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## AGENDA

**DATE:** November 10, 2016

**TIME:** 4:00 P.M.

**PLACE:** Council Chambers, City Hall

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

Approval of the minutes from the October 13, 2016 meeting.

**2. REMARKS BY PRESIDENT**

**3. NEW BUSINESS**

**A. Extension of the Grant and Construction Contract for the Concrete Paving and Stormwater Work at the Commercial Dock**

The original contract for the work has a completion date of January 1, 2017. Port staff requested an extension of the grant from MnDOT to carry the project forward to 2017. Staff recommends the extension. If Commissioners concur, a resolution is attached authorizing the signature of the grant extension and extending the completion date of the construction.

**B. Opportunity Winona – Update**

Staff will present the work and projects being undertaken as part of Opportunity Winona. The kick-off for Opportunity Winona was one year ago. No action is necessary.

**4. FINANCIAL REPORT**

**5. ADJOURNMENT**

## **PORT AUTHORITY AGENDA ITEM**

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

**DATE: November 10, 2016**

Following are the minutes from the October 13, 2016 meeting for Commission's review and approval.

# PORT AUTHORITY OF WINONA MINUTES

**DATE:** October 13, 2016

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

**ABSENT:** Commissioner Hansen

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

## **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 Lucas and seconded by Commissioner Johnson to approve the August 11, 2016 minutes. The motion carried with all members present voting aye.

## **2. REMARKS BY PRESIDENT**

Nick Larson, Community Development Specialist, provided an overview of the Bluffview Flats development. Nick Larson was heavily involved in the \$6.4 million project with regard to monitoring Small Cities Funds, Davis-Bacon wage rates, HUD standards and monthly draws. The 54 unit complex has been extensively remodeled inside and out. Fifty-three of the fifty-four units are currently leased. The Port Authority provided a \$75,000 deferred loan for the project.

Community Development Director McMartin informed the Commission on upcoming manufacturer's week events and tours.

## **3. NEW BUSINESS**

### **A. Revolving Loan Fund Guidelines**

Community Development Director McMartin provided an overview of the guidelines and mentioned that many of the changes came at the suggestion of the Department of Employment and Economic Development (DEED). Development Coordinator White highlighted some of the proposed changes to the guidelines.

Commissioner Thurley asked if the changes would make it simpler for the applicant and asked if it would help to guarantee repayment. Staff suggested that the changes to the application would probably not impact the applicant. Staff also noted that the Port historically has had an excellent repayment history.

Commissioner Glubka expressed the need to continue the Revolving Loan Committee review of loans. It was noted that while they can no longer

approve loans, it would be appropriate for the Committee to forward recommendations to the Commission.

A motion was made by Commissioner Borzyskowski to approve the proposed changes to the Revolving Loan Fund Guidelines. The motion was seconded by Commissioner Lucas. The motion carried with all present voting aye.

**B. Loan Request – Omni Engineering**

Community Development Director McMartin gave an overview of the Omni Engineering \$25,000 loan request and past Omni loans, commenting that all previous loans were paid in full and payments had been made on time. Director McMartin noted that staff had discussed the loan with Omni's Chief Financial Officer. The loan would be guaranteed by the principals of the company and staff would verify that all matching fund commitments would be in place prior to distributing funds.

Commissioner Thurley asked about the term of the loan. Staff replied that the \$25,000 loan would be amortized over 5 years at an interest rate of 3%.

Commissioner Glubka made a motion to approve the loan to Omni Engineering; the motion was seconded by Commissioner Thurley. The motion carried with all present voting aye.

**C. Request from Metro Plains**

Staff provided an overview of Metro Plains involvement in the renovation of the former school into Washington Crossings. They mentioned the Winona Middle School had successfully been repurposed into apartment units which have proven to be very desirable. It was noted that Metro Plains also owned the adjacent auditorium/theater space and that little had been done to improve the space. In order to better preserve the building (make improvements to the downspouts to reduce or eliminate water intrusion into the building) and find a reuse for the structure, Metro Plains had requested the Port forgive roughly \$110,000 of loan interest to help defray those expenses.

Craig Stenson representing Metro Plains indicated that Metro Plains did not know at this time what to do with the auditorium building and any Port funds would be used to take care of the current water issues and contract for a feasibility study designed to determine if the building could be repurposed.

Port Commissioners had several questions with regard to the building and its current state of disrepair. It was clarified that if approved, the interest on the loan would be abated, not deferred. Several Commissioners questioned why the deferred maintenance of the building was not addressed earlier. Commissioners encouraged Metro Plains to seek loans and/or grants to address some of the needed maintenance.

Commissioner Johnson made a motion to deny the request from Metro Plains to defer interest on the Port Loan. The motion was seconded by Commissioner Glubka. The motion carried with all present voting aye.

Commissioners directed staff to continue to work with Metro Plains helping them seek other forms of funding.

**D. Consideration of Logo Change**

City Manager Sarvi indicated that the City of Winona had recently implemented a new logo. Staff provided the Commission with a copy of the existing logo along with two new logo options. The Commission directed staff to begin to implement a new Port logo.

**E. Wells Fargo Quit Claim Deed**

Community Development Director McMartin indicated that the Wells Fargo building at 930 Parks Avenue was being sold and the Port had been approached to execute a quit claim deed to clarify some objections to the title.

Commissioner Borzyskowski made a motion to authorize the Port President and Executive Secretary to execute the quit claim deed. The motion was seconded by Commissioner Glubka. The motion carried with all those present voting aye.

**4. Financial Report**

Finance Director Burrichter reported no revenues or expenses out of the ordinary.

**5. Adjournment**

The meeting was adjourned at 4:45 p.m.

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Myron White  
Development Coordinator

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Mike Cichanowski  
President

## PORT AUTHORITY AGENDA ITEM

**AGENDA ITEM: 3. A. Extension of the Grant and Construction Contract for the Concrete Paving and Stormwater Work at the Commercial Dock**

**DATE: November 10, 2016**

**ATTACHMENT: Resolution # 723**

The Minnesota Department of Transportation Grant for 80% payment of the Concrete Cap for the commercial dock currently has a completion date of January 1, 2017. Because of an especially busy fall shipping season, coupled with the need to replace six bolts on the dock wall prior to putting on the concrete surface, we have had conversations with both the operator and the contractor regarding the timing of the project. It was determined that it is in the best interest for all parties involved to complete the project in the spring of 2017.

The attached proposed resolution would direct the President and Executive Secretary to execute documents to effectively extend the MnDOT grant to reflect a September 30, 2017 completion date. The resolution would also extend the completion date for the contractor, Fowler and Hammer, to September 30, 2017 as well.

**RESOLUTION # 723**

**WHEREAS**, the Port Authority of Winona entered into an agreement with the Minnesota Department of Transportation to provide funding for the concrete surfacing of a Port-owned commercial dock located at 890 Riverview Drive to be completed on or before January 1, 2017; and

**WHEREAS**, the Port Authority of Winona also entered into an agreement with Fowler and Hammer, Inc. to complete the concrete surfacing work; and

**WHEREAS**, a busy shipping season coupled with repairs to the dock wall have delayed the start of the construction work.

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

- 1) The Port Authority of Winona hereby authorizes its Port Authority President and Executive Secretary to execute Minnesota Department of Transportation Grant documents effectively extending the completion date of the proposed work to from January 1, 2017 to September 30, 2017.
- 2) The Port Authority of Winona hereby authorizes its Port Authority President and Executive Secretary to amend the contract with Fowler and Hammer, Inc. to reflect a September 30, 2017 completion date.

Passed and adopted by the Port Authority of Winona at a meeting thereof held on this 10<sup>th</sup> day of November 2016.

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President

Attested by:

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Executive Secretary

## **PORT AUTHORITY AGENDA ITEM**

**AGENDA ITEM: 3. B. Opportunity Winona Update**

**DATE: November 10, 2016**

One year ago the Port Authority kicked off Opportunity Winona, a public and private partnership to bring new growth creating an energized downtown Winona. An update on Opportunity Winona will be provided for Commissioners information. No action is necessary.



Community Development  
 Winona, MN 55987  
 MONTH OF OCTOBER

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

	<b>TOTAL</b>	<b>TRANSIT</b>	<b>NET</b>
<b>MONTH</b>	<b>BARGES</b>	<b>BARGES</b>	<b>BARGES</b>
January	0	0	0
February	0	0	0
March	24	0	24
April	119	6	113
May	139	3	136
June	187	19	168
July	182	23	159
August	177	36	141
September	70	9	61
October	187	25	162
November			
December			
<b>TOTAL</b>	<b>1,085</b>	<b>121</b>	<b>964</b>
<i>Month-to-Date Last Year</i>	<b>711</b>	<b>87</b>	<b>624</b>

**MONTH COMPARISON**

	<b>TOTAL</b>	<b>TRANSIT</b>	<b>NET</b>
<b>MONTH/YEAR</b>	<b>BARGES</b>	<b>BARGES</b>	<b>BARGES</b>
October-14	163	17	146
October-15	148	6	142
October-16	187	25	162