



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

Mora City Hall
101 Lake Street S
Mora, MN 55051

Thursday, November 4, 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.

1. Call to Order

2. Roll Call: Gene Anderson, Jody Anderson, Brett Baldwin, Doyle Casavant, Bob Jensen, Dan Johnson, Rose Krie and Alan Skramstad

3. Adopt Agenda *(No item of business shall be considered unless it appears on the agenda for the meeting. Board members may add items to the agenda prior to adoption of the agenda.)*

4. Minutes

- a. August 3, 2021

5. Claims

- a. August, September and October 2021

6. 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.)*

7. Special Business

None

8. New Business

- a. 2021 EDA Budget Amendment
- b. 2022 EDA Budget and Fee Schedule
- c. 2022 EDA Meeting Schedule
- d. 2021 Tax Abatement Report – Northland Process Piping
- e. 2021 Tax Abatement Report – JCF Properties
- f. Survey for Comprehensive Economic Development Strategy

9. Old Business

None

10. Communications

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

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

- a. Promotional Video
- b. Signs for Available Land

12. Adjournment

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

August 3, 2021

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

1. Call to order. Skramstad called the meeting to order at 2:00 pm.
2. Roll Call.
 - G. Anderson – Present
 - J. Anderson – Present
 - Baldwin – Present
 - Casavant – Present
 - Jensen – Absent (excused)
 - Johnson – Present
 - Krie – Present
 - Skramstad – Present
3. Adopt Agenda. Motion by Casavant, second by Johnson to adopt the August 3, 2021 agenda as presented. All present voted aye, motion carried.
4. Minutes. Motion by Casavant, second by Baldwin to approve the minutes of the May 4, 2021 meeting as amended. All present voted aye, motion carried.
5. Claims. Motion by Johnson, second by J. Anderson to approve the May, June and July 2021 claims as presented. All present voted aye, motion carried.
6. Open Forum. No members of the audience were present for open forum.
7. Special Business.
 - a. 2022 Preliminary EDA Budget. King presented the EDA with a preliminary 2022 budget for consideration, highlighting proposed expenditures and revenues which led to an overall 12.79% increase from the EDA's 2021 budget. King also presented a 2022 donation request from the Initiative Foundation in the amount of \$2,250, explaining that it was included in the preliminary 2022 budget. King asked the EDA to provide input on the preliminary budget in preparation of the final budget presentation in November. Noting the significant increase in property tax expenses in the preliminary budget, King explained that, per the Kanabec County Assessor, because the industrial park land was leased for agricultural purposes in 2020 the land would remain taxable in 2022. King added that the city was no longer leasing the land and staff intended to apply for an exemption beginning with taxes payable 2023.

Johnson asked if the land was taxed at an agricultural rate; King responded in the affirmative. J. Anderson questioned the two year lag time between agricultural use and taxes payable, explaining that she believed it to be a one year lag time; King responded that the information was provided directly from the Kanabec County Assessor. Skramstad questioned the proposed decrease in revenue related to the MN Investment Fund (MIF) loan payments from Northland Process Piping (NPP); King provided a brief history of the MIF project, explaining that the city was able to retain \$100,000 of NPP's MIF loan payments and being that that threshold had been met, all future loan payments would be sent to the State of Minnesota. The EDA did not offer any comments or suggestions about the preliminary 2022 EDA budget.

8. New Business.

None

9. Old Business.

- a. City of Mora COVID-19 Emergency Assistance Fund. Thorp informed the board that the City of Mora COVID-19 Emergency Assistance Fund (EAF) program concluded on June 1, 2021, providing a total of 22 grants and seven loans to commercial businesses impacted by the pandemic. Thorp explained that two of the loans had been repaid in full, four businesses were making monthly payments, and one business – The Price is Wright – was presently in default. Thorp further explained that the EDA Review Committee had met in April 2021 to consider a written request from The Price is Wright to further defer loan payments. The review committee approved the request and the first payment was due and received in June 2020; however, the July payment had not yet been received. Thorp provided options to remedy loan default contained within the signed loan agreement. Thorp requested that the board discuss the loan default and whether or not to extend the EAF program. Casavant inquired about available funds for grants and loan; Thorp responded that the program concluded with \$8,500 available for grants and \$54,000 available for loans. Johnson inquired what would happen to the funding if not used for EAF purposes; Thorp responded that the funds could be returned to the MIC Loan program, where the funds originated. Johnson suggested taking no action – leaving the program funded but not extending the program date – and continue to monitor the situation for at least three more months. Casavant concurred with Johnson, commenting that he was not seeing much demand for COVID-related financing at First Citizens Bank. After a brief discussion, the consensus of the board was to not extend the EAF program end date at this time, leave the EAF funding in place, and hold the program for further review and possible reactivation in the future. The board continued its discussion about The Price is Wright loan default, with Thorp providing options for remedy. The board and staff discussed the fact that the business owner did not own the property that her business was located in, which may prohibit the city from certifying the delinquent amount for collection with taxes, and discussed that the property owner had no obligation to repay the loan per the loan agreement. King stated that she would investigate the Revenue Recapture Program to see if economic development loans were eligible. The consensus of the board was to send a 30-day past due demand letter and continue investigation of other options to remedy the default.

10. Communications.

- a. 2021 Major Employers. The board received the annual employment survey showing employee counts amongst the city's 10 largest employers. Thorp explained that the overall

number of employees in 2021 was a full 100 employees higher than the previous year, adding that the single biggest increase occurred at Commercial Plastics and the single biggest decrease occurred at RJ Mechanical.

- b. Quarterly Financial Reports – 2nd Quarter 2021. The board received quarterly financial reports. King shared that the reports included a new fund for the current Small Cities Development Program project, and she pointed out the current balance of the RED Loan Fund which had been discussed earlier in the meeting. Casavant inquired about employment goals for Northland Process Piping (NPP); Thorp responded that NPP met its employment goal for the MN Investment Fund but did not meet its most recent employment goal for tax abatement. Thorp explained that the business cited COVID as a major factor in not meeting its tax abatement employment goal and provided proof that the business was actively seeking employees; therefore, based on the EDA's recommendation, the City Council authorized the tax abatement payment despite not meeting the employment goal. Casavant stated that many businesses were impacted by COVID and experiencing difficulty in hiring, offering justification for the tax abatement payment.
- c. Kanabec County EDA Meeting Minutes – March 10, April 14, May 12 and June 9, 2021. The EDA received meeting minutes for the Kanabec County EDA. There was no discussion.
- d. Kanabec County EDA Strategic Plan 2021-2023. The EDA received a copy of the Kanabec County EDA's (KCEDA's) most current strategic plan. Thorp highlighted the KCEDA's five strategic directions.

11. Reports.

- a. Small Cities Development Program. Thorp provided an update on the two-year residential rehab program, sharing current numbers of approved applications for owner-occupied single family homes, single family rentals, duplex rentals, and multi-family rentals. Thorp reported that all housing categories were active and on target, with the exception of multi-family rentals.
- b. Promotional Video. Thorp reported that city and school district staff had been working with Captivate Media + Consulting on joint and individual promotional videos. Thorp added that preliminary versions of the videos had been received and staff had provided feedback, and staff hoped to have final videos in the near future. Skramstad commented that he had seen one of the preliminary versions and was pleased. Casavant asked how the city would use the videos; Thorp stated that they would be posted on social media sites and on the city's website. Board members commented on the recent influx of new residents from the metro area.
- c. Signs for Available Land. Thorp informed with the board that staff had gathered quotes for the signs but still needed to select a sign company and complete the project.
- d. Business Inquiry. Johnson stated that he had heard rumors of a new business interested in locating in the former Shopko building and asked staff if this was true; Thorp responded that she had spoken with one business interested in the site but, given that it was a manufacturing business, it wasn't suitable for the commercially zoned property. Thorp encouraged board members to refer any interested businesses to staff for assistance. Casavant asked if the property owner was promoting the site; Thorp responded that the property owner was initially promoting the site but she was unaware of current promotional efforts. Casavant asked if the property owner was utilizing any local realtors; Krie commented that she was not aware of any local realtors working with this property. Thorp shared that she had contact information for the property owner and was able to share it

with potential buyers, and the property owner was willing to speak with anyone interested in the site or follow-up on leads.

- e. Vasaloppet Inquiry. Thorp reported that staff had received an informal proposal from Jon Larson, on behalf of Vasaloppet USA, asking about the city's interest in partnering with Vasaloppet USA on the construction of a permanent structure on the Downtown Commercial Corner site (former feed mill site). Thorp provided detail about the proposed structure and provided background on the site, and suggested that the board form a subcommittee to discuss the proposal with Vasaloppet USA if there was interest in the proposal. J. Anderson commented that, if the city were to construct the proposed structure, the city would have a facility to rent to other groups in addition to Vasaloppet USA and it could also be an opportunity to construct office space for city purposes. Casavant commented that the celebration tent installed by Vasaloppet USA every February on the Downtown Commercial Corner site was quite expensive and believed there would be financial benefit to Vasaloppet USA to partner with the city on the proposed project. Thorp spoke about the city's investment in clearing the site and the city's stated goals for the site as contained in the 2019 RFP for Downtown Commercial Corner. Johnson commented that he believed there were existing structures in the downtown area that could accommodate Vasaloppet USA's needs. J. Anderson commented that Vasaloppet USA brought in outside vendors and this may not be possible if utilizing a privately owned structure. Board members and staff discussed the city's past interest in the property, state grant funding that was awarded but ultimately declined, and the current project deficit.
- f. Bus Tours. J. Anderson asked about the status of contacting bus tour companies as a promotional effort; Thorp shared that she had not yet reached out to the bus companies suggested by J. Anderson.

12. Adjournment. Motion by Casavant, second by Krie to adjourn. All present voted aye and the meeting was adjourned at 2:45 pm.

Alan Skramstad, President

Beth Thorp, Secretary

CITY OF MORA

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Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056804 MN DEPT OF EMP & ECON DEV						
056804	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$2,531.70
CHECK # 056804 MN DEPT OF EMP & ECON DEV						\$2,531.70
CHECK # 056812 ST CLOUD STAMP & SIGN						
056812	ST CLOUD STAMP	ECONOMIC	ECONOMIC DEVEL	Other Operating Sup	NAME PLATE-ROSE KRIE	\$14.91
CHECK # 056812 ST CLOUD STAMP & SIGN						\$14.91
CHECK # 056869 VERIZON WIRELESS						
056869	VERIZON WIRELES	ECONOMIC	ECONOMIC DEVEL	Telephone	CELL	\$8.30
CHECK # 056869 VERIZON WIRELESS						\$8.30
CHECK # 056914 OFFICE DEPOT						
056914	OFFICE DEPOT	ECONOMIC	ECONOMIC DEVEL	Office Supplies	THORP ANTI-FATIGUE MAT	\$12.01
CHECK # 056914 OFFICE DEPOT						\$12.01
						\$2,566.92

CITY OF MORA

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Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056942 EHLERS & ASSOCIATES						
056942	EHLERS & ASSOCIA	ECONOMIC	ECONOMIC DEVEL	Contributions	2021 HRA FMP PLAN	\$2,826.25
CHECK # 056942 EHLERS & ASSOCIATES						\$2,826.25
CHECK # 056946 INDEPENDENT SCHOOL DIST #332						
056946	INDEPENDENT SCH	ECONOMIC	ECONOMIC DEVEL	Professional Services	COMMUNTIY VIDEO	\$4,000.00
CHECK # 056946 INDEPENDENT SCHOOL DIST #332						\$4,000.00
CHECK # 056955 MN DEPT OF EMP & ECON DEV						
056955	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$3,854.58
CHECK # 056955 MN DEPT OF EMP & ECON DEV						\$3,854.58
CHECK # 057019 MN DEPT OF EMP & ECON DEV						
057019	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$3,854.58
CHECK # 057019 MN DEPT OF EMP & ECON DEV						\$3,854.58
CHECK # 057025 VERIZON WIRELESS						
057025	VERIZON WIRELES	ECONOMIC	ECONOMIC DEVEL	Telephone	CELL	\$8.29
CHECK # 057025 VERIZON WIRELESS						\$8.29
CHECK # 057034 BLUESTAR GRAPHICS						
057034	BLUESTAR GRAPHI	ECONOMIC	ECONOMIC DEVEL	Advertising	VACANT LAND SIGNS	\$850.00
CHECK # 057034 BLUESTAR GRAPHICS						\$850.00
						\$15,393.70

CITY OF MORA
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Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 057185 VERIZON WIRELESS						
057185	VERIZON WIRELES	ECONOMIC	ECONOMIC DEVEL	Telephone	CELL	\$6.91
CHECK # 057185 VERIZON WIRELESS						\$6.91
						\$6.91



MEMORANDUM

Date: November 4, 2021
 To: Economic Development Authority
 From: Sara B. King, Accountant
 RE: 2021 Budget Amendments

SUMMARY

Budget amendments are periodically needed to align the EDA's spending plan.

BACKGROUND INFORMATION

Amending the EDA's budget demonstrates the EDA's desire for good financial stewardship. Individual explanations are listed next to each budget amendment request below.

Budget Amendments for Fund 227, Economic Development Fund:

Type	Account Code	Account Description	Current 2021 Budget	(Proposed) Amended 2021 Budget	Change from Current Budget (\$)	Justification
Expenditures	E 227-47610-312	Professional Services - Misc	3,150	7,150	4,000	EDA board approved participating in the cost of a new community video, at a cost not to exceed \$4,000 at its May 4, 2021, meeting.
Expenditures	E 227-47610-344	Contributions	\$ 2,750	\$ 5,584	\$ 2,834	EDA board approved participating in the cost of a financial mangement plan for the Mora HRA, at a cost not to exceed \$2,834 at its February 2, 2021, meeting.
Expenditures	E 227-47610-445	Property Tax Expense	7,500	1,000	(6,500)	Staff learned that Kanabec County had made a clerical error when calculating property taxes for vacant land located at the Industrial Park, and a refund was issued.
			\$ 13,400	\$ 13,734	\$ 334	Net effect to EDA Reserve Balance

Budget Amendments for Fund 230, RED Loan Program Fund:

Type	Account Code	Account Description	Current 2021 Budget	(Proposed) Amended 2021 Budget	Change from Current Budget (\$)	Justification
Revenues	R 230-47820-36200	MN Invest Fund Revenue	18,500	10,570	(7,930)	Staff learned that the City has met its limit for retaining a portion of Northland Process Piping loan payments.
			\$ 18,500	\$ 10,570	\$ (7,930)	Net effect to RED Loan Program Reserve Balance

Memorandum

OPTIONS & IMPACTS

- A. Approve 2021 budget amendments, as presented.
- B. Reject 2021 budget amendments.

RECOMMENDATION

Motion to approve 2021 budget amendments, as presented.



MEMORANDUM

Date: November 4, 2021
To: Economic Development Authority
From: Lindy Crawford, City Administrator
RE: 2022 EDA Budget and Fee Schedule

SUMMARY

The EDA will review and adopt the 2022 budget and fee schedule.

BACKGROUND INFORMATION

The EDA reviewed the proposed 2022 budget at their August meeting and suggested no changes. The proposed budget reflects a 12.79% increase from the EDA's 2021 budget. Major factors for this change include:

Expenditures:

- Increase of \$5,000 in property tax expenses.
- Increase of \$230 in recording fees for the COVID-19 EAF documentation.
- Increase of \$185 in recording fees for the Small Cities Development Program.

Revenues:

- Decrease of \$1,144 in rental income because the industrial park agricultural land lease was not renewed.
- Decrease of \$18,500 in MN Investment Fund revenue because the City has met its limit for retaining a portion of Northland Process Piping loan payments.
- Decrease of \$30 in interest earnings and dividends of \$5 based on feedback from our investment brokers.

Attached for review is the proposed 2022 fee schedule. Staff is proposing no significant changes from the 2021 adopted fee schedule.

RECOMMENDATIONS

Motion to adopt the 2022 budget as presented.
Motion to adopt the 2022 fee schedule as presented.

Attachments

2022 Proposed EDA Budget & Fee Schedule



CITY OF MORA

Preliminary Budget - Revenue - EDA

Current Period: October 2021

Budget-2022

Preliminary

10/21/21 2:27 PM

Page 1

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 227 ECONOMIC DEVELOPME	\$41,291.38	\$41,334.00	\$42,381.18	\$41,199.00	\$36,278.37	\$40,020.00	-\$1,179.00
FUND 230 RED LOAN FUND	\$18,701.13	\$18,750.00	\$18,655.79	\$18,610.00	\$10,597.26	\$20.00	-\$18,590.00
FUND 232 MIC LOAN FUND	\$374.71	\$690.00	\$316.98	\$240.00	\$48.23	\$50.00	-\$190.00
	\$60,367.22	\$60,774.00	\$61,353.95	\$60,049.00	\$46,923.86	\$40,090.00	-\$19,959.00



CITY OF MORA

Preliminary Budget - Expenditures - EDA

Current Period: October 2021

Budget-2022

Preliminary

10/21/21 2:27 PM

Page 1

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 227 ECONOMIC DEVELOPM	\$33,837.44	\$46,191.00	\$38,807.25	\$41,049.00	\$33,262.47	\$44,356.00	\$3,307.00
FUND 230 RED LOAN FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FUND 232 MIC LOAN FUND	\$0.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$33,837.44	\$46,191.00	\$128,807.25	\$41,049.00	\$33,262.47	\$44,356.00	\$3,307.00

MORA ECONOMIC DEVELOPMENT AUTHORITY 2022 Fee Schedule

**Adopted
xx-xx-2021**

**Effective
January 1, 2022**

Certified adopted by the authority on
xx/xx/2021.

By: Lindy Crawford

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GENERAL FEES

The following fees apply to all departments and operations:

NSF CHECK FEE\$30.00

PHOTOCOPIES\$0.25

LATE PAYMENT FEE.....5.0%

ECONOMIC DEVELOPMENT

Tax Increment Financing

Application Fee \$7,500

TIF Plan Completion Fee \$7,500

Certificate of Occupancy Rebate \$7,500

Tax Abatement Application.....\$250

Industrial Park Land Purchase Deposit..... \$1,000

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

STAFF

Regular-time (per hour) ~~\$57~~58

Over-time (per hour) ~~\$72~~74



MEMORANDUM

Date: November 4, 2021
To: Economic Development Authority
From: Lindy Crawford, City Administrator
RE: 2022 EDA Meeting Schedule

SUMMARY

The EDA will adopt a meeting schedule for 2022.

BACKGROUND INFORMATION

EDA meetings are currently held on a quarterly basis with special meetings scheduled as needed. The 2021 meeting schedule generally included meetings on the first Tuesday of the second month of the quarter (February, May, August and November) at 2:00pm.

Staff has prepared a draft 2022 EDA Meeting Schedule, based on the 2021 meeting schedule, for the board's consideration. The attached schedule also provides suggested dates for special meetings, if needed.

This is the board's opportunity to discuss any desired change to the meeting day or time.

RECOMMENDATION

Adopt the 2022 EDA Meeting Schedule as presented.

Attachments

Draft 2022 EDA Meeting Schedule



City of Mora Economic Development Authority

2022 Meeting Schedule

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

~~January 4~~

February 1

~~March 1~~

~~April 5~~

May 3

~~June 7~~

~~July 5~~

August 2

~~September 6~~

~~October 4~~

November 3* (first Thursday due to general election)

~~December 6~~



MEMORANDUM

Date: November 4, 2021
To: Economic Development Authority
From: Lindy Crawford, City Administrator
RE: Tax Abatement Report – Northland Process Piping

SUMMARY

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

BACKGROUND INFORMATION

NPP is required to create 15 permanent full-time equivalent (FTE) jobs meeting specific wage and benefit requirements over the course of the 12 year abatement period. The Business Subsidy Agreement provides a specific timeline for job creation, with a minimum of three FTE jobs being created in each two year period beginning in 2017 (jobs created in 2015 and 2016 were used to meet MN Investment Fund job creation goals). Because the 2021 annual Tax Abatement Report falls in the middle of a job creation period (January 1, 2021 – December 31, 2022), the report will not be used to determine whether or not the abatement payment will be made; it is simply a tool to monitor progress.

The attached 2021 report shows the business currently has 20 FTE jobs, compared to 23 FTE jobs in 2020. By the end of this job creation period, NPP is required to have a total of 29 FTE jobs. The attached email from Frank Westling, dated October 28, 2021, states that NPP is currently advertising for five positions. If all were five positions were filled, the total number of jobs would be 25. NPP would be required to create an additional four FTE jobs by December 31, 2022 to be in compliant for the 2022 reporting period – 29 FTE jobs.

Per the terms of the Business Subsidy Agreement, the business is eligible to receive a Tax Abatement payment in December (90% of the city's portion of property taxes collected in 2019) upon confirmation from the Kanabec County Auditor-Treasurer's office that 2020 taxes have been paid in full.

OPTIONS & IMPACTS

NPP will automatically receive its annual Tax Abatement payment in December per the terms of the Business Subsidy Agreement, assuming that 2020 taxes have been paid in full.

RECOMMENDATIONS

Review the 2021 Tax Abatement Reports submitted by Northland Process Piping.

Attachments

2021 and 2020 Tax Abatement Report, Northland Process Piping

Lindy Crawford

From: Frank Westling <fwestling@NPPMN.COM>
Sent: Thursday, October 28, 2021 4:30 PM
To: Lindy Crawford
Cc: Heidi Steinmetz
Subject: Tax Abatement
Attachments: NPP_Tax Abatement Report_10.28.2021.xlsx

Good afternoon,

Attached is our annual hiring report for 2021.

We also have multiple "help wanted" adds out in our community.

These positions include:

TIG Welder
CNC Machinist
Inventory Clerk
Maintenance Technician
Drafter

I'll be sure to have this information to you early September 2022.

Thanks,

Frank Westling

Northland Process Piping Inc.
811 Maple Ave. East
Mora, MN 55051
Office (320) 679-4593
Cell (320) 364-0530

**Northland Process Piping
Tax Abatement Report
10.28.2021**

Job Creation Goal:

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

3 FTE jobs between January 1, 2017 and December 31, 2018

3 FTE jobs between January 1, 2019 and December 31, 2020

3 FTE jobs between January 1, 2021 and December 31, 2022

3 FTE jobs between January 1, 2023 and December 31, 2024

3 FTE jobs between January 1, 2025 and December 31, 2026

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

Job Creation Summary:

Benefits Offered:

Indicate total # of employees accepting each benefit:

Dental Insurance	11
Life Insurance	0
Health Insurance	13
Retirement	1
Other	23

Employment Data:

Base employment (Isle)	54
Total jobs created at Mora facility	28
Jobs created for MIF	16
Jobs created for Tax Abatement	12
Jobs <u>not</u> meeting compensation reqt	0

Job Title		Annual Hours	Hiring Date	Hourly Value of Benefits	Hourly Wage	Total Compensation
	Office	2080	08/01/19	\$8.79	\$21.79	\$30.58
1	Office	2080	08/01/18	\$8.79	\$15.64	\$24.43
2	Laborer	2080	01/30/19	\$1.00	\$15.64	\$16.64
3	Welder	2080	09/25/18	\$8.79	\$16.41	\$25.20
4	Grinder	2080	04/03/18	\$1.00	\$16.15	\$17.15
5	Laborer	2080	06/04/18	\$8.41	\$16.41	\$24.82
6	Grinder	2080	05/09/16	\$8.41	\$15.64	\$24.05
7	Laborer	2080	10/26/15	\$1.00	\$15.64	\$16.64
8	Welder	2080	08/29/16	\$8.41	\$19.49	\$27.90
9	Welder	2080	04/27/15	\$8.45	\$21.54	\$29.99
10	Welder	2080	06/29/15	\$1.00	\$19.49	\$20.49
11	Machine Operator	2080	04/06/15	\$8.79	\$18.97	\$27.76
12	Welder	2080	09/08/15	\$8.79	\$18.97	\$27.76
13	Maintenance	2080	11/30/16	\$0.00	\$17.69	\$17.69
14	Shipping / Receiving	2080	05/14/15	\$8.79	\$17.44	\$26.23
15	Welder	2080	03/05/15	\$1.00	\$18.46	\$19.46
16	Welder	2080	11/24/14	\$1.00	\$22.05	\$23.05
17	Laborer	2080	06/08/15	\$1.00	\$15.38	\$16.38
18	Office	2080	03/02/15	\$8.45	\$15.38	\$23.83
19	Office	2080	08/10/15	\$8.79	\$24.62	\$33.41
20	Laborer	2080	05/20/15	\$1.00	\$15.38	\$16.38
21	Welder	2080	01/13/15	\$1.00	\$22.77	\$23.77
22	Welder	2080	07/08/15	\$1.00	\$18.72	\$19.72
23	Office	2080	09/01/17	\$1.00	\$16.51	\$17.51
24	Welder	2080	01/13/15	\$1.00	\$22.77	\$23.77
25	Welder	2080	07/08/15	\$1.00	\$18.72	\$19.72
26	Office	2080	09/01/17	\$1.00	\$16.51	\$17.51
20	Laborer	2080	05/20/15	\$1.00	\$15.38	\$16.38

Job Creation Information Provided By:

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



Signature of Business Representative

Customer Service

Title

10.28.2021

Date

**Northland Process Piping
Tax Abatement Report
10.13.2020**

Job Creation Goal:

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

3 FTE jobs between January 1, 2017 and December 31, 2018 (total of 23 FTE jobs created)

3 FTE jobs between January 1, 2019 and December 31, 2020 (total of 26 FTE jobs created)

3 FTE jobs between January 1, 2021 and December 31, 2022 (total of 29 FTE jobs created)

3 FTE jobs between January 1, 2023 and December 31, 2024 (total of 32 FTE jobs created)

3 FTE jobs between January 1, 2025 and December 31, 2026 (total of 35 FTE jobs created)

The business shall provide an hourly wage and benefit level for the new FTE jobs equal to at least 110% of the federal poverty level for a family of 4 (\$13.86 in 2020) or the hourly wage, including benefits, if any, for each new FTE must be at least \$14.04 per hour, whichever is greater.

Job Creation Summary:

Benefits Offered:

Indicate total # of employees accepting each benefit:

Dental Insurance	9
Life Insurance	0
Health Insurance	11
Retirement	1
Other	23

Employment Data:

Base employment (Isle)	54
Total jobs created at Mora facility	27
Jobs created for MIF	20
Jobs created for Tax Abatement	7
Jobs <u>not</u> meeting compensation reqt	0

*See note below.

Job Title	Annual Hours	Hiring Date	Hourly Value of Benefits	Hourly Wage	Total Compensation
Office	2080	08/01/19	\$8.79	\$21.25	\$30.04
1 Office	2080	08/01/18	\$8.79	\$15.25	\$24.04
2 Laborer	2080	01/30/19	\$1.00	\$15.25	\$16.25
3 Welder	2080	09/25/18	\$8.79	\$16.00	\$24.79
4 Grinder	2080	04/03/18	\$1.00	\$15.75	\$16.75
5 Laborer	2080	06/04/18	\$8.41	\$16.00	\$24.41
6 Grinder	2080	05/09/16	\$8.41	\$15.25	\$23.66
7 Laborer	2080	10/26/15	\$1.00	\$15.25	\$16.25
8 Welder	2080	08/29/16	\$8.41	\$19.00	\$27.41
9 Welder	2080	04/27/15	\$8.45	\$21.00	\$29.45
10 Welder	2080	06/29/15	\$1.00	\$19.00	\$20.00
11 Machine Operator	2080	04/06/15	\$8.79	\$18.50	\$27.29
12 Welder	2080	09/08/15	\$8.79	\$18.50	\$27.29
13 Maintenance	2080	11/30/16	\$0.00	\$17.25	\$17.25
14 Shipping / Receiving	2080	05/14/15	\$8.79	\$17.00	\$25.79
15 Welder	2080	03/05/15	\$1.00	\$18.00	\$19.00
16 Welder	2080	11/24/14	\$1.00	\$21.50	\$22.50
17 Laborer	2080	06/08/15	\$1.00	\$15.00	\$16.00
18 Office	2080	03/02/15	\$8.45	\$15.00	\$23.45
19 Office	2080	08/10/15	\$8.79	\$24.00	\$32.79
20 Laborer	2080	05/20/15	\$1.00	\$15.00	\$16.00
21 Welder	2080	01/13/15	\$1.00	\$22.20	\$23.20
22 Welder	2080	07/08/15	\$1.00	\$18.25	\$19.25
23 Office	2080	09/01/17	\$1.00	\$16.10	\$17.10

Job Creation Information Provided By:

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



Signature of Business Representative

Customer Service

Title

10.13.2020

Date

NOTE: The jobs themselves have not left. We will be filling the open positions soon. FW

BT OCT 13 2020

Beth Thorp

From: Frank Westling <fwestling@NPPMN.COM>
Sent: Tuesday, October 13, 2020 2:20 PM
To: Beth Thorp
Cc: Kathy Tramm; Dan Tramm; Jamie Neuberger
Subject: Annual Tax Report
Attachments: NPP_Tax Abatement Report_10.13.2020.xlsx

Good afternoon, Beth

Attached is this year's Tax Abatement Report for your record.

Similar to many businesses, 2020 has brought about many unforeseen surprises. We have maintained twenty three (23) full time employees throughout this year. (Down 4 from last year)

The jobs that we had created are still viable and are only waiting for the right candidates to fill the positions. I'm happy to say that 2021 is looking bright for NPP, with the potential of even greater growth than the previous years.

Please let me know if you have any questions or if you need any additional information.

Hope all is well,

Frank Westling

Northland Process Piping Inc.
811 Maple Ave. East
Mora, MN 55051
Office (320) 679-4593
Cell (320) 364-0530

Beth Thorp

From: Frank Westling <fwestling@NPPMN.COM>
Sent: Thursday, October 29, 2020 4:05 PM
To: Beth Thorp
Subject: RE: Annual Tax Report - more information needed

Good afternoon, Beth

In Mora, the below are the positions we are looking to fill.

1	Grinder	Starting	\$15.00	Full Time
1	Laborer	Starting	\$14.50	Full Time
1	Welder	Starting	\$16.00	Full Time
1	Welder	Starting	\$16.00	Full Time

We also are looking for accounting clerk, inventory, custodian and welders. Expected range of pay between \$14 and \$20. Benefits offer vary per personal preference.

<https://www.linkedin.com/jobs/northland-process-piping-jobs?position=1&pageNum=0>

The year was not too challenging for us. We've expanded our customer base and are going into 2021 with many projects on our books.

Let me know if you need anything further. I'll keep you updated as to when the open positions are filled.

Frank Westling

Northland Process Piping Inc.
811 Maple Ave. East
Mora, MN 55051
Office (320) 679-4593
Cell (320) 364-0530

Most relevant

Any Time

Company ▾

Salary ▾

Location ▾

Job Type ▾

More Filters ▾

Turn on job alerts

Off ☐

2 Results for "Northland Process Piping in United States"

 **Full Time Grinder**
Northland Process Piping
Mora, MN
3 weeks ago

 **Traveling Welder Pipe Fitter**
Northland Process Piping
Isle, MN
4 weeks ago

✓ You've viewed all jobs for this search



Full Time Grinder

Northland Process Piping · Mora, MN

3 weeks ago · Be among the first 25 applicants

   See who Northland Process Piping has hired for this role

Apply on company website

Save

Northland Process Piping is a growing Stainless Steel Fabrication Company in Central Minnesota, seeking experienced Metal Polisher/Grinder to join our

Show more ▾

Seniority level
Not Applicable

Employment type
Full-time

Job function
Other

Industries
**Construction, Machinery,
Mechanical or Industrial
Engineering**



Referrals increase your chances of interviewing at Northland Process Piping by 2x

See who you know



MEMORANDUM

Date: November 5, 2020
To: Economic Development Authority
From: Lindy Crawford, City Administrator
RE: 2021 Tax Abatement Report – JCF Properties

SUMMARY

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

BACKGROUND INFORMATION

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

JCF was required to create a minimum of 20 residential dwelling units over the course of the 10-year abatement period. The Business Subsidy Agreement provides a specific dollar amount per unit per year abatement payment formula (\$100 / unit / year), based on the number of units available for occupancy as of November 1st each year. Abatement payments will never exceed the amount of taxes payable to and collected by the city for that year.

The attached report shows that JCF had 21 residential dwelling units available for occupancy as of October 26th this year, which means the business is eligible to receive a tax abatement payment of \$2,100.00 in December, if the City Council accepts the tax abatement report and upon confirmation from the Kanabec County Auditor-Treasurer's office that 2020 taxes have been paid in full. The city's portion of property taxes collected in 2021 was \$3,269.79, which means that the city is still generating tax revenue while offering the financial incentive.

RECOMMENDATION

Motion to accept the 2021 tax abatement report submitted by JCF Properties and recommend that the annual abatement payment be made in December per the terms of the Business Subsidy Agreement.

Attachments

2021 Tax Abatement Report, JCF Properties

October 26, 2021

City of Mora
Attn: Lindy Crawford, City Administrator
101 Lake Street S.
Mora, MN 55051

Re: 2021 Tax Abatement Report

Per the Business Subsidy Agreement between the City of Mora and JCF Properties, LLC for abatement of property taxes for 1819 Highway 65, Mora, MN 55051, I hereby submit this annual report for the city's review and consideration. As of November 1, 2021, 21 residential units had been issued Certificates of Occupancy by the city's Building Official and were available for occupancy.

Respectfully,

John C Fuhr
John C. Fuhr
JCF Properties, LLC



MEMORANDUM

Date: November 4, 2021
 To: Economic Development Authority
 From: Lindy Crawford, City Administrator
 RE: Survey for Comprehensive Economic Development Strategy

SUMMARY

The EDA will identify economic development priority projects in order to be eligible for federal EDA funding.

BACKGROUND INFORMATION

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

To help the board identify priority projects, the following is a list of projects that have been included in past surveys:

- **Trunk highway transportation enhancements. (1)**
- **Development and synchronization of marketing, tourism, and social media efforts. (2)**
- **Development of recreational attraction opportunities for the community and region. (3)**
- **Planning and construction of community facilities and adaptive re-use of existing buildings. (4)**
- **Development and implementation of commercial and residential revitalization plans. (5)**
- **Installation of fiber optic cable in Mora industrial park. (6)**
- **Construction of a business incubator / spec building in the Mora industrial park. (7)**
- **Installation of industrial park signage on State Highway 23. (8)**
- Development and implementation of Business Retention & Expansion program.
- Development of social media and increased marketing.
- Gateway enhancements.
- *Procurement of private consultant to review Mora's business development programs.*
- *Industrial park signage.*
- *Industrial park open house.*

The top eight projects – shown in bold with ranking shown in parenthesis – were included in the last CEDS survey. The bottom three projects – shown in italics – received federal funding in 2008. The EDA continues to seek Small Cities Development Program grant funding to assist with commercial and residential revitalization plans (project no. 5 above), with a residential rehabilitation project currently in progress.

The board is always able to propose new projects, and can certainly continue to advocate for projects identified in previous years. There is no minimum or maximum number of projects required; however, staff

recommends no more than six to eight projects. Once the board identifies its desired economic development projects, staff will complete and submit the survey to the ECRDC.

OPTIONS & IMPACTS

1. Participate in the annual CEDS process by identifying priority economic development projects. The city would be eligible to apply for federal funding for those projects included in the survey.
2. Do not participate in the annual CEDS survey process and miss the opportunity for possible federal funding.

RECOMMENDATIONS

Identify and prioritize approximately five economic development projects to be included in the 2021 Survey for Comprehensive Economic Development Strategy. The board may select projects that have been used in previous surveys or include newly identified projects.

Attachments

Correspondence & CEDS Survey from ECRDC dated September 28, 2021



East Central

Regional
Development
Commission

100 Park Street South
Mora, MN 55051

(320) 679-4065
FAX: (320) 679-4120
e-mail: ecrdc@ecrdc.org
www.region7Erdc.org

*Provider of
technical planning
assistance to units
of government in
East Central
Minnesota*

September 28, 2021

RE: Survey for Comprehensive Economic Development Strategy (CEDS)

Dear Local Unit of Government Official:

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

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

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

Please complete the survey and return it in the provided envelope by Friday, October 22, 2020. Thank for your cooperation. Please do not hesitate to call either Jordan Zeller or myself at (320) 679-4065 if you have any questions.

Yours very truly,

Robert L. Voss
Executive Director

Enclosures

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

2021 Comprehensive Economic Development Strategy (CEDS) Survey

Name of agency or unit of government: _____

Address: _____

Telephone: _____

Fax: _____

Contact person: _____

Email: _____

Website: _____

Person completing survey: _____

I. Project Description:

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

Project 1:

Project 2:

Project 3:

Project 4:

Project 5:

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

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

If other, please explain: _____

III. Population to Benefit:

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
City	_____	_____	_____	_____	_____
County	_____	_____	_____	_____	_____
Region	_____	_____	_____	_____	_____

IV. Characteristics of Population to Benefit:

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

If other, please explain: _____

V. Job Retention:

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

VI. Job Creation:

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
1-5 jobs	_____	_____	_____	_____	_____
6-10 jobs	_____	_____	_____	_____	_____
11-20 jobs	_____	_____	_____	_____	_____
21-49 jobs	_____	_____	_____	_____	_____
More than 50 jobs	_____	_____	_____	_____	_____

VII. Project Readiness (planned start date):

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
Within 1 year	_____	_____	_____	_____	_____
Within 2 years	_____	_____	_____	_____	_____
Within 3 years	_____	_____	_____	_____	_____

VIII. Anticipated Financing Sources (check all that apply)

Project No.	No. 1	No. 2	No. 3	No. 4	No. 5
Economic Development Administration (EDA)	_____	_____	_____	_____	_____
Essential Function Bonds	_____	_____	_____	_____	_____
General Obligation Infrastructure Bonds					

Revenue Bonds

MN Housing Finance Agency

Housing

Pollution Control Agency

State Public Facilities Authority

Tax Increment Financing

USDA/Rural Development

None Considered

Other

If other, please explain:

IX. Community Tools

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

1) Name: _____

Phone: Day: _____ Eve: _____ Cell: _____

Relationship to City: _____

2) Name: _____

Phone: Day: _____ Eve: _____ Cell: _____

Relationship to City: _____

3) Name: _____

Phone: Day: _____ Eve: _____ Cell: _____

Relationship to City: _____

Industrial Parks

Name of industrial park and location:

Size of industrial park: _____

Acres available in industrial park: _____

Asking price for industrial park land (per acre): _____

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

Roads: _____ Water: _____ Sewer: _____

Storm Sewer: _____ Telecom. _____ Other: _____

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

Yes: _____ No: _____

Please explain: _____

Total daily water capacity: _____ Available daily water capacity: _____

Total daily sewer capacity: _____ Available daily sewer capacity: _____

Loan Funds

Does your city have a revolving loan fund?

If so, what is its asset base? _____ Source of capitalization? _____

Funds available to lend? _____ Average loan size? _____

X. Other Information Requested:

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

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

Adequate housing	_____
Inadequate Infrastructure	_____
Inadequately trained labor force	_____
Inadequacy of broadband internet	_____
Lack of agency staff	_____
Lack of capital	_____
Lack of equity funding resources	_____
Lack of development plan	_____
Lack of labor force	_____
Lack of sites for development	_____
Lack of transportation	_____
Other	_____

If other, please explain: _____

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

_____ Yes

_____ No

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

_____ Yes

_____ No

XII. How many businesses in your community have closed because of COVID?

_____ **Number**

XIII. Are you providing grants to businesses impacted by COVID?

_____ **Yes**

_____ **No**

If so, what is the source of these funds: _____

XIV. Other than grants, what else are you doing to assist businesses in your community impacted by COVID?

_____ **Sending them information on resources to assist**

_____ **Business Retention & Expansion visits / check-ins**

_____ **Shop local programs**

_____ **Holding local hiring events**

_____ **Other efforts:** _____

If so, what is the source of these funds: _____

XV. Overall, what has been the general impact COVID on your business community?

No Impact

Some Impact

Severe Impact

1

2

3

4

5

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

No Impact

Some Impact

Severe Impact

1

2

3

4

5

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

Thank you for taking the time to complete this survey.

MORA ECONOMIC DEVELOPMENT AUTHORITY



Financial Reports

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

September 30, 2021
[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 – 2015-2017 Small Cities Development Program (SCDP) Fund.....	
Balance Sheet – 2020-2022 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 – 2015-2017 Small Cities Development Program (SCDP) Fund	
Graphical Presentation – 2020-2022 Small Cities Development Program (SCDP) Fund	
Revenue Guideline Report	
Expenditure Guideline Report	
Notes	

MORA ECONOMIC DEVELOPMENT AUTHORITY

Fund Budgetary Performance

For the Quarter Ended September 30, 2021

	2021 YTD Budget	2021 YTD Actual	2021 YTD Balance	2021 % YTD Budget
EDA FUND				
Revenues	41,199.00	36,278.37	4,920.63	88.06%
Expenditures	41,049.00	31,278.45	9,770.55	76.20%
Surplus/(Deficit)		4,999.92		
RED LOAN FUND				
Revenues	18,610.00	10,597.26	8,012.74	56.94%
Expenditures	-	-	-	-
Surplus/(Deficit)		10,597.26		
COVID-19 EMERGENCY ASSISTANCE FUND				
Revenues	-	7,801.64	(7,801.64)	-
Expenditures	-	-	-	-
Surplus/(Deficit)		7,801.64		
MIC LOAN FUND				
Revenues	240.00	48.23	191.77	20.10%
Expenditures	-	-	-	-
Surplus/(Deficit)		48.23		
SCDP 2015-2017 FUND				
Revenues	-	16,967.34	(16,967.34)	-
Expenditures	-	92.00	(92.00)	-
Surplus/(Deficit)		16,875.34		
SCDP 2020-2022 FUND				
Revenues	-	32,148.25	(32,148.25)	-
Expenditures	-	3,955.00	(3,955.00)	-
Surplus/(Deficit)		28,193.25		
TOTAL ALL FUNDS				
Revenues	60,049.00	103,841.09	(43,792.09)	172.93%
Expenditures	41,049.00	35,325.45	5,723.55	86.06%
Surplus/(Deficit)		68,515.64		



CITY OF MORA

BALANCE SHEET

Current Period: September 2021

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	\$28,680.70	\$47,198.74	\$42,435.90	\$33,443.54
G 227-11018 Cash FCB HI-FI	\$31,506.15	\$16.05	\$0.00	\$31,522.20
G 227-11151 Accounts Receivable	\$3.49	\$17,195.19	\$17,198.68	\$0.00
G 227-11551 Prepaid Ins	\$0.00	\$213.82	\$125.92	\$87.90
Bal Type A	\$60,190.34	\$64,623.80	\$59,760.50	\$65,053.64
Bal Type E				
G 227-24204 Fund Bal-Undes/Net Asset (ent	-\$59,789.02	\$42,208.45	\$47,208.37	-\$64,788.94
Bal Type E	-\$59,789.02	\$42,208.45	\$47,208.37	-\$64,788.94
Bal Type L				
G 227-21600 Accrued Wages/Salaries Payab	-\$264.70	\$0.00	\$0.00	-\$264.70
G 227-22021 Accounts Payable	-\$136.62	\$136.62	\$0.00	\$0.00
G 227-22161 Accrued Vac-Sick Wages	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type L	-\$401.32	\$136.62	\$0.00	-\$264.70
Fund 227 ECONOMIC DEVELOPMENT FUND	\$0.00	\$106,968.87	\$106,968.87	\$0.00



CITY OF MORA

BALANCE SHEET

Current Period: September 2021

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	\$44,313.32	\$34,691.22	\$24,117.36	\$54,887.18
G 230-11018 Cash FCB HI-FI	\$45,945.21	\$23.40	\$0.00	\$45,968.61
G 230-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type A	\$90,258.53	\$34,714.62	\$24,117.36	\$100,855.79
Bal Type E				
G 230-24204 Fund Bal-Undes/Net Asset (ent	-\$90,258.53	\$0.00	\$10,597.26	-\$100,855.79
Bal Type E	-\$90,258.53	\$0.00	\$10,597.26	-\$100,855.79
Bal Type L				
G 230-20815 Due to Minnesota Dept of DEE	\$0.00	\$24,117.36	\$24,117.36	\$0.00
G 230-22021 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type L	\$0.00	\$24,117.36	\$24,117.36	\$0.00
Fund 230 RED LOAN FUND	\$0.00	\$58,831.98	\$58,831.98	\$0.00



CITY OF MORA

BALANCE SHEET

Current Period: September 2021

Year End

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	\$71,256.36	\$8,102.09	\$300.45	\$79,058.00
Bal Type A	\$71,256.36	\$8,102.09	\$300.45	\$79,058.00
Bal Type E				
G 231-24204 Fund Bal-Undes/Net Asset (ent	-\$71,256.36	\$300.45	\$8,102.09	-\$79,058.00
Bal Type E	-\$71,256.36	\$300.45	\$8,102.09	-\$79,058.00
Fund 231 COVID-19 EMERGENCY ASSISTAN	\$0.00	\$8,402.54	\$8,402.54	\$0.00



CITY OF MORA

BALANCE SHEET

Current Period: September 2021

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	-\$90,000.00	\$0.00	\$0.00	-\$90,000.00
G 232-11018 Cash FCB HI-FI	\$94,684.70	\$48.23	\$0.00	\$94,732.93
Bal Type A	\$4,684.70	\$48.23	\$0.00	\$4,732.93
Bal Type E				
G 232-24204 Fund Bal-Undes/Net Asset (ent	-\$4,684.70	\$0.00	\$48.23	-\$4,732.93
Bal Type E	-\$4,684.70	\$0.00	\$48.23	-\$4,732.93
Fund 232 MIC LOAN FUND	\$0.00	\$48.23	\$48.23	\$0.00



CITY OF MORA

BALANCE SHEET

Current Period: September 2021

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 270 SMALL CITIES DEVELOP 2015-2017				
Bal Type A				
G 270-11011 Cash NNB Checking	\$35,771.48	\$16,967.34	\$92.00	\$52,646.82
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	\$35,771.48	\$16,967.34	\$92.00	\$52,646.82
Bal Type E				
G 270-24204 Fund Bal-Undes/Net Asset (ent	-\$35,771.48	\$92.00	\$16,967.34	-\$52,646.82
Bal Type E	-\$35,771.48	\$92.00	\$16,967.34	-\$52,646.82
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 DEVELOP 2015-201	\$0.00	\$17,059.34	\$17,059.34	\$0.00



CITY OF MORA

BALANCE SHEET

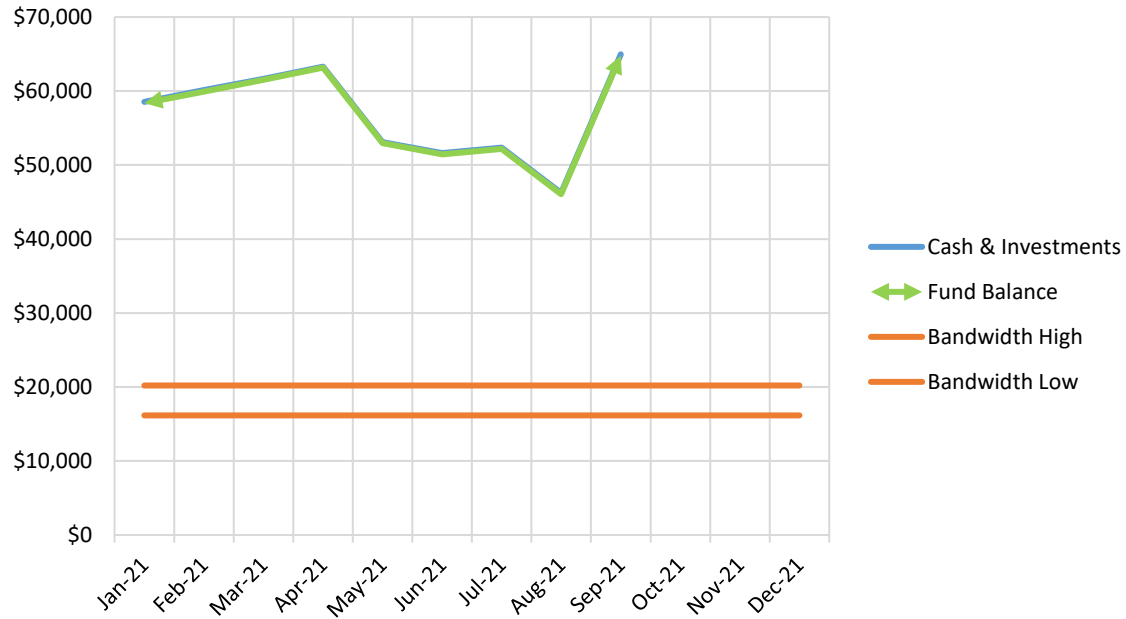
Current Period: September 2021

Year End

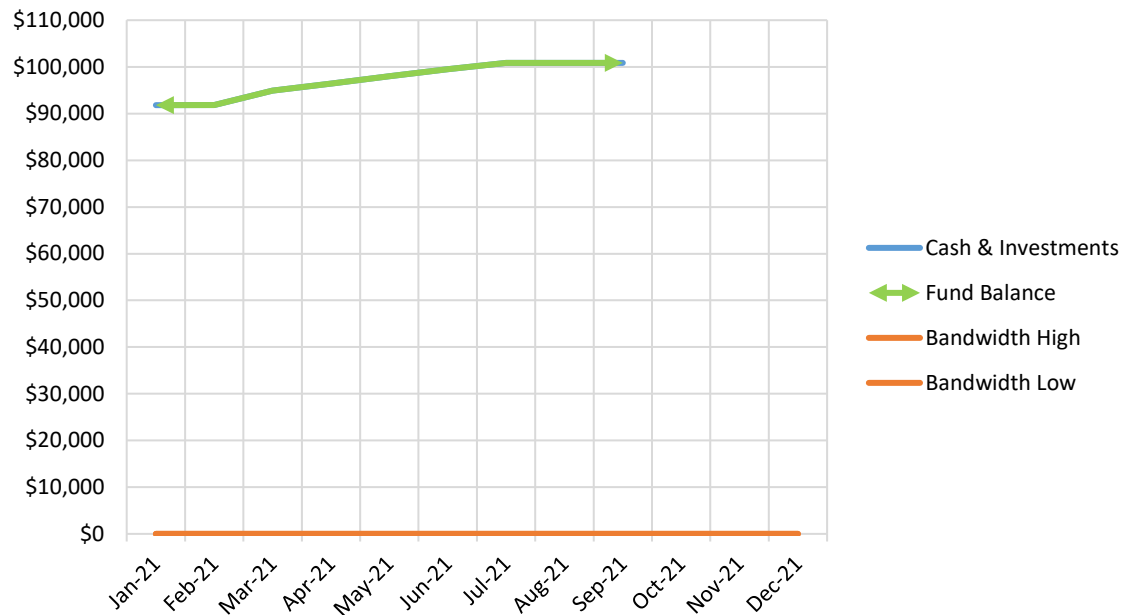
Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 271 SMALL CITIES DEVELOP 2020-2022				
Bal Type A				
G 271-11011 Cash NNB Checking	\$0.00	\$32,148.25	\$3,955.00	\$28,193.25
G 271-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
G 271-11320 Due From MN DEED (SCDP)	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type A	\$0.00	\$32,148.25	\$3,955.00	\$28,193.25
Bal Type E				
G 271-24204 Fund Bal-Undes/Net Asset (ent	\$0.00	\$3,955.00	\$32,148.25	-\$28,193.25
Bal Type E	\$0.00	\$3,955.00	\$32,148.25	-\$28,193.25
Bal Type L				
G 271-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type L	\$0.00	\$0.00	\$0.00	\$0.00
Fund 271 SMALL CITIES DEVELOP 2020-202	\$0.00	\$36,103.25	\$36,103.25	\$0.00



EDA FUND - 2021 Cash & Investments/Fund Balance

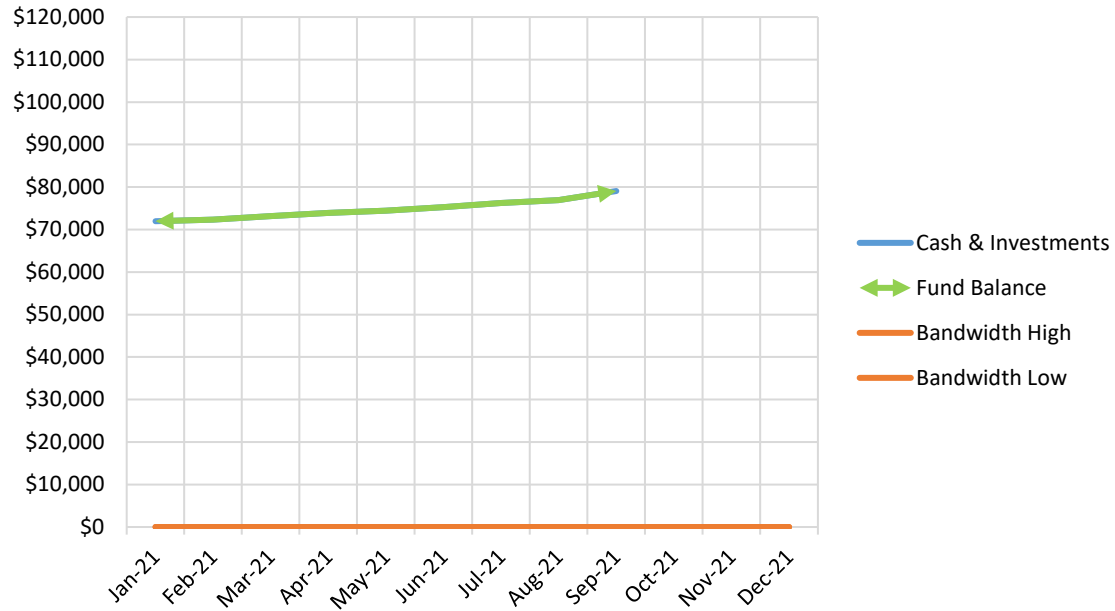


RED LOAN FUND - 2021 Cash & Investments/Fund Balance

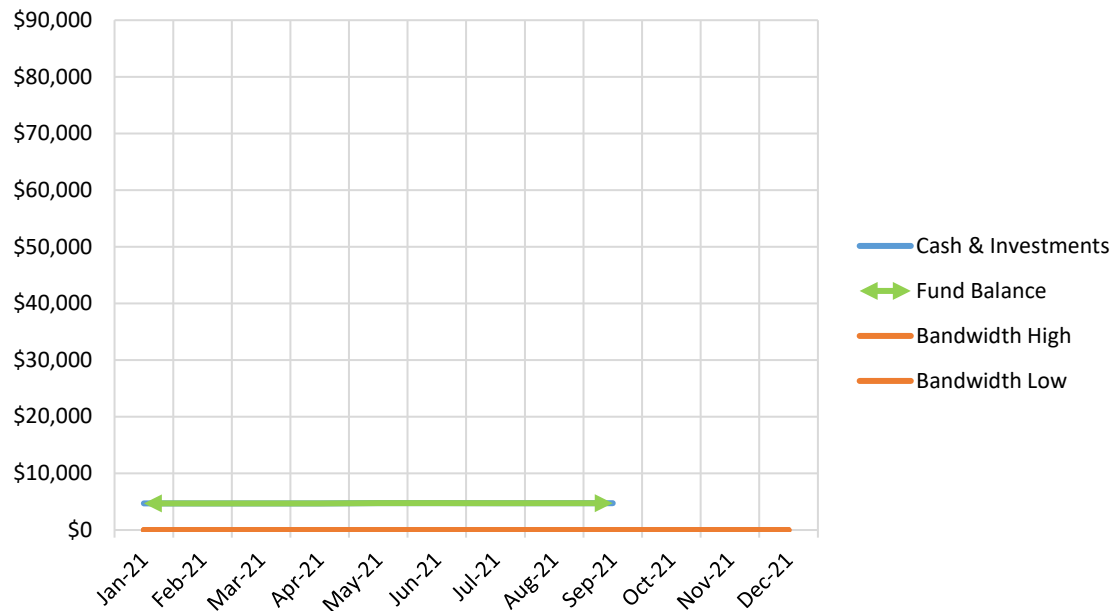




COVID-19 EMERGENCY ASSISTANCE FUND - 2021 Cash & Investments/Fund Balance

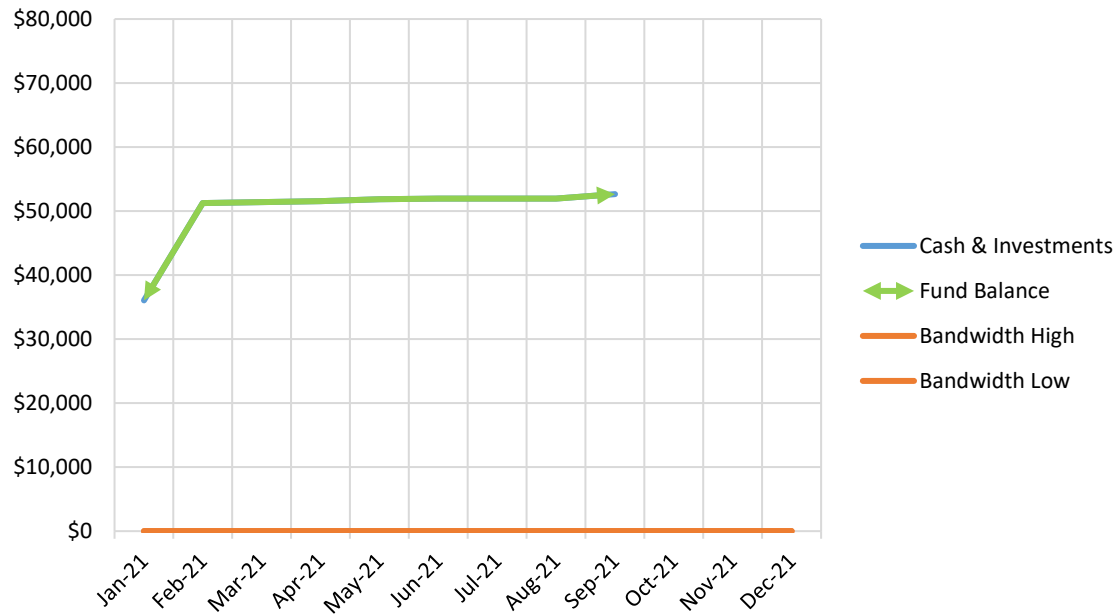


MIC LOAN FUND - 2021 Cash & Investments/Fund Balance

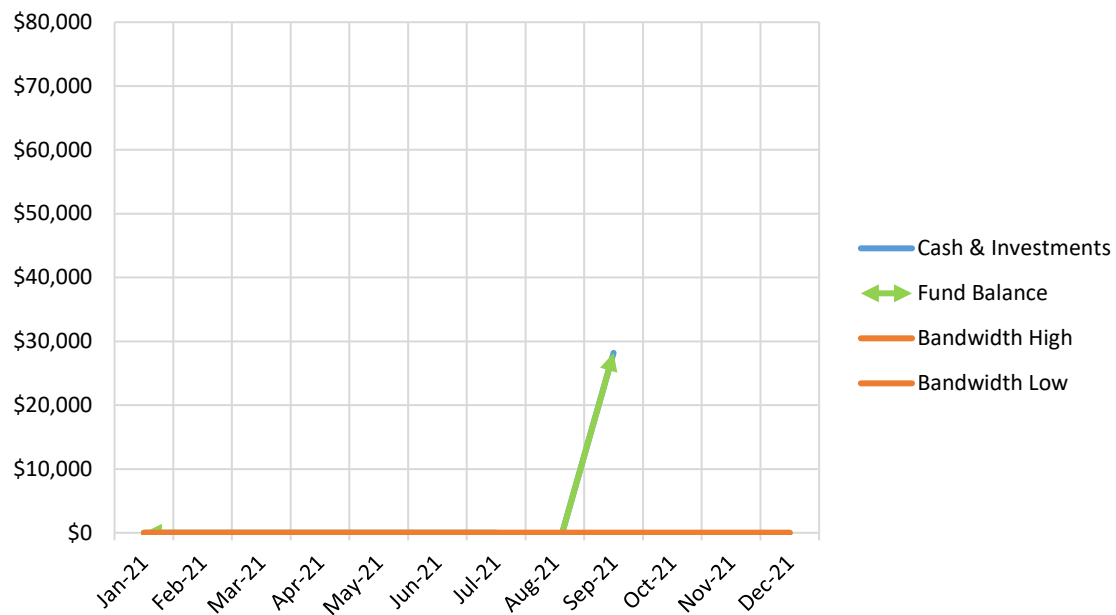




2015-2017 SCDP FUND - 2021 Cash & Investments/Fund Balance



2020-2022 SCDP FUND - 2021 Cash & Investments/Fund Balance





CITY OF MORA

Revenue Guideline For EDA

Current Period: September 2021

Last Dim Descr	2021 Budget	2021 YTD Amt	2021 YTD Balance	2021 % 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	\$50.00	\$16.05	\$33.95	67.90%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Dividends	\$5.00	\$0.00	\$5.00	100.00%	
Rent	\$1,144.00	\$0.00	\$1,144.00	100.00%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$6,262.26	-\$6,262.26	0.00%	See Note A.
Trf from General Fund	\$20,000.00	\$15,000.03	\$4,999.97	25.00%	
Trf from Enterprise Fund	\$20,000.00	\$15,000.03	\$4,999.97	25.00%	
Dept 47610 ECONOMIC DEVE	\$41,199.00	\$36,278.37	\$4,920.63		
Fund 227 ECONOMIC DEVELOPM	\$41,199.00	\$36,278.37	\$4,920.63		
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	\$10,573.86	\$7,926.14	42.84%	
Interest Earnings	\$110.00	\$23.40	\$86.60	78.73%	
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	\$18,610.00	\$10,597.26	\$8,012.74		
Fund 230 RED LOAN FUND	\$18,610.00	\$10,597.26	\$8,012.74		
Fund 231 COVID-19 EMERGENCY ASSISTANCE					
Dept 47822 COVID-19 EMERGENCY ASSISTANCE					
COVID-19 Loan Repayments	\$0.00	\$7,801.64	-\$7,801.64	0.00%	
COVID-19 Loan Admin Fee	\$0.00	\$0.00	\$0.00	0.00%	
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47822 COVID-19 EMERG	\$0.00	\$7,801.64	-\$7,801.64		
Fund 231 COVID-19 EMERGENCY	\$0.00	\$7,801.64	-\$7,801.64		
Fund 232 MIC LOAN FUND					
Dept 47825 MIC LOAN PROGRAM					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$240.00	\$48.23	\$191.77	79.90%	
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	\$240.00	\$48.23	\$191.77		
Fund 232 MIC LOAN FUND	\$240.00	\$48.23	\$191.77		
Fund 270 SMALL CITIES DEVELOP 2015-2017					
Dept 46323 SCDP REHABILITATION PROJECTS					
SCDP Grant Proceeds	\$0.00	\$0.00	\$0.00	0.00%	
SCDP Program Income	\$0.00	\$16,967.34	-\$16,967.34	0.00%	See Note B.
Dept 46323 SCDP REHABILITA	\$0.00	\$16,967.34	-\$16,967.34		
Fund 270 SMALL CITIES DEVELOP	\$0.00	\$16,967.34	-\$16,967.34		
Fund 271 SMALL CITIES DEVELOP 2020-2022					



CITY OF MORA
Revenue Guideline For EDA
Current Period: September 2021

Last Dim Descr	2021 Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Dept 46323 SCDP REHABILITATION PROJECTS					
SCDP Grant Proceeds	\$0.00	\$32,148.25	-\$32,148.25	0.00%	<u>See Note C.</u>
SCDP Program Income	\$0.00	\$0.00	\$0.00	0.00%	<u></u>
Dept 46323 SCDP REHABILITA	\$0.00	\$32,148.25	-\$32,148.25		
Fund 271 SMALL CITIES DEVELOP	\$0.00	\$32,148.25	-\$32,148.25		
	\$60,049.00	\$103,841.09	-\$43,792.09		



CITY OF MORA

Expenditure Guideline For EDA

Current Period: September 2021

Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Fund 227 ECONOMIC DEVELOPMENT FUND					
Dept 47610 ECONOMIC DEVELOPMENT					
Wages & Salaries	\$18,256.00	\$12,573.44	\$5,682.56	31.13%	
PERA	\$1,290.00	\$942.97	\$347.03	26.90%	
FICA	\$1,132.00	\$760.03	\$371.97	32.86%	
Medicare	\$265.00	\$177.70	\$87.30	32.94%	
VEBA	\$0.00	\$80.00	-\$80.00	0.00%	
Health Insurance	\$1,574.00	\$1,615.71	-\$41.71	-2.65%	
Life Insurance	\$28.00	\$24.93	\$3.07	10.96%	
Office Supplies	\$50.00	\$12.01	\$37.99	75.98%	
Other Operating Supplies	\$25.00	\$14.91	\$10.09	40.36%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$7.23	-\$7.23	0.00%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Legal Services	\$2,000.00	\$68.20	\$1,931.80	96.59%	
Professional Services - Misc	\$3,150.00	\$7,000.00	-\$3,850.00	-122.22%	See Note D.
Telephone	\$125.00	\$69.50	\$55.50	44.40%	
Postage	\$20.00	\$0.00	\$20.00	100.00%	
Meetings, Training, & Travel	\$300.00	\$0.00	\$300.00	100.00%	
Advertising	\$500.00	\$914.58	-\$414.58	-82.92%	
Contributions	\$2,750.00	\$5,076.25	-\$2,326.25	-84.59%	See Note E.
Insurance	\$120.00	\$60.06	\$59.94	49.95%	
Workers Comp Insurance	\$130.00	\$62.93	\$67.07	51.59%	
Dues & Subscriptions	\$1,145.00	\$850.00	\$295.00	25.76%	
Miscellaneous	\$50.00	\$0.00	\$50.00	100.00%	
Property Tax Expense	\$7,500.00	\$968.00	\$6,532.00	87.09%	See Note F.
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Trf to General Fund	\$639.00	\$0.00	\$639.00	100.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47610 ECONOMIC DEVE	\$41,049.00	\$31,278.45	\$9,770.55	23.80%	
Fund 227 ECONOMIC DEVELOPM	\$41,049.00	\$31,278.45	\$9,770.55	23.80%	
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 231 COVID-19 EMERGENCY ASSISTANCE					
Dept 47822 COVID-19 EMERGENCY ASSISTANCE					
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
COVID-19 Emerg. Assist. Grant	\$0.00	\$0.00	\$0.00	0.00%	
COVID-19 Emerg. Assist. Loan	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47822 COVID-19 EMERG	\$0.00	\$0.00	\$0.00	0.00%	
Fund 231 COVID-19 EMERGENCY	\$0.00	\$0.00	\$0.00	0.00%	



CITY OF MORA

Expenditure Guideline For EDA

Current Period: September 2021

Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
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	\$0.00	\$0.00	0.00%	
Dept 47825 MIC LOAN PROGR	\$0.00	\$0.00	\$0.00	0.00%	
Fund 232 MIC LOAN FUND	\$0.00	\$0.00	\$0.00	0.00%	
Fund 270 SMALL CITIES DEVELOP 2015-2017					
Dept 46323 SCDP REHABILITATION PROJECTS					
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$0.00	\$92.00	-\$92.00	0.00%	See Note G.
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	\$92.00	-\$92.00	0.00%	
Fund 270 SMALL CITIES DEVELOP	\$0.00	\$92.00	-\$92.00	0.00%	
Fund 271 SMALL CITIES DEVELOP 2020-2022					
Dept 46323 SCDP REHABILITATION PROJECTS					
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Contract Services	\$0.00	\$3,955.00	-\$3,955.00	0.00%	See Note H.
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Dept 46323 SCDP REHABILITA	\$0.00	\$3,955.00	-\$3,955.00	0.00%	
Fund 271 SMALL CITIES DEVELOP	\$0.00	\$3,955.00	-\$3,955.00	0.00%	
	\$41,049.00	\$35,325.45	\$5,723.55	13.94%	



MORA ECONOMIC DEVELOPMENT AUTHORITY

Notes to the Financial Statements

For the Quarter Ended September 30, 2021

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

- A. Refund received from Kanabec County for a clerical error on 2020 property taxes.
- B. Payoff received for SCDP Deferred Loan, initiated by sale of property
- C. First grant reimbursement received for expenses relating to the newest Small Cities Development Program

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

- D. Payment for portion of new community video
- E. Payment for a portion of the Financial Management Plan for the Mora HRA
- F. Refund received from Kanabec County for a clerical error on 2021 property taxes.
- G. Recording fees for mortgage satisfactions
- H. First check run for newest Small Cities Development Program

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

July 14, 2021 - 3:30pm

Kanabec County Courthouse, Meeting Room #3

18 N Vine St, Mora, MN 55051

and via telephone conference call

Members Present: Gene Anderson, Ivan Black, Wayne Davis, Kathi Ellis (Phone), Lisa Holcomb, Lonnie Ness, Craig Smith, Sara Treiber (Phone), Jerry Tvedt

Members Absent: None

Staff Present: Heidi Steinmetz, Kelsey Schiferli

Others Present: None

Chairperson Lonnie Ness called the meeting to order at 3:31pm.

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

Action #2 – It was moved by Lisa Holcomb, seconded by Gene Anderson and carried unanimously to approve the June 9, 2021 minutes as presented.

Action #3 - It was moved by Jerry Tvedt, seconded by Lisa Holcomb and carried unanimously to approve the following invoices:

Vendor	Purpose	Amount
Mora Area Chamber of Commerce	2021 Banner Project, 2 banners	\$400.00
	1 Claim Totaling:	<u>\$400.00</u>

The group reviewed the fund balance report and revenue/expenditure report ending June 30, 2021. Information only, no action was taken.

Heidi Steinmetz led a discussion regarding the Childcare Capacity Builders (CCB) committee.

Action #4 – It was moved by Jerry Tvedt, seconded by Lisa Holcomb and carried unanimously to continue the Childcare Capacity Builders committee and to apply for funding for the program through the Initiative Foundation.

The group discussed the 2022 preliminary budget and agreed to add \$5,000 for the CCB program into both revenues and expenditures and to adjust the rest of the budget accordingly without any increases from 2021.

Action #5 – It was moved by Lisa Holcomb, seconded by Kathi Ellis and carried unanimously to register to set up a booth at the 2021 Kanabec County Fair at a cost of \$150 (\$120 plus a \$30 late registration fee).

Action #6 – It was moved by Gene Anderson, seconded by Jerry Tvedt and carried unanimously to approve the sponsorship request from the Mora Area Chamber for “Fired Up at the Tower” on August 7, 2021 in the amount of \$250.00.

Action #7 – It was moved by Lisa Holcomb, seconded by Wayne Davis and carried unanimously to recommend that EDA staff request authorization from the County Board to submit an application to the Blandin Foundation for a “Robust Network Feasibility Fund” grant with the understanding that the required match would be provided with a portion of Kanabec County’s American Rescue Plan (ARP) Funds, and to release a Request for Proposals (RFP) for a Broadband Feasibility Study.

Heidi Steinmetz gave updates on the follow projects: Community Broadband Resources: Accelerate! Program, Dollar General (Knife Lake), and GO Professional Center. Information only, no action was taken.

Action #8 - It was moved by Jerry Tvedt, seconded by Ivan Black and carried unanimously to adjourn the meeting at 4:25pm.

The Kanabec County EDA will meet again on Wednesday, August 11, 2021 for a regular meeting at 3:30pm in Courthouse Meeting Room #3 and via Phone.

Respectfully submitted,
Kelsey Schiferli
Kanabec County Coordinator’s Assistant

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

August 11, 2021 - 3:30pm

Kanabec County Courthouse, Meeting Room #3

18 N Vine St, Mora, MN 55051

and via telephone conference call

Members Present: Gene Anderson, Wayne Davis, Kathi Ellis (phone) Lisa Holcomb, Lonnie Ness, Craig Smith, Sara Treiber (phone)

Members Absent: Ivan Black, Jerry Tvedt

Staff Present: Heidi Steinmetz (phone), Kelsey Schiferli

Others Present: Beth Thorp

Chairperson Lonnie Ness called the meeting to order at 3:32pm.

Action #1 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Lisa Holcomb, seconded by Wayne Davis and carried unanimously to approve the July 14, 2021 minutes as presented.

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

Vendor	Purpose	Amount
Kanabec County Agriculture Society	County Fair Booth	\$150.00
Mora Area Chamber of Commerce	Fired Up at the Tower Sponsorship	\$250.00
Kanabec Publications	Broadband Feasibility Study RFP	\$16.63
3 Claims Totaling:		<u>\$416.63</u>

The group reviewed the fund balance report and revenue/expenditure report ending July 31, 2021.

Action #4 – It was moved by Craig Smith, seconded by Lisa Holcomb and carried unanimously to accept the fund balance report ending July 31, 2021 as presented.

Heidi Steinmetz mentioned that Kathi Ellis emailed a couple of questions regarding the July revenue/expenditure report. The first was regarding the \$13,666 under “Reimbursements” and the other was about the \$990 under “General Administration” and “Loan Programs EDA”.

3:41pm – Kathi Ellis joined the meeting via telephone conference call.

Kathi discussed the line items in question on the revenue/expenditure report. Heidi said the \$13,666 was the Tax Rebate payment made to NPP and the \$990 was a child care forgivable loan payment. She will contact the Auditor/Treasurer's Office for clarification on the accounting of these items.

Action #5 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to accept the revenue/expenditure report ending July 31, 2021 as presented.

The group reviewed the 2022 EDA Budget Proposal. Lonnie Ness led a discussion regarding the 6% increase to salaries for 2022 and explained that the number provided is an estimate due to a potential step increase per the County wage scale.

Lisa Holcomb led a discussion regarding the need to increase the Tax Rebate Payments line item which is currently \$10,000. The group expressed consensus to transfer an additional \$10,000 from the EDA Fund Balance to Tax Rebate Payments, making the line item total \$20,000.

Kathi Ellis recommended that EDA staff submit the budget as-is and wait for comments from the County Board. Heidi Steinmetz will work with Lisa Holcomb to add \$10,000 from the EDA fund balance on the proposed 2022 EDA budget. She will also send a note to the Coordinator, County Board, and Auditor/Treasurer's Office explaining that the EDA would like to move funds from the EDA Fund Balance rather than increasing the levy in order to cover expenses.

Sara Treiber led a discussion regarding revenue options to replenish the EDA Fund Balance. The group expressed consensus to form a budget committee to address budget concerns, including revenue options, in detail. The formation of the budget committee will be on a future agenda.

Heidi Steinmetz gave project updates including the following:

Comprehensive Plan Update: Kanabec County 2050. The County is updating its comprehensive plan for the first time since 2002. A consulting firm has been hired to help the county through the process. Input is needed from county residents, businesses, and elected officials in order to help mold the updated plan. Heidi encouraged everyone to get involved.

4th Annual EDA Conference in 2022: The group expressed consensus to hold a 4th Annual EDA Conference in 2022. The following possible topics were discussed: succession planning, business retention, workforce shortage, workforce housing and workforce education. Heidi asked EDA members that were previously on the conference planning committee to sit on the committee again and encouraged anyone else that is interested to participate as well. The committee will come up with a topic and move forward with planning the conference.

Broadband Update: An RFP is out for a feasibility study and proposals are due on August 17th. Heidi has submitted the grant application to the Blandin Foundation. She will find out in a couple weeks whether or not the EDA will receive the grant. She will be going to the County Board on August 17th to request the creation of an official broadband committee to advise the County Board on broadband topics. She will also go to the County Board on September 7th with results of the RFP.

Dollar General (Knife Lake Township): Knife Lake Township directed Dollar General to check with MnDOT to see if they would add a bypass lane on 65 for the entrance to the proposed Dollar General store. No action has been taken at this time. Knife Lake Township will discuss the proposed Dollar General again on August 19th.

Lonnie Ness and Heidi Steinmetz reviewed the upcoming meetings and events. Information only.

Gene Anderson led discussions regarding Commercial Plastics, the vacant Shopko building and NorthStar Pontoons. Heidi will reach out to Derek Carlson with NorthStar Pontoons to see how he is doing now that he is selling pontoons.

The group held a discussion regarding potential uses of the vacant Shopko building. Craig Smith contacted the Vice President of Runnings to see if they would be interested in moving into the building. NorthStar Pontoons has a tenant that is looking for a 20,000 square foot industrial building to rent in order to build pontoon furniture. They are unable to use the Shopko building as it is zoned commercial and not industrial. Discussion was held regarding the possibility of having a commercial business in the front of the building and the industrial part in the back.

Action #8 - It was moved by Gene Anderson seconded by Craig Smith and carried unanimously to adjourn the meeting at 4:47pm.

The Kanabec County EDA will meet again on Wednesday, September 8, 2021 for a regular meeting at 3:30pm in Courthouse Meeting Room #3 and via telephone conference call.

Respectfully submitted,
Kelsey Schiferli
Kanabec County Coordinator's Assistant

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

September 8, 2021 - 3:30pm

Kanabec County Courthouse, Meeting Room #3

18 N Vine St, Mora, MN 55051

and via telephone conference call

UNAPPROVED MINUTES

Members Present: Craig Smith, Wayne Davis, Kathi Ellis, Lisa Holcomb, Sara Treiber (phone), Jerry Tvedt

Members Absent: Gene Anderson, Ivan Black, Lonnie Ness

Staff Present: Heidi Steinmetz, Kelsey Schiferli

Others Present: Beth Thorp

Vice Chairperson Lisa Holcomb called the meeting to order at 3:30pm.

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

Action #2 – It was moved by Lisa Holcomb, seconded by Wayne Davis and carried unanimously to approve the August 11, 2021 minutes with the following changes: Delete the last sentence in the third paragraph on page 3, “The City of Mora would require that 75% of the building be commercial”.

Action #3 - It was moved by Jerry Tvedt, seconded by Craig Smith and carried unanimously to accept the fund balance and revenue/expenditure reports ending August 31, 2021 as presented.

EDA Director Heidi Steinmetz led a discussion regarding proposed changes to the Tax Abatement Policy and Application.

3:37pm – Sara Treiber joined the meeting via telephone conference call.

Action #4 – It was moved by Craig Smith, seconded by Kathi Ellis and carried unanimously make the following changes to the Tax Abatement Application:

- a. Delete Section 4.2, 2. “including applicant’s acknowledgement that public finance consultant and attorney fees associated with the project will be paid by the applicant; and”
- b. Add Section 4.2, 4. “Form acknowledging that all fees related to public financing (including public finance consultant and legal expenses) will be the applicant’s expense.”

Heidi Steinmetz gave project updates including the following:

Northstar Aluminum/Pontoons – Northstar Pontoons is up and running and has manufactured 10-15 pontoons so far. They have four full time employees and they have orders for more pontoons.

United Commercial Upholstery – They are currently renting space in Northstar Aluminum building. The company is seeking a 20,000 square foot building with a loading dock in the Mora area to lease. The company states that they have the potential to create 15 additional jobs if they're able to find a building to lease. Kathi Ellis suggested the Knife Lake Sanitation building as a possible location as it's large, in the Mora area, and has a loading dock. Heidi Steinmetz will look into the building as a possible location for the company to operate. A discussion was held regarding options for the EDA to assist the company and its development. The group expressed consensus to obtain further information about the company and its future plans in order to determine how they can best assist in the development of the business.

Beautifully Bronzed & Nails by Gab Ribbon Cutting – Beautifully Bronzed was located in the Mora Mini Mall but has moved to a new location and has added Nails by Gab. EDA Chairperson Lonnie Ness attended the Chamber's ribbon cutting on Sept. 1st.

4th Annual EDA Conference in 2022 – EDA Chairperson Lonnie Ness has expressed concern regarding the COVID-19 pandemic and holding the annual conference in February. The group expressed consensus to make a final decision whether or not to cancel the 2022 EDA Conference in November 2021.

Broadband Update (Grant Received/Feasibility Study) – At their meeting on September 7, 2021 the County Board of Commissioners accepted the \$25,000 grant from the Blandin Foundation for a broadband feasibility study. They also accepted the proposal from HR Green to conduct the feasibility study which will be completed in February 2022. Finally, the County Board approved the use of American Rescue Plan Funds to cover the remaining balance of approximately \$25,000 to HR Green to complete the study.

Dollar General (Knife Lake Township) – Knife Lake Township approved a conditional use permit for Dollar General to build a store on Highway 65. The permit included several conditions such as lighting, hours of operation, and traffic. The Township then held a special meeting on September 2nd and passed a new resolution with updated conditions. Dollar General has neither accepted nor denied the updated conditions at this time.

EDA Director Heidi Steinmetz led a discussion regarding the creation of an EDA Budget Committee. She discussed potential candidates to be on the committee including an employee from the Auditor/Treasurer's Office, volunteers from the EDA, and possibly people from local financial institutions. She also suggested holding the meetings right before regular EDA meetings, perhaps every other month. Kathi Ellis suggested that the EDA Budget Committee only meet during annual budget prep time, starting in June when budgets are distributed from the Coordinator's Office. Heidi Steinmetz suggested that the EDA Chairperson should be on the budget committee. Kathi Ellis also volunteered to be on the committee.

Heidi Steinmetz notified the group that Beth Thorp's last day with the City of Mora will be September 24th. She thanked Beth for all of the time she has contributed to the EDA Conference Planning Committee, Childcare Committee, and helping the EDA to better understand planning and zoning.

Heidi Steinmetz reviewed the upcoming meetings and events which included the following:

GPS 45:93 "Fam" Tour: September 15th, 1pm at Uncommon Loon in Chisago City
GPS 45:93 Annual Meeting: September 24th at 10:30am at Hinckley Grand Casino

October is MN Manufacturing Month!

Region 7E Broadband Conference: October 6th, 3pm at Braham Event Center

Next Regular EDA Meeting: October 13th, 3:30pm in Courthouse Basement

Action #5 - It was moved by Craig Smith seconded by Jerry Tvedt and carried unanimously to adjourn the meeting at 4:21pm.

The Kanabec County EDA will meet again on Wednesday, October 13, 2021 for a regular meeting at 3:30pm in Courthouse Meeting Room #3 and via telephone conference call.

Respectfully submitted,

Kelsey Schiferli

Kanabec County Coordinator's Assistant

DRAFT