

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**Wednesday, June 7, 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, June 7, 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; Holly Babcock, Local Tourism Representative; Shari Sprague, Business Community Representative

EX-OFFICIO MEMBERS ABSENT: Ian Rigg, City of Albert Lea Representative

STAFF MEMBERS PRESENT: Phillip Johnson, Executive Director; Noelle Hagen, Assistant Executive Director; Mallory Ignaszewski and Lauren Brownlow, Interns

### APPROVAL OF MINUTES FROM MAY 3, 2023 REGULAR MEETING

The minutes from the Wednesday, May 3, regular meeting were reviewed. Commissioner Baker made a motion to approve the minutes as presented, seconded by Commissioner Murray. President Skogheim asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed. Commissioner Heinemann abstained.

### RESOLUTION PA-23-10 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Executive Director Johnson noted the following expenses – grocer analysis, wage reimbursement to CVB, Placer platform access, and purchase of chairs and tables for the office. Commissioner Heinemann made a motion to accept the claims as presented in the amount of \$71,342.93, seconded by Commissioner Baker. President Skogheim asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### STRATEGIC PLAN UPDATE

Staff prepared an updated Implementation Map that showed how many of the goals outlined in the strategic plan have been completed. There were 4 main goals, 14 sub goals, and 51 action items. 41 of the 51 action items have been completed or are ongoing. Of the 10 action items left, staff and the partner agencies are currently working on all of them.

#### 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 proposed that we continue to complete the remaining items and complete the plan before moving onto a new plan. After discussion the board was in support of staff reviewing the four main goals and adding new subgoals or furthering existing subgoals. Staff will work on this in the coming months and bring it back to the board for approval.

## STAFF REPORT

### **Collaboration Chamber/CVB/ALEDA**

- Staff is working together on a “Welcome Wagon” concept.
- Staff will be meeting this month to review articles written for the Community Guide and plan next steps to developing the guide.
- Staff will be meeting to plan the first Business Succession Planning event.
- Staff from all agencies attended a Team Lunch at Main Street Family Restaurant where we got to get to know the interns a little better and talk about ideas for the office to participate in summertime events.

### **Interns’ Update**

- The interns, Mallory Ignaszewski and Lauren Brownlow, introduced themselves and what colleges they are attending. They shared the projects they are working on which includes archiving, gathering information for shovel ready applications, collecting data on employee counts at various local businesses, and doing research on green transportation businesses and industries.

### **Scholarship Program**

- There has been a major change to the plans with the announcement of the new free tuition program by the State of MN.
- However, the program only covers families who make under \$80,000/year, so there will still be students who won’t qualify but may need help covering the costs to attend post-secondary.
- The Scholarship Committee has decided to move forward with the program. Riverland will be recalculating how much funding will be needed after removing students who will qualify for the state program as that might change our fundraising needs.

### **ALEDA Spec Building Parking Lot Expansion**

- Chosen Valley Testing had to go out and do more soil borings, which has delayed the process a bit. The specs should be ready to go out for public bid at the end of this week.
- The additional borings were to make sure we are able to move the lot 6ft from its original proposed location, which could potentially lead to significant savings.

### **Market Analysis for New Grocer Project**

- Staff shared that the market analysis has been completed and that the results are very positive. The market data shows that there is viability for a new grocer, while the two current grocers would still have a large and profitable share of the market.
- Staff will be working on preparing the information to go out to the potential grocer contacts and try to set up a time to discuss the prospect.

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## **Conferences/Meetings to Note**

- Met with a consulting group that does BDO Zone Ratings – Ecostrat. Interesting because they help evaluate your location for potential biomass projects.
- Met with KAAL.
- Working with Freeborn County to set up a meeting to discuss the projects we are proposing for the allocated Economic Development funds.

## **EX-OFFICIO UPDATE**

### **Freeborn County – John Forman**

- County Commissioners in the Southeast MN County Association met to discuss the results of the legislative session. The biggest concern for the county is the changes to FMLA and how that will affect staffing. There is also a lot of uncertainty with the legalization of marijuana and how the county will need to provide licensing, laws enforcement, etc.
- 911 System Updates – looking to digitize the system. Today, 80% of calls come from cell phones, but the current system cannot ping locations. If they upgrade, then when someone calls, they will have location information right away.
- Currently trying to fill three management positions – County Administrator, IT manager, and personnel director.

### **City of Albert Lea – Rich Murray**

- The City is also working through the changes that will be caused by FMLA changes.
- Blazing Star Landing – have a few developers interested in the land, including a 60-to-80-unit apartment building.
- Bonding Bill – The City was allocated money for the wastewater treatment plant upgrades and grit building. The Shell Rock River Watershed District received 9 million dollars to finish the dredging project.

### **Chamber of Commerce – Shari Sprague**

- The MN Chamber is doing some info sessions regarding the legislative session and changes coming from that. The Chamber will be sharing information as well.
- Leadership Graduation is next week.
- 3<sup>rd</sup> of July Parade and 4<sup>th</sup> of July Fireworks are coming up quickly.
- The annual golf outing will be in July.

### **Convention and Visitors Bureau – Holly Babcock**

- Hosting a visiting bus tour June 8<sup>th</sup>, Jefferson Highway Conference happening in Mason City, IA.
- June 9<sup>th</sup> – KTTC will be here to tape for their Midwest Access program. Eddie Cochran weekend June 9 - 11<sup>th</sup>.
- Home Federal Alley Mural – moving forward, contract is signed. Have a crew to help paint, hopefully all the base paint will be done by the end of June. Shane and Holly will finish the project by the end of August.
- Outstanding Senior Award this Summer – looking for applicants.
- Updating websites for the CVB and Main Street Program.

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- Community Calendar – more people are reaching out before they plan an event to see if they will be interfering with another already planned event. People recognize that the calendar/CVB knows what’s going on.
- Upcoming Events:
  - First Wind Down Wednesday is June 14<sup>th</sup>.
  - Pride Event is June 17<sup>th</sup>.
  - Juneteenth is Monday, June 19<sup>th</sup>.
  - July Jamboree – July 3<sup>rd</sup> and 4<sup>th</sup>, boat parade, street dance at The 112.
  - Crazy Dayz in July as well.

2022 AUDIT PRESENTATION – Craig Poppenhagen, CliftonLarsonAllen, LLP

Craig Poppenhagen presented the 2022 audited financial statements. The auditors issued a clean opinion and reviewed the adopted GASB Statement No. 87 for leases. As a result of implementing GASB Statement No. 87, the Port Authority recorded a right-to-use lease asset and a liability for amounts payable on its lease of office space in downtown Albert Lea. These two factors caused the increase in assets, other liabilities and deferred inflows of resources in the Port Authority’s statement of net position in 2022.

Commissioner Heinemann made a motion to accept the audited financial statements as presented, seconded by Commissioner Jansen. President Skogheim asked for any further discussion, and hearing none, the motion carried 7 in favor, 0 opposed.

COMMISSIONER/OTHER ITEMS

Staff proposed to move the July 5, 2023 meeting to July 12, 2023 as many planned to be away for the holiday and we may not be able to have enough commissioners in attendance for quorum. Staff will make the change and proper notice.

ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Murray. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:36 a.m.

Filed and attested June 7, 2023.



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President



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Secretary

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