

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

November 1, 2022

1. **Call to order.** Vice Chair Johnson called the meeting to order at 2:02 p.m.
2. **Roll Call:**
Commissioners Present: Jody Anderson, Sara Treiber, Bob Jensen, Dan Johnson
* Brett Baldwin arrived at 2:04
Commissioners Absent: Rose Krie, Alan Skramstad
Staff Present: Glenn Anderson, Kirsten Faurie, Natasha Segelstrom, Sara King
Others Present: None
3. **Adopt Agenda.**
MOTION by Jensen to adopt the November 1, 2022 agenda as presented, seconded by J. Anderson and carried unanimously.
4. **Minutes.** MOTION by J. Anderson to approve the August 2, 2022 minutes as presented, seconded by Jensen and carried unanimously.
5. **Claims.** MOTION by Jensen to approve the July, August, September, and October 2022 claims as presented, seconded by J. Anderson and carried unanimously.
6. **Open Forum.** Johnson called for open forum; no comments were made.
7. **Special Business.**
 - a. **Introduction of Jim Hartshorn, Kanabec County EDA Director:** Jim Hartshorn spoke to the EDA and introduced himself as the new County EDA director. Hartshorn expressed excitement over a significant amount of activity and potential future development projects.
8. **New Business**
 - a. **2022 EDA Budget Amendment:** King informed the EDA that during the city's 2021 audit process, staff learned the generally-accepted accounting rules require funds provided to the EDA from both the City and Utility to be considered "contributions" and not "transfers." King presented changes to consider related to these accounting rules. MOTION by Jensen to approve 2022 budget amendments as presented, seconded by Baldwin and unanimously carried.
 - b. **2023 EDA Budget & Fee Schedule:** Segelstrom presented the 2023 EDA Budget and fee schedule. G. Anderson clarified the budget increase in EDA professional services was proposed to help the EDA respond more quickly to development opportunities. These funds would come from the EDA's reserve funds and are therefore not increasing the tax levy. MOTION by Treiber to approve the 2023 Budget and Fee Schedule, seconded by Baldwin and unanimously carried.

- c. **2023 EDA Meeting Schedule:** MOTION by Jensen to adopt the 2023 EDA Meeting Schedule as presented, seconded by Baldwin and unanimously carried.
- d. **2022 Tax Abatement Report Northland Process Piping:** The EDA reviewed the tax abatement report submitted by Northland Process Piping, as well as the list of open positions and employment advertisements provided by NPP. MOTION by Treiber to recommend annual tax abatement payment of **\$6,584.06** for NPP contingent on verification that at least one of the positions currently being hired for are at the Mora location. Seconded by Jensen and unanimously carried.
- e. **2022 Tax Abatement Report JCF Properties:** The EDA reviewed the tax abatement letter submitted by John Fuhr of JCF Properties, LLC. MOTION by Baldwin to recommend annual tax abatement payment of **\$2,100** for JCF Properties, seconded J. Anderson and unanimously carried.
- f. **Comprehensive Economic Development Strategy:** The EDA discussed and priorities economic development projects to submit as part of the ECRDC's annual Comprehensive Economic Development Strategy Survey. In doing so the city's projects may be more competitive for federal grant funding. The board's consensus was to eliminate two lower priority projects for industrial park signage and construction of a business incubator/spec building in the industrial park. The board placed higher priority on expansion utility infrastructure to the unserved industrial park lots. It was asked to specifically add an emphasis on daycare creation under project 4: community facilities. MOTION by Treiber for staff to update and submit the CEDs survey as discussed. Seconded by Johnson and unanimously carried.

9. **Old Business.** None

10. **Communications**

- a. EDA reviewed Kanabec County EDA Minutes
- b. EDA reviewed the new DEED Kanabec County profile

11. **Reports.**

- a. King presented 3rd Quarter 2022 financial report. King noted transfers were complete to shift funds from the COVID emergency program back into the MIC loan funds. There were no questions or discussion.
- b. Faurie presented an update on the Central Minnesota Housing Partnership Small Cities Development Program. Faurie reported she has made inquiries with CMHP about the possibility of shifting unused funds from rental rehabilitation projects to owner-occupied projects which have been more heavily utilized. Faurie said the EDA may need to vote on a shift of those funds in the future.
- c. Reviewed written report from Faurie

12. **Adjournment.** MOTION by Jensen to adjourn, seconded by Baldwin; motion carried unanimously.

The next meeting of the Economic Development Authority is 2:00 p.m. Tuesday, February 7, 2023.

President

Kirsten Faurie