



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

Mora City Hall  
101 Lake Street S  
Mora, MN 55051

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Tuesday, February 4, 2020

12:00 PM

Mora City Hall

1. **Call to Order**
2. **Roll Call**
3. **Election of Officers**
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. **Minutes**
6. **Claims**
7. **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.)*
8. **Special Business**
  - a. Presentation from GPS 45:93 and Consideration of Annual Membership Dues
9. **New Business**
  - a. EDA Fund 2019 Budget Amendment
  - b. Amendment to Bylaws
10. **Old Business**
11. **Communications**
  - a. Quarterly Financial Reports
  - b. Kanabec County EDA Meeting Minutes
  - c. Kanabec County Economic Development Conference
12. **Reports** *(Staff will provide verbal reports on the items listed below.)*
  - a. RFP for Downtown Commercial Corner
  - b. TEDI Grant Application
  - c. SCDP Full Application
  - d. GPS 45:93 – March Meeting
  - e. Potential Loan Request
  - f. Board & Commission Contact Information
13. **Adjournment**





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

Mora City Hall  
101 Lake Street S  
Mora, MN 55051

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Tuesday, February 4, 2020

12:00 PM

Mora City Hall

**1. Call to Order**

- 2. Roll Call:** Gene Anderson, Jody Anderson, Doyle Casavant, Joe Heggernes, Bob Jensen, Dan Johnson, Lonnie Ness, and Alan Skramstad.

**3. Election of Officers**

The board will elect a President (Skramstad), Vice President (Casavant), and Treasurer (Jensen). Incumbents are shown in parenthesis. Thorp will continue to serve as Secretary and Crawford will continue to serve as Assistant Treasurer.

- 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. Minutes**

See attached minutes from the November 7, 2019 special meeting.

**6. Claims**

See attached lists of claims to be paid.

- 7. 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.)*

**8. Special Business**

- a. Presentation from GPS 45:93 and Consideration of Annual Membership Dues. GPS 45:93 President Kathy George will be present to provide an update on the organization's recent activities and to request the EDA's continued membership. See attached invoice for consideration.

**9. New Business**

- a. EDA Fund 2019 Budget Amendment. The board will consider an amendment to the 2019 budget related to accounting rules for contributions. See attached staff report.
- b. Amendment to Bylaws. The board will consider an amendment to the bylaws pertaining to board and commission representation. See attached staff report.

**10. Old Business**

None

**11. Communications**

- a. Quarterly Financial Reports. Accountant Sara King will be present to provide 4<sup>th</sup> Quarter 2019 financial reports.
- b. Kanabec County EDA Meeting Minutes. See attached minutes from the October, November, and December 2019 meetings.

- c. Kanabec County Economic Development Conference. See the attached schedule for the 3<sup>rd</sup> annual conference being held on February 6<sup>th</sup>. Any commissioners wishing to attend, but not yet registered, are encouraged to RSVP immediately.

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

- a. RFP for Downtown Commercial Corner
- b. TEDI Grant Application
- c. SCDP Full Application
- d. GPS 45:93 – March Meeting
- e. Potential Loan Request
- f. Board & Commission Contact Information

**13. Adjournment**

The next regular meeting is scheduled for Tuesday, May 5, 2020 at 12:00 PM.

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

**November 7, 2019**

Present: Bob Jensen, Dan Johnson, Lonnie Ness\*, Karen Onan and Alan Skramstad  
Absent: Gene Anderson, Jody Anderson and Doyle Casavant  
Staff Present: Lindy Crawford, Beth Thorp and Sara King

1. Call to order. Skramstad called the meeting to order at 12:04 pm.
2. Roll Call. All members were present, with the exception of G. Anderson, J. Anderson and Casavant.
3. Adopt Agenda. Motion by Johnson, second by Onan to adopt the November 7, 2019 agenda as presented. All present voted aye. Motion carried.
4. Minutes. Motion by Jensen, second by Johnson to approve the minutes of the September 10, 2019 meeting as presented. All present voted aye. Motion carried.
5. Claims. Johnson questioned the September fees for legal services; staff explained that the city attorney provided assistance with a default on an industrial park land sale. Motion by Jensen, second by Onan to approve the September and October 2019 claims as presented. All present voted aye. Motion carried.
6. Open Forum. No members of the public were present for open forum.
7. Special Business.  
None
8. New Business.
  - a. 2020 EDA Budget and Fee Schedule. Crawford presented the board with a proposed budget and fee schedule for review and adoption, providing details about changes from the 2019 budget and stating that there are no proposed changes to the fee schedule from 2019. Jensen asked about the possibility of including funding for tourism, explaining that tourism revenue could be used to help fund infrastructure improvements needed for Lake Mora. \*Ness arrived at 12:09 pm. Crawford suggested that marketing funds could be used for tourism efforts. Onan shared ideas for a Lake Mora enhancement project providing access to the lake. Crawford explained that before any enhancements can be made to the lake the water level needs to be controlled, adding that the City Council is currently working to address water level issues. Motion by Jensen, second by Johnson to adopt the 2020 EDA budget as presented. All present voted aye. Motion carried. Motion by Johnson, second by Onan to adopt the 2020 EDA fee schedule as presented. All present voted aye. Motion carried.
  - b. 2020 EDA Meeting Schedule. Thorp presented the board with a proposed meeting schedule for review and adoption, explaining that staff is proposing an adjustment to the quarterly meeting schedule so that meetings align better with the annual budgeting process. Motion by

Ness, second by Onan to adopt the 2020 EDA meeting schedule as presented. All present voted aye. Motion carried.

- c. Tax Abatement Reporting. Thorp reviewed details of tax abatement approvals granted to Northland Process Piping and JCF Properties and respective job creation and residential unit goals. Thorp provided annual tax abatement reports submitted by both organizations, explaining that Northland Process Piping is on target for job creation for this reporting period and will automatically receive its abatement payment in December per the terms of the Business Subsidy Agreement and JCF Properties has met its residential unit goal and is eligible to receive an abatement payment of \$2,100 upon City Council approval. Motion by Onan, second by Johnson to recommend that an abatement payment be made to JCF Properties in December per the terms of the Business Subsidy Agreement. All present voted aye. Motion carried.
- d. Survey for Comprehensive Economic Development Strategy (CEDs). Thorp reviewed the purpose of the CEDs survey and provided a list of past priority economic development projects identified by the board. Being that the board had identified the purchase and installation of electric car charging stations as a priority in the past, Crawford informed board members that SMMPA is currently working with members (which includes Mora Municipal Utilities) on the purchase of charging stations making this a current PUC project. Board members discussed all past priority projects determining that the majority of priority projects identified in the previous survey are still priorities. Motion by Onan, second by Ness to include the following projects ranked in order of priority:
  - 1. Trunk highway transportation enhancements.
  - 2. Purchase and installation of electric car charging stations.
  - 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.All present voted aye. Motion carried.

9. Old Business.

None

10. Communications.

- a. Quarterly Financial Reports. Accountant Sara King was present to review 3<sup>rd</sup> Quarter 2019 financial reports.
- b. Kanabec County EDA Meeting Minutes. Board members received August and September 2019 meeting minutes for review. Jensen asked about cross-representation between the city EDA and county EDA. Staff explained that the KCEDA bylaws require representation from the City of Mora but not specifically from the EDA. Staff added that Johnson and G. Anderson are members of the county EDA and a city staff member attends every county EDA meeting.
- c. Kanabec County Profile. Board members received a county profile prepared annually by the MN Department of Employment and Economic Development. The board suggested adding the profile to the city's website, if it's not already available.

11. Reports.

- a. Business Visits. Thorp reported that she and Crawford conducted a business visit with Judy Zimmerman of Zimmerman's since the board's last meeting. Thorp and Crawford shared details about the visit and general themes shared by downtown business owners.
  - b. TEDI Grant Application. Thorp informed the board that grant awards will be announced in December.
  - c. SCDP Preliminary Proposal. Thorp informed the board that Central MN Housing Partnership submitted a preliminary proposal to DEED in November. Thorp stated that the proposal included rehabilitation of owner occupied housing and rental housing, but not enough concentrated commercial blight could be found to support a commercial component. Onan expressed disappointment with the lack of a commercial rehabilitation component.
  - d. Telework Center. Crawford stated that the Public Utilities Commission will be considering a lease agreement with Pine Tech at its November meeting, adding that the Mora Area Chamber of Commerce will continue to occupy the facility as well.
12. Adjournment. Motion by Jensen, second by Johnson to adjourn. All present voted aye. Motion carried. Meeting adjourned at 12:52 pm.

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Alan Skramstad, President

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Beth Thorp, Secretary





CITY OF MORA  
CHECK LIST-EDA

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 053332	MN DEPT OF EMP & ECON DEV					
053332	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$2,312.75
CHECK # 053332	MN DEPT OF EMP & ECON DEV					\$2,312.75
CHECK # 053400	CITY HALL PETTY CASH					
053400	CITY HALL PETTY C	ECONOMIC	ECONOMIC DEVEL	Postage	POSTAGE	\$8.75
CHECK # 053400	CITY HALL PETTY CASH					\$8.75
CHECK # 053480	SEH					
053480	SEH	ECONOMIC	ECONOMIC DEVEL	Engineering	TEDI APPLICATION	\$2,289.45
CHECK # 053480	SEH					\$2,289.45
						\$4,610.95

THE NOVEMBER 2019 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
Alan Skramstad, President

\_\_\_\_\_  
Robert Jensen, Treasurer

\_\_\_\_\_  
Beth Thorp, Secretary

CITY OF MORA  
CHECK LIST-EDA

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 053420	MORA AREA CHAMBER OF COMMERCE					
053420	MORA AREA CHAM	ECONOMIC	ECONOMIC DEVEL	Meetings, Training, &	2019 CHAMBER GALA TICKET	\$25.00
CHECK # 053420	MORA AREA CHAMBER OF COMMERCE					\$25.00
CHECK # 053490	CARDMEMBER SERVICE					
053490	CARDMEMBER SER	ECONOMIC	ECONOMIC DEVEL	Meetings, Training, &	EDA MTG FOOD-COBORNS-OC	\$25.57
CHECK # 053490	CARDMEMBER SERVICE					\$25.57
CHECK # 053524	MN DEPT OF EMP & ECON DEV					
053524	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$2,312.75
CHECK # 053524	MN DEPT OF EMP & ECON DEV					\$2,312.75
						\$2,363.32

THE DECEMBER 2019 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
Alan Skramstad, President

\_\_\_\_\_  
Robert Jensen, Treasurer

\_\_\_\_\_  
Beth Thorp, Secretary

CITY OF MORA  
CHECK LIST-EDA

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 053732	CITY HALL PETTY CASH					
053732	CITY HALL PETTY C	ECONOMIC	ECONOMIC DEVEL	Miscellaneous	REFILL PETTY CASH-COPIES F	\$9.00
CHECK # 053732	CITY HALL PETTY CASH					\$9.00
CHECK # 053743	MN DEPT OF EMP & ECON DEV					
053743	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$2,312.75
CHECK # 053743	MN DEPT OF EMP & ECON DEV					\$2,312.75
						\$2,321.75

THE JANUARY 2020 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
Alan Skramstad, President

\_\_\_\_\_  
Robert Jensen, Treasurer

\_\_\_\_\_  
Beth Thorp, Secretary



## 2019 Highlights

- **Workforce:** GPS held its second annual “Innovative Approaches to Career Readiness” event in May. The Workforce Committee created and offered an “Innovation Grant” opportunity to schools, which was funded by an Initiative Foundation grant. Recipients were Rush City, Willow River & Wolf Creek Trio. The committee coordinated presentations by DEED Analyst, Luke Greiner, called "What Every Parent and Student Should Know: Labor Market Information for Career Decision Making". The committee also started planning a hands-on career exploration event for 2020-21 school year, which the Initiative Foundation agreed to support by providing \$10,000 in matching funds. GPS also promotes Construct Tomorrow, the regional HR group, local colleges, the East Central Housing Organization (ECHO), the Pine Technical & Community College Mobile Welding Lab, the Regional Career Fair and the Kanabec County EDA’s annual conferences.
- **Inventors & Entrepreneurs Club (I & E Club):** GPS is a founding sponsor of this new club, which held its inaugural meeting in March. Club meetings are held on the fourth Tuesday of each month at the East Central Energy headquarters in Braham 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.
- **Humphrey School of Public Affairs Research Project:** Over the course of the fall 2019 semester, GPS engaged a research team of four master’s students at the University of Minnesota to conduct an overview of the regional economy. The group’s research will provide a more thorough understanding of East Central Minnesota’s economic assets and provide recommendations on how the group can best market the region, adopt creative approaches to the region’s challenges, and build stronger capacity for GPS.
- **Broadband:** GPS continued its broadband work in 2019 through its role as a “Governing Member” of the Minnesota Rural Broadband Coalition. Several GPS members are also active participants in the coalition. In September, with technical assistance from the Blandin Foundation, several GPS members completed and submitted an extensive Intelligent Communities Forum (ICF) questionnaire on behalf of GPS. The completed questionnaire is ICF’s benchmarking tool that measures six inter-related indicators of a community’s competitiveness in the digital economy. The tool is used to measure progress against other communities and over time.
- **Cyber Security:** The theme of GPS’s annual meeting, held in September, was cyber security. The keynote speech was entitled “Cyber Security for Businesses & the Workforce” presented by John Bonhage of the FBI Minneapolis. Anoka-Ramsey Community College and Pine Technical & Community College presented information about the cyber-security degrees offered at both schools.
- **Familiarization (Fam) Events:** GPS organized and hosted two Fam events in 2019. The first event was held in July in Duluth and the second event was held in November in Minneapolis. Members attended both events to promote the GPS region. Site selectors and commercial realtors learned about the region and made key contacts with members for future projects.
- **Organizational:** Karl Schuettler of The Northspan Group is GPS’s Organizational Consultant and Becky Schueller of the Pine City Area Chamber of Commerce is GPS’s Administrative Consultant. Examples of their work include website updates, marketing/communications, internal organization/structure and improved processes. As a result, GPS is efficient, consistent and there is a more seamless leadership/officer transition annually.



## 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	Cambridge Medical Center/Allina
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	North 65 Chamber of Commerce	Neighborhood National Bank
City of Sandstone	Mille Lacs Corporate Ventures	Unity Bank
City of Rush City	East Central Arts Council	Entrepreneur Fund
Pine County	Pine Technical & Community College	Hill Capital Corporation
Isanti County	Nemadji Research Corporation	Minnesota Business Finance Corp.



## Membership Information

Business/Organization Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact Email: \_\_\_\_\_

Yes, please add the above email addresses to the GPS:45:93 Quarterly E-Newsletter

## 2020 Membership Dues

Sponsorship Level	
Utility Company	\$ 2,000
College	\$ 1,000
Government Membership	
County	\$ 1,000
Tribal Entity	\$ 1,000
City	\$ 850
Affiliate Members: Businesses & Organizations	
Financial Institution, Medical Facility, Businesses	\$ 500
Partner Members: Civic & Non-Profit Organizations	
Chambers of Commerce, Non-Profits (i.e. civic groups, Lions, Rotary, etc.)	\$ 250
Individual Members	
Retired Members, Individuals in Job Transition (no business affiliation)	\$ 100

Please send invoice

Check Enclosed

# 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 #
12/10/2019	102

Due Date	Upon Receipt

Description	Amount
GPS 45:93 Membership Dues FY 2020	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 4, 2020  
 To: Economic Development Authority  
 From: Sara B. King, Accountant  
 RE: EDA Fund 2019 Budget Amendment

## SUMMARY

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

## BACKGROUND INFORMATION

In 2019, city staff learned that generally-accepted accounting rules require funds provided to the EDA from both the City and Utility to be considered "contributions" and not "transfers". Amending the EDA Fund budget demonstrates the EDA's desire for good financial stewardship.

### Relating to Accounting Rules for Contributions to the EDA:

Type	Account Code	Account Description	Current 2019 Budget	(Proposed) Amended 2019 Budget	Change from Current Budget (\$)	Justification
Revenue	R 227-47610-36230	Contributions & Donations	\$ -	\$ 40,000	\$ 40,000	Staff learned in late 2019 that funds provided to the EDA from both the City and Utility must be considered "contributions" and not "transfers".
Revenue	R 227-47610-39211	Trf from General Fund	20,000	-	(20,000)	Staff learned in late 2019 that funds provided to the EDA from both the City and Utility must be considered "contributions" and not "transfers".
Revenue	R 227-47610-39216	Trf from Enterprise Fund	20,000	-	(20,000)	Staff learned in late 2019 that funds provided to the EDA from both the City and Utility must be considered "contributions" and not "transfers".
			\$ 40,000	\$ 40,000	\$ -	Net effect to EDA Reserve Balance

## OPTIONS & IMPACTS

- A. Motion to approve 2019 budget amendments, as presented.
- B. Do not approve 2019 budget amendments.

## RECOMMENDATIONS

Motion to approve 2019 budget amendments, as presented.





# MEMORANDUM

Date: February 4, 2020  
To: Economic Development Authority  
From: Beth Thorp, Community Development Director  
RE: Amendment to Bylaws

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## SUMMARY

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The EDA will consider an amendment to its bylaws pertaining to representation from boards and commissions.

## BACKGROUND INFORMATION

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The EDA's bylaws, found in section 1 of the City of Mora Economic Development Authority Commissioner Handbook, currently state that the incumbent commissioner representing the City of Mora on the Kanabec County Board shall be a non-voting ex-officio member of the EDA. However, the bylaws fail to name representatives of other boards and commissions that have historically served on the EDA.

The EDA's enabling resolution, also found in section 1 of the Commissioner Handbook, requires that two EDA commissioners must be appointed from members of the City Council. This requirement has been met each year since the current EDA was established in 2004 and, although the requirement is contained in the enabling resolution, staff believes that it may be good to add the requirement to the bylaws as well.

Since 2004 the EDA has also included representation from the Public Utilities Commission (PUC), although this is not required by the enabling resolution, the EDA's bylaws, or City Code. PUC representatives have included Steve Ahlness (2004-2007), Terry Dalbey (2008-2012), and Karen Onan-Wakefield (2013-2019). Ahlness was a member of the PUC during his term on the EDA and, when neither of the other PUC members were able to commit to serving on the EDA, the PUC recommended the appointment of non-members to represent the PUC's interests (Dalbey and Onan-Wakefield). Current staff is not aware of the exact reason for the practice of including a PUC representative, but suspect that it is due to the fact that the PUC made a significant financial investment in the development of Mora Industrial Park 2<sup>nd</sup> Addition and therefore has a vested interest in economic development activities. The City Council recently appointed PUC member Joe Heggernes to the EDA for a six-year term beginning in 2020.

Staff would like the EDA to consider if an amendment should be made to the bylaws to include a representative of the PUC. And, if so, the EDA should also consider if the bylaws should specify that the representative be a member of the PUC or simply recommended by the PUC. Factors for the EDA to consider:

- The EDA relies heavily on the PUC for annual funding and additional financial participation in economic development opportunities, so there is benefit to maintaining a partnership with the PUC through representation on the EDA.
- The PUC is made up of only three members, making it difficult at times to find a member who is able to commit to serving on the EDA.

## Memorandum

### OPTIONS & IMPACTS

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1. Amend the EDA's bylaws to include representation from the City Council and the PUC. City Council representation is already required per the enabling resolution, and PUC representation will help maintain a vital partnership between the EDA and PUC.
2. Make no changes to the EDA's bylaws. City Council representation will still be required per the enabling resolution, but PUC representation will be optional.

### RECOMMENDATIONS

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Direct staff to prepare amended bylaws, including City Council and PUC representation, for review at the next meeting.

### *Attachments*

None

# MORA ECONOMIC DEVELOPMENT AUTHORITY



## Financial Reports

*Economic Development Authority (EDA) Fund  
Revolving Economic Development (RED) Loan Fund  
Mora Industrial Commercial (MIC) Loan Fund  
Small Cities Development Program (SCDP) Fund*

December 31, 2019  
[unaudited]

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**MORA ECONOMIC DEVELOPMENT AUTHORITY**

## Fund Budgetary Performance

For the Quarter Ended December 31, 2019

	2019 YTD Budget	2019 YTD Actual	2019 YTD Balance	2019 % YTD Budget
<b>EDA FUND</b>				
Revenues	41,505.00	41,291.38	213.62	99.49%
Expenditures	32,615.00	33,540.43	(925.43)	102.84%
Surplus/(Deficit)		7,750.95		
<b>RED LOAN FUND</b>				
Revenues	19,210.00	18,701.13	508.87	97.35%
Expenditures	-	-	-	-
Surplus/(Deficit)		18,701.13		
<b>MIC LOAN FUND</b>				
Revenues	-	374.71	(374.71)	-
Expenditures	-	-	-	-
Surplus/(Deficit)		374.71		
<b>SCDP FUND</b>				
Revenues	-	8,181.72	(8,181.72)	-
Expenditures	-	207.50	(207.50)	-
Surplus/(Deficit)		7,974.22		
<b>TOTAL ALL FUNDS</b>				
Revenues	60,715.00	68,548.94	(7,833.94)	112.90%
Expenditures	32,615.00	33,747.93	(1,132.93)	103.47%
Surplus/(Deficit)		34,801.01		



**CITY OF MORA**  
**BALANCE SHEET**  
Current Period: December 2019

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	\$19,069.81	\$41,708.80	\$33,543.18	\$27,235.43
G 227-11018 Cash FCB HI-FI	\$31,264.09	\$136.58	\$0.00	\$31,400.67
G 227-11151 Accounts Receivable	\$551.25	\$13.75	\$565.00	\$0.00
G 227-11551 Prepaid Ins	\$0.00	\$175.44	\$175.44	\$0.00
Bal Type A	\$50,885.15	\$42,034.57	\$34,283.62	\$58,636.10
Bal Type E				
G 227-24204 Fund Bal-Undes/Net Asset (ent	-\$49,488.95	\$63,543.24	\$71,294.19	-\$57,239.90
Bal Type E	-\$49,488.95	\$63,543.24	\$71,294.19	-\$57,239.90
Bal Type L				
G 227-22021 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
G 227-22161 Accrued Vac-Sick Wages	-\$1,396.20	\$0.00	\$0.00	-\$1,396.20
Bal Type L	-\$1,396.20	\$0.00	\$0.00	-\$1,396.20
Fund 227 ECONOMIC DEVELOPMENT FUND	\$0.00	\$105,577.81	\$105,577.81	\$0.00





**CITY OF MORA**  
**BALANCE SHEET**  
Current Period: December 2019

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	\$7,309.40	\$46,254.96	\$27,753.00	\$25,811.36
G 230-11018 Cash FCB HI-FI	\$45,592.21	\$199.17	\$0.00	\$45,791.38
G 230-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type A	\$52,901.61	\$46,454.13	\$27,753.00	\$71,602.74
Bal Type E				
G 230-24204 Fund Bal-Undes/Net Asset (ent	-\$52,901.61	\$0.00	\$18,701.13	-\$71,602.74
Bal Type E	-\$52,901.61	\$0.00	\$18,701.13	-\$71,602.74
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	\$74,207.13	\$74,207.13	\$0.00



**CITY OF MORA**  
**BALANCE SHEET**  
Current Period: December 2019

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	\$0.00	\$0.00
G 232-11018 Cash FCB HI-FI	\$93,993.01	\$374.71	\$0.00	\$94,367.72
Bal Type A	\$93,993.01	\$374.71	\$0.00	\$94,367.72
Bal Type E				
G 232-24204 Fund Bal-Undes/Net Asset (ent	-\$93,993.01	\$0.00	\$374.71	-\$94,367.72
Bal Type E	-\$93,993.01	\$0.00	\$374.71	-\$94,367.72
Fund 232 MIC LOAN FUND	\$0.00	\$374.71	\$374.71	\$0.00



**CITY OF MORA**  
**BALANCE SHEET**  
Current Period: December 2019

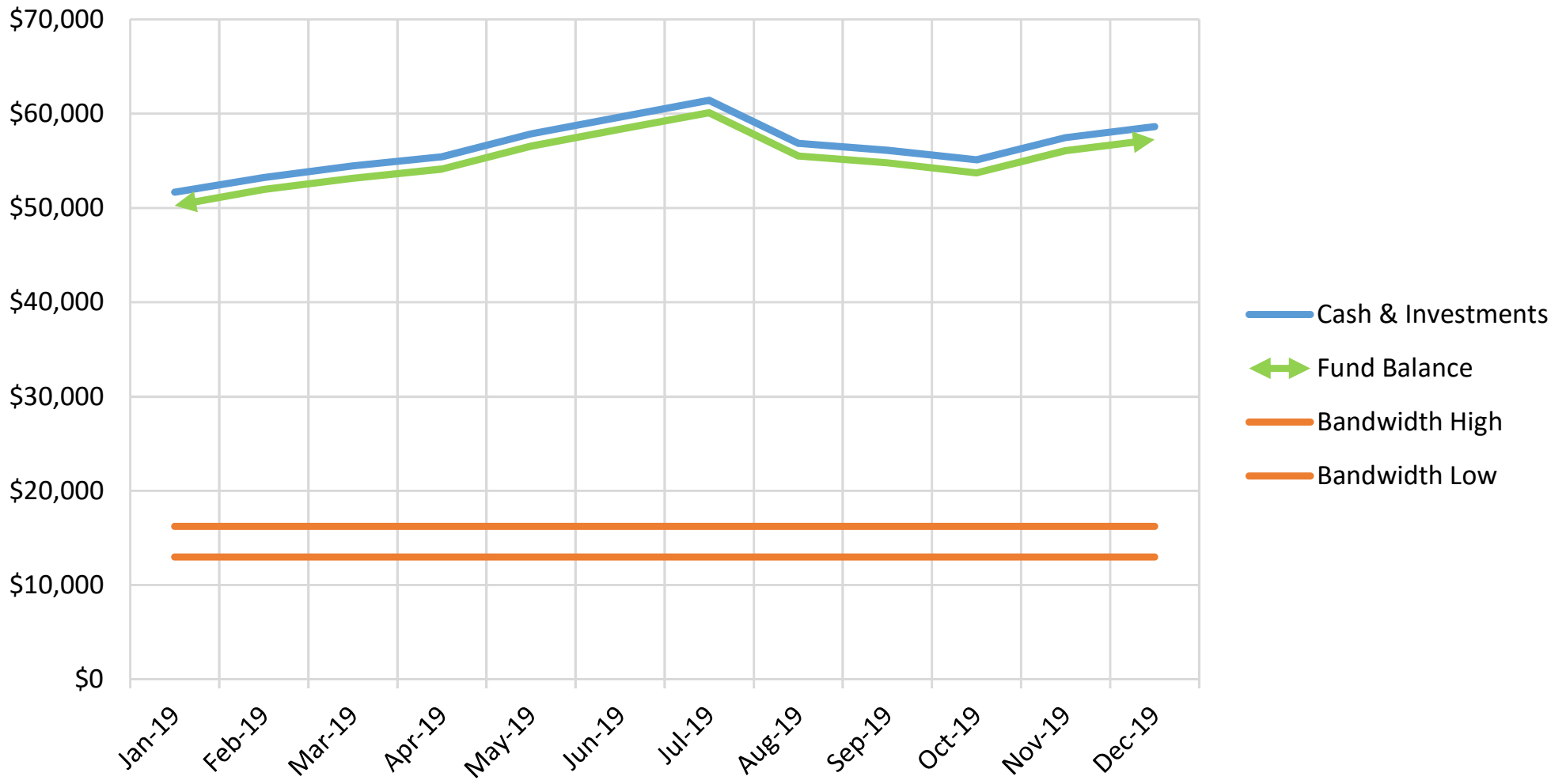
Year End

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	\$9,745.39	\$8,181.72	\$207.50	\$17,719.61
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	\$9,745.39	\$8,181.72	\$207.50	\$17,719.61
Bal Type E				
G 270-24204 Fund Bal-Undes/Net Asset (ent)	-\$9,745.39	\$207.50	\$8,181.72	-\$17,719.61
Bal Type E	-\$9,745.39	\$207.50	\$8,181.72	-\$17,719.61
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	\$8,389.22	\$8,389.22	\$0.00



# EDA FUND - 2019

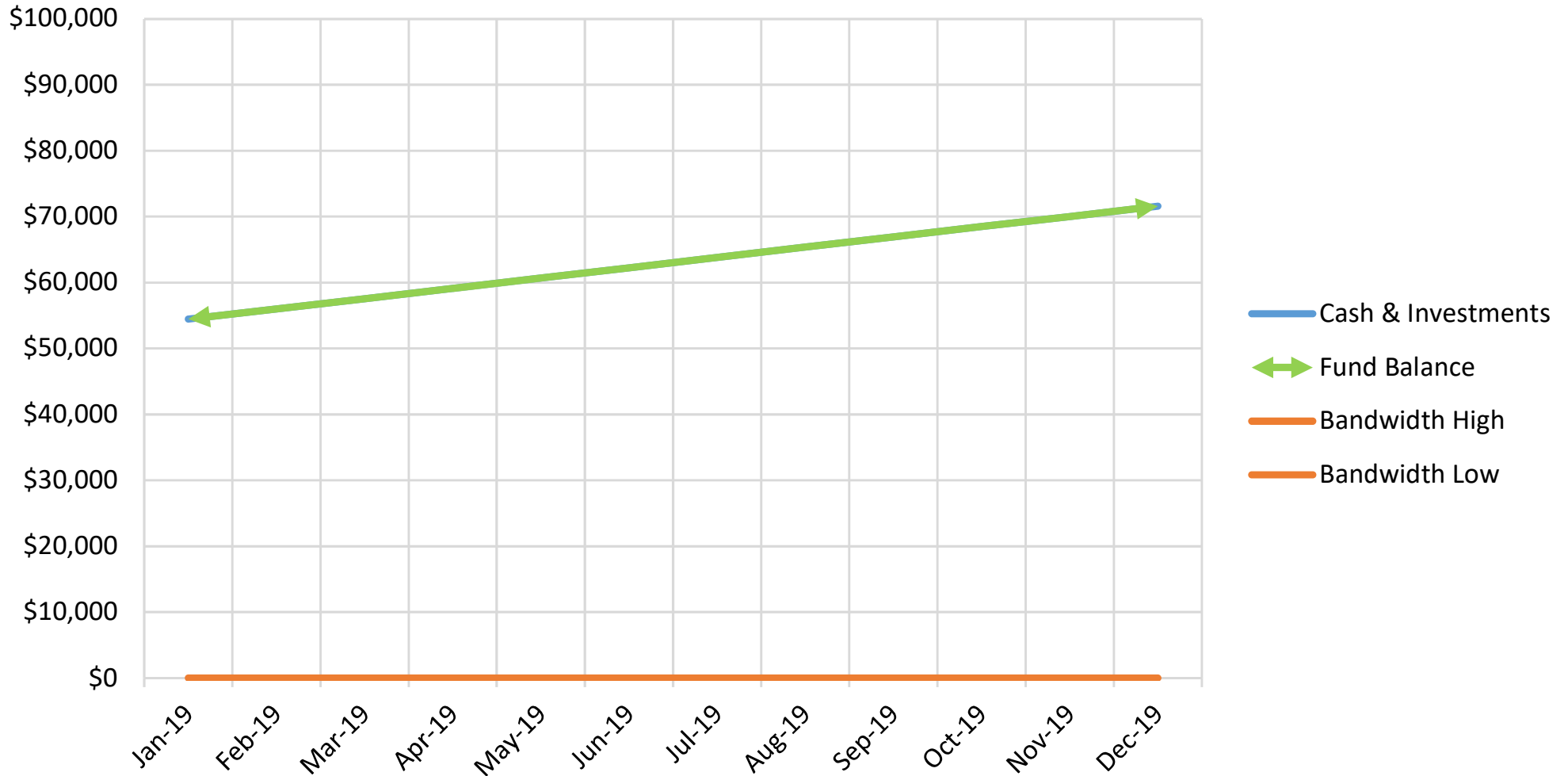
## Cash & Investments/Fund Balance





# RED LOAN FUND - 2019

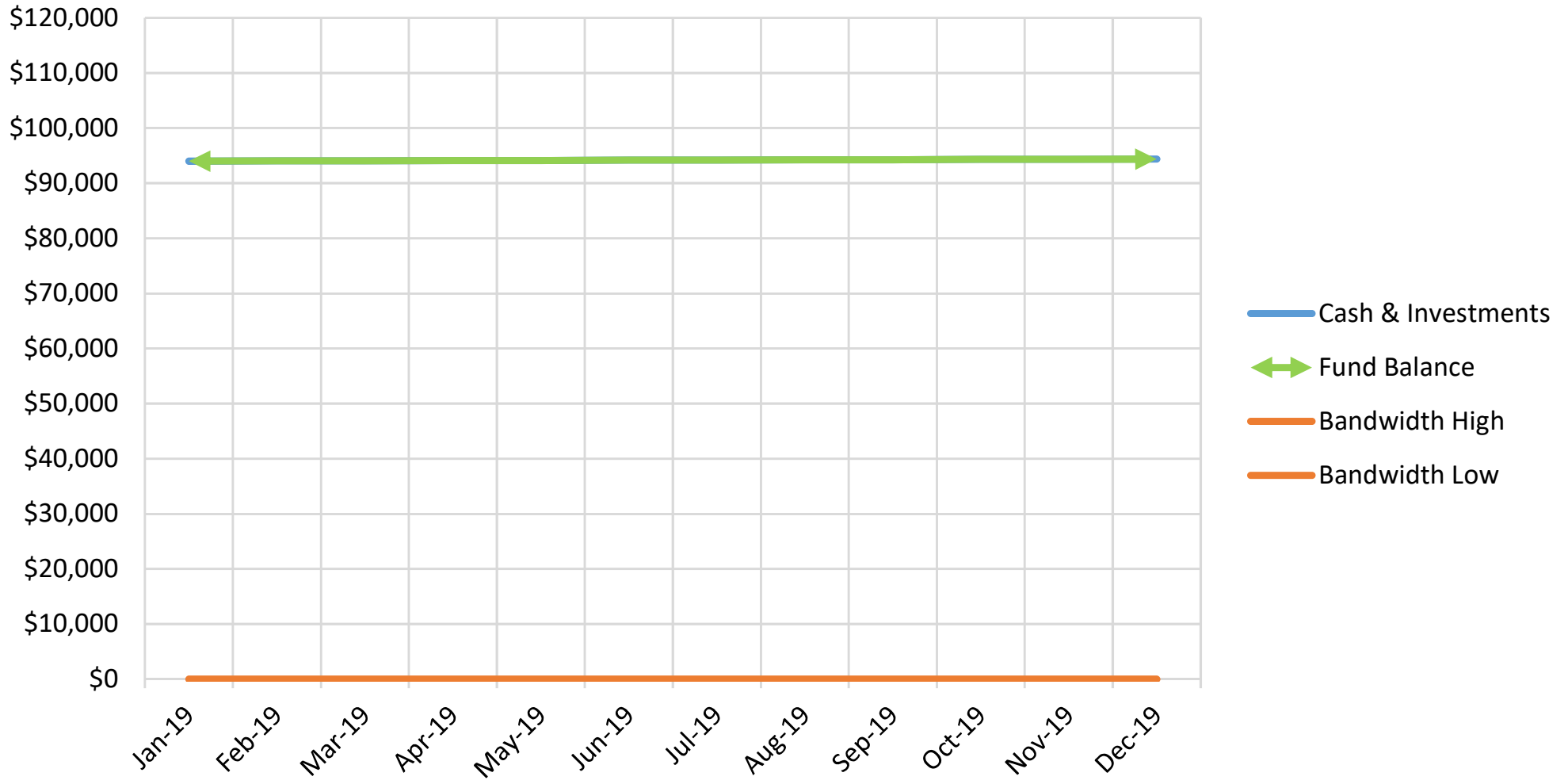
## Cash & Investments/Fund Balance





# MIC LOAN FUND - 2019

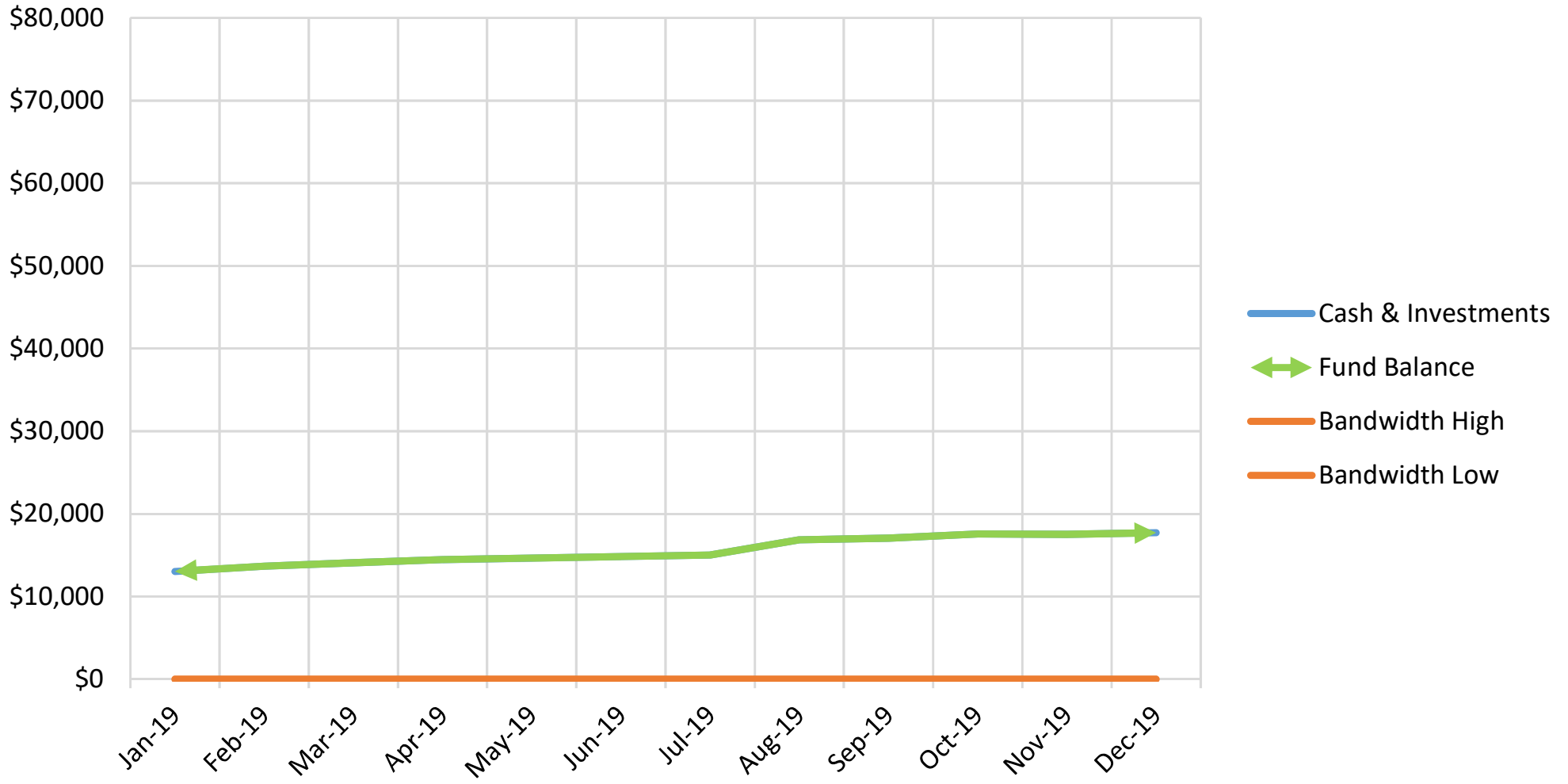
## Cash & Investments/Fund Balance





# SCDP FUND - 2019

## Cash & Investments/Fund Balance





**CITY OF MORA**  
**Revenue Guideline For EDA**  
 Current Period: December 2019

Last Dim Descr	2019 Budget	2019 YTD Amt	2019 YTD Balance	2019 % of Budget Remain	Explanation
<b>Fund 227 ECONOMIC DEVELOPMENT FUND</b>					
Dept 47610 ECONOMIC DEVELOPMENT					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$90.00	\$136.58	-\$46.58	-51.76%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Dividends	\$50.00	\$11.00	\$39.00	78.00%	
Rent	\$1,365.00	\$1,143.80	\$221.20	16.21%	
Contributions & Donations	\$0.00	\$40,000.00	-\$40,000.00	0.00%	See Note A.
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Trf from General Fund	\$20,000.00	\$0.00	\$20,000.00	100.00%	See Note A.
Trf from Enterprise Fund	\$20,000.00	\$0.00	\$20,000.00	100.00%	See Note A.
Dept 47610 ECONOMIC DEVE	\$41,505.00	\$41,291.38	\$213.62		
Fund 227 ECONOMIC DEVELOPM	\$41,505.00	\$41,291.38	\$213.62		
<b>Fund 230 RED LOAN FUND</b>					
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	\$710.00	\$199.17	\$510.83	71.95%	
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	\$19,210.00	\$18,701.13	\$508.87		
Fund 230 RED LOAN FUND	\$19,210.00	\$18,701.13	\$508.87		
<b>Fund 232 MIC LOAN FUND</b>					
Dept 47825 MIC LOAN PROGRAM					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$0.00	\$374.71	-\$374.71	0.00%	
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	\$0.00	\$374.71	-\$374.71		
Fund 232 MIC LOAN FUND	\$0.00	\$374.71	-\$374.71		
<b>Fund 270 SMALL CITIES DEVELOPMENT PROGR</b>					
Dept 46323 SCDP REHABILITATION PROJECTS					
SCDP Grant Proceeds	\$0.00	\$0.00	\$0.00	0.00%	
SCDP Program Income	\$0.00	\$8,181.72	-\$8,181.72	0.00%	
Dept 46323 SCDP REHABILITA	\$0.00	\$8,181.72	-\$8,181.72		
Fund 270 SMALL CITIES DEVELOP	\$0.00	\$8,181.72	-\$8,181.72		
	\$60,715.00	\$68,548.94	-\$7,833.94		





**CITY OF MORA**  
**Expenditure Guideline For EDA**  
 Current Period: December 2019

Last Dim Descr	2019 YTD Budget	2019 YTD Amt	2019 YTD Balance	2019 % of Budget Remain	Explanation
<b>Fund 227 ECONOMIC DEVELOPMENT FUND</b>					
<b>Dept 47610 ECONOMIC DEVELOPMENT</b>					
Wages & Salaries	\$16,431.00	\$16,121.00	\$310.00	1.89%	
PERA	\$1,154.00	\$1,160.38	-\$6.38	-0.55%	
FICA	\$1,019.00	\$968.94	\$50.06	4.91%	
Medicare	\$238.00	\$226.58	\$11.42	4.80%	
VEBA	\$0.00	\$0.00	\$0.00	0.00%	
Health Insurance	\$1,382.00	\$1,411.20	-\$29.20	-2.11%	
Life Insurance	\$28.00	\$33.93	-\$5.93	-21.18%	
Office Supplies	\$50.00	\$43.33	\$6.67	13.34%	
Other Operating Supplies	\$50.00	\$15.17	\$34.83	69.66%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$0.00	\$0.00	0.00%	
Engineering	\$0.00	\$4,837.65	-\$4,837.65	0.00%	See Note B.
Legal Services	\$0.00	\$1,528.20	-\$1,528.20	0.00%	See Note C.
Professional Services - Misc	\$150.00	\$2,000.00	-\$1,850.00	-1233.33%	See Note D.
Telephone	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$25.00	\$8.75	\$16.25	65.00%	
Meetings, Training, & Travel	\$250.00	\$314.85	-\$64.85	-25.94%	
Advertising	\$1,000.00	\$65.95	\$934.05	93.41%	
Contributions	\$0.00	\$500.00	-\$500.00	0.00%	See Note E.
Insurance	\$136.00	\$99.00	\$37.00	27.21%	
Workers Comp Insurance	\$73.00	\$88.30	-\$15.30	-20.96%	
Dues & Subscriptions	\$3,100.00	\$3,100.00	\$0.00	0.00%	
Miscellaneous	\$50.00	\$9.00	\$41.00	82.00%	
Property Tax Expense	\$7,324.00	\$1,008.20	\$6,315.80	86.23%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Trf to General Fund	\$155.00	\$0.00	\$155.00	100.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 47610 ECONOMIC DEVE</b>	<b>\$32,615.00</b>	<b>\$33,540.43</b>	<b>-\$925.43</b>	<b>-2.84%</b>	
<b>Fund 227 ECONOMIC DEVELOPM</b>	<b>\$32,615.00</b>	<b>\$33,540.43</b>	<b>-\$925.43</b>	<b>-2.84%</b>	
<b>Fund 230 RED LOAN FUND</b>					
<b>Dept 47820 RED LOAN PROGRAM</b>					
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%	
<b>Dept 47820 RED LOAN PROGR</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	
<b>Fund 230 RED LOAN FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	
<b>Fund 232 MIC LOAN FUND</b>					
<b>Dept 47825 MIC LOAN PROGRAM</b>					
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%	
<b>Dept 47825 MIC LOAN PROGR</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	
<b>Fund 232 MIC LOAN FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	

Last Dim Descr	2019 YTD Budget	2019 YTD Amt	2019 YTD Balance	2019 % 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	\$207.50	-\$207.50	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	\$207.50	-\$207.50	0.00%	
Fund 270 SMALL CITIES DEVELOP	\$0.00	\$207.50	-\$207.50	0.00%	
	\$32,615.00	\$33,747.93	-\$1,132.93	-3.47%	

**MORA ECONOMIC DEVELOPMENT AUTHORITY**

Notes to the Financial Statements

For the Quarter Ended December 31, 2019

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

- A. Budget amendment to be considered on 02/04/2020 to align budget to actual activity.

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

- B. Engineering services incurred for TEDI grant application
- C. Legal expenses incurred by unauthorized property transfer by NorthStar RE and cure of default
- D. Application fee for 2020 Small Cities Development Program grant
- E. Conference sponsorship for Kanabec County EDA educational conference



## MEETING MINUTES

### Kanabec County Economic Development Authority (EDA)

October 9, 2019 – 3:30 pm  
 Kanabec County Courthouse, Meeting Room #3  
 18 North Vine Street, Mora, MN 55051

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Members Present: Gene Anderson, Ivan Black, Kathi Ellis, Lisa Holcomb, Doyle Jelsing (Chair), Dan Johnson, Jack L'Heureux

Members Absent: Sara Treiber, Jerry Tvedt (Vice Chair)

Staff Present: Heidi Steinmetz, Kelsey Johnson

Others Present: Beth Thorp (City of Mora)

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

Action #1 – It was moved by Jack L'Heureux, seconded by Dan Johnson and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to approve the September 11, 2019 minutes as presented.

The group reviewed the Revenue/Expenditure Report ending September 30, 2019, as well as a Fund Balance Report. Information only, no action was taken.

Doyle Jelsing gave an update regarding the EDA's request to the Mora PUC for 2020 funding. The PUC is expected to discuss the matter at their next meeting on October 21, 2019 when all members are present. Information only, no action was taken.

Action #3 – It was moved by Dan Johnson, seconded by Jack L'Heureux and carried unanimously to approve the following invoices:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
K & R Meats, LLC	Manufacturing Luncheon	\$121.97
Kanabec County Historical Society	Room Rental	\$72.00
Mora Area Chamber of Commerce	Membership Dues	\$75.00
Steinmetz, Heidi	Supplies Reimbursement	\$85.17
	<b>4 Claims Totaling:</b>	<b><u>\$354.14</u></b>

Heidi Steinmetz led a discussion regarding the conclusion of the Telework Center Program.

The group expressed consensus to approve the proposed plan of contributing the window air conditioner (\$349.95), the custom door lock (\$1,286.50), and the outside sign (\$450.00) to MMU in lieu of the EDA's rent payment from January 1, 2019 through October 18, 2019. Rent for that time period equated to \$1,916.10, which is \$170.35 less than the three items listed above. This plan is pending approval from MMU.

A discussion was held regarding sponsorship of an event at Ogilvie Raceway. The group expressed consensus to wait for a formal proposal to come from Ogilvie Raceway before proceeding.

Heidi Steinmetz led a discussion regarding questions received from the principal of Mora High School regarding the economic impact and sustainability of new schools in small communities. Heidi is in the process of requesting data from Dr. Niskanen at Welia Health (as referred by Randy Ulseth) and the U of M Extension Office. The group agreed that Heidi should continue researching as long as it doesn't cost the EDA anything besides staff time. Information only, no action was taken.

Heidi Steinmetz gave a verbal report regarding the following project updates:

**Recap of Manufacturing Week Luncheon:** 18 people met for a Minnesota Manufacturing Week Appreciation Luncheon, catered by K & R Meats at the Kanabec County History Center on Tuesday, October 1, 2019.

**NorthStar Pontoons Update & Inquiry:** Derek Carlson is back onboard with the NorthStar Pontoons Project in the Mora Industrial Park. The investor is considering asking the EDA and County Board to submit a new Minnesota Investment Fund application to DEED. The EDA agreed that they would only consider supporting a new application if all of the required information was submitted prior to submittal.

**February 6, 2020 Draft Conference Schedule:** Heidi presented the draft schedule for the upcoming annual conference. The group advised that the panelist portions of the schedule should be better specified as panel discussions.

**Rural Child Care Innovation Program Community Consultation Project:** The Rural Child Care Innovation Program Community Consultation Project will consist of three two-hour meetings. The first meeting will be on October 23<sup>rd</sup> or November 7<sup>th</sup> depending on the availability of Kanabec County's team.

Upcoming Events:

GPS 45:93 Meeting – October 25, 2019 at 10:00am in Hinckley  
Next Regular Meeting – November 13, 2019 at 3:30pm at Courthouse

Action #4 – It was moved by Dan Johnson, seconded by Lisa Holcomb and carried unanimously to adjourn the meeting at 4:59pm and to meet again in regular session on Wednesday, November 13, 2019 at 3:30pm.

Respectfully submitted,  
Kelsey Schiferli  
Coordinator's Assistant

# MEETING MINUTES

## Kanabec County Economic Development Authority (EDA)

November 13, 2019 – 3:30 pm

Kanabec County Courthouse, Meeting Room #3

18 North Vine Street, Mora, MN 55051

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Members Present: Gene Anderson, Ivan Black, Kathi Ellis, Lisa Holcomb, Doyle Jelsing (Chair), Dan Johnson, Jack L’Heureux, Sara Treiber, Jerry Tvedt (Vice Chair)

Members Absent: None

Staff Present: Heidi Steinmetz, Kelsey Schiferli

Others Present: Beth Thorp, City of Mora. Don Hickman, Initiative Foundation. Nick Bakke, Mora High School.

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

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 Jerry Tvedt, seconded by Jack L’Heureux and carried unanimously to approve the October 9, 2019 minutes as presented.

The group reviewed the Revenue/Expenditure Report ending October 31, 2019, as well as a Fund Balance Report. Information only, no action was taken.

Doyle Jelsing gave an update regarding the EDA’s request to the Mora PUC for 2020 funding. The PUC has denied the 2020 funding request. Information only, no action was taken.

Action #3 – It was moved by Gene Anderson, seconded by Kathi Ellis and carried unanimously to approve a contribution of \$500 to the MN Rural Broadband Coalition for the year 2020.

Action #4 – It was moved by Lisa Holcomb, seconded by Jack L’Heureux and carried unanimously to approve payment of the following invoices:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
Dala Business Women	National Business Women’s Event	25.00
Kanabec Publications	MMU Thank You/Thank you Manufacturer	629.00
	<b>2 Claims Totaling:</b>	<b><u>654.00</u></b>

A discussion was held regarding sponsorship of an event at Ogilvie Raceway.

Action #5 – It was moved by Jerry Tvedt, seconded by Lisa Holcomb and carried unanimously to approve the same sponsorship amount to Ogilvie Raceway as in 2017, which was \$5,000 per year for three years.

Heidi Steinmetz led a discussion regarding consideration to purchase studies/data from the U of M Extension Office. Some of the data would provide answers to questions regarding the economic impact of new school construction.

Action #6 – It was moved by Kathi Ellis, seconded by Jack L’Heureux and carried unanimously to approve purchasing Regional Input-Output Modeling System (RIMS) II Multiplier Data from the U of M Extension Office for \$275. This data will show the construction impact of all types of projects within the county.

The group watched a video presentation: “What is a Makerspace?” by Andrew Hanegmon, the founder of Hibbing’s Iron Range Makerspace. Nick Bakke discussed how Mora High School possesses many qualities of a makerspace, and could be available to the public. Information only, no action was taken.

Heidi Steinmetz gave a verbal report regarding the following project updates:

- 2020 Community Economic Development Strategy (CEDS)
- MN Housing’s Workforce Housing Development Program
- February 6, 2020 Draft Conference Schedule
- First Children’s Finance Community Consultation Project Update
- EDA Member 2019 Meeting Attendance Report
- Upcoming EDA Member Term Expirations
- Review Draft 2020 Strategic Action Plan in December

Upcoming Events:000221

- GPS 45:93 Meeting – November 22, 2019 at 10:00am in Onamia
- Next Regular Meeting – December 11, 2019 at 3:30pm at Courthouse

Action #7 – It was moved by Dan Johnson, seconded by Lisa Holcomb and carried unanimously to adjourn the meeting at 5:13pm and to meet again in regular session on Wednesday, December 11, 2019 at 3:30pm.

Respectfully submitted,  
Kelsey Schiferli  
Coordinator’s Assistant



# MEETING MINUTES

## Kanabec County Economic Development Authority (EDA)

December 11, 2019 – 3:30 pm

Kanabec County Courthouse, Meeting Room #3

18 North Vine Street, Mora, MN 55051

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Members Present: Gene Anderson, Kathi Ellis, Lisa Holcomb, Doyle Jelsing (Chair), Dan Johnson, Jerry Tvedt (Vice Chair)

Members Absent: Ivan Black, Jack L'Heureux, Sara Treiber

Staff Present: Heidi Steinmetz, Kelsey Schiferli

Others Present: Beth Thorp

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

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

Action #2 – It was moved by Lisa Holcomb, seconded by Dan Johnson and carried unanimously to approve the November 13, 2019 minutes as presented.

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

Vendor	Amount	Purpose
Economic Development Association of MN	295.00	Organization Membership
Bureau of Economic Analysis	275.00	RIMS II Multiplier Data
PlaqueMaker	42.05	Plaque for Doyle Jelsing
<b>3 Claims Totaling:</b>	<b>612.05</b>	

The group reviewed the Revenue/Expenditure Report ending November 30, 2019, as well as a Fund Balance Report, and Account Activity Report. Information only, no action was taken.

Heidi Steinmetz led a discussion regarding an application to host the fall 2020 "Connecting Entrepreneurial Communities Conference." Local lodging options were discussed.

Action #4 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to approve the application to host the Fall 2020 Connecting Entrepreneurial Communities Conference.

Heidi Steinmetz led a discussion regarding the review of the 2020 Strategic Action Plan. The board expressed consensus to replace Tools for Business with PACE. No other recommendations were given at this time. The Strategic Plan will be presented to the EDA Board in January for final approval.

Heidi Steinmetz gave a verbal report regarding the following project updates:

February 6, 2019 2020 Draft Conference Schedule  
First Children's Finance Community Consultation Project Update

Regional Input-Output Modeling System (RIMS) II Multiplier Data Update  
Recap of Visit With Dr. Niskanen  
EDA Member 2019 Meeting Attendance Report  
EDA Vacancies Public Notice Published in Kanabec County Times on 12/5/19  
Doyle Jelsing Recognition

Action #5 – It was moved by Dan Johnson, seconded Jerry Tvedt and carried unanimously to adjourn the meeting at 4:38pm and to meet again in regular session on Wednesday, January 8, 2020 at 3:30pm.

Respectfully submitted,  
Kelsey Schiferli  
Coordinator's Assistant



# FREE EVENT

Register at [kanabec-eda.org](http://kanabec-eda.org) or call 320-209-5031.



Item No. 11c

FEBRUARY 6, 2020

4:00PM–8:00PM

THE GRAND EVENT CENTER  
2025 ROWLAND ROAD  
MORA, MN 55051

3:45pm – registration/refreshments

## WELCOME

4:00pm Welcome & Introductions – **Doyle Jelsing**, [Kanabec County EDA](http://Kanabec County EDA)

4:05pm Why are we here? – **Mark Hanson**, [First Children's Finance](http://First Children's Finance)

4:15pm Video

4:20pm – networking

## PANEL SESSION 1 – THE CHANGING FACE OF CHILD CARE

4:30pm Keynote Speaker – **Julie Seydel**, Public Policy Director, [Minnesota Association of Child Care Professionals](http://Minnesota Association of Child Care Professionals)  
& Owner/Operator of [Kozy Kidz Home Daycare](http://Kozy Kidz Home Daycare) (Andover, MN)

*Topic: Advocating for Your Business*

5:00pm **Pam Mattson**, Owner, PS Wee Care (Mora, MN)

*Topic: Operating Your Business (Planning, Agreements, Interviews, Promotion & More)*

5:15pm **Mark Hanson**, Economic Development Consultant, [First Children's Finance](http://First Children's Finance)

*Topic: Financing Your Business*

5:30pm **Katie Heacock**, Adult Services Supervisor, [Kanabec County Family Services](http://Kanabec County Family Services)

*Topic: Creative Solutions to Meet the Needs of Families*

5:45pm Q & A With Panelists

6:00-6:45pm – dinner buffet

## PANEL SESSION 2 – INNOVATIVE WAYS TO ADAPT TO WORKFORCE NEEDS

6:30pm Keynote Speaker – **Julie Seydel**, Public Policy Director, [Minnesota Association of Child Care Professionals](http://Minnesota Association of Child Care Professionals)  
& Owner/Operator of [Kozy Kidz Home Daycare](http://Kozy Kidz Home Daycare) (Andover, MN)

*Topic: Being a Flexible Employer*

7:00pm **Becky Lourey**, Owner, [Nemadji](http://Nemadji) (Bruno, MN)

*Topic: History of Establishing Child Care For Nemadji Employees*

7:15pm **Frank Westling**, [Northland Process Piping](http://Northland Process Piping) (Isle, MN)

*Topic: History of Establishing Child Care For NPP Employees*

7:30pm **Mark Hanson**, Economic Development Consultant, [First Children's Finance](http://First Children's Finance)

*Topic: Innovative Child Care Facilities Located in MN*

7:45pm Q & A With Panelists

8:00pm Family Child Care Provider Recognition – **Doyle Jelsing**, [Kanabec County EDA](http://Kanabec County EDA)





# CITY OF MORA

## Board & Commission Contact Information

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Board or Commission \_\_\_\_\_

Please provide your contact information below. Check whether you want the information to be public or private. Private information will only be used by city staff to contact you. Public information will be posted on the city's web site and provided to members of the public who ask for contact information. If no public information is provided city hall contact information will be used for you. Also, please indicate the preferred mailing address and e-mail address you would like us to use for official business (i.e. meeting agendas, calendars, updates, etc.).

Check here if there is no change to the current information on file.

	Number/Address	Private	Public	Prefer
Home Address:				
Home Telephone:				
Home Cell Phone:				
Home Fax:				
Home E-mail:				
Work Address:				
Work Telephone:				
Work Cell Phone:				
Work Fax:				
Work E-mail:				
Other:				