



City of Mora
Kanabec County, Minnesota
Meeting Agenda
City Council

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

Tuesday, March 15, 2022

6:30 PM

Mora City Hall

- 1. Call to Order/ Pledge of Allegiance**
- 2. Roll Call**
- 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. Regular Meeting Minutes- February 15, 2022
 - b. Joint Special Meeting Minutes- February 22, 2022
 - c. February 2022 Claims
 - d. City Administrator Employment Contract Approval
 - e. Gambling Permit – Mora Wrestling Club
 - f. Grant Closeout – Airport Master Plan
- 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. Special Business**
 - a. 2022 Vasaloppet
 - b. Special Event Permit- Snake River Canoe Race
 - c. Driver's License Office
 - d. City Administrator
- 7. Public Hearings**

None
- 8. New Business**
 - a. Resolution Reestablishing Precincts and Polling Place Resolution No. 2022-321
 - b. Special Meeting April 5, 2022
 - c. Mora Municipal Airport ARPA Agreement Resolution No. 2022-322
 - d. GreenStep Cities Program Resolution No. 2022-323
 - e. Community Survey Results
 - f. DNR Grant Application
 - g. Columbarium Rules
- 9. Old Business**
 - a. Housing and Redevelopment Authority Update
 - b. Economic Development Authority Application / Appointment
 - c. Housing and Redevelopment Authority Application / Appointment
 - d. 2022 Public Works Vasaloppet
- 10. Communications**
 - a. MAFD Monthly Report- February 2022
 - b. KCSO Monthly Report – February 2022
 - c. EDA Meeting Minutes – March 2, 2022
 - d. Park Board Meeting Minutes – March 8, 2022

11. Reports

- a. Administrative Services Director
- b. Councilmember Anderson
- c. Councilmember Broekemeier
- d. Councilmember Mathison
- e. Councilmember Shepard
- f. Mayor Skramstad

12. Adjournment

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the regular meeting of the Mora City Council at 6:30 PM on Tuesday, February 15, 2022, in the city hall council chambers.

2. **Roll Call:** Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Jake Mathison, and Kyle Shepard
Absent: Sadie Broekemeier
Staff Present: Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, City Accountant Sara King, Community Development Director Angela Grafstrom, and Deputy City Clerk Mandi Yoder
3. **Adopt Agenda:** Mayor Skramstad requested the addition of item 4g Gambling Permit- True Directions, item 8h Kanabec County Economic Development Authority and the amended meeting minutes from the January 18, 2022, Joint Council PUC meeting. MOTION made by Shepard, seconded by Anderson, and unanimously carried by the City Council to approve the agenda as amended.
4. **Consent Agenda:** MOTION made by Anderson, seconded by Shepard, and unanimously carried by the City Council to approve the consent agenda as presented.
 - a. Joint Meeting Minutes – January 18, 2022
 - b. Regular Meeting Minutes – January 18, 2022
 - c. January 2022 Claims
 - d. Massage Therapist Business License – Asolare Yoga & Wellness
 - e. Gambling Permit – Paradise Theatre Association
 - f. Accept Restricted Donations Resolution No. 2022-225
 - g. Gambling Permit – True Directions
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:** There were no special business items to discuss.
7. **Public Hearings:** There were no Public Hearings.
8. **New Business:**
 - a. **Grove Street Improvement Approving Plans Resolution No. 2022-220:** Greg Anderson of SEH, recapped the procedural steps and considerations taken to ensure the 21-day posting requirement and bid deadline of March 24, 2022 at 10:00 via Quest CDN. He also proposed the Council meet the first meeting in April and the first meeting in May to allow the project to commence early summer and streamline statutory requirements. MOTION made by Mathison, seconded by Shepard and unanimously carried to approve the following resolution:

RESOLUTION NO. 2022-220
RESOLUTION FOR APPROVING PLANS AND SPECIFICATION AND ORDERING
ADVERTISEMENT FOR BIDS FOR THE NORTH GROVE STREET IMPROVEMENTS
(see attached)
 - b. **MNDot Cooperative Construction Agreement- Snake River Bridge:** Greg Anderson presented the MNDot Cooperative Construction Agreement and explained the City's cost of the lighting construction and other associated construction performed for the Snake River Bridge, State Project No. 3307-43. Anderson further explained the total number shown on the agreement did not include the percentage for which the City was also responsible. Skramstad asked if funds were available for this expense. King

stated that funds had not been designated for the Snake River Bridge Project and further explained that the final rule for the American Rescue Plan Act allowed local governments to use ARPA funds for loss revenue. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the following resolution:

RESOLUTION NO. 2022-221

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
APPROVING STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION AND CITY OF
MORA COOPERATIVE CONSTRUCTION AGREEMENT
(see attached)

- c. **Economic Development Authority Resignation:** Doyle Casavant submitted a letter announcing his retirement in March and resignation from the EDA. MOTION made by Mathison, seconded by Shepard and unanimously carried to accept the letter of resignation and begin advertising to fill the upcoming Economic Development Authority vacancy.
- d. **Rezone and Conditional Use Permit Resolution No. 2022-222; Resolution No. 2022-223:** Grafstrom presented to the City Council the recommendation for consideration to Clarify Zoning and Create a Minor Subdivision to Separate the Business B-2 from a Residential R-1 Property. Grafstrom further explained that the process had begun in 1999 but was never completed by the City or the Caswell's. MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the following resolution

RESOLUTION NO. 2022-222

RESOLUTION OF THE CITY COUNCIL CLARIFYING ZONING AND CREATE A MINOR
SUBDIVISION TO SEPARATE A BUSINESS B-2 FROM A RESIDENTIAL R-1 PROPERTY
(see attached)

Grafstrom presented the Planning Commission Resolution No. 2022-0202 Recommending Approval of a Conditional Use Permit to allow Addition of an Accessory Structure to be Located in R-3 District as Requested by Robert Pich. Grafstrom explained that the property met the setback requirements, and the use was consistent with the City Code. She further explained that a precedence had been set with allowed pole sheds in residential districts. Grafstrom further explained that due to setback requirements, older residential districts would not have the space and most new subdivisions identify what kinds of structures would be allowed. Council discussed future review of the Ordinance to ensure consistent practice and limiting accessory pole sheds. MOTION made by Mathison, seconded by Shepard and unanimously carried to approve the following resolution:

RESOLUTION NO. 2022-223

RESOLUTION APPROVING CONDITIONAL USE PERMIT TO ALLOW ADDITION OF AN
ACCESSORY STRUCTURE TO BE LOCATED IN R-3 DISTRICT AS REQUESTED BY ROBERT
PICH
(see attached)

- e. **Park Board Appointment:** Segelstrom recapped the Park Board vacancy and brought forward Alison Holland's application. MOTION made by Mathison, seconded by Shepard, and unanimously carried to appoint Alison Holland the Park Board term expiration 12/31/2024.

- f. **American Legion Post #201 and Post #640 Veteran's Memorial Support Resolution No. 2022-224.** Mayor Skramstad relinquished duties and Mayor Pro-Tem Anderson was the presiding officer for Item 8f. American Legion Post #201 member, Alan Skramstad brought forward a resolution of support from the City of Mora for the American Legion project which would encompass a Veteran's Memorial and installation of military static display. MOTION Made by Mathison, seconded by Shepard, Skramstad abstained and carried by the City Council to approve the following resolution:

RESOLUTION NO. 2022-224

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
ENDORING SUPPORT OF THE AMERICAN LEGION
POST #201 AND POST #640 PROJECT IN THE CITY OF MORA

- g. **Green Step City:** Segelstrom brought forward the GreenStep Cities program explaining a community member expressed interest in the program and asked if the City of Mora had explored joining the initiative. Segelstrom explained to Council, GreenStep Cities was a five-step program that sets goals of sustainability and resiliency through best practices. Segelstrom explained that many best practices outlined from the program were in place with the City and asked if City Council would be interested in implementing the program for the City. Further discussion took place on who would be the GreenStep Coordinator, dedicated staff time and expense. Segelstrom stated she would reach out to the community member and whether there was interest as the GreenStep Coordinator. Segelstrom further explained that the program was tailored to provide maximum flexibility and total control and choice by the Council. The Council consensus was to move forward with the GreenStep Cities program and bring forward a Resolution at the March meeting.
- h. **Kanabec County Economic Development Authority:** Grafstrom brought forward communication from Kanabec County Economic Development Authority and the City of Mora seat. At the request of the Kanabec County EDA, City Council reviewed the two applications and recommended Sara Treiber to the Kanabec County EDA at the January 18, 2022. There was a consensus that Treiber would be a suitable applicant because she had previously filled the seat. On February 15, 2022 the Kanabec County Board met. County Staff recommended the reappointment of Treiber to the County EDA based on City Council and Kanabec County EDA recommendation. County staff's recommendation failed for lack of motion from the County Board.

The Kanabec County board asked if City Council would consider recommending the other application, Lowell Sedlecek to represent Mora on the County EDA. Council discussed the request and determined the City had already provided their recommendation and council would not move forward with the proposed recommendation.

9. Old Business: None

10. Communications: The following communications were reviewed.

- a. **Liquor Store Annual Report:** Council reviewed the annual liquor store report. Skramstad brought forward an article that recognized the Mora Municipal Liquor listed in the top ten municipal liquor stores total sales by profit margin during 2020. Council commended staff for the sales which provides a contribution to the City's general fund.
- b. **MN Environmental Protection Report:** Kohlgraf presented the Minnesota Environmental Protection report and the City's compliance with the wastewater facility.

Kohlgraf commended staff for the continued state compliance.

- c. Mora Area Fire Department Report
- d. Kanabec County Sheriff's Office Report
- e. Airport Board Meeting Minutes
- f. Park Board Meeting Minutes: Shepard recapped the Fox Run Park project and addressed interest from a local Boy Scout and installing a Gaga Ball Pit at the park. He further explained the details of the game and possibility of a future project at Lions Park and that it would be brought forward to City Council in a future meeting.
- g. Quarterly Financial Reports: King brought forward the unaudited 4th quarter financial report. She noted that the funds were over budget for revenue for 2021 and under budget for expenditures. King stated that the City had worked hard to stay within the budget and recognized staff.

11. Reports

- a. Administrative Services Director: Nothing new to report.
- b. Councilmember Anderson: Stated city staff did a great job with the Vasaloppet and hoped businesses did well in town with Vasaloppet spectators.
- c. Councilmember Broekemeier: Absent
- d. Councilmember Mathison: Recognized city staff and their hard work during the Vasaloppet weekend.
- e. Councilmember Shepard: Commended staff for the clear walkways in the parks. Community members have also brought forward their appreciation.
- f. Mayor Skramstad: Skramstad thanked city staff for their hard work during the 50th Vasaloppet weekend and the Public Works staff for the time spent for an unexpected waterline repair. Skramstad recapped the recent testimony before the Minnesota Legislature that would allow the Public Utilities Commission to become a five-member board versus a three member. He further explained that he and PUC Chair Ardner had testified before and the unanimous decision to move forward to the MN House floor. Once approved, there would be a resolution presented to the City Council and the advertisement for an additional member added along with one member from Council.

12. Adjournment: MOTION made by Mathison, seconded by Shepard, and unanimously carried by the City Council to adjourn at 7:24 PM.

Mayor

City Clerk

Pursuant to due call and notice thereof Mayor Alan Skramstad and PUC Chair Greg Ardner called to order the Special Joint meeting of the Mora City Council and Public Utilities Commission at 4:00 PM on Tuesday, February 22, 2022 in the city hall council chambers.

- 2. Roll Call:** City Council Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Sadie Broekemeier, Jake Mathison, and Kyle Shepard
Absent: none
Public Utilities Commission Present: Chair Greg Ardner, Brett Baldwin and Ryan Christianson
Absent: none
Staff Present: Administrative Services Director Natasha Segelstrom, Deputy Clerk Mandi Yoder
- 3. Adopt Agenda:** Council MOTION made by Mathison, seconded by Anderson, and unanimously carried to approve the agenda as presented.
PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried to approve the agenda as presented.
- 4. Business Items:**
 - a. City Administrator/Public Utilities General Manager Candidate Selection:**

Liza Donabauer, of DDA detailed the Contract Agreement for the selected City Administrator/Public Utilities General Manager, Glenn Anderson. She further explained the counteroffer brought forward by Anderson, which included a reduction in salary from Step H to Step F, along with 120 hours of vacation credited effective upon Anderson's first day of employment. Donabauer explained the credited vacation hours accounted Anderson's years of public service and with the reduction in salary, the Council and PUC would consider the request.

The Council and PUC discussed the years of service and accrual outlined in the Personnel Policy and agreed the contract needed to identify years of service recognized for vacation accruals. There was a consensus that Glenn Anderson would be credited 120 hours of vacation upon the first day of employment, recognized 14 years seniority for vacation accrual's and be eligible for the increased accrual after the probation period of one year. Council and PUC requested that Donabauer update the verbiage used in the contract and state 14 years of service recognized and rate of vacation accruals at one year. Council MOTION made by Broekemeier, seconded by Mathison, and unanimously carried by the City Council to approve the employment agreement with adjustment in final wording of seniority for vacation schedule. PUC MOTION made by Christianson, seconded by Baldwin, and unanimously carried by the PUC to approve employment agreement with adjustment in final wording of seniority for vacation schedule.
- 5. Adjournment:** PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried to adjourn the meeting at 4:15PM. Council MOTION by Shepard, seconded by Anderson, and unanimously carried to adjourn the meeting at 4:15PM.

Mayor

PUC Chair

City Clerk

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000971 MSRS						
000971	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$879.07
						<u>\$879.07</u>
CHECK # 000972 MSRS						
000972	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$450.00
						<u>\$450.00</u>
CHECK # 000973 MSRS						
000973	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$715.00
						<u>\$715.00</u>
CHECK # 000974 TASC-TOTAL ADMIN SERVICE COOP						
000974	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$192.31
000974	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA EMPLOYEE CONTRIB	\$496.19
000974	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA EMPLOYER CONTRIB	\$1,000.00
000974	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$288.46
						<u>\$1,976.96</u>
CHECK # 000975 MN DEPT OF REVENUE						
000975	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE WITHHO	\$2,407.28
						<u>\$2,407.28</u>
CHECK # 000976 US TREASURY - IRS						
000976	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FED W/H	\$4,317.27
000976	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$7,309.54
000976	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,709.50
						<u>\$13,336.31</u>
CHECK # 000977 MSRS						
000977	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$872.56
						<u>\$872.56</u>
CHECK # 000978 MSRS						
000978	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$450.00
						<u>\$450.00</u>
CHECK # 000979 MSRS						
000979	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$725.00
						<u>\$725.00</u>
CHECK # 000980 TASC-TOTAL ADMIN SERVICE COOP						
000980	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$192.31
000980	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$476.54
000980	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$288.46
						<u>\$957.31</u>
CHECK # 000981 MN DEPT OF REVENUE						
000981	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE W/H	\$2,410.28
						<u>\$2,410.28</u>
CHECK # 000982 US TREASURY - IRS						
000982	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$4,489.49
000982	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$7,717.82
000982	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,804.96
						<u>\$14,012.27</u>

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000983 TSYS						
000983	TSYS	LIQUOR FUND	LIQUOR STOR	Payment Processin	MONTHLY LIQ STORE CR	<u>\$7,577.13</u>
CHECK # 000983 TSYS						\$7,577.13
CHECK # 000985 MORA MUNICIPAL UTILITIES						
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Storm Water	UTILITIES	\$13.04
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Sewer	UTILITIES	\$36.27
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Electricity	UTILITIES	\$421.31
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Water	UTILITIES	\$51.13
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Water	UTILITIES	\$30.78
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Sewer	UTILITIES	\$36.27
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Storm Water	UTILITIES	\$13.04
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Electricity	UTILITIES	\$377.58
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	STREETS	Electricity	UTILITIES	\$133.53
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	STREET LIGH	Electricity	UTILITIES	\$2,767.02
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Electricity	UTILITIES	\$515.57
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Water	UTILITIES	\$30.78
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Sewer	UTILITIES	\$36.27
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Storm Water	UTILITIES	\$24.03
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Electricity	UTILITIES	\$76.84
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Storm Water	UTILITIES	\$15.80
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Sewer	UTILITIES	\$0.00
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Water	UTILITIES	\$0.81
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Electricity	UTILITIES	\$113.35
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Storm Water	UTILITIES	\$37.77
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Storm Water	UTILITIES	\$98.16
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Water	UTILITIES	\$57.35
000985	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Sewer	UTILITIES	\$65.04
000985	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Water	UTILITIES	\$27.48
000985	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Sewer	UTILITIES	\$28.77
000985	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Electricity	UTILITIES	\$387.37
000985	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Storm Water	UTILITIES	\$18.83
000985	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Electricity	UTILITIES	\$14.03
000985	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Water	UTILITIES	\$0.81
000985	MORA MUNICIPAL UTILIT	DOWNTOWN-F	CAPITAL PROJ	Capital Outlay	UTILITIES	\$13.04
000985	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Water	UTILITIES	\$36.36
000985	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Sewer	UTILITIES	\$36.27
000985	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Storm Water	UTILITIES	<u>\$17.17</u>
CHECK # 000985 MORA MUNICIPAL UTILITIES						\$5,531.87
CHECK # 000987 REVTRAK						
000987	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	<u>\$9.95</u>
CHECK # 000987 REVTRAK						\$9.95
CHECK # 000988 MN DEPT OF REVENUE						
000988	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX PYMT-	\$26,621.00
000988	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	SALES & USE TAX PYMT-	\$2.00
000988	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Garbage Removal	SALES & USE TAX PYMT-	\$14.00
000988	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Telephone	SALES & USE TAX PYMT-	\$3.00
000988	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SALES & USE TAX PYMT-	\$5.00
000988	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	SALES & USE TAX PYMT-	\$4.00
000988	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	SALES & USE TAX PYMT-	\$2.00
000988	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	SALES & USE TAX PYMT-	\$8.00
000988	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Contributions	SALES & USE TAX PYMT-	\$2.00

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000988 MN DEPT OF REVENUE						\$26,661.00
CHECK # 000989 TSYS						
000989	TSYS	LIQUOR FUND	LIQUOR STOR	Rentals	MONTHLY CREDIT CARD	\$80.37
CHECK # 000989 TSYS						\$80.37
CHECK # 000992 HIBU						
000992	HIBU	LIQUOR FUND	LIQUOR STOR	Advertising	LIQUOR STORE WEBSITE	\$172.00
CHECK # 000992 HIBU						\$172.00
CHECK # 000993 NEIGHBORHOOD NATIONAL BANK						
000993	NEIGHBORHOOD NATION	GENERAL FUN	FINANCE	Miscellaneous	MONTHLY MISC FILE FEE	\$14.64
000993	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY BUSINESS ON	\$10.00
000993	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY PAYROLL ACH	\$60.00
000993	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	MONTHLY RETURNED CH	\$10.00
CHECK # 000993 NEIGHBORHOOD NATIONAL BANK						\$94.64
CHECK # 057600 NCPERS GROUP LIFE INS						
057600	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	NCPERS - LIFE	-\$240.00
CHECK # 057600 NCPERS GROUP LIFE INS						-\$240.00
CHECK # 057778 EQUITABLE FINANCIAL						
057778	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$30.00
CHECK # 057778 EQUITABLE FINANCIAL						\$30.00
CHECK # 057779 ICMA RETIREMENT TRUST - 457						
057779	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA/MISSION SQR	\$50.00
057779	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$75.00
CHECK # 057779 ICMA RETIREMENT TRUST - 457						\$125.00
CHECK # 057780 PERA - MN ST TREASURER						
057780	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$607.06
057780	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,945.58
057780	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,945.58
CHECK # 057780 PERA - MN ST TREASURER						\$8,498.22
CHECK # 057837 AMAZON CAPITAL SERVICES						
057837	AMAZON CAPITAL SERVIC	GENERAL FUN	ADMINISTRAT	Small Tools & Equi	COFFEE MAKER	\$27.72
057837	AMAZON CAPITAL SERVIC	GENERAL FUN	FINANCE	Small Tools & Equi	COFFEE MAKER	\$27.72
057837	AMAZON CAPITAL SERVIC	GENERAL FUN	PLANNING &	Small Tools & Equi	COFFEE MAKER	\$27.72
CHECK # 057837 AMAZON CAPITAL SERVICES						\$83.16
CHECK # 057838 BELLBOY CORPORATION						
057838	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$250.00
057838	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$7,100.07
CHECK # 057838 BELLBOY CORPORATION						\$7,350.07
CHECK # 057839 BERNICK COMPANIES						
057839	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$7,825.02
057839	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$397.21
CHECK # 057839 BERNICK COMPANIES						\$8,222.23
CHECK # 057840 BREAKTHRU BEVERAGE						
057840	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$966.40
057840	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$276.63
057840	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$10,413.59

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CHECK # 057840 BREAKTHRU BEVERAGE						\$11,656.62
CHECK # 057841 CAMPBELL KNUTSON, P.A.						
057841	CAMPBELL KNUTSON, P.A.	GENERAL FUN	HUMAN RESO	Legal Services	MISC LEGAL SERVICES-P	\$208.00
057841	CAMPBELL KNUTSON, P.A.	GENERAL FUN	PLANNING &	Legal Services	MISC LEGAL SERVICES-L	\$507.00
CHECK # 057841 CAMPBELL KNUTSON, P.A.						\$715.00
CHECK # 057842 DAHLHEIMER DIST CO						
057842	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$15,003.50
057842	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$70.40
CHECK # 057842 DAHLHEIMER DIST CO						\$15,073.90
CHECK # 057843 DE LAGE LANDEN FINANCIAL SERV						
057843	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$324.59
CHECK # 057843 DE LAGE LANDEN FINANCIAL SERV						\$324.59
CHECK # 057844 DOWNTOWN DELI						
057844	DOWNTOWN DELI	GENERAL FUN	HUMAN RESO	Professional Servic	MEALS FOR CITY ADMIN	\$98.26
CHECK # 057844 DOWNTOWN DELI						\$98.26
CHECK # 057845 ERICKSON, KELLY						
057845	ERICKSON, KELLY	GENERAL FUN	HUMAN RESO	Recognition/Welne	WELIA CENTER MEMBER	\$25.00
CHECK # 057845 ERICKSON, KELLY						\$25.00
CHECK # 057846 HANSON, RENEE						
057846	HANSON, RENEE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ASSORTED POURERS W/	\$108.00
CHECK # 057846 HANSON, RENEE						\$108.00
CHECK # 057848 JOHNSON BROTHERS LIQUOR						
057848	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,509.90
057848	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,465.42
CHECK # 057848 JOHNSON BROTHERS LIQUOR						\$6,975.32
CHECK # 057849 KANABEC CO ART ASSOCIATION						
057849	KANABEC CO ART ASSOCI	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
CHECK # 057849 KANABEC CO ART ASSOCIATION						\$50.00
CHECK # 057850 KANABEC CO SHERIFF						
057850	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	FEB LAW ENFORCEMENT	\$53,550.25
CHECK # 057850 KANABEC CO SHERIFF						\$53,550.25
CHECK # 057851 KOTTER, LISA						
057851	KOTTER, LISA	GENERAL FUN	HUMAN RESO	Professional Servic	HOTEL REIMBURSEMENT	\$106.86
CHECK # 057851 KOTTER, LISA						\$106.86
CHECK # 057852 MCDONALD DIST CO						
057852	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$305.90
057852	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$30,452.24
CHECK # 057852 MCDONALD DIST CO						\$30,758.14
CHECK # 057853 MIDCO						
057853	MIDCO	GENERAL FUN	INFORMATIO	Telephone	INTERNET	\$88.39
057853	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE/INTERNET	\$605.73
057853	MIDCO	GENERAL FUN	STREETS	Telephone	PHONE/INTERNET	\$117.67
057853	MIDCO	GENERAL FUN	AQUATIC CEN	Telephone	PHONE/INTERNET	\$7.37
057853	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.39
057853	MIDCO	LIQUOR FUND	LIQUOR STOR	Telephone	PHONE/INTERNET	\$384.85

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CHECK # 057853 MIDCO						\$1,279.40
CHECK # 057854 MN COMPUTER SYSTEMS, INC						
057854	MN COMPUTER SYSTEMS,	GENERAL FUN	INFORMATIO	Repair/Maint - Bldg	COPIER CHARGE	\$187.21
057854	MN COMPUTER SYSTEMS,	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	COPIER CHARGE	\$52.32
CHECK # 057854 MN COMPUTER SYSTEMS, INC						\$239.53
CHECK # 057855 MN PEIP						
057855	MN PEIP	GENERAL FUN		Group Health Insur	MARCH 2022 GROUP HE	\$18,858.20
CHECK # 057855 MN PEIP						\$18,858.20
CHECK # 057856 MOTOR VEHICLE REGISTRATION						
057856	MOTOR VEHICLE REGIST	GENERAL FUN	BUILDING	Miscellaneous	VEHICLE TAB RENEWALS	\$19.25
057856	MOTOR VEHICLE REGIST	GENERAL FUN	STREETS	Miscellaneous	VEHICLE TAB RENEWALS	\$173.25
057856	MOTOR VEHICLE REGIST	GENERAL FUN	PARKS	Miscellaneous	VEHICLE TAB RENEWALS	\$57.75
057856	MOTOR VEHICLE REGIST	GENERAL FUN	AIRPORT	Miscellaneous	VEHICLE TAB RENEWALS	\$19.25
CHECK # 057856 MOTOR VEHICLE REGISTRATION						\$269.50
CHECK # 057858 PAUSTIS WINE COMPANY						
057858	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,280.00
057858	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$188.00
CHECK # 057858 PAUSTIS WINE COMPANY						\$3,468.00
CHECK # 057859 PHILLIPS WINE & SPIRITS						
057859	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,139.19
057859	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$163.66
057859	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$11,839.89
CHECK # 057859 PHILLIPS WINE & SPIRITS						\$13,142.74
CHECK # 057860 RDO EQUIPMENT						
057860	RDO EQUIPMENT	GENERAL FUN	STREETS	Capital Outlay	2019 JD BACKHOE LOAD	\$84,223.63
057860	RDO EQUIPMENT	GENERAL FUN	STREETS	Sale of Fixed Asset	BACKHOE LOADER TRAD	-\$17,000.00
057860	RDO EQUIPMENT	GENERAL FUN	STREETS	Repair/Maint - Bldg	LOADER RPR	\$782.82
CHECK # 057860 RDO EQUIPMENT						\$68,006.45
CHECK # 057861 SHRED-N-GO, INC						
057861	SHRED-N-GO, INC	GENERAL FUN	ADMINISTRAT	Professional Servic	SHREDDING	\$79.75
CHECK # 057861 SHRED-N-GO, INC						\$79.75
CHECK # 057862 SOUTHERN GLAZERS OF MN						
057862	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,038.00
057862	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$3,930.88
CHECK # 057862 SOUTHERN GLAZERS OF MN						\$5,968.88
CHECK # 057864 VASALOPPET INC						
057864	VASALOPPET INC	GENERAL FUN		Deposits	PPUP EVENT DEPOSIT RE	\$100.00
057864	VASALOPPET INC	GENERAL FUN		Deposits	KEY DEPOSIT REFUND-P	\$50.00
CHECK # 057864 VASALOPPET INC						\$150.00
CHECK # 057865 VERIZON WIRELESS						
057865	VERIZON WIRELESS	GENERAL FUN	ADMINISTRAT	Telephone	CELL/IPAD	\$20.63
057865	VERIZON WIRELESS	GENERAL FUN	PLANNING &	Telephone	CELL	\$28.85
057865	VERIZON WIRELESS	GENERAL FUN	CITY HALL BU	Telephone	CELL	\$4.12
057865	VERIZON WIRELESS	GENERAL FUN	BUILDING	Telephone	CELL	\$45.34
057865	VERIZON WIRELESS	GENERAL FUN	STREETS	Telephone	CELL/IPAD	\$95.08
057865	VERIZON WIRELESS	GENERAL FUN	AQUATIC CEN	Telephone	CELL	\$28.85

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057865	VERIZON WIRELESS	GENERAL FUN	PARKS	Telephone	CELL/IPAD	\$38.26
057865	VERIZON WIRELESS	GENERAL FUN	AIRPORT	Telephone	CELL	\$8.19
057865	VERIZON WIRELESS	STORM WATER	STORM WATE	Telephone	CELL/IPAD	\$19.82
057865	VERIZON WIRELESS	CEMETERY FU	CEMETERY	Telephone	CELL/IPAD	\$8.19
057865	VERIZON WIRELESS	LIQUOR FUND	LIQUOR STOR	Telephone	CELL	\$41.22
CHECK # 057865 VERIZON WIRELESS						\$338.55
CHECK # 057866 WINE MERCHANTS						
057866	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$471.40
CHECK # 057866 WINE MERCHANTS						\$471.40
CHECK # 057867 AFSCME						
057867	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$464.38
CHECK # 057867 AFSCME						\$464.38
CHECK # 057868 EQUITABLE FINANCIAL						
057868	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$30.00
CHECK # 057868 EQUITABLE FINANCIAL						\$30.00
CHECK # 057869 ICMA RETIREMENT TRUST - 457						
057869	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$85.00
057869	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA/MISSION SQR	\$50.00
CHECK # 057869 ICMA RETIREMENT TRUST - 457						\$135.00
CHECK # 057870 NCPERS GROUP LIFE INS						
057870	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	NCPERS - LIFE	\$240.00
CHECK # 057870 NCPERS GROUP LIFE INS						\$240.00
CHECK # 057871 PERA - MN ST TREASURER						
057871	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,936.46
057871	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$605.62
057871	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,936.46
CHECK # 057871 PERA - MN ST TREASURER						\$8,478.54
CHECK # 057872 AMAZON CAPITAL SERVICES						
057872	AMAZON CAPITAL SERVIC	GENERAL FUN	LIBRARY BUIL	Repair/Maint - Bldg	CITY HALL FURNACE FIL	\$107.23
CHECK # 057872 AMAZON CAPITAL SERVICES						\$107.23
CHECK # 057873 COUGHLIN, JAMES						
057873	COUGHLIN, JAMES	GENERAL FUN	HUMAN RESO	Professional Servic	HOTEL EXPENSE FOR CIT	\$106.86
057873	COUGHLIN, JAMES	GENERAL FUN	HUMAN RESO	Professional Servic	HOTEL EXPENSE FOR CIT	-\$106.86
CHECK # 057873 COUGHLIN, JAMES						\$0.00
CHECK # 057874 DEARBORN LIFE INSURANCE CO						
057874	DEARBORN LIFE INSURAN	GENERAL FUN		Life Insurance	GROUP LIFE INS PREMIU	\$290.85
CHECK # 057874 DEARBORN LIFE INSURANCE CO						\$290.85
CHECK # 057875 DELTA DENTAL						
057875	DELTA DENTAL	GENERAL FUN		Delta Dental	GROUP DENTAL INS PRE	\$852.70
CHECK # 057875 DELTA DENTAL						\$852.70
CHECK # 057876 KANABEC CO AUDITOR/TREASURER						
057876	KANABEC CO AUDITOR/T	GENERAL FUN	FINANCE	Assessing	2022 COUNTY AUDITORS	\$807.00
CHECK # 057876 KANABEC CO AUDITOR/TREASURER						\$807.00
CHECK # 057877 KEVS DEPOT LLC						
057877	KEVS DEPOT LLC	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	CHEESE/CRACKERS FOR	\$50.00

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CHECK # 057877	KEVS DEPOT LLC					\$50.00
CHECK # 057878	LAKELAND INVESTORS, INC.					
057878	LAKELAND INVESTORS, I	GENERAL FUN		Deposits	DRIVEWAY DEPOSIT REF	\$2,500.00
CHECK # 057878	LAKELAND INVESTORS, INC.					\$2,500.00
CHECK # 057880	MN GOVT FINANCE OFFICERS ASSOC					
057880	MN GOVT FINANCE OFFIC	GENERAL FUN	FINANCE	Dues & Subscriptio	2022 MEMBERSHIP FEES	\$70.00
CHECK # 057880	MN GOVT FINANCE OFFICERS ASSOC					\$70.00
CHECK # 057881	QUADIEN T LEASING USA, INC					
057881	QUADIEN T LEASING USA,	GENERAL FUN	FINANCE	Postage	POSTAGE MACHINE REN	\$299.97
CHECK # 057881	QUADIEN T LEASING USA, INC					\$299.97
CHECK # 057882	TASC-TOTAL ADMIN SERVICE COOP					
057882	TASC-TOTAL ADMIN SERV	GENERAL FUN	HUMAN RESO	Professional Servic	HSA & FSA PARTICIPATI	\$35.00
CHECK # 057882	TASC-TOTAL ADMIN SERVICE COOP					\$35.00
CHECK # 057883	WELIA HEALTH					
057883	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	PRE-EMPLOYMENT LAB T	\$1,329.01
CHECK # 057883	WELIA HEALTH					\$1,329.01
CHECK # 057884	COUGHLIN, DAN					
057884	COUGHLIN, DAN	GENERAL FUN	HUMAN RESO	Professional Servic	HOTEL EXPENSE FOR CIT	\$106.86
CHECK # 057884	COUGHLIN, DAN					\$106.86
CHECK # 057886	MEISCH & ASSOCIATES, LTD					
057886	MEISCH & ASSOCIATES, L	GENERAL FUN		Accounts Payable	REMEDIA TION MONITOR	\$37,366.50
057886	MEISCH & ASSOCIATES, L	GENERAL FUN		Accounts Payable	REMEDIA TION MONITOR	\$10,381.00
057886	MEISCH & ASSOCIATES, L	GENERAL FUN		Accounts Payable	REMEDIA TION MONITOR	\$2,939.20
CHECK # 057886	MEISCH & ASSOCIATES, LTD					\$50,686.70
CHECK # 057887	ARTISAN BEER CO					
057887	ARTISAN BEER CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$308.00
CHECK # 057887	ARTISAN BEER CO					\$308.00
CHECK # 057888	BELLBOY CORPORATION					
057888	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,087.26
057888	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	CHAMP FLUTES RETURN	-\$106.00
057888	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$320.00
CHECK # 057888	BELLBOY CORPORATION					\$6,301.26
CHECK # 057889	BERNICK COMPANIES					
057889	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$275.15
057889	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$10,004.50
CHECK # 057889	BERNICK COMPANIES					\$10,279.65
CHECK # 057890	BREAKTHRU BEVERAGE					
057890	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$360.00
057890	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$8,152.98
057890	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$319.42
CHECK # 057890	BREAKTHRU BEVERAGE					\$8,832.40
CHECK # 057891	C & L DISTRIBUTING					
057891	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$771.30
057891	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$130.25

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CHECK # 057891 C & L DISTRIBUTING						\$901.55
CHECK # 057894 DAHLHEIMER DIST CO						
057894	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$19,220.17
057894	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$319.50
CHECK # 057894 DAHLHEIMER DIST CO						\$19,539.67
CHECK # 057896 JOHNSON BROTHERS LIQUOR						
057896	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$12,107.33
057896	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,799.92
CHECK # 057896 JOHNSON BROTHERS LIQUOR						\$15,907.25
CHECK # 057897 KEVS DEPOT LLC						
057897	KEVS DEPOT LLC	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	FEB WINE TASTING CHE	\$50.00
CHECK # 057897 KEVS DEPOT LLC						\$50.00
CHECK # 057898 MCDONALD DIST CO						
057898	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$165.75
057898	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$16,773.27
057898	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$208.10
CHECK # 057898 MCDONALD DIST CO						\$17,147.12
CHECK # 057900 PHILLIPS WINE & SPIRITS						
057900	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$119.61
057900	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$719.50
057900	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,294.41
CHECK # 057900 PHILLIPS WINE & SPIRITS						\$7,133.52
CHECK # 057902 SOUTHERN GLAZERS OF MN						
057902	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$3,846.76
057902	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,310.00
CHECK # 057902 SOUTHERN GLAZERS OF MN						\$6,156.76
CHECK # 057903 VINOCOPIA, INC						
057903	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$462.83
057903	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$271.17
CHECK # 057903 VINOCOPIA, INC						\$734.00
CHECK # 057907 CARDMEMBER SERVICE						
057907	CARDMEMBER SERVICE	GENERAL FUN	FINANCE	Dues & Subscriptio	MEMBERSHIP DUES FOR	\$160.00
057907	CARDMEMBER SERVICE	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	STEEL GARBAGE CANS &	\$1,917.87
057907	CARDMEMBER SERVICE	GENERAL FUN	AQUATIC CEN	Other Operating Su	WRISTBANDS - WRISTBA	\$1,546.34
CHECK # 057907 CARDMEMBER SERVICE						\$3,624.21
CHECK # 057908 CENTURYLINK						
057908	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	A/D BLDG PHONE	\$54.98
057908	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	FUEL PHONE	\$60.81
CHECK # 057908 CENTURYLINK						\$115.79
CHECK # 057909 DE LAGE LANDEN FINANCIAL SERV						
057909	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$324.59
CHECK # 057909 DE LAGE LANDEN FINANCIAL SERV						\$324.59
CHECK # 057910 MIDCO						
057910	MIDCO	GENERAL FUN	INFORMATIO	Telephone	INTERNET	\$88.39
057910	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE/INTERNET	\$605.73

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057910	MIDCO	GENERAL FUN	STREETS	Telephone	PHONE/INTERNET	\$117.67
057910	MIDCO	GENERAL FUN	AQUATIC CEN	Telephone	PHONE/INTERNET	\$7.37
057910	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.39
057910	MIDCO	LIQUOR FUND	LIQUOR STOR	Telephone	PHONE/INTERNET	\$384.88
CHECK # 057910 MIDCO						\$1,279.43
CHECK # 057911 MN COMPUTER SYSTEMS, INC						
057911	MN COMPUTER SYSTEMS,	GENERAL FUN	INFORMATIO	Repair/Maint - Bldg	COPIER CHARGE	\$311.35
057911	MN COMPUTER SYSTEMS,	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	COPIER CHARGE	\$38.54
CHECK # 057911 MN COMPUTER SYSTEMS, INC						\$349.89
CHECK # 057913 MN DEPT OF LABOR & INDUSTRY-CO						
057913	MN DEPT OF LABOR & IN	GENERAL FUN	GARAGE	Miscellaneous	YEARLY REGISTRATION	\$20.00
057913	MN DEPT OF LABOR & IN	FIRE FUND	FIRE	Miscellaneous	YEARLY REGISTRATION	\$10.00
CHECK # 057913 MN DEPT OF LABOR & INDUSTRY-CO						\$30.00
CHECK # 057914 MORA LIONS CLUB						
057914	MORA LIONS CLUB	GENERAL FUN	PARKS	Contributions	2022 LIONS BATHROOM	\$2,000.00
CHECK # 057914 MORA LIONS CLUB						\$2,000.00
CHECK # 057916 TR COMPUTER SALES, LLC						
057916	TR COMPUTER SALES, LL	GENERAL FUN	PLANNING &	Small Tools & Equi	ANGELA MONITOR	\$108.50
057916	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	MONTHLY CLOUD & SER	\$621.00
057916	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	IT WORK - MALWARE, SE	\$435.00
057916	TR COMPUTER SALES, LL	GENERAL FUN	BUILDING	Small Tools & Equi	ANGELA MONITOR	\$31.00
CHECK # 057916 TR COMPUTER SALES, LLC						\$1,195.50
CHECK # 057917 ACE HARDWARE						
057917	ACE HARDWARE	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	BALLAST	\$39.99
057917	ACE HARDWARE	GENERAL FUN	STREETS	Repair/Maint - Bldg	BANNER ZIPTIES	\$14.99
057917	ACE HARDWARE	GENERAL FUN	STREETS	Repair/Maint - Bldg	TRACTOR BACKHOE NUM	\$4.77
CHECK # 057917 ACE HARDWARE						\$59.75
CHECK # 057918 AMERICAN BOTTLING CO. INC						
057918	AMERICAN BOTTLING CO.	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$119.84
CHECK # 057918 AMERICAN BOTTLING CO. INC						\$119.84
CHECK # 057919 ARAMARK						
057919	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	CITY HALL RUGS	\$62.61
057919	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	LIBRARY RUGS & TOWEL	\$89.04
057919	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	GARAGE TOWELS	\$66.92
CHECK # 057919 ARAMARK						\$218.57
CHECK # 057920 AUTO VALUE MORA						
057920	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	FILTERS	\$99.90
057920	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	HYDRO RPR PARTS, GRA	\$236.76
057920	AUTO VALUE MORA	GENERAL FUN	STREETS	Lubricants & Additi	ANTIFREEZE	\$41.97
057920	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	BANNER ZIPTIES	\$26.65
057920	AUTO VALUE MORA	GENERAL FUN	GARAGE	Small Tools & Equi	TOOLS, OIL DISPENSOR	\$88.96
057920	AUTO VALUE MORA	GENERAL FUN	GARAGE	Small Tools & Equi	ELECTRICAL TESTER	\$241.99
057920	AUTO VALUE MORA	FIRE FUND	FIRE	Repair/Maint - Bldg	EMERGENCY MINI LIGHT	\$7.98
057920	AUTO VALUE MORA	FIRE FUND	FIRE	Repair/Maint - Bldg	FUEL GAUGE RPR PARTS	\$37.34
CHECK # 057920 AUTO VALUE MORA						\$781.55
CHECK # 057922 CAMPBELL KNOTSON, P.A.						
057922	CAMPBELL KNOTSON, P.A.	GENERAL FUN	ADMINISTRAT	Legal Services	MISC LEGAL SERVICES-L	\$64.00

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 057922	CAMPBELL KNOTSON, P.A.					\$64.00
CHECK # 057925	CRYSTAL SPRINGS ICE					
057925	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$253.03
CHECK # 057925	CRYSTAL SPRINGS ICE					\$253.03
CHECK # 057926	CUSTOM FIRE APPARATUS INC					
057926	CUSTOM FIRE APPARATU	FIRE FUND	FIRE	Repair/Maint - Bldg	#1 PUMPER TRANSDUCE	\$218.49
CHECK # 057926	CUSTOM FIRE APPARATUS INC					\$218.49
CHECK # 057927	EARL F ANDERSON					
057927	EARL F ANDERSON	GENERAL FUN	STREETS	Street Signs	STREET SIGN POST ADA	\$173.55
057927	EARL F ANDERSON	GENERAL FUN	STREETS	Street Signs	24 STREET SIGNS	\$2,020.30
CHECK # 057927	EARL F ANDERSON					\$2,193.85
CHECK # 057929	EAST CENTRAL ENERGY-ELECT					
057929	EAST CENTRAL ENERGY-E	GENERAL FUN	PARKS	Electricity	ELECTRICITY	\$70.39
057929	EAST CENTRAL ENERGY-E	GENERAL FUN	AIRPORT	Electricity	ELECTRICITY	\$532.47
057929	EAST CENTRAL ENERGY-E	LIQUOR FUND	LIQUOR STOR	Electricity	ELECTRICITY	\$1,910.06
CHECK # 057929	EAST CENTRAL ENERGY-ELECT					\$2,512.92
CHECK # 057930	ECM PUBLISHERS, INC					
057930	ECM PUBLISHERS, INC	GENERAL FUN	HUMAN RESO	Advertising	JOB ADS-W/WW OPERAT	\$222.95
057930	ECM PUBLISHERS, INC	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$441.50
CHECK # 057930	ECM PUBLISHERS, INC					\$664.45
CHECK # 057934	GLENS TIRE OPERATIONS INC					
057934	GLENS TIRE OPERATIONS	GENERAL FUN	PARKS	Tires	FLAT REPAIR	\$18.00
057934	GLENS TIRE OPERATIONS	GENERAL FUN	PARKS	Tires	TIRE	\$20.00
CHECK # 057934	GLENS TIRE OPERATIONS INC					\$38.00
CHECK # 057935	GOPHER STATE ONE-CALL INC					
057935	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	FEB LOCATES	\$8.10
CHECK # 057935	GOPHER STATE ONE-CALL INC					\$8.10
CHECK # 057937	H & L MESABI					
057937	H & L MESABI	GENERAL FUN	STREETS	Repair/Maint - Bldg	PLOW BLADES	\$3,661.84
CHECK # 057937	H & L MESABI					\$3,661.84
CHECK # 057940	HORIZON COMMERCIAL POOL SUPPLY					
057940	HORIZON COMMERCIAL P	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	DIVING BOARD PARTS	\$238.95
CHECK # 057940	HORIZON COMMERCIAL POOL SUPPLY					\$238.95
CHECK # 057942	JOHNSONS HARDWARE & RENTAL					
057942	JOHNSONS HARDWARE &	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	CITY HALL BACK DOOR R	\$13.28
057942	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	REFLECTIVE # STICKERS	\$5.34
057942	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Cleaning Supplies	LYSOL, AIR FRESHENERS	\$8.48
057942	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Chemicals	SIGN BOLTS	\$36.29
057942	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	MARKING PAINT	\$26.97
057942	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Rentals	AUGER RENTAL FOR AER	\$38.00
057942	JOHNSONS HARDWARE &	GENERAL FUN	AIRPORT	Small Tools & Equi	STEP LADDER	\$179.99
057942	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Other Operating Su	24 PK BOTTLED WATER	\$38.90
057942	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Repair/Maint - Bldg	PAINT	\$51.98
CHECK # 057942	JOHNSONS HARDWARE & RENTAL					\$399.23
CHECK # 057944	KANABEC PUBLICATIONS, INC					

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
057944	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	JOB ADS - W/WW OPERA	\$156.65
057944	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	JOB ADS - SUMMER HELP	\$121.10
057944	KANABEC PUBLICATIONS,	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$280.00
CHECK # 057944 KANABEC PUBLICATIONS, INC						\$557.75
CHECK # 057945 KWIK TRIP - GAS PURCHASES						
057945	KWIK TRIP - GAS PURCHA	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$3,528.37
057945	KWIK TRIP - GAS PURCHA	GENERAL FUN	STREETS	Lubricants & Additi	DEF ADDITIVE	\$32.00
057945	KWIK TRIP - GAS PURCHA	GENERAL FUN	PARKS	Motor Fuels	FUEL	\$150.78
057945	KWIK TRIP - GAS PURCHA	FIRE FUND	FIRE	Motor Fuels	FUEL	\$277.04
CHECK # 057945 KWIK TRIP - GAS PURCHASES						\$3,988.19
CHECK # 057946 MED COMPASS						
057946	MED COMPASS	GENERAL FUN	STREETS	Professional Servic	HEARING TESTING - 4 S	\$255.56
057946	MED COMPASS	GENERAL FUN	STREETS	Professional Servic	HEARING TESTING-KOHL	\$35.13
057946	MED COMPASS	STORM WATER	STORM WATE	Professional Servic	HEARING TESTING-KOHL	\$3.19
CHECK # 057946 MED COMPASS						\$293.88
CHECK # 057948 MIDSTATES EQUIPMENT & SUPPLY						
057948	MIDSTATES EQUIPMENT	GENERAL FUN	STREETS	Street Maint - Labo	CRACKFILLER	\$7,663.95
057948	MIDSTATES EQUIPMENT	GENERAL FUN	AIRPORT	Street Maint - Labo	CRACKFILLER	\$7,663.95
CHECK # 057948 MIDSTATES EQUIPMENT & SUPPLY						\$15,327.90
CHECK # 057949 MILLER TRUCKING INC						
057949	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	PRODUCT DELIVERY	\$634.70
057949	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	PRODUCT DELIVERY	\$252.30
057949	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	PRODUCT DELIVERY	\$36.00
CHECK # 057949 MILLER TRUCKING INC						\$923.00
CHECK # 057951 MN ENERGY RESOURCES CORP						
057951	MN ENERGY RESOURCES	GENERAL FUN	CITY HALL BU	Natural Gas - Heat	NATURAL GAS	\$656.18
057951	MN ENERGY RESOURCES	GENERAL FUN	LIBRARY BUIL	Natural Gas - Heat	NATURAL GAS	\$617.06
057951	MN ENERGY RESOURCES	GENERAL FUN	GARAGE	Natural Gas - Heat	NATURAL GAS	\$1,757.41
057951	MN ENERGY RESOURCES	GENERAL FUN	AQUATIC CEN	Natural Gas - Heat	NATURAL GAS	\$328.33
057951	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS-AD BLDG	\$229.32
057951	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS-HANGAR	\$487.39
057951	MN ENERGY RESOURCES	FIRE FUND	FIRE	Natural Gas - Heat	NATURAL GAS	\$1,511.41
CHECK # 057951 MN ENERGY RESOURCES CORP						\$5,587.10
CHECK # 057952 MUNICIPAL EMERGENCY SERVICES						
057952	MUNICIPAL EMERGENCY	FIRE FUND	FIRE	Meetings, Training,	SCBA TRAINING	\$300.00
CHECK # 057952 MUNICIPAL EMERGENCY SERVICES						\$300.00
CHECK # 057953 NORTH STAR FLAGS						
057953	NORTH STAR FLAGS	GENERAL FUN	PARKS	Other Operating Su	FLAGS	\$59.59
057953	NORTH STAR FLAGS	GENERAL FUN	AIRPORT	Other Operating Su	FLAGS	\$59.59
057953	NORTH STAR FLAGS	FIRE FUND	FIRE	Other Operating Su	FLAGS	\$29.79
CHECK # 057953 NORTH STAR FLAGS						\$148.97
CHECK # 057955 NORTHERN STATES SUPPLY						
057955	NORTHERN STATES SUPP	GENERAL FUN	STREETS	Repair/Maint - Bldg	BANNER CABLE TIES	\$25.49
CHECK # 057955 NORTHERN STATES SUPPLY						\$25.49
CHECK # 057957 OSLIN LUMBER						
057957	OSLIN LUMBER	FIRE FUND	FIRE	Repair/Maint - Bldg	CARPET TILES & ADHESI	\$2,575.60
CHECK # 057957 OSLIN LUMBER						\$2,575.60

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 057959 PD S EMBROIDERY						
057959	PD S EMBROIDERY	LIQUOR FUND	LIQUOR STOR	Uniforms	KRONE SHIRTS - REIMB'	\$33.98
057959	PD S EMBROIDERY	LIQUOR FUND	LIQUOR STOR	Uniforms	SPEERS SHIRTS OVER AL	\$44.00
057959	PD S EMBROIDERY	LIQUOR FUND	LIQUOR STOR	Uniforms	SPEERS SHIRTS	\$77.98
						\$155.96
CHECK # 057960 QUALITY DISPOSAL						
057960	QUALITY DISPOSAL	GENERAL FUN	CITY HALL BU	Garbage Removal	GARBAGE	\$51.80
057960	QUALITY DISPOSAL	GENERAL FUN	LIBRARY BUIL	Garbage Removal	GARBAGE	\$29.25
057960	QUALITY DISPOSAL	GENERAL FUN	STREETS	Garbage Removal	GARBAGE	\$87.75
057960	QUALITY DISPOSAL	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE	\$140.00
057960	QUALITY DISPOSAL	LIQUOR FUND	LIQUOR STOR	Garbage Removal	GARBAGE	\$193.05
						\$501.85
CHECK # 057961 QUILL CORPORATION						
057961	QUILL CORPORATION	GENERAL FUN	PLANNING &	Office Supplies	OFFICE SUPPLIES	\$11.05
057961	QUILL CORPORATION	GENERAL FUN	PLANNING &	Small Tools & Equi	ANGELA OFFICE CHAIR	\$118.99
057961	QUILL CORPORATION	GENERAL FUN	BUILDING	Small Tools & Equi	ANGELA OFFICE CHAIR	\$17.00
057961	QUILL CORPORATION	GENERAL FUN	BUILDING	Office Supplies	OFFICE SUPPLIES	\$1.58
057961	QUILL CORPORATION	LIQUOR FUND	LIQUOR STOR	Office Supplies	OFFICE SUPPLIES	\$45.07
						\$193.69
CHECK # 057962 RED BULL DISTRIBUTION COMPANY						
057962	RED BULL DISTRIBUTION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	RED BULL ENERGY DRIN	\$36.00
						\$36.00
CHECK # 057962 RED BULL DISTRIBUTION COMPANY						
						\$36.00
CHECK # 057964 SCOTTS LAWN & LANDSCAPES						
057964	SCOTTS LAWN & LANDSC	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SNOWPLOW, SALT, SHO	\$1,070.00
						\$1,070.00
CHECK # 057965 SEH						
057965	SEH	GENERAL FUN	ADMINISTRAT	Engineering	TH 65 SNAKE RIVER BRI	\$420.98
057965	SEH	GENERAL FUN	PLANNING &	Professional Servic	INTERIM PLANNING SER	\$150.00
057965	SEH	N. GROVE STR	CAPITAL PROJ	Engineering	N GROVE STR IMPROVE	\$22,997.02
						\$23,568.00
CHECK # 057965 SEH						
						\$23,568.00
CHECK # 057966 SPECTRUM SUPPLY						
057966	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$319.77
057966	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Other Operating Su	PAPER SUPPLIES/TRASH	\$186.11
						\$505.88
CHECK # 057966 SPECTRUM SUPPLY						
						\$505.88
CHECK # 057967 STANS EQUIPMENT CENTER						
057967	STANS EQUIPMENT CENT	GENERAL FUN	STREETS	Repair/Maint - Bldg	PLOW BLADE	\$868.00
						\$868.00
CHECK # 057967 STANS EQUIPMENT CENTER						
						\$868.00
CHECK # 057968 TRUEMAN WELTERS INC						
057968	TRUEMAN WELTERS INC	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	TRACTOR FUEL CAP	\$52.75
057968	TRUEMAN WELTERS INC	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	ARM REST RPR KIT-AD B	\$139.00
						\$191.75
CHECK # 057968 TRUEMAN WELTERS INC						
						\$191.75
CHECK # 057969 VIKING COKE						
057969	VIKING COKE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$963.15
						\$963.15
CHECK # 057969 VIKING COKE						
						\$963.15
CHECK # 057972 WATSON CO., INC						
057972	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TOBACCO, JUICE, ETC	\$7,370.65

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
057972	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Other Operating Su	SOAP, ICE MELT	<u>\$120.03</u>
CHECK # 057972	WATSON CO., INC					\$7,490.68
CHECK # 057973	ZIEGLER, INC					
057973	ZIEGLER, INC	GENERAL FUN	STREETS	Repair/Maint - Bldg	HYDRO HOSE	<u>\$82.10</u>
CHECK # 057973	ZIEGLER, INC					\$82.10
						<u>\$580,583.36</u>



CITY OF MORA
COUNCIL CHECK LIST

THE FEBRUARY/MARCH 2022 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

MAYOR

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

CITY CLERK

City Administrator/Public Utilities Director Employment Agreement

City of Mora, Minnesota Employment Agreement

AGREEMENT made this 22nd day of February 2022, by and between the CITY OF Mora, a Minnesota municipal corporation ("Employer"), and Glenn Anderson ("Employee").

The parties agree as follows:

1. **POSITION.** Employee agrees to serve as City Administrator/Public Utilities Director in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time-to-time assign.
2. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.
3. **SALARY.** Employer shall pay Employee a salary of \$107,931 (Step F) per year starting on a date that is agreeable to both parties and shall continue indefinitely unless or until earlier terminated as provided in paragraph 15. 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.
4. **SENIORITY.** For purposes of employment benefits such as sick leave, vacation leave, and the like, Employee will be credited with having completed 14 years of employment with the City upon his first day of employment.
5. **SICK LEAVE.** Employee shall accrue sick leave in accordance with the City's personnel policies.
6. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with 120 hours of accrued vacation leave. Employee will then receive 160 hours of accrued vacation after successfully completing the one-year probationary period as set forth in paragraph 3. Thereafter, Employee shall accrue vacation leave in accordance with the City's personnel policies.

7. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

8. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

9. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

10. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his outside activities so he will not neglect his primary duties to the Employer.

11. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer, and at Employer's expense.

12. **AUTOMOBILE.** Employee will receive business use of a City vehicle. Employee will be reimbursed business related travel expenses if needed.

13. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

14. **HOURS OF WORK.** It is understood the position of City Administrator/Public Utilities Director requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

15. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Administrator/Public Utilities Director, then in that event, Employer agrees to pay Employee at the time of receipt of his last paycheck a lump sum cash payment equal to three (3) months aggregate salary and to continue to provide and pay for the benefits set forth in paragraph 8 for a period of three (3) months following termination. However, in the event Employee is terminated because of his malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that he resign, then Employee may, at his option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns his position with Employer, Employee agrees to give the Employer thirty (30) days advance notice. If Employee voluntarily resigns his position with Employer, there shall be no termination pay due to Employee.

16. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and Public Utilities Commission Chairperson, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:
CITY OF MORA

BY: _____
Its Mayor

AND

Its Public Utilities Commission Chairperson

EMPLOYEE:



Glenn Anderson

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Mora Wrestling Club Previous Gambling Permit Number: _____
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 84-3315858
Mailing Address: 207 Pine Grove Street
City: Mora State: MN Zip: 55051 County: Kanabec
Name of Chief Executive Officer (CEO): Racheal Nowling
CEO Daytime Phone: 320-980-3289 CEO Email: nowlingracheal@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): krism11.71@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Crystal Bar & Grill
Physical Address (do not use P.O. box): 39 North Union Street
Check one:
 City: Mora Zip: 55051 County: Mora
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): May 7, 2022

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



MEMORANDUM

Date: March 15, 2020
To: Mayor and City Council
From: Natasha Segelstrom, Administrative Services Director
RE: Airport Master Plan Closeout

SUMMARY

The Airport Master Plan project has been reviewed by MnDOT and SEH is requesting the City Council approve the closeout of the project and authorized signatures. The closeout of the project allows the reimbursement of construction costs for the City, totaling \$21,895.

RECOMMENDATIONS

Motion to approve the Airport Master Plan closeout and submission to MnDOT and the FFA.

Attachments

Master Airport Plan Closeout Summary

PROJECT CLOSEOUT REPORT

A. PROJECT SUMMARY:

Airport: <u>Mora Municipal Airport</u>	Associated City: <u>Mora, Minnesota</u>
Project No.: <u>3-27-0068-012-2018</u>	Contract No.: _____
Grant Acceptance Date: <u>September 4, 2018</u>	Original Grant Offer Amount: <u>\$227,943</u>
Sponsor: <u>City of Mora</u>	% Fed. Participation: <u>90%</u>

Amendment No. 1 Date: _____ Amended Grant Amount: _____
Primary Purpose _____

Amendment No. 2 Date: _____ Amended Grant Amount: _____
Primary Purpose _____

Grant Description (final including all amendments):
"Update Airport Master Plan Study"

Final Grant Amount Requested \$227,043

B. EXECUTIVE SUMMARY *: Reasons for amendment cost increases or any other unusual factors.

* Use continuation sheet if necessary.

C. MANDATORY PROJECT REVIEW COMMENTS AND CERTIFICATION SUMMARY:

1. Project Complies with Sponsors Master List of Certifications (Date Signed : _____)	<u>N/A</u>	<u>YES</u>	<u>NO*</u>
	_____	X	_____
2. Liquidated damages were not assessed.	X	_____	_____
3. Satisfactory "as-builts" are in the Sponsor's files.	X	_____	_____
4. All Special Conditions Satisfied	_____	X	_____

* Comment is required for any item checked in the "NO" column:

Comment(s): _____

D. FINAL PAYMENT RECOMMENDATIONS AND PROJECT AMENDMENT REQUIREMENT:

(Check appropriate items)

- _____ 1. No further payment is due.
- _____ 2. If funds are available and the grant is appropriately amended in the amount of \$ _____ a payment (or an additional payment) of \$ _____ is recommended.
- X 3. A final payment in the amount of \$21,895 is recommended.
- _____ 4. Sponsor's Audit Report: A-133 system audit performed and approved on _____ by cognizant agency _____

All costs were necessary, reasonable in amount, and otherwise allowable as project costs per attached final project cost summary.

Sponsor: _____ Date: _____
 (Signature)

State: _____ Date: _____
 (Signature)

FAA: _____ Date: _____
 (Signature)

FAA: _____ Date: _____
 (Signature)

FINAL PROJECT COST SUMMARY (TOTAL PROJECT COSTS)

<u>Item Ref.</u>	<u>Description</u>	<u>Original Application Amount</u>	<u>Increase/ (Decrease) Amount</u>	<u>Final Recommended Amount</u>
A.	Administrative			
1.	IFE	\$4,670	\$0	\$4,670
2.	Audit			
3.	Administrative	\$1,000	(\$1,000)	\$0
4.	Closeout			
B.	Engineering			
1.	Master Plan	\$247,600	\$0	\$247,600
2.	Inspection			
3.	Testing			
C.	Land			
1.	Acquisition/Incidental			
2.	Relocation Expenses			
3.	Relocation Payments			
D.	Construction (Prime Contracts)			
1.				
2.				
E.	Equipment			
1.				
F.	Other			
G.	Final Recommended Amount (Summation Lines "A" through "F")			\$252,270
H.	Federal Share (Line "G" x 90% Federal Participation)			\$227,043
I.	Grant Offer Amount			\$227,943
J.	Increase or (Decrease) (Line "H" less Line "I")			(\$900)
(Note: 15% Maximum Increase Over <u>Original Grant Offer</u> for Development Projects, 0% increase for Planning Projects)				
K.	Previous Payments			\$205,148
L.	Recommended Final Payment (Line "H" less Line "K")			\$21,895

MAJOR GRANT DESCRIPTION WORK ITEM COST BREAKOUT

MAJOR GRANT DESCRIPTION ITEMS (see attachment)	TOTAL *	FEDERAL *
Master Plan & ALP Update	\$252,270	\$227,043

* Includes all costs -- administrative, engineering, etc.

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS	1. TYPE OF REQUEST <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL	2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
--	---	---

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED FAA - Great Lakes Region Airports Division	4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 3-27-0068-12-2018
---	--

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST Final	6. EMPLOYER IDENTIFICATION NUMBER MnDOT 41-6007162	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER State DUNS 957271604
---	---	---

8. **PERIOD COVERED BY THIS REQUEST**
From: 09/04/2018 To: 02/28/2022

9. RECIPIENT ORGANIZATION

Name: MnDOT Office of Aeronautics

Street1: 395 John Ireland Blvd.

Street2:

City: St. Paul

County:

State: MN: Minnesota

Province:

Country: USA: UNITED STATES

ZIP / Postal Code: 55155-1800

10. PAYEE (Where check is to be sent if different than item 9)

Name: City of Mora

Street1: 101 Lake Street South

Street2:

City: Mora

County: Kanabec

State: MN: Minnesota

Province:

Country: USA: UNITED STATES

ZIP / Postal Code: 55051

11.

STATUS OF FUNDS

CLASSIFICATION	PROGRAMS	FUNCTIONS	ACTIVITIES	TOTAL
	(a) Federal	(b) State	(c) Local	
a. Administrative expense	\$ 4,203.00	\$ 233.50	\$ 233.50	\$ 4,670.00
b. Preliminary expense				
c. Land, structures, right-of-way				
d. Architectural engineering basic fees	222,840.00	12,380.00	12,380.00	247,600.00
e. Other architectural engineering fees				
f. Project inspection fees				
g. Land development				
h. Relocation expense				
i. Relocation payments to individuals and businesses				
j. Demolition and removal				
k. Construction and project improvement cost				
l. Equipment				
m. Miscellaneous cost				
n. Total cumulative to date (<i>sum of lines a thru m</i>)	227,043.00	12,613.50	12,613.50	252,270.00
o. Deductions for program income				
p. Net cumulative to date (<i>line n minus line o</i>)	227,043.00	12,613.50	12,613.50	252,270.00
q. Federal share to date	227,043.00			227,043.00
r. Rehabilitation grants (100% reimbursement)				
s. Total Federal share (<i>sum of lines q and r</i>)	227,043.00			227,043.00
t. Federal payments previously requested	205,148.00			205,148.00
u. Amount requested for reimbursement	\$ 21,895.00	\$	\$	\$ 21,895.00
v. Percentage of physical completion of project	100.00 %	100.00 %	100.00 %	100.00 %

12. **CERTIFICATION**

I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.

a. RECIPIENT

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE REPORT SUBMITTED
<input type="text"/>	<input type="text"/>

TYPED OR PRINTED NAME AND TITLE

Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:

TELEPHONE (Area code, number, and extension)

b. REPRESENTATIVE CERTIFYING TO LINE 11V

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE SIGNED
<input type="text"/>	<input type="text"/>

TYPED OR PRINTED NAME AND TITLE

Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:

TELEPHONE (Area code, number, and extension)

State of Minnesota
 Department of Transportation
 Office of Aeronautics
 Airport Development Section

Statement of Administration Services
 Certified as part of Construction Report and Cost Estimate

State Project Number: A3301-46
 Agreement: 1031953
 Municipality: MORA
 Project Description: Master Plan and ALP Update

Region: E
 FAA Proj Number: 3-27-0068-12-18
 FY: 2019
 Estimate Number: 4
 Administration Costs Through: 02/17/2022

Item Number	Administration Description	Funding Rate			Costs from Previous Statements	Costs this Statement	Administration Costs To Date
		FAA	ST	MUN			
001	IFE - Mead & Hunt - Admin Costs	90.00	5.00	5.00	4,670.00	0.00	4,670.00
	TOTALS				4,670.00	0.00	4,670.00
			TOTAL	FEDERAL	STATE	LOCAL	
	CONSTRUCTION PRO-RATE SHARES OF COST:			0.0000 %	0.0000 %	0.0000 %	
	ADMINISTRATION COSTS TO DATE SHARES:		4,670.00	4,203.00	233.50	233.50	

PLEASE INCLUDE WITH THIS REPORT A COPY OF YOUR PAID INVOICE FOR EACH NEW CLAIMED COST.

State of Minnesota
 Department of Transportation
 Office of Aeronautics
 Airport Development Section

Statement of Engineering Services
 Certified as part of Construction Report and Cost Estimate

State Project Number: A3301-46
 Agreement: 1031953
 Municipality: MORA
 Project Description: Master Plan and ALP Update

Region: E
 FAA Proj Number: 3-27-0068-12-18
 FY: 2019
 Estimate Number: 4
 Engineering Costs Through: 02/17/2022

Item Number	Engineering Work Phase	Engineering Cost Contract, Percent, or Not to Exceed Total	Funding Rate			Engineering Costs from Previous Statements	Engineering Costs this Statement	Engineering Costs To Date
			FAA	ST	MUN			
**	SEH - Master Plan w/ALP	247,600.00	90.00	5.00	5.00	0.00	0.00	0.00
001	Master Plan w/ALP, Invoice 360000	0.00	90.00	5.00	5.00	39,616.00	0.00	39,616.00
002	Master Plan w/ALP, Invoice 361469	0.00	90.00	5.00	5.00	34,664.00	0.00	34,664.00
003	Master Plan w/ALP, Invoice 362770	0.00	90.00	5.00	5.00	24,760.00	0.00	24,760.00
004	Master Plan w/ALP, Invoice 364212	0.00	90.00	5.00	5.00	12,380.00	0.00	12,380.00
005	Master Plan w/ALP, Invoice 365422	0.00	90.00	5.00	5.00	12,380.00	0.00	12,380.00
006	Master Plan w/ALP, Invoice 366748	0.00	90.00	5.00	5.00	12,380.00	0.00	12,380.00
007	SEH Mast.Plan w/ALP Inv. 368219 5/31/2019	0.00	90.00	5.00	5.00	12,380.00	0.00	12,380.00
008	SEH Mast Pln w/ALP Inv. 372788 8/31/2019	0.00	90.00	5.00	5.00	24,760.00	0.00	24,760.00
009	SEH Mstr Pln w/ALP Inv. 376028 10/31/2019	0.00	90.00	5.00	5.00	12,380.00	0.00	12,380.00
010	SEH Mstr Pln w/ALP Inv. 377613 11/30/2019	0.00	90.00	5.00	5.00	12,380.00	0.00	12,380.00
011	SEH Mstr Pln w/ALP Inv. 379257 12/28/2019	0.00	90.00	5.00	5.00	12,380.00	0.00	12,380.00
012	SEH Mstr Pln w/ALP Inv. 380866 2/7/2020	0.00	90.00	5.00	5.00	12,380.00	0.00	12,380.00
013	SEH Mstr Pln w/ALP Inv. 382388 3/5/2020	0.00	90.00	5.00	5.00	12,380.00	0.00	12,380.00
014	SEH Mstr Pln w/ALP Inv. 395164 11/4/2020	0.00	90.00	5.00	5.00	7,428.00	0.00	7,428.00
015	SEH Mstr Pln w/ALP Inv. 403092 4/13/2021	0.00	90.00	5.00	5.00	0.00	4,952.00	4,952.00
	TOTALS	247,600.00				242,648.00	4,952.00	247,600.00
		TOTAL	FEDERAL	STATE	LOCAL			
	CONSTRUCTION PRO-RATE SHARES OF COST:		0.0000 %	0.0000 %	0.0000 %			
	ENGINEERING COSTS TO DATE SHARES:	247,600.00	222,840.00	12,380.00	12,380.00			

State of Minnesota
 Department of Transportation
 Office of Aeronautics
 Airport Development Section
GRANT PAY SUMMARY

February 17, 2022

State Project Number: A3301-46
 Agreement: 1031953
 Municipality: MORA
 Project Description: Master Plan and ALP Update

Region: E
 FAA Proj Number: 3-27-0068-12-18
 FY: 2019 Estimate Number: 4
Partial Payment

	TOTAL	FEDERAL	STATE	LOCAL
1 Project Funds Encumbered:	253,270.00	227,943.00	12,663.50	12,663.50
2 Federal Credit for use as State Share:			0.00	
2wh Federal Withholding:		0.00		
3 Total Funds Encumbered:	253,270.00	227,943.00	12,663.50	12,663.50
4 Previous Payments:	229,880.00	205,148.00	12,365.90	12,366.10
5 Federal Funds Received Total:		227,043.00		
6 Available Encumbered Funds (Fed Received):	22,490.00	21,895.00	297.60	297.40
7 Construction Costs to Date:	0.00	0.00	0.00	0.00
8 Allowable Payment.....	0.00	0.00	0.00	0.00
9 Payments on Previous Estimates:	0.00	0.00	0.00	0.00
10 Allowable Payment This Estimate:	0.00	0.00	0.00	0.00
11 Engineering and Inspection Costs:	247,600.00	222,840.00	12,380.00	12,380.00
12 Allowable Payment..... 100%	247,600.00	222,840.00	12,380.00	12,380.00
13 Payments on Previous Estimates:	242,648.00	218,383.00	12,132.40	12,132.60
14 Allowable Payment This Estimate:	4,952.00	4,457.00	247.60	247.40
15 Administration and Other Costs:	4,670.00	4,203.00	233.50	233.50
16 Allowable Payment..... 100%	4,670.00	4,203.00	233.50	233.50
17 Payments on Previous Estimates:	4,670.00	4,203.00	233.50	233.50
18 Allowable Payment This Estimate:	0.00	0.00	0.00	0.00
19 Project Costs Allowed this Report:	4,952.00	4,457.00	247.60	247.40
20 Project Costs Allowed to Date:	252,270.00	227,043.00	12,613.50	12,613.50
21 Previously Approved Project Costs Unpaid:	17,438.00	17,438.00	0.00	0.00
22 Adjustments to Payments (see note below):	0.00	0.00	0.00	0.00
23 Total Payments Allowed this Report:	22,390.00	21,895.00	247.60	247.40
24 Previous PMTS - Lump Sum to State/Federal Credit:	0.00	0.00	0.00	0.00
25 Available Encumbered Funds (Fed Received):	22,490.00	21,895.00	297.60	297.40
26 Project Payments Approved this Report:	22,390.00	21,895.00	247.60	247.40
27 State Payment Using Federal Credit:			0.00	
28 Remaining State Payment:			247.60	
29 Lump Sum Payment to the State:	0.00	0.00	0.00	0.00
30 Total Payments Approved this Report: *****	22,390.00	21,895.00	247.60	247.40
31 Approved Payments Holding for Add Funds Encumb: (Fed Rec)	0.00	0.00	0.00	0.00
32 Total Project Payments Made to Date:	252,270.00	227,043.00	12,613.50	12,613.50
33 Balance Available Encumb Funds Carried Forward:	1,000.00	900.00	50.00	50.00
34 Balance Federal Funds Received:		0.00		

NOTE:

The work described herein is satisfactory and payment of State Aid is hereby recommended

Date

Regional Airport Engineer

State Aid on work described in this report is hereby approved for payment

Date

Assistant Director, Office of Aeronautics



MEMORANDUM

Date: March 15, 2022
To: Mayor and City Council
From: Jeff Krie, Activities and Recreation Coordinator
RE: 2022 Vasaloppet USA Event Debrief

SUMMARY

The 2022 Vasaloppet USA event was held in Mora February 12-13. Representatives from the Vasaloppet USA will be at the City Council meeting to debrief the 2022 event with staff and the City Council.

RECOMMENDATIONS

Review and discuss the 2022 Vasaloppet USA event with Vasaloppet representatives.

Attachments

None



MEMORANDUM

Date: March 15, 2022
To: Mayor and City Council
From: Jeff Krie Activities & Recreation Coordinator
RE: Special Event Permit Request – 2022 Snake River Canoe Race

SUMMARY

The Snake River Canoe Club would like to hold their annual Snake River Canoe Race on May 7, 2022 and is requesting the use of the vacant city land by the History Center. This event is not open to the public and will charge fees to those who wish to attend. There is alcohol at this event catered by Crystal Bar and Grill.

BACKGROUND INFORMATION

This is an established event, put on by local volunteers who believe outdoor activities and bringing people to the community are important. This is one of the largest canoe races in Minnesota, making Mora well known among canoe and kayak enthusiasts from all over the state. Snake River Canoe Club will set up the event on May 6, 2022 and will host the event on May 7, 2022. All fees have been paid and the Alcohol Caterer’s Permit has been submitted by the Crystal Bar and Grill. The application request that parking be allowed in the dog park area. Staff would not like to see the dog park used for parking but has no issues parking on the outside of the fence area as long as there is no parking on the trails. If Council agrees with this, then the event host will work with the History Center on parking. The map shows both options.

OPTIONS & IMPACTS

Staff recommends approval of the special event permit with the following conditions:

- City staff will open the gate prior to event and staff asked that there is no parking on the bike trail.
- Clean-up will be completed by Canoe Club and will close and lock gate when completed.
- Crystal Bar & Grill will cater event but can not sub-contract it out to another vendor.

RECOMMENDATIONS

Motion to approve the Snake River Canoe Club to use the vacant land at the end of Forest Avenue W for their food tent and parking on May 7, 2022.

Attachments

Special Event Permit Application



**CITY OF MORA
SPECIAL EVENT PERMIT APPLICATION**

City of Mora | 101 Lake Street South | Mora, MN 55051
ci.mora.mn.us | 320-679-1511

*Please refer to our website for the Public Property Use Permit Policy for additional information and rules.
Only completed applications with payment will be accepted. Applications are due 60 days prior to event.*

EVENT INFORMATION		
Name of Event: Snake River Canoe Race		
Type of Event (festival, parade, athletic, etc.): athletic, sport		
Event Location: Finish line is at the Old Wastewater Treatment Plant		
Event Set Up Date: 5/6/22	Start Time: 12:00 noon End Time: 7:00 pm	
Actual Event Date(s): 5/7/22	Start Time: 6:00 am End Time: 4:00 pm	Please be aware that parks close at 10:00 pm.
Event Clean Up Date: 5/7/22	Start Time: 2:00 pm End Time: 4:00 pm	
Estimated Attendance: 200+		
Sponsoring Organization Name: Snake River Canoe Club		
Primary Contact Person: Susan FranceWeber		
Address: 939 Eldris Way		
City: Mora	State: MN	Zip: 55051
Phone: 320 260-9408	E-Mail: sfranceweber@moraminn.com	
Name of Contact Person During Event: Rita Sundberg		Cell Phone: 612 201-6681
<i>Person listed above must be present during the event and immediately available.</i>		
DAMAGE / KEY DEPOSIT REFUND INFORMATION		
Person/Organization Name: Snake River Canoe Club, % Susan FranceWeber		
Address: 939 Eldris Way		
City: Mora	State: MN	Zip: 55051
EVENT DETAILS		
Schedule of Activities Attached? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Site Plan Attached? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Traffic Plan Attached? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
List any Road Closures/Partial Lane Closures and the Time of Closing: None		
<i>If applicable, please attach a clear map showing the traffic plan with street closures and routes</i>		

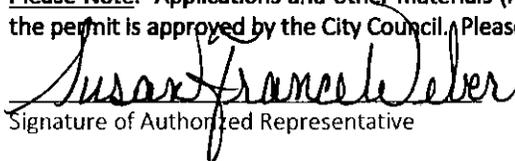
Is the event open to the public?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Admission Charged? <input type="checkbox"/> No <input type="checkbox"/> Yes
Will alcohol be served at the event?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If yes, will you be charging for or accepting donations for the alcohol? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<i>If YES to both of the above questions pertaining to alcohol, attach liquor liability certificate of insurance from both the applicant and the caterer (if one is used) naming the CITY OF MORA as additional insured.</i>			
Certificate of Liability Insurance attached?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
Will food be served / provided / prepared on site?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If YES, please contact MN Department of Health at 320-223-7317.
Will sound amplification be used?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If YES, hours and type: announcement of winners, speakers No amplified sound 10 pm to 7 am.
<i>Please attach a site plan showing the following applicable items.</i>			
Will there be canopies or tents?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the size and location of canopies & tents. Date installed: <u>5/7</u> Date removed: <u>5/7</u>
Will there be events in the air?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan what & where.
Will a stage be set up?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the size and location of the stage.
Will there be temporary fencing?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fencing.
Will traffic control devices be needed?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Number needed:
Will there be a fire or fires?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fire(s).
Will power be needed? use generators	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the location(s) of power source. Additional permits may be needed-contact MMU 679-1451.
Event attendance at 100 persons or greater requires sanitation facilities. Indicate sanitation facilities location on site plan if required. If not required, describe sanitation plan here:			
			Two portables will be placed at the finish.
Describe parking arrangements for the event and show on the traffic plan:			
Parking has always been in the area of treatment plant. Now with the dog park, is it possible for the park to be open to allow parking in the park? Otherwise we must have the canoeist park at the History Center, so we will be required to extend our reservation at the History Center to include all day.			
Describe trash removal and clean-up plan during and after event:			
All trash will be picked up and removed during and immediately after the event.			

This permit is not transferable, nonrefundable, and is not valid for any other date or purpose than specified above. An approved copy of this permit must be available for inspection during the period of use.

Special Events Waiver of Liability Agreement:

I agree to abide by all applicable City Ordinances regulating special events and the use of public parks. I agree to indemnify and hold the City of Mora harmless for any personal injury claims resulting from our use of public property or organized public event and waive any right to make claims or bring lawsuit against the City or anyone working on behalf of the City. I agree to pay for any damage done to public property as a result of our organization's use of public property that exceeds the damage deposit.

Please Note: Applications and other materials (map, race route, etc.) submitted for approval will be considered final once the permit is approved by the City Council. Please be sure all information on the application is correct.


Signature of Authorized Representative

939 Eldris Way, Mora MN 55051
Address/City/St/Zip

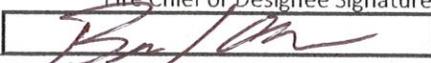
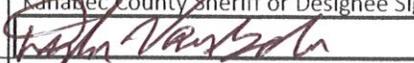
2/22/22
Date

PAYMENT INFORMATION			
Event Fee: <input type="text" value="50.00"/>	Date Paid: <input type="text" value="2/22/22"/>	Staff Initials: <input type="text" value="J"/>	
Key/Event Deposit(s): <input type="text" value="100.00"/>	Amount Paid: <input type="text" value="50.00"/>	Date Paid: <input type="text" value="2/22/22"/>	Staff Initials: <input type="text" value="J"/>
Date Returned: <input type="text"/>	Amount Paid: <input type="text" value="100.00"/>	Staff Initials: <input type="text" value="J"/>	
Key: <input type="text"/>	Date Issued: <input type="text"/>	Staff Initials: <input type="text"/>	
Key #: <input type="text"/>	Date Returned: <input type="text"/>	Staff Initials: <input type="text"/>	
Comments: <input type="text" value="No Key Needed. Paid in full."/>			

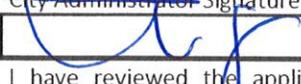
Authorization and Comments

Property Coordinator or Designee Signature and Date	Public Works Director Signature and Date
<input type="text" value="Signature"/> <input type="text" value="3/7/22"/>	<input type="text" value="Signature"/> <input type="text" value="2-28-2022"/>
I have reviewed the application and have the following comments and conditions:	I have reviewed the application and have the following comments and conditions:
<input type="text" value="Pd in full."/>	<input type="text" value="Garbage cleanup and lock gate when done. Do not use bike trail for car travel or parking."/>

Building Official Signature and Date	Deputy Clerk Signature and Date
<input type="text" value="Caleb Christ"/> <input type="text" value="3-4-22"/>	<input type="text" value="Mandi Helder"/> <input type="text" value="3-01-2022"/>
I have reviewed the application and have the following comments and conditions:	I have reviewed the application and have the following comments and conditions:
<input type="text" value="No concerns or comments"/>	<input type="text" value="No issues as long as CB&G does the catering, may not 'sub-contract' to Beer Club or other establishment."/>

Fire Chief or Designee Signature and Date  3-2-22	Kanabec County Sheriff or Designee Signature and Date  3/2/21
I have reviewed the application and have the following comments and conditions:	I have reviewed the application and have the following comments and conditions:

Administrative Services Director

City Administrator Signature and Date  3/7/22	City Council Approval Date / Permit Issued Date /
I have reviewed the application and have the following comments and conditions:	

EVENT FEES			
Permit Base Fee	\$50	Late Fee	\$100
Damage/Key Deposit	\$100	Cancellation Fee	\$15
Additional Options (in addition to base fee)			
Street Closure/Parade	\$25		
Traffic Control Devices	\$50 (covers drop-off and pick-up at event site)		
Event Storage Fee	\$50		
Garbage Removal	\$45/hr. (deducted from damage deposit)		
Event Clean-up	\$45/hr. (deducted from damage deposit)		



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/22/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Town & Country Insurance 600 Clark Street P.O. Box 89 Mora, MN 55051		CONTACT NAME: Rhonda Schreffler-Danna PHONE: 320-679-4400 FAX: 320-233-9547 EMAIL ADDRESS: rhonda@townandcountryins.com	
INSURED washeppet, Inc 100 Union Street S Mora, MN 55051-1541		INSURER'S AFFORDING COVERAGE INSURER A: West Bend Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 012702813971 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

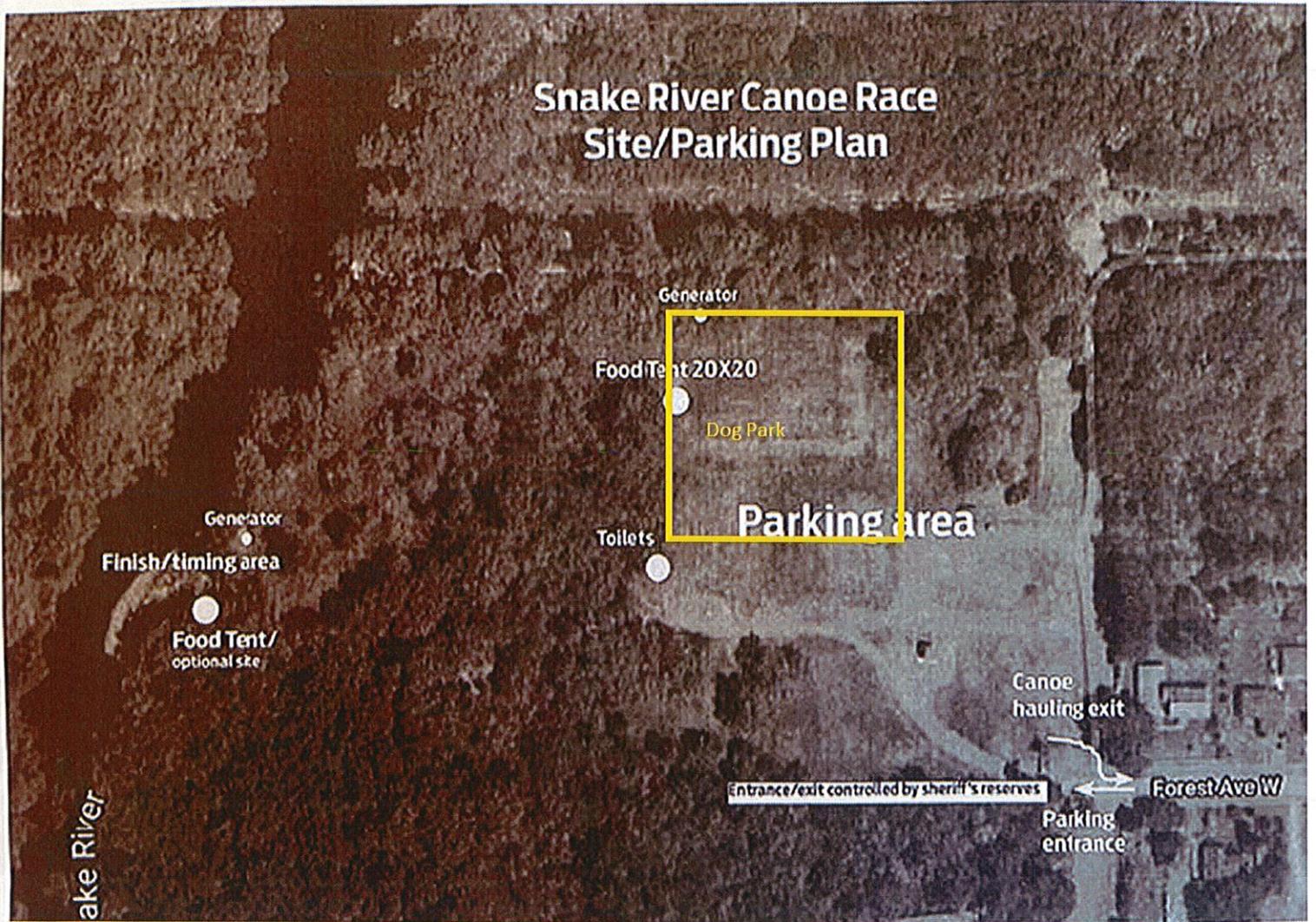
INSR. LTR.	TYPE OF INSURANCE	ADD. SUBR. WAIV.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUP <input type="checkbox"/> GEN. AGG. (SPECIAL CONTRACTS) PER <input checked="" type="checkbox"/> AUTO <input type="checkbox"/> INDEMNITY <input type="checkbox"/> EMP	Y	A100993	10/21/2021	10/29/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES \$ 100,000 MEDICAL EXPENSE \$ 5,000 PERSONAL & AUTO PROPR. \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS/COMPLIANCE \$ 2,000,000
	AUTOMOBILE LIABILITY PASSENGER <input type="checkbox"/> BODILY INJURY OWNERS/OPERATORS <input type="checkbox"/> MEDICAL EXPENSE HIREN <input type="checkbox"/> PROPERTY DAMAGE NON-OWNERS <input type="checkbox"/> AUTO DAMAGE					LIABILITY \$ 500,000 BODILY INJURY \$ 500,000 PROPERTY DAMAGE \$ 500,000 MEDICAL EXPENSE \$ 500,000
	UMBRELLA LIAB. <input type="checkbox"/> OCCUP EXCESS LIAB. <input type="checkbox"/> CLAIMS MADE					EACH OCCURRENCE \$ 500,000 AGGREGATE \$ 500,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY EMPLOYER OR PARTISAN IS COVERED (SEE ALL EMPLOYERS REQUIRED BY MANDATORY IN MN) (SEE EMPLOYER STATE REQUIREMENTS FOR EMPLOYERS)	Y/N	N/A			PER EMPLOYEE \$ 500,000 PER EMPLOYEE \$ 500,000 PER EMPLOYEE \$ 500,000 PER EMPLOYEE \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 127 Additional Remarks Schedule, may be attached if more space is required)
 Shake River Canoe Race
 The City of Mora is listed as an additional insured.

CERTIFICATE HOLDER City of Mora 101 Clark Street South Mora, MN 55051	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Snake River Canoe Race Site/Parking Plan





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/6/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wisner Insurance Agency PO Box 427 Mound, MN 55364	CONTACT NAME: James Robinette PHONE (A/C, No, Ext): (952) 472-3660 FAX (A/C, No): E-MAIL ADDRESS: jim@wisner-ins.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td>Badger Mutual Insurance Co</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td>RAM Mutual Ins. Co.</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Badger Mutual Insurance Co		INSURER B :	RAM Mutual Ins. Co.		INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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INSURER D :																					
INSURER E :																					
INSURER F :																					
INSURED CB & G, LLC DBA Crystal Bar & Grill 39 N Union Mora MN 55051																					

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		00732-59999	07/02/2021	07/02/2022	EACH OCCURRENCE	\$ 500,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 500,000
						GENERAL AGGREGATE	\$ 1,000,000
						PRODUCTS - COM/OP AGG	\$ 500,000
							\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		00732-59999	07/02/2021	07/02/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 500,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	WC 327744.00	07/02/2021	07/02/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
						E.L. EACH ACCIDENT	\$ 500,000
						E.L. DISEASE - EA EMPLOYEE	\$ 500,000
						E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Liquor Liability		00732-59999	07/02/2021	07/02/2022	Per Occ.	1,000,000
						Annual Agg.	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GL and liquor policies extends to and covers all catered events at any location (off premises coverage). ✓

CERTIFICATE HOLDER MN DPS Alcohol and Gambking Enforcement Div. 445 Minnesota Street, Suite 222 St. Paul MN 55101	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>James D Robinette</i>
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**Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division**

HAS BEEN ISSUED THIS LICENSE/PERMIT BY THE STATE OF MINNESOTA PURSUANT TO MINNESOTA
STATUTES CHAPTER 340A AND RELATED REGULATIONS

ALCOHOL CATERER'S PERMIT

Expiration Date: 10/29/2022

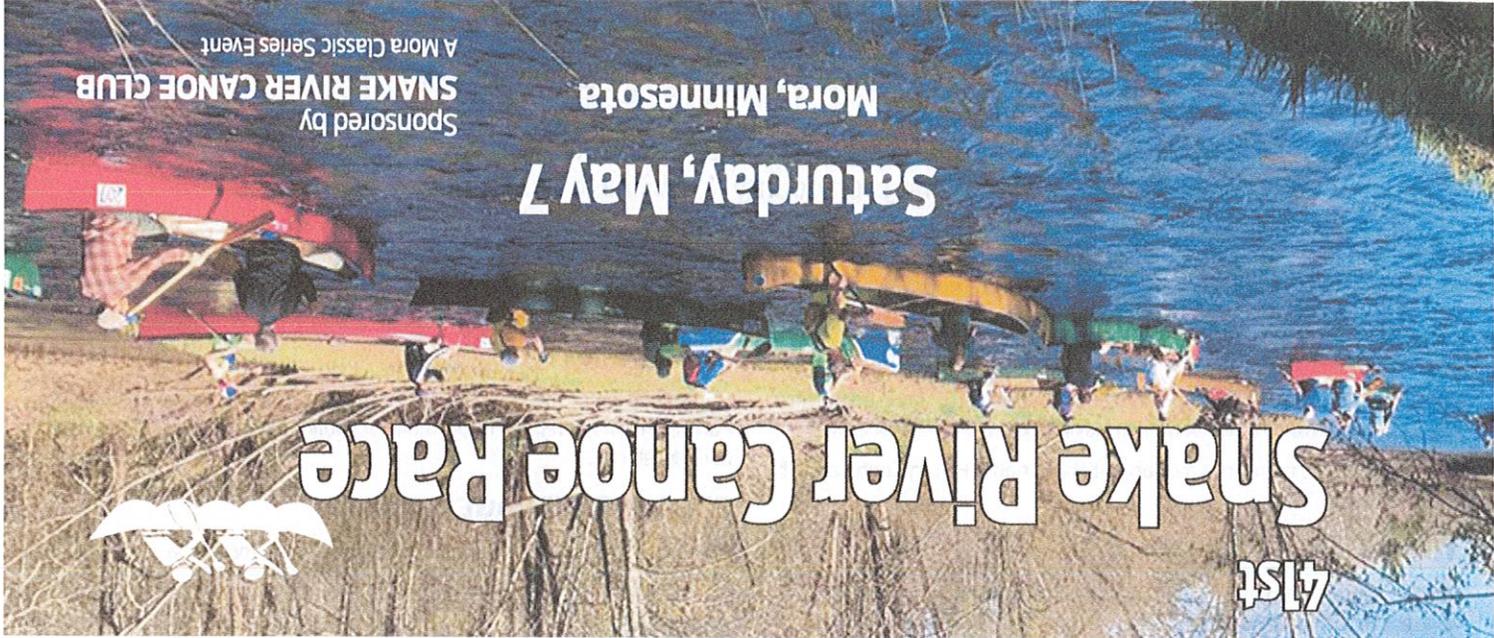
Iden: 72459

**Crystal Bar & Grill
CB & G LLC
39 Union St. N.
Mora, MN 55051**

Business Location

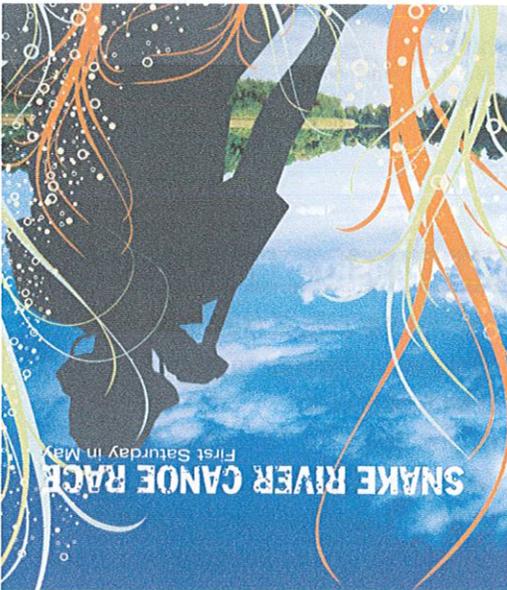
**39 Union St. N.
Mora**

Alcohol & Gambling Enforcement Director



Snake River Canoe Club
 Vasaloppet
 100 Union St.
 Mora, Minnesota 55051

ADDRESS SERVICE REQUESTED



ABOUT THE RACE

The race starts at the Hinckley Road Bridge. Go 10 miles north from Mora on State Highway 65, then east on County Road 3, 2-1/2 miles to the Snake River. Buses and canoe trailers will transport you and your canoe from the Kanabec History Center to the start. The first buses will leave at 7:00 a.m. and the last buses and last canoe trailer leaves at 8:30 a.m. If you drive to the starting area you must make your own arrangements to get your vehicle back to the finish area. All canoes and kayaks start and timed by color-coded waves. The course is about 24 kilometers long. Mean gradient throughout the course is 5 feet per mile. Rapids are generally all Class I. Winning time is usually about two hours, and the average finishing time is about three hours.

www.snakerivercanoe.org

2022 Snake River Canoe Race

Join us for the 41st running of the Snake River Canoe Race. The race starts at 9:30 a.m. on May 7 at the Hinckley Road Bridge on County Road 3 East, north of Mora.

REGISTRATION

- Registration is available Online only at: snakerivercanoerace.org
- Race day registration is available **only** Online and can be accessed through your computer or mobile device. Race day registration closes at 9:00am.
- Fee Schedule* though May 1: 2-person canoe or kayak \$40; May 2-6 \$50; race day \$60. Single canoe or kayak though May 1 \$25, May 2-6 \$30, race day \$40.
- Pick-up of canoe numbers is available at the Kanabec History Center and at the start area.

YOUR ARRIVAL IN MORA

Parking, canoe transportation and post-race food and awards are held adjacent to the Kanabec County History Center at 805 Forest Ave. W, Mora, 55051

TRANSPORTATION TO THE START

- Buses and canoe trailers will transport you and your canoe to the starting point. The first buses will leave at 7:00 a.m. and the last buses as well as the last canoe trailer leaves at 8:30 a.m.
- There is no charge for the bus service. It is included in your registration fee.
- If you drive to the starting area you must make your own arrangements to get your vehicle back to the finish area. Parking is limited at the start.

CANOE RENTALS

Nine aluminum canoes are for rent. The price is \$50.00, which includes paddles and life vests. The canoes will be at the start area just before the race and simply left on shore at the finish line. You can rent a canoe as part of your registration.

MN law says PFDs (personal floatation devices) are required for each paddler. Children under 10 must wear them at all times.

Check snakerivercanoerace.org for more information, water levels and updates. Remember water levels on the Snake River react quickly to rainfall and can rise or fall considerably within short time intervals.

If you have questions about the size of your canoe and the class you should be entered in, contact the individuals below. Make sure you measure your canoe and decide the class before you enter.

MORE INFORMATION

CONTACTS

Rita Sundberg (612) 201-6681
skimora@gmail.com

Pat Gorham (320) 267-3276
p.gorham@oakwoodproperty.com

SNAKE RIVER CANOE CLUB

P.O. Box 71
Mora, Minnesota 55051

www.snakerivercanoerace.org
snakerivercanoerace@gmail.com

THE START

- The race start will be by race class and in waves of no more than 25 double canoes/kayaks or 25 solo canoe/kayaks.

FINISH LINE

- Canoe and kayak volunteer handlers will help get canoes out of the river. Participants, however, are responsible for hauling their canoe from the shore to their vehicles.

FOOD & BEVERAGE

- Relax and socialize after the race. Food & beverages for purchase will be available near the finish line.

AWARDS

- The top three overall canoes or kayaks of the race receive medals. Official timing ends at 2:00 p.m. due to the beginning of the award ceremony.

CLASSES

- Pro-Boat Class (Class PB), Open Racing Class (Class OR), Solo Class (Class Y), Kayak Class (Classes Z & ZZ) with sub-classes for men, women and mixed teams; and a Citizens Class with two divisions - aluminum and non-aluminum - which will be further broken down into 30 sub-classes (Class A through Class XX) according to ages and genders of team members.

2022 Race T-Shirt Purchase

A short or long sleeve T-Shirt is available for purchase when you register Online.

Short-Sleeve T-Shirt

Choose this short-sleeve T-shirt to commemorate your 2022 Snake River Canoe Race.

Color:

Order Deadline: April 14, 2022.

\$20



Long-Sleeve T-Shirt

Choose this long-sleeve T-shirt to commemorate your 2022 Snake River Canoe Race.

Color:

Order Deadline: April 14, 2022.

\$25



MORA CLASSIC SERIES

The Canoe Race is one of the annual Mora Classic Series events and must be completed to be eligible for the Mora Classic or Motion Medal.

Other Classic events are: Mora Half Marathon & 5K, August 20, 2022; Mora Bike Tour, September 17, 2022; and Vasaloppet USA cross-country ski race, February 11-12, 2023.



MEMORANDUM

Date March 15, 2022
To Mayor and City Council
From Natasha Segelstrom, Administrative Services Director
RE Minnesota Drivers Licensing Office

SUMMARY

City Council will discuss the Kanabec County driver's license office and the services it provides for the community.

BACKGROUND INFORMATION

On March 1, 2022, Kanabec County Board of Commissioners met to discuss the short term and long-term status of the driver's license office and whether services would continue within the County.

Kanabec County Public Works and Kanabec County EDA advertised the sale of the driver's license office services in efforts to provide a business opportunity for others in the community and to continue services within the area.

Following this, City staff had been directed to look further into the operations and present the findings to city council to discuss further and whether this service could benefit the City.

Staff spoke with Chad Gramentz, Kanabec County Public Works Director who oversees the driver's license office. He stated the current operations included one staff member dedicated to driver's license application processing, along with two other county staff that were also trained as backups during any absence. Gramentz stated a minimum of two staff would be needed to continue operations and would need to perform the duties frequently, to ensure individual accounts within the state database remained active and to stay up to date with processing.

A customer service window and photo booth are needed to take photographs and process the applications. Gramentz stated that the camera was leased to local governments for a small fee, if not free and approximately 4,000 applications were processed each year. With each application processed, the County received \$8.00. Gramentz stated the hours of operation could increase the number of applications processed with evening hours or a Saturday morning.

Gramentz stated Kanabec County EDA had assisted with the advertisement and sale of services of the driver's license office. He also reached out to neighboring townships and the city of Ogilvie to see if the business opportunity would be of interest.

Further information collected from the Kanabec County EDA show the exact number of applications processed each year from 2017-2021, hours dedicated to services, wages and fringe benefits based on the County's salary schedule and benefits package. Information from surrounding cities and counties to survey the number of applications processed and source of revenue for the services from local governments that process drivers

Memorandum

licenses along with Pine County License Center which provides both services. Isanti County Auditor-Treasurer office provides driver’s license services and processes passports in their office.

OPTIONS & IMPACTS

While this provides a service to the community, other considerations must be investigated further.

To process the driver’s license applications, additional staffing and wage grade assignment would need to be reviewed closely as staff are responsible for reviewing personally identifiable information and ensure state and federal compliance. Conservative estimate for benefits based on current health insurance rates based on one staff member, totals \$15,718.32 for health insurance and \$1,200 contribution for health savings account and \$138 for life insurance. This does not include the 7.5% employer PERA contribution.

Approximate Driver’s License Applications:	4,000	
Approximate Annual Driver’s License Earnings:	\$ 32,000	
	<u>Grade 3</u>	<u>Grade 6</u>
Estimate fringe benefits:	\$17,056.32	\$17,056.32
*Estimate Salary	\$32,469.00	\$44,616.00
PERA 7.5% Contribution	\$2,435.18	\$3,346.20
Estimated Total Earnings	(\$19,960.50)	(\$33,018.52)

*based on salary range Grade 3- customer service

*based on salary range Grade 6- clerical duties that handles new customers verifies account eligibility.

To ensure accessibility and compliance, a suitable location is needed to whether it is the use of an existing space or a leased space to provide services to all members of the community.

When weighing all options, the city council should consider what is in the best interest of the city as an organization, city budget finances, and additional cost to city taxpayers. The services provided from the Driver’s License Office provide a regional public service. Throughout the state, many Auditor/Treasurers Office’s will provide these services to the community in conjunction with passport issuance and uses similar equipment and space. Additionally, private businesses also provide this service.

RECOMMENDATIONS

Review and discuss the impact to the City.

Attachments

- Kanabec County EDA Advertisement- Drivers License Business for Sale*
- Kanabec County Driver’s License Office Applications and Earnings 2017-2021*
- Findings of Comparable Services in the area*
- 2022 City of Mora Salary Schedule*

Driver's License Business

4 SALE

**PURCHASE
PRICE:
\$0.00!**

For more information,
please contact
Chad Gramentz at
[chad.gramentz@
co.kanabec.mn.us](mailto:chad.gramentz@co.kanabec.mn.us)
or 320-679-6300.

Necessary Investment:

- Access to "on call" technical service staff
- High speed Internet
- Ability to lease or purchase a photo machine from the State of MN
- Copy/fax/scan machine
- Office space with several service windows
- Wages and benefits for two to four employees

Getting Started:

The ideal office space to operate a successful driver's license center will have at least two service windows and several work stations for customers. Staffing should include four employees trained on how to process driver's licenses and "on call" technical service staff to coordinate with the State of Minnesota's system. Flexible hours of operation are also very important, such as offering services one evening during the week and at least one Saturday per month.

Perks:

- Attract foot traffic of approximately 4,000 people annually.
- Offer essential service to the community.
- Initial training arrangement for employees is available.



EDA's Research of Nearby Driver's License Offices

Last Updated 2/3/2022

Email - 1/22/2022

Pine County License Center, Inc.

Location: 809 Main St S, Pine City, MN 55063

Contact: Karen Steele, Vice President, pinedvsquestions@gmail.com

- Private office that does both motor vehicle transactions and driver's licenses
- She referred me to Isanti County for numbers
- She said "Our numbers would probably be pretty negative if we only had driver's license".
- I emailed back on 2/1 and asked her if they would be interested in opening a satellite office in Kanabec. I haven't heard back.

Phone - 2/1/2022

Isanti County

Location: Isanti County Government Center, 555 18th Avenue SW, Cambridge, MN 55008

Contact: Chad Struss, Auditor-Treasurer, chad.struss@co.isanti.mn.us

- They only do driver's licenses (a private business in Cambridge does plates/tabs, etc)
- He submitted a "Driver's License Agent Application" to the DMV when he became Auditor-Treasurer in 2015
- Isanti County has been doing driver's licenses since mid-1990s
- 1.5 staff
- 2019 calendar year numbers:
 - 12,500 applications
 - \$99,000 gross revenue
 - After wages and benefits, he guessed they'd break even

Email - 2/1/2022

Milaca Deputy Registrar & Drivers License Renewal Office

Location: Milaca City Hall, 255 First Street East, Milaca, MN 56353

Contact: Tammy Pfaff, City Manager, TPfaff@milacacity.com

- She said "Driver's license do not generate revenue. We only retain \$8 dollars of the fee. The motor vehicle tabs bring in the revenue".

CITY OF MORA/MORA MUNICIPAL UTILITIES
Consolidated Salary Schedule
2022

For All Employees
Except Fire Department & Aquatic Center

Hourly Rate

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	13.13	13.46	13.80	14.15	14.50	14.86	15.22	15.61	16.02	16.41
2	14.50	14.85	15.22	15.60	16.01	16.40	16.82	17.24	17.67	18.08
3	15.61	16.02	16.41	16.82	17.25	17.67	18.10	18.55	19.01	19.51
4	17.41	17.85	18.30	18.75	19.23	19.69	20.18	20.70	21.19	21.74
5	19.56	20.04	20.53	21.05	21.57	22.10	22.66	23.24	23.81	24.41
6	21.45	21.98	22.54	23.09	23.66	24.26	24.87	25.49	26.13	26.79
7	23.03	23.62	24.21	24.81	25.42	26.05	26.71	27.38	28.07	28.75
8	24.99	25.61	26.26	26.91	27.59	28.28	28.99	29.72	30.46	31.22
8.5	26.19	26.85	27.52	28.20	28.91	29.63	30.37	31.13	31.91	32.71
9	27.36	28.05	28.74	29.46	30.19	30.95	31.73	32.52	33.36	34.16
9.5	28.23	28.94	29.64	30.38	31.14	31.92	32.72	33.53	34.37	35.25
10	29.35	30.09	30.85	31.63	32.41	33.22	34.07	34.92	35.80	36.70
11	32.48	33.31	34.12	34.96	35.84	36.74	37.65	38.59	39.56	40.55
12	35.11	35.98	36.87	37.80	38.76	39.72	40.73	41.73	42.78	43.84
13	37.52	38.46	39.42	40.40	41.41	42.45	43.52	44.60	45.71	46.86
14	40.56	41.77	43.04	44.33	45.63	47.01	48.44	49.87	51.38	52.92
15	44.20	45.63	47.14	48.66	50.25	51.89	53.56	55.31	57.09	58.95
16	48.47	50.17	51.93	53.74	55.62	57.56	59.58	61.66	63.83	66.06

Annual Rate

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	27,310	27,997	28,704	29,432	30,160	30,909	31,658	32,469	33,322	34,133
2	30,160	30,888	31,658	32,448	33,301	34,112	34,986	35,859	36,754	37,606
3	32,469	33,322	34,133	34,986	35,880	36,754	37,648	38,584	39,541	40,581
4	36,213	37,128	38,064	39,000	39,998	40,955	41,974	43,056	44,075	45,219
5	40,685	41,683	42,702	43,784	44,866	45,968	47,133	48,339	49,525	50,773
6	44,616	45,718	46,883	48,027	49,213	50,461	51,730	53,019	54,350	55,723
7	47,902	49,130	50,357	51,605	52,874	54,184	55,557	56,950	58,386	59,800
8	51,979	53,269	54,621	55,973	57,387	58,822	60,299	61,818	63,357	64,938
8.5	54,475	55,848	57,242	58,656	60,133	61,630	63,170	64,750	66,373	68,037
9	56,909	58,344	59,779	61,277	62,795	64,376	65,998	67,642	69,389	71,053
9.5	58,718	60,195	61,651	63,190	64,771	66,394	68,058	69,742	71,490	73,320
10	61,048	62,587	64,168	65,790	67,413	69,098	70,866	72,634	74,464	76,336
11	67,558	69,285	70,970	72,717	74,547	76,419	78,312	80,267	82,285	84,344
12	73,029	74,838	76,690	78,624	80,621	82,618	84,718	86,798	88,982	91,187
13	78,042	79,997	81,994	84,032	86,133	88,296	90,522	92,768	95,077	97,469
14	84,365	86,882	89,523	92,206	94,910	97,781	100,755	103,730	106,870	110,074
15	91,936	94,910	98,051	101,213	104,520	107,931	111,405	115,045	118,747	122,616
16	100,818	104,354	108,014	111,779	115,690	119,725	123,926	128,253	132,766	137,405

COLA increase over prior year: 6.00%

Certified adopted by the council on
 11/16/2021 & commission on 11/16/2021.

 By: Lindy Crawford Date: 11/17/2021

CITY OF MORA/MORA MUNICIPAL UTILITIES
Consolidated Salary Schedule
2022

Grade Assignments

- 1.0 Summer Maintenance Worker
- 2.0 Liquor Store Clerk II
- 5.0 Janitor
 - Winter Maintenance Worker
 - Water/Wastewater Maintenance Worker
- 6.0 Liquor Store Clerk I (Lead)
 - Utility Billing Clerk II
 - Water/Wastewater Operator III (Training)
- 7.0 Aquatic Center Assistant Manager
 - Building Inspector
- 8.0 Accounting Clerk
 - Equipment Operator/Mechanic
 - Mechanic
 - Utility Billing Clerk I
- 8.5 Generator Operator/Mechanic II
 - Street Supervisor
 - Water/Wastewater Operator II
- 9.0 Activities & Recreation Coordinator
 - Liquor Store Assistant Manager
 - Public Works Assistant Superintendent
- 9.5 Generator Operator/Electrician
 - Generator Operator/Mechanic I (Lead)
 - Administrative Assistant
 - Water/Wastewater Operator I (Lead)
- 10.0 Accountant
 - Human Resources Coordinator
 - Liquor Store Manager
 - Street Supervisor
 - Water/Wastewater Supervisor
- 11.0 Building Official
 - Community Development Planner
 - Public Works Superintendent
 - Generator Operator/Master Electrician
 - Lineworker
- 12.0 Administrative Services Director
 - Community Development Director
 - Electric Plant/Line Supervisor
- 13.0 Public Works Director
- 15.0 City Administrator/Public Utilities
 - General Manager

Kanabec County Driver's License Office: Applications & Earnings 2017-2021

	2017	2018	2019	2020	10/31/2021	Totals
Driver's License applications	4,113	3,920	4,650	2,997	3,803	19,483
Driver's License earnings	\$ 32,904.00	\$ 31,360.00	\$ 37,200.00	\$ 23,979.00	\$ 30,424.00	\$ 155,867.00
Drivers License hours	1,273.5	1,537.5	1,977.75	1,571.50	1,436.00	7,796
Wages (no fringe benefits)	\$ 25,432.72	\$ 29,019.85	\$ 39,061.91	\$ 34,010.56	\$ 32,755.25	\$ 160,280.29
estimate fringe benefits	\$ 9,818.69	\$ 11,854.13	\$ 15,248.45	\$ 12,116.27	\$ 11,071.56	\$ 60,109.09
Total earnings	\$ (2,347.41)	\$ (9,513.98)	\$ (17,110.36)	\$ (22,147.83)	\$ (13,402.81)	\$ (64,522.38)



MEMORANDUM

Date March 15, 2022
To Mayor and City Council
From Natasha Segelstrom, Administrative Services
RE City Administrator Update

SUMMARY

Glenn Anderson was scheduled to start employment with the City of Mora on April 4, 2022 as the new City Administrator and Public Utilities General Manager. Glenn's availability to start has moved to a start date of March 21, 2021.

OPTIONS IMPACTS

The anticipated start date for the Public Utilities General Manager had been February 2022 and would not negatively impact the 2022 budget.

This would minimize the length of the vacant position.

RECOMMENDATIONS

Motion to approve start date of March 21, 2022.

RESOLUTION 2022 - 321

**CITY OF MORA
KANABEC COUNTY, MORA, MINNESOTA
RESOLUTION TO RE-ESTABLISH PRECINCTS AND POLLING PLACES**

WHEREAS, the Legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statute Section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within sixty (60) days of when the legislature has been redistricted or at least nineteen (19) weeks before the State Primary Election, whichever comes first;

WHEREAS, the City of Mora consists of a single election precinct and this precinct conforms to redistricting standards; and

WHEREAS, the City of Mora designates Mora City Hall at 101, Lake Street South, Mora Minnesota as the polling place for the precinct in accordance with state statutes.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Mora, County of Kanabec, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

Precinct Boundaries –to be reestablished as they currently exist; which is one precinct within corporate boundaries of the City of Mora and reestablish the city’s main Election Precinct Polling Place location as Mora City Hall located at the address of 101 Lake Street South, Mora, Minnesota.

Attached to this resolution, for illustrative purposes, is a map showing said precincts and the location for each polling place.

The foregoing resolution was introduced and moved for adoption by Council Member _____ and seconded by Council Member _____.

Voting for resolution
Voting against resolution
Abstained from voting
Absent

Motion carried and resolution adopted this 15th day of March 2022.

Alan Skramstad, Mayor

ATTEST:

Natasha Segelstrom, City Clerk



MEMORANDUM

Date March 15, 2022
To Mayor and City Council
From Natasha Segelstrom, Administrative Services Director
RE Approval of Special City Council Special Meeting 4/5/2022

SUMMARY

Council will consider holding a Special City Council Meeting on April 5, 2022.

BACKGROUND INFORMATION

Due to the 3-week advertising requirements for bidding and to move forward with the North Grove Street improvement project Council will consider holding a Special Meeting where Greg Anderson of SEH will present the bids for the project on April 5, 2022 and further discuss a holding a Special meeting on May 3, 2022 to continue moving forward with the N. Grove Street project and hold the Assessment Hearing on May 3, 2022.

RECOMMENDATIONS

Motion to approve request for Special City Council meeting on April 5, 2022.



MEMORANDUM

Date March 15, 2022
To Mayor and City Council
From Natasha Segelstrom, Administrative Services Director
RE Mora Municipal Airport ARPA Agreement Resolution No. 2022-322

SUMMARY

The City Council will review and approve federal grant the MnDOT grant agreement.

BACKGROUND INFORMATION

The City has received an Airport Rescue Grant under the American Rescue Plan Act of 2021 (ARPA) directly from the Federal Aviation Administration to reimburse eligible airport expenses at the Mora Municipal Airport.

Under this agreement, MnDOT will accept the FAA funds, in the amount of \$32,000 on the City's behalf and disperse the funds to the City for expenses at the airport- as a reimbursement. Funds are available to use through September 30, 2024.

OPTIONS & IMPACTS

Approve the MnDOT grant agreement as presented in order to accept the grant and fund airport operational expenses through the grant.

RECOMMENDATIONS

Motion to accept the MnDOT grant agreement and adopt Resolution 2022-322.

Attachments

MnDOT Grant Agreement
MnDOT Grant Agreement Resolution 2022-322

STATE OF MINNESOTA
AGENCY AGREEMENT for
FEDERAL AIRPORT EXPENSES REIMBURSEMENT

This agreement is entered into by and between the City of Mora (“Local Government”) and the State of Minnesota, acting through its Commissioner of Transportation (“MnDOT”).

RECITALS

1. Local Government has received an Airport Rescue Grant (“ARG”) under the American Rescue Plan Act of 2021 (H.R. 1319, Public Law 117-2) (“ARPA”) directly from the Federal Aviation Administration (“FAA”) to reimburse eligible airport expenses at Local Government’s airport.
2. This agreement is not a subgrant of the ARG funds. The FAA will be conducting oversight and monitoring the ARG funding (see ARPA FAQs for more information, at: https://www.faa.gov/airports/airport_rescue_grants/media/20211124_ARPA_FAQs.pdf).
3. Pursuant to Minnesota Statutes Sections 360.016 and 360.039, subd. 2, the Local Government desires MnDOT to act as the Local Government’s agent in accepting the federal funds on the Local Government’s behalf and disbursing the federal funds to the Local Government for expenses at the airport.

AGREEMENT TERMS

1. Term of Agreement

- 1.1. Effective Date: This agreement will be effective on the date the MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2.
- 1.2. Expiration Date: This agreement will expire on September 30, 2024.

2. Local Government’s Duties

- 2.1. The Local Government designates MnDOT to act as its agent in accepting the federal funds on its behalf and disbursing the federal funds to the Local Government for airport expenses deemed allowable by the FAA under the ARPA Act.
- 2.2. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to disburse the federal aid sought by the Local Government.
- 2.3. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations. The Local Government will comply with all requirements and assurances in the ARG Grant, which is incorporated into this contract by reference.

3. MnDOT’s Duties

- 3.1. MnDOT accepts designation as agent of the Local Government for the receipt of the federal funds and disbursement of the federal funds to the Local Government and will act in accordance herewith.
- 3.2. MnDOT will make the necessary requests to the FAA for authorization to disburse federal funds for airport expenses and for reimbursement of eligible costs under the ARPA Act.
- 3.3. MnDOT may withhold federal funds where the FAA determines that airport expenditures were not made in compliance with federal requirements.
- 3.4. MnDOT, the FAA, or duly authorized representatives of the state and federal government will have the right to audit the work performed under this agreement. The Local Government will make available all books, records, and documents pertaining to the work hereunder, for a minimum of six years following the closing of the contract.

4. Payment

- 4.1. **Eligibility.** Eligible expenses under the act include costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments for the Mora Municipal. Eligible expenses will be determined by the Federal Aviation Administration. Eligible expenses will be determined in accordance with FAA's Policy and Procedures Concerning the Use of Airport Revenues, 64 Federal Register 7696 (64 FR 7696), as amended by 79 Federal Register 66282 (79 FR 66282), which is incorporated into this agreement by reference, and the ARPA Act.
- 4.2. **Reimbursement.** Local Government has been awarded \$32,000 in Federal ARPA Act funding to reimburse federally-eligible expenses at airport(s) it operates. Local Government will be reimbursed for 100% of federally-eligible expenses not reimbursed by any other source. The Local Government will pay any part of the cost or expense that is not paid by federal, state, or other funds. MnDOT will receive the federal funds to be paid by the FAA for eligible expenses and will reimburse the Local Government from said federal funds for each payment request, subject to the limits of those funds.
- 4.3. **Payment Requests.** The Local Government will prepare payment requests in accordance with the terms of the federal award.
 - 4.3.1. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may work directly with FAA to receive the federal funds under the ARPA Act grant pursuant to any terms and conditions imposed by FAA.
- 4.4. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for the Local Government's failure to comply with federal requirements. The Local Government agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.
- 4.5. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement and submit all financial, performance, and other reports as required by the terms of the Federal award. The FAA will determine whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed.

- 5. **Conditions of Payment.** Local Government's use of federal funds disbursed under this agreement must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive reimbursement under this Agreement for expenses that are not eligible as described in Section 4.1 above.

6. Authorized Representatives

- 6.1. MnDOT's Authorized Representative is:
 - Name: Jessica McBroom, or her successor or designee.
 - Title: Grants Specialist
 - Email: jessica.mcbroom@state.mn.us

- 6.2. The Local Government's Authorized Representative is:
 - Name: Alan Skramstad
 - Title: Mayor

Email:

If the Local Government's Authorized Representative changes at any time during this agreement, the Local Government will immediately notify MnDOT.

7. Assignment Amendments, Waiver, and Agreement Complete

- 7.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2. **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3. **Waiver.** If MnDOT fails to enforce any provision of this agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5. **Severability.** If any provision of this Agreement or the application thereof is found invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 7.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

8. Liability and Claims

- 8.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability. Minnesota Statutes Section 466.04 governs Local Government Liability.
- 8.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to this agreement. The Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any and all lawful claims or costs arising out of or incidental to Local Government's acts or omissions under this agreement and any *ultra vires* acts, including reasonable attorney fees incurred by MnDOT.

9. Audits

- 9.1. Under Minn. Stat. § 16C.05, Subd.5, the Local Government's books, records, documents, and accounting procedures and practices of the Local Government, or other party relevant to this agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 9.2. All requests for reimbursement are subject to audit by FAA or MnDOT.

10. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by MnDOT under this agreement, and as it

applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this agreement.

- 11. Workers Compensation.** The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.
- 12. Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 13. Termination for Cause.** MnDOT may terminate this agreement if Local Government fails to observe or perform any of the terms, conditions, or covenants required to be observed or performed by it pursuant to this agreement and such failure continues for a period of 30 calendar days after MnDOT has given written notice to Local Government of such default or, in the event that such default shall be incapable of cure with reasonable diligence during said 30 day period, shall have failed to commence to cure said default within 30 days of the date of said notice and to diligently pursue the same to completion.
- 14. Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Local Government consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
- 15. Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a federal or state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this agreement.
- 16. Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59, if applicable, which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
- 17. Limitation.** Under this contract, MnDOT is only responsible for disbursing funds. Nothing in this contract will be construed to make MnDOT a principal, co-principal, partner, or joint venturer with respect to this agreement.

MnDOT may provide technical advice and assistance as requested by the Local Government, however, the Local Government will remain responsible for all aspects of administering this agreement.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

LOCAL GOVERNMENT

Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

STATE ENCUMBRANCE VERIFICATION

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

By: _____

Date: _____

SWIFT Contract # _____

SWIFT Purchase Order # _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

MnDOT GRANT UNIT

By: _____

Date: _____

FAA Dakota-Minnesota Airport District Office

Minnesota Program Manager Assignments

DMA ADO Manager: Andy Peek 612-253-4631

MN Deputy Manager: Lindsay Butler 612-253-4630

Community Planner: Gina Mitchell 612-253-4641

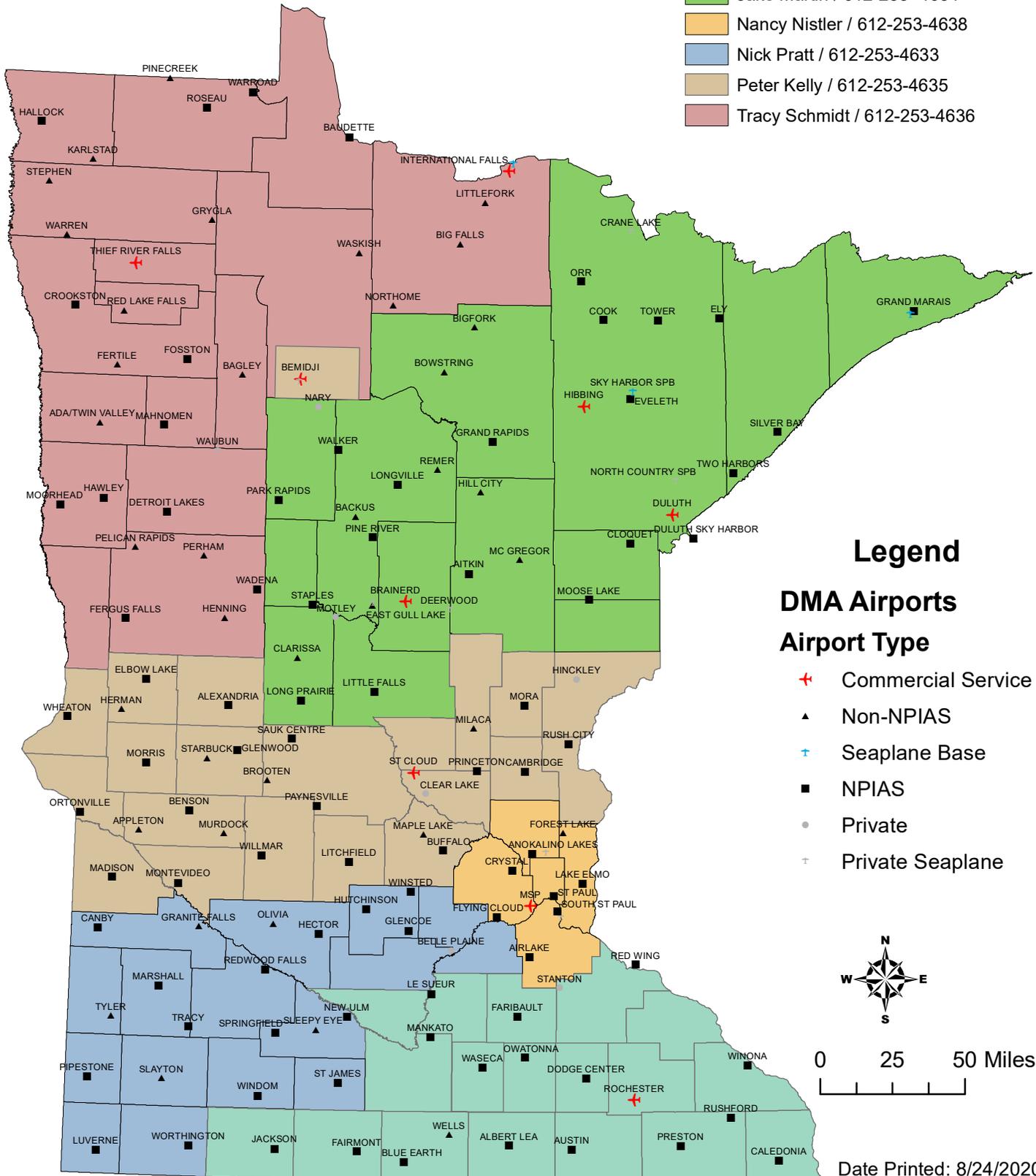
Environmental Specialist: Josh Fitzpatrick 612-253-4639

Airports Program Analyst: Vacant 612-253-4643

Program Manager Assignments

Program Manager / Phone

- Ben Garrow / 612-253-4640
- Jake Martin / 612-253-4634
- Nancy Nistler / 612-253-4638
- Nick Pratt / 612-253-4633
- Peter Kelly / 612-253-4635
- Tracy Schmidt / 612-253-4636

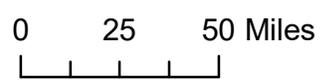


Legend

DMA Airports

Airport Type

- + Commercial Service
- ▲ Non-NPIAS
- ▲ Seaplane Base
- NPIAS
- Private
- ▲ Private Seaplane



Date Printed: 8/24/2020

**RESOLUTION 2022-322
AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF
TRANSPORTATION AGENCY AGREEMENT FOR
FEDERAL AIRPORT EXPENSES REIMBURSEMENT**

It is resolved by the City of Mora as follows:

1. That the state of Minnesota Agreement No. 1049650,
"Grant Agreement for Federal Airport Expenses Reimbursement," for
State Project No. A3301-C3 at the Mora Municipal is accepted.

2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
City of Mora.

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____
as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____



MEMORANDUM

Date March 15, 2022
To Mayor and City Council
From Natasha Segelstrom, Administrative Services Director
RE Green Step City

SUMMARY

City Council will review the GreenStep Cities Program Resolution.

BACKGROUND INFORMATION

Staff brought forward the Minnesota GreenStep Cities Program at the February City Council meeting and was directed to contact the member of the community to see if they had an interest in the GreenStep Coordinator role.

OPTIONS & IMPACTS

The City has several measures in place and the program is tailored to provide maximum flexibility and total control and choice by City Council.

Participation in the GreenStep Cities program would open special opportunities for funding and positions a city to easily apply for competitive grant and assistance programs.

RECOMMENDATIONS

Motion to approve Resolution No. 2022-323 GreenStep Cities Program.

Attachments

Resolution No. 2022-322

Memorandum

**RESOLUTION 2022-323
CITY OF MORA
COUNTY OF KANABEC
STATE OF MINNESOTA**

**A RESOLUTION AUTHORIZING THE CITY OF MORA
TO PARTICIPATE IN THE MINNESOTA GREENSTEP CITIES PROGRAM**

The GreenStep Cities program aims to provide Minnesota cities a clear pathway to greater sustainability and resiliency based upon implementing best practices specific to Minnesota cities of differing sizes and capabilities. Due to the multiple environmental, economic and social dimensions of the best practices, leadership from the city council is needed to oversee their implementation and integration with other city and community activities and with other governmental jurisdictions (such as surrounding townships) as appropriate.

To join the GreenStep Cities program as a Step One city, cities adopt a GreenStep participation resolution that names a contact person to be the city's GreenStep coordinator. This person can be an existing city staff person, an elected official or an appointed community member. Cities are encouraged to empower an existing or new committee to lead and coordinate the implementation of GreenStep best practices. Many cities find it easier to complete more GreenStep actions faster with a committee. The committee can be an existing city commission or task force, an existing civic group, a city staff "green team," or a new group. A new group could include city elected officials/staff and community members, including representatives from civic and religious groups, business organizations and educational institutions.

WHEREAS, Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. GreenStep is a free, continuous improvement program, managed by a State agency-non-profit partnership, and based upon 29 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation; and

WHEREAS, the Minnesota GreenStep Cities program provides cost-effective sustainable development best practices in the following five categories: (1) Buildings and Lighting; (2) Transportation; (3) Land Use; (4) Environmental Management; and (5) Economic and Community Development;

WHEREAS, climate changes have been observed in Minnesota and have the potential to negatively impact local, regional and state economies; infrastructure development; habitat; ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose flooding, drought and health threats to our citizens; and

WHEREAS, efforts to address energy and climate issues provide an opportunity to move toward energy self-reliance and greater community resiliency and quality of life; provide environmentally healthy and cheaper-to-operate public buildings; encourage new economic development and local jobs; and support local food and renewable energy production; and

WHEREAS, the City of Mora has one or more energy/climate/quality of life/sustainability actions or initiatives or resolutions enacted by the city or by others in the city; and

NOW, THEREFORE, be it resolved that the City Council of the City of Mora does hereby authorize the City of Mora (the City) to participate in the Minnesota GreenStep Cities program that offers a free, voluntary continuous improvement framework. Passage of this participation resolution allows the City to be recognized as a Step One GreenStep City by the League of Minnesota Cities. Be it further resolved that the City:

1. Appoints Alison Holland to serve as the City's GreenStep coordinator for best practice documentation/implementation as the city's GreenStep coordination team; and
2. Will facilitate the involvement of community members, local school districts and other units of government as appropriate in the planning, promoting and/or implementing of GreenStep Cities best practices; and
3. Grants to the GreenStep program staff review access to the City's B3 Benchmarking Database so as to facilitate analysis and cost-saving technical assistance to the City regarding its buildings' energy use; and

4. Will provide feedback once a year on how well the GreenStep program is serving the city and on city needs from the program; and
5. Will claim credit for having implemented and will work at its own pace toward implementing any 6 GreenStep best practices that will result in energy use reduction, economic savings, quality of life improvement, reduction in the City's greenhouse gas footprint, and recognition by the League of Minnesota Cities as a Step Two GreenStep City. An on-going summary of the City's implementation of best practices will be posted by the City on the Minnesota GreenStep Cities web site.

By: _____
Mayor

ATTEST:

City Clerk

Date: _____



MEMORANDUM

Date 3-15-22
To Mayor and City Council
From Angela Grafstrom, Community Development Director
RE Community Survey

SUMMARY

I have prepared a power point presentation on the 2021 Community Survey Results. The City sent out 1449 surveys in 2021 and received **back 116**. This is fewer responses than any previous year except 2012. All responses were in paper form and we received no electronic responses.

INTERESTING TAKEAWAYS

86% of respondents read the newsletter and 77% do NOT use the website. This makes sense with the how we get the responses back. It makes me wonder if we need to do more to reach people who utilize the website and social media. Maybe put a note on the utility bills and a link on Facebook and the website to the survey and make it so they can fill it out and submit it through the website. This may change our number of responses and the answers to questions 18 and 19.

42 % of respondents have lived in Mora from less than 15 years and 65% of those have lived in Mora for less than 5 years.

Should we consider adding “optional” questions like asking the age of our respondents? We ask if they are a resident or business owner. Is this really relevant to our survey results? I do think age is relevant when we want to know if they are using the aquatic center or the cemetery.

RECOMMENDATIONS

I recommend that for the 2022 survey we reevaluate the questions we are asking and how we reach members of the community to respond to the surveys. I feel a good survey could be a public education tool about the city and its offerings while finding out what the public is looking for from the city.

My questions for council consideration:

- How do we market the surveys? Should we use the media? What media? Print? Social? Radio? How could we get a greater number of returned surveys?
- What do we really want to know from the citizens? Should our questions also be educating the community about what we offer? Should we divide the survey into categories like recreation, infrastructure, customer service, etc.? I feel we could get more responses, with better feedback to help direct projects and really show the city what we need to work on if we revamp the survey. Is the purpose of the survey just to get the roughly \$500 a year from the state for doing it, or do we really want to get information to make things better?

Memorandum

- If we do make new questions, how should we come up with them? Maybe a combination of projected projects, what council wants to know from the public, what committees/staff want to know from the public?



MEMORANDUM

Date: March 15, 2022
To: Mayor and City Council
From: Jeff Krie Activities & Recreation Coordinator
RE: Applicant Resolution

SUMMARY

Staff is asking City Council to approve the Applicant's Resolution for a DNR Outdoor Recreation Grant Program.

BACKGROUND INFORMATION

The City Council approved a park concept for the Fox Run Development on September 21, 2021. To help with funding of this new park staff will apply for a grant that is due on March 30, 2022 from the DNR Outdoor Recreation Grant Program with Council approval. Part of this grant is for the applicant's resolution that must be approved by City Council and signed by the Mayor and Administrative Services Director. This grant will cover 50% of the cost to be matched by the City by either in-kind or funding.

OPTIONS & IMPACTS

1. Approve the applicant's resolution so that staff can submit a grant application to the DNR.
2. Reject the applicant's resolution and miss out on funding for the Fox Run Park.

RECOMMENDATIONS

Motion to approve the applicant's resolution and to submit a grant request to the DNRs Outdoor Recreation Grant Program.

Attachments

Attachment A – Applicant's Resolution

ATTACHMENT A - APPLICANT'S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that City of Mora act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on 03/20/2022 and that City of Mora, Jeff Krie is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of City of Mora.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and, upon discovery, certifies it will report to the State any actual, potential, or perceived individual or organizational conflicts of interest to the application or grant award.

BE IT FURTHER RESOLVED that City of Mora has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Mora has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Mora has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, City of Mora may enter into an agreement with the State for the above-referenced project, and that City of Mora certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that ALAN SKRAMSTAD is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of City of Mora on 03/15/2022.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title)

(Date)

(Title)

(Date)



MEMORANDUM

Date March 15, 2022
To Mayor and City Council
From Joseph Kohlgraf, Public Works Director
RE Columbarium Rules and Regulations

SUMMARY

The City Council will review and consider rules for the new columbarium in the Oakwood Cemetery.

BACKGROUND INFORMATION

In mid to late 2021 an addition of a columbarium in Oakwood Cemetery has now given opportunities for alternate burials, which has not been an option for some time. Since that time, staff has taken time to work on rules and regulations for the purchase and use of niches starting this year. Staff has the adopted fee schedule for pricing, started sales and is looking to adopt rules and regulations for this area and use. The rules and regulations lay out their use, lettering restrictions for regularity, and legal recording documents (similar to past paperwork).

OPTIONS & IMPACTS

- Review new rules for columbarium and proceed to move forward with rules and regulation. Sales opportunities will continue.
- Review new rules for columbarium and revise if needed. This will add continued questions that may take up more staff time.

RECOMMENDATIONS

Motion to adopt the columbarium rules, as presented.

Attachments

Oakwood Cemetery Columbarium Rules and Regulations



City of Mora
101 Lake Street South
Mora, MN 55051-1588
320.679.1511

OAKWOOD CEMETERY
Established 1895

COLUMBARIUM

With a growing segment of the population preferring cremation and desiring a location to permanently inter urns, Oakwood Cemetery offers a solid granite, above-ground columbarium. This stunning 48-niche design contributes to the beauty and prestige of the grounds.

Each columbarium niche holds two cinerary urns, providing a permanent and public location where your loved ones' remains will be respectfully held and protected and where family members and friends can visit a final resting place.

COLUMBARIUM RULES AND REGULATIONS

The following rules and regulations are subject to change as deemed necessary by Oakwood Cemetery officials.

Definitions:

Columbarium: A structure with niches (small spaces) for placing cremated remains in urns or other approved containers.

Cremains: Cremated remains.

Inurnment: The placing of cremated remains in an urn, followed by placement in a niche or some other resting location.

1. **NICHE USE:** Columbarium niches are used solely for human cremated remains. Pet cremated remains are prohibited. Valuables, mementos, etc., will be allowed but must be placed within the urn prior to inurnment.
2. **INURNMENT:** Inurnment will be conducted by an approved cemetery official ONLY.
3. **NICHE AND URN SIZES:** Each niche is 11" W x 11" L x 11" H. Each niche may contain up to two (2) urns.
 - a. Niches with one urn: the urn shall be no larger than 10" W x 10" L x 10" H.
 - b. Niches with two urns: each urn shall be no larger than 10" W x 10" L x 5" H.
4. **NICHE COST:** Please see the current fee schedule for the cost of a niche.
5. **NICHE OPENING AND CLOSING:** Please see the current fee schedule for the cost of a niche opening and closing. There are additional fees for opening and closing after 3 pm on a weekday as well as on a weekend or holiday.
6. **ENGRAVING REQUIREMENTS:** Each niche is required to be engraved with Name, Date of Birth, and Date of Death. Engraving must be completed by a professional engraver and done according to Oakwood Cemetery specifications (see back page). No drilling, taping, gluing or any other means of fastening may be done to the niche or the columbarium.
7. **PLACEMENT OF FLOWERS, PLANTS, OR OTHER DECORATIONS:** All flowers, plants, wreaths, mementos, or other ornamentation on the Columbarium and surrounding area are prohibited except for Memorial Day or during inurnment services and up to one week following the event unless pre-approved by cemetery officials.
8. **LANDSCAPING:** All landscaping including the planting of trees, shrubs, and flowers around the Columbarium will be done by cemetery officials only.



City of Mora
101 Lake Street South
Mora, MN 55051-1588
320.679.1511

OAKWOOD CEMETERY
Established 1895

13"



13"

The engraving area is measured at 11" W x 11" L x 11" H with the name and dates to be within 11" W x 5 1/2" H each.

Single inurnments should have name and dates in the top space instead of centered.

Font Name: Arial Narrow Bold Font Color: White

Font Size: Names – 1" Dates – 3/4"

Spacing: Text Spacing – 12 1/4" between lines 1 1/4" top & bottom margins

Sanding Depths: no more than 1/8" deep



MEMORANDUM

Date March 15, 2022
To Mayor and City Council
From Natasha Segelstrom, Administrative Services Director
RE Economic Development Authority Vacancy

SUMMARY

The City Council will discuss the upcoming Economic Development Authority vacancy a vacancy and may appoint one person to fill the Economic Development Authority seat.

BACKGROUND INFORMATION

At the direction of the city council, staff has been receiving applications to fill the vacant Economic Development Authority position. At the time of publication staff received one application- Sara Trieber.

OPTIONS & IMPACTS

Current Vacancy

1. Appoint Sara Trieber to the Economic Development Authority. The EDA next meeting scheduled for May 3, 2022. If appointed, Trieber could be sworn in at this meeting.
2. Do not appoint an applicant from the applications received and solicit additional applications.

RECOMMENDATIONS

Motion to appoint Trieber to the Economic Development Authority.

Attachments

- S. Trieber Application Submission / resume



CITY OF MORA

Board and Commission Application Form

Name: _____ Date: _____

Address: _____

Telephone: _____ E-mail: _____

Name of board or commission for which you are applying:

**Please note when applying, per Mora City Code or State Statute for the following:
A Housing & Redevelopment Authority member must be a resident *MS §469.003*;
A Planning Commission member must be a resident or property owner *MCC §32.66*;
A Park Board member must be a resident, property owner, or business owner *MCC§32.16*

Relevant qualifications or experience:

Other interests and/or community involvement:

Any limitations on your ability to serve such as meeting times, employment, etc.?

Have you ever served on a board or commission for the City of Mora? Yes No
If "Yes," Which one(s) and when:

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: 3/2/22 nS

Date council reviewed: _____ Appointment: approved denied
Term expires _____

Comments:



MEMORANDUM

Date March 15, 2022
To Mayor and City Council
From Natasha Segelstrom, Administrative Services Director
RE Housing and Redevelopment Authority Vacancy

SUMMARY

The City Council will discuss the upcoming Housing Redevelopment Authority vacancy and may appoint one person to fill the Housing and Redevelopment Authority seat.

BACKGROUND INFORMATION

At the direction of the city council, staff has been receiving applications to fill the vacant for Dennis Johnson at the Housing and Redevelopment Authority. At this time, staff received one application- Elroy Yager.

OPTIONS & IMPACTS

Current Vacancy

1. Appoint Elroy Yager to the Housing and Redevelopment Authority. The HRA meets monthly and the next meeting scheduled for March 23, 2022. If appointed, Yager could be sworn in at this meeting.
2. Do not appoint an applicant from the applications received and solicit additional applications.

RECOMMENDATIONS

Motion to appoint Yager to the Housing and Redevelopment Authority Board.

Attachments

- E. Yager Application Submission



CITY OF MORA Board and Commission Application Form

Name: Eloy C Yager Date: 3-8-2022
Address: [REDACTED]
Telephone: [REDACTED] E-mail: [REDACTED]

Name of board or commission for which you are applying:

Housing HRA

**Please note when applying, per Mora City Code or State Statute for the following:

- A Housing & Redevelopment Authority member must be a resident MS §469.003;
- A Planning Commission member must be a resident or property owner MCC §32.66;
- A Park Board member must be a resident, property owner, or business owner MCC§32.16

Relevant qualifications or experience:

I been in Pine Crest for 5 years I kinder watch what happen - building - Security Safety

Other interests and/or community involvement:

Park & Trails and ride electric scooter

Any limitations on your ability to serve such as meeting times, employment, etc.?

if I just I travel local - on scooter & am 80 yers

Have you ever served on a board or commission for the City of Mora?

Yes No

If "Yes," Which one(s) and when:

[REDACTED]

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: 3/8/22 BY

Date council reviewed: _____ Appointment: approved denied Term expires _____

Comments:

[REDACTED]



MEMORANDUM

Date March 15, 2022
To Mayor and City Council
From Natasha Segelstrom, Administrative Services
Joe Kohlgraf, Public Works Director
RE 2022 Public Works Vasaloppet Expense Report

SUMMARY/BACKGROUND INFORMATION

Each year the Public Works staff dedicate hours and equipment in preparation for the annual Vasaloppet Ski race.

Attachments

Summary of the cost/contribution to the 2022 Vasaloppet weekend

2022 Vasaloppet week Activities

Ski Race set-up and cleanup

City Staff

- 17 hours for 1 employee/loader	-\$2,142.00
- 40 hours for 4 employees/trucks	-\$4,400.00
-26.5 hours for 3 employees/truck	-\$2,915.00
- 8 hours for 1 employee/tractor backhoe	-\$848.00

Electric Staff

-38 hours with flags/decorations	-\$2,052.00
- 3 trucks/ 12.5 hours	-\$5,400.00

Fuel used by City of Mora: 208 gallons - \$779.15

Clean up

County Staff- no hour or dollar amount recorded on their time

5 hr-1 man/loader-2 men/trucks

? Hr-1 man –sign prep and set up at shop

****** Cost of all city staff for snow activities- \$18,536.15******



Mora Area Fire Department Monthly Update

February 2022

The Mora Area Fire Department was involved with the following fire calls, training and education, maintenance, and miscellaneous in the past month.

Fire Calls (Paid)

-  2-4-22 Alarm
-  2-7-22 Lift Assist
-  2-8-22 Car Fire
-  2-11-22 Garage fire
-  2-11-22 Canceled
-  2-11-22 Lift Assist
-  2-19-22 Shed Fire
-  2-19-22 Smell of Smoke
-  2-22-22 Co detector

Training and Education (Paid)

-  2-7-22 Drill Night – on scene hose deployment and reload
-  2-21-22 Meeting and relief

Maintenance (not paid)

-  All trucks done twice

Training, Education, and Miscellaneous (not Paid)

-  2-7-22 New member Brad Hollerbeck First day
-  2 members attended of site Grass fire training
-  1 member is going through a EMT course



OFFICE

KANABEC COUNTY SHERIFF

SHERIFF BRIAN SMITH

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

February 2022

During the month of February, 2022 Kanabec County Sheriff's Office contract cars responded to or initiated 810 calls for service within the City of Mora. The most frequent calls for service were Medical Emergencies (122), Traffic Violations (134), and Suspicious Activity or Persons (51)

The KCSO provided assistance at the Vasaloppet Ski Race. No extra ordinary events arose from the race.

Deputies participated in "I love to read month" within the Mora school district reading to elementary classrooms to promote reading amongst young students.

Contract deputies received continuing education/training in the following areas:

- CPR/First Aid for first responders

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



CAD Summary Report

Printed On: 03/08/22 09:42

Kanabec County Sheriff's Office

	02/22	Total
911 Hang-ups-Abandoned-Open Line	40	40
Agency Assist	21	21
Alarms All (Home, Business, Bank, misc)	17	17
All Lost calls including animals, and property	2	2
Animal-All Other	26	26
Assault	4	4
ATV- Complaints-Accidents-Citations	1	1
Building Security Checks	3	3
Burglary	3	3
BW accidents, citations, and all complaints	1	1
Child Custody Issues	5	5
Civil Assist	16	16
Civil Process	1	1
County Ordinance Violation	1	1
Disorderly Conduct	7	7
Domestic Disturbance/Assaults	7	7
Drug calls - All	4	4
DTP	6	6
Escorts-Funerals, Races, etc	3	3
Fire- Mora Area Fire Calls	5	5
Fire- Ogilvie Fire Calls	3	3
Fires - All Others	5	5
Foot Patrol	20	20
Found - animals, property, etc	5	5
Fraud	8	8
Garbage Dumping complaints	1	1
Harassing communications calls	5	5
Health and Safety	2	2



CAD Summary Report

Printed On: 03/08/22 09:42

	02/22	Total
Hospice Deaths	5	5
Information and misc calls	29	29
Jail Incidents	2	2
Jail-Crim Sex (PREA)	1	1
Juvenile calls excluding tobacco, drugs, alcohol	6	6
Juvenile Tobacco complaints	6	6
Maltreatment	25	25
Medical Emergency	122	122
Meetings and Presentations	1	1
Missing Person(s)	2	2
Motorist Assist calls	11	11
Neighborhood Disputes	2	2
Noise - including loud music, parties, etc	2	2
POR- Predatory Offender calls	2	2
Public assist calls	15	15
Records checks	11	11
Road Hazards	4	4
Scams	3	3
Secure Helipad	7	7
Shooting complaints	2	2
Shoplifting complaints	2	2
Snowbird Parking	36	36
Stolen	2	2
Stop arm violations	1	1
Suicide threats-attempts	4	4
Suspicious- persons, vehicles, and occurrences	51	51
Theft-not vehicle	14	14
Threats	6	6
Traffic / Driving complaints	10	10
Traffic Accident	12	12



CAD Summary Report

Printed On: 03/08/22 09:42

	02/22	Total
Traffic Violation	112	112
Transport - Inmates	9	9
Trespassing complaints	3	3
Unwanted person	12	12
Vandalism exc mailboxes	2	2
Vehicle off Road	12	12
Vehicle Theft	1	1
Violation of Court Order	6	6
Warrant Entry and Arrests	9	9
Weather - Monthly Test	1	1
Welfare Check	25	25
Total	810	810

City of Mora Economic Development Authority
Meeting Minutes
March 2, 2022 2 pm
Mora City Hall

Call to Order

Skramstad called the meeting to order at 2:00 pm. Attendance was taken by Roll Call.

Members present: Jody Anderson, Bob Jensen, Doyle Casavant, Dan Johnson, Rose Krie, and Alan Skramstad.

Absent: Brett Baldwin

Staff present: Angela Grafstrom and Sara King

Others present: Paul Gilbertson

Oath of Office

Oath of office was administered to Dan Johnson. EDA members serve a 6 year term, so Johnson's term will run through 2027.

Adopt Agenda

Motion made by Casavant to adopt the agenda of March 2, 2022 with addition of Bob Jensen to roll call and the date of the minutes for approval from November 4, 2022 to November 4, 2021, seconded by Johnson and carried unanimously.

Election of Officers

Motion made by Johnson to appoint Skramstad as Committee Chair, Johnson as Vice Chair, and Jensen as the treasurer of the EDA for 2022, seconded by Casavant, and carried unanimously.

Minutes

Motion made by Anderson to approve the November 4, 2021 minutes as presented, seconded by Casavant and carried unanimously.

Claims

The committee reviewed the claims from November 2021 of \$3914.28 and December 2021 of \$3970.58, January 2022 of \$ 5,187.79, and February 2022 of 3,866.16 for a total of \$16,938.81.

Motion made by Casavant to approve claims from November 2021, December 2021, January 2022, and February 2022 totaling \$16,938.81 as presented, seconded by Johnson and carried unanimously.

Open Forum

No audience members were present.

New Business

Doyle Casavant Resignation from EDA

Casavant said this was a great experience. The committee thanked Doyle Casavant for his many years of service to the City. Council had approved his resignation at their February meeting but the EDA's February meeting had been cancelled so they will officially approve it today.

Motion made by Jensen to accept the resignation of Doyle Casavant effective March 31, 2022, seconded by Krie and carried unanimously.

Joint Tax Abatement Application

Grafstrom presented an example of the tax abatement form her and Heidi would like to use for applicants. It saves steps as we will likely always do abatements together.

The committee agreed it makes sense in a small community to streamline the application process and, by consensus, have approve the use of the joint application form.

Old Business

No old business on the agenda to discuss.

Communications

GPS 45:93

The Value of Belonging and 2021 Highlights: Flyers included in the packet.

Women's Business Alliance and Entrepreneurial Fund Information

Flyers included in the packet.

Reports

Sara King

Financial report is included in the packet. King reviewed the packet with the committee and answered questions. The committee discussed returning the COVID-19 revolving loan funds to the MIC loan fund it was originally taken from. It will be on the next agenda. Also discussed what action should be taken with the past due loan given to the Price is Wright. King and Grafstrom will follow up and report at the May meeting.

Adjourn

There being no further business of the Mora Economic Development Authority, motion made by Jensen to adjourn the meeting of March 2, 2022, seconded by Johnon, and carried unanimously. Meeting adjourned at 2:37 pm.

Minutes prepared by Angela M. Grafstrom

EDA President

Attest:

Angela Grafstrom
Community Development Coordinator

**City of Mora, MN
PARK BOARD
Meeting Minutes**

February 8, 2022

Present: Alison Holland, Sam Pioske, Curt Sammann, Kyle Shepard
Absent: Steven Holcombe
Staff Present: Joe Kohlgraf, Jeff Krie,
Others Present: Zethan Schultz

1. Call to Order. Chair Pioske called the meeting to order at 6:00 p.m.
2. Oath of Office. Alison Holland took the oath of office for a three-year term for the Park Board expiring December 31, 2024.
3. Roll Call. Alison Holland - present
Steven Holcombe – absent
Sam Pioske – present
Curt Sammann – present
Kyle Sheppard – present
4. Adopt Agenda. Motion by Shepard, second by Holland to adopt the March 8, 2022 meeting agenda as presented. All present voted aye. Motion carried.
5. Minutes. Motion by Sheppard, second by Sammann to approve the February 8, 2022 meeting minutes as presented. All present voted aye. Motion carried.
6. Gaga Ball. Zethan Schultz discussed with the park board an Eagle Scout Project that would bring a gaga ball court to the Lions Park. After Schultz shared his plan for this project the board had a good discussion and questions about his project. Once no other discussion a motion by Holland and a second by Sammann for permission for Schultz to go ahead with his project as presented and that placement will be in the Lions Park. All present voted aye. Some in-kind labor and supplies will be furnished by the City to help with the project. Sammann thanked Schultz for his sincerity, to share this project with the board, the willingness to move forward, and applaud the investment that he is willing to make to the community.
7. Mora Rocks the Park. Krie shared with the Park Board some background information on the project Mora Rocks the Park that was created by Patti Miller and involved other community members and sponsors. Miller is again asking for the City to back this project as it has in the past. The Park Board all were in favor on continuing with this summer project in our parks.
8. GreenStep Program. Administrative Services Director Segelstrom ask staff to bring to the Park Board the GreenStep program to see if any park board member had interest in leading or being part of the GreenStep program. Sheppard shared with the board what was discussed during the

last City Council meeting about this project. Sheppard stated Council is looking for an individual or individuals or a group to run the program and that he would be willing to be the Council liaison if needed. Holland stated she originally shared this program with Segelstrom. She also shared to the Park Board more information about the program and what it is about and what it could do for the City of Mora and that she would be willing to help or offer whatever support she can. Krie felt that it might be best if different departments from the City were involved as well as getting other community members to be involved to help fill out the best practice actions. All on the board that was present at the meeting agreed that the program would be favorable for the City but no consensus on how it should be managed and by whom.

9. Reports.

- a. Kohlgraf: Keeping trails clean and expand cleaning if possible. Few spots on trails will need an overlay this spring. Dog park working out very well. Will put out benches and trash cans in parks as weather permits. Summer jobs are posted.
- b. Krie: DNR Fox Run Grant is close to be submitted. MAC hiring going slow on return employees.
- c. Sheppard: Nothing to report.
- d. Holland: Nothing to report.
- e. Sammann: Nothing to report.
- f. Pioske: Nothing to report

10. Adjournment. Motion by Sheppard, second by Sammann to adjourn the meeting. All present voted aye. Meeting adjourned at 6:35 p.m.

Sam Pioske, Chair

Jeff Krie, Secretary