



City of Mora  
Kanabec County, Minnesota  
Meeting Agenda  
City Council

Mora City Hall  
101 Lake St. S  
Mora, MN 55051

Tuesday, February 20, 2024

6:30 PM

Mora City Hall

**1. Call to Order/ Pledge of Allegiance**

**2. Roll Call**

- |  |  |
|--|--|
| <input type="checkbox"/> Mayor Jake Mathison             | <input type="checkbox"/> Mayor Pro Tem Jody Anderson |
| <input type="checkbox"/> Councilmember Sadie Broekemeier | <input type="checkbox"/> Councilmember Kyle Shepard  |
| <input type="checkbox"/> Councilmember Dave Youngquist   |  |

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

**4. Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of the consent agenda.)*

- a. City Council Meeting Minutes – January 16, 2024
- b. Claims – January 2024
- c. 2024 Election Judges – Resolution No. 2024-221

**5. Open Forum** *(Individuals may address the council about any item not contained on the regular agenda. There is a maximum of fifteen (15) minutes set aside for open forum. A maximum of three (3) minutes is allotted per person. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.)*

**6. Public Hearings:** There are no public hearings.

**7. New Business**

- a. 2023 Kanabec County Sheriff's Office Summary
- b. Mayoral Proclamation – February Minnesota School Board Recognition Month in February
- c. 2025 Mora Area Fire Department Budget
- d. Minor Subdivision 206 4<sup>th</sup> Street – Resolution No. 2024-222
- e. Zoning Code Text Amendment – Ordinance No. 492
- f. Mora Municipal Airport Agreement Design
- g. City Administrator Performance Review Questions Discussion
- h. Wastewater Plant Digester and PFA Funding

**8. Old Business**

- a. Vasaloppet Lease Discussion

**9. Communications**

- a. Proposed Parking Legislation Summary -
- b. KCSO Monthly Report – January 2024
- c. Planning Commission Meeting Minutes – February 12, 2024

**10. Board / Commission / Committee Reports**

- a. Councilmember Anderson – Work Session 3/19 Annual Council Orientation
- b. Councilmember Broekemeier
- c. Councilmember Shepard
- d. Councilmember Youngquist
- e. Mayor Mathison
- f. City Administrator

**11. Adjournment**

Pursuant to due call and notice thereof Mayor Jake Mathison order meeting of the Mora City Council at 6:30 pm on Tuesday, January 16, 2024 in the City Hall council chambers.

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call:** City Council Present: Mayor Jake Mathison, Kyle Shepard, and Dave Youngquist, Councilmembers Jody Anderson and, Sadie Broekemeier

Staff Present: City Administrator Glenn Anderson, Administrative Services Director Natasha Segelstrom, Human Resources Director Mandi Yoder, Public Works Director Joe Kohlgraf, Parks and Recreation Coordinator Jeff Krie and Community Development Director Kirsten Faurie

3. **Adopt Agenda:** Staff requested removal of item 7a, item 7h and item 7i be removed from discussion and moved to the February meeting. Addition of item 4i, Oslin Road Minor Subdivision Resolution No. 2024-122 to the consent agenda and addition of new business item 7j, Mora Airport Independent Fee Estimate Proposal. MOTION made by Shepard, seconded by Broekemeier, and unanimously carried by the City Council to approve the agenda with said removals and additions.
4. **Consent Agenda:** MOTION made by Shepard, seconded by Youngquist, and unanimously carried to approve the consent agenda as presented.
  - a. City Council Work Session Meeting Minutes – December 19, 2023
  - b. City Council Meeting Minutes – December 19, 2023
  - c. City Council Meeting Minutes – January 2, 2024
  - d. Claims – December 2024
  - e. Accept Restricted Donations – Resolution No. 2024-121
  - f. 2024 Economic Development Authority Meeting Calendar Update
  - g. Appendix A Fee Schedule
  - h. Gambling Permit – Minnesota Deer Hunters Associations
  - i. Oslin Road Minor Subdivision Resolution No. 2024-122
5. **Open Forum:** No one spoke at open forum.
6. **Public Hearings:** There were no public hearings.
7. **New Business**
  - a. ~~Kanabec County Sheriff's Office 2023 Summary~~- This item was removed from the agenda.
  - b. **Library Park -Tennis Court / Pickleball Resurfacing 2024:** The City Council discussed the library park tennis court resurfacing. The new coating was projected to last ten years and add three more courts for pickleball use. The City Council approved Resolution No. 2024-121, a restricted donation from First Citizens Bank \$8,500 and the terms and conditions noted for the donation was for the Mora Library Park green court resurfacing including pickleball, basketball and tennis line. This donation would reduce the resurfacing cost from

\$17,299 to \$8,799. This was budgeted in the parks repair fund. Mathison asked if the donation would be contingent on matching funds for the project and if the pickleball lines was an added cost for resurfacing. Kohlgraf explained the pickleball lines were not an added cost for the resurface. There would be four pickleball courts painted where the existing tennis court was and used for multi purposes. He further explained the quote included another pickleball court to be painted where the existing basketball court was. Kohlgraf explained the added courts could draw more members to the community for pickleball tournaments. The council expressed concern with the intended court, and it could take away from youth playing basketball. More discussion on establishment of rules took place, Kohlgraf did not believe there would be issues due to the number of pickleball courts available for use. The consensus was that staff prepare and pressure wash the courts to reduce the cost by \$1,000. MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to accept the quote from ASC with reduced cost for pressure wash totaling \$16,299 for court maintenance and relining.

- c. **Small Cities Development Program (SCDP) Update:** Community Development Director Faurie provided an update on the Small Cities Development Program and asked the City Council to support a request to the Minnesota Department of Employment and Economic Development (DEED) to amend how grant funds utilized for the Small Cities Development Program, a program administered by Central Minnesota Housing Partnership. Faurie continued to explain the grant money was divided among four kinds of projects, owner-occupied, single-family rental, duplex rental, and multifamily rental. Due to lack of interest in single family rental and multifamily rental projects, city staff and Central Minnesota Housing Partnership recommended re-allocating the remaining funds to owner occupied projects which had more demand. The transfer of funds could impact on ten homes and unused funds would be forfeited back to DEED. MOTION made by Broekemeier, seconded by Anderson, and unanimously carried to approve the DEED grant amendment request.
- d. **2024 Mora Aquatic Center Schedule:** The City Council approved the 2024 Mora Aquatic Center swimming schedule and swim lesson schedule for the 2024 season. MOTION made by Shepard, seconded by Youngquist, and unanimously carried to approve the 2024 MAC swimming schedule and swim lesson schedule as presented.
- e. **Maintenance Agreement Arthur Township:** Kohlgraf brought forward a town line road maintenance agreement with Arthur Township which included intergovernmental purchasing agreements for supplies and materials used for road maintenance. The City and Arthur Township have worked with one another for many years to address shared roads and maintenance and the agreement benefited both parties. MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to approve the Town Line/Road Maintenance agreement for continued transparency on shared maintenance and material/supply purchases with Arthur Township.
- f. **Medium Duty Dump Truck Replacement:** Kohlgraf brought forward a request to purchase a replacement medium duty truck for the street department. This was a budgeted item in the Capital Improvement Program. The current vehicle was a 2007 F-450 with plow, dump box and sander. Kohlgraf further explained the replacement truck would be purchased through state bid and would be an equivalent truck, box, sander, and plow to replace the 2007 vehicle. MOTION made by Anderson, seconded by Youngquist, and unanimously

approved to purchase an equivalent medium duty truck with attachments to replace the current 2007 F-450 medium duty dump truck not to exceed \$107,000 using state bid contract.

- g. Parks Service Truck Replacement:** Kohlgraf brought forward a request to purchase a replacement Park Service Truck. He explained the current truck was a 2008 Ford F-250 that is used daily for the parks and transporting equipment throughout the summer. This was a budgeted item and funds were available in the Capital Outlay. MOTION made by Shepard, seconded by Anderson, and carried 4-1 to approve the purchase of an equivalent park service truck not to exceed \$60,000 using state bid contract pricing. Broekemeier Opposed.
- h. ~~Mora Area Fire Department Request:~~** This item was removed from the agenda.
- i. ~~2025 Mora Area Fire Department Budget:~~** This item was removed from the agenda.
- j. Mora Airport Independent Fee Estimate Proposal:** The City Council reviewed the Mora Airport Independent Fee Estimate Proposal (IFE). This required step was necessary to move forward with the 17-35 Rehabilitation project for the Mora Municipal Airport runway. Three proposals were submitted to complete the Independent Fee Estimate. The lowest proposal was \$3,900 by Becher Hoppe. The local share for the IFE was 5% and the total cost to the City was \$195. MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to approve the Becher Hoppe to continue the Runway (17-35) Rehabilitation Process as required by the Federal Aviation Administration (FAA).

#### 8. Old Business:

- a. 2024 Appointments – Vacant HRA Seat:** Segelstrom brought forward an application for the Housing and Redevelopment Board seat vacancy. She explained the vacancy had not been filled at the January 2, 2024, meeting due to lack of applicants. Since that meeting, there was one applicant, former Executive Director of the HRA Jack L’Heureux who recently retired from the. The City Council discussed the role of the board member and separation of his board duties and consultant that may be done on behalf of the HRA. The city council agreed that L’Heureux would be a good fit and appointed Jack L’Heureux to the HRA board.

#### 9. Communications: The City Council Reviewed the monthly communications.

- a.** 2023 Annual Summary of EDA Activities
- b.** 2023 Summary of Construction Activity
- c.** Planning Commission Meeting Minutes
- d.** Airport Board Meeting Minutes
- e.** EDA Meeting Minutes
- f.** Kanabec County Times Community Survey Article

#### 10. Reports

- a.** Councilmember Anderson: Requested information on THC sales at the North Country Bottle Shop and details for credits applied to vendor accounts. Thanked Jack L’Heureux for his dedication to the Mora HRA and Mike Anderson. Congratulated L’Heureux on his

retirement. Provided a summary of a suggested study presented to the EDA and asked to bring people and tourism to Mora. Asked if city staff were pursuing LMC's Empowering Small Minnesota Communities Program. Requested weekly updates from staff so the council would be informed about what the City is doing. Asked if the crosswalk on South Highway 65 would be addressed due to the recent pedestrian that was struck by a car. Glenn Anderson stated he spoke with MnDOT, and they would look further at the intersection.

- b. Councilmember Broekemeier: Requested information for the community survey deadline and the number of surveys received to ensure maximum outreach. Suggested that the survey could be discussed on the Rockin' Robin morning show with KBEK.
- c. Councilmember Shepard: Discussed upcoming performances for Music in the Park and Fall Fest, concept of an all-inclusive playground and possible kayak and paddleboard kiosk rental dependent on the board priority.
- d. Councilmember Youngquist: Nothing new to report.
- e. Mayor Mathison: Thanked Jack L'Heureux for all his work with the Mora HRA and Mike Anderson.
- f. City Administrator Glenn Anderson: Thanked staff for the work that went into the budget and their work for the annual report submission.

**11. Adjournment:** MOTION to adjourn by Shepard, seconded by Youngquist, and unanimously carried to adjourn the meeting at 7:39 PM.

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Mayor

City Clerk

**CITY OF MORA**  
**CHECK LIST-COUNCIL**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001589 TSYS						
001589	TSYS	LIQUOR FUND		Accounts Payable	MONTHLY CREDIT CARD	\$80.37
001589	TSYS	LIQUOR FUND		Accounts Payable	MONTHLY LIQ STORE CR	\$16,858.55
						<u>\$16,938.92</u>
001589 TSYS						
001591 MORA MUNICIPAL UTILITIES						
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$74.81
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$33.09
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$65.70
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$16.59
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$88.30
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$39.66
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$25.23
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$35.27
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$150.94
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$125.95
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$13.69
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$53.14
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$13.69
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$50.35
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$40.80
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$383.23
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$3,303.46
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$41.72
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$103.07
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$340.36
001591	MORA MUNICIPAL UTILIT	GENERAL FUN		Accounts Payable	UTILITIES	\$364.77
001591	MORA MUNICIPAL UTILIT	FIRE FUND		Accounts Payable	UTILITIES	\$41.72
001591	MORA MUNICIPAL UTILIT	FIRE FUND		Accounts Payable	UTILITIES	\$534.14
001591	MORA MUNICIPAL UTILIT	FIRE FUND		Accounts Payable	UTILITIES	\$37.01
001591	MORA MUNICIPAL UTILIT	CEMETERY FU		Accounts Payable	UTILITIES	\$19.77
001591	MORA MUNICIPAL UTILIT	CEMETERY FU		Accounts Payable	UTILITIES	\$0.81
001591	MORA MUNICIPAL UTILIT	CEMETERY FU		Accounts Payable	UTILITIES	\$17.08
001591	MORA MUNICIPAL UTILIT	DOWNTOWN-F		Accounts Payable	UTILITIES	\$13.69
001591	MORA MUNICIPAL UTILIT	LIQUOR FUND		Accounts Payable	UTILITIES	\$41.72
001591	MORA MUNICIPAL UTILIT	LIQUOR FUND		Accounts Payable	UTILITIES	\$18.03
001591	MORA MUNICIPAL UTILIT	LIQUOR FUND		Accounts Payable	UTILITIES	\$41.69
						<u>\$6,129.48</u>
001591 MORA MUNICIPAL UTILITIES						
001593 REVTRAK						
001593	REVTRAK	GENERAL FUN		Accounts Payable	MONTHLY MAC CREDIT C	\$9.95
						<u>\$9.95</u>
001593 REVTRAK						
001595 MN DEPT OF REVENUE						
001595	MN DEPT OF REVENUE	GENERAL FUN		Accounts Payable	SALES & USE TAX PYMT -	\$15.00
001595	MN DEPT OF REVENUE	LIQUOR FUND		Accounts Payable	SALES & USE TAX PYMT -	\$39,978.00
						<u>\$39,993.00</u>
001595 MN DEPT OF REVENUE						
001597 TASC-TOTAL ADMIN SERVICE COOP						
001597	TASC-TOTAL ADMIN SERV	GENERAL FUN		Accounts Payable	ADDTL HSA PAYROLL DE	\$250.00
						<u>\$250.00</u>
001597 TASC-TOTAL ADMIN SERVICE COOP						
001598 MN DEPT OF REVENUE						
001598	MN DEPT OF REVENUE	GENERAL FUN		Accounts Payable	STATE W/HOLDING ERR	\$119.65

**CITY OF MORA**  
**CHECK LIST-COUNCIL**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001598	MN DEPT OF REVENUE					\$119.65
001599	MSRS					
001599	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$1,310.84
001599	MSRS					\$1,310.84
001600	MSRS					
001600	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$885.00
001600	MSRS					\$885.00
001601	MSRS					
001601	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$945.00
001601	MSRS					\$945.00
001602	TASC-TOTAL ADMIN SERVICE COOP					
001602	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYER CONTR	\$1,100.00
001602	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$346.00
001602	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$150.00
001602	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$1,052.62
001602	TASC-TOTAL ADMIN SERVICE COOP					\$2,648.62
001603	MN DEPT OF REVENUE					
001603	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE WITHHO	\$3,565.29
001603	MN DEPT OF REVENUE					\$3,565.29
001604	US TREASURY - IRS					
001604	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FED W/H	\$6,044.34
001604	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$10,354.96
001604	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$2,421.76
001604	US TREASURY - IRS					\$18,821.06
001605	PERA - MN ST TREASURER					
001605	PERA - MN ST TREASURE	GENERAL FUN		PERA	RETIREMENT CONTRIBU	\$11,769.01
001605	PERA - MN ST TREASURER					\$11,769.01
001606	MSRS					
001606	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$1,301.70
001606	MSRS					\$1,301.70
001607	MSRS					
001607	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$885.00
001607	MSRS					\$885.00
001608	MSRS					
001608	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$945.00
001608	MSRS					\$945.00
001609	TASC-TOTAL ADMIN SERVICE COOP					
001609	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$1,242.66
001609	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$346.16
001609	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$150.00
001609	TASC-TOTAL ADMIN SERVICE COOP					\$1,738.82
001610	MN DEPT OF REVENUE					
001610	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE W/H	\$3,449.24
001610	MN DEPT OF REVENUE					\$3,449.24

**CITY OF MORA  
CHECK LIST-COUNCIL**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001611	US TREASURY - IRS					
001611	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$5,806.99
001611	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$10,543.60
001611	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$2,465.82
001611	US TREASURY - IRS					\$18,816.41
001612	HIBU					
001612	HIBU	LIQUOR FUND	LIQUOR STOR	Advertising	LIQUOR STORE WEBSITE	\$190.00
001612	HIBU					\$190.00
001613	NEIGHBORHOOD NATIONAL BANK					
001613	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	SPECIAL HANDLING INST	\$10.00
001613	NEIGHBORHOOD NATIONAL BANK					\$10.00
001614	NEIGHBORHOOD NATIONAL BANK					
001614	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	NSF CHARGE BACK FEE -	\$10.00
001614	NEIGHBORHOOD NATIONAL BANK					\$10.00
061438	EQUITABLE FINANCIAL					
061438	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$35.00
061438	EQUITABLE FINANCIAL					\$35.00
061439	MISSIONSQUARE					
061439	MISSIONSQUARE	GENERAL FUN		ICMA	MISSION SQ ROTH IRA	\$100.00
061439	MISSIONSQUARE	GENERAL FUN		ICMA	MISSION SQ 457b	\$85.00
061439	MISSIONSQUARE					\$185.00
061440	MN CHILD SUPPORT PAYMENT CENTR					
061440	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	Remittance ID 00125330	\$262.11
061440	MN CHILD SUPPORT PAYMENT CENTR					\$262.11
061441	PERA - MN ST TREASURER					
061441	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$5,583.72
061441	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$5,583.72
061441	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$859.04
061441	PERA - MN ST TREASURER					\$12,026.48
061490	ERICKSON, KELLY					
061490	ERICKSON, KELLY	GENERAL FUN	FINANCE	Meetings, Training,	MILEAGE TO SAFETY TR	\$28.54
061490	ERICKSON, KELLY					\$28.54
061491	FEDERATED COOP					
061491	FEDERATED COOP	GENERAL FUN	STREETS	Lubricants & Additi	2 STROKE OIL MIX	\$25.71
061491	FEDERATED COOP					\$25.71
061492	FRONTLINE PLUS FIRE & RESCUE					
061492	FRONTLINE PLUS FIRE &	GENERAL FUN	STREETS	Professional Servic	2024 SIREN SERVICE AG	\$700.00
061492	FRONTLINE PLUS FIRE & RESCUE					\$700.00
061494	KANABEC CO ATTORNEY					
061494	KANABEC CO ATTORNEY	GENERAL FUN	LEGAL	Legal Services	PROSECUTION SERVICES	\$7,250.00
061494	KANABEC CO ATTORNEY					\$7,250.00
061495	KANABEC CO SHERIFF					
061495	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	JAN 2024 LAW ENFORCE	\$64,267.42
061495	KANABEC CO SHERIFF					\$64,267.42

**CITY OF MORA**  
**CHECK LIST-COUNCIL**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061496 LITTLE FALLS MACHINE, INC						
061496	LITTLE FALLS MACHINE, I	GENERAL FUN	STREETS	Repair/Maint - Bldg	SANDER REPAIR PARTS	\$535.22
061496 LITTLE FALLS MACHINE, INC						\$535.22
061497 MIDCO						
061497	MIDCO	GENERAL FUN	INFORMATIO	Telephone	INTERNET	\$88.39
061497	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE/INTERNET	\$722.51
061497	MIDCO	GENERAL FUN	STREETS	Telephone	PHONE/INTERNET	\$99.10
061497	MIDCO	GENERAL FUN	AQUATIC CEN	Telephone	PHONE/INTERNET	\$18.64
061497	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.39
061497	MIDCO	LIQUOR FUND	LIQUOR STOR	Telephone	PHONE/INTERNET	\$391.77
061497 MIDCO						\$1,395.80
061499 MORA LIONS CLUB						
061499	MORA LIONS CLUB	GENERAL FUN	PARKS	Contributions	2024 LIONS BATHROOM	\$3,000.00
061499 MORA LIONS CLUB						\$3,000.00
061501 RONS HEATING & REFRIGERATION						
061501	RON'S HEATING & REFRIG	GENERAL FUN	GARAGE	Repair/Maint - Bldg	OFFICE FURNACE REPAI	\$496.00
061501 RONS HEATING & REFRIGERATION						\$496.00
061502 SEH						
061502	SEH	GENERAL FUN	ADMINISTRAT	Engineering	MISC CITY ENG/PLNG MA	\$1,632.75
061502	SEH	GENERAL FUN	STREETS	Engineering	ROWLAND ROAD PROJEC	\$8,352.20
061502	SEH	GENERAL FUN	AIRPORT	Capital Outlay	AIRPORT TRIGGERING E	\$2,510.00
061502 SEH						\$12,494.95
061503 VERIZON WIRELESS						
061503	VERIZON WIRELESS	GENERAL FUN	PLANNING &	Telephone	CELL	\$28.87
061503	VERIZON WIRELESS	GENERAL FUN	CITY HALL BU	Telephone	CELL	\$4.12
061503	VERIZON WIRELESS	GENERAL FUN	BUILDING	Telephone	CELL	\$45.36
061503	VERIZON WIRELESS	GENERAL FUN	STREETS	Telephone	CELL/IPAD	\$95.09
061503	VERIZON WIRELESS	GENERAL FUN	AQUATIC CEN	Telephone	CELL	\$28.87
061503	VERIZON WIRELESS	GENERAL FUN	PARKS	Telephone	CELL/IPAD	\$38.27
061503	VERIZON WIRELESS	GENERAL FUN	AIRPORT	Telephone	CELL	\$8.19
061503	VERIZON WIRELESS	STORM WATER	STORM WATE	Telephone	CELL/IPAD	\$19.82
061503	VERIZON WIRELESS	CEMETERY FU	CEMETERY	Telephone	CELL/IPAD	\$8.19
061503	VERIZON WIRELESS	LIQUOR FUND	LIQUOR STOR	Telephone	CELL	\$41.24
061503 VERIZON WIRELESS						\$318.02
061504 WOJCIK, STEVEN						
061504	WOJCIK, STEVEN	GENERAL FUN		Deposits	HANGAR DAMAGE DEPOS	\$50.00
061504	WOJCIK, STEVEN	GENERAL FUN		Deposits	HANGAR KEY DEPOSIT R	\$50.00
061504 WOJCIK, STEVEN						\$100.00
061505 EHLERS & ASSOCIATES						
061505	EHLERS & ASSOCIATES	GENERAL FUN		Accounts Payable	2019A BOND DEBT LEVY	\$210.00
061505	EHLERS & ASSOCIATES	GENERAL FUN		Accounts Payable	2023 FMP SERVICES	\$7,406.25
061505 EHLERS & ASSOCIATES						\$7,616.25
061506 MACQUEEN EMERGENCY						
061506	MACQUEEN EMERGENCY	FIRE FUND		Accounts Payable	TURNOUT GEAR	\$76,933.14
061506	MACQUEEN EMERGENCY	FIRE FUND		Accounts Payable	HELMETS	\$14,250.00
061506 MACQUEEN EMERGENCY						\$91,183.14

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061507 AFSCME						
061507	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$577.20
						\$577.20
061507 AFSCME						
061508 EQUITABLE FINANCIAL						
061508	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$35.00
						\$35.00
061508 EQUITABLE FINANCIAL						
061509 MISSIONSQUARE						
061509	MISSIONSQUARE	GENERAL FUN		ICMA	MISSION SQ ROTH IRA	\$100.00
061509	MISSIONSQUARE	GENERAL FUN		ICMA	MISSION SQ 457b	\$85.00
						\$185.00
061509 MISSIONSQUARE						
061510 MN CHILD SUPPORT PAYMENT CENTR						
061510	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	Remittance ID 00125330	\$262.11
						\$262.11
061510 MN CHILD SUPPORT PAYMENT CENTR						
061511 NCPERS GROUP LIFE INS						
061511	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	NCPERS - LIFE	\$336.00
						\$336.00
061511 NCPERS GROUP LIFE INS						
061512 AMAZON CAPITAL SERVICES						
061512	AMAZON CAPITAL SERVIC	GENERAL FUN	MAYOR & CO	Office Supplies	OFFICE SUPPLIES	\$4.31
061512	AMAZON CAPITAL SERVIC	GENERAL FUN	ADMINISTRAT	Office Supplies	OFFICE SUPPLIES	\$4.31
061512	AMAZON CAPITAL SERVIC	GENERAL FUN	FINANCE	Office Supplies	OFFICE SUPPLIES	\$4.31
061512	AMAZON CAPITAL SERVIC	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	FILTERS	\$127.51
061512	AMAZON CAPITAL SERVIC	GENERAL FUN	CITY HALL BU	Other Operating Su	IBUPROFEN	\$6.43
061512	AMAZON CAPITAL SERVIC	GENERAL FUN	PARKS	Small Tools & Equi	ICE SAW FOR AERATION	\$174.98
						\$321.85
061512 AMAZON CAPITAL SERVICES						
061513 ARTISAN BEER CO						
061513	ARTISAN BEER CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$106.20
						\$106.20
061513 ARTISAN BEER CO						
061514 BANYON DATA SYSTEMS, INC						
061514	BANYON DATA SYSTEMS,	GENERAL FUN	INFORMATIO	Professional Servic	2024 PAYROLL, FUND, &	\$2,520.00
						\$2,520.00
061514 BANYON DATA SYSTEMS, INC						
061515 BELLBOY CORPORATION						
061515	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$2,339.40
061515	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$353.00
061515	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$97.95
						\$2,790.35
061515 BELLBOY CORPORATION						
061516 BERNICK COMPANIES						
061516	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$614.00
061516	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$336.66
061516	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$9,325.13
						\$10,275.79
061516 BERNICK COMPANIES						
061517 BREAKTHRU BEVERAGE						
061517	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,108.08
061517	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$220.20
061517	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$512.00
						\$6,840.28
061517 BREAKTHRU BEVERAGE						

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061518 C & L DISTRIBUTING						
061518	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$515.05
061518 C & L DISTRIBUTING						\$515.05
061519 DAHLHEIMER DIST CO						
061519	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$14,174.96
061519	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$289.60
061519	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$271.00
061519 DAHLHEIMER DIST CO						\$14,735.56
061520 EHLERS & ASSOCIATES						
061520	EHLERS & ASSOCIATES	GENERAL FUN	FINANCE	Meetings, Training,	2024 PUBLIC FINANCE S	\$175.00
061520 EHLERS & ASSOCIATES						\$175.00
061521 JOHNSON BROTHERS LIQUOR						
061521	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$9,599.20
061521	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$15,015.93
061521	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$175.94
061521 JOHNSON BROTHERS LIQUOR						\$24,791.07
061522 KANABEC COUNTY ART ASSOCIATION						
061522	KANABEC COUNTY ART A	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
061522 KANABEC COUNTY ART ASSOCIATION						\$50.00
061523 LEAGUE OF MN CITIES						
061523	LEAGUE OF MN CITIES	GENERAL FUN	FINANCE	Meetings, Training,	SAFETY & LOSS CONTRO	\$20.00
061523	LEAGUE OF MN CITIES	GENERAL FUN	HUMAN RESO	Meetings, Training,	SAFETY & LOSS CONTRO	\$20.00
061523 LEAGUE OF MN CITIES						\$40.00
061524 MATTSON ELECTRIC OF MORA LLC						
061524	MATTSON ELECTRIC OF M	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	LIQUOR STORE RETROFI	\$6,250.00
061524 MATTSON ELECTRIC OF MORA LLC						\$6,250.00
061525 MCDONALD DIST CO						
061525	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$60.50
061525	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$24,838.46
061525	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$271.90
061525	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$1,370.91
061525 MCDONALD DIST CO						\$26,541.77
061526 MN PEIP						
061526	MN PEIP	GENERAL FUN		Group Health Insur	GROUP HEALTH INS PRE	\$25,507.54
061526 MN PEIP						\$25,507.54
061527 MOOSE LAKE BREWING CO						
061527	MOOSE LAKE BREWING C	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$56.00
061527 MOOSE LAKE BREWING CO						\$56.00
061528 PAUSTIS WINE COMPANY						
061528	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$463.00
061528	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,850.00
061528 PAUSTIS WINE COMPANY						\$3,313.00
061529 PHILLIPS WINE & SPIRITS						
061529	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,255.87
061529	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$284.93

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061529	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,205.25
061529	PHILLIPS WINE & SPIRITS					\$11,746.05
061530	SCHMALZ, ANGEL					
061530	SCHMALZ, ANGEL	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
061530	SCHMALZ, ANGEL					\$50.00
061531	SOUTHERN GLAZERS OF MN					
061531	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,055.49
061531	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,356.18
061531	SOUTHERN GLAZERS OF MN					\$6,411.67
061532	STAR QUALITY GLASS CORP					
061532	STAR QUALITY GLASS CO	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	INSTALLED HOLD OPEN	\$554.95
061532	STAR QUALITY GLASS CORP					\$554.95
061533	TASC-TOTAL ADMIN SERVICE COOP					
061533	TASC-TOTAL ADMIN SERV	GENERAL FUN	HUMAN RESO	Professional Servic	MARCH 2024 HSA PARTI	\$39.62
061533	TASC-TOTAL ADMIN SERVICE COOP					\$39.62
061534	VINOCOPIA, INC					
061534	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$246.32
061534	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$587.67
061534	VINOCOPIA, INC					\$833.99
061535	WELIA HEALTH					
061535	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	PRE-EMPLOYMENT TESTI	\$43.20
061535	WELIA HEALTH					\$43.20
061536	YODER, MANDI					
061536	YODER, MANDI	GENERAL FUN	HUMAN RESO	Meetings, Training,	SAFETY COMMITTEE/TR	\$29.08
061536	YODER, MANDI					\$29.08
061538	CARLOS CREEK WINERY					
061538	CARLOS CREEK WINERY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$570.00
061538	CARLOS CREEK WINERY					\$570.00
061539	CENTRAL MN HOUSING PARTNERSHIP					
061539	CENTRAL MN HOUSING P	SMALL CITIES	SCDP REHABI	Contract Services	SCDP GRANT ADMIN FEE	\$3,798.90
061539	CENTRAL MN HOUSING PARTNERSHIP					\$3,798.90
061541	DEGERSTROM & SONS CONSTRUCTION LLC					
061541	DEGERSTROM & SONS CO	SMALL CITIES	SCDP REHABI	Contract Services	SCDP - SIDING, DOORS,	\$23,055.00
061541	DEGERSTROM & SONS CONSTRUCTION LLC					\$23,055.00
061542	ENVIRONMENTAL HEALTH TESTING					
061542	ENVIRONMENTAL HEALTH	SMALL CITIES	SCDP REHABI	Contract Services	SCDP - LEAD INSPECTIO	\$560.00
061542	ENVIRONMENTAL HEALTH	SMALL CITIES	SCDP REHABI	Contract Services	SCDP - LEAD INSPECTIO	\$385.00
061542	ENVIRONMENTAL HEALTH TESTING					\$945.00
061543	FREDDIES					
061543	FREDDIES	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	JAN 2024 WINE TASTING	\$94.03
061543	FREDDIES					\$94.03
061544	KROSCHER LAND SURVEYORS, INC					
061544	KROSCHER LAND SURVEY	GENERAL FUN	PLANNING &	Professional Servic	SKETCH CANOE PARK AC	\$400.00
061544	KROSCHER LAND SURVEYORS, INC					\$400.00

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061548	S & S CUSTOM SPRINGS & TRUCK RPR					
061548	S & S CUSTOM SPRINGS	FIRE FUND	FIRE	Repair/Maint - Bldg	#8 REAR SPRING REPAIR	\$1,232.00
061548	S & S CUSTOM SPRINGS & TRUCK RPR					\$1,232.00
061551	CENTURYLINK					
061551	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	FUEL PHONE	\$65.86
061551	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	A/D BLDG PHONE	\$59.67
061551	CENTURYLINK					\$125.53
061552	DEARBORN LIFE INSURANCE CO					
061552	DEARBORN LIFE INSURAN	GENERAL FUN		Life Insurance	FEB 2024 GROUP LIFE IN	\$360.10
061552	DEARBORN LIFE INSURANCE CO					\$360.10
061553	DELTA DENTAL					
061553	DELTA DENTAL	GENERAL FUN		Delta Dental	FEB 2024 DENTAL INS P	\$1,246.93
061553	DELTA DENTAL					\$1,246.93
061556	ABSOLUTE PORTABLE RESTROOMS					
061556	ABSOLUTE PORTABLE RES	GENERAL FUN		Accounts Payable	HANDICAP UNIT RENTAL	\$375.00
061556	ABSOLUTE PORTABLE RESTROOMS					\$375.00
061557	JOHNSON BROTHERS LIQUOR					
061557	JOHNSON BROTHERS LIQ	LIQUOR FUND		Accounts Payable	WINE	\$47.98
061557	JOHNSON BROTHERS LIQ	LIQUOR FUND		Accounts Payable	LIQ	\$1,132.38
061557	JOHNSON BROTHERS LIQ	LIQUOR FUND		Accounts Payable	LIQ	\$655.62
061557	JOHNSON BROTHERS LIQ	LIQUOR FUND		Accounts Payable	LIQ	\$217.50
061557	JOHNSON BROTHERS LIQUOR					\$2,053.48
061558	MN UI FUND					
061558	MN UI FUND	FIRE FUND		Accounts Payable	Q4 2023 EMPLOYMENT -	\$3.09
061558	MN UI FUND	FIRE FUND		Accounts Payable	Q4 2023 EMPLOYMENT -	\$43.38
061558	MN UI FUND					\$46.47
061561	EQUITABLE FINANCIAL					
061561	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$35.00
061561	EQUITABLE FINANCIAL					\$35.00
061562	MISSIONSQUARE					
061562	MISSIONSQUARE	GENERAL FUN		ICMA	MISSION SQ ROTH IRA	\$100.00
061562	MISSIONSQUARE	GENERAL FUN		ICMA	MISSION SQ 457b	\$85.00
061562	MISSIONSQUARE					\$185.00
061563	MN CHILD SUPPORT PAYMENT CENTR					
061563	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	Remittance ID 00125330	\$262.11
061563	MN CHILD SUPPORT PAYMENT CENTR					\$262.11
061564	BERNICK COMPANIES					
061564	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC RETURN	-\$14.08
061564	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$91.00
061564	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$1,725.04
061564	BERNICK COMPANIES					\$1,801.96
061565	C & L DISTRIBUTING					
061565	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	OJ, TONIC	\$121.08
061565	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$1,751.00
061565	C & L DISTRIBUTING					\$1,872.08

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061566 DAHLHEIMER DIST CO						
061566	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$330.15
061566	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	<u>\$7,639.45</u>
061566 DAHLHEIMER DIST CO						
\$7,969.60						
061567 ELAN FINANCIAL SERVICES						
061567	ELAN FINANCIAL SERVICE	GENERAL FUN		Surcharge - Buildin	BLDG PERMIT SURCHAR	\$775.43
061567	ELAN FINANCIAL SERVICE	GENERAL FUN	ADMINISTRAT	Motor Fuels	SMMPA MTG FUEL - AND	\$44.74
061567	ELAN FINANCIAL SERVICE	GENERAL FUN	ADMINISTRAT	Meetings, Training,	SMMPA MTG HOTEL - AN	\$102.47
061567	ELAN FINANCIAL SERVICE	GENERAL FUN	ADMINISTRAT	Lubricants & Additi	SMMPA MTG WIPER FLUI	\$5.14
061567	ELAN FINANCIAL SERVICE	GENERAL FUN	ADMINISTRAT	Lubricants & Additi	SMMPA MTG WIPER FLUI	\$4.28
061567	ELAN FINANCIAL SERVICE	GENERAL FUN	FINANCE	Meetings, Training,	EHLERS CONF HOTEL - C	\$165.86
061567	ELAN FINANCIAL SERVICE	GENERAL FUN	HUMAN RESO	Dues & Subscriptio	YODER MEMBERSHIP - P	\$175.00
061567	ELAN FINANCIAL SERVICE	GENERAL FUN	HUMAN RESO	Meetings, Training,	YODER CONF - MCFOA	\$217.50
061567	ELAN FINANCIAL SERVICE	GENERAL FUN	HUMAN RESO	Meetings, Training,	YODER WINTER CONF -	\$100.00
061567	ELAN FINANCIAL SERVICE	GENERAL FUN	PLANNING &	Dues & Subscriptio	FAURIE MEMBERSHIP - A	\$145.80
061567	ELAN FINANCIAL SERVICE	GENERAL FUN	PARKS	Repair/Maint - Bldg	TRASH GRABBERS - GAR	\$120.73
061567	ELAN FINANCIAL SERVICE	FIRE FUND	FIRE	Repair/Maint - Bldg	#5 TURBO CHARGER SET	<u>\$2,695.95</u>
061567 ELAN FINANCIAL SERVICES						
\$4,552.90						
061568 JOHNSON BROTHERS LIQUOR						
061568	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$1,051.24
061568	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	<u>\$4,397.94</u>
061568 JOHNSON BROTHERS LIQUOR						
\$5,449.18						
061569 KANABEC CO SHERIFF						
061569	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	FEB 2024 LAW ENFORCE	<u>\$64,267.42</u>
061569 KANABEC CO SHERIFF						
\$64,267.42						
061570 MCDONALD DIST CO						
061570	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$296.10
061570	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$6,602.20
061570	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$44.04
061570	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	<u>\$498.83</u>
061570 MCDONALD DIST CO						
\$7,441.17						
061571 MN GOVT FINANCE OFFICERS ASSOC						
061571	MN GOVT FINANCE OFFIC	GENERAL FUN	FINANCE	Dues & Subscriptio	CHRISTIANSON 2024 ME	<u>\$70.00</u>
061571 MN GOVT FINANCE OFFICERS ASSOC						
\$70.00						
061573 PHILLIPS WINE & SPIRITS						
061573	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$557.43
061573	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,385.08
061573	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	<u>\$213.58</u>
061573 PHILLIPS WINE & SPIRITS						
\$5,156.09						
061574 SOUTHERN GLAZERS OF MN						
061574	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,208.24
061574	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	<u>\$486.00</u>
061574 SOUTHERN GLAZERS OF MN						
\$5,694.24						
061575 VASALOPPET INC						
061575	VASALOPPET INC	GENERAL FUN		Deposits	SPECIAL EVENT DAMAGE	\$100.00
061575	VASALOPPET INC	GENERAL FUN	STREETS	Miscellaneous	SPECIAL EVENT FEE REF	<u>\$35.00</u>
061575 VASALOPPET INC						
\$135.00						

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061576 KANABEC CO SHERIFF						
061576	KANABEC CO SHERIFF	GENERAL FUN		Accounts Payable	2023 MDT REPLACEMEN	\$11,276.00
061576 KANABEC CO SHERIFF						\$11,276.00
061577 M&H APPLIANCE SALES & SERVICE						
061577	M&H APPLIANCE SALES &	LIQUOR FUND		Accounts Payable	CAMERA SYSTEM SUPPLI	\$156.76
061577 M&H APPLIANCE SALES & SERVICE						\$156.76
061578 AMAZON CAPITAL SERVICES						
061578	AMAZON CAPITAL SERVIC	GENERAL FUN	PLANNING &	Office Supplies	VERTICAL FILE SORTER	\$27.99
061578	AMAZON CAPITAL SERVIC	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	WALL MOUNT SHELIVING	\$101.98
061578 AMAZON CAPITAL SERVICES						\$129.97
061580 BELLBOY CORPORATION						
061580	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$150.50
061580	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$8,144.45
061580	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$0.38
061580	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$690.00
061580 BELLBOY CORPORATION						\$8,985.33
061581 BERNICK COMPANIES						
061581	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$240.50
061581	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$2,892.56
061581	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$138.30
061581 BERNICK COMPANIES						\$3,271.36
061582 BREAKTHRU BEVERAGE						
061582	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$268.00
061582	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$101.92
061582	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,153.48
061582 BREAKTHRU BEVERAGE						\$6,523.40
061583 DAHLHEIMER DIST CO						
061583	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$16,319.15
061583	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$194.05
061583	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$280.00
061583 DAHLHEIMER DIST CO						\$16,793.20
061584 JOHNSON BROTHERS LIQUOR						
061584	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$28.63
061584	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,516.60
061584	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$10,958.33
061584 JOHNSON BROTHERS LIQUOR						\$12,503.56
061585 MCDONALD DIST CO						
061585	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$184.00
061585	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$2,089.50
061585	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$13,958.20
061585	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$59.90
061585	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$54.55
061585 MCDONALD DIST CO						\$16,346.15
061587 PAUSTIS WINE COMPANY						
061587	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$938.00
061587 PAUSTIS WINE COMPANY						\$938.00

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061588 PHILLIPS WINE & SPIRITS						
061588	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$160.29
061588	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,267.86
061588	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$595.66
						\$7,023.81
061589 SOUTHERN GLAZERS OF MN						
061589	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$2,801.51
						\$2,801.51
061590 GREENE ESPEL PLLP						
061590	GREENE ESPEL PLLP	GENERAL FUN	ADMINISTRAT	Meetings, Training,	TRAINING - GLENN ANDE	\$1,200.00
						\$1,200.00
061591 GROUP HEALTH NON-PATIENT A/R						
061591	GROUP HEALTH NON-PAT	GENERAL FUN	HUMAN RESO	Professional Servic	EMPLOYEE ASSISTANCE	\$99.00
						\$99.00
061592 LEAGUE OF MN CITIES INS TRUST						
061592	LEAGUE OF MN CITIES IN	GENERAL FUN		Prepaid Ins	2024 PROP & CASUALTY	\$38,011.00
061592	LEAGUE OF MN CITIES IN	STORM WATER		Prepaid Ins	2024 PROP & CASUALTY	\$110.00
061592	LEAGUE OF MN CITIES IN	FIRE FUND		Prepaid Ins	2024 PROP & CASUALTY	\$6,310.00
061592	LEAGUE OF MN CITIES IN	CEMETERY FU		Prepaid Ins	2024 PROP & CASUALTY	\$472.00
061592	LEAGUE OF MN CITIES IN	LIQUOR FUND		Prepaid Ins	2024 PROP & CASUALTY	\$14,896.00
						\$59,799.00
061593 BELLBOY CORPORATION						
061593	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$96.00
061593	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,604.62
061593	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$29.00
						\$5,729.62
061594 BERNICK COMPANIES						
061594	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$7,550.50
061594	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$189.60
061594	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$199.50
						\$7,939.60
061595 BREAKTHRU BEVERAGE						
061595	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,016.00
061595	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$7,005.93
061595	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$241.98
						\$8,263.91
061596 CRYSTAL SPRINGS ICE						
061596	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$394.72
						\$394.72
061597 DAHLHEIMER DIST CO						
061597	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$498.00
061597	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$59.05
061597	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$10,455.55
						\$11,012.60
061598 DE LAGE LANDEN FINANCIAL SERV						
061598	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$179.55

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061598	DE LAGE LANDEN FINANCIAL SERV					\$179.55
061600	JOHNSON BROTHERS LIQUOR					
061600	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,539.35
061600	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,234.62
061600	JOHNSON BROTHERS LIQUOR					\$7,773.97
061601	KANABEC CO ART ASSOCIATION					
061601	KANABEC CO ART ASSOCI	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
061601	KANABEC CO ART ASSOCIATION					\$50.00
061602	LEAGUE OF MN CITIES					
061602	LEAGUE OF MN CITIES	GENERAL FUN	ADMINISTRAT	Meetings, Training,	MCMA SPRING CONF RE	\$499.00
061602	LEAGUE OF MN CITIES					\$499.00
061603	LEAGUE OF MN CITIES INS TRUST WC					
061603	LEAGUE OF MN CITIES IN	GENERAL FUN		Prepaid Ins	2024 WORKERS COMP IN	\$19,824.81
061603	LEAGUE OF MN CITIES IN	STORM WATER		Prepaid Ins	2024 WORKERS COMP IN	\$944.69
061603	LEAGUE OF MN CITIES IN	FIRE FUND		Prepaid Ins	2024 WORKERS COMP IN	\$16,255.56
061603	LEAGUE OF MN CITIES IN	CEMETERY FU		Prepaid Ins	2024 WORKERS COMP IN	\$1,189.75
061603	LEAGUE OF MN CITIES IN	LIQUOR FUND		Prepaid Ins	2024 WORKERS COMP IN	\$4,009.60
061603	LEAGUE OF MN CITIES INS TRUST WC					\$42,224.41
061604	MCDONALD DIST CO					
061604	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$12,266.55
061604	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$205.80
061604	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$200.20
061604	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC PRICE CHANGE	-\$105.00
061604	MCDONALD DIST CO					\$12,567.55
061605	MIDCO					
061605	MIDCO	GENERAL FUN	INFORMATIO	Telephone	INTERNET	\$103.41
061605	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE/INTERNET	\$722.51
061605	MIDCO	GENERAL FUN	STREETS	Telephone	PHONE/INTERNET	\$110.39
061605	MIDCO	GENERAL FUN	AQUATIC CEN	Telephone	PHONE/INTERNET	\$7.35
061605	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.39
061605	MIDCO	LIQUOR FUND	LIQUOR STOR	Telephone	PHONE/INTERNET	\$391.77
061605	MIDCO					\$1,410.82
061606	MN COMPUTER SYSTEMS, INC					
061606	MN COMPUTER SYSTEMS,	GENERAL FUN	INFORMATIO	Repair/Maint - Bldg	COPIER CHARGE	\$249.02
061606	MN COMPUTER SYSTEMS,	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	COPIER CHARGE	\$25.45
061606	MN COMPUTER SYSTEMS, INC					\$274.47
061607	MN MUNICIPAL UTILITIES ASSN					
061607	MN MUNICIPAL UTILITIES	GENERAL FUN	HUMAN RESO	Professional Servic	PRE-EMPL DRUG TESTIN	\$82.50
061607	MN MUNICIPAL UTILITIES ASSN					\$82.50
061608	MN PEIP					
061608	MN PEIP	GENERAL FUN		Group Health Insur	MARCH 2024 GROUP HE	\$25,507.54
061608	MN PEIP					\$25,507.54
061610	NORTHERN HOLLOW WINERY, LLC					
061610	NORTHERN HOLLOW WIN	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$445.20
061610	NORTHERN HOLLOW WINERY, LLC					\$445.20

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061611 PHILLIPS WINE & SPIRITS						
061611	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$937.91
061611	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$8,105.29
061611	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$97.16
						\$9,140.36
061611 PHILLIPS WINE & SPIRITS						
061612 SHRED-N-GO, INC						
061612	SHRED-N-GO, INC	GENERAL FUN	ADMINISTRAT	Professional Servic	SHREDDING	\$106.89
						\$106.89
061612 SHRED-N-GO, INC						
061613 SOUTHERN GLAZERS OF MN						
061613	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,271.60
061613	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$771.11
061613	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$129.98
						\$7,172.69
061613 SOUTHERN GLAZERS OF MN						
061614 TR COMPUTER SALES, LLC						
061614	TR COMPUTER SALES, LL	GENERAL FUN	HUMAN RESO	Small Tools & Equi	MONITOR FOR MANDI	\$454.00
061614	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	MONTHLY MONITORING,	\$1,689.50
061614	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Capital Outlay	COMPUTER SETUP & MO	\$592.50
						\$2,736.00
061614 TR COMPUTER SALES, LLC						
061615 VERIZON WIRELESS						
061615	VERIZON WIRELESS	GENERAL FUN	ADMINISTRAT	Telephone	CELL/IPAD	\$0.00
061615	VERIZON WIRELESS	GENERAL FUN	PLANNING &	Telephone	CELL	\$28.87
061615	VERIZON WIRELESS	GENERAL FUN	CITY HALL BU	Telephone	CELL	\$4.12
061615	VERIZON WIRELESS	GENERAL FUN	BUILDING	Telephone	CELL	\$45.36
061615	VERIZON WIRELESS	GENERAL FUN	STREETS	Telephone	CELL/IPAD	\$95.09
061615	VERIZON WIRELESS	GENERAL FUN	AQUATIC CEN	Telephone	CELL	\$28.87
061615	VERIZON WIRELESS	GENERAL FUN	PARKS	Telephone	CELL/IPAD	\$38.27
061615	VERIZON WIRELESS	GENERAL FUN	AIRPORT	Telephone	CELL	\$8.19
061615	VERIZON WIRELESS	STORM WATER	STORM WATE	Telephone	CELL/IPAD	\$19.82
061615	VERIZON WIRELESS	CEMETERY FU	CEMETERY	Telephone	CELL/IPAD	\$8.19
061615	VERIZON WIRELESS	LIQUOR FUND	LIQUOR STOR	Telephone	CELL	\$41.24
						\$318.02
061615 VERIZON WIRELESS						
061616 VINOPIA, INC						
061616	VINOPIA, INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$222.08
061616	VINOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$602.46
061616	VINOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$515.70
						\$1,340.24
061616 VINOPIA, INC						
061617 WINE MERCHANTS						
061617	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$603.52
						\$603.52
061617 WINE MERCHANTS						
061618 ACE HARDWARE						
061618	ACE HARDWARE	GENERAL FUN	LIBRARY BUIL	Repair/Maint - Bldg	FAUCET & VALVE, LIGHT	\$102.75
061618	ACE HARDWARE	GENERAL FUN	DEPOT BUILD	Repair/Maint - Bldg	FURNACE FILTERS - VAS	\$26.36
061618	ACE HARDWARE	GENERAL FUN	STREETS	Repair/Maint - Bldg	KEYS & BATTERIES	\$21.99
061618	ACE HARDWARE	GENERAL FUN	GARAGE	Repair/Maint - Bldg	GRINDING WHEEL	\$9.98
						\$161.08
061618 ACE HARDWARE						
061619 AMERICAN BOTTLING CO. INC						
061619	AMERICAN BOTTLING CO.	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$262.16

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061619	AMERICAN BOTTLING CO. INC					\$262.16
061620 ARAMARK						
061620	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	CITY HALL RUGS	\$58.40
061620	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	LIBRARY RUGS & TOWEL	\$54.32
061620	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	GARAGE TOWELS	\$123.06
061620 ARAMARK						
						\$235.78
061621 AUTO VALUE MORA						
061621	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	PLOW HOSE RPR PARTS	\$160.89
061621	AUTO VALUE MORA	GENERAL FUN	STREETS	Lubricants & Additi	PLOW HYDRO FLUID	\$359.96
061621	AUTO VALUE MORA	GENERAL FUN	GARAGE	Small Tools & Equi	WRENCH	\$11.99
061621	AUTO VALUE MORA	GENERAL FUN	GARAGE	Repair/Maint - Bldg	ELECTRIC RPR SUPPLIES	\$18.99
061621	AUTO VALUE MORA	GENERAL FUN	GARAGE	Chemicals	ELECTRONIC CLEANER	\$9.99
061621	AUTO VALUE MORA	GENERAL FUN	GARAGE	Lubricants & Additi	ANTIFREEZE	\$41.97
061621	AUTO VALUE MORA	GENERAL FUN	PARKS	Repair/Maint - Bldg	BROOM CHAIN, HEATER	\$80.19
061621	AUTO VALUE MORA	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	OIL FILTERS, FUEL PUMP	\$7.05
061621	AUTO VALUE MORA	FIRE FUND	FIRE	Repair/Maint - Bldg	TURBO CHARGE RPR PAR	\$46.19
061621 AUTO VALUE MORA						
						\$737.22
061622 CAMPBELL KNUTSON, P.A.						
061622	CAMPBELL KNUTSON, P.A.	GENERAL FUN	MAYOR & CO	Legal Services	COUNCIL EMAIL & ORIEN	\$120.00
061622	CAMPBELL KNUTSON, P.A.	GENERAL FUN	ADMINISTRAT	Legal Services	UTIL CORRIDOR, DALA L	\$1,568.22
061622	CAMPBELL KNUTSON, P.A.	GENERAL FUN	LEGAL	Legal Services	HRA - EVICTIONS - TO B	\$195.00
061622	CAMPBELL KNUTSON, P.A.	GENERAL FUN	LEGAL	Legal Services	MISC LEGAL SERVICES	\$34.00
061622	CAMPBELL KNUTSON, P.A.	GENERAL FUN	HUMAN RESO	Legal Services	PERSONNEL POLICY, ESS	\$760.50
061622	CAMPBELL KNUTSON, P.A.	GENERAL FUN	PLANNING &	Legal Services	PID VERIFICATION	\$161.50
061622	CAMPBELL KNUTSON, P.A.	GENERAL FUN	AIRPORT	Legal Services	FAA GRANT, LAND TITLE,	\$834.50
061622	CAMPBELL KNUTSON, P.A.	FIRE FUND	FIRE	Legal Services	FIREFIGHTER OVERTIME	\$82.50
061622 CAMPBELL KNUTSON, P.A.						
						\$3,756.22
061623 CASWELL CYCLE						
061623	CASWELL CYCLE	GENERAL FUN	STREETS	Repair/Maint - Bldg	CHAINSAW CHAINS & BA	\$162.93
061623	CASWELL CYCLE	GENERAL FUN	STREETS	Repair/Maint - Bldg	POLESAW AIR FILTER	\$13.08
061623 CASWELL CYCLE						
						\$176.01
061625 CRYSTAL SPRINGS ICE						
061625	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$376.31
061625 CRYSTAL SPRINGS ICE						
						\$376.31
061627 EAST CENTRAL ENERGY-ELECT						
061627	EAST CENTRAL ENERGY-E	GENERAL FUN	PARKS	Electricity	ELECTRICITY	\$94.08
061627	EAST CENTRAL ENERGY-E	GENERAL FUN	AIRPORT	Electricity	ELECTRICITY	\$717.02
061627	EAST CENTRAL ENERGY-E	LIQUOR FUND	LIQUOR STOR	Electricity	ELECTRICITY	\$2,006.06
061627 EAST CENTRAL ENERGY-ELECT						
						\$2,817.16
061628 FEDERATED COOP						
061628	FEDERATED COOP	GENERAL FUN	PARKS	Repair/Maint - Bldg	SIGN BOLTS	\$8.60
061628 FEDERATED COOP						
						\$8.60
061631 GLENS TIRE OPERATIONS INC						
061631	GLENS TIRE OPERATIONS	GENERAL FUN	STREETS	Tires	TIRES	\$778.00
061631	GLENS TIRE OPERATIONS	GENERAL FUN	PARKS	Tires	TIRES	\$766.00
061631 GLENS TIRE OPERATIONS INC						
						\$1,544.00
061632 GOPHER STATE ONE-CALL INC						

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061632	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	2024 ANNL FACILITY OP	\$10.00
061632	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	JAN LOCATES	\$7.02
061632	GOPHER STATE ONE-CALL	STORM WATER	STORM WATE	Professional Servic	JAN LOCATES	\$7.02
061632	GOPHER STATE ONE-CALL	STORM WATER	STORM WATE	Professional Servic	2024 ANNL FACILITY OP	\$10.00
061632 GOPHER STATE ONE-CALL INC						\$34.04
061633 GRAINGER, INC						
061633	GRAINGER, INC	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	ROOF DRAIN HEATING S	\$216.18
061633 GRAINGER, INC						\$216.18
061637 JOHNSONS HARDWARE & RENTAL						
061637	JOHNSONS HARDWARE &	GENERAL FUN	CITY HALL BU	Small Tools & Equi	SCREWDRIVER KIT, MEN	\$37.97
061637	JOHNSONS HARDWARE &	GENERAL FUN	LIBRARY BUIL	Repair/Maint - Bldg	LIBRARY LIGHT BALLAST	\$28.99
061637	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	BRUSH MOWER COUPLIN	\$11.99
061637	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Repair/Maint - Bldg	WIRE THREADING SUPPL	\$9.98
061637	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Small Tools & Equi	HAMMER DRILL BIT SET	\$31.99
061637	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Repair/Maint - Bldg	GRAFITTI REMOVER, HE	\$76.42
061637	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Other Operating Su	MATCHES, CHARCOAL FL	\$7.98
061637	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Small Tools & Equi	PISTOL NOZZLES	\$15.98
061637	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Repair/Maint - Bldg	TURBO RPR PARTS	\$16.98
061637 JOHNSONS HARDWARE & RENTAL						\$238.28
061638 KANABEC PUBLICATIONS, INC						
061638	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Advertising	PUBLISH ORD #491 - RE	\$105.09
061638	KANABEC PUBLICATIONS,	GENERAL FUN	PARKS	Advertising	AERATION AD	\$19.92
061638	KANABEC PUBLICATIONS,	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$204.00
061638 KANABEC PUBLICATIONS, INC						\$329.01
061639 KWIK TRIP - GAS PURCHASES						
061639	KWIK TRIP - GAS PURCHA	GENERAL FUN	BUILDING	Motor Fuels	FUEL	\$30.58
061639	KWIK TRIP - GAS PURCHA	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$1,474.58
061639	KWIK TRIP - GAS PURCHA	GENERAL FUN	PARKS	Motor Fuels	FUEL	\$121.93
061639	KWIK TRIP - GAS PURCHA	FIRE FUND	FIRE	Motor Fuels	FUEL	\$115.15
061639 KWIK TRIP - GAS PURCHASES						\$1,742.24
061640 MCMASTER-CARR SUPPLY CO.						
061640	MCMASTER-CARR SUPPLY	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	CITY HALL ROOF PIPE IN	\$95.86
061640 MCMASTER-CARR SUPPLY CO.						\$95.86
061642 MILLER TRUCKING INC						
061642	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	PRODUCT DELIVERY	\$176.29
061642	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	PRODUCT DELIVERY	\$15.05
061642	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	PRODUCT DELIVERY	\$60.08
061642	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	PRODUCT DELIVERY	\$479.68
061642 MILLER TRUCKING INC						\$731.10
061643 MN ENERGY RESOURCES CORP						
061643	MN ENERGY RESOURCES	GENERAL FUN	CITY HALL BU	Natural Gas - Heat	NATURAL GAS	\$429.80
061643	MN ENERGY RESOURCES	GENERAL FUN	LIBRARY BUIL	Natural Gas - Heat	NATURAL GAS	\$371.86
061643	MN ENERGY RESOURCES	GENERAL FUN	GARAGE	Natural Gas - Heat	NATURAL GAS	\$966.63
061643	MN ENERGY RESOURCES	GENERAL FUN	AQUATIC CEN	Natural Gas - Heat	NATURAL GAS	\$128.05
061643	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS-HANGAR	\$263.91
061643	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS-AD BLDG	\$151.84
061643	MN ENERGY RESOURCES	FIRE FUND	FIRE	Natural Gas - Heat	NATURAL GAS	\$833.00
061643 MN ENERGY RESOURCES CORP						\$3,145.09

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061644 NORTH CENTRAL INTERNATIONAL LLC						
061644	NORTH CENTRAL INTERN	FIRE FUND	FIRE	Repair/Maint - Bldg	TRUCK #5 AIR BOX RPR	\$672.74
061644	NORTH CENTRAL INTERN	FIRE FUND	FIRE	Repair/Maint - Bldg	TRUCK #5 TURBO RPR K	\$304.71
061644	NORTH CENTRAL INTERN	FIRE FUND	FIRE	Repair/Maint - Bldg	TRUCK #5 HOSE AIR CLE	\$142.19
061644	NORTH CENTRAL INTERN	FIRE FUND	FIRE	Repair/Maint - Bldg	TRUCK #5 RING EXHAUS	\$36.52
061644 NORTH CENTRAL INTERNATIONAL LLC						\$1,156.16
061647 OREILLY AUTOMOTIVE, INC						
061647	OREILLY AUTOMOTIVE, I	GENERAL FUN	GARAGE	Small Tools & Equi	WRENCH SET	\$28.99
061647	OREILLY AUTOMOTIVE, I	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	COURTESY CAR FUEL PU	\$145.34
061647 OREILLY AUTOMOTIVE, INC						\$174.33
061649 QUALITY DISPOSAL						
061649	QUALITY DISPOSAL	GENERAL FUN	CITY HALL BU	Garbage Removal	GARBAGE	\$68.93
061649	QUALITY DISPOSAL	GENERAL FUN	LIBRARY BUIL	Garbage Removal	GARBAGE	\$38.61
061649	QUALITY DISPOSAL	GENERAL FUN	STREETS	Garbage Removal	GARBAGE	\$115.83
061649	QUALITY DISPOSAL	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE	\$184.04
061649	QUALITY DISPOSAL	LIQUOR FUND	LIQUOR STOR	Garbage Removal	GARBAGE	\$253.54
061649 QUALITY DISPOSAL						\$660.95
061650 RED BULL DISTRIBUTION COMPANY						
061650	RED BULL DISTRIBUTION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ENERGY DRINK	\$264.70
061650 RED BULL DISTRIBUTION COMPANY						\$264.70
061652 SPECTRUM SUPPLY						
061652	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$211.57
061652	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Other Operating Su	REGISTER TAPE	\$75.31
061652 SPECTRUM SUPPLY						\$286.88
061654 VIKING COKE						
061654	VIKING COKE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$1,336.07
061654 VIKING COKE						\$1,336.07
061656 WATSON CO., INC						
061656	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	HAND FOAM SOAP	\$74.87
061656	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TOBACCO, JUICE, ETC	\$5,809.46
061656	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$52.94
061656 WATSON CO., INC						\$5,937.27
						\$937,822.08



CITY OF MORA  
COUNCIL CHECK LIST

THE JANUARY - FEBRUARY 2024 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
CITY CLERK



# MEMORANDUM

Date: February 20, 2024  
To: Mayor and City Council  
From: Natasha Segelstrom, City Clerk/Treasurer  
RE: Election Judge Appointments

---

## SUMMARY

2024 is an election year and there will be the Presidential National Primary, State Primary Election on August 13, 2024 and the General Election on November 5, 2024. As directed by the Minnesota Secretary of State, the City Council is required to appoint the election judges .

### **2024 Election Dates:**

- Presidential Primary: March 5, 2024
- Primary Election: August 13, 2024
- General Election: November 5, 2024

## RECOMMENDATIONS

Motion to approve Resolution 2024-221 appointing election judges for 2024 Presidential National Primary, State Primary, and General Elections.

### *Attachments*

Resolution 2024-221

**RESOLUTION 2024-221**

**CITY OF MORA, MINNESOTA  
A RESOLUTION APPOINTING ELECTION JUDGES FOR THE  
2024 PRESIDENTIAL PRIMARY, STATE PRIMARY, AND GENERAL ELECTIONS**

**WHEREAS**, as per MN Statute 204B.21 subdivision 2, it is the responsibility of the City Council of the City of Mora to appoint election judges as follows:

By February 20, 2024, appointment for the March 5, 2024 Presidential Primary Election, August 13, 2024 State Primary Election, and November 5, 2024 General Election;

**WHEREAS**, election judges will attend the required three hours of training and the additional hour of training specific to the Presidential Primary Election, and with the head judge receiving four hours of training and the additional hour of training specific to the Presidential Primary Election, to take place at the Kanabec County Courthouse and the Kanabec County Auditor; and

**NOW THEREFORE BE IT RESOLVED**, the City Council of the City of Mora, Minnesota, hereby appoints the following to serve as election judges for the above referenced elections:

Head Judges:	Patricia Tracy	Mandi Yoder Kelly Christianson
Judges:	James Osweiler Sandy Ives Rhonda Jannett	Cynthia Stamness Pam Vojvodich Marilyn Terhaar

Election Administrator: Natasha Segelstrom

**BE IT FURTHER RESOLVED**, on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, the City Council of the City of Mora, does hereby allow the Election Administrator to make substitutions to the above slate of judges as necessary to maintain the required minimum and fill vacancies if needed.

SIGNED:

\_\_\_\_\_  
Jake Mathison, Mayor

ATTEST:

\_\_\_\_\_  
Natasha Segelstrom, City Clerk



OFFICE

*of* **KANABEC COUNTY SHERIFF**

SHERIFF BRIAN SMITH

18 NORTH VINE STREET, SUITE 143, MORA, MN 55051

# 2023 Year End Report

*City of Mora  
Law Enforcement Services*

## Kanabec County Sheriff's Office

*Sergeant Dylan VanGorden*

**WEARING THE STAR OF HONOR AND SERVICE**

---

ADMINISTRATION (320) 679-8410 • 24 HOUR DISPATCH (320) 679-8400 • FAX (320) 679-8422

[Type text]

During 2023, five Kanabec County Sheriff's Office Contract Deputies provided law enforcement services to the City of Mora. The five deputies included four patrolmen and one sergeant.

During 2023 the five contract deputies logged over 74,000 patrol miles while serving the citizens of Mora. This total does not include mileage contributed by deputies, investigators, sergeants and administration not specifically included in the law enforcement services contract that work for the Kanabec County Sheriff's Office.

While providing 24 hour per day 7 days a week coverage and responding to calls for service, the assigned contract deputies provided the following services, including but not limited to:

- funeral escorts
- parade escorts
- attend scheduled department head meetings
- monthly activity reports
- attend city council meetings when requested
- complete background checks for city licensing and permits
- complete city employee alcohol tests
- tobacco/alcohol compliance checks
- foot patrols in the downtown area to include the city parks
- attend school sponsored events

In addition to the above mentioned law enforcement services, the contract deputies took part in the following community activities, including but not limited to:

- Vasaloppet
- County Fair
- Towards Zero Death Initiative
- Shop with a Cop (Holiday season)
- Shop with a Cop (Back to school)
- National Night Out
- "Mora senior class BBQ (lunch provided by KCSO)

Contract cars participated in Continuing Education in 2023. Some of these courses include:

- Use of Force (Defensive Tactics & Legal Issues)
- Use of Force Physical tactics/self defense
- First Responder/CPR
- Firearms Qualifications
- Emergency vehicle operations
- Peace Officer Accredited Training Online (PATROL)
- Criminal Interdiction Techniques for Patrol Officers
- Taser Recertification

[Type text]

**Total ICR's in 2022 = 5,194**

**Total ICR's in 2023 = 5,912**

**As indicated above, Kanabec County Sheriff's Office Contract Deputies responded to and/or initiated 5,912 calls for service in 2023, an increase of 718 from 2022. The Most common calls for service were Medical emergencies (810), Traffic stops/complaints (1,166), and Suspicious Persons/Activity (249). On average, contract deputies were each responsible for more than 1,400 calls for service throughout the year.**

**Deputies logged 344 foot patrols in city parks and the downtown business district.**

**Kanabec County Sheriff's Office Contract Cars continue to maintain a community oriented law enforcement approach, integrated with proactive enforcement, to decrease crimes against persons and deter other criminal activity and nuisances. The Kanabec County Sheriff Office is proud to provide law enforcement services within the City of Mora and looks forward to the continued partnership.**



**CAD Summary Report**

Printed On: 01/04/24 08:34

**Kanabec County Sheriff's Office**

	01/23	02/23	03/23	04/23	05/23	06/23	07/23	08/23	09/23	10/23	11/23	12/23	Total
911 Hang-ups-Abandoned-Open Line	27	27	34	22	44	40	36	20	12	20	14	20	<b>316</b>
Agency Assist	14	13	13	15	18	11	17	13	20	8	10	11	<b>163</b>
Alarms All (Home, Business, Bank, misc)	11	9	7	19	4	9	9	9	5	10	4	2	<b>98</b>
Alcohol Compliance											9		<b>9</b>
All Lost calls including animals, and property						1	1						<b>2</b>
Animal Bites				1			1	1		1			<b>4</b>
Animal Neglect							1	1		1			<b>3</b>
Animal-All Other	6	12	9	11	13	11	15	14	5	7	10	7	<b>120</b>
Assault	1	3	1	4	1		4	5	4	2	3		<b>28</b>
ATV- Complaints-Accidents-Citations				2				1					<b>3</b>
Bicycle Calls						2							<b>2</b>
Building Security Checks	1	3									1	3	<b>8</b>
Burglary		1	2		2		1		1		1		<b>8</b>
BW accidents, citations, and all complaints		1											<b>1</b>
Child Custody Issues	1	2	2	2	3	1	1	1	1	2	2		<b>18</b>
Civil Assist	4	9	13	7	10	8	9	12	2	12	7	3	<b>96</b>
Civil Process				1	1						1	1	<b>4</b>
Community	1	1			2	1	2	1		2		1	<b>11</b>
Court and Courthouse					1							1	<b>2</b>
Crim Sex		1	2	3	2	1	1	3	2	1	1	1	<b>18</b>
Deaths		1					1						<b>2</b>
Disorderly Conduct	5	6	7	3	6	8	14	6	6	9	1	7	<b>78</b>
Domestic Disturbance/Assaults	4	3	3	5	4	7	5	4	5	5	2	1	<b>48</b>
Drug calls - All	1	1	1	2	1	2	1	3	2	3	5		<b>22</b>
DTP	4	4	7	4	3	5	7	4	5	2		2	<b>47</b>
Escorts-Funerals, Races, etc	1	2	3		3	3	2	2	4	2	2	2	<b>26</b>
Fire- Mora Area Fire Calls	4	1	4	1	1	3		3	2	3	1		<b>23</b>
Fires - All Others	2	2	3	1	2	4		3	3	2			<b>22</b>



**CAD Summary Report**

Printed On: 01/04/24 08:34

	01/23	02/23	03/23	04/23	05/23	06/23	07/23	08/23	09/23	10/23	11/23	12/23	Total
Foot Patrol	24	15	23	27	34	23	34	38	36	28	29	33	<b>344</b>
Found - animals, property, etc	3	2	2	6	3	5	8	9	4	7	3	2	<b>54</b>
Fraud	5	3	3	7		4	2	1		4	2	1	<b>32</b>
Garbage Dumping complaints											2		<b>2</b>
Guns including permits					1	1			1				<b>3</b>
Harassing communications calls	1	3	1	3	3	5	5	1	3	6	4	2	<b>37</b>
Hazardous Materials Calls - all	1												<b>1</b>
Health and Safety	1	2	1	1	3	3	4	1	1	1			<b>18</b>
Hospice Deaths	4	1	3	1	1	3	1		2	2	1	3	<b>22</b>
Information and misc calls	12	11	20	11	22	26	33	20	19	16	21	17	<b>228</b>
Jail Medical				1									<b>1</b>
Juvenile Alcohol complaints							1						<b>1</b>
Juvenile calls excluding tobacco, drugs, alcohol	4	2	3	1	10	7	9	10	10	5	2	12	<b>75</b>
Juvenile Drug complaints		1			1								<b>2</b>
Juvenile Tobacco complaints	1	5	6	1	2							1	<b>16</b>
Maltreatment	13	1	18	6	10	9	10	15	8	12	13	18	<b>133</b>
Medical - Drug Overdoses	1			2				2			1	1	<b>7</b>
Medical Emergency	77	55	73	76	63	59	61	67	74	55	67	83	<b>810</b>
Meetings and Presentations	2	2	1	2			1	1		1	1	1	<b>12</b>
Missing Person(s)			1		1	3	2	2	2		4	1	<b>16</b>
Mora Ordinance Violations		1		2	1		2		1	1			<b>8</b>
Motorist Assist calls	3	1	2	6	2	2	3	5		2	3	1	<b>30</b>
Neighborhood Disputes	3	3	2	5		2	4	3	3	1	1	3	<b>30</b>
Noise - including loud music, parties, etc	1	1	1	2	4	9	15	5	5	2	3	3	<b>51</b>
Parking Violations		1	1				1	1	1	1	1	1	<b>8</b>
Permit (Fireworks, Event, Other)							1						<b>1</b>
POR- Predatory Offender calls	19	1		1	18	2	24	2	21	2		17	<b>107</b>
Public assist calls	12	9	5	8	9	12	8	9	7	4	9	5	<b>97</b>
Records checks	1	2	5	3	13	1	4	3	5	3	2		<b>42</b>
Recovered- property and vehicles						1	1		1		1	2	<b>6</b>



**CAD Summary Report**

Printed On: 01/04/24 08:34

	01/23	02/23	03/23	04/23	05/23	06/23	07/23	08/23	09/23	10/23	11/23	12/23	Total
Road Hazards	2	1		4	4	2	3	29	1	2	6	4	<b>58</b>
Robbery				1									<b>1</b>
Scams		2	1	6		3	1					3	<b>16</b>
Search Warrants		1											<b>1</b>
Secure Helipad	8	8	10	8	11	7	7	9	10	12	11	8	<b>109</b>
Shooting complaints			1		1				2		1		<b>5</b>
Shoplifting complaints			1			1	1					1	<b>4</b>
Snowbird Parking	18	13	28								94	80	<b>233</b>
Special Detail												1	<b>1</b>
Stolen			1	1				1			1	1	<b>5</b>
Stop arm violations			1										<b>1</b>
Suicide threats-attempts	6	1	3	2	2	4	4	1	4	2	4	3	<b>36</b>
Suspicious- persons, vehicles, and occurrences	15	11	18	22	27	22	24	19	24	29	19	19	<b>249</b>
Theft-not vehicle	8	11	10	6	14	8	8	12	12	15	7	7	<b>118</b>
Threats	5	5	4	2	4	2	3	5	4	2	1	4	<b>41</b>
Tobacco compliance checks				1							9		<b>10</b>
Traffic / Driving complaints	4	4	11	9	9	6	6	9	17	8	13	7	<b>103</b>
Traffic Accident	6	11	11	3	8	8	7	7	3	4	7	4	<b>79</b>
Traffic Violation	91	53	67	98	134	125	84	72	78	88	79	94	<b>1,063</b>
Transport - Inmates				3	1	1	1						<b>6</b>
Trespassing complaints	1	1		2		1	1	3		2	1	1	<b>13</b>
TZD -All Towards Zero Death Traffic stops				10			8						<b>18</b>
Unwanted person	3	9	5	4	8	1	8	7	3	10	7	3	<b>68</b>
Vandalism exc mailboxes							2		1				<b>3</b>
Vehicle off Road	3	2	3	1						1			<b>10</b>
Vehicle Theft	1					1				1	2	2	<b>7</b>
Violation of Court Order	3	2	1	5	2	1	3	4	2	3	2	2	<b>30</b>
Warrant Entry and Arrests	9	2	4	3	5	9	9	11	4	4	4	2	<b>66</b>
Weather - Monthly Test	1	1	1	1	1	1	1	1	1		1	1	<b>11</b>
Weather - Storm Warnings								1					<b>1</b>



**CAD Summary Report**

Printed On: 01/04/24 08:34

	01/23	02/23	03/23	04/23	05/23	06/23	07/23	08/23	09/23	10/23	11/23	12/23	Total
Welfare Check	15	8	18	11	12	10	12	27	18	19	11	9	<b>170</b>
<b>Total</b>	<b>474</b>	<b>370</b>	<b>481</b>	<b>478</b>	<b>565</b>	<b>507</b>	<b>555</b>	<b>519</b>	<b>467</b>	<b>447</b>	<b>524</b>	<b>525</b>	<b>5,912</b>



# MEMORANDUM

Date: February 20, 2024  
To: Mayor and City Council  
From: Natasha Segelstrom, City Clerk/Treasurer  
RE: School Board Appreciation Month February 2024

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SUMMARY

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The Minnesota School Board Association has declared February as School Board Recognition Month. Mora Public School and Districts throughout the state recognize the contributions made by Minnesota’s school board members who are charged with governing public education under state law.

School Board members are chosen by their communities through election or appointment, oversee multimillion dollar budgets which fund programs for more than 893,000 students and more than 2,000 schools. These volunteer leaders are responsible for formulating school district policy, approving curriculum, maintaining facilities and adhering to state and federal law.

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*Attachments*  
Mayoral Proclamation

# The City of Mora

## A Proclamation of the Mayor

### Recognizing Minnesota School Board Recognition Month

**Whereas**, recognizes the importance of public education in our community; and

**Whereas**, appreciates the vital role played by those individuals who, as local school board members, establish policies to ensure an efficient, effective school system; and

**Whereas**, school board members serve as a voice that enables our community to preserve local management and control of our public schools; and

**Whereas**, school board members are charged with representing our local education interests to state and federal governments and ensuring compliance with state and federal laws; and

**Whereas**, school board members selflessly devote their knowledge, time and talents as advocates for our schoolchildren;

**Whereas**, local school board members are strong advocates for public education and responsible for communicating the needs of the school district to the public and the public's expectations to the district;

**THEREFORE, BE IT RESOLVED** that, I, Jake Mathison, by virtue of the authority vested in me as mayor of the City of Mora, do hereby recognize and salute the members of Independent School District #332- Mora Public Schools School Board by proclaiming February 2024 as School Board Recognition Month.

Proclaimed this 20<sup>th</sup> day of February 2024.

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The honorable Jake Mathison, Mayor  
City of Mora, Kanabec County, Minnesota





# MEMORANDUM

Date: February 20, 2024  
To: Mayor and City Council  
From: Brett Anderson, Fire Chief  
Natasha Segelstrom, Administrative Services Director  
Kelly Christianson, Accountant  
RE: 2025 MAFD Budget

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## SUMMARY

The City Council will review the preliminary 2025 MAFD budget. The preliminary budget and annual budget comparison was sent to contracted cities and townships on January 30, 2024, for their 2025 budgeting cycle preparations.

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## BACKGROUND INFORMATION

Attached is the preliminary 2025 MAFD budget. As of now, the combined budget and CIP will be an overall decrease of 3.42% from the 2024 budget. Below is a list of items that have the biggest changes from the 2024 approved budget:

### Expenditures

- An increase in wages and salaries. This includes an increase in hourly training pay from \$10.00 to \$12.00 per hour. Training pay will also include hours for Training, Events, Maintenance and Preplanning (TEMP). Additional hours per year include:
  - Fire Prevention – 30 hours - Community Outreach – school visits, hall tours, etc.
  - Maintenance – 200 hours - Physical truck maintenance – tires/oil changes, pre and post trip equipment checks, etc.
  - Events – 80 hours - Kanabec Co Fair Grandstand dedicated standby.
  - Preplanning – 100 hours - Local business relations including review of building plans for fire safety. This function of the MAFD also lends into the MAFD’s ISO Rating.
    - *(An ISO fire rating is a score provided to fire departments and insurance companies by the Insurance Services Office (ISO). The score reflects how prepared a community and area is for fires. While it mainly focuses on the local fire departments and water supply, there are other factors that contribute to an area’s score. An ISO score has the power to affect the insurance premium of every homeowner in the area and may even cause an insurer to deny you coverage in some circumstances.)*
- An increase in repair and maintenance expenses.
- A decrease to uniforms. The replacement of 18 uniforms attributable to 2023 budget decreases the expenditure from 2024, however, the risen cost of gear replacement on the annual rotation will affect future equipment replacement and results in an increase to the Capital Projects Fund (407 – Future Fire Equipment Fund).

## Memorandum

- A significant decrease in worker's compensation insurance, this is a correction to align more accurately with actual worker's compensation rates. Also, The League of Minnesota Cities Insurance Trust (LMCIT) allows cities a ten percent (10%) reduction in workers' compensation premium for police and fire departments, if the city can certify that at least 90 percent of department members are non-smokers, which members of the MAFD have attained.
- A decrease due to the elimination of the unused Medical Expense line item that falls under the adequately budgeted Professional Services expense line.

### Revenues

- A decrease in Fire Protection/Calls from 2024 budget.
- Transfer from Capital Projects Fund (407 – *Future Fire Equipment Fund*) – includes \$46,450 to transfer funds earmarked for the apparatus bay furnace replacement, kitchen/hall/bathroom flooring replacement, turnout gear, and hoses.

### Capital Improvement Plan (CIP)

- Apparatus Bay Furnace Replacement – \$26,000 (*in Capital Outlay line item*)
- Tile Flooring Replacement – \$6,200 (*in Repair/Maint – Bldg & Equipment line item*)
- Turnout Gear – \$15,900 (*in Uniforms line item*)
- Pagers – \$2,080 (*in Small Tools & Equipment line item*)
- 5" hose – \$1,500 (*in Small Tools & Equipment line item*)
- 1.75" Hose – \$1,000 (*in Small Tools & Equipment line item*)
- 2.5" hose – \$450 (*in Small Tools & Equipment line item*)

It is the staff's intention to take suggestions, recommendations, and answer any questions from the council regarding the Fire Department Budget preparation. Preliminary budget information was sent to contracted cities and townships on January 30, 2024, for preliminary consideration in their 2025 budgeting cycle.

### OPTIONS & IMPACTS

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1. Review and edit the 2025 preliminary MAFD budget.
  - a. Suggest areas and/or projects that could be increased or decreased for 2025. Increasing line items increases the preliminary budget. Decreasing line items does not eliminate them from future budget years. Rather, it puts more burden on future budget years and may result in a larger increase in the future.
  - b. An additional Council meeting to approve the final Fire Department budget will need to be scheduled prior to the Annual Town Meetings on March 12, 2024.
2. Review and recommend approval of the 2025 MAFD preliminary budget.
  - a. Formal approval will be communicated immediately to all contracted cities and townships for their Annual Town Meetings on March 12, 2024.

### RECOMMENDATIONS

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Review the preliminary budget, and direct staff appropriately.

### Attachments

2025 Fire Department Preliminary Budget Expenditures and Revenues  
2025 Fire Department CIP Projects by Year and Project Details  
2025 Preliminary City/Townships Contributions and Annual Comparisons



**CITY OF MORA**  
**Budget Prelim - Expenditures - Fire**  
 Current Period: January 2024  
 Budget-2024  
 Preliminary

Last Dimension	2022 Amount	2023 Budget	2023 Amount	2024 Budget	2024 YTD Amount	2025 Budget	Diff From Current	%Diff from Cur Yr 2024
<b>222 FIRE FUND</b>								
<b>42220 FIRE</b>								
101 Wages & Salaries	\$59,049.51	\$62,000.00	\$63,619.52	\$60,000.00	\$2,591.67	\$69,910.00	\$9,910.00	16.52%
121 PERA	\$186.80	\$200.00	\$71.51	\$200.00	\$107.84	\$290.00	\$90.00	45.00%
122 FICA	\$3,657.65	\$3,850.00	\$3,943.32	\$3,850.00	\$160.03	\$4,335.00	\$485.00	12.60%
123 Medicare	\$855.59	\$900.00	\$922.56	\$900.00	\$37.43	\$1,014.00	\$114.00	12.67%
125 ICMA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
130 VEBA or H.S.A.	\$25.10	\$0.00	\$16.21	\$0.00	\$0.00	\$7.00	\$7.00	0.00%
131 Health Insurance	\$332.10	\$380.00	\$226.21	\$380.00	\$457.67	\$310.00	-\$70.00	-18.42%
132 Life Insurance	\$3.51	\$5.00	\$2.28	\$5.00	\$8.54	\$4.00	-\$1.00	-20.00%
133 Dental Insurance	\$1.54	\$0.00	\$0.01	\$0.00	\$6.85	\$2.00	\$2.00	0.00%
142 Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
200 Office Supplies	\$0.00	\$300.00	\$170.04	\$150.00	\$0.00	\$200.00	\$50.00	33.33%
211 Cleaning Supplies	\$76.41	\$200.00	\$115.24	\$150.00	\$0.00	\$150.00	\$0.00	0.00%
212 Motor Fuels	\$5,195.43	\$4,000.00	\$4,775.77	\$4,500.00	\$0.00	\$4,500.00	\$0.00	0.00%
213 Lubricants & Additives	\$1,021.45	\$300.00	\$1,370.24	\$300.00	\$0.00	\$300.00	\$0.00	0.00%
218 Other Operating Supplies	\$362.53	\$1,500.00	\$291.56	\$1,000.00	\$0.00	\$500.00	-\$500.00	-50.00%
219 Uniforms	\$4,595.06	\$108,025.00	\$107,977.66	\$37,050.00	\$0.00	\$16,500.00	-\$20,550.00	-55.47%
222 Tires	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
230 Repair/Maint - Bldg & Equip	\$20,866.41	\$24,000.00	\$31,276.26	\$24,000.00	\$0.00	\$26,000.00	\$2,000.00	8.33%
240 Small Tools & Equipment	\$9,733.15	\$12,950.00	\$8,507.56	\$12,000.00	\$0.00	\$12,000.00	\$0.00	0.00%
304 Legal Services	\$0.00	\$0.00	\$862.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
305 Medical Services	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	-\$1,000.00	-100.00%
312 Professional Services - Misc	\$4,707.00	\$5,500.00	\$4,255.50	\$5,500.00	\$1,372.50	\$5,500.00	\$0.00	0.00%
315 Collection Services	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
321 Telephone	\$904.29	\$1,000.00	\$904.68	\$1,000.00	\$75.39	\$1,000.00	\$0.00	0.00%
322 Postage	\$240.00	\$300.00	\$240.00	\$300.00	\$0.00	\$300.00	\$0.00	0.00%
331 Meetings, Training, & Travel	\$4,895.00	\$9,000.00	\$11,342.66	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
343 Advertising	\$124.61	\$100.00	\$63.00	\$100.00	\$0.00	\$100.00	\$0.00	0.00%
360 Insurance	\$5,241.03	\$4,961.00	\$5,612.04	\$6,175.00	\$0.00	\$6,360.00	\$185.00	3.00%
361 Workers Comp Insurance	\$12,269.64	\$27,015.00	\$14,329.71	\$29,717.00	\$0.00	\$23,270.00	-\$6,447.00	-21.69%



**CITY OF MORA**

**Budget Prelim - Expenditures - Fire**

Current Period: January 2024

Budget-2024

Preliminary

Last Dimension	2022 Amount	2023 Budget	2023 Amount	2024 Budget	2024 YTD Amount	2025 Budget	Diff From Current	%Diff from Cur Yr 2024
381 Electricity	\$2,705.97	\$4,000.00	\$3,671.43	\$4,000.00	\$0.00	\$3,500.00	-\$500.00	-12.50%
382 Water	\$289.23	\$350.00	\$405.50	\$350.00	\$0.00	\$350.00	\$0.00	0.00%
383 Natural Gas - Heat	\$7,518.95	\$4,500.00	\$5,774.07	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.00%
384 Garbage Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
385 Sewer	\$310.20	\$350.00	\$442.28	\$350.00	\$0.00	\$350.00	\$0.00	0.00%
386 Storm Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
416 Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
432 Bad Debts/NSF Checks	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0.00%
433 Dues & Subscriptions	\$550.00	\$2,500.00	\$1,925.00	\$1,000.00	\$200.00	\$1,000.00	\$0.00	0.00%
437 Miscellaneous	\$414.36	\$500.00	\$737.52	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
500 Capital Outlay	\$31,148.26	\$194,375.00	\$217,424.44	\$15,900.00	\$0.00	\$26,000.00	\$10,100.00	63.52%
711 Trf to General Fund	\$18,251.00	\$18,250.00	\$3,750.00	\$18,803.00	\$0.00	\$18,803.00	\$0.00	0.00%
714 Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>42220 FIRE</b>	<b>\$197,531.78</b>	<b>\$494,811.00</b>	<b>\$495,026.28</b>	<b>\$245,680.00</b>	<b>\$5,017.92</b>	<b>\$239,555.00</b>	<b>-\$6,125.00</b>	
<b>222 FIRE FUND</b>	<b>\$197,531.78</b>	<b>\$494,811.00</b>	<b>\$495,026.28</b>	<b>\$245,680.00</b>	<b>\$5,017.92</b>	<b>\$239,555.00</b>	<b>-\$6,125.00</b>	



# CITY OF MORA

## Budget Prelim - Expenditures - Fire

Current Period: January 2024

Budget-2024

Preliminary

Last Dimension	2022 Amount	2023 Budget	2023 Amount	2024 Budget	2024 YTD Amount	2025 Budget	Diff From Current	%Diff from Cur Yr 2024
	\$197,531.78	\$494,811.00	\$495,026.28	\$245,680.00	\$5,017.92	\$239,555.00	-\$6,125.00	



**CITY OF MORA**  
**Budget Prelim - Revenue - Fire**  
 Current Period: January 2024  
 Budget-2025  
 Preliminary

Last Dimension	2022 Amount	2023 Budget	2023 Amount	2024 Budget	2024 YTD Amount	2025 Budget	Diff From Current	%Diff from Cur Yr 2024
<b>222 FIRE FUND</b>								
<b>42220 FIRE</b>								
31910 Penalties & Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33160 Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33422 Other State Grants & Aids	\$3,220.00	\$4,000.00	\$3,275.16	\$4,000.00	\$0.00	\$4,000.00	\$0.00	0.00%
34202 Fire Protection/Calls	\$30,700.00	\$40,000.00	\$33,637.50	\$40,000.00	\$0.00	\$35,000.00	-\$5,000.00	-12.50%
34203 Police & Fire Reports	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34206 Fire Protection Services	\$102,375.00	\$96,411.00	\$96,411.00	\$101,014.00	\$0.00	\$92,060.00	-\$8,954.00	-8.86%
36101 Special Assessments	\$550.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36102 Int/Pen on Spec Assmts	\$0.00	\$0.00	\$5.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36215 Dividends	\$2,060.00	\$0.00	\$652.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230 Contributions & Donations	\$1,164.00	\$0.00	\$31,190.25	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37150 Misc Income	\$3,683.39	\$0.00	\$353.80	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39101 Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$16,750.00	\$0.00	\$0.00	0.00%
39211 Trf from General Fund	\$45,938.00	\$41,755.00	\$41,755.00	\$37,729.00	\$0.00	\$34,943.00	-\$2,786.00	-7.38%
39214 Trf from Capital Projects Fund	\$0.00	\$303,350.00	\$0.00	\$41,200.00	\$0.00	\$46,450.00	\$5,250.00	12.74%
<b>42220 FIRE</b>	<b>\$189,690.39</b>	<b>\$485,516.00</b>	<b>\$208,380.21</b>	<b>\$223,943.00</b>	<b>\$16,750.00</b>	<b>\$212,453.00</b>	<b>-\$11,490.00</b>	
<b>222 FIRE FUND</b>	<b>\$189,690.39</b>	<b>\$485,516.00</b>	<b>\$208,380.21</b>	<b>\$223,943.00</b>	<b>\$16,750.00</b>	<b>\$212,453.00</b>	<b>-\$11,490.00</b>	



**CITY OF MORA**  
**Budget Prelim - Revenue - Fire**  
Current Period: January 2024  
Budget-2025  
Preliminary

Last Dimension	2022 Amount	2023 Budget	2023 Amount	2024 Budget	2024 YTD Amount	2025 Budget	Diff From Current	%Diff from Cur Yr 2024
	\$189,690.39	\$485,516.00	\$208,380.21	\$223,943.00	\$16,750.00	\$212,453.00	-\$11,490.00	

City of Mora, Minnesota  
*Capital Improvement Program*  
 2025 thru 2029

**PROJECTS BY DEPARTMENT**

Department	Project #	Priority	2025	2026	2027	2028	2029	Total
<b>2220 - Fire Dept</b>								
Fire Truck # 2 - Pumper Truck Replacement	2220-2019-06	4				700,000		700,000
Fire Hall Furnace (Office & Kitchen) Replacement	2220-2019-10	4		27,000				27,000
Fire Dept Pagers Replacement	2220-2019-11	3	2,080					2,080
Fire Dept Turnout Gear Replacement	2220-2019-13	3	15,900	15,900	15,900	15,900	15,900	79,500
Fire Hall Tile Flooring Replacement	2220-2019-14	5	6,200					6,200
Fire Hall Water Heater Replacement	2220-2019-15	5		12,000				12,000
Fire Hall Furnace (Apparatus Bay) Replacement	2220-2019-17	4	26,000					26,000
Fire Dept 2.5" Hose Replacement	2220-2019-20	2	450	450	450	450	450	2,250
Fire Dept 1.75" Attack Line Hose Replacement	2220-2019-21	2	1,000	1,000	1,000	1,000	1,000	5,000
Fire Dept 5" Hose Replacement	2220-2019-23	2	1,500	1,500	1,500	1,500	1,500	7,500
Fire Dept SCBA Face Mask Replacement	2220-2019-24	4		1,200		1,200		2,400
Fire Dept SCBA Pack Replacement	2220-2019-25	3		6,900		6,900		13,800
Fire Dept SCBA Bottle Replacement	2220-2019-26	2		7,800		7,800		15,600
<b>2220 - Fire Dept Total</b>			<b>53,130</b>	<b>73,750</b>	<b>18,850</b>	<b>734,750</b>	<b>18,850</b>	<b>899,330</b>
<b>GRAND TOTAL</b>			<b>53,130</b>	<b>73,750</b>	<b>18,850</b>	<b>734,750</b>	<b>18,850</b>	<b>899,330</b>

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-06
Project Name	Fire Truck # 2 - Pumper Truck Replacement

Type Equipment

Useful Life 30 years

Category Motor Vehicles & Equipment

Priority 4 - Provides Long-Term Benefi

Status Active

Total Project Cost: \$700,000

Description
Truck # 2. Current vehicle (2019) is a 1997 Freightliner pumper with seating for 3 with no built in air packs. Truck # 3.

Justification
This truck is the back up pumper to all structure fires. It is also used for grass fire season and as a relay pump.

Expenditures	2025	2026	2027	2028	2029	Total
500 - Capital Outlay				700,000		700,000
<b>Total</b>				<b>700,000</b>		<b>700,000</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
321,250	407 - Fire Protect Svcs - City/Township Contrib	80,000	80,000	80,000			240,000
<b>Total</b>	407 - Future Fire Equipment Fund Reserves				138,750		138,750
	<b>Total</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>138,750</b>		<b>378,750</b>

Budget Impact/Other
This new pump would become our number one pumper, and the current number one pumper would become the backup.

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

## City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-09
Project Name	Fire Dept Base Radio and Antenna Replacement

Type Equipment

Useful Life 15 years

Category I.T. Equipment

Priority 4 - Provides Long-Term Benefi

Status Active

Total Project Cost: \$8,200

<b>Description</b>
Radio and antenna for fire hall radio room.

<b>Justification</b>
This system lets the fire hall communicate with dispatch, on scene fire trucks, and personnel. It can also page.

Future  
  
 Total

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
<input style="width: 50px;" type="text" value="3,280"/>	407 - Fire Protect Svcs - City/Township Contrib	820	820	820	820	820	4,100	<input style="width: 50px;" type="text" value="820"/>
<b>Total</b>	<b>Total</b>	<b>820</b>	<b>820</b>	<b>820</b>	<b>820</b>	<b>820</b>	<b>4,100</b>	<b>Total</b>

<b>Budget Impact/Other</b>

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

## City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-10
Project Name	Fire Hall Furnace (Office & Kitchen) Replacement

Type Equipment

Useful Life 15 years

Category Furniture & Fixtures

Priority 4 - Provides Long-Term Benefi

Status Active

Total Project Cost: \$27,000

<b>Description</b>
Current furnace (2019) is two rooftop units that heat the meeting room kitchen and office of the fire hall. 2024.01.24 - move expenditure to 2026 per BA.

<b>Justification</b>
Heat in fire hall.

Expenditures	2025	2026	2027	2028	2029	Total
500 - Capital Outlay		27,000				27,000
<b>Total</b>		<b>27,000</b>				<b>27,000</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
21,600	407 - Fire Protect Svcs - City/Township Contrib	5,400					5,400
<b>Total</b>		<b>5,400</b>					<b>5,400</b>

<b>Budget Impact/Other</b>
Both units are getting serviced and overhauled in hopes to push out the life expectancy.

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-11
Project Name	Fire Dept Pagers Replacement

Type Equipment

Useful Life 7 years

Category I.T. Equipment

Priority 3 - Important

Status Active

Total Project Cost: \$10,400

<b>Description</b>	
Fire Department pagers.	

<b>Justification</b>	
A pager is worn by every firefighter to alert them of a call.	

Prior	Expenditures	2025	2026	2027	2028	2029	Total
8,320	240 - Small Tools & Equipment	2,080					2,080
<b>Total</b>	<b>Total</b>	<b>2,080</b>					<b>2,080</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
8,320	222 - Fire Fund Operating Budget	2,080					2,080
<b>Total</b>	<b>Total</b>	<b>2,080</b>					<b>2,080</b>

<b>Budget Impact/Other</b>	

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-13
Project Name	Fire Dept Turnout Gear Replacement

Type Equipment

Useful Life 10 years

Category Furniture & Fixtures

Priority 3 - Important

Status Active

Total Project Cost: \$139,050

<b>Description</b>
Turnout gear includes: helmet, jacket, pants, boots, and hood. One set is estimated to cost approximately \$2,500.
2023.12.05 CC approved a budget amendment and the purchase of 18 sets of gear - jacket/pants/boots and 30 new helmets w/hoods (special pricing - hoods/straps were free with the order) - \$101,492.58 total expenditure. (MacQueen Emergency)
Turnout Gear cost estimates have increased from \$2,500/set to \$5,300/set, 3 sets per year.

<b>Justification</b>
Turnout gear is worn by every firefighter at every call, and is only useable for 10 years, per NFPA.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
59,550	219 - Uniforms	15,900	15,900	15,900	15,900	15,900	79,500
<b>Total</b>	<b>Total</b>	<b>15,900</b>	<b>15,900</b>	<b>15,900</b>	<b>15,900</b>	<b>15,900</b>	<b>79,500</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
59,550	407 - Future Fire Equipment Fund Reserves	15,900	15,900	15,900	15,900	15,900	79,500
<b>Total</b>	<b>Total</b>	<b>15,900</b>	<b>15,900</b>	<b>15,900</b>	<b>15,900</b>	<b>15,900</b>	<b>79,500</b>

<b>Budget Impact/Other</b>

Capital Improvement Program

2025 thru 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project # 2220-2019-14  
 Project Name Fire Hall Tile Flooring Replacement

Type Improvement

Useful Life 15 years

Category Buildings & Structures

Priority 5 - Future Consideration

Status Active

Total Project Cost: \$6,200

Description

Current flooring (2019) is VCT tile. Tile is in kitchen, halls, and bathroom.

Justification

The tile is wearing. New floor bid is for vinyl plank that is a no-finish floor with a new base.

Expenditures	2025	2026	2027	2028	2029	Total
230 - Repair/Maint - Bldg & Equip	6,200					6,200
<b>Total</b>	<b>6,200</b>					<b>6,200</b>

Prior

6,200

Total

Budget Impact/Other

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-15
Project Name	Fire Hall Water Heater Replacement

Type Maintenance

Useful Life 15 years

Category Furniture & Fixtures

Priority 5 - Future Consideration

Status Active

Total Project Cost: \$12,000

<b>Description</b>
Water heater is located in the fire hall. 2024.01.24 - Move expenditure to 2026 per BA.

<b>Justification</b>
The water heater heats domestic water in all of the fire hall.

Expenditures	2025	2026	2027	2028	2029	Total
230 - Repair/Maint - Bldg & Equip		12,000				12,000
<b>Total</b>		<b>12,000</b>				<b>12,000</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
9,000	407 - Fire Protect Svcs - City/Township Contrib	3,000					3,000
<b>Total</b>	<b>Total</b>	<b>3,000</b>					<b>3,000</b>

<b>Budget Impact/Other</b>

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

## City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-17
Project Name	Fire Hall Furnace (Apparatus Bay) Replacement

Type Equipment

Useful Life 20 years

Category Furniture & Fixtures

Priority 4 - Provides Long-Term Benefi

Status Active

Total Project Cost: \$26,000

<b>Description</b>
Currently in 2019, two furnaces hang in apparatus bay.

<b>Justification</b>
These two hanging furnaces provide heat in the fire hall apparatus bay to keep trucks warm and not freeze.

Expenditures	2025	2026	2027	2028	2029	Total
500 - Capital Outlay	26,000					26,000
<b>Total</b>	<b>26,000</b>					<b>26,000</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
20,800	222 - Fire Fund Operating Budget	5,200					5,200
<b>Total</b>	<b>Total</b>	<b>5,200</b>					<b>5,200</b>

<b>Budget Impact/Other</b>
Replace one of the MAU with a radiant heater to heat the bay and use the other MAU to move air and CO from trucks.

Capital Improvement Program

2025 thru 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project # 2220-2019-19  
 Project Name Fire Dept Extrication Tool Replacement

Type Equipment

Useful Life 10 years

Category Heavy Machinery & Equipmen

Priority 3 - Important

Status Active

Total Project Cost: \$72,000

**Description**  
 Extrication tools include the following hydraulic tools: cutter, spreader, and ram.

**Justification**  
 These are the tools used for auto extrication and other rescue calls.

Prior

36,000

Total

Future

36,000

Total

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
46,000	407 - Fire Protect Svcs - City/Township Contrib	5,000	5,000	5,000	5,500	5,500	26,000
Total	<b>Total</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,500</b>	<b>5,500</b>	<b>26,000</b>

**Budget Impact/Other**  
 New tools would be cordless for a quicker and more versatile response.

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-20
Project Name	Fire Dept 2.5" Hose Replacement

Type Equipment

Useful Life 10 years

Category Furniture & Fixtures

Priority 2 - Essential

Status Active

Total Project Cost: \$4,500

<b>Description</b>
The Fire Department requires 1,500 feet of 2.5" hose.

<b>Justification</b>
This hose is used for defensive fire attack and also runs from the pumper to a splitter for 2" to 1.75".

Prior	Expenditures	2025	2026	2027	2028	2029	Total	Future
1,800	240 - Small Tools & Equipment	450	450	450	450	450	2,250	450
<b>Total</b>	<b>Total</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>2,250</b>	<b>Total</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
1,800	407 - Future Fire Equipment Fund Reserves	450	450	450	450	450	2,250	450
<b>Total</b>	<b>Total</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>2,250</b>	<b>Total</b>

<b>Budget Impact/Other</b>

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

## City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-21
Project Name	Fire Dept 1.75" Attack Line Hose Replacement

Type Equipment

Useful Life 10 years

Category Heavy Machinery & Equipmen

Priority 2 - Essential

Status Active

Total Project Cost: \$10,000

<b>Description</b>
Currently in 2019, the Fire Department has 4,000 feet of 1.75" attack line hose.

<b>Justification</b>
This hose is used to attack a fire on the offense from the inside or outside of a structure or and working fire.

Prior	Expenditures	2025	2026	2027	2028	2029	Total	Future
4,000	240 - Small Tools & Equipment	1,000	1,000	1,000	1,000	1,000	5,000	1,000
<b>Total</b>	<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>5,000</b>	<b>Total</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
4,000	407 - Future Fire Equipment Fund Reserves	1,000	1,000	1,000	1,000	1,000	5,000	1,000
<b>Total</b>	<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>5,000</b>	<b>Total</b>

<b>Budget Impact/Other</b>

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-23
Project Name	Fire Dept 5" Hose Replacement

Type Equipment

Useful Life 10 years

Category Heavy Machinery & Equipmen

Priority 2 - Essential

Status Active

Total Project Cost: \$16,500

<b>Description</b>
Currently in 2019, the Fire Department has 2,400 feet of this large diameter 5" hose.

<b>Justification</b>
This hose is used to supply water to a pumper or ladder fire truck from a hydrant or a relay pumper.

Prior	Expenditures	2025	2026	2027	2028	2029	Total	Future
6,000	240 - Small Tools & Equipment	1,500	1,500	1,500	1,500	1,500	7,500	3,000
<b>Total</b>	<b>Total</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>7,500</b>	<b>Total</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
6,000	407 - Future Fire Equipment Fund Reserves	1,500	1,500	1,500	1,500	1,500	7,500	3,000
<b>Total</b>	<b>Total</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>7,500</b>	<b>Total</b>

<b>Budget Impact/Other</b>

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

## City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-24
Project Name	Fire Dept SCBA Face Mask Replacement

Type Equipment

Useful Life 20 years

Category Heavy Machinery & Equipmen

Priority 4 - Provides Long-Term Benefi

Status Active

Total Project Cost: \$7,200

<b>Description</b>
Self-Contained Breathing Apparatus (SCBA) face mask is worn to breathe during a fire. One mask is \$400.

<b>Justification</b>
SCBA is worn anytime you are in or near a working fire.

Prior	Expenditures	2025	2026	2027	2028	2029	Total	Future
2,400	500 - Capital Outlay		1,200		1,200		2,400	2,400
<b>Total</b>	<b>Total</b>		<b>1,200</b>		<b>1,200</b>		<b>2,400</b>	<b>Total</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
2,400	407 - Future Fire Equipment Fund Reserves		1,200		1,200		2,400	2,400
<b>Total</b>	<b>Total</b>		<b>1,200</b>		<b>1,200</b>		<b>2,400</b>	<b>Total</b>

<b>Budget Impact/Other</b>

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-25
Project Name	Fire Dept SCBA Pack Replacement

Type Equipment

Useful Life 20 years

Category Heavy Machinery & Equipmen

Priority 3 - Important

Status Active

Total Project Cost: \$41,400

Description
Self-Contained Breathing Apparatus (SCBA) pack holds the bottle to breathe. One pack is \$2,300.

Justification
SCBA is worn around any working fire.

Prior	Expenditures	2025	2026	2027	2028	2029	Total	Future
6,900	500 - Capital Outlay		6,900		6,900		13,800	20,700
<b>Total</b>	<b>Total</b>		<b>6,900</b>		<b>6,900</b>		<b>13,800</b>	<b>Total</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
13,800	407 - Fire Protect Svcs - City/Township Contrib	6,900		6,900		6,900	20,700	6,900
<b>Total</b>	<b>Total</b>	<b>6,900</b>		<b>6,900</b>		<b>6,900</b>	<b>20,700</b>	<b>Total</b>

Budget Impact/Other

Capital Improvement Program

2025 thru 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project # 2220-2019-26  
 Project Name Fire Dept SCBA Bottle Replacement

Type Equipment

Useful Life 15 years

Category Heavy Machinery & Equipmen

Priority 2 - Essential

Status Active

Total Project Cost: \$46,800

**Description**  
 Self-Contained Breathing Apparatus (SCBA) bottles hold the breathing air. One bottle is \$1,300.

**Justification**  
 SCBA is worn around any working fire.

Prior	Expenditures	2025	2026	2027	2028	2029	Total	Future
7,800	500 - Capital Outlay		7,800		7,800		15,600	23,400
<b>Total</b>	<b>Total</b>		<b>7,800</b>		<b>7,800</b>		<b>15,600</b>	<b>Total</b>

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
15,600	407 - Fire Protect Svcs - City/Township Contrib	7,800		7,800		7,800	23,400	7,800
<b>Total</b>	<b>Total</b>	<b>7,800</b>		<b>7,800</b>		<b>7,800</b>	<b>23,400</b>	<b>Total</b>

**Budget Impact/Other**

# Capital Improvement Program

2025 *thru* 2029

Department 2220 - Fire Dept

City of Mora, Minnesota

Contact Fire Chief

Project #	2220-2019-27
Project Name	Fire Dept SCBA Fill System Replacement

Type Equipment

Useful Life 30 years

Category Heavy Machinery & Equipmen

Priority 5 - Future Consideration

Status Active

Total Project Cost: \$39,100

Description
Self-Contained Breathing Apparatus (SCBA) fill system includes the following: compressor, fill station, and air cylinders for filling SCBA bottles.

Justification
SCBA bottles need to be refilled after every use.

Future  
39,100  
Total

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
8,800	407 - Fire Protect Svcs - City/Township Contrib	2,200	2,200	2,200	2,200	2,200	11,000	19,300
<b>Total</b>	<b>Total</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>	<b>11,000</b>	<b>Total</b>

Budget Impact/Other

## MORA AREA FIRE DEPARTMENT

### 2025 Fire Protection Services - City/Township Contributions

2025 Budget - Expenditures	\$239,555
2025 Budget - Revenues	(\$85,450)
2025 Budget - Surplus/(Deficit)	(\$154,105)
2022 Final Surplus/(Deficit) - corrected	\$27,102
<b>2025 Budget - Operational Contribution</b>	<b>\$127,003</b>
2025 Future Fire Equip Fund - Truck Replacement	\$84,000
2025 Future Fire Equip Fund - Equipment Replacement	\$36,000
2025 Future Fire Equip Fund - Building Maintenance	\$28,000
<b>2025 Future Fire Equip Fund Contribution</b>	<b>\$148,000</b>
<b>2025 Total City/Township Contributions Needed</b>	<b>\$275,003</b>

Unit of Government	Property Market Value	Portion of Town/City Served	Value Served	Allocation (by Value Served)	Operating Budget (Allocated)	Future Fire Equip Fund (Allocated)	2025 Grand Total	
1 Arthur Twp	\$253,594,360	79.00%	\$200,339,544	11.6712%	\$14,823	\$17,273	<b>\$32,096</b>	1
2 Brunswick Twp	\$204,007,140	62.50%	\$127,504,463	7.4280%	\$9,434	\$10,993	<b>\$20,427</b>	2
3 Comfort Twp	\$180,196,840	100.00%	\$180,196,840	10.4977%	\$13,332	\$15,537	<b>\$28,869</b>	3
4 Grass Lake Twp	\$153,450,860	19.00%	\$29,155,663	1.6985%	\$2,157	\$2,514	<b>\$4,671</b>	4
5 Hillman Twp	\$104,981,100	37.50%	\$39,367,913	2.2935%	\$2,913	\$3,394	<b>\$6,307</b>	5
6 Knife Lake Twp	\$252,342,920	100.00%	\$252,342,920	14.7007%	\$18,670	\$21,757	<b>\$40,427</b>	6
7 Mora, City of	\$472,264,660	100.00%	\$472,264,660	27.5127%	\$34,943	\$40,720	<b>\$75,663</b>	7
8 Peace Twp	\$215,604,940	100.00%	\$215,604,940	12.5605%	\$15,952	\$18,590	<b>\$34,542</b>	8
9 Pomroy Twp	\$85,856,300	50.00%	\$42,928,150	2.5009%	\$3,176	\$3,701	<b>\$6,877</b>	9
10 Quamba, City of	\$8,343,900	100.00%	\$8,343,900	0.4861%	\$617	\$719	<b>\$1,336</b>	10
11 Whited Twp	\$148,482,260	100.00%	\$148,482,260	8.6501%	\$10,986	\$12,802	<b>\$23,788</b>	11
<b>Grand Total</b>	<b>\$2,079,125,280</b>		<b>\$1,716,531,253</b>	<b>100.00%</b>	<b>\$127,003</b>	<b>\$148,000</b>	<b>\$275,003</b>	





# MEMORANDUM

Date: February 20, 2024  
To: Mayor and City Council  
From: Kirsten Faurie, Community Development Director  
RE: Consideration of Request for Minor Subdivision – 206 4<sup>th</sup> St.

---

## SUMMARY

The City Council will consider granting a Minor Subdivision at 206 4<sup>th</sup> St. (PID #s 22-04585-00 and 22-04590-10)

## BACKGROUND INFORMATION

Ryan Anderson of Sunrise Construction has applied for a minor subdivision in order to adjust the property lines affecting three parcels as shown on the attached survey. The adjustment would eliminate a narrow “L”-shaped lot and create two rectangular lots with 75’ of road frontage on 4<sup>th</sup> Street. If granted the Minor Subdivision, Anderson intends to construct homes on the lots.

Two feet of land would also be added to PID #22-00175-00, which will put that parcel in a better position for subdivision and development in the future. Sunrise Construction currently owns all three of the affected parcels.

Staff believes the request cleans up some oddly shaped parcels and creates opportunities for housing growth; staff recommends approval.

## OPTIONS & IMPACTS

1. Approve the Minor Subdivision with conditions as presented or amended.
2. Deny the Minor Subdivision, providing specific reasons for denial for the written record.
3. Table the request for further consideration.

## RECOMMENDATION

Motion to approve Resolution No. 2024-222 as presented.

### *Attachments*

Map showing existing parcel numbers and boundaries  
Resolution No. 2024-222  
Survey

# Minor Subdivision Request —206 4th St.

Current parcel numbers and boundaries (2/14/24)



**CERTIFICATE OF SURVEY FOR  
SUNRISE CONSTRUCTION**  
PART OF SECTION 11, TOWNSHIP 39, RANGE 24, KANABEC COUNTY, MINNESOTA

***Description for Parcel A:***

That part of Lots 1, 3, and 4, Block 3, Pope's Addition to Mora, Kandebec County, Minnesota, described as follows:

Commencing at the southeast corner of said Block 3; thence west along the south line of said Block 3 a distance of 75 feet to the point of beginning of the property to be described; thence north parallel with the east line of said Block 3 a distance of 206.21 feet, more or less, to the intersection with the south line of the north 2 feet of said Lot 1; thence west, parallel with the north line of said Lot 1, to the intersection with the west line of said Lot 1; thence south along the west line of said Lots 1 and 4 a distance of 207.65 feet, more or less, to the south line of said Block 3; thence east along said south line a distance of 75.10 feet, more or less, to the point of beginning.

***Description for Parcel C (attached to PJD #22.00175.00):***

The north 2 feet of Lot 1, Block 3, Pope's Addition to Mora, Kandebec County, Minnesota.

***Description for Parcel B:***

That part of Lots 1, 2, and 3, Block 3, Pope's Addition to Mora, Kandebec County, Minnesota, described as follows:

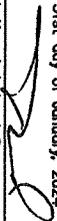
Beginning at the southeast corner of said Block 3; thence west along the south line of said Block 3 a distance of 75 feet; thence north parallel with the east line of said Block 3 a distance of 206.21 feet, more or less, to the intersection with the south line of the north 2 feet of said Lot 1; thence east, parallel with the north line of said Lot 1, to the intersection with said east line of Block 3; thence south along said east line of Block 3 a distance of 204.76 feet, more or less, to the point of beginning.

***Notes to Survey:***

1. For the purposes of this survey, existing easements of record were not researched and are not shown hereon.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

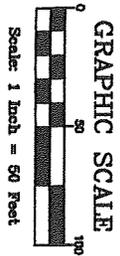
Dated this 31st day of January, 2024.

By:   
Tyler L. Kroschel, Land Surveyor  
Minnesota License No. 44490



**Kroschel Land Surveyors, Inc.**

1639 Main Street North, Suite 6, Pine City, MN 55063  
Phone: 320-629-3367 [tyler@kroschelsurvey.com](mailto:tyler@kroschelsurvey.com)



# CERTIFICATE OF SURVEY FOR SUNRISE CONSTRUCTION

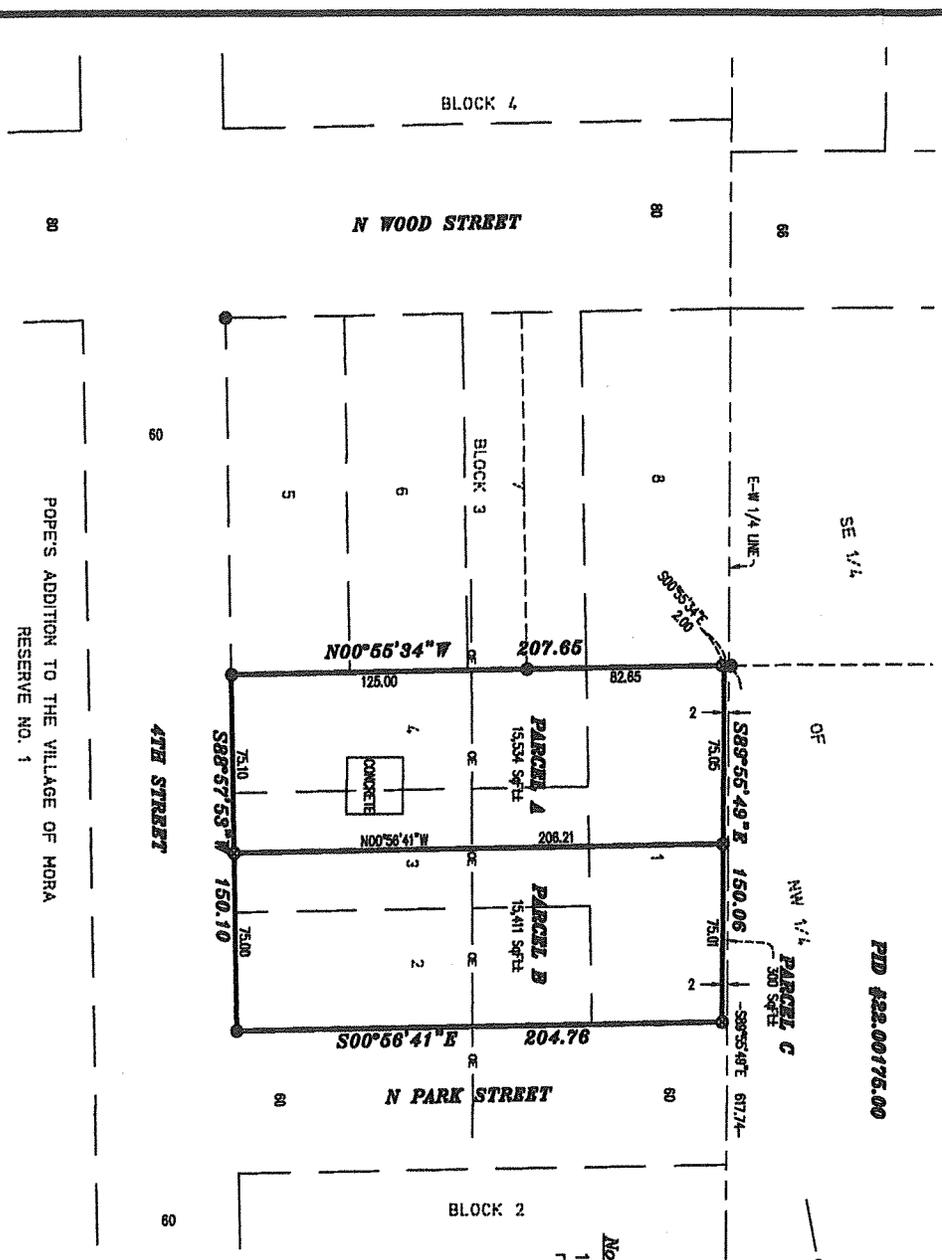
PART OF SECTION 11, TOWNSHIP 39, RANGE 24, KANABEC COUNTY, MINNESOTA

THE BASIS OF BEARINGS FOR THIS DRAWING IS  
THE MNDOT KANABEC COUNTY COORDINATE  
SYSTEM, MAD 1983, HARR 1998 ADJUSTMENT



PID 422.00176.00

- LEGEND**
- ⊙ DENOTES RECORDED KANABEC COUNTY MONUMENT
  - ⊙ DENOTES 1/2" IRON PIPE FOUND
  - ⊙ DENOTES 1/2" REBAR SET, MARKED KROSCHDEL 44490
  - DENOTES OVERHEAD ELECTRIC LINE



**Notes to Survey**  
1. For the purposes of this survey, existing easements of record were not researched and are not shown hereon.

I hereby certify that this survey plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  
Dated this 31st day of January, 2024.  
By: Tyler J. Kroschel, Land Surveyor  
Minnesota License No. 44490

POPE'S ADDITION TO THE VILLAGE OF MORA  
RESERVE NO. 1

**Kroschel Land Surveyors, Inc.**

1639 Main Street North, Suite 6, Pine City, MN 55063  
Phone: 320-629-3267 tyler@kroschelsurvey.com

RESOLUTION NO. 2024-222

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA,  
APPROVING A MINOR SUBDIVISION AS REQUESTED BY RYAN ANDERSON OF SUNRISE CONSTRUCTION**

WHEREAS, Ryan Anderson of Sunrise Construction of Mora, LLC, property owner and applicant, submitted an application dated received January 19, 2024 and considered complete on February 6, 2024 for a Minor Subdivision in order to adjust property lines located at or near 206 4<sup>th</sup> Street; and

WHEREAS, the subject property located at or near 206 4<sup>TH</sup> Street and is legally described as follows:

PID 22-04590-10

*Lot 1 and the West 30' of Lot 4, Block 3, Plat of Pope's Addition to Mora, Kanabec County, Minnesota*

PID 22-04585-00

*Lots Two and Three (2 & 3) and the East Twenty (20') feet of Lot Four (4), Block Three (3), Popes Addition to the Village of Mora, Kanabec County, Minnesota*

PID 22-00175-00

*That part of following described property starting at a point where the center line of Wood Street in Pope's Addition to the City of Mora intersects the East and West Quarter section line of Section 11, Township 39, Range 24, Kanabec County, Minnesota; thence running East on said Quarter section lines a distance of 40 feet, being the place of beginning; thence running East on said Quarter section line a distance of 1462 feet; thence North parallel to the East line of the SW ¼ of NE ¼ of Section 11, Township 39, Range 24, a distance of 297.94 feet, more or less, to the South line of Outlot A, Serline's Addition; thence running West parallel with the East and West Quarter section line of Section 11, Township 39, Range 24, a distance of 1462 feet; thence running South a distance of 297.94 feet to place of beginning. Being part of the SE ¼ of NW ¼ and the SW ¼ of NE ¼ of Section 11, Township 39, Range 24, which lies Westerly of Line "A" described below and Easterly of Line "B" described below:*

*Line "A"*

*Beginning at the Northeast corner of Block Two, Pope's Addition to the City of Mora; thence North on the extension of the East line of Block Two, Pope's Addition, for a distance of 297.94 feet, more or less, to the South line of Outlot A, Serline's Addition; and line "A" there to terminate.*

*Line "B"*

*Commencing at a point where the center line of Wood Street in Pope's Addition to the City of Mora intersects the East and West Quarter section line of Section 11, Township 39, Range 24, thence running East on said Quarter section line a distance of 190 feet to the point of beginning of Line "B"; thence North, parallel to the East line of the SW ¼ of NE ¼ of Section 11; Township 39, Range 24, a distance of 297.94 feet and Line "B" there terminating.*

WHEREAS, the applicant has provided new legal descriptions dated received February 6, 2024 and is proposing to adjust lot lines the above-described property into three parcels as described as follows:

Parcel A

*That part of Lots 1, 3, and 4, Block 3, Pope's Addition to Mora, Kanabec County, Minnesota, described as follows:*

*Commencing at the southeast earner of said Block 3; thence west along the south line of said Block 3 a distance of 75 feet to the point of beginning of the property to be described; thence north parallel with*

*the east line of said Block 3 a distance of 206.21 feet, more or less, to the intersection with the south line of the north 2 feet of said Lot 1; thence west, parallel with the north line of said Lot 1, to the intersection with the west line of said Lot 1; thence south along the west line of said Lots 1 and 4 a distance of 207.65 feet, more or less, to the south line of said Block 3; thence east along said south line a distance of 75.10 feet, more or less, to the point of beginning.*

**Parcel B**

*That part of Lots 1, 2, and 3, Block 3, Pope's Addition to Mora, Kanabec County, Minnesota, described as follows:*

*Beginning at the southeast corner of said Block 3; thence west along the south line of said Block 3 a distance of 75 feet; thence north parallel with the east line of said Block 3 a distance of 206.21 feet, more or less, to the intersection with the south line of the north 2 feet of said Lot 1; thence east, parallel with the north line of said Lot 1, to the intersection with said east line of Block 3; thence south along said east line of Block 3 a distance of 204.76 feet, more or less, to the point of beginning.*

**Parcel C (PID 22-00175-00)**

*That part of following described property starting at a point where the center line of Wood Street in Pope's Addition to the City of Mora intersects the East and West Quarter section line of Section 11, Township 39, Range 24, Kanabec County, Minnesota; thence running East on said Quarter section line a distance of 40 feet, being the place of beginning; thence running East on said Quarter section line a distance of 1462 feet; thence North parallel to the East line of the SW ¼ of NE ¼ of Section 11, Township 39, Range 24, a distance of 297.94 feet, more or less, to the South line of Outlot A, Serline's Addition; thence running West parallel with the East and West Quarter section line of Section 11, Township 39, Range 24, a distance of 1462 feet; thence running South a distance of 297.94 feet to place of beginning. Being part of the SE ¼ of NW ¼ and the SW ¼ of NE ¼ of Section 11, Township 39, Range 24, which lies Westerly of Line "A" described below and Easterly of Line "B" described below:*

*Line "A"*

*Beginning at the Northeast corner of Block Two, Pope's Addition to the City of Mora; thence North on the extension of the East line of Block Two, Pope's Addition, for a distance of 297.94 feet, more or less, to the South line of Outlot A, Serline's Addition; and line "A" there to terminate.*

*Line "B"*

*Commencing at a point where the center line of Wood Street in Pope's Addition to the City of Mora intersects the East and West Quarter section line of Section 11, Township 39, Range 24, thence running East on said Quarter section line a distance of 190 feet to the point of beginning of Line "B"; thence North, parallel to the East line of the SW ¼ of NE ¼ of Section 11; Township 39, Range 24, a distance of 297.94 feet and Line "B" there terminating.*

**AND**

*The north 2 feet of Lot 1, Block 3, Pope's Addition to Mora, Kanabec County, Minnesota.*

WHEREAS, the City Council considered the request at its February 20, 2024 meeting.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mora find that the request for Minor Subdivision complies with the subdivision regulations of the City Code in that the subdivision results in three (3) or less parcels and the applicant has submitted Certificates of Survey prepared by a registered land surveyor showing the proposed subdivision.

Approval is granted with the following conditions:

1. This resolution authorizes and facilitates a minor subdivision of the property legally described above and as shown on the attached Certificate of Survey dated January 31, 2024.
2. No subsequent minor subdivisions involving the above described properties shall be granted prior to February 20, 2025.
3. This minor subdivision is not complete until it has been filed with the County Recorder and County Auditor and all applicable taxes have been paid in full.

The foregoing resolution was introduced and moved for approval by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

Voting for the resolution: .....

Voting against the resolution:.....

Abstained from voting: .....

Absent: .....

Motion carried and resolution adopted this 20<sup>th</sup> day of February 2024.

\_\_\_\_\_  
Jake Mathison, Mayor

ATTEST: \_\_\_\_\_  
Glenn Anderson, City Administrator



# MEMORANDUM

Date February 20, 2024  
To City Council  
From Kirsten Faurie, Community Development Director  
RE Text Amendment – dog training

**SUMMARY**

---

The Council will consider an ordinance approving a text amendment to include dog training as a conditional use in the B-1 Central Business District.

**DISCUSSION**

---

Jennifer and Jason Yates have submitted a request for a Text Amendment to Chapter 150 (Zoning Code) of the Mora City Code include *dog training* as a permitted use in the B-1 Central Business District.

The Planning Commission conducted a public hearing on Feb. 12, 2024 to consider the request. The Planning Commission received public comment both in support of and opposed to the amendment. After discussing various issues related to the proposed Text Amendment, the Planning Commission unanimously recommended including *dog training* as a *conditional* use in the B-1 District.

Staff has prepared an ordinance which approves the Text Amendment to include *dog training* as a conditional use in the B-1 District, for the City Council’s consideration.

**RECOMMENDATIONS**

---

Staff recommends approval of the text amendment.

**OPTIONS AND IMPACTS**

---

1. Offer a motion to approve Ordinance No. 492 as presented or amended
2. Recommend denial of the Text Amendment request, providing specific reasons for the recommendation of denial for the written record
3. Make no recommendation at this time, deciding to either continue the public hearing for additional comment or table the request for further consideration

**ACTION REQUESTED**

---

Offer a motion to approve Ordinance No. 492 and move its adoption.

*Attachments*

*Staff report prepared for the Feb. 12 Planning Commission  
Unapproved Planning Commission Minutes – Feb. 12, 2024  
Ordinance No. 492*



# MEMORANDUM

Date February 12, 2024  
To Planning Commission  
From Kirsten Faurie, Community Development Director  
RE Text Amendment to include dog training as a permitted use in B-1 Central Business District

## SUMMARY

Jennifer and Jason Yates have submitted a request for a Text Amendment to include *dog training* as a permitted use in the B-1 Central Business District. Mora’s Land Use ordinances contain guidance for pet shops, pet grooming, vet clinics, and kennels – but not specifically dog training.

## DISCUSSION

The applicants have purchased the property at 129 Forest Ave., located within the B-1 District. The Yates have expressed their intent to train dogs at the location as either a business and/or as part of the local 4H program. Jennifer Yates expressed that the business may expand to include dog boarding, dog daycare and possibly grooming.

Zoning Code Section 150.130 states “The B-1 Central Business District is to provide a pedestrian oriented, compact center for retail sales, personal services, and professional offices by grouping compatible businesses and discouraging highway oriented and other land uses that do not mutually support and complement each other.”

Staff believes *dog training* is a service business similar to existing permitted and conditional uses within the B-1 District including:

Permitted uses within the B-1 District include:

- (B) *Retail sales, services, and businesses. The following retail sales, services, and businesses:*
  - (39) *Pet shop or pet grooming, provided no animals are maintained or displayed outside of the building;*

Conditional uses within the B-1 District include:

- (G) *Veterinary clinics.*
- (H) *Kennels. Any lot or premises or portion thereof on which four (4) or more dogs and/or cats over six (6) months old are owned, bred, boarded or offered for sale. This shall not include pet shops, veterinary clinics or other such uses regulated herein.*

When considering a Text Amendment to add a particular use to a district, the Planning Commission and City Council should consider many factors, including but not limited to: the intent of the district; the properties that are currently located in that particular district; and, how the proposed use may impact existing permitted and conditional uses within that district.

The Planning Commission anticipated this request and briefly discussed *dog training* at its October 2, 2023 meeting. Commissioners suggested if dog training were added as a permitted use, they would prefer it not to

## Item No. 6a

include overnight stays of the dogs; if dog training included overnight stays it would be considered a kennel and subject to the Conditional Use Permit requirements for kennels.

A public hearing notice was published in the February 1, 2024 issue of the Kanabec County Times. Staff received comments from one business person within the B-1 District who expressed concern that the noise of pet-based businesses can have a disruptive impact on existing businesses. The business person noted this was especially relevant for the many businesses that share walls in the B-1 district.

Zoning Code Section 150.195 establishes performance standards for all district stating: *“The guiding of urban development so as to bring about a compatible relationship of uses depends upon certain standards being maintained. Permitted uses, uses by conditional permit and accessory uses in the various districts shall conform to the following standards. These standards apply in all districts.”* This section (attached for reference) includes standards for noise, odors, and more.

### RECOMMENDATIONS

---

Staff believes that dog training may be an appropriate use in the B-1 District. Therefore, staff is recommending Planning Commission approval of Resolution No. PC2024-2011, a resolution approving a Text Amendment to include “Dog training service, provided no dogs are kept overnight” as a permitted use to the B-1 Central Business District.

### OPTIONS AND IMPACTS

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1. Offer a motion to approve Resolution No. PC2024-2011 as presented or amended
2. Recommend denial of the Text Amendment request, providing specific reasons for the recommendation of denial for the written record
3. Make no recommendation at this time, deciding to either continue the public hearing for additional comment or table the request for further consideration

### ACTION REQUESTED

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Offer a motion to approve Resolution No. PC2024-2011 as presented and move its approval.

#### *Attachments*

*B-1 Central Business District Map*

*Zoning Code Section 150.195-150.203 – Performance Standards*

*Approved Planning Commission Minutes - October 2, 2023*

*Resolution No. PC2024-0211*



City of Mora Planning Commission  
Meeting Minutes  
**5:30 p.m. Monday, February 12, 2024**  
Mora City Hall, 101 Lake St, Mora, MN 55051

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Pursuant to due call and notice thereof Chair Sheldon Shepard called to order the regular meeting of the Planning Commission at 5:30 p.m. Monday, February 12, 2024, in the Mora City Hall Council Chambers.

- 2. Roll call:** Present: Sheldon Shepard, Tim Dahlberg, Sara Treiber, Jody Anderson, Lance Strande  
Absent: None  
Staff present: Community Development Director Kirsten Faurie, City Administrator Glenn Anderson  
Guests: Jennifer Yates, Jackson Yates, and others
- 3. Adopt Agenda:** MOTION made by Dahlberg, seconded by Strande, and unanimously carried to adopt the agenda as presented.
- 4. Approval of Minutes:** MOTION made by Treiber, seconded by J. Anderson and unanimously carried to approve the January 8, 2024 minutes as presented.
- 5. Open Forum:** No one spoke during open forum
- 6. Public Hearings:**
  - a. Text Amendment request to allow dog training in B-1 Central Business District:**

Shepard opened the public hearing at 5:32 p.m. Faurie presented the Text Amendment request by Jennifer and Jason Yates to include *dog training* as a permitted use in the B-1 Central Business District. Two emailed letters were received from business persons operating within the B-1 district with concerns about the disruption dog training could have to neighboring businesses especially considering the closeness and often shared walls of businesses within the B-1 district. These letters were shared with commission members.

Jennifer Yates spoke during the public hearing explaining her business plan for her property at 129 Forest Ave. E. She intends to host the Kanabec County 4H dog training program at the facility in the evenings and offer one-on-one dog training sessions during the daytime hours. Yates said her goal is to encourage responsible dog ownership among the community and area youth.

Jackson Yates also spoke in support of the text amendment.

Jen Peterson spoke in support of the text amendment as allowing dog training businesses would benefit the community by providing responsible activities for youth and improved behavior of area dogs.

Jodi Bakke spoke in support of allowing dog training businesses as they would fill a service gap in the community, and trained dogs are less likely to be nuisances to neighbors.

Joslyn Solomon spoke in support of the text amendment because well-trained dogs create fewer nuisance issues. Solomon also noted how dog training services are wanted and needed within the community.

Shepard closed the public hearing at 5:52 p.m.

City of Mora Planning Commission  
Meeting Minutes  
**5:30 p.m. Monday, February 12, 2024**  
Mora City Hall, 101 Lake St, Mora, MN 55051

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The Planning Commission discussed various impacts of allowing dog training at 129 Forest Ave. E. including noise, increased dog urine/feces/odor, etc. Treiber noted that while they may feel the business appropriate for that specific address, the Commission needs to consider if dog training businesses were permitted in B-1, how would affect all of the B-1 district, not just this particular location. After further discussion the commission concluded that because of the proximity of businesses to each other in the B-1 district and often shared walls, dog training would be wise to have as a conditional use so permits could be granted on a case-by-case basis.

Faurie noted that dog grooming and pet stores are currently listed as permitted uses in B-1; if the commission were to make dog training a conditional use, they may want to consider making other pet-related businesses conditional use as well. The commission agreed this would be something to consider and directed Faurie to come back to the commission at a future meeting with more information including how that change would affect existing business.

- i. MOTION by Treiber to approve Resolution No. PC 2024-0211 with an amendment:

*That the Planning Commission recommends approval of a text amendment to include dog training service as a conditional use with in the B-1 Central Business District.*

Seconded by Dahlberg and unanimously approved.

**7. New Business:** None

**8. Old Business:**

- a. Code Review: Mora MN Code of Ordinances: § 32.65-§ 32.76 “Planning Commission”  
As part of the Planning Commission’s goal to keep review of city code as a standing item on the agenda, the commissioners reviewed ordinances § 32.65-§ 32.76. After brief discussion, the commissioners decided to make no changes.

**9. Reports:** Faurie gave a verbal report to the board explaining proposed legislation and national trends regarding minimum parking requirements. Earlier this year a Minnesota senator representing Minneapolis announced his intent to introduce a bill that would prohibit cities from imposing minimum parking requirements. This trend is increasing in popularity among large cities as a way to minimize barriers to development. If this passed, the City of Mora would be affected as it has minimum parking requirements. Several organizations, including the League of Minnesota Cities and Coalition of Greater MN Cities, have critiqued the proposal and are advocating for cities keeping local control of their parking requirements.

City staff is keeping an eye on these developments and will keep the commission informed.

Strande testified to his own challenges when he purchased a building in downtown Mora, and was told he would need to provide more parking or pay a fee which he felt was unnecessary. Dahlberg noted the commission also recently heard from Recovering Hope representatives about too much required parking.

City of Mora Planning Commission  
Meeting Minutes  
**5:30 p.m. Monday, February 12, 2024**  
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It was suggested to include a review of Mora’s parking requirements as a future agenda item.

- 10. Adjournment:** MOTION to adjourn by Dahlberg, seconded by J. Anderson, and unanimously carried to adjourn the Planning Commission meeting at 6:43 p.m. The next regular meeting of the Planning Commission is scheduled for **5:30 p.m. Monday, March 11, 2024.**

\_\_\_\_\_  
Commission Chair

Attest: \_\_\_\_\_  
Kirsten Faurie  
Community Development Director

DRAFT

ORDINANCE NO. 492

**AN ORDINANCE AMENDING CHAPTER 150 (ZONING CODE) OF THE MORA CITY CODE TO INCLUDE  
DOG TRAINING AS A CONDITIONAL USE IN THE B-1 CENTRAL BUSINESS DISTRICT**

THE CITY COUNCIL OF THE CITY OF MORA, KANABEC COUNTY, MINNESOTA ORDAINS:

Section 1. That Section 150.132 (B-1 Conditional Uses) of Chapter 150 of the Mora City Code is hereby amended to include:

(W) Dog training service, provided no dogs are kept overnight.

Section 2. That this ordinance shall become effective upon its passage and publication.

The foregoing ordinance was introduced and moved adoption by Council Member \_\_\_\_\_  
and seconded by Council Member \_\_\_\_\_.

Voting for the ordinance: .....  
Voting against the ordinance: .....  
Abstained from voting: .....  
Absent: .....

Motion carried and ordinance adopted this 20<sup>th</sup> day of February, 2024.

\_\_\_\_\_  
Jake Mathison, Mayor

ATTEST: \_\_\_\_\_  
Glenn Anderson, City Administrator



# MEMORANDUM

Date: February 13<sup>th</sup>, 2024  
To: Mayor and City Council  
From: Joseph Kohlgraf, Public Works Director  
RE: 2024 Airport Runway Rehab Design Approval

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## SUMMARY

Acceptance of the 2024 Runway 17-35 rehab design project services from SEH for Mora Municipal Airport.

## BACKGROUND INFORMATION

The Mora Municipal Airport is currently due for Runway improvements laid out in the Airport CIP. This project has started and currently is ready for the design/scope of work to be completed for the next step in the process. Total cost for this step of the rehab design project is \$238,000.00. The cost spread will be FAA: \$214,200, State: \$11,900, Local: \$11,900. A grant proposal will be presented at a later date.

## OPTIONS & IMPACTS

Option 1- Accept the proposal from SEH for the approval of design. This acceptance will keep the project moving as scheduled for the FAA/MNDOT grant timelines that have been established. Funds are budgeted.  
Option-2- Do not accept. This will pull the project out of rotation and work already completed will be voided. To restart the project, all steps will need to be redone.

## RECOMMENDATIONS

Staff recommends motion/signature to approve with the proposal by SEH for Runway 17-35 rehabilitation design for Mora Municipal Airport.

*Attachments; SEH Agreement-2023 Runway 17-35 Rehab Design*

ARCHITECT/ENGINEER AGREEMENT  
Between

City of Mora, Minnesota

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(OWNER)

and

Short Elliott Hendrickson Inc.

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(CONSULTANT)

for

PROFESSIONAL SERVICES

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Mora, Minnesota, hereinafter referred to as the OWNER, and Short Elliott Hendrickson Inc.® (SEH), with a regular place of business at 3535 Vadnais Center Drive, St. Paul, Minnesota 55110, hereinafter referred to as the CONSULTANT.

WITNESSETH:

That the OWNER and CONSULTANT, for the consideration hereinafter named, agree as follows:

ARTICLE 1. GENERAL DESCRIPTION OF WORK TO BE DONE

The OWNER agrees to and hereby does retain and employ CONSULTANT and CONSULTANT agrees to perform Architectural, Engineering and/or other Professional Services for the project at the Mora Municipal Airport, entitled:

2024 Runway 17-35 Rehabilitation – Design

hereinafter referred to as the Project.

The Project and those services to be performed hereunder are more particularly described in ATTACHMENT A, a part hereof, and may be financed in part by grant-in-aid programs of the Minnesota Department of Transportation (Mn/DOT), Office of Aeronautics, and/or the Federal Aviation Administration (FAA) as described in Article 14.

ARTICLE 2. PERIOD OF SERVICE

Compensation for CONSULTANT'S services as provided elsewhere in this Agreement has been agreed to in anticipation of an orderly and continuous progress of CONSULTANT'S services through completion. In this regard, if the services covered by this Agreement have not been completed within 12 months of the date hereof, through no fault of CONSULTANT, any lump sum or maximum payment amounts shall be equitably adjusted.

ARTICLE 3. COMPENSATION TO CONSULTANT

A. Compensation to CONSULTANT for services described in this Agreement shall be on a Lump Sum basis, Cost Reimbursement Plus Fixed Fee basis and/or an Hourly Rate basis, as designated in the box below, and in ATTACHMENT B and as hereinafter described.

1. A Lump Sum method of payment for CONSULTANT'S services shall typically apply to all or parts of a work scope here CONSULTANT'S tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on an estimated percentage of completion of CONSULTANT'S services.

Reimbursement for Direct Expenses incurred in the performance of the work shall be included in the Lump Sum amount, unless otherwise set forth in ATTACHMENT B.

2. A Cost Reimbursement Plus Fixed Fee method of payment for CONSULTANT'S services shall typically apply to all or parts of work scope where CONSULTANT'S tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be established with any reasonable degree of accuracy. Under a Cost Reimbursement Plus Fixed Fee method of payment, the CONSULTANT shall be paid for the actual costs of providing required services plus a fixed fee payment as defined in FAA Advisory Circular 150/5100-14B, dated November 21, 1988, and as further defined as follows:

- a. Direct Salary Costs incurred by CONSULTANT for employee's time directly chargeable to the Project, and in accordance with the CONSULTANT'S SALARY SCHEDULE included in ATTACHMENT B. Periodic revisions to the schedule may be made and any such revisions shall be submitted by CONSULTANT to the OWNER for approval.
- b. Overhead Costs including overhead on direct labor including, but not limited to, employment taxes, fringe benefits, holidays, vacation, and sick leave and all allowable general and administrative overhead costs. Overhead Costs shall be calculated as a percentage of Direct Salary Costs, with such percentage based on CONSULTANT'S audited records. The Overhead Rate to be applied to this Agreement and any special provisions relating thereto shall be set forth in ATTACHMENT B.
- c. Direct Non-Salary Expenses incurred by CONSULTANT for costs directly chargeable to the project, including but not limited to:
  - 1) Travel and subsistence.
  - 2) Computer services.
  - 3) Outside professional and technical services.
  - 4) Identifiable reproduction and reprographic charges.
  - 5) Expendable field supplies and special field equipment rental.
  - 6) Other acceptable costs for such additional items and services as may be required by the OWNER to fulfill the terms of this Agreement.
- d. Fixed Fee. In addition to the above reimbursement of costs, CONSULTANT shall be paid a fixed fee in the amount set forth in Attachment B. It is agreed that the fixed fee will be subject to adjustment in case of a work scope change, abandonment of the work prior to completion, or deletion of specific tasks.

The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, including a proportionate amount of the fixed fee. Invoices shall be accompanied by supporting evidence as required.

3. If no Federal funds are involved in this Agreement, an Hourly Rate method of payment for CONSULTANT'S services may be utilized as an alternative to the Lump Sum or Cost Reimbursement Plus Fixed Fee methods. Under an Hourly Rate method of payment, CONSULTANT shall be paid for the actual hours worked on the Project by CONSULTANT'S technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general and administrative overhead and professional fee. A rate schedule shall be furnished by CONSULTANT to OWNER upon request.

In addition to the foregoing, CONSULTANT shall be reimbursed at cost for the following Direct Expenses when incurred in the performance of the work:

- a. Travel and subsistence.
- b. Computer services.
- c. Owner approved outside professional and technical services.
- d. Identifiable reproduction and reprographic charges.
- e. Expendable field supplies and special field equipment rental.
- f. Other acceptable costs for such additional items and services as may be required by the Owner to fulfill the terms of this Agreement.

The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by support evidence as required.

- B. The OWNER, The Mn/DOT, Office of Aeronautics, the FAA, or their authorized representatives shall have access to CONSULTANT'S records for the purpose of accounting and audit. The CONSULTANT shall maintain all records relative to this Agreement for a period of not less than three years, subsequent to the OWNER'S final payment to CONSULTANT and until the project is financially closed-out by the FAA.

#### ARTICLE 4. EXTRA WORK AND SERVICES NOT INCLUDED IN THIS CONTRACT

If CONSULTANT is of the opinion that any services it has been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, it shall promptly notify the OWNER of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a Supplemental Agreement entered into by both parties and approved by Mn/DOT and FAA, prior to proceeding with any extra work or related expenditures.

#### ARTICLE 5. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven calendar days' written notice. In addition, the OWNER may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the OWNER to CONSULTANT. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated, upon seven calendar days' written notice as provided above.

In the event of termination, all documents finished or unfinished, prepared by CONSULTANT under this Agreement shall be made available by CONSULTANT to the OWNER pursuant to Article 7, and there shall be no further obligation of the OWNER to CONSULTANT under this Agreement, except for payment of amounts due and owing for work performed and expenses incurred to the date and time of termination, computed in accordance with Article 3.

In the event of a reduction in scope of the Project work, CONSULTANT shall be paid for the work performed and expenses incurred on the project work thus reduced and for any completed and abandoned work for which payment has not been made, computed in accordance with Article 3.

#### ARTICLE 6. DISPUTE RESOLUTION

In the event of an irreconcilable dispute under this Agreement, which is not resolvable through informal means, the parties may, upon written agreement, submit to the resolution process set out in this provision. Once the parties have agreed to the resolution process, each party shall have seven (7) calendar days to designate one representative, who shall have authority to act on this Agreement. If either party fails within that time to inform the other party in writing of its designation, the other party is free to pursue all other legal and equitable remedies. Within ten (10) calendar days of designation of the representative, the representatives shall meet and shall entertain such presentation of testimony and other evidence as the CONSULTANT and the OWNER may wish to present with respect to the dispute. Within seven (7) calendar days after the close of such presentation, the representative shall resolve the dispute or either party is free to pursue all other legal and equitable remedies. When the representatives resolve the dispute, their decision shall be final and conclusive. Should the representatives be unable to agree on a resolution of the dispute, then the parties are free to pursue all other legal and equitable remedies. Each party's costs for the dispute resolution shall be borne by the respective party.

If the parties do not agree in writing to the resolution process set out above, either party is entitled to pursue any other legal or equitable remedies available.

#### ARTICLE 7. DISPOSITION OF PLANS, REPORTS, AND OTHER DATA

At the time of completion or termination of the work, CONSULTANT shall make available to the OWNER, all maps, tracings, reports, resource materials and other documents pertaining to the work or to the Project. All such documents are not intended or represented to be suitable for reuse by the OWNER or others on extension of the Project or any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to CONSULTANT. In this regard, the OWNER will indemnify and hold harmless CONSULTANT from any and all suits or claims of third parties arising out of such reuse, which is not specifically verified, adapted or authorized by CONSULTANT.

#### ARTICLE 8. DOCUMENTS FORMING THE CONTRACT

The contract documents shall be deemed to include this Agreement with all accompanying attachments of part hereof.

#### ARTICLE 9. OWNER'S RESPONSIBILITY

- A. To permit CONSULTANT to perform the services required hereunder, the OWNER shall supply in proper time and sequence, the following at no expense to CONSULTANT.
  - 1. Provide all necessary information regarding its requirements as necessary for orderly progress of the work.

2. Designate in writing, a person to act as OWNER'S representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret, and define OWNER'S policies with respect to CONSULTANT'S services.
3. Furnish, as required for performance of CONSULTANT'S services (except to the extent provided otherwise in ATTACHMENT A), data prepared by or services of others, including without limitation, core borings, probings and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in ATTACHMENT A.
4. Provide access to, and make all provisions for CONSULTANT to enter upon publicly- and privately-owned property as required to perform the work.
5. Act as liaison with other agencies to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by CONSULTANT, obtain advice of an attorney, insurance counselor or others as OWNER deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.
7. Give prompt written notice to CONSULTANT whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT'S services or any defect in the work of Construction Contractor(s), Consultants or CONSULTANT.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollutant in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of these General Provisions, "pollution" shall mean any solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste, pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended.

If CONSULTANT encounters, or reasonably suspects that it has encountered, asbestos, or pollution, including soil contamination in the project area, CONSULTANT shall cease activity in said area and promptly notify the OWNER who shall proceed as set forth above. Unless otherwise specifically provided in ATTACHMENT A, the services to be provided by CONSULTANT do not include identification of asbestos or pollution, including soil contamination and CONSULTANT has no duty to identify or attempt to identify the same in the project area.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as OWNER may require or CONSULTANT may reasonably request with regard to legal issues pertaining to the Project and such auditing services as OWNER may require to ascertain how or for what purpose any Contractor has used the monies paid under the construction contract.

10. Provide such inspection services (except to the extent provided otherwise in ATTACHMENT A) as OWNER may require to ascertain that Contractor (s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.
  11. Provide "record" drawings and specifications for all existing physical plants or facilities which are pertinent to the Project.
  12. Provide written notice to CONSULTANT when the project has been financially closed-out by FAA.
  13. Provide other services, materials, or data as may be set forth in ATTACHMENT A.
- B. CONSULTANT shall be entitled to rely on the accuracy and completeness of information or services furnished by the OWNER. If CONSULTANT finds that any information or services furnished by the OWNER is in error or is inadequate for its purpose, CONSULTANT shall promptly notify the OWNER.

#### ARTICLE 10. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in ATTACHMENT A, a part hereof, are to be made on the basis of CONSULTANT'S experience and qualifications and represent CONSULTANT'S best judgement as an experienced and qualified design professional. It is recognized, however, that CONSULTANT does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractor's methods of determining their prices, and that any evaluation of any facility to be constructed or reacquired, or work to be performed on the basis of CONSULTANT'S cost opinions, must of necessity, be speculative until completion of construction or acquisition. Accordingly, CONSULTANT cannot and does not guarantee that proposals, bids, or actual costs will not substantially vary from opinions, evaluations or studies submitted by CONSULTANT to OWNER hereunder.

#### ARTICLE 11. CONSTRUCTION PHASE SERVICES

OWNER acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and contractor(s), (3) in connection with approval of shop drawings and same submittals, and (4) as a result of and in response to CONSULTANT'S detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. OWNER agrees that if CONSULTANT is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, CONSULTANT will not be responsible for, and OWNER shall indemnify and hold CONSULTANT (and CONSULTANT'S professional associates and consultants) harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by OWNER or others. Nothing contained in this paragraph shall be construed to release CONSULTANT (or CONSULTANT'S professional associates or consultants) from liability for failure to perform in accordance with professional standards any duty or responsibility which CONSULTANT has undertaken or assumed under this Agreement.

#### ARTICLE 12. INSURANCE

CONSULTANT shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims for damages against it because of injury to or destruction of property including loss of use resulting therefrom.

Also, CONSULTANT shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which CONSULTANT is legally liable. However, CONSULTANT hereby states and the OWNER acknowledges, that CONSULTANT has no professional liability (errors and omissions) or other insurance, and is unable to reasonably obtain such insurance, for claims arising out of the performance or failure to perform professional services, including but not limited to the preparation of reports, designs, drawings and specifications, related to the investigation, detection, abatement, replacement, modification, removal or disposal of (1) pollutants or of (2) products, materials or processes containing asbestos. Pollutants herein under (1) above meaning any solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Accordingly, the OWNER hereby agrees to bring no claim for non-negligent services, breach of contract, or other cause of action against CONSULTANT, its principals, employees, agents and consultants if such claim in any way arises out of the actual, alleged or threatened discharge, dispersal, release or escape of pollutants, or the investigation of or remedial work related to such pollutants or asbestos in the project. Certificates of insurance will be provided to the OWNER upon request.

#### ARTICLE 13. INDEPENDENT CONTRACTOR

The CONSULTANT in performance of work hereunder operates as an independent contractor and covenants and agrees that it will conduct itself consistent with such status, that is will neither hold itself out as nor claim to be an officer or employee of the OWNER by reason hereof, and that it will not by reason hereby, make any claim, demand or shall it apply for any right or privilege applicable to an officer or employee of the OWNER, including, but not limited to, worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

#### ARTICLE 14. FEDERAL AND STATE PARTICIPATION

Work performed under this Agreement may be financed in part by State and Federal funds. However, payments to CONSULTANT will be made by the OWNER.

The State of Minnesota and the United States are not parties to this Contract and no reference herein to the Mn/DOT, Office of Aeronautics, and to the FAA or any representatives thereof makes the State of Minnesota or the United States a party to the Contract.

#### ARTICLE 15. COVENANT AGAINST CONTINGENT FEES

The CONSULTANT warrants that no person or legal entity has been employed or retained to solicit or secure this contract upon an Agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona-fide employees or bona-fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the OWNER shall have the right to annul this Agreement without liability or in its discretion to deduct from payment to CONSULTANT the full amount of each commission, percentages, brokerage, or contingent fee.

#### ARTICLE 16. FEDERAL CONTRACT CLAUSES

If this Agreement is to be financed in part by Federal funds, certain federally-required, contract clauses must be incorporated. These federally-required, contract clauses, included as ATTACHMENT C, are hereby incorporated herein and made a part of this Agreement. The ATTACHMENT C incorporated is for Non-Construction Contract of (check as appropriate):

- \$10,000 or less
- \$10,001 to \$25,000
- \$25,001 to \$100,000 or
- \$100,001 and over

The term "contractor" as used in said ATTACHMENT is understood to mean CONSULTANT.

## ARTICLE 17. ASSIGNMENT

This Agreement, being intended to secure the personal service of the individuals employed by and through whom CONSULTANT performs work hereunder, shall not be assigned, sublet or transferred without written consent of the OWNER.

ARTICLE 18. NOTICES

All notices required by law or by this Agreement to be given to the CONSULTANT must be written and may be given personally or by depositing the same in the United States mail, postage prepaid, and addressed to CONSULTANT at such premises and at the following address:

Short Elliott Hendrickson Inc.  
3535 Vadnais Center Drive  
St. Paul, Minnesota 55110

All notices required or permitted to be given to the OWNER hereunder shall be given by United States mail, postage prepaid, and addressed to:

Glenn Anderson  
City Administrator  
101 Lake Street South  
Mora, Minnesota 55051

Notice shall be deemed given as of the date said notice is deposited in the mail or personally delivered.

The parties must notify each other promptly in the event of a change in name or address.

ARTICLE 19. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 20. SPECIAL CONDITIONS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

**City of Mora, MN**  
\_\_\_\_\_  
OWNER

**Short Elliott Hendrickson Inc.**  
\_\_\_\_\_  
CONSULTANT

By \_\_\_\_\_

By  \_\_\_\_\_

Attest \_\_\_\_\_

Attachments: A, B, C

# ATTACHMENT A

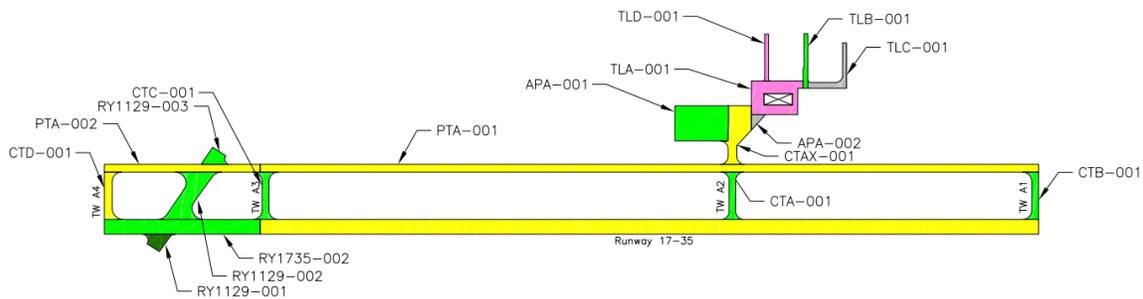
## Mora Municipal Airport (JMR)

### Runway 17-35 Rehabilitation - Design

#### Scope of Work

(Engineer's Design Report, Final Design, Plans and Specifications, Bidding, Closeout)

**General** – Runway 17-35 at the Mora Municipal Airport (JMR) is approximately 4,794 feet in length and 75 feet wide. The majority of the existing bituminous pavement has been in place in excess of 17 years, and recent pavement inspections have indicated that it is reaching the point of needing a rehabilitation. This scope of work includes the design of the rehabilitation of Runway 17-35 RY1535-001 through RY1735-002 per the figure below. The naming convention for these pavements is derived from and included in the 2020 Pavement Condition Report for Mora Municipal Airport, created by Applied Research Associates, Inc, and funded by MnDOT Aeronautics.



The rehabilitation technique is expected to include a mill of existing bituminous material, with subsequent overlay paving of P401 bituminous material. It is expected that certain locations along the runway alignment will require additional patching of large cracks and previous construction joints. Surface and sub-surface drainage improvements, including the addition of drain tile, will be added along the runway alignment. Runway lighting including, runway edge lights, runway threshold lights, PAPI's and REILs will also be included in the design.

This work scope includes the engineer's design report, final design, plans and specifications development, bidding, contract award and Federal closeout report. (construction observation and administration, and construction closeout are excluded.)

The project schedule includes designing throughout 2024 and bidding in Spring 2025.

**Project Deliverables** – The project deliverables of this scope include the following:

1. Project formulation and environmental review
2. Engineer's Design Report for Runway 17-35 Rehabilitation
3. Plan drawings for Runway 17-35 Rehabilitation
4. Construction bidding documents for Runway 17-35 Rehabilitation
5. FAA construction plans and specifications review
6. Bidding for Runway 17-35 Rehabilitation

7. Contract Award
8. Project management
9. Federal project closeout.

**This work scope includes:**

**Work Element 1: Project Formulation**

**Task 1.1 – Scoping, Review, and Coordination** – Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the City of Mora and the Mora Municipal Airport (JMR) (sponsor) to develop the appropriate scope of work. Additional coordination will include task definition and establishment of project goals and objectives. The scoping effort includes five (5) meetings and meeting preparation effort to determine approved FAA alignment. Each meeting will anticipate 4 hours for the meeting and meeting prep and attended by a Principal, Project Manager and Project Engineer. The scope of work will be presented to FAA and MnDOT Office of Aeronautics for review and will be updated based on input received.

**Task 1.2 – Project Formulation** – SEH will complete the project and grant pre-application documentation, environmental review submittals, cost breakdowns and eligibility determinations for the approved scope of work.

**Work Element 2: Engineer’s Design Report**

**Task 2.1 – General Scope of Work** – SEH will develop a brief narrative of the work scope, delineation of eligible/ineligible work items, any unique or unusual situations, project justification, and historical background on the proposed project.

**Task 2.2 – Photographs** – SEH will coordinate with JMR staff to capture photographs of representative areas of existing site conditions of the pavement. The photographs will be included within the report.

**Task 2.3 – Applicable AIP Standards** – All applicable AIP standards will be referenced in the report by FAA Advisory Circulars. Specific values for design standards as required for Runway 17-35 will be displayed in table format for airplane design group, approach category, runway safety area and object free area dimensions, geometric values and surface gradients.

**Task 2.4 – Airport Operational Safety Considerations** – SEH will develop a preliminary Construction Safety and Phasing Plan (CSPP) to evaluate proposed phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users. All airport facilities, including approach procedures and navigational aids, will be evaluated for potential impacts due to construction.

**Task 2.5 - Pavement Design** – SEH will utilize the geotechnical evaluation and report, including pavement cores and soil borings to evaluate the current pavement condition and underlying soils. The resulting pavement evaluation and identification of soil characteristics will be used with the fleet mix to develop a proposed pavement design thickness and alternatives. Existing pavement removal/reuse options will be explored at the runway joints.

In addition, the master plan identified the design aircraft for pavement design. JMR will provide operations data for historical operations and will facilitate discussions with airport tenants and users pertaining to projected future operations.

**Task 2.6 – Drainage Design** – SEH will evaluate the existing drainage and subsurface drainage systems. Exploration of the drainage area and stormwater runoff calculations will be determined to confirm current drainage and stormwater treatment features. Design of pavement edge drains will be included.

**Task 2.7 – Airfield Lighting and Signage** – Design of Airfield lighting will be included in the report. Lighting to be included is runway edge lighting and threshold lighting.

**Task 2.8 – Navigational Aids** – Design of new PAPI's and REILs will be included as a part of this report. The existing PAPIs and REILs will be replaced with new LED systems.

**Task 2.9 – Pavement Marking** – SEH will develop a preliminary pavement marking plan and details to be included as part of the report.

**Task 2.10 – Environmental Considerations** – SEH will complete a request for environmental Categorical Exclusion (CATEX) for the Runway 17-35 project. It is assumed a documented CATEX will be required. SEH will also identify necessary permits, including but not limited to NPDES and developing a Stormwater Pollution Prevention Plan (SWPPP) in concert with preliminary erosion control plans. No field work will be completed with this portion of the project.

**Task 2.11 – Existing Utilities** – SEH will develop a drawing that identifies and delineates existing underground utilities in and adjacent to the area of Runway 17-35.

**Task 2.12 – Miscellaneous Work Items** – SEH will provide a narrative to address other work components of the project, such as turf establishment, site access, and other related work items.

**Task 2.13 – Life Cycle Cost Analysis** – A Life Cycle Cost Analysis will not be included with this project.

**Task 2.14 – Modification to AIP Design Standards** – No modifications to design standards are anticipated, but this task will explore all preliminary design to confirm that no modifications to design standards will be requested.

**Task 2.15 – AIP Non-eligible Work Items** – Any potential non-eligible work items will be identified. If non-eligible work items are identified, the process for separating these work components from eligible components will be addressed.

**Task 2.16 – Disadvantaged Business Enterprise (DBE)** – The current status of the Sponsor's DBE program will be established, together with project goals for the Runway 17-35 Rehabilitation project.

**Task 2.17 – Project Schedule** – SEH will develop a schedule and associated chart to identify the project schedule specific to the Runway Rehabilitation, and milestones during the design and bidding process.

**Task 2.18 – Engineer's Estimate of Probable Cost** – SEH to provide an itemized summary of the engineer's estimate of probable construction costs. Any ineligible work components will be called out separately.

**Task 2.19 – Preliminary Project Budget** – SEH will develop a preliminary project budget that will include anticipated engineering costs, construction costs, and administrative costs. Potential funding sources and proration will also be included.

### **Work Element 3: Plan Drawings for Runway 17-35 Rehabilitation**

Final design and plan drawings for Runway 17-35, will be prepared in accordance with federal and state guidelines. FAA Advisory Circular (AC) 150/5300-13B, *Airport Design*, will be utilized in

the development of the plan set. Other applicable ACs, FAA Orders, Regulations and Policy Memorandums will be used as needed. Specific tasks included with this work element include:

**Task 3.1 – Environmental Coordination and Permits** – SEH will refine the draft

Stormwater Pollution Prevention Plan (SWPPP) and erosion control plans completed as part of the Engineer's Design Report. Additionally, the scope of work includes completion and/or coordination of the following permits:

- MPCA NPDES permit application

**Task 3.2 – Survey**

**Task 3.2.1 Topographic Survey** - SEH will complete a comprehensive field survey of topography for the Runway as well as tie-in information for the adjacent taxiways and ditch networks.

**Task 3.2.2 PAPI Obstruction Survey** – SEH will complete an obstruction survey for both ends of Runway 17-35 to ensure a clear PAPI OCS.

**Task 3.3 – Construction Safety and Phasing Plan Development** – SEH will refine and update the preliminary Construction Safety and Phasing Plan (CSPP) that was developed as part of the Engineer's Design Report. SEH will meet with JMR staff, airfield tenants and users to evaluate potential risks and determine appropriate mitigation tactics. The preliminary CSPP will be enhanced to determine final phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users and airfield facilities. A final CSPP will be uploaded to OE/AAA for FAA airspace review.

**Task 3.4 – Detailed Final Design** – Detailed final design to include establishment of final plan/profile, grading analysis, final pavement design, electrical design, surface and subsurface drainage design, including draitile and other related project elements.

**Task 3.5 – Construction Plan Sheets** – Specific plan sheets to be developed and included in the plan set are as follows:

- Title Sheet
- Construction Safety Plan
- Construction Phasing Plan
- Statement of Estimated Quantities
- Details and Construction Notes
- Utility Locations Plan
- Typical Section(s)
- Removal Plan
- Erosion Control Plan and Details
- Topography and Draitile Design
- Alignment Plan
- Pavement Marking Plan and Details
- Standard Plates
- Electrical Layout and Details, including runway edge, threshold, PAPI and REIL lighting

**Task 3.6 – Quality Control Site Visit** – SEH will conduct a quality control site visit during final design to verify base maps, utility locations, light locations, grades, and other relevant site features to ensure conformance to bidding documents.

#### **Work Element 4: Construction Bidding Documents for Runway 17-35 Rehabilitation**

Elements of the Construction Bidding Documents will be prepared in accordance with FAA Advisory Circulars (AC) 150/5300-13B, *Airport Design* and other applicable AC's, Orders, Regulations and Policy Memorandums. Specific tasks included with this work element include:

**Task 4.1 – Construction Bidding Documents** – A bid proposal project manual will be prepared that will consist of a table of contents, advertisement for bids, proposal documents, schedule of prices, State and Federal requirements, wage rates, technical specifications, and special provisions.

**Task 4.2 – Construction Management Plan** – A Construction Management Plan (CMP) and reporting program will be prepared per FAA guidelines and requirements.

#### **Work Element 5: FAA Construction Plans and Specifications Full Review**

**Task 5.1 – FAA Coordination** – SEH will coordinate with the FAA on submitting a 90% complete set of construction plans and specifications for FAA review.

**Task 5.2 – Flight Check Coordination and Reimbursable Agreement** – SEH will coordinate with FAA flight check staff to complete a flight check and commission the PAPI's and REIL's.

**Task 5.3 – Completion of Appendix 3, “Full Review Guide”** – SEH will complete Appendix 3 “Construction Plans and Specifications “Full Review Guide” and submit the document with the 90% plans and specifications

**Task 5.4 – Review and Address FAA Comments** – SEH will review and address all FAA comments on the plans and specifications and develop documentation to track any comments received and how those comments were addressed.

**Work Element 6: Project Management** – This task includes the overall project management of Work Elements 1 through 5 noted above. Project Management includes administration of the project, design team meetings, agency and Sponsor meetings, airfield user and tenant outreach meetings, and related project administration tasks.

**Task 6.1 – Design Team Meetings** –This task includes weekly meetings by the design team to discuss project elements, schedule, issues, and provide coordination between team members. It is anticipated to have 8 meetings for one hour each.

**Task 6.2 – Agency Meetings** –This task includes meetings by the design team, MnDOT Office of Aeronautics, FAA ADO, JMR staff, and other individuals and agencies as needed, to discuss the project design development, schedule, and any other related items. It is anticipated to have 2 meetings for three hours each.

**Task 6.3 – Airport Commission Meetings** –This task includes in-person attendance at two JMR Commission meetings to provide project updates to the JMR commissioners.

**Task 6.4 – Public Involvement Meetings and Notifications** – This task includes specific meetings with airfield businesses, airfield tenants, terminal tenants, City meetings, and other critical stakeholders to provide updates on the status of the project and address any issues or concerns. This task also includes coordination with MnDOT regarding the project schedule, any impacts to MnDOT owned equipment, and other coordination items. Project mailing and notifications will be sent out to the stakeholders.

**Task 6.5 – Overall Project Management** –This task includes project coordination and administration, including Sponsor and agency communication, internal meetings, subconsultant oversight, progress reports, budget updates and monthly invoices.

**Work Element 7: Closeout Report**

**Task 7.1 – Federal Closeout Report** – The Consultant will prepare a “Project Closeout Report” as required by the FAA and using “Sponsors Guide to Quality Project Closeout Report Requirements” (FAA Publication). This effort will be specific for the design portion of the project.

**Expenses:**

1. Braun Intertec, St. Cloud, Minnesota will be completing the geotechnical investigation and report for the Runway 17-35 Rehabilitation.
2. BARR Engineering Electrical and circuitry design will be performed by Barr Engineering, of Minneapolis, Minnesota.

**ATTACHMENT B**  
**ESTIMATED FEES AND EXPENSES**  
**RUNWAY 17-35 REHABILITATION**  
**ENGINEER'S DESIGN REPORT, FINAL DESIGN, PLANS AND SPECIFICATIONS, and CLOSEOUT**  
**MORA MUNICIPAL AIRPORT (JMR)**  
**MORA, MINNESOTA**

Task No.	Task Description	Principal	Project Manager	Project Engineer	Aviation Planner	Senior Technician	Survey Crew Chief	Instrument Operator	Environmental Scientist	Admin Technician
<b>Project Formulation</b>										
1.1	Scoping, Review, and Coordination	4	20	20	8					8
1.2	Project Formulation	6	4	16	16					2
<b>Engineer's Design Report</b>										
2.1	General Scope of Work		1	2						
2.2	Photographs			2						
2.3	Applicable AIP Standards		1	2	1					
2.4	Airport Operational Safety Considerations		1	2		2				
2.5	Pavement Design		2	2						
2.6	Drainage Design		4	16		2				
2.7	Airfield Lighting and Signage		2	8		2				
2.8	Navigational Aids		2	4						
2.9	Pavement Marking		2	2		4				
2.10	Environmental Considerations		2	2	2				4	
2.11	Existing Utilities		1	2		2				
2.12	Miscellaneous Work Items		1	2						
2.13	Life Cycle Cost Analysis		2	4						
2.14	Modification to AIP Design Standards		1	2						
2.15	AIP Non-eligible Work Items		1	2						
2.16	Disadvantaged Business Enterprise (DBE)			16	8					2
2.17	Project Schedule		4	4	4					
2.18	Engineer's Estimate of Probable Cost		4	8						
2.19	Preliminary Project Budget	2	4	4						
<b>Plan Drawings for Taxiway A Reconstruction</b>										
3.1	Environmental Coordination and Permits <i>MPCA NPDES/SWPPP Permit</i>		4	8	8	4			8	4
3.2.1	Topographic Survey			20		4	40	40		
3.2.2	Obstruction Survey for PAPI Obstacle Clearance Surface			4	4	16	20	20		
3.3	Construction Safety and Phasing Plan Development		4	16	4	2				
3.4	Detailed Final Design		8	20		20				
3.5	Construction Plan Sheets									
	<i>Title Sheet</i>					1				
	<i>Construction Safety Plan</i>		1	1		1				
	<i>Construction Phasing Plans</i>		1	2		2				
	<i>Statement of Estimated Quantities</i>		1	4		2				
	<i>Details and Construction Notes</i>		1	2		1				
	<i>Utility Locations Plan</i>			2		2				
	<i>Typical Section(s)</i>		1	2		1				
	<i>Removal Plan</i>		1	2		2				
	<i>Erosion Control Plan and Details</i>		1	4		4				
	<i>Topography and Drainage Drawings</i>		4	24		4				
	<i>Alignment Plan</i>			2		2				
	<i>Pavement Marking Plan and Details</i>		1	4		2				
	<i>Standard Plates</i>			2		2				
	<i>Electrical Layout and Details</i>		8	40		8				
3.6	Quality Control Site Visit	4	12	12						
<b>Construction Bidding Documents for Runway 16/34 Reconstruction</b>										
4.1	Construction Bidding Documents	2	10	20						8
4.2	Construction Management Plan (CMP)	4	4	15						
<b>FAA Construction Plans and Specifications Full Review</b>										
5.1	FAA Coordination		12	4	4					
5.2	FAA Reimbursable Agreement Coordination		8	16						
5.3	Completion of Appendix 3		4	8						
5.4	Review and Address FAA Comments		6	16		8				
<b>Project Management</b>										
6.1	Design Team Meetings	2	8	8	4	8				4
6.2	Agency Meetings	2	6	6	2	2				4
6.3	Airport Commission Meetings		8	8	2					4
6.4	Public Involvement Meetings and Notifications	4	4	4	2	2				2
6.5	Overall Project Management	15	45	12	4	4				4
<b>Closeout Report</b>										
7.1	Federal Closeout Report		12	12	1					8
	Total hours per labor category	45	234	438	74	116	60	60	12	50

**ESTIMATE OF LABOR COSTS:**

Labor Category	Hours	Rate	Extension
Principal	45	\$82.21	\$3,699.45
Project Manager	234	\$76.98	\$18,013.32
Project Engineer	438	\$50.13	\$21,956.94
Aviation Planner	74	\$37.72	\$2,791.28
Senior Technician	116	\$45.99	\$5,334.84
Survey Crew Chief	60	\$41.72	\$2,503.20
Instrument Operator	60	\$41.72	\$2,503.20
Environmental Scientist	12	\$36.90	\$442.80
Admin Technician	50	\$33.91	\$1,695.50
Total Direct Labor Costs:	1,089		\$58,940.53
Direct Salary Costs plus Overhead			\$111,987.01
<b>Total Labor Costs</b>			<b>\$170,927.54</b>
<b>Fixed Fee on Labor Costs (15%)</b>			<b>\$25,639.13</b>

**ESTIMATE OF EXPENSES:**

Direct Expenses	Quantity	Rate	Extension
Geotechnical Engineering (Braun Intertec) - Subconsultant	1	\$10,360.00	\$10,360.00
BARR Electrical Engineering	1	\$14,800.00	\$14,800.00
Computer Charge	1,089	\$5.55	\$6,043.95
Survey Equipment (Total Station)	60	\$45.00	\$2,700.00
Survey Equipment (GPS)	60	\$45.00	\$2,700.00
Survey Van	60	\$4.90	\$294.00
Tier 4 drone / LIDAR Rental Fee	1	\$2,200.00	\$2,200.00
Ground Control Rental Fee	1	\$300.00	\$300.00
SEH Drone Vehicle (Hrs)	12	\$4.90	\$58.80
Employee Mileage	1500	\$0.67	\$1,005.00
Reproductions / Miscellaneous	1	\$1,000.00	\$1,000.00
<b>Total Expenses</b>			<b>\$41,461.75</b>

**SUMMARY:**

Total Labor Costs + Expenses + Fixed Fee	\$238,028.42
<b>Estimated Total</b>	<b>\$238,000.00</b>

## ATTACHMENT C

### ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the sponsor, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives, access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

### BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the consultant or its subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Consultant until such time the Consultant corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Consultant must correct the breach. Owner may proceed with termination of the contract if the Consultant fails to correct the breach by deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

### GENERAL CIVIL RIGHTS PROVISIONS

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

#### **Title VI Solicitation Notice:**

The **Sponsor**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

#### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);

The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);

Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, *et seq.*).

### **Compliance with Nondiscrimination Requirements**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation

Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### **CLEAN AIR AND WATER POLLUTION CONTROL**

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. § 740-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceeds \$150,000.

#### **CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT**

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

#### **CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT**

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

#### **DISADVANTAGED BUSINESS ENTERPRISES**

**Contract Assurance (§ 26.13)** - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

**Prompt Payment (§26.29)** - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than {specify number} days from the receipt of each payment the prime

contractor receives from {Name of recipient}. The prime contractor agrees further to return retainage payments to each subcontractor within {specify the same number as above} days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the {Name of Recipient}. This clause applies to both DBE and non-DBE subcontractors.

#### **A1.1.1 RACE/GENDER NEUTRAL LANGUAGE**

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Sponsor to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

#### **TEXTING WHEN DRIVING**

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$10,000 and involve driving a motor vehicle in performance of work activities associated with the project.

#### **CERTIFICATION REGARDING DOMESTIC PREFERENCES FOR PROCUREMENTS**

The Bidder or Offeror certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Bidder or Offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.

#### **FEDERAL FAIR LABOR STANDARDS ACT**

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

#### **CERTIFICATION REGARDING LOBBYING**

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **OCCUPATIONAL SAFETY AND HEALTH ACT**

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

### **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

### **RIGHTS TO INVENTIONS**

Contracts or agreements that include the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the Owner in any resulting invention as established by 37 CFR part 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. This contract incorporates by reference the patent and inventions rights as specified within in the 37 CFR §401.14. Contractor must include this requirement in all sub-tier contracts involving experimental, developmental or research work.

### **CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS**

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

#### **Certifications**

- a) The applicant represents that it is ( ) is not ( ✓ ) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- b) The applicant represents that it is ( ) is not ( ✓ ) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

#### **Note**

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the owner about its tax liability or conviction to the Owner, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

#### **Term Definitions**

**Felony conviction:** Felony conviction means a conviction within the preceding twentyfour (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies

the offense as a felony and conviction of an offense that is classified as a felony under 18

U.S.C. § 3559.

**Tax Delinquency:** A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

### **Termination for Convenience (Professional Services)**

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

### **Termination for Default (Professional Services)**

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

a) **Termination by Owner:** The Owner may terminate this Agreement in whole or in part, for the failure of the Consultant to:

1. Perform the services within the time specified in this contract or by Owner approved extension;
2. Make adequate progress so as to endanger satisfactory performance of the Project;
3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

b) **Termination by Consultant:** The Consultant may terminate this Agreement in whole or in part, if the Owner:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;

3. Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

### **TRADE RESTRICTION CERTIFICATION**

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (U.S.T.R.);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R; and
- c. has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- (1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R. or
- (2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such U.S.T.R. list or
- (3) who incorporates in the public works project any product of a foreign country on such U.S.T.R. list;

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

### **VETERAN'S PREFERENCE**

In the employment of labor (excluding executive, administrative, and supervisory positions), the contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112.

Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 U.S.C. 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.



# MEMORANDUM

Date: December 4, 2023  
To: Mayor and City Council  
From: Mandi Yoder, Human Resources Director  
RE: City Administrator 180 Performance Review Questions & Employee Category

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## SUMMARY

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The City Council will review for selection the following: The questions to be asked, the category of employees, and the Collector of data, for a 180-Performance review of Glenn Anderson, the City Administrator – Utilities General Manager.

## BACKGROUND

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Per the City Administrator's Employment Agreement dated February 22, 2022, Item 3.

**Salary:** "... Employer and Employee agree to a one (1) year probation period with an initial performance review to be conducted on Employee after six (6) and twelve (12) months and annually thereafter. The Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the annual performance evaluation."

Glenn Anderson's anniversary date is March 21, prompting the preparation of his annual review. This year, council members and public utilities commissioners have requested staff input, generating a 180-evaluation process that will include a category of employees selected by the city council.

The 180-Review process will take place in the following manner:

1. City Council selects questions, participants, and collector/compiler of data.
2. 180 Reviews are distributed to participants by Human Resources.
3. All participants return their completed reviews to the Collector/Compiler.
4. The Collector/Compiler puts together a rubric of the responses.
5. The Public Utilities Commission and City Council will meet with Glenn Anderson to perform his annual review, in a closed session, at their respective meetings.
6. All data will be collected at the end of each meeting and put into Glenn Anderson's personnel file.

## OPTIONS & IMPACTS

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Today's meeting involves three decisions. **\*Because these actions are taking place at an open meeting, performance discussions will not be allowed for legal reasons.**

1. **Select the questions to be asked of participants on the 180 Personnel Evaluation.** Council members will vote by circling two (2) questions for each question in the scoring section on pages one and two. Council members will vote by circling five (5) questions on page three.

2. **Select the category of Employees to participate in the process.** A limited scope of selected participants (category) will give better results than a widespread selection of staff overall. Choose which category of employee to participate in the 180-Review:
  - a. Council members and Public Utility commissioners (automatic participants) and,
  - b. Department Heads, **OR**
  - c. Staff that work with Glenn Anderson daily/regularly
3. **Select the Collector/Compiler of the reviews.** The importance of protecting employee anonymity is an important step in this process.
  - a. The City Attorney's office, Leah Koch's legal assistant (fees incurred)
  - b. The Human Resources Director, Mandi Yoder
  - c. A confidential third-party Human Resources Professional (fees incurred)

## RECOMMENDATIONS

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Staff has no recommendations for the options presented.

*Attachments: 180 Personnel Evaluation Form*



## City of Mora

# 180 PERSONNEL EVALUATION FORM

**CONFIDENTIAL DOCUMENT**

**Please complete the following personnel evaluation and submit it to the Human Resources Director once you've finished.**

### **ANNUAL EVALUATIONS:**

#### **FOSTERS BETTER COMMUNICATION**

- Improves understanding of employee's job responsibilities
- Increases awareness of demands on employee's time
- Clarifies job expectations

#### **ENCOURAGES THE CITY OF MORA TO REVIEW AND RE-THINK ORGANIZATIONAL PROCEDURES**

- Helps prioritize job duties
- Adds or eliminates duties
- Re-assigns duties

#### **ENHANCES JOB PERFORMANCE**

- Allows for employee self-evaluation
- Acknowledges achievement
- Improves customer service

**Employee Name :** \_\_\_\_\_



# CITY OF MORA Employee Evaluation Form

**Employee Name:** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

**Evaluation Period From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Instructions:** Evaluate employee's performance annual. In this evaluation process, both the employee and the director will have an opportunity to assess four critical areas of employment responsibilities and expectations:

**1) Job Performance; 2) Customer Service Performance; and 3) Workplace Performance 4) Action Plan**

**Purpose:** To evaluate past and present performance, identify individual strengths and weaknesses, and set goals for future performance and skill development.

<b>Scoring Guide:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	Unsatisfactory	Marginal	Good	Above Average	Excellent

**Circle your top two choices for each question.**

**Job Performance:**

- 1. Knowledge of the organizational structure, including the organization's mission and services and communicates them clearly. \_\_\_\_\_
- 2. Demonstrates effective leadership by accomplishing work assignments through subordinates; establishing challenging goals; and coordinating effectively, promoting innovation and team effort. \_\_\_\_\_
- 3. Tailors communication to the needs of the audience and checks for understanding with others. \_\_\_\_\_

**Community Relations & Performance:**

- 1. Knowledge of the City's Code of Ordinances and Municipal Utilities policies, service area and customer base. \_\_\_\_\_
- 2. Ability to communicate effectively, courteously, and diplomatically in \_\_\_\_\_

**written and verbal** communication, including telephone and in-person with customer contacts. \_\_\_\_\_

3. Represents and promotes the interests of the city to the community and develops and maintains relationships with key stakeholders. \_\_\_\_\_

**Workplace Performance:**

1. Serves as the organizations cultural leader, modeling the behaviors expected of staff. \_\_\_\_\_

2. Ability to lead, communicate, and work with staff. Promoting attitudes that are conducive to a productive work environment. \_\_\_\_\_

3. Performs at high standards and maintains constructive interpersonal relationships when under pressure. \_\_\_\_\_

**Circle your top 5 questions.**

1. Describe what you see as the City Administrator/Utilities General Manager’s significant strengths and accomplishments pertaining to operations during the past year.
  2. Has the City Administrator/Utilities General Manager provided regular opportunities to give feedback on ideas, issues, and concerns about the organization during the past year? If so, please explain.
  3. Do you have any additional comments or suggestions for the City Administrator/Utilities General Manager?
  4. Does the CA/GM work in a respectful manner to others?
  5. Does the CA/GM consider other team members’ opinions before making a decision?
  6. Does the CA/GM effectively solve problems?
  7. Is the CA/GM responsive to their team’s needs and questions?
  8. Can the CA/GM work under pressure to meet deadlines?
  9. Does the CA/GM provide a clear vision that aligns with the organization’s objectives?
- Questions 4 – 9 will also have the following sentence: *Please elaborate more on your answer.*





# MEMORANDUM

Date: February 15<sup>th</sup>, 2024  
To: Mayor and City Council  
From: Joseph Kohlgraf, Public Works Director  
RE: Wastewater Plant Digester/PFA

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## SUMMARY

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SEH, (Greg Anderson) will lead a discussion on the proposal of building a new digester and reed beds at the Mora Wastewater Treatment Plant.

## BACKGROUND INFORMATION

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The Wastewater treatment plant rehab project in 2015 originally planned for a new digester (larger) and supplemental reed beds to be built to relieve field applications. Due to the cost, both were taken out of the project in 2015. Staff has discussed interest in moving forward and restarting the planning due to process control issues today and moving forward. SEH will lay out the order for starting this project, first addressing the PPL (project Priority List) for funding from PFA (public Financing Authority). Staff feels that getting started with this now is a necessity with possible upcoming permit changes from the MPCA.

## OPTIONS & IMPACTS

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For information purposes only.

## RECOMMENDATIONS

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Item to be discussed at meeting by Greg Anderson, SEH.

*Attachments; SEH Memorandum*



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Glenn Anderson, City Administrator

FROM: Greg Anderson, PE (Lic. MN)

DATE: February 15, 2024

RE: Wastewater Plant Digester and PFA Funding  
SEH No. MORA0 173807 14.00

A new digester was originally included in the preliminary design for the Wastewater Treatment Plant Improvement Project constructed in 2015. Budget constraints at the time eliminated a new digester from the final design and ultimately construction. The 2015 plant improvements constructed reed beds as part of the solids treatment at the plant. The goal is to ultimately eliminate land application of solids, but for now land application is still needed.

Public Works staff has done an excellent job of making the original digester work with the plant improvements and reed beds, but it is becoming increasingly difficult to maintain enough space in the digester prior to sending solids to the reed beds. The construction of a new digester and possibly more reed beds should be reviewed to improve operations at the wastewater plant. A new digester and additional reed beds will be an expensive project that will likely require outside funding for the City to afford.

The Public Facilities Authority (PFA) for the state has a low interest loan program that the City used for the 2015 project. Step one is requesting placement on their Project Priority List (PPL). The deadline for placement on the PPL is the first Friday of March each year. We are recommending the City take the first step towards this project by requesting placement on the PPL this year.

Requesting placement on the PPL does not obligate the City into accepting the funds/or completing the project. The PPL is a clearinghouse for most funding agencies and usually their first question when you reach out to them is "are you on the PPL?". The 2015 project did receive funding from the PFA as well as grant funds for phosphorus removal and energy efficiency items in the project. Over half of the cost of the 2015 project was ultimately funded with grant funds.

If the City were to request placement on the PPL this March, the soonest we'd be looking at construction is 3 years out, and typically projects stay on the PPL longer. The project could stay on the list for 5 years or more while we put the funding together. Usually on a large project like the digester, I'd expect having funding from several sources to hopefully drive down the local share. It would likely be a mix of local funds, grant funds and low interest loan.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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Memorandum  
February 15, 2024  
Page 2

The PPL placement request does take some effort to compile current plant flows, estimate potential project costs and complete a questionnaire/scoring sheet (attached). We have started that effort with help from Public Works Director Kohlgraf. Should the Public Utilities Commission (PUC) and City Council approve of placement on the PPL we will complete the questionnaire and request and submit by Friday, March 1<sup>st</sup>.

dmk

Attachments

c: Joe Kohlgraf, City of Mora  
Natasha Segelstrom, City of Mora

x:\ko\m\mora0\173807\2024\ppl\ppl application for new digester.docx



# PPL Wastewater Existing Facility Improvements Scoring Worksheet

## Project Priority List (PPL)

Minnesota Rule Chapter 7077.0117

Doc Type: PPL Points Determination

### MPCA Use Only

Project Number
Staff Engineer
Total Points
Date

### Facility Information (please print)

Project name: \_\_\_\_\_

Applicant name (if different): \_\_\_\_\_

Contact name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Instructions:** This worksheet is used to score all requests for state financial assistance for wastewater improvement projects for Minnesota Pollution Control Agency (MPCA) permitted facilities. Scoring is based on the environmental criteria contained in Minnesota Rule Chapter 7077. The result of scoring is a ranked list called the Project Priority List (PPL) from which projects will be selected for funding.

Applicants must complete their sections of the worksheet and submit it with their requests for placement on the PPL. As part of completing the worksheet, the applicant must provide sufficient documentation to support the award of points. Complete application information is located on the MPCA website at <http://www.pca.state.mn.us/ppl>.

Complete this form if your proposal includes improvements to wastewater collection and/or treatment facilities that have an existing National Pollutant Discharge Elimination System (NPDES) Permit or a State Disposal System (SDS) Permit.

**For more information, contact:** Bill Dunn, Clean Water Revolving Fund Coordinator at 651-757-2324, Fax 651-297-8324, or [bill.dunn@state.mn.us](mailto:bill.dunn@state.mn.us).

### Applicant completes questions 15-40 and 85; MPCA completes 45-80, 90-95 Points

#### [15] Existing and proposed stabilization ponds located in karst areas and SDS facilities with high ground water table [subp. 6]

- 15.1 Does this project replace or rehabilitate stabilization ponds located over karst areas?  Yes  No
- 15.2 Does this project replace or rehabilitate wastewater treatment facilities having a disposal site (spray irrigation, rapid infiltration, etc.) with less than three feet of vertical separation from the treated wastewater discharge point to the seasonally high ground water table or to bedrock?  Yes  No

If Yes to either 15.1 or 15.2, enter 20 points

#### [20] Existing facility at or above 85% capacity [subp. 1]

**Complete 20.1** if project improves only the treatment facility or improves both the treatment facility and the collection facilities.

- 20.1 Is this treatment facility at or above 85% of either its permitted hydraulic flow or organic loading capacity as determined by the last 12 month average wet weather flow (AWW) or average annual discharge, **and** will the project proposal appropriately resolve capacity issues either through expansion of treatment capacity or reduction of loadings?  Yes  No

Permitted hydraulic and/or organic loading capacity: \_\_\_\_\_

Actual hydraulic and/or organic loading capacity: \_\_\_\_\_

**Complete 20.2** if project improves only the collection facilities.

- 20.2 Is this collection facility at or above 85% of the design peak instantaneous wet weather flow (PIWW) or provide documentation of other physical conditions, such as by-passing to show the peak flow has exceeded the design PIWW, **and** will the project proposal appropriately resolve capacity issues through expansion of collection facility capacity?  Yes  No

Design PIWW: \_\_\_\_\_

Documented peak flow: \_\_\_\_\_

If Yes to either 20.1 or 20.2, enter 5 points

**[25] Existing age of treatment or collection facilities within the proposed project service area [subp. 2]***(Age is determined by the construction year of all or a substantial portion of the existing facility addressed by project.)*

- 25.1 Last significant construction year of treatment or collection facilities, which are proposed to be repaired or replaced within the service area?  Yes  No

Enter Year: \_\_\_\_\_

- 25.2 Are the facilities 20 years or more old? If yes, attach documentation of last significant construction year.  Yes  No

**If Yes, enter 20 points** **[30] Existing excessive infiltration/inflow (i/i) with proposed reduction plan [subp. 3]**

- 30.1 Does this facility have excessive infiltration or inflow? (Minn. R. 7077.0105, subp. 12 and 13)

Calculate infiltration: \_\_\_\_\_ gallon/capita/day Greater than 120 gallon/capita/day?  Yes  NoCalculate inflow: \_\_\_\_\_ gallon/capita/day Greater than 275 gallon/capita/day?  Yes  No

- 30.2 Does the proposal include measures to correct excessive infiltration or inflow?  Yes  No

**If Yes to both 30.1 and 30.2, enter 15 points** **[35] Existing or proposed land (including sub-surface) discharge [subp. 4]**

- 35.1 Does the facility currently land discharge treated wastewater effluent, will it continue to land discharge, **and** not create or contribute to known ground water nitrate levels over 10 mg/L?  Yes  No

- 35.2 Does the proposed alternative call for the consumptive use (nitrogen or volume) spray irrigation or on-land disposal systems, that are required by permit to denitrify (nitrate limit)?  Yes  No

**If Yes to either 35.1 or 35.2, enter 20 points** **[40] Existing stringent limit that exceeds secondary treatment [subp. 5]**

- 40.1 Is the existing facility currently subject to CBOD or TSS permit limits that are more stringent than secondary treatment (25 mg/l and 30 mg/l), or has an ammonia, total nitrogen or phosphorus limit? (Minn. R. 7050.0211) Exclude facilities discharging to Class 7 waters that are subject to 15 CBOD.  Yes  No

**If Yes, enter 10 points** **[45] Existing effluent discharge violations (Enforcement staff) [subp. 7]**

- 45.1 Is the existing facility on the Significant Noncompliance List (CFR, title 40, section 123.45, appendix A) **and** would the proposed project designed to eliminate the problem?  Yes  No

**If Yes, enter 5 points** **[50] Existing repeated facility failures (Enforcement staff) [subp. 8]**

- 50.1 Has the existing treatment or collection facility experienced bypasses, overflows and/or surcharges during two or more storm events within a 12-month period when operating at less than "peak instantaneous wet weather flow" **and** is the proposed project designed to eliminate such failures?  Yes  No

**If Yes, enter 10 points** **[55] Existing discharge to outstanding resource value water (ORVW) or impaired water (Effluent Limits Coord.) [subp. 9]**

- 55.1 Does the existing facility currently discharge into an ORVW or Impaired water?  Yes  No

**If Yes, enter 5 points** 

- 55.2 If yes, does the existing facility also have existing acute/chronic effluent discharge standards violations? (see question 45.1 or subp. 7)?  Yes  No

**If Yes to both 55.1 and 55.2, enter 5 points** 

- 55.3 If yes, does the existing facility also have existing chronic failures? (see question 50.1 or subp. 8)  Yes  No

**If Yes to 55.1, 55.2, and 55.3, enter 5 points** **[60] Existing discharge near potable water intake (Effluent Limits Coordinator) [subp. 10]**

- 60.1 Is there potable water intake within 25 miles downstream of the existing facility discharge?  Yes  No

**If Yes, enter 5 points**

[65] Existing endangered or threatened species (Effluent Limits Coordinator) [subp. 11]

65.1 Does the receiving water downstream from the existing facility discharge support any endangered or threatened species?  Yes  No

If Yes, enter 5 points

[70] Proposed introduction of more stringent discharge limits for an existing facility (Effluent Limits Coordinator) [subp. 12] Does this existing treatment facility need to meet more intensive and/or extensive wastewater treatment standards because of:

- 70.1 More stringent facility discharge limits as incorporated into MPCA permit revisions?  Yes  No
70.2 Discontinuation of an existing permit variance?  Yes  No
70.3 Need to treat additional hydraulic or organic loading capacities without increasing either the permitted frozen effluent mass limit or concentration of discharges to the receiving waters?  Yes  No

If Yes to 70.1, 70.2 or 70.3, enter 10 points

[75] Existing receiving water classification (Effluent Limits Coordinator) [subp. 13]

Only the most strict classification can be used, 7 points maximum

75.1 Receiving water classification is 2A  Yes  No

If Yes to 75.1, enter 7 points

75.2 Receiving water classification is 1, 2Bd  Yes  No

If No to 75.1 and Yes to 75.2, enter 5 points

75.3 Receiving water classification is 2B, 2C, 2D  Yes  No

If No to 75.1 and 75.2 and Yes to 75.3, enter 3 points

75.4 Receiving water classification is 7  Yes  No

If No to 75.1, 75.2 and 75.3 and Yes to 75.4, enter 1 point

[80] Project facility effluent to stream impact dilution ratio (Effluent Limits Coordinator) [subp. 14]

For all discharges to rivers, streams, or ditches (flowing receiving water), calculate the facility effluent low flow by averaging the influent flow reported on the monthly discharge monitoring reports (DMRs) for the three consecutive months with the lowest influent flow in three climatic years, April 1 to March 31.

80.1 What is the ratio of the influent low flow of the facility to the 7Q10 flow of the receiving water? Dilution Ratio\* = Wastewater Treatment Facility (WWTF) Low Flow (million gallons per day [mgd]) / Receiving water low flow (mgd)

( \_\_\_ mgd / \_\_\_ mgd = Dilution Ratio ) Dilution Ratio =

\*For all "Dilution Ratios" greater than 1.0 or if the 7Q10 receiving water flow = 0 mgd set dilution ratio = 1.0

Note: Round up calculated value for dilution ratio to the next whole number (e.g., 8.3 = 9). 15 x dilution ratio =

[85] Proposed project implements corrective measures (Effluent Limits Coordinator) [subp. 15]

- 85.1 Will the project implement corrective measure(s) for problems identified in a study, such as:  Yes  No
• Clean Water Partnership Project
• Impaired Water Study
• EPA-approved Watershed Restoration Action Strategy
• Equivalent (other) study, e.g., County Water Plan

Type of Study: Attach supporting documentation and identify relevant sections.

If Yes, enter 5 points

[90] Proposed project helps meet a total maximum daily load (TMDL) for a receiving water (Effluent Limits Coord) [subp. 16]

90.1 Does this project contribute to the achievement of a TMDL by being designed to reduce the discharge of pollutants as required by an Agency approved TMDL implementation plan or does the project require a National Pollutant Discharge Elimination System (NPDES) Permit or State Disposal System (SDS) Permit that will require the reduced discharge of pollutants based on a TMDL?  Yes  No

If Yes, enter 20 points

**Project name:**

**Points**

**[95] Propose project points reduction for new/expanded discharges into specified waters** (*Effluent Limits Coord*) [subp. 17]

95.1 Does the proposed project involve a new or expanded discharge\* to one or more of the following specified waters?  Yes  No

- a) Outstanding Resource Value Waters (Minn. R. 7050.0180)
- b) Impaired waters (Section 303(d) of the Clean Water Act)
- c) Classification 2A, lake, or wetland that exceeds 200,000 gallons per day

\* If new permit requirements include frozen effluent mass limits from the existing permit, the facility is not defined as expanding and negative points will not be assigned.

If Yes, enter minus 5 points

**[100] Project includes wastewater reuse**

100.1 Does the project include the beneficial use of treated wastewater effluent that will reduce or replace the use of a groundwater, surface water, or potable water source?  Yes  No

100.2 Do the project components needed to beneficially use treated wastewater effluent account for at least 20% of the total eligible project cost?  Yes  No

100.3 Does the project receive points under item 35 (Minn. R. 7077.0117, subp. 4) for land discharge?  Yes  No

If Yes to both 100.1 and 100.2, enter 30 points

**Total**

**Instructions:** Submit completed form to [ppl.submittals.pca@state.mn.us](mailto:ppl.submittals.pca@state.mn.us).

For more information, please contact Bill Dunn, Clean Water Revolving Fund Coordinator at 651-757-2324 or [bill.dunn@state.mn.us](mailto:bill.dunn@state.mn.us). You can also visit our website at: <https://www.pca.state.mn.us/business-with-us/apply-for-financial-assistance>

1. **New project/Update to existing PPL project:**  New project  Update to existing project  Rescore

MPCA Project number: \_\_\_\_\_

2. **NPDES/SDS Permit number:** \_\_\_\_\_

3. **Project description:**

4. **Facility Plan/Preliminary Engineering Report submitted along with PPL Application?**  Yes  No

5. **Applicant name:** \_\_\_\_\_

Project area: \_\_\_\_\_

Town/city: \_\_\_\_\_

Population: \_\_\_\_\_

County: \_\_\_\_\_

6. **Contact person:** \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

7. **Project engineering consultants/Firm name (if applicable):** \_\_\_\_\_

Contact name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

8. <b>Project area description:</b>	<input type="checkbox"/> <b>Sewered</b>	<input type="checkbox"/> <b>Unsewered</b> (submit map of project area)
a. Number of existing households:		
b. Number of non-residential users:		
c. Number of failing SSTS systems:	N/A	

**Need or problem project addresses:**  
**(Check all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> Rehab collection system                | <input type="checkbox"/> Failing SSTS systems          |
| <input type="checkbox"/> Connection to an existing system       | <input type="checkbox"/> Rehab of an existing facility |
| <input type="checkbox"/> New treatment and/or collection system | <input type="checkbox"/> Advanced treatment            |
| <input type="checkbox"/> Expansion of existing treatment plant  | <input type="checkbox"/> Other                         |

**Note: Required attachments for unsewered area projects.** A map of the project service area which has an identifiable scale, identifies all the structures with wastewater flows, and has the maximum impact zone clearly encircled.

9. **Project estimated cost (\$):** \_\_\_\_\_

10. **Current project status:** \_\_\_\_\_

11. **Desired construction state date, if financing is available (month/year):** \_\_\_\_\_

12. **Project Needs Categories (check all that apply):**

- New Collector System
- New Interceptors
- Sewer System Rehab
- Infiltration/Inflow
- Secondary Treatment
- Advanced Treatment
- Reuse
- Water Efficiency
- Energy Efficiency
- Renewable Energy

13. **Please indicate if this project may qualify for Green Project Reserve (GPR), and has potentially eligible components or the entire project is applying to be determined GPR eligible.**

The U.S. Environmental Protection Agency (EPA) has provided a guidance document listing examples of projects that will qualify for Green Project Reserve dollars. Below is an abbreviated list of those examples. If the proposed project matches one or more of the examples, check the box next to the example that describes the project. For more information, see *Guidance for Green Project Reserve* at <https://www.pca.state.mn.us/business-with-us/apply-for-financial-assistance>.

**Categorical eligible project types (check all that apply):**

- 1. Water Efficiency
  - 2. Energy Efficiency
  - 3. Environmentally Innovative
  - 4. Non-categorical (describe below)
- 

**On behalf of an eligible project as their authorized authority, I hereby submit this application for placement on the PPL:**

### **Authorized Representative**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
*(This document has been electronically signed.)*

Email: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_



# MEMORANDUM

Date February 20, 2024  
To Mayor and City Council  
From Natasha Segelstrom, Administrative Services Director  
Kirsten Faurie, Community Development Director  
RE 100 Union Street South Building Lease Review - Vasaloppet Lease

## SUMMARY

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The City Council will review and direct staff accordingly for the building space located at 100 Union Street South. This is a City owned building and exempt from property taxes.

## BACKGROUND INFORMATION

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The City has leased building space located at 100 Union Street S to Vasaloppet, Inc. for a duration of three years per lease agreement. At the August City Council meeting, the council agreed to a one-year lease agreement with Vasaloppet, Inc. and opposed the three (3) year term (as stated in the original lease) with dates being 9/01/2023-8/31/2026.

At the September 19, 2023 City Council meeting, the council approved the lease agreement with Vasaloppet, Inc. for the building space at 100 Union Street South with a one (1) year term with dates being 9/1/2023-8/31/2024. Rent would be \$220.50 per month and in February 2024 the city council would review rent price and terms for further lease renewals for the property. The lessee is responsible for all utilities for the building.

## OPTIONS & IMPACTS

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1. Discuss future lease options for the 100 Union Street South Building.
  - a. Continue negotiations with Vasaloppet Inc.
  - b. Consideration of a real estate market study analysis for similar properties.

## RECOMMENDATIONS

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Direct staff accordingly on methods that would assist in determining an adequate lease agreement.

*Attachments*



# MEMORANDUM

Date February 20, 2024  
To Mayor & City Council  
From Kirsten Faurie, Community Development Director  
RE Communication regarding trends in minimum parking requirements

SUMMARY

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The City Council will hear from city staff regarding proposed legislation and national trends regarding minimum parking requirements.

DETAILS

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In January, Senator Omar Fateh (DFL- Minneapolis) announced his intent to introduce a bill (the “People Over Parking Act”) that would prohibit cities from imposing minimum parking requirements. This trend of eliminating or reducing minimum parking requirements is increasing in popularity (especially among large cities) as a way to minimize barriers to business and housing development.

The City of Mora currently has and enforces minimum parking requirements.

Mora is a member of the League of Minnesota Cities and Coalition of Greater MN Cities; both organizations have critiqued the proposed bill to prohibit minimums and are advocating for cities to keep local control of their parking requirements.

The Planning Commission briefly discussed the impacts of parking minimums at its Feb. 12, 2024 meeting and suggested a review of Mora’s parking requirements as a future Planning Commission agenda item.

RECOMMENDATIONS

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This is for city council information; no action is being requested.

Attachments  
*LMC Advocating for Continued Local Control*  
*CGMC Press Release*

# People Over Parking Act Seeks to Preempt All Cities From Specifying Minimum Parking Requirements for All Properties

February 5, 2024

**Legislation primed for introduction on the first day of the 2024 Minnesota legislative session is broader than any existing state requirement regarding the local preemption of parking requirements.**

On Jan. 23, [Sen. Omar Fateh](#) (DFL-Minneapolis) held a press conference to promote his “People Over Parking Act,” which he intends to introduce this legislative session. The proposed bill would prohibit cities from imposing minimum parking requirements that specify the number of off-street parking spaces needed for all residential, commercial, or industrial properties within its jurisdiction except for disability parking spaces.

## Advocating for continued local control

The League is committed to preserving local authority to make decisions around parking at the local level. While some cities, including Minneapolis and Saint Paul, have eliminated parking minimums, those decisions were made at the local level with community input. In response to a recent Star Tribune editorial in which the Editorial Board came out in favor of the bill, League President Jenny Max wrote a letter to the editor, which identified several key points as to why the bill is concerning for the League and its members. Those points include:

- Far-reaching preemption of cities to ensure minimum parking availability without regard to transit availability or walkability does not make sense for every city in our state.
- Removing city authority to ensure parking availability and ceding that authority to developers who are primarily concerned about parking for their individual projects removes a city’s ability to consider parking and transit availability within the entire city when considering a project.
- The bill sets the stage for possible underbuilding of parking and subsequent parking spillover into surrounding streets that are not designed to accommodate dense traffic or parking.
- Many cities already provide flexibility on parking requirements for certain types of properties including affordable housing and small businesses.

[Read the Star Tribune Editorial Board’s position on the People Over Parking Act.](#)

[Read League President Jenny Max’s letter to the editor regarding the People Over Parking Act.](#)

Proponents of the bill — including Housing First Minnesota, Sierra Club, SEIU, Move Minnesota, Strong Towns, MN350, and the Parking Reform Network — argue that minimum parking requirements require developers to build more parking spaces than needed, which they claim increases the cost of housing, reduces the ability for greater density, and impedes the establishment of small businesses. Proponents also argue that the bill would still allow developers to build the parking that they deem appropriate for their development.

Other states including California and Oregon have passed parking preemption legislation, but the preemption is limited to areas with a nexus to public transit. If adopted in Minnesota, the People Over Parking Act would be the broadest preemption of local authority regarding parking in the country.

As has long been one of the League's core tenets, we will continue to advocate for local control when it comes to local decisions regarding parking. We encourage city leaders to reach out to their legislators if they have concerns regarding this bill.

[Read more news articles.](#)

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Your LMC Resource

Daniel Lightfoot

IGR Representative & Federal Relations Manager

(651) 281-1295 or (800) 925-1122

[dlightfoot@lmc.org](mailto:dlightfoot@lmc.org)



DEDICATED TO A STRONG GREATER MINNESOTA

**For Immediate Release**  
January 23, 2024

Contact: Alex Wildfang  
651-259-1917  
[ahwildfang@flaherty-hood.com](mailto:ahwildfang@flaherty-hood.com)

## **CGMC responds to legislators’ “People Over Parking” proposal** *Time for the Minnesota Legislature to pump the breaks on new prohibitions, prescriptions, and preemptions on cities*

ST. PAUL—Today, Sen. Omar Fateh (DFL-Minneapolis) and a group of advocates unveiled the “People Over Parking” proposal that would prohibit cities from making their own decisions about the parking needs in their communities.

“The Coalition of Greater Minnesota Cities is strongly against this kind of intrusion on the ability of local elected officials to determine what is best for their communities,” said CGMC Executive Director Bradley Peterson. “Cities already have the authority to eliminate parking minimums if they choose, and this broad preemption of local authority ignores the vast diversity of communities in our state.

Instead, this proposal is premised on the idea that what is good for Minneapolis is automatically good for Mountain Lake, Moorhead, or Mahanomen. Let the folks in Mountain Lake, Moorhead, and Mahanomen decide for themselves. Lately, too much of what we have been seeing from the legislature fails to recognize the differences between the realities of the metro versus Greater Minnesota.

In 2023, the legislature gave local governments much to implement and respond to. The 2024 session needs to be focused on supporting those communities and otherwise concentrating on the basics. Pass a bonding bill and stabilize our EMS system—those should be the priorities for the 2024 session. New mandates and ‘bold’ ideas can wait.”

###

*The Coalition of Greater Minnesota Cities is a nonprofit, nonpartisan advocacy organization that represents cities outside of the Twin Cities metropolitan area. The Coalition educates legislators about issues important to Greater Minnesota. Visit the CGMC online at [greatermncities.org](http://greatermncities.org) and follow us on Twitter [@greatermncities](https://twitter.com/greatermncities).*



**OFFICE**

**KANABEC COUNTY SHERIFF**

SHERIFF BRIAN SMITH

18 NORTH VINE STREET, SUITE 143, MORA, MN 55051

## January 2024

During the month of January, 2024 Kanabec County Sheriff's Office contract cars responded to or initiated 457 calls for service within the City of Mora. The most frequent calls for service were traffic enforcement (67), medical emergencies (71), and security foot patrols (30)

Mora contract deputies completed MN Board of Peace Officer Standards and Training approved courses in:

- 2023 Legislative updates
- Narcan Carry and Use
- Professional Conduct and Ethics

The KCSO began the implementation of a new drone program to be utilized for search and rescue, surveillance/reconnaissance, and officer safety searches.

Two current contract deputies began training for their operation and flight licenses through the FAA in order to utilize the drones for any needs that arise in the city limits.

The Kanabec County Sheriff's Office continues to proudly serve the citizens of Mora within Kanabec County. The Sheriff's Office encourages any and all community members to contact our office with any questions, comments, or concerns.

Sincerely,

Sergeant Dylan VanGorden #3104

**WEARING THE STAR OF HONOR AND SERVICE**

ADMINISTRATION (320) 679-8410 • 24 HOUR DISPATCH (320) 679-8400 • FAX (320) 679-8422

[Type text]



**CAD Summary Report**

Printed On: 02/06/24 08:57

**Kanabec County Sheriff's Office**

	<b>01/24</b>	<b>Total</b>
911 Hang-ups-Abandoned-Open Line	19	<b>19</b>
Agency Assist	13	<b>13</b>
Alarms All (Home, Business, Bank, misc)	14	<b>14</b>
All Lost calls including animals, and property	1	<b>1</b>
Animal-All Other	8	<b>8</b>
Building Security Checks	7	<b>7</b>
Child Custody Issues	2	<b>2</b>
Civil Assist	11	<b>11</b>
Crim Sex	2	<b>2</b>
Disorderly Conduct	6	<b>6</b>
Domestic Disturbance/Assaults	7	<b>7</b>
Drug calls - All	5	<b>5</b>
DTP	1	<b>1</b>
Escorts-Funerals, Races, etc	3	<b>3</b>
Fire- Mora Area Fire Calls	1	<b>1</b>
Foot Patrol	30	<b>30</b>
Found - animals, property, etc	4	<b>4</b>
Fraud	2	<b>2</b>
Harassing communications calls	4	<b>4</b>
Hospice Deaths	3	<b>3</b>
Information and misc calls	11	<b>11</b>
Juvenile calls excluding tobacco, drugs, alcohol	2	<b>2</b>
Maltreatment	15	<b>15</b>
Medical - Drug Overdoses	2	<b>2</b>
Medical Emergency	71	<b>71</b>
Meetings and Presentations	1	<b>1</b>
Missing Person(s)	1	<b>1</b>
Motorist Assist calls	2	<b>2</b>



## CAD Summary Report

Printed On: 02/06/24 08:57

	01/24	Total
Neighborhood Disputes	3	<b>3</b>
Noise - including loud music, parties, etc	6	<b>6</b>
Parking Violations	1	<b>1</b>
Public assist calls	7	<b>7</b>
Records checks	1	<b>1</b>
Road Hazards	3	<b>3</b>
Scams	2	<b>2</b>
Secure Helipad	7	<b>7</b>
Shooting complaints	2	<b>2</b>
Snowbird Parking	33	<b>33</b>
Sudden Deaths and Bodies found	2	<b>2</b>
Suicide threats-attempts	1	<b>1</b>
Suspicious- persons, vehicles, and occurrences	14	<b>14</b>
Theft-not vehicle	8	<b>8</b>
Threats	6	<b>6</b>
Traffic / Driving complaints	6	<b>6</b>
Traffic Accident	7	<b>7</b>
Traffic Violation	67	<b>67</b>
Trespassing complaints	4	<b>4</b>
Unwanted person	5	<b>5</b>
Violation of Court Order	3	<b>3</b>
Warrant Entry and Arrests	4	<b>4</b>
Weapons Offenses	1	<b>1</b>
Weather - Monthly Test	1	<b>1</b>
Welfare Check	15	<b>15</b>
<b>Total</b>	<b>457</b>	<b>457</b>

City of Mora Planning Commission  
Meeting Minutes  
**5:30 p.m. Monday, February 12, 2024**  
Mora City Hall, 101 Lake St, Mora, MN 55051

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Pursuant to due call and notice thereof Chair Sheldon Shepard called to order the regular meeting of the Planning Commission at 5:30 p.m. Monday, February 12, 2024, in the Mora City Hall Council Chambers.

- 2. Roll call:** Present: Sheldon Shepard, Tim Dahlberg, Sara Treiber, Jody Anderson, Lance Strande  
Absent: None  
Staff present: Community Development Director Kirsten Faurie, City Administrator Glenn Anderson  
Guests: Jennifer Yates, Jackson Yates, and others
- 3. Adopt Agenda:** MOTION made by Dahlberg, seconded by Strande, and unanimously carried to adopt the agenda as presented.
- 4. Approval of Minutes:** MOTION made by Treiber, seconded by J. Anderson and unanimously carried to approve the January 8, 2024 minutes as presented.
- 5. Open Forum:** No one spoke during open forum
- 6. Public Hearings:**

- a. Text Amendment request to allow dog training in B-1 Central Business District:**

Shepard opened the public hearing at 5:32 p.m. Faurie presented the Text Amendment request by Jennifer and Jason Yates to include *dog training* as a permitted use in the B-1 Central Business District. Two emailed letters were received from business persons operating within the B-1 district with concerns about the disruption dog training could have to neighboring businesses especially considering the closeness and often shared walls of businesses within the B-1 district. These letters were shared with commission members.

Jennifer Yates spoke during the public hearing explaining her business plan for her property at 129 Forest Ave. E. She intends to host the Kanabec County 4H dog training program at the facility in the evenings and offer one-on-one dog training sessions during the daytime hours. Yates said her goal is to encourage responsible dog ownership among the community and area youth.

Jackson Yates also spoke in support of the text amendment.

Jen Peterson spoke in support of the text amendment as allowing dog training businesses would benefit the community by providing responsible activities for youth and improved behavior of area dogs.

Jodi Bakke spoke in support of allowing dog training businesses as they would fill a service gap in the community, and trained dogs are less likely to be nuisances to neighbors.

Joslyn Solomon spoke in support of the text amendment because well-trained dogs create fewer nuisance issues. Solomon also noted how dog training services are wanted and needed within the community.

Shepard closed the public hearing at 5:52 p.m.

City of Mora Planning Commission  
Meeting Minutes  
**5:30 p.m. Monday, February 12, 2024**  
Mora City Hall, 101 Lake St, Mora, MN 55051

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The Planning Commission discussed various impacts of allowing dog training at 129 Forest Ave. E. including noise, increased dog urine/feces/odor, etc. Treiber noted that while they may feel the business appropriate for that specific address, the Commission needs to consider if dog training businesses were permitted in B-1, how would affect all of the B-1 district, not just this particular location. After further discussion the commission concluded that because of the proximity of businesses to each other in the B-1 district and often shared walls, dog training would be wise to have as a conditional use so permits could be granted on a case-by-case basis.

Faurie noted that dog grooming and pet stores are currently listed as permitted uses in B-1; if the commission were to make dog training a conditional use, they may want to consider making other pet-related businesses conditional use as well. The commission agreed this would be something to consider and directed Faurie to come back to the commission at a future meeting with more information including how that change would affect existing business.

- i. MOTION by Treiber to approve Resolution No. PC 2024-0211 with an amendment:

*That the Planning Commission recommends approval of a text amendment to include dog training service as a conditional use with in the B-1 Central Business District.*

Seconded by Dahlberg and unanimously approved.

**7. New Business:** None

**8. Old Business:**

- a. Code Review: Mora MN Code of Ordinances: § 32.65-§ 32.76 “Planning Commission”  
As part of the Planning Commission’s goal to keep review of city code as a standing item on the agenda, the commissioners reviewed ordinances § 32.65-§ 32.76. After brief discussion, the commissioners decided to make no changes.

**9. Reports:** Faurie gave a verbal report to the board explaining proposed legislation and national trends regarding minimum parking requirements. Earlier this year a Minnesota senator representing Minneapolis announced his intent to introduce a bill that would prohibit cities from imposing minimum parking requirements. This trend is increasing in popularity among large cities as a way to minimize barriers to development. If this passed, the City of Mora would be affected as it has minimum parking requirements. Several organizations, including the League of Minnesota Cities and Coalition of Greater MN Cities, have critiqued the proposal and are advocating for cities keeping local control of their parking requirements.

City staff is keeping an eye on these developments and will keep the commission informed.

Strande testified to his own challenges when he purchased a building in downtown Mora, and was told he would need to provide more parking or pay a fee which he felt was unnecessary. Dahlberg noted the commission also recently heard from Recovering Hope representatives about too much required parking.

City of Mora Planning Commission  
Meeting Minutes  
**5:30 p.m. Monday, February 12, 2024**  
Mora City Hall, 101 Lake St, Mora, MN 55051

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It was suggested to include a review of Mora’s parking requirements as a future agenda item.

- 10. Adjournment:** MOTION to adjourn by Dahlberg, seconded by J. Anderson, and unanimously carried to adjourn the Planning Commission meeting at 6:43 p.m. The next regular meeting of the Planning Commission is scheduled for **5:30 p.m. Monday, March 11, 2024.**

\_\_\_\_\_  
Commission Chair

Attest: \_\_\_\_\_  
Kirsten Faurie  
Community Development Director

DRAFT