



City of Mora
Kanabec County, Minnesota
Meeting Agenda
Economic Development Authority

Mora City Hall
101 Lake Street S
Mora, MN 55051

Tuesday, February 2, 2021

2:00 PM

Mora City Hall

The EDA was established to preserve and create jobs, enhance the city's tax base, and to promote the general welfare of the people of the city. The EDA is responsible for coordinating and recommending action to the City Council on all aspects of the economic development program carried out by the city.

Due to the COVID-19 pandemic and pursuant to Minnesota Statute 13D.015, some or all of the EDA commissioners and other meeting participants may be attending this meeting electronically using WebEx.

The public may attend this meeting by phone:

- Call 1-415-655-0001 (use a cell phone to avoid charges)
- When prompted enter access code 126 232 5994
- When prompted enter meeting password 94736896 (from phones and video systems)

Or by joining the meeting link:

<https://cityofmora.my.webex.com/cityofmora.my/j.php?MTID=ma9227fea948b56b2328bbcf4b92c81f8>

1. Call to Order

2. Oath of Office

Jensen will pledge the oath of office for a 6-year term expiring on December 31, 2026.

3. Roll Call: Gene Anderson, Jody Anderson, Brett Baldwin, Doyle Casavant, Bob Jensen, Dan Johnson, Lonnie Ness and Alan Skramstad

4. 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.)*

5. Election of Officers

The board will elect a President (Skramstad), Vice President (Casavant), and Treasurer (Jensen). Incumbents are shown in parenthesis.

6. Minutes

- a. November 5, 2020

7. Claims

- a. November 2020
- b. December 2020
- c. January 2021 (Part 1 of 2)
- d. January 2021 (Part 2 of 2)

8. Open Forum *(Individuals may address the board about any item not contained on the regular agenda. The EDA will take no official action on items discussed at the forum, with the exception of referral to staff for future report.)*

9. Special Business

- a. Presentation from Initiative Foundation and Consideration of Contribution
- b. Presentation from GPS 45:93 and Consideration of Annual Membership Dues

10. New Business

- a. Financial Management Plan for Mora Housing & Redevelopment Authority
- b. Participation in Kanabec County Economic Development Authority
- c. Economic Development Incentive Based on Electric Usage
- d. Notice of Resignation - Ness

11. Old Business

None

12. Communications

- a. Quarterly Financial Reports
- b. Kanabec County EDA Meeting Minutes

13. Reports *(Staff will provide verbal reports on the items listed below.)*

- a. City of Mora COVID-19 Emergency Assistance Fund
- b. Small Cities Development Program
- c. Board & Commission Contact Information

14. Adjournment

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

November 5, 2020

Present: Gene Anderson*, Jody Anderson, Brett Baldwin, Bob Jensen, Dan Johnson,
Lonnie Ness and Alan Skramstad
Absent: Doyle Casavant
Staff Present: Lindy Crawford, Beth Thorp and Sara King
Others Present: Frank Westling

1. Call to order. Skramstad called the meeting to order at 12:00 pm.
2. Roll Call.
 - G. Anderson – Present (arrived at 12:08 pm)
 - J. Anderson – Present
 - Baldwin – Present
 - Casavant – Absent (excused)
 - Jensen – Present
 - Johnson – Present
 - Ness – Present
 - Skramstad – Present
3. Adopt Agenda. Motion by Johnson, second by Jensen to adopt the November 5, 2020 agenda as presented. All present voted aye, motion carried.
4. Minutes. In regard to item 9a (Amendment to Bylaws) from the August 4th meeting, Jensen asked Thorp if the EDA was originally established with five members making three members a quorum; Thorp responded that the EDA was established as a seven-member board. Motion by J. Anderson, second by Johnson to approve the minutes of the August 4, 2020 meeting as presented. All present voted aye, motion carried.
5. Claims. Motion by Jensen, second by J. Anderson to approve the August, September and October 2020 claims as presented. All present voted aye, motion carried.
6. Open Forum. No members of the audience were present for open forum.
7. Special Business.
 - None
8. New Business.
 - a. EDA Fund 2020 Budget Amendment. Accountant Sara King was present to request that the EDA consider an amendment to the 2020 budget reflecting a change in classification of the EDA from a “discretely-presented component unit” of the city to a “blended component unit” as recommended by the city’s new audit firm BerganKDV. King explained that the

change in classification will show funds provided to the EDA from both the city and utility as transfers rather than contributions, with a \$0 net effect to the EDA's bottom line. Jensen asked King to elaborate on discretely-presented component units and blended component units; King stated that a blended component unit means that the EDA's financial statements are included in the city's financial reports like an internal department of the city and a discretely-presented component unit means that the EDA would have its own financial audit and the numbers would be included in the city's audit report but not in as much detail. Motion by Johnson, second by Baldwin to approve the reclassification of the EDA as a blended component unit of the city as presented. All present voted aye, motion carried.

- b. 2021 EDA Budget and Fee Schedule. City Administrator Lindy Crawford presented the draft 2021 EDA budget and fee schedule, commenting that the board approved the preliminary budget at its August 4th meeting and the draft budget showed an overall 11.13% decrease from the 2020 budget. Crawford explained that the current draft budget showed a slightly lesser decrease from the 2020 budget than the August 4th preliminary budget due to an unanticipated increase in the cost of health insurance. In regard to the draft fee schedule, Crawford stated that there were no significant changes proposed, only the appropriate increase to staff's hourly rates. Motion by J. Anderson, second by Jensen to adopt the 2021 EDA budget and fee schedule as presented. All present voted aye, motion carried.
- c. 2021 EDA Meeting Schedule. Community Development Director Beth Thorp presented the draft 2021 meeting schedule, commenting that the draft schedule was based on the 2020 meeting schedule with quarterly meetings taking place on the first Tuesday of the second month of each quarter at 12:00 pm. J. Anderson questioned why the meetings begin at 12:00 pm; Crawford stated that meetings were previously scheduled at 7:00 am and Thorp stated that the time of the meeting is determined by the board based on availability. J. Anderson commented that 12:00 pm was difficult as a business owner. Jensen asked if there's an election in 2021; Crawford stated that board and commission schedules always account for the possibility of elections. Crawford explained that staff tries to keep meetings to no more than one hour allowing for members to attend during their lunch break. Board members briefly discussed the possibility of changing the meeting time back to 7:00 am. Motion by Jensen, second by Johnson to adopt the 2021 EDA meeting schedule as presented and with the meeting time changing from 12:00 pm to 2:00 pm. All present voted aye, motion carried.
- d. 2020 Tax Abatement Report – Northland Process Piping. Frank Westling, representing Dan & Kathy Tramm of Northland Process Piping, was present to discuss the business' 2020 tax abatement report and the fact that the business had three vacant positions. Westling commented that the business was actively recruiting for new employees after dealing with some turn-over due to COVID-19. Johnson asked Westling about the direct effects of COVID-19 on the business; Westling stated that the pandemic impacted the business' various facilities in different ways and that some of the larger facilities were closed earlier in the year for up to two months at a time due to outbreaks which meant healthy staff relocating to other facilities and limited the amount of work that could be completed. Westling stated that current conditions were good, the business continues to grow, the business continues to expand its customer base around the country, and he anticipated that the vacant positions would be filled before the end of 2020. Thorp provided a brief summary of the tax abatement project explaining that tax abatement was approved in April 2015 and per the Business Subsidy Agreement the business was required to create a minimum of three full-time equivalent jobs in each two-year reporting period, commenting that the currently vacant jobs were necessary for the business to meet its job creation goal in order to receive

its annual tax abatement payment. Jensen asked if the city should have on file that the business is actively recruiting for employees; Thorp stated that it would be documented. Westling commented that another impact of COVID-19 was the availability of jobs and the challenge of retaining valued employees. Johnson commented that the business created the positions as required and was currently having a difficult time filling the positions due to circumstances that could not have been foreseen when tax abatement was approved in 2015, and that the EDA was focused on assisting businesses impacted by COVID-19. Motion by Johnson, second by Jensen to accept the 2020 tax abatement report submitted by Northland Process Piping and recommend that the City Council authorize the annual abatement payment to Northland Process Piping. All present voted aye, motion carried.

- e. 2020 Tax Abatement Report – JCF Properties. Thorp informed the board that tax abatement was approved for JCF Properties in June 2017 and the project involved the remodeling of a former motel into a minimum of 20 residential dwelling units. Thorp reported that the business successfully created 21 dwelling units and, based on the abatement formula included in the Business Subsidy Agreement, the business was eligible to receive an abatement payment of \$2100.00 in December. Motion by J. Anderson, second by Johnson to accept the 2020 tax abatement report submitted by JCF Properties and recommend that the City Council authorize the annual abatement payment per the terms of the Business Subsidy Agreement. All present voted aye, motion carried.
- f. Survey for Comprehensive Economic Development Strategy. Thorp reminded the EDA that it identifies priority projects each year as part of the Survey for Comprehensive Economic Development Strategy (CEDS survey) for the East Central Regional Development Commission in order to be eligible for U.S. Economic Development Administration funding, and requested that the board again discuss projects that are important to the community and the region. EDA members reviewed the list of eight projects that were included in the previous CEDS survey, discussing the fact that project no. 2 – Purchase and installation of electric car charging stations – was already in progress due to a partnership between Mora Municipal Utilities and Southern Minnesota Municipal Power Agency. J. Anderson asked if the EDA could create a project to promote tourism within the city, possibly contacting tour bus companies to coordinate trips to Mora and requesting being added to their marketing materials. J. Anderson suggested that Activities & Recreation Coordinator Jeff Krie could devote time in winter months to contacting tourism bus companies to gauge interest in Mora and also reach out to local businesses to gauge interest in providing goods or discounts to tourists. Crawford commented that “Development of social media and increased marketing” was a past priority project which could be revived to include tourism; Johnson commented that the modified project could replace the electric car charging station project. Crawford added that some communities create promotional videos and post them on their websites, which could also be included in the proposed modified project. Jensen suggested partnering with Welia Health on expanded marketing efforts, and also asked about the option of advertising in Explore Minnesota. J. Anderson and Ness commented that most Explore Minnesota advertising was web-based and costly. J. Anderson stated that ads can be pushed out on social media relatively inexpensively. Crawford suggested that staff solicit quotes for promotional videos for the EDA’s consideration at the February 2021 meeting; J. Anderson and Jensen commented that the Mora school district or Pine Tech may be options for this type of work. Ness asked about the status of fiber optics in the industrial park; staff was not aware of any recent work. Ness asked about the intent of past project “Gateway enhancements”; Thorp responded that it was likely intended to be an enhancement of entrances into the community, possibly an

enhancement of the existing Mora monument signs. Crawford spoke about recent efforts which improved landscaping at the north and east monument signs, and a continued interest in relocating the southern monument sign to the liquor store property. Jensen asked about monitoring projects throughout the year and ways of promoting the projects; Thorp recommended working with staff at the East Central Regional Development Commission and Crawford commented that the best way to promote projects is good communication and coordination with other organizations such as MnDOT and Midco. J. Anderson suggested creating and installing signage at the former feed mill site announcing that it was for sale. The consensus of the EDA was to include the following projects on the current CEDS survey:

1. Trunk highway transportation enhancements.
 2. Development and synchronization of marketing, tourism, and social media efforts.
 3. Development of recreational attraction opportunities for the community and region.
 4. Planning and construction of community facilities and adaptive re-use of existing buildings.
 5. Development and implementation of commercial and residential revitalization plans.
 6. Installation of fiber optic cable in Mora industrial park.
 7. Construction of a business incubator / spec building in the Mora industrial park.
 8. Installation of industrial park signage on State Highway 23.
- g. Small Small Business Community. Thorp presented the EDA with information from the Small Small Business Community (SSBC), explaining that it had been discussed at a recent Kanabec County EDA meeting and it was suggested by G. Anderson that the Mora EDA may wish to partner with the SSBC. Thorp explained that the services provided by SSBC appeared to align with free services already provided by the Kanabec County Small Business Development Center (SBDC). J. Anderson inquired about SBDC services; Thorp responded that the SBDC provided assistance with development of business plans, financials, and other professional expertise and guidance. The EDA did not express any interest in partnering with SSBC, but recommended that the city promote the services provided by the Kanabec County SBDC on the city's website and in the quarterly newsletter.
9. Old Business.
- a. Ratification of Amended Bylaws. Thorp explained that the EDA had been discussing its bylaws since February with the initial intention of addressing representation from the Public Utilities Commission (PUC). Thorp further explained that the board adopted amended bylaws at its August 4th meeting and needed to adopt a resolution ratifying that decision. Thorp summarized changes made to the bylaws, including clarification of PUC representation, typos, a revised meeting schedule, and language addressing representation on multiple economic development organizations. Motion by Johnson, second by J. Anderson to adopt Resolution No. EDA2020-1101, a resolution of the Economic Development Authority of the City of Mora, Minnesota amending its bylaws, as presented. All present voted aye, motion carried.
 - b. City of Mora COVID-19 Emergency Assistance Fund. Thorp updated the board on COVID-19 Emergency Assistance Fund (EAF) activity, stating that the EDA Review Committee had approved 21 grants (with one having been returned) and seven loans to date; the board was provided with a list of grant and loan recipients. Thorp stated that loan repayments began in October for six of the seven loan recipients, and the seventh loan recipient – whose repayments begin in November – expressed concern about her ability to keep her store open and make loan payments. EDA members briefly discussed struggles experienced by the

seventh loan recipient. Staff spoke about the length of time it took to disburse grant funds, the fact that there were still loan funds available, the Kanabec County EDA's grant program and use of remaining funds, and suggested that the board discuss the status of the EAF program. Staff recommended, based on lack of continued interest in grants, that the EDA not allocate any additional funds to the program at the present time; Johnson concurred and acknowledged that the issue may need to be revisited in the future if the pandemic worsens. Jensen asked where funding for the EAF program originated; Thorp explained that it came from the Mora Industrial Commercial (MIC) Loan Program. Jensen asked how much money is currently available in the MIC Loan Program; King stated that the fund balance was approximately \$4,600. Staff and board members discussed amending the policy to extend the EAF program beyond December 31, 2020. Jensen asked about providing assistance to Walker Methodist for management of a Mora HRA facility; Crawford stated that Walker Methodist does not currently qualify for the EAF program but the EDA could amend the policy if desired. Staff and board members discussed limitations of various funding programs, including the EAF Program and the Kanabec County EDA's CARES Act Grants for Business and Non-profits. J. Anderson commented that she appreciates that the city's program was designed to assist small businesses who were overlooked in other programs. Motion by Johnson, second by Jensen to extend the City of Mora COVID-19 Emergency Assistance Fund (EAF) Program to June 1, 2021, reallocate \$9,000 reimbursed to the City of Mora for EAF grants to be used for 18 additional commercial business grants, keep the loan funds as-is with \$54,000 currently available, and research other business assistance programs with the potential of expanding EAF Program eligibility at the February 2021 meeting or sooner if a special meeting is called. All present voted aye, motion carried.

10. Communications.

- a. Quarterly Financial Reports. The EDA received 3rd Quarter 2020 financial reports prepared by Accountant Sara King.
- b. Kanabec County EDA Meeting Minutes. The EDA received June, July and August 2020 meeting minutes for the Kanabec County EDA.
- c. ECRDC COVID-19 Relief Loan Fund. The EDA received promotional materials for the East Central Regional Development Commission's COVID-19 Relief Loan Fund.
- d. MnDOT District 3 Manufacturers' Perspective Report. The EDA received a copy of MnDOT District 3's recently completed Manufacturers' Perspective Report. Thorp reported that there were no Mora businesses interviewed and the only Kanabec County businesses interviewed appeared to be from the Braham industrial park. Thorp also commented that the report documented interest from businesses to expand Highway 65 to four lanes. Staff and various board members commented about the interesting nature of and findings included in the report. Ness asked about the possibility of building on the momentum of the report; Staff responded that continued communication and coordination with MnDOT is the best way to advocate for local projects.

11. Reports.

- a. Small Cities Development Program. Thorp shared that project and grant administrator Central Minnesota Housing Partnership (CMHP) approved the first residential rehab application on November 5th and reported a generally high level of interest in the program. Thorp provided a summary of applications received by CMHP, commenting that the city should have no issue using all grant funds within the two-year program timeframe.

- b. Kanabec County CARES Act Grants for Businesses & Non-Profits. Thorp reported that the Kanabec County EDA authorized nearly \$200,000 in grant funds to businesses and non-profits, with the first \$181,750 being awarded to 41 eligible businesses and the remainder being proportionately split between 40 of the original 41 grant recipients with no business receiving more than a total of \$10,000. Ness reported that the one business not receiving additional grant funds had already received the maximum award of \$10,000. Thorp commented that many Mora businesses received assistance through this program.

12. Adjournment. Motion by Ness, second by Jensen to adjourn. All present voted aye, motion carried and the meeting adjourned at 1:10 pm.

Alan Skramstad, President

Beth Thorp, Secretary

CITY OF MORA
CHECK LIST-EDA

11/13/20 11:11 AM

Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055369 VERIZON WIRELESS						
055369	VERIZON WIRELES	ECONOMIC	ECONOMIC DEVEL	Telephone	CELL PHON MINUS CREDIT	-\$0.08
CHECK # 055369 VERIZON WIRELESS						
						-\$0.08
CHECK # 055372 CENTRAL MN HOUSING PARTNERSHIP						
055372	CENTRAL MN HOUS	ECONOMIC	ECONOMIC DEVEL	Professional Services	SCDP ADMIN SERVICES	\$2,000.00
CHECK # 055372 CENTRAL MN HOUSING PARTNERSHIP						
						\$2,000.00
CHECK # 055383 MN DEPT OF EMP & ECON DEV						
055383	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$2,312.75
CHECK # 055383 MN DEPT OF EMP & ECON DEV						
						\$2,312.75
CHECK # 055486 OFFICE DEPOT						
055486	OFFICE DEPOT	ECONOMIC	ECONOMIC DEVEL	Other Operating Sup	THORP CHAIRMAT	\$11.66
CHECK # 055486 OFFICE DEPOT						
						\$11.66
						\$4,324.33

THE NOVEMBER 2020 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

President

Treasurer

Secretary

CITY OF MORA
CHECK LIST-EDA

12/11/20 12:17 PM

Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055542 MN DEPT OF EMP & ECON DEV						
055542	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$2,312.75
CHECK # 055542 MN DEPT OF EMP & ECON DEV						\$2,312.75
CHECK # 055558 VERIZON WIRELESS						
055558	VERIZON WIRELES	ECONOMIC	ECONOMIC DEVEL	Telephone	CELL PHONES, IPADS	\$9.92
CHECK # 055558 VERIZON WIRELESS						\$9.92
						\$2,322.67

THE DECEMBER 2020 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

President

Treasurer

Secretary

CITY OF MORA
CHECK LIST-EDA

01/15/21 11:58 AM

Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055691 VERIZON WIRELESS						
055691	VERIZON WIRELES	ECONOMIC	ECONOMIC DEVEL	Telephone	CELL PHONES, IPADS	\$9.92
CHECK # 055691 VERIZON WIRELESS						\$9.92
CHECK # 055704 KANABEC CO RECORDER						
055704	KANABEC CO RECO	ECONOMIC	ECONOMIC DEVEL	Professional Services	MORTGAGE SATISFAXTION - C	\$46.00
CHECK # 055704 KANABEC CO RECORDER						\$46.00
CHECK # 055705 KANABEC CO RECORDER						
055705	KANABEC CO RECO	ECONOMIC	ECONOMIC DEVEL	Professional Services	MORTGAGE SATISFACTION-SO	\$46.00
CHECK # 055705 KANABEC CO RECORDER						\$46.00
CHECK # 055735 MN DEPT OF EMP & ECON DEV						
055735	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT#CDAP-14-0022-H	\$2,312.75
CHECK # 055735 MN DEPT OF EMP & ECON DEV						\$2,312.75
						\$2,414.67

THE JANUARY 2021 CLAIMS (PART 1 OF 2) HAVE BEEN APPROVED FOR PAYMENT BY:

President

Treasurer

Secretary

CITY OF MORA
CHECK LIST-EDA

01/15/21 1:33 PM

Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
<hr/>						
CHECK # 055807	OFFICE DEPOT					
055807	OFFICE DEPOT	ECONOMIC		Accounts Payable	OFFICE SUPPLIES	\$6.62
CHECK # 055807	OFFICE DEPOT					\$6.62
						<hr/>
						\$6.62

THE JANUARY 2021 CLAIMS (PART 2 OF 2) HAVE BEEN APPROVED FOR PAYMENT BY:

President

Treasurer

Secretary



The Initiative Foundation is guided by its Board of Trustees and is supported and advised by a host of regional partners and committee members:

BOARD OF TRUSTEES

Brett Anderson

Sentry Bank

Rick Bauerly

Granite Equity Partners

Jessica Bitz

Falcon National Bank

Charles Black Lance

Central Lakes College

Santo Cruz

CentraCare Health

Kim Ellingson

Bremer Bank

Terri Hoggarth

Edward Jones, Little Falls

David Monroy

Monroy Law Office, PLLC

Joe Nayquonabe Jr.

Mille Lacs Corporate Ventures

Julie Nelson

Mayer, Porter & Nelson, LTD

Tim Nelson

Chief Deputy Isanti County Atty.

Steve Shurts

East Central Energy

Traci Tapani

Wyoming Machine

Robbyn Wacker

St. Cloud State University

Kristi Westbrook

Consolidated

Telecommunications Company

June 5, 2020

Lindy Crawford, City Administrator

City of Mora

101 Lake St S

Mora, MN 55051-1588

Dear Mayor Skramstad, City Council and Ms. Crawford,

For 34 years the Initiative Foundation has focused on building strong local economies and vibrant communities. In Kanabec County, we have contributed a total of \$694,150 in grants to support nonprofit organizations and local government projects, as well as \$465,950 in business loans to create and retain 110 quality jobs.

City and county partners are vital to our ability to support business growth and the creation and retention of quality jobs in our region. We sincerely appreciate your past investment and hope to count on your continued support in 2021.

We respectfully request that you consider allocating \$2,250 to the Initiative Foundation in your 2021 budget.

The Initiative Foundation's grant-making, lending and programmatic activities will continue to support for-profit business and nonprofit growth, empower new entrepreneurs, address workforce shortages, and increase access to quality child care for the region's workforce. The Foundation has historically generated a substantial return on the investment of supporters like you, as local contributions make it possible for us to leverage additional resources from sources outside Central Minnesota. Specifically, for every local dollar raised, we are able to invest an average of \$3.77 back into the communities we serve through grants, loans and scholarships.

In response to the COVID-19 crisis, the Foundation has moved quickly to aid our local economies through emergency grants, loans, and other resources. As we move beyond COVID-19, your support will continue to power our daily work, strengthening local economies and building thriving communities.

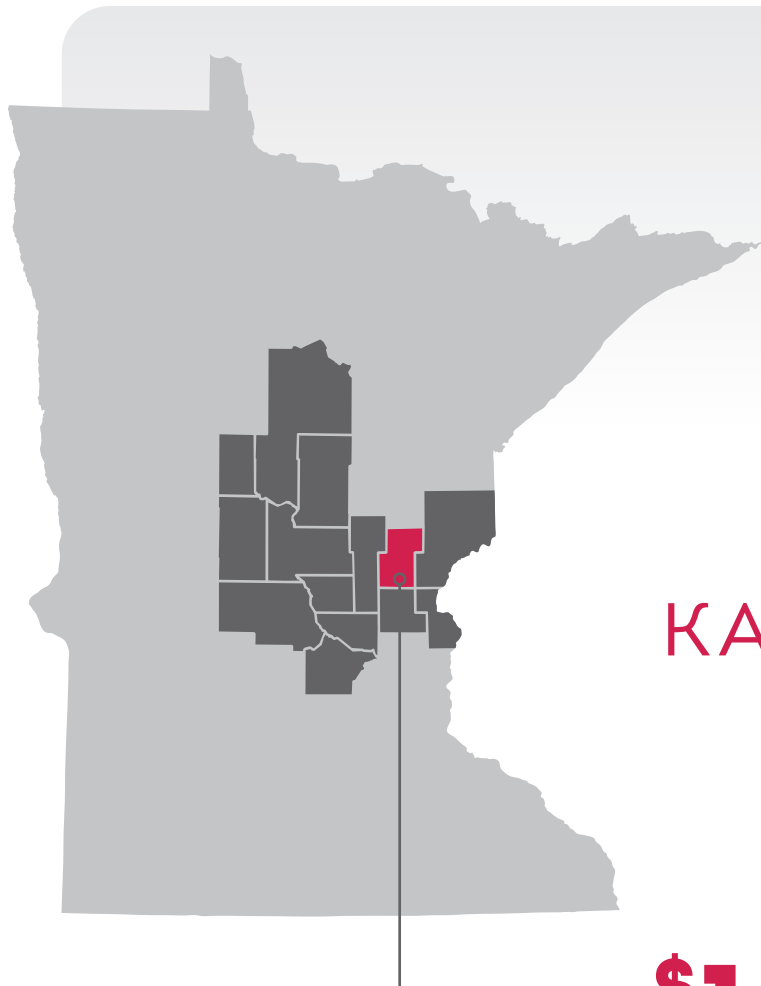
Please contact us if you have any questions or to request a presentation at an upcoming meeting. We can present in-person or facilitate an online option if you desire. If possible, after your 2021 budget is finalized, please let us know your decision by signing and returning the enclosed confirmation form. Thank you for your consideration!

All the best,

Matt Varilek
President

Carl Newbanks
Grants and Development Manager

The Initiative Foundation is a 501c(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.



Initiative Foundation at work in
KANABEC COUNTY

\$262,000

in local donations to the Initiative Foundation.

\$1.54 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



Powering Possible

Return on Investment

For every local dollar contributed, the Initiative Foundation has invested **\$5.88** back into Kanabec County.

Economic Impact

[1986 to present]

- Awarded 103 grants totaling **\$694,150**
- 21 loans totaling **\$465,950**
- Created or retained **109 quality jobs**
- **\$1.2 million** in outside capital leveraged
- Hosted **2** Partner Funds

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

GPS 45::93

Innovative Careers Initiative

Kanabec County

Workforce Housing Feasibility Study

Kanabec County

Child Care Capacity-Building Initiative

Business Financing Local Ownership, Quality Jobs

Aaron's Total Car Care, LLC, Mora

Service

Love the Journey, Inc., Mora

Service

Charitable Funds Activating Generosity

Bachman Engelking Scholarship Fund | Housing Fund of the Greater Mora Area

Community Action The Power of Partnership

→ Communities across Greater Minnesota struggle with affordable and available housing. Mora community members in the fall of 2019 decided to take action by forming the Housing Fund of the Greater Mora Area, an Initiative Foundation Partner Fund. Recognizing a need for affordable housing and apartment options, a committee was formed to come up with innovative solutions to help ease the housing shortage. The Initiative Foundation welcomes this new Partner Fund!

→ Affordable housing is a necessity for a community to grow and attract employers. Kanabec County and the city of Mora, supported by an Initiative Foundation grant, are working with the Central Minnesota Housing Partnership to draft a feasibility study for a solution to workforce housing. If developed, the project would provide affordable housing for 32 families.

→ The Mora Industrial Park is certified

as Shovel Ready, thanks to the work of the county's economic development authority (EDA) and Initiative Foundation grant support. The industrial park's access to highways makes it an ideal location to attract commercial growth. The EDA is particularly interested in attracting manufacturers, which offer wages that run 17 percent higher than the state's average. Braham's industrial park was certified as shovel-ready in June 2018.

→ The Mora Food Shelf is marching toward greater financial stability with a new director and the installation of a new refrigeration unit. The additional refrigeration unit is expected to save the food shelf \$700 per month in operational costs. It was part of a package of capital improvement support provided by the Foundation for Essential Needs in partnership with the Initiative Foundation.

→ Nonprofit GPS 45:93 exists to attract

businesses with quality jobs to the five-county region of East Central Minnesota. The executive committee recently participated in planning sessions, funded by an Initiative Foundation grant, which led to positive organizational changes. Administrative support is now a contracted position, allowing the executive committee more time to focus on their mission. Check out their new Twitter page at @GPS4593MN.

→ Pine Habilitation and Supported Employment, Inc., a graduate of the Foundation's Financial Resiliency through Social Enterprise 2.0 program, is streamlining branding and operations for three for-profit ventures: a furniture store, a handcrafted barnwood accessories store and the Good Works Thrift Store in Mora. These mission-supported ventures provide employment opportunities for adults with disabilities while generating organizational income.



COVID-19 IMPACT UPDATE

SINCE THE ONSET OF THE PANDEMIC ...

1,400+

Businesses & nonprofits
financially
supported



LOANS, LENDING ACCOMMODATIONS



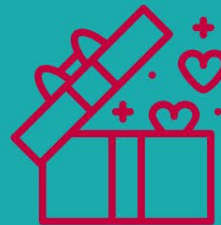
\$4.1M

\$1.2 million in new
loans; \$2.85 million in
adjusted loan terms

\$9.9M

\$7.6 million in small
business relief grants;
\$410,000 to child care;
\$378,000 to nonprofits;
\$238,000 via Partner
Fund relief; \$1.05 million
to Pine County

GRANTS



TOTAL IMPACT

\$14.1M



to support COVID-19
relief & recovery

A special thanks to the Minnesota Department of Employment and Economic Development (DEED) for its grant and lending partnership and to the many anonymous donors and Minnesota-based foundations for aligning with the Initiative Foundation to drive crucial support into the region, including the Blandin and Bush foundations and the Minnesota Council on Foundations and its Minnesota Disaster Recovery Fund on Coronavirus.



Initiative Foundation

Central Minnesota COVID-19 Emergency Response – YEAR END UPDATE

1

1

Initiative Foundation

Grants
Nonprofit Development
Leadership Development
Entrepreneurship Support
Early Childhood Initiatives
Gap Lending & Business Finance
Community Foundations
Donor Advised Funds
Energy Transition
Workforce Development



Grants:

\$41,000,000 since 1986
\$2,998,000 since January 1, 2019

Business Lending:

\$58,000,000 since 1986
13,700 jobs created or retained
\$2,860,000 since January 1, 2019

Scholarships:

\$1,192,000 since 1993

Nonprofit Development:

2,096 people since 1986
153 individuals in 2019
563 nonprofit organizations since 1986
51 nonprofit organizations in 2019

Leadership Development:

6,000 individuals since 1986

Community Philanthropy:

120-plus philanthropic funds

2



2

"Normal" IF Support for Entrepreneurs & Economic Development

- Facilitate regional discussions
- Economic development grantmaking
- Initiators Fellowship for “social entrepreneurs”
- Enterprise Academy program for lower-income entrepreneurs
- Business loans: Gap lending as a "CDFI"

3



3

Initiative Foundation COVID response Mora and Kanabec County

- **6** Emergency grants to childcare providers serving families of essential workers (\$9,500)
- **1** grant to Kanabec County EDA to support recruiting more childcare workers (\$3,000)
- **1** Small Business Emergency Loans (\$20,000)
- **13** Small Business Relief Grants (\$130,000)

4



4

What's Next? Emerging From the Crisis

- Many businesses survive, but have drained their working capital
- Banks may need to tighten underwriting
- Need for more “gap” financing to help make good deals work and rebuild business operating capital
- Initiative Foundation role: Find resources to fill the gap

5



5

Thank you!



Key Contacts:



Resources and support for child care providers, and the Initiative Foundation's Central Minnesota Relief and Recovery Fund
Don Hickman, Vice President for Economic & Community Development
dhickman@ifound.org



Resources and support for nonprofit organizations
Zach Tabbat, Nonprofit Development Specialist
ztabbat@ifound.org



Setting up local relief funds
Kate Bjorge, Community Philanthropy Manager
kbjorge@ifound.org



Resources and support for small business
Dan Bullert, Business Finance Manager
dbullert@ifound.org

6

6



Pledge Reminder

Invoice #

12062

Bill To

Lindy Crawford, City Administrator
City of Mora
101 Lake St S
Mora MN 55051-1588

Invoice Date	Memo	Balance
1/1/2021	Pledge - 2021 Alloc...	2,250.00

Item	Description	Amount
Pledge (Endowed)	<p>Thank you for supporting the work of the Initiative Foundation.</p> <p>Your contribution will provide support for community and economic development in Central Minnesota.</p>	2,250.00

Invoice Total	2,250.00
Amount Due	\$2,250.00

IMPORTANT: Please make payable to Initiative Foundation only and mail to:

Initiative Foundation
405 First Street Southeast
Little Falls, MN 56345
Phone: 320-632-9255

The Value of Belonging

GPS consultants and members are available resources to assist cities and counties in business retention, attraction, and expansion. You will benefit from leads for new businesses through our regional memberships in the Community Venture Network and in the Minnesota Marketing Partnership, as well as visibility with site selectors due to GPS-hosted Familiarization (Fam) events in Minnesota.

Utility companies, financial institutions, and real estate companies are afforded access to potential new business, assistance in strengthening existing businesses, and a voice in shaping regional economic development strategy through membership. Educational entities and community-based organizations benefit from partnership with the wide array of members and from opportunities to advance their missions and grow and strengthen their communities. GPS maintains memberships that allow available properties in the region to be listed on internet sites used locally and nationally by site selectors. Private businesses can access financial, business growth, and workforce resources. Paid members will have a presence on the updated GPS 45:93 website which is targeted at business relocation specialists and at businesses looking for a location.

Our members bring a broad, professional knowledge base and access to resources including specializations in economic and community development, workforce development, business development, housing and social services, broadband issues, local government, education, and private industry expertise. Our group collaboration affords us the opportunity to:

- act regionally
- provide education and networking opportunities for our members
- promote enhancement of the regional workforce and infrastructure
- attract new business and financial investment
- support existing business retention and expansion as a means to strengthen and promote our regional economy.

Become a Member Today!

City of Braham	Chisago County HRA-EDA	Presbyterian Homes and Services
City of Hinckley EDA	Kanabec County EDA	Nemadji Research Corporation
City of Isanti	East Central Regional Development Commission	Welia Health
City of Mora	Central Minnesota Jobs & Training Services, Inc.	Arvig
City of North Branch EDA	Minnesota Energy Resources Corporation	Falcon National Bank
City of Pine City EDA	Minnesota Power	First Citizens Bank
City of Princeton	Women's Business Alliance/Entrepreneur Fund	Neighborhood National Bank
City of Sandstone	Mille Lacs Corporate Ventures	Unity Bank
City of Rush City	East Central Arts Council	North 65 Chamber of Commerce
Pine County	Pine Technical & Community College	Hill Capital Corporation
Isanti County	Anoka Ramsey Community College	Minnesota Business Finance Corp.

2020 Highlights

- **New Operating Plan:** GPS went through a planning process in late 2020 to develop a new operating plan for 2021-2022. GPS worked with the Northspan Group, Inc., its contracted consultant, to gather feedback on work completed in recent years and to review the group's existing mission and priorities. The process resulted in a new 2021-2022 Operating Plan that will guide GPS's work over the next two years.
- **Adapting to COVID-19:** Amid a crisis, GPS became a forum for information-sharing and creative responses to the COVID-19. GPS moved its monthly meetings to a virtual format and hosted bi-weekly social hours in the early months of the pandemic to give members an informal setting to learn from one another about their efforts to help their communities and stay in touch in a world with fewer casual opportunities to interact. Collectively, GPS members administered numerous support programs and worked long hours to help keep local businesses afloat.
- **Workforce:** GPS held its third annual Innovative Approaches to Career Readiness event in a virtual format in May. The presenter this year was Amy Lord, Career and Tech Ed Coordinator for ISD 728, highlighting opportunities for partnership to provide students with increased access to hands-on career preparation and planning. GPS also promoted Construct Tomorrow, the regional HR group, local colleges, regional hiring events and the Kanabec County EDA's annual conference. Plans for the coming year include continued connection opportunities for schools and employers; assisting to populate a database of employers interested in working with schools, students and job seekers; monthly promotion of focused industries in conjunction with partners; and highlighting regional initiatives.
- **Broadband:** GPS continued its broadband work in 2020 through its role as a "Governing Member" of the Minnesota Rural Broadband Coalition. Several GPS members are also active participants in the coalition. The GPS region was well represented at the Broadband on the Hill event in early March.
- **Regional Marketing:** GPS originally planned to host site selectors on a tour of the region in summer 2020, but the pandemic forced the group to adapt. Instead, GPS's marketing committee worked to create a regional marketing video. With support from the Minnesota Business Finance Corporation and the Initiative Foundation, GPS contracted with BadCat Digital Design to develop a script and film the video. As of the end of 2020, the video is in the final stages of production and will be released in early 2021.
- **Humphrey School of Public Affairs Research Project:** For a second consecutive year, GPS engaged a research team of four master's students at the University of Minnesota. This year's group completed a capstone project on housing in East Central Minnesota. Their insights, along with the finalized results of the previous year's report, formed a valuable foundation for the 2021-2022 Operating Plan.
- **Inventors & Entrepreneurs Club (I & E Club):** GPS continued in its role as a founding sponsor of this new club, which started in 2019 and has moved to virtual meetings. Club meetings are held on the fourth Tuesday of each month and are open to all inventors and entrepreneurs in the GPS region. Meetings are free to attend and feature an educational topic and a business success story during each meeting.
- **Educational Opportunities:** GPS hosted speakers on the following topics in 2020: North Woods and Waters of the St. Croix Heritage Area, Minnesota Housing Finance Agency, Rail Impact Study, Supply Chains & Local Freight Flows, Community Venture Network, AARP's Age-Friendly Minnesota initiative, Mille Lacs Corporate Ventures, and DEED labor analyst Luke Greiner. GPS also hosted a legislative panel to connect with all legislators who represent our area.

- **Organizational:** GPS continues to work with Karl Schuettler of The Northspan Group as its Organizational Consultant and Becky Schueller of the Pine City Area Chamber of Commerce as its Administrative Consultant. This expanded staff capacity continues to grow GPS's organizational effectiveness and allow for smooth transitions in leadership.

**Northern Technology Initiative
(dba GPS::45::93)**

c/o Pine City Area Chamber
315 Main Street South
Pine City MN 55063

BILL TO:

City of Mora
Mora Municipal Utilities
101 Lake Street South
Mora, MN 55051-1588

Invoice

Date	Invoice #
1/1/2021	136

Due Date	Upon Receipt
----------	--------------

Description	Amount
GPS 45:93 Membership Dues FY 2021	850.00
Make all checks payable to: Northern Technology Initiative, Inc.	
Total	\$850.00

MAIL PAYMENT TO:

Northern Technology Initiative, Inc.
dba GPS 45:93
c/o Pine City Area Chamber of Commerce
315 Main Street South
Pine City MN 55063

Contact: Becky Schueller at 320.322.4040, with questions.



MEMORANDUM

Date: February 2, 2021
To: Economic Development Authority
From: Beth Thorp, Community Development Director
Lindy Crawford, City Administrator
RE: Financial Management Plan for Mora Housing & Redevelopment Authority

SUMMARY

The EDA will consider financial participation in the preparation of a Financial Management Plan (FMP) for the Mora Housing & Redevelopment Authority (HRA).

BACKGROUND INFORMATION

The HRA is currently experiencing financial pressure and is faced with making difficult decisions about the future of the organization. It has been recommended by the City Administrator that the HRA conduct a FMP, which is a long-term operating budget and capital improvement plan with a funding strategy.

A proposal for the preparation of a FMP has been submitted by Ehlers at a cost of \$8,500. As the Mora EDA has supported HRA activities in the past and as housing is a stated goal of the EDA (per the City of Mora Business Subsidy Policy), the EDA will consider participating in the cost of the FMP with a contribution of \$2,834 (one-third of the total cost). The City Council will also consider participating with a contribution of \$2,834, totaling \$8,500 with the HRA's equal share.

RECOMMENDATION

Approve financial participation in the preparation of a FMP for the HRA.

ACTION REQUESTED

Consider a contribution not to exceed \$2,834 to the HRA for the development of a Financial Management Plan.

Attachments

Ehlers Proposal dated January 21, 2021

January 21, 2021

Lindy Crawford
City Administrator/Public Utilities General Manager
City of Mora/Mora Municipal Utilities
101 Lake Street South
Mora, MN 5051-1588, MN

RE: Proposal for a Long-Term Financial Management Plan

Dear Lindy,

On behalf of Ehlers, we are pleased to present this proposal to undertake customized long-term financial planning for the Mora HRA.

We understand the HRA is experiencing financial pressure, especially related to its assisted living facility. In order to make effective, short and long-term decisions to improve the financial situation of the HRA, it will be important to understand what is driving the deficits, in which funds they are occurring, and what the current and long-term cash position of the HRA will be. Our review of the HRA's financial statements indicate that the HRA has been using fund balance to pay for debt and operating expenses and borrowing additional funds from the City.

Ehlers can assist the HRA in developing a financially sustainable, long-term funding strategy for its operations and capital projects by undertaking a Financial Management Plan. In the last five years alone, our firm has completed 75+ long-term financial plans.

Financial Management Plan

A Financial Management Plan ("FMP") is a long-term operating budget and capital improvement plan with a funding strategy developed through facilitated discussions with staff, Board, and City Council if appropriate. It will guide the HRA's financial future and determine how the HRA can meet its obligations.

The FMP will answer the following questions:

- What is the deficit or surplus projected to be in each fund and what resources are available across the HRA to meet those deficits?

- How will the HRA pay operating costs and debt service? i.e., can any rents be raised?
- Are certain operating costs out of line?
- Will improved occupancy at the assisted living facility be sufficient to meet its obligations?

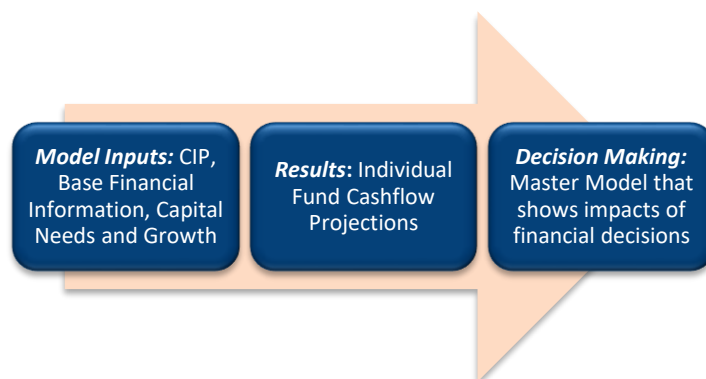
Further, if the Mora HRA chooses to adopt an HRA levy next year, the plan would indicate how the levy would need to be spent on existing programs and projects. We will show the impact on the tax rate, the tax levy, and a sample single family home.

With accurate historical and current financial information and solid projections the staff and policymakers can make effective decisions for the future.

This comprehensive fiscal plan will integrate the HRA's:

- Policy priorities
- Existing and future debt and bond rating criteria
- Future operating expenses, including staffing and facilities needs
- Alternative revenue sources

Ehlers will build a customized Excel model for the HRA with cashflow projections for each fund that roll up into a summary forecast.



We preliminarily propose including the following programs/funds in the study:

- DALA House (FMHA)
- Low Rent Public Housing (Pine Crest)

- Section 8 Vouchers
- VASA House (Section 202)
- MYSA House
- Eastwood Senior Living
- HRA Management Fund

As part of developing the FMP, Ehlers will engage the Board in facilitated discussions to describe the projections and develop consensus. By understanding the financial impacts of decisions, the Board can establish spending priorities and develop consensus about an acceptable level of rents, a potential HRA levy and other revenues.

Staff and Board Meetings

Ehlers' Scope of Work anticipates two meetings with staff and two meetings with the HRA Board. During the initial staff meeting, we will discuss policy issues in order to prepare a baseline model of the HRA's financial condition that incorporates existing operations, new staff, plus all proposed capital expenditures. This baseline model will show financial impacts related to fund balances and apparent trends. This is the starting place for the conversation with Board where we show the full financial picture of the HRA and determine priorities between competing funding demands. We also explore options for additional revenues, such as increasing rents where allowed and/or establishing an HRA levy.

Based on staff and Board direction, we will then refine the FMP with up to two scenarios with alternative revenue sources. After soliciting additional feedback, we will develop a fiscal strategy and make recommendations on financial policies at a second Board meeting or work session.

Financial Management Plan Deliverables

The FMP will deliver an achievable, comprehensive financial plan covering the next ten years that has been reviewed by and agreed upon by the HRA Board.

The FMP includes:

- Annual projected budget numbers for each of the next 10 years

- Inclusion of all capital improvements identified by the HRA
- Facilitated Board discussions to reach consensus on prioritization of expenditures and potential new revenues
- Presentation materials for Board and HRA use

Most importantly, the FMP process will result in a feasible funding plan for the HRA's operations. A more detailed description of the FMP is attached in [Appendix A](#).

Project Team

The Project Manager for the FMP will be Rebecca Kurtz assisted by Jeanne Vogt and Jessica Cook. Rebecca or Jessica will attend the Board meetings, as well as attend meetings with the HRA staff, and oversee the project. Jeanne will complete the numerical analysis.

Project Schedule

The FMP is typically developed and finalized over a 2-3 month period, depending on the timing of Board workshop and meeting schedules.

Proposed Cost

Ehlers will perform the Financial Management Plan identified in the scope of service ([Appendix A](#)) for the fee of \$8,500. We are willing to defer payment until the HRA's next fiscal year.

Thank you for engaging with us in your financial planning discussion. We appreciate your consideration and look forward to discussing how Ehlers can best serve the HRA.

Sincerely,



Rebecca Kurtz
Senior Municipal Advisor
651-697-8516



Jessica Cook
Economic Development Advisor
651-697-8546

Appendix A

Scope of Work: Financial Management Plan

The Financial Management Plan (“FMP”) will be completed in the following steps.

- Step 1.** Review Mora HRA’s current financial position, policies and practices.
- Step 2.** Aggregate and outline all future capital, operational and program needs.
A comprehensive list of major capital items and operational needs will be developed with the staff leadership.
- Step 3.** Assist in identifying other policy issues to be discussed and establish a framework for such discussion.
- Step 4.** Create the FMP Base Model that shows the long-term financial projections all of Mora HRA’s programs and projects.
- Step 5.** Analyze options to best meet the HRA’s operating and capital needs.
Options might include varying the timing of capital projects, identifying additional revenue sources, or renegotiating debt repayment schedules. The financial impact, including potential impacts on the City’s bond rating, of up to two scenarios will be shown.
- Step 6.** Prepare an achievable, comprehensive financial plan that helps the HRA fund capital and operating priorities and builds Board consensus.



MEMORANDUM

Date: February 2, 2021
 To: Economic Development Authority
 From: Beth Thorp, Community Development Director
 RE: Participation in Kanabec County Economic Development Authority

SUMMARY

The EDA will discuss continued participation in the Kanabec County Economic Development Authority (KCEDA) and make a recommendation for the City Council's consideration.

BACKGROUND INFORMATION

When the KCEDA was established in 2016 Minnesota statute allowed the City of Mora to adopt a resolution either electing to participate or not participate in the county organization. Electing to participate allows the county to levy property taxes from Mora taxpayers specifically for economic development purposes, whereas electing not to participate prohibits the county from levying property taxes from city taxpayers for this purpose. The City Council adopted Resolution No. 2016-622 (see attached) in June 2016 electing to participate in the KCEDA. In addition to other actions contained in the resolution, the resolution authorizes – in accordance with Minnesota statute – the city to review its participation in the KCEDA every fifth year following the adoption of the resolution. This year marks the city's first opportunity to consider continued participation. If the city chooses to withdraw participation, notice must be given to the KCEDA no later than March 23, 2021. Visit

<https://www.revisor.mn.gov/statutes/cite/469.1082> for more information about county EDAs.

Because Resolution No. 2016-622 references a June 3, 2016 sub-committee report, that report has been attached for review and the following table provides the current status of each economic development activity identified in the report:

Activity	2016 Recommendation		2021 Status		
	City	County	City	County	Comments
Tax Abatement – NPP	X		X		on-going
MIF Loan – NPP	X		X		complete
Revolving Economic Development (RED) Loan Fund	X		X		
Mora Industrial Park		X	X		see note (1)
SCDP Housing / Commercial Rehab	X		X		2015-17 project complete
Mora Area Farmers' Market	X		X		see note (2)
Telework Center		X		X	TWC is permanently closed
Kanabec Broadband Initiative (KBI)		X		X	
Economic Gardening		X	J	J	project concluded
Business Retention & Expansion (BR&E)		X	J	J	
Business Subsidy Reporting	X		X		
TIF/Tax Abatement/MIF/SCDP/Other Grants/Loans	J	J	J	J	
Economic Development Contact & Response	J	J	J	J	

Marketing		X	J	J	
Economic Development Organization Support	J	J	J	J	
Comprehensive Econ. Dev. Strategy (CEDS) Survey		X	X		see note (3)

X = responsibility for activity

J = joint responsibility for activity

Notes:

- (1) The City Council – with input from the PUC – determined that it preferred for the city to maintain ownership and oversight of the industrial park.
- (2) This activity was initially transferred to the Mora Park Board. Shortly thereafter the City Council made the decision that the city would no longer provide oversight of the farmers’ market.
- (3) The CEDS Survey has remained with the city, being that the Mora EDA is still operating and has an interest in identifying local projects.

The report was prepared by a sub-committee of city and county representatives and predates Resolution No. 2016-622, so there were still some unknowns when the report was prepared and a county staff person had not yet been hired. The June 3, 2016 report indicates that it was unknown if the Mora EDA would continue operating after the establishment of the county EDA; however, the council determined, as shown in Resolution No. 2016-622, that the Mora EDA would continue in its operations.

The KCEDA operates with a nine-member board, including two representatives from participating cities. At least one of those two representatives must represent the City of Mora. At the time that the KCEDA was established, Sara Treiber was selected as the City of Mora representative. Treiber, although no longer a member of the Mora City Council or Mora EDA, continues to serve as the city’s representative. Other past and present KCEDA members with a connection to the Mora City Council and/ Mora EDA include: Jack L’Heureux, Dan Johnson, Lonnie Ness (current KCEDA Chair), and Gene Anderson. City staff attends all possible monthly KCEDA meetings and participates in county efforts when invited. KCEDA meeting minutes are shared with the Mora EDA on a quarterly basis. Kanabec County Economic Development Director Heidi Steinmetz receives copies of all Mora EDA meeting packets.

Aside from the activities discussed in the 2016 sub-committee report, the KCEDA has been has been very active in a number of other economic development efforts benefiting the Mora community, including, but not limited to: organizing and hosting the annual Kanabec County Economic Development Conference (2018, 2019 and 2020); efforts to work with property owners / developers on workforce housing needs; advocating for broadband; advocating for additional childcare slots and establishing the Kanabec County Childcare Capacity Builders to address local childcare issues; and, administering various COVID-related grant programs.

RECOMMENDATION

Staff recommends continued participation in the KCEDA.

ACTION REQUESTED

Discuss whether or not the city should continue participation in the KCEDA and make a recommendation for the City Council’s consideration.

Due to statutory timelines, the council will need to make a determination no later than its March 16th meeting.

Attachments

Resolution No. 2016-622

Report on Sub-Committee Meeting dated June 3, 2016

**A RESOLUTION PERTAINING TO THE PARTICIPATION OF THE CITY OF MORA
IN THE KANABEC COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS, Kanabec County has established an economic development authority under Minnesota Statutes § 469.1082; and

WHEREAS, the City of Mora has established an economic development authority under Minnesota Statutes §§ 469.090 to 469.1081; and

WHEREAS, the City of Mora and Kanabec County desire to work more closely together in the area of economic development; and

WHEREAS, it is the recommendation of the Mora Economic Development Authority (MEDA) that the City of Mora elect to participate in the Kanabec County Economic Development Authority (KCEDA); and

WHEREAS, it is the recommendation of the MEDA that the MEDA continue in its operations.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Mora, Kanabec County, Minnesota, that the city council hereby takes the following actions:

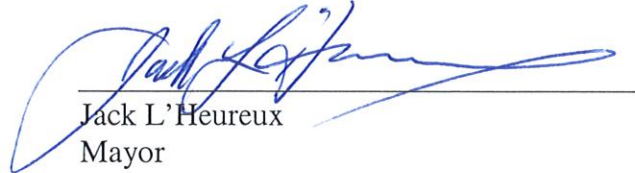
1. That the City of Mora elects to participate in the KCEDA; and
2. That certain activities of the MEDA be transferred to the KCEDA as recommended in a report of the subcommittee of the Kanabec County EDA Exploratory Committee to the MEDA dated June 3, 2016. The transfer of these activities shall occur on or before December 31, 2016; and
3. That the City of Mora shall annually review its participation in the KCEDA to determine if it is in the best interest of the city to transfer other economic development activities to the KCEDA; and
4. That the City of Mora shall review its participation in the KCEDA every fifth year following the adoption of this resolution and the city shall notify the KCEDA by resolution of its desire to continue its participation in the KCEDA or its desire to withdraw from the KCEDA; and
5. That the MEDA shall continue in its operations.

BE IT FURTHER RESOLVED that the city council offers it appreciation and thanks to current and past members of the Mora Economic Development Authority for their time and efforts.

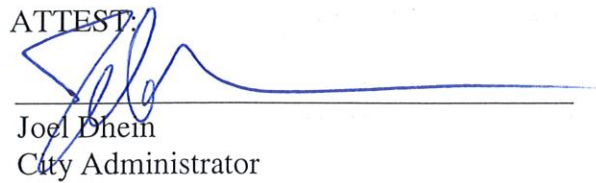
The foregoing resolution was introduced and moved for adoption by Council Member Skramstad and seconded by Council Member Bollenbeck

Voting for the Resolution:AKKerman, Balenbeck, L'Heureux, Skramstad
Voting Against the Resolution:Ø
Abstained from Voting:Ø
Absent:Treiber

Motion carried and resolution adopted this 21st day of June 2016.



Jack L'Heureux
Mayor

ATTEST:


Joel Dhein
City Administrator

MEMORANDUM



Date: 6/3/2016
To: Mora Economic Development Authority Members
From: Joel Dhein, City Administrator
RE: Report on Sub-Committee Meeting

The sub-committee of the Kanabec County EDA Exploratory Committee met at 1:00 p.m. on Friday, May 20th at the Kanabec County Courthouse. All of the assigned members were present which included Pat Christopherson, Joel Dhein, Doyle Jelsing, Bob Jensen, and Sara Treiber.

The purpose of this sub-committee's meeting was to "eliminate road blocks" to transitioning to a county EDA. The discussion revolved around a City of Mora staff analysis of a proposal by the county EDA to take over certain activities of the Mora EDA. Staff did not support the proposal however the Mora EDA board did, hence the referral to this sub-committee for additional discussion and recommendation.

Transition Activities

After some discussion it was the consensus of the sub-committee that the assignment of activities as presented in the original report was essentially acceptable. There was some discussion on whether the activities remaining with the city (which are primarily administrative and financial in nature and are the legal responsibility of the city) could be transferred to the county staff. It was agreed that for the time being that they would remain with the city, but would be reviewed on an annual basis for potential change. Discussion was also held on the manner in which economic development contact and response would be handled. It is clear that both entities must be involved in the process. The sub-committee had no issue with the Mora Area Farmer's Market being transferred to the Mora Park Board.

Activity	City	County
Tax Abatement – Northland Process Piping	X	
MIF Loan – Northland Process Piping	X	
Revolving Economic Development Loan Fund	X	
Mora Industrial Park		X
SCDP Housing/Commercial Rehab	X	

Memorandum

Mora Area Farmer's Market	X Park Board	
Telework Center		X
Kanabec Broadband Initiative (KBI)		X
Economic Gardening		X
Business Retention & Expansion BR&E		X
Business Subsidy Reporting	X	
TIF/Tax Abatement/MIF/SCDP/Other Grants/Loans	J	J
Economic Development Contact & Response	J	J
Marketing		X
Economic Development Organization Support	J	J
Comprehensive Economic Development Strategy (CEDS) Survey		X

X = recommended responsibility for activity

J = joint responsibility for activity

Transition Timing

Until such time as the county has hired an economic development staff person the city will continue to work its various activities. After a county staff person is hired a transition plan will be developed.

The city may adopt its resolution of participation at any time. A recommendation from the Mora EDA to the city council to do so would be appropriate at the time the transfer of activities is discussed.

Annual Review

Annually, the city will review the status of the city's economic development activities and determine if any change is needed.

Five Year Review

If electing to participate in the Kanabec County Economic Development Authority, the city may elect to withdraw its participation every five (5) years on the anniversary date of the resolution to participate. The city must inform the county not less than ninety (90) nor more than one hundred-eighty (180) days prior to that anniversary date of its intention to withdraw.

Mora EDA Board

While not a matter for the sub-committee there was some discussion on how the city will continue its economic development activities. Whether the Mora EDA continues operation in a limited capacity or is disbanded will be a major discussion item and subject to final approval of the city council. The council, will have to determine how it will handle economic development activities: using the EDA, an informal advisory committee, or handle economic development matters itself.

Mora EDA Staff

Again, while not a matter for the sub-committee there was some discussion regarding Mora EDA staff. Based on the recommended transfer of activities it appears that there will be a lesser need for staff time to support economic development activities than there is now. Depending on whether the Mora EDA continues operation and the amount of time needed for other activities, we estimate a full-time equivalent of 15% to 25% will be needed (about 5% is for the Mora Area Farmer's Market as picked up by the Park Board). For the balance of 2016 taking into account the hire date, and orientation of county staff by city staff, and transition timing we feel that there will be little cost savings this year. This will of course have to be re-evaluated after county staff is hired.

Recommendations

Adopt sub-committee's recommendation on transfer of economic development activities to the county and recommend same to the city council.

Recommend adoption of a resolution electing to participate in the Kanabec County Economic Development Authority.

Discuss future of Mora Economic Development Authority and make recommendation to the city council.

Attachments: proposed resolution for the city council



MEMORANDUM

Date: February 2, 2021
 To: Economic Development Authority
 From: Beth Thorp, Community Development Director
 Lindy Crawford, City Administrator
 RE: Economic Development Incentive Based on Electric Usage

SUMMARY

The EDA and PUC will consider implementing an economic development incentive developed by Southern Minnesota Municipal Power Agency (SMMPA) and make recommendations for the City Council's consideration.

BACKGROUND INFORMATION

In October 2018, the SMMPA Board approved a wholesale economic development program aimed at providing incentives to attract new business customers to SMMPA member communities, like Mora, encourage existing business customers to expand, and help ensure businesses do not leave our community. SMMPA's goal is to help every business be as energy efficient as possible and help them be more competitive, thereby helping those businesses grow and prosper in the member communities. The economic development program is in no way intended to diminish SMMPA's commitment to energy efficiency.

Strategic load growth can be beneficial for all Mora Municipal Utilities (MMU) electric utility customers. To the extent that it does not require investment in major new generating facilities, the ability to spread fixed costs over more units of energy puts downward pressure on retail rates. By working with SMMPA and offering this incentive, the city would be using an economic development incentive at the wholesale level to help promote this type of strategic load growth at the retail level.

What Type of Electric Utility Customer will Qualify?

- New business customers with a load of 250 kW or greater, or with load that exceeds the demand of the MMU's tenth largest current retail customer.
- Existing business customers adding new incremental connected load of 250 kW or greater, or adding load that exceeds the demand of the MMU's tenth largest current retail customer.
- Existing business customers in economic distress that have legitimate opportunities to move operations out of the MMU's service territory and have a total load of 1,000 kW or that are one of the member's ten largest customers.

What are the Incentives?

- SMMPA will calculate an economic development credit to be paid to MMU based on the energy usage of the qualifying business in the member community.
- For incremental load, the credit only applies to the additional energy associated with the business expansion.

Year 1 - \$0.0192 per kWh
Year 2 - \$0.0096 per kWh
Year 3 - \$0.0048 per kWh
Year 4 - \$0.0024 per kWh
Year 5 - \$0.0012 per kWh
Year 6 - No credit beginning in Year 6

What Other Conditions Must Electric Utility Customers Meet?

- The business must have received no less than \$25,000 in local, county, State of Minnesota and/or federal financial assistance for economic development or economic stimulus.
 - Business customers facing economic distress must have received at least \$50,000 in economic development assistance within the 24 months prior to applying for this rate.
- The business must meet all conditions set forth by the member city for local economic development (refer to City of Mora Business Subsidy Policy).
- Businesses cannot be transferring load from a different SMMPA member.
- The business must review the energy efficiency program opportunities available from MMU.

How Could Wholesale Credit from SMMPA be Passed on to Qualifying MMU Customers?

If implemented, the incentive program could mirror the SMMPA wholesale program as follows:

- 100% of the SMMPA Economic Development Credit will flow through to Mora's participating business customers.
- The full amount of the credit must flow through to the participating businesses under economic distress.

RECOMMENDATION

Consider the economic development incentive developed by SMMPA and discuss whether or not it would complement the city's economic development efforts. Make a recommendation to the City Council.

Attachments

None



MEMORANDUM

Date: February 2, 2021
To: Economic Development Authority
From: Beth Thorp, Community Development Director
RE: Notice of Resignation - Ness

SUMMARY

The EDA will consider a notice of resignation submitted by Commissioner Ness.

BACKGROUND INFORMATION

Commissioner Ness was first appointed to the EDA by the City Council in September 2013 to fill one of two vacant seats. After completing that term, Ness was reappointed to the EDA in 2017 for a term expiring on December 31, 2022. Ness submitted his notice of resignation on January 29, 2021 (see attached).

Historically the EDA – like other city boards and commissions – has not taken action on resignations; however, Ness has requested that the EDA consider and accept his resignation. If the EDA accepts Ness' resignation, the City Council will consider the resignation at its February 16th meeting and will be responsible for appointing a new commissioner for the remainder of the term.

ACTION REQUESTED

Accept Commissioner Ness' resignation.

Attachments

Notice of resignation

Beth Thorp

From: Lonnie Ness <lonnieness@gmail.com>
Sent: Friday, January 29, 2021 6:47 AM
To: Beth Thorp
Cc: alanskramstad@outlook.com
Subject: Mora EDA Board Packet Request

Good morning Beth,

Please add to the Mora City EDA Board packet my request for resignation from the Mora EDA. I truly love working for my community and helping them to achieve their goals. However, my involvement with an elderly widow's sale of her property has given me great pause based on the actions of the current Mayor, Mora City Attorney, and Mora City Administrator. Their mistreatment and miscommunication had so adversely affected this person and her family that it is very difficult for me to believe the city has the same goals as I do. I came into the situation almost a year after she first attempted to sell the property and my treatment by these same individuals has been very similar. I hereby request the EDA Board to consider and accept my resignation as written at the next Mora EDA meeting.

Best regards,

Lonnie Ness 

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
Small Cities Development Program (SCDP) Fund*

December 31, 2020
[unaudited]

TABLE OF CONTENTS

Fund Budgetary Performance	
Balance Sheet – Mora Economic Development Authority (EDA) Fund	
Balance Sheet – Revolving Economic Development (RED) Loan Fund	
Balance Sheet – COVID-19 Emergency Assistance Fund	
Balance Sheet – Mora Industrial Commercial (MIC) Loan Fund	
Balance Sheet – Small Cities Development Program (SCDP) Fund	
Graphical Presentation – Mora Economic Development Authority (EDA) Fund	
Graphical Presentation – Revolving Economic Development (RED) Loan Fund	
Graphical Presentation – COVID-19 Emergency Assistance Fund	
Graphical Presentation – Mora Industrial Commercial (MIC) Loan Fund	
Graphical Presentation – Small Cities Development Program (SCDP) Fund	
Revenue Guideline Report	
Expenditure Guideline Report	
Notes	

MORA ECONOMIC DEVELOPMENT AUTHORITY

Fund Budgetary Performance

For the Quarter Ended December 31, 2020

	2020 YTD Budget	2020 YTD Actual	2020 YTD Balance	2020 % YTD Budget
EDA FUND				
Revenues	41,334.00	37,909.27	3,424.73	91.71%
Expenditures	46,191.00	38,499.05	7,691.95	83.35%
Surplus/(Deficit)		(589.78)		
RED LOAN FUND				
Revenues	18,750.00	18,645.95	104.05	99.45%
Expenditures	-	-	-	-
Surplus/(Deficit)		18,645.95		
COVID-19 EMERGENCY ASSISTANCE FUND				
Revenues	-	98,256.36	(98,256.36)	-
Expenditures	-	36,500.00	(36,500.00)	-
Surplus/(Deficit)		61,756.36		
MIC LOAN FUND				
Revenues	690.00	296.70	393.30	43.00%
Expenditures	-	90,000.00	(90,000.00)	-
Surplus/(Deficit)		(89,703.30)		
SCDP FUND				
Revenues	-	18,097.87	(18,097.87)	-
Expenditures	-	46.00	(46.00)	-
Surplus/(Deficit)		18,051.87		
TOTAL ALL FUNDS				
Revenues	60,774.00	173,206.15	(112,432.15)	285.00%
Expenditures	46,191.00	165,045.05	(118,854.05)	357.31%
Surplus/(Deficit)		8,161.10		



CITY OF MORA
BALANCE SHEET
Current Period: December 2020

Page 2

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 227 ECONOMIC DEVELOPMENT FUND				
Bal Type A				
G 227-11011 Cash NNB Checking	\$25,441.30	\$38,125.62	\$38,822.27	\$24,744.65
G 227-11018 Cash FCB HI-FI	\$31,400.67	\$98.73	\$0.00	\$31,499.40
G 227-11151 Accounts Receivable	\$0.00	\$571.90	\$571.90	\$0.00
G 227-11551 Prepaid Ins	\$0.00	\$177.67	\$162.91	\$14.76
Bal Type A	\$56,841.97	\$38,973.92	\$39,557.08	\$56,258.81
Bal Type E				
G 227-24204 Fund Bal-Undes/Net Asset (ent	-\$56,215.09	\$41,064.13	\$40,474.35	-\$55,625.31
Bal Type E	-\$56,215.09	\$41,064.13	\$40,474.35	-\$55,625.31
Bal Type L				
G 227-21600 Accrued Wages/Salaries Payab	-\$626.88	\$0.00	\$0.00	-\$626.88
G 227-22021 Accounts Payable	\$0.00	\$0.00	\$6.62	-\$6.62
G 227-22161 Accrued Vac-Sick Wages	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type L	-\$626.88	\$0.00	\$6.62	-\$633.50
Fund 227 ECONOMIC DEVELOPMENT FUND	\$0.00	\$80,038.05	\$80,038.05	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: December 2020

Page 3

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 230 RED LOAN FUND				
Bal Type A				
G 230-11011 Cash NNB Checking	\$25,811.36	\$46,254.96	\$27,753.00	\$44,313.32
G 230-11018 Cash FCB HI-FI	\$45,791.38	\$143.99	\$0.00	\$45,935.37
G 230-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type A	\$71,602.74	\$46,398.95	\$27,753.00	\$90,248.69
Bal Type E				
G 230-24204 Fund Bal-Undes/Net Asset (ent	-\$71,602.74	\$0.00	\$18,645.95	-\$90,248.69
Bal Type E	-\$71,602.74	\$0.00	\$18,645.95	-\$90,248.69
Bal Type L				
G 230-20815 Due to Minnesota Dept of DEE	\$0.00	\$27,753.00	\$27,753.00	\$0.00
G 230-22021 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type L	\$0.00	\$27,753.00	\$27,753.00	\$0.00
Fund 230 RED LOAN FUND	\$0.00	\$74,151.95	\$74,151.95	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: December 2020
Year End

Page 4

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 231 COVID-19 EMERGENCY ASSISTANCE				
Bal Type A				
G 231-11011 Cash NNB Checking	\$0.00	\$98,756.36	\$37,000.00	\$61,756.36
Bal Type A	\$0.00	\$98,756.36	\$37,000.00	\$61,756.36
Bal Type E				
G 231-24204 Fund Bal-Undes/Net Asset (ent	\$0.00	\$37,000.00	\$98,756.36	-\$61,756.36
Bal Type E	\$0.00	\$37,000.00	\$98,756.36	-\$61,756.36
Fund 231 COVID-19 EMERGENCY ASSISTAN	\$0.00	\$135,756.36	\$135,756.36	\$0.00



CITY OF MORA BALANCE SHEET

Current Period: December 2020

Page 5

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 232 MIC LOAN FUND				
Bal Type A				
G 232-11011 Cash NNB Checking	\$0.00	\$0.00	\$90,000.00	-\$90,000.00
G 232-11018 Cash FCB HI-FI	\$94,367.72	\$296.70	\$0.00	\$94,664.42
Bal Type A	\$94,367.72	\$296.70	\$90,000.00	\$4,664.42
Bal Type E				
G 232-24204 Fund Bal-Undes/Net Asset (ent	-\$94,367.72	\$90,000.00	\$296.70	-\$4,664.42
Bal Type E	-\$94,367.72	\$90,000.00	\$296.70	-\$4,664.42
Fund 232 MIC LOAN FUND	\$0.00	\$90,296.70	\$90,296.70	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: December 2020

Page 6

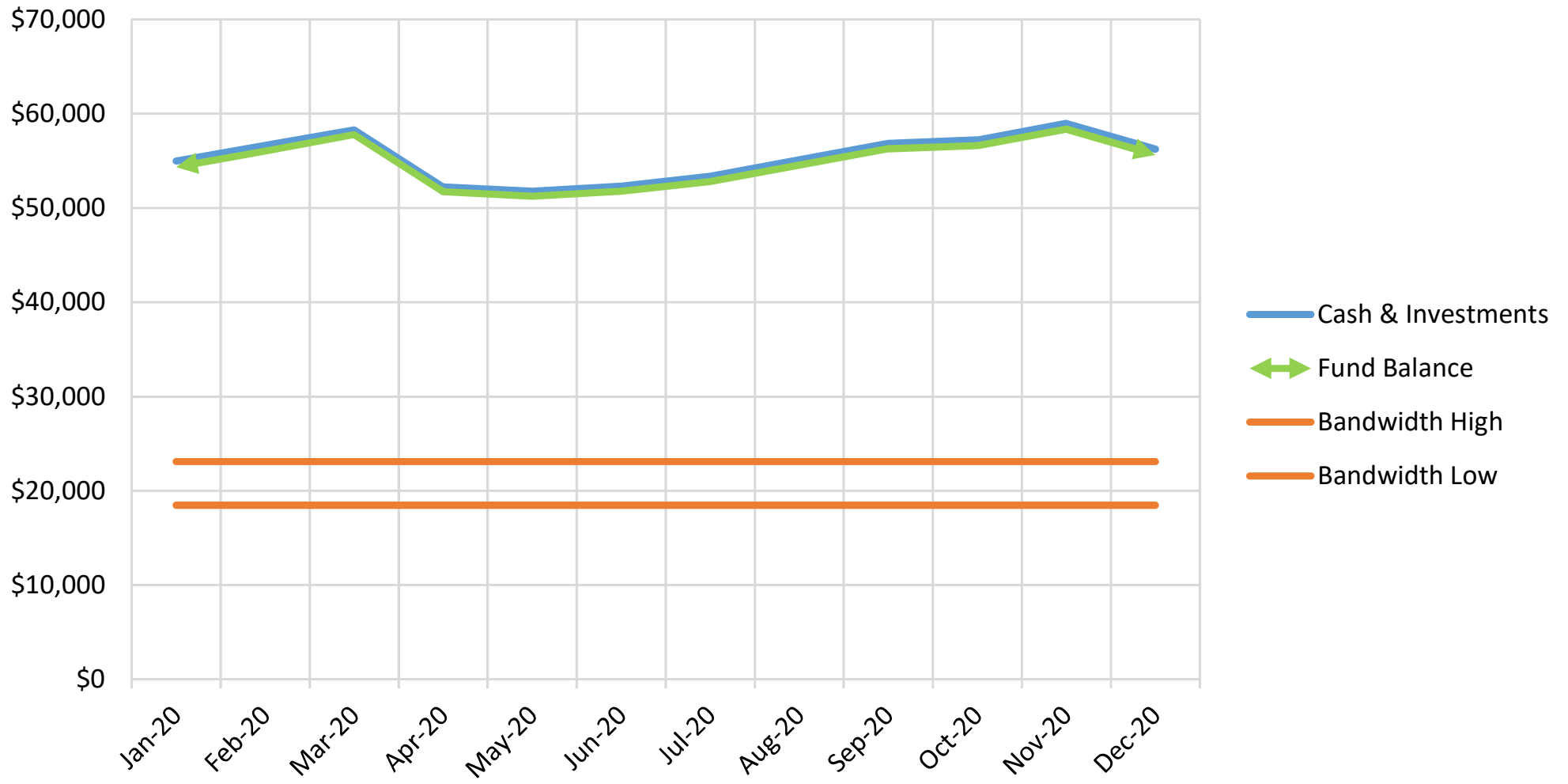
Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 270 SMALL CITIES DEVELOPMENT PROGR				
Bal Type A				
G 270-11011 Cash NNB Checking	\$17,719.61	\$18,097.87	\$46.00	\$35,771.48
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
Bal Type A	\$17,719.61	\$18,097.87	\$46.00	\$35,771.48
Bal Type E				
G 270-24204 Fund Bal-Undes/Net Asset (ent	-\$17,719.61	\$46.00	\$18,097.87	-\$35,771.48
Bal Type E	-\$17,719.61	\$46.00	\$18,097.87	-\$35,771.48
Bal Type L				
G 270-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type L	\$0.00	\$0.00	\$0.00	\$0.00
Fund 270 SMALL CITIES DEVELOPMENT PR	\$0.00	\$18,143.87	\$18,143.87	\$0.00



EDA FUND - 2020

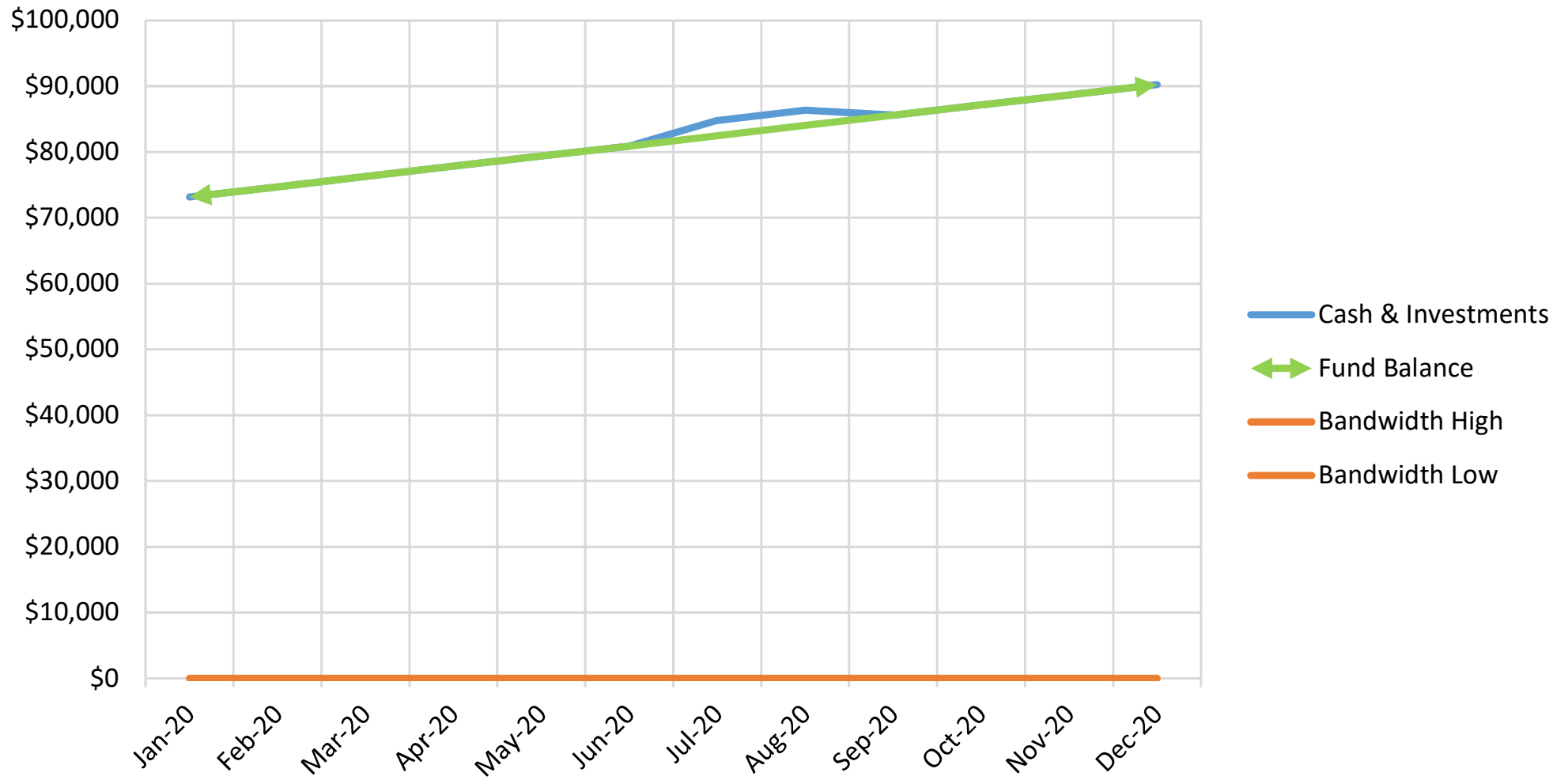
Cash & Investments/Fund Balance





RED LOAN FUND - 2020

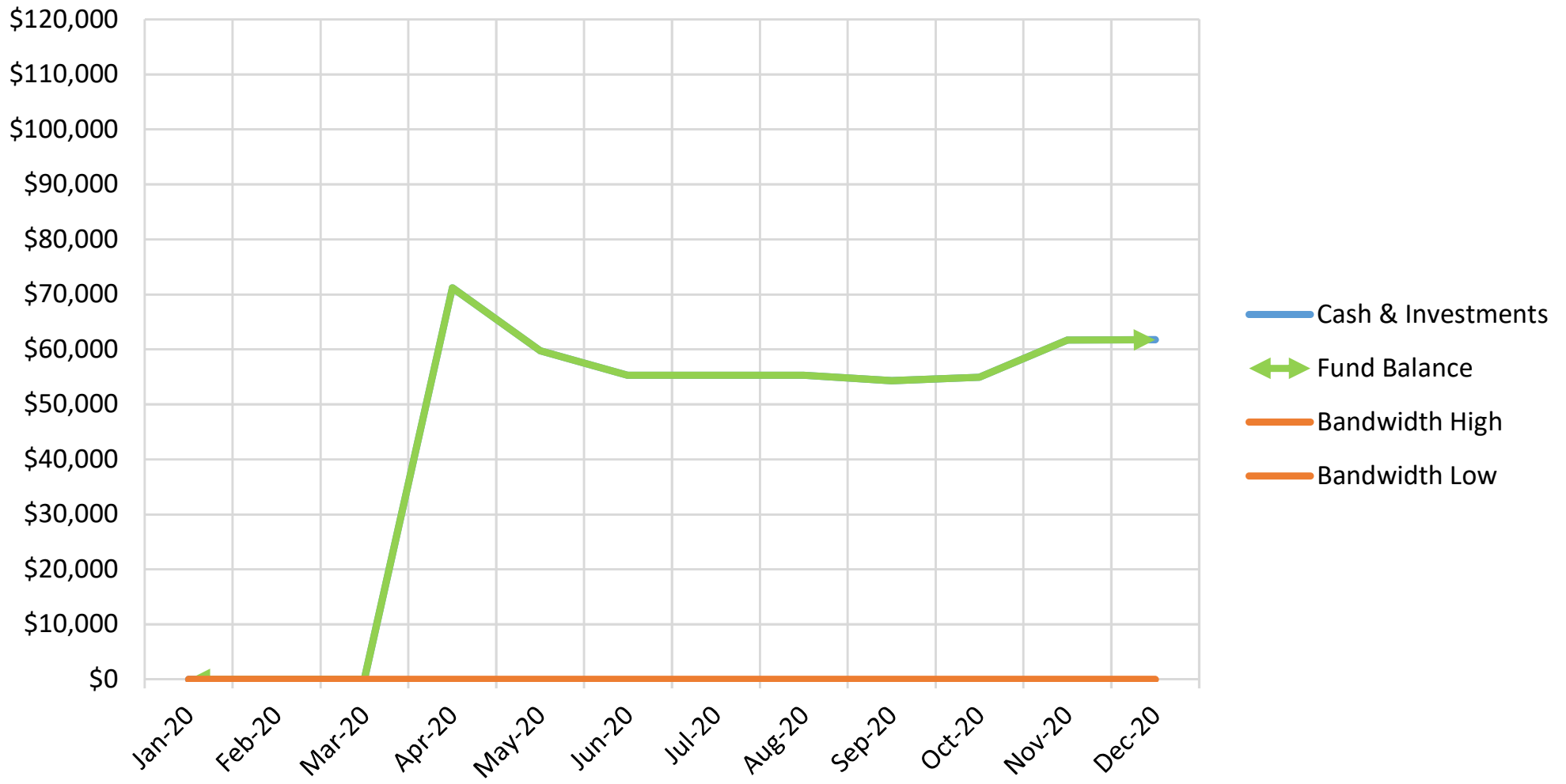
Cash & Investments/Fund Balance





COVID-19 EMERGENCY ASSISTANCE FUND - 2020

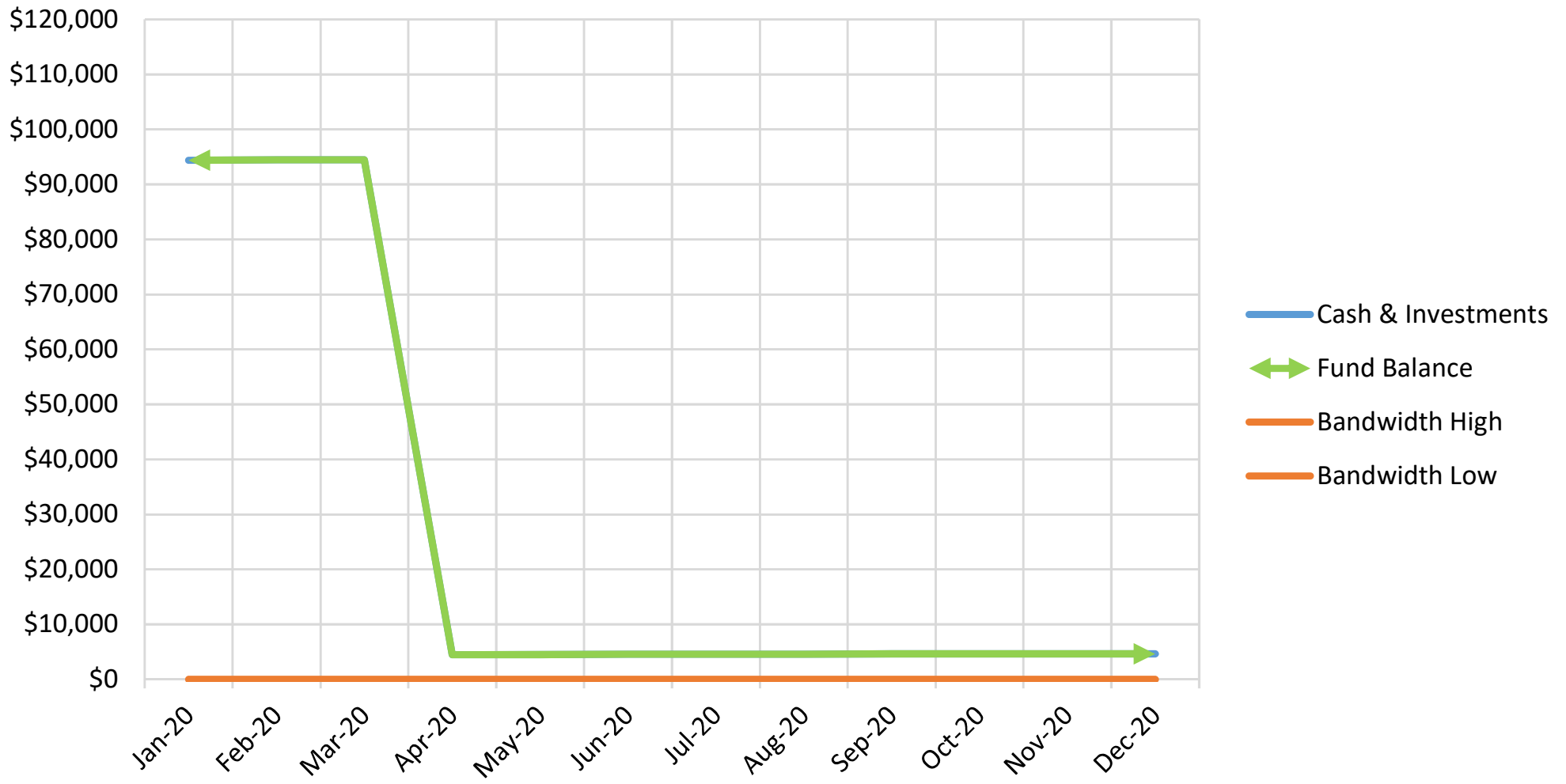
Cash & Investments/Fund Balance





MIC LOAN FUND - 2020

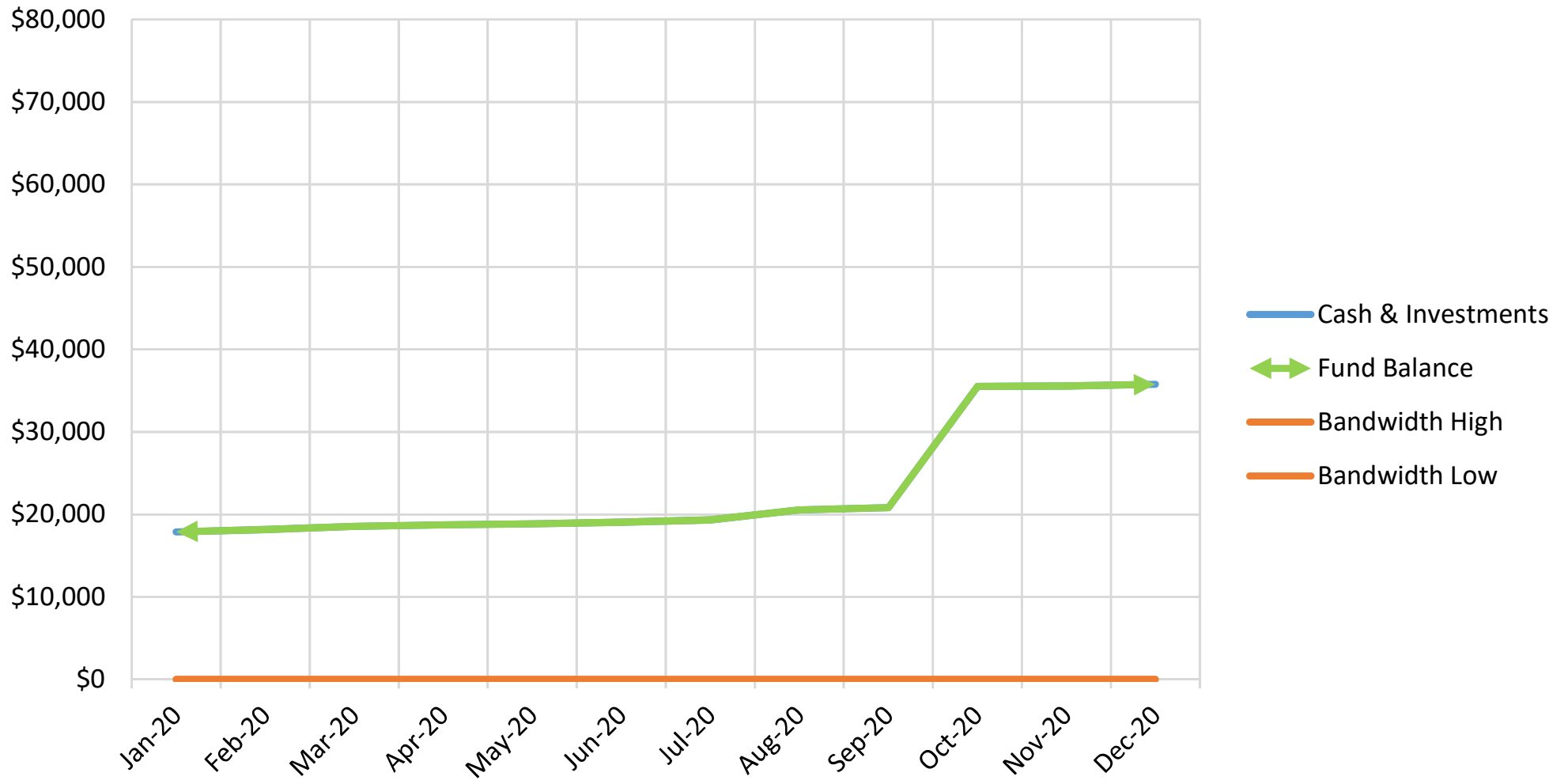
Cash & Investments/Fund Balance





SCDP FUND - 2020

Cash & Investments/Fund Balance





CITY OF MORA
Revenue Guideline For EDA
Current Period: December 2020

Last Dim Descr	2020 Budget	2020 YTD Amt	2020 YTD Balance	2020 % of Budget Remain	Explanation
Fund 227 ECONOMIC DEVELOPMENT FUND					
Dept 47610 ECONOMIC DEVELOPMENT					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$170.00	\$105.48	\$64.52	37.95%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Dividends	\$20.00	\$22.00	-\$2.00	-10.00%	
Rent	\$1,144.00	\$1,143.80	\$0.20	0.02%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Trf from General Fund	\$20,000.00	\$21,109.90	-\$1,109.90	-5.55%	
Trf from Enterprise Fund	\$20,000.00	\$20,000.00	\$0.00	0.00%	
Dept 47610 ECONOMIC DEVE	\$41,334.00	\$42,381.18	-\$1,047.18		
Fund 227 ECONOMIC DEVELOPM	\$41,334.00	\$42,381.18	-\$1,047.18		
Fund 230 RED LOAN FUND					
Dept 47820 RED LOAN PROGRAM					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
MN Invest Fund Revenue	\$18,500.00	\$18,501.96	-\$1.96	-0.01%	
Interest Earnings	\$250.00	\$153.83	\$96.17	38.47%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47820 RED LOAN PROGR	\$18,750.00	\$18,655.79	\$94.21		
Fund 230 RED LOAN FUND	\$18,750.00	\$18,655.79	\$94.21		
Fund 232 MIC LOAN FUND					
Dept 47825 MIC LOAN PROGRAM					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$690.00	\$316.98	\$373.02	54.06%	
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%	
Dept 47825 MIC LOAN PROGR	\$690.00	\$316.98	\$373.02		
Fund 232 MIC LOAN FUND	\$690.00	\$316.98	\$373.02		
Fund 270 SMALL CITIES DEVELOPMENT PROGR					
Dept 46323 SCDP REHABILITATION PROJECTS					
SCDP Grant Proceeds	\$0.00	\$0.00	\$0.00	0.00%	
SCDP Program Income	\$0.00	\$18,097.87	-\$18,097.87	0.00%	See Note A.
Dept 46323 SCDP REHABILITA	\$0.00	\$18,097.87	-\$18,097.87		
Fund 270 SMALL CITIES DEVELOP	\$0.00	\$18,097.87	-\$18,097.87		
	\$60,774.00	\$79,451.82	-\$18,677.82		



CITY OF MORA

Expenditure Guideline For EDA

Current Period: December 2020

Page 13

Last Dim Descr	2020 YTD Budget	2020 YTD Amt	2020 YTD Balance	2020 % of Budget Remain	Explanation
Fund 227 ECONOMIC DEVELOPMENT FUND					
Dept 47610 ECONOMIC DEVELOPMENT					
Wages & Salaries	\$17,676.00	\$17,241.44	\$434.56	2.46%	
PERA	\$1,269.00	\$1,270.72	-\$1.72	-0.14%	
FICA	\$1,096.00	\$1,036.49	\$59.51	5.43%	
Medicare	\$256.00	\$242.33	\$13.67	5.34%	
VEBA	\$0.00	\$0.00	\$0.00	0.00%	
Health Insurance	\$1,465.00	\$1,437.84	\$27.16	1.85%	
Life Insurance	\$28.00	\$33.24	-\$5.24	-18.71%	
Office Supplies	\$75.00	\$6.62	\$68.38	91.17%	
Other Operating Supplies	\$25.00	\$11.66	\$13.34	53.36%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$16.32	-\$16.32	0.00%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Legal Services	\$1,000.00	\$2,195.20	-\$1,195.20	-119.52%	See Note B.
Professional Services - Misc	\$10,100.00	\$4,473.80	\$5,626.20	55.70%	
Telephone	\$0.00	\$67.49	-\$67.49	0.00%	
Postage	\$20.00	\$0.00	\$20.00	100.00%	
Meetings, Training, & Travel	\$400.00	\$129.84	\$270.16	67.54%	
Advertising	\$950.00	\$45.15	\$904.85	95.25%	
Contributions	\$3,402.00	\$2,250.00	\$1,152.00	33.86%	
Insurance	\$105.00	\$112.99	-\$7.99	-7.61%	
Workers Comp Insurance	\$79.00	\$64.68	\$14.32	18.13%	
Dues & Subscriptions	\$1,145.00	\$850.00	\$295.00	25.76%	
Miscellaneous	\$100.00	\$0.00	\$100.00	100.00%	
Property Tax Expense	\$7,000.00	\$7,158.00	-\$158.00	-2.26%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Trf to General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47610 ECONOMIC DEVE	\$46,191.00	\$38,643.81	\$7,547.19	16.34%	
Fund 227 ECONOMIC DEVELOPM	\$46,191.00	\$38,643.81	\$7,547.19	16.34%	
Fund 230 RED LOAN FUND					
Dept 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%	
Dept 47820 RED LOAN PROGR	\$0.00	\$0.00	\$0.00	0.00%	
Fund 230 RED LOAN FUND	\$0.00	\$0.00	\$0.00	0.00%	
Fund 232 MIC LOAN FUND					
Dept 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	\$90,000.00	-\$90,000.00	0.00%	
Dept 47825 MIC LOAN PROGR	\$0.00	\$90,000.00	-\$90,000.00	0.00%	
Fund 232 MIC LOAN FUND	\$0.00	\$90,000.00	-\$90,000.00	0.00%	



CITY OF MORA

Expenditure Guideline For EDA

Current Period: December 2020

Page 14

Last Dim Descr	2020 YTD Budget	2020 YTD Amt	2020 YTD Balance	2020 % of Budget Remain	Explanation
Fund 270 SMALL CITIES DEVELOPMENT PROGR					
Dept 46323 SCDP REHABILITATION PROJECTS					
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$0.00	\$46.00	-\$46.00	0.00%	
Contract Services	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Dept 46323 SCDP REHABILITA	\$0.00	\$46.00	-\$46.00	0.00%	
Fund 270 SMALL CITIES DEVELOP	\$0.00	\$46.00	-\$46.00	0.00%	
	\$46,191.00	\$128,689.81	-\$82,498.81	-178.60%	

**MORA ECONOMIC DEVELOPMENT AUTHORITY**

Notes to the Financial Statements

For the Quarter Ended December 31, 2020

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

- A. Payoff received for SCDP Deferred Loan, initiated by sale of property

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

- B. Legal services related to: (1) creating COVID-19 emergency assistance grant/loan program, and (2) development agreement for Intrepid Development Corp.

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

September 9, 2020 - 3:30pm

Kanabec County Courthouse, Meeting Room #3

18 North Vine Street, Mora, MN 55051

and Online/Teleconference via Webex

Members Present On Site: Ivan Black, Wayne Davis, Kathi Ellis, Lisa Holcomb, Dan Johnson, and Jerry Tvedt.

Members Present via Webex: Sara Treiber

Members Absent: Gene Anderson, Lonnie Ness (Chair)

Staff Present On Site: Heidi Steinmetz, Kelsey Schiferli

Others Present On Site: Beth Thorp

Vice Chairperson Jerry Tvedt called the meeting to order at 3:30pm.

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

Action #2 – It was moved by Dan Johnson, seconded by Lisa Holcomb and carried unanimously to approve the August 12, 2020 minutes as presented.

Action #3 – It was moved by Dan Johnson, seconded by Lisa Holcomb and carried unanimously to approve payment of the following invoices:

Vendor	Amount	Purpose
Minnesota Rural Broadband Coalition	\$25.00	"Day at the Capitol" Registration Fee
Mora Area Chamber of Commerce	\$75.00	Membership Dues
Paradise Theatre	\$7,027.95	CARES Act Grant
Central MN Jobs & Training Services	\$2,000.00	CARES Act Grant
Zion Lutheran Church & Preschool	\$10,000.00	CARES Act Grant
NorthPost, Inc.	\$5,000.00	CARES Act Grant
6 Claims Totaling:	<u>\$24,127.95</u>	

Action #4 – It was moved by Lisa Holcomb, seconded by Ivan Black and carried unanimously to accept the Fund Balance and Revenue/Expenditure Reports ending August 31, 2020 as presented.

3:41pm – Gene Anderson arrived.

Action #5 – It was moved by Kathi Ellis, seconded by Dan Johnson and carried unanimously to approve the amended CARES Pandemic Relief (CPR) Grant Program Guidelines as presented.

Action #6 – It was moved by Gene Anderson, seconded by Dan Johnson and carried unanimously to approve sending the CARES Pandemic Relief (CPR) Grant Applications received from the Mora Area Chamber of Commerce for \$1,000, and PHASE Industries for \$10,000 to the County Board for approval.

Heidi Steinmetz led a discussion regarding the CARES Pandemic Relief Grant Subcommittee Report and Possible Phase Two. Information only, no action was taken.

Heidi Steinmetz gave verbal updates regarding the following projects: Recruitment Project, Matt Pfankuch – the business, Fowler Distribution has been purchased. The Vasa Crossing Apartment Project was not funded. Information only, no action as taken.

Action #7 – It was moved by Kathi Ellis, seconded by Ivan Black and carried unanimously to adjourn the meeting at 4:15pm.

The Kanabec County EDA will meet again on Wednesday, October 14, 2020 at 3:30pm in Courthouse Meeting Room #3 and via Webex.

Respectfully submitted,
Kelsey Schiferli
Kanabec County Coordinator's Assistant

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

October 14, 2020 - 3:30pm

Kanabec County Courthouse, Meeting Room #3

18 North Vine Street, Mora, MN 55051

and Online/Teleconference via Webex

Members Present On Site: Gene Anderson, Ivan Black, Wayne Davis, Kathi Ellis, Lisa Holcomb, Jerry Tvedt

Members Present via Webex: Dan Johnson, Sara Treiber

Members Absent: Lonnie Ness (Chair)

Staff Present On Site: Heidi Steinmetz, Kelsey Schiferli

Others Present via Webex: Beth Thorp

Vice Chairperson Jerry Tvedt 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 Lisa Holcomb, seconded by Ivan Black and carried unanimously to approve the September 9, 2020 minutes as presented.

Action #3 – It was moved by Lisa Holcomb, seconded by Wayne Davis and carried unanimously to approve payment of the following invoices:

Vendor	Amount	Purpose
A Cut Above Salon Inc	\$3,750.00	CARES Pandemic Relief Grant
Child Care Aware of Minnesota	\$1,360.00	16 hours of Early Childhood In-Service Training
Crystal Bar & Grill	\$7,500.00	CARES Pandemic Relief Grant
Diversified Bronze and Mfg. Inc.	\$5,000.00	CARES Pandemic Relief Grant
Double J Café	\$6,250.00	CARES Pandemic Relief Grant
Freddie's Restaurant & Banquet Center	\$7,500.00	CARES Pandemic Relief Grant
Grace Lutheran Church	\$4,000.00	CARES Pandemic Relief Grant
Lake Street Family Dental	\$6,250.00	CARES Pandemic Relief Grant
Masonic Lodge 223	\$6,000.00	CARES Pandemic Relief Grant
Mora Dental Center LLC	\$7,500.00	CARES Pandemic Relief Grant
New Generation Bakery	\$3,750.00	CARES Pandemic Relief Grant
Seven County Senior Federation	\$6,000.00	CARES Pandemic Relief Grant
The Cardinal's Nest	\$6,250.00	CARES Pandemic Relief Grant
The Grand Event Center	\$6,250.00	CARES Pandemic Relief Grant

Universal Apparel	\$2,500.00	CARES Pandemic Relief Grant
White Tail Tool, Inc.	\$6,250.00	CARES Pandemic Relief Grant
16 Claims Totaling:	<u>\$86,110.00</u>	

3:37pm – Sara Treiber arrived via Webex.

Action #4 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to accept the Fund Balance and Revenue/Expenditure Reports ending September 30, 2020 as presented.

Heidi Steinmetz led a discussion regarding CARES Pandemic Relief (CPR) Grant Program. The Grant Award Report (as of 10/7/20) and Inquiry & Application Report (as of 10/12/20) were reviewed. Information only, no action was taken.

Heidi Steinmetz gave verbal updates regarding the following projects: Business Coaching – Small Small Business Community, Fowler Parts Service – New Business in Ogilvie, Manufacturing Week Recap

The group held a discussion regarding the status of NorthStar Aluminum. Information only, no action was taken.

Action #5 – It was moved by Gene Anderson, seconded by Ivan Black and carried unanimously to adjourn the meeting at 4:23pm.

The Kanabec County EDA will meet again on Wednesday, November 4, 2020 at 3:30pm in Courthouse Meeting Room #3 and via Webex.

Respectfully submitted,
Kelsey Schiferli
Kanabec County Coordinator's Assistant

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

November 4, 2020 - 3:30pm

Kanabec County Courthouse, Meeting Room #3

18 North Vine Street, Mora, MN 55051

and Online/Teleconference via Webex

Members Present On Site: Gene Anderson, Ivan Black, Wayne Davis, Lisa Holcomb, Dan Johnson

Members Present via Webex: Lonnie Ness (Chair), Sara Treiber

Members Absent: Kathi Ellis, Jerry Tvedt

Staff Present On Site: Heidi Steinmetz, Kelsey Schiferli

Others Present On Site: Beth Thorp

Others Present via Webex: Rose Dunn, Eric Canfield

Chairperson Lonnie Ness called the meeting to order at 3:35pm.

Action #1 – It was moved by Dan Johnson, seconded by Ivan Black and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Gene Anderson, seconded by Lisa Holcomb and carried unanimously to approve the October 14, 2020 minutes as presented.

EDA Director Heidi Steinmetz presented the financial reports.

Action #3 – It was moved by Dan Johnson, seconded by Lisa Holcomb and carried unanimously to approve payment of the following invoices:

Vendor	Amount	Purpose
Office Depot	\$87.98	Toner
AmericInn	\$7,500.00	CARES Pandemic Relief Grant
Beautifully Bronzed	\$1,250.00	CARES Pandemic Relief Grant
Jeff's Auto and Tire	\$1,250.00	CARES Pandemic Relief Grant
MAYRA	\$6,000.00	CARES Pandemic Relief Grant
Vasaloppet	\$2,000.00	CARES Pandemic Relief Grant
6 Claims Totaling:	<u>\$18,087.98</u>	

Special Guest Rose Dunn gave a verbal report regarding the Mora HRA. Information only, no action was taken.

4:04pm – Rose Dunn left the meeting.

Heidi Steinmetz gave a verbal update regarding Canfield Pines Cooperative Proposal. Information only, no action was taken.

Heidi Steinmetz led a discussion regarding the 2021 Strategic Action Plan. The group expressed consensus to look into hiring a consultant to help facilitate the 2021 Strategic Action Plan.

Heidi Steinmetz led a discussion regarding the CARES Pandemic Relief (CPR) Grant Program. Of the approximately \$200,000 allocated to the EDA, \$182,750 has been dispersed to local businesses and nonprofits. The group held a discussion regarding what to do with the remaining funds.

Action #4 – It was moved by Gene Anderson, seconded by Lisa Holcomb and carried unanimously to recommend that the County Board authorize the EDA to disperse the remaining funds to the 41 previous grant awardees at a percentage of what they originally received.

4:29pm – Beth Thorp left the meeting.

Heidi Steinmetz gave verbal updates regarding the following projects: Sky Blue Halaal Meat Processing – new business in Braham Industrial Park

Heidi Steinmetz led a discussion regarding the 2021 EDA Conference. The group expressed consensus to put the conference off for one year.

The group reviewed the EDA Member 2020 Meeting Attendance Report. Information only, no action was taken.

4:43pm – Lisa Holcomb left the meeting.

Heidi Steinmetz led a discussion regarding upcoming EDA Member Term Expirations. Information only, no action was taken.

Action #5 – It was moved by Wayne Davis, seconded by Ivan Black and carried unanimously to adjourn the meeting at 4:48pm.

The Kanabec County EDA will meet again on Wednesday, December 9, 2020 at 3:30pm in Courthouse Meeting Room #3 and via Webex.

Respectfully submitted,
Kelsey Schiferli
Kanabec County Coordinator's Assistant

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

December 9, 2020 - 3:30pm

Kanabec County Courthouse, Meeting Room #3

18 North Vine Street, Mora, MN 55051

and Online/Teleconference via Webex

Members Present On Site: Gene Anderson, Ivan Black, Wayne Davis, Lisa Holcomb, Lonnie Ness (Chair), Jerry Tvedt

Members Present via Webex: Dan Johnson, Sara Treiber

Staff Present On Site: Heidi Steinmetz

Others Present On Site: Derek Carlson, Jack Hiniker

Others Present via Webex: Beth Thorp, Angie Grafstrom, Kelsey Schiferli

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 Gene Anderson, seconded by Ivan Black and carried unanimously to approve the November 30, 2020 minutes as presented.

EDA Director Heidi Steinmetz presented the financial reports.

3:45pm – Kathi Ellis arrived.

Action #3 – It was moved by Gene Anderson, seconded by Jerry Tvedt and carried unanimously to approve payment of the following invoices:

Vendor	Amount	Purpose
Network Solutions	\$79.98	Renewal of domain kanabec-eda.org through 12/22/22
Network Solutions	\$29.98	Renewal of domain kanabec-eda.org through 12/22/22
2 Claims Totaling:	<u>\$109.96</u>	

Heidi Steinmetz gave an update regarding the second round of CARES Pandemic Relief (CPR) Grants for businesses and new application windows for LISC Rural Relief Small Business Grants. Information only, no action was taken.

Special Guests Derek Carlson and Jack Hiniker met with the EDA to give an update regarding Northstar Aluminum, LLC (Northstar Pontoons). Information only, no action was taken.

Heidi Steinmetz gave an update regarding Fowler Parts Service. The company formerly known as Fowler Distributors is now owned by Matt Pfankuch and has moved from Bloomington to Ogilvie. Information only, no action was taken.

Heidi Steinmetz proposed how the project would be funded and asked the EDA for authorization to request quotes from consultants to update the 2021 Strategic Action Plan.

Action #4 – It was moved by Wayne Davis, seconded by Jerry Tvedt and carried unanimously to authorize EDA Director Heidi Steinmetz to obtain quotes for a strategic planner to assist in the development of the EDA's 2021 Strategic Action Plan.

Heidi Steinmetz gave an update regarding Childcare Capacity Builders (CCB). The CCB has discussed the possibility of facilitating a redevelopment project involving the purchase of the county owned property at 330 Forest Ave E as well as the adjoining property in order to build a daycare center. Information only, no action was taken.

Heidi Steinmetz gave updates regarding changes at the SBDC Regional Office and the Spring 2021 drone video of Braham Industrial Park. Information only, no action was taken.

The group reviewed the EDA Member 2020 Meeting Attendance Report for the purpose of per diem checks. Information only, no action was taken.

Heidi Steinmetz and Lonnie Ness recognized and thanked Kathi Ellis and Dan Johnson for their years of service to the Kanabec County EDA. Information only, no action was taken.

Action #5 – It was moved by Wayne Davis, seconded by Ivan Black and carried unanimously to adjourn the meeting at 4:45pm.

The Kanabec County EDA will meet again on Wednesday, January 13, 2020 for the Annual Meeting at 3:30pm in Courthouse Meeting Room #3 and via Webex.

Respectfully submitted,
Kelsey Schiferli
Kanabec County Coordinator's Assistant