

# **ALBERT LEA PORT AUTHORITY**

---

## **MINUTES**

**Wednesday, May 6, 2020 – 7:30 a.m.**

**Regular Meeting**

**Zoom Meeting**

### CALL TO ORDER & NOTATION OF ROLL

The Regular Meeting of the Albert Lea Port Authority was called to order on Wednesday, May 6, 2020 at 7:30 a.m. by President Nelson. Roll was noted by the Board Secretary.

COMMISSIONERS PRESENT: Sarah Nelson, President; Nate Jansen, Vice President; Mark Heinemann, Treasurer; Vern Rasmussen, Jr., Rich Murray, Bryan Skogheim, Tricia Dahl

EX-OFFICIO MEMBERS PRESENT: David Todd, City of Albert Lea Representative; Holly Karsjens, Local Tourism Representative; Torrey Zimmerman, Business Community Representative

EX-OFFICIO MEMBERS ABSENT: Tom Jensen, Freeborn County Representative; Mike Lee, Freeborn County Representative

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

GUESTS: None

### APPROVAL OF MINUTES FROM APRIL 1, 2020 REGULAR MEETING

The minutes from the Wednesday, April 1<sup>st</sup> regular meeting were reviewed. Commissioner Murray made a motion to approve the minutes as presented, seconded by Commissioner Heinemann. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### RESOLUTION PA-20-09 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Dahl made a motion to accept the claims as presented in the amount of \$134,809.83, seconded by Commissioner Jansen. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### STAFF REPORT

- COVID-19 Response and Resources
  - Since the stay-at-home orders and business closures were given, staff has been sending weekly updates via email to local businesses including information with links to resources related to COVID-19 as well as financial resources. Staff has

had conversations with several businesses as well as ALEDA tenants and loan clients.

- Staff will continue to provide information and speak with local businesses and offer them what guidance they can through this time.
- A survey was sent out requesting feedback from Freeborn County businesses. The survey asked for information on employees laid off, revenue lost, and overall impact of COVID-19. The data will be used to determine how ALEDA and the City and County can help businesses who have been impacted.
- Strategic Planning
  - Staff met with partners to discuss the Joint Marketing Plan which is a quarter two goal. Holly Karsjens will be taking the lead.
  - Riverland Community College has reached out for ALEDA to provide a support letter for the grant they are pursuing for a program to help connect students and local employers.
- Collab Update
  - Staff has begun discussions with new CVB director, Holly, about the shared space project and the costs and details if they would decide to move into the space.
- Unique Opportunities, LLC.
  - The project leaders have reached out to local banks for financing. Staff and City Staff are continuing to work with Ehlers on TIF.
- Judisch and Judisch Enterprises, Inc.
  - Currently negotiating to purchase property. The project is moving forward and the developer is very positive about the community and would like to complete a project here.
- Audit Update
  - Staff has been working with the auditors and the accountants at Hammer Dierker Mangskau on gathering information and answering questions for the auditors. The auditors will be finishing statements this week and staff will be reviewing draft audit with CLA staff in the next week. Tentatively the audit will be presented at the June meeting.
- Conferences/Meetings to Note
  - Staff met with SMIF via Zoom call to discuss the Entrepreneurial Bridge Event which was previously in Austin, but will be held in Albert Lea this year.
  - Staff attended the South East Minnesota Economic Development Professionals meeting on Zoom. Communities shared what their businesses have been facing and the different programs and help they have given to their local businesses.
  - Staff will help market the Fire House space at City Hall that will be available once the new location is ready to move into.

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.”*

## EX-OFFICIO UPDATE

- **City of Albert Lea – David Todd**
  - City Council held special meeting to extend the emergency declaration by the city through May 26<sup>th</sup> in conjunction with the Governor’s Stay at Home order.
  - Council also passed a COVID preparedness plan – this will apply to all city buildings.
  - Unique Opportunities – City is working on TIF agreement, amenities requested by the City were added to the plan and Ehlers is reviewing the changes.
- **Chamber of Commerce – Torrey Zimmerman**
  - Staff has been working from home.
  - Working on several projects including the Riverland Career Connections program.
  - The 3<sup>rd</sup> of July Parade and Fireworks may be cancelled due to COVID-19. Currently working on a decision. If the events are cancelled, they’d like to host a fall event when it is safe to do so.
  - The Chamber Ambassadors have decided to cancel the Ambassador Golf Outing that is held annually in July.
  - The Farm Family of the Year will be awarded to day at 10 a.m.
- **Convention and Visitors Bureau – Holly Karsjens**
  - The gift card challenge is going very well. About \$3,500 in gift cards have been donated thus far. It has been a challenge to give the gift cards out as there have not been many requests for the cards. It has now been opened up for people to nominate someone else to receive a gift card, for example a few people have nominated their daycare providers. Have had great feedback from businesses.
  - Main Street – working on how to be helpful to businesses by offering information on how businesses can reopen including best practices shared online and goody bags with equipment for hand sanitation stations and masks, signage, and etc.

## COMMISSIONER/OTHER ITEMS

Commissioner Rasmussen stated that he has a meeting with Representative Hagedorn and asked if anyone had anything they wanted him to bring up. Commissioner Jansen said that he has reached out to local state representatives but at the federal level there is some lack of clarity with the Presidnets order that food manufacturing facilities stay open during this time. There is risk and increased cost for these businesses to continue operating during this time, he would like to know if there will be any kind of assistance or reimbursement for workers comp and other additional expenses they will be incurring.

Commissioner Skogheim noted that the Freeborn Mower Cooperative Services groundbreaking will be in the next week and the project is moving ahead.

### 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.”*

ADJOURNMENT

Commissioner Rasmussen made a motion to adjourn the meeting, seconded by Commissioner Jansen. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:05 am.

Filed and attested May 6, 2020.



---

President



---

Secretary

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."*