

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, January 11, 2023 – 7:30 a.m.
Annual 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, January 11, 2023 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, Larry Baker

COMMISSIONERS ABSENT: Nate Jansen, Vice President

EX-OFFICIO MEMBERS PRESENT: Ian Rigg, City of Albert Lea Representative; Holly Babcock, Local Tourism Representative; John Forman, Freeborn County Representative; Candace Pesch, Freeborn County Representative

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

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

ELECTION OF OFFICERS FOR 2023

- a. President: Bryan Skogheim
- b. Vice President: Nate Jansen
- c. Treasurer: Mark Heinemann

Commissioner Murray made a motion to approve the appointments as presented, seconded by Commissioner Nelson. President Skogheim asked for any discussion and hearing none, the motion carried 6 in favor; 0 opposed.

APPOINTMENT OF OFFICERS FOR 2023

- a. Board Secretary: Noelle Hagen
- b. Assistant Treasurer: Mardy Oyer (Hammer, Dieser & Mangskau)

Commissioner Dahl made a motion to approve the nominations as presented, seconded by Commissioner Nelson. President Skogheim asked for any further discussion and hearing none, the motion carried 6 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."

APPOINTMENT OF EX-OFFICIO BOARD MEMEBRS FOR 2023

- a. City Representative: Ian Rigg
- b. County Representative: John Forman, Candace Pesch
- c. Business Community Representative: Shari Sprague
- d. Tourism Representative: Holly Babcock

Commissioner Murray made a motion to approve the appointment of ex-officio members as presented, seconded by Commissioner Dahl. President Skogheim asked for any discussion and hearing none, the motion carried 6 in favor; 0 opposed.

APPROVAL OF MINUTES FROM DECEMBER 7, 2022 REGULAR MEETING

The minutes from the Wednesday, December 7, regular meeting were reviewed. Commissioner Nelson made a motion to approve the minutes as presented, seconded by Commissioner Dahl. President Skogheim asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-23-01 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Dahl made a motion to accept the claims as presented in the amount of \$56,346.83, seconded by Commissioner Nelson. President Skogheim asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-23-02 DESIGNATING DEPOSITORIES AND SIGNATORIES FOR WITHDRAWAL OF FUNDS

- a. Depositories: Arcadian Bank, Home Federal Bank, Produce State Bank, Security Bank MN, US Bank, Wells Fargo Bank, Citizens Community Federal Bank, 4M Fund
- b. Signatories: President, Treasurer and Executive Director

Commissioner Murray made a motion to approve depositories and signatories 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 Heinemann abstained.

RESOLUTION PA-23-03 SETTING MEETING DATES, TIMES AND LOCATION FOR THE PORT AUTHORITY

a. First Wednesday of the month at 7:30 a.m. to be held at 132 N Broadway Ave, Albert Lea
Commissioner Nelson made a motion to approve meeting dates, times and location as presented, seconded by Commissioner Dahl. President Skogheim asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-23-04 AUTHORIZING ROUTINE CLAIMS TO BE PAID MID-MONTH

Commissioner Murray made a motion to approve as presented, seconded by Commissioner Nelson. President Nelson asked for any discussion and hearing none, the motion carried 6 in favor; 0 opposed.

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RESOLUTION PA-23-05 RULES FOR ADDRESSING THE PORT AUTHORITY/RULES OF DECORUM

Commissioner Nelson made a motion to approve as presented, seconded by Commissioner Dahl. President Skogheim asked for any discussion and hearing none, the motion carried 6 in favor; 0 opposed.

STAFF REPORT

Staff Review Process

- Executive Director Johnson completed the employee review process with Assistant Executive Director Hagen. He recommended the board approve a 10% increase to the base salary for 2023.
- Commissioner Heinemann motioned to approve the increase to Noelle Hagen's salary as presented, seconded by Commissioner Nelson. President Skogheim asked for any discussion and hearing none, the motion carried 6 in favor; 0 opposed.
- President Skogheim reported that the executive committee met to review the feedback on Executive Director Johnson's performance that was filled out by the board members. After review, the board recommended an 11% increase to the base salary pay.
- Commissioner Nelson motioned to approve the increase to Phillip Johnson's salary as presented, seconded by Commissioner Dahl. President Skogheim asked for any discussion and hearing none, the motion carried 6 in favor; 0 opposed.

Collaboration Chamber/CVB/ALEDA

- Staff from all three agencies have been working together to promote Small Business Saturday.
- Staff continues to support each other in the office and through participation in various projects, committees, and events. There will be more opportunities to partner together in 2023 with both the Main Street Program and the Chamber.

Scholarship Program

- Currently working with Janelle Koepke to schedule business meetings.
- Riverland doesn't want to roll out the program until all the fundraising is complete. We are wanting to roll it out this year instead, hoping to raise enough money so that they class of 2023 can apply.
- The scholarship committee will be meeting this week and will continue to go out to businesses. \$30,000 from businesses has been raised so far.
- Staff would like to work with Riverland to continue to build a pipeline from high school to Riverland to jobs in the community. If other businesses could help design programs that would give them skilled workers like the mechatronics program is doing for Design Ready Controls that would be a major benefit to the community and the businesses.

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.

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- The group will meet with Jeff on Friday to review the wireframe of potential solutions.

Conferences/Meetings to Note

- Continued attendance at regular meetings.
- Staff met with the New Ulm EDA Director.
- Staff has been meeting with the Tribune on several stories, they would like to cover the Equity Fund and Blazing Star developments.

EX-OFFICIO UPDATE

Freeborn County – Candace Pesch, John Forman

- 2 new commissioners on the board, working out who will be on which committees, etc.
- Staffing is going well, attracting new patrol deputies and jailors
- Embarking on a strategic plan for the county which hasn't been done since 2017, process will start in February.
- Discussion with Mark Thoma about WCTA and broadband for the county. County had earmarked 1 million for broadband expansion, due to all of the grants available he gave the okay to use that for other projects instead. The partnership to bring broadband to Freeborn County through WCTA will continue.

City of Albert Lea – Ian Rigg

- Received a grant to clean up the Blazing Star Land next to Unique Opportunities Apartments. Won't be as intense or expensive as the clean up for the apartment building.
- Offers and developments for a number of properties the City owns and is looking to dispose of. Continued discussion for the bank and Jacobsen buildings.
- 132 S Broadway (hobby shop) – total amount of electronic waste removed was 15 tons and there were 3,500 fluorescent tubes.
- Will be touring the city owned properties on the 300 Block today with Rebound Partners.
- Also talking to a development company who wants to look into workforce and senior housing. .

Chamber of Commerce – Shari Sprague - None

Convention and Visitors Bureau – Holly Babcock

- Currently printing additional copies of the current visitors guide with light updates. Will create the new join guide (with Chamber and ALEDA) in 2023.
- Calendar photo project – a great way to get photos and promote the community.
- Worked with Konrad on Placer, getting him trained to use the program and pull data.
- Big Freeze coming up Saturday the 11th – Elsa, Ice Fishing Tournament, Hockey Tournament, Live music at The 112 in the evening, drink special if you wear your buffalo plaid, chili cook-off benefiting the inclusive park, shop sip and stroll tumblers on sale at The 112.
- Bob and Holly have met to discuss the upcoming event season, adding new events this year including Juneteenth, Pride Celebration, Haunted House at the Fairgrounds, Oktoberfest, etc.
- Still in need of volunteers to help plan large events such as Rock N Roll the Lakes.

COMMISSIONER/OTHER ITEMS

None

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ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Nelson. The motion carried 6 in favor, 0 opposed. The meeting adjourned at 8:11 a.m.

Filed and attested January 11, 2023.



President



Secretary

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