

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, June 5th, 2019

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, June 5th, 2019 at 7:30 a.m. by President Nelson. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: None

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

EX-OFFICIO MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Phillip Johnson, Executive Director; Noelle Hagen, Assistant Executive Director; Bailey Rye, Intern.

STAFF MEMBERS ABSENT: None

GUESTS: Jana King, Economic Development Services, Inc.

APPROVAL OF MINUTES FROM MAY 1, 2019 REGULAR MEETING

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

RESOLUTION PA-19-10 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Items to note included the cost share of the Retail Strategies contract with the City of Albert Lea and Freeborn County and the rent for the new building which is split half and half with the Port Authority and Greater Jobs for the time being. Commissioner Jansen made a motion to accept the claims as presented, seconded by Commissioner Dahl. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

STAFF REPORT

- **Child Care Update:** Assistant Executive Director, Noelle Hagen, provided updates. The steering committee met with Southern Minnesota Initiative Foundation and discussed

what the best ideas to address the shortage in the community are. Consultant, Heidi Hagel-Braid, will be putting all the information into a formal document to that will be used going forward. Hagen is also working with Farmers State Bank on a potential grant opportunity to further help the effort

- **Collaboration Update:** Executive Director Phillip Johnson gave an update. The lease for the new space has been finalized and staff is waiting on bids for the renovation. Tim from ZRT has talked to the three contractors who have been looking at the building and thinks they are still interested. Staff is working with the attorney on the Chamber and Big Island Rendezvous leases and they should be signed early this month. Negotiations with the CVB are ongoing.
- **Ventura Foods:** Executive Director Phillip Johnson gave an update. Ventura's two leases on the north and middle section of the Ring Can building expired and staff has been negotiating new leases with them. Their edits were just received, and all are quite reasonable. Ventura's client, Armor Specialty Marketing, has also signed a lease to move into the ALEDA #1 Spec Building on a short-term lease on 10,500 sq. ft.
- **ALEDA/MEDF Intern update:** Bailey Rye is the new intern. Bailey is attending Winona State University and majoring in business administration and minoring in finance. So far at ALEDA her projects have been finding information about the properties that the Port Authority owns to create marketing tools for them in the future. Another project has been setting up meetings with businesses in the area for Phillip Johnson and Rhonda Jordal. The meetings consist of introducing Phillip and ALEDA while talking to the owner about their business and how they can assist.
- **Audit Update:** Assistant Executive Director, Noelle Hagen, provided updates. Last week staff participated in a call with our auditor Craig, the city finance director, and representatives of DEED to discuss the Pickerel Park loan and how the changes to the financials should be made in light of the information that we have been accounting for this loan incorrectly. During the call all came to an agreement on how it should be shown on 2018 financials. Craig will come to the July meeting to review the completed Port Authority audit.
- **Strategic Planning:** There are three options that will be brought to the board for review. Information about each was sent to the board prior to the meeting. Phil Kern is the city administrator of Delano and does consulting as a part-time job and would be more of a basic one-man-show, Janet Ady from Ady Advantage leads a firm and would bring more staff, and Jana King works full-time in her consulting business working with communities.

EX-OFFICIO UPDATE

Freeborn County – Tom Jensen, Freeborn County Representative

- Starting the budget cycle and shooting for a two-year cycle.

Chamber of Commerce – Rhonda Jordal, Business Community Representative

- Chamber has just completed Buckets on Broadway and are just shy of their goal of \$19,000. Need \$4,700 more to meet the goal. Some strategic planning is going to be done on how they are going to meet that goal. The Golf Outing is July 22nd, 2019 at Green Lea. The theme for the 3rd of July parade is Summertime Fun. Government Affairs committee is doing a housing form and the Business Education collaborative is doing one on ecommerce.

City of Albert Lea – Jerry Gabrielatos, Assistant City Manager

- The city just passed an extension of the tax abatement for residential construction for two more years.

COMMISSIONER/OTHER ITEMS

Executive Director – Phillip Johnson

- Phillip has met with 40-45 businesses since starting with ALEDA in February. There are a lot of positives and a lot of growth with these businesses. Common questions have been “How do we draw people into the downtown area from the interstates?” There was also a point about the workforce issue in Albert Lea. Executive Director Johnson will continue to meet with business owners in the area.

Guest – Jana King

- After the tour of Albert Lea and our organization, Jana believes that we have a well-organized community. She has been involved with public and private non-profits and has worked for several similar organizations. Other communities have used her strategic plans and said it has been helpful in their work going forward. She believes there is great opportunity for Albert Lea.

Assistant Executive Director – Noelle Hagen

- Hamline Economic Development Course finished on Monday (6/3). The course finished with a final presentation to the St. Anthony Village city council. The project consisted of creating an inventory for the city council of their businesses in the industrial zone. The findings included that they should further investigate these businesses, find out who they are and what their plans are. Assistant Director Noelle Hagen has completed the course and received her certificate and thanked the board for allowing her to take advantage of the opportunity.

Commissioner Rasmussen

- Commissioner Rasmussen requested to have a weekly/biweekly update on what ALEDA staff is doing so he can inform others.


ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Rasmussen. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:55am


ADJOURNMENT

Director Heinemann made a motion to adjourn the meeting, seconded by Director Skogheim. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 9:50 a.m.

Filed and attested June 5, 2019



President



Secretary