

PORT AUTHORITY OF WINONA MINUTES

DATE: December 9, 2004

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

ABSENT: Commissioners Glubka and Johnson

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

The meeting was called to order at 4:00 p.m. by President Cichanowski. A motion was made by Commissioner Schwab, seconded by Commissioner Thurley, to approve the minutes from the November 18, 2004 meeting. The motion carried with all Commissioners present voting aye.

2. **REMARKS BY THE PRESIDENT**

President Cichanowski wished everybody a Happy Holiday Season.

3. **NEW BUSINESS**

A. **Transfer of Funds.**

Port Authority Commissioners reviewed a staff recommendation to transfer \$1,000,000.00 in the Riverfront TIF to the Pelzer Street Project. The funds were approved in the 2005 Budget but are needed now. Assistant Executive Secretary Judy Bodway reported that the funds are needed for the acquisition and relocation costs for that street reconstruction project. A motion to approve the transfer was made by Commissioner Borzyskowski, seconded by Commissioner Kiekbusch. The motion carried with all commissioners present voting aye.

B. **Presentation of the 2004 Winona Commercial Harbor Survey.**

The Commercial Harbor Survey was summarized by Lucy McMartin, Port Authority Staff. Over 2.2 million tons of commodities are handled through the harbor annually making Winona the third largest Minnesota Port along the Mississippi River. The report was conducted as a result of meetings held between Port Authority Riverfront Committee and businesses that use the river. It was noted that the economic impact of the harbor is quite significant for the Winona area. The survey will be placed on file.

4. FINANCIAL REPORTS

Finance Director Mary Burrichter reported that the City Finance Department is using new software and will be preparing reports for the next Port Authority meeting for their review.

5. RECESSED

Port Authority Commissioners recessed the Port Authority meeting until December 20th at 5:30 p.m. at which time they will have a joint meeting with the City Council and the Port Authority regarding The Great River Shakespeare Festival. The motion to recess the meeting was made by Commissioner Kiekbusch, seconded by Commissioner Borzyskowski. A vote to recess the meeting was taken with all Commissioners present voting aye.

DATE: December 20, 2004

PRESENT: President Cichanowski, Commissioners Thurley, Johnson, Glubka and Borzyskowski and Executive Secretary Eric Sorensen

ABSENT: Commissioners Schwab and Kiekbusch

1. OPENED RECESSED MEETING

President Cichanowski opened the recessed meeting on Monday, December 20, 2004.

2. REMARKS BY THE PRESIDENT

President Cichanowski had no remarks.

3. NEW BUSINESS

A. Shakespeare Festival.

The Port Authority listened to a presentation in conjunction with the City Council regarding the Great River Shakespeare Festival and their request for funds for marketing the Winona Community. Gary Evans representing the Board of Directors for the Great River Shakespeare Festival and Producing Director Mark Hauck presented information to the Council and Port Authority regarding their vision and planning for the Shakespeare Festival to continue in Winona. Approximately 6,000 tickets were sold in the 2004 season and they feel that will increase approximately 20% for

2005 and grow thereafter each year. The GRSF Board is seeking a commitment of \$25,000 per year for 3 years from the Port Authority for marketing efforts to promote Winona and the GRSF. Commissioners asked about the approach that would be taken to market the festival. Mark Hauck explained that all forms of media TV, radio print and direct mail will be used and additionally festival guide will be mailed out and inserts will be put in newspapers including the Twin Cities, Ames and Des Moines, Iowa areas. General discussion regarding the festival and its positive impact on the community was discussed. A motion was made by Commissioner Glubka, seconded by Commissioner Borzyskowski to approve of the resolution where by the Port Authority would commit the \$25,000 annually for 2005, 2006 and 2007. The motion carried with Commissioners Johnson, Glubka and Borzyskowski voting aye, and Commissioners Thurley and Cichanowski abstaining.

RESOLUTION # 614

WHEREAS, the Port Authority of Winona supports the Great River Shakespeare Festival; and

WHEREAS, the Festival provides the Port Authority with a unique opportunity to market the community; and

WHEREAS, tourism is a growing segment of the Winona community; and

WHEREAS, tourism is an important part of Winona's economic development and specifically downtown Winona's growth; and

WHEREAS, the Great River Shakespeare Festival held a successful 2004 season with a positive impact on the community; and

WHEREAS, a public investment to the Festival will assist in the success of the next three seasons of this long term activity; and

WHEREAS, this investment will be used for the marketing of the Festival and the Winona community.

NOW, THEREFORE, BE IT RESOLVED that the Port Authority of Winona will invest \$25,000 in the Great River Shakespeare Festival for the 2005, 2006 and 2007 seasons.

BE IT FURTHER RESOLVED that the Port Authority of Winona investment will come from the Port Authority General Fund.

B. Amendment to Engineering Service Contract for Louisa Street.

Commissioners reviewed a request for additional engineering services for Louisa extension project. WHKS submitted an amendment to the contract for \$43,600 to cover additional engineering services. Staff reported that the additional services are being required due to an expanded project and requirements of MnDOT. Staff noted that the original contract was for \$256,650 with WHKS which was approved in April of 2004. Port Authority Commissioners discussed whether or not MnDOT or City Engineering could provide some of the necessary tasks noted in the WHKS amended contract. They further explored the idea of re-bidding the project in its entirety as far as engineering services. They noted their displeasure at the change order and the request for the increase in the contract price over that approved in April 2004. The motion to approve the additional engineering services was made by Commissioner Thurley, seconded by Commissioner Borzyskowski. The motion carried with all Commissioners present voting aye.

C. Sedimentation Basin Project.

A resolution was presented to the Port Authority Commissioners to accept work and final contract price of \$363,193.62 for the Sedimentation Basin Project which was part of the plan and dredging Lake Winona. A motion was made by Commissioner Glubka, seconded by Commissioner Johnson. The motion to approve the resolution carried with all Commissioners present voting aye.

RESOLUTION # 611

WHEREAS, a contract was let for the Sedimentation Basin Project;
and

WHEREAS, the contract has been completed according to plans and specifications and approved by the City Engineer; and

WHEREAS, the final cost of the project is \$363,193.62.

NOW, THEREFORE, BE IT RESOLVED by the Port Authority of Winona that they accept the final work and final cost of \$363,193.62.

D. Schain Industrial Park Fill Project.

Commissioners reviewed the resolution to except the work and final contract price for \$211,413.79. This work was to fill Schain Industrial Park which was completed by Brannt Excavating. A motion to approve the

resolution was made by Commissioner Johnson, seconded by Commissioner Glubka. All Commissioners present voted aye.

RESOLUTION # 612

WHEREAS, a contract was let for the Schain Industrial Park Fill Project; and

WHEREAS, the original contract price for these improvements is \$211,413.79; and

WHEREAS, change orders to the contract price have been issued in the amounts of \$24,895.66 and \$2,452.13 bringing the contract price to \$211,413.79; and

WHEREAS, the contract has been completed according to the plans and specifications; and

WHEREAS, the final price for the improvements is \$211,413.79.

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

1. The Port Authority of Winona hereby accepts the work.
2. The Port Authority approves change orders in the amount of \$27,347.79.
3. The Port Authority of Winona hereby approves the final cost of \$211,413.79.

E. Watermain and Sanitary Sewer – Riverbend Road

Commissioners were requested to review and approve the resolution for final work and acceptance of the contract price of \$90,136 for extension of watermain and sanitary sewer in the Riverbend Industrial Park area to serve businesses in that park including Wenonah Canoe. A motion to approve the project was made by Commissioner Borzyskowski, seconded by Commissioner Thurley. It was called for a vote with Commissioners Thurley, Johnson, Glubka, Borzyskowski voting aye, and Commissioner Cichanowski abstaining.

RESOLUTION # 613

WHEREAS, a contract was approved for the Watermain and Sanitary Sewer Project in Riverbend to serve Wenonah Canoe expansion project; and

WHEREAS, the original contract price for these improvements was \$78,694.00; and

WHEREAS, the increase in project costs of \$11,442.00 brings the contract price to \$90,136.00; and

WHEREAS, the contract has been completed according to the plans and specifications; and

WHEREAS, the final price for the improvements is \$90,136.00.

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

1. The Port Authority of Winona hereby accepts the work.
2. The Port Authority of Winona hereby approves the final cost of \$90,136.00.

4. ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Johnson, seconded by Commissioner Borzyskowski. All Commissioners present voted aye. The meeting was adjourned at 7:00 p.m.

Judith Bodway
Director of Economic Development