

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**June 6, 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 June 6, 2018 at 7:30 a.m. by President Rasmussen. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Vern Rasmussen, Jr., Brian Skogheim, Rich Murray, Mark Heinemann, and Sarah Hensley

COMMISSIONERS ABSENT: Nate Jansen, Ginny Larson

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: Noelle Hagen, Small Business & Marketing Manager/Interim Director

STAFF MEMBERS ABSENT: None

GUESTS: Dave Christenson, Brad Arends, Ken Petersen, Craig Ludtke

### APPROVAL OF MINUTES FROM May 2, 2018 MEETING

The minutes from the May 2, 2018 meeting were reviewed. Commissioner Heinemann 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 5 in favor; 0 opposed.

### RESOLUTION PA-18-11 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Skogheim made a motion to accept the claims as presented in the amount of \$46,925.00, seconded by Commissioner Hensley. President Rasmussen asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

### EXECUTIVE DIRECTOR SEARCH UPDATE

Commissioner Heinemann reported that the interview committee conducted phone interviews with 10 candidates out of the 17 total candidates that applied prior to the deadline (2 filed after deadline). They have selected three finalists, two have confirmed interview times so far. The candidates are Naomi Lenz State Office RBS Program Specialist, USDA Rural Development; Pete Kampfner, City Administrator of Hamilton, TX; and Mark Vaux, Executive Vice President of Greater Fargo Moorhead Economic Development Corp. The Executive Committee will conduct the in-person interviews which are expected to be an hour long. The board will invite other stakeholders in the community to participate in social gathering as part of the interview process. City Manager Chad Adams and Small Business and Marketing Manager Noelle Hagen will give each candidate a driving tour of the community as well. Commissioner Heinemann will verify references between now and next Wednesday's interviews.

## STAFF REPORT

- Quarterly Financial Update/Questions
  - Small Business and Marketing Manager Hagen asked if there were any questions or comments about the April Ending Financials that were shared with the board the previous week via email. Commissioner Heinemann summarized the questions he asked via email and the answers he received from Doreen Dieser.
- ZRB Building Project Update
  - Project is almost complete, waiting on final grading to be finished.
- ALEDA #1 Spec Building
  - There is interest in the space from Minnesota Freezer Warehouse Co. They are interested in leasing or a lease-to-own situation. Staff will work with them to negotiate a lease/agreement if they are interested in pursuing the opportunity.
- South #1 – Streater Lease
  - Streater has been leasing the 19,200-sq. ft. in the South end of the Ring Can building. They did not ship all their inventory in the Spring and have asked to continue their lease on a month-to-month basis – but only use 5,000 sq. ft. of the space and loading docks. Staff asked for the board to approve a new lease at \$2,000/mo. for 5,000 sq. ft. with loading dock access with a 30-day out clause if another tenant comes along wanting to use the entire space. Commissioner Skogheim made a motion to approve the new lease at the terms provided, seconded by Commissioner Hensley. President Rasmussen asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.
- Project Pepper
  - No update, waiting to hear from DEED if Albert Lea is still being considered for the project.
- Blazing Star Landing Update
  - City Manager Chad Adams: The project did not make it in the state bonding bill and not many local economic development projects were authorized throughout the state. Adams will continue talks with the master developer to develop the entire site, building community rec center with private development, and other opportunities. This is a good opportunity for lakeshore development especially with the likelihood of Albert Lea Lake being dredged after Fountain Lake is complete.
- Retail Strategies Discussion
  - City Manager Chad Adams: The City has committed to the first year and Retail Strategies has started to pitch Albert Lea at national shows. The first stage will be gathering data on the market and from the community. The City fronted the initial cost of the contract and applied to SMIF for \$20k to fund half of it. The City would like to invite Greater Jobs and other community partners to contribute in either Phase 1 or 2.
- Staff Update – Administrative Assistant
  - At the May 2, 2018 meeting the board recommended that staff discuss and determine if a temporary or part-time administrative assistant should be hired now or if it the hiring for the position should be put on hold until after an Executive Director is hired. Small Business & Marketing Manager Hagen had decided that staff will not be hiring until a new director is in place, and she will continue to do all 3 positions in the interim.
- Meetings & conferences to note
  - ALEDA/Chamber/CVB – rescheduled to 6/13/18
- Data Center Prospect
  - The contact is interested in P.A. property in the ALEDA Industrial Park – looking for 1 acre so a lot would need to be sub-divided. President Rasmussen suggested that this

might be a good opportunity to look at a spec-data center concept. Staff will consider this and continue discussion with the contact.

EX-OFFICIO UPDATE

Freeborn County – Mike Lee, Freeborn County Representative

- Governor’s fishing opener will be in Albert Lea next year
- Fountain Lake restoration kick-off at Edgewater Bay Pavilion this afternoon, will start dredging about June 15<sup>th</sup>.
- Recycling is down this year, 12 tons, down from 17, next e-waste collection is Sept 22

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

- Ramsey School project/housing – have a developer converting into 11 apartments. Received \$150k for grant agreement – City will match. Approval at next council meeting.
- Fire Facility – continuing to look at Newton parcels, getting appraisals. Brunton Architects was authorized to put design on website.
- Community survey in the next 30 days – a municipal government survey that benchmarks Albert Lea against other communities. Results expected in August.
- Helping w/ HRA search for Executive Director. Deadline for applications is June 22, 2018.
- Municipal filing includes; 3 filings for Mayor, Ward 2 unopposed, Ward 4 Olson vs. Hagen, Ward 6 – Brooks vs. Ronnenberg. There will be a primary in August.

Chamber of Commerce – Business Community Representative

No representative present, no update.

COMMISSIONER/OTHER ITEMS -

President Rasmussen noted that during the interim, Small Business and Marketing Manager Hagen has many extra duties and the executive committee has discussed and recommends that the board name Noelle Hagen as the Interim Executive Director and to provide additional compensation retroactive to mid-May and continuing until after an Executive Director has been hired and in place. Commissioner Skogheim motioned that the board accept and implement the recommendation from the Executive Committee to name Noelle Hagen as Interim Executive Director and to provide additional compensation until a new Executive Director has been placed, seconded by Commissioner Hensley. President Rasmussen asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

ADJOURNMENT

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

Filed and attested June 6, 2018.



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President



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Board Secretary