

ALBERT LEA PORT AUTHORITY
MINUTES

Wednesday, October 4, 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, October 4, 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, Sarah Nelson, Tricia Dahl

COMMISSIONERS ABSENT: Larry Baker

EX-OFFICIO MEMBERS PRESENT: John Forman and Ryan Rasmussen, Freeborn County Representatives; Holly Babcock, Local Tourism Representative

EX-OFFICIO MEMBERS ABSENT: Ian Rigg, City of Albert Lea Representative; Shari Sprague, Business Community Representative

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

APPROVAL OF MINUTES FROM SEPTEMBER 6, 2023 REGULAR MEETING

The minutes from the Wednesday, September 6, regular meeting were reviewed. Commissioner Heinemann 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 5 in favor; 0 opposed.

RESOLUTION PA-23-14 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 \$135,898.89 seconded by Commissioner Murray. President Skogheim asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

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 REPORT

Collaboration Chamber/CVB/ALEDA

- Staff continues to work on the Community Guide together.
- Staff continues to discuss the first Business Succession Planning event.

Commissioner Jansen entered.

Scholarship Program

- The planning committee is confident that we can bridge the gap that is needed between the state program and students who are in need but may not fully qualify.
- The committee will continue to solicit local groups to get them to commit to the fund.

ALEDA Spec/DRC Building Parking Lot Expansion

- Project is moving forward, there was a hiccup with an electrical pole and where it was placed. The issue is resolved. Staff has sent invoices to DRC and The City for the cost share of the parking lot.
- DRC is also working on building out the mezzanine built over the office area.

New Potential Grocer

- No news from Fareway.
- Staff have been discussing new options with the consultants, there may be a few small grocers or coops who would be interested.

North #1/Carpenter Building Parking Lot

- Carpenter Company rents the North #1 spec building in the North Industrial Park and has for many years. They let us know that they would like to see the parking lot repaired, staff met with a contractor to review the areas that need to be patched.
- Staff is waiting for quotes and further information. The general consensus is to do both patching and resurfacing this year which will cost \$90,000. If we wanted to leave an unused area as grass, the contractor would have to go out and remeasure and give us a new quote.
- Staff have been working with the tenant to discuss how they will cover their portion of the repair.
- After review, the board directed staff to work with the tenant on how they can pay for their share of the project as outlined in the lease. Staff should move forward with the repairs once the terms of payment have been agreed upon.

South Shore Drive Property

- Staff has been working with developers who are interested in building townhomes and medium to high density housing in Albert Lea. The developers will be visiting the site today to see if it is a good fit for their project.
- Staff will also show the developers property near the Wedgewood Townhomes.

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Conferences/Meetings to Note

- SMIF Entrepreneurial Bridge Event 2023, went very well, about 130 people attended. The keynote speaker was very good and we received lots of positive feedback. Over 40 of the attendees were small businesses and entrepreneurs from the region.
- St. Paul and Minnesota Foundation – met with them and discussed challenges our community is facing as well as positive opportunities and assets of the community.
- Staff will meet with the Chamber later to discuss speaking at their annual meeting.

EX-OFFICIO UPDATE

Freeborn County – John Forman, Ryan Rasmussen

- Continue to work on the budget, expect the final budget to come in at around 3%.
- Working on cannabis regulations.
- Attended state conference – topics of focus included housing, childcare, and medical costs.

City of Albert Lea – Rich Murray

- The City is also working on the budget. They are currently at 5.5% but working down to 3% as a goal.
- The City has also completed another house with the Chatman Group. This has been a great opportunity to divert houses from having to be torn down. The City has fixed the structural issues and turned them over to be rehabilitated and rented or sold.

Chamber of Commerce – Shari Sprague

- Shari was not able to attend but sent the following update;
 - Chamber is now at "full" staff, with the addition of Nicole Mayer as a part time Administrative Support Specialist. She will be working Tuesday, Wednesday, and Thursday, from 9 to 3.
 - Working on Annual Meeting plans. Now taking table sponsors and accepting nominations for small, medium, and large business of the year.
 - Jean and Shari are still working on the "100 Visits in 100 Days"
 - Leadership program kicked off in August. StrengthsFinder Day is this month on the 19th.
 - Business After Hours will now be held the third Tuesday of every month from 5 to 6:30 at Wedgewood Cove.
 - 3rd Grade Farm Tours are coming up, Thursday and Friday the 28th and 29th of September.

Convention and Visitors Bureau – Holly Babcock

- Working on new data tracking, email newsletters, reaches with Placer, site stay length, etc.
- One of the CVB board members has expertise in SEO, going to update and revamp.
- Art Sculpture is going forward, Riverland will be helping with some welding for the display of the art on the pedestals.
- Bob and Holly have been working on getting quotes for an event trailer/stage instead of renting one from a third party.

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- Octoberween – construction is under way. There will be 7 full days of fun, a combination of Octoberfest, Halloween, kids carnival, haunted house, etc. Presale punch passes are now available.
- Met with the Pelican Breeze, next year the CVB will be helping them with web presence and online ticket sales/reservations. They had a very successful season this year.
- Shop Ship and Stroll – bags are on sale for the next two weeks. Sales have gone well, going to keep pushing. The event is October 14th.

COMMISSIONER/OTHER ITEMS

None.

ADJOURNMENT

Commissioner Heinemann made a motion to adjourn the meeting, seconded by Commissioner Murray. The motion carried 6 in favor, 0 opposed. The meeting was adjourned at 8:10 a.m.

Filed and attested October 4, 2023.



President



Secretary

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