

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**Wednesday, October 2, 2019 – 7:30 a.m.**

**Regular Meeting**

**Albert Lea Business Development Center**

### CALL TO ORDER & NOTATION OF ROLL

The Regular Meeting of the Albert Lea Port Authority was called to order on Wednesday, October 2, 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., Tricia Dahl

COMMISSIONERS ABSENT: Vice President Nate Jansen

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

EX-OFFICIO MEMBERS ABSENT: Tom Jensen, Freeborn County Representative

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

STAFF MEMBERS ABSENT: None

GUESTS: None

### APPROVAL OF MINUTES FROM SEPTEMBER 4, 2019 REGULAR MEETING

The minutes from the Wednesday, September 4<sup>th</sup> 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 7 in favor; 0 opposed.

### RESOLUTION PA-19-15 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Jansen made a motion to accept the claims as presented in the amount of \$146,728.36, seconded by Commissioner Heinemann. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### DATE CHANGE FOR JANUARY MEETING

Assistant Executive Director Hagen explained that the January meeting would fall on New Years Day if the board follows the regular schedule of first Wednesday of each month. Staff recommends moving the date to the following Wednesday, January 8, 2020. Commissioner Heinemann moved to change the date of the January meeting to January 8<sup>th</sup>, 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 Committee Update
  - The drafting the loan program documents will be completed shortly. Staff will meet with a representative of SMIF and the lead of the childcare committee to discuss options for improving the loan opportunity and additional details about dispersing the funds.
- Make it Albert Lea Update
  - The Kickoff event was well attended by over 50 participants. Staff will send the invitation out to the board to participate in the Community Action Forum in November.
- Collaboration Update
  - Construction on the space is done and ready to get a certificate of occupancy. The building owner has decided to put in new LED lighting and replace most of the windows as well as the front door. Due to the work that had to be completed alongside our renovation plans the official open date has been pushed to the 14<sup>th</sup>. Staff of ALEDA and the Chamber will be moving on the 10<sup>th</sup> and 11<sup>th</sup>.
  - Staff will plan a open house later this fall when further details for the space have been completed.
  - Staff will coordinate with the Chamber of an official press release. The Chamber will be announcing the move at their annual meeting on October 3<sup>rd</sup>.
- Strategic Planning
  - The Core Team met with Ady Advantage yesterday. During the phone meeting the methodology of all the phases was discussed. The consultants asked if there are any old presentations or studies relevant to this process to please share them with Ady Advantage.
  - There are about 30 people signed up so far for the stakeholder engagement event on October 8<sup>th</sup>. Staff is hoping to double that number by the endo of the week.
  - Staff will also be planning a community presentation of the interim report sometime between November 6-12. The report will also be available online with a survey option for those who cannot attend the event in person.
- Blazing Star Landing/Opportunity Zones
  - Staff and City Staff met with Merge. They are not as interested in the Blazing Star Landing as they initially thought. The also toured the community and like two places downtown very much for an area they would be interested in developing.

### 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."*

- Overall staff felt that it was a good opportunity to have someone come in and look at the area and what is needed. Staff hopes to bring more developers in to gauge interest and to learn from them to help entice development interest in Albert Lea.
- Local Venture Capital Fund
  - Henry Savelkoul stopped by for about 3-5 minutes a few weeks ago about a private investment local venture capital funds. The board discussed what had once existed and Commissioner Murray shared information about a similar fund in Northfield, MN.
  - Staff will investigate how funds like this have worked in other places and continue to work with Henry Savelkoul on garnering interest in the fund as well as planning how it would be used.
- Conferences/Meetings to Note
  - Staff attend the Annual Minnesota Association of CVB's event and learned about how other community organizations (CVB's, Chamber's, and Economic Development groups) have merged and what works well and what doesn't.
  - Staff continues to work with Tu from Select Foods about the Karen Outreach organization.
  - MN Compass – Staff sent out a calendar invite for a presentation of data on October 30<sup>th</sup>.

#### EX-OFFICIO UPDATE

- Freeborn County – Tom Jensen
  - No update.
- City of Albert Lea – David Todd
  - David Todd just started and is still in his first week at the City. He has met with most of the city staff and has taken tours of the buildings. Moving forward he will be meeting with city council members to get to know them and what they want and see as needs.
  - The board welcomed David Todd to Albert Lea.
- Chamber of Commerce – Tricia Dahl, Chamber Board Chair
  - Staff is busy working on the Annual Meeting – so far 148 people have registered as attending which is up from last year.
  - Main Street Application was submitted on Monday – they are hoping for a quick turn around. Last week staff presented Main Street at a community meeting and shared information about what it is.
  - The Chamber also hosted a speed networking event with about 20 attendees. The event went well and the feedback was good.
  - The Chamber parted ways with former Executive Director Rhonda Jordal earlier this month. They plan to get through the next week and the move before they begin planning how they will hire a new director.

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- Convention and Visitors Bureau – Susie Peterson
  - Today there is a meeting at four o'clock with the Shell Rock River Water Shed Board and Staff and community members to discuss the request of bonding dollars for further dredging of Fountain Lake. Representative Bennet and Senator Sparks are expected to attend.
  - A group of citizens have formed a committee to raise money to have a Mrs. Cunningham statue raised and placed near the Marion Ross Performing Arts Theatre in recognition of actress Marion Ross, originally from Albert Lea.
  - Plans are moving forward for the Bass University event to be held in March 2020.
  - The CVB has applied for a new grant from the MN DNR called “No Child Left Inside” – the funds are used for activities to get children outdoors.
  - CVB Staff and Board Members will be traveling to Ottertail to do a “pay-it forward” with funds raised from the 2019 Governor’s Fishing Opener held in Albert Lea. They will give the money to help them kick start their campaign as they will be hosting the 2020 Fishing Opener.

COMMISSIONER/OTHER ITEMS

The board gave congratulations to Abby Leach and her team for putting together the Wander the Water half marathon that happened this past weekend. The event had a great turnout and was attended by many out of town runners.

ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Jansen. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:27 am.

Filed and attested October 2, 2019



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President



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Secretary

ALEDA MISSION STATEMENT

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