

PORT AUTHORITY OF WINONA

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AGENDA

DATE: September 8, 2005
TIME: 4:00 P.M.
PLACE: Council Chambers, City Hall

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

Approval of the minutes from August 4 and August 22, 2005 meetings.

2. **REMARKS BY PRESIDENT**

3. **OLD BUSINESS**

A. ***Sale of Property to Dawn Singer***

Dawn Singer is proposing to purchase Port Authority property along Fifth Street, part of the Pelzer Street Project area, for \$5000 plus recording fees. If the Commissioners agree with the proposed purchase, a motion to approve the attached resolution would be appropriate.

4. **NEW BUSINESS**

A. ***Comprehensive, Downtown and Riverfront Planning Process***

The Port Authority is requested to fund \$50,000 for the Riverfront Planning element which is part of the larger comprehensive Planning process being undertaken. The City of Winona will be committing \$100,000 for a total cost of \$150,000.

If the Commissioners concur, a motion to approve the request and 2005 budget amendment would be appropriate.

B. ***Final Payment for Menard Road Part B***

Menard Road Part B has been completed and approved by the City Engineer. The Port is requested to approve the attached resolution accepting the work, approving the change orders and approving the final cost of \$185,748.04.

If the commissioners concur, a motion to approve the resolution would be appropriate.

5. **ADJOURNMENT**

PORT AUTHORITY OF WINONA MINUTES

DATE: August 4, 2005

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

ABSENT: Commissioners Kiekbusch 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 Borzyskowski, seconded by Commissioner Thurley, to approve the minutes from the July 14, 2005 meeting. The motion carried with all Commissioners present voting aye.

2. **REMARKS BY THE PRESIDENT**

President Cichanowski had no remarks.

3. **NEW BUSINESS**

A. **Decertification of the Riverfront Tax Increment District**

Staff recommended to the Port Authority the decertification of the Riverfront Tax Increment District. The Riverfront TIF was created in 1981 and was a 25 year redevelopment district. A number of projects were successfully completed under this TIF. The Minnesota State Legislature did not approve extending this TIF district as requested by the City of Winona to assist in the Pelzer Street Reconstruction Project. Commissioners approved of the decertification request and a motion for the following actions was made by Commissioner Schwab, and seconded by Commissioner Glubka.

Action # 1 – Approval and transfer of all remaining funds to the Pelzer Street Account.

Action # 2 – Approve the Decertification of the Riverfront Tax Increment District as per the following resolution:

RESOLUTION # 623

RESOLUTION DISSOVING RIVERFRONT ECONOMIC INDUSTRIAL DEVELOPMENT DISTRICT No. 2

WHEREAS, the Port Authority of Winona has heretofore created the Riverfront Economic Industrial Development District No. 2 within the Riverfront Redevelopment District; and

WHEREAS, the capital and administrative costs of the Tax Increment District as set forth in the Tax Increment Financing Plan have been paid or provided for; and

WHEREAS, there are no excess tax increments generated by the Tax Increment District.

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

1. The Port Authority hereby finds, determines and declares to dissolve the Riverfront Economic Industrial Development District No. 2 as of July 15, 2005.
2. The Director of Finance is hereby directed to send a copy of this resolution to the County Auditor of Winona County and to take all other steps which are necessary to dissolve the Riverfront Economic Industrial Development District No. 2.
3. The Port Authority requests that the Winona County Auditor retain any tax revenues for this District received after July 15, 2005 and to return those tax revenues to the appropriate tax jurisdictions.

Action # 3 – Request the Director of Finance to prepare and distribute the appropriate decertification documents.

The motion requesting those three actions was called for a vote and the motion carried with all Commissioners present voting aye.

B. 2005 Bond for Transportation Project

The Port Authority had requested the City Council approve a property tax levy for \$3,500,000 for transportation bond issues. This was to be for the Louisa Street project, however, MnDOT's review is pending & therefore the Louisa Project is not ready to move forward at this time. The Port Authority does have a responsibility to issue the 2005 Transportation Bonds since taxes were levied in 2005 for this purpose.

The Negotiating Committee of the Port Authority of Winona recommends using the \$3,500,000 transportation bond issue for the Pelzer Street Reconstruction Project. In light of the Minnesota State Legislature not approving the extension of the Riverfront Tax Increment Financing District a gap remains. With this bond issue a gap would be filled for the remaining part of the Pelzer project.

A motion to approve the use of \$3,500,000 for the Pelzer Street Construction and to have staff bring the bond sale documents to the Port Authority at a future meeting was made by Commissioner Schwab and seconded by Commissioner Thurley.

General discussion of this issue ensued by the Commissioners. Commissioner Borzyskowski noted the importance of the Louisa Street Extension and expressed to staff and others the importance to include Louisa Street as this area of town is growing and seeing an increase in traffic. Commissioners concurred that the Louisa Street Extension Project should be a priority for the City of Winona as they seek approval for the half cent sales tax.

The motion to approve the bond sale documents to be brought forward at a future date and to approve of the use of \$3,500,000 for Pelzer Street was called for a vote. All Commissioners present voted aye.

C. Port Authority Budgets for 2006

The Port Authority reviewed the budget for 2006. The general fund budget was reviewed and a note of the potential eight acre sale of land being included in the budget was noted by Assistant Executive Secretary Judy Bodway. Fund 947 was discussed which is the Infrastructure Fund for Riverbend. Staff noted that with the \$490,000 grant, the amount to transfer out of the Port's General Fund will be reduced. Other components of the budget were reviewed by staff for the Commissioners.

A motion to approve the budget was made by Commissioner Borzyskowski, seconded by Commissioner Thurley. The motion to approve the Port Authority budget was called for a vote. All Commissioners present voted aye.

It was noted that the budget included a request for an increase in the attorney fee from Richard Blahnik, the tax levy for the Pelzer Street Transportation Project was also included in the Port Authority budget.

A second component of the budget requested Port Authority Commissioners to review some changes to the 2005 Budgets. A motion was made by Commissioner Glubka and seconded by Commissioner Schwab to approve the following 2005 budget changes:

- 947 Riverbend Industrial Park Improvements-received grant of \$490,000 to be used in 2005 and 2006.

Revenues

Add state grant revenue of \$90,000

Expenditures

Transfer \$141,000 from engineering services to property improvements

Property improvements will increase to \$321,000 from \$100,000

- 946 Riverbend Brownfields-received grant of \$426,750 for the cleanup of Gorman Foundry. Tom Severson will be providing the matching funds. This project was not budgeted for in 2005 and will start in 2005 and be completed in 2006.

Revenues

Add state grant revenues of \$107,000

Add matching fund reimbursement of \$35,000

Expenditures

Add \$14,500 for Environmental Engineering consultant

Add \$125,000 for Gorman Foundry Environmental Cleanup

The motion for the 2005 budget changes was called for a vote with all Commissioners present voting aye. The motion carried.

Finance Director, Mary Burcher, reviewed the Financial Report with the Port Authority Commissioners. The report is placed on file.

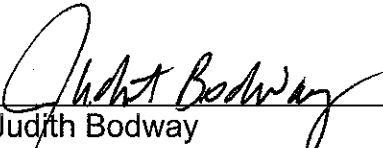
D. Riverbend Industrial Park

Staff presented information on the development of Riverbend Industrial Park to the Port Authority Commissioners, it was also noted that the City received a \$490,000 Grant to be used for Phase I Infrastructure.

A motion was made by Commissioner Borzyskowski and seconded by Commissioner Thurley to have a staff file for the preliminary plat, prepare plans and specifications for bidding, and seek bids for the Riverbend Industrial Park Project with approval of the bids at a future Port Authority meeting. That motion was called for a vote with all Commissioners present voting aye.

5. ADJOURNMENT

A motion to adjourn was made by Commissioner Glubka, seconded by Commissioner Borzyskowski. The meeting was adjourned at 4:50 p.m.



Judith Bodway
Economic Development Director

**SPECIAL MEETING
PORT AUTHORITY OF WINONA MINUTES**

DATE: August 22, 2005

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

ABSENT: Commissioner Glubka

1. **CALL TO ORDER**

The meeting was called to order at 3:00 p.m. by President Cichanowski. President Cichanowski noted that this was a special meeting to review the potential purchase of property owned by Peerless Chain Company.

2. **NEW BUSINESS**

A. **Peerless Chain Property Purchase**

President Cichanowski noted that the Negotiating Committee had made an offer to purchase 32 acres of property at a price of \$600,000 from Peerless Chain Company. The property would be held by the Port Authority for future development. A motion to approve the resolution approving the purchase of property from Peerless Chain was made by Commissioner Johnson, seconded by Commissioner Kiekbusch.

General information about the site was provided by Assistant Executive Secretary Bodway. A map was provided with an explanation of the 32 acres that the Port Authority would buy. It was noted that the acreage included wetland areas and other areas that may not be developed including land on the riverside of the flood control dike. Commissioners discussed the potential uses of the property. The Comprehensive Plan will assist in identifying potential uses. President Cichanowski noted that he felt it was the duty of the Port Authority to acquire riverfront property when available for sale.

After further discussion the motion to approve the resolution was called for a vote with Commissioners Cichanowski, Thurley, Johnson, Schwab and Kiekbusch voting aye, and Commissioner Borzyskowski, abstained. The motion carried.

RESOLUTION # 624

WHEREAS, the Port Authority of Winona desires to purchase property from Peerless Chain; and

WHEREAS, Peerless Chain has accepted the offer by the Port Authority of Winona for the purchase of said property.

NOW, THEREFORE, BE IT RESOLVED that the Port Authority of Winona hereby approves of the purchase of property from Peerless Chain as shown on the map in Exhibit A at a cost of \$600,000.

B. Increase the 2005 Budget

Increase the 2005 Budget to reflect the purchase of Peerless Chain property.

Fund 911 Port Authority General Fund

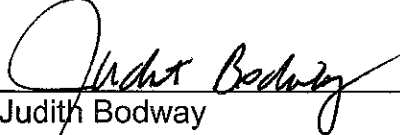
Revenues
911-39810-0000 Reserved Sources (Budget Only)
Increase \$600,000

Expenditures
911-46511-7109 Land
Purchase Peerless Chain property \$600,000

A motion to approve the budget amendment was made by Commissioner Thurley, seconded by Commissioner Johnson. The motion carried with all Commissioners present voting aye.

5. ADJOURNMENT

A motion to adjourn was made by Commissioner Borzyskowski, seconded by Commissioner Thurley. The meeting was adjourned at 3:30 p.m.



Judith Bodway
Economic Development Director

PORT AUTHORITY AGENDA ITEM

AGENDA ITEM: Sale of Property to Dawn Singer

DATE: September 8, 2005

The Port Authority Commissioners tabled an item at the July 14, 2005 meeting related to the sale of property to Dawn Singer. The proposed property is adjacent to the property Ms. Singer currently owns. Ms. Singer has the rights to a garage currently on the property and would like to have the underlying property. The property is not needed for the Pelzer Street project and it will have impaired access due to the median to be constructed on Fifth Street. The property will continue to be taxable if owned by Ms. Singer. The proposed sale price of \$1.00 with Ms. Singer paying all transfer costs was discussed at the July 14, 2005 meeting. The Port Authority wanted more information as to the value of the property.

Staff researched the value of the parcels of land in this area however the appraised and assessed value did not take into account the impaired access. The land value of this parcel was \$21,800 (7,500 square feet) as a single family lot with full ingress and egress to Fifth Street

Port Authority Staff notified Ms. Singer of the Port Authority concerns regarding the value of the land. She evaluated her cost to move the garage, potential increase in taxes and has offered \$5,000 for the property. The parcel will not have access to Fifth Street.

The Public Hearing for the sale of Property was held on July 3, 2005. Staff would recommend selling the property for \$5,000 to the adjacent property owner, Ms. Dawn Singer. If the Commissioners concur, a motion to approve the following resolution 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

**SALE OF PROPERTY TO DAWN SINGER
SEPTEMBER 8, 2005
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WHEREAS, Dawn Singer has submitted a proposal to purchase said property described in Exhibit "A" which property is owned by the Port Authority of Winona; and

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 Dawn Singer, 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 Dawn Singer.
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 \$5,000.00

August 29, 2005

Port Authority of Winona
Winona, MN.

Re: 1780 W. 5th St.

Dear Port,

I am interested in purchasing the parcel of land at 1780 W. 5th St. Taking in consideration the landscape work and concrete repair necessary plus the future tax liability and the access issues, I am willing to offer the port \$5000.00 and pay the necessary recording fees.

Sincerely,

Dawn Singer
Dawn Singer

PORT AUTHORITY AGENDA ITEM

AGENDA ITEM: Comprehensive, Downtown, and Riverfront Planning Process

DATE: September 8, 2005

The City Council approved a \$50,000 allocation in the 2005 adopted budget to update the City's Comprehensive Plan. Additionally, the Mayor has appointed a group to look at the renovation possibilities for the downtown. Finally, the Winona Port Authority Commissioners have repeatedly stated that the City needs a comprehensive look at its riverfront from Prairie Island on the west end to Peerless Chain on the east end to understand what future investments on the riverfront are prudent.

Staff believes that these potentially disconnected efforts should be coordinated into an overarching process that encompasses each individual concern. Therefore, it is recommended that Council and Port Authority approve the following process:

1. The City and the Port Authority allocate the following funds to develop a revised Comprehensive Plan:
City: \$ 50,000 for general plan issues (already approved in the 2005 budget)
Port: \$ 50,000 for the development of a Riverfront Usage Plan
City: \$ 50,000 for a detailed downtown development plan (from Contingency)
Total: \$150,000
2. The Mayor appoints a steering committee to represent all interests of the planning update process. In the last Comprehensive Plan process steering committee members then presided over subcommittees and periodically met as a whole to make sure that the different elements that were being formulated were also being coordinated. For example, the question would be how to integrate a transportation plan element with a zoning perspective. The past steering committee members then went out and recruited additional members for their specific element development, or to use a current effort, the participants in the downtown process would continue to serve as members of the downtown planning element. Any Winona citizen that desires to participate would be welcome to serve on the subcommittee that appeals to them.
3. The steering committee and staff serve as the direct liaison with the selected consulting firm. The interviews and recommendation to Council to hire a firm to assist the City would come from the steering committee interviews.
4. City planning staff would serve as the coordinator for the steering committee and the approved consulting firm.

5. As currently envisioned, the updated plan would include the following elements: Downtown; Economic Development; Education; Environment; Finance; Health and Human Services; Historic Preservation; Culture and Arts; Intergovernmental Coordination; Parks and Recreation; Public Services; Transportation; and Riverfront.

Therefore, the following actions are requested:

Council approves the allocation of \$50,000 from the 2005 Contingency Fund for the completion of the Downtown element of the revised Comprehensive Plan. This action will be taken at the September 6, 2005 City Council meeting.

Staff is requesting the Port Authority allocate \$50,000 from the Port Authority General Fund for the riverfront portion of the planning process.

If approved by the Port Authority, the Mayor would then solicit citizens for participation in the planning process and appoint a steering committee with Council approval, and the process of soliciting for and selecting a consultant would begin. A representative from the Port Authority would be appointed to the Steering Committee. Regular updates will be provided to the Port. All members are encouraged to work on the Riverfront element and any other ones they may be interested in.

If the Commissioners concur with the request, a motion to approve the following budget amendment would be appropriate.

Fund 911 Port Authority General Fund

Revenues

911-39810-0000 Reserved Sources (Budget Only)
Increase by \$50,000

Expenditures

911-46511-3309 Other Professional Services
Riverfront Plan \$50,000

PORT AUTHORITY AGENDA ITEM

AGENDA ITEM: Menard Road B Project

DATE: September 8, 2005

The Menard Road B Project has been completed and approved by the City Engineer. The Project included the following four change orders:

1. Change Order 1
Removal of existing concrete sign foundation.
2. Change Order 2
Removing of excess soils sub cut from roadway.
3. Change Order 3
Removal and disposal of Badger Foundry sand (1483.96 tons @ \$26.41/ton).
4. Change Order 4
T & M grading and restoration on North end of project and West and East sides of project

Final construction cost was \$185,748.04 with a bid price of \$123,014.66

If the Commissioners concur with the staff recommendation to accept the work, a motion to approve the following resolution would be appropriate:

RESOLUTION

WHEREAS, a contract was let for the Menard Road B Project; and

WHEREAS, the original contract price for these improvements is \$123,014.66;
and

WHEREAS, change orders to the contract price have been issued in the amounts of \$11,765.83, \$3,750.00, \$39,191.38 and \$6,529.68 bringing the contract price to \$185,748.04; and

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

WHEREAS, the final price for the improvements is \$185,748.04.

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 \$61,236.89.
3. The Port Authority of Winona hereby approves the final cost of \$185,748.04.

Community Development
 Winona, MN 55987
 MONTH OF JULY

2005
COMMERCIAL HARBOR ACTIVITY
 (REPORTED BY ARTCO)

	TOTAL	TRANSIT	NET
MONTH	BARGES	BARGES	BARGES
January	0	0	0
February	0	0	0
March	17	14	3
April	75	34	41
May	72	15	57
June	172	20	162
July	150	18	132
August			
September			
October			
November			
December			
TOTAL	486	101	395

Month-to-Date Last Year 553 50 503

MONTH COMPARISON

	TOTAL	TRANSIT	NET
MONTH/YEAR	BARGES	BARGES	BARGES
July-03	211	2	209
July-04	148	11	137
July-05	150	18	132