



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

Mora City Hall
101 Lake Street S
Mora, MN 55051

Tuesday, May 5, 2020

12:00 PM

Mora City Hall

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

Due to the COVID-19 pandemic and pursuant to Minnesota Statute 13D.015, this meeting will be held by electronic means using WebEx. Some or all of the EDA members and other meeting participants may be attending electronically.

The public may attend this meeting by phone:

- Call 1-408-418-9388 (use a cell phone to avoid charges)
- When prompted enter access code 625 387 644
- When prompted enter meeting password 25662428

1. **Call to Order**
2. **Roll Call**
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**
5. **Claims**
6. **Special Business**
 - a. Presentation from Initiative Foundation and Consideration of Contribution
7. **New Business**
 - None
8. **Old Business**
 - a. Amendment to Bylaws
9. **Communications**
 - a. Quarterly Financial Reports
 - b. Kanabec County EDA Meeting Minutes
10. **Reports** *(Staff will provide verbal reports on the items listed below.)*
 - a. City of Mora COVID-19 Emergency Assistance Fund
 - b. PUC Representative
 - c. CMHP Proposal – TIF Assistance
 - d. KCEDA Emergency Loan Program and Childcare Capacity Builders COVID-19 Grant Program
11. **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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1. Call to Order

2. Roll Call: Gene Anderson, Jody Anderson, Doyle Casavant, Bob Jensen, Dan Johnson, Lonnie Ness, 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

See attached minutes from the February 4, 2020 regular meeting and April 9, 2020 emergency meeting.

5. Claims

See attached lists of claims to be paid.

6. Special Business

- a. Presentation from Initiative Foundation and Consideration of Contribution. Initiative Foundation Vice President for Entrepreneurship, Jeff Wig, will be present to provide an update on the organization's recent activities, including its response to COVID-19, and to request approval of the EDA's 2020 contribution. See attached materials provided by the Initiative Foundation.

7. New Business

None

8. Old Business

- a. Amendment to Bylaws. The board will consider adoption of amended bylaws based on discussion about board and commission representation at the February 4, 2020 meeting. See attached staff report.

9. Communications

- a. Quarterly Financial Reports. Accountant Sara King will be present to provide 1st Quarter 2020 financial reports.
- b. Kanabec County EDA Meeting Minutes. See attached minutes from the January, February, and March 2020 meetings.

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

- a. City of Mora COVID-19 Emergency Assistance Fund
- b. PUC Representative
- c. CMHP Proposal – TIF Assistance
- d. KCEDA Emergency Loan Program and Childcare Capacity Builders COVID-19 Grant Program

11. Adjournment

The next regular meeting is scheduled for Tuesday, August 4, 2020 at 12:00 PM.

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

February 4, 2020

Present: Jody Anderson, Bob Jensen, Dan Johnson, Lonnie Ness and Alan Skramstad
Absent: Gene Anderson, Doyle Casavant and Joe Heggernes
Staff Present: Beth Thorp and Sara King
Others Present: Kathy George

1. Call to order. Skramstad called the meeting to order at 12:00 pm.
2. Roll Call. All members were present, with the exception of G. Anderson, Casavant and Heggernes.
3. Election of Officers. Motion by Johnson, second by Ness to elect Skramstad as President, Casavant as Vice President, and Jensen as Treasurer. All present voted aye. Motion carried. Thorp will continue to serve as Secretary and Crawford will continue to serve as Assistant Treasurer.
4. Adopt Agenda. Motion by Jensen, second by Johnson to adopt the February 4, 2020 agenda as presented. All present voted aye. Motion carried.
5. Minutes. Motion by Johnson, second by J. Anderson to approve the minutes of the November 7, 2019 meeting as presented. All present voted aye. Motion carried.
6. Claims. Thorp provided an explanation of an expense related to petty cash listed on the January 2020 claims. Jensen inquired about the use of a credit card; Thorp confirmed that the city's credit card is sometimes used for EDA related purchases. Motion by Johnson, second by Jensen to approve the November and December 2019 and January 2020 claims as presented. All present voted aye. Motion carried.
7. Open Forum. No members of the public were present for open forum.
8. Special Business.
 - a. Presentation from GPS 45:93 and Consideration of Annual Membership Dues. Kathy George, current President of GPS 45:93 and City Administrator for City of Sandstone, was present to review the organization's purpose, benefits of membership, 2019 accomplishments, and events scheduled for 2020. Motion by Jensen, second by Ness to continue the city's membership in GPS 45:93 and authorize payment of membership dues in the amount of \$850. All present voted aye. Motion carried.
9. New Business.
 - a. EDA Fund 2019 Budget Amendment. King presented the board with a proposed 2019 budget amendment reflecting a change in accounting rules as they relate to contributions. The amendment would essentially reclassify Transfers from the general fund (City Council) and enterprise fund (PUC) as Contributions. King explained that she learned of the change in

August 2019 and was able to incorporate it into the 2020 budget before it was adopted, but an amendment is required make any change to the 2019 budget. Ness inquired about a procedural matter related to Governmental Accounting Standards Board (GASB). King stated that she will investigate and follow-up with the board. Jensen inquired if changes can still be made to the 2019 budget; King stated that changes can still be made because the annual audit is not yet complete. Motion by J. Anderson, second by Johnson to approve the 2019 budget amendment as presented. All present voted aye. Motion carried.

- b. Amendment to Bylaws. Thorp introduced a proposed amendment to the EDA bylaws pertaining to membership. Thorp explained that the bylaws do not currently call for representatives of the City Council or PUC; however, the EDA's enabling resolution requires two members from the City Council and the EDA has historically included a member or representative from the PUC (although not required). In regard to a PUC representative, J. Anderson stated that she supports the PUC's involvement and that she believes a member of the PUC should be appointed to the EDA rather than a non-member representative. Board members discussed the value of the PUC in economic development efforts and involvement on the EDA board. The board had a lengthy discussion about whether the PUC representative should be a PUC member or a representative recommended by the PUC, with the consensus being a PUC member. The board directed staff to prepare amended bylaws, including representation from membership of the City Council and PUC, for adoption at the May 2020 meeting.

10. Old Business.

None

11. Communications.

- a. Quarterly Financial Reports. The board received 4th Quarter 2019 financial reports. Ness asked if the EDA's most significant expense was related to Wages & Salaries and not other programming; King confirmed that Wages & Salaries is the EDA's most significant expense.
- b. Kanabec County EDA Meeting Minutes. Board members received October, November and December 2019 meeting minutes for review.
- c. Kanabec County Economic Development Conference. Board members received the February 6, 2020 conference schedule which is focusing on a family centered workforce (child care issues).

12. Reports.

- a. RFP for Downtown Commercial Corner. Thorp reported that no responses were received by the January 2, 2020 submission deadline. The RFP will continue to be distributed with any responses received being shared with the EDA.
- b. TEDI Grant Application. Thorp informed the board that the city did not receive grant funding for the proposed Mora Industrial Park 2nd Addition street and utility infrastructure project. Thorp provided information about the three projects that were funded, explaining that they had commitments from new and expanding businesses rather than being a spec project like Mora's.
- c. SCDP Full Application. Thorp informed the board that Central MN Housing Partnership will be submitting the full application for proposed residential rehab by the February 28, 2020 deadline. Informational meetings for property owners are being held at Mora City Hall on February 5, 2020 at 5:00 pm and 6:00 pm.

- d. GPS 45:93 March Meeting. Thorp stated that the March 2020 GPS 45:93 meeting will be held at Mora City Hall and board members are invited to attend. Thorp will provide meeting details when available.
- e. Potential Loan Request. Thorp explained that the East Central Regional Development Commission is organizing a meeting with potential funders to consider a loan request from Derek Carlson / NorthStar Pontoons for the manufacturing facility located at 1200 North Industrial Park Road. Board members and staff discussed the industrial park project at length, including the ownership structure, the need for collateral as part of the loan process, proposed job creation, and concerns about the 2019 land sale default. Staff will be involved in discussions related to the current funding request and will present the formal request to the board if and when received.
- f. Board & Commission Contact Information. Thorp requested that board members provide any new contact information since 2019.

13. Adjournment. Motion by Jensen, second by Ness to adjourn. All present voted aye. Motion carried. Meeting adjourned at 12:51 pm.

Alan Skramstad, President

Beth Thorp, Secretary

City of Mora, MN
ECONOMIC DEVELOPMENT AUTHORITY
Emergency Meeting Minutes

April 9, 2020

Present: Gene Anderson, Jody Anderson, Doyle Casavant, Dan Johnson, Lonnie Ness and Alan Skramstad
Absent: Bob Jensen
Staff Present: Lindy Crawford and Beth Thorp
Others Present: Heidi Steinmetz

1. Call to order. Skramstad called the emergency meeting to order at 12:06 pm via a public WebEx virtual meeting.
2. Roll Call. All members were present, with the exception of Jensen.
3. Adopt Agenda. Motion by Ness, second by J. Anderson to adopt the April 9, 2020 agenda as presented. All present voted by roll call:
Aye: J. Anderson, Casavant, Johnson, Ness and Skramstad
Nay: None
With all present voting aye, motion carried.
4. Emergency Business.
 - a. Emergency Assistance Fund. Thorp provided a summary of the proposed COVID-19 Emergency Assistance Fund (EAF) program to assist businesses affected by COVID-19 safety measures. Thorp explained that staff is proposing the use of \$90,000 from the Mora Industrial Commercial (MIC) Loan Program to create the EAF program, clarifying that \$80,000 would be used for 0% loans with 24 month terms deferred for six months, and \$10,000 would be used for \$500 grants. Businesses would be eligible to apply for either the loan or grant but not both, and would only be eligible to utilize the program one time. Thorp shared that the policy is similar to policies being adopted by other communities presently, and examples from other greater Minnesota communities were used to create the draft City of Mora COVID-19 Emergency Assistance Fund. Thorp stated that the city attorney reviewed the draft policy and will be preparing the necessary loan documents. Thorp explained that the MIC Loan Program is funded with unrestricted money and may be utilized for the creation of the EAF program. The Revolving Economic Development (RED) Loan Program is funded with restricted state MIF dollars and is temporarily available to assist all businesses, including commercial, retail, and service, (normally restricted to manufacturing and industrial) so long as applicants are able to meet all established guidelines and terms. Ness inquired if Thorp had contacted the city attorney to ask if the city and county could combine funds as was discussed by the Kanabec County EDA (KCEDA) on April 8th. Thorp stated that she did not discuss the combining of funds with the city attorney but would if desired by the Mora EDA. Ness asked fellow board members for their thoughts about combining funds with the county. J. Anderson asked if city funds, if combined, could potentially be used to assist businesses outside of the city. Crawford stated that city funds could be used county-wide unless the city and county had an agreement stating otherwise. Johnson, sharing his recollection

of the KCEDA's April 8th discussion, explained that the KCEDA's intention was for the city and county to create one program with one application in which the city would assist city businesses and the county would assist all other businesses. Crawford responded by saying that staff can ask the city attorney about this suggestion, but shared that she did not believe he would view the suggestion favorably based on his other comments. J. Anderson asked how much money the county is considering allocating for emergency assistance. Ness stated that the KCEDA is considering \$10,000, with plans to request an additional \$10,000 from the Kanabec County Board at its April 21st meeting. Ness, speaking on behalf of the KCEDA, stated that they would like everything to be consistent between the city and the county. Johnson added that a combined program would prevent double-dipping, meaning city businesses would not be eligible to apply for both city and county assistance. J. Anderson suggested that a double-dipping measure could be written into the policy rather than combining programs, similar to current federal program guidelines. Crawford suggested that it may be best to keep the city and county programs separate at this time, based on the city attorney's general comments about the program. Ness inquired again if staff had spoken to the city attorney. Crawford clarified that both she and Thorp spoke to the city attorney about the city's proposed policy, but did not ask specifically about the issue of combining funds with the county. Skramstad stated that the city's goal is to assist local businesses and he believes the city and county programs should be separate. Crawford explained that the proposed policy includes application review and approval by the EDA Review Committee rather than staff or the full EDA. Thorp explained that the EDA Review Committee, as defined by the city's Business Subsidy Policy, includes three members of the EDA and its Executive Director, Crawford, with Thorp participating to provide information and for record keeping. In order to avoid conflicts of interest, Thorp stated that the draft policy includes a provision that no EDA member who may benefit from the program should be on the EDA Review Committee, which could potentially include half of the EDA. Thorp stated that the goal is to process applications in a timely manner and the EDA Review Committee could potentially hold multiple meetings each week, and meetings would be scheduled based on availability and preferences of the committee. Ness suggested that Johnson, G. Anderson, or he, as representatives of the KCEDA, be on the committee in order to keep track of which businesses applied for assistance. Thorp stated that, as a non-voting ex-officio member of the EDA, G. Anderson would not be able to serve on the committee. Johnson shared that State Farm may not allow his participation on the committee given he would be making decisions on loans, adding that State Farm is reluctant to allow him to serve on the EDA. Johnson followed-up stating that he will serve on the committee given the emergency nature of the program. Thorp shared with the group that the committee could potentially grant 20 loans and 20 grants. Ness restated that it would be nice to have committee members that represent both the Mora EDA and KCEDA. Thorp reminded EDA members that those who plan to request assistance through the EAF program should not serve on the EDA Review Committee. J. Anderson, Ness, and Johnson individually stated that they do not plan to request assistance through the proposed program. Thorp stated that the policy is written so that committee membership may change from time to time depending on availability, so a core group of three could be assisted by alternates if need be. Casavant expressed interest in being on the committee. Skramstad reviewed those members with a potential conflict who have stated that they will not be applying for assistance (Ness, J. Anderson, and Johnson), and all those willing to serve (Casavant, Ness, J. Anderson, Johnson and Skramstad). Casavant asked if there has been interest in this type of program from the business community. Crawford stated that she has received calls from business owners, and Skramstad stated that he has received several inquiries about what the city is doing to assist. Ness commented that the KCEDA has been contacted by nine businesses

throughout the county. Johnson asked if the city would penalize applicants if they've applied for other assistance, such as the PPP (Small Business Administration's Paycheck Protection Plan). Thorp responded by stating that staff members are encouraging businesses to apply for any available resources, as permitted, from the state and federal governments as well as local financial institutions.

Motion by Casavant, second by J. Anderson to adopt the City of Mora COVID-19 Emergency Assistance Fund policy as presented. All present voted by roll call:

Aye: J. Anderson, Casavant, Johnson, Ness and Skramstad

Nay: None

With all present voting aye, motion carried.

Skramstad appointed Johnson, Casavant, and Skramstad to the EDA Review Committee.

Crawford commented that staff will provide regular updates to the full EDA. Casavant inquired how the EDA will advertise the program to potential applicants. Thorp explained that staff will utilize resources including: the city's Facebook page and website; and, a press release to the local newspaper, radio stations, the Mora Area Chamber of Commerce, Kanabec County / KCEDA, and any known local organization that assists businesses.

5. Adjournment. Motion by Casavant, second by Johnson to adjourn. All present voted by roll call:

Aye: J. Anderson, Casavant, Johnson, Ness and Skramstad

Nay: None

With all present voting aye, motion carried and the meeting adjourned at 12:29 pm.

Alan Skramstad, President

Beth Thorp, Secretary

CITY OF MORA
CHECK LIST-EDA

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 053783 MN DEPT OF EMP & ECON DEV						
053783	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT#CDAP-14-0022-H	\$2,312.75
CHECK # 053783 MN DEPT OF EMP & ECON DEV						
\$2,312.75						
CHECK # 053874 THORP, BETH						
053874	THORP, BETH	ECONOMIC	ECONOMIC DEVEL	Meetings, Training, &	MILEAGE TO MN HOUSING MT	\$16.40
053874	THORP, BETH	ECONOMIC	ECONOMIC DEVEL	Meetings, Training, &	MILEAGE TO GPS 45:93 MTG	\$15.20
CHECK # 053874 THORP, BETH						
\$31.60						
CHECK # 053882 CENTRAL MN HOUSING PARTNERSHIP						
053882	CENTRAL MN HOUS	ECONOMIC	ECONOMIC DEVEL	Professional Services	2020 GRANT ADMINISTRATIO	\$2,000.00
CHECK # 053882 CENTRAL MN HOUSING PARTNERSHIP						
\$2,000.00						
CHECK # 053911 NORTHERN TECHNOLOGY INITIATIVE						
053911	NORTHERN TECHN	ECONOMIC	ECONOMIC DEVEL	Dues & Subscriptions	2020 GPS 45:93 MEMBERSHIP	\$850.00
CHECK # 053911 NORTHERN TECHNOLOGY INITIATIVE						
\$850.00						
CHECK # 053954 KANABEC PUBLICATIONS, INC						
053954	KANABEC PUBLICA	ECONOMIC	ECONOMIC DEVEL	Advertising	PH-PROP APPL COMM DEV BL	\$45.15
CHECK # 053954 KANABEC PUBLICATIONS, INC						
\$45.15						
\$5,239.50						

THE FEBRUARY 2020 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 # 053991	LEAGUE OF MN CITIES INS TST WC					
053991	LEAGUE OF MN CIT	ECONOMIC		Prepaid Ins	2020 WORK COMP PREM	\$64.67
CHECK # 053991	LEAGUE OF MN CITIES INS TST WC					\$64.67
CHECK # 054026	MN DEPT OF EMP & ECON DEV					
054026	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT#CDAP-14-0022-H	\$2,312.75
CHECK # 054026	MN DEPT OF EMP & ECON DEV					\$2,312.75
CHECK # 054036	THORP, BETH					
054036	THORP, BETH	ECONOMIC	ECONOMIC DEVEL	Meetings, Training, &	MILEAGE TO MN HOUSING RE	\$60.40
CHECK # 054036	THORP, BETH					\$60.40
						\$2,437.82

THE MARCH 2020 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 # 054139	CARDMEMBER SERVICE					
054139	CARDMEMBER SER	ECONOMIC	ECONOMIC DEVEL	Meetings, Training, &	BUSINESS OWNER LUNCH BT	\$28.84
CHECK # 054139	CARDMEMBER SERVICE					\$28.84
CHECK # 054167	HEGGERNES AGENCY INC					
054167	HEGGERNES AGEN	ECONOMIC		Prepaid Ins	2020 INS AGENTS FEE	\$3.00
CHECK # 054167	HEGGERNES AGENCY INC					\$3.00
CHECK # 054173	LEAGUE OF MN CITIES INS TRUST					
054173	LEAGUE OF MN CIT	ECONOMIC		Prepaid Ins	2020 PROP-LIAB INSURANCE	\$110.00
CHECK # 054173	LEAGUE OF MN CITIES INS TRUST					\$110.00
CHECK # 054180	MN DEPT OF EMP & ECON DEV					
054180	MN DEPT OF EMP	RED LOAN		Due to Minnesota De	NPP/GRANT #CDAP-14-0022-H	\$2,312.75
CHECK # 054180	MN DEPT OF EMP & ECON DEV					\$2,312.75
CHECK # 054201	CITY OF MORA - PETTY CASH					
054201	CITY OF MORA - PE	ECONOMIC	ECONOMIC DEVEL	Meetings, Training, &	LUNCH FOR ECRDC MTG	\$9.00
CHECK # 054201	CITY OF MORA - PETTY CASH					\$9.00
						\$2,463.59

THE APRIL 2020 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

Alan Skramstad, President

Robert Jensen, Treasurer

Beth Thorp, Secretary

June 17, 2019

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



ifound.org

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

Dear Mayor Skramstad, City Council and Ms. Crawford,

For 33 years the Initiative Foundation has focused on building strong local economies and vibrant communities. In Kanabec County, we have contributed a total of \$684,150 in grants to support nonprofit organizations and local government projects, as well as \$465,950 in business loans to secure 109 quality jobs.

City and county partners are vital to our ability to support business growth, and the creation and maintenance of quality jobs in our region. We appreciate your past investment and request continued support in 2020.

We respectfully request that you consider allocating \$2,250 to the Initiative Foundation in your 2020 budget.

This appropriation is essential to our ability to provide a climate for economic success in our region. An Initiative Foundation contribution has historically generated a substantial return on investment, as local contributions make it possible for us to leverage additional resources from a variety of sources outside Central Minnesota. Specifically, for every dollar we raise locally, we are able to invest an average of \$3.83 back into the communities we serve in grants, loans and scholarships.

Our strategic priorities for 2020 support economic and community development across the region. The Initiative Foundation's grant-making, lending and programmatic activities will continue to support existing for-profit and nonprofit business growth, empower new entrepreneurs, address workforce shortages, and increase access to quality childcare for the region's workforce. These initiatives work in league with cities and counties to make Central Minnesota a destination of choice to live, work, and play.

Please contact us if you have any questions or to request a presentation at an upcoming council meeting. If possible, after your budget for 2020 is finalized, please let us know your decision by signing and returning the enclosed confirmation form. Thank you for your consideration.

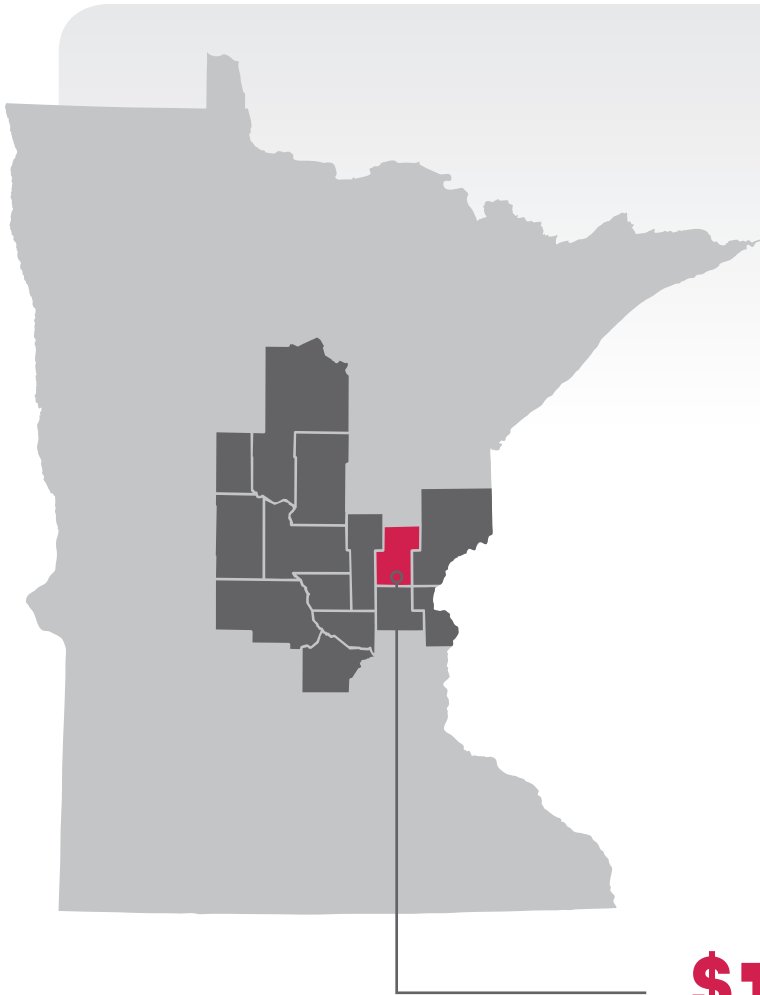
All the best,

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

Matt Varilek
President

Enclosures





Initiative Foundation at work in
KANABEC COUNTY

\$250,000

in local donations to the Initiative Foundation.

\$1.4 MILLION

returned to Kanabec County in grants and loans.

Our Mission:

To empower people to build thriving communities and a vibrant region across Central Minnesota.

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



Return on Investment

For every local dollar contributed, the Initiative Foundation has invested **\$5.61** back into Kanabec County.

Economic Impact

[1986 to present]

- Awarded 102 grants totaling **\$684,150**
- 21 loans totaling **\$465,950**
- Secured **109 quality jobs**
- Leveraged **\$1.2 million** in private business financing
- Hosted **3** Partner Funds

KANABEC COUNTY Investment Highlights

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

Grants Thriving Economy, Thriving Communities

Baptist General Conference	Education and Career Advancement for Poverty Reduction
Northern Technology Initiative dba GPS 45:93	Strengthening Economic Development in Region 7E
Vasaloppet USA	Board Recognition Grant

Business Financing Local Ownership, Quality Jobs

Aaron's Total Car Care, LLC, Mora	Service
Love the Journey, Inc., Mora	Service

Charitable Funds Activating Generosity

Manufacturing Fund of Central Minnesota | Bachman Engelking Scholarship Fund | John & Bonnie Schlagel Endowment

Community Action The Power of Partnership

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

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

→ Nonprofit GPS 45:93 exists to attract businesses with quality jobs to the five-county region of East Central Minnesota. The executive committee recently participated in planning sessions, funded by an Initiative Foundation grant, which led to positive organizational changes. Administrative support is now a contracted position, allowing the executive committee more time to focus on their mission. Check out their new Twitter page at @GPS4593MN.

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

→ The Minnesota Department of Transportation's Towards Zero Deaths (TZD) program is getting a financial bump to improve on-the-road safety thanks to the John & Bonnie Schlagel Endowment, an Isanti County-based Partner Fund of the Initiative Foundation. The statewide traffic safety program weaves together education, enforcement, engineering and emergency medical services to reduce crashes, injuries and deaths on Minnesota roads.

→ Soup For The Soul, Inc., a Mora-area nonprofit that provides a free meal every Monday night, will continue to offer expanded access by providing free service-area transportation. Partnering with Timber Trails Public Transit and supported by an Initiative Foundation grant, Soup For the Soul offers rides to income-eligible individuals so they can enjoy a warm meal and good conversation.



PROJECTS FUNDED IN KANABEC COUNTY

2017-2019

GRANT AWARDS		Project Title	Funding Source	Amount
East Central Regional Development Commission		Towards Zero Death Program	John & Bonnie Schlagel Endowment Fund	\$1,000
Northern Technology Initiative dba GPS 45:93		Strengthening Economic Development in Region 7E	Innovation Fund	\$8,200
Vasaloppet USA		Board Recorgnition Grant	Innovation Fund	\$1,000
Baptist General Conference		Education and Career Advancement for Poverty Reduction	Innovation Fund	\$5,000
Northern Technology Initiative dba GPS 45:93		Innovative Career Initiative	Economic Development Programs (Grants & Technical Assistance)	\$10,000
Kanabec County		Kelling Site Workforce Housing Feasibility Study	Economic Development Programs (Grants & Technical Assistance)	\$10,000

BUSINESS FINANCE INVESTMENTS		
	Participating Lender	Business
Love the Journey, Inc., Mora	Neighborhood National Bank	Service
Aaron's Total Car Care, LLC, Mora	First Citizens Bank	Service



Initiative Foundation

Central Minnesota COVID-19 Emergency Response

1

Initiative Foundation

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

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

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

Scholarships:
\$1,192,000 since 1993

Nonprofit Development:
2,096 people since 1986
153 individuals in 2019

563 nonprofit organizations since 1986
51 nonprofit organizations in 2019

Leadership Development:
6,000 individuals since 1986

Community Philanthropy:
120-plus philanthropic funds

2

Grantmaking: Disaster Response & Recovery Funding

Annual Innovation Fund Grant Budget: \$270,000

- Suspended our regular grant guidelines to focus on essential needs
- Applications for next grant round due Friday, May 1
- No match required

These temporary guidelines will extend until at least September 2020:

Eligibility: Grant applicants must be 501(c)(3) nonprofits, school districts or local units of government that serve the people and communities in our 14 county region

Priorities: Priority will be given to new or existing programs or services that provide for the basic needs of individuals and families negatively affected by the COVID-19 health crisis. Examples include food security, housing, clothing, health care and employment.



3

Seeking Other Resources for Central Minnesota

\$250,000+ of additional grants from other organizations

- MN Council on Foundations, Compeer Financial, Blandin Foundation, Bush Foundation, others

How new funds have been deployed:

- \$95,000 to six local United Ways & our local Partner Funds
- \$150,000 of grants to childcare providers
 - Intended as a bridge to \$30 million in childcare grants from state



4

Local Relief and Recovery Funds

[Greater Pequot Lakes Community Relief Fund](#)

[Greater Pine Area Emergency Relief Fund](#)

[Hackensack-Backus Relief Fund](#)

[Isanti County Emergency Relief Fund](#)

[Milaca Area Emergency Relief Fund](#)

[Morrison County Area Emergency Recovery Fund](#)

[Staples-Motley Area Emergency Relief & Response Fund](#)

[Three Rivers Community Foundation Emergency Relief Fund](#)



Bombard Tech of Pine City receives grant from Greater Pine Relief Fund to remain open and keep employees working on a project which directly addresses COVID-19.



5

"Normal" IF Support for Entrepreneurs & Economic Development

Facilitate regional discussions

Economic development grantmaking

Initiators Fellowship for "social entrepreneurs"

Enterprise Academy program for lower-income entrepreneurs

Business loans: Gap lending as a "CDFI"



6

IF's Small Business Response to COVID Crisis

Loan deferments of 3-months offered to all loan clients

- 38 of our active 118 loan clients requested deferments
- Totals \$2.8 million deferred

DEED Small Business Emergency Loan program

- Targeted to businesses impacted by order closing restaurants, bars, hair salons, exercise clubs
- Terms: 0% loans, 6 month deferred payments - 50% forgivable in most circumstances
- Loan amounts: \$2,500 to \$35,000 to cover 3 months of shut down expenses
- Initial \$30 million state appropriation
- IF allocation = \$1.2 million – should do 50-70 loans
- NOTE: Twin bills in MN Legislature to “top off” the program funds
 - HF1507 and SF4481



7

What's Next: Emerging From the Crisis

Banks have many low-margin loans—may tighten underwriting

- Initiative Foundation role: More need for gap lending

Economic Development Grant budget focus?

- Separate \$120,000 grant budget (about half remaining)
- One possibility: Fund innovative local eco devo projects focused on “Re-entry”

The Near Future: ~~Business as usual~~

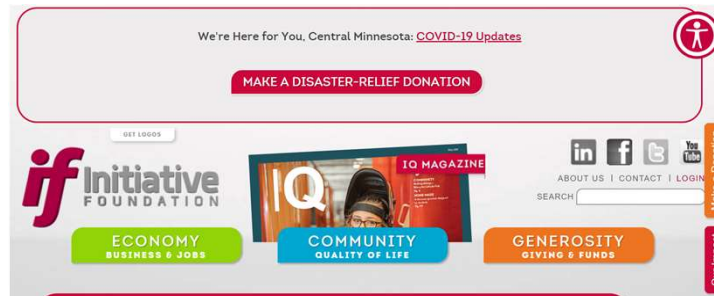
- Which businesses and organizations adapt and thrive?



8

Relief Resources for Businesses

- Minnesota [DEED COVID-19 relief information page](#) for businesses and employers
- [U.S. Chamber of Commerce COVID-19 information page](#)
- Initiative Foundation COVID 19 Updates page at www.ifound.org



9

Thank you!



Key Contacts:



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



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



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



Resources and support for small business
Jeff Wig, Vice President for Entrepreneurship
jwig@ifound.org

10



MEMORANDUM

Date: May 5, 2020
 To: Economic Development Authority
 From: Beth Thorp, Community Development Director
 RE: Amendment to Bylaws

SUMMARY

The board will consider adoption of amended bylaws based on discussion about board and commission representation at the February 4, 2020 meeting.

BACKGROUND INFORMATION

The EDA discussed at its February meeting an amendment to its bylaws pertaining to representation from boards and commissions, more specifically the PUC. While all EDA members were in agreement that there should be representation from the PUC, there was a good amount of discussion about whether that representative must be a member of the PUC or simply an individual recommended by the PUC. In the past, the EDA has had both. The consensus of members present at the February meeting was that the PUC representative must be a member of the PUC.

Staff has prepared draft bylaws for the EDA's consideration and has taken this opportunity to address other minor issues. Language proposed to be deleted is shown ~~stricken~~; language proposed to be added is shown underlined.

Location	Explanation for Proposed Amendment
Article 1, Section 1	typo
Article 3, Section 1	reflects change to 2020 meeting schedule
Article 3, Section 3	proposed change to number of members constituting a quorum to be consistent with common practice
Article 3, Section 4	minor change to agenda to reflect most recent meetings
Article 4	new section added to address "governing body and representation" matters
Article 4, Sections 1 and 2	language taken directly from EDA's enabling resolution
Article 4, Section 3	proposed language addressing PUC representation; per MN statute all EDA members – with the exception of City Council representatives – must be appointed to 6-year terms
Article 4, Section 4	language moved from Article V

Memorandum

OPTIONS & IMPACTS

1. Amend the EDA's bylaws as presented or revised. The most significant proposed change is required representation from the PUC, with that representative being a member of the PUC.
2. Make no changes to the EDA's bylaws. City Council representation will still be required per the EDA's enabling resolution, but PUC representation will be optional and may jeopardize the PUC's support of economic development activities.

RECOMMENDATIONS

Motion to amend the EDA's bylaws as presented.

Attachments

Draft Bylaws of the Economic Development Authority of the City of Mora

BYLAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF MORA

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the “Economic Development Authority of the City of Mora” (which may sometimes be referred to as the “EDA” or the “Authority”), and its governing body shall be called the Board of Commissioners (the “Board”). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Seal of Authority. The Authority shall have an official seal, as required by Minnesota Statutes, Section 469.096, Subdivision 1.

Section 3. Office of Authority. The offices of the Authority shall be the City Hall in the City of Mora, Minnesota.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice-President, a Treasurer, an Assistant Treasurer, and a Secretary. The President, the Vice-President, and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Secretary (the Vice-President, in the Secretary’s absence or incapacity) shall sign all contracts, deeds, and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the Treasurer and Assistant Treasurer. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the Board shall select a new President.

Section 4. Secretary. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 5. Treasurer. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Treasurer and Assistant Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Board. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority. The Assistant Treasurer shall act as the Treasurer's agent and assistant to perform the above-described duties, subject to the Treasurer's approval thereof.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

Section 7. Vacancies. Should the office of President, Vice-President, Treasurer, Assistant Treasurer, or Secretary become vacant, the Board shall elect a successor from its membership at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 8. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board.

ARTICLE III – MEETINGS

Section 1. Regular Meetings. The Board shall hold ~~regular meetings on the first Tuesday of each quarter at 12:00 pm~~ quarterly meetings in the City Hall.

Section 2. Special Meetings. Special meetings of the Board may be called by the President or any two members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if at least four members of the Board are present at a special meeting, any and all business may be transacted at such special meeting. Notice of any special meeting shall be posted and/or published a may be required by law.

Section 3. Quorum. The powers of the Authority shall be vested in the Board. ~~Three~~ Four Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller

number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 4. Order of Business. At the regular meetings of the Board the following shall be the order of business:

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Minutes
5. Claims
6. Open Forum
7. Special Business
8. New Business
9. Old Business
10. Miscellaneous Communications
11. Reports
12. Adjournment

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE IV – GOVERNING BODY & REPRESENTATION

Section 1. Governing Body. The Authority shall be governed by a board of seven (7) Commissioners.

Section 2. City Council. Two (2) Commissioners must be members of the City Council. The Commissioners shall be appointed by the Mayor with the approval of the City Council.

Section 3. Public Utilities Commission. One (1) Commissioner must be a member of the Public Utilities Commission (PUC). The PUC shall recommend one (1) of its members for

Adopted: March 3, 1992
Amended: October 18, 2004
Amended: January 8, 2013
Amended: January 15, 2019
Amended: May 5, 2020

appointment to the Authority for a six-year (6-year) term by the City Council. If his / her term on the PUC expires before the six-year (6-year) term expires, the PUC shall provide the City Council with a new recommendation for appointment.

Section 4. County Board Representation. In addition to the governing body, the incumbent Commissioner representing the City of Mora on the Kanabec County Board shall be a non-voting ex-officio member of the Board.

ARTICLE V – MISCELLANEOUS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only by resolution approved by a majority of the members of the Board.

Section 2. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Mora, Minnesota.

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*

March 31, 2020
[unaudited]

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MORA ECONOMIC DEVELOPMENT AUTHORITY

Fund Budgetary Performance

For the Quarter Ended March 31, 2020

	2020 YTD Budget	2020 YTD Actual	2020 YTD Balance	2020 % YTD Budget
EDA FUND				
Revenues	41,334.00	10,031.05	31,302.95	24.27%
Expenditures	46,191.00	8,479.84	37,711.16	18.36%
Surplus/(Deficit)		1,551.21		
RED LOAN FUND				
Revenues	18,750.00	4,670.75	14,079.25	24.91%
Expenditures	-	-	-	-
Surplus/(Deficit)		4,670.75		
MIC LOAN FUND				
Revenues	690.00	93.26	596.74	13.52%
Expenditures	-	-	-	-
Surplus/(Deficit)		93.26		
SCDP FUND				
Revenues	-	842.60	(842.60)	-
Expenditures	-	-	-	-
Surplus/(Deficit)		842.60		
TOTAL ALL FUNDS				
Revenues	60,774.00	15,637.66	45,136.34	25.73%
Expenditures	46,191.00	8,479.84	37,711.16	18.36%
Surplus/(Deficit)		7,157.82		



CITY OF MORA
BALANCE SHEET
Current Period: March 2020

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 227 ECONOMIC DEVELOPMENT FUND				
Bal Type A				
G 227-11011 Cash NNB Checking	\$25,401.43	\$10,000.02	\$8,613.08	\$26,788.37
G 227-11018 Cash FCB HI-FI	\$31,400.67	\$31.03	\$0.00	\$31,431.70
G 227-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
G 227-11551 Prepaid Ins	\$0.00	\$177.67	\$44.43	\$133.24
Bal Type A	\$56,802.10	\$10,208.72	\$8,657.51	\$58,353.31
Bal Type E				
G 227-24204 Fund Bal-Undes/Net Asset (ent	-\$55,170.96	\$8,479.84	\$10,031.05	-\$56,722.17
Bal Type E	-\$55,170.96	\$8,479.84	\$10,031.05	-\$56,722.17
Bal Type L				
G 227-22021 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
G 227-22161 Accrued Vac-Sick Wages	-\$1,631.14	\$0.00	\$0.00	-\$1,631.14
Bal Type L	-\$1,631.14	\$0.00	\$0.00	-\$1,631.14
Fund 227 ECONOMIC DEVELOPMENT FUND	\$0.00	\$18,688.56	\$18,688.56	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: March 2020

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 230 RED LOAN FUND				
Bal Type A				
G 230-11011 Cash NNB Checking	\$25,811.36	\$11,563.74	\$6,938.25	\$30,436.85
G 230-11018 Cash FCB HI-FI	\$45,791.38	\$45.26	\$0.00	\$45,836.64
G 230-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type A	\$71,602.74	\$11,609.00	\$6,938.25	\$76,273.49
Bal Type E				
G 230-24204 Fund Bal-Undes/Net Asset (ent	-\$71,602.74	\$0.00	\$4,670.75	-\$76,273.49
Bal Type E	-\$71,602.74	\$0.00	\$4,670.75	-\$76,273.49
Bal Type L				
G 230-20815 Due to Minnesota Dept of DEE	\$0.00	\$6,938.25	\$6,938.25	\$0.00
G 230-22021 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type L	\$0.00	\$6,938.25	\$6,938.25	\$0.00
Fund 230 RED LOAN FUND	\$0.00	\$18,547.25	\$18,547.25	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: March 2020

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	\$94,367.72	\$93.26	\$0.00	\$94,460.98
Bal Type A	\$94,367.72	\$93.26	\$0.00	\$94,460.98
Bal Type E				
G 232-24204 Fund Bal-Undes/Net Asset (ent	-\$94,367.72	\$0.00	\$93.26	-\$94,460.98
Bal Type E	-\$94,367.72	\$0.00	\$93.26	-\$94,460.98
Fund 232 MIC LOAN FUND	\$0.00	\$93.26	\$93.26	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: March 2020

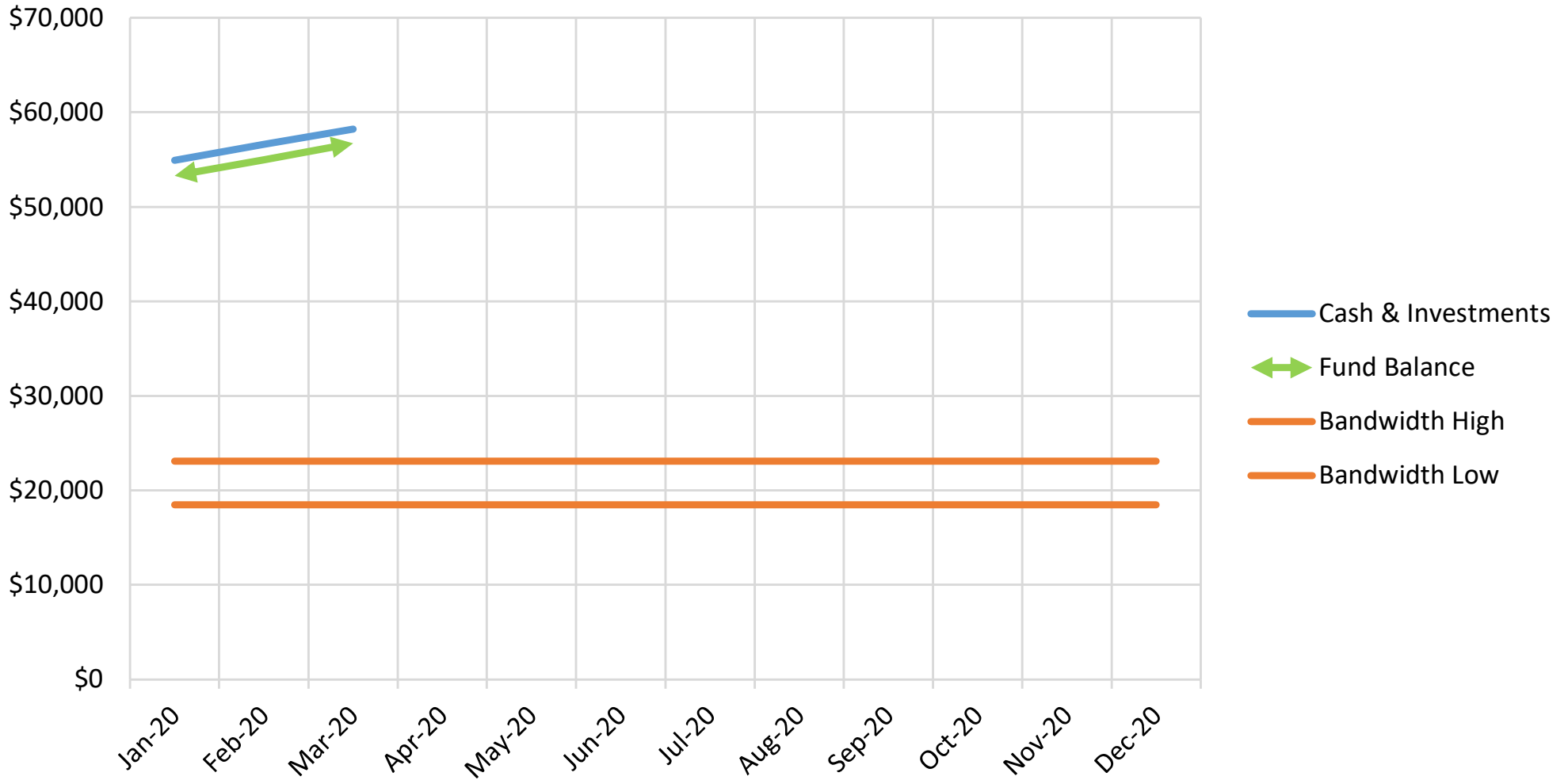
Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 270 SMALL CITIES DEVELOPMENT PROGR				
Bal Type A				
G 270-11011 Cash NNB Checking	\$17,719.61	\$842.60	\$0.00	\$18,562.21
G 270-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
G 270-11320 Due From MN DEED (SCDP)	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type A	\$17,719.61	\$842.60	\$0.00	\$18,562.21
Bal Type E				
G 270-24204 Fund Bal-Undes/Net Asset (ent	-\$17,719.61	\$0.00	\$842.60	-\$18,562.21
Bal Type E	-\$17,719.61	\$0.00	\$842.60	-\$18,562.21
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	\$842.60	\$842.60	\$0.00



EDA FUND - 2020

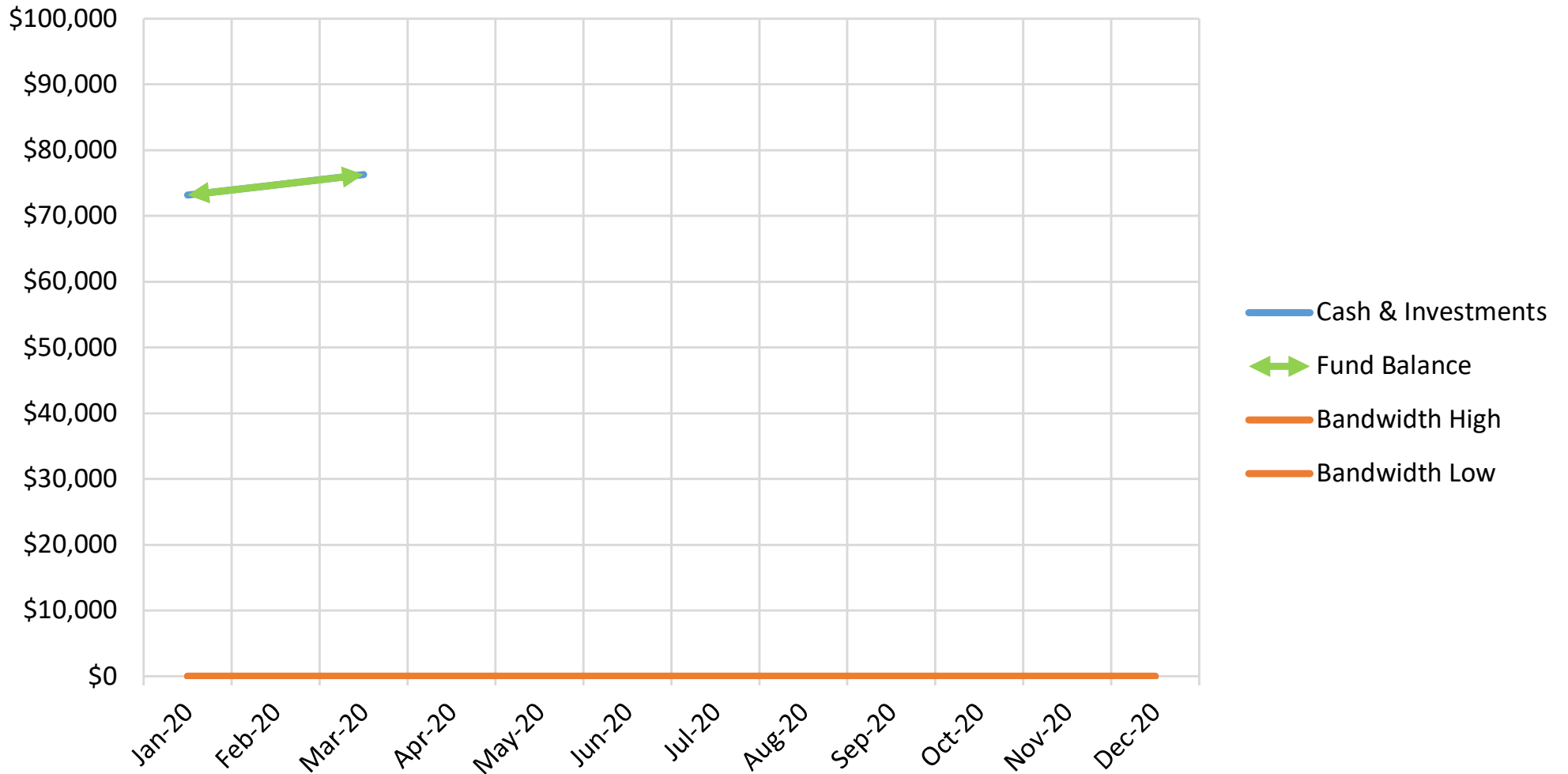
Cash & Investments/Fund Balance





RED LOAN FUND - 2020

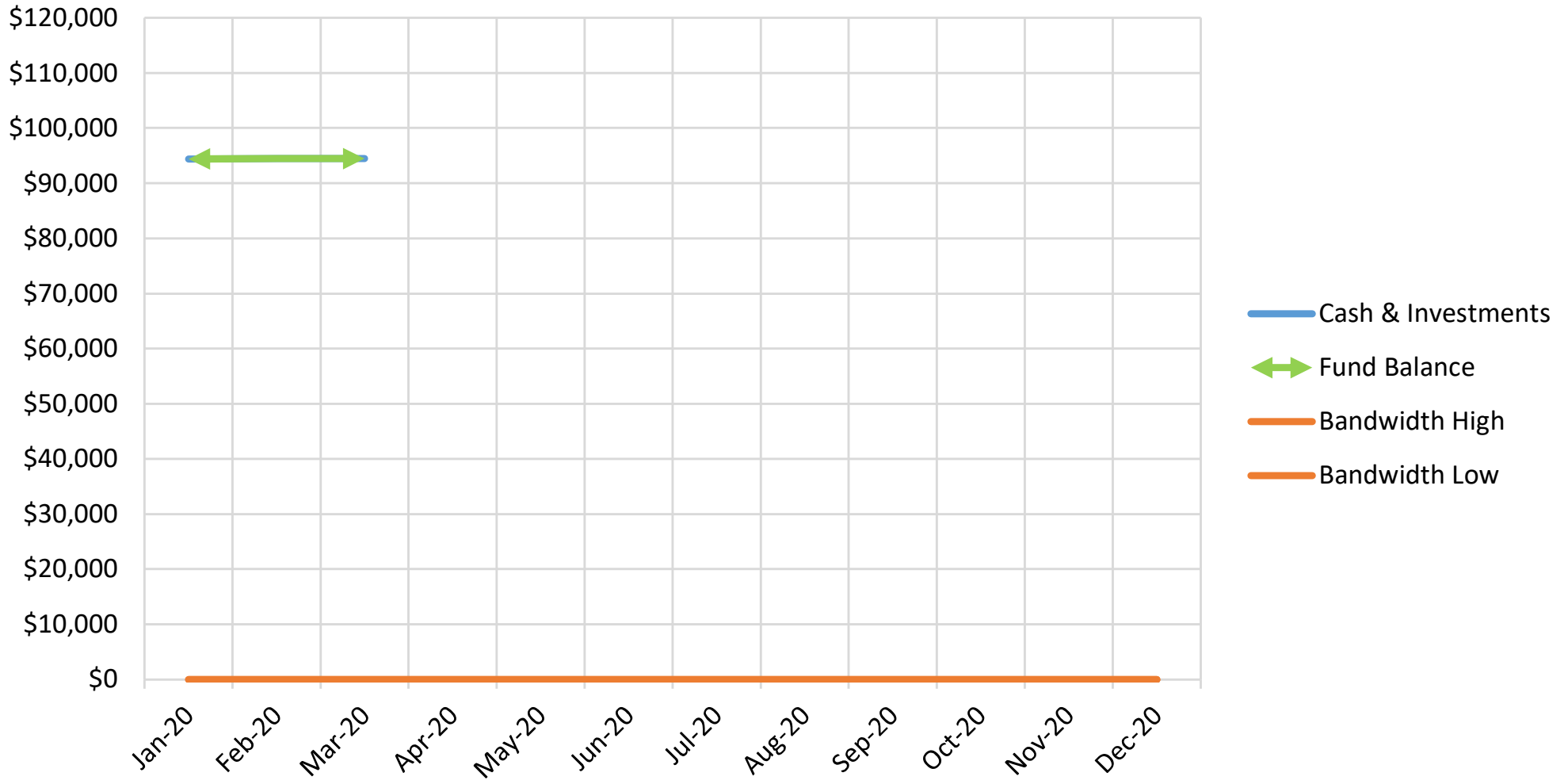
Cash & Investments/Fund Balance





MIC LOAN FUND - 2020

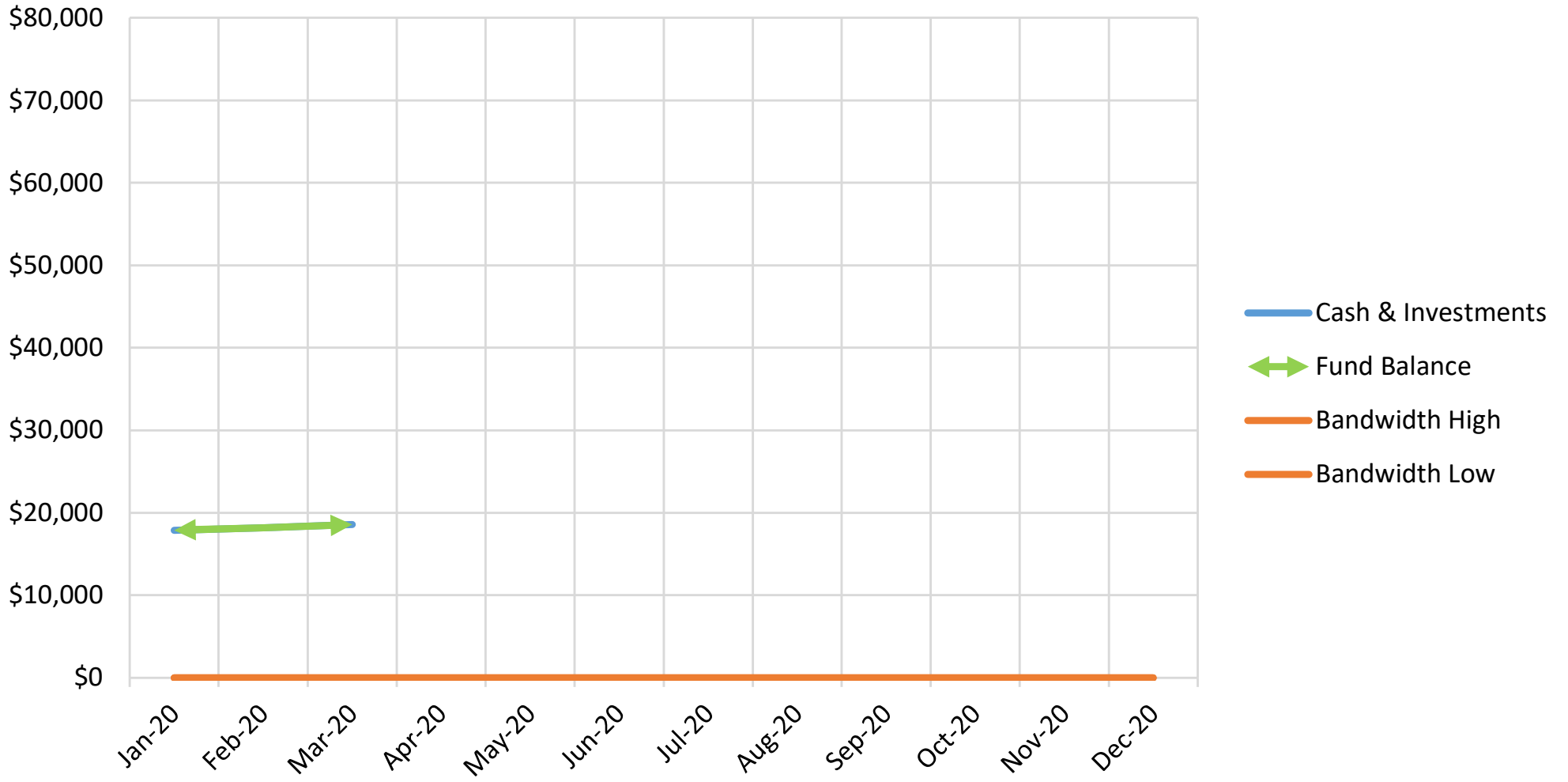
Cash & Investments/Fund Balance





SCDP FUND - 2020

Cash & Investments/Fund Balance





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

Last Dim Descr	2020 Budget	2020 YTD Amt	2020 YTD Balance	2020 % of Budget Remain	Explanation
Fund 227 ECONOMIC DEVELOPMENT FUND					
Dept 47610 ECONOMIC DEVELOPMENT					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	_____
Interest Earnings	\$170.00	\$31.03	\$138.97	81.75%	_____
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	_____
Dividends	\$20.00	\$0.00	\$20.00	100.00%	_____
Rent	\$1,144.00	\$0.00	\$1,144.00	100.00%	_____
Contributions & Donations	\$40,000.00	\$10,000.02	\$29,999.98	75.00%	_____
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	_____
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	_____
Trf from Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	_____
Dept 47610 ECONOMIC DEVE	\$41,334.00	\$10,031.05	\$31,302.95		
Fund 227 ECONOMIC DEVELOPM	\$41,334.00	\$10,031.05	\$31,302.95		
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	\$4,625.49	\$13,874.51	75.00%	_____
Interest Earnings	\$250.00	\$45.26	\$204.74	81.90%	_____
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	_____
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	_____
Dept 47820 RED LOAN PROGR	\$18,750.00	\$4,670.75	\$14,079.25		
Fund 230 RED LOAN FUND	\$18,750.00	\$4,670.75	\$14,079.25		
Fund 232 MIC LOAN FUND					
Dept 47825 MIC LOAN PROGRAM					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	_____
Interest Earnings	\$690.00	\$93.26	\$596.74	86.48%	_____
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	_____
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	_____
Trf from Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	_____
Dept 47825 MIC LOAN PROGR	\$690.00	\$93.26	\$596.74		
Fund 232 MIC LOAN FUND	\$690.00	\$93.26	\$596.74		
Fund 270 SMALL CITIES DEVELOPMENT PROGR					
Dept 46323 SCDP REHABILITATION PROJECTS					
SCDP Grant Proceeds	\$0.00	\$0.00	\$0.00	0.00%	_____
SCDP Program Income	\$0.00	\$842.60	-\$842.60	0.00%	_____
Dept 46323 SCDP REHABILITA	\$0.00	\$842.60	-\$842.60		
Fund 270 SMALL CITIES DEVELO	\$0.00	\$842.60	-\$842.60		
	\$60,774.00	\$15,637.66	\$45,136.34		



CITY OF MORA
Expenditure Guideline For EDA
 Current Period: March 2020

Last Dim Descr	2020 YTD Budget	2020 YTD Amt	2020 YTD Balance	2020 % of Budget Remain	Explanation
Fund 227 ECONOMIC DEVELOPMENT FUND					
Dept 47610 ECONOMIC DEVELOPMENT					
Wages & Salaries	\$17,676.00	\$4,388.16	\$13,287.84	75.17%	
PERA	\$1,269.00	\$329.14	\$939.86	74.06%	
FICA	\$1,096.00	\$263.70	\$832.30	75.94%	
Medicare	\$256.00	\$61.65	\$194.35	75.92%	
VEBA	\$0.00	\$0.00	\$0.00	0.00%	
Health Insurance	\$1,465.00	\$359.46	\$1,105.54	75.46%	
Life Insurance	\$28.00	\$8.31	\$19.69	70.32%	
Office Supplies	\$75.00	\$0.00	\$75.00	100.00%	
Other Operating Supplies	\$25.00	\$0.00	\$25.00	100.00%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$0.00	\$0.00	0.00%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Legal Services	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Professional Services - Misc	\$10,100.00	\$2,000.00	\$8,100.00	80.20%	See Note B.
Telephone	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$20.00	\$0.00	\$20.00	100.00%	
Meetings, Training, & Travel	\$400.00	\$129.84	\$270.16	67.54%	
Advertising	\$950.00	\$45.15	\$904.85	95.25%	
Contributions	\$3,402.00	\$0.00	\$3,402.00	100.00%	
Insurance	\$105.00	\$28.26	\$76.74	73.09%	
Workers Comp Insurance	\$79.00	\$16.17	\$62.83	79.53%	
Dues & Subscriptions	\$1,145.00	\$850.00	\$295.00	25.76%	
Miscellaneous	\$100.00	\$0.00	\$100.00	100.00%	
Property Tax Expense	\$7,000.00	\$0.00	\$7,000.00	100.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Trf to General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47610 ECONOMIC DEVE	\$46,191.00	\$8,479.84	\$37,711.16	81.64%	
Fund 227 ECONOMIC DEVELOPM	\$46,191.00	\$8,479.84	\$37,711.16	81.64%	
Fund 230 RED LOAN FUND					
Dept 47820 RED LOAN PROGRAM					
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	
Pay Out Pass-Thru Grant Procee	\$0.00	\$0.00	\$0.00	0.00%	
MIF RLF One-Time Exception Fee	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47820 RED LOAN PROGR	\$0.00	\$0.00	\$0.00	0.00%	
Fund 230 RED LOAN FUND	\$0.00	\$0.00	\$0.00	0.00%	
Fund 232 MIC LOAN FUND					
Dept 47825 MIC LOAN PROGRAM					
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	
Pay Out Pass-Thru Grant Procee	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$0.00	\$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%	

Last Dim Descr	2020 YTD Budget	2020 YTD Amt	2020 YTD Balance	2020 % of Budget Remain	Explanation
Fund 270 SMALL CITIES DEVELOPMENT PROGR					
Dept 46323 SCDP REHABILITATION PROJECTS					
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	_____
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	_____
Contract Services	\$0.00	\$0.00	\$0.00	0.00%	_____
Postage	\$0.00	\$0.00	\$0.00	0.00%	_____
Advertising	\$0.00	\$0.00	\$0.00	0.00%	_____
Dept 46323 SCDP REHABILITA	\$0.00	\$0.00	\$0.00	0.00%	
Fund 270 SMALL CITIES DEVELO	\$0.00	\$0.00	\$0.00	0.00%	
	\$46,191.00	\$8,479.84	\$37,711.16	81.64%	



MORA ECONOMIC DEVELOPMENT AUTHORITY

Notes to the Financial Statements

For the Quarter Ended March 31, 2020

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

A.

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

B. 2020 Small Cities Development Program grant administrative services

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

January 8, 2020 - 3:30pm

Kanabec County Courthouse, Meeting Room #5

18 North Vine Street, Mora, MN 55051

Members Present: Gene Anderson, Ivan Black, Kathi Ellis, Lisa Holcomb, Dan Johnson, Sara Treiber, Jerry Tvedt

Members Absent: Jack L'Heureux, Lonnie Ness

Staff Present: Kelsey Schiferli, Heidi Steinmetz

Others Present: Beth Thorp, Nick Bakke, Derek Carlson

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

Action #2 – Dan Johnson nominated Lonnie Ness for Chairperson. There were no other nominations.

Action #3 – Lonnie Ness was declared Chairperson for 2020.

Action #4 – Gene Anderson nominated Jerry Tvedt for Vice Chairperson. There were no other nominations.

Action #5 – Jerry Tvedt was declared Vice Chairperson for 2020.

Action #6 – Lisa Holcomb nominated Sara Treiber for Treasurer. There were no other nominations.

Action #7 – Sara Treiber was declared Treasurer for 2020.

Action #8 – Gene Anderson nominated Lisa Holcomb for Secretary. There were no other nominations.

Action #9 – Lisa Holcomb was declared Secretary for 2020.

Action #10 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to re-appoint Heidi Steinmetz as Executive Director for 2020.

Action #11 – It was moved by Gene Anderson, seconded by Dan Johnson and carried unanimously to accept the legally designated newspaper of Kanabec County as the official newspaper of the EDA.

Action #12 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to declare the depository of Kanabec County as the official depository of the EDA.

Action #13 – It was moved by Kathi Ellis, seconded by Ivan Black and carried unanimously to designate the meeting location for 2020 as the basement of the Kanabec County Courthouse.

Action #14 – It was moved by Lisa Holcomb, seconded by Kathi Ellis and carried unanimously to set the meeting dates for 2020 on the second Wednesday of each month, with the exception of the November meeting on the first Wednesday of the month.

Action #15 – It was moved by Lisa Holcomb, seconded by Kathi Ellis and carried unanimously to approve the December 11, 2019 minutes as presented.

Action #16 - It was moved by Dan Johnson, seconded by Lisa Holcomb and carried unanimously to approve payment of the following invoices:

Vendor	Purpose	Amount
Caribou Coffee	Meeting refreshments	\$24.80
Verizon Wireless	EDA Cell Phone	\$46.84
Amazon	iPhone Case	\$12.99
MAPCED	2020 Membership	\$280.00
Kanabec Publications	Annual Meeting Notice	<u>\$18.17</u>
	5 Claims Totaling:	<u>\$382.80</u>

Action #17 – It was moved by Lisa Holcomb, seconded by Kathi Ellis and carried unanimously to adopt the 2020 Strategic Action Plan as presented.

Special Guest, Derek Carlson gave a verbal update regarding the NorthStar Pontoons Project. Information only, no action was taken.

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

February 6, 2020 Annual EDA Conference

First Children’s Finance Community Consultation Project

Regional Input-Output Modeling System (RIMS) II Multiplier Data – Northstar Pontoons will be used as the first sample for use of this tool.

Connecting Entrepreneurial Communities Conference – We have applied for this, but our area is lacking in lodging options which might bump us out of the running.

Ogilvie Raceway - They didn’t win the bid for the Wisconsin 100, so the EDA will not be sponsoring the event this year.

Housing Fund of Greater Mora Area

Heidi Steinmetz requested to donate a color printer to the EDA for office use. The group expressed consensus for Heidi to look into using the printer in the County Coordinator’s Office instead.

Dan Johnson gave an update that Dandelion Floral is under new ownership as of January 1, 2020.

Action #18 – It was moved by Lisa Holcomb, seconded by Dan Johnson and carried unanimously to adjourn at 4:22pm and to meet again on Wednesday, February 12, 2020 at 3:30pm.

Respectfully submitted,
Kelsey Schiferli
Kanabec County Coordinator's Assistant

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

February 12, 2020 - 3:30pm

Kanabec County Courthouse, Meeting Room #5

18 North Vine Street, Mora, MN 55051

Members Present: Gene Anderson, Ivan Black, Kathi Ellis, Lisa Holcomb, Dan Johnson, Lonnie Ness, Jerry Tvedt

Members Absent: Sara Treiber

Staff Present: Kelsey Schiferli, Heidi Steinmetz

Others Present: Nick Bakke, Doyle Jelsing

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

Action #2 – It was moved by Dan Johnson, seconded by Lisa Holcomb and carried unanimously to approve the January 8, 2020 minutes as presented.

Action #3 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to approve payment of the following claims:

Vendor	Purpose	Amount
Colors by Craig	Printer Banner "Workforce"	\$75.00
EDA of Minnesota (EDAM)	Winter Conference	\$170.00
Kanabec Publications	Save the Date Ads	\$495.00
Maxfield Research & Consulting	Housing Study	\$2,500.00
Bread N Honey Pantry	Gift Cards for Annual EDA Conference	\$750.00
Dandeilon Floral and Gifts	Corsages for Annual EDA Conference	\$483.19
The Grand Event Center	EDA Conference set up, clean up, catering	\$1,280.50
7 Claims Totaling:		<u>\$5,753.69</u>

The group expressed consensus to accept the revenue/expenditure report ending January 31, 2020 as presented.

Action #4 – It was moved by Gene Anderson, seconded by Dan Johnson and carried unanimously to recommend the County Board to appoint Wayne Davis to the Kanabec County EDA as a replacement for Jack L'Heureux who has resigned.

The group held a discussion regarding a request from the Mora Area Chamber to purchase new banners for the light poles on Highways 65 and 23. The group expressed consensus to decline purchasing banners at this time, but might be interested in the future.

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

Action #5 – It was moved by Kathi Ellis, seconded by Dan Johnson and carried unanimously to keep exploring the idea of creating a CCB grant program based on a \$10,000 grant from the Initiative Foundation plus a local match.

Heidi Steinmetz gave the following project updates:

February 6, 2020 Annual EDA Conference Recap – The annual EDA conference went really well. Twenty-seven daycare providers attended and were recognized for their hard work and dedication. About sixty-seven people attended the conference which is less than previous years. Not many business owners attended.

2020 Connecting Entrepreneurial Communities Conference – We were not chosen as the host community for this event. It will be held in Staples, MN this year.

Housing Fund of Greater Mora Area – The Housing Fund of Greater Mora Area was created to extend community resources beyond the City of Mora.

NorthStar Aluminum, LLC – NorthStar Pontoons is now known as NorthStar Aluminum. The company is moving along with construction of their factory in the Mora Industrial Park. They will no longer be applying for DEED's MIF program.

Other Discussion: Mora High School Assistant Principal, Nick Bakke, gave an update regarding Mora Public Schools. A ceremony will be held at Mora Elementary on February 13th at 9am recognizing it as a Minnesota School of Excellence. All members of the EDA are invited to attend. The school board is currently taking applications for a new superintendent. It is expected that the new superintendent will start in late March/early April. On May 12th the school board will present another referendum for a new high school. Doyle Jelsing asked if the school was able to use the RIMS data that the EDA purchased. Staff said that the U of M Extension office was in the process of helping the district utilize the data.

Action #6 – It was moved by Gene Anderson, seconded by Ivan Black and carried unanimously to adjourn at 4:58pm and to meet again on Wednesday, March 11, 2020 at 3:30pm.

Respectfully submitted,
Kelsey Schiferli
Kanabec County Coordinator's Assistant

MEETING MINUTES

Kanabec County Economic Development Authority (EDA)

March 11, 2020 - 3:30pm

Kanabec County Courthouse, Meeting Room #5

18 North Vine Street, Mora, MN 55051

Members Present: Gene Anderson, Kathi Ellis, Lisa Holcomb, Sara Treiber, Wayne Davis, Ivan Black

Members Absent: Lonny Ness, Jerry Tvedt

Staff Present: Kelsey Schiferli, Heidi Steinmetz, Kris McNally

Others Present: Beth Thorp, Doyle Jelsing, Nick Bakke

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

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

3:38pm – Nick Bakke arrived.

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

Vendor	Purpose	Amount
Office Depot	Poster for Conference	\$34.99
Office Depot	Labels	\$15.19
Office Depot	Toner and Folders	\$86.95
WCMP	2020 EDA Conference Advertising	\$250.00
Brendan Johnson	Videography of 2020 EDA Conference	\$120.00
Kanabec Publications	75 Programs for 2020 EDA Conference	\$108.00
Amazon	Printer/Copier for EDA Office	\$129.99
MN Rural Broadband Coalition	MN Rural Broadband Day on the Hill 2020	\$25.00
8 Claims Totaling:		<u>\$770.12</u>

Action #4 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to accept the Fund Balance and Revenue/Expenditure Report ending February 29, 2020.

Heidi Steinmetz gave the following project updates:

Driver's License Services Provided in Kanabec County – Heidi has reached out to the manager of the provide Mora Motor Vehicle Office to see if they would be interested in taking over Driver's License services. Moving motor vehicle and driver's licenses to the courthouse was discussed.

Former/Vacant Kanabec County Jail – The County Board voted to demolish it when funds are available.

Blandin Foundation’s Community Broadband Leadership Workshop in Grand Rapids – Heidi will attend this workshop to represent Kanabec County in the absence of Doyle Jelsing who is no longer a county resident.

EDA Member Term Expiration Dates – Reviewed Article 6 of the Kanabec County EDA Bylaws regarding member terms. The group expressed consensus to change term expiration dates for the following members: Lonnie Ness, Jerry Tvedt, and Wayne Davis from 01/03/23 to 01/03/26 in order to comply with six-year terms as stated in the bylaws.

Heidi Steinmetz led a discussion regarding the reconsideration of sponsoring light pole banners. She brought in examples provided by the Chamber of two different sized banners. She recommends purchasing at least two new banners at a price of \$200 per banner to include the EDA’s logo (as large as possible) with the text “Economic Development Authority”.

Action #5 – It was moved by Gene Anderson, seconded by Ivan Black and carried unanimously to not purchase EDA banners at this time.

The group expressed consensus for Heidi to reach out to other county departments to see if anyone else has interest in sponsoring light pole banners.

4:09pm – Doyle Jelsing arrived.

Heidi Steinmetz gave a final report on the 2020 Economic Development Conference.

Action #6 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to hold the fourth annual EDA Conference on January 28, 2021 and to approve payment of the following invoice:

Vendor	Purpose	Amount
The Grand Event Center	Reservation for 2021 EDA Conference	\$614.53

The group held a discussion regarding the potential theme of succession planning for the 2021 Annual EDA Conference. Information only, no action was taken.

Heidi Steinmetz led a discussion regarding Workforce Development/Childcare Shortage.

Action #7 – It was moved by Kathi Ellis, seconded by Lisa Holcomb and carried unanimously to authorize staff to submit the 2019 Child Care Solutions Program grant application online to include a project budget of \$20,000 (\$10,000 from the Initiative Foundation and \$10,000 from the EDA). The EDA will raise funds from the community to reach the \$10,000 match requirement.

Heidi Steinmetz led a discussion regarding county-owned property at 330 Forest Ave East and options for a potential childcare facility or homeless youth. It must be sold for \$83,500 as valued by the county assessor. Information only, no action was taken.

Heidi led a discussion regarding a possible forgivable loan program for family childcare providers.

The group expressed consensus to approve staff to begin drafting forgivable loan program guidelines utilizing the funds that the EDA will receive from the Initiative Foundation's 2019 Child Care Solutions Program.

Heidi led a discussion regarding the GPS 45:93 Career Readiness Event which will be held on May 15, 2020 at the Mora High School. Information only, no action was taken.

Action #6 – It was moved by Lisa Holcomb, seconded by Gene Anderson and carried unanimously to adjourn at 5:00pm and to meet again on Wednesday, April 8, 2020 at 3:30pm.

Respectfully submitted,
Kelsey Schiferli
Kanabec County Coordinator's Assistant