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AGENDA

DATE: July 11, 2019
TIME: 4:00 P.M.
PLACE: Wenonah Room, City Hall

1. CALL TO ORDER - APPROVAL OF MINUTES

Approval of the minutes from the June 20, 2019 meeting.

2. REMARKS BY PRESIDENT

3. NEW BUSINESS

A. Presentation of the 2018 Annual Financial Report for the Port Authority of Winona

At this meeting, a representative of Deloitte & Touché LLP will present the Port Authority's Annual Financial Report as of and for the Year Ended December 31, 2018, and Independent Accountants' Review Report.

The Port Authority Commissioners are requested to accept their Annual Financial Report.

4. FINANCIAL REPORTS

5. ADJOURNMENT

PORT AUTHORITY AGENDA ITEM

AGENDA ITEM: 1. Approval of Minutes

DATE: July 11, 2019

Following are the minutes from the June 20, 2019 meeting for Commission's review and approval.

PORT AUTHORITY OF WINONA MINUTES

DATE: June 20, 2019

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

ABSENT: Commissioner Hansen

STAFF PRESENT: Director of Community Development Lucy McMartin, Finance Director Mary Burrichter, Development Coordinator Myron 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 Thurley to approve the May 9, 2019 minutes. The motion carried with all Commissioners present voting aye.

2. REMARKS BY PRESIDENT

President Cichanowski asked Director of Community Development McMartin to provide an update on the Downtown Strategic Plan. Ms. McMartin stated that the Plan would be presented at the Port's August meeting rather than in June. She added that both the Downtown Strategic Plan and the recently completed Park Plan would be incorporated into the proposed new Comprehensive Plan that is slated to begin in 2020.

3. UNFINISHED BUSINESS

A. Nominating Committee Report:

Commissioner Lucas presented the following slate of officers and staff:

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

Commissioner Borzyskowski made a motion to approve the proposed slate of officers. The motion was seconded by Commissioner Lucas with all Commissioners present voting aye.

B. Update – Garage Co-Work

Development Coordinator White reported that current Garage Co-Work space owner Eric Mullen is considering other business opportunities in Winona and has expressed an interest in selling The Garage Co-Work space. Mr. White indicated that if the space were to be sold the outstanding Port Authority loan would either need to be paid off or the Port Authority would need to approve transferring the loan obligation to the new ownership.

Informational: No Action Required.

4. NEW BUSINESS

A. Main Street Report

Former Main Street Coordinator Emily Kurash Casey informed the Port Authority that she had accepted a position with the Preservation Alliance of MN. She referenced her written report that included goals and statistics of the program. She also indicated the Winona program once again received National Certification from the National Main Street Center. She thanked the Port Authority for their continued support of Main Street and introduced that Ben Strand would be the new Winona Main Street Coordinator.

Informational: No Action Required.

B. 890 Riverview Drive – Stormwater Project

Development Coordinator White referenced the plans that were included in the agenda packet. Mr. White indicated the next step would be for the Port Authority to authorize staff to proceed with the bidding process.

A motion was made by Commissioner Lucas and seconded by Commissioner Thurley to authorize staff to solicit bids for the project. The motion passed with all Commissioners present voting aye.

C. Feasibility and Needs Assessment – Hotel-60 Main

Director of Community Development McMartin referenced previous Port Authority discussions regarding the feasibility of a hotel on the Port owned lot at 60 Main. An unsolicited proposal for a hotel feasibility study was provided by Newmark Knight and Frank. She asked if such a study would be helpful prior to seeking proposals for development of the 60 Main site. The firm submitting the proposal had completed work in Rochester, Brainerd and Albert Lea. The cost for the feasibility study is \$9,500. Ms. McMartin also indicated that developers would need to do their own feasibility study if they were to develop and finance such a project. The feasibility study would gauge interest and need for a hotel as part of the mixed use development proposed at 60 Main.

Commissioner Johnson said that the Port had completed housing studies and other "feasibility" studies. He believed a \$9,500 investment on our part in an effort to generate interest in a \$20+ million dollar project was a small investment.

Commissioner Thurley asked if we had considered other companies.

Commissioner Lucas questioned if the timing was right. She referenced other development in the downtown and asked if we should table the study for now.

Commissioner Borzyskowski asked if Sherman and Associates had completed any type of feasibility study. To staff's knowledge they had not.

Executive Secretary Sarvi stated that such a study would provide the Port Authority with the knowledge and expertise it needed when negotiating with developers. It would also help to tell us if now was the right time for such a development.

Commissioner Lucas wondered what the occupancy rates were in the existing facilities.

President Cichanowski thanked the Port Authority for their thoughtful questions and asked them what they wish to do.

A motion was made by Commissioner Thurley and seconded by Commissioner Borzyskowski to move forward with the feasibility study as proposed. All members present voted aye with the exception of Commissioner Lucas voting nay. Motion was passed.

5. FINANCIAL REPORT

Finance Director Burrichter indicated there were no unusual expenses or revenues.

6. ADJOURNMENT

A motion was made by Commissioner Borzyskowski and seconded by Commissioner Lucas to adjourn the meeting. The meeting was adjourned at 4:40 pm.

Myron White
Development Coordinator

Mike Cichanowski
President

PORT AUTHORITY AGENDA ITEM

AGENDA ITEM: 3. A. Presentation of the 2018 Annual Financial Report for the Port Authority of Winona

DATE: July 11, 2019

At this meeting, a representative of Deloitte & Touché LLP will present the Port Authority's Annual Financial Report as of and for the Year Ended December 31, 2018, and Independent Accountants' Review Report.

This report is not an audit of the Port Authority of Winona. It is a Financial Report of the Port Authority for 2018. The audit reports, of the City of Winona for 2018, are included in the City's Comprehensive Annual Financial Report (CAFR) which presents the Port Authority in the column called "Component Unit." (The City of Winona's CAFR is a separate book and is available, upon request, by a Commissioner.)

The Port Authority Commissioners are requested to accept their Annual Financial Report.