

ALBERT LEA PORT AUTHORITY

MINUTES

July 11, 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, July 11, 2018 at 7:30 a.m. by Treasurer Heinemann. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Nate Jansen, Mark Heinemann, Sarah Hensley, Rich Murray, Brian Skogheim

COMMISSIONERS ABSENT: Vern Rasmussen, Jr., Ginny Larson

EX-OFFICIO MEMBERS PRESENT: Chad Adams, City of Albert Lea representative; Mike Lee, Freeborn County representative, Rhonda Jordal, Business Community Representative

EX-OFFICIO MEMBERS ABSENT: None

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

STAFF MEMBERS ABSENT: None

GUESTS: Steve Dabelow, Armbruster Executive and Employee Benefits; Tom Jensen, Freeborn County Administrator

APPROVAL OF MINUTES FROM JUNE 6, 2018 MEETING

The minutes from the June 6, 2018 meeting were reviewed. Commissioner Skogheim made a motion to approve the minutes as presented, seconded by Commissioner Jansen. Treasurer Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

RESOLUTION PA-18-12 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Jansen made a motion to accept the claims as presented in the amount of \$44,258.21, seconded by Commissioner Hensley. Treasurer Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

EXECUTIVE DIRECTOR SEARCH UPDATE

Commissioner Heinemann provided the executive director search update. The chosen candidate did not accept the offer and decided to stay with their current employer. The executive committee then interviewed two candidates who were not included in the final interviews. During this process, the executive committee become aware that the lack of health insurance is an issue. Commissioner Heinemann introduced Steve Dabelow of Armbruster Executive and Employee Benefits to deliver details of potential group health insurance plans and benefits. In addition, Dabelow provided an informational packet for review. Discussion followed.

Commissioner Jansen made a motion to authorize the executive committee to hire a new executive director with the salary and benefit range as discussed pending a background check, seconded by Commissioner Hensley. Treasurer Heinemann asked for any discussion and hearing none, the motion carried 5 in favor; 0

opposed.

STAFF REPORT

- Project Pepper
 - Recent update from DEED: Sites in 3 states are still being considered. We will hear more when DEED knows more.
- ALEDA #1 Spec Building
 - There is interest in the space from Minnesota Freezer Warehouse Co. They will be discussing the opportunity at their ownership meeting this month and will let us know if they'd like to continue to move forward.
- South #1 – Streater Lease
 - Streater's lease was adjusted from 19,200-sq. ft. to 5,000 sq. ft. in June 2018 with a new lease in place. Streater reached out to request the rest of the space for their sister business who needs some warehousing space. A new lease has been created for the additional space to be leased July, August, and September.
- Blazing Star Landing Update
 - City Manager Chad Adams: Adams will continue talks with the master developer to develop the entire site, building community rec center with private development, and other opportunities.
- Retail Strategies Discussion/Northbridge Mall
 - City Manager Chad Adams: Within the next 90 days, we will receive the first report on our market from retail strategies.
- Meetings & conferences to note
 - Workforce attraction – 6/21/18 – Interim Director Hagen attended a workforce attraction convention in Mankato.
 - ALEDA/Chamber/CVB Strategy Mtg – 7/11/18 – Interim Director Hagen, Commissioner Heinemann, Commissioner Hensley, and ALBDC Advisory Board Member Abby Leach will attend the next strategic planning meeting.
 - Southeast ED Professional Meeting – 7/13/18 - – Interim Director Hagen will attend the meeting in Oronoco which will focus on JCF and Small Cities grants.

EX-OFFICIO UPDATE

Freeborn County – Mike Lee, Freeborn County Representative

- The County board approved the request by So Core for for a 1.5 M/W Photo Voltaic Energy System on the property owned by Clinton Heidi McGill
- Passed a resolution classifying tax foreclosure Parcels for 2018 sale.
- Passed the resolution changing the name of court services to Freeborn County Probation and pretrial services.
- The County Board reappointed Mike Hanson and Joe Kosinski to 3 year terms on the Shell Rock River Watershed Board of managers.

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

- Update on HRA director search
- Update on status of the Ramsey school project
- Annexation update on the Stables Area

Chamber of Commerce – Rhonda Jordal, Business Community Representative

- Leadership graduation included 14 people, the chamber is in the process of planning updates and improvements to the leadership program

- The Eggs & Issues event hosted in June that focused on Rural Healthcare was successful
- Improvements are being made to the Ambassador program with the hopes of getting them more engaged within the Chamber as well as the business community
- The 3rd of July parade was successful and included over 80 entries. The firework display on July 4th went well despite weather concerns.

COMMISSIONER/OTHER ITEMS -

None

ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Jansen. The motion carried 5 in favor, 0 opposed. The meeting adjourned at 9:15 a.m.

Filed and attested July 11, 2018.



President



Board Secretary