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AGENDA

DATE: July 13, 2017

TIME: 4:00 P.M.

PLACE: Council Chambers, City Hall

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

Approval of the minutes from the June 8, 2017 meeting.

2. **REMARKS BY PRESIDENT**

3. **NEW BUSINESS**

A. **Presentation of the 2016 Annual Financial Report – 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, 2016, and Independent Accountants' Review Report*.

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

B. **Winona Main Street Update**

Representatives of Winona Main Street will be present to provide an update on the Winona Main Street Program.

4. **FINANCIAL REPORTS**

5. **ADJOURNMENT**

PORT AUTHORITY AGENDA ITEM

AGENDA ITEM: 1. Approval of Minutes

DATE: July 13, 2017

Following are the minutes from the June 8, 2017 meeting for Commission's review and approval.

PORT AUTHORITY OF WINONA MINUTES

DATE: June 8, 2017

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

ABSENT: Commissioner Glubka

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

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 May 22, 2017 minutes. The motion carried with all Commissioners present voting aye.

2. REMARKS BY PRESIDENT

President Cichanowski had no remarks.

3. OLD BUSINESS

A. Port Authority of Winona – WinCraft Inc. Development

Director of Community Development McMartin provided an overview of a proposed amendment to the development agreement between the City of Winona, the Port Authority and WinCraft Inc. The proposed changes would allow for additional reimbursement to WinCraft for soil remediation at 1301 Innovation Drive.

John Killen of WinCraft spoke of WinCraft's recent expansion in Winona which has included 97,000 square feet of office development and 125,000 square feet of new manufacturing/distribution.

Mr. Killen went on to explain that the Port provided \$100,000 for soil remediation for the Port-owned lot acquired by WinCraft for their 125,000 square foot manufacturing/distribution facility at 1301 Innovation Drive. The actual cost of the remediation was much greater than anticipated and WinCraft has submitted a request for an additional \$90,000 from the Port to cover a portion of the costs associated with the remediation.

Director of Community Development McMartin clarified that the motion is to approve the resolution for the first amendment to the Development Agreement. This allows the Port Authority officers to execute the Amendment. In addition, she requested that the motion include a recommendation by the Port to the City Council to favorably consider the first amendment to the Development Agreement.

A motion was made by Commissioner Lucas and seconded by Commissioner Borzyskowski to forward a recommendation to Council and approve the

proposed resolution. The motion carried with all Commissioners present voting aye. Resolution #728 is attached to the permanent minutes.

B. Parking Study Quotes

Director of Community Development McMartin indicated that the proposed development at 60 Main had raised concerns about parking in downtown Winona. Director McMartin indicated the last parking study was outdated and it was proposed that one-half of the cost of a new study would be bore by the Port with the other half proposed to be paid by the City.

The Port had received two quotes to conduct a downtown Winona parking study. One from ISG for \$27,500 and a second from Walker Parking Consultants for \$36,000. Staff forwarded a recommendation to select the proposal from Walker for \$36,000.

Commissioner Johnson indicated that Walker specializes in parking and are recognized for their expertise. Commissioner Borzyskowski also commented that a plan must be in place to address parking before the 60 Main project can move forward.

A motion was made by Commissioner Hansen and seconded by Commissioner Lucas to approve one-half of the funding for Walker Parking Consultants with the understanding that the City would consider funding the remaining amount. The motion carried with all Commissioners present voting aye.

C. Response Action Plan for 60 Main

The Port had received a quote from Pinnacle Engineering of \$5,000 to develop a Development Response Action Plan (DRAP) for necessary clean-up at the 60 Main property. The plan would be submitted to the Pollution Control Agency and, if approved, the funding would be eligible for clean-up grant funding (next funding cycle in November 2017).

A motion was made by Commissioner Borzyskowski and seconded by Commissioner Thurley to approve the DRAP work to be completed by Pinnacle Engineering. The motion carried with all Commissioners present voting aye.

D. Hardee's – Phase One and Pre-Demolition Survey (Added to Agenda)

The Port received a quote of \$5,300 from Pinnacle Engineering to conduct a Phase One Environmental Review along with a Pre-Demolition survey of the Hardee's building to be acquired by the Port.

A motion was made by Commissioner Johnson and seconded by Commissioner Lucas to approve \$5,300 in costs related to the Phase One and Pre-Demo survey. The motion carried with all Commissioners present voting aye.

4. **Financial Report**

Finance Director Burrichter reported that auditors would present their findings to the Port Authority at the July 13th meeting.

5. **Other Business**

Staff noted significant increases in barge traffic.

6. **Adjournment**

A motion to adjourn was made by Commissioner Borzyskowski and seconded by Commissioner Thurley. The meeting was adjourned.

Myron White
Development Coordinator

Mike Cichanowski
President

PORT AUTHORITY AGENDA ITEM

AGENDA ITEM: 3. A. Presentation of the 2016 Annual Financial Report – Port Authority of Winona

DATE: July 13, 2017

At this meeting, a representative of Deloitte & Touche LLP will present the Port Authority's Annual Financial Report as of and for the Year Ended December 31, 2016, and Independent Accountants' Review Report.

This report is not an audit of the Port Authority. It is a Financial Report of the Port Authority for 2016. The audit reports, of the City of Winona for 2016, 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.

PORT AUTHORITY AGENDA ITEM

AGENDA ITEM: 3. B. Main Street Update

DATE: July 13, 2017

Representatives of Winona Main Street will be present to provide an update on the Winona Main Street Program. Winona's Main Street program is guided by the Four Point Approach and is committed to Historic Downtown Winona being the heart of our community and region, a vibrant hub of commerce, arts and culture, recreation and residential life.

Community Development
 Winona, MN 55987
 MONTH OF JUNE

2017
COMMERCIAL HARBOR ACTIVITY
 (REPORTED BY ARTCO)

	TOTAL	TRANSIT	NET
MONTH	BARGES	BARGES	BARGES
January	0	0	0
February	0	0	0
March	30	1	29
April	177	10	167
May	168	9	159
June	230	34	196
July			
August			
September			
October			
November			
December			

TOTAL **605** **54** **551**

Month-to-Date Last Year 469 28 441

MONTH COMPARISON

	TOTAL	TRANSIT	NET
MONTH/YEAR	BARGES	BARGES	BARGES
June-15	102	23	79
June-16	187	19	168
June-17	230	34	196