

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, December 4, 2019 – 7:30 a.m.

Regular Meeting

132 N Broadway Ave, Albert Lea

CALL TO ORDER & NOTATION OF ROLL

The Regular Meeting of the Albert Lea Port Authority was called to order on Wednesday, December 4, 2019 at 7:30 a.m. by President Nelson. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: President Sarah Nelson, Vice President Nate Jansen, Treasurer Mark Heinemann, Rich Murray, Bryan Skogheim, Vern Rasmussen, Jr., Tricia Dahl

EX-OFFICIO MEMBERS PRESENT: Tom Jensen, Freeborn County Representative; Mike Lee, Freeborn County Representative; David Todd, City of Albert Lea Representative; Susie Peterson, Local Tourism Representative;

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

GUESTS: None

APPROVAL OF MINUTES FROM NOVEMBER 6, 2019 REGULAR MEETING

The minutes from the Wednesday, November 6th regular meeting were reviewed. Commissioner Rasmussen 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-19-17 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Executive Director Johnson noted that the final payment to the Joseph Company for the ZRB building construction and the payment to ZRT for the new office space remodel drawings. Commissioner Jansen made a motion to accept the claims as presented in the amount of \$57,300.13, seconded by Commissioner Dahl. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

STAFF REPORT

- Child Care Committee Update
 - The child care committee met on Tuesday, November 26th and discussed the details for the Child Care Provider Appreciation Event that will be scheduled for January. The group will meet again in December to finalize details and discuss what next steps are for future projects to address the child care shortage.
- Make it Albert Lea Update

- The program wrapped up with the Community Action Forum on Tuesday, November 19th at the Edgewater Bay Pavilion. The team leaders presented the marketing plans that the groups created along with the ideas for community action. The attendees voted on ideas they liked most and had the opportunity to sign up to further an idea. The new groups will be encouraged to meet before the end of January and will receive guidance from Assistant Executive Director Hagen and Jennifer Hawkins of MN Extension. There will be a follow-up event in the summer for the groups to report out on their progress.
- Collaboration/New Location Update
 - Scott Thompson, the building owner, is working a few more details in order for the final inspection to be completed. These include the corridor and external bathroom updates.
 - Staff is working with the Chamber on signage for the building including signage on the glass on the door. Staff hopes to have the signage passed at the December Historic Preservation Commission meeting.
- Strategic Planning
 - The process is wrapping up this month. Ady Advantage is taking the information from the joint-boards workshop and putting that together for a conference call on December 6th. Then they'll work on the final implementation plan.
 - The Board of Commissioners is invited to join staff in the board room or by conference call in on December 17th for the final presentation from Ady Advantage. Staff inquired about Ady Advantage presenting the information to the community but found that would cost an additional \$4,000. Instead, staff and several board members will present the information at a community event.
- Unique Opportunities LLC
 - Staff has received the proposal. They have proposed 48 units on the site – South side of Blazing Star Landing. Executive Director Johnson and City Manager Todd met and discussed moving forward with platting the land in the Blazing Star Landing. Unique Opportunities is looking for financial assistance such as TIF and waive permit.
 - The board discussed previous plans about moving Front Street to develop the Blazing Star Landing property. The road does not need to be moved for this project.
- Judisch and Judisch Enterprises, Inc.
 - They are a housing development group interested in workforce and community college housing behind the mall on the Dress property. Staff is setting up a meeting with Riverland to discuss their interest.
 - Talked about Blazing Star Landing as well – they are interested in a town house build like Wedgewood Cove Townhomes. Staff will reach out to them to see if they're still interested in two developments. They're excited about

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

downtown too but want to get a few things going before they want to look at redevelopment projects.

Commissioner Heinemann enters.

- Financing Policy
 - Executive Director Johnson prepared a draft of the financing policy and shared it with the board. The policy will set forth guidelines for the financing process on future project financing, refinancing existing loans, etc. Executive Director Johnson asked the board if there were any questions or changes recommended.
 - Commissioner Janson asked – “what is a community bank – does that include all banks within Albert Lea?” Executive Director Johnson confirmed that this includes all banks within Albert Lea.
 - Commissioner Dahl made a motion to approve the financing policy as presented with the clarification of “community bank” included, seconded by Commissioner Skogheim. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed. Commissioner Heinemann abstained.
- Conferences/Meetings to Note
 - Staff is working with Riverland to conduct a meeting with local industrial employers to discuss what is needed for training and education for the workforce. There are about seven business RSVPed so far. Staff is also talking to Riverland about housing opportunities with developers.
 - City, County, United Way, and Htoo – Karen Outreach Center. United Way is interested in providing a resource center that would also address the Karen Center needs. The United Way is currently working on obtaining an AmeriCorps Vista and another grant opportunity.
 - Small Business Saturday & the Shop Albert Lea Passport Campaign was successful. Good feedback has been received from the community and also from the businesses as well as suggestions for change next year.
 - Staff discussed with Bryan Skogheim, Jim Krueger, and Mary Nelson from FMCS about their future plans and a strategic development plan for the I-35 Corridor near their current location. Staff will be getting together with all the business/real estate owners and looking at what is vacant or underutilized and try to understand what we have out there, what we want to see out there, and create a formal plan for how it will be developed.
 - Commissioner Skogheim said that he found that FMCS had a lot of plans and drawings and history of past development ideas. Commissioner Skogheim suggested that maybe the developers and real estate groups who have property out there would be interested in sharing the cost to create a development plan for the area.

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EX-OFFICIO UPDATE

- Freeborn County – Tom Jensen
 - The County Truth in Taxation event is tomorrow night – everyone is welcome.
 - 4.9-5.9% increase projected on the final levy.
- City of Albert Lea – David Todd
 - They City Truth in Taxation meeting will be next Monday, the city is looking at a 3.32% increase.
 - Also Monday the City is having a hearing for annexation for the new FMCS property.
 - Compensation and classification study – working through some of the data on that and working on implementation of the new salary scale with HR Director Mike Zelenak.
 - 300 Block is on the National Historic Registry and cannot be demolished. The City Planner will be looking into seeing if the buildings can be removed as a few have already been condemned and the others are not much better.
- Convention and Visitors Bureau – Susie Peterson
 - Last Monday representatives from the Shell Rock River Water Shed Board and the Lakes Foundation attended the MNB hearing and talked about the 7.5 million they are requesting for the water shed projects.
 - The Downtown Holiday Bazaar is next week.
 - Bricks for the Marion Ross Theatre and Statue – people will be able to buy bricks for the statue and they will be placed in the sidewalk in front of the theatre.
 - Albert Lea will host the state water ski show in Summer 2021.
 - Eddie Cochran Weekend and Thursdays on Fountain are already getting scheduled for 2020. We're getting calls from people who want to play on Thursdays on Fountain.
 - Bass University planning is going well, hotel bids are coming in.

COMMISSIONER/OTHER ITEMS

- Commissioner Heinemann reminded the board that a performance evaluation needs to be done on Executive Director Johnson. Commissioner Heinemann asked Assistant Executive Director to send the evaluation form to the board to complete and turn into President Nelson by December 18th. Once the evaluations are sent in to the Executive Committee they will review the feedback and discuss with Executive Director Johnson.

ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Heinemann. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:20 am.

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Filed and attested December 4, 2019



President



Secretary

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