



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

Port Authority Board Regular Meeting

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

Date: Tuesday, December 2, 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 November 4, 2025, Port Authority 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 the October 2025 Balance Sheet and Budget Report

- 9.B. Consider Recommendation to Approve Funding from Downtown Investment Fund for Block-38 Elevator Addition Feasibility Study.
- 9.C. Consider Motion to Approve an Amended Consulting Proposal for General Consulting Services in 2026 and to Perform an Evaluation of Historical Significance for the Former Jefferson School Building
- 9.D. Preparation for 2026 Annual Workshop: Discuss 2025-2029 Work Plan Progress and Potential Updated Actions for 2026 [**Updated 2025 Work Plan Progress Report and Recommended 2026 Priority Actions to be Posted on 12/1/25**]
- 9.E. Port Authority Meeting Calendar for 2026 [**Proposed Board, Workshop, and Committee Schedule to be Posted on 12/1/25**]

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
November 4, 2025**

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

Members Absent: Commissioner Beise (excused absence)

Others Present: Kyle Klatt, Community Development Director / Port Authority Executive Director; 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 p.m.

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, Wardle, Wilson, and Drazkowski were in attendance.

Motion to Excuse Commissioner Beise

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

4. Approval of Agenda

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

5. Approval of Minutes

A. Motion to Approve October 7, 2025, Port Authority Meeting Minutes.

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

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

A motion was made by Commissioner Flattum, seconded by Commissioner Kliewer 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

President Reding reviewed the public comment procedure.

No one wished to address the Board.

7. Public Hearing

There were no public hearings.

8. Communication Items

A. Executive Director's Report.

Director Klatt highlighted several items from the report:

- Staff have been communicating with the State Historic Preservation Office (SHPO) about any additional steps that must be completed before demolition can commence on the structure. It was determined that there is no need to go through a full study. The developer intends to start demolition in November or December.
- The Port Authority Board conducted a Workshop on October 20, 2025, for the purpose of governance training. Director Klatt put together a summary of the training for each Board Member to have.
- The City of Red Wing conducted a Housing Summit on October 29, 2025, to bring housing advocates and other interested parties together to discuss ways the City can begin to address its housing needs. Director Klatt reported that there was a very good turnout of about 65 people in attendance. Commissioner Flattum stated that it was a forward-looking conversation rather than a rehashing of the past. President Reding stated that he was struck by the need for housing and the impact of housing on growth in Red Wing. President Reding suggested that it might be prudent to poll some of the larger employers in Red Wing to inquire how they see the potential impact of AI on their companies.
- 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 the demolition of the former Central Research Laboratories building at the intersection of Highways 19 and 61. Director Klatt stated that it is necessary to go out for bid on the demolition. The building demolition is expected to occur in January 2026.
- Director Klatt stated that Staff has been working on selecting consultants to work on the Office of Energy Transition Grant, which is the one million dollars the City received for economic development, future, and resiliency planning. RFP's have gone out for developing a financial analysis for the City, and for performing a Land Feasibility Study.
- Port Authority Manager Chorney stated that the Geo-technical work was performed at the Little River Bulkhead and the Mooring Cluster. Results are expected in about a month. Manager Chorney stated that SHPO's report has not yet been delivered.

- Manager Chorney and Commissioner Wilson attended the Upper Mississippi Waterways Association (UMWA), 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, which held its annual meeting on October 23, 2025. The Port Association will meet with the Minnesota Department of Transportation (MnDOT) twice per year. At the Minnesota Ports Association meeting in August 2025, the ports began clarifying state funds and federal funds and how they interact. The next meeting is scheduled for Tuesday, December 2, 2025, at 4:40 p.m.

A Motion was made by Commissioner Wardle, seconded by Commissioner Drazkowski to approve the Executive Director's Report. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

B. Committee Reports.

There were no committee reports given.

C. Discussion Items.

There were no discussion items.

9. Motions & General Business

A. Motion to Approve September 2025 Balance Sheet and Budget Report.

Commissioner Wardle stated that the balance sheet was not included, and he asked if it was missing this month.

Director Klatt stated that the balance sheet was not included, and the budget summaries were late, partly because they didn't have the information needed from the finance department, but they also noticed that the total for the fund balance wasn't changing from month to month.

Commissioner Wardle stated that the final two pages of the loan summary are difficult to read because they break across two pages.

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

Manager Chorney offered the clarification that on the loan summary, there are CMA properties that are part of the downtown investment loan. This is not the loan with tenants. The Staghead Loan was paid off when they sold the property.

President Reding stated that the loan is forgivable at the end of ten years.

Director Klatt stated that there is probably a need to create a separate fund for the downtown investment money.

Manager Chorney stated that the loan for Mike's Barbershop is not showing a declining balance. The finance department has been made aware of this concern.

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.

Director Klatt reminded the Port Authority Board that at their September 2, 2025, Meeting, authorization was given to negotiate with the Red Wing School District concerning the acquisition of the former Jefferson School Property at 601 Buchanan Street.

Director Klatt stated that since that time, they have been in communication with the School District regarding what a Purchase Agreement may look like.

Director Klatt explained that, in conjunction with their consultants and legal counsel, a Purchase Agreement has been drafted, and each Member has a copy of it.

Director Klatt stated that there are two actions for the Board to take. The first action is to authorize Staff to execute the Agreement. The second action is to allocate up to \$50,000 from the Port Authority Redevelopment Stimulus Account for the use of completing due diligence work to prepare the site for redevelopment activity.

Director Klatt stated that the purchase price for the property would be set at \$1. The closing date would be on or before July 31, 2025.

Director Klatt stated that a Deed Restriction is being requested that would prohibit the building from being used as another school.

Director Katt pointed out the significance of the National Register Designation, which would provide a significant financial incentive for a company to use the building as it is and maintain the historical integrity of the building.

A question was raised about the School District's obligation to maintain the building during the due diligence period. According to Director Klatt, the Port will be insulated from having to move forward with acquiring the building if they find problems that make it cost-prohibitive to move forward with the transfer of ownership.

Director Klatt stated that the building doesn't need to be nominated for the National Registry of Historic Places, but it needs to be eligible to be nominated. During the due diligence period, the Port would take care of Part One to make sure that the building is eligible to be nominated, but the developer of the

property would be responsible for completing Part Two, which is nominating the building for the National Registry of Historic Places. It was noted that it is difficult for schools to receive the designation.

Director Klatt addressed the cost of the site survey. The projected numbers are based on past projects and experiences, and they are intended to prevent us from having to come back for additional funding. If the School District already has a survey, there will be no need for a second one.

Commissioner Wilson asked what the advantage is to the City if the building goes on the National Registry for Historic Places.

Director Klatt stated that the advantage is for tax credits for a potential developer.

Heineman stated that in his experience, the tax credits associated with property on the National Registry for Historic Places can make or break a deal. There are federal tax credits and state tax credits. Each of them is up to 20% of the total project cost in tax credits. If there is a \$10 million project, which this could easily be, the developer would receive \$2 million in federal tax credits and \$2 million in state tax credits. Heineman stated that the tax credits are the single biggest source for bringing a project to fruition.

Commissioner Drazkowski asked if either of the properties in Winona that are very similar in age qualify for the National Registry for Historic Places. Director Klatt was unsure but offered to find out and report back.

Commissioner Kliewer asked if it was possible to have a post-secondary school in the building. Commissioner Kliewer stated that he was a former school board member and experienced a similar scenario, but the building was used by a college that used it as a nursing school.

Heineman stated that anything that would be a direct competition to the School District would not be allowed. A college would not be restricted by the language in the contract.

Commissioner Wardle asked if the governing decision would be the motion and vote by the Port Authority Board. The answer is yes.

Commissioner Drazkowski asked why the maintenance wouldn't be included in the language of the contract if the intent is to continue it. Commissioner Drazkowski would like a paragraph added to the Agreement stating that the School District agrees that maintenance has been performed and will continue during the due diligence period.

Heineman stated that the only maintenance that is currently being done is maintaining the HVAC systems, and the building is currently insured. Heineman

stated that if this redevelopment project does not proceed, the most likely thing to happen next is a demolition project.

A motion was made by Commissioner Wardle, seconded by Commissioner Flattum to approve the Purchase Agreement with the Red Wing School District to Acquire the Former Jefferson Property at 601 Buchanan Street. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

A motion was made by Commissioner Wardle, seconded by Commissioner Flattum to allocate up to \$50,000 from the Port Authority Board's Redevelopment Stimulus Fund to complete the due diligence work that will prepare the site for redevelopment. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

C. Consider Motion to Approve a \$5,000 Sign, Awning, and Façade Grant for Sievers Creative.

Manager Chorney stated that on June 10, 2025, the Port Authority increased the matching grant funds from \$2,500 to \$5,000. On August 5, 2025, the Port Authority decided that two bids were required rather than one.

Manager Chorney stated that Sievers Creative is located at 460 Guernsey Lane. The property was acquired in 2024. Along with being a marketing firm, they also have their own sign studio.

Manager Chorney stated that the application also includes the required two bids, one of which is from Sievers Creative themselves.

Manager Chorney also pointed out that in the Sign, Awning, and Façade Application is a copy of the wording that states previously installed projects are eligible for the Grant if all conditions are met. This is the first Application that has fallen into this category.

Manager Chorney informed the Board that she took some members of the Finance Committee out to Sievers Creative to see the project in person.

Manager Chorney stated that Roger, from Sievers Creative, is present to answer any questions that the Board may have.

Manager Chorney stated that the total project cost is approximately \$20,000, which means that Sievers Creative does qualify for the \$5,000 Grant.

Manager Chorney reminded everyone that the Port Authority Board set aside \$20,000 for the Sign, Awning, and Facade Program. This is the first project of the year, and if approved, the award will bring the balance in the Sign, Awning, and Façade Program down to \$15,000.

Commissioner Kliewer asked where the company that made the second bid is located. Commissioner Kliewer stated that it is an odd situation that a sign company is bidding on their own sign that was previously installed for a grant.

President Reding invited Roger Sievers to approach the podium to answer Commissioner Kliewer's question.

(Roger) came forward and stated that the sign company is Decent Graphics, which is a company that Sievers Creative has worked with to sub some jobs out to. The company is located in Red Wing. The bid was an "apples-to-apples" bid.

Commissioner Kliewer asked if Decent Graphics has completed jobs such as the one for Sievers Creative.

(Roger) stated that Decent Graphics has completed quite a few sign jobs in the area. He specializes in vinyl graphics, but he's done a few signs.

A motion was made by Commissioner Flattum, seconded by Commissioner Wilson to approve a \$5,000 Sign, Awning, and Façade Grant for Sievers Creative. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

D. Consider Motion to Approve Sign, Awning, and Façade Grant in the amount of \$3,850 for La Dolce Vita Art and Café.

Manager Chorney stated that Elizabeth, one of the owners of La Dolce Vita Art and Café, is present to answer any questions that the Board may have.

Manager Chorney stated that the Café is on the main level, and an art studio will be on the upper level, which will showcase a variety of artists, including (Elizabeth), who is also an artist.

Manager Chorney added that this grant request has been a little slow coming to us because of the changes that the Board has made.

Manager Chorney stated that the color of the awning is going before the Historic Preservation Commission, which is why it is listed as pending their approval.

Manager Chorney invited (Elizabeth) to come forward and give the background of what brought her to Red Wing.

(Elizabeth) stated that it was a coincidence that they came to Red Wing. A friend told her that Red Wing was a very "artsy" city. Because she is an artist, (Elizabeth) loved the idea of having her own gallery.

(Elizabeth) loved the high ceilings in the upstairs for the purpose of showing art and for the purpose of creating art.

A motion was made by Commissioner Wilson, seconded by Commissioner Kliewer to approve a Sign, Awning, and Façade Grant in the amount of \$3,850 for La Dolce Vita Art and Café. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

Commissioner Kliewer asked about the remaining amount that was written in the packet.

Manager Chorney stated that she made an error and will correct it.

E. 2026 Final Tax Level and Budget Approvals.

Consider Motion to Approve Resolution No. 347 Certifying the RWPA Final Property Tax Levy for Taxes Payable 2026.

Director Klatt stated that the Board approved a Preliminary Budget in August of 2025. The amount approved was a tax levy of \$561,620.

Director Klatt stated that Staff is not recommending any changes.

Director Klatt stated that the maximum levy that the Port could impose is \$581,473.

A motion was made by Commissioner Flattum, seconded by Commissioner Wilson to approve Resolution No. 347 Certifying the RWPA Final Property Tax Levy for Taxes Payable 2026. A roll call vote was conducted, and the motion carried unanimously by a vote of 6:0.

President Reding asked about the money carried over from one budget year to the next. President Reding wanted to know if it takes a budget amendment to access those funds.

Commissioner Klatt stated that the fund balance prevents the Port Authority Board from having to amend the budget.

Consider Motion to Approve Resolution No. 348 Approving the RWPA Fiscal Year 2026 Final Budgets.

A motion was made by Commissioner Flattum, seconded by Commissioner Wilson to approve Resolution No. 348 Approving the RWPA Fiscal Year 2026 Final Budgets. A roll call vote was conducted, and the motion carried unanimously by a vote of 6:0.

Commissioner Drazkowski asked if the demolition of the building is budgeted. The answer is no. Director Klatt stated that the demolition is being paid for by the City Council through the abatement bond process.

F. Consider 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.

Director Klatt stated that this comes before the Port Authority Board every year, and the Board always approves it as written. In the past, the Port Authority Board has been consistent with the City Council. Staff recommends that this motion be approved.

Commissioner Wardle asked why the Port Authority Board must consider this motion.

Director Klatt stated that it is his understanding that because the Port Authority Board is a separate entity, it is required to consider the motion.

A motion was made by Commissioner Wardle, seconded by Commissioner Flattum to approve 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. A roll call vote was conducted, and the motion carried unanimously by a vote of 6:0.

G. Consider Motion to Approve 2025 Rules and Policies for Boards, Commissions, and Committees.

A motion was made by Commissioner Wardle, seconded by Commissioner Wilson to approve 2025 Rules and Policies for Boards, Commissions, and Committees. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

10. Adjournment

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

President Reding adjourned the meeting at 5:47 p.m.

ATTEST:

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: December 2, 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 continued to work on addressing all regulatory and review agency requirements ahead of the planned demolition of the former Fleischmann Malting building. Most recently staff prepared a monitoring plan to meet the requirements of the State Historic Preservation Office (SHPO) and Office of the State Archaeologist (OSA). According to their guidelines, a qualified archaeological consultant, licensed by the State of Minnesota, must be present on-site during the demolition process. The agreement will allow the City and developer to meet these agency requirements without having to complete further studies on the site, and specifically, a Phase I Archaeological Assessment (which could have delayed demolition for several months). The developer was given the plan and will need to coordinate with a qualified consultant during demolition work. This action clears the way for demolition to commence once the developer is ready to proceed.

Downtown Train Quiet Zone

The Red Wing City Council recently authorized completion of work within the Jackson Street right-of-way that is needed to establish a train whistle-free zone through the City of Red Wing. Specifically, the City will be installing a traffic channelization system at Jackson Street in early 2026 and will not need to use a quad gate system that would have been considerably more expensive. The traffic channelization system is a continuous surface-mounted curb with bollards or panels every few feet. This system can be installed by public works staff and will not involve any work within the railroad right-of-way. Prior to this action, the City Engineer submitted a Notice of Intent (NOI) to establish a quiet zone for the required parties and the 60-day review period has been completed. Only one comment was received, which was from ADM. ADM expressed their support for the quiet zone and stated that they will still have to beep a horn when they do certain switching operations. Their horn beeps are much

quieter and only a single beep rather than a prolonged blast. Once the channelization system is in place, the City will be able to request the formal whistle-free designation.

In conjunction with its action on Jackson Street work, the City Council also authorized staff to prepare conceptual plans for pedestrian improvements at the Broad Street crossing. During the on-site reviews with the Federal Railway Administration, it was noted that although this crossing met the technical requirements for whistle-free designation, the pedestrian crossings at this location could be improved from a general safety perspective. The planning work will help the City plan for future upgrades at this intersection and seek future project funding through grants and other opportunities. With the planned redevelopment of the Maltery and adjacent sites, staff expects that these improvements will become much more critical in the future. The Engineer's memorandum from the November 24th City Council meeting is attached to this report for further background information.

Central Research Property Update

The City of Red Wing has signed the loan agreement with DEED to provide funding for demolition of the former Central Research Laboratories building at the intersection of Highways 19 and 61. The next step in this process will be closing on the abatement bond that will be used to guarantee payments on the loan principal and interest. As noted previously, loan payments will not commence for roughly two and a half years. Port Staff has also received a signed Memorandum of Understanding (MOU) from the Minnesota Department of Transportation (MnDOT) that memorializes an agreement between the City and MnDOT concerning future access to the site and realignment of the Highway 19 boundary through the property. The MOU allows the City and Port to consider replatting the property which will ultimately add additional usable acreage to the site. Staff is also working on a public bid document for demolition of the structure and is planning to bring this contract forward for approval in January of 2026.

Port Budget Adoption

Staff provided the Port Authority's adopted budget to the City's finance department for consideration at the City Council's Truth in Taxation meeting scheduled for December 1, 2025 starting at 6:00 PM.

Former Bauer Built Property

The City Council's ad-hoc committee is expected to meet again with representatives of the Prairie Island Indian Community (PIIC) in early December. Both parties have worked to develop a draft lease agreement that could potentially be considered by City Council and PIIC in the near future. The Port Authority's role in the redevelopment of the site will need to be determined depending on the outcome of these conversations. Staff is still in contact with a third party that has expressed an interest in leasing a portion of the building if the dispensary project moves forward.

Little River Bulkhead and Mooring Cluster Update (Shari)

Staff and AMI received preliminary results from the Geotechnical borings for both the Mooring Cluster site and the Little River Bulkhead. Unfortunately, the soil conditions encountered at the bulkhead were not great and AMI is evaluating options for the construction of a new bulkhead. In addition, AMI is still working through environmental assessments. Shari can hopefully provide updates at our meeting.

Next Meeting. The next regular meeting of the Port Authority is scheduled for Tuesday, January 6, 2025, at 4:30 p.m.

Attachments:

- 2026 Port Meeting Notice
- City Engineer Report – Railway Quiet Zone Update 11/24/25



~ Port Authority Board 2026 Regular Meeting Schedule ~

The Red Wing Port Authority Board will hold its regular meetings on the 1st Tuesday of each month, at City Hall. The meeting will take place in the City Council Chambers, 315 W 4th Street, Red Wing, MN beginning at 4:30 p.m.

Tuesday, January 6, 2026	Tuesday, July 7, 2026
Tuesday, February 3, 2026	Tuesday, August 4, 2026
Tuesday, March 3, 2026	Tuesday, September 1, 2026
Tuesday, April 7, 2026	Tuesday, October 6, 2026
Tuesday, May 5, 2026	Tuesday, November 3, 2026
Tuesday, June 2, 2026	Tuesday, December 1, 2026

A quorum of the Red Wing City Council Members may be in attendance.

Please publish in the Republican Eagle Government Calendar.



CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor
From: Zach Regnier, Engineering Director
Meeting Date: November 24, 2025
Agenda Item Number: 9.A.

Title and Purpose

Consider actions related to establishment of a Railroad Quiet Zone through downtown Red Wing. Staff have determined the improvements required to establish a quiet zone, as well as a need to plan for future improvements to maintain the quiet zone.

1. Motion to authorize staff to construct improvements at the Jackson Street crossing.
2. Motion to authorize staff to enter into agreement with Bolton & Menk for \$21,200 to develop a concept and cost estimate for future improvements at Broad Street.

Attachments

1. Quiet Zone Update
2. Jackson St Turning Movement-WB-62
3. Bolton & Menk - Broad Street Proposal

Background

A quiet zone through downtown Red Wing has been desired for decades in order to bolster existing businesses and attract new development. City staff have previously investigated this topic and found that extensive improvements would be required at the Jackson Street and Broad Street crossings. In 2025, city staff resumed working on establishing a Quiet Zone.

As part of this process, the City of Red Wing is required to provide written notice of its intent to create a new Quiet Zone to all railroads operating over the crossings within the quiet zone; the State agency responsible for highway and road safety; and the State agency responsible for grade crossing safety. City staff submitted a Notice of Intent (NOI) to establish a quiet zone for the required parties and the 60-day review period has been completed. Only one comment was received, which was from ADM. ADM expressed their support for the quiet zone and stated that they will still have to beep a horn when they do certain switching operations. Their horn beeps are much quieter and only a single beep rather than a prolonged blast.

Discussion

Based on previous findings, staff expected that a new quad gate system would be required at Jackson Street and pedestrian improvements would be required at Broad Street. At the April

28, 2025, City Council meeting, the Council authorized spending \$10,000 from the Capital Reserve Fund (CRF) for preliminary engineering studies at each crossing to be done by CPKC Railroad. Prior to executing the preliminary engineering studies, City staff conducted further research into the quiet zone requirements and met on-site with Federal Railroad Administration (FRA) and CPKC Railroad staff to review possible solutions.

Based on this research, it was determined that traffic channelization could be installed at Jackson Street rather than a new quad gate system. The traffic channelization system is a continuous surface-mounted curb with bollards or panels every few feet. This system can be installed by public works staff.

The benefits of the channelization system over a quad gate system are that it is significantly cheaper (estimated savings of \$700k-\$950k), it can be implemented by City staff or local contractors (rather than by CPKC), and it can be installed immediately (CPKC is typically scheduled a couple of years out). The main drawback to the channelization system is that it may be more susceptible to damage which would require replacement of damaged segments, since the system is designed with flexible connections to withstand some impacts without causing damage to the entire system.

The channelization system would be installed 100 feet along the road centerline in both directions from the tracks. Also, while semi-trailer traffic is intended to cross at Broad Street or Withers Harbor Drive, a turning movement analysis was conducted to ensure the channelization system would not interfere with large vehicles utilizing Jackson Street. Staff recommends installing the channelization system as soon as weather and scheduling allows.

Tentative Timeframe: Quiet Zone Establishment

- 11/24/25: City Council authorizes staff to install a channelization system.
- Winter 2025: Staff purchase the materials, obtain a CPKC permit, and coordinate scheduling of work.
- Spring 2026: Staff install channelization system.
- Spring/Summer 2026: Staff send Notice of Quiet Zone Establishment letter to the required parties.
- Summer 2026: Quiet Zone is established.

During the review process, it was also determined that no immediate pedestrian improvements are required at Broad Street. However, pedestrian improvements were identified as a deficiency that needs to be addressed in the future. The Broad Street crossing is the only pedestrian crossing downtown, and it is a key pedestrian route as it provides access to or is in proximity to the Amtrak Station, Levee Park, the Riverfront Trail, the Riverboats, the YMCA, the St. James Hotel, the Farmers Market, and the entire downtown core.

With the anticipated redevelopment of the Maltery site, this crossing will be a critical access point for hundreds of new residents looking to live in the downtown. The current pedestrian crossing is not up to current standards. There is no dedicated pedestrian warning system for an approaching train, the eastern gate arms are located within the crossing path, and the northwest pedestrian ramp is constrained. Therefore, to ensure the longevity of the quiet zone, and to provide a safe crossing, improvements will need to be made at Broad Street in the near future.

Staff believe this project has a good chance of receiving grant funding for construction. Additionally, there may be other sources of funding for design and construction, such as developer funding, TIF, and philanthropic donations. In order to plan for the project and pursue funding, a preliminary cost estimate and concept are needed. Due to the complexity of railroad crossings, staff recommends entering into a work order with Bolton & Menk to develop a concept and cost estimate (Phase 1 of the attached proposal). If approved, staff anticipate requesting authorization from City Council at a future date to apply for grant funding (Phase 2 of the attached proposal).

Tentative Timeframe: Broad Street Pedestrian Improvements

- 11/24/25: City Council authorizes staff to enter into a contract with Bolton & Menk to develop a concept and cost estimate.
- Winter 2025: Bolton & Menk work with staff to develop a concept and cost estimate.
- January/February 2026: Staff request authorization to apply for DNR grant funding.
- March 2026: Apply for DNR grant funding.
- Summer 2026: Staff request authorization to apply for MnDOT Active Transportation (AT) grant funding.
- Fall 2026: Apply for MnDOT AT grant funding.
- Fall 2026: Re-evaluate funding needs, determine timing of design and construction in future years.

Financial Plan and Impact

Below are the estimated expenditures and funding sources based on cost estimates, approved funding, and the proposed 2026 budget. The cost to install the channelization system is based on staff estimates and is inclusive of materials, staff time to install, engineering, and CPKC permitting. The cost to develop a concept and cost estimate, and apply for grants, is based on an estimate provided by Bolton & Menk.

Estimated Expenditures:

Install channelization system and establish quiet zone: \$50,000

Develop a concept and cost estimate for Broad Street — Phase 1: \$21,200

Apply for grants - Phase 2 (to be approved in future): \$15,000

Contingency: \$13,800

Total Expenditures: \$100,000

Funding Sources:

Capital Reserve Fund (Previously approved): \$10,000

2026 General Fund: \$90,000

Total Funding: \$100,000

Conclusion

Staff have determined a quiet zone can be established by implementing a channelization system at the Jackson Street crossing, which is significantly cheaper than a quad gate system. This system could be installed by City staff as soon as spring 2026. The quiet zone may be

established as soon as summer 2026. Improvements for pedestrians will be required at Broad Street in the future in order to not jeopardize the quiet zone and to bring the crossing up to current standards for everyone using this important crossing. Staff recommends installing the channelization system to establish a quiet zone, and to begin planning for the Broad Street improvements to secure additional funding and implement them as soon as practicable.

Recommended Action

1. Motion to authorize staff to construct improvements at the Jackson Street crossing.
2. Motion to authorize staff to enter into agreement with Bolton & Menk for \$21,200 to develop a concept and cost estimate for future improvements at Broad Street.



Downtown Quiet Zone

November 24, 2025
Zach Regnier

Previous Expectation: Quad Gate

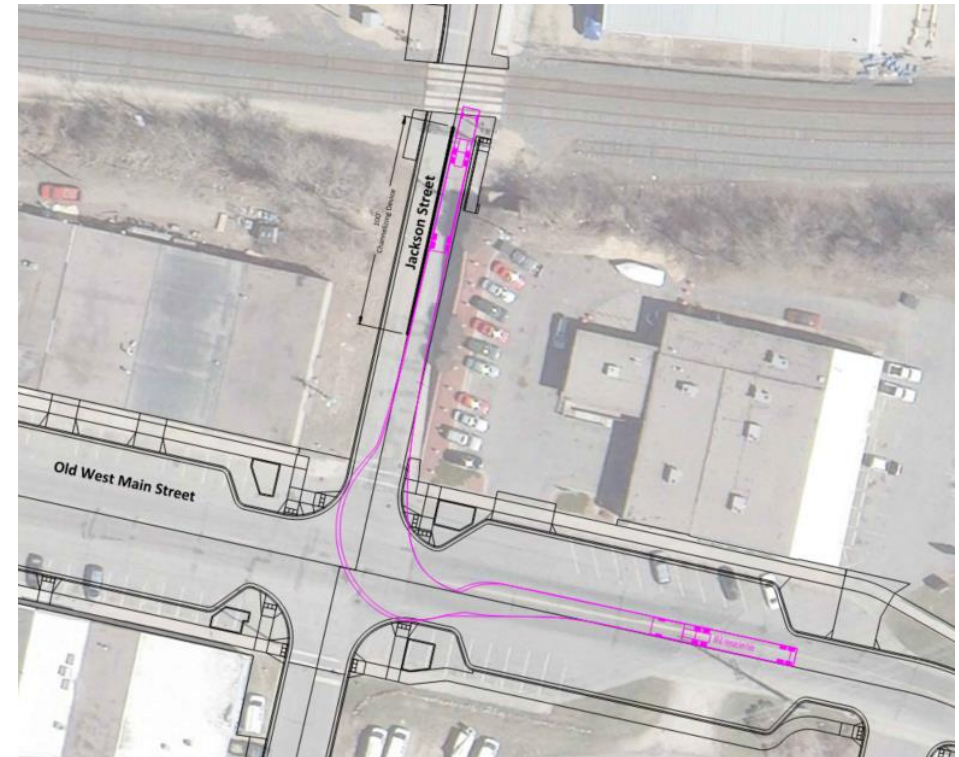


- \$750,000-\$1,000,000
- 2-year installation

Updated Plan: Channelization



- \$50,000
- Installation as soon as spring 2026.



Future Broad St Improvement

- **\$21,200 (concept and cost estimate)**
- **\$15,000 (future phase – grants)**
- **Ensure quiet zone lasts**
- **Benefit existing users**
- **Benefit future development (Maltery)**



Funding

Estimated Expenditures:

Install channelization system and establish quiet zone: \$50,000

Develop a concept and cost estimate for Broad St - Phase 1: \$21,200

Apply for grants - Phase 2 (to be approved in future): \$15,000

Contingency: \$13,800

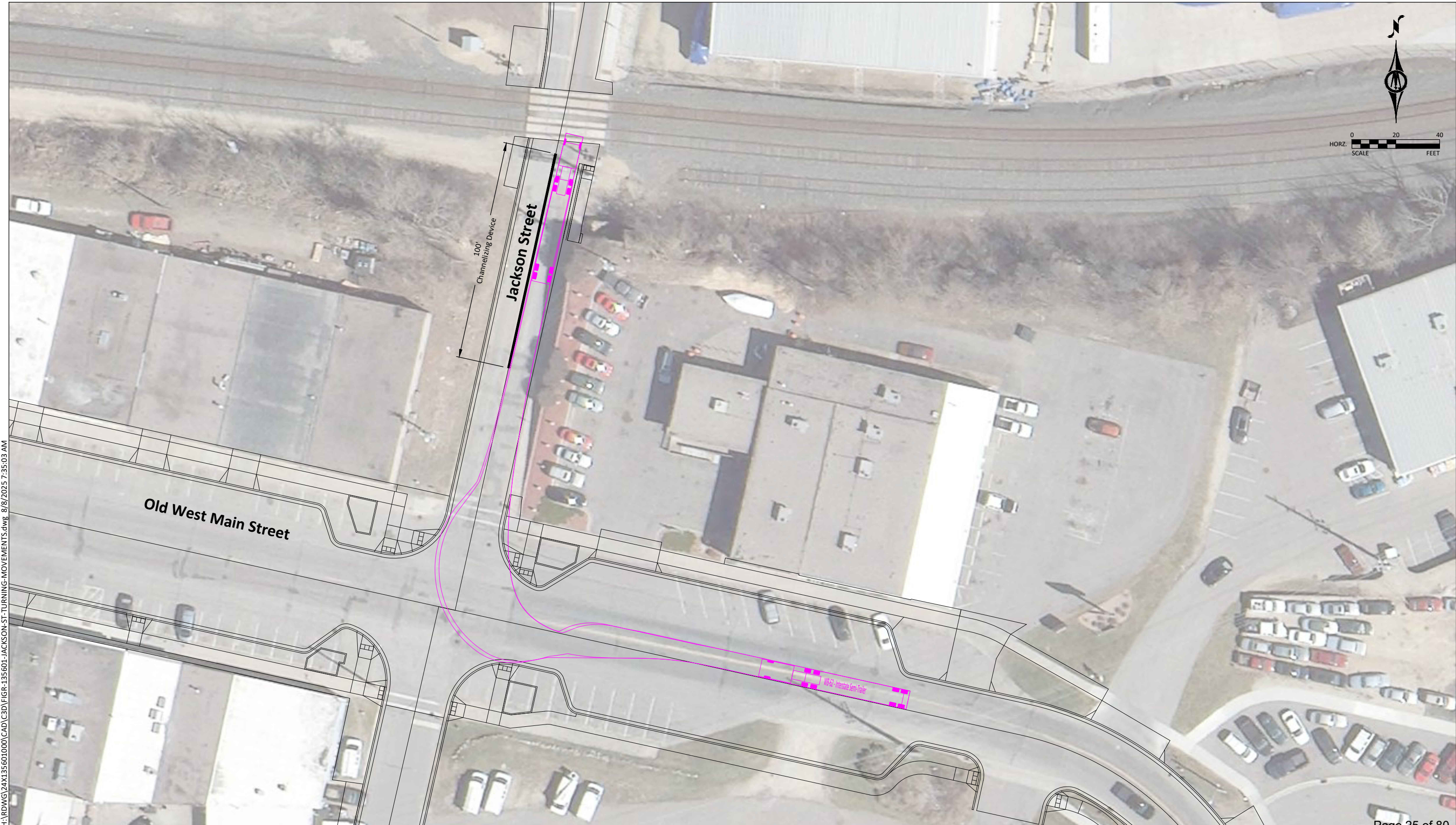
Total Expenditures: \$100,000

Funding Sources:

Capital Reserve Fund (Previously approved): \$10,000

2026 General Fund: \$90,000

Total Funding: \$100,000



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Real People. Real Solutions.

111 Washington Avenue S
Suite 650
Minneapolis, MN 55401

Ph: (612) 416-0220
Fax: (612) 416-0222
Bolton-Menk.com

November 14, 2025

Zach Regnier
City Engineer & Engineering Director
City of Red Wing
Sent via Email

RE: Proposal for Broad Street RR Crossing Concept, Cost, and Funding Assistance

Dear Mr. Regnier:

The City of Red Wing is seeking to enhance pedestrian safety at the at-grade railroad crossing located between Levee Street and Levee Road along Broad Street. Roadway geometrics and cost estimates are necessary to apply for funding to implement improvements. This includes investigating the feasibility of crossing enhancement, creating two-dimensional concept drawings, and cost estimates.

Broad Street sidewalk facilities cross the existing railroad tracks along both the east and west sides of the road. The southwest corner of Broad Street and Levee Road does not provide ample room for a crossing of Broad Street north of the tracks. This at-grade railroad crossing divides the City of Red Wing's Historic Downtown, Levee Park, and the Red Wing Riverfront Trail that connects visitors and residents to the Mississippi River and several other parks and entertainment destinations along it. The railroad pedestrian crossing improvements will also contribute to maintaining the city's railroad quiet zone safely and support plans for improved wayfinding within the downtown area.

The city is desiring to install a crosswalk on the north side of Levee Street to consolidate pedestrian traffic over the railroad tracks, directing it to the east side only. The existing gate arms are within the existing sidewalk, so the city is looking to widen the sidewalk on the east side and enhance the safety of the pedestrian crossing over the railroad. Crossing treatments and pedestrian routing will be analyzed as part of this effort.

Scope of Services

Task 1: Project Management

Provide accurate, timely, coordinated, and facilitation services throughout the project duration.

Task 1.1: Daily Management

This will include day-to-day communication with the City of Red Wing and all other potentially affected interests and jurisdictions. Monthly invoicing, progress reports, cost and scheduling updates, billing preparation, and other non-technical work will be included under this task.

Task 1.2: Meetings

Meetings are an essential aspect of any project, as they enable the understanding of issues, the collection of information, and the presentation of findings. Up to three virtual meetings are proposed between project staff and the City of Red Wing for the study. We will also support a virtual meeting or correspondence with Canadian Pacific Kansas City (CPKC) to communicate the city’s plans for pedestrian crossing improvements. It is recommended that an early CPKC touch point occur to streamline future funding pursuit letter of support requests.

Deliverables: Monthly invoicing and progress reports, three virtual PMT meetings, and one virtual railroad coordination meeting.

Task 2: Conceptual Roadway Development

Modifications to the pedestrian facilities surrounding the at-grade railroad crossing will require enhancements at the railroad crossing, as well as at Levee Street and Levee Road.

Data Collection

Working with the City of Red Wing, the team will compile existing project area data, including high-resolution aerial imagery, right-of-way easement and parcel linework, LiDAR or contour terrain data, existing topography, and record drawings if available. Data will be geospatially referenced into MicroStation for use in design.

Railroad Crossing Alternatives

Multiple crossing enhancements will be investigated and reviewed to determine the best treatment to use at Broad Street. Built examples will be located and examined to ensure that the appropriate treatment is utilized in the concept and estimate.

Concept Development and Exhibit Preparation

The final design concept will be drafted in MicroStation OpenRoads, utilizing MnDOT design standards. A two-dimensional concept layout will be produced, meeting the requirements of the funding applications discussed in Task 4.

Expected City Participation: Provide requested parcel, right-of-way, and easement data; available contour data.

Deliverables: Two-dimensional concept layout.

Task 3: Cost Estimating

A concept one-pager cost estimate will be generated, using a combination of measured quantities for major items and percentage-based estimates for minor items. Bid prices will be set to current year dollars (2026) and will be based on recent bid tabs from the City of Red Wing and surrounding communities.

Depending on the specific funding source requirements, the estimate will be reformatted to match the funding source and inflated to the proper build year.

Deliverables: Conceptual cost estimate.

Future Tasks 4 & 5: Funding Application Preparation

City and Bolton & Menk staff previously discussed pursuing the following programs, for which this project would be highly competitive in securing funding. These tasks are not included in this proposal fee request but provided to understand what the next steps should look like.

Task 4: DNR Local Trails Connection Program

Opening by January 2026, the Local Trails Connection Program (LTC) makes grants available for the development and construction of trail facilities that connect where people live to significant outdoor public resources. The program will make up to \$250k available per project and is scheduled for expenditure in FY27. Note that a 20% match is required.

Task 5: MnDOT Active Transportation (AT) Program

Expected to host a solicitation in Fall 2026, the MnDOT Active Transportation (AT) Program funds projects that make walking, biking, and rolling safer and more convenient. It aims to connect communities and key destinations, improve public health, and reduce safety hazards at points of conflict with vehicles. Awards range from \$50k to \$1 million. No match is required; however, funds can only cover the construction costs.

Key Staff

Brian Hilgardner, P.E. – Principal Municipal Project Manager – will serve as a client liaison to advise on City of Red Wing policy and coordination with County planning activities. Brian is a seasoned Municipal Senior Project Manager at Bolton & Menk, Inc., where he brings a wealth of experience in infrastructure planning, stakeholder engagement, and municipal project delivery. Based in Burnsville, Brian plays a pivotal role in leading complex, multi-agency projects with a focus on community impact and technical excellence. The team will engage Brian through the study as a sounding board to provide a critical review of direction and product needs.

Ashley Hudson, AICP – Principal Transportation Funding Service Lead – will serve as the project manager and will lead coordination and process control. She will oversee quality assurance throughout the project process and be responsible for committing sufficient personnel and resources to accomplish the project work. Ashley will also guide and oversee the development of technical materials for the project. She will offer guidance on funding source recommendations for the Broad Street railroad pedestrian crossing improvements.

Chris Braband, P.E. – Associate Transportation Senior Project Engineer – will serve as the lead of conceptual design for the study. He is a Senior Transportation Project Engineer who supports a variety of municipal and transportation projects with a focus on conceptual design. Chris and his team contribute to early-phase project development by preparing feasibility studies, layout alternatives, and preliminary engineering concepts that align with community goals and technical standards.

Schedule

Monthly PMT Meetings:

December 2025 - Kick-off Meeting - Review of Key Issues

January 2026 - Alternative & Cost Review Meeting

January/February 2026 – Final Alternative Selection and Funding Strategy Discussion

Estimate of Fees

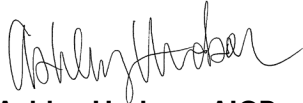
Bolton & Menk, Inc. proposes completing the above services for an **estimated fee of \$21,200**. The work will be billed on an hourly basis for the time to complete the delivery and capture project updates. We will track against this and discuss budget limits and adjustments if needed.

Task	Estimated Fees
<i>Phase I (concept and cost development) fees approved with this letter proposal</i>	
Task 1: Study Coordination Needs and Management	\$5,200
Task 2: Conceptual Design	\$11,000
Task 3: Cost Estimating	\$5,000
Phase I Total	\$21,200
<i>Phase II (funding pursuit) fees approved with future contract amendment</i>	
Task 4: DNR Local Trails Connection Program	\$7,500
Task 5: MnDOT Active Transportation (AT) Program	\$7,500
Phase II Total	\$15,000
Phases I & II Total	\$36,200

Thank you for allowing us to present this proposal. We truly appreciate the opportunity to work with you and your staff. If you have any questions, please do not hesitate to call me.

Sincerely,

Bolton & Menk, Inc.



Ashley Hudson, AICP

Transportation Funding Practice Leader | Principal

Cc: Brian Hillgardner, PE – Principal Municipal Project Manager

Chris Braband, PE – Associate Transportation Senior Project Engineer

We hereby accept this proposal and authorize Bolton & Menk, Inc. to proceed with this work.

Accepted by: _____

Date: _____

Printed Name: _____

Summary of Balance Sheet and Budget Report

October 2025

231 Industrial Revolving Loan			
	Budget	Monthly	YTD
Revenue	\$65,000.00	\$3,547.75	\$32,878.71
Expenses	\$5,000.00	\$0.00	\$0.00
Cash	\$1,421,104.48		
Acct Rec	\$17,336.51		
Loans	\$741,471.29		
Assests	\$2,179,912.28		
Liabilities	\$0.00		
Fund Balance	\$2,147,033.57		

232 Downtown Revolving Loan			
	Budget	Monthly	YTD
Revenue	\$2,500.00	\$5.16	\$127.16
Expenses	\$0.00	\$0.00	\$0.00
Cash	\$109,703.44		
Acct Rec	-\$150.28		
Loans	-\$5,504.40		
Assets	\$104,048.76		
Liabilities	\$0.00		
Fund Balance	\$103,921.60		

233 Intermediate Re-Lending			
	Budget	Monthly	YTD
Revenue	\$10,000.00	\$1,589.33	\$15,920.38
Expenses	\$32,000.00	\$0.00	\$42,607.13
Cash	\$596,204.51		
Acct Rec	\$502.67		
Loans	\$32,902.01		
Assets	\$629,609.19		
Liabilities	\$127,207.19		
Fund Balance	\$529,088.75		

Summary of Balance Sheet and Budget Report

October 2025

234 Small Business Development Fund			
	Budget	Monthly	YTD
Revenue	\$0.00	\$228.42	\$2,160.49
Expenses	\$0.00	\$0.00	\$0.00
Cash	\$11,833.67		
Acct Rec	\$579.36		
Loans	\$90,630.50		
Assets	\$103,043.53		
Liabilities	\$0.00		
Fund Balance	\$100,883.04		

243 DEED Loan			
	Budget	Monthly	YTD
Revenue	\$0.00	\$0.00	\$0.00
Expenses	\$0.00	\$0.00	\$0.00
Cash	\$252,658.59		
Acct Rec	\$0.00		
Loans	\$0.00		
Assets	\$252,658.59		
Liabilities	\$0.00		
Fund Balance	\$252,658.59		

236 Port Authority			
	Budget	Monthly	YTD
Revenue	\$677,628.00	\$21,581.36	\$429,093.92
Expenses	\$683,541.95	\$7,033.10	\$153,184.33
Cash	\$723,714.89		
Acct Rec	\$4,026.00		
Leases	\$525,397.00		
Assets	\$1,253,137.89		
Liabilities	\$504,352.00		
Fund Balance	\$472,876.30		

Summary of Balance Sheet and Budget Report

October 2025

Capital Account Summaries		
Account	Description	Fund Balance
429	Little River Bulkhead	\$169,099.50
436	Mooring Cluster Dolphins	\$233,140.81
441	Little River Channel Sed. Cont.	\$120,000.00
450	Levee Wall Protection	\$106,845.00
491	PA Redevelopment Stimulus	\$431,378.62
Total		\$1,060,463.93

Red Wing Port Authoring Operating Budget Report

Revenues	Budget	Month to Date	Year to Date	% of Budget
Property Tax Revenue	\$542,628.00	\$0.00	\$280,864.99	52%
Leases	\$135,000.00	\$21,581.36	\$121,828.93	90%
Grants & Aids	\$0.00	\$0.00	\$26,400.00	0%
Total Revenue	\$677,628.00	\$21,581.36	\$429,093.92	

Expenditures	Budget	Month to Date	Year to Date	% of Budget
Wages and Salaries	\$4,959.90	\$660.00	\$4,290.00	86%
PERA	\$0.00	\$2.75	\$44.00	0%
FICA	\$278.45	\$47.10	\$273.66	98%
Worker's Comp	\$36.05	\$1.69	\$16.90	47%
Office Accessories	\$1,250.00	\$165.06	\$451.18	36%
Copying	\$750.00	\$38.44	\$122.25	16%
Small Tools	\$500.00	\$0.00	\$347.58	70%
Admin Services	\$18,551.55	\$1,546.00	\$15,460.00	83%
Admin Services - Other	\$241,594.00	\$0.00	\$0.00	0%
Contractual Services	\$60,000.00	\$0.00	\$49,276.22	82%
Engineering Services	\$500.00	\$0.00	\$0.00	0%
IT Services	\$15,072.00	\$1,256.00	\$12,560.00	83%
Personnel Testing - Recruitment	\$0.00	\$0.00	\$583.95	0%
Public Works Charges	\$2,000.00	\$0.00	\$109.80	5%
Other Professional Services	\$30,000.00	\$0.00	\$20,094.00	67%
Telephone	\$2,300.00	\$84.62	\$1,189.87	52%
Postage	\$500.00	\$16.28	\$197.93	40%
Travel	\$2,500.00	\$0.00	\$19.78	1%
Lodging	\$1,000.00	\$0.00	\$140.49	14%
Meals	\$1,000.00	\$544.65	\$1,162.03	116%
Registration and Tuition	\$2,500.00	\$0.00	\$75.00	3%
Marketing and Promotion	\$60,000.00	\$0.00	\$7,585.00	0%
Legal Notices Publishing	\$500.00	\$94.53	\$94.53	19%
Insurance Premiums	\$3,750.00	\$0.00	\$3,335.00	89%
Repair and Maintenance	\$50,000.00	\$0.00	\$0.00	0%
Building Rental and Leases	\$33,000.00	\$2,548.00	\$25,337.93	77%
Equipment Usage Rental	\$0.00	\$13.99	\$152.75	0%
Dues and Memberships	\$13,500.00	\$0.00	\$9,900.00	73%
Subscriptions	\$1,000.00	\$13.99	\$238.41	24%
Special Events Projects	\$50,000.00	\$0.00	\$125.00	0%
Other Miscellaneous	\$1,500.00	\$0.00	\$1.07	0%
Transfer to CP 441	\$10,000.00	\$0.00	\$0.00	0%
Transfer to CP 491	\$75,000.00	\$0.00	\$0.00	0%
Total Expenditures	\$683,541.95	\$7,033.10	\$153,184.33	22%

Acct	Loan	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
IRL	SB Emerg Loan	\$13,946	\$10,613	\$11,155	\$10,072	\$8,988	\$7,905	\$6,520	\$5,187	\$4,228	\$3,270
IRL	GRWDC	\$826,899	\$812,342	\$797,724	\$783,045	\$768,305	\$739,006	\$724,143	\$709,218	\$694,230	\$679,181
IRL	River Bluff Tech #4							\$60,000	\$60,000	\$60,000	\$59,021
DRL	RW Dev Loan	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500
DRL	CMA Prop LLC	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
DRL	Staghead	\$10,360	\$10,360	\$10,360	\$10,360	\$10,360	\$10,360	\$10,360	\$10,360	\$2,960	\$2,960
DRL	Bev's Café	\$10,360	\$10,360	\$10,360	\$10,360	\$10,360	\$10,360	\$10,360	\$10,360	\$10,360	\$10,360
DRL	Mike's Barber Shop				\$2,785	\$2,642	\$2,498	\$2,354	\$2,210	\$2,065	\$1,920
DRL	Cut Above Hom	\$2,839	\$2,692	\$2,544	\$2,396	\$2,247	\$2,099	\$1,949	-\$24	-\$24	-\$24
DRL	Allowance	-\$55,720	-\$55,720	-\$55,720	-\$55,720	-\$55,720	-\$193,220	-\$193,220	-\$193,220	-\$193,220	-\$193,220
IRP	Heimes Haberd	\$40,316	\$39,660	\$39,001	\$38,341	\$37,678	\$37,014	\$36,347	\$35,677	\$35,006	\$34,332
IRP	Xena Ventures	\$16,739	\$13,978	\$11,206	\$8,422	\$5,626	\$2,819	\$0	\$0	\$0	\$0
IRP	Kelly's Tap Hous	\$5,874	\$5,349	\$4,824	\$4,296	\$3,768	\$3,238	\$2,707	\$2,175	\$1,641	\$1,106
IRP	River City Carwa	\$6,841	\$6,318	\$5,794	\$5,268	\$4,741	\$4,213	\$3,683	\$3,152	\$2,621	\$2,087
IRP	Presentation Plt	\$2,834	\$2,834	\$2,834	\$2,834	\$2,834	\$0	\$10,000	\$10,000	\$10,000	\$0
IRP	Allowance	-\$7,643	-\$4,623	-\$4,623	-\$4,623	-\$4,623	-\$4,623	-\$4,623	-\$4,623	-\$4,623	-\$4,623
SBDF	River City Thera	\$19,281	\$19,136	\$18,991	\$18,845	\$18,699	\$18,553	\$18,406	\$18,259	\$18,111	\$17,963
SBDF	Celeste Beauty	\$18,827	\$18,680	\$18,533	\$18,385	\$18,237	\$18,088	\$17,940	\$17,786	\$17,637	\$17,487
SBDF	Gather and Gra	\$58,845	\$58,699	\$58,553	\$58,406	\$58,264	\$18,116	\$17,968	\$17,820	\$17,672	\$17,523
SBDF	JT'S Chicken and F			-\$143	-\$287	-\$430	\$19,405	\$19,260	\$19,115	\$18,963	\$18,817
SBDF	The Creative Hand			-\$143	-\$287	-\$430	\$19,425	\$19,281	\$19,131	\$18,986	\$18,841

Account Number	Description	Year-To-Date
231	INDUSTRIAL REVOLVING LOAN PROG	
	Asset	
231-00000-10100	CASH	1,421,104.48
231-00000-10350	ASSETS HELD WITH OTHERS-BROKER	0.00
231-00000-10400	INVESTMENTS-EXPENDABLE	0.00
231-00000-10410	INVESTMENTS-STOCK	0.00
231-00000-10450	ACCRUED INTEREST RECEIVABLE	0.00
231-00000-10505	TAXES RECEIVABLE-DELINQUENT	0.00
231-00000-10599	TAXES RECEIVABLE-ALLOWANCE (CO	0.00
231-00000-11500	ACCOUNTS RECEIVABLE-REGULAR	17,336.51
231-00000-11598	ACCTS REC-ACCRUED RECEIPTS	0.00
231-00000-11970	LT LOAN REC - RED WING BICYCLE	0.00
231-00000-11971	LT LOAN REC - RIVERTOWN COMICS	0.00
231-00000-11972	LT LOAN REC - LIVE GIVE SAVE	0.00
231-00000-11973	LT LOAN REC - PS I LOVE YOU	0.00
231-00000-11974	LT LOAN REC - SBEmergencyLoanP	3,270.05
231-00000-11986	LT LOAN REC - GRWDC	679,180.66
231-00000-11989	LT LOAN REC - RW DEV CORP	0.00
231-00000-11991	LT LOAN REC-RIVER BLUFF TECH#1	0.00
231-00000-11992	LT LOAN REC - RW BREWING CO	0.00
231-00000-11994	LT LOAN REC- PMC ASSOCIATES	0.00
231-00000-11995	LT LOAN REC - FAMILY & FRIENDS	0.00
231-00000-11996	LT LOAN REC-RIVER BLUFF TECH#2	0.00
231-00000-11997	LT LOANS REC-MOSAIC MINDSHARE	0.00
231-00000-11998	LT LOAN REC-RIVER BLUFF TECH#3	0.00
231-00000-11999	LT LOAN REC-RIVER BLUFF TECH#4	59,020.58
231-00000-12300	NOTES RECEIVABLE	0.00
231-00000-13101	DUE FROM GENERAL	0.00
231-00000-13243	DUE FROM SRF 243	0.00
231-00000-15233	ADVANCE TO IRP	0.00
231-00000-16008	LOANS TO OTHER FUNDS - 236 POR	0.00
231-00000-16011	LOANS TO OTHER FUNDS - 236 PA	0.00
	Asset	2,179,912.28
	Liability	
231-00000-20200	ACCOUNTS PAYABLE	0.00
231-00000-26001	LOANS FROM OTHER FUNDS- 101 GF	0.00
231-00000-27300	DEFERRED REVENUES	0.00
	Liability	0.00
	Fund Balance	
231-00000-30000	FUND BALANCE EQUITY	2,147,033.57
231-00000-30225	DESGN FOR FUTURE ECONOMIC DEV	0.00
	Fund Balance	2,147,033.57
Revenue Total		32,878.71
Expense Total		0.00
Ret Earnings Total		32,878.71
231	INDUSTRIAL REVOLVING LOAN PROG	32,878.71

Account Number	Description	Year-To-Date
232	DOWNTOWN REVOLVING LOAN PROG	
	Asset	
232-00000-10100	CASH	109,703.44
232-00000-10350	ASSETS HELD WITH OTHERS-BROKER	0.00
232-00000-10400	INVESTMENTS-EXPENDABLE	0.00
232-00000-10450	ACCRUED INTEREST RECEIVABLE	0.00
232-00000-11500	ACCOUNTS RECEIVABLE-REGULAR	-150.28
232-00000-11901	LT LOAN REC - MARKET HOME & DE	0.00
232-00000-11902	LT LOAN REC - RW DEV LOAN	137,500.00
232-00000-11977	LT LOAN REC - HIDDEN STORG BOX	0.00
232-00000-11978	LT LOAN REC - RWVC PROPERTIES	0.00
232-00000-11979	LT LOAN REC - CMA PROP LLC	35,000.00
232-00000-11980	LT LOAN REC - WEST MAIN LAUNDR	0.00
232-00000-11981	LT LOAN REC - IDEA OUTPOST	0.00
232-00000-11982	LT LOAN REC - INNOVATIVE CHIRO	0.00
232-00000-11983	LT LOAN REC - STAGHEAD	2,960.00
232-00000-11984	LT LOAN REC - BEV'S CAFE	10,360.00
232-00000-11985	LT LOAN REC - MR. BILZ	0.00
232-00000-11988	LT LOAN REC - WANSHURA JEWELER	0.00
232-00000-11990	LT LOAN REC - MIKES BARBERSHOP	1,919.89
232-00000-11993	LT LOAN REC - CUT ABOVE HOME	-24.29
232-00000-11999	LT LOAN REC - ALLOWANCE	-193,220.00
	Asset	104,048.76
	Liability	
232-00000-20200	ACCOUNTS PAYABLE	0.00
232-00000-23101	DUE TO GENERAL	0.00
232-00000-27300	DEFERRED REVENUES	0.00
	Liability	0.00
	Fund Balance	
232-00000-30000	FUND BALANCE EQUITY	103,921.60
232-00000-30225	DESGN FOR FUTURE ECONOMIC DEV	0.00
	Fund Balance	103,921.60
	Revenue Total	127.16
	Expense Total	0.00
	Ret Earnings Total	127.16
232	DOWNTOWN REVOLVING LOAN PROG	127.16

Account Number	Description	Year-To-Date
233	(IRP) INTERMEDIARY RE-LENDING	
	Asset	
233-00000-10100	CASH	0.00
233-00000-10101	CASH - IRP	596,204.51
233-00000-11500	ACCOUNTS RECEIVABLE-REGULAR	502.68
233-00000-11950	LT LOAN REC - IRP PMC ASSOC	0.00
233-00000-11951	LT LOAN REC - HEDIN OFFICES	0.00
233-00000-11952	LT LOAN REC - HEIMIES HABERDAS	34,332.14
233-00000-11953	LT LOAN REC - XENA VENTURES	0.00
233-00000-11954	LT LOAN REC - KELLYS TAP HOUSE	1,106.16
233-00000-11955	LT LOAN REC - RIVR CTY CAR WSH	2,086.71
233-00000-11958	LT LOAN REC - REFINED SKIN	0.00
233-00000-11959	LT LOAN REC -PRESENTATION PLUS	0.00
233-00000-11999	LT LOAN REC - ALLOWANCE	-4,623.00
	Asset	629,609.20
	Liability	
233-00000-20200	ACCOUNTS PAYABLE	0.00
233-00000-24000	DUE TO OTHER GOVERNMENTS	127,207.19
233-00000-25231	ADVANCE FROM IND REVOLVING LOA	0.00
	Liability	127,207.19
	Fund Balance	
233-00000-30000	FUND BALANCE EQUITY	529,088.76
233-00000-30225	DESGN FOR FUTURE ECONOMIC DEV	0.00
	Fund Balance	529,088.76
	Revenue Total	15,920.38
	Expense Total	42,607.13
	Ret Earnings Total	-26,686.75
233	(IRP) INTERMEDIARY RE-LENDING	-26,686.75

Account Number	Description	Year-To-Date
234	SMALL BUSINESS DEVELOPMENT FUN	
	Asset	
234-00000-10100	CASH	11,833.67
234-00000-11500	ACCOUNTS RECEIVABLE-REGULAR	579.36
234-00000-11957	LT LOAN REC - RIVER CITY THERA	17,963.42
234-00000-11960	LT LOAN REC - CELESTE BEAUTY M	17,486.65
234-00000-11961	LT LOAN REC - GATHER AND GRAZE	17,522.60
234-00000-11975	LT LOAN REC-JTS CHICKEN & FISH	18,817.28
234-00000-11976	LT LOAN REC - THE CREATIVE HAN	18,840.55
	Asset	103,043.53
	Liability	
234-00000-20200	ACCOUNTS PAYABLE	0.00
	Liability	0.00
	Fund Balance	
234-00000-30000	FUND BALANCE EQUITY	100,883.04
	Fund Balance	100,883.04
Revenue Total		2,160.49
Expense Total		0.00
Ret Earnings Total		2,160.49
234	SMALL BUSINESS DEVELOPMENT FUN	2,160.49

Account Number**Description****Year-To-Date**

236	PORT AUTHORITY	
	Asset	
236-0000-10100	CASH	723,714.89
236-0000-10200	CASH-PETTY CASH DRAWER	0.00
236-0000-10350	ASSETS HELD WITH OTHERS-BROKER	0.00
236-0000-10355	ASSETS HELD WITH ESCROW AGENTS	0.00
236-0000-10400	INVESTMENTS-EXPENDABLE	0.00
236-0000-10450	ACCRUED INTEREST RECEIVABLE	0.00
236-0000-10500	TAXES RECEIVABLE-CURRENT	0.00
236-0000-10505	TAXES RECEIVABLE-DELINQUENT	2,123.56
236-0000-10510	TAXES RECEIVABLE-UNAPPORTIONED	0.00
236-0000-10599	TAXES RECEIVABLE-ALLOWANCE (CO	-2,123.56
236-0000-10700	LAND HELD FOR RESALE	0.00
236-0000-10701	LAND HELD FOR RESALE - IMPR	0.00
236-0000-10702	LAND HELD FOR RESALE - CRL	0.00
236-0000-10710	BUILDINGS HELD FOR RESALE	0.00
236-0000-11500	ACCOUNTS RECEIVABLE-REGULAR	4,026.00
236-0000-11598	ACCTS REC-ACCRUED RECEIPTS	0.00
236-0000-13101	DUE FROM GENERAL	0.00
236-0000-14100	DUE FROM STATE	0.00
236-0000-14700	LEASE RECEIVABLE - SHORT TERM	117,114.00
236-0000-14701	LEASE RECEIVABLE - LONG TERM	408,283.00
236-0000-17515	PREPAIDS-OTHER	0.00
	Asset	1,253,137.89
	Liability	
236-0000-20200	ACCOUNTS PAYABLE	0.00
236-0000-20201	AP NON-SYSTEM GENERATED	0.00
236-0000-20610	CONTRACTS PAYABLE RETAINAGE	0.00
236-0000-23101	DUE TO GENERAL	0.00
236-0000-26002	LOANS FROM OTHER FUNDS- 101 GF	0.00
236-0000-26003	LOANS FROM OTHER FUNDS- 101 GF	0.00
236-0000-26007	LOANS FROM OTHER FUNDS- 227 CI	0.00
236-0000-26008	LOANS FROM OTHER FUNDS- 231 IL	0.00
236-0000-26010	LOANS FROM OTHER FUNDS- 101 GF	0.00
236-0000-26011	LOANS FROM OTHER FUNDS- 231 IL	0.00
236-0000-26012	LOANS FROM OTHER FUNDS-227 CI	0.00
236-0000-27100	ACCRUED SALARIES PAYABLE	0.00
236-0000-27101	DEDUCTIONS - TAXES	0.00
236-0000-27102	DEDUCTIONS - PERA	0.00
236-0000-27103	DEDUCTIONS- EMPLOYEE DEDUCTION	0.00
236-0000-27104	DEDUCTIONS - DIRECT DEPOSIT	0.00
236-0000-27105	DEDUCTIONS - DEFERRED COMP NAT	0.00
236-0000-27106	DEDUCTIONS - DEFERRED COMP ICM	0.00
236-0000-27107	DEDUCTIONS - MEDICAL, LIFE, AD	0.00
236-0000-27201	ACCRUED VACATIONS PAYABLE	0.00
236-0000-27202	ACCRUED SICK LEAVE PAYABLE	0.00
236-0000-27300	DEFERRED REVENUES	0.00
236-0000-27304	DEFERRED INFLOW - LEASE REC	504,352.00
236-0000-28001	ESCROW ACCOUNT	0.00
236-0000-28600	PORT ESCROW ACCT-TJR SUPPLY	0.00
	Liability	504,352.00
	Fund Balance	
236-0000-30000	FUND BALANCE EQUITY	472,876.30
236-0000-30200	FUND BALANCE-DESIGNATED	0.00
236-0000-30300	FUND BALANCE - UNDESIGNATED	0.00
	Fund Balance	472,876.30
Revenue Total		429,093.92
Expense Total		153,184.33
Ret Earnings Total		275,909.59
236	PORT AUTHORITY	275,909.59

Account Number	Description	Year-To-Date
243	DEED LOAN	
	Asset	
243-00000-10100	CASH	252,658.59
243-00000-10315	ASSETS HELD WITH OTHERS-MN COM	0.00
243-00000-10350	ASSETS HELD WITH OTHERS-BROKER	0.00
243-00000-10400	INVESTMENTS-EXPENDABLE	0.00
243-00000-11500	ACCOUNTS RECEIVABLE-REGULAR	0.00
243-00000-11963	LT LOAN REC - RW SHOE	0.00
243-00000-11964	LT LOAN REC - CAPITAL SAFETY	0.00
243-00000-11987	LT LOAN REC - DBI DEED LOAN	0.00
243-00000-11999	LT LOAN REC - ALLOWANCE	0.00
	Asset	252,658.59
	Liability	
243-00000-20200	ACCOUNTS PAYABLE	0.00
243-00000-20201	AP NON-SYSTEM GENERATED	0.00
243-00000-23231	DUE TO SRF 231	0.00
243-00000-24000	DUE TO OTHER GOVERNMENTS	0.00
243-00000-24100	DUE TO STATE	0.00
243-00000-27300	DEFERRED REVENUES	0.00
	Liability	0.00
	Fund Balance	
243-00000-30000	FUND BALANCE EQUITY	252,658.59
243-00000-30225	DESGN FOR FUTURE ECONOMIC DEV	0.00
	Fund Balance	252,658.59
	Revenue Total	0.00
	Expense Total	0.00
	Ret Earnings Total	0.00
243	DEED LOAN	0.00

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
231	INDUSTRIAL REVOLVING LOAN PROG						
<i>00000</i>	<i>NON DEPARTMENTAL</i>						
	TOTAL MISCELLANEOUS REVENUES						
231-00000-46210	INTEREST - DEPOSITINVESTMENT	0.00	0.00	0.00	0.00	0.00	0.00
231-00000-46216	INTEREST - NOTES & LOANS	65,000.00	65,000.00	3,547.75	32,878.71	50.58	32,121.29
231-00000-46299	OTHER MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS REVENUES	65,000.00	65,000.00	3,547.75	32,878.71	50.58	32,121.29
<i>00000</i>	<i>NON DEPARTMENTAL</i>	<i>65,000.00</i>	<i>65,000.00</i>	<i>3,547.75</i>	<i>32,878.71</i>	<i>50.58</i>	<i>32,121.29</i>

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
46700	<i>ECONOMIC OPPORTUNITY</i>						
	TOTAL OTHER SERVICES & CHARGES						
231-46700-53910	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
231-46700-53920	LOAN EXPENSES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
231-46700-53924	SUBGRANTEE GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
231-46700-53950	REAL ESTATE (PROPERTY) TAXES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER SERVICES & CHARGES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
	TOTAL DEBT SERVICE						
231-46700-55120	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
46700	<i>ECONOMIC OPPORTUNITY</i>	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue Total		65,000.00	65,000.00	3,547.75	32,878.71	50.5826	32,121.29
Expense Total		5,000.00	5,000.00	0.00	0.00	0	5,000.00
Grand Total		<u>60,000.00</u>	<u>60,000.00</u>	<u>3,547.75</u>	<u>32,878.71</u>	<u>0.548</u>	<u>27,121.29</u>
231	INDUSTRIAL REVOLVING LOAN PROG	60,000.00	60,000.00	3,547.75	32,878.71	54.80	27,121.29

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
232	DOWNTOWN REVOLVING LOAN						
	PROG						
<i>00000</i>	<i>NON DEPARTMENTAL</i>						
	TOTAL MISCELLANEOUS						
	REVENUES						
232-00000-46210	INTEREST - DEPOSITINVESTMENT	0.00	0.00	0.00	0.00	0.00	0.00
232-00000-46216	INTEREST - NOTES & LOANS	2,500.00	2,500.00	5.16	127.16	5.09	2,372.84
232-00000-46299	OTHER MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS	2,500.00	2,500.00	5.16	127.16	5.09	2,372.84
	REVENUES						
	TOTAL OTHER FINANCING						
	SOURCES						
232-00000-49101	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
232-00000-49236	TRANSFER FROM PORT	0.00	0.00	0.00	0.00	0.00	0.00
	AUTHORITY						
	TOTAL OTHER FINANCING	0.00	0.00	0.00	0.00	0.00	0.00
	SOURCES						
<i>00000</i>	<i>NON DEPARTMENTAL</i>	<i>2,500.00</i>	<i>2,500.00</i>	<i>5.16</i>	<i>127.16</i>	<i>5.09</i>	<i>2,372.84</i>

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
46700	<i>ECONOMIC OPPORTUNITY</i>						
	TOTAL OTHER SERVICES & CHARGES						
232-46700-53910	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
232-46700-53924	SUBGRANTEE GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
232-46700-53999	OTHER MISCELLANEOUS OPERATING	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER SERVICES & CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
46700	<i>ECONOMIC OPPORTUNITY</i>	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue Total		2,500.00	2,500.00	5.16	127.16	5.0864	2,372.84
Expense Total		0.00	0.00	0.00	0.00	0	0.00
Grand Total		<u>2,500.00</u>	<u>2,500.00</u>	<u>5.16</u>	<u>127.16</u>	<u>0.0509</u>	<u>2,372.84</u>
232	DOWNTOWN REVOLVING LOAN PROG	2,500.00	2,500.00	5.16	127.16	5.09	2,372.84

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
233	(IRP) INTERMEDIARY						
	RE-LENDING						
<i>00000</i>	<i>NON DEPARTMENTAL</i>						
	TOTAL MISCELLANEOUS						
	REVENUES						
233-00000-46210	INTEREST - DEPOSIT INVESTMENT	0.00	0.00	1,462.07	14,102.64	0.00	-14,102.64
233-00000-46216	INTEREST - NOTES & LOANS	10,000.00	10,000.00	127.26	1,817.74	18.18	8,182.26
233-00000-46299	OTHER MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS	10,000.00	10,000.00	1,589.33	15,920.38	159.20	-5,920.38
	REVENUES						
<i>00000</i>	<i>NON DEPARTMENTAL</i>	<i>10,000.00</i>	<i>10,000.00</i>	<i>1,589.33</i>	<i>15,920.38</i>	<i>159.20</i>	<i>-5,920.38</i>

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
46700	<i>ECONOMIC OPPORTUNITY</i>						
	TOTAL OTHER SERVICES & CHARGES						
233-46700-53199	OTHER PROF SERVICES NOC	0.00	0.00	0.00	0.00	0.00	0.00
233-46700-53902	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
233-46700-53910	BAD DEBT EXPENSE	0.00	0.00	10,000.13	10,000.13	0.00	-10,000.13
233-46700-53924	SUBGRANTEE GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER SERVICES & CHARGES	0.00	0.00	10,000.13	10,000.13	0.00	-10,000.13
	TOTAL DEBT SERVICE						
233-46700-55120	INTEREST	32,000.00	32,000.00	0.00	32,607.00	101.90	-607.00
	TOTAL DEBT SERVICE	32,000.00	32,000.00	0.00	32,607.00	101.90	-607.00
46700	<i>ECONOMIC OPPORTUNITY</i>	32,000.00	32,000.00	10,000.13	42,607.13	133.15	-10,607.13

Account Number	Description	Adopted	Amended	Month to Date Year to Date		% of Amended	Variance
Revenue Total		10,000.00	10,000.00	1,589.33	15,920.38	159.2038	-5,920.38
Expense Total		32,000.00	32,000.00	10,000.13	42,607.13	133.1473	-10,607.13
Grand Total		<u>-22,000.00</u>	<u>-22,000.00</u>	<u>-8,410.80</u>	<u>-26,686.75</u>	<u>1.213</u>	<u>4,686.75</u>
233	(IRP) INTERMEDIARY RE-LENDING	-22,000.00	-22,000.00	-8,410.80	-26,686.75	121.30	4,686.75

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
234	SMALL BUSINESS DEVELOPMENT FUN						
00000	<i>NON DEPARTMENTAL</i>						
	TOTAL MISCELLANEOUS REVENUES						
234-00000-46216	INTEREST - NOTES & LOANS	0.00	0.00	228.42	2,160.49	0.00	-2,160.49
	TOTAL MISCELLANEOUS REVENUES	0.00	0.00	228.42	2,160.49	0.00	-2,160.49
	TOTAL OTHER FINANCING SOURCES						
234-00000-49101	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
00000	<i>NON DEPARTMENTAL</i>	0.00	0.00	228.42	2,160.49	0.00	-2,160.49

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue Total		0.00	0.00	228.42	2,160.49	0	-2,160.49
Expense Total		0.00	0.00	0.00	0.00	0	0.00
Grand Total		<u>0.00</u>	<u>0.00</u>	<u>228.42</u>	<u>2,160.49</u>	<u>0</u>	<u>-2,160.49</u>
234	SMALL BUSINESS DEVELOPMENT FUN	0.00	0.00	228.42	2,160.49	0.00	-2,160.49

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
236	PORT AUTHORITY						
00000	NON DEPARTMENTAL						
	TOTAL TAXES						
236-00000-41010	PROPERTY TAXES - CURRENT	542,628.00	542,628.00	0.00	278,122.29	51.25	264,505.71
236-00000-41020	PROPERTY TAXES - DELINQUENT	0.00	0.00	0.00	1,464.26	0.00	-1,464.26
236-00000-41030	MOBILE HOME TAX - CURRENT	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-41035	MOBILE HOME TAX - DELINQUENT	0.00	0.00	0.00	48.69	0.00	-48.69
236-00000-41060	TAX INCREMENT - EXCESS	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-41830	GROSS SHELTER RENT	0.00	0.00	0.00	1,228.68	0.00	-1,228.68
236-00000-41899	OTHER TAXES NOC	0.00	0.00	0.00	1.07	0.00	-1.07
	TOTAL TAXES	542,628.00	542,628.00	0.00	280,864.99	51.76	261,763.01
	TOTAL INTERGOVERNMENTAL						
236-00000-43135	FEDERAL GRANTS & AIDS-OTHER	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-43415	STATE MARKET VALUE CREDIT	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-43599	STATE GRANTS & AIDS - OTHER	0.00	0.00	0.00	26,400.00	0.00	-26,400.00
236-00000-43699	OTHER GRANTS & AIDS NOC	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00	26,400.00	0.00	-26,400.00
	TOTAL CHARGES FOR SERVICES						
236-00000-44155	ADMIN CHARGES TO OTHERS	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-44156	ADMIN CHARGES FOR ADM OF IRP	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-44810	ECONOMIC DEVELOPMENT CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-44970	LAND SALES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS REVENUES						
236-00000-46210	INTEREST - DEPOSIT INVESTMENT	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-46217	INTEREST - OTHER	0.00	0.00	0.00	-450.00	0.00	450.00
236-00000-46218	LEASE INTEREST REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-46223	RENT - CRL ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-46228	LEASES - HARBOR	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-46230	LEASES - INDUSTRIAL	135,000.00	135,000.00	21,581.36	121,526.93	90.02	13,473.07
236-00000-46231	LEASES - OTHER	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-46233	LEASE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-46240	LEASE REC AMORIZATION	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-46281	REFUNDS	0.00	0.00	0.00	652.00	0.00	-652.00
236-00000-46283	DAMAGE CLAIMS FROM OTHERS	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-46299	OTHER MISCELLANEOUS	0.00	0.00	0.00	100.00	0.00	-100.00
	TOTAL MISCELLANEOUS REVENUES	135,000.00	135,000.00	21,581.36	121,828.93	90.24	13,171.07
	TOTAL OTHER FINANCING SOURCES						
236-00000-49101	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-49605	TRANSFER FROM MARINA	0.00	0.00	0.00	0.00	0.00	0.00
236-00000-49999	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
00000	NON DEPARTMENTAL	677,628.00	677,628.00	21,581.36	429,093.92	63.32	248,534.08

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
46600	PORT AUTHORITY						
	TOTAL PERSONNEL SERVICES						
236-46600-51105	WAGES & SALARIES - FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-51110	OVERTIME WAGES - FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-51115	WAGES & SALARIES - PART TIME	4,959.90	4,959.90	660.00	4,290.00	86.49	669.90
236-46600-51120	WAGES & SALARIES - TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-51125	OVERTIME WAGES - PART TIME, SE	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-51130	MERIT & STEP	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-51215	ACCRUED VACATION	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-51220	ACCRUED SICK LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-51305	PERA CONTRIBUTIONS	0.00	0.00	2.75	44.00	0.00	-44.00
236-46600-51310	FICA CONTRIBUTIONS	278.45	278.45	47.10	273.66	98.28	4.79
236-46600-51405	EMPLOYEE INS - HOSPITALIZATION	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-51410	EMPLOYEE INS - LOSS OF INCOME	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-51440	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-51505	WORKERS' COMPENSATION INS	36.05	36.05	1.69	16.90	46.88	19.15
	TOTAL PERSONNEL SERVICES	5,274.40	5,274.40	711.54	4,624.56	87.68	649.84
	TOTAL SUPPLIES						
236-46600-52105	OFFICE ACCESSORIES	1,250.00	1,250.00	165.06	451.18	36.09	798.82
236-46600-52110	DUPLICATING & COPYING SUPPLIES	750.00	750.00	38.44	122.25	16.30	627.75
236-46600-52115	PRINTED FORMS & PAPER	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-52237	COVID 19 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-52299	OTHER OPERATING SUPPLIES NOC	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-52405	SMALL TOOLS	500.00	500.00	0.00	347.58	69.52	152.42
	TOTAL SUPPLIES	2,500.00	2,500.00	203.50	921.01	36.84	1,578.99
	TOTAL OTHER SERVICES & CHARGES						
236-46600-53100	ADMINISTRATION SERVICES	18,551.55	18,551.55	1,546.00	15,460.00	83.34	3,091.55
236-46600-53101	ADMINISTRATION SERVICES-OTHER	241,594.00	241,594.00	0.00	0.00	0.00	241,594.00
236-46600-53105	CONTRACTUAL SERVICES	60,000.00	60,000.00	0.00	49,276.22	82.13	10,723.78
236-46600-53120	ENGINEERING SERVICES - CITY	500.00	500.00	0.00	0.00	0.00	500.00
236-46600-53125	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53150	IT SERVICES - CITY	15,072.00	15,072.00	1,256.00	12,560.00	83.33	2,512.00
236-46600-53160	PERSONNEL TESTING & RECRUITMEN	0.00	0.00	0.00	583.95	0.00	-583.95
236-46600-53165	PUBLIC WORKS LABOR CHARGES	2,000.00	2,000.00	0.00	109.80	5.49	1,890.20
236-46600-53192	COVID 19 SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53199	OTHER PROF SERVICES NOC	30,000.00	50,000.00	0.00	20,094.00	40.19	29,906.00
236-46600-53205	TELEPHONE	2,300.00	2,300.00	84.62	1,189.87	51.73	1,110.13
236-46600-53210	POSTAGE	500.00	500.00	16.28	197.93	39.59	302.07
236-46600-53305	TRAVEL EXP - PLANE, TRAIN, ETC	2,500.00	2,500.00	0.00	19.78	0.79	2,480.22
236-46600-53310	LODGING	1,000.00	1,000.00	0.00	140.49	14.05	859.51
236-46600-53320	MEALS	1,000.00	1,000.00	544.65	1,162.03	116.20	-162.03
236-46600-53325	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53330	REGISTRATION & TUITION	2,500.00	2,500.00	0.00	75.00	3.00	2,425.00
236-46600-53345	VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53410	MARKETING & PROMOTION	60,000.00	113,000.00	0.00	7,585.00	6.71	105,415.00
236-46600-53455	LEGAL NOTICES PUBLISHING	500.00	500.00	94.53	94.53	18.91	405.47
236-46600-53499	OTHER PRINTING & BINDING NOC	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53505	INSURANCE PREMIUMS	3,750.00	3,750.00	0.00	3,335.00	88.93	415.00
236-46600-53555	ELECTRICAL UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53560	WATER	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53599	OTHER UTILITIES - NOC	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53605	BUILDING REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53645	MAINTENANCE SERVICE AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
236-46600-53699	REPAIRS & MAINTENANCE NOC	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
236-46600-53710	BUILDING RENTALS & LEASES	33,000.00	33,000.00	2,548.00	25,337.93	76.78	7,662.07
236-46600-53750	EQUIP USAGE RENTALS & LEASES	0.00	0.00	13.99	152.75	0.00	-152.75
236-46600-53799	OTHER RENTALS & LEASES NOC	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53904	DUES & MEMBERSHIPS	13,500.00	13,500.00	0.00	9,900.00	73.33	3,600.00
236-46600-53906	SUBSCRIPTIONS	1,000.00	1,000.00	13.99	238.41	23.84	761.59
236-46600-53907	BOOKS	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53920	LOAN EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53950	REAL ESTATE (PROPERTY) TAXES	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53990	SPECIAL EVENTS/PROJECTS	50,000.00	50,000.00	0.00	125.00	0.25	49,875.00
236-46600-53999	OTHER MISCELLANEOUS OPERATING	1,500.00	1,500.00	0.00	1.07	0.07	1,498.93
	TOTAL OTHER SERVICES & CHARGES	590,767.55	663,767.55	6,118.06	147,638.76	22.24	516,128.79
	TOTAL CAPITAL OUTLAY						
236-46600-54120	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-54150	IMPROVEMENTS OTHER THAN BLDG	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-54200	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL DEBT SERVICE						
236-46600-55120	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-55121	LEASE INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING USES						
236-46600-56101	TRANSFER TO GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56231	TRANSFER TO IND REVOLVING LOAN	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56232	TRANSFER TO 232	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56271	TRANSFER TO TIF #1-1	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56276	TRANSFER TO SR 276	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56277	TRANSFER TO SR 277	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56306	TRANSFER TO DS 306	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56409	TRANSFER TO CP 409	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56419	TRANSFER TO CP 419	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56429	TRANSFER TO CP 429 LITTLE R BU	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56430	TRANSFER TO CP 430	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56435	TRANSFER TO CP 435	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56436	TRANSFER TO CP 436	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56441	TRANSFER TO CP 441	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
236-46600-56450	TRANSFER TO CP 450	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-56491	TRANSFER TO CP 491	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00
236-46600-56715	TRANSFER TO COMP ABS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING USES	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00
46600	PORT AUTHORITY	683,541.95	756,541.95	7,033.10	153,184.33	20.25	603,357.62

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue Total		677,628.00	677,628.00	21,581.36	429,093.92	63.3229	248,534.08
Expense Total		683,541.95	756,541.95	7,033.10	153,184.33	20.248	603,357.62
Grand Total		<u>-5,913.95</u>	<u>-78,913.95</u>	<u>14,548.26</u>	<u>275,909.59</u>	<u>-3.4963</u>	<u>-354,823.54</u>
236	PORT AUTHORITY	-5,913.95	-78,913.95	14,548.26	275,909.59	-349.63	-354,823.54

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
243	DEED LOAN						
<i>00000</i>	<i>NON DEPARTMENTAL</i>						
	TOTAL INTERGOVERNMENTAL						
243-00000-43490	STATE DEED LOAN	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS REVENUES						
243-00000-46210	INTEREST - DEPOSITINVESTMENT	0.00	0.00	0.00	0.00	0.00	0.00
243-00000-46216	INTEREST - NOTES & LOANS	0.00	0.00	0.00	0.00	0.00	0.00
243-00000-46299	OTHER MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING SOURCES						
243-00000-49231	TRANSFER FROM INDUSTRIAL REVOL	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
<i>00000</i>	<i>NON DEPARTMENTAL</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
46700	<i>ECONOMIC OPPORTUNITY</i>						
	TOTAL OTHER SERVICES & CHARGES						
243-46700-53110	AUDITING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
243-46700-53410	MARKETING & PROMOTION	0.00	0.00	0.00	0.00	0.00	0.00
243-46700-53910	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
243-46700-53920	LOAN EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
243-46700-53924	SUBGRANTEE GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER SERVICES & CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL DEBT SERVICE						
243-46700-55120	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
46700	<i>ECONOMIC OPPORTUNITY</i>	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue Total		0.00	0.00	0.00	0.00	0	0.00
Expense Total		0.00	0.00	0.00	0.00	0	0.00
Grand Total		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>
243	DEED LOAN	0.00	0.00	0.00	0.00	0.00	0.00



TO: Red Wing Port Authority Board

FROM: Shari Chorney, Port Authority Manager

Agenda Item No.: 9. B. Consider Recommendation to Approve Funding for Block 38-Elevator Addition Feasibility Study

Meeting Date: December 2, 2025

ACTION REQUESTED: Consider Recommendation to Approve Funding from the Downtown Investment Fund for Block 38- Elevator Addition Feasibility Study.

ATTACHMENT:

- **Block 38-Red Wing Elevator Addition Feasibility Study**
- **Photos of building in Block 38**

BACKGROUND:

As development continues to occur in our downtown area, we acknowledge we have some barriers in developing the upper levels of our historic downtown area. One being the lack of elevators and the associated construction cost.

Over the years the port authority staff have had discussions with various buildings owners and their desire to develop their second and third story spaces, but due to a lack of funds and accessibility some have not pursued those projects.

The multi-building owners in block 38, comprising of Heimie’s Haberdashery, Art Café, Bev’s Café and the former Home Plate Grill have spoken to us about a desire to investigate the feasibility of shared elevator for the four buildings.

As a next step staff suggested we reach out our consultants at New History to put together a proposal for the feasibility study. Attached is copy of the proposal including an estimate of civil engineering services provided by Johnson Scofield.

In addition, the building owners are working with a sprinkler company representative on the cost to sprinkle their buildings.

DISCUSSION:

Staff would like the board’s input on the possibility of paying for the study. Our hope is that by having this study completed we can share the same framework with other building owners, keeping in mind that each building is unique.

BUDGET IMPACT:

Downtown Investment Funds.

RECOMMENDATION:

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



NEW HISTORY

SCOPE MEMO

for

Block 38 – Red Wing, MN

Elevator Addition Feasibility Study

Prepared for the Red Wing Port Authority

November 24, 2025

Thank you for contacting New History about Block 38 in Red Wing, MN. We are pleased to hear that all four building owners (at 215, 219, 221, and 223 Bush Street) are interested in exploring a shared elevator to enhance accessibility and increase use of the upper floors. We are particularly enthusiastic about the potential for this effort to serve as a pilot initiative, establishing a repeatable framework for other buildings within the commercial historic district. The purpose of this memo is to propose our consulting process for an initial planning study. We look forward to hearing any comments or questions on this memo from you or other members of the Port Board or staff. Then, once approved, we will provide a letter of agreement, or confirm that we can provide this work under our current agreement with the Port Authority.

Scope of Services

The purpose of our Scope of Services is to assist the Port Authority in an initial study for the proposed multi-building elevator. We propose to provide the following steps and deliverables:

1. **Intake Meetings (Virtual):**
 - a. Project Kick-Off and Intake Meeting with Port Staff. The purpose of this meeting is to establish the goals, constraints, and resources of the City and/or Port Authority in the ownership, design, construction, and future operation of the elevator.
 - b. Owner Meeting. We will lead a meeting with the four building owners (or their representatives) to understand their goals, concerns, anticipated elevator users, building access needs, as well as existing site and building documentation.
 - c. Meeting with Community Development Department. We will lead one meeting with the building official and fire marshal to identify required permits, variances, or code interpretations that would affect project design and approval.
2. **Diagrammatic Design.** Based on the meetings above, and the next steps below, we will develop a diagrammatic option for the location and connection points of the elevator to the existing buildings.
 - a. Civil Survey. We will retain Johnson & Scofield Inc. Land Surveying to determine or confirm: property lines, existing easements and encumbrances that would impact the location of new construction, and interior floor heights. Their proposal is attached, and their fees will be treated as a pass-through expense.
 - b. Visual Interior Survey. We will do a cursory walk-through of each building to determine existing interior circulation, exterior wall construction, and interior structural systems.
3. **Ownership and Operation.** Once the location is determined, we will provide an outline of potential options for ownership and operation of the future elevator.

The result of this process will be a diagrammatic plan (or plans, if there are multiple potential locations) for the proposed elevator with a one-page narrative. This document will serve as the basis for continuing discussions with the owners and for developing the scope of the next step, which is likely to include

© 2025 NEW HISTORY

This proposal is intended solely for the Red Wing Port Authority and is for the exclusive purpose of creating an agreement for the project described herein.

structural and geotechnical condition assessments, schematic design, and pricing in order to determine financial and technical feasibility.

Consulting Fees

Our work will be provided on an hourly basis. The total fee includes expected pass-through fees for civil engineering services.

Scope Item	Fee
New History Consulting Fees	\$12,000, invoiced hourly
Civil Survey by Johnson Scofield The deliverable for this scope of services will be a Certificate of Survey Map illustrating the property boundaries, buildings, floor elevation data, utilities, and easements within the four properties (215, 219, 221 & 223 Bush Street).	Up to \$10,000
Reimbursable Expenses (mileage)	\$100
Total	\$22,100

Our Scope of Services does not include structural, mechanical, or electrical engineering services. It does not include extensive cost estimating or direction on constructability. Our deliverable will not serve as legal or accounting guidance. As the project moves forward, we will work with you to engage qualified consultants in subsequent phases of the project.



JOHNSON & SCOFIELD INC. LAND SURVEYING

1203 Main Street • Red Wing, MN 55066 • Office (651)388-1558 • Fax: (651)388-1559
626 Jefferson Ave • Wabasha, MN 55981 • Office (651)565-3244 • Fax: (651)565-4394
755 Westview Drive • Hastings, MN 55033 • Office (651)438-0000 • Fax: (651)438-9005
4240 West 5th Street • Winona, MN 55987 • Office (507) 454-4134 • Fax: (507) 454-2544

David A. Johnson
Minnesota and Wisconsin
Licensed Land Surveyor

Marcus S. Johnson
Minnesota and Wisconsin
Licensed Land Surveyor
Wabasha County Surveyor

Mitchell A. Scofield
Minnesota License
Land Surveyor

Brian K. Wodele
Minnesota and Wisconsin
Licensed Land Surveyor
Winona County Surveyor

Scott J. Bechel
Wisconsin License
Land Surveyor

20 November 2025

New History
c/o Katie Kuisle

LAND SURVEY PROPOSAL

Location:
215, 219, 221 & 223 Bush Street, Red Wing, MN 55066
Block 38, ORIGINAL PLAT OF RED WING

We propose to conduct the necessary research and computations to facilitate the completion of a boundary survey for the properties at 215, 219, 221 & 223 Bush Street in Red Wing. This would include, finding or setting the property corners for each property, locating the exterior building corners, collecting the finished floor elevations for each building (including basement) and locating visible utilities in the rear parking area.

After the field work is complete, we will then draft a Certificate of Survey Map illustrating the property boundaries, buildings, elevation data, utilities and easements, if any.

This survey will be challenging and we anticipate it will require 2-3 days of labor in the field locating buildings, floor elevations, party walls and utilities in addition to documenting those features on the certificate of survey.

I anticipate the fee for the above described services to be \$9,000.00 including title commitment fees.

Thank you for the opportunity to prepare this cost proposal, please contact the Red Wing office if you have any questions. You may authorize this work by signing and returning the proposal.

Authorization to proceed:

Name Date

Thank you,

TANNER BORGEN

Tanner Borgen
Project Manager
651-388-1558





Share



TO: Red Wing Port Authority Board

FROM: Kyle Klatt, Director

Agenda Item No.: 9.C. – New History Contract Extension and Jefferson School Services

Meeting Date: December 2, 2025

ACTIONS REQUESTED:

The Port Authority is being asked to approve updated agreements for consulting services with New History as follows:

- 1) Motion to approve an amended consulting proposal from New History for general redevelopment consulting services.
- 2) Motion to approve a consulting proposal from New History to complete an evaluation of historical significance for the former Jefferson School building.

ATTACHMENTS:

1. Agreement Letter for Ongoing Consulting Services – Redevelopment Support
2. Agreement Letter for Historical Consulting Services – Jefferson School

BACKGROUND:

In 2021, the Red Wing Port Authority entered into an agreement with New History to provide consulting services to the City for two specific areas of focus: redevelopment of the former Bauer Built Tire Site and downtown and historic building redevelopment. This original agreement was extended through 2025 to provide continued assistance to Port Authority staff for the Bauer Built project and other general redevelopment projects with a focus on downtown. The most recent agreement acknowledged that the Bauer Built project was being reconsidered and may or may not require additional consulting services; however, an ad-hoc committee of the City Council has continued to work towards a potential redevelopment of the site.

Many of the potential development projects that have been discussed by the Port Authority involve redevelopment of existing buildings or are focused in and around the downtown areas. With another large slate of potential projects moving forward this year, Staff is seeking authorization to continue working with New History on these projects and others that may come up throughout 2026. The Port Authority also recently authorized the use of its redevelopment stimulus funds to complete due diligence work associated with its agreement to purchase the

former Jefferson School building at 601 Buchanan Street. One of the more critical components of this work is completion of a historical significance evaluation of the building, which is needed to determine potential eligibility for historic tax credits (which could be a significant financial incentive for a future developer). New History is proposing to complete this work as a separate contract from the general services agreement.

Over the last contact period for 2025, New History has billed the Port for \$8,090 of work on redevelopment projects, which is far short of the contract maximum of \$19,200. Staff has generally only asked for assistance where needed to help keep projects moving forward in a timely manner or to bring additional expertise to the table when needed. For 2026 staff is asking to continue the general template of the current agreement, with projected amounts of \$1,600 per month or \$19,200 for the year, which was the same amount budgeted in 2025.

DISCUSSION:

The attached proposal includes a description of the work to be performed (scope of services), and as noted above, is more generalized compared to the previous agreements with New History. Staff has found working with New History to be immensely productive and has helped Port Staff manage an extremely busy workload over the last couple of years. The busy schedule is expected to continue into 2026, especially with the Maltery redevelopment project moving closer to construction and the Port's potential acquisition of the Jefferson School site. As noted during the last extension review, the contract with New History has given staff flexibility to respond to changing circumstances and helped staff be responsive to redevelopment proposals in both downtown Red Wing and the former Bauer Built site over the last several years. In addition, staff has been able to develop information, like the economic development financing opportunities toolbox that can be used on future projects and created a review process for the former Bauer Built and Central Research sites that will serve as a model for other development projects in Red Wing. Staff has also received positive feedback from developers who have been working with the City on projects who have found the City to be responsive and thorough when responding to their proposals or requests for information.

Please note that there will be some Jefferson School consulting work that will need to be covered under the general services contract in addition to the specialized historic eligibility work. Staff will be asking to encumber any unspent funds from the 2025 contract (currently around \$11,000) to help cover these expenses. Overall, the Port should finish the year with a positive balance of \$40,000 remaining in the contract or professional services budget line items.

The attached proposals indicate that New History would continue to provide consulting services on an hourly basis at similar hourly billing rates as last year with an estimated amount of \$1,600 per month for redevelopment work. The general services contract would set a maximum amount of \$19,200 for the year. The second agreement for Jefferson School historic evaluation work includes a not-to-exceed amount of \$15,000. Staff is proposing to use the contract and professional services line items in the budget for these contracts since unspent funds from 2025 in these accounts may be encumbered into 2026.

RECOMMENDATION:

Staff recommends the Port Authority proceed with the "ACTIONS REQUESTED" above.

NEW HISTORY

November 14, 2025

Red Wing Port Authority
City of Red Wing
419 Bush Street
Red Wing, MN 55066

Delivered To: Kyle Klatt, Community Development Director, kyle.klatt@ci.red-wing.mn.us

RE: Agreement Letter for Property Redevelopment Consulting Services

Dear Kyle:

Thank you for the opportunity to continue working with you on redevelopment projects in Red Wing. We appreciate the dedication of Port Authority and City staff to economic development and property redevelopment. The purpose of this letter is to propose our Scope of Services and Consulting Fees in order to continue to provide consulting services on redevelopment projects in 2026. The term of this engagement is January 1 to December 31 of 2026. Our contract, upon acceptance, includes this letter and the incorporated attachments: “Hourly Billing Rates” and “General Terms and Conditions.” Alternatively, we can execute a standard city agreement that you provide. We look forward to continuing our work with you!

Scope of Services

We understand that the City of Red Wing - and specifically the Red Wing Port Authority staff - engage in a wide variety of projects, tasks, and initiatives to support and promote economic development in Red Wing. We also understand that several key properties will be worked on in 2026, including the Jefferson School. Our role is to provide advisory services related to real estate development projects, and to add expertise and capacity to Port and City staff. Our proposed Scope of Services includes:

- Specific to the Jefferson School, we propose to assist Port staff with completing due diligence activities prior to the anticipated acquisition of the site. This most likely includes: assisting with procuring professional services such as environmental and site survey, reviewing and interpreting building documentation and reports, as well as developer outreach and engagement.

Additionally, we expect that our Scope of Services might also include:

- Advising on potential redevelopment projects including developing potential strategies and timelines for site redevelopment, providing developer and industry outreach, meeting with developers and building owners, and evaluating options for gap funding;



- Advising on redevelopment in historic districts, such as evaluating potential projects for compatibility with the historic district designation and opportunities for historic tax credits;
- Advising on historic preservation and other regulatory reviews that may impact site redevelopment;
- Producing deliverables to support staff efforts, such as drafting meeting agendas and minutes, Requests for Proposals (RFPs), and any other scopes of professional services needed;
- Assistance with correspondence with real estate developers, local foundations, elected officials, and other project stakeholders;
- Other related and similar consulting tasks to facilitate building redevelopment as directed by you.

Consulting Fees

We propose to provide our consulting services on an hourly basis at the attached hourly billing rates. Our recommended annual budget is:

- In the range of \$1,600 per month
- Total of \$19,200 for calendar year 2025

Invoices will be sent monthly.

We look forward to continuing to work with you and your colleagues at the City of Red Wing. If you find this proposal acceptable, please sign and return the following page. I may be reached at the contact information below for comments and questions.

Sincerely,



Meghan Elliott, Principal
(612) 843-4140
elliott@newhistory.com

APPROVAL AND ACCEPTANCE OF AGREEMENT

Our contract consists of this Agreement Letter and the incorporated attachments:

- New History Hourly Billing Rates
- General Terms and Conditions of New History

Please sign and return a copy of this page.

PROJECT: Property Redevelopment Consulting Services

THE UNDERSIGNED, HAVING THE AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF THE ENTITY NAMED BELOW, HEREBY ACKNOWLEDGES AND AGREES TO THIS LETTER AGREEMENT, AND THE INCORPORATED ATTACHMENTS.

PRINTED NAME: _____ TITLE: _____

COMPANY/ENTITY NAME: _____

ADDRESS: _____

SIGNATURE: _____ DATE: _____

ACCEPTED BY:

Meghan Elliott, President
New History
575 SE 9th Street, Suite 215
Minneapolis, MN 55414

SIGNATURE:  DATE: November 14, 2025

NEW HISTORY

HOURLY BILLING RATES

Project Role	Hourly Billing Rate
Meghan Elliott, Founding Principal	\$285
Principal	\$225
Project Director	\$195
Project Team Member	\$180
Associate Team Member	\$160
Administrative Support	\$90

Project Billing. Invoices are typically sent monthly, unless stated otherwise.

Reimbursable Expenses. We will not charge any of our minor and incidental project-related expenses such as mileage, parking, or photograph printing. Extraordinary expenses are billed at 1.1 times the cost. Extraordinary expenses typically include, but are not limited to:

- Mileage, airfare, and/or per diem outside of the seven-county Twin Cities metropolitan area
- Large-format scanning of historic drawings
- Sub-consultant fees, if applicable
- Application fees
- Archival fees
- Mailing and shipping charges for applications

Billing rates may be increased annually.



GENERAL TERMS AND CONDITIONS OF NEW HISTORY FOR CONSULTING SERVICES

THE FOLLOWING TERMS AND CONDITIONS are incorporated into and made a part of the attached Agreement Letter ("Agreement") for Consulting Services between the Client and NEW HISTORY.

1. Scope of Services. The Scope of Services to be provided is described in the Agreement, and can be modified in writing.

2. Consultant Status/Standard of Care. NEW HISTORY's Services are advisory in nature. While Services may involve the review of the work product of architectural, engineering, design, construction, legal, accounting, and other professional services providers, NEW HISTORY is not engaged to provide such professional services unless and except as specifically stated in the Scope of Services. The standard of care applicable to New History's historical advisory Services shall be that applicable to other providers of these same Services, and not those applicable to any professional services or disciplines not specifically included in the scope of this Agreement.

3. Site Safety and Hazardous Materials. NEW HISTORY shall have neither control of nor responsibility for site safety. NEW HISTORY shall have no responsibility for the identification, abatement or removal of hazardous materials.

4. Project Costs. The parties acknowledge that any estimate of construction costs, qualified rehabilitation expenditures (QREs), or tax credits prepared by NEW HISTORY is an estimate only. As such, NEW HISTORY does not warrant that actual amounts will not vary from estimates. NEW HISTORY's estimates are not to be taken as a warranty or guarantee of the eventual cost of the project, QREs, or historic tax credits for which the Client may be eligible.

5. NEW HISTORY's Documents. Documents prepared by NEW HISTORY are solely for use with respect to the project referenced in the Agreement. All documents furnished by NEW HISTORY pursuant to this Agreement are NEW HISTORY's instruments of service for this project alone, and NEW HISTORY retains all common law, statutory and other reserved rights in such documents, including intellectual property and copyright. Any use of documents prepared by NEW HISTORY except for the specific purpose intended by this Agreement will be at the Client's sole risk without any liability or legal exposure to NEW HISTORY. The Client will defend, indemnify and hold New History harmless from all claims or

lawsuits arising from the use these documents on other projects without the written consent of New History.

6. Compensation ("Consulting Fees"). Payment is due within thirty (30) days from the date of NEW HISTORY's invoice. If there is a material change in the Scope of Services or project conditions, NEW HISTORY's compensation shall be equitably adjusted. Cumulative annual interest at a rate of six percent (6%) will be paid by client on all past due amounts. NEW HISTORY reserves the right to suspend or terminate services, at its sole discretion, upon three days written notice in the event NEW HISTORY fails to receive timely payment of any invoice.

7. Records and Data. The Client agrees to provide to NEW HISTORY any and all data, plans, specifications, surveys, and other documents reasonably requested by NEW HISTORY to allow NEW HISTORY to complete the services to be provided by NEW HISTORY. NEW HISTORY shall be entitled to rely upon the accuracy and timeliness of the information provided by the Client. By its use of or reliance upon such information, NEW HISTORY assumes no responsibility for the inaccuracy or insufficiency of such Client-supplied information. NEW HISTORY does not assume responsibility for validating, disclosing or accounting for that information, or for the condition of the property described therein, or for any latent or concealed conditions or defects in the property.

8. Dispute Resolution. In the event of any dispute, controversy or claim arising out of or in connection with this Agreement, including any questions regarding its existence, enforceability, interpretation or validity, the parties shall meet and confer in good faith to attempt to resolve such dispute, controversy or claim without initiating an adversarial proceeding. Should such attempts at resolution prove unsuccessful within a reasonable period after the meeting of the parties, any dispute, controversy, or claim arising under this Agreement shall be: (1) first, submitted to mandatory formal mediation under the American Arbitration Association Construction Rules in Minneapolis, Minnesota. The Parties will agree upon a mediator and share equally in the mediator's cost. (2) If mediation fails to resolve the matter, and if the claimed injury or damage arising from the matter in dispute is \$25,000.00 or less, the dispute

shall be submitted to arbitration conducted in Minneapolis, Minnesota, by a single arbitrator selected by the parties in accordance with the then effective arbitration rules of the American Arbitration Association for fast-track arbitration. Judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. The fees and expenses of the arbitration shall be borne equally by the parties. The decision of the arbitrator shall be binding and may be confirmed and enforced in any court having proper jurisdiction. All facts and other information relating to any arbitration arising under this Agreement shall be kept confidential to the fullest extent permitted by law. (3) If the claimed injury or damage arising from the matter exceeds \$25,000.00, and discussions and formal mediation have failed to resolve the dispute, it shall be adjudicated in any Minnesota State court of competent jurisdiction. The provisions of this Section shall survive the termination of this Agreement.

9. Retainer. A retainer deposit may be required prior to commencement of services by NEW HISTORY. The retainer will be deposited in NEW HISTORY's general bank account, and any retainer funds may be commingled with NEW HISTORY's general funds. The retainer will be held until the end of Services when it will be applied to final Consulting Fees and any reimbursable expenses. Any unapplied retainer funds will be refunded to the Client.

10. Termination. In the event of material default in the terms of this Agreement by the Client, this Agreement and the obligation to provide further services under this Agreement may be terminated by written notice from NEW HISTORY to the Client. Upon termination, NEW HISTORY shall be entitled to compensation for all services rendered prior to the date of termination, together with reasonable expenses incurred to the date of termination. Failure to make timely payment of any invoice shall be a material default of this Agreement.

11. Limitation of Liability. The parties acknowledge and agree that they will not hold the other liable or assert claims for lost profits or consequential damages arising from or relating to breach of this Agreement, even if a party was advised of the possibility of such damages. The parties agree that NEW HISTORY's liability and the Client's remedy under this Agreement shall be limited to the total amount actually paid to NEW HISTORY for services provided by NEW HISTORY under this Agreement.

12. Waiver. Client waives any and all rights against NEW HISTORY for damages covered by any property

insurance or other insurance during and after completion of the Scope of Services.

13. Indemnity. The Client shall indemnify, defend and hold harmless New History, its officers and employees from and against claims, lawsuits, damages, losses, costs, including reasonable attorneys' fees, and judgments resulting from claims by third parties, to the extent such claims or lawsuits arise out of or from the negligent acts or omissions of the Owner, its officers and employees, contractors, subcontractors or consultants or any other person or entity for whose acts or omissions the Client is legally responsible.

14. Entire Agreement. This Agreement, which includes any incorporated attachments and these General Terms and Conditions, constitutes the entire agreement between the parties and supersedes all prior agreements or oral understandings. No modification or waiver of this Agreement or its terms shall be binding unless in writing and executed by both parties.

15. Assignment. Neither party may assign their rights under this Agreement without the written consent of the other party. This Agreement shall be binding upon the parties and their permitted successors and assigns.

16. Governing Law. This Agreement shall be governed by and interpreted pursuant to the laws of the state where the project from which it arose is located, with any dispute or claim relating to this Agreement venued or heard, to the extent permissible under applicable law, in the State of Minnesota, Hennepin County. If Minnesota venue is inconsistent with applicable local law, then the mediation, arbitration or litigation required by Paragraph 8 above shall be venued as decided by New History in a location which is consistent with local law.

17. Acknowledgment. The parties acknowledge that these terms and conditions are incorporated by reference into the Agreement Letter for Planning Services, that the parties have had an opportunity to read and understand these terms and conditions, discuss such terms and conditions with legal counsel, and understand the significance of this Agreement.

18. Counterparts. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original with all such counterparts taken together shall constitute one and the same instrument. Facsimile or email (PDF format) signatures shall be deemed and treated as originals

NEW HISTORY

November 14, 2025

Red Wing Port Authority

City of Red Wing

419 Bush Street

Red Wing, MN 55066

Delivered To: Kyle Klatt, Community Development Director, kyle.klatt@ci.red-wing.mn.us

Project: Agreement Letter for Historical Consulting Services

Jefferson School: Evaluation of Historic Significance

601 Buchanan Street

Red Wing, MN 55066

Dear Kyle:

Thank you for contacting us about the Jefferson School building in Red Wing. We appreciate the Port Authority's efforts to facilitate redevelopment of this property. The purposes of this letter are to confirm our Scope of Services and propose our Consulting Fees to obtain access to state and federal historic tax credits for the future anticipated private redevelopment of this site: specifically, we will complete "Part 1" of the historic tax credit certification application, or Evaluation of Significance. Our contract, upon your acceptance, consists of this letter and the incorporated attachments: New History's "Hourly Billing Rates" as well as "General Terms and Conditions." We look forward to working with you on this project.

Project Understanding

We understand that the Red Wing Port Authority (RWPA) is leading the effort to prepare the Jefferson School site for successful redevelopment and building reuse. The site is not currently listed in the National Register of Historic Places (NRHP). But, if it is determined eligible for the NRHP, then a future redevelopment project can access significant financial incentives for reuse, especially the state and federal historic tax credits (HTCs). However, school sites are challenging to list in the NRHP, because it can be hard to demonstrate special historic significance when so many schools are already listed. In order to gain access to HTCs, we will complete "Part 1" of the historic tax credit certification application, which will be reviewed by both the Minnesota State Historic Preservation Office (SHPO) and National Park Service (NPS); the NPS will make the final determination of eligibility. If the Part 1 is approved by the NPS, then this information will be a critical resource for attracting a private developer to the site.



Scope of Services

The purpose of our Scope of Services is to obtain access to state and federal historic tax credits for a future privately-led redevelopment of the Jefferson School site. Our work will result in completion and submittal of the Part 1 application for the property. An owner's signature will be required on the application form, and we will need safe access to the interior of the building in order to observe current conditions and to obtain photographs for the application. We will lead, create, and compile the Part 1. The Part 1 application process includes:

- One site visit, including access to all interior rooms
- Historical research and justification for the historic significance of the site with respect to criteria for listing established by the National Park Service
- Photo documentation of current conditions
- Compilation and submittal of the application to the Minnesota SHPO
- Communication and application revisions as required by the SHPO

We will provide a draft application for your review prior to submitting the application to the SHPO. The review process by SHPO and NPS takes in the range of three months. However, with recent federal government shutdowns, we cannot predict review timing. Likewise, we can in no way guarantee approval of any application by any reviewing agency.

Consulting Fees

Our work will be provided on an hourly basis per the attached billing rates. We will not exceed a maximum hourly effort of \$15,000, including all reimbursable expenses. Invoices will be sent monthly based on effort, unless requested otherwise.

We will provide regular progress reports so that we can adjust, augment, or curtail our scope of services to be compatible with your process. If our Scope of Services must be adjusted, we will work with you to revise our Agreement.

We look forward to working with you. If you find this proposal acceptable, please sign and return a copy of the next page. We may be reached at the contact information below for any comments or questions.

Sincerely,



Meghan Elliott, Founding Principal
New History
(612) 843-4140
elliott@newhistory.com



Lauren Anderson, Director
New History
(612) 843-4146
anderson@newhistory.com

APPROVAL AND ACCEPTANCE OF AGREEMENT

Our contract consists of this Agreement Letter and the incorporated attachments:

- General Terms and Conditions of New History for Consulting Services.

Please sign and return a copy of this page.

PROJECT: Historical Consulting Services for the
 Jefferson School: Evaluation of Historic Significance
 601 Buchanan Street
 Red Wing, MN 55066

THE UNDERSIGNED, HAVING THE AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF THE ENTITY NAMED BELOW, HEREBY ACKNOWLEDGES AND AGREES TO THIS LETTER AGREEMENT, AND THE INCORPORATED ATTACHMENTS.

PRINTED NAME: _____ TITLE: _____

COMPANY/ENTITY NAME: _____

ADDRESS: _____

SIGNATURE: _____ DATE: _____

ACCEPTED BY:

Meghan Elliott, President
 New History
 575 SE 9th Street, Suite 215
 Minneapolis, MN 55414

SIGNATURE:  DATE: November 14, 2025

© 2025 New History
 This proposal is intended solely for the Red Wing Port Authority and is for the exclusive purpose of creating an agreement for the project described herein.

NEW HISTORY

HOURLY BILLING RATES

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