

ALBERT LEA PORT AUTHORITY

MINUTES
Wednesday, May 1, 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, May 1, 2019 at 7:30 a.m. by President Hensley. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Mark Heinemann, Sarah Hensley, Nate Jansen, Bryan Skogheim, Tricia Dahl

COMMISSIONERS ABSENT: Rich Murray, Vern Rasmussen, Jr.

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

EX-OFFICIO MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Phillip Johnson, Executive Director; Noelle Hagen, Small Business & Marketing Manager

STAFF MEMBERS ABSENT: None

GUESTS: Susie Peterson, Albert Lea Convention and Visitors Bureau

APPROVAL OF MINUTES FROM APRIL 3, 2019 REGULAR MEETING

The minutes from the Wednesday, April 3, 2019 regular meeting were reviewed. Commissioner Jansen made a motion to approve the minutes as presented, seconded by Commissioner Heinemann. President Hensley asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

RESOLUTION PA-19-09 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Heinemann made a motion to accept the claims as presented in the amount of \$143,014.07, seconded by Commissioner Jansen. President Hensley asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

STAFF REPORT

- **ALEDA/MEDF Internship** – Staff has narrowed down the applications to three who will be interviewed in the upcoming week. Staff anticipates having an intern start working on May 13th.
- **Child Care Grant** – The April meeting will be cancelled and the group will meet on May 28th with Southern Minnesota Initiative (SMIF) and the consultant from First Children's Finance to choose which of the group's ideas to go forward with and to begin formulating the long-range plan.

- **Making it Home** – The Making it Home program training has been rescheduled for Thursday, May 30th. About 10-12 facilitators are signed up to participate. More information about the community kick-off will follow.
- **Update Job Title** – Executive Director Johnson discussed with Hagen and several board members what the appropriate title for her position should be. Executive Director Johnson said that based on the work that Hagen is responsible for and the role she plays in the currently two-person team, her title at the organization should reflect that. Commissioner Heinemann moved to change the title of Small Business and Marketing Manager to Assistant Executive Director, seconded by Commissioner Skogheim. President Hensley asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.
- **Collaboration Update** – Executive Director Johnson is currently negotiating a lease with the building owner and his attorney. A lot of last-minute changes have been made to the lease and we are working through them with our attorney. One of the major changes is the offer of a First Right of Refusal vs. an option to buy.

Rhonda Jordahl and Susie Peterson Enter

We want to be sure that in the Right of First Refusal our improvements to the building are reflected in the price. Other changes include the raising the rent to \$2,200/month due to the renovation of the bathrooms. Staff is currently working with Zenk, Read, Trygstad to get a public bid notice out to continue the renovation process. The Chamber and CVB continue to state that they are committed. The Big Island Rendezvous Board has also approved the cost of an office for Perry, making us at full capacity in the space.

- **Ventura Foods** – The existing leases expired on April 30th. Staff met last Thursday with Ventura Foods. They have accepted the increase that was discussed at the previous Port Authority meeting. There are damages to the building and the consensus is that the damage was done by trucks using the loading docks. We will pay for the dock shelters/bumpers to be replaced and Ventura Foods will pay for the wall/foundation issues that they have caused by adding \$900/month to the lease which will cover \$50,000 of the potential \$60,000 cost of those repairs. Our cost is estimated at \$28,000 for the shelter repair. The cost of the repairs will be capitalized and depreciated over time.
- **Retail Strategies** – The City of Albert Lea needs to renew their contract of \$40,000 and is willing to put \$20,000 toward the cost. They are seeking \$5,000 from Freeborn County and \$15,000 from ALEDA. This expense would put our Professional Services budget over for the year, however the project fits into our long-term plans and would be appropriate to support. Commissioner Jansen moved to contribute \$15,000 to the Year 2 contract for Retail Strategies, seconded by Commissioner Heinemann. President Hensley asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.
- **Strategic Planning** – Executive Director Johnson has reviewed 12 to 15 consulting groups. Johnson selected three of them to interview based on their past experience geographically. Johnson will expand his search further and intends to bring the best options forward to the board for review.

EX-OFFICIO UPDATE

Freeborn County – Tom Jensen, County Administrator

- The County is looking at infrastructure needs – 40% of roads are in disrepair.
- Fairground projects are coming along. There is discussion on how to utilize the space more often and to increase events and opportunities.
- Wind Farm project continues to move forward – Shellrock Township has joined the road agreement.
- The ice storm has caused an estimated 4-5 million dollars of damage and expense. County is waiting for declaration so that they can move forward with the FEMA process.
- Freeborn County will have about 20 staff members downtown during the Governor’s Fishing Opener events.

City of Albert Lea – Chad Adams, City Manager

- **Amtech** - Last summer Amtech came to city for rezoning to install a large dryer tower. With the new tower they plan to add 20 full time jobs. Johnson and Adams are waiting for their final numbers in order to move forward with incentives.
- **Albert Lea Select Foods** – Will be adding 52 jobs this summer with an addition of a new line. They are almost complete with their application for incentives
- **Pro Trucking** – Looking to add 12 full-time jobs, mainly trucking but several professional jobs as well. City is considering doing a low-interest loan based on job creation.
- **Albert Lea Seed House** - Looking to buy a building and expand their current facility. They have plans to grow and add jobs.
- **Opportunity Zones** – Adams has had some calls from some funds but there is nothing really “hot” right now.
- **Blazing Star Landing** – starting to gain more momentum. There is interest for private development north of the train tracks. The only hang up is the parties interested are wanting the community center to be built for them to come. The capital bonding request for the community center and road request needs to be submitted. The community will need to advocate for bonding dollars next spring.

Chad thanked the board for their time and the opportunity to be involved in economic development with ALEDA. The board thanked Chad for his service and time and assured him that he will be missed.

Chamber of Commerce – Rhonda Jordal, Business Community Representative

- **Main Street Conference** – Main Street application was submitted the previous night. The review meeting will take place next week. If the application is accepted, they will announce to the community. However, there is disagreement in how that should be done.
- **Governor’s Fishing Opener** – Volunteers from the Chamber groups will be in three tents along the Blue Zones Walkway during the Walk, Run, Ride.
- **Chamber Accreditation** – The Chamber is working on their accreditation renewal. They are a 4-star accredited Chamber and want to work toward 5-star.
- **Upcoming events** – 4th of July Fireworks fundraiser on Broadway and Main. The 3rd of July parade theme this year is “Summer Fun”. The Ambassador Scholarship Golf Outing is also currently being worked on.

COMMISSIONER/OTHER ITEMS

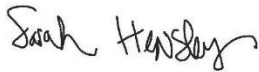
2018 AUDIT RESULTS – Craig Poppenhagen, CliftonLarsonAllen

Craig reviewed the audit with the board. He stated there was a clean opinion on the audit and recommended no changes in accounting policies. The Pickeral Park Townhome loan transaction has caused a need for a change in how it is shown on the records now that it is known that the money is not returned to the Port Authority but merely passed through. Craig will make the changes and submit new financials before the board accepts the final audit.

ADJOURNMENT

Commissioner Skogheim made a motion to adjourn the meeting, seconded by Commissioner Jansen. The motion carried 5 in favor, 0 opposed. The meeting adjourned at 8:30 a.m.

Filed and attested May 1, 2019



President



Board Secretary