**ALBERT LEA PORT AUTHORITY**

**MINUTES**

**Wednesday, February 6th, 2019 – 7:30 a.m.**

**Regular Meeting**

**Albert Lea Business Development Center**

CALL TO ORDER & NOTIFICATION OF ROLL

The Regular Meeting of the Albert Lea Port Authority was called to order on Wednesday, February 6th, 2019 at 7:30 a.m. by President Hensley. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: None

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

EX-OFFICIO MEMBERS ABSENT: Chad Adams, City of Albert Lea Representative.

STAFF MEMBERS PRESENT: Phillip Johnson, Executive Director; Noelle Hagen, Small Business & Marketing Manager; Linda Larson, Administrative Assistant.

STAFF MEMBNERS ABSENT: None

GUESTS: None

APPROVAL OF MINUTES FROM JANUARY 2, 2019 REGULAR MEETING

The minutes from the January 2, 2019 meeting were reviewed. Commissioner Jansen

made a motion to approve the minutes as presented, seconded by Commissioner Murray.

President Hensley asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

RESOLUTION PA-19-06 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Small Business and Marketing Manager Noelle Hagen addressed expenses on the January 2019 claims, they included a payment to David Drown Associates for the Executive Director hiring process, membership contributions to the National Vitality Center, Economic Development Association of Minnesota and Greater Minnesota Partnership. Commissioner Rasmussen made a motion to accept the claims as presented in the amount of $70,509.59 seconded by Commissioner Heinemann. President Hensley asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

STAFF REPORT

* **Plaza Street Property** – Small Business and Marketing Manager Noelle Hagen noted that the soil boring test results have been received by Chosen Valley Testing and she has shared these results with the interested party.
* **Albert Lea Diesel and Chrome** – Jeremy Hohansee, owner of Albert Lea Diesel and Chrome continues to work with City Manager, Chad Adams and Small Business and Marketing Manager Noelle Hagen on the expansion of his business. Jeremy plans to add four to six new employees in 2019 with the possibility of additional employees in 2020. The city council approved Hohansee’s request for a business loan to assist with the first phase of the expansion.
* **Interstate Packaging** – Small Business and Marketing Manager Noelle Hagen met with Kurtis Bear from Interstate Packaging to show him the ALEDA #1 Spec Building. Interstate Packaging will need additional storage space for approximately 6 to 9 months. Commissioner Heinemann made a motion to authorize staff to negotiate the terms and conditions of the lease, seconded by Commissioner Jansen. President Hensley asked for any discussion and hearing none, the motion passed 7 in favor; 0 opposed.
* **Minnesota Freezer Warehouse Company** – Minnesota Freezer Warehouse is no longer interested in leasing the space at the ALEDA #1 spec building. Currently, they are working on the purchase of a building for additional refrigerated space. Minnesota Freezer Warehouse has requested assistance from the City of Albert Lea and ALEDA for funds to aid with the cost of unexpected assessments that might arise during the negotiation process. Small Business and Marketing Manager Noelle Hagen and City Manager Chad Adams will continue to work with them to assist in obtaining a loan.
* **ALEDA/Chamber/CVB Collaboration Update** – ALEDA, the Chamber and the CVB met to discuss the details of the lease and what agreements might look like for the space in the Southern Minnesota Legal Services Building. Currently, the CVB is uncertain about advancing with the collaboration. ALEDA and the Chamber will continue to move forward knowing the CVB may not be part of the collaboration.
* **Audit Prep** – The annual audit of the Port Authority and Greater Jobs will be conducted on site for approximately a week and has not yet been scheduled. Small Business and Marketing Manager Noelle Hagen and Hammer, Dieser & Mangskau Accountant Mardy Oyer, addressed some of the issues that may arise during the audit. The interest paid to the Port Authority from the Pickerel Park loan will be returned to the City of Albert Lea and the city will report the interest to DEED on the Small Cities Development Grant. The Port Authority’s financials will change as this income was listed as an asset and will be addressed with the auditor at that time.

EX-OFFICIO UPDATE

Freeborn County – Tom Jensen, County Administrator

* The Freeborn County Board of Commissioners voted for the county to explore changing the Auditor, Treasurer and Recorder positions to appointed instead of elected seats.
* The legislative update is scheduled for the week of February 11, 2019. Identifying unnecessary costs to the county will be addressed.
* The Invenergy Project continues to move forward.
* The update to the seating and restrooms in the fairgrounds will begin in the spring of 2019.
* The joint city and county meeting will take place Thursday, March 7th.

City of Albert Lea – Jerry Gabrielatos, Assistant City Manager

* Albert Lea receives new business filings monthly from the Secretary of State’s Office to determine the amount of new businesses in Albert Lea; the filings indicated many at-home businesses.
* Ted Redmond, Sustainability Consultant and Architect, was in Albert Lea for a solar seminar. He discussed the benefits of solar power for businesses, including a 30% tax credit and offered to perform solar assessments for 20 businesses in Albert Lea at no cost.
* Retail Strategies continues to move forward with retail recruitment.
* The Small Cities Grant is currently available for non-esthetic use in downtown buildings. The city has until September 2019 to utilize the funds.
* Commissioner Rasmussen and City Manager Chad Adams attended the Coalition of Greater Minnesota Cities on Wednesday, January 6th. Commissioner Rasmussen spoke with Governor Walz regarding issues facing rural communities and the City of Albert Lea. Commissioner Rasmussen also met with Representative Peggy Bennett. Commissioner Rasmussen and City Manager Chad Adams also reached out to several of our state legislators.

Chamber of Commerce – Rhonda Jordal, Business Community Representative

* The board retreat and strategic planning is completed and will move forward with new ideas for 2019.
* The Chamber Business Collaborative will hold several events in the coming year to be held in February, May, August and November.
* The Governmental Affairs Committee will be focusing on childcare crisis, workforce development, affordable housing and the I-90 corridor.
* Worksite Wellness will hold their event in March, Joel Spoonheim will be the speaker.

COMMISSIONER/OTHER ITEMS

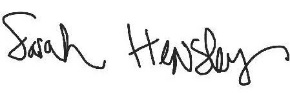
* Commissioner Rasmussen welcomed Commissioner Dahl and thanked her for joining the board. Commissioner Rasmussen also welcomed new Executive Director Phillip Johnson and is looking forward to collaborating with him in the future.
* Small Business and Marketing Manager Noelle Hagen provided an update on the RICC Committee. The committee has applied for the “Communities Addressing the Child Care Shortage Grant” from Southern Minnesota Initiative Foundation. The application was submitted by Hagen and it listed the Port Authority as the fiscal agent.
* Executive Director Johnson will meet with various officials from the city and county to better understand the needs and concerns of the community.
* Tom Jensen, County Administrator met with retired Austin Chamber of Commerce Executive Director, Sandy Forster who will oversee the governor’s annual pheasant hunt this September. The land used for the hunts are in Mower County and Freeborn County. This is a great opportunity for Austin and Albert Lea to collaborate and generate exposure for both communities.

ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Murray. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:40 a.m.

Filed and attested February 6, 2019





\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Board Secretary