

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, September 4, 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, September 9, 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: Tom Jensen, Freeborn County Representative; Jerry Gabrielatos, City of Albert Lea Representative; Susie Peterson, Local Tourism Representative

EX-OFFICIO MEMBERS ABSENT: Rhonda Jordal, Business Community Representative

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

STAFF MEMBERS ABSENT: None

GUESTS: None

APPROVAL OF MINUTES FROM AUGUST 7, 2019 REGULAR MEETING

The minutes from the Wednesday, August 7th regular meeting were reviewed. Commissioner Heinemann 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-19-13 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 \$14,910.17, seconded by Commissioner Dahl. President Nelson asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

Commissioner Heinemann leaves the room.

RESOLUTION PA-19-14 AUTHORIZING A SECOND AMENDMENT TO THE TAXABLE REVENUE NOTE (SOUTH INDUSTRIAL PARK PROJECT), SERIES 2009

Executive Director Johnson reviewed the extension of the tax revenue note for the ALEDA Spec Building #1. The extension is for 10 years at 5.5% for the first 5 years, after which the interstate rate shall be adjusted annually on each August 10, 4.5% minimum, 7.5% maximum.

Commissioner Dahl moved to authorize the second amendment to the tax revenue note, seconded by Commissioner Skogheim. President Nelson asked for any further discussion and hearing none, the motion carried 4 in favor; 0 opposed

Commissioner Heineman returns.

APPROVE 2020 BUDGET

No changes have been made to the budget since presented at the August 2019 meeting.

Executive Director Johnson asked if there were any additional questions or changes by the commissioners. Commissioner Skogheim moved to accept the budget as presented, seconded by Commissioner Heinemann. President Nelson asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

Commissioner Rasmussen enters.

STAFF REPORT

- Child Care Committee Update
 - The child care committee has decided to use all of the \$10,000 grant funding for the forgivable loan fund.
 - Commissioner Heinemann moved that the Port Authority act as the fiscal agent and administer the loan funds to applicants through the program, seconded by Commissioner Dahl. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed
- Collaboration Update
 - The building renovations are coming along well and we may be able to begin moving before October 1. Staff will work with the Chamber board and staff to plan how the move will be accomplished.
- North #1 – Carpenter Company
 - Staff shared the price the board discussed at the previous meeting to the contacts at Carpenter. There has been no update, staff will follow-up this week.
- Strategic Planning
 - County board voted to support the strategic planning process by contributing a third of the cost. The cost will be spilt by the Port Authority, the City of Albert Lea, and Freeborn County (one third each). Dates have been set and they will be

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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.”

shared with the board via email. There will be opportunity for the community to provide input throughout the process.

- Blazing Star Landing/Opportunity Zones
 - A group called Merge is coming to visit Albert Lea. They are interested in Blazing Star Landing and using Opportunity Zones status. Staff reached out to other communities they have worked with and they only had good things to say.
- Conferences/Meetings to Note
 - Staff meets with city and county as much as possible and attends Development Review Team meetings weekly to stay up-to-date on various projects happening in the community.
 - Karen Outreach – still meeting with Tu from Select Foods. Tu is going to start coordinating in the meantime but they are still looking to hire someone. Ultimate goal is to have a separate 501c3 to be the entity.
 - Staff met with the Tribune and discussed upcoming events and initiatives; move downtown, making it home, strategic planning, etc.
 - Staff continues to discuss MN Compass with Ann Austin.
 - September 5-6: Connecting Entrepreneurial Communities Conference, hosted by University of Minnesota Extension Center for Community Vitality in Waseca, MN. Assistant Executive Director Hagen will be attending both days.

EX-OFFICIO UPDATE

- Freeborn County – Tom Jensen
 - There have been about 9 Conditional Use Permits requested over the last four meetings. K&K is going to double in size, hog finishing barns, etc. little things that make a big difference.
 - The county will be setting the preliminary budget at 4.6 – 5%. They have been discussing additional funds to be set aside for future economic development projects.
 - The Health and Human Services department is outgrowing their space and will need a new location. They will be adding another mental health professional next year.
 - Going forward, Phillip will be coming to a county board meeting once per quarter to give updates to the county board.
 - Windfarm Update – Excel Energy owns project and it is moving forward. They are seeking a modified permit from the state for bigger rotors. The Township of London sent a letter yesterday to Excel Energy stating that they need to apply for a permit from them to use their roads.
- City of Albert Lea – Jerry Gabrielatos
 - There has been discussion on how to better use Parks and Rec Staff and how to expand programming for the community. Parks and Rec is looking for new ideas

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and new models of programming. There is consideration for rebranding/renaming the Senior Center to something else and to utilize it for other types of programming as well and make it more of a community place for people of all ages.

- Inspection department is now fully staffed. Community outreach and engagement has been a part of their weekly meetings and the head of dept has a list of ordinances that need to be changed and they will be working on them.
- The grant for downtown facades and repairs is concluding at the end of September. Ron Holtan building will be getting done soon too. Main Street application is due at the end of the month – having a meeting about that on the 23rd.
- Convention and Visitors Bureau – Susie Peterson
 - Great opportunity for a new event in Albert Lea next year from the Ike Foundation. They'd like to host one of their Bass University Fishing Seminars – which they've never done in MN. They will be sending a contract soon and the CVB will begin getting local sponsors.
 - Powerboat races will be the 21st of September.
 - Last two Thursdays on Fountain will be this week and next. It was a great season with great turnouts.
 - Halloween Spooktacular – downtown Halloween event for families. They will be adding a haunted hallway this year.

ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Heinemann. The motion carried 6 in favor, 0 opposed. The meeting adjourned at 8:17 am.

Filed and attested September 4, 2019



President



Secretary

ALEDA MISSION STATEMENT

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