

PORT AUTHORITY OF WINONA MINUTES

DATE: November 9, 2017

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

ABSENT: None

STAFF PRESENT: Director of Community Development McMartin, Finance Director Burrichter, and Development Coordinator 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 Lucas, and seconded by Commissioner Borzyskowski to approve the October 5, 2017 minutes. The motion carried with all Commissioners present voting aye.

2. REMARKS BY PRESIDENT

President Cichanowski discussed sending a letter to the U.S House and Senate in support of continued funding of Historic and New Market Tax Credits.

3. PUBLIC HEARINGS

A. Public Hearing Continuation: 102 Walnut:

President Cichanowski re-conveingned the public hearing for 102 Walnut.

Development Coordinator White provided an overview of proposed changes to the Development Agreement for 102 Walnut (TIF #4):

- Installation of Sidewalks at 102 Walnut – City would be responsible for sidewalk replacement as needed. City not responsible for:
 - Damages to sidewalks due to construction activity at 102 Walnut
 - Handicapped accessibility to the 102 Walnut building
- Resurface of Alley between Walnut and Market Streets – City would be responsible for resurfacing alley as part of their ongoing alley maintenance.
- Overhead Utilities – Developer would be responsible for any and all overhead utilities servicing the building.
- Parking – The developer would be responsible for all expenses related to the creation and maintenance of the parking lot proposed at 163/167 East 2nd Street.
- Because of the additional improvements being borne by the developer, the tax increment benefit would increase from \$450,000 to \$550,000 (TIF proceeds distributed as follows: 90% of TIF proceeds forwarded to developer for identified TIF eligible expenses with the remaining 10% used to cover costs related to the administration of the TIF District).

Peter Shortridge, representing 102 Walnut LLC, indicated the developer supported the proposed changes.

After 3 requests for additional testimony, President Cichanowski closed the public hearing.

Commissioner Johnson made a motion to approve the resolution given the above-referenced changes. The motion was seconded by Commissioner Borzyskowski with all Commissioners present voting aye. The resolution is attached as Exhibit A to the permanent minutes.

4. NEW BUSINESS

A. 102 Walnut LLC Parking

Director of Community Development McMartin discussed the parking needs associated with the 102 Walnut development. The Developer's proposal would include the demolition of property owned at 163 East Second Street and an agreement with the Port for the Developer to utilize and reconfigure the Port-owned parking at 167 East Second Street. Director McMartin requested the Commission authorize staff to develop an agreement for parking for Commission consideration.

Commissioner Lucas asked who might be displaced if the Port were to enter into an agreement with the developer. Ms. McMartin indicated that currently tenants in downtown housing seemed to utilize the parking overnight and some adjoining downtown workers occupied some of the spaces during the day. Ms. McMartin went on to point out that the lot at the end of Walnut, about a block away, is underutilized.

Commissioner Lucas made a motion to direct staff to draft a parking agreement for Commission consideration. Commissioner Borzyskowski seconded the motion with all Commissioners present voting aye.

B. 2018 Main Street Contract

Director of Community Development McMartin presented a proposed contract with the Winona Area Chamber of Commerce for Main Street services.

Main Street Coordinator Emily Kurash provided the Commission with an overview of 2017 Main Street activities and projects for 2018.

A motion was made by Commissioner Borzyskowski and seconded by Commissioner Hansen to approve the proposed contract for services. All Commissioners present voted aye.

C. 128 West Fifth Street Demolition

Director of Community Development McMartin indicated that the Port had completed a Phase 1 Environmental review and a pre-demolition survey on the Port-owned Hardees building at 128 West Fifth Street. Ms. McMartin

commented that the Port had estimates for a Phase 2 Environmental Survey and analysis of soil conditions. She asked for direction from Commissioners with regard to proceeding with the demolition of the structure.

Commissioner Johnson asked if the Commissioners could establish a "not to exceed" amount which would allow staff to proceed. It was determined that Staff should come back to the Commissioners with proposals for their consideration.

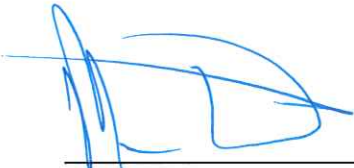
Commissioner Thurley made a motion to direct staff to solicit proposals for Commission review. The motion was seconded by Commissioner Hansen with all Commissioners present voting aye.

5. FINANCIAL REPORT

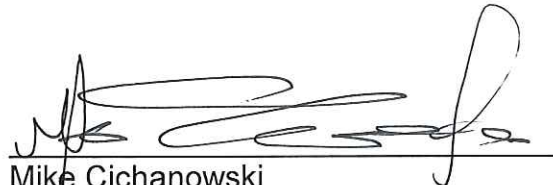
Finance Director Burrichter reported that monthly reports appear to be within budget.

6. ADJOURNMENT

A motion to adjourn was made by Commissioner Lucas and seconded by Commissioner Hansen. The meeting was adjourned at 4:30.



Myron White
Development Coordinator



Mike Cichanowski
President

EXTRACT OF MINUTES OF MEETING
OF THE BOARD OF COMMISSIONERS OF THE
PORT AUTHORITY OF WINONA

HELD: November 9, 2017

Pursuant to due call and notice thereof, a meeting of the Board of Commissioners of the Port Authority of Winona, was duly called and held at the City Hall in the City of Winona, Minnesota (the "City") on Thursday, the 9th day of November, 2017, at 4:30 o'clock p.m.

The following members were present: Commissioners Cichanowski, Borzyskowski, Thurley, Lucas, Hansen, and Glubka

and the following were absent: None

Member Johnson introduced the following resolution and moved its adoption:

RESOLUTION #736 APPROVING
DEVELOPMENT AGREEMENT AND BUSINESS SUBSIDY

A. WHEREAS, 102 Walnut LLC (the "Developer") has requested that the City of Winona, Minnesota (the "City") and the Port Authority of Winona (the "Authority") assist with the financing of certain costs in connection with the renovation of an existing substandard building which will be renovated into office, retail and multifamily residential apartments to be located at 102 Walnut Avenue in the City (the "Project").

B. WHEREAS, the Developer, the City, and the Authority have determined to enter into a Development Agreement providing for the City's and the Authority's assistance in connection with the Project (the "Agreement").

C. WHEREAS, the Authority opened a public hearing on October 5, 2017 on the proposal to grant a business subsidy to the Developer, following not less than 10 days and not more than 30 days published notice in the local paper of general circulation; said public hearing being continued to this date.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port Authority of Winona, as follows:

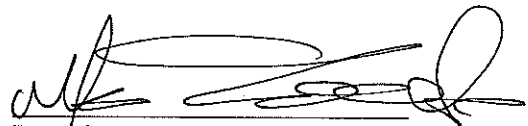
1. The Board of Commissioners hereby approves the Agreement in substantially the form submitted, and the Authority is hereby authorized to execute the Agreement.
2. The approval hereby given to the Agreement includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the

Authority officials authorized by a resolution of the Authority to execute the Agreement. The execution of the Agreement shall be conclusive evidence of the approval of the Agreement in accordance with the terms hereof.

The motion for adoption of the foregoing resolution was duly seconded by Member Borzyskowski and, after full discussion thereof, and upon a vote being taken thereof, the following voted in favor thereof: Commissioners Cichanowski, Johnson, Borzyskowski, Thurley, Lucas, Hansen, and Glubka

and the following voted against same: None

Adopted this 9th day of November, 2017.



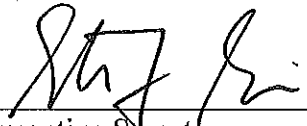
President

Attest: 
Executive Secretary

STATE OF MINNESOTA
COUNTY OF WINONA

I, the undersigned, being the duly qualified and acting Executive Secretary of the Port Authority of Winona, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the Board of Commissioners of the Authority held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a Resolution Approving a Development Agreement.

WITNESS my hand as such Executive Secretary of the Board of Commissioners of the Port Authority of Winona this 9th day of November, 2017.



Executive Secretary