



Meeting Agenda
City of Mora, Economic Development Authority
1 p.m. Wednesday, November 8, 2023
Mora City Hall

Mora City Hall
101 Lake Street S
Mora, MN 55051
Kanabec County,
Minnesota

The Economic Development Authority (EDA) is responsible for improving the community's economic condition through job creation, tax base growth, and other means.

1. Call to Order
2. Roll Call: ☐ Jody Anderson ☐ David Youngquist ☐ Robert Jensen ☐ Dan Johnson
☐ Brett Baldwin ☐ Alison Holland ☐ Mike Segner ☐ Rose Krie
3. Adopt Agenda *(No item of business shall be considered unless it appears on the agenda for the meeting. Board members may add items to the agenda prior to adoption of the agenda.)*
4. Minutes
 - a. Approve minutes from August 1, 2023
5. Claims
 - a. July-August 2023
 - b. August-September 2023
 - c. September-October 2023
6. Open Forum
(Individuals may address the committee about any item not contained on the regular agenda. There is a maximum of fifteen (15) Minutes set aside for open forum. A maximum of three (3) minutes is allotted per person. The EDA will take no official action on items discussed at the forum, with the exception of referral to staff for future report.)
7. Special Business (none)
8. New Business
 - a. Land Purchase & Development Proposal by Vincent Fashemo
Option for Closed Session: *In accordance with Minn. Stat. § 13D.03; 13D.05, subd. 3, the EDA may hold a closed session asking price for property, review of confidential appraisals, develop offers or counteroffers.*
 - b. Land Purchase & Development Proposal by Derek Carlson
Option for Closed Session: *In accordance with Minn. Stat. § 13D.03; 13D.05, subd. 3, the EDA may hold a closed session asking price for property, review of confidential appraisals, develop offers or counteroffers.*
 - c. 2023 Tax Abatement Report – JCF Properties
 - d. 2023 Tax Abatement Report – NPP
 - e. Survey for Comprehensive Economic Development Strategy (CEDS)
 - f. 2024 EDA Meeting Calendar
9. Old Business
 - a. 2024 EDA Budget & Fee Schedule



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10. Reports

- a. Quarterly Financial Report – Kelly Christianson
- b. Activity Update – Kirsten Faurie

11. Communications

- a. Kanabec County EDA Minutes (May, July, September)
- b. Initiative Foundation
- c. Top 10 Employers - Mora
- d. Childcare Supply Demand Gap Analysis by First Children's Finance

12. Adjournment

The next meeting of the EDA is scheduled for **2 p.m. Tuesday February 6, 2024**

City of Mora Economic Development Authority

Minutes

2:00 p.m. Tuesday, August 1, 2023

Mora City Hall, 101 Lake St. S, Mora, MN

Pursuant to due call and notice thereof Dan Johnson called to order the regular meeting of the EDA at 2:11 p.m., on Tuesday, August 1, 2023, in the Mora City Hall council chambers.

2. Roll Call: Present: Jody Anderson, David Youngquist, Dan Johnson, Alison Holland, Mike Segner

Absent: Robert Jensen, Brett Baldwin, Rose Krie

Staff Present: City Administrator Glenn Anderson, Administrative Services Director Natasha Segelstrom

Guests: Dustin Switters – Central Minnesota Housing Partnership

3. Adopt Agenda: MOTION made by J. Anderson, seconded by Youngquist, and unanimously carried to adopt the agenda.

4. Minutes: MOTION made by Segner, seconded by J. Anderson and unanimously carried to approve the May 2, 2023 minutes as presented.

5. Claims: MOTION by Youngquist, seconded by J. Anderson and unanimously carried to approve the April-May; May-June; and June-July 2023 claims.

6. Open Forum: No persons spoke during open forum.

7. Special Business – Central Minnesota Housing Partnership – Dustin Switters: Dustin Switters spoke to the Board regarding the Small Cities Development Program currently being administered by CMHP.

The city had initially committed leverage funds of \$2,950 per home for six owner-occupied single-family home projects to help the homeowners renovate their homes. The initial goal of six owner-occupied projects have been completed and the City's committed funds of \$2,950 per home have been expended. These funds came from the city's 2015-2017 SCDP project. In February 2023, the EDA moved some SCDP funds from other housing activities into single-family housing activities where there was more interest; the goal was to complete more owner-occupied single-family home renovations.

Switters is asking the city if they are willing to commit an additional \$2,950 of funding per project for a potential four-to-five more owner-occupied projects (Total \$14,750). There is no expectation for the city to commit the funds, however the SCDP is recommending it in the interest of fairness since six owner-occupied projects have already received this. Without these city leveraged funds, residents are still benefiting from SCDP funds.

City of Mora Economic Development Authority

Minutes

2:00 p.m. Tuesday, August 1, 2023

Mora City Hall, 101 Lake St. S, Mora, MN

J. Anderson said she was against committing more funds because the city has already spent what the city had initially committed, and any additional projects are still receiving the benefit of SCDP funds. She would rather see taxpayer funds spent to the benefit of the entire community rather than individual property owners.

Switters noted the city does not have leverage the full \$2,950 per project – it could be a different dollar amount.

G. Anderson recommended the board committing less than the full \$2,950, noting that home rehabilitation benefits the community as a whole by improving appearance and the value of the homes. Switters noted the program requires testing for lead hazards, so the city could commit enough to cover the lead remediation which is typically around \$1,500.

The Board decided it would discuss any potential commitment during budget discussions later in the meeting. Switters left the meeting at 2:30 p.m.

8. New Business: 2024 EDA Preliminary Budget

Segelstrom presented the 2024 Preliminary Budget. Segelstrom noted the budgeted expenses exceeded revenues. The major changes from 2023 included an increase in “professional services” to include grant writing and a housing study. There was also an increase in Attorney Fees. Money also had to be allocated to pay property taxes for city-owned land in the Mora Industrial park.

The board discussed whether or not housing studies were needed, how often they should be performed and which entities should fund them (HRA, County EDA, Mora EDA, etc.) The board discussed the recent Housing Study being done by the HRA and Kanabec County EDA. The board also discussed what role the city has in developing the former Mora High School site on Maple Ave. E.

The board discussed options for committing funds for owner-occupied single-family home rehabilitation projects with the SCDP. Youngquist suggested \$1,000. J. Anderson suggested \$0 and felt money could be better spent elsewhere. Segner suggested \$2,000.

MOTION by J. Anderson, seconded by Youngquist and unanimously carried that due to budget constraints the EDA will not commit additional funds to the SCDP to offset the residents’ costs.

Segelstrom discussed how the EDA is funded: The City contributes \$20,000 and the utility contributes \$20,000. Segelstrom also discussed that the budget includes more expenses than revenues. Staff does not recommend budget deficits for the long-term as this is not good practice and could negatively affect the city’s bond rating.

City of Mora Economic Development Authority

Minutes

2:00 p.m. Tuesday, August 1, 2023

Mora City Hall, 101 Lake St. S, Mora, MN

MOTION by Segner, seconded by J. Anderson and unanimously carried to approve the 2024 EDA Preliminary Budget.

9. Old Business: None

10. Reports

a. Quarterly Financial Report: Segelstrom presented the EDA Quarterly Financial Report. One item of note is that the city is now paying taxes on the city-owned land in the Mora Industrial Park. This is because the statutory time limit to qualify for property tax exemption has passed. This will cost the EDA roughly \$12,000 annually. J. Anderson asked why this is an EDA expense vs. a city of Mora expense. Segelstrom noted this is because the EDA initiated the creation of the Industrial Park, but she could do more research and report back.

11. Communications: J. Anderson updated the board on a potential cannabis ordinance and how it may be similar to the existing alcohol and tobacco ordinances. The board also discussed pricing of acreage in the Industrial Park and asked that the pricing and sale of Industrial Park lots be added to the next meeting's agenda.

G. Anderson discussed the potential of go-cart racing, RC racing and powertool racing in creating a summer event in the city to draw in tourism.

12. Adjournment: MOTION by Youngquist seconded by Segner and unanimously carried to adjourn the EDA meeting at 3:03 p.m.

The next regular meeting of the EDA is **1 p.m. Wednesday, November 8, 2023.**

President

City of Mora Staff

CITY OF MORA
CHECK LIST-EDA

08/10/23 2:41 PM

Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060527	MN DEPT OF EMP & ECON DEV					
060527	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$3,854.58
060527	MN DEPT OF EMP & ECON DEV					\$3,854.58
						\$3,854.58

THE JULY-AUGUST, 2023 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

President

Kirsten Faurie, Secretary

Treasurer

CITY OF MORA
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09/14/23 7:37 AM

Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060683	VERIZON WIRELESS					
060683	VERIZON WIRELES	ECONOMIC	ECONOMIC DEVEL	Telephone	CELL	\$8.22
060683	VERIZON WIRELESS					\$8.22
060690	MN DEPT OF EMP & ECON DEV					
060690	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$3,854.58
060690	MN DEPT OF EMP & ECON DEV					\$3,854.58
060772	VERIZON WIRELESS					
060772	VERIZON WIRELES	ECONOMIC	ECONOMIC DEVEL	Telephone	CELL	\$8.24
060772	VERIZON WIRELESS					\$8.24
						\$3,871.04

THE AUGUST-SEPTEMBER 2023 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

President

Kirsten Faurie, Secretary

Treasurer

CITY OF MORA
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10/12/23 9:34 AM

Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
054369	MN DEPT OF EMP & ECON DEV					
054369	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	-\$2,312.75
054369	MN DEPT OF EMP & ECON DEV					-\$2,312.75
060909	ELAN FINANCIAL SERVICES					
060909	ELAN FINANCIAL S	ECONOMIC	ECONOMIC DEVEL	Meetings, Training, &	GPS 45:93 ANNL MTG - FAURI	\$30.00
060909	ELAN FINANCIAL SERVICES					\$30.00
060912	MN DEPT OF EMP & ECON DEV					
060912	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	REISSUE UNCASHED 4-2020 C	\$2,312.75
060912	MN DEPT OF EMP & ECON DEV					\$2,312.75
060927	VERIZON WIRELESS					
060927	VERIZON WIRELES	ECONOMIC	ECONOMIC DEVEL	Telephone	CELL	\$8.25
060927	VERIZON WIRELESS					\$8.25
						\$38.25

THE SEPTEMBER-OCTOBER, 2023 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

President

Kirsten Faurie, Secretary

Treasurer



MEMORANDUM

Date: November 8, 2023
To: Economic Development Authority
From: Kirsten Faurie, Community Development Director
RE: Land Purchase and Development Proposal – Vincent Fashemo

SUMMARY

The EDA will hear a proposal from Vincent Fashemo to purchase and develop the city-owned lot at the intersection of Union Street and West Forest Ave (Downtown Commercial Corner a.k.a. Former Feed Mill site).

BACKGROUND INFORMATION

The City has received a proposal from Vincent Fashemo to purchase and develop the Downtown Commercial Corner a.k.a. Former Feed Mill site. Mr. Fashemo is proposing to construct a mixed-use building and parking area that includes commercial space on the ground floor and apartments on the second and third floor for a total of eight apartment units.

Mr. Fashemo has expressed asking for a write-down in the cost of the land and intends to request tax abatement for the project.

The site is approximately .25 acres (approximately 108 feet by 100 feet) in the city's downtown. The site is level and located in the city's B-1 Central Business District and is served by public utilities, including water, sanitary sewer, electricity, and natural gas.

The City of Mora is the owner of the site which it acquired in early 2008 as a potential site for a new public library. In May 2008 the city contracted to have the then existing feed mill razed (including the foundation) and the excavation backfilled. Subsequently the city's plans changed regarding the library and the council decided to request proposals for the sale and development of the property. The city has spent approximately \$173,000 in the acquisition and demolition of the property.

The City has previously marketed and requested development proposals but has been unsuccessful in having the site developed.

Mr. Fashemo will present his proposal to the EDA and address any questions.

RECOMMENDATION

Discuss the proposal. Consider referring the proposal to the EDA Review Committee made up of three members of the EDA and the EDA Executive Director.

Attachments

Map of Site

Floor Plan Of Proposed Building

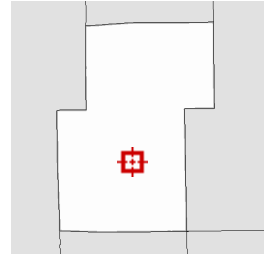


Beacon™

Kanabec County, MN



Overview



Legend

- Parcels
- Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 22-03435-00
Sec/Twp/Rng 11-39-24
Property Address
District 22 CITY OF MORA
Brief Tax Description n/a

Alternate ID n/a
Class 776-Municipal - All Other
Acreage n/a

Owner Address CITY OF MORA
101 LAKE ST S
MORA MN 55051

(Note: Not to be used on legal documents)

Date created: 11/3/2023
Last Data Uploaded: 11/3/2023 7:28:40 AM

Developed by Schneider
GEOSPATIAL



TENANT PARKING



NUMBER	DATE	REVISED BY	DESCRIPTION

Project Overview

[Return to top](#)

DATE:

/23/2023

SCALE:

SHEET:

$p-1$

[illegible]

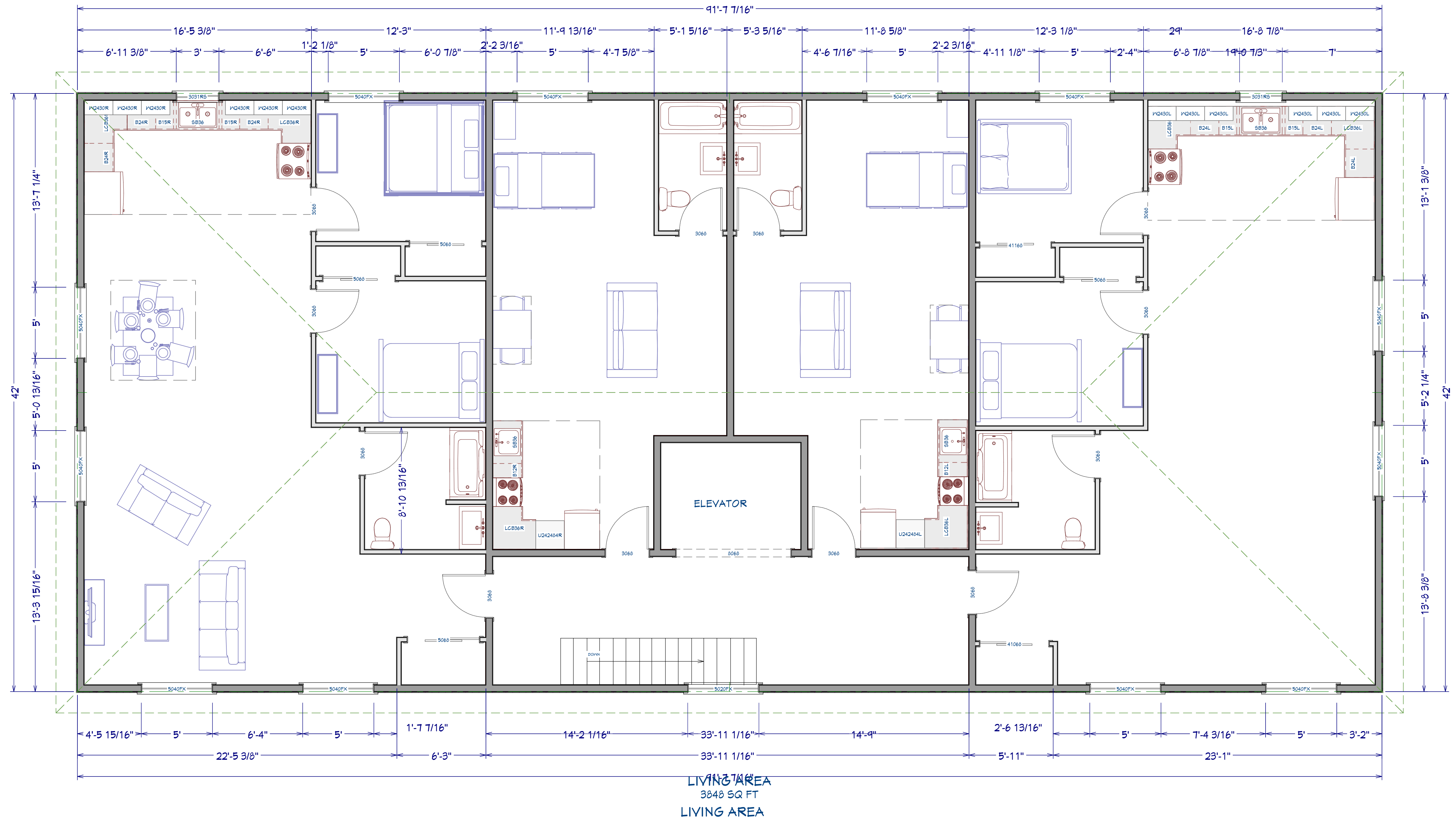
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DATE:

/23/2023

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LIVING AREA
3840 SQ FT
LIVING AREA

3rd Floor

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NUMBER	DATE	REVIS

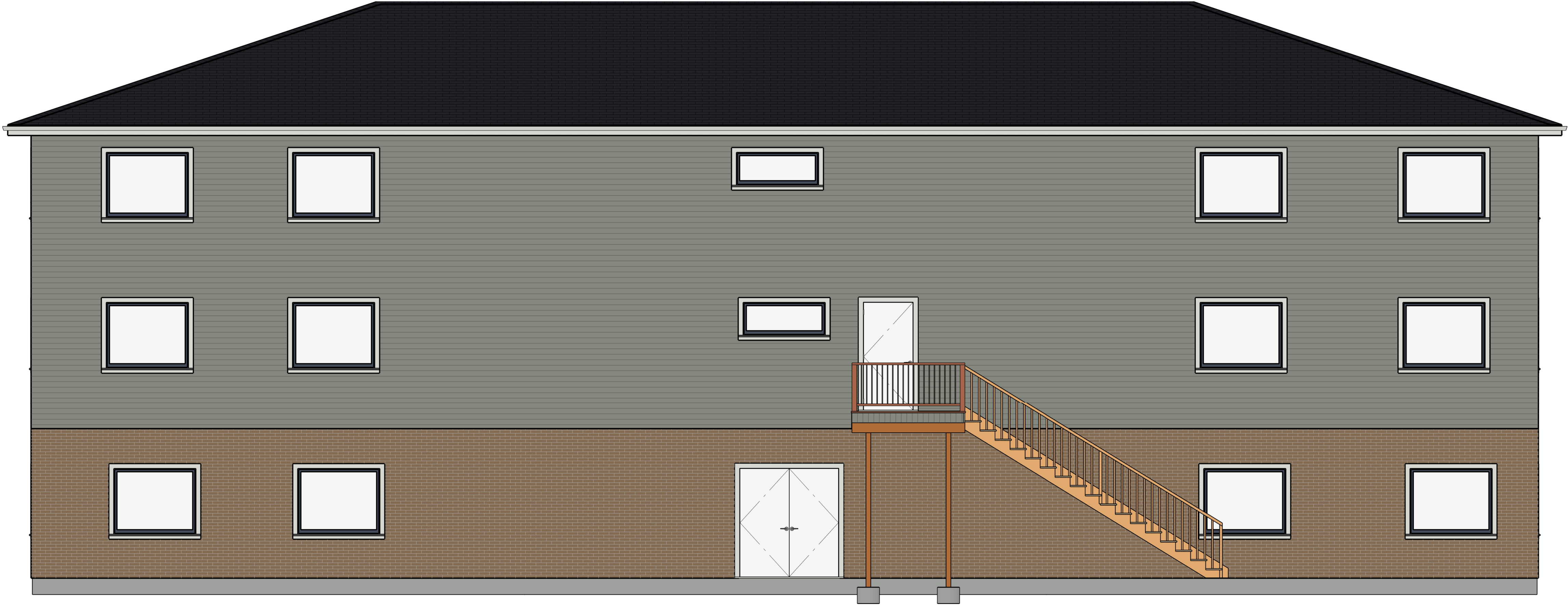
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Elevation 1

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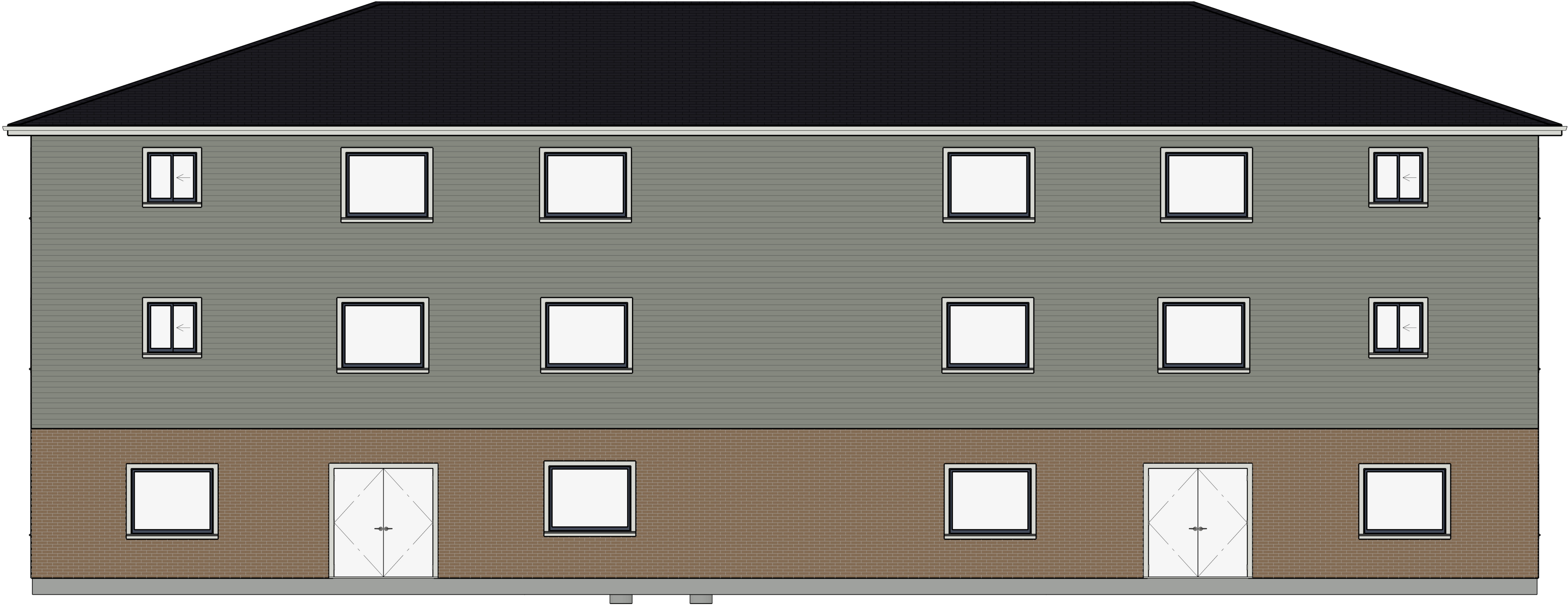
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Elevation 2

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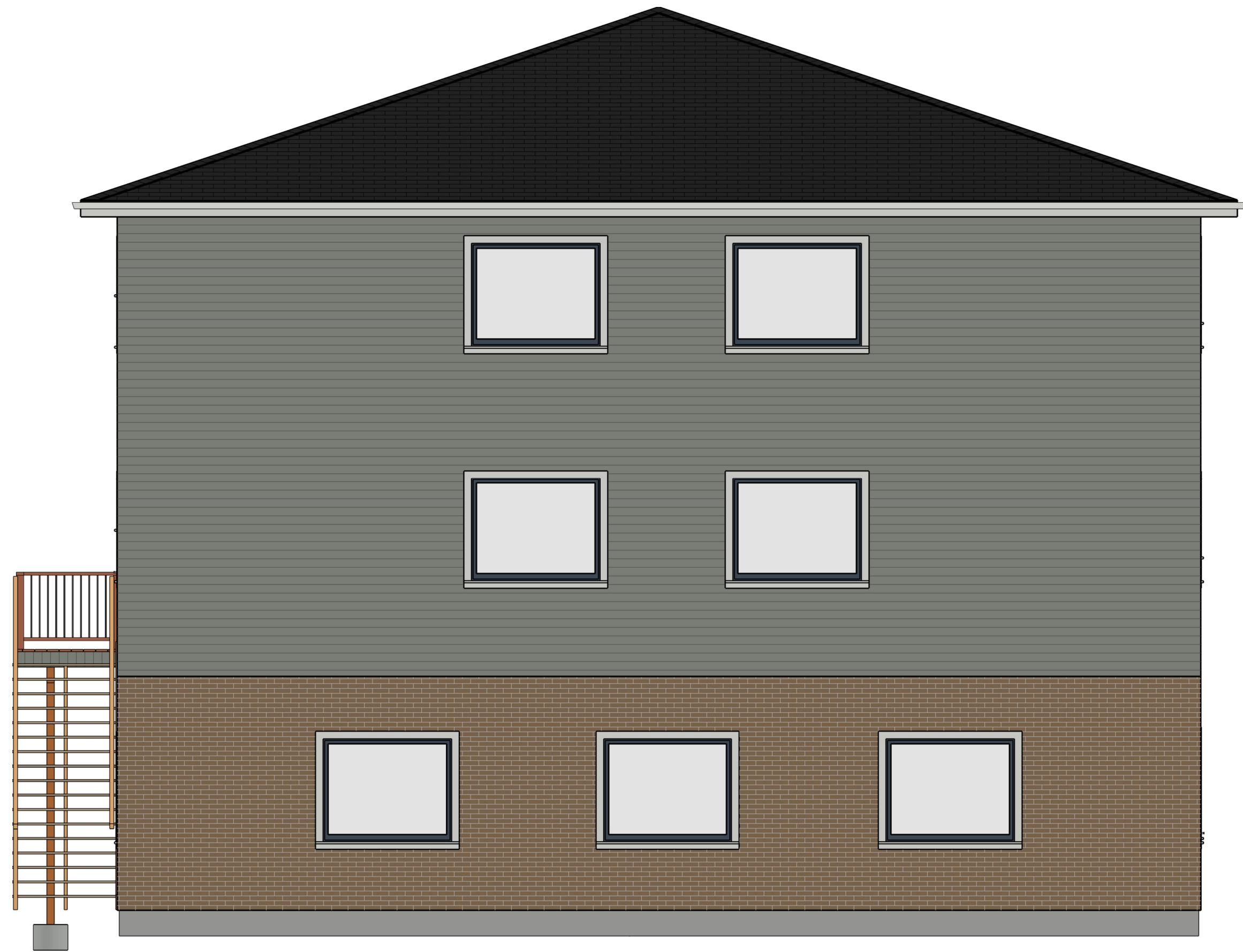
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Elevation 3

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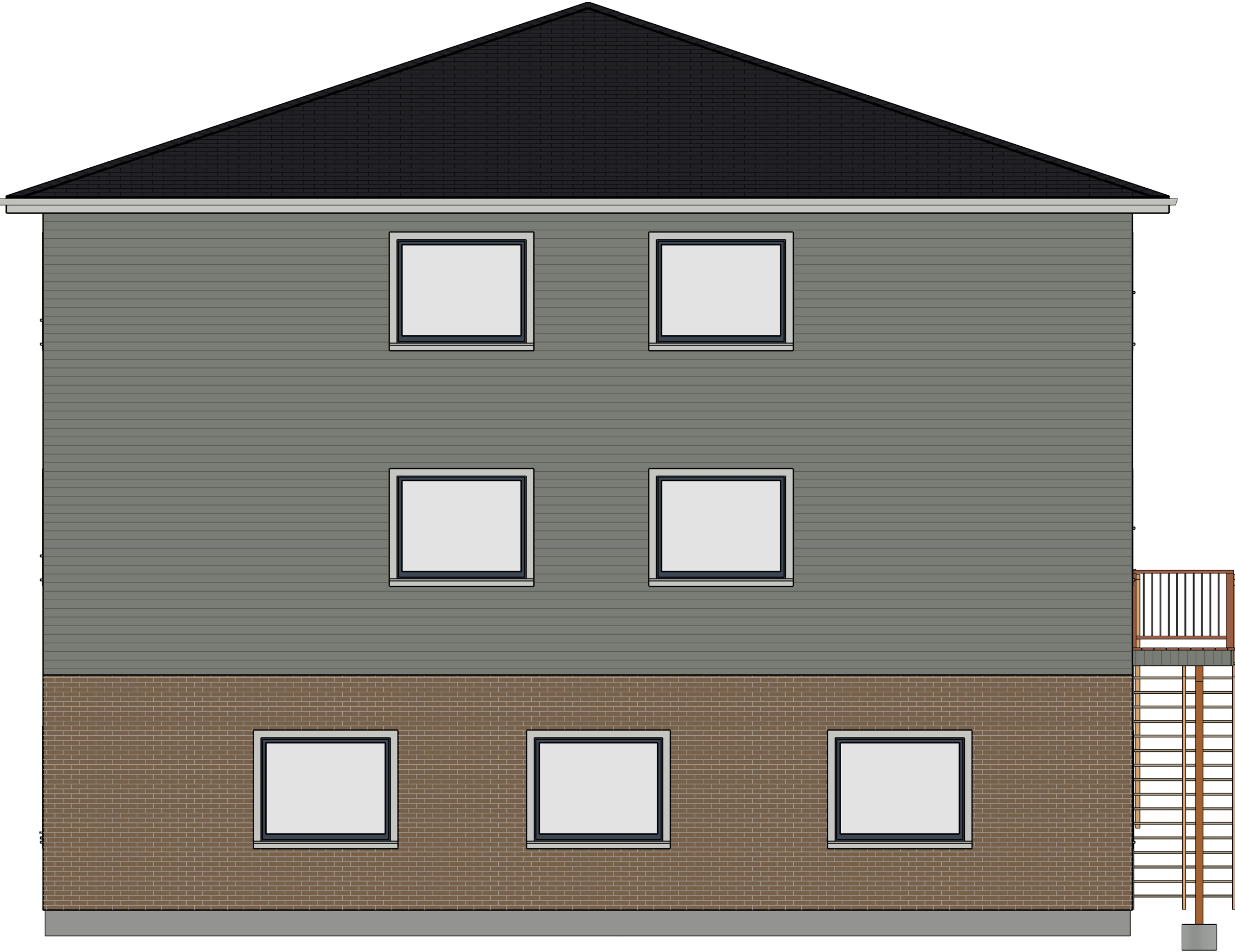
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SHEET:



Elevation 4

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DATE:

8/23/2023

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Camera 1

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8/23/2023

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Camera 2

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NUMBER	DESCRIPTION

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DATE:

8/23/2023

SCALE:

SHEET:



Camera 3

REVISION TABLE	
NUMBER	DESCRIPTION

DRAWINGS PROVIDED BY:

DATE:

8/23/2023

SCALE:

SHEET:



MEMORANDUM

Date: November 8, 2023
To: Economic Development Authority
From: Kirsten Faurie, Community Development Director
RE: Land Purchase and Development Proposal – Vincent Fashemo

SUMMARY

The EDA will hear a proposal from Derek Carlson of Northstar Pontoons to purchase and develop seven city-owned lots in the Mora Industrial Park.

BACKGROUND INFORMATION

The City has received a proposal from Derek Carlson of Northstar Pontoons to purchase seven lots in the Mora Industrial Park.

Mr. Carlson will present his proposal to the EDA and address any questions.

RECOMMENDATION

Discuss the proposal. Consider referring the proposal to the EDA Review Committee made up of three members of the EDA and the EDA Executive Director.

Attachments

Letter of Intent to Purchase Land within the Mora Industrial park

Map of Industrial Park

NorthStar Business Overview Pitch



Intent to Purchase Real Estate

City of Mora
101 Lake St S
Mora Mn 55051
Attention: Glen Anderson
10-17-2023

NorthStar would like to submit this letter of intent to purchase additional Land within the Mora Industrial Park.

Land to be purchased.

- 1) Parcel ID # 22-06990-00
 - a. 3.81 Acres
 - b. Purchase Price \$3,810.00
- 2) Parcel ID #22-06995-00
 - a. 9.160 Acres
 - b. Purchase Price \$9,160.00
- 3) Parcel ID #22-07005-00
 - a. 6.340 Acres
 - b. Purchase Price \$6,340.00
- 4) Parcel ID #22-07010-00
 - a. 7.620 Acres
 - b. Purchase Price \$7,620.00
 - c. This property has messed up property lines.
- 5) Parcel ID #22-06970-00
 - a. 2.37 Acres
 - b. Purchase Price \$2,370.00
- 6) Parcel ID #22-06975-00
 - a. 2.370 Acres
 - b. Purchase Price \$2,370.00
- 7) Parcel ID #22-06980-00
 - a. 3.680 Acres
 - b. Purchase Price \$3,680.00

Total Purchase Price \$35,350.00 (Estimated Land Vale \$288,900.00)

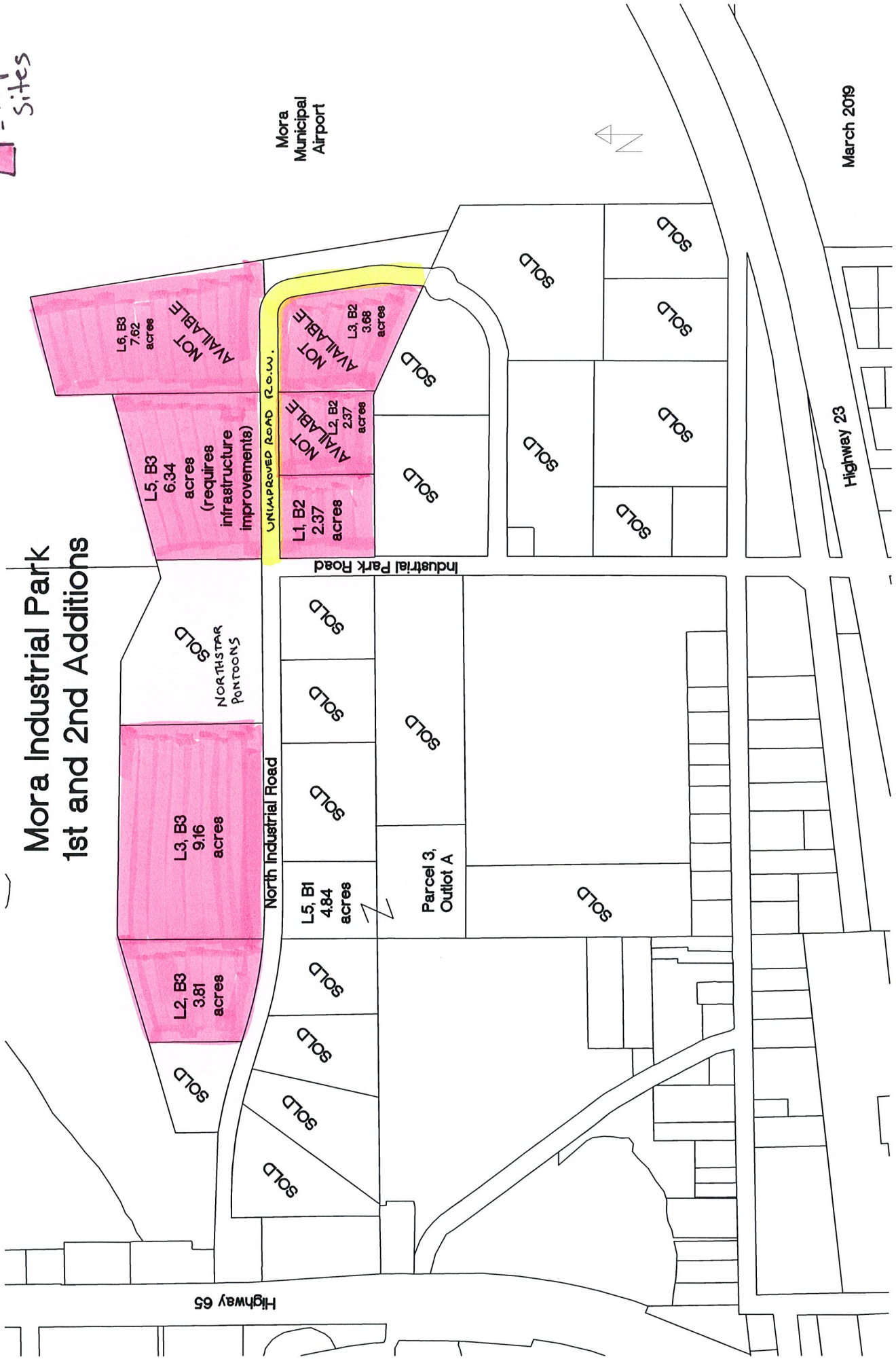
Total Acres 35.35

NorthStar would requests North Industrial Park Road eastbound to Industrial Park Boulevard Northbound be vacated.

Thank you.
NorthStar Pontoons
Derek Carlson & Robert Davidson
320-515-1444

[Pink Box] = Proposed Sites

Mora Industrial Park 1st and 2nd Additions





NorthStar

Business Overview



NorthStar Pontoons

- NorthStar is currently manufactured at 1200 North Industrial Road Mora Minnesota. This site is a 6.5-acre lot which is fenced in. The building is 15,800 sq ft. that was built 2019-2020. The current location with the ability to manufacture approximately 300-500 pontoon boats per year.
- In May of 2023 NorthStar expanded by purchasing Mora Marine. Located at 510 Hwy 65 N Mora Minnesota.

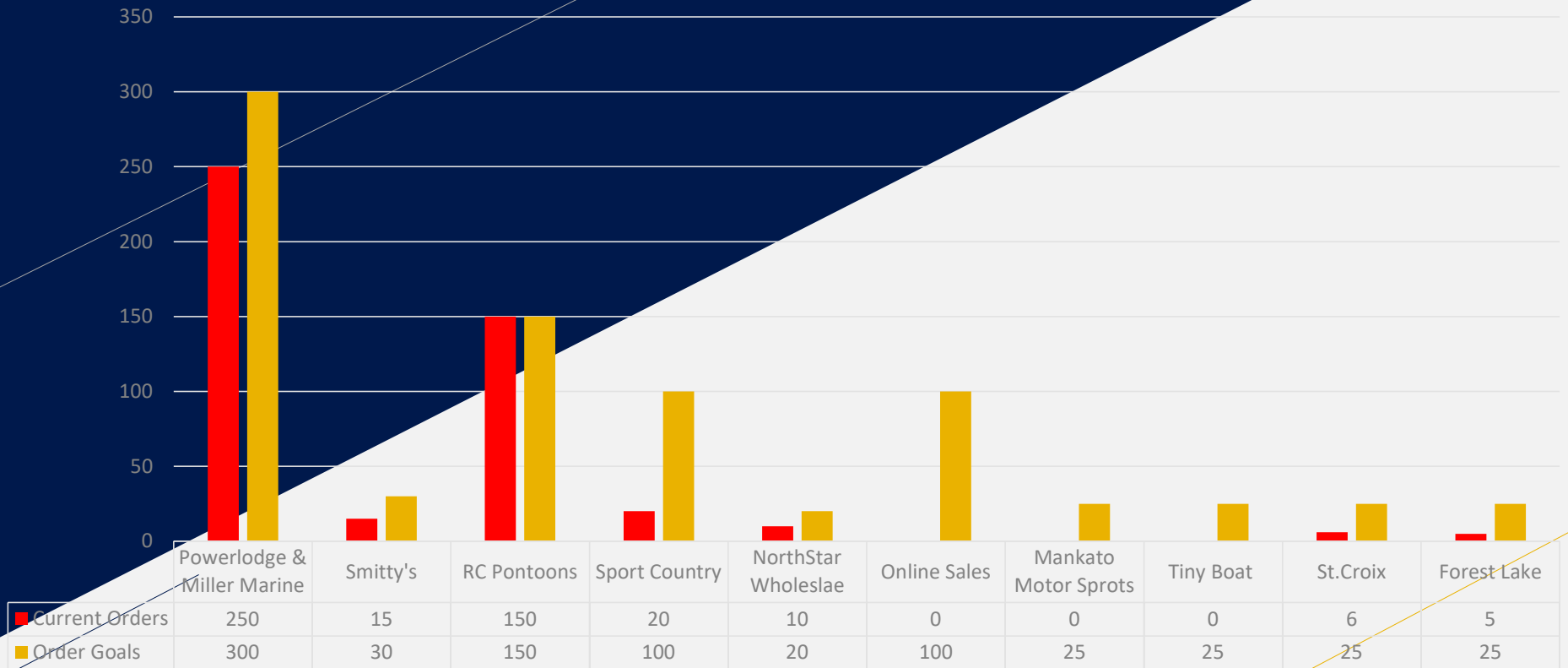
NorthStar Wholesale & Marine

510 Hwy 65 N Mora MN 55051

- Current Brands
 - StarCraft
 - Sunchaser Pontoons
 - NorthStar Pontoons
 - Mercury
 - Honda
 - Suzuki
 - JB Lund Docks & Trailers
- Current Services
 - Motor Repair
 - Storage
 - Winterizing
 - Parts
 - Trailer Rental



Dealer Orders



NorthStar Pontoons Dealers

■ Current Orders ■ Order Goals



city of mora.pdf

NorthStar would like to submit this letter of intent to purchase additional Land within the Mora Industrial Park.

Land to be purchased.

- 1) Parcel ID # 22-06990-00 (Phase #1 Building #1)
 - a. 3.81 Acres
 - b. Purchase Price \$3,810.00
- 2) Parcel ID #22-06995-00 (Phase #1 Storage Lot)
 - a. 9.160 Acres
 - b. Purchase Price \$9,160.00
- 3) Parcel ID #22-07005-00 (Phase #2 Building #2)
 - a. 6.340 Acres
 - b. Purchase Price \$6,340.00
- 4) Parcel ID #22-07010-00 (Phase #2)
 - a. 7.620 Acres
 - b. Purchase Price \$7,620.00
 - c. This property has messed up property lines.
- 5) Parcel ID #22-06970-00 (Phase #3 Building # 3)
 - a. 2.37 Acres
 - b. Purchase Price \$2,370.00
- 6) Parcel ID #22-06975-00 (Phase #3 Building #3)
 - a. 2.370 Acres
 - b. Purchase Price \$2,370.00
- 7) Parcel ID #22-06980-00 (Phase #4 Building #4)
 - a. 3.680 Acres
 - b. Purchase Price \$3,680.00

Total Purchase Price \$35,350.00 (Estimated Land Value \$288,900.00)
Total Acres 35.35

NorthStar would requests North Industrial Park Road eastbound to Industrial Park Boulevard Northbound be vacated.

NorthStar Expansion





NLS_Northstar Pontoons_Site Expansion.pdf

NorthStar Expansion Cont.

- Phase #1
 - Construct Building of 30,000 sq ft. to manufacture pontoon boats.
 - Apply for an International Trade Zone (ITZ).
- Phase #2
 - NorthStar is intending on building one 100,000 sq ft. This will allow for NorthStar to convert to a robotic production faculty.
- Phase #3
 - NorthStar is intending on building one 100,000 sq ft. This will allow for NorthStar to manufacture Aluminum fishing boats, Yacht Toons, or Commercial Pontoons.
- Phase #4
 - NorthStar is intending to build a 20,000 sq ft convention center/Airplane hanger with access to the Airport.



NorthStar Expansion Phase #1

- Phase #1 (1 to 3 Years)
 - Construct Building of 30,000 sq ft. to manufacture pontons boats.
 - Apply for an International Trade Zone (ITZ).
- Estimated Job Creation
 - NorthStar is planning on creating 15 to 20 full-time jobs within the city of Mora.
- State of Minnesota
 - MN DEED Programs
 - Childcare
 - SBIR-STTR (High Tech)
 - MIF
 - JCF



NorthStar Expansion Phase #2

- Phase #2 (3 to 7 Years)
 - Construct Building of 100,000 sq ft. to manufacture pontons boats.
- Estimated Job Creation
 - NorthStar is planning on creating 15 to 20 full-time jobs within the city of Mora.
 - This building would have two pontoon lines, including a robotic welding cell. This would create higher professional careers.
- State of Minnesota
 - MN DEED Programs
 - Childcare
 - SBIR-STTR (High Tech)
 - MIF
 - JCF



NorthStar Expansion Phase #3

- Phase #3 (5 to 10 Years)
 - Construct Building of 100,000 sq ft. to manufacture Aluminum fishing boats, Yacht Toons, and Commercial Pontoons.
- Estimated Job Creation
 - NorthStar is planning on creating 15 to 20 full-time jobs within the city of Mora.
 - This building would have one production line.
- State of Minnesota
 - MN DEED Programs
 - Childcare
 - SBIR-STTR (High Tech)
 - MIF
 - JCF



NorthStar Expansion Phase #4

- Phase #4 (7 to 15 years)
 - Construct building of 20,000 sq ft. convention center/ Airplane hanger with access to the Airport.
 - This would create 5-10 full time & or part time jobs.
 - Bar, restaurant, and guest suites.
 - This building would be used as a dealer meetings.
 - This would also be available for the public to rent for events such as wedding and other events.
- Example:
- <https://airplanehangar97.com/>



NorthStar is currently working on Sub-Contracting manufacturing with.

- Anthem Boats (Tow Boat)
- St. Croix Marine (Pontoon Boat Electric)
- Government Contracts for Marine Products
- NorthStar Commercial Boats
- Contract Manufacturing
- TEAM Industries

NorthStar Pontoons Continued



- Total estimated Jobs (50 to 75)
- 4 New building total 250,000 SQ FT
- International Trade Zone
- Tax base increase for the City and County

NorthStar Pontoon Highlights





LIGHTING THE WAY FORWARD



Thank You.



Derek Carlson



320-515-0094



Derek@northstarpontoons.com



www.northstarpontoons.com



MEMORANDUM

Date: November 8, 2023
To: Economic Development Authority
From: Kirsten Faurie, Community Development Director
RE: 2023 Tax Abatement Report – JCF Properties

SUMMARY

The EDA will receive a tax abatement report from JCF Properties (JCF), determine if the business has met its goal of creating residential dwelling units, and make a recommendation to the City Council regarding the issuance of the annual abatement payment.

BACKGROUND INFORMATION

The City Council approved the use of tax abatement for JCF Properties (JCF) in June 2017. Per the Business Subsidy Agreement, the owner of JCF agreed to renovate a former motel into a minimum of 20 residential dwelling units over the course of the 10-year abatement period with a total possible abatement of \$20,000. JCF is required to submit a tax abatement report annually by November 5th in order to receive an abatement payment in December.

The Business Subsidy Agreement provides a specific dollar amount per unit per year abatement payment formula (\$100 / unit / year), based on the number of units available for occupancy as of November 1st each year. Abatement payments will never exceed the amount of taxes payable to and collected by the city for that year.

The attached report shows that JCF had 21 residential dwelling units available for occupancy as of October 5th this year, which means the business is eligible to receive a tax abatement payment of \$2,100.00 in December, if the City Council accepts the tax abatement report and upon confirmation from the Kanabec County Auditor-Treasurer's office that 2023 taxes have been paid in full. The city's portion of property taxes collected in 2023 was \$4,214.12, which means that the city is still generating \$2,114.12 in tax revenue while offering the financial incentive.

RECOMMENDATION

Motion to accept the 2023 tax abatement report submitted by JCF Properties and recommend that the annual abatement payment be made in December per the terms of the Business Subsidy Agreement.

Attachments

2023 Tax Abatement Report, JCF Properties

October 5, 2023

City of Mora & Kanabec County
101 Lake Street S.
Mora, MN 55051

2023
Re: ~~2022~~ Tax Abatement Report

Per the Business Subsidy Agreement between the City of Mora, Kanabec County and JCF Properties, LLC for abatement of property taxes for 1819 Highway 65, Mora, MN 55051, I hereby submit this annual report for the city's review and consideration. As of October 5, 2023, 21 residential units were available for occupancy.

Respectfully,

John C Fuhr
John C. Fuhr
JCF Properties, LLC

RECEIVED

OCT 05 2023

KF



MEMORANDUM

Date: November 8, 2023
To: Economic Development Authority
From: Kirsten Faurie, Community Development Director
RE: Tax Abatement Report – Northland Process Piping

SUMMARY

The City Council approved the use of Tax Abatement for Northland Process Piping (NPP) in April 2015. Per their Business Subsidy Agreement, the owners of NPP have agreed to create 15 permanent FTE jobs over the course of the 12 year tax abatement period. The Business Subsidy Agreement authorizes a total possible abatement of \$37,500, assuming they meet their job creation goals. NPP is required to submit an annual Tax Abatement Report in order to receive annual abatement payment in December.

BACKGROUND INFORMATION

NPP is required to create 15 permanent full-time equivalent (FTE) jobs meeting specific wage and benefit requirements over the course of the 12-year abatement period. The Business Subsidy Agreement provides a specific timeline for job creation, with a minimum of three FTE jobs being created in each two year period beginning in 2017 (jobs created in 2015 and 2016 were used to meet MN Investment Fund job creation goals). **Because the 2023 annual Tax Abatement Report falls in the middle of a job creation period (January 1, 2023 – December 31, 2024), the report will not be used to determine whether or not the abatement payment will be made; it is simply a tool to monitor progress.**

The attached 2023 report shows the business currently has 36 FTE jobs, compared to 28 FTE jobs in 2022. The report shows that NPP is actively trying to fill an additional 12 positions.

Per the terms of the Business Subsidy Agreement, the business is eligible to receive a Tax Abatement payment in December (90% of the city's portion of property taxes collected in 2023) upon confirmation from the Kanabec County Auditor-Treasurer's office that 2023 taxes have been paid in full.

OPTIONS & IMPACTS

NPP will automatically receive its annual Tax Abatement payment in December per the terms of the Business Subsidy Agreement, assuming that 2023 taxes have been paid in full.

RECOMMENDATIONS

Review the 2023 Tax Abatement Report submitted by Northland Process Piping.

Attachments

2023 Tax Abatement Report, Northland Process Piping

**Northland Process Piping
Tax Abatement Report
10.30.2023**

Job Creation Goal:

The business shall create 15 new permanent, non-contract FTE jobs within 12 years of the Benefit Date, with a minimum of 3 FTE jobs being created in each 2 year period beginning in 2017:

- 3 FTE jobs between January 1, 2017 and December 31, 2018
- 3 FTE jobs between January 1, 2019 and December 31, 2020
- 3 FTE jobs between January 1, 2021 and December 31, 2022
- 3 FTE jobs between January 1, 2023 and December 31, 2024
- 3 FTE jobs between January 1, 2025 and December 31, 2026

The business shall provide an hourly wage and benefit level for the new FTE jobs equal to at least 110% of the federal poverty level for a family of 4 (\$13.01 in 2018) or the hourly wage, including benefits, if any, for each new FTE must be at least \$14.04 per hour, whichever is greater.

Job Creation Summary:

Benefits Offered:

Indicate total # of employees accepting each benefit:

Dental Insurance	12
Life Insurance	0
Health Insurance	14
Retirement	1
Other	23

Employment Data:


Base employment (Isle)	54
Total jobs created at Mora facility	36
Jobs created for MIF	18
Jobs created for Tax Abatement	18
Jobs <u>not</u> meeting compensation reqt	0

Job Title	Annual Hours	Hiring Date	Hourly Value of Benefits	Hourly Wage	Total Compensation
Office	2080	08/01/19	\$8.79	\$24.52	\$33.31
1 Office	2080	08/01/18	\$8.79	\$17.60	\$26.39
2 Laborer	2080	01/15/21	\$1.00	\$17.60	\$18.60
3 Welder	2080	09/25/18	\$8.79	\$18.46	\$27.25
4 Grinder	2080	04/03/18	\$1.00	\$18.17	\$19.17
5 Laborer	2080	06/04/18	\$8.41	\$18.46	\$26.87
6 Grinder	2080	05/09/16	\$8.41	\$17.60	\$26.01
7 Laborer	2080	10/26/15	\$1.00	\$17.60	\$18.60
8 Welder	2080	08/29/16	\$8.41	\$21.92	\$30.33
9 Welder	2080	04/27/15	\$8.45	\$24.23	\$32.68
10 Welder	2080	06/29/15	\$1.00	\$21.92	\$22.92
11 Machine Operator	2080	04/06/15	\$8.79	\$21.35	\$30.14
12 Welder	2080	09/08/15	\$8.79	\$21.35	\$30.14
13 Maintenance	2080	11/30/16	\$0.00	\$19.90	\$19.90
14 Shipping / Receiving	2080	05/14/15	\$8.79	\$19.62	\$28.41
15 Welder	2080	03/05/15	\$1.00	\$20.77	\$21.77
16 Welder	2080	11/24/14	\$1.00	\$24.81	\$25.81
17 Laborer	2080	06/08/15	\$1.00	\$17.31	\$18.31
18 Office	2080	03/02/15	\$8.45	\$17.31	\$25.76
19 Office	2080	08/10/15	\$8.79	\$27.69	\$36.48
20 Laborer	2080	05/20/15	\$1.00	\$17.31	\$18.31
21 Welder	2080	01/13/15	\$1.00	\$25.62	\$26.62
22 Welder	2080	07/08/15	\$1.00	\$21.06	\$22.06
23 Office	2080	09/19/21	\$1.00	\$18.58	\$19.58
24 Welder	2080	01/13/15	\$1.00	\$25.62	\$26.62
25 Welder	2080	06/14/21	\$1.00	\$21.06	\$22.06
26 Office	2080	09/01/17	\$1.00	\$18.58	\$19.58
27 Project Estimator	2080	10/01/23	\$8.79	\$26.50	\$35.29
28 Laborer	2080	05/20/15	\$1.00	\$17.31	\$18.31

Positions Created Not Filled									
1	Position Type	Quantity	Status	Annual Hours					
2	TIG Welders/Fabricators	4	Open	2080					
5	Inside Sales	1	Open	2080					
6	Custodian/Laborer	2	Open	2080					
8	Mechanical Drafter	1	Open	2080					
9	Material Handler/Inventory Clerk	1	Open	2080					
11	Grinder/Finisher	2	Open	2080					
13	Maintenance Technician	1	Open	2080					
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25	Total Open and Active	12							

Job Creation Information Provided By:

I certify to the best of my knowledge that the data in this report is true & correct.


Signature of Business Representative

Business Development Manager
Title

10.30.2023
Date



MEMORANDUM

Date: November 8, 2023
 To: Economic Development Authority
 From: Kirsten Faurie, Community Development Director
 RE: Survey for Comprehensive Economic Development Strategy

SUMMARY

The EDA will identify economic development priority projects they wish to have funded in order to be more competitive for federal EDA funding.

BACKGROUND INFORMATION

Each year the EDA is asked to complete a Survey for Comprehensive Economic Development Strategy (CEDS) for the East Central Regional Development Commission (ECRDC) and U.S. Economic Development Administration. The survey includes general information about the industrial park as well as a list of economic development projects important to the city's future. Projects demonstrating a broader regional impact tend to compete better for federal funds.

The board is always able to propose new projects, and can certainly continue to advocate for projects identified in previous years. There is no minimum or maximum number of projects required; however, staff recommends no more than five to eight projects. Once the board identifies its desired economic development projects, staff will complete and submit the survey to the ECRDC.

To help the board think about its priorities, staff asked each member to respond to an informal online survey, ranking potential projects and areas of work by priority. The results of that informal survey are attached and can be used for discussion.

OPTIONS & IMPACTS

1. Participate in the annual CEDS process by identifying priority economic development projects
2. Do not participate in the annual CEDS survey process

RECOMMENDATIONS

Identify and prioritize approximately five economic development projects to be included in the 2023 Survey for Comprehensive Economic Development Strategy. The board may select projects that have been used in previous surveys or include newly identified projects.

Attachments

Correspondence & CEDS Survey from ECRDC dated September 23, 2023
2022 CEDS Survey submitted by the City of Mora
EDA Priority Survey Results



EAST CENTRAL
Regional Development Commission

September 13, 2023

RE: Survey for Comprehensive Economic Development Strategy (CEDS)

Dear Local Unit of Government Official:

The East Central Regional Development Commission is currently updating the regional Comprehensive Economic Development Strategy (CEDS). The Economic Development Administration (EDA) requires this update each year to continue our status as an approved Economic Development District (EDD).

The purpose is to identify economic development projects in the region that may be eligible for federal funding from the EDA. Projects demonstrating a broader regional impact tend to compete better for federal EDA funds. Your participation in the enclosed survey is extremely important to your community's future and the future of this region.

This CEDS survey is part of a planning process designed to benefit all in our region. The information that you provide will be compiled with information from other communities and submitted to the EDA where it will be used to evaluate the "need" of our region, as well as provide a listing of projects that could potentially be eligible for EDA funding.

Please complete the survey and return it in the provided envelope by Friday, October 20, 2023. Thank for your cooperation. Please do not hesitate to call either Jordan Zeller or myself at (320) 679-4065 if you have any questions.

Yours very truly,

Robert L. Voss
Executive Director

Enclosures

East Central Regional Development Commission
100 Park Street South
Mora, MN 55051

2022 Comprehensive Economic Development Strategy (CEDS) Survey

Name of agency or unit of government: **City of Mora**

Address: **101 Lake St. S, Mora, MN 55051**

Telephone: **320-679-1511**

Fax:

Contact person: **Kirsten Faurie, Community Development Director**

Email: **k.faurie@cityofmora.com**

Website: **ci.mora.mn.us**

Person completing survey: **Kirsten Faurie**

I. Project Description:

Please provide a description of each of your projects prioritized below, with Project 1 being the highest priority project, and Project 5 being lowest. Please be as specific as you can with your description, including how projects will benefit your community, the region, labor force, etc. Please also include who the major beneficiaries of the project are, the estimated cost, where you are at in the planning process, and any other information you would deem beneficial when advocating for the project.

Project 1: ***DEVELOPMENT AND SYNCHRONIZATION OF MARKETING, TOURISM, AND SOCIAL MEDIA EFFORTS***

This project involves continued and increased marketing and social media efforts combined with actively increasing tourism to spur economic growth.

Project 2: ***DEVELOPMENT OF RECREATIONAL ATTRACTION OPPORTUNITIES FOR THE COMMUNITY AND REGION***

The City of Mora has constructed and maintains approximately 6.3 miles of paved multi-use trail and has identified three additional sections which will ultimately create a looped system. In conjunction with Kanabec County, the City will develop a regional trail system with Mora serving as the trail head. This regional trail system will position Mora as a tourist destination and will bring economic opportunities to new and existing businesses.

Project 3: *PLANNING AND CONSTRUCTION OF COMMUNITY FACILITIES AND ADAPTIVE RE-USE OF EXISTING BUILDINGS*

City wide review of existing community facilities to determine scope of work required to protect and preserve the community's assets. Some of the community's major facilities are over 40 years old and planning for rehabilitation or replacement is currently underway. Community facilities of particular need include childcare facilities.

Project 4: *DEVELOPMENT AND IMPLEMENTATION OF COMMERCIAL AND RESIDENTIAL REVITALIZATION PLANS*

The EDA will seek professional input on revitalization strategies for the downtown area. A master plan will be developed with support of the downtown merchants, and funding sought to implement common goals. Also, the EDA will review the Mora HRA's 2014 Comprehensive Housing Needs Analysis for opportunities to improve the housing stock in the community, as well as build on the success of the Small Cities Development Program commercial and residential rehabilitation project.

Project 5: *INSTALLATION OF FIBER OPTIC CABLE AND OTHER UTILITIES/INFRASTRUCTURE IN MORA INDUSTRIAL PARK*

In conjunction with current County-wide broadband efforts and to meet the needs of today's businesses, the Mora EDA wishes to install fiber optic cable to the Mora Industrial Park tenants and improve business services. This project would make the industrial park more attractive to high tech businesses which would result in an increase in higher paying jobs for the community. A number of lots in the Industrial Park are not fully served by utilities such as sewer, water, electric and roads. Completing the infrastructure would make the Industrial Park lots more available and attractive to buyers.

II. Based on the projects you listed, please answer the following project benefits:
(place a check for primary project benefits)

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
Job Creation	_____	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>
Job Retention	_____	_____	<u> X </u>	_____	_____
Livable Wages	_____	_____	<u> X </u>	_____	_____
Public Facilities	_____	<u> X </u>	_____	_____	_____
Housing	_____	_____	_____	<u> X </u>	_____
Social / Recreational	<u> X </u>	<u> X </u>	_____	_____	_____
Downtown Revitalization / Renovation	_____	_____	<u> X </u>	<u> X </u>	_____
Other	<u> X </u>	_____	_____	_____	<u> X </u>

If other, please explain: _____

1. Support and increased clientele for all businesses; increased awareness of community

2. Technology & Utilities

III. Population to Benefit:

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
City	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>
County	<u> X </u>	<u> X </u>	<u> </u>	<u> </u>	<u> X </u>
Region	<u> X </u>	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

IV. Characteristics of Population to Benefit:

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
Unemployment	_____	_____	_____	_____	_____
Low/Moderate Income	_____	_____	_____	_____	_____
Elderly	_____	_____	_____	_____	_____
Youth	_____	_____	<u> X </u>	_____	_____
Entire Community	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>
Other	_____	_____	_____	_____	_____

If other, please explain: _____

V. Job Retention:

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
1-5 jobs	_____	_____	_____	_____	_____
6-10 jobs	_____	_____	_____	_____	_____
11-20 jobs	_____	_____	_____	_____	_____
More than 20 jobs	_____	_____	_____	_____	_____

VI. Job Creation:

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
1-5 jobs	_____	<u> X </u>	_____	<u> X </u>	<u> X </u>
6-10 jobs	_____	_____	_____	_____	_____
11-20 jobs	_____	_____	_____	_____	_____

21-49 jobs	_____	_____	_____	_____	_____
More than 50 jobs	_____	_____	_____	_____	_____

VII. Project Readiness (planned start date):

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
Within 1 year	<u> X </u>	_____	_____	<u> X </u>	_____
Within 2 years	_____	<u> X </u>	<u> X </u>	_____	_____
Within 3 years	_____	_____	_____	_____	<u> X </u>

VIII. Anticipated Financing Sources (check all that apply)

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
Economic Development Administration (EDA)	<u> X </u>	_____	<u> X </u>	<u> X </u>	<u> X </u>
Essential Function Bonds	_____	_____	_____	_____	_____
General Obligation Infrastructure Bonds	_____	<u> X </u>	_____	_____	_____
Revenue Bonds	_____	_____	_____	_____	_____
MN Housing Finance Agency	_____	_____	<u> X </u>	<u> X </u>	_____
Housing	_____	_____	<u> X </u>	<u> X </u>	_____
Pollution Control Agency	_____	_____	_____	_____	_____
State Public Facilities Authority	_____	_____	_____	_____	_____
Tax Increment Financing	_____	_____	_____	_____	_____
USDA/Rural Development	_____	<u> X </u>	<u> X </u>	<u> X </u>	<u> X </u>

None Considered _____
Other _____ X _____ X

If other, please explain: _____

2. MnDOT

5. MnDOT, DEED

IX. Community Tools

Who are your community's go-to persons for economic development / business rapid response?

1) Name: Kirsten Faurie, Community Development Director

Phone: Day: 320-225-4807 Eve: NA Cell: 320-674-0047

Relationship to City: City employee

2) Name: Glenn Anderson, City Administrator / Public Utilities General Manger

Phone: Day: 320-225-4806 Eve: NA Cell: NA

Relationship to City: City / Utility employee

3) Name: Jim Hartshorn, Economic Development Director

Phone: Day: 320-209-5031 Eve: NA Cell: NA

Relationship to City: Kanabec County employee

Industrial Parks

Name of industrial park and location:

Mora Industrial Park 2nd Addition

East of State Highway 65 and north of State Highway 23

Size of industrial park: *77.9 acres*

Acres available in industrial park: *17.81 acres (plus 22.38 acres pending, see explanation below)*

Asking price for industrial park land (per acre): *\$12,500*

Infrastructure in place at industrial park (please check all that apply):

Roads: *X* Water: *X* Sewer: *X*
Storm Sewer: *X* Telecom: *X* Other: *Natural Gas*

Are there any plans for expansion of the existing industrial park or create a new industrial park?

Yes: *X* No:

Please explain: *The city has a pending expansion project which would make five additional lots – totaling 22.38 acres – available for development. The lots were platted as part of Mora Industrial Park 2nd Addition and the expansion project will include extension of street and utility infrastructure. Funding for this project is not currently available; however, the city is actively seeking grant opportunities.*

Total daily water capacity: *700,000 gal.* Available daily water capacity: *330,000 gal.*
Total daily sewer capacity: *800,000 gal.* Available daily sewer capacity: *450,000 gal.*

Loan Funds

Does your city have a revolving loan fund? Yes, two revolving loan funds – RED Loan Fund and MIC Loan Fund

RED Loan Fund:

If so, what is its asset base? *\$100,861.30* Source of capitalization? *MN Investment Fund*
(balance due on outstanding loan + funds available to lend)

Funds available to lend? *\$100,995.10* Average loan size? *\$20,000*

MIC Loan Fund:

If so, what is its asset base? *\$4,744.27* Source of capitalization? *MN Investment Fund – unrestricted through DEED's One Time Exception (2018)*

Funds available to lend? *\$80,449.93* Average loan size? *NA*

X. Other Information Requested:

What do you believe is the greatest obstacle to the Economic Development of the community or area served by your organization?

Rank from 1 to 5 with 1 being the greatest obstacle.

Adequate housing	<u> 1 </u>
Inadequate Infrastructure	<u> 3 </u>
Inadequately trained labor force	<u> 5 </u>
Inadequacy of broadband internet	<u> 4 </u>
Lack of agency staff	<u> </u>
Lack of capital	<u> </u>
Lack of equity funding resources	<u> </u>
Lack of development plan	<u> </u>
Lack of labor force	<u> 2 </u>
Lack of sites for development	<u> </u>
Lack of transportation	<u> </u>
Other	<u> </u>

If other, please explain: _____

XI. Do you currently undertake Business Retention and Expansion (BR&E) visits to local businesses?

 X Yes

 No

If not, would you be interested in assistance from the East Central Regional Development Commission in starting a BR&E program in your community?

 Yes

 X No

XII. Overall, what has been the general impact COVID / Labor Shortage on your business community?

No Impact

Some Impact

Severe Impact

1

2

 3

4

5

XIII. How has the tight labor market impacted your business community?

No Impact

Some Impact

Severe Impact

1

2

3

4

5

XIV. What permanent changes are you seeing in your business community because of COVID / labor shortage, etc.? (Please detail)

Some businesses are required to implement a change of hours and/or a change in product offerings due to the lack of available labor. There has been an increase in staff burnout due to the labor shortage which results in more resignations, feeding the burnout and adding to the area mental health crisis.

Thank you for taking the time to complete this survey.

Informal Survey of EDA Board Member Priorities - Results

BROAD GOALS/AREAS OF WORK			
Building Business Community:		Qty	Score
Help facilitate business retention, expansion, and attraction.	High Priority (3 pts)	5	19
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	0	
	Not At All A Priority (0 pts)	0	
Enhancing City & Regional Tourism:		Qty	Score
Capitalize on city and regional amenities to attract tourists and benefit Mora's residents and businesses.	High Priority (3 pts)	4	18
	Medium Priority (2 pts)	3	
	Low Priority (1 pt)	0	
	Not At All A Priority (0 pts)	0	
Coordinating and Advocating for Housing:		Qty	Score
Encourage the development and maintenance of a broad variety of housing types to provide the full range of housing opportunities at different sizes, densities and price ranges	High Priority (3 pts)	4	18
	Medium Priority (2 pts)	3	
	Low Priority (1 pt)	0	
	Not At All A Priority (0 pts)	0	
Support Childcare Growth:		Qty	Score
Provide adequate day care options in the community by increasing local capacity and/or supporting existing providers	High Priority (3 pts)	4	15
	Medium Priority (2 pts)	1	
	Low Priority (1 pt)	1	
	Not At All A Priority (0 pts)	0	
Workforce Development:		Qty	Score
Help businesses find the qualified workers they need through recruitment, incentives, and education/training programs.	High Priority (3 pts)	3	15
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	2	
	Not At All A Priority (0 pts)	0	
Enhance Recreational Opportunities:		Qty	Score
Improve recreational opportunities including making sure city-owned parks are well-maintained, improvement of walking/biking trails, Mora Lake access and utilization, etc.	High Priority (3 pts)	2	12
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	2	
	Not At All A Priority (0 pts)	0	
City & Neighborhood Beautification:		Qty	Score
Beautification projects create areas that are free of trash, improve the conditions of blighted properties, enhance greenery and plantings, include installation & maintenance of public art projects, etc	High Priority (3 pts)	1	12
	Medium Priority (2 pts)	3	
	Low Priority (1 pt)	3	
	Not At All A Priority (0 pts)	0	
Transportation:		Qty	Score
Maintain and expand, as appropriate, the network of roads, sidewalks and trails in and around the city of Mora to ensure the safe and effective movement of people and goods.	High Priority (3 pts)	2	12
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	2	
	Not At All A Priority (0 pts)	0	

Informal Survey of EDA Board Member Priorities - Results

POTENTIAL PROJECTS

Business Retention and Expansion		Qty	Score
Communicate with individual business owners to understand their needs and provide assistance with issues that could force a company to fail or close, prevent companies from relocating to a different community, and overall supporting business growth and success.	High Priority (3 pts)	3	17
	Medium Priority (2 pts)	4	
	Low Priority (1 pt)	0	
	Not At All A Priority (0 pts)	0	
Industrial Park Road/Utility Expansion		Qty	Score
Extend the Industrial Park road and utilities into the under-developed section of the Industrial Park, thus making an additional four lots available and ready for development.	High Priority (3 pts)	4	17
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	1	
	Not At All A Priority (0 pts)	0	
Workforce Development: Training and Education		Qty	Score
Foster connections between businesses, educators and other workforce partners to create robust programs that prepare the workforce for in-demand jobs	High Priority (3 pts)	3	16
	Medium Priority (2 pts)	3	
	Low Priority (1 pt)	1	
	Not At All A Priority (0 pts)	0	
Tourism: Signage and Marketing Campaign		Qty	Score
Enhance area signage and marketing that can direct tourists traveling along the highways into the downtown area. Fund a marketing campaign that highlights Mora's amenities, attractions and businesses as a place to stop and spent time exploring rather than iust passing through	High Priority (3 pts)	3	16
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	3	
	Not At All A Priority (0 pts)	0	
Commercial and Residential Rehabilitation		Qty	Score
Build on the success of the Small Cities Development Program's commercial and residential rehabilitation project, enhancing the quality and lifespan of area buildings.	High Priority (3 pts)	2	15
	Medium Priority (2 pts)	4	
	Low Priority (1 pt)	1	
	Not At All A Priority (0 pts)	0	
Housing Study		Qty	Score
Conduct a Housing Needs Analysis every 5 years to stay informed of housing needs, guide future housing development, and serve as a marketing tool to potential developers	High Priority (3 pts)	2	15
	Medium Priority (2 pts)	4	
	Low Priority (1 pt)	1	
	Not At All A Priority (0 pts)	0	
Improve the city of Mora's online presence		Qty	Score
Enhance the city website, become more active on social media platforms (including YouTube, Instagram, Pinterest, Facebook, X/Twitter, etc.), and enhance the city's representation on other online sites such as Explore Minnesota. Trip Advisor. and Wikipedia.	High Priority (3 pts)	2	15
	Medium Priority (2 pts)	4	
	Low Priority (1 pt)	1	
	Not At All A Priority (0 pts)	0	
Senior Housing		Qty	Score
Coordinate and advocate for senior housing	High Priority (3 pts)	3	14
	Medium Priority (2 pts)	1	
	Low Priority (1 pt)	3	
	Not At All A Priority (0 pts)	0	
Childcare: Establish local grant fund		Qty	Score
Identify funding or funding partners to establish a forgivable loan or grant program that will support existing and new childcare providers to cover the cost of supplies, equipment, technology, training, and facility improvements.	High Priority (3 pts)	3	14
	Medium Priority (2 pts)	1	
	Low Priority (1 pt)	3	
	Not At All A Priority (0 pts)	0	

Informal Survey of EDA Board Member Priorities - Results

Market-Rate Housing		Qty	Score
Coordinate and advocate for market-rate housing	High Priority (3 pts)	2	13
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	3	
	Not At All A Priority (0 pts)	0	
Childcare: New Facility		Qty	Score
Coordinate with local partners to increase childcare capacity by creating new childcare facilities.	High Priority (3 pts)	2	13
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	3	
	Not At All A Priority (0 pts)	0	
Mora Lake Access		Qty	Score
Improve the Mora Public Library through renovation or reconstruction of the facility, parking area and surrounding property.	High Priority (3 pts)	2	13
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	3	
	Not At All A Priority (0 pts)	0	
Resident Recruitment Marketing Campaign		Qty	Score
Create a marketing campaign designed to recruit talented, well-educated people to live in the Mora area. (examples: Rural by Choice campaign by Otter Tail County; Live Wide Open campaign by West Central Minnesota region. (examples: Rural by Choice campaign by Otter Tail County; Live Wide Open campaign by West Central Minnesota region)	High Priority (3 pts)	1	12
	Medium Priority (2 pts)	4	
	Low Priority (1 pt)	1	
	Not At All A Priority (0 pts)	1	
Public Library Improvements		Qty	Score
Improve the Mora Public Library through renovation or reconstruction of the facility, parking area and surrounding property.	High Priority (3 pts)	2	12
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	2	
	Not At All A Priority (0 pts)	1	
Munger Trail Connection		Qty	Score
Build a paved multi-use trail along the former rail bed that connects Mora to the Willard Munger Trail head in Hinckley.	High Priority (3 pts)	1	11
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	4	
	Not At All A Priority (0 pts)	0	
Low-income Housing		Qty	Score
Coordinate and advocate for low-income housing	High Priority (3 pts)	2	11
	Medium Priority (2 pts)	0	
	Low Priority (1 pt)	5	
	Not At All A Priority (0 pts)	0	
Tourism: New Events		Qty	Score
Create and market new city-sponsored events to attract visitors to the downtown area.	High Priority (3 pts)	1	11
	Medium Priority (2 pts)	3	
	Low Priority (1 pt)	2	
	Not At All A Priority (0 pts)	1	
Business Incubator/Spec Building		Qty	Score
Construct a spec building in the Mora Industrial Park in order to offer an immediate location for new or existing businesses in the area.	High Priority (3 pts)	2	10
	Medium Priority (2 pts)	1	
	Low Priority (1 pt)	2	
	Not At All A Priority (0 pts)	2	

Informal Survey of EDA Board Member Priorities - Results

Tiny Homes		Qty	Score
Coordinate and advocate for a tiny home community	High Priority (3 pts)	1	7
	Medium Priority (2 pts)	2	
	Low Priority (1 pt)	0	
	Not At All A Priority (0 pts)	4	



City of Mora Economic Development Authority

DRAFT

2024 Meeting Schedule

Meetings will be held at 2:00 p.m. on the first Tuesday of the second month of the quarter unless otherwise specified. Dates shown stricken are suggested dates for special meetings, if needed.

2024

~~January 2~~

February 6

~~March 5~~

~~April 2~~

May 7

~~June 4~~

~~July 2~~

August 6

~~September 3~~

~~October 1~~

October 29* (Moved due to Nov. 5 being General Election Day)

~~December 3~~

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Adopted: _____



MEMORANDUM

Date: November 8, 2023
To: Economic Development Authority
From: Kirsten Faurie , Community Development Director
RE: 2024 Final EDA Budget & Fee Schedule

SUMMARY

The EDA will review the 2024 final budget in preparation for adoption.

BACKGROUND INFORMATION

Staff has prepared a final budget for the EDA's consideration, attached. The 2024 budget reflects a slight increase compared to the 2023 budget. Major factors for this change include:

Expenditures:

- Increase in EDA professional services to include grant writing, grant applications and possible grant matching.
- Increase in Attorney fees
- Property Taxes for industrial park (significant increase since 2022-present)

Revenues:

- [no changes proposed]

If the EDA does not adopt the 2024 budget at the November 8th meeting, the board will need to schedule a special meeting this year to adopt the budget. Staff recommends no later than November 28th if a special meeting is necessary.

Considerations for the upcoming budget for professional services include tourism efforts, housing study and childcare.

RECOMMENDATIONS

Motion to adopt the 2024 budget and Fee Schedule

Attachments

2024 EDA Budget

2024 Fee Schedule



CITY OF MORA

Budget Prelim - Expenditures - EDA

Current Period: September 2023

Budget-2023

Preliminary

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Last Dimension	2021 Amt	2022 Budget	2022 Amt	2023 YTD Budget	2023 YTD Amt	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
227 ECONOMIC DEVELOPMENT FUND								
47610 ECONOMIC DEVELOPMENT								
101 Wages & Salaries	\$15,360.17	\$18,509.00	\$13,281.05	\$16,454.00	\$10,500.37	\$17,321.00	\$867.00	5.27%
121 PERA	\$1,021.01	\$1,323.00	\$960.48	\$1,168.00	\$787.65	\$1,233.00	\$65.00	5.57%
122 FICA	\$932.67	\$1,148.00	\$813.60	\$1,020.00	\$634.79	\$1,074.00	\$54.00	5.29%
123 Medicare	\$218.08	\$268.00	\$190.24	\$239.00	\$148.48	\$251.00	\$12.00	5.02%
130 VEBA or H.S.A.	\$80.00	\$240.00	\$110.00	\$240.00	\$180.00	\$240.00	\$0.00	0.00%
131 Health Insurance	\$1,624.56	\$3,120.00	\$2,100.56	\$3,360.00	\$2,473.56	\$3,360.00	\$0.00	0.00%
132 Life Insurance	\$25.01	\$28.00	\$27.90	\$28.00	\$24.93	\$28.00	\$0.00	0.00%
133 Dental Insurance	\$0.00	\$0.00	\$17.40	\$21.00	\$19.18	\$28.00	\$7.00	33.33%
200 Office Supplies	\$23.69	\$50.00	\$40.36	\$50.00	\$35.40	\$50.00	\$0.00	0.00%
218 Other Operating Supplies	\$14.91	\$25.00	\$7.46	\$25.00	\$0.00	\$25.00	\$0.00	0.00%
230 Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
240 Small Tools & Equipment	\$7.23	\$0.00	\$115.30	\$0.00	\$10.16	\$0.00	\$0.00	0.00%
303 Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304 Legal Services	\$243.90	\$2,000.00	\$1,095.20	\$2,000.00	\$1,699.90	\$3,000.00	\$1,000.00	50.00%
312 Professional Services - Misc	\$7,000.00	\$150.00	\$3,000.00	\$25,000.00	\$0.00	\$35,000.00	\$10,000.00	40.00%
321 Telephone	\$76.41	\$125.00	\$71.58	\$100.00	\$74.03	\$100.00	\$0.00	0.00%
322 Postage	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	0.00%
331 Meetings, Training, & Travel	\$0.00	\$300.00	\$474.94	\$1,500.00	\$159.38	\$1,500.00	\$0.00	0.00%
343 Advertising	\$1,314.58	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
344 Contributions	\$5,076.25	\$2,250.00	\$2,250.00	\$3,000.00	\$2,250.00	\$3,000.00	\$0.00	0.00%
360 Insurance	\$103.01	\$110.00	\$111.01	\$130.00	\$83.97	\$123.00	-\$7.00	-5.38%
361 Workers Comp Insurance	\$107.88	\$147.00	\$71.52	\$167.00	\$67.84	\$122.00	-\$45.00	-26.95%
433 Dues & Subscriptions	\$850.00	\$850.00	\$850.00	\$1,000.00	\$850.00	\$1,200.00	\$200.00	20.00%
437 Miscellaneous	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
445 Property Tax Expense	\$968.00	\$12,500.00	\$968.00	\$12,500.00	\$11,238.00	\$12,500.00	\$0.00	0.00%
500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
711 Trf to General Fund	\$579.00	\$668.00	\$668.00	\$1,207.00	\$0.00	\$800.00	-\$407.00	-33.72%
712 Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
47610 ECONOMIC DEVELOPM	\$35,626.36	\$44,356.00	\$27,224.60	\$69,729.00	\$31,237.64	\$81,475.00	\$11,746.00	
227 ECONOMIC DEVELOPMENT F	\$35,626.36	\$44,356.00	\$27,224.60	\$69,729.00	\$31,237.64	\$81,475.00	\$11,746.00	

[illegible]

[illegible]



CITY OF MORA

Budget Prelim - Expenditures - EDA

Current Period: September 2023

Budget-2023

Preliminary

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Last Dimension	2021 Amt	2022 Budget	2022 Amt	2023 YTD Budget	2023 YTD Amt	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
270 SMALL CITIES DEVELOP 2015-2017								
46323 SCDP REHABILITATION PROJECTS								
200 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
312 Professional Services - Misc	\$92.00	\$184.00	\$322.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
313 Contract Services	\$2,950.00	\$0.00	\$11,800.00	\$0.00	\$2,950.00	\$0.00	\$0.00	0.00%
322 Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
343 Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
46323 SCDP REHABILITATIO	\$3,042.00	\$184.00	\$12,122.00	\$0.00	\$2,950.00	\$0.00	\$0.00	
270 SMALL CITIES DEVELOP 201	\$3,042.00	\$184.00	\$12,122.00	\$0.00	\$2,950.00	\$0.00	\$0.00	



CITY OF MORA

Budget Prelim - Expenditures - EDA

Current Period: September 2023

Budget-2023

Preliminary

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Last Dimension	2021 Amt	2022 Budget	2022 Amt	2023 YTD Budget	2023 YTD Amt	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
271 SMALL CITIES DEVELOP 2020-2022								
46323 SCDP REHABILITATION PROJECTS								
200 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
312 Professional Services - Misc	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
313 Contract Services	\$32,406.13	\$0.00	\$107,628.90	\$0.00	\$71,327.18	\$0.00	\$0.00	0.00%
322 Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
343 Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
46323 SCDP REHABILITATIO	\$32,406.13	\$3,000.00	\$107,628.90	\$0.00	\$71,327.18	\$0.00	\$0.00	
271 SMALL CITIES DEVELOP 202	\$32,406.13	\$3,000.00	\$107,628.90	\$0.00	\$71,327.18	\$0.00	\$0.00	



CITY OF MORA

Budget Prelim - Expenditures - EDA

Current Period: September 2023

Budget-2023

Preliminary

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Last Dimension	2021 Amt	2022 Budget	2022 Amt	2023 YTD Budget	2023 YTD Amt	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
	\$71,074.49	\$47,540.00	\$146,975.50	\$69,729.00	\$105,514.82	\$81,475.00	\$11,746.00	



CITY OF MORA

Budget Prelim - Revenue - EDA

Current Period: September 2023

Budget-2023

Preliminary

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Last Dimension	2021 Amt	2022 Budget	2022 Amt	2023 YTD Budget	2023 YTD Amt	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
227 ECONOMIC DEVELOPMENT FUND								
47610 ECONOMIC DEVELOPMENT								
33422 Other State Grants & Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210 Interest Earnings	\$25.53	\$20.00	\$23.47	\$30.00	\$17.80	\$30.00	\$0.00	0.00%
36213 Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36215 Dividends	\$27.00	\$0.00	\$21.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36220 Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230 Contributions & Donations	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$30,000.06	\$40,000.00	\$0.00	0.00%
37150 Misc Income	\$6,262.26	\$0.00	\$4.60	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39211 Trf from General Fund	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39216 Trf from Enterprise Fund	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
47610 ECONOMIC DEVELOPME	\$46,314.79	\$40,020.00	\$40,049.07	\$40,030.00	\$30,017.86	\$40,030.00	\$0.00	
227 ECONOMIC DEVELOPMENT FU	\$46,314.79	\$40,020.00	\$40,049.07	\$40,030.00	\$30,017.86	\$40,030.00	\$0.00	



CITY OF MORA

Budget Prelim - Revenue - EDA

Current Period: September 2023

Budget-2023

Preliminary

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Last Dimension	2021 Amt	2022 Budget	2022 Amt	2023 YTD Budget	2023 YTD Amt	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
230 RED LOAN FUND								
47820 RED LOAN PROGRAM								
33422 Other State Grants & Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200 MN Invest Fund Revenue	\$10,573.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210 Interest Earnings	\$37.22	\$20.00	\$34.23	\$50.00	\$25.96	\$50.00	\$0.00	0.00%
36213 Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37150 Misc Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
47820 RED LOAN PROGRAM	\$10,611.08	\$20.00	\$34.23	\$50.00	\$25.96	\$50.00	\$0.00	
230 RED LOAN FUND	\$10,611.08	\$20.00	\$34.23	\$50.00	\$25.96	\$50.00	\$0.00	



CITY OF MORA

Budget Prelim - Revenue - EDA

Current Period: September 2023

Budget-2023

Preliminary

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Last Dimension	2021 Amt	2022 Budget	2022 Amt	2023 YTD Budget	2023 YTD Amt	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
232 MIC LOAN FUND								
47825 MIC LOAN PROGRAM								
33422 Other State Grants & Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210 Interest Earnings	\$76.67	\$50.00	\$19.48	\$50.00	\$2.73	\$10.00	-\$40.00	-80.00%
36213 Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37150 Misc Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39212 Trf from Special Revenue Fund	\$0.00	\$0.00	\$76,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
47825 MIC LOAN PROGRAM	\$76.67	\$50.00	\$76,019.48	\$50.00	\$2.73	\$10.00	-\$40.00	
232 MIC LOAN FUND	\$76.67	\$50.00	\$76,019.48	\$50.00	\$2.73	\$10.00	-\$40.00	



CITY OF MORA

Budget Prelim - Revenue - EDA

Current Period: September 2023

Budget-2023

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Last Dimension	2021 Amt	2022 Budget	2022 Amt	2023 YTD Budget	2023 YTD Amt	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
270 SMALL CITIES DEVELOP 2015-2017								
46323 SCDP REHABILITATION PROJECTS								
33442 SCDP Grant Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36260 SCDP Program Income	\$31,274.15	\$0.00	\$2,906.46	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
46323 SCDP REHABILITATION	\$31,274.15	\$0.00	\$2,906.46	\$0.00	\$0.00	\$0.00	\$0.00	
270 SMALL CITIES DEVELOP 2015	\$31,274.15	\$0.00	\$2,906.46	\$0.00	\$0.00	\$0.00	\$0.00	



CITY OF MORA

Budget Prelim - Revenue - EDA

Current Period: September 2023

Budget-2023

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Last Dimension	2021 Amt	2022 Budget	2022 Amt	2023 YTD Budget	2023 YTD Amt	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
271 SMALL CITIES DEVELOP 2020-2022								
46323 SCDP REHABILITATION PROJECTS								
33442 SCDP Grant Proceeds	\$32,148.25	\$0.00	\$107,628.90	\$0.00	\$71,585.06	\$0.00	\$0.00	0.00%
36260 SCDP Program Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
46323 SCDP REHABILITATION	\$32,148.25	\$0.00	\$107,628.90	\$0.00	\$71,585.06	\$0.00	\$0.00	
271 SMALL CITIES DEVELOP 2020	\$32,148.25	\$0.00	\$107,628.90	\$0.00	\$71,585.06	\$0.00	\$0.00	



CITY OF MORA

Budget Prelim - Revenue - EDA

Current Period: September 2023

Budget-2023

Preliminary

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Last Dimension	2021 Amt	2022 Budget	2022 Amt	2023 YTD Budget	2023 YTD Amt	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
	\$120,424.94	\$40,090.00	\$226,638.14	\$40,130.00	\$101,631.61	\$40,090.00	-\$40.00	

MORA ECONOMIC DEVELOPMENT AUTHORITY 2024 Fee Schedule

**Adopted
XXX-XX-2023**

**Effective
January 1, 2024**

Certified adopted by the authority on
XX/XX/2024.

By: _____

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GENERAL FEES

The following fees apply to all departments and operations:

NSF CHECK FEE \$30.00

PHOTOCOPIES \$0.25

LATE PAYMENT FEE..... 5.0%

ECONOMIC DEVELOPMENT

Tax Increment Financing

 Application Fee \$7,500

 TIF Plan Completion Fee \$7,500

 Certificate of Occupancy Rebate..... \$7,500

Tax Abatement Application \$250

Industrial Park Land Purchase Deposit \$1,000

All Other Financial Assistance Deposit..... \$1,000

STAFF

 Regular time (per hour) \$60

 Over-time (per hour) \$76

MORA ECONOMIC DEVELOPMENT AUTHORITY



Financial Reports

Economic Development Authority (EDA) Fund
Revolving Economic Development (RED) Loan Fund
COVID-19 Emergency Assistance Fund
Mora Industrial Commercial (MIC) Loan Fund
2015-2017 Small Cities Development Program (SCDP) Fund
2020-2022 Small Cities Development Program (SCDP) Fund

September 30, 2023
[unaudited]

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Balance Sheet – Revolving Economic Development (RED) Loan Fund	Pg. 3
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Balance Sheet – Mora Industrial Commercial (MIC) Loan Fund	Pg. 5
Balance Sheet – 2015-2017 Small Cities Development Program (SCDP) Fund.....	Pg. 6
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MORA ECONOMIC DEVELOPMENT AUTHORITY

Fund Budgetary Performance

For the Quarter Ended September 30, 2023

	2023 YTD Budget	2023 YTD Actual	2023 YTD Balance	2023 % YTD Budget
EDA FUND (227)				
Revenues	40,030.00	30,017.86	10,012.14	74.99%
Expenditures	69,729.00	31,237.64	38,491.36	44.80%
Surplus/(Deficit)		(1,219.78)		
RED LOAN FUND (230)				
Revenues	50.00	25.96	24.04	51.92%
Expenditures	-	-	-	-
Surplus/(Deficit)		25.96		
COVID-19 EMERGENCY ASSISTANCE FUND (231)				
Revenues	-	-	-	-
Expenditures	-	-	-	-
Surplus/(Deficit)		-		
MIC LOAN FUND (232)				
Revenues	50.00	2.73	47.27	5.46%
Expenditures	-	-	-	-
Surplus/(Deficit)		2.73		
SCDP 2015-2017 FUND (270)				
Revenues	-	-	-	-
Expenditures	-	2,950.00	(2,950.00)	-
Surplus/(Deficit)		(2,950.00)		
SCDP 2020-2022 FUND (271)				
Revenues	-	71,585.06	(71,585.06)	-
Expenditures	-	71,327.18	(71,327.18)	-
Surplus/(Deficit)		257.88		
TOTAL ALL FUNDS				
Revenues	40,130.00	101,631.61	(61,501.61)	253.26%
Expenditures	69,729.00	105,514.82	(35,785.82)	151.32%
Surplus/(Deficit)		(3,883.21)		



CITY OF MORA
BALANCE SHEET
Current Period: September 2023

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Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
227 ECONOMIC DEVELOPMENT FUND				
A				
G 227-11011 Cash NNB Checking	\$52,036.05	\$30,176.06	\$31,462.00	\$50,750.11
G 227-11018 Cash FCB HI-FI	\$31,555.15	\$17.80	\$0.00	\$31,572.95
G 227-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
G 227-11551 Prepaid Ins	\$0.00	\$193.35	\$144.99	\$48.36
A	\$83,591.20	\$30,387.21	\$31,606.99	\$82,371.42
E				
G 227-24204 Fund Bal-Undes/Net Asset (en	-\$83,301.92	\$31,413.64	\$30,193.86	-\$82,082.14
E	-\$83,301.92	\$31,413.64	\$30,193.86	-\$82,082.14
L				
G 227-21600 Accrued Wages/Salaries Paya	-\$289.28	\$0.00	\$0.00	-\$289.28
G 227-22021 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
G 227-22161 Accrued Vac-Sick Wages	\$0.00	\$0.00	\$0.00	\$0.00
L	-\$289.28	\$0.00	\$0.00	-\$289.28
227 ECONOMIC DEVELOPMENT FUND	\$0.00	\$61,800.85	\$61,800.85	\$0.00



CITY OF MORA
BALANCE SHEET

Current Period: September 2023

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Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
230 RED LOAN FUND				
A				
G 230-11011 Cash NNB Checking	\$54,887.18	\$34,691.22	\$34,691.22	\$54,887.18
G 230-11018 Cash FCB HI-FI	\$46,016.66	\$25.96	\$0.00	\$46,042.62
G 230-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
A	\$100,903.84	\$34,717.18	\$34,691.22	\$100,929.80
E				
G 230-24204 Fund Bal-Undes/Net Asset (en	-\$100,903.84	\$0.00	\$25.96	-\$100,929.80
E	-\$100,903.84	\$0.00	\$25.96	-\$100,929.80
L				
G 230-20815 Due to Minnesota Dept of DE	\$0.00	\$34,691.22	\$34,691.22	\$0.00
G 230-22021 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
L	\$0.00	\$34,691.22	\$34,691.22	\$0.00
230 RED LOAN FUND	\$0.00	\$69,408.40	\$69,408.40	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: September 2023

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Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
231 COVID-19 EMERGENCY ASSISTANCE				
A				
G 231-11011 Cash NNB Checking	\$9,528.12	\$0.00	\$0.00	\$9,528.12
A	\$9,528.12	\$0.00	\$0.00	\$9,528.12
E				
G 231-24204 Fund Bal-Undes/Net Asset (en	-\$9,528.12	\$0.00	\$0.00	-\$9,528.12
E	-\$9,528.12	\$0.00	\$0.00	-\$9,528.12
231 COVID-19 EMERGENCY ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: September 2023

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Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
232 MIC LOAN FUND				
A				
G 232-11011 Cash NNB Checking	\$76,000.00	\$0.00	\$0.00	\$76,000.00
G 232-11018 Cash FCB HI-FI	\$4,780.85	\$2.73	\$0.00	\$4,783.58
A	\$80,780.85	\$2.73	\$0.00	\$80,783.58
E				
G 232-24204 Fund Bal-Undes/Net Asset (en	-\$80,780.85	\$0.00	\$2.73	-\$80,783.58
E	-\$80,780.85	\$0.00	\$2.73	-\$80,783.58
232 MIC LOAN FUND	\$0.00	\$2.73	\$2.73	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: September 2023

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Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
270 SMALL CITIES DEVELOP 2015-2017				
G 270-22021 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
A				
G 270-11011 Cash NNB Checking	\$54,788.09	\$0.00	\$2,950.00	\$51,838.09
G 270-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
G 270-11320 Due From MN DEED (SCDP)	\$0.00	\$0.00	\$0.00	\$0.00
A	\$54,788.09	\$0.00	\$2,950.00	\$51,838.09
E				
G 270-24204 Fund Bal-Undes/Net Asset (en	-\$54,788.09	\$2,950.00	\$0.00	-\$51,838.09
E	-\$54,788.09	\$2,950.00	\$0.00	-\$51,838.09
L				
G 270-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
L	\$0.00	\$0.00	\$0.00	\$0.00
270 SMALL CITIES DEVELOP 2015-2017	\$0.00	\$2,950.00	\$2,950.00	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: September 2023

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Year End

Account Descr		Begin Yr	YTD Debit	YTD Credit	Current Balance
271 SMALL CITIES DEVELOP 2020-2022					
G 271-22021 Accounts Payable		\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00
A					
G 271-11011 Cash NNB Checking		-\$257.88	\$74,535.06	\$74,277.18	\$0.00
G 271-11151 Accounts Receivable		\$0.00	\$0.00	\$0.00	\$0.00
G 271-11320 Due From MN DEED (SCDP)		\$0.00	\$0.00	\$0.00	\$0.00
A		-\$257.88	\$74,535.06	\$74,277.18	\$0.00
E					
G 271-24204 Fund Bal-Undes/Net Asset (en		\$257.88	\$74,277.18	\$74,535.06	\$0.00
E		\$257.88	\$74,277.18	\$74,535.06	\$0.00
L					
G 271-20200 Accounts Payable		\$0.00	\$0.00	\$0.00	\$0.00
L		\$0.00	\$0.00	\$0.00	\$0.00
271 SMALL CITIES DEVELOP 2020-2022		\$0.00	\$148,812.24	\$148,812.24	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: September 2023

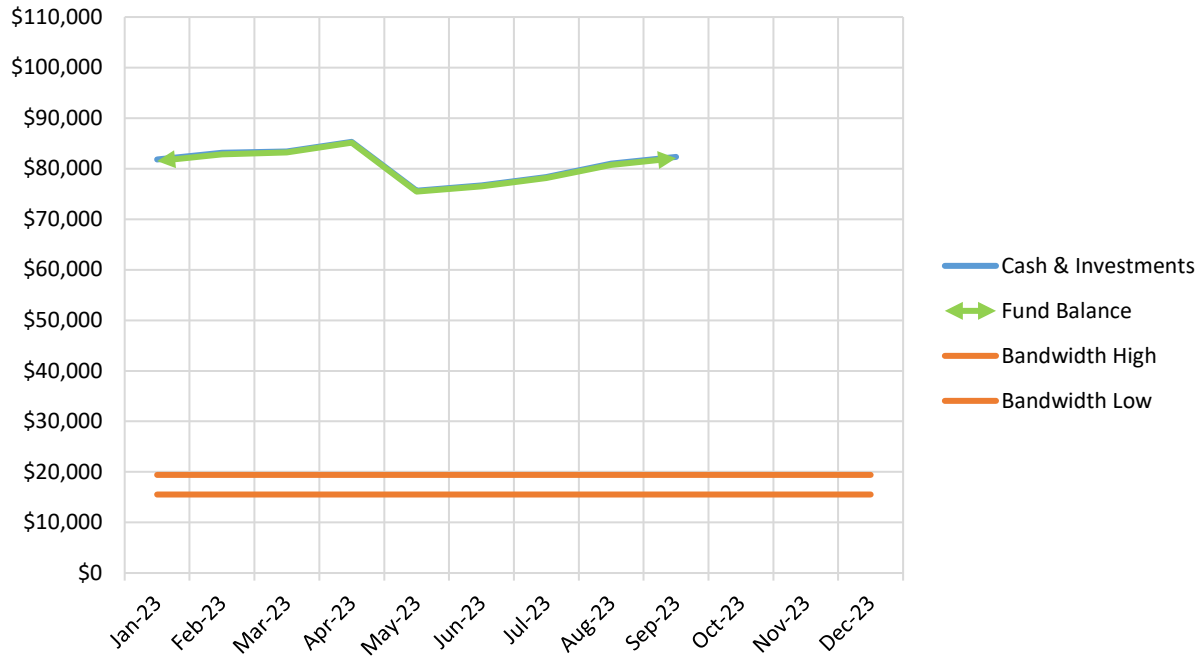
Page 8

Year End

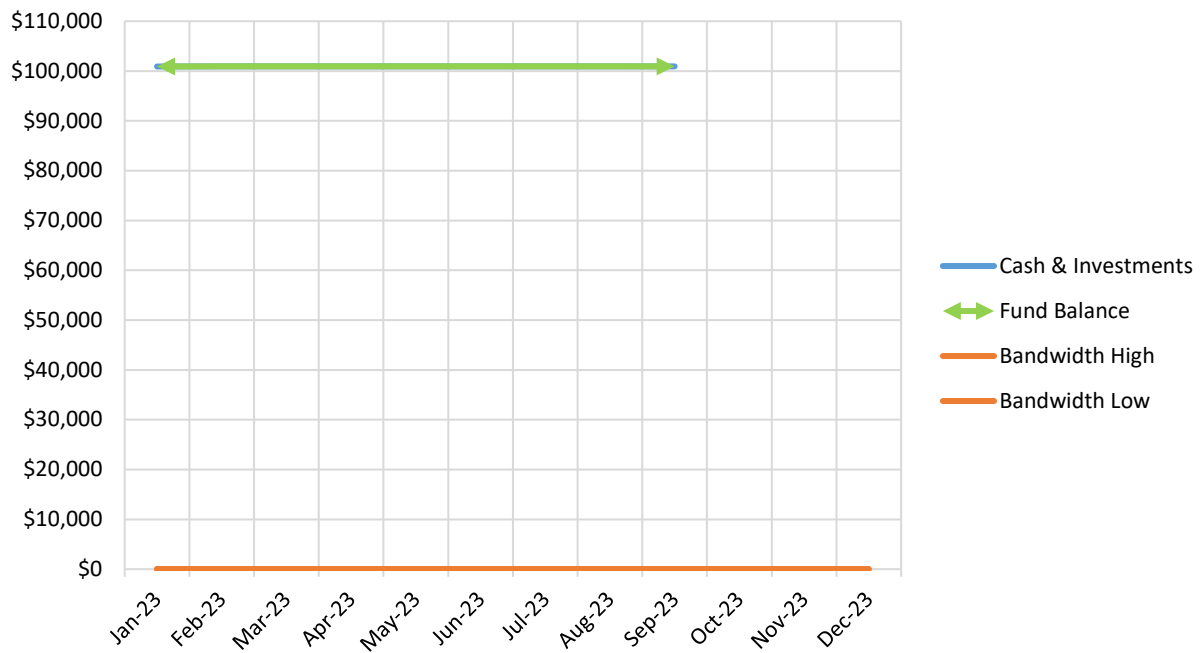
Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
	\$0.00	\$282,974.22	\$282,974.22	\$0.00



EDA FUND (227) - 2023 Cash & Investments/Fund Balance



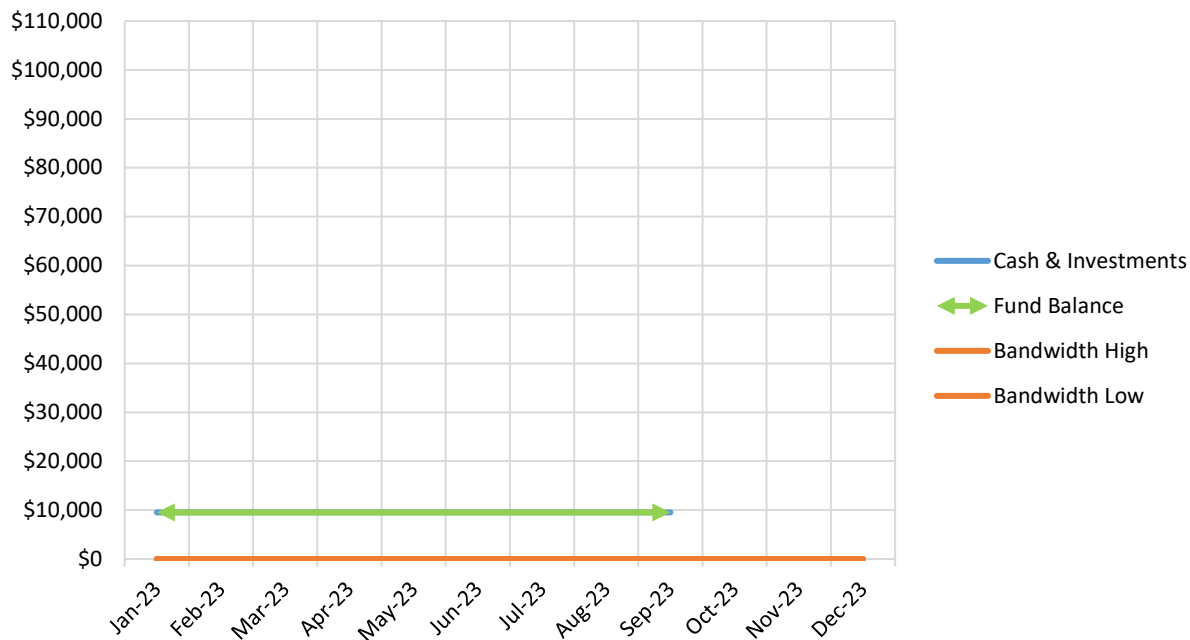
RED LOAN FUND (230) - 2023 Cash & Investments/Fund Balance





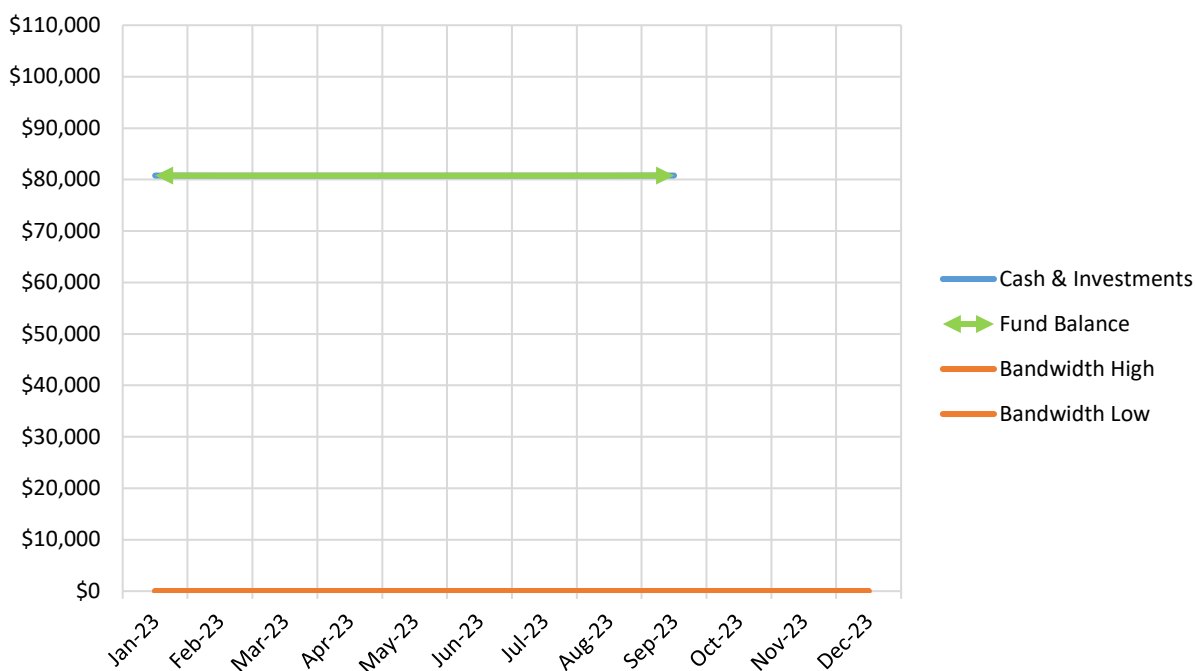
COVID-19 EMERGENCY ASSISTANCE FUND (231) - 2023

Cash & Investments/Fund Balance



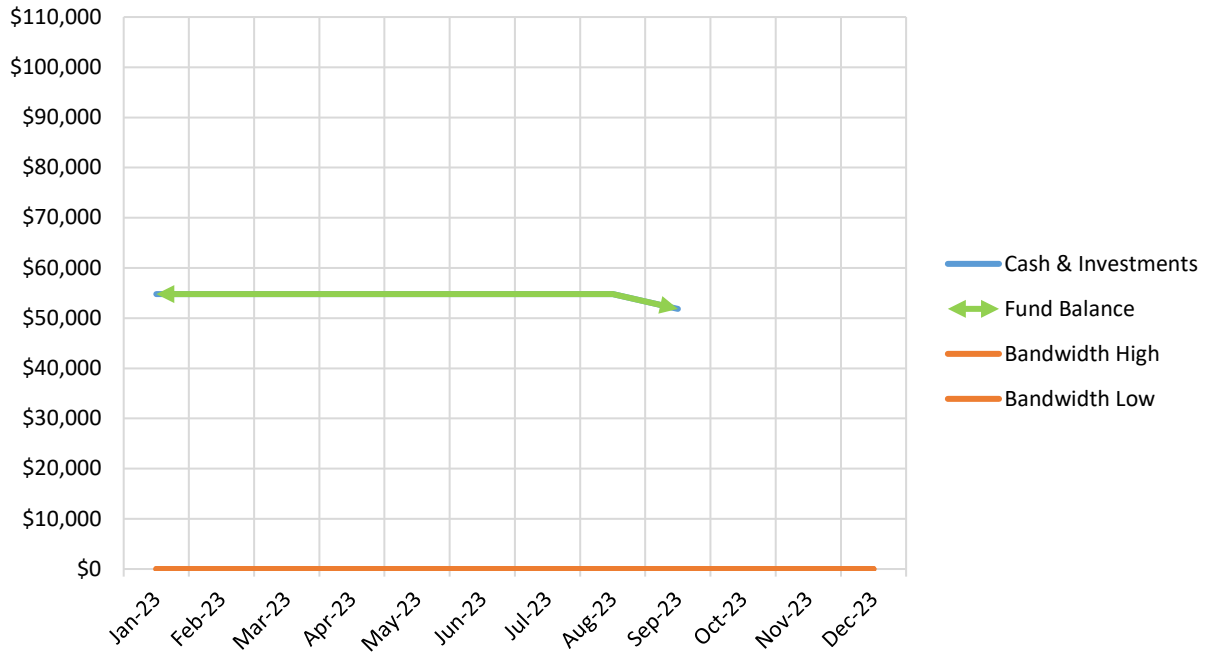
MIC LOAN FUND (232) - 2023

Cash & Investments/Fund Balance

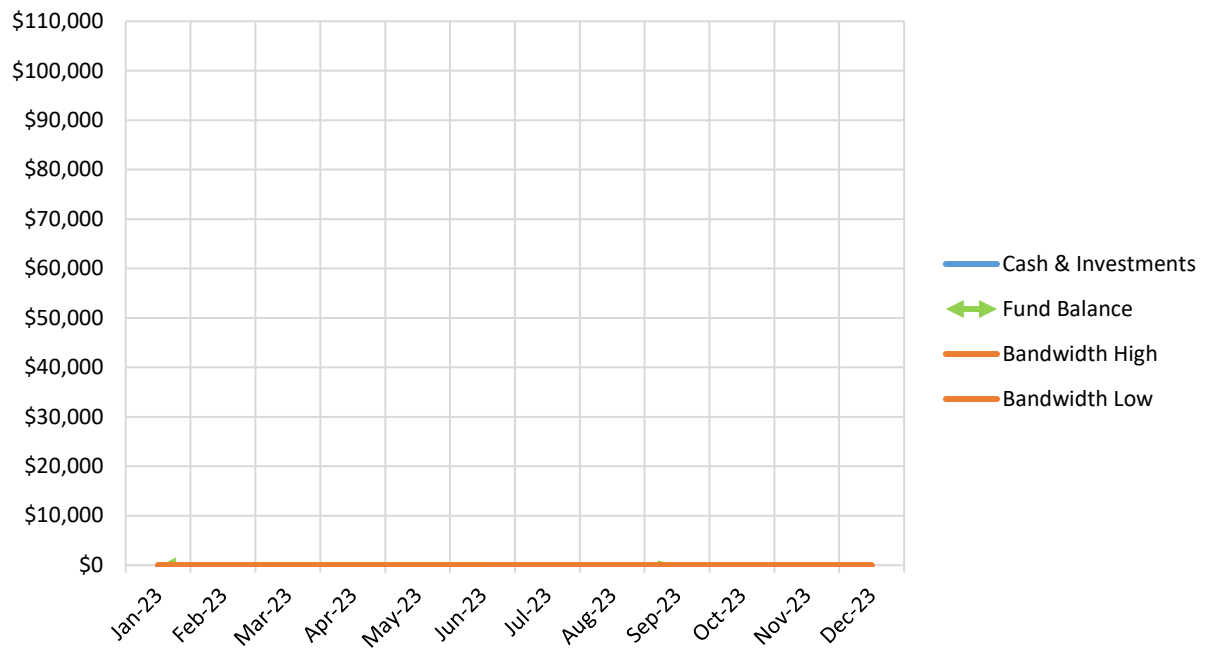




2015-2017 SCDP FUND (270) - 2023 Cash & Investments/Fund Balance



2020-2022 SCDP FUND (271) - 2023 Cash & Investments/Fund Balance





CITY OF MORA
Revenue Guideline For EDA
Current Period: September 2023

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Last Dim Descr	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
227 ECONOMIC DEVELOPMENT FUND					
47610 ECONOMIC DEVELOPMENT					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$30.00	\$17.80	\$12.20	40.67%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Dividends	\$0.00	\$0.00	\$0.00	0.00%	
Rent	\$0.00	\$0.00	\$0.00	0.00%	
Contributions & Donations	\$40,000.00	\$30,000.06	\$9,999.94	25.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
47610 ECONOMIC DEVELOPM	\$40,030.00	\$30,017.86	\$10,012.14		
227 ECONOMIC DEVELOPMENT F	\$40,030.00	\$30,017.86	\$10,012.14		
230 RED LOAN FUND					
47820 RED LOAN PROGRAM					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
MN Invest Fund Revenue	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$50.00	\$25.96	\$24.04	48.08%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
47820 RED LOAN PROGRAM	\$50.00	\$25.96	\$24.04		
230 RED LOAN FUND	\$50.00	\$25.96	\$24.04		
231 COVID-19 EMERGENCY ASSISTANCE					
47822 COVID-19 EMERGENCY ASSISTANCE					
COVID-19 Loan Repayments	\$0.00	\$0.00	\$0.00	0.00%	
COVID-19 Loan Admin Fee	\$0.00	\$0.00	\$0.00	0.00%	
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
47822 COVID-19 EMERGENCY	\$0.00	\$0.00	\$0.00		
231 COVID-19 EMERGENCY ASSI	\$0.00	\$0.00	\$0.00		
232 MIC LOAN FUND					
47825 MIC LOAN PROGRAM					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$50.00	\$2.73	\$47.27	94.54%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
47825 MIC LOAN PROGRAM	\$50.00	\$2.73	\$47.27		
232 MIC LOAN FUND	\$50.00	\$2.73	\$47.27		
270 SMALL CITIES DEVELOP 2015-2017					
46323 SCDP REHABILITATION PROJECTS					
SCDP Grant Proceeds	\$0.00	\$0.00	\$0.00	0.00%	
SCDP Program Income	\$0.00	\$0.00	\$0.00	0.00%	
46323 SCDP REHABILITATION	\$0.00	\$0.00	\$0.00		
270 SMALL CITIES DEVELOP 201	\$0.00	\$0.00	\$0.00		
271 SMALL CITIES DEVELOP 2020-2022					



CITY OF MORA
Revenue Guideline For EDA
Current Period: September 2023

Last Dim Descr	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
46323 SCDP REHABILITATION PROJECTS					
SCDP Grant Proceeds	\$0.00	\$71,585.06	-\$71,585.06	0.00%	
SCDP Program Income	\$0.00	\$0.00	\$0.00	0.00%	
46323 SCDP REHABILITATION	\$0.00	\$71,585.06	-\$71,585.06		
271 SMALL CITIES DEVELOP 202	\$0.00	\$71,585.06	-\$71,585.06		
	\$40,130.00	\$101,631.61	-\$61,501.61		



CITY OF MORA

Expenditure Guideline For EDA

Current Period: September 2023

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Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
227 ECONOMIC DEVELOPMENT FUND					
47610 ECONOMIC DEVELOPMENT					
Wages & Salaries	\$16,454.00	\$10,500.37	\$5,953.63	36.18%	
PERA	\$1,168.00	\$787.65	\$380.35	32.56%	
FICA	\$1,020.00	\$634.79	\$385.21	37.77%	
Medicare	\$239.00	\$148.48	\$90.52	37.87%	
VEBA or H.S.A.	\$240.00	\$180.00	\$60.00	25.00%	
Health Insurance	\$3,360.00	\$2,473.56	\$886.44	26.38%	
Life Insurance	\$28.00	\$24.93	\$3.07	10.96%	
Dental Insurance	\$21.00	\$19.18	\$1.82	8.67%	
Office Supplies	\$50.00	\$35.40	\$14.60	29.20%	
Other Operating Supplies	\$25.00	\$0.00	\$25.00	100.00%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$10.16	-\$10.16	0.00%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Legal Services	\$2,000.00	\$1,699.90	\$300.10	15.01%	
Professional Services - Misc	\$25,000.00	\$0.00	\$25,000.00	100.00%	
Telephone	\$100.00	\$74.03	\$25.97	25.97%	
Postage	\$20.00	\$0.00	\$20.00	100.00%	
Meetings, Training, & Travel	\$1,500.00	\$159.38	\$1,340.62	89.37%	
Advertising	\$500.00	\$0.00	\$500.00	100.00%	
Contributions	\$3,000.00	\$2,250.00	\$750.00	25.00%	
Insurance	\$130.00	\$83.97	\$46.03	35.41%	
Workers Comp Insurance	\$167.00	\$67.84	\$99.16	59.38%	
Dues & Subscriptions	\$1,000.00	\$850.00	\$150.00	15.00%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Property Tax Expense	\$12,500.00	\$11,238.00	\$1,262.00	10.10%	See Note A.
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Trf to General Fund	\$1,207.00	\$0.00	\$1,207.00	100.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
47610 ECONOMIC DEVELOPM	\$69,729.00	\$31,237.64	\$38,491.36	55.20%	
227 ECONOMIC DEVELOPMENT F	\$69,729.00	\$31,237.64	\$38,491.36	55.20%	
230 RED LOAN FUND					
47820 RED LOAN PROGRAM					
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	
Pay Out Pass-Thru Grant Procee	\$0.00	\$0.00	\$0.00	0.00%	
MIF RLF One-Time Exception Fee	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
47820 RED LOAN PROGRAM	\$0.00	\$0.00	\$0.00	0.00%	
230 RED LOAN FUND	\$0.00	\$0.00	\$0.00	0.00%	
231 COVID-19 EMERGENCY ASSISTANCE					
47822 COVID-19 EMERGENCY ASSISTANCE					
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
COVID-19 Emerg. Assist. Grant	\$0.00	\$0.00	\$0.00	0.00%	
COVID-19 Emerg. Assist. Loan	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
47822 COVID-19 EMERGENCY	\$0.00	\$0.00	\$0.00	0.00%	
231 COVID-19 EMERGENCY ASSI	\$0.00	\$0.00	\$0.00	0.00%	



CITY OF MORA

Expenditure Guideline For EDA

Current Period: September 2023

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Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
232 MIC LOAN FUND					
47825 MIC LOAN PROGRAM					
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	
Pay Out Pass-Thru Grant Procee	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
47825 MIC LOAN PROGRAM	\$0.00	\$0.00	\$0.00	0.00%	
232 MIC LOAN FUND	\$0.00	\$0.00	\$0.00	0.00%	
270 SMALL CITIES DEVELOP 2015-2017					
46323 SCDP REHABILITATION PROJECTS					
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Contract Services	\$0.00	\$2,950.00	-\$2,950.00	0.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
46323 SCDP REHABILITATION	\$0.00	\$2,950.00	-\$2,950.00	0.00%	
270 SMALL CITIES DEVELOP 201	\$0.00	\$2,950.00	-\$2,950.00	0.00%	
271 SMALL CITIES DEVELOP 2020-2022					
46323 SCDP REHABILITATION PROJECTS					
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Contract Services	\$0.00	\$71,327.18	-\$71,327.18	0.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
46323 SCDP REHABILITATION	\$0.00	\$71,327.18	-\$71,327.18	0.00%	
271 SMALL CITIES DEVELOP 202	\$0.00	\$71,327.18	-\$71,327.18	0.00%	
	\$69,729.00	\$105,514.82	-\$35,785.82	-51.32%	

**MORA ECONOMIC DEVELOPMENT AUTHORITY****Notes to the Financial Statements****For the Quarter Ended September 30, 2023**

Revenues - The following notes attempt to explain the reason for revenues outside what would be expected as shown on the following reports.

Nothing to report at this time.

Expenditures - The following notes attempt to explain the reason for expenditures outside what would be expected as shown on the following reports.

- A. 2023 property tax expenses for Industrial Park lots. Property tax obligations on the unsold Industrial Park lots met the statutory time limitation to qualify for property tax exemption this year. This was anticipated and budgeted for, however, has not been paid in prior years and an explanation was deemed in order.



MEMORANDUM

Date November 8, 2023
To Economic Development Authority
From Kirsten Faurie, Community Development Director
RE Activity Update

SUMMARY

HOUSING

Former Mora High School Site: Kirsten and Jim Hartshorn met with Mora Schools Superintendent Dan Voce and the Mora School Board to discuss potential housing/mixed-use development on the school's Maple Ave East properties. The High School is currently being demolished; Kirsten has recommended the school put out a Request For Proposals (RFP) for development of the site. The RFP would be sent to housing developers who might be interested. The school board is considering this option and will get back to staff when they make a decision.

Small Cities Development Program: Kept in contact with Dustin Switters of Central Minnesota Housing Partnership to administer the Small Cities Development Program. Housing rehabilitation projects are going strong, with more projects lined up, getting ready for construction in the spring. Kirsten completed required reporting and paperwork.

Edgewood Mobile Home Park: Kirsten met with Jeff Bonner, owner of Edgewood Mobile Home Park to discuss goals and troubleshoot some existing issues. These conversations and this work is ongoing.

Housing Development: Kirsten has been keeping in contact with a realtor who is the listing agent for some large parcels in Mora that could be used for housing developments. Unfortunately the data regarding Mora's projected population, income and housing needs are less than what his development contacts would like to see. The cost of construction and current interest rates have been an obstacle in building market-rate housing.

Senior Housing with the Mora HRA: This is a project lead by the Mora HRA and DW Jones with support from myself and the county EDA. The Initiative Foundation supplied funds to pay for a limited Housing Study specific to this project. The HRA and DW Jones explored construction of a 24-unit senior living facility similar to Maysa House and applied for funds to construct it from the Federal Home Loan Bank and MN Housing Finance. The project received an early rejection letter from MN Housing finance. Funding requests were very high this year and competition was intense. The goal is to next have a debrief with MN Housing Finance and learn about how the application can be improved for the future.

BUSINESS SUPPORT/EXPANSION

Senior Care Business: Provided a tour of Mora to a local business representative that is considering expanding their senior care business. Looked at potential sites and discussed the businesses' wants, needs and how we can navigate challenges.

Non-Traditional Lender's Forum: On Sept. 6 Kirsten attended the East Central Regional Development Commission's Non-Traditional Lenders Forum in Braham. The event included education about how businesses/organizations can access funds, coaching, technical assistance or other support to help them grow.

GPS 45:93 Annual Meeting: On Sept. 22 Kirsten and Bob Jensen attended the GPS 45:93 Annual Meeting at the Braham Event Center. The event included a presentation from guest speaker Deb Brown with inspiration to address rural housing, quality of life, and workforce challenges.

Business Retention & Expansion: *(These visits are intended to keep in touch with business owners/organizations to understand their needs and provide assistance with issues, and overall supporting business growth and success.)*

- Downtown visits: This August Kirsten and Jim visited as many downtown Mora businesses as possible in one afternoon. We met with many owners and discussed how business is going and briefly discussed their future plans and challenges. The goal was to help them feel supported. Before we left we made sure to leave our business cards as well as flyers for the Mora Fly-In and Fall Fest.
- Backwoods Wellness: Met with owner and participated in ribbon cutting ceremony
- Web of Curiosities: Congratulated and met owner of new downtown shop, made sure she was connected with the Women's Business Alliance resources
- Family Pathways: Kirsten visited with the Family Pathways Executive Director Tony Buttacavoli, discussed goals, challenges and toured the facility.
- Fallout Comics: Met with owner to discuss successes, troubleshoot needs
- Entrepreneur 1: Had conversations with a potential new business owner regarding small-business resources for help with creating a business plan, funding
- Entrepreneur 2: New owner of a building is interested in renovating and starting a new business. Discussed building permits, process, and made sure they were connected with small business resources.
- DC Design Works LLC: Met and congratulated the new owner of PD's Embroidery, renamed DC Design Works LLC. Provided resources for strategic business planning and contacts with the Women's Business Alliance.

CHILDCARE

Potential Childcare Provider 1: Kirsten communicated with a woman interested in opening her own child care center. They spoke about her goals, needs and challenges. Researched and discussed some potential properties, zoning requirements, and made sure she was in contact with other organizations that can guide her in creating a business plan, finding funding, training, etc.

Potential Childcare Provider 2: Kirsten spoke with a woman hoping to open a family child care business, but is challenged in finding a space. Her home is not capable of hosting childcare at this time. She would need funds to either renovate her home or would need a facility to rent. These conversations are ongoing as we look for solutions.

Memorandum

First Children's Finance: Kirsten and a group of others interested in developing local childcare have been having multiple meetings with representatives of First Children's Finance. They have provided studies of what income/expense models would look like in Kanabec County for a variety of child care facilities, and which ones would most reasonably be sustainable businesses. They also studied the regional supply/demand gap. The Mora zip code shows a shortage of approximately 109 childcare slots.

TOURISM

Community Tourism Assessment: Had an extensive conversation with Xinyi Qian, Director of the U of M Extension Tourism Center regarding the "Community Tourism Assessment" program. Discussion included how Mora might be able to participate, process, results, goals and fees.

City Website: Created a new section on the city website under "Live/Visit" titled "Visit Mora." This will include information and links helpful to visitors of the city. It also shows the city's most recent promotional video. This is a work-in-progress.

OTHER

Mora High School Open House: On Sept. 27 Kirsten attended the Mora High School Ribbon Cutting & Open House, paying particular attention to the Trades area (wood, metal and auto shops)

Marketing - Industrial Park: Updated Industrial Park marketing material to reflect new utility costs, available properties and incentives.

Industrial Park Potential Sale 1: Multiple conversations with a prospective manufacturer regarding a site in the Mora Industrial Park

Industrial Park Potential Sale 2: Multiple conversations with Derek Carlson of Northstar Pontoons regarding his goals for sites in the Mora Industrial Park

MNCAR Expo: On Oct. 25, Kirsten attended the Minnesota Commercial Association of Real Estate Expo in Minneapolis. This was an opportunity to make connections with real estate agents, developers and other cities.

Hwy 23/65: City Staff continues to participate in conversations with MnDOT regarding reconstruction of the Hwy 23/65 Corridor.

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

May 10, 2023 - 3:30pm

New Mora High School - Parking Lot
200 North 9th Street, Mora, MN 55051

Members Present: Ivan Black, Wayne Davis, Kathi Ellis, Lisa Holcomb, Alison Holland, Lonnie Ness, Peter Ripka

Members Absent: Jerry Tvedt, Kirsten Faurie

Staff Present: Jim Hartshorn, Kelsey Schiferli

Chairperson Lonnie Ness called the meeting to order at 3:30pm.

Action #1 – It was moved by Lisa Holcomb, seconded by Kathi Ellis and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Alison Holland, seconded by Lisa Holcomb and carried unanimously to approve the March 8, 2023 minutes as presented.

Action #3 – It was moved by Wayne Davis, seconded by Peter Ripka and carried unanimously to accept the financial reports as presented.

Jim Hartshorn led a discussion regarding the current Kanabec County EDA Tax Abatement Policy and Application and proposed revisions. Discussion included proposing to change the \$250 application fee to a \$5,000 fee in order to cover all expenses related to setting up the abatement. Any unused portion would be returned to the applicant. Jim will discuss details regarding the proposed fee change with Ehler's & Associates and report back to the EDA. The EDA expressed consensus for Jim to make the following changes to the Abatement Policy & Application: Clarify that section 2.5 of the policy does not apply to single-family housing developments. Remove Heidi's name from the application and use "Kanabec County EDA Director" instead. Update the mailing address for the EDA Office on the application.

Lonnie Ness gave an overview of the following upcoming meetings:

Comfort Township Meeting – May 15, 2023 – Comfort Town Hall, 7pm
GPS: 45:93 Meeting – May 19, 2023 – Chisago County Building, 11am
SBDC Regional Consultant Training – June 5, 2023 - Online
Launch MN Network Meeting – June 20, 2023 - Zoom Meeting
EDAM Summer Conference – June 28-30 – Mayo Civic Center
Next Regular EDA Meeting – July 12, 2023 – Courthouse Basement, 3:30pm

Action #4 – It was moved by Wayne Davis, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 3:46pm and begin the tour of the new Mora High School.

Respectfully submitted,
Kelsey Schiferli - Kanabec County Coordinator's Assistant

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

July 12, 2023 - 3:30pm

Kanabec County Courthouse, Meeting Room #5

317 Maple Ave E, Mora, MN 55051

and Online/Teleconference via Webex

Members Present: Ivan Black, Wayne Davis, Kathi Ellis, Lisa Holcomb, Alison Holland

Members Absent: Jerry Tvedt, Kirsten Faurie, Lonnie Ness, Peter Ripka

Staff Present: Jim Hartshorn, Kelsey Schiferli

Vice Chairperson Lisa Holcomb called the meeting to order at 3:31pm.

Others Present: Paul Martens, President of QYND Properties, LLC (via WebEx) and Steve Kelling, President of Sherman Builders Inc.

Action #1 – It was moved by Alison Holland, seconded by Wayne Davis and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kathi Ellis, seconded by Alison Holland and carried unanimously to approve the May 10, 2023 minutes as presented.

Action #3 – It was moved by Kathi Ellis, seconded by Alison Holland and carried unanimously to accept the financial reports as presented.

Paul Martens with QYND Properties LLC met with the EDA via WebEx. He gave a verbal proposal for a manufactured homes project in Ogilvie, and asked for a letter of support from the EDA.

Action #4 – It was moved by Alison Holland, seconded by Wayne Davis and carried unanimously to approve the letter of support for the proposed manufactured homes project in Ogilvie.

Steve Kelling with Kelling Capital LLC met with the EDA to discuss a 4-plex housing development proposal in Mora. Information only, no action was taken.

Jim Hartshorn presented the updated 2024 proposed EDA budget request. Information only, no action was taken.

General Business:

- The group expressed consensus to renew the WebEx subscription for another year.
- Jim presented the updated Tax Abatement Policy with changes as discussed at the May 10th meeting.
- A brief discussion was held regarding the Strategic Plan for 2024-2026. Information only.

- A discussion was held regarding the renewal of IXL Software for childcare providers that received free tablets or laptops using grant funds last year. Jim will ask the Childcare Capacity Builders group if the software was used for more than three hours as reported, and the EDA will discuss possible renewal at a later date.
- The group expressed consensus not to rent a booth at the Kanabec County Fair this year.
- The group expressed consensus to decline the request for sponsorship of the 2023 Fired Up at the Tower BBQ Contest.

Jim Hartshorn gave verbal Strategic Plan Updates. Information only, no action was taken.

Upcoming Meetings & Events:

Childcare Capacity meeting – June 27, 2023 – Mora City Hall
 GPS:45:93 Meeting – July 29, 2023 – Vasaloppet Building in Mora
 Launch MN Network Meeting –
 Ann Lake Township Meeting – August 7, 2023 at 7:00pm
 FAM Tour of Kanabec County – August 8, 2023
 Next Regular EDA Meeting – September 13, 2023 at 3:30pm

Kathi Ellis gave an update regarding a \$10,000 grant received by the Kanabec County Agricultural Society through PACE to upgrade lighting at the fairgrounds. Information only.

Action #5 – It was moved by Wayne Davis, seconded by Alison Holland and carried unanimously to adjourn the meeting at 5:05pm and to meet again on Wednesday, September 13, 2023 at 3:30pm.

Respectfully submitted,
 Kelsey Schiferli - Kanabec County Coordinator's Assistant

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

September 13, 2023 - 3:30pm

Kanabec County Courthouse, Meeting Room #5

317 Maple Ave E, Mora, MN 55051

and Online/Teleconference via Webex

UNAPPROVED MINUTES

Members Present: Ivan Black, Wayne Davis, Lisa Holcomb, Alison Holland, Lonnie Ness, Peter Ripka, Jerry Tvedt, Kirsten Faurie

Members Absent: Kathi Ellis

Staff Present: Jim Hartshorn, Kelsey Schiferli

Others Present: Dennis Rice, Manager of Broadband for East Central Energy and Glenn Anderson, Mora City Administrator

Chairperson Lonnie Ness called the meeting to order at 3:30pm.

Action #1 – It was moved by Wayne Davis, seconded by Jerry Tvedt and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Lisa Holcomb, seconded by Alison Holland and carried unanimously to approve the July 12, 2023 minutes with the following correction: Change “Ellisa” to “Ellis” in the paragraph before Action #5.

The group reviewed the account activity report, fund balance report, and revenue/expenditure report ending August 2023. Information only, no action was taken.

EDA Director Jim Hartshorn reviewed the proposed 2023 EDA Budget. Information only, no action was taken.

Dennis Rice, Manager of Broadband for East Central Energy met with the group to give an update regarding the installation of broadband internet in the county. The project is moving along quickly. Fiber internet is expected to be live in some areas by the end of the year. Information only, no action was taken.

Skip Duchesneau, Owner of D.W. Jones Inc. met with the group via WebEx to give an update regarding the Masa II Housing Project. The project was denied federal funding. However, the state grant funds won't be decided until December and if we get those funds, we may still be able to fund the project. Information only no action was taken.

EDA Director Jim Hartshorn gave an overview of the Kanabec County EDA Proposed Strategic Plan 2024-2026. The group discussed adding the clarification of action steps, as well as defining expectations and roles of the EDA and EDA Director. Jim will continue to develop and fine tune the strategic plan. He will bring it back to the EDA for further consideration at the next meeting on November 8, 2023.

EDA Director Jim Hartshorn presented agenda item 6e, EDA Updates recently presented to the Kanabec County Board. The group discussed sharing this list with the townships at the Township Association Meeting on October 10th.

Other discussion included two new businesses in the County. Master Bait & Hook is a new business in the former Trackside building in Braham. There is also a new sporting goods store in the former Buzzano's building in Mora. Information only.

EDA Director Jim Hartshorn reviewed the upcoming meetings and local events including the following:

- Community Venture Network Event – September 15, 2023 – all day in Lakeville
- Mora Fly-In Event – September 16, 2023 – 8am–12pm at the Mora Airport
- East Central MN Career Fair – September 19, 2023 – 11am at the Armed Forces Center in Cambridge
- East Central Development Partnership Annual Meeting – September 22, 2023 – 11am at the Braham Event Center
- Fall Fest – September 23, 2023 – 12–4 at Library Park in Mora
- MNCAR (MN Commercial Real Estate Expo) – October 25 – all afternoon at The Depot in Minneapolis
- Next Regular EDA Meeting – November 8, 2023 at 3:30pm

Mora City Administrator Glenn Anderson congratulated EDA Director Jim Hartshorn and Community Development Director Kirsten Faurie for their collaboration efforts and accomplishments. Information only.

Action #3 – It was moved by Lisa Holcomb, seconded by Jerry Tvedt and carried unanimously to adjourn the meeting at 5:05pm and to meet again on Wednesday, November 8, 2023 at 3:30pm.

Respectfully submitted,
Kelsey Schiferli - Kanabec County Coordinator's Assistant

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

June 12, 2023

Kristen Faurie, Economic Development Director
City of Mora
101 Lake St S
Mora, MN 55051-1588

Dear EDA Board and Ms. Faurie,

For 37 years, the Initiative Foundation has focused on building strong local economies, vibrant communities, and a lasting culture of generosity in Central Minnesota. Our grantmaking, lending, and programmatic activities support for-profit and nonprofit business growth, empower new entrepreneurs, address workforce shortages, and increase access to quality childcare for the region's workforce.

In Kanabec County, the Initiative Foundation has provided a total of \$1,208,800 in grants to support nonprofit organizations and local government projects, as well as \$731,950 in business loans to secure 148 quality jobs. The Foundation's community and economic development services continue to provide essential resources for local cities, and across Central Minnesota.

To further our economic and community development efforts and multiply the impact of our work, we also seek funding from sources outside the region. These external funds are combined with our own resources and put to work across Central Minnesota. In 2022 the Foundation secured and then invested into Central Minnesota more than \$1.4 million from outside sources to support businesses, nonprofits, childcare providers, and local communities. The Foundation continued to partner with local leaders and state agencies to address ongoing issues, working with the Department of Employment and Economic Development to revitalize economic corridors and support small businesses, and with the Department of Education to explore solutions and implement strategies that create quality, affordable childcare.

Financial contributions from cities and counties greatly increase our capacity to support these economic and community development projects. Your support also positions us to seek, secure, and leverage additional resources from outside Central Minnesota, generating a substantial return on your investment in us. For every dollar we raise locally, we have reinvested an average of \$4.24 back to the communities we serve in the form of grants, loans, and scholarships. Turning every local dollar donated into more than four dollars for our communities—that's a return on investment to be proud of, and we would be honored by renewal of your support in 2024.

We respectfully request that you consider allocating \$2,250 to the Initiative Foundation in your 2024 budget.

Please contact us if you have any questions or to request a presentation. We sincerely appreciate your past investment and look forward to your continued support in 2024. We can present in person or facilitate an online option. If possible, after your budget for 2024 is finalized, please let us know your decision by signing and returning the enclosed confirmation form. Thank you for your consideration!

All the best,

A handwritten signature in blue ink that reads 'Matt'.

Matt Varilek
President

A handwritten signature in blue ink that reads 'Carl'.

Carl Newbanks
Director of Development

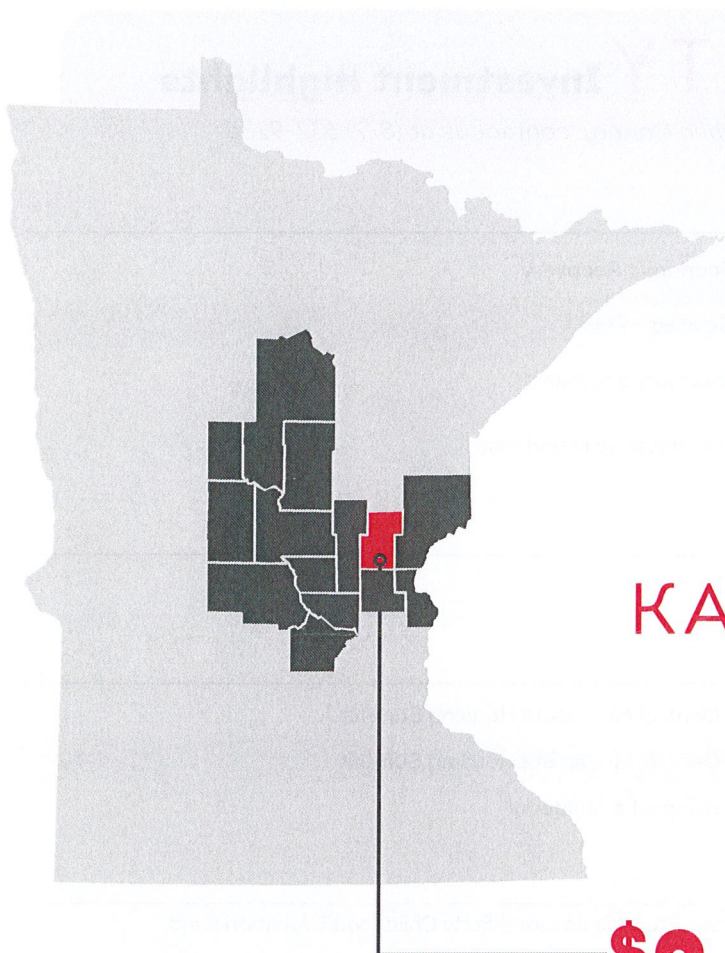
CC: Glen Anderson, City Administrator

The Initiative Foundation is a 501(c)(3) nonprofit organization. All contributions to the Foundation are tax-deductible to the extent allowed by law. The Foundation owns and manages all financial contributions for the benefit of communities served in the 14-county region of Central Minnesota.



Powering Possible

Equal opportunity lender, provider and employer



Initiative Foundation at work in
KANABEC COUNTY

\$280,171

in local donations to the Initiative Foundation.

\$2.69 MILLION

returned to Kanabec County in grants and loans.

Our Mission:

To empower people throughout Central Minnesota to build a thriving economy, vibrant communities and a lasting culture of generosity.

405 First Street SE
Little Falls, MN 56345
(877) 632-9255
ifound.org

Return on Investment

For every local dollar contributed, the Initiative Foundation has invested **\$9.59** back into Kanabec County.

Economic Impact

[1986 to present]

- Delivered 155 grants totaling **\$1.21 million**
- Partnered on 24 loans totaling **\$731,950**
- Created or retained **148 quality jobs**
- Leveraged **\$2.4 million** in outside capital
- Hosted **3** Partner Funds



Powering Possible

Equal opportunity lender, provider and employer.

KANABEC COUNTY Investment Highlights

For a full listing of Initiative Foundation investments in Kanabec County, contact us at (877) 632-9255.

Grants Thriving Economy, Thriving Communities

New Generation Bakery*	Economic Recovery
Kanabec County	Strategic Plan
Kanabec County Family Services	Workforce Mobility

* Indicates Otto Bremer Trust Microenterprise grant administered by the Initiative Foundation.

Business Financing Local Ownership, Quality Jobs

K & R Retail Meats, Mora	Service
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Nonprofit Assistance Helping Organizations Thrive

City of Mora	Central Minnesota Housing Summit
Kanabec County Economic Development Authority	Central Minnesota Housing Summit
Lakes and Pines Community Action Council	Nonprofit Academy

Charitable Funds Activating Generosity

Bachman Engelking Scholarship Fund | Housing Fund of the Greater Mora Area | Childcare & Early Childhood Education Fund

Community Action The Power of Partnership

→ K&R Retail Meats in Mora opened its doors more than 10 years ago with a range of fresh and smoked meats, jerky, beef sticks, seafood—and a deli that serves daily lunch specials. A recent lending partnership with the Initiative Foundation and First Citizens Bank helped a long-time employee buy into the business, ensuring that quality cuts and comfort-food offerings will continue to be a mainstay in Mora.

→ More than 400 Kanabec County seniors rely on Catholic Charities for congregate dining and home-delivered meals. The nonprofit served 38,175 meals in 2021. An Initiative Foundation grant will help the Mora-based Catholic Charities organization purchase a steam table to keep meals warm and to label home-delivered meals with nutritional information to stay current with Minnesota Department of Health standards. Catholic Charities served nearly 1 million meals to Central Minnesota senior citizens in 2021.

→ Lori Peterson started Love the Journey in 2014 to provide outpatient mental health counseling in Mora. When it came time to purchase the Mora building and renovate it in 2017, Peterson accessed an Initiative Foundation loan. Now, Peterson has expanded Love the Journey to Hinckley, thanks to a partnership with Neighborhood National Bank and a subsequent Initiative Foundation loan. The expansion has resulted in increased mental health services and the creation of jobs in Hinckley.

City of Mora

2023 Employment Survey

Employee Counts as of April 1, 2023

Current and Past Year Comparison	2023						2022				
	Full Time	Part Time	Seas/Temp	On-Call/ Casual	TOTAL		Full Time	Part Time	Seas/Temp	On-Call/ Casual	TOTAL
Welia Health (formerly FirstLight Health System, formerly Kanabec Hospital)	351	179	0	93	623		362	153		74	589
Mora Public Schools	236	68	13	83	400		220	64	4	66	354
Kanabec County	190	23	3	0	216		189	28			217
Commercial Plastics (formerly Imperial Plastics, formerly EPC)	165	4	42	0	211		186	0	68	0	254
St. Clare Living Community (formerly Villa Health Care Center)	68	31	6	24	129		74	21		30	125
Coborn's	31	92	0	0	123		29	92	0	0	121
Lakes & Pines CAC	108	2	0	0	110		106	0	3	0	109
City of Mora*	24	8	45	31	108						
RJ Mechanical	106	1	0	0	107		76	0	0	0	76
Recovering Hope Treatment Center	79	16	1	1	97		80	2			82
TOTAL	1358	424	110	232	2124		1322	360	75	170	1927

Historical Comparison	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Welia Health (formerly FirstLight Health System, formerly Kanabec Hospital)	623	589	533	525	504	497	477	452	424	408	375	373
Mora Public Schools	387	354	314	320	325	325	325	325	325	325	319	327
Commercial Plastics (formerly Imperial Plastics, formerly EPC)	211	254	223	133	174	193	203	233	200	212	222	221
Kanabec County	216	217	216	217	219	226	234	224	225	224	219	214
St. Clare Living Community (formerly Villa Health Care Center)	129	125	125	129	171	156	160	158	128	135	147	160
Coborn's	123	121	121	132	131	153	153	153	170	162	170	163
Lakes & Pines CAC	110	109	117	97	103	116	106	117	106	109	104	109
Recovering Hope Treatment Center	97	82	89	69	NA	NA	NA	NA	NA	NA	NA	NA
OlymPak	NA	76	72	71	71	60	108	99	107	108	138	112
RJ Mechanical	107	76	65	82	75	78	92	81	58	54	50	80
City of Mora	108	NA	NA	NA	91	95	86	80	83	85	85	87
TOTAL	2111	2003	1875	1775	1773	1804	1858	1842	1743	1737	1744	1759

*City of Mora was eliminated from the survey in 2020 and replaced by Recovering Hope Treatment Center; City of Mora re-entered the survey in 2023, eliminating Olympak from the top 10

Supply Demand Gap Analysis

Kanabec County

10/24/2023



First Children's Finance



Kanabec County

Potential Needs Analysis



Kanabec County

Child Care Need Analysis



Kanabec County
Population 16,463

CITIES

55006-Braham

55051-Mora

55007 -Brook Park

56342-Isle

55030 -Grasston

56358-Ogilvie

Birth to 5 **448** Zip Codes
spots **304** Kanabec County
needed **612** School District #'s
FCF Calculation 314, 332, 333, & 473



25

Licensed
Family Child
Care

1

Licensed
Child Care
Centers

44%



Infant & Toddler
Need
FCF Calculation

243 Current Child Care capacity
FCF Calculation



\$628

per month/preschool

Cost of Family Child Care

County-level data from 2021 DHS Market Rate
Study 75th percentile price cluster 2



547

Children under 5 with
all parents working

Estimate based on the 2015-2019 ACS

\$836

per month/preschool

Cost of Center Child Care

County-level data from 2021 DHS Market Rate
Study 75th percentile price cluster 2



71%

Children under 5
with all parents in
the workforce

Estimate based on the 2015-2019 ACS



First Children's Finance

July 2023



Breakout by Zip Code

Zip Code	City	Number of Centers	Number of Family Providers	Expected Child Care Need
55006	Braham	0	4	-97
55007	Brook Park	0	2	-36
55030	Grasston	0	1	-83
55051	Mora	1	15	-109
56342	Isle	0	4	-37
56358	Ogilvie	0	3	-86
Total		1	29	-448



Breakout of Identified Full-Time Capacity

Type of Care Long Prairie Area	Total #	Max Capacity
Family Child Care	25	244
Center Child Care	1	42
Grand Total	26	286

Kanabec County Expected Capacity = 243

(Assumes 85% capacity at all times, rather than 100% capacity – we know programs need to account for delayed start dates, child transition times, etc. and do not operate at 100% capacity/income, 100% of the time)



Other Excluded Care Offerings

Head Start/School Year Preschool/Part-time Care

- 4 programs
- 75 spots

Certified School Age Programs

- 0 programs
- Variable # of spots

Other School Age Programs

- One center-based programs providing 30 spots
- Family child care programs providing 92 spots



Family Child Care – By The Numbers

	Local	State Avg
Total Family Child Care Providers	28	6177
Average Length of Service	12.21 Years	14.12 Years
Less than 5 Years / Service	9/ 32.1%	1642/ 26.58%
More than 20 Years / Service	6/ 21.4%	2023 / 32.75%
Non-Owner Occupied	1/3.6%	243 / 3.93%
Non-Residential Dwelling	0/0%	52 / 0.84%

May 2023