**ALBERT LEA PORT AUTHORITY**

**AGENDA**

**Wednesday, January 3, 2018 – 7:30 a.m.**

**Regular Meeting**

**Albert Lea Business Development Center**

1. CALL TO ORDER AND NOTATION OF ROLL
2. ELECTION OF OFFICERS FOR 2018 - action
3. President:
4. Vice President:
5. Treasurer:
6. APPOINTMENT OF OFFICERS FOR 2018 - action
7. Board Secretary: Jillayne Raetz
8. Assistant Treasurer: Mardy Oyer (Hammer Dieser Mangskau)
9. APPOINTMENT OF EX-OFFICIO BOARD MEMBERS FOR 2018 - action
10. City Representative: Chad Adams
11. County Representative: Mike Lee
12. Business Community Representative: Acting Chamber Director
13. APPROVAL OF MINUTES FROM DECEMBER 6, 2017 REGULAR MEETING - action
14. RESOLUTION PA-18-01 AUTHORIZING PAYMENT OF CLAIMS - action
15. RESOLUTION PA-18-02 DESIGNATING DEPOSITORIES AND SIGNATORIES FOR WITHDRAWAL OF FUNDS – action
16. Depositories: Farmers State Bank, Home Federal Bank, Produce State Bank, Security Bank MN, US Bank, Wells Fargo Bank, Wells Federal Bank and 4M Fund
17. Signatories: President, Treasurer and Executive Director
18. RESOLUTION PA-18-03 SETTING MEETING DATES, TIMES AND LOCATION FOR THE PORT AUTHORITY – action
19. First Wednesday of the month at 7:30 a.m. to be held at 2610 Y.H. Hanson Avenue
20. Exceptions:
	* 1. Move Wed. March 7th, 2018 to Tues. March 6th, 2018
		2. Move Wed. July 4th, 2018 to Wed. July 11th, 2018
21. RESOLUTION PA-18-04 AUTHORIZING ROUTINE CLAIMS TO BE PAID MID-MONTH – action
22. RESOLUTION PA-18-05 RULES FOR ADDRESSING THE PORT AUTHORITY/RULES OF DECORUM – action
23. EXECUTIVE DIRECTOR’S REPORT
* ZRB Building Project Update
* Streater Update
* Innovative Seed Update
* Bank Building Update
* Business Retention Visits
* Upcoming Meetings & Conferences to Note:
	+ SE MN EDA Professional’s Meeting – 1/12/18
	+ EDAM Winter Conference – 1/18/18 ~ 1/19/18
1. EX-OFFICIO UPDATE
* Freeborn County – Mike Lee
* City of Albert Lea – Chad Adams
* Chamber of Commerce – Tom Newell
1. COMMISSIONER/OTHER ITEMS
2. ADJOURNMENT