

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, April 5, 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, April 5, 2023 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, Larry Baker

COMMISSIONERS ABSENT: None

EX-OFFICIO MEMBERS PRESENT: John Forman, Freeborn County Representative; Candace Pesch, Freeborn County Representative;

EX-OFFICIO MEMBERS ABSENT: Ian Rigg, City of Albert Lea Representative; 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 MARCH 1, 2023 REGULAR MEETING

The minutes from the Wednesday, March 1, regular meeting was reviewed. Commissioner Jansen 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 7 in favor; 0 opposed.

RESOLUTION PA-23-08 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Heinemann made a motion to accept the claims as presented in the amount of \$152,919.19, seconded by Commissioner Jansen. President Skogheim asked for any further discussion and hearing none, the motion carried 7 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 2023 with both the Main Street Program and the Chamber including working on Business Succession Planning and entrepreneur/business education.

Scholarship Program

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.”

- In lieu of meeting with businesses individually staff has proposed to have a kickoff event in April 20th to introduce the idea to the community and get people on board. Staff will send out the RSVP information and the invitation and encourages the board to attend and invite others as well.
- Scholarship program will not be released for the 2023 graduates, will be available for 2024 graduates.

ALEDA Spec Building Parking Lot Expansion

- Received a quote for the cost from Tim, originally thought it would cost about \$270,000, Ulland Brothers came back with \$360,000 and wouldn't give a timeline. The said best case scenario October.
- Had a discussion to review with DRC yesterday, going to look into some other options. Potentially a temporary parking surface, could park on the road, etc.
- They are growing more quickly than previously thought and it is important to get them the parking area they need for all the additional jobs they are creating.

New Furniture/Additional Space

- Staff explained the request in ordering new chairs for the board room as the current chairs are in need of replacement. Staff would also like to purchase a few chairs and some tables for the intern's work room. The cost is expected to be \$5,000 - \$7,000.
- Commissioner Baker suggested that staff reach out to Austin Office Products first before ordering as they are local and may be competitive.
- Staff also explained that the space next door to our rented area is now available. It would be an additional 900 sq ft of office and storage space and would cost an additional \$750 per month. There is a need for more space with current staffing levels and our partner agencies are looking to grow and add additional staff in the future.

Market Analysis for New Grocer Project

- Staff has received one quote so far. We have reached out to a contact who's been in grocery real estate for 30 years, they recommended a market analysis in order to attract a grocer. They will provide five more contacts and will have a total of seven grocers to pitch to. The staff is met with the first consultant and we'll be meeting with the next one today and getting a quote next week. Initial cost will be about \$10,000 but according to our contacts the best way to attract a grocer and get them interested is to provide the market analysis to help them understand that there is a need for more grocery retail in our market and that they will be profitable enough to make the investment worth it.
- Staff will move forward with whichever quote is the lowest and or has the best timeline so we can get this moving forward as quickly as possible.

Conferences/Meetings to Note

- Continued attendance at regular meetings.
- Staff continues to meet with southern Minnesota initiative foundation on the planning of the 2023 entrepreneurial bridge event.
- Staff met with Hayward solar, they are increasing the project from 200 megawatts to 250 megawatts this will push the timeline out slightly but they don't see any issues making the change.
- Staff went on a capital visit day with Mayor Rich Murray to visit with representatives and discuss some concerns with proposed bills and also highlighting the needs of the community of Albert Lea.

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- Continue to meet and assist where possible with the makerspace concept on Washington St.
- Phillip Johnson went to the symposium at Mankato state and presented alongside Troy Schmidtke on the vision for Albert Lea in regards to renewables, Evie, green perspective, and green companies/companies with a sustainability focus such as Design Ready Controls, Infinite Recycled Technologies, and Vortex Cold Storage.

EX-OFFICIO UPDATE

Freeborn County – Candace Pesch, John Forman

- Approve bids on several road projects and improved road improvements at the fairgrounds.
- Still working on strategic planning.
- Working on preliminary budget work.
- There will be 12 million in total road projects this year, they're still behind an infrastructure is dilapidated beyond what we can fund. The county has been pushing the need for additional funding at the legislature. It does look like we will see more funds for public health child welfare and the county will do its best to take advantage of the opportunities available.

City of Albert Lea – Ian Rigg

- Ian was unable to attend and provided updates on the following projects via email; staff is working on planning on the blazing star land, continues to work through wastewater treatment plans, still working through the Bank and Jacobson Building deal, the comp plan has been wrapped up, the council attended their annual retreat a few weeks ago and talked through some different ideas, there is an expectation that LPGA funds should go up a bit for the city.

Chamber of Commerce – Shari Sprague

- Shari was unable to attend and provided the following updates via email; last month leadership day was agriculture day and the participants attended the agriculture luncheon put on by the chamber agriculture committee, the chamber intern has left and taken a job at Bayview Funeral Home, there will be a new and turn starting soon, the chamber will present a plaque to the teacher of the year, continue to move forward on age friendly project and has an upcoming meeting with AARP, next cash mob is April 27th, and the next blood drive is April 28th.

Convention and Visitors Bureau – Holly Babcock

- Holly was unable to attend and provided the following updates via e-mail; we are working our way to the event time of year which is very busy, the Home Federal alley mural is just waiting for the design to be approved by the Home Federal regional leadership how long art sculpture walk continues to move forward calls for art is out, events coming up include some new ones such as the pride event and Octoberween, continue to work on an update for the Bomgar sign, and on multiple different projects with our partners.

COMMISSIONER/OTHER ITEMS

None

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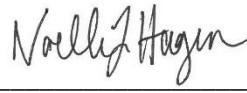
ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Baker. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:27 a.m.

Filed and attested April 5, 2023.



President



Secretary

ALEDA MISSION STATEMENT

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