

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**Wednesday, January 5, 2022 – 7:30 a.m.**

**Regular Meeting**

**Virtual Meeting on Zoom**

### CALL TO ORDER & NOTATION OF ROLL

The Regular Meeting of the Albert Lea Port Authority was called to order on Wednesday, January 5, 2022 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

COMMISSIONERS ABSENT: Tricia Dahl

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

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

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

### ELECTION OF OFFICERS FOR 2022

- a. President: Bryan Skogheim
- b. Vice President: Nate Jansen
- c. Treasurer: Mark Heinemann

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

### APPOINTMENT OF OFFICERS FOR 2022

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

Commissioner Skogheim 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 2022

- a. City Representative: Ian Rigg
- b. County Representative: Tom Jensen
- c. Business Community Representative: Shari Jenson

#### 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.”*

d. Tourism Representative: Holly Karsjens

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

#### APPROVAL OF MINUTES FROM DECEMBER 1, 2022 REGULAR MEETING

The minutes from the Wednesday, December 1<sup>st</sup> regular meeting were reviewed. Commissioner Heinemann 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-22-01 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Jansen made a motion to accept the claims as presented in the amount of \$65,786.89, seconded by Commissioner Heinemann. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

#### RESOLUTION PA-22-02 DESIGNATING DEPOSITORIES AND SIGNATORIES FOR WITHDRAWAL OF FUNDS

- a. Depositories: Arcadian 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 Rasmussen made a motion to approve depositories and signatories as presented, 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.

#### RESOLUTION PA-22-03 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 Rasmussen made a motion to approve meeting dates, times and location 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-22-04 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-22-05 RULES FOR ADDRESSING THE PORT AUTHORITY/RULES OF DECORUM

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

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## STAFF REPORT

### **Design Ready Controls Proposal**

- Design Ready Controls (DRC) has approved the lease and will be signing.
- Staff is working on helping Interstate Packaging find other space in the community to rent. The warehouse next to the ALBDC is available and Interstate Packaging will be connecting with them as an option.
- Plan is to have Interstate Packaging out by March 15th. Will get that in writing from Interstate Packaging.
- Working on the Option to Buy with DRC.

### **Collaboration Chamber/CVB/ALEDA**

- Still working together on the Visitors & Community Guide.
- Also still working on joint marketing and identity campaign together.
- Next year will probably not do the bingo card campaign for Small Business Saturday as there wasn't much engagement this year. Next year we will focus more on getting the businesses ready for the event and encouraging the community to shop local

### **Equity Fund**

- Will look at potentially having Greater Jobs be the General Partner for Albert Lea's Community Fund.
- Working on following up with the group and then staff will reach out to Laurie for the next steps.

### **Conferences/Meetings to Note**

- Continued attendance at regular meetings.
- Working with Riverland Community College for the new scholarship program idea.
- Continued discussion with Val and Workforce Development. Will be getting DRC connected with them.
- Working with Riverland Community College on the Mechatronics Program for DRC.
- Update from the Northbridge Mall – second new tenant for ShopKo space should be signing soon. Plans to do improvements to the parking lot and building this Spring.
- Continue to work with Regenerative Ag Alliance on their conference.

## EX-OFFICIO UPDATE

### **Freeborn County – Ted Herman**

- Attended the County Coalition Conference. Lots of great information about the labor shortage and the retiring baby boom.

### **City of Albert Lea – Ian Rigg**

- MN OSHA rules should be coming down on vaccine requirements.
- Working on cleaning up and making plans for buildings that the City acquired last Spring. Costs are high right now, a roof will need to be replaced on one of the buildings. Once fixed, will be available for sale.
- Skyline Flats – have been running into issues with costs, may cause some delays.

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## Chamber of Commerce – Shari Jenson

- Many Chamber events were cancelled in December due to COVID, have been rescheduled for January.
- Annual Meeting was not in person this year, working on a Video Presentation.
- Working with businesses to hear what their biggest concerns are right now.
- Working with Val at Workforce Development and the temp agencies to do a wage and benefit survey of the employers.
- Blood Drive at the End of December, next one is in February.
- Medallion Hunt at Big Freeze in February.

## Convention and Visitors Bureau – Holly Karsjens

Holly provided the following updates via email:

- Public Art Spring Projects
  - DT metal art: working with Lou Rich, MS Project Funds submitted for reimbursement
  - Art Sculpture Walk Bases proposal approved by City Council 9/13/21
    - Ordered Kasota Stone, will delivery this Winter, BLK Flooring will prep stones for attachment plate system
- TV Commercial Ad Contract Signed
  - Met with Eric Shores from KTTC/Fox 47/ME TV about a 2022 campaign
- Visitors Guide 2022
  - Met The Hustle Marketing (Lynsie) to start building out the joint publication
  - Met w/Noelle to gather thoughts about layout & ad sales
  - Will start working on ads & stories in Dec/Jan
- CONNECTIONS/COLLABORATION
  - Identity Campaign
    - ALEDA, Chamber, MS, & CVB will have an insert in the Tribune's Progress edition
    - next qtr, 1 sheet double sided
  - Working with Bob @ Recreation on:
    - Patio & lights North of the Red Shed at the N Broadway Parking lot
    - Power at Central Park
    - Inclusive Summer Picnic
    - Events with the Library for '22 - Met last week in Dec.
    - Hung lights at Gazebo Before Xmas
    - **Big freeze event Sat Feb 12 !!**

## COMMISSIONER/OTHER ITEMS

None.

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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 8:08 am.

Filed and attested January 5, 2022.



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President



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Secretary

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