

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, May 3, 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, May 3, 2023 at 7:30 a.m. by President Skogheim. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Rich Murray, Tricia Dahl, Sarah Nelson, Larry Baker

COMMISSIONERS ABSENT: Bryan Skogheim, President; Nate Jansen, Vice President; Mark Heinemann, Treasurer

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

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

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

APPROVAL OF MINUTES FROM APRIL 5, 2023 REGULAR MEETING

The minutes from the Wednesday, April 5, regular meeting was reviewed. Commissioner Nelson made a motion to approve the minutes as presented, seconded by Commissioner Dahl. Executive Director Johnson asked for any further discussion and hearing none, the motion carried 4 in favor; 0 opposed.

RESOLUTION PA-23-09 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 \$55,942.85, seconded by Commissioner Nelson. President Skogheim asked for any further discussion and hearing none, the motion carried 4 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.
- The new furniture has been delivered and set up in the additional space we are now leasing.

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 has begun to work on the new community guide and has started with article generation.

Scholarship Program

- There was a kickoff event on April 20th to introduce the idea to the community and get people on board. The event was well attended and there are many businesses interested in committing dollars to the program.
- Staff will continue to work with the committee to do follow-ups and keep the momentum moving forward.

ALEDA Spec Building Parking Lot Expansion

- Will be getting the specs ready for public bid, hope to have more than one contractor bid.
- The community garden has been moved so that the parking lot can be placed in the most logical area.

Market Analysis for New Grocer Project

- Staff accepted the proposal from Dakota Worldwide Corporation. They will be making a site visit this month.
- We hope to have the completed report by the end of May.

Conferences/Meetings to Note

- Continued attendance at regular meetings.
- Staff attended the 2023 Buildings on Main Street Conference in Winona, MN.
- Staff met with Mayo Clinic Albert Lea & Austin to hear about what will be happening to the Naeve Hospital building.
- Executive Director Johnson joined the City Charter Commission.
- Executive Director Johnson presented to the local PEO Chapter.

EX-OFFICIO UPDATE

Freeborn County – Candace Pesch, John Forman

- Information will be shared soon about how the County Commissioners will address the staffing situation after terminating the County Administrator and starting the hiring process.

City of Albert Lea – Ian Rigg

- The City has hired an environmental engineer.
- Currently working on wage classification and job description updates.
- Waiting to see what happens next in the legislative session, LGA funding has been cut significantly which will negatively affect Albert Lea.
- Budget process will begin soon.
- Staff will be presenting a potential land sale for development, offers and sale prices for other properties, and a few other development items in closed discussion at the next council meeting.
- The Albert Lea Redevelopment Challenge is going well, the building has been shown to 8 or 9 people so far.

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Chamber of Commerce – Shari Sprague

- Shari was unable to attend and providing the following updates via email;
 - We've reformatted our Job Leads and they seem to be getting more attention than the old ones. Job Leads are posted daily on the Chamber Facebook page.
 - Attending Mid-America Chamber Executives Conference in South Dakota, May 3rd-5th
 - Recharge Event – May 6th at Design Ready Controls
 - May Leadership – May 16th – We've been working with Cathy Malakowsky and created a new day this year, 'Blue Zones – Power 9'. Leadership Graduation will be June 15th at Wedgewood Cove. 7:30 a.m. – 1 p.m.
 - May is Mental Health Awareness Month – Our Community Resiliency calls this year are presentations that we record then post to our website and ChamberMaster, for folks to watch, whenever it's convenient for them. Last month was NAMI of Freeborn County; this month, we will have Joley Hanson from Humana give a presentation on "The Habits of Happy People" on Thursday, May 18th at 7:30 a.m.
 - 'Buckets on Broadway' Fireworks fundraiser – May 18th at the corners of Broadway and Main and Broadway and Clark – We are grateful to Albert Lea Select Foods for kicking things off as the Presenting Sponsor for this year's 4th of July Fireworks. - Taco John's will be fundraising for the fireworks the entire month of May. - We are still in need of more sponsors. Information is available at the front desk.
 - We've also started receiving 3rd of July Parade entries. Information is available at the front desk.
 - There will be a preview event at 'The Hatch' (new makerspace location) – Saturday, May 20th – The Chamber started a new committee to help get this project off the ground.
 - We've also started receiving sponsorships and rosters for the Annual Ambassador Golf Outing. It's filling fast! Those interested should inquire, soon. – Event is scheduled for Monday, July 24th at Wedgewood Cove.

Convention and Visitors Bureau – Holly Babcock

- Diversity Workshop Day today, private event for stakeholders followed by a workshop for leadership, staff, and boards from 2-4pm. The evening event will be open to the public from 6-7:30.
- Cinco de Mayo is next Friday, events and food in Central Park.
- Volunteers needed for Octoberween. Looking for groups to take on portions of the event such as ticketing, parking, construction, scare team, etc.
- Konrad has been working on a sponsored social media campaign that's been going really well, seeing a lot more engagement and website visits.
- Art Sculpture Walk – 5 applied, all were accepted. Reached out to them to see if they would like to submit additional pieces.
- May 25th is the first Thursdays on Fountain concert.

COMMISSIONER/OTHER ITEMS

Staff shared that the bank loan for the ZRB Project (1230 Sykes St warehouse) has come upon its 5-year interest rate adjustment date, where it adjusts to a current market rate, subject to a cap and floor. The rate is moving to 6.6% (the cap) which will cost us about \$46,000 more in interest per year. The lease

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agreement with ZRB outlines that we have the right to increase rent based on the rate in effect on the loan, so we will contact them to start that process.

ADJOURNMENT

Commissioner Nelson made a motion to adjourn the meeting, seconded by Commissioner Baker. The motion carried 4 in favor, 0 opposed. The meeting adjourned at 8:27 a.m.

Filed and attested May 3, 2023.



President



Secretary

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