

Pursuant to due call and notice thereof, the annual meeting of the North Mankato Port Authority Commission was held in the Council Chambers of the Municipal Building on Monday, July 13, 2009.

President Hensel called the meeting to order at 7:00 p.m. The following were present: Commissioners Knutson, Arnold, Hensel, Kirschbaum, Zellmer and Steiner, Executive Vice President Sande and Secretary Gehrke. Absent: Commissioner Abbott and Finance Director Mork.

#### Approval of the Minutes

On a motion by Commissioner Knutson, seconded by Commissioner Zellmer, the minutes of the Port Authority meeting of June 24, 2009 were approved.

#### Finance

##### A. Preliminary Financial Report – June 30, 2009

Executive Vice President Sande presented a preliminary financial report for the six-month period ending June 30, 2009 reporting a revision was made to the fund balance for land when restated at market value to \$2,059,930.92. He reviewed each of the Port Authority funds and will provide the Commissioners with a copy of the Tax Increment Finance Annual Report which is sent to the State. He reported the house which was moved to 506 Garfield Avenue has been sold and the closing set for July 24, 2009. It was determined the house at 518 Webster Avenue was not in a condition to be moved to a new location and was torn down to remove it from the tax rolls prior to June 30, 2009. Staff is working with the property owner of the final non-conforming use in this area and will keep the Port Authority Commission updated. The final financial report for the year ending December 31, 2008 will be presented at an upcoming Port Authority meeting.

##### B. Approval of Bills –June 2009

Executive Vice President Sande presented the Port Authority expenditures for June 2009. Commissioner Kirschbaum moved, seconded by Commissioner Knutson, to approve the Port Authority expenditures for June 2009. Vote on the motion: Knutson, Arnold, Hensel, Kirschbaum, Zellmer and Steiner, aye; no nays. Motion carried.

##### C. Res. No. 06-09 Renewing Revolving Loan Funds

Executive Vice President Sande reported the Finance Director has reviewed the portfolios of the Revolving Loan Fund and is requesting the renewable loan to Robert J. Dale and Kathleen M. Dale, originally dated July 24, 1990 with an original value of \$102,645 be renewed through December 1, 2010 with a principal balance of \$12,173.30; and the renewable loan to Stan and Beverly DeFries, originally dated December 5, 2002 with an original value of \$98,100 be renewed through December 5, 2012 with a principal balance of \$73,929.31.

Commissioner Steiner moved, seconded by Commissioner Arnold, to adopt Resolution No. 06-09 Renewing Revolving Loan Funds. Vote on the Resolution: Knutson, Arnold, Hensel, Kirschbaum, Zellmer and Steiner, aye; no nays. Motion carried.

Report of Executive Vice President

A. Election of Officers

Executive Vice President Sande presented the current list of officers for the Port Authority Commission. Commissioner Kirschbaum moved, seconded by Commissioner Steiner, to re-elect and reappoint the Port Authority Commission officers as follows:

President	Wade Hensel
Vice President	Bob Knutson
Treasurer	Gary Zellmer
Assistant Treasurer	Steve Mork
Executive Vice President	Wendell Sande
Secretary	Nancy Gehrke

Vote on the motion: Knutson, Arnold, Hensel, Kirschbaum, Zellmer and Steiner, aye; no nays. Motion carried.

B. Waiver of Compensation

The Commissioners present at the meeting signed the Waiver of Compensation forms.

C. Set Public Hearing to Consider Sale of Lot 1, Block 1, Northport No. 14, to Mankato Properties, LLC

Executive Vice President Sande reported a purchase agreement is pending with Mankato Properties, LLC, for the sale of a five-acre parcel immediately across from the Bobcat site. The property will be platted as Lot 1, Block 1, Northport No. 14. Commissioner Knutson moved, seconded by Commissioner Steiner, to set a public hearing for 7:30 a.m. on Monday, July 27, 2009 to consider the sale of a five-acre parcel of land to be platted as Lot 1, Block 1, Northport No. 14. Vote on the motion: Knutson, Arnold, Hensel, Kirschbaum, Zellmer and Steiner, aye; no nays. Motion carried.

D. Grant Request from Circle Inn Bar (Tom Bohrer and John Bohrer)

Executive Vice President Sande presented a grant request from Tom Bohrer and John Bohrer for new rooftop air conditioners and a new roof for the Circle Inn. He reported this request meets the criteria established by the Port Authority Commission for the Central Business District (CBD) Loan/Grant Program. The cost estimate for this project is not to exceed \$39,500; therefore, the proposed grant is one-third of that amount not to exceed \$13,167. Commissioner Steiner moved, seconded by Commissioner Arnold, to approve the grant request from Tom Bohrer and John Bohrer for the Circle Inn Bar in an amount not to exceed \$13,167. Vote on the motion: Knutson, Arnold, Hensel, Kirschbaum, Zellmer and Steiner, aye; no nays. Motion carried.

Other Business

Executive Vice President Sande gave a brief update of projects reporting KWIK Trip is scheduled to open the first part of September 2009, work is underway on the Commerce Drive Dental Clinic, Hott Shotts recently opened at 1750 Commerce Drive, and Plaza Garibaldi Mexican Restaurant will be opening the end of the month at 1802 Commerce Drive. He reported the Lee Boulevard paving project will be starting on July 20<sup>th</sup> with completion scheduled for no later than August 15<sup>th</sup> at which time LorRay Drive from the Commerce Drive intersection to the south edge of the Highway 14 bridge deck will be reconstructed. Executive Vice President Sande reported the North Mankato Taylor Library had a sensational June with staff checking out one-half of the library's total collection. Substantial completion of the library expansion is scheduled for December 1, 2009.

In response to a question about the Dollar Store property, Executive Vice President Sande reported discussions were held about the property with interested parties. The current loan for the Dollar Store included personal guarantees.

Executive Vice President Sande reported the project scheduled for the Budget Mart property on Commerce Drive did not materialize. Both this property and the Budget Mart property on Belgrade Avenue would potentially qualify as redevelopment projects.

Open the Meeting to the Public

President Hensel opened the meeting to the public with no one appearing.

There being no further business, the meeting was adjourned at 7:40 p.m.

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President

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Secretary