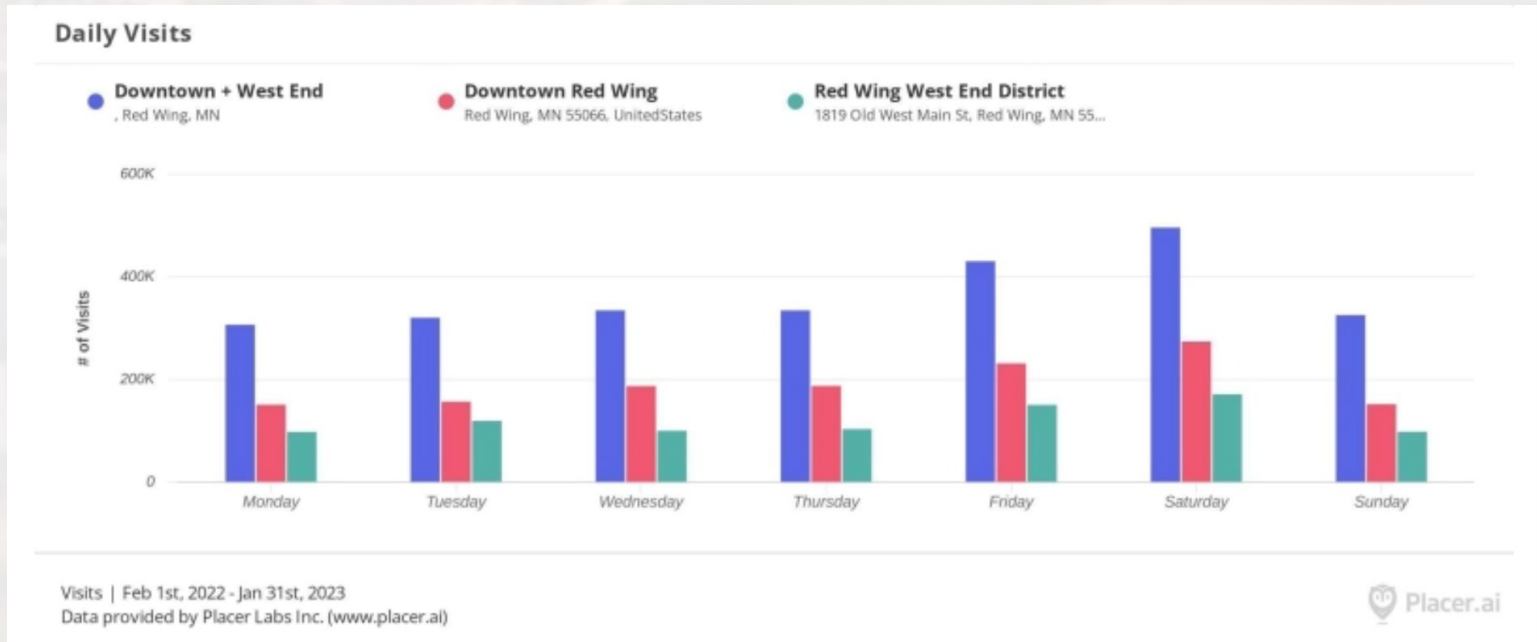


# Market Size

There are 16,400 people that live in Red Wing, and over 1 million visitors per year.

These are all potential customers that we could serve.

We also have customers that frequent our restaurant everyday from nearby cities such as Zumbrota, Pine Island and Lake City.



# Traction

I started with a dream of opening a restaurant and so far:

- JT's Chicken & Fish opened in August of 2023
- We have received positive feedback from the community
- We were featured in The Republican Eagle in September
- We have developed numerous frequent customers
- We have 4.5/5 stars after dozens of reviews on Google
- We are growing and now average over 60 customers per day and an average daily revenue of nearly \$1,000



# Competitive Landscape

There are three other dining establishments nearby that also serve the community.

- Randy's
- The Mac Shack
- Gilberto's

Each provides something unique to customers and we are the only restaurant across all of Red Wing where you can purchase fried Perch, Catfish and Okra which has helped us bring in new customers from around the region.



# More Business Details

With these funds, we hope to add new equipment, signage, and products that would allow us to bring in new customers and better serve our existing customers by offering more options and lowering wait times for food.



<b>Expense</b>	<b>Amount</b>
Additional Equipment	\$8,590.00
Working Capital/Payroll	\$6,000.00
Food Inventory/Supplies	\$2,666.00
Additional Signage	\$2,044.00
New Menus/Fliers (ads)	\$700.00
<b>Total</b>	<b>\$20,000</b>

# Red Wing, MN

Since opening the restaurant here in Red Wing I have found the community to be very supportive of us.

I am happy to have opened here and look forward to being here for years to come.



# Why Now

We have been growing since we opened and with these additional funds we could add new equipment that would allow us to serve more customers and offer them more delicious food options.

We would also use funds for fliers and signage to bring in new customers and help establish us in Red Wing.





# *the* *creative hand*

PERSONALIZED GIFTS & CUSTOM ENGRAVING

# Elevator Pitch

- New baby
- Wedding
- Anniversary
- Memorial
- Handwriting

## The Creative Hand

*Specializes in Customized Gifts from the Heart.*



# Big Picture/ Problem



- I wear all the hats
- Finding enough time
  - “Interruptions”

# Solution

Hiring 1-2 employees will give me the opportunity to:

- Create and build a reusable marketing campaign
  - Make in-person visits to local businesses
- Learn and put my new laser to maximum use



# Team

## Owner/Operator



# Product

## Healthy, Vibrant Store!

That will be a mainstay, a go-to spot  
in Red Wing for many, many years to come.



# Business Model



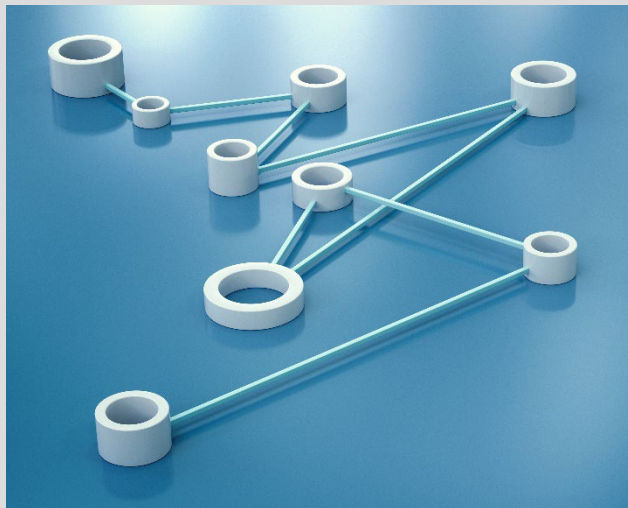
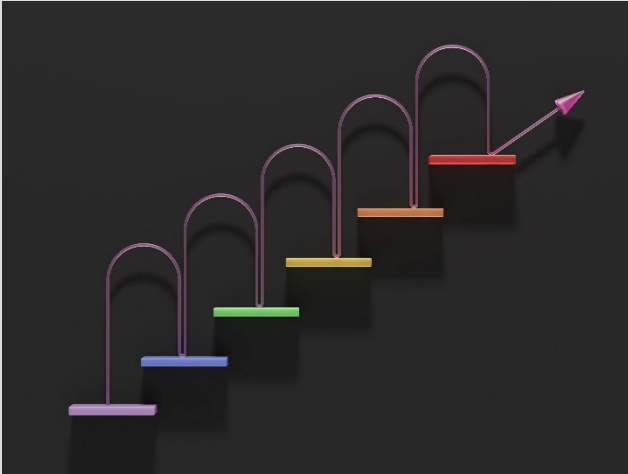
## Phase 1 : ( Months 1-3 )

- Identify areas for most growth & improvement by expanding my product line and increase marketing
- Set daily/weekly/monthly goals
- Create job descriptions, define roles, and responsibilities for new hire

## Phase 2 : ( Months 4-12 )

- Hire and mentor new employee to ensure success in their new role
- Implement the goals that were set in phase one.
- Continue to assess the progress and make adjustments where needed

# Traction



## Red Wing Ignite:

- Completed 8 week business planning course
- Participated in a 9 month peer networking group
- Attended 15+ workshops on business topics such as pricing strategies, optimizing websites using SEO, using LinkedIn for business, how to improve business processes, and year end tax strategies
- 6 hours of 1:1 coaching

## SBDC:

- 44 hours of 1:1 coaching

## Operational Improvements:

- New pricing structure
- New order forms
- Re-set store layout
- Improved financial tracking
- Expanded capabilities with new equipment

# Market Size

## Goodhue County Stats 2023

**Businesses : 20,000**

**Households : 25,000**

**Schools : 13**

**1% = 452**

# Competitive Landscape

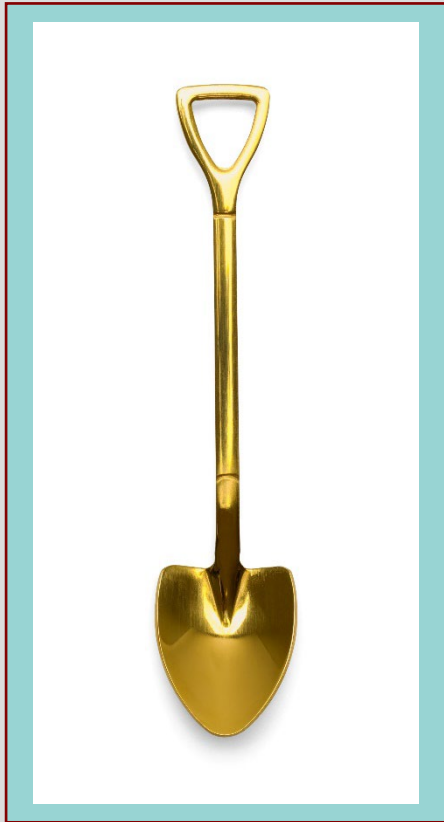
Locally 1 other Laser Engraver in town. And we all know Etsy...



I have been an artist and creator my entire life, winning many awards and contests. I take great pride in the craftsmanship of every piece that leaves my store.

My work sets itself apart from the competition.

# More Business Details



## The Creative Hand

Is in a position to become a  
“forever” business is Red Wing.

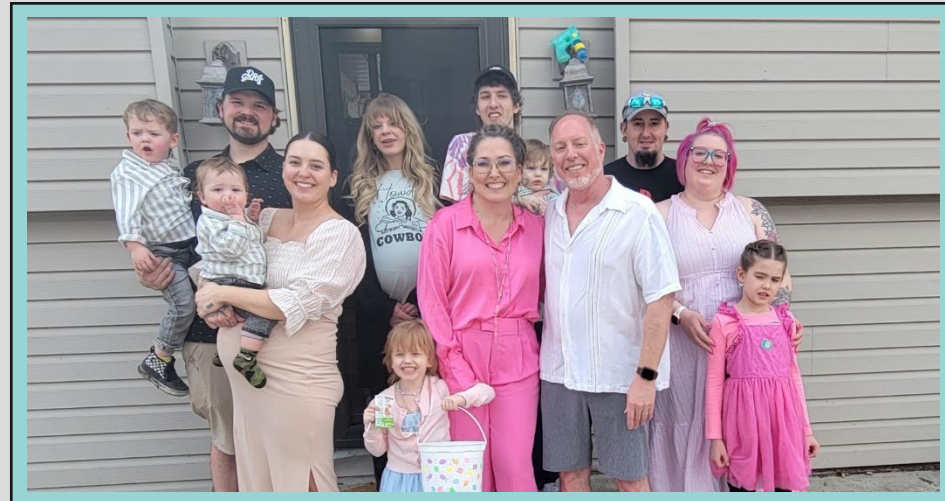
I offer people a service that isn't  
offered anywhere else with the  
craftsmanship and custom design  
work. Because of my extensive  
knowledge of many arts, I have the  
ability to create almost anything a  
customer ask for-

Where there's a will

There's a way

# Your City

My husband and I have called Red Wing home for the last 23 years.



We have raised our 3 children here, who are all married with families of their own and now I'm blessed with 7 grandchildren, that also get to call this beautiful town there home as well.

# Why Now

“  
One  
opportunity  
used wisely  
can change  
your life  
dramatically  
”

# the creative hand

PERSONALIZED GIFTS & CUSTOM ENGRAVING

Michelle Tracy

651.212.6629

[michelle@thecreativehand.net](mailto:michelle@thecreativehand.net)

<http://www.thecreativehand.net>

## TRAVEL

# A classic Mississippi River cruise line has abruptly shut down

American Queen Voyages' iconic paddlewheel ships will no longer dock in Minnesota.

By Simon Peter Groebner (<https://www.startribune.com/simon-peter-groebner/6370487/>) Star Tribune

FEBRUARY 28, 2024 — 1:23PM

One less cruise line will ply the Mississippi River this summer, bringing fewer ships and passengers to Minnesota ports.

American Queen Voyages, one of three cruise lines touring the Upper and Lower Mississippi in recent years, abruptly announced on its website last week that it would be shutting down, citing an inability to rebound from the pandemic. The cruise line began life in 2011 as American Queen Steamboat Company.

The line's iconic paddlewheeler American Queen and sister ships American Duchess and American Countess had once again been scheduled to visit Minnesota river towns such as Red Wing and Winona this summer, on various Mississippi itineraries. AQV's website includes a link for requesting a refund for these canceled journeys.

Those three ships are currently docked in or around New Orleans. There was no immediate information on the vessels' future.

American Queen Voyages may be out, but U.S. [river cruising is surging, including on the Mississippi](https://www.startribune.com/which-mississippi-river-cruise-ship-is-right-for-you/600291335/), (<https://www.startribune.com/which-mississippi-river-cruise-ship-is-right-for-you/600291335/>) which offers a more laid-back alternative to ocean cruising.

The busiest operator on the Great River is rapidly expanding American Cruise Lines, whose sleek new line of smaller, modern "American Riverboats" — American Melody, American Serenade and American Symphony — will again sail a range of Mississippi River tours including Minnesota, starting in late June. In 2025, American Cruise Lines' own paddlewheelers American Heritage and American Splendor will also come to Minnesota. Itineraries that begin in Red Wing include a pre-cruise hotel night in St. Paul.



BRUCE BISPING

The American Queen departed St. Paul on Sept. 21, 2012. In recent years the paddlewheeler used Red Wing, Minn., as its

Meanwhile, luxury line Viking River Cruises will embark on its third summer/fall season aboard the 386-passenger Viking Mississippi, the largest cruise ship on the waterway.

There were signs of American Queen Voyages pulling back as early as last year. The line announced last summer that it would end its Great Lakes tours, which had recently included stops in Duluth. Travel Weekly reported in January that a number of travel agencies had stopped selling the cruise line due to service issues and delayed payments.

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**Simon Peter Groebner** is Travel editor for the Star Tribune.

✉ [simon.groebner@startribune.com](mailto:simon.groebner@startribune.com) 📞 612-673-7012

# Why a sweeping housing density bill opposed by Minnesota cities, suburbs has broad support in the Legislature



Advocates for housing attending a rally in the Capitol Rotunda on Tuesday. Credit: [MinnPost photo by Tom Olmscheid](#)

Sweeping legislative changes to the way many Minnesota cities regulate multi-family housing, especially for housing dubbed “the missing middle,” passed its first committee on its first try Tuesday.

The proposals come with top DFL support and GOP cosponsorship and would make it difficult for cities and suburbs to stop the construction of duplexes, triplexes and fourplexes in single-family areas. If adopted, cities also would be required to allow apartment buildings, especially those that provide affordable housing, in commercial zones. And the legislation would lessen the opportunity for public comment meant to halt housing development in cities.

It aligns with proposals in other states meant to increase the supply of housing, especially at lower-cost levels sometimes called starter homes.

This package that passed out of the House Housing Committee on a unanimous voice vote is the latest iteration of a years-long battle, without resolution, between cities protective of local control of development and housing builders who have complained about onerous rules they say increases costs.

But the reason 2024 could be different is a change in the political coalition behind reforms. Complaints about the impacts of city zoning had been [mostly a Republican issue](#). But now, density advocates and their DFL allies are weighing in on the side of making it easier to build more housing in cities. A coalition called Minnesotans for More Homes includes Realtors, [home builders](#), Habitat for Humanity,

the Minnesota Chamber of Commerce, the social justice group ISAIAH, the Sierra Club, transit advocates, the Minnesota Housing Partnership and density advocates like Neighbors for More Neighbors.

“In my time in the Legislature, I haven’t seen a coalition like this,” said House Housing Committee chair Mike Howard, DFL-Richfield.

“Where zoning reform has been successful across the country, it has required a coalition like this one — legislators, builders, cities and towns, trades and housing advocates from all perspectives come together,” said Sen. Lindsey Port, the Burnsville DFLer who is chair of the Senate Housing Committee. “It’s Minnesota’s turn to recognize the enormous housing needs facing our state and to take action.”



*State Sen. Lindsey Port speaking at Tuesday’s press conference. Credit: MinnPost photo by Peter Callaghan*

But while Port mentioned cities and towns during a press conference Tuesday, and while some individual city council members stood behind her and other sponsors, associations representing local governments [oppose the changes](#). They say the bills would weaken local control, add costs for [water, sewer and other infrastructure](#) and make it more difficult for locally elected officials to respond to the concerns of their residents.

Bradley Peterson, a lobbyist who represents the Coalition of Greater Minnesota Cities, did not hide his frustration with the proposals.

“The substitution of the Legislature’s judgment over that of local, on-the-ground elected officials, utility operators and planning professionals skates past the real complexity of implementing legislation such as this,” Peterson told the House Housing Committee.

Daniel Lightfoot, who represents the League of Minnesota Cities, said in an interview that while a duplex or fourplex by itself might not impact city services, a widespread increase in density could.

“But a city that is now forced to accept between two and 10 units on a residential lot must account for and pay for the resizing of infrastructure to support that increased density,” Lightfoot said.

**Related:** [St. Paul poised to allow triplexes almost anywhere in the city; debate less heated than in Minneapolis](#)

It could be a lonely opposition, given the coalition lined up for the bills. City lobbyists are now trying to offer suggestions for making the bill less troublesome, and sponsors are sympathetic to how cities would pay for increased water and sewer capacity. Smaller cities outside the Twin Cities metro would be exempt from many of the requirements. But it is unlikely to change the overall push behind the bill.

“Minnesota has a massive housing shortage that is driving up the cost of housing for everyone,” Howard said. “Now is the time to legalize more housing choices for Minnesotans so we can build more of the homes that Minnesotans desperately want.” He said finding an affordable home is like finding a needle in a haystack “and then getting in a bidding war with 10 people for that needle.”

Two of the leading GOP lawmakers on the housing committees are cosponsors, Sen. Rich Draheim, R-Madison Lake, and Rep. Jim Nash, R-Waconia. Nash joked Tuesday that when he repeatedly asked Howard to talk about local housing zoning last session, “I felt like I was being patted on the head and told ‘not today.’ But today is now that day.” The former Waconia mayor said he supported local control “but not local *out-of-control*.”

Introduced as two bills but combined into one by Howard on Tuesday, the proposals make changes in two areas: missing middle housing meant to get more housing in single-family areas with smaller projects and multi-housing reform that would clear the way for apartments and condos in commercial zones.

The missing middle provisions are sponsored by Rep. Larry Kraft, DFL-St. Louis Park, and Sen. Nicole Mitchell, DFL-Woodbury. [They would:](#)

- Require cities and suburbs to allow at least six types of missing middle housing from a list that includes duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, cottage housing and single-family detached homes
- Lots in single-family zones would need to allow more than a single home. Depending on the size of the city, whether lots are near transit, whether they are considered affordable and whether the houses are all-electric, cities would have to allow up to six to 10 units on a lot.
- Cities could continue to have rules to protect public health, safety and the general welfare but would be limited in dictating architectural features, minimum house square footage, garage square footage and [ratios](#) that dictate the floor area of a home based on the size of the lot.
- Require cities to allow the construction of accessory dwelling units, sometimes called mother-in-law units
- Limit city rules on how much off-street parking must be provided and block requirements for off-street parking close to transit lines.
- Restrict demolition of affordable housing unless equal numbers of affordable housing units are included in a new project

The multifamily provisions are led by Sen. Susan Pha, DFL-St. Paul and Rep. Alicia Kozlowski, DFL-Duluth. [They would:](#)

- Mandate that multifamily residential buildings be allowed in commercial zones
- Restrict a city’s authority to cap building heights by saying new buildings can be as tall as the tallest buildings within a quarter mile but no taller than 150 feet
- Tell cities they can’t require more than one parking space per unit

- Mandate that any multifamily project that benefits from the extra benefits granted to build affordable housing keep the units affordable for 30 years.

Minneapolis' 2040 plan already incorporates many of these changes, and St. Paul has passed zoning reforms as well. While court action has slowed implementation in Minneapolis, legislation is being prepared that could make those types of legal challenges more difficult, Howard said.



*State Reps. Larry Kraft and Alicia Kozlowski, sponsors of the housing bill. Credit: MinnPost photo by Peter Callaghan*

One area of the proposals that drew particular attention from local government lobbyists is how it treats public participation. Most zoning decisions now require public meetings where testifiers can raise objections. Both proposals would require cities to create an administrative review process to decide whether proposed projects meet state and local rules. Such reviews would not require a public meeting or formal approval by city councils, and decisions would need to be made within 60 days. Public hearings would still be required on proposals involving historic preservation laws.

Lightfoot said cities want to involve residents in decisions about land use.

“Swinging the pendulum so far in the other direction to eliminate any ability for public input in the process is concerning,” Lightfoot said. Cities like Minneapolis that made significant changes in how zoning codes respond to density did so after robust public processes.

“That would all be replaced by a rigid framework that removes the ability for that level of discussion and for the ability of a property owner to bring forward concerns regarding something that impacts their property.”

Sponsors, however, said public objections too often come from a small group of residents but that elected council members are pressured to reject proposals.

“Public comment is important so we’re trying to strike the right balance.” said Kraft, a former St. Louis Park City Council member. “But sometimes it’s gone too far in terms of keeping people out, of keeping housing out.”

Mitchell said she knows of cities that would like to reform zoning rules but “sometimes it is a loud minority that will come and fight more housing coming in. So that can be a hard decision for a city council member or a mayor to make.

“If we have a state law that helps with that framework, they don’t have to make that decision that could cost them in a future election,” she said.

“We are fighting project-by-project, 30 units at a time, to create more housing when there are 100,000 new homes that we need,” Anne Mavity, the executive director of the Minnesota Housing Partnership, told the housing committee. “We cannot be fighting that 30 units at a time.”

But while he supports the bill, Nash said he wants to find a way to allow more public participation than the current version would allow.

“This bill is not in its final form yet,” he said.



### **Peter Callaghan**

Peter Callaghan covers state government for MinnPost. Follow him on Twitter [@CallaghanPeter](#) or email him at [pcallaghan@minnpost.com](mailto:pcallaghan@minnpost.com).

### ***Related***



### **Zoning changes are the easiest way to reduce segregation in the Twin Cities suburbs**

Research finds multi-family zoning – allowing rental apartments to be built in residential neighborhoods – is directly correlated with regional racial segregation.

In "Cityscape"

### **Burn zoning as fuel for change**

Leave the zoning regulations exactly as restrictive and outdated as they are now. Then, when developers ask for variances, grant them — in exchange for affordable units.

In "Community Voices"



### **How small wealthy suburbs contribute to regional housing problems**

The ability of small suburban municipalities to limit multifamily housing is more the rule than the exception

In "Community Voices"

# WHY IS TIF GOOD FOR TAXPAYERS? TELLING YOUR TIF STORY — PART 1

## TODAY'S STORYTELLERS

# Mike Fischer

LHB Corporation



# Bill Neuendorf

City of Edina, Economic Development



# WHY ARE WE HERE THIS MORNING?

5/9/2017

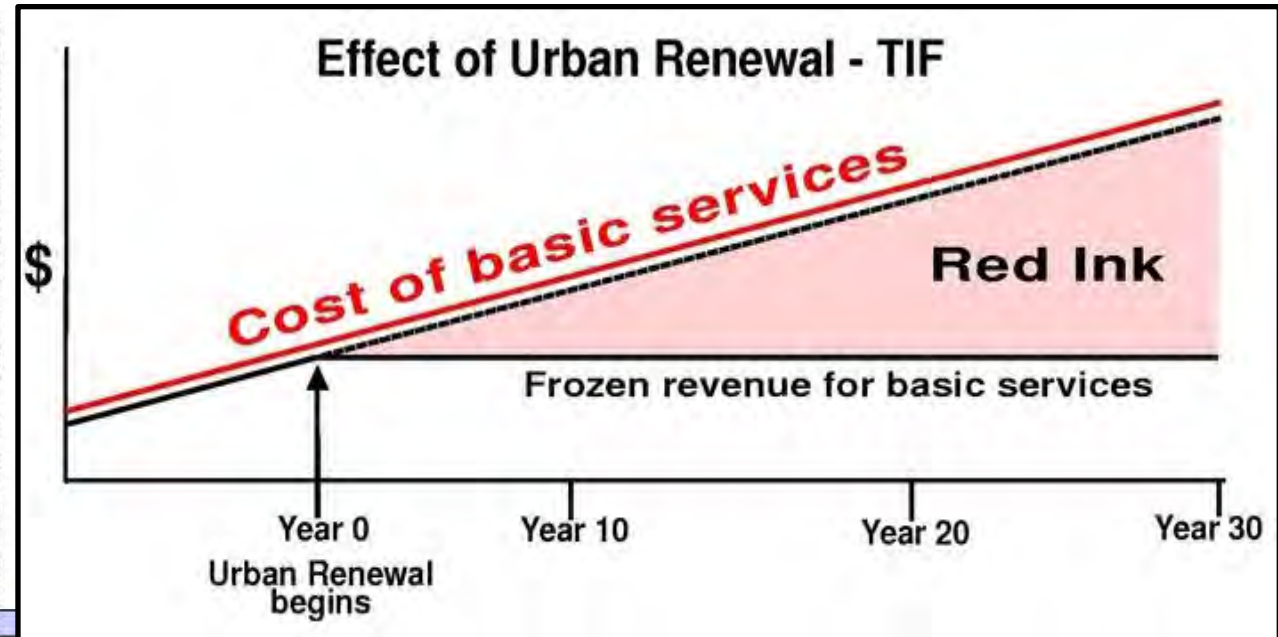
**Street Redevelopment  
City of  
110 housing units and 32,500' retail**

% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	TAX INCREMENT CASH FLOW			
						Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%
100%	744,171	(72,509)	(61,850)	609,812	118.213%	720,977	360,438	(1,298)	(35,014)
100%	768,406	(72,509)	(64,201)	629,786	118.213%	744,480	372,244	(1,340)	(37,090)
100%	799,481	(72,509)	(66,623)	650,359	118.213%	768,809	384,404	(1,384)	(38,302)
100%	833,175	(72,509)	(69,117)	671,549	118.213%	793,659	396,929	(1,428)	(39,550)
100%	867,571	(72,509)	(71,687)	693,376	118.213%	819,060	409,530	(1,475)	(40,835)
100%	902,998	(72,509)	(74,333)	715,656	118.213%	846,235	423,118	(1,523)	(42,159)
100%	938,579	(72,509)	(77,058)	739,012	118.213%	873,608	436,804	(1,572)	(43,523)
100%	975,238	(72,509)	(79,866)	763,862	118.213%	901,802	450,901	(1,623)	(44,928)
100%	1,012,983	(72,509)	(82,757)	789,227	118.213%	930,841	465,421	(1,676)	(46,375)
100%	1,051,817	(72,509)	(85,736)	815,230	118.213%	960,752	480,376	(1,732)	(47,865)
100%	1,091,740	(72,509)	(88,804)	841,936	118.213%	991,560	495,780	(1,785)	(49,400)
100%	1,132,753	(72,509)	(91,963)	869,234	118.213%	1,023,292	511,646	(1,842)	(50,980)
100%	1,174,856	(72,509)	(95,210)	897,285	118.213%	1,055,977	527,985	(1,901)	(52,609)
100%	1,218,049	(72,509)	(98,570)	926,099	118.213%	1,089,642	544,821	(1,961)	(54,286)
100%	1,262,332	(72,509)	(102,033)	955,694	118.213%	1,124,316	562,158	(2,024)	(56,013)
100%	1,307,705	(72,509)	(105,570)	986,066	118.213%	1,160,031	580,016	(2,088)	(57,793)
100%	1,354,168	(72,509)	(109,242)	1,017,425	118.213%	1,196,818	598,409	(2,154)	(59,625)
100%	1,401,721	(72,509)	(113,015)	1,049,477	118.213%	1,234,708	617,254	(2,222)	(61,513)
100%	1,450,364	(72,509)	(116,901)	1,077,491	118.213%	1,273,735	636,607	(2,293)	(63,457)
100%	1,500,097	(72,509)	(120,904)	1,111,495	118.213%	1,313,932	656,566	(2,365)	(65,460)
100%	1,551,920	(72,509)	(125,027)	1,146,520	118.213%	1,355,336	677,088	(2,440)	(67,523)
100%	1,604,833	(72,509)	(129,273)	1,182,595	118.213%	1,397,981	698,291	(2,518)	(69,647)
100%	1,658,836	(72,509)	(133,647)	1,219,753	118.213%	1,441,908	720,253	(2,595)	(71,826)
100%	1,713,929	(72,509)	(138,152)	1,258,025	118.213%	1,487,149	743,574	(2,677)	(74,060)
100%	1,770,112	(72,509)	(142,792)	1,297,445	118.213%	1,533,749	768,074	(2,761)	(76,411)
100%	1,827,385	(72,509)	(147,572)	1,338,048	118.213%	1,581,747	793,873	(2,847)	(78,802)
Total		Present Value From: 02/01/2019	Present Value Rate	6.00%		28,622,910	(103,042)	(2,861,977)	25,661,791
						12,283,149	(44,111)	(1,220,904)	10,968,134



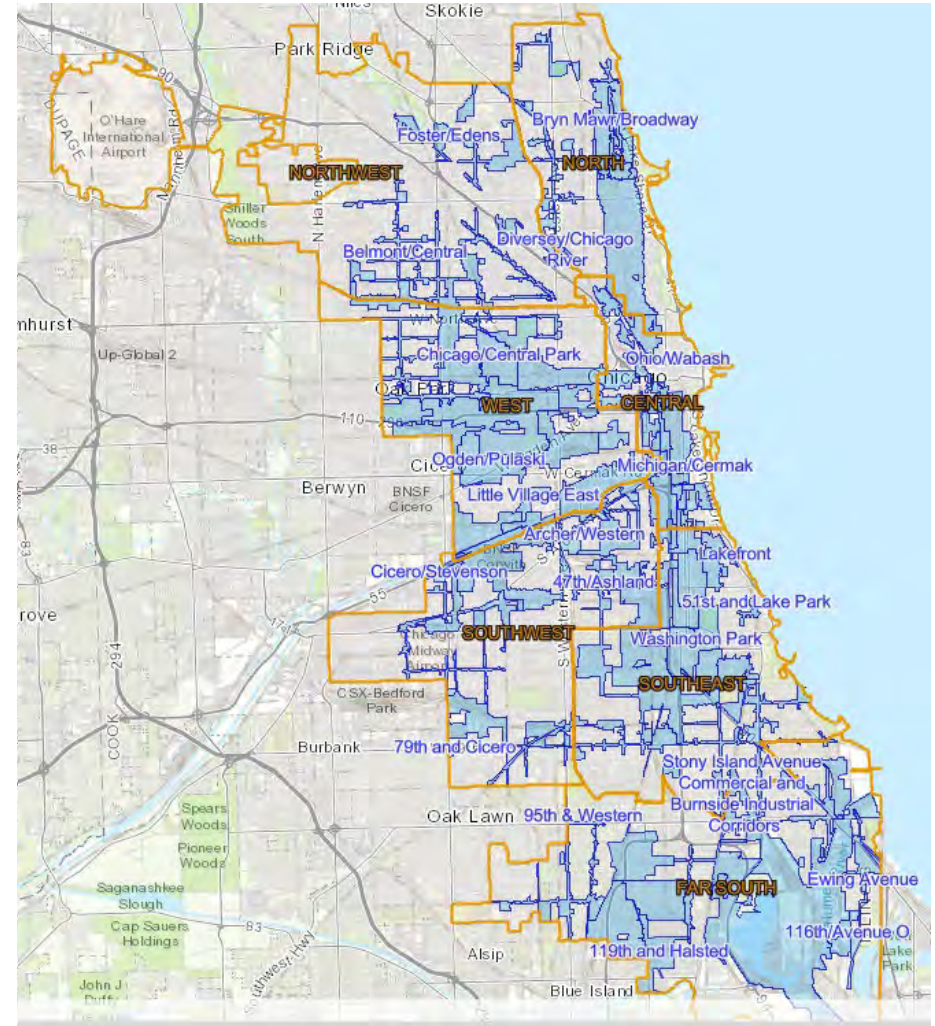
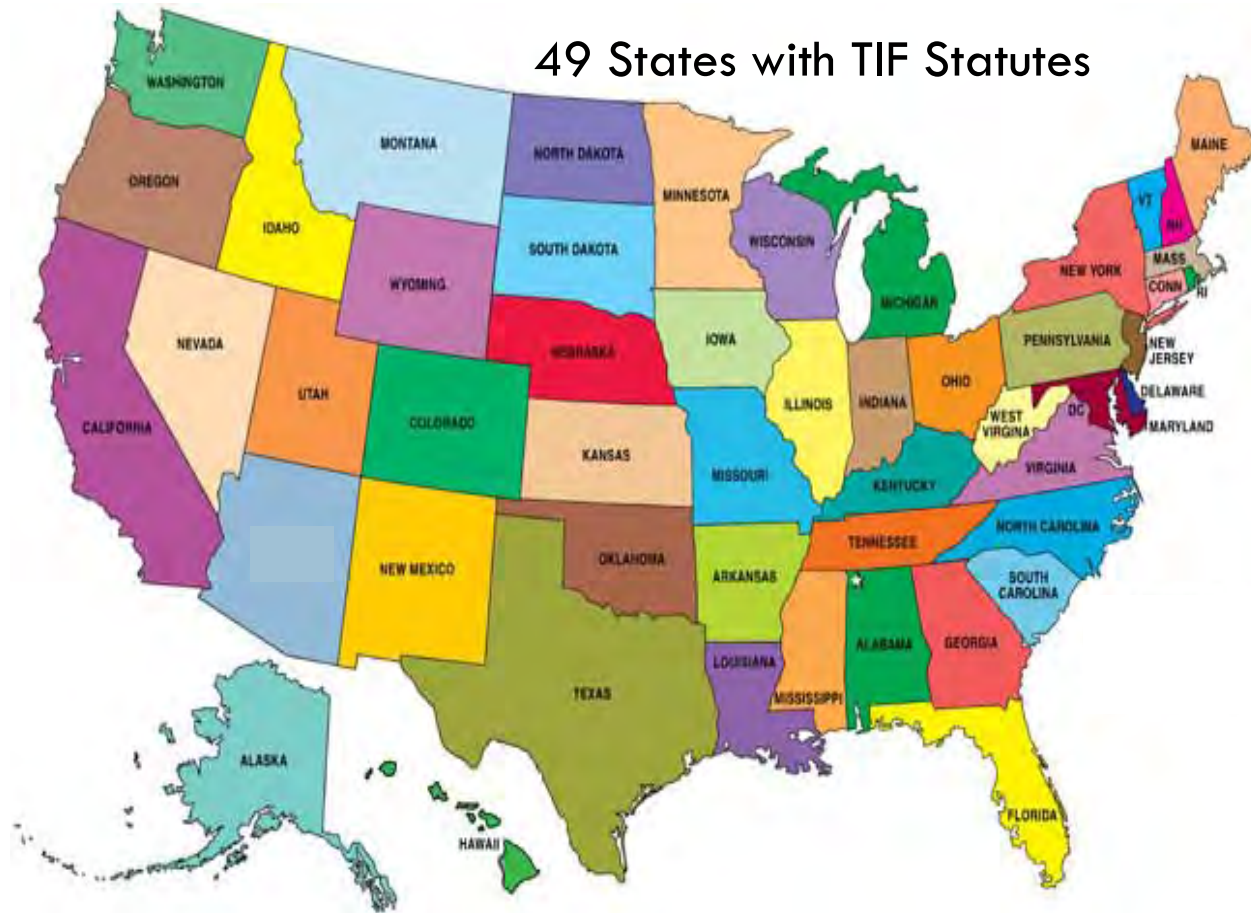
**WIKIPEDIA**  
The Free Encyclopedia

“This graphic is the most accurate and unbiased representation of most uses of TIF. Contrary to the constant distortions by conflicted TIF proponents.”



Source: [https://en.wikipedia.org/wiki/File:TIF\\_graph.pdf](https://en.wikipedia.org/wiki/File:TIF_graph.pdf)

# TIF: LAUDED BY SOME . . . LOATHED BY OTHERS



# BILL'S JOURNEY TO BECOMING A TIF GEEK



# MIKE'S JOURNEY TO BECOMING A TIF GEEK

*I Need Your VOTE!*  
4th District  
City Council

Michael A.  
**FISCHER**



General Election  
April 6, 1993


VOTING BOOTHS OPEN 7 AM - 8 PM



BUSH  
FOUNDATION  
**Bush Fellowship**

Center for Real Estate

SA+P MIT SCHOOL OF ARCHITECTURE + PLANNING




MINNEAPOLIS  
MINNESOTA

Walser Auto Sales, Inc., et al., Appellants,  
vs. City of Richfield, et al., Respondents.



**MIKE FISCHER**  
for  
EDINA CITY COUNCIL  
[www.FischerForEdina.com](http://www.FischerForEdina.com)



**Mike Fischer is.....**

**Passionate about Edina**

- 10 years on the Edina Planning Commission
- 12 years coaching 31 girls and boys sports teams
- Volunteer for Southview and EHS theater program
- Member - Our Lady of Grace Men's Club
- 13 years volunteering on 7 committees and commissions

**has Leadership Experience**

- Chair, Edina Planning Commission - 2011/2012
- City Council President, Superior, Wisconsin - 1996/1997
- Chair, Duluth/Superior Metropolitan Planning Organization - 1995/1997

**with the Ability to Plan Strategically and Build Consensus**

- 30 years of experience helping communities evolve through planning and visioning processes.
- I am a consensus builder - The key to moving forward together is focusing on areas where we agree, and using those as our building blocks.

Questions? Call: 612-251-7197  
Email: [mike@fischerforedna.com](mailto:mike@fischerforedna.com)

**A CITY IS A  
LIVING ORGANISM**



**A CITY IS A  
LIVING ORGANISM**

**BE ATTENTIVE**



## WHY CONSIDER TAX INCREMENT AS A FINANCE TOOL?

**Would you accept a chick from a farmer?**

A farmer has a brood of female chicks and offers you one if you feed and care for it and pledge the first dozen eggs that it lays in the future.

You can keep all the other eggs after the first dozen is repaid.



# SETTING THE STAGE ABOUT USING TIF

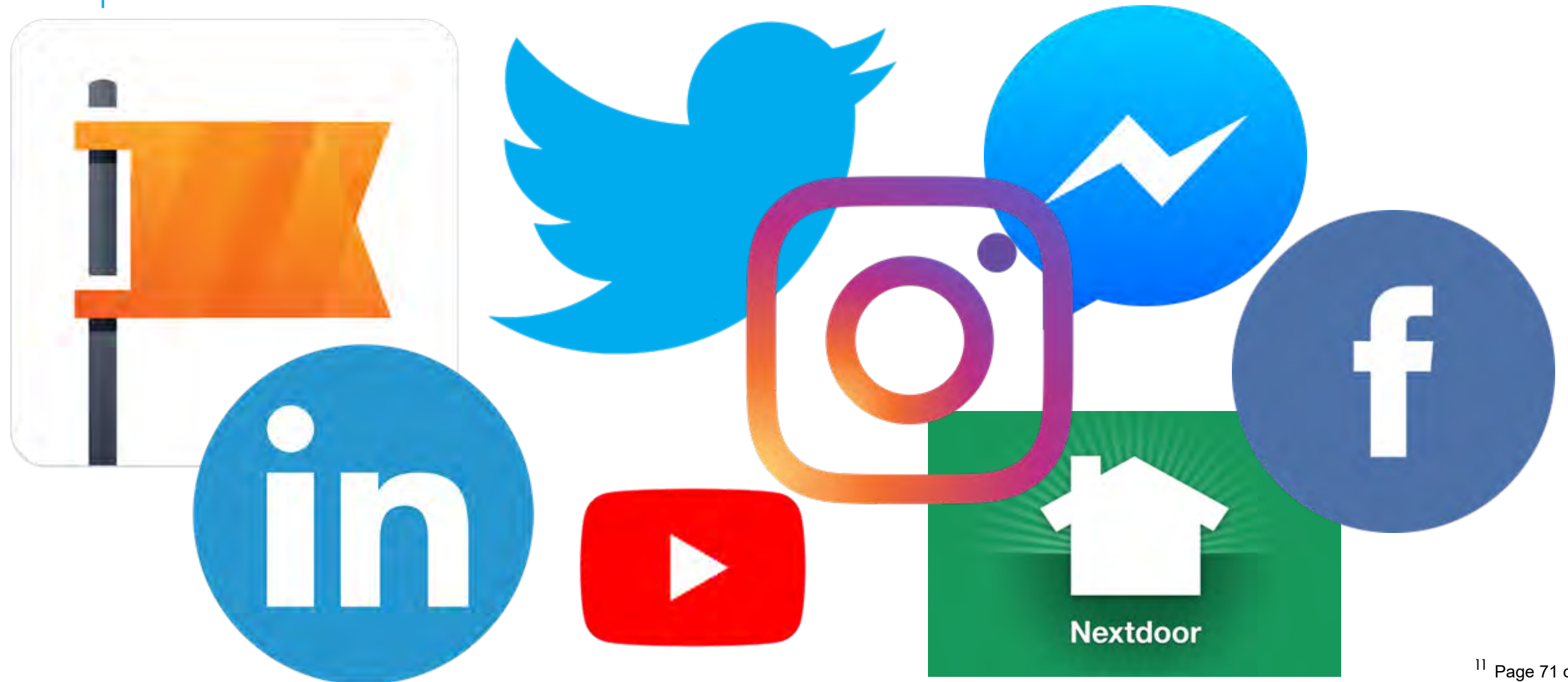
Let's confirm the basic assumptions as we begin:

- Is the project necessary and beneficial?
- Does the project deliver good long-term results to the community?
- Is public financial involvement necessary?
- Is the transaction arms length and transparent?

**If any of these conditions are FALSE, Tax Increment Financing is probably NOT the proper tool to use.**



# TIF MYTHS AND MISCONCEPTIONS



# RECENT CONVERSATION ON



Kirk xxxxxxxx ·5 Oct

“Very important meeting at City Hall on the 16th. The total bill for the TIF financing will be taken away from the school district.”

“It is one thing to rush a project through the approval process it is another to be reckless with taxpayer money.”

“Keep in mind that if a TIF is established to encompass any large part of that area, it will ultimately create further density, development and subsidy which that area cannot afford in any capacity”

“The developer will ultimately end up with a higher return on their investment at the expense and subsidy of area taxpayers and residents if TIF is approved”

Kathy xxxxxx ·7 Oct

Ugh. So over this malfeasance.

## WHAT ARE PEOPLE SAYING ABOUT TIF?



### FOUR FREQUENT MYTHS:

1) My Taxes will Increase because of this TIF District

2) It is Taking Money away from the School District

3) The Same Development would Happen Without TIF

4) We use TIF more than other Communities

5) TIF sessions are boring

# MYTH 1: MY TAXES WILL INCREASE BECAUSE OF THIS TIF DISTRICT

## Recent Email to City Council

"I strongly oppose 12 million TIF for a private development, as these tax payer dollars can be used for a more beneficial purpose other than filling the pocket of a private developer!!!

They are using the city of Edina and the tax payer!

People, pull your heads out!!!!"

**LET'S DEBUNK THIS MYTH WITH AN EXAMPLE**

**TIF CASE STUDY:**  
**TWIN CITIES FIRST RING  
SUBURB**

- REDEVELOPMENT TIF DISTRICT
- \$35 MILLION INCREASE IN MARKET VALUE AFTER DEVELOPMENT COMPLETED
- TIF ASSISTANCE: \$7.4 MILLION (PRESENT VALUE: \$4.06 MILLION)
- \$10 MILLION IN PUBLIC IMPROVEMENTS/PUBLIC INFRASTRUCTURE

## IMPACT TO TAXPAYER IF IMPROVEMENTS ARE PAID WITH TAXES ONLY

TAX IMPACT ANALYSIS		
Type of Property	Estimated Market Value	Proposed Tax Increase w/ \$10M Bond
Residential Homestead	\$ 100,000	\$ 16.21
	150,000	\$ 28.52
	200,000	\$ 40.83
	250,000	\$ 53.13
	300,000	\$ 65.44
	400,000	\$ 90.06
	500,000	\$ 112.93
	600,000	\$ 141.16
Commercial/Industrial	\$ 250,000	\$ 62.71
	500,000	\$ 136.49
	750,000	\$ 210.26
	1,000,000	\$ 284.04
	1,500,000	\$ 431.59

## IMPACT TO TAXPAYER IF IMPROVEMENTS ARE PAID WITH TIF AND TAXES

TAX IMPACT ANALYSIS			
Type of Property	Estimated Market Value	Proposed Tax Increase w/ \$10M Bond	Proposed Tax Increase w/ TIF assistance for \$10M Bond
Residential Homestead	\$ 100,000	\$ 16.21	\$ 4.15
	150,000	\$ 28.52	\$ 7.29
	200,000	\$ 40.83	\$ 10.44
	250,000	\$ 53.13	\$ 13.59
	300,000	\$ 65.44	\$ 16.74
	400,000	\$ 90.06	\$ 23.04
	500,000	\$ 112.93	\$ 28.89
Commercial/Industrial	600,000	\$ 141.16	\$ 36.11
	\$ 250,000	\$ 62.71	\$ 16.04
	500,000	\$ 136.49	\$ 34.92
	750,000	\$ 210.26	\$ 53.79
	1,000,000	\$ 284.04	\$ 72.66
	1,500,000	\$ 431.59	\$ 110.41

**IMPACT TO TAXPAYER IF IMPROVEMENTS ARE PAID BY DEVELOPER THROUGH PAY-AS-YOU-GO TIF**

<b>TAX IMPACT ANALYSIS</b>				
<b>Type of Property</b>	<b>Estimated Market Value</b>	<b>Proposed Tax Increase w/ \$10M Bond</b>	<b>Proposed Tax Increase w/ TIF assistance for \$10M Bond</b>	<b>Proposed Tax Increase w/ Paygo to developer</b>
Residential Homestead	\$ 100,000	\$ 16.21	\$ 4.15	\$ -
	150,000	\$ 28.52	\$ 7.29	\$ -
	200,000	\$ 40.83	\$ 10.44	\$ -
	250,000	\$ 53.13	\$ 13.59	\$ -
	300,000	\$ 65.44	\$ 16.74	\$ -
	400,000	\$ 90.06	\$ 23.04	\$ -
	500,000	\$ 112.93	\$ 28.89	\$ -
	600,000	\$ 141.16	\$ 36.11	\$ -
Commercial/Industrial	\$ 250,000	\$ 62.71	\$ 16.04	\$ -
	500,000	\$ 136.49	\$ 34.92	\$ -
	750,000	\$ 210.26	\$ 53.79	\$ -
	1,000,000	\$ 284.04	\$ 72.66	\$ -
	1,500,000	\$ 431.59	\$ 110.41	\$ -

## MYTH 2: TIF TAKES MONEY AWAY FROM OUR SCHOOLS

David XXXXXX ·9 Oct

“Again, lack of transparency. There is no published report from the city, county or state as to how much TIF takes away from school districts in property tax revenue. Several people in Edina are talking to the county and state to try to get these numbers. I think it is irresponsible of the city to keep using TIF without knowing its exact impact on the school district.”

**LET’S DEBUNK THIS MYTH WITH AN EXAMPLE**

# EDINA SCHOOL DISTRICT REVENUE SOURCES 2018

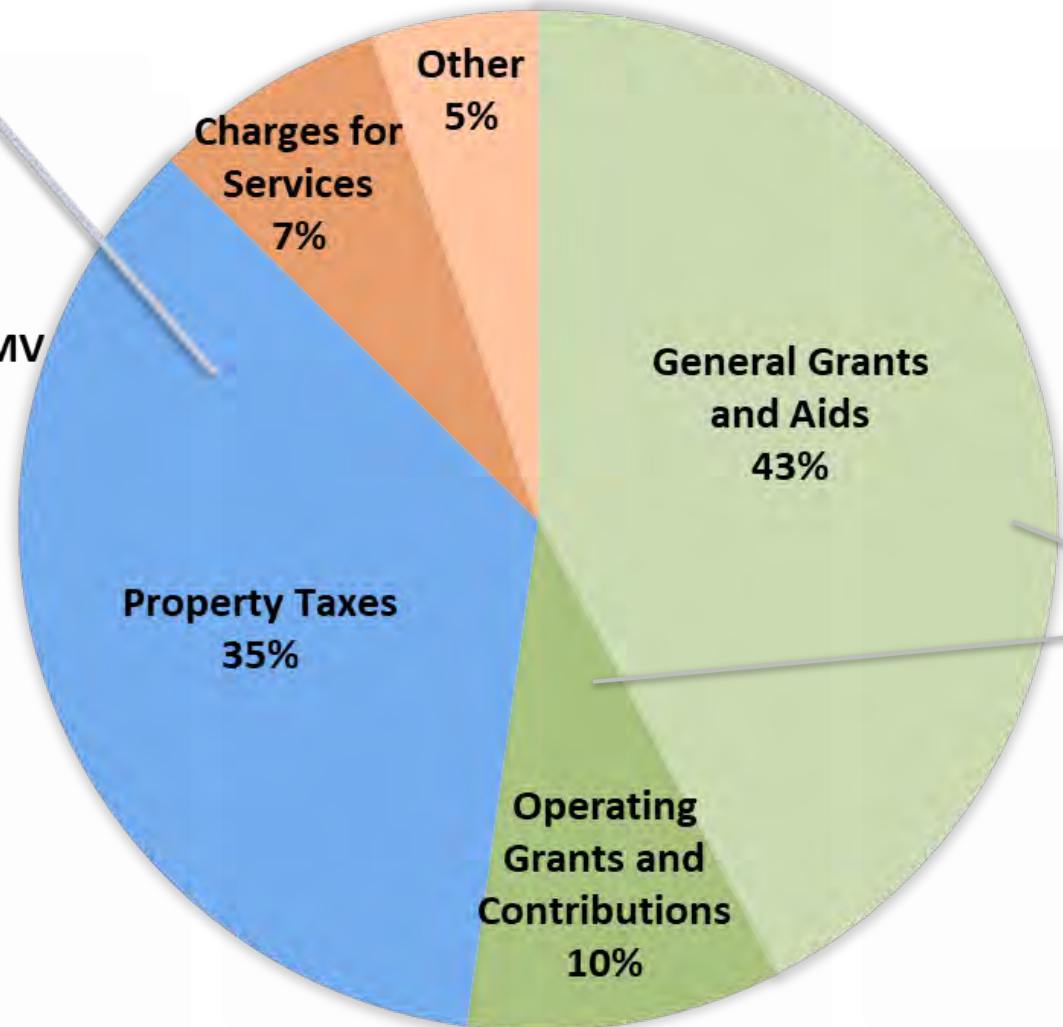
**35% Potentially  
Affected by TIF**

Annual Budget Levy – NTC

Operating Referendum – RMV

Technology Levy – NTC

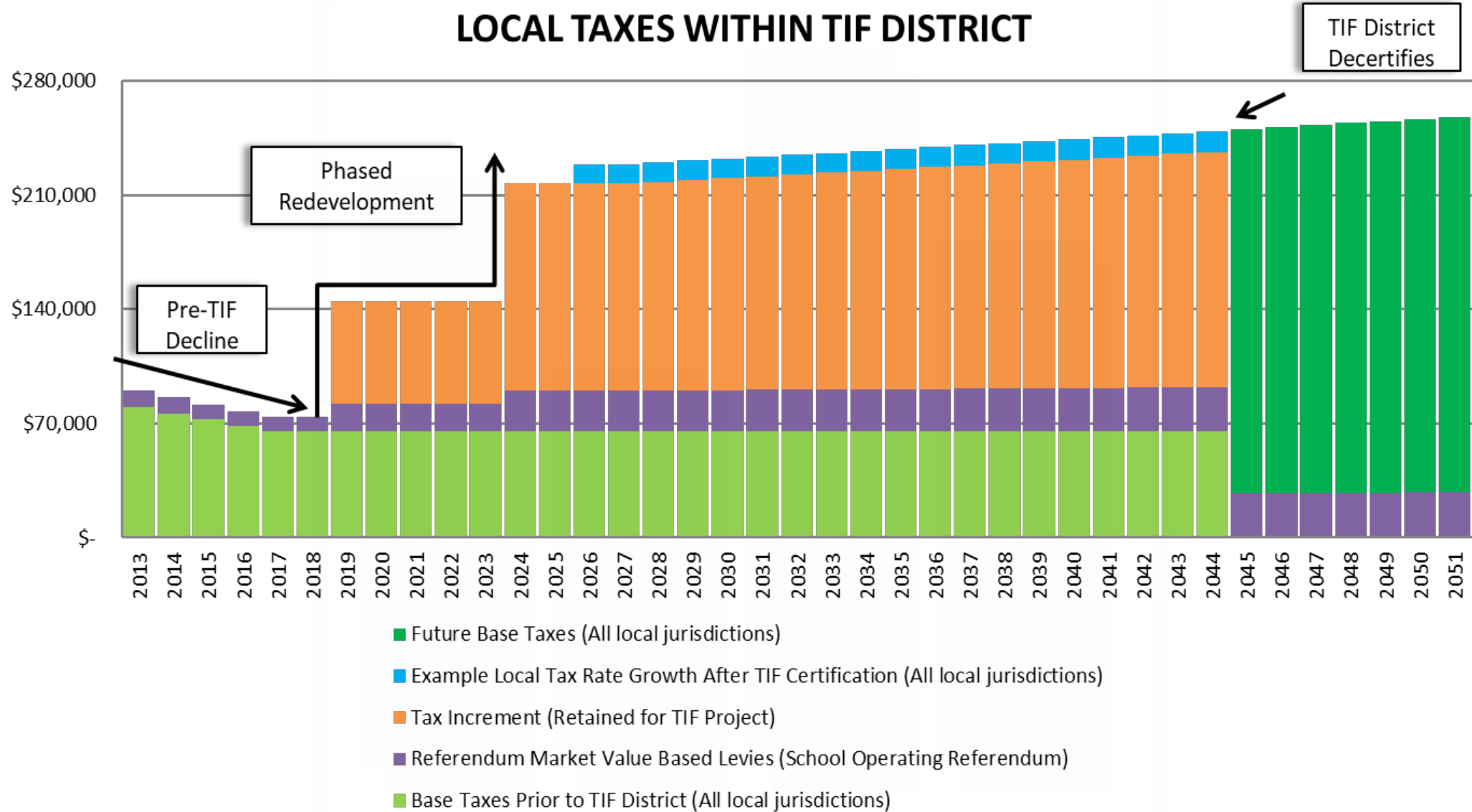
Building Referendum - NTC



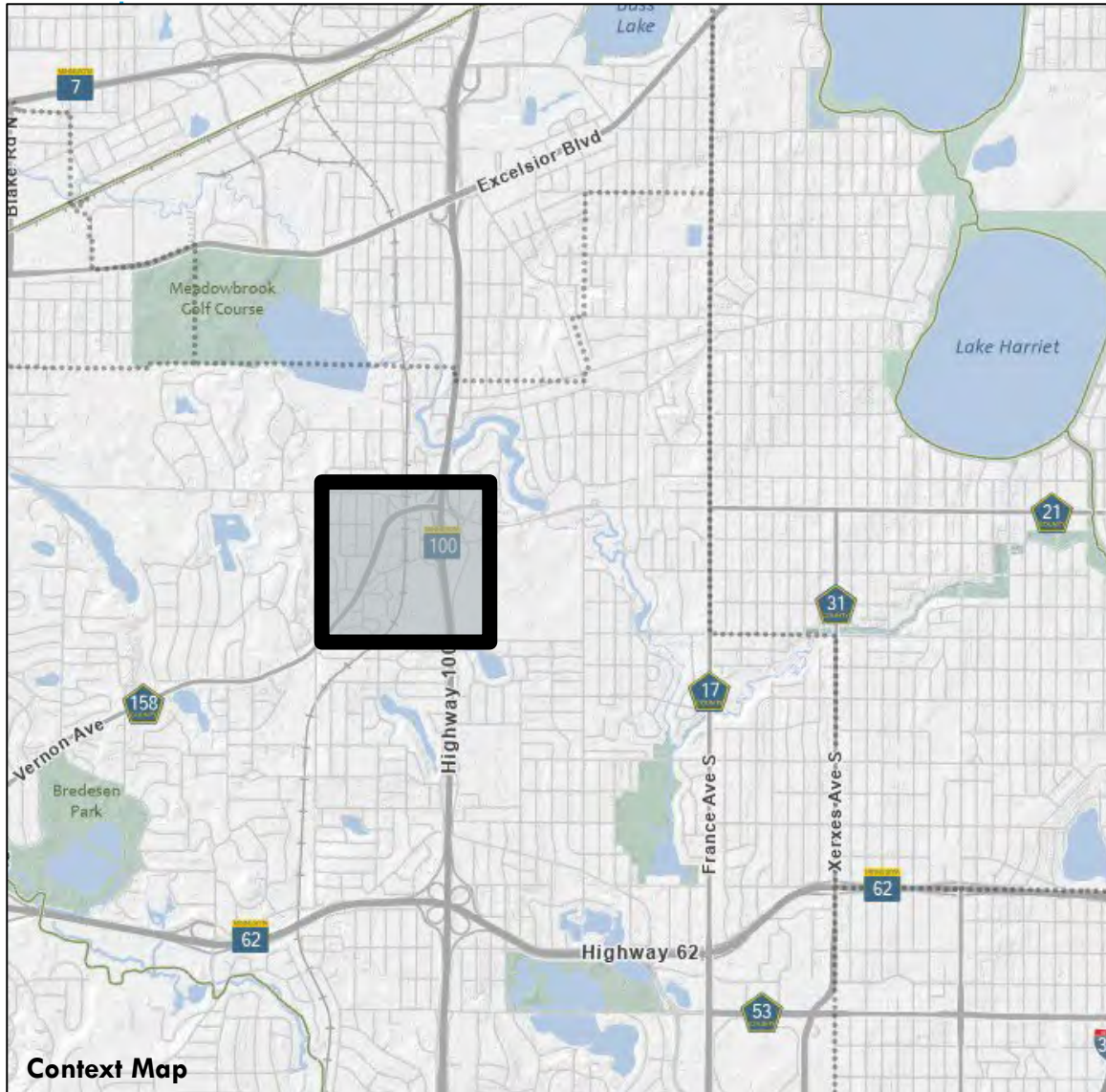
**53% based  
on Student  
Unit Count**

NTC Net Tax Capacity  
RMV Referendum Market Value

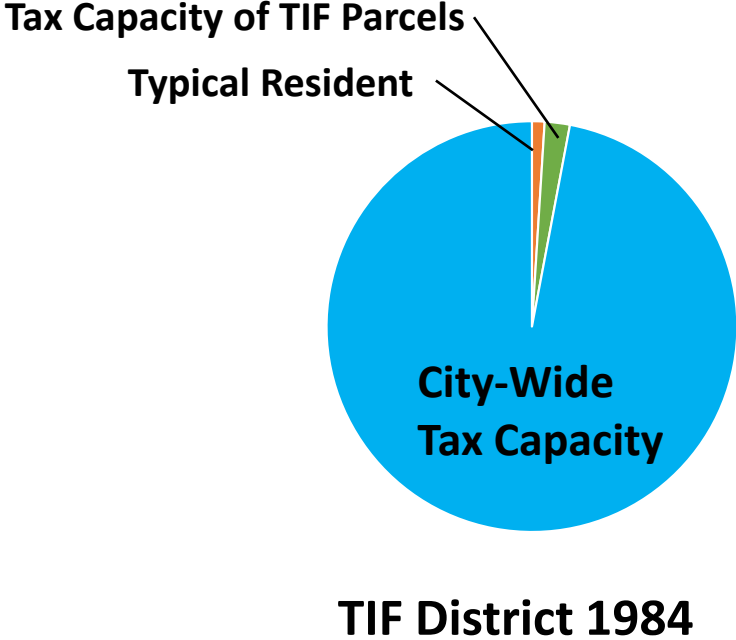
# LOCAL TAXES WITHIN TIF DISTRICT



# Grandview Square TIF District Case Study 1984 - 2010

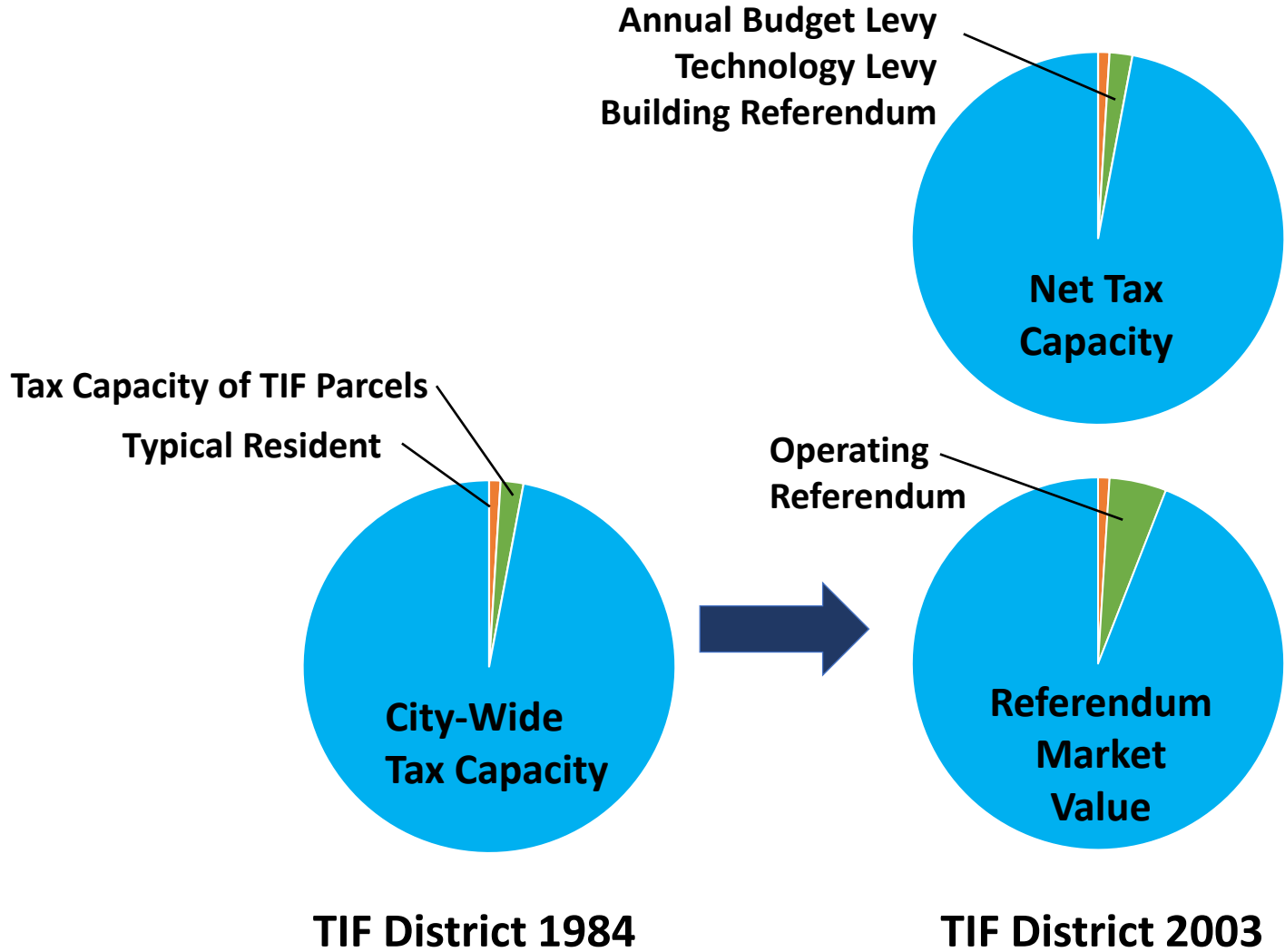


# Grandview Square TIF District Case Study 1984 - 2010



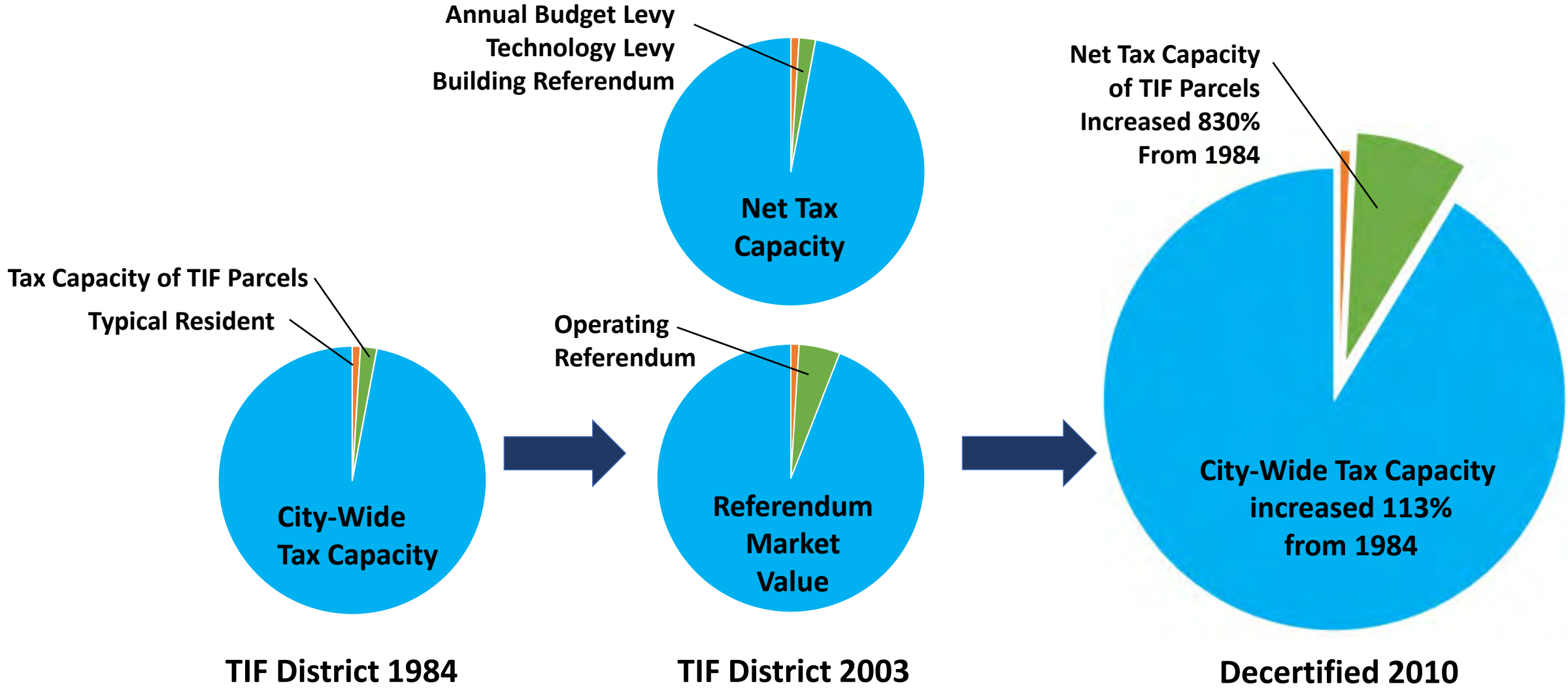
Pie Charts for illustrative purposes, not drawn to scale

# Grandview Square TIF District Case Study 1984 - 2010



Pie Charts for illustrative purposes, not drawn to scale

# Grandview Square TIF District Case Study 1984 - 2010



Pie Charts for illustrative purposes, not drawn to scale

## MYTH 3: THE SAME DEVELOPMENT WOULD HAPPEN WITHOUT TIF

Steven XXXXXXX · 17 Oct

“.....and other recent research shows TIF funding is often a wasted public expense because the same amount of development will happen with or without it.”

**LET'S DEBUNK THIS MYTH WITH AN EXAMPLE**

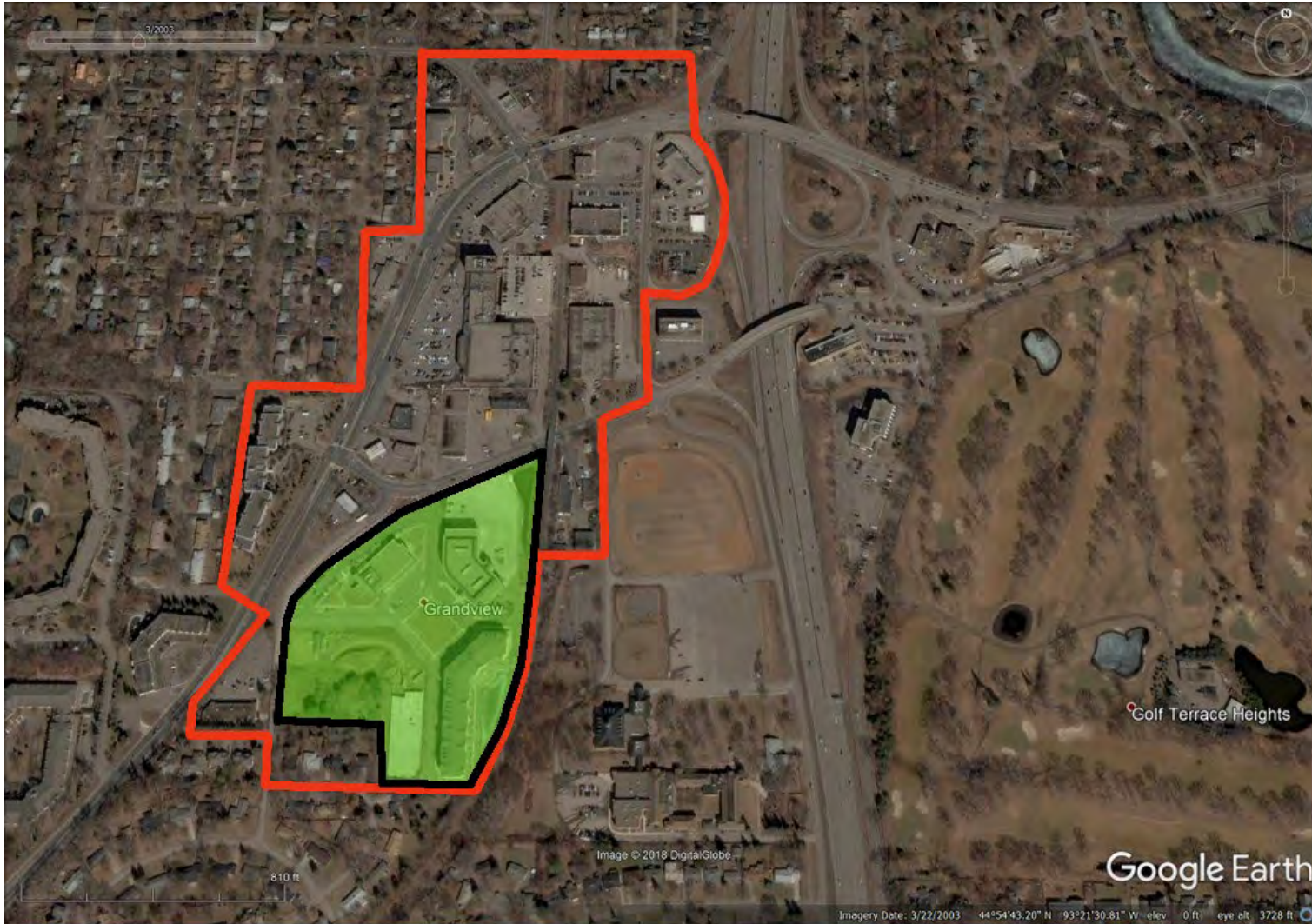
# Grandview Square TIF District Case Study 1984 - 2010



1991

Source: City of Edina Economic Development Office

# Grandview Square TIF District Case Study 1984 - 2010



2003

Source: City of Edina Economic Development Office

# Grandview Square TIF District Case Study 1984 - 2010



2006

Source: City of Edina Economic Development Office

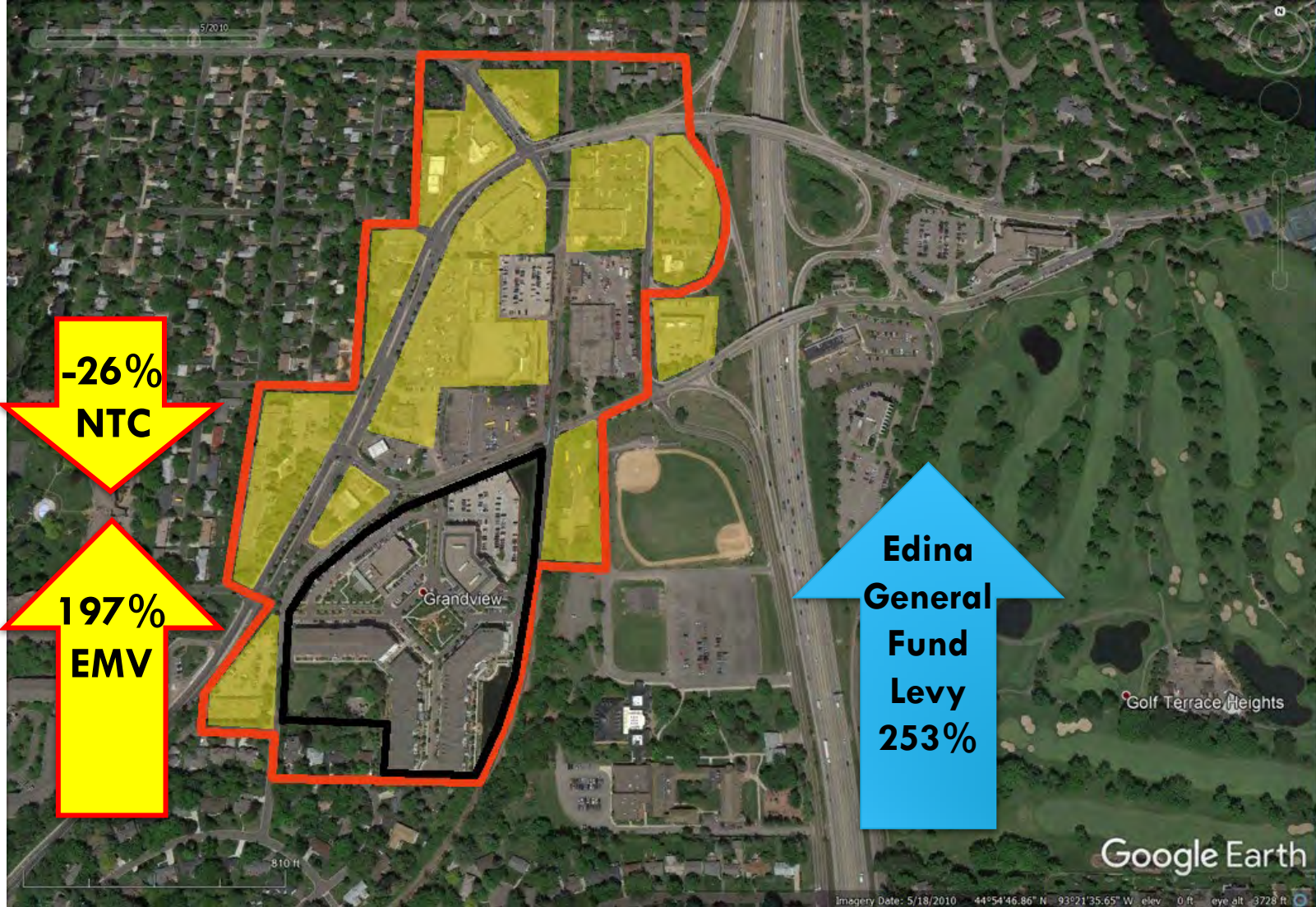
# Grandview Square TIF District Case Study 1984 - 2010



2010

Source: City of Edina Economic Development Office

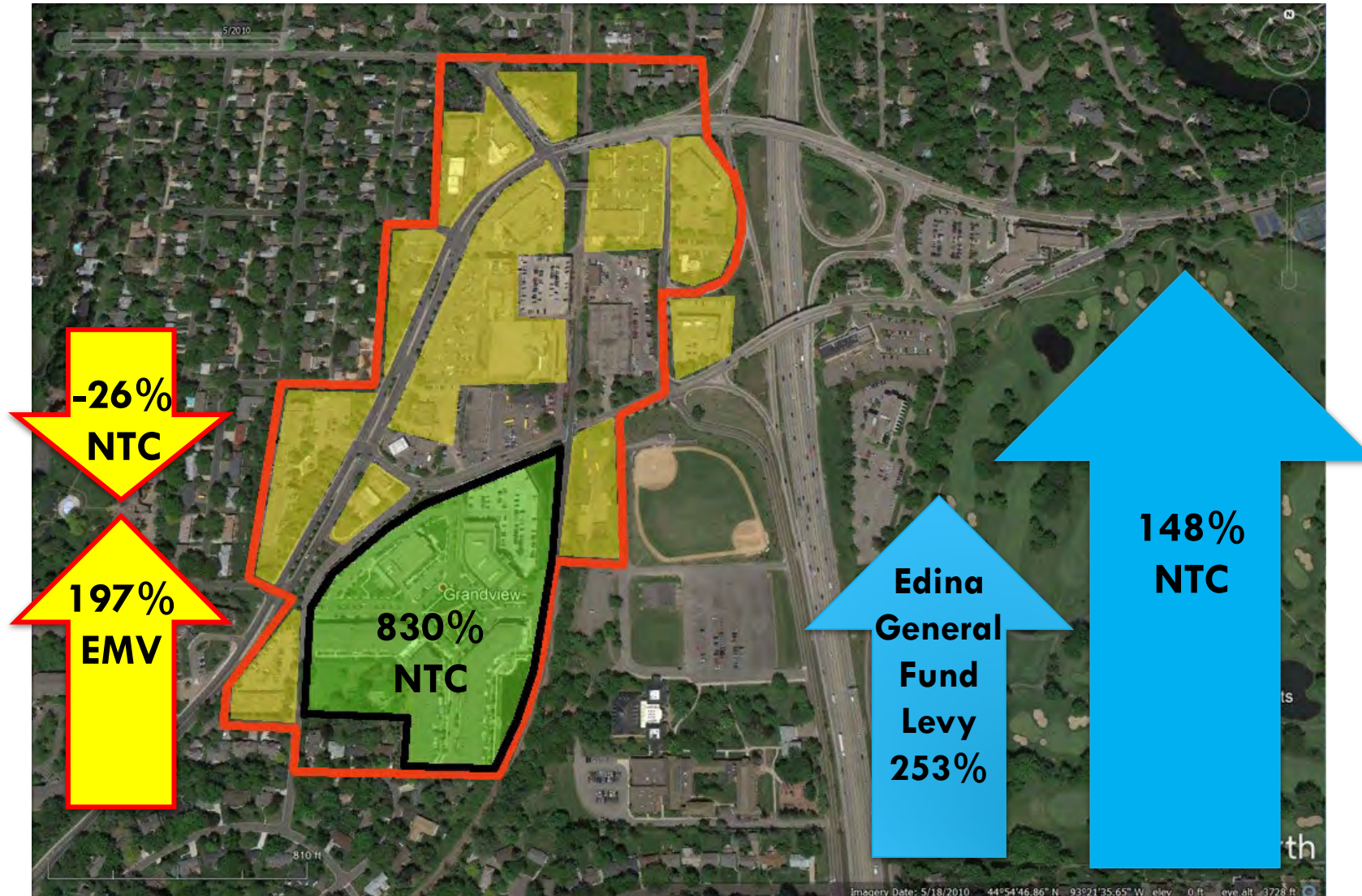
# Grandview Square TIF District Case Study 1984 - 2010



Parcels Outside of TIF District 1988-2010

Source: City of Edina Assessor's office

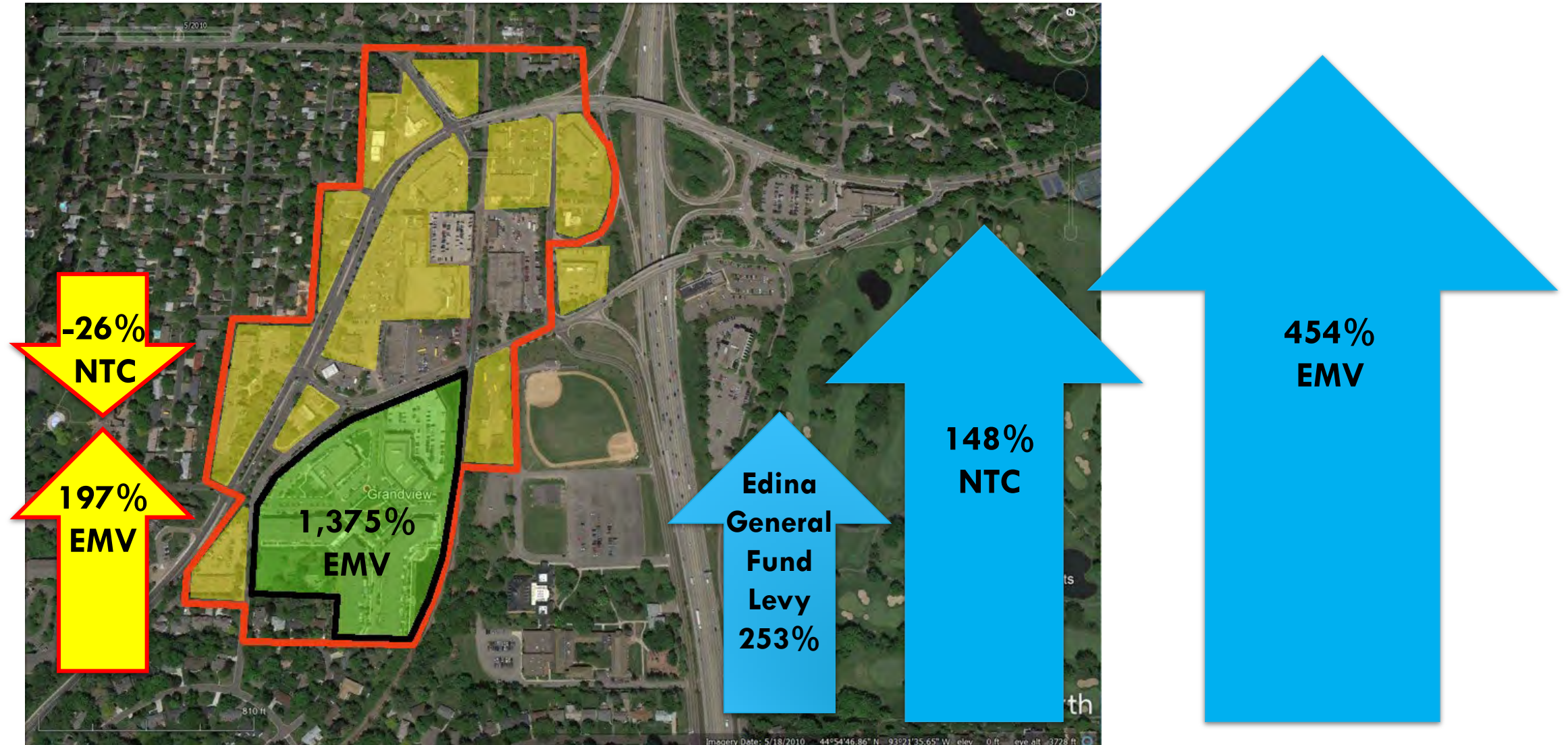
# Grandview Square TIF District Case Study 1984 - 2010



All Parcels including TIF Focus Area 1988-2010

Source: City of Edina Assessor's office

# Grandview Square TIF District Case Study 1984 - 2010



All Parcels including TIF Focus Area 1988-2010

Source: City of Edina Assessor's office

## MYTH 4: WE USE TIF MORE THAN OTHER COMMUNITIES

David XXXXXXX · 1d ago

"The city of Minneapolis has made it very difficult to use TIF and any city staff time used to look into TIF for a project is billed back to the developer. TIF has been so heavily abused it should be banned by the state."

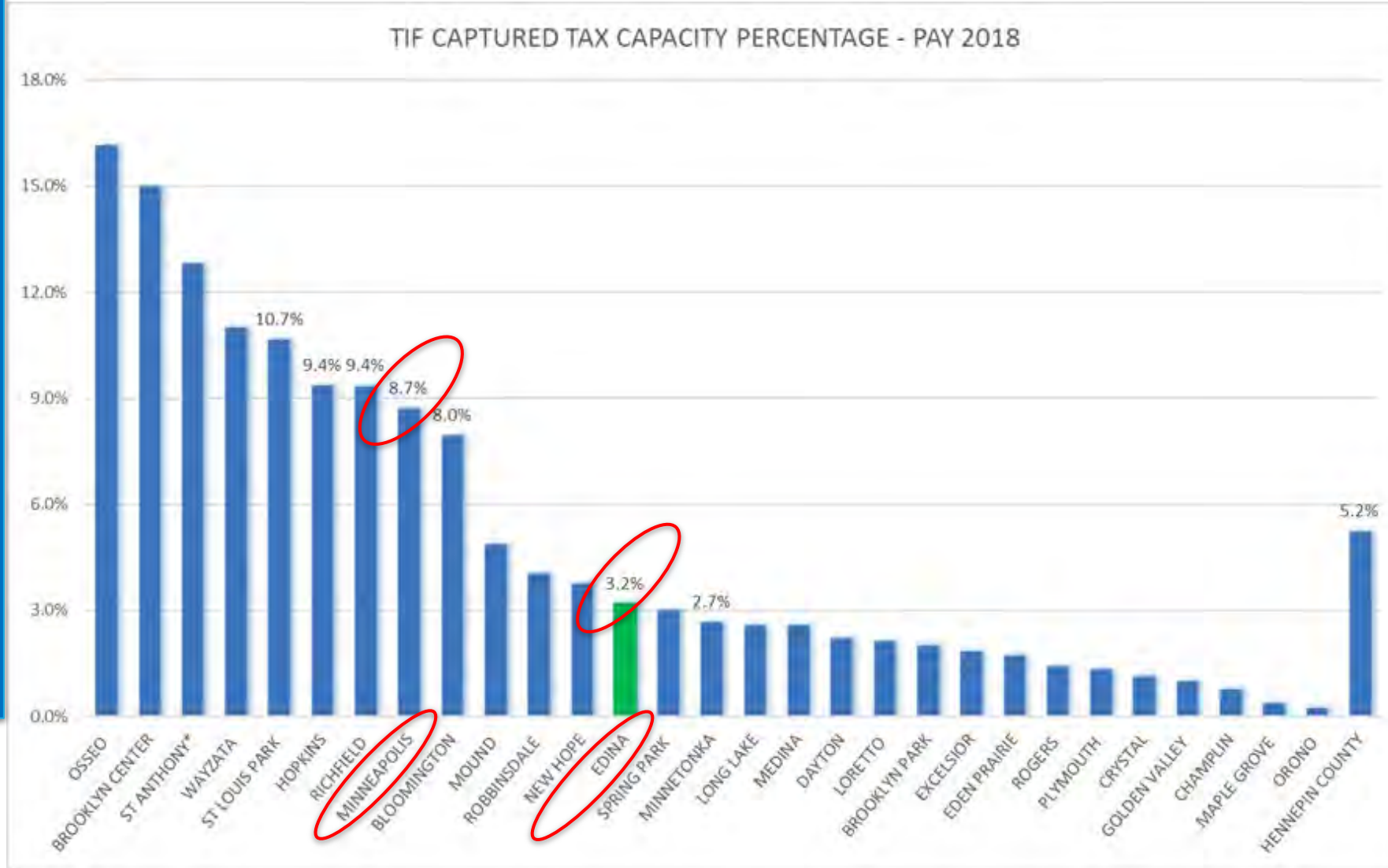
Steven XXXXXXX · 17 Oct

"Interesting recent story about alleged Chicago abuse of TIF. [https://www.insideonline.com/uploads/1/8/1/9/18193947/09.12.18\\_skylineweb.pdf](https://www.insideonline.com/uploads/1/8/1/9/18193947/09.12.18_skylineweb.pdf) Opposition to using TIF funds, especially for developing high rent areas, is growing. It is a tool that can very easily be misused..."

**LET'S DEBUNK THIS MYTH WITH AN EXAMPLE**

# COMPARISONS WITH OTHER COMMUNITIES

Chicago 31.2% \$660 Million



Source: City of Edina Department of Economic Development, Cook County, Illinois Clerk's Office

# TELLING YOUR TIF STORY ... BE STRATEGIC. EXPLAIN THE STORY TO BUILD UNDERSTANDING

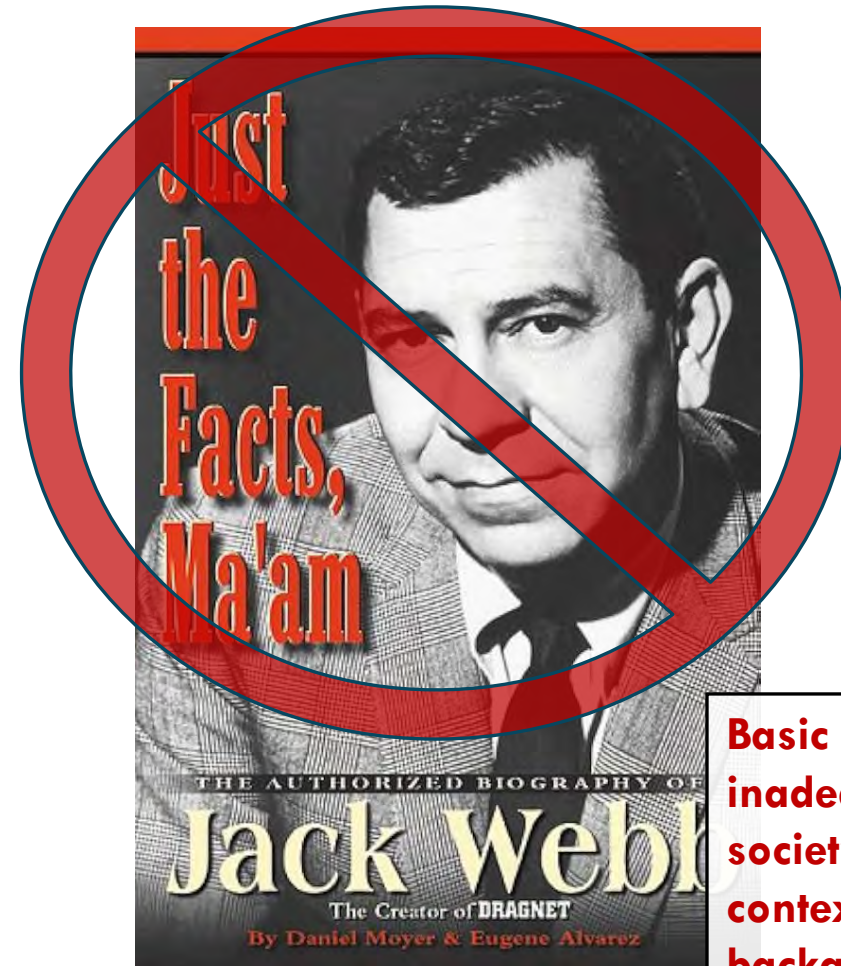
## Share the facts and more

- Be complete
- Be honest
- Don't get mired in the numbers and statistics
- Show your sources

## Share the context

- Simplify
- Easy to understand & relatable
- Common language
- Common sense

## Share the intended outcomes



**Basic facts alone are inadequate in today's society. People need context and background too.**

# TIPS ON HOW TO BE A GOOD STORYTELLER

1. Know your audience
2. Think about the goal of your story
3. Choose the right time (and place)
4. Use a hook to get your audience's attention
5. Be clear and concise
6. Get personal
7. Be aware of your body language
8. Practice often
9. Ask for feedback



# IDENTIFY AND UNDERSTAND YOUR AUDIENCE

- Every community is (slightly) different
- Elected officials
- Neighbors
- General public
- Opponents
- Supporters
- Media
- OTHERS



# CHOOSE THE RIGHT TIME AND PLACE

 John , Lake Edina  1

7200 France. Density. No evidence. Mike Fischer.

<http://www.startribune.com/revised-apartment-townhouse-project-gets-ok-in-edina/502070751/>

In this article from the Strib regarding the continued urbanization of our suburb, Mike Fischer has made unsubstantiated comments about density driving lower cost.

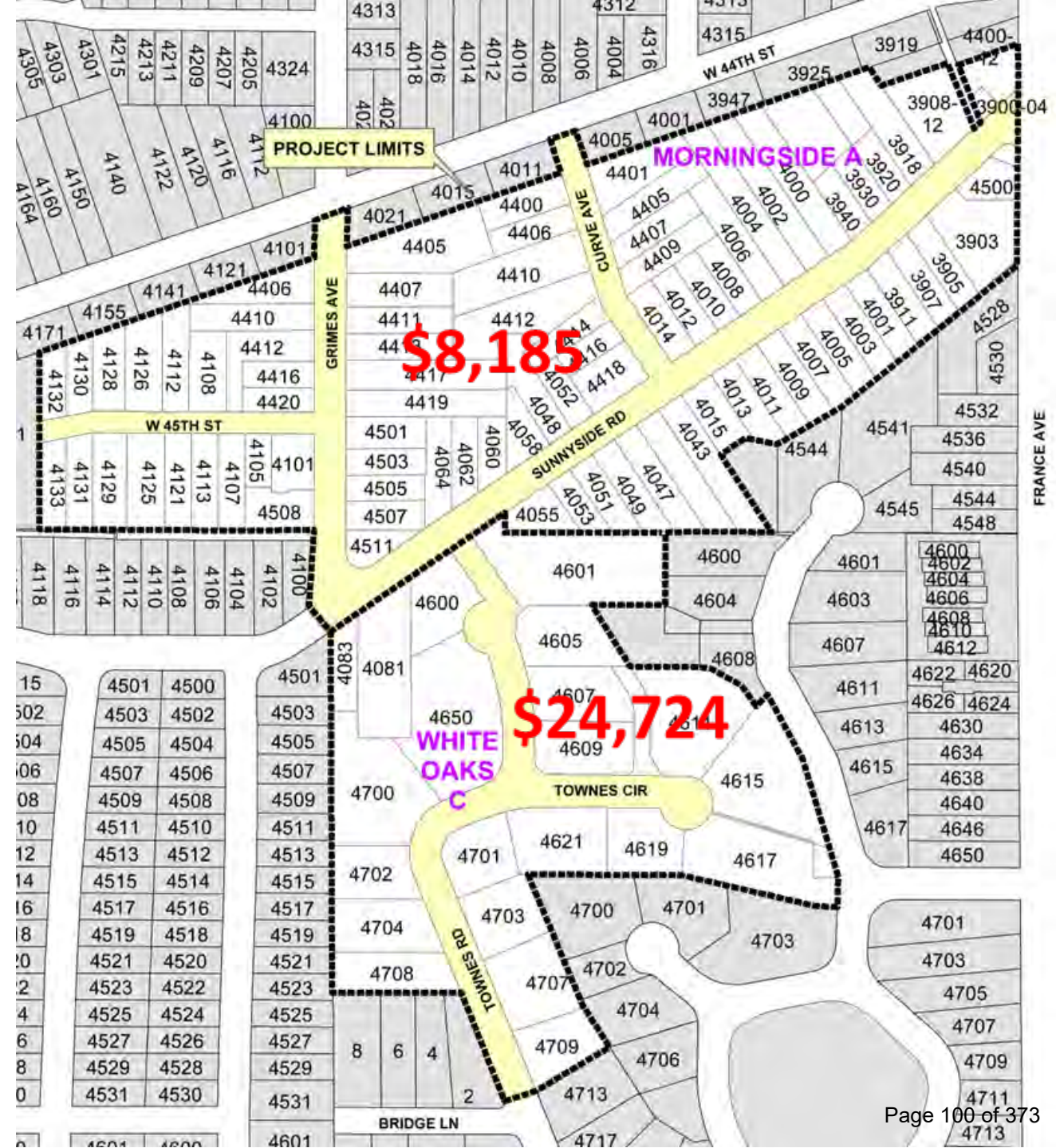
I've asked Mike on more than one occasion to please provide evidence that density lowers taxes. Mike has been cordial and responded with anecdotal evidence and links to cites (supporting density) with more anecdotal evidence, but no specifics examples or studies.

Our cities leaders are making decisions that transform the nature of our community and cost structure, without evidence or examples to support their agenda.

Edited 3h ago · 39 neighborhoods in General

# USE A HOOK TO GET YOUR AUDIENCE'S ATTENTION

Source: City of Edina Engineering Department



# EVERYONE LIKES A HAPPY ENDING

“You know what the secret to life is?  
One thing. Just one thing. Once you  
figure it out, you stick to that ...  
everything else don't mean \$@%#.”

- Curly (City Slickers, 1991)

Equity  
Art & culture  
Strong tax base  
New public infrastructure  
Traffic improvements

**What is that ONE THING  
that matters to constituents  
in your community?**

Removal of blight  
Environmental cleanup  
Sustainability  
New retail & services  
New jobs  
New housing



Source: [https://www.youtube.com/watch?v=DOjV\\_YTSp0I&themeRefresh=1](https://www.youtube.com/watch?v=DOjV_YTSp0I&themeRefresh=1)

**DIFFERENT FOR EVERY COMMUNITY**  
- **CHANGES OVER TIME**

# THERE IS MORE THAN ONE WAY TO TELL A GOOD STORY


Your professional audience includes lawyers and auditors ....always provide the mandated facts, figures and statements

- Comply with state laws
- Comply with local policy
- Use independent experts
  - legal and public finance
- Be complete; be accurate
- Establish the permanent public record

**And go beyond!**

# PUBLISH BASIC FACTS AND DATA ONLINE

Development Tracker
Zoning Map
City of Edina



TIF Districts & TIF-Funded Projects

Understanding TIF

**For Businesses**      **For Developers**      **For Residents**

## Tax Increment Financing (TIF) in Edina


Edina has used tax increment financing as a public finance tool to initiate community improvements since the 1980s. Large-scale mixed use and commercial projects, such as [Centennial Lakes](#), [Edinborough Park](#) and [50th and France](#) would not have been possible without the use of TIF.

**TIF is used in Edina to:**

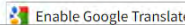
- Provide funding for public improvements without increasing the tax levy
- Deliver affordably priced housing not provided by the private market
- Redevelop sites in a way that increases the tax base and delivers public improvements and benefits that would not otherwise be provided by the private market
- Attract investment that grows the local economy and enhances the community

**Rules for TIF**  
TIF Districts and use of TIF is governed by [Minnesota State Law](#).

The City's use is further restricted by policies established by the City Council and



**Bill Neuendorf**  
Economic Development Manager  
[Email Bill Neuendorf](#)  
Phone: [952-826-0407](tel:952-826-0407)

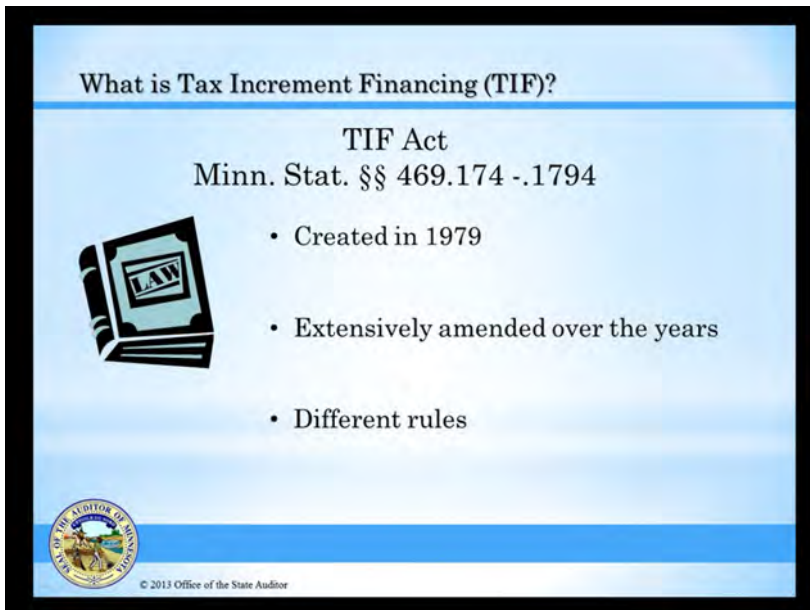


Be prepared to tell the broader story

# RESOURCES & EXAMPLES FOR TELLING THE STORY

## Introduction to TIF

by MN Office of State Auditor



What is Tax Increment Financing (TIF)?

TIF Act  
Minn. Stat. §§ 469.174 -.1794

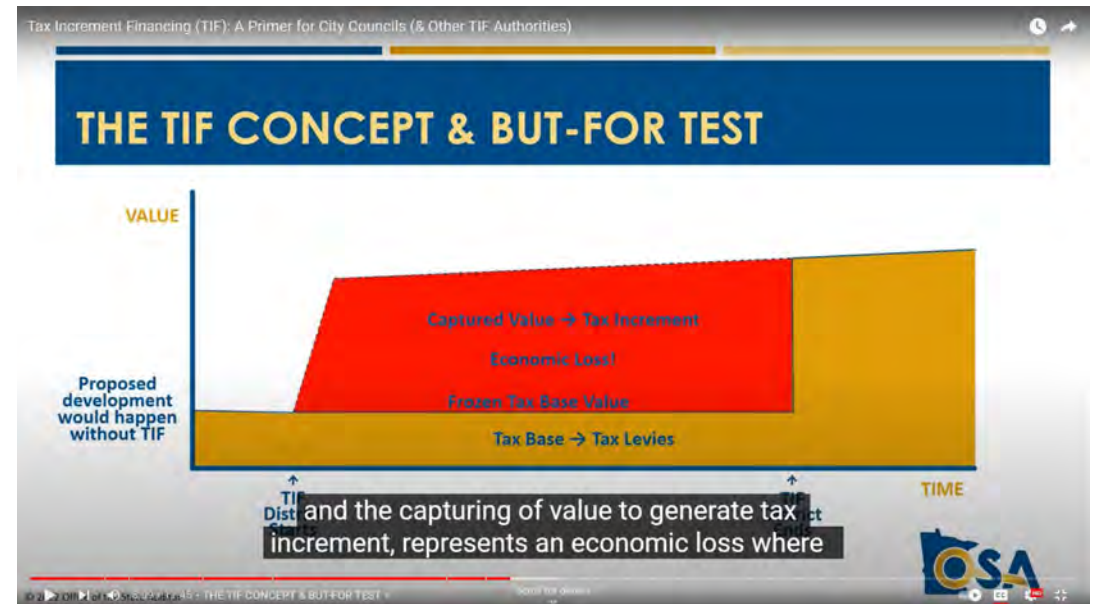
- Created in 1979
- Extensively amended over the years
- Different rules

© 2013 Office of the State Auditor

<https://www.youtube.com/watch?v=U9KxGjIHFvc>

## TIF: A Primer for City Councils

by MN Office of State Auditor



Tax Increment Financing (TIF): A Primer for City Councils (& Other TIF Authorities)

### THE TIF CONCEPT & BUT-FOR TEST

VALUE

Proposed development would happen without TIF

Captured Value → Tax Increment  
Economic Loss

Frozen Tax Base Value  
Tax Base → Tax Levies

TIME

TIF District and the capturing of value to generate tax increment, represents an economic loss where

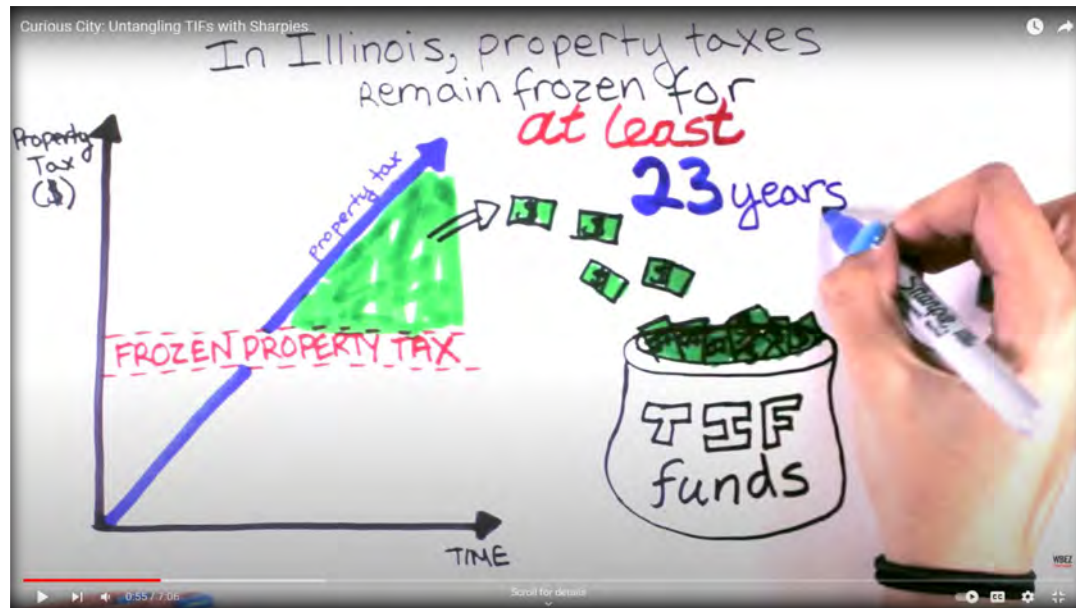
OSA

<https://www.youtube.com/watch?v=AgTczTQ78-c>

# LEARN FROM HOW OTHERS TELL THEIR STORY

## Untangling TIFs with Sharpies

by WBEZ Chicago



<https://www.youtube.com/watch?v=Kmx4ryRc2Gc>

## How does TIF work?

by Tri-Land Properties



<https://www.youtube.com/watch?v=yH4ulBcj-Y0>

# VIDEOS TO EXPLAIN IN UNDERSTANDABLE TERMS

## TIF: The Essential Ingredient PSA by EdinaTV

91 views on YouTube



<https://www.youtube.com/watch?v=Un7aThTZMGM>

# PUBLIC SERVICE ANNOUNCEMENTS TO SHARE FACTS & EXAMPLES

## News Hour, TIF PSA by EdinaTV

67 view on YouTube



[https://www.youtube.com/watch?v=pAv\\_vBNUCHo](https://www.youtube.com/watch?v=pAv_vBNUCHo)

## TIF, not Tiff PSA by EdinaTV

272 views on YouTube



<https://www.youtube.com/watch?v=ItBikBIOfLM>

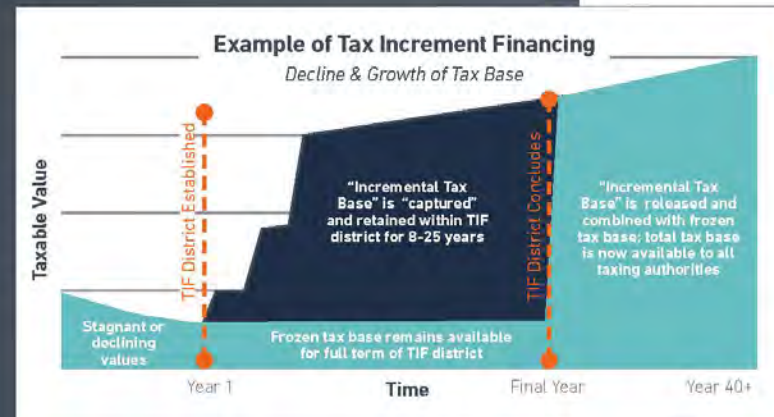
# MAKE THE FACTS EASY TO FIND & EASY TO UNDERSTAND

## – FACT SHEETS

# What is TIF?

Tax-increment financing (TIF) is a public financing tool that is routinely used in Minnesota and throughout the United States.

Since the 1970s, it has been used sparingly in Edina to achieve redevelopment goals. Use of TIF is governed by Minnesota laws and guided locally by policies established by the Edina City Council and Housing & Redevelopment Authority.



### How does it work?

There are currently eight redevelopment districts in Edina. When a TIF District is created, a "base" valuation of the property in that area is established. The tax revenue from this base value remains with all taxing authorities. Increases in the assessed value above the base over the life of the District are called the "increment." The incremental property taxes are temporarily captured. These monies are retained within a TIF District account and used to pay debt or other financial obligations that were necessary to complete the redevelopment project.

When the obligations are satisfied, the TIF District is closed (or decertified). The new incremental value that had been captured is released and combined with the base value. This total value is then made fully available to the local taxing authorities.

### When is TIF used in Edina?

Since 2010, there have been 60 major commercial or mixed-use projects built or approved in Edina. TIF has only been used to support nine projects evaluated and found to satisfy the "but-for" test. Each project was also found to be capable of delivering short- and long-term benefits to the community, justifying the City's decision to participate in the project using TIF.

TIF is used in Edina to:

- Provide funding for public improvements without increasing the tax levy
- Deliver affordably priced housing not provided by the private market
- Redevelop sites in a way that increases the tax base and delivers public improvements and benefits that would not otherwise be provided by the private market
- Attract investment that grows the local economy and enhances the community

### Redevelopment Districts in Edina

- 44th & France 2 TIF District (through 2033)
- 50th & France 2 TIF District (through 2042)
- 66 West TIF District (through 2041)
- 72nd & France TIF District (through 2039)
- Amundson Ave TIF District (through 2042)
- West 76th Street TIF District (through 2038)
- Grandview TIF District (through 2041)
- Pentagon Park TIF District (through 2039)
- Southdale 2 TIF District (through 2020)



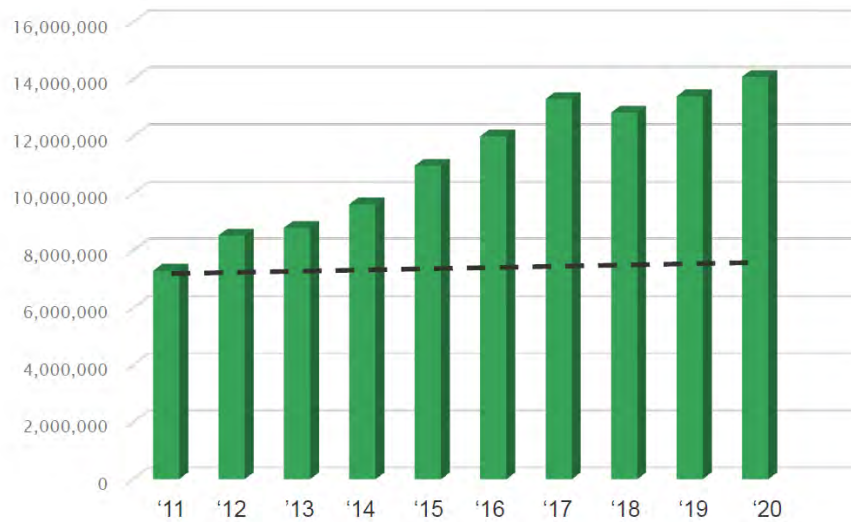
For more information, contact the Community Development Department, 952-826-0369, or Economic Development Manager, 952-826-0407.

# SHARE RESULTS WHEN MILESTONES ACHIEVED

## Southdale Center Mall Tax Capacity Growth



The CITY of  
**EDINA**



Project	Est. Cost
Southdale Center	\$45M (\$5 TIF)
One Southdale Apartments	\$36M (\$0 TIF)
Homewood Suites	\$14.4M (\$0 TIF)
Shake Shack	\$1.8M (\$0 TIF)
Metro Transit Center	\$875k (\$0 TIF)
RH Gallery	\$15M (\$0 TIF)
Lifetime Fitness	\$26.5M (\$0 TIF)
Lifetime Sport & Work	\$16.5M (\$0 TIF)
Galleria East Expansion	\$22M (\$0 TIF)
Shoppes at Estelle	\$2.8M (\$0 TIF)

Additional investment was made in remodeling several offices and retail facilities (\$0 TIF)




The CITY of  
**EDINA**


Project	Est. Cost
Taco Bell	\$800k (\$0 TIF)
Aria Apartments	\$34.8M (\$0 TIF)
Onyx Apartments	\$44.9M (\$0 TIF)
Millennium Apartments	\$45.5M (\$0 TIF)
Bank of America	\$4.3M (\$0 TIF)
Aurora on France Senior	\$42.3M (\$0 TIF)
6565 Medical Office	\$19.6M (\$0 TIF)
6565 Medical Parking	\$12M (\$0 TIF)

# GOOD STORIES CAN INCLUDE HISTORY & CONTEXT

**Background – Westgate Commercial District**



The CITY of EDINA



- Developed along streetcar route (1905-1930s)
- Several neighborhood businesses over 5-6 block area in Edina & Minneapolis
- Westgate Motor Garage
- Skelly (Fairbairn) gas station
- Westgate Theater
- Village on Morningside 1920-1966




Photo Source: Minnesota Historic Society

**Background - 2018 Small Area Plan**



The CITY of EDINA




**Economic Vitality Policies**  
The City will:

- Support redevelopment of obsolete properties, site assembly and revitalization of the 44th and France node consistent with the small area plan and other city goals and policies including urban design, transportation, transit, housing, wellness, historic preservation, stormwater management and complete streets goals.
- Use redevelopment tools to create public realm improvements including streetscape improvement pedestrian and bicycle safety and amenities, public parking, utility and transportation improvements, storm water management and park, plaza or green spaces.
- Recognize that the City is best positioned to achieve a desirable outcome for the community by maintaining the flexibility to use redevelopment tools by taking into consideration a variety of factors including the quality of a development, its height, density and appropriateness for the market, tax base and the quality and character of public realm improvements.

*Small Area Plan for the 44th & France Neighborhood Node*  
Page 60  
GIS/Economic Development BN/44th & France/44 France Econ Vitality pages 6-24-18\_Page\_5.jpg

Small Area Plan prepared and approved 2018

**Background – Current Conditions**



The CITY of EDINA



Photo Source: southwestjournal.com

**Edina Cleaners**

- Established 1952
- Moved to corner 1962
- Expanded in 1978
- Closed & relocated 2017




# USE REAL PHOTOS TO TELL THE STORY

## Background - Substandard Conditions



The CITY of  
EDINA



Photo 33: 7250 Parking ramp deteriorated precast concrete



Photo 34: 7250 Parking ramp structural steel shoring



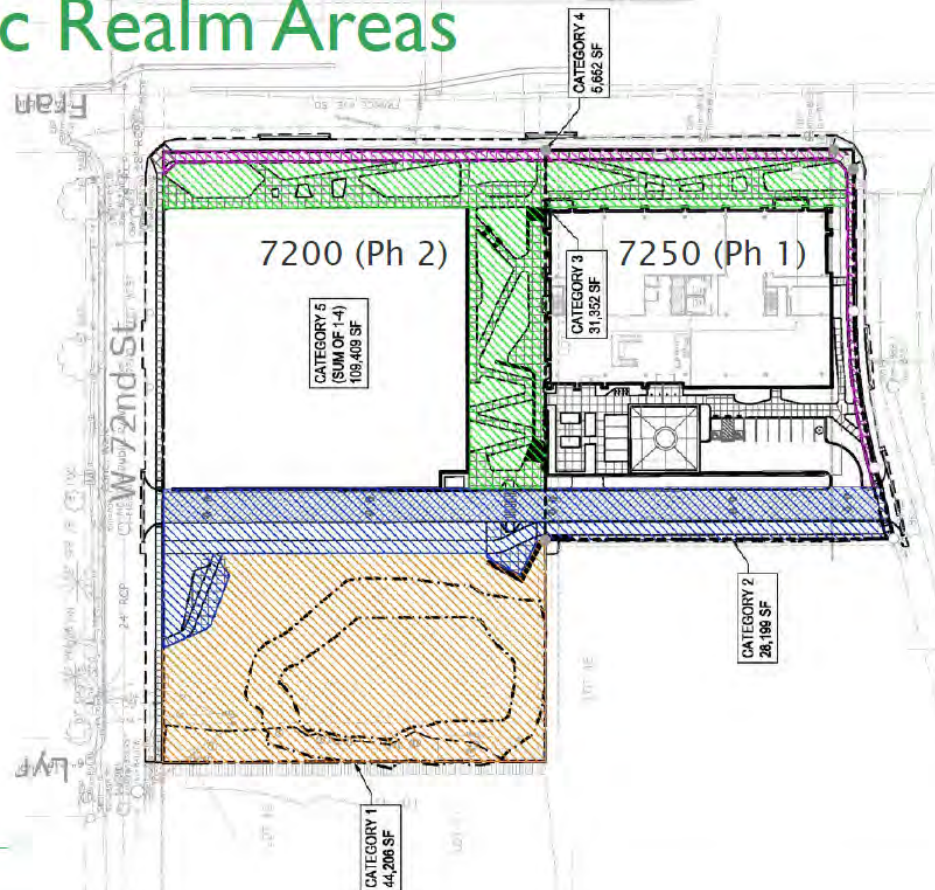
Photo 35: 7250 Parking ramp deterioration at bearing wall and steel angles and plates added to support deck above



Photo 36: 7250 Parking ramp temporary shoring

# SHOW PLANS & RENDERINGS TO TELL THE STORY

## Public Realm Areas



The CITY of  
**EDINA**

51% of 4.9 acre site is subject to permanent easements

- Public sidewalks
- Public plaza
- Public roadway, sidewalks and trail
- Stormwater

# ILLUSTRATE HOW OVERARCHING PUBLIC BENEFITS ARE ACHIEVED

## Staff Evaluation – Public Benefits



- High quality mixed-use development
- Increase property tax base
- Improve storm water conditions
- Public sidewalks and streetscapes, including public art
- Affordable housing (20 units for 21 years)
- Public parking (29 stalls)
- Land for future public use (roadway)
- Enable adjacent public roadway improvements



## Potential Public Roadway Improvements



- Eden/Willson Intersection
- 50<sup>th</sup> / Grange Intersection
- Eden Ave
- Grange Road
- 50<sup>th</sup> Street

# EACH STORY WILL BE HEARD BY MANY TYPES OF CONSTITUENTS

*What's in it  
for Me?*



Credit: tjwaldorf.com

**Concerned Neighbors** – remove blight & create a better alternative

**Traffic** – improve conditions for pedestrians, bicyclists, drivers, & others

**Financial watchdogs** – increase tax base, limit use of public funds, maximize use of private funds

**Culture** – include quality architecture, historic preservation, public art, etc

**Sustainability** – remove contamination & reduce emissions, waste, pollution

# HOW DO YOU TELL **YOUR** TIF STORY?

- Questions?
- Examples & challenges to share?
  - Have you used a better graphic?
  - Shared a different story?
  - Tried a different strategy?
  - Lived through an interesting case study?

Part 2 will explore  
**your**  
challenges & examples

See you in Saint Cloud  
June 20-21

**THANKS FOR BEING A GREAT AUDIENCE!**  
**SEND YOUR EXAMPLES AND STORIES TO...**

**Mike Fischer**

LHB Corporation

[Mike.Fischer@LHBCorp.com](mailto:Mike.Fischer@LHBCorp.com)



**Bill Neuendorf**

City of Edina

[BNeuendorf@EdinaMN.gov](mailto:BNeuendorf@EdinaMN.gov)



**March 11, 2024**

START WITH CHECK NUMBER.....115888

END WITH CHECK NUMBER.....116052

**ACCOUNTS PAYABLE FOR THE FIRST MEETING OF MARCH= \$919,220.88**

# Accounts Payable

## Transactions by Account

User: Victoria.grover@ci.red-wing.mn.us  
 Printed: 03/05/2024 - 3:16PM  
 Batch: 00814.02.2024



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
101-41110-53325	DONALD KLEWER	MILEAGE REIMB LMC CONF	02/21/2024	115915	95.68	
		Vendor Subtotal:			95.68	
101-41110-53330	ASSOCIATED BANK ADM	LAMBERT SEMLM CONF	02/21/2024	115896	7.18	
		Vendor Subtotal:			7.18	
101-41330-53921	COLD SPRING GRANITE COMPA	GRANITE ACCOLADE	02/21/2024	115923	979.20	
		Vendor Subtotal:			979.20	
101-41410-53455	REPUBLICAN EAGLE	NOTICE PUBLISHING	02/21/2024	115943	155.33	
		Vendor Subtotal:			155.33	
101-41540-53110	ABDO LLP	PA/H	12/31/2023	115888	12,000.00	
		Vendor Subtotal:			12,000.00	
101-41941-53199	MUNSON ELECTRIC INC	PROJECTOR AT CITY HALL	02/21/2024	115937	210.00	
		Vendor Subtotal:			210.00	
101-41941-53330	ASSOCIATED BANK PW	LMC SAFETY & LOSS CONTROLA	02/21/2024	115898	40.00	
		Vendor Subtotal:			40.00	
101-41941-53555	XCEL ENERGY INC		02/21/2024	115966	-619.39	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					-619.39	
		Vendor Subtotal:				
101-41941-53560	CITY OF RED WING		02/21/2024	115950	137.66	
		Vendor Subtotal:			137.66	
101-41941-53565	XCEL ENERGY INC		02/21/2024	115966	881.32	
		Vendor Subtotal:			881.32	
101-41941-53570	CITY OF RED WING		02/21/2024	115950	245.62	
		Vendor Subtotal:			245.62	
101-41941-53575	CITY OF RED WING		02/21/2024	115950	125.99	
		Vendor Subtotal:			125.99	
101-42100-52115	ALLEGRA OF REDWING	BUSINESS CARDS CHIEF SATHER	02/21/2024	115891	37.69	
		Vendor Subtotal:			37.69	
101-42100-52140	ASSOCIATED BANK PD	AMAZON ERGONOMIC KEYBOAI	02/21/2024	115897	69.99	
		Vendor Subtotal:			69.99	
101-42100-53320	ASSOCIATED BANK PD	DINNER	02/21/2024	115897	23.66	
101-42100-53320	ASSOCIATED BANK PD	LUNCH	02/21/2024	115897	18.91	
101-42100-53320	ASSOCIATED BANK PD	DINNER	02/21/2024	115897	15.98	
101-42100-53320	ASSOCIATED BANK PD	DINNER	02/21/2024	115897	29.88	
101-42100-53320	ASSOCIATED BANK PD	LUNCH	02/21/2024	115897	19.20	
		Vendor Subtotal:			107.63	
101-42100-53904	ASSOCIATED BANK PD	ASSOCIATION OF MN EMERGENC	02/21/2024	115897	200.00	
101-42100-53904	ASSOCIATED BANK PD	NOTARY COMMISSION EGGENBE	02/21/2024	115897	20.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Vendor Subtotal:	220.00
101-42100-53905	ASSOCIATED BANK PD	RETIREMENT PLAQUES ROHR	02/21/2024	115897	171.80	
					Vendor Subtotal:	171.80
101-42100-53968	ASSOCIATED BANK PD	TTL PATCH	02/21/2024	115897	322.96	
					Vendor Subtotal:	322.96
101-42200-52105	AMAZON.COM SALES INC	AWJ52AF7170LX OFFICE SUP	02/21/2024	115892	14.59	
					Vendor Subtotal:	14.59
101-42200-52105	JUSTICE FAMILY ENTERPRISES	RWFD MAILBOX TAGS	02/21/2024	115928	67.25	
					Vendor Subtotal:	67.25
101-42200-52199	AMAZON.COM SALES INC	AWJ52AF7170LX DE BOARD ORG.	02/21/2024	115892	36.48	
					Vendor Subtotal:	36.48
101-42200-52428	CONWAY SHIELD INC	849877 MEDIC SHIELD	02/21/2024	115910	62.50	
					Vendor Subtotal:	62.50
101-42200-53215	ANCOM COMMUNICATIONS INC	2283 RADIOS	02/21/2024	115893	685.00	
					Vendor Subtotal:	685.00
101-42200-53320	AMAZON.COM SALES INC	AWJ52AF7170LX BUNN COFFEE C	02/21/2024	115892	36.49	
					Vendor Subtotal:	36.49
101-42200-53968	ASPEN MILLS INC	55066RFD LEATHER TAGS ENGIN	02/21/2024	115895	224.63	
					Vendor Subtotal:	224.63

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
101-42200-53968	CARLSON'S SPORTS	RWFD MEAD ZENNER HANLIN	02/21/2024	115905	120.00	
		Vendor Subtotal:			120.00	
101-42280-53555	XCEL ENERGY INC		02/21/2024	115966	-473.17	
		Vendor Subtotal:			-473.17	
101-42280-53560	CITY OF RED WING		02/21/2024	115950	619.45	
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101-42280-53565	XCEL ENERGY INC		02/21/2024	115966	1,345.35	
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101-42280-53570	CITY OF RED WING		02/21/2024	115950	165.21	
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101-42280-53575	CITY OF RED WING		02/21/2024	115950	566.69	
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101-42281-53555	XCEL ENERGY INC		02/21/2024	115966	928.95	
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101-42281-53560	CITY OF RED WING		02/21/2024	115950	1,126.31	
		Vendor Subtotal:			1,126.31	
101-42281-53565	XCEL ENERGY INC		02/21/2024	115966	1,551.00	
		Vendor Subtotal:			1,551.00	
101-42281-53570	CITY OF RED WING		02/21/2024	115950	80.56	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
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		Vendor Subtotal:			80.56	
101-42281-53575	CITY OF RED WING		02/21/2024	115950	1,029.16	
		Vendor Subtotal:			1,029.16	
101-42500-53555	XCEL ENERGY INC		02/21/2024	115966	104.66	
		Vendor Subtotal:			104.66	
101-43010-53305	ASSOCIATED BANK PW	LOWERTOWN RAMP PARKING PA	02/21/2024	115898	9.00	
		Vendor Subtotal:			9.00	
101-43015-53555	XCEL ENERGY INC		02/21/2024	115966	-551.64	
		Vendor Subtotal:			-551.64	
101-43015-53560	CITY OF RED WING		02/21/2024	115950	932.54	
		Vendor Subtotal:			932.54	
101-43015-53565	XCEL ENERGY INC		02/21/2024	115966	2,922.45	
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101-43015-53570	CITY OF RED WING		02/21/2024	115950	540.60	
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101-43015-53575	CITY OF RED WING		02/21/2024	115950	853.57	
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101-43020-53555	XCEL ENERGY INC		02/21/2024	115966	1,335.33	
		Vendor Subtotal:			1,335.33	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
101-43020-53560	CITY OF RED WING		02/21/2024	115950	201.34	
		Vendor Subtotal:			201.34	
101-43020-53565	XCEL ENERGY INC		02/21/2024	115966	1,288.90	
		Vendor Subtotal:			1,288.90	
101-43020-53570	CITY OF RED WING		02/21/2024	115950	265.36	
		Vendor Subtotal:			265.36	
101-43020-53575	CITY OF RED WING		02/21/2024	115950	184.20	
		Vendor Subtotal:			184.20	
101-43121-52299	SAFE-FAST INC	INVERTED MARKING PAINT	02/21/2024	115952	105.00	
		Vendor Subtotal:			105.00	
101-43121-52415	RED WING SHOE STORE	BOOTS SHAWN POWERS	02/21/2024	115951	237.99	
		Vendor Subtotal:			237.99	
101-43121-53305	ASSOCIATED BANK PW	IMPARK NORTHERN GREEN PARK	02/21/2024	115898	15.00	
		Vendor Subtotal:			15.00	
101-43121-53330	ASSOCIATED BANK PW	MINNESOTA NURSERY REGISTRAR	02/21/2024	115898	100.00	
		Vendor Subtotal:			100.00	
101-43160-53105	EGAN COMPANY	REPLACE SIGNAL INDICATOR HV	02/21/2024	115916	396.00	
		Vendor Subtotal:			396.00	
101-43160-53555	XCEL ENERGY INC		02/21/2024	115966	580.49	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
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101-43170-53555	XCEL ENERGY INC		02/21/2024	115966	-571.93	
				Vendor Subtotal:	-571.93	
101-43300-54170	SIEVERS CREATIVE LLC	VEHICLE DOOR GRAPHICS	02/21/2024	115956	154.48	
101-43300-54170	SIEVERS CREATIVE LLC	VEHICLE DOOR GRAPHICS	02/21/2024	115956	154.48	
				Vendor Subtotal:	308.96	
101-45124-52299	RIPLEY RENTAL AND SALES INC	LP 30ff	02/21/2024	115948	26.50	
				Vendor Subtotal:	26.50	
101-45124-52415	STRUSS OPTICAL	P RAMAKER LENSES	02/21/2024	115958	185.00	
101-45124-52415	STRUSS OPTICAL	J FRIEDRICH LENSES	02/21/2024	115958	250.00	
				Vendor Subtotal:	435.00	
101-45124-53555	XCEL ENERGY INC		02/21/2024	115966	-1,455.96	
				Vendor Subtotal:	-1,455.96	
101-45124-53565	XCEL ENERGY INC		02/21/2024	115966	118.91	
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101-45182-53555	XCEL ENERGY INC		02/21/2024	115966	-520.67	
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101-45182-53560	CITY OF RED WING		02/21/2024	115950	1,278.31	
				Vendor Subtotal:	1,278.31	
101-45182-53565	XCEL ENERGY INC		02/21/2024	115966	221.30	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
				Vendor Subtotal:	221.30	
101-45182-53570	CITY OF RED WING		02/21/2024	115950	165.21	
				Vendor Subtotal:	165.21	
101-45183-53555	XCEL ENERGY INC		02/21/2024	115966	206.19	
				Vendor Subtotal:	206.19	
101-45184-53555	XCEL ENERGY INC		02/21/2024	115966	-6.56	
				Vendor Subtotal:	-6.56	
101-45184-53560	CITY OF RED WING		02/21/2024	115950	22.04	
				Vendor Subtotal:	22.04	
101-45184-53565	XCEL ENERGY INC		02/21/2024	115966	163.15	
				Vendor Subtotal:	163.15	
101-45184-53575	CITY OF RED WING		02/21/2024	115950	20.13	
				Vendor Subtotal:	20.13	
101-45210-52299	AMAZON.COM SALES INC	REDIFORM DRIVERS DAILY LOG	02/21/2024	115892	14.91	
				Vendor Subtotal:	14.91	
101-45210-52415	RED WING SHOE STORE	BOOTS JOE SCHROEDER	02/21/2024	115951	229.49	
				Vendor Subtotal:	229.49	
101-45210-53320	ASSOCIATED BANK PW	MEALS FOR LYNN DAVE MIKE M	02/21/2024	115898	90.31	
				Vendor Subtotal:	90.31	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
101-45210-53555	XCEL ENERGY INC		02/21/2024	115966	-156.01	
				Vendor Subtotal:	-156.01	
101-45214-53555	XCEL ENERGY INC		02/21/2024	115966	-24.83	
				Vendor Subtotal:	-24.83	
101-45215-53555	XCEL ENERGY INC		02/21/2024	115966	-108.98	
				Vendor Subtotal:	-108.98	
101-45216-53555	XCEL ENERGY INC		02/21/2024	115966	704.68	
				Vendor Subtotal:	704.68	
101-45216-53560	CITY OF RED WING		02/21/2024	115950	67.85	
				Vendor Subtotal:	67.85	
101-45216-53565	XCEL ENERGY INC		02/21/2024	115966	465.00	
				Vendor Subtotal:	465.00	
101-45216-53570	CITY OF RED WING		02/21/2024	115950	249.96	
				Vendor Subtotal:	249.96	
101-45216-53575	CITY OF RED WING		02/21/2024	115950	62.07	
				Vendor Subtotal:	62.07	
101-45217-53555	XCEL ENERGY INC		02/21/2024	115966	-66.28	
				Vendor Subtotal:	-66.28	
101-45220-52299	ASSOCIATED BANK PW	SUPERWORKSHOPS 2024 PESTICI	02/21/2024	115898	190.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					190.00	
		Vendor Subtotal:			190.00	
101-45220-53330	ASSOCIATED BANK PW	MINNESOTA NURSERY REGISTR	02/21/2024	115898	100.00	
		Vendor Subtotal:			100.00	
101-45220-53555	XCEL ENERGY INC		02/21/2024	115966	-114.21	
		Vendor Subtotal:			-114.21	
101-45299-54170	NORTHERN SAFETY TECHNOLC	L360 SERIES BEACON CLASS 1	02/21/2024	115941	567.24	
		Vendor Subtotal:			567.24	
101-45299-54200	TRENCHERS PLUS INC	WOOD CHIPPER	02/21/2024	115961	72,491.01	
		Vendor Subtotal:			72,491.01	
101-45350-53555	XCEL ENERGY INC		02/21/2024	115966	-16.64	
		Vendor Subtotal:			-16.64	
101-45350-53560	CITY OF RED WING		02/21/2024	115950	279.73	
		Vendor Subtotal:			279.73	
101-45350-53565	XCEL ENERGY INC		02/21/2024	115966	2,222.39	
		Vendor Subtotal:			2,222.39	
101-45350-53575	CITY OF RED WING		02/21/2024	115950	256.00	
		Vendor Subtotal:			256.00	
101-46310-53455	REPUBLICAN EAGLE	NOTICE PUBLISHING	02/21/2024	115943	516.12	
		Vendor Subtotal:			516.12	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
101-46630-53555	XCEL ENERGY INC		02/21/2024	115966	81.50	
				Vendor Subtotal:	81.50	
101-46630-53560	CITY OF RED WING		02/21/2024	115950	258.88	
				Vendor Subtotal:	258.88	
101-46630-53565	XCEL ENERGY INC		02/21/2024	115966	888.32	
				Vendor Subtotal:	888.32	
101-46630-53570	CITY OF RED WING		02/21/2024	115950	165.21	
				Vendor Subtotal:	165.21	
101-46630-53575	CITY OF RED WING		02/21/2024	115950	236.70	
				Vendor Subtotal:	236.70	
101-46800-53555	XCEL ENERGY INC		02/21/2024	115966	0.00	
				Vendor Subtotal:	0.00	
101-46800-53565	XCEL ENERGY INC		02/21/2024	115966	0.00	
				Vendor Subtotal:	0.00	
101-49010-52299	RIPLEY RENTAL AND SALES INC	LP40#	02/21/2024	115948	70.50	
				Vendor Subtotal:	70.50	
101-49010-53555	XCEL ENERGY INC		02/21/2024	115966	-40.84	
				Vendor Subtotal:	-40.84	
101-49010-53565	XCEL ENERGY INC		02/21/2024	115966	380.32	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					380.32	
				Vendor Subtotal:	380.32	
101-49822-53555	XCEL ENERGY INC		02/21/2024	115966	-699.10	
				Vendor Subtotal:	-699.10	
101-49823-53345	FAIRVIEW SEMINARY PLAZA	01/2024 RAMP METER EMERGENC	02/21/2024	115921	403.00	
				Vendor Subtotal:	403.00	
101-49823-53555	XCEL ENERGY INC		02/21/2024	115966	-68.29	
				Vendor Subtotal:	-68.29	
101-49824-53555	XCEL ENERGY INC		02/21/2024	115966	-585.06	
				Vendor Subtotal:	-585.06	
101-49824-53560	CITY OF RED WING		02/21/2024	115950	22.04	
				Vendor Subtotal:	22.04	
101-49824-53565	XCEL ENERGY INC		02/21/2024	115966	23.80	
				Vendor Subtotal:	23.80	
101-49824-53575	CITY OF RED WING		02/21/2024	115950	20.13	
				Vendor Subtotal:	20.13	
				Subtotal for Section 1: 101	112,483.40	
202-46103-53555	XCEL ENERGY INC		02/21/2024	115966	-130.95	
				Vendor Subtotal:	-130.95	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Section 1: 202	-130.95
209-49810-53555	XCEL ENERGY INC		02/21/2024	115966	2,249.02	
					Vendor Subtotal:	2,249.02
209-49810-53570	CITY OF RED WING		02/21/2024	115950	103.97	
					Vendor Subtotal:	103.97
					Subtotal for Section 1: 209	2,352.99
211-45500-52105	AMAZON.COM SALES INC	Acct BKA9 Inv 02/15/24RWPL-G Tap	02/21/2024	115892	23.72	
211-45500-52105	AMAZON.COM SALES INC	Acct BKA9 Inv 02/15/24RWPL-C Bir	02/21/2024	115892	-14.45	
					Vendor Subtotal:	9.27
211-45500-52299	DEMCO INC	Acct 220085460 Inv 7434134	02/21/2024	115914	254.67	
					Vendor Subtotal:	254.67
211-45500-53130	AMAZON.COM SALES INC	Acct BKA9 Inv 02/15/24RWPL-D Sec	02/21/2024	115892	141.91	
					Vendor Subtotal:	141.91
211-45500-53130	DAN BROWER	Acct RWPL Inv 02/15/24RWPL-Domi	02/21/2024	115913	96.49	
					Vendor Subtotal:	96.49
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/15/24RWPL-HI	02/21/2024	115892	77.38	
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/15/24RWPL-I FF3	02/21/2024	115892	-0.01	
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/15/24RWPL-J	02/21/2024	115892	25.77	
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/15/24RWPL-A 6K	02/21/2024	115892	-9.92	
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/15/24RWPL-B	02/21/2024	115892	15.98	
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/15/24RWPL-E	02/21/2024	115892	47.94	
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/15/24RWPL-F	02/21/2024	115892	56.88	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					214.02	
		Vendor Subtotal:			214.02	
211-45500-53907	BARRONS	Acct 010160719176 Inv 02/15/24RWI	02/21/2024	115900	359.88	
		Vendor Subtotal:			359.88	
211-45500-53907	BLACKSTONE AUDIO INC	Acct 100841 Inv 2139943	02/21/2024	115902	35.99	
		Vendor Subtotal:			35.99	
211-45500-53907	BAKER & TAYLOR	Acct L0302052 Inv 2038085888	02/21/2024	115904	572.88	
		Vendor Subtotal:			572.88	
211-45500-53907	GALE/CENGAGE LEARNING INC	Acct 153896 Inv 83816321	02/21/2024	115922	29.59	
211-45500-53907	GALE/CENGAGE LEARNING INC	Acct 153896 Inv 83829974	02/21/2024	115922	27.19	
		Vendor Subtotal:			56.78	
211-45500-53907	PIONEER PRESS	Acct 10119375 02/15/24RWPL	02/21/2024	115944	939.00	
		Vendor Subtotal:			939.00	
211-45500-53907	PLAYAWAY PRODUCTS, LLC	Sale 414589 Inv 452836	02/21/2024	115946	56.24	
		Vendor Subtotal:			56.24	
211-45510-52315	FERGUSON US HOLDINGS, INC	UP430110F 3/4 HP 115/230V CI CIR	02/21/2024	115919	2,265.25	
		Vendor Subtotal:			2,265.25	
211-45510-52315	TOM PARKER ELECTRIC INC	REPLACE LIGHT FIXTURE	02/21/2024	115960	105.00	
		Vendor Subtotal:			105.00	
211-45510-53555	XCEL ENERGY INC		02/21/2024	115966	-944.74	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					-944.74	
		Vendor Subtotal:			-944.74	
211-45510-53560	CITY OF RED WING		02/21/2024	115950	266.93	
		Vendor Subtotal:			266.93	
211-45510-53565	XCEL ENERGY INC		02/21/2024	115966	1,405.46	
		Vendor Subtotal:			1,405.46	
211-45510-53570	CITY OF RED WING		02/21/2024	115950	104.31	
		Vendor Subtotal:			104.31	
211-45510-53575	CITY OF RED WING		02/21/2024	115950	245.65	
		Vendor Subtotal:			245.65	
211-45510-53645	PLATINUM STANDARD ELEVATOR	WARRANTY SERVICE PERIOD FEE	02/21/2024	115945	100.00	
		Vendor Subtotal:			100.00	
		Subtotal for Section 1: 211			6,284.99	
419-45190-53199	SHORT-ELLIOTT-HENDRICKSON	RWING MISS BLUFFLANDS TRAIL	02/21/2024	115954	19,695.09	
		Vendor Subtotal:			19,695.09	
		Subtotal for Section 1: 419			19,695.09	
421-46800-53555	XCEL ENERGY INC		02/21/2024	115966	-13.92	
		Vendor Subtotal:			-13.92	
421-46800-53565	XCEL ENERGY INC		02/21/2024	115966	24.18	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
				Vendor Subtotal:	24.18	
				Subtotal for Section 1: 421	10.26	
467-43121-53455	REPUBLICAN EAGLE	NOTICE PUBLISHING	02/21/2024	115943	197.80	
				Vendor Subtotal:	197.80	
				Subtotal for Section 1: 467	197.80	
600-00000-20200	JESSE K & TARYN R BREUER	Refund Check 031827-000, 482 13TI	02/19/2024	115963	2.94	
600-00000-20200	JESSE K & TARYN R BREUER	Refund Check 031827-000, 482 13TI	02/19/2024	115963	7.44	
600-00000-20200	JESSE K & TARYN R BREUER	Refund Check 031827-000, 482 13TI	02/19/2024	115963	11.73	
600-00000-20200	JESSE K & TARYN R BREUER	Refund Check 031827-000, 482 13TI	02/19/2024	115963	29.07	
600-00000-20200	JESSE K & TARYN R BREUER	Refund Check 031827-000, 482 13TI	02/19/2024	115963	1.10	
				Vendor Subtotal:	52.28	
600-00000-20200	SIDE POCKET LLC	Refund Check 038576-000, 469 13TI	02/19/2024	115964	0.60	
600-00000-20200	SIDE POCKET LLC	Refund Check 038576-000, 469 13TI	02/19/2024	115964	3.17	
600-00000-20200	SIDE POCKET LLC	Refund Check 038576-000, 469 13TI	02/19/2024	115964	4.10	
600-00000-20200	SIDE POCKET LLC	Refund Check 038576-000, 469 13TI	02/19/2024	115964	0.83	
600-00000-20200	SIDE POCKET LLC	Refund Check 038576-000, 469 13TI	02/19/2024	115964	7.87	
				Vendor Subtotal:	16.57	
600-49500-52415	RED WING SHOE STORE	BOOTS MIKE ANDERSON	02/21/2024	115951	203.99	
				Vendor Subtotal:	203.99	
600-49500-53199	EXPRESS EMPLOYMENT SERVIC	DANIEL THOMAS BROCK	02/21/2024	115918	889.60	
600-49500-53199	EXPRESS EMPLOYMENT SERVIC	BARRY WARREN	02/21/2024	115918	885.62	
				Vendor Subtotal:	1,775.22	
600-49500-53555	XCEL ENERGY INC		02/21/2024	115966	3.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
				Vendor Subtotal:	3.50	
600-49500-53560	CITY OF RED WING		02/21/2024	115950	14.88	
				Vendor Subtotal:	14.88	
600-49500-53575	CITY OF RED WING		02/21/2024	115950	13.59	
				Vendor Subtotal:	13.59	
600-49510-52350	JEFF BAARTMAN	REPLACE CK#89878 BERGHAMMI	02/21/2024	115929	58.98	
				Vendor Subtotal:	58.98	
600-49510-53560	CITY OF RED WING		02/21/2024	115950	14.88	
				Vendor Subtotal:	14.88	
600-49510-53575	CITY OF RED WING		02/21/2024	115950	13.59	
				Vendor Subtotal:	13.59	
				Subtotal for Section 1: 600	2,167.48	
601-00000-20200	JESSE K & TARYN R BREUER	Refund Check 031827-000,482 13TI	02/19/2024	115963	28.55	
				Vendor Subtotal:	28.55	
601-00000-20200	SIDE POCKET LLC	Refund Check 038576-000,469 13TI	02/19/2024	115964	6.76	
				Vendor Subtotal:	6.76	
601-49400-52265	MVTL LABORATORIES INC	DRINKING WATER	02/21/2024	115938	1,065.00	
				Vendor Subtotal:	1,065.00	
601-49400-52299	AMAZON.COM SALES INC	PERIXX PERIBOARD ERGO SPLIT	02/21/2024	115892	59.99	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					59.99	
	Vendor Subtotal:					
601-49400-52299	ASSOCIATED BANK PW	MANDY'S RED WING MANUFACT	02/21/2024	115898	44.46	
601-49400-52299	ASSOCIATED BANK PW	MANDY'S RED WING MANUFACT	02/21/2024	115898	32.97	
					77.43	
	Vendor Subtotal:					
601-49400-53130	AUTOMATION SERVICES INC	RW WTP SERVICE	02/21/2024	115899	551.46	
601-49400-53130	AUTOMATION SERVICES INC	RW CITH HALL SERVER	02/21/2024	115899	20.00	
					571.46	
	Vendor Subtotal:					
601-49400-53330	ASSOCIATED BANK PW	MNAWWA WATER OPERATORS SC	02/21/2024	115898	175.00	
601-49400-53330	ASSOCIATED BANK PW	INV 200007895 MNAWWA 2024 ME	02/21/2024	115898	930.00	
					1,105.00	
	Vendor Subtotal:					
601-49400-53555	XCEL ENERGY INC		02/21/2024	115966	-3,015.01	
					-3,015.01	
	Vendor Subtotal:					
601-49400-53560	CITY OF RED WING		02/21/2024	115950	1,272.45	
					1,272.45	
	Vendor Subtotal:					
601-49400-53565	XCEL ENERGY INC		02/21/2024	115966	4,617.56	
					4,617.56	
	Vendor Subtotal:					
601-49400-53570	CITY OF RED WING		02/21/2024	115950	215.80	
					215.80	
	Vendor Subtotal:					
601-49400-53575	CITY OF RED WING		02/21/2024	115950	1,167.73	
					1,167.73	
	Vendor Subtotal:					

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
601-49430-52299	SAFE-FAST INC	INVERTED MARKING PAINT	02/21/2024	115952	105.00	
		Vendor Subtotal:			105.00	
601-49430-53330	ASSOCIATED BANK PW	MRWA CONFERENCE DEREK WE	02/21/2024	115898	275.00	
		Vendor Subtotal:			275.00	
601-49430-53555	XCEL ENERGY INC		02/21/2024	115966	36.07	
		Vendor Subtotal:			36.07	
601-49430-53565	XCEL ENERGY INC		02/21/2024	115966	284.68	
		Vendor Subtotal:			284.68	
		Subtotal for Section 1: 601			7,873.47	
602-00000-20200	JESSE K & TARYN R BREUER	Refund Check 031827-000,482 13TH	02/19/2024	115963	28.89	
		Vendor Subtotal:			28.89	
602-00000-20200	SIDE POCKET LLC	Refund Check 038576-000,469 13TH	02/19/2024	115964	6.83	
		Vendor Subtotal:			6.83	
602-49460-52299	SAFE-FAST INC	INVERTED MARKING PAINT	02/21/2024	115952	105.00	
		Vendor Subtotal:			105.00	
602-49460-52415	ASSOCIATED BANK PW	SONETICS - WIRELESS HEADSET	02/21/2024	115898	939.55	
		Vendor Subtotal:			939.55	
602-49460-53130	AUTOMATION SERVICES INC	RW CITH HALL SERVER	02/21/2024	115899	20.00	
602-49460-53130	AUTOMATION SERVICES INC	RW C&D SERVICE	02/21/2024	115899	380.00	
		Vendor Subtotal:			400.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
602-49460-53210	ASSOCIATED BANK PW	USP SHIPPING	02/21/2024	115898	57.65	
		Vendor Subtotal:			57.65	
602-49460-53330	ASSOCIATED BANK PW	MRWA CONFERENCE DAVE OLSC	02/21/2024	115898	275.00	
		Vendor Subtotal:			275.00	
602-49460-53555	XCEL ENERGY INC		02/21/2024	115966	-460.98	
		Vendor Subtotal:			-460.98	
602-49460-53565	XCEL ENERGY INC		02/21/2024	115966	142.33	
		Vendor Subtotal:			142.33	
602-49470-53105	TOM PARKER ELECTRIC INC	REPLACE FINE SCREEN CONVEY	02/21/2024	115960	5,305.94	
		Vendor Subtotal:			5,305.94	
602-49470-53130	AUTOMATION SERVICES INC	RW CITH HALL SERVER	02/21/2024	115899	20.00	
602-49470-53130	AUTOMATION SERVICES INC	RW WWTP SERVICE	02/21/2024	115899	1,320.00	
		Vendor Subtotal:			1,340.00	
602-49470-53330	ASSOCIATED BANK PW	MPCA TRAINING CERT KEVIN JO	02/21/2024	115898	102.15	
602-49470-53330	ASSOCIATED BANK PW	CSWEA/MWOA INNOV CONFERE	02/21/2024	115898	95.00	
602-49470-53330	ASSOCIATED BANK PW	MPCA TRAINING CERT BRODEE S	02/21/2024	115898	102.15	
602-49470-53330	ASSOCIATED BANK PW	MPCA TRAINING CERT LOGAN PI	02/21/2024	115898	102.15	
602-49470-53330	ASSOCIATED BANK PW	MRWA CONFERENCE TIM EICKLI	02/21/2024	115898	275.00	
		Vendor Subtotal:			676.45	
602-49470-53330	MN POLLUTION CONTROL AGE	WASTEWATER OPERATOR CERTII	02/21/2024	115936	23.00	
		Vendor Subtotal:			23.00	
602-49470-53555	XCEL ENERGY INC		02/21/2024	115966	166.85	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					166.85	
				Vendor Subtotal:	166.85	
602-49470-53560	CITY OF RED WING		02/21/2024	115950	1,231.51	
					1,231.51	
				Vendor Subtotal:	1,231.51	
602-49470-53565	XCEL ENERGY INC		02/21/2024	115966	3,456.05	
					3,456.05	
				Vendor Subtotal:	3,456.05	
602-49470-53570	CITY OF RED WING		02/21/2024	115950	117.48	
					117.48	
				Vendor Subtotal:	117.48	
602-49470-53575	CITY OF RED WING		02/21/2024	115950	1,128.22	
					1,128.22	
				Vendor Subtotal:	1,128.22	
602-49470-54200	AUTOMATION SERVICES INC	WWTP	02/21/2024	115899	1,289.30	
					1,289.30	
				Vendor Subtotal:	1,289.30	
602-49475-52270	HYDRITE CHEMICAL CO	CAUSTIC SODA	02/21/2024	115927	12,712.20	
602-49475-52270	HYDRITE CHEMICAL CO	SUPPRESSOR	02/21/2024	115927	4,139.00	
					16,851.20	
				Vendor Subtotal:	16,851.20	
602-49475-53130	AUTOMATION SERVICES INC	RW CITH HALL SERVER	02/21/2024	115899	20.00	
602-49475-53130	AUTOMATION SERVICES INC	RW ITP SERVICE	02/21/2024	115899	80.00	
					100.00	
				Vendor Subtotal:	100.00	
602-49475-53555	XCEL ENERGY INC		02/21/2024	115966	-1,382.56	
					-1,382.56	
				Vendor Subtotal:	-1,382.56	
602-49475-53560	CITY OF RED WING		02/21/2024	115950	2,960.39	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
				Vendor Subtotal:	2,960.39	
602-49475-53565	XCEL ENERGY INC		02/21/2024	115966	2,271.34	
				Vendor Subtotal:	2,271.34	
602-49475-53570	CITY OF RED WING		02/21/2024	115950	82.61	
				Vendor Subtotal:	82.61	
602-49475-53575	CITY OF RED WING		02/21/2024	115950	2,727.06	
				Vendor Subtotal:	2,727.06	
602-49475-53585	SKB ENVIROMENTAL INC	SLUDGE DISPOSAL ACCT3063-202	02/21/2024	115955	5,338.10	
602-49475-53585	SKB ENVIROMENTAL INC	SLUDGE DISPOSAL ACCT3063-202	02/21/2024	115955	1,786.15	
				Vendor Subtotal:	7,124.25	
602-49475-53620	NEUFAB SPECIALTY FABRICATC	3/16 BOTTOM W SIDE PCS 11G DC	02/21/2024	115940	1,587.36	
				Vendor Subtotal:	1,587.36	
				Subtotal for Section 1: 602	48,550.72	
603-49615-53555	XCEL ENERGY INC		02/21/2024	115966	-7.87	
				Vendor Subtotal:	-7.87	
603-49620-52305	KNOBELSDORFF ELECTRIC INC	CATALOG SWITCHES AND SENS	02/21/2024	115931	648.68	
				Vendor Subtotal:	648.68	
603-49620-52305	RONCO ENGINEERING INC	BACK UP RING SEAL O-RING	02/21/2024	115949	130.05	
				Vendor Subtotal:	130.05	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
603-49620-53199	EXPRESS EMPLOYMENT SERVIC	ANDREW D LEONARD	02/21/2024	115918	714.36	
603-49620-53199	EXPRESS EMPLOYMENT SERVIC	NELSON CHARLES THOMAS	02/21/2024	115918	722.13	
		Vendor Subtotal:			1,436.49	
603-49620-53555	XCEL ENERGY INC		02/21/2024	115966	-641.94	
		Vendor Subtotal:			-641.94	
603-49620-53565	XCEL ENERGY INC		02/21/2024	115966	5,238.72	
		Vendor Subtotal:			5,238.72	
603-49625-52415	RED WING SHOE STORE	BOOTS NOAH SCHUTZ	02/21/2024	115951	229.49	
603-49625-52415	RED WING SHOE STORE	BOOTS WILLIAM LANGHANS	02/21/2024	115951	195.49	
		Vendor Subtotal:			424.98	
603-49625-53199	EXPRESS EMPLOYMENT SERVIC	LESLIE MARIE KURZ	02/21/2024	115918	961.16	
		Vendor Subtotal:			961.16	
603-49625-53555	XCEL ENERGY INC		02/21/2024	115966	-1,375.87	
		Vendor Subtotal:			-1,375.87	
603-49625-53560	CITY OF RED WING		02/21/2024	115950	208.33	
		Vendor Subtotal:			208.33	
603-49625-53565	XCEL ENERGY INC		02/21/2024	115966	130.72	
		Vendor Subtotal:			130.72	
603-49625-53575	CITY OF RED WING		02/21/2024	115950	190.74	
		Vendor Subtotal:			190.74	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
603-49625-53585	SKB ENVIROMENTAL INC	DEMOLITION ACCT 3063-2956	02/21/2024	115955	1,096.06	
		Vendor Subtotal:			1,096.06	
603-49625-53908	MINNESOTA POLLUTION CONTI	IND'L STORMWATER ANNUAL PE	02/21/2024	115935	400.00	
		Vendor Subtotal:			400.00	
		Subtotal for Section 1: 603			8,840.25	
605-49700-52105	ASSOCIATED BANK PW	APPLE ICLOUD 50 GB STORAGE	02/21/2024	115898	0.99	
		Vendor Subtotal:			0.99	
605-49700-52405	ASSOCIATED BANK PW	MARINE GENERAL COMMERCIAL	02/21/2024	115898	395.94	
		Vendor Subtotal:			395.94	
605-49700-53305	ASSOCIATED BANK PW	MPLS CONV CENTER PARKING R	02/21/2024	115898	15.00	
605-49700-53305	ASSOCIATED BANK PW	SAMS CLUB ICE 1/19/24 BOAT SHC	02/21/2024	115898	5.96	
605-49700-53305	ASSOCIATED BANK PW	PARKING RAMP BOAT SHOW 1/21	02/21/2024	115898	45.00	
		Vendor Subtotal:			65.96	
605-49700-53310	ASSOCIATED BANK PW	HILTON JOE MELSON 1/19-1/21 BC	02/21/2024	115898	257.66	
		Vendor Subtotal:			257.66	
605-49700-53320	ASSOCIATED BANK PW	SAMS CLUB BRKFST & LUNCH FI	02/21/2024	115898	97.57	
605-49700-53320	ASSOCIATED BANK PW	THE NEWS ROOM FRI MEAL 1/19	02/21/2024	115898	110.00	
605-49700-53320	ASSOCIATED BANK PW	HELL'S KITCHEN SAT MEAL 1/19	02/21/2024	115898	79.15	
605-49700-53320	ASSOCIATED BANK PW	DUNN BROTHERS COFFEE MCC 1	02/21/2024	115898	3.81	
605-49700-53320	ASSOCIATED BANK PW	MALLARDS RESTAURANT 1/21/24	02/21/2024	115898	73.00	
		Vendor Subtotal:			363.53	
605-49700-53449	ASSOCIATED BANK PW	THE SOURCE FULL PAGE AD MN	02/21/2024	115898	300.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Vendor Subtotal:	300.00
605-49700-53449	RIPLEY RENTAL AND SALES INC	TABLE MARINA BOAT SHOW	02/21/2024	115948	24.50	
					Vendor Subtotal:	24.50
605-49700-53555	XCEL ENERGY INC		02/21/2024	115966	-2,711.31	
					Vendor Subtotal:	-2,711.31
605-49700-53560	CITY OF RED WING		02/21/2024	115950	104.15	
					Vendor Subtotal:	104.15
605-49700-53908	ASSOCIATED BANK PW	MNDNR PERMIT BURSER0003062	02/21/2024	115898	50.00	
					Vendor Subtotal:	50.00
					Subtotal for Section 1: 605	-1,148.58
610-42300-52233	BOUND TREE MEDICAL LLC	100217 AMB SUPPLIES	02/21/2024	115903	340.34	
610-42300-52233	BOUND TREE MEDICAL LLC	100217 AMB SUPPLIES	02/21/2024	115903	135.15	
					Vendor Subtotal:	475.49
610-42300-52233	MEDLINE INDUSTRIES INC	1887689 AMB SUPPLIES	02/21/2024	115934	184.83	
					Vendor Subtotal:	184.83
					Subtotal for Section 1: 610	660.32
650-00000-20200	JESSE K & TARYN R BREUER	Refund Check 031827-000, 482 13TE	02/19/2024	115963	19.52	
					Vendor Subtotal:	19.52
650-00000-20200	SIDE POCKET LLC	Refund Check 038576-000, 469 13TE	02/19/2024	115964	11.05	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					11.05	
		Vendor Subtotal:			11.05	
					30.57	
		Subtotal for Section 1: 650			30.57	
651-00000-20200	JESSE K. & TARYN R BREUER	Refund Check 031827-000, 482 13TF	02/19/2024	115963	19.38	
		Vendor Subtotal:			19.38	
651-00000-20200	SIDE POCKET LLC	Refund Check 038576-000, 469 13TF	02/19/2024	115964	10.33	
		Vendor Subtotal:			10.33	
		Subtotal for Section 1: 651			29.71	
652-00000-20200	JESSE K. & TARYN R BREUER	Refund Check 031827-000, 482 13TF	02/19/2024	115963	13.32	
		Vendor Subtotal:			13.32	
652-00000-20200	SIDE POCKET LLC	Refund Check 038576-000, 469 13TF	02/19/2024	115964	7.33	
		Vendor Subtotal:			7.33	
652-43150-53330	ASSOCIATED BANK PW	2024 MECA ANNUAL CONF MPLS	02/21/2024	115898	210.00	
652-43150-53330	ASSOCIATED BANK PW	DESIGN OF CONSTRUCTION SWF	02/21/2024	115898	320.00	
		Vendor Subtotal:			530.00	
		Subtotal for Section 1: 652			550.65	
701-41400-53330	ASSOCIATED BANK ADM	2024 MCFOA CONF	02/21/2024	115896	375.00	
		Vendor Subtotal:			375.00	
701-41710-53199	CIVICPLUS LLC	CIVIC PLUS ANNUAL FEE	02/21/2024	115909	8,199.33	
		Vendor Subtotal:			8,199.33	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Section 1: 701	8,574.33
702-49960-52405	APEX TOOLS LLC	TOOLS	02/21/2024	115894	53.99	
					Vendor Subtotal:	53.99
702-49960-52405	TRAVIS MARK SCHUETTE	FLEX HEAD RECHARGEABLE	02/21/2024	115953	114.11	
					Vendor Subtotal:	114.11
702-49960-52510	ABM Equipment & Supply Inc.	DATA PLATE	02/21/2024	115889	90.61	
					Vendor Subtotal:	90.61
702-49960-52510	ADVANTAGE DISTRIBUTING LL	HYDROLIC OIL	02/21/2024	115890	917.00	
					Vendor Subtotal:	917.00
702-49960-52510	BAUER BUILT INC	TIRES/LABOR ENG #2	02/21/2024	115901	3,305.02	
					Vendor Subtotal:	3,305.02
702-49960-52510	CRYSTEEL TRUCK EQUIPMENT	PINTLE HITCH	02/21/2024	115911	273.53	
					Vendor Subtotal:	273.53
702-49960-52510	ENVIRONMENTAL EQUIPMENT	HOSE SUCTION HD 600/FHD	02/21/2024	115917	776.44	
					Vendor Subtotal:	776.44
702-49960-52510	HERITAGE-CRYSTAL CLEAN INC	AQUEOUS COMBO UNIT	02/21/2024	115924	584.81	
					Vendor Subtotal:	584.81
702-49960-52510	H & L Mesabi	CARBIDE INSERTED BLADES	02/21/2024	115925	10,571.00	
					Vendor Subtotal:	10,571.00

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
702-49960-52510	HOUSE RED WING INC	PARTS/LABOR	02/21/2024	115926	12,680.52	
702-49960-52510	HOUSE RED WING INC	PARTS/LABOR	02/21/2024	115926	193.04	
702-49960-52510	HOUSE RED WING INC	PARTS/LABOR	02/21/2024	115926	575.48	
702-49960-52510	HOUSE RED WING INC	PARTS	02/21/2024	115926	11.38	
702-49960-52510	HOUSE RED WING INC	PARTS/LABOR	02/21/2024	115926	266.82	
				Vendor Subtotal:	13,727.24	
702-49960-52510	KIMBALL MIDWEST	PRIMER	02/21/2024	115930	366.24	
				Vendor Subtotal:	366.24	
702-49960-52510	KOENIG & SONS EQUIPMENT IN	REPAIR HOOKLIFT	02/21/2024	115932	15,624.73	
				Vendor Subtotal:	15,624.73	
702-49960-52510	NORTHERN SAFETY TECHNOLC	ION V - SERIES WARNING AMBER	02/21/2024	115941	283.62	
702-49960-52510	NORTHERN SAFETY TECHNOLC	ION T WERIES LINEAR LT AMBER	02/21/2024	115941	194.88	
				Vendor Subtotal:	478.50	
702-49960-52510	TERMINAL SUPPLY COMPANY	SUPPLIES	02/21/2024	115959	241.32	
				Vendor Subtotal:	241.32	
702-49960-52510	JIMONI AUTO INC.	TRUXPORT FOR #353	02/21/2024	115962	373.63	
				Vendor Subtotal:	373.63	
702-49960-52510	UNITED RENTALS (NORTH AME	FUEL HOSE W/FILTER	02/21/2024	115965	258.74	
702-49960-52510	UNITED RENTALS (NORTH AME	ENG COIL	02/21/2024	115965	375.35	
				Vendor Subtotal:	634.09	
702-49960-52510	ZARNOTH BRUSH WORKS INC	POLY CONV WAFER K BLUE	02/21/2024	115967	87.30	
				Vendor Subtotal:	87.30	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
702-49965-52510	NETWORK SERVICES COMPANY	SOAP/TRASH BAGS	02/21/2024	115939	1,380.96	
702-49965-52510	NETWORK SERVICES COMPANY	SOAP-CREDIT	02/21/2024	115939	-293.04	
		Vendor Subtotal:			1,087.92	
		Subtotal for Section 1: 702			49,307.48	
705-49975-51505	LEAGUE OF MN CITIES INSURA	2024 WC PREMIUM 1ST QTR	02/21/2024	115933	144,708.00	
		Vendor Subtotal:			144,708.00	
		Subtotal for Section 1: 705			144,708.00	
708-49970-53199	FAIRVIEW HEALTH SERVICES	EMP ASSIST PROG	02/21/2024	115920	1,980.00	
		Vendor Subtotal:			1,980.00	
		Subtotal for Section 1: 708			1,980.00	
710-49985-53645	COMPUTER INTEGRATION TECH	KNOW B4 MONTHLY	02/21/2024	115908	238.70	
710-49985-53645	COMPUTER INTEGRATION TECH	MSS MONTHLY	02/21/2024	115908	2,658.40	
		Vendor Subtotal:			2,897.10	
		Subtotal for Section 1: 710			2,897.10	
728-42600-52299	NORTHWEST LASERS INC	WHITE PAINT/FLAGGING/TAPE	02/21/2024	115942	278.00	
728-42600-52299	NORTHWEST LASERS INC	OPTICAL REPAIR	02/21/2024	115942	346.50	
728-42600-52299	NORTHWEST LASERS INC	OPTICAL REPAIR	02/21/2024	115942	577.50	
		Vendor Subtotal:			1,202.00	
		Subtotal for Section 1: 728			1,202.00	
808-45185-52105	QUILL CORPORATION	CLEAR TAPE	02/21/2024	115947	18.99	
		Vendor Subtotal:			18.99	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
808-45185-52215	CITY OF RED WING	JAN FUEL	02/21/2024	115907	472.64	
		Vendor Subtotal:			472.64	
808-45185-52510	CANNON VALLEY VIDEO AND T	LOGO SHIRTS	02/21/2024	115912	1,781.00	
		Vendor Subtotal:			1,781.00	
808-45185-53320	CANNON FALLS AREA CHAMBE	BREAKFAST MEETING	02/21/2024	115906	10.00	
		Vendor Subtotal:			10.00	
808-45185-53904	QUILL CORPORATION	2024 RENEWAL QUILL	02/21/2024	115947	69.99	
		Vendor Subtotal:			69.99	
808-45185-53904	SE MN ASSOC REGIONAL TRAIL	2024 DUES	02/21/2024	115957	25.00	
		Vendor Subtotal:			25.00	
		Subtotal for Section 1: 808			2,377.62	
		Report Total:			419,494.70	

# Accounts Payable

## Transactions by Account

User: Victoria.grover@ci.red-wing.mn.us  
Printed: 03/05/2024 - 3:18PM  
Batch: 00815.02.2024



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
728-42600-53115	ACH TOOLE DESIGN GROUP, LL	RW COMP SAFETY ACTION PLAN	02/22/2024	0	1,417.37	
		Vendor Subtotal:			1,417.37	
		Subtotal for Section 1: 728			1,417.37	
		Report Total:			1,417.37	

# Accounts Payable

## Transactions by Account

User: Victoria.grover@ci.red-wing.mn.us  
 Printed: 03/05/2024 - 3:19PM  
 Batch: 00816.02.2024



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
101-00000-24105	CAROLYN ENGBERG	COURTYARD REFUND 10/5/24 TA2	02/28/2024	115985	30.91	
		Vendor Subtotal:			30.91	
101-00000-46232	CAROLYN ENGBERG	COURTYARD REFUND 10/5/24	02/28/2024	115985	419.09	
		Vendor Subtotal:			419.09	
101-41610-53199	MOSS & BARNETT PA	JAN SERVICES	02/28/2024	116013	558.00	
		Vendor Subtotal:			558.00	
101-41941-52299	AMAZON.COM SALES INC	JAROCO IPHONE SE CASE	02/28/2024	115976	22.13	
		Vendor Subtotal:			22.13	
101-41941-52315	GFI PROPERTY MAINTENANCE L	CITY HALL UPSTAIRS CARPET	02/28/2024	115996	500.00	
		Vendor Subtotal:			500.00	
101-41941-53140	GFI PROPERTY MAINTENANCE L	JANITORIAL	02/28/2024	115996	1,560.00	
		Vendor Subtotal:			1,560.00	
101-41941-53555	MSC-RICE01		02/28/2024	116015	86.96	
		Vendor Subtotal:			86.96	
101-42100-52220	SIRCHIE ACQUISITION COMPAN	GLASS COLLECTION JAR	02/28/2024	116035	22.85	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
				Vendor Subtotal:	22.85	
101-42100-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	5.58	
				Vendor Subtotal:	5.58	
101-42100-53105	GOODHUE COUNTY SHERIFFS	3 FORENSIC EXAMS 24-350	02/28/2024	116033	1,500.00	
				Vendor Subtotal:	1,500.00	
101-42100-53161	MAYO CLINIC	BACKGROUND SERVICE	02/28/2024	116006	547.00	
101-42100-53161	MAYO CLINIC	BACKGROUND SERVICE	02/28/2024	116006	398.00	
101-42100-53161	MAYO CLINIC	BACKGROUND SERVICE	02/28/2024	116006	32.00	
				Vendor Subtotal:	977.00	
101-42100-53710	GOODHUE COUNTY ADMINISTE	2024 BUILDING LEASE	02/28/2024	115995	267,639.00	
				Vendor Subtotal:	267,639.00	
101-42100-53968	SAMUEL HIGGINS	HOODED SWEATSHIRTS	02/28/2024	116032	100.00	
				Vendor Subtotal:	100.00	
101-42200-52415	ULTIMATE SAFETY CONCEPTS I	180300 AIR PACKS	02/28/2024	115989	4,972.00	
				Vendor Subtotal:	4,972.00	
101-42200-53160	PUBLIC SAFETY ANSWERS LLC	RWFD FF APP TESTING	02/28/2024	116023	1,125.00	
				Vendor Subtotal:	1,125.00	
101-42200-53210	RED WING ACE HARDWARE	SHIPPING	02/28/2024	116024	7.00	
				Vendor Subtotal:	7.00	
101-42200-53615	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	130.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Vendor Subtotal:	130.00
101-42200-53968	AMAZON.COM SALES INC	AWJ52AF7170LX HONOR GUARD	02/28/2024	115976	53.89	
					Vendor Subtotal:	53.89
101-42280-53555	MSC-RICE01		02/28/2024	116015	56.38	
					Vendor Subtotal:	56.38
101-42281-52315	MINNESOTA AIR INC	MOTOR BLOWER WHEEL SW TEN	02/28/2024	116010	570.82	
					Vendor Subtotal:	570.82
101-42281-53555	MSC-RICE01		02/28/2024	116015	35.03	
					Vendor Subtotal:	35.03
101-42281-53645	SUMMIT FIRE PROTECTION	ANNUAL FIRE SPRINKLER INSPE	02/28/2024	116038	329.00	
					Vendor Subtotal:	329.00
101-42500-53555	MSC-RICE01		02/28/2024	116015	3.95	
					Vendor Subtotal:	3.95
101-43015-53140	GFI PROPERTY MAINTENANCE L	JANITORIAL	02/28/2024	115996	1,560.00	
					Vendor Subtotal:	1,560.00
101-43015-53199	PLUNKETT'S PEST CONTROL	GENERAL PEST CONTROL PROGE	02/28/2024	116022	54.43	
					Vendor Subtotal:	54.43
101-43015-53555	MSC-RICE01		02/28/2024	116015	83.56	
					Vendor Subtotal:	83.56

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
101-43020-52405	VIKING ELECTRIC SUPPLY INC	SUPPLIES	02/28/2024	116046	194.02	
101-43020-52405	VIKING ELECTRIC SUPPLY INC	SUPPLIES-CREDIT	02/28/2024	116046	-194.02	
		Vendor Subtotal:			0.00	
101-43020-53140	GFI PROPERTY MAINTENANCE L	JANITORIAL	02/28/2024	115996	572.00	
		Vendor Subtotal:			572.00	
101-43020-53555	MSC-RICE01		02/28/2024	116015	50.36	
		Vendor Subtotal:			50.36	
101-43121-52405	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	6.99	
		Vendor Subtotal:			6.99	
101-43121-53405	GRAPHIC DESIGN INC	UB INSERT FEB	02/28/2024	115997	62.17	
		Vendor Subtotal:			62.17	
101-43160-52399	VIKING ELECTRIC SUPPLY INC	SUPPLIES	02/28/2024	116046	6,320.00	
101-43160-52399	VIKING ELECTRIC SUPPLY INC	SUPPLIES	02/28/2024	116046	4,512.00	
		Vendor Subtotal:			10,832.00	
101-43160-52405	VIKING ELECTRIC SUPPLY INC	SUPPLIES	02/28/2024	116046	199.00	
101-43160-52405	VIKING ELECTRIC SUPPLY INC	SUPPLIES	02/28/2024	116046	149.36	
		Vendor Subtotal:			348.36	
101-43160-53555	MSC-RICE01		02/28/2024	116015	178.27	
		Vendor Subtotal:			178.27	
101-43170-52330	EARL F ANDERSEN & ASSOCIAT	SIGNS/MATERIALS	02/28/2024	115991	468.65	
101-43170-52330	EARL F ANDERSEN & ASSOCIAT	SIGNS/MATERIALS	02/28/2024	115991	315.00	
101-43170-52330	EARL F ANDERSEN & ASSOCIAT	SIGNS/MATERIALS	02/28/2024	115991	673.83	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
101-43170-52330	EARL F ANDERSEN & ASSOCIATI	SIGNS/MATERIALS	02/28/2024	115991	355.75	
101-43170-52330	EARL F ANDERSEN & ASSOCIATI	SIGNS/MATERIALS	02/28/2024	115991	1,221.89	
		Vendor Subtotal:			3,035.12	
101-43170-52330	LAWSON PRODUCTS INC	SIGN SHOP SUPPLIES	02/28/2024	116001	213.19	
		Vendor Subtotal:			213.19	
101-43170-53555	MSC-RICE01		02/28/2024	116015	18.72	
		Vendor Subtotal:			18.72	
101-45120-53980	RED WING SCHOOL DISTRICT 2	2023 4TH QTR JOINT POWERS CO	12/31/2023	116027	24,225.00	
		Vendor Subtotal:			24,225.00	
101-45124-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	22.95	
		Vendor Subtotal:			22.95	
101-45124-52299	RED WING SCHOOL DISTRICT 2	2023 4TH QTR OPERATING SUPPL	12/31/2023	116027	2,234.47	
101-45124-52299	RED WING SCHOOL DISTRICT 2	2023 4TH QTR POOL PASS SALES	12/31/2023	116027	-140.00	
		Vendor Subtotal:			2,094.47	
101-45124-53555	MSC-RICE01		02/28/2024	116015	14.70	
		Vendor Subtotal:			14.70	
101-45125-53205	CENTURY LINK	651-388-7078 - MS Links Elevator	02/28/2024	115986	60.89	
		Vendor Subtotal:			60.89	
101-45172-53908	MN DEPT OF LABOR & INDUSTRI	137972 BOILER 1166 OAK ST	02/28/2024	116011	55.00	
		Vendor Subtotal:			55.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
101-45182-52299	EARL F ANDERSEN & ASSOCIAT	SIGNS/MATERIALS ATHLETIC FIE	02/28/2024	115991	294.00	
		Vendor Subtotal:			294.00	
101-45182-53555	MSC-RICE01		02/28/2024	116015	12.83	
		Vendor Subtotal:			12.83	
101-45183-53555	MSC-RICE01		02/28/2024	116015	35.10	
		Vendor Subtotal:			35.10	
101-45184-53555	MSC-RICE01		02/28/2024	116015	1.34	
		Vendor Subtotal:			1.34	
101-45210-53199	BOLTON & MENK INC	PICKLE BALL COURT IMPROVEM	02/28/2024	115981	1,699.50	
		Vendor Subtotal:			1,699.50	
101-45210-53405	GRAPHIC DESIGN INC	UB INSERT FEB	02/28/2024	115997	62.17	
		Vendor Subtotal:			62.17	
101-45210-53555	MSC-RICE01		02/28/2024	116015	5.02	
		Vendor Subtotal:			5.02	
101-45214-53555	MSC-RICE01		02/28/2024	116015	3.96	
		Vendor Subtotal:			3.96	
101-45215-52299	EARL F ANDERSEN & ASSOCIAT	SIGNS/MATERIALS AP ANDERSON	02/28/2024	115991	116.83	
		Vendor Subtotal:			116.83	
101-45215-53555	MSC-RICE01		02/28/2024	116015	1.67	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Vendor Subtotal:	1.67
101-45216-52299	EARL F ANDERSEN & ASSOCIAT	SIGNS/MATERIALS COLVILL	02/28/2024	115991	116.84	
					Vendor Subtotal:	116.84
101-45216-53555	MSC-RICE01		02/28/2024	116015	41.41	
					Vendor Subtotal:	41.41
101-45217-52299	EARL F ANDERSEN & ASSOCIAT	SIGNS/MATERIALS BAY POINT PA	02/28/2024	115991	116.84	
					Vendor Subtotal:	116.84
101-45217-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	25.98	
101-45217-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	46.97	
					Vendor Subtotal:	72.95
101-45217-53555	MSC-RICE01		02/28/2024	116015	0.00	
					Vendor Subtotal:	0.00
101-45217-54120	BOLTON & MENK INC	BAY POINT PARK IMPROVEMENT	02/28/2024	115981	180.00	
					Vendor Subtotal:	180.00
101-45217-54120	ALDEN NELSON	DECKING PANEL & BOARDS	02/28/2024	116004	5,031.00	
					Vendor Subtotal:	5,031.00
101-45218-52299	EARL F ANDERSEN & ASSOCIAT	SIGNS/MATERIALS MEMORIAL	02/28/2024	115991	116.84	
					Vendor Subtotal:	116.84
101-45220-53555	MSC-RICE01		02/28/2024	116015	34.42	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					34.42	
		Vendor Subtotal:			34.42	
101-45221-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	83.98	
		Vendor Subtotal:			83.98	
101-45299-54170	GORDON J BARBER	SEAT COVERS	02/28/2024	116031	357.00	
		Vendor Subtotal:			357.00	
101-45299-54170	SIEVERS CREATIVE LLC	KUBOTA GRAPHICS	02/28/2024	116034	154.48	
		Vendor Subtotal:			154.48	
101-45350-53555	MSC-RICE01		02/28/2024	116015	71.04	
		Vendor Subtotal:			71.04	
101-46630-53140	GFI PROPERTY MAINTENANCE L	JANITORIAL	02/28/2024	115996	1,040.00	
		Vendor Subtotal:			1,040.00	
101-46630-53555	MSC-RICE01		02/28/2024	116015	30.74	
		Vendor Subtotal:			30.74	
101-46800-53555	MSC-RICE01		02/28/2024	116015	0.00	
		Vendor Subtotal:			0.00	
101-49010-53199	GFI PROPERTY MAINTENANCE L	JANITORIAL	02/28/2024	115996	364.00	
		Vendor Subtotal:			364.00	
101-49010-53405	GRAPHIC DESIGN INC	UB INSERT FEB	02/28/2024	115997	62.16	
		Vendor Subtotal:			62.16	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
101-49010-53555	MSC-RICE01		02/28/2024	116015	25.68	
				Vendor Subtotal:	25.68	
101-49822-53140	GFI PROPERTY MAINTENANCE L	JANITORIAL	02/28/2024	115996	364.00	
				Vendor Subtotal:	364.00	
101-49822-53555	MSC-RICE01		02/28/2024	116015	20.05	
				Vendor Subtotal:	20.05	
101-49823-53555	MSC-RICE01		02/28/2024	116015	46.78	
				Vendor Subtotal:	46.78	
101-49824-52299	VIKING ELECTRIC SUPPLY INC	SUPPLIES	02/28/2024	116046	345.90	
				Vendor Subtotal:	345.90	
101-49824-53140	GFI PROPERTY MAINTENANCE L	JANITORIAL	02/28/2024	115996	364.00	
				Vendor Subtotal:	364.00	
101-49824-53555	MSC-RICE01		02/28/2024	116015	45.36	
				Vendor Subtotal:	45.36	
				Subtotal for Section 1: 101	335,510.66	
202-46103-53555	MSC-RICE01		02/28/2024	116015	3.64	
				Vendor Subtotal:	3.64	
				Subtotal for Section 1: 202	3.64	
206-49999-53105	RED WING VISITORS & CONVEN	JAN 2024 HOTEL MOTEL TAX	02/28/2024	116028	11,584.60	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					11,584.60	
		Vendor Subtotal:			11,584.60	
		Subtotal for Section 1: 206			11,584.60	
209-49810-52399	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116025	49.37	
		Vendor Subtotal:			49.37	
209-49810-53555	MSC-RICE01		02/28/2024	116015	83.98	
		Vendor Subtotal:			83.98	
		Subtotal for Section 1: 209			133.35	
211-45500-52105	ALLEGRA OF REDWING	Acct RWPL Inv 24643 Thornton Card	02/28/2024	115975	51.55	
		Vendor Subtotal:			51.55	
211-45500-53130	AMAZON.COM SALES INC	Acct BKA9 Inv 02/26/24RWPL-C Pig	02/28/2024	115976	65.96	
		Vendor Subtotal:			65.96	
211-45500-53161	MAYO CLINIC	BACKGROUND SERVICE	02/28/2024	116005	420.00	
		Vendor Subtotal:			420.00	
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/26/24RWPL-A	02/28/2024	115976	20.98	
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/26/24RWPL-B	02/28/2024	115976	17.49	
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/26/24RWPL-D	02/28/2024	115976	39.92	
211-45500-53907	AMAZON.COM SALES INC	Acct BKA9 Inv 02/26/24RWPL-E	02/28/2024	115976	56.76	
		Vendor Subtotal:			135.15	
211-45500-53907	BAKER & TAYLOR	Acct L2116082 Inv 2038044332	02/28/2024	115983	87.25	
		Vendor Subtotal:			87.25	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
211-45500-53907	BAKER & TAYLOR	Acct L0302052 Inv 2038099092	02/28/2024	115984	413.80	
		Vendor Subtotal:			413.80	
211-45500-53907	GALE/CENGAGE LEARNING INC	Acct 153896 Inv 83842918	02/28/2024	115994	159.15	
		Vendor Subtotal:			159.15	
211-45500-53914	LIBERTY'S RESTAURANT	Acct RWPL Inv 5294 Workshop Meal	02/28/2024	116003	155.91	
		Vendor Subtotal:			155.91	
211-45510-53555	MSC-RICE01		02/28/2024	116015	71.70	
		Vendor Subtotal:			71.70	
		Subtotal for Section 1: 211			1,560.47	
236-46600-53105	NEW HISTORY	DOWNTOWN INVESTMENT & BU	02/28/2024	116019	570.00	
236-46600-53105	NEW HISTORY	DOWNTOWN INVESTMENT & BU	02/28/2024	116019	641.25	
		Vendor Subtotal:			1,211.25	
236-46600-53199	MINNESOTA POLLUTION CONTI	INDUSTRIAL STORMWATER PERM	02/28/2024	116012	400.00	
		Vendor Subtotal:			400.00	
236-46600-53199	WALKER PARKING CONSULTAN	DOWNTOWN PARKING STUDY	02/28/2024	116047	1,495.00	
		Vendor Subtotal:			1,495.00	
236-46600-53505	LEAGUE OF MN CITIES	2024 PROPERTY/CASUALTY PRE	02/28/2024	116002	3,195.00	
		Vendor Subtotal:			3,195.00	
		Subtotal for Section 1: 236			6,301.25	
248-45701-53305	ASSUREHIRE, INC.	BACKGROUND CHECKS	02/28/2024	115978	84.51	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
				Vendor Subtotal:	84.51	
				Subtotal for Section 1: 248	84.51	
401-42100-53199	BOARMAN KROOS VOGEL GRO	PROJ: 2659.01 RED WING POLICE	02/28/2024	115980	2,499.80	
				Vendor Subtotal:	2,499.80	
				Subtotal for Section 1: 401	2,499.80	
421-46800-53555	MSC-RICE01		02/28/2024	116015	1.28	
				Vendor Subtotal:	1.28	
				Subtotal for Section 1: 421	1.28	
475-43121-53115	BOLTON & MENK INC	OLD WEST MAIN ST CONSTRUCT	02/28/2024	115981	353.00	
				Vendor Subtotal:	353.00	
				Subtotal for Section 1: 475	353.00	
600-00000-20200	BROOKE E ORTEGA	Refund Check 007491-000, 1230 W 3	02/28/2024	116042	0.96	
600-00000-20200	BROOKE E ORTEGA	Refund Check 007491-000, 1230 W 3	02/28/2024	116042	1.95	
600-00000-20200	BROOKE E ORTEGA	Refund Check 007491-000, 1230 W 3	02/28/2024	116042	0.21	
600-00000-20200	BROOKE E ORTEGA	Refund Check 007491-000, 1230 W 3	02/28/2024	116042	0.79	
600-00000-20200	BROOKE E ORTEGA	Refund Check 007491-000, 1230 W 3	02/28/2024	116042	0.14	
				Vendor Subtotal:	4.05	
600-00000-20200	ASHLEY CORVIN	Refund Check 036827-000, 1907 W 5'	02/28/2024	116043	3.02	
600-00000-20200	ASHLEY CORVIN	Refund Check 036827-000, 1907 W 5'	02/28/2024	116043	2.48	
600-00000-20200	ASHLEY CORVIN	Refund Check 036827-000, 1907 W 5'	02/28/2024	116043	0.45	
600-00000-20200	ASHLEY CORVIN	Refund Check 036827-000, 1907 W 5'	02/28/2024	116043	0.64	
600-00000-20200	ASHLEY CORVIN	Refund Check 036827-000, 1907 W 5'	02/28/2024	116043	6.11	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
				Vendor Subtotal:	12.70	
600-00000-20200	MARGARET SANDRIN	Refund Check 007582-001, 2803 PIN	02/28/2024	116044	2.17	
600-00000-20200	MARGARET SANDRIN	Refund Check 007582-001, 2803 PIN	02/28/2024	116044	8.38	
600-00000-20200	MARGARET SANDRIN	Refund Check 007582-001, 2803 PIN	02/28/2024	116044	1.55	
600-00000-20200	MARGARET SANDRIN	Refund Check 007582-001, 2803 PIN	02/28/2024	116044	20.67	
600-00000-20200	MARGARET SANDRIN	Refund Check 007582-001, 2803 PIN	02/28/2024	116044	10.37	
				Vendor Subtotal:	43.14	
600-49500-53405	GRAPHIC DESIGN INC	UB INSERT FEB	02/28/2024	115997	62.17	
				Vendor Subtotal:	62.17	
600-49500-53555	MSC-RICE01		02/28/2024	116015	8.86	
				Vendor Subtotal:	8.86	
600-49510-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	108.25	
600-49510-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	98.00	
600-49510-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	119.00	
				Vendor Subtotal:	325.25	
600-49510-53210	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	848.46	
				Vendor Subtotal:	848.46	
				Subtotal for Section 1: 600	1,304.63	
601-00000-20200	BROOKE E ORTIEGA	Refund Check 007491-000, 1230 W 3	02/28/2024	116042	5.48	
				Vendor Subtotal:	5.48	
601-00000-20200	MARGARET SANDRIN	Refund Check 007582-001, 2803 PIN	02/28/2024	116044	22.68	
				Vendor Subtotal:	22.68	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
601-49400-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	119.00	
601-49400-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	108.25	
601-49400-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	98.00	
		Vendor Subtotal:			325.25	
601-49400-52270	HAWKINS CHEMICAL INC	CHLORINE	02/28/2024	115999	20.00	
601-49400-52270	HAWKINS CHEMICAL INC	CHLORINE AMMONIA	02/28/2024	115999	60.00	
601-49400-52270	HAWKINS CHEMICAL INC	CHLORINE AMMONIA	02/28/2024	115999	30.00	
601-49400-52270	HAWKINS CHEMICAL INC	CHLORINE AMMONIA	02/28/2024	115999	383.00	
601-49400-52270	HAWKINS CHEMICAL INC	CHLORINE	02/28/2024	115999	351.00	
601-49400-52270	HAWKINS CHEMICAL INC	CHLORINE AMMONIA	02/28/2024	115999	1,011.40	
		Vendor Subtotal:			1,855.40	
601-49400-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	35.15	
		Vendor Subtotal:			35.15	
601-49400-53205	CENTURY LINK	651-388-5324 - Twin Bluff Water Plan	02/28/2024	115986	338.42	
601-49400-53205	CENTURY LINK	651-385-9339 - Charlson Crest	02/28/2024	115986	195.55	
		Vendor Subtotal:			533.97	
601-49400-53210	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	848.46	
		Vendor Subtotal:			848.46	
601-49400-53555	MSC-RICE01		02/28/2024	116015	789.44	
		Vendor Subtotal:			789.44	
601-49400-53908	MINNESOTA DEPARTMENT OF F	WATER SUPPLY CONNECTION FE	02/28/2024	116007	15,005.00	
		Vendor Subtotal:			15,005.00	
601-49400-54240	TOM PARKER ELECTRIC INC	CHARLSON CREST & TWIN BLUF	02/28/2024	116041	8,203.98	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
				Vendor Subtotal:	8,203.98	
601-49430-52105	AMAZON.COM SALES INC	OTTERBOX IPHONE CASE	02/28/2024	115976	41.89	
				Vendor Subtotal:	41.89	
601-49430-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	9.99	
				Vendor Subtotal:	9.99	
601-49430-52415	SAFE-FAST INC	CLASS 2 CONTRAST I-PAD POCKI	02/28/2024	116029	95.74	
				Vendor Subtotal:	95.74	
601-49430-53405	GRAPHIC DESIGN INC	UB INSERT FEB	02/28/2024	115997	62.16	
				Vendor Subtotal:	62.16	
601-49430-53555	MSC-RICE01		02/28/2024	116015	5.03	
				Vendor Subtotal:	5.03	
				Subtotal for Section 1: 601	27,839.62	
602-00000-20200	BROOKE E ORTEGA	Refund Check 007491-000, 1230 W 3	02/28/2024	116042	5.08	
				Vendor Subtotal:	5.08	
602-00000-20200	MARGARET SANDRIN	Refund Check 007582-001, 2803 PIN	02/28/2024	116044	21.84	
				Vendor Subtotal:	21.84	
602-49460-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	108.25	
602-49460-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	119.00	
602-49460-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	98.00	
				Vendor Subtotal:	325.25	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
602-49460-52415	SAFE-FAST INC	CLASS 2 CONTRAST I-PAD POKKI	02/28/2024	116029	95.73	
		Vendor Subtotal:			95.73	
602-49460-53115	BOLTON & MENK INC	2023 SLIPLINING PROJECT	02/28/2024	115981	3,500.00	
		Vendor Subtotal:			3,500.00	
602-49460-53210	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	848.46	
		Vendor Subtotal:			848.46	
602-49460-53405	GRAPHIC DESIGN INC	UB INSERT FEB	02/28/2024	115997	62.17	
		Vendor Subtotal:			62.17	
602-49460-53555	MSC-RICE01		02/28/2024	116015	40.01	
		Vendor Subtotal:			40.01	
602-49470-52205	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	14.97	
		Vendor Subtotal:			14.97	
602-49470-52265	HACH COMPANY	CHROMIUM SULFATE	02/28/2024	115998	488.00	
		Vendor Subtotal:			488.00	
602-49470-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	3.30	
		Vendor Subtotal:			3.30	
602-49470-52335	HD SUPPLY FACILITIES MAINTF	CHERNE I-SERIES TEST BALL PLI	02/28/2024	116000	2,530.95	
		Vendor Subtotal:			2,530.95	
602-49470-52415	STRUSS OPTICAL	T EICHOFF SAFETY GLASSES	02/28/2024	116037	250.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
				Vendor Subtotal:	250.00	
602-49470-53140	GFI PROPERTY MAINTENANCE L	JANITORIAL	02/28/2024	115996	1,248.00	
				Vendor Subtotal:	1,248.00	
602-49470-53555	MSC-RICE01		02/28/2024	116015	333.30	
				Vendor Subtotal:	333.30	
602-49470-53620	TOM PARKER ELECTRIC INC	AUGERBUCKET TRIPPING	02/28/2024	116041	230.00	
				Vendor Subtotal:	230.00	
602-49470-53620	VESSCO INC.	JOB 0067509 PARTS	02/28/2024	116045	71.23	
602-49470-53620	VESSCO INC.	JOB 0067509 PARTS	02/28/2024	116045	380.70	
				Vendor Subtotal:	451.93	
602-49470-53908	MINNESOTA POLLUTION CONTI	WASTEWATER ANNUAL PERMIT -	02/28/2024	116014	5,900.00	
				Vendor Subtotal:	5,900.00	
602-49475-52265	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	42.27	
				Vendor Subtotal:	42.27	
602-49475-53555	MSC-RICE01		02/28/2024	116015	189.13	
				Vendor Subtotal:	189.13	
				Subtotal for Section 1: 602	16,580.39	
603-49615-53555	MSC-RICE01		02/28/2024	116015	0.00	
				Vendor Subtotal:	0.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
603-49620-52105	VALSTONE CORPORATION INC.	GRANDSTREAM VOIP PHONE API	02/28/2024	115973	719.57	
		Vendor Subtotal:			719.57	
603-49620-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116025	9.99	
603-49620-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116025	507.44	
603-49620-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116025	9.98	
		Vendor Subtotal:			527.41	
603-49620-52305	C-P MFG INC	SPECIAL ROLL 4 DIA X 35.88	02/28/2024	115990	1,383.86	
		Vendor Subtotal:			1,383.86	
603-49620-53555	MSC-RICE01		02/28/2024	116015	132.64	
		Vendor Subtotal:			132.64	
603-49620-53699	ARBON EQUIPMENT CORPORAT	WO NO. 32931715 WEATHERSEAL	02/28/2024	115977	2,042.48	
		Vendor Subtotal:			2,042.48	
603-49620-54200	ZIEGLER INC	CATERPILLER EQ0108045 -EQ TR	02/28/2024	116051	58,542.64	
		Vendor Subtotal:			58,542.64	
603-49625-52299	LAWSON PRODUCTS INC	MAINT SHOP SOLID WASTE CAM	02/28/2024	116001	306.53	
		Vendor Subtotal:			306.53	
603-49625-53555	MSC-RICE01		02/28/2024	116015	136.73	
		Vendor Subtotal:			136.73	
		Subtotal for Section 1: 603			63,791.86	
605-49700-52299	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	9.99	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					9.99	
				Vendor Subtotal:	9.99	
605-49700-53555	MSC-RICE01		02/28/2024	116015	33.29	
				Vendor Subtotal:	33.29	
605-49700-53605	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	39.16	
				Vendor Subtotal:	39.16	
605-49700-53699	MUNSON ELECTRIC INC	BOAT YARD POLES FOR LIGHTS	02/28/2024	116016	2,100.00	
				Vendor Subtotal:	2,100.00	
605-49700-53699	RED WING GLASS COMPANY IN	THERMO INSULATED UNIT PO# R	02/28/2024	116026	239.14	
				Vendor Subtotal:	239.14	
605-49700-53908	MINNESOTA POLLUTION CONTI	INDUSTRIAL STORMWATER PERM	02/28/2024	116014	400.00	
				Vendor Subtotal:	400.00	
605-49700-54150	WALTERS CLIMATE INC	TUBE HEATER	02/28/2024	116048	1,453.83	
				Vendor Subtotal:	1,453.83	
				Subtotal for Section 1: 605	4,275.41	
610-42300-52233	BOUND TREE MEDICAL LLC	100217 AMB SUPPLIES	02/28/2024	115982	707.62	
610-42300-52233	BOUND TREE MEDICAL LLC	100217 AMB SUPPLIES	02/28/2024	115982	173.95	
				Vendor Subtotal:	881.57	
610-42300-52233	TELEFLEX LLC	1092158 AMB SUPPLIES	02/28/2024	116040	1,165.50	
				Vendor Subtotal:	1,165.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-42300-52233	ZOLL MEDICAL CORPORATION	137944 AMB SUPPLIES	02/28/2024	116052	1,152.00	
		Vendor Subtotal:			1,152.00	
610-42300-52235	BOUND TREE MEDICAL LLC	100217 AMB MEDS	02/28/2024	115982	144.26	
610-42300-52235	BOUND TREE MEDICAL LLC	100217 AMB MEDS	02/28/2024	115982	12.03	
		Vendor Subtotal:			156.29	
610-42300-53320	ALEC WHIPPLE	1 MEAL AMB TFER	02/28/2024	115979	16.84	
		Vendor Subtotal:			16.84	
610-42300-53320	NATHAN ACHIMAN	3 MEALS AMB TFRS	02/28/2024	116017	42.70	
		Vendor Subtotal:			42.70	
		Subtotal for Section 1: 610			3,414.90	
650-00000-20200	BROOKE E ORTEGA	Refund Check 007491-000, 1230 W 3'	02/28/2024	116042	2.89	
		Vendor Subtotal:			2.89	
650-00000-20200	ASHLEY CORVIN	Refund Check 036827-000, 1907 W 5'	02/28/2024	116043	9.08	
		Vendor Subtotal:			9.08	
650-00000-20200	MARGARET SANDRIN	Refund Check 007582-001, 2803 PIN	02/28/2024	116044	32.36	
		Vendor Subtotal:			32.36	
		Subtotal for Section 1: 650			44.33	
651-00000-20200	BROOKE E ORTEGA	Refund Check 007491-000, 1230 W 3'	02/28/2024	116042	3.16	
		Vendor Subtotal:			3.16	
651-00000-20200	ASHLEY CORVIN	Refund Check 036827-000, 1907 W 5'	02/28/2024	116043	9.94	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Vendor Subtotal:	9.94
651-00000-20200	MARGARET SANDRIN	Refund Check 007582-001, 2803 PIN	02/28/2024	116044	34.06	
					Vendor Subtotal:	34.06
					Subtotal for Section 1: 651	47.16
652-00000-20200	BROOKE E ORTEGA	Refund Check 007491-000, 1230 W 3.	02/28/2024	116042	1.73	
					Vendor Subtotal:	1.73
652-00000-20200	ASHLEY CORVIN	Refund Check 036827-000, 1907 W 5'	02/28/2024	116043	5.41	
					Vendor Subtotal:	5.41
652-00000-20200	MARGARET SANDRIN	Refund Check 007582-001, 2803 PIN	02/28/2024	116044	18.58	
					Vendor Subtotal:	18.58
652-43150-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	119.00	
652-43150-52115	GRAPHIC DESIGN INC	#QB	02/28/2024	115997	108.25	
652-43150-52115	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	98.00	
					Vendor Subtotal:	325.25
652-43150-52415	SAFE-FAST INC	CLASS 2 CONTRAST I-PAD POCKI	02/28/2024	116029	95.73	
					Vendor Subtotal:	95.73
652-43150-53210	GRAPHIC DESIGN INC	FEB UB MAILING	02/28/2024	115997	848.45	
					Vendor Subtotal:	848.45
					Subtotal for Section 1: 652	1,295.15
701-41710-52105	GRAPHIC DESIGN INC	UB INSERT FEB	02/28/2024	115997	373.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					373.00	
		Vendor Subtotal:			373.00	
701-41810-52199	ALLEGRA OF REDWING	BUSINESS CARDS HR DEPT	02/28/2024	115975	150.76	
					150.76	
		Vendor Subtotal:			150.76	
					523.76	
		Subtotal for Section 1: 701			523.76	
702-49950-53170	TOM BAKKE	CLOTHING ALLOWANCE	02/28/2024	116039	83.95	
					83.95	
		Vendor Subtotal:			83.95	
702-49960-52405	TRAVIS MARK SCHUETTE	DIGITAL LCD TESTER	02/28/2024	116030	67.50	
					67.50	
		Vendor Subtotal:			67.50	
702-49960-52405	WESLEY KORUM	SHOP TOOL CMPT RAT RED	02/28/2024	116036	87.90	
					87.90	
		Vendor Subtotal:			87.90	
702-49960-52510	NCH CORPORATION	LUSTER GUARD PRO BRITE PREM	02/28/2024	115987	1,918.70	
					1,918.70	
		Vendor Subtotal:			1,918.70	
702-49960-52510	FAB 1 WELDING LLC	MATERIALS 1" SQ TUBE	02/28/2024	115992	15.00	
					15.00	
		Vendor Subtotal:			15.00	
702-49960-52510	FALK AUTO BODY INC	2023 FORD SD F-450 ROOF REPAI	02/28/2024	115993	1,029.11	
					1,029.11	
		Vendor Subtotal:			1,029.11	
702-49960-52510	LAWSON PRODUCTS INC	MAINT SHOP SUPPLIES	02/28/2024	116001	1,555.14	
702-49960-52510	LAWSON PRODUCTS INC	MAINT SHOP SUPPLIES	02/28/2024	116001	106.08	
					1,661.22	
		Vendor Subtotal:			1,661.22	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
702-49960-52510	LLOYD W GJERSVIK	BROOMS	02/28/2024	116008	249.03	
		Vendor Subtotal:			249.03	
702-49960-52510	NORTHERN SAFETY TECHNOLC	ION V-SERIES L360 SERIES BEAC	02/28/2024	116020	568.98	
702-49960-52510	NORTHERN SAFETY TECHNOLC	M4 LED FLASHER AMBER	02/28/2024	116020	130.50	
702-49960-52510	NORTHERN SAFETY TECHNOLC	PAR-36 SERIES SUPER-LED WORK	02/28/2024	116020	425.72	
		Vendor Subtotal:			1,125.20	
702-49960-52510	ZACKS INC	GLOVES	02/28/2024	116050	66.69	
		Vendor Subtotal:			66.69	
702-49965-52510	NETWORK SERVICES COMPANY	FOAM SOAP	02/28/2024	116018	820.08	
		Vendor Subtotal:			820.08	
		Subtotal for Section 1: 702			7,124.38	
708-49970-53530	METROPOLITAN LIFE INSURAN	MARCH 2024 DENTAL PREMIUM	02/28/2024	116009	10,343.84	
		Vendor Subtotal:			10,343.84	
708-49970-53540	CONTINENTAL AMERICAN INSU	FEB EMPLOYER PAID INSURANC	02/28/2024	115974	1,480.02	
		Vendor Subtotal:			1,480.02	
		Subtotal for Section 1: 708			11,823.86	
710-49985-52105	ALLEGRA OF REDWING	BUSINESS CARDS L BLAIR	02/28/2024	115975	37.69	
		Vendor Subtotal:			37.69	
710-49985-53199	COMPUTER INTEGRATION TECH	SUPPORT ISSUES	02/28/2024	115988	500.00	
		Vendor Subtotal:			500.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
710-49985-53210	RED WING ACE HARDWARE	SUPPLIES	02/28/2024	116024	41.31	
				Vendor Subtotal:	41.31	
				Subtotal for Section 1: 710	579.00	
728-42600-53115	BOLTON & MENK INC	SPEED LIMIT STUDY	02/28/2024	115981	729.00	
				Vendor Subtotal:	729.00	
				Subtotal for Section 1: 728	729.00	
808-45185-53499	P HANSON MARKETING INC	ANNUAL REPORT PRINTING	02/28/2024	116021	91.60	
				Vendor Subtotal:	91.60	
808-45187-53999	WHKS & CO	SLOPE FAILURE REPAIR	02/28/2024	116049	811.20	
				Vendor Subtotal:	811.20	
				Subtotal for Section 1: 808	902.80	
				Report Total:	498,308.81	

**Red Wing City Council  
Regular Meeting  
City Council Chambers  
February 26, 2024**

**Members Present:** Council President Kim Beise; Council Members Evan Brown, Becky Norton, Donald Kliewer, Janie Farrar, Ron Goggin, and Vicki Jo Lambert

**Members Absent:** All members were in attendance

**Others Present:** Michael Wilson, Mayor; Kay Kuhlmann, Council Administrator; Amy Mace, City Attorney; Marshall Hallock, Administrative Business Director; Nick Sather, Police Chief; Mike Warner, Fire Chief; Kyle Klatt, Community Development Director; Jay Owens, City Engineer / Director; Shawn Blaney, Public Works Director; Dan Brower, Library Director; Michelle Leise, Community Engagement Facilitator; Ron Seymour, CIP Manager; Shantel Dow, Sheldon Executive Director

**Agenda Item 1**

**Call to Order**

Council President Kim Beise called the meeting to order at 6:00 p.m.

**Agenda Item 2**

**Pledge of Allegiance**

Council President Kim Beise led the recitation of the Pledge of Allegiance.

**Agenda Item 3**

**Moment of Silence**

Council President Kim Beise requested a moment of silence to honor the service and sacrifice of the two Police Officers and the Firefighter / Paramedic from Burnsville who tragically lost their lives in the line of duty.

**Agenda Item 4**

**Statement of Intent**

Council President Kim Beise led the reading of the Statement of Intent.

**Agenda Item 5**

**Excusal of Members**

All members were in attendance.

**Agenda Item 6**

**Approval of the Agenda**

A motion was made by Council Member Evan Brown, seconded by Council Member Becky Norton and unanimously carried, to approve the Agenda as presented.

**Agenda Item 7**

**Proclamations and Recognitions**

### **A. Introduction of Shantel Dow, Sheldon Theatre Executive Director.**

Council Administrator Kuhlmann introduced Director Dow and detailed her background and experience. Director Dow stated that she is excited to work with the Sheldon staff and the Sheldon Board along with the City and the community. Sheldon Theatre Board Member Dennis Brennan discussed the selection process and further described the qualifications of Director Dow. Director Dow was welcomed by Council Members and meeting attendees.

## **Agenda Item 8**

### **Presentations**

#### **A. Presentation by Ross Lexvold on Xcel Energy's Upper Midwest Integrated Resource Plan (IRP) that was filed February 1, 2024, with the Public Utilities Commission (PUC).**

Mr. Lexvold introduced himself and his colleagues. He provided an overview of the Xcel Energy Upper Midwest Integrated Resource Plan (IRP) and the timeline associated with this plan. He referenced Xcel Energy's vision of achieving carbon-free electricity by the year 2050. He reviewed the resource planning process, referenced stakeholder involvement, and detailed the approval and implementation procedures for the IRP. He discussed the license extensions that are being requested from the PUC for the Red Wing plants. He reviewed the next steps and discussed upcoming public meetings.

Mr. Lexvold also discussed the Certificate of Need (CON) that was recently filed relating to additional dry fuel storage to accommodate operation of the plant through 2054. He reviewed the approval process for the CON and noted that public meetings will be conducted.

Council Member Vicki Jo Lambert asked about battery energy storage technology, and Mr. Lexvold provided additional information in this regard. Council Member Lambert asked Mr. Lexvold to further explain load growth, and additional information was provided. Council Member Lambert asked whether Xcel Energy has plans to incentivize or assist customers in electrifying their homes or becoming more green. Mr. Lexvold discussed various programs and rebates.

Council Member Evan Brown commented regarding the last IRP and noted that many of the questions have already been addressed. He asked Mr. Lexvold to speculate regarding the approval process for the new IRP and the requested extensions. Mr. Lexvold indicated that supportive comments are anticipated relating to the plans for the Red Wing plants, noting that it is hoped that both the IRP and the CON will be approved.

Council Member Becky Norton requested clarification of the extension requests. Mr. Lexvold reviewed the Federal and State licensing processes. Council Member Norton asked about the "other" category that was listed on one of the charts, and Mr. Lexvold provided additional information. He stated that the plan is to extend the biomass facility for another 10 years.

Council Member Norton commented that there is a lot of misinformation about carbon emission and asked Mr. Lexvold to define the term “carbon free.” Mr. Lexvold stated that the term “carbon free” refers to the operation of the generation plant. Council Member Norton suggested additional community education with regard to energy efficiency methodologies, and Mr. Lexvold indicated that he will follow up with additional information.

## **Agenda Item 9**

### **Public Comment**

Council President Kim Beise reviewed the public comment procedure.

Victoria Hopwood, Ridgeview Drive, Red Wing, and Brittan Duffing, Ward 1, Red Wing, spoke in support of a new dog park. They referenced the research they have conducted and the volunteer work they have been doing. They offered their assistance and recommended segregated areas for large dogs and small dogs.

Susan Sundahl, Ward 4, Red Wing, expressed concerns about the lack of 30 mph speed signs. She suggested mobile speed signage, police patrols, and increased enforcement to put drivers on notice about speed limits. She commented regarding the increasing number of near-misses at crosswalks in the Downtown area. She noted that personal and commercial vehicles are not adhering to State statutes. She recommended “no turn on red” signage at the intersection of Main and Bush Streets. Ms. Sundahl also expressed concerns about noise pollution related to traffic noise.

Tim Dehmer, Goodhue County, expressed agreement with separating large and small dogs at the dog park.

## **Agenda Item 10**

### **Board and Commission Communication**

#### **A. Consider Motion to Appoint Madeline Hyde to the Sustainability Commission for a First Term Expiring December 31, 2026.**

A motion was made by Council Member Janie Farrar, seconded by Council Member Becky Norton and unanimously carried, to approve the appointment of Madeline Hyde to the Sustainability Commission.

#### **B. Council Liaison Commission Reports.**

Council Member Becky Norton summarized topics of discussion during a recent Human Rights Commission workshop, including the 2024 Work Plan.

Council Member Becky Norton reported that the Sustainability Commission workshop has been rescheduled for February 29 due to the upcoming Minnesota caucuses.

Council Member Evan Brown summarized topics of discussion during a recent Arts & Culture Commission workshop, including membership, officers, the 2024 Sculpture Walk, an art maintenance plan, and the 2024 ACC Work Plan.

Council Member Vicki Jo Lambert discussed a recent Library Board workshop, during which a tour of the Library was conducted.

## **Agenda Item 11**

### **Consent Agenda**

**A. Motion to Approve Bills (Warrant #115663 - 115887, totaling \$2,234,129.19).**

**B. Motion to Approve Finance Report.**

**C. Motion to Approve Minutes.**

- 1. January 22, 2024, Workshop.**
- 2. February 12, 2024, Regular Meeting Minutes.**

**D. Motion to Approve the Purchase of a 20-Yard Rear Load Refuse Packer from McNeilus Truck and Manufacturing for \$161,703.00 and a Freightliner M2 Plus Chassis from Dave Syverson Truck Center in the amount of \$104,887.00 for a total of \$266,590.00 from the 2024 Capital Improvement Plan (CIP).**

The 2024 CIP includes \$290,000 in funding to purchase a small rear-load packer truck for the Solid Waste Campus. The Public Works replacement schedule for a rear-loaded garbage truck is 15 years. The current truck is a 2005 Sterling with 165,000 miles and 25,000 hours. This vehicle will be traded in or sold on GovDeals.

**E. Motion to Approve Reduction of Sewer Charges for Elizabeth Parris, Owner of Property Located at 1003 Cottonwood Ave Lot 71, in the amount of \$596.96.**

Sometime between November 1, 2023, and January 4, 2024, a pipe froze and burst in the mobile home located at 1003 Cottonwood Ave Lot 71. On behalf of the owner of the property, staff is requesting a reduction in the sewer portion of the utility bill for the water that went through the meter but did not enter the sanitary sewer system or require treatment.

**F. Motion to Approve Private Use of Public Property (PUPP) Application for Phantoms Father's Day Car Show.**

The Phantoms Motor Club is requesting to host their annual Father's Day Car Show on June 16th from 7 a.m. to 4 p.m. with an expected attendance of 2,500 guests. They are requesting street closures and no parking in areas of the downtown core.

**G. Motion to Approve Contract for Red Wing Grain Dolphin & Little River Bulkhead Rehabilitation – Environmental Review Proposal.**

**H. Motion to Adopt Resolution No. 7963 Approving Interim Use Permit Request to Operate a Short Term Rental Use at 402 W. 7th Street.**

Edgar and Stephanie Morales, 2917 Thomas Avenue N, Minneapolis, MN, have submitted an application for an Interim Use Permit to allow a "Short-Term Rentals" use at their property located at 402 W. 7th Street. The applicant is specifically proposing to operate a Short-Term Rental by leasing a one-bedroom unit within the triplex structure to guests on a short-term basis.

The property will not be occupied by the owner during rental periods, and they will manage the property. The property is zoned Multi-Family Residential (RM-1); the Red Wing Zoning Ordinance requires an IUP for Short-Term Rentals in the RM-1 District. The Planning Commission conducted a public hearing for the proposal at its February 20, 2024, meeting and is recommending approval.

**I. Motion to Adopt Resolution No. 7964 Interim Use Permit Request to Operate a Short Term Rental Use at 738 Wilkinson Street.**

Kyler Lang, 6564 N. 15th Drive, Phoenix, Arizona, has submitted an application for an Interim Use Permit to allow a “Short-Term Rentals” use at his property located at 738 Wilkinson Street. The applicant is specifically proposing to operate a Short-Term Rental by leasing the entire two-bedroom structure to guests on a short-term basis. The property will not be occupied by the owner during rental periods, and will be managed by a third party. The property is zoned Two-Family Residential (R-2); the Red Wing Zoning Ordinance requires an IUP for Short-Term Rentals in the R-2 District. The Planning Commission conducted a public hearing for the proposal at its February 20, 2024, meeting and is recommending approval.

**J. Motion to Adopt Resolution No. 7965 Interim Use Permit and Variance Request to Operate a Short Term Rental Use at 818 W. Third Street.**

Tracy Juelfs, 1304 Hazelcrest Drive, Hudson, Wisconsin, has submitted an application for an Interim Use Permit and Variance to allow a “Short-Term Rentals” use at 818 W. Third Street. The applicant is specifically proposing to operate a Short-Term Rental by leasing the entire seven-bedroom structure to guests on a short-term basis. The property will not be occupied by the owner during rental periods. The property is zoned Two Family Residential (R-2); the); the Red Wing Zoning Ordinance requires an IUP for Short-Term Rentals in the R-2 District. The applicant is requesting a Variance to be allowed to operate in an area that already has the maximum number of approved Short Term Rental establishments allowed to exist in the neighborhood. The Red Wing Zoning Ordinance (Division 55-119 N)) states that no more than two (2) non-owner occupied short-term rental units may be located closer than 400 feet from another non-owner-occupied short-term rental unit. The Planning Commission conducted a public hearing for the proposal at its February 20, 2024, meeting and is recommending approval.

**K. Motion to Adopt Resolution No. 7965 Interim Use Permit and Variance Request to Operate a Short Term Rental Use at 818 W. Third Street.**

Tracy Juelfs, 1304 Hazelcrest Drive, Hudson, Wisconsin, has submitted an application for an Interim Use Permit and Variance to allow a “Short-Term Rentals” use at 818 W. Third Street. The applicant is specifically proposing to operate a Short-Term Rental by leasing the entire seven-bedroom structure to guests on a short-term basis. The property will not be occupied by the owner during rental periods. The property is zoned Two Family Residential (R-2); the Red Wing Zoning Ordinance requires an IUP for Short-Term Rentals in the R-2 District. The applicant is requesting a Variance to be allowed to operate in an area that already has the maximum number of approved Short Term Rental establishments allowed to exist in the neighborhood.

The Red Wing Zoning Ordinance (Division 55-119 N)) states that no more than two (2) non-owner occupied short-term rental units may be located closer than 400 feet from another non-owner-occupied short-term rental unit. The Planning Commission conducted a public hearing for the proposal at its February 20, 2024, meeting and is recommending approval.

**L. Motions to Adopt Resolution No. 7966 and Resolution No. 7969 Approving a Minor Subdivision and Final Plat Request to Replat Property in HI PARK HEIGHTS 4th REPLAT as HI PARK HEIGHTS 5th REPLAT and Vacating Certain Drainage and Utility Easements in HI PARK HEIGHTS 4th REPLAT that will be Rededicated in the New Plat.**

J & L Developers, Inc., 2807 Pine Ridge Boulevard, has submitted a request for a Minor Subdivision and Final Plat to replat four (4) lots and two (2) vacated parkland strips located in HI PARKS HEIGHTS 4th REPLAT as five (5) new lots in a proposed plat to be known as HI PARK HEIGHTS 5th Replat. The property is located in the Hi Park Planned Unit Development and is zoned Single Family Low Density Residential (R-1). The proposal also involves the vacation of all dedicated drainage and utility easements on the subject property within the existing plat; all needed drainage and utility easements would be rededicated in the new plat. The Planning Commission reviewed the proposal at its February 20, 2024, meeting and is recommending approval.

**M. Motion to Approve Fire Service Contract with Wacouta Township.**

The City of Red Wing and Wacouta Township have shared a series of fire service agreements since 2002. The fire service agreements assist in ensuring that both communities' residents and businesses are afforded quality fire services on a reasonable fair-share cost basis.

A motion was made by Council Member Evan Brown, seconded by Council Member Becky Norton, to approve the Consent Agenda as presented. Upon call of the roll, Council Members Goggin, Norton, Kliewer, Beise, Farrar, Brown, and Lambert voted aye; no nays. Seven ayes; no nays; motion carried.

**Agenda Item 12**

**Motions and General Business**

**A. Police Department Facility Study Update.**

Public Works Director Blaney provided background information and referenced past Council discussion of relocating the Police Department. He summarized consideration of the 321 Potter Street site for this purpose. He detailed concerns about the building, stating that significant structural improvements to the facility would be required to meet the current standards. He noted that there are other concerns about this location. Director Blaney stated that a workshop has been scheduled on March 4 for further discussion of the study results and potential options.

Council Member Janie Farrar recommended thinking creatively and suggested providing the public with financial information from Kraus-Anderson.

Director Blaney provided additional information pertaining to estimated construction costs, noting that other sites have not been evaluated at this point. Council Member Farrar suggested evaluating other potential sites and options.

Council President Kim Beise requested an update regarding discussions with Goodhue County representatives related to the leased space in the Law Enforcement Center. Council Member Ron Goggin summarized lease negotiation discussions, during which current market rates were referenced along with the County's need for additional space.

Council Member Donald Kliewer asked what has changed in terms of the County needing additional space at this time. Council Member Goggin, Council Member Vicki Jo Lambert, and Administrative Business Director Hallock provided information in this regard.

Council Member Janie Farrar asked whether the Goodhue County Sheriff's Department is providing services for other communities. Council Administrator Kuhlmann and Police Chief Sather provided information in this regard.

Council Member Becky Norton referenced a tour of the Law Enforcement Center and discussed future space needs. She requested clarification from the staff report that using the 321 Potter Street site for the Police Department would eliminate a prime redevelopment site in the Downtown area. Director Blaney provided clarification of this statement.

**B. Consider Motion to Adopt Resolution No. 7967 Re-prioritizing Requests for 2024 State Appropriations Funded From State General Obligation Bonds (2024 State Capital Bonding Requests).**

Council President Kim Beise provided background information.

Council Member Evan Brown expressed concerns that project funding would be contingent upon re-prioritization. He asked whether Red Wing's legislators would support the City's bond funding requests, noting the lack of support for bonding bills in general. Director Hallock provided additional information and cautioned against allowing State legislators to dictate the City's priorities.

Council Member Janie Farrar stated her recollection that infrastructure was designated as the City's primary priority during a previous Council meeting, as opposed to the Upper Harbor project. She commented that bond funding is a political game, adding that State representatives have made it clear that they would not support bond funding toward the Upper Harbor project. Mayor Michael Wilson expressed agreement with these comments. He summarized discussion during a recent meeting with Representative Altendorf and Senator Drazkowski, during which infrastructure projects, including a water treatment plant, were discussed. He suggested eliminating Upper Harbor redevelopment from the priority list.

Council Member Vicki Jo Lambert commented that the Upper Harbor project is an economic development project that will ultimately generate revenue for the City. Mayor Wilson referenced an agreement with Red Wing Grain related to truck fleetings. He stated his opinion that Upper Harbor redevelopment would not result in significant economic gains. He requested clarification of estimated project costs.

CIP Manager Seymour provided additional background information regarding the economic development benefits of the Upper Harbor project and discussed truck fleetings options. Director Hallock relayed comments from legislators during past tours of the area, stating that these comments contradict Mayor Wilson's comments. He suggested further discussion of the economic benefits. Manager Seymour further summarized project planning activities, estimated costs, and funding sources. He stated that Senator Drazkowski previously described Levee Road realignment as a transportation project.

Director Hallock requested that the City Council establish priorities and provide direction to City staff, so that City staff can continue to advocate for Red Wing projects. He stated his hope that upcoming strategic planning discussions will help provide clarity.

Mayor Wilson commented that this may be a timing issue, stating his opinion that there may not be a huge return on Upper Harbor redevelopment.

Council Member Brown referenced past discussion of infrastructure projects and the benefits of Old West Main redevelopment with legislators. He stated that Old West Main / Upper Harbor redevelopment has been a priority for a long time. He also summarized his recollection of more recent Council discussion of priorities.

Council Member Becky Norton discussed the importance of both infrastructure projects and economic development projects. She referenced the 2040 Plan, safety issues, and public comments regarding noise concerns. She requested clarification of the process of requesting State bond funding, and Director Hallock provided information in this regard.

Council Member Lambert referenced the amount of work and community input that went into the development of the 2040 Plan.

Council Member Farrar commented that legislators have asked City leaders to prioritize State bond funding requests, stating her understanding that they would support only one project. She added that she is not opposed to the Upper Harbor project.

Council Member Lambert expressed concerns about adjusting priorities based on legislators' unwillingness to represent the City's interests.

Council President Beise described the Sorin's Bluff reservoir and pumping system replacement project as critical to ensuring the community's drinking water.

Council President Beise stated that, although he would like to see the Upper Harbor project funded, critical infrastructure projects must take priority. Council Member Donald Kliwer expressed agreement with these comments, stating that he would like more information with regard to Upper Harbor infrastructure improvements. Council President Beise suggested emphasizing the infrastructure aspects of the Upper Harbor project, to make this project more appealing to State leaders.

Council Member Norton suggested a presentation on the Upper Harbor project features and the anticipated return on investment. She commented that both projects received support from Capital Investment Committee representatives. She discussed the importance of advocating for Red Wing projects.

Council Member Goggin expressed concerns about the rapid growth of government and State spending. He recommended focusing on needs rather than wants. Council President Beise commented that other communities will continue to advocate for State funding toward their projects, describing it as an injustice to the Red Wing community to not at least try to secure Bond funding. Council Member Brown defined economic development as a need, adding that the Upper Harbor project includes infrastructure components. He commented that the Quiet Zone project is both an infrastructure and an economic development project. He also commented regarding funding toward law enforcement.

A motion was made by Council Member Janie Farrar to adopt Resolution No. 7967, authorizing the re-prioritization of State bonding requests for 2024. The motion was seconded by Council Member Becky Norton. Council Member Farrar suggested further discussion of the Upper Harbor project and staff resources. Upon call of the roll, Council Member Norton, Kliwer, Beise, Farrar, Brown, Lambert, and Goggin voted aye; no nay. Seven ayes; no nays; motion carried.

Council President Kim Beise recessed the meeting for a brief break at 7:35 p.m., reconvening the meeting at 7:47 p.m.

### **C. Action Related to Irrigation Well at Red Wing Regional Airport.**

Director Blaney provided background information and referenced past discussion of this issue. He reported that Brownseed rejected the City's previous offer. He discussed a plan to lease the farm land for one year to a new leasee, while exploring other uses for the property, such as a potential solar garden. He discussed FAA restrictions on airport property land uses.

Council Member Donald Kliwer asked about investing in irrigation equipment, if the land is used for other purposes. Director Blaney reviewed the return on this investment. Future lease language was discussed. Council Member Becky Norton asked about the revenue from a one-year lease, and Director Blaney indicated a \$10,000 revenue estimate.

Mayor Michael Wilson asked how much the previous leasee invested in irrigation system maintenance. Director Blaney provided information in this regard.

Council Member Evan Brown commented that a solar garden is not a sure thing. He suggested moving forward with the repairs in order to protect the future use of the property for agricultural purposes.

Council Member Ron Goggin commented that litigation expenses may cost more than any eventual payment from the former leasee.

Council Member Janie Farrar asked how the irrigation system repairs would be funded. Director Blaney commented that the Airport budget does not have adequate funding to absorb this expense. Administrator Kuhlmann indicated that a funding source would need to be determined and an agreement reviewed during the next Council meeting.

A motion was made by Council Member Donald Kliewer, seconded by Council Member Evan Brown, to authorize the payment of 50% of the overall cost, contingent upon the parties reaching a mutual agreement.

Council Member Becky Norton referenced the lease language and expressed concerns about the perception that the City has deep pockets. She commented regarding the lack of contingency funds in the 2024 budget. She stated that, while there are mitigating factors in this situation, it is important to point out that the taxpayers would be subsidizing the breaking of a lease with the City if the motion is approved. Mayor Wilson suggested erecting a "land for rent" sign as soon as possible, to recoup a portion of the expense. Council Member Goggin stated that questions about lease terms should be clarified when a lease is initiated. It was also suggested to specify the difference between routine maintenance and total system failure in future lease language.

Following discussion a vote was conducted, and the motion carried unanimously.

**D. Consider Motion to Introduce Ordinance No. 208, Fourth Series, Establishing the Advisory Planning Commission as the Board of Appeals & Adjustments.**

Council President Kim Beise provided background information and referenced past Council and Planning Commission discussion of this matter.

Council Member Becky Norton commented regarding the differing roles and perspectives of Council Members as opposed to Board and Commission volunteers.

Community Development Director Klatt provided additional information and discussed the intention of the proposed ordinance. He referenced the appeal process that has been built into the ordinance language. He also noted that the City Council would not be giving up the authority to bring matters back for further discussion and consideration.

Council Member Norton asked whether a report could be provided to the City Council following APC meetings, highlighting key discussion points. Director Klatt indicated that such a report could be provided.

Council Member Evan Brown commented regarding land use and zoning appeals. Director Klatt clarified that the Board of Appeals & Adjustments would only consider appeals of staff decisions in terms of interpretation or application of City ordinances. He stated that other types of decisions – such as zoning, rezoning, Planned Unit Developments, Conditional or Interim Use Permits, and Comprehensive Plan amendments – would still be reviewed by the City Council. He provided examples in this regard. He noted that, per State law, the City cannot issue a variance relating to a land use.

Council Member Ron Goggin expressed concerns about the 10 business day appeal filing process. Director Klatt stated that this language could be adjusted. Council Member Norton asked about the public notification process, and Director Klatt provided information in this regard. The appeal application process was clarified.

A motion was made by Council Member Becky Norton to introduce Ordinance No. 208, Fourth Series, establishing the Advisory Planning Commission as the Board of Appeals & Adjustments. The motion was seconded by Council Member Evan Brown, a vote was conducted, and the motion carried unanimously.

#### **E. Discussion of Proposed Ordinance to Address Unauthorized Use of City Sidewalks, Right of Way, Stairwells, and Parking Ramps.**

Police Chief Sather provided background information and reviewed examples of issues that have arisen. He discussed potential ordinance language.

Council Member Janie Farrar asked how the rules would be communicated. Chief Sather indicated that signage could be created if needed. He discussed enforcement procedures and stated that he has been working with Community Engagement Facilitator Leise on a resource card.

Council Member Donald Kliewer asked whether the ordinance would pertain to all City property, including City parks. Chief Sather commented that City parks are covered by other ordinances.

Council Member Becky Norton provided additional background information. She referenced the intention of the ordinance and discussed the need for an ordinance that can be enforced. Chief Sather discussed an ordinance that was approved in Rochester.

Council President Kim Beise discussed some of the challenges faced by homeless individuals.

Council Member Evan Brown commented that the issue needs to be addressed humanely and asked how the ordinance would be implemented. He asked about security cameras or other ways to mitigate the issues.

Chief Sather discussed security cameras and requested direction related to hours of enforcement. Council Member Norton referenced discussion of resident concerns and long-term solutions.

Council Member Janie Farrar discussed the importance of ensuring that people feel safe in the Downtown area, especially in light of the number of new residential units that are being constructed.

Chief Sather stated that this issue is being brought forward primarily for safety and health reasons. Council Member Norton discussed the importance of continuing to fund resources that support the health of community residents.

Issues relating to the Third Street walkway were discussed.

City Attorney Mace stated that the proposed ordinance language was crafted based on court cases and legal principles relating to this topic. She commented that shelters or other resources would need to be available and offered prior to issuing a citation.

Council Member Farrar suggested collaborating with community organizations and asking experts for assistance. City Attorney Mace and Chief Sather provided information in this regard. Council Member Brown commented regarding the lack of resources and asked about options to address the situation. City Attorney Mace noted that the ordinance could address areas of concern, such as the Third Street walkway.

Council Member Norton stated that the ordinance process would provide an opportunity for interaction and identification of resource gaps as the first steps toward addressing the issues.

Council President Beise commented that the ordinance would provide law enforcement with tools.

Council Member Vicki Jo Lambert commented regarding the need for resources, services, and support. She asked whether there are issues in other parking ramps, and Chief Sather provided information in this regard.

It was noted that this item was placed on the agenda for discussion and feedback, with no action required at this time.

## **Agenda Item 13**

### **Communication Items**

#### **A. Council Comments.**

Council Member Janie Farrar referenced a current community survey. Council Member Donald Kliewer suggested including survey information in utility bills in the future.

Mayor Michael Wilson discussed the annual meeting of the Red Wing Fire Department Relief Association.

### **B. Council Administrator's Status Report.**

Administrator Kuhlmann highlighted topics from her report:

- A reminder was issued regarding the Council workshop on March 4.
- It was noted that a welcome reception will be held on March 7 for the new Sheldon Theatre Executive Director.

Fire Chief Warner discussed proposed new health and safety standards to replace the existing Fire Brigade standards, last updated in 1980. He stated that the new standards will address a broader scope of emergency responders and will help protect emergency responders from a variety of occupational hazards. He stated that he will provide updates as the process moves forward.

City Engineer / Director Owens discussed new speed limit signs. He referenced discussion by the Traffic Committee relating to review and enforcement of noise ordinances.

Directors Owens and Blaney provided an update regarding the Bush Street tunnel repair project. It was noted that the project will be funded from the stormwater fund.

## **Agenda Item 14**

### **Consider Motion to go into Closed Session**

**A. The Open Meeting Law, Minn. Stat Sec 13D.05, Subdivision 3(C), allows the City Council to close a meeting for the following purpose, among others: To consider an offer for the purchase of real property owned by the government. Staff will ask the Council to close the meeting for the purpose of considering an offer for the purchase of all or a portion of the property identified as Parcel ID No. 55.590.0960. During the closed session, staff will discuss the possible sale of the identified property and will request direction on how to proceed with the proposed sale.**

Council President Kim Beise reviewed the process of entering into closed session to consider a purchase offer for City-owned property. A motion was made by Council Member Janie Farrar, seconded by Council Member Evan Brown and unanimously carried, to enter into closed session for this purpose. The meeting went into closed session at 8:51 p.m.

Present during the closed session were Council President Kim Beise; Council Members Donald Kliewer, Janie Farrar, Ron Goggin, Becky Norton, Evan Brown, and Vicki Jo Lambert; Mayor Michael Wilson; City Attorney Amy Mace; Council Administrator Kay Kuhlmann; Administrative Business Director Marshall Hallock; and Public Works Director Shawn Blaney.

**Agenda Item 15**

**Consider Motion to go into Open Session**

A motion was made by Council Member Evan Brown, seconded by Council Member Ron Goggin and unanimously carried, to go back into open session. The meeting returned to open session at 9:07 p.m. Council President Kim Beise indicated that staff was provided with direction regarding how to proceed relating to the property sale.

**Agenda Item 16**

**Adjournment**

The meeting adjourned at 9:08 p.m.

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Kim Beise, Council President

ATTEST:

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Teri L. Swanson, City Clerk



## 2024 CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor  
From: Kay Kuhlmann, City Council Administrator and  
Michelle Leise, Community Engagement Facilitator  
Meeting Date: March 11, 2024

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**Title** – Motion to Approve the City of Red Wing’s Draft 2024 Board, Commission, and Committee Policies

**Purpose** – The purpose of this item is for Council members to review drafted updates to the Board, Commission, and Committee Policies and consider a motion to approve, or to suggest additional changes. This document sets the protocols and parameters for the City’s 13 boards, commissions, and committees.

**Recommended Action** – Approve the City of Red Wing’s Draft 2024 Board, Commission, and Committee Policies as written.

**Attachments** –

- Draft of the new 2024 Board, Commission, and Committee Policies
- Current Board and Commission Policy document, last approved in September 2021

**Alignment with 2019 Strategic Plan** –

Strategy #59: Be more purposeful in monitoring, evaluating, reassessing, and improving our policies and systems so they are fair and equitable for all.

**Background** –

The Board and Commission Policies document comes before the Council on a regular basis. The last time this document was approved was September 27, 2021.

The purpose of these policies is to set the guidelines and parameters of how boards and commissions work. (The Rules of Order is a separate document that pertains more specifically to actual meetings and workshops). The policies document is used internally and externally by board/commission members, staff members, and staff and Council liaisons.

For this updated draft, numerous additions, and some deletions, have been made. Below is a summary.

- The 2024 draft has been reconfigured and reformatted to make it easier to read and find things. Some areas have also been reworded to make the language clearer. These edits have not been redlined in the attached document because the document would be too difficult to read. However, the 2021 policies are included in this packet for people who want to see the last approved version and compare it to the recent draft.
- In the attached 2024 draft, the copy in red type has been *added or clarified*. This is language that was not in the 2021 version. Below is a summary of topics that were added or expanded upon for clarity.

**ADDED:** (This language is identified in red in the attached document.)

- Definition of Library Board
- Definition of Advisory Committees (Airport and Harbor)
- Details on the 5-Year Work Plan schedule
- Section on quorums
- Section on logos and social media accounts
- Section on private social media guidelines
- Details to the section on communication outside of meetings and workshops
- Details differentiating staff liaisons who do the duties as part of their regular City job versus those who take on extra responsibilities

**EXPANDED FOR CLARITY:** (This language is identified in red in the attached document.)

- Clarifies that members can become chair or VP again after a one-year hiatus
- Clarifies that b/c can make minor modifications to the policy document for their own board or commission under certain conditions
- Clarifies that meetings and workshops should last a maximum of 2 hours
- Clarifies that regular and special meetings will be canceled if a quorum of members is not present. (Workshops do not require a quorum.)
- Clarifies the member appointment process
- Clarifies the parameters of a subcommittee

**DELETED:**

- Outdated items such as the following:
  - \* That we hold a board-commission recognition event every February (we don't).
  - \* That members get a gift at the end of their tenure (they don't).
  - \* Information on the Joint Powers Board (it's not a typical board anymore).
  - \* Information on the Youth Commission (it is not happening due to lack of capacity).
- Unnecessary items such as the following:
  - \* The Special Provisions section was deleted since it simply listed when boards and commission bylaws were updated.

**Discussion –**

The staff liaisons and city attorney’s office have reviewed the attached policies. It is now time for the City Council to review the policies, discuss any questions or concerns, and decide if it wants to approve the document—either as written or with modifications made by the Council.

Once the Council approves the policies, the document will go out to all the staff liaisons so they can share it with the boards and commissions, and the document will be put on the City’s website. In addition, the policies will be used as a foundation for a short annual online training the City is creating for all board and commission members to take on a yearly basis as a reminder of what is important. The policies will also be incorporated into training the City is creating for members who are voted into the chair position.

The Policies document is a living document and will be updated regularly as needed.

**Financial Plan and Impact –**

At this time, there are no foreseen financial impacts of this action.

**Alternatives –**

- Approve the Policies as written.
- Approve the Policies with modifications from the Council.
- Table the Policies and request more information from staff.
- Another option of the Council’s choosing.

**Recommended Action** – Approve the City of Red Wing’s Draft 2024 Board, Commission, and Committee Policies as written.



## Board, Commission, and Committee Policies

**2024 DRAFT FOR COUNCIL TO CONSIDER ON MARCH 11, 2024**

### **Section 1: Authority to Establish Boards, Commissions, and Committees**

The City of Red Wing has a variety of bodies that provide important roles within local government. These bodies offer the opportunity for more people to participate in the democratic process and focus on areas important to them. The purpose of the boards, commissions, and committees is to advise the City Council on matters that fall within each group's area of concentration. The following is a list of all appointed bodies within the City of Red Wing government.

1. *State-Mandated Commission.* Minnesota law dictates that every city organized as a Home Rule City, such as Red Wing, must have a Charter Commission.
  - Charter Commission
2. *Local Advisory Boards and Commissions.* The City Council, through the Charter, has the authority to establish additional advisory boards and commissions as it deems appropriate. The following are the bodies currently established:
  - Advisory Planning Commission
  - Arts and Culture Commission
  - Heritage Preservation Commission
  - Human Rights Commission
  - Sister Cities Commission
  - Sustainability Commission
3. *Boards of Authority.* The City's two authority boards were created by a City Council resolution. They have taxing authority and fall under the guidelines of the state's empowering statutes.
  - Housing and Redevelopment Authority Board (HRA)
  - Port Authority Board

- a. The HRA and Port Authority can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
  - b. The HRA and the Port Authority can receive funds on their own behalf without City Council approval.
4. *T. B. Sheldon Auditorium Board.* The City received the T. B. Sheldon Theatre as an estate gift, and through the terms of the gift, the theater must have a board. This board was created through a City ordinance and is commonly referred to as the “Sheldon Board.”
- a. The Sheldon Board can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
  - b. The Sheldon Board can receive funds on its own behalf without City Council approval.
5. *Library Board.* The Library Board governs the operations of the Library and, therefore, has more authority than other advisory boards and commissions.
- a. The Library Board may adopt library policies by resolution and has final authority in the library’s material selection and programming.
  - b. The Library Board may, with the consent of the Council, accept any gift, grant, or bequest made or offered for Library purposes.
  - c. Additional details are outlined in the City’s Charter.
6. *Advisory Committees.* These government bodies meet to recommend policy guidelines to the City Council and serve as a forum for resident input on subjects related to the committee’s area of focus. However, advisory committees have less regulation, authority, and structure than boards and commissions.
- Airport Advisory Committee
  - Harbor Advisory Committee
- a. These groups meet only as needed, generally once or twice per year.
  - b. A member of City staff will schedule and convene the meetings.
  - c. Notices, minutes, and recordings will not be done, and the committee does not need a Council liaison.
  - d. City staff will maintain membership rosters on the City’s website.

## Section 2: Membership

1. Membership Composition: The number of members and the residency of members varies per governmental body. Details are listed below.
  - a. *Advisory Planning Commission, Heritage Preservation Commission, Port Authority, and Sheldon Board.* There are seven members on each of these commissions, and all members must be City of Red Wing residents.
  - b. *Arts and Culture Commission.* This body has a minimum of seven and a maximum of 11 members. Most must be residents of Red Wing; however, up to two members may be residents of Goodhue County or Pierce County.
  - c. *Charter Commission.* The Charter Commission consists of not less than seven and no more than 15 members. All must live within the city limits of Red Wing.
  - d. *Human Rights Commission, Sister Cities Commission, and Sustainability Commission.* The Human Rights Commission has 11 members, and the Sister Cities and Sustainability Commissions each have 15 members. Members of these three commissions must live within the boundaries of the City of Red Wing or the broader boundaries of Independent School District 256. The number of members who live outside Red Wing's limits must not constitute a quorum or more.
  - e. *Library Board:* The Library Board has nine members. Most must be residents of the City of Red Wing, except one member may be a nonresident who lives in Goodhue County, if the county financially contributes to the Library.
  - f. *Housing and Redevelopment Authority (HRA):* The HRA Board is made up of seven members, and all must be residents of Red Wing.
  - g. *Airport Advisory Committee:* This committee consists of seven members. Four members must be residents of Red Wing. One member must be a resident of Goodhue County who is also either a taxpayer of Red Wing or a hangar lessee. Two members must be residents of Pierce County, with preference given to residents of Isabelle Township or Trenton Township.
  - h. *Harbor Advisory Committee:* This committee consists of up to seven members. Most members must be residents of the City of Red Wing, except one member may be a nonresident who owns real property in the city or has a slip at a City-owned marina.

## 2. Length of Residency

All applicants must have lived in the City of Red Wing for at least six months. If another county or area of residency is required or allowed, the applicant must have lived within those boundaries for at least six months.

## 3. Confirmation of Residency

- a. Administration staff will confirm the residency of each applicant through one of the following means:
  - Goodhue County Public Property Tax Records
  - Utility billing
  - State ID
  - Affidavit signed by a Red Wing resident that includes the address of the individual signing the affidavit, the applicant's address, and the affiant's sworn statement that the applicant has lived in Red Wing for at least six months.
- b. If City staff are unable to confirm an applicant's residency through these methods, staff may look at additional factors as noted in Chapter 2, Section 2.08, Subd. 4 of the City Code. That includes but is not limited to other evidence that demonstrates the individual lives within the city limits. The applicant has the burden to provide proof of residency to staff.

## 4. Advisory Members

- a. Boards or commissions may have adult and/or student advisory members. Advisory members will be appointed by the Mayor and confirmed by the City Council to serve terms consistent with the board or commission they are appointed to.
- b. Advisory student appointees will serve an annual term that begins June 1 and ends May 31.
- c. Advisory members are non-voting members, are not counted for purposes of a quorum, and may live outside the city limits.

## 5. Ex-Officio Member

- a. The Council Administrator serves as an ex-officio member on all boards, commissions, and authorities, and as such, is not counted for the purpose of determining a quorum and does not have the right to vote.

## 6. Membership Lists

- a. City Administration staff will maintain membership lists for all boards and commissions and make them available on the City's website. These lists will also

contain appointment and reappointment dates, term expiration dates, and the appointing government body, if applicable.

### **Section 3: Terms**

1. Board and commission members can only serve on a single board or commission at a time, with the exception of the Charter Commission. Charter Commission members can simultaneously serve on one additional City board or commission.
2. **Advisory committee members may serve on one board or commission at the same time that they serve on an advisory committee. This is because advisory committees have much less regulation, authority, and structure (see page 2).**
3. Terms for most boards and commissions are three years expiring on December 31, and members can serve two consecutive terms on the same board or commission. Exceptions to that rule are listed below.
  - a. Charter Commission terms are four years, per City Code. Members may serve up to two consecutive terms.
  - b. Housing and Redevelopment Authority terms are five years, as established by state law. Members may serve up to two consecutive terms.
  - c. Sheldon Board terms are five years, per city ordinance. Members may serve up to three consecutive terms.
  - d. Advisory student appointee terms are one year, from June 1 through May 31. Students may serve up to five terms.
4. When a member has reached the maximum number of consecutive terms allowed, the member must come off the board or commission and not serve in any capacity on that body for at least 12 months. After 12 months, previous members can be appointed again to the same body and serve the permitted number of consecutive terms.
5. If a board or commission member chooses to serve on a different board or commission at the completion of their term, there is no waiting period.
6. Board or commission members may be appointed to serve a partial term. For boards and commissions with three-year terms, a partial term is defined as fewer than 18 months. A term of 18 months or more will be considered a complete term. Boards and commissions with longer terms will define partial terms as half of the standard term.

7. Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. **After a one-year hiatus, a person may hold either position again for a maximum of two consecutive years.**

#### **Section 4: Member Applications and Appointments**

##### 1. Applications

- a. Persons interested in serving on a board, commission, or committee must complete an application. Digital applications and printable applications are available on the City's website at [www.red-wing.org](http://www.red-wing.org). Digital applications can be submitted online. Completed paper applications can be mailed or delivered to City Hall. Hard copies can be made available upon request.
- b. Applications will be forwarded to the Mayor or responsible party for consideration and will be kept on file for one year. After one year, interested applicants must reapply.

##### 2. Appointments

- a. Per City Charter, the Mayor recommends people to be appointed to boards and commissions. The City Council then approves or denies those recommendations, based on a majority vote.
- b. Exceptions to this rule are the Charter Commission and the Port Authority.
  - (1) Charter Commission: Per Minnesota Statute Section 410.05, Subdivision 1, the City Council can recommend to the Chief Judge of the First Judicial District the appointment of up to seven members, and the Charter Commission can recommend to the judge the appointment of up to eight members.
  - (2) Port Authority: Per Minnesota Statutes, Section 469.050, subd. 3 and subd. 4, five members are residents recommended by the Mayor and approved or denied by the City Council. Two members are City Council members who are appointed by City Council resolution.
- c. **It is recommended that the Mayor contact each individual who applies for a board or commission.**
- d. **If a board or commission member is seeking reappointment but will not be recommended by the Mayor for a second term, the Mayor must either notify that person or direct City staff to notify the person.**

## **Section 5: Subcommittees of a Board or Commission**

1. Any board or commission may form subcommittees that can meet outside of regular meetings, as long as the subcommittees are less than a quorum of members.
2. Subcommittees cannot make decisions on behalf of the board or commission.
3. Subcommittees can meet and communicate freely. Subcommittees do not need to notice their meetings or keep minutes.
4. Subcommittees will provide verbal reports on their activities during the next regular board or commission meeting. Subcommittees may include community members who are not members of the board or commission.
5. Staff liaisons will not schedule, attend, or follow up on subcommittee meetings.

## **Section 6: Organizational Meetings**

1. At the first regular meeting each year, every board and commission will do the following:
  - a. *Swear In New and Renewing Members.* The Mayor will swear in new and renewing members. In the Mayor's absence, the Council liaison will do this. In the Mayor's and Council liaison's absence, a City staff member who is a notary public may swear in members. Certificates, once signed, will be filed with the City Clerk. It is also an option for the Mayor to swear in new or renewing members at City Hall sometime before a meeting, especially if the Mayor or the member to be sworn in will not be attending the meeting.
  - b. *Elect a Chairperson and Vice Chairperson.* Boards and commissions can elect or appoint additional positions, such as a pro tem, secretary, or committee chair. Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years.
  - c. *Review the Annual Budget,* if applicable.
2. Following the City Council's adoption of its annual Rules of Order and Procedures in January, boards and commissions will do the following:
  - a. *Adopt the Rules of Order and Procedures.* The City Council adopts its annual Rules of Order and Procedures at its organizational meeting each January. Following that adoption, boards and commissions will be asked to adopt the Board and Commission Rules of Order and Procedures that reflect the Council's guidelines. A board or commission may make small modifications to this document

per a majority vote, and City Council must approve the modifications. If a board or commission does not adopt any rules of procedure, it will follow the City's Board and Commission Rules of Order and Procedures, insofar as practical.

### **Section 7: Board and Commission Orientation and Training**

1. In the first month of appointment, new members will receive the following:
  - Orientation Materials
  - Current Roster of Members
  - Board and Commission Rules of Order and Procedures
  - Board, Commission, and Committee Policies
2. Each year the City will provide board and commission training for all members on pertinent public laws and/or policies, procedures, or issues.
3. The City will determine the training contents and how and when the training will take place.

### **Section 8: Meeting Materials**

1. Minutes, agendas, and supporting materials for all regular meetings, special meetings, and workshops will be made available to all board and commission members at least three days (72 hours) before the meeting.
2. Board and commission members may be issued electronic devices for agenda preparation/distribution efficiency. It will be up to the City to determine which boards and commissions are issued devices. Distribution will depend on the size of the agenda and materials, the frequency of meetings, and the budget.

### **Section 9: Quorum**

1. A quorum of voting members (a majority) must be present to hold a regular or special meeting. If a quorum of members is not present at the designated start time, the chair will cancel the meeting.
  - a. Staff liaisons may choose to email members a week in advance to see if a quorum will be available on the scheduled meeting date. If it is clear that a quorum will not be in attendance on that date, the meeting may be canceled ahead of time.
  - b. Some boards and commissions allow virtual attendance and voting. See Section 15 of this document for details.
2. Workshops do not require a quorum of members.

## **Section 10: Time Limits, Attendance, and Absences**

1. All meetings and workshops of boards, commissions, and committees should be kept to a maximum of two hours. This is to respect the time commitment of the members. Members are expected to be on time and stay for the duration of the meeting, as long as that falls within the two-hour limit.
2. Board and commission members are expected to attend the majority of regular and special meetings and workshops. However, it is understood that unavoidable conflicts occur, especially with boards and commissions that are very active and/or have a significant workload, which may require special meetings.
3. Board and commission members who have unavoidable absences shall contact the staff liaison to request an excused absence. Excused absences will be granted to all members who contact the staff liaison before the meeting.
4. The staff liaison will keep an attendance roster and monitor absences. The staff liaison will contact members who miss three consecutive unexcused meetings and/or miss 50% of regularly scheduled meetings and workshops in 12 months (whether those absences are excused or not).
5. If attendance issues persist, a board or commission member may be removed by a two-thirds vote of the City Council.

## **Section 11: Locations for Meetings and Events**

1. All regular and special board and commission meetings will take place in the City Council Chambers or virtually, if allowed, as determined by City policy (see Section 15).
2. Boards and commissions may use City facilities for educational purposes at no cost. To do so, the board or commission should reserve the facility through their staff liaison. A board or commission may reserve City facilities for advocacy purposes only upon prior City Council approval.

## **Section 12: Transparency and Accessibility to the Public**

1. Access to the Public
  - a. All meetings and workshops must allow access to the public, either virtually or in person.

- b. Notice of all meetings and workshops must be posted 72 hours in advance of the meeting.
- c. Minutes of each meeting and workshop must be prepared and made available to the public.

## 2. Recordings

- a. All regular and special board and commission meetings will be recorded. The meetings will be broadcast live on Channel 6 (the local government access channel) and streamed live on the City's website. Recordings of past meetings will also be rebroadcast on Channel 6 and may be viewed on the City's website.
- b. Board and commission meeting recordings are available for two years. City Council meeting recordings are available for five years.
- c. All board and commission workshops will be audio recorded and made available to the public.
- d. If a board or commission meeting in which action is to be taken is moved off-site, the meeting shall be audio recorded, unless approved by the City Council or if it is physically impossible or impractical to do so.

## **Section 13: Planning**

- 1. In the first quarter of the year, each board and commission will update their revolving five-year work plan and highlight their upcoming year's priorities. These highlighted items will act as the board or commission's annual work plan.
- 2. In the first quarter of the year, members will also discuss any anticipated funding desired for the following year. Educational opportunities such as conferences, programs, or training are permissible budget items. After a majority of members adopt the five-year plan, the staff liaison will forward those budget requests to the City Council for consideration in its next annual budget.
- 3. In the last quarter of the year, boards and commissions will consider possible changes and additions to their five-year work plan and discuss priorities for the following year. This updated plan will be voted on by the board or commission early in the new year.

## **Section 14: Communication Outside of Meetings and Workshops**

The protocols below are best practices and policies of the City of Red Wing for all boards, commissions, and committees.

These protocols are part of the state's Open Meeting Law, and the following bodies are required by the state to follow them: the Charter Commission, Heritage Preservation Commission, HRA, Port Authority, and Sheldon Board.

Red Wing's advisory boards, commissions, and committees are not subject to the state's Open Meeting Law because these bodies cannot make decisions on behalf of the City or City Council, and the meetings do not consist of a quorum or more of elected leaders. For these bodies, the protocols are not mandated by the state but are required by Red Wing's local policy. These groups are the Advisory Planning Commission, Airport Advisory Committee, Arts and Culture Commission, Library Board, Harbor Advisory Committee, Human Rights Commission, Sister Cities Commission, and Sustainability Commission.

1. *Gatherings*: Most gatherings of board or commission members outside of a meeting or workshop must be less than a quorum unless noticed accordingly. **However, chance gatherings and social gatherings are permitted. Please note that even at a chance or social gathering, though, a quorum of members may not discuss or receive information on official board or commission business.**
2. *Serial Communications*: Serial communications are prohibited. **Serial communications are defined as communication between members that initially goes to less than a quorum of members, but when all participants of that communication are considered, it has reached a majority. Examples are an email conversation that eventually spreads to a quorum of members, or a verbal conversation that travels from one member to another member to another until that conversation reaches more than a quorum.**
3. *All-Email Communications*: **A voting board or commission member may not send emails or other communication to all of the other members. The only person who can email an entire board or commission is the staff liaison. This is to ensure that members, either advertently or inadvertently, are not discussing or making decisions in private instead of in front of the public. When a member wants to communicate with all other members, the person should email the staff liaison, who can then email the entire body, at regular periods between meetings (for example, once a week, when necessary).**

## **Section 15: Virtual Meetings and Attendance**

1. Members of advisory boards and commissions may attend meetings virtually and may also vote virtually without being bound to the limits of the Open Meeting Law. These

bodies are the Advisory Planning Commission, Airport Advisory Committee, Arts and Culture Commission, Library Board, Harbor Advisory Committee, Human Rights Commission, Sister Cities Commission, and Sustainability Commission.

The City Council allows this because advisory boards and commissions cannot make decisions on behalf of the City or Council, and board and commission meetings do not consist of a quorum or more of elected leaders.

2. Other government boards and commissions, per their authorizing resolutions, must abide by the Open Meeting Law related to virtual meetings, just as the City Council does. These bodies are the Charter Commission, Heritage Preservation Commission, HRA, Port Authority, and Sheldon Board.

Members of these bodies can attend and participate in meetings virtually, as long as all conditions are followed as outlined in Minnesota Statute 13D.02, subd. 1(a). Members who wish to attend virtually should consult with their staff liaison, who can help ensure compliance with the requirements.

## **Section 16: Gifts and Payments for Services**

1. Gifts
  - a. Members should not accept gifts from the public with the exception of the Sister Cities Commission. The Sister Cities Commission and its members can accept gifts from Red Wing's sister cities or their delegates.
2. Payment for Services
  - a. Advisory board and commission members will receive no compensation for service to the City.
  - b. Authority boards can determine compensation without City Council authorization.

## **Section 17: Role of the Staff Liaison**

1. The Council Administrator appoints a staff liaison to each board and commission.
  - a. Some staff liaison jobs are tied to and within the scope of a City staff position. In these cases, the liaison duties are part of that staff member's job description. For example, the Library Director serves as the staff liaison to the Library Board.
  - b. Other staff liaisons take on a board or commission as an extra duty outside of their regular job responsibilities. In these cases, the staff liaisons are expected to spend 10 hours per month on board and commission duties. These liaisons will be paid

an annual amount, as agreed upon in the annual budget, and payments will be distributed monthly. Board and commission members should be mindful of this 10-hour per month time constraint and utilize staff liaison time accordingly.

2. Each staff liaison will be provided with a job description. The general duties and guidelines of a staff liaison are listed below.
  - a. Attend all of the assigned board or commission meetings. If that is not possible on occasion, the liaison must find a staff replacement to attend the meeting.
  - b. Provide notes to the assigned minute-taker so minutes may be kept. This includes a record of attendance, time of the meeting, vote tallies, budget items, areas for follow-up, and other important information, as needed.
  - c. File approved minutes electronically in Laserfiche.
  - d. Work with the chair of the board or commission to create the agenda for the monthly meeting and/or workshop.
  - e. Distribute the agenda and minutes at least three days (72 hours) prior to the board or commission meeting.
  - f. Provide support and information to the board or commission, but do not participate in the debate of issues or vote on any issues.
  - g. Get the board or commission's action items to the **City Council Agenda Committee in a timely manner. The Agenda Committee decides if and when the action item will go on a City Council agenda. The staff liaison will also communicate back to the members the status of the action item.**
  - h. **Write City Council staff reports related to the commission's action items that come before the Council.**
  - i. Process all financial transactions, including reimbursements and payment authorizations.
  - j. Inform the Administration staff of all regular meetings, special meetings, and workshops. Every effort will be made not to schedule meetings that conflict with other City meetings or other board and commission meetings.
  - k. Work with the Administration staff to ensure that all meeting notices are posted and distributed a minimum of 72 hours before the start of the meeting.

- I. Ensure the City website has the most updated information related to the membership roster, and other information as needed.
3. All work projects anticipated by the board or commission must be approved by the staff liaison's supervisor.

### **Section 18: Role of the Council Liaison**

1. The Council President will appoint Council members to serve as liaisons to all boards and commissions. Council members are not voting members of boards and commissions, with the exception of the Port Authority.
2. The appointments will occur at the first meeting of the regular City Council meeting following the organizational meeting. The appointments can be changed by the Council President.
3. Council liaisons are expected to follow the guidelines listed below.
  - a. Council liaisons are expected to sit at the table of the board or commission.
  - b. Council liaisons are expected to be a resource for board and commission members during their meetings, participate in the discussion, and offer suggestions on how to work effectively with the City Council.
  - c. Council liaisons should not steer board or commission decisions in a specific direction or predict which way the Council will vote on decisions affecting the board's or commission's work.
  - d. Council liaisons are expected to relay issues to the City Council during the "Board and Commission Communication" portion of the Council meeting, based on their discretion or at the request of the staff liaison or board or commission chair.

### **Section 19: Education and Advocacy**

1. Education
  - a. Each board and commission may educate the public and may take a specific position on issues that fall within their mission statement. Positions of boards and commissions may or may not be adopted by the City Council.
  - b. Boards and commissions may use City funds for the purpose of educating the public, if funds are available in the board or commission's budget. In educating the

public, boards and commissions must present the information as a neutral educator and refrain from any type of endorsement of a certain viewpoint.

## 2. Advocacy

- a. Unless the City Council provides express permission, any advocacy position of a board or commission may not be portrayed as the position of the City Council or the City of Red Wing.
- b. Boards and commissions cannot use City funds to advocate a position on any issue without City Council approval.

## **Section 20: Use of City-Based Logos and Media**

1. **City Logos:** Boards and Commissions may not create or use unique logos without obtaining a majority vote of the board or commission and authorization from the City Council. Members must speak to their staff liaison and consult the City of Red Wing Logo Guide to comply with the requirements.
2. **City Social Media Accounts:** Most boards and commissions are not allowed to create any social media accounts.
  - a. If a board or commission wishes to share information publicly on a social media site, the staff liaison or chair can contact the City's Communication Coordinator to share information on the City's social media platforms.
  - b. **Exceptions:** The Sister Cities staff liaison maintains a Sister Cities social media site. In addition, City staff of the Public Library and Sheldon Theatre also maintain their own social media accounts, which the pertinent boards can utilize through their staff liaisons.

## **Section 21: Private Use of Social Media**

The City of Red Wing respects the rights of its board and commission members to use, post on, publish, and maintain personal websites, blogs, and social media websites and accounts. The City also expects members to adhere to the following guidelines:

1. Board, commission, and committee members should act in a sensible manner regarding the content and comments they post, publish, disclose, or share on websites, the internet, and social media, especially when it references or relates to the City or its employees, operations, or property.

2. Members are personally responsible for the content they publish in a personal capacity on the internet or any form of social media platform. Members are strongly discouraged from identifying their role or affiliation with the City when responding to or commenting on websites, blogs, or social media posts with their personal opinions or views.
3. When a member's online or social media posts, comments, content, or profile identifies them as a City volunteer, or a person could reasonably expect that someone can identify them as a City volunteer, the member is strongly encouraged to do the following:
  - a. State or imply that they are not speaking for, or on behalf of, the City of Red Wing or are authorized to do so, or give the impression that the views expressed are those of the City of Red Wing.
  - b. Refrain from publishing material or comments as a board or commission member that are false, misleading, harassing in nature, or may cause injury to another person, organization, association, or the City's reputation.

## **Section 22: Legal Counsel**

1. The City Attorney will be the legal counsel to each board and commission unless specifically authorized by the City Council to seek outside legal aid.
2. Per state statute, the Charter Commission can elect to spend up to the greater of .07 percent of the City's current certified general property tax levy, or the Charter Commission can elect to spend up to the limits stated in state statute to employ an attorney and other personnel to assist in amending or revising the City Charter.
3. The HRA, Port Authority, and Sheldon Board can elect to have a separate attorney.



***Previous Version - Approved September 2021***  
**Board and Commission Policy**

**BACKGROUND**

The City Council, through the Charter, has the authority to establish advisory boards and commissions. The following are those currently established: Airport Board, Advisory Planning Commission, Arts & Culture Commission, Harbor Commission, Human Rights Commission, Library Board, Sister Cities Commission, Sustainability Commission, and Youth Commission.

Except for the Advisory Planning Commission and the Charter Commission, the Council has authority to create advisory boards or commissions as it deems appropriate. Each city in Minnesota must have an Advisory Planning Commission and each city that is organized as a Home Rule City must have a Charter Commission.

In addition to the advisory boards listed above, the Council has created two boards of authority. They are the Housing and Redevelopment Authority and the Port Authority, collectively referred to as “authority boards.” Each has been created by resolution and falls under the guidelines of the State’s empowering statutes. Please see Special Agency Provisions of this policy for further details.

The City, through an estate gift, has received the T.B. Sheldon Theatre and is required, through the terms of the gift, to have an Auditorium Board. The board, to be known as The T. B. Sheldon Auditorium Board, was created through a city ordinance. Please see Special Agency Provisions of this policy for further details.

All board and commission appointments will be made by the Mayor with confirmation from the City Council with the exception of the Charter Commission and the Harbor Commission.

The purpose and overview of each Board and Commission is described in the Overview of Boards and Commissions document. This policy does not apply to Joint Powers Boards.

**PURPOSE**

The purpose of this policy is to set forth the organizational structure of the Council’s advisory boards and commissions, the Auditorium Board, and the two authority boards.

## **ORGANIZATION OF BOARDS, COMMISSIONS, AND AUTHORITIES**

- A. Each board and commission is authorized to have a maximum number of members.
- B. The terms of board and commission members are three years expiring on December 31, unless specified by the Charter or state statutes or other controlling documents. (The Housing and Redevelopment Authority Board, T.B. Sheldon Auditorium Board, and Charter Commission are the exceptions).
- C. Persons interested in being a board or commission member must complete an application and return it to City Hall. Applications are available and can be submitted online at the City of Red Wing's website at [www.red-wing.org](http://www.red-wing.org). Paper applications can be filled out and mailed or delivered to City Hall. The application will be forwarded to the Mayor or responsible party for consideration.
- D. Except where provided in the City Charter and the City Code, board and commission members must be residents of the City of Red Wing for at least six months. The Mayor will direct the City Administration staff to confirm the residency of each applicant through one of the following means:
- Election roster
  - Utility billing
  - State ID
  - Affidavit signed by a Red Wing resident that includes the address of the individual signing the affidavit, the applicant's address, and the affiant's sworn statement that the applicant has lived in Red Wing for at least six months.
- If staff are unable to confirm an applicant's residency through these methods, staff may look at additional factors as noted in Chapter 2, Section 2.08, Subd. 4 of the City Code, including, but not limited to, other evidence that demonstrates the individual lives within the City limits. The applicant has the burden to provide proof of residency to City Administrative staff.
- E. Each board member or commissioner is eligible to serve two terms.
- F. Board or commission members may be appointed to serve a partial term.
- G. For boards and commissions with three-year terms, a board and commission partial term is defined as fewer than 18 months. A term of 18 months or more will be considered a complete term. Boards and commissions with longer terms, such as the Housing and Redevelopment Authority Board and the T.B. Sheldon Auditorium Board, will define partial terms as half of the regular term.
- H. Board or commission members can return to two full additional terms if they are off for at least 12 months.
- I. Board and commission members can only serve on one advisory board at a time with

the exception of the Charter Commission. Any member of the Charter Commission can also serve at the same time on any other advisory board of the city.

- J. The Charter Commission is a statutory obligation for all Home Rule Cities. Minnesota Statutes Section 410.05, Subdivision 1 describes the appointment process. Subdivision 2 describes the terms of the Commissioners. Each Charter Commissioner serves a four-year term.
- K. One member of the Library Board can be a resident of rural Goodhue County.
- L. Two Airport Board members can be residents of Pierce or Goodhue County.
- M. The Harbor Commission consists of up to seven members. Three Harbor Commissioners will be appointed by the Port Authority President and confirmed by the Port Authority Board, and three Harbor Commissioners will be appointed by the Mayor and confirmed by the City Council. The seventh commissioner will be appointed by the Mayor and confirmed by the City Council and by the Port Authority Board.
- N. Members of the Human Rights Commission, Sister Cities Commission, and Sustainability Commission may be drawn from within the limits of the Independent School District 256. The number of nonresident members must not constitute a quorum or more of the commission or board.
- O. Board and commission members will receive no compensation for service to the city. Authorities can determine compensation without City Council authorization. Board and commission members serving a minimum of one full term will receive a nominal gift for their service at the end of their term(s) of service.
- P. Board and commission members will be appointed to their position by the Mayor and confirmed by the City Council, per the City Charter, with the exception of the Charter Commission.
- Q. The Charter Commission consists of not less than seven and no more than fifteen members. The City Council can appoint up to seven members and the Charter Commission can appoint up to eight members.
- R. City Administration staff will maintain the official board, commission, or authority membership list, which contains appointment and reappointment dates, term expiration dates, and designation of appointment body, if applicable.
- S. Each board and commission will have a staff liaison which is appointed by the Council Administrator.
- T. The City Attorney will be the legal counsel to each board and commission unless specifically authorized by the City Council to seek outside legal aid. The Charter

Commission can elect, per state statute, to spend up to \$1,500 to employ an attorney and other personnel to assist in amending or revising the City Charter.

- U. Boards or commissions may have adult and/or student advisory members. Advisory members will be appointed by the Mayor and confirmed by the City Council, to serve terms consistent with the board or commission they are appointed to. Advisory student appointees will be on a June 1 – May 31 annual term. Advisory members are non-voting members, are not counted for purposes of a quorum, and may live outside of the city limits.
- V. The City Council Administrator serves as an ex-officio member on all boards, commissions, and authorities and, as such, is not counted for the purpose of determining a quorum and does not have the right to vote.
- W. Board and Commission members may be issued iPads to utilize Granicus for agenda preparation/distribution efficiency. Members may access Granicus on personal iPads. It will be up to the City to determine which boards and commissions are issued iPads. Distribution will depend on the size of the agenda and materials, the frequency of meetings, and the budget.

## **PROCEDURES FOR BOARDS AND COMMISSIONS**

- A. On the fourth Thursday in February of each year, the City will honor each outgoing board or commission member who has served at least a full term with a nominal gift. The Mayor and/or Council President will award the gift at a recognition event. Boards and commissions should not accept gifts from the public with the exception of the Sister Cities Commission. The Sister Cities Commission can accept gifts from Red Wing's sister cities or its delegates. Sister Cities Commission members can accept nominal gifts from sister cities delegations. No other gifts from the City of Red Wing will be accepted by board and commission members.
- B. In the first month of appointment, all new board and commission members will receive orientation materials from the staff liaison, including the current roster of members for the board or commission they have been appointed to, rules the board or commission operates under, and this Board and Commission Policy.
- C. At the first regular meeting of the calendar year, each board and commission will consider the following items:
  - 1. Swear in any new members  
Swearing in of new members shall be done by the Mayor. In the Mayor's absence, the Council liaison shall swear in the new members. In the Mayor's and Council liaison's absence, the staff liaison may swear in the new members. Certificates, once signed, should be filed in the office of the City Clerk.

2. Election of Chairperson and Vice Chairperson

Boards and commissions have the right to elect or appoint additional positions such as a secretary or subcommittee chair. Individuals can only hold the position of Chair or Vice Chair for a maximum of two consecutive years.

3. Adoption of rules of order

The City Council will adopt rules of order at its organizational meeting. Following their adoption, boards and commissions will be asked to adopt Rules of Order and Procedures that are similar to the City Council's adopted Rules of Order and Procedures. Please refer to the most current Rules of Order and Procedures for specifics.

4. Creation of an annual work plan

Each board and commission should discuss in January its goals for the upcoming year. This can be done in a regular meeting or at a separate meeting. Part of the discussion should be the anticipated use of funds within the budget set for the board or commission in the current year. Educational opportunities in the form of conferences, programs, or training are permissible budget items for boards and commissions limited to funds available in the respective budgets.

5. Notice of Board and Commission Training

Each year the City will conduct board and commission training for all members on pertinent public laws and/or applicable policies or procedures. The City will determine the contents of such training and how the training will take place.

- D. Agendas, minutes, and supporting materials for all regular meetings, special meetings, and workshops will be prepared for each board and commission with consultation between the board or commission chair and staff liaison.
- E. The staff liaison will be required to post 72 hours' notice of all regular meetings, special meetings, and workshops. These notices will be sent to administration for distribution and posting.
- F. Minutes and agendas for all regular meetings, special meetings, and workshops will be sent to all board and commission members at least three days (72 hours) prior to the meeting date. The Mayor and City Council will receive the board and commission packet at the same time as board and commission members via email.
- G. Board or commission members are expected to attend the majority of regular and special meetings and workshops. However, unavoidable conflicts occur, especially with boards and commissions that are very active, and/or have a significant workload that may drive special meetings. Board and commission members who have unavoidable absences shall contact the staff liaison to request an excused absence. Excused absences will be granted to all members who contact the staff liaison in advance of the

meeting. Members who miss three consecutive meetings that are unexcused, and/or miss 50 percent of regularly scheduled meetings and workshops in a 12-month period will be contacted by the staff liaison. The staff liaison will keep an attendance roster and monitor absences.

- H. The advisory commissions and boards of the Council are not subject to the Open Meeting Law (OML) because the Council has not authorized them to make any decisions on behalf of the City or the Council, and they do not consist of a quorum or more of elected officials. The Red Wing Council authorizes advisory commissions and boards to conduct their meetings in-person or virtually without complying with the OML requirements related to virtual meetings. The advisory commissions and boards, however, are expected to comply with the following procedures: allow public access to their meetings, either virtually or in-person; post notice of meetings 72 hours in advance of the meeting; ensure minutes of each meeting are prepared; committees must be less than a quorum; any gathering of board or commission members outside of a meeting must be less than a quorum unless noticed accordingly; and serial meetings or communications are prohibited. (Please note that the Port Authority, the Housing and Redevelopment Authority, the T. B. Sheldon Auditorium Board, and the Charter Commission, and Heritage Preservation Commission are subject to the OML.)
- I. All regular and special board and commission meetings will take place in the Red Wing City Council Chambers or virtually as determined by the board or commission and will be broadcast live on Channel 6, the local government access channel, and streamed live on the City's website. Recordings of meetings will be rebroadcast on Channel 6 and may be viewed any time on the City's website. In the event a board or commission meeting in which action is to be taken is moved off-site, the meeting shall be digitally recorded, unless approved by the City Council or if it is physically impossible or impractical to do so. All board and commission workshops will be audio recorded.
- J. To respect the time commitment of board members, all regular meetings of advisory boards should be kept to a maximum of an hour and a half.

### **SPECIAL AGENCY PROVISIONS**

- The Port Authority and Housing and Redevelopment Authority (HRA) have taxing authority.
- The Port Authority Board was established in 1985 per Enabling Resolution No. 2226 adopted by the Red Wing City Council on July 8, 1985, and amended February 12, 1996, (per Resolution No. 3643) pursuant to Minnesota Statutes Section 469.081; and amended March 8, 1999, (per Resolution No. 4185); and amended July 12, 2010, (per Resolution No. 6136); and amended August 22, 2011, (per Resolution No. 6312); and amended May 12, 2014, (per Resolution No. 6685); and amended November 28, 2016, (per Resolution No. 7030).
- On June 28, 2011, the Red Wing City Council adopted Resolution No 6291, approving legislation in laws of Minnesota 2011, Chapter 17, Section 1, changing the length of a term for a Port Authority member from six years to three years, which applied retroactively to all terms beginning on or after January 1, 2011.

- The Housing and Redevelopment Authority was established in 1966 per Resolution adopted by the Red Wing City Council at a meeting held on March 3, 1966, pursuant to Minnesota Statutes Section 469.003. Each board member serves a five-year term as established by state law.
- The T. B. Sheldon Auditorium Board was established by Resolution of October 7, 1904, and subsequently amended in 1985 by Ordinance No. 12, Third Series. Each board member shall hold office for a term of five years for up to three successive terms. Terms start on the first of January.
- The Port Authority, HRA, and Sheldon Auditorium can set rules of order different than the City Council but will have rules on file that were approved by their respective boards.
- The Sheldon Auditorium Board and both authority boards can elect to have a separate attorney. Employees of the Sheldon Auditorium Board and Port Authority Board have access to the City Attorney because they are city employees.
- The Port Authority, HRA, and Sheldon Auditorium can receive funds on their own behalf without City Council approval.

### **ROLE OF THE COUNCIL LIAISON**

The Council President shall appoint Council Members to serve as liaisons to all boards and commissions. Council Members are not voting members of boards and commissions, with the exception of the Port Authority.

The appointments will occur at the first meeting of the regular City Council meeting following the organizational meeting. The appointments can be changed by the City Council President, based on a request of the Council Member or for non-observance of the guidelines listed below.

- Council liaisons are held to the same attendance standard as board and commission members (see Page 5, Section G).
- Council liaisons are expected to sit at the table of the board or commission.
- Council liaisons are expected to participate in the discussion and offer suggestions on how to work effectively with the City Council.
- Council liaisons are expected to relay issues to the City Council as requested by the Chair of the board and commission.

### **ROLE OF THE STAFF LIAISON**

Each board and commission will have a staff liaison, and each staff liaison will have a job description. Each staff liaison will be appointed by the Council Administrator for each board and commission. Each staff liaison will support its board or commission by providing clerical support, processing financial requests, notifying members of training opportunities,

coordinating all legal questions, and generally providing guidance. All work projects anticipated by the board and commission must be approved as a work project by the staff liaison's supervisor. Staff is expected to follow the guidelines listed below:

- Staff liaisons are expected to attend all of their assigned board or commission meetings and if they cannot, they must find a staff replacement to attend the meeting.
- Staff liaisons shall cause minutes of the meetings to be kept and in all cases approved minutes shall be electronically filed in Laserfiche.
- Staff liaisons will work with the chair of the board or commission to create the agenda for the monthly meeting and/or workshop and distribute the agenda and minutes at least three days (72 hours) prior to the board or commission meeting.
- Staff liaisons are expected to provide support and information to the board or commission, but not participate in the debate of issues or vote on any issues.
- Staff liaisons are responsible to get action items from boards and commissions on the City Council agenda in a timely manner.
- Staff liaisons are responsible for processing all financial transactions, including reimbursements and payment authorizations.

### **ADVISING CITY COUNCIL**

Each board and commission is to advise the City Council on matters that fall within their responsibilities. Council liaisons shall report during the "Board and Commission" portion of the City Council agenda. Boards and commissions are encouraged to provide the City Council with formal reports on a scheduled basis, whether that is quarterly or semi-annually, etc. All agenda items must be submitted the week prior to the City Council meeting.

### **EDUCATION AND ADVOCACY**

Each board and commission may educate the public and may take a specific position on issues that fall within their mission statement. Positions of boards and commissions may or may not be adopted by the City Council. Unless the City Council provides express permission, any advocacy position of a board or commission may not be portrayed as the position of the City Council or the City of Red Wing.

Boards and commissions may use city funds for the purpose of educating the public, if funds are available in the board's or commission's budget. In educating the public, boards and commissions must present the information as a neutral educator and refrain from any type of endorsement of a certain viewpoint. They cannot use city funds to advocate a position on any issue without City Council approval.

### **FACILITY USE**

Boards and commissions may use City facilities for educational purposes at no cost. To do so, the board and commission should reserve the facility through their staff liaison. A board or commission may reserve City facilities for advocacy purposes only upon prior City Council approval. For such advocacy purposes, the board or commission must reserve the facility in the same manner as any other private group or individual, including paying the general facility rental fee; not utilizing taxpayer dollars.



## CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor  
From: Patrick Ramaker, Deputy Director of Buildings & Grounds  
Meeting Date: March 11, 2024  
Agenda Item Number: 10.D.

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### **Title**

Motion to Accept a \$20,000 Grant from the Wings Foundation to Purchase an Additional 125 Boulevard Trees.

The City of Red Wing continues to plant trees bi-annually and has allocated 2024 funds to purchase 90 trees this spring and another 35 trees in the fall, for a total of 125. By utilizing the grant funds provided by the Wings Foundation, the City will be able to purchase an additional 125 boulevard trees, doubling its tree-planting efforts for the year.

### **Purpose**

Accept a \$20,000 Grant from the Wings Foundation to Purchase an Additional 125 Boulevard Trees.

### **Recommended Action**

Motion to Accept a \$20,000 Grant from the Wings Foundation to Purchase an Additional 125 Boulevard Trees.

### **Attachments**

1. Wings Foundation Grant Application

### **Strategic Plan Alignment**

16. Support, promote, and manage healthy green spaces that includes these actions:
  - a. Lead the way in vegetation management to remove invasive plant species, maintain natural open spaces, and sustain environments and micro-climates that support beneficial native plant and animal species.
  - b. Use diverse, indigenous, drought-tolerant, and pollinator-friendly flora and fauna.
  - c. Reduce the need for irrigation, mowing, and fertilizer/pesticides on city lands.
  - d. Support additional open-space preservation endeavors.
  - e. Continue to support and increase community gardens.

### **Background**

The City of Red Wing has long planted, maintained, and removed the community's boulevard trees. With the onset of the Emerald Ash Bore (EAB) infestation the community is losing its

urban tree forest at a much quicker rate than can be replaced. EAB has turned many of our neighborhoods from spaces that were highly shaded to areas with fewer and younger boulevard trees. Public Works continues to do the bi-yearly tree planting; however, the number of trees planted is not keeping up with the number of trees being removed. This year, Public Works is planting 90 trees in the spring and 35 trees in the fall for a total of 125 trees.

### **Discussion**

On February 26<sup>th</sup>, Public Works staff met with Curt Gruhl and Chandler Kirchner with the Wings Foundation and Dave Lewis from Sargent's Nursery to discuss how the Wings Foundation could help with Red Wings urban forest. Through this discussion, the group decided that an additional 125 trees purchased for the tree plant would be a good number for 2024. Staff feels they can handle planting the additional trees, and Sargent's Nursery can supply the additional order.

The grant will only purchase the trees, the City will need to plant and maintain the trees until established. The City uses Institutional Community Work Crews (ICWC) to plant new trees and seasonal staff to water them, which staff feel their time can be allocated to do. For now, this is a one-time donation, but the Wings Foundation mentioned that this could be a yearly grant. Staff will meet with the Wings Foundation in the fall of 2024 to discuss the potential of any future grants.

### **Financial Plan and Impact**

Additional labor for planting and watering should be nominal using ICWC and seasonal staff.

### **Alternatives**

1. Motion to Accept a \$20,000 Grant from the Wings Foundation to Purchase an Additional 125 Boulevard Trees.
2. Do not approve the grant and use City funds to purchase the 125 trees for the 2024 tree plant.

### **Recommended Action**

Motion to Accept a \$20,000 Grant from the Wings Foundation to Purchase an Additional 125 Boulevard Trees.

 **Grant Request Application**

 **General Guidelines:**

Organization must serve residents of the Red Wing area.  
Must be non-profit exempt under Section 501c3 or other approved non-profit organization.

Name of Organization **Public Works Department, City of Red Wing**

Address **225 Tyler Road N, Red Wing MN 55066**

Contact Person **Pat Ramaker**


Telephone **(651) 385-3674**

Email **patrick.ramaker@ci.red-wing.mn.us**

Federal Tax ID # **41-6005482**

501c3  **XXX** Government Unit  Public Agency  Other \_\_\_\_\_

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 **Project Specifics:**

Project Name **Tree Replacement**

Project Purpose **Replacing trees destroyed by Ash Borer / Planting Trees for environment**

Project time frame: Start **April, 2024**

End **October, 2024**


Submission Date: **February 26, 2024**

Total Project Budget **\$ 20,000**


Requested Amount **\$ 20,000**

Submitter Name **Curt Gruhl for Public Works** Signature

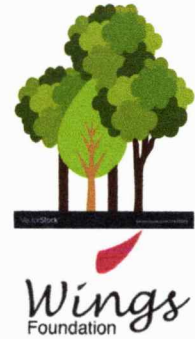


 **Additional Information:** See grant request guidelines for information to be included in a narrative.

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 For *Wings* use/comments

## Tree Replacement Project, 2024 Public Works Department, Red Wing, MN



To Wings Foundation Board  
Date: February 26, 2024

Representatives from Wings Foundation — Chandler Kirchner, Curt Gruhl  
Red Wing in Bloom, Art Kenyon

Visited with  
Dave Lewis of Sargent's Nursery  
Public Works Department, City of Red Wing — John Friedrich, Josh Holz, Pat Ramaker

A proposal was presented by Wings for a grant to the Public Works Department in an amount that would enhance the boulevard and parks replacement tree program. The additional need is due to the widespread of the emerald ash borer problem.

A thorough discussion was held regarding the capacity of Public Works to plant more trees than budgeted, the variety of trees to be planted, the timing of the project, and Wings involvement in the project. The following points were pertinent to moving forward with the grant request:

- Wings would pay for the cost of the trees only. The trees would be planted by Public Works. The pricing of the trees would be in line with the regular experience Public Works has with Sargent's Nursery.
- The current Public Works budget allows for 90 trees in spring and 35 trees in the fall. Total 125 trees to be planted in 2024.
- Public Works has agreed that they can accommodate planting of 25 more trees in the spring and 100 more in the fall. All present at the meeting felt that this could be accomplished, and Wings representatives indicated that the board of Wings Foundation showed interest in the project at their last meeting. Wings will facilitate a timely decision for the tree replacement spring program.
- The 125 additional trees to be funded by Wings would cost \$20,000.
- A prompt decision is necessary so that the grant and spring portion of this project can be on the City Council agenda at their second meeting in March. In addition, The nursery needs to expeditiously accommodate with appropriate trees. They have started thinking about those choices now as spring quickly approaches.
- Public Works and Sargents Nursery will decide on the types of trees to be planted and the locations of the same. The goal is to plant a wide variety of trees throughout the city so that in the future there will be less chance of widespread destruction of a single variety of trees.
- Interest was expressed for going forward with a multi-year program with making an effort to get grants from the DNR or other appropriate organizations to match Wings financial effort.

2024 City Trees	City Plans 2024	Wings 2024	Total 2024
Spring Trees	90	25	115
Fall Trees	35	100	135
<b>Total Trees 2024</b>	<b>125</b>	<b>125</b>	<b>250</b>



## CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor  
From: Lisa Acker, Permits & Licensing Manager  
Meeting Date: March 11, 2024  
Agenda Item Number: 10.E.

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### **Title**

Motion to Approve 2024 Food Wagon License Renewal for Joshua Smith, Little Piggies EFS.

### **Purpose**

Motion to approve a Food Wagon License renewal for Joshua Smith, Little Piggies EFS Food Wagon for 2024.

### **Recommended Action**

Staff recommends approval of the license renewal for 2024.

### **Attachments**

1. Food Wagon License - Little Piggies

### **Strategic Plan Alignment**

Encourage and support policies that ensure all residents have easy, reliable access to safe and affordable, healthy food. Continue to support policies that protect, promote and expand healthy food options such as farmer's markets, food stands, food trucks and other food outlets.

### **Background**

Mr. Smith obtained his first food wagon license with the City in August 2023. The truck operated mostly out of a location on Dakota Street and at special events in Red Wing. Mr. Smith is a full-time Police Officer, so the food truck operates on days he is off duty. Mr. Smith would like to be in Red Wing 1–2 days per week (max) from lunchtime to dinnertime, so roughly from 10:30 am to 6 pm. The food truck would also like to consider the dead end of Bush Street near the train depot (same as last year) and the overflow lot at Baypoint or possibly the lot by Pottery Pond. The size of his food wagon makes other locations difficult, but these seem to work well.

### **Discussion**

Mr. Smith intends to continue to operate at special events in Red Wing and surrounding areas, as well as during the week. He will be operating in other surrounding areas, so Red Wing will not be his only location. This food wagon is 43' long and requires almost double the space as

other food wagons, hence 4th Street is not an option for him. The food wagon will only serve customers from a Blvd, sidewalk or parking lot to provide safe access for customers. Mr. Smith has passed the background check, paid the fee, submitted proof of MDH Licensure and will get his food wagon inspected by the Red Wing Fire Department when he is first in town. City Staff does not have any concerns with Mr. Smith operating his Little Piggies EFS Food Wagon.

**Financial Plan and Impact**

\$100 annual license fee

**Alternatives**

1. Approve 2024 Food Wagon License
2. Deny 2024 Food Wagon License

**Recommended Action**

Staff recommends approval of the license renewal for 2024.



# 2024 FOOD WAGON LICENSE

LICENSE NO. 4

NONTRANSFERABLE LICENSE IS HEREBY GRANTED TO

**Joshua Smith D/B/A Little Piggies EFS**

TO KEEP FOR SALE AND TO SELL FOOD AND/OR DRINK IN SAID CITY OF RED WING, MINNESOTA, SUBJECT TO THE PROVISIONS OF RED WING CITY CODE SECTION 6.17 AND ANY CONDITIONS APPROVED BY THE CITY COUNCIL.

DATED: March 12, 2024

\_\_\_\_\_, MAYOR  
Michael Wilson

ATTEST:

\_\_\_\_\_, PERMITS AND LICENSE MANAGER  
Lisa Acker, MCMC



## CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor  
From: Shawn Blaney, Public Works Director  
Meeting Date: March 11, 2024  
Agenda Item Number: 10.F.

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### **Title**

Motion to Approve the Settlement Agreement with Brownseed Genetics for the Well Pump and Motor Replacement at the Red Wing Regional Airport and Pay Brownseed Genetics \$28,400 Using Funds From the General Fund Contingency.

The City attorney has drafted a settlement agreement based on the direction provided by City Council during their meeting on February 26, 2024. Charlie Brown from Brownseed Genetics has since signed and returned the agreement, along with an invoice for \$28,400. This amount is half of Kimmes Bauer's overall bill for the work performed during the summer of 2023.

### **Purpose**

Approve the Settlement Agreement with Brownseed Genetics for the Well Pump and Motor Replacement at the Red Wing Regional Airport and Pay Brownseed Genetics \$28,400 Using Funds From the General Fund Contingency.

### **Recommended Action**

Motion to Approve the settlement agreement with Brownseed Genetics for the well pump and motor replacement at the Red Wing Regional Airport and pay Brownseed Genetics \$28,400 using funds from the general fund contingency.

### **Attachments**

1. Brownseed Genetics Settlement Agreement

### **Strategic Plan Alignment**

36. Continue to support the Red Wing Regional Airport as it continues to significantly add to the city's transportation system, economic vitality, emergency services, and recreational and learning opportunities.

### **Background**

The City of Red Wing entered into a lease agreement with Brownseed Genetics LLC. on August 12, 2013, for leasing 88 acres of farm land at Red Wing Regional Airport. The land consists of 53 acres of irrigated and 35 acres of non-irrigated farm land at a rate of \$17,688 per year. The lease was amended on October 28, 2013, to include minor changes. The second amendment was approved on April 22, 2019, which reduced the lease rate to \$10,120 due to

changes in the agricultural markets.

The lease term was from September 1, 2013, to December 31, 2018, with 3 additional 5-year terms. The first of the additional terms will expire on December 31, 2023.

At the January 8, 2024, Regular City Council meeting, City Council directed staff to bring a counteroffer to pay \$15,000 to Kimmes Bauer for the cost of replacing the well pump and motor.

At the February 26, 2024, Regular City Council meeting, City Council accepted the offer to share the cost of the well pump replacement. Council authorized the payment in the amount of \$28,400.

### **Discussion**

The city attorney drafted a settlement agreement based on the direction provided by the City Council at the last meeting. Charlie Brown has since signed and returned the agreement along with an invoice in the amount of \$28,400. This amount is ½ of the overall bill from Kimmes Bauer for the work performed in the summer of 2023.

### **Financial Plan and Impact**

Over the years, the general fund operational budgets have been trimmed back, leaving no room to cover an unanticipated expense like this. Most of the operational expenses at the airport are fixed, so there is a strong likelihood that this expense will have a negative impact at the end of the fiscal year. Staff is requesting that if Council agrees to the proposed settlement, the funding comes from the 2024 general fund contingency.

### **Alternatives**

1. Motion to Approve the settlement agreement with Brownseed Genetics for the well pump and motor replacement at the Red Wing Regional Airport and pay Brownseed Genetics \$28,400 using funds from the general fund contingency.
2. Do Not Approve the settlement agreement with Brownseed Genetics for the well pump and motor replacement at the Red Wing Regional Airport and pay Brownseed Genetics \$28,400 using funds from the general fund contingency and direct staff as to how to proceed.

### **Recommended Action**

Motion to Approve the settlement agreement with Brownseed Genetics for the well pump and motor replacement at the Red Wing Regional Airport and pay Brownseed Genetics \$28,400 using funds from the general fund contingency.

## **SETTLEMENT AGREEMENT AND RELEASE**

THIS SETTLEMENT AGREEMENT AND RELEASE (“Agreement”) is entered into on the dates indicated below by and between Brownseed Genetics, LLC (“Brownseed”) and the City of Red Wing, Minnesota (“City”).

WHEREAS, Brownseed and the City are parties to that certain lease agreement dated September 1, 2013, and subsequently amended by written amendments on October 28, 2013 and April 22, 2019 (the lease and its amendments collectively referred to as the “Lease”); and

WHEREAS, on or about June 29, 2023, Brownseed informed the City that the irrigation system located on the leased premises needed replacement and that it had a hired Kimmes Bauer to perform the work; and

WHEREAS, via invoice dated July 23, 2023, Invoice Number 54427, Kimmes Bauer invoiced Brownseed \$56,800 for the replacement of the irrigation system; and

WHEREAS, Brownseed and the City disagree over who is responsible for the costs from Kimmes Bauer to replace the irrigation system; and

WHEREAS, Brownseed and the City have now reached an amicable agreement regarding the payment of these costs and each now desire, on a full and final basis, to settle and to adjust without litigation and without admission of liability any and all of the issues relating to the cost of the replacement of the irrigation system;

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is acknowledged by the parties, the parties agree as follows:

### **1. BINDING EFFECT.**

The terms of this Agreement shall be binding upon and be enforceable against and shall inure to the benefit of the Parties jointly and severally and the heirs, successors, personal representatives, insurers, sureties, successors and assigns of each.

### **2. RELEASE OF CLAIMS.**

A. In consideration of the sums described in Paragraph 3 below, the sufficiency of which is hereby acknowledged, Brownseed hereby releases, remises, acquits, and forever discharges the City, its current and former City Council members, officers, employees, agents, representatives, insurers, attorneys, and other affiliates, of and from any and all actions, causes of action, liability, claims and demands whatsoever, that now exist as a consequence or by reason of any damage, loss, or injury, known or unknown, asserted or not asserted, relating to the Lease, including but not limited to the payment of \$56,800 to Kimmes Bauer for the replacement of the irrigation system. No party shall be entitled to attorneys’ fees or interest for any underlying contract or agreement between the parties.

B. The Parties acknowledge that no promise or inducement has been made or offered except as set forth herein, that the Parties execute this Agreement without reliance upon representations or statements by anyone as to the nature and extent of the losses, injuries or damages or the possible consequences thereof.

**3. CONSIDERATION.**

Within ten (10) business days after this Agreement is fully executed, the City shall make payment of the sum of twenty-eight thousand four hundred dollars (\$28,400) to the Brownseed. Said payment shall be made payable to the Brownseed Genetics, LLC, and sent to the Brownseed Genetics, N1279 530<sup>th</sup> street, Bay city, WI 54723. The City agrees to pay, and Brownseed agrees to accept, the payment described in this Paragraph in exchange for the release of claims and for such other terms and conditions of this Agreement. Upon completion of the payment described in this Paragraph, the City shall have no further obligations or responsibilities under the Lease to Brownseed.

**4. PAYMENT TO KIMMES BAUER**

Brownseed is solely responsible for payment to Kimmes Bauer, and any other contractor or subcontractor, who performed work on the replacement of the irrigation system. This specifically includes, but is not limited to, the July 23, 2023 \$56,800 invoice from Kimmes Bauer for the replacement of the irrigation system, and any and all costs, late fees, taxes, or other costs associated with said invoice. Brownseed shall hold harmless, indemnify, and defend the City Council members, officers, employees, agents, representatives, insurers, attorneys, and other affiliates, from and against all claims, actions, damages and other liabilities, including attorney's fees, other professional fees and costs, arising out of any claim for payment or compensation by Kimmes Bauer or any other contractor or subcontractor relating to the replacement of the irrigation system.

**5. NO ADMISSION OF LIABILITY.**

The Parties recognize and agree that this settlement is the compromise of disputed claims and that the consideration accepted and paid hereunder is not intended nor shall it be construed by anyone to be an admission of liability by the City, by whom all such liability is expressly denied, said Parties intending by this settlement merely to avoid litigation and buy their peace.

**6. ENTIRE AGREEMENT.**

The Parties further understand and agree that this document contains the entire agreement between the Parties with respect to the settlement of the dispute regarding the responsibility for the irrigation system replacement costs, and that the terms of this Agreement are contractual and not a mere recital. By their signatures below the Parties each represent that they have carefully read this document, know and understand the terms and effect hereof, have fully discussed the terms and effect of this document with their attorneys, and have signed this Agreement as their free and considered act. This Agreement, including the release of claims, is effective upon execution and is not rescindable with respect to any claims.

**7. EXECUTION OF AGREEMENT.**

This Agreement may be executed by the Parties in any number of counterparts so that the collection of all counterparts or partial executions shall constitute a fully executed and enforceable agreement. A facsimile copy of any execution of a counterpart shall have the same force and effect as if the same were an original. Each signatory hereto represents and warrants that they have the full, sufficient and continuing power, authorization and right to bind the Party to the terms of this Agreement on whose behalf their signature is affixed.

**8. CHOICE OF LAW AND SEVERABILITY.**

This Agreement is governed by the laws of the State of Minnesota. If any part of this Agreement is construed by a court of competent jurisdiction to be in violation of any law, the remaining portions will remain in full force and effect.

**9. EQUAL DRAFTING.**

In the event that any party asserts that a provision of this Agreement is ambiguous, this Agreement must be deemed to have been drafted equally by the Parties.

**CITY OF RED WING**

By: \_\_\_\_\_  
Mike Wilson, Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kay Kuhlmann, City Council Administrator

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Teri L. Swanson, City Clerk

Date: \_\_\_\_\_

**BROWNSEED GENETICS, INC.**

By: Charles M. Brown  
Its: President

Date: March 1, 2024



## 2024 CITY COUNCIL MEETING STAFF REPORT

To: Honorable Mayor and City Council Members  
From: Jay Owens, P.E., City Engineer/Engineering Director  
Ryan Illa, Engineering Project Manager  
Meeting Date: March 11, 2024  
Consent Agenda Item

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**Title** Actions Related to the 2021/2022 Improvement of Old West Main Street and Jackson Street by Reconstruction.

### **Purpose**

The Old West Main Street and Jackson Street Reconstruction is an assessable street & infrastructure replacement/renewal project.

### **Recommended Action**

1. Approve Change Order 9.

### **Attachments**

- Change Order 9

### **Alignment with 2019 Strategic Plan**

- Strategy 24: Think creatively and support redevelopment projects that use land efficiently and embody accessibility, equity, sustainability, and walkability. (4.A.,4.B.,4.C.,8.A., 8.D.)
- Strategy 28: Continue to preserve and maintain the city's transportation system, with a focus on upgrading streets, sidewalks, and paved trails where needed, especially our documented priority areas. Continue to make improvements as mandated by federal ADA (Americans with Disabilities Act) standards. (6.A.1.)
- Strategy 29: Design streets using Complete Streets and Safe Routes to School guidelines and plans. Use traffic-calming techniques whenever possible when building or rebuilding streets to improve safety for all, especially pedestrians and bicyclists. (6.B.1.)
- Strategy 50: Continue to replace sanitary-sewer, water-main, and storm-water pipes during street reconstruction projects. (5.C.2.)

### **Background**

Numerous actions have taken place to date, including studies, grant applications, and multiple community engagement efforts, including open houses, surveys, listening sessions with many age groups, and formations of the community Project Advisory Committee (PAC) and Project Management Team (PMT):

- March 2015 – City Council adopted the Renewing Old West Main Street Master Plan. One of the major elements of the plan was to provide bike-pedestrian friendly connections

between the Upper Harbor, Bay Point Park and Old West Main, including surrounding neighborhoods.

- December 14, 2015 – Council adopted resolutions authorizing staff to apply for federal Transportation Alternative Program (TAP) grant funding for a bike-pedestrian bridge. We were notified in May 2016 that we were approved for \$857,218 for 2020 construction.
- December 12, 2016 – Council adopted a resolution authorizing an application for federal funding for Old West Main Street reconstruction. We received \$651,000 in federal funds for 2021 construction.
- January 24, 2017 – City Council Workshop, staff presented the Old West Main/ Pottery District, Upper Harbor redevelopment action and project management plan. The plan presented a strategic plan defining roles and responsibilities; the formulation of the project management team, (PMT) and a public advisory committee (PAC) to move proposed projects forward. The action plan was the outcome of the adoption of the 2015 Renewing Old West Main Street Master Plan and the previously adopted Upper Harbor Redevelopment Plan.
- October 23, 2017 – Council approved a preliminary design agreement with Bolton & Menk for these two projects.
- Since 2017 – PMT has been working within the framework of the plan. We have recruited business owners/operators from the neighborhood and other interested groups and persons to serve on the PAC. We have engaged the assistance of a consulting engineering firm for the development of the geometric roadway layout for the reconstruction of Old West Main incorporating a bike/pedestrian bridge connection; we have continued to seek alternative funding for the construction of the projects.
- January 8, 2018 – Council adopted a resolution authorizing a second application for additional federal funding for Old West Main Street reconstruction. We received an additional \$400,000 in federal funds for 2022 construction (total received from both applications = \$1,051,000).
- June 14, 2017 – City Council adopted Resolution No. 7017 designating the Old West Main Street and Upper Harbor Redevelopment project a priority (number 3) for 2018 State Bond funding. The proposal did not receive any State Bonding funding. In 2018, the City Council approved staff submitting applications for DNR funding (\$150,000) and LCCMR funding (\$682,000) related to the bridge project.
- June through August 2018 – More than 550 residents attended one of a series of summer events: Two well-attended outdoor open houses at A.P. Anderson Park and Jefferson School, and three days of River City Days. Residents provided input in surveys and on planning boards.
- July 2018 – 70 students in grades 7 and 8 gave input to the plans on planning boards and through group discussions.
- August to October, 2018 – Online survey of the Old West Main Street Renewal project resulted in 652 respondents. The third highest priority chosen by respondents was creating a better connection between Old West Main Street and the riverfront.

- May 13, 2019 – At a request of Council, these proposed projects were discussed during the General Business portion of the Council Meeting due to a small public contingency opposed to the pedestrian bridge portion of the project. After discussion, Council approved moving forward with the proposed projects.
- May 28, 2019 – Council adopted 3 resolutions; Ordering the Preparation of Report on Improvement of Old West Main, Requesting a Variance from State Aid Standards, and Approving Work Order with Bolton & Menk for Final Design of both OWM and Ped Bridge.
- June 11, 2019 – The City was notified of being awarded a \$150,000 Grant from the DNR for the Ped Bridge Project.
- June 27, 2019 – The City presented the Variance request to the State Aid Variance Committee.
- July, 2019 – Second online City survey yielded 110 respondents. Of this number, 43 people supported the bridge, 63 people opposed it, and 4 were unsure. Of those who opposed, the largest reason was the expense. Of those who supported the project, the largest reason was the bridge would make the area a more vibrant destination for residents and visitors.
- July 25, 2019 – The City was notified by the LCCMR that our \$682,000 funding application was unsuccessful.
- July 28, 2019 – The City is officially notified by MnDOT of a successful Variance request.
- November 12, 2019 – Council approves purchase agreement with Kelly Anderson for property between Kelly's and Bayside for Ped-Bike Bridge southerly landing.
- Fall 2019 through Spring/Summer 2020 – Final design progressed on both the Ped-Bike Bridge and OWM Projects.
- October 2019 – 34 local organizations wrote letters of support to the Minnesota state legislature for support of three facets of Riverfront Renewal projects, which included the bike-pedestrian bridge. These organizations included businesses and hotels, nonprofits, philanthropic foundations, and educational, arts, and government entities from across the Red Wing area.
- February 2020 – City released \$651,000 of 2021 Federal funding and was awarded \$820,000 of 2024 Federal funding with the 2022 Federal funding of \$400,000 to remain. Total Federal funding (OWM) = \$1,220,000.
- June 10, 2020 – Final Ped-Bike Bridge Plans submitted to MnDOT for review.
- June 22, 2020 – Council approved the \$150,000 Grant Agreement with the DNR (Ped-Bike Bridge).
- July 28, 2020 – MnDOT approves Ped-Bike Bridge plans and authorizes City to let the project.

- August 13, 2020 – Neighborhood Meeting held with OWM property owners to give project updates and discuss project schedules.
- Mid-August 2020 – OWM stakeholders surveyed on street project year preference; 6 respondents said 2021 and 4 respondents said 2022.
- August 26, 2020 – Survey results presented to Council at Budget Workshop with Council direction to proceed with OWM project in 2021.
- Early September, 2020 – City was notified by MnDOT of the availability of an additional \$340,000 for the Ped-Bike Bridge provided the project is let and awarded in 2020.
- September 28, 2020 – Project discussion with Council direction to proceed with proposed timelines as presented.
- October 12, 2020 – Council approved Ped-Bike Bridge plans and ordered Advertisement Bids. Council also extended notification deadline for determination of construction project for property at 1522 Old West Main Street.
- October 26, 2020 – Council adopted a resolution Receiving the Feasibility Report and calling for the Hearing on Improvement for the Old West Main Street Project.
- November 9, 2020 – Council adopted a resolution Requesting a Variance from Standard for State Aid Operations for Project No. S.A.P. 156-148-010 (Jackson Street Reconstruction).
- November 23, 2020 – Council adopted a resolution Ordering the Improvement and Preparation of Plans for the Old West Main Street Reconstruction Project. Staff presented the bid results for the Ped-Bike bridge project with discussion on possible supplemental funding sources and award consideration on 12/14/2020.
- 2018 through 2020 – Residents have responded to their City Council members and learned details about the project through information published in the Republican Eagle, City Beat online newsletter, Facebook, the City's website, and Channel 6.
- December 14, 2020 – Council accepted bids and awarded the Old West Main Pedestrian Bridge Construction Contract to Kraemer North America, LLC.
- January 11, 2021 – Council approved contract with Bolton & Menk Inc. for Ped Bridge Construction Engineering Services and accepted donations from WINGS Foundation and Riverlands Foundation to be used toward Ped Bridge Construction.
- January 25, 2021 – For the Old West Main Street Reconstruction Project, Council adopted a resolution Authorizing the Submission of a 2020 LRIP Application to MnDOT for the Old West Main & Upper Harbor Renewal Project and adopted a resolution Approving Plans and Specifications and Ordering Advertisement for Bids.
- February 8, 2021 – Council adopted a resolution moving the Old West Main Street Reconstruction Project Bid date from 03/02/2021 to 03/09/21.

- February 22, 2021 – Council adopted a resolution to enter into a contract with MnDOT for Advance Construction of the Old West Main Street Reconstruction Project.
- March 22, 2021 – Staff presented the March 9, 2021 bid results and discussed LRIP delay and impacts to project schedule.
- April 7, 2021 – Neighborhood Meeting held with OWM property owners to discuss project schedules impacts relating to LRIP delay.
- April 12, 2021 – Council directed staff to move forward with a 2 year project (2021 & 2022) and to coordinate with the City Attorney and the low bidder to structure a delayed award agreement.
- May 24, 2021 – Council approved agreement to extend time to consider bid with Fitzgerald Excavating & Trucking for the Old West Main Street Reconstruction Project.
- June 14, 2021 – Council adopted a resolution to accept bid from Fitzgerald Excavating & Trucking for the Old West Main Street Reconstruction Project.
- June 14, 2021 – Council approved Work Order #3 with Bolon & Menk for Construction Project Management on the Old West Main Street Reconstruction Project.
- June 14, 2021 – Council approved Change Orders 1 & 2 for the Pedestrian Bridge Project.
- July 12, 2021 – Council approved Resolution 7663 and the LRIP MnDOT Grant Agreement No. 1047295.
- July 26, 2021 – Council approved the Overhead Pedestrian Bridge Agreement and License Agreement No. 5124501 with Soo Line Railroad Company (d.b.a. Canadian Pacific).
- September 13, 2021 – Council approved Change Order 1 for Old West Main Street Project.
- October 11, 2021 – Council approved Change Order 2 for Old West Main Street Project.
- November 8, 2021 – Council approved Change Orders 3,4,5 & 6 for the Pedestrian Bridge Project.
- December 23, 2021 – MnDOT allocates an additional \$18,926 in LRIP Funding to the Old West Main Street Project.
- August 8, 2022 – Council authorized execution of the Utility Occupancy License with CP Rail for the watermain crossing on Jackson Street.
- November 14, 2022 – Council approved Change Order 7 and adopted a resolution accepting the work for the Pedestrian Bridge Project.
- December 12, 2022 – Council approved Amendment #1 to Work Order Contract #3 with Bolton and Menk.
- January 23, 2023 - Council approved Change Orders 3, 4, and 5.

- September 11, 2023 – Council declared assessments and ordered Public Hearing for October 23, 2023.
- October 23, 2023 – Council adopted assessments for the project.
- November 13, 2023 – Council approved Change Orders 6, 7, and 8 and Council approved Bolton and Menk Amendment, Inc. #2 to Work Order #3

**Discussion**

**Change Order 9 => \$12,000.00**

This project was delayed from starting while awaiting the possibility of an LRIP Grant. The City received this Grant and awarded the project in July of 2021. It was determined with this start time that the project could not be completed in one construction season. The contractor held all bid prices as bid, but there was an understanding with an additional season there will be extra costs for Traffic Control having to re-mobilize. This cost will be covered within the project contingency.

**Financial Plan and Impact**

Below are the estimated expenditures and funding sources based on the final Engineer's Estimate (02/15/21), the As-Bid Cost Basis (03/09/21), and the Feasibility Report received by Council on 10/26/20.

	As-Bid Cost Basis 03/09/21	Engineer's Estimate 02/15/21	Feasibility Report 10/26/20
<b><u>Estimated Expenditures:</u></b>			
Construction (road, sidewalk, etc.) =	\$2,601,020	\$2,505,179	\$2,010,760
Construction (Utilities) =	\$1,262,069	\$1,536,232	\$1,113,245
Construction (streetscape) =	\$ 433,093	\$ 348,265	\$ 660,000
<b>Construction sub total =</b>	<b>\$4,296,182</b>	<b>\$4,389,676</b>	<b>\$3,784,005</b>
Contingency based on Const. sub =	\$ 179,809 4%	\$ 219,484 5%	\$ 378,401 10%
<b>Construction Total =</b>	<b>\$4,475,991</b>	<b>\$4,609,160</b>	<b>\$4,162,406</b>
Design Engineering =	\$ 499,488	\$ 499,488	\$ 499,488
Design Eng Amend. #1 =	\$ 89,569		
Construction Engineering =	\$ 468,733	\$ 368,733	\$ 332,992
Const. Eng. Amend. #1 =	\$ 35,000		
Const. Eng. Amend #2 =	\$ 20,000		
<b>Estimated Total Project Funding=</b>	<b>\$5,588,781</b>	<b>\$5,477,381</b>	<b>\$4,994,886</b>

	As-Bid Cost Basis 03/09/21	Engineer's Estimate 02/15/21	Feasibility Report 10/26/20
<b><u>Estimated Funding Sources:</u></b>			
General Fund CIP 2021-2022 =	\$ 901,000	\$1,505,000	\$1,505,000
Assessments =	\$ 224,151	\$ 197,000	\$ 197,000
Federal Highway Fund =	\$1,220,000	\$1,220,000	\$1,220,000
MSAS State Aid Fund =	\$1,094,300	\$1,435,119	\$ 959,641
Utility Funds =	\$1,325,173	\$1,120,262	\$1,113,245
MnDOT LRIP Allocation =	\$ 831,308	\$ 0	\$ 0
MnDOT Add'l LRIP Allocation =	\$ 18,296	\$ 0	\$ 0
<b>Estimated Total Project Funding=</b>	<b>\$5,614,228</b>	<b>\$5,477,381</b>	<b>\$4,994,886</b>

The costs associated with Change Order 9 will be covered by the project contingency in the above table.

The above funding represents the additional LRIP monies that were allocated to the project in December of 2021 and the additional assessments collected and therefore the table shows the project over-funded. This will be reconciled when final quantities are calculated, and the project is closed out in 2024 following the 2-year plant warranty period.

**Alternatives**

- 1) Motion to Approve Change Order 9.
- 2) Do not Approve Changer Order 9 (staff would need direction on how to proceed)

**Recommended Action**

Staff recommends Alternative 1)



STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

Rev. June 2018

SP/SAP(s)	156-132-003	MN Project No.:	STPF 2521(147)	Change Order No.	9
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Project Location	Old West Main Street Reconstruction, Red Wing, MN				
Local Agency	City of Red Wing	Local Project No.			
Contractor	Fitzgerald Excavating & Trucking, Inc	Contract No.			
Address/City/State/Zip	21432 350 <sup>th</sup> Street, Goodhue, MN 55027				
<b>Total Change Order Amount \$12,000.00</b>					

Per the previously executed project change order no. 2, which extended the project completion date due to a delayed bid award from a one-year project with substantial completion in 2021 to a two-year project with substantial completion in 2022, the contractor has submitted a request for additional compensation relating to the traffic control bid item. Due to this contract extension, the traffic control signing is required to be erected for an additional construction season, along with the required provisions to execute one winter suspension and resumption. Based on this the engineer has determined a contract change order is warranted.

Measurement and payment will be made by negotiated LUMP SUM based on the total cost analysis of all labor, equipment, and materials associated with completing the traffic control as bid under the original contract in accordance with the new project schedule.

All documentation, records, and computations supporting this change will remain in the Project Engineer's files.

<b>Estimate Of Cost:</b> (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
A	2563.601	Traffic Control	Lump Sum	\$12,000.00	1.0	\$12,000.00
<b>Net Change this Change Order</b>						<b>\$12,000.00</b>

\*A = SP 156-132-003 / 156-148-010

\*\* Group/funding category is required for federal aid projects

\*\*\* Denotes Contract Unit Price

<b>Due to this change, the contract time:</b> (check one)	
<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> Is Increased by _____ Working Days	<input type="checkbox"/> Is Increased by _____ Calendar Days
<input type="checkbox"/> Is Decreased by _____ Working Days	<input type="checkbox"/> Is Decreased by _____ Calendar Days

Approved by Project Engineer: Cory L Bienfang Date: 2/23/2024  
 Print Name: Cory Bienfang Phone: 507-995-2936

Approved by Contractor: [Signature] Date: 2/26/2024  
 Print Name: Jason Fitzgerald Phone: 651-301-5203



STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

Rev. June 2018

SP/SAP(s)	156-132-003	MN Project No.:	STPF 2521(147)	Change Order No.	9
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Approved by City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Distribution:** Project Engineer (Original), County Engineer (copy), Contractor (copy), DSAE (copy)

**DSAE Portion:** The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: \_\_\_ Federal Funding    \_\_\_ State Aid Funding    \_\_\_ Local funds

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_



## 2024 CITY COUNCIL MEETING STAFF REPORT

To: Honorable Mayor and City Council Members  
From: Jay Owens, City Engineer/Engineering Director  
Ryan Illa, Engineering Project Manager  
Meeting Date: March 11, 2024  
Consent Agenda Item

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**Title** - 2024 Alley Reconstruction in Blocks 1 & 2 of Chaz Betcher's Addition (2 block Alley between Harrison Street, West End Avenue, Grand View Avenue & W 5<sup>th</sup> Street)

### **Purpose**

This project is an Alley grading & pavement infrastructure replacement/renewal project.

### **Recommended Action**

Motion to Adopt \* Resolution No. 7970 Ordering Preparation of Report on Improvements.

### **Attachments**

- Resolution No. 7970
- Location Map

### **Alignment with Strategic Plan**

- Strategy 3 (Community Vitality); C (Upgrade Transportation Connections); 1 (Infrastructure).

### **Background/Discussion**

In 2024, staff is proposing to reconstruct 2 separate bituminous alleys that are in need of complete reconstruction. These particular alleys, in Blocks 1 & 2 of Chaz Betcher's Addition (see location map) have not been petitioned for improvements but neighbors in the area have commented that the alley does indeed need to be fully reconstructed.

This project will be designed by the Engineering Department and constructed by the Public Works Department and with adoption of Resolution No. 7970, staff anticipates bringing the Engineer's Report to Council for approval in the near future. Staff will then follow up with scheduling the neighborhood meeting once the report is accepted.

### **Financial plan and impact**

The engineer's report will include an accurate breakdown of the estimated project costs and funding sources when presented at a future Council meeting. The assessment rate from the adopted fee ordinance for alley reconstruction is \$16.00/Linear Foot of frontage, which is approximately 25% of reconstruction costs. The remainder of the project will be funded by the Public Works Operating Budget and possibly the Storm Water Fund if storm sewer work is necessary. This is consistent with the assessment policy.

**Alternatives**

- 1) Motion to Adopt \* Resolution No. 7970 Ordering Preparation of Report on Improvements
- 2) Defeat Resolution No. 7970 (Staff would need direction on how to proceed)

**Recommended Action**

Staff recommends Alternative 1)

**Resolution No. 7970**

***Ordering Preparation of Report on Improvements***

*Alleys in Blocks 1&2 of Chaz Betcher's Addition*

(2 Alleys running from Harrison St. to West End Ave. between Grand View Ave. & W. 5<sup>th</sup> St.)

**WHEREAS**, it is proposed to improve the Alleys in Blocks 1&2 of Chaz Betcher's Addition (2 Alleys running from Harrison St. to West End Ave. between Grand View Ave. & W. 5<sup>th</sup> St.) by removals, grading, aggregate base, concrete curb & gutter, hot plant mixed bituminous and related construction, and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF RED WING, MINNESOTA:**

That the proposed improvement be referred to the City Engineer for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the Council this 11th day of March, 2024.

\_\_\_\_\_  
Kim Beise, Council President

ATTEST:

\_\_\_\_\_  
Teri L. Swanson, MCMC, City Clerk

(seal)

Presented to the Mayor at \_\_\_\_\_ .m. on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Michael Wilson, Mayor

# PROPOSED 2024 ALLEY RECONSTRUCTION PROJECT LOCATION MAP



2024 Alley Reconstruction in Blocks 1 & 2 of Chaz Betcher's Addition (2 Alleys running from Harrison St. to West End Ave., between Grand View Ave. & W 5th St.)





## CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor  
From: Lynn Nardinger, Deputy Director of Public Services  
Meeting Date: March 11, 2024  
Agenda Item Number: 10.I.

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### **Title**

Motion to Approve Private Use of Public Property (PUPP) Application for St. Paul's Lutheran Church Elvis in the Park Concert.

The event will be held on Saturday, August 17, 2024, from 2:00 p.m. to 8:00 p.m. in Central Park and the Central Park Bandshell. St. Paul's Lutheran Church will have a brief church service at 2:00 p.m. and there will be a musical concert following the church service in Central Park. The event will be open to the public.

### **Purpose**

Approve Private Use of Public Property (PUPP) Application for St. Paul's Lutheran Church Elvis in the Park Concert.

### **Recommended Action**

Motion to Approve Private Use of Public Property (PUPP) Application for St. Paul's Lutheran Church Elvis in the Park Concert.

### **Attachments**

1. Elvis in the Park PUPP Application

### **Strategic Plan Alignment**

N/A

### **Background**

The event will be held on Saturday, August 17, 2024, from 2:00 p.m. to 8:00 p.m. in Central Park and the Central Park Bandshell. St. Paul's Lutheran Church will have a brief church service at 2:00 p.m. and there will be a musical concert following the church service in Central Park. The event will be open to the public.

### **Discussion**

Organizers have reserved the Central Park bandshell in Central Park and have requested one lane on West Avenue to be closed so that the food vendors can park and plug in their food trucks.

**Financial Plan and Impact**

All costs will be billed to the organizer.

**Alternatives**

1. Approve Private Use of Public Property (PUPP) Application St. Paul's Lutheran Church Elvis in the Park Concert.
2. Not Approve PUPP request.

**Recommended Action**

Motion to Approve Private Use of Public Property (PUPP) Application for St. Paul's Lutheran Church Elvis in the Park Concert.



<b>EVENT:</b>	<u>Elvis in the Park</u>
<b>DATE:</b>	<u>8/17/2024</u>
	<u>8/17/2024</u>

**Setup Time:** 1:00

## Application for Private Use of Public Property Events

Please complete the attached application for private use of public property with as much detail and return it to the City Clerk’s Office or the Public Works Office as soon as possible.

Please keep in mind that City Staff will need time to consider your application, and to complete their comments. In some instances, applications need to be approved by the City Council as well as City Staff. Therefore, your application needs to be returned to the City **AT LEAST 30 DAYS PRIOR TO YOUR EVENT/ACTIVITY/PROJECT.**

Applicants making requests for **EVENTS** are asked to complete **Sections A, B, C, and D.**

In the event that food service is a part of your event/activity, you **MUST** contact Minnesota Department of Health for their authorization.

If you have any questions concerning your application, please feel free to contact Public Works at 651-385-3674 (7:00 am to 4:00 p.m.)

\*\*\*\*\*

*(For City Use Only – Routing Information)*

<u>Initial</u>	<u>Date</u>	<u>Routing</u>
<u>LA</u>	<u>2/21/24</u>	Received from Applicant
<u>LA</u>	<u>2/21/24</u>	Received by Public Works
<u>LMN</u>	<u>2/21/24</u>	Public Works Review Completed
<u>NBS</u>	<u>02/24/24</u>	Police Department Review Completed
<u>AJS</u>	<u>02/23/24</u>	Fire Department Review Completed
<u>MJR</u>	<u>02/26/24</u>	Engineering Review Completed
<u>PDR</u>	<u>2/26/24</u>	B&G Review Completed
<u>LA</u>	<u>2/28/24</u>	Returned to Public Works
		Forwarded to Council for Approval
		Original to City Clerk

## SECTION A – General Information

### CITY OF RED WING PRIVATE USE OF STREETS, PARKING AREAS & PUBLIC PROPERTY

Name:	St. Paul's Lutheran Church				
Agency:	St. Paul's Lutheran Church				
Address:	320 WEST AVE, Suite A				
City/State/Zip	RED WING / MN / 55066				
E-Mail Address	stpaulc@stpaulsredwing.org				
Work Phone:	16513887106	Cell:		FAX:	
Name of Event:	Elvis in the Park				

Date(s) of Event: **8/17/2024 - 8/17/2024**

**Event Times:**

From: 2pm

To: 8 pm

Expected Attendance: 250

**Please provide a detailed description what your event entails:**

This will be an Elvis Gospel Music event, open to the public.

**Please list the public facilities, parks, streets, or public property you are requesting use of for this event:**

We would like to use the Bandshell, be able to have one side of one of the one ways closed off to welcome food trucks.

**What are the General Liability insurance coverage limits of the Applicant?**

Per Occurrence: \$ \_\_\_\_\_

General Aggregate: \$ \_\_\_\_\_

**Who is the insurance agent for the Applicant?**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

On behalf of the Applicant, I hereby certify that all of the foregoing statements are true and accurate to the best of my knowledge. Applicant makes this application in accordance with City Code, Section 7.13. **Applicant acknowledges that, prior to the granting of this permission by the City, Applicant will be required to furnish proof of insurance** with General Liability insurance limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate limit (coverage limit requirement may be satisfied by a General Liability policy in combination with an Excess Liability or Umbrella Liability policy). The Applicant's insurance coverage must be primary, written on an "Occurrence" basis and **MUST list the City of Red Wing as an additional insured**. Applicant agrees to defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to or associated with use of the property by Applicant, its guests or invitees resulting from this application and its use.

I further understand that the City may charge a fee for the use of the public property. In no event will I acquire any rights, title, or interest in the public property whatsoever; and the City may cancel my use of the property any time with or without prior notice to me.

I further understand that in granting this permit the City is not waiving compliance with other ordinances or the requirements to obtain any other permits and, further, that I am responsible for obtaining any other permits required by law from other appropriate governmental entities.

Applicant shall insure that all public property is restored or left in an acceptable condition.

I certify that I have the authority to bind Applicant to the above terms.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

## SECTION B – Event Information

Do you have any electrical needs?: yes electrical

Do you need water service?: **No**

Do you plan on having Portable Toilets? **Yes** (Number) 3

*Organizers are responsible for contacting vendors to arrange for portable bathroom units.*

*The only exception to this is if the event is a City sponsored event as identified in the PUPP Policy. This requires the use of approved vendors under contract with the City.*

**Refuse collection arrangements?**

*(to keep costs down, containers will be delivered to one location. Event organizers may move them to desired locations. All containers must be returned to the delivery location for service and for pick up at end of event)*

**OVER 250 SO GARBAGE WILL BE NEEDED - LA**

Do you want any additional picnic tables? **Yes** (Number) 6

If yes, where do you want the picnic tables placed?  
in the middle of the park

Are you requesting any street closures? **Yes**

If yes, please list street(s) and requested closure times.  
one lane of west ave

**Are you requesting no parking prior to and/or during your event? If yes, please list requested street(s)/time(s) below.** (City ordinance requires that the notice of no-parking restrictions must be posted 20 hours before the no-parking starts. There is a cost for this service and the Police Department will provide this cost information)  
yes

**What are your plans/requests/needs for assistance with crowd control, traffic control, and onsite emergency personnel/equipment?:** (i.e. Ambulance, fire truck, security, escorts. There is a cost for this service and the Police or Fire Department will provide this cost information)

**Cones and barricades are necessary for most major events. They are available for rental from the Public Works department. Event organizers are reminded that if you are renting signs/barricades from the City, you are responsible to pick up, set up, take down and return all signs and barricades necessary for your event. Police Department staff will review the placement to ensure safety and enforceability.**

**Rent from PW**

**If renting, please list the number and type of cone / barricade you wish to rent.**

<u>Number</u>	<u>Type</u>	<u>Number</u>	<u>Type</u>
2	Type 1 – 12’ Barricades	_____	Stop Sign on Stand
_____	Type III – 4’ Barricades	_____	No Left Turn Sign on Stand
_____	Type III – 8’ Barricades	_____	No Right Turn Sign on Stand
_____	Flashers for Barricades	_____	Closed to Thru Traffic Signs
_____	Drums	_____	Road Closed Sign
3	Reflective Cones	_____	Pedestrian Barricades
_____		_____	
_____		_____	

**If you are providing your own, please list the company you are acquiring the signs from and the number of type of signs you plan to use:**

**Are you planning on staking down a tent? No**

**Tent Details:**

**Additional Comments:**

## SECTION C – Food & Beverage

Is your event open to the general public, or is it a private event?

**Public**

If your event is open to the general public, will there be food or beverage sold or provided to the public?

All food vendors, regardless of their status (501c3, etc.) must have a valid Food and Beverage License issued by the Minnesota Department of Health. You, as the applicant, are responsible for verifying that all vendors providing food or beverage during your event have obtained the proper license.

Food and Beverage Licenses can be obtained by contacting the Minnesota Department of Health at: 651-201-4500.

## SECTION D – Outdoor Movies

Does your event include the screening of outdoor movie(s)?

**No**

Publicly screening a movie requires obtaining public performance rights from the rights-holder of the movie. You as the applicant, are responsible for obtaining written documentation of permission to publicly display the film. A copy of the written permission **MUST** be provided to the City of Red Wing prior to receiving approval for your event.

The following website has some great information on how to obtain public performance rights: [http://www.prattlibrary.org/locations/sightsandsounds/?id=11096#Vendors with PPR](http://www.prattlibrary.org/locations/sightsandsounds/?id=11096#Vendors_with_PPR).

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**Public Works Department**

Public Works costs associated with the event:

ALL DAY CENTRAL PARK BANDSHELL RENTED - PAID

FOOD TRUCKS AT EVENT – ORGANIZERS RESPONSIBLE FOR CORRECT LICENSES

ELECTRICAL NEED IN BANDSHELL

3 - PORTABLE TOILETS – ORGANIZERS RESPONSIBLE

6- PICNIC TABLES – DELIVER IN MIDDLE OF PARK \$90.00

2 TYPE 1 AND 3 REFLECTIVE CONES - \$12.00 FOR ONE LANE CLOSE ON WEST AVE

CSO & NO PARKING SIGNS – ONE LANE WEST AVE – TBD AFTER EVENT (LY COST \$65.00)

GARBAGE PICK UP – EST \$58.50

**TOTAL EST WITH OUT ADMIN FEE - \$225.50**

Date Reviewed: 2/21/24 Recommendation  Approve  Deny

Please list any conditions associated with approval or reasons for staff denial:

No concerns.

Public Works Director or designee's signature: Lynn Nardinger

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**Police Department**

Police Department costs associated with the event:

CSO cost for signage made, placement and removal \$56/hour. Cost of no parking signs \$2/sign.

Cost will be finalized after event and billed.

Date Reviewed: 02/21/2024 Recommendation  Approve  Deny

Please list any conditions associated with approval or reasons for staff denial:

See public works comments in licensure for food trucks. No alcohol unless submitted and approved.

No concerns at this time.

Police Chief or designee's signature: Nick Sather



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**Fire Department**

Fire Department costs associated with the event:

None

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Date Reviewed: 02/23/2024 Recommendation  Approve  Deny

Please list any conditions associated with approval or reasons for staff denial:

No concerns.

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Fire Chief or designee's signature: Andy Speltz

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**Engineering Department**

Engineering Department costs associated with the event:

None

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Date Reviewed: 02/24/24 Recommendation  Approve  Deny

Please list any conditions associated with approval or reasons for staff denial:

No Concerns

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City Engineer or designee's signature: Mitchell Rigelman

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**Buildings & Grounds**

Buildings & Grounds costs associated with the event:

None

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Date Reviewed: 2/26/24 Recommendation  Approve  Deny

Please list any conditions associated with approval or reasons for staff denial:

No Concerns

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B&G Supt. or designee's signature: Patrick Ramaker

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## 2024 CITY COUNCIL MEETING STAFF REPORT

To: Honorable Mayor and City Council Members  
From: Kyle Klatt, Community Development Director, March 7, 2024  
Meeting Date: March 11, 2024

Agenda Item Number: **10.J.**

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### **Title**

**Proposed Amendments to the Red Wing Zoning Code to Designate the Advisory Planning Commission as the Board of Adjustments and Appeals**

### **Purpose**

To act on the zoning ordinance amendments necessary to designate the Planning Commission as the Board of Adjustments (the City Council now acts in this capacity).

### **Recommended Action**

Consider Motion to Adopt Ordinance No. 208, Fourth Series, Establishing the Advisory Planning Commission as the Board of Appeals & Adjustments.

Consider Motion to Adopt Resolution No. 7971 Authorizing Summary Publication of the Ordinances.

### **Attachments**

- Ordinance No. 208, Fourth Series
- Resolution No. 7971 (Summary Publication)
- League of Minnesota Cities Guidance for Boards of Adjustments and Appeals
- Public Hearing Notice

### **Alignment with 2019 Strategic Plan**

*How We'll Act:*

70) Actively look to regional, state, federal, and international communities, as well as our own, to learn about creative, innovative ways to build relationships, solve issues, and expand our city's opportunities.

## **Summary**

The City Council is being asked to consider proposed amendments to the Zoning Ordinance that would designate the Planning Commission as the Board of Adjustments for the City. Presently, the City Council acts in this capacity, which means it decides on all variances and appeals after review by the Planning Commission. The proposed ordinance amends two divisions of the Zoning Ordinance, and specifically the sections outlining the responsibilities of the Planning Commission, Board of Adjustments, and the City Council, along with those sections describing the review process for variances and zoning appeals. A summary of the ordinance amendments as drafted is as follows:

- The description of the duties of the Planning Commission has been amended to specify that the Commission will now act as the Board of Adjustment.
- The section outlining the responsibilities of the Board of Adjustments has been revised to reiterate that the Planning Commission will now serve as the Board of Adjustment, to remove language that previously referenced the City Council acting in this capacity, and to include new language stating that all final decisions by the Board of Adjustment are subject to appeal to the City Council. This new section also includes the review procedures to for these types of appeals.
- The section describing the City Council's duties (relating to the Zoning Ordinance) has been updated to change its role from acting as the Board of Adjustments to now only considering appeals from decisions made by the Board of Adjustments and Planning Commission.
- The process for review of variances and zoning appeals has been updated to reflect the new decision-making authority of the Board of Adjustments.
- A new appeal process has been created under variances and zoning appeals to allow for appeals of Board of Adjustments decisions to the City Council.
- Text has been removed or added from both sections to eliminate duplicative language or to improve consistency across each section.

The City Council adopted a motion to introduce Ordinance 208, Fourth Series at its meeting on February 26, 2024.

## **Background**

As part of its annual workshop sessions conducted on January 5th and 6th, the Red Wing City Council considered several proposed process improvements for making Council meetings more efficient. One of the recommended actions discussed by the City Council was to delegate authority as the Board of Adjustment and Appeals to the Advisory Planning Commission. As noted above, the City Council acts in this capacity, which means it decides on all variances and appeals after review by the Planning Commission. Under this process, the Council often spends time during its meetings reviewing matters that are relatively minor (like accessory building setback variances)

and that have little interest from the community outside of property owners in the immediate vicinity of the subject property. Similarly, the Council considers all appeals from decisions by the Zoning Administrator, which are also reviewed by the Planning Commission in advisory capacity.

Under Minnesota State Statutes, cities can delegate the role of a board of adjustments and appeals to a Planning Commission by ordinance. The attached information from the League of Minnesota Cities provides general guidance for a Board of Adjustment and Appeals and describes the duties and responsibilities of this type of board. Based on past direction from the City Council and Planning Commission, staff has drafted proposed amendments to the Zoning Ordinance to accomplish the restructuring of the Board of Adjustments.

### **Analysis**

Under the City's current ordinances, the City Council acts as the Board of Adjustment and Appeals subject to review by the Planning Commission. The Commission holds all public hearings related to variances and appeals and makes recommendations to the Council (acting as the Board of Adjustment), which then makes final decisions on these matters. With the Council's recent direction, staff is proposing to update the Red Wing Zoning Ordinance to specifically designate the Planning Commission as the Board of Adjustment and Appeals. If approved, the Planning Commission would have final decision-making authority on variances and administrative decisions made by City staff. The two divisions of the Zoning Ordinance that would need to be amended to facilitate the proposed change, with all required revisions, are attached.

As noted in the League of MN Cities guidance document, when the City Council does not serve as the Board of Adjustment and Appeals, the Planning Commission decisions can either be: 1) final, subject only to judicial review, 2) final, subject to appeal to the Council and the right of later judicial review, or 3) advisory to the Council. Staff is recommending the second approach so that there is a potential appeal process to the Council when there is disagreement with the any action taken by the Planning Commission.

Please note that staff has asked the City Attorney for an opinion on whether the Advisory Planning Commission would need to drop "advisory" from its title if the proposed ordinance is adopted (the Commission would now have limited decision-making authority if approved). Any recommendations from the Attorney will be shared with the City Council at the meeting.

### **Planning Commission Report**

The Planning Commission discussed the proposed ordinance amendments at its January 16th meeting and directed staff to proceed with a public hearing to consider amendments redesignating the Planning Commission as the Board of Adjustments on February 20, 2024. The Commission conducted a public hearing at its February meeting and did not receive any public feedback concerning the proposed amendments. The Commission generally discussed the ordinance at this meeting and

recommended approval of the ordinance as presented with a vote of 5 ayes and 0 nays. The attached documents incorporate all feedback and direction from the Commission received to date.

### **Financial Plan and Impact**

No anticipated financial impact. The proposed amendments should lower City costs by reducing the amount of staff time preparing materials for review.

### **Alternatives**

Delay taking action on the ordinance if there are any questions from the Council. The Council could also adopt a motion to deny the ordinance amendment, make changes to the ordinance to consider at a future meeting, or direct the ordinance back to the Planning Commission for further study.

### **Planning Commission and Staff Recommendations**

Based on the information and analysis above, the Planning Commission unanimously adopted a motion to recommend approval of the text amendment as drafted.

Per the Planning Commission's recommendation and previous City Council review, staff recommends that the City Council adopt a motion to approve Ordinance No. 208, Fourth Series. Staff further recommends that the Council adopt Resolution No. 7971 authorizing summary publication of the ordinance due to its length.

**Ordinance No. 208, Fourth Series**

***AN ORDINANCE AMENDING CHAPTER 11 OF THE RED WING CITY  
CODE***

THE CITY COUNCIL OF THE CITY OF RED WING DOES ORDAIN:

**SECTION 1:** Chapter 11, Division 80, Section 80-030 through 80-050 of the City Code is hereby amended by deleting the ~~over struck~~ language and inserting the underlined language as shown below:

**80-030 City Planning Commission.**

- A) **Establishment.** The Advisory Planning Commission is established by Chapter 2 of the Red Wing City Code, and shall perform the duties and exercise its powers as provided therein.
- B) **Jurisdiction and Authority.** The Advisory Planning Commission shall have the following powers and duties in connection with the administration of this Chapter:
  - 1) To initiate amendments to the text of this Chapter and to the zoning map.
  - 2) To hear and make recommendations to the City Council on proposed amendments to this Chapter, including amendments to the zoning map.
  - 3) To initiate amendments to the comprehensive plan.
  - 4) To hear and make recommendations to the City Council on proposed amendments to the comprehensive plan.
  - 5) To hear and make recommendations to the City Council on proposed conditional use permits.
  - 6) To ~~hear and make recommendations to act as~~ act as the Board of Adjustments on zoning appeals and variance requests.
  - 7) To hear and make recommendations to the City Council on proposed interim uses.
  - 8) To make recommendations to the City Council concerning projects that require environmental assessments and whether environmental impact statements should be required.
- C) **Public Hearings.** The Advisory Planning Commission shall schedule public hearings at least once per month, if necessary, and may schedule additional public

hearings as required. Such public hearings shall be noticed and conducted pursuant to the provisions of Section 85-020 of this Chapter.

- D) **Rules and Procedures.** The Advisory Planning Commission shall adopt policies and procedures for the conduct of its meetings, the processing of applications, and for any other purposes considered necessary for its proper functioning, and select or appoint officers as it deems necessary. Such policies and procedures shall be consistent with the Minnesota State Statutes, City Charter, the City Code, and this Chapter.

#### 80-040 Board of Adjustments.

- A) **Establishment.** There is hereby established a Board of Adjustments, which shall perform its duties and exercise its powers as provided by law in such way as the objectives of this Chapter shall be observed. The Advisory Planning Commission shall act as the Board of Adjustment.
- B) **Jurisdiction and Authority.** The Board of Adjustments shall have ~~the following powers to hear and decide, subject to appeal to the City Council, and the following powers and~~ duties in connection with the administration of this Chapter:
- 1) To hear and decide applications for variances from the provisions of this Chapter pursuant to the provisions and standards set forth in Section 90-110.
  - 2) To hear and decide appeals from any order, requirement, decision, determination, or interpretation made by the Zoning Administrator or other official in the administration or the enforcement of this Chapter or in the interpretation of zoning district boundaries, where it is alleged that there is an error in said decision, determination, or interpretation.
- ~~C) **Finality of Decisions.** All decisions and findings of the Board of Adjustments shall be final.~~
- ~~D) **Membership.** The Board of Adjustments shall consist of the members of the City Council. The officers of the Board of Adjustments shall be the same as the officers for the City Council.~~
- CE) **Public Hearings.** The ~~Advisory Planning Commission~~Board of Adjustments shall schedule public hearings for variance requests and zoning appeals at least once per month, if necessary, and may schedule additional public hearings as required. Such public hearings shall be noticed and conducted pursuant to the provisions of Section 85-020 of this Chapter. ~~The Board of Adjustments shall schedule meetings to review and act on the recommendations of the city planning commission at least once per month, if necessary, and may schedule additional meetings as required.~~

~~F) **Rules and Procedures.** The Board of Adjustments shall adopt the same policies and procedures for the conduct of its meetings as those adopted by the City Council.~~

**D) Appeals to the City Council**

- 1) The City Council shall have the power to hear and decide on appeals where it is alleged by the appellant that there is an error in any fact, procedure, or finding made by the Board of Adjustments or the Planning Commission.
- 2) Building permits shall not be issued after an appeal has been filed with the Community Development Department. If permits have been issued before and appeal has been filed, then the permits are suspended, and construction shall cease until the City Council has made a final determination of the appeal.
- 3) The City Council shall conduct a hearing within thirty (30) days after the receipt of an appeal by the Community Development Department. As provided in Section 85-020 the City Council shall give due notice of the hearing. The City Council shall render a decision on the appeal without unreasonable delay. Any person may appear and testify at the hearing either in person or by duly authorized agent or attorney.
- 4) A fee to be established the City Council shall be paid by the appellant at the time the notice of appeal is filed.

80-050 **City Council.** The City Council shall have the following powers and duties in connection with the administration of this Chapter:

- A) To initiate amendments to this Chapter.
- B) To adopt or deny amendments of this Chapter.
- ~~C) To deny an application to amend this Chapter.~~
- D) To initiate or adopt and amend a comprehensive plan for the city or a portion thereof.
- E) To deny an application to amend the comprehensive plan or a portion thereof.
- F) ~~To act as the Board of Adjustments and decide zoning appeals and variances. To~~ hear and decide on appeals where it is alleged that there is an error in any fact, procedure, or finding made by the Board of Adjustments or the Planning Commission.
- G) To adopt or amend interim ordinances.
- H. To deny an application to adopt or amend an interim ordinance.

- I) To approve or deny interim uses.
- J) To approve or deny conditional use permits.
- K) To decide on the need for Environmental Impact Statements or other actions related to projects that require an environmental assessment.
- L) To take such other actions not delegated to other bodies that may be desirable and necessary to implement the provisions of this Chapter.

**SECTION 2:** Chapter 11, Division 90, Section 90-110 through 90-120 of the City Code is hereby amended by deleting the ~~over struck~~ language and inserting the underlined language as shown below:

**90-110 Variance**

- A) **Purpose.** Variances are intended to provide a means of departure from the literal requirements of this Chapter where strict adherence would cause practical difficulties due to special conditions or circumstances unique to the property not created by the landowner. Variances shall only be permitted when they are in harmony with the general purposes and intent of this Chapter and when the variances are consistent with the Comprehensive Plan.
- B) **Initiation of Variance.** Any person having a legal or equitable interest in land may file an application for a variance of a dimensional requirement of this Chapter. No variance may be granted that would allow any use that is not allowed in the zoning district in which the subject property is located.
- C) **Application for Variance.** An application for a variance shall be filed on a form approved by the Zoning Administrator, as specified in Section 85-010. Submission materials may include the following information as determined necessary by the Zoning Administrator:
  - 1) Site plan drawn to scale showing parcel and building dimensions.
  - 2) Location of all buildings and their size, including square footage.
  - 3) Curb cuts, driveways, access roads, parking spaces, off-street loading areas, and sidewalks.
  - 4) Landscape plans meeting the requirements of this Chapter.
  - 5) Grading and Erosion Control Plans meeting the requirements of this Chapter and the requirements listed in Section 90-060.

- 6) When required by Division 57, a Stormwater Management Plan meeting the requirements of said Division and Section 90-070 of this Chapter.
- 7) The Zoning Administrator may require that the applicant supply proof of ownership of the property for which the variance is requested.
- 8) The variance requested and the reasons for it.
- 9) A letter of acknowledgment signed by a majority of the owners of property lying adjacent to the parcel on which a variance is sought. If property owners of adjacent property are unable or unwilling to sign a letter of acknowledgment, the applicant may submit a letter indicating the effort made to contact adjacent property owners.

D) **Process for Variance.** The ~~city planning commission~~Board of Adjustments shall hold a public hearing on each complete application for a variance as provided in Section 85-020. ~~Once the city planning commission has conducted the public hearing and has gathered all necessary information it shall make a recommendation to the Board of Adjustments. The Board of Adjustments shall place the matter on the next agenda and consider the variance and recommendation of the city planning commission. The Board of Adjustments shall have the exclusive power to order the issuance of variances from the requirements of this Chapter including restrictions placed on nonconformities. All findings and decisions of the Board of Adjustments concerning variances shall be final. The Board of Adjustments, or the City Council upon appeal, shall either approve or deny variances based on Minnesota Statute 462.357, Subdivision 6, as it may be amended from time to time.~~

- E) **Finding of Facts.** The Board of Adjustments shall not vary the regulations of this Chapter unless it makes each of the following findings based on the evidence presented to it in each specific case:
- 1) Because of the particular physical surroundings, or the shape, configuration, topography or other conditions of the specific parcel of land involved, strict adherence to the regulations of this Chapter would cause practical difficulties. Economic considerations alone do not constitute practical difficulties.
  - 2) The conditions upon which a petition for variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.
  - 3) The alleged practical difficulty is caused by this Chapter and has not been created by any persons presently having an interest in the parcel of land.

- 4) The granting of the variance will not alter the essential character of the locality or be injurious to other property in the vicinity in which the parcel of land is located or substantially diminish property values.
  - 5) The proposed variance will not substantially increase the congestion of the public streets, or increase the danger of fire, or be detrimental to the public welfare or endanger the public safety.
  - 6) It has been demonstrated that the granting of the variance will be in keeping with the spirit and intent of this Chapter and is consistent with the Comprehensive Plan.
- F) **Variance Conditions.** The Board of Adjustments may impose such conditions on any proposed variance and require such guarantees, as it deems reasonable and necessary to protect the public interest and to ensure compliance with the standards and purposes of this Chapter and policies of the Comprehensive Plan. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
- G) **Appeal.** Within ten (10) working days of the action by the Board of Adjustment, the applicant, the Zoning Administrator, a member of the City Council, or any person owning property or residing within five hundred (500) feet of the property affected by the decision may appeal the decision to the City Council. The appeal must be filed with the Community Development Department.

## 90-120 Zoning Appeal

- A) Appeals of Decisions of the Zoning Administrator. All findings and decisions of the Zoning Administrator or other official involved in the administration or enforcement of this Chapter shall be final subject to appeal to the Board of Adjustments, except as otherwise provided by this Chapter. All appeals shall be filed within ~~20 calendar~~ (10) working days of the date of the decision and shall be accompanied at the time of filing with payment of the application fee as specified in Section 85-030. Timely filing of an appeal shall stay all proceedings in the action appealed from unless the Zoning Administrator certifies to the Board of Adjustment, with service of a copy on the applicant, that by reasons of fact stated, a stay would, in the opinion of the Zoning Administrator, cause imminent peril to life or property, in which case the proceedings shall not be stayed. The ~~city planning commission~~ Board of Adjustment shall hold a public hearing on each complete application for an appeal as provided in Section 85-020. Once the ~~city planning commission~~ Board of Adjustment has conducted the public hearing and has gathered all necessary information it shall ~~make a recommendation to the Board of Adjustments~~ adopt findings and make a final decision concerning the appeal. ~~The Board of Adjustments shall place the matter on the next agenda and consider the appeal and recommendation of the city planning commission. All findings and decisions of the Board of Adjustments concerning appeals shall be final.~~

B) Appeal. Within ten (10) working days of the action by the Board of Adjustment, the applicant, the Zoning Administrator, a member of the City Council, or any person owning property or residing within five hundred (500) feet of the property affected by the decision may appeal the decision to the City Council. The appeal must be filed with the Community Development Department.

CB) Lake and Shoreland Management Overlay Regulations, Flood Plain Regulations and Cannon River Management Overlay Districts. When the appeal is of a decision relating to the Shoreland Management Overlay Regulations (Section 50); Flood Plain Regulations Overlay District (Section 52); or Cannon River Management Overlay District (Section 53); as established in this Chapter, the Zoning Administrator shall submit to the Minnesota Commissioner of Natural Resources the notice of appeal at least ten days before the hearing.

**SECTION 3. Effective Date:** This Ordinance is effective 14 days following the publication of the ordinance in accordance with the City Charter.

Introduced the 26<sup>th</sup> day of February 2024

Adopted this 11<sup>th</sup> day of March 2024

\_\_\_\_\_  
Kim Beise, Council President

ATTEST:

\_\_\_\_\_  
Teri L. Swanson, City Clerk

(seal)

Presented to the Mayor at \_\_\_\_\_ pm on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.  
Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Michael Wilson, Mayor

## RESOLUTION NO. 7971

### *A Resolution Authorizing Summary Publication of Ordinance No. 208, Fourth Series Amending the Red Wing Zoning Ordinance*

**WHEREAS**, the Advisory Planning Commission of the City of Red Wing recommended that the City Council approve amendments to Chapter 11 of the City Code (Red Wing Zoning Ordinance) to designate the Planning Commission as Board of Adjustments after holding a public hearing on February 20, 2024; and

**WHEREAS**, the City Council of the City of Red Wing adopted Ordinance No. 208, Fourth Series amending the City of Red Wing Zoning Ordinance concerning the Board of Adjustment on March 11, 2024; and

**WHEREAS**, Minnesota Statutes, Section 412.191, Subd. 4 allows publication by title and summary in the case of lengthy ordinances; and

**WHEREAS**, the City Council finds that the following summary would clearly inform the public of the intent and effect of the Ordinances.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Red Wing that the City Clerk shall cause the following summary of Ordinance No. 208, Fourth Series to be published in the official newspaper in lieu of the entire ordinances:

#### **Public Notice**

During the March 11, 2024 special City Council meeting, the City Council of the City of Red Wing adopted Ordinance No. 208, Fourth Series. The ordinances amended Chapter 11 of the City Code, the Zoning Ordinance.

In summary, the new ordinance makes the following changes to Divisions 80-030 through 80-050 (Planning Commission, Board of Adjustments, and City Council) and Divisions 90-110 through 90-120 (Variance and Zoning Appeal):

- The description of the duties of the Planning Commission has been amended to specify that the Commission will now act as the Board of Adjustments.
- The section outlining the responsibilities of the Board of Adjustments has been revised to reiterate that the Planning Commission will now serve as the Board of Adjustment, to remove language that previously referenced the City Council acting in this capacity, and to include new language stating that all final decisions by the Board of Adjustments are subject to appeal to the City Council. This new section also includes the review procedures to for these types of appeals.

- The section describing the City Council’s duties (relating to the Zoning Ordinance) has been updated to change its role from acting as the Board of Adjustments to now only considering appeals from decisions made by the Board of Adjustments and Planning Commission.
- The process for review of variances and zoning appeals has been updated to reflect the new decision-making authority of the Board of Adjustments.
- A new appeal process has been created under variances and zoning appeals to allow for appeals of Board of Adjustments decisions to the City Council.
- Text has been removed or added from both sections to eliminate duplicative language or to improve consistency across each section.

**NOW, THEREFORE, BE IT FURTHER RESOLVED, that:**

- 1) Only this summary of Ordinance No. 208, Fourth Series, shall be published along with notice that a printed copy of the Ordinance is available for inspection by any person; and
- 2) A full and complete copy of the entire text of the Ordinance is available for inspection at the City Clerk's office at City Hall, 315 West 4th Street in Red Wing. A full and complete copy of the entire text of the Ordinances shall be posted in the community library between March 11, 2024, and March 29, 2024.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by the City Council of the City of Red Wing.

\_\_\_\_\_  
Kim Beise, Council President

ATTEST:

\_\_\_\_\_  
Teri L. Swanson, City Clerk

Presented to the Mayor at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.  
Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Michael Wilson, Mayor

## RELEVANT LINKS:

[Minn. Stat. § 462.354, subd. 2.](#)

[Minn. Stat. § 462.357, subd. 6 \(1\).](#)

[Minn. Stat. § 462.357, subd. 6 \(2\).](#)  
[Minn. Stat. § 462.359, subd. 4.](#)

[Minn. Stat. § 462.354, subd. 2.](#)

[Minn. Stat. § 462.354, subd. 2.](#)

[Minn. Stat. § 462.354, subd. 2.](#)

[Minn. Stat. § 462.354, subd. 2.](#)

This way landowners can avoid costly expenditures on developments, for example, that sit in a location planned for future public uses. As a result, any building built without obtaining a building permit or in violation of permit conditions, loses the statutory protection for just compensation, and a municipality need not pay a landowner for a building that needs to be destroyed if a street is widened. In other words, while the official map does not give the city a fee interest in land initially, it does authorize the municipality to acquire such interests in the future without having to pay compensation for buildings that are erected in violation of the official map.

## J. Board of zoning adjustment and appeals

A city that has adopted a zoning ordinance or official map should provide for a Board of Zoning Adjustment and Appeals (BZA). By ordinance, a city may delegate the role of a BZA to the city planning commission or a committee of the planning commission. The duties of a BZA include:

- To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision or determination made by an administrative officer in the enforcement of the zoning ordinance.
- To hear requests for variances from a city zoning ordinance.
- To hear and decide appeals when a land use, zoning permit or approval for a building is denied based upon the city's official map.
- Such other duties as the city council may direct.

In any city where the council does not serve as the BZA, the city council may, except as otherwise provided by charter, provide by ordinance that the decisions of the BZA on matters within its jurisdiction are:

- Final, subject only to judicial review; or
- Final, subject to appeal to the council and the right of later judicial review; or
- Advisory to the council.

The ordinance creating the BZA should specify at minimum:

- The time and manner by which hearings by the BZA shall be held, including provisions related to notice to interested parties.
- Rules for the conduct of proceedings before the BZA, including provisions for the giving of oaths to witnesses and the filing of written briefs by the parties.

In cities where the planning commission does not act as the BZA, the BZA may not make a decision on an appeal or petition until the planning commission, or a representative authorized by it, has had reasonable opportunity, not to exceed 60 days, to review and report to the BZA about the appeal or petition.

## RELEVANT LINKS:

See information memos, [Zoning Guide for Cities](#) and [Land Use Variances](#).

[Minn. Stat. § 462.358, subd. 3\(b\)](#).

See Handbook, [City Licensing](#). See also LMC information memo, [Subdivision Guide for Cities](#).

See the LMC information memo, [Meetings of City Councils](#).

[Minn. Stat. § 13D.01](#).

It is important to note that while state statute provides the planning commission 60 days to respond to appeals or petitions, the 60-Day Rule (an entirely different rule with 60 days in the title) may still apply to some matters brought before the BZA (for example, requests for variances) by application or petition of property owners. As a result, internal procedures should be developed to coordinate planning commission review that does not violate the 60-Day Rule automatic approval statute.

Planning commissions charged with reviewing applications for variances must follow fairly strict legal standards for their review. Specifically, the city must follow the requirements of the state statute related to whether enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner “practical difficulties.” The standards for review in granting variances are discussed in depth in the LMC Information Memo [Zoning Guide for Cities](#).

## K. Role in review of subdivision applications

Absent a charter provision to the contrary, in cities that have adopted a subdivision ordinance, the city council may by ordinance delegate the authority to review subdivision proposals to the planning commission. However, final approval or disapproval of a subdivision application must be the decision of the city council.

Planning commissions charged with reviewing subdivision applications must follow fairly strict legal standards for their review. Specifically, the city must follow the requirements of the subdivision ordinance it has adopted. If a subdivision application meets the requirements of the ordinance, generally it must be granted. If an application is denied, the stated reasons for the denial must all relate to the applicant’s failure to meet standards established in the ordinance. The standard of review for subdivision applications is discussed in depth in an LMC information memo on subdivisions, plats and development agreements.

## IV. Planning commission meetings

Planning commission meetings are governed by the same statutes as regular city council meetings. For example, planning commission meetings are subject to the Open Meeting Law and subject to the records retention laws.

### A. Open Meeting Law

The Minnesota Open Meeting Law generally requires that all meetings of public bodies be open to the public. This presumption of openness serves three basic purposes:



## **PUBLIC HEARING NOTICE**

Notice is hereby given that the City of Red Wing Advisory Planning Commission will hold a public hearing in the City Council Chambers at City Hall on Tuesday, February 20, 2024, at 7:00 p.m., to hear and make a recommendation on a Zoning Text Amendment proposal initiated by the Red Wing City Council to designate the Red Wing Advisory Planning Commission as the Board of Adjustments and Appeals for the City of Red Wing in regards to Variance and Zoning Appeal requests.

Under the City's current ordinances, the City Council acts as the Board of Adjustment and Appeals subject to review by the Planning Commission. The Commission holds all public hearings related to variances and appeals and makes recommendations to the Council (acting as the Board of Adjustment), which then makes final decisions on these matters. The proposal would amend the Red Wing Zoning Ordinance to specifically designate the Planning Commission as the Board of Adjustment and Appeals. If approved, the Planning Commission would have final decision-making authority on Variances and administrative zoning decisions made by City staff. Division 80 and Division 90 of the Red Wing Zoning Ordinance would be amended to facilitate the proposed authority change.

Written or oral comments to said Zoning Text Amendment may be presented at this public hearing or filed with the City Clerk prior to this hearing. Each response will be duly considered and evaluated before any formal action is taken by the Planning Commission. This meeting will also be held virtually. If you wish to share a public comment regarding the proposal, you may send an email with your comments by 3:00 p.m. on Tuesday, February 20, 2024, to [steve.kohn@ci.red-wing.mn.us](mailto:steve.kohn@ci.red-wing.mn.us) or by calling 651-385-3622 to leave your contact information and a voicemail with your comments. You may also request a link to join the meeting via Webex.

The applicant and the public will have the opportunity to present comments on the Advisory Planning Commission's recommendations at a City Council meeting. The purpose of allowing comments is to provide the applicant and the public with the opportunity to directly address the Council on the matter. The comment period cannot be used for the presentation of new information as all relevant information needs to be provided to the Advisory Planning Commission at the public hearing. If new information is presented to the City Council that was not considered at the public hearing of the Advisory Planning Commission, the Council may vote to send the matter back to the Advisory Planning Commission. All comments will be kept to the customary 3-minute limit. The City Council meeting is scheduled for 6:00 p.m. on February 26, 2024.

Teri L. Swanson  
City Clerk  
City of Red Wing, Minnesota

Date: **February 6, 2024**

Publish once in the Republican Eagle: **February 10, 2024**



**2024 CITY COUNCIL AGENDA REPORT**

To: Honorable Mayor and City Council Members  
From: Steve Kohn, Planning Manager, March 6, 2024  
Meeting Date: March 11, 2024

Agenda Item: **10.K.**

**Title**

**Drainage and Utility Easement Vacation Request by Ken and Mary Selvig for Lots 9 and 10, Block 6, CHARLSON CREST 5<sup>th</sup> ADDITION**



**Action Requested**

1. **Motion to Adopt ♦ Resolution No. 7972 ♦** Dispensing with the Requirement for the Advisory Planning Commission to Review the Vacation of Drainage and Utility Easements.
2. **Motion to Adopt ♦ Resolution No. 7973 ♦** Vacating Certain Drainage and Utility Easements in Lots 9 and 10, Block 6, CHARLSON CREST 5<sup>TH</sup> ADDITION

**Attachments**

- Resolution No. 7972 (draft)
- Resolution No. 7973 (draft)
- Application
- Survey of Lots and Proposed Vacation (Exhibit A)
- Aerial Photo of Site

**Background**

Ken and Mary Selvig, 14314 Fresno Avenue, Apple Valley, Minnesota, have submitted an application to the City of Red Wing for a Lot Combination and Drainage and Utility Easement Vacation to accommodate the construction of a new single family home on Lots 9 and 10, Block 6, CHARLSON CREST 5<sup>th</sup> ADDITION. Existing 4' wide Drainage and Utility Easements run along each side of the center property line that currently separates the two lots. Lot

**10.K.**

combinations are an administrative permit; however, the vacation of Drainage and Utility Easements requires approval from the City Council.

The City Attorney has determined that the vacation of drainage and utility easements is an action that falls under State Statute 462.356 that requires that the Planning Commission review and comment unless the council adopts a resolution to dispense with that review. It has been the City Council's practice to adopt a resolution to dispense with the review when the matter is a simple correction related to property lines and easements and there is no particular guidance from the City's Comprehensive Plan. Staff recommends that the council dispense with the review process for this reason.

The attached Resolution No. 7972 dispenses the Planning Commission's review, and the attached Resolution No. 7973 approves the vacation.

### **Analysis**

Staff from Public Works, Engineering, and Community Development have reviewed the easement vacation proposal and has determined that no City utilities are currently located in the easement and that there are no future plans to use the easements in their current locations. The remaining drainage and utility easements along the perimeter of the site appear to be adequate. It appears that the proposed D&U easement vacation is in the best interests of the City.

Since the home site has two existing water and sewer stubs (one for each platted lot), it should be noted that the extra water and sewer stub in Chalet Court will be the responsibility of the property owner, and any future property owners, if removal or repairs become necessary.

The Planning Commission does not normally review D&U easement vacation requests unless the request is part of a bigger proposal that does require Planning Commission review. The Planning Commission has not reviewed this proposal, so a separate resolution dispensing the Planning Commission's review of the proposed D&U easement vacation is needed. The proposed drainage and utility easement vacation is common practice, although not specifically addressed in the Comprehensive Plan.

### **Staff Recommendation**

Staff recommends a motion to adopt Resolution No. 7972 dispensing the Planning Commission's review of the proposed drainage and utility easement vacation, as discussed above.

Staff recommends a motion to adopt Resolution No. 7973 vacating the drainage and utility easements, as requested and shown in Exhibit A.

10.K.

**RESOLUTION NO. 7972**

**A RESOLUTION DISPENSING WITH THE REQUIREMENT FOR THE PLANNING COMMISSION TO REVIEW THE DISPOSAL OF REAL PROPERTY RELATED TO THE VACATION OF DRAINAGE AND UTILITY EASEMENTS IN PORTIONS OF LOTS 9 AND 10, BLOCK 6, CHARLSON CREST 5<sup>TH</sup> ADDITION**

**WHEREAS**, State Statute 462.356 establishes a procedure whereby the City’s planning agency is to review proposed actions that involve acquisition or disposal of real property, or any capital improvements within the municipality, by the governing body or special districts or agencies thereof; and

**WHEREAS**, said State Statute 462.356 states that said planning agency is to review the proposed acquisition, disposal, or capital improvement and make a report in reference to its findings as to compliance with the comprehensive municipal plan; and

**WHEREAS**, said State Statute 462.356 further states that the governing body may, by resolution adopted by two-thirds vote dispense with the requirement of this procedure when in its judgment it finds that the proposed acquisition or disposal of real property or capital improvement has no relationship to the comprehensive municipal plan; and

**WHEREAS**, the City of Red Wing adopted the Comprehensive Municipal Plan on February 25, 2019; and

**WHEREAS**, the Red Wing City Council has determined that it is in the public’s best interest to vacate portions of certain drainage and utility easements in Lots 9 and 10, Block 6, CHARLSON CREST 5<sup>TH</sup> ADDITION, City of Red Wing, Goodhue County, Minnesota, because there is no public need for the drainage and utility easements in their current locations; and

**WHEREAS**, it appears that this vacation of drainage and utility easements is in the public’s best interest and there is no reference to this minor correction in the Comprehensive Plan.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Red Wing hereby finds that there is no relationship between the proposal to vacate certain drainage and utility easements in Lots 9 and 10, Block 6, CHARLSON CREST 5<sup>TH</sup> ADDITION and the Comprehensive Municipal Plan.

10.K.

**BE IT FURTHER RESOLVED** that the City Council dispenses with the requirement of State Statute 463.356 in reference to the review by the Planning Commission of the proposed action.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Kim Beise, Council President

ATTEST:

\_\_\_\_\_  
Teri L. Swanson, MCMC  
City Clerk

(seal)

Presented to the Mayor at \_\_\_\_\_ p.m. on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Michael Wilson, Mayor

10.K.

**RESOLUTION NO. 7973**

***Vacating Certain Drainage and Utility Easements in Lots 9 and 10, Block 6,  
CHARLSON CREST 5<sup>th</sup> ADDITION***

**WHEREAS**, Ken and Mary Selvig, 14314 Fresno Avenue, Apple Valley, MN, hereinafter referred to as (“Applicant”), have submitted an application for a Combination of Parcels and a petition to vacate certain Drainage and Utility Easements in Lots 9 and 10, Block 6, CHARLSON CREST 5<sup>th</sup> ADDITION, City of Red Wing, Goodhue County, Minnesota, to create a single parcel for the construction of a new single family home; and

**WHEREAS**, the City of Red Wing holds Drainage and Utility Easements over portions of said property in CHARLSON CREST 5<sup>th</sup> ADDITION; and

**WHEREAS**, the Red Wing City Council reviewed the proposed Drainage and Utility Easement vacation at its March 11, 2024, meeting; and

**WHEREAS**, the City has no need for said Drainage and Utility Easements and that it will be in the best interests of the City to approve such request and the City now desires to vacate said Drainage and Utility Easements as described and shown in the attached Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Red Wing hereby vacates the Drainage and Utility Easements in Lots 9 and 10, Block 6, CHARLSON CREST 5<sup>th</sup> ADDITION, City of Red Wing, Goodhue County, Minnesota, as described and shown in the attached Exhibit A, with the following condition of approval.

1. The extra set of water and sanitary sewer service stubs located in Chalet Court shall be the responsibility of the owners, and any future owners, of the property if repairs, replacement, or removal are needed at any time in the future.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by the City Council of the City of Red Wing.

\_\_\_\_\_  
Kim Beise, Council President

10.K.

ATTEST:

\_\_\_\_\_  
Teri L. Swanson, MCMC  
City Clerk

(seal)

Presented to the Mayor at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Michael Wilson, Mayor

10.K.





Project Number: \_\_\_\_\_

# General Zoning Application Form

This application form is required as part of any request to process the planning actions listed below. The City of Red Wing requires specific material to be submitted in conjunction with this form.

Applicant's Name: <u>Ken &amp; Mary Selvig</u> Address: <u>14314 Fresno Avenue</u> <u>Apple Valley MN 55124</u> City State Zip Telephone: <u>651-329-1783</u> Email: <u>KenSelvig@charter.net</u>	Owner's Name: <u>Ken &amp; Mary Selvig</u> Address: <u>14314 Fresno Avenue</u> <u>Apple Valley MN 55124</u> City State Zip Telephone: <u>651-329-1783</u> Email: <u>Kenselvigo@gmail.com</u>
Do you have a developer on this project? <u>Builder</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name: <u>College City Design Build</u> Address: <u>7910 Lakeville Blvd, Lakeville</u> Phone: <u>952-469-6900</u> Email: <u>daring@collegecitydesignbuild.com</u>	Do you have an architect/engineer on this project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name: <u>Bohler Surveying</u> Address: <u>1682 Cliff Rd, Burnsville</u> Phone: <u>952-895-9212</u> Email: <u>tomedra@bohlersurveying.com</u>

Parcel Number: 55 - - Gross Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_ (Full legal must be attached)

Address of Project: \_\_\_\_\_

<input type="checkbox"/> Administrative Subdivision	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Annexation Application	<input type="checkbox"/> Easement Vacation	<input type="checkbox"/> Rezoning
<input type="checkbox"/> Bed and Breakfast	<input type="checkbox"/> Environmental Assessment	<input type="checkbox"/> Street & Alley Vacation
<input type="checkbox"/> Certificate of Compliance (also Fence Permit)	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Variance
<input type="checkbox"/> Certificate of Design Review	<input type="checkbox"/> Grading Permit	<input type="checkbox"/> Zoning Appeal
<input checked="" type="checkbox"/> Combination of Parcels	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Zoning Text Amendment
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Other _____

Description of request: Combine Lot 9 and Lot 10  
Block 6, Charlson Crest 5<sup>th</sup> Addition

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**Residential Development** How many residential units are being requested? Total units: 1

Single Family: 1 Condominiums: \_\_\_\_\_ How many lots will be created? \_\_\_\_\_

Duplex: \_\_\_\_\_ Townhomes: \_\_\_\_\_ Do you intend to market the units for sale?  Yes  No

Other: \_\_\_\_\_ Apartments: \_\_\_\_\_ Do you intend to market the units for rent?  Yes  No

**Authority to file application:**  Ownership  Power of Attorney  Contract to purchase  Other

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the process of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies.

*Kenneth Selving* \_\_\_\_\_ Date 2/9/24

Applicant's signature

**For City of Red Wing Use Only**

Application Base Fee: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Escrow Account Fee: \_\_\_\_\_

Total Paid: \_\_\_\_\_

City Review Expenses: \_\_\_\_\_

Escrow Acct. Balance \_\_\_\_\_

Add'l Amount Owed / (Refund): \_\_\_\_\_ Receipt Number: \_\_\_\_\_

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Date Application is Complete: \_\_\_\_\_ 60 day review deadline: \_\_\_\_\_

Request for Extension Filed: \_\_\_\_\_ Extension deadline: \_\_\_\_\_

Approved Date: \_\_\_\_\_

Conditions (For CUPs, planned developments, plats, and variances please see attached resolution)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Denied Reasons for denial: \_\_\_\_\_

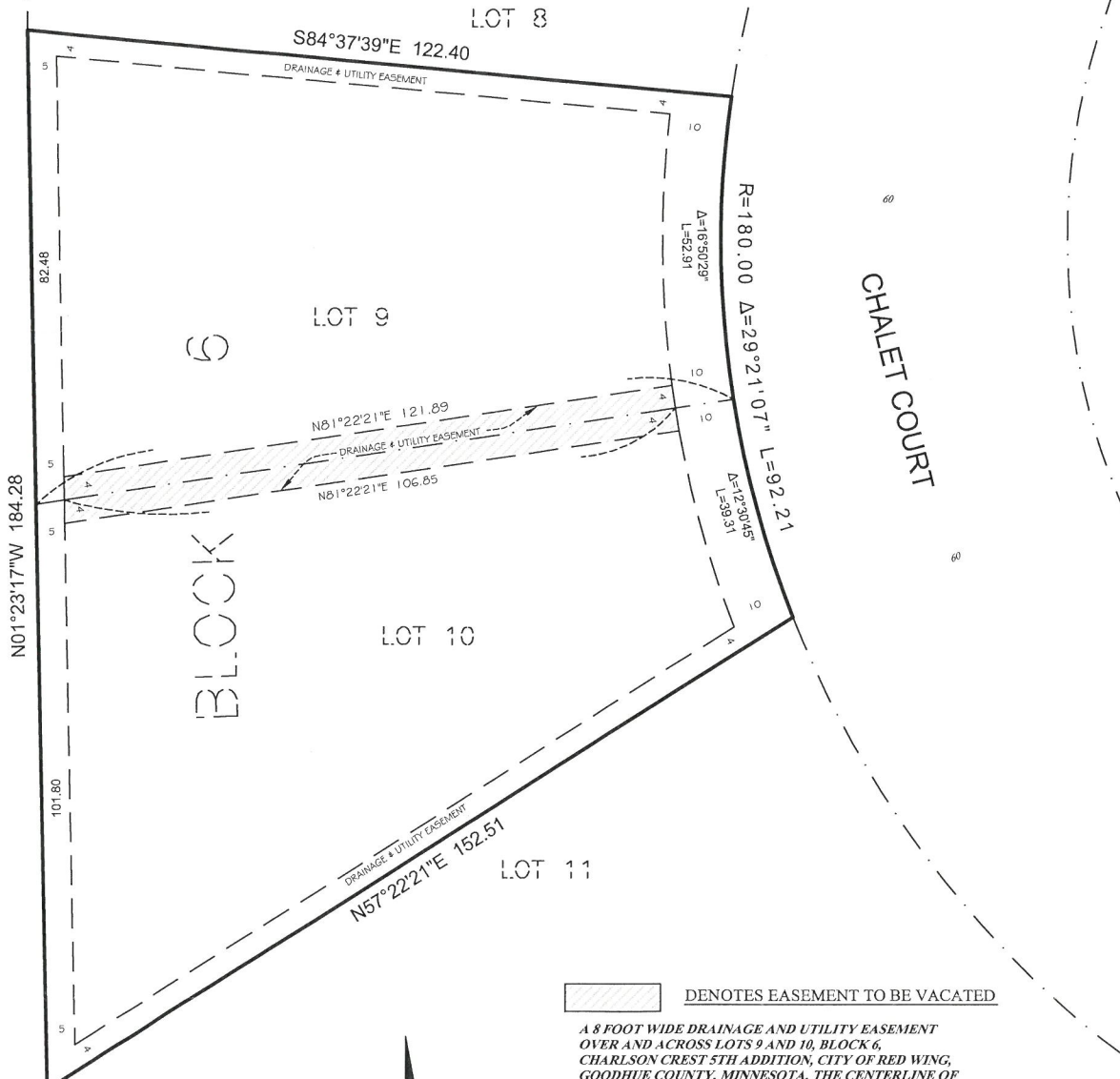
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Zoning Administration

**LOT COMBINATION SURVEY  
FOR  
COLLEGE CITY HOMES**



 DENOTES EASEMENT TO BE VACATED

A 8 FOOT WIDE DRAINAGE AND UTILITY EASEMENT OVER AND ACROSS LOTS 9 AND 10, BLOCK 6, CHARLSON CREST 5TH ADDITION, CITY OF RED WING, GOODHUE COUNTY, MINNESOTA, THE CENTERLINE OF WHICH IS THE COMMON LOT LINE BETWEEN SAID LOTS 9 AND 10, LYING EASTERLY OF THE WEST 5 FEET OF SAID LOTS 9 AND 10 AND LYING SOUTHWESTERLY OF THE NORTHEASTERLY 10 FEET OF SAID LOTS 9 AND 10.

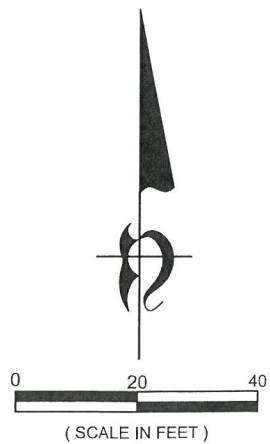
**EXISTING PROPERTY DESCRIPTIONS**  
 LOT 9, BLOCK 6, CHARLSON CREST 5TH ADDITION, CITY OF RED WING, GOODHUE COUNTY, MINNESOTA.  
 AND  
 LOT 10, BLOCK 6, CHARLSON CREST 5TH ADDITION, CITY OF RED WING, GOODHUE COUNTY, MINNESOTA.

**PROPOSED PROPERTY DESCRIPTION**  
 LOTS 9 & 10, BLOCK 6, CHARLSON CREST 5TH ADDITION, CITY OF RED WING, GOODHUE COUNTY, MINNESOTA.

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

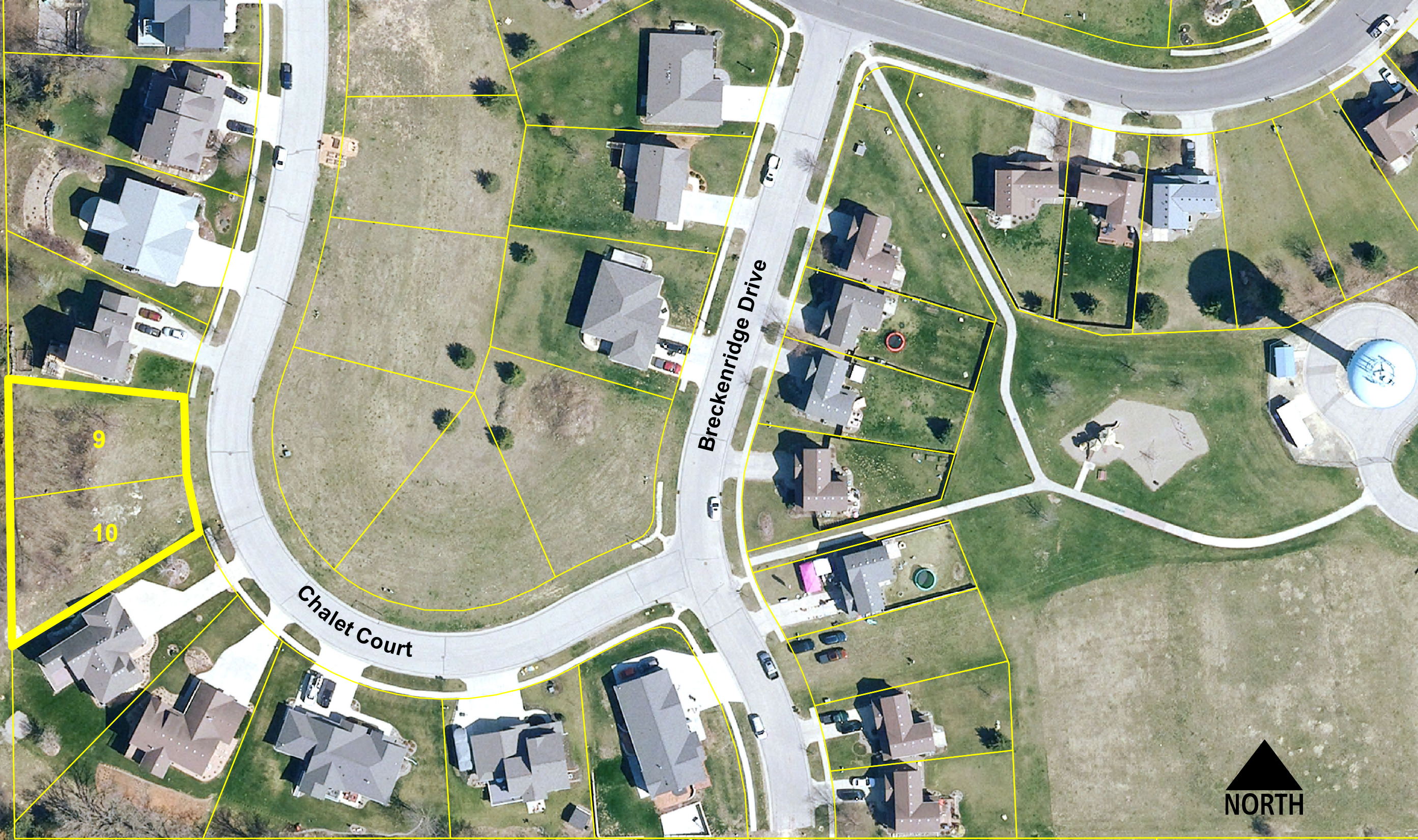
DATE: 01-08-2024

Thomas J. O'Meara  
 THOMAS J. O'MEARA, LAND SURVEYOR  
 MINNESOTA LICENSE NO. 46167



**Bohlen  
Surveying & Associates**

31432 Foliage Avenue Northfield, MN 55057 Phone: (507) 645-7768 toteam@bohlersurveying.com  
 1682 Cliff Road E. Burnsville, MN 55337 Phone: (952) 895-9212 Fax: (952) 895-9259



Breckenridge Drive

Chalet Court

9

10





## CITY COUNCIL AGENDA REPORT

TO: City Council Members and Mayor  
FROM: Teri Swanson, City Clerk  
Agenda Item: Motion to Approve an Off-Sale Intoxicating Liquor License for Anthony John Verch, MAVJAM LLC, D/B/A MAVJAM, at 6690 Sturgeon Lake Road, Suite 1A, Welch, MN 55089.  
Meeting Date: March 11, 2024

### **ACTION REQUESTED:**

Consider Motion to Approve an Off-Sale Intoxicating Liquor License for Anthony John Verch, MAVJAM LLC, D/B/A MAVJAM, at 6690 Sturgeon Lake Road, Suite 1A, Welch, MN 55089.

### **ATTACHMENTS:**

- Report from Detective Tom Rikli, Red Wing Police Department, regarding the background investigation.

### **BACKGROUND:**

Anthony John Verch, Managing Member of MAVJAM LLC, has applied for an Off-Sale Intoxicating Liquor License for MAVJAM LLC, D/B/A MAVJAM, at 6690 Sturgeon Lake Road, Suite 1A. MAVJAM LLC, is leasing the space from Melissa and Al Childs. The leased space is adjacent to The Tippy Turtle Bar & Grill located at 6690 Sturgeon Lake Road #2. There is a separate entrance for the liquor store. The premise has previously been operated as a liquor store (Purple Pride Liquor) but closed back in January 2021. The premise has a Welch, Minnesota postal address, but is located within the boundaries of the City of Red Wing and is under Red Wing's jurisdiction insofar as liquor licensing is concerned.

Tom Rikli, Detective with the Red Wing Police Department, in accordance with Section 5.02, Subd. 3B of the City Code, has conducted a criminal history check and investigated the truth of statements and the moral character and business reputation of the officers of MAVJAM LLC, D/B/A MAVJAM Liquor Store. His report is attached for your consideration.

### **DISCUSSION:**

Per City Code Section 5.08, Subd. 1. It is unlawful for any person to sell, keep for sale, or otherwise dispose of liquor without a license from the City. All applications shall be made at the office of the City Clerk upon forms prescribed by the City, or if by the State of Minnesota, then together with such additional information as required by the Council. Mr. Verch, MAVJAM LLC, D/B/A MAVJAM has submitted the required application material, paid the license fee(s), and passed the background investigation. Mr. Verch will be in attendance at the meeting either in person or virtually to answer any questions the Council may have.

**ALTERNATIVES:**

1. Approve an Off-Sale Intoxicating Liquor License for Anthony John Verch, MAVJAM LLC D/B/A MAVJAM.
2. Not approve.
3. Refer it back to staff with direction.

**RECOMMENDATION:**

It is recommended that the City Council approve an Off-Sale Intoxicating Liquor License for Anthony John Verch, MAVJAM LLC, D/B/A MAVJAM, at 6690 Sturgeon Lake Road, Suite 1A., Welch, MN 55089.



**RED WING POLICE DEPARTMENT**  
NICK SATHER, CHIEF OF POLICE

**02/15/2024**

**To: Teri Swanson-City Clerk for the City of Red Wing**

**From: Detective Thomas Rikli-Red Wing Police Department**

**Subject: Application for Intoxicating, Sunday Sale, or 3.2 Percent Malt  
Liquor License for Mav Jam 6690 Sturgeon Lake Rd. Welch, MN 55089**

**Pursuant to your request I have conducted a background investigation in regards to the applicant Anthony J. Verch.**

**There are no public court records in regards to Anthony Verch.**

**In-house records from the Red Wing Police Department and the Goodhue County Sheriff's Department indicate that Anthony J. Verch does not have any law enforcement contact with either agency.**

**A "CLEAR" public record search does not indicate that Anthony J. Verch has any civil litigation or court judgements that would negatively impact this application.**

**A State of Minnesota Criminal History check was run on Anthony J. Verch for the purpose of the application investigation which showed no arrests or criminal convictions.**

**The applicant's character references listed in his application were contacted. Anthony Verch was described as honest, hardworking, outgoing and "a good guy." None expressed any concerns for Verch operating a business that sells alcoholic beverages or possessing a liquor license in the City of Red Wing or Welch, MN.**

**Respectfully submitted,**

**Detective Thomas Rikli  
Red Wing Police**

**RWPD73 02/13/2024**

430 West 6<sup>th</sup> Street  
Red Wing, MN 55066  
Website: [www.red-wing.org](http://www.red-wing.org)  
Phone: 651.267-2600  
Admin. Fax: 651.267.2669  
Records Fax: 651.267.2695



## CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor  
From: Nick Sather, Assistant Police Chief  
Meeting Date: March 11, 2024  
Agenda Item Number: 11.A.

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### **Title**

Consider Motion to Introduce Ordinance No. 209, Fourth Series, to Address Unauthorized Use of City Sidewalk, Rights of Way, Stairwells, and Parking Ramps.  
The City Council discussed an ordinance to address more recent issues on February 26, 2024. The attached draft reflects input from the Council. Council is asked to Approve a motion to Introduce Ordinance No. 209.

### **Purpose**

The City Council of Red Wing enacts this ordinance with the primary purpose of safeguarding the public health, safety, and general welfare of our community. By addressing unauthorized use of city sidewalks, right-of-way, stairwells, and parking ramps, we aim to maintain the integrity and accessibility of public spaces for all residents and visitors. This ordinance seeks to strike a balance between preserving the rights of individuals while ensuring the orderly and equitable use of communal areas within our city limits.

Through this ordinance, we aim to mitigate potential hazards and nuisances caused by camping, obstruction, and improper use of public spaces. By providing clear regulations and enforcement mechanisms, we seek to promote responsible behavior and foster a sense of shared responsibility for the upkeep of our city.

Furthermore, this ordinance underscores our commitment to supporting individuals experiencing homelessness by connecting them with available resources and shelter options. By offering warnings and assistance before enforcement actions, we endeavor to address the underlying causes of unauthorized use while upholding the dignity and rights of all members of our community.

In enacting this ordinance, the City Council reaffirms its dedication to creating a safe, inclusive, and thriving environment for all residents and visitors of Red Wing.

### **Recommended Action**

Complete the 1st reading of the proposed ordinance Unauthorized Use of City Sidewalks, Right-of-Way, Stairwells, and Parking Ramps.

### **Attachments**

1. Ordinance No. 209

### **Strategic Plan Alignment**

What We Will Do, Public Safety #40, Maintain and improve our community-policing framework. How We Will Act, #68: Research and discuss potential programs or practices revolving around building stronger neighborhoods.

### **Background**

The City of Red Wing recognizes the importance of maintaining public spaces that are safe, accessible, and welcoming for all members of our community. In recent years, the issue of unauthorized use of city sidewalks, right-of-way, stairwells, and parking ramps has become a growing concern, posing significant challenges to public health, safety, and quality of life.

Instances of camping, obstruction, and improper use of public spaces have led to numerous issues, including sanitation concerns, public safety risks, impediments to pedestrians, and harassment to residents. These activities not only compromise the cleanliness and functionality of our public areas but also detract from the overall aesthetic appeal and livability of our city.

Furthermore, the presence of makeshift campsites and obstructions in public spaces can create barriers to access for residents and visitors, particularly those with mobility impairments or disabilities. Such conditions not only infringe upon the rights of individuals to utilize public spaces but also undermine the city's efforts to promote inclusivity and equity.

Moreover, the unauthorized use of public spaces often exacerbates the challenges faced by individuals experiencing homelessness, who may lack access to adequate shelter and supportive services. While the City of Red Wing is committed to addressing the root causes of homelessness and providing assistance to those in need, it is imperative to establish clear regulations and enforcement mechanisms to address the immediate impacts of unauthorized use of public spaces.

By enacting this ordinance, the City Council seeks to address these pressing concerns and uphold its responsibility to protect the health, safety, and well-being of all residents and visitors. Through collaborative efforts with community stakeholders, service providers, and law enforcement agencies, we aim to strike a balance between ensuring public order and compassionately addressing the needs of individuals experiencing homelessness.

### **Discussion**

The City of Red Wing recognizes the importance of maintaining public spaces that are safe, accessible, and welcoming for all members of our community. In recent years, the issue of unauthorized use of city sidewalks, right-of-way, stairwells, and parking ramps has become a growing concern, posing significant challenges to public health, safety, and quality of life.

Instances of camping, obstruction, and improper use of public spaces have led to numerous issues, including sanitation concerns, public safety risks, and impediments to pedestrian and vehicular traffic flow. These activities not only compromise the cleanliness and functionality of our public areas but also detract from the overall aesthetic appeal and livability of our city.

Furthermore, the presence of makeshift campsites and obstructions in public spaces can create barriers to access for residents and visitors, particularly those with mobility impairments or disabilities. Such conditions not only infringe upon the rights of individuals to utilize public spaces but also undermine the city's efforts to promote inclusivity and equity.

Moreover, the unauthorized use of public spaces often exacerbates the challenges faced by individuals experiencing homelessness, who may lack access to adequate shelter and supportive services. While the City of Red Wing is committed to addressing the root causes of homelessness and providing assistance to those in need, it is imperative to establish clear regulations and enforcement mechanisms to address the immediate impacts of unauthorized use of public spaces.

By enacting this ordinance, the City Council seeks to address these pressing concerns and uphold its responsibility to protect the health, safety, and well-being of all residents and visitors. Through collaborative efforts with community stakeholders, service providers, and law enforcement agencies, we aim to strike a balance between ensuring public order and compassionately addressing the needs of individuals experiencing homelessness.

### **Financial Plan and Impact**

Estimated costs for the enactment of the Unauthorized Use of City Sidewalks, Right-of-Way, Stairwells, and Parking Ramps would be minimal. Associated costs would be in the creation of pamphlets for services and any additional transportation costs such as transportation via taxi, police car, bus or train to a local or non-local shelter.

### **Alternatives**

Council may review other avenues other than the ordinance to respond to the homeless crisis.

### **Recommended Action**

Complete the 1st reading of the proposed ordinance Unauthorized Use of City Sidewalks, Right-of-Way, Stairwells, and Parking Ramps.

**Ordinance No. 209, Fourth Series**

***AN ORDINANCE ADDING SECTION 10.30 TO THE  
RED WING CODE OF ORDINANCES***

THE CITY COUNCIL OF THE CITY OF RED WING DOES ORDAIN:

**Section 1.** Section 10.30 is added to the Red Wing Code of Ordinances as follows:

**SECTION 10.30 UNAUTHORIZED USE OF CITY SIDEWALKS, RIGHT-OF-WAY, STAIRWELLS, AND PARKING RAMPS**

**Subd. 1.** Purpose and Intent. The purpose and intent of this Section is to promote the public health, safety, and general welfare of the community, and to prevent harm to the health and safety of the community, by prohibiting camping on and obstruction of public sidewalks, right-of-way, stairwells, and parking ramps, which interfere with the rights of others to use City property in the manner for which it is intended, while also preserving the ability of members of the community to utilize public spaces within City limits.

**Subd. 2.** Definitions. As used in this Section, the following terms and phrases shall have the meanings stated herein:

- A. “City” refers to the City of Red Wing, Minnesota.
- B. “Campsite” refers to any place where any tent, lean-to, shack, or other structure, or any bedding, sleeping bag, or other sleeping matter, or any stove or fire is placed, established, or maintained for the purpose of establishing or maintaining a temporary place to live.
- C. “Obstruct” refers to walking, standing, sitting, lying, or placing an object in such a manner as to block passage by another person, or to require another person to take evasive action to avoid physical contact.
- D. “Overnight shelter” refers to a public or private shelter, whether in the City or in a nearby community, with an available overnight space, that is open to unhoused individuals at no charge.

**Subd. 3.** Prohibited Acts.

- A. At no time shall any person maintain a campsite, sleep, lie down, or obstruct any portion of the public sidewalk or right-of-way in or along West Third Street within the City. This prohibition does not apply to an individual lying down on the public sidewalk or right-of-way due to a medical emergency.

- B. No person shall maintain a campsite upon any City property to which the public is not ordinarily allowed access, including but not limited to, public buildings, water storage tank sites, well sites, and other secured facilities.
- C. No person shall maintain a campsite upon any other City sidewalk or City right-of-way, or in any public stairwell or parking ramp, unless otherwise specifically authorized, subject to the enforcement requirements of Subdivision 4.
- D. Any campsite materials or personal property maintained within a campsite in violation of this ordinance may be removed or cleaned up by the City or a designated contractor. Campsite materials will not be removed or cleaned up unless oral or written notice and a reasonable period of time (generally 24 to 48 hours) is given for persons to access available services, seek shelter options, and remove campsite materials or personal property. Personal property that is removed shall be stored by the City for at least 48 hours before any action is taken to dispose of the property. If the owner of a particular item of personal property can reasonably be identified, the City shall attempt to contact the owner and provide notice that the item has been removed and how to claim the item. Litter or solid waste shall be properly disposed of without any waiting period.
- E. No person shall urinate or defecate on any City sidewalk or City right-of-way, or in any public stairwell or parking ramp, or any public building or any building where the public gathers or has access, or in any other place, whether public or private, where such act could be observed by any member of the public, except in such place that has been designated as a restroom.

**Subd. 4. Penalty.**

- A. A person's first violation of this Section shall be deemed a petty misdemeanor, as defined in Minnesota Statute Section 609.02, subdivision 4a, which does not constitute a crime and for which a sentence of a fine of not more than \$300 may be imposed.
- B. Subsequent violations of this Section shall be deemed a misdemeanor, as defined in Minnesota Statute Section 609.02, subdivision 3, for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed.
- C. No person shall be prosecuted under Subdivision 3(A) or 3(B) unless the person has been warned that their conduct is a violation of this section, subject to criminal prosecution, and is given a reasonable period of time to remedy the violation. A person who has been warned and then relocates to another space that a reasonable person would understand is also covered by this section is not entitled to a new warning.
- D. No person shall be prosecuted under Subdivision 3(C) or 3(D) unless:

1. The person has been informed of charitable and social services available to the person; and
2. The person has been warned that their conduct is a violation of this section, subject to criminal prosecution, and is given a reasonable period of time to remedy the violation. A person who has been warned and then relocates to another space that a reasonable person would understand is also covered by this section is not entitled to a new warning; and
3. During the hours of 8 p.m. to 7 a.m., law enforcement have confirmed that overnight shelter is available to the person within the City or in a neighboring community, and have documented the same. An overnight shelter shall not be deemed “available” if a person cannot use the shelter due to the person’s sex, religious beliefs, marital or familial status, or disability. An overnight shelter shall be deemed “available” if a person is denied access due to voluntary actions such as intoxication, drug use, or unruly conduct. A law enforcement officer may, in his or her discretion, offer directions to the shelter location or offer one-time transportation to an available overnight shelter.
4. A person who refuses to accept an available overnight shelter space is subject to the penalty described in this section.

**Section 2.** City Code Section 10.30 is hereby renumbered 10.31, and City Code Section 10.31 is hereby renumbered 10.32.

**Section 3.** This Ordinance shall take effect 14 days after adoption and publication of the ordinance in accordance with Section 5.12 of the City Charter.

Introduced the \_\_\_\_ day of \_\_\_\_\_, 2024.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024.

---

Kim Beise, Council President

ATTEST:

\_\_\_\_\_  
Teri L. Swanson, City Clerk

(seal)

Presented to the Mayor at \_\_\_\_\_ .m. on this \_\_\_\_\_ day of \_\_\_\_\_,  
2024.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Michael Wilson, Mayor



## 2024 CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor  
From: Kay Kuhlman, City Council Administrator  
Meeting Date: March 11, 2024

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**Title** – Consider Motions for the Continuation of the Red Wing Sculpture Walk

**Purpose** – The purpose of this item is for the Council to consider approving two agreements and a resolution so the Red Wing Sculpture Walk can continue as an ongoing program. The overall purpose of the sculpture walk is to help build Red Wing into a creative regional arts and culture hub where every resident can participate, as stated in Red Wing’s 2040 Community Plan.

**Recommended Action** –

- a. Approve Agreement with Red Wing Arts
- b. Approve Agreement with Sculptures Eau Claire, Inc.
- c. Approve Resolution No. 7968 Accepting the Donation of Nine Limestone Pedestals for the Red Wing Sculpture Walk

**Attachments** –

- Draft Agreement with Red Wing Arts
- Draft Agreement with Sculptures Eau Claire, Inc.
- Resolution No. 7968 Accepting the Donation of Nine Limestone Pedestals for the Red Wing Sculpture Walk

**Alignment with 2019 Strategic Plan and Local Data** –

*Strategy #45:* Support and encourage the creative use of indoor and outdoor spaces for artistic activities, projects, performances, and programs.

*2017 Community Survey:* By a 61% to 17% majority, residents agreed that the City should make more arts and cultural experiences available to them.

*2023 Community Survey:* By a 66% to 14% majority, residents agree the City should make more arts and cultural experiences available to them.

## **Background –**

- In early 2019, Downtown Main Street (DTMS) and its Public Art Liaisons Committee began researching the idea of a sculpture walk in Red Wing. In 2019 and 2020, DTMS and the committee started to work with Sculptures Eau Claire, Inc. (EC) to create a rotating sculpture walk program in Red Wing.
- 2020: Local philanthropic organizations agreed to fund the sculpture walk program. Those funders are the Albrecht Poss Family Fund, Jones Family Foundation, Red Wing Area Fund, Red Wing Shoe Foundation, and WINGS Foundation.
- Fall of 2020: The Arts & Culture Commission voted to recommend a sculpture walk with annually rotating sculptures to the City Council.
- October 12, 2020: City Council approved a Private Use of Public Property for the sculptures to be installed in 2021 for the three-year pilot program.
- In 2021, DTMS created a website for the Red Wing Art Walk: Art in the Heart of Red Wing. The website also has an interactive map and a downloadable brochure (that brochure is attached to this report). See all of these by visiting <https://www.redwingartwalk.com/>. The Visitor and Convention Bureau (VCB) also helped with marketing and driving local residents and visitors to the walk.
- In fall 2021, DTMS, in partnership with Red Wing Arts, held the first sculpture walk through downtown Red Wing, with a brief ceremony in Central Park to kick off the event. The event was well attended by members of the public.
- April 12, 2021: The City accepted two permanent sculptures as public art donations to the City. The Jones Family Foundation purchased and donated “Jake on Bass,” which sits in Central Park. The Albrecht Poss Family Foundation purchased and donated “Maestro,” which sits adjacent to the Sheldon Theatre. City Council unanimously approved the acceptance of both sculptures.
- February 28, 2022: The City accepted the permanent sculpture “Synchronous” as a public art donation from Downtown Main Street. This sculpture was purchased for DTMS through a resident grassroots fundraising effort, and DTMS, in turn, gifted the piece to the City. City Council unanimously approved accepting the gift.
- In 2021 and 2022, City Council unanimously approved a PUPP and also a waiver of fees for Public Works to assist in installing the sculptures. In 2023, Council again unanimously approved the PUPP for the sculpture walk but denied a waiver of fees. This was in line with the Council’s decision to deny all waiver of fee requests to organizations in 2023 for City assistance.

## **Discussion –**

Now in 2024, the three-year sculpture walk pilot program has ended, and the Arts and Culture Commission is recommending that this successful program continue. The sculptures have been a popular addition to downtown Red Wing, which in turn supports economic vitality. The sculptures are also featured in multiple Red Wing literature pieces and websites whose goal is to lure visitors, businesses, and new residents to our community.

In addition, the Sculpture Walk aligns with the City's 2040 Community Plan. Goal 10.A. states, "Cultivate a collaborative environment where arts and culture can flourish," and Goal 10.B. states, "Use indoor/outdoor spaces in creative ways that support artistic experiences and strengthen our creative economy."

The philanthropic organizations that provided funds to kick-start the program in its first three years have completed their funding. Now, it's desired that the program move from the "pilot" phase to a more permanent phase.

For the program to continue, the Arts and Culture Commission and Red Wing Arts are requesting three things from the City:

- (a) The City would play a slightly increased role in the program;
- (b) Public Works would continue to be the main people that place and move the sculptures;
- (c) The program would receive funding from the City's Arts and Culture Fund.

### **The City's Role and Public Works Support**

The attached agreement with Red Wing Arts lays out the relationship and responsibilities between the City and Red Wing Arts. Key points in that agreement are as follows:

- Red Wing Arts and the Arts and Culture Commission would work together in choosing the next year's sculptures. Public Works staff would also play a role in selection to make sure the sculptures align with their parameters regarding snow removal, vehicle sight lines, etc.
- RWA would provide primary marketing services to promote the Sculpture Walk and would develop informational plaques for each sculpture.
- RWA would provide individuals and, if necessary, additional equipment for welders and crane operators to help the City install the sculptures.
- RWA would obtain and maintain general liability insurance, and the City will be added as additional insured.

The attached agreement with Sculptures Eau Claire, Inc. (EC) clarifies the responsibilities between the City and EC. This organization has provided the sculptures from the beginning and would continue to be the group that Red Wing works with to lease the new sculptures. Key points in that agreement are as follows:

- EC is the lessor of the sculptures, and EC would lease nine sculptures to the City from June 2024 to mid-April 2025.
- Public Works staff would assist with the placing and removing of sculptures.
- The City would reimburse EC for property insurance that is paid to the artists to cover damage or theft of the artists' sculptures. This would not be more than \$500.
- The City would maintain liability insurance and list EC as an additional insured.
- The City would assist with promotional materials and review the brochure and website put together by Red Wing Arts.

#### Funding This Year

Red Wing Arts is requesting right now that the City pay for one year of leasing the sculptures to ensure the program continues without a break. *This will give Red Wing Arts and the Arts and Culture Commission time over the coming year to consider grants and other funding streams to cover future costs and keep the program going.* RWA would also like to make sure the City's Public Works Department can continue to make its services available in future years because the city's involvement is crucial to the program.

The funds to cover the cost of the program in 2024 is \$22,100.

- a. The City would pay Sculptures Eau Claire, Inc. \$2,400 for each of the nine sculpture leases, which totals \$21,600 ( $\$2,400 \times 9 = \$21,600$ ). The City would pay half of this (\$10,800) on or before April 30, 2024, and the other half on or before installation of the sculptures.
- b. The City would also reimburse Eau Claire, Inc. for property insurance. This amount would not exceed \$500.

Staff recommends that the \$22,100 come from the City's Municipal Art and Placemaking Fund. (This is commonly called the "Arts Fund" - see Section 2.26, Subd.6 of the City Code for details). The Arts Fund currently has \$73,200 available.

The City's Art Fund is a separate account set up by the City to receive monies appropriated for public art, and it started through a one-time investment of \$75,000 from the American Rescue Act Local Fiscal Recovery Fund. The fund may be spent for a wide range of art-related uses

including selection, commissioning, acquisition, installation, maintenance, promotion, and temporary artworks.

### Resolution on Limestone Pedestals

Finally, it is requested that the City receive the donation of nine limestone pedestals that are currently the property of Red Wing Arts. The pedestals act as foundations for the sculptures, and all of the pedestals sit on public property.

Red Wing Arts is requesting that the City take over ownership of the pedestals. In discussions with the City's Risk and Safety Manager and our City attorneys, this does not pose any issues, and staff recommends accepting the donation.

**Financial Plan and Impact** – The cost of the Sculpture Walk program for one year is \$22,100, which would come from the Arts Fund. That fund currently has \$73,200 available.

### Alternatives

- a. --Approve Agreement with Red Wing Arts  
--Approve Agreement with Red Wing Arts, with modifications by the Council  
--Table the issue and request more information.  
--Deny the agreement  
--Another option of the Council's choosing.
- b. --Approve Agreement with Sculptures Eau Claire, Inc.  
--Approve Agreement with Sculptures Eau Claire, Inc., with modifications by the Council  
--Table the issue and request more information.  
--Deny the agreement  
--Another option of the Council's choosing.
- c. --Approve Resolution No. 7968 Accepting the Donation of Pedestals for Sculptures  
--Approve Resolution No. 7968, with modifications by the Council  
--Table the issue and request more information.  
--Deny Resolution No. 7968.  
--Another option of the Council's choosing.

### Recommended Actions

- a. Approve Agreement with Red Wing Arts
- b. Approve Agreement with Sculptures Eau Claire, Inc.
- c. Approve Resolution No. 7968 Accepting the Donation of Nine Limestone Pedestals for the Red Wing Sculpture Walk

## **CITY OF RED WING AGREEMENT WITH RED WING ARTS REGARDING RED WING SCULPTURE WALK**

**THIS AGREEMENT** (“Agreement”) is made and entered into by and between the City of Red Wing (“City”) and Red Wing Arts (“RWA”).

**WHEREAS**, the City desires to bring an annual rotation of temporary outdoor sculptures to the City; and

**WHEREAS**, RWA desires to assist the City in this endeavor.

**NOW, THEREFORE**, the City and RWA agree as follows:

1. **City Responsibilities.** The City will enter into a lease agreement with Sculptures of Eau Claire, Inc. (“EC”) where EC leases to the City nine outdoor sculptures for the City to display on a temporary basis from approximately June 2024 to mid-April 2025 (“Sculpture Walk”).
2. **RWA Responsibilities.**
  - a. **Administration.** RWA will assist the City staff and its Arts & Culture Commission in communicating with EC and vendors regarding the Sculpture Walk. RWA will assist the City staff and its Arts & Culture Commission in selecting which nine outdoor sculptures to display in the Sculpture Walk.
  - b. **Marketing.** RWA will provide marketing services to promote the Sculpture Walk. Marketing services include, but are not limited to, designing a brochure promoting the Sculpture Walk, with the final design being subject to the City’s approval; promoting the Sculpture Walk on RWA’s website; and developing and overseeing a social media campaign promoting the Sculpture Walk.
  - c. **Brochure.** RWA will print and distribute the brochures promoting the Sculpture Walk.
  - d. **Installation Services.**
    - 1) RWA will assist the City with placement of the sculptures.
    - 2) RWA will provide individuals and, if necessary, will provide equipment to welders and crane operators to assist the City with the installation of the sculptures.

- e. **Signage.** RWA will develop plaques for the sculptures.
  
  - f. **RWA Insurance.** RWA must obtain and maintain throughout the term of this Agreement general liability insurance with limits at least equal to the limitations on liability set forth in Minnesota Statutes section 466.04, as amended, covering all of RWA's activities related to this Agreement. RWA will provide the City with a certificate of insurance showing proof of such insurance. The City shall be added as an additional insured to appear as City of Red Wing, Attention City Clerk, 315 West 4th Street, Red Wing, MN 55066.
3. **Term.** The term of this Agreement is from the date the last party signs this Agreement below through the date the last sculpture is removed, which will be in April 2025. This Agreement will not be automatically renewed or extended. This Agreement may be extended upon mutual agreement of the parties.
  
  4. **Data.** Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data created, collected, received, stored, used, maintained, or disseminated pursuant to this Agreement. If either party receives a request to release the data referred to in this paragraph, the party will immediately notify the other party and consult with the other party before releasing the requested data.
  
  5. **Autonomy.** RWA, and any of its employees, agents, or representatives providing services under this Agreement, are independent contractors for all purposes including, but not limited to, federal and state tax withholding. The parties are not entering into an employment agreement or an employee-employer relationship. Nothing in this Agreement may be construed to create an employment relationship, a partnership, a joint venture, or a joint enterprise between the City and RWA. RWA shall have no authorization, express or implied, to bind the City to any agreements, liability, or understanding.
  
  6. **Liability.** The City and RWA agree that each party will be responsible for its own acts and the results thereof, to the extent authorized by law, and shall not be responsible for the acts of any others and the results thereof.
  
  7. **Indemnification.** RWA agrees to hold harmless, defend, and indemnify the City and its Council members, commissioners, administrators, employees, officers, attorneys, insurers, agents, and representatives from any and all damages and claims that may arise by reason of any acts or omissions on the part of RWA, or RWA's employees, agents, or representatives. This duty to hold harmless, defend and indemnify shall apply

to any and all demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorney's and witness fees, and expenses incidental thereto. RWA's obligations under this paragraph will survive the termination of this Agreement. To the extent permitted by law, the City agrees to hold harmless, defend, and indemnify RWA and its administrators, employees, officers, attorneys, insurers, agents, and representatives from any and all damages and claims that may arise by reason of any acts or omissions on the part of the City, or the City's employees, agents, or representatives. This duty to hold harmless, defend and indemnify shall apply to any and all demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorney's and witness fees, and expenses incidental thereto. The City's obligations under this paragraph will survive the termination of this Agreement. The City does not waive any immunities or limitations on liability to which it is entitled under Minnesota Statutes, Chapter 466, or other laws.

8. **Assignment.** RWA may not assign any of its obligations under this Agreement without the prior written consent of the City.
9. **Choice of Law and Severability.** This Agreement is governed by the laws of the State of Minnesota. If any part of this Agreement is construed by a court to be unenforceable or in violation of any applicable law, the remaining portions of the Agreement will remain in full force and effect.
10. **Waiver and Equal Drafting.** Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties.
11. **Entire Agreement and Amendment.** This Agreement reflects the entire agreement between the parties. Neither the City nor RWA has relied on any statements, promises, or representations that are not stated in this document. The terms of this Agreement are contractual and supersede any and all prior agreements between the parties. No waiver or modification of any provision of this Agreement will be valid unless it is in writing and signed by both parties. A signed copy of this Agreement will have the same legal effect as the original.

**IN WITNESS WHEREOF**, the parties have entered into this Agreement on the dates shown below. By signing below, each party specifically acknowledges that it has read this Agreement; that it has been advised to review the terms of this Agreement with legal counsel; and that it understands and voluntarily agrees to be legally bound by all terms of the Agreement.

CITY OF RED WING

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
Council Administrator

Date: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

RED WING ARTS

Date: \_\_\_\_\_

\_\_\_\_\_

**CITY OF RED WING AGREEMENT WITH  
SCULPTURES EAU CLAIRE, INC.  
REGARDING RED WING SCULPTURE WALK**

**THIS AGREEMENT** (“Agreement”) is made and entered into by and between the City of Red Wing (“City”) and Sculptures Eau Claire, Inc. (“EC”).

**WHEREAS**, the City desires to bring an annual rotation of temporary outdoor sculptures to the City;

**WHEREAS**, EC leases outdoor sculptures from artists; and

**WHEREAS**, the City and EC desire to enter into a lease agreement where EC leases to the City nine outdoor sculptures for the City to display on a temporary basis from approximately June 2024 to mid-April 2025,

**NOW, THEREFORE**, the City and EC agree as follows:

**1. EC Responsibilities.**

- a. **Sculptures.** EC will lease to the City nine outdoor sculptures chosen by the City, in the City’s sole discretion. EC cannot guarantee the City its choices of sculptures, but EC will work to source sculptures as needed through a Call to Artists. Artists will lease their sculptures directly to EC, not to the City.
- b. **Sculpture Insurance.** EC will purchase and provide insurance to artists from whom it leases sculptures to cover property damage or theft of the artists’ sculptures. EC will provide proof of said insurance to the City. EC on behalf of itself and its insurer, waives any right of subrogation and to pursue recovery from the City for damage or theft to the sculptures.
- c. **Installation.** Sculptures will be installed in early June 2024.
  - 1) EC and a driver will arrive with the sculptures for placement at the corresponding pedestal locations chosen by the City.
  - 2) EC will remove each sculpture from the vehicle in close proximity to the corresponding chosen pedestal location.

- d. **Removal.** Sculptures will be removed in mid-April 2025.
  - 1) EC will be onsite to assist in the removal of the sculptures.
  - 2) EC will remove the sculptures from their pedestals.
  - 3) EC will load the sculptures into the vehicle for transport.
- e. **Ongoing Support.** EC will provide ongoing support to the City and its Arts & Culture Commission and Red Wing Arts. This ongoing support includes phone calls, emails, and attendance at meetings as needed.
- f. **EC Insurance.** EC must obtain and maintain up through the time of installation of the sculptures in the City and then beginning again when EC removes the sculptures general liability insurance with limits at least equal to the limitations on liability set forth in Minnesota Statutes section 466.04, as amended, covering all of EC's activities related to this Agreement. EC will provide proof of such insurance to the City. The City must be added as an additional insured to appear as City of Red Wing, Attention City Clerk, 315 West 4th Street, Red Wing, MN 55066.

## 2. **City Responsibilities.**

### a. **Payment.**

- 1) **Sculpture Fee.** The City will pay EC \$2,400 for each sculpture leased, for a total of \$21,600 (9 sculptures x \$2,400 = \$21,600). The City will pay half of this total (\$10,800) to EC on or before April 30, 2024. The City will pay the remaining half of this total (\$10,800) to EC on or before installation of the sculptures.
  - 2) **Sculpture Insurance.** The City will reimburse EC for property insurance EC provides to artists from whom it leases the nine sculptures as outlined in paragraph 1.b. This amount will be determined after the sculptures are placed in the City, but will not exceed \$500.00 total. The City will reimburse EC for this amount of insurance after the sculptures are installed in the City and after EC provides proof of said insurance to the City.
- b. **City Insurance.** The City agrees to maintain liability coverage in the minimum amount of \$1,000,000 per occurrence. The City will list EC as an additional insured on its general liability insurance policy to appear as Sculptures Eau Claire, Inc. The City will provide proof of such insurance to EC upon request. Any liability claims

arising from the City's actions related to the sculptures that occur after the sculptures are placed and until their removal, excluding claims covered under paragraph 1.b, will be covered by the City's insurance.

**c. Installation and Removal.**

- 1) The City, in its sole discretion, will choose where each sculpture will be located in the City.
- 2) The City and/or Red Wing Arts will provide welding and cut-off services during installation or removal of sculptures.
- 3) The City will assist with welding the sculptures onto the pedestals during installation if needed.

**d. Resources.**

- 1) The City will select, in its sole discretion, a staff or commission member to act as a liaison with EC.
- 2) The City will assist with promotional materials for the sculptures (i.e., review brochure and website).

**3. Sculpture Purchases by Members of the Community.**

- a. **Purchased Before Installation.** If a sculpture is purchased before being installed in the City, EC will collect payment for the sculpture and distribute a 25% commission, split equally between EC and the City's Arts and Placemaking Fund.
- b. **Purchased After Installation.** If a sculpture is purchased after being installed in the City, EC will collect payment for the sculpture and distribute a 25% commission, split equally between EC and the City's Arts and Placemaking Fund.
- c. **EC Responsibilities.** Under both paragraphs 3.a and 3.b, EC is responsible for arranging the purchase of the sculpture with the artist and arranging delivery and installation of the sculpture as needed.
- d. **City Responsibilities.** Under both paragraphs 3.a and 3.b, the City will work with the purchaser to move the sculpture, with the purchaser being responsible for the cost of the pedestal and signage. If the sculpture is donated to the City, the City will follow its donation procedures.

- e. **Installation and Removal.** Under paragraph 3.a, the sculpture will still be installed in the City as scheduled under this Agreement. Under both paragraphs 3.a and 3.b, the sculpture may not be removed from the City's display until the end of this Agreement.
4. **Term.** The term of this Agreement is from the date the last party signs this Agreement below through the date the last sculpture is removed, which will be in April 2025. This Agreement will not be automatically renewed or extended. This Agreement may be extended upon mutual agreement of the parties.
5. **Data.** Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, as it applies to all data created, collected, received, stored, used, maintained, or disseminated pursuant to this Agreement. If either party receives a request to release the data referred to in this paragraph, the party will immediately notify the other party and consult with the other party before releasing the requested data.
6. **Autonomy.** EC, and any of its employees, agents, or representatives providing services under this Agreement, are independent contractors for all purposes including, but not limited to, federal and state tax withholding. The parties are not entering into an employment agreement or an employee-employer relationship. Nothing in this Agreement may be construed to create an employment relationship, a partnership, a joint venture, or a joint enterprise between the City and EC. EC shall have no authorization, express or implied, to bind the City to any agreements, liability, or understanding.
7. **Liability.** The City and EC agree that each party will be responsible for its own acts and the results thereof, to the extent authorized by law, and shall not be responsible for the acts of any others and the results thereof.
8. **Indemnification.** EC agrees to hold harmless, defend, and indemnify the City and its council members, commissioners, administrators, employees, officers, attorneys, insurers, agents, and representatives from any and all damages and claims that may arise by reason of any acts or omissions on the part of EC, or EC's employees, agents, or representatives. This duty to hold harmless, defend and indemnify shall apply to any and all demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorney's and witness fees, and expenses incidental thereto. EC's obligations under this paragraph will survive the termination of this Agreement. To the extent permitted by law, the City agrees to hold harmless, defend, and indemnify EC and its administrators, employees, officers, attorneys, insurers, agents, and representatives from any and all damages and claims that may arise by reason of any

acts or omissions on the part of the City, or the City's employees, agents, or representatives. This duty to hold harmless, defend and indemnify shall apply to any and all demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorney's and witness fees, and expenses incidental thereto. The City's obligations under this paragraph will survive the termination of this Agreement. The City does not waive any immunities or limitations on liability to which it is entitled under Minnesota Statutes, Chapter 466, or other laws.

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**IN WITNESS WHEREOF**, the parties have entered into this Agreement on the dates shown below. By signing below, each party specifically acknowledges that it has read this Agreement; that it has been advised to review the terms of this Agreement with legal counsel; and that it understands and voluntarily agrees to be legally bound by all terms of the Agreement.

CITY OF RED WING

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
Council Administrator

Date: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

SCULPTURES EAU CLAIRE, INC.

Date: \_\_\_\_\_

\_\_\_\_\_

## RESOLUTION NO. 7968

### Resolution Accepting the Donation of Nine Limestone Pedestals for the Red Wing Sculpture Walk

**WHEREAS**, the City of Red Wing (“City”) is generally authorized to receive and accept gifts and donations pursuant to Minnesota Statutes Section 465.04 for the benefit of the city and its inhabitants upon terms and conditions to be approved by the governing body of the City, to be adopted by resolution of the City Council; and

**WHEREAS**, in 2020, Downtown Main Street and a resident committee set up a downtown Sculpture Walk with most of the sculptures rotating annually; and

**WHEREAS**, in 2021, local philanthropic foundations paid the costs to lease nine sculptures from Sculptures Eau Claire, Inc., and paid for nine limestone pedestals as bases for the sculptures; and

**WHEREAS**, the Arts and Culture Commission has been involved with this program from the beginning and is now recommending that this successful three-year pilot program, now under the guidance of Red Wing Arts, become a permanent installation; and

**WHEREAS**, the Public Works Department has been a strong partner throughout this work for the past three years in assisting with the set-up, placing, and moving of each art piece; and

**WHEREAS**, Red Wing Arts would like to donate to the City the nine limestone pedestals as foundations for the sculptures in the Red Wing Sculpture Walk; and

**WHEREAS**, the Red Wing 2040 Community Plan and the City’s 10-Year Strategic Plan call for the addition of public art through the partnering of artists, government, and community organizations,

**NOW, THEREFORE, BE IT RESOLVED** that the City of Red Wing hereby accepts the gift of nine limestone pedestals from Red Wing Arts to be used for the benefit of the public in the Red Wing Sculpture Walk.

Adopted this 11<sup>th</sup> day of March 2024, by the City Council of the City of Red Wing.

\_\_\_\_\_  
Kim Beise, Council President

ATTEST:

\_\_\_\_\_  
Teri L. Swanson, City Clerk, MCMC

(seal)

Presented to the Mayor at \_\_\_\_\_ . m. on this \_\_\_\_\_ day of \_\_\_\_\_  
2024. Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Mike Wilson, Mayor

# WALKABLE LEGACY ART

# 2023 SCULPTURES



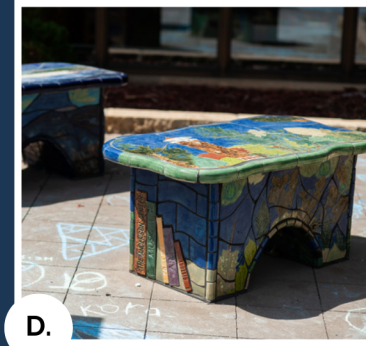
A.



B.



C.



D.



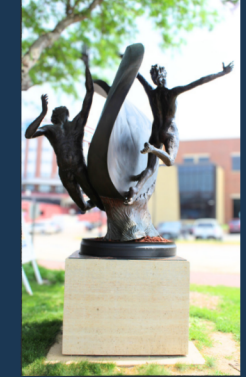
E.



F.



**BALANCE OF POWER**  
Pati Stajcar  
Bronze | \$120,000



**EVER UPWARD**  
Jeffrey Barber  
Bronze, Stainless Steel  
\$45,000



**FULL SAIL IV**  
Jonathan Kamrath  
Stainless Steel, Aluminum  
\$6,000



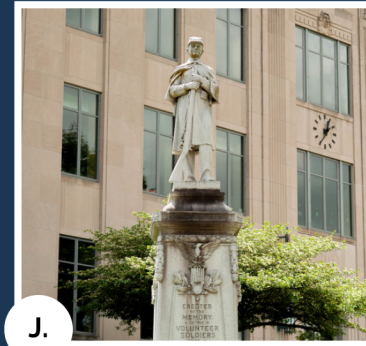
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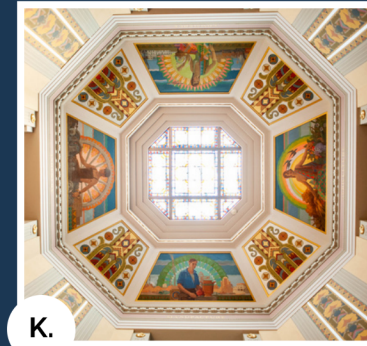
H.



I.



J.



K.



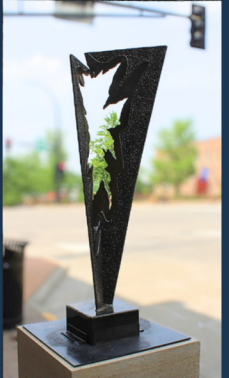
L.



**RISING RAINBOW**  
David Turner  
Bronze | \$31,200



**LETTING GO**  
Judd Nelson  
Hand Forged Steel  
\$10,000



**THE UNVEILING**  
James & Ryan Pedersen  
Ground, Welded & Heat-Treated Steel | \$3,495



S.



N.



O.



P.



Q.



R.



S.



T.



U.

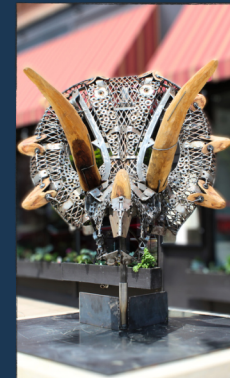


V.



W.

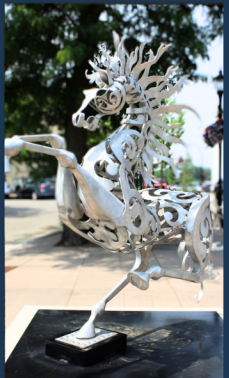
To learn more and see an interactive map, scan the code or visit [redwingartwalk.com](http://redwingartwalk.com).



**THE SUM OF ITS PARTS**  
Chris Gustafson  
Steel, Basswood, Lilac  
\$6,000



**COME TOGETHER**  
Alex Mendez  
Mixed Metal | \$7,500



**SILVER BELLE**  
Heather Wall  
Aluminum | \$12,000



## 2023 SCULPTURES

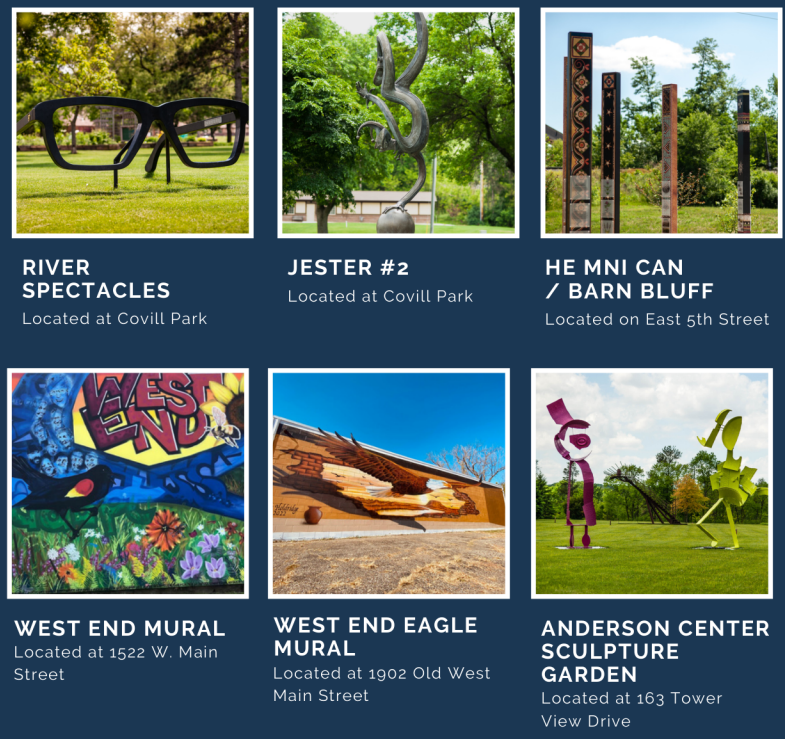
- 1. BALANCE OF POWER**  
Pati Stajcar  
Bronze | \$120,000
- 2. EVER UPWARD**  
Jeffrey Barber  
Bronze, Stainless Steel | \$45,000
- 3. FULL SAIL IV**  
Jonathan Kamrath  
Stainless Steel, Aluminum | \$6,000
- 4. RISING RAINBOW**  
David Turner  
Bronze | \$31,200
- 5. THE SUM OF ITS PARTS**  
Chris Gustafson  
Steel, Basswood, Lilac | \$6,000
- 6. THE UNVEILING**  
James & Ryan Pedersen  
Ground, Welded & Heat-treated Steel | \$3,495
- 7. LETTING GO**  
Judd Nelson  
Hand Forged Steel | \$10,000
- 8. COME TOGETHER**  
Alex Mendez  
Mixed Metal | \$7,500
- 9. SILVER BELLE**  
Heather Wall  
Aluminum | \$12,000



## LEGACY ART

- |   |  |
|---|--|
| <b>A. WELCOME MURAL</b>   | <b>L. LIFELONG LEARNING SCULPTURE</b>                      |
| <b>B. PLANT WISDOM MURAL</b>                                    | <b>M. SUNFLOWERS SCULPTURE</b>                             |
| <b>C. HONORING DAKOTA</b><br><small>Coming October 2023</small> | <b>N. SYNCHRONOUS SCULPTURE</b>                            |
| <b>D. DOWNTOWN MOSAIC BENCHES</b>                               | <b>O. FIRST FLIGHT SCULPTURE</b>                           |
| <b>E. DECORATED RED WING BOOTS</b>                              | <b>P. JESTER SCULPTURE</b>                                 |
| <b>F. ONE DAY IN MAY MURAL</b>                                  | <b>Q. GRAND EXCURSION MONUMENT</b>                         |
| <b>G. MAESTRO SCULPTURE</b>                                     | <b>R. VETERAN'S SCULPTURE</b>                              |
| <b>H. JAKE ON BASS SCULPTURE</b>                                | <b>S. BRONZE CHILDREN SCULPTURES &amp; FOUNTAIN (FOUR)</b> |
| <b>I. MAIN STREET METAL ART BANNERS</b>                         | <b>T. SILOS MURAL</b>                                      |
| <b>J. CIVIL WAR SOLDIER SCULPTURE</b>                           | <b>U. RED WING 3D SIGN</b>                                 |
| <b>K. GOODHUE COUNTY COURTHOUSE ATRIUM</b>                      | <b>V. BOY TAKES FLIGHT CHARLES LINDBERGH</b>               |
|   | <b>W. TIPI BAY POINT PARK</b>                              |

## NOT WALKABLE, BUT WORTH THE DRIVE!



WHICH SCULPTURE IS YOUR FAVORITE?  
WE'D LOVE TO KNOW!



TAG US ON YOUR TOUR!  
**#REDWINGARTWALK**



The Red Wing ArtWalk features the nine annually-rotating Sculpture Walk pieces, which are on loan through spring 2024, and the many public art pieces in the City of Red Wing's permanent collection.

If you'd like to purchase a sculpture, or contribute to ArtWalk please contact: Red Wing Arts | 651-388-7569 | [info@redwingarts.org](mailto:info@redwingarts.org), or [redwingartwalk.com](http://redwingartwalk.com)

In the historic spirit of philanthropic support for our town, we thank the Local sponsors whose commitment to downtown Red Wing made placing these sculptures possible:





## CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor

From:

Meeting Date: March 11, 2024

Agenda Item Number: 11.C.

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### **Title**

Consider Motion to Approve Police and Fire Department Reorganization. Chiefs Sather and Warner recommend the Council approve a reorganization of the Police and Fire Departments. The reorganization includes transferring some Police duties to the Fire Department. Please see the staff report and attachment for details.

### **Purpose**

The City Council must approve modifications to the organization chart. Recent changes in leadership have resulted in new ideas on how to structure the Police Department. The requested change to the organization chart impacts both the Police and Fire Departments.

### **Recommended Action**

Motion to Approve a revised Organizational Chart, with modifications to the Police and Fire Departments as represented in the attached charts.

### **Attachments**

1. Proposal for Enhancing Operational Efficiency within the Red Wing Police Department
2. 2024\_Police Department
3. Proposal for Enhancing Operational Efficiency within the Red Wing Fire Department
4. 2024\_Fire Department

### **Strategic Plan Alignment**

37. Increase staff training and planning for all emergencies (including cyberattacks). Develop and/or assess all emergency preparedness plans and improve the communication system so messaging is consistent to the public during emergencies.

38. Increase community outreach to improve residents' awareness and knowledge of how to prepare for a wide range of emergencies. Engage community partners to assist in this work.

41. Maintain quality equipment, facilities, and technology to meet the police and fire departments' missions and to fulfill the needs of the community. Keep updated on all trends and future needs.

### **Background**

The City recently had a major change in leadership with the retirement of Chief Gordon Rohr

and the hiring of Chief Nick Sather. When new department heads are hired, They are encouraged to look at their department to see if changes should be made. Over the years, many organizational changes have been made to best support new leadership and evolving services. Chief Sather initiated the review quickly so that he could proceed with filling the Assistant Chief position. Chief Sather's recommendation involves transferring Emergency Management duties to the Fire Department, and making modifications to the existing Assistant Police Chief, and two Captains' positions. The number of employees in the Police Department will not change. Please see the attached report from Chief Sather describing the rationale for the proposed changes.

The transfer of Emergency Management duties to the Fire Department will require one additional position. This is recommended for several reasons. First, traditionally, Fire departments are responsible for Emergency Management in MN. This was true in Red Wing prior to the construction of the Joint Law Enforcement Center, and the retirement of the Emergency Management Director. In 1997, the city operated under a Public Safety model. A retired Assistant Fire Chief was the Emergency Management Director, working on a limited basis operating the Emergency Operation Center from the basement of the Community Development Building. The location and the position changed when the City moved into the Joint Law enforcement Center.

The recommendation from Fire Chief Warner is to create a second Assistant Chief position. The new position will be responsible for Emergency Management and additional operational duties. Please see the attached report from Chief Warner describing the rationale for the proposed position.

### **Discussion**

Several challenges are occurring in both the Police and Fire Departments. Chief Warner has recently reported to the Council that the federal government is continuing to study and promote additional training and performance standards. Management of training and record keeping is becoming more burdensome for both police and fire departments. Staff is also discussing how current police personnel can become more involved in recruitment of police personnel. Each of these pressures makes it difficult for the Police Chief and Fire Chief to operate without additional assistance. Please see the attached proposed organizational charts, and proposals for enhancing efficiencies from the Police and Fire Departments.

### **Financial Plan and Impact**

The City currently receives approximately \$115,000 to support ongoing training and preparedness in case of a nuclear event. The funding is provided by Xcel and comes to the City through the state. The state dedicates the funds to communities who are involved in nuclear preparedness. The City has used the funding to cover a portion of the salary of the Emergency Management Director (\$30,000). The balance of funds are used to reimburse the city for staff time dedicated to training.

The budget impact to the City will be the cost of creating a second Assistant Chief position in the Fire Department minus \$30,000 (this is the amount we have dedicated toward the Emergency Management Position in the past). The annual cost for the salary and benefits of an Assistant Fire Chief is \$125,000. The Assistant Fire Chief position would be posted for internal promotion, and one additional firefighter will be hired to backfill the open position. We estimate the fire department will not be fully staffed until June. Currently, we have a hiring list with seven

people, so we should be able to complete the process relatively quickly.

The Assistant police Chief position will be posted for internal promotion. The Assistant Police Chief will be promoted, and the Captain position will be filled as soon as additional police officers have been hired, trained and are patrolling independently. Currently, we have seven open positions. The most recent hiring process yielded three new employees who are in the background process. Additionally, we are recruiting two additional officers who have indicated interest in working for the City of Red Wing. It is likely we will still have openings for the majority of the year.

With the \$30,000 off-set from the Xcel funds, the impact on the general fund in 2024 will be \$95,000. Between the police and the fire department staffing shortages, there will be no need to reallocate Contingency funds for this additional position. However, in future years, if we are fully staffed, the general fund will increase to cover the cost of the additional Fire position.

### **Alternatives**

The City Council can:

1. Approve the recommended organizational changes to the Police Department and the Fire Department, moving Emergency Management to the Fire Department, and adding an Assistant Fire Chief position.
2. Approve a change in the Organizational chart but delay implementation.
3. Decline making a decision at this time, requesting additional information.
4. Decline making a decision at this time, and defer action until the budget process has been initiated.

### **Recommended Action**

Motion to Approve a revised Organizational Chart, with modifications to the Police and Fire Departments as represented in the attached charts.

## **Proposal for Enhancing Operational Efficiency within the Red Wing Police Department**

Members of the Red Wing City Council and Mayor,

I am honored to present a proposal aimed at optimizing the operational structure of the Red Wing Police Department to better serve our community and ensure the highest standards of public safety.

### **Overview of Current Structure:**

At present, the Red Wing Police Department operates under a structure led by a Police Chief, supported by an Assistant Chief, an Investigative Captain, and an Emergency Management Captain. While this framework has served us adequately, recent evaluations have illuminated areas for improvement in supervision and operational oversight.

### **Identified Challenges:**

Key challenges within our current structure include:

- Insufficient supervision and oversight in critical areas such as training, patrol, and records management.
- Overburdening of the Assistant Chief, exacerbated by the frequent absence of the Emergency Management Captain due to training, meetings and other additional commitments.
- Suboptimal management of the reserve program, a vital component of our department's capabilities.

### **Proposed Reorganization:**

To address these challenges and streamline our operations, we propose the following restructuring measures:

- Collaboration between the Police Chief and Assistant Chief to jointly oversee administrative functions, fostering cohesion and efficiency in operational management.
- Delegation of supervisory responsibilities for captains and training to the Assistant Chief, promoting unified direction and strategic alignment.
- Appointment of a dedicated Patrol Captain to oversee the patrol division, vehicle fleet management, and the revitalization of our reserve program, thereby ensuring its effectiveness and alignment with departmental objectives.
- Assignment of an Administrative Captain to manage records, oversee community service officers, oversee the evidence room, and administer investigations, thereby enhancing procedural adherence and service quality.

### **Opportunities for Optimization:**

The current vacancy in the Assistant Chief position presents a timely opportunity for seamless restructuring. Anticipated internal movements further underscore the potential for strategic realignment and operational enhancement within our department.

**Transfer of Emergency Management Responsibilities:**

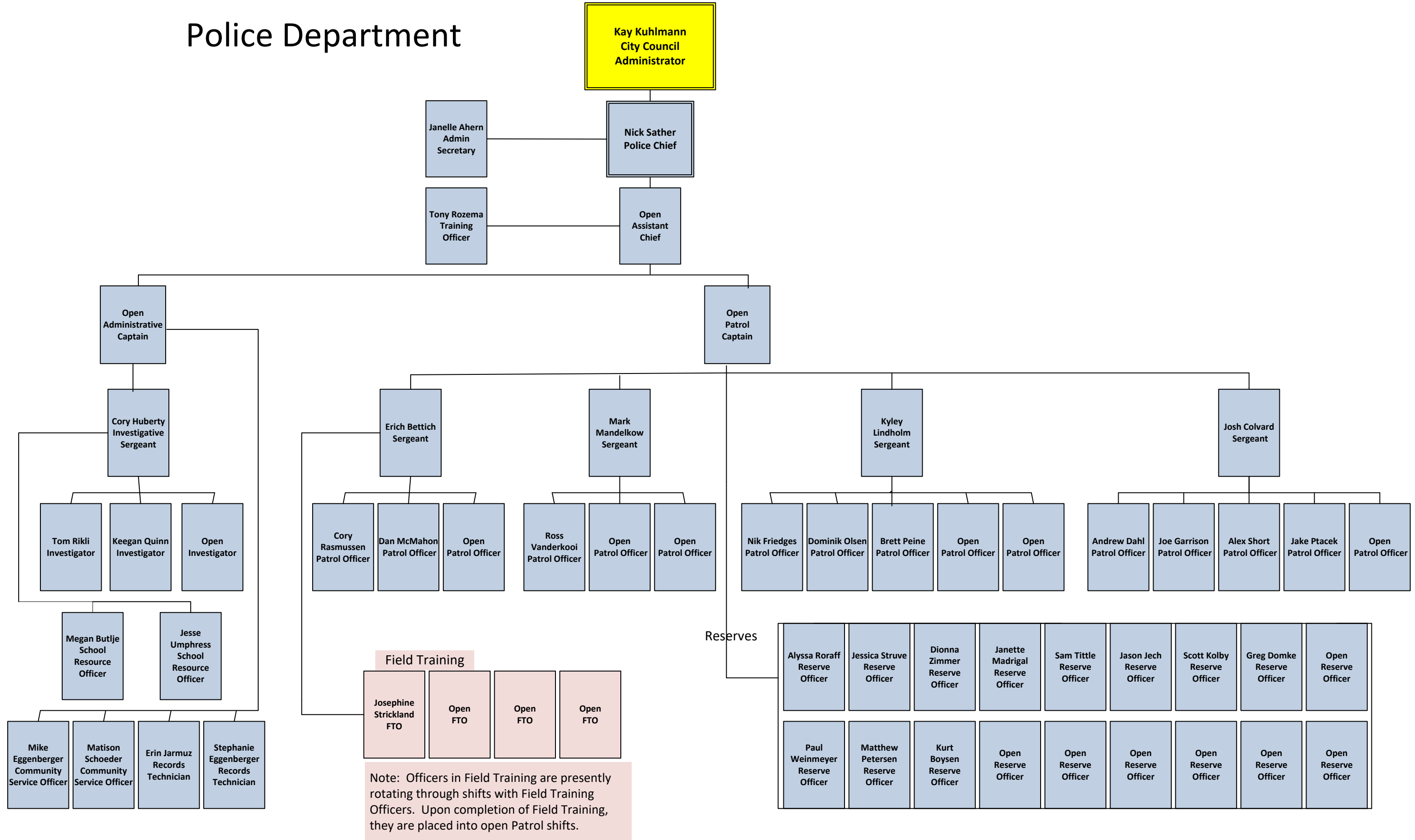
Recognizing the complementary nature of emergency management and the fire department's expertise, we propose transferring emergency management responsibilities to our colleagues in the fire department. This strategic realignment not only optimizes resource utilization but also fosters collaboration and efficiency across departments.

**Future Planning:**

The police department remains committed to addressing current staffing deficiencies within the police department and ensuring adequate resourcing for operational excellence. Additionally, budget considerations have been made for the additional position within the fire department.

In conclusion, this proposed reorganization represents a proactive effort to strengthen the operational capabilities of the Red Wing Police Department and uphold our commitment to community safety while also working with the Red Wing Fire Department providing a mutually benefitted collaboration.

# Police Department



**Field Training**

Josephine Strickland FTO

Open FTO

Open FTO

Open FTO

Note: Officers in Field Training are presently rotating through shifts with Field Training Officers. Upon completion of Field Training, they are placed into open Patrol shifts.

## **Proposal for Operational Changes within the Red Wing Fire Department**

Members of the Red Wing City Council and Mayor,

The Red Wing Police Department has outlined some changes that directly affect the Fire Department.

### **Overview of Current Structure:**

At present, the Red Wing Fire Department operates under a structure led by a Fire Chief, supported by an Assistant Chief with direct reports of all shift Captains and Paid on Call Captains. A subgroup of fire prevention is led by a Fire Marshal while directly reporting to the Fire Chief. While this framework has served us adequately, recent evaluations have illuminated areas for improvement in supervision, operational needs, succession planning, and potential standards changes caused by OSHA regulations.

### **Identified Challenges:**

Key challenges within our current structure include:

- Insufficient supervision and oversight in critical areas such as training, operations, management.
- Overburdening of the Assistant Chief, meetings and other additional requirements.

### **Proposed Reorganization:**

To address these challenges and streamline our operations, we propose the following restructuring measures:

- Additional Assignment of an Assistant Chief to manage Emergency Management, and Professional Standards, which include a designated infection control officer, OSHA compliance, Safety Officer, professional standards management, and administrative responsibility of the Paid-on-Call Captains and staff.
- Reassign the Current Assistant Fire Chief to include fire department operations, which includes training in both Fire and EMS, quality assurance, fleet management, tools and equipment, and general supervision of the career Captains and staff.

### **Opportunities for Optimization on incidents:**

Currently, the Fire Chief and Assistant Chief are on call for a week at a time as the incident commander for major incident response, as well as a resource for expert consultation. The additional administrator would allow a wider approach to an on-call Chief Officer with the ability to ensure all of the incident command structure is appropriately filled out when available.

### **Transfer of Emergency Management Responsibilities:**

The Police Department proposes transferring emergency management responsibilities to the fire department. This realization is due to the complementary nature of emergency management and the fire department's expertise in planning and incident stabilization. This strategic realignment not only optimizes resource utilization but also fosters collaboration and efficiency across departments.

**Future Planning:**

As outlined in the mission state of the Fire Department, the Red Wing Fire Department is committed to helping anyone in need, providing exceptional fire suppression, advanced medical care, technical rescue, disaster management, fire prevention and public education. We are focused on operational readiness, department unity, professionalism, and community engagement.

In conclusion, this proposed reorganization represents a proactive effort to strengthen the operational capabilities of the Red Wing Fire Department and uphold our commitment to community safety while also working with the Red Wing Police Department providing a mutually benefitted collaboration.

**Kay Kuhlmann**  
City Council  
Administrator

# Fire Department Draft

**Mike Warner**  
Fire Chief

Open  
Assistant Fire  
Chief-  
Emergency  
Mgmt/  
Professional  
Standards

Sandra  
Gernentz  
Fire Services  
Office Clerk II

Andy  
Speltz  
Fire Marshal

Peter Hanlin  
Assistant Fire  
Chief -  
Operations

Frank  
Sperlak  
Hook &  
Ladder  
Captain

Sam  
Schammel  
Engine 1 Co  
Captain

Gabe  
Kinney  
Engine 4 Co  
Captain

Michael Babb  
Fire Inspector

Joshua  
Johnholtz  
A Shift  
Captain

Trent  
Wentlandt  
B Shift  
Captain

Matt  
Lenz  
C Shift  
Captain

Marshall  
Hallock  
POC

Bill  
Redman  
POC

Leo  
Dressen  
POC

Joe Melson  
POC

Bill  
Mason  
POC

Emmanuel  
Morales  
POC

Zach  
Will  
POC

Grady  
Nelson  
POC Engineer

Daniel  
Knott  
POC

Corey Ahern  
Lieutenant

Chad  
Sirek  
Lieutenant

Mike Dopkins  
Lieutenant

Alec  
Whipple  
POC

Elliot  
Kann  
POC

Austin  
Langer  
POC

Scott  
Will  
POC

Chris  
Zenner  
POC

Austin  
Knott  
POC

Peter  
Kraabel  
POC

Jason  
Chouinard  
POC

Kitty  
Stock  
POC

Josh  
Willems  
Engineer-  
Paramedic

Justin  
Dahl  
Engineer-  
Paramedic

Luke  
O'Reilly  
Engineer-  
Paramedic

Travis  
Goodman  
Engineer-  
Paramedic

Quin  
Kehren  
Engineer-  
Paramedic

Paul  
Kluesner  
Engineer-  
Paramedic

Jason  
Wolsey  
Engineer-  
Paramedic

Mark  
Traynor  
Engineer-  
Paramedic

Jamey  
Ahlgren  
Engineer-  
Paramedic

Eric  
Alms  
POC

Clayton  
Rutschow  
POC

Open  
POC

Alicia  
Doane  
POC

Open  
POC

Open  
POC

Peyton  
Kohn  
POC

Open  
POC

Open  
POC

Jake  
Littfin  
FF/Paramedic

Ryan  
Lystad  
FF/Paramedic

Carter  
Czapiewski  
FF/Paramedic

Open  
FF/Paramedic

Ross  
Stachowitz  
FF/Paramedic

Justin  
Hasler  
FF/Paramedic

Kelly  
Beyers  
FF/Paramedic

Open  
FF/Paramedic

Evan  
Olander  
FF/Paramedic

Colten  
Kruempel  
FF/Paramedic

Nathan  
Achman  
FF/Paramedic

Open  
FF/Paramedic

Paid On Call (POC)



## ADMINISTRATOR'S STATUS REPORT

Date: March 11, 2024

To: Honorable Mayor and members of the City Council

From: Kay Kuhlmann, Council Administrator

*Our Mission: We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.*

### **City Council Meeting Schedule**

The Council is reminded of the following dates for public meetings:

Workshop on Upper Harbor Plan - Monday, March 11, @ 5 p.m.

TENTATIVE Workshop Dates - Monday, April 8 or Monday, April 22 @ 5:00 p.m. - 5:45 p.m. to hear from the Manager of the Office of Cannabis Management.

Rental License Program - Tuesday, April 9 and Thursday, April 11. Rental License Program meetings will be held in the Foot Room of the Public Library from 6:00 to 7:30 p.m. April 9 will be for local renters; April 11 will be for local rental property owners.

Spring Tour – Saturday, April 20 8-11 am

Safe Streets and Roads for All - Wednesday, April 24. A public meeting will be held on Wednesday, April 24, from 5:30 to 7:00 p.m. in the Foot Room of the Public Library. The focus is on gathering input for the City's comprehensive street safety action plan.

### **Miscellaneous**

**Private Use of Public Property (PUPP) Application for the Field of Honor** - The Red Wing Area Seniors have submitted an application for the 17<sup>th</sup> Annual Field of Honor in Bay Point Park from May 24-27, 2024. In the area between the teepee and the playground, 375 flags (3 x5) will be posted at Bay Point Park in honor and memory of veterans. The name-reading ceremony will be at 6 p.m. on Friday, May 24. This has been an approved City-sponsored event for many years, with in-kind services provided in the amount of up to \$900.

**Private Use of Public Property (PUPP) Application Red Wing Public Library Summer Story Walk** - Each Wednesday from June 2024 to October 2024, Library staff will set up a story walk along the Bay Point Park walking path. The story walk will consist of a set of 16-20 yard signs that have a complete children's picture printed on them. The story walks will be set up in the morning and taken down in the evening. The signs are double-sided, so the story can be read from either direction. Families and other users of the park can enjoy a new story each week. Thursday would be the inclement weather day.

**Fire Service Legislative Day at the Capitol** - The Fire Service held the annual Legislative Day at the Capitol. The attachments were provided to our representatives for our area.

**ISO - Public Protection Classification (PPC) Survey** - ISO has completed its analysis of the structural fire suppression delivery system provided in Red Wing. The resulting classification has increased to a 03/3Y. ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. Each insurance company independently determines the premiums it charges its policyholders. An increase from the previous rating of 04-4Y to its current rating of 03/3Y will save homeowners and commercial property owners their on annual insurance premiums. The full report is attached.

**Minnesota Department of Revenue ("DOR") Idea for a Gross Operating Revenues Tax ("Idea")** - The DOR recently informed parties that it is exploring options to remove utility, pipeline, and railroad operating property from property tax and replace it with a gross operating revenues tax. The idea would forever alter the historical methodology and the well-understood way utilities, pipelines, and railroads are taxed. In short, this is a significant concept that needs to be fully understood.

The DOR has undertaken a public process and has established a website, provided a white paper, and produced a short video presentation about the Idea. The white paper is attached and the video and additional information may be found on the DOR's website at <https://www.revenue.state.mn.us/idea-gross-operating-revenues-tax>.

Staff are currently hesitant about the Idea due to a lack of any information on its local impacts and concerns about its expedited timeline. The DOR issued its white paper in February and originally set the deadline for comments on March 9, 2024. This deadline for comments produced substantial consternation among many parties because everyone understands that the ability to meaningfully comment and participate in any process is predicated on information sharing and the ability to form a competent understanding of the impacts on all parties. So, on February 16, the Coalition of Utility Cities, the Energy Transition Advisory Committee, and other parties hosted a half-hour meeting with the DOR to discuss their general timeframe and the general lack of adequate time, information, analysis, and modeling on the Idea for impacted parties to meaningfully participate in the DOR's expedited process.

On February 22, the DOR officially moved the deadline for comments back by a month to April 9, 2024. This is still a very aggressive timeline. So, on February 28, the Coalition of Utility Cities and the Energy Transition Advisory Committee hosted another half-hour meeting with the DOR to discuss continuing concerns about DOR's timeline and comment period deadline. During the conversation we also requested that the DOR immediately produce information, analysis, and modeling on the Idea so parties have at least a little time and the requisite information to assess, analyze, educate decision makers, and gather public input before the comment deadline of April 9.

To date, the DOR has simply provided parties with a concept on the Idea via white paper and a video. The DOR has not yet provided the basic information, analysis, or the modeling that communities need to assess localized impacts or provide any meaningful comments.

Lastly, before the DOR decision to extend the deadline for comments from March 9 to April 9, staff had prepared comments for the Council to consider at its February 26 meeting. Those comments are attached but were pulled from the City Council's February 26 agenda. Staff is committed to keeping the City Council informed as this process rolls on.

**Break-in at the Hwys 61/19 Building** - Last week there was a break-in at the building on Hwys 61 and 19. The vandals took two transformers apart, stripping out the copper, and knocked equipment over that caused a massive oil leak. The City has gotten a quote to clean up the oil of roughly \$5,000. Staff plans to take this from the Contingency Fund. The quote is attached for your review.

**Minnesota Department of Health Source Water Protection Grant** - At the October 21, 2023, City Council meeting, the Council authorized developing and submitting a Source Water Protection competitive grant application to the Minnesota Department of Health (MDH). The request granted was to apply for three separate grants for security cameras at our two water treatment plants and one water pumping station that houses a well. Last October, the Public Works Department was awarded a \$10,000 grant to install security cameras at our Charlson Crest Water Treatment Plant.

The next MDH grant opportunity will be available on March 29, 2024, to all community and non-transient, non-community public water supply systems with a Source Water Protection Plan. Source Water Protection Plans are one of the following:

1. Wellhead Protection Plans (WHP) that have been approved by MDH under requirements of Minnesota Rules Parts 4720. 5100 to 4720.5590.
2. MDH-approved wellhead protection action plans.
3. Surface water intake protection plans that have been endorsed by MDH.

The purpose of this funding is to help public water suppliers implement source water protection measures included in their MDH-approved or endorsed plan.

This grant does require an equal cost share. The minimum grant amount is \$500, and the maximum grant amount is \$10,000.

Since the Council authorized the Public Works Department to apply for all three areas under different grant applications, the department will submit the next grant application before March 29, 2024. If awarded, the approval of acceptance will be brought to the council for consideration. All project costs exceeding the \$10,000 limit will be taken from the 602 Water Fund.

**Waste Campus Public Access** - With the reduction in staff and hours at the Waste Campus, it has become increasingly difficult to monitor customer activities occurring prior to opening. Public customers will regularly knock on the window to be served prior to business hours, which is an interruption of workflow performed before 9:00, and frequently, staff are unavailable. Often, customers will not even stop at the office to pay for disposal, which can result in confrontations with staff. By keeping the gate closed until the beginning of public hours (9:00 am Mon-Fri & 7:00-1:00 Saturday), there may be complaints from the public regarding their ability to drop off no-charge items such as recyclables or yard waste. Additionally, there will likely be individuals who will try to gain access to the site when the gate opens for commercial waste haulers or Public Works vehicles opening the gate to enter or leave. These individuals will be asked to leave immediately as the gate will be closed behind them, locking them in until the 9:00 start of operations.

**GreenSteps Update - Staff Recommends Graduating from this Program.** Red Wing joined Minnesota's GreenSteps Cities program in 2011 as an early adopter of its mission to operationalize best practices in sustainable energy. Red Wing quickly became what the GreenSteps coordinator calls a shining example to other cities of what could be accomplished. Over the years, Red Wing jumped from the program's Step 1 all the way to Step 5 – GreenStep's highest level. Red Wing has accomplished what the program set out to do – normalized sustainable practices into the everyday work of all departments.

To continue with the GreenSteps program, a city must collect and report dozens and dozens of data points in multiple categories. Example categories include buildings and lighting, land use, transportation, and environmental management. Due to a lack of staff capacity to do all the collecting and reporting, Red Wing did not participate in GreenSteps in 2023. This year is no different with fewer staff members available than last year.

The GreenSteps deadline for updating data is April 1, a date that is not feasible this year. Staff recommends that Red Wing consider graduating from this program. Our title as a GreenSteps City will always remain – that moniker stays with us – and we will remain at the Step 5 level. In addition, the state will continue to send us

information and educational opportunities. This program is voluntary and is not associated with any grant funding or additional monies.

Data is incredibly important for knowing where we're at and where we need to do better. For that reason, staff collects environmental data in our Red Wing Report Card, and staff will work with the Sustainability Commission to find out what other measurements they may want the City to collect. The GreenSteps coordinator said Red Wing's Report Card is exactly the kind of reporting they hope communities will do for their public. In that way and in many other areas, Red Wing continues to do the good work.

If Council members want staff to start collecting more detailed information going forward for GreenSteps, it will require that Red Wing set up a system of data collection so the process becomes efficient. It would also mean naming the GreenSteps data collection as a priority, where a staff member would focus on that and not something else. Staff has made its recommendation and is updating Council here to see if the Council would like this issue brought forward at a future meeting or if it agrees with the recommendation to graduate from the program.

**Administrator's Weeks**

My week has been spent working on agenda items, and planning for future Council workshops. In addition, I had monthly meetings with Chief Sather, and Shantel Dow.

**Additional Attachments**

1. 2024-Fire-Service-Legislative-Priorities
2. Fire Department Legislative Day Agenda 2024
3. ISO - Public Protection Classification \_LETTER
4. ISO - Public Protection Classification \_REPORT
5. 2 240311 Status Report - DOR Summary of Idea on Gross Operating Revenue Tax
6. 3 240311 Status Report - Draft Comments
7. Estimate\_4468\_from\_Hummingbird\_Environmental\_LLCC
8. Change your clocks and Changes your batteries

**Regular Meeting Schedule**

Monday, March 11	City Council	6:00 pm	Council Chambers
Tuesday, March 12	Housing and Redevelopment Authority Board	3:30 pm	Council Chambers
Wednesday, March 13	Library Board	6:00 pm	Council Chambers

Tuesday, March 19	Sheldon Theatre Board	5:15 pm	Council Chambers
Tuesday, March 19	Advisory Planning Commission	7:00 pm	Council Chambers
Wednesday, March 20	Arts & Culture Commission	5:30 pm	Council Chambers
Monday, March 25	City Council	6:00 pm	Council Chambers

MONDAY, FEBRUARY 26, 2024

# Fire Service Day at the Capitol

Dear Member of the Minnesota Legislature,

On behalf of over 22,000 men and women of the Minnesota Fire Service, we are pleased to provide you with a copy our 2024 Fire Service legislative priorities document.

We thank you for returning Fire Safety Account funding to its original level last year. This is a critical funding mechanism for firefighter training and education, statewide response teams including Hazmat, Task Force 1, and the Air Rescue Team as well as the State Fire Marshal's Office.

Thank you for your continued support of the Hometown Heroes program. This legislation, which was signed into law for the first time in 2021 and again in 2023, dedicates \$4 million per year toward firefighter wellbeing. This program ensures that every Minnesota firefighter will have access to the education, prevention, and care needed to handle cardiac, emotional trauma, or cancer diagnoses.

Our firefighters face tremendous challenges that are directly impacted by the decisions made at the Legislature. This booklet will provide you with an understanding of some of the issues we now face and the challenges ahead. We look forward to continuing to work with you on making the Minnesota Fire Service an effective force in keeping the citizens and visitors of our state safe.

For more information please contact our offices and/or governmental affairs representatives at the following numbers:

<b>MSFCA Legislative Chair BJ Jungmann</b>	952-292-9016	<a href="mailto:legislative@msfca.org">legislative@msfca.org</a>
<b>MSFDA President Dave Yurczyk</b>	320-761-2087	<a href="mailto:dave@davescustom.com">dave@davescustom.com</a>
<b>MSFCA &amp; MSFDA Governmental Affairs Ann Lenczewski</b>	612-339-6900	<a href="mailto:atlenczewski@locklaw.com">atlenczewski@locklaw.com</a>
<b>Angie Huss</b>	612-339-6900	<a href="mailto:aahuss@locklaw.com">aahuss@locklaw.com</a>
<b>MPFF President Scott Vadnais</b>	651-775-3585	<a href="mailto:mpffpres68@gmail.com">mpffpres68@gmail.com</a>
<b>MPFF Governmental Affairs Brian Rice</b>	612-676-2303	<a href="mailto:brice@ricemichels.com">brice@ricemichels.com</a>



# Fire Service 2024 Legislative Priorities

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## Protect Firefighter Pensions

Recruitment and retention of firefighters has become more challenging both on the volunteer and career fronts. Pensions remain an important recruiting and retention tool for fire departments across the state. The fire service continues to be engaged in the many work groups to discuss and develop recommendations around firefighters' pensions both volunteer and career. A few of the topics the fire service is advocating for include: PERA Police and Fire changes including cost of living raises (1.5-2%), eliminating the three-year COLA waiting period, adjusting contribution levels and ensuring all fire officials are treated equitably, and a technical fix relating to volunteer firefighter service credits.

## Emergency Medical Service Reform

The fire service supports the MEDS Task Force Funding Subcommittee's recommendation of a request for \$125M in one-time grants. Minnesotans depend on having dependable and viable ambulance service and we support prioritizing one-time, emergency, funding to save those services on the brink of closing. We also support funding to create change and innovation to the current EMS system. It continues to be recognized that there is no "quick fix" or a "one size fits all solution" to this Statewide issue. Prioritizing emergency funding while creating more sustainable responses for all Minnesotans is the first step towards a long-term solution. As with any taxpayer-funded grants from the State, there must be accountability measures, such as auditing measures, data collection, and reporting requirements. Not only is this important to Minnesotans and government transparency, but it is also vital to our Elected Officials, and public trust in this industry. In order for the MSFCA to support any additional requests for funding, those requests must be paired with system changes, such as the recommendations outlined in the OLA report, to create accountability and input to EMS delivery.

## Lithium Ion Batteries

As our nation embraces emerging and developing technologies, especially those that use lithium-ion batteries, the Fire Service wants to ensure that firefighter training, fire suppression methods, and fire codes are modernized as needed. Traditional firefighting techniques that use water to extinguish fires are inadequate when fighting electric vehicle battery fires. These fires in particular pose serious threats to the infrastructure and development located near charging stations and battery storage facilities. We are eager to partner with legislators to ensure safety keeps up with innovation.

# Minnesota Fire Association Coalition – MNFAC



## MNFAC 2024 Legislative Agenda

### Protect Firefighter Pensions

Pensions remain an important recruiting and retention tool for fire departments across the state. MNFAC representatives participate in regular, ongoing work groups including the Volunteer Fire Relief Association Working Group that is facilitated by the State Auditor. This group has met several times each year for a number of years. Each year, they pass unanimously approved recommendations along to the Legislative Commission on Retirement and Pensions (LCPR). The LCPR decides whether or not to pursue the recommendations.

MNFAC plans to pursue a technical fix within the PERA Police and Fire plan that will treat all fire investigators, assistant fire chiefs and deputy fire chiefs the same, regardless of their experience or where they came from. The language in current law is unclear and allows some, but not all within a department are allowed to join PERA Police and Fire even if they are performing the same job. It is an equity issue and has created barriers to recruitment for a handful of departments across the state.

MNFAC will continue to work closely with the Legislative Commission on Retirement and Pensions and its staff. This commission meets regularly when the legislature is in session.

### Emergency Medical Services (EMS) Local Control

In February 2022, the Office of the Legislative Auditor (“OLA”) released a report that found serious deficiencies with both the management of the EMSRB and the current ambulance service license process. During the 2023 legislative session, the MNFAC introduced legislation (HF2736/SF2691) to implement the recommendations of the OLA relating to the Primary Service Areas. The bill received a hearing in the House. The OLA report and subsequent legislation supports MNFAC’s long-held priority of reforming the current system and allowing more local control over EMS.

MNFAC supports the ability of local governments to set standards for EMS services in their communities. If current providers are not meeting those metrics, MNFAC supports legislation that allows local governments to find another provider that can.

### Lithium-Ion Battery Fire Suppression

As our nation embraces emerging and developing technologies, especially those that use lithium-ion batteries, MNFAC wants to ensure that firefighter training, fire suppression methods and fire codes are modernized as needed. Traditional firefighting techniques that use water to extinguish fires are inadequate when fighting electric vehicle battery fires. These fires in particular pose serious threats to the infrastructure and development located near charging stations and battery storage facilities. MNFAC is eager to partner with legislators to ensure safety keeps up with innovation.

# Minnesota Fire Association Coalition – MNFAC



## MNFAC 2024 Legislative Agenda, *Continued*

### **Oppose Threats to Building Code, Sprinklers and Local Control**

One of our top priorities is to ensure Minnesotans are safe in their homes. This means that we oppose any attempts to remove or alter building codes and regulations that ensure residential safety. Similarly, we oppose any efforts to statutorily limit the use of residential sprinklers. We know that residential fire sprinklers save lives in a cost-effective way.

Instead, we support a collaborative approach that engages state agency professionals and industry experts in creating, writing, and preserving codes and rules that ensure safety and security for all Minnesotans. Our preference is for proposed code changes to go through the Department of Labor's official rulemaking process.

### **Oppose Expansion of Fireworks**

We continue to strongly oppose the expansion of legal fireworks in Minnesota. Fireworks cause avoidable injuries and pose serious fire risk to public and private property. In the last few years, fireworks have also been dangerously misused during civil unrest and in other criminal ways. Fire damage from fireworks totaled over \$2 million in both 2020 and 2021, the highest property losses in at least ten years. Minnesota fireworks injuries also remain at concerning levels and do not appear to be declining.



1000 Bishops Gate Blv. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

February 26, 2024

Mr. Mike Wilson, Mayor  
Red Wing FPSA  
315 W 4th St  
Red Wing, Minnesota, 55066

RE: Red Wing Fpsa, Goodhue County, Minnesota  
Public Protection Classification: 03/3Y  
Effective Date: June 01, 2024

Dear Mr. Mike Wilson,

We wish to thank you and Mr. Mike Warner for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert  
Manager -National Processing Center

cc: Mr. Chad Steffen, Communications Manager, Goodhue County Sheriff Communications Division  
Mr. David Olson, Supervisor, Red Wing Water Department  
Mr. Mike Warner, Chief, Red Wing Fire Department



**Public Protection Classification  
(PPC®)  
Summary Report**

**Red Wing FPSA**

**MINNESOTA**

**Prepared by**

**Insurance Services Office, Inc.  
1000 Bishops Gate Blvd., Ste. 300  
P.O. Box 5404  
Mt. Laurel, New Jersey 08054-5404  
1-800-444-4554**

**Report Created February 2023  
Effective June 1, 2024**

## Background Information

### Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

## Data Collection and Analysis

ISO has evaluated and classified over 39,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRs score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

### **PPC Grade**

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

<b>PPC</b>	<b>Points</b>
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRs creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRs fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRs creditable water supply.
- Class 10 does not meet minimum FSRs criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

## New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

### New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

### Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

### What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

### **What's changed?**

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

### **Benefits of the revised split class designations**

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

### **New water class**

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

### **What's changed with Class 10W?**

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

### **What's the benefit of Class 10W?**

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

### **What does the fire chief have to do?**

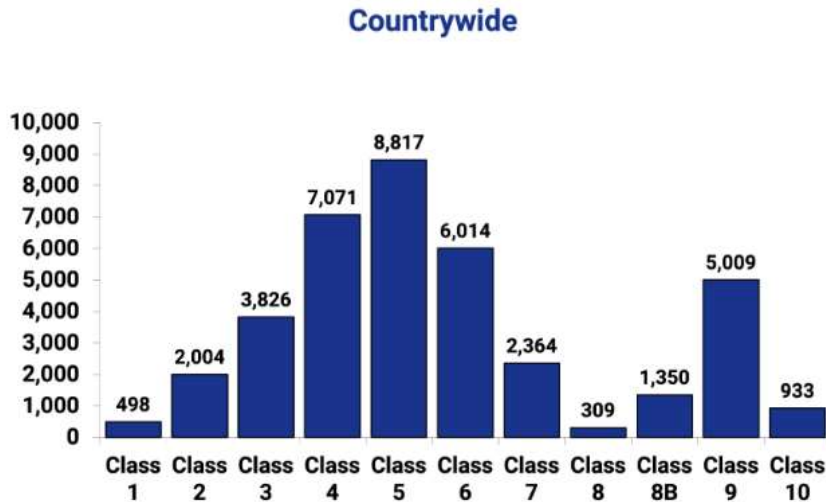
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

### **What if I have additional questions?**

Feel free to contact ISO at 800.444.4554 or email us at [PPC-Cust-Serv@iso.com](mailto:PPC-Cust-Serv@iso.com).

## Distribution of PPC Grades

The 2023 published countrywide distribution of communities by the PPC grade is as follows:



## Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at [www.isomitigation.com/talk/](http://www.isomitigation.com/talk/).

We also have a website dedicated to our Community Hazard Mitigation Classification programs at [www.isomitigation.com](http://www.isomitigation.com). Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRs and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at [www.isomitigation.com](http://www.isomitigation.com).

## PPC Review

ISO concluded its review of the fire suppression features being provided for Red Wing FPSA. The resulting community classification is **Class 03/3Y**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., “6” in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., “6” in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.55	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.84	3
<b>440. Credit for Emergency Communications</b>	<b>9.39</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	5.96	6
523. Credit for Reserve Pumpers	0.50	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	3.21	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	4.92	10
571. Credit for Company Personnel	6.27	15
581. Credit for Training	6.60	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>32.46</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	28.85	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	6.20	7
<b>640. Credit for Water Supply</b>	<b>38.05</b>	<b>40</b>
<b>Divergence</b>	<b>-6.04</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>4.68</b>	<b>5.50</b>
<b>Total Credit</b>	<b>78.54</b>	<b>105.50</b>

## **Emergency Communications**

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	<b>Earned Credit</b>	<b>Credit Available</b>
414. Credit Emergency Reporting	<b>2.55</b>	3
422. Credit for Telecommunicators	<b>4.00</b>	4
432. Credit for Dispatch Circuits	<b>2.84</b>	3
<b>Item 440. Credit for Emergency Communications:</b>	<b>9.39</b>	<b>10</b>

### **Item 414 - Credit for Emergency Reporting (3 points)**

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

<b>Item 410. Emergency Reporting (CER)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</b></p> <p>For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</p>	<b>20.00</b>	<b>20</b>
<p><b>1. E9-1-1 Wireless</b></p> <p>Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	<b>25.00</b>	<b>25</b>
<p><b>2. E9-1-1 Voice over Internet Protocol (VoIP)</b></p> <p>Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	<b>10.00</b>	<b>25</b>
<p><b>3. Computer Aided Dispatch</b></p> <p>Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</p>	<b>15.00</b>	<b>15</b>
<p><b>4. Geographic Information System (GIS/AVL)</b></p> <p>The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.</p> <p>The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.</p>	<b>15.00</b>	<b>15</b>
<p><b>Review of Emergency Reporting total:</b></p>	<b>85.00</b>	<b>100</b>

**Item 422- Credit for Telecommunicators (4 points)**

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

<b>Item 420. Telecommunicators (CTC)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A1. Alarm Receipt (AR)</b></p> <p>Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	<b>20.00</b>	<b>20</b>
<p><b>A2. Alarm Processing (AP)</b></p> <p>Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	<b>20.00</b>	<b>20</b>
<p><b>B. Emergency Dispatch Protocols (EDP)</b></p> <p>Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	<b>20.00</b>	<b>20</b>
<p><b>C. Telecommunicator Training and Certification (TTC)</b></p> <p>Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	<b>20.00</b>	<b>20</b>
<p><b>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</b></p> <p>Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	<b>20.00</b>	<b>20</b>
<p><b>Review of Telecommunicators total:</b></p>	<b>100.00</b>	<b>100</b>

### **Item 432 - Credit for Dispatch Circuits (3 points)**

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

### **Item 432 “Credit for Dispatch Circuits (CDC)” = 2.84 points**

## **Fire Department**

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	<b>Earned Credit</b>	<b>Credit Available</b>
513. Credit for Engine Companies	<b>5.96</b>	6
523. Credit for Reserve Pumpers	<b>0.50</b>	0.5
532. Credit for Pumper Capacity	<b>3.00</b>	3
549. Credit for Ladder Service	<b>3.21</b>	4
553. Credit for Reserve Ladder and Service Trucks	<b>0.00</b>	0.5
561. Credit for Deployment Analysis	<b>4.92</b>	10
571. Credit for Company Personnel	<b>6.27</b>	15
581. Credit for Training	<b>6.60</b>	9
730. Credit for Operational Considerations	<b>2.00</b>	2
<b>Item 590. Credit for Fire Department:</b>	<b>32.46</b>	<b>50</b>

## **Basic Fire Flow**

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.

### **Item 513 - Credit for Engine Companies (6 points)**

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **1 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

**Item 513 "Credit for Engine Companies (CEC)" = 5.96 points**

### **Item 523 - Credit for Reserve Pumpers (0.50 points)**

The item is Item 523 “Credit for Reserve Pumpers (CRP)”. This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

**Item 523 “Credit for Reserve Pumpers (CRP)” = 0.50 points**

### **Item 532 – Credit for Pumper Capacity (3 points)**

The next item reviewed is Item 532 “Credit for Pumper Capacity (CPC)”. The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

**Item 532 “Credit for Pumper Capacity (CPC)” = 3.00 points**

### **Item 549 – Credit for Ladder Service (4 points)**

The next item reviewed is Item 549 “Credit for Ladder Service (CLS)”. This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **1 service companies** in service.

**Item 549 “Credit for Ladder Service (CLS)” = 3.21 points**

### **Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)**

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

**Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points**

### **Item 561 – Deployment Analysis (10 points)**

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

**Item 561 “Credit Deployment Analysis (DA)” = 4.92 points**

### **Item 571 – Credit for Company Personnel (15 points)**

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRs recognizes **7.95 on-duty personnel** and an average of **6.26 on-call personnel** responding on first alarm structure fires.

**Item 571 “Credit for Company Personnel (CCP)” = 6.27 points**

**Item 581 – Credit for Training (9 points)**

<b>Training</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A. Facilities, and Use</b></p> <p>For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</p>	<b>25.96</b>	<b>35</b>
<p><b>B. Company Training</b></p> <p>For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	<b>9.55</b>	<b>25</b>
<p><b>C. Classes for Officers</b></p> <p>For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	<b>11.94</b>	<b>12</b>
<p><b>D. New Driver and Operator Training</b></p> <p>For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	<b>5.00</b>	<b>5</b>
<p><b>E. Existing Driver and Operator Training</b></p> <p>For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	<b>5.00</b>	<b>5</b>
<p><b>F. Training on Hazardous Materials</b></p> <p>For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	<b>0.99</b>	<b>1</b>
<p><b>G. Recruit Training</b></p> <p>For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	<b>5.00</b>	<b>5</b>
<p><b>H. Pre-Fire Planning Inspections</b></p> <p>For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	<b>9.96</b>	<b>12</b>

**Item 580 “Credit for Training (CT)” = 6.60 points**

**Item 730 – Operational Considerations (2 points)**

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

<b>Operational Considerations</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Standard Operating Procedures</b> The department should have established SOPs for fire department general emergency operations	<b>50</b>	<b>50</b>
<b>Incident Management Systems</b> The department should use an established incident management system (IMS)	<b>50</b>	<b>50</b>
<b>Operational Considerations total:</b>	<b>100</b>	<b>100</b>

**Item 730 “Credit for Operational Considerations (COC)” = 2.00 points**

**Water Supply**

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	<b>Earned Credit</b>	<b>Credit Available</b>
616. Credit for Supply System	<b>28.85</b>	30
621. Credit for Hydrants	<b>3.00</b>	3
631. Credit for Inspection and Flow Testing	<b>6.20</b>	7
<b>Item 640. Credit for Water Supply:</b>	<b>38.05</b>	<b>40</b>

### **Item 616 – Credit for Supply System (30 points)**

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

### **Item 616 “Credit for Supply System (CSS)” = 28.85 points**

**Item 621 – Credit for Hydrants (3 points)**

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 1022 hydrants in the graded area.

<b>620. Hydrants, - Size, Type and Installation</b>	<b>Number of Hydrants</b>
<b>A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets</b>	<b>1022</b>
<b>B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel</b>	<b>0</b>
<b>C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch</b>	<b>0</b>
<b>E./F. Flush Type, Cistern, or Suction Point</b>	<b>0</b>

**Item 621 “Credit for Hydrants (CH)” = 3.00 points**

**Item 630 – Credit for Inspection and Flow Testing (7 points)**

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

**Frequency of Inspection (FI):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

**Note:** The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

**Total points for Inspections = 3.20 points**

**Frequency of Fire Flow Testing (FF):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

**Total points for Fire Flow Testing = 3.00 points**

**Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 6.20 points**

**Divergence = -6.04**

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

**Community Risk Reduction**

	<b>Earned Credit</b>	<b>Credit Available</b>
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	<b>1.80</b>	2.2
1033. Credit for Public Fire Safety Education (CFSE)	<b>1.94</b>	2.2
1044. Credit for Fire Investigation Programs (CIP)	<b>0.94</b>	1.1
<b>Item 1050. Credit for Community Risk Reduction</b>	<b>4.68</b>	<b>5.50</b>

<b>Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Prevention Code Regulations (PCR)</b> Evaluation of fire prevention code regulations in effect.	<b>10.00</b>	<b>10</b>
<b>Fire Prevention Staffing (PS)</b> Evaluation of staffing for fire prevention activities.	<b>3.26</b>	<b>8</b>
<b>Fire Prevention Certification and Training (PCT)</b> Evaluation of the certification and training of fire prevention code enforcement personnel.	<b>3.50</b>	<b>6</b>
<b>Fire Prevention Programs (PCP)</b> Evaluation of fire prevention programs.	<b>16.00</b>	<b>16</b>
<b>Review of Fire Prevention Code and Enforcement (CPCE) subtotal:</b>	<b>32.76</b>	<b>40</b>

<b>Item 1033 – Credit for Public Fire Safety Education (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Public Fire Safety Educators Qualifications and Training (FSQT)</b> Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	<b>6.50</b>	<b>10</b>
<b>Public Fire Safety Education Programs (FSP)</b> Evaluation of programs for public fire safety education.	<b>28.70</b>	<b>30</b>
<b>Review of Public Safety Education Programs (CFSE) subtotal:</b>	<b>35.20</b>	<b>40</b>

<b>Item 1044 – Credit for Fire Investigation Programs (1.1 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Investigation Organization and Staffing (IOS)</b> Evaluation of organization and staffing for fire investigations.	<b>8.00</b>	<b>8</b>
<b>Fire Investigator Certification and Training (IQT)</b> Evaluation of fire investigator certification and training.	<b>3.17</b>	<b>6</b>
<b>Use of National Fire Incident Reporting System (IRS)</b> Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	<b>6.00</b>	<b>6</b>
<b>Review of Fire Investigation Programs (CIP) subtotal:</b>	<b>17.17</b>	<b>20</b>

**Summary of PPC Review**  
**for**  
**Red Wing FPSA**

FSRS Item	Earned Credit	Credit Available
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.55	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.84	3
<b>440. Credit for Emergency Communications</b>	<b>9.39</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	5.96	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.21	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	4.92	10
571. Credit for Company Personnel	6.27	15
581. Credit for Training	6.60	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>32.46</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	28.85	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	6.20	7
<b>640. Credit for Water Supply</b>	<b>38.05</b>	<b>40</b>
<b>Divergence</b>	<b>-6.04</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>4.68</b>	<b>5.50</b>
<b>Total Credit</b>	<b>78.54</b>	<b>105.5</b>

**Final Community Classification = 03/3Y**

## Draft Idea for a Gross Operating Revenues Tax

An Alternative to Property Tax for Utility, Pipeline, and Railroad Operating Property

### Objectives

- Create an easy-to-calculate and easy-to-understand tax that replaces the property tax on utility, pipeline, and railroad operating property.
- Provide predictability and stability to utility, pipeline, and railroad companies and the jurisdictions where the property is located.
- Remove subjectivity from the market valuation process currently used to assess utility, pipeline, and railroad operating property, thereby reducing litigation.

### Idea Summary

The Minnesota Department of Revenue is exploring options to remove utility, pipeline, and railroad operating property from property tax and replace it with a gross operating revenues tax.

Utility, pipeline, and railroad companies would be subject to the tax, which would be determined by multiplying three factors together:

- A company's gross operating revenues
- Allocation factor
- Rate applied to gross operating revenues

A company's gross operating revenues may be reduced when calculating the tax.

The tax would be distributed to each unique taxing area and further distributed to each taxing jurisdiction within that area.

Additionally, only local jurisdictions would be required to assess railroad operating buildings. This is a change to how they are assessed now. Currently, Revenue and local jurisdiction can each assess a portion of a building, which can lead to confusion and inconsistent assessments for the same building.

### Tax Calculation

The equation to calculate the gross operating revenues tax for each company is the company's gross operating revenues times the company's allocation factor times a rate.

$$\text{Tax} = \text{Company's Gross Operating Revenues} \times \text{Allocation Factor} \times \text{Rate}$$

## Company's Gross Operating Revenues Reduction

The first factor of the equation is a company's gross operating revenues.

Gross operating revenues would be reduced for two types of companies:

- Electric cooperatives that pay a per member tax:
  - Reduce by a factor of the cooperative's property outside city limits, divided by its total operating property in Minnesota.
- Companies that pay Solar or Wind Energy Production Taxes:
  - Reduce by the portion of gross operating revenues generated by solar energy generating systems or wind energy conversion systems.

## Allocation Factor

The allocation factor helps reduce the gross operating revenues of companies with operating property located in more than one state or country. It accounts for both:

- Operating property located outside of Minnesota.
- Revenues generated from operations located outside of Minnesota.

For companies with operating property solely in Minnesota, the allocation factor is 1.

For companies with operating property outside of Minnesota, the allocation factor varies by market segment as shown in these formulas:

### Electric Companies

The allocation factor for electric companies is the sum of two components.

The first component is the original cost of operating property in Minnesota divided by the original cost of system operating property, multiplied by 0.9.

The second component is the gross operating revenue from operations in Minnesota divided by the system gross operating revenue, multiplied by 0.1.

$$\begin{aligned} & \textit{Allocation Factor for Electric Company} \\ &= \left( 0.90 \times \frac{\textit{Original Cost of Operating Property in Minnesota}}{\textit{Original Cost of System Operating Property}} \right) \\ &+ \left( 0.10 \times \frac{\textit{Gross Operating Revenue from Operations in Minnesota}}{\textit{System Gross Operating Revenue}} \right) \end{aligned}$$

### Gas Distribution and Water Companies

The allocation factor for gas distribution and water companies is the sum of two components.

The first component is the original cost of operating property in Minnesota divided by the original cost of system operating property, multiplied by 0.75.

The second component is the gross operating revenue from operations in Minnesota divided by the system gross operating revenue, multiplied by 0.25.

$$\begin{aligned}
 & \textit{Allocation Factor for Gas Distribution or Water Company} \\
 &= \left( 0.75 \times \frac{\textit{Original Cost of Operating Property in Minnesota}}{\textit{Original Cost of System Operating Property}} \right) \\
 &+ \left( 0.25 \times \frac{\textit{Gross Operating Revenue from Operations in Minnesota}}{\textit{System Gross Operating Revenue}} \right)
 \end{aligned}$$

## Pipeline Companies

The allocation factor for pipeline companies is the sum of two components.

The first component is the original cost of operating property in Minnesota divided by the original cost of system operating property, multiplied by 0.75.

The second component is the throughput of product in Minnesota divided by the system throughput of product, multiplied by 0.25.

$$\begin{aligned}
 & \textit{Allocation Factor for Pipeline Company} \\
 &= \left( 0.75 \times \frac{\textit{Original Cost of Operating Property in Minnesota}}{\textit{Original Cost of System Operating Property}} \right) \\
 &+ \left( 0.25 \times \frac{\textit{Throughput of Product in Minnesota}}{\textit{System Throughput of Product}} \right)
 \end{aligned}$$

## Railroad Companies

The allocation factor for railroad companies is the sum of three components.

The first component is miles of track in Minnesota divided by system miles of track, multiplied by 0.3.

The second component is the gross operating revenues from transportation operations in Minnesota divided by the system gross operating revenues from transportation operations, multiplied by 0.4.

The third component is the cost of road property in Minnesota divided by the cost of system road property, multiplied by 0.3.

$$\begin{aligned}
 & \textit{Allocation Factor for Railroad Company} \\
 &= \left( 0.3 \times \frac{\textit{Miles of Railroad Track in Minnesota}}{\textit{System Miles of Railroad Track}} \right) \\
 &+ \left( 0.4 \times \frac{\textit{Gross Operating Revenues from Transportation Operations in Minnesota}}{\textit{System Gross Operating Revenues from Transportation Operations}} \right) \\
 &+ \left( 0.3 \times \frac{\textit{Cost of Road Property in Minnesota}}{\textit{Cost of System Road Property}} \right)
 \end{aligned}$$

## Rate Applied to Gross Operating Revenues

The last factor is the rate. The rate would depend on the market segment. The rate applied within a market segment may be tiered, based on gross operating revenues.

The rate would be adjusted based on inflation, using the January through December 12-month percentage change in consumer price index for all items.

## Exemptions

The tax would have these exemptions:

- Solar energy generating systems and wind energy conversion systems subject to Solar and Wind Energy Production Taxes.
- Electric generation systems whose owner uses all its electric generation for personal use and does not sell any of the electricity generated.

## Tax Distribution

Companies would pay the tax to the county treasurer where the property is located. The county treasurer would distribute the tax to the local taxing jurisdictions.

First, Revenue would calculate the tax assigned to each unique taxing area.

**For utility and pipeline companies**, tax distributed to each unique taxing area is the original cost of operating property in the unique taxing area divided by the company's original cost of operating property in Minnesota, multiplied by the company's total tax.

*Tax Distributed to Unique Taxing Area*

$$= \text{Company Total Tax} \times \left( \frac{\text{Company Original Cost of Operating Property in Unique Taxing Area}}{\text{Company Original Cost of Operating Property in Minnesota}} \right)$$

**For railroad companies**, tax distributed to each unique taxing area is based on an average of the company's operating acres component and miles of track component.

The operating acres component in each unique taxing area is equal to the number of operating acres in the unique taxing area times the average estimated market value per acres for the city or township within the unique taxing area, divided by the total operating acres components for all unique taxing areas in Minnesota.

The mile of track component in each unique taxing area is equal to the miles of track in the unique taxing area, divided by the company's total miles of track in Minnesota.

#### *Tax Distributed to Unique Taxing Area*

$$= \left( \left( \frac{1}{2} \right) \times \left( \frac{\text{Operating Acres in Unique Taxing Area} \times \text{Avg. Estimated Market Value of City or Township}}{\text{Total Operating Acre Components for All Unique Taxing Acres in Minnesota}} \right) \right) + \left( \left( \frac{1}{2} \right) \times \left( \frac{\text{Miles of Track in Unique Taxing Area}}{\text{Miles of track in Minnesota}} \right) \right)$$

Revenue would share publicly the amount of tax due by the company and the portion of tax for each unique taxing area.

Second, the auditor will determine the tax distribution to each local taxing jurisdiction within the unique taxing area. Each local taxing jurisdiction's tax would be determined based on the taxing jurisdiction's portion of the unique taxing area's overall tax rate.

## Unique Taxing Areas

To determine the correct tax distribution to each unique taxing area, each county would submit boundary information for each unique taxing area in its county.

Utility and pipeline companies would provide the original cost of their operating property (not including land) by unique taxing area.

Railroad companies would provide the number of operating acres and miles of track by unique taxing areas.

## Timeline of the Tax

This is a timeline to show the process of the tax.

In the first calendar year:

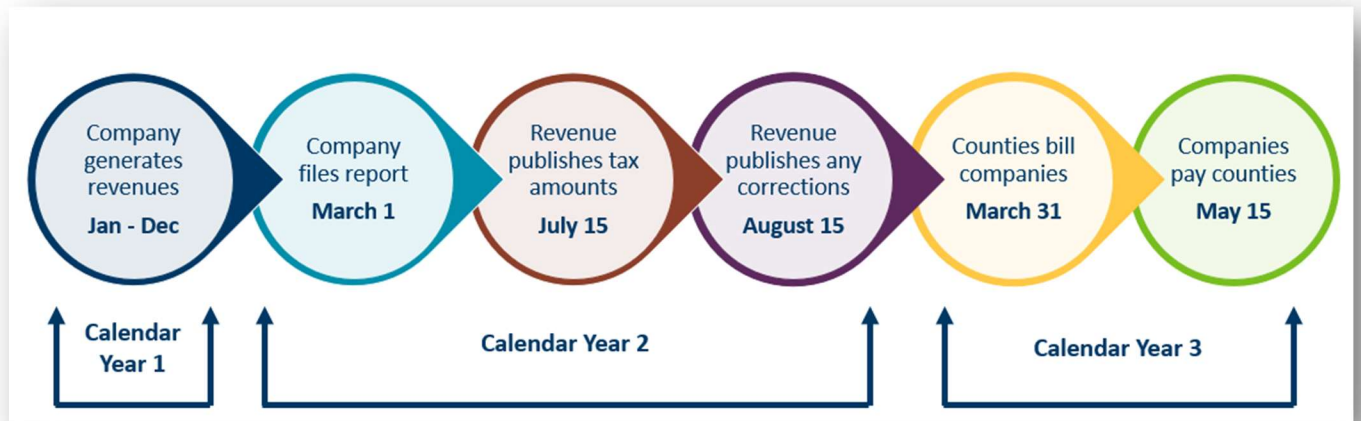
- Companies would generate operating revenues from January to December.

In the second calendar year:

- Companies would report to Revenue their operating revenues and other required information by March 1.
- Revenue would publish on its website the tax distribution amounts by July 15 and make corrections by August 15.

In the third calendar year:

- Counties would bill companies for the tax by March 31.
- Companies would pay the counties by May 15.



## Aid to Local Jurisdictions

The tax would update the Electric Generation Transition Aid and create a new Local Jurisdiction Transition Aid.

### Electric Generation Transition Aid

The Electric Generation Transition Aid provides aid to eligible taxing jurisdictions when certain electric generation units retire. Eligible taxing jurisdictions include county, home rule charter or statutory city, town, or school district.

If an electric generation property's tax capacity is more than 4% of the eligible taxing jurisdiction's total tax capacity in the year before the retirement, that jurisdiction may be eligible for aid when the unit retires. The generation unit must be nuclear or powered by coal or natural gas.

The goal of this aid is to help relieve jurisdictions that lose a large portion of their tax base due to a retirement of an electric generation unit. Revenue wants to keep this goal with the gross operating revenues tax.

This would effectively update the Electric Generation Transition Aid to factor in the amount of gross operating revenues tax collected rather than changes in tax capacity when an electric generation unit is retired.

**Note:** The Minnesota Legislature passed the Electric Generation Transition Aid in 2023. [See Minnesota Statute 477A.23](#) for more details.

## **New Local Jurisdiction Transition Aid**

The new aid would be the Local Jurisdiction Transition Aid for jurisdictions impacted by the change in property tax on utility, pipeline, and railroad operating property and the new gross operating revenues tax.

In the first three years of the gross operating revenues tax, if a local jurisdiction receives less tax than it previously received in property taxes on utility, pipeline, and railroad operating property, the jurisdiction would be eligible for aid. Once a jurisdiction qualifies, the aid amount will decrease by 10% each year until the aid is below \$10,000. At that point, the aid will be eliminated. The aid amount will not increase.

Aid would be eliminated if a local unit's net tax capacity increases by more than 10% in the year the aid is calculated from the year before the aid was calculated.

Revenue would certify the aid on December 1 for aid payable the following year. Aid would be paid 90 days after certification.

## **Analysis of Rates Applied to Gross Operating Revenues**

We did an analysis to estimate the rate to apply to gross operating revenues. This rate was estimated for 75 of 121 companies. Data was unavailable for the remaining companies, and we are in the process of collecting their data.

Based on the analysis, we determined rates for each market segment for the gross operating revenues tax.

### **How Rates Were Estimated**

We estimated the rates to apply to gross operating revenues by using the 2023 assessment year Minnesota Apportionable Value and multiplied by 3% to estimate the taxes payable in 2024.

We used gross operating revenues ending December 31, 2022, and applied the allocation factor from the company's 2023 valuation to get allocated gross revenues.

For railroads, we reduced the Minnesota Apportionable Value by the estimated market values for buildings.

For electric cooperatives paying a per member tax, we further reduced the gross operating revenues by a factor for their distribution lines located outside city limits. We estimated this factor by taking the cooperative's distribution lines located within city limits, divided by the total distribution lines.

We calculated a rate by taking the 2024 tax estimate, divided by allocated gross operating revenues. This is the rate specific to each company that would result in approximately the same tax when using gross operating revenues as the taxation method. This rate varied for each company and cooperative.

**Example Rate Calculation for Company A**

Gross Operating Revenues on December 31, 2023	\$25,000,000
Allocation Factor for 2023 Assessment Year	0.25
Allocated Gross Operating Revenues	$\$25,000,000 \times 0.25 = \$6,250,000$
Minnesota Apportionable Value for 2023 Assessment Year	\$21,000,000
Estimated Taxes Payable in 2024	$\$21,000,000 \times 0.03 = \$750,000$
Estimated Rate to Apply to Gross Operating Revenues	$\$630,000 / \$6,250,000 = 0.10$

**Companies’ Percent Change in Tax**

After calculating the rate for each company, we evaluated each market segment separately to identify trends in the rates. We applied the rates specific to each market segment as well as to a tiered level of gross operating revenues within each segment. We made two analyses to estimate the rates to ensure companies do not have an estimated tax increase greater than 10% and 5%, respectively.

Revenue is not advocating for specific rates in the analyses but is identifying rates to complete our analyses of tax impact if certain rates are selected.

**Analysis 1**

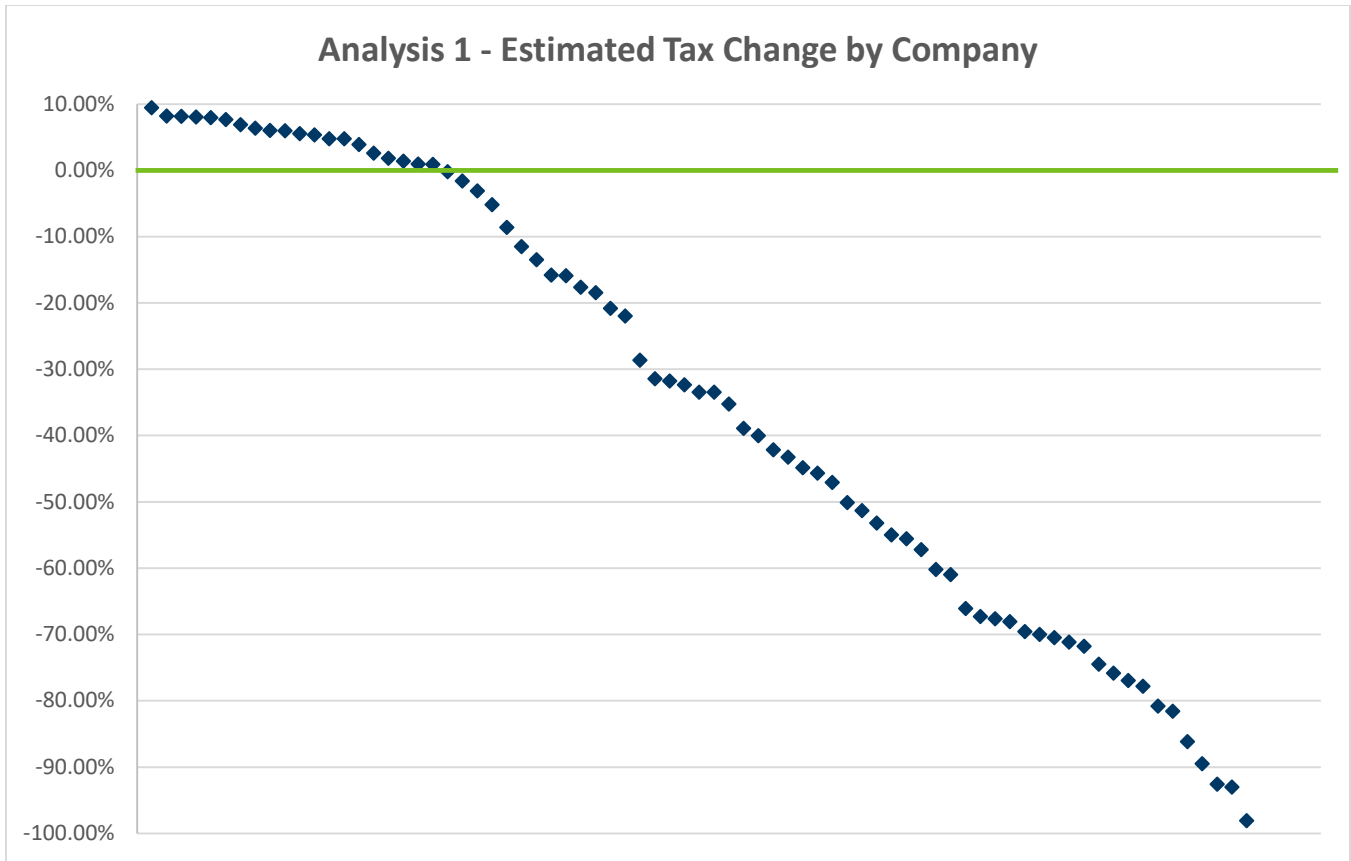
The rates in analysis 1 were estimated to keep each company’s tax increase below 10%.

We estimate:

- 12 companies would have a tax increase between 5.3% and 9.4%.
- 50 companies would have a tax decrease greater than 10%.

The overall tax paid by utility, pipeline and railroad companies would be reduced by approximately \$13.7 million.

Figure 1 shows the estimated percent change in tax for the 75 companies we analyzed. Twenty companies would see an increase in tax, according to this estimate.



**Figure 1: When rates are estimated to keep each company’s tax increase below 10%, 20 out of 75 companies analyzed would see an increase in tax.**

## Analysis 2

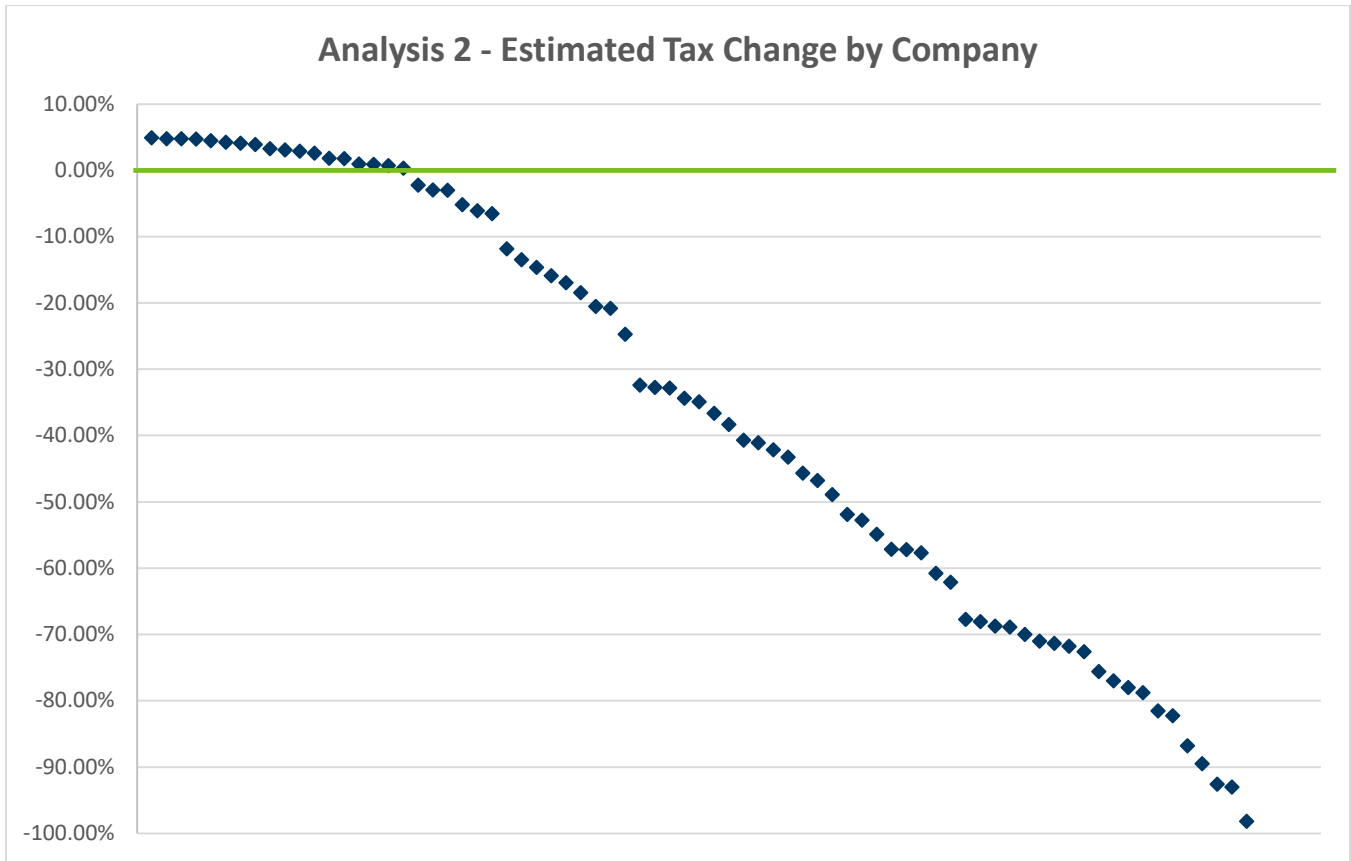
The rates in analysis 2 were estimated to keep each company’s tax increase below 5%.

We estimate:

- 12 companies would have a tax increase between 2.59% and 4.90%.
- 51 companies would have a tax decrease greater than 10%.

The overall tax paid by utility, pipeline and railroad companies would be reduced by approximately \$32.8 million.

Figure 2 shows the estimated percent change in tax for the companies we analyzed. Eighteen companies would see an increase in tax, according to this estimate.



**Figure 2: When rates are estimated to keep each company’s tax increase below 5%, 18 out of 75 companies analyzed would see an increase in tax.**

### Unavailable Data

We did not have the data to reduce gross operating revenues for companies that pay Solar or Wind Energy Production Taxes. The gross operating revenues of those companies include revenues generated from wind or solar energy conversion systems. The result is a lower estimated rate than if we had the data to reduce revenues.

For several companies and cooperatives, we do not collect gross operating revenue data, allocation data, or percentage of property outside city limits. We were not able to estimate a rate or the impact of this option to those companies and cooperatives.

We are working to collect this data from those companies to help us analyze the data better. As we collect additional data, we will continue to adjust the rates in analyses 1 and 2 to ensure companies do not have an estimated tax increase greater than 10% or 5%.

For electric cooperatives, a better estimation of the factor to reduce gross operating revenues for property in rural areas is the cooperative’s total operating property outside of city limits, divided by the cooperative's total operating property. However, we used the information we had available: the distribution lines within cities and

the total distribution lines. We do not have enough data to estimate if this resulted in a higher or lower rate to apply to gross operating revenues.

## How Did We Get Here?

A 2021 law directed the Department of Revenue to review the process and rules for valuations of utility and pipeline operating property. Revenue values this property under Minnesota Rules, Chapter 8100. We certify the values to counties, which calculate, bill, and collect property taxes.

As part of this review, we held a series of public meetings to gather feedback. These listening sessions and workgroup discussions included local government officials, representatives of utility and pipeline companies—including lobbyists and attorneys—state regulators, and other stakeholders.

Even though the stakeholder engagement and review focused on utility and pipeline operating property, much of the local jurisdiction feedback is applicable to railroad operating property as well. However, we did not engage railroad companies as part of the review directed by the 2021 law.

Stakeholders shared things they like and dislike about the valuation process, and they were asked to rate the relative importance of core tax principles in relation to that process. They ranked the principles as follows:

1. Stability
2. Transparency
3. Efficiency
4. Responsiveness
5. Competitiveness

Stakeholders ranked stability and transparency as the two most important principles for the valuation process.

We heard concerns of stability, litigation, timeline, administrative appeal process, and complexity.

Considering this feedback, we began exploring options to replace property tax on utility, pipeline, and railroad operating property with an objective, simple, and predictable tax.

In the levy-based system, each property owner pays its share of the levy based on the property's market value. It would be unfair if utility, pipeline, and railroad operating property were paying a portion of the levy but not use a market value calculation for determining the share. Moving to an alternative tax, similar to the Solar and Wind Energy Production Taxes, is a way to remain fair to other properties that pay their share of the levy.

We considered applying a method similar to the Solar and Wind Energy Production Taxes. However, not all properties we value produce something measurable. We considered looking at miles of distribution, transmission, pipeline, and railroad, combined with number of meters, amount of throughput, voltage rating of substations, etc. This became very complicated, and we are focused on creating a simple tax calculation that is easy to understand.

As a result, we consider a gross operating revenues tax to be simple, predictable, and stable—one that could replace property tax on utility, pipeline, and railroad operating property.

## Provide Feedback

Email your comments to [sa.property@state.mn.us](mailto:sa.property@state.mn.us). Include your name and, if applicable, your employer.

Public comments are voluntary and will help us make improvements to this project. We will review public comments and may discuss or reference the comments at future public meetings.

### **The comment period closes March 9, 2024.**

Following the comment period, we will hold in-person and virtual meetings to discuss the ideas with stakeholders. Please visit our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) to learn about how to join one of our feedback sessions. Enter keywords **Gross Operating Revenues Tax** in the search bar to easily locate the webpage with project details.

## Contact

If you have questions, email us at [sa.property@state.mn.us](mailto:sa.property@state.mn.us).



February 26, 2024

Department of Revenue  
Mr. Jon Klockziem, Director, Property Tax Division  
600 N. Robert St.  
St. Paul, MN 55146

**RE: Comments on Idea for Removing Utility, Pipeline, and Railroad Operating Property from the Property Tax System and Replacing the Property Tax with a Gross Operating Revenues Tax.**

Dear Mr. Klockziem,

The City is generally supportive of the principles of stability, transparency, efficiency, and responsiveness the Idea purports to provide. However, the very limited information the Department of Revenue (“DOR”) has provided to date provokes many more concerns than it addresses and more questions than it answers. Further, the very limited information provided thus far leaves the City with no basis to understand or evaluate how a sweeping idea - one that eliminates the long established and well understood property tax system and replaces such with something entirely new - would impact property taxpayers over the short and long-term, shift tax burdens over the short and long-term, and impact the City’s tax base over short and long-term tax base. Hence, at this time, the City cannot support the Idea.

The City of Red Wing (“City”) herein expresses our most significant concerns regarding:

1. The Department of Revenue’s (“DOR”) idea for removing utility, pipeline, and railroad operating property from the property tax system and replacing the property tax with a gross operating revenues tax (“Idea”).
2. The DOR’s process for of the Idea.
3. The lack of adequate notice and of basic necessary information precludes the City’s ability engage in any meaningful manner in the DOR’s process and our ability to provide any educated and substantive comments by the March 9, 2024, deadline for comments on the Idea.



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As an impacted party the City's inclusion in the DOR's process is a must. The DOR's website purports to include key stakeholders in the DOR's process for the Idea. Unfortunately, the City was not directly noticed by the DOR about the Idea and only discovered the Idea by happenstance. Additionally, the DOR has yet to directly contacted the City regarding the Idea.

The Idea is being fast-tracked during the State's legislative session and on a schedule that further precludes the City's participation and involvement in the DOR's process. The City requests that the DOR extend the deadline for comments on the Idea until after the current legislative session for the following reasons:

- The City lacks the resources to materially participate in the DOR's process and to comply with stipulated deadlines during the legislative session.
- The DOR's March 9, 2024, deadline for comments on the Idea is unacceptable and untenable based on the proximity of the date and the lack of data, analyses, modeling on the Idea's short and long-term impacts on local governments, local taxpayers, and the City's tax base.
- The DOR's March 9, 2024, deadline for comments on the Idea is coupled with no information or analyses on the Idea's impact on governmental units. This condition leaves the City with no legitimate basis to evaluate, assess, and fully understand the proposal. Further, the current circumstance renders the City incapable of active, meaningful, and involved participation and inclusion in the DOR's proposed process as they preclude the City's ability to inform citizens and educate their local elected officials about the Idea's short and long-term impacts on local property taxpayers, tax burdens, and the City's tax base.
- The DOR's March 9, 2024, deadline for comments on the Idea coupled with the lack of any information on the Idea's local impacts leaves the City skeptical, troubled, and concerned.

The City, as an impacted party, holds an expectation that the citizens and their locally elected officials are deserving of and should be granted adequate time, data, analysis, and modeling to fully understand the Idea's direct local impacts. As the party proposing the Idea and requesting commentary on the Idea the DOR is burdened with obligations that may have been overlooked. Those obligations and duties include providing the City with sufficient data, analyses, and modeling of the Idea's short and long-term impacts on local taxpayers, tax burdens, and the City's tax base prior to requesting any commentary or opinion from the City.

The City formally request that the DOR provide sufficient data, analyses, and modeling of the Idea's short and long-term impacts on local taxpayers and both the short and long-term impacts



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on the City's tax base. This data is necessary to ensure the Idea does not provide the companies with a windfall at the expense of local taxpayers. At a minimum the data, analyses, and modeling must include:

- A comparison of the last 10 years real-life data on the City's local taxpayers and tax base alongside the hypothetical data employing the Idea. The data provided for the Idea should aggregate and separate the companies into utility, pipeline, and rail.
- A comparison of the future impacts on the City's local taxpayers and the tax base alongside the hypothetical data employing the Idea.
- A comparison of the future impacts on the City's local taxpayers and the tax base under Minnesota's 2040 Plan (law) which envisions a changing energy environment potentially devoid of coal, gas, and nuclear base load facilities.

Additionally, for local governments to understand the Idea and make informed decisions, the DOR must provide data and information regarding the following:

- The Idea excludes wind and solar energy production from the proposed gross operating revenue tax. What is the impact on local property taxpayers and the City's tax base in an environment with the changing energy landscape progressing toward a future in which energy is largely produced via these means?

To foster open communications and to prepare the City for active and meaningful participation in the process on the DOR's Idea please find an attached addendum on the following pages consisting of questions the City needs responses, additional information, clarity, and/or additional data on.

The City respectfully requests that the DOR rescind the deadline for comments; deliver the requested data, analyses, and modeling to the City; and directly consult with impacted local governments. This request may materially aid in ensuring the City is capable of meaningfully participating in the current DOR process.

In closing, the City is supportive of the principles of stability, transparency, efficiency, and responsiveness the Idea purports to provide. We applaud the DOR addressing those principles. However, absent meaningful engagement, and absent a basis to fully understand and evaluate the Idea's full short and long-term impacts on local property taxpayers, local tax burdens, and the City's tax base the City cannot support the Idea.



Department of Revenue  
Comments  
February 26, 2024  
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Sincerely,

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Kim Beise, Council President

Cc: Senator Steve Drazkowski  
Representative Pam Altendorf  
Coalition of Utility Cities

DRAFT



Department of Revenue

Comments

February 26, 2024

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**Addendum:**

- Why was this process commenced during a legislative session?
- Why is this process being fast tracked?
- What is the DOR's plan for meaningfully engaging local governments, their staff, their locally elected officials, and their citizens?
- What does the long-term modeling portend given the Minnesota 2040 Standard (law) and an assumed post nuclear future, when electric generating assets will consist predominately of wind, solar, and storage/batteries – all of which appear to be exempted under the Idea?
- What is the 10-year history and the short and long-term forecast for each respective industries operating revenues?
- What is the volatility, the “beta”, for the annual gross operating revenues of each industry? Eliminating volatility is the central factor to achieving the purported principles of stability and significant in the principles of transparency and efficiency.
- How does the Idea impact on-site dry cask spent nuclear fuel storage during the time frames the respective facilities operate, at the time the respective facilities retire, and after the respective facilities are retired?
- How does the retirement of base load utility facilities impact the gross operating revenue taxes, its allocation, and distribution?
- Why is land excluded from valuation? Is it because that is locally assessed? Will the land used by energy producers no longer continue to be assessed?
- Does operating property include buildings and structures? If not, why is it omitted?
- What impact does the lack of data have on the limited analysis the DOR has done?
- What is the company profile under each Analysis 1 and Analysis 2? Restated, what is the respective break down by utility, pipeline, and rail roads under each Analysis 1 and Analysis 2?
- What is the most current five-year history on the property tax burden imposed on state-assessed utility, pipeline, and rail properties statewide both in the aggregate and by respective industry?
- What would be the projection for the necessary state funding over the next decade to fully fund the proposed New Local Jurisdiction and existing Electric Generation aid programs?
- The “New Local Jurisdiction Aid” program proposes to assist negatively impacted local jurisdictions over a ten-year period with an aid that decreases by 10% annually. The aid program would be available to local governments whose property taxpayers are negatively impacted during the first three years of implementation of the Idea.
  - Please explain the decision-making process, the origination, the basis for the DOR's decisions to model reductions in the companies aggregate tax burdens

which provides windfalls to the companies at the expense of local taxpayers and necessitates the short-term New Local Jurisdiction Aid program.

- Specifically, please refer to DOR’s whitepaper on the Idea and the following commentary:
  - Page 8, “We made two analyses to estimate the (gross operating tax) rates to ensure companies do not have an estimated tax increase greater than 10% and 5% respectively” and “The overall tax paid by utility, pipeline, and railroad companies would be reduced by approximately \$13.7 million”.
  - Page 9, “The overall tax paid by utility, pipeline, and railroad companies would be reduced by approximately \$32.8 million”.
  - Page 10 “...we will continue to adjust the rates in analyses 1 and 2 to ensure companies do not have an estimated tax increase greater than 10% or 5%”.
- There are plausible scenarios in which a local unit of government may be negatively impacted after the first 3 years of the Idea’s implementation. How does the DOR propose to address such?
- There are plausible scenarios in which local taxpayers are simultaneously permanently, negatively, and materially impacted by the Idea’s implementation. How did the DOR address this and any factor of magnitude in injury to local taxpayers within the Idea and proposed New Local Jurisdiction Aid proposal? A ten-year program under plausible scenarios could leave taxpayers and communities permanently materially negatively impacted by the Idea.
- Is there any unintended bias or legal prohibition to developing a “New Utility, Pipeline, and Railroad Aid” program should the Idea evolve sufficiently to protect local taxpayers’ interests?
- With a flat gross operating revenues tax rate this scenario would plausibly result in significant tax shifts to local property taxpayers. How does the proposal protect local taxpayers in a scenario where there is a significant economic downturn and the companies’ gross operating revenues materially decrease?
- How do energy co-operatives factor into the Idea?
- What does 1 megawatt of solar, wind, nuclear, coal, and gas production pay in respective production taxes, property taxes, and gross operating revenue taxes?
- What would prevent employing creative accounting and changes in organizational structure in manners that undermine the central tenants of the Idea?
- What percentage of the utilities’ aggregate gross operating revenues are derived from wind, solar, gas, coal, nuclear and other sources currently and what are the long-term forecasts?

**Hummingbird Environmental,  
LLC**

522 Concord St N #400  
South St Paul, MN 55075-  
1159  
651-457-4699  
ebullard@hbenviro.com

**Estimate 4468**

<b>ADDRESS</b>	<b>DATE</b>	<b>TOTAL</b>
Patrick Ramaker	02/29/2024	\$4,865.63
City of Red Wing Public		
Works Department		
Public Works Department		
229 Tyler Road North		
Red Wing, MN 55066		

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Haz Clean up</b>	Clean up and dispose of the PCB spill located at the abandoned building located off of highway 19 and highway61 in Red Wing MN	1	4,500.00	4,500.00T

Please note: 5% of the total estimate will be added to the final invoice if you choose to pay with a card.	<b>SUBTOTAL</b>	4,500.00
	<b>TAX</b>	365.63
	<b>TOTAL</b>	<b>\$4,865.63</b>

THANK YOU.

We appreciate your business!  
Thank you,  
Hummingbird Environmental, LLC

Accepted By

Accepted Date

We appreciate your business!  
Thank you,  
Hummingbird Environmental, LLC



## Did you know?

Smoke alarms should be tested monthly.

Smoke alarm batteries should be changed at least once a year.

All smoke alarms should be replaced every 10 years.

Working smoke alarms cut in half your risk of dying in a residential fire.

WHAT YOU NEED TO KNOW ABOUT:

# SMOKE ALARMS

- **Install smoke alarms in every bedroom, outside each sleeping area and on every level of the home, including the basement.**
- **Interconnect your home's smoke alarms. This way, when one sounds, they all sound.**
- **Teach children the sound of the smoke alarm and to exit the home/building when it sounds.**
- **Place alarms on the ceiling. If alarms are placed on the wall they must be no more than 12 inches below the ceiling.**



RED WING FIRE DEPARTMENT

420 PLUM ST TELEPHONE 651-388-7141