

# PORT AUTHORITY OF WINONA MINUTES

**DATE:** August 8, 2019

**PRESENT:** Commissioners: Hansen, Thurley, Borzyskowski, Gorman & Executive Secretary Sarvi

**ABSENT:** Commissioner Cichanowski, Johnson, & Lucas

**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 Commissioner Hansen. A motion was made by Commissioner Borzyskowski and seconded by Commissioner Thurley to approve the July 11, 2019 minutes. The motion carried with all Commissioners present voting aye.

## 2. REMARKS BY PRESIDENT

Commissioner Hansen had no remarks.

## 3. OLD BUSINESS

### A. 890 Riverview Drive

Development Coordinator White gave an overview of bids received for the 890 Riverview Drive Stormwater & Paving Project. A motion was made by Commissioner Borzyskowski and seconded by Commissioner Gorman to approve the resolution awarding the project to the low bid proposal from Zenke, Inc. in the amount \$677,900. The motion carried with all Commissioners present voting aye.

## 4. NEW BUSINESS

### A. Recommended 2020 Port Authority Budget

Director of Community Development McMartin provided an overview of the proposed 2020 Port Authority budget. She indicated that the budget included matching monies for a proposed sheet pile dock wall at 998 Riverview Drive. Ms. McMartin also noted that the final payment for the Pelzer bond would be made in February of 2020 with second half 2019 taxes collected in November of 2019.

Ms. McMartin fielded questions regarding other outstanding Port Authority Bonds (specifically airport bonds). Commissioners also encouraged staff to make sure monies allocated for professional services were spent wisely.

Ms. McMartin also included a proposal for legal representation from Flaherty and Hood for \$150 per hour.

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A motion was made by Commissioner Borzyskowski and seconded by Commissioner Hansen to approve the following:

- 1) Recommended property tax levy for Fund 936 and the Airport Improvement Bonds and forward a recommendation to City Council to do the same.
- 2) Approve the recommended property tax levy for Fund 911, the Port Authority General Fund.
- 3) Approve the 2020 Port Authority budgets and funds and forward a recommendation to the City Council to do the same.
- 4) Approve the proposal from Flaherty and Hood for legal services to be billed at \$150 per hour.

The motion passed with all members present voting aye.

**B. Parking Update**

Director of Community Development McMartin referenced the Parking Study completed by Walker Consulting in 2017 and noted the changes that had taken place in downtown since the study: Levee Park, Main Square Community Development, Fastenal Offices, Winona County's plans and the excess property as a result of the MnDOT Bridge Project. Ms. McMartin indicated that because of the development that has/will take place an update to portions of the 2017 Parking Study may be necessary. Walker Consulting indicated updates to the study could be completed at a cost of \$12,000.


Commissioner Thurley asked when the update could be completed and the cost of the 2017 study. Ms. McMartin replied the cost of the original study was \$35,000 and the update would be completed this fall (2019).

**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 Thurley to adjourn the meeting. The meeting was adjourned at 4:55 PM.

  
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Myron White  
Development Coordinator

  
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Mike Hansen  
Treasurer