

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**Wednesday, August 3, 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, August 3, 2022 at 7:30 a.m. by President Skogheim. Roll was noted by Executive Director Johnson.

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

COMMISSIONERS ABSENT: Nate Jansen, Vice President; Mark Heinemann, Treasurer

EX-OFFICIO MEMBERS PRESENT: Jan Fransen, Freeborn County Representative; Ted Herman, Freeborn County Representative; Holly Karsjens, Local Tourism Representative

EX-OFFICIO MEMBERS ABSENT: Ian Rigg, City of Albert Lea Representative; Shari Jenson, Business Community Representative

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

### APPROVAL OF MINUTES FROM JULY 6, 2022 REGULAR MEETING

The minutes from the Wednesday, July 6 regular meeting were reviewed. Commissioner Rasmussen made a motion to approve the minutes as presented, seconded by Commissioner Nelson. President Skogheim asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

### RESOLUTION PA-22-12 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 \$77,850.93 seconded by Commissioner Nelson. President Skogheim asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

### STAFF REPORT

#### **Design Ready Controls Update**

- A ribbon cutting and open house is scheduled for October 12<sup>th</sup> beginning at 10:00 a.m. The board is encouraged to attend.
- DRC used the conference room and our office for interviews and meetings last week.

#### 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."*

- The DRC team is out at the fair in a commercial booth, the board was encouraged to go meet them and introduce themselves to them.

### **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 moving forward. The collective group has had a few questions about the logo which will be discussed at an upcoming in-person meeting.

### **Scholarship Program**

- The fundraising team has been formed and has met once so far. There is a shared google documents that lists the targeted groups to reach out to, the group will divide and start making contact.
- Riverland has also expressed interest in getting together with local employers to see if their needs are being met and what type of programming or training is needed from Riverland. Staff will help organize these meetings but hopes that Riverland will take action once the information is gathered.

### **Warehousing Opportunity**

- Met with Paul Knapp with St. Paul Properties about their project. They've submitted their budget and project proposal to the City and staff is working to see what a TIF amount could potentially be. St. Paul Properties was hoping for a bit more from the state MIF and JCF programs.
- There's also the potential to work with New Market Tax Credit groups, we are trying to help them find a group that has allocation available.
- Minnesota Freezer Warehouse is also interested in putting up a new dry storage facility as they have a lot of demand for dry storage from their cold storage clients. Staff will be meeting with them on August 19<sup>th</sup> to discuss the project and how we can help.

### **ALEDA Intern Report**

- Emily shared that this month she has continued working on ALEDA marketing pieces such as updating the maps of ALEDA owned property, working on RFP and brochure templates to help staff put together information for interested businesses, researching and updating demographic information for marketing pieces, and working on updating marketing pieces for each property. She's also assisted in several research projects including researching New Market Tax Credits and groups who work with those throughout the region and state.

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

- Continued attendance at regular meetings.
- Staff attended the SMIF Board of Directors Bus Tour stop in Albert Lea. The group had lunch at Trumble's 2.OH where staff gave an update on ALEDA projects, partnerships for loans between ALEDA and SMIF, how we've utilized child care resources from SMIF, and expressed gratitude for continuing partnership with SMIF. The group also toured Infinite Recycled Technologies and Schipp's Pro Power Wash – both have been loan clients of SMIF.

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## EX-OFFICIO UPDATE

### **Freeborn County – Jan Fransen, Ted Herman**

- Working on 2023 budget right now, currently looking like a 5% levy increase, expect to be about 3% for final budget.
- Last night the board approved \$10,000 to the City of Albert Lea for the façade program. This wasn't in the budget due to an oversight, so it had to have special action.
- South Central Service Coop is doing the search for a new administrator, they hope to have someone hired by the end of the year.
- The board also approved the package and is finalizing the hiring of Ryan Rasmussen as County Assessor. He'll be starting to 1<sup>st</sup> of September.
- County is looking to schedule a meeting between County Commissioners and City Council to discuss trails project and other joint projects that can be done together.
- County Board is also interested in looking into creating a façade grant program for the other communities in the county for their buildings and commercial streets.

### **City of Albert Lea – Vern Rasmussen**

- Budget process is just beginning.
- Road projects are in full swing, Hammer Road should open back up today.
- Have received feedback that the storms caused a lot of damage, it managed to collapse some basement foundations on some dilapidated homes.
- 300 Block update – no bids were received for demolition the first time around. This is probably due to the asbestos removal and timeframe. The City has asked MPC for special exemption for the asbestos and extended the timeline as well so hopefully that will attract more bids.

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

- No update.

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

- Upcoming events include new teacher bus tour with Albert Lea Schools, Outstanding Senior Award at Freeborn County Fair, last Wind Down Wednesday for the Summer, Edgewater Anniversary and lots of events – August 12<sup>th</sup> and 13<sup>th</sup>.
- The concrete pads for the art installations are being installed.
- A few mural locations have been picked out and approved, will likely be painted next summer.
- Main Street is working on the first capital campaign, committee is meeting weekly to work through that.
- Planning for Shop, Sip, and Stroll and the Holiday Bazaar has begun. Also planning a celebration for Mexican Independence Day.
- Interested in applying for next year's Governor's Pheasant Opener event.

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COMMISSIONER/OTHER ITEMS

Staff shared that after the employment review with Tina Campbell, the directors of all three agencies supporting the Administrative Assistant role recommended a pay increase. Staff shared the amount our yearly cost would increase to and the board confirmed that they were comfortable with the new amount. The pay increase will go into effect immediately, the new annual amount will be included in the 2023 budget.

ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Nelson. The motion carried 5 in favor, 0 opposed. The meeting adjourned at 8:00 a.m.

Filed and attested August 3, 2022.



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President



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Secretary

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