

ALBERT LEA PORT AUTHORITY

AGENDA

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

COMMISSIONERS PRESENT: President Sarah Nelson, Treasurer Mark Heinemann, Rich Murray, Bryan Skogheim, Vern Rasmussen, Jr.

COMMISSIONERS ABSENT: Tricia Dahl, Vice President Nate Jansen

EX-OFFICIO MEMBERS PRESENT: Jerry Gabrielatos, City of Albert Lea Representative; Susie Peterson, Local Tourism Representative

EX-OFFICIO MEMBERS ABSENT: Tom Jensen, Freeborn County Representative; Rhonda Jordal, Business Community Representative

STAFF MEMBERS PRESENT: Phillip Johnson, Executive Director; Noelle Hagen, Assistant Executive Director;

STAFF MEMBERS ABSENT: Bailey Rye, Intern

GUESTS: Tim Penny, Southern Minnesota Initiative Foundation

APPROVAL OF MINUTES FROM JULY 10, 2019 REGULAR MEETING

The minutes from the Wednesday, July 10th regular meeting were reviewed. Commissioner Rasmussen made a motion to approve the minutes as presented, seconded by Commissioner Murray. President Nelson asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

RESOLUTION PA-19-12 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Rasmussen made a motion to accept the claims as presented in the amount of \$45,001.67, seconded by Commissioner Skogheim. President Nelson asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

SOUTHERN MINNESOTA INITIATIVE FOUNDATION PRESENTATION

Southern Minnesota Initiative Foundation Executive Director Tim Penny thanked the commissioners for allowing him to make his presentation to the board. An information sheet about SMIF's investments and projects in Freeborn County was passed out to the board as well at the 2018 Fiscal Year Financial Report. Mr. Penny highlighted several programs including; child care programming and training, grants

to address the child care shortage, entrepreneur loans and training, local foods peer groups and technical assistance, and others.

EX-OFFICIO UPDATE

- **Convention and Visitors Bureau – Susie Peterson**
 - Gave an update of the media value of the 2019 Governor’s Fishing Opener in Albert Lea.
 - The Shell Rotella Big Rigs event went well and had great attendance. Local organizations benefited by volunteering to help with the event and received donations from the Shell Rotella organizers.
 - There will be a new park manager coming to the state park this fall, a local group is working on trying to get bison in the park as well.
 - There will be a new half marathon on September 28th organized by local volunteers called Wander the Water.
- **City of Albert Lea – Jerry Gabrielatos**
 - The city is looking for interest in an e-sports lab similar to the program at Bethany Lutheran College in Mankato.
 - The City won an award on mobility.
 - City staff and the planning commission are working on updating out-of-date ordinances that effect residents and their property to make them easier to understand and more logical for modern times.
 - Jerry and Mayor Rasmussen have started a new community outreach initiative where they have invited citizens to get coffee with them and have a one on one discussion.
- **Freeborn County – Tom Jensen:** No update.
- **Chamber of Commerce – Rhonda Jordal:** No update.

REVIEW PROPOSED 2020 BUDGET DRAFT

The board reviewed the draft budget. Commissioner Heinemann noted a few items on the budget; the rent for properties is the driver of our source of income, variables that will effect the budget include the possible decision of selling North #1 and not having locked in leases at the ALEDA #1, and the Albert Lea Gymnastics lease is in at zero because they want to move out but at this point they’ll likely be in the building for some part of the year.

Executive Director Johnson noted that depreciation for 2020 includes the renovation of the new office space and the repairs of the Ring Can building. The plan is to capitalize the expenses then depreciate them. New to the budget this year is the Education category because we didn’t have a cut-out for that and we can now avoid putting those expenses under misc. Other changes included; increased professional services, public utilities due to all-in leases at ALEDA#1 vs. triple-net. No action required at this meeting, board will review the draft and bring any questions or comments forward prior to the September meeting where the final budget approval will be sought.

ALEDA MISSION STATEMENT

“To provide and promote services and resources to retain, expand, create and attract businesses, increase tax base and quality employment opportunities in Freeborn County.”

STAFF REPORT

- **RICC Child Care Update**
 - The Child Care committee met and decided to allocate all of the \$10,000 available from SMIF to the forgivable loan fund idea. Assistant Executive Director Hagen will be working on the terms for the program and will also be making requests to the city and county for matching funds to be used for additional training and/or loan funds.
 - Assistant City Manager Gabrielatos mentioned that the Albert Lea Fire Dept will soon be receiving the training needed so that they can do fire inspections for local licensed daycares for free/no cost.
- **Collaboration Update**
 - Renovation work has begun at the building. The estimated cost is \$39,000 but of course could go up. Bruce Hagen – Hagen & Associates is doing the work they will likely also be doing the bathroom piece for the building owner as well. The building owner also plans to replace windows in the front and take the metal awning off the front of the building.
 - Staff met w/ Rhonda Jordal, Chamber Director, and Beau Hartman, Chamber Board member, to look at the sub-lease. They plan to finalize it with their board at their next meeting. Since the move-in date has been pushed back to October staff offered space in the ALBDC if the Chamber isn't able to stay in their space through September.
 - Perry – Big Island Rendezvous will move in after the annual rendezvous in early October.
- **North #1 – Carpenter Company**
 - The appraisal was completed, and the building was valued at \$1.2 million dollars.
 - When staff had met with representatives of Carpenter Company, they had felt that anything over \$900,000 was not going to work for them.
 - The board discussed a fair price for the agency and recommended that staff negotiate with the company on the price.
 - Staff has also sent them lease options to review as well if they decide not to purchase the building.
- **Intern Update**
 - Bailey Rye, ALEDA intern was not in attendance. Executive Director Johnson gave an update on what she has been working on. Along with archiving the information electronically from the file room and a few other projects she has been working on research for a potential Karen Outreach Center. Representatives of the Karen Community and Jeff Woodside of Albert Lea Select Foods met with Bailey and Phillip to discuss ideas and where to get started. Albert Lea Select Foods plans to hire a Karen liaison to their staff to help with their recruitment efforts. Eventually they hope that this person can transition to lead a 501c3 organization that would be the Karen Welcome Center of Albert Lea.
 - Find the right person is the first step. Executive Director Johnson has offered the 500 sq. ft. office space in the ALBDC as a first office space for the new organization, free of charge.
- **Strategic Planning**

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- Executive Director Johnson will be following up with Janet today. Start date will be the week of September 30th. He'll send out to the board what the crucial dates will be then. It's a 12-week program the board involvement would be 6 meetings, 4 teleconference, 2 onsite. There will be time for community input sessions and presentations as well.
- Blazing Star Landing/Opportunity Zones
 - Staff and Assistant City Manager Gabrielatos met with St. Paul Port Authority CEO, Lee Kruger, and Port Consulting staff, Tonya Bauer, about consulting work for BSL. They sent a proposal on what they could do to represent and market the BSL site to developers. The board discussed the value of the proposal and how the experience could assist ALEDA and City staff with future projects.
 - Executive Director Johnson will present the proposal to the City Council and ask for support. The City would pay for the contract and ALEDA staff would lead the communications on the work with the St. Paul Port Authority.
- Conferences/Meetings to Note
 - Assistant Director Hagen gave an update on Making it Home/Make it Albert Lea and invited the board to attend the meeting on September 26th.
 - Executive Director Johnson has been communicating with Ellen Walter and Ann Austin on the timing of the MN Compass campaign and presentations to the ALEDA board and to the County Board of Commissioners.
 - Executive Director Johnson met with CCF Bank representatives on the day of their "business blitz." The bankers visited several businesses in Albert Lea to tell them about CCF Bank and what they have to offer.

COMMISSIONER/OTHER ITEMS

None.

ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Heinemann. The motion carried 5 in favor, 0 opposed. The meeting adjourned at 8:46 am.

Filed and attested August 7, 2019



President



Secretary

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