

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, July 6, 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, July 6, 2022 at 7:30 a.m. by Vice President Jansen. Roll was noted by Executive Director Johnson.

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

COMMISSIONERS ABSENT: Bryan Skogheim, President

EX-OFFICIO MEMBERS PRESENT: Ian Rigg, City of Albert Lea Representative; Ted Herman, Freeborn County Representative; Jan Fransen, Freeborn County Representative; Holly Karsjens, Local Tourism Representative

EX-OFFICIO MEMBERS ABSENT: Shari Jenson, Business Community Representative

STAFF MEMBERS PRESENT: Phillip Johnson, Executive Director

STAFF MEMBERS ABSENT: Noelle Hagen, Assistant Executive Director; Emily Toland, Intern

APPROVAL OF MINUTES FROM JUNE 1, 2022 REGULAR MEETING

The minutes from the Wednesday, June 1 regular meeting were reviewed. Commissioner Heinemann made a motion to approve the minutes as presented, seconded by Commissioner Rasmussen. Vice President Jansen asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-22-11 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 \$57,865.76 seconded by Commissioner Dahl. Vice President Jansen asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

STAFF REPORT

Design Ready Controls Update

- DRC has accepted the bid from the Joseph Company and expect work to be completed in October.

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 is working with Troy on the EV event for the fall with Recharge MN. The event will be held in Albert Lea.

Collaboration Chamber/CVB/ALEDA

- Still working together on the Visitors & Community Guide – have moved to the creation of content. The Hustle Marketing team is working on the outline so staff can start plugging in the articles and information.
- Logo refresh is complete and will be presented later this week.
- Worked with Lucas Schuster to take drone images of multiple areas in town – properties, points of interest, aerials of the lakes and downtown. These will be used for marketing materials.

Scholarship Program

- Still working on capital raise committee, have 4 people committed so far. Looking to find 2 more people to join. Once we have enough members, we will bring them together to discuss the program and prep them to go out to people and businesses in the community asking for commitments of money to the program.
- Riverland has taken the lead on the project so timeline has moved a bit.

Warehousing Opportunity

- Met with City Staff and Paul Knapp with St. Paul Properties about their project, hoping to have numbers this week. Will send info onto DEED to assist them in applying for programs. Currently looking at 250,000 sq ft of space which would be committed to one business in the community at this time and is a positive thing because it would help tie that business to the community long term.

ALEDA Intern Report

- Executive Director Johnson shared the report update: This past month, I've been working on several marketing pieces. For the former Alerus building, I created a five-page document to highlight the features and photos of the space. Since the new apartments on Front Street are currently leasing for September, I made a flyer to promote them to the community. Also, I worked on the new template for ALEDA's properties and updated maps. Most recently, I put together a document showing all the commercial properties that are currently for sale in Albert Lea, along with photos and a brief overview of each.

Conferences/Meetings to Note

- Discussion with United Way on trying to find a place for their food shelf location.
- Food incubator discussion with Diversity Council of Rochester.
- Discussion with Recharge MN on forming Recharge Albert Lea.
- Discussion with GreenSeam about helping to set up business meetings with local groups.
- CVN Contract coming up for renewal. Staff asked if the board is comfortable with moving forward with membership again.
- Staff also noted that they are looking to purchase new office chairs for their offices.

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EX-OFFICIO UPDATE

Freeborn County – Jan Fransen, Ted Herman

- Jan Fransen introduced herself. This is her third week on the board, she will be working on keeping things moving forward and working with the board to hire a new County Administrator.

City of Albert Lea – Ian Rigg

- Audit is completed.
- Staff is working on climate action plan.
- Working with intellicents to look at potential out patient clinic options. Currently seeing what the value/cost would be.
- Working through IT issues.
- Started the budget process. Want to start looking at the local housing trust fund for Albert Lea so the city can start taking an active role in – new construction, home remodel/repair, and keep low to moderate income housing open and in good repair. By creating a fund, it may make it a little easier to attract grant funds.

Chamber of Commerce – Shari Jenson

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

- 3rd of July Parade and 4th of July Fireworks were well attended and everything ran smoothly.
- Annual Golf Outing is coming up on July 18th at Green Lea.
- Staff is putting together candidate forums for the 28th of this month.

Convention and Visitors Bureau – Holly Karsjens

- Wind Down Wednesday went really well. We looked at the placer information and compared attendance from 11-2pm and 5-8pm we had more at the lunch entertainment than the evening entertainment. Average stay was 120 minutes or more.
- Lots of great feedback from the boat parade.
- July 20th is the next Wind Down Wednesday, Crazy will follow after that.
- Staff attended an event safety training. Will work with city to create emergency plans.
- Staff will be working on a training for leadership for D&I.
- Main Street will be putting together their action committees over the next few months and will be reaching out for volunteers to participate.

COMMISSIONER/OTHER ITEMS

Further discussion around D&I trainings, the importance of being a truly welcoming community, and preparing for celebrating Juneteenth and participating in Pride month. The feedback on the entertainment at Wind Down Wednesday was also discussed. There was some negative feedback but lots of positive feedback as well.

ADJOURNMENT

Commissioner Murray 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 a.m.

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Filed and attested July 6, 2022.

Bryan Stegheim

President

Noelle Hugin

Secretary

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