

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, June 2, 2021 – 7:30 a.m.

Regular Meeting

Virtual Meeting through Zoom.us

CALL TO ORDER & NOTATION OF ROLL

The Regular Meeting of the Albert Lea Port Authority was called to order on Wednesday, June 2, 2021 at 7:30 a.m. by President Nelson. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: None

EX-OFFICIO MEMBERS PRESENT: Ted Herman, Freeborn County Representative; Ian Rigg, City of Albert Lea Representative

EX-OFFICIO MEMBERS ABSENT: Tom Jensen, Freeborn County Representative; Holly Karsjens, Local Tourism Representative; Shari Jenson, Business Community Representative

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

GUEST: Lindsay Tweeten, CliftonLarsonAllen

APPROVAL OF MINUTES FROM MAY 5, 2021 REGULAR MEETING

The minutes from the Wednesday, May 5th 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 5 in favor; 0 opposed. Commissioner Heinemann abstained.

RESOLUTION PA-21-11 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Rasmussen made a motion to accept the claims as presented in the amount of \$17,635.92, seconded by Commissioner Heinemann. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

STAFF REPORT

- Unique Opportunities LLC
 - A bid has been accepted for the clean up project and the DEED cleanup agreement are moving forward. Plan to begin work July 1.
- Lake Front Development Meetings

- Staff has scheduled to meet with the group on June 17th. The interested developers are putting together a proposal for the marina to share with the group.
- Collaboration (Chamber/CVB/ALEDA)
 - Events are coming back and ALEDA will help our partners where we can.
 - New building signs are up, still working on getting signs for window and sidewalk.
 - Have gotten drafts for the “who we are/how we work together” marketing project and will be discussing with Holly and Shari and rolling out this summer.

Commissioner Dahl entered the meeting.

- Community Venture Network (CVN)
 - Staff partnering along with the city and the county would like to join the CVN
The CVN is a group run by Justin Erickson that works on getting its members in front of new and existing business opportunities. This group holds events year-round in which businesses introduce themselves to the membership of the CVN in hopes of forming relationships for future projects and expansions.
 - Notably Justin was the facilitator on the Vortex Cold Storage project and also has a connection with the Unique Opportunities group.
 - The fee per year is \$4,250 and the city, county, and ALEDA will split the cost, ALEDA’s portion of the cost would be \$1,416.67 a year.
 - Commissioner Murray and Commissioner Heinemann recommended that we join, especially because the membership can be shared with the county and the city.
 - Commissioner Skogheim noted that Freeborn Mower Electric Cooperative has access through their relationship with Dairyland Power which extends to ALEDA. However, he recommended that it would still be a good opportunity.
- Reception Admin Position
 - About 25 applicants submitted resumes, 5 were chosen to interview. Three of the five interviewed were offered the position and all three declined. The CVB will be going back out for another round of applications, staff is hopeful that we can find someone by mid-July.
- Conferences/Meetings to Note
 - Entrepreneurial Bridge Event – have begun planning sessions with SMIF to plan for the event. The plan is to have the event in person at Wedgewood Cove. After the event a happy hour with live music will be held in downtown weather permitting.

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.”

- Blue Zones Update – Ellen Kehr is looking to retire and has started the discussion on what should happen with the position – hire a successor or transition the project into another organization.
- Albert Lea Greater Education Group – John Double is working on a program for more specialized career curriculum for students. This would include a specific class schedule for a career focus to a specific trade.

2. EX-OFFICIO UPDATE

- Freeborn County – Ted Herman
 - The county commissioners approved the abatement for the Vortex Cold Storage project. .
- City of Albert Lea – Ian Rigg
 - Councilor Murray and Ian met with a local business about the business assistance process and recent economic development activity.
 - Currently considering TIF or Tax Abatement to assist Mrs. Gerry’s instead of a loan. Tax abatement may be a better strategy long term.
 - Working on a site assessment of the former Freeborn Mower Cooperative Services site for a local business interested in buying it and using TIF.
 - Going over and updating the tax abatement policies, revolving loan fund policy, Broadway Ridge Grant, and the South Broadway Grant (now Urban Corridor grant).
 - Working on how Blue Zones Project could transition to being led by the new City position and other staff.
 - Working with Holly on getting a display in some of the downtown buildings that are currently vacant or underutilized.
 - Permits were approved for Vortex and for the Marketplace Foods apartments.
 - Met with Semcac and the HRA – discussing a housing program. The City will apply for a grant to help repair owner occupied houses that are in “rough shape” but can be saved. Also discussion on getting more contractors in the area Lead Safe Certified. This will be a requirement by the state to utilize the grant dollars.
- Chamber of Commerce – Shari Jenson
 - Fireworks and Parade are a go.
 - Ambassador Golf outing is scheduled for July 19th, rain date is July 26th. Has added new sponsorship levels.
 - Business After Hours is starting back up, the first one is July 23rd at MercyOne. .
- Convention and Visitors Bureau – Holly Karsjens
 - Upcoming Events

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- Relay for Life – June 22 - 29
- Eddie Cochran – split between normal June (June 12th) event and some events in October
- City Wide Garage sales will be in June
- Rock N Roll the Lakes will be happening as well as the evening glow ride.
- Crazy Days will be happening again this Summer in July.
- Marion Ross will be here during 4th of July Weekend. Unveiling of statue will happen.
- Art; working on marquee letters, large frame, art on utility boxes, art on water tower
 - Finalizing Art for the billboards
 - Working on a video campaign for the community
 - New summer apparel is available

2020 AUDIT PRESENTATION – Lindsay Tweeten

The financial statements are being completed right now, the signed and final versions will be available later today. Lindsay reviewed the audit with the board. She stated there was a clean opinion on the audit and recommended no changes in accounting policies. Commissioner Rasmussen made a motion to approve the audit results as presented, seconded by Commissioner Jansen. President Nelson asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

COMMISSIONER/OTHER ITEMS

None

ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Rasmussen. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:04 am.

Filed and attested June 2, 2021.



President



Secretary

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