

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, November 7th, 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, November 7th, 2018 at 7:30 a.m. by Vice President Larson. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Ginny Larson, Mark Heinemann, Sarah Hensley, Bryan Skogheim

COMMISSIONERS ABSENT: Vern Rasmussen, Jr., Rich Murray, Nate Jansen.

EX-OFFICIO MEMBERS PRESENT: Chad Adams, City of Albert Lea representative; Tom Jensen, Freeborn County Representative

EX-OFFICIO MEMBERS ABSENT: Rhonda Jordal, Business Community Representative.

STAFF MEMBERS PRESENT: Noelle Hagen, Interim Executive Director; Linda Larson, Administrative Assistant

STAFF MEMBERS ABSENT: None

GUESTS: None

APPROVAL OF MINUTES FROM OCTOBER 3, 2018 MEETING

The minutes from the October 3, 2018 meeting were reviewed. Commissioner Heinemann made a motion to approve the minutes as presented, seconded by Commissioner Skogheim. Vice President Larson asked for any discussion and hearing none, the motion carried 4 in favor; 0 opposed.

RESOLUTION PA-18-16 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Interim Executive Director Noelle Hagen addressed expenses on the October 2018 claims, they included an ad in the MN DEED Thriving in the North publication and other advertising expenditures. Commissioner Heinemann made a motion to accept the claims as presented in the amount of \$40,051.36, seconded by Commissioner Skogheim. Vice President Larson asked for any discussion and hearing none, the motion carried 4 in favor; 0 opposed.

STAFF REPORT

- **Plaza Street Property** – Interim Executive Director Noelle Hagen and Chad Adams, City Manager, met with the business owner and his realtor approximately two weeks ago. The

discussion included the potential needs of the business owner along with options for incentives the city may have. The business owner requested Chosen Valley Testing to complete a soil boring test on the property in early December before any formal purchase agreement is made.

- **Plaza Street Assessments** – Interim Executive Director Noelle Hagen stated the assessments for the road have been set and the 8.8-acre property has a special assessment of \$5,000 at an interest rate of 4.78% over 10 years. Hagen also noted that there is a \$15,000 assessment on the 55-acre property. Commissioner Heinemann made a motion to pay the \$5,000 special assessment on the 8.8-acre property at the purchase of the property, seconded by Commissioner Hensley. Vice President Larson asked for any discussion and hearing none, the motion carried 4 in favor; 0 opposed.
- **Pickereel Park** – The closing date is scheduled for Tuesday, November 20th. President Rasmussen and Commissioner Heinemann will sign the documents. Commissioner Heinemann will assist with calculating the amounts due on the smaller notes and Attorney Lee Bjorndal will be handling the documents.
- **Childcare (RICC)** - Interim Executive Director Noelle Hagen has been meeting with the Childcare Committee in Freeborn County about finding childcare solutions within the community. Interim Executive Director Hagen is working with Ann Austin, who is a participant in the committee, to distribute childcare surveys that will be compiled by First Children’s Finance to local businesses. The results will be review on Tuesday, November 27th at the RICC meeting.
- **Special Meeting** – A special meeting of the Port Authority will be held on Wednesday, November 14th, 2018 at 7:30 a.m. This will be a meeting to discuss the remaining candidates and choose finalists for the Executive Director position. The final interviews will be held on Wednesday, December 12th.
- **Business Succession Planning** – Interim Executive Director Noelle Hagen attended a session hosted at the University of Minnesota about business succession planning and how our organization could help to create awareness and facilitate discussion so that as local business owners look towards retirement they might have more successful transitions or sales, keeping the businesses open instead of them closing or failing.
- **ALEDA/Chamber/CVB Collaboration Update** – Interim Executive Director Noelle Hagen summarized the discussion had at the last meeting of the steering committee. The group has identified several properties of interest and will be making preliminary visits and site walks.

EX-OFFICIO UPDATE

Freeborn County – Tom Jensen, County Administrator

- The county is almost finished with the development agreement with Invenergy
- They continue to work on their job descriptions and wage study, as well as the final budget and levy.

City of Albert Lea – Chad Adams, City Manager

- The Stables Project is moving forward, approximately 120 residents are involved with the project. The bids will be coming in on Tuesday, November 20th and currently there are 15 contractors who are interested. The project will start in the Spring of 2019 and will be completed in the Fall of 2019.

- The fire facility project has been delayed, allowing for an extended bidding process. The bids will be coming in on Tuesday, November 20th.
- The sale of the Freeborn Bank Building to Mortarr will be closing today, Wednesday, November, 7th. They will begin construction right away; the project will be completed in the spring of 2019.
- The HRA will be making changes to their program in the next several weeks. Mark Sever is the Interim Executive Director and they will be hiring a full-time housing manager in the Spring of 2019.
- The 2018 Citizen Survey results were completed and were reviewed by the board. The overall results were positive – with improvements to be made in areas of economic development and business growth.

Chamber of Commerce – Rhonda Jordal, Business Community Representative

None

COMMISSIONER/OTHER ITEMS

None

ADJOURNMENT

Commissioner Hensley made a motion to adjourn the meeting, seconded by Commissioner Heinemann. The motion carried 4 in favor, 0 opposed. The meeting adjourned at 8:50 a.m.

Filed and attested November 7, 2018.



President



Board Secretary