**ALBERT LEA PORT AUTHORITY**

**MINUTES**

**January 3, 2018 - 7:30 a.m.**

**Regular Meeting**

**Albert Lea Business Development Center**

 CALL TO ORDER & NOTATION OF ROLL

The Regular Meeting of the Albert Lea Port Authority was called to order on Wednesday, January 3, 2018 at 7:30 a.m. by President Heinemann. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Vern Rasmussen, Jr., Rich Murray, Nate Jansen, Ginny Larson, Mark Heinemann

COMMISSIONERS ABSENT: Sarah Hensley

EX-OFFICIO MEMBERS PRESENT: Chad Adams, City of Albert Lea representative; Mike Lee, Freeborn County representative

EX-OFFICIO MEMBERS ABSENT: Tom Newell, Business Community representative

STAFF MEMBERS PRESENT: Ryan Nolander, Executive Director; Noelle Hagen, Small Business & Marketing Manager; Jillayne Raetz, Board Secretary

STAFF MEMBERS ABSENT: None

GUESTS: Bryan Skogheim, FMCS; Wyeth Anderson, City of Albert Lea Intern

ELECTION OF OFFICERS FOR 2018

1. President: Vern Rasmussen, Jr.
2. Vice President: Ginny Larson
3. Treasurer: Mark Heinemann

Commissioner Murray made a motion to approve the slate as presented, seconded by Commissioner Jansen. President Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

APPOINTMENT OF OFFICERS FOR 2018

1. Board Secretary: Jillayne Raetz
2. Assistant Treasurer: Mardy Oyer (Hammer Dieser Mangskau)

Commissioner Rasmussen made a motion to approve the appointments as presented, seconded by Commissioner Murray. President Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

APPOINTMENT OF EX-OFFICIO BOARD MEMBERS FOR 2018

1. City Representative: Chad Adams
2. County Representative: Mike Lee
3. Business Community Representative: Acting Chamber Director

Commissioner Jansen made a motion to approve the appointment of ex-officio members as presented, seconded by Commissioner Rasmussen. President Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

APPROVAL OF MINUTES FROM DECEMBER 6, 2017 MEETING

The minutes from the December 6, 2017 meeting were reviewed. Commissioner Rasmussen made a motion to approve the minutes as presented, seconded by Commissioner Murray. President Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

 RESOLUTION PA-18-01 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Executive Director Nolander noted this month’s claims were higher due to payments on loans, interest, and insurance. Commissioner Jansen made a motion to accept the claims as presented in the amount of $28,228.72, seconded by Commissioner Rasmussen. President Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

RESOLUTION PA-18-02 DESIGNATING DEPOSITORIES AND SIGNATORIES FOR WITHDRAWAL OF FUNDS

1. Depositories: Farmers State Bank, Home Federal Bank, Produce State Bank, Security Bank MN, US Bank, Wells Fargo Bank, Citizens Community Federal Bank (formerly Wells Federal Bank), and 4M Fund
2. Signatories: President, Treasurer, and Executive Director

Commissioner Jansen made a motion to approve, seconded by Commissioner Larson. President Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

RESOLUTION PA-18-03 SETTING MEETING DATES, TIMES AND LOCATION FOR THE PORT AUTHORITY

1. First Wednesday of the month at 7:30 a.m. to be held at 2610 Y.H. Hanson Avenue
2. Exceptions:
	* 1. Move Wed. March 7th, 2018 to Tues. March 6th, 2018
		2. Move Wed. July 4th, 2018 to Wed. July 11th, 2018

Commissioner Rasmussen made a motion to approve as presented, seconded by Commissioner Jansen. President Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

RESOLUTION PA-18-04 AUTHORIZING ROUTINE CLAIMS TO BE PAID MID-MONTH

Executive Director Nolander explained that this is a resolution that we pass each year to allow staff to pay bills both mid-month and at the end of the month to avoid due date and late fee issues. Commissioner Jansen made a motion to approve as presented, seconded by Commissioner Larson. President Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

RESOLUTION PA-18-05 RULES FOR ADDRESSING THE PORT AUTHORITY/RULES OF DECORUM

The rules were included in the board packet. Commissioner Jansen made a motion to approve the rules as presented, seconded by Commissioner Rasmussen. President Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

 EXECUTIVE DIRECTOR’S REPORT

* ZRB Building Project Update
* The construction completion date has been moved back again. The roof has 2 panels that need to be installed. The weather conditions have prevented the roof from getting completed which is stalling the inside work that needs to be finished.
* Sprinkler system flow rates were tested, water pressure is an issue. The best solution may be to install a pump, ZRT is working on the specifics.
* Streater Update
* Although they announced they were moving a line and cutting jobs in summer 2017, Streater has continued to grow the remaining lines of their business. They have extended their lease in the South Ring Can space and are interested in leasing ALEDA #1 due to their increased need for space.
* Innovative Seed Update
* Staff continues to work with this ag business. The owner was interested in land at the Plaza Site. He is currently getting numbers for building and will keep us updated. He has also been working with Freeborn Lumber to possibly purchase property from them.
* Bank Building Update
* The City has worked with several local businesses to get bids together on the cost of bringing the 1st floor up to code and prepare it for new tenant build out. This would include HVAC, electrical updates, etc.
* The City and ALEDA are currently working with a prospect to lease the building. They are a new company projected to have high growth in their first year and will be adding 10-30 good paying jobs to the community.
* The building is already in a TIF district, however there could be money available for a forgivable or partially forgivable loan to fund the renovations or help the company with start-up costs. The City is hoping to structure a lease deal that will allow them to recuperate the costs of renovation and will include options for the company to purchase the building after a certain amount of time.
* Business Retention Visits
* In December, Executive Director Nolander met with Kirk Knutson of SAR Manufacturing. SAR had 35 employees when Knutson purchased the business, and he has brought that number down to 15 employees. The original layout of the work area was inefficient and they were truly overstaffed. The business is running much more efficiently now and the business is very strong. Knutson shared that he has also bought a business in Kasson and is happy we assisted him when he purchased the business.
* Executive Director Nolander also reached out to Jake Veldman of Kibble Equipment – Hollandale. There have been rumors that Kibble was going to close area stores and consolidate them into one new location in Albert Lea. Veldman explained that this was just a rumor and that all the John Deere stores that Kibble has purchased are doing well. Kibble Equipment is now looking at buying the buildings from the original owners of the stores they have purchased.
* Peggy Young of Riverland Community College has offered to join staff on business retention visits, representing the college and their training offerings to assist businesses with workforce development.
	+ University of Minnesota is offering a BR&E course in May that staff plans to attend.
* Upcoming Meetings & Conferences to Note:
	+ Southeast MN Economic Development Agency Professional’s Meeting – 1/12/18
	+ EDAM Winter Conference – 1/18/18 ~ 1/19/18

 EX-OFFICIO UPDATE

Freeborn County – Mike Lee, Freeborn County Representative

* The 2018 tax levy was set at $22M, a 3.5% increase
* County board set the salaries for the elected county employees.
* Chris Shoff was elected 2018 board chair, Mike Lee is vice chair.

City of Albert Lea – Chad Adams, City of Albert Lea Representative

* The tax levy was finalized with a 1.2 % increase.
* Feb 6th the city is hosting a regional housing summit to connect with developers, realtors, and others and work on solutions to housing shortages in our community and region.
* Staff continues to Facebook advertise the housing abatement program in different ways, to make people more aware of the program.
* Assistant City Manager Jerry Gabrielatos and Executive Director Nolander discussed ways to share more information about economic development before the citizen survey goes out in March. Looking at hosting a potential public forum or community event to talk about economic development.
* Senate Capital Investment Committee would like to do a tour next week to review projects looking for bonding such as; Riverland and Blazing Star Landing.
* Mayo Update – city staff is looking for a more aggressive meeting schedule in 2018. There are still a couple alterative providers that might be interested in working with the community. Mayo still has not given a number for employee change and is sticking with “plus or minus ten”.
* Staff and council are getting closer to choosing the new fire station site.

Chamber of Commerce – Tom Newell, Business Community Representative

* Absent

 COMMISSIONER/OTHER ITEMS

* None

 ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Rasmussen. The motion carried 5 in favor, 0 opposed. The meeting adjourned at 8:20 a.m.

Filed and attested January 3, 2018.



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President Board Secretary