



City of Mora
Kanabec County, Minnesota
Meeting Agenda
City Council

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

Tuesday, June 15, 2021

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. Work Session Minutes – May 18, 2021
 - b. Regular Meeting Minutes – May 18, 2021
 - c. May 2021 Claims
 - d. Gambling Permit – MAFD Relief Association
 - e. Fire Hall Use Request – MAFD Relief Association
 - f. Approve Hire of Administrative Services Director
 - g. Accept Restricted Donations
 - h. Certification of Unpaid Utility Charges
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. Resolution of Support – County-wide Broadband Internet
7. **Public Hearings**

None
8. **New Business**
 - a. American Rescue Plan (ARP) and Coronavirus State and Local Fiscal Recovery Funds (CSFRF/CLFRF)
 - b. Minor Subdivision – Youngblom & McNally and Torrey
 - c. Dog Park Rules & Text Amendment – Off-leash Dog Park Regulations
 - d. Fencing for Dog Park
 - e. Public Building Rent Increase – 100 Union St. S
 - f. Public Building Lease Agreement Renewal – 16 Lake St. N
 - g. COVID-19 Vaccination Efforts Discussion
9. **Old Business**

None
10. **Communications**
 - a. Airport Board Meeting Minutes – June 8, 2021
 - b. MAFD Monthly Report – May 2021
 - c. KCSO Monthly Report – May 2021
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 regular meeting of the Mora City Council at 6:30 PM on Tuesday, May 18, 2021, in the city hall council chambers.

2. **Roll Call:** Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Sadie Broekemeier, Jake Mathison, and Kyle Shepard
Absent: none
Staff Present: City Administrator Lindy Crawford, Community Development Director Beth Thorp, and Deputy City Clerk Mandi Yoder
3. **Adopt Agenda:** Skramstad requested the consent agenda item 4h, Temporary Liquor License – Kanabec County Agricultural Society be removed and added to the agenda as item 8j, and to add item 8K, HRA Board Composition to the agenda. MOTION made by Mathison, seconded by Shepard, and unanimously carried by the City Council to approve the agenda as amended.
4. **Consent Agenda:** MOTION made by Broekemeier, seconded by Shepard, and unanimously carried by the City Council to approve the consent agenda as presented.
 - a. Work Session Meeting Minutes – April 20, 2021
 - b. Regular Meeting Minutes – April 20, 2021
 - c. April 2021 Claims
 - d. Massage Therapist License – Asolare Yoga & Wellness
 - e. Accept Restricted Donations RESOLUTION NO. 2021-521
 - f. Approve Hire of Administrative Services Director
 - g. Call for a Public Hearing on Unpaid Utility Charges RESOLUTION NO. 2021-522
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:**
 - a. **Years of Public Service Recognition – Paul Larson:** Skramstad recounted community member Paul Larson’s involvement with helping members of Kanabec County and presented a framed certificate; Larson retired from involvement with the Mora Housing & Redevelopment Authority board after more than 20 years of service in addition to involvement with the Vasa House, Mysa House, and Eastwood projects. Skramstad proclaimed pride of calling Larson his friend, thanked him for the years of service, and wished Larson all the best.

Larson addressed the council expressing a desire that his contributions benefitted the community and stressed the importance of the HRA board functioning as a team and commended the HRA board for the wonderful job of giving direction and guidance along the way. Larson also complimented the staff and thanked the City Council for lending funds when they were needed.
7. **Public Hearings:**
 - a. **Vacation of Public Roadway Easement – Mora Public Schools:** The council reviewed a petition from the Mora Public Schools for the vacation of a public roadway easement located on the property 200 9th Street East, requiring the City Council to conduct a public hearing.

Skramstad opened the public hearing at 6:43 PM, no one spoke from the audience and Thorp commented that no comments were received via email or mail, either for or against; Skramstad closed the public hearing at 6:44 PM. MOTION made by Mathison,

seconded by Shepard, and unanimously carried by the City Council to approve the following resolution:

RESOLUTION NO. 2021-523
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
APPROVING THE VACATION OF A PUBLIC ROADWAY EASEMENT
(see attached)

8. New Business

- a. Rezoning of 841 Forest Avenue East:** The council reviewed a rezoning request submitted by former and new owners of 841 Forest Avenue East requesting the property be rezoned from an I-1 Limited Industrial District to B-2 General Business District. Thorp noted rezoning the property would be in compliance with the 2009 Comprehensive Plan. MOTION made by Broekemeier, seconded by Anderson, and unanimously carried by the City Council to approve the following ordinance:

ORDINANCE NO. 482
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA,
APPROVING THE REZONING OF 841 FOREST AVENUE EAST,
FROM I-1 LIMITED INDUSTRIAL DISTRICT TO B-2 GENERAL BUSINESS
DISTRICT AS REQUESTED BY EAST FOREST, LLC, AND ANGELA TVEDT

- b. Conditional Use Permit Request for Solar Energy System – Calvary Lutheran Church of Mora:** The council reviewed a conditional use permit application submitted by Calvary Lutheran Church, of 414 Wood Street South, to allow a Solar Energy System to be located at the subject site located in the R-1 Single Family Residential District. Thorp explained the interconnecting permit, building permit, and all conditions incorporated were reviewed by the planning commission; the planning commission conducted a public hearing, and no comments were received for or against. MOTION made by Mathison, seconded by Broekemeier, and unanimously carried by the City Council to approve the following resolution:

RESOLUTION NO. 2021-524
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA, APPROVING
A CONDITIONAL USE PERMIT ALLOWING A SOLAR ENERGY SYSTEM TO BE LOCATED IN
THE R-1 SINGLE FAMILY RESIDENTIAL DISTRICT AS REQUESTED BY REAL SOLAR AND
CALVARY LUTHERAN CHURCH OF MORA
(see attached)

- c. Conditional Use Permit Request for Solar Energy System – J. Martin Carlson Trust:** The Council reviewed a conditional use permit application submitted by Sun Energy and J. Martin Carlson Trust for the location of 101 Park Street South, to allow the installation of 26 solar mount panels approximately 8 inches off the roof plain, in the B-1 Central Business District. Thorp explained the interconnecting permit, building permit, and all conditions incorporated were reviewed by the planning commission; the planning commission conducted a public hearing, one letter of support for the project was received, and no one spoke either for or against the project at the public hearing.

Thorp explained staff concern over the existing non-conforming solar energy system that was installed prior to city regulation, and cited city attorney Joel Jamnik that the lawful nonconforming array was not part of the expansion and consequently no variance or other approval was required. MOTION made by Mathison, seconded by Shepard, and unanimously carried by the City Council to approve the following

resolution:

RESOLUTIO NO. 2021-525

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA,
APPROVING A CONDITIONAL USE PERMIT ALLOWING A SOLAR ENERGY SYSTEM
TO BE LOCATED IN THE B-1 CENTRAL BUSINESS DISTRICT
AS REQUESTED BY SUN ENERGY AN THE J. MARTIN CARLSON TRUST
(see attached)

- d. Acceptance of Trail and Electric Utility Easements – Mora Public Schools:** Thorp informed the council that after the staff memo was submitted in the council packet, staff learned that the school district’s legal counsel had minor concerns with the trail easement and provided suggested changes; after review by city staff and the city attorney, all parties were comfortable with the proposed changes. Thorp stated Mora Public Schools additionally wanted to remove the three electrical utility easements from council consideration to allow the school district and its legal counsel more time to consider electric utility options and the related easements. The council consensus was to remove from consideration the Grant of Permanent Easement for Underground Electric Utility Purposes for the three identified parcels as requested by the school district. MOTION made by Shepard, seconded by Broekemeier, an unanimously carried to accept a permanent easement from Mora Public Schools for the Grant of Permanent Easement for Trail Purposes located at 200 9th Street East.
- e. Fire Hall Roof and Furnace Replacement:** Crawford reported the fire hall roof was beyond repair and needing replacement which was budgeted in the Capital Improvement Plan for 2021 for the amount of \$100,000. Crawford stated staff received one quote from Thelen Heating & Roofing, Inc. and one from McDowall Company with the lowest quote being McDowall Company in the amount of \$99,700. MOTION made by Anderson, seconded by Broekemeier, and unanimously carried by the City Council to accept the roof replacement quote from McDowell Company in the amount not to exceed \$100,000.
- Crawford stated staff recommended replacing the furnaces located on top of the roof which was budgeted for 2024, with one being beyond repair and the other recently failed, during the roof project using funds from the Future Fire Equipment Fund. Crawford reported staff received one quote from RJ Mechanical in the amount of \$10,950. MOTION made by Shepard, seconded by Mathison, and unanimously carried by the City Council to accept the furnace replacement quote from RJ Mechanical in the amount not to exceed \$11,000.
- Discussion ensued regarding the possible need to replace the soft underlayment of the roof due to leaks; the council consensus was if 15% of the project cost was the standard rate, then a couple thousand should be enough to plan for the potential expenses of soft underlayment replacement. MOTION made by Anderson, seconded by Shepard, and unanimously carried by the City Council to amend the motion for the roof replacement quote to “\$102,000”, therefore the motion now reads, “to accept the roof replacement quote from McDowell Company in the amount not to exceed \$102,000.”
- f. Coronavirus Response Relief Supplemental Appropriations Act Airport Grant Agreement:** The council reviewed a federal grant through a Minnesota Department of Transportation agreement in the amount of \$13,000 to reimburse the city for eligible airport expenses incurred at the Mora Municipal Airport under the Coronavirus Response and relief Supplemental Appropriations Act (CRRSA Act). MOTION made by

Mathison, seconded by Broekemeier, and unanimously carried by the City Council to approve the following resolution:

RESOLUTION NO. 2021-526
AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT
AGREEMENT FOR FEDERAL AIRPORT EXPENSES REIMBURSEMENT
(see attached)

- g. Oakwood Cemetery Project Fund Transfer:** The council discussed the chapel rehabilitation and new columbarium projects at the Oakwood Cemetery, which were part of the 2021 Capital Improvement Plan. Staff reported the quote for the columbarium received by Braham Monument in the amount of \$22,295.35 was \$2,295.35 over budget and requested approval to transfer \$3,000 of the remaining \$9,994.15 funds from the completed chapel project to the columbarium project to complete the columbarium with staff to complete the concrete work. MOTION made by Mathison, seconded by Broekemeier, and unanimously carried by the City Council to approve transferring \$3,000 from the Oakwood Cemetery chapel project to the columbarium project, as presented. MOTION made by Shepard, seconded by Broekemeier, and unanimously carried by the City Council to accept the quote from Braham Monument in the amount not to exceed \$21,000 for a columbarium and the installation of a columbarium. MOTION made by Broekemeier, seconded by Anderson, and unanimously carried by the City Council to approve placement of the new columbarium south of the Veterans Memorial at Oakwood Cemetery as recommended by Staff.
- h. Eastwood Senior Living Management Agreement Addendum:** Crawford presented an addendum to the Eastwood Senior Living management agreement between the Housing & Redevelopment Authority (HRA) and Walker ElderCare Services, Inc. (Walker Methodist), which was needed due to new state law changes, so that Walker Methodist could apply for the licensure. MOTION made by Anderson, seconded by Shepard, and unanimously carried by the City Council to approve the management agreement addendum for Eastwood Senior Living as presented.
- i. Airport Taxilane and Windcone project Contract Award:** Crawford presented the information regarding the airport taxilane rehabilitation and widening and supplemental windcone project estimated at a cost of \$218,000; four bids were received on April 28, 2021, with the lowest bid at \$172,957 from Douglas Kerr Underground, LLC. MOTION made by Broekemeier, seconded by Shepard and unanimously carried by the City Council to approve the recommendation from city engineer SEH to award the contract to Douglas Kerr Underground, LLC for the taxilane rehabilitation and supplemental windcone project services in the amount not to exceed \$172,957. MOTION made by Mathison, seconded by Broekemeier, and unanimously carried to amend the engineering/design contract with SEH to include construction services for the taxilane rehabilitation and supplemental windcone project as presented.
- j. Temporary Liquor License – Kanabec County Agricultural Society:** The council discussed the additional date of August 10, 2021, to be added to a temporary liquor license application for the Kanabec County Agricultural Society’s car show at the Fairgrounds that was listed on the Minnesota Department of Alcohol and Gambling application, but not listed on the City application. MOTION made by Anderson, seconded by Shepard, and unanimously carried by the City Council to add the date of

August 10, 2021, to the Kanabec County Agricultural Society Temporary liquor license application and to approve the temporary liquor license as amended.

- k. HRA Board Composition:** The council recapped discussions from the earlier joint work session held with the Housing & Redevelopment Authority. The council consensus was the board was to consist of the three existing board members, Dennis Olson, Bob Jensen, and Michael Anderson; one council member, Jake Mathison; and to fill the fifth vacant seat of the HRA board with an HRA resident, which would fulfill the federal funding requirements of the board composition. The council consensus was the board composition would satisfy the terms and conditions set by the Public Utilities Commission for the \$200,000 loan issued in November 2020. Staff was directed to advertise for the vacant HRA board position immediately. MOTION made by Mathison, seconded by Shepard, and unanimously carried by the City Council to fill the fifth vacant Mora Housing & Redevelopment Authority (HRA) board seat with an HRA resident.

9. Old Business: There were no old business items to discuss.

10. Communications: The following communications were reviewed.

- a.** 2021 Employment Survey Results: Thorp expressed happiness regarding this report because it was the highest number of employees for the top 10 employers in Kanabec County that she's seen; Commercial Plastics added 90 new jobs, the biggest employer decrease was RJ Mechanical which was down 17 jobs from last year as it was affected by the COVID-19 pandemic; a lot of RJ Mechanical's projects were for the school – and were also struggling because the pandemic affected their work.
- b.** MAFD Monthly Report – April 2021
- c.** KCSO Monthly Report – April 2021
- d.** City EDA Meeting Minutes – May 4, 2021
- e.** Planning Commission Meeting Minutes – May 10, 2021
- f.** Airport Board Meeting Minutes – May 11, 2021: Anderson reported Thorp and Anderson would be working on a few items for the hangar land lease agreement and the two will present the final agreement at the next council meeting and airport board meeting due to timing; the board was still working on the fly-in.
- g.** Park Board Meeting Minutes – May 11, 2021
- h.** Quarterly Financial Reports: Crawford reported as of March 31, the budget was showing a large deficit which was common because the City's largest monies come in June and July in the form of taxes and local government aid (LGA). All funds were performing as expected.

11. Reports

- a.** City Administrator: Crawford reported the new administrative services director Amanda Peterson was set to begin work on Tuesday, all offices would be closed on Monday for Memorial Day, the MAC assistant manager started this week, Krie would be spending a majority of time at the MAC and the MAC water was turned on today. There were two seasonal positions for the public works department, streets and water/wastewater. The new silver street service truck had arrived for Joe, and Joe's maroon colored truck would move to the parks division.
- b.** Councilmember Anderson: Anderson was approached by a resident giving the City the first option to purchase the 701 2nd Street property which had 23 acres and two houses at the approximate cost of \$500,000.
- c.** Councilmember Broekemeier: Broekemeier requested a post be put on Facebook notifying the community that the Kids Kingdom restrooms would be open soon.

- d. Councilmember Mathison: Mathison explained after being approached by a citizen about vermin and rodents in the old Shopko building, staff did some investigating and found the owner had contracted Johnson's Hardware to have the building secured after the sprinkler system went off last fall/winter, there were currently no vermin or rodents in the building, only a few ceiling tiles on the floor from the sprinkler event, and Mathison mentioned the need to fill the location.
- e. Councilmember Shepard: Shepard reported the Park Board was doing a great job getting hand sanitizing stations at the parks and Fall Fest planning was moving along nicely. Discussion ensued about the delayed opening of the Kids Kingdom restrooms due to a water situation over the winter; Anderson added, the Kids Kingdom restroom door when closed, had enough of a gap for people to still get through.
- f. Mayor Skramstad: Skramstad informed Kohlgraf that the northwest corner cemetery water spigot was dripping and may need to be looked at; a Memorial Day ceremony would be taking place at the Oakwood Cemetery at 10:00am and at the Catholic Cemetery at 9:00am.

12. Adjournment: MOTION made by Shepard, seconded by Mathison, and unanimously carried to adjourn at 7:39 PM.

Mayor

Deputy City Clerk

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the joint work session of the Mora City Council and Mora HRA at 5:00 PM on Tuesday, May 18, 2021 in the city hall council chambers.

- 2. Roll Call:** Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Sadie Broekemeier, Jake Mathison, and Kyle Shepard
Absent: none
HRA Board Members Present: Michael Anderson, Robert Jensen, Jake Mathison, and Dennis Olson
Staff Present: City Administrator/Interim Executive Director Lindy Crawford, City Accountant Sara King, Deputy City Clerk Mandi Yoder

- 3. Adopt Agenda:** MOTION made by Anderson, seconded by Shepard, and unanimously carried to approve the agenda as presented.

4. Housing & Redevelopment Authority of Mora:

- a. HRA Board Composition:** The City Council discussed the composition of the HRA Board in relation to the terms and conditions of the cash-infusion loan set forth by the Mora Public Utilities Commission in November 2020. It was the consensus of the City Council that the composition of the HRA Board should not consist of all city council members, rather one council member, three at-large community members and one HRA resident. The City Council believed this composition would satisfy the PUC's condition. Per Mora City Code, only citizens residing in Mora city limits may be appointed to the HRA Board.

Skramstad stated that he would like to see HRA Board meeting minutes included in city council meeting packets like other City boards and commissions.

Michael Anderson stated he had offered to help, but no one had taken him up on his offer. Discussion ensued regarding an inventory of supplies when previous staff resigned. Olson stated that he agreed that Michael Anderson offered to help, however at the time hiring a maintenance supervisor held priority over doing an inventory.

Council members asked the HRA board members if they were interested in remaining on the board. Olson stated he would finish out his term ending December 31, 2021, and was not intending to apply again; he stated he was willing to resign sooner to ease the board transition. Jensen stated he would be willing to resign, if the city council so wished, but he was willing to continue his post on the HRA board. Mathison stated the city council would appreciate their assistance. Michael Anderson shared that he would like to remain on the HRA board as well.

Michael Anderson requested clarification regarding how the board composition affected the Eastwood Senior Living bond. King reported that the board composition was not a trigger for the bond to become due, rather the HRA must exist for the bond to continue.

Michael Anderson requested clarification regarding the HRA board's authority to oversee the interim executive director who was also the city administrator. Crawford stated the HRA board had authority to manage Crawford as the interim executive director. Discussion ensued regarding previous hiring practices versus the most recent hiring practices. Crawford stated she had been consistent with what she brought forward to the HRA board with all recent hires and the executive director had authority to hire

employees directly. Jensen stated he believed Crawford had been consistent and had inquired with Crawford on many items regarding past practice to which she had researched at his request.

The City Council directed Crawford to advertise for the vacant HRA resident seat immediately.

- b. HRA Organizational Structure:** Mathison expounded great steps had taken place to improve the financial and management position of the HRA. Jody Anderson inquired about pay scales for HRA employees. Crawford stated for the new hires and the budget she used city pay scales.

Cons of merging the HRA with the City were discussed and included potential increased workload for city finance staff (accounts payable/receivable and payroll). Crawford stated that the HRA used a fee accountant which could remain in place. Shepard suggested a sunset period for the fee accountant.

Mathison questioned what a merger would look like in the City's organizational chart. Crawford said there could be a housing department with a housing director/director of housing as a department head and then current staff under that person. Crawford believed the department head level position was currently vacant (the executive director) and stated the soonest the HRA would have funds to fill the position would be spring of 2022. Mathison and Shepard believed that Crawford could not shoulder the HRA for a long duration of time without risking burnout. Crawford shared she was spending about 10-15 hours per week on HRA tasks, however her time was not compensated by the HRA. Broekemeier asked how the HRA could receive more funding. Crawford and Jensen shared that the census at Eastwood Senior Living needed to improve drastically. Broekemeier questioned the low census and if it was related to reputation. Jensen and Olson stated they did not believe there was a reputation risk at Eastwood and that Walker Methodist walked into a tough position at the onset of a pandemic. Olson stated that the HRA Board and City Council needed to head what Crawford was saying and recommending because it was correct in the process, and that this had to be a team approach to be successful.

Skramstad stated when preparing the 2022 budgets a director of housing could be considered. Broekemeier stated the pros of a merger would be better benefits for HRA employees, and cons were it added to the workload of city staff. Shepard stated that the City Council must be thinking long-term. Crawford stated that there would be no cost to the City to merge and that Crawford budgeted for a merger in the 2021-2022 HRA budget should it happen.

Broekemeier believed it would be best to table the organizational structure conversation until Ehlers had finished the financial management plan. The consensus was to table the discussion until the City Council had received the financial management plan.

- 5. Adjournment:** MOTION made by Anderson, seconded by Shepard, and unanimously carried to adjourn at 6:07 PM.

Mayor

Deputy City Clerk

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000705 MSRS						
000705	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$1,006.41
CHECK # 000705 MSRS						\$1,006.41
CHECK # 000706 MSRS						
000706	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$445.00
CHECK # 000706 MSRS						\$445.00
CHECK # 000707 MSRS						
000707	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$345.00
CHECK # 000707 MSRS						\$345.00
CHECK # 000708 MN DEPT OF REVENUE						
000708	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL WITHHOLDING	\$2,119.72
CHECK # 000708 MN DEPT OF REVENUE						\$2,119.72
CHECK # 000709 US TREASURY - IRS						
000709	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,576.00
000709	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$6,738.62
000709	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$4,156.32
CHECK # 000709 US TREASURY - IRS						\$12,470.94
CHECK # 000710 MSRS						
000710	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$3.75
CHECK # 000710 MSRS						\$3.75
CHECK # 000711 MSRS						
000711	MSRS	GENERAL FUN		Deferred Compens	DEF COMP PLAN	\$35.00
CHECK # 000711 MSRS						\$35.00
CHECK # 000712 MN DEPT OF REVENUE						
000712	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE W/H	\$7.29
000712	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE W/H	\$6.84
CHECK # 000712 MN DEPT OF REVENUE						\$14.13
CHECK # 000713 US TREASURY - IRS						
000713	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$5.34
000713	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$13.67
000713	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$22.80
CHECK # 000713 US TREASURY - IRS						\$41.81
CHECK # 000714 MSRS						
000714	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$48.62
CHECK # 000714 MSRS						\$48.62
CHECK # 000715 US TREASURY - IRS						
000715	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$14.59
000715	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$18.08
000715	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$4.22
CHECK # 000715 US TREASURY - IRS						\$36.89
CHECK # 000716 MSRS						
000716	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$999.97
CHECK # 000716 MSRS						\$999.97
CHECK # 000717 MSRS						

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
000717	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$445.00
CHECK # 000717 MSRS						\$445.00
CHECK # 000718 MSRS						
000718	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$345.00
CHECK # 000718 MSRS						\$345.00
CHECK # 000719 MN DEPT OF REVENUE						
000719	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE W/H	\$2,120.14
CHECK # 000719 MN DEPT OF REVENUE						\$2,120.14
CHECK # 000720 US TREASURY - IRS						
000720	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,669.60
000720	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$7,139.00
000720	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$4,170.62
CHECK # 000720 US TREASURY - IRS						\$12,979.22
CHECK # 000721 FURTHER						
000721	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$86.65
CHECK # 000721 FURTHER						\$86.65
CHECK # 000722 FURTHER						
000722	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$17.54
CHECK # 000722 FURTHER						\$17.54
CHECK # 000723 TSYS						
000723	TSYS	LIQUOR FUND	LIQUOR STOR	Payment Processin	MONTHLY LIQ STORE CR	\$5,323.26
CHECK # 000723 TSYS						\$5,323.26
CHECK # 000725 MORA MUNICIPAL UTILITIES						
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Electricity	UTILITIES	\$230.73
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Water	UTILITIES	\$55.94
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Sewer	UTILITIES	\$43.77
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Storm Water	UTILITIES	\$12.91
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Electricity	UTILITIES	\$287.49
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Water	UTILITIES	\$25.97
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Sewer	UTILITIES	\$28.77
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Storm Water	UTILITIES	\$12.91
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	STREETS	Electricity	UTILITIES	\$126.77
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	STREET LIGH	Electricity	UTILITIES	\$2,443.06
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Sewer	UTILITIES	\$36.27
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Storm Water	UTILITIES	\$23.79
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Water	UTILITIES	\$30.78
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Electricity	UTILITIES	\$428.95
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Storm Water	UTILITIES	\$15.64
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Electricity	UTILITIES	\$73.99
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Water	UTILITIES	\$0.81
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Electricity	UTILITIES	\$106.53
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Storm Water	UTILITIES	\$37.40
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Storm Water	UTILITIES	\$91.79
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Water	UTILITIES	\$52.54
000725	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Sewer	UTILITIES	\$57.54
000725	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Sewer	UTILITIES	\$28.77
000725	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Electricity	UTILITIES	\$304.21
000725	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Water	UTILITIES	\$27.48

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
000725	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Electricity	UTILITIES	\$14.03
000725	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Water	UTILITIES	\$0.81
000725	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Storm Water	UTILITIES	\$18.35
000725	MORA MUNICIPAL UTILIT	DOWNTOWN-F	CAPITAL PROJ	Capital Outlay	UTILITIES	\$12.91
000725	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Storm Water	UTILITIES	\$17.00
000725	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Water	UTILITIES	\$31.20
000725	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Sewer	UTILITIES	\$28.77
CHECK # 000725 MORA MUNICIPAL UTILITIES						\$4,707.88
CHECK # 000727 REVTRAK						
000727	REVTRAK	GENERAL FUN	AQUATIC CEN	Small Tools & Equi	CREDIT CARD READERS	\$189.90
000727	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	\$1,198.60
CHECK # 000727 REVTRAK						\$1,388.50
CHECK # 000728 MN DEPT OF REVENUE						
000728	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX PYMT-	\$30,855.00
000728	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Office Supplies	SALES & USE TAX PYMT-	\$3.00
000728	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SALES & USE TAX PYMT-	\$3.00
000728	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Telephone	SALES & USE TAX PYMT-	\$2.00
000728	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Garbage Removal	SALES & USE TAX PYMT-	\$14.00
000728	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Rentals	SALES & USE TAX PYMT-	\$1.00
CHECK # 000728 MN DEPT OF REVENUE						\$30,878.00
CHECK # 000729 TSYS						
000729	TSYS	LIQUOR FUND	LIQUOR STOR	Rentals	MONTHLY CREDIT CARD	\$80.37
CHECK # 000729 TSYS						\$80.37
CHECK # 000732 HIBU						
000732	HIBU	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ STORE WEBSITE	\$159.99
CHECK # 000732 HIBU						\$159.99
CHECK # 000733 NEIGHBORHOOD NATIONAL BANK						
000733	NEIGHBORHOOD NATION	GENERAL FUN	FINANCE	Miscellaneous	MONTHLY MISC FILE FEE	\$14.48
000733	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY PAYROLL ACH	\$60.00
000733	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY BUSINESS ON	\$10.00
000733	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	MONTHLY RETURNED CH	\$10.00
CHECK # 000733 NEIGHBORHOOD NATIONAL BANK						\$94.48
CHECK # 056363 ARAMARK						
056363	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	RUGS	-\$55.18
056363	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	RUGS, TOWELS	-\$79.86
056363	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	TOWELS	-\$59.19
CHECK # 056363 ARAMARK						-\$194.23
CHECK # 056414 AFSCME						
056414	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$494.74
CHECK # 056414 AFSCME						\$494.74
CHECK # 056415 EQUITABLE FINANCIAL						
056415	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$60.00
CHECK # 056415 EQUITABLE FINANCIAL						\$60.00
CHECK # 056416 ICMA RETIREMENT TRUST - 457						
056416	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA	\$50.00
056416	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$75.00
CHECK # 056416 ICMA RETIREMENT TRUST - 457						\$125.00

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056417 NCPERS GROUP LIFE INS						
056417	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	NCPERS - LIFE	\$224.00
CHECK # 056417 NCPERS GROUP LIFE INS						\$224.00
CHECK # 056418 PERA - MN ST TREASURER						
056418	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,703.87
056418	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$569.84
056418	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,703.87
CHECK # 056418 PERA - MN ST TREASURER						\$7,977.58
CHECK # 056419 ARTISAN BEER CO						
056419	ARTISAN BEER CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$123.20
CHECK # 056419 ARTISAN BEER CO						\$123.20
CHECK # 056420 BELLBOY CORPORATION						
056420	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$72.00
056420	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA, POURERS, SHOT GLA	\$447.00
056420	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,619.33
CHECK # 056420 BELLBOY CORPORATION						\$5,138.33
CHECK # 056421 BERNICK COMPANIES						
056421	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$18,591.32
056421	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$577.51
CHECK # 056421 BERNICK COMPANIES						\$19,168.83
CHECK # 056422 BOND TRUST SERVICES						
056422	BOND TRUST SERVICES	HRA EASTWOO		Pmts from HRA/Co	BOND PYMT - SERIES 20	\$37,871.25
CHECK # 056422 BOND TRUST SERVICES						\$37,871.25
CHECK # 056423 BOND TRUST SERVICES						
056423	BOND TRUST SERVICES	HRA EASTWOO		Pmts from HRA/Co	HRA BOND - PAYING AGE	\$475.00
CHECK # 056423 BOND TRUST SERVICES						\$475.00
CHECK # 056424 BOOKENDS SOUND & MUSIC LLC						
056424	BOOKENDS SOUND & MU	GENERAL FUN	PARKS	Professional Servic	JULY 22 MITP PERFORMA	\$300.00
CHECK # 056424 BOOKENDS SOUND & MUSIC LLC						\$300.00
CHECK # 056425 BREAKTHRU BEVERAGE						
056425	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,680.22
056425	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$241.45
056425	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$172.84
056425	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$666.70
CHECK # 056425 BREAKTHRU BEVERAGE						\$6,761.21
CHECK # 056426 C & L DISTRIBUTING						
056426	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$1,008.20
056426	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$508.00
CHECK # 056426 C & L DISTRIBUTING						\$1,516.20
CHECK # 056427 CAMPBELL KNUTSON, P.A.						
056427	CAMPBELL KNUTSON, P.A.	GENERAL FUN	MAYOR & CO	Legal Services	MISC APRIL LEGAL-AGEN	\$32.00
056427	CAMPBELL KNUTSON, P.A.	GENERAL FUN	LEGAL	Legal Services	MISC APR LEGAL-HRA MT	\$221.51
056427	CAMPBELL KNUTSON, P.A.	GENERAL FUN	PLANNING &	Legal Services	MISC APRIL LEGAL-SCHO	\$1,099.60
056427	CAMPBELL KNUTSON, P.A.	LIQUOR FUND	LIQUOR STOR	Legal Services	MISC APRIL LEGAL-TRES	\$258.00
CHECK # 056427 CAMPBELL KNUTSON, P.A.						\$1,611.11

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056428	CHMIELEWSKI, FLORIAN					
056428	CHMIELEWSKI, FLORIAN	GENERAL FUN	PARKS	Professional Servic	JULY 15 MITP PERFORMA	\$650.00
CHECK # 056428	CHMIELEWSKI, FLORIAN					\$650.00
CHECK # 056430	DAHLHEIMER DIST CO					
056430	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$227.76
056430	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$31,297.50
CHECK # 056430	DAHLHEIMER DIST CO					\$31,525.26
CHECK # 056431	DB CONSTRUCTION LLC					
056431	DB CONSTRUCTION LLC	CEMETERY FU	CEMETERY	Capital Outlay	CHAPEL REHAB	\$10,005.85
CHECK # 056431	DB CONSTRUCTION LLC					\$10,005.85
CHECK # 056432	DEARBORN LIFE INSURANCE CO					
056432	DEARBORN LIFE INSURAN	GENERAL FUN		Life Insurance	GROUP LIFE JUNE PREMI	\$290.85
CHECK # 056432	DEARBORN LIFE INSURANCE CO					\$290.85
CHECK # 056433	DELTA DENTAL					
056433	DELTA DENTAL	GENERAL FUN		Delta Dental	GROUP DENTAL JUNE PR	\$761.20
CHECK # 056433	DELTA DENTAL					\$761.20
CHECK # 056434	EHLERS & ASSOCIATES					
056434	EHLERS & ASSOCIATES	SERIES 2015B	DEBT SERVIC	Professional Servic	ARBITRAGE REPORT-SER	\$3,750.00
056434	EHLERS & ASSOCIATES	SERIES 2015C	DEBT SERVIC	Professional Servic	ARBITRAGE REPORT-SER	\$3,750.00
056434	EHLERS & ASSOCIATES	SERIES 2017A	DEBT SERVIC	Professional Servic	ARBITRAGE REPORT-SER	\$2,250.00
CHECK # 056434	EHLERS & ASSOCIATES					\$9,750.00
CHECK # 056435	FURTHER					
056435	FURTHER	GENERAL FUN	HUMAN RESO	Professional Servic	MAY FSA & VEBA PARTIC	\$73.70
CHECK # 056435	FURTHER					\$73.70
CHECK # 056436	HARPERS CHORD					
056436	HARPERS CHORD	GENERAL FUN	PARKS	Professional Servic	AUGUST 5 MITP PERFOR	\$800.00
CHECK # 056436	HARPERS CHORD					\$800.00
CHECK # 056437	HOVEN, MARTHA F.					
056437	HOVEN, MARTHA F.	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	WINE BOTTLE GIFT BAG	\$84.00
CHECK # 056437	HOVEN, MARTHA F.					\$84.00
CHECK # 056438	JOHNSON BROTHERS LIQUOR					
056438	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,856.33
056438	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$145.76
056438	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,855.33
CHECK # 056438	JOHNSON BROTHERS LIQUOR					\$10,857.42
CHECK # 056439	JOHNSON, CHRIS R.					
056439	JOHNSON, CHRIS R.	GENERAL FUN	PARKS	Professional Servic	JUNE 24 MITP PERFORM	\$400.00
CHECK # 056439	JOHNSON, CHRIS R.					\$400.00
CHECK # 056440	KELLER, FREDERICK					
056440	KELLER, FREDERICK	GENERAL FUN	PARKS	Professional Servic	JULY 1 MITP PERFORMA	\$700.00
CHECK # 056440	KELLER, FREDERICK					\$700.00
CHECK # 056441	MCDONALD DIST CO					
056441	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$313.00
056441	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$26,173.80

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
056441	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$320.50
CHECK # 056441 MCDONALD DIST CO						\$26,807.30
CHECK # 056443 NORTON, ZACHARY						
056443	NORTON, ZACHARY	GENERAL FUN	PARKS	Professional Servic	AUGUST 26 MITP PERFO	\$500.00
CHECK # 056443 NORTON, ZACHARY						\$500.00
CHECK # 056444 PAUSTIS WINE COMPANY						
056444	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$192.00
056444	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,461.00
CHECK # 056444 PAUSTIS WINE COMPANY						\$1,653.00
CHECK # 056445 PHILLIPS WINE & SPIRITS						
056445	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,776.34
056445	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,638.81
056445	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$145.48
CHECK # 056445 PHILLIPS WINE & SPIRITS						\$9,560.63
CHECK # 056446 SESAC						
056446	SESAC	GENERAL FUN	PARKS	Dues & Subscriptio	MUSIC PERFORMANCE LI	\$281.75
CHECK # 056446 SESAC						\$281.75
CHECK # 056447 SHRED-N-GO, INC						
056447	SHRED-N-GO, INC	GENERAL FUN	ADMINISTRAT	Professional Servic	SHREDDING	\$73.29
CHECK # 056447 SHRED-N-GO, INC						\$73.29
CHECK # 056448 SOUTHERN GLAZERS OF MN						
056448	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$918.00
056448	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,048.43
CHECK # 056448 SOUTHERN GLAZERS OF MN						\$5,966.43
CHECK # 056449 THE BAZILLIONS						
056449	THE BAZILLIONS	GENERAL FUN	PARKS	Professional Servic	JULY 8 MITP PERFORMA	\$500.00
CHECK # 056449 THE BAZILLIONS						\$500.00
CHECK # 056450 THE WHITESIDEWALLS						
056450	THE WHITESIDEWALLS	GENERAL FUN	PARKS	Professional Servic	JUNE 6 MITP PERFORMA	\$1,000.00
CHECK # 056450 THE WHITESIDEWALLS						\$1,000.00
CHECK # 056451 THE WHITESIDEWALLS						
056451	THE WHITESIDEWALLS	GENERAL FUN	PARKS	Professional Servic	JUNE 6 MITP PERFORMA	\$1,000.00
CHECK # 056451 THE WHITESIDEWALLS						\$1,000.00
CHECK # 056452 THYNG, JENNIFER P						
056452	THYNG, JENNIFER P	GENERAL FUN	PARKS	Professional Servic	AUGUST 12 MITP PERFO	\$500.00
CHECK # 056452 THYNG, JENNIFER P						\$500.00
CHECK # 056453 VINOPIA, INC						
056453	VINOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$130.50
CHECK # 056453 VINOPIA, INC						\$130.50
CHECK # 056454 WINDSTREAM						
056454	WINDSTREAM	GENERAL FUN	AIRPORT	Telephone	APRIL PHONE	\$129.09
CHECK # 056454 WINDSTREAM						\$129.09
CHECK # 056455 WINE MERCHANTS						
056455	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$73.69

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056455	WINE MERCHANTS					\$73.69
CHECK # 056456	ASCAP					
056456	ASCAP	GENERAL FUN	AQUATIC CEN	Dues & Subscriptio	LICENSE FEE FOR MUSIC	\$368.67
CHECK # 056456	ASCAP					\$368.67
CHECK # 056457	BERGANKDV					
056457	BERGANKDV	GENERAL FUN	FINANCE	Auditing	2020 AUDIT	\$7,582.00
056457	BERGANKDV	LIQUOR FUND	LIQUOR STOR	Auditing	2020 AUDIT	\$4,303.00
CHECK # 056457	BERGANKDV					\$11,885.00
CHECK # 056459	CITY OF MORA					
056459	CITY OF MORA	LIQUOR FUND	LIQUOR STOR	Contributions	SPONSORSHIP OF MUSIC	\$100.00
CHECK # 056459	CITY OF MORA					\$100.00
CHECK # 056460	CITY OF MORA					
056460	CITY OF MORA	GENERAL FUN		Pool Change	MAC START-UP FUNDS	\$580.00
CHECK # 056460	CITY OF MORA					\$580.00
CHECK # 056464	KANABEC CO RECORDER					
056464	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	RECORDING OF RESOLU	\$46.00
056464	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	RECORDING OF RESOLU	\$46.00
056464	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	RECORDING OF RESOLU	\$46.00
CHECK # 056464	KANABEC CO RECORDER					\$138.00
CHECK # 056465	KBEK 95.5					
056465	KBEK 95.5	GENERAL FUN	AQUATIC CEN	Advertising	MUSIC IN THE PARK ADV	\$350.00
CHECK # 056465	KBEK 95.5					\$350.00
CHECK # 056467	KRAFT, KATIE OR BRIAN HAAPOJA					
056467	KRAFT, KATIE OR BRIAN	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
CHECK # 056467	KRAFT, KATIE OR BRIAN HAAPOJA					\$50.00
CHECK # 056469	LEAGUE OF MN CITIES					
056469	LEAGUE OF MN CITIES	GENERAL FUN	ADMINISTRAT	Meetings, Training,	CRAWFORD REGISTRATI	\$520.00
CHECK # 056469	LEAGUE OF MN CITIES					\$520.00
CHECK # 056471	OGILVIE COMMUNITY CENTER					
056471	OGILVIE COMMUNITY CE	GENERAL FUN	AQUATIC CEN	Rentals	PRIVATE POOL RENTAL-L	\$200.00
056471	OGILVIE COMMUNITY CE	GENERAL FUN	AQUATIC CEN	Rentals	PRIVATE POOL RENTAL-L	-\$200.00
CHECK # 056471	OGILVIE COMMUNITY CENTER					\$0.00
CHECK # 056472	QUADIENT LEASING USA, INC					
056472	QUADIENT LEASING USA,	GENERAL FUN	FINANCE	Postage	POSTAGE MACHINE REN	\$299.97
CHECK # 056472	QUADIENT LEASING USA, INC					\$299.97
CHECK # 056477	EQUITABLE FINANCIAL					
056477	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$60.00
CHECK # 056477	EQUITABLE FINANCIAL					\$60.00
CHECK # 056478	FURTHER					
056478	FURTHER	GENERAL FUN		VEBA Contribution	VEBA Contribution	\$800.00
CHECK # 056478	FURTHER					\$800.00
CHECK # 056479	ICMA RETIREMENT TRUST - 457					
056479	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$75.00
056479	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA	\$50.00

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056479 ICMA RETIREMENT TRUST - 457						\$125.00
CHECK # 056480 PERA - MN ST TREASURER						
056480	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$574.02
056480	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,731.18
056480	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,731.18
CHECK # 056480 PERA - MN ST TREASURER						\$8,036.38
CHECK # 056481 AMAZON CAPITAL SERVICES						
056481	AMAZON CAPITAL SERVIC	GENERAL FUN	LIBRARY BUIL	Repair/Maint - Bldg	ADA BRAILLE HANDICAP	\$31.90
056481	AMAZON CAPITAL SERVIC	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	TOILET RPR KIT	\$38.00
CHECK # 056481 AMAZON CAPITAL SERVICES						\$69.90
CHECK # 056482 ARTISAN BEER CO						
056482	ARTISAN BEER CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$646.50
CHECK # 056482 ARTISAN BEER CO						\$646.50
CHECK # 056483 BELLBOY CORPORATION						
056483	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$192.00
056483	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MIX & SHAKER SETS	\$189.60
056483	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$2,919.83
CHECK # 056483 BELLBOY CORPORATION						\$3,301.43
CHECK # 056484 BERNICK COMPANIES						
056484	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$884.67
056484	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$24,292.35
CHECK # 056484 BERNICK COMPANIES						\$25,177.02
CHECK # 056485 BREAKTHRU BEVERAGE						
056485	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,536.74
056485	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$564.00
056485	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MIX	\$171.31
CHECK # 056485 BREAKTHRU BEVERAGE						\$7,272.05
CHECK # 056486 C & L DISTRIBUTING						
056486	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$816.85
056486	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TONIC & OJ	\$49.99
CHECK # 056486 C & L DISTRIBUTING						\$866.84
CHECK # 056487 CITY OF MORA						
056487	CITY OF MORA	GENERAL FUN	GENERAL GOV	Miscellaneous	FIRE DEPT RESPONSE T	\$500.00
CHECK # 056487 CITY OF MORA						\$500.00
CHECK # 056488 DAHLHEIMER DIST CO						
056488	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$31,678.87
056488	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$530.00
056488	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$175.50
CHECK # 056488 DAHLHEIMER DIST CO						\$32,384.37
CHECK # 056489 ELECTRIC MOTOR SERVICE INC						
056489	ELECTRIC MOTOR SERVIC	GENERAL FUN	AQUATIC CEN	Capital Outlay	ADDITIONAL UPS CHARG	\$112.93
CHECK # 056489 ELECTRIC MOTOR SERVICE INC						\$112.93
CHECK # 056490 JOHNSON BROTHERS LIQUOR						
056490	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$4,370.51
056490	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$16,084.95

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
056490	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$102.02
CHECK # 056490 JOHNSON BROTHERS LIQUOR						\$20,557.48
CHECK # 056492 MASON, CLEVE OR SUZANNE ERICKS						
056492	MASON, CLEVE OR SUZAN	GENERAL FUN		Deposits	REFUND KEY DEPOSIT F	\$25.00
CHECK # 056492 MASON, CLEVE OR SUZANNE ERICKS						\$25.00
CHECK # 056493 MCDONALD DIST CO						
056493	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$58.50
056493	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$620.60
056493	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$38,094.19
CHECK # 056493 MCDONALD DIST CO						\$38,773.29
CHECK # 056494 MIDWAY FORD						
056494	MIDWAY FORD	GENERAL FUN	STREETS	Capital Outlay	2021 FORD F250	\$31,176.32
CHECK # 056494 MIDWAY FORD						\$31,176.32
CHECK # 056496 NORTHERN HOLLOW WINERY, LLC						
056496	NORTHERN HOLLOW WIN	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$377.88
CHECK # 056496 NORTHERN HOLLOW WINERY, LLC						\$377.88
CHECK # 056497 PAUSTIS WINE COMPANY						
056497	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$193.33
056497	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$436.00
CHECK # 056497 PAUSTIS WINE COMPANY						\$629.33
CHECK # 056498 PHILLIPS WINE & SPIRITS						
056498	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$78.39
056498	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,254.19
056498	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,723.37
CHECK # 056498 PHILLIPS WINE & SPIRITS						\$7,055.95
CHECK # 056500 SOUTHERN GLAZERS OF MN						
056500	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,396.00
056500	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$7,844.88
CHECK # 056500 SOUTHERN GLAZERS OF MN						\$9,240.88
CHECK # 056501 VINOCOPIA, INC						
056501	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$29.00
056501	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$210.50
CHECK # 056501 VINOCOPIA, INC						\$239.50
CHECK # 056502 ACE HARDWARE						
056502	ACE HARDWARE	GENERAL FUN	LIBRARY BUIL	Other Operating Su	BATTERIES	\$12.99
056502	ACE HARDWARE	GENERAL FUN	STREETS	Repair/Maint - Bldg	BLOWER PARTS	\$23.48
056502	ACE HARDWARE	GENERAL FUN	AQUATIC CEN	Cleaning Supplies	CLEANING SUPPLIES	\$48.56
056502	ACE HARDWARE	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	SHUT OFF VALVE FOR O	\$6.00
056502	ACE HARDWARE	GENERAL FUN	PARKS	Repair/Maint - Bldg	CAP, SPRAY PAINT FOR	\$13.18
056502	ACE HARDWARE	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	AIRPORT A/D LIGHTS	\$13.99
056502	ACE HARDWARE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	NUTS, BOLTS	\$1.10
056502	ACE HARDWARE	LIQUOR FUND	LIQUOR STOR	Small Tools & Equi	POWER STRIP	\$8.59
CHECK # 056502 ACE HARDWARE						\$127.89
CHECK # 056503 AMERICAN BOTTLING CO. INC						
056503	AMERICAN BOTTLING CO.	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$202.82
CHECK # 056503 AMERICAN BOTTLING CO. INC						\$202.82

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056504 ARAMARK						
056504	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	MAY RUGS	\$55.18
056504	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	APRIL RUGS	\$55.18
056504	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	MAY RUGS & TOWELS	\$39.93
056504	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	APRIL RUG & TOWELS	\$79.86
056504	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	MAY RUGS	\$59.19
056504	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	APRIL TOWELS	\$59.19
CHECK # 056504 ARAMARK						\$348.53
CHECK # 056505 AUTO VALUE MORA						
056505	AUTO VALUE MORA	GENERAL FUN	PARKS	Repair/Maint - Bldg	MOWER BATTERY CORE	-\$18.00
056505	AUTO VALUE MORA	GENERAL FUN	PARKS	Repair/Maint - Bldg	MOWER BATTERY	\$139.99
CHECK # 056505 AUTO VALUE MORA						\$121.99
CHECK # 056508 CAMPBELL KNUTSON, P.A.						
056508	CAMPBELL KNUTSON, P.A.	GENERAL FUN	LEGAL	Legal Services	MISC LEGAL SERVICES-S	\$141.00
056508	CAMPBELL KNUTSON, P.A.	GENERAL FUN	LEGAL	Legal Services	MISC LEGAL SERVICES-H	\$716.00
056508	CAMPBELL KNUTSON, P.A.	GENERAL FUN	PLANNING &	Legal Services	MISC LEGAL SERVICES-S	\$80.00
056508	CAMPBELL KNUTSON, P.A.	GENERAL FUN	AIRPORT	Legal Services	MISC LEGAL SERVICES-L	\$176.00
CHECK # 056508 CAMPBELL KNUTSON, P.A.						\$1,113.00
CHECK # 056510 CRYSTAL SPRINGS ICE						
056510	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$2,056.30
CHECK # 056510 CRYSTAL SPRINGS ICE						\$2,056.30
CHECK # 056511 CUSTOM FIRE APPARATUS						
056511	CUSTOM FIRE APPARATU	FIRE FUND	FIRE	Repair/Maint - Bldg	TRUCK #1 HOSE BED SE	\$787.34
CHECK # 056511 CUSTOM FIRE APPARATUS						\$787.34
CHECK # 056512 DGR ENGINEERING						
056512	DGR ENGINEERING	GENERAL FUN	PLANNING &	Engineering	NEW HIGH SCHOOL	\$953.00
CHECK # 056512 DGR ENGINEERING						\$953.00
CHECK # 056514 ECM PUBLISHERS, INC						
056514	ECM PUBLISHERS, INC	GENERAL FUN	HUMAN RESO	Advertising	W/WW OPER 2 JOB ADS	\$156.60
056514	ECM PUBLISHERS, INC	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$575.00
CHECK # 056514 ECM PUBLISHERS, INC						\$731.60
CHECK # 056515 EMERGENCY AUTOMOTIVE TECH INC						
056515	EMERGENCY AUTOMOTIV	GENERAL FUN	STREETS	Repair/Maint - Bldg	EMERGENCY LIGHTS	\$1,056.72
CHECK # 056515 EMERGENCY AUTOMOTIVE TECH INC						\$1,056.72
CHECK # 056518 GLENS TIRE OPERATIONS INC						
056518	GLENS TIRE OPERATIONS	GENERAL FUN	PARKS	Tires	TIRE REPLACEMENT	\$94.00
056518	GLENS TIRE OPERATIONS	FIRE FUND	FIRE	Tires	#6 TIRES	\$903.18
CHECK # 056518 GLENS TIRE OPERATIONS INC						\$997.18
CHECK # 056519 GOPHER STATE ONE-CALL INC						
056519	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	MAY LOCATES	\$41.17
CHECK # 056519 GOPHER STATE ONE-CALL INC						\$41.17
CHECK # 056520 GRAINGER, INC						
056520	GRAINGER, INC	GENERAL FUN	STREETS	Repair/Maint - Bldg	TRUCK TOOL BOX	\$853.19
056520	GRAINGER, INC	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	CHEMICAL PUMP KIT	\$344.00
CHECK # 056520 GRAINGER, INC						\$1,197.19

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056521 GRANITE CITY JOBBING						
056521	GRANITE CITY JOBBING	GENERAL FUN	AQUATIC CEN	Merchandise for Re	CONCESSIONS	\$2,206.40
056521	GRANITE CITY JOBBING	GENERAL FUN	AQUATIC CEN	Cleaning Supplies	CLEANING SUPPLIES	\$176.00
056521	GRANITE CITY JOBBING	GENERAL FUN	AQUATIC CEN	Other Operating Su	GLOVES, TP, PAPER & HA	\$366.00
056521	GRANITE CITY JOBBING	GENERAL FUN	AQUATIC CEN	Other Operating Su	CHLORINE TEST STRIPS	\$4.08
056521	GRANITE CITY JOBBING	GENERAL FUN	AIRPORT	Other Operating Su	TP	\$2.77
CHECK # 056521 GRANITE CITY JOBBING						\$2,755.25
CHECK # 056523 HAWKINS, INC						
056523	HAWKINS, INC	GENERAL FUN	AQUATIC CEN	Chemicals	CHEMICALS	\$6,644.34
CHECK # 056523 HAWKINS, INC						\$6,644.34
CHECK # 056524 HORIZON COMMERCIAL POOL SUPPLY						
056524	HORIZON COMMERCIAL P	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	DEPTH MARKERS	\$58.80
CHECK # 056524 HORIZON COMMERCIAL POOL SUPPLY						\$58.80
CHECK # 056526 JOHNSONS HARDWARE & RENTAL						
056526	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Cleaning Supplies	CLEANING SUPPLIES	\$39.48
056526	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Small Tools & Equi	DRILL BIT, SOCKET ADAP	\$21.97
056526	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	PIPE RPR PARTS	\$12.99
056526	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Small Tools & Equi	SHELVING	\$519.96
056526	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Small Tools & Equi	EQUIPMENT SPRAYER	\$7.49
056526	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Rentals	PRESSURE WASHER REN	\$118.00
056526	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	SLIDE MOTOR RPR PART	\$26.16
056526	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	HEATER RUST STRIPPER	\$17.97
056526	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	SHOWER, TOILET, SINK	\$60.18
056526	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Repair/Maint - Bldg	TRASH BAGS, CANS, BAT	\$247.55
056526	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Rentals	PRESSURE WASHER REN	\$60.00
056526	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Motor Fuels	WEED WHIP 2 CYCLE FU	\$19.98
056526	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Small Tools & Equi	CORD REEL	\$79.99
CHECK # 056526 JOHNSONS HARDWARE & RENTAL						\$1,231.72
CHECK # 056527 KANABEC PUBLICATIONS, INC						
056527	KANABEC PUBLICATIONS,	GENERAL FUN	MAYOR & CO	Advertising	PARK BOARD OPENINGS	\$56.88
056527	KANABEC PUBLICATIONS,	GENERAL FUN	ADMINISTRAT	Miscellaneous	PH ON 2021 ANNL & 5 Y	\$79.98
056527	KANABEC PUBLICATIONS,	GENERAL FUN	FINANCE	Office Supplies	CLAIM FORMS	\$85.00
056527	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	W/WW OPER JOB AD	\$91.88
056527	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	ELECT PLANT/LINE SUPE	\$506.96
056527	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	PUBLIC WORKS SUMMER	\$84.25
056527	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	LQ STORE CLERK 2 JOB	\$217.20
056527	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Advertising	ORD #482 REZONE 841	\$89.43
056527	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Advertising	PH FOR ROADWAY EASE	\$107.63
056527	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Advertising	CODE ENFORCEMENT-MC	\$183.05
056527	KANABEC PUBLICATIONS,	GENERAL FUN	AQUATIC CEN	Printed Forms & Pa	MAC BONUS TICKETS	\$100.00
056527	KANABEC PUBLICATIONS,	GENERAL FUN	PARKS	Advertising	MITP POSTERS	\$20.00
056527	KANABEC PUBLICATIONS,	LIQUOR FUND	LIQUOR STOR	Advertising	MISC ADS	\$769.50
CHECK # 056527 KANABEC PUBLICATIONS, INC						\$2,391.76
CHECK # 056528 LEES PRO SHOP						
056528	LEES PRO SHOP	GENERAL FUN	PARKS	Repair/Maint - Bldg	BASE PLUGS	\$83.88
CHECK # 056528 LEES PRO SHOP						\$83.88
CHECK # 056529 MIDWEST MACHINERY CO						
056529	MIDWEST MACHINERY CO	CEMETERY FU	CEMETERY	Repair/Maint - Bldg	MOWER SEAL	\$30.44

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056529 MIDWEST MACHINERY CO						\$30.44
CHECK # 056530 MILLER TRUCKING INC						
056530	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	PRODUCT DELIVERY	\$199.10
056530	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	PRODUCT DELIVERY	\$542.70
056530	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	PRODUCT DELIVERY	\$11.40
056530	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	PRODUCT DELIVERY	\$49.50
CHECK # 056530 MILLER TRUCKING INC						\$802.70
CHECK # 056532 MN ENERGY RESOURCES CORP						
056532	MN ENERGY RESOURCES	GENERAL FUN	CITY HALL BU	Natural Gas - Heat	NATURAL GAS	\$79.60
056532	MN ENERGY RESOURCES	GENERAL FUN	LIBRARY BUIL	Natural Gas - Heat	NATURAL GAS	\$86.94
056532	MN ENERGY RESOURCES	GENERAL FUN	AQUATIC CEN	Natural Gas - Heat	NATURAL GAS	\$84.79
056532	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS	\$73.63
056532	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS	\$26.53
056532	MN ENERGY RESOURCES	FIRE FUND	FIRE	Natural Gas - Heat	NATURAL GAS	\$153.55
CHECK # 056532 MN ENERGY RESOURCES CORP						\$505.04
CHECK # 056533 MOTOROLA SOLUTIONS						
056533	MOTOROLA SOLUTIONS	FIRE FUND	FIRE	Small Tools & Equi	HANDHELD RADIOS	\$7,957.35
CHECK # 056533 MOTOROLA SOLUTIONS						\$7,957.35
CHECK # 056537 OFFICE DEPOT						
056537	OFFICE DEPOT	GENERAL FUN	MAYOR & CO	Office Supplies	OFFICE SUPPLIES	\$6.28
056537	OFFICE DEPOT	GENERAL FUN	ADMINISTRAT	Office Supplies	OFFICE SUPPLIES	\$22.93
056537	OFFICE DEPOT	GENERAL FUN	FINANCE	Office Supplies	OFFICE SUPPLIES	\$30.87
056537	OFFICE DEPOT	CEMETERY FU	CEMETERY	Office Supplies	OFFICE SUPPLIES	\$4.20
CHECK # 056537 OFFICE DEPOT						\$64.28
CHECK # 056538 OSLIN LUMBER						
056538	OSLIN LUMBER	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	SUPPORT BEAM POSTS F	\$164.13
CHECK # 056538 OSLIN LUMBER						\$164.13
CHECK # 056539 OWENS AUTO PARTS						
056539	OWENS AUTO PARTS	GENERAL FUN	STREETS	Repair/Maint - Bldg	HITCH PINS	\$17.67
056539	OWENS AUTO PARTS	FIRE FUND	FIRE	Repair/Maint - Bldg	SHOCKS	\$130.86
CHECK # 056539 OWENS AUTO PARTS						\$148.53
CHECK # 056541 PUSH PEDAL PULL						
056541	PUSH PEDAL PULL	FIRE FUND	FIRE	Repair/Maint - Bldg	STEPMILL BATTERY	\$68.89
056541	PUSH PEDAL PULL	FIRE FUND	FIRE	Professional Servic	EXERCISE EQUIPMENT P	\$309.00
CHECK # 056541 PUSH PEDAL PULL						\$377.89
CHECK # 056542 QUALITY DISPOSAL						
056542	QUALITY DISPOSAL	GENERAL FUN	CITY HALL BU	Garbage Removal	GARBAGE	\$54.14
056542	QUALITY DISPOSAL	GENERAL FUN	LIBRARY BUIL	Garbage Removal	GARBAGE	\$26.91
056542	QUALITY DISPOSAL	GENERAL FUN	STREETS	Garbage Removal	GARBAGE	\$80.73
056542	QUALITY DISPOSAL	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE	\$140.00
056542	QUALITY DISPOSAL	GENERAL FUN	AQUATIC CEN	Garbage Removal	GARBAGE	\$105.30
056542	QUALITY DISPOSAL	LIQUOR FUND	LIQUOR STOR	Garbage Removal	GARBAGE	\$184.86
CHECK # 056542 QUALITY DISPOSAL						\$591.94
CHECK # 056543 RED BULL DISTRIBUTION COMPANY						
056543	RED BULL DISTRIBUTION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	RED BULL	\$353.00
CHECK # 056543 RED BULL DISTRIBUTION COMPANY						\$353.00

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056546 SEH						
056546	SEH	GENERAL FUN	ADMINISTRAT	Professional Servic	FOX RUN 3RD ADDTN SI	\$1,134.41
056546	SEH	GENERAL FUN	ADMINISTRAT	Professional Servic	TH 65 BRIDGE REPLACE	\$207.51
056546	SEH	GENERAL FUN	PLANNING &	Professional Servic	NEW HIGH SCHOOL SITE	\$1,396.25
056546	SEH	GENERAL FUN	PARKS	Professional Servic	FOX RUN PARK DEVELOP	\$1,584.07
CHECK # 056546 SEH						\$4,322.24
CHECK # 056547 SPECTRUM SUPPLY						
056547	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$173.28
056547	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Other Operating Su	GARBAGE CAN LINERS &	\$71.22
CHECK # 056547 SPECTRUM SUPPLY						\$244.50
CHECK # 056550 UHL COMPANY, INC						
056550	UHL COMPANY, INC	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	HEAT PUMP FLOW SWIT	\$1,017.00
CHECK # 056550 UHL COMPANY, INC						\$1,017.00
CHECK # 056551 US BANK						
056551	US BANK	SERIES 2011A	DEBT SERVIC	Fiscal Agent Fees	PAYING AGENT FEE-SERI	\$500.00
CHECK # 056551 US BANK						\$500.00
CHECK # 056552 VIKING COKE						
056552	VIKING COKE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$1,243.15
CHECK # 056552 VIKING COKE						\$1,243.15
CHECK # 056553 VIKING ELECTRIC SUPPLY						
056553	VIKING ELECTRIC SUPPLY	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	AIRPORT 4' LEDS	\$1,100.00
CHECK # 056553 VIKING ELECTRIC SUPPLY						\$1,100.00
CHECK # 056554 WATSON CO., INC						
056554	WATSON CO., INC	GENERAL FUN	AQUATIC CEN	Merchandise for Re	POOL CONCESSIONS	\$521.73
056554	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	TOILET BOWL CLEANER	\$39.89
056554	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$44.34
056554	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TOBACCO, JUICE, ETC	\$9,030.83
CHECK # 056554 WATSON CO., INC						\$9,636.79
CHECK # 056555 WHITEFISH SKATE RAMP CO						
056555	WHITEFISH SKATE RAMP	GENERAL FUN	PARKS	Repair/Maint - Bldg	RAMP RESURFACING	\$2,033.00
CHECK # 056555 WHITEFISH SKATE RAMP CO						\$2,033.00
CHECK # 056556 WINDSTREAM						
056556	WINDSTREAM	GENERAL FUN	AIRPORT	Telephone	PHONES	\$128.55
CHECK # 056556 WINDSTREAM						\$128.55
						\$527,760.15



CITY OF MORA
COUNCIL CHECK LIST

THE MAY/JUNE 2021 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

MAYOR

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

DEPUTY CLERK

pd 5/27/21 #35.00
ck#1534

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Mora Area Fire Department Relief Association Previous Gambling Permit Number: X-32036

Minnesota Tax ID Number, if any: 3403465 Federal Employer ID Number (FEIN), if any: 41-2006513

Mailing Address: 101 Lake St. S

City: Mora State: MN Zip: 55051 County: Kanabec

Name of Chief Executive Officer (CEO): Jeremy Frahm

CEO Daytime Phone: 320-496-7148 CEO Email: smokeyj26@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): fire.chief@cityofmora.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
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): Mora Area Fire Department

Physical Address (do not use P.O. box): 218 Railroad Ave. NE

Check one:

City: Mora Zip: 55051 County: Kanabec

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 9, 2021

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

To: Mora City Council

We, the Mora Area Fire Department Relief Association request permission to use the Fire Hall on October 9th, 2021 for our annual Fire Ball at the Hall fundraiser. Alcohol will be provided and served by the Crystal Bar and Grill. Events on that day are as follows:

Chili feed 4pm to 7pm

Gun Raffle drawing 7pm

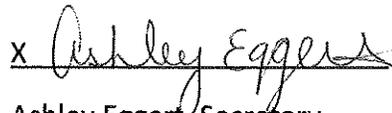
Dance 8pm to 12am (midnight)

Clean-up to follow

Thank you, MAFD Relief Association.

X 

Jeremy Frahm, President

X 

Ashley Eggert, Secretary

X _____

Mayor/Representative

X _____

City Clerk/Representative

COVID 19 Plan for 2021 Fire Ball at the Hall

Date: Oct. 9, 2021

The Mora Area Fire Department Relief Association will follow all CDC, MDH, and Local guidelines at the time of our event. We know that this pandemic rapidly changes and we will need to adapt accordingly.



MEMORANDUM



Date: June 14, 2021
June 15, 2021
To: Public Utilities Commission
Mayor and City Council
From: Lindy Crawford, City Administrator/Public Utilities General Manager
RE: Approve Hire of Administrative Services Director

SUMMARY

The City Council and PUC will approve the hire of a candidate to fill the administrative services director position to meet the needs of the administration and finance departments.

BACKGROUND INFORMATION

The City Council and PUC approved filling the vacant clerk/treasurer position and retitled the position administrative services director. After reviewing and approving the position description staff was directed by both boards to advertise for the position. Eight applications were received and five candidates were interviewed for the position on April 9th and April 15th by the hiring committee (Jody Anderson, Greg Ardner, Lindy Crawford, and Beth Thorp).

Based on the application, experience and interview, the committee has made an offer to Natasha Segelstrom to fill the position under the terms of the attached offer letter. Segelstrom's start date will be Tuesday, July 6 2021. The wages and benefits offered fit into the 2021 budgets.

RECOMMENDATIONS

Motion to approve the hire of Natasha Segelstrom as recommended by the hiring committee and according to the terms of the employment offer letter.

Attachments

Employment Offer Letter



CITY OF MORA MORA MUNICIPAL UTILITIES



101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us

320.679.1511

Fax 320.679.3862

320.679.1451

May 27, 2021

Natasha Segelstrom
703 Oak Street
PO Box 63
Danube, MN 56230

RE: Conditional Offer of Employment

Dear Natasha:

Congratulations! On behalf of the City of Mora and Mora Municipal Utilities, I am pleased to offer you the position of administrative services director, for which you applied. This offer is conditional upon successful completion of a background check and formal approval by the City Council and Public Utilities Commission.

Below are some of the details of this conditional offer for your information:

- **Supervisor.** In this position you will report to Lindy Crawford, City Administrator/ Public Utilities General Manager. My contact information is l.crawford@cityofmora.com, (o) 320-225-4806, and (c) 320-515-0724.
- **Compensation and Benefits.** Your annual salary will be \$68,890 which is Grade 12, Step A of the 2021 salary schedule for this position. You will be eligible for wage increases per the city's/utility's compensation schedule, generally upon completion of probation and then on your anniversary date. A copy of the City of Mora/Mora Municipal Utilities personnel policy will be provided at your orientation. This position is eligible for the PERA retirement program and paid leave.
- **Probationary Period.** You will serve a six-month probationary period. During this period you will be evaluated as to your suitability for the position.
- **Status/Hours.** This position is classified as regular, full-time. Forty (40) hours or more per week is required to fulfill the position requirements. It is a non-union, FLSA exempt position. Hours of work are based on employer needs and are generally Monday through Friday 8:00 a.m. to 4:30 p.m. however, you will be required to attend regular evening meetings.
- **Start Date.** We will set a tentative start date for Tuesday, July 6, 2021, at 8:00 a.m. Please report directly to City Hall.

Other benefits and conditions of employment are explained in the city's personnel policy.

Please acknowledge your acceptance of this conditional offer in writing by signing below and returning it to me by Tuesday, June 1, 2021.

Sincerely,

/S/ Lindy Crawford
City Administrator/Public Utilities General Manager

The foregoing offer of promotion is hereby accepted.

Name - PRINTED

Date

Name - SIGNED

**RETURN SIGNED COPY TO: CITY OF MORA, HUMAN RESOURCES OFFICE, 101 LAKE STREET SOUTH,
MORA, MN 55051**



MEMORANDUM

Date: June 15, 2021
 To: Mayor and City Council
 From: Sara B. King, Accountant
 RE: Accept Restricted Donations

BACKGROUND INFORMATION

The City of Mora has received the following donations:

DONATION RECEIVED FROM:	DONATION OF:
Kwik Trip	\$300.00
East Central Regional Arts Council	\$8,677.00
Jeffrey or Rosemarie Krie	\$100.00
Recovering Hope Treatment Center, Inc.	\$100.00
James or Darci Wikelius	\$100.00
Just Wild	\$100.00
North Country Bottle Shop	\$100.00
Mora Lions Club	\$100.00
Mora Public Schools	\$100.00
First Citizens Bank	\$100.00
Neighborhood National Bank	\$100.00
Anonymous	\$4,650.00
Kanabec County	\$100.00
Welia Health	\$100.00
Lane and Jonathan Burley	\$200.00

As required by MN State Statute, restricted donations must be officially accepted by the City Council.

RECOMMENDATIONS

Motion to accept donations by approving Resolution 2021-621.

Attachments

Resolution 2021-621

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
ACCEPTING RESTRICTED DONATIONS**

WHEREAS, the City of Mora is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city, and the terms or conditions of the donations, if any, are as follows:

DONATION RECEIVED FROM:	DONATION OF:	TERMS AND CONDITIONS OR DESCRIPTION OF PROPERTY:
Kwik Trip	\$300.00	Donation for 2021 Airport Fly-In
East Central Regional Arts Council	\$8,677.00	2021 Music in the Park Grant
Jeffrey or Rosemarie Krie	\$100.00	Donation for 2021 Music in the Park
Recovering Hope Treatment Center, Inc.	\$100.00	Donation for 2021 Music in the Park
James or Darci Wikelius	\$100.00	Donation for Dog Park
Just Wild	\$100.00	Donation for 2021 Music in the Park
North Country Bottle Shop	\$100.00	Donation for 2021 Music in the Park
Mora Lions Club	\$100.00	Donation for 2021 Music in the Park
Mora Public Schools	\$100.00	Donation for 2021 Music in the Park
First Citizens Bank	\$100.00	Donation for 2021 Music in the Park
Neighborhood National Bank	\$100.00	Donation for 2021 Music in the Park
Anonymous	\$4,650.00	Donation for Dog Park
Kanabec County	\$100.00	Donation for 2021 Music in the Park
Welia Health	\$100.00	Donation for 2021 Music in the Park
Lane and Jonathan Burley	\$200.00	Donation for Water Station at Dog Park

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

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 June 2021.

ATTEST:

Al Skramstad, Mayor

Lindy Crawford, City Administrator



MEMORANDUM

Date: June 15, 2021
To: Mayor and City Council
From: Sara B. King, Accountant
RE: Certification of Unpaid Utility Charges

BACKGROUND INFORMATION

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

BACKGROUND INFORMATION

On June 14, 2021, 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

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

RECOMMENDATIONS

Motion to approve Resolution 2021-622.

Attachments
Resolution 2021-622

**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. RICHARDSON	313 HOWE AVE	22.03785.00	941.96
J. JABAS	724 HWY 65 N	22.00365.00	274.33
			<u>\$1,216.29</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 June 2021.

Al Skramstad, Mayor

ATTEST:

Lindy Crawford, City Administrator



MEMORANDUM

Date: June 15, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Resolution of Support – County-wide Broadband Internet

BACKGROUND INFORMATION

The city council will consider adopting a resolution of support for county-wide broadband internet services efforts.

BACKGROUND INFORMATION

The Kanabec County EDA (KCEDA) is participating in the Blandin Foundation’s “Community Broadband Resources: Accelerate” program and is seeking resolutions of support to continue to work towards getting better broadband internet services county-wide. Shane Knutson, Accelerate team member, will be at the meeting to discuss these efforts and request the city council adopt a resolution of support.

OPTIONS & IMPACTS

1. Approve the resolution of support as presented.
2. Approve the resolution of support as amended.
3. Do not approve the resolution of support.

RECOMMENDATIONS

Motion to approve Resolution 2021-623, as presented.

Attachments

“Connect Kanabec” Handout
Resolution 2021-623

Connect Kanabec

We all need access to high-speed internet.
Here are some of the reasons why:

Speed & Reliability

If you work from home, attend virtual meetings, have kids doing schoolwork online, or use streaming services (like Netflix, Hulu, etc.), high-speed internet is the only option that will give you the speed and reliability that you need.

Strong Economy

Every business and most employees need access to fast, reliable internet especially as more and more people need to work from home (or the cabin). Today, high-speed internet is a necessity, not a luxury.

Health

Telemedicine or online visits with physicians, mental health professionals, and pharmacists have become a great solution for many who have difficulty getting around or finding rides. The internet has become a convenient way to stay healthy at home.



Friends and Family

Talking, messaging, and sharing photos with friends and family is an important way to stay connected. High-speed internet is the most reliable way to keep in touch with the people that matter most.

Help Bring Affordable High-Speed Internet to Kanabec County! Just answer a few questions at the link below and you will be entered into a drawing to ***WIN AN iPad!** The information provided will help direct investment in high-speed internet so Kanabec residents and businesses can thrive in today's economy. Visit the following link:

<http://z.umn.edu/uptospeed>

*(iPad courtesy of Mille Lacs Corporate Ventures)



ACCELERATE!
Kanabec County
Community Broadband Resources

If you need a paper survey call, 320-209-5031

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
PROVIDING SUPPORT FOR BROADBAND (HIGH SPEED) INTERNET SERVICES
IN KANABEC COUNTY, MINNEOSTA**

WHEREAS, the Kanabec County Economic Development Authority (EDA), Aitkin County Growth, Pine County and Mille Lacs Tribal Economy are working collaboratively to provide efficient and affordable broadband (high-speed) internet services to our region.

WHEREAS, recent information ranks our region in the greatest need for broadband across the state of Minnesota. Out of 87 counties in Minnesota, Kanabec County ranks 87th, Pine County ranks 84th, and Aitkin County ranks 81st in the availability of high-speed internet.

WHEREAS, collaboratively the mission is to provide high-speed internet to every home and business, fostering community vitality, affordable and quality health care, equitable education, a strong economy and efficient government.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Mora, Kanabec County, Minnesota that City of Mora supports the Kanabec County Accelerate Team’s efforts, to improve access and quality of broadband (high-speed) internet to Kanabec County businesses and residents.

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 June 2021.

Al Skramstad, Mayor

ATTEST:

Lindy Crawford, City Administrator



MEMORANDUM

Date: June 15, 2021
 To: Mayor and City Council
 From: Lindy Crawford, City Administrator
 Sara B. King, Accountant
 RE: American Rescue Plan (ARP) and Coronavirus State and Local Fiscal Recovery Funds (CSFRF/CLFRF)

BACKGROUND INFORMATION

In response to the COVID-19 pandemic, Congress passed the American Rescue Plan (ARP) and it was signed into law by President Biden on March 11, 2021. A portion of the ARP Act is the Coronavirus State and Local Fiscal Recovery Funds program, which provides substantial resources to help local governments respond to the pandemic.

According to the U.S. Department of the Treasury's website (found here: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>), the funds may be used for the following objectives:

- **Support public health expenditures**, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
- **Provide premium pay for essential workers**, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet

The CSLFRF funds will be arriving in two transactions: 50% in June/July 2021 and the remaining 50% one year later. Because Mora's population is under 50,000, the deposit to Mora will come from the State of Minnesota. Staff is requesting the City Council adopt Resolution 2021-624, allowing staff to apply for the funds.

Because the U.S. Treasury continues to publish guidance for the CLFRF, city staff will diligently continue to watch for new information.

RECOMMENDATIONS

Motion to adopt Resolution 2021-624, allowing staff to apply for the Coronavirus Local Fiscal Recovery Funds established under the American Rescue Plan Act of 2021.

Attachments

Resolution 2021-624

Quick Reference Guide for CLFRF

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
TO APPLY FOR THE CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS ESTABLISHED UNDER
THE AMERICAN RESCUE PLAN ACT**

WHEREAS, since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans (“Pandemic”). The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs;

WHEREAS, as a result of the Pandemic, cities have been called on to respond to the needs of their communities through the prevention, treatment, and vaccination of COVID-19.

WHEREAS, city revenues, businesses and nonprofits in the city have faced economic impacts due to the Pandemic.

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

WHEREAS, the City, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance.

WHEREAS, the State of Minnesota will distribute ARPA funds to the City because its population is less than 50,000.

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

1. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.
2. City staff, together with the Mayor and the City Attorney are hereby authorized to take any actions necessary to receive the City’s share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.
3. City staff, together with the Mayor and the City Attorney are hereby authorized to make recommendations to the City Council for future expenditures that may be reimbursed with ARPA funds.

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 June 2021.

ATTEST:

Al Skramstad, Mayor

Lindy Crawford, City Administrator



Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds

Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.



MEMORANDUM

Date: June 15 20, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: Minor Subdivision – Youngblom & McNally and Torrey

SUMMARY

Thomas Youngblom & Kristine McNally and Diane Torrey, representing the Jerry F. Torrey Trust and Diane I. Torrey Trust, have applied for a minor subdivision in order to split property from 930 Highway 65 S. and combine it with property at 207 Pine Grove Street.

BACKGROUND INFORMATION

Youngblom & McNally and Torrey have submitted an application and survey for a minor subdivision to split .26 acres of land, labeled as Parcel A on the attached survey, from the Torrey property and combine it with the Youngblom & McNally property.

Staff has reviewed the request and finds that the resulting parcels will comply with all applicable zoning regulations in terms of lot area, street frontage, and setback requirements, and the request complies with the requirements for granting a minor subdivision as described by City Code §153.098. Staff supports the request based on two important factors:

1. The proposed minor subdivision will bring the Youngblom & McNally property into conformance with the street frontage requirement. Currently the Youngblom & McNally property is landlocked (no street frontage) and the minor subdivision will afford them more than 130' of frontage on the south side of Pine Grove Street right-of-way. However, it should be noted that this portion of Pine Grove Street – the eastern portion – has not yet been improved.
2. Because of Parcel A's sharp angles, the two existing parcels are rather uniquely shaped. Parcel A appears to be nearly unusable for the current property owner (Torrey) but could be extremely beneficial to Youngblom & McNally. Further, the proposed minor subdivision significantly improves the shape of the two parcels.

OPTIONS & IMPACTS

1. Approve the minor subdivision. Approval will adjust a shared property boundary, bringing a non-conforming property into conformance with the city's frontage requirement, improving the unique shape of both properties, and making both properties more usable.
2. Deny the minor subdivision. Denial will prohibit the property owners from adjusting a shared property boundary despite the fact that the request meets all applicable zoning and subdivision regulations, maintain the non-conforming status for one property despite the fact that the minor subdivision would bring the property into conformance, and maintain a more unique shape for both properties.

RECOMMENDATIONS

Motion to adopt Resolution No. 2021-625 approving a minor subdivision to split property from 930 Highway 65 S. and combine it with property at 207 Pine Grove Street.

Memorandum

Attachments

Resolution No. 2021-625

Certificate of Survey

Proposed Descriptions

RESOLUTION NO. 2021-625

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
APPROVING A MINOR SUBDIVISION AS REQUESTED BY THOMAS YOUNGBLOM & KRISTINE McNALLY
AND THE JERRY F. TORREY TRUST & DIANE I. TORREY TRUST**

WHEREAS, Thomas Youngblom & Kristine McNally and Diane Torrey (representing the Jerry F. Torrey Trust and Diane I. Torrey Trust), property owners, submitted an application dated received June 4, 2021 and considered complete on June 10, 2021, for a minor subdivision; and

WHEREAS, the proposed minor subdivision involves splitting .26 acres of land from property located at 930 Highway 65 S. (Torrey) and combining it with property located at 207 Pine Grove Street (Youngblom & McNally); and

WHEREAS, the parcel to be split is legally described as:

Parcel 22.02595.00 (Torrey)
Lots 5 and 6, Auditor's Subdivision No. 19
Section 14 Township 039 Range 024
Kanabec County, Minnesota

WHEREAS, the resulting parcels are legally described as:

Parcel 22.02595.00 (Torrey)
Lot 5, Auditor's Subdivision No. 19
Section 14 Township 039 Range 024
Kanabec County, Minnesota

and

Parcel 22.02605.00 (Youngblom & McNally)

That part the Southwest Quarter of the Southeast Quarter of Section 14, Township 39, Range 24, Kanabec County, Minnesota, lying North of Snake River and lying East of Line A described below:

Description of Line A: Commencing at the South Quarter corner of Section 14, Township 39, Range 24, Kanabec County, Minnesota; thence North along the North-South quarter line of said Section 14 a distance of 1390.8 feet; thence East at right angles 204 feet to Point C; thence Southeasterly to a point 1326.4 feet North and 583.5 feet East, at right angles, of the South quarter corner of said Section 14 and the point of beginning of Line A; thence Southeasterly 25.33 feet to a point in the North line of the Southwest Quarter of the Southeast Quarter distant 591.5 feet East of the NW corner of said Southwest Quarter of the Southeast Quarter; thence Southeasterly, deflecting to the right 48 degrees 16 minutes from the North line of said Southwest Quarter of the Southeast Quarter a distance of 99.53 feet; thence Southerly, deflecting to the right 54 degrees 33 minutes 15 seconds a distance of 347 feet, more or less, to the center of the Snake River and Line A there terminating.

TOGETHER WITH a 20 foot roadway easement over and across that part which lies Southerly and Westerly of Line A described above and lies within a distance of 10 feet on each side of

Line B described below: Commencing at the point of beginning of Line A described above; thence Northwesterly along the line to Point C described in Line A above a distance of 15 feet to the point of beginning of Line B; thence Southeasterly, deflecting to the left 130 degrees a distance of 159.86 feet, more or less, to Line A described above and Line B there terminating. The side lines of said easement are to be lengthened or shortened to terminate on said Line A. Said property being a part of Lots 6, 7, and 8, Auditors Subdivision No. 19, Kanabec County, Minnesota.

EXCEPT THE TWO FOLLOWING DESCRIBED PARCELS:

1. That part of the Southwest Quarter of the Southeast Quarter of Section 14, Township 39, Range 24, Kanabec County, Minnesota, lying Southeasterly of a line and its Southwesterly extension described as beginning at the NE corner of said Southwest Quarter of the Southeast Quarter; thence Southerly along the East line thereof 138.70 feet; thence Southwesterly, deflecting to the right 54 degrees 12 minutes 00 seconds a distance of 700 feet, more or less, to the center of Snake River and there terminating.
2. That part previously conveyed to the City of Mora recorded in Book 44 of Deeds, Page 121, Kanabec County, Minnesota.

WHEREAS, the City Council considered the request at its June 15, 2021 meeting.

NOW THEREFORE BE IT RESOLVED, that the City Council finds that the request for minor subdivision complies with the subdivision regulations of the City Code in that the subdivision results in three or less parcels and the applicant provided a survey prepared by a registered land surveyor showing the original lot and the proposed subdivision.

Approval is granted with the following conditions:

1. This resolution authorizes and facilitates a minor subdivision to split the above described parcel (PID 22.02595.00).
2. No subsequent minor subdivisions involving the above described parcels (PIDs 22.02595.00 and 22.02605.00) shall be granted prior to June 15, 2022.
3. Payment of all encumbrances for special assessments shall be a prerequisite for approval by the City Council.
4. This minor subdivision is not complete until it has been filed with the County Recorder and County Auditor and all applicable taxes have been paid in full.

The foregoing resolution was introduced and moved for 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 June, 2021.

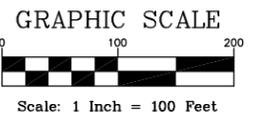
Alan Skramstad, Mayor

ATTEST: _____
Lindy Crawford, City Administrator



CERTIFICATE OF SURVEY FOR KRIS MCNALLY

PART OF SECTION 14, TOWNSHIP 39, RANGE 24, KANABEC COUNTY, MINNESOTA



THE BASIS OF BEARINGS FOR THIS DRAWING IS
THE MNDOT KANABEC COUNTY COORDINATE
SYSTEM, NAD 1983, HARN 1996 ADJUSTMENT

LEGEND

- DENOTES RECORDED KANABEC COUNTY MONUMENT
- DENOTES 1/2" IRON PIPE FOUND, MARKED RUDE 8195, UNLESS NOTED
- ⊙ DENOTES 1/2" REBAR SET, MARKED KROSCHEL 44490

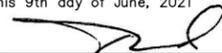
Existing Description of Parcel A:

That part of the SW 1/4 of SE 1/4 of Section 14, Township 39, Range 24, Kanabec County, Minnesota, described as beginning at a point on the North line of said SW 1/4 of SE 1/4 distant 591.5 feet from the NW corner thereof; thence Southeasterly at an angle of 48° 16' with the North line of said SW 1/4 of SE 1/4 to the East line of the West 746 feet of said SW 1/4 of SE 1/4; thence North along said East line to the North line of said Southwest Quarter of the Southeast Quarter; thence West to the point of beginning.

EXCEPT that part which was previously conveyed to the City of Mora recorded in Book 44 of Deeds, Page 121, Kanabec County, Minnesota.

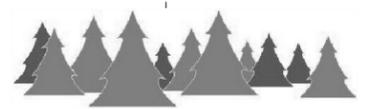
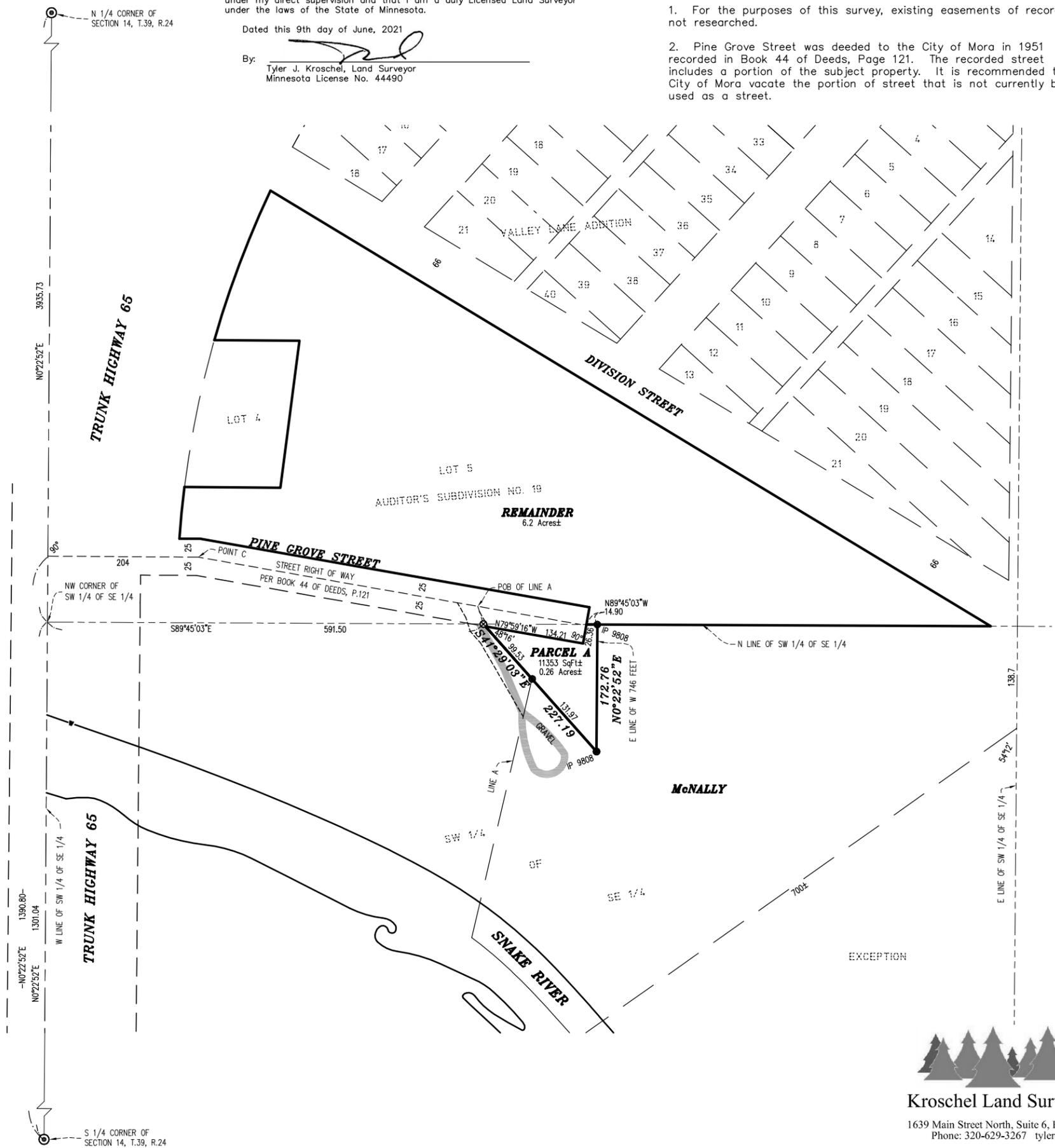
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 9th day of June, 2021

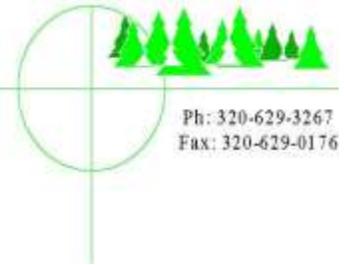
By: 
Tyler J. Kroschel, Land Surveyor
Minnesota License No. 44490

Notes to Survey:

1. For the purposes of this survey, existing easements of record were not researched.
2. Pine Grove Street was deeded to the City of Mora in 1951 recorded in Book 44 of Deeds, Page 121. The recorded street includes a portion of the subject property. It is recommended the City of Mora vacate the portion of street that is not currently being used as a street.



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



June 3, 2021
File No. 20-242

Proposed Descriptions for Kris McNally

Description for McNally:

That part the Southwest Quarter of the Southeast Quarter of Section 14, Township 39, Range 24, Kanabec County, Minnesota, lying North of Snake River and lying East of Line A described below:

Description of Line A: Commencing at the South Quarter corner of Section 14, Township 39, Range 24, Kanabec County, Minnesota; thence North along the North-South quarter line of said Section 14 a distance of 1390.8 feet; thence East at right angles 204 feet to Point C; thence Southeasterly to a point 1326.4 feet North and 583.5 feet East, at right angles, of the South quarter corner of said Section 14 and the point of beginning of Line A; thence Southeasterly 25.33 feet to a point in the North line of the Southwest Quarter of the Southeast Quarter distant 591.5 feet East of the NW corner of said Southwest Quarter of the Southeast Quarter; thence Southeasterly, deflecting to the right 48 degrees 16 minutes from the North line of said Southwest Quarter of the Southeast Quarter a distance of 99.53 feet; thence Southerly, deflecting to the right 54 degrees 33 minutes 15 seconds a distance of 347 feet, more or less, to the center of the Snake River and Line A there terminating.

TOGETHER WITH a 20 foot roadway easement over and across that part which lies Southerly and Westerly of Line A described above and lies within a distance of 10 feet on each side of Line B described below: Commencing at the point of beginning of Line A described above; thence Northwesterly along the line to Point C described in Line A above a distance of 15 feet to the point of beginning of Line B; thence Southeasterly, deflecting to the left 130 degrees a distance of 159.86 feet, more or less, to Line A described above and Line B there terminating. The side lines of said easement are to be lengthened or shortened to terminate on said Line A. Said property being a part of Lots 6, 7, and 8, Auditors Subdivision No. 19, Kanabec County, Minnesota.

EXCEPT THE TWO FOLLOWING DESCRIBED PARCELS:

1. That part of the Southwest Quarter of the Southeast Quarter of Section 14, Township 39, Range 24, Kanabec County, Minnesota, lying Southeasterly of a line and its Southwesterly extension described as beginning at the NE corner of said Southwest Quarter of the Southeast Quarter; thence Southerly along the East line thereof 138.70 feet; thence Southwesterly, deflecting to the right 54 degrees

- 12 minutes 00 seconds a distance of 700 feet, more or less, to the center of Snake River and there terminating.
2. That part previously conveyed to the City of Mora recorded in Book 44 of Deeds, Page 121, Kanabec County, Minnesota.

The foregoing description involves parts of Lots 5, 6, 7, and 8, Auditor's Subdivision No. 19, Kanabec County, Minnesota.

Remainder Description for Torrey:

Lot 5, Auditor's Subdivision No. 19, Kanabec County, Minnesota.

Surveyor's Notes:

1. Lot 6 of Auditor's Subdivision No. 19 has an underlying metes and bounds legal description that should be used for conveyances.
2. The Auditor's Subdivision shows a public road along the northerly line of Lot 6. It does not appear that any road was ever built along this line. It is recommended a title attorney review the Auditor's Subdivision to determine if the public has a valid claim to this road.



MEMORANDUM

Date: June 15, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
Jeff Krie, Activities and Recreation Coordinator
RE: Dog Park Rules & Text Amendment – Off-leash Dog Park Regulations

SUMMARY

The city council will review and consider rules for the proposed dog park and amending existing city code to allow for regulations at the off-leash dog park.

BACKGROUND INFORMATION

In preparation for the addition of a dog park to our parks system, and as community donations have been received for the park staff has prepared rules for the new park. The Friends of the Mora Dog Park and Park Board have both reviewed the proposed rules and brought no concerns.

Staff proposes the following dog park rules be adopted by the city council:

1. Park hours are 6:00am to 10:00pm daily.
2. Dogs must be leashed before entering and when leaving the park.
3. Owners are legally and financially responsible for the actions of their dogs.
4. All dogs must have current vaccinations and be free of all transmittable diseases.
5. No female dogs in heat or puppies under four months old are allowed.
6. Handlers must clean up after their dogs and properly dispose of their pet's waste.
7. Dogs must be in sight and under verbal control at all times. No digging holes or damaging the park.
8. No aggressive dogs allowed. Aggressive dogs must be leashed and removed from the park immediately by their handler.
9. Children under 14 must be accompanied and supervised by an adult, and should be educated about safe behavior around dogs (no running, screaming, food, etc.).
10. Maximum of three (3) dogs per handler.
11. Owners, handlers and visitors must comply with all park rules, regulations and City ordinances.
12. Smoking at the dog park is strictly prohibited.
13. No spiked collars are allowed at the dog park.
14. Personal belongings are allowed but may not be left at the park. The City is not held responsible for damages to personal belongings.

Staff has consulted with the city attorney who recommends amending City Code sections 90.02(A) and 55.02(J) to discuss the off-leash dog park as it relates to running at large and leash requirements. Attached for review and consideration is a proposed ordinance.

RECOMMENDATIONS

Motion to adopt the dog park rules, as presented.

Memorandum

Motion to adopt Ordinance 483, as presented.

Attachments
Ordinance 483

ORDINANCE NO. 483

AN ORDINANCE AMENDING CHAPTER 90 (ANIMALS) AND CHAPTER 55 (PARKS, TRAILS AND OPEN SPACE) OF THE MORA CITY CODE TO INCLUDE REGULATIONS AT AN OFF-LEASH DOG PARK

THE CITY OF MORA, KANABEC COUNTY, MINNESOTA ORDAINS:

Section 1. That section 90.02(A) (Regulations) of Chapter 90 of the Mora City Code is hereby amended to read as follows:

(A) *Running at large prohibited.* [~~It~~] **Except within the designated area at the city's off-leash dog park, it** shall be unlawful for the dog or cat of any person who owns, harbors or keeps a dog or cat, to run at large. A person, who owns, harbors or keeps a dog or cat which runs at large shall be guilty of a misdemeanor. Dogs or cats on a leash and accompanied by a responsible person or accompanied by and under the control and direction of a responsible person, so as to be effectively restrained by command as by leash, shall be permitted in streets or on public land unless the city has posted an area with signs reading "Dogs or Cats Prohibited."

Section 2. That Section 55.02(J) of Chapter 55 of the Mora City Code is hereby amended to read as follows:

(J) [~~No~~] **Except within the designated area at the city's off-leash dog park, no** dogs shall be allowed in any park except on a leash and under the control of its owner.

Section 3. That this ordinance shall become effective upon its passage and publication.

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

Voting for the Ordinance.....
Voting Against the Ordinance...
Abstained from Voting.....
Absent.....

Motion carried and ordinance adopted by the City Council of Mora, Minnesota this 15th day of June, 2021.

Alan Skramstad, Mayor

ATTEST:

Lindy Crawford, City Administrator



MEMORANDUM

Date: June 15, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
Jeff Krie, Activities and Recreation Coordinator
RE: Fencing for Dog Park

SUMMARY

The city council will review and consider quotes for fencing materials and installation at the dog park.

BACKGROUND INFORMATION

Earlier this spring, Friends of the Mora Dog Park group and staff obtained three quotes for fencing – materials and labor – to be installed at the dog park. For a five foot (5') fence quotes came in from:

1. Century Fence - \$23,799
2. Borderline Fencing LLC - \$19,590 (using 2 3/8 inch pipe versus 3 inch pipe)
3. A&W Landscape Specialists, LLC - \$43,000

Enough community donations have been received to cover the cost of the fence quote that the Friends of the Mora Dog Park, the Park Board and staff recommend. Although not the lowest quote received, it is recommended that the city council accept the quote from Century Fence Company.

OPTIONS & IMPACTS

1. Accept the quote as recommended.
 - a. It is the hope to begin construction as soon as possible and begin to purchase additional items for the park such as water stations, picnic tables, etc. in order to open the park this fall.
2. Accept a different quote.
 - a. The city council may select a different quote or direct staff to obtain additional quotes. This will slow down the construction of the park.
3. Do not accept a quote.
 - a. Not accepting a quote means the construction of the park will not happen. Community donations have been received, the Park Board and the city council support the project. Therefore, staff does not recommend this option.

RECOMMENDATIONS

Motion to accept the quote from Century Fence Company for fencing for the dog park.

Attachments

Quote from Century Fence Company
Quote from Borderline Fencing LLC
Quote from A&W Landscape Specialists, LLC

Quote

Century Fence Company
14839 Lake Dr NE
Forest Lake, MN 55025



Quote To:
ESTIMATING DEPARTMENT

Project Location:
Mora Dog Park

Quote #: 2042
Quote Date: 2/12/2021

Description

5' included

Furnish and install 812 LF of 6 Foot high galvanized chain link fence. Line posts shall be 2" O.D. Galvanized steel pipe Driven 48" in depth and spaced a maximum of 10' on centers. The fence shall consist of top rails which will be 1-5/8" O.D. Galvanized pipe. The fence shall consist of bottom tension wire.

(1 acre = 208' X 208' square)

- 8 - Corner post: 3" O.D. Galvanized pipe - Driven
- 6 - Gate post: 3" O.D. Galvanized pipe - Concrete Set

- 1 - Double Swing Galvanized Gate: 10' Opening Width
- 2 - Single Swing Galvanized Gate: 4' Opening Width

Notes:

Excludes Excavation through rock, Excavation through frost, Permit, Private Utility Locate, Survey of property for fence layout

Quote Total: \$22,327.00
- 866.00
\$21,461.00

[23,799]

Quote Valid For 15 days

Buyer's Signature: _____

Date: _____

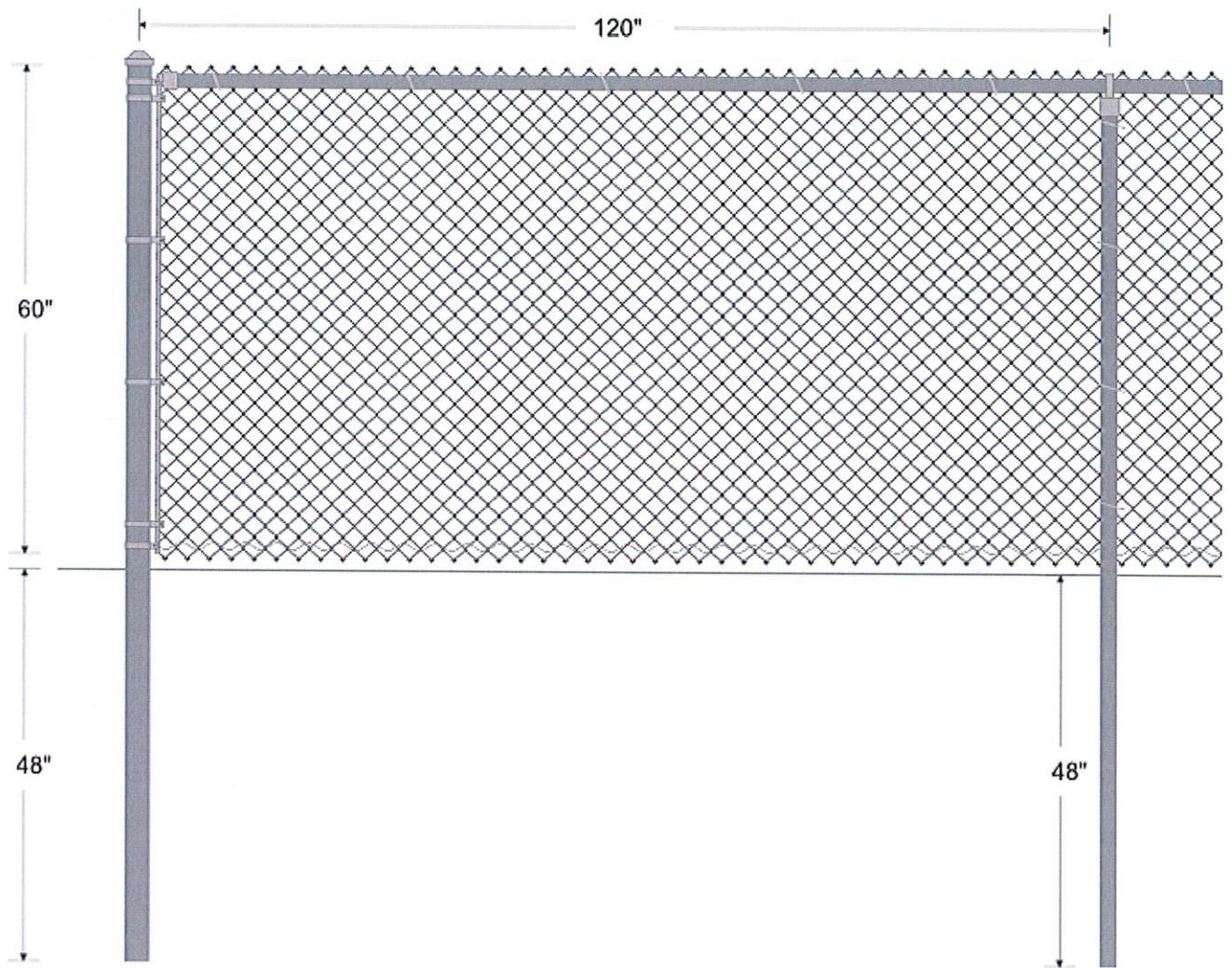
Submitted by: _____

*Nathan
Horner*

Acceptance: This quote when accepted in writing by purchaser and by Century Fence Company becomes a contract between two parties. The conditions on the attached 'Terms and Conditions' are made a part of this contract.

Nathan Horner
Office: 651-464-7373
Cell: 612-670-3520
Email: nhorner@centuryfence.com

Terms of Payment: Net Cash upon receipt of invoice.



Century Fence
 14839 Lake Drive NE
 Forest Lake, MN 55025
 651-464-7373

City of

5' Chainlink Line of Fence

Drawn: 4/27/2021
 File:

Nathan Horner

Project Manager

14839 Lake Drive
 Office: (651) 464-7373
 Cell: (612) 670-3520

Forest Lake, MN 55025

www.centuryfence.com

Borderline Fencing LLC

Estimate

Date: 3/29/2021

Blake Roth

134 6th Ave SE

Saint Joseph, MN 56374

Phone Number (320) 291-3827

Email: Borderlinefencing19@yahoo.com

Name/Address

City of Mora/Dog Park

Description	QTY	Total
Main Dog Area Furnish+Install 850 LF of 5 ft tall 11 ga chain link fence, with 2- 4 ft wide gates and 1-10 ft wide gate 1 5/8 top rail and 7 ga bottom tension wire Corner and gate post shall be 2 3/8 od driven to a 4 ft. Depth, line post shall be 1 7/8 od driven to a 4 ft depth.	850 Feet	\$19,590.00
	Total:	\$19,590.00

Notes: Excludes Clearing, Excavation through rock, Excavation through frost, Grubbing, Permit, Private Utility Locate, Survey of property for fence layout.

Buyer's Signature: _____ Date: _____ Submitted by: Blake Roth

A&W Landscape Specialists LLC

Terms and Conditions Policy

Mission Statement:

A&W Landscape Specialists' mission is to bring the highest quality project to our customer's home. We bring pro-grade products and a can-do attitude for each job. We aim to bring satisfaction, and create a trusting bond between the customer and the company.

Necessary/Requested Changes:

When a bid is processed, the project is broken down into sections based upon necessary processes and material. A bid may exceed the agreed total by 15% (Fifteen Percent), depending upon light, but necessary changes made to the project. Any large changes may be requested by the company due to unforeseen circumstances; the customer may request a large change for any reason. However, the customer will be charged for completed work, and charged for the cost varying upon material and time requirements. Large changes may surpass the 15% (Fifteen Percent) allowance. Note: No changes will be made without consulting the client prior to the change.

Down Payment:

The bid total is calculated to accommodate material and time requirements for the entire project. Before a project will be started, 50% (Fifty Percent of the starting total) is required to be paid to protect the personal finances of the Company and its employees. This down payment also guarantees your project will be completed in the order it was received.

Materials:

A&W Landscape Specialists will purchase all necessary materials for the project. Exceptions may be made by a Project Manager if deemed necessary. Products provided by the customer will not be covered by A&W Landscape Specialists LLC's Service Warranty. Existing landscaping commodities such as rock/mulch beds, retaining walls, patios/paths/firepits are not covered by the A&W Landscape Specialists Warranty.

A&W Landscape Specialists, LLC requires 50% of the Total as a down payment before project will be started. The Customer, City of Mora Attn: Jeff Krie, shall make the down payment of \$_____ before work will commence. By signing this contract or submitting the down payment the customer agrees to pay said amount for stated work. A Project Manager of A&W Landscape Specialists, LLC will sign this contract upon receiving down payment. The remaining balance shall be paid upon project completion. The customer and a Project Manager of A&W Landscape Specialists, LLC shall sign and date this contract on the DAY OF COMPLETION. Thank you for your consideration of A&W Landscape Specialists, LLC. We hope to hear from you soon!

PM, A&W Landscape, LLC.	Date	Customer	Date
-------------------------	------	----------	------

Day Of Completion- _____ Agreed Total _____

PM, A&W Landscape, LLC.	Date	Customer	Date
-------------------------	------	----------	------

The A&W Landscape Specialists Service Warranty:

The Service Warranty covers projects completed exclusively by A&W Landscape Specialists LLC. Products provided by the customer, and approved by a Project Manager will **NOT** be covered. Existing projects serviced by A&W Landscape Specialists will **NOT** be covered. The company will not cover products/materials bought by the client (e.g. Customer already bought and approved a water fountain with a Project Manager. Upon request there is a rock garden built around said fountain. The Company shall warranty the rock garden, but will not warranty the Water Fountain.

All plants, trees, and shrubs purchased and installed by the company shall be covered. The Service Warranty shall be effective for ONE YEAR from the completion date. Example: Date of Completion- Dec 24, 2011. Warranty Expiration- Dec 24, 2012.

Disclaimer:

All existing Utilities (Electric, Water, and Gas), and underground irrigation systems must be marked out by the Customer or corresponding companies, at the expense of the Customer. If an employee damages an irrigation line or head, the company shall repair the damage. If a Utility line is damaged, the Company will pay for the corresponding utility company to fix the damages.

The Service Warranty will not cover damage to any project after the Date of Completion if affected by:

- Weather
- Misuse
- Maltreatment (Grass Clippings, weed killer)
- Unpaid Balance
- Negligence
- Vandalism
- Acts of God

By signing this document, the customer agrees to the Terms and Conditions of A&W Landscape Specialists LLC.

Print Full Name here

Date

Sign here



MEMORANDUM

Date: June 15, 2021
To: Mayor and City Council
From: Kelly Erickson, Accounting Clerk
RE: Public Building Rent Increase – 100 Union St. S

SUMMARY

The City Council will consider a rent increase for the public building leased to the Vasaloppet, Inc. and located at 100 Union St. S.

BACKGROUND INFORMATION

The City collects monthly rent from the Vasaloppet, Inc. for the “depot” building located at 100 Union St. S. The lease states that the City may increase the rent by no more than five percent (5%) in years two (2) and four (4). We did not increase it in year two (2), but staff recommends increasing it in year four (4), which begins on September 1, 2021. The increase will go from \$200.00 per month to \$210.00 per month through then end of the lease agreement dated August 31, 2023.

OPTIONS & IMPACTS

- A rent increase would create a slight revenue increase to the General Fund and would keep consistent with some of our other rental leases.
- The building is in need of some repairs and a rent increase would assist the City with making the necessary repairs.

RECOMMENDATIONS

Motion to approve a rent increase of 5% beginning on September 1, 2021 for the public building leased to the Vasaloppet, Inc. and located at 100 Union St. S, as presented.

Attachments

None



MEMORANDUM

Date: June 15, 2021
To: City Council
From: Kelly Erickson, Accounting Clerk
RE: Public Building Lease Agreement Renewal – 16 Lake St. N

SUMMARY

The City Council will review and adopt a new lease agreement with the State of Minnesota, by and through the Board of Trustees of Minnesota State Colleges and Universities on behalf of Pine Technical and Community College (Pine Tech) for the building space at 16 Lake St. N, also known as the Teleworks Center.

BACKGROUND INFORMATION

The existing lease agreement for the building space at 16 Lake St. N for the Teleworks Center expires on June 30, 2021. Staff has been working with Pine Tech to draft a new lease agreement for this building space. Attached is the proposed lease for review and consideration. A few highlights of the agreement include:

- The term of the new lease will be 7/01/2021 – 6/30/2024.
- Rent is \$210 per month, or \$2,520 per year from 7/01/2021 – 6/30/2022.
- Rent will increase to \$220.50 (5%) per month, or \$2,646 per year from 7/01/2022 – 6/30/2024.
- Pine Tech will continue to sublet the space to Mora Area Chamber of Commerce during the duration of the lease.

OPTIONS & IMPACTS

1. Motion to approve the lease renewal as presented.
2. Motion to approve the lease renewal with amendments. The amended lease agreement will need to go back to Pine Tech for review, then potentially back to the City Council.
3. Do not approve the lease.

RECOMMENDATIONS

Motion to approve proposed lease agreement with the State of Minnesota, by and through the Board of Trustees of Minnesota State Colleges and Universities on behalf of Pine Technical and Community Colleges for the public building located at 16 Lake St N, as presented.

Attachments

Proposed Lease Agreement



Contract Number: **PTCC-2021-013953**

PO Number: **PO244225**

MINNESOTA STATE

LEASE AGREEMENT - MINNESOTA STATE AS TENANT (Without Leasehold Improvements)

TOTAL AMOUNT: Seven thousand eight hundred twelve and 00/100 (\$7,812.00).

THIS LEASE AGREEMENT is made by and between City of Mora, a municipality in Kanabec County, located at 101 Lake Street S, Mora, Minnesota 55051 hereinafter referred to as LANDLORD, and the **STATE OF MINNESOTA, BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES ON BEHALF OF PINE TECHNICAL AND COMMUNITY COLLEGE**, located at 900 Fourth St. SE, Pine City, Minnesota 55063 hereinafter referred to as TENANT,

WHEREAS, the Board of Trustees of Minnesota State Colleges and Universities is empowered by Minn. Stat. §136F.06, to lease non-state property for use by its colleges and universities, and

WHEREAS, the LANDLORD is the owner of Mora Teleworks Center (the "Building"), located at 16 North Lake Street, Mora Minnesota 55051 and desires to lease space in the property to TENANT, and

NOW THEREFORE, LANDLORD and TENANT, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree each with the other as follows:

1. **LEASED PREMISES.**

LANDLORD grants and TENANT accepts the lease of the following described Leased Premises located in the City of Mora, County of Kanabec, Minnesota; more particularly described as:

16 North Lake Street, Mora Minnesota 55051.

Exclusive use of approximately eight hundred (800) square feet of the southwest portion of the Building, on the first floor (hereinafter defined as the "Leased Premises").

2. **USE.**

TENANT shall use and occupy the Leased Premises for higher education purposes and for such activities related to TENANT's operation as a Minnesota State Colleges and Universities system member institution leased location, or for any other lawful purpose.

3. **TERM.**

Subject to Section 4(e), the term of this Lease Agreement shall commence on July 1, 2021, (the "Commencement Date"), and end on June 30, 2024, unless otherwise sooner terminated as provided in this Lease. LANDLORD grants and TENANT accepts a right to enter the Leased Premises prior to the Commencement Date at no charge to install furnishings, fixtures and equipment necessary to allow TENANT's occupancy.

4. **RENT.**

a. Rent is payable to LANDLORD based on the following schedule:

Term	Usable Square Feet	Monthly Rent Amount	Annual Rent Amount	Total Over Term
07/01/2021 06/30/2022	- 800	\$ 210.00	\$2,520.00	
07/01/2022 06/30/2023	- 800	\$ 220.50	\$2,646.00	
07/01/2023 06/30/2024	- 800	\$ 220.50	\$2,646.00	
				\$7,812.00

b. TENANT shall not be responsible for payment of any additional rents or "pass-throughs" or operating costs or LANDLORD's expenses whatsoever, and all costs including, but not limited to all typical expenses paid to operate and maintain a commercial building, including, but not limited to, all tax costs, including real estate taxes and special assessments, building insurance, maintenance, repairs, all utilities including but not limited to electricity, gas, and all the sources of energy required to provide utility service, including all heating and cooling, lighting, sewer and water, janitorial services and common area maintenance expenses (all of the above collectively referred to as "Operating Expenses"), shall be borne by the LANDLORD.

c. **Rent shall be paid monthly in arrears.** LANDLORD shall provide TENANT with a monthly invoice for the applicable rental month. TENANT shall mail or deliver the monthly rent set forth above at the end of the applicable calendar month to LANDLORD at LANDLORD's notice address as set forth in this Lease. Rent for a partial month, if any, shall be equitably prorated.

d. LANDLORD represents and warrants that it is solely entitled to all rents payable under the terms of this Lease Agreement. LANDLORD further represents and warrants that it is registered with the Secretary of the State to do business in the State of Minnesota and will continue to provide the documentation required by the Secretary of State's office to remain in good standing. In the event that LANDLORD changes names or rent delivery instructions, due to a move, corporate merger, acquisition or reorganization, LANDLORD

shall provide TENANT with written notice within thirty (30) days of said change, with instructions regarding the new delivery address or LANDLORD details. TENANT may require additional updated information be submitted to TENANT by LANDLORD, to ensure compliance with the State of Minnesota financial and accounting payment system, which LANDLORD agrees to provide within thirty days of TENANT's written request.

- e. LANDLORD shall deliver the Leased Premises to TENANT in conformance with the standards described and set forth in Exhibit A, Performance Specifications and Standards, attached and incorporated as part of this Lease Agreement, by the Commencement Date as set forth in Paragraph 6 of this Lease Agreement. Any work LANDLORD performs in the Leased Premises will be substantially complete and the Leased Premises will be in good and clean condition at the time of delivery. If LANDLORD fails to deliver the Leased Premises to TENANT by this date, then the Commencement Date and related obligation to pay rent will be postponed accordingly until LANDLORD delivers possession to TENANT. If the Commencement Date is postponed by one month or more, TENANT shall have the option, in its sole discretion, to (i) postpone the termination date by one month for each month or partial month of postponement of the Commencement Date, or (ii) terminate this Lease Agreement. If the Commencement Date and/or termination date of the Lease are revised pursuant to this paragraph, LANDLORD and TENANT will execute a written lease amendment signed by both parties and setting forth such change.

5. TERMINATION.

- a. In the event that the Minnesota State Legislature does not appropriate to the Board of Trustees of the Minnesota State Colleges and Universities funds necessary for the continuation of this Lease Agreement, or if the Governor unallots funds necessary for the continuation of this Lease Agreement, or in the event that Federal funds necessary for the continuation of this Lease Agreement are withheld for any reason, this Lease Agreement may be terminated by TENANT upon giving thirty (30) days written notice.
- b. Consistent with Minnesota Statutes, Section 16B.24, Subdivision 6, this Lease Agreement is subject to cancellation upon thirty (30) days written notice by TENANT for any reason except lease of other non-state-owned land or premises for the same use.
- c. TENANT covenants that at the termination of this Lease Agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the Leased Premises to LANDLORD. Any furnishings, equipment, trade fixtures and technology installed by TENANT for its own use, including but not limited to movable partitions, shelving units, projection screens, wireless internet service, and audio-video equipment attached to the Leased Premises by TENANT, shall remain the property of TENANT unless TENANT chooses not to remove them. TENANT shall have the option to remove the above equipment or fixtures at the expiration or termination of the Lease Agreement or any extension thereof, even though said equipment or fixtures are attached to the Leased Premises, and may enter the Leased Premises for this purpose for a period of five (5) business days following the termination of the Lease.

6. BUILDING PERFORMANCE SPECIFICATIONS AND STANDARDS.

LANDLORD shall deliver and maintain the Building consistent with the performance specifications and standards attached and incorporated as **Exhibit A** as part of this Lease Agreement.

7. OPERATING EXPENSES AND SERVICES.

- a. Operating Expenses for a Gross Lease: LANDLORD shall bear the cost of all typical costs and expenses paid to operate and maintain a commercial building, collectively referred to as Operating Expenses, as set forth in Paragraph 4.b. above.
- b. Energy Conservation: In the event any kind of energy conservation measures are enacted or required by State or Federal authority, it is hereby agreed that LANDLORD shall reduce the quantity of utilities and services as may be specifically required by such governmental orders or regulations. Utilities, within the meaning of this article, include heat, cooling, gas, electricity, water and all the sources of energy required to provide said service.
- c. Exterior Lighting: LANDLORD shall provide adequate exterior lighting in the parking lots, building entrance/exits and loading dock areas.
- d. ADA Accessibility Guidelines: LANDLORD agrees to provide and maintain the Leased Premises and the Building consistent with accessibility and facilities meeting code requirements for persons with disabilities, including but not limited to, Title II and III of the Americans with Disabilities Act (ADA) as may be amended from time to time, all applicable laws, rules, ordinances and regulations as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with said property.
- e. Management: LANDLORD agrees that in exercising its management responsibilities of the property of which the Leased Premises are a part, including the maintenance, repair, alterations and construction relating thereto, it shall comply with all applicable laws, statutes, rules, ordinances and regulations, as issued by any federal, state, or local political subdivisions having jurisdiction and authority in connection with said property, including but not limited to building code, disabilities access, zoning, air quality, pollution control, recyclable materials and prevailing wage requirements. LANDLORD shall use commercially reasonable efforts to employ practices that protect occupants' health and ensure conservation of natural resources, including recycling of recyclable materials, in the operation and maintenance of the Building and the Leased Premises.

8. ACCESS TO PREMISES.

TENANT shall allow access to the Leased Premises by LANDLORD or its authorized representatives at any reasonable time during the life of this Lease Agreement for the purpose of operation, maintenance, inspection, display and repairs of the Leased Premises or the Building, upon reasonable advance notice.

9. ASSIGNMENT AND SUBLEASE.

TENANT shall not assign, sublet, or otherwise transfer its interest in this Lease Agreement without the prior written consent of LANDLORD. This agreement provides consent for Tenant to sublet to Mora Area Chamber of Commerce during duration of lease. LANDLORD will be deemed to consent to an assignment, sublease or transfer if LANDLORD fails to respond within thirty (30) days of written request to LANDLORD's notice address. TENANT reserves the right to assign, sublet, or otherwise transfer its interest in this Lease Agreement without the prior written consent of LANDLORD within its own system, as now or may be established under the jurisdiction of the Minnesota State Colleges and Universities. In addition, no transfer of custodial control between Minnesota State system institutions, State agencies or renaming of a State agency will constitute an assignment.

10. ALTERATION TO PREMISES.

TENANT shall make no alterations, additions, or changes in the Leased Premises with a cost in excess of \$500, without the advance written consent of LANDLORD which such consent shall not be unreasonably withheld.

11. MAINTENANCE AND REPAIRS.

- a. Maintenance: LANDLORD shall maintain in working condition and good repair, all appurtenances within the scope of this Lease Agreement, including the maintenance of proper plumbing, wiring, heating (and, where applicable, cooling) devices and ductwork.
- b. Heating, Ventilation, and Air Conditioning (HVAC) Maintenance. LANDLORD shall, at its expense, maintain and make such necessary repairs to HVAC equipment, whether or not the HVAC equipment was paid for by TENANT. LANDLORD shall document maintenance on the heating, ventilating and air conditioning system (e.g., filter changes and cleaning methods and procedures).
- c. Repairs: LANDLORD shall be responsible for all structural components, including roof, building envelope, and foundation, and all common areas of the Building, and shall perform such maintenance and make such necessary repairs so as to continue to provide all such service appurtenances as are required by this Lease Agreement, provided, however, that LANDLORD shall not be responsible for repairs upon implements or articles which are the personal property of TENANT. LANDLORD will be responsible to repair and maintain the Leased Premises, including interior walls, ceilings, windows and doors.
- d. Janitorial Service: TENANT shall provide janitorial services and supplies to the Leased Premises and common areas of the Building.
- e. Snow Removal: LANDLORD shall keep the public sidewalks adjacent to the Building and any sidewalks or stairways leading from the public sidewalks to the Building free from snow, ice and debris, including the parking lot. Snow plowing, snow shoveling and ice

removal must be completed by 6:30 a.m., unless snow or wind conditions make this impractical. If the snow and ice removal is not completed by 6:30 a.m., LANDLORD will make every effort to complete the snow removal as soon as possible.

12. DELIVERY OF LEASED PREMISES:

LANDLORD covenants that it will deliver the Leased Premises to TENANT in a clean and sanitary condition with all systems, services, appurtenances, and leasehold improvements (if applicable) included within the scope of this Lease Agreement in effect and in good running order and that are in compliance with all applicable laws, ordinances, and regulations of any governmental authority having jurisdiction, including, without limitation, the Americans with Disabilities Act.

13. NET USABLE SPACE MEASUREMENTS.

The LANDLORD represents that it has based the Leased Premises space calculation on an area measurement by an architect or professional qualified to measure interior building areas based on the following standard of measurement. For purposes of this Lease Agreement, the area of the Leased Premises shall match the following standard, which shall be based on measuring to the inside finished surface of exterior walls, to the inside finished surface of building corridor and other permanent walls or to the centerline partition of walls separating the Leased Premises from other tenant space or common area space. If more than 50% of an exterior wall is glass, the dimension is taken from the interior glass line; otherwise, to the interior finished surface. Vertical shafts, elevators, stairwells, flues, pipe shafts, dock areas, mechanical rooms, and utility and janitor rooms that serve more than the Leased Premises shall be excluded. Restrooms, corridors, lobbies and receiving areas which are accessible to the general public or used in common with other tenants are also excluded. No deductions are made for columns, pilasters or other projections to the building if each is less than four (4) square feet. Prior to the Commencement Date, the TENANT shall have the right at its own expense to hire an architect to determine the actual measurement of the area based on the above standard. If TENANT's architect determines that the area of the Leased Premises is less than what LANDLORD has calculated, Rent due under this Lease shall be adjusted accordingly. In that case, LANDLORD and TENANT shall enter into an amendment to this Lease setting forth the newly calculated Rent amount and adjustments as set forth in Section 4 a.

14. QUIET ENJOYMENT.

TENANT shall have the quiet enjoyment of the Leased Premises during the full term of the Lease Agreement and any extension or renewal thereof.

15. DESTRUCTION OF LEASED PREMISES.

If the Leased Premises are destroyed or damaged by fire, tornado, flood, civil disorder, or any cause whatsoever, so that the Leased Premises become untenable, the rent shall be abated from the time of such damage and TENANT shall have the option of terminating this

Lease Agreement immediately or allowing LANDLORD such amount of time as TENANT deems reasonable to restore the damaged Leased Premises to tenantable condition.

16. INSURANCE.

General Liability and Property Damage Requirements. It shall be the duty of LANDLORD and TENANT to maintain insurance or self-insurance on their own property, both real and personal. For purposes of this Agreement, LANDLORD shall maintain applicable insurance coverage consistent with the coverages outlined on **Exhibit B**, attached hereto and made apart of this Lease Agreement, at LANDLORD's sole expense during the term of this Lease Agreement. LANDLORD and TENANT shall provide each other with evidence of insurance, upon request. Notwithstanding anything apparently to the contrary in this Lease Agreement, LANDLORD and TENANT hereby release one another and their respective partners, officers, employees and property manager from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for loss or damage covered by said insurance, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible.

17. LIABILITY.

LANDLORD and TENANT agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. TENANT's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736, another applicable law.

19. BUILDING ACCESS.

LANDLORD shall provide for access to the Leased Premises twenty four (24) hours per day, seven (7) days per week, for authorized employees and students of TENANT. LANDLORD shall initially provide appropriate types/quantities of Building keys at no charge for TENANT's use based upon TENANT's anticipated occupancy. Additional keys, if needed, shall be promptly provided by LANDLORD upon TENANT's request.

20. PARKING.

LANDLORD shall provide no off-street parking for the use of TENANT, its invitees, licensees and guests. It is understood by LANDLORD and TENANT that there is no additional rental charge for parking provided in this Lease Agreement.

21. NOTICES.

All notices, requests, and other communications between LANDLORD and TENANT that are required or that LANDLORD or TENANT elect to deliver shall be deemed sufficiently given or rendered if in writing and delivered to either party personally, by a recognized overnight

courier service or by United States mail, first-class, certified or registered, postage prepaid, (return receipt required) addressed as follows:

LANDLORD: City of Mora
101 Lake Street South
Mora MN 55051-1588
ATTN: Lindy Crawford, City Administrator

TENANT: Pine Technical and Community College
900 4th Street SE
Pine City MN 55063
ATTN: Janis Wegner, Campus Finance and Information Officer

With a copy to: Minnesota State Colleges and Universities
ATTN: Real Estate Services
30 E. 7th Street, Suite 350
St. Paul, MN 55101

22. NEW LANDLORD.

In the event the Leased Premised or the Building shall be sold, conveyed, transferred, assigned, leased or sublet, or if LANDLORD shall sell, convey, transfer, or assign this Lease Agreement or rents due under this Lease Agreement, or if for any reason there shall be a change in the manner in which the rental reserved hereunder shall be paid to LANDLORD, proper written notice of such change must be delivered to TENANT as promptly as possible, but in no event shall written notice delivery exceed thirty days. TENANT has no obligation to pay Rent to a new landlord unless it has received written notice of such change. TENANT's "Transfer of Ownership of Lease" document shall be executed by LANDLORD and TENANT in order that TENANT is provided with authorization to issue payments to a new party.

23. DEFAULT.

TENANT shall be in default if: a.) TENANT shall fail to pay monthly rental payment as provided, and such failure continues for a period of ten (10) days after the due date thereof, and if TENANT shall fail to cure such default for more than thirty (30) days after written notice by LANDLORD to TENANT; or b.) TENANT violates or fails to perform other required conditions or covenants of the Lease, and such default continues for thirty (30) days after written notice by LANDLORD to TENANT or if the default is of such character as to require more than thirty (30) days to cure, TENANT shall fail to commence to do so within thirty (30) days after receipt of such notice and thereafter diligently proceed to cure such default. LANDLORD's remedy in such cases shall be to terminate the lease upon providing TENANT with forty-five (45) days written notice. This remedy shall not limit LANDLORD's other remedies available to it under law or equity, but in no event will LANDLORD be entitled to consequential damages.

LANDLORD shall be in default if upon written notice to LANDLORD that LANDLORD has failed to perform any of the terms or provisions of this Lease Agreement, LANDLORD shall fail to

cure such default within thirty (30) days after receipt of such notice, or if the default is of such character as to require more than thirty (30) days to cure, LANDLORD shall fail to commence to do so within thirty (30) days after receipt of such notice and thereafter diligently proceed to cure such default. TENANT may cure such default and any reasonable and actual expenses paid by TENANT shall be paid by LANDLORD to TENANT within ten (10) days after statement therefore is rendered. TENANT shall have a specific right to set-off any such amounts against any rent payments or other amounts due under this Lease Agreement. In lieu of curing said default, TENANT shall have the specific right to set-off against any rent payments or other amounts due under this Lease Agreement any damages incurred through the LANDLORD's breach. This provision in no way limits TENANT's other remedies for breach under common law or this Lease Agreement.

24. AUDIT.

The books, records, documents and accounting procedures and practices of LANDLORD relevant to this Lease Agreement shall be subject to examination by the State and/or Legislative Auditor during normal business hours and after reasonable notice to LANDLORD for a period of six years following termination of the Lease Agreement, or as required by law.

25. HUMAN RIGHTS.

When applicable, LANDLORD certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363A.36, or that it has not had more than 40 full-time employees at any time during the previous 12 months and claims exemption from Minnesota Statutes, Section 363A.36.

26. SIGNS.

LANDLORD will provide TENANT with updated suite identification using building standard signage on the entrance to TENANT'S's suite and on the tenant directory in the lobby, if applicable, at LANDLORD's cost. LANDLORD grants TENANT the right to have its name displayed on signage on the front exterior of the Building in a size and location which is in keeping with existing Building exterior signage and meets governmental regulations, at TENANT's cost.

27. ENVIRONMENTAL.

LANDLORD warrants that, to the best of LANDLORD's knowledge there do not, and there will not on the Commencement Date, exist any Hazardous Substance, including mold in, on or about the Leased Premises. LANDLORD has delivered to TENANT complete copies of all reports relating to the environmental condition of the Leased Premises and underlying land in its possession of control, including but not limited to those assessing the presence or absence of Hazardous Substances and violations of or compliance with Environmental Law. "Hazardous Substance" means any pollutant, contaminant, toxic or hazardous waste, potentially dangerous substance, noxious substance, toxic substance, flammable, explosive or radioactive material, urea formaldehyde foam insulation, asbestos, PCBs, or any other

substance the removal of which is required, or the manufacture, preparation, production, generation, use, maintenance, treatment, storage, transfer, handling, or ownership of which is restricted, prohibited, regulated, or penalized by any and all federal, state, county, or municipal statutes or laws now or at any time hereafter in effect, including but not limited to, the Comprehensive Environmental Response, Compensation, and Liability Act (42 U.S.C. § 9601, et seq.), the Hazardous Materials Transportation Act (49 U.S.C. § 5101 et seq.), the Resource Conservation and Recovery Act (42 U.S.C. § 6901 et seq.), the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), the Clean Air Act (42 U.S.C. § 7401 et seq.), the Toxic Substances Control Act, as amended (15 U.S.C. § 2601 et seq.), and the Occupational Safety and Health Act (29 U.S.C. § 651 et seq.) as these laws have been amended or supplemented (such laws are collectively referred to as “Environmental Law”). LANDLORD will defend and indemnify TENANT from any claims, liabilities, penalties, costs, fines, damages, or expenses, including all attorney’s fees, which TENANT incurs arising out of the presence of any Hazardous Substances placed, stored, or generated on or about the Leased Premises, except to the extent any such liability arises from the TENANT’s own actions.

28. CONDEMNATION.

In the event of a taking of the whole or substantially all of the Leased Premises, this Lease shall terminate on the date of such taking, and the Rent shall be apportioned and paid to the date of such taking. In the event of a taking of less than substantially all of the Premises, at the TENANT’s option, this Lease may be terminated by the TENANT upon thirty (30) days written notice. If the TENANT determines not to exercise its option to terminate the Lease, the Lease shall continue in full force and effect and LANDLORD shall with reasonable diligence commence and complete restoration of the Leased Premises except to the extent made unfeasible by any reduction in area of the Leased Premises caused by such taking. Rent shall be reduced by an amount equal to the proportionate area of the Leased Premises taken, and be further reduced in an equitable amount in respect of any taking of the appurtenances thereto. In the event of any such taking and notwithstanding the termination of this Lease, all damages, awards and payments for the taking will belong to the LANDLORD regardless of the basis upon which they were made or awarded, except that TENANT will be entitled to any amounts specifically awarded by the condemning authority to TENANT for the value of TENANT’s leasehold interest, relocation, damage to TENANT’s property or business loss. As used herein, a taking of substantially all of the Leased Premises shall mean a taking of such portion as renders it uneconomical or unfeasible to operate the Leased Premises for the purpose for which the Leased Premises were operated prior to such taking.

29. LANDLORD REPRESENTATIONS.

LANDLORD represents and warrants that it is the owner in fee simple of the Building and underlying real property. LANDLORD represents that entering into this Lease will not cause LANDLORD to violate any other agreement to which LANDLORD is a party. LANDLORD represents that a certificate of occupancy has been issued for the Building, and that to its knowledge, the Building is in compliance with all federal, state or local laws and regulations, including local zoning ordinances.

30. **ENTIRE AGREEMENT.**

The Lease Agreement documents, which constitute the entire Lease Agreement between the parties except for agreed upon written amendments issued after execution of this Lease Agreement, are enumerated as follows:

- Lease Agreement
- **EXHIBIT A**, Performance Specifications and Standards
- **EXHIBIT B**, General Insurance Requirements

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

PROPOSED

IN WITNESS WHEREOF, the parties have caused this Lease Agreement to be duly executed intending to be bound thereby.

APPROVED:

LANDLORD certifies that the appropriate person(s) have executed the contract on behalf of LANDLORD as required by applicable articles, by-laws, resolutions, or ordinances.

LANDLORD: CITY OF MORA

By: _____

Title: _____

Date: _____

TENANT: STATE OF MINNESOTA, BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES ON BEHALF OF [PINE TECHNICAL AND COMMUNITY COLLEGE

By: _____

Title: _____

Date: _____

VERIFIED AS TO ENCUMBRANCE:

Employee certifies that funds have been encumbered as required by Minnesota Statute §16A.15.

Expenditure Authorization Entered

By: _____

Title: _____

Date: _____

AS TO FORM AND EXECUTION

By: _____

Title: _____

Date: _____

EXHIBIT A: PERFORMANCE SPECIFICATIONS AND STANDARDS

1. Electrical Service: LANDLORD shall provide adequate electrical service, including electrical outlets, to the Leased Premises for normal office use, and to the Building in which the Leased Premises is a part.
2. Lighting: LANDLORD shall provide the Leased Premises with overhead lighting. LANDLORD to re-lamp light fixtures and replace light ballasts as needed.
3. Heating and Cooling: LANDLORD warrants that the Leased Premises is served by heating and cooling facilities of a design capacity sufficient to maintain the Leased Premises within the acceptable range of temperature identified below under all but the most extreme weather conditions, assuming optimal use by TENANT of all thermostats and other climate control devices, such as the opening and closing of blinds, doors and vents within the Leased Premises. For purposes hereof, the acceptable ranges of temperature are as follows:
 - a. From October 1 through April 30, between 68 and 74 degrees.
 - b. From May 1 through September 30, between 72 and 76 degrees.
4. Ventilation
 - a. LANDLORD shall provide a minimum of 20 cubic feet of outdoor fresh air per minute per person in the Leased Premises as outlined in Table 2 of ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc.) Standard 62-1989. An air cleaning device shall be used in the ventilation system which filters the outdoor air and shall have a minimum filtration efficiency rating of 30 percent as measured by ASHRAE Standard 52-92 Atmospheric Dust Spot Efficiency Rating. If air filters are used, LANDLORD shall change the filters at least three (3) times per year, preferably in March, July and November, or more often as required.
 - b. Where there is a secondary filtration system, such as buildings with heat pumps, the secondary filtration system shall have a minimum filtration efficiency rating of ten (10) percent as measured by ASHRAE Standard 52-92 Atmospheric Dust Spot Efficiency Rating. If air filters are used, LANDLORD shall change the filters at least two (2) times per year, or more often if required.
 - c. LANDLORD shall remove and replace any building material with visible or detected evidence of water infiltration or mold growth.
5. Restrooms: LANDLORD shall provide the Leased Premises restroom facilities. Such facilities shall either be situated within the Leased Premises or easily accessible thereto. LANDLORD warrants that said restrooms are in compliance with the Americans with Disabilities Act (the "ADA") requirements.
6. Sustainable Building Guidelines: LANDLORD agrees, when feasible, to follow the State of Minnesota Sustainable Building Guidelines (www.msdc.umn.edu) for maintenance and improvements to the Leased Premises. Feasibility shall be determined by LANDLORD, in its sole discretion, and consider such factors as long term costs and benefits over the term

of the lease, performance, aesthetics, material/labor availability and impact on building valuation. Application of the guidelines for future changes to the Leased Premises shall be at TENANT's discretion and expense.

7. Fire Safety: LANDLORD shall, at its expense, provide and maintain all fire extinguishers, fire alarms and fire detection systems for the Leased Premises and Building as required by applicable codes/ordinances and /or the state fire marshal.
8. Trash Removal: TENANT shall provide the Leased premises with a means or system of waste or trash disposal. Consistent with Minn. Stat. 16B.24, subd. 6(d), LANDLORD shall provide space for recyclable materials. TENANT shall, at its expense, provide recycling services, including transporting recycling barrels from the Leased Premises to a holding area as mutually agreed to by the parties.
9. Common Areas: LANDLORD shall provide sufficient light, heat and maintenance to the common areas and public access areas to the Leased Premises, including stairways, elevators, lobbies, and hallways, so that such areas shall be safe and reasonably comfortable.
10. Environmental. LANDLORD shall ensure that hazardous materials or toxic substances, consistent with Paragraph 30 of this Lease Agreement, do not currently exist in, and will not be incorporated in the Landlord's Work in, the Leased Premises.
11. Telecommunications. LANDLORD shall provide, at its expense, the following telecommunications requirements:
 - a. establish and identify the secure location of the minimum point of presence (MPOP) for dial tone and network services provided by the telephone company and/or internet provider;
 - b. provide a clean and secure telecommunications equipment room (or area) on the floor(s) of which the Leased Premises is a part, including dedicated electric power outlet(s) with the necessary required amperage and receptacle type(s), as well as adequate cooling and ventilation.;
 - c. provide all required cabling from the MPOP to the telecommunications panel on the floor of which the Leased Premises is a part for present and future requirements;
 - d. provide secure access for wiring from the telecommunications equipment room (or area) on each floor to each workstation location on the floor;
 - e. identify the access to the building grounding electrode; and
 - f. remove all cable/wiring that does not meet building code and/or is no longer in use.

EXHIBIT B – GENERAL INSURANCE REQUIREMENTS

POLICY REQUIREMENTS

1. Workers' Compensation Insurance

- A. Statutory Compensation Coverage
- B. Coverage B – Employers Liability with limits of not less than:
 - \$100,000 Bodily Injury by Disease per Employee
 - \$500,000 Bodily Injury by Disease Aggregate
 - \$100,000 Bodily Injury by Accident

2. General Liability Insurance

- A. Minimum Limits of Liability:
 - \$2,000,000 – Per Occurrence
 - \$2,000,000 – Annual Aggregate
 - \$2,000,000 – Annual Aggregate applying to Products/Completed Operations
- B. Coverages:
 - Premises and Operations Bodily Injury and Property Damage
 - Personal & Advertising Injury
 - Blanket Contractual
 - Products and Completed Operations
 - Other; if applicable, please list _____
 - State of Minnesota or Minnesota State Colleges and Universities named as Additional Insured

Additional Insurance Conditions

- LANDLORD's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of the LANDLORD's performance under this Lease Agreement.
- LANDLORD agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless TENANT's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota
- LANDLORD is responsible for payment of Lease Agreement related insurance premiums and deductibles.
- If LANDLORD is self-insured, a Certification of Self-Insurance must be attached.
- LANDLORD's policy(ies) shall include legal defense fees in addition to the liability policy limits.
- LANDLORD shall obtain insurance policy(ies) from insurance company(ies) having an "AM Best" rating of A- (minus), Financial Size Category of VII or better, and authorized to do business in the State of Minnesota.
- An Umbrella or Excess Liability insurance policy may be used to supplement the LANDLORD's policy limits to satisfy the full policy limits required by the Lease Agreement.



MEMORANDUM

Date: June 15, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: COVID-19 Vaccination Efforts Discussion

SUMMARY

On Thursday, June 10th, Kanabec County Community Health (KCCH) set up a small vaccination tent at Library Park during the Music in the Park event, from 6-7:30pm. The vaccination tent raised concerns from two Park Board members, therefore the City Council will discuss these concerns and future vaccination efforts.

BACKGROUND INFORMATION

In an effort to bring vaccinations to where people may be gathering, the KCCH director contacted the city administrator on Monday, June 7th to request authorization to set up the vaccination tent. After speaking with the mayor, the city administrator granted authorization to the KCCH director to allow the vaccination tent and requested the tent be located near the Library, distanced away from the concert at the gazebo.

Two Park Board members raised concerns with the vaccination tent and believe that:

1. Music in the Park is an event hosted by the Park Board, therefore the Park Board should have voted on the vaccination efforts being held during the event.
2. The city should not be promoting this and should remain neutral about the COVID-19 vaccination.

KCCH gave zero vaccinations at the event, and KCCH staff had several people thank them for their work and for being there; no event attendees gave KCCH staff trouble about being there. With the blessing from the City, KCCH would like to consider trying the vaccination tent again at a future event.

RECOMMENDATIONS

Review and discuss the Park Board members' concerns, and decide whether or not to allow KCCH to have another vaccination tent at a future event held in Library Park.

Attachments

None

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

June 8, 2021

Present: Jody Anderson, Karla Kastenbauer, Ryan Martens, Stefan Salmonson and Nick Stafford
Absent: None
Staff Present: Joe Kohlgraf and Beth Thorp
Others Present: None

1. Call to Order. Stafford called the meeting to order at 5:00 pm.
2. Roll Call.
 - Anderson – Present
 - Kastenbauer – Present
 - Martens – Present
 - Salmonson – Present
 - Stafford – Present
3. Adopt Agenda. Salmonson requested that three discussion items be added to the agenda: Cameras; Change of Use of City-Owned Hangar; and, Arrival of T-Hangars. Motion by Martens, second by Kastenbauer to adopt the June 8, 2021 meeting agenda as amended. All present voted aye, motion carried.
4. Minutes. Motion by Anderson, second by Salmonson to approve the May 11, 2021 meeting minutes as presented. All present voted aye, motion carried.
5. Hangar Land Lease Agreement. The board continued its review, which began at the January 12, 2021 meeting, of the hangar land lease agreement approved by the City Council in August 2020. Thorp explained that she and Anderson worked together to modify Section 16 based on the board's May discussion and clarified that Section 16 was the only section that contained changes from the draft agreement that was reviewed at the May meeting. Thorp explained that she and Anderson researched definitions of subletting, subleasing, and renting in order to better create a distinction and understanding within the agreement, and determined that the term that should be used to achieve the board's intent was subleasing. Thorp added that references to subletting had been changed to subleasing. Thorp further explained that language was added to subsection b. reading "For the purpose of this agreement, sublease or subleasing shall be defined as renting a portion of the Premises to a third party (Subtenant) subject to (1)-(5) below." to help clarify the board's intent, and subsection b. (4) reading "Failure to notify the City of a Subtenant shall be sufficient grounds for terminating this Lease without obligation of the City to the Tenant or Subtenant." to help encourage compliance with the notification requirement. Stafford suggested that Section 16 b. should include language requiring that Subtenants are only allowed to store aircraft and related items; Thorp responded that that requirement was already included in Section 16 b. (3). Stafford commented that he did not favor the added language regarding "failure of notification was sufficient grounds for terminating the lease", explaining that he felt it was a harsh consequence and suggested that there may be emergency situations or other circumstances which required temporary rental of hangar

space and providing notice to the city was impractical. Board members discussed various situations requiring temporary use / rental of hangar space, the general desire to allow temporary use / rental use to continue, and the possibility of adding a timeframe for city notification to Section 16 b. Stafford expressed great frustration and concern with the city's need to know who was renting space from hangar owners, explaining that allowing hangar owners to rent space attracted more pilots and aircraft to the airport which was a benefit to the city. Stafford suggested that the city-owned hangar should be cleared of equipment and used for hangar rental space to help with the current problem of limited hangar space. Responding to Stafford's concerns about the city's desire to know about Subtenants, Anderson countered that the language had been added to protect the city from non-compliant Tenants. Stafford and Anderson debated the level of city involvement in the subleasing of privately owned hangars. Stafford shared that he did not oppose language addressing subleasing but was concerned with protecting the rights of hangar owners, adding that he was on the board to protect the pilots. Stafford explained that the proposed language would likely discourage hangar owners from renting space to others due to potential risks, which would be a disservice to the airport community. Anderson responded that she was on the board to protect the city and knowing who was storing aircraft at the airport would help protect the city. Stafford commented that monitoring every aircraft that used the airport was impractical and unnecessary. Salmonson interjected asking at what point the city would consider a rental arrangement to be subleasing, explaining that it would not be practical to notify the city of a one-night rental but one week or longer may be appropriate, and also asked the reason why the city would need to know who was subleasing hangar space. Anderson concurred that a rental agreement lasting one week or longer warranted notice to the city. Salmonson suggested tabling the discussion to allow the city attorney to advise on the appropriate subleasing term warranting notice to the city; Thorp commented that she felt the Airport Board needed to decide if they wanted to include the proposed language or not because the city attorney had already provided his opinion in the form of the existing hangar land lease agreement. Thorp suggested further defining sublease to include that it involved a fee, explaining that that would safeguard hangar owners in emergency situations. Stafford again expressed concern with the city's need to know what was happening in privately owned hangars, explaining that the city did not need to be involved as long as hangars were being used for appropriate aviation related purposes. Salmonson commented that removing the notification requirement from subsection b. (4) would help gain support from hangar owners for the new agreement, adding that hangar owners were still upset with the lease agreement approved by the City Council in 2020. Anderson questioned what recourse the city would have if hangar owners didn't comply with Section 16 b. (4). Martens questioned why the agreement created a distinction between renting a "portion" of a hangar as opposed to an entire hangar, adding that he felt it was more important for the city to be aware of subleasing agreements involving entire hangars. Anderson questioned the difference; Martens explained that a hangar owner subleasing a portion of a hangar was likely to be active at the airport to provide oversight whereas a hangar owner subleasing an entire hangar may not be active or present at the airport. Anderson suggested that the notification requirement should be in place for all subleasing arrangements to be consistent. Salmonson introduced the topic of insurance, questioning whether insurance was required for each structure rather than each aircraft. Thorp commented that insurance requirements were provided in Section 15 and Section 16 b. (2). Stafford again spoke about emergency situations requiring temporary storage of third party aircraft in privately owned hangars, at times initiated by the airport manager, and the severe penalty a hangar owner faced if they didn't provide notice to the city, suggesting that the draft agreement protected the city more than it protected the hangar owners. After much discussion and debate, a majority of board members agreed that "Failure to notify the City of a Subtenant shall be sufficient grounds for terminating this Lease without obligation of the

City to the Tenant or Subtenant” should be stricken from the draft agreement. Further, the consensus of the board was to not include any timeframe for notification of a subtenant to the city. Thorp asked the board if there were any other items that needed to be addressed in the draft agreement; there were no other suggested edits. Stafford questioned if the city’s intent was to require all hangar owners to enter into an updated lease agreement for the full term of the updated agreement (20 years) or if they would still be subject to the remaining term of their existing lease; board members also discussed whether all hangar owners should enter into the updated lease agreement at the same time or if the updated lease agreement should be implemented as existing lease agreements expired. Kohlgraf suggested that the board provide the City Council with a recommendation as to when hangar owners should be required to enter into the updated agreement (all at once or as existing leases expired). Board members discussed the possibility that some hangar owners would be resistant to signing the updated lease agreement if they had remaining time in their existing lease agreement, especially if they didn’t agree with the terms of the new lease agreement.

Motion by Kastenbauer, second by Salmonson to recommend to the City Council that all hangar owners enter into the updated hangar land lease agreement for the full 20-year term regardless of current lease / remaining term of current lease, and that all hangar owners shall enter into the updated hangar land lease agreement within one year from the date its approved by the City Council. All present voted aye, motion carried.

Motion by Martens, second by Kastenbauer to forward the draft hangar land lease agreement, with the second sentence of Section 16 b. (4) stricken, to the City Council for consideration. All present voted aye, motion carried.

6. 2021 Fly-In. Martens stated that he would ask the Mora Lions Club about serving a pancake breakfast and check availability of Life Link and North Memorial. Thorp shared a draft event poster with board members and asked for suggested edits and additions; Anderson and Salmonson offered a grammatical correction. Anderson, commenting on the extensive list of donors for the Rush City fly-in, suggested expanding the search for donations; Thorp shared that she has submitted several donation requests on behalf of the city having received \$300 donations from Spire and Kwik Trip thus far. Stafford commented that many of the Rush City donations were likely made for specific aircraft attractions, and suggested that the board may need to look into specialty aircraft attractions and then seek sponsors specifically for those specialty aircraft.
7. Cameras. Salmonson stated that he was considering installing security cameras on the outside of his hangar and that it would include a visual of the fueling area. Salmonson questioned who the internet provider was for the airport, suggesting that internet providers sometimes offered free equipment as part of ongoing service; Kohlgraf responded that CenturyLink provided service at the airport.
8. Change of Use of City-Owned Hangar. Salmonson commented that the airport had recently seen a significant increase in traffic, partially due to the current transition at the Isle airport, and needed to find a way to retain these pilots at the Mora airport. Salmonson further commented that the Mora airport may be losing these pilots due to lack of space, which also meant a loss of income, camaraderie and good faith. Salmonson suggested that the city-owned hangar was being misused for equipment storage rather than hangar rental space. Salmonson asked if it was possible to relocate the airport equipment in order to create much-needed hangar rental space; Kohlgraf

explained that the equipment would have to be stored off-site at the city garage. Kastenbauer asked if there was space at the city garage to store the airport equipment; Kohlgraf stated that there wasn't sufficient space inside the city garage and that the equipment would have to be stored outside. Board members discussed that the current CIP included a snow maintenance hangar but that it may be several years out. Kohlgraf suggested that some items in the city-owned hangar could be rearranged or relocated to make space for one or two aircraft.

9. Arrival of T-Hangars. Salmonson inquired on the status of T-Hangar construction within the CIP and the possibility of advancing the timeline; Kohlgraf commented that he would check the CIP. Salmonson again commented on the need to create new hangar space in order to attract new pilots and aircraft.

10. Reports.

a. Kohlgraf shared the following reports:

- The monitoring wells that were installed as part of the fuel remediation effort were on target to be removed in the fall of 2021.
- All of the lights in the AD building had recently been upgraded.
- The city crew was busy mowing at the airport.
- Astech Corporation still needed to return to the airport to make repairs following the 2020 crack filling project.
- The courtesy car was not yet available for use at the airport however he was hoping to return it as soon as the city's COVID-19 plan allowed use of the car to resume. Salmonson commented that there negative comments circulating regarding the lack of a courtesy car; Kohlgraf commented that a NOTAM was issued stating that the car was not available.

11. Adjournment. Motion by Martens, second by Anderson to adjourn the meeting. All present voted aye and the meeting adjourned at 6:00 pm.

Nick Stafford, Chair

Beth Thorp, Secretary



Mora Area Fire Department Monthly Update

May 2021

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)

-  5-1-21 shed fire
-  5-2-21 burn pile
-  5-8-21 Welia assist
-  5-11-21 smell of gas
-  5-13-21 dumpster fire
-  5-17-21 grass fire
-  5-18-21 grass / structure fire
-  5-19-21 extrication
-  5-23-21 food on stove cancelled
-  5-27-21 CO alarm
-  5-28-21 elevator stuck
-  5-28-21 car fire
-  5-28-21 traffic control for KCSO
-  5-31-21 shed fire

Training and Education (Paid)

-  5-3-21 MN fire cancer aware training
-  5-17-21 Business Meeting

Maintenance (not paid)

-  All trucks maintenance two times

Training, Education, and Miscellaneous (not Paid)

-  Senior Parade in town
-  ISO Planning for inspection



OFFICE

KANABEC COUNTY SHERIFF

SHERIFF BRIAN SMITH

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

May 2021

During the month of May, 2021 Kanabec County Sheriff's Office contract cars responded to or initiated 455 calls for service within the City of Mora. The most frequent calls for service were Medical Emergencies (66), Traffic complaints/violations (80), and suspicious persons/occurrences (36). This is an increase of 147 calls for service in comparison to May, 2020.

Seven arrests were made within the city of Mora

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

- Mental Health & Controlled Substance dependency 72 holds

Community events attended/assisted:

- Snake River Canoe Race

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

Sincerely,

Sergeant Dylan VanGorden #3104

WEARING THE STAR OF HONOR AND SERVICE

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



CAD Summary Report

Printed On: 06/08/21 11:12

Kanabec County Sheriff's Office

	05/21	Total
911 Hang-ups-Abandoned-Open Line	16	16
Agency Assist	13	13
Alarms All (Home, Business, Bank, misc)	3	3
Animal Bites	2	2
Animal Neglect	1	1
Animal-All Other	11	11
Assault	4	4
ATV- Complaints-Accidents-Citations	1	1
Burglary	3	3
Child Custody Issues	3	3
Civil Assist	15	15
Community	1	1
Crim Sex	4	4
Disorderly Conduct	6	6
Domestic Disturbance/Assaults	2	2
Drug calls - All	1	1
DTP	5	5
Escorts-Funerals, Races, etc	5	5
Fire- Mora Area Fire Calls	2	2
Fires - All Others	1	1
Foot Patrol	10	10
Found - animals, property, etc	4	4
Garbage Dumping complaints	3	3
Harassing communications calls	3	3
Health and Safety	6	6
Hospice Deaths	1	1
Information and misc calls	16	16
Juvenile Alcohol complaints	2	2



CAD Summary Report

Printed On: 06/08/21 11:12

	05/21	Total
Juvenile calls excluding tobacco, drugs, alcohol	9	9
Juvenile Tobacco complaints	3	3
Maltreatment	7	7
Medical - Drug Overdoses	1	1
Medical Emergency	58	58
Meetings and Presentations	1	1
Missing Person(s)	1	1
Mora Ordinance Violations	6	6
Motorist Assist calls	1	1
Noise - including loud music, parties, etc	6	6
Parking Violations	1	1
Public assist calls	4	4
Records checks	9	9
Scams	1	1
Secure Helipad	14	14
Shoplifting complaints	2	2
Stop arm violations	4	4
Suicide threats-attempts	1	1
Suspicious- persons, vehicles, and occurrences	36	36
Theft-not vehicle	15	15
Threats	11	11
Traffic / Driving complaints	11	11
Traffic Accident	8	8
Traffic Violation	61	61
Trespassing complaints	5	5
Unwanted person	8	8
Vehicle off Road	1	1
Vehicle Theft	1	1
Violation of Court Order	3	3
Warrant Entry and Arrests	3	3



CAD Summary ReportPrinted On: 06/08/21 11:12

	05/21	Total
Welfare Check	19	19
Total	455	455