

**City of Mora, MN
ECONOMIC DEVELOPMENT AUTHORITY
Meeting Minutes**

November 4, 2021

Present: Gene Anderson, Jody Anderson, Brett Baldwin, Doyle Casavant, Dan Johnson,
Rose Krie and Alan Skramstad
Absent: Bob Jensen
Staff Present: Lindy Crawford and Sara King
Others Present: None

1. Call to order. Skramstad called the meeting to order at 2:00 pm.
2. Roll Call.
 - G. Anderson – Present
 - J. Anderson – Present
 - Baldwin – Present
 - Casavant – Present
 - Jensen – Absent
 - Johnson – Present
 - Krie – Present
 - Skramstad – Present
3. Adopt Agenda. Motion by Casavant, second by Johnson for the Economic Development Authority to adopt the November 4, 2021 agenda as presented. All present voted aye, motion carried.
4. Minutes. Motion by Johnson, second by Baldwin for the Economic Development Authority to approve the minutes of the August 3, 2021 meeting as presented; all present voted aye, motion carried.
5. Claims. Motion by Johnson, second by Baldwin for the Economic Development Authority to approve the August, September, and October 2021 claims as presented; all present voted aye, motion carried.
6. Open Forum. No members of the audience were present for open forum.
7. Special Business. There were no special business items for discussion.
8. New Business.
 - a. 2021 EDA Budget Amendments. King presented budget amendments for consideration for the EDA fund. King stated the approved \$4,000 participation cost of a community video and \$2,834 participation cost for an HRA financial management plan, combined with a refund of \$6,500 from a Kanabec County clerical error on property tax calculation for vacant Industrial park land, resulted in the need to amend the budget with a net effect to the EDA reserve balance of \$334.00. For the RED Loan Fund, King disclosed a

reduction in revenue because the City met its limit for retaining a portion of Northland Process Piping loan payments resulting in a net effect of (\$7,930) to the Revolving Economic Development (RED) Loan Program reserve. Motion made by Johnson, seconded by Anderson, for the EDA to approve the 2021 budget amendments as presented; all present voted aye, motion carried.

- b. 2022 EDA Budget and Fee Schedule. The commissioners reviewed the proposed 2022 budget which reflected a 12.79% increase from the EDA's 2021 budget. Motion made by Johnson, seconded by Krie, for the EDA to adopt the 2022 budget as presented; all present voted aye, motion carried.

Motion made by Johnson, seconded by Baldwin, for the EDA to adopt the 2022 fee schedule as presented; all present voted aye, motion carried.

- c. 2022 EDA Meeting Schedule. The commissioners reviewed the proposed quarterly meeting schedule for 2022. Motion made by Anderson, seconded by Krie, for the EDA to adopt the 2022 EDA meeting schedule as presented; all present voted aye, motion carried.
- d. 2021 Tax Abatement Report – Northland Process Piping. The commissioners reviewed the required annual report from Northland Process Piping (NPP) as part of a business subsidy agreement, after which it would be presented to the City Council for approval for NPP to receive an annual abatement payment in December, 2021 as long as their property taxes were paid. The commissioners discussed NPP's need to fill nine more full-time employment jobs to satisfy the agreement by December 31, 2022 and how recruitment/staffing seemed difficult for many businesses at that time.
- e. 2021 Tax Abatement Report – JCF Properties. The commissioners reviewed the required annual tax abatement report for 2021 from John C. Fuhr of JCF Properties indicating 21 residential units had been issued Certificates of Occupancy by the city's building official and were available for occupancy. Motion made by Casavant, seconded by Johnson, for the EDA to accept the 2021 tax abatement report submitted by JCF Properties and recommend approval of the annual abatement payment in December, 2021, per the terms of the business subsidy agreement; all present voted aye, motion carried.
- f. Survey for Comprehensive Economic Development Strategy. The commissioners reviewed and discussed the 2021 priority projects and prioritized projects as part of the Survey for Comprehensive Economic Development Strategy (CEDS) for the East Central Regional Development Commission (ECRDC) and U.S. Economic Development Administration, in order for those projects to be considered for federal funding they must be included in the survey.

Crawford reported MnDOT had slated a Highway 65/23 corridor study for the spring of 2022, with a reconstruction project slated for 2029.

The commissioners consensus was to keep the same priority order and projects as listed in 2021 as shown below in order of priority for 2022:

1. Trunk highway transportation enhancements.
2. Development and synchronization of marketing, tourism, and social media efforts.
3. Development of recreational attraction opportunities for the community and region.
4. Planning and construction of community facilities and adaptive re-use of existing buildings.

5. Development and implementation of commercial residential revitalization plans.
6. Installation of fiber optic cable in Mora industrial park.
7. Construction of a business incubator / spec building in the Mora industrial park.
8. Installation of industrial park signage on State Highway 23.

9. Old Business. There were no old business items for discussion.

10. Communications. The following reports were reviewed by the commissioners.

- a. Quarterly Financial Reports – 3rd Quarter 2021.
- b. Kanabec County EDA Meeting Minutes – July, August, and September, 2021.

11. Reports.

- a. Promotional Video. Crawford reported the community promotional video was completed and available for viewing on the City's website and YouTube; the process in creating the video was smooth while working with the School District and Captivate Media, and it was reported some employers had shared the video with prospective employees.
- b. Signs for Available Land. Crawford reported the signs had been created and installed on the properties but so far, no calls have been received regarding interest in purchasing the properties.

12. Adjournment. Motion by Johnson, second by Baldwin, for the EDA to adjourn. All present voted aye and the meeting was adjourned at 2:23pm.

Alan Skramstad, President

Mandi Yoder, Deputy City Clerk