



# PORT AUTHORITY OF WINONA

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## AGENDA

**DATE:** November 20, 2006  
**TIME:** 4:00 P.M.  
**PLACE:** Council Chambers, City Hall

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1. **CALL TO ORDER - APPROVAL OF MINUTES**

Approval of the minutes from the October 12, 2006 meeting.

2. **REMARKS BY PRESIDENT**

3. **OLD BUSINESS**

**A. Public Hearing – Sale of land to Habitat for Humanity Winona County**

Pursuant to a public hearing notice published on November 7, 2006, the Port Authority Commissioners are requested to consider the sale of a parcel of property in the proposed Edward Street Subdivision to Habitat for Humanity Winona County. The parcel is Lot 5, Block One and is zoned R-1 for residential development. The sale is contingent on approval of the Final Plat by the City.

**B. Transfer of Funds**

The Port Commissioners are asked to approve a transfer of funds from the General Fund to the Riverbend Industrial Park Improvement Fund to cover the costs of the Technology Park Improvements.

4. **NEW BUSINESS**

**A. Entrepreneur Event Sponsorship**

The Port Authority has been asked to assist in sponsorship of an Entrepreneurial Event to be held on December 12, 2006.

5. **FINANCIAL REPORTS**

6. **ADJOURNMENT**

<b>PORT AUTHORITY AGENDA ITEM</b>
<b>AGENDA ITEM: Approval of Minutes</b>
<b>DATE: November 20, 2006</b>

Following are the minutes from the October 12, 2006 meeting for Commission's review and approval.

# PORT AUTHORITY OF WINONA MINUTES

**DATE:** October 12, 2006

**PRESENT:** President Cichanowski, Commissioners Borzyskowski, Johnson Thurley, Kiekbusch, Glubka, Schwab and Executive Secretary Sorensen

**ABSENT:** None

## 1. CALL TO ORDER – APPROVAL OF MINUTES

The meeting was called to order at 4:00 p.m. by President Cichanowski. A motion to approve the minutes from the September 14, 2006 meeting was made by Commissioner Borzyskowski, seconded by Commissioner Thurley. The motion carried with all Commissioners present voting aye.

## 2. REMARKS BY THE PRESIDENT

President Cichanowski congratulated Coda Composites of Winona on a recent award that they received from the Southern Minnesota Initiative Foundation. The award was part of the 20 in 20 awards at a regional recognition luncheon. Coda received \$5,000 for their commitment to innovation and collaboration.

## 3. NEW BUSINESS

### A. *Port Authority Extended Contract for Commercial Dock Lease*

The lease with CD Corporation for operation of the Port Authority Commercial Dock expires in 2006. The Port Authority Riverfront Committee is working with users of the harbor to create a more efficient lay out which may affect the Commercial Dock. While the process of looking at the facility and users in the harbor is being reviewed, staff and the Riverfront Committee recommend extending the lease with CD Corporation for one year. A motion to approve the President and Executive Secretary to enter into an extended lease agreement was made by Commissioner Thurley, seconded by Commissioner Kiekbusch. All Commissioners present voted aye.

### B. *Port Authority License Agreement for Barge Fleeting*

Port Authority Commissioners were informed that letters were accepted for barge fleeting operations in the Commercial Harbor area. The current license agreement has expired and a new agreement would be put in place beginning with the 2007 shipping season. Staff summarized components of the new agreement which consists of:

- A five year license agreement with two renewals for a total of 15 years
- Non renewal would occur only in the case of nonperformance by Artco

- A license fee with a schedule as follows:

Year	Annual Fee
2007- 2011	\$90,000
2012-2014	\$110,000
2015-2016	\$115,000
2017-2019	\$125,000
2020-2021	\$130,000

Total \$1,645,000 over fifteen years

- Other terms and conditions included in the existing lease agreement.

A motion to authorize the President and Executive Secretary to enter into a license agreement with those components was made by Commissioner Thurley, seconded by Commissioner Kiekbusch. The motion carried with all Commissioners present voting aye.

**C. Award to Coda Composite Company**

As mentioned in the President's remarks Coda Composite was awarded with \$5,000 from the Southern Minnesota Initiative Foundation. The check for the award was made out to the Port Authority of Winona and staff is asking Commissioners to approve accepting \$5,000 and to issue a check to Coda Composite Company for the \$5,000. A motion was made by Commissioner Glubka, seconded by Commissioner Johnson. The motion carried with all Commissioners present voting aye.

**D. Transfer of Funds**

Port Authority Commissioners were asked to review and approve a transfer of funds from the general fund to the Riverbend Industrial Park Improvement Fund to cover costs related to the construction of Technology Park. Fund 947 currently has a deficit balance. Staff recommends a transfer from 911-49109-8029 of \$250,000 into fund account number 947-39109. A motion to make such a transfer was made by Commissioner Borzyskowski, seconded by Commissioner Schwab. The motion carried with all Commissioners present voting aye.

**4. FINANCIAL REPORTS**

Staff reported on the financial reports of the Port Authority including the Revolving Loan Fund. Staff informed the Port Authority Commissioners that a new loan was made to Harry Vardon Sejung USA Company which expanded operations in Winona.

5. **OTHER BUSINESS**

Prior to adjournment, Commissioner Glubka asked about the status of the Winona County Historical Society project and action that took place at the Port's last Port Authority meeting of September 14, 2006. In particular, Commissioner Glubka wanted to know what action the County had taken since the Port Authority approved replacement parking for County employees. Staff reported that they informed the County about the Port Authority's actions.

6. **ADJOURNMENT**

A motion to adjourn the meeting was made by Commissioner Thurley, seconded by Commissioner Johnson, the motion carried with all Commissioners present voting aye.



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Lucy McMartin  
Program Development Director

## PORT AUTHORITY AGENDA ITEM

**AGENDA ITEM:** Sale of Land- Habitat for Humanity

**DATE:** November 20, 2006

Pursuant to a public hearing notice published on November 7, 2006, the Port Authority Commissioners are requested to consider the sale of a parcel of property in the proposed Edward Street Subdivision to Habitat for Humanity Winona County. The parcel is Lot 5, Block One and is zoned R-1 for residential development.

The Port Authority approved the concept of platting the lots and selling one lot to Habitat for \$1.00 and costs related to platting at the July 13, 2006 meeting. Port Authority Staff proceeded with the development of a plat with remaining land from the Pelzer Street Reconstruction Project. The Port Authority is requesting approval of a Final Plat at the City Council meeting this evening for the subdivision which consists of a total of five lots. A plat is attached for your information.

The property would be sold to Habitat for \$2,750.00 which would cover a proportional share of costs in developing the plat and related fees. The sale is contingent upon final plat approval.

Following the Public Hearing, if the Commissioners concur, a motion to approve the following resolution approving the sale of property to Habitat for Humanity Winona County, and authorizing the execution of the Purchase Agreement and Deed would be appropriate:

### RESOLUTION

**WHEREAS**, the Port Authority of Winona, pursuant to Minnesota State Statutes, Section 458.196, did place a notice, a copy of which with proof of publication is on file in the office of the Port Authority of Winona, of a public hearing of the proposed sale of property owned by said Port Authority in a legal newspaper, said hearing to be held to determine whether it is in the best interest of the district and the people thereof, and that furtherance of the general plan of the Port Authority development and industrial development to sell the land described in Exhibit "A" attached hereto, and

**WHEREAS**, Habitat for Humanity Winona County, has submitted a proposal to purchase said property described in Exhibit "A" which property is owned by the Port Authority of Winona; and

**PORT AUTHORITY AGENDA ITEM 3A  
PUBLIC HEARING-SALE OF LAND TO HABITAT FOR HUMANITY WINONA COUNTY  
NOVEMBER 20, 2006**

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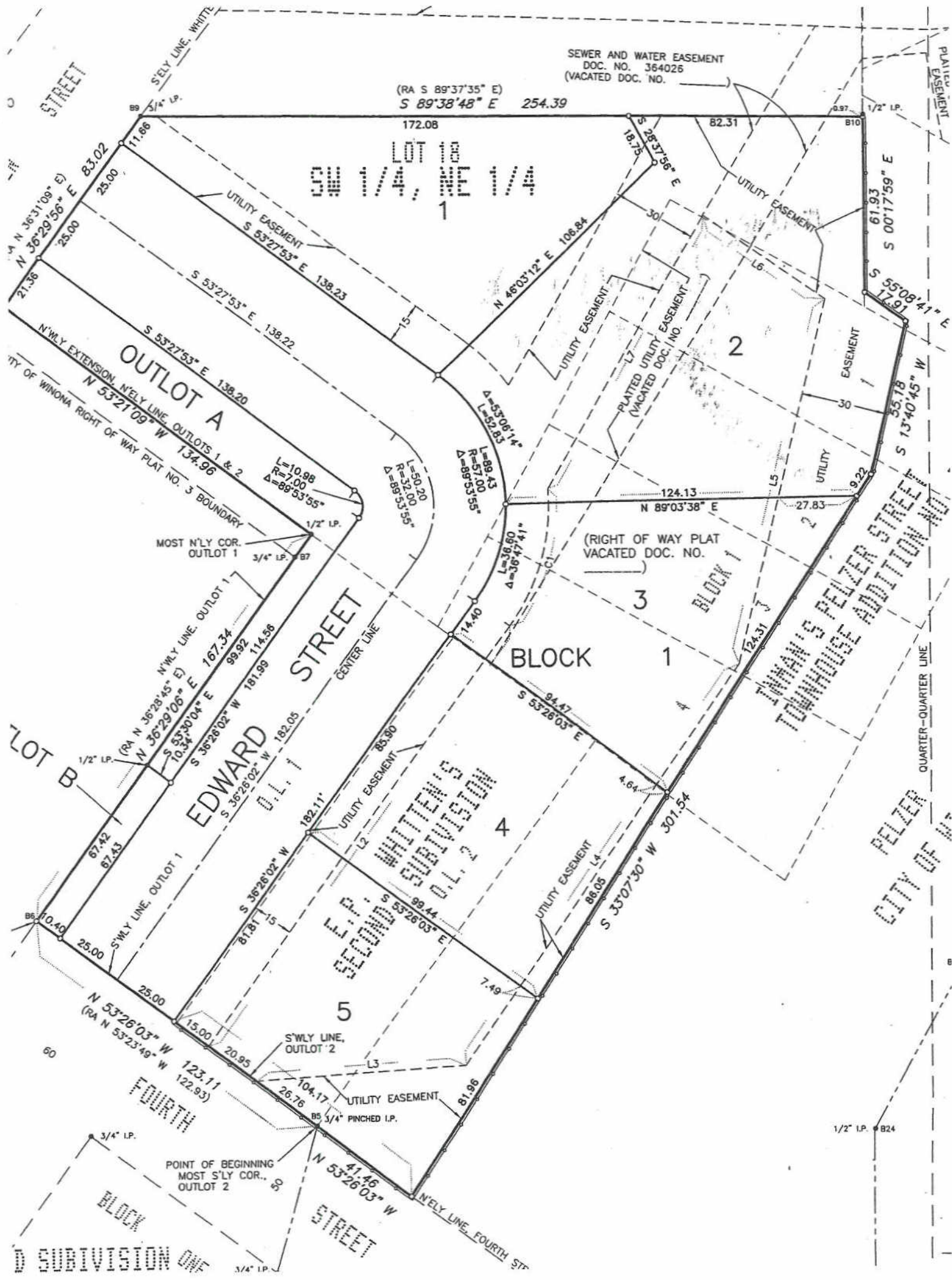
**WHEREAS**, the Port Authority has investigated the facts of the proposed sale of said land and terms and conditions of said sale, and proposed use of said property and the relationship to the City of Winona and its business facilities of the Port Authority of Winona in general; and

**WHEREAS**, the proposed project, presented by **Habitat for Humanity Winona County** meets the terms and conditions set forth by the Port Authority of Winona as its guide in determining if such proposals are in the best interest of the Port Authority district and the public.

**NOW, THEREFORE, BE IT RESOLVED** by the Port Authority of Winona:

1. That the Board of Commissioners of the Port Authority of Winona hereby finds, determines, and declares that it is in the best interest of the Port district and the people thereof and in furtherance of the general plan to sell said real estate to **Habitat for Humanity Winona County**.
2. The actions of the Executive Secretary of the Port Authority of Winona in causing public notice of the proposed sale and in describing the terms and conditions of such sale, which have been available for inspection by the public at the office of the Port Authority from and after the publication of the hearing, are in all respects ratified and confirmed.
3. The property is being sold for **\$2,750.00**

Dated this **20th** day of **November 2006**.



SW 1/4, NE 1/4  
 LOT 1

OUTLOT A

BLOCK 1

WHITTEW'S  
 SUBDIVISION

LOT 5

FOURTH STREET

STREET

PELZER STREET  
 TOWNHOUSE ADDITION

CITY OF WINONA

SEWER AND WATER EASEMENT  
 DOC. NO. 364026  
 (VACATED DOC. NO.)

(RIGHT OF WAY PLAT  
 VACATED DOC. NO.)

POINT OF BEGINNING  
 MOST S'LY COR.,  
 OUTLOT 2

(RA S 89°37'35" E)  
 S 89°38'48" E 254.39

L=10.98  
 R=7.00  
 Δ=89°33'55"

Δ=53°06'14"  
 L=52.83  
 L=88.45  
 R=51.00  
 Δ=89°33'55"

L=38.80  
 Δ=36°47'41"

L=86.05

(RA N 53°26'03" W)  
 N 53°23'49" W 122.93

(RA N 53°26'03" W)  
 N 53°26'03" W 41.46

1/2" I.P. B24

S 00°17'59" E  
 61.93

S 55°08'41" E  
 17.91

S 13°40'45" W  
 55.78

N 89°03'38" E  
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S 33°07'30" W  
 301.54

S 53°26'03" E  
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S 36°26'02" W  
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S 36°26'02" W  
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## PORT AUTHORITY AGENDA ITEM

**AGENDA ITEM:** Transfer of Funds

**DATE:** November 20, 2006

The Port Commissioners are asked to approve a transfer of funds from the General Fund to the Riverbend Industrial Park Improvement Fund to cover the costs of the Technology Park Improvements. The Port Authority authorized action at their last meeting but it was not enough to cover the costs incurred to date in that fund.

The 2006 Budget for Technology Park Construction was \$769,000. The bid to complete the project was \$1,190,000 and actual costs will be \$1,306,000 due to quantity increases in the contract. An additional transfer of \$133,000 is needed to cover costs for the project.

Staff would recommend the following transfer of funds:

911-49109-8029	Transfer Out	\$133,000
947-39109	Increase	\$133,000

If the Commissioners concur, a motion to authorize the transfer would be appropriate.

## **PORT AUTHORITY AGENDA ITEM**

**AGENDA ITEM: Sponsorship of Entrepreneur Event**

**DATE: November 20, 2006**

Port Authority of Winona has been asked to assist in sponsorship of an Entrepreneurial Event to be held on December 12, 2006 at Maxwell Leadership Center at Winona State University. The event is being coordinated by the Winona County Economic Development Authority. There would not be a fee involved for the Port Authority of Winona.

The event on December 12, 2006 will bring in speakers who have established inventor and entrepreneur clubs in their communities and region. The goal is to assist in developing a similar network or club in the Winona region. Winona State University, Southeast Technical College, and other organizations have been meeting to facilitate a local entrepreneur network. Judy Bodway is a participant in this entrepreneur network group.

If the Commissioners concur, a motion to approve sponsorship would be appropriate.