

# PORT AUTHORITY OF WINONA MINUTES

**DATE:** February 10, 2022

**PRESENT:** President Cichanowski, Commissioners: Gorman, Borzyskowski, Alexander, and Lucas

**ABSENT:** Commissioners Johnson and Hansen and Interim Executive Secretary Chad Ubl

**STAFF PRESENT:** Director of Community Development Lucy McMartin, Development Coordinator Nick Larson, and Finance Director Jessica Wojahn

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**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 Alexander and seconded by Commissioner Borzyskowski to approve the January 13, 2022 minutes. The motion carried with all Commissioners present voting aye.

**2. REMARKS BY PRESIDENT**

None.

**3. OLD BUSINESS**

**A. Certificate of Compliance and Completion—169 N. Baker Street**

Director of Community Development Lucy Mc Martin noted the Port Authority worked with Winona County to convey the property at 169 N. Baker Street to Habitat for Humanity. Ms. McMartin noted Habitat completed the four bedroom, 2-story, 1500 square feet home and has requested a Certificate of Compliance and Completion as required in the Quit Claim Deed.

Ms. McMartin noted that 169 N. Baker Street is one of two parcels the Port Authority conveyed to Habitat and the second home will begin construction in 2022.

A motion was made by Commissioner Alexander, and seconded by Commissioner Borzyskowski, to authorize the President and Interim Executive Secretary to execute the Certificate of Compliance and Completion. All Commissioners present voted aye.

**B. Update on Lease Agreement—165 West Second Street with Winona County**

Ms. McMartin referenced the lease agreement provided to the Commissioners. Ms. McMartin noted the Winona County Attorney requested changes relative to the previous lease version presented for the Commissioners' consideration.

Ms. McMartin stated the majority of the changes are related to insurance liability and the portion of the parking lot the City is going to use. Ms. McMartin noted changes on page 3, paragraph f; page 7 & 8, paragraph c; and page 10, paragraph 19.1.

Ms. McMartin stated the Winona County Board will review the lease at one of their February meetings.

A motion was made by Commissioner Lucas and seconded by Commissioner Alexander, to accept the amended lease agreement. All Commissioners present voted aye.

#### **4. NEW BUSINESS**

##### **A. Paul Bruhn Historic Revitalization Grants Program**

Mr. Larson noted the Community Development Department is applying to the National Parks Service for \$750,000 to rehabilitate eight to twelve historic properties in the two Downtown Historic Districts.

Mr. Larson stated the competitive grant applications are due February 22<sup>nd</sup>, awards will be announced in August. The grant period will be for three years, and any properties receiving grant funding need to have National, State, or local historic significance, along with approval from the HPC, SHPO, and the National Parks Service.

Mr. Larson noted that as part of the application, it is highly recommended to include Letters of Support and asked the Port Authority to support the application by providing a Letter of Support, as the City Council and HPC have.

Commissioner Lucas asked who would be overseeing the choice of applicants. Mr. Larson noted a Review Committee would be assembled with volunteer representation from the Port Authority, City Council, HPC, Winona Main Street & Chamber of Commerce.

President Cichanowski asked how the grant application is coming along. Mr. Larson noted the application is nearing completion and the application is currently under the review by the State Historical Preservation Office as required by the National Park Service.

A motion was made by Commissioner Alexander, and seconded by Commissioner Borzyskowski, to authorize the President and Interim Executive Secretary to execute the Letter of Support. All Commissioners present voted aye.

**B. Appointment of Nominating Committee**

President Cichanowski appointed Commissioners Lucas and Borzyskowski to the Nominating Committee.

Informational item/no vote required.

**5. FINANCIAL REPORT**

Mr. Larson referenced the Port Revolving Loan and COVID-19 Loan Reports in the agenda packet.

Mr. Larson noted Federal Fund 921 provided a \$300,000 to Metro Plains. Mr. Larson stated Fund 922 is the State Revolving Loan and all loan recipients are current on their loan payments and one recipient will be paying off the balance of their loan in February.

Mr. Larson noted the Port made a \$58,500 loan to The Garage and part of the loan was made from Fund 922 and a portion from Fund 923—the Port's Local Revolving Loan Fund. Mr. Larson stated The Garage is also current.

Mr. Larson stated the Port Authority created a Covid-19 Emergency Loan Program to assist businesses due to the impacts of Covid-19. Mr. Larson noted twenty-six loans were made and all the businesses are current on their payments with the exception of one business.

Commissioner Borzyskowski asked the status of the loan for BCS. Mr. Larson noted the Port has not officially made the loan to BCS. Mr. Larson noted Port staff is in regular communication with BCS and BCS is reviewing the terms of the MIF Loan, which is tied to the Port Loan to make sure they reach all of their goals, as BCS has been affected by supply chain and hiring constraints.

Mr. Larson noted staff is still working with BCS and recently filed their annual MIF report to MN DEED, which noted they have hired over seventy of the one-hundred seventeen positions needed to meet their goals.

Ms. McMartin noted the cash balance of Fund 923 on page twelve of the Financial Report. Ms. McMartin noted there are many grant opportunities and some of the grants require matching funds and some of the cash balance in Fund 923 may be allocated as match.

President Cichanowski asked what type of loans or grants would the funds be used for. Ms. McMartin noted the Main Street Economic Revitalization Program funded through DEED. Ms. McMartin stated DEED only funded eight applications in their first round. Ms. McMartin stated Port staff is working with the Chamber to submit an application to DEED for the second round of the Main Street Economic Revitalization Program.

Finance Director Jessica Wojahn stated the \$400,000 in Accounts Receivable noted on page one of the Financial Report is related to the Commercial Harbor Project and will be transferred to the Commercial Harbor Funds once the funds are received.

President Cichanowski asked the status of the project. Mr. Larson stated Michels Construction has completed the construction of the dock wall and whalers, and once the weather warms up they will return to finish back-filling and compacting the site, along with welding two more kevels. Mr. Larson summarized that the project is 90% complete.

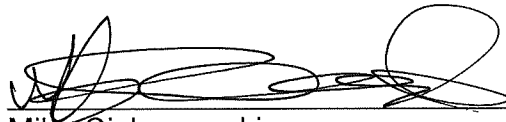
**ADJOURNMENT**

A motion was made by Commissioner Borzyskowski and seconded by Commissioner Lucas to adjourn the meeting. All Commissioners present voted aye. The meeting was adjourned at 4:19 pm.



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Nick Larson  
Development Coordinator



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Mike Cichanowski  
President

**PORT AUTHORITY OF WINONA  
ROLL CALL AND VOTE SHEET  
FEBRUARY 10, 2022**

Name	Approval of Minutes January 13	Cert. of Compliance/ Completion 169 N. Baker	Update Lease Agreement for 165 W. Second	Paul Bruhn Grant	Appointment of Nominating Committee	Financial Report	Adjournment
Cichanowski	Aye	Aye	Aye	Aye	No Vote	No Vote	Aye
Johnson	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Gorman	Aye	Aye	Aye	Aye	No Vote	No Vote	Aye
Borzyskowski	2 <sup>nd</sup> & Aye	2 <sup>nd</sup> & Aye	Aye	2 <sup>nd</sup> & Aye	No Vote	No Vote	1 <sup>st</sup> & Aye
Alexander	1 <sup>st</sup> & Aye	1 <sup>st</sup> & Aye	2 <sup>nd</sup> & Aye	1 <sup>st</sup> & Aye	No Vote	No Vote	Aye
Hansen	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Lucas	Aye	Aye	1 <sup>st</sup> & Aye	Aye	No Vote	No Vote	2 <sup>nd</sup> & Aye