

ALBERT LEA PORT AUTHORITY

MINUTES

Wednesday, January 6, 2021 – 7:30 a.m.

Regular Meeting

Virtual Meeting through Zoom.us

CALL TO ORDER & NOTATION OF ROLL

The Regular Meeting of the Albert Lea Port Authority was called to order on Wednesday, January 6, 2021 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; Rich Murray, Bryan Skogheim, Vern Rasmussen, Jr., Tricia Dahl

COMMISSIONERS ABSENT: None

EX-OFFICIO MEMBERS PRESENT: Tom Jensen, Freeborn County Representative; Ian Rigg, City of Albert Lea Representative; Holly Karsjens, Local Tourism Representative; Shari Jenson, Business Community Representative

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

GUESTS: None

ELECTION OF OFFICERS FOR 2021

- a. President: Sarah Hensley
- b. Vice President: Nate Jansen
- c. Treasurer: Mark Heinemann

Commissioner Heinemann made a motion to approve the appointments as presented, seconded by Commissioner Murray. President Nelson asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

APPOINTMENT OF OFFICERS FOR 2021

- a. Board Secretary: Noelle Hagen
- b. Assistant Treasurer: Mardy Oyer (Hammer, Dieser & Mangskau)

Commissioner Heinemann made a motion to approve the nominations as presented, seconded by Commissioner Skogheim. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

APPOINTMENT OF EX-OFFICIO BOARD MEMEBRS FOR 2021

- a. City Representative: Ian Rigg
- b. County Representative: Tom Jensen
- c. Business Community Representative: Shari Jenson
- d. Tourism Representative: Holly Karsjens

Commissioner Heinemann made a motion to approve the appointment of ex-officio members as presented, seconded by Commissioner Jansen. President Nelson asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

APPROVAL OF MINUTES FROM DECEMBER 2, 2020 REGULAR MEETING

The minutes from the Wednesday, December 2nd regular meeting were reviewed. Commissioner Rasmussen made a motion to approve the minutes as presented, seconded by Commissioner Skogheim. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

RESOLUTION PA-21-01 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Executive Director Johnson noted payments to ZRT, Thompson Electric, and Larson Contracting in relation to two building updates. Commissioner Murray made a motion to accept the claims as presented in the amount of \$93,541.94, seconded by Commissioner Dahl. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

RESOLUTION PA-21-02 DESIGNATING DEPOSITORIES AND SIGNATORIES FOR WITHDRAWAL OF FUNDS

- a. Depositories: Arcadian Bank (formerly known as Farmers State Bank), Home Federal Bank, Produce State Bank, Security Bank MN, US Bank, Wells Fargo Bank, Citizens Community Federal Bank, 4M Fund
- b. Signatories: President, Treasurer and Executive Director

Commissioner Rasmussen made a motion to approve depositories and signatories as presented, seconded by Commissioner Skogheim. President Nelson asked for any further discussion and hearing none, the motion carried 6 in favor; 0 opposed. Commissioner Heinemann abstained.

RESOLUTION PA-21-03 SETTING MEETING DATES, TIMES AND LOCATION FOR THE PORT AUTHORITY

- a. First Wednesday of the month at 7:30 a.m. to be held at 132 N Broadway Ave, Albert Lea

Commissioner Skogheim made a motion to approve meeting dates, times and location 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-21-04 AUTHORIZING ROUTINE CLAIMS TO BE PAID MID-MONTH

Commissioner Skogheim made a motion to approve as presented, seconded by Commissioner Rasmussen. President Nelson asked for any discussion and hearing none, the motion carried 7 in favor; 0 opposed.

RESOLUTION PA-21-05 RULES FOR ADDRESSING THE PORT AUTHORITY/RULES OF DECORUM

Commissioner Rasmussen made a motion to approve as presented, seconded by Commissioner Heinemann. President Nelson asked for any discussion and hearing none, the motion carried 7 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

- COVID-19 Grant Programs
 - Staff has met with the City and County to discuss a second round of grant funds to help businesses through this time especially with the new closures. We have discussed putting in \$150,000 from ALEDA to bring the new pot up to \$500,000. (City and County contributing as well).
 - The program will be run the same as last time and what we receive in applications will ultimately determine how much money can be given. We will not be able to get the list of businesses who will be receiving a grant payment from Minnesota Department of Revenue so we will have to ask on the application.
 - There are some businesses who fall into the category of eligible businesses but won't be getting the assistance due to various businesses – these are the businesses we want to be sure we are helping.
- Unique Opportunities, LLC.
 - The City of Albert Lea's application for Brownsfield cleanup assistance from DEED has been approved and the City has budgeted for their portion of the cost. Project will move forward.
- Cold Storage Expansion Project
 - Albert Lea is a finalist for the site selection.
 - Staff has continued communication with owners and site selector. Staff met with the developer and city staff as well as Bryan Skogheim from FMCS. Staff has been negotiating the land price and believes we are competitive. The City of Albert Lea has offered to assist the Port Authority in making up the difference between the sales price and the land value to help get the project over the line.
- Collaboration (Chamber/CVB/ALEDA)
 - Staff is working with Holly Karsjens to create a video highlighting positive economic development and business growth in 2020 to present at the upcoming Greater Jobs, Inc annual meeting and to share with the community.
 - Staff continues to collaborate on various projects with the partner agencies.
 - There is a plan to begin exploring lakeshore development ideas and history. The organizations will be involved in the discussion and engaging others who should be involved.
 - City Manager Rigg suggested that there could be a lakeshore development portion included in the City Comp Plan which will be updated this year, beginning the process in the Spring.
- Conferences/Meetings to Note
 - Executive Director Johnson has had discussion with Representative Bennet on COVID Funds coming from the State and other items.

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- The County Administrator, City Manager, and ALEDA Executive Director have begin to meet bi-weekly to discuss various ongoing projects and issues.

EX-OFFICIO UPDATE

- **Freeborn County – Tom Jensen**

- Tom met with the new county commissioners individually and they experienced their first county board meeting yesterday.

(Tom left the meeting)

- **City of Albert Lea – Ian Rigg**

- City will be meeting with Unique Opportunities via Zoom. Looking forward to moving forward with site cleanup process.
- Will be looking into what it would take to do more site cleanup on the Blazing Star area so that going forward there won't be a rush to get site cleanup done when we have a project that wants to go forward.
- Cold Storage agreement will be voted on March 8th. Looking at 20,000 dollars a year, using the franchise fee.
- Comp plan will be updated this year.

- **Chamber of Commerce – Shari Jenson**

- Created a Freeborn County Pay it Forward Facebook Page.
- Have been promoting Chamber bucks. In 2020 the sold \$30,000 in just December.
- COVID style – annual meeting video presentation announcing awards and other news will be posted today.
- Mental Health concerns on the rise due to pandemic. New committee – Employee Resilience Committee will raise awareness of pandemic fatigue and reduce stigma on mental health.
- Secured a sponsor for the first aid and aed program – this will be free to chamber members
- Blood Drive was hosted on New Years Eve, 45 pints was the goal – 52 pints were collected. February 26, 2021 will be the next drive.
- United Way Gear Drive – need more children's coats and boots.
- Working on the medallion hunt for Big Freeze – want to get businesses more involved.

- **Convention and Visitors Bureau – Holly Karsjens**

- Building Signage – will be changed slightly from the original plan. Vinyl won't go on windows until warm weather this Spring.
- Releasing a video for the Thursday Take-out Challenge, want to encourage people to keep getting take-out. Also working on something for February to continue to promote the idea.
- 21 Questions Videos for Main Street businesses will continue, The 112 on Broadway will be featured tomorrow.

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- Big Freeze – chamber medallion, ice fishing contest, looking at what can be done fi things stay the same with COVID.
- Considering a few first qtr restaurant and retail events for downtown.
- Brainstorming ways to trim down summer and fall events with the thinking that maybe they can happen if we can make them safe and within guidelines.

COMMISSIONER/OTHER ITEMS

Commissioner Heinemann reported that the board has completed Phillip Johnson’s annual performance review and put together a memo with a summary of comments and shared with all board commissioners. Commissioner Heinemann praised Johnson for the good work this year especially on projects related to the pandemic, new/expanding businesses, and strengthening the relationship between ALEDA and Freeborn County and stated that he and the board looks forward to another great year. The board recommends a 5% salary increase for Phillip Johnson. Commissioner Heinemann made a motion to approve the salary increase, seconded by Commissioner Skogheim. President Nelson asked for any discussion and hearing none, the motion carried 7 in favor, 0 opposed.

Commissioner Rasmussed thanked all the staff and board from all organizations in attendance. He stated he is impressed to see all the collaboration and hard work.

ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Jansen. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:20 am.

Filed and attested January 6, 2021.



President



Secretary

ALEDA MISSION STATEMENT

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