

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, January 8, 2020 – 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, January 8, 2020 at 7:30 a.m. by President Nelson. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: Nate Jansen, Vice President

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; Torrey Zimmerman, Business Community Representative

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

GUESTS: None

ELECTION OF OFFICERS FOR 2020

- a. President: Sarah Hensley
- b. Vice President: Nate Jansen
- c. Treasurer: Mark Heinemann

Commissioner Rasmussen made a motion to approve the appointments as presented, seconded by Commissioner Skogheim. President Nelson asked for any discussion and hearing none, the motion carried 6 in favor; 0 opposed.

APPOINTMENT OF OFFICERS FOR 2020

- a. Board Secretary: Noelle Hagen
- b. Assistant Treasurer: Mardy Oyer (Hammer, Dieser & Mangskau)

Commissioner Heinemann made a motion to approve the nominations as presented, seconded by Commissioner Murray. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

APPOINTMENT OF EX-OFFICIO BOARD MEMEBRS FOR 2019

- a. City Representative: David Todd
- b. County Representative: Tom Jensen, Mike Lee
- c. Business Community Representative: Acting Chamber Director
- d. Tourism Representative: Susie Peterson

Commissioner Heinemann made a motion to approve the appointment of ex-officio members as presented, seconded by Commissioner Dahl. President Nelson asked for any discussion and hearing none, the motion carried 6 in favor; 0 opposed.

APPROVAL OF MINUTES FROM DECEMBER 4, 2019 REGULAR MEETING

The minutes from the Wednesday, December 4th regular meeting were reviewed. Commissioner Dahl made a motion to approve the minutes as presented, seconded by Commissioner Skogheim. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-20-01 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Executive Director Johnson noted that the final payment to Ady Advantage for strategic planning services was made. Commissioner Heinemann made a motion to accept the claims as presented in the amount of \$91,825.07, seconded by Commissioner Dahl. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-20-02 DESIGNATING DEPOSITORIES AND SIGNATORIES FOR WITHDRAWAL OF FUNDS

- a. Depositories: Farmers State Bank, Home Federal Bank, Produce State Bank, Security Bank MN, US Bank, Wells Fargo Bank, Citizens Community Federal Bank, 4M Fund
- b. Signatories: President, Treasurer and Executive Director

Commissioner Skogheim made a motion to approve depositories and signatories as presented, seconded by Commissioner Murray. President Nelson asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed. Commissioner Heinemann abstained.

RESOLUTION PA-20-03 SETTING MEETING DATES, TIMES AND LOCATION FOR THE PORT AUTHORITY

- a. First Wednesday of the month at 7:30 a.m. to be held at 132 N Broadway Ave, Albert Lea

Commissioner Murray made a motion to approve meeting dates, times and location as presented, seconded by Commissioner Rasmussen. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-20-04 AUTHORIZING ROUTINE CLAIMS TO BE PAID MID-MONTH

Commissioner Heinemann made a motion to approve as presented, seconded by Commissioner Skogheim. President Nelson asked for any discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-20-05 RULES FOR ADDRESSING THE PORT AUTHORITY/RULES OF DECORUM

Commissioner Murray made a motion to approve as presented, seconded by Commissioner Rasmussen. President Nelson asked for any discussion and hearing none, the motion carried 6 in favor; 0 opposed.

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

- Child Care Committee Update
 - The committee is hosting a Child Care Provider Appreciation Event on January 21, 2020 at Edgewater Bay Pavilion. The program will include a presentation of information from SMIF and First Children's Finance, Recognition of the providers, and engage them in a conversation about what needs exist to help support their child care business.
- Collaboration/New Location Update
 - The final inspection is complete. The new signs have been hung up, they were approved at the December Historic Preservation Committee Meeting.
- Strategic Planning
 - A meeting is scheduled next week with the core team to review the implementation map and plan. They will discuss the tasks and goals set forth in the map and who is responsible to complete each.
 - Staff is looking to plan the community event to present the final plan the week of February 10th. Staff has also been working on getting current tasks and projects organized and will be working on creating a "war room" in the intern office to organize what projects are being worked on, display a large version of the implementation map, etc.
- Unique Opportunities, LLC.
 - Unique Opportunities has sent a mock-up proposal and have requested TIF, land, and gap financing for incentives. The City has gotten a quote for the platting of the Blazing Star Landing. Unique Opportunities has also sent a development agreement sample which is a past project agreement between them and another city.
 - Next steps are for The City to determine what incentives they're willing to provide. Also, there is a TIF agreement in place tied to the Larson Contracting building in the Habben Industrial Park. There is a call scheduled with David Todd, Kristi Brutlag, Port Authority staff, and Rebecca from Ehlers to discuss what can be done to modify the agreement. At a high level it looks like we can modify the agreement to take out the two properties on the Blazing Star Landing but still generate TIF revenue off the other property.
- Judisch and Judisch Enterprises, Inc.
 - Staff has had a call with Riverland Community College, and Judisch and Judisch Enterprises. Riverland is interested in the project. Next steps will be for the City and Port Authority staff to meet and discuss with Judisch and Judisch on how they would like to go forward. They are looking at starting with community college housing, with Phase 2 including workforce housing. Looking to move forward with the project fairly quickly.
- Conferences/Meetings to Note

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- **Karen Outreach/United Way:** Staff is still working on the outreach center with partners. The United Way is still interested in leading this and is interested in space at the ALBDC (former ALEDA offices) as they do not have much space in their current location. Staff will work with United Way and ALBDC board to see if an agreement can be made for the space.
- **Education & Employers Meeting:** An initial meeting with Riverland, K-12 Schools, and employers was held in December. A list of what employers currently believe is missing has been created, staff shared this with businesses that were not able to make it and they confirmed that the items on the list were needs for their business as well. Conversations will continue.
- **Holiday Bazaar:** The Chamber and ALEDA hosted Santa pictures with Holly Karsjens Photography and took in Shop Albert Lea passports on the evening of the Holiday Bazaar in Downtown Albert Lea. It was a good turnout and about 40 passports were returned, about the same as last year.

EX-OFFICIO UPDATE

- **Freeborn County – Tom Jensen, Mike Lee**
 - The County Board of Commissioners elected Glen and Jim as chair and vice chair for 2020.
 - The final tax levy ended up at 5.9%. Expected expenses for 2020 include the bill from the state due to their loss in tax court to the pipeline companies – this expense is coming down to the local level. The county has also taken a hit on DHS costs. The county ended 2019 with a little over \$400,000 in the black and haven't dipped into the fund balance – all around a positive year. The county is still waiting to receive funds from FEMA for the Spring 2019 road events.
 - The wind farm is starting construction. The attorney for the Freeborn County Landowners has filed two new motions against the project.
 - In 2019 there were 21 new Conditional Use Permits filed in the county, they included; expansions a K&K Fabrication, Black Iron Manufacturing, and several hog facilities.
 - The county will begin looking for a new location for Health and Human Services as they are outgrowing their current space and need additional room in order to continue to offer services. Opportunities for moving more staff out of the Government Center and bring in City of Albert Lea staff in the future if both boards are open to it.
- **City of Albert Lea – David Todd**
 - The State Auditor's Office has chosen Albert Lea for one of their listening tour stops. They will be in Albert Lea on January 29th from 4:00 – 5:30 pm at the City Council Chambers at City Hall. They'd like the city to organize a panel of local gov't. They will address issues facing local gov'ts and will be able to answer

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questions with facts and figures to dispel common myths. The panel of local gov't is also invited to have dinner with the State Auditor following the event.

- The City of Albert Lea is now accepting applications for the Citizens Police Academy. This is a great program and a great opportunity for the community to learn more about what our officers do.
- Two nights ago there was an officer involved shooting in Waseca. An officer was injured who was a former officer with Freeborn County and the City of Albert Lea. There are several ways to donate to the family and the community is showing their support in several ways.
- The City Council will be having their council retreat on February 1st. They will be setting goals and talking about the upcoming year.
- **Chamber of Commerce – Torrey Zimmerman**
 - Torrey just began as the interim chamber director in December 2019. He has been spending time understanding how the Chamber is interacting with other organizations and what they are doing.
 - Upcoming events include: Albert Lea Reads, Gourmet Auction, and the Health and Wellness Fair on January 14th.
 - Torrey will be spending time meeting with local business leaders. The Chamber board feels that there is work that needs to be done with relationships of the Chamber. He will also be looking at what is a Chamber in 2020 and what kind of opportunities do they need to provide for their businesses. Torrey welcomes feedback and input.
- **Convention and Visitors Bureau – Susie Peterson**
 - A support group of wives of police officers asked if they could place blue ribbons around town as a sign of solidarity in support of Officer Mattson. Stadheim Jewelers is working on getting lights for all the downtown businesses to hang as well.
 - Albert Lea was selected for the State Tournament for youth traveling baseball teams – 11-year-old division. There are 52 teams. This has never been hosted in Albert Lea. The CVB will be working with parks and rec to plan something fun for families to happen that weekend as well to showcase Albert Lea.
 - There will also be a large regional hockey event in March and several other baseball events in Spring as well.
 - Main Street Program – Susie is working with Emily to set a date to meet with her and the Albert Lea Main Street steering committee. Events like the Big Freeze will be worked into Main Street.
 - The CVB Director Job responsibilities are going to be rewritten to include the Main Street Director job roles. The CVB board has chosen to use the City HR director to help in the gathering and screening of job applicants. The job will be posted soon, expected start date in April.

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- Summer 2020 Thursdays on Fountain Events are getting lined up, only a few more spots are left to fill.

COMMISSIONER/OTHER ITEMS

Commissioner Heinemann asked Executive Director Johnson to leave the room so the board could discuss his review. All board commissioners and ex-officio members were asked to submit feedback to the executive committee. The feedback received was good overall. Goals for 2020 include strategic planning, creating and maintaining relationships with local business owners, working with the Chamber and helping them with their future plans, communication with staff and continued teamwork, and to attend commercial lending school.

Executive Director Johnson returns.

Executive Director Johnson asks Assistant Executive Director Hagen to leave the room so that he may discuss her employment review and salary recommendation with the board.

Assistant Executive Director Hagen returns.

ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Rasmussen. The motion carried 6 in favor, 0 opposed. The meeting adjourned at 8:30 am.

Filed and attested January 8, 2020.



President



Secretary

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