



City of Mora  
Kanabec County, Minnesota  
Meeting Agenda  
City Council

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

Tuesday, November 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 – October 18, 2022
- b. Work Session Meeting Minutes – October 18, 2022
- c. October 2022 Claims
- d. Certification of Unpaid Utilities- Resolution No. 2022-1121
- e. Vasaloppet Special Event Permit
- f. Gambling Permit – Vasaloppet, Inc.
- g. LMCIT Liability Coverage Waiver

**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 Election Canvassing Board

**7. Public Hearings**

- a. Assessment of Unpaid Fire Calls – Resolution No. 2022-1122
- b. Assessment of Unpaid City Charges - Resolution No. 2022-1123
- c. Small Cities Development Commission Program

**8. New Business**

- a. IT Managed Service Agreement Proposal
- b. 2023 Pay Plan/Salary Schedule
- c. Tax Abatement – JCF Properties
- d. 2022 Budget Amendment
- e. Tax Abatement – NPP
- f. Request for Proposal- Insurance Agent of the Record

**9. Old Business**

- a. Mayor / Council Annual Training
- b. Hangar Lease Agreement

**10. Communications**

- a. Quarterly Financial Report
- b. KCSO Monthly Report – October 2022
- c. MAFD Monthly Report – October 2022
- d. EDA Meeting Minutes – November 1, 2022
- e. Airport Board Meeting Minutes
- f. Park Board Meeting Minutes

**11. Reports**

- a. City Administrator
- 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 work session of the Mora City Council at 4:30 p.m. on Tuesday, October 18, 2022 in the City Hall council chambers.

- 2. Roll Call:** Present: Mayor Skramstad, Councilmembers Anderson, Broekemeier, Mathison and Shepard  
Absent: None  
Staff Present: City Administrator Glenn Anderson, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf

**3. Special Business:**

- a. Contracted Law Enforcement Services with Kanabec County Sheriff's Office:** The City Council reviewed the 2009 Contract for Law Enforcement Services between the City of Mora and Kanabec County Sheriff's Office.

Kanabec County Coordinator Kris McNalley, Kanabec County Sheriff's Office Sgt. Dylan VanGorden and Kanabec County Commissioner Allison Holland were in attendance. During discussion, the following items were specifically noted for further review and/or updates:

Page 2, line 43; recommended June 1

Page 3, lines 10, 11, and 12; recommended referring to Appendix A

Page 3, lines 39, 40, and 41; reviewed and report findings

Page 4, lines 1 and 2; explained further by KCSO

Page 4, lines 22 – 35; discussion ensued regarding the change in process for ownership and financial responsibility to provide equipment. Discussed alternative process and report what the financial impact would have to the budget.

Page 5, lines 23-25; questioned the report process. City and KCSO acknowledged active roles and current participation with the monthly report.

Page 6, lines 34-40; recommended the oversight committee be established between all parties for proper administration of the agreement. Recommend changing the use of oversight and reference Annual Contract Review; meet annually in April and committee to consist of city administrator, city council member, county commissioner and Kanabec County Sheriff's office.

Appendix C, Amend Services to be Provided; recommended Services If Available. Discussion on D.A.R.E. program and School Liaison and city's obligation.

After further discussion, the City Council directed city administrator to meet with the county coordinator and prepare revisions for the 2024 contract.

- 4. Adjournment:** MOTION made by Shepard, seconded by Mathison, and unanimously carried by the City Council to adjourn at 5:40 p.m.

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Mayor

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City Clerk

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, October 18, 2022 in the City Hall council chambers.

1. **Call to Order/Pledge of Allegiance:** 6:30PM
2. **Roll Call:** Mayor Skramstad, Council members Jody Anderson, Jake Mathison, Sadie Broekemeier, and Kyle Shepard.  
Absent: None  
**Staff Present:** Glenn Anderson City Administrator, Natasha Segelstrom Administrative Services Director, Joe Kohlgraf Public Works Director, and Kirsten Faurie Community Development Director
3. **Adopt Agenda:** Skramstad requested the addition of item 4h. Vasaloppet Business License, and 4i. Kanabec County Highway agreement Res. No 2022-1024. MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the agenda as amended.
4. **Consent Agenda:** Skramstad brought forward the consent agenda. MOTION made by Anderson, seconded by Shepard to remove item 4g. Dala Dazzle Public Use Permit from the consent agenda and add as new business item 8f. for further discussion. MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to approve the consent agenda as amended.
  - a. Regular Meeting Minutes – September 20, 2022
  - b. September 2022 Claims
  - c. Accept Restricted Donations- Resolution No. 2022-1021
  - d. Gambling Permit – MN Deer Hunter Assoc, Snake River Chapter
  - e. Firefighter Acceptance Rescinded – Bryce Norby
  - f. Firefighter Offer of Employment – Jonathan Schwendeman
  - g. Dala Dazzle Public Use Permit
  - h. Vasaloppet Business License
  - i. Kanabec County Highway Agreement – Resolution No. 2022-1024
5. **Open Forum:** No one spoke at open Forum.
6. **Special Business**
  - a. **Airport Board:** Airport Board member Karla Kastenbauer spoke to the council regarding the Hangar Land Lease Agreement and requested further information and consideration to change the language used for section 18, Right of Entry to ensure clarity. The City Council further discussed the right of entry and recommended the Airport Board provide language input and report back to the Council.
  - b. **Childcare Presentation:** Community Development Director Faurie provided a presentation on childcare capacity and the steady decline in Greater Minnesota, the economic impact and the challenges faced by major employers. Faurie detailed childcare models at different locations in Minnesota and their community efforts. Council acknowledged the need for childcare in the community and interest from major

employers. MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to have staff dedicate time with businesses and organizations for childcare development.

- c. **Kanabec County EDA Director – Jim Hartshorn:** The new Kanabec County Economic Development Authority Director introduced himself to the City Council.

**7. Public Hearings:** There were no public hearings.

**8. New Business:**

- a. **Snake River Bridge Trail Connection:** City Council received an update on the Snake River Bridge Reconstruction and completion date. A formal request to move forward with the Snake River Bridge Trail Connection Project was presented in response to previous obligations with MnDOT and the Snake River Bridge reconstruction project. Greg Anderson of SEH detailed the scope of the project, schedule, and cost for the engineering services not to exceed \$29,500 without prior authorization. MOTION made by Shepard, seconded by J. Anderson, and unanimously carried to approve the Snake River Bridge Trail Connection Project and begin working with SEH on the project.
- b. **Transportation Alternative Grant:** City Council approved a letter of intent to apply for future funding for the Greater Minnesota Transportation Alternative Grant through MnDOT to fund a pedestrian and bicycle trail. MOTION made by Broekemeier, seconded by J. Anderson, and unanimously carried to approved to move forward with the letter of intent for the Transportation Alternative grant.
- c. **Conditional Use Permit: Summit Lane Resolution No. 2022-1022:** The City Council reviewed the Conditional Use Permit submitted by Kelling Capital, LLC to allow a duplex in the R-1 Single Family Residential District at 706 Summit Lane. Resident Zach Chaffee of 710 Summit Lane spoke to the council and stated he did not believe 706 Summit Lane met the criteria for the Conditional Use Permit and expressed concern with parking, the appearance and size of the structure and potential decrease in surrounding property values. Michael McCormick of 610 Acorn Lane spoke to the council and brought forward concern with the foundation type, suggested a fence to be built on the North-South side of the property. McCormick also stated at the September 20, 2022, Planning Commission Meeting, Kelling stated “If this goes through, I’ll be the worst neighbor you’ve ever had”. The City Council stated the Conditional Use Permit met the criteria and there have been five other duplexes similar constructed in an R-1 district. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the following resolution:

RESOLUTION NO. 2022-1022

A RESOLUTION OF THE CITY OF MORA, MINNESOTA, RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT ALLOWING A DUPLEX TO BE LOCATED IN THE R-1 SINGLE FAMILY RESIDENTIAL DISTRICT AS REQUESTED BY KELLING CAPITAL LLC  
(SEE ATTACHED RESOLUTION)

- d. **Grader Replacement Pre-purchase Request:** Public Works Director Kohlgraf brought forward a request to pre-purchase a road grader for the 2023 budget year. Kohlgraf stated the Capital Improvement Plan had been reviewed without an increase to the CIP total and intent to finance the purchase of the grader. MOTION made by Anderson, seconded by Mathison, and carried 4-1 to approve the pre-purchase of a road grader. Opposed by Broekemeier.
- e. **Medium Duty Truck Request:** Kohlgraf brought forward a request to purchase a medium duty truck. This was included in the 2022 budget and requesting authorization to purchase the medium duty truck not to exceed \$97,000 once the State Bid Purchasing window opened. MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to approve the purchase of a medium duty truck not to exceed \$97,000.

**9. Old Business**

- a. **SEH – Grove Street Payment Request #4:** Greg Anderson of SEH provided an update on the Grove Street Improvement project and recommended approval for payment request #5 for \$407,658.81 payable to Douglas-Kerr Underground, L.L.C. MOTION made by Shepard, seconded by Mathison, and unanimously carried to approve payment request #4 for \$407,658.81 to Douglas Kerr Underground L.L.C.
- b. **Flexible Work Arrangements Res. No. 2022-1023:** Glenn Anderson brought forward the flexible work arrangement, Resolution No. 2022-1023. Additional questions were presented, and the consensus was that the policy aligned with the changing workforce. MOTION made by Shepard, seconded by Mathison, and carried 4-1. Anderson opposed, to approve the following resolution:

RESOLUTION NO. 2022-1023

A RESOLUTION OF THE CITY OF COUNCIL OF THE CITY OF MORA, MINNESOTA,  
TO INSTITUTE A FLEXIBLE WORK ARRANGEMENT POLICY  
(SEE ATTACHED RESOLUTION)

- c. **Consideration of Probation Release – Natasha Segelstrom, Administrative Services Director:** City Council approved the probationary release for Administrative Services Director, Natasha Segelstrom. MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to approve the probationary release of Natasha Segelstrom.

**10. Communications:** City Council reviewed the communications packet.

- a. MAFD Monthly Report – September 2022
- b. KCSO Monthly Report – September 2022
- c. Planning Commission Meeting Minutes – Meeting Cancelled
- d. Airport Meeting Minutes
- e. Park Board Meeting Minutes – Meeting Cancelled

**11. Reports**

- a. City Administrator: nothing new to report.

- b. **Councilmember Anderson:** Speed carts were placed on McLean have been working but speed issue continues once removed. Brought forward concern on amount spent on advertising, creative and effective methods. Anderson attended the BCI open house and suggested to have a mass email for builders to gain more response.
- c. **Councilmember Broekemeier:** Requested to have a work session or sub committee to discuss an ordinance for business sales and recently approved THC edibles.
- d. **Councilmember Mathison:** Nothing new to report.
- e. **Councilmember Shepard:** Brought forward concern on road with leaves covering potholes and level ground.
- f. **Mayor Skramstad:** Nothing new to report.

**12. Closed Session: In accordance with MN § 13D.05, the City Council may hold a closed session for Meetings Having Data Classified as Not Public.**

MOTION made by Shepard, seconded by Anderson, and unanimously carried by the City Council to enter Closed Session at 8:17pm.

The meeting opened at 8:44PM. MOTION made by Broekemeier, seconded by Shepard, and carried by the council to recommend a written letter of apology in good faith.

The City Council discussed the addition of annual training and code of conduct to the November City Council meeting agenda.

**13. Adjournment:** MOTION by Shepard, seconded by Mathison, and unanimously carried to adjourn the meeting at 8:48 p.m.

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Mayor

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City Clerk



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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 001177	MSRS					
001177	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$988.30
CHECK # 001177	MSRS					\$988.30
CHECK # 001178	MSRS					
001178	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$450.00
CHECK # 001178	MSRS					\$450.00
CHECK # 001179	MSRS					
001179	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$775.00
CHECK # 001179	MSRS					\$775.00
CHECK # 001180	TASC-TOTAL ADMIN SERVICE COOP					
001180	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$192.31
001180	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYER CONTR	\$1,100.00
001180	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$501.54
001180	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$288.46
CHECK # 001180	TASC-TOTAL ADMIN SERVICE COOP					\$2,082.31
CHECK # 001181	MN DEPT OF REVENUE					
001181	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE WITHHO	\$2,718.51
CHECK # 001181	MN DEPT OF REVENUE					\$2,718.51
CHECK # 001182	US TREASURY - IRS					
001182	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FED W/H	\$5,008.85
001182	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$8,187.10
001182	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,914.68
CHECK # 001182	US TREASURY - IRS					\$15,110.63
CHECK # 001183	MSRS					
001183	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$992.57
CHECK # 001183	MSRS					\$992.57
CHECK # 001184	MSRS					
001184	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$450.00
CHECK # 001184	MSRS					\$450.00
CHECK # 001185	MSRS					
001185	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$775.00
CHECK # 001185	MSRS					\$775.00
CHECK # 001186	TASC-TOTAL ADMIN SERVICE COOP					
001186	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$288.46
001186	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$192.31
001186	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$551.54
001186	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA CONTRIBUTION VAR	-\$50.00
CHECK # 001186	TASC-TOTAL ADMIN SERVICE COOP					\$982.31
CHECK # 001187	MN DEPT OF REVENUE					
001187	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE W/H	\$2,762.74
CHECK # 001187	MN DEPT OF REVENUE					\$2,762.74
CHECK # 001188	US TREASURY - IRS					
001188	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$2,022.94
001188	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$8,649.94
001188	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$5,167.84

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 001188	US TREASURY - IRS					\$15,840.72
CHECK # 001189	TSYS					
001189	TSYS	LIQUOR FUND	LIQUOR STOR	Payment Processin	MONTHLY LIQ STORE CR	\$10,654.77
CHECK # 001189	TSYS					\$10,654.77
CHECK # 001190	MN DEPT OF REVENUE					
001190	MN DEPT OF REVENUE	GENERAL FUN		Sales Tax Payable	MAC SALES & USE TAX P	\$5,668.00
CHECK # 001190	MN DEPT OF REVENUE					\$5,668.00
CHECK # 001192	MORA MUNICIPAL UTILITIES					
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Water	UTILITIES	\$147.33
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Sewer	UTILITIES	\$43.77
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Electricity	UTILITIES	\$289.64
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Storm Water	UTILITIES	\$13.04
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Sewer	UTILITIES	\$43.77
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Water	UTILITIES	\$35.59
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Electricity	UTILITIES	\$315.21
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Storm Water	UTILITIES	\$13.04
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	STREETS	Electricity	UTILITIES	\$112.31
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	STREET LIGH	Electricity	UTILITIES	\$2,012.33
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Storm Water	UTILITIES	\$24.03
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Sewer	UTILITIES	\$28.77
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Water	UTILITIES	\$25.97
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Electricity	UTILITIES	\$273.02
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Storm Water	UTILITIES	\$15.80
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Sewer	UTILITIES	\$28.77
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Water	UTILITIES	\$71.01
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Electricity	UTILITIES	\$305.63
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Electricity	UTILITIES	\$105.68
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Storm Water	UTILITIES	\$37.77
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Storm Water	UTILITIES	\$98.16
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Sewer	UTILITIES	\$65.04
001192	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Water	UTILITIES	\$57.35
001192	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Water	UTILITIES	\$22.67
001192	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Electricity	UTILITIES	\$224.51
001192	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Sewer	UTILITIES	\$21.27
001192	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Storm Water	UTILITIES	\$18.83
001192	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Water	UTILITIES	\$32.05
001192	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Electricity	UTILITIES	\$14.05
001192	MORA MUNICIPAL UTILIT	DOWNTOWN-F	CAPITAL PROJ	Capital Outlay	UTILITIES	\$13.04
001192	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Storm Water	UTILITIES	\$17.17
001192	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Sewer	UTILITIES	\$36.27
001192	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Water	UTILITIES	\$36.36
CHECK # 001192	MORA MUNICIPAL UTILITIES					\$4,599.25
CHECK # 001194	REVTRAK					
001194	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	\$9.95
CHECK # 001194	REVTRAK					\$9.95
CHECK # 001195	MN DEPT OF REVENUE					
001195	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX PYMT-	\$38,596.00
001195	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Telephone	SALES & USE TAX PYMT-	\$3.00
001195	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	SALES & USE TAX PYMT-	\$2.00
001195	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Contributions	SALES & USE TAX PYMT-	\$9.00

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001195	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Small Tools & Equi	SALES & USE TAX PYMT-	\$13.00
001195	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SALES & USE TAX PYMT-	\$2.00
001195	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	SALES & USE TAX PYMT-	\$2.00
001195	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Garbage Removal	SALES & USE TAX PYMT-	\$16.00
CHECK # 001195 MN DEPT OF REVENUE						\$38,643.00
CHECK # 001196 TSYS						
001196	TSYS	LIQUOR FUND	LIQUOR STOR	Rentals	MONTHLY CREDIT CARD	\$80.37
CHECK # 001196 TSYS						\$80.37
CHECK # 001199 HIBU						
001199	HIBU	LIQUOR FUND	LIQUOR STOR	Advertising	LIQUOR STORE WEBSITE	\$180.00
CHECK # 001199 HIBU						\$180.00
CHECK # 001200 NEIGHBORHOOD NATIONAL BANK						
001200	NEIGHBORHOOD NATION	GENERAL FUN	FINANCE	Miscellaneous	MONTHLY MISC FILE FEE	\$13.84
001200	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY BUSINESS ON	\$10.00
001200	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY PAYROLL ACH	\$60.00
001200	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	MONTHLY RETURNED CH	\$10.00
CHECK # 001200 NEIGHBORHOOD NATIONAL BANK						\$93.84
CHECK # 059060 BELLBOY CORPORATION						
059060	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$7,102.77
059060	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	SHOT CUPS, GRENADINE	\$169.35
059060	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$312.00
CHECK # 059060 BELLBOY CORPORATION						\$7,584.12
CHECK # 059061 BERNICK COMPANIES						
059061	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$17,127.75
059061	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$358.58
CHECK # 059061 BERNICK COMPANIES						\$17,486.33
CHECK # 059062 BREAKTHRU BEVERAGE						
059062	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,314.40
059062	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$73.79
CHECK # 059062 BREAKTHRU BEVERAGE						\$9,388.19
CHECK # 059063 C & L DISTRIBUTING						
059063	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$111.00
059063	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$120.00
059063	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$16.79
059063	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$239.57
CHECK # 059063 C & L DISTRIBUTING						\$487.36
CHECK # 059065 DAHLHEIMER DIST CO						
059065	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$12,777.25
059065	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$456.30
CHECK # 059065 DAHLHEIMER DIST CO						\$13,233.55
CHECK # 059066 FORESTEDGE WINERY						
059066	FORESTEDGE WINERY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$264.00
CHECK # 059066 FORESTEDGE WINERY						\$264.00
CHECK # 059067 JOHNSON BROTHERS LIQUOR						
059067	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$157.76
059067	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$4,508.62

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
059067	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$11,547.96
CHECK # 059067	JOHNSON BROTHERS LIQUOR					\$16,214.34
CHECK # 059068	KANABEC CO ATTORNEY					
059068	KANABEC CO ATTORNEY	GENERAL FUN	LEGAL	Legal Services	PROSECUTION SERVICES	\$7,250.00
CHECK # 059068	KANABEC CO ATTORNEY					\$7,250.00
CHECK # 059069	KANABEC CO HIGHWAY DEPT					
059069	KANABEC CO HIGHWAY D	GENERAL FUN	STREETS	Street Maint - Labo	2022 PAINT STRIPING	\$4,367.72
CHECK # 059069	KANABEC CO HIGHWAY DEPT					\$4,367.72
CHECK # 059070	KANABEC CO RECORDER					
059070	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	RECORDING OF RUBY SH	\$46.00
CHECK # 059070	KANABEC CO RECORDER					\$46.00
CHECK # 059071	MCDONALD DIST CO					
059071	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$915.30
059071	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$19,192.69
059071	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$146.49
CHECK # 059071	MCDONALD DIST CO					\$20,254.48
CHECK # 059072	MIDCO					
059072	MIDCO	GENERAL FUN	INFORMATIO	Telephone	INTERNET	\$88.39
059072	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE/INTERNET	\$611.21
059072	MIDCO	GENERAL FUN	STREETS	Telephone	PHONE/INTERNET	\$118.20
059072	MIDCO	GENERAL FUN	AQUATIC CEN	Telephone	PHONE/INTERNET	\$4.83
059072	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.39
059072	MIDCO	LIQUOR FUND	LIQUOR STOR	Telephone	PHONE/INTERNET	\$387.61
CHECK # 059072	MIDCO					\$1,285.63
CHECK # 059073	MID-MN INSPECTIONS LLC					
059073	MID-MN INSPECTIONS LL	GENERAL FUN	BUILDING	Professional Servic	SEPT 2022 INSPECTIONS	\$708.50
CHECK # 059073	MID-MN INSPECTIONS LLC					\$708.50
CHECK # 059074	MN ENERGY RESOURCES CORP					
059074	MN ENERGY RESOURCES	GENERAL FUN	CITY HALL BU	Natural Gas - Heat	NATURAL GAS	\$93.35
059074	MN ENERGY RESOURCES	GENERAL FUN	LIBRARY BUIL	Natural Gas - Heat	NATURAL GAS	\$58.05
059074	MN ENERGY RESOURCES	GENERAL FUN	GARAGE	Natural Gas - Heat	NATURAL GAS	\$84.19
059074	MN ENERGY RESOURCES	GENERAL FUN	AQUATIC CEN	Natural Gas - Heat	NATURAL GAS	\$47.87
059074	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS-AD BLDG	\$49.10
059074	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS-HANGAR	\$64.80
059074	MN ENERGY RESOURCES	FIRE FUND	FIRE	Natural Gas - Heat	NATURAL GAS	\$88.99
CHECK # 059074	MN ENERGY RESOURCES CORP					\$486.35
CHECK # 059075	MOOSE LAKE BREWING CO					
059075	MOOSE LAKE BREWING C	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$102.00
CHECK # 059075	MOOSE LAKE BREWING CO					\$102.00
CHECK # 059077	NORTHERN HOLLOW WINERY, LLC					
059077	NORTHERN HOLLOW WIN	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$113.89
CHECK # 059077	NORTHERN HOLLOW WINERY, LLC					\$113.89
CHECK # 059078	PHILLIPS WINE & SPIRITS					
059078	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$978.67
059078	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,551.80
059078	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$93.01

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 059078	PHILLIPS WINE & SPIRITS					\$10,623.48
CHECK # 059079	SEH					
059079	SEH	GENERAL FUN	ADMINISTRAT	Engineering	DOLLAR GENERAL/BIKE	\$606.69
059079	SEH	GENERAL FUN	PLANNING &	Professional Servic	DOLLAR GENERAAL TRAF	\$397.67
059079	SEH	GENERAL FUN	BUILDING	Engineering	DOLLAR GENERAL SITE P	\$1,323.45
059079	SEH	GENERAL FUN	STREETS	Professional Servic	INFRASTRUCTURE CIP R	\$1,998.97
059079	SEH	STORM WATER	STORM WATE	Professional Servic	INFRASTRUCTURE CIP R	\$222.11
059079	SEH	SNAKE RIVER	CAPITAL PROJ	Engineering	N GROVE STR IMPROVE	\$26,570.54
059079	SEH	HWY 65 & 9TH	CAPITAL PROJ	Engineering	FINAL DESIGN-TH 65 LEF	\$5,359.82
CHECK # 059079	SEH					\$36,479.25
CHECK # 059080	SOUTHERN GLAZERS OF MN					
059080	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$3,257.92
059080	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,293.16
059080	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$20.08
CHECK # 059080	SOUTHERN GLAZERS OF MN					\$4,571.16
CHECK # 059081	VERIZON WIRELESS					
059081	VERIZON WIRELESS	GENERAL FUN	PLANNING &	Telephone	CELL	\$28.81
059081	VERIZON WIRELESS	GENERAL FUN	CITY HALL BU	Telephone	CELL	\$4.12
059081	VERIZON WIRELESS	GENERAL FUN	BUILDING	Telephone	CELL	\$45.27
059081	VERIZON WIRELESS	GENERAL FUN	STREETS	Telephone	CELL/IPAD	\$94.87
059081	VERIZON WIRELESS	GENERAL FUN	AQUATIC CEN	Telephone	CELL	\$28.81
059081	VERIZON WIRELESS	GENERAL FUN	PARKS	Telephone	CELL/IPAD	\$38.18
059081	VERIZON WIRELESS	GENERAL FUN	AIRPORT	Telephone	CELL	\$8.18
059081	VERIZON WIRELESS	STORM WATER	STORM WATE	Telephone	CELL/IPAD	\$19.77
059081	VERIZON WIRELESS	CEMETERY FU	CEMETERY	Telephone	CELL/IPAD	\$8.18
059081	VERIZON WIRELESS	LIQUOR FUND	LIQUOR STOR	Telephone	CELL	\$41.15
CHECK # 059081	VERIZON WIRELESS					\$317.34
CHECK # 059082	VINOCOPIA, INC					
059082	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$847.00
059082	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$115.00
CHECK # 059082	VINOCOPIA, INC					\$962.00
CHECK # 059083	WINE MERCHANTS					
059083	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$352.30
CHECK # 059083	WINE MERCHANTS					\$352.30
CHECK # 059084	YODER, MANDI					
059084	YODER, MANDI	GENERAL FUN	HUMAN RESO	Meetings, Training,	MILEAGE, MEALS TO HR	\$131.69
CHECK # 059084	YODER, MANDI					\$131.69
CHECK # 059085	AFSCME					
059085	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$465.37
CHECK # 059085	AFSCME					\$465.37
CHECK # 059086	EQUITABLE FINANCIAL					
059086	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$30.00
CHECK # 059086	EQUITABLE FINANCIAL					\$30.00
CHECK # 059087	ICMA RETIREMENT TRUST - 457					
059087	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA/MISSION SQ	-\$50.00
059087	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	-\$85.00
059087	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA/MISSION SQ	\$50.00

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
059087	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$85.00
CHECK # 059087	ICMA RETIREMENT TRUST - 457					\$0.00
CHECK # 059088	NCPERS GROUP LIFE INS					
059088	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	NCPERS - LIFE	\$272.00
CHECK # 059088	NCPERS GROUP LIFE INS					\$272.00
CHECK # 059089	PERA - MN ST TREASURER					
059089	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,418.79
059089	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$679.83
059089	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,418.79
CHECK # 059089	PERA - MN ST TREASURER					\$9,517.41
CHECK # 059090	CENTRAL MN HOUSING PARTNERSHIP					
059090	CENTRAL MN HOUSING P	SMALL CITIES	SCDP REHABI	Contract Services	GRANT ADMIN FEE	\$2,487.75
CHECK # 059090	CENTRAL MN HOUSING PARTNERSHIP					\$2,487.75
CHECK # 059091	DEARBORN LIFE INSURANCE CO					
059091	DEARBORN LIFE INSURAN	GENERAL FUN		Life Insurance	NOVEMBER GROUP LIFE	\$318.55
CHECK # 059091	DEARBORN LIFE INSURANCE CO					\$318.55
CHECK # 059092	DELTA DENTAL					
059092	DELTA DENTAL	GENERAL FUN		Delta Dental	NOV DENTAL INS PREMI	\$895.30
CHECK # 059092	DELTA DENTAL					\$895.30
CHECK # 059093	DOUGLAS KERR UNDERGROUND					
059093	DOUGLAS KERR UNDERG	N. GROVE STR	CAPITAL PROJ	Capital Outlay	N GROVE STREET PROJE	\$407,658.81
CHECK # 059093	DOUGLAS KERR UNDERGROUND					\$407,658.81
CHECK # 059094	ENVIRONMENTAL HEALTH TESTING					
059094	ENVIRONMENTAL HEALTH	SMALL CITIES	SCDP REHABI	Contract Services	SCDP CONTRACT SERVIC	\$385.00
059094	ENVIRONMENTAL HEALTH	SMALL CITIES	SCDP REHABI	Professional Servic	SCDP CONTRACT SERVIC	\$385.00
059094	ENVIRONMENTAL HEALTH	SMALL CITIES	SCDP REHABI	Contract Services	SCDP CONTRACT SERVIC	\$385.00
CHECK # 059094	ENVIRONMENTAL HEALTH TESTING					\$1,155.00
CHECK # 059095	J LEWIS BUILDING & REMODELING					
059095	J LEWIS BUILDING & REM	SMALL CITIES	SCDP REHABI	Contract Services	SCDP CONTRACT SERV -	\$15,430.00
CHECK # 059095	J LEWIS BUILDING & REMODELING					\$15,430.00
CHECK # 059097	KANABEC CO AUDITOR/TREASURER					
059097	KANABEC CO AUDITOR/T	GENERAL FUN	ELECTIONS	Miscellaneous	ELECTION JUDGE TRAINI	\$348.00
CHECK # 059097	KANABEC CO AUDITOR/TREASURER					\$348.00
CHECK # 059098	KANABEC CO RECORDER					
059098	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	RECORDING OF DUPLEX	\$46.00
CHECK # 059098	KANABEC CO RECORDER					\$46.00
CHECK # 059099	KING, SARA					
059099	KING, SARA	GENERAL FUN	FINANCE	Meetings, Training,	CPE TRAINING ON EXCEL	\$97.00
CHECK # 059099	KING, SARA					\$97.00
CHECK # 059100	KRIE, JEFFREY					
059100	KRIE, JEFFREY	GENERAL FUN	PARKS	Rentals	COSTUME RENTAL FOR	\$50.00
CHECK # 059100	KRIE, JEFFREY					\$50.00
CHECK # 059101	LEAGUE OF MN CITIES					
059101	LEAGUE OF MN CITIES	GENERAL FUN	INFORMATIO	Professional Servic	7 ADOBE ACROBAT LICE	\$539.08

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 059101	LEAGUE OF MN CITIES					\$539.08
CHECK # 059102	MCDONALD DIST CO					
059102	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER - TOOK AN INV AS	\$116.40
CHECK # 059102	MCDONALD DIST CO					\$116.40
CHECK # 059104	MINNESOTA PETROLEUM SERVICE					
059104	MINNESOTA PETROLEUM	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	VACUUM TRUCK FUEL LI	\$2,610.25
CHECK # 059104	MINNESOTA PETROLEUM SERVICE					\$2,610.25
CHECK # 059105	MISSIONSQUARE					
059105	MISSIONSQUARE	GENERAL FUN		ICMA	PRE-TAX PAYROLL CONT	\$85.00
059105	MISSIONSQUARE	GENERAL FUN		ICMA	PRE-TAX PAYROLL CONT	\$50.00
CHECK # 059105	MISSIONSQUARE					\$135.00
CHECK # 059107	MN PEIP					
059107	MN PEIP	GENERAL FUN		Group Health Insur	NOV GROUP HEALTH INS	\$24,620.22
CHECK # 059107	MN PEIP					\$24,620.22
CHECK # 059108	ROCON PAVING					
059108	ROCON PAVING	GENERAL FUN	STREETS	Street Maint - Labo	ASPHALT	\$1,489.04
059108	ROCON PAVING	GENERAL FUN	STREETS	Street Maint - Labo	STREET PATCHING	\$11,985.00
059108	ROCON PAVING	GENERAL FUN	STREETS	Street Maint - Labo	ASPHALT	\$3,706.64
059108	ROCON PAVING	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	AIRPORT PATCHING	\$3,050.00
CHECK # 059108	ROCON PAVING					\$20,230.68
CHECK # 059109	STAFFORD TRUCKING INC					
059109	STAFFORD TRUCKING INC	GENERAL FUN	ICE & SNOW	Other Operating Su	HAUL SAND	\$1,311.63
CHECK # 059109	STAFFORD TRUCKING INC					\$1,311.63
CHECK # 059110	SUMMIT FIRE PROTECTION					
059110	SUMMIT FIRE PROTECTIO	GENERAL FUN	CITY HALL BU	Professional Servic	ANNUAL FIRE SPRINKLER	\$191.50
059110	SUMMIT FIRE PROTECTIO	FIRE FUND	FIRE	Professional Servic	ANNUAL FIRE SPRINKLER	\$383.00
059110	SUMMIT FIRE PROTECTIO	LIQUOR FUND	LIQUOR STOR	Professional Servic	ANNUAL FIRE SPRINKLER	\$191.50
CHECK # 059110	SUMMIT FIRE PROTECTION					\$766.00
CHECK # 059111	TASC-TOTAL ADMIN SERVICE COOP					
059111	TASC-TOTAL ADMIN SERV	GENERAL FUN	HUMAN RESO	Professional Servic	NOV PARTICIPATION FEE	\$35.00
059111	TASC-TOTAL ADMIN SERV	GENERAL FUN	HUMAN RESO	Professional Servic	DEC PARTICIPATION FEE	\$35.00
CHECK # 059111	TASC-TOTAL ADMIN SERVICE COOP					\$70.00
CHECK # 059113	BELLBOY CORPORATION					
059113	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$256.00
059113	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,492.66
059113	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$90.00
CHECK # 059113	BELLBOY CORPORATION					\$9,838.66
CHECK # 059115	BERNICK COMPANIES					
059115	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$15,268.41
059115	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$399.89
CHECK # 059115	BERNICK COMPANIES					\$15,668.30
CHECK # 059116	BJORKLUND COMPANIES					
059116	BJORKLUND COMPANIES	GENERAL FUN	ICE & SNOW	Other Operating Su	SAND	\$478.45
059116	BJORKLUND COMPANIES	GENERAL FUN	ICE & SNOW	Other Operating Su	SAND	\$1,343.37
CHECK # 059116	BJORKLUND COMPANIES					\$1,821.82

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 059117 BLOWERS, ERIKA						
059117	BLOWERS, ERIKA	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
						\$50.00
CHECK # 059117 BLOWERS, ERIKA						
CHECK # 059118 BRABEC, BEN						
059118	BRABEC, BEN	GENERAL FUN	STREETS	Uniforms	CLOTHING & BOOTS	\$439.27
059118	BRABEC, BEN	GENERAL FUN	PARKS	Uniforms	CLOTHING & BOOTS	\$219.63
059118	BRABEC, BEN	GENERAL FUN	AIRPORT	Uniforms	CLOTHING & BOOTS	\$52.71
059118	BRABEC, BEN	STORM WATER	STORM WATE	Uniforms	CLOTHING & BOOTS	\$114.22
059118	BRABEC, BEN	CEMETERY FU	CEMETERY	Uniforms	CLOTHING & BOOTS	\$52.71
						\$878.54
CHECK # 059118 BRABEC, BEN						
CHECK # 059119 BREAKTHRU BEVERAGE						
059119	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$64.06
059119	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$512.00
059119	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$8,350.80
						\$8,926.86
CHECK # 059119 BREAKTHRU BEVERAGE						
CHECK # 059121 C & L DISTRIBUTING						
059121	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$1,006.95
059121	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$86.54
						\$1,093.49
CHECK # 059121 C & L DISTRIBUTING						
CHECK # 059123 DAHLHEIMER DIST CO						
059123	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$19,858.33
059123	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$167.30
						\$20,025.63
CHECK # 059123 DAHLHEIMER DIST CO						
CHECK # 059124 DDA HUMAN RESOURCES INC						
059124	DDA HUMAN RESOURCES	GENERAL FUN	HUMAN RESO	Professional Servic	JOB DESCRIPTION REVIE	\$150.00
						\$150.00
CHECK # 059124 DDA HUMAN RESOURCES INC						
CHECK # 059125 EMMAS PIZZA						
059125	EMMAS PIZZA	GENERAL FUN	MAYOR & CO	Miscellaneous	COUNCIL MTG MEAL	\$45.50
059125	EMMAS PIZZA	FIRE FUND	FIRE	Miscellaneous	FIRE CALL PIZZAS	\$68.00
						\$113.50
CHECK # 059125 EMMAS PIZZA						
CHECK # 059127 GUTTERS BY BOBBY						
059127	GUTTERS BY BOBBY	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	GUTTERS, FASCIA, & DO	\$3,273.00
						\$3,273.00
CHECK # 059127 GUTTERS BY BOBBY						
CHECK # 059128 JOHNSON BROTHERS LIQUOR						
059128	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$5,347.36
059128	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$240.00
059128	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$74.30
059128	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$12,523.88
						\$18,185.54
CHECK # 059128 JOHNSON BROTHERS LIQUOR						
CHECK # 059129 KING, SARA						
059129	KING, SARA	GENERAL FUN	FINANCE	Meetings, Training,	MILEAGE TO GOVT ACCO	\$57.00
						\$57.00
CHECK # 059129 KING, SARA						
CHECK # 059130 KLEVEN, RUSTY						
059130	KLEVEN, RUSTY	GENERAL FUN	STREETS	Uniforms	WORK BOOTS & CLOTHI	\$437.84
059130	KLEVEN, RUSTY	GENERAL FUN	PARKS	Uniforms	WORK BOOTS & CLOTHI	\$218.92
059130	KLEVEN, RUSTY	GENERAL FUN	AIRPORT	Uniforms	WORK BOOTS & CLOTHI	\$52.54

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059130	KLEVEN, RUSTY	STORM WATER	STORM WATE	Uniforms	WORK BOOTS & CLOTHI	\$113.84
059130	KLEVEN, RUSTY	CEMETERY FU	CEMETERY	Uniforms	WORK BOOTS & CLOTHI	\$52.54
CHECK # 059130 KLEVEN, RUSTY						\$875.68
CHECK # 059131 MCDONALD DIST CO						
059131	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$228.55
059131	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$27,167.51
059131	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$638.25
CHECK # 059131 MCDONALD DIST CO						\$28,034.31
CHECK # 059133 MORA AREA CHAMBER OF COMMERCE						
059133	MORA AREA CHAMBER OF	GENERAL FUN	ADMINISTRAT	Meetings, Training,	CHAMBER GALA TICKETS	\$30.00
CHECK # 059133 MORA AREA CHAMBER OF COMMERCE						\$30.00
CHECK # 059134 NORTHERN HOLLOW WINERY, LLC						
059134	NORTHERN HOLLOW WIN	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$126.00
CHECK # 059134 NORTHERN HOLLOW WINERY, LLC						\$126.00
CHECK # 059135 PAUSTIS WINE COMPANY						
059135	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,262.25
CHECK # 059135 PAUSTIS WINE COMPANY						\$3,262.25
CHECK # 059136 PHILLIPS WINE & SPIRITS						
059136	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,520.55
059136	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,129.07
059136	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$115.55
CHECK # 059136 PHILLIPS WINE & SPIRITS						\$11,765.17
CHECK # 059138 SOUTHERN GLAZERS OF MN						
059138	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$3,350.50
059138	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$764.36
CHECK # 059138 SOUTHERN GLAZERS OF MN						\$4,114.86
CHECK # 059139 ST LOUIS MRO, INC						
059139	ST LOUIS MRO, INC	GENERAL FUN	HUMAN RESO	Professional Servic	2022 FMCSA CLEARINGH	\$50.00
CHECK # 059139 ST LOUIS MRO, INC						\$50.00
CHECK # 059141 VINOCOPIA, INC						
059141	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$426.19
059141	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,026.73
CHECK # 059141 VINOCOPIA, INC						\$1,452.92
CHECK # 059142 WELIA HEALTH						
059142	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	RANDOM DRUG TESTS	\$84.60
CHECK # 059142 WELIA HEALTH						\$84.60
CHECK # 059144 WINE MERCHANTS						
059144	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$239.60
CHECK # 059144 WINE MERCHANTS						\$239.60
CHECK # 059145 YODER, MANDI						
059145	YODER, MANDI	GENERAL FUN	ADMINISTRAT	Meetings, Training,	MILEAGE TO HR CLASSE	\$183.26
CHECK # 059145 YODER, MANDI						\$183.26
CHECK # 059146 CARDMEMBER SERVICE						
059146	CARDMEMBER SERVICE	GENERAL FUN		Surcharge - Buildin	3RD QTR BLDG PERMIT	\$1,041.19
059146	CARDMEMBER SERVICE	GENERAL FUN	HUMAN RESO	Meetings, Training,	YODER HR CERTIFICATI	\$300.00

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
059146	CARDMEMBER SERVICE	GENERAL FUN	HUMAN RESO	Meetings, Training,	YODER HOTEL FOR HR C	\$342.16
059146	CARDMEMBER SERVICE	GENERAL FUN	STREETS	Meetings, Training,	FALL MAINT EXPO X 5 -	\$150.00
CHECK # 059146 CARDMEMBER SERVICE						\$1,833.35
CHECK # 059147 CENTURYLINK						
059147	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	A/D BLDG PHONE	\$56.75
059147	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	FUEL PHONE	\$62.69
CHECK # 059147 CENTURYLINK						\$119.44
CHECK # 059148 FRIENDS OF MORA LIBRARY						
059148	FRIENDS OF MORA LIBRA	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
CHECK # 059148 FRIENDS OF MORA LIBRARY						\$50.00
CHECK # 059149 KANABEC CO RECORDER						
059149	KANABEC CO RECORDER	SMALL CITIES	SCDP REHABI	Professional Servic	MORTGAGE SATISFACTI	\$46.00
CHECK # 059149 KANABEC CO RECORDER						\$46.00
CHECK # 059150 KANABEC CO RECORDER						
059150	KANABEC CO RECORDER	COVID-19 EME	COVID-19 EM	Professional Servic	LOAN SATISFACTION - C	\$46.00
CHECK # 059150 KANABEC CO RECORDER						\$46.00
CHECK # 059153 MN DEPT OF PUBLIC SAFETY-ALCOH						
059153	MN DEPT OF PUBLIC SAFE	LIQUOR FUND	LIQUOR STOR	Dues & Subscriptio	BUYERS CARD RENEWAL	\$20.00
CHECK # 059153 MN DEPT OF PUBLIC SAFETY-ALCOH						\$20.00
CHECK # 059154 MN DEPT OF TRANSPORTATION-AERO						
059154	MN DEPT OF TRANSPORT	GENERAL FUN	AIRPORT	Dues & Subscriptio	PUBLIC USE LANDING AR	\$40.00
CHECK # 059154 MN DEPT OF TRANSPORTATION-AERO						\$40.00
CHECK # 059155 TR COMPUTER SALES, LLC						
059155	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	MONTHLY CLOUD & SER	\$669.50
059155	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	RESET 0365 EMAIL PASS	\$16.50
059155	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	TROUBLESHOOT OUTLO	\$691.00
CHECK # 059155 TR COMPUTER SALES, LLC						\$1,377.00
CHECK # 059156 EQUITABLE FINANCIAL						
059156	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$30.00
CHECK # 059156 EQUITABLE FINANCIAL						\$30.00
CHECK # 059157 MISSIONSQUARE						
059157	MISSIONSQUARE	GENERAL FUN		ICMA	301125 & 706128	\$135.00
CHECK # 059157 MISSIONSQUARE						\$135.00
CHECK # 059158 PERA - MN ST TREASURER						
059158	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$693.24
059158	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,505.95
059158	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,505.95
CHECK # 059158 PERA - MN ST TREASURER						\$9,705.14
CHECK # 059159 COUNTRY CONSTRUCTION LLC						
059159	COUNTRY CONSTRUCTIO	GENERAL FUN	PARKS	Capital Outlay	CONCRETE PAD FOR PAV	\$3,200.00
CHECK # 059159 COUNTRY CONSTRUCTION LLC						\$3,200.00
CHECK # 059161 DE LAGE LANDEN FINANCIAL SERV						
059161	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$179.55
CHECK # 059161 DE LAGE LANDEN FINANCIAL SERV						\$179.55

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 059162 FAURIE, KIRSTEN						
059162	FAURIE, KIRSTEN	GENERAL FUN	PLANNING &	Meetings, Training,	MILEAGE TO EDA TRNG	\$87.06
059162	FAURIE, KIRSTEN	GENERAL FUN	BUILDING	Meetings, Training,	MILEAGE TO EDA TRNG	\$12.44
						\$99.50
CHECK # 059163 HEARTLAND ACRES, INC						
059163	HEARTLAND ACRES, INC	GENERAL FUN		Deposits	DRIVEWAY DEPOSIT REF	\$2,000.00
059163	HEARTLAND ACRES, INC	GENERAL FUN		Landscape Deposit	LANDSCAPE DEPOSIT RE	\$3,000.00
						\$5,000.00
CHECK # 059165 KANABEC CO SHERIFF						
059165	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	NOV LAW ENFORCEMENT	\$53,550.25
						\$53,550.25
CHECK # 059167 MIDCO						
059167	MIDCO	GENERAL FUN	INFORMATIO	Telephone	INTERNET	\$88.39
059167	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE/INTERNET	\$611.21
059167	MIDCO	GENERAL FUN	STREETS	Telephone	PHONE/INTERNET	\$118.20
059167	MIDCO	GENERAL FUN	AQUATIC CEN	Telephone	PHONE/INTERNET	\$7.36
059167	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.39
059167	MIDCO	LIQUOR FUND	LIQUOR STOR	Telephone	PHONE/INTERNET	\$387.61
						\$1,288.16
CHECK # 059168 MN COMPUTER SYSTEMS, INC						
059168	MN COMPUTER SYSTEMS,	GENERAL FUN	INFORMATIO	Repair/Maint - Bldg	COPIER CHARGE	\$239.55
059168	MN COMPUTER SYSTEMS,	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	COPIER CHARGE	\$38.90
						\$278.45
CHECK # 059169 MORK, TRUDY						
059169	MORK, TRUDY	CEMETERY FU	CEMETERY	Land Purchased for	REFUND FOR 1 OF THE 2	\$900.00
						\$900.00
CHECK # 059172 YODER, MANDI						
059172	YODER, MANDI	GENERAL FUN	HUMAN RESO	Meetings, Training,	MILEAGE TO SAFETY CO	\$38.13
						\$38.13
CHECK # 059173 ACE HARDWARE						
059173	ACE HARDWARE	GENERAL FUN	LIBRARY BUIL	Cleaning Supplies	CLEANER	\$5.99
059173	ACE HARDWARE	GENERAL FUN	GARAGE	Repair/Maint - Bldg	REMOTE BATTERIES	\$43.97
059173	ACE HARDWARE	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	PAINT TAPE	\$8.57
059173	ACE HARDWARE	GENERAL FUN	AIRPORT	Cleaning Supplies	VACUUM BAGS	\$7.99
059173	ACE HARDWARE	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	MOP, SWIFFER	\$31.98
						\$98.50
CHECK # 059174 ARAMARK						
059174	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	CITY HALL RUGS	\$62.61
059174	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	LIBRARY RUGS & TOWEL	\$56.01
059174	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	GARAGE TOWELS	\$90.34
						\$208.96
CHECK # 059175 AUTO VALUE MORA						
059175	AUTO VALUE MORA	GENERAL FUN	STREETS	Lubricants & Additi	BOLT LUBE	\$41.88
059175	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	FUSES, FILTERS, WIPERS	\$136.58
059175	AUTO VALUE MORA	GENERAL FUN	GARAGE	Repair/Maint - Bldg	FLOOR DRY	\$101.94
059175	AUTO VALUE MORA	GENERAL FUN	GARAGE	Small Tools & Equi	LIGHT TESTER, FILTER	\$75.15

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
059175	AUTO VALUE MORA	FIRE FUND	FIRE	Repair/Maint - Bldg	FILTERS, MINI LIGHTS	\$199.71
CHECK # 059175 AUTO VALUE MORA						\$555.26
CHECK # 059178 CAMPBELL KNUTSON, P.A.						
059178	CAMPBELL KNUTSON, P.A.	GENERAL FUN	MAYOR & CO	Legal Services	MISC LEGAL SERVICES-C	\$112.00
059178	CAMPBELL KNUTSON, P.A.	GENERAL FUN	LEGAL	Legal Services	MISC LEGAL SERVICES	\$80.00
059178	CAMPBELL KNUTSON, P.A.	GENERAL FUN	PLANNING &	Legal Services	MISC LEGAL SERVICES-C	\$112.00
059178	CAMPBELL KNUTSON, P.A.	CEMETERY FU	CEMETERY	Professional Servic	MISC LEGAL SERVICES-G	\$160.00
CHECK # 059178 CAMPBELL KNUTSON, P.A.						\$464.00
CHECK # 059180 CRYSTAL SPRINGS ICE						
059180	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$1,287.70
CHECK # 059180 CRYSTAL SPRINGS ICE						\$1,287.70
CHECK # 059183 EAST CENTRAL ENERGY-ELECT						
059183	EAST CENTRAL ENERGY-E	GENERAL FUN	PARKS	Electricity	ELECTRICITY	\$70.59
059183	EAST CENTRAL ENERGY-E	GENERAL FUN	AIRPORT	Electricity	ELECTRICITY	\$436.09
059183	EAST CENTRAL ENERGY-E	LIQUOR FUND	LIQUOR STOR	Electricity	ELECTRICITY	\$1,724.64
CHECK # 059183 EAST CENTRAL ENERGY-ELECT						\$2,231.32
CHECK # 059190 GLENS TIRE OPERATIONS INC						
059190	GLENS TIRE OPERATIONS	GENERAL FUN	STREETS	Tires	GRADER TIRES & INSTAL	\$3,102.00
059190	GLENS TIRE OPERATIONS	GENERAL FUN	PARKS	Tires	MOWR TIRE & TUBE	\$54.00
CHECK # 059190 GLENS TIRE OPERATIONS INC						\$3,156.00
CHECK # 059191 GOPHER STATE ONE-CALL INC						
059191	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	OCT LOCATES	\$52.65
CHECK # 059191 GOPHER STATE ONE-CALL INC						\$52.65
CHECK # 059197 JEFFS MACHINE & WELDING LLC						
059197	JEFFS MACHINE & WELDI	GENERAL FUN	STREETS	Repair/Maint - Bldg	GRADER WING ARM WEL	\$80.00
CHECK # 059197 JEFFS MACHINE & WELDING LLC						\$80.00
CHECK # 059198 JOHNSONS HARDWARE & RENTAL						
059198	JOHNSONS HARDWARE &	GENERAL FUN	LIBRARY BUIL	Repair/Maint - Bldg	SIGN HANGING SUPPLIE	\$7.23
059198	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	LIGHTSWITCH RPR PART	\$8.99
059198	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	FUEL TANK EXT CORD &	\$17.98
059198	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	SAFETY SNOW FENCE	\$141.98
059198	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Repair/Maint - Bldg	TRASH BAGS	\$67.96
059198	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Cleaning Supplies	GRAFFITI CLEANING SUP	\$35.97
059198	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Small Tools & Equi	CHISEL & HAMMER	\$22.48
059198	JOHNSONS HARDWARE &	GENERAL FUN	AIRPORT	Merchandise for Re	VENDING MACHINE CAN	\$528.18
059198	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Repair/Maint - Bldg	PROJECTOR ROD	\$43.76
CHECK # 059198 JOHNSONS HARDWARE & RENTAL						\$874.53
CHECK # 059199 KANABEC PUBLICATIONS, INC						
059199	KANABEC PUBLICATIONS,	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$205.00
CHECK # 059199 KANABEC PUBLICATIONS, INC						\$205.00
CHECK # 059200 KWIK TRIP - GAS PURCHASES						
059200	KWIK TRIP - GAS PURCHA	GENERAL FUN	BUILDING	Motor Fuels	FUEL	\$40.11
059200	KWIK TRIP - GAS PURCHA	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$2,230.68
059200	KWIK TRIP - GAS PURCHA	GENERAL FUN	PARKS	Motor Fuels	FUEL	\$222.49
059200	KWIK TRIP - GAS PURCHA	FIRE FUND	FIRE	Motor Fuels	FUEL	\$362.01
CHECK # 059200 KWIK TRIP - GAS PURCHASES						\$2,855.29

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 059201 MATTSON ELECTRIC OF MORA LLC						
059201	MATTSON ELECTRIC OF M	FIRE FUND	FIRE	Repair/Maint - Bldg	LED BULBS FOR FRONT	\$202.50
CHECK # 059201 MATTSON ELECTRIC OF MORA LLC						\$202.50
CHECK # 059203 MIDWEST MACHINERY CO						
059203	MIDWEST MACHINERY CO	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	MOWER BOLTS	\$211.63
CHECK # 059203 MIDWEST MACHINERY CO						\$211.63
CHECK # 059204 MILLER TRUCKING INC						
059204	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	PRODUCT DELIVERY	\$14.70
059204	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	PRODUCT DELIVERY	\$720.30
059204	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	PRODUCT DELIVERY	\$186.90
CHECK # 059204 MILLER TRUCKING INC						\$921.90
CHECK # 059206 OAK GALLERY & FRAME SHOP						
059206	OAK GALLERY & FRAME S	GENERAL FUN	STREETS	Postage	SHIPPED GAS DETECTOR	\$15.03
CHECK # 059206 OAK GALLERY & FRAME SHOP						\$15.03
CHECK # 059207 OSLIN LUMBER						
059207	OSLIN LUMBER	STORM WATER	STORM WATE	Street Maint - Labo	CEMENT	\$570.00
CHECK # 059207 OSLIN LUMBER						\$570.00
CHECK # 059208 OWENS AUTO PARTS						
059208	OWENS AUTO PARTS	GENERAL FUN	STREETS	Lubricants & Additi	SNOWPLOW OIL	\$32.32
059208	OWENS AUTO PARTS	GENERAL FUN	STREETS	Repair/Maint - Bldg	SNOWPLOW SHOE PART	\$117.55
CHECK # 059208 OWENS AUTO PARTS						\$149.87
CHECK # 059210 PUMP & METER SERVICE INC						
059210	PUMP & METER SERVICE I	GENERAL FUN	AIRPORT	Professional Servic	TANK TESSTING	\$350.00
059210	PUMP & METER SERVICE I	GENERAL FUN	AIRPORT	Professional Servic	FUEL LINE TESSTING	\$856.80
CHECK # 059210 PUMP & METER SERVICE INC						\$1,206.80
CHECK # 059211 QUALITY DISPOSAL						
059211	QUALITY DISPOSAL	GENERAL FUN	CITY HALL BU	Garbage Removal	GARBAGE	\$56.98
059211	QUALITY DISPOSAL	GENERAL FUN	LIBRARY BUIL	Garbage Removal	GARBAGE	\$32.18
059211	QUALITY DISPOSAL	GENERAL FUN	STREETS	Garbage Removal	GARBAGE	\$96.53
059211	QUALITY DISPOSAL	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE	\$154.01
059211	QUALITY DISPOSAL	LIQUOR FUND	LIQUOR STOR	Garbage Removal	GARBAGE	\$212.36
CHECK # 059211 QUALITY DISPOSAL						\$552.06
CHECK # 059212 RED BULL DISTRIBUTION COMPANY						
059212	RED BULL DISTRIBUTION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ENERGY DRINK	\$351.36
CHECK # 059212 RED BULL DISTRIBUTION COMPANY						\$351.36
CHECK # 059214 RITEWAY BUSINESS FORMS						
059214	RITEWAY BUSINESS FOR	GENERAL FUN	FINANCE	Office Supplies	CHECKS	\$330.60
CHECK # 059214 RITEWAY BUSINESS FORMS						\$330.60
CHECK # 059216 SCOTTS LAWN & LANDSCAPES						
059216	SCOTTS LAWN & LANDSC	GENERAL FUN	CITY HALL BU	Professional Servic	FALL LAWN APPLICATIO	\$108.62
059216	SCOTTS LAWN & LANDSC	GENERAL FUN	LIBRARY BUIL	Professional Servic	FALL LAWN APPLICATIO	\$63.37
059216	SCOTTS LAWN & LANDSC	GENERAL FUN	GARAGE	Professional Servic	FALL LAWN APPLICATIO	\$396.71
059216	SCOTTS LAWN & LANDSC	GENERAL FUN	PARKS	Professional Servic	FALL LAWN APPLICATIO	\$1,017.47
059216	SCOTTS LAWN & LANDSC	GENERAL FUN	AIRPORT	Professional Servic	FALL LAWN APPLICATIO	\$86.70
059216	SCOTTS LAWN & LANDSC	CEMETERY FU	CEMETERY	Professional Servic	FALL LAWN APPLICATIO	\$948.66
059216	SCOTTS LAWN & LANDSC	LIQUOR FUND	LIQUOR STOR	Professional Servic	FALL LAWN APPLICATIO	\$417.78





CITY OF MORA  
COUNCIL CHECK LIST

THE OCTOBER/NOVEMBER 2022 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

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MAYOR

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COUNCIL MEMBER

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COUNCIL MEMBER

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COUNCIL MEMBER

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COUNCIL MEMBER

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CITY CLERK





# MEMORANDUM

Date November 15, 2022  
To Mayor and City Council  
From Natasha Segelstrom, Administrative Services  
RE Certify Unpaid Utilities

## SUMMARY

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City Council approval is needed in order to certify unpaid utility charges.

## BACKGROUND INFORMATION

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On November 14, 2022, in accordance with Minnesota state law and Mora City Code §50.24, the Public Utilities Commission held a public hearing giving affected property owners the right to object to the certification of unpaid utility charges.

The attached resolution includes the PUC-approved recommendations for certification of unpaid utility bills for collection with property taxes. If the City Council so chooses, the attached resolution must be approved by City Council in order to be a valid lien on the property.

## OPTIONS IMPACTS

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1. Approve the attached resolution in full.
2. Approve the attached resolution partially.
3. Do not approve.

## RECOMMENDATIONS

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Motion to approve Resolution 2022-1121

Attachments  
Resolution No. 2022-1121

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA  
CERTIFYING UNPAID UTILITY CHARGES**

WHEREAS, pursuant to proper notice duly given as required by law, the city council has met, heard, and passed upon all objections to the proposed certifications of unpaid charges for municipal fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Mora, Kanabec County, Minnesota that:

Such proposed certification of unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute a lien against the lands named herein.

Such certification shall be payable over a period of one year on or before the first Monday in January.

The owner of the affected property may, at any time prior to certification of unpaid charges to the County Auditor, pay the whole of the certified unpaid charges on such property to the City Clerk. The taxpayer may at any time thereafter, pay the City Clerk or County Auditor, the entire amount certified and remaining unpaid of the year in which payment is made.

The clerk shall forthwith transmit a certified copy of this certification role to the County Auditor to be extended on the property tax lists of the county and such certified unpaid charges shall be collected and paid over in the same manner as property taxes or special assessments.

EXHIBIT 1

Taxpayer Name	Full Property Address	Parcel ID	Total To Certify
H. WALKER	301 STEWART AVE	22.01695.00	\$742.52
K. ERICKSON	421 CENTRAL AVE W	22.00860.10	\$3,703.96
			<u>\$4,446.48</u>

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

Voting for the Resolution:.....  
Voting Against the Resolution: .....  
Abstained from Voting:.....  
Absent: .....

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

\_\_\_\_\_  
Al Skramstad, Mayor

ATTEST:

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



# MEMORANDUM

Date: November 15, 2022  
To: Mayor and City Council  
From: Jeff Krie Activities and Recreation Coordinator  
RE: Public Property Use Permit – 2023 Vasaloppet Ski Race

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## SUMMARY

The Vasaloppet is holding their annual ski race in February 2023 and is requesting a public property use permit for the event.

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## BACKGROUND INFORMATION

The Vasaloppet Ski Race is an annual event sponsored by the Vasaloppet USA and other volunteers.

Event startup date is Monday, February 6, 2023. They are also requesting to close the following streets from 4pm on Friday, February 10, 2023 through 5pm on Sunday, February 12, 2023:

- Union Street from Forest Avenue to Maple Avenue.
- A portion of Railroad Avenue SE that extends just beyond the Vasaloppet Headquarters building.
- Maple Avenue from Union Street through the Library parking lot.
- A portion of 9<sup>th</sup> Street N for trail crossing between Nordic Center Dr. and Trailview School entrance.

Along with the street closures, they are also requesting to use the old Feed Mill site for their celebration tent from Monday, February 6, 2023 through Monday, February 13, 2023 (or Tuesday, February 14) set up and take down depending on tent rental crew.

Staff is recommending approval of this public property use permit request with conditions.

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## OPTIONS & IMPACTS

- Traffic control devices will be provided by Kanabec County and will be placed as directed and removed from the streets at the end of the event organizers.
- Proper Safety PPE to be worn by workers during set-up and teardown as visibility has been a concern for street department in the past.
- The celebration tent will need an occupancy inspection by the building official and fire chief or his designee prior to events. Must also have emergency exit battery backup lighting, and fire extinguisher.
- Temporary liquor license application is being submitted to Council for approval for February 9, 2023 beer tasting event. Must be approved prior to occupancy.
- Once a caterer is chosen by the Vasaloppet, other alcohol is to be supplied by that caterer and must provide a caterers permit and certificate of liability name the City of Mora as insured before occupancy.

Memorandum

RECOMMENDATIONS

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Motion to approve the street closure of Union Street from Forest Avenue to Maple Avenue, a portion of Railroad Avenue SE that extends just beyond the Vasaloppet Headquarters building, Maple Avenue from Union Street through the Library parking lot, and a portion of 9<sup>th</sup> Street N from Friday, February 10, 2023 at 4pm through Sunday, February 12, 2023 at 7pm. Snow will be added approximately from 4pm-10pm on Friday, February 10, 2023 and removed at 5pm-7pm on Sunday, February 12, 2023.

Motion to approve the use of the old Feed Mill site for the celebration tent from Monday, February 6, 2023 through Monday, February 13, 2023 (or Tuesday, February 14) depending on tent rental crew.

Motion to approve the Temporary Liquor License for February 9, 2023 and to approve a use of a caterer on other dates.

*Attachments*

Public Property Use Permit Application with supporting documents

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: Vasaloppet USA Previous Gambling Permit Number: X-X-05462-20-011  
Minnesota Tax ID Number, if any: [REDACTED] Federal Employer ID Number (FEIN), if any: [REDACTED]  
Mailing Address: 100 Union St.  
City: Mora State: MN Zip: 55051 County: Kanabec  
Name of Chief Executive Officer (CEO): Katie Kerr  
CEO Daytime Phone: 218-464-3569 CEO Email: KKerr@css.edu  
(permit will be emailed to this email address unless otherwise indicated below)  
Email permit to (if other than the CEO): information@vasaloppet.us

**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  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
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): Celebration Tent

Physical Address (do not use P.O. box): Union St. 1/3 Forest Ave

Check one:

- City: Mora Zip: 55051 County: Kanabec  
 Township: Arthur Zip: 55051 County: Kanabec

Date(s) of activity (for raffles, indicate the date of the drawing): 2/8/23

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](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.





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:	Vasa loppet		
Type of Event (festival, parade, athletic, etc.):	Athletic		
Event Location:	Downtown Mora		
Event Set Up Date:	Monday 2/6/23	Start Time: 8am	End Time: 8pm
Actual Event Date(s):	Feb 9-12, 2023	Start Time: 8am	End Time: 9pm
Event Clean Up Date:	Feb 12 & 13 2023	Start Time: 8am	End Time: 8pm
Estimated Attendance:	1500		

APPLICANT INFORMATION

Sponsoring Organization Name:	Vasa loppet		
Primary Contact Person:	Sharon Olson		
Address:	100 Union St.		
City:	Mora	State:	MN Zip: 55051
Phone:	320-679-2629	Email:	information@Vasaloppet.us
Name of Contact Person During Event:	Debbie Morrison	Cell Phone:	320-492-0727

Person listed above must be present during the event and immediately available.

DAMAGE / KEY DEPOSIT REFUND INFORMATION

Person/Organization Name:	Vasa loppet		
Address:	100 Union St		
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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes
List any Road Closures/Partial Lane Closures and the Time of Closing:	See attached map				

Union St to Maple, Maple to Library, Begin Feb 10/2023 4pm to Feb 12 at 5pm.  
- N 9th St Crossing.

If applicable, please attach a clear map showing the traffic plan with street closures and routes

ski registrations

Is the event open to the public?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Admission Charged?	<input checked="" type="checkbox"/> No	<input checked="" 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
--------------------------------------	-----------------------------	---	--	-----------------------------	---

see tasting event

**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.**

Certificate of Liability Insurance attached?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
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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.
--	-----------------------------	---	---

by licensed caterer

Will sound amplification be used?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If YES, hours and type: 8am - 10pm No amplified sound 10 pm to 7 am.
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**Please attach a site plan showing the following applicable items.**

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: 2/16 Date removed: 2/13
----------------------------------	-----------------------------	---	--

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 type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the size and location of the stage.
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Will there be temporary fencing?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fencing. Along Union 3 made
----------------------------------	-----------------------------	---	--

Will traffic control devices be needed?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Number needed: 13 (County)
---	-----------------------------	---	----------------------------

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?	<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: located at tent 3 headquarters

Describe parking arrangements for the event and show on the traffic plan: City streets & slots

Describe trash removal and clean-up plan during and after event: Quality Disposal will

remove as needed

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.

Sharon J. Olson  
Signature of Authorized Representative

100 Union St.  
Address/City/St/Zip

10-13-22  
Date

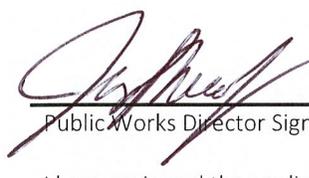
PAYMENT INFORMATION		
Event Fee: \$50	Date Paid: 10/18/22 Amount Paid: \$50	Staff Initials: Z
Key/Event Deposit(s): \$100	Date Paid: 10/18/22 Amount Paid: \$100.00 Date Returned:	Staff Initials: J
Key: MA	Key #: Date Issued: Date Returned:	Staff Initials: Staff Initials:
Comments:		

**Authorization and Comments**

 11/3/22  
Property Coordinator or Designee Signature and Date

I have reviewed the application and have the following comments and conditions:

All fees paid. Please follow staff request.

 10-18-2022  
Public Works Director Signature and Date

I have reviewed the application and have the following comments and conditions:

No issues Traffic control provided by county for Road closures. Closure after final bus Routes are through.

 10-19-22  
Building Official Signature and Date

I have reviewed the application and have the following comments and conditions:

No comments or concerns

 NOV - 1 2022  
Deputy Clerk Signature and Date

I have reviewed the application and have the following comments and conditions:

No comments re: event. Temp. us. permit approved & submitted to state for further approval. us

*[Signature]*

Fire Chief or Designee Signature and Date

I have reviewed the application and have the following comments and conditions:

*TENT Inspection*  
*EXT LIGHTS*  
*2*  
*EXTINGUISHERS*

*[Signature]*

Kanabec County Sheriff or Designee Signature and Date

I have reviewed the application and have the following comments and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*[Signature]* 11-3-2022

City Administrator Signature and Date

I have reviewed the application and have the following comments and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Council Approval Date / Permit Issued Date

EVENT FEES			
Permit Base Fee	<i>8</i> \$50	Late Fee	\$100
Damage/Key Deposit	<i>8</i> \$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)		<i>County</i>
Event Storage Fee	\$50		
Garbage Removal	\$45/hr. (deducted from damage deposit)		
Event Clean-up	\$45/hr. (deducted from damage deposit)		

## **Draft Schedule for Vasaloppet USA 2023**

**Please note that start times are estimated and subject to change due to weather**

Monday February 6, 2023

Celebration Tent set up, time dependent on delivery crew, located on the SW corner of Union & Forest Ave

Wednesday February 8, 2023

Celebration Tent open to the public 12pm – 8pm

Thursday February 9, 2023

12pm – 9pm Celebration tent open to the public

5pm – 9pm Taste of Vasaloppet craft beverage tasting – see separate permit for complete details

Friday February 10, 2023

4pm – 10 pm Snow added to union street & maple street

7pm – 10pm community party in celebration tent

Saturday February 11, 2023

9am Vasa 47km start

11 am Dala 32 km start

12:30 pm Team & Bellringer 21 km start

11 am – 2pm lunch for skiers in celebration tent

Sunday February 12, 2023

9am Classic 42 km start

10 am classic 21 km start

1pm Miniloppet

11 am – 2pm lunch for skiers

5pm – 7pm snow removal from roads

Monday/Tuesday February 13-14, 2023

Removal of celebration tent, time dependent on when the rental crew arrives, located on SW corner of Union & Forest Ave

### **Additional information**

- Old feed mill site will have the celebration tent. The tent will have tables, booths and trash containers located within it. A dumpster and portable toilets will be located by the tent. Electricity for the tent will come from the power pole on the lot. A meter for this event will be obtained. Generators will be used at various locations near the start area.
- Ambulance locations will be determined by Welia Health and board at a later date
- Map of portable potties provided

Contact for sound amplification is Jon Larson 496-0629

## Traffic Plan

All Signs and placement shall follow Chapter 6 of the Minnesota Manual on Uniform Traffic Devices (MN MUTCD 2018 version. This shall be considered a short term closure (3 days or less)

Traffic barricades shall all be Type III and have flashing lights. These will be located at Union street and Forest Ave and Maple Ave and Park Street. These Type III barricades should be placed from curb to curb with the following signs on them:

- 1) A minimum of one (1) Road Closed at each intersection
- 2) One (1) Detour sign with arrow in the direction of detour. On Forest St. two (2) arrows and signs will be used, for both East and West Detours.
- 3) One (1) Flashing light on each barricade

\*The above signs will be borrowed from the County

Detour ahead signs with Flasher shall be located at:

- 1) North East corner of Forest Ave and Lake St.

Road Closed ahead signs with Flashers shall be located at the following corners:

- 1) North East corner of Forest Ave and Park St.
- 2) South East Corner of Maple Ave and South Wood St.

Detour signs with arrows shall be located at the following intersections:

- 1) North East corner of Forest Ave. and Park St.
- 2) North West corner of Forest Ave. and Park St.
- 3) South East Corner of Forest Ave. and Park St.
- 4) North West corner of Forest Ave. and Lake St.

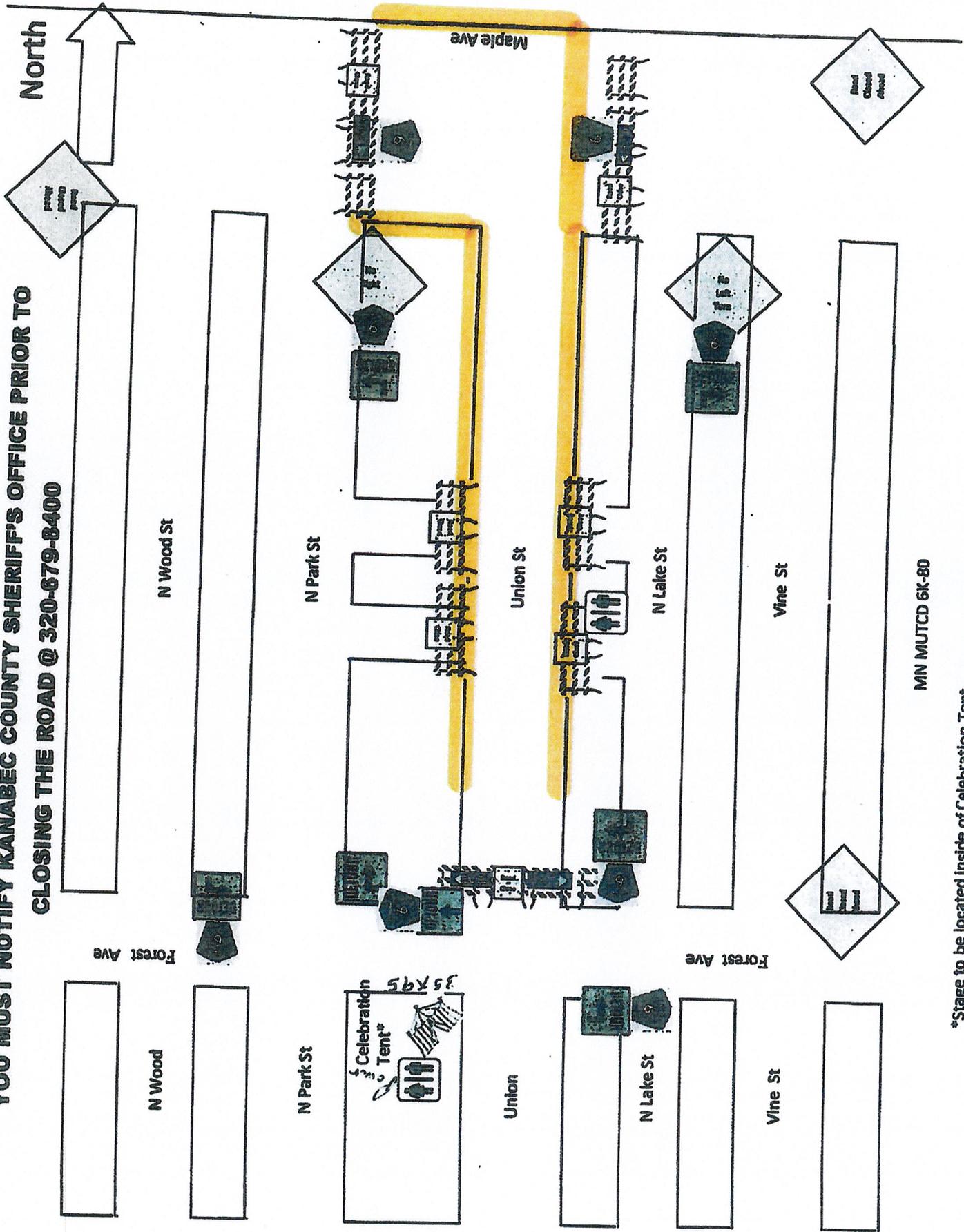
Turn signs shall be located at the following positions:

- 1) No left turn at the South West corner of Forest Ave. and Union St.
- 2) No Right turn at the North East corner of Forest Ave. and Union St.

Road closed ahead signs for North 9<sup>th</sup> St.



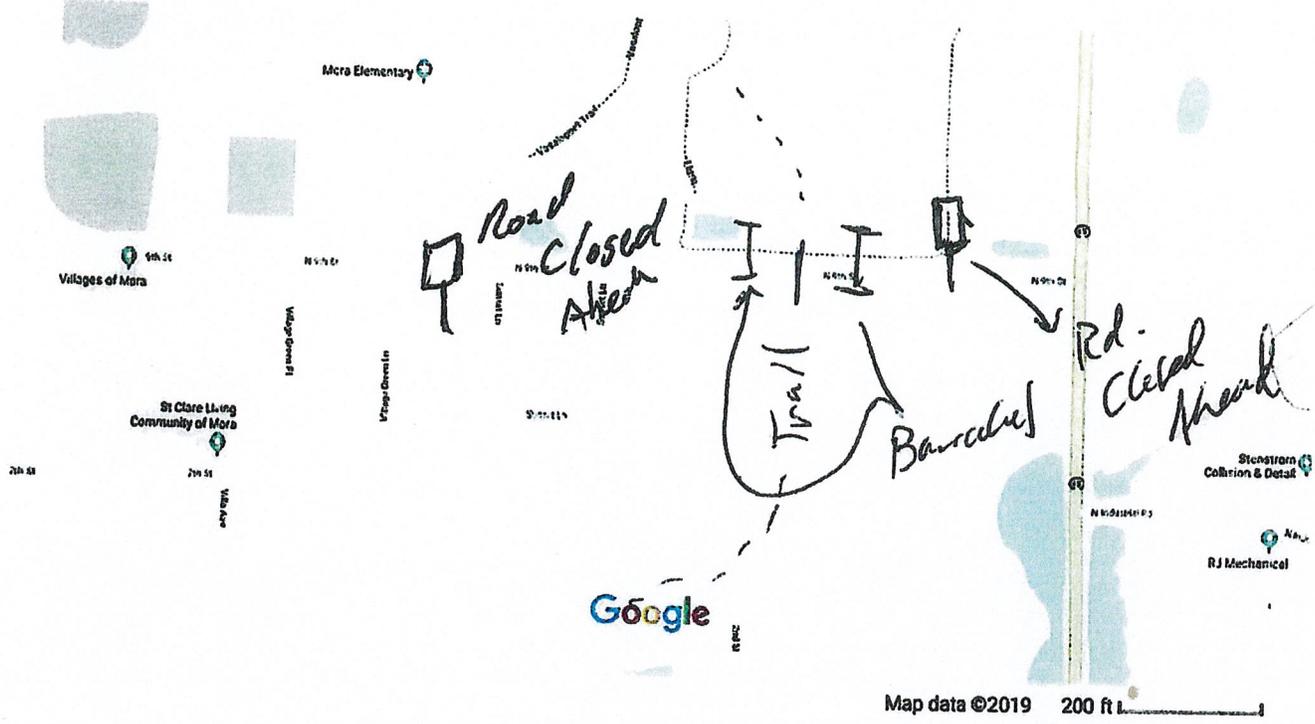
**YOU MUST NOTIFY KANABEC COUNTY SHERIFFS OFFICE PRIOR TO  
CLOSING THE ROAD @ 320-679-8400**



MN MUTCD 6K-80

\*Stage to be located inside of Celebration Tent

Google Maps





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/12/2022

**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).**

<b>PRODUCER</b>		<b>CONTACT NAME:</b> Rhonda Scheffer-Domino	
Town & Country Insurance		<b>PHONE (A/C, No, Ext):</b> (320) 679-4400	<b>FAX (A/C, No):</b> (320) 233-6887
600 Clark Street		<b>E-MAIL ADDRESS:</b> rhonda@townandcountry-ins.com	
P.O. Box 89		<b>INSURER(S) AFFORDING COVERAGE</b>	
Mora MN 55051		<b>INSURER A:</b> West Bend Mutual Insurance Company	<b>NAIC #</b> 15350
<b>INSURED</b>		<b>INSURER B:</b>	
Vasaloppet, Inc.		<b>INSURER C:</b>	
100 Union St S		<b>INSURER D:</b>	
Mora MN 55051-1541		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL22101214748      **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		A520993	10/23/2022	10/23/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
OTHER:							\$
<b>AUTOMOBILE LIABILITY</b>							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS							BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY							PROPERTY DAMAGE (Per accident) \$
							\$
<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR							EACH OCCURRENCE \$
<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE							AGGREGATE \$
DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>							\$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A							E.L. EACH ACCIDENT \$
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
Vasaloppet Ski Races.  
The City of Mora is listed as an additional insured.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
City of Mora 101 Lake Street South Mora MN 55051	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>Rhonda Scheffer-Domino</i>

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Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization	Tax exempt number
Vasaloppet, Inc		Jan 1, 1973	41-1286376
Organization Address (No PO Boxes)	City	State	Zip Code
100 Union Street	Mora	Minnesota	55051
Name of person making application		Business phone	Home phone
Debbie Morrison		320-679-2629	320-492-0727
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
2/9/23	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Katie Kerr, President	Mora	Minnesota	55051
Organization officer's name	City	State	Zip Code
Chip Gerdin, Vice President	Mora	Minnesota	55051
Organization officer's name	City	State	Zip Code
Jon Larson, Treasurer	Mora	Minnesota	55051

Location where permit will be used. If an outdoor area, describe.  
Vasaloppet Celebration Tent, on the southwest corner of Union Street and Forest Avenue in the City of Mora

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
Town & Country Insurance, 600 Clark Stree, PO Box 89, Mora, MN 55051

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event**  
**No Temp Applications faxed or mailed. Only emailed.**  
**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**  
**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

Alcohol & Tobacco License  
Supplement Application  
Vasaloppet, Inc  
10/10/22

Date: Thursday February 9, 2022

Time: 5pm – 9pm

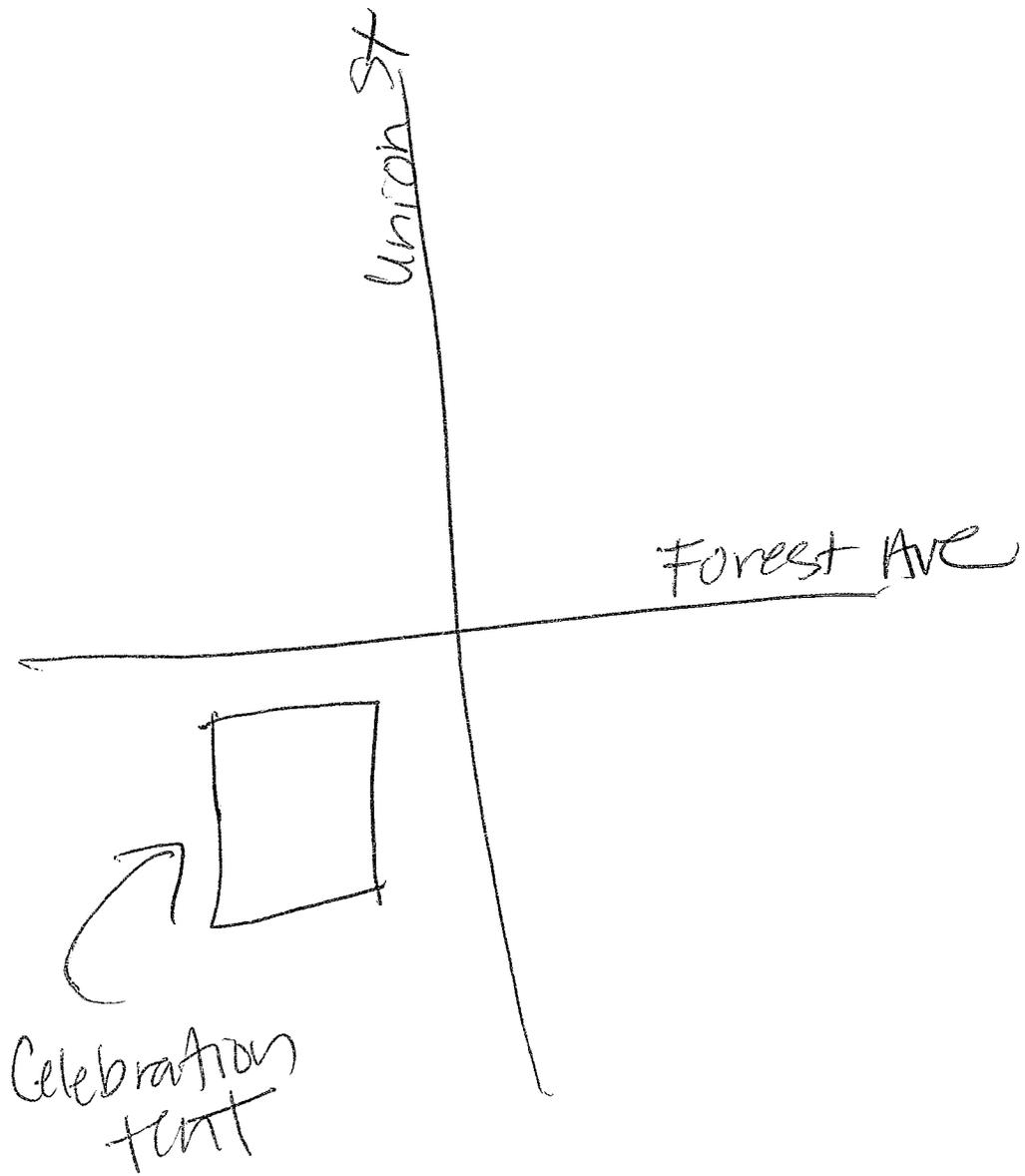
Location: Vasaloppet Celebration Tent, SW corner of Union and Forest in downtown Mora, MN

Description: Fourth annual, ticketed event, featuring local licensed alcohol beverage producers, serving samples of their craft beverages. IDs will be checked at the door, Kanabec Co. Sheriff's reserve will be on site, free non-alcohol beverages provided to designated drivers. Proceeds go to the nonprofit organization, Vasaloppet, Inc.

City of Mora  
Alcohol & Tobacco License  
Supplemental Application  
Vasaloppet, Inc.  
10/10/22

1. Vasaloppet, Inc  
President – Katie Kerr, College of St. Scholastica, 2164 330<sup>th</sup> Ave, Mora, MN 55051  
Vice President – Chip Gerdin, Retired, Maple Ridge Farm, Holly Street NW, Braham, MN 55006  
Treasurer – Jon Larson, Retired, 2060 Burnett Drive, Mora, MN 55051  
Secretary – Tracey Johnson, Hinckley Public Schools, 621 Summit Lane, Mora, MN 55051
2. Address of Vasaloppet: 100 Union Street, Mora, MN 55051  
Address to be licensed: Celebration Tent on vacant lot, located on the southwest corner of Union Street and Forest Avenue
3. Vasaloppet office has been at this location since 1980. The Celebration Tent has been on the corner of Forest & Union in downtown Mora, seasonally for one week per in February each year since 2013
4. Premises to be licensed is owned by the City of Mora
5. Vasaloppet was established in 1973

# City of Mora







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

Tel: 320.225.4804  
 Fax: 320.679.3862  
 E-mail: [m.yoder@cityofmora.com](mailto:m.yoder@cityofmora.com)

**ALCOHOL & TOBACCO LICENSE  
 Supplemental Application**

Business Legal Name Vasalopet, Inc

Date 10/10/22

*Provide information on separate sheet of paper.*

**For All Licenses**

1. On a separate piece of paper:
  - a. Supply the name, title, address, social security number, and date of birth for owner if a sole proprietorship, each partner if a partnership or each officer if a corporation.
  - b. Supply the owners', partners', officers', and managers' present occupation and place of business.
  - c. Supply the owners', partners', officers', and managers' place of residence for the last five (5) years.
2. Address to be licensed.
3. Number of years at this location.
4. Name and address of owner of the premises to be licensed.
5. Date business established under present ownership.

YES  NO Has any of the owner/managers ever applied for or held a license for alcoholic beverages/tobacco in any other jurisdiction? If so, describe on a separate sheet of paper (give business name & address, jurisdiction name & address, and dates).

YES  NO Has any of the owner/managers ever been convicted of a felony or of a violation of any federal or state laws or local ordinances relating to the manufacture, possession, transportation, or sale of alcoholic beverages/tobacco? If so, describe on a separate sheet of paper (give owners/managers' names, description of violations, court name & address, and dates of conviction).

YES  NO Does any manufacturer or wholesaler of alcoholic beverages have any ownership or other financial interest in the business? If so, describe on a separate sheet of paper.

YES  NO Are there any delinquent property taxes, special assessments or other charges due to the city on the property to be licensed?

YES  NO Does the business carry liquor liability (Dram Shop) insurance? If so, attach a certificate of insurance.

**On-Sale Alcohol Applications Only.**

YES  NO Is food served at this location? If so, indicate the seating capacity for food service. \_\_\_\_\_

YES  NO Will alcoholic beverages be sold or consumed outside of the enclosed building on the licensed premises? If so, attach a scale drawing showing the licensed premises, and areas where sales and consumption will take place.

**3.2 Beer & Wine Applications Only.**

Sales of 3.2 Beer/Wine in the 12 month period ending \_\_\_\_\_

On-Sale \_\_\_\_\_ Off-Sale \_\_\_\_\_

**Acknowledgements**

The applicant agrees to abide by all pertinent regulations governing the licenses applied for, including city ordinances, as well as county, state, or federal laws. The applicant further agrees to indemnify and hold harmless the city, its agents, officers, and employees from any and all claims, causes of action, liabilities, losses, damages, costs, and expenses, and agrees to defend any action brought against the city on any related matter, and to pay all costs and expenses incurred in connection therewith. The city shall in no way be liable for any claims or charges incurred by the licensee.

Name of Applicant Debbie Morrison

Title Director

Signature of Applicant [Signature]

Date 10/10/22



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

Tel: 320.225.4804  
Fax: 320.679.3862  
E-mail: [m.yoder@cityofmora.com](mailto:m.yoder@cityofmora.com)

### BUSINESS LICENSE APPLICATION

**Business**

Legal Name Vasaloppet, Inc.  
Trade Name (d/b/a) Vasaloppet USA  
Mailing Address 100 Union Street  
Mora, MN 55051  
Telephone 320-679-2629  
Federal Tax ID or SSN 41-1286376  
Minnesota Tax ID 5695367

**Owner/Manager**

Name Debbie Morrison  
Title Director  
Street Address 100 Union St  
Mailing Address Mora, MN 55051  
Telephone 320-679-2629  
E-Mail Address marketing@vasaloppet.us  
Driver's License   
Date of Birth   
U.S. Citizen  Yes  No

**Licenses**

Select one:  New Application  Renewal Application

- Liquor On-Sale \$2,200
- Liquor Sunday On-Sale \$200
- Wine On-Sale \$375
- 3.2 Beer On-Sale \$125
- 3.2 Beer Off-Sale \$125
- Temporary - Liquor On-Sale / 3.2 Beer On-Sale / Consumption & Display (circle one) \$75/license + \$15/day
- Pawnbroker \$2,000
- Massage Therapist \$60
- Brew Pub On-Sale \$2,200
- Brew Pub Off-Sale \$225
- Brewer Tap Room \$500
- Small Brewer Off-Sale \$225
- Consumption & Display \$125
- Taxicab \$35
- Sexually Oriented Business \$5,000
- Club Liquor On-Sale <200 \$300
- Club Liquor On-Sale 201-500 \$500
- Club Liquor On-Sale 501-1000 \$650
- Club Liquor On-Sale >1001 \$800
- Tobacco \$125
- Mixed Municipal Solid Waste \$500
- Roll-Off Service Solid Waste \$150

Total Fees \$ 75.00

**Term**

The applicant requests the above licenses for a term from 12:01 a.m. on the 09 day of Feb 2023 to 12:00 midnight on the 09 day of Feb 2023

The applicant hereby makes application for the above-indicated licenses for the stated term. Further, the applicant agrees to comply with all ordinances and regulations of the City of Mora and with the conditions of the license(s); understands that licenses are not transferable and that the issuance of the license creates no legal liability, express or implied, on the municipality; and certifies that the information contained herein is true and correct to the best of the applicant's knowledge.

Signature of Applicant [Signature] Date 10/10/22

Date Filed	Fee(s) Paid \$	Receipt Number
Background Check Submitted	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Property Taxes
Council Disposition	Date	License Number(s)

**R**serving

CERTIFIED

Certified Alcohol Server

**Responsible Serving of Alcohol**

**Debbie Morrison**

Identification Number: PSCC10000543381

Date of Issuance: 10-21-2021

**Date of Expiration: 10-20-2025**



**Responsible Serving®**  
**Alcohol Card**



Use the FEAR method to check IDs:

- Feel for pin holes, thickness, and rough surface.
- Examine the ID visually for photo and security features.
- Ask for personal information when you suspect fraud.
- Return or refuse the ID.

To verify this card holder go to [Reserving.com/verify](http://Reserving.com/verify)



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

Tel: 320.225.4804  
 Fax: 320.679.3862  
 E-mail: [m.yoder@cityofmora.com](mailto:m.yoder@cityofmora.com)

**CERTIFICATION OF COMPLIANCE-  
 MINNESOTA WORKERS' COMPENSATION LAW**

Business Legal Name Vasaloppet, Inc. Date 10/10/22

Minnesota Statutes, § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. This information is required by law. Licenses and permits to operate a business may not be issued or renewed if this information is not provided and/or is falsely reported. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry. This information will be collected by the licensing agency and retained in their files.

Insurance Company Name: RTW

Policy Number: MNAR - 0000030573-6

Dates of Coverage: 12/19/2021 - 12/19/2022, 12/19/2022 - 12/19/2023

OR

I am not required to have workers' compensation liability coverage because:

I have no employees who are covered by the workers' compensation law (see Minnesota Statutes § 176.041 for a list of excluded employees these include spouse, parents, children, and certain farm employees). Explain why your employees are not covered:

\_\_\_\_\_

I am self-insured (include copy of permit to self insure)

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy or exception will be kept in effect at all times as required by law.

Name of Applicant Debbie Morrison Title Director

Signature of Applicant [Signature] Date 10/10/22

NOTE: If your Workers' Compensation policy is cancelled within the license period, you must notify the city by resubmitting this form.

## LIABILITY COVERAGE – WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

---

LMCIT Member Name:

\_\_\_\_\_

*Check one:*

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_



# MEMORANDUM

Date November 15, 2022  
To Mayor and City Council  
From Natasha Segelstrom, City Clerk  
RE Canvassing of the 2020 General Election Results

## SUMMARY

---

As a canvassing board, the City Council will review and formally declare the election results of the City Councilmember seat and Mayor seat from the 2022 General Election.

## BACKGROUND INFORMATION

---

On November 8, 2022, a municipal election took place within the General Election. A copy of the abstract was prepared by the Kanabec County Auditor and has been provided.

## OPTIONS & IMPACTS

---

Declare the results of the election for the seats of councilmembers and direct staff to report the results to the Kanabec County Auditor.

## RECOMMENDATIONS

---

Motion to declare the 2022 election results based on the provided abstract.

### *Attachments*

2022 Election Abstract Handout





# M E M O R A N D U M

Date: November 15, 2022  
 To: Mayor and City Council  
 From: Natasha Segelstrom, Administrative Services Director  
 RE: Assessment of Unpaid Fire Charges

**SUMMARY**

The attached list of unpaid charges represent past-due accounts due to the City. If approved for certification, the unpaid charges will be assessed to the respective property tax statements for taxes payable in 2023.

**BACKGROUND INFORMATION**

In accordance with Minnesota state law and Mora City Code §33.18, property owners have been notified of the pending certification and have the right to attend the public hearing to object to the certification of the unpaid charges.

For the purpose of certifying unpaid charges, it is the practice of the City to review past due accounts annually. The pending assessment roll for unpaid fire charges is as follows:

Property Owner	To Certifi	Date Bill	Parcel ID:	Service Address	Type:
DAVID YOUNGQUIST	\$ 550.00	8/27/2021	22.03835.00	431 MORRISON ST	Fire Call
WILLIAM DONALDSON	\$ 1,127.50	1/31/2022	22.90086.01	86 MALMGREN LN	Fire Call
ASHAPURI MAA LLC	\$ 550.00	5/31/2022	22.08085.00	1877 Frontage Road	Fire Call
	\$ 2,227.50				

**OPTIONS & IMPACTS**

After the public hearing is closed, the options are as follows:

1. Approve the attached resolutions in full.
2. Approve the attached resolutions partially.
3. Do not approve.

**RECOMMENDATIONS**

Motion to approve Resolution 2022-1102, *Resolution Certifying Unpaid Fire Charges*.

*Attachments*

Resolution Certifying Unpaid Fire Charges

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA  
CERTIFYING UNPAID FIRE CHARGES**

WHEREAS, pursuant to proper notice duly given as required by law, the city council has met, heard, and passed upon all objections to the proposed certifications of unpaid charges for municipal fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Mora, Kanabec County, Minnesota that:

Such proposed certification of unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute a lien against the lands named herein.

Such certification shall be payable over a period of one year on or before the first Monday in January.

The owner of the affected property may, at any time prior to certification of unpaid charges to the County Auditor, pay the whole of the certified unpaid charges on such property to the City Clerk. The taxpayer may at any time thereafter, pay the City Clerk or County Auditor, the entire amount certified and remaining unpaid of the year in which payment is made.

The clerk shall forthwith transmit a certified copy of this certification role to the County Auditor to be extended on the property tax lists of the county and such certified unpaid charges shall be collected and paid over in the same manner as property taxes or special assessments.

EXHIBIT 1

Taxpayer Name	Full Property Address	Parcel ID	Total To Certify
DAVID YOUNGQUIST	431 MORRISON ST	22.03835.00	\$ 550.00
WILLIAM DONALDSON	86 MALMGREN LN	22.90086.01	\$ 1,127.50
ASHAPURI MAA LLC	1877 Frontage Road	22.08085.00	\$ 550.00
			<u>\$ 2,227.50</u>

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

Voting for the Resolution:.....  
Voting Against the Resolution: .....  
Abstained from Voting:.....  
Absent: .....

Motion carried and resolution adopted this 15<sup>th</sup> day of November 2022.

ATTEST:

\_\_\_\_\_  
Al Skramstad, Mayor

\_\_\_\_\_  
Natasha Segelstrom, Administrative Services Director



# M E M O R A N D U M

Date: November 15, 2022  
 To: Mayor and City Council  
 From: Natasha Segelstrom, Administrative Services Director  
 RE: Assessment of Unpaid City Charges

**SUMMARY**

The attached list of unpaid charges represent past-due accounts due to the City of Mora. If approved for certification, the unpaid charges will be assessed to the respective property tax statements for taxes payable in 2023.

**BACKGROUND INFORMATION**

In accordance with Minnesota state law and Mora City Code §33.18, property owners have been notified of the pending certification and have the right to attend the public hearing to object to the certification of the unpaid charges.

For the purpose of certifying unpaid charges, it is the practice of the City of Mora to review past due accounts annually. The pending assessment roll for unpaid city charges is as follows:

Property Owner	To Certi	Date Bill	Parcel ID:	Service Address	Type:
FOSS, NANCY	\$ 709.50	4/11/2022	22.08335.00	18497 McCarty Cour	Nuisance Violation
HAZELMAE WALKER	\$ 71.50	7/20/2022	22.01695.00	301 STEWART AVE	Mowing
DEBORAH BLOWERS	\$ 165.00	7/20/2022	22.07255.00	740 Walnut Street	Mowing
Wayne Roatch	\$ 176.00	7/20/2022	22.01345.00	705 FOREST AVE W	Mowing
	\$ 1,122.00				

**OPTIONS & IMPACTS**

After the public hearing is closed, the options are as follows:

- A. Approve the attached resolution in full.
- B. Approve the attached resolution partially.
- C. Do not approve the attached resolution.

**RECOMMENDATIONS**

Motion to approve Resolution 2022-1123, *Resolution Certifying Unpaid City Charges*.

*Attachments*

Resolution 2022-1123

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA  
CERTIFYING UNPAID CITY CHARGES**

WHEREAS, pursuant to proper notice duly given as required by law, the city council has met, heard, and passed upon all objections to the proposed certifications of unpaid charges for municipal fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Mora, Kanabec County, Minnesota that:

Such proposed certification of unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute a lien against the lands named herein.

Such certification shall be payable over a period of one year on or before the first Monday in January.

The owner of the affected property may, at any time prior to certification of unpaid charges to the County Auditor, pay the whole of the certified unpaid charges on such property to the City Clerk. The taxpayer may at any time thereafter, pay the City Clerk or County Auditor, the entire amount certified and remaining unpaid of the year in which payment is made.

The clerk shall forthwith transmit a certified copy of this certification role to the County Auditor to be extended on the property tax lists of the county and such certified unpaid charges shall be collected and paid over in the same manner as property taxes or special assessments.

EXHIBIT 1

Taxpayer Name	Full Property Address	Parcel ID	Total To Certify
FOSS, NANCY	18497 McCarty Court	22.08335.00	\$ 709.50
WALKER, HAZELMAE	301 STEWART AVE	22.01695.00	\$ 71.50
BLOWERS, DEBORAH	740 WALNUT STREET	22.07255.00	\$ 165.00
ROATCH, WAYNE	705 FOREST AVE W	22.01345.00	\$ 176.00
			<u>\$ 1122.00</u>

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

Voting for the Resolution:.....  
Voting Against the Resolution: .....  
Abstained from Voting:.....  
Absent: .....

Motion carried and resolution adopted this 15<sup>th</sup> day of November 2022.

ATTEST:

\_\_\_\_\_  
Al Skramstad, Mayor

\_\_\_\_\_  
Natasha Segelstrom, Administrative Services Director



# MEMORANDUM

Date November 15, 2022  
 To Mayor and City Council  
 From Natasha Segelstrom, Administrative Services Director  
 RE IT Services

SUMMARY

The City Council will review and discuss IT Managed Services from TR Computer Sales.

BACKGROUND

Late October, TR Computer Sales met with city staff and reviewed the services provided to the City of Mora and provided a service agreement for ProActive Managed Service. This option provides predictable billing at a fixed rate each month versus charges for individual workorders.

The total cost of service for IT ProActive services, backup, monitoring, and Microsoft licensing each month is \$1,619.50 (\$19,434 annually). The service agreement for 12 months. Current services charged each month include backup, monitoring and Microsoft licensing.

Upon further staff review, the following amounts were paid for IT professional services:

	ADOPTED		
YEAR	BUDGET	ACTUAL	DIFFERENCE
2020	\$18,000	\$31,352.87	(\$13,352.87)
2021	\$17,165	\$24,277.65	(\$7,112.65)
2022	\$17,135	\$19,960.57	(\$2,825.57)
2023	\$20,000	\$19,434.00	566.00

OPTIONS IMPACTS

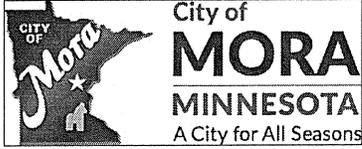
1. Approve the service agreement. This will provide consistent billing and aligns with the 2023 preliminary budget.
2. Continue services with current billing process.

Due to the unpredictability of software updates and impact across multiple platforms used throughout the city, there could be increased charges for IT Services if paying on a case-by-case basis.

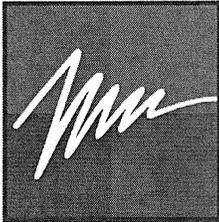
RECOMMENDATIONS

Motion to approve IT managed services 12-month agreement with TR Computer Sales for \$19,434.

Attachment: TR Managed Services Agreement Proposal



# Managed Service Proposal



TR Computer Sales

2022 TR COMPUTER SALES  
LOOK@IT PROACTIVE

JOE GARTMANN

1

## Summary of Network and Labor: City of Mora

Devices/Users	Quantity
Workstations	14
Firewall	2
Switches	6
Servers	2
Wireless AP	2
Backup Device	1
Users	26

### Summary

- 27 total devices
- 26 Current Users
- 53 Total users and devices
- 5.49 Hrs. per month (2021-2022)

\*\*\* Most current Records Listed

2

## What is included: Look@IT ProActive

Services/Terms	Look@IT ProActive	Note
Troubleshooting/Repair	Yes	Unlimited Remote + On-Site
Routine Maintenance Support	Yes	Routine scheduled check-in and support with TR Consultant
Software Updates	Yes	Support w/ updates to current software versions
Unlimited Help Desk Support	Yes	Mon-Friday from 7:30 a.m. to 5:00 p.m.
Hardware Replacement Labor	Yes	All PCs, Firewalls, Switches, Routers, Server Included
Quarterly Security Audit	Yes	IP Port Scan, VPN, Q365, 2-Factor Setup Review
Software System Migrations	No	Standard hourly billing rates apply (special project)
Adding/Moving New Additional Devices or Systems	No	Standard hourly billing rates apply (special project)
Dedicated TR Consultant	Yes	TR Consultant
<b>Look@IT ProActive – Fixed Labor Support</b>	<b>New Monthly Payment</b>	<b>Note</b>
<b>Fixed Monthly Labor</b>	<b>\$950</b>	<b>12 Month Term</b>

3

## Proposed Monthly Breakdown: City of Mora

Description	Monthly	Annual
Datto Backup	\$129	\$1,548
Look@IT Monitoring	\$290	\$3,480
Microsoft Licensing	\$250.50	\$3,006
Look@IT ProActive Labor**	\$950	\$11,400
<b>Total</b>	<b>\$1,619.50</b>	<b>\$19,434</b>

4

## Look@IT ProActive Managed Service: Save Time and Money

### 1. Predictable Billing

Its easier to save money when you know exactly what you will be spending each month. With repair and hardware replacement labor included you no longer must worry about extra IT spend each month.

### 2. Decreased Downtime

Fixed monthly service allows your Dedicated Consultant to manage your network proactively rather than reactively. The Consultant can take charge improving systems and extra care to prevent issues instead of only fixing issues.

### 3. Create Tickets as Issues Arise

With repair and replacement labor included issues are handled as they arise. Giving leadership peace of mind day-to-day operations are running smoothly under 1 fixed payment. With quarterly security audits

### 4. IT Security

With quarterly security audits included leadership can have peace of mind that user accounts and network security protocols are established and kept up to date on a routine schedule.

### 5. Retain Senior IT Support

Average IT salary in Minnesota is \$79k\* and increases each year. In this hyper competitive market securing top-talent is key to business success. With Managed Services you secure your TR Consultant as a dedicated team member to help with day-to-day operations and long-term technology planning. (Ref. MN Dept of Labor\*)

5

## Scope of Services -

TR COMPUTER SALES LOOK@IT PROACTIVE IS A MANAGED SERVICE OPTION. THE FIXED MONTHLY FEE IS COVERED UNDER A 12-MONTH SERVICE AGREEMENT. FIXED FEE LABOR DOES NOT INCLUDE SOFTWARE MIGRATIONS, ADDING DEVICES, LOCATIONS, OR PHYSICAL MOVES.

### OUT OF SCOPE EXPLANATION:

*THE ADDITION OF LOCATIONS, IT ASSETS, SERVICES, SERVICE HOURS, AND COVERED DAYS NOT SET OUT IN THIS AGREEMENT WILL REQUIRE BILLING AS ADDITIONAL SERVICES OR A PROJECT OR RESULT IN AN ADJUSTMENT TO THE CLIENT'S MONTHLY CHARGES. FOR EXAMPLE, CLIENTS MOVING TO A NEW LOCATION OR ADDING ADDITIONAL USERS REQUIRING ADDITIONAL ROUTERS AND NETWORKS ARE PROJECTS. ALL SERVICES REQUESTED BY CLIENTS WHICH ARE NOT INCLUDED IN THE COVERAGES SET OUT IN THIS AGREEMENT ARE BILLED AS "ADDITIONAL SERVICES" OR A "PROJECT" AND WILL BE QUOTED AND BILLED AS SEPARATE CHARGES AT TR COMPUTER SALES, LLC.'S THEN HOURLY RATE.*

6

## Fixed Fee: Terms and Conditions

Fixed Fee Terms	Fixed Fee Conditions
Changes in number of devices increases or decreases by 15% the fee will be adjusted proportionally.	PCs, servers, routers switches less than 5-7 years old or when equipment is failing.
Must maintain hardware service support contract	Programs must be installed by an MSP technician or software technical support with an MSP technician assisting
Client must have a vendor supported firewall	Force Majeure: Neither party liable for performance or delay in case of acts of God
12-month Agreement	Servers must be licensed





# MEMORANDUM

Date: November 15, 2022  
To: Mayor and City Council  
Public Utilities Commission  
From: Mandi Yoder, Human Resources  
RE: 2023 Salary Schedule and Pay Plan

## SUMMARY

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We ask the City Council and Public Utilities Commission to consider the 2023 Pay Plan and Salary Schedules.

## BACKGROUND

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The salary schedule reflects a 3% COLA increase for 2023 based on collective bargaining agreements previously approved by the City Council and Public Utilities Commission. The pay plan shows the actual pay for each employee throughout the year, which includes the COLA and step increases.

## OPTIONS IMPACTS

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All salary schedules and pay plans are within the proposed budgets for 2023.

## RECOMMENDATIONS

---

For the City Council to consider making a motion to approve the 2023 consolidated, fire, aquatic center, and board and commission salary schedules and pay plan as presented.

For the Public Utilities Commission consider making a motion to approve the 2023 consolidated, fire, aquatic center, and board and commission salary schedules and pay plan as presented.

*Attachments: 2023 Proposed Salary Schedules  
2023 Pay Plan*

**CITY OF MORA/MORA MUNICIPAL UTILITIES  
Consolidated Salary Schedule  
2023**

**For All Employees  
Except Fire Department & Aquatic Center**

**Hourly Rate**

<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>
1	13.52	13.86	14.21	14.57	14.94	15.31	15.68	16.08	16.50	16.90
2	14.94	15.30	15.68	16.07	16.49	16.89	17.32	17.76	18.20	18.62
3	16.08	16.50	16.90	17.32	17.77	18.20	18.64	19.11	19.58	20.10
4	17.93	18.39	18.85	19.31	19.81	20.28	20.79	21.32	21.83	22.39
5	20.15	20.64	21.15	21.68	22.22	22.76	23.34	23.94	24.52	25.14
6	22.09	22.64	23.22	23.78	24.37	24.99	25.62	26.25	26.91	27.59
7	23.72	24.33	24.94	25.55	26.18	26.83	27.51	28.20	28.91	29.61
8	25.74	26.38	27.05	27.72	28.42	29.13	29.86	30.61	31.37	32.16
8.5	26.98	27.66	28.35	29.05	29.78	30.52	31.28	32.06	32.87	33.69
9	28.18	28.89	29.60	30.34	31.10	31.88	32.68	33.50	34.36	35.18
9.5	29.08	29.81	30.53	31.29	32.07	32.88	33.70	34.54	35.40	36.31
10	30.23	30.99	31.78	32.58	33.38	34.22	35.09	35.97	36.87	37.80
11	33.45	34.31	35.14	36.01	36.92	37.84	38.78	39.75	40.75	41.77
12	36.16	37.06	37.98	38.93	39.92	40.91	41.95	42.98	44.06	45.16
13	38.65	39.61	40.60	41.61	42.65	43.72	44.83	45.94	47.08	48.27
14	41.78	43.02	44.33	45.66	47.00	48.42	49.89	51.37	52.92	54.51
15	45.53	47.00	48.55	50.12	51.76	53.45	55.17	56.97	58.80	60.72
16	49.92	51.68	53.49	55.35	57.29	59.29	61.37	63.51	65.74	68.04

**Annual Rate**

<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>
1	28,122	28,829	29,557	30,306	31,075	31,845	32,614	33,446	34,320	35,152
2	31,075	31,824	32,614	33,426	34,299	35,131	36,026	36,941	37,856	38,730
3	33,446	34,320	35,152	36,026	36,962	37,856	38,771	39,749	40,726	41,808
4	37,294	38,251	39,208	40,165	41,205	42,182	43,243	44,346	45,406	46,571
5	41,912	42,931	43,992	45,094	46,218	47,341	48,547	49,795	51,002	52,291
6	45,947	47,091	48,298	49,462	50,690	51,979	53,290	54,600	55,973	57,387
7	49,338	50,606	51,875	53,144	54,454	55,806	57,221	58,656	60,133	61,589
8	53,539	54,870	56,264	57,658	59,114	60,590	62,109	63,669	65,250	66,893
8.5	56,118	57,533	58,968	60,424	61,942	63,482	65,062	66,685	68,370	70,075
9	58,614	60,091	61,568	63,107	64,688	66,310	67,974	69,680	71,469	73,174
9.5	60,486	62,005	63,502	65,083	66,706	68,390	70,096	71,843	73,632	75,525
10	62,878	64,459	66,102	67,766	69,430	71,178	72,987	74,818	76,690	78,624
11	69,576	71,365	73,091	74,901	76,794	78,707	80,662	82,680	84,760	86,882
12	75,213	77,085	78,998	80,974	83,034	85,093	87,256	89,398	91,645	93,933
13	80,392	82,389	84,448	86,549	88,712	90,938	93,246	95,555	97,926	100,402
14	86,902	89,482	92,206	94,973	97,760	100,714	103,771	106,850	110,074	113,381
15	94,702	97,760	100,984	104,250	107,661	111,176	114,754	118,498	122,304	126,298
16	103,834	107,494	111,259	115,128	119,163	123,323	127,650	132,101	136,739	141,523

COLA increase over prior year: 3.00%

Certified adopted by the council on \_\_\_\_ &  
commission on \_\_/\_\_/2022.  
By: \_\_\_\_\_

**CITY OF MORA/MORA MUNICIPAL UTILITIES  
Consolidated Salary Schedule  
2023**

**Grade Assignments**

- |   |  |
|---|--|
| 1.0 Summer Maintenance Worker   | 9.0 Activities & Recreation Coordinator<br>Liquor Store Assistant Manager<br>Public Works Assistant Superintendent<br>Water/Wastewater Operator I (Lead) |
| 2.0 Liquor Store Clerk II   |  |
| 5.0 Janitor<br>Winter Maintenance Worker<br>Water/Wastewater Maintenance Worker                         | 9.5 Generator Operator/Electrician<br>Generator Operator/Mechanic I (Lead)<br>Administrative Assistant   |
| 6.0 Liquor Store Clerk I (Lead)<br>Utility Billing Clerk II<br>Water/Wastewater Operator III (Training) | 10.0 Accountant<br>Human Resources Coordinator<br>Liquor Store Manager<br>Street Supervisor<br>Water/Wastewater Supervisor                               |
| 7.0 Aquatic Center Assistant Manager<br>Building Inspector  | 11.0 Building Official<br>Community Development Planner<br>Public Works Superintendent<br>Generator Operator/Master Electrician<br>Line Worker           |
| 8.0 Accounting Clerk<br>Equipment Operator/Mechanic<br>Mechanic<br>Utility Billing Clerk I              | 12.0 Administrative Services Director<br>Community Development Director<br><del>Plant/Line Supervisor</del>  |
| 8.5 Generator Operator/Mechanic II<br>Street Supervisor<br>Water/Wastewater Operator II                 | 13.0 <b>Plant/Line Supervisor</b>  |
|   | 14.0 Public Utilities Director   |
|   | 15.0 City Administrator/Public Utilities   |

**CITY OF MORA**  
**Salary Schedule**  
**2023**

**MORA AQUATIC CENTER**

Hourly Rate

Grade	Step A	Step B	Step C	Step D	Step E
1	11.00	11.50	12.00	12.50	13.00
2	14.00	14.50	15.00	15.50	16.00
3	15.00	15.50	16.00	16.50	17.00
4	16.00	16.50	17.00	17.50	18.00
5	17.00	17.50	18.00	18.50	19.00
6	18.00	18.50	19.00	19.50	20.00

Grade Assignments

- 1 Pool Aid  
Front Desk Worker  
Concession Worker  
Staff Training  
MAC Maintenance
- 2 Swim Instructor
- 3 Lifeguard
- 4 Head Lifeguard / Certified Instructor
- 5 Shift Supervisor
- 6 Shift Supervisor / Certified Pool Operator

COLA 0%

Certified adopted by the council on  
 \_\_\_\_\_.

**CITY OF MORA**  
**Salary Schedule**  
**2023**

**CITY COUNCIL**  
Annual Salaries

Mayor \$5,000  
Council Member \$4,000

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**PUBLIC UTILITIES COMMISSION**  
Annual Salaries

Chair \$4,000  
Commissioner \$3,500  
Council Rep. \$25 per meeting

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**ECONOMIC DEVELOPMENT AUTHORITY**  
Per Meeting Wages

Commissioners & Council Rep. \$25

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**PLANNING COMMISSION**  
Per Meeting Wages

Commissioners & Council Rep. \$25

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**PARK BOARD**  
Per Meeting Wages

Commissioners & Council Rep. \$25

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**AIRPORT BOARD**  
Per Meeting Wages

Commissioners & Council Rep. \$25

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Certified adopted by the council on

\_\_\_\_\_.

By: \_\_\_\_\_

**CITY OF MORA  
Salary Schedule  
2023**

**MORA AREA FIRE DEPARTMENT**

<b>Officers</b>	<u>Hourly Rate</u>		<u>Annual Salary</u>
	Base	Response	
Chief	\$10.00	\$15.00	\$ 5,000
Assistant Chief	\$10.00	\$15.00	\$ 2,000
Captain	\$10.00	\$15.00	\$ 1,500
Lieutenant	\$10.00	\$15.00	\$ 750
Secretary	\$10.00	\$15.00	\$ 900

<b>Firefighters</b>	<u>Hourly Rate</u>	
	Base	Response
Fire Fighter I	\$10.00	\$15.00
Fire Fighter II	\$10.00	\$13.00
Fire Fighter III (training)	\$10.00	\$10.00

Base rate covers meetings, drills, and reporting to fire station only during calls.  
Response rate covers reporting to scene during calls.

Certified adopted by the council on

\_\_\_\_\_.

**CITY OF MORA**  
**Salary Schedule**  
**2023**

**CITY COUNCIL**  
Annual Salaries

Mayor \$5,000  
Council Member \$4,000

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**PUBLIC UTILITIES COMMISSION**  
Annual Salaries

Chair \$4,000  
Commissioner \$3,500  
Council Rep. \$25 per meeting

---

**ECONOMIC DEVELOPMENT AUTHORITY**  
Per Meeting Wages

Commissioners & Council Rep. \$25

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**PLANNING COMMISSION**  
Per Meeting Wages

Commissioners & Council Rep. \$25

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**PARK BOARD**  
Per Meeting Wages

Commissioners & Council Rep. \$25

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**AIRPORT BOARD**  
Per Meeting Wages

Commissioners & Council Rep. \$25

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Certified adopted by the council on

\_\_\_\_\_.

By: \_\_\_\_\_



**CITY OF MORA/MORA MUNICIPAL UTILITIES  
CONSOLIDATED PAY PLAN  
2023**

Effective: 12/26/2022				PRIOR			2023 PAY PLAN						
Employee Name	Code	Department Name	Position Name	Effective Date	Grade-Step	Rate	Effective Date	Grade-Step	COLA 3.00%	Step	Rate	Increase \$	Increase %
Anderson, Glenn-1	13	Administration	City Administrator	3/21/2022	15-F	51.89	12/26/2022	15-F	1.56	-	53.45	1.56	3.01%
Anderson, Glenn-2	13	Administration	City Administrator	12/26/2022	15-F	53.45	3/21/2023	15-G	-	1.72	55.17	1.72	3.22%
Segelstrom, Natasha-1	15	Finance	Administrative Services Director	7/6/2022	12-C	36.87	12/26/2022	12-C	1.11	-	37.98	1.11	3.01%
Segelstrom, Natasha-2	15	Finance	Administrative Services Director	12/26/2022	12-C	37.98	7/6/2023	12-D	-	0.95	38.93	0.95	2.50%
Yoder, Mandi-1	13	Administration	135 Human Resource Coordinator/Ad Asst	3/27/2022	9.5-G	32.72	12/26/2022	10-G	0.98	1.39	35.09	2.37	7.24%
Yoder, Mandi-2	13	Administration	135 Human Resource Coordinator/Ad Asst	12/26/2022	10-G	35.09	1/1/2023	10-H	-	0.88	35.97	0.88	2.51%
Yoder, Mandi-3	13	Administration	135 Human Resource Coordinator/Ad Asst	1/1/2023	10-H	35.97	7/1/2023	10-I	-	0.90	36.87	0.90	2.50%
Krie, Jeff-1	13	Administration	510 Activities & Recreation Coordinator	5/22/2022	9-F	30.95	12/26/2022	9-F	0.93	-	31.88	0.93	3.00%
Krie, Jeff-2	13	Administration	510 Activities & Recreation Coordinator	12/26/2022	9-F	31.88	5/22/2023	9-G	-	0.80	32.68	0.80	2.51%
Haggenmiller, Alan-1	13	Administration	139 Janitor	10/20/2022	5-F	22.10	12/26/2022	5-F	0.66	-	22.76	0.66	2.99%
Haggenmiller, Alan-2	13	Administration	139 Janitor	12/26/2022	5-F	22.76	10/20/2023	5-G	-	0.58	23.34	0.58	2.55%
King, Sara-1	15	Finance	153 Accountant	12/29/2021	10-G	34.07	12/26/2022	10-G	1.02	-	35.09	1.02	2.99%
King, Sara-2	15	Finance	153 Accountant	12/26/2022	10-G	35.09	12/29/2022	10-H	-	0.88	35.97	0.88	2.51%
Erickson, Kelly-1	15	Finance	154 Accounting Clerk	6/5/2022	8-J	31.22	12/26/2022	8-J	0.94	-	32.16	0.94	3.01%
Erickson, Kelly-2	15	Finance	154 Accounting Clerk	12/26/2022	8-J	32.16	6/5/2023	8-J	-	-	32.16	-	0.00%
Bliss, Jessica-1	15	Finance	156 Utility Billing Clerk I	12/16/2022	8-E	27.59	12/26/2022	8-E	0.83	-	28.42	0.83	3.01%
Bliss, Jessica-2	15	Finance	156 Utility Billing Clerk I	12/26/2022	8-E	28.42	12/16/2023	8-F	-	0.71	29.13	0.71	2.50%
Gravening, Jessica-1	15	Finance	156 Utility Billing Clerk II	9/21/2022	6-D	23.09	12/26/2022	6-D	0.69	-	23.78	0.69	2.99%
Gravening, Jessica-2	15	Finance	156 Utility Billing Clerk II	12/26/2022	6-D	23.78	9/21/2023	6-E	-	0.59	24.37	0.59	2.48%
Kohlgraf, Joe-1	31	Public Works	311 Public Works Director	4/27/2022	13-J	46.86	12/26/2022	13-J	1.41	-	48.27	1.41	3.01%
Kohlgraf, Joe-2	31	Public Works	311 Public Works Director	12/26/2022	13-J	48.27	1/1/2023	14-J	-	6.24	54.51	6.24	12.93%
New Plant/Line Supervisor-1	38	Public Works	383 Plant/Line Supervisor	10/10/2022	12-J	43.84	12/26/2022	12-J	1.32	-	45.16	1.32	
New Plant/Line Supervisor-2	38	Public Works	383 Plant/Line Supervisor	12/26/2022	12-J	45.16	4/17/2023	12-J	-	-	45.16	-	0.00%
New Plant/Line Supervisor-3	38	Public Works	383 Plant/Line Supervisor	4/17/2023	12-J	45.16	10/10/2023	12-J	-	-	45.16	-	0.00%
Bontjes, Shayne-1	31	Public Works	315 Equipment Operator/Mechanic	10/25/2022	8-E	27.59	12/26/2022	8-E	0.83	-	28.42	0.83	3.01%
Bontjes, Shayne-2	31	Public Works	315 Equipment Operator/Mechanic	12/26/2022	8-E	28.42	10/25/2023	8-F	-	0.71	29.13	0.71	2.50%
Heggernes, Rob-1	31	Public Works	315 Equipment Operator/Mechanic	1/2/2022	8-J	31.22	12/26/2022	8-F	0.94	-	32.16	0.94	3.01%
Heggernes, Rob-2	31	Public Works	315 Equipment Operator/Mechanic	12/26/2022	8-J	32.16	1/2/2023	8-J	-	-	32.16	-	0.00%
Kleven, Rusty-1	31	Public Works	315 Equipment Operator/Mechanic	1/22/2022	8-J	31.22	12/26/2022	8-J	0.94	-	32.16	0.94	3.01%
Kleven, Rusty-2	31	Public Works	315 Equipment Operator/Mechanic	12/26/2022	8-J	32.16	1/22/2023	8-J	-	-	32.16	-	0.00%
Brabec, Ben-1	31	Public Works	315 Equipment Operator/Mechanic	3/17/2022	8-D	26.91	12/26/2022	8-D	0.81	-	27.72	0.81	3.01%
Brabec, Ben-2	31	Public Works	315 Equipment Operator/Mechanic	12/26/2022	8-D	27.72	3/17/2023	8-E	-	0.70	28.42	0.70	2.53%
Summer Maint-St&Pk	31	Public Works	319 Summer Maintenance Worker		1-A	13.13	12/26/2022	1-I	0.39	2.98	16.50	3.37	25.67%
Summer Maint-Cem	31	Public Works	319 Summer Maintenance Worker		1-F	14.86	12/26/2022	1-I	0.45	1.19	16.50	1.64	11.04%
Summer Maint-Airport	31	Public Works	319 Summer Maintenance Worker		1-C	13.80	12/26/2022	1-I	0.41	2.29	16.50	2.70	19.57%
Summer Maint-W/WW	37	Public Works	319 Summer Maintenance Worker		1-B	13.46	12/26/2022	1-I	-	3.04	16.50	3.04	22.59%
Mattson, Ken-1	37	Public Works	374 Water/Wastewater Operator I	1/21/2022	9-J	34.16	12/26/2022	9-J	1.02	-	35.18	1.02	2.99%
Mattson, Ken-2	37	Public Works	374 Water/Wastewater Operator I	12/26/2022	9-J	35.18	1/21/2023	9-J	-	-	35.18	-	0.00%
Ramthun, Dylan-1	37	Public Works	375 Water/Wastewater Operator II	11/17/2022	8.5-C	27.52	12/26/2022	8.5-C	0.83	-	28.35	0.83	3.02%
Ramthun, Dylan-2	37	Public Works	375 Water/Wastewater Operator II	12/26/2022	8.5-C	28.35	11/17/2023	8.5-D	-	0.70	29.05	0.70	2.47%
Priebe, Riley-1	37	Public Works	375 Water/Wastewater Operator II	8/8/2022	8.5-A	26.19	12/26/2022	8.5-A	0.79	-	26.98	0.79	3.02%
Priebe, Riley-2	37	Public Works	375 Water/Wastewater Operator II	12/26/2022	8.5-A	26.98	2/8/2023	8.5-B	-	0.68	27.66	0.68	2.52%
Priebe, Riley-3	37	Public Works	375 Water/Wastewater Operator II	2/8/2023	8.5-B	22.22	8/8/2023	8.5-C	-	6.13	28.35	6.13	27.59%
New W/WW Operator-1	37	Public Works	375 Water/Wastewater Operator II		8.5-A	26.19	7/1/2023	8.5-A	0.79	-	26.98	0.79	3.02%
New W/WW Operator-2	37	Public Works	375 Water/Wastewater Operator II	7/1/2023	8.5-A	26.98	1/1/2024	8.5-B	-	0.68	27.66	0.68	2.52%
Stulc, Jeremy-1	38	Public Works	389 Generator Operator/Electrician	4/17/2022	11-J	40.55	12/26/2022	11-J	1.22	-	41.77	1.22	3.01%
Stulc, Jeremy-2	38	Public Works	389 Generator Operator/Electrician	12/26/2022	11-J	41.77	4/17/2023	11-J	-	-	41.77	-	0.00%
Bergstadt, Gary-1	38	Public Works	387 Generator Operator/Mechanic I	4/28/2022	9.5-J	35.25	12/26/2022	9.5-J	1.06	-	36.31	1.06	3.01%
Bergstadt, Gary-2	38	Public Works	387 Generator Operator/Mechanic I	12/26/2022	9.5-J	36.31	4/28/2023	9.5-J	-	-	36.31	-	0.00%
Felger, Matt-1	38	Public Works	388 Generator Operator/Mechanic II	10/16/2022	8.5-J	32.71	12/26/2022	8.5-J	0.98	-	33.69	0.98	3.00%
Felger, Matt-2	38	Public Works	388 Generator Operator/Mechanic II	12/26/2022	8.5-J	33.69	10/16/2023	8.5-J	-	-	33.69	-	0.00%
New Line Worker-1	38	Public Works	390 Electric Line Worker I	12/27/2022	11-E	35.84	6/1/2023	11-E	1.08	-	36.92	1.08	3.01%
New Line Worker-2	38	Public Works	390 Electric Line Worker I	6/1/2022	11-E	36.92	12/1/2022	11-F	-	0.92	37.84	0.92	2.49%
New Line Worker-3	38	Public Works	390 Electric Line Worker I	12/27/2022	11-E	35.84	6/1/2022	11-E	1.08	-	36.92	1.08	3.01%
New Line Worker-4	38	Public Works	390 Electric Line Worker I	6/1/2022	11-E	36.92	12/1/2023	11-F	-	0.92	37.84	0.92	2.49%
MAC Assistant Manager-1	51	Aquatic Center	512 Aquatic Center Assistant Manager		7-B	23.62	12/26/2022	7-B	0.71	-	24.33	0.71	3.01%
MAC Assistant Manager-2	51	Aquatic Center	512 Aquatic Center Assistant Manager		7-B	23.62	10/19/2020	7-B	0.71	-	24.33	0.71	3.01%
Shift Supervisor-1	51	Aquatic Center	512 Aquatic Center Assistant Manager		1-E	13.68	12/26/2022	1-F	0.41	-	14.09	0.41	3.00%
Krone, Julie-1	57	Liquor Store	571 Liquor Store Manager	3/9/2022	10-G	34.07	12/26/2022	10-G	1.02	-	35.09	1.02	2.99%
Krone, Julie-2	57	Liquor Store	571 Liquor Store Manager	12/26/2022	10-G	35.09	3/9/2023	10-H	-	0.88	35.97	0.88	2.51%
Kieser, Danielle-1	57	Liquor Store	572 Liquor Store Asst Manager	3/18/2022	9-E	30.19	12/26/2022	9-E	0.91	-	31.10	0.91	3.01%
Kieser, Danielle-2	57	Liquor Store	572 Liquor Store Asst Manager	12/26/2022	9-E	31.10	3/18/2023	9-F	-	0.78	31.88	0.78	2.51%
Whited, Kim-1	57	Liquor Store	576 Liquor Store Clerk II	3/21/2022	2-H	17.24	12/26/2022	2-H	0.52	-	17.76	0.52	3.02%
Whited, Kim-2	57	Liquor Store	576 Liquor Store Clerk II	12/26/2022	2-H	17.76	3/21/2023	2-I	-	0.44	18.20	0.44	2.48%

Effective: 12/26/2022

Employee Name	Code	Department Name	Code	Position Name	PRIOR			2023 PAY PLAN						
					Effective Date	Grade-Step	Rate	Effective Date	Grade-Step	COLA 3.00%	Step	Rate	Increase \$	Increase %
Kohl, John-1	57	Liquor Store	576	Liquor Store Clerk II	1/11/2022	2-C	15.22	12/26/2022	2-C	0.46	-	15.68	0.46	3.02%
Kohl, John-2	57	Liquor Store	576	Liquor Store Clerk II	12/26/2022	2-C	15.68	1/11/2023	2-D	-	0.39	16.07	0.39	2.49%
Kiefer, Danielle-1	57	Liquor Store	576	Liquor Store Clerk II	11/9/2022	2-B	14.85	12/26/2022	2-B	0.45	-	15.30	0.45	3.03%
Kiefer, Danielle-2	57	Liquor Store	576	Liquor Store Clerk II	12/26/2022	2-B	15.30	5/9/2023	2-C	-	0.38	15.68	0.38	2.48%
New Hire E-1	57	Liquor Store	576	Liquor Store Clerk II	12/7/2021	2-B	14.85	12/26/2022	2-B	0.45	-	15.30	0.45	3.03%
New Hire E-2	57	Liquor Store	576	Liquor Store Clerk II	12/26/2022	2-B	15.30	6/7/2022	2-C	-	0.38	15.68	0.38	2.48%
Speers, Cheryl-1	57	Liquor Store	576	Liquor Store Clerk II	6/28/2021	2-C	15.22	12/26/2022	2-C	0.46	-	15.68	0.46	3.02%
Speers, Cheryl-2	57	Liquor Store	576	Liquor Store Clerk II	12/26/2022	2-C	15.68	6/28/2023	2-D	-	0.39	16.07	0.39	2.49%
New Hire A-1	57	Liquor Store	576	Liquor Store Clerk II	12/6/2021	2-A	14.50	12/27/2021	2-A	0.44	-	14.94	0.44	3.03%
New Hire A-2	57	Liquor Store	576	Liquor Store Clerk II	12/27/2021	2-A	14.94	6/6/2022	2-B	-	0.36	15.30	0.36	2.41%
New Hire A-3	57	Liquor Store	576	Liquor Store Clerk II	12/27/2021	2-B	15.30	12/6/2022	2-C	-	0.38	15.68	0.38	2.48%
New Hire B-1	57	Liquor Store	576	Liquor Store Clerk II	12/6/2021	2-A	14.50	12/27/2021	2-A	0.44	-	14.94	0.44	3.03%
New Hire B-2	57	Liquor Store	576	Liquor Store Clerk II	12/27/2021	2-A	14.94	6/6/2022	2-B	-	0.36	15.30	0.36	2.41%
New Hire B-3	57	Liquor Store	576	Liquor Store Clerk II	12/27/2021	2-B	15.30	12/6/2022	2-C	-	0.38	15.68	0.38	2.48%
Potter, Sherri-1	57	Liquor Store	576	Liquor Store Clerk II	7/3/2021	2-E	16.01	12/26/2022	2-E	0.48	-	16.49	0.48	3.00%
Potter, Sherri-2	57	Liquor Store	576	Liquor Store Clerk II	12/26/2022	2-E	16.49	7/3/2023	2-F	-	0.40	16.89	0.40	2.43%
New Hire D-1	57	Liquor Store	575	Liquor Store Clerk I	12/26/2022	6-E	23.66	12/26/2022	6-E	0.71	-	24.37	0.71	3.00%
New Hire D-2	57	Liquor Store	575	Liquor Store Clerk I	12/26/2022	6-E	24.37	7/1/2023	6-F	-	0.62	24.99	0.62	2.54%
Faurie, Kirsten-1	64	Community Development	641	Community Development Director	7/18/2022	12-A	35.11	12/26/2022	12-A	1.05	-	36.16	1.05	2.99%
Faurie, Kirsten-2	64	Community Development	641	Community Development Director	12/26/2022	12-A	36.16	1/18/2023	12-B	-	0.90	37.06	0.90	2.49%
Faurie, Kirsten-3	64	Community Development	641	Community Development Director	1/18/2023	12-B	37.06	7/18/2023	12-C	-	0.92	37.98	0.92	2.48%
Christenson, Caleb-1	64	Community Development	646	Building Official	1/21/2022	11-D	34.96	12/26/2022	11-D	1.05	-	36.01	1.05	3.00%
Christenson, Caleb-2	64	Community Development	646	Building Official	12/26/2022	11-D	36.01	1/21/2023	11-E	-	0.91	36.92	0.91	2.53%

Certified adopted by the council on \_\_\_\_\_ & commission on \_\_\_\_\_.



# MEMORANDUM

Date: November 15, 2022  
 To: City Council  
 From: Kirsten Faurie, Community Development Director  
 RE: 2022 Tax Abatement Report – JCF Properties

## SUMMARY

The City Council will receive a tax abatement report from JCF Properties, LLC, determine if the business has met its goal of creating residential dwelling units, and authorize the annual abatement payment. The EDA reviewed the report on Nov. 1, 2022 and recommends approval of the payment.

## BACKGROUND INFORMATION

The City Council approved the use of tax abatement for JCF Properties (JCF) in June 2017. Per the Business Subsidy Agreement, the owner of JCF agreed to renovate a former motel into a minimum of 20 residential dwelling units over the course of the 10-year abatement period with a total possible abatement of \$20,000. JCF is required to submit a tax abatement report annually by November 5th in order to receive an abatement payment in December.

JCF was required to create a minimum of 20 residential dwelling units over the course of the 10-year abatement period. The Business Subsidy Agreement provides a specific dollar amount per unit per year abatement payment formula (\$100 / unit / year), based on the number of units available for occupancy as of November 1st each year. Abatement payments will never exceed the amount of taxes payable to and collected by the city for that year.

The attached report shows that JCF had 21 residential dwelling units available for occupancy as of October 30, 2022, which means the business is eligible to receive a tax abatement payment of \$2,100.00 in December, if the City Council accepts the tax abatement report and upon confirmation from the Kanabec County Auditor-Treasurer's office that 2022 taxes have been paid in full.

The city's portion of property taxes collected in 2022 was \$3,633.01, which means that the city is still generating tax revenue while offering the financial incentive. To date JCF has received five tax abatement payments from the city totaling \$8,233.98.

The EDA reviewed the tax abatement report at its November 1, 2022 meeting and recommended that the council authorize the annual abatement payment of \$2,100.00 to JCF in December.

## OPTIONS & IMPACTS

1. If the City Council determines that JCF has met its residential unit goal, the council is obligated to make an abatement payment in December per the terms of the Business Subsidy Agreement.

2. If the City Council determines that JCF has not met its residential unit goal, the Business Subsidy Agreement becomes null and void and no future payments shall be provided to the business.

#### RECOMMENDATION

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Motion to accept the 2022 tax abatement report submitted by JCF Properties and recommend that the annual abatement payment of \$2,100 be made in December per the terms of the Business Subsidy Agreement.

#### *Attachments*

2022 Tax Abatement Report, JCF Properties

October 30, 2022

City of Mora & Kanabec County  
101 Lake Street S.  
Mora, MN 55051

Re: 2022 Tax Abatement Report

Per the Business Subsidy Agreement between the City of Mora, Kanabec County and JCF Properties, LLC for abatement of property taxes for 1819 Highway 65, Mora, MN 55051, I hereby submit this annual report for the city's review and consideration. As of October 30, 2022, 21 residential units were available for occupancy.

Respectfully,

*John C Fuhr*

\_\_\_\_\_  
John C. Fuhr  
JCF Properties, LLC

RECEIVED  
OCT 31 2022 (KF)





# MEMORANDUM

Date: November 15, 2022  
 To: Mayor and City Council  
 From: Sara B. King, Accountant  
 RE: General Fund 2022 Budget Amendment

## SUMMARY

Budget amendments are periodically needed to “true-up” the City’s spending plan.

## BACKGROUND INFORMATION

City staff recently learned that generally-accepted accounting rules require funds provided to the EDA from the City to be considered “contributions” and not “transfers”. This information was provided by our audit firm, BerganKDV, and is supported by GASB Statement No. 34, paragraph 61. Amending the General Fund budget demonstrates the City’s desire for good financial stewardship.

## Budget Amendments Relating to Accounting Rules for Contributions to the Mora EDA:

Type	Account Code	Account Description	Current 2022 Budget	(Proposed) Amended 2022 Budget	Change from Current Budget (\$)	Justification
Expenditure	E 101-41000-344	Contributions	\$ -	\$ 20,000	\$ 20,000	Staff learned during the 2021 audit process that funds provided to the EDA from the City must be considered "contributions" and not "transfers".
Expenditure	E 101-41000-712	Transfer to Special Revenue Fund	20,000	-	(20,000)	Staff learned during the 2021 audit process that funds provided to the EDA from the City must be considered "contributions" and not "transfers".
			\$ 20,000	\$ 20,000	\$ -	Net effect to General Fund Reserve Balance

## OPTIONS & IMPACTS

- Motion to approve 2022 budget amendments, as presented.
- Do not approve 2022 budget amendments.

## RECOMMENDATIONS

Motion to approve 2022 budget amendments, as presented.





# MEMORANDUM

Date: November 15, 2022  
 To: City Council  
 From: Kirsten Faurie, Community Development Director  
 RE: 2022 Tax Abatement Report – Northland Process Piping

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## SUMMARY

The City Council will receive a tax abatement report from northland Process Piping, determine if the business has met its job creation goal, and authorize the annual abatement payment. The Mora Economic Development Authority reviewed the report on Nov. 1, 2022 and recommended approval of the annual abatement payment.

## BACKGROUND INFORMATION

The City Council approved the use of tax abatement for Northland Process Piping (NPP) in April 2015. Per the Business Subsidy Agreement, the owners of NPP have agreed to create 15 permanent full-time equivalent (FTE) jobs over the course of the 12-year tax abatement period with a total possible abatement of \$37,500. NPP is required to submit a tax abatement report annually by October 1<sup>st</sup> in order to receive an abatement payment in December.

NPP is required to create 15 permanent FTE jobs meeting specific wage and benefit requirements over the course of the 12-year abatement period. The Business Subsidy Agreement provides a specific timeline for job creation, with a minimum of three FTE jobs being created in each two year period beginning in 2017. Jobs created in 2015 and 2016 were used to meet the MN Investment Fund (MIF) job creation goal of 20 FTE jobs. The new jobs created for tax abatement must be in addition to the 20 FTE jobs created for MIF. For the period of two-year period of January 1, 2021 – December 31, 2022, the business was required to create three jobs.

If the EDA and City Council determine that the job creation goal for the current two-year period (January 1, 2021 – December 31, 2022) has been met, the business will be eligible to receive a tax abatement payment of **\$6,584.06** in December (90% of the city's portion of taxes collected in 2022), upon confirmation from the Kanabec County Auditor-Treasurer's office that 2022 taxes have been paid in full. The city's portion of property taxes collected in 2022 for the two parcels included in the Business Subsidy Agreement was \$7,315.62, which means that the city is still generating tax revenue while offering the financial incentive. Since 2015, NPP has received a total of \$20,239.09 in tax abatement.

If the EDA and City Council determine that the job creation goal for the current two-year period (January 1, 2019 – December 31, 2020) has not been met, the Business Subsidy Agreement shall become null and void and no future payments shall be provided to the business. If this happens, the business may retain past payments and will not be required to repay the city.

Email correspondence with Frank Westling shows that like many business, NPP has had difficulty filling vacant positions. The correspondence shows that since the report was submitted, NPP has hired two additional workers who will begin employment within the next month with 11 vacancies remaining.

## RECOMMENDATION

---

Motion to accept the 2022 tax abatement report submitted by Northland Process Piping and authorize the annual abatement payment of \$6,584.06 in December.

### *Attachments*

2022 Tax Abatement Report, Northland Process Piping

Email Correspondence

Current Job Postings



NPP  
NORTHLAND PROCESS PIPING  
I.N.C.

NORTHLAND PROCESS PIPING is a leader in Stainless Steel Fabrication and Installation, locations in Isle & Mora, seeking Experienced and Entry Level positions:

TIG Welders/Fabricators	Mechanical Drafter
Traveling Welders	Material Handler/Inventory Clerk
CNC Machinist	Safety Coordinator
Inside Sales	Grinder
Custodian/Laborer	Purchasing Agent
Project Estimator	Maintenance Technician

FT with Health, Dental, Aflac, Paid Holidays,  
Safety Incentive Program, Paid Vac. & 401k  
Please fax or mail resumes to (320) 227-8873 Attn: Natalie  
1662 320th Ave. Isle, MN 56342  
[www.nppmn.com](http://www.nppmn.com)

## Northland Process Piping

**320-679-2119**

1662 320th Ave  
Isle, MN 56342  
(Office)

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**B Contact**  
**320-227-8873**





# MEMORANDUM

Date: November 15, 2022  
To: Mayor and City Council  
From: Mandi Yoder, Human Resources  
RE: Insurance Agent of Record Review of Proposals

## SUMMARY

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The City Council will review proposals received for insurance agent of record services for the City of Mora.

## BACKGROUND

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Two proposals were received for insurance agent services for the Property/Liability policy carried through the League of Minnesota Cities Insurance Trust.

Town & Country Insurance Agency, Agent Jack Cole  
Dullinger Insurance Agency, Agent Keith Dullinger

## OPTIONS IMPACTS

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Review both proposals, discuss, and collectively choose the agent's proposal you feel best fits our organization for the term of three years ending 12/31/2025.

## RECOMMENDATIONS

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For the City Council to consider making a MOTION to accept the proposal from \_\_\_\_\_ for Insurance Agent of Record services for the City of Mora to expire December 31, 2025.

*Attachments: Insurance Agent of Record RFPs.*

**APPENDIX A  
PRICE PROPOSAL  
INSURANCE AGENT OF RECORD**

Following is our proposal, to the City of Mora, for providing insurance agent of record services in conformance with the specifications dated October 7, 2022. Prices include all costs needed to complete the work including, but not limited to labor, equipment, materials, supervision, sales and use taxes and overhead expenses:

**Price Basis (Choose one)**

**Percent of Premium**

Year	Basis (i.e.: premium, hourly, etc.)	Rate	Annual Price
2023	premium	7%	
2024	premium	7%	
2025	premium	7%	

**Lump Sum**

Year	Basis (i.e.: premium, hourly, etc.)	Rate	Annual Price
2023			
2024			
2025			

The City of Mora shall remit payment to the agent of record on an annual basis after completion of the policy renewal, by way of an invoice submitted to the City by the agent of record.

Agent/Contact Person Jack Cole

Agency Name Town and Country

Agency Address 600 Clark Street Mora MN 55051

Agency Telephone 320-679-4400

Agent/Contact Person's Cell/Telephone 612-390-2085

Agent/Contact Person's E-mail Address Jack@TownandCountry.com

Agent/Authorized Signature 

Date of Proposal 11-3-2022



# TOWN & COUNTRY INSURANCE

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11/03/2022

Town & Country Insurance currently insures 12 local Cities and municipalities with The League of Minnesota Cities.

Due to the size of the agency, we have the luxury of specialization when it comes to Municipality insurance needs. We understand the renewal process with the League and we have 5 commercial lines agents that handle and service the agency's commercial book of business.

I have been in the insurance industry for 23 years. I have been with Town and Country Insurance for the past 15 years. Every 2 years I take a minimum of 24 hours of continuing education in the insurance field.

## **References**

Kevin Lindberg

320-679-1936

[klindberg@truedirectionsinc.com](mailto:klindberg@truedirectionsinc.com)

### **True Directions, Inc**

106 East Maple Ave

Mora, MN 55051

Services provided include:

Annual renewal Appointments

Building inspections and valuations

Consulting with Insured on loss control issues

Advising on coverage concerns

Handling claims

Providing certificates of insurance

Cheryl Nies

Phone Number 320-679-4700

Admin@7countyseniors.org

### **Seven County Senior Federation**

47 Park Street Suit 7

Mora, Mn 55051

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**TOWNANDCOUNTRY-INS.COM**

**T: (866) 900-6684**

**F: (320) 233-6687**

**Facebook @TCInsurance**

**Twitter @TCINS**

**FINLAYSON OFFICE**

**2214 MN Highway 18**

**PO Box 258**

**Finlayson, MN 55735**

**(320) 233-6684**

**HINCKLEY OFFICE**

**202 Main Street East**

**PO Box 339**

**Hinckley, MN 55037**

**(320) 384-7423**

**MORA OFFICE**

**600 Clark Street**

**PO Box 89**

**Mora, MN 55051**

**(320) 679-4400**

Services Provided:

Annual renewal Appointments  
Building inspections and valuations  
Consulting with Insured on loss control issues  
Advising on coverage concerns  
Handling claims

Jenna Grabowski

320-679-5792

moraareachamber@gmail.com

**Mora/Kanabec Area Chamber of Commerce**

16 North Lake St

Mora, MN 55051

Services Provided.

Annual renewal Appointments  
Building inspections and valuations  
Consulting with Insured on loss control issues  
Advising on coverage concerns  
Handling claims

Thank you for considering Town & Country Insurance,

Jack T Cole

320-679-4400

Jack@townandcountry-ins.com



Keith W.  
**Dullinger**  
Insurance Agency

106 Railroad Ave NE  
Mora Mn 55051

Keith W. Dullinger  
keithdullinger@aibme.com  
320.679.3161 Office  
320.216.7503 office text line  
[www.dullingerinsurance.com](http://www.dullingerinsurance.com)

## Proposal for Insurance Services For:



November 1, 2022

## **Annual Cost of services:**

Cost of services shall be paid annually, billable in January of the year services will be provided. I.E. Services for the calendar year or 2023 will be billed in January of the same year - or shortly after the League of Minnesota Cities Insurance Trust generates the City of Mora's annual premium. Keith W. Dullinger Insurance Agency will Invoice the City of Mora at a rate of 4% of the annual premium invoiced by the LMCIT. Invoice will be billed with net 30 terms of payment.

## **Experience and Expertise:**

Atlas Insurance Brokers has about 140 independent agencies located in the state of MN - (approximately 400 agents). Atlas interacts with national carriers such as Allstate, Nationwide, Progressive, Travelers, Foremost, Safeco, Selective and with independent brokerage houses such as Burns & Wilcox, RPS, Northern States and offers a full line of personal, life, health and commercial insurance services.

Keith moved to Mora in 2017 and started as a captive agent working with Farmers Insurance. With Farmers, the majority of the business written was personal lines. Moving to Atlas insurance Brokers in 2020 changed much of the book of business from personal lines to commercial lines. Contractors, commercial trucking, small business owners, Church's and farms are included in the commercial lines business. Policies written include business owner's policies, (BOP's) which in most cases include property coverages and general liability. Many endorsements or stand-alone policies for cyber coverage, professional liability, health, work comp, inland marine and special event insurance enter the mix of insurance policies written.

Atlas provides a website for agents to access all of our carriers, phone numbers, email addresses and contact information. In addition to that, agencies have access to agent chat lines and support services so issues can be addressed quickly. Agents also have a unique message board to utilize the experience and knowledge of other agents in finding coverages for specialty items.

**Atlas serves as an Aggregator, utilizing the power of multiple independent agencies to negotiate rates and provide services at very competitive rates which benefit clients and agents alike.**

**Keith W Dullinger Ins. Agency is committed to using the most current and up-to-date methods in operation of the business and communication including office text line, web site interaction capability, email, telecon, cell phone and walk in service.**

## **Work Experience:**

Work History – Responsibilities:

Machinist 1981 – 1995 Big Lake MN

Manufacturing Engineer/ Project Manager 1995 – 2001 Big Lake MN

Owner – Machine shop \$7m sales 30+ employees 2001 – 2010 Monticello, MN

Convenience Store owner – 2010 – 2014 – Hibbing MN

Realtor 2012-2015 – Century 21 Grand Rapids, MN

Maintenance Tech – US Steel 2010-2015 Keewatin, MN (Mine closed 2015)

Bemidji State 2015 -2017 completion of Bachelor of Science Degree – Graduate Magna Cum Laude – Dean’s List - Business administration

2017 – Current – Insurance services – Farmers Insurance and Atlas Insurance Brokers “Dullinger Insurance Agency” Mora, MN.

Active with Mora Lions, Mora Chamber of Commerce and member of 4 pillars in Faith church Milaca, Foreston, Ogilvie, Mora.

See Add'l Resume' attached

## Personal References:

Vance Prigge, President Atlas Insurance Brokers, Rochester MN 507.252.8720

Steven Libor CPCU, RPLU Prof Liability/Property/Casualty Broker RPS – Minneapolis, MN  
952.646.6722

Randy Reynolds, Retired, Farmers Insurance Mora, MN 320.630.6402

Submitted by,

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Keith W. Dullinger

# Keith Dullinger

12055 250<sup>th</sup> St

• Milaca, MN 56353

• 218-966-0602

[keith.dullinger@gmail.com](mailto:keith.dullinger@gmail.com)

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## Profile

- ✓ Hardworking, balanced, dedicated, professional, highly motivated and responsible
- ✓ Flexible to work environments, situations, creative in problem solving, customer service
- ✓ Ability to learn, react and respond appropriately – effective use of systems and skills

## Education

**Bachelor of Science Degree**, August 2017 (anticipated, attending full time)  
Bemidji State University, Bemidji, Minnesota Dean's List

Major: **Business Administration - Management**

Minor: **Accounting**

**Associate in Arts Degree**, May, 2016

Itasca Community College, Grand Rapids, Minnesota, Dean's List

## Experience

**Maintenance Mechanic**, US Steel, Keewatin, Minnesota 2010 – 2015

- ✓ Mill Crew, rebuild, repair large Mills, work with Team of five, General maintenance and repair of pumps and plant equipment

**Business Owner**, Southside Sinclair (*Convenience Store*), Hibbing Minnesota & Rainbow Enterprises (*Machine Shop*) Monticello, Minnesota 1998 – 2014

- ✓ **Machine Shop** - Estimating, marketing, information systems, engineering, CFO, sales, capital equipment procurement, hiring of Management team. 35 Employees. ISO 9002 certification process. 1998-2004
- ✓ **Convenience Store** – designed, managed built from ground up. Then Owner/operator with up to 6 employees. Training, payroll, human resources, accounting, staff scheduling, facility and grounds maintenance. Work with Department of Health, EPA, DNR, Lottery and City departments to assure compliance with regulations and permits. 2004-2014

**Project Manager**, Remmele Engineering, Inc., Big Lake, Minnesota 1981-1998

- ✓ Sales and Project Management Work with plant, employees and plant management to assure customer requirements and due dates were met.
- ✓ Domestic, Government, Multinational and International customers. Sales and marketing presentations. Sales forecasting, maintain customer relationships and meet company profit objectives, quality system, and sales objectives.

## Personal & Academic

Dean's List: ICC and BSU

Phi Theta Kappa member

YMCA

Community involvement





# MEMORANDUM

Date: November 15, 2022  
To: Mayor and City Council  
From: Natasha Segelstrom, City Clerk  
RE: Mayor / Council Annual Training

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## SUMMARY

The City council will further discuss the implementation of an annual training requirement for elected officials and establish a Values Statement to recognize efforts that are in the best interest of the community.

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## BACKGROUND INFORMATION

At the October 2022 City Council meeting, the consensus amongst the City Council was to further discuss an annual training requirement for elected officials.

The League of Minnesota Cities provides newly elected officials training and resources to assist and better serve their community. With an annual training specific to the City of Mora, this will provide newly elected and currently serving elected official with changes that may occur within the organization to statutory changes.

The City Council Annual Training requirements would encompass the following information:

- |   |  |
|---|--|
| -Vital statistics for the City of Mora.     | -Motions, Resolutions and Ordinances       |
| -Local, State and Federal Elected Officials | -Data Practices                            |
| Joint Powers agreement                      | -Ethics                                    |
| Neighboring townships                       | -Agendas & Meetings                        |
| Intergovernmental Relations                 | Consent Agenda                             |
| -Councilmember Role and Mayor’s Role        | -Departments & Staff roles within the City |
| -Council Authority                          | -Compensation and Benefits                 |
| -Types of Meetings                          | - Annual Budget                            |
| Regular, Special, Emergency, Closed         | -Council/Staff Relations                   |
| Open Meeting Law                            | -Boards, Commissions and Committees        |
| -Parliamentary procedures                   | -City Financial Information                |

**City Council** members are leaders, visionaries, strategic planners, stewards.

**Staff** are responsible for carrying out Council visions and plans. Responsible for day-to-day administration and operation of the city.

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## OPTIONS & IMPACTS

- By adopting annual training requirements, this will provide Mayor and Council with up-to-date information as statutory requirements and resources.
- By establishing a Statement of Values assists decision makers to maintain the highest standards of personal and professional conduct and serves as a guide to independent, impartial and accountable.

## Memorandum

### RECOMMENDATIONS

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Motion to establish annual training requirements for elected officials.

Motion to establish Statement of Values.

#### *Attachments*

Sample Statement Values – Mayor’s Handbook

Sample Annual Training PowerPoint at Meeting

## Appendix F: Sample Statement of Values

Created by the League of Minnesota Cities Ethics Advisory Panel – October 2009; Revised December 2017

### Preamble

The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. The City of \_\_\_\_\_ has adopted this Statement of Values to promote and maintain the highest standards of personal and professional conduct in the city's government. All (*select*: elected and appointed officials, city employees, and volunteers) are required to subscribe to this statement, understand how it applies to their specific responsibilities, and practice its (*number*) core values in their work. Because we seek public confidence in the city's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this statement.

### The values

As a representative of the City of \_\_\_\_\_,

1. I serve the public interest.
2. I fulfill the duties and responsibilities of holding public office.
3. I am ethical.
4. I am professional.
5. I am fiscally responsible.
6. I am conscientious.
7. I communicate effectively.
8. I am collaborative.
9. I am forward thinking.
10. I am \_\_\_\_\_.

### Value examples/expressions

1. **I serve the public interest. In practice, this value means that:**
  - a. I provide courteous, equitable, and prompt service to everyone.
  - b. I am attuned to and care about the needs and issues of citizens, public officials, and city workers.
  - c. I am interested, engaged, and responsive in my interactions with constituents.
  - d. I recognize and support the public's right to know the public's business.
2. **I fulfill the duties and responsibilities of holding public office. In practice, this value means that:**
  - a. I observe the highest standards of integrity in my official acts and undertake my responsibilities for the benefit of the greater public good.

- b. I faithfully discharge the duties of my office regardless of my personal considerations, recognizing that the public interest is my primary concern.
- c. I uphold the Constitution of the United States and the Constitution of the state of Minnesota and carry out impartially the laws of the nation, state, and municipality and thus foster respect for all government.
- d. I comply with both the letter and the spirit of the laws and policies affecting operations of the city.
- e. I recognize my obligation to implement the adopted goals and objectives of the city in good faith, regardless of my personal views.
- f. I conduct myself in both my official and personal actions in a manner that is above reproach.
- g. I do not use my position to secure for myself or others special privileges or exemptions that are different from those available to the general public.
- h. I understand and abide by the respective roles and responsibilities of elected and appointed officials and city staff and will not undermine them in their work.
- i. I am independent, impartial, and fair in my judgment and actions.

**3. I am ethical. In practice, this value means that:**

- a. I am trustworthy, acting with the utmost integrity and moral courage.
- b. I am truthful, do what I say I will do, and am reliable.
- c. I am accountable for my actions and behavior and accept responsibility for my decisions.
- d. I make impartial decisions, free of influence from unlawful gifts, narrow political interests, and financial and other personal interests that impair my independence of judgment or action.
- e. I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- f. I oppose all forms of harassment and unlawful discrimination.
- g. I extend equal opportunities and due process to all parties in matters under consideration.
- h. I show respect for confidences and confidential information.
- i. I avoid giving the appearance of impropriety and of using my position for personal gain.

**4. I am professional. In practice, this value means that:**

- a. I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- b. I approach my job and work-related relationships with a positive attitude, contributing to a supportive, respectful, and non-threatening work environment.
- c. I keep my professional knowledge and skills current and growing.
- d. I am respectful of all city staff, officials, volunteers, and others who participate in the city's government.

**5. I am fiscally responsible. In practice, this value means that:**

- a. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the city, especially its financial stability.

- b. I demonstrate concern for the proper use of city assets (e.g., personnel, time, property, equipment, funds), follow established procedures, and do not use public resources for personal gain.
- c. I make decisions that seek to preserve the financial capacity of the city to provide programs and services for city residents.
- d. I provide full disclosure of any potential financial or other private conflict of interest. I abstain from participating in the discussion and vote on these matters.
- e. I prevent misuse of public funds by establishing, maintaining, and following strong fiscal and management controls.
- f. I report any misuse of public funds of which I am aware.

**6. I am conscientious. In practice, this value means that:**

- a. I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short- and long-term goals.
- b. I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
- c. I am respectful of established city processes and guidelines.
- d. I prioritize my duties so that the work of the city may move forward.
- e. I prepare for all meetings by reviewing any materials provided ahead of time. When I have materials to contribute, I make sure all others involved have ample time to review these materials prior to the meeting.

**7. I communicate effectively. In practice, this value means that:**

- a. I convey the city's care for and commitment to its citizens.
- b. I communicate in various ways that I am approachable, open-minded, and willing to participate in dialogue.
- c. I engage in effective two-way communication by listening carefully, asking questions, and responding appropriately, which adds value to conversations.
- d. I do not interfere with the orderly conduct of meetings by interrupting others or making personal comments not germane to the business at hand.
- e. I follow up on inquiries in a timely manner.
- f. I encourage and facilitate citizen involvement in policy decision-making.
- g. I am respectful in disagreements and contribute constructively to discussions on the issue.

**8. I am collaborative. In practice, this value means that:**

- a. I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding to accomplish common goals.
- b. I share information with others in a timely manner so that, together, we can make informed decisions.
- c. I work toward consensus building and gain value from diverse opinions.
- d. I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.

**9. I am forward thinking. In practice, this value means that:**

- a. I promote intelligent, proactive, and thoughtful innovation in order to advance the city's policy agenda and provide city services while considering the broader regional, statewide, national, and international implications of the city's decisions and issues.
- b. I maintain consistent standards, but am also sensitive to the need for compromise, creative problem solving, and making improvements when appropriate.
- c. I am open to new ideas and processes, adopting them as they conserve resources and provide efficient and effective service.
- d. I consider the potential long-term consequences and implications of my actions and inactions.

## Appendix G: Sample Code of Conduct

Created by the League of Minnesota Cities Ethics Advisory Panel – October 2009; Revised December 2017

### \_\_\_\_.01. Purpose.

The City Council of the City of \_\_\_\_\_ determines that a code of conduct for its members, as well as the members of the various boards and commissions of the City of \_\_\_\_\_, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the City Council hopes to promote the faith and confidence of the citizens of \_\_\_\_\_ in their government and to encourage its citizens to serve on its council and commissions.

### \_\_\_\_.02. Standards of conduct.

Subd. 1. No member of the City Council or a city board or commission may knowingly:

- a. Violate the Open Meeting Law.
- b. Participate in a matter that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minn. Stat. 471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g. Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the City Council.
- h. Disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the City Council has authorized the disclosure.
- i. *Represent private interests before the City Council or any city committee, board, commission, or agency. (optional)*

Subd. 2. Except as prohibited by the provisions of Minn. Stat. § 471.87, there is no violation of subdivision 1 b. of this section for a matter that comes before the council, board, or commission if the member of the council, board, or commission publicly discloses the circumstances that

would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with a member of the City Council under the circumstances described under Minn. Stat. § 471.88, if proper statutory procedures are followed.

### **\_\_\_.03. Complaint, hearing.**

Any person may file a written complaint with the city clerk alleging a violation of the standards of conduct in section \_\_.02. The complaint must contain supporting facts for the allegation.

The City Council may hold a hearing after receiving the written complaint or upon the council's own volition. A hearing must be held only if the City Council determines:

- 1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally recognized conflict of interest, and
- 2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay.

The City Council's determination must be made within 30 days of the filing of the allegation with the city clerk. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the City Council's determination.

At the hearing, the person accused must have the opportunity to be heard. If, after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of an advisory board or commission from office.



# MEMORANDUM

TO: Mora City Council  
 FROM: Kirsten Faurie, Community Development Director  
 SUBJECT: Airport Hangar Land Lease Agreement  
 DATE: November 15, 2022

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## SUMMARY

The City Council will review changes to the Airport Hangar Land Lease Agreement as proposed by the Airport Board.

## DISCUSSION

The current lease agreement was adopted by the Mora City Council on Sept. 20, 2022.

The Airport Board has reviewed the Airport Hangar Land lease agreement and has recommended a change to recommended one revision to page 9, **18. Right of Entry**. The Airport Board recommends re-writing **18. Right of Entry** to read:

- 13. Right of Entry.** *The City reserves the right to enter upon the Premises and any building on the Premises for*
- a. an annual compliance inspection scheduled with city staff.*
  - b. If city staff suspects non-compliance as written in the contract, the following procedure will be followed:*
    - (1) Staff will request inspection of the hangar.*
    - (2) The owner will have 72 business hours to respond upon receipt of the request.*
    - (3) Hangar owner must schedule a compliance inspection with city staff to occur within a reasonable timeframe.*

## RECOMMENDATIONS

Review proposed changes to the Airport Hangar Land Lease Agreement and provide further guidance to the Airport Board

## OPTIONS

1. Review proposed change the Airport Hangar Land Lease Agreement; adopt the changes as presented, or propose alternate language
2. Review proposed change the Airport Hangar Land Lease Agreement; reject the changes

## ATTACHMENTS

1. Airport Hangar Land Lease Agreement red-lined with proposed change

**CITY OF MORA  
MORA MUNICIPAL AIRPORT  
HANGAR LAND LEASE AGREEMENT FOR PRIVATELY OWNED HANGARS**

This Agreement ("Lease"), made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is made between the City of Mora, a public corporation of the State of Minnesota, at 101 Lake Street South, Mora, Minnesota 55051 ("City") and \_\_\_\_\_ ("Tenant") for the purpose of outlining the rights and responsibilities of the parties to this Lease. The parties agree as follows:

1. **Lease of Airport Property.** The Tenant leases from the City a private hangar lot, as described on a map located at Mora City Hall. The lot is situated upon the Mora Municipal Airport, located at 2085 Mahogany St., Mora, MN 55051, an airport owned by the City ("Airport"). This Lease is for lot # \_\_\_\_ (hereinafter referred to as "Premises"). The Premises is leased together with land and any improvements that may have been placed on it.
2. **Use of the Airport.**
  - a. The Tenant has the privilege of using the public portions of the airport in common with other users. Tenant shall have the right to conduct all operations authorized pursuant to the terms of this Lease, provided, however, that this Lease shall not be deemed to grant to Tenant, or those claiming under Tenant, the exclusive right to use any part or portion of the airport other than the premises. Use of the airport is subject to the rules and conditions as now exist or may be enacted in the future by the City, the State of Minnesota, or the United States government. The Tenant is subject to customary charges for such use as may be established from time to time by the City.
  - b. Nothing in this Lease shall be constructed as obliging the City to maintain and operate the public portions of the airport during the entire term of this lease. It is specifically understood and agreed between Tenant and City that the City has the right and power to discontinue and terminate all public airport activities at the airport at any time it deems advisable and upon such discontinuance and termination, would not be liable to Tenant in damages and would have no obligations to Tenant, except as otherwise provided by law. In the event City discontinues and terminates all public airport activities on the airport, Tenant shall have the right to terminate this lease effective on the date of such discontinuance and termination as effective on the first day of any month thereafter by giving Lessor sixty (60) days written notice of such termination.
3. **Proof of Aircraft Ownership.** Tenant shall maintain appropriate registration and certifications on all airworthy aircraft that are stored on Premises. This Lease does not prohibit an individual who does not own or operate aircraft from owning a hangar or entering into this Lease. Further, this Lease does not require that the aircraft stored on the Premises be owned by the Tenant.
4. **Aircraft Registration.** Tenant agrees that any aircraft that is based at, stored at, or utilizes the facility under the Lease, shall be currently in compliance with the airport registration requirements set forth in Minnesota Statutes Chapter 360.
5. **Use of the Hangar.** The Premises shall be used for the majority purpose of storing aircraft and related aviation items. This Lease does not prohibit the storage of aircraft which are unregistered or not considered airworthy.
6. **Term of this Lease.**

- a. **Initial Term.** The term of this Lease shall be twenty (20) years (“Term”), commencing on \_\_\_\_\_, 20\_\_ (“Commencement Date”) and expiring, unless earlier terminated, on \_\_\_\_\_, 20\_\_.

7. **Lease Payments.** Tenant agrees to pay the City:

- a. **Hangar Land Lease Rent.** The Tenant shall pay the City rent for the Premises in the amount of \$\_.10\_\_\_\_\_ per square foot per year, as determined by outside dimensions of the building or continue with the current rate for an existing tenant. Rent is due for the calendar year in advance to be paid annually by the 31st day of January, beginning January 31, 20\_\_\_. Rent shall be paid to City at the address specified in this Lease. Rent shall be pro-rate for any portion of a calendar year.
- b. **Adjustment of Rent.** The City reserves the right to adjust rent each five-year anniversary date of this Lease by an amount not to exceed ten percent (10%) of the rent preceding the anniversary date of the Lease. Tenant shall pay in full on or before the five year anniversary date of the lease the pro-rated amount of the increased rent for the months remaining in the calendar year.
- c. **Late Fee.** If Tenant fails to pay any fees when due to City, Tenant shall pay a late fee which is the lesser of ten percent (10%) on any past due balance.

8. **Construction of Private Buildings on Premises.**

- a. Any structure built upon the Premises shall be constructed in compliance with applicable building codes and any building requirements established by the City Council. The building and any attachments and appurtenances, other than ramps or driveways, must be located entirely upon the Premises. Any building constructed shall be used for the majority purpose of aviation.
- b. The Tenant agrees that any building shall be constructed at no cost to the City. In the event the Tenant has not completed construction of the building on the Premises within twelve (12) months from the date of this Lease, the City may terminate the Lease without further obligation to the Tenant.
- c. Prior to construction of any building located on Premises, the Tenant shall furnish to the City, for the Airport Advisory Board’s review and the City Council’s approval, the plans for the building, and provide the estimated cost of completing the building. The Tenant shall provide the City with a letter of credit, bond, or other security with a surety satisfactory to the City conditioned upon the commencement, completion of and payment for the construction of the building; and against loss or damage by reason of mechanics lien. City staff may specify the acceptable form of surety.
- d. The Tenant shall obtain the necessary regulatory authority and permits from the City. All construction shall be completed in a professional like manner and shall be in conformity with building codes, ordinances, and other regulations applicable to the City and Mora Municipal Airport.
- e. Tenant shall construct aircraft storage facilities that conform to the City approved plans and design standards approved by the City Council. These design standards may include color, style, size, and other aesthetic requirements. Construction and significant improvement may not begin before receiving written authority from the City. Hangars and exterior improvements shall be painted with white walls, white roof and brown trim. The

roof shall be pitched and made of galvanized steel. These requirements shall only apply to new construction; existing hangars will not be required to comply with these requirements unless the Tenant is replacing entire exterior components (i.e. roof, trim, or walls).

- f. Tenant shall pay the entire cost of such construction, and shall pay the entire cost of utility services and other required buildings systems. The Tenant shall pay all site improvement costs, including but not limited to grading, gravel, bituminous, concrete, utility installations, and any other improvements required on the leased property. Tenant shall not permit filing of any mechanic liens against the premises.
- g. Other than the hangar described in Paragraph 7 of this Lease, Tenant shall not construct or place on the Premises any structure or improvement without the written consent of the City, both as to the location and type of structure to be constructed or placed on the Premises. Tenant must submit to City a formal application describing the improvement to be made.
- h. Tenant shall not erect or permit to be erected on the Premises or on the exterior of any building any sign or any type without the prior written consent of the City.

**9. Maintenance of Leased Property.**

- a. Tenant, at its own cost and expense, shall take good care of the Premises and any buildings or structures placed thereon. Tenant shall keep and maintain the Premises in good order and repair and in a clean and neat condition. Tenant shall not be allowed to store items outside of the building located on the Premises.
- b. Tenant shall not permit any waste or nuisance on the Premises nor permit anything on the Premises to interfere with the rights of other tenants of the City or uses of the airport. In the event the Premises is not properly maintained, the City may, after notifying the Tenant, cause the property to be maintained. The costs of maintenance and an administrative fee will be billed to the Tenant and become Tenant's responsibility. Unpaid billings shall be certified to property taxes in the manner provided by law.
- c. The cost of customary maintenance routinely performed by the City, related to areas affecting the value or use of Premises, are included in the annual lease costs charged for the Premises, and except as otherwise provided herein, includes snow removal, grounds maintenance and maintenance of apron areas. Snow removal is performed by City employees on a priority basis. The City of Mora reserves the right to perform snow removal functions in whatever manner it deems necessary. In any case, snow removal in front of buildings is the Tenant's responsibility. The City is not required to perform any snow removal function on Premises, but may plow on or adjacent to leased properties to expedite other snow removal operations at the airport. Mowing and weed control are the Tenant's responsibility; however, the City may mow or perform weed control adjacent to leased properties to expedite other maintenance operations. The City shall establish the standards by which ramp areas and other paved surfaces are maintained.

- 10. Hazardous Materials.** Tenant shall not store hazardous materials on the Premises except those such materials normal to and reasonably necessary for aircraft operation and such maintenance operations reasonably conducted on the Premises. All hazardous materials shall be stored, handled, and disposed of properly in accordance with all local, state and federal rules and regulations, and any spill or discharge shall be immediately reported to the City.

Improper storage, use, handling, or disposal of hazardous materials shall be grounds for termination of this Lease.

**11. Taxes, Assessments and Other Charges.**

- a. In addition to other charges identified in this Lease, the Tenant shall pay all taxes, assessments, licenses, fees, or other charges that may be imposed by any other governmental authority during the Term of this Lease upon the Premises, buildings, improvements or property located thereon, or upon Tenant's use or occupancy, for whatever term deemed applicable to Tenant by that governmental authority. Tenant shall pay these amounts without deduction or set-off against Rent to be paid under this Lease.
- b. Tenant shall pay for all water, sanitary sewer, gas, electricity, telephone, refuse collection, charges or other similar charges used on or attributable to the Premises, together with any connection fees, taxes, penalties, interest or surcharge associated with such utilities and charges.

**12. Default.**

- a. **Events of Default.** Any of the following shall constitute a default under this Lease:
  - (1) Tenant fails to pay money owed to City under this Lease when due, and such failure continues for ten (10) days after written notice from City to Tenant.
  - (2) Tenant uses the Premises for any purpose not expressly authorized by this Lease and such default continues for ten (10) days following written notice from City to Tenant.
  - (3) Tenant fails to allow an inspection in accordance with the terms and conditions of this Lease and such default continues for ten (10) days following written notice from City to Tenant.
  - (4) Tenant assigns, sublets or transfers this Lease except as otherwise permitted, and such default continues for ten (10) days following written notice from City to Tenant.
  - (5) Tenant vacates or abandons the Premises, and such default continues for ten (10) days following written notice from City to Tenant.
  - (6) Tenant fails to discharge, by payment or bond, any lien, or encumbrance placed upon the Premises or improvements in violation of this Lease within thirty (30) days following written notice from City to Tenant that any such lien or encumbrance is filed against the Premises and/or improvements.
  - (7) Tenant (a) makes a general assignment for the benefit of creditors; (b) commences any case, proceeding or other action seeking to have an order for relief entered or to adjudicate Tenant bankrupt or insolvent, or seeking reorganization, arrangement, adjustment, liquidation, dissolution or composition of it or its debts or seeking appointment of a receiver, trustee, custodian or other similar official for it or for all or any substantial part of its property; or (c) involuntarily becomes the subject of any proceeding for relief which is not dismissed within sixty (60) days of its filing or entry.
  - (8) Tenant fails to comply with any other term or condition of this Lease and such default continues for more than thirty (30) days after written notice from City to Tenant, or for a longer period of time as may be reasonably necessary to cure the default, but only

if: (i) Tenant is reasonably capable of curing the default, and (ii) is working diligently as determined by City to cure the default.

d. **City Remedies.** If a default occurs, City, at its option and in its sole discretion, may at any time thereafter do one or more of the following to the extent permitted by applicable law:

(1) With legal process, but without further notice to Tenant, re-enter the Premises or any part thereof and take possession of it fully and absolutely, without such re-entry working a forfeiture of the money to be paid and the terms and conditions to be performed by Tenant for the full Term of this Lease. City's re-entry of the Premises is not a termination of this Lease. In the event of such re-entry, City may proceed for the collection of money to be paid under this Lease or for properly measured damages;

(2) Terminate this Lease upon written notice to Tenant and re-enter the Premises and Tenant covenants in the case of such termination to indemnify City against all loss of rents and expenses during the remainder of the term; and

(3) Exercise all other rights and remedies including injunctive relief, ejectment, or summary proceedings such as an eviction action and any other lawful remedies, actions or proceedings.

In the event of any default and for any type of remedy chosen by City, Tenant shall reimburse City for all reasonable fees and costs incurred by City, including reasonable attorneys' fees, relating to such default and/or the enforcement of City's rights hereunder, and costs incurred attempting to cure a default. Any and all legal remedies, actions, and proceedings shall be cumulative.

e. **Cumulative Default.** Except as specifically set forth herein, the remedies provided under this Lease shall be deemed to be cumulative and non-exclusive and the election of one remedy shall not be deemed to be to be the waiver of any other remedy with regard to any occasion of default hereunder.

f. **Default of Other Agreements.** A default by Tenant of any other agreement between Tenant and City shall constitute of default of this Lease. Notice of a default in another agreement shall be deemed notice of default under this Lease.

### 13. Termination Provisions.

a. At the termination of this Lease the Tenant has the right to removing all buildings and property placed upon the Premises. The Tenant shall have a period of ninety (90) days from the termination date to remove property. In the event the Tenant cannot complete the removal within ninety (90) days, the City may grant an extension of time in its sole discretion, for up to six (6) months, if the Tenant can demonstrate the reasons for failure to remove property within the ninety (90) day period are beyond the control of the Tenant. If the Tenant does not remove the property within the period granted by the City, the City may retain ownership of the building and property for any municipal purpose.

b. If the Premises becomes deserted, abandoned or vacated for a continuous period of twelve (12) months, the City may terminate the Lease. For the purpose of this Agreement, desertion, abandonment, or vacation shall be defined as the Tenant's relinquishment of his/her interest, claim, or right to the premises with the intent of never again resuming or reasserting it. If the Tenant's interest in the property is taken by process of law, the City

may terminate the Lease. If the buildings or properties on the Premises are destroyed, the City or Tenant shall have the right to terminate this Agreement upon giving written notice to the other party.

- c. Should the Premises be declared condemned by the City, either because the airport is closed to the public or the property is needed for another municipal purpose, the City shall provide the Tenant with ninety (90) days' notice of such action. In the event the Tenant cannot complete the removal within ninety (90) days, the City may grant an extension of time, in its sole discretion, for up to six (6) months, if the Tenant can demonstrate the reasons for failure to remove property are beyond the control of the Tenant.
- d. Tenant may cancel this agreement and all or any of his obligations hereunder at any time by giving thirty (30) days written notice to the Lessor. Tenant shall not be entitled to any refund of rent paid in the event of such cancellation.

14. **Surrender of Premises.** At the expiration of the term of this Lease and any renewal or extension, or sooner termination, Tenant shall surrender the leased Premises in as good condition as it was at the date of the commencement of this Lease. Tenant shall, at Tenant's own expense, remove the building described in Paragraph 7 of this Lease, as well as any other improvements placed on the Premises by Tenant, unless the parties otherwise agree. Tenant must repair any damage to the Premises caused by the removal within thirty (30) days.

15. **Liability and Indemnification.** Tenant agrees to indemnify and hold City harmless from any and all loss, damage, claims, judgments, litigation expenses and costs for any injury to persons or damage to property from any act or omission of Tenant, its employees, agents, subsidiaries, licensees, guests, invitees, successors or assigns while on or about the Airport or the Leased Premises, and the City shall not be liable to any extent for, nor will Tenant make any claim against the City for or on account of any injury, loss or damage to the Premises, the buildings or structures thereon, the personal property and facilities located therein, or to any person or property at any time on the Premises whether occasioned by fire, water, smoke, steam, gas, electricity or other agency or instrumentality which may come or be on the Leased Premises or occasioned by any other cause.

Nothing in this Lease shall cause the City in any way to be construed as partner, joint venturer or associated in any way with Tenant in the operation of the Premises, or subject the City to any obligation, loss, charge or expense connected with or arising from the operation or use of the Premises or any part thereof.

Nothing in this Lease shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise. The provisions of this section shall survive expiration or earlier termination of this lease. The furnishing of the required insurance shall not be deemed to limit Tenant's obligations under this Section.

**16. Insurance.**

- a. Tenant shall maintain the following insurance policies during the term of the Lease:
  - (1) Aircraft liability insurance with limits of coverage not less than as required pursuant to the Minnesota Statute Section 360.59 Subdivision 10, and may be amended.
  - (2) Tenant shall provide City with certificate of insurance.

General Liability Insurance on an “occurrence” rather than on a “claims made” basis, with a total combined policy limit of not less than \$500,000, which policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury and Contractual Liability (applying to this Lease), or an equivalent form (or forms), so long as such equivalent form (or forms) affords coverage which is at least as broad as the above. Such policy shall name City as an additional insured. Tenant agrees to increases in the minimum insurance requirements to the extent that the liability limits provided in Minnesota Statute Section 466.04 are increased.

The insurance policy shall also insure damage related to the operations conducted in and on the Premises and the Airport and shall include contractual liability. Policies for such liability coverage shall be in a form and issued by an insurer reasonably acceptable to City and shall require at least thirty (30) days prior written notice to City of material alteration and at least ten (10) days prior written notice in the event of cancellation. Tenant’s liability insurance shall be primary with respect to City and its agents and not participating with any other available insurance. Tenant shall deliver to City on the Commencement Date of this Lease and annually during each month of January thereafter insurer certified copies of such policies, certificates or other evidence reasonably satisfactory to City confirming the terms of such insurance, confirming that premiums thereon have been paid and confirming that the policies are in full force and effect.

(3) In addition to the general liability provided under Paragraph 15, it is specifically agreed between the parties that the Tenant shall be responsible in all respects for the Tenant’s use of or Tenant’s general of or release or threatened release of any petroleum based substance or product, or any volatile organic compound, or any substance classified as a pollutant, contaminant, toxic substance, solid waste or “hazardous waste” by either the Environmental Protection Agency or the Minnesota Pollution Control Agency. Tenant shall specifically be responsible for the disposition of all such waste or substances and for the environmental response activities and costs, monitoring or cleanup of any environmental condition deemed by those agencies or either of them to require environmental response, monitoring or cleanup activities of any kind which arises out of Tenant’s use of or Tenant’s generation of such substances in its operations at the Airport or use of the Premises, and Tenant agrees that the obligations under this Paragraph 16 shall apply specifically to any costs or obligations of the City arising out of any such disposition or cleanup.

- b. It is understood that the specified amounts of insurance stated herein shall in no way limit the liability of the Tenant.
- c. For any building construction on the Premise, Tenant shall require all contractors and sub-contractors to maintain insurance in accordance with this Paragraph 16. Contractors and subcontractors shall provide the City with a certificate of insurance.
- d. In accordance with the subrogation provisions of the standard property insurance contract, it is hereby understood and agreed by and between the undersigned parties that they do jointly and separately waive any or all right of recovery against the other for insured loss occurring to the real property owned by City and personal property owned by the Tenant all while located at the Premises.

- e. Tenant shall not use or permit the Premises to be used in any manner that would void Tenant's or the City's insurance or increase the insurance risk. Tenant shall comply with all requirements imposed by the insurers for the City and Tenant.

**17. Transferring, Selling and Subletting.**

- a. If Tenant assigns, transfers, sells, or mortgages any interest in this Lease, the Premises, or in the improvements located on the property, both Tenant and new owner must notify the City of the transaction and the new owner shall enter into a lease agreement with the City. Failure to notify the City of the transaction and/or failure of the new owner to enter into a lease agreement with the City within 60 days shall be sufficient grounds for terminating this Lease without obligation of the City to the Tenant or new owner.
- b. If Tenant has excess space in the Premises, Tenant may sublet a portion of the Premises for part or all of the remainder of the Term. For the purpose of this Agreement, subletting shall be defined as renting a portion of the Premises to a third party (Subtenant) for a duration of time lasting more than six (6) days subject to (1) – (6) below.
  - (1) Subtenant is subject to all of the terms and conditions of this Lease, including the provisions of this Lease which permit City to terminate this Lease (which would result in a termination of the sublease) if Tenant defaults in its performance of one or more of Tenant's obligations under this Lease (whether or not the subtenant is in default under the terms of the sublease).
  - (2) Tenant must include in any sublease a provision whereby the Subtenant agrees, for the benefit of the City, to indemnify the City in a manner consistent with the indemnification provisions set forth in this Lease and agrees to maintain, in the Subtenant's own name, liability insurance as described in this Lease.
  - (3) Any Subtenant occupying a portion of the Premises may only use the Premises for the strict purpose of storing aircraft and related aviation items.
  - (4) If Tenant has a Subtenant, Tenant and Subtenant must enter into a Sublease Agreement with the City. The Sublease Agreement will provide the City with the name, address and telephone number of each Subtenant; the aircraft make, model and registration number of each aircraft stored at the Premises; and, the terms of the Sublease Agreement.

**18. Right of Entry.** The City reserves the right to enter upon the Premises and any building on the Premises for ~~the purpose of compliance inspection, providing reasonable efforts made to provide the tenant with notice (up to 72 hours or with reasonable accommodations arranged with airport staff).~~

- a. an annual compliance inspection scheduled with city staff.
- b. If city staff suspects non-compliance as written in the contract, the following procedure will be followed:
  - (1) Staff will request inspection of the hangar.
  - (2) The owner will have 72 business hours to respond upon receipt of the request.
  - (3) Hangar owner must schedule a compliance inspection with city staff to occur within a reasonable timeframe.

19. **Discrimination Provision.** The Tenant, in the use of the Mora Municipal Airport, shall not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, or national origin or in any manner prohibited by Part 21 of the Regulations of the Office of the United States Secretary of Transportation, and the Tenant further agrees to comply with any requirement made to enforce such regulation which may be demanded of the City by the United States Government under authority of said Part 21.

20. **Civil Rights.** Tenant agrees that it will comply with applicable laws, statutes and rules that are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from federal assistance. This provision obligates Tenant or its transferee for the period during which federal assistance is extended to the airport, except where federal assistance is to provide, or is in form of personal property or real property or interest therein or structures or improvements thereon. In these cases, the provision obligates the party or any transferee for the longer of the following periods: (1) the period during which the property is used by the sponsor or any transferee for a purpose for which federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or (2) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

**21. Laws, Rules and Regulations.**

a. The Tenant shall abide by and conform with all laws, rules, and regulations, including future amendments thereto, controlling or in any manner affecting the Tenant relative to the use or occupancy of the Tenant. Tenant shall comply with all rules, minimum standards, and field regulations with respect to control of ground and air traffic and use of the airport as established by City from time to time and Tenant shall abide by all rules, regulations, and orders of the Minnesota Department of Transportation and the Federal Aviation Administration and other lawful authorities with respect to aircraft operations and use of the leased premises.

b. Tenant agrees that any aircraft which is based from, stored at or using the Premises shall be in compliance with all applicable aircraft registration requirements, including, but not limited to, those set forth in Minnesota Statutes Chapter 360. The Tenant shall provide aircraft make, model and tail number for all aircrafts based from, stored at or used at the Premises annually to the City.

22. **Commercial Use.** Tenant must indicate to City at time of signing that the leased property will be used to conduct commercial activities and obtain written permission from the City to conduct such activities, which the City may grant or deny in its sole discretion. Any wish to alter the use of the property to include commercial activity during the term of this Lease requires prior written consent of the City. Failure to notify the City and obtain written consent as described above shall be grounds for immediate termination of this Lease. Commercial activities include repair, restoration, maintenance or rental of aircraft for any fare, fee, rate, charge or other consideration, or directly or indirectly in connection with any business, or other undertaking intended for profit. No commercial activity which is not directly related to aeronautics is permitted. No outdoor storage of planes or equipment is permitted in the hangar area. Any hangar constructed or used to conduct commercial activities shall comply with any and all applicable City building code requirements for commercial buildings.

23. **Verification.** Tenant shall meet verification of all licensure requirements of the City of Mora, State of Minnesota and / or the United States Government to legally comply with this Lease, prior to use of the Premises and upon reasonable request by the City.

24. **Subordination.** This Lease shall be subordinate to the provisions of any existing or future agreement between the City and the United States of America or the State of Minnesota relative to the operation or maintenance of the Airport, execution of which has been or may be required as a written precedent to the expenditure of Federal or State funds for the development or maintenance of the Airport and to orders of the State or Local Government concerning Airport Operations or Government response to safety or military needs.

**25. General Provisions.**

a. **Airport Access.** Tenant has the privilege of using the public portions of the Airport, such as runways and other public facilities, under such terms, ordinances, rules and regulations as now exist or may be enacted by the City, and subject to charges for such use as may be established by the City, by ordinance or agreement with Tenant.

b. **Waiver.** The waiver by the City or the Tenant of any breach of any term of this Lease shall not be deemed a waiver of any prior or subsequent breach of the same term or any other term of this Lease.

c. **Headings.** The headings in this Lease are for convenience in reference and are not intended to define or limit the scope of any provision of this Lease.

d. **Entire Lease; Amendments.** This Lease represents the entire agreement between the parties and supersedes any prior agreements regarding the Premises. This Lease may only be amended or modified if done in writing and executed by all parties to this Lease.

e. **Severability.** If any part of this Lease shall be held invalid, it shall not affect the validity of the remaining parts of this Lease, provided that such invalidity does not materially prejudice either party under the remaining parts of this Lease.

f. **Choice of Law and Venue.** This Lease shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Lease shall be heard in the state or federal courts of Minnesota, and all parties to this Lease waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

g. **Public Data.** City shall use reasonable care to treat matters pertaining to Tenant in a confidential manner to the extent permitted by law. This Lease, and the information related to it, are subject to the Minnesota Government Data Practices Act, which presumes that data collected by City is public data unless classified otherwise by law.

h. **Commitments to Federal and State Agencies.** Nothing in this Lease shall be construed to prevent City from making such commitments as it desires to the Federal Government or the State of Minnesota in order to qualify for the expenditure of Federal or State funds on the Airport.

i. **Successors.** This Lease shall extend to bring the legal representatives, successors, and assigns of the parties to this Lease.



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

By: \_\_\_\_\_  
Title: City Administrator

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

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

TENANT: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

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



# CITY OF MORA



## Financial Reports

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September 30, 2022  
[unaudited]

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**CITY OF MORA**  
Fund Budgetary Performance  
For the Quarter Ended September 30, 2022

	2022 YTD Budget	2022 YTD Actual	2022 YTD Balance	2022 % YTD Budget
<b>GENERAL FUND</b>				
Revenues	3,115,025.00	1,834,158.77	1,280,866.23	58.88%
Expenditures	3,320,733.00	2,120,502.49	1,200,230.51	63.86%
Surplus/(Deficit)		(286,343.72)		
<b>STORM WATER FUND</b>				
Revenues	115,200.00	91,285.68	23,914.32	79.24%
Expenditures	75,156.00	41,695.53	33,460.47	55.48%
Surplus/(Deficit)		49,590.15		
<b>FIRE FUND</b>				
Revenues	210,083.00	181,880.39	28,202.61	86.58%
Expenditures	205,762.00	121,042.41	84,719.59	58.83%
Surplus/(Deficit)		60,837.98		
<b>CEMETERY FUND</b>				
Revenues	55,117.00	54,894.65	222.35	99.60%
Expenditures	105,818.00	78,895.53	26,922.47	74.56%
Surplus/(Deficit)		(24,000.88)		
<b>LIQUOR FUND</b>				
Revenues	4,126,197.00	3,301,030.97	825,166.03	80.00%
Expenditures	4,027,526.00	3,171,256.11	856,269.89	78.74%
Surplus/(Deficit)		129,774.86		
<b>TOTAL ALL FUNDS</b>				
Revenues	7,621,622.00	5,463,250.46	2,158,371.54	71.68%
Expenditures	7,734,995.00	5,533,392.07	2,201,602.93	71.54%
Surplus/(Deficit)		(70,141.61)		



**CITY OF MORA**  
**BALANCE SHEET**  
 Current Period: September 2022

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
<b>Fund 101 GENERAL FUND</b>				
<b>Bal Type A</b>				
G 101-11011 Cash NNB Checking	\$699,831.03	\$3,233,501.67	\$3,724,097.07	\$209,235.63
G 101-11013 Petty Cash	\$100.00	\$0.00	\$0.00	\$100.00
G 101-11014 ChangeFund/AirportVending/N	\$37.00	\$0.00	\$0.00	\$37.00
G 101-11015 Pool Change	\$0.00	\$680.00	\$680.00	\$0.00
G 101-11018 Cash FCB HI-FI	\$91,450.02	\$50.70	\$0.00	\$91,500.72
G 101-11020 Investments	\$1,065,719.65	\$506,210.17	\$57,601.10	\$1,514,328.72
G 101-11041 Interest Receivable	\$4,153.39	\$0.00	\$0.00	\$4,153.39
G 101-11052 Taxes Receivable-Delinquent	\$22,717.36	\$0.00	\$0.00	\$22,717.36
G 101-11151 Accounts Receivable	\$239,244.80	\$140,717.20	\$377,472.22	\$2,489.78
G 101-11154 Return Checks	\$0.00	\$0.00	\$0.00	\$0.00
G 101-11212 Special Assess Rec - Unamort	\$14,519.94	\$0.00	\$3,614.28	\$10,905.66
G 101-11213 Special Assess Rec - Amortized	\$0.00	\$0.00	\$0.00	\$0.00
G 101-11551 Prepaid Ins	\$25,218.66	\$59,230.85	\$69,207.96	\$15,241.55
G 101-13325 Advance To TIF District 1-11	\$60,913.95	\$0.00	\$3,654.38	\$57,259.57
G 101-13330 Advance to Mora HRA 2019	\$94,585.24	\$0.00	\$94,585.24	\$0.00
G 101-13335 Advance to Mora HRA 2021	\$129,198.12	\$0.00	\$0.00	\$129,198.12
<b>Bal Type A</b>	<b>\$2,447,689.16</b>	<b>\$3,940,390.59</b>	<b>\$4,330,912.25</b>	<b>\$2,057,167.50</b>
<b>Bal Type E</b>				
G 101-24204 Fund Bal-Undes/Net Asset (ent	-\$2,137,601.98	\$2,196,314.87	\$1,909,971.15	-\$1,851,258.26
<b>Bal Type E</b>	<b>-\$2,137,601.98</b>	<b>\$2,196,314.87</b>	<b>\$1,909,971.15</b>	<b>-\$1,851,258.26</b>
<b>Bal Type L</b>				
G 101-20900 Advance From Electric Fund	-\$129,198.12	\$0.00	\$0.00	-\$129,198.12
G 101-21600 Accrued Wages/Salaries Payab	-\$10,329.43	\$0.00	\$0.00	-\$10,329.43
G 101-21707 Union Dues-AFSCME	\$0.00	\$4,742.53	\$4,742.56	-\$0.03
G 101-21730 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21740 Flexible Spending Accounts	-\$461.80	\$9,596.41	\$9,134.61	\$0.00
G 101-22021 Accounts Payable	-\$77,634.48	\$77,644.97	\$10.49	\$0.00
G 101-22025 Landscape Deposit	-\$19,200.00	\$7,500.00	\$7,500.00	-\$19,200.00
G 101-22081 Surcharge - Building Permit	-\$1,297.59	\$1,467.97	\$2,447.05	-\$2,276.67
G 101-22082 Sales Tax Payable	-\$1.76	\$4,138.21	\$9,806.35	-\$5,669.90
G 101-22161 Accrued Vac-Sick Wages	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22171 Federal Withholding	\$0.00	\$96,127.73	\$96,127.73	\$0.00
G 101-22172 State Withholding	\$0.00	\$53,064.59	\$53,064.59	\$0.00
G 101-22173 FICA Tax Withholding	-\$1,613.21	\$170,797.08	\$170,797.08	-\$1,613.21
G 101-22174 PERA	-\$2,001.78	\$170,558.27	\$170,558.27	-\$2,001.78
G 101-22176 Medicare	-\$377.29	\$39,965.00	\$39,965.00	-\$377.29
G 101-22177 Group Health Insurance	-\$11,102.36	\$228,764.83	\$201,089.47	\$16,573.00
G 101-22178 Life Insurance	-\$138.61	\$3,074.70	\$2,728.45	\$207.64
G 101-22179 VEBA or HSA Contributions	-\$428.98	\$18,602.00	\$18,429.28	-\$256.26
G 101-22180 Deferred Compensation Payabl	\$0.00	\$22,445.00	\$22,445.00	\$0.00
G 101-22181 NCPERS - Life Ins	\$0.00	\$2,272.00	\$2,272.00	\$0.00
G 101-22182 The Equitable - Def Comp	\$0.00	\$570.00	\$570.00	\$0.00
G 101-22183 Health Care Savings Plan	\$0.00	\$17,794.05	\$17,794.05	\$0.00
G 101-22184 Child Support Payments	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22185 ICMA	\$0.00	\$2,535.00	\$2,535.00	\$0.00
G 101-22186 AFLAC	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22187 Delta Dental	-\$34.80	\$8,449.90	\$7,554.60	\$860.50
G 101-22200 Wellness Account	-\$354.67	\$0.00	\$0.00	-\$354.67
G 101-22201 Deposits	-\$18,675.00	\$9,825.00	\$9,800.00	-\$18,650.00
G 101-22223 Deferred Revenues - Tax_Asm	-\$37,237.30	\$3,614.28	\$0.00	-\$33,623.02
G 101-22281 Other Liabilities	\$0.00	\$868,010.37	\$868,010.37	\$0.00



**CITY OF MORA**  
**BALANCE SHEET**  
Current Period: September 2022

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Bal Type L	-\$310,087.18	\$1,821,559.89	\$1,717,381.95	-\$205,909.24
Fund 101 GENERAL FUND	\$0.00	\$7,958,265.35	\$7,958,265.35	\$0.00



**CITY OF MORA**  
**BALANCE SHEET**  
Current Period: September 2022

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 220 STORM WATER FUND				
Bal Type A				
G 220-11011 Cash NNB Checking	\$111,033.57	\$93,330.19	\$66,478.65	\$137,885.11
G 220-11018 Cash FCB HI-FI	\$0.00	\$0.00	\$0.00	\$0.00
G 220-11151 Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
G 220-11152 Accounts Receivable - UB	\$10,922.26	\$93,531.49	\$94,449.39	\$10,004.36
G 220-11551 Prepaid Ins	\$0.00	\$1,137.75	\$853.38	\$284.37
G 220-12600 Fixed Assets	\$631,959.00	\$0.00	\$0.00	\$631,959.00
G 220-12601 Allowance for Depreciation	-\$355,550.92	\$0.00	\$10,087.47	-\$365,638.39
G 220-15600 Deferred Outflow - Pensions	\$3,040.00	\$0.00	\$0.00	\$3,040.00
G 220-15650 Deferred Outflow - OPEB	\$159.00	\$0.00	\$0.00	\$159.00
Bal Type A	\$401,562.91	\$187,999.43	\$171,868.89	\$417,693.45
Bal Type E				
G 220-24204 Fund Bal-Undes/Net Asset (ent	\$126,190.12	\$41,756.32	\$91,346.47	\$76,599.97
Bal Type E	\$126,190.12	\$41,756.32	\$91,346.47	\$76,599.97
Bal Type L				
G 220-21500 Accrued Interest Payable	-\$6,380.27	\$0.00	\$0.00	-\$6,380.27
G 220-21600 Accrued Wages/Salaries Payab	-\$27.62	\$0.00	\$0.00	-\$27.62
G 220-22021 Accounts Payable	-\$14.21	\$14.21	\$0.00	\$0.00
G 220-22031 Bonds Payable	-\$502,306.50	\$33,445.40	\$0.00	-\$468,861.10
G 220-22034 Unamortized Premium on Bon	-\$8,467.39	\$0.00	\$0.00	-\$8,467.39
G 220-22161 Accrued Vac-Sick Wages	-\$1,388.04	\$0.00	\$0.00	-\$1,388.04
G 220-22190 OPEB Liability	-\$1,242.00	\$0.00	\$0.00	-\$1,242.00
G 220-23000 Net Pension Liability	-\$4,100.00	\$0.00	\$0.00	-\$4,100.00
G 220-23500 Deferred Inflow - Pensions	-\$3,827.00	\$0.00	\$0.00	-\$3,827.00
Bal Type L	-\$527,753.03	\$33,459.61	\$0.00	-\$494,293.42
Fund 220 STORM WATER FUND	\$0.00	\$263,215.36	\$263,215.36	\$0.00



**CITY OF MORA**  
**BALANCE SHEET**  
Current Period: September 2022

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 222 FIRE FUND				
Bal Type A				
G 222-11011 Cash NNB Checking	\$9,296.43	\$162,534.67	\$131,846.46	\$39,984.64
G 222-11018 Cash FCB HI-FI	\$0.00	\$0.00	\$0.00	\$0.00
G 222-11151 Accounts Receivable	\$35,209.05	\$128,664.07	\$107,425.37	\$56,447.75
G 222-11212 Special Assess Rec - Unamort	\$3,523.04	\$0.00	\$550.00	\$2,973.04
G 222-11551 Prepaid Ins	\$0.00	\$17,510.67	\$13,132.80	\$4,377.87
Bal Type A	\$48,028.52	\$308,709.41	\$252,954.63	\$103,783.30
Bal Type E				
G 222-24204 Fund Bal-Undes/Net Asset (ent	-\$39,943.16	\$123,697.89	\$184,535.87	-\$100,781.14
Bal Type E	-\$39,943.16	\$123,697.89	\$184,535.87	-\$100,781.14
Bal Type L				
G 222-21600 Accrued Wages/Salaries Payab	-\$29.12	\$0.00	\$0.00	-\$29.12
G 222-22021 Accounts Payable	-\$4,533.20	\$4,533.20	\$0.00	\$0.00
G 222-22223 Deferred Revenues - Tax_Asm	-\$3,523.04	\$550.00	\$0.00	-\$2,973.04
Bal Type L	-\$8,085.36	\$5,083.20	\$0.00	-\$3,002.16
Fund 222 FIRE FUND	\$0.00	\$437,490.50	\$437,490.50	\$0.00



**CITY OF MORA**  
**BALANCE SHEET**  
 Current Period: September 2022

Year End

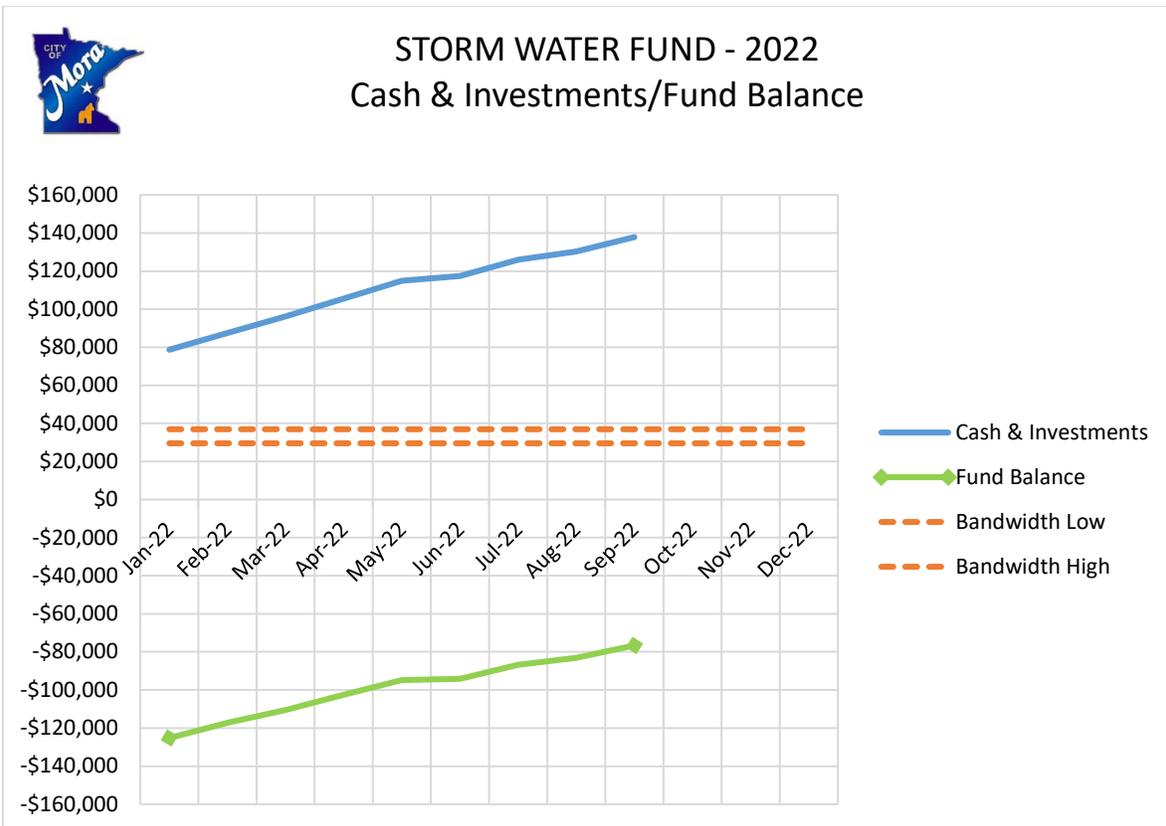
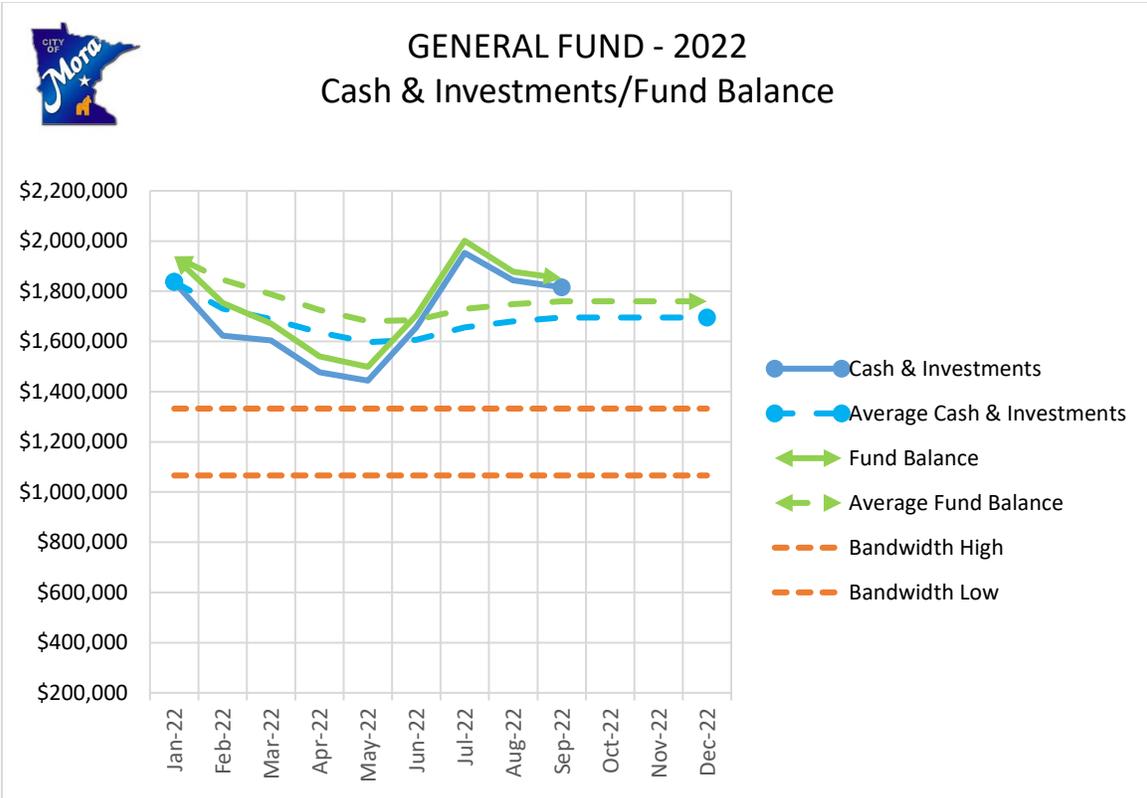
Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
<b>Fund 225 CEMETERY FUND</b>				
Bal Type A				
G 225-11011 Cash NNB Checking	\$12,202.47	\$56,073.83	\$81,975.86	-\$13,699.56
G 225-11018 Cash FCB HI-FI	\$2,078.16	\$69.63	\$0.00	\$2,147.79
G 225-11151 Accounts Receivable	\$37.36	\$1,593.00	\$1,630.36	\$0.00
G 225-11551 Prepaid Ins	\$0.00	\$1,266.43	\$948.87	\$317.56
Bal Type A	\$14,317.99	\$59,002.89	\$84,555.09	-\$11,234.21
Bal Type E				
G 225-24204 Fund Bal-Undes/Net Asset (ent	-\$12,589.03	\$80,106.98	\$56,106.10	\$11,411.85
Bal Type E	-\$12,589.03	\$80,106.98	\$56,106.10	\$11,411.85
Bal Type L				
G 225-21600 Accrued Wages/Salaries Payab	-\$177.64	\$0.00	\$0.00	-\$177.64
G 225-22021 Accounts Payable	-\$1,551.32	\$1,551.32	\$0.00	\$0.00
G 225-22161 Accrued Vac-Sick Wages	\$0.00	\$0.00	\$0.00	\$0.00
G 225-22201 Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Bal Type L	-\$1,728.96	\$1,551.32	\$0.00	-\$177.64
<b>Fund 225 CEMETERY FUND</b>	<b>\$0.00</b>	<b>\$140,661.19</b>	<b>\$140,661.19</b>	<b>\$0.00</b>

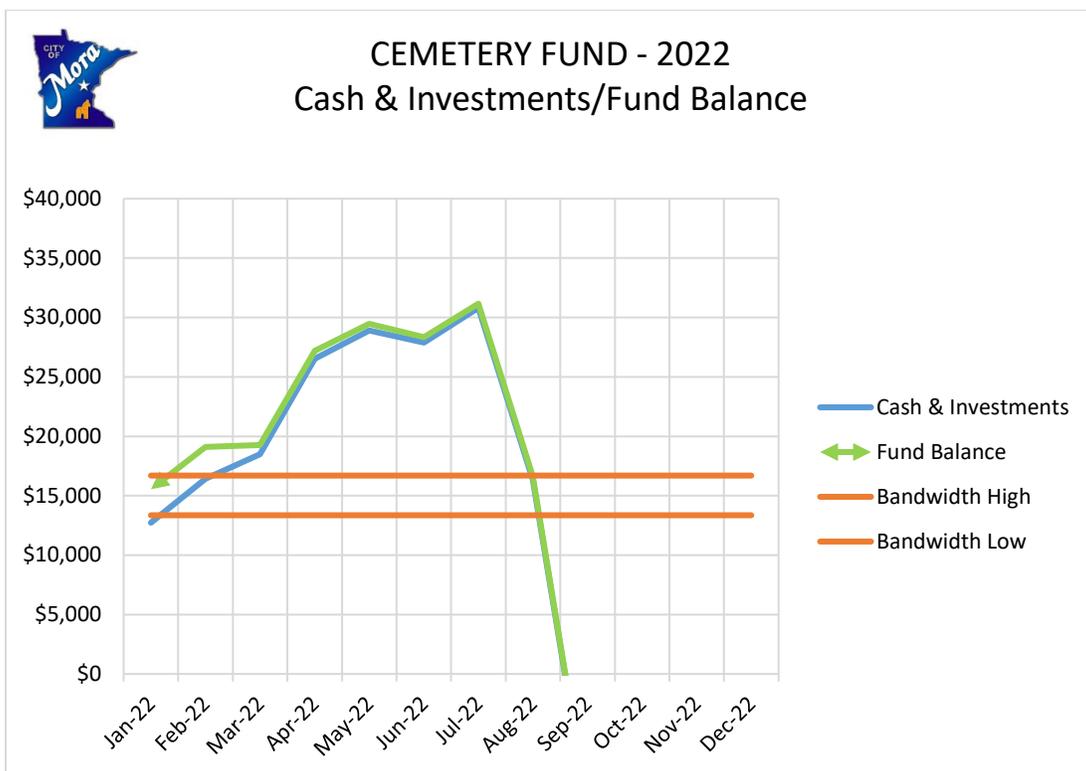
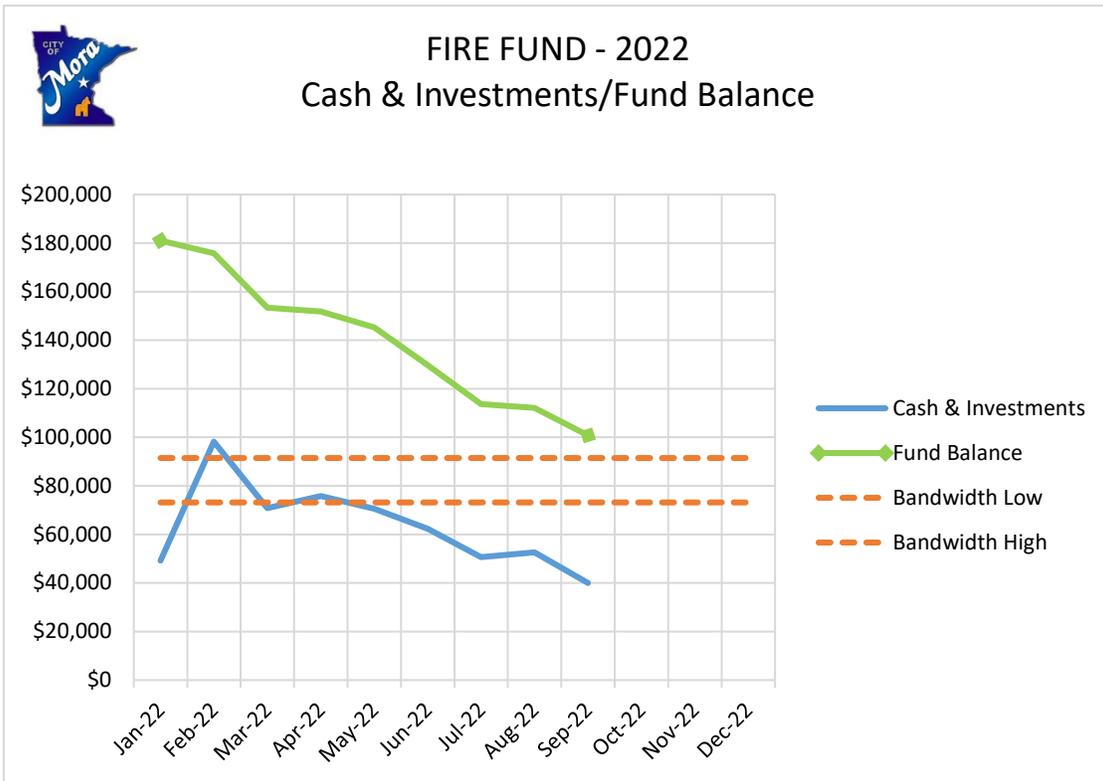


**CITY OF MORA**  
**BALANCE SHEET**  
 Current Period: September 2022

Year End

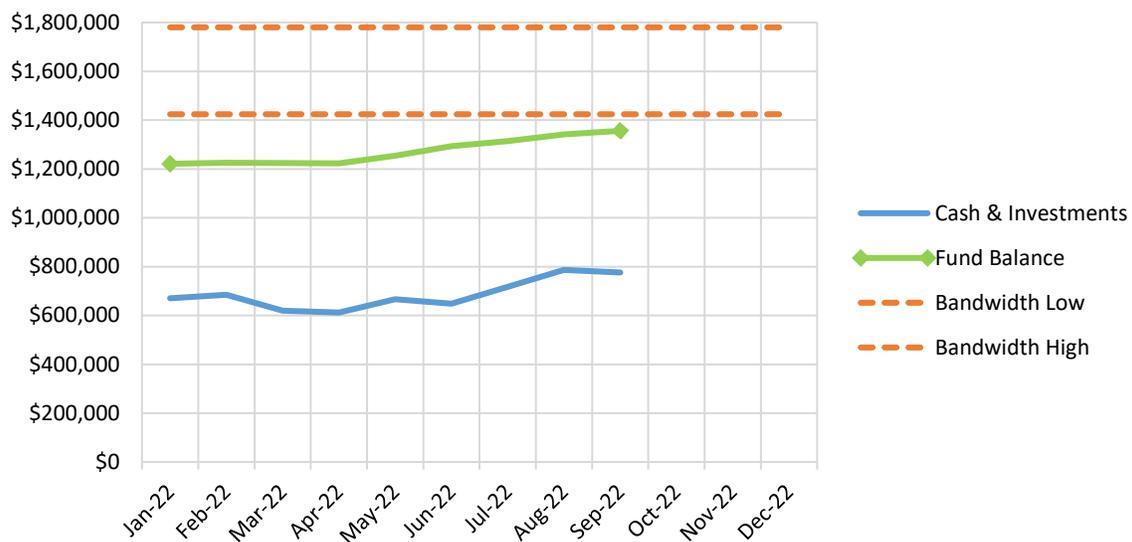
Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
<b>Fund 609 LIQUOR FUND</b>				
<b>Bal Type A</b>				
G 609-11011 Cash NNB Checking	\$642,495.33	\$6,267,808.96	\$6,194,330.11	\$715,974.18
G 609-11013 Petty Cash	\$100.00	\$0.00	\$0.00	\$100.00
G 609-11014 ChangeFund/AirportVending/N	\$2,200.00	\$0.00	\$0.00	\$2,200.00
G 609-11016 Lottery	\$31,057.00	\$40,811.16	\$37,055.00	\$34,813.16
G 609-11017 ATM Machine	\$21,968.03	\$1,260.88	\$0.00	\$23,228.91
G 609-11018 Cash FCB HI-FI	\$0.00	\$0.00	\$0.00	\$0.00
G 609-11151 Accounts Receivable	\$27,364.60	\$2,625,474.46	\$2,633,065.72	\$19,773.34
G 609-11153 Accounts Receivable - Liq CrCd	\$0.00	\$0.00	\$0.00	\$0.00
G 609-11154 Return Checks	\$0.00	\$48.32	\$48.32	\$0.00
G 609-11316 Due From MN State Lottery	\$450.00	\$24,736.00	\$24,750.00	\$436.00
G 609-11419 Wine Inventory	\$111,855.04	\$13,341.12	\$11,057.60	\$114,138.56
G 609-11421 Liquor Inventory	\$182,559.85	\$42,630.75	\$24,627.04	\$200,563.56
G 609-11422 Beer Inventory	\$104,625.62	\$87,225.51	\$48,865.75	\$142,985.38
G 609-11423 Misc Inventory	\$18,364.47	\$8,439.74	\$8,988.07	\$17,816.14
G 609-11551 Prepaid Ins	\$0.00	\$22,546.79	\$16,909.65	\$5,637.14
G 609-12611 Land	\$126,230.12	\$0.00	\$0.00	\$126,230.12
G 609-12621 Fixed Asset-Buildings	\$1,469,961.50	\$0.00	\$0.00	\$1,469,961.50
G 609-12622 Allow for Depr - Bldg	-\$566,720.98	\$0.00	\$36,749.07	-\$603,470.05
G 609-12631 Improvements Other Than Bld	\$27,279.76	\$0.00	\$0.00	\$27,279.76
G 609-12632 Allow For Depr - Improvement	-\$12,056.39	\$0.00	\$1,023.03	-\$13,079.42
G 609-12641 Fixed Asset-Equip/Machinery	\$231,707.87	\$0.00	\$0.00	\$231,707.87
G 609-12642 Allow for Depr - M & E	-\$118,597.27	\$0.00	\$8,301.06	-\$126,898.33
G 609-15600 Deferred Outflow - Pensions	\$97,163.00	\$0.00	\$0.00	\$97,163.00
G 609-15650 Deferred Outflow - OPEB	\$2,764.00	\$0.00	\$0.00	\$2,764.00
<b>Bal Type A</b>	<b>\$2,400,771.55</b>	<b>\$9,134,323.69</b>	<b>\$9,045,770.42</b>	<b>\$2,489,324.82</b>
<b>Bal Type E</b>				
G 609-24204 Fund Bal-Undes/Net Asset (ent	-\$1,226,673.60	\$3,346,088.28	\$3,475,863.14	-\$1,356,448.46
<b>Bal Type E</b>	<b>-\$1,226,673.60</b>	<b>\$3,346,088.28</b>	<b>\$3,475,863.14</b>	<b>-\$1,356,448.46</b>
<b>Bal Type L</b>				
G 609-20700 Due to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00
G 609-20816 Due to Minnesota State Lotter	-\$5,118.00	\$77,627.00	\$77,449.00	-\$4,940.00
G 609-20900 Advance From Electric Fund	-\$800,000.00	\$0.00	\$0.00	-\$800,000.00
G 609-21500 Accrued Interest Payable	\$0.00	\$0.00	\$0.00	\$0.00
G 609-21600 Accrued Wages/Salaries Payab	-\$4,483.66	\$0.00	\$0.00	-\$4,483.66
G 609-22021 Accounts Payable	-\$41,522.86	\$41,551.79	\$28.93	\$0.00
G 609-22022 Gift Certificates	-\$3,650.07	\$2,355.91	\$1,935.00	-\$3,229.16
G 609-22082 Sales Tax Payable	-\$37,712.24	\$313,588.52	\$314,488.70	-\$38,612.42
G 609-22161 Accrued Vac-Sick Wages	-\$6,648.12	\$0.00	\$0.00	-\$6,648.12
G 609-22190 OPEB Liability	-\$21,620.00	\$0.00	\$0.00	-\$21,620.00
G 609-22224 Deferred Revenues - Other	\$0.00	\$0.00	\$0.00	\$0.00
G 609-23000 Net Pension Liability	-\$131,033.00	\$0.00	\$0.00	-\$131,033.00
G 609-23500 Deferred Inflow - Pensions	-\$122,310.00	\$0.00	\$0.00	-\$122,310.00
<b>Bal Type L</b>	<b>-\$1,174,097.95</b>	<b>\$435,123.22</b>	<b>\$393,901.63</b>	<b>-\$1,132,876.36</b>
<b>Fund 609 LIQUOR FUND</b>	<b>\$0.00</b>	<b>\$12,915,535.19</b>	<b>\$12,915,535.19</b>	<b>\$0.00</b>







### LIQUOR FUND - 2022 Cash & Investments/Fund Balance



**CITY OF MORA/MORA MUNICIPAL UTILITIES**  
 Current Investments  
 Information current as of September 30, 2022

Bank/Agency	Location	Type	FDIC #	Broker	Amount	DTD/Issued	Due	Rate
Bank of China	New York, NY	CD	33653	4M Fund	\$ 248,800.00	1/27/2022	2/15/2023	0.45%
4M Investment Pool - 9 mo.	Various	Pool		4M Fund	\$ 250,000.00	8/9/2022	5/9/2023	2.85%
CIBC Bank USA / Private Bank - MI	Birmingham, MI	CD	33306	4M Fund	\$ 248,300.00	1/27/2022	7/26/2023	0.45%
Financial Federal Bank	Memphis, TN	CD	31840	4M Fund	\$ 248,500.00	1/27/2022	7/26/2023	0.40%
4M Investment Pool - 12 mo.	Various	Pool		4M Fund	\$ 250,000.00	8/9/2022	8/9/2023	3.00%
Servisfirst National Bank	Tampa, FL	CD	57993	4M Fund	\$ 242,000.00	8/17/2022	8/18/2023	3.20%
Greenstate Credit Union	North Liberty, IA	CD	60269	4M Fund	\$ 248,500.00	8/18/2021	8/18/2023	0.30%
Falcon National Bank	Foley, MN	CD	57603	4M Fund	\$ 249,495.32	2/11/2022	2/12/2024	0.65%
Great Midwest Bank	Brookfield, WI	CD	29657	4M Fund	\$ 239,000.00	8/18/2022	2/15/2024	2.97%
Signature Bank	New York, NY	CD	57053	4M Fund	\$ 246,000.00	8/19/2022	8/19/2024	3.05%
UBS Bank	Salt Lake City, UT	CD	57565	4M Fund	\$ 121,000.00	8/26/2022	8/26/2024	3.15%
American Bank and Trust	Bowling Green, KY	CD	35568	4M Fund	\$ 245,000.00	9/14/2022	9/16/2024	3.21%
Bank Hapoalim	New York, NY	CD	33686	4M Fund	\$ 227,100.00	8/8/2022	8/8/2025	3.04%
First National Bank	Paragould, AR	CD	3887	4M Fund	\$ 227,300.00	8/8/2022	8/8/2025	3.02%
Neighborhood National Bank	Mora, MN	CD	18885	None	\$ 245,000.00	1/26/2022	1/26/2026	0.45%
Ally Bank	Midvale, UT	CD	57803	RBC Wealth	\$ 140,000.00	10/11/2019	10/11/2022	1.90%
Customers Bank	Phoenixville, PA	CD	34444	RBC Wealth	\$ 211,000.00	7/23/2022	1/23/2023	2.35%
Great Southern Bank	Reeds Springs, MO	CD	29546	RBC Wealth	\$ 245,000.00	7/27/2022	1/27/2023	2.45%
Morgan Stanley Bank	Salt Lake City, UT	CD	32992	RBC Wealth	\$ 245,000.00	6/19/2018	6/23/2023	3.20%
Safra National Bank of New York	New York, NY	CD	26876	RBC Wealth	\$ 245,000.00	7/27/2022	7/27/2023	2.90%
Millyard Bank	Nashua, NH	CD	59176	RBC Wealth	\$ 245,000.00	7/28/2022	7/28/2023	2.80%
Discover Bank	Greenwood, DE	CD	5649	RBC Wealth	\$ 139,000.00	9/28/2016	9/28/2023	1.80%
Comenity Capital Bank	Salt Lake City, UT	CD	57570	RBC Wealth	\$ 245,000.00	6/27/2019	6/27/2024	2.50%
CNB of Greater St Louis	Maplewood, MO	CD	4549	RBC Wealth	\$ 245,000.00	7/29/2022	7/29/2024	3.00%
CFG Community Bank	Lutherville, MD	CD	34294	RBC Wealth	\$ 245,000.00	7/30/2022	9/30/2024	3.30%
Lakeside Bank	Chicago, IL	CD	19573	RBC Wealth	\$ 170,000.00	3/30/2020	3/31/2025	1.40%
Texas Exchange Bank	Crowley, TX	CD	20099	RBC Wealth	\$ 245,000.00	6/19/2020	6/19/2025	1.00%
Capital One Bank (USA)	Glen Allen, VA	CD	33954	RBC Wealth	\$ 245,000.00	7/21/2022	7/21/2025	3.30%
Capital One, National Association	McLean, VA	CD	4297	RBC Wealth	\$ 245,000.00	7/21/2022	7/21/2025	3.30%
Live Oak Bank	Wilmington, NC	CD	58665	RBC Wealth	\$ 240,000.00	9/11/2022	9/11/2026	3.65%
Medallion Bank	Salt Lake City, UT	CD	57449	RBC Wealth	\$ 245,000.00	8/30/2021	8/31/2026	0.85%
EnerBank	Salt Lake City, UT	CD	57293	RBC Wealth	\$ 245,000.00	5/20/2020	5/14/2027	1.10%
Morgan Stanley Private Bank	Purchase, NY	CD	34221	RBC Wealth	\$ 245,000.00	7/15/2022	7/15/2027	3.60%
State Bank of India	New York, NY	CD	33682	RBC Wealth	\$ 135,000.00	7/22/2022	7/22/2027	3.40%
Washington County Bank	Blair, NE	CD	12241	RBC Wealth	\$ 155,000.00	3/30/2021	9/30/2027	1.10%
Frazer Bank	Altus, OK	CD	4031	RBC Wealth	\$ 245,000.00	6/25/2021	6/26/2028	1.10%
Merrick Bank	South Jordan, UT	CD	34519	RBC Wealth	\$ 245,000.00	7/31/2020	7/31/2028	1.00%
Israel Discount Bank		CD	19977	Wells Fargo	\$ 150,000.00	11/12/2021	8/14/2023	0.45%
Federal Home Loan Mortgage Company	McLean, VA	AG		Wells Fargo	\$ 17,770.86	9/1/1993	9/1/2023	6.50%
Synchrony Bank		CD	27314	Wells Fargo	\$ 245,000.00	9/5/2021	9/5/2023	0.25%
Synovus Bank	Columbus, GA	CD	873	Wells Fargo	\$ 245,000.00	3/11/2021	3/11/2024	0.30%
BankUnited, NA	Miami Lakes, FL	CD	58979	Wells Fargo	\$ 244,000.00	4/14/2021	4/15/2024	0.45%
UBS Bank	Salt Lake City, UT	CD	57565	Wells Fargo	\$ 124,000.00	6/23/2021	6/23/2024	0.35%
BMW Bank of North America	Salt Lake City, UT	CD	35141	Wells Fargo	\$ 106,000.00	7/16/2021	7/16/2024	0.50%
New York Community Bank		CD	16022	Wells Fargo	\$ 245,000.00	9/10/2021	9/10/2024	0.65%
Toyota Financial Savings Bank	Henderson, NV	CD	57542	Wells Fargo	\$ 245,000.00	8/19/2021	8/19/2025	0.70%
Federal Home Loan Bank	McLean, VA	AG		Wells Fargo	\$ 150,000.00	1/21/2021	1/29/2026	0.30%
Goldman Sachs Bank	New York, NY	CD	33124	Wells Fargo	\$ 245,000.00	8/11/2021	2/11/2026	1.00%
Sallie Mae Bank	Salt Lake City, UT	CD	58177	Wells Fargo	\$ 118,000.00	7/8/2021	7/8/2026	1.00%
Sallie Mae Bank	Salt Lake City, UT	CD	58177	Wells Fargo	\$ 129,000.00	8/25/2021	8/25/2026	1.05%
JP Morgan Chase	Columbus, OH	CD	628	Wells Fargo	\$ 245,000.00	9/23/2020	9/23/2026	0.50%
Third Federal Savings and Loan Association of Clev	Cleveland, OH	CD	30012	Wells Fargo	\$ 218,000.00	8/19/2022	8/19/2027	3.30%
BMO Harris Bank	Chicago, IL	CD	16571	Wells Fargo	\$ 245,000.00	7/13/2021	7/13/2028	1.00%

\$ 11,372,766.18

CD = Certificate of Deposit  
 AG = Agency/Government Asset Backed

Note: This list represents the combined portfolios of the City of Mora and Mora Municipal Utilities. For breakdown by fund, please refer to the Balance Sheet.

**CITY OF MORA/MORA MUNICIPAL UTILITIES**  
 Debt Retirement Schedule  
 For the Year Ending December 31, 2022

SUM OF ALL DEBT			Series 2015B	Series 2015C			Series 2017A	Series 2022A	MnPFA Water	MnPFA WWTP	Mora HRA Bonds*	
			Fund 532	Fund 533	Fund 652	Fund 653	Fund 535	Fund 536	G 652-22031	G 653-22031	Series 2019A	Series 2009B
Year	Year-End Balance	Principal Reduction	Year-End Balance	Year	Year-End Balance	Year-End Balance						
2016	11,387,000.00		1,385,000.00	1,251,495.00	267,364.00	221,141.00			1,151,000.00			350,000.00
2017	12,039,957.75	652,957.75	1,345,000.00	1,125,495.00	246,858.00	202,647.00	1,325,000.00		1,078,000.00			290,000.00
2018	11,484,957.75	(555,000.00)	1,290,000.00	1,039,495.00	223,036.00	182,469.00	1,325,000.00		1,004,000.00			225,000.00
2019	11,080,000.00	(404,957.75)	1,230,000.00	942,495.00	201,854.00	165,651.00	1,290,000.00		928,000.00	2019	3,095,000.00	155,000.00
2020	10,433,000.00	(647,000.00)	1,170,000.00	840,495.00	180,672.00	148,833.00	1,235,000.00		851,000.00	2020	3,095,000.00	80,000.00
2021	9,759,000.00	(674,000.00)	1,110,000.00	733,495.00	159,490.00	132,015.00	1,180,000.00		773,000.00	2021	3,080,000.00	-
2022	10,621,000.00	862,000.00	1,050,000.00	622,995.00	137,648.00	114,357.00	1,125,000.00	1,575,000.00	693,000.00	2022	2,960,000.00	
2023	9,975,000.00	(646,000.00)	985,000.00	512,495.00	115,806.00	96,699.00	1,070,000.00	1,575,000.00	612,000.00	2023	2,835,000.00	
2024	9,251,000.00	(724,000.00)	920,000.00	398,495.00	89,990.00	76,515.00	1,010,000.00	1,520,000.00	529,000.00	2024	2,705,000.00	
2025	8,524,000.00	(727,000.00)	855,000.00	284,495.00	64,174.00	56,331.00	950,000.00	1,465,000.00	445,000.00	2025	2,575,000.00	
2026	7,783,000.00	(741,000.00)	790,000.00	166,995.00	37,698.00	35,307.00	890,000.00	1,405,000.00	359,000.00	2026	2,445,000.00	
2027	7,024,000.00	(759,000.00)	720,000.00	50,995.00	10,562.00	13,443.00	830,000.00	1,340,000.00	272,000.00	2027	2,310,000.00	
2028	6,342,000.00	(682,000.00)	650,000.00	-	-	-	765,000.00	1,275,000.00	183,000.00	2028	2,170,000.00	
2029	5,726,000.00	(616,000.00)	580,000.00				700,000.00	1,210,000.00	92,000.00	2029	2,025,000.00	
2030	5,092,000.00	(634,000.00)	505,000.00				630,000.00	1,140,000.00	-	2030	1,880,000.00	
2031	4,543,000.00	(549,000.00)	430,000.00				560,000.00	1,070,000.00		2031	1,730,000.00	
2032	3,987,000.00	(556,000.00)	350,000.00				490,000.00	1,000,000.00		2032	1,580,000.00	
2033	3,410,000.00	(577,000.00)	265,000.00				415,000.00	925,000.00		2033	1,425,000.00	
2034	2,821,000.00	(589,000.00)	180,000.00				340,000.00	845,000.00		2034	1,265,000.00	
2035	2,220,000.00	(601,000.00)	90,000.00				260,000.00	765,000.00		2035	1,105,000.00	
2036	1,795,000.00	(425,000.00)	-				175,000.00	680,000.00		2036	940,000.00	
2037	1,455,000.00	(340,000.00)					90,000.00	595,000.00		2037	770,000.00	
2038	1,100,000.00	(355,000.00)					-	505,000.00		2038	595,000.00	
2039	830,000.00	(270,000.00)						415,000.00		2039	415,000.00	
2040	320,000.00	(510,000.00)						320,000.00		2040	-	
2041	215,000.00	(105,000.00)						215,000.00				
2042	110,000.00	(105,000.00)						110,000.00				
2043	-	(110,000.00)						-				

\* These Bonds are special obligations of the Authority but are general obligations of the City for which the City pledges its full faith, credit and taxing powers.

**CITY OF MORA****DEFICIT FUNDS**

For the Year Ending December 31, 2021

	Fund	Fund Balance/ Net Assets	Cash Balance	Deficit to be funded by:
	No.	12/31/2021	12/31/2021	
3	TIF 1-11 - First Citizens Bank	(171,576)	77,587	accounts for PAYGO TIF
4	TIF 1-15 - HRA Mysa House	(53)	(53)	
5	Small Cities Development Program 2020	(258)	(258)	
6	Howe Avenue Reconstruction	(10,781)	(10,781)	Special assessments
7	Downtown Feed Mill Redevelopment	(30,504)	(30,504)	Sale of land
8	Airport Kastenbauer House	(97,389)	(97,389)	(unknown)
9	Crosswind	(19,912)	(19,912)	Grant proceeds
2	Dala Lane Improvement Project	(259,593)	(259,593)	Special assessments
11	2012 7th and Grove St. Improvements	(313,936)	(313,936)	(unknown)
1	Grove & Wood Street Improvements	(314,670)	147,408	Special assessments
10	North Grove Street Improvements	(25,705)	(13,014)	Special assessments
		(1,244,377)	(520,445)	

## CITY OF MORA

Future Improvement Fund Balances  
For the Year Ended December 31, 2022

Department	Item	CIP Item Number	6/30/2022	Committed	12/31/2022
			Balance		Available
1	Undesignated	Undesignated	5,857.71		5,857.71
2	City Hall Building	City Hall Building	2,892.50	2,800.00	92.50
3	Council	City Celebration	-		-
4	Finance	Computers	2,295.18		2,295.18
5	Library	Flooring	-		-
6	Law Enforcement	Equipment	-		-
7	Library	Library Building	-		-
8	Streets	Small Cities Assistance	-		-
9	Streets	Public Parking Lots	3,500.00		3,500.00
10	Streets	Sand & Salt Shed Structure Replacement	30,452.93		30,452.93
11	Streets	Patching/Paving	68,413.00	68,413.00	-
12	Streets	Siren	-		-
13	Streets	Crack Sealant Machine	-		-
14	Streets	Med. Duty Dump Truck	46,180.11	46,800.00	(619.89)
15	Streets	Heavy Duty Dump Truck	63,278.07		63,278.07
16	Streets	Street Sweeper Replace	114,749.89		114,749.89
17	Streets	Service Truck	-		-
18	Streets	Service Truck	17,000.00		17,000.00
19	Streets	Road Grader	-		-
20	Streets	Front End Wheel Loader	15,854.31		15,854.31
21	Streets	Plow Truck	66,505.86		66,505.86
22	Streets	Router	10,000.00		10,000.00
23	Streets	Sidewalk Program	5,000.00		5,000.00
24	Streets	Seal Coating	30,501.97		30,501.97
25	Aquatic Center	Disinfection Equip	5,913.00		5,913.00
26	Aquatic Center	Pool Filter Replacement	72,325.74		72,325.74
27	Aquatic Center	Consession Stand	-		-
28	Aquatic Center	Consultant Service	7,000.00		7,000.00
29	Aquatic Center	Building	80,006.00		80,006.00
30	Aquatic Center	Slide Re-coat	-		-
31	Aquatic Center	Pool Grates	-		-
32	Parks	Future Parks (Developers)	17,122.21		17,122.21
33	Parks	Bike Trail Sealing	12,000.00		12,000.00
34	Parks	JC Fields	500.00		500.00
35	Parks	Tennis/BB Courts	24,000.00		24,000.00
36	Parks	Kids Kingdom	30,000.00		30,000.00
37	Parks	Trails	10,000.00		10,000.00
38	Parks	Pavillion Renovation	10,000.00	10,000.00	-
39	Parks	Mower	7,930.01		7,930.01
40	Parks	Service Truck	1,018.50		1,018.50
41	Airport	Crosswind Runway	7,885.09		7,885.09
42	Airport	Mower	16,158.83	7,900.00	8,258.83
43	Airport	Electronic Fuel Purchasing System	24,000.00		24,000.00
44	Airport	New Fuel Line	29,000.00	29,000.00	-
45	Airport	Surface Maint. Equipment	14,817.14		
46	Airport	A&D Driveway/Lot Rehab	14,077.07		
47	Cemetery	Mower	7,930.18	7,900.00	30.18
48	Cemetery	Vehicle	1,018.51		1,018.51
49	Cemetery	Future Expansion	5,000.00		5,000.00
			<u>880,183.81</u>	<u>172,813.00</u>	<u>678,476.60</u>

## Notes:

1. for 2022 patching and paving (unused from 2021)
2. for City Hall carpet refresh
3. for new park/cemetery mower
4. for Streets Dept medium duty dump truck
5. for pavillion renovation
6. for airport fuel line upgrade

**CITY OF MORA**

## Future Fire Equipment Fund (FFEF) Balances

For the Year Ended December 31, 2022

	Department	Item	6/30/2022 Balance	Committed	12/31/2022 Available
1	Fire	Trucks	811,626.06		811,626.06
2	Fire	Equipment	108,582.79	7,900.00	100,682.79
3	Fire	Building	41,760.00	7,500.00	34,260.00
			<u>961,968.85</u>	<u>15,400.00</u>	<u>946,568.85</u>

## Notes:

1. for Fire Dept carpet replacement	7,500.00
2. for Fire Dept turnout gear	3,750.00
2. for Fire Dept 2.5" hose	450.00
2. for Fire Dept SCBA face mask replacement	1,200.00
2. for Fire Dept 1.75" attack line hose	1,000.00
2. for Fire Dept 5" hose	1,500.00



**CITY OF MORA**  
**Revenue Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
<b>Fund 101 GENERAL FUND</b>					
<b>Dept 41000 GENERAL GOVERNMENT</b>					
Tax Increments	\$12,000.00	\$19,200.72	-\$7,200.72	-60.01%	
Current Ad Valorem Taxes	\$594,000.00	\$319,600.76	\$274,399.24	46.20%	
Mobile Home Taxes	\$1,400.00	\$0.00	\$1,400.00	100.00%	
Penalties & Interest	\$750.00	\$130.94	\$619.06	82.54%	
Forfeited Tax Sale Revenue	\$0.00	\$20,446.08	-\$20,446.08	0.00%	
Federal Grants	\$0.00	\$0.00	\$0.00	0.00%	
Local Government Aid	\$1,026,435.00	\$513,217.50	\$513,217.50	50.00%	
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Agricultural Market Value Cred	\$200.00	\$0.00	\$200.00	100.00%	
PERA Aid	\$0.00	\$0.00	\$0.00	0.00%	
Other Grants & Aids	\$1,500.00	\$1,466.52	\$33.48	2.23%	
Franchise Fee - Cable TV	\$24,000.00	\$12,767.52	\$11,232.48	46.80%	
Franchise Fee - Natural Gas	\$46,000.00	\$24,578.64	\$21,421.36	46.57%	
Franchise Fee - Electric	\$235,000.00	\$198,319.97	\$36,680.03	15.61%	
Other Misc Charges	\$0.00	\$0.00	\$0.00	0.00%	
Special Assessments	\$0.00	\$3,614.28	-\$3,614.28	0.00%	
Int/Pen on Spec Assmts	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$13,500.00	\$13,208.58	\$291.42	2.16%	
Unrealized Gain/(Loss) on Inv	\$0.00	-\$63,514.53	\$63,514.53	0.00%	
Dividends	\$579.00	\$0.00	\$579.00	100.00%	
Rent	\$2,520.00	\$4,200.00	-\$1,680.00	-66.67%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$3,000.00	\$2,750.96	\$249.04	8.30%	
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$2,400.00	\$2,400.38	-\$0.38	-0.02%	
Trf from Enterprise Fund	\$285,000.00	\$213,750.00	\$71,250.00	25.00%	
Proceeds from Long Term Debt	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 41000 GENERAL GOVER</b>	<b>\$2,248,284.00</b>	<b>\$1,286,138.32</b>	<b>\$962,145.68</b>		
<b>Dept 41110 MAYOR &amp; COUNCIL</b>					
Trf from Special Revenue Fund	\$5,000.00	\$0.00	\$5,000.00	100.00%	
<b>Dept 41110 MAYOR &amp; COUNC</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>		
<b>Dept 41320 ADMINISTRATION</b>					
Other Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$187.77	-\$187.77	0.00%	
<b>Dept 41320 ADMINISTRATION</b>	<b>\$0.00</b>	<b>\$187.77</b>	<b>-\$187.77</b>		
<b>Dept 41410 ELECTIONS</b>					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Other Misc Charges	\$0.00	\$30.00	-\$30.00	0.00%	
<b>Dept 41410 ELECTIONS</b>	<b>\$0.00</b>	<b>\$30.00</b>	<b>-\$30.00</b>		
<b>Dept 41520 FINANCE</b>					
Liquor Licenses	\$15,000.00	\$18,170.00	-\$3,170.00	-21.13%	
Other Business Licenses	\$4,000.00	\$3,945.00	\$55.00	1.38%	
Other Non-Business Permits	\$225.00	\$360.00	-\$135.00	-60.00%	
Assessment Searches	\$4,000.00	\$3,430.00	\$570.00	14.25%	
Service Chg on NSF Checks	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$83.81	-\$83.81	0.00%	
Trf from Special Revenue Fund	\$20,780.00	\$8,250.00	\$12,530.00	60.30%	



**CITY OF MORA**  
**Revenue Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$17,000.00	\$12,749.97	\$4,250.03	25.00%	
Dept 41520 FINANCE	\$61,005.00	\$46,988.78	\$14,016.22		
Dept 41800 HUMAN RESOURCES					
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$300.00	\$300.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$9,470.00	\$0.00	\$9,470.00	100.00%	
Trf from Enterprise Fund	\$6,676.00	\$0.00	\$6,676.00	100.00%	
Dept 41800 HUMAN RESOURC	\$16,446.00	\$300.00	\$16,146.00		
Dept 41910 PLANNING & ZONING					
Zoning & Subdivision Fees	\$2,500.00	\$1,825.00	\$675.00	27.00%	
Plan Review Fees	\$0.00	\$0.00	\$0.00	0.00%	
Sale of Maps & Copies	\$10.00	\$0.00	\$10.00	100.00%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$7,000.00	\$645.00	\$6,355.00	90.79%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41910 PLANNING & ZON	\$9,510.00	\$2,470.00	\$7,040.00		
Dept 41920 INFORMATION TECHNOLOGY					
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$324.59	-\$324.59	0.00%	
Trf from Special Revenue Fund	\$4,876.00	\$0.00	\$4,876.00	100.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$12,911.00	\$0.00	\$12,911.00	100.00%	
Dept 41920 INFORMATION TE	\$17,787.00	\$324.59	\$17,462.41		
Dept 41940 CITY HALL BUILDING					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$2,800.00	\$0.00	\$2,800.00	100.00%	
Trf from Enterprise Fund	\$1,100.00	\$0.00	\$1,100.00	100.00%	
Dept 41940 CITY HALL BUILDI	\$3,900.00	\$0.00	\$3,900.00		
Dept 41941 LIBRARY BUILDING					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Rent	\$2,400.00	\$1,210.00	\$1,190.00	49.58%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41941 LIBRARY BUILDIN	\$2,400.00	\$1,210.00	\$1,190.00		
Dept 42120 LAW ENFORCEMENT					
Police Training Reimbursement	\$0.00	\$0.00	\$0.00	0.00%	
Police Aid	\$46,000.00	\$0.00	\$46,000.00	100.00%	
Court Fines	\$12,000.00	\$7,690.03	\$4,309.97	35.92%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 42120 LAW ENFORCEME	\$58,000.00	\$7,690.03	\$50,309.97		



**CITY OF MORA**  
**Revenue Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Dept 42220 FIRE					
Fire Relief Pension	\$58,000.00	\$68,174.99	-\$10,174.99	-17.54%	
Dept 42220 FIRE	\$58,000.00	\$68,174.99	-\$10,174.99		
Dept 42401 BUILDING					
Building Permits	\$50,000.00	\$45,332.38	\$4,667.62	9.34%	
Other Misc Charges	\$2,500.00	\$335.00	\$2,165.00	86.60%	
Dept 42401 BUILDING	\$52,500.00	\$45,667.38	\$6,832.62		
Dept 43121 STREETS					
Other Non-Business Permits	\$2,850.00	\$1,955.00	\$895.00	31.40%	
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Sidewalk & Street Repair	\$0.00	\$0.00	\$0.00	0.00%	
Pmt from County - St Maint	\$8,118.00	\$0.00	\$8,118.00	100.00%	
Weed Cleaning	\$0.00	\$375.00	-\$375.00	0.00%	
Rent	\$50.00	\$0.00	\$50.00	100.00%	
Misc Income	\$200.00	\$70.00	\$130.00	65.00%	
Sale of Fixed Assets	\$0.00	\$17,000.00	-\$17,000.00	0.00%	See Note A.
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$14,000.00	\$0.00	\$14,000.00	100.00%	
Trf from Capital Projects Fund	\$115,213.00	\$0.00	\$115,213.00	100.00%	
Trf from Enterprise Fund	\$3,500.00	\$0.00	\$3,500.00	100.00%	
Dept 43121 STREETS	\$143,931.00	\$19,400.00	\$124,531.00		
Dept 43160 STREET LIGHTING					
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Dept 43160 STREET LIGHTIN	\$0.00	\$0.00	\$0.00		
Dept 43180 GARAGE					
Misc Income	\$200.00	\$483.00	-\$283.00	-141.50%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$126,369.00	\$0.00	\$126,369.00	100.00%	
Dept 43180 GARAGE	\$126,569.00	\$483.00	\$126,086.00		
Dept 45124 AQUATIC CENTER					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Swim Fees	\$59,000.00	\$87,901.89	-\$28,901.89	-48.99%	See Note B.
Pool Lesson Fees	\$54,000.00	\$51,426.00	\$2,574.00	4.77%	
Concessions	\$37,000.00	\$54,809.80	-\$17,809.80	-48.13%	See Note B.
Other Misc Charges	\$0.00	\$0.00	\$0.00	0.00%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Service Chg on NSF Checks	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$100.00	\$2,973.25	-\$2,873.25	-2873.25%	See Note C.
Cash Over/Short	\$0.00	-\$405.81	\$405.81	0.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Dept 45124 AQUATIC CENTER	\$151,100.00	\$196,705.13	-\$45,605.13		
Dept 45202 PARKS					
Federal Grants	\$0.00	\$0.00	\$0.00	0.00%	
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Rent	\$1,500.00	\$940.00	\$560.00	37.33%	
Contributions & Donations	\$10,000.00	\$14,975.00	-\$4,975.00	-49.75%	
Misc Income	\$500.00	\$121.32	\$378.68	75.74%	
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	



**CITY OF MORA**  
**Revenue Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Trf from Capital Projects Fund	\$17,900.00	\$0.00	\$17,900.00	100.00%	
Dept 45202 PARKS	\$29,900.00	\$16,036.32	\$13,863.68		
Dept 47310 AIRPORT					
Federal Airport Grant - FAA	\$0.00	\$21,895.00	-\$21,895.00	0.00%	
Other State Grants & Aids	\$0.00	\$247.60	-\$247.60	0.00%	
State Airport Maintenance	\$32,033.00	\$20,413.07	\$11,619.93	36.27%	
Concessions	\$60.00	\$0.00	\$60.00	100.00%	
Airport Hangar Rent	\$8,000.00	\$8,447.78	-\$447.78	-5.60%	
Rent	\$11,000.00	\$7,975.00	\$3,025.00	27.50%	
Contributions & Donations	\$600.00	\$1,350.00	-\$750.00	-125.00%	
Fuel Sales	\$50,000.00	\$81,983.17	-\$31,983.17	-63.97%	
Misc Income	\$0.00	\$40.84	-\$40.84	0.00%	
Commissions	\$0.00	\$0.00	\$0.00	0.00%	
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$29,000.00	\$0.00	\$29,000.00	100.00%	
Dept 47310 AIRPORT	\$130,693.00	\$142,352.46	-\$11,659.46		
Fund 101 GENERAL FUND	\$3,115,025.00	\$1,834,158.77	\$1,280,866.23		
Fund 220 STORM WATER FUND					
Dept 47800 STORM WATER					
Federal Grants	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$0.00	\$0.00	\$0.00	0.00%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Dividends	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$62.63	-\$62.63	0.00%	
Penalties	\$1,200.00	\$1,176.59	\$23.41	1.95%	
Storm Water Fees	\$114,000.00	\$90,046.46	\$23,953.54	21.01%	
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47800 STORM WATER	\$115,200.00	\$91,285.68	\$23,914.32		
Fund 220 STORM WATER FUND	\$115,200.00	\$91,285.68	\$23,914.32		
Fund 222 FIRE FUND					
Dept 42220 FIRE					
Penalties & Interest	\$0.00	\$0.00	\$0.00	0.00%	
Federal Grants	\$0.00	\$0.00	\$0.00	0.00%	
Other State Grants & Aids	\$6,000.00	\$3,220.00	\$2,780.00	46.33%	
Fire Protection/Calls	\$40,000.00	\$24,950.00	\$15,050.00	37.63%	
Police & Fire Reports	\$0.00	\$0.00	\$0.00	0.00%	
Fire Protection Services	\$102,375.00	\$102,375.00	\$0.00	0.00%	
Special Assessments	\$0.00	\$550.00	-\$550.00	0.00%	
Int/Pen on Spec Assmts	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$100.00	\$0.00	\$100.00	100.00%	
Dividends	\$270.00	\$0.00	\$270.00	100.00%	
Contributions & Donations	\$0.00	\$1,164.00	-\$1,164.00	0.00%	
Misc Income	\$0.00	\$3,683.39	-\$3,683.39	0.00%	
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from General Fund	\$45,938.00	\$45,938.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$15,400.00	\$0.00	\$15,400.00	100.00%	
Dept 42220 FIRE	\$210,083.00	\$181,880.39	\$28,202.61		
Fund 222 FIRE FUND	\$210,083.00	\$181,880.39	\$28,202.61		



**CITY OF MORA**  
**Revenue Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
<b>Fund 225 CEMETERY FUND</b>					
Dept 47810 CEMETERY					
Perpetual Care	\$0.00	\$0.00	\$0.00	0.00%	
Sales of Lots	\$18,000.00	\$20,940.00	-\$2,940.00	-16.33%	
Interment Fees	\$28,000.00	\$31,045.00	-\$3,045.00	-10.88%	
Stone Setting Fee	\$1,200.00	\$2,040.00	-\$840.00	-70.00%	
Interest Earnings	\$0.00	\$0.91	-\$0.91	0.00%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Dividends	\$17.00	\$0.00	\$17.00	100.00%	
Rent	\$0.00	\$0.00	\$0.00	0.00%	
Contributions & Donations	\$0.00	\$20.00	-\$20.00	0.00%	
Misc Income	\$0.00	\$780.02	-\$780.02	0.00%	
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Permanent Fund	\$0.00	\$68.72	-\$68.72	0.00%	
Trf from Capital Projects Fund	\$7,900.00	\$0.00	\$7,900.00	100.00%	
Dept 47810 CEMETERY	\$55,117.00	\$54,894.65	\$222.35		
Fund 225 CEMETERY FUND	\$55,117.00	\$54,894.65	\$222.35		
<b>Fund 609 LIQUOR FUND</b>					
Dept 49750 LIQUOR STORE					
Interest Earnings	\$0.00	\$0.00	\$0.00	0.00%	
Dividends	\$147.00	\$0.00	\$147.00	100.00%	
Service Chg on NSF Checks	\$0.00	\$10.00	-\$10.00	0.00%	
Misc Income	\$350.00	\$404.03	-\$54.03	-15.44%	
Recoveries of Bad Debt	\$0.00	\$0.00	\$0.00	0.00%	
Wine Club	\$1,000.00	\$1,707.00	-\$707.00	-70.70%	
Wine Sales	\$394,200.00	\$293,978.67	\$100,221.33	25.42%	
Liquor Sales	\$1,324,100.00	\$1,060,881.55	\$263,218.45	19.88%	
Beer Sales	\$2,222,200.00	\$1,722,884.58	\$499,315.42	22.47%	
Liquor & Beer Coupons	\$0.00	\$0.00	\$0.00	0.00%	
Misc Sales	\$180,000.00	\$215,752.31	-\$35,752.31	-19.86%	
Lottery	\$3,500.00	\$4,234.50	-\$734.50	-20.99%	
Commissions	\$1,000.00	\$1,260.88	-\$260.88	-26.09%	
Cash Discounts	\$0.00	\$0.00	\$0.00	0.00%	
Cash Over/Short	-\$300.00	-\$82.55	-\$217.45	72.48%	
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 49750 LIQUOR STORE	\$4,126,197.00	\$3,301,030.97	\$825,166.03		
Fund 609 LIQUOR FUND	\$4,126,197.00	\$3,301,030.97	\$825,166.03		
	\$7,621,622.00	\$5,463,250.46	\$2,158,371.54		



**CITY OF MORA**  
**Expenditure Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
<b>Fund 101 GENERAL FUND</b>					
<b>Dept 41000 GENERAL GOVERNMENT</b>					
Repair/Maint - Bldg & Equip	\$500.00	\$0.00	\$500.00	100.00%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Contributions	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$10,360.00	\$5,147.01	\$5,212.99	50.32%	
Workers Comp Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Miscellaneous	\$800.00	\$17,278.00	-\$16,478.00	-2059.75%	See Note D.
Tax Abatement Payments	\$4,000.00	\$0.00	\$4,000.00	100.00%	
Pay Out Pass-Thru Grant Procee	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$20,000.00	\$15,000.03	\$4,999.97	25.00%	
Trf to Capital Projects Fund	\$92,375.00	\$92,375.00	\$0.00	0.00%	
Trf to Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 41000 GENERAL GOVER</b>	<b>\$128,035.00</b>	<b>\$129,800.04</b>	<b>-\$1,765.04</b>	<b>-1.38%</b>	
<b>Dept 41110 MAYOR &amp; COUNCIL</b>					
Wages & Salaries	\$21,000.00	\$15,749.91	\$5,250.09	25.00%	
FICA	\$1,302.00	\$976.60	\$325.40	24.99%	
Medicare	\$305.00	\$228.24	\$76.76	25.17%	
Office Supplies	\$300.00	\$277.38	\$22.62	7.54%	
Other Operating Supplies	\$100.00	\$16.19	\$83.81	83.81%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$59.21	-\$59.21	0.00%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Legal Services	\$600.00	\$412.00	\$188.00	31.33%	
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$25.00	\$0.00	\$25.00	100.00%	
Meetings, Training, & Travel	\$1,450.00	\$410.92	\$1,039.08	71.66%	
Advertising	\$250.00	\$294.44	-\$44.44	-17.78%	
Contributions	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$110.00	\$81.00	\$29.00	26.36%	
Workers Comp Insurance	\$137.00	\$50.04	\$86.96	63.47%	
Dues & Subscriptions	\$10,500.00	\$9,284.00	\$1,216.00	11.58%	
Miscellaneous	\$300.00	\$55.13	\$244.87	81.62%	
Capital Outlay	\$5,000.00	\$0.00	\$5,000.00	100.00%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 41110 MAYOR &amp; COUNC</b>	<b>\$41,379.00</b>	<b>\$27,895.06</b>	<b>\$13,483.94</b>	<b>32.59%</b>	
<b>Dept 41320 ADMINISTRATION</b>					
Wages & Salaries	\$78,738.00	\$79,216.39	-\$478.39	-0.61%	
PERA	\$5,905.00	\$5,941.52	-\$36.52	-0.62%	
FICA	\$4,882.00	\$4,772.83	\$109.17	2.24%	
Medicare	\$1,142.00	\$1,116.33	\$25.67	2.25%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$600.00	\$0.00	\$600.00	100.00%	
Health Insurance	\$7,859.00	\$2,143.80	\$5,715.20	72.72%	
Life Insurance	\$138.00	\$166.31	-\$28.31	-20.51%	
Dental Insurance	\$52.00	\$26.10	\$25.90	49.81%	
Office Supplies	\$350.00	\$435.81	-\$85.81	-24.52%	
Motor Fuels	\$0.00	\$0.00	\$0.00	0.00%	
Lubricants & Additives	\$0.00	\$0.00	\$0.00	0.00%	
Other Operating Supplies	\$100.00	\$44.48	\$55.52	55.52%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$100.00	\$27.72	\$72.28	72.28%	



**CITY OF MORA**  
**Expenditure Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Engineering	\$0.00	\$420.98	-\$420.98	0.00%	
Legal Services	\$400.00	\$64.00	\$336.00	84.00%	
Professional Services - Misc	\$2,000.00	\$2,520.63	-\$520.63	-26.03%	
Telephone	\$350.00	\$58.30	\$291.70	83.34%	
Postage	\$50.00	\$0.00	\$50.00	100.00%	
Meetings, Training, & Travel	\$2,150.00	\$1,321.56	\$828.44	38.53%	
Insurance	\$430.00	\$302.22	\$127.78	29.72%	
Workers Comp Insurance	\$740.00	\$270.09	\$469.91	63.50%	
Dues & Subscriptions	\$1,100.00	\$129.52	\$970.48	88.23%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 41320 ADMINISTRATION</b>	<b>\$107,086.00</b>	<b>\$98,978.59</b>	<b>\$8,107.41</b>	<b>7.57%</b>	
<b>Dept 41410 ELECTIONS</b>					
Office Supplies	\$50.00	\$0.00	\$50.00	100.00%	
Printed Forms & Paper	\$100.00	\$0.00	\$100.00	100.00%	
Postage	\$50.00	\$0.00	\$50.00	100.00%	
Advertising	\$50.00	\$0.00	\$50.00	100.00%	
Contractual Labor	\$4,000.00	\$0.00	\$4,000.00	100.00%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 41410 ELECTIONS</b>	<b>\$4,250.00</b>	<b>\$0.00</b>	<b>\$4,250.00</b>	<b>100.00%</b>	
<b>Dept 41520 FINANCE</b>					
Wages & Salaries	\$105,958.00	\$49,620.48	\$56,337.52	53.17%	
PERA	\$7,947.00	\$3,721.53	\$4,225.47	53.17%	
FICA	\$6,569.00	\$2,997.47	\$3,571.53	54.37%	
Medicare	\$1,536.00	\$701.14	\$834.86	54.35%	
VEBA or H.S.A.	\$1,200.00	\$900.00	\$300.00	25.00%	
Health Insurance	\$15,718.00	\$11,788.74	\$3,929.26	25.00%	
Life Insurance	\$207.00	\$124.74	\$82.26	39.74%	
Dental Insurance	\$52.00	\$39.15	\$12.85	24.71%	
Office Supplies	\$500.00	\$413.41	\$86.59	17.32%	
Printed Forms & Paper	\$0.00	\$0.00	\$0.00	0.00%	
Motor Fuels	\$0.00	\$0.00	\$0.00	0.00%	
Other Operating Supplies	\$100.00	\$55.77	\$44.23	44.23%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$100.00	\$712.72	-\$612.72	-612.72%	See Note E.
Auditing	\$8,993.00	\$8,252.00	\$741.00	8.24%	
Legal Services	\$300.00	\$0.00	\$300.00	100.00%	
Assessing	\$14,400.00	\$15,191.00	-\$791.00	-5.49%	
Professional Services - Misc	\$3,500.00	\$3,300.00	\$200.00	5.71%	
Telephone	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$1,500.00	\$1,275.16	\$224.84	14.99%	
Meetings, Training, & Travel	\$700.00	\$135.00	\$565.00	80.71%	
Advertising	\$60.00	\$77.53	-\$17.53	-29.22%	
Insurance	\$1,100.00	\$819.00	\$281.00	25.55%	
Workers Comp Insurance	\$996.00	\$363.51	\$632.49	63.50%	
Dues & Subscriptions	\$350.00	\$330.00	\$20.00	5.71%	
Miscellaneous	\$50.00	\$250.24	-\$200.24	-400.48%	
Payment Processing Expenses	\$0.00	\$19.44	-\$19.44	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 41520 FINANCE</b>	<b>\$171,836.00</b>	<b>\$101,088.03</b>	<b>\$70,747.97</b>	<b>41.17%</b>	
<b>Dept 41610 LEGAL</b>					
Legal Services	\$32,000.00	\$21,750.00	\$10,250.00	32.03%	



**CITY OF MORA**

**Expenditure Guideline For City Council**

Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Professional Services - Misc	\$700.00	\$450.00	\$250.00	35.71%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$40.00	\$32.22	\$7.78	19.45%	
<b>Dept 41610 LEGAL</b>	<b>\$32,740.00</b>	<b>\$22,232.22</b>	<b>\$10,507.78</b>	<b>32.09%</b>	
<b>Dept 41800 HUMAN RESOURCES</b>					
Wages & Salaries	\$0.00	\$0.00	\$0.00	0.00%	
PERA	\$0.00	\$0.00	\$0.00	0.00%	
FICA	\$0.00	\$0.00	\$0.00	0.00%	
Medicare	\$0.00	\$0.00	\$0.00	0.00%	
Health Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Life Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Dental Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$160.00	\$249.52	-\$89.52	-55.95%	
Recognition/Wellness Programs	\$3,000.00	\$2,550.96	\$449.04	14.97%	
Uniforms	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$0.00	\$0.00	0.00%	
Legal Services	\$700.00	\$623.00	\$77.00	11.00%	
Professional Services - Misc	\$20,000.00	\$25,412.57	-\$5,412.57	-27.06%	See Note F.
Postage	\$300.00	\$225.00	\$75.00	25.00%	
Meetings, Training, & Travel	\$300.00	\$530.18	-\$230.18	-76.73%	
Advertising	\$2,500.00	\$6,212.48	-\$3,712.48	-148.50%	
Insurance	\$40.00	\$27.72	\$12.28	30.70%	
Workers Comp Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$0.00	\$229.00	-\$229.00	0.00%	
Miscellaneous	\$0.00	\$3.71	-\$3.71	0.00%	
Payment Processing Expenses	\$900.00	\$630.00	\$270.00	30.00%	
<b>Dept 41800 HUMAN RESOURC</b>	<b>\$27,900.00</b>	<b>\$36,694.14</b>	<b>-\$8,794.14</b>	<b>-31.52%</b>	
<b>Dept 41910 PLANNING &amp; ZONING</b>					
Wages & Salaries	\$73,911.00	\$39,008.83	\$34,902.17	47.22%	
PERA	\$5,431.00	\$2,925.71	\$2,505.29	46.13%	
FICA	\$4,582.00	\$2,392.13	\$2,189.87	47.79%	
Medicare	\$1,072.00	\$559.39	\$512.61	47.82%	
VEBA or H.S.A.	\$1,020.00	\$275.00	\$745.00	73.04%	
Health Insurance	\$13,361.00	\$6,103.22	\$7,257.78	54.32%	
Life Insurance	\$117.00	\$86.62	\$30.38	25.97%	
Dental Insurance	\$73.00	\$42.63	\$30.37	41.60%	
Office Supplies	\$600.00	\$122.09	\$477.91	79.65%	
Other Operating Supplies	\$20.00	\$49.20	-\$29.20	-146.00%	
Small Tools & Equipment	\$30.00	\$275.50	-\$245.50	-818.33%	
Engineering	\$3,000.00	\$0.00	\$3,000.00	100.00%	
Legal Services	\$3,000.00	\$1,643.00	\$1,357.00	45.23%	
Professional Services - Misc	\$5,900.00	\$5,224.35	\$675.65	11.45%	
Telephone	\$437.00	\$164.14	\$272.86	62.44%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Meetings, Training, & Travel	\$800.00	\$0.00	\$800.00	100.00%	
Advertising	\$1,200.00	\$759.41	\$440.59	36.72%	
Insurance	\$360.00	\$275.22	\$84.78	23.55%	
Workers Comp Insurance	\$589.00	\$214.92	\$374.08	63.51%	
Dues & Subscriptions	\$650.00	\$215.60	\$434.40	66.83%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 41910 PLANNING &amp; ZON</b>	<b>\$116,153.00</b>	<b>\$60,336.96</b>	<b>\$55,816.04</b>	<b>48.05%</b>	



**CITY OF MORA**  
**Expenditure Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
<b>Dept 41920 INFORMATION TECHNOLOGY</b>					
Office Supplies	\$0.00	\$71.89	-\$71.89	0.00%	
Other Operating Supplies	\$500.00	\$0.00	\$500.00	100.00%	
Repair/Maint - Bldg & Equip	\$2,000.00	\$2,275.14	-\$275.14	-13.76%	
Small Tools & Equipment	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Professional Services - Misc	\$17,135.00	\$18,489.49	-\$1,354.49	-7.90%	
Telephone	\$1,150.00	\$795.12	\$354.88	30.86%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Rentals	\$3,800.00	\$2,851.27	\$948.73	24.97%	
Miscellaneous	\$0.00	\$60.32	-\$60.32	0.00%	
Capital Outlay	\$2,000.00	\$7,655.99	-\$5,655.99	-282.80%	See Note G.
<b>Dept 41920 INFORMATION TE</b>	<b>\$28,585.00</b>	<b>\$32,199.22</b>	<b>-\$3,614.22</b>	<b>-12.64%</b>	
<b>Dept 41940 CITY HALL BUILDING</b>					
Wages & Salaries	\$11,379.00	\$9,650.76	\$1,728.24	15.19%	
PERA	\$853.00	\$396.38	\$456.62	53.53%	
FICA	\$706.00	\$582.96	\$123.04	17.43%	
Medicare	\$165.00	\$136.37	\$28.63	17.35%	
VEBA or H.S.A.	\$132.00	\$95.68	\$36.32	27.52%	
Health Insurance	\$1,772.00	\$1,285.01	\$486.99	27.48%	
Life Insurance	\$16.00	\$14.31	\$1.69	10.56%	
Dental Insurance	\$11.00	\$8.24	\$2.76	25.09%	
Cleaning Supplies	\$300.00	\$186.44	\$113.56	37.85%	
Laundry/Rugs	\$550.00	\$626.10	-\$76.10	-13.84%	
Other Operating Supplies	\$300.00	\$206.54	\$93.46	31.15%	
Repair/Maint - Bldg & Equip	\$3,000.00	\$3,605.05	-\$605.05	-20.17%	
Small Tools & Equipment	\$300.00	\$0.00	\$300.00	100.00%	
Professional Services - Misc	\$200.00	\$528.00	-\$328.00	-164.00%	
Telephone	\$7,000.00	\$5,516.61	\$1,483.39	21.19%	
Meetings, Training, & Travel	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$1,090.00	\$1,627.47	-\$537.47	-49.31%	
Workers Comp Insurance	\$653.00	\$238.32	\$414.68	63.50%	
Electricity	\$3,000.00	\$2,423.91	\$576.09	19.20%	
Water	\$700.00	\$633.33	\$66.67	9.52%	
Natural Gas - Heat	\$3,000.00	\$2,297.18	\$702.82	23.43%	
Garbage Removal	\$575.00	\$496.14	\$78.86	13.71%	
Sewer	\$550.00	\$348.93	\$201.07	36.56%	
Storm Water	\$125.00	\$117.23	\$7.77	6.22%	
Rentals	\$580.00	\$578.40	\$1.60	0.28%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$5,000.00	\$0.00	\$5,000.00	100.00%	
<b>Dept 41940 CITY HALL BUILDI</b>	<b>\$41,957.00</b>	<b>\$31,599.36</b>	<b>\$10,357.64</b>	<b>24.69%</b>	
<b>Dept 41941 LIBRARY BUILDING</b>					
Wages & Salaries	\$12,647.00	\$4,678.72	\$7,968.28	63.01%	
PERA	\$949.00	\$16.85	\$932.15	98.22%	
FICA	\$784.00	\$289.37	\$494.63	63.09%	
Medicare	\$183.00	\$67.70	\$115.30	63.01%	
VEBA or H.S.A.	\$24.00	\$2.59	\$21.41	89.21%	
Health Insurance	\$400.00	\$45.06	\$354.94	88.74%	
Life Insurance	\$4.00	\$0.55	\$3.45	86.25%	
Dental Insurance	\$1.00	\$0.10	\$0.90	90.00%	
Cleaning Supplies	\$400.00	\$147.98	\$252.02	63.01%	
Laundry/Rugs	\$1,400.00	\$953.20	\$446.80	31.91%	



**CITY OF MORA**  
**Expenditure Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Other Operating Supplies	\$300.00	\$175.61	\$124.39	41.46%	
Landscaping Materials	\$0.00	\$0.00	\$0.00	0.00%	
Repair/Maint - Bldg & Equip	\$5,500.00	\$1,824.27	\$3,675.73	66.83%	
Small Tools & Equipment	\$1,000.00	\$69.98	\$930.02	93.00%	
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Telephone	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$910.00	\$1,148.22	-\$238.22	-26.18%	
Workers Comp Insurance	\$192.00	\$70.11	\$121.89	63.48%	
Electricity	\$3,900.00	\$3,263.06	\$636.94	16.33%	
Water	\$400.00	\$305.88	\$94.12	23.53%	
Natural Gas - Heat	\$2,500.00	\$2,224.75	\$275.25	11.01%	
Garbage Removal	\$330.00	\$296.76	\$33.24	10.07%	
Sewer	\$500.00	\$371.43	\$128.57	25.71%	
Storm Water	\$140.00	\$117.23	\$22.77	16.26%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 41941 LIBRARY BUILDIN</b>	<b>\$32,464.00</b>	<b>\$16,069.42</b>	<b>\$16,394.58</b>	<b>50.50%</b>	
<b>Dept 42120 LAW ENFORCEMENT</b>					
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$681,321.00	\$428,402.00	\$252,919.00	37.12%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$840.00	\$683.28	\$156.72	18.66%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$4,000.00	\$0.00	\$4,000.00	100.00%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 42120 LAW ENFORCEME</b>	<b>\$686,161.00</b>	<b>\$429,085.28</b>	<b>\$257,075.72</b>	<b>37.47%</b>	
<b>Dept 42220 FIRE</b>					
Fire Relief Pension	\$58,000.00	\$0.00	\$58,000.00	100.00%	
Contract Services	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$45,938.00	\$45,938.00	\$0.00	0.00%	
Trf to Capital Projects Fund	\$43,362.00	\$43,362.00	\$0.00	0.00%	
<b>Dept 42220 FIRE</b>	<b>\$147,300.00</b>	<b>\$89,300.00</b>	<b>\$58,000.00</b>	<b>39.38%</b>	
<b>Dept 42401 BUILDING</b>					
Wages & Salaries	\$66,855.00	\$46,893.15	\$19,961.85	29.86%	
PERA	\$5,014.00	\$3,516.96	\$1,497.04	29.86%	
FICA	\$4,145.00	\$2,852.27	\$1,292.73	31.19%	
Medicare	\$969.00	\$667.12	\$301.88	31.15%	
VEBA or H.S.A.	\$1,080.00	\$740.00	\$340.00	31.48%	
Health Insurance	\$14,146.00	\$10,050.29	\$4,095.71	28.95%	
Life Insurance	\$124.00	\$109.38	\$14.62	11.79%	
Dental Insurance	\$10.00	\$6.09	\$3.91	39.10%	
Office Supplies	\$700.00	\$34.22	\$665.78	95.11%	
Printed Forms & Paper	\$100.00	\$0.00	\$100.00	100.00%	
Motor Fuels	\$300.00	\$251.43	\$48.57	16.19%	
Other Operating Supplies	\$250.00	\$3.10	\$246.90	98.76%	
Repair/Maint - Bldg & Equip	\$100.00	\$0.00	\$100.00	100.00%	
Small Tools & Equipment	\$150.00	\$59.89	\$90.11	60.07%	
Engineering	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Legal Services	\$300.00	\$0.00	\$300.00	100.00%	
Professional Services - Misc	\$1,500.00	\$1,741.30	-\$241.30	-16.09%	



**CITY OF MORA**  
**Expenditure Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Telephone	\$690.00	\$394.49	\$295.51	42.83%	
Postage	\$50.00	\$0.00	\$50.00	100.00%	
Meetings, Training, & Travel	\$1,500.00	\$600.00	\$900.00	60.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$620.00	\$455.22	\$164.78	26.58%	
Workers Comp Insurance	\$535.00	\$195.21	\$339.79	63.51%	
Contractual Labor	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$150.00	\$0.00	\$150.00	100.00%	
Miscellaneous	\$25.00	\$19.25	\$5.75	23.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 42401 BUILDING</b>	<b>\$101,313.00</b>	<b>\$68,589.37</b>	<b>\$32,723.63</b>	<b>32.30%</b>	
<b>Dept 43121 STREETS</b>					
Wages & Salaries	\$148,446.00	\$94,670.04	\$53,775.96	36.23%	
PERA	\$11,085.00	\$7,004.63	\$4,080.37	36.81%	
FICA	\$9,204.00	\$5,626.88	\$3,577.12	38.86%	
Medicare	\$2,152.00	\$1,315.98	\$836.02	38.85%	
VEBA or H.S.A.	\$1,053.00	\$550.68	\$502.32	47.70%	
Health Insurance	\$25,043.00	\$13,879.70	\$11,163.30	44.58%	
Life Insurance	\$305.00	\$223.85	\$81.15	26.61%	
Dental Insurance	\$91.00	\$34.77	\$56.23	61.79%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$0.00	\$263.51	-\$263.51	0.00%	
Cleaning Supplies	\$0.00	\$8.48	-\$8.48	0.00%	
Motor Fuels	\$20,000.00	\$19,863.67	\$136.33	0.68%	
Lubricants & Additives	\$3,500.00	\$2,853.08	\$646.92	18.48%	
Chemicals	\$300.00	\$930.59	-\$630.59	-210.20%	
Other Operating Supplies	\$1,000.00	\$458.72	\$541.28	54.13%	
Uniforms	\$1,800.00	\$701.75	\$1,098.25	61.01%	
Tires	\$4,000.00	\$3,033.50	\$966.50	24.16%	
Street Maint - Labor&Materials	\$140,000.00	\$16,109.16	\$123,890.84	88.49%	
Landscaping Materials	\$500.00	\$2,121.94	-\$1,621.94	-324.39%	
Street Signs	\$1,000.00	\$4,927.93	-\$3,927.93	-392.79%	
Repair/Maint - Bldg & Equip	\$30,000.00	\$25,749.05	\$4,250.95	14.17%	
Small Tools & Equipment	\$3,000.00	\$8,375.25	-\$5,375.25	-179.18%	See Note H.
Engineering	\$500.00	\$0.00	\$500.00	100.00%	
Professional Services - Misc	\$1,400.00	\$3,775.29	-\$2,375.29	-169.66%	See Note I.
Telephone	\$2,500.00	\$1,917.93	\$582.07	23.28%	
Postage	\$40.00	\$0.00	\$40.00	100.00%	
Meetings, Training, & Travel	\$500.00	\$245.00	\$255.00	51.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$7,800.00	\$4,536.72	\$3,263.28	41.84%	
Workers Comp Insurance	\$17,449.00	\$6,368.04	\$11,080.96	63.50%	
Electricity	\$1,500.00	\$1,069.99	\$430.01	28.67%	
Garbage Removal	\$1,000.00	\$1,149.64	-\$149.64	-14.96%	
Rentals	\$150.00	\$0.00	\$150.00	100.00%	
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	
Miscellaneous	\$500.00	\$203.25	\$296.75	59.35%	
Capital Outlay	\$172,000.00	\$84,223.63	\$87,776.37	51.03%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Debt Service Fund	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 43121 STREETS</b>	<b>\$607,818.00</b>	<b>\$312,192.65</b>	<b>\$295,625.35</b>	<b>48.64%</b>	
<b>Dept 43125 ICE &amp; SNOW REMOVAL</b>					
Wages & Salaries	\$15,324.00	\$25,778.61	-\$10,454.61	-68.22%	



**CITY OF MORA**

**Expenditure Guideline For City Council**

Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
PERA	\$1,149.00	\$1,933.33	-\$784.33	-68.26%	
FICA	\$950.00	\$1,531.96	-\$581.96	-61.26%	
Medicare	\$222.00	\$358.27	-\$136.27	-61.38%	
VEBA or H.S.A.	\$81.00	\$125.91	-\$44.91	-55.44%	
Health Insurance	\$2,563.00	\$5,996.88	-\$3,433.88	-133.98%	
Life Insurance	\$33.00	\$98.37	-\$65.37	-198.09%	
Dental Insurance	\$7.00	\$9.66	-\$2.66	-38.00%	
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Cleaning Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Motor Fuels	\$0.00	\$0.00	\$0.00	0.00%	
Lubricants & Additives	\$0.00	\$0.00	\$0.00	0.00%	
Chemicals	\$20,000.00	\$0.00	\$20,000.00	100.00%	
Other Operating Supplies	\$4,000.00	\$0.00	\$4,000.00	100.00%	
Tires	\$0.00	\$0.00	\$0.00	0.00%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Telephone	\$0.00	\$0.00	\$0.00	0.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Workers Comp Insurance	\$1,695.00	\$618.57	\$1,076.43	63.51%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 43125 ICE &amp; SNOW REM</b>	<b>\$46,024.00</b>	<b>\$36,451.56</b>	<b>\$9,572.44</b>	<b>20.80%</b>	
<b>Dept 43160 STREET LIGHTING</b>					
Wages & Salaries	\$0.00	\$35.25	-\$35.25	0.00%	
PERA	\$0.00	\$2.64	-\$2.64	0.00%	
FICA	\$0.00	\$2.07	-\$2.07	0.00%	
Medicare	\$0.00	\$0.48	-\$0.48	0.00%	
Electricity	\$31,000.00	\$19,799.08	\$11,200.92	36.13%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$9,000.00	\$0.00	\$9,000.00	100.00%	
<b>Dept 43160 STREET LIGHTIN</b>	<b>\$40,000.00</b>	<b>\$19,839.52</b>	<b>\$20,160.48</b>	<b>50.40%</b>	
<b>Dept 43180 GARAGE</b>					
Wages & Salaries	\$1,740.00	\$10,366.30	-\$8,626.30	-495.76%	
PERA	\$125.00	\$712.90	-\$587.90	-470.32%	
FICA	\$108.00	\$633.56	-\$525.56	-486.63%	
Medicare	\$25.00	\$148.25	-\$123.25	-493.00%	
VEBA or H.S.A.	\$0.00	\$185.01	-\$185.01	0.00%	
Health Insurance	\$0.00	\$2,557.37	-\$2,557.37	0.00%	
Life Insurance	\$0.00	\$28.22	-\$28.22	0.00%	
Dental Insurance	\$0.00	\$11.36	-\$11.36	0.00%	
Cleaning Supplies	\$500.00	\$186.21	\$313.79	62.76%	
Lubricants & Additives	\$100.00	\$0.00	\$100.00	100.00%	
Chemicals	\$100.00	\$0.00	\$100.00	100.00%	
Other Operating Supplies	\$500.00	\$745.90	-\$245.90	-49.18%	
Repair/Maint - Bldg & Equip	\$5,000.00	\$446.26	\$4,553.74	91.07%	
Small Tools & Equipment	\$2,000.00	\$1,858.47	\$141.53	7.08%	
Professional Services - Misc	\$0.00	\$300.50	-\$300.50	0.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$2,720.00	\$1,482.75	\$1,237.25	45.49%	
Workers Comp Insurance	\$19.00	\$6.93	\$12.07	63.53%	
Electricity	\$3,800.00	\$3,323.46	\$476.54	12.54%	
Water	\$400.00	\$267.40	\$132.60	33.15%	
Natural Gas - Heat	\$6,500.00	\$6,195.45	\$304.55	4.69%	



**CITY OF MORA**  
**Expenditure Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Garbage Removal	\$2,000.00	\$1,325.97	\$674.03	33.70%	
Sewer	\$475.00	\$311.43	\$163.57	34.44%	
Storm Water	\$275.00	\$216.03	\$58.97	21.44%	
Rentals	\$200.00	\$0.00	\$200.00	100.00%	
Miscellaneous	\$50.00	\$20.00	\$30.00	60.00%	
Capital Outlay	\$100,000.00	\$0.00	\$100,000.00	100.00%	
<b>Dept 43180 GARAGE</b>	<b>\$126,637.00</b>	<b>\$31,329.73</b>	<b>\$95,307.27</b>	<b>75.26%</b>	
<b>Dept 45124 AQUATIC CENTER</b>					
Wages & Salaries	\$138,304.00	\$137,844.92	\$459.08	0.33%	
PERA	\$4,386.00	\$2,485.96	\$1,900.04	43.32%	
FICA	\$8,575.00	\$8,456.71	\$118.29	1.38%	
Medicare	\$2,005.00	\$1,977.81	\$27.19	1.36%	
VEBA or H.S.A.	\$846.00	\$642.51	\$203.49	24.05%	
Health Insurance	\$11,103.00	\$8,418.91	\$2,684.09	24.17%	
Life Insurance	\$98.00	\$90.72	\$7.28	7.43%	
Dental Insurance	\$73.00	\$54.82	\$18.18	24.90%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$400.00	\$42.28	\$357.72	89.43%	
Printed Forms & Paper	\$300.00	\$150.00	\$150.00	50.00%	
Cleaning Supplies	\$1,000.00	\$154.02	\$845.98	84.60%	
Chemicals	\$15,000.00	\$23,383.62	-\$8,383.62	-55.89%	
Other Operating Supplies	\$3,000.00	\$4,773.59	-\$1,773.59	-59.12%	
Uniforms	\$0.00	\$0.00	\$0.00	0.00%	
Landscaping Materials	\$400.00	\$0.00	\$400.00	100.00%	
Repair/Maint - Bldg & Equip	\$25,000.00	\$13,851.88	\$11,148.12	44.59%	
Small Tools & Equipment	\$2,000.00	\$4,734.90	-\$2,734.90	-136.75%	
Merchandise for Resale	\$19,000.00	\$28,552.25	-\$9,552.25	-50.28%	
Professional Services - Misc	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Telephone	\$1,400.00	\$887.79	\$512.21	36.59%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Meetings, Training, & Travel	\$1,000.00	\$1,557.67	-\$557.67	-55.77%	
Advertising	\$800.00	\$252.40	\$547.60	68.45%	
Insurance	\$7,810.00	\$3,748.50	\$4,061.50	52.00%	
Workers Comp Insurance	\$12,278.00	\$4,480.92	\$7,797.08	63.50%	
Electricity	\$9,850.00	\$8,489.43	\$1,360.57	13.81%	
Water	\$6,000.00	\$3,913.85	\$2,086.15	34.77%	
Natural Gas - Heat	\$12,500.00	\$25,280.47	-\$12,780.47	-102.24%	
Garbage Removal	\$600.00	\$722.31	-\$122.31	-20.39%	
Sewer	\$2,500.00	\$1,802.70	\$697.30	27.89%	
Storm Water	\$180.00	\$142.04	\$37.96	21.09%	
Rentals	\$0.00	\$120.00	-\$120.00	0.00%	
Bad Debts/NSF Checks	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$1,500.00	\$1,040.00	\$460.00	30.67%	
Miscellaneous	\$500.00	\$170.47	\$329.53	65.91%	
Payment Processing Expenses	\$3,000.00	\$3,535.75	-\$535.75	-17.86%	
Capital Outlay	\$21,000.00	\$6,378.05	\$14,621.95	69.63%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 45124 AQUATIC CENTER</b>	<b>\$314,408.00</b>	<b>\$298,137.25</b>	<b>\$16,270.75</b>	<b>5.18%</b>	
<b>Dept 45202 PARKS</b>					
Wages & Salaries	\$76,970.00	\$40,206.73	\$36,763.27	47.76%	
PERA	\$5,172.00	\$2,671.39	\$2,500.61	48.35%	
FICA	\$4,772.00	\$2,378.42	\$2,393.58	50.16%	
Medicare	\$1,116.00	\$556.21	\$559.79	50.16%	



**CITY OF MORA**  
**Expenditure Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
VEBA or H.S.A.	\$426.00	\$163.62	\$262.38	61.59%	
Health Insurance	\$12,051.00	\$6,557.24	\$5,493.76	45.59%	
Life Insurance	\$155.00	\$101.76	\$53.24	34.35%	
Dental Insurance	\$37.00	\$8.60	\$28.40	76.76%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$50.00	\$0.00	\$50.00	100.00%	
Cleaning Supplies	\$100.00	\$0.00	\$100.00	100.00%	
Motor Fuels	\$2,000.00	\$3,009.10	-\$1,009.10	-50.46%	
Lubricants & Additives	\$50.00	\$74.91	-\$24.91	-49.82%	
Chemicals	\$600.00	\$238.31	\$361.69	60.28%	
Other Operating Supplies	\$400.00	\$1,328.26	-\$928.26	-232.07%	
Uniforms	\$400.00	\$300.00	\$100.00	25.00%	
Tires	\$300.00	\$722.25	-\$422.25	-140.75%	
Street Maint - Labor&Materials	\$12,000.00	\$0.00	\$12,000.00	100.00%	
Landscaping Materials	\$500.00	\$542.03	-\$42.03	-8.41%	
Street Signs	\$200.00	\$0.00	\$200.00	100.00%	
Repair/Maint - Bldg & Equip	\$6,000.00	\$15,460.19	-\$9,460.19	-157.67%	See Note J.
Small Tools & Equipment	\$1,800.00	\$334.37	\$1,465.63	81.42%	
Decorations	\$0.00	\$0.00	\$0.00	0.00%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$10,000.00	\$10,200.00	-\$200.00	-2.00%	
Telephone	\$520.00	\$344.33	\$175.67	33.78%	
Postage	\$10.00	\$0.00	\$10.00	100.00%	
Meetings, Training, & Travel	\$50.00	\$210.00	-\$160.00	-320.00%	
Advertising	\$1,500.00	\$1,804.18	-\$304.18	-20.28%	
Contributions	\$2,000.00	\$2,000.00	\$0.00	0.00%	
Insurance	\$6,770.00	\$2,569.50	\$4,200.50	62.05%	
Workers Comp Insurance	\$8,517.00	\$3,108.33	\$5,408.67	63.50%	
Electricity	\$2,200.00	\$1,683.52	\$516.48	23.48%	
Garbage Removal	\$1,000.00	\$875.70	\$124.30	12.43%	
Storm Water	\$400.00	\$339.56	\$60.44	15.11%	
Rentals	\$2,000.00	\$921.65	\$1,078.35	53.92%	
Dues & Subscriptions	\$700.00	\$912.58	-\$212.58	-30.37%	
Miscellaneous	\$500.00	\$878.81	-\$378.81	-75.76%	
Property Tax Expense	\$2,200.00	\$0.00	\$2,200.00	100.00%	
Capital Outlay	\$107,000.00	\$15,668.25	\$91,331.75	85.36%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 45202 PARKS</b>	<b>\$270,466.00</b>	<b>\$116,169.80</b>	<b>\$154,296.20</b>	<b>57.05%</b>	
<b>Dept 47310 AIRPORT</b>					
Wages & Salaries	\$32,485.00	\$19,749.22	\$12,735.78	39.21%	
PERA	\$2,308.00	\$1,418.21	\$889.79	38.55%	
FICA	\$2,014.00	\$1,195.53	\$818.47	40.64%	
Medicare	\$471.00	\$279.51	\$191.49	40.66%	
VEBA or H.S.A.	\$150.00	\$201.89	-\$51.89	-34.59%	
Health Insurance	\$4,926.00	\$3,997.92	\$928.08	18.84%	
Life Insurance	\$66.00	\$49.92	\$16.08	24.36%	
Dental Insurance	\$13.00	\$6.91	\$6.09	46.85%	
Cleaning Supplies	\$100.00	\$0.00	\$100.00	100.00%	
Motor Fuels	\$3,000.00	\$2,991.89	\$8.11	0.27%	
Lubricants & Additives	\$100.00	\$35.97	\$64.03	64.03%	
Chemicals	\$30.00	\$0.00	\$30.00	100.00%	
Other Operating Supplies	\$300.00	\$260.15	\$39.85	13.28%	
Uniforms	\$200.00	\$72.00	\$128.00	64.00%	



**CITY OF MORA**  
**Expenditure Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Tires	\$400.00	\$291.75	\$108.25	27.06%	
Street Maint - Labor&Materials	\$15,000.00	\$9,979.45	\$5,020.55	33.47%	
Landscaping Materials	\$100.00	\$0.00	\$100.00	100.00%	
Repair/Maint - Bldg & Equip	\$15,000.00	\$2,352.71	\$12,647.29	84.32%	
Small Tools & Equipment	\$300.00	\$397.14	-\$97.14	-32.38%	
Merchandise for Resale	\$50.00	\$0.00	\$50.00	100.00%	
Fuel for Resale	\$50,000.00	\$88,173.35	-\$38,173.35	-76.35%	
Engineering	\$10,000.00	\$0.00	\$10,000.00	100.00%	
Legal Services	\$500.00	\$361.00	\$139.00	27.80%	
Professional Services - Misc	\$50,000.00	\$600.00	\$49,400.00	98.80%	
Telephone	\$1,400.00	\$1,007.78	\$392.22	28.02%	
Postage	\$20.00	\$0.00	\$20.00	100.00%	
Meetings, Training, & Travel	\$100.00	\$0.00	\$100.00	100.00%	
Advertising	\$350.00	\$388.35	-\$38.35	-10.96%	
Insurance	\$10,100.00	\$4,238.28	\$5,861.72	58.04%	
Workers Comp Insurance	\$3,458.00	\$1,261.98	\$2,196.02	63.51%	
Electricity	\$6,000.00	\$4,205.24	\$1,794.76	29.91%	
Water	\$800.00	\$511.34	\$288.66	36.08%	
Natural Gas - Heat	\$3,000.00	\$2,576.79	\$423.21	14.11%	
Garbage Removal	\$60.00	\$77.22	-\$17.22	-28.70%	
Sewer	\$1,000.00	\$577.86	\$422.14	42.21%	
Storm Water	\$1,000.00	\$877.07	\$122.93	12.29%	
Rentals	\$120.00	\$140.00	-\$20.00	-16.67%	
Dues & Subscriptions	\$250.00	\$175.54	\$74.46	29.78%	
Miscellaneous	\$50.00	\$19.25	\$30.75	61.50%	
Payment Processing Expenses	\$1,500.00	\$2,133.78	-\$633.78	-42.25%	
Property Tax Expense	\$2,500.00	\$2,226.00	\$274.00	10.96%	
Capital Outlay	\$29,000.00	\$9,683.29	\$19,316.71	66.61%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47310 AIRPORT	\$248,221.00	\$162,514.29	\$85,706.71	34.53%	
Fund 101 GENERAL FUND	\$3,320,733.00	\$2,120,502.49	\$1,200,230.51	36.14%	
Fund 220 STORM WATER FUND					
Dept 47800 STORM WATER					
Wages & Salaries	\$17,456.00	\$5,512.61	\$11,943.39	68.42%	
PERA	\$1,289.00	\$401.89	\$887.11	68.82%	
FICA	\$1,082.00	\$319.80	\$762.20	70.44%	
Medicare	\$253.00	\$74.79	\$178.21	70.44%	
VEBA or H.S.A.	\$84.00	\$5.63	\$78.37	93.30%	
Health Insurance	\$2,877.00	\$904.61	\$1,972.39	68.56%	
Life Insurance	\$39.00	\$14.51	\$24.49	62.79%	
Dental Insurance	\$7.00	\$0.12	\$6.88	98.29%	
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Motor Fuels	\$0.00	\$0.00	\$0.00	0.00%	
Other Operating Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Uniforms	\$300.00	\$165.25	\$134.75	44.92%	
Street Maint - Labor&Materials	\$10,000.00	\$4,606.99	\$5,393.01	53.93%	
Repair/Maint - Bldg & Equip	\$4,000.00	\$86.92	\$3,913.08	97.83%	
Small Tools & Equipment	\$200.00	\$964.78	-\$764.78	-382.39%	
Auditing	\$0.00	\$0.00	\$0.00	0.00%	
Engineering	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Professional Services - Misc	\$2,500.00	\$247.16	\$2,252.84	90.11%	
Telephone	\$300.00	\$178.45	\$121.55	40.52%	



**CITY OF MORA**  
**Expenditure Guideline For City Council**  
 Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Meetings, Training, & Travel	\$50.00	\$0.00	\$50.00	100.00%	
Advertising	\$25.00	\$0.00	\$25.00	100.00%	
Depreciation	\$13,719.00	\$10,087.47	\$3,631.53	26.47%	
Insurance	\$140.00	\$97.56	\$42.44	30.31%	
Workers Comp Insurance	\$2,071.00	\$755.82	\$1,315.18	63.50%	
Rentals	\$0.00	\$275.00	-\$275.00	0.00%	
Storm Water Credit	\$1,400.00	\$1,121.04	\$278.96	19.93%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Change in Pension	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Interest Expense	\$15,130.00	\$15,125.13	\$4.87	0.03%	
Trf to General Fund	\$1,234.00	\$750.00	\$484.00	39.22%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Debt Service Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47800 STORM WATER	\$75,156.00	\$41,695.53	\$33,460.47	44.52%	
Fund 220 STORM WATER FUND	\$75,156.00	\$41,695.53	\$33,460.47	44.52%	
Fund 222 FIRE FUND					
Dept 42220 FIRE					
Wages & Salaries	\$64,940.00	\$45,603.41	\$19,336.59	29.78%	
PERA	\$665.00	\$108.79	\$556.21	83.64%	
FICA	\$4,006.00	\$2,825.23	\$1,180.77	29.48%	
Medicare	\$939.00	\$660.83	\$278.17	29.62%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$6.00	\$19.91	-\$13.91	-231.83%	
Health Insurance	\$379.00	\$263.80	\$115.20	30.40%	
Life Insurance	\$5.00	\$2.78	\$2.22	44.40%	
Dental Insurance	\$0.00	\$1.54	-\$1.54	0.00%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$300.00	\$0.00	\$300.00	100.00%	
Cleaning Supplies	\$200.00	\$76.41	\$123.59	61.80%	
Motor Fuels	\$4,000.00	\$3,605.80	\$394.20	9.86%	
Lubricants & Additives	\$300.00	\$107.75	\$192.25	64.08%	
Other Operating Supplies	\$1,500.00	\$272.80	\$1,227.20	81.81%	
Uniforms	\$8,500.00	\$4,595.06	\$3,904.94	45.94%	
Tires	\$0.00	\$0.00	\$0.00	0.00%	
Repair/Maint - Bldg & Equip	\$26,000.00	\$15,484.46	\$10,515.54	40.44%	
Small Tools & Equipment	\$12,960.00	\$5,384.44	\$7,575.56	58.45%	
Legal Services	\$0.00	\$0.00	\$0.00	0.00%	
Medical Services	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Professional Services - Misc	\$5,000.00	\$4,324.00	\$676.00	13.52%	
Collection Services	\$500.00	\$0.00	\$500.00	100.00%	
Telephone	\$800.00	\$678.12	\$121.88	15.24%	
Postage	\$200.00	\$120.00	\$80.00	40.00%	
Meetings, Training, & Travel	\$9,000.00	\$4,895.00	\$4,105.00	45.61%	
Advertising	\$100.00	\$0.00	\$100.00	100.00%	
Insurance	\$4,961.00	\$3,930.57	\$1,030.43	20.77%	
Workers Comp Insurance	\$25,215.00	\$9,202.23	\$16,012.77	63.50%	
Electricity	\$4,000.00	\$2,008.18	\$1,991.82	49.80%	
Water	\$350.00	\$187.55	\$162.45	46.41%	
Natural Gas - Heat	\$4,500.00	\$4,450.46	\$49.54	1.10%	



**CITY OF MORA**

**Expenditure Guideline For City Council**

Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Garbage Removal	\$0.00	\$0.00	\$0.00	0.00%	
Sewer	\$400.00	\$193.89	\$206.11	51.53%	
Storm Water	\$0.00	\$0.00	\$0.00	0.00%	
Rentals	\$0.00	\$0.00	\$0.00	0.00%	
Bad Debts/NSF Checks	\$700.00	\$0.00	\$700.00	100.00%	
Dues & Subscriptions	\$1,000.00	\$550.00	\$450.00	45.00%	
Miscellaneous	\$500.00	\$139.99	\$360.01	72.00%	
Capital Outlay	\$7,500.00	\$7,599.41	-\$99.41	-1.33%	
Trf to General Fund	\$15,336.00	\$3,750.00	\$11,586.00	75.55%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
<b>Dept 42220 FIRE</b>	<b>\$205,762.00</b>	<b>\$121,042.41</b>	<b>\$84,719.59</b>	<b>41.17%</b>	
<b>Fund 222 FIRE FUND</b>	<b>\$205,762.00</b>	<b>\$121,042.41</b>	<b>\$84,719.59</b>	<b>41.17%</b>	
<b>Fund 225 CEMETERY FUND</b>					
<b>Dept 47810 CEMETERY</b>					
Wages & Salaries	\$17,477.00	\$14,520.49	\$2,956.51	16.92%	
PERA	\$874.00	\$714.83	\$159.17	18.21%	
FICA	\$1,084.00	\$870.22	\$213.78	19.72%	
Medicare	\$253.00	\$203.43	\$49.57	19.59%	
VEBA or H.S.A.	\$57.00	\$62.50	-\$5.50	-9.65%	
Health Insurance	\$1,952.00	\$2,193.83	-\$241.83	-12.39%	
Life Insurance	\$26.00	\$32.24	-\$6.24	-24.00%	
Dental Insurance	\$5.00	\$0.57	\$4.43	88.60%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Motor Fuels	\$900.00	\$1,014.36	-\$114.36	-12.71%	
Lubricants & Additives	\$50.00	\$8.99	\$41.01	82.02%	
Other Operating Supplies	\$100.00	\$87.99	\$12.01	12.01%	
Uniforms	\$200.00	\$72.00	\$128.00	64.00%	
Tires	\$100.00	\$129.00	-\$29.00	-29.00%	
Street Maint - Labor&Materials	\$1,500.00	\$0.00	\$1,500.00	100.00%	
Landscaping Materials	\$600.00	\$401.99	\$198.01	33.00%	
Street Signs	\$0.00	\$0.00	\$0.00	0.00%	
Repair/Maint - Bldg & Equip	\$5,000.00	\$4,998.05	\$1.95	0.04%	
Small Tools & Equipment	\$100.00	\$0.00	\$100.00	100.00%	
Land Purchased for Resale	\$200.00	\$1,000.00	-\$800.00	-400.00%	
Professional Services - Misc	\$0.00	\$997.50	-\$997.50	0.00%	
Contract Services	\$0.00	\$0.00	\$0.00	0.00%	
Telephone	\$120.00	\$73.73	\$46.27	38.56%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$390.00	\$197.82	\$192.18	49.28%	
Workers Comp Insurance	\$2,058.00	\$751.05	\$1,306.95	63.51%	
Electricity	\$175.00	\$126.69	\$48.31	27.61%	
Water	\$170.00	\$101.01	\$68.99	40.58%	
Storm Water	\$0.00	\$168.99	-\$168.99	0.00%	
Contractual Labor	\$0.00	\$0.00	\$0.00	0.00%	
Rentals	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$52,000.00	\$45,668.25	\$6,331.75	12.18%	
Trf to General Fund	\$20,427.00	\$4,500.00	\$15,927.00	77.97%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	



**CITY OF MORA**

**Expenditure Guideline For City Council**

Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Dept 47810 CEMETERY	\$105,818.00	\$78,895.53	\$26,922.47	25.44%	
Fund 225 CEMETERY FUND	\$105,818.00	\$78,895.53	\$26,922.47	25.44%	
Fund 609 LIQUOR FUND					
Dept 49750 LIQUOR STORE					
Wages & Salaries	\$269,760.00	\$181,411.69	\$88,348.31	32.75%	
PERA	\$20,232.00	\$13,553.18	\$6,678.82	33.01%	
FICA	\$16,725.00	\$10,817.86	\$5,907.14	35.32%	
Medicare	\$3,912.00	\$2,530.00	\$1,382.00	35.33%	
VEBA or H.S.A.	\$1,212.00	\$901.28	\$310.72	25.64%	
Health Insurance	\$32,718.00	\$24,411.28	\$8,306.72	25.39%	
Life Insurance	\$278.00	\$249.64	\$28.36	10.20%	
Dental Insurance	\$105.00	\$78.33	\$26.67	25.40%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$600.00	\$201.27	\$398.73	66.46%	
Cleaning Supplies	\$775.00	\$607.09	\$167.91	21.67%	
Off-Sale Supplies	\$4,900.00	\$4,473.68	\$426.32	8.70%	
Other Operating Supplies	\$2,400.00	\$2,178.17	\$221.83	9.24%	
Uniforms	\$300.00	\$77.98	\$222.02	74.01%	
Landscaping Materials	\$4,000.00	\$0.00	\$4,000.00	100.00%	
Repair/Maint - Bldg & Equip	\$25,000.00	\$18,744.75	\$6,255.25	25.02%	
Small Tools & Equipment	\$3,500.00	\$191.73	\$3,308.27	94.52%	
Wine Purchased for Resale	\$275,000.00	\$200,373.63	\$74,626.37	27.14%	
Liquor Purchased for Resale	\$990,000.00	\$768,537.59	\$221,462.41	22.37%	
Beer Purchased for Resale	\$1,675,000.00	\$1,337,038.39	\$337,961.61	20.18%	
Misc Purchases - NCBS	\$140,000.00	\$158,761.91	-\$18,761.91	-13.40%	
Deposits/Returns	\$0.00	\$0.00	\$0.00	0.00%	
Auditing	\$5,103.00	\$4,683.00	\$420.00	8.23%	
Legal Services	\$400.00	\$0.00	\$400.00	100.00%	
Professional Services - Misc	\$5,000.00	\$2,451.08	\$2,548.92	50.98%	
Telephone	\$3,800.00	\$3,876.35	-\$76.35	-2.01%	
Postage	\$250.00	\$116.60	\$133.40	53.36%	
Meetings, Training, & Travel	\$600.00	\$655.20	-\$55.20	-9.20%	
Advertising	\$10,000.00	\$7,349.27	\$2,650.73	26.51%	
Contributions	\$1,800.00	\$691.07	\$1,108.93	61.61%	
Depreciation	\$62,918.00	\$46,073.16	\$16,844.84	26.77%	
Insurance	\$15,960.00	\$11,755.80	\$4,204.20	26.34%	
Workers Comp Insurance	\$14,122.00	\$5,153.85	\$8,968.15	63.50%	
Electricity	\$23,000.00	\$18,352.04	\$4,647.96	20.21%	
Water	\$375.00	\$311.76	\$63.24	16.86%	
Natural Gas - Heat	\$0.00	\$0.00	\$0.00	0.00%	
Garbage Removal	\$2,500.00	\$1,961.38	\$538.62	21.54%	
Sewer	\$500.00	\$303.93	\$196.07	39.21%	
Storm Water	\$200.00	\$154.36	\$45.64	22.82%	
Rentals	\$1,700.00	\$1,214.37	\$485.63	28.57%	
Bad Debts/NSF Checks	\$150.00	\$100.00	\$50.00	33.33%	
Dues & Subscriptions	\$2,700.00	\$2,700.00	\$0.00	0.00%	
Miscellaneous	\$250.00	\$0.00	\$250.00	100.00%	
Payment Processing Expenses	\$68,000.00	\$81,900.65	-\$13,900.65	-20.44%	
Wine Club Expense	\$2,000.00	\$1,257.80	\$742.20	37.11%	
Property Tax Expense	\$9,805.00	\$9,804.99	\$0.01	0.00%	
Change in Pension	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	



**CITY OF MORA**

**Expenditure Guideline For City Council**

Current Period: September 2022

Last Dim Descr	2022 YTD Budget	2022 YTD Amt	2022 YTD Balance	2022 % of Budget Remain	Explanation
Interest Expense	\$26,000.00	\$19,500.03	\$6,499.97	25.00%	
Trf to General Fund	\$303,976.00	\$225,749.97	\$78,226.03	25.73%	
Dept 49750 LIQUOR STORE	\$4,027,526.00	\$3,171,256.11	\$856,269.89	21.26%	
Fund 609 LIQUOR FUND	\$4,027,526.00	\$3,171,256.11	\$856,269.89	21.26%	
	\$7,734,995.00	\$5,533,392.07	\$2,201,602.93	28.46%	

**CITY OF MORA**

Notes to the Financial Statements  
For the Quarter Ended September 30, 2022

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

- A. Former backhoe was sold to the dealership to reduce the cost of new tractor backhoe.
- B. Both concessions and entrance fees to the Aquatic Center saw better-than-expected revenue for the 2022 season.
- C. Reimbursement received for the overpayment of electric charges from prior year

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

- D. Street improvement assessment payments for parcels along North Grove Street
- E. New check printer purchased
- F. Expenses relating to the executive search for a new City Administrator
- G. Three additional computers were purchased in 2022, in addition to the two included in the 2022 Capital Improvement Plan.
- H. Paint sprayer replacement for the streets department
- I. Costs relating to the street plan/infrastructure CIP plan by SHE (city portion only)
- J. Seal-coating at Kid's Kingdom





**OFFICE**

**KANABEC COUNTY SHERIFF**

SHERIFF BRIAN SMITH

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

## October 2022

During the month of October, 2022 Kanabec County Sheriff's Office contract cars responded to or initiated approximately 416 calls for service within the City of Mora. The most frequent calls for service were Traffic complaints/violations (93), Medical Emergencies (66) and 911 hang up/open line calls (24).

Alcohol and tobacco compliance checks were performed on businesses in the city resulting in one illegal alcohol sale.

Deputies attended a "meet and greet" with kindergarten classes at the Mora Elementary School.

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



## Mora Area Fire Department Monthly Update

**October 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)

-  10-2-22 Two vehicle accident – cancelled
-  10-17-22 Lift assist
-  10-19-22 Fire alarm
-  10-19-22 Grass fire
-  10-20-22 CO2 alarm
-  10-22-22 Grass fire/wood boiler
-  10-27-22 Search and rescue

### Training and Education (Paid)

-  Base radio operations and procedures
-  Hydrant hookup
-  Driving training for new members
-  Business and relief meeting

### Maintenance (not paid)

-  All trucks had maintenance checks twice

### Training, Education, and Miscellaneous (not Paid)

-  Fire Prevention – took a truck to four daycares, six pre-schools, and one kindergarten class
-  Turnout gear grant meeting as part of Recruitment and Retention Training
-  Turnout gear rep at hall to choose and order new turnout gear
-  FEMA training “Shaping the Future” 16-hrs (9 members attended)
-  Fireball in the Hall, Chili Feed, Silent Auction, Raffles on Oct 8
-  Three new members started training
-  Truck or Treat at Recovering Hope
-  Halloween candy for tick-or-treaters

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

**November 1, 2022**

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

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

9. **Old Business.** None

10. **Communications**

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

11. **Reports.**

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

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

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

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President

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Kirsten Faurie

**From:** [Frank Westling](#)  
**To:** [Kirsten Faurie](#)  
**Subject:** RE: Northland Process Piping Job Creation  
**Date:** Thursday, November 10, 2022 10:37:58 AM

---

Good morning, Kirsten

Please see our responses below in Red

- TIG Welders/Fabricators 4 Mora
- Traveling Welders 0 Mora (on occasion they will be in one or the other shops, but mostly out of state)
- CNC Machinist 0 Mora
- Inside Sales 1 Mora
- Custodian/Laborer 2 Mora
- Project Estimator 1 Mora
- Mechanical Drafter 1 Mora
- Material Handler/Inventory Clerk 1 Mora (Position filled starts on the 28<sup>th</sup>)
- Safety Coordinator 0 Mora
- Grinder 2 Mora
- Purchasing Agent 0 Mora
- Maintenance Technician 1 Mora (Position filled starts on the 14<sup>th</sup>)

(Total Mora = 11 Remaining or 13 Mora positions)

Thanks,

Frank

---

**From:** Kirsten Faurie <k.faurie@cityofmora.com>  
**Sent:** Thursday, November 10, 2022 10:15 AM  
**To:** Frank Westling <fwestling@NPPMN.COM>  
**Subject:** RE: Northland Process Piping Job Creation

Good morning Frank,

When discussing NPP's job creation and tax abatement, the Mora EDA had a question about these jobs you have listed: are they all for the Mora location, or are some for Isle as well? If you could clarify which location these jobs are posted for I would appreciate it.

Kirsten Faurie  
Community Development Director  
City of Mora | 101 Lake Street South | Mora, MN 55051-1588  
Direct – 320.225.4807 | City Hall – 320.679.1511

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---

**From:** Frank Westling [<mailto:fwestling@NPPMN.COM>]  
**Sent:** Monday, October 31, 2022 10:15 AM  
**To:** Kirsten Faurie <[k.faurie@cityofmora.com](mailto:k.faurie@cityofmora.com)>  
**Cc:** Natalie Geist <[NGeist@NPPMN.COM](mailto:NGeist@NPPMN.COM)>; Dan Tramm <[dtramm@nppmn.com](mailto:dtramm@nppmn.com)>  
**Subject:** RE: Northland Process Piping Job Creation

Good morning, Kirsten

NPP is actively hiring for the following positions:

- TIG Welders/Fabricators 4 Mora
- Traveling Welders 0 Mora (on occasion they will be in one or the other shops, but mostly out of state)
- CNC Machinist 0 Mora
- Inside Sales 1 Mora
- Custodian/Laborer 2 Mora
- Project Estimator 1 Mora
- Mechanical Drafter 1 Mora
- Material Handler/Inventory Clerk 1 Mora (Position filled starts on the 28<sup>th</sup>)
- Safety Coordinator 0 Mora
- Grinder 2 Mora
- Purchasing Agent 0 Mora
- Maintenance Technician 1 Mora (Position filled starts on the 14<sup>th</sup>)

(Total Mora = 11 Remaining or 13 Mora positions)

The employee pool seems to be limited, but each position listed above is open, and we are looking to fill immediately.

Thanks,

Frank

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**From:** Kirsten Faurie <[k.faurie@cityofmora.com](mailto:k.faurie@cityofmora.com)>  
**Sent:** Saturday, October 29, 2022 1:14 PM  
**To:** Frank Westling <[fwestling@NPPMN.COM](mailto:fwestling@NPPMN.COM)>

**Subject:** Northland Process Piping Job Creation

Hello Frank,

Thank you for sending the NPP tax abatement report. I do have some questions about the report, particularly the number of jobs created for MIF.

As a part of the MN Investment Fund (MIF) agreement, NPP was required to create at least 20 new full-time jobs. The jobs created as part of the Tax Abatement Agreement must be above and beyond the first 20 MIF jobs created. The Jobs created for Tax abatement are 3 jobs every two years. This means that by December 31, 2022, NPP would have to have created 9 new jobs in addition to the 20 created for MIF, for a total of 29.

Your report 2022 report shows 16 for MIF; 12 for tax abatement, but the total jobs are short at 28.

Last year you noted that the labor shortage and employee turnover are impacting NPP's ability to fill some vacant positions. If that is still the case, could you list which jobs may be vacant and provide evidence to demonstrate that the business is actively trying to recruit for the position (copy of an employment ad or something similar).

Perhaps we can have a call on Monday to discuss. Thank you, Frank. I appreciate your promptness in submitting this report.

Kirsten Faurie  
Community Development Director  
City of Mora | 101 Lake Street South | Mora, MN 55051-1588  
Direct – 320.225.4807 | City Hall – 320.679.1511

[www.ci.mora.mn.us](http://www.ci.mora.mn.us)

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**From:** Frank Westling [<mailto:fwestling@NPPMN.COM>]  
**Sent:** Friday, September 30, 2022 3:56 PM  
**To:** Kirsten Faurie <[k.faurie@cityofmora.com](mailto:k.faurie@cityofmora.com)>  
**Subject:** Northland Process Piping Job Creation

Good afternoon, Kirsten

Attached is our employment report for the 2021 year for your review.

Give me a call with any questions,

**Frank Westling**

Northland Process Piping Inc.

811 Maple Ave. East

Mora, MN 55051

Office (320) 679-4593

Cell (320) 364-0530

City of Mora, Minnesota  
Airport Board Meeting Minutes  
**November 1, 2022**

Pursuant to due call and notice thereof Board Chair Nick Stafford called to order the regular meeting of the Airport Board at 5:17 p.m., on Tuesday, November 1, 2022, in the Mora City Hall council chambers.

**2. Roll Call:** Present: Chair Nick Stafford, Karla Kastenbauer, Stefan Salmonson, Jody Anderson

Absent: Dave Gunderson

Staff Present: City Administrator Glenn Anderson, Airport Manager Joe Kohlgraf, and Community Development Director Kirsten Faurie

**3. Adopt Agenda:**

MOTION made by Kastenbauer, seconded by Salmonson, and unanimously carried to adopt the agenda.

**4. Minutes:**

- a. Approve minutes from Oct. 11, 2022: MOTION made by Kastenbauer, seconded by Salmonson and unanimously carried to approve Oct. 11 minutes as presented.

**5. Old Business:**

18. Update on Airport Hangar Land Lease Agreement: Kastenbauer reported to the board the discussion that was had when she spoke in front of the city council on Oct. 18. The topic was the Airport Hangar Land Lease agreement section **18. Right of Entry**. Kastenbauer reported the city council would be willing to hear proposed new language for section 18. Discussion was held on whether the airport board should proceed without any further changes and let the hangar owners fight the changes with their private attorneys; or propose new language. Chair Stafford noted that as a hangar owner, he felt the current contract infringed on his rights.

The consensus of the airport board was to present another option to the city council, to re-write section **18. Right of Entry**. As follows:

**Right of Entry.** The city reserves the right to enter upon the Premises and into any building on the Premises for

- a. an annual compliance inspection scheduled with city staff.
- b. If city staff suspects non-compliance as written in the contract, the following procedure will be followed:
  - i. Staff will request inspection of the hangar.
  - ii. The owner will have 72 hours to respond upon receipt of the request.

- iii. Hangar owner must schedule a compliance inspection with city staff to occur within a reasonable timeframe.

**6. New Business:**

- a. No new business.

**7. Reports**

- a. No reports

**8. Adjournment:** MOTION made by Kastenbauer, seconded by J. Anderson and unanimously carried to adjourn the Airport Board meeting at 6:01 p.m.

The next regular meeting of the Airport Board is scheduled for 5 p.m. Tuesday, December 13, 2022.

\_\_\_\_\_  
Board Chair

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

DRAFT

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

**November 1, 2022**

Present: Steven Holcombe, Sam Pioske, Kyle Shepard  
Absent: Allison Holland, Curt Sammann  
Staff Present: Joe Kohlgraf, Jeff Krie, Glenn Anderson  
Others Present: Sally Ahlgren, Mary Berry, Ted Maher, Janet Severson, Jamie Voelk

1. Call to Order. Chair Pioske called the meeting to order at 6:06 p.m.
2. Roll Call. All present with the exception of Holland and Sammann
3. Adopt Agenda. Motion by Shepard, second by Holcombe to adopt the November 1, 2022 meeting agenda as presented. All present voted aye. Motion carried.
4. Minutes. Motion by Shepard, second by Holcombe to approve the September 13, 2022 meeting minutes as presented. All present voted aye. Motion carried.
5. Open Forum. No one showed up to speak at the open forum.
6. Pickleball. Voelk, Ahlgren, Berry, Maher, and Severson from the Pickleball group was present to ask the Park Board to consider making more room for Pickleball courts. A good discussion with the park board and the pickleball group ensued with lots of questions and ideas shared between the two groups. The pickleball group would like to see the tennis court expanded to four courts or more courts built as the group stated pickleball is becoming very popular in Mora and surrounding communities. Court time is hard to come by with only two pickleball courts. Many communities have expanded courts and drawn in players from different areas and feel that Mora should take advantage of bringing more people into the community if we had more courts to play. Berry also wanted to thank the board and staff for the resurfacing of the tennis court and the pickleball courts. Ahlgren also shared her thanks for all that has been done for pickleball. Voelk wanted to review the estimated cost of redoing the courts at Library Park to only pickleball or the cost of building a new court. Voelk shared they have already been receiving pledges for the pickleball group and was also curious how donations for pickleball would work with the city. Also, Voelk wanted to see if the nets could be checked out at the Library or install a lock box at Library Park for nets to be secured. Kohlgraf stated that the Library employees are not city employees. But that the pickleball group could check with the Library to see if they have any programs for net rental. The Park Board shared they are in favor of expanding pickleball but not at the expense of the tennis court. Sunrise park was suggested as an alternate. Berry asked if parking would be an issue at Sunrise Park. The pickleball group asked if tennis could be played at the school opening the court at Library Park for only pickleball. It was also asked if the tennis court could be moved down to Sunrise Park or if JC Ballfields was an option for courts.

Funding was discussed by both groups with questions and ideas. Shepard shared how the dog park became about and how funding worked for that group. It was suggested by the board that the group should put a game plan together with as much information as they can and what their main preference is for expanded courts and bring that back to the park board. Anderson shared that if questions arose to please reach out to staff, the board members or council members with any questions. The next step if approved by the park board then it could be brought to council. Overall a good discussion by all and will be further discussed at future meetings.

7. Fall Fest. The board discussed a few changes that may need to be made for the 2023 season. Holcombe shared that either we do away with the bounce house or come up with better plan for safety. All agreed the BBQ cookoff went well. Krie shared to see if we could get better location for the hockey shoot and bean bag toss or how to utilize the tennis court area. The board discussed what alcohol policy is in parks and what image we want to present. All agreed the event was a huge success.
8. Music in the Park. Krie shared the survey results with the Park Board for the 2022 Music in the Park Season. The board had a discussion and Krie asked the board that any recommendations for bands to please let him know.
9. Meeting Schedule. Krie shared the 2023 Park Board Meeting Schedule and asked for any changes or the board's approval. Motion was made by Sheppard to approve the 2023 Park Board Meeting Schedule, second by Holcombe. All present voted aye. Motion carried.
10. Reports.
  - a. Holcombe: No reports.
  - b. Pioske: No reports.
  - c. Sheppard: No reports
  - d. Kohlgraf: Cleaning up parks and doing repairs. Parks are done for season the most part and will be winterizing.
  - e. Krie: Music in the Park was a finalist for Best Outside Event. A group requested a book drop at the Dala Horse, but no other contact has been made since initial request. Terms for Sammann and Holcombe are coming due on December 31, 2022.
11. Adjournment. Motion by Sheppard, second by Holcombe to adjourn the meeting. All present voted aye. Meeting adjourned at 7:15p.m.

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Sam Pioske, Chair

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Jeff Krie, Secretary