

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**Wednesday, May 4, 2022 – 7:30 a.m.**

**Regular Meeting**

**132 N Broadway Ave**

### CALL TO ORDER & NOTATION OF ROLL

The Regular Meeting of the Albert Lea Port Authority was called to order on Wednesday, May 4, 2022 at 7:30 a.m. by President Skogheim. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: Nate Jansen, Vice President

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

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

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

### APPROVAL OF MINUTES FROM APRIL 13, 2022 REGULAR MEETING

The minutes from the Wednesday, April 13 regular meeting were reviewed. Commissioner Nelson made a motion to approve the minutes as presented, seconded by Commissioner Heinemann. President Skogheim asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

### RESOLUTION PA-22-09 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 \$147,642.01 seconded by Commissioner Nelson. President Skogheim asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

### COMP PLAN PRESENTATION – BOLDT AND MENK

Representatives of Boldt & Menk led the board through several exercises to gather information and insights to assist in the City of Albert Lea's updated comp plan. The group discussed strengths of why a business would want to move to Albert Lea, as well as reasons that would hinder a business's growth in Albert Lea.

#### 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

### **Design Ready Controls Update**

- Design Ready Controls (DRC) should be choosing a bid within a day or so.
- Signs have gone up on the interstates near Albert Lea advertising the jobs, hope to do a public announcement later this summer.

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

- Still working together on the Visitors & Community Guide. Information about the featured spots (ads) have gone out. Once those are complete, we will work with businesses on their content and begin to fill out the rest of the article content.
- Also still working on joint marketing and identity campaign together.
- Will be partnering to take update drone and ground footage and photos of Albert Lea once things are green again.

### **Scholarship Program**

- Staff shared the draft outline and FAQ.
- A few things to decide before fundraising can begin. Riverland wants the high school students and the workforce eligibility to be separate. It will be important to get the perspective from the business community.
- Riverland's goal is to raise \$2 million for the first two years, staff thinks \$500,000 would be a good target.

### **Warehousing Opportunity**

- Staff had a great conversation with The Brookshire Company on the potential for a new warehouse. The concept is 125,000 sq ft. The initial estimated on the cost to bid came back at \$12 million and \$6.50 rent rate which would be "all-in."
- Staff has reached out to local businesses who have noted that they need space. A few have reached out and are very interested. There is some concern that \$6.50 is too high. Many have been considering the Streater space and a few others think building would be a better fit.

### **ALEDA Intern**

- Staff applied for and was granted the Minnesota Economic Development Foundation Scholarship. The scholarship will match up to \$1,000 dollars spent on intern wages. Last year we spent just over \$2,000 for the intern wages.
- Staff will be interviewing three candidates this week and hope to have the intern selected by the end of the week.

### **Ventura Foods / Ring Can Building**

- Staff has reached out to negotiate after receiving the appraisal and has not heard back yet from the Ventura Foods team, hope to set up a meeting soon to discuss.

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

- Staff attended the SBA 504 Corp event at Infinite Recycled Technologies along with Board President, Bryan Skogheim. The event was a part of the SBA 504 tour, they made visits to a few different projects throughout the state that have been successful.

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- Staff attended the Main Street Conference in Faribault.
- Staff participated in a community plan interview for Albert Lea Public Library.
- Attended the CVN Event – made lots of good connections, moving forward with 9 leads.
- Staff will be meeting with Mayo this week to talk about their recent announcement/investment into the Albert Lea campus as well as discussing the land they own on Sunset Street.

## EX-OFFICIO UPDATE

### **Freeborn County – Tom Jensen, Ted Herman**

- Budget cycle will start soon, should be getting second amount of ARP money in July.
- Still working on the capital improvement plan, looking to improve efficiency and sustainability through the upgrades.
- Kelly Callahan retired, currently interviewing for the position.

### **City of Albert Lea – Ian Rigg**

- Joint Powers Agreement for the city portion of the rail trail is done.
- Met with a group looking to do housing in Albert Lea yesterday, meeting with ALEDA and City of Albert Lea.
- Crossroads Trailer is expanding their business.
- Will be beginning budget process soon, need to get through the audit and water service protection plan first.
- Sold a parcel of land to Broadway Home Design for a warehouse location.

### **Chamber of Commerce – Shari Jenson**

- The Chamber is thrilled to announce that we have J.R. Martinez coming to Albert Lea, for a short visit, May 10-12, 2022. J.R. Martinez is an Army veteran, burn survivor, actor, motivational speaker, New York Times best-selling author, and Dancing with the Stars season 13 winner. J.R. travels the world spreading his message of resilience and optimism and does it all with a smile. We have developed an itinerary of 11 events, to leverage his time to be of most benefit to the community.

### **Convention and Visitors Bureau – Holly Karsjens**

The following update was provided via email prior to the meeting and staff read aloud to the board;

- distributed the Main Street thrive grant (\$10k to downtown businesses)
- Thrive Grant distributed by Main Street
- Cinco de Mayo happening Thursday May 5 N Broadway parking lot 11-8
- Community Guide ads are selling well, should be able to shoot photography mid May
- CVB approved geo-location data partnership
- Art Sculpture Walk is set to be installed and unveiled late August. We have 11 spots first round (5 additional than our original plan)
- working on map pads (edits to existing & new)
- WDW happening! Released video announcement
- Thursdays on Fountain line up just released

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- Headed to Richmond, VA a little over from a week away with Megan, Tess, & Tami for our Nat'l Main Street Conference.

*Tom Jensen and Ian Rigg left the meeting.*

PORT AUTHORITY AUDIT – CLIFTON LARSON ALLEN

Craig Poppenhagen presented the Port Authority Audit to the board. CLA issued a clean opinion of the audit. Craig noted that several new audit standards took effect this year, this caused a change to the way the opinion reads on page 2, but the conclusion is the same.

Craig reviewed the statements with the board as well as the governance letter. Overall, it was a good year for the Port Authority. Commissioner Murray motion to accept the audit as presented, seconded by Commissioner Nelson. President Skogheim asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

COMMISSIONER/OTHER ITEMS


None

ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Nelson. The motion carried 6 in favor, 0 opposed. The meeting adjourned at 8:52 a.m.

Filed and attested May 4, 2022.

  
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President

  
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Secretary

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