

PORT AUTHORITY OF WINONA MINUTES

DATE: April 12, 2018

PRESENT: Commissioners: Cichanowski, Borzyskowski, Thurley, Lucas, Hansen, Gorman and Executive Secretary Sarvi

ABSENT: Commissioner Johnson

STAFF PRESENT: Community Development Director McMartin, Finance Director Burcher, Development Coordinator White

1. CALL TO ORDER – APPROVAL OF MINUTES

The meeting was called to order at 4:00 PM by President Cichanowski. A motion was made by Commissioner Borzyskowski, and seconded by Commissioner Lucas to approve the March 8, 2018 minutes. The motion carried with all Commissioners present voting aye.

2. REMARKS BY PRESIDENT

President Cichanowski mentioned that we are working on a Purchase Agreement for Fifth and Main Street for approval at an upcoming Port Authority meeting.

3. OLD BUSINESS

A. Parking Use Agreement – Winona County

Executive Secretary Sarvi reported that the Commissioners will be asked to endorse one of two options with regard to the Parking Use Agreement between the Port and the County. Executive Secretary Sarvi also explained that any agreement proposed by the Port must be reviewed and approved by the Winona County Board.

Option 1: Retain the language of the existing agreement which states the Port must identify parking within 2 blocks of the existing parking. Mr. Sarvi offered a map which identified 11 designated spots to be located in the lot identified as "Lot #12" (Johnson Street) and 12 designated spots to be located in the lot identified as "Lot #14" (Center and 5th Streets).

- The spots would be signed and would be designated as Winona County Parking during County business hours (during the off hours, the parking would become public).
- If the designated spaces are not deemed to be utilized for a period of 30 days, the city would have the option to coordinate with the county to remove the designation of the spaces.
- If the County should vacate the Government Center building located at 177 Main Street, the Parking Use Agreement would become null and void.

Option 2: The language would be similar to "Option 1" with the exception that the 11 spots designated in lot 12 would be retained by the County for the remainder of the lease term "19 years (August 31, 2037).

Winona County Administrator Ken Fritz voiced County support for the Main Square project and indicated that in the future the County may consider consolidation of buildings that would result in the county vacating the 177 Main Street building. Mr. Fritz, however, did indicate that the 11 spots that were to be designated in lot #12 would likely be useful to the county if a consolidation were to move forward.

A motion was made by Commissioner Lucas and seconded by Commissioner Hansen in support of "Option 1" of the proposed agreement. The motion passed with all those present voting aye.

B. Port Development Assistance – 890 Riverview Drive Stormwater

Development Coordinator White reminded that in March the Port Authority had passed a resolution approving additional match monies for the Port Development Assistance Stormwater Grant (bringing the required match from the previously proposed \$150,000 to \$198,038). Mr. White reported that MnDOT had identified an additional source of funding increasing the proposed grant amount from \$458,512 to \$500,000. The attached resolution would decrease the Port's required match from the previously approved \$198,038 to \$150,000.

A motion was made and seconded to approve the amended resolution. All Commissioners present voted aye.

RESOLUTION # 739

Resolution Authorizing the Execution of State General Fund Bond Agreement and Committing Local Funds for the 890 Riverview Drive Stormwater Project

WHEREAS, pursuant to Minnesota State Statute 469.048-469.068 and 469.089, the Port Authority of Winona supports the establishment of the design and construction of a stormwater system to adequately manage the stormwater needs of the Winona Port Authority-owned Dock located at 890 Riverview Drive, within the City boundaries of Winona, Minnesota; and

WHEREAS, under the provisions contained in Minnesota Laws of the State of Minnesota has allocated \$500,000 (\$160,000 from General Fund dollars and \$340,000 from General Obligation Bond Proceeds) to the City of Winona Port Authority as a grant to design and construct a stormwater system at 890 Riverview Drive.

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

1. The Port Authority of Winona authorizes President Mike Cichanowski and Executive Secretary Stephen T. Sarvi to execute of the General Obligation

- Bond Grant Agreement with the State of Minnesota to enable the receipt of the awarded funding.
2. Per Minnesota Statute Chapter 469.056, the Port Authority of Winona has the legal authority to enter in to said agreement with the Minnesota State Department of Transportation.
 3. The Port Authority of Winona, as part of its 2018 budget, has committed up to \$150,000 as its share of local funds needed to fully fund the project with up to \$150,000 to be used as a match for bond funded work.
 4. The Port Authority of Winona agrees to cover any costs that exceed the amount of funds provided by the State General Obligation Bonds necessary to complete the project.

4. NEW BUSINESS

A. Nominating Committee Report

The Nominating Committee presented the following slate of offices and staff for the Commission's consideration:

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|------------------------------------|------------------|
| President: | Mike Cichanowski |
| Vice President: | Dana Johnson |
| Treasurer: | Mike Hansen |
| Executive Secretary: | Steven Sarvi |
| Director of Community Development: | Lucy McMartin |
| Development Coordinator: | Myron White |
| Director of Finance: | Mary Burrichter |
| City Engineer: | Brian DeFrang |

A motion was made by Commissioner Borzyskowski and seconded by Commissioner Lucas to accept the slate of officers as proposed. The motion passed with all members present voting aye.

B. Farmer's Market License Agreement

Director of Community Development McMartin reported that the license agreement for the Winona Farmer's Market was a three party agreement between the City of Winona, Port Authority, and the Farmer's Market. There were no changes proposed in the agreement.

Commissioner Thurley asked all parties to recognize that the handicapped stalls within the licensed property should remain available.

Commissioner Lucas made a motion seconded by Commissioner Borzyskowski to approve the proposed Farmer's Market License Agreement. All Commissioners present voted aye with Commissioner Gorman electing to abstain.

C. Clean-Up Grant Fifth and Main

Director of Community Development McMartin presented a resolution authorizing submittal of the application to the Department of Employment and Economic Development for a clean-up grant for the Fifth and Main project.

The grant, to be submitted on or before May 1 would be for \$600,000 (\$450,000 in grant monies with a required Port Authority match of \$150,000).

A motion was made by Commissioner Thurley and seconded by Commissioner Hansen to approve the application for funding and authorization of the required match. All Commissioners present voted aye.

RESOLUTION # 740

WHEREAS, the Port Authority wishes to utilize the Contamination Clean-up Grant offered through the Department of Employment and Economic Development; and

WHEREAS, the Port Authority will act as the legal sponsor for project(s) contained in the Contamination Clean-up Grant Program to be submitted on or before May 1, 2018; and

WHEREAS, the Community Development Department is hereby authorized to apply to the Department of Employment and Economic Development for funding of the project at Fifth and Main Street on behalf of the City of Winona.

BE IT RESOLVED that the Port Authority has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that the Port Authority of Winona, has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the Port Authority of Winona may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that the Port Authority certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the President and the Executive Secretary are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the City of Winona.

D. Loan Due State Grant – Brownfield Development Fund

As a housekeeping measure, Director of Community Development McMartin requested authorization to loan \$35,000 from the Port General Fund (911) to the Port's Brownfield Development Fund (946). This loan would pay for environmental services for the Fifth and Main project and would keep the 946 fund from operating in the negative.

A motion was made by Commissioner Borzyskowski and seconded by Commissioner Lucas to approve the proposed loan. The motion passed with all Commissioners present voting aye.

5. FINANCIAL REPORT

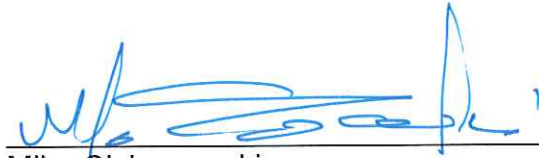
Director of Finance Burrichter indicated that the previous action was a bookkeeping entry taking care of the cash deficit in the 946 Brownfield fund. Director Burrichter also highlighted the County sales tax information.

6. ADJOURNMENT

A motion to adjourn was made by Commissioner Borzyskowski and seconded by Commissioner Hansen. The meeting was adjourned at 4:30 pm.



Myron White
Development Coordinator



Mike Cichanowski
President