



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.

Statement of Intent

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

Meeting Announcement and Agenda

Port Authority Board Regular Meeting

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

Date: Tuesday, March 3, 2026

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. [Join the meeting via Webex here](#). To join via telephone, please dial (415) 655-0001. Enter access code 2556 070 9490 and password 2026 when prompted.

1. Call to Order

2. Pledge of Allegiance

3. Excusal of Members

4. Approval of Agenda

5. Approval of Minutes

5.A. Motion to Approve the February 3, 2026 Port Authority Annual Meeting Minutes

5.B. Motion to Approve the February 3, 2026, Port Authority Special Meeting 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. Motions & General Business

8.A. Motion to Approve the January 2026 Balance Sheets and Budget Report

- 8.B. Consider Motion to Authorize the Sign, Awning, & Facade Grant Program to Continue in 2026 with a Maximum Funding Amount of \$20,000.
- 8.C. Consider Motion to Approve a Sign, Awning, and Facade Grant for Heath Within Chiropractic in the Amount of \$3,686.21.
- 8.D. Consider Motion to Recommend that the City of Red Wing Maintain Ownership of the Mooring Clusters Located Adjacent to the Red Wing Grain Dock Facility and to Recommend that the City Enter into a 37-Year Lease Agreement with the Port Authority for their Operation, Maintenance, and Management Under Terms Approved by the City Council.
- 8.E. Consider Motion to Authorize the Use of up to \$150,000 from the Port Authority's Redevelopment Stimulus Fund towards the West End Business District Assistance Program.

9. Communication Items

- 9.A. Executive Director's Report
- 9.B. Committee Reports
- 9.C. Discussion Items: 2026 Rules & Policies for Boards and Commissions

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
Annual Meeting
City Council Chambers
February 3, 2026**

Members Present: Port Authority Board President Paul Reding; Commissioners Bethanie Flattum, Kim Beise, Wylie Wilson, and Thomas Drazkowski

Members Absent: Commissioner Kliewer (excused absence)

Others Present: Kyle Klatt, Community Development Director / Port Authority Executive Director; Shari Chorney, Business Development Manager / Staff Liaison

1. Call to Order

Port Authority Board President Paul Reding called the meeting to order at 4:54 p.m.

2. Pledge of Allegiance

President Reding led the recitation of the Pledge of Allegiance.

3. Excusal of Members

A motion was made by Commissioner Beise, seconded by Commissioner Flattum, to excuse Commissioner Kliewer. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

President Reding offered a moment of silence for the Kliewer family because Commissioner Kliewer lost his wife of fifty years, and her funeral was held earlier today.

4. Swearing in the Oath of Office

A. Wylie Wilson (Second Term Expires January 31, 2029).

Emily Mallon conducted the Oath of Office for Wylie Wilson.

B. Paul Reding (Second Term Expires January 31, 2029).

Emily Mallon conducted the Oath of Office for Paul Reding.

5. 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 5:0.

6. Election of Officers

A. Call for 2026 Nominations

- 1. President – Paul Reding (2025)**
- 2. Vice President – Wylie Wilson (2025)**
- 3. Treasurer – Jay Wardle (2025)**

President Reding turned the Meeting over to Community Development Director, Kyle Klatt for the Election of Officers.

Director Klatt gave the Board the instructions for the Election of Officers.

Commissioner Drazkowski nominated President Reding for a second term as President.

President Reding thanked the Commission Members for the opportunity to serve in the past and affirmed his willingness to continue in the role.

A motion was made by Commissioner Wilson, seconded by Commissioner Flattum, for a unanimous ballot to approve President Reding's nomination for a second term as President of the Port Authority Board. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

Director Klatt opened the floor for nominations for the position of Vice President for the Port Authority Board.

President Reding nominated Commissioner Wilson for Vice President.

Commissioner Wilson thanked President Reding for the nomination.

A motion was made by Commissioner Flattum, seconded by Commissioner Beise, for a unanimous ballot to approve Commissioner Wilson's nomination for a second term as Vice President of the Port Authority Board. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

Director Klatt opened the floor for nominations for the office of Treasurer.

Commissioner Flattum nominated Tom Drazkowski to be the Treasurer for the Port Authority Board.

A motion was made by Commissioner Flattum, seconded by Commissioner Wilson, for a unanimous ballot to approve Commissioner Drazkowski's nomination for Treasurer of the Port Authority Board. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

Director Klatt returned control of the Port Authority Board Meeting to President Reding.

7. Motions & General Business

A. Review of Port Authority 2025 Annual Report

Director Klatt stated that each year, a draft of the Annual Report is presented to the Port Authority Board. Director Klatt offered some comments before the adoption of the Annual Report.

Director Klatt stated that the Annual Report is in a bullet format.

Director Klatt noted that the major accomplishments from 2025 included the work done to further the Port development projects forward.

Director Klatt stated that two major projects are currently in the works. The first one is the Rehabilitation of the Mooring Clusters adjacent to Red Wing Grain, and the second one is the Little River Bulkhead. Even though the projects are not out for bid, under construction, or complete, substantial progress has been made towards their completion.

Director Klatt stated that another major project from 2025 was entering into a formal agreement with the Red Wing School District to purchase the Jefferson School Project. There is still a lot of work to be completed in 2026 that will assist in determining whether to move forward with the project.

Director Klatt stated that the Port Authority Board did some internal planning in 2025 with an Annual Workshop Meeting and a Training Session late in the year.

Director Klatt stated that a new downtown tax district was created in 2025, and the Port created a Riverboat Survey to gauge the type of impact that the riverboats have within the community.

Director Klatt stated that the Port Authority Board approved the reallocation of funds for the downtown area to spur and incentivize more development in the downtown area, and the Port Authority Board participated in a housing study.

Director Klatt stated that Staff drafted a proposal for selecting consultants.

Director Klatt drew attention to the fact that the Harbor Committee had inaccurate names. The correct names are Ron Trussel and Mike Grove.

Director Klatt stated that under item 24, the reporting of the amount of product that is coming over the Little River Bulkhead for 2025, there were 87,959 tons of product that moved across it. In 2024, there were 92,486 tons of product that moved across the Little River Bulkhead. Both years were down, due in part to flooding.

Based on his discussion with President Reding, Director Klatt stated that there is a desire to provide more information in the Annual Report that ties back into the Port Authority's mission, particularly the Port Authority's main missions of increasing the tax base in the community, increasing jobs, and promoting economic development.

Director Klatt asked for additional comments and additional changes from the Board.

President Reding stated that Director Klatt summarized his comments well. President Reding did add that over the years, the Port Authority has been used as a punching bag in the community for its perceived lack of activity or progress. President Reding applauded the potential increase to the tax base resulting from the hard work of the Port Authority Board. President Reding stated that the statistics are important numbers to be shared with the stakeholders.

President Reding stated that it is also very important to share the number of jobs created by the Port Authority, even if partial positions are created.

A motion was made by Commissioner Flattum, seconded by Commissioner Wilson, to approve the 2025 Annual Report. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

B. Motion to Adopt the 2026 Rules of Order & Procedure (No Action Requested – Document to be Reviewed at a Later Date)

Director Klatt explained that, typically, the Motion to Adopt the 2026 Rules of Order & Procedure is adopted after the City Council approves it. Because the City Council has not yet approved the Rules of Order & Procedure, this item will be revisited later.

President Reding took a moment to thank former Commissioner Wardle for his service on the Port Authority Board. Former Commissioner Warder's term ended in January of 2025.

8. Adjournment

President Reding adjourned the meeting at 5:23 p.m.

ATTEST:

Shari Chorney, Secretary

**Red Wing Port Authority Board
Regular Meeting
City Council Chambers
February 3, 2026**

Members Present: Port Authority Board President Paul Reding; Commissioners Bethanie Flattum, Kim Beise, Wylie Wilson, and Thomas Drazkowski

Members Absent: Commissioner Kliewer (excused absence)

Others Present: Kyle Klatt, Community Development Director / Port Authority Executive Director; Shari Chorney, Business Development Manager / Staff Liaison

1. Call to Order

Port Authority Board President Paul Reding called the meeting to order at 5:23 p.m.

2. Pledge of Allegiance

President Reding led the recitation of the Pledge of Allegiance.

3. Excusal of Members

President Reding stated that Commissioner Kliewer was unable to be present.

A motion was made by Commissioner Wilson, seconded by Commissioner Drazkowski, to Excuse Commissioner Kliewer. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

4. Approval of Agenda

President Reding stated that while visiting Community Development Director, Klatt, it was determined that it would be a good idea to strike item 9 (C) from the agenda and postpone it for the March Meeting, when we believe that the full Board will be present.

A motion was made by Commissioner Flattum, seconded by Commissioner Wilson, to approve the agenda as amended. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

5. Approval of Minutes

A. Motion to Approve December 2, 2025, Port Authority Minutes

President Reding stated that he had a conversation with Director Klatt earlier in the day. It appears that we are using some Artificial Intelligence (AI) in our Meeting Minutes, and there are some misspellings. It might be appropriate to direct Staff to clean up the Minutes.

Director Klatt stated that he had a conversation with the City Clerk's Office, and AI is not generating the Minutes. The Minutes are being transcribed by an individual. The Clerk is aware, and we are working to make corrections.

A motion was made by Commissioner Flattum, seconded by Commissioner Drazkowski, to approve the minutes as drafted. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

6. Public Comment

No one wished to address the Board.

7. Public Hearing

There were no Public Hearings scheduled.

8. Motions & General Business

A. Motion to Approve the November and December 2025 Balance Sheets and Budget Reports.

President Reding stated that there are two months to discuss because there was no Port Authority Board Meeting in the month of January.

Director Klatt stated that the December Report was the Year-End Report. Director Klatt explained that the Fund Balance at the end of December 2025 was approximately \$472,000. Director Klatt pointed out that the balance does not include the various funds that have been allocated into special accounts, which include the Capitol Projects or the Port Authority Re-Development Stimulus Fund Account. The balances in those accounts total close to one million dollars.

Director Klatt reported that the Port is in a very sound financial position right now. Director Klatt stated that as the Port Development Projects progress, the financial position of the Port will change. Costs for the Little River Bulkhead have gone up. Additional funding has been requested from the State to make up for the shortfall.

President Reding drew Director Klatt to the loans for emerging small businesses. President Reding asked why the loan amount was decreasing each month, even though there had been no payments made on the loans.

Business Development Manager Chorney stated that if an AR goes out, it shows up on that line, but it doesn't show that they paid the AR. It has something to do with how the finance company records, but Manager Chorney will check into the issue.

Director Klatt concurred with Manager Chorney's explanation.

A motion was made by Commissioner Flattum, seconded by Commissioner Wilson, to approve the November and December 2025 Balance Sheets and Budget Reports. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

B. Motion to Approve a 2026 Contribution to the Small Business Development Center.

President Reding invited Manager Chorney to share the background on the item. Manager Chorney stated that Port Authority staff has worked with Mark Thein, who is the Regional Director of the Southeast Minnesota Small Business Development Center (SBDC). Director Thein is present to speak to the Board today. Manager Chorney stated that the Board received a handout, and she pointed out that the SBDC offers confidential consulting for no cost to help small businesses in Southeast Minnesota.

Manager Chorney stated that the Port Authority Board has been contributing about \$3,000 per year for the past three years. These contributions allow those businesses that need the assistance the opportunity to receive it for free. Manager Chorney concluded by stating the value of this resource prior to inviting Director Thein to come forward to answer questions.

Director Thein came forward and stated that there are eleven counties included in the Southeastern Minnesota Small Business Development Center area. Director Thein noted that the SBDC is primarily funded by the Small Business Administration (SBA). The SBDC receives an annual grant from the SBA.

Director Thein stated that the SBDC is charged with the task of finding a one-to-one match with our SBA grant, which varies from \$225,000 to \$235,000. The SBDC primarily relies on lenders for matching grant money. Lenders know that we help entrepreneurs with business plan development. The SBDC also relies on the communities that are served by the SBDC.

Director Thein provided examples of small businesses that benefited from the SBDC. The services offered by the SBDC are delivered in five different languages.

Manager Chorney stated that the Red Wing Staff really appreciates the SBDC because many community members come in with a great idea, but they need assistance to bring it to fruition. SBDC has been a great resource.

Commissioner Drazkowski asked approximately how much of the \$643,000 was from last year and what the trend seems to be in the City of Red Wing. Director Thein didn't have an exact number, but he estimated approximately \$150,000.

Commissioner Drazkowski stated that in November, there was talk nationally about the Federal Government freezing some of the SBA loans. Commissioner Drazkowski asked if the SBDC experienced any repercussions in the State of Minnesota from the freezing of the SBA loans. Director Thein stated that he received a notification that, due to all the other fraud that was going on in the State of Minnesota, there would be no more funding. Director Thein stated that there has been no fraud in the SBDC, and the organization is in the process of a

review so that the funding can be unfrozen. Director Thein was confident that the funding would be restarted.

Commissioner Flattum stated that for those who don't have a copy of the handout, she wanted to call out the Five-Year SBDC Work Summary for the impact specifically for the City of Red Wing, from January 1, 2021, until December 31, 2025, there was \$643,550 spent in capital funding, fifty-six clients served, 196 jobs supported, and 214 total hours served. Commissioner Flattum stated that these numbers show significant engagement between the SBDC and the City of Red Wing.

President Reding stated that the Board has just approved the 2026 budget, and funding for the SBDC was not included in that budget. President Reding asked the Board if there was any consideration as to where those dollars would come from.

Manager Chorney stated that typically, this funding would come under the "Memberships and Dues" line item. Director Klatt concurred with Manager Chorney.

Commissioner Wilson stated that the SBDC is an awesome tool for small businesses.

President Reding asked the Board if anyone had any thoughts about a particular dollar amount to offer the SBDC. Commissioner Drazkowski asked what the historical donation has been in the past. Manager Chorney stated that \$3,000 is the typical donation.

Commissioner Beise asked if funding for the SBDC could be added as a budget item in the 2027 Annual Budget for the Port Authority Board. Director Klatt stated that the additional funding of \$5,000, rather than the traditional funding of \$3,000 offered to the SBDC, shouldn't be a problem for this year, and he concurred with Commissioner Beise that the SBDC funding should be added to next year's budget.

A motion was made by Commissioner Drazkowski, seconded by Commissioner Wilson, to approve a 2026 Contribution to the Small Business Development Center of \$5,000. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

Director Thein thanked the Port Authority Board for their support.

C. Motion to Approve a Sign, Awning, and Façade Grant for North Star Stitching Studio.

Manager Chorney stated that the application from North Star Stitching Studio was before the Board. Amy Anderson, the owner, was present to answer questions.

Manager Chorney stated that Amy Anderson was one of the winners of the 2025 Retail and Restaurant Challenge. As of November 24, 2025, North Star Stitching Studio has moved into the former Wanshura Jewelers location, located at 409 West 3rd Street. The store offers fabric, quilting tools, finishing services with a long-arm quilting machine, and a variety of sewing classes for all experience levels.

Manager Chorney stated that the raised lettering sign is covered, and there will also be a projecting sign that will be completed in the spring. The window decal is already completed, but it isn't covered by the grant.

Manager Chorney stated that the grant will likely be around \$1,400, but we won't know for sure until the invoices come in.

Ms. Anderson stated that her business is going great and that every single day someone walks through the door and says that they are so happy that we are here. Ms. Anderson expressed her appreciation for the assistance in the remodeling of the building, which was a dark, low-lit jewelry store and is now a well-lit quilting store.

A motion was made by Commissioner Flattum, seconded by Commissioner Beise, to approve a Sign, Awning, and Façade Grant for North Star Stitching Studio. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

D. Motion to Approve a One-Year Deferral of Loan Payments for Greater Red Wing Development Corporation, with Interest Continuing to Accrue During the Deferral Period.

Manager Chorney stated that there is a comprehensive story about the development of the Greater Red Wing Development Corporation included in the Commissioners' packets. Manager Chorney highly recommended that everyone read the story because it is a success story for the Greater Red Wing Development Corporation, the Port Authority Board, and the City of Red Wing. Manager Chorney stated that the building is aging because it was built in 1973.

Manager Chorney introduced Steve Johnson, President of the Greater Red Wing Development Corporation. Manager Chorney stated that the City of Red Wing has a loan that was originated in 2005. The City of Red Wing held off on our payments so the Greater Red Wing Development Corporation could pay off the banks first. They are current and have paid down more than half of the loan. The City of Red Wing holds the only mortgage on the building. The request is for the City to pause payments, but interest will continue to accrue.

President Reding stated that President Johnson spoke at the Finance Committee Meeting last month.

Commissioner Drazkowski asked if the remaining amount due is about \$700,000. President Johnson answered in the affirmative.

Commissioner Wilson stated that there was an extension on the lease of the properties, and the lease goes beyond the maturity date of the note. President Johnson stated that the 3M lease extends to 2030.

President Reding stated that the Finance Committee had unanimous agreement for the deferral.

A motion was made by Commissioner Flattum, seconded by Commissioner Wilson, to approve a One-Year Deferral of Loan Payments for Greater Red Wing Development Corporation, with Interest Continuing to Accrue During the Deferral Period. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

E. Motion to Approve a Six-Month Deferral of Loan Payments for JT's Chicken & Fish, with Interest Continuing to Accrue During the Deferral Period

Manager Chorney stated that there is a document included in the Commissioners' packet about JT's Chicken & Fish. They are currently in default of their advancing entrepreneurial loan. They had a promissory note and a personal guarantee that was signed on March 28, 2024. Beginning in March of 2025, about six or seven payments were made. Unfortunately, the business closed in Red Wing.

Manager Chorney stated that the loan was for \$20,000 at 3% interest. The Finance Committee met on December 17, 2025, and discussed sending out a Default Letter from the City Attorney. In the meantime, Manager Chorney was contacted by the applicant's daughter and notified that the owner had several medical conditions and requested that payments could be deferred for at least six months so that the owner could get back on her feet. Manager Chorney has spoken to the owner, and the owner believes that six months would be an adequate amount of time. Manager Chorney noted that the Finance Committee was agreeable to the six-month deferral. Manager Chorney pointed out that four other loans are receiving regular payments.

Commissioner Wilson asked what the remaining balance is for JT's Chicken & Fish. Manager Chorney stated that the remaining balance is a little more than \$18,000, and the payments are \$193.12 per month.

President Reding stated that at the Finance Committee Meeting, he learned that the borrower was proactive in reaching out about the illness.

A motion was made by Commissioner Flattum, seconded by Commissioner Wilson, to approve a Six-Month Deferral of Loan Payments for JT's Chicken & Fish, with Interest Continuing to Accrue During the Deferral Period. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

9. Communication Items

A. Executive Director's Report.

Director Klatt stated that he moved his Director's Report to the end of the agenda and is looking forward to feedback on whether this is a positive thing. Director Klatt stated that the City received a million-dollar grant from the Office of Energy Transition Grant to develop a long-range plan for potentially dealing with issues associated with the power plant.

Director Klatt stated that there are four specific components to the grant. The first component is to develop a long-term financial analysis for the City. The second component is to conduct a land feasibility analysis. The third component is an orderly annexation analysis. The fourth component is to develop a Port Water Way Plan. Director Klatt stated that the city has gone out for bids on the first two components.

The second project that Director Klatt wanted to update the Commissioners on is the Jefferson School Project. Director Klatt stated that the Contract has been executed by both parties, and the City has until the end of June 2026 to determine if it wants to move forward on the project.

Director Klatt and Manager Chorney highlighted several items from the report:

- Director Klatt stated that the Fleischmann Maltery Redevelopment has an upcoming deadline for action, and the city has requested to push the start date back to March 1, 2026.
- Director Klatt stated that the Central Research Property has shown some strong interest. As of this afternoon, twenty-one contractors have downloaded potential plans for the demolition of the structure. There were between eight and twelve contractors who showed up for the walk-through of the structure.
- Manager Chorney stated that there was a meeting last week with the Consultants and they hope to have a draft of the Environmental Assessment to MARAD. The project is moving along. There is optimism that the project will happen in 2026, but no specific timing is set yet. The Little River Bulkhead is currently at 30% of design.

Commissioner Wilson asked if the contractors would be hindered if the city took funding from the National Registry of Historic Buildings regarding the Jefferson School Building. Director Klatt stated that it would indeed hinder the contractors if the Jefferson School Building received the designation.

President Reding asked for clarification on the timeline for New History to complete its work. Director Klatt stated that New History is continuing to move forward.

B. Committee Reports: Finance Committee 1/22/26.

No report.

C. Discussion Items: Board and Commission Training – Video Presentation and Discussion.

This item was removed from the agenda.

10. Adjournment

President Reding adjourned the meeting at 6:27 p.m.

ATTEST:

Shari Chorney, Secretary

Summary of Balance Sheet and Budget Report

January 2026

231 Industrial Revolving Loan			
	Budget	Monthly	YTD
Revenue	\$65,000.00	\$3,051.44	\$3,051.44
Expenses	\$5,000.00	\$0.00	\$0.00
Cash	\$1,476,806.46		
Acct Rec	\$18,000.00		
Loans	\$694,457.00		
Assests	\$2,189,263.46		
Liabilities	\$0.00		
Fund Balance	\$2,186,212.02		

232 Downtown Revolving Loan			
	Budget	Monthly	YTD
Revenue	\$2,500.00	\$4.07	\$4.07
Expenses	\$0.00	\$0.00	\$0.00
Cash	\$110,004.00		
Acct Rec	\$0.00		
Loans	-\$5,941.94		
Assets	\$104,062.06		
Liabilities	\$0.00		
Fund Balance	\$104,057.99		

233 Intermediate Re-Lending			
	Budget	Monthly	YTD
Revenue	\$12,000.00	\$1,362.53	\$1,362.53
Expenses	\$33,000.00	\$32,607.00	\$32,607.00
Cash	\$571,211.39		
Acct Rec	\$2,371.20		
Loans	\$30,287.99		
Assets	\$603,870.58		
Liabilities	\$95,872.26		
Fund Balance	\$539,242.79		

Summary of Balance Sheet and Budget Report

January 2026

234 Small Business Development Fund			
	Budget	Monthly	YTD
Revenue	\$0.00	\$222.85	\$222.85
Expenses	\$0.00	\$0.00	\$0.00
Cash	\$13,765.75		
Acct Rec	\$1,544.96		
Loans	\$88,402.39		
Assets	\$103,713.10		
Liabilities	\$0.00		
Fund Balance	\$103,490.25		

243 DEED Loan			
	Budget	Monthly	YTD
Revenue	\$2,500.00	\$0.00	\$0.00
Expenses	\$1,200.00	\$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	\$696,620.00	\$150,009.40	\$150,009.40
Expenses	\$697,006.00	\$6,973.40	\$6,973.40
Cash	\$1,022,135.02		
Acct Rec	\$25,586.40		
Leases	\$525,397.00		
Assets	\$1,573,118.42		
Liabilities	\$504,388.00		
Fund Balance	\$925,694.42		

Summary of Balance Sheet and Budget Report

January 2026

Capital Account Summaries		
Account	Description	Fund Balance
429	Little River Bulkhead	\$89,074.20
436	Mooring Cluster Dolphins	\$129,896.83
441	Little River Channel Sed. Cont.	\$130,000.00
450	Levee Wall Protection	\$106,845.00
491	PA Redevelopment Stimulus	\$506,378.62
Total		\$962,194.65

Red Wing Port Authoring Operating Budget Report

Revenues	Budget	Month to Date	Year to Date	% of Budget
Property Tax Revenue	\$561,620.00	\$0.00	\$0.00	0%
Leases	\$135,000.00	\$25,586.40	\$25,586.40	19%
Grants & Aids	\$0.00	\$124,423.00	\$124,423.00	0%
Total Revenue	\$696,620.00	\$150,009.40	\$150,009.40	
Expenditures	Budget	Month to Date	Year to Date	% of Budget
Wages and Salaries	\$5,275.00	\$0.00	\$0.00	0%
PERA	\$0.00	\$0.00	\$0.00	0%
FICA	\$0.00	\$0.00	\$0.00	0%
Worker's Comp	\$0.00	\$1.64	\$1.64	0%
Office Accessories	\$1,250.00	\$0.00	\$0.00	0%
Copying	\$750.00	\$0.00	\$0.00	0%
Small Tools	\$500.00	\$0.00	\$0.00	0%
Admin Services	\$21,565.00	\$0.00	\$0.00	0%
Admin Services - Other	\$252,553.00	\$0.00	\$0.00	0%
Contractual Services	\$60,000.00	\$0.00	\$0.00	0%
Engineering Services	\$500.00	\$0.00	\$0.00	0%
IT Services	\$15,113.00	\$0.00	\$0.00	0%
Personnel Testing - Recruitment	\$0.00	\$0.00	\$0.00	0%
Public Works Charges	\$2,000.00	\$0.00	\$0.00	0%
Other Professional Services	\$30,000.00	\$0.00	\$0.00	0%
Telephone	\$2,300.00	\$0.00	\$0.00	0%
Postage	\$500.00	\$0.00	\$0.00	0%
Travel	\$1,500.00	\$0.00	\$0.00	0%
Lodging	\$1,500.00	\$0.00	\$0.00	0%
Meals	\$1,200.00	\$0.00	\$0.00	0%
Registration and Tuition	\$2,500.00	\$0.00	\$0.00	0%
Marketing and Promotion	\$60,000.00	\$5,465.00	\$5,465.00	9%
Legal Notices Publishing	\$500.00	\$0.00	\$0.00	0%
Insurance Premiums	\$3,750.00	\$0.00	\$0.00	0%
Repair and Maintenance	\$50,000.00	\$0.00	\$0.00	0%
Building Rental and Leases	\$33,000.00	\$1,500.00	\$1,500.00	5%
Equipment Usage Rental	\$0.00	\$6.76	\$6.76	0%
Dues and Memberships	\$13,500.00	\$0.00	\$0.00	0%
Subscriptions	\$750.00	\$0.00	\$0.00	0%
Books	\$0.00	\$0.00	\$0.00	0%
Real Estate Property Taxes	\$0.00	\$0.00	\$0.00	0%
Special Events Projects	\$50,000.00	\$0.00	\$0.00	0%
Other Miscellaneous	\$1,500.00	\$0.00	\$0.00	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	\$697,006.00	\$6,973.40	\$6,973.40	1%

Loans

Acct	Loan	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
IRL	SB Emerg Loan	\$3,270											
IRL	GRWDC	\$633,654											
IRL	River Bluff Tech #4	\$57,533											
DRL	RW Dev Loan	\$137,500											
DRL	CMA Prop LLC	\$35,000											
DRL	Staghead	\$2,960											
DRL	Bev's Café	\$10,360											
DRL	Mike's Barber Shop	\$1,482											
DRL	Cut Above Home	-\$24											
DRL	Allowance	-\$193,220											
IRP	Heimes Haberdashery	\$32,298											
IRP	Kelly's Tap House	\$31											
IRP	River City Carwash	\$2											
IRP	Allowance	-\$2,042											
SBDF	River City Thera	\$17,518											
SBDF	Celeste Beauty	\$17,036											
SBDF	Gather and Grace	\$17,069											
SBDF	JT'S Chicken and F	\$18,378											
SBDF	The Creative Hand	\$18,401											
DEED	Allowance												

General Ledger Balance Sheet

User:
Paul.Thorsgaard@ci.red-wing.mn.us
Printed: 2/6/2026 11:15:26 AM
Period 01 - 01
Fiscal Year 2026



<u>Account Number</u>	<u>Description</u>	<u>Year-To-Date</u>
231	INDUSTRIAL REVOLVING LOAN PROG	
	Asset	
231-00000-10100	CASH	1,476,806.46
231-00000-11500	ACCOUNTS RECEIVABLE-REGULAR	18,000.00
231-00000-11974	LT LOAN REC - SBEmergencyLoanP	3,270.05
231-00000-11986	LT LOAN REC - GRWDC	633,653.93
231-00000-11999	LT LOAN REC-RIVER BLUFF TECH#4	57,533.02
	Asset	2,189,263.46
	Fund Balance	
231-00000-30000	FUND BALANCE EQUITY	2,186,212.02
	Fund Balance	2,186,212.02
	Revenue Total	3,051.44
	Expense Total	0.00
	Ret Earnings Total	3,051.44
231	INDUSTRIAL REVOLVING LOAN PROG	3,051.44

General Ledger
Balance Sheet

User:
Paul.Thorsgaard@ci.red-wing.mn.us
Printed: 2/6/2026 11:15:26 AM
Period 01 - 01
Fiscal Year 2026



Account Number	Description	Year-To-Date
232	DOWNTOWN REVOLVING LOAN PROG	
	Asset	
232-00000-10100	CASH	110,004.00
232-00000-11500	ACCOUNTS RECEIVABLE-REGULAR	0.00
232-00000-11902	LT LOAN REC - RW DEV LOAN	137,500.00
232-00000-11979	LT LOAN REC - CMA PROP LLC	35,000.00
232-00000-11983	LT LOAN REC - STAGHEAD	2,960.00
232-00000-11984	LT LOAN REC - BEV'S CAFE	10,360.00
232-00000-11990	LT LOAN REC - MIKES BARBERSHOP	1,482.35
232-00000-11993	LT LOAN REC - CUT ABOVE HOME	-24.29
232-00000-11999	LT LOAN REC - ALLOWANCE	-193,220.00
	Asset	104,062.06
	Fund Balance	
232-00000-30000	FUND BALANCE EQUITY	104,057.99
	Fund Balance	104,057.99
Revenue Total		4.07
Expense Total		0.00
Ret Earnings Total		4.07
232	DOWNTOWN REVOLVING LOAN PROG	4.07

General Ledger Balance Sheet

User:
Paul.Thorsgaard@ci.red-wing.mn.us
Printed: 2/6/2026 11:15:26 AM
Period 01 - 01
Fiscal Year 2026



Account Number	Description	Year-To-Date
233	(IRP) INTERMEDIARY RE-LENDING	
	Asset	
233-00000-10101	CASH - IRP	571,211.39
233-00000-11500	ACCOUNTS RECEIVABLE-REGULAR	2,371.20
233-00000-11952	LT LOAN REC - HEIMIES HABERDAS	32,297.50
233-00000-11954	LT LOAN REC - KELLYS TAP HOUSE	30.72
233-00000-11955	LT LOAN REC - RIVR CTY CAR WSH	1.77
233-00000-11999	LT LOAN REC - ALLOWANCE	-2,042.00
	Asset	603,870.58
	Liability	
233-00000-24000	DUE TO OTHER GOVERNMENTS	95,872.26
	Liability	95,872.26
	Fund Balance	
233-00000-30000	FUND BALANCE EQUITY	539,242.79
	Fund Balance	539,242.79
	Revenue Total	1,362.53
	Expense Total	32,607.00
	Ret Earnings Total	-31,244.47
233	(IRP) INTERMEDIARY RE-LENDING	-31,244.47

General Ledger Balance Sheet

User:
Paul.Thorsgaard@ci.red-wing.mn.us
Printed: 2/6/2026 11:15:26 AM
Period 01 - 01
Fiscal Year 2026



<u>Account Number</u>	<u>Description</u>	<u>Year-To-Date</u>
234	SMALL BUSINESS DEVELOPMENT FUN	
	Asset	
234-00000-10100	CASH	13,765.75
234-00000-11500	ACCOUNTS RECEIVABLE-REGULAR	1,544.96
234-00000-11957	LT LOAN REC - RIVER CITY THERA	17,517.68
234-00000-11960	LT LOAN REC - CELESTE BEAUTY M	17,036.43
234-00000-11961	LT LOAN REC - GATHER AND GRAZE	17,068.90
234-00000-11975	LT LOAN REC-JTS CHICKEN & FISH	18,377.95
234-00000-11976	LT LOAN REC - THE CREATIVE HAN	18,401.43
	Asset	103,713.10
	Fund Balance	
234-00000-30000	FUND BALANCE EQUITY	103,490.25
	Fund Balance	103,490.25
	Revenue Total	222.85
	Expense Total	0.00
	Ret Earnings Total	222.85
234	SMALL BUSINESS DEVELOPMENT FUN	222.85

General Ledger Balance Sheet

User:
Paul.Thorsgaard@ci.red-wing.mn.us
Printed: 2/6/2026 11:15:26 AM
Period 01 - 01
Fiscal Year 2026



Account Number	Description	Year-To-Date
236	PORT AUTHORITY	
	Asset	
236-00000-10100	CASH	1,022,135.02
236-00000-10505	TAXES RECEIVABLE-DELINQUENT	1,606.64
236-00000-10510	TAXES RECEIVABLE-UNAPPORTIONED	0.00
236-00000-10599	TAXES RECEIVABLE-ALLOWANCE (CO	-1,606.64
236-00000-11500	ACCOUNTS RECEIVABLE-REGULAR	25,586.40
236-00000-14700	LEASE RECEIVABLE - SHORT TERM	117,114.00
236-00000-14701	LEASE RECEIVABLE - LONG TERM	408,283.00
	Asset	1,573,118.42
	Liability	
236-00000-20200	ACCOUNTS PAYABLE	36.00
236-00000-27304	DEFERRED INFLOW - LEASE REC	504,352.00
	Liability	504,388.00
	Fund Balance	
236-00000-30000	FUND BALANCE EQUITY	925,694.42
	Fund Balance	925,694.42
	Revenue Total	150,009.40
	Expense Total	6,973.40
	Ret Earnings Total	143,036.00
236	PORT AUTHORITY	143,036.00

General Ledger
Balance Sheet

User:
Paul.Thorsgaard@ci.red-wing.mn.us
Printed: 2/6/2026 11:15:26 AM
Period 01 - 01
Fiscal Year 2026



<u>Account Number</u>	<u>Description</u>	<u>Year-To-Date</u>
243	DEED LOAN	
	Asset	
243-00000-10100	CASH	252,658.59
	Asset	252,658.59
	Fund Balance	
243-00000-30000	FUND BALANCE EQUITY	252,658.59
	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	3,051.44	3,051.44	4.69	61,948.56
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	3,051.44	3,051.44	4.69	61,948.56
<i>00000</i>	<i>NON DEPARTMENTAL</i>	<i>65,000.00</i>	<i>65,000.00</i>	<i>3,051.44</i>	<i>3,051.44</i>	<i>4.69</i>	<i>61,948.56</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	3,051.44	3,051.44	4.6945	61,948.56
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>3,051.44</u>	<u>3,051.44</u>	<u>0.0509</u>	<u>56,948.56</u>
231	INDUSTRIAL REVOLVING LOAN PROG	60,000.00	60,000.00	3,051.44	3,051.44	5.09	56,948.56

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	4.07	4.07	0.16	2,495.93
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	4.07	4.07	0.16	2,495.93
	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>4.07</i>	<i>4.07</i>	<i>0.16</i>	<i>2,495.93</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	4.07	4.07	0.1628	2,495.93
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>4.07</u>	<u>4.07</u>	<u>0.0016</u>	<u>2,495.93</u>
232	DOWNTOWN REVOLVING LOAN PROG	2,500.00	2,500.00	4.07	4.07	0.16	2,495.93

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
233	(IRP) INTERMEDIARY RE-LENDING						
00000	<i>NON DEPARTMENTAL</i>						
	TOTAL MISCELLANEOUS REVENUES						
233-00000-46210	INTEREST - DEPOSIT INVESTMENT	0.00	0.00	1,247.61	1,247.61	0.00	-1,247.61
233-00000-46216	INTEREST - NOTES & LOANS	12,000.00	12,000.00	114.92	114.92	0.96	11,885.08
233-00000-46299	OTHER MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS REVENUES	12,000.00	12,000.00	1,362.53	1,362.53	11.35	10,637.47
00000	<i>NON DEPARTMENTAL</i>	<i>12,000.00</i>	<i>12,000.00</i>	<i>1,362.53</i>	<i>1,362.53</i>	<i>11.35</i>	<i>10,637.47</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	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
	TOTAL DEBT SERVICE						
233-46700-55120	INTEREST	33,000.00	33,000.00	32,607.00	32,607.00	98.81	393.00
	TOTAL DEBT SERVICE	33,000.00	33,000.00	32,607.00	32,607.00	98.81	393.00
46700	<i>ECONOMIC OPPORTUNITY</i>	<i>33,000.00</i>	<i>33,000.00</i>	<i>32,607.00</i>	<i>32,607.00</i>	<i>98.81</i>	<i>393.00</i>

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue Total		12,000.00	12,000.00	1,362.53	1,362.53	11.3544	10,637.47
Expense Total		33,000.00	33,000.00	32,607.00	32,607.00	98.8091	393.00
Grand Total		<u>-21,000.00</u>	<u>-21,000.00</u>	<u>-31,244.47</u>	<u>-31,244.47</u>	<u>1.4878</u>	<u>10,244.47</u>
233	(IRP) INTERMEDIARY RE-LENDING	-21,000.00	-21,000.00	-31,244.47	-31,244.47	148.78	10,244.47

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	222.85	222.85	0.00	-222.85
	TOTAL MISCELLANEOUS REVENUES	0.00	0.00	222.85	222.85	0.00	-222.85
	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	222.85	222.85	0.00	-222.85

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue Total		0.00	0.00	222.85	222.85	0	-222.85
Expense Total		0.00	0.00	0.00	0.00	0	0.00
Grand Total		<u>0.00</u>	<u>0.00</u>	<u>222.85</u>	<u>222.85</u>	<u>0</u>	<u>-222.85</u>
234	SMALL BUSINESS DEVELOPMENT FUN	0.00	0.00	222.85	222.85	0.00	-222.85

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	561,620.00	561,620.00	0.00	0.00	0.00	561,620.00
236-00000-41020	PROPERTY TAXES - DELINQUENT	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
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	0.00	0.00	0.00
236-00000-41899	OTHER TAXES NOC	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL TAXES	561,620.00	561,620.00	0.00	0.00	0.00	561,620.00
	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	124,423.00	124,423.00	0.00	-124,423.00
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	124,423.00	124,423.00	0.00	-124,423.00
	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	0.00	0.00	0.00
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	25,586.40	25,586.40	18.95	109,413.60
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	0.00	0.00	0.00
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	0.00	0.00	0.00
	TOTAL MISCELLANEOUS REVENUES	135,000.00	135,000.00	25,586.40	25,586.40	18.95	109,413.60
	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	696,620.00	696,620.00	150,009.40	150,009.40	21.53	546,610.60

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	5,275.00	5,275.00	0.00	0.00	0.00	5,275.00
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	0.00	0.00	0.00	0.00
236-46600-51310	FICA CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	1.64	1.64	0.00	-1.64
	TOTAL PERSONNEL SERVICES	5,275.00	5,275.00	1.64	1.64	0.03	5,273.36
	TOTAL SUPPLIES						
236-46600-52105	OFFICE ACCESSORIES	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00
236-46600-52110	DUPLICATING & COPYING SUPPLIES	750.00	750.00	0.00	0.00	0.00	750.00
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	0.00	0.00	500.00
	TOTAL SUPPLIES	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
	TOTAL OTHER SERVICES & CHARGES						
236-46600-53100	ADMINISTRATION SERVICES	21,565.00	21,565.00	0.00	0.00	0.00	21,565.00
236-46600-53101	ADMINISTRATION SERVICES-OTHER	252,553.00	252,553.00	0.00	0.00	0.00	252,553.00
236-46600-53105	CONTRACTUAL SERVICES	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00
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	15,113.00	15,113.00	0.00	0.00	0.00	15,113.00
236-46600-53160	PERSONNEL TESTING & RECRUITMEN	0.00	0.00	0.00	0.00	0.00	0.00
236-46600-53165	PUBLIC WORKS LABOR CHARGES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
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	30,000.00	0.00	0.00	0.00	30,000.00
236-46600-53205	TELEPHONE	2,300.00	2,300.00	0.00	0.00	0.00	2,300.00
236-46600-53210	POSTAGE	500.00	500.00	0.00	0.00	0.00	500.00
236-46600-53305	TRAVEL EXP - PLANE, TRAIN, ETC	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
236-46600-53310	LODGING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
236-46600-53320	MEALS	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00
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	0.00	0.00	2,500.00
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	60,000.00	5,465.00	5,465.00	9.11	54,535.00
236-46600-53455	LEGAL NOTICES PUBLISHING	500.00	500.00	0.00	0.00	0.00	500.00
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	0.00	0.00	3,750.00
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	1,500.00	1,500.00	4.55	31,500.00
236-46600-53750	EQUIP USAGE RENTALS & LEASES	0.00	0.00	6.76	6.76	0.00	-6.76
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	0.00	0.00	13,500.00
236-46600-53906	SUBSCRIPTIONS	750.00	750.00	0.00	0.00	0.00	750.00
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	0.00	0.00	50,000.00
236-46600-53999	OTHER MISCELLANEOUS OPERATING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
	TOTAL OTHER SERVICES & CHARGES	604,231.00	604,231.00	6,971.76	6,971.76	1.15	597,259.24
	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	697,006.00	697,006.00	6,973.40	6,973.40	1.00	690,032.60

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue Total		696,620.00	696,620.00	150,009.40	150,009.40	21.5339	546,610.60
Expense Total		697,006.00	697,006.00	6,973.40	6,973.40	1.0005	690,032.60
Grand Total		<u>-386.00</u>	<u>-386.00</u>	<u>143,036.00</u>	<u>143,036.00</u>	<u>99999.9999</u>	<u>-143,422.00</u>
236	PORT AUTHORITY	-386.00	-386.00	143,036.00	143,036.00	-37,055.96	-143,422.00

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	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
243-00000-46299	OTHER MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS REVENUES	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
	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>2,500.00</i>	<i>2,500.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>2,500.00</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	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00
243-46700-53924	SUBGRANTEE GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER SERVICES & CHARGES	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00
	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>	<i>1,200.00</i>	<i>1,200.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>1,200.00</i>

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue Total		2,500.00	2,500.00	0.00	0.00	0	2,500.00
Expense Total		1,200.00	1,200.00	0.00	0.00	0	1,200.00
Grand Total		<u>1,300.00</u>	<u>1,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>1,300.00</u>
243	DEED LOAN	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00



TO: Red Wing Port Authority Board

FROM: Shari Chorney, Port Authority Manager

Agenda Item No.: Sign, Awning & Façade Grant Program

Meeting Date: March 3, 2026

ACTION REQUESTED: Motion to Authorize the Sign, Awning & Façade Grant Program to Continue in 2026 with a Maximum Funding Amount of \$20,000.

ATTACHMENTS:

1. Sign, Awning & Façade Program Guidelines, Amended 8/5/2025

BACKGROUND:

There were two amendments to the Sign, Awning, and Façade Grant Program in 2025. One was to increase the matching grant funds up to \$5000 and the second was to require two bids for each project.

DISCUSSION:

At the beginning of each year, staff asks the Port Board whether they want to continue to allocate funds to the Sign, Awning & Façade Grant Program. In the past, the Board has allocated up to \$20,000 from its line-item budget "Contractual Services", which has a budget of \$60,000 in 2026.

BUDGET IMPACT:

No impact on the budget. 2026 Budget approved in November 2025

RECOMMENDATION:

Staff is recommending the motion as stated above in "Action Requested".



RED WING
SIGN, AWNING &
FACADE GRANT
PROGRAM

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

APPLICATION

Date: _____ Grant Applicant Name: _____

Email Address: _____ Phone Number: _____

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

Property Owner Name: * _____ Phone Number: _____

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

SIGN, AWNING & FACADE GRANT PROGRAM GUIDELINES

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

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

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

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

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

Applicant Initials _____

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

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

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

APPROVED USE OF GRANT DOLLARS

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

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

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

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

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

FOR WHAT CAN DOLLARS BE USED?

Eligible Expenses

- Design
- Fabrication
- Installation
- Major Repair

Ineligible Expenses

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

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

Applicant Initials _____

HOW DO I RECEIVE A GRANT?

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

Step #2 Be sure you meet program requirements.

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

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

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

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

Step #5 Receive a signed copy of the Grant Application

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

Step #6 Complete the project and submit documentation.

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

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

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

Applicant Initials _____

PRIORITY GUIDELINES

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

Signs

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

Awnings

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

Façade

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

LIMITATIONS/TERMS AND CONDITIONS

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

Applicant Initials _____

SUBMISSION PROCESS AND DOCUMENTATION

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

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

3. Select contractor and estimate work dates

Contractor selected: _____

Approximate date work will begin: _____ Approximate date work will be complete: _____

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

GRANT APPLICANT

By

Its

Applicant Initials _____



TO: Red Wing Port Authority Board

FROM: Shari Chorney, Port Authority Manager

Agenda Item No.: Sign, Awning, & Façade Grant for Health Within Chiropractic

Meeting Date: March 3, 2026

ACTION REQUESTED: Motion to Approve a Sign, Awning, and Façade Grant in the amount of \$3686.21, for Health Within Chiropractic and Acupuncture.

ATTACHMENT:

- **Health Within Sign, Awning, & Façade Application**
- **Sign, Awning, and Façade Program Summary**

BACKGROUND:

Dr. Ketterling, owner of Health Within Chiropractic and Acupuncture, bought the business in 2003. The business was in the basement of the Valliant Professional Building. At the time he did not realize that the previous owner had mostly female patients and were coming to her because she was a female. Most of the patients quit after finding out the new owner was a male, so he basically had to start building his clientele from scratch. He started by getting his name out in the community by doing spinal screens/consultations around town. He used to put a portable table up in the old Red Wing Mall, attend Health Fairs and within a year he saw 50 patients a week. He eventually moved to the Armory and spent many years at that location. He practiced with other chiropractors, acupuncturists, naturopaths in the Armory local. In 2025 he decided to move to their current location and merge with a few different providers. He practices with one other chiropractor and nurse practitioners. One of the nurse practitioners heads their cognitive program. The other nurse practitioner does regenerative medicine joint injections like Platelet Rich Plasma.

The Armory building had limited signage so the move to 111 Hill Street has given him an opportunity to showcase his business with more visible signage.

Not only do they offer chiropractic services, but they also offer:

- Naturopathic services
- Acupuncture
- Applied Kinesiology
- Bloodwork
- Massage

DISCUSSION:

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

BUDGET IMPACT:

The Sign, Awning, and Façade funding comes from the Port’s Contractual Services Budget line item: 236.46600.53105, with a current balance of \$60,000.

This is the second Sign, Awning, and Façade grant for 2026 if approved the remaining balance of the program = \$14,913.79

RECOMMENDATION:

Staff recommends the motion as defined in the “Action Requested” paragraph.

APPLICATION

Date: 11/11/2025 Grant Applicant Name: Scott Ketterling

Email Address: Scott.Ketterling@netmail.com Phone Number: 612-481-8580

Address of Property to be Improved: 111 Hill St, STE B, Red Wing, MN 55066

Property Owner Name: * Perry Knudsen Phone Number: 651-301-9574

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

SIGN, AWNING & FACADE GRANT PROGRAM GUIDELINES

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

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

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

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

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

Applicant Initials SK

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

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

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

APPROVED USE OF GRANT DOLLARS

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

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

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

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

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

FOR WHAT CAN DOLLARS BE USED?

Eligible Expenses

- Design
- Fabrication
- Installation
- Major Repair

Ineligible Expenses

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

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

Applicant Initials



HOW DO I RECEIVE A GRANT?

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

Step #2 Be sure you meet program requirements.

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

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

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

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

Step #5 Receive a signed copy of the Grant Application

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

Step #6 Complete the project and submit documentation.

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

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

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

Applicant Initials SK

PRIORITY GUIDELINES

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

Signs

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

Awnings

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

Façade

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

LIMITATIONS/TERMS AND CONDITIONS

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

Applicant Initials SK

SUBMISSION PROCESS AND DOCUMENTATION

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

Brief Description of Work	Contractors (1 or 2)	Bid (1 or 2)
- Lift channel letters - Window graphics on 2 large windows, and door	Sievers Creative	\$8659.08
	Decent Design + Print	\$9,956.38

3. Select contractor and estimate work dates

Contractor selected: Sievers Creative

Approximate date work will begin: 9/17/2025 Approximate date work will be complete: 9/19/2025

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

GRANT APPLICANT



Business Owner

By

Its

Applicant Initials JK





HEALTHWAYS

111 Hill Suite B

**Regenerative Medicine
Knees & Shoulders**

Avoid surgery,
relieve pain,
restore joint health.

At all four regenerative medicine centers help you avoid surgery.

Healthways Integrative Medicine
"Unlocking your body's ability to heal."

**Integrative Therapies for
Pain Relief & Wellness**

- Lab Testing
- Massage
- Spinalwave
- Acupuncture
- Chiropractic Care
- Regenerative Medicine
- Functional Bloodwork Testing

Holistic, whole-body health - no surgery required.

Healthways Integrative Medicine
"Unlocking your body's ability to heal."



Project Number: SI 25-012

Sign Permit Application Form

Applicant's Name: <u>David Dunlap</u>	Owner's Name: <u>Scott Ketterling</u>
Address: <u>460 Guernsey Lane</u>	Address: <u>111 Hill Street Suite B</u>
<u>Red Wing</u> Street MN 55066	<u>Red Wing</u> Street MN 55066
City State Zip	City State Zip
Email: <u>dave@sieverscreative.com</u>	Email: <u>scottketterling@hotmail.com</u>
Telephone: <u>651-319-1985</u>	Telephone: <u>612-481-8580</u>
Are you working with a sign company on this project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Name: <u>SC Sign Studio</u>
Email: <u>dave@sieverscreative.com</u>	Address: <u>460 Guernsey Lane Red Wing, MN 55066</u>
	Phone: <u>651-319-1985</u>

Sign location address: 111 Hill Street Suite B

Zoning District: _____ Length of Bldg./Lot Footage: 40'

Parcel Number: 55- _____

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

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

Square Ft. of existing sign(s): 0 Square ft. of proposed sign(s): roughly 14 squ/ft

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

Authority to file application: Ownership Tenant Other: sign shop

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the process of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies.

David Dunlap 7/24/25
Applicant's signature Date

(For City of Red Wing Use Only)

Receipt Number: ATTACHED Fee: \$500

Approved as submitted (Date: 7/24/25) Approved w/ conditions (Date: _____) Denied (Date: _____)

Sign(s) to be erected or maintained at: 111 HILL STREET

If required, HPC Design Review approved (Date: _____)

[Signature]
Zoning Administration



4" Raceway 12ft Long
Raceway Painted to Match Building Below
5" Returns
Painted Green

14" **HEALTHWAYS**

Helvetica Black 14" Letters
White Face Lit

135"



Client: _____
Job: _____
Proof #: _____ Page #: _____
Proof Date: _____

Notes: _____

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

CUSTOMERS, please be aware this is your proof. It is your duty to thoroughly review your proof for timing, location, materials, spelling, grammatical errors, phone numbers and all other factors important to you and your proof. Sievers Creative will not be held liable for any of the above errors. We always try our best to review these documents but are providing this proof to give you the final say. Please take the time to review it in detail.

Carefully check all the details on your proof and if the layout is to your approval.

Size Spelling Placement
Copy Color Numbers

Proof Approved By: _____
Date: _____

This drawing is the sole and exclusive property of Sievers Creative Sign Studio, and is protected under the copyright laws of the United States of America. This drawing was created in conjunction with a project proposed by Sievers Creative Sign Studio and it is forbidden to copy, transmit or display this drawing to anyone other than an officer of Sievers Creative Sign Studio. To do so will make the client liable for a design fee to be determined by Sievers Creative Sign Studio.

Receipt No: 00965578

07/24/2025

Customer No: 000000
SIEVERS CREATIVE
460 GUERNSEY LANE
RED WING MN 55066-

101-00000-42250 SIGN PERMITS	50.00
Total	50.00
Cash	0.00
Credit Car V3664	50.00
Change	0.00

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

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



https://www.sieverscreative.com/

Invoice 1832

Lit Building Sign/Window Graphics

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

INVOICE DATE
 Wed, 09/24/2025
 INV.DUE DATE
 Thu, 10/09/2025

TERMS
 Net 15

QT#
 2159

ORDERED BY Health Ways Integrative Medicine	INSTALL ADDRESS 111 Hill Street Red Wing, MN 55066	CONTACT INFO Scott Ketterling scottketterling@hotmail.com (612) 481-8580
--	--	---

About this Invoice: **Custom Sign (Design/Fabricate/Installation)**

- Lit Channel Letters on a wireway(wall mounted over door)
- Window Graphics on both big windows and entrance door
- Sign Permit Procurement
- Electrical Permit/Disconnect/Connect(sub-contracted) included

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	Design Designs Fee Includes: <ul style="list-style-type: none"> • Custom Sign & Graphic Designs/Design Changes • Design Proofing Process for Customer Review/Approval • Design Concept and 2 Revisions • Design Time is logged and subject to change for Additional Design Time Package: Complex	1	Each	\$250.00	\$250.00	N
2	SIGN PERMIT PROCURMENT CHARGE <ul style="list-style-type: none"> • Required by City of RW • Submitting Permit Application and Designs per approval • Includes \$50 permit payment 	1	Each	\$200.00	\$200.00	Y
3	CHANNEL LETTER LED FACE LIT on RACEWAY CHANNEL LETTER LED FACE LIT RACEWAY Letter Height: 14" Letters Read: HEALTHWAYS <ul style="list-style-type: none"> •Font Style: Block •Fab Type: Channel Lock •Return Depth: 5" .040 •Return Color: Painted 1 color TBD •Backs: 3mm White ACM •Acrylic Color: 7328 White •Vinyl Color: None •Interiors: Prefinished Semigloss White •Trimcap Color: 1" or 3/4" painted to match returns •LED Color: WWSS Standard White •#of Strokes: Single •Power Supply: Low Voltage LED •Voltage: 120 Volt •Photo Cell: No •MET Lab Listing: Yes •Safety Switch: Yes 	1	Unit	\$4,935.00	\$4,935.00	Y

Not included

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
	<ul style="list-style-type: none"> •Mounting: Raceway - SignComp •Raceway Size: SignComp: 1 - 8.75" x 4.375" •Raceway Color: Painted to match PMS - TBD - we will need a specific green pantone color or paint color code from customer 					
4	Big Window Graphics(2 Windows/perf) Window Graphics Width: 91 Inches Height: 72.5 Inches UltraVision Window Perf No Laminate	2	Sqft	\$343.6175	\$687.24	Y
5	Door Window Graphics(Logo/store hours) Window Graphics Width: 24 Inches Height: 24 Inches Arlon 4600GLX 3.2 MM Arlon Series 3420 Overlaminat	1	Sqft	\$36.84	\$36.84	Y
6	Installation Services • \$150 Hourly/Per Installer High-Voltage Electrical hook-up • A licensed electrician is required to perform this duty(Sub-contracted)	6	Hr	\$425.00	\$2,550.00	N

NOT INCLUDED FOR GRANT

only \$800
\$1700 applies

#	PAID ON	METHOD	AMOUNT
1	Tue, 07/01/2025	Check 1032	\$4,573.25
2	Wed, 10/08/2025	Check 3858	\$4,573.25

CUSTOMER NOTE:

A 3% convenience fee will be added for CC payments

Revised total
= \$6885.00
Tax \$ 487.42
\$7,372.42

Final payment is due when invoices are received unless credit terms have been extended to include NET 30. If payments for past orders are not received within 60 days, we reserve the right to cancel future orders.
Past Due Invoices are subject to a Late Payment Fee of \$XX.XX for each month past due, and (or) a X% Finance Charge of the outstanding balance due each month. All materials remain the property of Company Name until paid for in full.

Subtotal:	\$8,659.08
Sales Tax (7.375%):	\$487.42
Total:	\$9,146.50
Total Paid:	\$9,146.50
Balance Due:	\$0.00

SIGNATURE:

DATE:



Decent Design & Print

Red Wing, MN

decentdesignprint@gmail.com

m

(651) 212-1206

Quote – Health Ways Integrative Medicine (Channel Letters and Window Graphics)

Expiry Date: Wed. 07/14/2025

Prepared For: Dave Dunlap and Health Ways Integrative Medicine

This Quote:

Scope includes:

- Illuminated channel letters on wireway (wall-mounted over door)
- Window & door graphics (both large windows + entrance door)
- Sign permit acquisition
- Electrical permit, disconnect & reconnect (subcontracted)

Line Items:

1. Design

- Custom Sign & Graphic Designs / Design Changes
- \$250.00 flat fee (1 design)
- Includes:
 - Concept development and initial design
 - Design proofing process for customer review/approval
 - 2 revisions
 - Design time logged and subject to change for additional efforts
- Total: \$250.00
- Tax: N

2. Sign Permit Procurement

- Required by City of RW
- \$200.00 flat fee (1 each)
- Includes:
 - Submission of permit application and designs for city approval
 - \$50.00 permit payment (passed through)
- Total: \$200.00
- Tax: Y

3. Channel Letter LED Face-Lit on Raceway

- 1 Unit – Illuminated channel letters mounted on aluminum raceway/wireway
- \$5,280.00 flat fee
- Includes:
 - Letter height: 14"
 - Letters read: HEALTHWAYS
 - Font style: Block
 - Fabrication type: Channel Lock
 - Return depth: 5" (.040 aluminum)
 - Return color: Painted 1 color (TBD)
 - Backs: 3mm white ACM
 - Acrylic face color: 7328 White
 - Vinyl color: None
 - Interiors: Prefinished semigloss white
 - Trimcap color: 1" or 3/4" painted to match returns
 - LED color: WWSS Standard White
 - Stroke configuration: Single
 - Power supply: Low-voltage LED
 - Voltage: 120 Volt
 - Photo cell: No
 - MET Lab listing: Yes
 - Safety switch: Yes
 - Mounting: Raceway - SignComp
 - Raceway Size: SignComp: 1- 8.75" x 4.375"
 - Raceway Color: Painted to match PMS - TBD (pantone or code)
- Total: \$5,280.00
- Tax: Y

4. Big Window Graphics (2 Windows – Perforated)

- 2 – UltraVision perforated window graphics (\$363.17 / unit)
- Includes:
 - Window dimensions: 91" width × 72.5" height (each window)
 - Material: UltraVision Window Perf (perforated)
 - Coverage: Both large front windows
 - No laminate / over-laminate applied
- Total: \$726.34
- Tax: Y

5. Door Window Graphics (Logo / Store Hours)

- 1 – Custom window graphics for entrance door (\$39.41 / unit)
- Includes:
 - Graphic dimensions: 24" width × 24" height
 - Material: Arlon 4600GLX 3.2 mil perforated or translucent film
 - Overlamine: Arlon Series 3420 protective overlamine
 - Content: Includes logo and store hours (as provided in design)
- Total: \$39.41
- Tax: Y

6. Installation Services

- Professional installation of all signage and graphics
- \$450.00 per hour (based on \$150 hourly rate per installer, 3 man) (5 HR) Total: \$2,250.00
- Includes:
 - Mounting lit channel letters on wireway above entrance
 - Application of perforated window graphics to both large front windows
 - Application of custom logo/store hours graphics to entrance door
 - Site preparation, alignment, secure fastening, and cleanup
 - Coordination with electrical subcontractor for final connections (as applicable)
- Total: \$2,250.00
- Tax: N

7. High-Voltage Electrical hook-up

- • A licensed electrician is required to perform this duty(Sub-contracted)
- Total: \$750.00
- Tax: N

Subtotal: \$9,495.75

Sales Tax (7.375%): \$460.63

Total: \$9,956.38

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

2026 PORT AUTHORITY BUDGETED \$20,000
 LINE ITEM 236-46600-53105 CONTRACTUAL SERVICES

Updated January 2026

	DOWNTOWN	REQUESTED	APPROVED	Type of	
#	NAME	AMOUNT	AMOUNT	Grant *	Notes
1	North Star Sticking	\$1,400	\$1,400		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
11					
TOTAL:		\$1,400.00	\$1,400.00		

TOTAL FUND BALANCE: **\$18,600.00**

* Sign = Sign, Awning and Façade Grant; Sidewalk = Temporary Sidewalk Café Gra

nt Program



TO: Red Wing Port Authority Board
FROM: Shari Chorney, Port Authority Manager

Agenda Item No.: Mooring Clusters

Meeting Date: March 3, 2026

ACTION REQUESTED: Motion to Recommend that the City of Red Wing Maintain Ownership of the Mooring Clusters located adjacent to the Red Wing Grain Dock Facility and to Recommend that the City enter into a 37-year Lease Agreement with the Port Authority for their operation, maintenance, and management under terms approved by the City Council.

ATTACHMENT:

- Photos of Mooring Clusters
- Riverfront Property Agreement

BACKGROUND:

The Minnesota Department of Transportation Waterways Division had funding for the Port Development Assistance Program (PDAP) in 2023. In 2023 the Red Wing Port Authority and the City of Red Wing authorized the application for PDAP funds.

The CIP Manager of the City of Red Wing applied for PDAP funding for the Mooring Cluster Replacement project; the project is the replacement of four Mooring Clusters adjacent to the Red Wing Grain dock facility.

Port Authority staff have been working on the requirements for accepting the grant funds, that must follow Office of Minnesota Management and Budget (MMB) requirements.

One issue is the grantee for the funds is Red Wing Port Authority, not the City of Red Wing. To undertake the project, the port authority must obtain bondable

ownership interest in the property to be improved. Port Authority staff have been working with the City's attorney's Squire, Waldspurger, & Mace on meeting MMB's conditions.

Options Related to the Mooring Clusters

The first solution that would satisfy MMB is to create a 37-year lease with the City of Red Wing whereby the City would lease the mooring clusters to the Red Wing Port Authority. The second solution is for the Port Authority to purchase mooring clusters from the City of Red Wing, presumably for a nominal amount such as \$1.00.

Riverfront Property Agreement (background on why RWPA is an agent for the City of Red Wing) on waterfront property.

On May 13, 1996, the Red Wing City Council and Red Wing Port Authority executed a contract titled the Riverfront Property Agreement(RPA) for a novation (The substitution by mutual agreement of one obligation for another with or without a change of parties and with the intent to extinguish old obligation) of the City of Red Wing with the Port Authority under certain then-existing leases of real property owned by the City, and to appoint and designate the Port Authority as the City's exclusive agent to exercise all rights and remedies under the leases as they are identified in the Exhibitions of the RPA.

The agreement allows the Port Authority to lease the property, while the City remains the property owner.

DISCUSSION:

Due to the long-term ownership by the city of the mooring clusters, we are recommending that the City of Red Wing enter a 37-year lease with the Port Authority versus ownership.

The Harbor Advisory Committee met on Wednesday, February 25, 2026, and they are also recommending a 37-year lease.

BUDGET IMPACT:

No budget impact

RECOMMENDATION:

Staff and the Harbor Advisory Committee are recommending the motion as stated above in "Action Requested."



Figure 1. Dolphin #1 Profile View



Figure 2. Dolphin #1 Aerial View



Figure 3. Dolphin #2 Profile View



Figure 4. Dolphin #2 Aerial View



Figure 5. Dolphin #3 Profile View

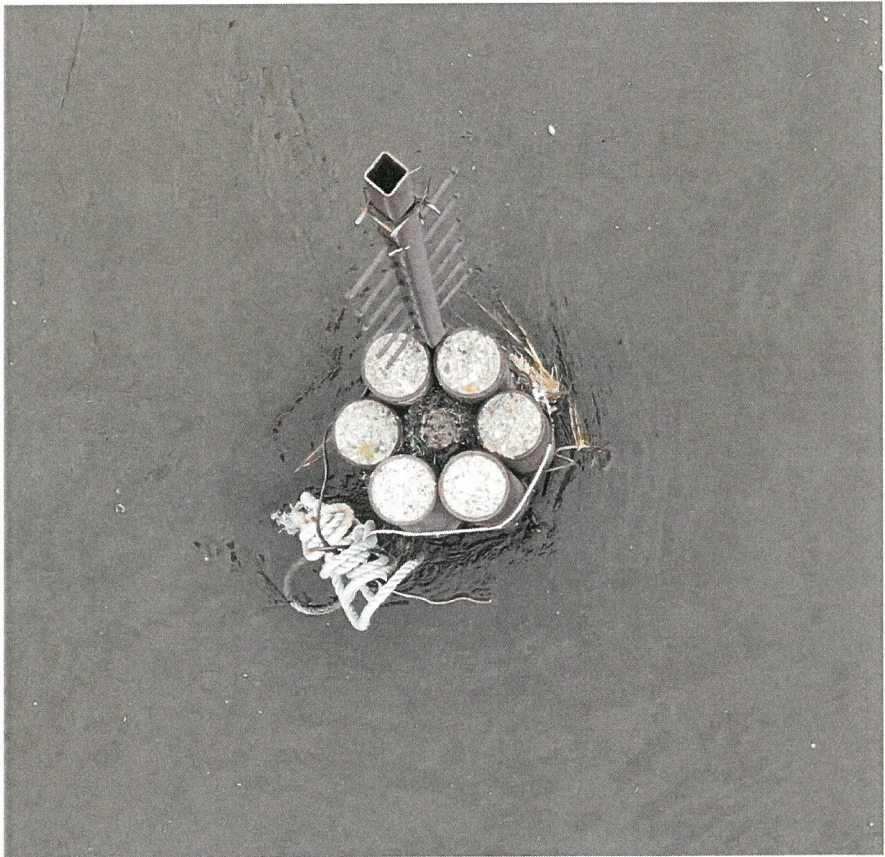


Figure 6. Dolphin #3 Aerial View



Figure 7. Dolphin #4 Profile View

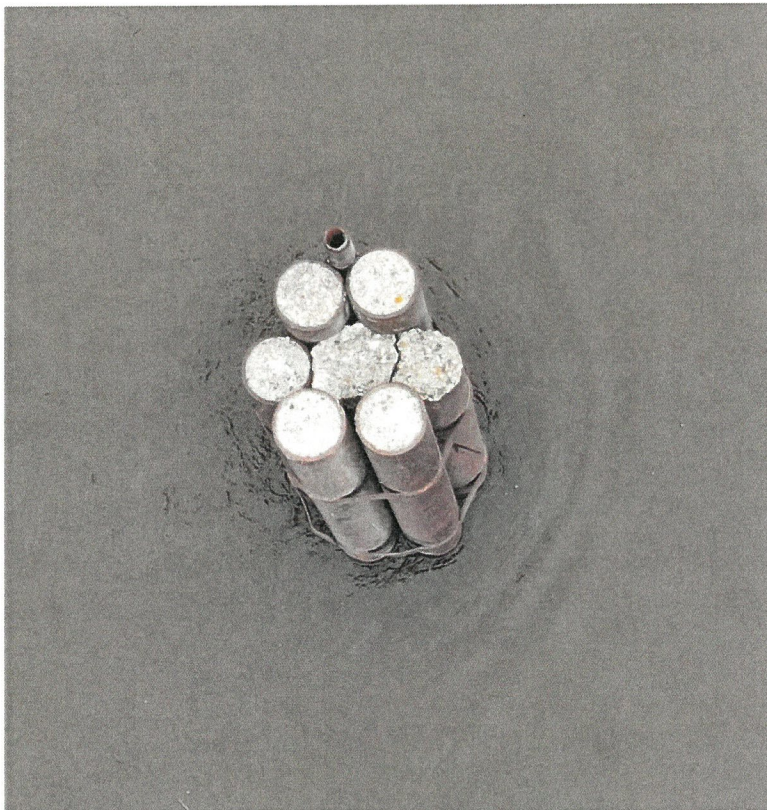


Figure 8. Dolphin #4 Aerial View

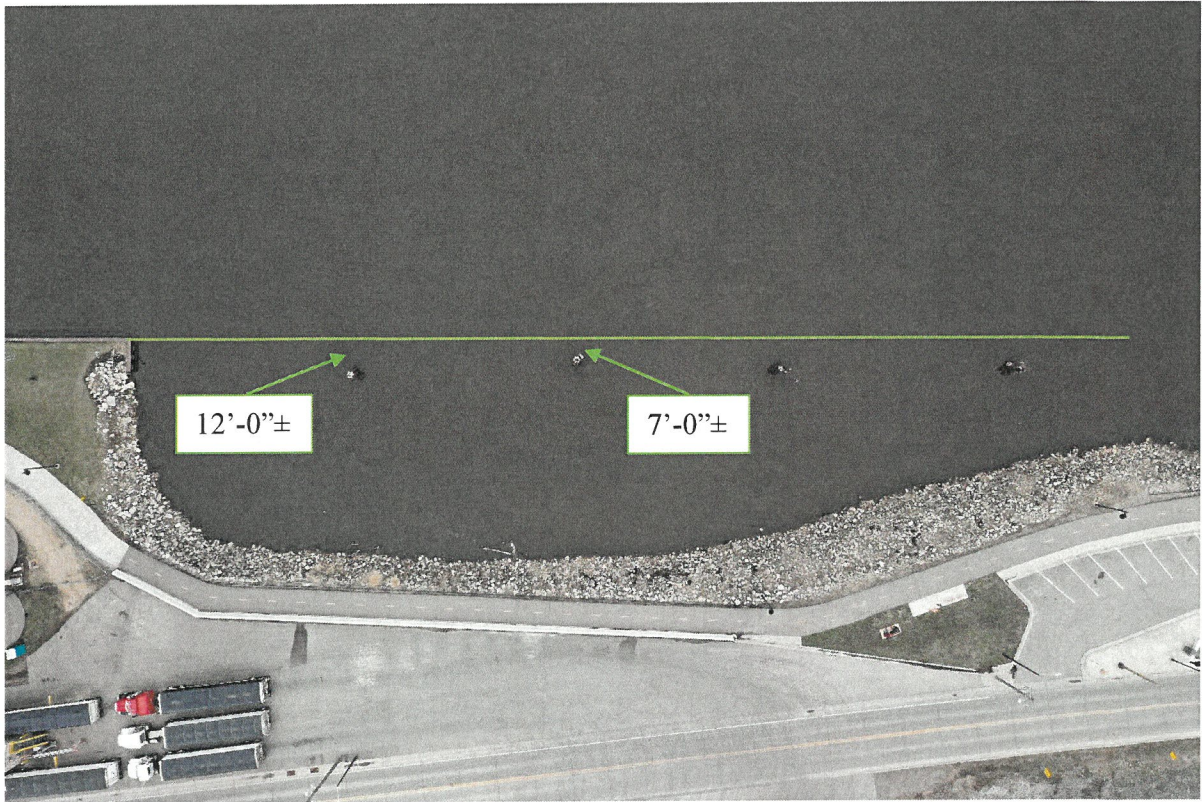


Figure 9. Dolphin Alignment Aerial View



Figure 10. Dolphin Alignment Oblique View

Riverfront Property Agreement

THIS RIVERFRONT PROPERTY AGREEMENT (the "Agreement") entered into this 13th day of May, 1996, by and between the CITY OF RED WING, a Minnesota municipal corporation (the "City") and the RED WING PORT AUTHORITY, A DEVELOPMENT AGENCY (the "Authority").

RECITALS:

WHEREAS, the City owns real property located in Goodhue County, State of Minnesota, described in Exhibit A attached hereto (the "Property");

WHEREAS, previously the Authority entered into certain leases on portions of the Property described on Exhibits B through O, inclusive, attached hereto (the "Existing Leases");

WHEREAS, the City desires to enter into this Agreement regarding the Property and the Existing Leases to allow the Authority to carry out the City's mission of economic development and redevelopment within the City on the terms hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for good and valuable consideration, the parties hereto agree as follows:

1. Existing Leases. The City and the Authority hereby agree to a novation of the City in place of the Authority under the Existing Leases effective as of the dates of execution of the Existing Leases and the City hereby confirms and ratifies all prior actions of the Authority taken with respect to the Existing Leases. The Authority warrants and certifies that it has not breached any of the Existing Leases and that all said Leases comply with the City's Comprehensive Plan. The City hereby appoints the Authority as its agent to exercise all rights and remedies of the City under the Existing Leases and agrees to be bound by all actions taken by the Authority under the Existing Leases. The Authority will file with the City Clerk-Treasurer copies of all Existing Leases upon execution of this Agreement.

2. Riverfront Property. The City hereby appoints and designates the Authority as its exclusive agent to enter into any and all future leases of the Property (the "New Leases") on behalf of the City on such terms as the Authority may designate or specify without further consent or approval of the City, except as otherwise provided by this Agreement and except that no such New Lease shall have a term longer than 25 years inclusive of all renewal and extension rights without the prior written consent of the City and no such New Lease shall in any way conflict with the City's Comprehensive Plan and zoning and other laws. The Authority shall provide copies of all proposed New Leases to the City and file the New Leases with the City Clerk-Treasurer no later than five (5) days before the proposed New Leases are executed for City staff review to determine consistency with the City's comprehensive and zoning and other laws. In the event there is a dispute as to whether the proposed New Lease is consistent with the City's comprehensive plan or zoning and other laws, the dispute shall be resolved by a decision of the City Council and such decision shall be the final determination of the matter.

3. Taxes. The Authority shall cause to be paid under either the Existing Leases or the New Leases all real estate taxes on the Property due and payable during the term hereof.

4. Maintenance. During the term hereof, under the Existing Leases and the New Leases the Authority shall cause the Property to be maintained and repaired in good condition, ordinary wear and tear excepted.

5. Expenses. During the term hereof, under the Existing Leases and the New Leases, the Authority shall cause to be paid all expenses and costs of owning and operating the Property and the Authority shall be authorized to collect all charges and rents paid by Leases under the Existing Leases and New Leases.

6. Indemnification. The Authority shall defend, indemnify, and hold harmless the City from any claims, causes of action, obligations, and damages, including attorney's fees, arising out of the use, ownership, and operation of the Property by the Authority, its agents, assigns, or any lessees under the Existing Leases and the New Leases.

7. Default. Should the Authority fail to carry out any of its obligations hereunder, then, and in that event, it shall be lawful for the City, at its option, to terminate this Agreement; provided, however that the Authority shall not be deemed to be in default hereunder for failure to fulfill any of the agreements herein contained unless the City shall first give to the Authority written notice of such default and unless the Authority fails to cure such default within thirty (30) days of receipt of said Notice of Default, unless such obligation is such as to require more than 30 days to cure in which case there shall be no Event of Default as long as the Authority commences such cure within said thirty (30) days and diligently prosecutes the same. In the event any covenant or agreement contained in this Agreement should be breached and thereafter waived by the City, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous, or subsequent breach hereunder.


8. Termination. In addition to the rights granted to the City under paragraph 7 hereof, the City or the Authority shall have the right to terminate this Agreement in whole or in part upon sixty (60) days prior written notice to the other party. During the sixty (60) day period after notice has been given by either party to terminate this Agreement, the Authority shall not enter into any New Leases without the City's written consent. In the event that the City shall terminate this Agreement under this paragraph, a public hearing with published notice thereof on the subject of said termination, shall be held within the sixty (60) day period if requested by the Authority at least seven (7) days before the date such hearing is to be held. Any termination of this Agreement shall not affect or terminate any Existing Lease or New Lease entered into prior to such termination, and such Existing Leases and New Leases shall continue in full force and effect and be binding upon the City and the respective lessees.

9. Notices. The Executive Director of the Authority and the Council Administrator of the City are designated as the contact individuals through which this Agreement is to be administered. All notices and demands specified herein shall be deemed timely given when delivered personally or deposited in the United States mail, postage prepaid, by certified mail (return receipt requested) to the addresses specified below (or such other addresses as may be changed by written notice given as above):

THE RED WING PORT AUTHORITY:



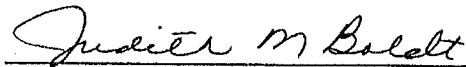
Mike Wilson, President



Myron White, Acting Executive Director

STATE OF MINNESOTA)
) ss
COUNTY OF GOODHUE)

On this 16th day of May, 1996, before me, a notary public within and for Goodhue County, personally appeared Mike Wilson and Myron White, respectively, of the Red Wing Port Authority, a Development Agency under the laws of Minnesota and acknowledged the foregoing instrument on behalf of the Authority.



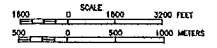
Notary public



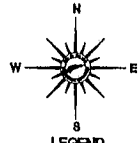
ALL SUCH PROPERTY, INCLUDING RIPARIAN WATER RIGHTS, IF ANY, NOTED BELOW, WHICH IS OWNED BY THE CITY OF RED WING EXCEPTING BAY POINT PARK, THE CITY WASTE WATER TREATMENT PLANT, AND COLVILLE PARK.

MUNICIPALITY OF RED WING

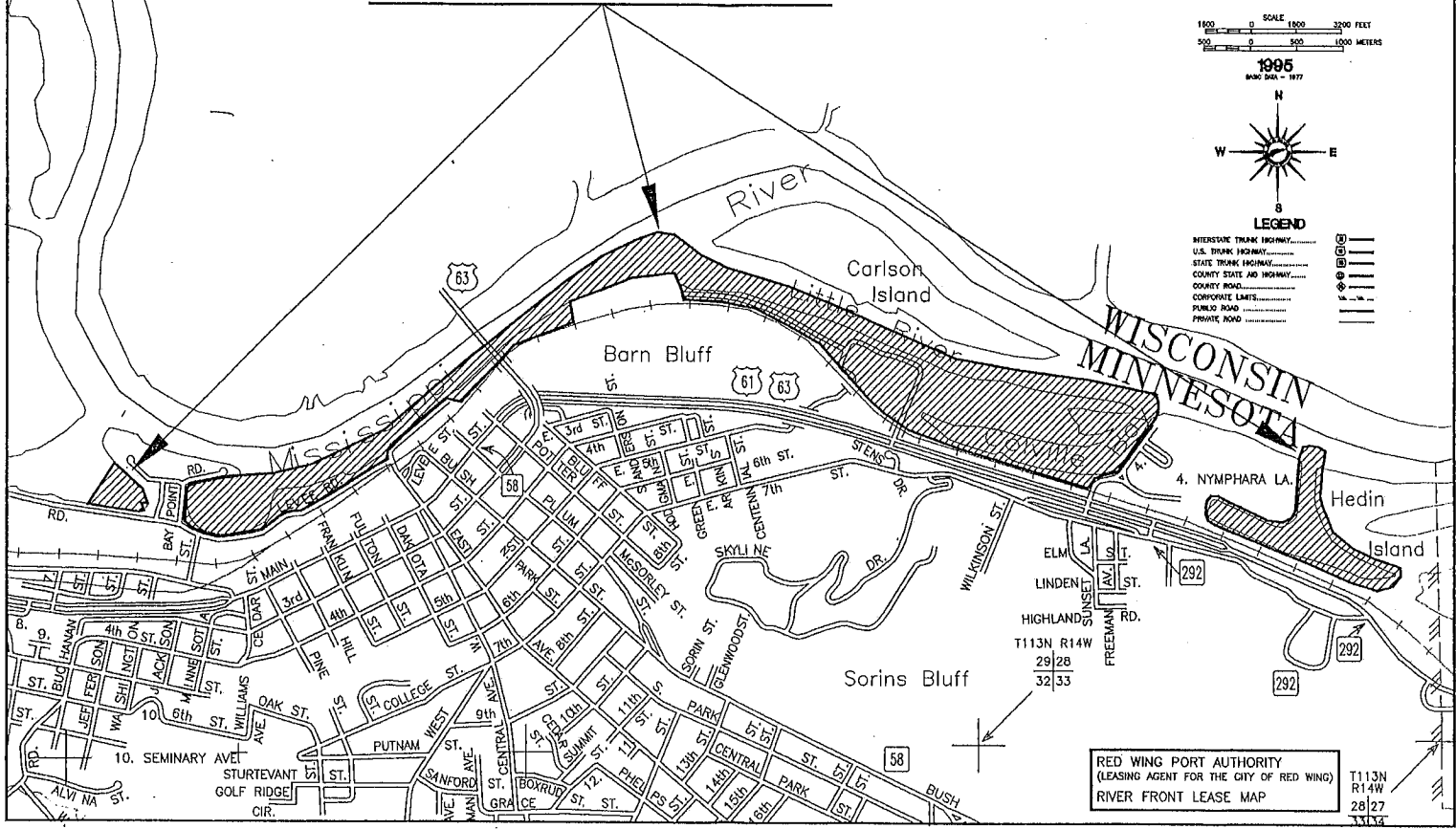
CITY OF RED WING
ENGINEERING DEPARTMENT



1995
MARC DATA - 1977



- LEGEND**
- INTERSTATE TRUNK HIGHWAY.....
 - U.S. TRUNK HIGHWAY.....
 - STATE TRUNK HIGHWAY.....
 - COUNTY STATE AID HIGHWAY.....
 - COUNTY ROAD.....
 - CORPORATE LIMITS.....
 - PUBLIC ROAD.....
 - PRIVATE ROAD.....



RED WING PORT AUTHORITY
(LEASING AGENT FOR THE CITY OF RED WING)
RIVER FRONT LEASE MAP

T113N
R14W
28|27
33|32

EXHIBITS B THROUGH O

LEGAL DESCRIPTIONS OF EXISTING LEASES UNDER
RIVERFRONT PROPERTY AGREEMENT

EXHIBIT B Red Wing Marina Lease - 3/5/90-3/4/95
EXHIBIT C Bill's Bay Marina Lease - 1/1/89-12/31/98
EXHIBIT D Ole Miss Marina at Bay Point Lease - 5/23/89-12/31/89
EXHIBIT E Ole Miss Marina at Bay Point (boat storage) Lease - 5/23/89-12/31/89
EXHIBIT F Ole Miss Marina Lease - 1/1/91-12/1/95
EXHIBIT G ADM Overhead Chute Lease - 1/1/94-12/31/96
EXHIBIT H ADM Loading Facility Lease - 1/1/94-12/31/96
EXHIBIT I ADM Storage Tank Lease - 1/1/94-12/31/96
EXHIBIT J ADM Dock and Unloading Lease - 1/1/94-12/31/96
EXHIBIT K ADM Barge Fleeting Lease - 1/1/95-12/31/98
EXHIBIT L Continental Grain Lease (Truck Parking) - 1/1/90-12/31/94
EXHIBIT M Continental Truck Fleeting Lease - 6/1/92-11/30/96
EXHIBIT N Continental Barge Fleeting Lease - 7/1/93-6/31/08
EXHIBIT O Red Wing Yacht Club Lease - 5/15/92-5/14/97

EXHIBIT B

Part of Lots 2 and 3 of Block 19 in Freeborn's Addition to the City of Red Wing described as follows:

Commencing at a capped iron pipe bearing land surveyor registration No. 12788 at the intersection of the northerly right of way line and the westerly property line on the Continental Grain Company in Lot 2 of Block 19 of Freeborn's Addition in the City of Red Wing; thence Northwesterly azimuth $347^{\circ} 08'45''$ along said Westerly property line, as determined by the Harry S. Johnson Land Surveyors, Inc., a distance of 100.00 feet to the point of beginning; thence Southwesterly azimuth $257^{\circ} 08'45''$ at right angles to said westerly property line, a distance of 15.00 feet; thence northwesterly azimuth $347^{\circ} 08'45''$ 61.00 feet; thence westerly azimuth $270^{\circ} 28'45''$ 43.30 feet to the retaining wall at the Small Boat Harbor shoreline; thence Northerly and Westerly along said retaining wall 99.5 feet more or less to a point azimuth $347^{\circ} 08'45''$ from the point of beginning, on the Westerly property line of the Continental Grain Company; thence southeasterly azimuth $167^{\circ} 08'45''$ 147.85 feet more or less along said Westerly property line to the point of beginning.

All in accordance with attached Exhibit "B".

The iron pipes and Westerly property line of the Continental Grain Company property as above referenced were as per land title survey prepared and determined by the Harry S. Johnson Land Surveyors. Survey dated July 30, 1980 and revised August 7 and 22, 1980. Recorded with Goodhue County as certificate of survey No. 363.

BEARINGS + DISTANCES PER
LAND TITLES SURVEY BY
HARRY S. JOHNSON.

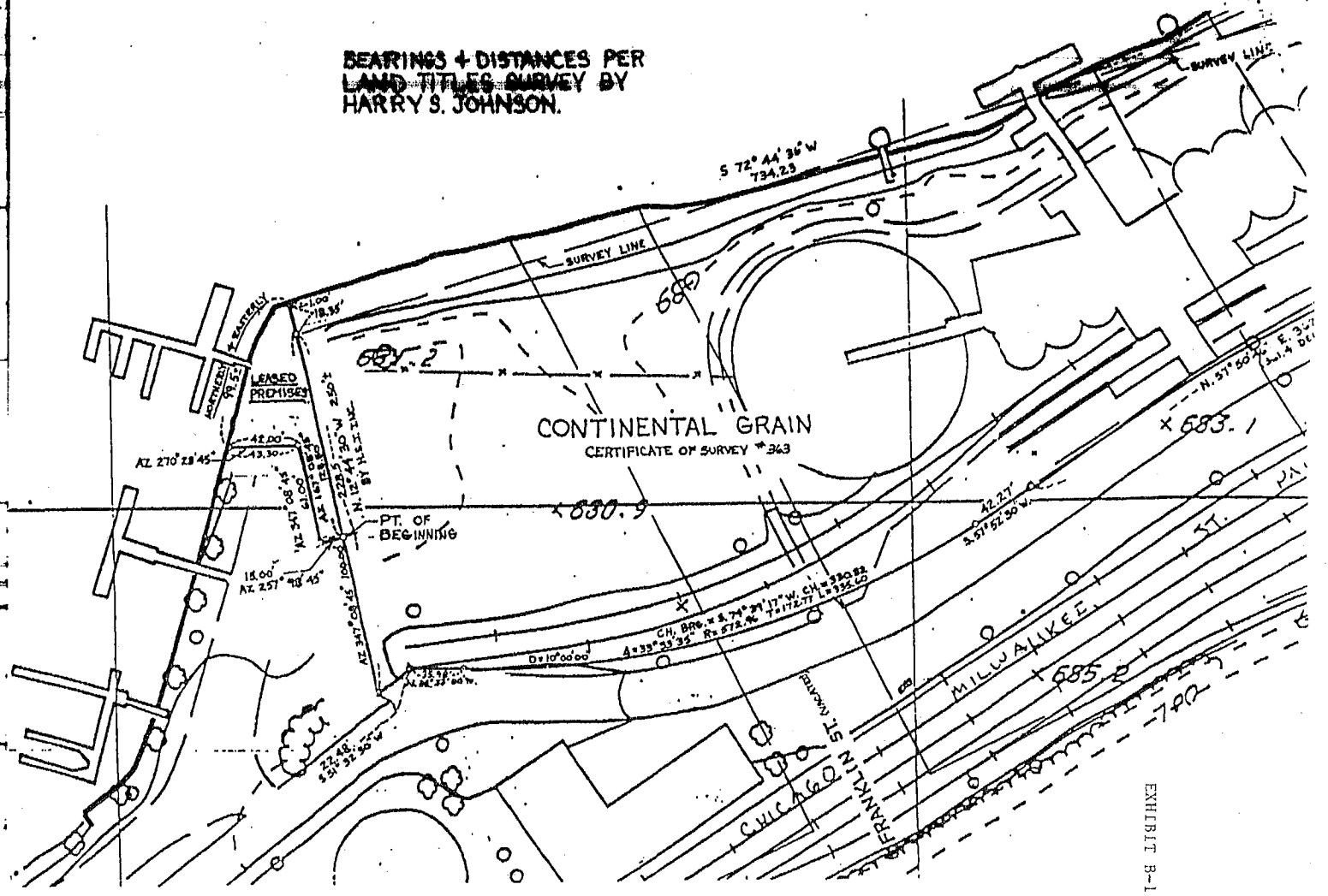


EXHIBIT B-1

EXHIBIT C

WATERFRONT LEASE FOR
BILL'S BAY MARINA ALONG THE
EASTERLY EDGE OF THE
COLVILL SLOUGH
RED WING, MINNESOTA

Part of the West 1/2 of Section 28 Township 113 North, Range 14
West in Goodhue County, Minnesota described as follows:

Commencing at the intersection of the centerline of East Seventh
Street and the centerline of Freeman Avenue; thence Northerly
along the centerline of Freeman Avenue extended on a Mn/Dot plane
Azimuth of $358^{\circ}42'13''$ a distance of 594.61 feet to an iron pipe;
thence Northwesterly azimuth $288^{\circ}10'26''$ a distance of 14.99 feet
to an iron pipe at the point of beginning; thence northeasterly
azimuth $56^{\circ}10'35''$ a distance of 148.89 feet to an iron pipe; thence
northeasterly azimuth $31^{\circ}58'22''$ a distance of 607.03 feet to an
iron pipe; thence northwesterly azimuth $307^{\circ}05'12''$ a distance of
35 feet more or less to the Southeasterly shore line of Colvill
Slough; thence Southwesterly along the Southeasterly shore line
of Colvill Slough to a point on a line being azimuth $317^{\circ}08'23''$
from the point of beginning; thence Southeasterly azimuth
 $137^{\circ}08'23''$ a distance of 45 feet more or less to the point of
beginning.

May 10, 1989

Engineering Department

City of Red Wing, Minnesota

Thomas W. Drake, P.E., City Engineer

COPY - NOT TO SCALE

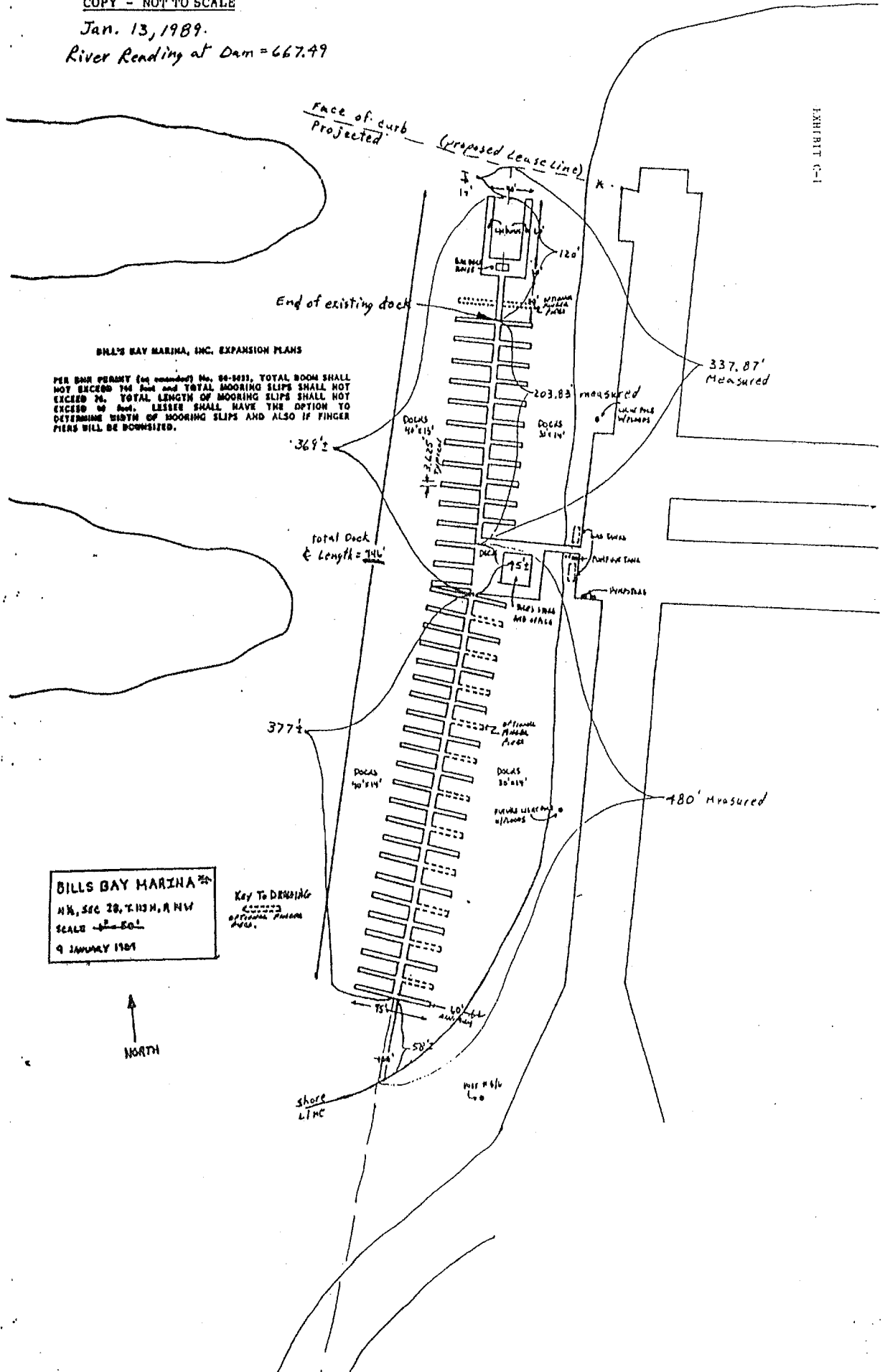
Jan. 13, 1989.

River Reading at Dam = 667.49

EXHIBIT C-1

BILL'S BAY MARINA, INC. EXPANSION PLANS

PER BNR PERMITS (as amended) No. 88-3031, TOTAL DOCK SHALL NOT EXCEED THE DUNE and TOTAL MOORING SLIPS SHALL NOT EXCEED 76. TOTAL LENGTH OF MOORING SLIPS SHALL NOT EXCEED 96. LESSEE SHALL HAVE THE OPTION TO DETERMINE WIDTH OF MOORING SLIPS AND ALSO IF FINGER PIERS WILL BE DOWNSIZED.



BILLS BAY MARINA
 NW, SEC 28, T.133N, R.14W
 SCALE 1" = 50'
 9 JANUARY 1989

Key To DRAWING
 OFFICIAL PERMITS AREA

EXHIBIT D

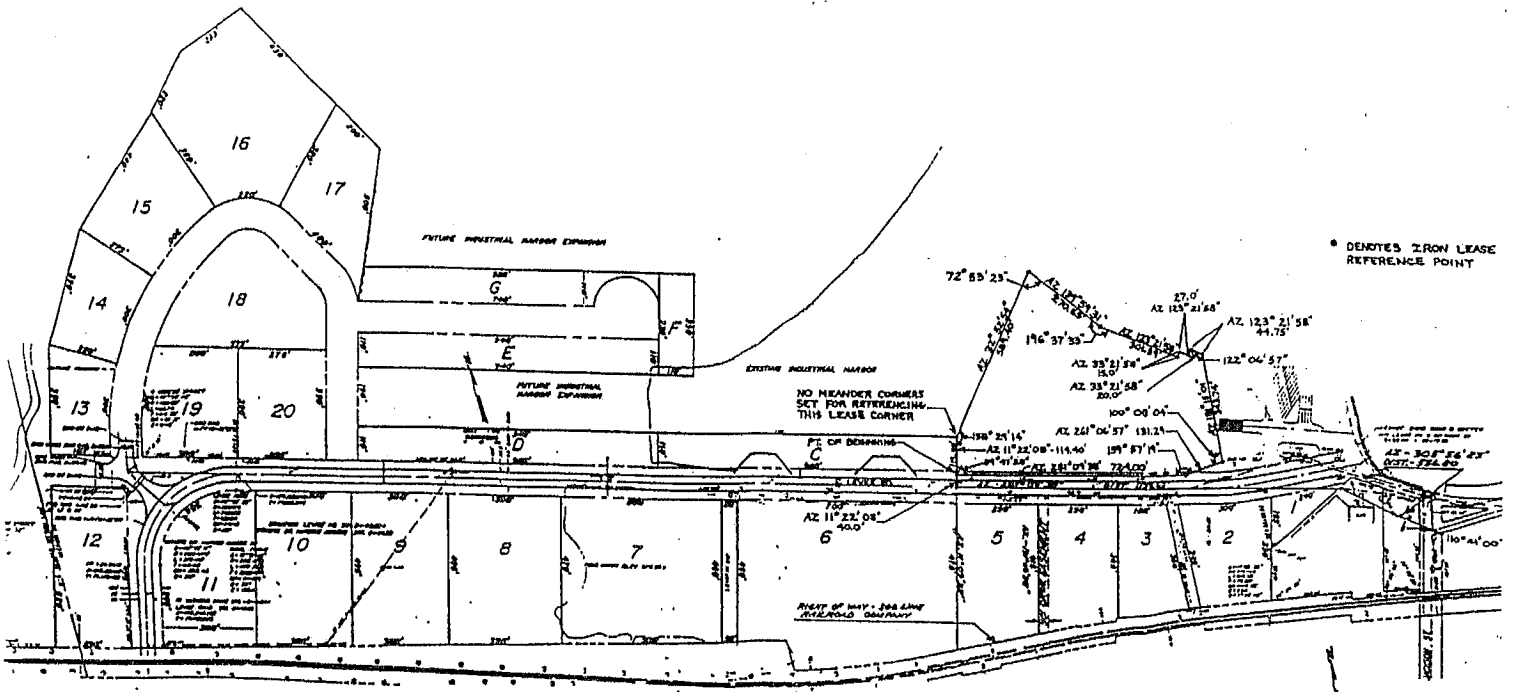
BAY POINT MARINA HARBOR LEASE
(FORMERLY LEASED BY WEST BAY MARINA)

Commencing at the intersection of the easterly line of Jackson Street and the northerly right of way line of the*Chicago, Milwaukee, St. Paul and Pacific Railroad; thence northeasterly along said easterly line of Jackson Street a distance of 187.10 feet to an iron pipe at the south line of Levee Road; thence northwesterly azimuth $305^{\circ} 56' 23''$ 336.80 feet to an iron pipe on the centerline of Levee road extended easterly with Minnesota State Project grid coordinates North 73739.368 East 881598.350; thence northwesterly azimuth $281^{\circ} 09' 38''$ a distance of 1199.63 feet to a point on the centerline of Levee Road; thence northeasterly azimuth $11^{\circ} 22' 08''$ 40 feet to an iron at the point of beginning; thence northeasterly azimuth $11^{\circ} 22' 08''$ 114.40 feet; thence northeasterly azimuth $32^{\circ} 52' 54''$ 589.40 feet to an iron; thence southeasterly azimuth $139^{\circ} 59' 31''$ 270.55 feet to an iron; thence southeasterly azimuth $123^{\circ} 21' 58''$ 301.59 feet to an iron; thence northeasterly azimuth $33^{\circ} 21' 58''$ 15.00 feet to an iron; thence southeasterly azimuth $123^{\circ} 21' 58''$ 27.00 feet to an iron; thence northeasterly azimuth $33^{\circ} 21' 58''$ 20.00 feet to an iron; thence southeasterly azimuth $123^{\circ} 21' 28''$ 44.75 feet to an iron; thence southwesterly azimuth $181^{\circ} 15' 01''$ 343.74 feet to an iron; thence southwesterly azimuth $261^{\circ} 06' 57''$ 131.29 feet to an iron; thence northwesterly azimuth $281^{\circ} 09' 38''$, 40 feet northerly of (measured at right angles to) and parallel to the centerline of Levee Road, a distance of 724.00 feet to the point of beginning.

*now known as the Soo Line Railroad Company

Engineering Department
Red Wing, MN.

November 2, 1988



**INDUSTRIAL HARBOR
LEASE PROPOSALS**
CITY OF RED WING ENGINEERING DEPT.
2 W. BALKE BURLINGAME

**INDUSTRIAL HARBOR
LEASE PROPOSALS**
CITY OF RED WING ENGINEERING DEPT.
2 W. BALKE BURLINGAME

SCALE: 1" = 100'

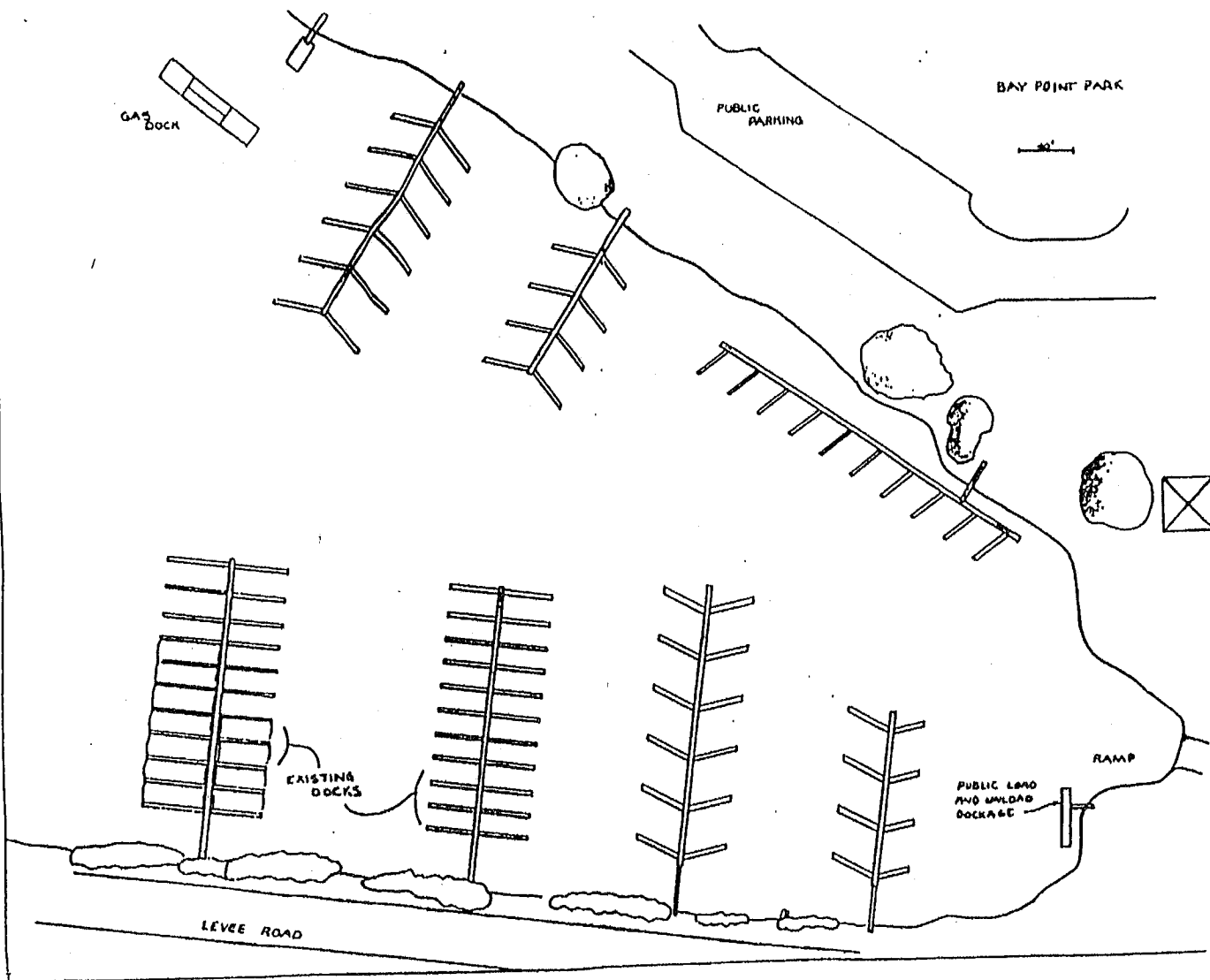


EXHIBIT D-2

EXHIBIT E

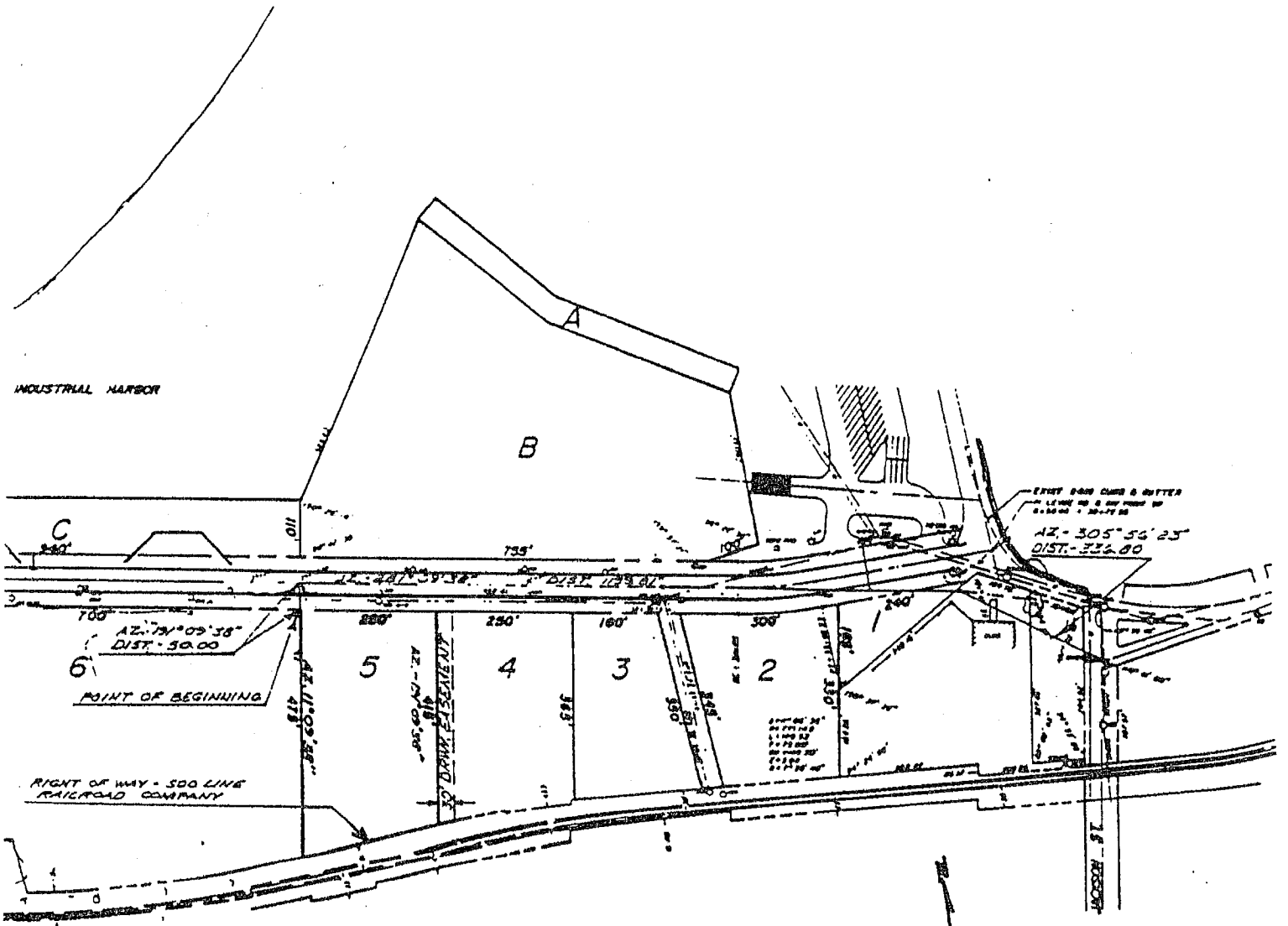
DESCRIPTION FOR OLE MISS MARINA LEASE
(Referred to as Lot 5)

Commencing at the iron pipe at the intersection of the Easterly line of Jackson Street at the Northerly right of way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad; thence North-easterly along said Easterly line of Jackson Street a distance of 187.10 feet to an iron at the South line of Levee Road; thence Northwesterly Azimuth $305^{\circ} 56' 23''$ 336.80 feet to an iron pipe on the centerline of Levee Road extended Easterly with Minnesota State Project grid coordinates, North 73,739.368 East 881,598.350; thence Northwesterly along the centerline of Levee Road and its extension as now established, Azimuth $281^{\circ} 09' 38''$ 1199.81 feet; thence Southwesterly at right angles to said centerline of Levee Road, Azimuth $191^{\circ} 09' 38''$ 50.00 feet to an iron pipe at the point of beginning, thence Southeasterly 50.00 feet distant and parallel to said centerline of Levee Road a distance of 250.00 feet to an iron pipe; thence Southwesterly at right angles to said centerline of Levee Road, Azimuth $191^{\circ} 09' 38''$ to the right of way of the Soo Line Railroad Company; thence Southwesterly along said railroad right of way to its intersection with a line Azimuth $191^{\circ} 09' 38''$ from the point of beginning; thence Azimuth $11^{\circ} 09' 38''$ to the point of beginning.

Together with an easement for driveway purposes being 30 feet in width lying East of the East line of the above described parcel and West of a line 30.00 feet East of (measured at right angles to) said East line and North of the Soo Line Railroad right of way and South of a line 50.00 feet Southerly of (measured at right angles to) and parallel to the centerline of Levee Road.

Engineering Department
September 20, 1988
City of Red Wing

EXHIBIT E-1



INDUSTRIAL HARBOR
LEASE PROPOSALS

CITY OF RED WING ENGINEERING DEPT.
T.W. DRAKE WHARFMASTER

SCALE 1" = 100'

EXHIBIT F

WATERFRONT LEASE FOR
OLE MISS MARINA ALONG
THE SOUTHERLY SIDE OF THE
TRAINING SCHOOL SLOUGH
RED WING, MN.

Part of the West 1/2 of Section 28 Township 113 North, Range 14
West in Goodhue County, Minnesota described as follows:

Commencing at the intersection of the centerline of East Seventh Street and the centerline of Freeman Avenue; thence northerly along the centerline of Freeman Avenue extended on a Mn/Dot Plane Azimuth of $358^{\circ}42'13.1''$ a distance of 594.61 feet to an iron pipe (City Point "Pavilion"); thence Southeasterly on an Azimuth $133^{\circ}34'17''$ a distance of 170.02 feet to an iron pipe, station 1+72.30 on the centerline of the proposed East River Road (Colvill Park second access); thence Easterly along said centerline Azimuth $113^{\circ}21'36''$ 917.48 feet to an iron pipe at Station 10+87.5; thence Northerly Azimuth $26^{\circ}20'59''$ 144.18 feet to an iron pipe at the point of beginning; thence Northerly Azimuth $19^{\circ}09'44''$ 34.10 feet to an iron pipe; thence Southeasterly Azimuth $113^{\circ}29'44''$ 907.77 feet; thence Easterly Azimuth $90^{\circ}48'42''$ 337.31 feet; thence Southwesterly Azimuth $202^{\circ}28'14''$ a distance of 202.23 feet to an iron pipe being 25' Northerly of, measured at right angles to, the proposed centerline of said East River road (Colvill Park second access); thence Northwesterly Azimuth $293^{\circ}21'36''$ and parallel to said centerline a distance of 1212.42; thence Northerly Azimuth $19^{\circ}09'44''$ a distance of 119.31 feet to the point of beginning.

August 22, 1988
Engineering Department
City of Red Wing, Minnesota
Thomas W. Drake, P.E. City Engineer

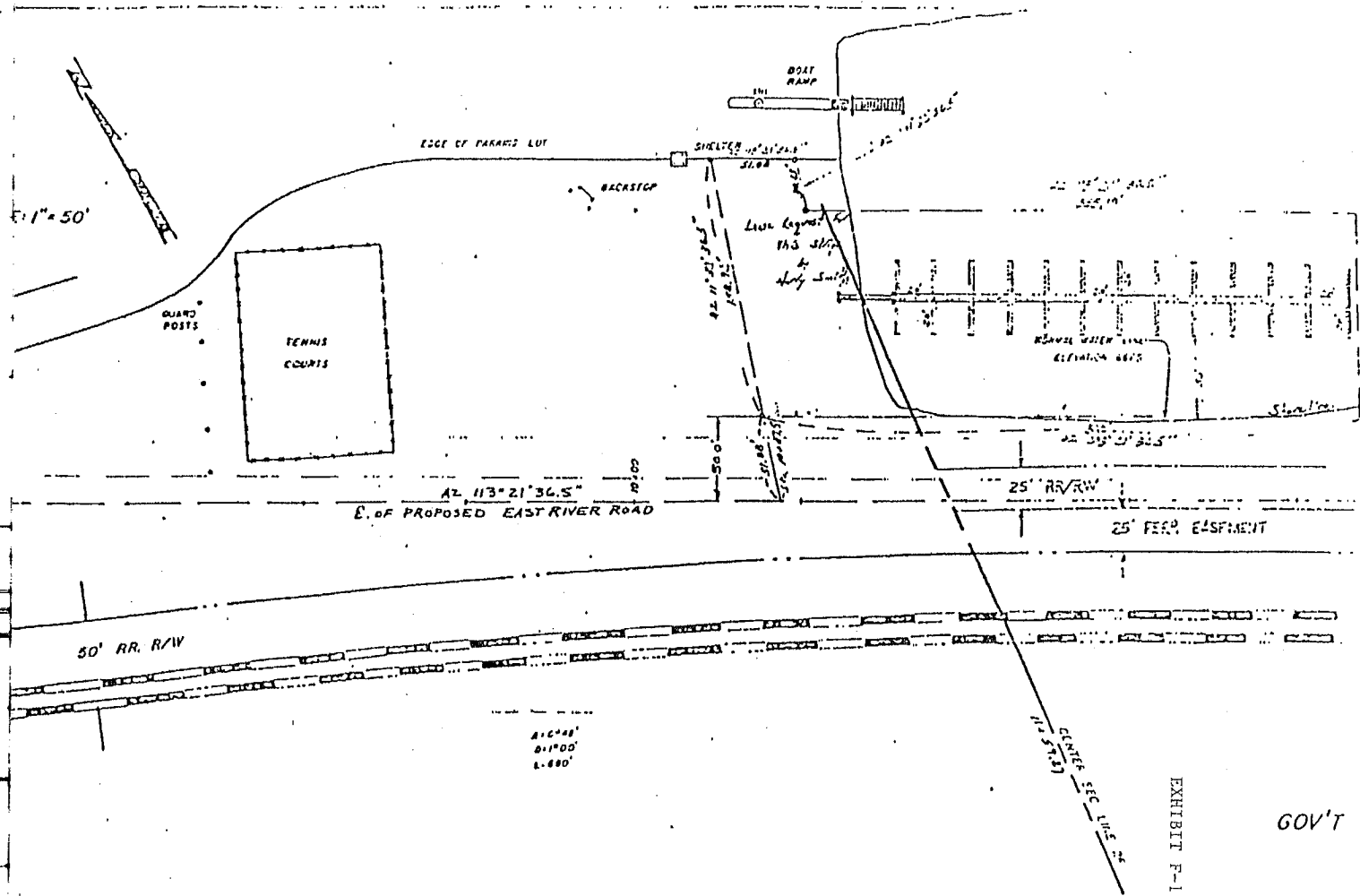


EXHIBIT F-1

GOV'T

EXHIBIT G

LEASE

THIS AGREEMENT made this 1st day of January, 1994, by and between the RED WING PORT AUTHORITY, a Minnesota development agency (hereinafter called "Lessor"), and ARCHER-DANIELS-MIDLAND COMPANY, a Delaware corporation (hereinafter called "Lessee").

WITNESSETH:

That Lessor in consideration of the rents and covenants herein stated does hereby lease and let unto Lessee and Lessee does hereby take from Lessor the following described premises situated in the City of Red Wing, County of Goodhue and State of Minnesota:

Commencing at the Intersection of the East line of Potter Street and the northwesterly right of way line of the C.M. St. P. & P.R.R. thence 50 feet northeasterly along the northwesterly right of way line of C.M. St. P. & P.R.R. for a point of beginning, thence northwesterly at right angles to the right of way line 25 feet, thence northeasterly parallel to the right of way line 80 feet, thence southeasterly at right angles to the right of way line 25 feet, thence southwesterly 80 feet along the northwesterly right of way line of the C.M. St. P. & P.R.R. to the point of beginning.

(hereinafter referred to as "Leased Premises") upon the following terms and conditions:

1. The term of this Lease shall commence as of January 1, 1994, and shall continue for a term of three (3) years to expire at midnight on December 31, 1996.
2. Lessee agrees to pay the Port Authority an annual base rental rate at \$300.00 being due and payable on January 1. This rental rate shall be adjusted annually as follows: Beginning with the first lease year, in amount equal to the increase or decrease of the consumer price index, all consumers, Minneapolis using 1993 as the base year. The Port Authority shall submit a bill each year to Company indicating the rental fee for the property for the year and an explanation of how it was calculated. In no event shall the rental rate be for less than \$300.00 for the year.
3. It is understood by and between the parties that Lessee has an overhead chute running from the Leased Premises to the dock located on the Mississippi River as shown on the map in Exhibit A. Lessee agrees not to use the Leased Premises for any purpose other than that set forth in this paragraph without written consent from Lessor.

EXHIBIT G-1

PILE CLUSTER

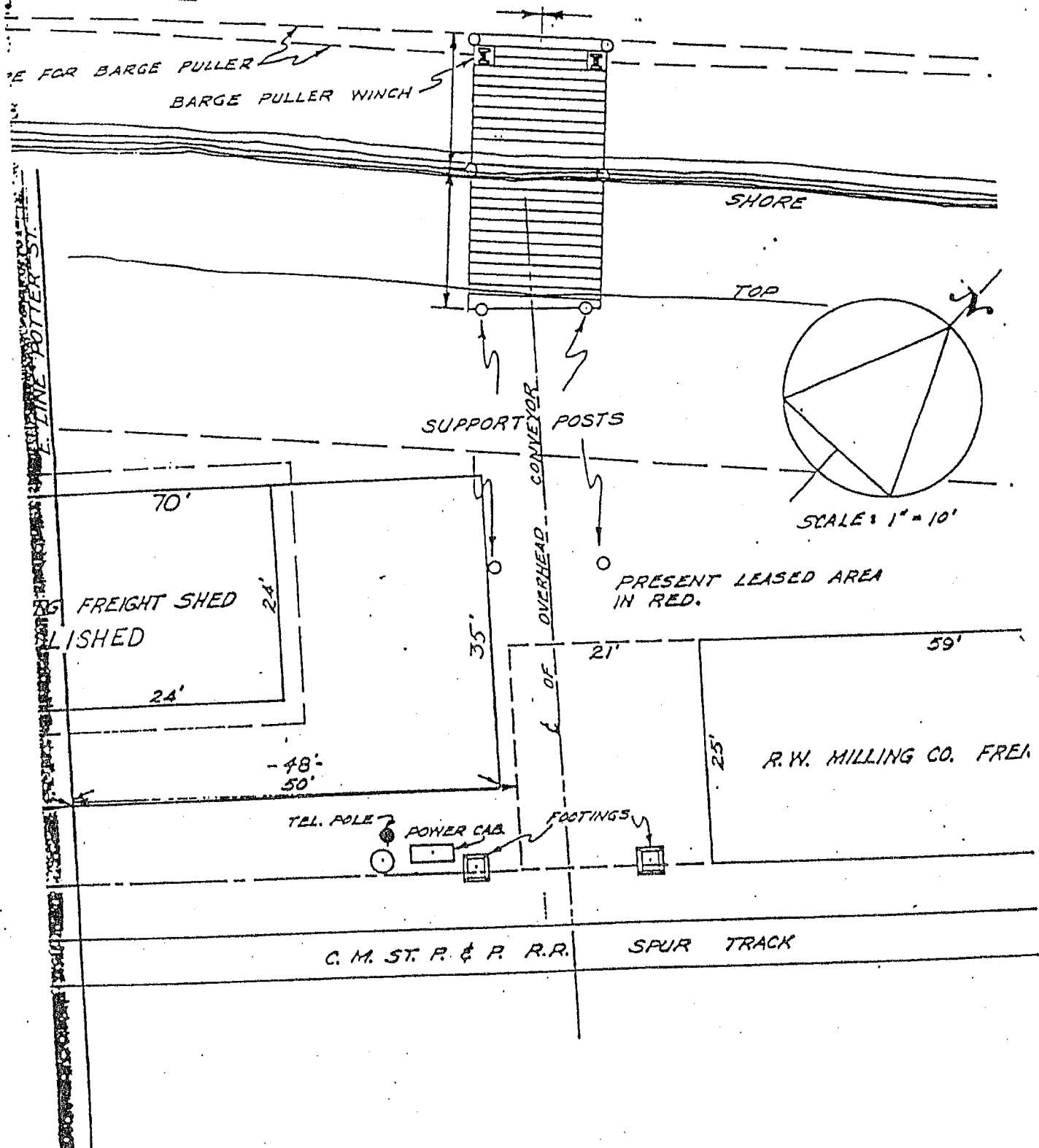


EXHIBIT H

LEASE

THIS AGREEMENT made this 1st day of January, 1994, by and between the RED WING PORT AUTHORITY, a Minnesota development agency (hereinafter called "Lessor"), and ARCHER-DANIELS-MIDLAND COMPANY, a Delaware corporation (hereinafter called "Lessee").

WITNESSETH:

That Lessor in consideration of the rents and covenants herein stated does hereby lease and let unto Lessee and Lessee does hereby take from Lessor the following described premises situated in the City of Red Wing, County of Goodhue and State of Minnesota:

Part of Potter Street in the Northeast one quarter of Section 30, Township 113 North, Range 14 West, County of Goodhue, State of Minnesota of the Fifth Principal Meridian described as follows:

Commencing at the Southwest corner of Lot 10, Block 41, City of Red Wing, thence Southwesterly along the Northerly line of La Grange St. projected, 23 feet, thence northwesterly along a line parallel to the Westerly line of Potter Street, 58.4 feet, thence Northwesterly along a line, 51 feet, to a point which is 10 feet Westerly of the Easterly line of Potter Street and measured at right angles thereto, thence Northwesterly along a line parallel to and 10 feet Westerly from the Easterly line of Potter Street, 34.3 feet, to the Northerly line projected of Block 41, City of Red Wing, thence Southwesterly along the Northerly line projected of Block 41, City of Red Wing, 18.5 feet for a point a beginning, thence Southwesterly along the Northerly line projected of Block 41, City of Red Wing, 17 feet, thence Southeasterly parallel with the Easterly line of Potter Street, 20 feet, thence Northeasterly parallel with the Northerly line of Block 41, City of Red Wing, 17 feet, thence Northwesterly parallel with the Easterly line of Potter Street 20 feet to the point of beginning.

(hereinafter referred to as "Leased Premises") upon the following terms and conditions:

1. The term of this Lease shall commence as of January 1, 1994, and shall continue for a term of three (3) years to expire at midnight on December 31, 1996.
2. Lessee agrees to pay the Port Authority an annual base rental of \$112.20 being due and payable January 1. This rental rate shall be adjusted annually as follows: Beginning with the first lease year, in amount equal to the increase or decrease of the consumer price index, all

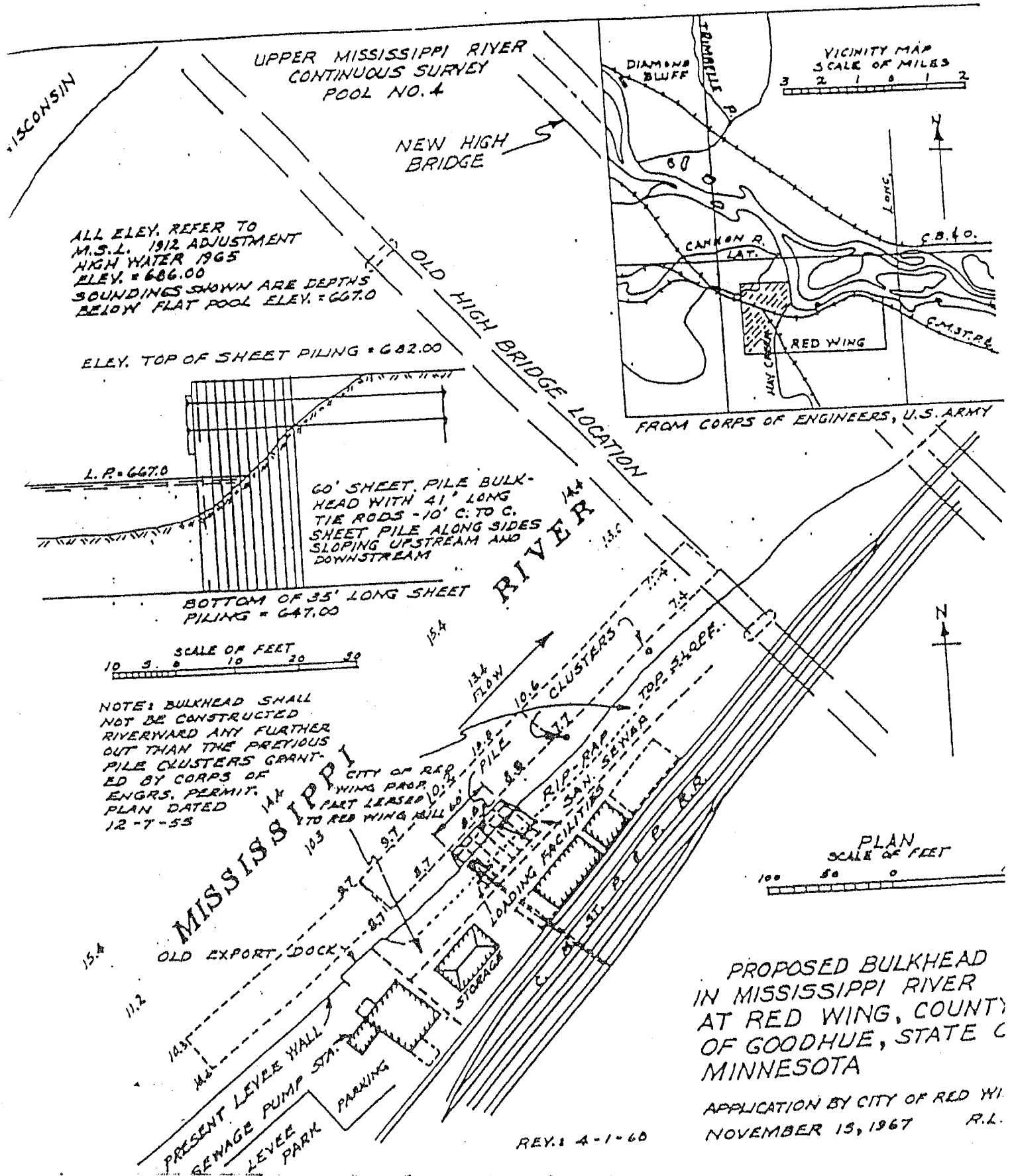


EXHIBIT I

LEASE

THIS AGREEMENT made this 1st day of January, 1994, by and between the RED WING PORT AUTHORITY, a Minnesota development agency (hereinafter called "Lessor"), and ARCHER-DANIELS-MIDLAND COMPANY, a Delaware corporation (hereinafter called "Lessee").

WITNESSETH:

That Lessor in consideration of the rents and covenants herein stated does hereby lease and let unto Lessee and Lessee does hereby take from Lessor the following described premises situated in the City of Red Wing, County of Goodhue and State of Minnesota:

Commencing at the Intersection of the northeasterly line of Potter Street and northwesterly right of way line of the C.M. St. P. & P.R.R., thence northwesterly along the northeasterly line of Potter Street for 9.25 feet for a point of beginning, thence northeasterly parallel with and distant 9.25 feet from the northwesterly right of way line of the C.M. St. P. & P. R.R., 48 feet, thence northwesterly at right angles to said railroad right of way line 35 feet, thence southwesterly parallel with said railroad right of way line 70 feet, thence southeasterly at right angles to said railroad right of way line 35 feet, thence northwesterly parallel with said railroad right of way line 22 feet to the point of beginning.

(hereinafter referred to as "Leased Premises") upon the following terms and conditions:

1. The term of this Lease shall commence as of January 1, 1994, and shall continue for a term of three (3) years to expire at midnight on December 31, 1996.
2. Lessee agrees to pay the Port Authority an annual base rental rate of \$800.00 being due and payable on January 1. This rental rate shall be adjusted annually as follows: Beginning with the first lease year, in amount equal to the increase or decrease of the consumer price index, all consumers, Minneapolis using 1993 as the base year. The Port Authority shall submit a bill each year to Company indicating the rental fee for the property for the year and an explanation of how it was calculated. In no event shall the rental rate be for less than \$800.00 for the year.
3. The purpose of this Lease is to provide for the operation by Lessee of two dry storage tanks located on the Leased Premises.

THIS AGREEMENT made this 1st day of January, 1994, by and between the RED WING PORT AUTHORITY, a Minnesota development agency (hereinafter called "Lessor"), and ARCHER-DANIELS-MIDLAND COMPANY, a Delaware corporation (hereinafter called "Lessee").

WITNESSETH:

That Lessor in consideration of the rents and covenants herein stated does hereby lease and let unto Lessee and Lessee does hereby take from Lessor the following described premises situated in the City of Red Wing, County of Goodhue and State of Minnesota:

300 feet of shoreline on the Mississippi River in the City of Red Wing, Minnesota, more particularly defined as 150 feet east and 150 feet west from the present overhead conveyor located at the dock and wharf on City property, hereinafter called "Leased Premises", to be used for the purpose of docking and unloading facilities as shown on the attached plan, identified as Exhibit A. Lease also includes use of pile clusters identified and shown on Exhibit A.

upon the following terms and conditions:

1. The term of this Lease shall commence as of January 1, 1994, and shall continue for a term of three (3) years to expire at midnight on December 31, 1996.
2. Lessee agrees to pay to Lessor for use of said Leased Premises the following for all tonnage going over the dock and wharf facilities.

Lessee agrees to pay the Port Authority an annual base tonnage rate of \$0.165/ton. This tonnage rate shall be adjusted annually as follows: Beginning with the first lease year, in amount equal to the increase or decrease of the consumer price index, all consumers, Minneapolis using 1993 as the base year. The Port Authority shall submit a bill each year to Company indicating the tonnage fee for the property for the year and an explanation of how it was calculated. In no event shall the tonnage rate be for less than \$0.165/ton for the year.

3. Lessee agrees not to use the Leased Premises for any purpose other than that set forth above without written consent from Lessor.

EXHIBIT K

BARGE FLEETING AND MOORING AGREEMENT

THIS AGREEMENT, made and entered into as of the 1st day of January, 1995, by and between RED WING PORT AUTHORITY, hereinafter call "Authority", and ARCHER DANIELS MIDLAND COMPANY, hereinafter called "Company;"

WITNESSETH:

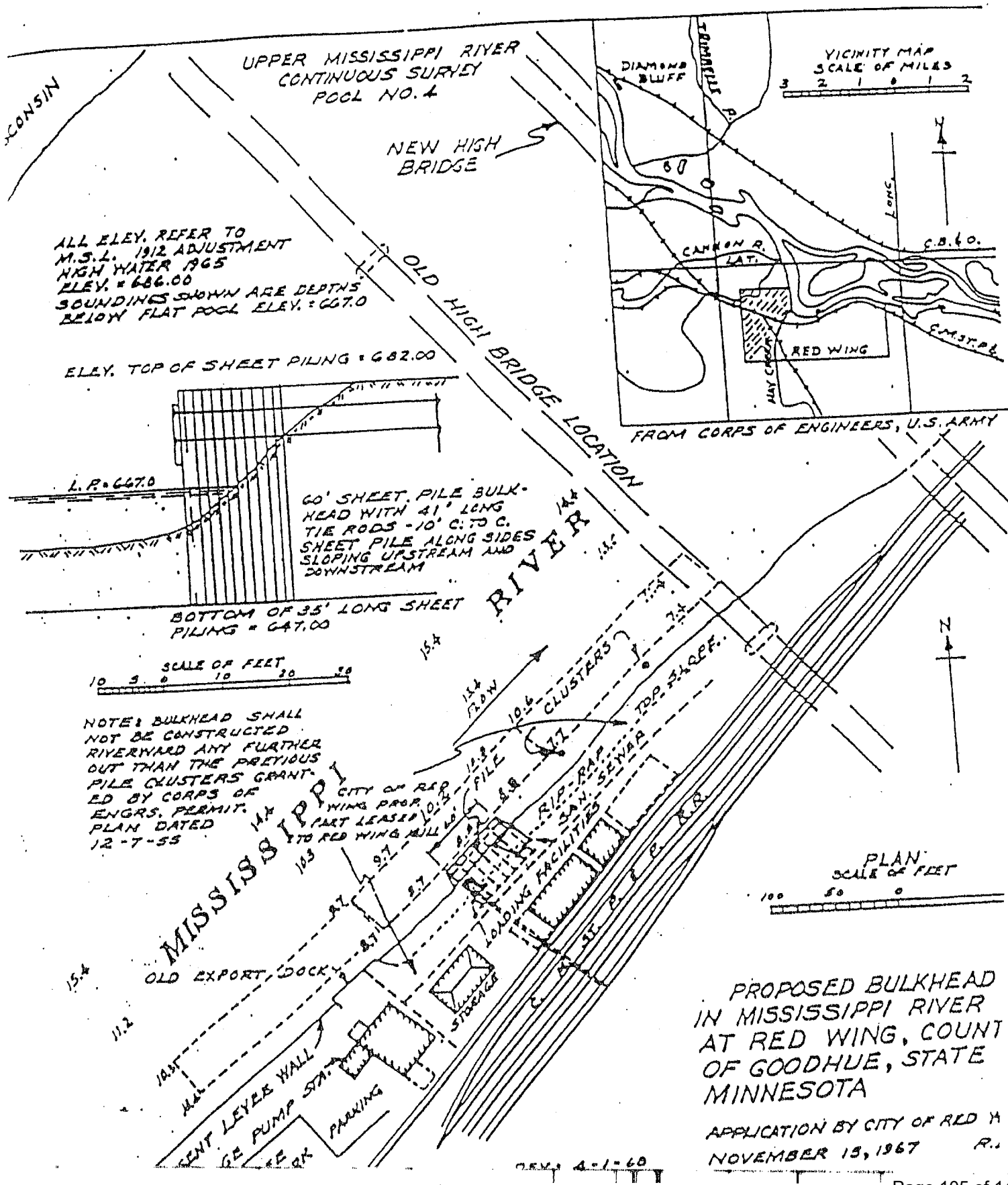
WHEREAS, Authority has submitted a proposal to the Company pertaining to the fleeting and mooring of barges along the shoreline of the Mississippi River, adjacent to Authority Property.

NOW, THEREFORE, in consideration of the obligations assumed hereunder by Company, Authority grants to Company:

1. The exclusive right to fleet and moor barges for a distance of 460 lineal feet left descending water area, Mississippi River, Goodhue County and the City of Red Wing, which shoreline is shown on Exhibit A, attached hereto and by reference made a part hereof (the "Mooring Area"), subject to the following restrictions:

a) All regulations prescribed by the U.S. Coast Guard, the U.S. Corps of Engineers, and such other governmental or administrative bodies having jurisdiction over said premises;

b) Authority shall not unreasonably interfere with the fleeting and mooring rights granted by Authority to the Company; provided, however, the Company will make available the Mooring Area to third parties, upon the Authority's prior written request, if such activity will not interfere with the



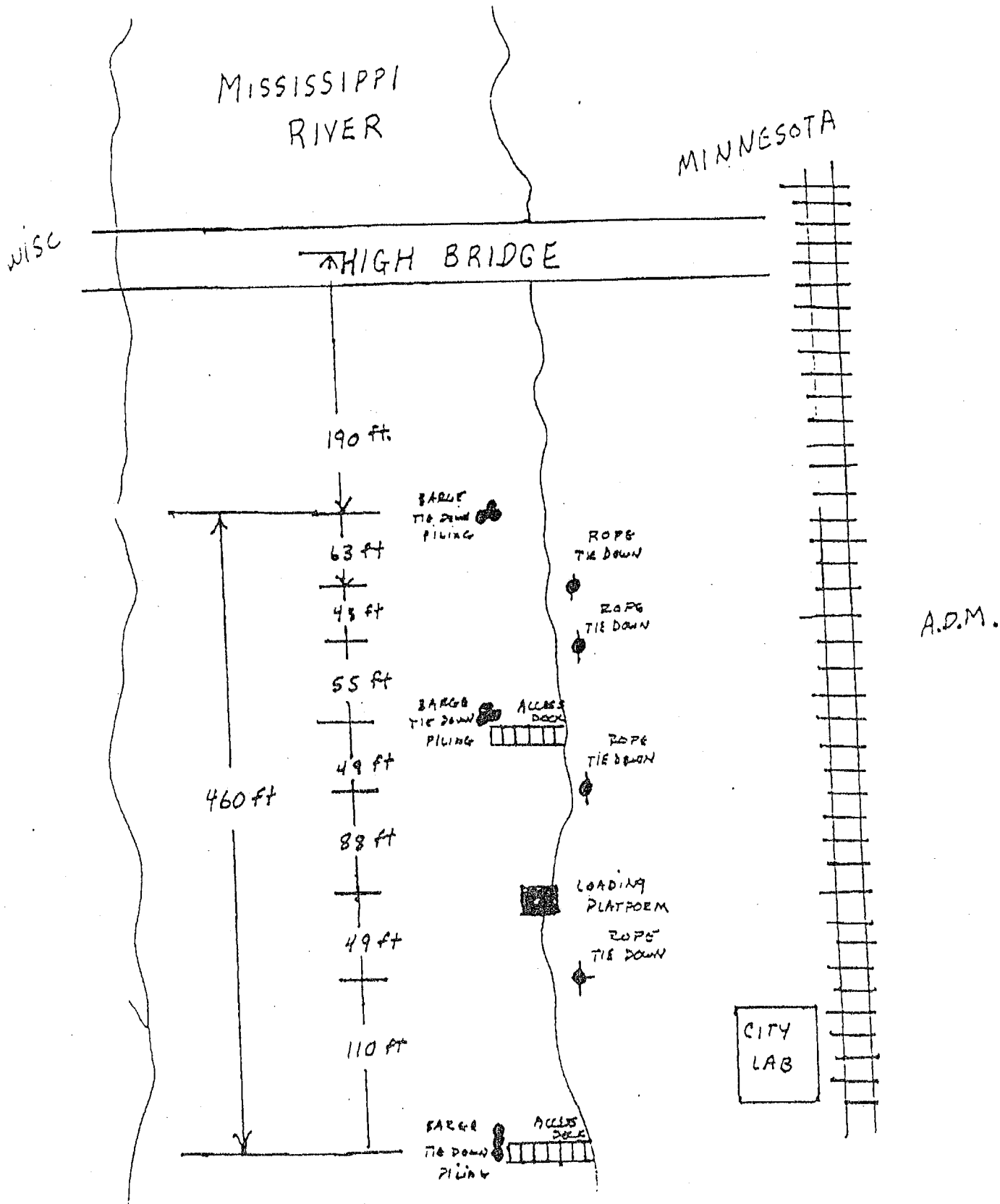


EXHIBIT L

LEASE

THIS AGREEMENT made this 1st day of January, 1990, by and between the RED WING PORT AUTHORITY, (hereinafter called "LESSOR") and CONTINENTAL GRAIN COMPANY, a corporation organized under the laws of the State of Delaware (hereinafter called "LESSEE");

WITNESSETH:

That Lessor in consideration of the rents and covenants herein stated does hereby lease and let unto Lessee and Lessee does hereby take from Lessor the following described premises situated in the County of Goodhue and State of Minnesota:

Part of Lots 3, 4, 5, and 6, Block 50, City of Red Wing and part of Dakota Street, all in Township 113 North, Range 14 West, County of Goodhue, State of Minnesota, described as follows:

Beginning at a point at the intersection of a line 20 feet Easterly of and parallel to the West line of said Lot 3 and the North line of Levee Road, thence Northerly and parallel to said West line of Lot 3 a distance of 41.5 feet, thence Easterly, parallel to and 8 feet distant Southerly from the center line of the Northerly spur line tract, to the East line of Dakota Street, thence Southerly along the East line of Dakota Street 22.9 feet to the North line of Levee Road, thence Westerly along the North line of Levee Road 261 feet to the point of beginning and there terminating. 9800 S.F. or 0.22 acres more or less.

(hereinafter referred to as "Leased Premises") upon the following terms and conditions:

1. The term of this Lease shall commence as of January 1, 1990, and shall continue for a term of five (5) years to expire at midnight on December 31, 1994.
2. Lessee agrees to pay to Lessor a yearly rental rate of \$1,500.00, payable in advance each year on the first day of January.
3. Lessee agrees that the Leased Premises shall be used only for the purpose of truck parking.

EXHIBIT M

LEASE

THIS AGREEMENT made this 1st day of May, 1992, by and between the RED WING PORT AUTHORITY (hereinafter called "LESSOR"), and CONTINENTAL GRAIN COMPANY, a Delaware corporation (hereinafter called "LESSEE");

WITNESSETH:

That Lessor in consideration of the rents and covenants herein stated does lease and let unto Lessee and Lessee does hereby take from Lessor the following described premises situated in the County of Goodhue and State of Minnesota:

Commencing at the iron pipe at the intersection of the Easterly line of Jackson Street and the Northerly right of way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad; thence Northeasterly along said Easterly line of Jackson Street a distance of 187.10 feet to an iron pipe on the South line of Levee Road; thence Northwestery Azimuth 305 56' 23", 336.80 feet to an iron pipe on the centerline of Levee Road extended Easterly with Minnesota State Project grid coordinates, North 73,739.368 East 881,598.350; thence Southeasterly, Azimuth 101 09' 38", 15.05 feet to an iron pipe for the point of beginning; thence Southwesterly, Azimuth 240 10' 04", 294.87 feet to an iron pipe; thence Northwestery, Azimuth 281 09' 38", 109.60 feet to an iron pipe; thence Northeasterly, Azimuth 11 09' 38", 147.13 feet to an iron pipe 50 feet distance from (measured radial to) the centerline of Levee Road as now established; thence Southeasterly along a non-tangential curve concave to the Northeast, a distance of 81.15 feet to an iron pipe at the point of tangency of said curve, said curve having a radius of 821.145 feet, central angle of 5 39' 43.6", chord Azimuth of 92 52' 53.8", chord length of 81.11 feet, and being 50 feet equidistant measured radial and parallel to the centerline of Levee Road; thence Easterly, Azimuth 90 03' 02", 279.20 feet to an iron pipe; thence Southwesterly, Azimuth 240 10' 04", a distance of 29.25 feet to an iron pipe at the point of beginning. 37,150 square feet more or less.

(hereinafter referred to as "Leased Premises) upon the following terms and conditions:

1. The term of this Lease shall commence as of June 1, 1992 and shall continue for a term of five (5) years to expire at midnight on November 30, 1996. Lessee shall have possession and use of the Leased Premises for the months of June, July,

EXHIBIT N

BARGE FLEETING AND MOORING AGREEMENT

THIS AGREEMENT, made and entered into as of the 1st day of July, 1993, by and between RED WING PORT AUTHORITY, hereinafter call "Authority", and CONTINENTAL GRAIN COMPANY, hereinafter called "Company";

WITNESSETH:

WHEREAS, Authority has submitted a proposal to the Company pertaining to the fleeting and mooring of barges along the shoreline of the Mississippi River, adjacent to Authority Property.

NOW, THEREFORE, in consideration of the obligations assumed hereunder by Company, Authority grants to Company:

1. The exclusive right to fleet and moor barges for a distance of 400 lineal feet left descending water area, Mississippi River, Goodhue County and the City of Red Wing, which shoreline is shown on Exhibit A, attached hereto and by reference made a part hereof (the "Mooring Area"), subject to the following restrictions:

a) All regulations prescribed by the U.S. Coast Guard, the U.S. Corps of Engineers, and such other governmental or administrative bodies having jurisdiction over said premises;

b) Authority shall not unreasonably interfere with the fleeting and mooring rights granted by Authority to the Company; provided, however, the Company will make available the Mooring Area to third parties, upon the Authority's prior written request, if such activity will not interfere with the

EXHIBIT M-1

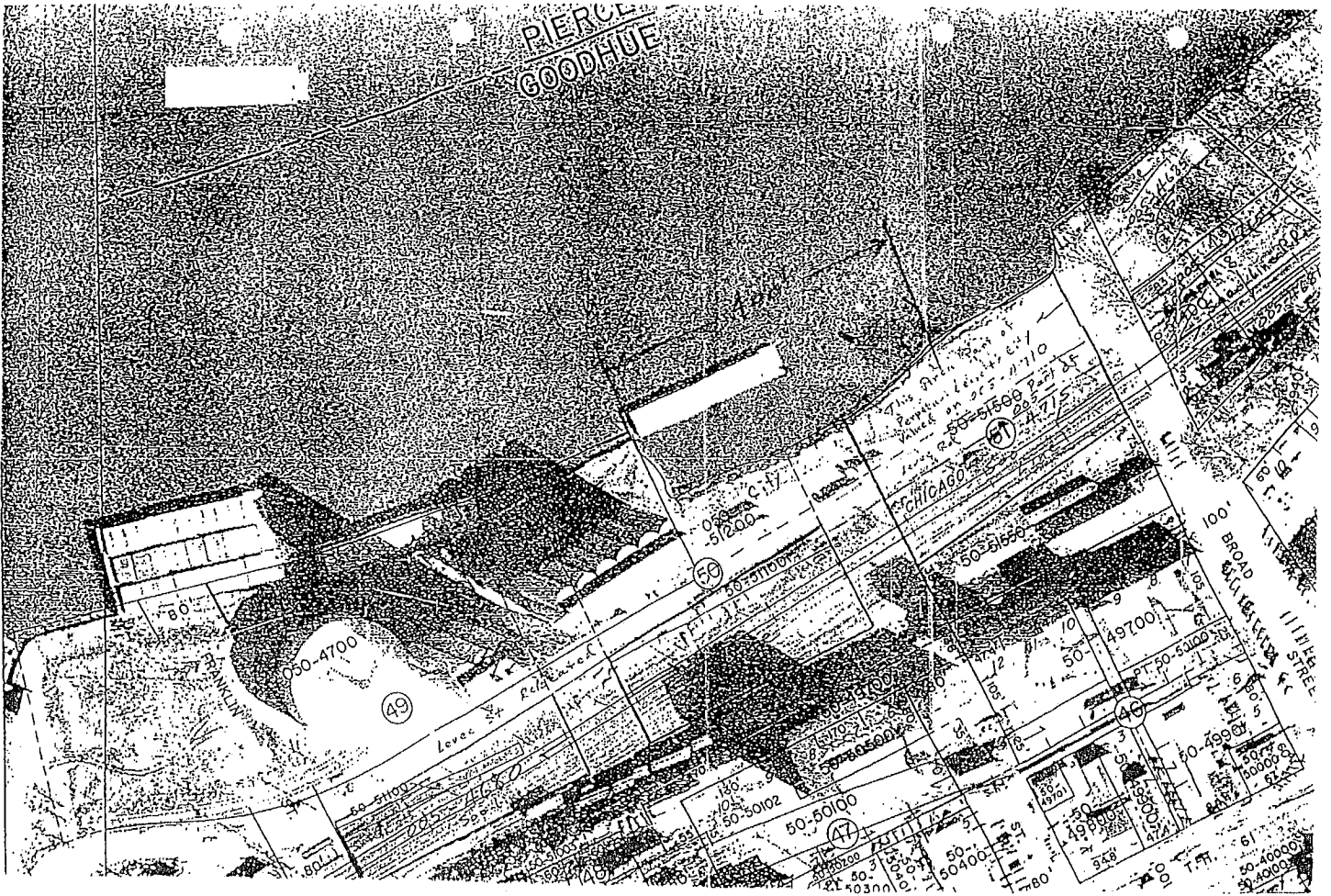


EXHIBIT 0
LEGAL DESCRIPTION

Commencing at the intersection of the north right of way line of the Chicago, Milwaukee, St. Paul & Pacific Railroad and a line parallel to and 60 feet westerly of the westerly line of Hill Street vacated; thence north $26^{\circ} 48' 30''$ west along said line (which is parallel to and 60 feet westerly of the westerly line of Hill Street vacated) a distance of 161.0 feet to a point; thence north $51^{\circ} 32' 30''$ east a distance of 233.00 feet; thence north $12^{\circ} 44' 30''$ west to the waters of the bay of the Mississippi River; thence southwest along the waters edge of the Small Boat Harbor for 200 feet for a point of beginning; thence southwesterly, westerly, northerly and northeasterly along the shore of the Small Boat Harbor to a point of intersection with Line "A"; thence southerly along line "A" 70.00 feet; thence southeasterly 310.00 feet to a point 125.00 feet easterly of measured at right angle to, the centerline of Boom No. 0; thence southeasterly and parallel to said centerline of Boom No. 0 a distance of 160.00 feet more or less to a point of intersection with a line perpendicular to the shoreline from the point of beginning; thence easterly to the point of beginning and there terminating.

Description of Line "A"

Commencing at the intersection of the easterly back of curb of Bay Point Drive and the extension of the southerly back of curb of the East Bay Point Park Parking Lot as shown on attached "Exhibit A"; thence northeasterly along said southerly back of curb extended a distance of 608 feet more or less to the point of beginning of said line "A"; thence southerly, at right angles to said southerly back of curb, to the centerline at the end of Boom No. 1 and there terminating.

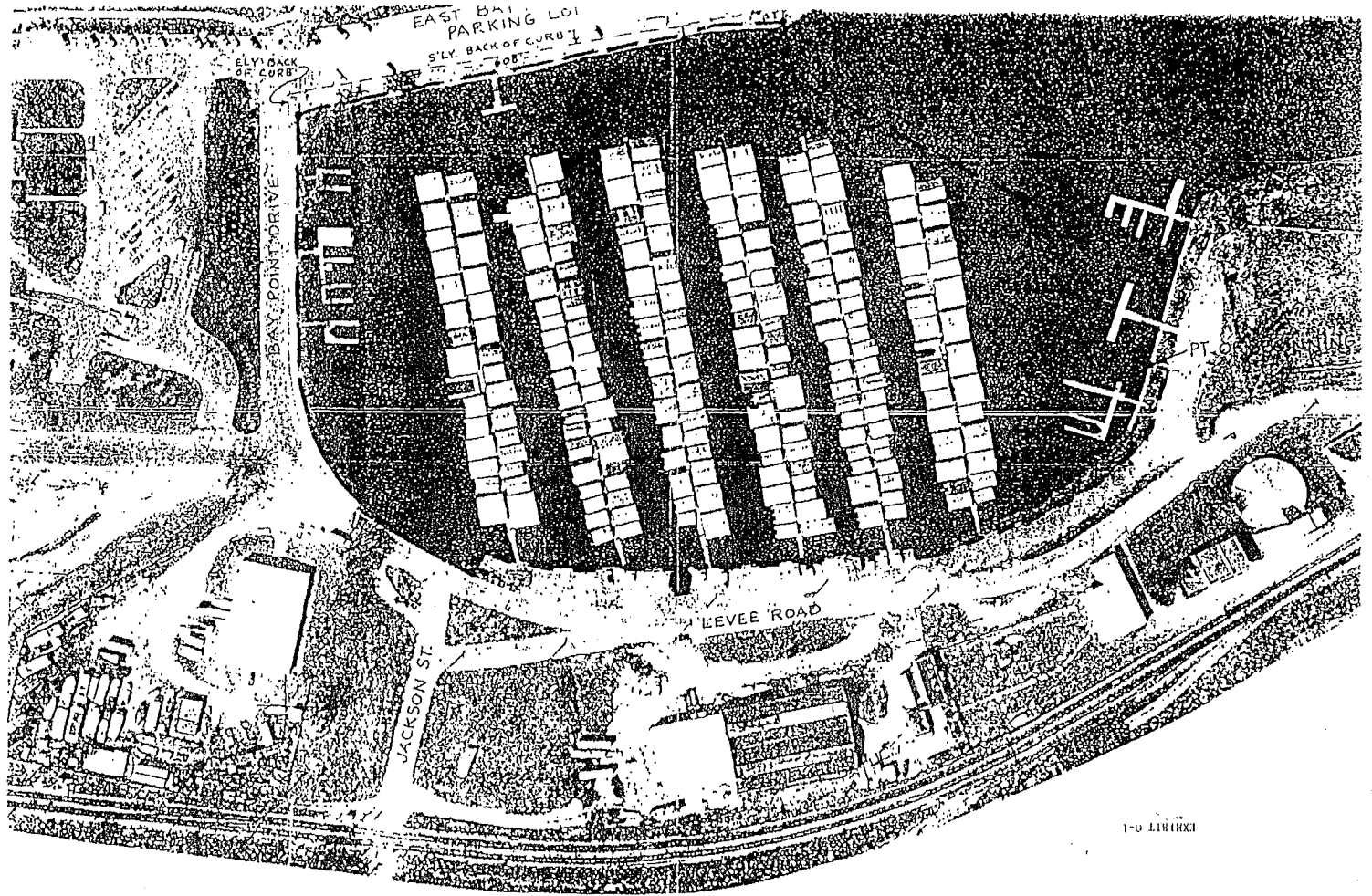


EXHIBIT 9-1



TO: Red Wing Port Authority Board

FROM: Shari Chorney, Port Authority Manager

Agenda Item No.: Funding for the West End District Business Assistance Program

Meeting Date: March 3, 2025

ACTION REQUESTED:

Motion to Authorize the use of up to \$150,000 from the Port Authority's Redevelopment Stimulus Fund Towards the West End Business District Assistance Program

ATTACHMENT:

- **West End District Business Assistance Program**
- **West End District Grant Application**

BACKGROUND:

On June 8, 2021, The Port Authority Board approved the West End Business Assistance Program, which includes three assistance programs focusing on Relocation, Demolition and Renovation/Rehabilitation of existing buildings. The programs share the budget allocation of \$150,000. A business may apply for 1:1 matching funds up to \$25,000 for the Relocation and Demolition assistance and \$50,000 for the Renovation assistance.

This program expired on December 31, 2025.

BUDGET IMPACT:

236-46600-56491 Redevelopment Stimulus Fund

RECOMMENDATION:

Staff recommends the motion as defined in the “Action Requested” paragraph.



RED WING PORT AUTHORITY

(Approved 6/8/2021)

West End District Business Assistance Programs

- **Relocation**
- **Demolition**
- **Renovation**

July 1, 2021 - December 31, 2025

WEST END DISTRICT BUSINESS ASSISTANCE PROGRAM RELOCATION Red Wing Port Authority

In 2021, the Red Wing Port Authority was given authority by the City Council to oversee a redevelopment planning effort that includes a targeted area in and around the former Bauer Built property on Old West Main Street. In order to incentivize future redevelopment projects here, the Port Authority is implementing a new program to assist relocations of existing businesses from this area to another location in Red Wing. This is one of three targeted business assistance programs that will all share an initial budget allocation of \$150,000.

- Program:** The Port Authority has established a "*West End District Business Assistance Program - Relocation*" in a targeted area of the West End District.
- Targeted Area:** An area shown in Exhibit A.
- Eligibility:** An existing business located in the Targeted Area that is within a building that is either owned by the business or leased to the business.
- Use of Funds:** This program will help pay for necessary moving and reestablishment costs related to the business moving from one location in the targeted area to another location in Red Wing. Eligible moving and reestablishment costs include:
1. moving costs, including self-moving or contract-moving
 2. leasehold improvements (at new location)
 3. building alterations (at new location)
 4. purchase of fixed equipment (at new location)
 5. architectural and engineering fees
 6. building/other permits
- Criteria:** The Port Authority will make a determination that the proposed business move will have a positive impact to the targeted area. Criteria used to help make that determination will include the following:
1. The relocated business is considered to be a use that is not defined as retail trade, restaurant, drinking and entertainment, arts and culture, sporting goods and services, or a similar use.
 2. The vacated space will either no longer exist due to demolition, or the space will be re-occupied by a use defined as retail trade, restaurant, drinking and entertainment, arts and culture, sporting goods and services, residential above the first floor, or similar uses.
 3. The relocated business has secured and confirmed a properly zoned relocation site located within the City of Red Wing.
- Amount:** A business may apply for 1:1 matching funds up to \$25,000 to reimburse the business for eligible moving and reestablishment costs. This assistance is structured as grant with no repayment provisions, subject to verification of

the required matching funds and actual eligible costs incurred for reimbursement after the relocation occurs. This grant program does not preclude the applicant from applying for other public financing programs with the City of Red Wing or other organizations.

Application:

Applications are available from the Port Authority, which will be accepted and reviewed on an ongoing basis beginning July 1, 2021, and ending December 31, 2025. The Port Authority Board of Commissioners will grant final approval of applications. All funding decisions are subject to available funds budgeted for this program. The Port Authority may award grant funds that are less than the applicant's request based on its analysis of the proposal and available funds. One applicant may apply for one or more of the three targeted business assistance programs for the West End District.

WEST END DISTRICT BUSINESS ASSISTANCE PROGRAM DEMOLITION Red Wing Port Authority

In 2021, the Red Wing Port Authority was given authority by the City Council to oversee a redevelopment planning effort that includes a targeted area in and around the former Bauer Built property on Old West Main Street. In order to incentivize future redevelopment projects here, the Port Authority is implementing a new program to assist demolitions of existing buildings for the redevelopment of a site. This is one of three targeted business assistance programs that will all share an initial budget allocation of \$150,000.

- Program:** The Port Authority has established a *"West End District Business Assistance Program - Demolition"* in a targeted area of the West End District.
- Targeted Area:** An area shown in Exhibit A.
- Eligibility:** A property owner located in the Targeted Area that has fee title of the proposed demolition site or has an executed purchase agreement for the proposed demolition site.
- Use of Funds:** This program will help pay for the demolition of buildings that are necessary in order to redevelopment that site. Eligible costs include:
1. environmental remediation
 2. building demolition
 3. site restoration after demolition
- Criteria:** The Port Authority will make a determination that the proposed building demolition will have a positive impact on the targeted area. Criteria used to help make that determination will include the following:
1. The demolition site includes a building(s) that may no longer be viable for future use due to its condition, use or location.
 2. The demolition site will be replaced by a new use or an expansion of an adjacent business/use defined as retail trade, restaurant, drinking and entertainment, arts and culture, sporting goods and services, residential above the first floor, or similar uses.
 3. The application for the proposed demolition site includes building/site plans to confirm that the new use meets all zoning and building standards, at least on a preliminary basis.
- Amount:** A property owner may apply for 1:1 matching funds up to \$25,000 to reimburse a business for eligible environmental remediation and demolition costs. This assistance is structured as grant with no repayment provisions, subject to verification of the required matching funds and actual eligible costs incurred for reimbursement after the demolition occurs. This grant

program does not preclude the applicant from applying for other public financing programs with the City of Red Wing or other organizations.

Application:

Applications are available from the Port Authority, which will be accepted and reviewed on an ongoing basis beginning July 1, 2021, and ending December 31, 2025. The Port Authority Board of Commissioners will grant final approval of application. All funding decisions are subject to available funds budgeted for this program. The Port Authority may award grant funds that are less than the applicant's request based on its analysis of the proposal and available funds. One applicant may apply for one or more of the three targeted business assistance programs for the West End District.

WEST END DISTRICT BUSINESS ASSISTANCE PROGRAM RENOVATION Red Wing Port Authority

In 2021, the Red Wing Port Authority was given authority by the City Council to oversee a redevelopment planning effort that includes a targeted area in and around the former Bauer Built property on Old West Main Street. To further incentivize future redevelopment projects here, the Port Authority is implementing a new program to assist the renovation or rehabilitation of existing buildings. This is one of three targeted business assistance programs that will all share an initial budget allocation of \$150,000.

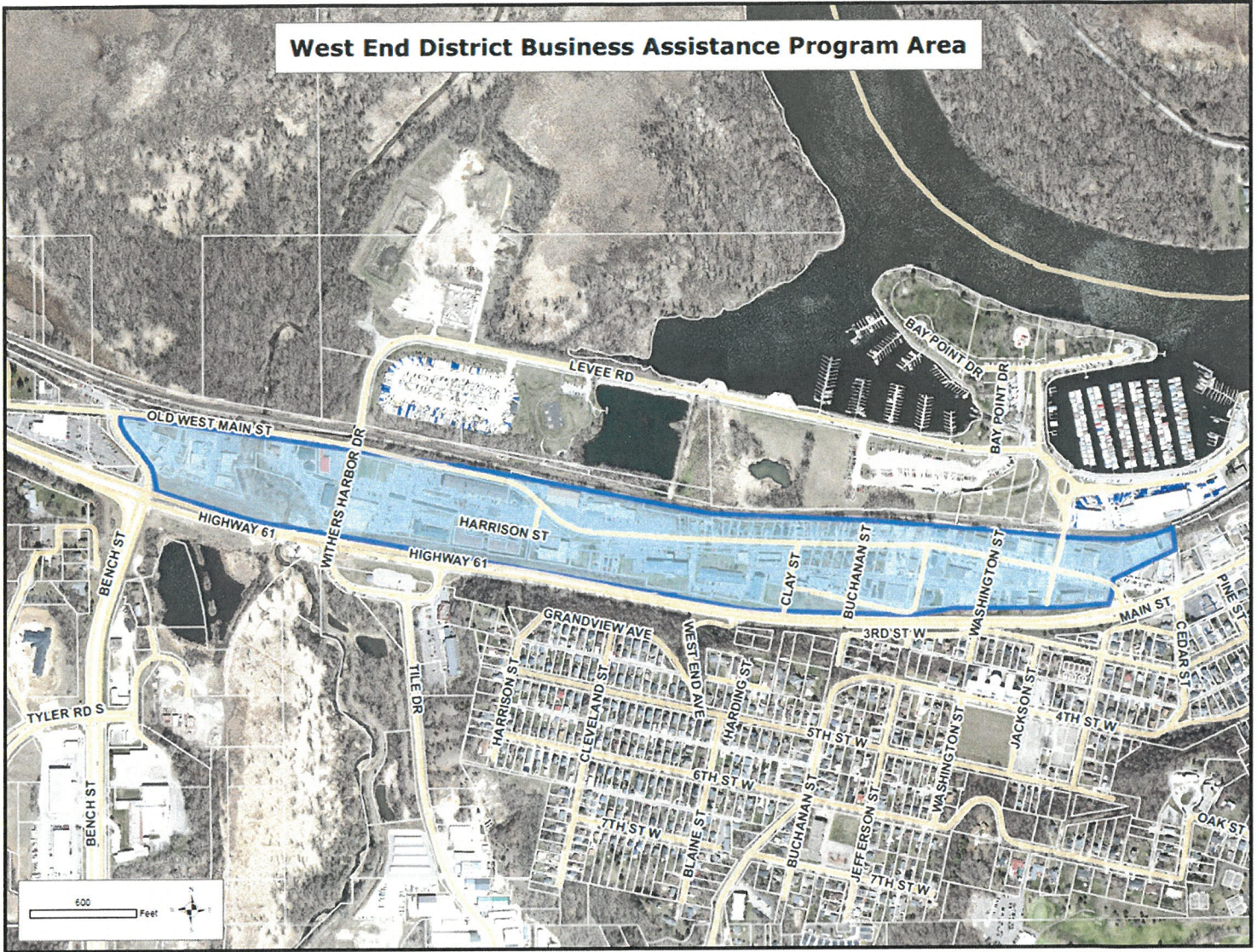
- Program:** The Port Authority has established a "*West End District Business Assistance Program - Renovation*" in a targeted area of the West End District.
- Targeted Area:** An area shown in Exhibit A.
- Eligibility:** A property owner with an existing building located in the Targeted Area that has fee title of the proposed renovation site or has an executed purchase agreement for the proposed renovation site.
- Use of Funds:** This program will help pay for the renovation or rehabilitation of existing buildings that will improve or expand those spaces. Eligible costs include:
1. visible exterior building improvements
 2. energy-related improvements
 3. site improvements
 4. new signage
- Criteria:** The Port Authority will make a determination that the proposed building renovation will have a positive impact to the targeted area. Criteria used to help make that determination will include the following:
1. The proposed building renovation project includes one or more uses defined as retail trade, restaurant, drinking and entertainment, arts and culture, sporting goods and services, residential above the first floor, or similar uses.
 2. The building renovation project relates to at least fifty percent (50%) of the total gross space of the existing building, which may also include an expansion of the existing building space.
 3. The application for the proposed building renovation project includes building plans to confirm that the project meets all zoning and building standards, at least on a preliminary basis.
 4. The proposed renovation project enrolls in the state's PACE Program; up to \$5,000 in additional grant funds may be awarded for eligible PACE loan improvements that have a total cost at or above \$10,000.

Amount:

A property owner may apply for 1:1 matching funds up to \$50,000 (or \$55,000 with energy efficiency improvements noted above) to reimburse a property owner or business for eligible building renovation costs. This assistance is structured as grant with no repayment provisions, subject to verification of the required matching funds and actual eligible costs incurred for reimbursement; reimbursement will occur after the renovation and the final inspection by city building inspection staff are completed. This grant program does not preclude the applicant from applying for other public financing programs with the City of Red Wing or other organizations.

Application:

Applications are available from the Port Authority, which will be accepted and reviewed on an ongoing basis beginning July 1, 2021, and ending December 31, 2025. The Port Authority Board of Commissioners will grant final approval of applications. All funding decisions are subject to available funds budgeted for this program. The Port Authority may award grant funds that are less than the applicant's request based on its analysis of the proposal and available funds. One applicant may apply for one or more of the three targeted business assistance programs for the West End District.





TO: Red Wing Port Authority Board
FROM: Kyle Klatt, Director
Agenda Item No.: 9.A. Community Development Director's Report
Meeting Date: March 3, 2026

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.

General Updates - Workshop

The Port Authority will be conducting its annual workshop meeting on March 2, 2026. Staff will be reviewing 2025 accomplishments and sharing more in-depth updates concerning current and compete projects with the board at this time. Staff will provide verbal feedback from the workshop in place of a written director's report.

Next Meeting. The next regular meeting of the Port Authority is scheduled for Tuesday, April 7, 2026 at 4:30 p.m.

Attachments:

- None



**City of
RED WING[®]**

**2026 Rules and Policies for
Boards, Commissions, and Committees**

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

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

1. *State-Mandated Commission.* Minnesota law dictates that every city organized as a Home Rule City, such as Red Wing, must have a Charter Commission.
 - Charter Commission

2. *Advisory Commissions.* The City Council, through the Charter, has the authority to establish additional advisory commissions as it deems appropriate. Among other roles, these types of commissions advise the Council on specific issues, as requested by the Council. The following bodies are currently established:
 - Arts and Culture Commission
 - Human Rights Commission
 - Sister Cities Commission
 - Sustainability Commission

3. *Advisory Commissions with Additional Decision-Making Authority.* These bodies act as advisory commissions with at least one additional decision-making responsibility.
 - Advisory Planning Commission: This body is also the City's Board of Adjustment; it is the decision-making body on zoning variances requested by the public. The City Council is only involved in zoning variance decisions if a member of the public requests an appeal to the Council.

- Heritage Preservation Commission: This is the City’s decision-making body on heritage preservation design reviews for locally designated historic properties. The City Council is only involved in these types of design review decisions if a member of the public requests an appeal to the Council.

4. *Boards of Authority.* The City’s two authority boards were created by a City Council resolution. They have taxing authority and fall under the guidelines of the state’s empowering statutes.

- Housing and Redevelopment Authority Board (HRA)
- Port Authority Board

a. The HRA and Port Authority can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.

b. The HRA and the Port Authority can receive funds on their own behalf without City Council approval.

5. *T. B. Sheldon Auditorium Board.* The City received the T. B. Sheldon Theatre as an estate gift, and the terms of the gift require the theater to have a board. This board was created through a City ordinance and is commonly referred to as the “Sheldon Board.”

a. The Sheldon Board can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.

b. The Sheldon Board can receive funds on its own behalf without City Council approval.

6. *Library Board.* The Library Board governs the operations of the Library and, therefore, has more authority than other advisory boards and commissions.

a. The Library Board may adopt library policies by resolution and has final authority in the library’s material selection and programming.

b. The Library Board may, with the consent of the Council, accept any gift, grant, or bequest made or offered for Library purposes.

c. Additional details are outlined in the City’s Charter.

7. *Advisory Committees.* These government bodies meet to recommend policy guidelines to the City Council and serve as a forum for resident input on subjects related to the

committee's area of focus. However, advisory committees have less regulation, authority, and structure than boards and commissions.

- Airport Advisory Committee
- Harbor Advisory Committee

- a. These groups meet only as needed, generally once or twice per year.
- b. A City staff member schedules and convenes the meetings.
- c. Notices, minutes, and recordings are not done..
- d. City staff maintains a membership roster on the City's website.

8. Reassignment of Commissions and Committees

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

Section 2: Membership

1. Membership Composition: The number of members and the residency of members varies per governmental body. Details are listed below.
 - a. *Advisory Planning Commission, Heritage Preservation Commission, Port Authority, and Sheldon Board.* There are seven members on each of these commissions, and all members must be City of Red Wing residents.
 - b. *Arts and Culture Commission.* This body has a minimum of seven and a maximum of 11 members. Most must be residents of Red Wing; however, up to two members may be residents of Goodhue County or Pierce County.
 - c. *Charter Commission.* The Charter Commission consists of not less than seven and no more than 15 members. All must live within the city limits of Red Wing.

- d. *Human Rights Commission, Sister Cities Commission, and Sustainability Commission.* The Sister Cities Commission has up to 15 members, the Sustainability Commission has seven members, and the Human Rights Commission has seven members. Members of these three commissions must live within the boundaries of the City of Red Wing or the broader boundaries of Independent School District 256. The number of members who live outside Red Wing's limits must not constitute a quorum or more.
- e. *Library Board:* The Library Board has nine members. Most must be residents of the City of Red Wing, except one member may be a nonresident who lives in Goodhue County, if the county financially contributes to the Library.
- f. *Housing and Redevelopment Authority (HRA):* The HRA Board has seven members and all must be residents of Red Wing. The HRA also has a City Council Liaison assigned by the Council President.
- g. *Airport Advisory Committee:* This committee consists of seven members. Four members must be residents of Red Wing. One member must be a resident of Goodhue County who is also either a taxpayer of Red Wing or a hangar lessee. Two members must be residents of Pierce County, with preference given to residents of Isabelle Township or Trenton Township.
- h. *Harbor Advisory Committee:* This committee consists of seven members. Most members must be residents of the City of Red Wing, except one member may be a nonresident who owns real property in the city or has a slip at a City-owned marina.

2. Length of Residency

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

3. Confirmation of Residency

- a. Administration staff will confirm the residency of each applicant through one of the following means:
 - Goodhue County Public Property Tax Records
 - Utility billing
 - State ID
 - Affidavit signed by a Red Wing resident that includes the address of the individual signing the affidavit, the

applicant's address, and the affiant's sworn statement that the applicant has lived in Red Wing for at least six months.

- b. If City staff are unable to confirm an applicant's residency through these methods, staff may look at additional factors as noted in Chapter 2, Section 2.08, Subd. 4 of the City Code. That includes, but is not limited to, other evidence that demonstrates the individual lives within the city limits. The applicant has the burden to provide proof of residency to staff.

4. Age

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

5. Advisory Members

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

6. Ex-Officio Member

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

7. Membership Lists

- a. City Administration staff will maintain membership lists for all boards and commissions and make them available on the City's website. These lists will also contain appointment and reappointment dates, term expiration dates, and the appointing government body, if applicable.

Section 3: Simultaneous Membership

1. Board and commission members can only serve on a single board or commission at a time, with the exception of the Charter Commission. Charter Commission members can simultaneously serve on one additional City board or commission.

2. Advisory committee members may serve on one board or commission at the same time they serve on an advisory committee. This is because advisory committees have much less regulation, authority, and structure (see page 2 and addendum).

Section 4: Terms

1. Length of Terms: Most boards and commission terms are three years, expiring on December 31. Members can serve two consecutive terms. Exceptions to that rule are listed below.
 - a. Charter Commission terms are four years, per state law. Members may serve up to two consecutive terms.
 - b. Housing and Redevelopment Authority terms are five years, as established by state law. Members may serve up to two consecutive terms.
 - c. Sheldon Board terms are five years, per city ordinance. Members may serve up to three consecutive terms.
 - d. Advisory student appointee terms are one year, from June 1 through May 31. Students may serve up to five terms.
2. Appointment to One's Own Term: If a person is appointed to their own term in the first half of the year (January 1 through June 30), that constitutes the first year of the member's first term. If a person is appointed to their own term in the second half of the year (July 1 through December 31), that constitutes a partial term, and the first year of their first full term starts January 1 of the upcoming year. The phrase "own term" means when a person is appointed to an open seat and is not finishing the unexpired term of a previous member.
3. Appointment to Fill Another Member's Vacancy: Sometimes a person is appointed to fill a previous member's unexpired term. This may happen, for example, when a member resigns or steps down early for any reason, is removed, or has their seat declared vacant due to a lack of residency. When this happens, if the new member is appointed in the first half of the unexpired term, that also constitutes the new member's first term. If the new member is appointed in the second half of the unexpired term, that term is considered a partial term. When that partial term is completed, the new member may be appointed to their own first term in the same manner as an initial appointment.
4. When a member has reached the maximum number of consecutive terms allowed, the member must come off the board or commission and not serve in any capacity on that body for at least 12 months. After 12 months, previous members can be appointed again to the same body and serve the permitted number of consecutive terms.

5. If a board or commission member chooses to serve on a different board or commission at the completion of their term, there is no waiting period.
6. Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. After a one-year hiatus, a person may hold either position again for a maximum of two consecutive years.

Section 5: Member Applications and Appointments

1. Applications

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

2. Appointments

- a. Per City Charter, the Mayor recommends people to be appointed to boards and commissions. The City Council then approves or denies those recommendations, based on a majority vote.
- b. Exceptions to this rule are the Charter Commission and the Port Authority.
 - i. Charter Commission: Per Minnesota Statute Section 410.05, Subdivision 3, the City Council can recommend to the Chief Judge of the First Judicial District the appointment of up to seven members, and the Charter Commission can recommend to the judge the appointment of up to eight members.
 - ii. Port Authority: Per Minnesota Statutes, Section 469.050, subd. 3 and subd. 4, and the Port Authority Enabling Resolution, five members are residents recommended by the Mayor and approved or denied by the City Council. Two members are City Council members who are appointed by City Council resolution.
- c. It is recommended that the Mayor contact each individual who applies for a board or commission.

- d. When a member completes their first term and would like to continue with a second term, that member may be appointed in the same manner as the initial appointment.
- e. If a board or commission member is seeking reappointment but will not be recommended by the Mayor for a second term, the Mayor must either notify that person or direct City staff to notify the person.

Section 6: Subcommittees of a Board or Commission

1. Any board or commission may form subcommittees that can meet outside of regular meetings, as long as the subcommittees are less than a quorum of members.
2. Subcommittees have a limited scope of study and cannot make decisions on behalf of the board or commission.
3. Subcommittees can meet and communicate freely. Subcommittees do not need to notice their meetings, record their meetings, or keep minutes.
4. Subcommittees will provide verbal reports on their activities during the next regular board or commission meeting.
5. Subcommittees may include community members who are not members of the board or commission.
6. Staff liaisons may schedule, attend, or follow up on subcommittee meetings, but they are not required or expected to. The involvement of staff liaisons in subcommittee work is based on the specific board/commission's practices and situation. Staff liaisons and/or their supervisors, not the body, make decisions regarding involvement with subcommittees.

Section 7: Board and Commission Orientation and Training

1. In the first month of appointment, new members will receive the following:
 - Orientation Materials
 - Current Roster of Members
 - Rules & Policies for Boards, Commissions, and Committees
 - Oath of Office
2. At the beginning of their term, board and commission members must sign an Oath of Office. A staff member will coordinate a time for the new member to meet with the Mayor to administer the oath. The member will be asked whether they would like to be sworn in

and introduced at the next scheduled Council meeting during the “Proclamations and Recognitions” section of the agenda. If they decline, the oath will be administered at their next board or commission meeting, or at City Hall at an agreed upon time. In the Mayor’s absence, a Council member may administer the oath. In the Mayor’s and Council member’s absence, a City staff member who is a notary public may swear in members. Certificates, once signed, will be filed with the City Clerk.

3. Each year, the City will provide board and commission training for all members on pertinent public laws and/or policies, procedures, or issues, and will determine the training content, format, and schedule.

Section 8: Annual Organizational Work

1. At the first regular meeting each year, every board and commission will do the following:
 - a. *Swear In New and Renewing Members.* This applies to any new or renewing member who has not been sworn in before this meeting.
 - b. *Elect a Chairperson and Vice Chairperson.* Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. Boards and commissions may also choose to elect or appoint additional positions, such as a pro tem, secretary, or subcommittee chair.
 - c. *Review the Annual Budget,* if applicable.
2. After the City Council adopts its Rules and Policies for Boards, Commissions, and Committees, each board/commission will review and follow them. No vote is necessary.
 - a. Boards and commissions may make modifications to the Order of Business and the Public Comment sections by a majority vote of the board/commission members. Council must approve the changes before they can be implemented.
 - b. The Library Board and Sheldon Board can make modifications to additional areas of the document with a majority vote of their board members and do not need Council approval.

Section 9: Order of Business

1. The order of business for all regular board/commission meetings shall be as follows, unless the Council directs otherwise:
 - a. Call to Order
 - b. Roll Call

- c. Pledge of Allegiance (optional)
 - d. Statement of Intent (optional)
 - e. Mission Statement (optional)
 - f. Approval of Agenda
 - g. Approval of Minutes of Preceding Meetings/Workshops
 - h. Public Comment
 - i. Motions and General Business
 - j. Communication Items (optional)
 - k. Adjournment
2. Four items in the Rules of Order are optional, and each board or commission has the choice to include or not include those in their Order of Business for the year. Related to the Statement of Intent and the Mission Statement, members can choose to include one or both as a written part of the agenda and/or as a statement read by the Board Chair or the entire commission, or decline any inclusion.
 3. Boards and commissions may choose whether a member of the public is allowed one or two times to speak. If they choose to allow the public two times to speak, each person is given one time to speak on any non-agenda items, and one time to speak on any agenda items. The time limit is three minutes each. Board/commission members may also choose to change the total number of minutes allowed during their Public Comment period.
 4. Comments from the staff liaison may be included as distinct agenda items listed under "Communication Items," if desired.

Section 10: Rules of Parliamentary Procedure

1. The rules of parliamentary procedure comprised in the newest revision of Robert's Rules of Order shall govern the board/commission in all cases in which they are applicable, and to the extent they are not inconsistent with these rules, the Charter, the ordinances of the City, or the laws of the State of Minnesota.
2. The staff liaison or his/her designee shall function as Parliamentarian to advise the presiding officer on matters of Parliamentary law.
3. The Chair, Vice Chair, and staff shall occupy their respective seats in the Chambers while the board/commission is in session.
4. The Chair, or in his/her absence, the Vice Chair, shall call the meeting to order at the noticed meeting time. In the case of the absence of the Chair and Vice Chair, the Pro Tem (if there is one) or the member with the most tenure in office shall do the same. The names of those present, absent, and excused shall be recorded, as well as arrival and departure

times for the members arriving late or leaving early.

5. The board/commission presiding officer may debate from the chair and shall not be deprived of any rights or privileges of a board/commission member by reason of acting as presiding officer.
6. The Council Administrator's ex-officio, non-voting membership on all boards and commissions shall not count for purposes of determining a quorum, majority, or exceptional majority vote requirements.

Section 11: Public Comment

1. Public comment and active involvement of residents in government is encouraged through in-person communication, phone, and email. The board/commission will dedicate time during each regular meeting to hear from people. (For public hearings, see Section 11, #2 below).
 - a. The Public Comment period will take place near the beginning of the meeting for people to speak on agenda items and non-agenda items.
 - b. Each person from the public is allowed one time of up to three minutes to speak on any non-agenda items, and one time of up to three minutes to speak on any agenda items. Non-agenda items will come first; agenda items will follow.
 - c. A person may not give either of their three-minute allotments of time to another person.
 - d. Every person desiring to speak shall first be recognized by the Chair. No one is allowed to make comments from the audience when the person making comments has not been recognized by the Chair. The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the board/commission.
 - e. Speakers may not make allegations, charges, or complaints against any City employee or community member. If a person wishes to make an allegation or to file a charge or complaint against an employee, the person should do so with the Council Administrator in writing or in a private meeting, or with the individual designated in City policy to receive the allegation, charge, or complaint. Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.
 - f. No person shall be allowed to delay or interrupt the proceedings or refuse to obey the orders and rules of the board/commission.

- g. Speakers may not campaign for or against a political candidate during any part of their public comments.
 - h. When a special meeting is scheduled, the Chair will decide whether public comment will be added to the agenda.
 - i. For details on public comment during workshops, see Section 17 of this document.
2. The public comment practices outlined in Section 11 (#1) above do not apply to public hearings. Boards and commissions that hold public hearings will use the protocol specific to public hearings.

Section 12: Rules of Voting

1. The Chair shall open each agenda item with a brief summary of the issue. A presentation by the appropriate source, such as the staff liaison, may be made if requested by the Chair and/or members of the body. The board/commission may discuss or debate the issue prior to a motion being made.
2. Once a motion is made, a second is necessary before additional discussion.
3. The Chair will ask for action once the discussion of the motion is over. A simple majority is necessary for the approval of regular business items.
4. During discussion, a board/commission member may “call the question” (which means calling a vote to cease debate and proceed to vote on the main motion). If a board/commission member calls the question, a vote will occur on that question. A two-thirds (2/3) vote of support is required to end the debate.
5. A vote on all matters, with the exception of resolutions, shall be taken by asking members in favor to say “aye” and asking if any members are opposed. If there is a question on the number of “aye” votes, any member (typically the Chair) may ask for a roll call vote.
6. A member may be excused from voting for special reasons (such as a conflict of interest as defined by state law), which must be recorded in the minutes.
7. When a board/commission member votes “present,” the member is presumed to be abstaining, and the vote will be recorded as such. A “present” vote will not be counted when determining a majority vote.
8. After the decision on any question, any member who voted with the prevailing side may move to reconsider any action at the same meeting. At a subsequent meeting, any

member may seek to have a motion to renew added to the agenda. If the motion to renew is added to the agenda, the vote on the motion to renew can take place at that same meeting.

9. Except in an emergency or other unusual circumstance where immediate action is in the best interests of the City, the board/commission shall not take action on a request for funding that has not been included in the published agenda. The funding request shall be placed on a subsequent agenda for board/commission consideration.
10. For the purposes of a break during the meeting, the Chair may recess the board/commission without a motion at any time he/she deems appropriate and shall state the time at which the meeting will resume. If the Chair decides to recess the meeting until another date, the Chair shall state the time and place at which the meeting will resume and the reason for the recess.
11. Boards and commissions shall take action by resolution if required by law, agencies of the state, and/or organizational bylaws. The vote on all resolutions shall be by roll call.

Section 13: Meeting Materials

1. The board/commission chair and staff liaison will establish the board/commission agenda.
2. The board/commission will not amend the agenda once the agenda is approved by a majority vote at the meeting. However, the board/commission Chair may vary the order of business or business items to facilitate special orders or the efficient use of meeting time.
3. The staff liaison shall include all appropriate materials in the meeting packet according to the order of business on the agenda. All reports, communications, resolutions, or other materials to come before the board/commission shall be provided to the staff liaison at least five business days prior to each regular meeting.
4. At least 72 hours prior to the meeting, the staff liaison shall furnish a copy of the regular meeting agenda and all supporting materials to each board/commission member electronically (or if requested, in paper form). Failure to accomplish any of these tasks shall not invalidate the meeting.
5. The staff liaison shall have a paper copy of the agenda and supporting materials and make them available for public inspection. All items required to be posted for public notice shall be done on a notice board located in City Hall.
6. Board and commission members may be issued electronic devices for agenda preparation/distribution efficiency. It will be up to the City to determine which boards and

commissions are issued devices. Distribution will depend on the size of the agenda and materials, the frequency of meetings, and the budget.

Section 14: Quorum

1. A quorum of voting members (a majority) must be present to hold a regular or special meeting. If a quorum of members is not present at the designated start time, the chair will cancel the meeting.
 - a. Staff liaisons may choose to email members in advance to see if a quorum will be available on the scheduled meeting date. If it is clear that a quorum will not be in attendance on that date, the meeting may be canceled ahead of time.
2. Workshops do not require a quorum of members.

Section 15: Time Limits, Attendance, and Absences

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

Section 16: Locations for Meetings and Events

1. All regular and special board and commission meetings will take place in the City Council Chambers.
2. Boards and commissions may use City facilities for educational purposes at no cost. To do so, the board or commission should reserve the facility through their staff liaison. A board or commission may reserve City facilities for advocacy purposes only upon prior City Council approval.

Section 17: Notices, Minutes & Recordings

1. Notices, Minutes, and Accessibility
 - a. All meetings and workshops must allow access to the public, either virtually or in person.
 - b. Notice of all meetings and workshops must be posted 72 hours in advance of the meeting.
 - c. Minutes of each meeting and workshop must be prepared and made available to the public.
2. Recordings
 - a. All regular and special board and commission meetings will be video recorded. The meetings will be broadcast live on Channel 6 (the local government access channel) and streamed live on the City's website. Recordings of past meetings will also be rebroadcast on Channel 6 and may be viewed on the City's website.
 - b. Board and commission meeting recordings are available for two years. City Council meeting recordings are available for five years.
 - c. All board and commission workshops will be audio recorded and made available to the public.
 - d. If a board or commission meeting in which action is to be taken is moved off-site, the meeting shall be audio recorded, unless approved by the City Council or if it is physically impossible or impractical to do so.

Section 18: Workshops

1. Boards and commissions may meet in a workshop session as an alternative to a regular or special meeting when no action is requested.
2. Voting cannot take place at workshops. In all cases, topics discussed at workshops will advance to a formal board/commission meeting if action is being considered.
3. The workshop format is generally more informal. Workshops can be held at alternate sites. All workshops will be audio-recorded, and recordings will be made available to the public. Minutes will also be kept and made available to the public.
4. Workshops require public notice and are open to the public.
5. Public comments will not be heard at workshops. Instead, the public is encouraged to attend or listen to the workshop audio online and make comments to the board/commission via email, phone call, a mailed letter, an in-person meeting, or by attending a board/commission meeting and speaking during that public comment period.
6. Public comments may be allowed at a specific board/commission workshop at the direction of the Chair.
7. If a public comment period is held at a workshop, it will be taken at the end, and all comments must be pertinent to the workshop topics.

Section 19: Planning

1. In the first quarter of the year, each board and commission will update their revolving five-year work plan and highlight their upcoming year's priorities. These highlighted items will act as the board or commission's annual work plan.
2. In the first quarter of the year, members will also discuss any anticipated funding desired for the following year. Educational opportunities such as conferences, programs, or training are permissible budget items. After a majority of members adopt the five-year plan, the staff liaison will forward those budget requests to the appropriate staff member for consideration in the City Council's next annual budget.

Section 20: Communication Outside of Meetings and Workshops

1. All boards and commissions will follow the Open Meeting Law related to communication outside of meetings and workshops.

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

Section 21: Virtual Meetings and Attendance

1. Boards and commissions must abide by the Open Meeting Law related to virtual meetings, just as the City Council does.
2. Members are expected to attend meetings in person regularly. However, if attendance is impractical due to circumstances, members can attend virtually. Virtual attendance will follow all state laws as outlined in Minnesota Statutes 13D.02 and 13D.01.
3. Members who wish to participate virtually in meetings should consult with their staff liaison at least 24 hours before a meeting, whenever possible.

Section 22: Gifts and Payments for Services

1. Gifts

- a. Members should not accept gifts from the public, with the exception of the Sister Cities Commission. The Sister Cities Commission and its members can accept gifts from Red Wing's sister cities or their delegates.

2. Payment for Services

- a. Advisory board and commission members will receive no compensation for service to the City.
- b. Authority boards can determine compensation without City Council authorization. Port Authority members and HRA members are paid a set amount for every meeting they attend. This amount is set by state statute.

Section 23: Role of the Staff Liaison

1. The Council Administrator appoints a staff liaison to each board and commission.

- a. Some staff liaison jobs are tied to and within the scope of a City staff position. In these cases, the liaison duties are part of that staff member's job description. For example, the Library Director serves as the staff liaison to the Library Board, and the HRA Director serves as the staff liaison to the HRA.
- b. Other staff liaisons take on a board or commission as an extra duty outside of their regular job responsibilities. In these cases, the staff liaisons are expected to spend 10 hours per month on board and commission duties. These liaisons will be paid an annual amount, as agreed upon in the annual budget, and payments will be distributed monthly. Board and commission members should be mindful of this 10-hour per month time constraint and utilize staff liaison time accordingly.

2. Each staff liaison will be provided with a job description. The general duties and guidelines of a staff liaison are listed below.

- a. Attend all of the assigned board or commission meetings. If that is not possible on occasion, the liaison must find a staff replacement to attend the meeting.
- b. Provide notes to the assigned minute-taker so minutes may be kept. This includes a record of attendance, time of the meeting, vote tallies, budget items, areas for follow-up, and other important information, as needed.
- c. File approved minutes electronically in Laserfiche.

- d. Work with the chair of the board or commission to create the agenda for the monthly meeting and/or workshop.
- e. Distribute the agenda and minutes at least three days (72 hours) prior to the board or commission meeting.
- f. Provide support and information to the body but do not participate in the debate of issues or vote on any issues.
 - i. When the staff liaison position is tied to a specific City staff position, such as the Advisory Planning Commission, Heritage Preservation Commission, Library Board, HRA, Sheldon, and others, the staff liaison may share insights and/or recommendations with members, based on that position's expertise and knowledge.
- g. Communicate the board/commission's important activities, topics, and/or policy items to the City Council. This can happen in writing via the Council Status Report or verbally in a short presentation to the Council.
- h. Get the board or commission's action item(s) to the City Clerk, who will put the item on the draft agenda list. The Council Administrator will decide if and when the action item will go on a City Council agenda. The staff liaison will also communicate back to the members the status of the action item.
- i. Write City Council staff reports related to the commission's action items that come before the Council.
- j. Process all financial transactions, including reimbursements and payment authorizations.
 - i. The staff liaison is authorized to make payments for goods and services delivered or performed, following a majority vote of the board/commission. A regular report on fiscal status, if appropriate, will be made to the board/commission.
- k. Inform the Administration staff of all regular meetings, special meetings, and workshops. Every effort will be made not to schedule meetings that conflict with other City meetings or other board and commission meetings.
- l. Work with the Administration staff to ensure that all meeting notices are posted and distributed a minimum of 72 hours before the start of the meeting.

m. Ensure the City website has the most updated information related to the membership roster, and other information as needed.

3. All work projects anticipated by the board or commission must be approved by the staff liaison's supervisor.

Section 24: Providing Education

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

Section 25: Use of City Media and Logos

1. City Website and Channel 6: The staff liaison must contact the City's Communication Coordinator to add anything to the website or Channel 6 programming. The Communication Coordinator will ensure the format complies with City rules and guidelines.
2. Printed Materials: The staff liaison will share all printed materials with the Communication Coordinator before distributing to the public to ensure the format complies with City rules and guidelines.
3. City Logos: Boards and Commissions may not create or use unique logos without obtaining a majority vote of the board or commission and authorization from the City Council. When planning a logo, the staff liaison must consult with the Communications Coordinator to ensure compliance with City logo requirements.
4. City Social Media Accounts: Most boards and commissions are not allowed to create social media accounts.
 - a. If a board or commission wishes to share information publicly on a social media site, the staff liaison will contact the City's Communication Coordinator to share information on the City's social media platforms.

- b. Exceptions: The Sister Cities staff liaison maintains a Sister Cities social media site, and City staff of the Public Library and Sheldon Theatre also maintain their own social media accounts, which the pertinent boards can utilize through their staff liaisons.

Section 26: Code of Conduct

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

Section 27: Private Use of Social Media

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

1. Board, commission, and committee members should act sensibly regarding the content and comments they post, publish, disclose, or share on websites, the internet, and social media, especially when they reference or relate to the City or its employees, operations, or property.
2. Members are personally responsible for the content they publish in a personal capacity on the internet or any form of social media platform. Members are strongly discouraged from identifying their role or affiliation with the City when responding to or commenting on websites, blogs, or social media posts with their personal opinions or views.
3. When a member's online or social media posts, comments, content, or profile identifies them as a City volunteer, or a person could reasonably expect that someone can identify them as a City volunteer, the member is strongly encouraged to do the following:
 - a. Clearly state that they are not speaking for or on behalf of the City of Red Wing, are not authorized to do so, and that the views expressed are their own.
 - b. Refrain from publishing material or comments as a board or commission member that are false, misleading, harassing in nature, or may cause injury to another person, organization, association, or the City's reputation.

Section 28: Legal Counsel

1. The City Attorney will be the legal counsel to each board and commission unless specifically authorized by the City Council to seek outside legal aid.

2. Per state statute, the Charter Commission can elect to spend up to the greater of .07 percent of the City's current certified general property tax levy, or the Charter Commission can elect to spend up to the limits stated in state statute to employ an attorney and other personnel to assist in amending or revising the City Charter.

3. The HRA, Port Authority, and Sheldon Board can elect to have a separate attorney.

---end---