

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**Wednesday, November 6, 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, November 6, 2024 at 7:30 a.m. by President Murray. Roll was noted by the Board Secretary.

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

COMMISSIONERS ABSENT: Bryan Skogheim

EX-OFFICIO MEMBERS PRESENT: John Forman, Freeborn County Representative; Ian Rigg, City of Albert Lea Representative

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

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

### APPROVAL OF MINUTES FROM OCTOBER 2, 2024 REGULAR MEETING

The minutes from the Wednesday, October 2, regular meeting were reviewed. Commissioner Heinemann made a motion to approve the minutes as presented, seconded by Commissioner Nelson. President Murray asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

### RESOLUTION PA-24-15 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Baker made a motion to accept the claims as presented in the amount of \$160,988.70 seconded by Commissioner Heinemann. President Murray asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed.

### STAFF REPORT

#### **Collaboration (Chamber/CVB/Greater Jobs)**

- Ongoing efforts include the community guide, holiday party, events, and general collaboration initiatives.

#### 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."*

## **Ventura Foods Lease and Building**

- Awaiting Ventura's approval of updated lease language, which includes a termination clause upon building purchase.
- Lease estimates need updating to ensure final lease pricing reflects current figures for repairs as outlined in lease.
- Hoping to finalize and move forward soon.

## **Design Ready Controls**

- Facing issues with a Texas supplier unwilling to get licensed in Minnesota. Plan includes:
  - A solar field on one acre with underground infrastructure feeding into a containerized battery unit.
- Parking lot construction finalized, though one area of concern involves a steep grade from the sidewalk to the lot. Options include a retaining wall, which could face snow damage.
- Lease amendment completed to add one acre to the property description.

## **Conferences/Meetings to Note**

- Finalized marketing materials with Brookshire.
- Progressing toward closing on the watershed property, pending City document sign-off and survey finalization.
- Continuing discussions with Mayo regarding the Bonnerup building.
- Collaborating with downtown businesses on a Main Street Grant application from the State of Minnesota, with only three weeks to prepare.

## **EX-OFFICIO UPDATES**

### **Freeborn County (John Forman)**

- Ongoing search for a temporary administrator.
- Temporary agreement with another county to provide assessor services; hired a firm to update new construction values.
- Training planned for assessor office employees.
- Kelly Hendrickson appointed as supervisor for the assessor role.
- Exploring solar projects; the Apex Solar project has been approved.
  - A fund previously set aside for broadband may contribute \$1 million, with a \$350,000 return expected.

### **City of Albert Lea (Ian Rigg)**

- Assisting with TIF presentation and Port Authority development incentives (past and future).
- Budget and benefits enrollment processes underway.
- Collaborating with ALEDA on housing developments, awaiting updates from a developer post-election.

#### **ALEDA MISSION STATEMENT**

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- Beginning lobbying efforts for state and federal priorities, including:
  - Wastewater Treatment Plant (top priority).
  - Housing development, cleanup projects, and local government aid.
- Cleanup bids for the new Kwik Trip location came in 85% lower than expected, a positive outcome.

**Chamber of Commerce (Shari Sprague)**

*(No updates provided)*

**Convention and Visitors Bureau (Holly Babcock)**

- **Oktoberween:** Successful event, thanks to volunteers.
- **Upcoming Events:**
  - Buck Hunt retail event this weekend, featuring store deals and activities.
  - Holiday Bazaar on Thursday, December 12th, with plans for festive activities and sponsorship opportunities to enhance Central Park's light display.
- **Downtown Updates:**
  - Leuthold's has reopened on Clark Street.
  - Community guide is in final proofing, expected to go to print by month-end.

ADJOURNMENT

Commissioner Jansen made a motion to adjourn the meeting, seconded by Commissioner Heinemann. The motion carried 6 in favor, 0 opposed. The meeting was adjourned at 8:00 a.m.

Filed and attested November 6, 2024.

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President

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Secretary

ALEDA MISSION STATEMENT

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