

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**Wednesday, May 2, 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, May 2, 2018 at 7:30 a.m. by President Rasmussen. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: None

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

EX-OFFICIO MEMBERS ABSENT: Business Community Representative

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

STAFF MEMBERS ABSENT: None

GUESTS: Abby Leach, ALBDC Advisory Board; Daniel Otten, ALBDC Advisory Board; Susie Peterson; Albert Lea Convention and Visitors Bureau; Dan Dorman, Greater MN Partnership; Craig Poppenhagen, CliftonLarsonAllen

### APPOINTMENT OF BOARD SECRETARY

Each year in January the board elects the offices of President, Vice President, and Secretary. After the departure of the appointed board secretary, the board must nominate someone else. Commissioner Heinemann nominated Small Business and Marketing Manager Noelle Hagen, seconded by Commissioner Jansen. President Rasmussen asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### APPROVAL OF MINUTES FROM APRIL 4, 2018 MEETING

The minutes from the April 4, 2018 meeting were reviewed. Commissioner Jansen made a motion to approve the minutes as presented, seconded by Commissioner Murray. President Rasmussen asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### RESOLUTION PA-18-09 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. The claims list that was included in the packet was missing a payment to principal on the new ZRB loan, so a new claims list was handed out. Executive Director Nolander noted that the claims list was high this month due to the first payment of property taxes. Commissioner Heinemann made a motion to accept the claims as presented in the amount of \$163,552.38, seconded by Commissioner Jansen. President Rasmussen asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### EXECUTIVE DIRECTOR SEARCH & ORGANIZATIONAL STRUCTURE

President Rasmussen introduced the topic by explaining that with the current discussion of sharing and combining amongst the Chamber, the CVB, and ALEDA that this may be a great opportunity to look at what other communities in Greater MN are doing regarding these types of organizations. President Rasmussen introduced Dan Dorman, of the Greater MN Partnership, who had been asked to spend about 10-15 minutes sharing what he has seen in other communities around Greater MN.

Dan Dorman described other communities' approach to the organizations and economic development and cited organizations such as Greater Mankato Growth. Dorman also expressed that it is important to note that the way ALEDA is currently structured is unique and serves its purpose well. Dorman hears from other communities who wish that they could organize their economic development entities the way that we do. The independence of the EDA from the governmental agencies such as the City of Albert Lea and Freeborn County allows there to be a representation of the local business community and does not make economic development a burden of the local taxpayers. That leaves the port authority's tax levy ability as a great tool to use when needed for a project or a source of funding should there be a need.

Discussion followed.

*Visitors departed:*

*Leach, Peterson, Otten, Dorman*

#### RESOLUTION PA-18-10 DESIGNATING SIGNATORIES FOR WITHDRAWAL OF FUNDS

Current signatories are President Rasmussen, Treasurer Heinemann, and Executive Director Nolander. Due to the resignation of Executive Director Nolander, the board must choose a new signatory. Commissioner Larson moved to designate Small Business and Marketing Manager Noelle Hagen as the third signatory, seconded by Commissioner Skogheim. President Rasmussen asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

#### STAFF REPORT

- Zumbro River Brand Building Project Update
  - ZRB has moved out of ALEDA #1 and the building is available. There are a few things that have been on hold due to weather, but with those being completed the financing will be wrapped up soon. There have also been some issues with the TIF for soil work that the City is working on getting fixed.
- Bank Building/Mortarr Project
  - Approvals for the project on the City's part in the deal will be voted on at the May 29<sup>th</sup> council meeting. Mortarr applied for dollars from DEED's JCF Fund and received feedback yesterday that the application can't be approved the way the deal is set up right now. Executive Director Nolander and City Manager Chad Adams will work on resolving the issue and finding a way to help Mortarr get the JCF application through.
- Project Pepper
  - This was a project that the state passed along to us. We pitched the 10 acres in the Habben Business Park and the properties in the ALEDA Industrial Park. They are specifically looking at communities along I-35 and I-94. They visited the two properties and we will be hearing in the next few weeks if they would like to continue looking at Albert Lea.
- Blazing Star Landing Update
  - City Manager Chad Adams: The master developer has submitted a letter of commitment that will be submitted to the legislature to try to get bonding dollars. The developer would still like to build the community center first but Adams has been adamant that they need private investments first to help fund the community center. The developer will start working on bringing in large clients to look at the opportunity.
- Retail Strategies Discussion
  - Executive Director Nolander and Small Business & Marketing Manager Hagen recently discussed the Bonton news and Albert Lea's interest in pursuing the retail study with Justin from Retail Strategies. At the last council meeting City Manager Chad Adams also presented the idea to the council and they seemed interested in looking at the opportunity as well. There are available funds at

the City to pay for the contract up front. But it would be ideal if several partners contributed including ALEDA and Freeborn County.

- Meeting & Conferences to Note:
  - ALEDA/Chamber/CVB Meeting
    - There was a joint meeting of the three organizations on April 10<sup>th</sup>. Abby Leach of the ALBDC Board, Commissioner Heinemann, and Commissioner Hensley joined Executive Director Nolander as representation of ALEDA.
  - VA Nursing Home Meeting
    - On April 16<sup>th</sup> Executive Director Nolander met with Scott Spates, his board chair, and two members of the state VA. There is an opportunity to go after a VA nursing home in Albert Lea and use the original St. John's campus but it will be difficult due to the way the VA nursing homes have been historically funded and run.
  - Leadership Day 5/15/18
    - May is Economic Development Day for the Albert Lea – Freeborn County Leadership Program. Executive Director Nolander and Small Business & Marketing Manager Hagen will participate as day leaders and present information about the organization and the projects we work on and spend the day leading tours through manufacturing businesses in Albert Lea.

#### EX-OFFICIO UPDATE

##### Freeborn County – Mike Lee, Freeborn County Representative

- Freeborn County has received the bids for Freeborn County Fairgrounds Grandstand and the bid came in significantly lower than they had expected.
- The County Board along with the City Council met with Peggy Bennet and discussed several topics such as the Stables Project, transportation, childcare shortage, and Blazing Star Landing.
- The County Board voted to increase permit fees on oversize loads on county roads.
- Sue Miller was reappointed as Public Works Director for 4 years.

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

- Chad inquired about ALEDA's process on the Executive Director search and if the Executive Committee had made any decisions on the interview process.
- Legislative update – hot topics are childcare, workforce, housing, Stables Area Project, Riverland's bonding, and Blazing Star Landing.
- Director of Public Safety position is still open.
- New fire station site is still being considered on Newton across from the Law Enforcement Center.
- HRA Director, John Ford, has resigned effective June 30, 2018. The City is helping with the transition and the HRA Board is meeting to discuss their process.
- Chad shared that Albert Lea was awarded with the excellence in outstanding outcomes "Walkable, Bikeable and Livable Community Award" award at the Blue Zones Conference in Naples, FL.
- City of Albert Lea was named as a Southeast MN Best Place to Work.
- Chad will be attending a meeting with Small Business and Marketing Manager Hagen with Sanco to discuss an upcoming project.

##### Chamber of Commerce – Business Community Representative

Not in attendance, no update provided.

##### 2017 AUDIT RESULTS – Craig Poppenhagen, CliftonLarsonAllen

Craig reviewed the audit with the board. He stated there was a clean opinion on the audit and recommended no changes in accounting policies. Craig noted that a major change was closing the general fund into the real estate fund. Going forward that will simplify the audit as all the activity will now run through one account. Commissioner Larson

made a motion to approve the audit results as presented, seconded by Commissioner Heinemann. President Rasmussen asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

COMMISSIONER/OTHER ITEMS

None

ADJOURNMENT

Commissioner Jansen made a motion to adjourn the meeting, seconded by Commissioner Skogheim. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 9:20 a.m.

Filed and attested May 2, 2018.



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President



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Board Secretary