

# **ALBERT LEA PORT AUTHORITY**

---

## **MINUTES**

**September 5, 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, September 5, 2018 at 7:30 a.m. by President Rasmussen. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: None

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

EX-OFFICIO MEMBERS ABSENT: Mike Lee, Freeborn County representative

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

STAFF MEMBERS ABSENT: None

GUESTS: Liza Donabauer, DDA

### APPROVAL OF MINUTES FROM AUGUST 1, 2018 MEETING

The minutes from the August 1, 2018 meeting were reviewed. Commissioner Heinemann made a motion to approve the minutes as presented, seconded by Commissioner Skogheim. President Rasmussen asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### RESOLUTION PA-18-14 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 \$42,924.31 seconded by Commissioner Hensley. President Rasmussen asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### EXECUTIVE DIRECTOR SEARCH UPDATE

The Executive Committee chose David Drown Associates (DDA) to conduct a search for an executive director. The proposed timeline includes several decisions to be made at each board meeting which extended out the timeline quite a bit. Treasurer Heinemann suggested that the executive committee make the decision regarding the final position profile with input from the rest of the commissioners and the ex-officios of the board. This would eliminate the need for a September 19, 2018 special meeting as proposed.

Liza Donabauer of David Drown Associates (DDA) requested the Port Authority Board of Commissioners meet on November 14, 2018 at 7:30 a.m. to choose final candidates to be interviewed on December 12, 2018 – the special meeting will be posted prior to the meeting.

## APPROVE 2019 BUDGET

Interim Executive Director Hagen provided a copy of the 2019 Port Authority Budget for the board to review. Hagen noted an adjustment to rentals based on the likely lease of the ALEDA Spec #1 building in 2019. It was suggested that the lease to Daisy Blue Naturals in the ALBDC be removed or adjusted. Commissioner Heinemann moved to approve the 2019 budget as amended, seconded by Commissioner Larson. President Rasmussen asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

## STAFF REPORT

- ALEDA #1 Spec Building – Minnesota Freezer Warehouse Co. has a lease in their possession, they had intended to sign on or before September 1, 2018. They have asked that we wait until October 1, 2018 as they are still negotiating a contract with a customer who would be using the space.
- Project Pepper – The latest update from Natalie Siderius, the local contact from DEED, is that the project has been put on pause until at least January 2019.
- Pickeral Park – The new buyers are in the process of closing on this property and several others, with a project closing date of September 26, 2018. The board will need to approve the reassignment of the \$500,000 note and the two \$5,000 loans from the Port Authority and Greater Jobs, Inc. will be repaid at closing. Commissioner Larson moved to approve the reassignment on the condition that the Port Authority is not liable for the \$500,000 from DEED used for the loan upon default, seconded by Commissioner Heinemann.
- Blazing Star Landing Update – No progress has been made with developer, waiting for community survey results to gauge community support of a community center.
- Retail Strategies Update – webinar/conference call next week with report of findings and statistics that will be used in our community profile, then they will be presenting Albert Lea at trade shows in October
- Meetings & Conferences to Note
  - SE MN EDA Professional Meeting – Sept. 14<sup>th</sup>
    - Interim Executive Director Hagen will be attending and participating as a speaker. The event will focus on entrepreneurs and initiatives to support entrepreneurs in our region.
  - 2018 Upper Mississippi Main Street Conference – Oct. 23-25<sup>th</sup>
    - Interim Executive Director Hagen will be attending along with members of the Chamber staff and board to learn more about Main Street in Minnesota.

## EX-OFFICIO UPDATE

Freeborn County – Mike Lee, County Commissioner

None

City of Albert Lea – Chad Adams, City Manager

- Fire facility – council is choosing between two sites – Blazing Star Landing and Newton Site. Budget has increased from \$7.5 million to about \$9.5 million although they think they can get it down by cutting a few things. September 24<sup>th</sup> council will be selecting between two sites and beginning the bids.
- Next council meeting the council will set preliminary budget – a 2% overall increase to tax levy is proposed. In 2018, the tax base increased by 4%.
- Community Survey – getting draft report, will be made public later in the month.
- The Stables area annexation is moving forward – state should approve soon. In about 30 days those residents will become Albert Lea citizens.
- HRA – city has been very involved out there in a day-to-day sense. They won't be hiring an Executive Director yet, there are some issues they're working on.

- Northbridge Mall – Carrington received their 3<sup>rd</sup> party report. They are currently making pitches to retailers and trying to get it full.
- The City is going out for renewal of health insurance premiums. They have discussed allowing the ALEDA and HRA staff to go onto the health insurance plans. Chad will send a package summary to board members for consideration

Chamber of Commerce – Rhonda Jordal, Executive Director

- Had 4-H Livestock Auction wrap-up meeting for Ag Committee – numbers were on par. Ag Committee and staff are also preparing for 3<sup>rd</sup> Grade Farm Tours
- Leadership Kickoff – have 23 in the class this year which is up from last year, diversity in the class – class was engaged and excited for the program
- Rhonda will be attending the MN Chamber of Commerce Conference in Mankato in September and the Main Street Conference in October.
- Chamber has been sending and delivering new directories with personal note and changes made such as not charging for business after hours – also changed business after hours timing – business breakfast hours, lunch & learn, progressive business after hours.
- Starting a young professionals group – starting by reaching out to the 40 under 30 list from the Tribune. Will start a retail group and business group
- Working on creating a welcome committee and increasing
- Began tracking referrals and will share numbers with members, revved up social media as well. Going through By-Laws, Policies, Etc. for changes and updating to be done.

COMMISSIONER/OTHER ITEMS –

Commissioner Heinemann asked the board their thoughts on asking Tom Jensen, Freeborn County Administrator to be the ex-officio representing the county. The board agreed, and Commissioner Heinemann offered to reach out to Tom Jensen regarding upcoming meetings.

Commissioner Heinemann also mentioned how he had been discussing education opportunities with Interim Executive Director Hagen. Hagen is interested in attending a certification course at Hamline University that starts in mid-November. The program is two days a month, on-site at Hamline and the cost is just under \$3,000. Commissioner Jansen said that the Port Authority board should be encouraging staff to pursue these types of opportunities to contribute to the organization’s and their personal, growth. President Rasmussen and Commissioner Hensley both noted the importance of education and also how the commitment to continuing education opportunities may help the search for a new executive director. Commissioner Heineman made a motion to authorize Interim Executive Director Hagen to pursue this opportunity, seconded by Commissioner Skogheim. President asked for any discussion and hearing none, motion carried 7 in favor, 0 opposed.

ADJOURNMENT

Commissioner Jansen made a motion to adjourn the meeting, seconded by Commissioner Hensley. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:47 a.m.

Filed and attested September 5, 2018.



\_\_\_\_\_  
President



\_\_\_\_\_  
Board Secretary