



# PORT AUTHORITY OF WINONA

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## AGENDA

**DATE:** June 9, 2016  
**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 April 14, 2016 meeting.

**2. REMARKS BY PRESIDENT**

- WinCraft 55<sup>th</sup> Anniversary Celebration - 5:30-9:00 at all WinCraft Winona facilities

**3. NEW BUSINESS**

**A. Award Bids – Concrete Paved Dock/Heavy Lift Zone at Commercial Harbor**

Attached please find an overview of the bids received for the concrete paving project at the commercial dock. The base bid is to place a concrete cap on the surface area, the lift zone option incorporates the additional structural components necessary to incorporate a heavy lift zone into the cap.

If Commissioners concur, a motion to approve one of the two resolutions brought before the Commission would be appropriate. The first resolution requests the Commission to consider the commercial dock without the heavy lift zone option. The second resolution incorporates the heavy lift zone option into the contract.

**B. Request form the Armature Radio Club**

As they have in years past, the Amateur Radio Club has requested use of the property in the Technology Park on June 25<sup>th</sup> & June 26<sup>th</sup> for their Field Day.

If Commissioners concur, a motion to approve the request for the use of property in the Technology Park and to request that a copy of the certificate of insurance be provided would be appropriate.

**C. Nominating Committee**

President Cichanowski will appoint a Nominating Committee. The Nominating Committee will present a proposed 2016 Slate of Officers and staff at the next Port Authority meeting.

**D. Revolving Loan Fund Report**

The Revolving Loan Fund Report for 2015 and the first quarter of 2016 will be presented by staff to the Commissioners.

**4. FINANCIAL REPORT**

**5. ADJOURNMENT**

## PORT AUTHORITY AGENDA ITEM

**AGENDA ITEM:** 1. Approval of Minutes

**DATE:** June 9, 2016

Following are the minutes from the April 14, 2016 meeting for Commission's review and approval.

# PORT AUTHORITY OF WINONA MINUTES

**DATE:** April 14, 2016

**PRESENT:** President Cichanowski, Commissioners Glubka, Thurley, Hansen, Johnson, Borzyskowski and Executive Secretary Sarvi

**ABSENT:** None

**STAFF PRESENT:** Director of Community Development McMartin, Development Coordinator White, and Finance Director Burrichter

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

The meeting was held in the County Board Room at the Winona County Government Center at 177 Main Street. The meeting was called to order at 4:45 pm by President Cichanowski. A motion was made by Commissioner Borzyskowski and seconded by Commissioner Thurley to approve the March 10, 2016. The motion carried with all members present voting aye.

## **2. REMARKS BY PRESIDENT**

President Cichanowski commented that tonight's Chamber After 5 event will be at Dahl Toyota.

## **3. OLD BUSINESS**

### **A. Westbrook Engineering – Concrete Cap**

Director of Community Development McMartin provided an overview of proposed changes to the project.

- 1) Due to the size of equipment, the depth of the concrete cap is proposed to increase from 8 inches to 12 inches.
- 2) The engineer has proposed adding a storm water component to the project.

Ms. McMartin further clarified that the project would be bid with and without a heavy lift zone component.

Commissioner Johnson made a motion to approve the proposed amended plans along with the amended engineering contract for additional services in the amount of \$13,495. The motion was seconded by Commissioner Borzyskowski with all Commissioners voting aye.

Commissioner Hansen made a motion authorizing staff to bid the proposed project. The motion was seconded by Commissioner Johnson with all Commissioners voting aye.

**B. Bluffview Montessori – Conduit Debt Issuance Resolution**

Director of Community Development McMartin referenced the public hearing held at the March Port meeting. She explained that the Port acts as a conduit for the debt and it is not considered Port debt. The next step in the process was to consider a resolution authorizing the issuance of the refunding bonds not to exceed \$5,000,000.

Commissioner Thurley mad a motion to approve the resolution authorizing the issuance of refunding bonds. The motion was seconded by Commissioner Glubka. All Commissioners present voted aye.

**4. NEW BUSINESS**

**A. Environmental and Geotechnical Services – 60 Main Street**

Director of Community Development McMartin explained that the 60 Main Street project is part of the Opportunity Winona initiative and that the site is Port owned and referenced in the comprehensive plan as a redevelopment site.

Ms. McMartin went on to explain the proposed geotechnical services would address both environmental review as well as soil conditions as they pertain to structures that may be constructed at the site.

Commissioner Johnson made a motion to proceed with geotechnical/environmental services as proposed. Commissioner Hansen seconded the motion with all Commissioners voting aye.

**5. FINANCIAL REPORT**

Director of Community Development McMartin reported that the City was in "mid-audit" and provided both the financial report and the barge activity report.

**6. ADJOURNMENT**

The meeting was adjourned at 4:56 pm.

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Myron White  
Development Coordinator

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Michael Cichanowski  
President

## PORT AUTHORITY AGENDA ITEM

**AGENDA ITEM: 3. A. Award Bids for Concrete Paved Dock/Heavy Lift Zone at the Commercial Harbor**

**DATE: June 9, 2016**

At the April 14, 2016 meeting, a motion was passed to authorize staff to solicit bids for Concrete Paved Dock at the Commercial Harbor. Below is an overview of the bids that were received on June 3, 2016.

### Concrete Paved Dock and Heavy Lift Zone

<b>Contractor</b>	<b>Bid Bond</b>	<b>Base Bid</b>	<b>Bid for Heavy Lift Zone</b>
Fowler & Hammer	Yes	\$257,000	\$412,000
O'Laughlin	Yes	\$281,480	\$463,400
Pember Companies	Yes	\$366,000	\$535,000
Wapasha Construction	Yes	\$295,000	\$450,000

Attached, you will find for your consideration, two resolutions.

- One resolution awards the base bid to Fowler & Hammer in the amount of \$257,000 for the Concrete Paving for the Dock.
- The second resolution would award Fowler & Hammer the base including the heavy lift zone of \$412,000.

**RESOLUTION # \_\_\_\_\_**

**BE IT RESOLVED** by the Port Authority of Winona, Minnesota, that it enter into a contract for the Concrete Paving and Stormwater improvements at the Commercial Harbor in accordance with the plans and specifications dated May 2, 2016, covering the same and on file with the Port Authority of Winona and execute the contract; and

**BE IT FURTHER RESOLVED** that the proposal of Fowler & Hammer in the amount of \$257,000 it being the most favorable proposal received and it being the lowest responsible bidder therefore, be and the same is hereby accepted, and that the bidder execute said contract and furnish bond in the amount of \$257,000 as required by the specifications or by law.

Dated this 9th day of June, 2016.

\_\_\_\_\_  
Vice President

Attest:

\_\_\_\_\_  
Executive Secretary

**RESOLUTION # \_\_\_\_\_**

**BE IT RESOLVED** by the Port Authority of Winona, Minnesota, that it enter into a contract for a Heavy Lift Zone to also include Concrete Paving and Stormwater improvements at the Commercial Harbor in accordance with the plans and specifications dated May 2, 2016 covering the same and on file with the Port Authority of Winona and execute the contract; and

**BE IT FURTHER RESOLVED** that the proposal of Fowler & Hammer in the amount of \$412,000 it being the most favorable proposal received and it being the lowest responsible bidder therefore, be and the same is hereby accepted, and that the bidder execute said contract and furnish bond in the amount of \$412,000 as required by the specifications or by law.

Dated this 9th day of June, 2016.

\_\_\_\_\_  
Vice President

Attest:

\_\_\_\_\_  
Executive Secretary



## PORT AUTHORITY AGENDA ITEM

**AGENDA ITEM: 3. B. Request from Winona Amateur Radio Club**

**DATE: June 9, 2016**

The Winona Amateur Radio Club requests to use property in Technology Park for their Field Day 2016 activity on Saturday, June 25, 2016 and Sunday, June 26, 2016. The Club has used the area for their event in past years.

Staff would recommend approval of the request and that a certificate of insurance be provided by the Club.

If Commissioners concur, a motion to approve the request for use of property in Technology Park and to request that a copy of the certificate of insurance be provided would be appropriate.

## PORT AUTHORITY AGENDA ITEM

**AGENDA ITEM: 3. C. Appointment of Nominating Committee**

**DATE: June 9, 2016**

President Cichanowski will appoint a Nominating Committee for review of the proposed slate of officers and staff:

### Current Officers

President	Mike Cichanowski
Vice President	Dana Johnson
Treasurer	Mary K. Glubka
Executive Secretary	Stephen Sarvi
Director of Community Development	Lucy McMartin
Development Coordinator	Myron White
Director of Finance	Mary Burrichter
City Engineer	Brian DeFrang

The Nominating Committee will present a proposed 2016 slate of officers and staff at the next Port Authority meeting.

## PORT AUTHORITY AGENDA ITEM

**AGENDA ITEM:** 3. D. Revolving Loan Fund Annual Report

**DATE:** June 9, 2016

**ATTACHMENTS:** Port Authority Revolving Loan Fund Report 2015

Staff will provide an overview of 2015 loan activity as well as the first quarter 2016 loan fund report.

**Action Requested:** No action requested.

Community Development  
 Winona, MN 55987  
 MONTH OF APRIL

**2016**  
**COMMERCIAL HARBOR ACTIVITY**  
 (REPORTED BY ARTCO)

	TOTAL	TRANSIT	NET
MONTH	BARGES	BARGES	BARGES
January	0	0	0
February	0	0	0
March	24	0	24
April	119	6	113
May			
June			
July			
August			
September			
October			
November			
December			
<b>TOTAL</b>	<b>143</b>	<b>6</b>	<b>137</b>

<i>Month-to-Date Last Year</i>	<b>88</b>	<b>6</b>	<b>82</b>
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**MONTH COMPARISON**

	TOTAL	TRANSIT	NET
MONTH/YEAR	BARGES	BARGES	BARGES
April-14	40	8	32
April-15	88	6	82
April-16	119	6	113