

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, February 1, 2023 – 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, February 1, 2023 at 7:30 a.m. by President Skogheim. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Nate Jansen, Vice President; Mark Heinemann, Treasurer; Rich Murray, Tricia Dahl, Sarah Nelson, Larry Baker

COMMISSIONERS ABSENT: Bryan Skogheim, President

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

EX-OFFICIO MEMBERS ABSENT: Shari Sprague, Business Community Representative; Holly Babcock, Local Tourism Representative

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

APPROVAL OF MINUTES FROM JANUARY 11, 2023 ANNUAL MEETING

The minutes from the Wednesday, January 11, annual meeting were reviewed. Commissioner Murray made a motion to approve the minutes as presented, seconded by Commissioner Dahl. Vice President Jansen asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-23-06 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Baker made a motion to accept the claims as presented in the amount of \$86,314.34, seconded by Commissioner Murray. Vice President Jansen asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

STAFF REPORT

Collaboration Chamber/CVB/ALEDA

- 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

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.”

2023 with both the Main Street Program and the Chamber including working on Business Succession Planning and entrepreneur/business education.

Scholarship Program

- Currently working with Janelle Koepke to schedule and attend 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 2024 can apply.
- The scholarship committee will be meeting this week and will continue to go out to businesses. \$160,000 has been committed so far.

Ian Rigg entered.

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. The group has now met three times. A wireframe of potential solutions was shared with the board.
- The next meeting with the group and Jeff is February 16th. We will be reviewing and finalizing the proposed activation plan.
- Staff also presented to the County Commissioners at the workshop on January 30th. The presentation went well and the Commissioners posed a lot of great questions. The focus is to get everyone together and working towards the same goals vs. working in silos.
- The group feels it is very important to make sure that we use our efforts to effect childcare in the most reasonable and efficient way possible, especially because these efforts will have a cost to them.

Conferences/Meetings to Note

- Continued attendance at regular meetings.
- Staff met with the Chamber to discuss the upcoming Leadership Day – Business & Economic Development. Staff has contacted local businesses to set up tours and will also be presenting about ALEDA and what economic development is in Albert Lea/Freeborn County.

Internship

- Staff informed the board that there have already been two applicants to our summer internship position and we have not advertised yet. Both applicants seem like they would be a good fit.
- It typically costs about \$2,100 for the summer internship position and in years past we have been able to reduce that amount by \$1,000 through a grant with Minnesota Economic Development Foundation. Staff asked the board if they would allow us to hire 2 interns this summer.

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- After discussion the board agreed that if staff feels there are two qualified applicants and if there is plenty of projects for them to work through, that there would be no issue moving forward with two summer interns.
- Staff will schedule interviews with the two applicants who applied.

EX-OFFICIO UPDATE

Freeborn County – Candace Pesch, John Forman

- 2 new commissioners on the board, they have attended a new commissioners conference and are learning their roles.
- County workshop on January 31st – heard presentations on child care, WCTA presented on their plans for broadband expansion in Freeborn County, and also heard a presentation about Age Friendly Freeborn County designations.
- Will begin budget process in about a month and a half.
- Strategic Planning session scheduled for March 30th.

City of Albert Lea – Ian Rigg

- Participated in a day at the capital. Legislature is moving at record speed, has been a bit difficult to keep up on changes. Key issues discussed were the legalization of cannabis and what that will mean for employers as well as the proposed changes to sick leave and family/medical leave.
- Council retreat will be held March 22nd – will discuss HR issues as well as a few other key projects and ideas. Will also be discussing a different new logo proposal.

Chamber of Commerce – Shari Sprague

- Shari was unable to attend because she is attending a conference this week.
- She shared information with staff and the board to review including the Chamber’s February Meetings, Programs, and Events calendar as well as a year in review report highlighting the Chamber’s efforts in 2022.

Convention and Visitors Bureau – Holly Babcock

- 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.
- Public Art projects are moving forward with plans for installation this Spring/Summer.

COMMISSIONER/OTHER ITEMS

None

ADJOURNMENT

Commissioner Dahl made a motion to adjourn the meeting, seconded by Commissioner Murray. The motion carried 6 in favor, 0 opposed. The meeting adjourned at 8:18 a.m.

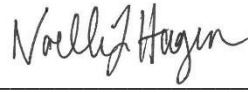
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Filed and attested February 1, 2023.



President



Secretary

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