

ALBERT LEA PORT AUTHORITY

MINUTES

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

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; Holly Karsjens, Local Tourism Representative

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

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

APPROVAL OF MINUTES FROM AUGUST 3, 2022 REGULAR MEETING

The minutes from the Wednesday, August 3 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. Commissioner Heinemann abstained.

RESOLUTION PA-22-13 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Executive Director Johnson noted the renewal in the Community Venture Network Membership. Commissioner Rasmussen made a motion to accept the claims as presented in the amount of \$51,683.27 seconded by Commissioner Jansen. President Skogheim asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

STAFF REPORT

Design Ready Controls Update

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

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 appeared on the KATE Radio show with Troy from DRC to talk about the business and how we've helped them to expand here.
- Continue to work with DRC on the Recharge Event as well as Bryan Skogheim from FMEC, Janelle Koepke from Riverland, and someone from Freeborn County will be invited to get involved as well.
- Also working on a marketing partnership with the City and ALEDA too.

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 the beginning of 2023.
- Still working with Lucas on getting new shots, hope to have those completed before the land is no longer green.
- Staff shared an update as well as a handout of the new proposed logo. The ALEDA version would be very similar but would be customized to us. It has been a topic for many years that we would have shared branding and logos to have a more cohesive message and look. This is the first step towards that vision. We would not reorder new branded materials right away – we would start with the sign on our building and then as we ran out of things – business cards, folders, etc. we would reorder with the new logo.

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.

Tricia Dahl entered.

Warehousing Opportunity

- Met with Paul Knapp with St. Paul Properties about their project. The local company looking to take up the majority of this new warehouse has backed out of the deal. They are not interested in building unless they have someone in place who will agree to use the majority of the space. Staff will send any potential leads to help them find a tenant.
- Also working with MN Freezer on dry storage. They have space on their property to expand and they have great access to rail. Staff also mentioned the idea of creating a rail hub for other businesses in the park to utilize, they will reach out to the railroad about the idea since they have a good relationship with them.

ALEDA Intern Report

- Emily has returned to college and the internship is complete. Staff read her report of the projects she completed this summer including multiple updates to marketing documents, improved maps, and file room work. She was a great intern who was able to move a lot of projects forward. Staff enjoyed having her help this summer.

Conferences/Meetings to Note

- Continued attendance at regular meetings.
- Attended City Comp Plan Meetings.

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- Attended Chamber Leadership Program Kickoff Meeting.
- Joined and Attended City Green Team Meeting.
- Continued discussion on Childcare. Met with Jeff Andrews – talked to him about the DEED grant that was available. Jeff suggested first step would be to get everyone on the same page and to determine what is needed. Then work towards a project that will increase available slots.

EX-OFFICIO UPDATE

Freeborn County – Jan Fransen, Ted Herman

- Met yesterday with the new owner of the KOA Campground. They are working on expanding – they will add new RV sites next year, shallow pond, pickleball courts, tennis court, etc.
- Initial budget is at 5%, believe that can be reduced to 3.25%.
- Set aside \$770,000 for upgrades, now past that.

City of Albert Lea – Vern Rasmussen

- Road projects are closer to being finalized, not sure when the rest of East Main will be done. You can see the bike path forming, that will help citizens safely get to Walmart from town.
- Budget update – the initial meeting with budget committee has happened, preliminary budget is at 6.5%, should get that a bit lower. Inflation has a major effect this year.
- Working on saving/stabilization homes and buildings vs. knocking them down. Keeping them on tax roll will help and they will eventually pay back as they continue to pay taxes on the properties once stabilized and under new ownership.
- Turned down the \$700,000 bid for the demolition of two buildings on the 300 block of Broadway. Will rebid it in the winter and hopefully get better bids.
- Now have control of the former Hobby Shop building, lots of work to do to get that back on the market.

Chamber of Commerce – Shari Jenson

- No update.

Convention and Visitors Bureau – Holly Karsjens

- Daisy Fest was last weekend, hosted by Daisy Blue Naturals – was a great event, great turnout.
- Taste of Albert Lea is the weekend in Central Park.
- Mexican Independence Days is next Friday.
- Shop Sip and Stroll – Main Street Albert Lea event, bags go on sale September 26th. Increased the amount of bags to 300 this year, last year sold out very quickly.
- Art Sculpture Walk – ran into some delays, hope to get pedestals out this fall, will add some signage to create interest and will install 11 art sculptures next Spring.
- Placer AI – continuing to keep training us on how to use software. Working on getting all of the locations/points of interest fenced in is next step.

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COMMISSIONER/OTHER ITEMS

Staff shared that there are lights out in the South space of the Ring Can building. Staff received a quote from Thompson Electric to do an upgrade of the entire space to LED lighting for \$9,145.00. There will also be an eligible rebate from FMEC for \$1,200. Commissioner Rasmussen made a motion to go ahead with the lighting upgrade at the quoted amount, seconded by Commissioner Jansen. President Skogheim asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

ADJOURNMENT

Commissioner Jansen made a motion to adjourn the meeting, seconded by Commissioner Heinemann. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:15 a.m.

Filed and attested September 7, 2022.



President



Secretary

ALEDA MISSION STATEMENT

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