

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**Wednesday, July 12, 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, July 12, 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, Sarah Nelson, Larry Baker

COMMISSIONERS ABSENT: Nate Jansen, Vice President; Tricia Dahl

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

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

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

### APPROVAL OF MINUTES FROM JUNE 7, 2023 REGULAR MEETING

The minutes from the Wednesday, June 7, regular meeting were reviewed. Commissioner Heinemann made a motion to approve the minutes as presented, seconded by Commissioner Baker. President Skogheim asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

### RESOLUTION PA-23-11 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Executive Director Johnson noted the following expenses – new (used) refrigerator and audit fees. Commissioner Heinemann made a motion to accept the claims as presented in the amount of \$64,816.56, seconded by Commissioner Baker. President Skogheim asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

### STAFF REPORT

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

- Staff met this month to review articles written for the Community Guide and plan next steps to developing the guide.
- Staff continues to discuss the first Business Succession Planning event.
- Staff participated in a float together as well for the 3<sup>rd</sup> of July Parade

#### 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.”*

### **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.
- Staff met with Riverland to discuss the change and what the amount needed to fundraise will now be. They believe we will only need about \$20,000 per year as most of our families will qualify for the free state tuition.
- Next week the committee will meet to discuss and then they will go out to the donors and let them know the change.
- Should be able to move forward with the program for 2024 graduates.

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

- Specs have gone out for public bid, the bid opening will be July 18<sup>th</sup> at 3:30 p.m.
- Once a bid has been accepted, staff will reach out to the city and DRC to discuss.

### **Potential New Grocer Project**

- Staff met with an interested national chain; the discussions went very well. Staff will be following up with additional information this week.
- The real estate group has a committee who evaluates new locations, once we submit additional information, Albert Lea will be presented as an optional location for the committee to review.

### **Interns' Update**

- The interns, Mallory Ignaszewski and Lauren Brownlow, are working on several projects which include 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.

### **Conferences/Meetings to Note**

- Main Street Assessment Workshop – staff participated in preparation for the Rethos visit coming up in July.
- Met with Albert Lea Tribune about the 300 Block development project.
- Met with Interim County Administrator on the funding set aside for economic development.
- New HRA director interviews – participated in the meeting, will invite them to get involved with ALEDA.

### **EX-OFFICIO UPDATE**

#### **Freeborn County – John Forman**

- No update.

#### **City of Albert Lea – Ian Rigg**

- The City has started the budget process for 2024. Will also be doing a single-family housing market study to aid in finding a developer interested in a single family housing development.

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- Wrapped up everything related to the sale of the Blazing Star landing lots for senior and affordable housing. They will need to submit their state applications by tomorrow. They also did a housing study and they will be sharing that with us as well.

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

- Shari was unable to attend, but share that there is an upcoming event on July 27<sup>th</sup> to share legislative updates and the implications of them for businesses.

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

- Holly was unable to attend, today is Wind Down Wednesday and everyone is encouraged to stop downtown to enjoy food, vendors, and music.
- Tomorrow is Thursday's on Fountain.

### COMMISSIONER/OTHER ITEMS

Staff shared that the planning for the SMIF Entrepreneurial Bridge Event has been going well. Staff is requesting approval for a sponsorship of about \$2,100 to purchase books for each participant of the event to take home. After discussion the board recommended providing half or 3/4s of the books and if there is demand for more, we can offer to purchase additional books and send them to participants who wanted one.

Staff also requested approval to add Juneteenth to the Employee Handbook as a paid holiday as we follow the City's paid holidays. The change was approved.

### ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Baker. The motion carried 5 in favor, 0 opposed. The meeting adjourned at 8:06 a.m.

Filed and attested July 12, 2023.



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President



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Secretary

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