



AUSTIN PORT AUTHORITY

500 Fourth Ave. NE
Austin, MN 55912-3773

www.ci.austin.mn.us

507-437-9940
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AGENDA
PORT AUTHORITY
WEDNESDAY, JANUARY 7, 2026
CITY HALL COUNCIL CHAMBERS
4:00 PM

1. Roll Call
2. Election of Officers
3. Change Order Request – BEEP Grant for 117 1st Ave NW (Sync Health/Terry Hall Property)
4. Adjourn



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TO: Port Authority Board Members
FROM: Craig Clark, Executive Director
DATE: January 7, 2026
RE: Election of Officers - 2026

Attached are the by-laws for the Austin Port Authority. Included is the requirement for the annual election of officers that must occur at our annual meeting. The current officers are as follows:

- President – Jason Baskin
- Vice President – Jeff Austin
- Treasurer – Lee Bjorndal
- Secretary-Brianne Wolf and
- Assistant Treasurer – Emily Burns

The appointment of the Executive Director of the Austin Port Authority is a standing position and therefore no motion is needed in this regard.

Please do not hesitate to give me a call if you have any questions.



To: Austin Port Authority Board

From: Taggert Medgaarden, HRA of Austin Executive Director

Date: 12/30/2025

Re: Change Order request - 117 1st Avenue NW (Sync Health / Terry Hall)

The purpose of this memo is to outline newly discovered building conditions affecting the BEEP-funded exterior improvement project at 117 1st Avenue NW and to request that the Port Authority Board consider whether a change order to the previously approved project and funding amount is warranted.

This memo is intended to provide background and context only. No assumption is being made regarding approval of additional funding.

Original Project Approval

On December 3, 2025, the Port Authority approved participation in a BEEP project for the Sync Health building at 117 1st Avenue NW. The approved scope included a comprehensive exterior improvement consisting of:

- Storefront and window replacement
- Modification of wall openings
- Masonry infill
- Brick staining for a unified appearance
- Installation of a metal panel façade

The approved total project cost was \$26,715, with a 50% BEEP contribution of \$13,357.50, subject to execution of a design easement following project completion.

Newly Discovered Building Conditions

After construction began and the exterior plastic brick veneer was removed, the project team discovered previously concealed wall conditions that could not have been identified prior to Board approval. Specifically:

- Large portions of plaster assumed to be intact were found to be significantly deteriorated.

- The underlying clay tile wall was discovered to be crumbling and structurally unsuitable to support the approved exterior façade system.

Because no demolition or investigative work was permitted prior to project approval, the applicant and contractor had no practical way of identifying these conditions earlier.

Recommended Corrective Approach

Based on on-site evaluation by the general contractor, the recommended solution is to:

- Remove the compromised clay tile wall as necessary,
- Expose existing interior spray foam insulation, and
- Construct a new exterior framed wall system capable of supporting the approved exterior improvements.

This corrective work is necessary to safely and effectively install the exterior improvements already approved by the Board and to ensure the long-term durability of the façade.

Change Order Request

The contractor has submitted a change request totaling \$14,450 to address the unforeseen condition. Under the standard BEEP 50/50 structure, the Port Authority share would be \$7,225, with the remaining 50% paid by the property owner.

If approved, the revised total project cost would be \$41,165, with a total Port/BEEP participation of \$20,582.50, subject to the Board's discretion and formal approval.

Why This Request May Be Warranted

While BEEP does not fund routine maintenance or repairs, the HRA believes this request may merit consideration for the following reasons:

1. The work is not a stand-alone repair, but a necessary structural intervention to deliver the exterior improvements already approved.
2. The condition was concealed and unforeseen, not deferred maintenance.
3. Without addressing the condition, the approved façade improvements cannot be installed as intended.
4. The outcome remains a transformational exterior improvement, consistent with BEEP's purpose and design easement requirements.
5. The situation is conceptually similar to prior BEEP projects (e.g., the Hastings Shoe Store project), where concealed conditions were discovered mid-construction and brought back to the Port Authority for consideration of revised funding.

Importantly, approval of the original project does not obligate the Port Authority to approve additional funding. Any increase must be reviewed and approved by the Port Board.

Current Status and Next Steps

Due to construction sequencing and timing, the project team is proceeding with work necessary to maintain progress, with the clear understanding that:

- No Port funds will be disbursed until the project is complete,
- A final design easement is executed, documented, and recorded, and
- Any additional Port participation requires formal Board approval.

Requested Board Action

The HRA respectfully requests that the Port Authority Board:

- Review the newly discovered conditions and proposed corrective work and provide direction on whether the proposed change order should be approved, modified, or denied.

Please let me know if you need any additional information ahead of your discussion.





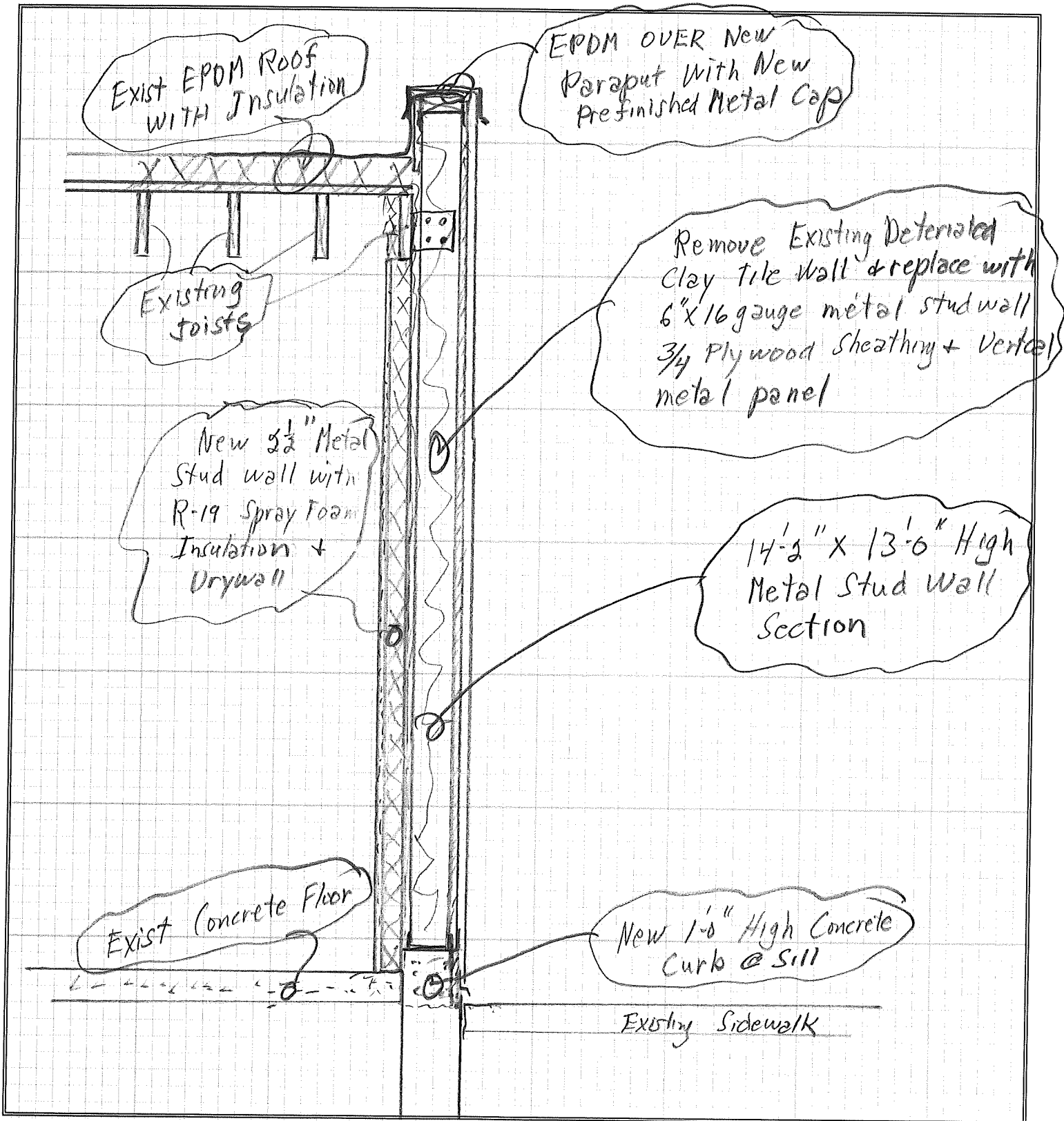




THE JOSEPH COMPANY INC

Project: SYNC Date: 12-9-25

By: Ron S Sheet 1 of 1





Austin, MN – Business Encouragement/Enhancement Partnership (BEEP)

Program Overview Memo for Property Owners -11/2025

Purpose of the BEEP Program

The Business Encouragement/Enhancement Partnership (BEEP) is a joint initiative created to support Austin businesses in making meaningful, lasting exterior improvements to their buildings. The program is not intended to cover routine maintenance or standard upkeep; instead, BEEP is designed to encourage transformative upgrades that significantly enhance the visual appeal and long-term character of commercial properties.

This program helps business owners invest in improvements that elevate the architectural presence of their building—improvements that contribute to a more vibrant, attractive, and unified look for Austin’s commercial districts.

Program Funding

The current BEEP funding pool totals \$170,000, contributed by:

- \$70,000 — The Hormel Foundation (2023 grant)
- \$50,000 — Austin HRA
- \$50,000 — City of Austin Port Authority

BEEP operates as a 50/50 funding partnership, meaning the property owner and the program each contribute equally to the approved improvement costs. This ensures the owner has a meaningful investment in the long-term appearance and value of their building.

The Port Authority, in coordination with the HRA, will determine the maximum award amount based on available funds and overall project demand.

What Types of Projects BEEP Supports

BEEP focuses on exterior upgrades that significantly enhance a building's aesthetics or restore architectural integrity. Eligible projects often include:

- Restoration of original architectural features (e.g., uncovering or repairing brickwork, restoring historic facades)
- Transformational façade improvements when original materials cannot be restored
- Exterior enhancements that contribute to long-term visual appeal
- Design improvements aligned with a future vision for the district

The goal is long-lasting, visible enhancements—not temporary fixes.

What BEEP Does Not Cover

Routine maintenance or repairs that simply keep a building in working order are not eligible for funding. Examples include:

- Standard painting (unless part of a larger redesign)
- Roof repair or replacement
- Minor patching or repair work
- Window replacements that do not change or upgrade the building's appearance
- General upkeep tasks

BEEP is focused on improvement, not maintenance.

Program Philosophy: Investing in Long-Term Appearance

BEEP funding is provided in exchange for a design easement, ensuring that the improved look of the building is preserved for many years. This ensures the community's investment has an enduring impact.

Property owners are encouraged to think creatively and ambitiously about the potential of their building. Consider:

- What historic features can be restored?

- If no historic character exists, what façade improvements would positively contribute to Austin’s future aesthetic?
- How can your building stand out while supporting a cohesive look for the district?

BEEP now includes both the historic downtown core and expanded focus areas:

- Downtown Austin – Two blocks in each direction from Main Street
- 10th St NE “Eastside Business Area” – From 5th Ave to Oakland Ave

These expanded areas help encourage fresh investment beyond the traditional downtown corridor.

Examples of Recent BEEP Projects

The program has supported several notable transformations, including:

- Former Paradise Island and Margaretville buildings (now Downtown Grill with upstairs apartments)
- Austin State Bank building improvements
- Alley façade upgrades at South Central
- B&J Bar enhancements—now more prominent with the SPAM Museum nearby

These projects demonstrate the type of impactful improvements BEEP is designed to support.

For more information, application materials, or design guidance, please contact the HRA of Austin.



To: Austin Port Authority Board

From: Taggert Medgaarden, HRA of Austin Executive Director

Date: 11/24/2025

Re: BEEP Application – 117 1st Avenue NW (Terry Hall / Sync Health Project Proposal)

Overview

As I will not be able to attend this month's Port Authority meeting, I am providing this memo to summarize the proposed exterior improvement project for 117 1st Avenue NW, submitted by building owner Terry Hall and project representative Dolan Wagner.

This proposal represents the type of impactful, long-term exterior enhancement the BEEP program was created to support. The improvements will significantly elevate the appearance of the property and contribute to the continued revitalization of downtown Austin.

Summary of Proposed Exterior Improvements

The project includes the following exterior upgrades:

- Removal and replacement of three aluminum windows and the east storefront entrance
- Modification of existing wall openings for new storefront systems
- Infill of the west entrance with CMU
- Staining of existing brick for a unified appearance
- Installation of metal panel façade on the west half of the building
- Wrapping metal panel above the main entrance to visually tie materials together

The applicants provided detailed elevations, material specifications, and photos of current conditions.

Project Cost

Total Project Cost: \$26,715

BEEP 50% Forgivable Loan Amount: \$13,357.50

Importance of This Project & Alignment With BEEP Goals

This project is a strong match for BEEP’s purpose of encouraging significant, visible, and lasting exterior improvements—the type of upgrades that contribute to long-term aesthetic cohesion and overall district appeal.

The current façade includes outdated and deteriorated elements, including plaster and clay tile systems that were previously covered with temporary plastic veneer. While the building has functioned with these materials, the proposed improvements would provide a substantial visual upgrade that reflects the level of quality we want to promote in the downtown area.

The proposed brick staining and metal panel installation are not simply corrective actions—they are intentional design enhancements that modernize the façade, unify the building’s appearance, and elevate the overall streetscape. These improvements align with the broader vision of creating attractive commercial corridors and represent a meaningful long-term investment in the district.

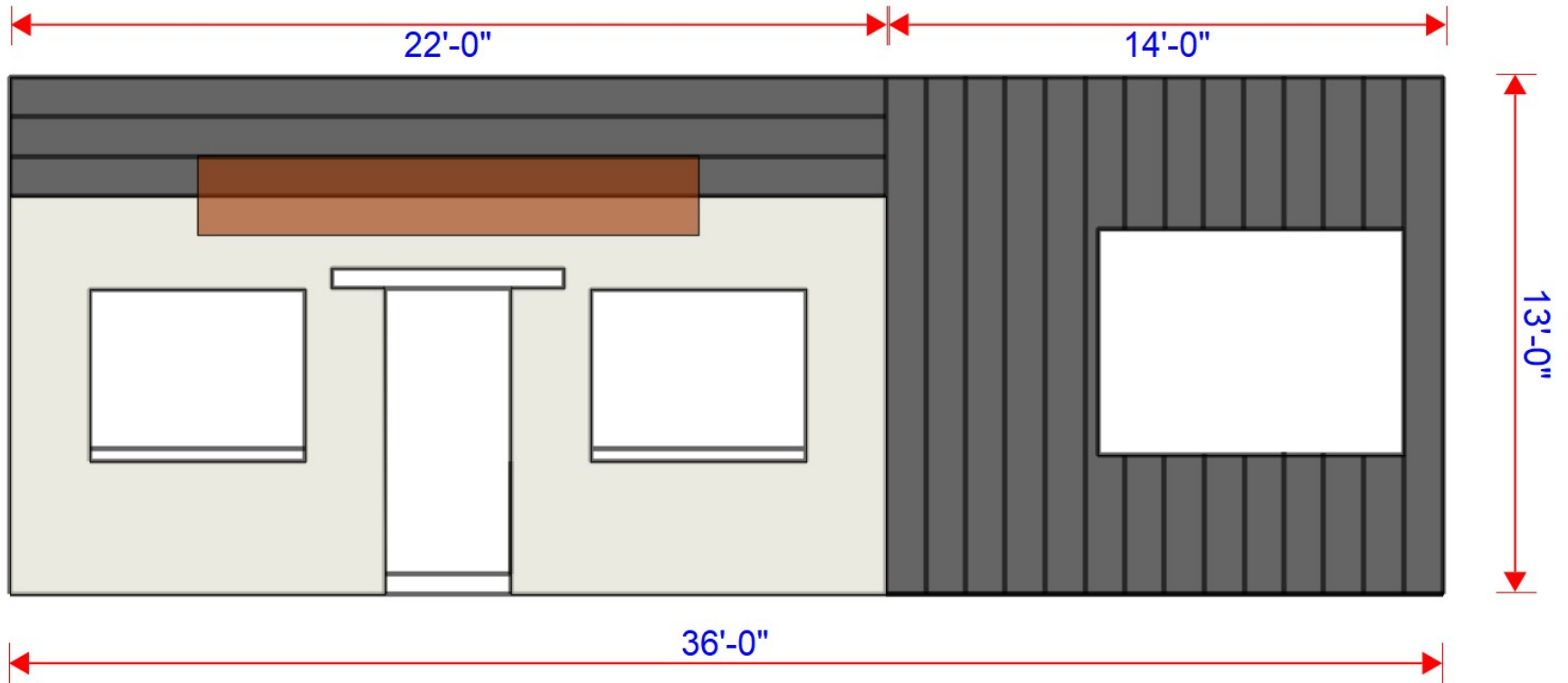
Additionally, the project leverages significant private investment already committed to interior improvements, ensuring that the exterior appearance matches the quality and professionalism of the business operating inside.

Request to the Board

Given the scope of the improvements, their long-term value, and strong alignment with BEEP objectives, I believe this is a high-quality project deserving of funding consideration.

The board is being asked to approve the standard 50% BEEP contribution of \$13,357.50 toward the \$26,715 exterior enhancement project.

Please let me know if you need any additional information ahead of your discussion.









Taggert,

Thank you for the information on this great opportunity to gain assistance from the City with exterior improvements of 117 1st Avenue NW in downtown Austin. This is an amazing program that gives us the ability to spend extra funds on upgrades which will create a more professional aesthetic for the business we are starting, and also update a historic building that is in desperate need of help.

My wife, Kaitlan Wagner, and her partner, Kellie Jorgenson, will open a new business at this location on 1/1/26. Their company is called Sync Health, and will focus on hormone optimization for men and women, medical weight loss, IV infusion, and overall health and wellness. With initial help from our landlord Terry Hall in updating mechanical / electrical / plumbing, and our investment for tenant improvements, the overall budget for remodel/buildout is roughly \$150,000. We are progressing well with the interior buildout and are hoping to perform storefront improvements as well which would greatly improve not only the curb appeal of 1st Avenue, but the overall aesthetic of downtown Austin.

Please see attachment #1 which shows an elevation of proposed storefront improvements. Construction will consist of removal and replacement of aluminum windows and East storefront entrance, infilling West entrance with CMU, installing metal panel on West half of building and wrapping metal panel above new door to tie into brick finish, and finally, staining of brick. You can also see attached the metal panel color, style selection, & product data, color of brick stain, and picture of existing condition. Please see summary of costs below:

- **Removal / replacement of 3 aluminum windows & East storefront entrance \$9,165**
- **Modify openings for new storefront systems 3,000**
- **Infill of West entrance with CMU 1,500**
- **Staining of existing brick 1,500**
- **Metal panel material 6,750**
- **Metal panel installation 5,000**

Total \$26,715

Please see attachment #3 which highlights the existing condition of North wall, for West half of building, where the majority of metal panels would be installed. This wall assembly consists of a layer of plaster, 8" of clay tile, and another layer of plaster. As you can see attached, the existing condition of plaster is broken down, hence the later addition of plastic fake brick veneer. The removal of plastic and replacement with metal panels would be a significant upgrade to the life and appeal of this building for the long-term. As noted above and on our sketch elevation in attachment #1, the metal panels do wrap over actual brick above the main entrance as well, but this is just to aesthetically tie the two different veneers together.

For more information on West half of building, see attachments #4 and #5. We were able to locate a couple of historical photos which confirms the original construction was the plaster system and wall assembly described above.

Please review our proposal and let me know if you have any questions. We have quotes for all material / work activities listed above, other than metal panel installation and labor to modify existing openings for new storefront systems, which are budgeted from The Joseph Company to

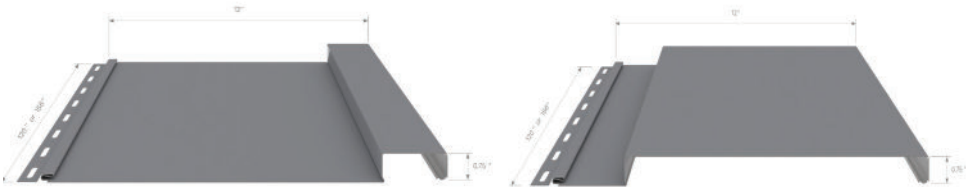
minimize cost. Sync Health is tentatively scheduling opening for business on 1/1/26 and think this would be a huge improvement that would increase attention from the market immediately. Thank you again for the opportunity and we look forward to discussing further.

Dolan Wagner, CPA
The Joseph Company, Inc.
Project Manager



BOARD AND BATTEN (BB)

REVERSE BOARD AND BATTEN (RBB)



DESCRIPTION

Profile designed for wall installation only and vertical or horizontal installation (RBB only). These profiles give you the contemporary, timeless, and authentic style that is all the rage in the world of modern design. Play around with contrasts by going multi-tone or select one of our hyperrealistic wood colors.

WARRANTY

Since we use a superior grade of steel and an unparalleled painting process that ensures longevity, MAC offers its customers a 40-year Quiet Guarantee.



INSTALLATION WARRANTY

In the event that a problem occurs during the siding installation, it is important to notify the supplier prior to the installation of more than 180 sq. ft. (the equivalent of 2 boxes) to ensure that the warranty applies. Beyond 180 sq. ft., the responsibility for the installation lies with the installer.



PHYSICAL DATA OF THE PROFILE

Dimensions	
Standard length	120 in (3048 mm) 156 in (3962mm)
Height (covered)	12 in (304.8 mm)
Thickness (depth)	0.75 in (19.1 mm)
Weight (per panel)	10 ft: 10.7 lbs (4.8 kg) 13 ft: 13.8 lbs (6.3 kg)
Screw holes (openings)	0.75 x 0.1875 in (19 mm x 4.8 mm)
Screw holes intervals	1.5 in (38.1mm)
Available gauge Galvanized Z275 (G90) 33 SS (230) grade steel as per ASTM A653/A653M	
Gauge	26 g
Packaging details	
Box contents	9 panels of 120 in (3 048mm) 156 in (3 962mm)
Total surface area	90 sq. ft. / box (8.36 sq. m.)
Box dimensions BB 10 ft	120.125 x 14.75 x 3.938 in (3051.18 x 374.65 x 100 mm)
Box dimensions Reverse BB 10 ft	120.125 x 13.5 x 4.125 in (3051.18 x 342.9 x 104.78 mm)
Box dimensions BB 13 ft	156.125 x 14.75 x 3.938 in (3965.58 x 374.65 x 100 mm)
Box dimensions Reverse BB 13 ft	156.125 x 13.5 x 4.125 po (3965.58 x 342.9 x 104.78 mm)
Box weight	• 10-ft panel box 100 lbs (45.5 kg) • 13-ft panel box 130 lbs (59.1 kg)
Single package size	26 x 32 (max) x 120 in 7 boxes
Pallet package size	49,5 x 35 x 124 (or 160) in 18 boxes
* Wooden rack packaging for custom orders. Dimensions may vary.	
Premixed wood grain panel shades in every box for the WOOD COLLECTION	
Installation direction	
Installation orientation	horizontal (RBB) vertical (BB & RBB)

BOARD AND BATTEN & REVERSE BOARD AND BATTEN

Data Sheet



Prefinished Steel Wall Profile Without Visible Screws

TESTS

WIND RESISTANCE

Resistance to overload due to uniformly distributed static pressure-related winds, according to ASTM STANDARD D5206-06a.

Resistance type	Pression
Breaking pressure of a component (BB only) Failure mode - nailing tape (16 in c/c)	2334 Pa (49 psf)
Breaking pressure of a component (BB only) Failure mode - nailing tape (24 in c/c)	2554 Pa (53 psf)

FIRE RESISTANCE

- Tested to ASTM-E2768 for use in non-combustible construction in Wildland Urban Interfaces in California (required for WUI listing).
- Tested as per CAN/ULC-S135 for use in non-combustible constructions.
- Tested as per ASTM E84 for non-combustible construction (Class A category).
- Classified 0 Flammability Hazard, according to the NFPA Rating Explanation Guide.

TYPE OF TEST	DESCRIPTION	BB STATUS	REVERSE BB STATUS
CAN/ULC-S135	Fire resistance (CAN)	Compliant	Compliant
ASTM E84	Fire resistance (USA)	Class A	Class A
W.U.I.	Wildland Urban Interface accreditation	Inscription 8140-2358-0500	Inscription 8140-2358-0500
ASTM D5206-06A	Maximum sustained pressure	2333.8Pa (49 psf) 16 in c/c 2553.6Pa (53 psf) 24 in c/c	In progress
ASTM E330	Plank deflection under wind pressure (Tested for these variables, the results are available upon request)	2250Pa (49 psf) 16 in c/c 2500Pa (53 psf) 24 in c/c	In progress
ASTM E283	Air leakage of the wall assembly	Compliant	Compliant
FBC	Florida Building Code accreditation	In progress	In progress
TDI	Texas Department of Insurance accreditation	EC-148 Evaluation	In progress
Miami Dade, ASTM E1886, E1996, TAS 202 & TAS 203	ZHLA.63 Hurricane Resistance accreditation	Non tested	Non tested

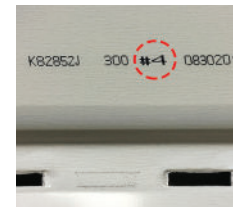
TEXTURAL III & IV PAINT SYSTEM

We apply TEXTURAL paint technology to all of our products to ensure their superior quality. Each of the colors from the wide range we offer create unparalleled depths of hue and texture, perfectly reproducing noble materials such as oxidized copper, zinc, and wood, while eliminating unwanted glare from the sun through clean matte surface finishes.

IMPORTANT | WOOD COLLECTION

All the colors in the Wood Collection are available in six different planks of various wood grains and shades. Each of the planks is identified on the back side with a sequence of numbers from 7 to 9 in bold characters preceded by the # sign.

*It is important to pay particular attention to this, and to install the panels in random order to optimize the wood effect. To avoid creating a "wallpaper" effect, never reproduce the same installation sequence.



plank #



3 planks | 6 shades



mixed shade result

ENVIRONMENT

Placing the environment at the heart of our priorities, all of our products are made from 86% recycled material and are 100% recyclable at the end of their life, in addition to contributing to the following LEED points :

- Recycled steel content (LEED – Credit 4.1 & Credit 4.2)
Valid for all coatings (roofs and walls)
- Reduction of Heat Islands (LEED – Credit 7.2)
Valid for roof coverings with slopes > 2/12 depending on the solar reflectance index (ISR or SRI greater than 29) corresponding to the chosen color (roofs only)



BOARD AND BATTEN & REVERSE BOARD AND BATTEN

Data Sheet



Prefinished Steel Wall Profile Without Visible Screws

INSTALLATION SURFACES

- On plywood (min. thickness 5/8 in)
- On wood furring (16 in [406 mm] or 24 in [609 mm] center/center)
- On metal furring (16 in [406 mm] or 24 in [609 mm] center/center)

Note: All furring strips must be level horizontally and vertically to permit installation according to accepted practice and to obtain a good final installation result.

ASSEMBLY

- Join panels across their widths by using clips to cover and protect the screw holes.

FIXATION

- The M50H drip flashing must be installed behind the furring and weather barrier for Board and Batten & Reverse Board and Batten profiles. It should be levelled carefully, as this will determine the straightness of the structure.
- Before starting the installation, refer to the videos and installation guides to make sure you have all the tools and accessories you need to begin.
- A methodical verification of the work must be done every 3 or 4 sheets in order to detect possible anomalies.
- Continuous installation of drip moldings, starter moldings, inset/outset corner pieces, corner pieces, borders, soffits, moldings adjacent to doors and windows according to the manufacturer's recommendations.
- Set a screw every 16 or 24 inches (406 or 609.6 mm) in the center of the holes (openings) provided for this purpose.
- If the wall exceeds 30 ft, it is recommended to use vertical expansion molding to assist the material.
- When there are several floors to cover, it is important to put horizontal transition molding on your structure, on every floor.
- When necessary, cut the panels into lengths, using only a specialized MAC guillotine, sheet metal scissors, or a steel nibbler. Please refer to the cutting recommendation leaflet for all details and models.
- Installation of MAC siding products on ZIP system Insulated R-Sheathing Panels, or on other dual composite panels made from softer materials than wood, is not recommended. This type of panel doesn't offer a good rigid mounting surface for the MAC products and will allow for movement and deformation under varying weather conditions and levels of sun exposure, and lead to oil canning.

FASTENING

MAC is proud to offer you a screw system adapted to its profiles. The screws used to screw our products must meet the STM B-117 2000h standard. The use of MAC screws designed for our profiles is strongly recommended.

Use the MAC K-LATCH Century or MAC K-LATCH Self-drilling 1 1/4- or 2 1/2-in wood screws depending on the type of furring or surface to be fastened.

The screws should be set with moderate contact on the clip part of the panel to avoid impeding the expansion of the metal. The screws must not exert any upward or downward pressure to avoid deforming the siding or opening the panels at the joints. Remove the protective film from the siding prior to installation to facilitate a good visual inspection of the quality of the installation and in order to make appropriate corrections as installation progresses.



A058.250
K-LATCH High-end
Century Screw
1.25 in



A053.250
K-LATCH
Self-drilling Screw
1.25 in



ACCESSORIES & MOLDINGS

With an eye for detail, MAC offers a series of accessories compatible with its profiles to ensure a perfect finish. Discover our moldings, arches, soffits, vents, screws, and snow gates offered in our unique color series.

All standard moldings such as transition trim, inside/outside corners, and drip moldings are available from the MAC manufacturer or distributors in 10 ft (3048 mm) lengths. Please refer to the website for the complete molding and flashing guide. Custom moldings are available in 10 ft (3048 mm) lengths upon request. They can be manufactured by MAC or by a forming company from flat rolls supplied by MAC.

RESOURCES

To help you in the realization of your project, we have made all of the CAD, REVIT, and DWG drawings, as well as the videos and technical guides of our profiles, available for you to use on website. Find these resources in the PRO Space of each.





FLICKERTAIL CAFE, 119 West Maple Street

BIGGEST SANDWICH "BUY" IN TOWN



5 MAID RITE SANDWICHES For One Dollar

Just phone HE 3-6247 and your
TAKE-OUTS will be ready when
you arrive.

Free Coffee if you have to wait
for your TAKE-OUTS.

KEN & JO'S MAID RITE CAFE

119 W. Maple, by Kneuer's Mkt.