

# **ALBERT LEA PORT AUTHORITY**

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## **MINUTES**

**Wednesday, June 3, 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, June 3, 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: Tom Jensen, Freeborn County Representative; Jerry Gabrielatos, City of Albert Lea Representative; Holly Karsjens, Local Tourism Representative

EX-OFFICIO MEMBERS ABSENT: Mike Lee, Freeborn County Representative; Torrey Zimmerman, Business Community Representative

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

GUESTS: Tim Penny, Southern Minnesota Initiative Foundations; Craig Poppenhagen, CLA; Lindsay Tweeten, CLA

### APPROVAL OF MINUTES FROM MAY 6, 2020 REGULAR MEETING

The minutes from the Wednesday, May 6<sup>th</sup> regular meeting were reviewed. Commissioner Skogheim 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-20-10 AUTHORIZING PAYMENT OF CLAIMS

The claims were presented for review. Commissioner Heinemann made a motion to accept the claims as presented in the amount of \$8,222.16, seconded by Commissioner Rasmussen. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

### APPROVAL OF MINUTES FROM MAY 28, 2020 SPECIAL MEETING

The minutes from the Thursday, May 28<sup>th</sup> special meeting were reviewed. Commissioner Heinemann 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 6 in favor; 0 opposed. Commissioner Rasmussen abstained as he wasn't present at the meeting.

## SOUTHERN MINNESOTA INITIATIVE FOUNDATION PRESENTATION – TIM PENNY

The foundation has been around for thirty years now. Over the years 3.3 million dollars has been used for programs and businesses in Freeborn County alone. They provide a lot of support for early childhood providers, this year a grant was made available for childcare providers effected by COVID-19, 14 of the grants were given to providers in Freeborn County. Four businesses in Freeborn County were able to receive the MN DEED COVID19 Loan for Small Businesses through SMIF. SMIF also works with Alden, MN through their small town funds.

Tim thanked the board for their past support and thanked the board for the opportunity to give them the annual update.

## STAFF REPORT

- COVID-19 Response and Resources
  - Staff is working with partners to get the fund application out this week. We are waiting for confirmation from all partners on the final rules and guidelines.
  - Many people have reached out asking for information about how to apply, staff has been collecting names and contact information so that once the application is live we can notify them.
  - When we're ready to go with the application, we'll be sending out a press release, posting to social media, and talking to our partners about helping spread the word.
- Strategic Planning
  - Staff is working on Q1 & Q2 Goals. Riverland is working on Career Connections program to connect Riverland, K-12, and employers.
- Unique Opportunities, LLC.
  - Staff and City Staff are continuing to work with Ehlers on TIF. Plans are still moving forward.
- Judisch and Judisch Enterprises, Inc.
  - Developer is still working with City on the project and with the property owner representatives.
- 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

- **Freeborn County – Tom Jensen**
  - Last night there was a rally held at the Freeborn County Government Center in memory of George Floyd. The police department and the sheriff's department have been sending people out to help in other jurisdictions. About 250 people attended. Everything went well.
  - The courthouse will be opening the 8<sup>th</sup> of June with restrictions. Appointments will be available and able to be made online. Masks will be required, and temperatures will be taken.
  - Filing ended last night for county commissioner spots.
- **City of Albert Lea – Jerry Gabrielatos**
  - Inspections Department name has been changed to Development Services.
  - A permit has been issued for building on the new VA Clinic and the building permit has been issued for Freeborn-Mower Cooperative Services.
  - Next week there will be an open meeting on zoom for the historic preservation committee. The HPC received a grant to write a chapter for the upcoming comp plan. Looking for community feedback on the draft chapter.
  - Development Services is working on updating different areas of code and making it more user friendly.
- **Chamber of Commerce – Tricia Dahl**
  - Board is in the process of interviewing candidates for the director position.
- **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.
  - Main Street – spent time last week stopping in and visiting with businesses who have recently reopened and with the restaurants. Through these discussions it sparked an idea to have a place (virtually) to get together and discuss with other businesses how things are going, challenges, etc. Thursday morning will have an open discussion for the business to discuss and network with each other.
  - Working with Torrey on the 4<sup>th</sup> of July celebrations and reverse parade idea.

## 2019 PORT AUTHORITY AUDIT RESULTS – Craig Poppenhagen, CLA

Craig reviewed the audit with the board. He stated there was a clean opinion on the audit and recommended no changes in accounting policies. Commissioner Murray made a motion to accept the audit results, seconded by Commissioner Rasmussen. President Nelson asked for any further discussion and hearing none, the motion carried 7 in favor; 0 opposed.

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COMMISSIONER/OTHER ITEMS

None

ADJOURNMENT

Commissioner Skogheim made a motion to adjourn the meeting, seconded by Commissioner Heinemann. The motion carried 7 in favor, 0 opposed. The meeting adjourned at 8:25 am.

Filed and attested June 3, 2020.



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President



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Secretary

ALEDA MISSION STATEMENT

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