

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, March 4, 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, March 4, 2020 at 7:30 a.m. by President Nelson. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: Nate Jansen, Vice President, Tricia Dahl

EX-OFFICIO MEMBERS PRESENT: Jerry Gabrielatos, City of Albert Lea Representative; Torrey Zimmerman, Business Community Representative

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

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

GUESTS: None

APPROVAL OF MINUTES FROM FEBRUARY 5, 2020 REGULAR MEETING

The minutes from the Wednesday, February 5th regular meeting were reviewed. Commissioner Rasmussen 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 5 in favor; 0 opposed.

RESOLUTION PA-20-07 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 \$37,699.74, seconded by Commissioner Skogheim. President Nelson asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

STAFF REPORT

- Child Care Committee Update

- The committee met on February 25th at the ALEDA conference room. Jeff Andrews from Southern Minnesota Initiative Foundation presented information about the “pod model” in which separately licensed family providers could utilize separate rooms with the appropriate requirements (pods) under one commercial roof. The idea behind the pod model is that it allows a family provider to have a space outside the home, separate home/work, inspire new providers to start businesses, offer support services to these family care businesses, sharing of resources where possible, etc. It is likely to need financial support to happen regardless of whether the location was a new build or remodel of existing space.
- Staff will organize a meeting with interested employers and Jeff Andrews to explain the model further and see if this is something they would be interested in supporting and how.
- The Freeborn County licensor, Brady Engelby, has let Noelle know that there are a few new providers he’s been working with who are interested in applying and plan to as they complete their licensing paperwork.
- The board also discussed long term planning and what the goal of the committee is now that the grant has been turned into a loan program. Noelle will work with Jerry Gabrielatos and other committee members to determine the goal and next steps and share with the board and city council.
- Strategic Planning
 - The community event to present the final plan and map went well last week, approximately 65 people attended. After presenting the plan, partners in the plan each shared their experience and their expectations for the plan and the outcomes. The last 45 minutes of the event included question and answer with the community.
 - Staff’s next focus besides ongoing strategic plan projects is to begin the joint marketing plan.
- Unique Opportunities, LLC.
 - Staff and City Staff have since met with Ehlers. New numbers are being generated for the project. Executive Director Johnson has followed up with them and Unique Opportunities. Once we know what the potential gap is, we can look at City and ALEDA loan incentives to fill it.
- Judisch and Judisch Enterprises, Inc.
 - This project has changed a little bit due to land availability. The original price of the proposed land has been increased by the property owner. Judisch and Judisch is still interested but is looking at other land options at this time with staff assistance.
 - Judisch and Judisch Enterprises is also interested in a second project, staff has gotten them in contact with the owners of the desired property.
- Internship

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 has applied again for the Minnesota Economic Development Foundation scholarship to support the cost of having a summer intern. Board is in support of having a summer intern.
- Streater Lease
 - Streater reduced their square footage over the winter and is now looking to increase it again to 10,000 sq ft. Staff has drafted a new lease at \$4.80/sq. ft. (all-in) for 10,000 sq. ft. on a month-to-month basis. Commissioner Rasmussen moved to approve the new lease, seconded by Commissioner Heinemann. President Nelson asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.
- ALEDA #1 Spec Building – Lease Updates
 - North Star has requested to expand from 6,000 sq ft to 10,00 sq ft. in the ALEDA #1 Spec building.
 - Interstate Packaging would like to expand up to 25,000 to 30,000 sq ft. and will know within two weeks as they organize product what they will ultimately need.
 - Armour will be coming back and is looking to rent 15,000 to 20,000 sq. ft. depending on what is available after Interstate Packaging expands their space.
 - Commissioner Rasmussen moved to approve all the lease expansions and approved staff to negotiate length and other terms within reason, seconded by Commissioner Murray.
- Audit Process
 - Staff will be working with Mardy Oyer of Hammer, Dieser, Mangskau and CliftonLarsonAllen to prepare for the 2019 audit. The auditors plan to be on-site at the end of the month.
- Conferences/Meetings to Note
 - **Education & Employers Meeting:** Staff continues to follow-up with Riverland and a few of the large employers involved in the training needs meeting.
 - **Main Street Meeting:** Staff recently participated in several Main Street meetings and has been involved in planning and goal setting. The first transformation strategy the group chose to focus on will be making downtown family friendly.
 - Staff attended the climate adaptation plan meeting at City Hall.
 - Staff spoke to the 8th grade career class with other Albert Lea professionals sharing what we do, how we arrived at our careers, etc.
 - Career Force HR Meeting – staff attending the monthly HR meeting organized by Val Kvale of Career Force. Information was presented about a new initiative called Future Forward. The plan is to create a website for students (high school and college) to connect with businesses for opportunities such as mentoring, job shadowing, and internships.

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EX-OFFICIO UPDATE

- **Freeborn County – Tom Jensen, Mike Lee**
 - No update.
- **City of Albert Lea – Jerry Gabrielatos**
 - The Southeast Service Coop has designed a website (Future Forward) that pairs students with employers. This can replace the current offering which is a list on the ALEDA website.
 - Met with Ruth Stadheim who runs the education program inside the department of corrections. They graduate 500-600 people per year with various degrees, plan to have a further conversation on how we could attract these people to our community to fill workforce needs.
 - There's a group out of the Make it Albert Lea program working on housing. Jerry has shared information from a housing summit he and Jeanie from the HRA recently attended. Jerry also met with a Make it Albert Lea group that wants to make improvements to Fountain Lake/the lakeshore. He will invite them to get involved with Mainstreet.
 - Held first video game night at Council Chambers, was well attended. Jerry will be applying for a grant to get more electronics.
- **Chamber of Commerce – Torrey Zimmerman**
 - The Chamber is excited to see Mainstreet move forward and has received good feedback from businesses outside of the designated Mainstreet area.
 - Torrey has had good conversations with business members about their needs including the need to have a more local food waste disposal option. He will be working on getting the businesses together to discuss a solution, such as a bio-digester.
 - The government affairs committee is being brought back together. The Ag Committee will be hosting the Ag Luncheon on March 17th.
 - A fireworks contract has been secured again this year for the July 4th celebration. The 3rd of July parade is being planned, the route will be changed due to Bridge Avenue construction.
- **Convention and Visitors Bureau – Susie Peterson**
 - No update.

COMMISSIONER/OTHER ITEMS

Commissioner Skogheim mentioned that he met with Infinite Recycled Technologies and enjoyed learning more about their business and the impact they will have on the community and region. He highlighted that they said they chose the building in Albert Lea because of rail access and we should be sure we can help them expand when they're ready to grow and help to keep them here in the community.

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ADJOURNMENT

Commissioner Rasmussen made a motion to adjourn the meeting, seconded by Commissioner Heinemann. The motion carried 5 in favor, 0 opposed. The meeting adjourned at 8:45 am.

Filed and attested March 4, 2020.



President



Secretary

ALEDA MISSION STATEMENT

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