

ALBERT LEA PORT AUTHORITY
MINUTES

Wednesday, June 5, 2024 – 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 5, 2024 at 7:30 a.m. by President Murray. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Mark Heinemann, Nate Jansen, Rich Murray, Tricia Dahl, Sarah Nelson

COMMISSIONERS ABSENT: Larry Baker, Bryan Skogheim

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

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

STAFF MEMBERS PRESENT: Phillip Johnson, Executive Director; Noelle Viktora, Assistant Executive Director; Amanda Karvala, Summer Intern

APPROVAL OF MINUTES FROM MAY 1, 2024 REGULAR MEETING

The minutes from the Wednesday, May 1, regular meeting were reviewed. Commissioner Dahl made a motion to approve the minutes as presented, seconded by Commissioner Heinemann. President Murray asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

RESOLUTION PA-24-10 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Staff noted that the first invoice for the new parking lot at the spec building was paid, final invoice will follow. Commissioner Jansen made a motion to accept the claims as presented in the amount of \$94,345.48 seconded by Commissioner Dahl. President Murray asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

2023 AUDIT PRESENTATION – Craig Popenhagen, Clifton Larson Allen

Craig Popenhagen presented the audited 2023 financial statements. A clean opinion was issued and no major changes were noted from 2022 to 2023. Commissioner Dahl moved to approve the audited

ALEDA MISSION STATEMENT

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financial statements and Commissioner Jansen seconded. President Murray asked for any further discussion and hearing none, the motion carried 5 in favor; 0 opposed.

STAFF REPORT

Collaboration (Chamber/CVB/ALEDA)

- Discussed efforts in covering office responsibilities.
- Announced that the community guides are almost ready for printing.

Childcare

- Recap of a productive meeting with the childcare group three weeks ago.
- Introduction of a new pod model for childcare facilities: small modular buildings that can be repurposed into housing if needed. Discussion on potential costs (\$150-200k) and city lots as a possible spec location.

Freeborn County Promise Scholarship

- Met with Janelle to discuss raising \$500,000 for the second year of the scholarship.
- For the current year, 75 kids applied, 47 eligible (others covered by FAFSA). Expect to know in August how many enroll.
- Initial funding was \$300k for the first year, with an average of \$2,000 per student per year. Discussion on whether the \$500k goal is too high.

Design Ready Controls

- Update on the completion of the parking lot and invoicing to the city and DRC.
- Plans to lease an adjacent 6-acre piece for a micro grid, ensuring it is a secondary use by integrating it with the main property.

Intern Report

- Amanda, a student at Waldorf University, introduced herself.
- Her tasks include compiling employee counts, updating the website, researching commercial properties and housing availability, and researching upstairs downtown programs.

Conferences/Meetings to Note

- Brookshire Meeting focused on marketing strategies.
- I35 & I90 Interchange Corridor Study with MN DOT discussed expected traffic flow increases based on projected developments.

Ex-Officio Update

Freeborn County (Ryan Rasmussen, John Forman)

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- The Freedom Riders are working on the gazebo over the rock.
- Filing for elections closed yesterday.
- Collaboration with the City of Albert Lea on state-wide affordable housing funds for Blazing Star projects.
- Discussion with Phillip about economic development fund allocations.
- District 9 meeting: AMC is advising counties to place a moratorium on cannabis to sort through legislative rules.
- **City of Albert Lea (Ian Rigg)**
 - Moratoriums in place for tobacco, cannabis, liquor stores, and sexually oriented businesses, with at least 2 licenses required.
 - Budget meeting scheduled for tomorrow night, with quarterly sessions starting to cover more ground than work sessions.
- **Chamber of Commerce (Shari Sprague)**
 - This year's parade theme is "Dancing in the Streets," with the Albert Lea Dance Team as the Grand Marshal. All teams, clubs, organizations, etc., are encouraged to build floats highlighting their successes.
 - There is a \$7,000 shortfall for this year's fireworks, prompting a support request letter to all members in hopes of raising the needed funds.
 - The Annual Golf Outing is scheduled for July 22, with a rain date of July 29. Spaces are filling up fast, though some are still available.
 - Leadership graduation for the 22 participants is set for June 24th at Wedgewood.
- **Convention and Visitors Bureau (Holly Babcock)**
 - Map project updates.
 - Launch of the new Pelican Breeze website, enabling online ticket and gift certificate purchases.
 - Meetings with schools to connect with multicultural events, specifically engaging with the Karen community and planning a "Taste of Nations" event.
 - Announcement of Eddie Cochran weekend activities.
 - Wind Down Wednesday kickoff next week, featuring pickleball courts and a central stage. Introduction of new talent showcases.
 - Pride Event scheduled for June 15th at Central Park with new plans and numerous booths.
 - Juneteenth event on Wednesday the 19th, featuring comedian Day Peace and other presenters at Events at the Broadway.
 - Distribution of July Jamboree flyers, detailing fireworks, parades, boat parades, and other activities.

COMMISSIONER/OTHER ITEMS

Staff noted that the July meeting is July 3rd and asked if the board members would be available. Due to the holiday, it's unlikely there would be quorum so the meeting is moved to July 10th.

ADJOURNMENT

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Commissioner Jansen made a motion to adjourn the meeting, seconded by Commissioner Dahl. The motion carried 5 in favor, 0 opposed. The meeting adjourned at 8:35 a.m.

Filed and attested June 5, 2024.

President

Secretary

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