

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**Wednesday, December 2, 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, December 2, 2020 at 7:30 a.m. by President Nelson. Roll was noted by the Board Secretary.

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

EX-OFFICIO MEMBERS PRESENT: Holly Karsjens, Local Tourism Representative; Tom Jensen, Freeborn County Representative

EX-OFFICIO MEMBERS ABSENT: Shari Jensen, Business Community Representative;

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

GUESTS: None

### APPROVAL OF MINUTES FROM NOVEMBER 4, 2020 REGULAR MEETING

The minutes from the Wednesday, November 4<sup>th</sup> regular meeting were reviewed. Commissioner Rasmussen made a motion to approve the minutes as presented, seconded by Commissioner Dahl. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### RESOLUTION PA-20-16 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Executive Director Johnson noted the following items of significance; the payment to Overhead Door for the four dock doors at the Ring Can building, Albert Lea Electric for the repair of lights at the dock doors, and Larson Contracting for Ring Can building repairs. Commissioner Skogheim made a motion to accept the claims as presented in the amount of \$97,567.56, seconded by Commissioner Heinemann. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### RESOLUTION PA-20-17 APPROVING RENEWAL OF OPERATIONS AGREEMENT WITH GREATER JOBS, INC. FOR ADMINISTRATIVE COOPERATION/EMPLOYEES

The agreement is renewed every three years and is expiring December 31, 2020. Commissioner Dahl made a motion to adopt Resolution PA-20-17, seconded by Commissioner Heinemann. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

RESOLUTION PA-20-18 APPROVING RENEWAL OF LEASE AGREEMENT BETWEEN THE PORT AUTHORITY AND GREATER JOBS, INC.

Commissioner Heinemann made a motion to adopt Resolution PA-20-18, 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 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).
  - With the CARES Act Funding the County was able to reimburse ALEDA's 150,000 put in to the original grant fund (\$125,000 from Port Authority, \$25,000 from Greater Jobs). Staff's recommendation is to approve contributing the reimbursed money back into the pot for the second round.
  - Staff has sent out a survey for Freeborn County businesses to respond to letting us know how they are doing now and what they need to maintain their business into June 2021.
  - Staff hopes to have the application available the week of January 4<sup>th</sup> if possible.
  - Commissioner Skogheim moved to contribute \$125,000 from the Albert Lea Port Authority into the COVID grant fund, seconded by Commissioner Jansen.
- Unique Opportunities, LLC.
  - City Staff has submitted the app for brown field cleanup assistance to DEED.
- 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. There are a few more things that need to be completed on their state applications. The application to the rural economic development loan through USDA and FMCS has been accepted.
- Collaboration (Chamber/CVB/ALEDA)
  - Staff met to discuss COVID and closing the office to the public. As of now the office is closed until January 18<sup>th</sup>.
  - We're also working together on a big sign for above the lower level windows as well as a projection sign to hang out over the door to be read on the sidewalk level.
  - Staff from the organizations are also working together to support projects such as; Small Business Saturday, Main Street activities, and Billboards/Signage.
- Ring Can Doors

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."*

- One quote has been received so far, waiting for another. Three exterior doors will be replaced. Ventura Foods brought forward two doors that needed to be replaced and staff decided to replace all three at this time.
- Conferences/Meetings to Note
  - Executive Director Johnson met the new DEED Business Director, looking forward to talking to her more about the state incentive process and the difficulties companies seem to have working with DEED.
  - United Way has been working on COVID relief for non-profit groups in Freeborn County. They have brought up a few different ideas to help give volunteers work to do including painting and cleaning at the ALBDC. Staff will get more information and discuss with the ALBD board.

### EX-OFFICIO UPDATE

- **Freeborn County – Tom Jensen**
  - Wrapped up CARES funding, funds that are still in possession of townships and small cities will no go back to the state if they weren't turned over to the county by the deadline.
  - Going to ask for \$250,000 from the county board for the second round of COVID funds.
  - Levy and budget will be finalized on December 15<sup>th</sup>.
  - Three new commissioners will be coming on board in January, Tom has met with each of them to discuss their ideas and concerns.
  - Truth in Taxation meetings are this week.
- **City of Albert Lea – Ian Rigg**
  - Ian is working on getting up to speed and meeting staff.
  - Staff is working on downtown, looking at what people are doing and helping people correct issues at their building.
  - Ian thanked all the responders for how successfully they handled the critical incident.
- **Chamber of Commerce – Shari Jensen**
  - Not in attendance.
- **Convention and Visitors Bureau – Holly Karsjens**
  - Partnering with the United Way for a Holiday Lights Fundraiser. The press release has gone out and a map will be prepared as well.
  - Riverland will be completing the snowflake sculptures in the next two weeks, they will go in the big flower pots downtown on the corners.
  - Small Business Saturday Bingo is in session, it ends on December 10<sup>th</sup> and winners will be drawn after that.

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- Pop-up shop for Albert Lea swag at EJ's Mercantile on Small Business Saturday went well, they will continue to carry select merchandise for sale there while our offices are closed.
- Light up the Lake Luminary event on Lakeview Blvd on December 13<sup>th</sup>.
- Holly will meet with City staff to discuss replacing the light panels for the welcome to Albert Lea sign in front of Bomgaars.
- December 10<sup>th</sup> is normally the Holiday Bazaar event. Working on having Drive-thru Santa event in North Parking Lot downtown.
- Wreath order though MainStreet has been delivered to all the businesses who signed up.
- All Minnesota Main Street staff and boards are getting together for a Zoom luncheon to network and discuss ideas.

#### COMMISSIONER/OTHER ITEMS

Commissioner Murray acknowledged the work that Holly Karsjens has done as CVB and Main Street Albert Lea Executive Director. Commissioner Murray said that she has done a fantastic job and reminded her that if there is anything we can do to help she should let us know.

#### ADJOURNMENT

Commissioner Murray made a motion to adjourn the meeting, seconded by Commissioner Skogheim. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:16 am.

Filed and attested December 2, 2020.



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President



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Secretary

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