

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, April 3, 2024 – 7:30 a.m.

**Annual 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, April 3, 2024 at 7:30 a.m. by President Murray. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Bryan Skogheim, Mark Heinemann, Rich Murray, Tricia Dahl, Sarah Nelson, Larry Baker, Nate Jansen

COMMISSIONERS ABSENT: None

EX-OFFICIO MEMBERS PRESENT: Ryan Rasmussen, Freeborn County Representative; Shari Sprague, Business Community Representative; Ian Rigg, City of Albert Lea Representative; John Forman, Freeborn County Representative; Holly Babcock, Local Tourism Representative;

EX-OFFICIO MEMBERS ABSENT: None

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

APPROVAL OF MINUTES FROM MARCH 6, 2024 REGULAR MEETING

The minutes from the Wednesday, March 6, regular meeting were reviewed. Commissioner Jansen made a motion to approve the minutes as presented, seconded by Commissioner Skogheim. President Murray asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

RESOLUTION PA-24-08 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 \$52,399.45 seconded by Commissioner Jansen. President Murray asked for any further discussion and hearing none, the motion carried 7 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.

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.”

- The Community Guide will be printed by early summer.

South Shore Drive Property

- Currently in the process of zoning, working with City staff to accomplish. Staff just received the zoning application, so we will get the process going.
- Continued discussions with developer on the opportunity.

Infinite Recycled Technologies Expansion

- Two new expansions planned, including renting space in the former Streater building, adding 10-15 jobs. Considering loan funds to finance the gap.
- Exploring a second shift at the main location, adding 10-15 more jobs.
- Interested in an inactive rail hub next to their building, proposing to repair it for rail access in exchange for usage rights.

Childcare

- School district retained child care for another year.
- Staff met with John Double from the Albert Lea School District and discussed formulating a committee to work on the shortage. A plan was already formulated last year through a consultant and was not moved forward with due to lack of funding. The group will be brought together again to try to make an impact.

Conferences/Meetings to Note

- Continued attendance at regular meetings.
- Onsite audit in March with Clifton Larson Allen. Staff continues to work closely with CLA to finish the audit process.
- Staff attended the Regenerative Agriculture Conference. Current plan is to break ground in 2028.
- Staff continues to meet with the team developing the Green Transportation Strategic Plan.

EX-OFFICIO UPDATE

Freeborn County – Ryan Rasmussen, John Forman

- Provided updates on tax statements, solar initiatives, and county appointments.

City of Albert Lea – Rich Murray

- Shared updates on wastewater plant, upcoming council retreat, and housing initiatives.

Chamber of Commerce – Shari Sprague

- Updates on leadership program, business after hours, and community events.

Convention and Visitors Bureau – Holly Babcock

- Provided overview of Vote Yes campaign efforts, website developments, community guide project, and announced upcoming events such as the Spring Sip and Shop event and Cinco de Mayo.

COMMISSIONER/OTHER ITEMS

None

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ADJOURNMENT

Commissioner Skogheim made a motion to adjourn the meeting, seconded by Commissioner Janson. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:00 a.m.

Filed and attested March 6, 2024.

President

Secretary

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