

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, July 10th, 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, July 10th, 2019 at 7:30 a.m. by President Nelson. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Tricia Dahl, Mark Heinemann, Sarah Nelson, Nate Jansen, Rich Murray, Bryan Skogheim

COMMISSIONERS ABSENT: Vern Rasmussen, Jr.

EX-OFFICIO MEMBERS PRESENT: Tom Jensen, Freeborn County Representative; Jerry Gabrielatos, City of Albert Lea Representative; Rhonda Jordal, Business Community Representative; Susie Peterson, Local Tourism 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: Janet Ady, Ady Advantage; Phil Kern, City of Delano; Craig Poppenhagen, CliftonLarsonAllen

APPROVAL OF MINUTES FROM JUNE 5, 2019 REGULAR MEETING

The minutes from the Wednesday, June 5th regular meeting were reviewed. Commissioner Heinemann made a motion to approve the minutes as presented, seconded by Commissioner Jansen. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-19-11 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 \$44,278.43, seconded by Commissioner Skogheim. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

APPOINTMENT OF EX-OFFICIO BOARD MEMBER REPRESENTING LOCAL TOURISM

Commissioner Heinemann made a motion to accept Susie Petersen as an Ex-Officio Tourism Representative, seconded by Commissioner Dahl. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

2018 AUDIT RESULTS

Craig Poppenhagen from CliftonLarsonAllen provided the 2018 audit results. Commissioner Heinemann made a motion to accept the results, seconded by Commissioner Jansen. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

Tom Jensen exits.

STAFF REPORT

- **Strategic Planning:** Executive Director Phillip Johnson introduced Phil Kern and Janet Ady. Phil Kern is the City Administrator of Delano. He has helped several cities including Lake Elmo and Columbia Heights and other nonprofit organizations. He is familiar with the work we do as he sits on the board for a similar economic development agency. He would like to start the process in three parts. First start with individual discussions, then with a visioning process, and finally take public input into the process. Janet Ady is the owner of Ady Advantage, a strategic planning firm. The approach she presented will start with a teleconference project initiation, research review, a goals and vision workshop, preliminary strategic plan development, community input session, and then a strategic plan finalization. Other places she has worked with that are similar are Johnson County, MO and Grundy County, MO.
 - After the presentations, the board discussed these two options, as well as Janna King's proposal which was presented at a previous meeting. Commissioner Heinemann moved to accept the Ady Advantage proposal, seconded by Commissioner Dahl. President Nelson asked for any further discussion. After discussion, Commissioner Heineman amended his motion that the proposal be accepted on the condition that the contract be raised to the original \$50,000 offer and that the City and County participate in sharing the cost of the contract. President Nelson asked for any further discussion and hearing none, the motion carried 5 in favor; 1 opposed.
- **RICC Child Care Update:** Assistant Executive Director, Noelle Hagen, provided updates. At the June 26th meeting, the committee met the consultant from First Children's Finance. They identified two objectives that they are going to create SMART goals for. Those two things are taking an entrepreneurial approach and putting together a fund for low interest loans for people to start in-home daycare businesses and then create an inventory on spaces in the community to use for family care. Churches are an option and the committee will be talking to pastors to see if there is space available. There is also a grant opportunity from DEED that groups in the community will be applying to.
- **Collaboration Update:** Executive Director Phillip Johnson explained that they are currently at the process where they are looking to get the bid. They are waiting for a follow up from Tim at ZRT. The draft leases are done for the other parties including the Chamber and Big Island Rendezvous. Finally, the CVB voted not to move into the new space at this time.
- **Pickeral Park:** Assistant Executive Director, Noelle Hagen, provided updates. New owner of the development is still in compliance with MHA and still following low

income housing. They are working with the city attorney to create a document to remedy the unapproved loan assignment.

- **North #1 – Carpenter Company:** Executive Director, Phillip Johnson, provided updates. There is talk about the Carpenter Company buying the building. There are two different appraisers which costs around \$1,500-\$2,200. Commissioner Janson moves to get the appraisal at the lowest cost possible, seconded by Commissioner Heinemann. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.
- **Blazing Star Landing/Opportunity Zones:** Executive Director, Phillip Johnson provided updates. ALEDA and City staff met with the St. Paul Port Authority to discuss options for promoting the Blazing Star Landing property and highlighting that it falls within Opportunity Zones. They will be sending a proposal to staff with options.
- **Intern update:** Intern for ALEDA, Bailey Rye provided updates. Lately, she has been contacting businesses and getting their employee count. She also has been writing a few reports on Minnesota Refugees and the Top Growing Industries in the Midwest. Other ongoing projects have been adding new properties to the ALEDA website and contacting businesses for Executive Director, Phillip Johnson to potentially meet with every week.
- **Conferences/Meetings to Note:** Executive Director, Phillip Johnson discussed how he has reached out to businesses, met with them and saw what their needs were. Some of those businesses were Rofshus Precision Machine, Albert Lea Public Warehouse, Streater, CCF Bank, and the 112 on Broadway. Phillip will continue to meet with business owners in the area.

Rhonda Jordal exists.

EX-OFFICIO UPDATE

Freeborn County – Tom Jensen, Freeborn County Representative

- No update

Chamber of Commerce – Tricia Dahl gave update.

- There have been 7 new members added to the Chamber. The Golden Bubble is reopening in Wells, MN. Other events are the Ambassadors Golf Outing, various activities with the fair and Wind Down Wednesday.

City of Albert Lea – Jerry Gabrielatos, Assistant City Manager

- Also going through the budget. Rock and Roll the Lakes is July 12-13. The city is hiring a planner, she is the former planner in Fairmont, and will be helping with the quirks in the zoning code.

Tourism Representative – Susie Petersen, Executive Director of the CVB

- Shell Rotella is July 24th- 27th at Trails Truck Stop. 80-100 units will be there, Casi Joy is performing. 6 Mile Grove and Emerson Avenue is performing at Thursdays on Fountain the next two weeks.

COMMISSIONER/OTHER ITEMS

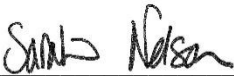
- Commissioner Dahl: ext year with the 3rd of July parade will be impacted by Bridge Ave construction. They would like some input on how and where the parade should go.

- Executive Director Johnson: Began discussions with Farmers State Bank on renewing the final 10 years on the note for the Spec Building.


ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Jansen. The motion carried 6 in favor, 0 opposed. The meeting adjourned at 10:10 am.

Filed and attested July 10, 2019



President



Secretary