



### **Port Authority 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.

### **Port Promise**

The Red Wing Port Authority allows our city to proactively seek out, attract and retain businesses that add to the long-term vitality of our community.

## **Meeting Announcement and Agenda**

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### **Port Authority Board Regular Meeting**

**Location: City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually**

**Date: Tuesday, November 4, 2025**

**Time: 4:30 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](#). To join via telephone, please dial (415) 655-0001. Enter access code 2555 762 8877 and password 2025 when prompted.

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Approval of Agenda**

**5. Approval of Minutes**

5.A. Motion to Approve October 7, 2025, Port Authority Board meeting minutes.

5.B. Motion to Approve October 20, 2025, Port Authority Workshop minutes.

**6. Public Comment**

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.

**7. Public Hearing**

**8. Communication Items**

8.A. Executive Director's Report

8.B. Committee Reports

8.C. Discussion Items

**9. Motions & General Business**

- 9.A. Motion to Approve September 2025 Balance Sheet and Budget Report (Attachments Forthcoming)
- 9.B. Consider Motion to Approve a Purchase Agreement with the Red Wing School District to Acquire the Former Jefferson School Property at 601 Buchanan Street
- 9.C. Motion to Approve a \$5000 Sign, Awning, and Facade Grant for Sievers Creative.
- 9.D. Motion to Approve a Sign, Awning, and Facade Grant in the amount of \$3,850 for La Dolce Vita Art and Café
- 9.E. 2026 Final Tax Level and Budget Approvals
  - 1. Motion to Approve Resolution No. 347 Certifying the RWPA Final Property Tax Levy for Taxes Payable 2026
  - 2. Motion to Approve Resolution No. 348 Approving the RWPA Fiscal Year 2026 Final Budgets
- 9.F. Motion to Adopt Resolution No. 346, whereby the Red Wing Port Authority does not Waive the Statutory Tort Liability Limits on the Municipal Tort Liability Established by Minnesota
- 9.G. Motion to Approve 2025 Rules and Policies for Boards, Commissions, and Committee.

## **10. 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.

**Red Wing Port Authority Board  
Regular Meeting  
City Council Chambers  
October 7, 2025**

**Members Present:** Port Authority Board President Paul Reding; Commissioners Bethanie Flattum, Kim Beise, Jay Wardle, Wylie Wilson, and Donald Kliewer

**Members Absent:** Commissioner Drazkowski (excused absence) OR (unexcused absence)

**Others Present:** Shari Chorney, Business Development Manager / Staff Liaison; Gary Iocco, Mayor

**1. Call to Order**

Port Authority Board President Paul Reding called the meeting to order at 4:30 PM.

**2. Pledge of Allegiance**

President Reding led the recitation of the Pledge of Allegiance.

**3. Roll Call**

Roll call was conducted. President Reding and Commissioners Kliewer, Flattum, Beise, Wardle, and Wilson were in attendance.

Member Drazkowski was absent. (unsure if he previously indicated he would be absent)

**4. Approval of Agenda**

President Reding added item 9D to the agenda.

A motion was made by Commissioner Flattum, seconded by Commissioner Wilson to approve the agenda as amended. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

**5. Approval of Minutes**

**A. Motion to Approve September 2, 2025, Port Authority Minutes.**

A motion was made by Commissioner Flattum, seconded by Commissioner Wardle to approve the minutes as drafted/amended. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

**6. Public Comment**

No one wished to address the Board.

**7. Public Hearing**

No Public Hearings were scheduled.

## **8. Communication Items**

### **A. Executive Director's Report.**

Manager Chorney highlighted several items from the report:

- The City of Red Wing will be hosting a Housing Summit on October 29, 2025, from 2:00 to 6:00 PM at the St. James Hotel. It is recommended that Port Authority Board Members attend.
- Staff recently presented a Purchase Agreement for the Jefferson School Site Acquisition.
- The upcoming Port Authority Governance Training session is scheduled for October 20, 2025, at 7:30 AM.
- VAA, the engineering company for Red Wing Grain, completed its Port Infrastructure Development Program (PIDP) application, and Port Authority staff successfully submitted the application to the Federal Maritime Administration (MARAD). The government shutdown is stalling matters.
- Next month's meeting, scheduled for November 4, 2025, is election day. We cannot change our meeting time, but we need to be done by 6:00 PM.

### **B. Committee Reports.**

#### **1. Marketing Committee Meeting of September 29, 2025.**

No report provided.

#### **2. Finance Committee Meeting of October 1, 2025.**

No report provided.

### **C. Discussion Items.**

#### **1. Office of Energy Transition Grant Update.**

Manager Chorney stated that the biggest takeaway from the write-up in the packet is that the Grant Agreement has been amended to lay out the four project areas to be included.

#### **2. Former Central Research Property Update.**

Manager Chorney stated that the Public Hearing for the Abatement Bond will be used to pay for the security and demolition of the former Central Research Building.

### **D. Red Wing Port Authority Proclamation.**

Manager Chorney stated that the Mayor presented this at the luncheon for the Red Wing Manufacturers.

President Redding offered some comments after observing a significant number of legacy businesses in Red Wing that are celebrating major milestones. A thriving business community simply doesn't happen by accident.

## **9. Motions & General Business**

**A. Motion to Approve August 2025 Balance Sheet and Budget Reports.**

A motion was made by Commissioner Wardle, seconded by Commissioner Wilson to approve the August 2025 Balance Sheet and Budget Reports. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

Wardle pointed out a typographical error.

**B. Consider Motion to Approve a Technical Assistance Grant to Bruce Johnson to Prepare Architectural Plans for 1920 Old West Main Street.**

A motion was made by Commissioner Wardle, seconded by Commissioner Wilson to approve a Technical Assistance Grant to Bruce Johnson to Prepare Architectural Plans for 1920 Old West Main Street. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

Manager Chorney introduced the project and provided an opportunity for other members of the Finance Committee to share.

**C. Consider Motion to Appoint Jill Fanslow to Serve as a Non-Resident Member of the Marketing Committee.**

A motion was made by Commissioner Kliewer, seconded by Commissioner Flattum to approve Appointing Jill Fanslow to Serve as a Non-Resident Member of the Marketing Committee. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

President Reding stated that the Port Authority Board's Bylaws were recently amended to allow committee members to serve even if they do not live inside the corporate boundaries of Red Wing.

President Reding introduced Jill Fanslow to the Port Authority Board.

**D. The Appointment of Amy Kemmerer to Serve as a Non-Resident Member of the Marketing Committee.**

A motion was made by Commissioner Flattum, seconded by Commissioner Kliewer to approve Appointing Amy Kemmerer as a Non-Resident Member of the Marketing Committee. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

President Redding introduced Amy Kemmerer to the Port Authority Board.

**10. Adjournment**

A motion was made by Commissioner Kliewer, seconded by Commissioner Wilson to adjourn. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

President Reding adjourned the meeting at 4:53 PM.

ATTEST:

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Shari Chorney, Secretary

**Red Wing Port Authority Board  
Workshop Meeting  
Community Development Building  
October 20, 2025**

**Members Present:** Port Authority Board President Paul Reding; Commissioners Bethanie Flattum, Kim Beise, Jay Wardle, Wylie Wilson, Thomas Drazkowski, and Donald Kliewer.

**Members Absent:** Commissioner Beise (excused or unexcused absence?)

**Others Present:** Shari Chorney, Business Development Manager / Staff Liaison, and Kyle Klatt, Community Development Director.

**1. Call to Order**

Port Authority Board President Paul Reding called the meeting to order at 7:30 a.m.

**2. Roll Call**

Roll call was conducted. President Reding and Commissioners Kliewer, Flattum, Wardle, Wilson, and Drazkowski were in attendance.

Member Beise previously indicated she would be absent.

OR

Member Beise was absent and unexcused.

**3. Workshop Items**

**3.A Welcome and Orientation**

The members present each took a turn introducing themselves.

President Reding explained why the Workshop Meeting was called. President Reding reflected on the desires of the Commissioners towards the general issues of organization and efficiency. He further stated that there had been some individual coaching with the City Staff, and a survey was conducted. It was noted that there was a desire to see the organizational governance side of things further developed.

(Male 2:28) stated that the agenda is broken into two parts, and he explained how the day would be structured. The first part of the Meeting will be focused on the Board's legal authority, and the second part of the Meeting will be focused on oversight.

(Male ?) also noted a change in the agenda. During the Q&A / Wrap-Up, proposals for the coming year need to be added.

### **3.B Part 1: Core Roles, Boundaries, and Behavior**

#### **1. Legal Responsibilities of Commissioners**

(Male 5:04) gave an overview of the legal responsibilities of the Commissioners, the law in general, and the specifics as they relate to the Port Authority.

(Attorney) stated that with political subdivisions, under Minnesota Law, would be a state, a county, a city, a school district, etc. The Port Authority is a political subdivision. The courts say that the authority of a political subdivision is limited to what is prescribed by statute through the laws enacted by the legislature.

(Attorney) stated that the Minnesota Constitution recognizes that cities operate with broad authority to act on local governance matters if what they are doing doesn't conflict with state law.

#### **2. Governance vs Management in a City-Facing Authority**

An explanation was given about the way the Port Authority came into being and its relationship with the City Council.

(Attorney) explained that in the Minnesota Statutes, Chapter 469, there is a specific statute that discusses the authority that the Port Authority has. There are some specific additional parameters on the Red Wing Port Authority. The City Council has numerous ways to impose restrictions regarding what the Red Wing Port Authority can and cannot do without the City Council's prior approval.

(Mail?) explained that in 2016, some changes were made, and the Community Development Director is now over the Red Wing Port Authority. The staffing for the Port Authority is now handled through the City of Red Wing. Contracting for professional services more than \$25,000 now requires the approval of the City Council. Additionally, if the Port Authority is doing something that involves "public activities," prior City Council approval is necessary.

(Male 19:32) expressed concern that there is no discussion of staffing or contracts; rather, the Board is told what the numbers will be. (Attorney) finds it odd that the Port is the largest budgeted item, yet the Port Authority Board has zero input.

(Male 23:00) explained that the decisions regarding the budget are clearly the City Council's to make, but before the decisions, there is a discussion period. The Port Authority Board can be allowed to participate in the discussions.

#### **3. Commissioner Conduct & Complaint Handling**

(Male 28:26) described the role of the Port Authority Board by stating that the Board acts as a body, and there is very little opportunity for an individual to act

on their own. Individually, a Commissioner's biggest responsibility is to be prepared for the meetings.

(Attorney) stated that the most important thing a member of the Port Authority Board can do is make sure that he or she is fully prepared for the meetings.

(Attorney) further stated that candid discussions should happen before the body votes on a particular agenda item; and, once a decision is adopted by the Board, the discussion should cease. It is not prudent to continue discussions on items that have already been decided by a formal vote.

(Male 36:07) thoroughly explained conflicts of interest. From a legal perspective, there are only two types of conflicts that are relevant. The first one is a statutory conflict of interest, and the second one is a common law conflict of interest.

(Attorney) stated that the statutory conflict of interest is spelled out in Minnesota State Law in Section 471.87, which states that a Public Officer who takes part in any sale, lease, or contract cannot have any personal financial interest in said sale, lease, or contract. It is notable that if there is a violation of this Statute, it is technically a misdemeanor.

(Attorney) explained that it is important to note that abstaining from voting does not clear the conflict of interest. (Attorney) stated that the Port Authority Board Member with the Statutory Conflict of Interest would have to be removed from the Board, or the Board could not move forward with the sale, lease, or contract.

(Attorney) stated that the common law conflict of office happens more often and applies when a public official has any direct interest in the outcome of a matter before the governing body. This usually refers to some sort of financial interest.

(Attorney) described the notable differences between a common law conflict of interest and a statutory conflict of interest. A common law conflict of interest can be cured by the person who has a conflict abstaining. The person with the potential conflict should not take part in any of the discussions on the matter, and they should abstain from voting.

(Female 42:10) asked how a conflict of interest works for an employer. The example given was that the employer may gain financially from a decision that the Port Authority Board makes. Should she abstain from discussions and voting?

(Male 42:40) stated that there is likely no conflict of interest, but it would be perfectly acceptable for the employee to abstain from discussions and voting in an abundance of caution. The courts have held that if the public official is not personally gaining, there is no legal conflict of interest.

(Male 45:07) asked if someone believes they may have a conflict of interest; procedurally, what should they do? Should they come to Staff with those concerns? The answer is that the legal counsel should handle those concerns.

(Male 46:30) stated that there has been discussion about putting a packet of information together for new Port Authority Board Members.

(Male 47:59) expressed that the Port Authority Board is responsible for the big picture oversight. The Board acts as a body, and the individual Commissioners have limited authority to act on their own.

The specific roles of the Officers were described.

(Attorney) stated that when it comes to responding to complaints or responding to the public in general, it is critically important that the chain of command is strictly followed. (Attorney) stated that when dealing with a complaint situation, the complaint should be documented, and that documentation should be provided to the Community Development Director.

(Attorney) stated that the same process should be followed if someone is having a conversation with a business owner in the community; that person should document the conversation and pass it along to the Community Development Director. (Attorney) stated that if someone presents a complaint to a Board Member, then that Member should document the complaint and pass it along to the Community Development Director.

(Attorney) reiterated the importance of documenting information and passing it along to Staff to handle. It is incumbent upon all Port Authority Board Members to be transparent with the community.

(Attorney) stated that anonymous complaints are not all treated the same. If there is sufficient information to investigate, then it should be examined. If there is not enough information for an investigation, then there is nothing that can be done with it other than to pass it along to the most logical person to receive it.

(Attorney) reminded everyone that communication is critical. Staff need to be informed about what Members are hearing in the community so that they can do their jobs to the best of their ability. (Attorney) emphasized the importance of Commissioners not taking it upon themselves to personally investigate on their own.

(Attorney) stated that a Commissioner should never make any promises to a member of the public. It is perfectly acceptable to explain that the Port Authority Board functions as a unit, and one's hands are tied as an individual.

(Attorney) stated that Commissioners should never promise confidentiality. The reality is that there are circumstances where information will inevitably become public. There is a very strong presumption under Minnesota Law that information held by government entities is public. (Attorney) stated that in the event of an investigation, there are due process considerations that apply. Depending on the nature of an employee's contract, they have the right to be informed about any allegations against them and to respond.

(Attorney) explained that a Garrity notice is a directive to answer questions and provide truthful information under pain of insubordination.

(Attorney) further explained that the chain of command is important, especially as it pertains to bias issues or undermining issues.

(Female 1:01:35) asked if there is a timeframe in which complaints must be submitted to Staff. (Attorney) answered that there is no specific timeframe, but sooner rather than later is always preferred.

(Attorney) stated that the Data Practices Act is found in chapter 13 of the Minnesota Statutes. In the Statute, government data is defined as all data collected, created, received, maintained, or disseminated by any government entity, regardless of its physical form. This includes hardcopy data and electronic data. (Attorney) stated that the Data Practices Act presumes that all data maintained by the government is public data.

(Attorney) shared a couple of cases to illustrate the fact that to be considered data, it must be in some written or recorded form. Thoughts and unrecorded speech are not considered data under the Statute. (Attorney) stated that there are three classifications of data. The first type is public data, the second type is private data, and the third type is confidential data.

(Attorney) stated that public data is data that is available to the public. Private data is data that the subject of the data is allowed to see, but it is not available to anyone else. Confidential data is not available to the public or to the subject of the data. (Attorney) stated that most of the data that the Port Authority Board will deal with will either be public or private.

(Attorney) stated that when discussing data on an employee, the presumption is that the data is private. (Attorney) stated that it surprises a lot of people that salary information is public data. Someone's work history is public data. An employee's qualifications are public data.

(Attorney) stated that if there is a complaint against an employee, that data is public. If an investigation determines that the employee did nothing wrong, the details would be private data. If an investigation produces a disciplinary action,

the details are considered public data after the final disposition of the complaint has occurred.

(Attorney) stated that the Minnesota Supreme Court issued a pair of decisions in 2016 that held that if information is being kept because someone is an employee, then the information is considered personnel data. If information is being kept for multiple purposes, the information is not technically considered to be personnel data.

(Attorney) stated that if any Commissioners use any personal devices to text any Port Authority Board business, those personal devices may be subject to legal requests. (Attorney) stated that any personal email accounts that are used for Port Authority Board business may also be subject to legal requests.

(Attorney) stated that data issues often present themselves with contract issues. Contracts are generally considered to be public data. (Attorney) stated that the Port Authority Board doesn't trade secret information. The Statute says that to be protected as trade secret information, the legal threshold is difficult to meet.

(Attorney) stated that when someone requests financial assistance, the financial data provided to the Port Authority Board by the requester is considered private before the financial assistance is approved. Once the financial assistance is approved, some of the information becomes public.

(Male 1:23:29) asked what happens if something ends up in a Port Authority Board meeting packet, it is published online. He asked if it is then considered public data. (Attorney) confirmed that it is correct.

(Male 1:23:51) asked if something is handed to a Port Authority Board Commissioner during a Committee Meeting, then what type of information would it be considered. (Attorney) stated that the scenario would be considered non-public information.

(Attorney) began the explanation of open meeting laws. (Male 1:28:11) stated that there is a presumption of openness when the government does business. (Attorney) further stated that if it is a close call, the courts will almost always rule in favor of the public.

(Attorney) stated that the definition of a meeting comes from a Supreme Court Case in Minnesota, in which the Court defined a meeting as a gathering of a quorum or more of the governing body where members discuss information related to official business. Many disputes exist regarding whether certain "gatherings" fall into the Court-defined term "meeting."

(Attorney) defined serial meetings as a "game of telephone" where one person talks to another person, who talks to another person, and it continues. Before

anyone realizes it, a quorum is involved, and consensus is gained outside a public meeting. (Attorney) stated that serial meetings are not legally allowed. In addition to oral discussions, emails, chats, and text messages can also become serial meetings.

(Male 1:34:52) stated that when an email is sent to the Port Authority Board, there is always a note that reminds the Commissioners not to “reply all.”

(Attorney) stated that one-way communication sent to the entire Board is not a violation of the Open Meeting Law.

(Male 1:35:51) asked if there is a violation by having several Commissioners at a non-Port Authority Board function. (Attorney) stated that this is called a chance or social gathering. If there is no public business being discussed, there is no violation.

There was a recess called at 1:47:19.

The meeting resumed at 1:57:40.

### **3.C Part 2: Tools for Effective Governance & Strategic Alignment**

(Male 1:57:45) stated that the second part of the Workshop will be largely about oversight and how to transfer the Port Authority Board’s expertise to the Staff.

#### **1. Decision Rights Matrix**

(Male!) stated that the Decision Rights Matrix is a method of determining who gets to decide what. (Male!) stated that there will be discussions about what freedom people have to make decisions. (Male!) emphasized the importance of how well people work with each other. (Male!) stated that trust is the basis of all good business relationships. Building and maintaining trust is essential.

(Male!) gave the group an exercise to complete. (Male!) stated that each exercise would be based on actual work from the Port Authority and gave instructions. The exercise was focused on the budget. There was a group discussion centered on what transpired in the small groups.

(Male!) reiterated the importance of the discussions that were considered prior to decisions being voted upon. (Male!) gave the group an example of a budget scenario and opened the floor for discussion.

(Male!) stated that the Port Authority Board is a support organization. It is important that the members of the Board not derail the work of the Board by “revisiting” previously made decisions. The Port Authority Board has input, but the City ultimately makes certain decisions.

(Male 2:24:05) stated that words matter when it comes to understanding the Port Authority Board’s role.

There was consensus that the Staff is clear with the Board regarding expectations. Staff's job is designed to execute, and the Port Authority Board is designed to be the "ear" of the community.

(Male!) asked about the level of involvement for the Port Authority Board in creating the Annual Work Plan.

(Female 2:30:24) stated that it was a much bigger deal a few years ago. More recently, it is more a matter of discussing whether the Annual Work Plan still aligns with the Port Authority Board's vision.

(Male 2:31:08) stated that the relationship between the Port Authority Board and City Council is somewhat cumbersome because the Board can't do anything without the Council's direction. To put together the Port Authority Board's Work Plan, it requires stronger communication with the City Council.

(Male 2:33:59) expressed concern that in the past few years, a lot of the Work Plan has been largely driven by outside forces. A developer comes to town and is willing to invest significant resources into the community, and this seems to drive the Work Plan.

(Male!) stated that the best protection against being reactive is to have a firm Work Plan in place with goals, outcomes, and progress.

## 2. Freedom Scale

(Male!) used the analogy of a ship with a captain to explain the difference between the stakeholders. The Port Authority Board is much like the captain of a ship in that the final decision about completing the mission comes from the Port Authority Board or from the City Council. Some people are navigators in that they are the people with whom issues are discussed. The engineers represent the support staff on a ship. The Staff are a bit like the cabin crew and passengers in that they don't report to the Port Authority Board.

(Male!) shared an image with the group, and he said that the Freedom Scale is a good set of language tools. Some key questions are, is this for discussion, for a decision, or for support?

(Female 2:39:16) stated that she is very comfortable that there are no secrets between the Port Authority Board and Staff, but she would like more clarity on the relationship between the Port Authority Board and City Council.

The discussion shifted to the budget, and the focus was on how much control the City Council has over the Port Authority budget.

It was clarified again that the Port Authority Board is simply an advisory board for the City Council.

(Female 20:48:15) reiterated her original question and asked when the Port Authority Board can act independently, and when the Port Authority Board needs the City Council's approval to act.

(Female 2:54:47) stated that the Freedom Scale vocabulary gives one the tools to speak clearly and intentionally communicate up and down as well as take in information.

(Male!) gave some pointers as to how to use the Freedom Scale language tools to tame unnecessary confusion.

(Male 3:03:26) stated that a major focus of the Work Plan last year was to streamline things to prevent additional work for Staff.

### **3. Four Dimensions of Trust**

(Male!) stated that trust is the basis of all positive human interactions. Things go quicker and easier where trust exists. (Male!) stated that where trust exists, there is a premium, and where trust does not exist, there is a penalty.

(Male!) stated that there are four dimensions of trust. The first dimension of trust is competence. The second dimension of trust is reliability. The third dimension of trust is openness. The fourth dimension of trust is principled.

(Male!) explained that the way to measure competence is to ask oneself the question, "Can this person do what is being asked of them?" (Male!) explained that the way to measure trust is to ask oneself, "Will this person do what they say they will do?" (Male!) opined that the way to measure openness is to ask oneself, "If I can't see what this person is actually doing, am I willing to believe they are doing the right thing?"

(Male!) shared that principled people have the right standards of behavior. (Male!) suggested that when people are doing what is expected of them, they are deserving of positive feedback. Catching people doing something right is one of the best ways to build trust. Unless people are intentional about this, they seldom call out the things that go well.

(Male!) asked the group to discuss people whom they trust deeply and the characteristics that manifest that trust.

(Female 3:10:39) stated that a phone call reminding someone of what's coming up often helps to build trust. The feeling of partnership was helpful.

A few personal stories were shared regarding positive and negative feelings of trust.

#### **4. Strategic Alignment & KPIs**

(Male!) spoke of the importance of goal setting. Goals need to be relevant, specific, measurable, and attainable. (Male!) gave instructions for the group to work on goal setting outside of this meeting. Additional discussion ensued regarding future goals for the Port Authority Board.

(Male 3:23:21) stated that when a City Council Member sits on the Port Authority Board, they are no more important than any other Port Authority Board member. They are one of seven, nothing more and nothing less.

#### **3.D Q&A and Wrap-Up Discussion**

##### **1. Reflect on Group Norms and Working as a Team**

(Male!) pointed out that a Work Plan is a significant undertaking, requiring a lot of effort, and suggested that prioritizing and focusing on one task at a time helps when there is a large project to complete.

(Male 3:25:07) expressed that he'd like to see the Port Authority Board be more focused on just a few limited projects at a time.

(Male 3:25:28) suggested that a separate annual Work Plan be created each year so that it isn't so overwhelming.

##### **2. Outline of Next Steps**

Concerns were raised about future large-scale development projects and the potential need to re-prioritize or add additional staff.

(Male 3:28:28) expressed his concern about the potential for Staff to bring forth a project and says the City can take it on, but it means that something else is going to have to be removed from the list of priorities.

(Male 3:29:00) stated that a thirty-million-dollar waterfront project is a big opportunity that the City can't afford to neglect.

##### **3. Proposals for the Coming Year**

(Male 3:29:42) stated that there appear to be sixteen or seventeen projects for 2026. He asked what would happen if the next developer came to ask for six to eight projects. (Male 3:29:53) stated that the options are to re-prioritize or add more staff.

(Male 3:30:14) asked if the City is close to needing more staff. Staff confirmed that it was correct.

(Female 3:30:46) reminded the group that in 2017, the City turned to the Community Development Model. She asked why the Board has not looked at the processes and technology regarding the Community Development Model over the past eight years.

(Female 3:31:28) believes there is a lot of wasted brain power on the Port Authority Board.

(Male 3:31:49) asked how far behind the City Building Inspector is currently. (Male 3:32:00) stated that the City Building Inspector is not behind.

(Male 3:32:08) asked if an additional City Building Inspector would be needed if the workload doubled. (Male 3:32:11) stated that if the workload doubled, there may be a need for an additional City Building Inspector.

#### **4. Adjournment**

President Reding adjourned the meeting at 11:04 a.m.

ATTEST:

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Shari Chorney, Secretary



**TO:** Red Wing Port Authority Board  
**FROM:** Kyle Klatt, Director  
**Agenda Item No.:** 8.A. Community Development Director's Report  
**Meeting Date:** November 4, 2025

*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.*

**Fleischmann Maltery Redevelopment**

Staff has been communicating with the State Historic Preservation Office (SHPO) about any additional steps that must be completed before demolition can commence on the structure. Most recently, they provided guidance that the City would not need to complete a Phase I Archeological Survey for the site and that the recommendations from the Phase 1A investigation could be addressed through on-site monitoring during demolition and excavation work. Under the City's grant agreement with MnDEED, the developer must start the demolition work by the end of the year. The developer has indicated that he still intends to start this work in November or December.

**Port Authority Governance Training Workshop**

The Port Board conducted a workshop session on October 20<sup>th</sup> for the purpose of governance training. Staff has prepared the attached summary document with reflections and observations from the meeting.

**Housing Summit**

The City of Red Wing conducted a housing summit on October 29<sup>th</sup> to bring housing advocates and other interested parties together to discuss ways the City can begin to address its housing needs. The summit included keynote presentations from Joe Hollman from Maxfield Research who reviewed results from the recently complete Red Wing Housing Study and JoMarie Morris of the Coalition for Rochester Area Housing who discussed the work of her organization to bring more affordable housing to the Rochester area. There were over 70 participants at the event, with representatives from the City Council, Port Authority, Planning Commission, and other area organizations. Slides from the speakers have been

uploaded to the City's website, and City staff are currently working on preparing information documenting key discussion points and actions items.

### **Downtown Train Quiet Zone**

The City Engineer is working to prepare the plans needed to install the appropriate median barriers within Jackson Street to meet the requirements for a whistle-free railroad crossing at this intersection. He has previously submitted the required paperwork to formally request a whistle-free designation through downtown Red Wing. Staff is also investigating applying for a federal grant to help prepare plans for pedestrian crossing improvements at the Broad Street railroad crossing. This work could be used to identify and apply for additional funding to make these improvements.

### **Central Research Property Update**

The City Council, at its October 27, 2025 meeting, approved the use of property tax abatement and agreed to issue an abatement bond to support demolition of the former Central Research Laboratories building at the intersection of Highways 19 and 61. Staff expects to close on the bond with the next week or two and should see a final demolition loan agreement from the MN Department of Employment and Economic Development (DEED) soon. Based on the estimated demolition costs, the City will need to publicly bid out the proposed demolition work, and this process should be completed within the next four-six weeks. Staff is also working with the City's financial consultant to determine whether or not the site can be replatted and still retain eligibility for the use of Tax Increment Financing. Barring any unforeseen circumstances, the building demolition is expected to occur in January of 2026.

### **Little River Bulkhead and Mooring Cluster Update (Shari)**

Geo-Technical work was performed at both sites the week of October 20<sup>th</sup>. It will take a few weeks before we get any results back. This work will help with the final engineering at the Little River Bulkhead and the future layout of the new dock.

### **Upper Mississippi Waterways Association**

The Upper Mississippi Waterways Association (UMWA) is an association of waterway operators, shippers, and other waterway interests working together to promote the economic and environmental benefits of water transportation in the upper Midwest. UMWA held their annual meeting on October 23, 2025, at the Minnesota Yacht Club which was attended by Port Staff and members for the Harbor Committee.

### **Minnesota Ports Association Meeting**

On Monday, October 27, 2025, members of the Port's Association met with MnDOT Commissioner Nancy Daubenberger and her staff to discuss the Port Development Assistance Program (PDAP). It was an opportunity for the member Port Authorities to share their concerns over the verbiage in Chapter 457A of Port Development Assistance regarding the State participation limitations.

Pre-COVID the Port Association met with the Commission of MnDOT at least twice a year. The Department of Transportation plays a vital role with the waterway ports as they administer the Port Development Assistance Program (PDAP). PDAP monies are what the ports apply for when they have port related projects such as our Mooring Cluster and Little River Bulkhead projects. Moving forward we will be meeting with MnDOT twice a year.

At the MN Ports Association meeting in August of 2025, the ports began a discussion about clarifying state funds and federal funds and how they interact. The Ports felt it was important to loosen what counts as non-state match. The federal funding can be used to leverage the state funds, but the way the statute reads the Port Authorities are spending a lot more than the required 20% of their own funds towards their project making them question the value of using federal funds.

During our meeting with the Commissioner, they stated that they were too far down the path to make any policy changes at this time but could consider these changes in the summer of 2026.

**Next Meeting.** The next regular meeting of the Port Authority is scheduled for Tuesday, December 2, 2025, at 4:30 p.m.

**Attachments:**

- RWPA Governance Training Workshop Summary
- Q3 2025 Golden Shovel Quarterly Analytics Report
- Red Wing Trolley Survey
- Finance and Commerce Article 10/30/25

## RWPA Governance Training – Reflective Summary from Staff

Thank you to all Commissioners and partners who participated in our October 20 Governance Training session. From the staff perspective, this session was an important and positive step in strengthening how we work together as a governance team—and in building a shared understanding of roles, responsibilities, and trust.

### What We Expected – and What We Delivered

We entered the session expecting a refresher on governance fundamentals and some useful tools for thinking about decision-making. What we experienced went further: the training gave us practical, usable frameworks to clarify how RWPA operates and how Commissioners and staff can work together most effectively.

The session brought language and structure to things we've all experienced—like navigating who decides what, or understanding how to best support each other's roles. The **Freedom Scale** and the **Discuss/Decide/Support** framework were especially helpful in naming those gray areas and finding ways to move forward more confidently. Similarly, the **Four Dimensions of Trust** gave us a constructive way to think about team dynamics and how trust is maintained in our work together.

### What Worked Well

- The interactive nature of the session helped bring the tools to life and gave everyone a chance to weigh in.
- Using RWPA-specific examples grounded the discussion and made it more relevant.
- The balance between content, discussion, and application felt just right, and there was strong engagement throughout the room.

### Key Takeaways and Commitments

One of our biggest takeaways was the importance of shared language and expectations. When we're all using the same frameworks—whether for decision rights, trust, or strategic oversight—we avoid confusion and build a more aligned and effective team. Several of these tools will serve as helpful reference points going forward.

As staff, we're committed to continuing this momentum and embedding what we've learned into our work:

- We will incorporate these governance frameworks into our 2026 Commissioner onboarding and the upcoming board retreat.

- We will begin piloting **SMART goals** and green/yellow/red KPI reporting as part of our monthly dashboard.
- We will identify one or two shared commitments with Commissioners to further strengthen trust and role clarity.
- We will revisit **decision rights** and explore a **calibration discussion** to maintain traction and consistency across leadership.
- One of the biggest opportunities identified is to **continue the role clarity discussions** with both the board and staff—and to begin addressing the **gap in clarity between the board and the council**.
- A tactical next step will be to develop a **clear, refreshed onboarding process and governance packet** (potentially including a short training) to ensure future consistency and understanding of roles, decision-making, and communication norms.

We appreciate the openness and collaboration everyone brought to the session. As we look ahead, we're optimistic about the stronger foundation this provides for RWPA's continued growth and impact.

Warmly,  
**RWPA Staff Team**

# QUARTERLY ANALYTICS REPORT:

Q3 2025

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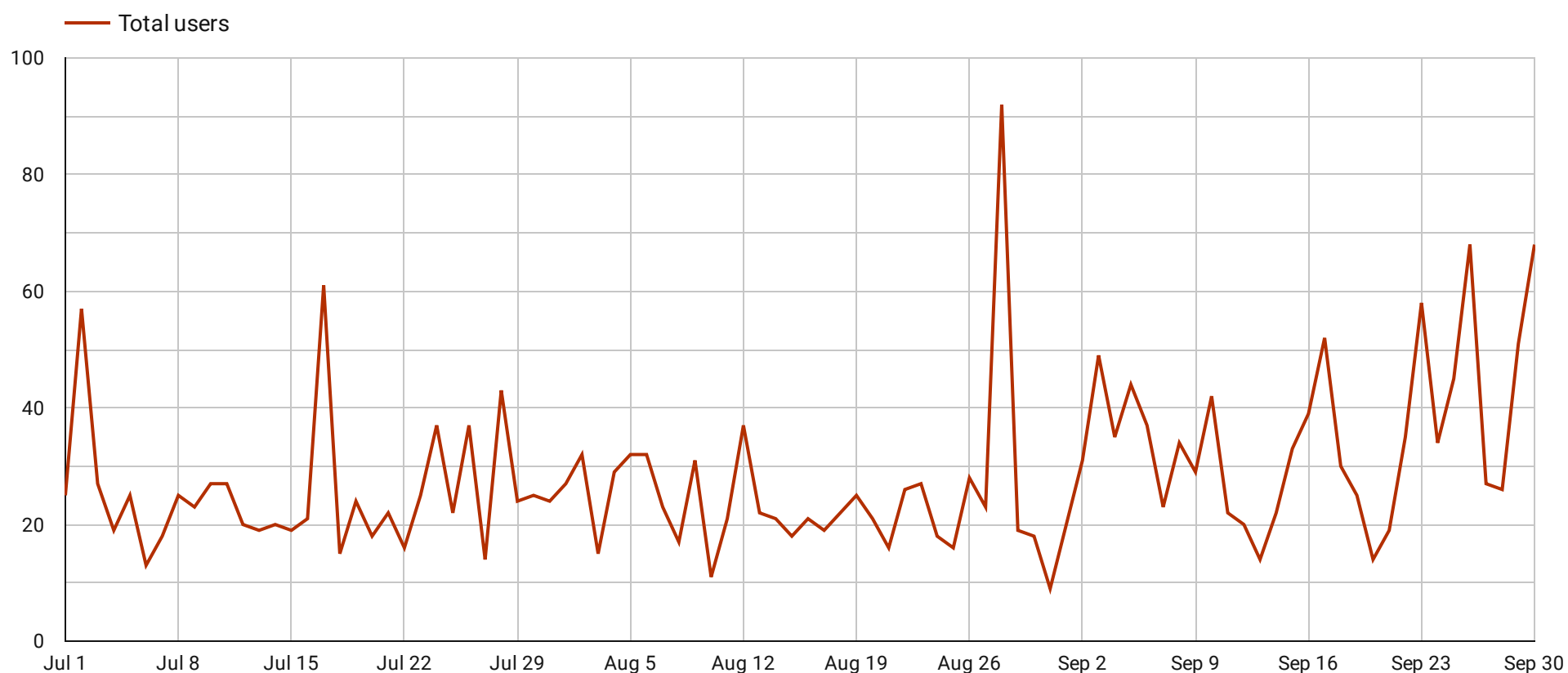




# Google Analytics Audience Overview

Jul 1, 2025 - Sep 30, 2025

Your audience at a glance!



Total users  
**2,418**

New users  
**2,301**

Sessions  
**2,663**

Sessions per user  
**1.1**

Engagement rate  
**45.78%**

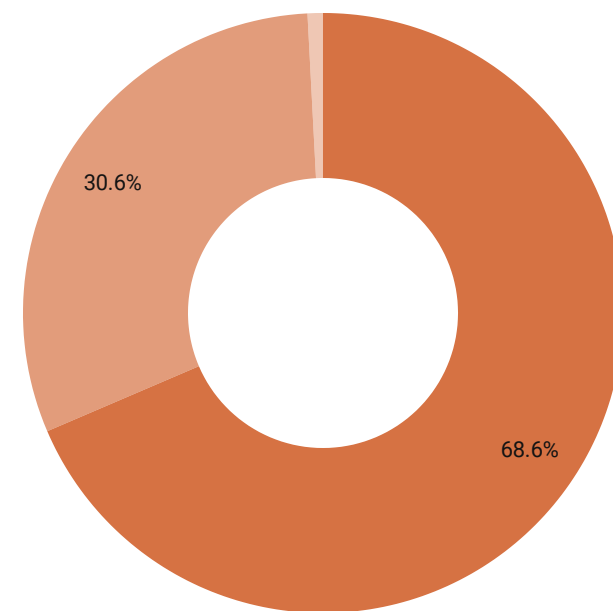
Views  
**6,201**

Engaged sessions  
**1,219**



Total users 1 • ● 1,779

## What device are people using?



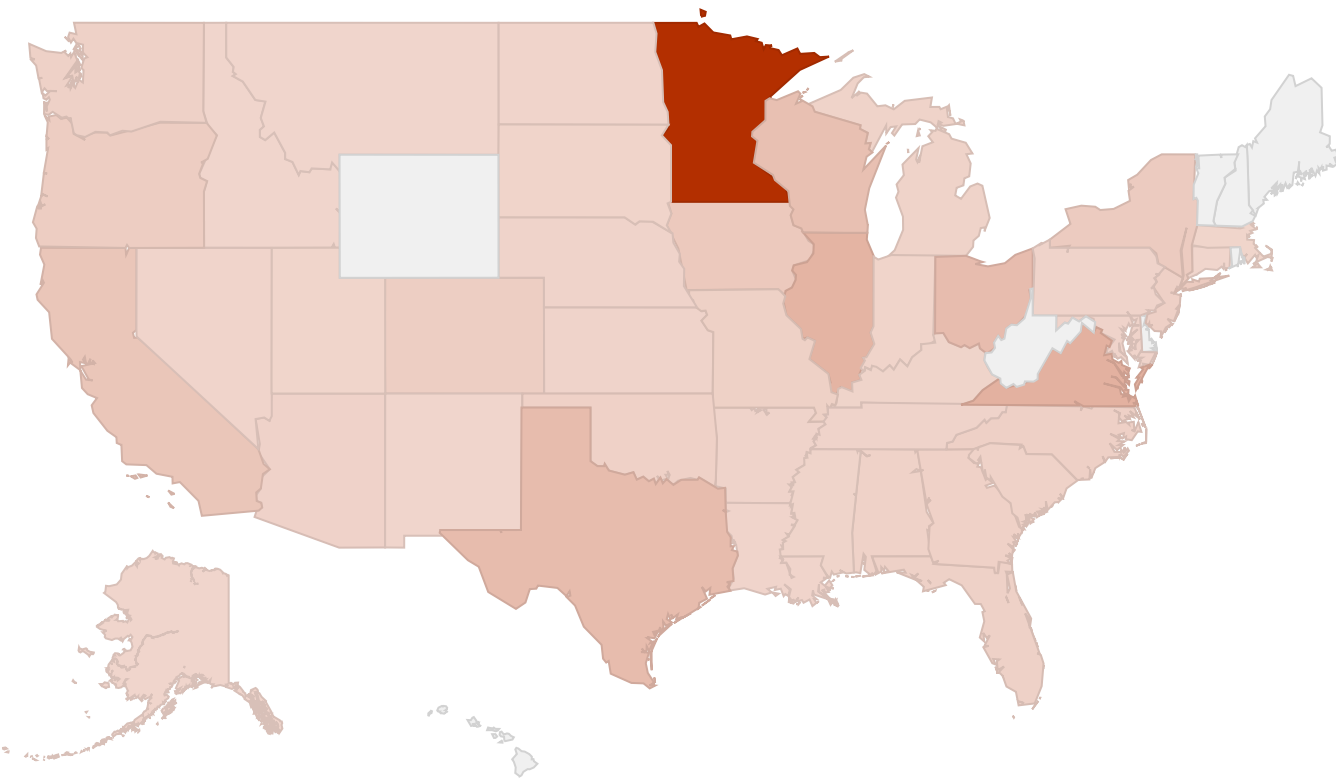
● desktop ● mobile ● tablet

	Country	Total users ▾
1.	United States	1,661
2.	Ireland	55
3.	China	50
4.	Canada	17
5.	India	17
6.	Germany	14
7.	United Kingdom	11
8.	Sweden	10
9.	Japan	9
10.	Mexico	7

	Device category ▲	Total users
1.	desktop	1,659
2.	mobile	741
3.	tablet	20



## USA Audience



1 668

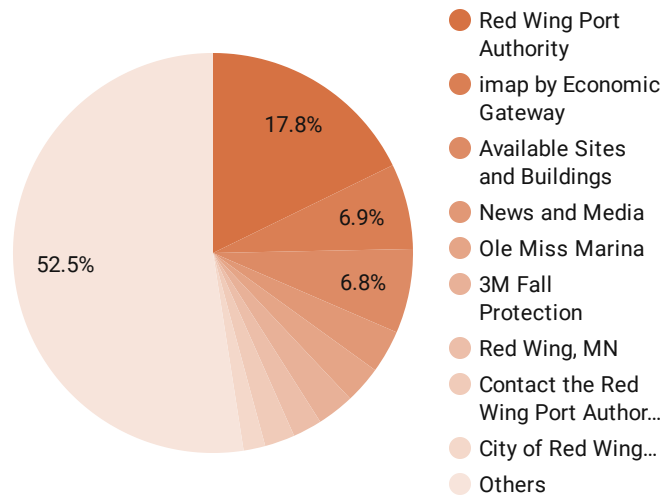
## Higher Traffic - States (globally)

Region	Total users
1. Minnesota	668
2. Virginia	144
3. Illinois	134
4. Texas	103
5. Ohio	100
6. Wisconsin	85
7. California	63
8. Iowa	49
9. New York	41
10. Oregon	35

## Higher Traffic - Cities (globally)

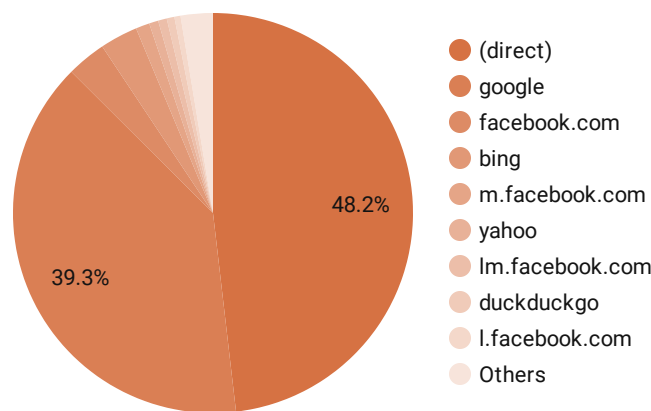
City	Total users
1. Minneapolis	203
2. Red Wing	158
3. Chicago	107
4. Columbus	96
5. New York	34
6. Saint Paul	31
7. San Jose	22
8. Lakeville	19
9. Lake City	18
10. Des Moines	14

## Higher Traffic - Pages



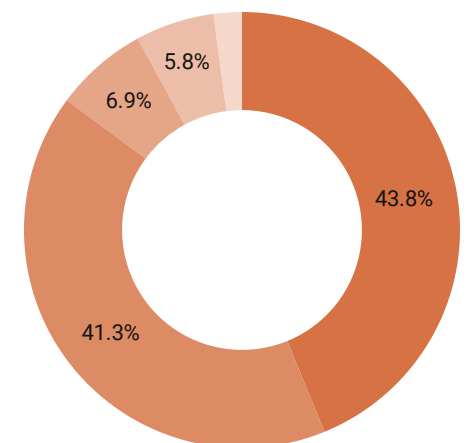
Page title	Total users	Visits	Engagement rate
1. Red Wing Port Authority	616	707	41.11%
2. imap by Economic Gateway	211	275	96.94%
3. Available Sites and Buildings	182	271	76.99%
4. News and Media	127	138	41.79%
5. Ole Miss Marina	93	120	60.91%
6. 3M Fall Protection	91	120	84.17%
7. Red Wing, MN	81	94	53.49%
8. Contact the Red Wing Port Authority	80	97	51.76%
9. City of Red Wing (Red Wing Port Authority)	65	70	20%
10. Featured Listings	64	82	100%

## Acquisition Sources



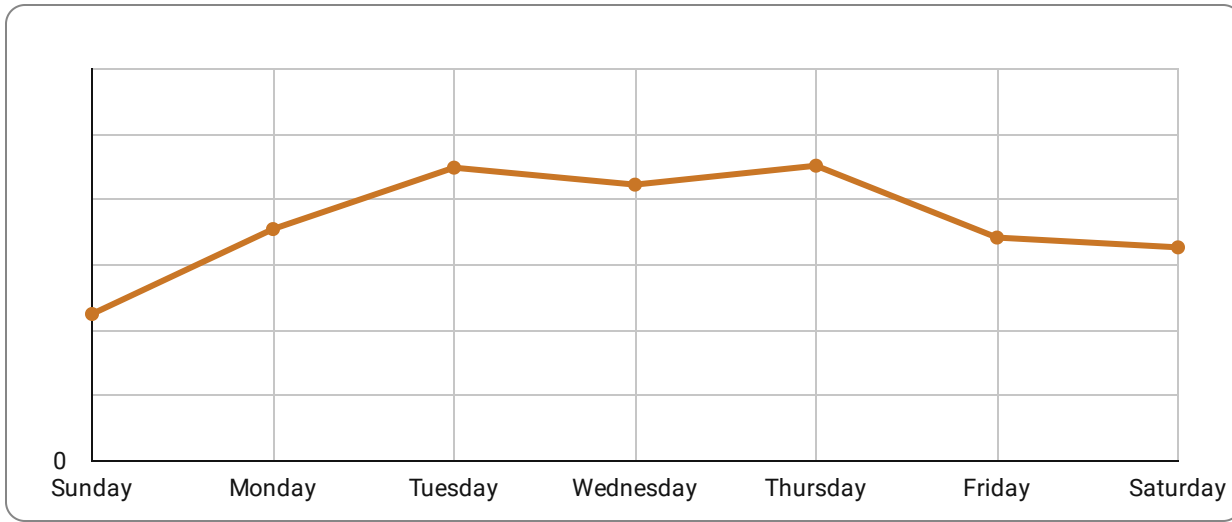
First user source	Total users
1. (direct)	1,165
2. google	951
3. facebook.com	77
4. bing	74
5. m.facebook.com	27
6. yahoo	18
7. lm.facebook.com	17
8. duckduckgo	15
9. l.facebook.com	12
10. chatgpt.com	11

## Traffic Type

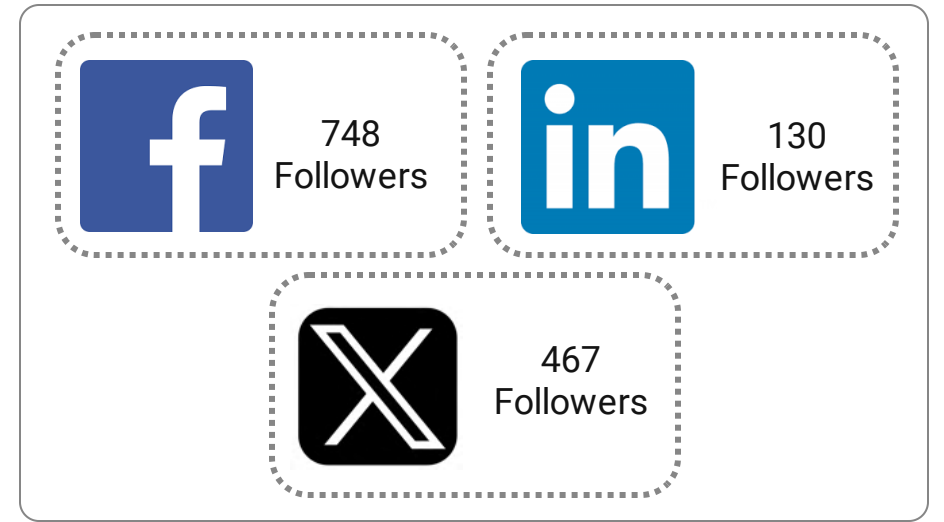


Session default c...	Total users
1. Organic Search	1,065
2. Direct	1,004
3. Organic Social	142
4. Referral	51

### What day of week users visit your website?



### Social Media Following



# THE RED WING TROLLEY COMMUNITY FEEDBACK FORM



1. How do you feel the Red Wing Trolley served the community in 2025?

2. How could the Red Wing Trolley be better utilized to support your business?

3. Do you have any recommendations for future pick-up or drop-off locations?

4. Are there any events you'd like to see the Red Wing Trolley participate in next year?

5. Any Additional Notes or Comments?

OR  
FILL OUT THE SURVEY  
ONLINE INSTEAD!



SCAN ME

We want to hear from YOU!

The Red Wing Trolley has spent all Summer and Fall connecting locals & visitors to the very best of our community. From historic tours and special events to seasonal shuttles and private rides, we've loved serving the community!

As we wrap up a great season, we'd love your feedback on how we did. Your input helps us understand what worked well, where we can improve, and what experiences you'd like to see in the future.

Whether you rode the trolley once or many times, your voice matters. Please take a few minutes to share your thoughts. It helps us make next year even better!

[finance-commerce.com](https://finance-commerce.com)

# Red Wing to demolish vacant Central Research Building

Brian Johnson

4–5 minutes



Listen to this article

## The Blueprint

- [Red Wing](#) will demolish the long-vacant [Central Research Building](#).
- The city accepted a \$232,000 low-interest DEED loan for the project.
- [Demolition](#) could begin as early as January to prepare the 24-acre site.
- Officials see the site as a prime industrial [redevelopment](#) opportunity.

The city of Red Wing is advancing plans to demolish its long-vacant former Central Research building, a move that's expected to jump-start redevelopment efforts on a key city-owned property.

This week, among other actions, the Red Wing [City Council](#) accepted an offer from the Minnesota Department of Employment and [Economic Development](#) to provide a low-interest, \$232,000 loan for the demolition project.

The council's action moves the city a step closer to taking down the 45,000-square-foot building, which was built in 1964.

Sitting on part of a 24-acre site at the southwest corner of Highways 19 and 61, the building is seen as an impediment to redevelopment of a site that city officials describe as a "gateway" location.

"It is one of the few and the largest remaining industrial redevelopment sites available in the city," a city staff report notes. "The site represents an opportunity to increase the city's tax base, promote employment growth, and contribute to the economic vitality and quality of life of the city."

Kyle Klatt, the city's community development director, said in an interview

that the site has great visibility at the intersection of two major highways.

"I think there are some great opportunities for a business that is looking for the visibility, but also access to the goods and services out there," Klatt said.

For its part, the building up for demolition has a leaky roof and a "significantly damaged interior." Potential developers have found the main building and a smaller outbuilding to be "functionally obsolete," the staff report notes.

"Additionally, there has been an uptick in vandalism and criminal activity on the site, which has required costly measures to secure the building."

Klatt said the building has a roof system that, "as I understand it, may not have worked properly from the day it was built. So there's been a lot of water intrusion in the building over the years."

The city plans to begin demolition as soon as January. Meanwhile, the city has completed a phase one archaeological survey and other work to groom the site for redevelopment.

Klatt said no specific redevelopment proposals are under consideration, but "we're looking for some kind of industrial/manufacturing use for the property based on what our comp plan says."

The Red Wing Port Authority acquired the building in 2007 after its previous occupant, the Central Research Laboratories, outgrew the facility. Central Research moved into a new building in the Red Wing Industrial Park.

The city of Red Wing acquired the site from the port authority in 2014.

Through the years, the city has tried to attract a new user to redevelop the site with or without the existing building, but "that hasn't panned out," Klatt said. At one point, the city contracted with the St Paul Port Authority to help market the site.

"Over the past couple years," Klatt said, "the city has really looked more seriously at clearing the site and getting that site prepared for future development as the best option for helping the city achieve some of its economic development goals."

Monday's council vote came about nine months after the council authorized an application for the DEED loan. In January, the council approved the authorization by a 6-1 vote, with council member Ron Goggin dissenting.

Goggin voted with the majority in the most recent council action.

“I just want to say I’ve been opposed to the path we’re taking with this property, but now that we’re on that path, I think this is the most cost-effective way to accomplish what the majority has decided,” Goggin said.



**TO:** Red Wing Port Authority Board

**FROM:** Kyle Klatt, Community Development Director

**Agenda Item No.:** 9.B – Jefferson School Site Purchase Agreement

**Meeting Date:** November 4, 2025

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**ACTION REQUESTED:**

The Port Authority is being asked to take actions associated with the Port’s potential future acquisition of the former Jefferson School property at 601 Buchanan Street as follows:

- 1) Motion to authorize staff to execute a purchase agreement with the Red Wing School District to acquire the former Jefferson School property at 601 Buchanan Street; and
- 2) Motion to allocate up to \$50,000 from the Port Authority’s redevelopment stimulus funds to complete due diligence work to prepare the site for redevelopment activities.

**ATTACHMENTS:**

1. Purchase Agreement – 601 Buchanan Street
2. Due Diligence Items and Budget
3. 2040 Comprehensive Plan Excerpt – Jefferson School Site

**SUMMARY:**

At its September 2, 2025 meeting the Red Wing Port Board authorized staff to negotiate with the Red Wing School District to acquire the former Jefferson School property at 601 Buchanan Street with the expectation that an acquisition agreement would be drafted for consideration at a future meeting. Staff, working in conjunction with the City Attorney and redevelopment consultant, has prepared the attached purchase agreement for review and action by the Port Authority. The agreement is expected to be addressed by the School District at its November 10, 2025 meeting.

The Port’s stated purpose for acquiring the former Jefferson School property is to redevelop the site for new housing and increase the City’s tax base by finding and working with a private developer on the project. The Finance Committee met on August 26<sup>th</sup> to discuss the potential site acquisition and has previously recommended that the Board provide staff with direction to

engage in conversations with the school district about acquiring the property. The agreement as drafted specifies a purchase price of \$1 and gives the Port up to nine months to complete due diligence items that will make the site much more attractive to potential private developers and facilitate future redevelopment activities. The final closing date is expected to be on or before July 31, 2026.

### **BACKGROUND:**

Jefferson School sits on a 2.17-acre site. The school was originally built in 1916 with additions built in 1937 and 1966. Remodeling was completed in 1996. The building closed as an elementary school in 2003. Grades K-2 were consolidated at Sunnyside School and grades 3-5 were consolidated at Burnside School. The building was then used by Goodhue County Education District and River Bluff Education Center from 2003-2015. Since 2015, the building was used off and on by the School District for summer programming and then office space in 2017-2018 during construction projects. It reopened as an elementary school for only the 2020-21 school year to allow for more social distancing during the Covid-19 pandemic and has sat vacant since then.

The school district has prepared an RFP to solicit development proposals for the site on two different occasions in the last several years, once in 2019 that led to a purchase agreement but no project (a local developer proposed to convert the building into 16 residential units with adjacent park space) and again in 2025 with no responses.

The Red Wing 2040 Community Plan clearly supports the reuse of the school building and property for moderate density residential development and the creation of a public park. Redevelopment also is consistent with multiple goals and strategies found in Chapter 4 (Land Use) and Chapter 8 (Housing) of the 2040 Plan and several objectives of the City Council's 2024 Strategic Plan. The portion of the project that will create a public park is also consistent with Chapter 7 (Parks) of the 2040 Plan.

### **DISCUSSION:**

The attached agreement has been drafted with two primary objectives: 1) to minimize the acquisition cost for the Port Authority, and 2) to provide adequate time for the Port to complete a number of due diligence items to better prepare the site for a positive outcome. The general highlights within the agreement are as follows:

- A purchase price of \$1.
- A list of contingencies related to actions ("due diligence" work) to be undertaken by the Port Authority prior to closing and to be completed by June 30, 2026, including title work, inspections and reports (environmental assessments), document review, determination of historic tax credit availability, and survey work.
- Closing date on or before July 31, 2026.
- The right to access the property to complete due diligence items.
- A future deed restriction to prohibit the site from being used by another school.

One of the benefits of the Port's involvement with the redevelopment of the site is that it is the principal entity in the community that can help remove any barriers to the eventual redevelopment of the site and find a developer who is willing to reuse the existing building. Although the proposed purchase price is negligible, there are costs associated with completing the necessary due diligence work to prepare the site for redevelopment. Cost estimates for this

work are included in the attached “Due Diligence Budget” table and total \$76,000. Of this amount, staff expects that roughly \$25,000 can be covered as part of the Port’s operating budget while the remaining amount will need to come from another source. Staff is therefore recommending that the Port Board allocate \$50,000 from the redevelopment stimulus fund to cover any unbudgeted due diligence work (which will mostly be consulting and professional services). This fund has specifically been created to provide resources for redevelopment activities and currently has a balance of \$430,000.

Over the past year or so the Red Wing School District has been up front with the City about its intent to move on from the Jefferson School property and to eliminate its ongoing expenses associated with maintaining a vacant building and grounds that provide no direct benefit to the district. For this and other budgetary reasons, they have made the decision to either sell the property or demolish the school structure and sell the land. During the planning process for the 2040 Red Wing Comprehensive Plan and previous community discussions concerning the Jefferson School site, the City has maintained a strong desire to see the existing building reused and the site redeveloped to provide housing and public park space in this area.

Through previous meetings with an ad-hoc committee of the Council and recent conversations with City staff, the school district superintendent has expressed a willingness to consider selling or giving the Jefferson School site to the City or Port Authority as opposed to razing the building or selling it to the lowest bidder.

### **SUPPORTING INFORMATION**

The Port Authority is uniquely positioned in Red Wing to be able to acquire the property and to engage in a process to redevelop the site. The following are some reasons why the Port Authority should consider taking this action:

- The potential to provide more housing for employees working in the community, the lack of which is often reported as a major limiting factor for business expansion and attraction in the City. Alternatively, the building may provide housing opportunities for older individuals that could free up more moderately priced single-family homes.
- The ability to have a direct impact and have control over the potential future uses of the property while minimizing potential risks to the public. If the property were sold to a private party, the City would have a limited ability to dictate how the site develops beyond the general zoning requirements (there are no existing protections that would prohibit demolition of the building).
- A redevelopment project would increase the City’s tax base by putting an existing tax-exempt public use back on the tax rolls. Two projects from Winona used as case studies are presently valued at \$1,327,100 (Central Square) and \$1,129,400 (Madison Place). For comparison purposes, the Central High School Condos in Red Wing in total are valued at \$6,539,852. As a public entity, the school district does not pay property taxes. This benefit may be delayed if TIF or tax abatement is used to help finance a project.
- There would likely be benefits to the City that are indirectly correlated with the project, including potential additional investment in the surrounding neighborhood and increased surrounding property values associated with a park or other public amenity and new investment in an underutilized site.

- Port involvement may be the only way to avoid demolition of the structure, which would require additional taxpayer expenditures (through the school district) in the short term to cover the demo cost.
- The Port Authority has an ongoing relationship with New History (Meghan Elliott) who has extensive knowledge and experience with historic buildings and similar redevelopment projects and has assisted with several current redevelopment projects in Red Wing. Meghan’s firm is leading the redevelopment effort for the Sandstone project listed as a case study.
- Unlike other potential redevelopment projects in Red Wing (i.e. the Maltery site), the Jefferson School building is not obsolete and it appears that the building has been well-maintained by the school district. The Port has previously reviewed several examples of similar redevelopment projects – most of the buildings in these examples were in far worse condition before the start of renovations.
- Staff is confident that initial work on the project could be completed with no increase to the Port’s budget and without pulling staff away from other projects. Any consulting work could be accommodated under the Port’s existing contract with New History. The Port has a healthy balance in its redevelopment stimulus fund to cover other costs that may be necessary to support redevelopment of the site.
- The site may be able to accommodate public or quasi-public uses, including park space, a community center, offices for non-profit agencies, daycare center, or other activities that a private developer would not typically accommodate in their project.

Potential funding sources for the project could include grants, historic tax credits, abatement, foundation support, and other sources, depending on the potential funding gap and proposed uses of the site. Many of these potential funding sources are only available to public entities.

**RECOMMENDATION:**

Staff recommends the action noted above in “Action Requested”.

## PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (the “Agreement”) is made as of this \_\_\_ day of \_\_\_\_\_, 2025 (the “Effective Date”) between Independent School District No. 256, Red Wing, a Minnesota public school district (“the District”) and the Red Wing Port Authority, an economic development agency (“the RWPA”).

### RECITALS

WHEREAS, the District owns certain real property known as the Jefferson School, located at 601 Buchanan St, Red Wing, MN 55066, identified as Parcel ID No. 555801360, and legally described in the attached Exhibit A (the “Property”);

WHEREAS, pursuant to Minnesota Statutes section 465.035, any Minnesota public corporation may lease or convey its lands for a nominal consideration, without consideration, or for such consideration as may be agreed upon to the state, to any governmental subdivision, or to another public corporation, when authorized to do so by its governing body; and

WHEREAS, the District wishes to convey the Property to the RWPA as provided for in this Agreement.

### AGREEMENT

In consideration of this Agreement, the District and the RWPA agree as follows:

1. **Purchase Price and Manner of Payment.** The District agrees to sell to the RWPA, and the RWPA agrees to receive from the District, the Property for the total purchase price of one dollar (\$1.00), payable upon closing of the purchase.
2. **The RWPA’s Contingencies.** The obligations of the RWPA under this Agreement are contingent upon each of the following being completed to the RWPA’s satisfaction on or before June 30, 2026, (“Contingency Date”):
  - a. **Title.** Title to the Property shall have been found acceptable, or been made acceptable, in accordance with the requirements and terms of Section 7 below.
  - b. **Inspection.** The RWPA shall have determined that it is satisfied in its sole and absolute discretion and opinion with the results of and matters disclosed by any and all soil tests, well tests, engineering inspections, hazardous waste and environmental reviews and general inspections of the Property, including but not limited to reviewing or obtaining a new Phase I Environmental Assessment of the Property. All such tests, inspections and reviews are to be obtained at the RWPA’s sole cost and expense.
  - c. **Document Review.** The RWPA shall have determined that it is satisfied with its review and analysis of any records relating to the Property.

- d. **Historic Tax Credit Eligibility.** The RWPA shall have obtained approval of a “Part 1 – Evaluation of Significance” historic tax credit certification indicating that the Property is eligible for listing in the National Register of Historic Places. The District shall reasonably cooperate with the RWPA in seeking the requested certification, including but not limited to signing the application prepared by the RWPA.
- e. **Survey.** The RWPA may, at the RWPA’s cost and discretion, obtain a current ALTA survey of the Property prepared by a registered and licensed land surveyor. The RWPA shall determine whether it is satisfied in its sole and absolute discretion and opinion with the results of the survey.

If any of the above contingencies has not been timely satisfied, then this Agreement may be terminated, at the RWPA’s option, by written notice from the RWPA to the District delivered on or before the Contingency Date (the “the RWPA’s Termination Notice”). If the RWPA’s Termination Notice is not timely delivered, all such contingencies shall be deemed satisfied and waived by the RWPA, and the RWPA shall be obligated to proceed to Closing on the Closing Date. Upon timely delivery of the RWPA’s Termination Notice, neither party shall have any further rights or obligations under this Agreement. The contingencies set forth in this Section 2 are for the sole and exclusive benefit of the RWPA, and the RWPA shall have the unilateral right to waive any such contingency by written notice to the District.

- 3. **Closing.** The Closing on the purchase and sale of the Property contemplated by this Agreement (the “Closing”) shall occur on July 31, 2026, or such sooner date as agreed upon by the parties (the “Closing Date”). The Closing shall take place at the offices of Knight Barry Title (“Title Company”), or at such other place as may be agreed to between the parties. The District agrees to deliver possession of the Property to the RWPA on the Closing Date.
- 4. **The District’s Closing Documents.** On the Closing Date, the District shall execute, where appropriate, and/or deliver to the RWPA the following (collectively, “the District’s Closing Documents”):
  - a. **Deed.** The District shall execute a limited warranty deed (“Deed”) conveying its right, title and interest in fee title to the Property to the RWPA, free and clear of all encumbrances, except the following Permitted Encumbrances:
    - i. Property taxes and special assessments, if any, to be allocated between the parties as provided in Section 6 of this Agreement;
    - ii. Building codes and laws and ordinances relating to zoning, land use, and environmental matters; and
    - iii. Easements and Restrictions and Covenants of Record that do not interfere

with RWPA's intended use of the Property.

- iv. A deed restriction stating that the Property shall not be used as a public or private school as defined by the City of Red Wing Zoning Ordinance.
  - b. **The District's Affidavit.** The District shall execute a Seller's affidavit in a customary form acceptable to the District, as may be reasonably required by Title Company to issue the title policy.
  - c. **Other Documents.** All other documents necessary to transfer the Property to the RWPA free and clear of all encumbrances except the Permitted Encumbrances.
  - d. **Closing Statement.** A closing statement detailing the financial terms of the Closing.
5. **The RWPA's Closing Documents.** On the Closing Date, the RWPA will execute and/or deliver to the District the following (collectively, "the RWPA's Closing Documents"):
- a. **Closing Statement.** A closing statement detailing the financial terms of the Closing.
  - b. **Title Documents.** Such affidavits or other documents, as may be reasonably required by Title Company in order to record the Deed and issue the Title Policy (at the RWPA's expense) required by this Agreement.
6. **Closing Costs and Prorations.** The District and the RWPA agree to the following allocation of closing costs and prorations:
- a. **Title Insurance and Closing Fee.** The District shall pay all costs of the Title Commitment, including search and examination fees, and the RWPA shall pay the costs of the Title Policy premium, if such Title Policy premium is desired by the RWPA. The District and the RWPA will each pay one-half of any reasonable and customary closing fee or charge imposed by any closing agent designated by Title Company. All other closing costs shall be allocated per customary standard.
  - b. **Deed Tax.** The RWPA shall pay all state deed tax regarding the Deed to be delivered by the District under this Agreement.
  - c. **Real Estate Taxes and Special Assessments.** The parties understand and agree that the Property is currently tax exempt. However, any general real estate taxes and assessments payable in the year prior to the year in which Closing occurs and all prior years will be paid by the District, including any delinquent taxes and assessments. Real estate taxes for the year in which closing occurs shall be prorated between the parties as of the Closing Date.
  - d. **Recording Costs.** The District will pay the cost of recording all documents

necessary to place record title in the condition required by this Agreement. The RWPA will pay the cost of recording the Deed and all other documents.

e. **Attorneys' Fees.** Each of the parties will pay its own attorneys' fees.

7. **The District's Deliveries and Title Examination.** The District's deliveries and Title Examination will be conducted as follows:

a. Within thirty (30) days after the Effective Date hereof, the District shall deliver to the RWPA, to the extent said documents are within the District's custody or control, true copies of any documents of significance to ownership, operations, and/or management of the Property, including, but not limited to: 1) all available site, plat, civil, building, and survey plans; 2) copies of all environmental site assessments and soils reports ("Existing Environmental Reports"); 3) copies of all structural studies, reviews, and communications concerning regulatory, zoning, and insurance matters; 4) copies of ADA studies, communications with regulatory agencies or schedules of ADA work remaining to be completed by the District; 5) documents concerning existing septic tanks or wells; and 6) title work.

b. **The District's Title Evidence.** The RWPA shall, within ten (10) days after the Effective Date, order a commitment ("Title Commitment") for an Owner's Policy of Title Insurance insuring title to the Property, issued by the Title Company, and deliver copies thereof to the District and the RWPA as soon as reasonably practicable after receipt from the Title Company. The Title Commitment will commit the Title Company to insure title to the Property subject only to the Permitted Encumbrances.

c. **The RWPA's Objections.** On or prior to the Contingency Date, the RWPA may make written objections ("Objections") to the form and/or contents of the Title Commitment, and to any Survey of the Property as the RWPA may elect to obtain at the RWPA's sole cost. If any Objections relate to any matters platted or designated on a Survey obtained by the RWPA, such Objections shall include a copy of the Survey. The RWPA's failure to make Objections within such time period will constitute waiver of Objections. The matters shown on such Survey or Title Commitment and not objected to by the RWPA in writing within such time shall be "Permitted Encumbrances" hereunder. The District will have ten (10) days after receipt of the Objections to elect to cure or take no action with respect to the Objections. If the Objections are not cured within such ten (10) day period, the RWPA will have the option to do either of the following through the delivery of written notice to that effect to the District within fifteen (15) days after the District's receipt of the Objections:

i. Terminate this Agreement; or

ii. Waive the Objections and proceed to close, in which event the waived Objections shall become Permitted Encumbrances and the District shall

have no further obligation or liability with respect to such waived Objections, which shall be set forth as exceptions in the Deed.

8. **Operating Prior to Closing.** During the period from the Effective Date to the Closing Date, and except for the Permitted Encumbrances, the District shall execute no contracts, leases or other agreements regarding the Property that are not terminable on or before the Closing Date, without the written consent of the RWPA, which consent may be withheld by the RWPA at its sole discretion.
9. **The RWPA Access.** During the period between the Effective Date and the Contingency Date, the District shall allow the RWPA, and the RWPA's agents, access to the Property without charge and at all reasonable times for the purpose of the RWPA's investigation and testing of the Property. The RWPA shall pay all costs and expenses of such investigation and testing and shall, to the extent permitted by law, indemnify, defend and hold the District and the Property harmless from all costs, liens and liabilities relating to the RWPA's activities. The RWPA shall further repair and restore any damage to the Property caused by or occurring during the RWPA's testing and return the Property to substantially the same condition as existed prior to such entry.
10. **Representations and Warranties by the District.** The District represents and warrants to the RWPA as follows:
  - a. **The District's Authority.** The individuals executing this Agreement represent to the RWPA that they have the legal authority to execute this Agreement.
  - b. **Title to Property.** The District owns the Property free and clear of all encumbrances except the Permitted Encumbrances.
  - c. **Environmental Laws.** To the District's knowledge, there are no hazardous waste or materials on or under the Property, and no written notices have been received from any federal, state, local, or other governmental agency.
  - d. **Rights of Others to Purchase/Possess the Property.** The District has not entered into any other contracts for the sale or conveyance of the Property, nor has the District granted any rights of first refusal or options to purchase or convey the Property. No person or entity other than the District is entitled to possession of the Property. The District represents that there are no tenants or third parties in possession of the Property.
  - e. **Violations.** The District has not received any written notice of any violations of legal requirements (such as, but not limited to, zoning, building, fire, health, environmental or waste disposal requirements) with respect to the Property that have not been entirely corrected.
  - f. **Proceedings.** The District has not received any notices and is not aware of any action, litigation, investigation, condemnation or proceeding of any kind pending

or threatened against the District or any portion of the Property, including any notice of actual or threatened special assessments or reduction or curtailment of utility services.

- g. **FIRPTA.** The District is not a “foreign person”, “foreign partnership”, “foreign trust” or “foreign estate” as those terms are defined in Section 1445 of the Internal Revenue Code.
- h. **Wells.** To the best of the District’s actual knowledge, there are no wells located on the Donation Property.
- i. **Storage Tanks, Individual Sewage Treatment Systems.** To the best of the District’s actual knowledge, no above ground or underground tanks, and no individual sewage treatment systems are located on or about the Donation Property.
- j. **Blocked Persons.** The District has not received written notice that District is:
  - (1) listed on the Specifically Designated Nationals and Blocked Persons List maintained by the Office of Foreign Assets Control, Department of the Treasury (“OFAC”) pursuant to Executive Order No. 13224, 66 Fed. Reg. 49079 Sept. 25, 2001 (“Order”) and/or on any other list of terrorists or terrorist organizations maintained pursuant to any of the rules and regulations of OFAC or pursuant to any other applicable Orders (such lists are collectively referred to as the “Lists”);
  - (2) a person who has been determined by competent authority to be subject to the prohibitions contained in the Order; or
  - (3) owned or controlled by, or acts for or on behalf of, any person or entity who is (x) on the Lists or any other person or entity who has been determined by competent authority to be subject to the prohibitions contained in the Order, (y) a citizen of the United States who is prohibited to engage in transactions by any trade embargo, economic sanction, or other prohibition of United States law, regulation or Executive Order of the President of the United States, or (z) an “Embargoed Person,” meaning any person, entity or government subject to trade restrictions under U.S. law, including , but not limited to the International Emergency Economic Powers Act, 50 U.S.C. § 1701 et seq., the Trading with the Enemy Act, 50 U.S.C. App. 1 et seq., and any Executive Orders or regulations promulgated under such acts

To the extent permitted by law, the District will indemnify and defend the RWPA, its successors and assigns, against, and will hold the RWPA, its successors and assigns, harmless from, any expenses or damages, including reasonable attorneys’ fees, that the RWPA incurs because of the breach of any of the above representations and warranties, whether such breach is discovered before or after the Closing.

11. **Representations and Warranties by the RWPA.** The RWPA represents and warrants to the District that the RWPA has the requisite power and authority to enter into this Agreement and perform it.
12. **Damage; Condemnation.** If, prior to the Closing Date, the Property is damaged or destroyed by fire or other casualty, or eminent domain proceedings are commenced against all or any part of the Property, the District shall promptly give notice to the RWPA of such fact and at the RWPA's option (to be exercised within fifteen (15) days after the District's notice), this Agreement may be terminated, in which event neither party will have further obligations under this Agreement.
13. **Assignment.** Neither party may assign any right or delegate any duty hereunder without the prior written consent of the other.
14. **Notices.** Any notice required or permitted to be given by any party upon the other is given in accordance with this Agreement if it is directed to the District by delivering it personally to the District, or if it is directed to the RWPA by delivering it personally to the RWPA; or if mailed by United States registered or certified mail, return receipt requested, postage prepared; or if sent cost paid with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to the District:	Independent School District No. 256, Red Wing <b>Name and contact information</b>
If to the RWPA:	Red Wing Port Authority Attn: Kyle Klatt, Executive Director 419 Bush Street Red Wing, MN 55066

Notices shall be deemed effective on the earlier of the date of receipt or the date of deposit as aforesaid; provided, however, that if notice is given by mail, that the time for response to any notice by the other party shall commence to run two (2) business days after the same is deposited in the United States Mail; and provided, however, that if notice is given by overnight courier, that the time for response to any notice by the other party shall commence to run one (1) business day after the same is deposited with the overnight courier. Any party may change its address for the provision of notice by giving written notice of such change to the other party, in any manner above specified, ten (10) days prior to the effective date of such change.

15. **Default.** If either party shall default in any of their respective obligations under this Agreement, the other party, by notice to such defaulting party specifying the nature of the default ("Default Notice"). If the defaulting party fails to cure such default in the manner required by this Agreement within thirty (30) days of its receipt of a Default Notice, then the non-defaulting party may, by written notice to the defaulting party, terminate this Agreement through the delivery of written notice to that effect to the defaulting party. Each of the District and the RWPA agree that the right to terminate this Agreement shall be the

sole remedy for a default of the other party, except for: (a) a default of the RWPA under Section 10 or a default of the District under Section 11, which in either case shall permit the non-defaulting party to pursue all rights and remedies available to the non-defaulting party under law or in equity.

**16. Miscellaneous.**

- a. **Entire Agreement.** This Agreement embodies the entire agreement between the parties and cannot be varied, except by the written agreement of the parties. This Agreement supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, between the parties. All exhibits attached to, and recitals set forth above, are hereby incorporated into this Agreement by this reference.
- b. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and together which shall constitute one and the same Agreement. Signatures on this Agreement transmitted electronically shall be deemed to be valid and binding to the same extent as original signatures.
- c. **Headings.** The headings contained in this Agreement are for reference purposes only and do not in any way affect the meaning or interpretation hereof.
- d. **Dates.** Time is of the essence with respect to this Agreement.
- e. **Enforceability.** If any provision of this Agreement is adjudged to be invalid or unenforceable by a court of competent jurisdiction, this Agreement should be construed as if such invalid or unenforceable provision had not been inserted herein and should not affect the validity or enforceability of the remainder of this Agreement.
- f. **Controlling Law.** This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.
- g. **Binding Effect.** This Agreement binds and benefits the parties and their successors and assigns.
- h. **Construction.** All of the parties to this Agreement have participated freely in the negotiations and preparation hereof. Accordingly, this Agreement should not be construed more strictly against any one of the parties.

EXECUTED as of the last of the dates indicated by the signatures below, which will be deemed to be the “Effective Date” hereof for all purposes.

[signature page to follow]

**INDEPENDENT SCHOOL DISTRICT NO. 256, RED WING**

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Ryan Riester, Board Chair

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Jennifer Tift, Board Clerk

**RED WING PORT AUTHORITY**

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Jay Wardle, Treasurer

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Kyle Klatt, Executive Director

**Exhibit A**

Legal Description

## Due Diligence Budget (October 2025-June 2026)

Item	Cost	Why
<b>National Register of Historic Places Nomination</b>	\$15,000	State and Federal Historic Tax Credits (and grants) for redevelopment
<b>Environmental Assessment</b>	\$20,000	Identifies environmental concerns and hazardous materials that may be passed along to the city; basis of clean-up grant applications
<b>Title Search, Land Survey, and Utilities</b>	\$12,000	Identifies land issues, required for property transfer, confirms utility capacity; basis of housing infrastructure grant applications
<b>Preconstruction Cost Estimating</b>	\$6,000	Validates cost estimates for project proforma
<b>Legal Services*</b>	\$8,000	Negotiation with school district and future developer (impacted by complexity of project)
<b>Development Consulting**</b>	\$15,000	Determine project viability: Project mgmt of due diligence; proforma; fit plan; funding source identification; draft RFP
<b>Total</b>	<b>\$76,000</b>	

\*Legal services may already be accounted for in general budget

\*\* Approximately \$13,000 remaining on New History agreement for 2025

# Due Diligence Schedule

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Internal approval	Green	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Agreement with School District	Grey	Green	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Site Control (6 mo./3 mo./3 mo.)	Grey	Orange	Orange	Orange	Orange	Orange	Orange	Light Orange	Light Orange	Light Orange	Light Orange
NRHP Nomination	Grey	Grey	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green
Environmental Assessment	Grey	Grey	Light Green	Light Green	Light Green	Grey	Grey	Grey	Grey	Grey	Grey
Land Survey, Title	Grey	Light Green	Light Green	Light Green	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Grant applications	Grey	Grey	Grey	Grey	Grey	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green
Draft RFP	Grey	Grey	Grey	Grey	Grey	Grey	Dark Green	Grey	Grey	Grey	Grey
Issue RFP	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Dark Green	Grey	Grey	Grey
Developer Selection	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Dark Green
Site Ownership	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Orange

# Jefferson School

This one-block site consists of the Jefferson School which is currently vacant. To help the school district consider new uses of the property, redevelopment concepts were illustrated in order to collect citizen feedback. This site is guided for the Medium Density Residential land use category.

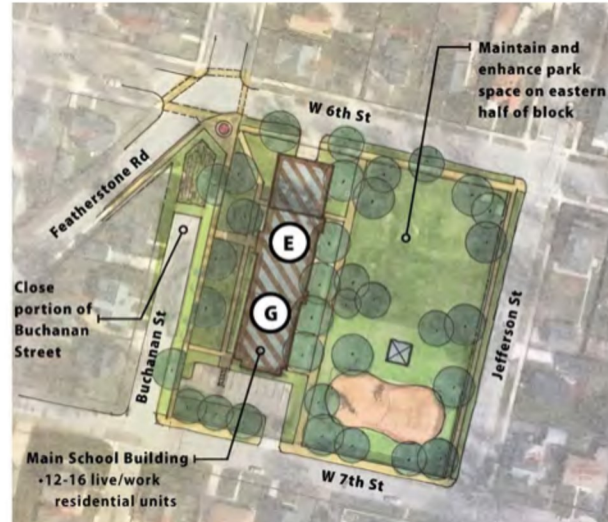
## Site Redevelopment Guiding Principles

- » Pursue preservation and reuse of the existing school building for neighborhood school or other uses
- » Create possibilities of both full and half block redevelopment
- » Guide redevelopment for medium/high density residential, institutional or office uses
- » Focus building fronts on 6th Street and Buchanan
- » Close portion of Buchanan Street in Concept 1
- » Preserve neighborhood park space on this site or at St. John's nearby
- » Placement of scale of new buildings should complement surrounding uses
- » Improve safety of five-corners intersection
- » Add neighborhood identity elements at five-corners



Existing Conditions

FIGURE 4.13 JEFFERSON SCHOOL SITE REDEVELOPMENT CONCEPT 1



1 Preserve for school or nonprofit use or reuse school building for live/work residential + neighborhood park.



School Building Reuse



Residential Addition

FIGURE 4.14 JEFFERSON SCHOOL SITE REDEVELOPMENT CONCEPT 2



2 Reuse of school building for residential + additional residential and smaller park.



Live/Work Units



TO: Red Wing Port Authority Board

FROM: Shari Chorney, Port Authority Manager

Agenda Item No.: 9. C. Sievers Creative Sign, Awning, & Façade

Meeting Date: November 4, 2025

---

**ACTION REQUESTED: Motion to Approve a Sign, Awning, and Façade Grant in the amount of \$5000 for Sievers Creative**

**ATTACHMENT:**

- **Sievers Creative Sign, Awning, and Façade application**
- **Copy of Sign, Awning, and Façade application**

**BACKGROUND:**

The Port Authority Board recently made two changes to their Sign, Awning, and Façade Grant Program. On June 10, 2025, they increased the matching grants funds from \$2500 to \$5000, and on August 5, 2025, due to the increasing grant amount, the board approved requiring two bids versus one.

**DISCUSSION:**

Sievers Creative is located at 460 Guernsey Lane. They acquired the property in November of 2024 and refurbished the site from service and warehouse space to their design studio. Along with being a marketing firm they also have their own sign studio.

Their application includes the required two bids, including one from Sievers Creative. In addition, even though this project has been completed our program allows for grant reimbursement on signs, awnings, and facades installed six months prior to the application, if all other eligibility criteria have been met.

All Sign, Awning, and Façade Grants are reviewed by staff before going before the full Port Authority Board for approval. As a curtesy staff invited the Finance

Committee to a site visit at Sievers Creative. The committee was able to get a firsthand look at the variety of three-dimensional signs that they installed on their building.

**BUDGET IMPACT:**

On February 4, 2025, the Port Authority authorized the continuation of the Sign, Awning, and Façade Program with a funding maximum of \$20,000.

The Sign, Awning, and façade funding come from the Port' Contractual Services Budget line item: 236.46600.53105 with a current balance of \$49,276.22

The remaining balance of the program if this application is approved will be \$15,000.

**RECOMMENDATION:**

Staff is recommending the motion as stated in “Action Requested.”



**RED WING**  
SIGN, AWNING &  
FACADE GRANT  
PROGRAM

APPROVED 11/07/17 AMENDED  
1/09/19 AMENDED 4/02/19  
AMENDED 01/17/2023  
AMENDED 6/10/2025  
AMENDED 08/05/2025

# APPLICATION

Date: 10-8-25 Grant Applicant Name: Dave Dunlap / Roger Sievers  
Email Address: Dave@sieverscreative.com Phone Number: \_\_\_\_\_  
Roger@sieverscreative.com  
Address of Property to be Improved: 460 Guernsey Lane Red Wing, MN 55066  
Property Owner Name: \* Roger Sievers Phone Number: 651-300-4932

\*If the Grant Applicant is NOT the property owner, then the owner must sign to approve the proposed improvements.

# SIGN, AWNING & FACADE GRANT PROGRAM GUIDELINES

The Red Wing Port Authority is providing an incentive program to improve the signs, awnings, and façades of commercial and industrial buildings throughout the City. By enhancing the appearance of buildings, the program serves to improve the economic viability of these areas. Better aesthetics increase property values, improve the marketability of space within the buildings and draw business and residents to the area.

It is intended that these sign design guidelines will help business owners, property owners, and sign manufacturers plan and design signage that is desirable and appropriate for the City of Red Wing. The program is intended to off-set the additional cost to the tenant or building owner to upgrade their signage from a traditional "flat" sign to a unique, creative, and innovative sign i.e., a 3D customized design using materials compatible with the character of the building façade.

The Red Wing Port Authority will administer the Sign, Awning & Façade Grant (SAFG) Program. Staff and the Port Authority Finance Committee will review all applications. The HPC must review all applications within a designated historic district. Final grant approval decisions will be made by the Red Wing Port Authority Board of Commissioners.

The SAFG Program is designed for permanent sign, awning and façade improvement projects that are in approved downtown, commercial (business), industrial and mixed-use zoning districts of the city. Business uses that are identified as Conditional Uses in Residential Zoning Districts are also eligible, such as a Bed & Breakfast, Day Care Center, Golf Course, and Medical Facility. This grant is a reimbursement with funds dispersed after the eligible improvements have been installed and inspected.

The maximum grant is 50% of total of the project costs with a cap of \$5000, contingent on available funds. Project incentives can be phased per business until the \$5000 limit is reached. The applicant must provide

Applicant Initials RS

scaled architectural color drawing(s) and/or photo simulations showing the proposed improvements on the building.

Upon approval, the applicant has six months to begin their project. The project must be completed within one year of approval date; failure to do so will forfeit the grant. Grants may also reimburse signs, awnings or façade improvements that have been installed within six (6) months prior to an application if all other eligibility criteria have been met.

The Red Wing Port Authority will fund this program as may be approved by the Port Authority Board of Commissioners and as appropriately provided for in the Port's annual budget.

## APPROVED USE OF GRANT DOLLARS

Building owners and tenants (with property owner's approval) can apply if:

- They are located within a commercial (business), industrial or mixed-use zoning district of the city (as determined by the Zoning Administrator); or are a business use identified as Conditional Use in Residential Zoning Districts.
- The property is up to date on all property taxes.

For-profit and not-for-profit entities are eligible to apply, as long as the grant is used for a commercial or industrial building. Mixed-use buildings are eligible for the commercial portion for the building. Religious and residential entities are not eligible.

The Grant Applicant will receive a Grant in the amount specified below pending Grant Applicant's compliance with:

- (1) The Sign Grant Guidelines,
- (2) Available funding. Final determination of eligibility rests with Red Wing Port Authority.

## FOR WHAT CAN DOLLARS BE USED?

### Eligible Expenses

- Design
- Fabrication
- Installation
- Major Repair

### Ineligible Expenses

- Permit fees
- Debris removal
- Grant recipient labor \*
- Routine maintenance
- Interior work

\* Note: grant recipient labor may be included as match to be calculated at \$50.00 per hour, which must be estimated and properly documented.

Applicant Initials RS

# HOW DO I RECEIVE A GRANT?

Step #1 Set-up a meeting with Port Authority staff to discuss your project at 651-385-3639, 419 Bush St. Pre-approval of all applications are required by the Red Wing Port Authority Board.

Step #2 Be sure you meet program requirements.

- The property is located within a designated downtown, commercial or industrial zoning district.
- The property is up to date on all taxes.
- All construction management is the applicant's responsibility.
- This is a reimbursement program; the applicant must complete and pay for the private match for the work before a reimbursement check is issued. See step 6 for further information.

Step #3 Submit the Grant Application and Participation Agreement to Port Authority staff, including:

- Written description of the project, including drawings, before photographs of the building, and other supporting materials that accurately represent scope and intent of project improvements.
- grant recipient labor documentation. If qualified to do so, you may perform the work yourself; however, grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment.
- The applicant must submit two contractor's bids that have (identical scopes of work).

Step #4 Applications are reviewed by staff with final approval by the Port Authority Board of Commissioners.

Step #5 Receive a signed copy of the Grant Application

- Given to recipient after project has been approved.
- Before beginning the project, the applicant must be sure to obtain the necessary permits.
- Permits and taxes paid verification is required prior to any grant disbursements.

Step #6 Complete the project and submit documentation.

- Complete the project and submit documentation to Port Authority staff within twelve (12) months of the date of the signed Participation Agreement.

Step #7 Funding Steps: The Grant funds will be disbursed to the Grant Applicant by the Red Wing Port Authority ten (10) days after the receipt and review of items below. The Grantee must submit the following items to the Red Wing Port Authority upon completion of the work. If more than one contractor is used, there must be complete sets of the items listed below for each contract/contractor:

- Before/after photos highlighting the improvement project from the same vantage point.
- Proof of final inspection by the City of Red Wing Community Development Department for work requiring a city permit (a copy of the permit signed off by the responsible City Inspector).
- Final invoice from the contractor showing the total project cost.
- Proof of payment paid to contractor. You should be satisfied with the work before paying.

Applicant Initials

RS

# PRIORITY GUIDELINES

These priorities are established when reviewing and approving applications (no order of importance). If at least one-half of the priorities are not met in each appropriate category, staff may not recommend approval of an application. These guidelines will be superseded by HPC guidelines and decisions for those buildings located in the historic district of Red Wing.

## Signs

1. All signs in a multi-tenant commercial or industrial building are made to be similar in size, location, color and/or style.
2. Signs are simply designed to say “more with less” ... a combination of few words and symbols.
3. Lighting of the sign(s) is improved (i.e., changing from backlit to direct).
4. Some type of relief is included, rather than a flat sign, such as borders, letters, etc.
5. The building includes one or more projecting signs.
6. Older electronic message signs are removed and/or replaced.
7. It must be professionally designed and produced by a professional sign company or other qualified entity to develop high quality and artistically designed signs where appropriate.

## Awnings

1. Signage is included in/on the awning(s).
2. The awning(s) conform better to the scale and fit of the building.
3. Awning colors and/or materials are changed to be a better match with other design elements on the building.

## Façade

1. The façade is painted or re-painted to an appropriate color.
2. Minor repair is done as may be needed under the smaller scale funding of this program.
3. Lighting is added or replaced that provides an overall improvement to the façade in terms of brightness, direction, location and energy savings.
4. Windows or doors are added and/or replaced at ground level.

# LIMITATIONS/TERMS AND CONDITIONS

1. Maximum Grants per Period: A maximum of one (1) grant per 36 months per applicant
2. Visibility: Signage, awnings and facades must be visible from a public street, not only an alley.
3. Sign Ordinance & HPC: Signage must comply with the City of Red Wing Sign Ordinance. Improvements must be approved by the Red Wing Historic Preservation Commission (HPC) if located in a historic district. (Approval must be attached to the application)
4. Applicant Qualifications: Application must be submitted by the property owner or tenant only
5. Ownership: The Grant Applicant certifies that he/she is an owner of record of the property where the funds will be used to finance repairs and/or improvements; or where not the owner of record of the property, has obtained the Owner's written authorization to cause the repairs or improvements to be made. The property owner certifies that all property taxes are paid and up-to-date and will remain so throughout the entire project, until grant funds are disbursed.
6. Documentation: Work performed at the Property shall be as stated in the contractor(s) bid(s) obtained by the Grant Applicant or the materials list submitted with (or a subsequent part of) the application for the Grant.
7. Licensing: Any contractor(s) who performs work at the Property must meet City of Red Wing licensing, building permit, and building code requirements.
8. Codes and Permits: All work must be properly permitted. If the Grant Applicant is performing any work, the Grant Applicant understands that upon completion (1) all work must meet City of Red Wing zoning code, building permit, and building/housing code requirements and (2) grant funds can only be used to compensate for materials, not for the purchase or rental of tools and equipment or the labor of the Grant Applicant, a relative, or someone with a financial interest in the business or property receiving the grant funds.
9. Timelines: All improvements must be completed and reimbursement request documents provided to Red Wing Port Authority within twelve (12) months of the Grant Approval Date or Grant Applicant may be denied reimbursement. The Grant applicant is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).
10. Remediation: In addition to the guidelines for each type of improvement above, the improvement must include full remediation of any evidence of what it replaced (e.g. seeing the dirty outline of a previous sign)

# SUBMISSION PROCESS AND DOCUMENTATION

1. Describe work/project(s) to be completed on an attached sheet; include before photographs.
2. Submit two written bids for all work/project(s)
  - Both bids must be for identical scopes of work.
  - \* If qualified to do so, you may perform the work yourself. Grant recipient labor may be counted as match funds calculated at \$50.00 per hour, which must be initially estimated and properly documented. Grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment.
  - Summarize the bid(s) in the box below.
  - Improvements must be approved by the Red Wing Historic Preservation Commission (HPC) if located in a historic district. (Approval must be attached to the application)

Brief Description of Work	Contractors (1 or 2)	Bid (1 or 2)
Scope includes • Custom Monument Sign (installed on SW corner of property) • Formed Plastic Dimensional lettering • Single-Sided 3x8 Lit Wall Cabinet	Decent Design + Print	\$20,775.08
	Stevens Creative	\$20,437.88

3. Select contractor and estimate work dates

Contractor selected: Stevens Creative

Approximate date work will begin: \_\_\_\_\_ Approximate date work will be complete: Fall 2025

4. Sign and date below, accepting the forgoing terms. - A grant is not approved until this document is signed by the appropriate Red Wing Port Authority representative (call 651-385-3639).

GRANT APPLICANT

Stevens Creative

[Signature]

By

Its

Applicant Initials

[Initials]

If the grant applicant is the property owner, go on to step 6.  
If the Grant Applicant IS NOT the property owner, the property owner must sign below  
in front of a notary or a known second party witness.

PROPERTY OWNER

\_\_\_\_\_  
By  
Its

NOTARY  
STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF GOODHUE    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_, the \_\_\_\_\_ of  
\_\_\_\_\_, a \_\_\_\_\_, on behalf of the  
\_\_\_\_\_.  
\_\_\_\_\_, Notary Public

or WITNESS

\_\_\_\_\_  
By  
Its

5. Deliver the application to the Red Wing Port Authority at 419 Bush Street, Red Wing.

To Be Completed by Red Wing Port Authority

Date Application Received: 10/21/2025  
Grant Amount: \$ 5000.00 (herein referred to as "Grant")  
Private Match (dollars): \$ 15,437.88 (herein referred to as "Matching Funds")  
Private Match (labor) \$ \_\_\_\_\_ (calculated at \$50.00/hour and documented)  
Total Project Cost: \$ 20,437.88 (Grant plus Matching Funds)  
Grant Approval Date: \_\_\_\_\_

\$15,437.88

RED WING PORT AUTHORITY

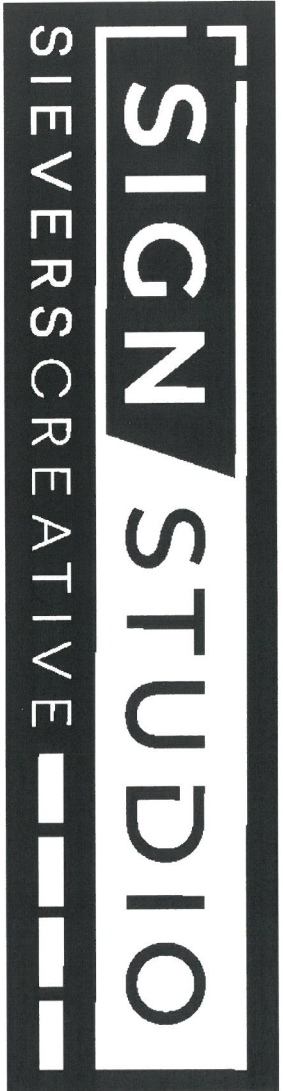
\_\_\_\_\_  
By  
Its

Applicant Initials RS





After picture



96"'''

36"

PROOF SHEET



SIEVERSCREATIVE  
460 GUERNSEY LANE • RED WING, MN 55066 • 651-300-4923

Client: \_\_\_\_\_

Job: \_\_\_\_\_

Proof #: \_\_\_\_\_ Page #: \_\_\_\_\_

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

Notes:

\_\_\_\_\_  
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- \* Sign Permit (s), Electrical Permit (s) fees are not included in quote unless otherwise noted.
- \* Permit applications will be submitted upon receipt of signed proposal & down payment.
- \* Production of project will begin after all permit (s) are approved from city officials.
- \* No private locales included unless otherwise noted.
- \* Sievers Creative is not responsible for damages to existing utilities, private underground wires/sprinklers etc., that have not been located by client.

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Size  Spelling  Placement   
 Copy  Color  Numbers

Proof Approved By: \_\_\_\_\_

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

Client: \_\_\_\_\_

Job: \_\_\_\_\_

Proof #: \_\_\_\_\_ Page #: \_\_\_\_\_

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

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Formed Plastic Letters

SIEVERS CREATIVE

18"

20ft

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Size  Spelling  Placement   
 Copy  Color  Numbers

Proof Approved By: \_\_\_\_\_

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

**PROOF SHEET**



460 GUERNSEY LANE • RED WING, MN 56006 • 951-300-4923

**Client:** \_\_\_\_\_

**Job:** \_\_\_\_\_

**Proof #:** \_\_\_\_\_ **Page #:** \_\_\_\_\_

**Proof Date:** \_\_\_\_\_

**Notes:**

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- Sign Permit (s), Electrical Permit (s) fees are not included in quote unless otherwise noted.
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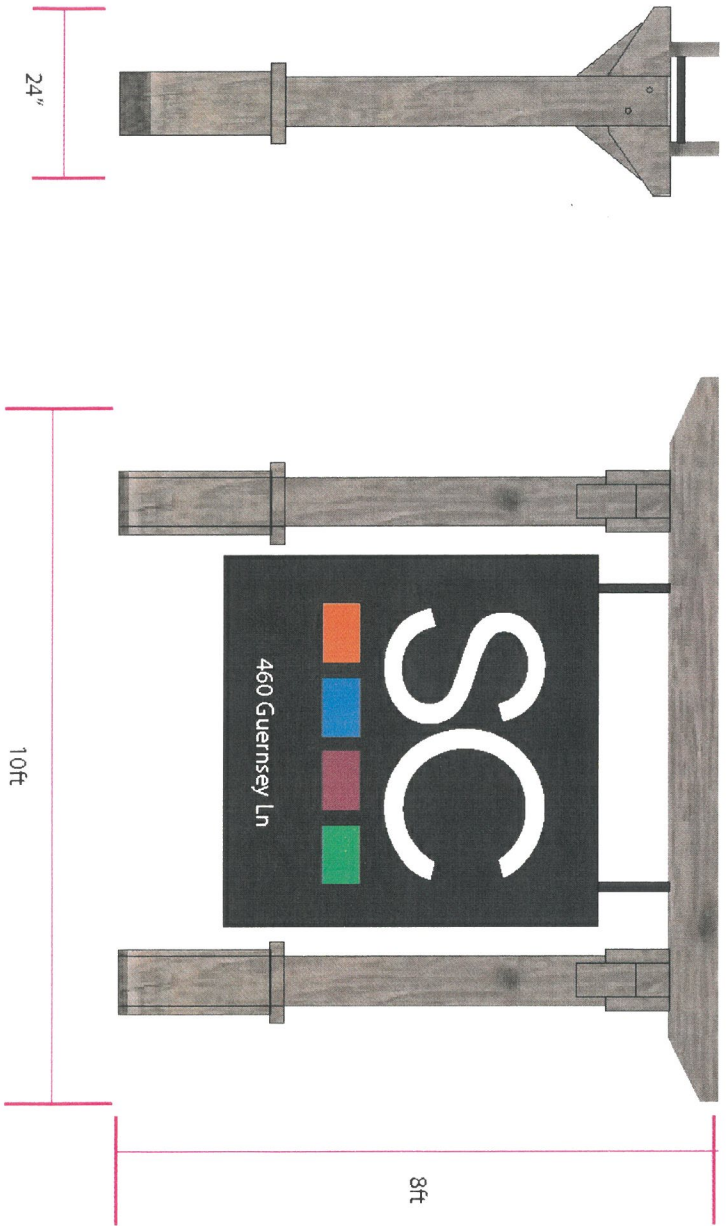
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 Copy  Color  Numbers

**Proof Approved By:** \_\_\_\_\_

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



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Decent Design & Print  
Red Wing, MN  
decentdesignprint@gmail.com  
(651) 212-1206

---

**Quote – Sievers Creative Quote 01** Date: Tue. 09/30/2025

Expiry Date: Fri. 10/30/2025

**Prepared For:** Roger Sievers Sievers Creative Sign Studio

460 Guernsey Lane Red Wing, MN 55066

---

**This Quote:**

Scope includes:

- Custom Monument Sign (installed on SW corner of property)
    - Installed on the SW corner of the property
  - Formed Plastic Dimensional Lettering
    - Sievers Creative logo (BLK)
  - Single-Sided 3'x8' Lit Wall Cabinet
    - Blk Cab. / Blk Back. / White Let.
- 

**Line Items:**

**1. Design**

- Custom Sign & Graphic Designs
- \$100/hour (12 hours estimated)
- Includes:
  - Concept Consultation
  - Design Proofing Process for Customer Review/Approval
  - Logged Design Time and Subject to Change for Additional Efforts
- Total: \$1,200.00
- Tax : N



## **2. Dimensional Formed Lettering**

- Custom Formed Plastic Letters 19"
- 1" Depth
- Flat Face (Standard Depth)
- Black Pigmented Sheet
- Stud Mount - Standard
- Custom Formed Bars (4.2"h x 13.8")
- Installation Template Included
- Qty: 1 Unit
- Unit Price: \$1,713.92
- Total: \$1,713.92
- Tax: Y

## **3. Installation of Facade Lettering**

- Hourly Services
- \$150/hr per installer (6 hours estimated)
- 2-Man Job
- Total: \$1800.00
- Tax: N

## **4. 3x8 Illuminated Cabinet - Single-Sided**

- Aluminum Cabinet
- Fabricated in-house
- Dimensions: 36" H x 96" W, 6" Deep
- Painted satin black
- LED Illumination with Driver & Power Supply
- Polycarbonate Faces with Digitally Printed Graphics
- Avery Gloss Laminate
- Fabrication Price: \$2,477.73
- Total: \$2,477.73
- Tax: Y

## **5. Illuminated Cabinet Install**

- Hourly Services
- \$150/hr per installer (4 hours estimated)
- 2-Man Job
- Total: \$1200.00
- Tax: N

## **6. Custom Monument Sign**

- Style: Monument (8' Tall x 10' Wide x 10" Thick)
- Cedar Tone Timber Posts (6"x6"x12')



- Satin Black Non-Lit Cabinet (5'x5'x10")
- 24" Dimensional White Letters (SC)
- 6" x 46" Dimensional Colored Bars (Orange, Blue, Magenta, Green)
- Fabrication in-house (\$150/hr)
- Hardware & Installation Materials Included
- Total: \$8609.82
- Tax: Y

**7. Installation of Monument Sign**

- Hourly Services
- \$150/hr per installer (8 hours estimated)
- 2-Man Job
- Total: \$2400.00
- Tax: N

**8. Sign Permit Procurement/Charge/Fees**

- Includes:
  - Submitting Permit Application(s)
  - Compliant Designs/Site Plan/Scope of Work
  - Permit Fees Included
- Total: \$150.00
- Tax: Y

**9. Lift Charge (for installing facade lettering over awning)**

- Daily Rate: \$250.00
- Total: \$250.00
- Tax: Y

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**Subtotal:** \$19,801.47  
**Sales Tax (7.375%):** \$973.61  
**Total:** \$20,775.08

---

**Payment Terms:** - This quote is valid for 30 days. - A 50% deposit is required to begin work. - Balance due upon completion. - Pricing is based on specifications provided. Adjustments to quantity or scope may affect final cost, with an updated quote provided if necessary.

---



**Signature (Decent Design & Print):** \_\_\_\_\_  
**Date:** \_\_\_\_\_



Sievers Creative Sign Studio  
 460 Guernsey Lane RED WING, MN 55066  
 dave@sieverscreative.com  
 (651) 319-1985



https://www.sieverscreative.com/

# Quote 2326

## Signage

SALES REP INFO  
 Dave Dunlap  
 General Manager  
 dave@sieverscreative.com  
 (651) 319-1985

QUOTE DATE  
 Thu, 09/25/2025  
 QUOTE EXPIRY DATE  
 Sat, 10/25/2025  
 TERMS  
 Net 30

REQUESTED BY  
 Sievers Creative

INSTALL ADDRESS  
 460, Guernsey Lane  
 Red Wing, MN 55066

CONTACT INFO  
 Roger Sievers  
 roger@sieverscreative.com  
 (651) 353-6219

About this Quote:

- Custom Monument Sign
  - Installed on SW corner of property
- Formed Plastic Dimensional Lettering
  - SIEVERSCREATIVE w/Bars(LOGO)
  - Color: Black
- Single Sided 3'x8' Lit Wall Cabinet
  - Sign Studio Logo
  - Color: Black Cabinet/ Black Background/ White Lettering

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL TAX)	TAXABLE
1	<b>Design</b> <b>Custom Sign &amp; Graphic Designs:</b> <ul style="list-style-type: none"> <li>• \$100/Hourly</li> </ul> <b>INCLUDES:</b> <ul style="list-style-type: none"> <li>• Concept Consultation</li> <li>• Design Proofing Process for Customer Review/Approval</li> <li>• Design Time is logged and subject to change for Additional Design Time</li> </ul> Package: Complex	12	Each	\$100.00	\$1,200.00	N
2	<b>Dimensional Formed Lettering</b> <b>LETTERS: SIEVERS CREATIVE</b> <ul style="list-style-type: none"> <li>• Cust Formed Plastic Letters 19"</li> <li>• 1" Depth</li> <li>• Flat Face (Standard Depth)</li> <li>• Per Artfile Supplied</li> <li>• 0103 Black Pigmented Sheet</li> <li>• Stud Mount-Standard</li> <li>• <b>CUSTOM FORMED BARS (Under Letters/per art file)</b></li> <li>• 4.2"h x 13.8" bars</li> <li>• 1" Depth</li> <li>• Flat Face (Standard Depth)</li> <li>• 0103 Black Pigmented Sheet</li> </ul>	1	Unit	\$1,664.00	\$1,664.00	Y



#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
	<ul style="list-style-type: none"> <li>• Stud Mount-Standard</li> <li>• Installation Template Included</li> <li>• Standard Pattern Per Hardware Per Artfile Supplied</li> </ul>					
3	<b>Installation of Façade Lettering Hourly Services</b> <ul style="list-style-type: none"> <li>• \$150/Hr(Per Installer)</li> </ul>	6	Hr	\$300.00	\$1,800.00	N
4	<b>3x8 Illuminated Cabinet-Single Sided</b> <b>1.Aluminum Cabinet</b> K1921/26/44 SIGNCOMP Non Stock K1921/26/44 36"H X 96"W 6" DEEP SF SLIDE FACE TO SERVICE MILL FINISH-RAW 1.00 0.0 1.00 each 395.00 395.00  <b>2. 12v LEDs</b> QPLQM2TW150P QWIK MOD 2 7100K 160 LUM 1.36W/FT 1.7M/FT IP68 1.00 0.0 1.00 BG44 59.32 59.32  <b>3.120v-12v Driver/power supply</b> QPL6012UHE PL-60-12-HE 12V 60W CONS LED DRIVER 120-277V 1.00 0.0 1.00 EACH 29.45 29.45  <b>4.BeBond Cabinet Backer</b> empb30 3MM 48" X 96" WHITE 1S BEBOND PREMIUM ACP  <b>Digitally Printed Graphics (Full Color)</b> Digitally Printed Graphics on Substrate   Height: 36 Inches Width: 96 Inches Lexan/Polycarb Faces Avery DOL 1060Z Gloss Laminate  <b>Fabrication of cabinet</b> <b>Fabrication of Signs (in House)</b> <ul style="list-style-type: none"> <li>• Fabricate Illuminated Cabinet                             <ol style="list-style-type: none"> <li>1. Assembly</li> <li>2. Paint Cabinet(color-Black)</li> </ol> </li> </ul>	1	Unit	\$2,382.43	\$2,382.43	Y
5	<b>Installation of Illuminated Cabinet Hourly Services</b> <ul style="list-style-type: none"> <li>• \$150/Hr(Per Installer)</li> </ul>	4	Hr	\$300.00	\$1,200.00	N
6	<b>Custom Monument Sign</b> <b>Arbor Style Monument Sign (10' wide x 8' Tall x 10" Thick)</b>	1	Unit	\$8,441.00	\$8,441.00	Y



#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
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- Cedar Tone Timber
- 6" x 6" x 12' Posts
- 2" x 8' Top
- 8" Post to Beam Brackets(x2)
  
- 5' wide x 5' tall x 10" thick Cabinet (non-lit) (satin black)
- 24" Dimensional (SC) (White)
- 6" x 46" Dimensional Colored Bars under SC (orange,blue,magenta,green)

**Fabrication**

Fabrication of Signs (in House)  
 \$150/Hour (Per Sign Fabricator)

**Hardware/ Misc. For Installation**

**Installation Hardware and Misc. Items for Installation**

- Fasteners
- Eye Bolts
- Quick Links
- Chain
- Concrete & Concrete Forms

7	Installation of Monument Sign Hourly Services	8	Hr	\$300.00	\$2,400.00	N
	• \$150/Hr(Per Installer)					

8	Sign Permit Procurement/Charge/Fee's <i>A Sign Permit is Required by City Municipals and must be compliant with all Specific Sign Ordinances-</i>	1	Each	\$150.00	\$150.00	Y
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**INCLUDES:**

**Permit Procurement**

- Submitting Permit Application(s)
- Submitting Compliant Designs/Site Plan/Scope of work (per approval)
- Providing any requested details/revisions for re-review/approval
- **Sign Permit Fee's**
- Cost of Sign Permit/\$50 per sign
- Varies from City to City
- **Permit Charge & Fee's will be removed if customer handles the permit procurement & pays permit Fees**

9	Lift Charge (for installing façade lettering over awning)	1	Day	\$250.00	\$250.00	Y
	• <b>DAILY RATE</b>					
	• Lift Needed for Installation of signs and or graphics					
	• Based on Flat Rate					



*This handcrafted quote is based on the specific information you've given us and is valid for 30 days.*

When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

**Need to make changes?**

No problem - but please realize, changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

<b>Subtotal:</b>	<b>\$19,487.43</b>
<b>Sales Tax (7.375%):</b>	<b>\$950.45</b>
<b>Total:</b>	<b>\$20,437.88</b>

**SIGNATURE:**

**DATE:**



Receipt No: 00972999

09/17/2025

Customer No: 000000  
SC SIGN STUDIO  
460 GUERNSEY LN  
RED WING MN 55066-

101-00000-42250  
SIGN PERMITS /  
SI25-017 150.00

Total 150.00

Cash 0.00

Credit Car V2492 150.00

Change 0.00

City of Red Wing  
315 West 4th Street  
Red Wing, MN 55066  
(651) 385-3600



Measurement

Unit Feet

Distance 46.83 ft

New measureme

Clear measureme

66013122 225800.92 Feet

66013122 225800.92 Feet

PROOF SHEET



Client: \_\_\_\_\_

Job: \_\_\_\_\_

Proof #: \_\_\_\_\_ Page #: \_\_\_\_\_

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

Notes:

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- No private locations included unless otherwise noted.
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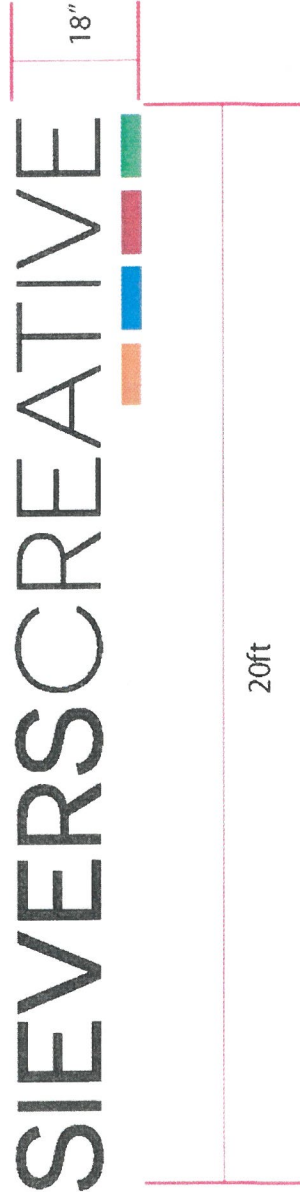
Size  Spelling  Placement   
 Copy  Color  Numbers

Proof Approved By: \_\_\_\_\_

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



Formed Plastic Letters



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PROOF SHEET



Client: \_\_\_\_\_

Job: \_\_\_\_\_

Proof #: \_\_\_\_\_ Page #: \_\_\_\_\_

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

Notes:

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Size  Spelling  Placement   
 Copy  Color  Numbers

Proof Approved By: \_\_\_\_\_

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



96"

36"



Project Number: SI25-017

# Sign Permit Application Form

Applicant's Name: <u>David Dunlap</u>	Owner's Name: <u>David Dunlap</u>
Address: <u>460 Guernsey Lane</u> Street <u>Red Wing</u> <u>MN</u> <u>55066</u> City State Zip	Address: <u>Saml info</u> Street City State Zip
Email: <u>Dave@sieverscreative.com</u>	Email: <u>11 11</u>
Telephone: <u>651-319-1985</u>	Telephone: <u>11 11</u>

Are you working with a sign company on this project?  
 Yes    No

Name: SC Sign Studio  
Address: 460 Guernsey Lane  
Red Wing, MN 55066  
Phone: 651-319-1985

Email: Dave@sieverscreative.com

Sign location address: 460 Guernsey Lane Red Wing, MN 55066

Zoning District: \_\_\_\_\_ Length of Bldg./Lot Footage: 100' x 50'

Parcel Number: 55- \_\_\_\_\_

Historic District:    Downtown    Historic Mall   → If the sign is in a historic district, applicant must also complete a Heritage Preservation Design Review Form.

Total # of existing sign(s): 0   # of new sign(s) proposed: 3

Square Ft. of existing sign(s): 0   Square ft. of proposed sign(s): 142 sq/ft

*Your application is not complete without attaching a scaled sketch or drawing showing the location and dimensions of the proposed sign.*

Authority to file application:    Ownership    Tenant    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.

Applicant's Signature: [Signature]   Date: \_\_\_\_\_

101-42250

(For City of Red Wing Use Only)

Receipt Number: \_\_\_\_\_ Fee: \$150<sup>00</sup>

Approved as submitted (Date: 9/17/05)    Approved w/ conditions (Date: \_\_\_\_\_)    Denied (Date: \_\_\_\_\_)

Sign(s) to be erected or maintained at 460 GUERNSEY LN.

If required, HPC Design Review approved (Date: \_\_\_\_\_)

[Signature]  
Zoning Administration

PROOF SHEET



Client: \_\_\_\_\_  
 Job: \_\_\_\_\_  
 Proof #: \_\_\_\_\_ Page #: \_\_\_\_\_  
 Proof Date: \_\_\_\_\_

Notes:  
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- Permit applications will be submitted upon receipt of a signed proposal & down payment.
- Production of project will begin after all permit (s) are approved from city officials.
- No private lot/lines included unless otherwise noted.
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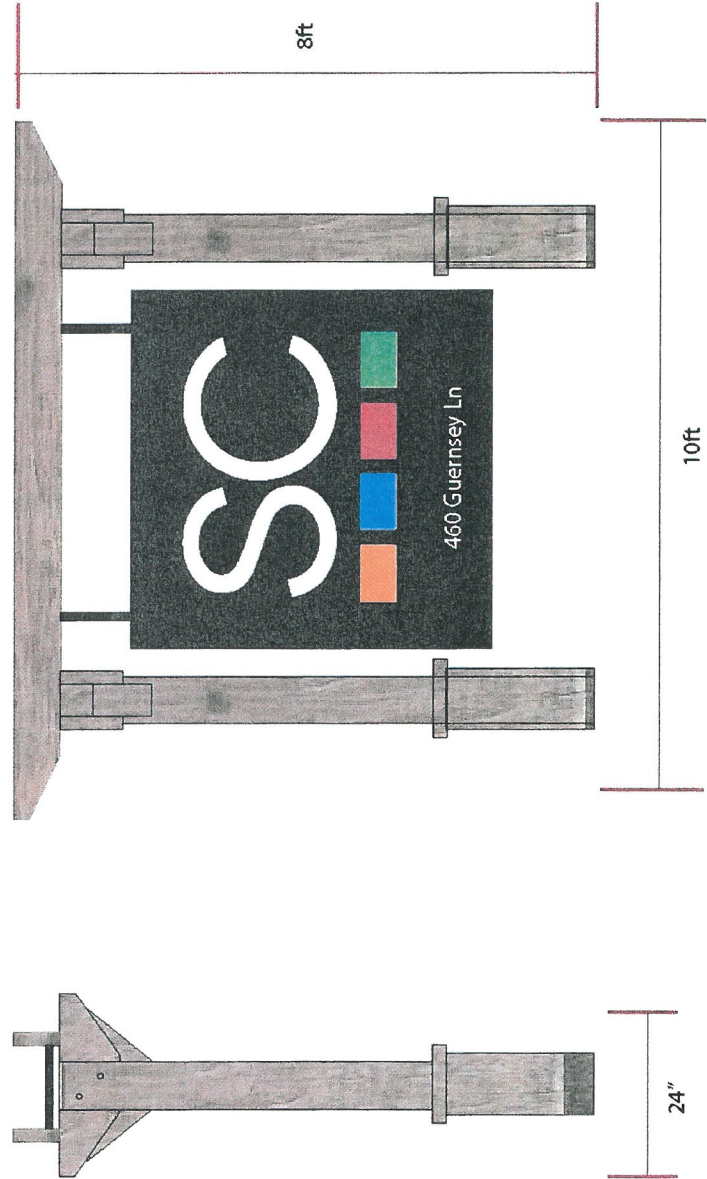
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Size  Spelling  Placement   
 Copy  Color  Numbers

Proof Approved By: \_\_\_\_\_

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



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**RED WING**  
SIGN, AWNING &  
FACADE GRANT  
PROGRAM

APPROVED 11/07/17 AMENDED  
1/09/19 AMENDED 4/02/19  
AMENDED 01/17/2023  
AMENDED 6/10/2025  
AMENDED 08/05/2025

# APPLICATION

Date: \_\_\_\_\_ Grant Applicant Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address of Property to be Improved: \_\_\_\_\_, Red Wing, MN 55066

Property Owner Name: \* \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*If the Grant Applicant is NOT the property owner, then the owner must sign to approve the proposed improvements.

## SIGN, AWNING & FACADE GRANT PROGRAM GUIDELINES

The Red Wing Port Authority is providing an incentive program to improve the signs, awnings, and façades of commercial and industrial buildings throughout the City. By enhancing the appearance of buildings, the program serves to improve the economic viability of these areas. Better aesthetics increase property values, improve the marketability of space within the buildings and draw business and residents to the area.

It is intended that these sign design guidelines will help business owners, property owners, and sign manufacturers plan and design signage that is desirable and appropriate for the City of Red Wing. The program is intended to off-set the additional cost to the tenant or building owner to upgrade their signage from a traditional “flat” sign to a unique, creative, and innovative sign i.e., a 3D customized design using materials compatible with the character of the building façade.

The Red Wing Port Authority will administer the Sign, Awning & Façade Grant (SAFG) Program. Staff will review all applications. The HPC must review all applications within a designated historic district. Final grant approval decisions will be made by the Red Wing Port Authority Board of Commissioners.

The SAFG Program is designed for permanent sign, awning and façade improvement projects that are in approved downtown, commercial (business), industrial and mixed-use zoning districts of the city. Business uses that are identified as Conditional Uses in Residential Zoning Districts are also eligible, such as a Bed & Breakfast, Day Care Center, Golf Course, and Medical Facility. This grant is a reimbursement with funds dispersed after the eligible improvements have been installed and inspected.

The maximum grant is 50% of total of the project costs with a cap of \$5000, contingent on available funds. Project incentives can be phased per business until the \$5000 limit is reached. The applicant must provide

Applicant Initials \_\_\_\_\_

scaled architectural color drawing(s) and/or photo simulations showing the proposed improvements on the building.

Upon approval, the applicant has six months to begin their project. The project must be completed within one year of approval date; failure to do so will forfeit the grant. Grants may also reimburse signs, awnings or façade improvements that have been installed within six (6) months prior to an application if all other eligibility criteria have been met.

The Red Wing Port Authority will fund this program as may be approved by the Port Authority Board of Commissioners and as appropriately provided for in the Port’s annual budget.

## APPROVED USE OF GRANT DOLLARS

Building owners and tenants (with property owner’s approval) can apply if:

- They are located within a commercial (business), industrial or mixed-use zoning district of the city (as determined by the Zoning Administrator); or are a business use identified as Conditional Use in Residential Zoning Districts.
- The property is up to date on all property taxes.

For-profit and not-for-profit entities are eligible to apply, as long as the grant is used for a commercial or industrial building. Mixed-use buildings are eligible for the commercial portion for the building. Religious and residential entities are not eligible.

The Grant Applicant will receive a Grant in the amount specified below pending Grant Applicant’s compliance with:

- (1) The Sign Grant Guidelines,
- (2) Available funding. Final determination of eligibility rests with Red Wing Port Authority.

## FOR WHAT CAN DOLLARS BE USED?

### Eligible Expenses

- Design
- Fabrication
- Installation
- Major Repair

### Ineligible Expenses

- Permit fees
- Debris removal
- Grant recipient labor \*
- Routine maintenance
- Interior work

\* Note: grant recipient labor may be included as match to be calculated at \$50.00 per hour, which must be estimated and properly documented.

Applicant Initials \_\_\_\_\_

# HOW DO I RECEIVE A GRANT?

**Step #1** Set-up a meeting with Port Authority staff to discuss your project at 651-385-3639, 419 Bush St. Pre-approval of all applications are required by the Red Wing Port Authority Board.

**Step #2** Be sure you meet program requirements.

- The property is located within a designated downtown, commercial or industrial zoning district.
- The property is up to date on all taxes.
- All construction management is the applicant's responsibility.
- This is a reimbursement program; the applicant must complete and pay for the private match for the work before a reimbursement check is issued. See step 6 for further information.

**Step #3** Submit the Grant Application and Participation Agreement to Port Authority staff, including:

- Written description of the project, including drawings, before photographs of the building, and other supporting materials that accurately represent scope and intent of project improvements.
- grant recipient labor documentation. If qualified to do so, you may perform the work yourself; however, grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment.
- The applicant must submit two contractor's bids that have (identical scopes of work).

**Step #4** Applications are reviewed by staff with final approval by the Port Authority Board of Commissioners.

**Step #5** Receive a signed copy of the Grant Application

- Given to recipient after project has been approved.
- Before beginning the project, the applicant must be sure to obtain the necessary permits.
- Permits and taxes paid verification is required prior to any grant disbursements.

**Step #6** Complete the project and submit documentation.

- Complete the project and submit documentation to Port Authority staff within twelve (12) months of the date of the signed Participation Agreement.

**Step #7** Funding Steps: The Grant funds will be disbursed to the Grant Applicant by the Red Wing Port Authority ten (10) days after the receipt and review of items below. The Grantee must submit the following items to the Red Wing Port Authority upon completion of the work. If more than one contractor is used, there must be complete sets of the items listed below for each contract/contractor:

- Before/after photos highlighting the improvement project from the same vantage point.
- Proof of final inspection by the City of Red Wing Community Development Department for work requiring a city permit (a copy of the permit signed off by the responsible City Inspector).
- Final invoice from the contractor showing the total project cost.
- Proof of payment paid to contractor. You should be satisfied with the work before paying.

Applicant Initials \_\_\_\_\_

# PRIORITY GUIDELINES

These priorities are established when reviewing and approving applications (no order of importance). If at least one-half of the priorities are not met in each appropriate category, staff may not recommend approval of an application. These guidelines will be superseded by HPC guidelines and decisions for those buildings located in the historic district of Red Wing.

## Signs

1. All signs in a multi-tenant commercial or industrial building are made to be similar in size, location, color and/or style.
2. Signs are simply designed to say “more with less” ... a combination of few words and symbols.
3. Lighting of the sign(s) is improved (i.e., changing from backlit to direct).
4. Some type of relief is included, rather than a flat sign, such as borders, letters, etc.
5. The building includes one or more projecting signs.
6. Older electronic message signs are removed and/or replaced.
7. It must be professionally designed and produced by a professional sign company or other qualified entity to develop high quality and artistically designed signs where appropriate.

## Awnings

1. Signage is included in/on the awning(s).
2. The awning(s) conform better to the scale and fit of the building.
3. Awning colors and/or materials are changed to be a better match with other design elements on the building.

## Façade

1. The façade is painted or re-painted to an appropriate color.
2. Minor repair is done as may be needed under the smaller scale funding of this program.
3. Lighting is added or replaced that provides an overall improvement to the façade in terms of brightness, direction, location and energy savings.
4. Windows or doors are added and/or replaced at ground level.

# LIMITATIONS/TERMS AND CONDITIONS

1. Maximum Grants per Period: A maximum of one (1) grant per 36 months per applicant
2. Visibility: Signage, awnings and facades must be visible from a public street, not only an alley.
3. Sign Ordinance & HPC: Signage must comply with the City of Red Wing Sign Ordinance. Improvements must be approved by the Red Wing Historic Preservation Commission (HPC) if located in a historic district. (Approval must be attached to the application)
4. Applicant Qualifications: Application must be submitted by the property owner or tenant only
5. Ownership: The Grant Applicant certifies that he/she is an owner of record of the property where the funds will be used to finance repairs and/or improvements; or where not the owner of record of the property, has obtained the Owner's written authorization to cause the repairs or improvements to be made. The property owner certifies that all property taxes are paid and up-to-date and will remain so throughout the entire project, until grant funds are disbursed.
6. Documentation: Work performed at the Property shall be as stated in the contractor(s) bid(s) obtained by the Grant Applicant or the materials list submitted with (or a subsequent part of) the application for the Grant.
7. Licensing: Any contractor(s) who performs work at the Property must meet City of Red Wing licensing, building permit, and building code requirements.
8. Codes and Permits: All work must be properly permitted. If the Grant Applicant is performing any work, the Grant Applicant understands that upon completion (1) all work must meet City of Red Wing zoning code, building permit, and building/housing code requirements and (2) grant funds can only be used to compensate for materials, not for the purchase or rental of tools and equipment or the labor of the Grant Applicant, a relative, or someone with a financial interest in the business or property receiving the grant funds.
9. Timelines: All improvements must be completed and reimbursement request documents provided to Red Wing Port Authority within twelve (12) months of the Grant Approval Date or Grant Applicant may be denied reimbursement. The Grant applicant is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).
10. Remediation: In addition to the guidelines for each type of improvement above, the improvement must include full remediation of any evidence of what it replaced (e.g. seeing the dirty outline of a previous sign)

Applicant Initials \_\_\_\_\_

# SUBMISSION PROCESS AND DOCUMENTATION

1. Describe work/project(s) to be completed on an attached sheet; include before photographs.
2. Submit two written bids for all work/project(s)
  - Both bids must be for identical scopes of work.
  - If qualified to do so, you may perform the work yourself. Grant recipient labor may be counted as match funds calculated at \$50.00 per hour, which must be initially estimated and properly documented. Grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment.
  - Summarize the bid(s) in the box below.
  - Improvements must be approved by the Red Wing Historic Preservation Commission (HPC) if located in a historic district. (Approval must be attached to the application)

Brief Description of Work	Contractors (1 or 2)	Bid (1 or 2)

3. Select contractor and estimate work dates

Contractor selected: \_\_\_\_\_

Approximate date work will begin: \_\_\_\_\_ Approximate date work will be complete: \_\_\_\_\_

4. Sign and date below, accepting the forgoing terms. - A grant is not approved until this document is signed by the appropriate Red Wing Port Authority representative (call 651-385-3639).

GRANT APPLICANT

\_\_\_\_\_

By

\_\_\_\_\_

Its

Applicant Initials \_\_\_\_\_

If the grant applicant is the property owner, go on to step 6.  
 If the Grant Applicant IS NOT the property owner, the property owner must sign below  
 in front of a notary or a known second party witness.

PROPERTY OWNER

\_\_\_\_\_  
 By  
 Its

NOTARY

STATE OF MINNESOTA    )  
   ) ss.  
 COUNTY OF GOODHUE    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by  
 \_\_\_\_\_, the \_\_\_\_\_ of  
 \_\_\_\_\_, a \_\_\_\_\_, on behalf of the  
 \_\_\_\_\_,  
 \_\_\_\_\_, Notary Public

or WITNESS

\_\_\_\_\_  
 By  
 Its

5. Deliver the application to the Red Wing Port Authority at 419 Bush Street, Red Wing.

To Be Completed by Red Wing Port Authority

Date Application Received: \_\_\_\_\_  
 Grant Amount: \$ \_\_\_\_\_ (herein referred to as "Grant")  
 Private Match (dollars): \$ \_\_\_\_\_ (herein referred to as "Matching Funds")  
 Private Match (labor) \$ \_\_\_\_\_ (calculated at \$50.00/hour and documented)  
 Total Project Cost: \$ \_\_\_\_\_ (Grant plus Matching Funds)  
 Grant Approval Date: \_\_\_\_\_

RED WING PORT AUTHORITY

\_\_\_\_\_  
 By  
 Its

Applicant Initials \_\_\_\_\_



TO: Red Wing Port Authority Board

FROM: Shari Chorney, Port Authority Manager

Agenda Item No.: 9. D. La Dolce Vita Sign, Awning, & Facade

Meeting Date: November 4, 2025

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**ACTION REQUESTED: Motion to Approve a Sign, Awning, and Façade Grant in the amount of \$3,850, pending Historic Preservation Commission approval.**

**ATTACHMENT:**

- **La Dolce Vita Sign, Awning, and Façade application**
- **Copy of Sign, Awning, and Façade application**

**BACKGROUND:**

The Port Authority Board recently made two changes to their Sign, Awning, and Façade Grant Program. On June 10, 2025, they increased the matching grants funds from \$2500 to \$5000 and on August 5, 2025, due to the increasing the grant amount, the board approved requiring two bids versus one bid.

**DISCUSSION:**

The former Staghead building located at 219 Bush Street has been purchased by Meng Tang and her husband Charlie. The new name is La Doce Vita Art & Café. They acquired the property this past summer and started remodeling the interior of the building making way for an “Art Café.” The Art Café, according to Meng, is a visionary project that will not only serve as a cultural hub for the artists’ community but will also create new job opportunities. The concept of combining art and coffee is not new, but this unique concept of showcasing artworks, hosting artist talks, promoting new artists and providing good coffee, tea, and light refreshments will surely attract art enthusiasts and coffee lovers alike.

La Dolce Vita, the café section of the Art Café, will take over the original Staghead restaurant space and transform it into a sophisticated Café Landtmann-style establishment, inspired by the iconic Viennese coffee houses.

In addition, the building will include La Bella Vita, the gallery part of the “Art Café” will feature rotating collection of artworks from local and regional artists, providing a platform for emerging artists to showcase their work. The café will also host artist talks, exhibitions, and workshops, creating an environment that nurtures creativity and innovation. The gallery will be upstairs from the café. Currently our building inspector is reviewing their plans.

Their application includes the required two bids. In addition, even though this project has been completed our program allows for grant reimbursement on signs, awnings, and facades installed six months prior to the application, if all other eligibility criteria have been met.

**Caveat**

The Historic Preservation Commission approved their new awning over the summer, unfortunately they approved a black awning, but the awning they installed was maroon. They are scheduled to go before the HPC on November 5<sup>th</sup> to approve the color of the awning.

**\*\*All Sign, Awning, and Façade Grants are reviewed by staff before going before the full Port Authority Board for approval.**

**BUDGET IMPACT:**

On February 4, 2025, the Port Authority authorized the continuation of the Sign, Awning, and Façade Program with a funding maximum of \$20,000.

The Sign, Awning, and façade funding come from the Port’ Contractual Services Budget line item: 236.46600.53105 with a current balance of \$49,276.22

The remaining balance of the program if this application is approved will be \$10,000.

**RECOMMENDATION:**

**Staff is recommending the motion as stated in “Action Requested.”**



**RED WING**  
SIGN, AWNING &  
FACADE GRANT  
PROGRAM

APPROVED 11/07/17 AMENDED  
1/09/19 AMENDED 4/02/19  
AMENDED 01/17/2023  
AMENDED 06/10/2025

# APPLICATION

Date: June 24, 2025 Grant Applicant Name: The Art Cafe LLC

Email Address: mengtang@artcafeusa.com Phone Number: 6512716378

Address of Property to be Improved: 219 Bush Street, Red Wing, MN 55066

Property Owner Name: The Art Cafe LLC

Phone Number: 6128686506

\*If the Grant Applicant is NOT the property owner, then the owner must sign to approve the proposed improvements.

## SIGN, AWNING & FACADE GRANT PROGRAM GUIDELINES

The Red Wing Port Authority is providing an incentive program to improve the signs, awnings, and façades of commercial and industrial buildings throughout the City. By enhancing the appearance of buildings, the program serves to improve the economic viability of these areas. Better aesthetics increase property values, improve the marketability of space within the buildings and draw business and residents to the area.

It is intended that these sign design guidelines will help business owners, property owners, and sign manufacturers plan and design signage that is desirable and appropriate for the City of Red Wing. The program is intended to off-set the additional cost to the tenant or building owner to upgrade their signage from a traditional "flat" sign to a unique, creative, and innovative sign i.e., a 3D customized design using materials compatible with the character of the building façade.

The Red Wing Port Authority will administer the Sign, Awning & Façade Grant (SAFG) Program. Staff and the Port Authority Finance Committee will review all applications. The HPC must review all applications within a designated historic district. Final grant approval decisions will be made by the Red Wing Port Authority Board of Commissioners.

The SAFG Program is designed for permanent sign, awning and façade improvement projects that are in approved downtown, commercial (business), industrial and mixed-use zoning districts of the city. Business uses that are identified as Conditional Uses in Residential Zoning Districts are also eligible, such as a Bed & Breakfast, Day Care Center, Golf Course, and Medical Facility. This grant is a reimbursement with funds dispersed after the eligible improvements have been installed and inspected.

The maximum grant is 50% of total sign costs with a cap of \$5000, contingent on available funds. Sign incentives can be phased per business until the \$5000 limit is reached. The applicant must provide

Applicant Initials: M.T.

scaled architectural color drawing(s) and/or photo simulations showing the proposed improvements on the building.

Upon approval, the applicant has six months to begin their project. The project must be completed within one year of approval date; failure to do so will forfeit the grant. Grants may also reimburse signs, awnings or façade improvements that have been installed within six (6) months prior to an application if all other eligibility criteria have been met.

The Red Wing Port Authority will fund this program as may be approved by the Port Authority Board of Commissioners and as appropriately provided for in the Port's annual budget.

## APPROVED USE OF GRANT DOLLARS

Building owners and tenants (with property owner's approval) can apply if:

- They are located within a commercial (business), industrial or mixed-use zoning district of the city (as determined by the Zoning Administrator); or are a business use identified as Conditional Use in Residential Zoning Districts.
- The property is up to date on all property taxes.

For-profit and not-for-profit entities are eligible to apply, as long as the grant is used for a commercial or industrial building. Mixed-use buildings are eligible for the commercial portion for the building. Religious and residential entities are not eligible.

The Grant Applicant will receive a Grant in the amount specified below pending Grant Applicant's compliance with:

- (1) The Sign Grant Guidelines,
- (2) Available funding. Final determination of eligibility rests with Red Wing Port Authority.

## FOR WHAT CAN DOLLARS BE USED?

### Eligible Expenses

- Design
- Fabrication
- Installation
- Major Repair

### Ineligible Expenses

- Permit fees
- Debris removal
- Grant recipient labor \*
- Routine maintenance
- Interior work

\* Note: grant recipient labor may be included as match to be calculated at \$50.00 per hour, which must be estimated and properly documented.

Applicant Initials: M.T.

# HOW DO I RECEIVE A GRANT?

**Step #1** Set-up a meeting with Port Authority staff to discuss your project at 651-385-3639, 419 Bush St. Pre-approval of all applications are required by the Red Wing Port Authority Board.

**Step #2** Be sure you meet program requirements.

- The property is located within a designated downtown, commercial or industrial zoning district.
- The property is up to date on all taxes.
- All construction management is the applicant's responsibility.
- This is a reimbursement program; the applicant must complete and pay for the private match for the work before a reimbursement check is issued. See step 6 for further information.

**Step #3** Submit the Grant Application and Participation Agreement to Port Authority staff, including:

- Written description of the project, including drawings, before photographs of the building, and other supporting materials that accurately represent scope and intent of project improvements.
- grant recipient labor documentation. If qualified to do so, you may perform the work yourself; however, grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment.
- At least one contractor's bid (preferably two bids that have identical scopes of work).

**Step #4** Applications are reviewed by the Selection Committee. Applications are approved by the Port Authority Board of Commissioners.

**Step #5** Receive a signed copy of the Grant Application

- Given to recipient after project has been approved.
- Before beginning the project, the applicant must be sure to obtain the necessary permits.
- Permits and taxes paid verification is required prior to any grant disbursements.

**Step #6** Complete the project and submit documentation.

- Complete the project and submit documentation to Port Authority staff within twelve (12) months of the date of the signed Participation Agreement.

**Step #7** Funding Steps: The Grant funds will be disbursed to the Grant Applicant by the Red Wing Port Authority ten (10) days after the receipt and review of items below. The Grantee must submit the following items to the Red Wing Port Authority upon completion of the work. If more than one contractor is used, there must be complete sets of the items listed below for each contract/contractor:

- Before/after photos highlighting the improvement project from the same vantage point.
- Proof of final inspection by the City of Red Wing Community Development Department for work requiring a city permit (a copy of the permit signed off by the responsible City Inspector).
- Final invoice from the contractor showing the total project cost.
- Proof of payment paid to contractor. You should be satisfied with the work before paying.

# PRIORITY GUIDELINES

These priorities are established when reviewing and approving applications (no order of importance). If at least one-half of the priorities are not met in each appropriate category, the Selection Committee may not recommend approval of an application. These guidelines will be superseded by HPC guidelines and decisions for those buildings located in the historic district of Red Wing.

## Signs

1. All signs in a multi-tenant commercial or industrial building are made to be similar in size, location, color and/or style.
2. Signs are simply designed to say “more with less” ... a combination of few words and symbols.
3. Lighting of the sign(s) is improved (i.e., changing from backlit to direct).
4. Some type of relief is included, rather than a flat sign, such as borders, letters, etc.
5. The building includes one or more projecting signs.
6. Older electronic message signs are removed and/or replaced.
7. It must be professionally designed and produced by a professional sign company or other qualified entity to develop high quality and artistically designed signs where appropriate.

## Awnings

1. Signage is included in/on the awning(s).
2. The awning(s) conform better to the scale and fit of the building.
3. Awning colors and/or materials are changed to be a better match with other design elements on the building.

## Façade

1. The façade is painted or re-painted to an appropriate color.
2. Minor repair is done as may be needed under the smaller scale funding of this program.
3. Lighting is added or replaced that provides an overall improvement to the façade in terms of brightness, direction, location and energy savings.
4. Windows or doors are added and/or replaced at ground level.

# SUBMISSION PROCESS AND DOCUMENTATION

1. Describe work/project(s) to be completed on an attached sheet; include before photographs.
2. Submit one or two written bids for all work/project(s)
  - If two bids are submitted, they must be for identical scopes of work.
  - If qualified to do so, you may perform the work yourself. Grant recipient labor may be counted as match funds calculated at \$50.00 per hour, which must be initially estimated and properly documented. Grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment.
  - Summarize the bid(s) in the box below.
  - Improvements must be approved by the Red Wing Historic Preservation Commission (HPC) if located in a historic district. (Approval must be attached to the application)

Brief Description of Work	Contractors (1 or 2)	Bid (1 or 2)
<p>Fabricate and install custom "La Dolce Vita" signage in metal, featuring raised letters with painted finish, mounted above the entry and on the storefront's transom.</p> <p>Print and install matching "La Dolce Vita" graphics on a new, architecturally compatible awning over the main entrance, as well as window-and-door vinyl lettering to reinforce brand identity.</p>	<p>The Art Café LLC will act as its own contractor. We will coordinate directly with specialized vendors—sign fabricators, awning manufacturers, commercial printers, painters, and carpenters—to manage design, production, and installation of all signage, awning, and façade work.</p>	<p>Grant-Eligible Expenses: Materials and vendor services for signage, awning fabrication/installation, and repainting/refinishing.</p> <p>Labor Charges: We will perform all project management and coordination in-house; no labor costs are billed to the project. Total Estimated Cost: \$10,000.00. Requesting \$5,000.00</p>
<p>Replace the existing awning frame and fabric with a new, durable, weather-resistant material in café-signature colors, sized to conform to the building's historic proportions.</p> <p>Repaint and refinish the door and surrounding trim in coordinating café colors to complete the refreshed facade.</p>	<p>Spectrum Labor + Material to recad existing awning = \$7,700</p>	<p>G &amp; J Awning \$14,920</p>

3. Select contractor and estimate work dates

Contractor selected: The Art Cafe LLC

Approximate date work will begin: 07/10/25 \_\_\_ Approximate date work will be complete: 10/01/25

4. Sign and date below, accepting the forgoing terms. - A grant is not approved until this document is signed by the appropriate Red Wing Port Authority representative (call 651-385-3639).

GRANT APPLICANT

MENG TANG

By

Applicant Initials: M.T.

Director

Its

# LIMITATIONS/TERMS AND CONDITIONS

1. Maximum Grants per Period: A maximum of one (1) grant per 36 months per applicant
2. Visibility: Signage, awnings and facades must be visible from a public street, not only an alley.
3. Sign Ordinance & HPC: Signage must comply with the City of Red Wing Sign Ordinance. Improvements must be approved by the Red Wing Historic Preservation Commission (HPC) if located in a historic district. (Approval must be attached to the application)
4. Applicant Qualifications: Application must be submitted by the property owner or tenant only
5. Ownership: The Grant Applicant certifies that he/she is an owner of record of the property where the funds will be used to finance repairs and/or improvements; or where not the owner of record of the property, has obtained the Owner's written authorization to cause the repairs or improvements to be made. The property owner certifies that all property taxes are paid and up-to-date and will remain so throughout the entire project, until grant funds are disbursed.
6. Documentation: Work performed at the Property shall be as stated in the contractor(s) bid(s) obtained by the Grant Applicant or the materials list submitted with (or a subsequent part of) the application for the Grant.
7. Licensing: Any contractor(s) who performs work at the Property must meet City of Red Wing licensing, building permit, and building code requirements.
8. Codes and Permits: All work must be properly permitted. If the Grant Applicant is performing any work, the Grant Applicant understands that upon completion (1) all work must meet City of Red Wing zoning code, building permit, and building/housing code requirements and (2) grant funds can only be used to compensate for materials, not for the purchase or rental of tools and equipment or the labor of the Grant Applicant, a relative, or someone with a financial interest in the business or property receiving the grant funds.
9. Timelines: All improvements must be completed and reimbursement request documents provided to Red Wing Port Authority within twelve (12) months of the Grant Approval Date or Grant Applicant may be denied reimbursement. The Grant applicant is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).
10. Remediation: In addition to the guidelines for each type of improvement above, the improvement must include full remediation of any evidence of what it replaced (e.g. seeing the dirty outline of a previous sign)



Before



Before



After



As installed.



C. Wang <changwang@gmail.com>

**Fwd: Bid for Business Awning in Red Wing**

Becky Fillinger <becky\_fillinger@hotmail.com>  
To: "Wang, Chang" <changwang@gmail.com>

Wed, Oct 22, 2025 at 5:17 AM

He provided the two quotes.

**From:** Aaron Lang <aaron@gjawning.com>  
**Sent:** Monday, October 20, 2025 4:22 PM  
**To:** Becky Fillinger <becky\_fillinger@hotmail.com>  
**Subject:** RE: Bid for Business Awning in Red Wing

Becky,

I have two quotes for you as requested. The first being recovering the existing awning frame and the second would be a high end lateral arm retractable awning with digital print cover. Please note, that when we do graphics on a retractable awning we can't use cut vinyl as it would not hold up very long as it rolls up a small roll tube and it would be subject to cracking and failing quite rapidly. So when we need to add graphics to a retractable awning, we can only digitally print in the cover. This means that since the cover is canvas, the logo will be more washed out and we will not be able to hit the exact color that is specified. Take a look below and let me know if you have any questions or concerns on this. Also, if you would like to move forward with either of these options, let me know and I will write up a purchase agreement to get this going.

Option 1-

- Recover existing traditional style awning
- Using standard, Sunbrella material- Burgundy
- Cut vinyl graphics as shown- usable artwork file by others
- Complete with take down, recovering and re-installation
- Total investment.....\$3,800

Option 2-

- Take down and discard existing awning
- Replace with new Commercial grade Semi-cassette retractable awning
- Approx. size of 21' wide by 8'-6" projection
- Motorized, remote control operation (18' cord with plug, outlet needed by others)
- Digital print logo (will NOT match pantone color card, will be "washed out")
- Complete with delivery and installation
- Total investment.....\$14,920

Thank you,

**We've moved! See our new address below!**

**Aaron Lang** -Project Manager

Cell 320-309-5365



G & J Awning and Canvas, Inc.

1802 13<sup>th</sup> Ave NE Sauk Rapids, MN 56379

320-255-1733 | 800-467-1744

Fax: 320-255-0130

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

**| Confidential |** *This email message and any attachments are intended only for the addressee(s) and contain information which may be confidential. If you are not the intended recipient please do not read, save, forward or copy this email. If this email has been sent to you in error, please delete this email and any copies or links to this email completely and immediately*

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**From:** Becky Fillinger <[becky\\_fillinger@hotmail.com](mailto:becky_fillinger@hotmail.com)>

**Sent:** Sunday, October 19, 2025 11:18 AM

**To:** Aaron Lang <[aaron@gjawning.com](mailto:aaron@gjawning.com)>

**Subject:** Re: Bid for Business Awning in Red Wing

Hi Aaron - thank you for calling and following up with your email questions. Two potential projects:

1. Please provide a **bid for a fabric awning on the current frame**, using the **least visible stitching possible** and including our **gold shining logo** as shown in the previous design. I can send you a high-quality digital copy later, but we would want you to include the graphic.
2. In addition, please provide a **separate bid for a brand-new retractable awning** with fabric and the same logo design.

Thank you so much and we look forward to your two estimates.

Becky Fillinger

651-271-8044

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**From:** Aaron Lang <[aaron@gjawning.com](mailto:aaron@gjawning.com)>

**Sent:** Friday, October 17, 2025 12:51 PM

# SPECTRUM SIGN SYSTEMS

8786 W. 35W Service Drive NE  
Blaine, MN 55449  
Phone: (763) 432-7447 / Fax: (763) 208-9159  
www.spectrum-signs.com

## AGREEMENT

Opportunity#:006127  
Quote#: 8387  
Date: 7/23/2025  
Page: 1

<b>CUSTOMER:</b> La Dolce Vita-Charles Wang 219 Bush Street Red Wing, MN 55066		<b>JOB SITE:</b> La Dolce Vita 219 Bush Street Red Wing, MN 55066		
<b>PROPOSAL #</b> 250801J	<b>PROJECT MANAGER</b> Nick Frank	<b>SALESPERSON</b> Jeff Nelson	<b>PROPOSAL DATE</b> 7/23/2025	<b>EXPIRATION DATE</b> 8/7/2025

SIGN TYPE	DESCRIPTION	Extended Price	Tax Status
Awning Reclad	Labor and material to reclad (1) 78" x 253" existing awning on site. Remove existing awning fabric and reclad frame with new awning fabric with printed logo. Move awning up as high as possible (roughly 6")	\$7,700.00	Non-taxable
Graphics - Vinyl	Furnish and install (3) sets of first surface vinyl graphics to existing exterior windows. Remove existing graphics and install new.  (2) 23.375" x 36" - Lower Windows (1) 11.625" x 18" - Door Window	\$1,490.00	Taxable

	AMOUNT
<b>Subtotal</b>	\$9,190.00
<b>Shipping and Handling</b>	\$0.00
<b>Tax</b>	\$109.89
<b>Total</b>	\$9,299.89



8786 W. 35W Service Drive NE  
 Blaine, MN 55449  
 Phone: (763) 432-7447 / Fax: (763) 208-9159  
 www.spectrum-signs.com

# AGREEMENT

Opportunity#:006127  
 Quote#: 8387  
 Date: 7/23/2025  
 Page: 2

**TERMS and CONDITIONS**

**PERMIT PROCUREMENT FEE: \$275.00 PER PERMIT.** PLEASE NOTE: PROCUREMENT FEE DOES NOT INCLUDE THE COST OF THE SIGN / BUILDING PERMIT(S). THE PERMIT FEE(S) WILL BE ADDED TO THE FINAL INVOICE AT COST.

**STREET AND LANE CLOSURES:** STREET, LANE CLOSURE AND METER HOODING PERMITS AND ASSOCIATED COSTS WILL BE CHARGED AT COST EXTRA.

**PE STRUCTURAL DRAWING:** IF REQUIRED BY THE CITY INSPECTIONS DEPARTMENT – ESTIMATED COST **\$850.00** PER APPLICABLE SIGN.

**TERMS:** 50% DOWN, BALANCE DUE 30 DAYS FROM DATE OF COMPLETION.

**CREDIT / DEBIT CARD PAYMENTS:** A 3% CONVENIENCE FEE WILL BE ASSESSED ON ALL CREDIT / DEBIT CARD TRANSACTIONS.

**NOTE:** PRICING REFLECTS COMPLETION OF FULL SCOPE OF WORK. CHANGES AND REVISIONS TO SCOPE MAY IMPACT PRICING. PRICING IS VALID FOR 15 DAYS.

INSTALLATION PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK, FROST OR OTHER UNFORESEEABLE SOIL CONDITIONS ARE ENCOUNTERED. PRICING ASSUMES EQUIPMENT ACCESS TO SIGN LOCATION(S). PRICING DOES NOT REFLECT LANDSCAPE REPAIR OR LOCATING OF PRIVATE UTILITIES. **THE PROPERTY OWNER IS RESPONSIBLE FOR MARKING THE LOCATION OF ALL PRIVATELY-OWNED UTILITIES WITHIN THE EXCAVATION AREA.** SPECTRUM SIGN SYSTEMS WILL NOT BE RESPONSIBLE FOR DAMAGES TO UNMARKED OR MISMARKED PRIVATE OR PUBLIC UTILITIES WITHIN THE EXCAVATION AREA.

CUSTOMER AGREES THE STRUCTURE(S), FREESTANDING AND/OR WALL, IN WHICH THE SIGN(S) ARE TO BE INSTALLED ON WILL PROVIDE THE REQUIRED SUPPORT FOR THE SIGN AND MAINTENANCE ACTIVITY. CUSTOMER WILL BE RESPONSIBLE FOR DAMAGES SUFFERED BY SPECTRUM SIGN SYSTEMS, INC. OR OTHERS IF STRUCTURE IS NOT ADEQUATE.

PRICING ASSUMES ELECTRICAL ACCESS ON THE BACKSIDE OF EXTERIOR WALLS. PRICING EXCLUDES DRILLING OF I-BEAMS OR CUTTING ACCESS INTO FINISHED CEILINGS OR WALLS. IN THE EVENT ELECTRICAL IS DRILLED THROUGH PARAPET WALLS, ROOFING BOOTS AND /OR REPAIR OF ROOFING MEMBRANE BY OTHERS.

**LED WARRANTY:**

\* LED'S ARE RATED FOR 60,000 HOURS OF OPERATION / (5) YEAR MANUFACTURER'S WARRANTY ON LED'S AND POWER SUPPLIES / SPECTRUM PROVIDES (1) YEAR LIMITED LABOR WARRANTY.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

NOTE: SPECTRUM SIGN SYSTEMS, INC. MAY WITHDRAW THIS PROPOSAL IF NOT ACCEPTED IN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

Authorized Signature \_\_\_\_\_

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

Customer Signature \_\_\_\_\_

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





Project Number: SI25-014

# Sign Permit Application Form

Applicant's Name: <u>Spectrum Sign Systems, Inc. / Lisa Pelle</u>	Owner's Name: <u>The Art Cafe LLC</u>
Address: <u>8786 West 35W Service Drive NE</u>	Address: <u>219 Bush Street</u>
<u>Blaine</u> MN <u>55449</u>	<u>Red Wing</u> MN <u>55066</u>
City State Zip	City State Zip
Email: <u>permits@spectrum-signs.com</u>	Email: <u>Changwang@artcafeusa.com</u>
Telephone: <u>763-703-5824</u>	Telephone: <u>651-271-6378</u>

Are you working with a sign company on this project?  
 Yes    No

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Email: Applicant is the sign company.

Sign location address: 219 Bush Street

Zoning District: B-3      Length of Bldg./Lot Footage: 21 ft.

Parcel Number: 55- 0053970

Historic District:    Downtown       Historic Mall → *If the sign is in a historic district, applicant must also complete a Heritage Preservation Design Review Form.*

Total # of existing sign(s): 0      # of new sign(s) proposed: 1

Square Ft. of existing sign(s): 0      Square ft. of proposed sign(s): 24.6 SF

*Your application is not complete without attaching a scaled sketch or drawing showing the location and dimensions of the proposed sign.*

Authority to file application:    Ownership       Tenant       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.

Lisa Pelle      7-25-2025  
Applicant's signature      Date

**(For City of Red Wing Use Only)**

Receipt Number: \_\_\_\_\_ Fee: \$5000

Approved as submitted (Date: 8/6/25)    Approved w/ conditions (Date: \_\_\_\_\_)    Denied (Date: \_\_\_\_\_)

Sign(s) to be erected or maintained at: 219 BUSH ST.

If required, HPC Design Review approved (Date: 8/6/25)

[Signature]  
Zoning Administration

Receipt No: 00966808

08/05/2025

Customer No: 000000  
SPECTRUM SIGN LISA

101-00000-42250  
SIGN PERMITS 50.00

Total 50.00

Cash 0.00

Credit Car MC3550 50.00

Change 0.00

City of Red Wing  
315 West 4th Street  
Red Wing, MN 55066  
(651) 385-3600



**TO:** Red Wing Port Authority Board

**FROM:** Kyle Klatt, Director

**Agenda Item No.:** 9.E. - 2026 Final Tax Levy and Budget Approval

**Meeting Date:** November 4, 2024

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**ACTION REQUESTED:** Motion to Approve Resolution #347 (Certifying the RWPA Final Property Tax Levy for Taxes Payable 2026) and Resolution #348 (Approving the RWPA Fiscal Year 2026 Final Budgets)

**ATTACHMENTS:**

1. Resolution #347, (Final 2026 Tax Levy)
2. Resolution #348, (Final 2026 Budgets)
3. Exhibit A to Resolution #348 (Operating and Revolving Loan Budgets)
4. Budget Discussion Notes – Updated

**BACKGROUND:**

The Port Authority approved the preliminary tax levy and budget for 2026 on August 5, 2025 with a tax levy of \$561,620, and an operating budget of \$697,006. Since that time, staff has worked with the City's finance staff to confirm various line items for the final levy and budgets, including the final maximum tax levy amount based on final estimated market value information and the administrative services (salaries) that are transferred to the general fund. The maximum Port Authority levy for 2026 as estimated by the County (which is based on a calculation of 0.01813 of the total market value of the City) is \$581,473, or \$19,853 more than the preliminary amount approved by the Board. Because the Board cannot increase the final levy above the preliminary amount, staff is recommending that the final levy remain the same as approved earlier in the year. Staff is not proposing any additional changes to the budget since revenues are unchanged.

Consistent with the Port's discussion on the preliminary budget from the last several years, the 2026 budget does not include any capital project revenues that were shown on earlier operating budgets, and the budget as proposed now only depicts two revenue sources: the tax levy and industrial lease revenue. Likewise, any expenditures related to larger capital projects outside of typical Port funding sources (i.e. grant or state aid monies) are also left out of the budget to allow more accurate reporting against operating budget items. With the Port and City's successful application for state grant monies for the Maltery and energy transition planning projects, any future payments and expenditures will be

processed as a budget amendment. Revenue and expenses for the ongoing port development projects (Red Wing Grain mooring cluster replacement and Little River Bulkhead reconstruction) will be tracked under the appropriate capital project account. As these projects have moved towards bidding, the Port will have a clearer picture of the total expenses compared to expected grant revenue for each one.

The proposed final operating fund budget of \$697,006 is the same amount approved with the preliminary budget and would represent a \$13,463 increase (1.97%) from 2025.

### **DISCUSSION:**

The following summary is provided for the proposed final levy and budgets and further expanded in the attached budget discussion notes document:

#### Operating Fund:

1. The approved preliminary operating budget for 2026 was approved by the Board at \$697,006, **which is proposed to remain the same** in the final budget.
2. The final levy amount was kept the same based on the updated market value information provided by the County with a **final recommended levy being \$561,620** (which was \$542,628 in 2025).
3. **Administrative Services (Salaries) has been raised by \$10,959** due to expected wages and benefit increases in 2026 and represents the bulk of the budget increase for next year.
4. The **marketing and promotion line item has left the same as 2025** to provide resources for one of the Port's priorities in 2026. Additional funds were encumbered in 2024 and will carry over into the current year.
5. The **transfer to redevelopment stimulus fund is the same as the prior year at \$75,000**, which historically has been funded at a higher amount. The Port could use part of its fund balance if desired for land development and redevelopment activities through a budget amendment.
6. The Port's fund balance as of October 2, 2025 was \$797,015, which would **stay close to the same amount at the end of 2026** depending on actual revenue and expenses. Over the past three years, revenues have been somewhat higher and expenses lower than the budget amounts, which has increased the Port's fund balance during this time. The Port may also decide to redirect unused capital funds back into the fund balance (the Port has directed approximately \$636,000 into special capital accounts).
7. There have been no adjustments to the operating budget expenditure line items from the Preliminary to the Final Budget.
8. Please note that "Special Events & Projects" has \$50,000 budgeted in support of the Downtown Investment Fund (this amount will again be matched by the City Council).

#### Revolving Loan Funds:

1. Some adjustments were made for 2026 to align with figures provided by Finance staff. Starting in 2023, the "CDBG Revolving Loan Fund #244" was removed due to its inactive status.

The City Council will hold its annual Truth-in-Taxation public hearing on December 1<sup>st</sup> and will act upon the final Port Authority levy and budgets on that same night.

**RECOMMENDATION:**

Staff recommends adopting the following two resolutions related to the 2026 tax levy and budget for the Port Authority:

1. Motion to adopt Resolution #347 Certifying the Property Tax Levy for Taxes Payable 2026
2. Motion to adopt Resolution #348 Approving the Fiscal Year 2026 Budget

**RED WING PORT AUTHORITY**

**RESOLUTION #347**

**Certifying the Red Wing Port Authority's Property Tax Levy for Taxes  
Payable 2026**

**WHEREAS**, the Red Wing Port Authority is an Economic Development Authority according to MN State Statutes 469.053, created by the Red Wing City Council for the purpose of encouraging economic development, increasing tax base, promoting employment and enhancing the health, safety, and welfare of City residents; and

**WHEREAS**, the Red Wing Port Authority annually receives property tax funding pursuant to provisions of Minnesota Statutes 469.053, in order to achieve its purpose; and

**WHEREAS**, such property tax levy may be an amount not to exceed .01813 percent of the taxable market value of the City.

**NOW, THEREFORE, BE IT RESOLVED**, that the Red Wing Port Authority Board of Directors adopts the 2026 Property Tax Levy in the amount of \$561,620.

Adopted by the Red Wing Port Authority on this 4<sup>th</sup> day of November 2025

**Red Wing Port Authority**

**Attest:**

\_\_\_\_\_

\_\_\_\_\_

President, Paul Reding

Executive Director, Kyle Klatt

**RED WING PORT AUTHORITY**

**RESOLUTION #348**

**Approving the Red Wing Port Authority Fiscal Year 2026 Budget**

**WHEREAS**, the Red Wing Port Authority has developed the Red Wing Port Authority budget which is contained in the attachment labeled *EXHIBIT A*; and,

**WHEREAS**, the Red Wing Port Authority budget was developed to meet the anticipated programmatic needs for Fiscal year 2026; and,

**WHEREAS**, Section 9 of the Red Wing Port Authority Enabling Resolution provides for the budgetary process of the Red Wing Port Authority; and

**WHEREAS**, such process provides that the City Council may impose such conditions upon the approval of the transfer of City funds as it may determine; and,

**WHEREAS**, such process further provides that the Council Administrator shall submit such budget to the City Council for review and approval as part of the City budgetary process; and,

**WHEREAS**, state law, the City Charter and Port Authority Enabling Resolution require the adoption of a budget for Fiscal Year 2026 and all conditions precedent thereto and required by state law, including truth-in-taxation hearings and other requirements by law, City Charter and Port Enabling Resolution, will be fulfilled prior to the City Council's approval and adoption of the 2026 budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE PORT AUTHORITY BOARD OF THE CITY OF RED WING, MINNESOTA**, that the annual budget of the Red Wing Port Authority Fiscal Year 2026, beginning January 1, 2026, as contained in the attachment labeled *EXHIBIT A*; is hereby adopted by the Red Wing Port Authority and appropriated for the purposes noted and the fund transfers authorized, all as contained therein pending the City Council's imposition of any such conditions upon the approval of the transfer of City funds as it may determine and the City Council's review and approval of the Port Authority budget.

**BE IT FURTHER RESOLVED**, that the Red Wing Port Authority Director is directed, in accordance with the Port Authority Enabling Resolution, to submit such budget to the Council Administrator in a timely manner such that the Council Administrator may submit such to the City Council for review and approval as part of the City budgetary process.

**BE IT FURTHER RESOLVED**, the Red Wing Port Authority Board encourages the Red Wing City Council to adopt the Port Authority’s budget as presented, and that the imposition on any additional conditions on transfer of City funds be carefully considered in the broader context of the Port Authority’s overall mission of enhancing economic development.

Adopted by the Red Wing Port Authority on this 4<sup>th</sup> day of November 2026.

**Red Wing Port Authority**

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_

President, Paul Reding

Executive Director, Kyle Klatt



**RED WING PORT AUTHORITY REVOLVING FUND BUDGETS**  
**Fiscal Year 2026 (Beginning 1/01/26) - FINAL 11/4/25**

<b>231</b>
<b>Acct. #</b>
00000-46210
00000-46216
00000-46299
46700-53910
46700-53920
46700-53950
46700-55120

<b>INDUSTRIAL REVOLVING LOAN FUND</b>	<b>2025 Budget</b>
REV. Interest - Deposit / Investments	\$0.00
REV. Interest - Notes & Loans	\$65,000.00
REV. Other Miscellaneous	\$0.00
<b>TOTAL REVENUE</b>	<b>\$65,000.00</b>
EXP. Bad Debt	\$0.00
EXP. Loan Expenses	\$5,000.00
EXP. Real Estate (Property) Taxes	\$0.00
EXP. Debt Service Interest	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$5,000.00</b>

<b>2025 BUDGET</b>
\$0.00
\$65,000.00
\$0.00
<b>\$65,000.00</b>
\$0.00
\$5,000.00
\$0.00
\$0.00
<b>\$5,000.00</b>

<b>232</b>
<b>Acct. #</b>
00000-46210
00000-46216
00000-46299
46700-53910
46700-53920
46700-53950

<b>DOWNTOWN REVOLVING LOAN FUND</b>	<b>2025 Budget</b>
REV. Interest - Deposit / Investments	\$0.00
REV. Interest - Notes & Loans	\$2,500.00
REV. Other Miscellaneous	\$0.00
<b>TOTAL REVENUE</b>	<b>\$2,500.00</b>
EXP. Bad Debt	\$0.00
EXP. Loan Expenses	\$0.00
EXP. Real Estate (Property) Taxes	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$0.00</b>

<b>2026 BUDGET</b>
\$0.00
\$2,500.00
\$0.00
<b>\$2,500.00</b>
\$0.00
\$0.00
\$0.00
<b>\$0.00</b>

<b>233</b>
<b>Acct. #</b>
00000-46210
00000-46216
00000-46299
46700-53199
46700-53902
46700-53910
46700-55120

<b>INTERMEDIARY RE-LENDING FUND</b>	<b>2025 Budget</b>
REV. Interest - Deposit / Investments	\$0.00
REV. Interest - Notes & Loans	\$10,000.00
REV. Other Miscellaneous	\$0.00
<b>TOTAL REVENUE</b>	<b>\$10,000.00</b>
EXP. Other Professional Services	\$0.00
EXP. Bank Charges	\$0.00
EXP. Bad Debt	\$0.00
EXP. Debt Service	\$33,000.00
<b>TOTAL EXPENSES</b>	<b>\$33,000.00</b>

<b>2026 BUDGET</b>
\$0.00
\$12,000.00
\$0.00
<b>\$12,000.00</b>
\$0.00
\$0.00
\$0.00
\$33,000.00
<b>\$33,000.00</b>

<b>243</b>
<b>Acct. #</b>
00000-43490
00000-46210
00000-46216
00000-46299
00000-49231
46700-53199
46700-53902
46700-53910
46700-53920
46700-53924
46700-55120

<b>DEED LOAN</b>	<b>2025 Budget</b>
REV. State DEED Loan	\$0.00
REV. Interest - Deposit / Investments	\$0.00
REV. Interest - Notes & Loans	\$2,500.00
REV. Other Miscellaneous	\$0.00
REV. Transfer from Industrial Revolving	\$0.00
<b>TOTAL REVENUE</b>	<b>\$2,500.00</b>
EXP. Auditing Services	\$0.00
EXP. Marketing & Promotion	\$0.00
EXP. Bad Debt	\$0.00
EXP. Loan Expenses	\$1,200.00
EXP. Subgrantee Grant Expense	\$0.00
EXP. Debt Service Interest	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$1,200.00</b>

<b>2026 BUDGET</b>
\$0.00
\$0.00
\$2,500.00
\$0.00
\$0.00
<b>\$2,500.00</b>
\$0.00
\$0.00
\$0.00
\$1,200.00
\$0.00
\$0.00
<b>\$1,200.00</b>

## DISCUSSION NOTES – 11/4/25

### FINAL PORT AUTHORITY 2026 OPERATING LEVY & BUDGET

- A. The City has received the preliminary 2026 market value information from Goodhue County and the maximum amount that can be levied by the Port Authority in 2026 is \$581,473 based on the County's numbers. This amount is approximately \$20,000 higher than the amount adopted by the Port Authority in August based on staff's initial estimates. Because the Port cannot increase the levy above the amount approved in August, staff is recommending that the levy remain at the \$561,620 number previously approved. If the Board concurs with this approach, no adjustments to the rest of the preliminary budget will be necessary. Increasing the levy by the proposed amount helps the Port continue to plan for larger waterway capital projects and provide resources to move an ambitious work plan forward next year. Last year's levy increased by 7.5% from the year prior; the proposed increase for 2026 would be 3.5%.
- B. Previous operating budgets before 2024 contained revenue sources that were tied to Capital Improvement Projects (CIP). These included potential PDAP (State Grants and Aids) and Federal Highway Funds. All such revenues have been removed from the operating budget and are now tracked under their separate Capital Fund accounts. The City has two active redevelopment grant agreements with MN DEED for project reimbursements. These projects will be tracked under this line item; however, grant revenues are not budgeted since we do not know in which year the payments will be requested by the developer.
- C. The Port is no longer receiving revenue from two leases with Red Wing Grain and ARTCO that previously brought in revenues of approximately \$25,000 due to their inability to use mooring facilities that are in poor condition or located in areas of sedimentation. Additionally, with continued uncertainty about water levels and sediment in the Little River potentially impacting the ability to transport materials from the Port's bulkhead, staff is recommending keeping this amount the same as last year. Actual lease revenues were \$193,320.65 in 2022, \$172,355 in 2023, \$157,106 in 2024, and \$100,248 partway through 2025, all of which have been higher than the amount budgeted in each of those years except for the current year.
- D. This item was previously labeled as a fund balance transfer; however, the City's finance department has noted that it should not be budgeted as a revenue item. It has since been renamed and now reflects transfers from the general fund to support Port activities. In the past, this was used to track monies transferred for river sediment work and for the City's contributions to the downtown investment fund. Consistent with the notes above, any capital contributions from the general fund will no longer be tracked in this item; the Port's contribution to the downtown investment fund is listed as an operating expense.
- E. Administrative Services is used to transfer money to the City's general fund to cover the Port's portion of salaries for employees of the Community Development Department. One-third of the Community Development Director and three-fourths of the Port Manager salaries are included in this amount. Starting in 2024, the Port is covering one quarter of

the community and economic development facilitator position as well. The same percentages are included in the 2025 budget with estimated increases due to rising labor costs and the updated union contracts.

- F. The sign, awning, and façade grant program has historically been funded by this line item in the budget, up to \$20,000. Staff has been also using this category for expenses related to longer-term (multiple month) contracts with consultants like New History. The New History contract in 2024 totaled \$10,780 and is around \$8,000 for far in 2025.
- G. General Professional Services is proposed to stay the same as last year at \$30,000. This amount now also includes professional expenses that were formally tracked as capital budget items, but for which no capital account has yet been established.
- H. Staff is proposing to keep this item at the same amount as last year and will be seeking direction from the Board on what types of marketing activities should be funded by the Port Authority. The Marketing Committee has been working on developing a strategy and plan for marketing; staff has also been meeting with local economic development partners to discuss their marketing efforts. Staff previously requested that \$53,000 of the unspent marketing budget from 2024 be encumbered into 2025.
- I. Insurance Premiums are not expected to change significantly from last year.
- J. To help better plan for emergency dredging needs and other maintenance expenses associated with the Port's aging waterway infrastructure (including the Little River Bulkhead and storage pad), the Board budget \$50,000 under this item last year. Most of the dredging work in 2025 has been covered under a state grant program. Staff is recommending the same amount for 2026.
- K. No changes in lease rates are expected in 2026 so this has been kept the same as 2025.
- L. The Port Authority does not currently own any property that would be required to pay property taxes in 2026, and staff does not anticipate making any such acquisitions or changes over the next year.
- M. This proposed expenditure for 2026 includes a contribution to the Downtown Investment Partnership of \$50,000 from the Port, to include (equal or more) contributions from the City and local foundations.
- N. The budget includes a line item for Transfers to Capital Funds (Projects) that will track the contribution from the Port's operating budget to support larger improvements (other than buildings). The Port's funds for these projects would typically be used as the required matching contribution percentage for grants or other aid given the size of the projects. All previously supported projects were listed in the 2023 budget; all transfers were completed by the end of 2023. The Port has been budgeting \$10,000 a year for the last several years to help with initial planning work on a potentially larger river sediment control project.
- O. The operating budget includes a line item for transfers into a land improvement and redevelopment fund called the redevelopment stimulus fund. Over the last several years, the intent of this budget item was to set aside funds for larger redevelopment projects and to ensure that money would be available and dedicated to support land development and redevelopment opportunities as they arose. The Port's acquisition of 115 Dakota Street is

an example of a project supported by this fund. The Port has also used this fund to support grant opportunities like the West End Business Assistance Program. The CIP is not typically used for projects that are uncertain to occur; therefore, a separate project fund outside of the CIP has been created for this purpose. Staff is recommending that this fund be kept at the same level as last year. The Port is expected to use some of these funds for ongoing efforts to redevelop the former Central Research and Jefferson School properties. As of September 2025, there is \$431,000 in this account.



TO: Red Wing Port Authority Board

FROM: Kyle Klatt, Director

Agenda Item No.: LMCIT Liability Coverage Waiver

Meeting Date: November 4, 2025

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**ACTION REQUESTED: Consider Motion to Adopt Resolution #346 whereby the Red Wing Port Authority does not waive the statutory tort liability limits on municipal tort liability established by Minnesota Statutes 466.04.**

**ATTACHMENT:**

- Resolution #346
- Waiver form for the Red Wing Port Authority

**BACKGROUND:**

This is an annual item which requires City Council and Port Authority action. The League of Minnesota Cities Insurance Trust (LMCIT) requests this item at the time of our renewal for underwriting our liability insurance policies and calculating our premiums.

**DISCUSSION:**

Annually, as part of the underwriting process, the city must decide whether to waive the statutory tort liability limits. Historically the city has consistently elected to not waive the statutory tort liability limits or acquire excess liability coverage.

There are a couple policy matters for the City Council and Port Authority to consider before making the election whether to waive the statutory tort liability limits and/or acquire excess liability coverage.

1. As a matter of public policy, the city may seek to minimize the expenditure of the taxpayers' funds by taking full advantage of every protection the

legislature has decided to provide and not waive the statutory tort liability limits.

2. As the statutory tort liability limits are \$500,000 per individual and \$1,500,000 per occurrence applying the limits may result in an injured party not being fully compensated for the actual proven damages that were caused by city negligence. As an example, if a city vehicle struck a transit bus and the city were determined to be liable and the injured parties' actual proven damages are greater than the statutory limit of \$1,500,000, the injured parties may not be adequately compensated for the actual proven injuries caused in the accident (as the statutory tort liability limit is \$1,500,000). Hence, as a matter of public policy, the city may want to have more assets available to compensate their citizens for injuries caused by the city's negligence. Waiving the statutory liability limits and acquiring excess liability coverage are ways to address that policy consideration.

There's no right or wrong answer regarding the two policy options above. It's a discretionary question of the city policy that each city needs to decide for itself. The decision whether to waive the statutory tort liability limits or purchase excess liability coverage has the following effects:

1. If the Port Authority does not waive the statutory tort liability limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total of all claimants could recover for a single occurrence to which the statutory tort limits apply would be \$1,500,000.
2. If the Port waives the statutory tort liability limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 on a single occurrence (based on the League of MN cities' current liability limits). This election provides for additional coverage for an injured party and would increase the Port Authority's insurance premiums by approximately 3-5% or around \$150.
3. If the Port waives the statutory tort limits and purchase excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. This election provides for additional coverage for an injured party and increases the Port Authority's insurance premiums. The premium increase would be approximately \$1,000 for each additional \$1,000,000 of coverage.

For 2025 The Port Authority overall premium for liability, property and crime was \$3,195.00.

**RECOMMENDATION:**

In considering the risk factors, the additional protections afforded, the statutory tort liability limits, previous claims experience and budgetary constraints, staff continues its past practice of recommending that the Port Authority adopt Resolution #346, which DOES NOT WAIVE the statutory tort liability limits established by Minnesota Statutes 466.04 for the Port Authority.

**RED WING PORT AUTHORITY**

**RESOLUTION NO 346**

**Not Waiving Tort Liability Limits for League of Minnesota Cities Insurance Program**

**WHEREAS**, the City Council of the City of Red Wing, including the Red Wing Port Authority, has approved participation in the League of Minnesota Cities Insurance Trust (LMCIT) program;

**WHEREAS**, the Port Authority has elected to purchase liability coverage with limits in the amount of \$500,000 per individual claimant and \$1,500,000 per occurrence on any claim to which the statutory tort limits apply, which equals the statutory limits on tort liability set forth in Minnesota Statutes 466.04

**NOW, THEREFORE, BE IT RESOLVED**, that the Red Wing Port Authority Board elects to not waive the monetary limits on tort liability established by Minnesota Statutes 466.04 calendar year 2026.

Adopted by the Red Wing Port Authority on this 4<sup>th</sup> day of November 2025.

Red Wing Port Authority

Attest:

\_\_\_\_\_

President Paul Reding

\_\_\_\_\_

Community Development Director

Kyle Klatt

### LIABILITY COVERAGE WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city’s underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.**

*The decision to waive or not waive the statutory tort limits must be made annually by the member’s governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

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LMCIT Member Name:

*Check one:*

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member’s governing body meeting:

Signature: \_\_\_\_\_

Position:



**City of  
RED WING®**

**2025 Rules and Policies for  
Boards, Commissions, and Committees**

**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. An addendum to this document provides a summary of the similarities and differences between commissions and committees.

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. *Advisory Commissions.* The City Council, through the Charter, has the authority to establish additional advisory commissions as it deems appropriate. Among other roles, these types of commissions advise the Council on specific issues, as requested by the Council. The following bodies are currently established:
  - Arts and Culture Commission
  - Human Rights Commission
  - Sister Cities Commission
  - Sustainability Commission
  
3. *Advisory Commissions with Additional Decision-Making Authority.* These bodies act as advisory commissions with at least one additional decision-making responsibility.
  - Advisory Planning Commission: This body is also the City's Board of Adjustment; it is the decision-making body on zoning variances requested by the public. The City Council is only involved in zoning variance decisions if a member of the public requests an appeal to the Council.
  - Heritage Preservation Commission: This is the City's decision-making body on heritage preservation design reviews for locally designated historic properties.

The City Council is only involved in these types of design review decisions if a member of the public requests an appeal to the Council.

4. *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.
5. *T. B. Sheldon Auditorium Board.* The City received the T. B. Sheldon Theatre as an estate gift, and the terms of the gift require the theater to 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.
6. *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.
7. *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 City staff member schedules and convenes the meetings.
- c. Notices, minutes, and recordings are not done, and the committee does not have a Council liaison.
- d. City staff maintains a membership roster on the City's website.

8. Reassignment of Commissions and Committees

- a. The City Council may, by ordinance, downgrade a regular Advisory Commission (see Section 1, #2 above) to an Advisory Committee per Charter Section 2.04, which provides that the City Council may by ordinance abolish any commission as it deems necessary for the operation of the City. This is specific to Advisory Commissions that are not mandated by state statute.
- b. The City Council may by ordinance elevate an Advisory Committee (see Section 1, #7 above) to an Advisory Commission per Charter Section 2.04, which provides that the City Council may by ordinance establish any commission as it deems necessary for the operation of the City. There must be adequate staff capacity and a budget to support this change.

**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 Sister Cities Commission has up to 15 members, the Sustainability Commission has seven members, and the Human Rights Commission has seven 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 has up to 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. Age

- a. Voting members of boards and commissions must be 18 years or older.

#### 5. 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.

#### 6. 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.

#### 7. 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: Simultaneous Membership**

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 they serve on an advisory committee. This is because advisory committees have much less regulation, authority, and structure (see page 2 and addendum).

### **Section 4: Terms**

1. Length of Terms: Most boards and commission terms are three years, expiring on December 31. Members can serve two consecutive terms. Exceptions to that rule are listed below.
  - a. Charter Commission terms are four years, per state law. 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.
2. Appointment to One's Own Term: If a person is appointed to their own term in the first half of the year (January 1 through June 30), that constitutes the first year of the member's first term. If a person is appointed to their own term in the second half of the year (July 1 through December 31), that constitutes a partial term, and the first year of their first full term starts January 1 of the upcoming year. The phrase "own term" means when a person is appointed to an open seat and is not finishing the unexpired term of a previous member.
  3. Appointment to Fill Another Member's Vacancy: Sometimes a person is appointed to fill a previous member's unexpired term. This may happen, for example, when a member resigns or steps down early for any reason or is removed, or whose seat is declared vacant by a lack of residency. When this happens, if the new member is appointed in the first half of the unexpired term, that also constitutes the new member's first term. If the new member is appointed in the second half of the unexpired term, that term is considered a partial term. When that partial term is completed, the new member may be appointed to their own first term in the same manner as an initial appointment.
  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. 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 5: 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.redwingmn.gov](http://www.redwingmn.gov). 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.
  - i. Charter Commission: Per Minnesota Statute Section 410.05, Subdivision 3, 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.
  - ii. Port Authority: Per Minnesota Statutes, Section 469.050, subd. 3 and subd. 4, and the Port Authority Enabling Resolution, 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. When a member completes their first term and would like to continue with a second term, that member may be appointed in the same manner as the initial appointment.
- e. 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 6: 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 have a limited scope of study and 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, record their meetings, or keep minutes.
4. Subcommittees will provide verbal reports on their activities during the next regular board or commission meeting.
5. Subcommittees may include community members who are not members of the board or commission.
6. Staff liaisons may schedule, attend, or follow up on subcommittee meetings, but they are not required or expected to. The involvement of staff liaisons in subcommittee work is based on the specific board/commission's practices and situation. Staff liaisons and/or their supervisors, not the body, make decisions regarding involvement with subcommittees.

## **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
  - Rules & Policies for Boards, Commissions, and Committees
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: Annual Organizational Work**

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.* Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. Boards and commissions may also choose to elect or appoint additional positions, such as a pro tem, secretary, or subcommittee chair.
  - c. *Review the Annual Budget,* if applicable.
2. After the City Council adopts its Rules and Policies for Boards, Commissions, and Committees, each board/commission will review and follow them. No vote is necessary.
- a. Boards and commissions may make modifications to the Order of Business and the Public Comment sections by a majority vote of the board/commission members. Council must approve the changes before they can be implemented.
  - b. The Library Board and Sheldon Board can make modifications to additional areas of the document with a majority vote of their board members and do not need Council approval.

**Section 9: 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. Pledge of Allegiance (optional)
  - d. Statement of Intent (optional)
  - e. Mission Statement (optional)
  - f. Approval of Agenda
  - g. Approval of Minutes of Preceding Meetings/Workshops
  - h. Public Comment
  - i. Motions and General Business
  - j. Communication Items (optional)
  - k. Adjournment
2. Four items in the Rules of Order are optional, and each board or commission has the choice to include or not include those in their Order of Business for the year. Related to the Statement of Intent and the Mission Statement, members can choose to include one or both as a written part of the agenda and/or as a statement read by the Board Chair or the entire commission, or decline any inclusion.
3. Boards and commissions may choose whether a member of the public is allowed one or two times to speak. They may also choose to change the total number of minutes allowed

during their Public Comment period.

4. Comments from the Council Liaison and staff liaison may be included as distinct agenda items listed under "Communication Items," if desired.

### **Section 10: 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. 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.

### **Section 11: 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. (For public hearings, see (Section 11, #2 below).
  - a. The Public Comment period will take place near the beginning of the meeting for people to speak to the board/commission on items on the agenda and items not

on the agenda.

- b. Each person is allowed two segments of time to speak to the board/commission. Each segment has a maximum of three minutes and can relate to one or more topics of the person's choosing. If a person uses their second three-minute segment, it must be about topics that are separate from the first segment. If a person wishes to speak twice, they must either sign up or raise their hand (in person or virtually) two times.
  - c. A person may not give either of their three-minute allotments 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.
  - h. For details on public comment during workshops, see Section 17 of this document.
2. The public comment practices outlined in Section 11 (#1) above do not apply to public hearings. Boards and commissions that hold public hearings will use the protocol specific to public hearings.

## **Section 12: 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 of the motion 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 is required to 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.

### **Section 13: Meeting Materials**

1. The board/commission chair and staff liaison will establish the board/commission agenda.
2. The board/commission will not amend the agenda once the agenda is approved by a majority vote at the meeting. 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.
3. 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.
4. 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). Failure to accomplish any of these tasks shall not invalidate the meeting.
5. The staff liaison shall have a paper copy of the agenda and supporting materials and make them available for public inspection. All items required to be posted for public notice shall be done on a notice board located in City Hall.
6. 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 14: 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 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.
2. Workshops do not require a quorum of members.

### **Section 15: 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 members' time commitment. 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. Members are expected to prioritize workshops just as they do regular and special meetings. Workshops are important because members learn information and engage in discussions that usually impact the decisions made at meetings.
4. Board and commission members who have unavoidable absences should 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.
5. 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 a 12-month period (whether those absences are excused or not).
6. If attendance issues persist, a board or commission member may be removed by a two-thirds vote of the City Council.

### **Section 16: Locations for Meetings and Events**

1. All regular and special board and commission meetings will take place in the City Council Chambers.
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 17: Notices, Minutes & Recordings**

1. Notices, Minutes, and Accessibility
  - 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 video 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 18: 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. Voting cannot 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 will not be heard at workshops. Instead, 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. Public comments may be allowed at a specific board/commission workshop at the direction of the Chair.
7. 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 19: 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 appropriate staff member for consideration in the City Council's next annual budget.

### **Section 20: Communication Outside of Meetings and Workshops**

1. All boards and commissions will follow the Open Meeting Law related to communication outside of meetings and workshops.
2. Red Wing's advisory 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.
3. Below are requirements for Red Wing's board and commissions.
  - a. *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.
  - b. *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.

- c. *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 21: Virtual Meetings and Attendance**

1. Boards and commissions must abide by the Open Meeting Law related to virtual meetings, just as the City Council does.
2. Members are expected to attend meetings in person regularly. However, members can attend and participate in meetings virtually if needed, as long as all conditions are followed as outlined in Minnesota Statute 13D.02 or 13D.01.
3. Members who wish to participate virtually in meetings should consult with their staff liaison at least 24 hours before a meeting, whenever possible.

## **Section 22: 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. Port Authority members and HRA members are paid a set amount for every meeting they attend. This amount is set by state statute.

## **Section 23: 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, and the HRA Director serves as the staff liaison to the HRA.
  - 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 body but do not participate in the debate of issues or vote on any issues.
    - i. When the staff liaison position is tied to a specific City staff position, such as the Advisory Planning Commission, Heritage Preservation Commission, Library Board, HRA, Sheldon, and others, the staff liaison may share insights and/or recommendations with members, based on that position's expertise and knowledge.
  - 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.
  - i. The staff liaison is 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.

- 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.
  - l. 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 24: 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 Communication Items portion of the Council meeting, based on their discretion or at the request of the staff liaison or board or commission chair.

### **Section 25: Providing Education**

1. Each board and commission may educate the public on issues that fall within their mission statement.
2. 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.
3. When educating the public, boards and commissions must present the information as a neutral educator and refrain from endorsing or promoting a certain viewpoint.
4. Boards and commissions cannot use City funds to advocate a position on any issue without City Council approval.

### **Section 26: 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, and 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 27: Code of Conduct**

Board and commission members shall respect and follow the Code of Conduct, Section 2.15 of the City Code.

## **Section 28: 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 they reference or relate 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 29: 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.

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