

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, January 2, 2019

Regular Meeting – 7:30 a.m.

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, January 2, 2019 at 7:30 a.m. by President Rasmussen. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: Sarah Hensley

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

EX-OFFICIO MEMBERS ABSENT: None

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

STAFF MEMBERS ABSENT: None

GUESTS: None

ELECTION OF OFFICERS FOR 2019

- a. President: Sarah Hensley
- b. Vice President: Nate Jansen
- c. Treasurer: Mark Heinemann

Commissioner Jansen made a motion to approve the appointments as presented, seconded by Commissioner Murray. President Rasmussen asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

APPOINTMENT OF OFFICERS FOR 2019

- a. Board Secretary: Noelle Hagen
- b. Assistant Treasurer: Mardy Oyer (Hammer, Dieser & Mangskau)

Commissioner Heinemann made a motion to approve the nominations as presented, seconded by Commissioner Jansen. President Rasmussen asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

APPOINTMENT OF EX-OFFICIO BOARD MEMEBRS FOR 2019

- a. City Representative: Chad Adams
- b. County Representative: Tom Jensen
- c. Business Community Representative: Rhonda Jordal

Commissioner Jansen made a motion to approve the appointment of ex-officio members as presented, seconded by Commissioner Skogheim. President Rasmussen asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

APPROVAL OF MINUTES FROM DECEMBER 5, 2018 REGULAR MEETING

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

RESOLUTION PA-19-01 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 \$39,437.25 seconded by Commissioner Skogheim. President Rasmussen asked for any discussion and hearing none, the motion carried 5 in favor; 0 opposed.

RESOLUTION PA-19-02 DESIGNATING DEPOSITORIES AND SIGNATORIES FOR WITHDRAWAL OF FUNDS

- a. Depositories: Farmers State Bank, Home Federal Bank, Produce State Bank, Security Bank MN, US Bank, Wells Fargo Bank, Citizens Community Federal Bank, 4M Fund.
- b. Signatories: President, Treasurer and Executive Director.

Commissioner Skogheim made a motion to approve depositories and signatories as presented, seconded by Commissioner Murray. President Rasmussen asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

RESOLUTION PA-19-03 SETTING MEETING DATES, TIMES AND LOCATION FOR THE PORT AUTHORITY

- a. First Wednesday of the month at 7:30 a.m. to be held at 2610 Y.H. Hanson Avenue.
- b. Exceptions: Move Wednesday July 3, 2019 to Wednesday July 10, 2019.

Commissioner Jansen made a motion to approve meeting dates, times and location as presented, seconded by Commissioner Heinemann. President Rasmussen asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

STAFF REPORT

- **Plaza Street Property** – Interim Executive Director Noelle Hagen is awaiting the results of the soil boring test done by Chosen Valley Testing on the property before the process can move forward.
- **Pickerel Park** – Chad Adams, City Manager, continues to work with Interim Executive Noelle Hagen to determine where the proceeds for the interest payment should go.
- **Albert Lea Diesel and Chrome** – Chad Adams, City Manager and Interim Executive Director Hagen continue to assist Albert Lea Diesel and Chrome, with the expansion of the business and retention of jobs due to the closing of Reuters Equipment.

- **ALEDA/Chamber/CVB Collaboration** – ALEDA, the Chamber and CVB have focused in on the Southern Minnesota Legal Services Building. The building will be available at the end of January.
- **Upcoming Meetings and Conferences to Note** –
 - Southeast MN Economic Development Agency Professional’s Meeting at the IBM Campus in Rochester will be held on 1/11/2019.
 - EDAM Winter Conference will be held on 1/24/2019 – 01/25/2019.

EX-OFFICIO UPDATE

Freeborn County – Tom Jensen, County Administrator

- Freeborn County will be finalizing the development agreement with Invenergy at the end of the month.
- The security upgrade to the Freeborn County offices has been completed.
- The county commissioners have approved the wage adjustment and job description changes.

City of Albert Lea – Chad Adams, City Manager

- Chad Adams, City Manager addressed the advantages of the Opportunity Zones within the City of Albert Lea and the possible tax incentives it would provide for potential developers. There will be a training session in mid-January at the Hormel House to provide more information regarding tax incentives for potential developers.
- Several local developers have expressed interest in developing additional areas for housing in the community.
- Carrington Company continues to seek out opportunities for lease or sale of the space in Northbridge Mall.
- There will be a meeting with the master developer for Blazing Star Landing in mid-January to discuss advancing the project.
- Chad Adams, City Manager has been contacted by Pro Trucking to discuss further job creation within the City of Albert Lea.
- The Stables Area Project continues to move forward in 2019 with an increase in grant funding.

Chamber of Commerce – Rhonda Jordal, Business Community Representative

- The Minnesota Chamber Sessions Priority Meeting will be held on Wednesday, January 9th in St. Paul.
- The Chamber of Commerce board retreat will be held in January, with focus on new ideas and campaigns for the new year.
- Rhonda Jordal, Business Community Representative, will attend the Minnesota Chamber Federation meeting in Minneapolis in January.
- Minnesota Chamber of Commerce Executive Annual Meeting will be held in January.

COMMISSIONER/OTHER ITEMS

Commissioner Jansen, made a motion to approve Interim Executive Director Noelle Hagen’s annual review and salary recommendation seconded by Commissioner Skogheim. President Rasmussen asked for further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

ADJOURNMENT

Commissioner Jansen made a motion to adjourn the meeting, seconded by Commissioner Heinemann. The motion carried 5 in favor, 0 opposed. The meeting adjourned at 8:02 a.m.

Filed and attested January 2, 2019



President



Board Secretary