

ALBERT LEA PORT AUTHORITY
MINUTES

Wednesday, November 2, 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, November 2, 2022 at 7:30 a.m. by President Skogheim. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: None

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

EX-OFFICIO MEMBERS ABSENT: None

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

APPROVAL OF MINUTES FROM OCTOBER 5, 2022 REGULAR MEETING

The minutes from the Wednesday, October 5, regular meeting were reviewed. Commissioner Rasmussen 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.

Commissioner Dahl arrived.

RESOLUTION PA-22-15 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 \$184,355.99 seconded by Commissioner Rasmussen. President Skogheim asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

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

- There was a ribbon cutting and open house on October 12th at 10:00 a.m. Thank you to those who were able to attend. Have received lots of great feedback from DRC, they feel that Albert Lea has been a great community for their business and they are very thankful for all the help they've received.
- Staff has asked Tim Reinsour to begin working on the plans for additional parking that were included with the original design of the building.

Collaboration Chamber/CVB/ALEDA

- Still working together on the Visitors & Community Guide – have decided that revamping and expanding the entire guide was too big a project at this time. Will switch to updating current layout to get guides printed as we will run out soon. Tabling revamp for 2023.
- Staff from all three agencies have been working together to promote Small Business Saturday.
- Receptionist Hiring – currently evaluating new applicants and will be interviewing them, hopeful to find someone who will be a good fit.

Scholarship Program

- The fundraising team has been formed and continues to meet. There is a shared google document that lists the targeted groups to reach out to, the group will divide and start making contact. Riverland is leading the way on this now. The team is currently working on going out to the top 30 groups on the list.
- Staff has presented to Freeborn County, will be presenting to the City of Albert Lea on the 14th.

Ventura Foods

- Working with Ventura on a list of repairs and maintenance concerns at the Ring Can Building.
- Brought Tim Reinsour down to the building to walk through and look at the list of issues. Items to be fixed include; dock doors, water drainage issues in parking lot, heat issues in the building, safety rails for stairs, dock shelters, etc.

Child Care

- Staff has engaged Jeff Andrews from SMIF to work with our community on addressing the Child Care shortage. Staff has invited the County, City, Chamber, and School District to be a part of the initial lead team and begin the discussions. Jeff has prepared data around the child care availability and need in Freeborn County and will be leading the group through a two-hour workshop to kick off our planning efforts.
- As plans and a framework formulates, we will bring in the business community who will likely need to be involved in any future projects financially as well as being the ultimate beneficiary of increased child care capacity because of the effects on the available labor pool.

Phone Upgrade Proposal

- Staff has received a quote from WCTA for a new phone system option for the ALEDA/CVB/Chamber office. The current phone system is frustrating for staff and the voicemail features will not perform to our needs. In the interest of an updated system with features that fit the shared office needs better, staff reached out to WCTA.

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- Currently we pay \$319.92 per month to Charter for the phone lines. The proposed phone system is an internet-based phone system so we could eliminate that cost. After the initial purchase of the new phones and switch (\$2,845.44), the monthly cost is lower than the current monthly cost for the phone lines and would be \$170.90.
- Reducing the monthly service cost from \$319.92 to \$170.90 would be a savings of \$1,788.24 per year. In a little over 1.5 years, the savings will have paid for the investment in the new phones.

Conferences/Meetings to Note

- Continued attendance at regular meetings.
- Staff attended the Chamber Annual Meeting.
- Continue to attend Place AI bi-weekly meetings.

EX-OFFICIO UPDATE

Freeborn County – Jan Fransen, Ted Herman

- Ted Introduced Candace Pesch as the new county administrator.
- Working on the levy, another workshop coming up focused on that.
- Working on the corridors of commerce application for a on/off ramp at I90 and CSAH 20.
- Application for tornado shelter has been submitted.
- Veterans Memorial, county buildings, going to be lit green for Veterans Day.
- Have started to get more candidates for law enforcement and the detention center with the successful outreach strategies. Have candidates lined up for hire, waiting for background checks to complete.
- Have hired a new Assistant County Attorney. A great opportunity to create a career ladder to develop future County Attorney's.
- Ted shared that the solar panel project in Hayward has passed the last approval for their application to build the solar field project.
- Bike trails meeting today for the rails to trails project.

City of Albert Lea – Ian Rigg

- Continued work on the budget. Trying to work on bringing the levy down further.
- Have a few applicants for the City Attorney positions. Also exploring contracting the services instead.
- Continue to work on the Food Truck Court project.
- Finding ways to continue to dispose of city properties in higher and better use opportunities. Will be preparing some RFPs in order to generate interest and receive proposals.
- 300 Block – need to weather proof the neighboring buildings now that the demolition is complete.

Chamber of Commerce – Shari Jenson

- Had the Annual Meeting last week, exciting to do it in person once again.
- Also last month working on scholarship program. The Chamber will give \$10,000 a year for the program.

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- Designated 2 businesses as Blue Zones Worksites, 1 more coming up soon. Goal was to designate 8 businesses in the next 5 years.
- Also working on a job fair with ALEDA, Workforce Development, and the Tribune.

Convention and Visitors Bureau – Holly Karsjens

- Shop, Sip and Stroll happened in October. Good attendance, hoping to sell extra tumblers. The participating stores love the event, want to have it more often.
- Deer Widow Big Buck Hunt – this weekend, 10 stores participating.
- Shop Small – working together with Chamber and ALEDA on this. Not doing bingo cards or an activity, will focus on promotion. Mayor Vern will do a proclamation at the November 14th Council Meeting.
- Holiday Bazaar is Thursday, December 8th.
 - Santa Cruze on Broadway – already more registrations than last year.
- Art Sculptures – plates are done for on top of the rocks. Pro Manufacturing completed them. Art Sculptures can be installed in the Spring.

COMMISSIONER/OTHER ITEMS

None

ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Nelson. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:08 a.m.

Filed and attested November 2, 2022.



President



Secretary

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