

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, August 2, 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, August 2, 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; Tricia Dahl

COMMISSIONERS ABSENT: Nate Jansen, Vice President

EX-OFFICIO MEMBERS PRESENT: John Forman and Ryan Rasmussen, Freeborn County Representatives; 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; Lauren Brownlow and Mallory Ignaszewski, Interns

APPROVAL OF MINUTES FROM JULY 12, 2023 REGULAR MEETING

The minutes from the Wednesday, July 12, regular meeting were reviewed. Commissioner Heinemann made a motion to approve the minutes as presented, seconded by Commissioner Dahl. President Skogheim asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

RESOLUTION PA-23-12 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 \$58,182.21, seconded by Commissioner Baker. President Skogheim asked for any further discussion and hearing none, the motion carried 6 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.

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.
- 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 18th at 3:30 p.m.
- Ulland Brothers came back as the lowest bid at \$291,000.
- Commissioner Heinemann moved to accept the bid from Ulland Brothers, seconded by Commissioner Dahl. President Skogheim asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

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.
- They will be reviewing with their real estate committee. They are currently looking to do 9 new stores and are considering 30 different locations to choose from.
- They would be looking to build in 2025, so that should work with the land clean up timelines. City shared information about how they can incentivize the sale price included in the RFP, hoping the developers can work through that with them.

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. Other projects completed this month include signage for the corridors inside the ALBDC, a spreadsheet of new businesses in Freeborn County, and helping to cover the front desk.

Conferences/Meetings to Note

- Rethos/Main Street Visit – staff participated in a site visit meeting and tour with Rethos representatives. We enjoyed showing them around downtown.
- Had a childcare discussion with another EDA.
- Met with new Riverland President and heard about her plans for the college.

EX-OFFICIO UPDATE

Freeborn County – John Forman, Ryan Rasmussen

- Fairgrounds projects were completed and ready for the fair, everything looks great.
- Working on hiring for open positions, might have an IT person lined up.
- Working on budget planning for 2024.

City of Albert Lea – Rich Murray

- The City has started the budget process for 2024. Working on a study to see how the pay lines up with employee classifications.

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- There will be no retention pond at the pool parking lot.
- Working on ordinances for cannabis rules for the City. Working with the County on these as well.
- Also working with the county on a joint grant writer partnership.

Chamber of Commerce – Shari Sprague

- Stephanie Haedt sent out helpful information for businesses regarding cannabis.
- Two people from MN Chamber presented on legislature changes for businesses and helped explain impacts to business.
- July was a busy event month with the parade, fireworks, and golf outing – all went very well this year.
- Hired a new employee to help with member visits. The goal is to complete 100 visits in 100 days, will report back at the annual meeting.
- Livestock Auction and Breakfast will be at the fair on Saturday.
- Leadership Program will be kicking off soon – 18 participants this year.

Convention and Visitors Bureau – Holly Babcock

- Sculptures for the art walk are starting to come in and have been placed. There will be an unveiling today for the large sculpture at Fountain Lake Park.
- Mural at Home Federal – wall has been painted, next will be stenciling and painting the mural.
- Outstanding Senior Awards will be given at the fair today.
- Thursdays on Fountain still happening this week despite the fair going on as well. Have been doing that the last few years and still having good turn outs.
- Final Wind Down Wednesday is next week.
- Relay for Life, Rock N Roll the Lakes, Albert Lea Floats all happening the same weekend, Glow Night will be on Friday Night.
- Bob and Holly met last week to plan out 2024 event dates, no new events for next year. Still looking for volunteers for Octoberween.

COMMISSIONER/OTHER ITEMS

None.

ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Baker. The motion carried 6 in favor, 0 opposed. The meeting adjourned at 7:55 a.m.

Filed and attested August 2, 2023.



President



Secretary

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