



City of Mora  
Kanabec County, Minnesota  
Meeting Agenda  
City Council

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

Tuesday, May 16, 2023

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. City Council Meeting Minutes – April 18, 2023
  - b. April 2023 Claims
  - c. Gambling Permit – International Lions Club of Mora
  - d. Special Event Permit – Lindquist Auction
  - e. Accept Restricted Donations 2023-526
- 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. 207 Maple Ave W, Don Farrell
  - b. Juneteenth – Resolution No. 2023-521
  - c. Financial Management Plan Street – Ehlers
- 7. Public Hearings**
  - a. None
- 8. New Business**
  - a. Community Survey – Resolution No. 2023-522
  - b. Conditional Use Permit - Solar – Mora Elementary School Resolution No. 2023-523
  - c. Conditional Use Permit – Solar – Mora High School Resolution No. 2023-524
  - d. Landscape & Driveway Deposit Forfeitures and Transfer of Funds
  - e. Kanabec County Maintenance Agreement Resolution No. 2023-525  
Oslin Road, S. Pine Ridge Road and North Brookview Drive
- 9. Old Business**
  - a. Highway 65 Turn Lane – SEH
  - b. Road Grader Fund Transfer
- 10. Communications**
  - a. KCSO Monthly Report – April 2023
  - b. Park Board Meeting Minutes – May 2023
- 11. Boards and Commission Reports**
  - a. Councilmember Anderson
  - b. Councilmember Broekemeier
  - c. Councilmember Shepard
  - d. Councilmember Youngquist
  - e. Mayor Mathison
  - f. City Administrator
- 12. Adjournment**

Pursuant to due call and notice thereof Mayor Jake Mathison called to order the regular meeting of the Mora City Council at 6:30 PM on Tuesday, April 18, 2023 in the City Hall Council Chambers.

1. **Call to Order/Pledge of Allegiance:** 6:30PM
2. **Roll Call:** Mayor Mathison, Councilmembers Jody Anderson, Kyle Shepard, Sadie Broekemeier and Dave Youngquist.

**Staff Present:** Glenn Anderson City Administrator, Natasha Segelstrom Administrative Services Director, Joe Kohlgraf Public Works Director, Jeff Krie Parks and Recreation Coordinator, Caleb Christenson Building Official, Mandi Yoder Human Resources, and Kelly Christianson Accountant.

3. **Adopt Agenda:** Mathison requested the removal of item 12 Closed Session and addition of item 6d Tootsie Roll Weekend Proclamation. MOTION made by Broekemeier, seconded by Anderson, and unanimously carried to adopt the agenda as amended.
4. **Consent Agenda:** MOTION made by Shepard, seconded by Broekemeier, and unanimously carried to approve the consent agenda as presented.
  - a. Regular Meeting Minutes – March 21, 2023
  - b. Work Session Meeting Minutes – March 21, 2023
  - c. Claims March 2023
  - d. Accept Restricted Donations Resolution No. 2023-421
  - e. Music in the Park Grant
  - f. Mobile Food Unit License – Thai 1 on Kitchen
5. **Open Forum:** No one spoke at open forum.
6. **Special Business**
  - a. Housing and Redevelopment Authority Update – Jack L’Heureux provided an update on the Housing and Redevelopment Authority and summarized the financial challenges that occurred during 2019-2020 and the challenges during the COVID-19 Pandemic. He thanked the City Council for their support which contributed to the approval of two loans from the city to the HRA to improve the HRA’s cashflow and working capital. L’Heureux recognized the staffing challenges the HRA faced and loss of intellectual knowledge during staff turnover and wanted to publicly thank Lindy Crawford for her dedication and efforts that contributed to the financial stability. He also wanted to recognize Adrian Bixby and Anthony Kiewel for their talent and implementation of cost savings. The mission of the HRA is to provide affordable housing in the County, City and surrounding community.
  - b. Professional Services – Civil Attorney: The City Council approved the continued Professional Services with Campbell Knutson for Civil Attorney and appointed Leah Koch

as the City's attorney in response to Joel Jamnick's retirement. The City has received services for over 20 years from Campbell Knutson a firm that specializes in Municipal Law. MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to continue professional services with Campbell Knutson and appoint Leach Koch as the City of Mora's Civil Attorney.

- c. Approve Transfers Noted Resolution No. 2023-422 – The Council approved the following resolution:

RESOLUTION NO. 2023-422

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA  
APPROVING THE TRANSFER OF MONIES FROM DEBT SERVICE FUND TO THE FUTURE  
IMPROVEMENT FUND (SEE ATTACHED RESOLUTION).

During 2022, the City paid off the 2011A Series, General Obligation Street Reconstruction Bond based on the scheduled date and monies remained in that fund after the bond was paid off. The transfer would add additional revenue for the Fox Run Development Park Project CIP 5202-2021-01. MOTION made by Anderson, seconded by Shepard and unanimously carried to approve Resolution No. 2023-422 transferring monies from the Debt Service Fund to the Future Improvement Fund as presented.

- d. Tootsie Roll Weekend Mayoral Proclamation: Mayor Mathison declared April 28- April 29<sup>th</sup> Tootsie Roll Weekend on behalf of the Knights of Columbus Mora Chapter. Past Grants for the Annual Statewide Fundraiser went to Mora Special Athletes for Youth, Mora Branch of Industries Incorporated, Camp New Hope in McGregor and Camp Confidence in Brainerd.

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

**8. New Business:**

- a. Harrison Property Offer – The City Council reviewed a proposal to purchase two parcels totaling 23 acres of privately owned property along the Snake River in the city limits for \$600,000. The property aligned with the proposed Trail Plan in the 2021 Comprehensive Plan. The property owner, Mr. Bob Harrison, previously indicated he was unwilling to offer an easement if the city were to decline as it could negatively impact on the sale for potential buyers. The Kanabec County Auditor's 2022 Estimated Market Value for the Parcel 1 (PID 22.00065.00) was \$49,700 and Parcel 2 (PID 22.00060.00) was \$287,300 totaling \$337,000. The proposal had been previously brought to purchase the property in July of 2021 for \$500,000 and the city did not purchase the property. The council further discussed the parcel and MOTION made by Broekemeier, seconded by Youngquist, and unanimously carried to decline Mr. Harrison's offer to purchase the parcels along the Snake River.
- b. Airport Taxi-lane Construction Bids: The City Council accepted the Mora Municipal Airport Taxi-lane Improvement Project bid and awarded the project to Douglas Kerr Underground, LLC. Kohlgraf explained the project was included in the Airport's Capital Improvement Plan and that 90% of the project was funded by the Federal Aviation

Administration, and that the remaining 10% would be paid from Minnesota Department of Transportation Aviation and the City. There were five bids submitted for the Airport Taxi-lane Project and the lowest project bid was \$288,376.02 from Douglas-Kerr Underground, LLC.. MOTION made by Youngquist, seconded by Shepard, and unanimously carried to award Douglas-Kerr Underground LLC the Taxi-Lane Improvement Project.

- c. Airport Fuel Systems Upgrade – The Council approved a Mora Municipal Airport Grant Submission for Fuel Line Repair/Replacement. This would reduce the cost of the system upgrade. The grant request would secure funding from the Minnesota Department of Transportation Aeronautics at 70% cost of the project and \$68,090.69. The local 30% contribution of \$29,181.72 had been budgeted for. Kohlgraf explained the current system has exceeded its useful life and the grant would reduce costs and ensure continued use of the fuel system. MOTION Made by Shepard, seconded by Anderson and unanimously carried to approve the Airport Fuel Systems upgrade.
- d. Dual Burial Cemetery Rate – Fee Schedule Amendment- Kohlgraf brought forward a request to add a dual burial administration fee for \$80.00 to cover additional paperwork for registration and archives when there are two burials at the same time at the same grave. MOTION Made by Broekemeier, seconded by Shepard, and unanimously carried to approve the dual burial cemetery rate and fee schedule amendment. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the verbiage to define dual burial.
- e. Airport Runway TEMP Contract - The Council approved a proposal for a 2023 Triggering Event Master Plan (TEMP) contract proposal from SEH. The airport is in the design process for work to be completed on the Runway Construction Project of runway 35-17 due to excessive joint issues. The TEMP proposal from SEH provides future justification for runway repairs to the Federal Aviation Administration. Kohlgraf explained the Triggering Event Master Plan cost \$54,800 and 90% would be covered by the FAA, 5% covered by the Minnesota Department of Transportation and 5% covered from local city funds. MOTION made by Shepard, seconded Youngquist and unanimously carried to approve the Airport Runway TEMP contract.
- f. Airport Runway Grant: The City Council approved the grant submittal for an Airport Runway Grant. Kohlgraf explained this runway project was on the Airport’s Capital Improvement Plan. MOTION made by Anderson, seconded by Broekemeier and unanimously carried to move forward with the grant application submittal from SEH.
- g. Airport Taxi lane Grant Application – The Council approved the grant submittal for taxi lane improvements. Kohlgraf explained this item was on the Airport’s Capital Improvement plan and the grant application would provide needed funds. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the Airport Taxi Lane Grant Application.
- h. Airport Fuel System Repair Contract SEH – The Council accepted the Fuel System Repair Contract with SEH to improve the out-of-date fuel system at the airport. Kohlgraf explained the project was listed in the Capital Improvement Plan and needed to be complete before the taxi-lane construction project for cost savings. MOTION was made

by Anderson, seconded by Shepard, and unanimously carried to approve the 2023 Fuel Systems Contract with SEH.

**9. Old Business:**

- a. Kanabec County Sheriff's Office Contract: The Council appointed Dave Youngquist as the City Council Committee member for the annual Kanabec County Sheriff's Office Contract Review. Per the contract the city and county representatives will meet in April each year to review the contract.
- b. Driver's License Committee Follow-up – Mathison, Shepard and Glenn Anderson provided a summary of Driver's License Committee and discussion of joint operation for Driver's License and Vehicle Services with Kanabec County. Based on information provided during the comprehensive review of the services, the committee within the City did not believe it was financially feasible to move forward with the business opportunity. Commissioner Alison Holland, a committee member explained that the Kanabec County Commissioners would be open to other ideas to provide the service. The committee further explained it would be more profitable for a private business and that there had been interest from a member of the community. MOTION made by Shepard, seconded by Broekemeier to not move forward with the business purchase.
- c. 9<sup>th</sup> Street Highway 65 Turn Lane Update – Greg Anderson of SEH provided an update on the 9<sup>th</sup> Street Turn Lane on Highway 65. He stated the project plans had been updated to MnDOT's requirements the day prior and the project should begin early summer as planned.

**10. Communications:**

The City Council reviewed the monthly communications. Christianson presented the 1st Quarter 2023 financial statement and highlighted the City's current investments and fund balances for the 1st Quarter of 2023.

- a. **Quarterly Financial Report 1st Quarter 2023**
- b. **KCSO Monthly Report - March 2023**
- c. ~~MAFD Monthly Report – March 2023~~
- d. **Park Board Meeting Minutes**
- e. **EDA Minutes – March 7, 2023 and March 17, 2023**

**11. Reports**

- a. Councilmember Anderson: Extended a thank you to staff for the annual employee recognition dinner. Thanked staff for an update on the city website.
- b. Councilmember Broekemeier: Commended Julie Krone and the marketing of the North County Bottle Shop for summer. The East Central Cable Commission would meet the following week in Harris, MN.
- c. Councilmember Shepard: Positive feedback on the parks and thanked city staff for a fantastic job.
- d. Councilmember Youngquist: Nothing new to report. Looking forward to the upcoming Kanabec County Sheriff's Office committee.
- e. Mayor Mathison: Nothing new to report.

- f. City Administrator: Anderson provided an update on staff email communication with questions from the council and how to properly address without an open meeting violation. Brought up the employee recognition dinner on April 19<sup>th</sup> at Freddie's. Stated the Mora Area Fire Department water tender had arrived. City Halls roof replacement was complete. Reminded council of the early bird registration for the League of Minnesota Cities Annual Conference.

**12. Adjournment:** MOTION by Broekemeier, seconded by Shepard, and unanimously carried to adjourn the meeting at 8:07 PM.

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Mayor

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City Clerk

DRAFT

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

| CHECK #                              | Search Name           | Fund Descr  | Dept Descr | Last Dim Descr      | Comments              | Amount      |
|--------------------------------------|-----------------------|-------------|------------|---------------------|-----------------------|-------------|
| 001346 MSRS                          |                       |             |            |                     |                       |             |
| 001346                               | MSRS                  | GENERAL FUN |            | Health Care Saving  | HEALTH CARE SAVINGS   | \$1,154.74  |
| 001346 MSRS                          |                       |             |            |                     |                       | \$1,154.74  |
| 001347 MSRS                          |                       |             |            |                     |                       |             |
| 001347                               | MSRS                  | GENERAL FUN |            | Deferred Compens    | DEFERRED COMP PLAN    | \$590.00    |
| 001347 MSRS                          |                       |             |            |                     |                       | \$590.00    |
| 001348 MSRS                          |                       |             |            |                     |                       |             |
| 001348                               | MSRS                  | GENERAL FUN |            | Deferred Compens    | DEFERRED COMP ROTH    | \$790.00    |
| 001348 MSRS                          |                       |             |            |                     |                       | \$790.00    |
| 001349 TASC-TOTAL ADMIN SERVICE COOP |                       |             |            |                     |                       |             |
| 001349                               | TASC-TOTAL ADMIN SERV | GENERAL FUN |            | VEBA or HSA Contr   | HSA - EMPLOYER CONTR  | \$1,100.00  |
| 001349                               | TASC-TOTAL ADMIN SERV | GENERAL FUN |            | Flexible Spending A | FSA - MEDICAL CONTRIB | \$346.48    |
| 001349                               | TASC-TOTAL ADMIN SERV | GENERAL FUN |            | VEBA or HSA Contr   | HSA - EMPLOYEE CONTR  | \$1,201.00  |
| 001349                               | TASC-TOTAL ADMIN SERV | GENERAL FUN |            | Flexible Spending A | FSA - DEPENDENT CARE  | \$346.16    |
| 001349 TASC-TOTAL ADMIN SERVICE COOP |                       |             |            |                     |                       | \$2,993.64  |
| 001350 MN DEPT OF REVENUE            |                       |             |            |                     |                       |             |
| 001350                               | MN DEPT OF REVENUE    | GENERAL FUN |            | State Withholding   | PAYROLL STATE WITHHO  | \$2,973.19  |
| 001350 MN DEPT OF REVENUE            |                       |             |            |                     |                       | \$2,973.19  |
| 001351 US TREASURY - IRS             |                       |             |            |                     |                       |             |
| 001351                               | US TREASURY - IRS     | GENERAL FUN |            | Federal Withholdin  | FED W/H               | \$4,862.85  |
| 001351                               | US TREASURY - IRS     | GENERAL FUN |            | FICA Tax Withholdi  | SOCIAL SECURITY W/H   | \$8,859.64  |
| 001351                               | US TREASURY - IRS     | GENERAL FUN |            | Medicare            | MEDICARE W/H          | \$2,072.04  |
| 001351 US TREASURY - IRS             |                       |             |            |                     |                       | \$15,794.53 |
| 001352 MSRS                          |                       |             |            |                     |                       |             |
| 001352                               | MSRS                  | GENERAL FUN |            | Health Care Saving  | HEALTH CARE SAVINGS   | \$1,162.37  |
| 001352 MSRS                          |                       |             |            |                     |                       | \$1,162.37  |
| 001353 MSRS                          |                       |             |            |                     |                       |             |
| 001353                               | MSRS                  | GENERAL FUN |            | Deferred Compens    | DEFERRED COMP PLAN    | \$590.00    |
| 001353 MSRS                          |                       |             |            |                     |                       | \$590.00    |
| 001354 MSRS                          |                       |             |            |                     |                       |             |
| 001354                               | MSRS                  | GENERAL FUN |            | Deferred Compens    | DEFERRED COMP ROTH    | \$765.00    |
| 001354 MSRS                          |                       |             |            |                     |                       | \$765.00    |
| 001355 TASC-TOTAL ADMIN SERVICE COOP |                       |             |            |                     |                       |             |
| 001355                               | TASC-TOTAL ADMIN SERV | GENERAL FUN |            | VEBA or HSA Contr   | HSA - EMPLOYEE CONTR  | \$1,201.00  |
| 001355                               | TASC-TOTAL ADMIN SERV | GENERAL FUN |            | Flexible Spending A | FSA - MEDICAL CONTRIB | \$346.48    |
| 001355                               | TASC-TOTAL ADMIN SERV | GENERAL FUN |            | Flexible Spending A | FSA - DEPENDENT CARE  | \$346.16    |
| 001355 TASC-TOTAL ADMIN SERVICE COOP |                       |             |            |                     |                       | \$1,893.64  |
| 001356 MN DEPT OF REVENUE            |                       |             |            |                     |                       |             |
| 001356                               | MN DEPT OF REVENUE    | GENERAL FUN |            | State Withholding   | PAYROLL STATE W/H     | \$3,002.80  |
| 001356 MN DEPT OF REVENUE            |                       |             |            |                     |                       | \$3,002.80  |
| 001357 US TREASURY - IRS             |                       |             |            |                     |                       |             |
| 001357                               | US TREASURY - IRS     | GENERAL FUN |            | Federal Withholdin  | FEDERAL W/H           | \$5,047.25  |
| 001357                               | US TREASURY - IRS     | GENERAL FUN |            | FICA Tax Withholdi  | SOCIAL SECURITY W/H   | \$9,524.68  |
| 001357                               | US TREASURY - IRS     | GENERAL FUN |            | Medicare            | MEDICARE W/H          | \$2,227.58  |
| 001357 US TREASURY - IRS             |                       |             |            |                     |                       | \$16,799.51 |

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

| CHECK #                         | Search Name           | Fund Descr  | Dept Descr   | Last Dim Descr      | Comments              | Amount      |
|---------------------------------|-----------------------|-------------|--------------|---------------------|-----------------------|-------------|
| 001358 TSYS                     |                       |             |              |                     |                       |             |
| 001358                          | TSYS                  | LIQUOR FUND | LIQUOR STOR  | Payment Processin   | MONTHLY LIQ STORE CR  | \$9,559.61  |
| 001358 TSYS                     |                       |             |              |                     |                       | \$9,559.61  |
| 001360 MORA MUNICIPAL UTILITIES |                       |             |              |                     |                       |             |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | CITY HALL BU | Electricity         | UTILITIES-FEB & MARCH | \$716.89    |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | CITY HALL BU | Sewer               | UTILITIES-FEB & MARCH | \$92.07     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | CITY HALL BU | Storm Water         | UTILITIES-FEB & MARCH | \$27.38     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | CITY HALL BU | Water               | UTILITIES-FEB & MARCH | \$122.87    |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | CITY HALL BU | Misc Income         | FEB & MAR ADJ WITH EL | -\$959.21   |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | LIBRARY BUIL | Sewer               | UTILITIES             | \$41.72     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | LIBRARY BUIL | Storm Water         | UTILITIES             | \$13.69     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | LIBRARY BUIL | Water               | UTILITIES             | \$35.27     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | LIBRARY BUIL | Electricity         | UTILITIES             | \$387.45    |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | STREETS      | Electricity         | UTILITIES             | \$132.71    |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | STREET LIGH  | Electricity         | UTILITIES             | \$2,605.76  |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | GARAGE       | Water               | UTILITIES             | \$35.27     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | GARAGE       | Sewer               | UTILITIES             | \$41.72     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | GARAGE       | Storm Water         | UTILITIES             | \$25.23     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | GARAGE       | Electricity         | UTILITIES             | \$483.59    |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | AQUATIC CEN  | Water               | UTILITIES             | \$0.00      |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | AQUATIC CEN  | Sewer               | UTILITIES             | \$0.00      |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | AQUATIC CEN  | Storm Water         | UTILITIES             | \$16.59     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | AQUATIC CEN  | Electricity         | UTILITIES             | \$88.72     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | PARKS        | Storm Water         | UTILITIES             | \$39.66     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | PARKS        | Electricity         | UTILITIES             | \$289.96    |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | AIRPORT      | Storm Water         | UTILITIES             | \$103.07    |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | AIRPORT      | Water               | UTILITIES             | \$65.70     |
| 001360                          | MORA MUNICIPAL UTILIT | GENERAL FUN | AIRPORT      | Sewer               | UTILITIES             | \$74.81     |
| 001360                          | MORA MUNICIPAL UTILIT | FIRE FUND   | FIRE         | Electricity         | UTILITIES             | \$344.57    |
| 001360                          | MORA MUNICIPAL UTILIT | FIRE FUND   | FIRE         | Water               | UTILITIES             | \$31.48     |
| 001360                          | MORA MUNICIPAL UTILIT | FIRE FUND   | FIRE         | Sewer               | UTILITIES             | \$33.09     |
| 001360                          | MORA MUNICIPAL UTILIT | CEMETERY FU | CEMETERY     | Electricity         | UTILITIES             | \$17.08     |
| 001360                          | MORA MUNICIPAL UTILIT | CEMETERY FU | CEMETERY     | Storm Water         | UTILITIES             | \$19.77     |
| 001360                          | MORA MUNICIPAL UTILIT | CEMETERY FU | CEMETERY     | Water               | UTILITIES             | \$0.81      |
| 001360                          | MORA MUNICIPAL UTILIT | DOWNTOWN-F  | CAPITAL PROJ | Capital Outlay      | UTILITIES             | \$13.69     |
| 001360                          | MORA MUNICIPAL UTILIT | LIQUOR FUND | LIQUOR STOR  | Sewer               | UTILITIES             | \$33.09     |
| 001360                          | MORA MUNICIPAL UTILIT | LIQUOR FUND | LIQUOR STOR  | Water               | UTILITIES             | \$35.75     |
| 001360                          | MORA MUNICIPAL UTILIT | LIQUOR FUND | LIQUOR STOR  | Storm Water         | UTILITIES             | \$18.03     |
| 001360 MORA MUNICIPAL UTILITIES |                       |             |              |                     |                       | \$5,028.28  |
| 001362 REVTRAK                  |                       |             |              |                     |                       |             |
| 001362                          | REVTRAK               | GENERAL FUN | AQUATIC CEN  | Payment Processin   | MONTHLY MAC CREDIT C  | \$9.95      |
| 001362 REVTRAK                  |                       |             |              |                     |                       | \$9.95      |
| 001363 MN DEPT OF REVENUE       |                       |             |              |                     |                       |             |
| 001363                          | MN DEPT OF REVENUE    | LIQUOR FUND |              | Sales Tax Payable   | SALES & USE TAX PYMT  | \$29,453.00 |
| 001363                          | MN DEPT OF REVENUE    | LIQUOR FUND | LIQUOR STOR  | Cleaning Supplies   | SALES & USE TAX PYMT  | \$4.00      |
| 001363                          | MN DEPT OF REVENUE    | LIQUOR FUND | LIQUOR STOR  | Contributions       | SALES & USE TAX PYMT  | \$2.00      |
| 001363                          | MN DEPT OF REVENUE    | LIQUOR FUND | LIQUOR STOR  | Telephone           | SALES & USE TAX PYMT  | \$3.00      |
| 001363                          | MN DEPT OF REVENUE    | LIQUOR FUND | LIQUOR STOR  | Repair/Maint - Bldg | SALES & USE TAX PYMT  | \$2.00      |
| 001363                          | MN DEPT OF REVENUE    | LIQUOR FUND | LIQUOR STOR  | Wine Club Expense   | SALES & USE TAX PYMT  | \$4.00      |
| 001363                          | MN DEPT OF REVENUE    | LIQUOR FUND | LIQUOR STOR  | Garbage Removal     | SALES & USE TAX PYMT  | \$17.00     |
| 001363                          | MN DEPT OF REVENUE    | LIQUOR FUND | LIQUOR STOR  | Other Operating Su  | SALES & USE TAX PYMT  | \$12.00     |

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

| CHECK # | Search Name                | Fund Descr  | Dept Descr  | Last Dim Descr      | Comments              | Amount      |
|---------|----------------------------|-------------|-------------|---------------------|-----------------------|-------------|
| 001363  | MN DEPT OF REVENUE         |             |             |                     |                       | \$29,497.00 |
| 001364  | TSYS                       |             |             |                     |                       |             |
| 001364  | TSYS                       | LIQUOR FUND | LIQUOR STOR | Rentals             | MONTHLY CREDIT CARD   | \$80.37     |
| 001364  | TSYS                       |             |             |                     |                       | \$80.37     |
| 001367  | HIBU                       |             |             |                     |                       |             |
| 001367  | HIBU                       | LIQUOR FUND | LIQUOR STOR | Advertising         | LIQUOR STORE WEBSITE  | \$180.00    |
| 001367  | HIBU                       |             |             |                     |                       | \$180.00    |
| 001368  | MN DEPT OF REVENUE         |             |             |                     |                       |             |
| 001368  | MN DEPT OF REVENUE         | FIRE FUND   | FIRE        | Miscellaneous       | PENALTY FOR PAYROLL L | \$0.52      |
| 001368  | MN DEPT OF REVENUE         |             |             |                     |                       | \$0.52      |
| 001369  | NEIGHBORHOOD NATIONAL BANK |             |             |                     |                       |             |
| 001369  | NEIGHBORHOOD NATION        | GENERAL FUN | FINANCE     | Miscellaneous       | MONTHLY MISC FILE FEE | \$14.16     |
| 001369  | NEIGHBORHOOD NATION        | GENERAL FUN | HUMAN RESO  | Payment Processin   | MONTHLY BUSINESS ON   | \$10.00     |
| 001369  | NEIGHBORHOOD NATION        | GENERAL FUN | HUMAN RESO  | Payment Processin   | MONTHLY PAYROLL ACH   | \$60.00     |
| 001369  | NEIGHBORHOOD NATION        | LIQUOR FUND | LIQUOR STOR | Bad Debts/NSF Ch    | MONTHLY RETURNED CH   | \$10.00     |
| 001369  | NEIGHBORHOOD NATIONAL BANK |             |             |                     |                       | \$94.16     |
| 060024  | AFSCME                     |             |             |                     |                       |             |
| 060024  | AFSCME                     | GENERAL FUN |             | Union Dues-AFSCM    | UNION DUES - AFSCME   | \$562.04    |
| 060024  | AFSCME                     |             |             |                     |                       | \$562.04    |
| 060025  | EQUITABLE FINANCIAL        |             |             |                     |                       |             |
| 060025  | EQUITABLE FINANCIAL        | GENERAL FUN |             | The Equitable - Def | THE EQUITABLE         | \$30.00     |
| 060025  | EQUITABLE FINANCIAL        |             |             |                     |                       | \$30.00     |
| 060026  | MISSIONSQUARE              |             |             |                     |                       |             |
| 060026  | MISSIONSQUARE              | GENERAL FUN |             | ICMA                | MISSION SQ 457b       | \$60.00     |
| 060026  | MISSIONSQUARE              | GENERAL FUN |             | ICMA                | ICMA/MSN SQ ROTH IRA  | \$150.00    |
| 060026  | MISSIONSQUARE              |             |             |                     |                       | \$210.00    |
| 060027  | NCPERS GROUP LIFE INS      |             |             |                     |                       |             |
| 060027  | NCPERS GROUP LIFE INS      | GENERAL FUN |             | NCPERS - Life Ins   | NCPERS - LIFE         | \$304.00    |
| 060027  | NCPERS GROUP LIFE INS      |             |             |                     |                       | \$304.00    |
| 060028  | PERA - MN ST TREASURER     |             |             |                     |                       |             |
| 060028  | PERA - MN ST TREASURE      | GENERAL FUN |             | PERA                | PERA COORDINATED      | \$4,859.61  |
| 060028  | PERA - MN ST TREASURE      | GENERAL FUN |             | PERA                | PERA ADDITIONAL       | \$747.65    |
| 060028  | PERA - MN ST TREASURE      | GENERAL FUN |             | PERA                | PERA COORDINATED      | \$4,859.61  |
| 060028  | PERA - MN ST TREASURER     |             |             |                     |                       | \$10,466.87 |
| 060030  | DEARBORN LIFE INSURANCE CO |             |             |                     |                       |             |
| 060030  | DEARBORN LIFE INSURAN      | GENERAL FUN |             | Life Insurance      | MAY 2023 GROUP LIFE I | \$346.25    |
| 060030  | DEARBORN LIFE INSURANCE CO |             |             |                     |                       | \$346.25    |
| 060031  | DELTA DENTAL               |             |             |                     |                       |             |
| 060031  | DELTA DENTAL               | GENERAL FUN |             | Delta Dental        | MAY 2023 GROUP DENTA  | \$1,022.23  |
| 060031  | DELTA DENTAL               |             |             |                     |                       | \$1,022.23  |
| 060032  | GRANLUND, ROBIN            |             |             |                     |                       |             |
| 060032  | GRANLUND, ROBIN            | GENERAL FUN |             | Deposits            | KEY DEPOSIT REFUND-LI | \$50.00     |
| 060032  | GRANLUND, ROBIN            |             |             |                     |                       | \$50.00     |
| 060033  | GREAT PLAINS FIRE          |             |             |                     |                       |             |

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| 060033  | GREAT PLAINS FIRE              | FIRE FUND   | FIRE        | Uniforms            | GLOVES - DONATION FR  | \$722.36    |
| 060033  | GREAT PLAINS FIRE              |             |             |                     |                       | \$722.36    |
| 060035  | KANABEC CO AUDITOR/TREASURER   |             |             |                     |                       |             |
| 060035  | KANABEC CO AUDITOR/T           | GENERAL FUN | AIRPORT     | Property Tax Expe   | 2023 PROPERTY TAXES - | \$148.00    |
| 060035  | KANABEC CO AUDITOR/T           | GENERAL FUN | AIRPORT     | Property Tax Expe   | 2023 PROPERTY TAXES - | \$578.00    |
| 060035  | KANABEC CO AUDITOR/T           | GENERAL FUN | AIRPORT     | Property Tax Expe   | 2023 PROPERTY TAXES - | \$1,810.00  |
| 060035  | KANABEC CO AUDITOR/T           | LIQUOR FUND | LIQUOR STOR | Property Tax Expe   | 2023 PROPERTY TAXES - | \$9,804.97  |
| 060035  | KANABEC CO AUDITOR/TREASURER   |             |             |                     |                       | \$12,340.97 |
| 060036  | KRIE, JEFFREY                  |             |             |                     |                       |             |
| 060036  | KRIE, JEFFREY                  | GENERAL FUN | AQUATIC CEN | Meetings, Training, | CPR/FIRST AID RECERTI | \$75.00     |
| 060036  | KRIE, JEFFREY                  |             |             |                     |                       | \$75.00     |
| 060037  | M & T FIRE AND SAFETY          |             |             |                     |                       |             |
| 060037  | M & T FIRE AND SAFETY          | FIRE FUND   | FIRE        | Capital Outlay      | RESCUE JACK FOR EXTRI | \$20,320.46 |
| 060037  | M & T FIRE AND SAFETY          |             |             |                     |                       | \$20,320.46 |
| 060038  | MN CITY/COUNTY MNGT ASSN       |             |             |                     |                       |             |
| 060038  | MN CITY/COUNTY MNGT            | GENERAL FUN | ADMINISTRAT | Dues & Subscriptio  | 2023 ANNL MEMBERSHIP  | \$137.70    |
| 060038  | MN CITY/COUNTY MNGT ASSN       |             |             |                     |                       | \$137.70    |
| 060040  | MN MUNICIPAL BEVERAGE ASSN     |             |             |                     |                       |             |
| 060040  | MN MUNICIPAL BEVERAG           | LIQUOR FUND | LIQUOR STOR | Meetings, Training, | ANNUAL CONFERENCE -   | \$566.00    |
| 060040  | MN MUNICIPAL BEVERAGE ASSN     |             |             |                     |                       | \$566.00    |
| 060042  | MUNICIPAL EMERGENCY SERVICES   |             |             |                     |                       |             |
| 060042  | MUNICIPAL EMERGENCY            | FIRE FUND   | FIRE        | Capital Outlay      | BATTERIES FOR EXTRICA | \$1,858.45  |
| 060042  | MUNICIPAL EMERGENCY SERVICES   |             |             |                     |                       | \$1,858.45  |
| 060045  | STEMIG, NANCY                  |             |             |                     |                       |             |
| 060045  | STEMIG, NANCY                  | GENERAL FUN |             | Deposits            | KEY DEPOSIT REFUND    | \$50.00     |
| 060045  | STEMIG, NANCY                  |             |             |                     |                       | \$50.00     |
| 060046  | AMAZON CAPITAL SERVICES        |             |             |                     |                       |             |
| 060046  | AMAZON CAPITAL SERVIC          | GENERAL FUN | MAYOR & CO  | Office Supplies     | CORKBOARD STRIPS,PUS  | \$7.72      |
| 060046  | AMAZON CAPITAL SERVIC          | GENERAL FUN | ADMINISTRAT | Office Supplies     | CORKBOARD STRIPS,PUS  | \$7.72      |
| 060046  | AMAZON CAPITAL SERVIC          | GENERAL FUN | FINANCE     | Office Supplies     | CORKBOARD STRIPS,PUS  | \$7.72      |
| 060046  | AMAZON CAPITAL SERVIC          | GENERAL FUN | AQUATIC CEN | Chemicals           | CHEMICAL TEST KIT     | \$124.99    |
| 060046  | AMAZON CAPITAL SERVICES        |             |             |                     |                       | \$148.15    |
| 060047  | AMERICAN LEGAL PUBLISHING CORP |             |             |                     |                       |             |
| 060047  | AMERICAN LEGAL PUBLIS          | GENERAL FUN | LEGAL       | Professional Servic | 2023-2024 INTERNET RE | \$450.00    |
| 060047  | AMERICAN LEGAL PUBLISHING CORP |             |             |                     |                       | \$450.00    |
| 060049  | BELLBOY CORPORATION            |             |             |                     |                       |             |
| 060049  | BELLBOY CORPORATION            | LIQUOR FUND | LIQUOR STOR | Liquor Purchased f  | LIQ                   | \$2,219.00  |
| 060049  | BELLBOY CORPORATION            | LIQUOR FUND | LIQUOR STOR | Wine Purchased for  | WINE                  | \$852.00    |
| 060049  | BELLBOY CORPORATION            | LIQUOR FUND | LIQUOR STOR | Misc Purchases - N  | BM MIX, WINE STOPPER  | \$106.00    |
| 060049  | BELLBOY CORPORATION            |             |             |                     |                       | \$3,177.00  |
| 060051  | BERNICK COMPANIES              |             |             |                     |                       |             |
| 060051  | BERNICK COMPANIES              | LIQUOR FUND | LIQUOR STOR | Misc Purchases - N  | POP                   | \$375.02    |
| 060051  | BERNICK COMPANIES              | LIQUOR FUND | LIQUOR STOR | Beer Purchased for  | BEER                  | \$14,738.50 |
| 060051  | BERNICK COMPANIES              |             |             |                     |                       | \$15,113.52 |
| 060052  | BREAKTHRU BEVERAGE             |             |             |                     |                       |             |

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| 060052                               | BREAKTHRU BEVERAGE      | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                    | \$4,795.23  |
| 060052                               | BREAKTHRU BEVERAGE      | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | NA                     | \$195.62    |
| 060052                               | BREAKTHRU BEVERAGE      | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | WINE                   | \$610.00    |
| 060052 BREAKTHRU BEVERAGE            |                         |             |              |                     |                        | \$5,600.85  |
| 060053 DAHLHEIMER DIST CO            |                         |             |              |                     |                        |             |
| 060053                               | DAHLHEIMER DIST CO      | LIQUOR FUND | LIQUOR STOR  | Beer Purchased for  | BEER                   | \$21,855.95 |
| 060053                               | DAHLHEIMER DIST CO      | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | NA                     | \$245.20    |
| 060053 DAHLHEIMER DIST CO            |                         |             |              |                     |                        | \$22,101.15 |
| 060054 DE LAGE LANDEN FINANCIAL SERV |                         |             |              |                     |                        |             |
| 060054                               | DE LAGE LANDEN FINANC   | GENERAL FUN | INFORMATIO   | Rentals             | COPIER LEASE - MARCH   | \$368.08    |
| 060054 DE LAGE LANDEN FINANCIAL SERV |                         |             |              |                     |                        | \$368.08    |
| 060055 FREDDIES                      |                         |             |              |                     |                        |             |
| 060055                               | FREDDIES                | GENERAL FUN | HUMAN RESO   | Recognition/Wellne  | 2023 EMPLOYEE RECOG    | \$598.00    |
| 060055 FREDDIES                      |                         |             |              |                     |                        | \$598.00    |
| 060057 JOHNSON BROTHERS LIQUOR       |                         |             |              |                     |                        |             |
| 060057                               | JOHNSON BROTHERS LIQ    | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | WINE                   | \$6,011.79  |
| 060057                               | JOHNSON BROTHERS LIQ    | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                    | \$7,250.45  |
| 060057                               | JOHNSON BROTHERS LIQ    | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | NA                     | \$77.96     |
| 060057 JOHNSON BROTHERS LIQUOR       |                         |             |              |                     |                        | \$13,340.20 |
| 060059 LEAGUE OF MN CITIES           |                         |             |              |                     |                        |             |
| 060059                               | LEAGUE OF MN CITIES     | GENERAL FUN | ADMINISTRAT  | Meetings, Training, | ANNUAL LMC CONFEREN    | \$225.00    |
| 060059                               | LEAGUE OF MN CITIES     | GENERAL FUN | FINANCE      | Meetings, Training, | ANNUAL LMC CONFEREN    | \$450.00    |
| 060059 LEAGUE OF MN CITIES           |                         |             |              |                     |                        | \$675.00    |
| 060060 MCDONALD DIST CO              |                         |             |              |                     |                        |             |
| 060060                               | MCDONALD DIST CO        | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                    | \$235.32    |
| 060060                               | MCDONALD DIST CO        | LIQUOR FUND | LIQUOR STOR  | Beer Purchased for  | BEER                   | \$21,064.52 |
| 060060                               | MCDONALD DIST CO        | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | NA                     | \$155.20    |
| 060060 MCDONALD DIST CO              |                         |             |              |                     |                        | \$21,455.04 |
| 060062 NORTHLAND REFRIGERATION INC   |                         |             |              |                     |                        |             |
| 060062                               | NORTHLAND REFRIGERAT    | GENERAL FUN | CITY HALL BU | Repair/Maint - Bldg | COUNCIL CHAMBER FUR    | \$335.00    |
| 060062 NORTHLAND REFRIGERATION INC   |                         |             |              |                     |                        | \$335.00    |
| 060063 ODP BUSINESS SOLUTIONS LLC    |                         |             |              |                     |                        |             |
| 060063                               | ODP BUSINESS SOLUTION   | GENERAL FUN | MAYOR & CO   | Office Supplies     | OFFICE SUPPLIES        | \$23.08     |
| 060063                               | ODP BUSINESS SOLUTION   | GENERAL FUN | ADMINISTRAT  | Office Supplies     | OFFICE SUPPLIES        | \$23.07     |
| 060063                               | ODP BUSINESS SOLUTION   | GENERAL FUN | FINANCE      | Office Supplies     | OFFICE SUPPLIES        | \$23.07     |
| 060063 ODP BUSINESS SOLUTIONS LLC    |                         |             |              |                     |                        | \$69.22     |
| 060064 PHILLIPS WINE & SPIRITS       |                         |             |              |                     |                        |             |
| 060064                               | PHILLIPS WINE & SPIRITS | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                    | \$3,808.66  |
| 060064                               | PHILLIPS WINE & SPIRITS | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | NA                     | \$57.11     |
| 060064                               | PHILLIPS WINE & SPIRITS | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | WINE                   | \$691.64    |
| 060064 PHILLIPS WINE & SPIRITS       |                         |             |              |                     |                        | \$4,557.41  |
| 060066 SCOTTS LAWN & LANDSCAPES      |                         |             |              |                     |                        |             |
| 060066                               | SCOTTS LAWN & LANDSC    | LIQUOR FUND | LIQUOR STOR  | Repair/Maint - Bldg | FEB 2023 PLOW, SALT, S | \$1,873.50  |
| 060066 SCOTTS LAWN & LANDSCAPES      |                         |             |              |                     |                        | \$1,873.50  |
| 060067 SOUTHERN GLAZERS OF MN        |                         |             |              |                     |                        |             |

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| 060067                         | SOUTHERN GLAZERS OF   | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                   | \$7,891.11  |
| 060067                         | SOUTHERN GLAZERS OF   | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | WINE                  | \$605.67    |
| 060067 SOUTHERN GLAZERS OF MN  |                       |             |              |                     |                       | \$8,496.78  |
| 060070 VINOCOPIA, INC          |                       |             |              |                     |                       |             |
| 060070                         | VINOCOPIA, INC        | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                   | \$258.72    |
| 060070                         | VINOCOPIA, INC        | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | NA                    | \$99.44     |
| 060070                         | VINOCOPIA, INC        | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | WINE                  | \$589.34    |
| 060070 VINOCOPIA, INC          |                       |             |              |                     |                       | \$947.50    |
| 060071 WELIA HEALTH            |                       |             |              |                     |                       |             |
| 060071                         | WELIA HEALTH          | GENERAL FUN | HUMAN RESO   | Professional Servic | MAFD PRE-EMPLOYMENT   | \$1,059.08  |
| 060071 WELIA HEALTH            |                       |             |              |                     |                       | \$1,059.08  |
| 060072 WINE MERCHANTS          |                       |             |              |                     |                       |             |
| 060072                         | WINE MERCHANTS        | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | WINE                  | \$159.18    |
| 060072 WINE MERCHANTS          |                       |             |              |                     |                       | \$159.18    |
| 060073 EQUITABLE FINANCIAL     |                       |             |              |                     |                       |             |
| 060073                         | EQUITABLE FINANCIAL   | GENERAL FUN |              | The Equitable - Def | THE EQUITABLE         | \$30.00     |
| 060073 EQUITABLE FINANCIAL     |                       |             |              |                     |                       | \$30.00     |
| 060074 MISSIONSQUARE           |                       |             |              |                     |                       |             |
| 060074                         | MISSIONSQUARE         | GENERAL FUN |              | ICMA                | MISSION SQ 457b       | \$60.00     |
| 060074                         | MISSIONSQUARE         | GENERAL FUN |              | ICMA                | ICMA/MSN SQ ROTH IRA  | \$150.00    |
| 060074 MISSIONSQUARE           |                       |             |              |                     |                       | \$210.00    |
| 060075 PERA - MN ST TREASURER  |                       |             |              |                     |                       |             |
| 060075                         | PERA - MN ST TREASURE | GENERAL FUN |              | PERA                | PERA COORDINATED      | \$4,736.30  |
| 060075                         | PERA - MN ST TREASURE | GENERAL FUN |              | PERA                | PERA ADDITIONAL       | \$728.68    |
| 060075                         | PERA - MN ST TREASURE | GENERAL FUN |              | PERA                | PERA COORDINATED      | \$4,736.30  |
| 060075 PERA - MN ST TREASURER  |                       |             |              |                     |                       | \$10,201.28 |
| 060076 AMAZON CAPITAL SERVICES |                       |             |              |                     |                       |             |
| 060076                         | AMAZON CAPITAL SERVIC | GENERAL FUN | PLANNING &   | Office Supplies     | PICTURE FRAME PLEXIGL | \$25.99     |
| 060076                         | AMAZON CAPITAL SERVIC | GENERAL FUN | CITY HALL BU | Cleaning Supplies   | MOPHEAD REFILLS       | \$20.64     |
| 060076                         | AMAZON CAPITAL SERVIC | GENERAL FUN | LIBRARY BUIL | Cleaning Supplies   | MOPHEAD REFILLS       | \$20.64     |
| 060076                         | AMAZON CAPITAL SERVIC | GENERAL FUN | BUILDING     | Office Supplies     | PLOTTER PAPER         | \$89.90     |
| 060076                         | AMAZON CAPITAL SERVIC | GENERAL FUN | GARAGE       | Cleaning Supplies   | MOPHEAD REFILLS       | \$10.32     |
| 060076                         | AMAZON CAPITAL SERVIC | GENERAL FUN | AQUATIC CEN  | Cleaning Supplies   | MOPHEAD REFILLS       | \$61.92     |
| 060076                         | AMAZON CAPITAL SERVIC | FIRE FUND   | FIRE         | Cleaning Supplies   | MOPHEAD REFILLS       | \$10.32     |
| 060076 AMAZON CAPITAL SERVICES |                       |             |              |                     |                       | \$239.73    |
| 060077 BELLBOY CORPORATION     |                       |             |              |                     |                       |             |
| 060077                         | BELLBOY CORPORATION   | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | WINE                  | \$108.00    |
| 060077                         | BELLBOY CORPORATION   | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                   | \$596.20    |
| 060077                         | BELLBOY CORPORATION   | LIQUOR FUND | LIQUOR STOR  | Off-Sale Supplies   | SUNBURST & BOTTLE NE  | \$22.50     |
| 060077 BELLBOY CORPORATION     |                       |             |              |                     |                       | \$726.70    |
| 060078 BERNICK COMPANIES       |                       |             |              |                     |                       |             |
| 060078                         | BERNICK COMPANIES     | LIQUOR FUND | LIQUOR STOR  | Beer Purchased for  | BEER                  | \$6,812.45  |
| 060078                         | BERNICK COMPANIES     | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | POP                   | \$446.07    |
| 060078 BERNICK COMPANIES       |                       |             |              |                     |                       | \$7,258.52  |
| 060079 BREAKTHRU BEVERAGE      |                       |             |              |                     |                       |             |
| 060079                         | BREAKTHRU BEVERAGE    | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                   | \$2,824.98  |

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| 060079  | BREAKTHRU BEVERAGE             | LIQUOR FUND | LIQUOR STOR | Wine Purchased for  | WINE                   | \$129.00    |
| 060079  | BREAKTHRU BEVERAGE             |             |             |                     |                        | \$2,953.98  |
| 060080  | C & L DISTRIBUTING             |             |             |                     |                        |             |
| 060080  | C & L DISTRIBUTING             | LIQUOR FUND | LIQUOR STOR | Misc Purchases - N  | JUICE, POP, TONIC, ETC | \$143.90    |
| 060080  | C & L DISTRIBUTING             | LIQUOR FUND | LIQUOR STOR | Wine Purchased for  | WINE                   | \$328.00    |
| 060080  | C & L DISTRIBUTING             | LIQUOR FUND | LIQUOR STOR | Liquor Purchased f  | LIQ                    | \$46.92     |
| 060080  | C & L DISTRIBUTING             | LIQUOR FUND | LIQUOR STOR | Beer Purchased for  | BEER                   | \$1,183.00  |
| 060080  | C & L DISTRIBUTING             |             |             |                     |                        | \$1,701.82  |
| 060081  | DAHLHEIMER DIST CO             |             |             |                     |                        |             |
| 060081  | DAHLHEIMER DIST CO             | LIQUOR FUND | LIQUOR STOR | Beer Purchased for  | BEER                   | \$11,530.50 |
| 060081  | DAHLHEIMER DIST CO             | LIQUOR FUND | LIQUOR STOR | Misc Purchases - N  | NA                     | \$477.00    |
| 060081  | DAHLHEIMER DIST CO             |             |             |                     |                        | \$12,007.50 |
| 060082  | FORESTEDGE WINERY              |             |             |                     |                        |             |
| 060082  | FORESTEDGE WINERY              | LIQUOR FUND | LIQUOR STOR | Wine Purchased for  | WINE                   | \$660.00    |
| 060082  | FORESTEDGE WINERY              |             |             |                     |                        | \$660.00    |
| 060083  | INDIAN ISLAND WINERY           |             |             |                     |                        |             |
| 060083  | INDIAN ISLAND WINERY           | LIQUOR FUND | LIQUOR STOR | Wine Purchased for  | WINE                   | \$482.40    |
| 060083  | INDIAN ISLAND WINERY           |             |             |                     |                        | \$482.40    |
| 060084  | JOHNSON BROTHERS LIQUOR        |             |             |                     |                        |             |
| 060084  | JOHNSON BROTHERS LIQ           | LIQUOR FUND | LIQUOR STOR | Wine Purchased for  | WINE                   | \$1,720.50  |
| 060084  | JOHNSON BROTHERS LIQ           | LIQUOR FUND | LIQUOR STOR | Liquor Purchased f  | LIQ                    | \$9,350.31  |
| 060084  | JOHNSON BROTHERS LIQUOR        |             |             |                     |                        | \$11,070.81 |
| 060085  | KANABEC CO AUDITOR/TREASURER   |             |             |                     |                        |             |
| 060085  | KANABEC CO AUDITOR/T           | GENERAL FUN | FINANCE     | Assessing           | 2023 COUNTY AUDITOR    | \$1,003.00  |
| 060085  | KANABEC CO AUDITOR/TREASURER   |             |             |                     |                        | \$1,003.00  |
| 060086  | KIESER, DANIELLE               |             |             |                     |                        |             |
| 060086  | KIESER, DANIELLE               | GENERAL FUN | HUMAN RESO  | Recognition/Wellne  | EMPLOYEE RECOGNITIO    | \$77.42     |
| 060086  | KIESER, DANIELLE               |             |             |                     |                        | \$77.42     |
| 060087  | MADE OF MORA - PD EMBROIDERY   |             |             |                     |                        |             |
| 060087  | MADE OF MORA - PD EMB          | LIQUOR FUND | LIQUOR STOR | Uniforms            | LIQUOR EMPLOYEE LOG    | \$84.55     |
| 060087  | MADE OF MORA - PD EMBROIDERY   |             |             |                     |                        | \$84.55     |
| 060088  | MCDONALD DIST CO               |             |             |                     |                        |             |
| 060088  | MCDONALD DIST CO               | LIQUOR FUND | LIQUOR STOR | Misc Purchases - N  | NA                     | \$466.20    |
| 060088  | MCDONALD DIST CO               | LIQUOR FUND | LIQUOR STOR | Wine Purchased for  | WINE                   | \$54.55     |
| 060088  | MCDONALD DIST CO               | LIQUOR FUND | LIQUOR STOR | Beer Purchased for  | BEER                   | \$12,391.10 |
| 060088  | MCDONALD DIST CO               | LIQUOR FUND | LIQUOR STOR | Liquor Purchased f  | RETURNED COOLERS &     | -\$21.40    |
| 060088  | MCDONALD DIST CO               |             |             |                     |                        | \$12,890.45 |
| 060089  | MN FIRE SRVC CERTIFICATION BRD |             |             |                     |                        |             |
| 060089  | MN FIRE SRVC CERTIFICA         | FIRE FUND   | FIRE        | Meetings, Training, | FIREFIGHTER 1 CERT EX  | \$378.00    |
| 060089  | MN FIRE SRVC CERTIFICATION BRD |             |             |                     |                        | \$378.00    |
| 060090  | MN MUNICIPAL UTILITIES ASSN    |             |             |                     |                        |             |
| 060090  | MN MUNICIPAL UTILITIES         | GENERAL FUN | HUMAN RESO  | Professional Servic | DRUG & ALC TESTING-P   | \$112.50    |
| 060090  | MN MUNICIPAL UTILITIES ASSN    |             |             |                     |                        | \$112.50    |
| 060091  | MORA LIONS CLUB                |             |             |                     |                        |             |
| 060091  | MORA LIONS CLUB                | GENERAL FUN | PARKS       | Contributions       | 2023 LIONS BATHROOM    | \$2,000.00  |

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| 060091  | MORA LIONS CLUB         |             |              |                     |                        | \$2,000.00  |
| 060093  | PAUSTIS WINE COMPANY    |             |              |                     |                        |             |
| 060093  | PAUSTIS WINE COMPANY    | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | WINE                   | \$1,696.30  |
| 060093  | PAUSTIS WINE COMPANY    | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                    | \$450.00    |
| 060093  | PAUSTIS WINE COMPANY    |             |              |                     |                        | \$2,146.30  |
| 060094  | PHILLIPS WINE & SPIRITS |             |              |                     |                        |             |
| 060094  | PHILLIPS WINE & SPIRITS | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                    | \$2,934.80  |
| 060094  | PHILLIPS WINE & SPIRITS | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | NA                     | \$89.98     |
| 060094  | PHILLIPS WINE & SPIRITS | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | WINE                   | \$1,103.27  |
| 060094  | PHILLIPS WINE & SPIRITS |             |              |                     |                        | \$4,128.05  |
| 060095  | QUILL CORPORATION       |             |              |                     |                        |             |
| 060095  | QUILL CORPORATION       | GENERAL FUN | FINANCE      | Office Supplies     | GRIP-A-STRIPS - ERICKS | \$59.98     |
| 060095  | QUILL CORPORATION       |             |              |                     |                        | \$59.98     |
| 060096  | SOUTHERN GLAZERS OF MN  |             |              |                     |                        |             |
| 060096  | SOUTHERN GLAZERS OF     | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | WINE                   | \$1,506.00  |
| 060096  | SOUTHERN GLAZERS OF     | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | LIQ                    | \$2,712.11  |
| 060096  | SOUTHERN GLAZERS OF MN  |             |              |                     |                        | \$4,218.11  |
| 060097  | ST CLOUD STAMP & SIGN   |             |              |                     |                        |             |
| 060097  | ST CLOUD STAMP & SIGN   | GENERAL FUN | FINANCE      | Other Operating Su  | NAME PLATES-CHRISTEN   | \$16.95     |
| 060097  | ST CLOUD STAMP & SIGN   |             |              |                     |                        | \$16.95     |
| 060098  | CARDMEMBER SERVICE      |             |              |                     |                        |             |
| 060098  | CARDMEMBER SERVICE      | GENERAL FUN |              | Surcharge - Buildin | 1ST QTR BLDG SURCHAR   | \$7.35      |
| 060098  | CARDMEMBER SERVICE      | GENERAL FUN | ADMINISTRAT  | Meetings, Training, | YEAR 1 MCFOA TRNG - S  | \$170.00    |
| 060098  | CARDMEMBER SERVICE      | GENERAL FUN | HUMAN RESO   | Dues & Subscriptio  | 2 YR MEMBERSHIP SHRM   | \$439.00    |
| 060098  | CARDMEMBER SERVICE      | GENERAL FUN | STREETS      | Repair/Maint - Bldg | ASPHALT OIL - COBORNS  | \$83.94     |
| 060098  | CARDMEMBER SERVICE      | GENERAL FUN | STREETS      | Motor Fuels         | FUEL PICKING UP COLDM  | \$40.00     |
| 060098  | CARDMEMBER SERVICE      | GENERAL FUN | AQUATIC CEN  | Other Operating Su  | WRISTBANDS - WRISTBA   | \$2,556.72  |
| 060098  | CARDMEMBER SERVICE      |             |              |                     |                        | \$3,297.01  |
| 060099  | CENTURYLINK             |             |              |                     |                        |             |
| 060099  | CENTURYLINK             | GENERAL FUN | AIRPORT      | Telephone           | A/D BLDG PHONE         | \$57.10     |
| 060099  | CENTURYLINK             | GENERAL FUN | AIRPORT      | Telephone           | FUEL PHONE             | \$63.05     |
| 060099  | CENTURYLINK             |             |              |                     |                        | \$120.15    |
| 060101  | KNOLL, SHARON           |             |              |                     |                        |             |
| 060101  | KNOLL, SHARON           | CEMETERY FU | CEMETERY     | Land Purchased for  | CEM PLOT BUY BACK- II- | \$250.00    |
| 060101  | KNOLL, SHARON           |             |              |                     |                        | \$250.00    |
| 060103  | TR COMPUTER SALES, LLC  |             |              |                     |                        |             |
| 060103  | TR COMPUTER SALES, LL   | GENERAL FUN | INFORMATIO   | Professional Servic | MONTHLY MONITORING,    | \$1,713.16  |
| 060103  | TR COMPUTER SALES, LLC  |             |              |                     |                        | \$1,713.16  |
| 060104  | 4 SEASONS ROOFING LLC   |             |              |                     |                        |             |
| 060104  | 4 SEASONS ROOFING LLC   | GENERAL FUN | CITY HALL BU | Capital Outlay      | BALANCE OF ROOF REPC   | \$44,935.20 |
| 060104  | 4 SEASONS ROOFING LLC   |             |              |                     |                        | \$44,935.20 |
| 060105  | AMAZON CAPITAL SERVICES |             |              |                     |                        |             |
| 060105  | AMAZON CAPITAL SERVIC   | GENERAL FUN | MAYOR & CO   | Office Supplies     | OFFICE SUPPLIES        | \$10.60     |
| 060105  | AMAZON CAPITAL SERVIC   | GENERAL FUN | ADMINISTRAT  | Office Supplies     | OFFICE SUPPLIES        | \$21.09     |
| 060105  | AMAZON CAPITAL SERVIC   | GENERAL FUN | FINANCE      | Office Supplies     | OFFICE SUPPLIES        | \$10.60     |

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| 060105                                | AMAZON CAPITAL SERVIC | GENERAL FUN | PLANNING &   | Office Supplies     | OFFICE SUPPLIES       | \$5.52      |
| 060105                                | AMAZON CAPITAL SERVIC | GENERAL FUN | CITY HALL BU | Other Operating Su  | FORKS                 | \$27.85     |
| 060105                                | AMAZON CAPITAL SERVIC | GENERAL FUN | BUILDING     | Office Supplies     | OFFICE SUPPLIES       | \$5.69      |
| 060105                                | AMAZON CAPITAL SERVIC | GENERAL FUN | STREETS      | Small Tools & Equi  | LAPTOP CASES          | \$23.47     |
| 060105                                | AMAZON CAPITAL SERVIC | GENERAL FUN | AQUATIC CEN  | Office Supplies     | OFFICE SUPPLIES       | \$10.49     |
| 060105                                | AMAZON CAPITAL SERVIC | CEMETERY FU | CEMETERY     | Office Supplies     | OFFICE SUPPLIES       | \$10.49     |
| 060105 AMAZON CAPITAL SERVICES        |                       |             |              |                     |                       | \$125.80    |
| 060107 DE LAGE LANDEN FINANCIAL SERV  |                       |             |              |                     |                       |             |
| 060107                                | DE LAGE LANDEN FINANC | GENERAL FUN | INFORMATIO   | Rentals             | COPIER LEASE          | \$179.55    |
| 060107 DE LAGE LANDEN FINANCIAL SERV  |                       |             |              |                     |                       | \$179.55    |
| 060110 FRIENDS OF MORA LIBRARY        |                       |             |              |                     |                       |             |
| 060110                                | FRIENDS OF MORA LIBRA | GENERAL FUN |              | Deposits            | LIBRARY KEY DEPOSIT R | \$50.00     |
| 060110 FRIENDS OF MORA LIBRARY        |                       |             |              |                     |                       | \$50.00     |
| 060111 HORIZON COMMERCIAL POOL SUPPLY |                       |             |              |                     |                       |             |
| 060111                                | HORIZON COMMERCIAL P  | GENERAL FUN | AQUATIC CEN  | Repair/Maint - Bldg | INJECTION CHECK VALVE | \$61.19     |
| 060111 HORIZON COMMERCIAL POOL SUPPLY |                       |             |              |                     |                       | \$61.19     |
| 060112 KANABEC CO SHERIFF             |                       |             |              |                     |                       |             |
| 060112                                | KANABEC CO SHERIFF    | GENERAL FUN | LAW ENFORC   | Professional Servic | MAY LAW ENFORCEMENT   | \$53,550.25 |
| 060112 KANABEC CO SHERIFF             |                       |             |              |                     |                       | \$53,550.25 |
| 060113 KIESER, DANIELLE               |                       |             |              |                     |                       |             |
| 060113                                | KIESER, DANIELLE      | LIQUOR FUND | LIQUOR STOR  | Meetings, Training, | MILEAGE TO MMBA ANN   | \$151.25    |
| 060113 KIESER, DANIELLE               |                       |             |              |                     |                       | \$151.25    |
| 060114 MIDCO                          |                       |             |              |                     |                       |             |
| 060114                                | MIDCO                 | GENERAL FUN | INFORMATIO   | Telephone           | INTERNET              | \$88.39     |
| 060114                                | MIDCO                 | GENERAL FUN | CITY HALL BU | Telephone           | PHONE/INTERNET        | \$610.88    |
| 060114                                | MIDCO                 | GENERAL FUN | STREETS      | Telephone           | PHONE/INTERNET        | \$109.56    |
| 060114                                | MIDCO                 | GENERAL FUN | AQUATIC CEN  | Telephone           | PHONE/INTERNET        | \$99.27     |
| 060114                                | MIDCO                 | FIRE FUND   | FIRE         | Telephone           | INTERNET              | \$75.39     |
| 060114                                | MIDCO                 | LIQUOR FUND | LIQUOR STOR  | Telephone           | PHONE/INTERNET        | \$387.47    |
| 060114 MIDCO                          |                       |             |              |                     |                       | \$1,370.96  |
| 060115 MN COMPUTER SYSTEMS, INC       |                       |             |              |                     |                       |             |
| 060115                                | MN COMPUTER SYSTEMS,  | GENERAL FUN | INFORMATIO   | Repair/Maint - Bldg | COPIER CHARGE         | \$206.37    |
| 060115                                | MN COMPUTER SYSTEMS,  | LIQUOR FUND | LIQUOR STOR  | Repair/Maint - Bldg | COPIER CHARGE         | \$24.83     |
| 060115 MN COMPUTER SYSTEMS, INC       |                       |             |              |                     |                       | \$231.20    |
| 060116 MN PEIP                        |                       |             |              |                     |                       |             |
| 060116                                | MN PEIP               | GENERAL FUN |              | Group Health Insur  | JUNE 2023 GROUP HEAL  | \$24,615.16 |
| 060116 MN PEIP                        |                       |             |              |                     |                       | \$24,615.16 |
| 060118 RICKS HOME FURNISHINGS         |                       |             |              |                     |                       |             |
| 060118                                | RICKS HOME FURNISHIN  | GENERAL FUN | CITY HALL BU | Repair/Maint - Bldg | FRIDGE FILTER         | \$51.49     |
| 060118 RICKS HOME FURNISHINGS         |                       |             |              |                     |                       | \$51.49     |
| 060119 SNAKE RIVER CANOE CLUB         |                       |             |              |                     |                       |             |
| 060119                                | SNAKE RIVER CANOE CLU | GENERAL FUN |              | Deposits            | CANOE RACE EVENT DEP  | \$100.00    |
| 060119 SNAKE RIVER CANOE CLUB         |                       |             |              |                     |                       | \$100.00    |
| 060120 TASC-TOTAL ADMIN SERVICE COOP  |                       |             |              |                     |                       |             |
| 060120                                | TASC-TOTAL ADMIN SERV | GENERAL FUN | HUMAN RESO   | Professional Servic | JUNE 2023 HAS PARTICI | \$37.43     |

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| 060120                           | TASC-TOTAL ADMIN SERVICE COOP |             |              |                     |                       | \$37.43    |
| 060122 VERIZON WIRELESS          |                               |             |              |                     |                       |            |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | ADMINISTRAT  | Telephone           | CELL/IPAD             | \$0.00     |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | PLANNING &   | Telephone           | CELL                  | \$28.78    |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | CITY HALL BU | Telephone           | CELL                  | \$4.11     |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | BUILDING     | Telephone           | CELL                  | \$45.22    |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | STREETS      | Telephone           | CELL/IPAD             | \$92.14    |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | STREETS      | Small Tools & Equi  | NEW TABLET            | \$350.00   |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | AQUATIC CEN  | Telephone           | CELL                  | \$28.78    |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | PARKS        | Small Tools & Equi  | NEW TABLET            | \$175.00   |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | PARKS        | Telephone           | CELL/IPAD             | \$36.82    |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | AIRPORT      | Small Tools & Equi  | NEW TABLET            | \$42.00    |
| 060122                           | VERIZON WIRELESS              | GENERAL FUN | AIRPORT      | Telephone           | CELL                  | \$7.85     |
| 060122                           | VERIZON WIRELESS              | STORM WATER | STORM WATE   | Small Tools & Equi  | NEW TABLET            | \$91.00    |
| 060122                           | VERIZON WIRELESS              | STORM WATER | STORM WATE   | Telephone           | CELL/IPAD             | \$19.06    |
| 060122                           | VERIZON WIRELESS              | CEMETERY FU | CEMETERY     | Telephone           | CELL/IPAD             | \$7.85     |
| 060122                           | VERIZON WIRELESS              | CEMETERY FU | CEMETERY     | Small Tools & Equi  | NEW TABLET            | \$42.00    |
| 060122                           | VERIZON WIRELESS              | LIQUOR FUND | LIQUOR STOR  | Telephone           | CELL                  | \$41.11    |
| 060122                           | VERIZON WIRELESS              |             |              |                     |                       | \$1,011.72 |
| 060123 VICTORY LANES             |                               |             |              |                     |                       |            |
| 060123                           | VICTORY LANES                 | LIQUOR FUND | LIQUOR STOR  | Wine Club Expense   | APRIL WINE TASTING CH | \$80.53    |
| 060123                           | VICTORY LANES                 |             |              |                     |                       | \$80.53    |
| 060125 WELIA HEALTH              |                               |             |              |                     |                       |            |
| 060125                           | WELIA HEALTH                  | GENERAL FUN | HUMAN RESO   | Professional Servic | RANDOM & PRE-EMPL LA  | \$86.40    |
| 060125                           | WELIA HEALTH                  |             |              |                     |                       | \$86.40    |
| 060126 YODER, MANDI              |                               |             |              |                     |                       |            |
| 060126                           | YODER, MANDI                  | GENERAL FUN | HUMAN RESO   | Meetings, Training, | SAFETY & LOSS WORKSH  | \$8.50     |
| 060126                           | YODER, MANDI                  |             |              |                     |                       | \$8.50     |
| 060127 ACE HARDWARE              |                               |             |              |                     |                       |            |
| 060127                           | ACE HARDWARE                  | LIQUOR FUND | LIQUOR STOR  | Cleaning Supplies   | SPRAY AIR             | \$8.99     |
| 060127                           | ACE HARDWARE                  |             |              |                     |                       | \$8.99     |
| 060128 AMERICAN BOTTLING CO. INC |                               |             |              |                     |                       |            |
| 060128                           | AMERICAN BOTTLING CO.         | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | POP                   | \$174.24   |
| 060128                           | AMERICAN BOTTLING CO. INC     |             |              |                     |                       | \$174.24   |
| 060129 ARAMARK                   |                               |             |              |                     |                       |            |
| 060129                           | ARAMARK                       | GENERAL FUN | CITY HALL BU | Laundry/Rugs        | CITY HALL RUGS        | \$65.11    |
| 060129                           | ARAMARK                       | GENERAL FUN | LIBRARY BUIL | Laundry/Rugs        | LIBRARY RUGS & TOWEL  | \$58.25    |
| 060129                           | ARAMARK                       | GENERAL FUN | GARAGE       | Other Operating Su  | GARAGE TOWELS         | \$106.32   |
| 060129                           | ARAMARK                       |             |              |                     |                       | \$229.68   |
| 060130 AUTO VALUE MORA           |                               |             |              |                     |                       |            |
| 060130                           | AUTO VALUE MORA               | GENERAL FUN | STREETS      | Lubricants & Additi | OIL                   | \$97.99    |
| 060130                           | AUTO VALUE MORA               | GENERAL FUN | STREETS      | Repair/Maint - Bldg | CHIPPER RPR PARTS     | \$294.81   |
| 060130                           | AUTO VALUE MORA               | GENERAL FUN | STREETS      | Repair/Maint - Bldg | SPRAY PAINT, FILTERS  | \$249.46   |
| 060130                           | AUTO VALUE MORA               | GENERAL FUN | GARAGE       | Small Tools & Equi  | FUNNEL                | \$2.49     |
| 060130                           | AUTO VALUE MORA               | GENERAL FUN | GARAGE       | Lubricants & Additi | GREASE                | \$219.80   |
| 060130                           | AUTO VALUE MORA               | GENERAL FUN | PARKS        | Repair/Maint - Bldg | PUSH MOWER SPARK PL   | \$35.11    |
| 060130                           | AUTO VALUE MORA               | GENERAL FUN | AIRPORT      | Repair/Maint - Bldg | TRACTOR OIL DRAIN PL  | \$72.81    |
| 060130                           | AUTO VALUE MORA               | CEMETERY FU | CEMETERY     | Repair/Maint - Bldg | CUSHMAN THROTTLE CA   | \$11.99    |

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| 060130  | AUTO VALUE MORA            |             |              |                     |                        | \$984.46    |
| 060132  | CAMPBELL KNUTSON, P.A.     |             |              |                     |                        |             |
| 060132  | CAMPBELL KNUTSON, P.A.     | GENERAL FUN | ADMINISTRAT  | Legal Services      | MISC LEGAL             | \$360.00    |
| 060132  | CAMPBELL KNUTSON, P.A.     | GENERAL FUN | LEGAL        | Legal Services      | MISC LEGAL             | \$55.68     |
| 060132  | CAMPBELL KNUTSON, P.A.     | GENERAL FUN | PLANNING &   | Legal Services      | MISC LEGAL             | \$272.00    |
| 060132  | CAMPBELL KNUTSON, P.A.     | LIQUOR FUND | LIQUOR STOR  | Legal Services      | MISC LEGAL             | \$317.00    |
| 060132  | CAMPBELL KNUTSON, P.A.     |             |              |                     |                        | \$1,004.68  |
| 060134  | CRYSTAL SPRINGS ICE        |             |              |                     |                        |             |
| 060134  | CRYSTAL SPRINGS ICE        | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | ICE                    | \$428.20    |
| 060134  | CRYSTAL SPRINGS ICE        |             |              |                     |                        | \$428.20    |
| 060137  | EAST CENTRAL ENERGY-ELECT  |             |              |                     |                        |             |
| 060137  | EAST CENTRAL ENERGY-E      | GENERAL FUN | PARKS        | Electricity         | ELECTRICITY            | \$70.49     |
| 060137  | EAST CENTRAL ENERGY-E      | GENERAL FUN | AIRPORT      | Electricity         | ELECTRICITY            | \$471.50    |
| 060137  | EAST CENTRAL ENERGY-E      | LIQUOR FUND | LIQUOR STOR  | Electricity         | ELECTRICITY            | \$1,661.59  |
| 060137  | EAST CENTRAL ENERGY-ELECT  |             |              |                     |                        | \$2,203.58  |
| 060138  | EGAN COMPANY               |             |              |                     |                        |             |
| 060138  | EGAN COMPANY               | GENERAL FUN | STREET LIGH  | Capital Outlay      | STREET LIGHT POLES - R | \$27,393.00 |
| 060138  | EGAN COMPANY               |             |              |                     |                        | \$27,393.00 |
| 060140  | FERGUSON WATERWORKS        |             |              |                     |                        |             |
| 060140  | FERGUSON WATERWORK         | GENERAL FUN | STREETS      | Street Maint - Labo | COLD PATCH             | \$2,000.00  |
| 060140  | FERGUSON WATERWORKS        |             |              |                     |                        | \$2,000.00  |
| 060143  | GOPHER STATE ONE-CALL INC  |             |              |                     |                        |             |
| 060143  | GOPHER STATE ONE-CALL      | GENERAL FUN | STREETS      | Professional Servic | APRIL LOCATES          | \$23.76     |
| 060143  | GOPHER STATE ONE-CALL      | STORM WATER | STORM WATE   | Professional Servic | APRIL LOCATES          | \$23.76     |
| 060143  | GOPHER STATE ONE-CALL INC  |             |              |                     |                        | \$47.52     |
| 060148  | JOHNSONS HARDWARE & RENTAL |             |              |                     |                        |             |
| 060148  | JOHNSONS HARDWARE &        | GENERAL FUN | CITY HALL BU | Small Tools & Equi  | STAPLE GUN & STAPLES   | \$32.98     |
| 060148  | JOHNSONS HARDWARE &        | GENERAL FUN | CITY HALL BU | Repair/Maint - Bldg | HVAC 3 AMP FUSE        | \$5.99      |
| 060148  | JOHNSONS HARDWARE &        | GENERAL FUN | STREETS      | Small Tools & Equi  | PLIERS & TOW STRAP     | \$139.96    |
| 060148  | JOHNSONS HARDWARE &        | GENERAL FUN | AQUATIC CEN  | Repair/Maint - Bldg | TAPE, CEMENT, PASTE, U | \$38.39     |
| 060148  | JOHNSONS HARDWARE &        | GENERAL FUN | PARKS        | Repair/Maint - Bldg | GATER RPR SUPPLIES, T  | \$77.15     |
| 060148  | JOHNSONS HARDWARE &        | GENERAL FUN | PARKS        | Motor Fuels         | 2 CYCLE FUEL           | \$15.98     |
| 060148  | JOHNSONS HARDWARE &        | GENERAL FUN | PARKS        | Repair/Maint - Bldg | DOG PARK LOCK          | \$7.99      |
| 060148  | JOHNSONS HARDWARE &        | STORM WATER | STORM WATE   | Repair/Maint - Bldg | MANHOLE RPR SUPPLIES   | \$35.97     |
| 060148  | JOHNSONS HARDWARE &        | FIRE FUND   | FIRE         | Lubricants & Additi | WD-40                  | \$9.49      |
| 060148  | JOHNSONS HARDWARE &        | FIRE FUND   | FIRE         | Small Tools & Equi  | MAGNETIC TOOL PICK U   | \$10.99     |
| 060148  | JOHNSONS HARDWARE &        | FIRE FUND   | FIRE         | Repair/Maint - Bldg | SCBA BATTERIES, SCRE   | \$67.95     |
| 060148  | JOHNSONS HARDWARE & RENTAL |             |              |                     |                        | \$442.84    |
| 060149  | KANABEC PUBLICATIONS, INC  |             |              |                     |                        |             |
| 060149  | KANABEC PUBLICATIONS,      | GENERAL FUN | HUMAN RESO   | Advertising         | MAC & PUBL WORKS SU    | \$78.75     |
| 060149  | KANABEC PUBLICATIONS,      | GENERAL FUN | PLANNING &   | Advertising         | PH NOTICE-CUP SOLAR E  | \$122.76    |
| 060149  | KANABEC PUBLICATIONS,      | GENERAL FUN | PLANNING &   | Advertising         | PH NOTICE CANCEL- TEX  | \$30.15     |
| 060149  | KANABEC PUBLICATIONS,      | GENERAL FUN | AQUATIC CEN  | Printed Forms & Pa  | SWIM LESSON BONUS TI   | \$172.00    |
| 060149  | KANABEC PUBLICATIONS,      | GENERAL FUN | AIRPORT      | Capital Outlay      | AD FOR BIDS- 2023 TAXI | \$211.86    |
| 060149  | KANABEC PUBLICATIONS,      | LIQUOR FUND | LIQUOR STOR  | Advertising         | LIQ ADS                | \$233.65    |
| 060149  | KANABEC PUBLICATIONS, INC  |             |              |                     |                        | \$849.17    |
| 060150  | KWIK TRIP - GAS PURCHASES  |             |              |                     |                        |             |

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

| CHECK #                              | Search Name            | Fund Descr  | Dept Descr   | Last Dim Descr      | Comments              | Amount     |
|--------------------------------------|------------------------|-------------|--------------|---------------------|-----------------------|------------|
| 060150                               | KWIK TRIP - GAS PURCHA | GENERAL FUN | BUILDING     | Motor Fuels         | FUEL                  | \$16.57    |
| 060150                               | KWIK TRIP - GAS PURCHA | GENERAL FUN | STREETS      | Motor Fuels         | FUEL                  | \$1,142.41 |
| 060150                               | KWIK TRIP - GAS PURCHA | GENERAL FUN | PARKS        | Motor Fuels         | FUEL                  | \$37.27    |
| 060150                               | KWIK TRIP - GAS PURCHA | FIRE FUND   | FIRE         | Motor Fuels         | FUEL                  | \$261.11   |
| 060150 KWIK TRIP - GAS PURCHASES     |                        |             |              |                     |                       | \$1,457.36 |
| 060151 MILLER TRUCKING INC           |                        |             |              |                     |                       |            |
| 060151                               | MILLER TRUCKING INC    | LIQUOR FUND | LIQUOR STOR  | Wine Purchased for  | PRODUCT DELIVERY      | \$123.80   |
| 060151                               | MILLER TRUCKING INC    | LIQUOR FUND | LIQUOR STOR  | Liquor Purchased f  | PRODUCT DELIVERY      | \$336.30   |
| 060151                               | MILLER TRUCKING INC    | LIQUOR FUND | LIQUOR STOR  | Beer Purchased for  | PRODUCT DELIVERY      | \$0.00     |
| 060151                               | MILLER TRUCKING INC    | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | PRODUCT DELIVERY      | \$14.70    |
| 060151                               | MILLER TRUCKING INC    | LIQUOR FUND | LIQUOR STOR  | Off-Sale Supplies   | PRODUCT DELIVERY-STA  | \$4.00     |
| 060151 MILLER TRUCKING INC           |                        |             |              |                     |                       | \$478.80   |
| 060152 MN ENERGY RESOURCES CORP      |                        |             |              |                     |                       |            |
| 060152                               | MN ENERGY RESOURCES    | GENERAL FUN | CITY HALL BU | Natural Gas - Heat  | NATURAL GAS - APR     | \$302.88   |
| 060152                               | MN ENERGY RESOURCES    | GENERAL FUN | LIBRARY BUIL | Natural Gas - Heat  | NATURAL GAS - APR     | \$165.54   |
| 060152                               | MN ENERGY RESOURCES    | GENERAL FUN | GARAGE       | Natural Gas - Heat  | NATURAL GAS - APR     | \$518.41   |
| 060152                               | MN ENERGY RESOURCES    | GENERAL FUN | AQUATIC CEN  | Natural Gas - Heat  | NATURAL GAS - APR     | \$184.56   |
| 060152                               | MN ENERGY RESOURCES    | GENERAL FUN | AIRPORT      | Natural Gas - Heat  | NATURAL GAS - APR     | \$109.17   |
| 060152                               | MN ENERGY RESOURCES    | GENERAL FUN | AIRPORT      | Natural Gas - Heat  | NATURAL GAS - APR     | \$220.42   |
| 060152                               | MN ENERGY RESOURCES    | FIRE FUND   | FIRE         | Natural Gas - Heat  | NATURAL GAS - APR     | \$368.99   |
| 060152 MN ENERGY RESOURCES CORP      |                        |             |              |                     |                       | \$1,869.97 |
| 060156 QUALITY DISPOSAL              |                        |             |              |                     |                       |            |
| 060156                               | QUALITY DISPOSAL       | GENERAL FUN | CITY HALL BU | Garbage Removal     | GARBAGE               | \$63.23    |
| 060156                               | QUALITY DISPOSAL       | GENERAL FUN | LIBRARY BUIL | Garbage Removal     | GARBAGE               | \$36.04    |
| 060156                               | QUALITY DISPOSAL       | GENERAL FUN | STREETS      | Garbage Removal     | GARBAGE               | \$106.82   |
| 060156                               | QUALITY DISPOSAL       | GENERAL FUN | GARAGE       | Garbage Removal     | GARBAGE               | \$254.82   |
| 060156                               | QUALITY DISPOSAL       | LIQUOR FUND | LIQUOR STOR  | Garbage Removal     | GARBAGE               | \$234.23   |
| 060156 QUALITY DISPOSAL              |                        |             |              |                     |                       | \$695.14   |
| 060157 RDO EQUIPMENT                 |                        |             |              |                     |                       |            |
| 060157                               | RDO EQUIPMENT          | GENERAL FUN | STREETS      | Repair/Maint - Bldg | CHIPPER RPR PARTS     | \$1,269.81 |
| 060157 RDO EQUIPMENT                 |                        |             |              |                     |                       | \$1,269.81 |
| 060158 RED BULL DISTRIBUTION COMPANY |                        |             |              |                     |                       |            |
| 060158                               | RED BULL DISTRIBUTION  | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | ENERGY DRINK          | \$459.32   |
| 060158 RED BULL DISTRIBUTION COMPANY |                        |             |              |                     |                       | \$459.32   |
| 060162 SPECTRUM SUPPLY               |                        |             |              |                     |                       |            |
| 060162                               | SPECTRUM SUPPLY        | LIQUOR FUND | LIQUOR STOR  | Other Operating Su  | REGISTER & TISSUE PAP | \$125.81   |
| 060162                               | SPECTRUM SUPPLY        | LIQUOR FUND | LIQUOR STOR  | Off-Sale Supplies   | BAGS                  | \$378.69   |
| 060162 SPECTRUM SUPPLY               |                        |             |              |                     |                       | \$504.50   |
| 060165 VIKING COKE                   |                        |             |              |                     |                       |            |
| 060165                               | VIKING COKE            | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | POP                   | \$1,203.40 |
| 060165 VIKING COKE                   |                        |             |              |                     |                       | \$1,203.40 |
| 060166 VIKING ELECTRIC SUPPLY        |                        |             |              |                     |                       |            |
| 060166                               | VIKING ELECTRIC SUPPLY | GENERAL FUN | AQUATIC CEN  | Repair/Maint - Bldg | POOL BASEMENT LIGHTS  | \$80.00    |
| 060166 VIKING ELECTRIC SUPPLY        |                        |             |              |                     |                       | \$80.00    |
| 060167 WATSON CO., INC               |                        |             |              |                     |                       |            |
| 060167                               | WATSON CO., INC        | LIQUOR FUND | LIQUOR STOR  | Misc Purchases - N  | TOBACCO, JUICE, ETC   | \$8,068.88 |
| 060167 WATSON CO., INC               |                        |             |              |                     |                       | \$8,068.88 |

CITY OF MORA  
CHECK LIST-COUNCIL

| CHECK # | Search Name | Fund Descr | Dept Descr | Last Dim Descr | Comments | Amount       |
|---------|-------------|------------|------------|----------------|----------|--------------|
|         |             |            |            |                |          | \$501,084.84 |



CITY OF MORA  
COUNCIL CHECK LIST

THE APRIL - MAY 2023 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
MAYOR

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

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

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

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

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

R. 4-21-23  
mg

**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: International Lions Club of Mora, Inc. Previous Gambling Permit Number: X-01410-16-001

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: 532 Wood St N

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

Name of Chief Executive Officer (CEO): Joe Heggernes

CEO Daytime Phone: 612-390-5988 CEO Email: heggernesagency@hotmail.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): waynefredrickson@gmail.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal     Religious     Veterans     Other Nonprofit Organization

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

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

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

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

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Kanabec County Fairgrounds

Physical Address (do not use P.O. box): 701 S. Union St

Check one:

City: Mora Zip: 55051 County: Kanabec

Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 07/30/2023

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

Bingo     Paddlewheels     Pull-Tabs     Tipboards     Raffle

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



# MEMORANDUM

Date: May 16, 2023  
To: Mayor and City Council  
From: Jeff Krie Activities & Recreation Coordinator  
RE: Lindquist Personal Property & Real Estate Auction

---

## SUMMARY

Staff is asking City Council to approve the Special Event Permit from Byron Robyn to close off S. Lake Street between Forest Ave E. and Howe Street for the Lindquist Personal Property & Real Estate Auction.

## BACKGROUND INFORMATION

Auctions by Robyn/Byron Robyn is holding a Real Estate Auction for the Lindquist Personal Property on 129 Forest Ave E., Mora, MN 55051 on June 24, 2023. The auction will start at 9:00am and end time is at 7:00pm.

## OPTIONS & IMPACTS

- Traffic control devices to close off S. Lake Street between Forest Ave E. & Howe Street and will be supplied by the City of Mora and must be used. Please contact for times of delivery and pick-up of barricades. Barricades must be set during event. Accommodate properties on the south end of Lake Street.
- Garbage must be cleaned up after event.
- Certificate of Liability Insurance must be provided before event.
- If bringing in Food Trucks this falls under the responsibility of applicant.

## RECOMMENDATIONS

Motion to approve the Special Event Permit for Auctions by Robyn to hold the Real Estate Auction for Lindquist Personal Property and to close off S. Lake Street between Forest Ave E. & Howe Street.

### *Attachments*

Special Event Permit



**CITY OF MORA  
SPECIAL EVENT PERMIT APPLICATION**

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

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

| EVENT INFORMATION   |  |   |
|---|--|---|
| Name of Event: <i>Lindquist Personal Property &amp; Real Estate Auction</i>   |  |   |
| Type of Event (festival, parade, athletic, etc.): <i>Auction</i>  |  |   |
| Event Location: <i>129 Forest Ave E, Mora</i>   |  |   |
| Event Set Up Date: <i>June 24, 2023</i>   | Start Time: <i>6 Am</i>                      |   |
|   | End Time:                                    |   |
| Actual Event Date(s): <i>June 24, 2023</i>  | Start Time: <i>9 Am ← Auction start time</i> | Please be aware that parks close at 10:00 pm. |
|   | End Time:                                    |   |
| Event Clean Up Date: <i>June 24, 2023</i>   | Start Time:                                  |   |
|   | End Time: <i>7 pm</i>                        |   |
| Estimated Attendance: <i>250 to 300</i>   |  |   |
| Sponsoring Organization Name: <i>Auctions by Robyn</i>  |  |   |
| Primary Contact Person: <i>Byron Robyn</i>  |  |   |
| Address: <i>1894 Bachelor Rd</i>  |  |   |
| City: <i>Mora</i>   | State: <i>MN</i>                             | Zip: <i>55051</i>                             |
| Phone: <i>320-291-9566</i>  | E-Mail: <i>robyn2229@gmail.com</i>           |   |
| Name of Contact Person During Event: <i>Denise/Byron Robyn</i>  |  | Cell Phone: <i>320-291-1333</i>               |
| <i>Person listed above must be present during the event and immediately available.</i>  |  |   |
| DAMAGE / KEY DEPOSIT REFUND INFORMATION   |  |   |
| Person/Organization Name: <i>Auctions by Robyn / Byron Robyn</i>  |  |   |
| Address: <i>1894 Bachelor Rd</i>  |  |   |
| City: <i>Mora</i>   | State: <i>MN</i>                             | Zip: <i>55051</i>                             |
| EVENT DETAILS   |  |   |
| Schedule of Activities Attached? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Site Plan Attached? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Traffic Plan Attached? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |  |   |
| List any Road Closures/Partial Lane Closures and the Time of Closing:<br><i>Auction</i><br><i>Close S. Lake St Between Forest Ave E &amp; Howe St</i>   |  |   |
| <i>If applicable, please attach a clear map showing the traffic plan with street closures and routes</i>  |  |   |

|                                      |  |   |   |
|--------------------------------------|--|---|---|
| Is the event open to the public?     | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | Admission Charged? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes  |
| Will alcohol be served at the event? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes            | If yes, will you be charging for or accepting donations for the alcohol? <input type="checkbox"/> No <input type="checkbox"/> Yes |

**If YES to both of the above questions pertaining to alcohol, attach liquor liability certificate of insurance from both the applicant and the caterer (if one is used) naming the CITY OF MORA as additional insured.**

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

|  |                             |                              |   |
|--|-----------------------------|------------------------------|---|
| Will food be served / provided / prepared on site? <i>Possibility.</i> | <input type="checkbox"/> No | <input type="checkbox"/> Yes | If YES, please contact MN Department of Health at 320-223-7317. |
|--|-----------------------------|------------------------------|---|

|                                   |                             |   |  |
|-----------------------------------|-----------------------------|---|--|
| Will sound amplification be used? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | If YES, hours and type: <i>9am-4:00</i><br><i>No amplified sound 10 pm to 7 am. Speaker System</i> |
|-----------------------------------|-----------------------------|---|--|

**Please attach a site plan showing the following applicable items.**

|                                  |  |                              |  |
|----------------------------------|--|------------------------------|--|
| Will there be canopies or tents? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | Indicate on site plan the size and location of canopies & tents. Date installed: _____ Date removed: _____ |
|----------------------------------|--|------------------------------|--|

|                                  |  |                              |                                     |
|----------------------------------|--|------------------------------|-------------------------------------|
| Will there be events in the air? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | Indicate on site plan what & where. |
|----------------------------------|--|------------------------------|-------------------------------------|

|                         |  |                              |   |
|-------------------------|--|------------------------------|---|
| Will a stage be set up? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | Indicate on site plan the size and location of the stage. |
|-------------------------|--|------------------------------|---|

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

|   |                             |   |                                     |
|---|-----------------------------|---|-------------------------------------|
| Will traffic control devices be needed? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | Number needed: <i>8 Barricades.</i> |
|---|-----------------------------|---|-------------------------------------|

|                                |  |                              |   |
|--------------------------------|--|------------------------------|---|
| Will there be a fire or fires? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | Indicate on site plan the dimensions and location of the fire(s). |
|--------------------------------|--|------------------------------|---|

|                       |  |                              |   |
|-----------------------|--|------------------------------|---|
| Will power be needed? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | Indicate on site plan the location(s) of power source. Additional permits may be needed-contact MMU 679-1451. |
|-----------------------|--|------------------------------|---|

|  |  |
|--|--|
| Event attendance at 100 persons or greater requires sanitation facilities. Indicate sanitation facilities location on site plan if required. If not required, describe sanitation plan here: | <i>1 toilet from Sanitary Systems (Don Holznaegel)</i> |
|--|--|

|   |                       |
|---|-----------------------|
| Describe parking arrangements for the event and show on the traffic plan: | <i>Street Parking</i> |
|---|-----------------------|

|  |                                |
|--|--------------------------------|
| Describe trash removal and clean-up plan during and after event: | <i>We will have trash cans</i> |
|--|--------------------------------|

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

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

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

*[Signature]*  
Signature of Authorized Representative

*1594 Bachelor Rd.*  
Address/City/St/Zip

*4/24/2023*  
Date

**PAYMENT INFORMATION**

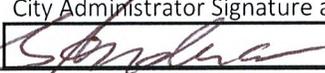
|  |  |  |
|--|--|--|
| Event Fee: <input type="text" value="50.00"/>                                  | Date Paid: <input type="text" value="5/8/2023"/> | Staff Initials: <input type="text" value="J"/> |
| Key/Event Deposit(s): <input type="text" value="100.00"/>                      | Date Paid: <input type="text" value="5/8/2023"/> | Staff Initials: <input type="text" value="J"/> |
| Date Returned: <input type="text"/>  | Amount Paid: <input type="text" value="100.00"/> | Staff Initials: <input type="text" value="J"/> |
| Key: <input type="text"/>  | Date Issued: <input type="text"/>                | Staff Initials: <input type="text"/>           |
| Key #: <input type="text"/>  | Date Returned: <input type="text"/>              | Staff Initials: <input type="text"/>           |
| Comments: <input type="text" value="450 Traffic Control Devices Pd 5/8/2023"/> |  |  |

**Authorization and Comments**

|  |  |
|--|--|
| Property Coordinator or Designee Signature and Date<br><input type="text" value="[Signature]"/> <input type="text" value="5/11/2023"/> | Public Works Director Signature and Date<br><input type="text" value="[Signature]"/> <input type="text" value="5-10-2023"/>  |
| I have reviewed the application and have the following comments and conditions:  | I have reviewed the application and have the following comments and conditions:  |
| <input type="text" value="Fees Paid.&lt;br/&gt;Follow staff request."/>  | <input type="text" value="Contact for delivery and pick up of Barricades (dates). Ensure Barricades set in place during event. Garbage cleanup off of street and ROW. when finished with event."/> |

|  |  |
|--|--|
| Building Official Signature and Date<br><input type="text" value="Caleb Christ"/> <input type="text" value="5-10-23"/> | Deputy Clerk Signature and Date<br><input type="text" value="Mig"/> <input type="text" value="5-10-23"/>                     |
| I have reviewed the application and have the following comments and conditions:  | I have reviewed the application and have the following comments and conditions:  |
| <input type="text" value="Ensure barricades are set up"/>  | <input type="text" value="All MFU's fall under responsibility of applicant, no city license needed for the special event."/> |

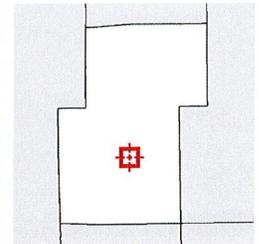
|  |   |
|--|---|
| Fire Chief or Designee Signature and Date<br> 5-10-23 | Kanabec County Sheriff or Designee Signature and Date<br> 5-11-23 |
| I have reviewed the application and have the following comments and conditions:  | I have reviewed the application and have the following comments and conditions:   |
| None   | NONE  |

|  |  |
|--|--|
| City Administrator Signature and Date<br> | City Council Approval Date / Permit Issued Date<br>/ |
| I have reviewed the application and have the following comments and conditions:  |  |
|  |  |

| EVENT FEES                                   |  |                  |       |
|--|--|------------------|-------|
| Permit Base Fee                              | \$50   | Late Fee         | \$100 |
| Damage/Key Deposit                           | \$100  | Cancellation Fee | \$15  |
| Additional Options (in addition to base fee) |  |                  |       |
| Street Closure/Parade                        | \$25   |                  |       |
| Traffic Control Devices                      | \$50 (covers drop-off and pick-up at event site) | 8 Barricades     |       |
| Event Storage Fee                            | \$50   |                  |       |
| Garbage Removal                              | \$45/hr. (deducted from damage deposit)          |                  |       |
| Event Clean-up                               | \$45/hr. (deducted from damage deposit)          |                  |       |



Overview



Legend

- Townships
- Roads**
- MN Highway
- County Highway/Road
- Township Road
- Municipal Road
- State Forest Road
- Roads
- Other

|                       |   |              |                        |               |                       |
|-----------------------|---|--------------|------------------------|---------------|-----------------------|
| Parcel ID             | 22.02455.00                               | Alternate ID | n/a                    | Owner Address | NELSON, ROBERT & LORI |
| Sec/Twp/Rng           | 11-39-24                                  | Class        | 201-Residential 1 unit |               | 13369 340 ST          |
| Property Address      | 129 FOREST AVE E                          | Acreage      | n/a                    |               | ONAMIA MN 56359       |
|                       | MORA                                      |              |                        |               |                       |
| District              | 22 MORA                                   |              |                        |               |                       |
| Brief Tax Description | n/a                                       |              |                        |               |                       |
|                       | (Note: Not to be used on legal documents) |              |                        |               |                       |

Date created: 5/12/2023  
 Last Data Uploaded: 5/12/2023 7:03:21 AM

Developed by **Schneider**  
 GEOSPATIAL



# MEMORANDUM

Date: May 16, 2023  
To: Mayor and City Council  
From: Kelly Christianson, Accountant  
RE: Accept Restricted Donations

**BACKGROUND INFORMATION**

The City of Mora has received the following donations:

| DONATION RECEIVED FROM:    | DONATION OF: |
|----------------------------|--------------|
| Neighborhood National Bank | \$500.00     |
|                            |              |
|                            |              |
|                            |              |

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

**RECOMMENDATIONS**

Motion to accept donations by approving Resolution 2023-526

*Attachments*

Resolution 2023-526

**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: |
|----------------------------|--------------|--|
| Neighborhood National Bank | \$500.00     | Donation to 2023 Fall Fest                       |
|                            |              |  |
|                            |              |  |
|                            |              |  |
|                            |              |  |

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 16<sup>th</sup> day of May 2023.

ATTEST:

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

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



# MEMORANDUM

Date May 18, 2023  
 To Mayor and City Council  
 From Natasha Segelstrom, Administrative Services Director  
 RE Juneteenth

**SUMMARY**

The City Council will recognize Juneteenth as a holiday and city offices will be closed on June 19, 2023 in observance of the new holiday. Juneteenth recognizes the date on which slavery was abolished in the United State. With June 19<sup>th</sup> recognized as a state holiday, no further business could be conducted on a state holiday.

**BACKGROUND**

On February 3, 2023 Governor Tim Walz signed SF13 into law with an effective date of August 1, 2023. With the law approval, this would be an observed holiday for the City of Mora in June of 2024.

Since the law approval, a new provision contained in both the House and Senate omnibus policy bills would make Juneteenth effective June 19 of this year, requiring observance.

If/when the provision becomes a law, cities will need to consider their existing schedule to incorporate the provision recognizing Juneteenth as a holiday in which would require no public business to be conducted.

Chapter 1809.1 Holiday Leave

(C) Schedule. The Employer observes the following eleven (12) holidays.

| Holiday                       | Observance                  |
|-------------------------------|-----------------------------|
| New Year's Day                | January 1 <sup>st</sup>     |
| Martin Luther King's Birthday | Third Monday in January     |
| President's Day               | Third Monday in February    |
| Good Friday                   | Friday before Easter        |
| Memorial Day                  | Last Monday in May          |
| <b>Juneteenth</b>             | <b>June 19</b>              |
| Independence Day              | July 4 <sup>th</sup>        |
| Labor Day                     | First Monday in September   |
| Columbus Day                  | Second Monday in October    |
| Veterans' Day                 | November 11 <sup>th</sup>   |
| Thanksgiving Day              | Fourth Thursday in November |
| Christmas Day                 | December 25 <sup>th</sup>   |

**RECOMMENDATIONS**

MOTION to approve Resolution No. 2023-521 Establishing Juneteenth as a City Holiday.  
 MOTION to approve revision to the personnel policy recognizing June 19 as an observed holiday.

RESOLUTION NO. 2023-521

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA  
ESTABLISHING JUNETEENTH AS A CITY HOLIDAY**

**WHEREAS**, Juneteenth has been recognized as a new federal holiday celebrating freedom from slavery in the United States; and

**WHEREAS**, the State of Minnesota outlines holidays in State Statute; and on February 3, 2023, Minnesota has recognized Juneteenth as a holiday; and

**WHEREAS**, a provision in the State of Minnesota's House and Senate omnibus policy bills would make Juneteenth effective June 19 of this year; and

**WHEREAS**, the City of Mora wishes to establish Juneteenth as a City holiday to commemorate the end of slavery in the United States; and

**NOW THEREFORE, BE IT RESOLVED**, that the City Council establishes Juneteenth (June 19) as a City of Mora holiday with the closure of City offices; and

**BE IT FURTHER RESOLVED**, that the date and rules of observance of the holiday shall be as specified in Minnesota Statutes §645.44, and personnel policy Chapter 1809.1 Holiday Leave will recognize Juneteenth as a holiday and observance shall be June 19.

Passed and duly adopted by the Council of the City of Mora this 18th day of May 2023.

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Jake Mathison, Mayor

ATTEST:

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Natasha Segelstrom, City Clerk



# MEMORANDUM

Date 5/16/2023  
 To Mayor and City Council  
 From Natasha Segelstrom, Administrative Services Director  
 Glenn Anderson, City Administrator  
 Joe Kohlgraf, Public Works Director

RE Capital Improvement Street Plan / Financial Plan

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SUMMARY

The City Council will discuss the approval of a long-range financial management plan to accompany the Capital Improvement Street Plan.

---

BACKGROUND

In 2022 the City Council and PUC approved a Capital Improvement Street Infrastructure Plan to assist with the prioritization of long-range street improvements and infrastructure updates. At the February 21, 2023 Council meeting, the council approved the final copy of the Capital Improvement Street Plan from SEH. The plan provides identified problem areas throughout the city on the existing pavement and curb of the streets, reviews the sanitary sewer collection, water distribution and storm sewer for project groups and street mill and overlay.

---

OPTIONS AND IMPACTS

**Financial Management Plan:** Ehlers can prepare a comprehensive financial plan that includes streets, other city initiatives, capital spending, and new staffing. We will look at the debt service funds plus provide solutions to resolving the negative fund balances in the capital project funds. In addition, this plan will include the Future Improvements Fund and the Fire Equipment Fund to ensure they have enough future funding. The estimated cost is \$19,500. This includes two facilitated discussions with the City Council.

For the 2023 Budget, \$20,000 has been budgeted for a long-range financial plan under professional services misc. in the General Fund, Finance 101-41520-312. Once implemented, the street infrastructure plan, and assist with long-range planning for street improvements, negative fund balance solutions and provide the city with a stable tax levy.

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RECOMMENDATIONS

Motion to approve Financial Management Plan not to exceed \$20,670.

*Attachments:*

*Ehlers Proposal*

May 5, 2023

Ms. Natasha Segelstrom  
Administrative Services Director  
City of Mora  
101 Lake Street South  
Mora, MN 55051-1588

## RE: Proposal for a Long-Term Financial Management Plan

Dear Natasha,

On behalf of Ehlers, I am pleased to present this proposal to undertake customized long-term financial planning for the City of Mora. We are deeply appreciative of the relationship we have built with the City and hope our past efforts, along with this proposal, demonstrate our team's collective commitment and qualifications to deliver dynamic and practical financing planning – and to surpass your expectations for quality and value. We would be honored to serve you once again.

We understand the City has several financial challenges and priorities including:

1. Stabilizing the tax levy from year to year to avoid a “teeter-totter” effect on property taxpayers;
2. Funding its new Capital Improvement Program for streets;
3. Identifying matching funds for the 2026 park project grant;
4. Building and maintaining adequate reserves to replace aging equipment and buildings;
5. Addressing the need for flood mitigation projects;
6. Resolving the negative cash balances in several project funds where the project has been completed; and
7. Maintaining the City's financial health and a competitive property tax rate.

Ehlers can assist the City in evaluating the financial impact of addressing these challenges and prioritizing the solutions along with other City needs. We can accomplish this with a long-term Financial Management Plan for the governmental funds that will provide a strategy for funding the City's priority projects and operations. It will let us ask, “What if?” For example, what if we delay a project? What if we need to add additional staff? What if we change our special assessment policy for street projects to assess more or less than 20% of the project? What if the City opens a new enterprise to sell cannabis products?

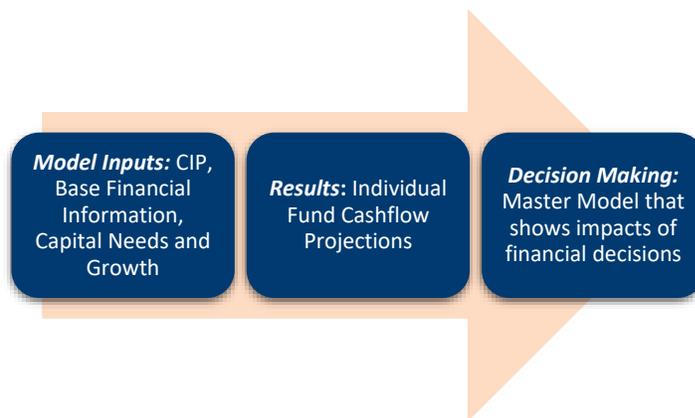
The Financial Management Plan provides a tool to explore questions like these and develop a comprehensive funding strategy for the long-term operating and capital needs of the City.

For over 60 years, Ehlers has helped municipal clients build strong and vibrant communities through financial planning, debt issuance and management, and economic development consulting services. **In the last five years alone, our firm has completed 100+ long-term financial plans.** We appreciate the opportunity to work with the City of Mora to address your long-term funding needs.

## Financial Management Plan

A Financial Management Plan (“FMP”) is a 10-year long-term operating budget and capital improvement plan with a funding strategy developed through facilitated discussions with staff and Council. It will guide the City’s financial future and determine how the City can fund its capital and operating needs.

Ehlers will build a customized Excel model for the City of Mora with cashflow projections for each fund that roll up into a summary forecast.



We preliminarily propose including the following funds in the study:

- General Fund
- Future Fire Equipment Fund
- Future Improvements Fund
- Fire Special Revenue Fund
- Cemetery Fund
- Debt Service Funds
  - Fire Station 2003
  - 2008-2011 Street Reconstruction
  - 2015B Wood and Grove
  - 2015C Refunding
  - 2017A Refunding
  - 2022A
- Storm Water Fund (optional)

While we do not propose to provide cashflow projections for each capital project fund, the FMP will address the current deficits in four of the Capital Project Funds where grant funds

are not expected: Dala Lane/Parker, Airport Kastenbauer House, 7<sup>th</sup> and Grove Street Improvements, and Downtown Feed Mill Redevelopment.

We are offering an analysis of the storm water fund as an option because the new Streets CIP entails significant stormwater expense. In 2023, the storm water utility is budgeted to generate \$114,000. Annual expenses are budgeted at approximately \$82,000, leaving \$32,000 annually for debt and capital projects. About half of this amount will be needed for debt service on the 2022A bonds that financed a storm water portion of the 2022 street project. As a result, there is little existing storm water resources available for future projects. We propose, at the City's option, to provide a cashflow projection for the storm water utility fund that incorporates future projects and provides a proposed inflationary increase to storm water fees. We do not propose to change the storm water fee structure.

After completing all the numerical analysis, we will engage the Council in facilitated discussions to describe the projections and develop consensus. By understanding the financial impacts of decisions, the Council can establish spending priorities and develop consensus about an acceptable level of property taxes and other revenues. **The FMP will provide the Council and the public with an understanding how today's decisions will affect constituents now and in the future.**

## Staff and Council Meetings for the FMP

Ehlers' Scope of Work anticipates two meetings with staff and two meetings with the City Council. During the initial staff meeting, we will discuss policy issues prior to preparing a baseline model of the City's financial condition. This baseline model will show financial impacts of all operations and capital improvements and will be reviewed in a second meeting with staff.

After staff is comfortable with the projections and assumptions, we start the conversation with the Council. At the first workshop with the Council, we will show the financial impact of accomplishing all the City's goals and determine if priorities need to be set between competing funding demands. We also explore options for additional revenues.

Based on staff and Council direction, we then refine the FMP with up to two scenarios that alter the timing of capital projects, staffing additions and alternative revenue sources. After soliciting additional feedback, we will develop a fiscal strategy to present and discuss at a second Council meeting or work session.

## Financial Management Plan Deliverables

The FMP will deliver an achievable, comprehensive financial plan that has been reviewed by and agreed upon by the City Council. The FMP includes:

- Annual projected budget numbers for each of the next 10 years
- Inclusion of all capital improvements identified by the City
- Inclusion of additional staffing and equipment

- Expected changes in the tax base
- Facilitated Council discussions to reach consensus on prioritization of projects and potential new revenues
- Presentation materials for Council and City use

Most importantly, the FMP process will result in a feasible funding plan for the City's operations and capital projects, as further described in Appendix A.

## Project Team

The Project Team for the FMP will consist of Rebecca Kurtz, Jessica Cook, and Jeanne Vogt. Rebecca will serve as Project Manager and attend the Council Meetings. Jessica will bring his many years of financial planning experience to structuring options and setting priorities. She will also assist Jeanne with the numerical analysis.

## Project Schedule

The FMP can be completed in approximately three months, depending on the availability of capital improvement plans, staffing plans and timing of Council meeting schedules.

## Proposed Cost

Ehlers proposes to complete the FMP for the not-to-exceed cost of \$20,670. We propose that the project will be billed hourly at the hourly rate of \$265, for actual hours worked so that the final costs may be less. The cost of the optional storm water fund analysis is \$3,600.

As the project unfolds, Ehlers will invoice monthly for work completed in the prior month with descriptions of project activities and the time expended. Alternatively, if the City anticipates issuing debt in 2023, the cost of the FMP can be financed along with a capital project.

Ehlers is committed to delivering, and showing value, in our work.

Thank you for engaging with us in your financial planning discussion. We appreciate your consideration and look forward to discussing how Ehlers can best serve the City.

Sincerely,



Rebecca Kurtz  
Senior Municipal Advisor  
(651) 697-8516

## Appendix A

### Scope of Work: Financial Management Plan

The Financial Management Plan (“FMP”) will be completed in the following steps.

- Step 1. Review City’s current financial position, policies, and practices.**
- Step 2. Aggregate and outline all future capital needs and program requests from the city’s departments.** A comprehensive list of major capital items and operational needs will be developed with the staff leadership.
- Step 3. Assist in identifying other policy issues to be discussed and establish a framework for such discussion.**
- Step 4. Evaluate the impact of any tax base changes.** Potential changes in the tax base due to growth, redevelopment or anticipated business closures will be included in the FMP model, as well as expiring TIF Districts.
- Step 5. Create the FMP Base Model** that shows the impact of including all capital requests. The Model will follow the City’s financial statements and show projected ending cash balances for each fund for each of the next ten years.
- Step 6. Analyze options** to best meet the City’s needs. Options might include varying the timing of capital projects, changing capital funding policies, or modeling alternative revenue sources. The financial impact, including determining bond rating impact(s), of up to two scenarios will be shown.
- Step 7. Prepare an achievable, comprehensive financial plan** that helps the City fund capital and operating priorities and builds Council consensus.



# MEMORANDUM

Date May 16, 2023  
To Mayor and City Council  
From Kirsten Faurie, Community Development Director  
RE 2022 Community Survey

## SUMMARY

The City Council will review the 2022 community survey.

## DISCUSSION

Since 2011, the city has elected to participate in a program sponsored by the Office of the State Auditor (OSA) to survey the public to measure the city's performance in a number of areas. In addition to feedback from the public, the city also receives additional local government aid for completing the survey, approximately \$525.

The City distributed the 2022 survey in two formats:

1. A paper version was distributed in the January 2023 city newsletter which is mailed with the utility bills; Utility customers receiving e-mail bills also receive an electronic version of the newsletter with their bill.
2. An online version which was posted on the city website and via the city's Facebook page.

The city received 181 responses to the 2022 Survey, which is 65 more than last year.

Attached is the final report with comparisons to the previous two years as well as written comments. In order to receive the additional local government aid, the city is required to adopt a resolution and inform the public of the performance measurement results (resolution attached). We will inform the public of the results through the city newsletter, website and social media.

## Survey Highlights:

- This year the city offered an online version of the survey. An online version of the survey was only offered in 2016, 2017, 2018 and 2022. The 2022 online survey received 68 responses. This online version is distributed to any who wish to participate – not just those who receive the city newsletter/utility bills; the survey results show a higher number persons participating in the survey that do not live within the city limits, but may live in the surrounding townships. (Page 7)
- Responses are remarkably consistent from year to year, with few major shifts in perception. Notable shifts can be seen in these areas:
  - More respondents rating their "overall feeling of safety in the city" as "Excellent" or "Good" compared to 2021 (Page 10)
  - Fire protection services were also rated higher than 2021. The number of respondents rating quality of fire protection services as "Excellent" increased from 31% in 2021 to 37.5% in 2022. (Page 11)

## Memorandum

- Perceptions on the overall quality of snowplowing was slightly worse than previous years, but are still positive overall. This year being incredibly snowy – even for Minnesota- may have contributed to this shift. (Page 13)
- The Mora Aquatic Center had increases in respondents rating the overall condition of the pool as “Excellent” or “Good.” (Page 16)

It’s important to note a large number of respondents indicated they don’t have computers, internet or the technology skills they would need to use the city website. This reaffirms the importance of having a variety of communication methods with residents and business owners including both print/paper and digital options.

In addition to the feedback the city staff receives from this survey, this year we intend to use the survey results to identify opportunities to educate the public on city functions. With this we hope to put out information in a “Frequently Asked Questions” type of format in the city newsletter, website and through local media to educate on topics like street maintenance, how the liquor store contributes to the city general fund, etc.

### RECOMMENDATIONS

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Review and discuss results of the 2022 community survey. MOTION to adopt **Resolution 2023-522** adopting the performance measures developed by the Council on Local Results and Innovation.

#### *Attachments*

*2022 Performance Measurement Report*

***Resolution 2023-522***

**RESOLUTION ADOPTING THE PERFORMANCE MEASURES DEVELOPED BY THE COUNCIL ON LOCAL RESULTS AND INNOVATION**

WHEREAS, Benefits to the City of Mora for participation in the Minnesota Council on Local Results and Innovation’s comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, Any city participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The City Council of Mora has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, The City Council of Mora will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city’s website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, The City Council of Mora will submit to the Office of the State Auditor the actual results of the performance measures adopted by the city.

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 16<sup>th</sup> day of May 2023.

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

\_\_\_\_\_  
Glenn Anderson, City Administrator



# **CITY OF MORA / MORA MUNICIPAL UTILITIES**

## **2022 PERFORMANCE MEASUREMENTS PROGRAM**

### **COMMUNITY SURVEY**

### **ANNUAL REPORT**

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## 2022 Performance Measurement Program/Community Survey Report

### Introduction

The Community Survey is part of the city's Performance Measurement Program sponsored by the Minnesota Office of the State Auditor. This voluntary program provides feedback to city officials and provides a small increase in Local Government Aid to the city for participating; for Mora, this amounts to approximately \$525. To learn more about the Performance Measurement Program visit the program page on the state auditor's website at: <https://www.osa.state.mn.us/forms-deadlines/forms/performance-measurement-program/>.

The city received 181 responses to the 2022 Survey, which is 65 more than last year. We appreciate the responses we received and hope we can get more next year. Look for the 2023 survey in the January 2024 newsletter.

### Distribution & Responses

The survey was initially and continues to be distributed as part of the quarterly newsletter. While now included in the January edition to survey the prior year, it was first introduced in the October newsletter for the first two (2) years. The city distributed approximately 1,900 surveys from 2012-2020. The number of responses and response rate are shown in the table below.

| Year        | Responses  |            |            |                     |               |
|-------------|------------|------------|------------|---------------------|---------------|
|             | Paper      | Electronic | Total      | Surveys distributed | Response Rate |
| 2012        | 70         | N/A        | 70         | 1900                | 4%            |
| 2013        | 250        | N/A        | 250        | 1900                | 14%           |
| 2014        | 250        | N/A        | 250        | 1900                | 14%           |
| 2015        | 174        | N/A        | 174        | 1900                | 10%           |
| 2016        | 137        | 16         | 153        | 1900                | 8%            |
| 2017        | 129        | 23         | 152        | 1900                | 8%            |
| 2018        | 117        | 4          | 121        | 1900                | 6%            |
| 2019        | 122        | N/A        | 122        | 1900                | 6%            |
| 2020        | 140        | N/A        | 140        | 1900                | 7%            |
| 2021        | 116        | N/A        | 116        | 1500                | 8%            |
| <b>2022</b> | <b>113</b> | <b>68</b>  | <b>181</b> | <b>1500</b>         | <b>12%</b>    |

Responses increased dramatically when the newsletter was sent out with the utility bills beginning in January 2014 (for the 2013 survey). Utility customers receiving e-mail bills receive the newsletter via email with their bill.

The City distributed the 2022 survey in two formats:

1. A paper version was distributed in the January 2023 city newsletter which is mailed with the utility bills; Utility customers receiving e-mail bills also receive an electronic version of the newsletter with their bill.

2. An online version which was posted on the city website and via the city's Facebook page.

### Changes to Survey Instrument

There have been no changes to the survey document since 2016 when the city added two (2) new questions: "Do you read the city newsletter?" and "Do you use the city's website?"

### Survey Responses

Responses to the nineteen (19) survey questions and comments received are shown in Appendix A of this report. There is one page for each question that shows the responses in table and graph formats for 2020, 2021 and 2022.

Following this information are comments made by the respondents. Spelling has been corrected, but in general the comments appear as they were written. Names, addresses, telephone numbers and other private information has been redacted from the comments.

### Conclusion

The city appreciates those who took the time to respond to the 2022 survey and hope more will do so in the future. While the city is not able to respond to all of the comments, those with questions or concerns can contact city staff at:

- In Person .....City Hall/Utilities office, 101 Lake Street South,  
8:00 am to 4:30 pm, Monday through Friday
- Telephone .....320.679.1511 (city hall) or 320.679.1451 (utilities office)
- E-mail .....[info@cityofmora.com](mailto:info@cityofmora.com)
- Website .....<http://www.ci.mora.mn.us>
- Facebook.....[@cityofmora](https://www.facebook.com/cityofmora)

Persons can also attend meetings of the city council and other city boards and commissions. Their meeting times and places can be found on the city's website.

## **Appendix A**

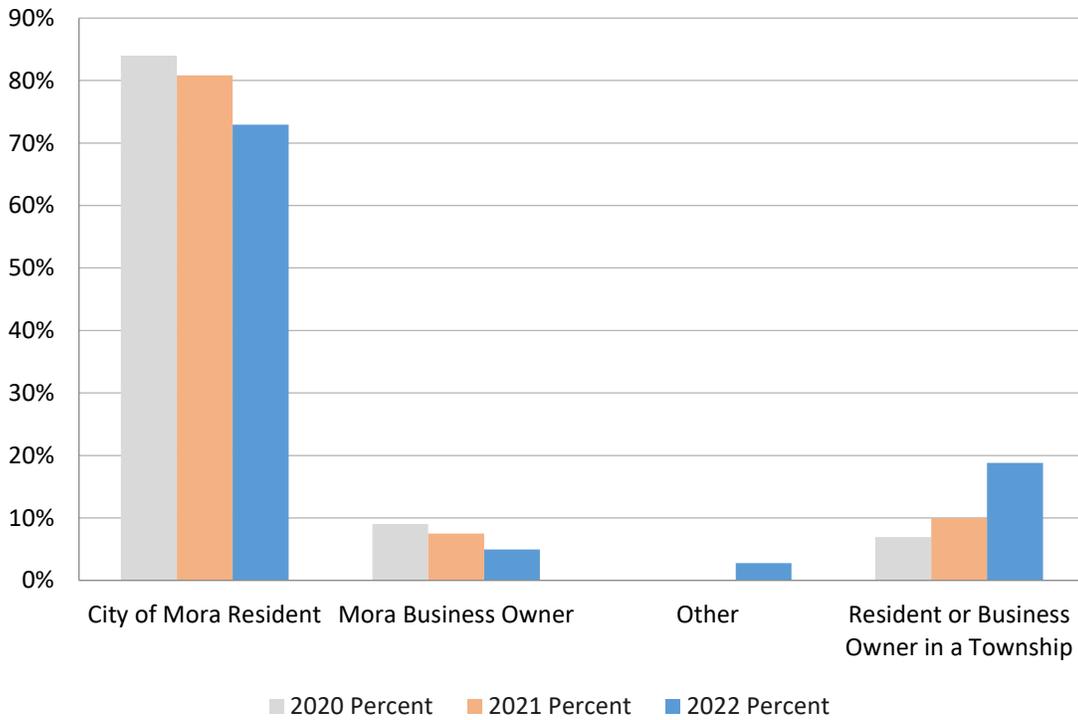
### **Survey Responses**

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**Question 1: Are you a ...**

|  | 2020 Percent | 2020 Count | 2021 Percent | 2021 Count | 2022 Percent | 2022 Count |
|--|--------------|------------|--------------|------------|--------------|------------|
| City of Mora Resident                    | 84.02%       | 121        | 80.83%       | 97         | 72.93%       | 133        |
| Mora Business Owner                      | 9.03%        | 13         | 7.50%        | 9          | 4.97%        | 9          |
| Other                                    | 0.00%        | 0          | 0.00%        | 0          | 2.76%        | 5          |
| Resident or Business Owner in a Township | 6.94%        | 10         | 10.00%       | 12         | 18.78%       | 34         |
| <b>Answered</b>                          |              | 144        |              | 118        |              | 0          |
| <b>Skipped</b>                           |              | 1          |              | 2          |              | 181        |
| <b>Total</b>                             |              | 145        |              | 120        |              | 181        |

**Question 1: Are you a ...**



**Question 2: How many years have you lived in the city/township?**

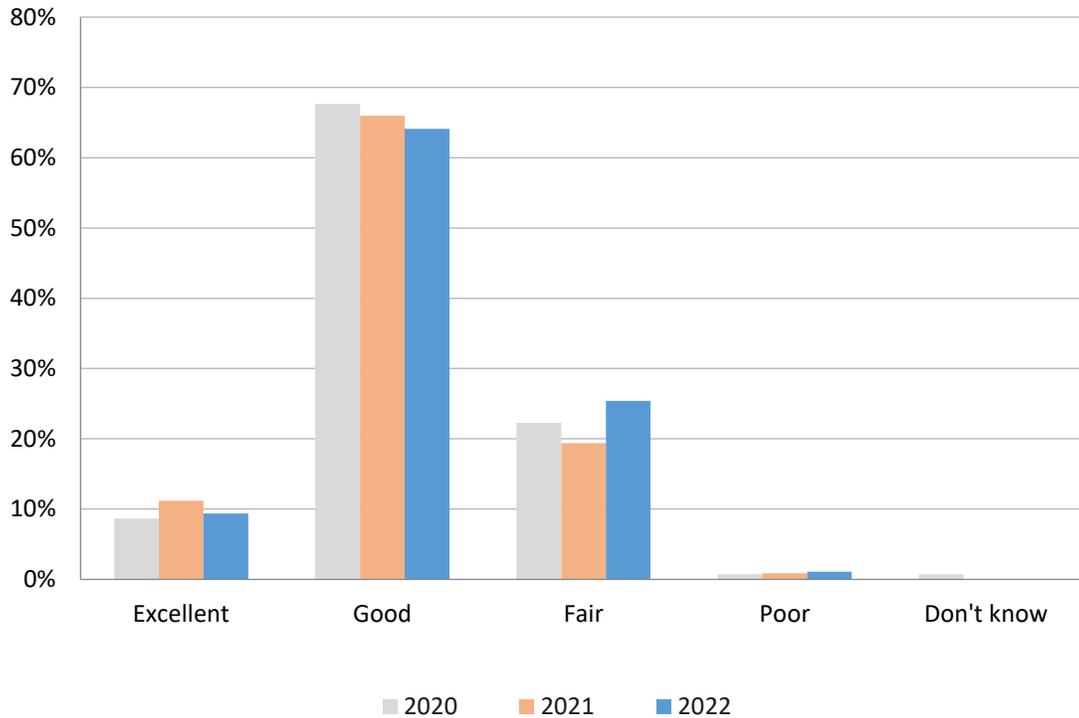
| <b>Years</b>    | <b>2022 Count</b> |
|-----------------|-------------------|
| <1 to 5         | 44                |
| 6 to 10         | 22                |
| 11 to 15        | 23                |
| 16-20           | 21                |
| 21-30           | 24                |
| 31-40           | 14                |
| 41-50           | 20                |
| 51-60           | 10                |
| 61-70           | 1                 |
| 71-80           | 1                 |
| > 80            | 0                 |
| <b>Answered</b> | <b>180</b>        |
| <b>Skipped</b>  | <b>1</b>          |
| <b>Total</b>    | <b>181</b>        |

2022 Performance Measurement Program

**Question 3: How would you rate the overall appearance of the city?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 8.63%           | 12            | 11.21%          | 13            | 9.39%           | 17            |
| Good            | 67.63%          | 94            | 65.95%          | 76.5          | 64.09%          | 116           |
| Fair            | 22.30%          | 31            | 19.40%          | 22.5          | 25.41%          | 46            |
| Poor            | 0.72%           | 1             | 0.86%           | 1             | 1.10%           | 2             |
| Don't know      | 0.72%           | 1             | 0.00%           | 0             | 0.00%           | 0             |
| <b>Answered</b> |                 | 139           |                 | 113           |                 | 181           |
| <b>Skipped</b>  |                 | 0             |                 | 3             |                 | 0             |
| <b>Total</b>    |                 | 139           |                 | 116           |                 | 181           |

**Question 3: How would you rate the overall appearance of the city**

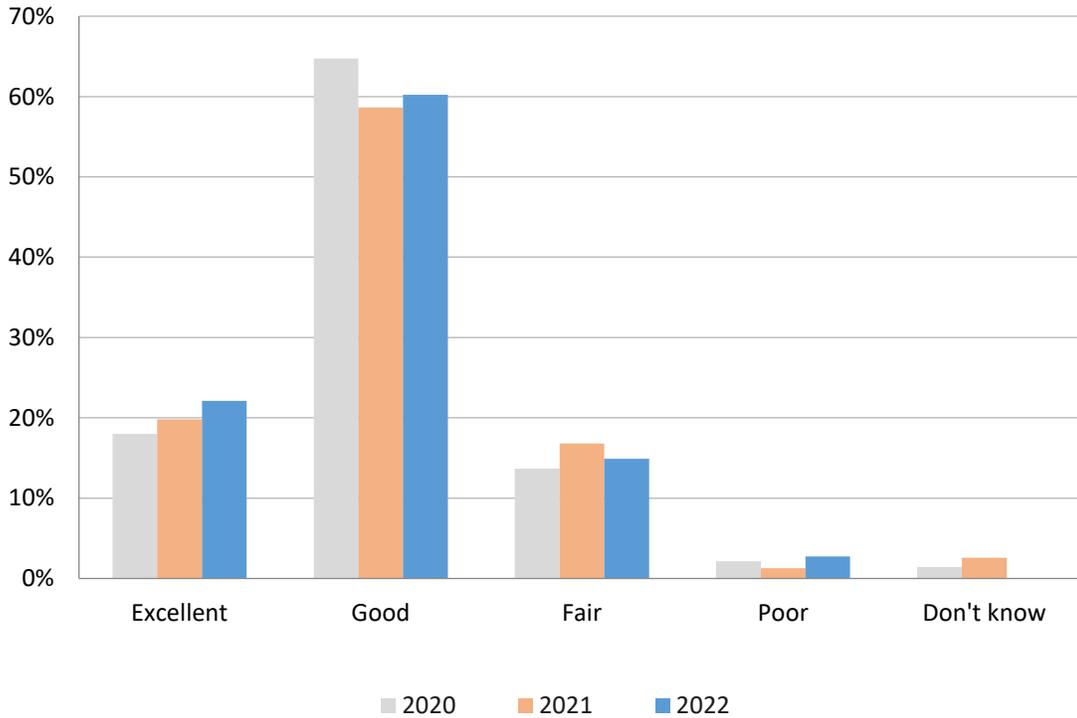


2022 Performance Measurement Program

**Question 4: How would you describe your overall feeling of safety in the city?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 17.99%          | 25            | 19.83%          | 23            | 22.10%          | 40            |
| Good            | 64.75%          | 90            | 58.62%          | 68            | 60.22%          | 109           |
| Fair            | 13.67%          | 19            | 16.81%          | 19.5          | 14.92%          | 27            |
| Poor            | 2.16%           | 3             | 1.29%           | 1.5           | 2.76%           | 5             |
| Don't know      | 1.44%           | 2             | 2.59%           | 3             | 0.00%           | 0             |
| <b>Answered</b> |                 | 139           |                 | 115           |                 | 181           |
| <b>Skipped</b>  |                 | 0             |                 | 1             |                 | 0             |
| <b>Total</b>    |                 | 139           |                 | 116           |                 | 181           |

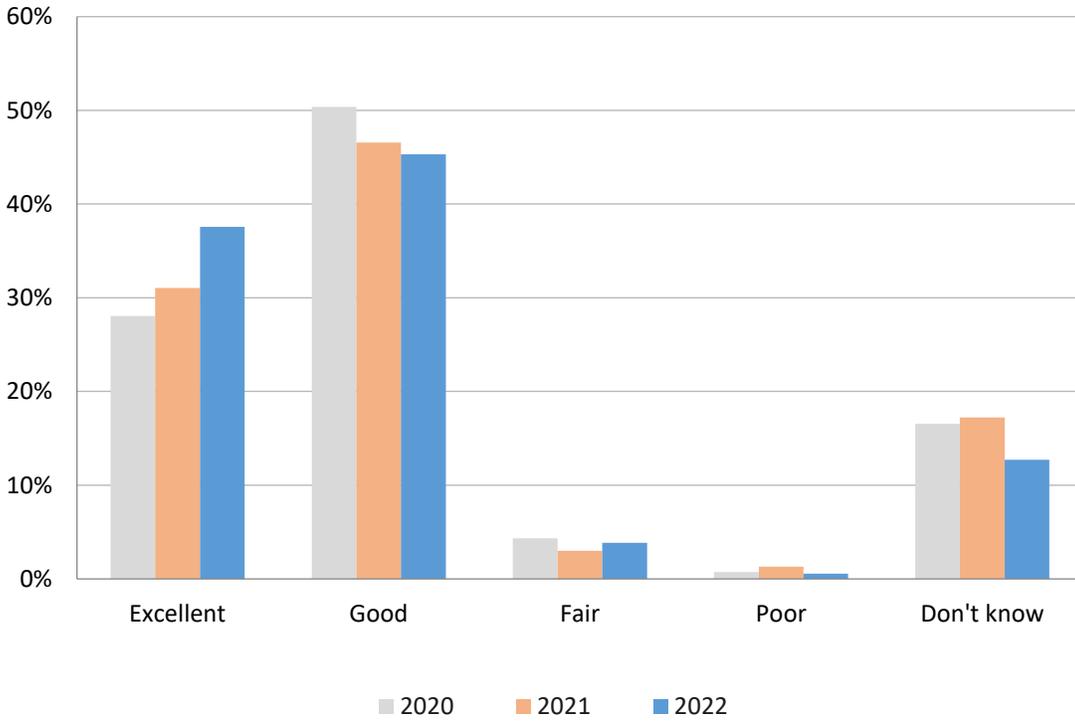
**Question 4: How would you describe your overall feeling of safety in the city?**



**Question 5: How would you rate the overall quality of fire protection services in the city?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 28.06%          | 39            | 31.03%          | 36            | 37.57%          | 68            |
| Good            | 50.36%          | 70            | 46.55%          | 54            | 45.30%          | 82            |
| Fair            | 4.32%           | 6             | 3.02%           | 3.5           | 3.87%           | 7             |
| Poor            | 0.72%           | 1             | 1.29%           | 1.5           | 0.55%           | 1             |
| Don't know      | 16.55%          | 23            | 17.24%          | 20            | 12.71%          | 23            |
| <b>Answered</b> |                 | 139           |                 | 115           |                 | 181           |
| <b>Skipped</b>  |                 | 0             |                 | 1             |                 | 0             |
| <b>Total</b>    |                 | 139           |                 | 116           |                 | 181           |

**Question 5: How would you rate the overall quality of fire protection services in the city?**

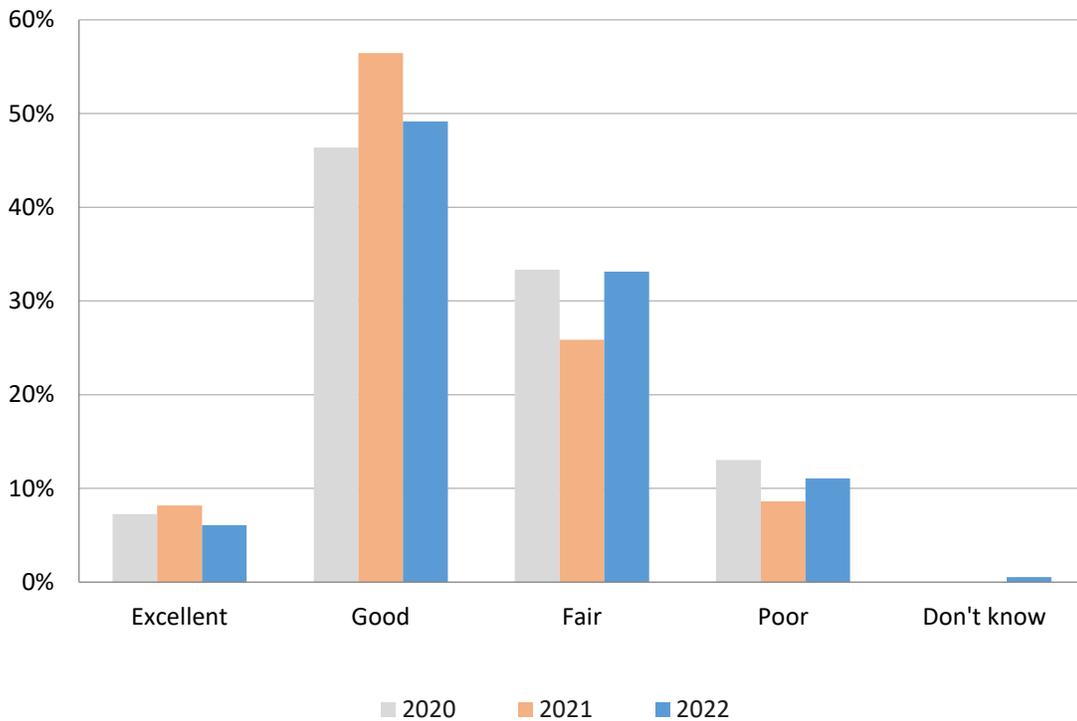


2022 Performance Measurement Program

**Question 6: How would you rate the overall condition of city streets?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 7.25%           | 10            | 8.19%           | 9.5           | 6.08%           | 11            |
| Good            | 46.38%          | 64            | 56.47%          | 65.5          | 49.17%          | 89            |
| Fair            | 33.33%          | 46            | 25.86%          | 30            | 33.15%          | 60            |
| Poor            | 13.04%          | 18            | 8.62%           | 10            | 11.05%          | 20            |
| Don't know      | 0.00%           | 0             | 0.00%           | 0             | 0.55%           | 1             |
| <b>Answered</b> |                 | 138           |                 | 115           |                 | 181           |
| <b>Skipped</b>  |                 | 0             |                 | 1             |                 | 0             |
| <b>Total</b>    |                 | 138           |                 | 116           |                 | 181           |

**Question 6: How would you rate the overall condition of city streets?**

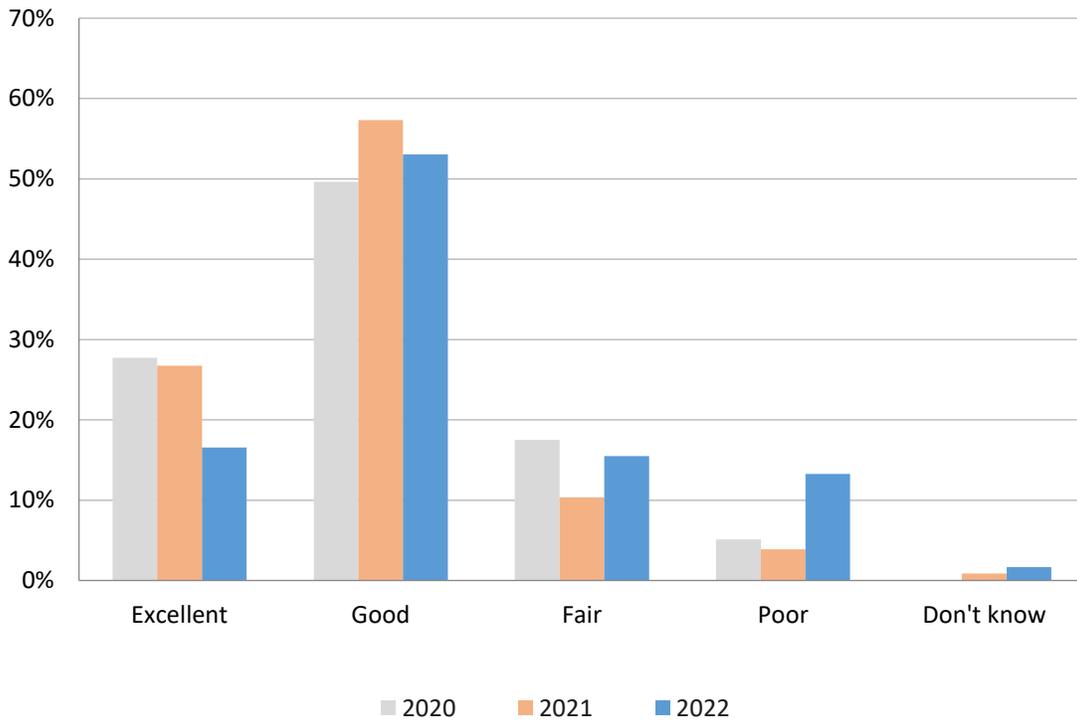


2022 Performance Measurement Program

**Question 7: How would you rate the overall quality of snowplowing on city streets?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 27.74%          | 38            | 26.72%          | 31            | 16.57%          | 30            |
| Good            | 49.64%          | 68            | 57.33%          | 66.5          | 53.04%          | 96            |
| Fair            | 17.52%          | 24            | 10.34%          | 12            | 15.47%          | 28            |
| Poor            | 5.11%           | 7             | 3.88%           | 4.5           | 13.26%          | 24            |
| Don't know      | 0.00%           | 0             | 0.86%           | 1             | 1.66%           | 3             |
| <b>Answered</b> |                 | 137           |                 | 115           |                 | 181           |
| <b>Skipped</b>  |                 | 0             |                 | 1             |                 | 0             |
| <b>Total</b>    |                 | 137           |                 | 116           |                 | 181           |

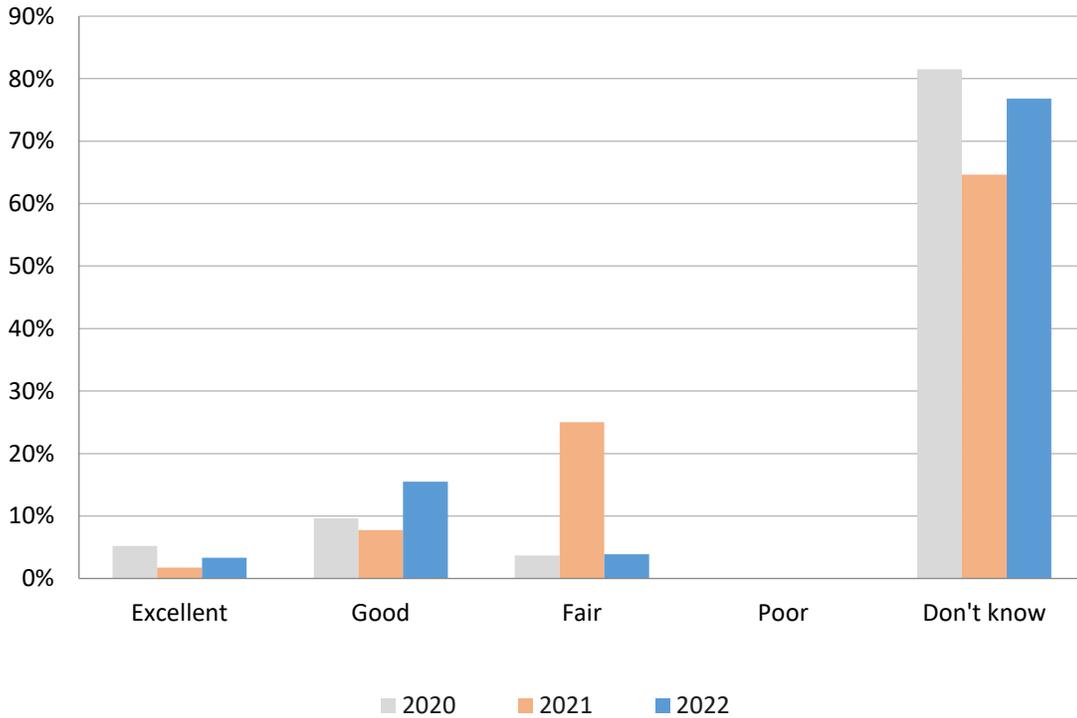
**Question 7: How would you rate the overall quality of snowplowing on city streets?**



**Question 8: How would you rate the overall condition of the municipal airport?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 5.19%           | 7             | 1.72%           | 2             | 3.31%           | 6             |
| Good            | 9.63%           | 13            | 7.76%           | 9             | 15.47%          | 28            |
| Fair            | 3.70%           | 5             | 25.00%          | 29            | 3.87%           | 7             |
| Poor            | 0.00%           | 0             | 0.00%           | 0             | 0.00%           | 0             |
| Don't know      | 81.48%          | 110           | 64.66%          | 75            | 76.80%          | 139           |
| <b>Answered</b> |                 | 135           |                 | 115           |                 | 180           |
| <b>Skipped</b>  |                 | 0             |                 | 1             |                 | 1             |
| <b>Total</b>    |                 | 135           |                 | 116           |                 | 181           |

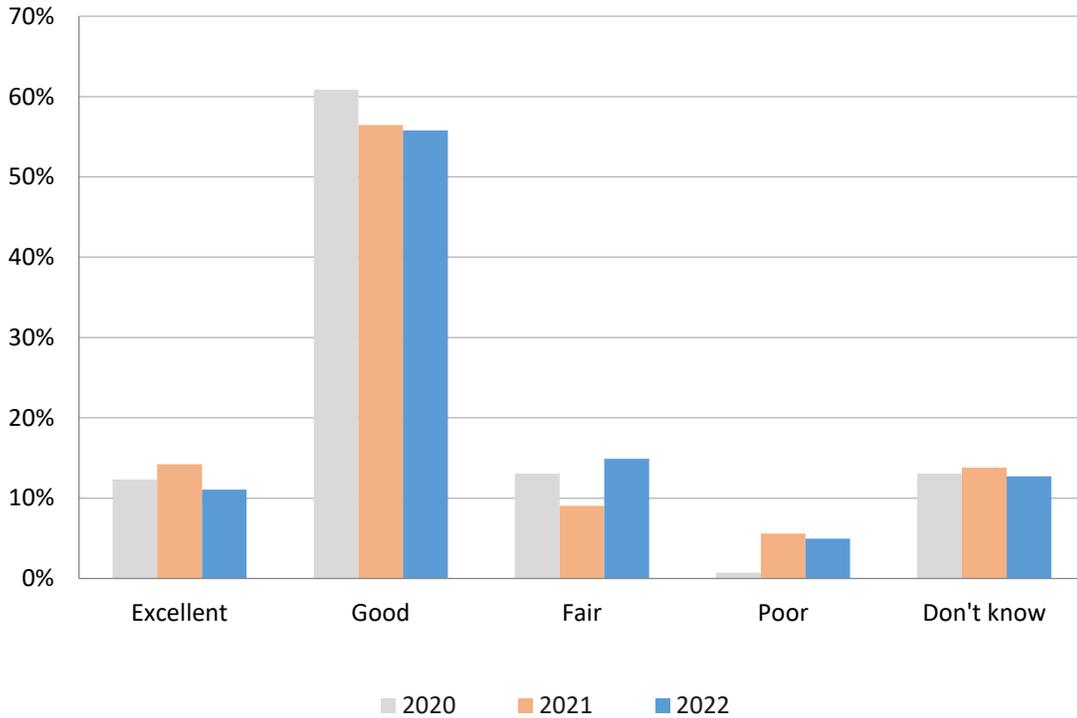
**Question 8: How would you rate the overall condition of the municipal airport?**



**Question 9: How would you rate the overall quality of city park facilities (parks and trails)?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 12.32%          | 17            | 14.22%          | 16.5          | 11.05%          | 20            |
| Good            | 60.87%          | 84            | 56.47%          | 65.5          | 55.80%          | 101           |
| Fair            | 13.04%          | 18            | 9.05%           | 10.5          | 14.92%          | 27            |
| Poor            | 0.72%           | 1             | 5.60%           | 6.5           | 4.97%           | 9             |
| Don't know      | 13.04%          | 18            | 13.79%          | 16            | 12.71%          | 23            |
| <b>Answered</b> |                 | 138           |                 | 115           |                 | 180           |
| <b>Skipped</b>  |                 | 0             |                 | 1             |                 | 1             |
| <b>Total</b>    |                 | 138           |                 | 116           |                 | 181           |

**Question 9: How would you rate the overall quality of city park facilities (parks and trails)?**

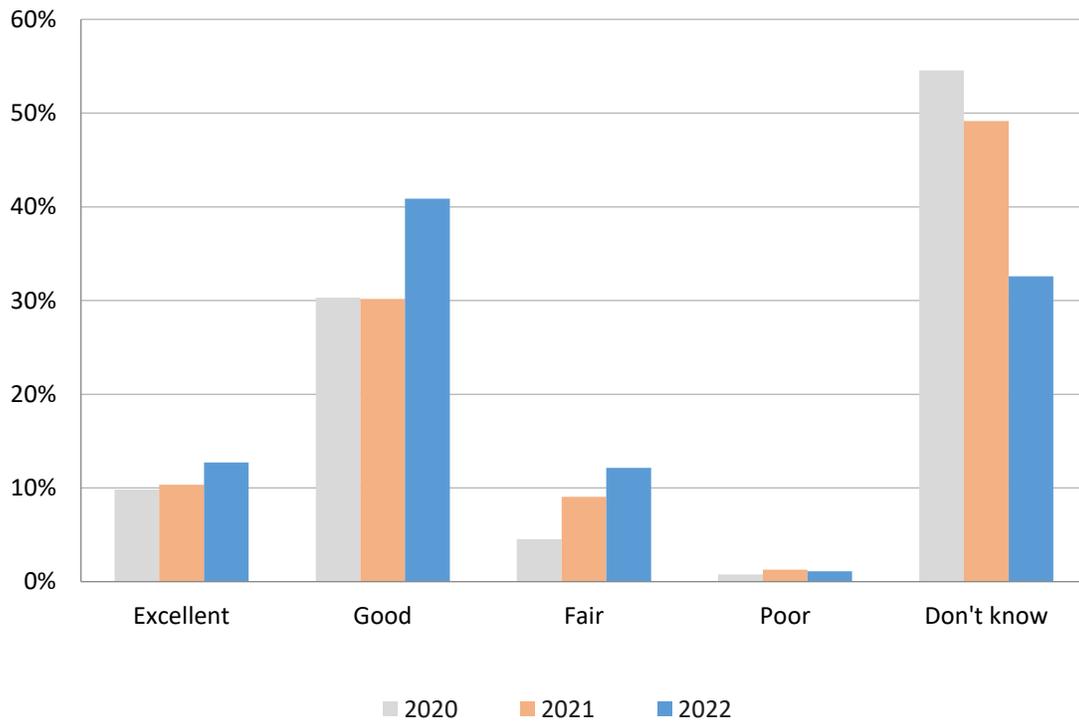


2022 Performance Measurement Program

**Question 10: How would you rate the overall condition of the Mora Aquatic Center?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 9.85%           | 13            | 10.34%          | 12            | 12.71%          | 23            |
| Good            | 30.30%          | 40            | 30.17%          | 35            | 40.88%          | 74            |
| Fair            | 4.55%           | 6             | 9.05%           | 10.5          | 12.15%          | 22            |
| Poor            | 0.76%           | 1             | 1.29%           | 1.5           | 1.10%           | 2             |
| Don't know      | 54.55%          | 72            | 49.14%          | 57            | 32.60%          | 59            |
| <b>Answered</b> |                 | 132           |                 | 116           |                 | 180           |
| <b>Skipped</b>  |                 | 0             |                 | 0             |                 | 1             |
| <b>Total</b>    |                 | 132           |                 | 116           |                 | 181           |

**Question 10: How would you rate the overall condition of the Mora Aquatic Center?**

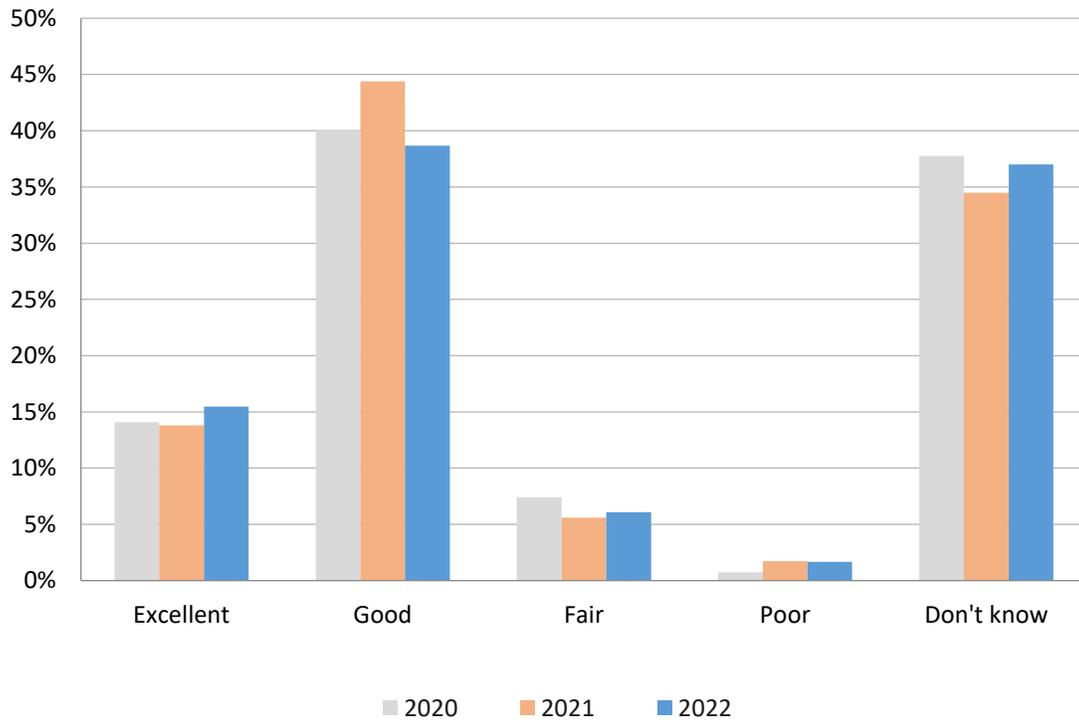


2022 Performance Measurement Program

**Question 11: How would you rate the overall condition of Oakwood Cemetery?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 14.07%          | 19            | 13.79%          | 16            | 15.47%          | 28            |
| Good            | 40.00%          | 54            | 44.40%          | 51.5          | 38.67%          | 70            |
| Fair            | 7.41%           | 10            | 5.60%           | 6.5           | 6.08%           | 11            |
| Poor            | 0.74%           | 1             | 1.72%           | 2             | 1.66%           | 3             |
| Don't know      | 37.78%          | 51            | 34.48%          | 40            | 37.02%          | 67            |
| <b>Answered</b> |                 | 135           |                 | 116           |                 | 179           |
| <b>Skipped</b>  |                 | 0             |                 | 0             |                 | 2             |
| <b>Total</b>    |                 | 135           |                 | 116           |                 | 181           |

**Question 11: How would you rate the overall condition of Oakwood Cemetery**

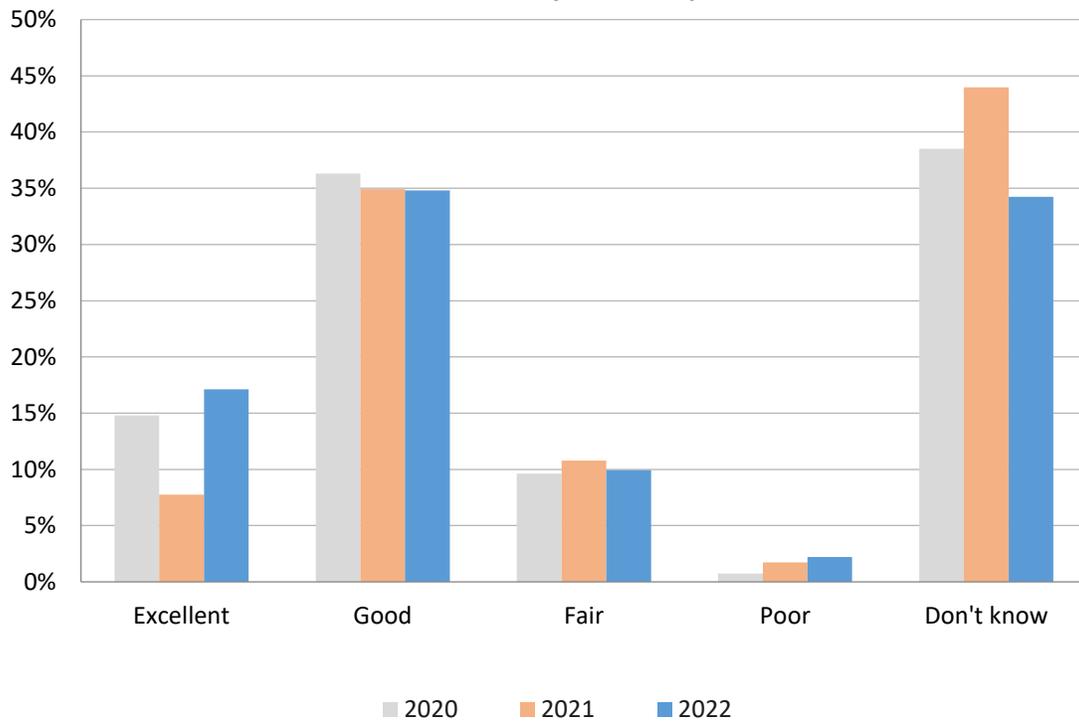


2022 Performance Measurement Program

**Question 12: How would you rate the overall service and value of the North Country Bottleshop?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 14.81%          | 20            | 7.76%           | 9             | 17.13%          | 31            |
| Good            | 36.30%          | 49            | 34.91%          | 40.5          | 34.81%          | 63            |
| Fair            | 9.63%           | 13            | 10.78%          | 12.5          | 9.94%           | 18            |
| Poor            | 0.74%           | 1             | 1.72%           | 2             | 2.21%           | 4             |
| Don't know      | 38.52%          | 52            | 43.97%          | 51            | 34.25%          | 62            |
| <b>Answered</b> |                 | 135           |                 | 115           |                 | 178           |
| <b>Skipped</b>  |                 | 0             |                 | 1             |                 | 3             |
| <b>Total</b>    |                 | 135           |                 | 116           |                 | 181           |

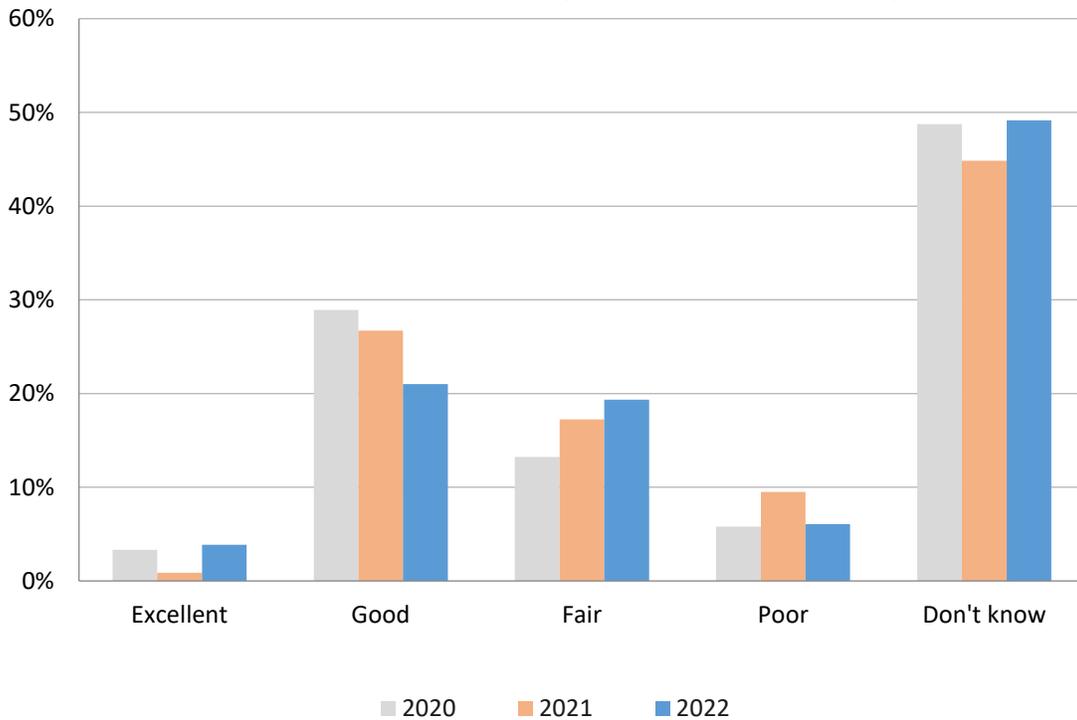
**Question 12: How would you rate the overall service and value of the North Country Bottleshop?**



**Question 13: How would you rate the quality of building inspection services and code enforcement (zoning, nuisances, etc.) in the city?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 3.31%           | 4             | 0.86%           | 1             | 3.87%           | 7             |
| Good            | 28.93%          | 35            | 26.72%          | 31            | 20.99%          | 38            |
| Fair            | 13.22%          | 16            | 17.24%          | 20            | 19.34%          | 35            |
| Poor            | 5.79%           | 7             | 9.48%           | 11            | 6.08%           | 11            |
| Don't know      | 48.76%          | 59            | 44.83%          | 52            | 49.17%          | 89            |
| <b>Answered</b> |                 | 121           |                 | 115           |                 | 180           |
| <b>Skipped</b>  |                 | 0             |                 | 1             |                 | 1             |
| <b>Total</b>    |                 | 121           |                 | 116           |                 | 181           |

**Question 13: How would you rate the quality of building inspection services and code enforcement (zoning, nuisances, etc.) in the city?**

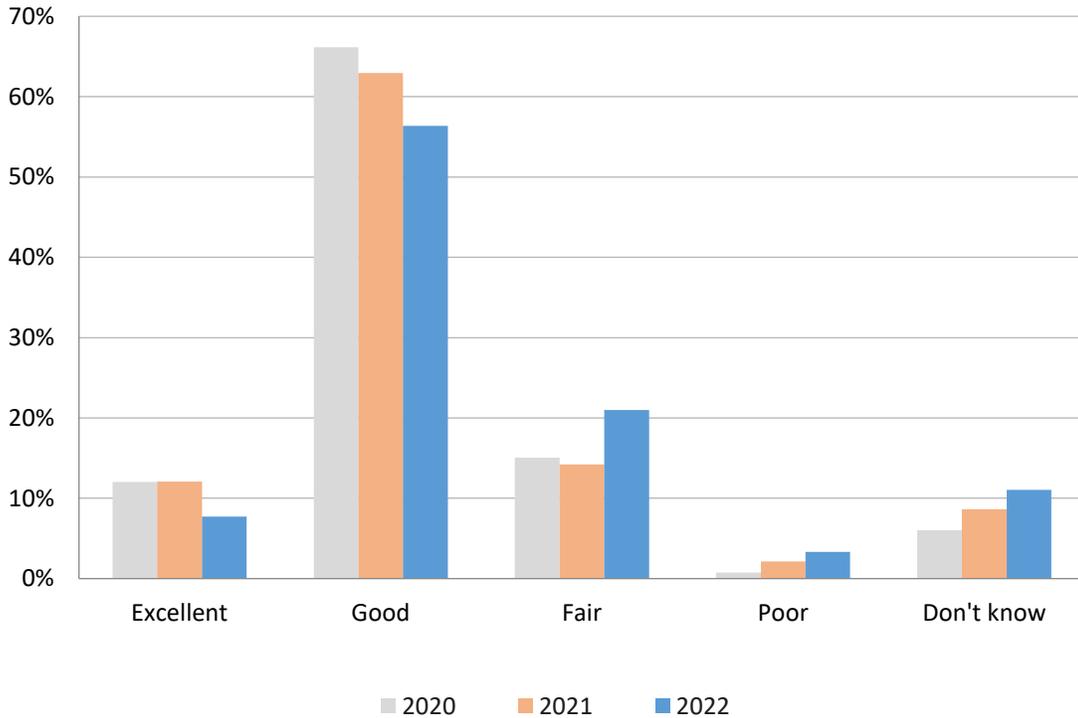


2022 Performance Measurement Program

**Question 14: How would you rate the overall quality of services provided by the city?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 12.03%          | 16            | 12.07%          | 14            | 7.73%           | 14            |
| Good            | 66.17%          | 88            | 62.93%          | 73            | 56.35%          | 102           |
| Fair            | 15.04%          | 20            | 14.22%          | 16.5          | 20.99%          | 38            |
| Poor            | 0.75%           | 1             | 2.16%           | 2.5           | 3.31%           | 6             |
| Don't know      | 6.02%           | 8             | 8.62%           | 10            | 11.05%          | 20            |
| <b>Answered</b> |                 | 133           |                 | 116           |                 | 180           |
| <b>Skipped</b>  |                 | 0             |                 | 0             |                 | 1             |
| <b>Total</b>    |                 | 133           |                 | 116           |                 | 181           |

**Question 14: How would you rate the overall quality of services provided by the city?**

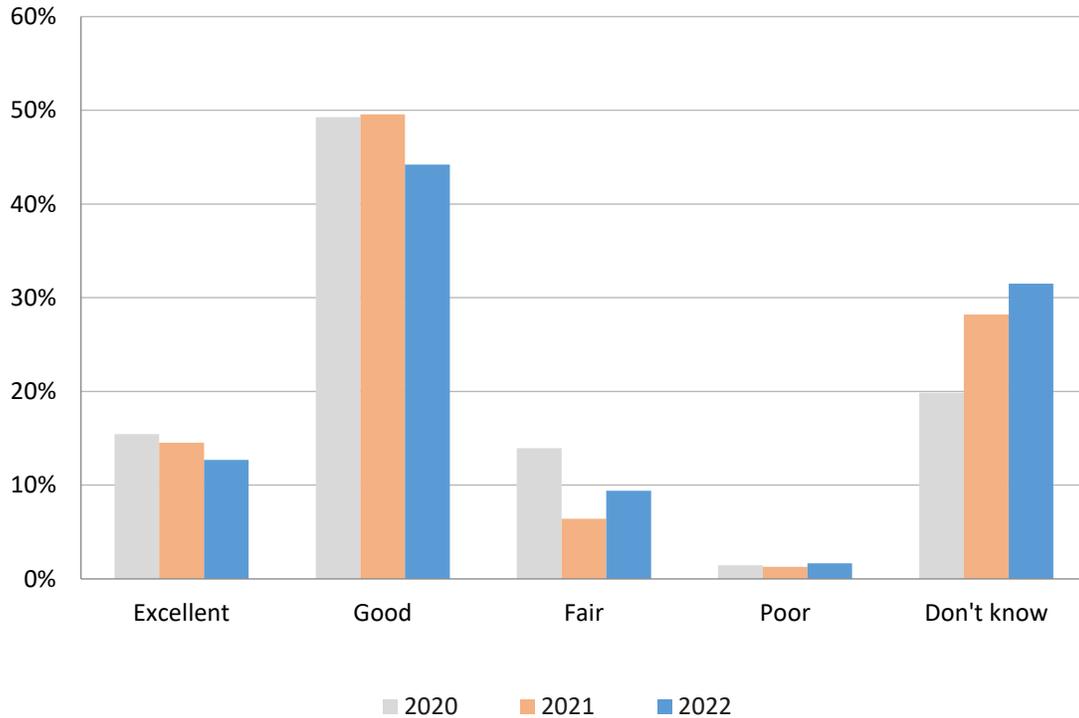


2022 Performance Measurement Program

**Question 15: How would you rate the dependability and overall quality of municipal sanitary sewer service?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 15.44%          | 21            | 14.53%          | 17            | 12.71%          | 23            |
| Good            | 49.26%          | 67            | 49.57%          | 58            | 44.20%          | 80            |
| Fair            | 13.97%          | 19            | 6.41%           | 7.5           | 9.39%           | 17            |
| Poor            | 1.47%           | 2             | 1.28%           | 1.5           | 1.66%           | 3             |
| Don't know      | 19.85%          | 27            | 28.21%          | 33            | 31.49%          | 57            |
| <b>Answered</b> |                 | 136           |                 | 117           |                 | 180           |
| <b>Skipped</b>  |                 | 0             |                 | 0             |                 | 1             |
| <b>Total</b>    |                 | 136           |                 | 117           |                 | 181           |

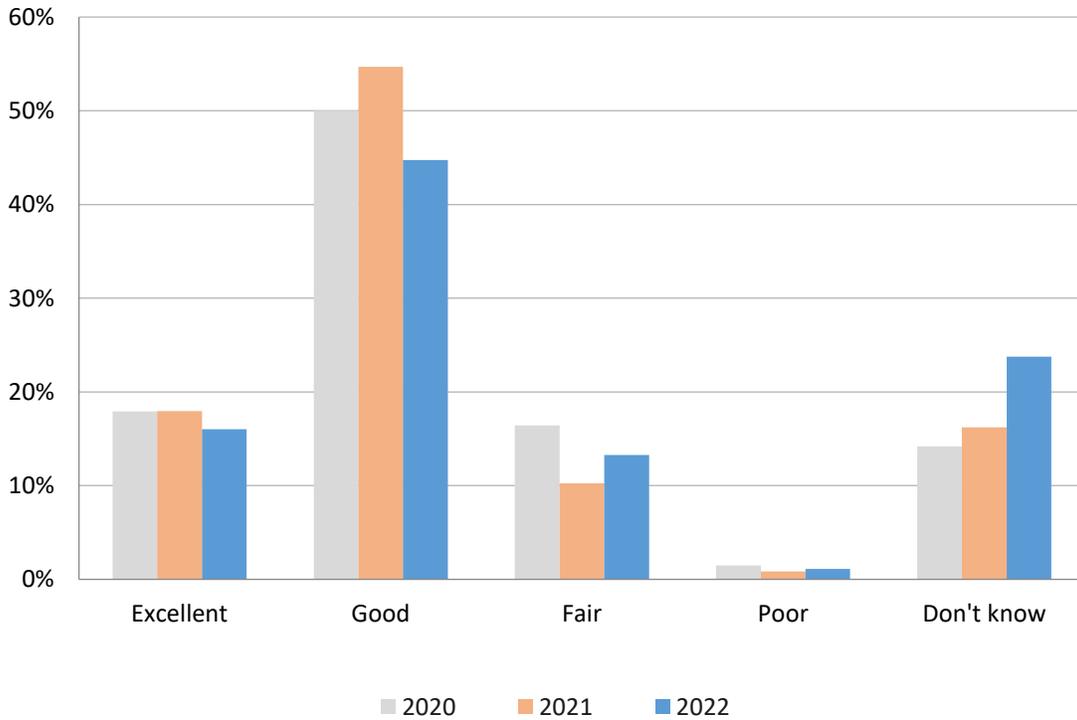
**Question 15: How would you rate the dependability and overall quality of municipal sanitary sewer service**



**Question 16: How would you rate the dependability and overall quality of the municipal water service?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 17.91%          | 24            | 17.95%          | 21            | 16.02%          | 29            |
| Good            | 50.00%          | 67            | 54.70%          | 64            | 44.75%          | 81            |
| Fair            | 16.42%          | 22            | 10.26%          | 12            | 13.26%          | 24            |
| Poor            | 1.49%           | 2             | 0.85%           | 1             | 1.10%           | 2             |
| Don't know      | 14.18%          | 19            | 16.24%          | 19            | 23.76%          | 43            |
| <b>Answered</b> |                 | 134           |                 | 117           |                 | 179           |
| <b>Skipped</b>  |                 | 0             |                 | 0             |                 | 2             |
| <b>Total</b>    |                 | 134           |                 | 117           |                 | 181           |

**Question 16: How would you rate the dependability and overall quality of the municipal water service?**

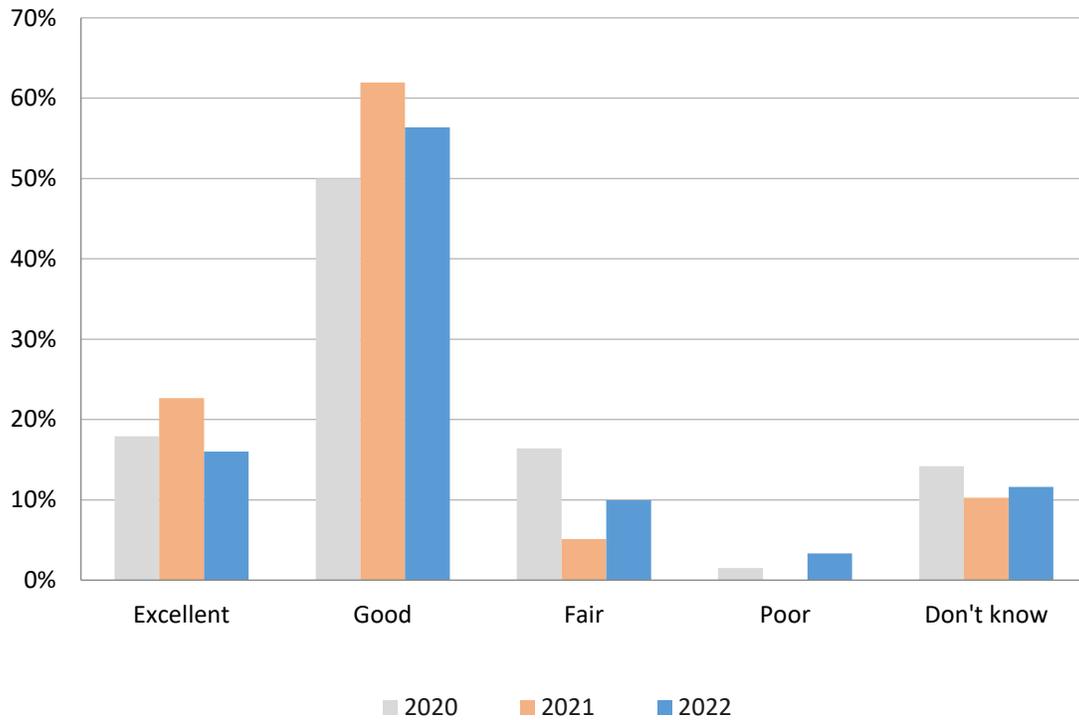


2022 Performance Measurement Program

**Question 17: How would you rate the dependability and overall quality of the municipal electrical service?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Excellent       | 17.91%          | 24            | 22.65%          | 26.5          | 16.02%          | 29            |
| Good            | 50.00%          | 67            | 61.97%          | 72.5          | 56.35%          | 102           |
| Fair            | 16.42%          | 22            | 5.13%           | 6             | 9.94%           | 18            |
| Poor            | 1.49%           | 2             | 0.00%           | 0             | 3.31%           | 6             |
| Don't know      | 14.18%          | 19            | 10.26%          | 12            | 11.60%          | 21            |
| <b>Answered</b> |                 | 134           |                 | 117           |                 | 176           |
| <b>Skipped</b>  |                 | 0             |                 | 0             |                 | 5             |
| <b>Total</b>    |                 | 134           |                 | 117           |                 | 181           |

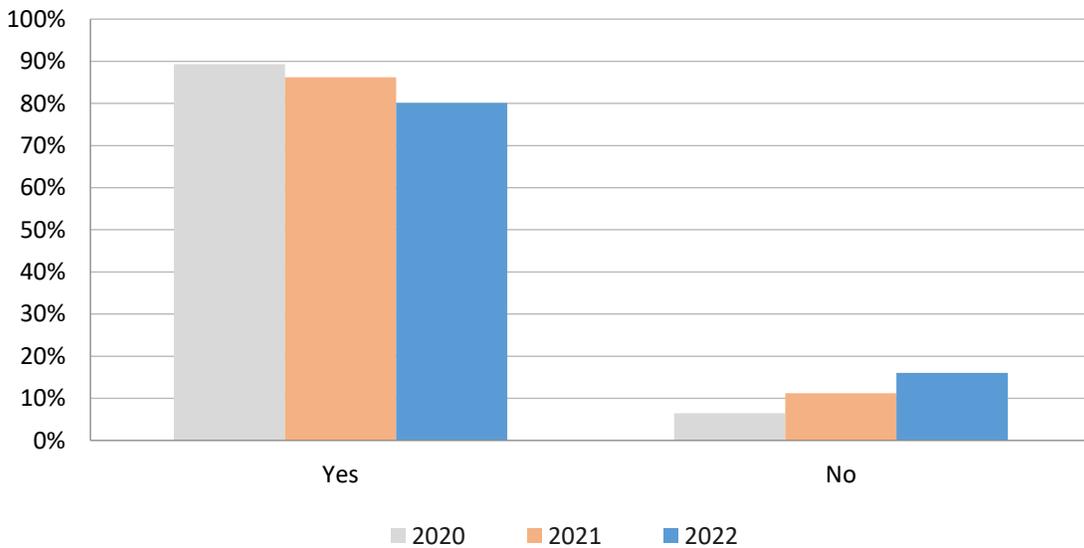
**Question 17: How would you rate the dependability and overall quality of the municipal electrical service?**



**Question 18: Do you read the city newsletter (yes or no) and why?**

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Yes             | 89.29%          | 125           | 86.21%          | 100           | 80.11%          | 145           |
| No              | 6.43%           | 29            | 11.21%          | 13            | 16.02%          | 29            |
| <b>Answered</b> |                 | 134           |                 | 113           |                 | 174           |
| <b>Skipped</b>  |                 | 6             |                 | 3             |                 | 7             |
| <b>Total</b>    |                 | 140           |                 | 116           |                 | 181           |

**Question 18: Do you read the city newsletter (yes or no) and why?**



**“No” comments**

- “No” – (11)
- Didn’t know there was one/ don’t receive one (14)
- “I did when it was mailed”
- “Don’t care – waste of my money”
- “Not really. It is a poor print quality document that’s not attention getting.”
- “No. Live out of town”

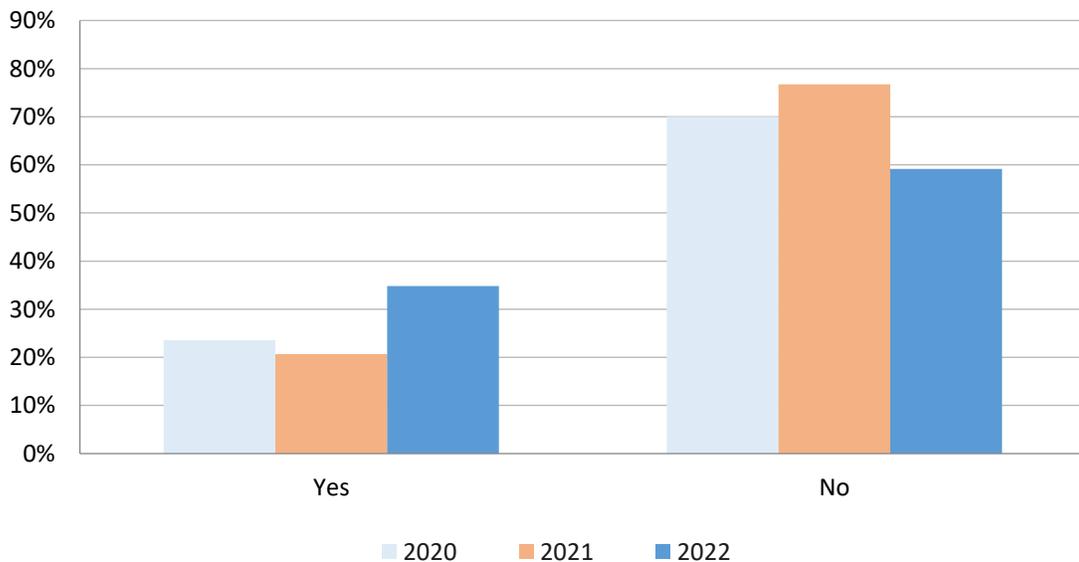
**“Yes” comments**

- “Yes” (89)
- Not always/generally/sometimes/ occasionally (12)
- To stay informed/updated (36)
- “Yes, Because I pay a fortune in taxes and 80% of the services suck”
- “Yes, I enjoy reading it”
- “Yes, I’m interested”
- “Yes, just because”
- “Yes, occasionally, not every edition. An e-letter would be better, maybe that's an option, but it goes to an incorrect email.”
- “Yes, online only
- “Yes, skim”

### Do you use the city website (yes or no) and why?

|                 | 2020<br>Percent | 2020<br>Count | 2021<br>Percent | 2021<br>Count | 2022<br>Percent | 2022<br>Count |
|-----------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| Yes             | 23.57%          | 33            | 20.69%          | 24            | 34.81%          | 63            |
| No              | 70.00%          | 98            | 76.72%          | 89            | 59.12%          | 107           |
| <b>Answered</b> |                 | 131           |                 | 113           |                 | 170           |
| <b>Skipped</b>  |                 | 9             |                 | 3             |                 | 11            |
| <b>Total</b>    |                 | 140           |                 | 116           |                 | 181           |

Chart Title



#### “No” comments

- “No” – (72)
- No computer/internet/tech skills (18)
- Didn’t know about it (4)
- No need to (7)
- “Don’t have the time to use”
- “Don’t think of it”
- “No, fb”
- “No, haven’t had a reason to”
- “No, not up to date”
- “No -haven’t needed to for years (only when kids were young to swimming lessons)”

#### “Yes” comments

- “Yes” – (21)
- Utility billing/to pay bills (10)
- Swimming Lessons (5)
- To find/look up information including ordinances, forms, addresses, minutes/agendas, events, etc. (20)
- “Occasionally. It is difficult to navigate.”
- “Very Seldom”
- “Sometimes, same reason as newsletter”
- “Yes, numerous reasons, it’s a great resource.”
- “Yes, job openings/happenings”
- “Yes, sometimes”
- “Yes, but not often”

**City of Mora/Mora Municipal Utilities**  
**2022 Performance Measurement Program**  
**Community Survey – Written Comments (grouped by main topic)**

**Building Inspection/Code Enforcement**

- Enforcement of ordinances could be better, i.e. blight, numerous broke down cars in yards in town, people living in campers within city limits, snowbanks and bushes and shrubs creating driving hazards and blind spots, lawn mowing of unkempt yards, large amount of garbage, appliances, and mattresses in yards (all within city limits.) I like the offering of different community activities - offering the ice fishing activity to get people doing things on Mora Lake is a great idea! We should be promoting that lake more, get people out kayaking and fishing, show it being used.
- Need to clean up the houses that constantly have junk (cars, etc.) I have one house down the street that has an average of six or more junk cars, wood pallets, etc. (██████████)
- There are a few city residences that are an eyesore ... Junk in the yards and unmaintained lawns. Why doesn't the city issue citations?
- Women never feel 100% safe alone in the dark. Rental house on ██████████ leave garbage cans on street 365 days a year. Did not mow lawn more than 3-4 times this past 2 summers. A mess! Large tree branches fallen due to storms not removed since mid-summer last year.

**Mora Aquatic Center**

- Love the pool - wish the bathroom facilities could be updated
- The pool is far too expensive for A LOT of families to access on a regular basis through the summer. Consider the taxes we spend in this area and the lakes we have, it's really a shame there can't be a public swim beach (Knife Lake) that people can enjoy for a much lower cost than the pool!
- Wish the pool was open later in the day in summer, and sidewalks had some maintenance
- Would love an adult lap swim time at the pool in the summer hard to lap swim with kids constantly in the only lane
- Would the city consider having regular adult lap swim times at the pool? People could pay each time, or get a punch card for admission.

**Community Development**

- How did a vape shop end up in downtown Mora? What's up with the empty Tobacco Shop on 65? Mora needs an edible CBD ordinance and needs to prohibit sales until one passes.

- Internet service outside of Mora is my biggest concern. Would also love other businesses besides dollar stores and banks.
- There is an issue with small city development and loan to residents with [REDACTED] and remodel. Their work is not the best.
- Putting in a tobacco shop on main street is/was a huge mistake. New bridge walkway dumps people using it in the right turn lane that leads to the frontage road?! How is this safe? We didn't need another General Dollar store!
- We could sure use some good quality retail stores - like clothing, etc. I miss my former Walmart in Pine City.
- We like Mora. We only wish the area had more places to work as we have to commute toward the metro for our jobs. More retail shopping stores like other neighboring towns have for their communities. At least a clothing store.
- We need less dollar stores and more businesses of substance.
- No competitive businesses to keep People in Mora. Taxing us out, yet we have to go out of town to shop. I know this is more than the city streets. Need a survey for overall Mora needs.

### Streets

- With the increased number of kids/adults walking the shoulder of Wood Street, traffic needs to slow down.
- After any parade or other activities downtown, Union Street is always cleaned up by the next morning. Thank you. An issue which concerns me is the lack of another grocery store or Wal-Mart-type to be able to have more items to purchase rather than to have to drive and spend my money elsewhere. Thank you.
- Edgewood Park needs streets redone. Need stop light by Kwik Trip.
- Hats off to Mora street dept. for the great snow removal
- I feel the quality of the snow removal has really gotten worse. It isn't as good/quick as it use to be. I have noticed weeds in the sidewalk cracks on Forest Ave downtown..... enforcement on sidewalk snow removal needs to be stepped up
- I know there are many streets to plow after a snow, but it is very upsetting to have sidewalk/driveway shoveled and much later the snowplow comes by and plugs up the sidewalk/driveway. Then have to pay more to have someone shovel this mess.
- I wish they would plow closer to the curb, I wish they wouldn't plow so much more snow on my side of the street than the other side, I wish they would clean up the cemetery (newer graves have no grass on them, just dirt and weeds growing, ruts from driving that aren't repaired).
- I've been very disappointed in how the streets are plowed. Not only are most of the side streets so sloppy my little car can barely find traction, but because the plows always use the same route my side of the street has snow piled up to my knees after the plows go by while the other side of the street will have ankle deep piles. It's a huge disservice to leave half the city with infinitely more snow to remove than the other, all just because we were unlucky in which side of the street we happened to buy a house.
- Plow the streets curb to curb. Put the wing down please!

- Sidewalk repairs beyond Main Street would improve our city appearance.
- Street crack seal very bad. Street repair very bad. Pothole repair very bad job. Ask me I'll show you how to patch potholes. Oh, and I have more. High pay, poor work (we pay).
- Streets are plowed too far away from the curb, making the streets narrow and dangerous. Saw the streets cleaned only once this summer. Heard a new street cleaner was purchased??? We've been hit with higher sewer, water and electric plus a big rise in taxes in town. Liquor store prices are high.
- Thanks for repairing North Grove Street - it's such an improvement. Can you get the boarded up house by the Library Park Area destroyed? Horrible.
- The city does a great job of snowplowing, but I wish they could try to avoid putting piles of snow at the end of the driveway after the driveway is cleared.
- The street lights on 7th Street (at least 1-2 of them) have been burnt out since June 23, 2022. I think if they are back ordered then get another company to order from. Please get your act together and get them working. Thank you.
- Why should they be an ordinance on parking on the street during the winter when they don't plow until 8am-10am in the morning. Also could they possibly even try and get close to the curb they are like 3ft from the curb. The snow plowing and removal is horrible.
- With the increased number of kids/adults walking the shoulder of Wood Street, traffic needs to slow down.

### **Parks & Trails**

- Better maintenance and updates needed at city parks.
- Bike/walking trails need to be repaired. City should consider expanding the walking trail to include along the river - it appears to have been a trail in the past.
- Enjoy Music in the Park and would appreciate receiving survey, but they are mostly handed out to people that sit up front, when they do come to us, we get passed by.
- I wish the park had better maintenance near the pool. Some of the swings looked a bit dangerous. I wish the pool allowed families to bring in at least beverages. It would help everyone save some money. An inclusive handicap accessible playground would be amazing. I love the walking track at Welia health center.
- Library Park could use an additional trash can and would encourage volunteer clean up events by local clubs.
- Please repair and maintain with pride our town's monuments and parks.
- Some benches around town
- The basketball court on the north side of Library Park is a nuisance for nearby residential neighbors. Please enforce hours, noise ordinances and parking violations. The extended fences protect pickle ball courts, but no such fencing protects property owners on the north side.
- The latest city newsletter was very detailed and informative - new format? Please continue to maintain the walking/bike path along 9th St. and 7th St. during the winter. Many walk these paths. Stopped at the port-a-potty at the Library Park this summer - couldn't use; it was disgustingly filthy.

- We use a septic system and well for water that is why I selected don't know for those answers. We have also not been to the airport yet. I would love to see a wheelchair accessible playground built in town. The park by the waterpark was in dire need of maintenance when we visited, we did report it. I love the many activities offered for families at the library. As a newer resident it would be great to have a welcome packet sent out explaining town offerings. I love that the Facebook page is being utilized to notify of events.
- Would like to see some music/speakers along main street. Music in the Park is great!

### City Services

- City bill has franchise fees? Why? All the extra charges on the monthly bill are getting ridiculous!
- Don't know enough about the services - trust those in charge to handle things.
- I actually live out of town - about 3 1/2 miles - so I am not familiar with the "in-town" facilities.
- Not a fan of the high electrical rates
- Our city water and wastewater are way too expensive. I've said this since the wastewater treatment plant was put in. Nothing seems to change. Bottleshop was not needed - too much \$. Building inspection is inconsistent. Airport not needed - waste of \$.
- We love living in the city of Mora. However, the water is not the greatest quality, gives us tummy aches and we have had to install filters in everything including shower head. We also would love to see more sidewalks for safe walking around the city. Finally we'd love to see a safe way to cross 65 to walk and get groceries. Traffic is always speeding 40+mph and when we cross it feels like cars speed up to intimidate pedestrians, even when using the crosswalk. The frontage road by Coborn's has no safe walkways for pedestrians either. Adding a safer crosswalk or pedestrian overpass and sidewalks near the grocery store would greatly improve our perception of the city.
- Why do you not send a return envelope with the bill?

### Taxes

- Bring some businesses into this town to raise tax revenue and take some of the burden off of the residents.
- I don't understand why the value of my home goes up every year - by a lot - and no improvements have been made - and I feel like it's just so you can raise taxes on my property which I think is pretty awful. We are being taxed right out of our home!
- I moved here and taxes almost doubled for the school, now they are doubling again. I pay \$6,000 ██████ grand a year and every other day someone is trespassing or casing my house. The police force shows up about me throwing 4 boxes in a public dumpster but can't keep my family safe?! Why the ██████ should I pay \$6,000 a year to help the county out of debt? Did I cause this debt? Get your ██████ heads out of your ██████ What a ██████ joke.

- Property taxes are getting absolutely out of hand. Something must be done to change it. Why did the city budget "Misc." line go up by almost a million dollars? I tried to go through the process on the property tax statement to decrease the value my house is listed at, because it's nowhere near that value, and I was treated terribly by the woman I was dealing with. I bought my house at an affordable price, around \$65,000, so I wasn't living beyond my means, and my house value has increased over 300% to over \$200,000 (over \$100,000 in just the last 5 years), which has pushed my property taxes close to \$4000. I am the sole provider of my family of four. A working mother shouldn't have to worry whether she can afford to stay in a house that used to be within her means. I have to put \$75 away every week just to pay my property taxes. If anyone asks me, I will not recommend that anyone move to Mora. I used to love it here, now I'm just stuck.
- Property taxes too high. How about a self-addressed, self-stamped envelope next time?
- Regarding 2023 City Budget: How do you justify a >50% budget increase without any explanation to residents? What is extra \$ being used for - in the three years we have lived here, our property taxes increase 40% - I soon will have to move away from Mora - too expensive!
- We are retired and live on a fixed income. Since we bought our home in June 2018, our taxes have gone up \$1,000. This is unsustainable! What is your plan to remedy this?

#### Other

- The services (plowing, mowing fuel pump) are excellent, but, the runway and taxiways and ramp are of very poor quality (cracks, breaking up leaving stones do damage very expensive propellers.
- Been in contact for two years to have something fixed city related and told it wasn't a priority
- I like the newer, lightweight city newsletter
- I thought this survey was going to include questions such as: What are we doing right? What could we do better? What are priorities you have with regard to a city of our size?
- I would like to commend the first responders of Mora- I work at a place in town where they are often called, and have always been very efficient and resourceful. EMT's are quick to respond, and officers take every bit of information seriously while treating the complainant with 100% respect and dignity. I have lived here 2 years and worked here under 1 year, and I have nothing but great things to say about our city. Best place I've ever lived. Thank you to all first responders keeping the city safe!
- Is the city still pursuing state funding for a Mora Lake overflow system upgrade? It's been 4 years in process. What's the delay when the state has a surplus budget?
- Overall I feel the city is doing a good job but I am very surprised of the number of people in the office and seem to not have enough to do. Pool & Parks was one person part time and now is full-time with no improvements. Same in accounting too many people to handle simple accounts and simple accounting principles. Too many workers with not enough work. City should streamline the office staff and get rid at least a third of the staff.



## **Appendix B**

### **Survey Instrument**

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**CITY OF MORA/MORA MUNICIPAL UTILITIES**  
**2022 Performance Measurement Program**  
**Community Survey**



This is a short community survey asking you how you feel about various services provided by the City of Mora and Mora Municipal Utilities.

Please take the time to complete this short survey and return it to city hall no later than Friday, January 27, 2023. You can include the survey with your utility bill payment, mail it, or drop it off at city hall. The survey is completely anonymous. If you have a question or comment to which you would like a response, please write your name and contact information on the survey or send your question or comment to the city.

The survey results will be presented at a future city council meeting and will then be posted on the city’s website and published in the newsletter. This survey will also be given in coming years so we can measure our performance over time.

Thank you very much for taking the time and showing an interest in your community. If you have any questions, please contact city hall at 320-679-1511.

1. Are you a  Mora Resident       Mora Business owner  
 Resident or Business Owner in \_\_\_\_\_ Township
  
2. Indicate the number of years you have lived in the city/township: \_\_\_\_\_years.
  
3. How would you rate the overall **appearance** of the city?  

|           |      |      |      |            |
|-----------|------|------|------|------------|
| Excellent | Good | Fair | Poor | Don't know |
|-----------|------|------|------|------------|
  
4. How would you describe your overall **feeling of safety** in the city?  

|           |      |      |      |            |
|-----------|------|------|------|------------|
| Excellent | Good | Fair | Poor | Don't know |
|-----------|------|------|------|------------|
  
5. How would you rate the overall quality of **fire protection services** in the city?  

|           |      |      |      |            |
|-----------|------|------|------|------------|
| Excellent | Good | Fair | Poor | Don't know |
|-----------|------|------|------|------------|
  
6. How would you rate the overall **condition of city streets**?  

|           |      |      |      |            |
|-----------|------|------|------|------------|
| Excellent | Good | Fair | Poor | Don't know |
|-----------|------|------|------|------------|
  
7. How would you rate the overall quality of **snowplowing on city streets**?  

|           |      |      |      |            |
|-----------|------|------|------|------------|
| Excellent | Good | Fair | Poor | Don't know |
|-----------|------|------|------|------------|
  
8. How would you rate the overall condition of the **municipal airport**?  

|           |      |      |      |            |
|-----------|------|------|------|------------|
| Excellent | Good | Fair | Poor | Don't know |
|-----------|------|------|------|------------|
  
9. How would you rate the overall **quality of city park facilities** (parks and trails)?

Excellent      Good      Fair      Poor      Don't know

10. How would you rate the overall **condition of the Mora Aquatic Center**?

Excellent      Good      Fair      Poor      Don't know

11. How would you rate the overall **condition of Oakwood Cemetery**?

Excellent      Good      Fair      Poor      Don't know

12. How would you rate the overall service and value of the **North Country Bottleshop**?

Excellent      Good      Fair      Poor      Don't know

13. How would you rate the quality of **building inspection services and code enforcement** (zoning, nuisances, etc.) in the city?

Excellent      Good      Fair      Poor      Don't know

14. How would you rate the overall **quality of services** provided by the city?

Excellent      Good      Fair      Poor      Don't know

15. How would you rate the dependability and overall quality of municipal **sanitary sewer service**?

Excellent      Good      Fair      Poor      Don't know

16. How would you rate the dependability and overall quality of the municipal **water service**?

Excellent      Good      Fair      Poor      Don't know

17. How would you rate the dependability and overall quality of the municipal **electrical service**?

Excellent      Good      Fair      Poor      Don't know

18. Do you read the **city newsletter**?      Yes      No      Why\_\_\_\_\_

19. Do you use the **city website**?      Yes      No      Why\_\_\_\_\_

Questions or comments\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please complete and return this survey to city hall no later than  
Friday, January 27, 2023.  
Thank you!**

Mailing Address: City of Mora / Mora Municipal Utilities, 101 Lake Street S., Mora, MN 55051



# MEMORANDUM

Date: May 16, 2023  
To: Mayor and City Council  
From: Kirsten Faurie, Community Development Director  
RE: Conditional Use Permit for Solar Energy System – **200 9<sup>th</sup> St**

---

## SUMMARY

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The City Council will consider granting a conditional use permit to allow a Solar Energy System in the R-1 Single Family Residential District at 118 9<sup>th</sup> Street – the Mora High School.

## BACKGROUND INFORMATION

---

Green2 Electric, applicant, and Mora Independent School District No. 332, property owner, have applied for a Conditional Use Permit (CUP) to allow a Solar Energy System to be located in the R-1 Single Family Residential District.

The subject site is located at **200 9th St. N (Mora Elementary School)**. The proposed includes the installation of a 39.9 kw solar array mounted on the roof of the school.

The Zoning Code encourages the use of renewable energy systems, including solar energy systems, which have a positive impact on energy conservation with limited adverse impact on nearby properties. The Zoning Code provides general standards for Solar Energy Systems and the proposed system was reviewed by city and utility staff as well as the city's electrical engineer to determine compliance with these standards. Staff finds that the proposed system complies with the general standards and no concerns have been identified.

The property owner is required by the Zoning Code and the state to enter into an interconnection agreement with the local electric utility company (MMU) and obtain a building permit prior to installation. The applicant submitted an interconnection application and the city's electrical engineer has approved the application with conditions.

The Planning Commission conducted a public hearing for this request at May 8, 2023 meeting. No members of the public expressed opposition to the proposed CUP. The commission recommended approval.

## OPTIONS & IMPACTS

---

1. Approve the CUP with conditions as presented or amended.
2. Deny the CUP, providing specific reasons for denial for the written record.
3. Table the request for further consideration. The 60-day review period for this request expires on July 5, 2023; if the Council tables the request, staff will automatically exercise the city's statutory right to extend the review period by an additional 60 days.

## Memorandum

### RECOMMENDATION

---

Motion to approve as presented or amended.

### *Attachments*

Site plan showing placement of proposed Solar Energy System

**Proposed Resolution No. 2023-523**

## General Notes

1. All equipment is placed on one line diagram and installed per NEC requirements
2. PV Production Meter & Utility AC Disconnect are located together in a readily accessible location
3. 24/7 unescorted, keyless access shall be provided for all Utility equipment.
4. All serviceable equipment shall be installed more than 10 feet from a roof edge or similar fall risk.
5. All testing shall be performed by qualified personnel, with proper personal protection equipment.
6. No overhead clearance issues.

| EQUIPMENT KEY     |                               |
|-------------------|-------------------------------|
| SYSTEM COLOR CODE |                               |
|                   | Existing Electrical Equipment |
|                   | Proposed System               |

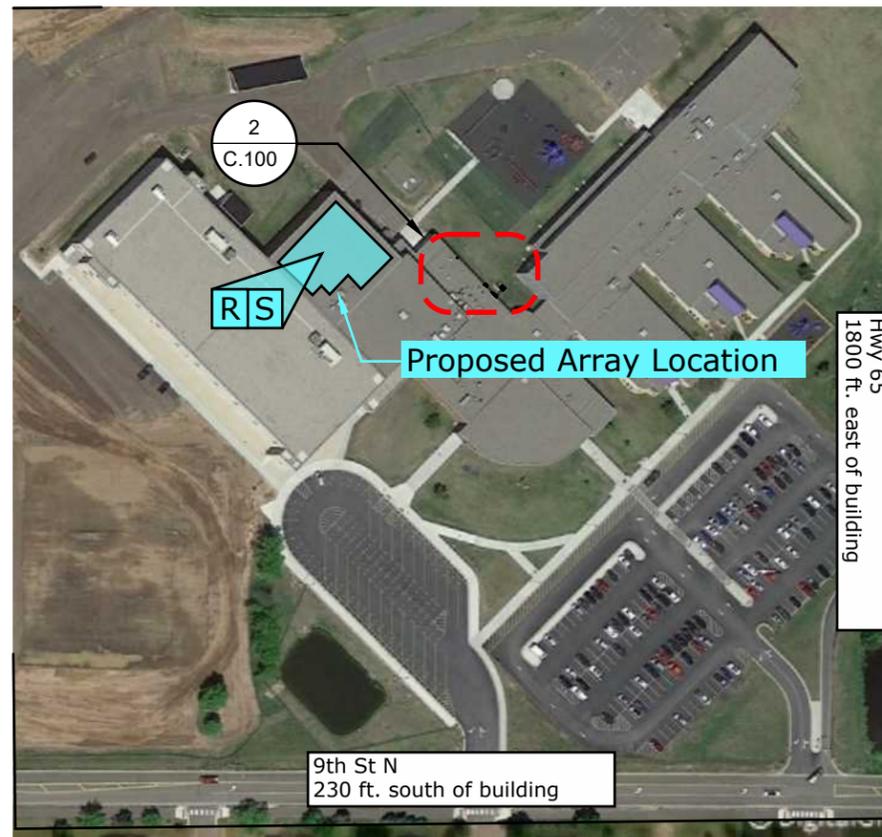
  

| PROPOSED SYSTEM SUMMARY   |              |
|---------------------------|--------------|
| Solar Size (AC)           | 39.9kW       |
| Solar Size (DC)           | 59.2kW       |
| DC/AC Ratio               | 1.48         |
| Set Inverter Power Factor | 0.98 leading |
| Set Inverter Active Power | (1) 39.9kW   |
| Roof Slope                | 0            |
| Azimuth                   | 180          |

| EXISTING EQUIPMENT |   |
|--------------------|---|
| AA                 | Existing Main Service Meter (Utility-owned, bi-directional) |
| BB                 | Existing Switchgear Main Service Disconnect                 |
| ☒                  | Utility Transformer   |

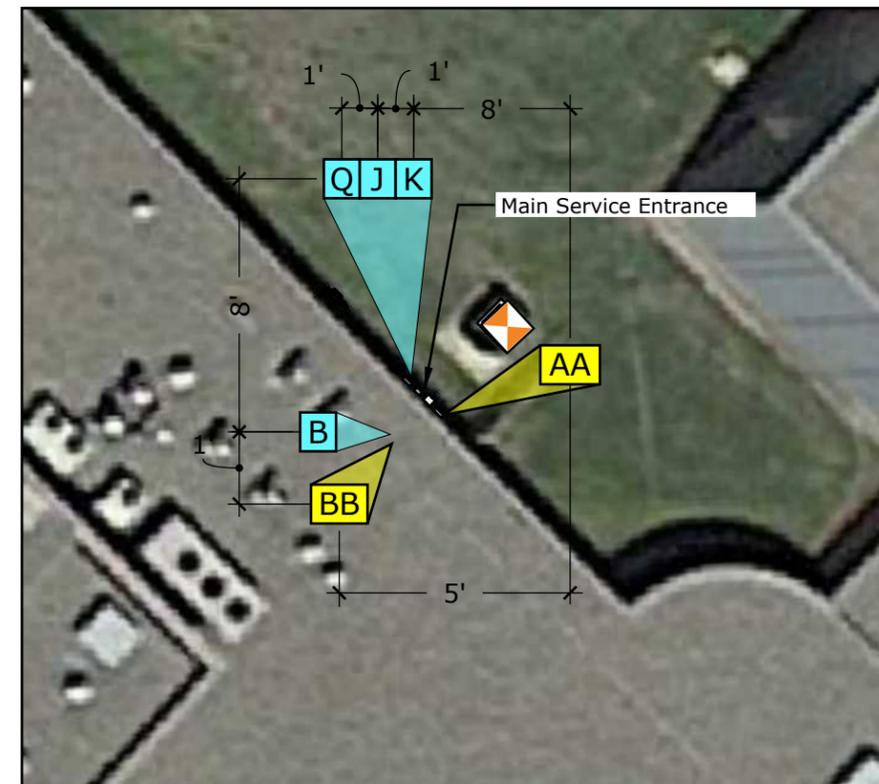
  

| PROJECT SPECIFIC EQUIPMENT |  |
|----------------------------|--|
| B                          | PV System Main Disconnect (Fused bucket) |
| J                          | PV Production Meter (utility-owned)      |
| K                          | Utility AC Disconnect                    |
| Q                          | Inverter                                 |
| R                          | Optimizers                               |
| S                          | Modules                                  |



**1 Overall Site Plan**

SCALE: 1' = 200'



**2 Enlarged Plan - PV Equipment**

SCALE: 1" = 20'



**Installer**  
iDEAL Energies/  
Green<sup>2</sup> Electric, LLC.

8318 Pillsbury Ave S  
Bloomington, MN 55420  
612-928-5008

Electrical Contractor  
License #EA791017

**Project Name**  
ISD 332 - Mora Elementary  
School

**Utility Customer of Record**  
Trailview School

**Installation Address**  
200 9th St. N.,  
Mora, MN 55051

**Proposed System**  
Application # TBD  
Meter # 328559635  
Total AC Size - 39.9kW  
Total DC Size - 59.2kW  
VAC/PH - 480/277; 3PH

**Building Svc. Voltage**  
480/277, 3PH / 4W  
Secondary Interconnection  
Utility XFMR Max AIC = 33,400

**DRAWN BY**  
AW | SR

**CHECK BY**  
BB | AW

**ISSUE**

| # | Date       | Description         |
|---|------------|---------------------|
| 1 | 05/20/2022 | Application         |
| 2 | 08/16/2022 | Utility Application |
| 3 |            |                     |

**DESCRIPTION**  
Site Plan



**C.100**

RESOLUTION NO. 2023-523

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA, RECOMMENDING  
APPROVAL OF A CONDITIONAL USE PERMIT ALLOWING A  
SOLAR ENERGY SYSTEM TO BE LOCATED IN THE R-1 SINGLE FAMILY RESIDENTIAL DISTRICT  
AS REQUESTED BY GREEN2 ELECTRIC**

WHEREAS, Green2 Electric, applicant, and Mora Independent School District No. 332, property owner, submitted an application dated received April 6, 2023 and considered complete on April 6, 2023 for a Conditional Use Permit allowing a *Solar Energy System* to be located in the R-1 Single Family Residential District; and

WHEREAS, the subject property is located at **200 9<sup>th</sup> St. N., and**

WHEREAS, the subject property is legally described as:

PID 22.00290.50  
E ½ of NE ¼ of NW ¼ and NW ¼ of NE ¼, Ex S 80' of N 503' of E 12' thereof  
Kanabec County, Minnesota  
Section 11 Township 039 Range 024

WHEREAS, notice was provided and on April 14, 2023, the Planning Commission conducted a public hearing regarding this application, at which it heard from the Community Development Director and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the request; and

WHEREAS, the City Council considered the request and the Planning Commission's recommendation at its May 16, 2023 meeting and made the following finding as required by Zoning Code §150.036 Conditional Uses, Subd. E Standards:

Criteria #1      The use is consistent with the purposes and intent of the Zoning Code and the purposes and intent of the zoning district in which the applicant intends to locate the proposed use.

*Finding #1      The Zoning Code identifies the proposed use of Solar Energy System as a Conditional Use within the R-1 Single Family Residential District and the proposed use complies with all district regulations. The Zoning Code encourages the use of renewable energy systems, including solar energy systems, which have a positive impact on energy conservation with limited adverse impact on nearby properties. Therefore, the proposed use is consistent with the intent of the Zoning Code and R-1 Single Family Residential District.*

Criteria #2      The use is in keeping with the Comprehensive Plan and the policies thereof.

*Finding #2      The city's current Comprehensive Plan, adopted in 2021, does not address the use of Solar Energy Systems. However, the proposed use aligns with the Comprehensive Plan goals to: improve and protect the physical environment of the community as a setting for human activities, making it more attractive, healthful and efficient; and maintain a high level of public services in an efficient manner that minimizes the tax burden on Mora's residents, businesses and industries.*

- Criteria #3      The use will not cause undue traffic congestion or hazards.  
*Finding #3      Given that the proposed Solar Energy System is located on a structure roof more than 500 feet from a roadway, the proposed use will have no impact on traffic and will not cause undue traffic congestion in the general area.*
- Criteria #4      The use will be adequately served by public utilities and all other necessary public facilities and services.  
*Finding #4      The property is currently served by municipal water, sewer, and electric service; and, the property is adequately served by all other public services, including public streets and emergency services.*
- Criteria #5      The structure and the site shall have an appearance that will not have an adverse effect upon adjacent properties.  
*Finding #5      The proposed Solar Energy System is located on a structure roof with little to no visibility from adjacent properties. There is no evidence to suggest that the appearance will have an adverse effect upon adjacent properties.*
- Criteria #6      The use will be sufficiently compatible by distance or screened from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.  
*Finding #6      The proposed use will have little to no visibility from adjacent residential properties. The city believes that the proposed use is compatible by virtue of its roof-top location.*
- Criteria #7      The use will not jeopardize the public's health, safety or general welfare.  
*Finding #7      There is no evidence to suggest that the proposed use will jeopardize the public's health, safety or general welfare.*

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mora, MN hereby approves the Conditional Use Permit subject to the following conditions:

1. The Solar Energy System shall be installed in conformance with the plans and specifications dated received April 6, 2023. Any major deviation, as determined by city staff, shall require further review and approval by the City Council.
2. The property owner is required to enter into an interconnection agreement with Mora Municipal Utilities.
3. A service / meter upgrade may be necessary. The expense of equipment and labor shall be the responsibility of the property owner.
4. The Solar Energy System shall be installed in a manner that does not create glare for neighboring dwellings or traffic.
5. The applicant and/or property owner shall coordinate with Mora Municipal Utilities electric utility staff regarding:
  - a. Installation and location of required visible, lockable disconnect and metering equipment and associated labeling.
  - b. Verification of inverter equipment and related protection per submittal.
  - c. Acceptance testing of the installation prior to commercial operation.
  - d. Involvement of electric utility staff during power switchover.

6. The Solar Energy System shall be certified by Underwriters Laboratories, Inc. and comply with the requirements of the International Building Codes and Minnesota State Building Codes.
7. Issuance of a building permit is required prior to installation. The manufacturer's specifications must be submitted with the building permit application.
8. The manufacturer's specifications must be on-site and available to city and utility staff at all times during installation and inspections.
9. This Conditional Use Permit shall be utilized and all conditions shall be met within one year of recording or the Conditional Use Permit shall become null and void.
10. If the Solar Energy System becomes inoperable for 12 successive months, the system shall be deemed abandoned and a public nuisance. The property owner shall remove the abandoned system and all associated equipment at their expense after obtaining a demolition permit. Removal must be completed within 90 days following the 12 month period.

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

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

Motion carried and resolution adopted this 16<sup>th</sup> day of May, 2023.

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

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



# MEMORANDUM

Date: May 16, 2023  
To: Mayor and City Council  
From: Kirsten Faurie, Community Development Director  
RE: Conditional Use Permit for Solar Energy System – **118 9<sup>th</sup> St**

---

## SUMMARY

---

The City Council will consider granting a conditional use permit to allow a Solar Energy System in the R-1 Single Family Residential District at 118 9<sup>th</sup> Street – the Mora High School.

## BACKGROUND INFORMATION

---

Green2 Electric, applicant, and Mora Independent School District No. 332, property owner, have applied for a Conditional Use Permit (CUP) to allow a Solar Energy System to be located in the R-1 Single Family Residential District.

The subject site is located at **118 9th St. N (Mora High School)**. The proposed includes the installation of a 39.9 kw solar array mounted on the roof of the school.

The Zoning Code encourages the use of renewable energy systems, including solar energy systems, which have a positive impact on energy conservation with limited adverse impact on nearby properties. The Zoning Code provides general standards for Solar Energy Systems and the proposed system was reviewed by city and utility staff as well as the city's electrical engineer to determine compliance with these standards. Staff finds that the proposed system complies with the general standards and no concerns have been identified.

The property owner is required by the Zoning Code and the state to enter into an interconnection agreement with the local electric utility company (MMU) and obtain a building permit prior to installation. The applicant submitted an interconnection application and the city's electrical engineer has approved the application with conditions.

The Planning Commission conducted a public hearing for this request at May 8, 2023 meeting. No members of the public expressed opposition to the proposed CUP. The commission recommended approval.

## OPTIONS & IMPACTS

---

1. Approve the CUP with conditions as presented or amended.
2. Deny the CUP, providing specific reasons for denial for the written record.
3. Table the request for further consideration. The 60-day review period for this request expires on July 5, 2023; if the Council tables the request, staff will automatically exercise the city's statutory right to extend the review period by an additional 60 days.

Memorandum

RECOMMENDATION

---

Motion to approve as presented or amended.

*Attachments*

Site plan showing placement of proposed Solar Energy System

**Proposed Resolution No. 2023-524**

RESOLUTION NO. 2023-524

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA, RECOMMENDING  
APPROVAL OF A CONDITIONAL USE PERMIT ALLOWING A  
SOLAR ENERGY SYSTEM TO BE LOCATED IN THE R-1 SINGLE FAMILY RESIDENTIAL DISTRICT  
AS REQUESTED BY GREEN2 ELECTRIC**

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PID 22.00290.50  
E ½ of NE ¼ of NW ¼ and NW ¼ of NE ¼, Ex S 80' of N 503' of E 12' thereof  
Kanabec County, Minnesota  
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|                                  |  |
|----------------------------------|--|
| Criteria #3<br><i>Finding #3</i> | The use will not cause undue traffic congestion or hazards.<br><i>Given that the proposed Solar Energy System is located on a structure roof more than 500 feet from a roadway, the proposed use will have no impact on traffic and will not cause undue traffic congestion in the general area.</i>   |
| Criteria #4<br><i>Finding #4</i> | The use will be adequately served by public utilities and all other necessary public facilities and services.<br><i>The property is currently served by municipal water, sewer, and electric service; and, the property is adequately served by all other public services, including public streets and emergency services.</i>  |
| Criteria #5<br><i>Finding #5</i> | The structure and the site shall have an appearance that will not have an adverse effect upon adjacent properties.<br><i>The proposed Solar Energy System is located on a structure roof with little to no visibility from adjacent properties. There is no evidence to suggest that the appearance will have an adverse effect upon adjacent properties.</i>  |
| Criteria #6<br><i>Finding #6</i> | The use will be sufficiently compatible by distance or screened from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.<br><i>The proposed use will have little to no visibility from adjacent residential properties. The city believes that the proposed use is compatible by virtue of its roof-top location.</i> |
| Criteria #7<br><i>Finding #7</i> | The use will not jeopardize the public's health, safety or general welfare.<br><i>There is no evidence to suggest that the proposed use will jeopardize the public's health, safety or general welfare.</i>  |

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  - c. Acceptance testing of the installation prior to commercial operation.
  - d. Involvement of electric utility staff during power switchover.

6. The Solar Energy System shall be certified by Underwriters Laboratories, Inc. and comply with the requirements of the International Building Codes and Minnesota State Building Codes.
7. Issuance of a building permit is required prior to installation. The manufacturer's specifications must be submitted with the building permit application.
8. The manufacturer's specifications must be on-site and available to city and utility staff at all times during installation and inspections.
9. This Conditional Use Permit shall be utilized and all conditions shall be met within one year of recording or the Conditional Use Permit shall become null and void.
10. If the Solar Energy System becomes inoperable for 12 successive months, the system shall be deemed abandoned and a public nuisance. The property owner shall remove the abandoned system and all associated equipment at their expense after obtaining a demolition permit. Removal must be completed within 90 days following the 12 month period.

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

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

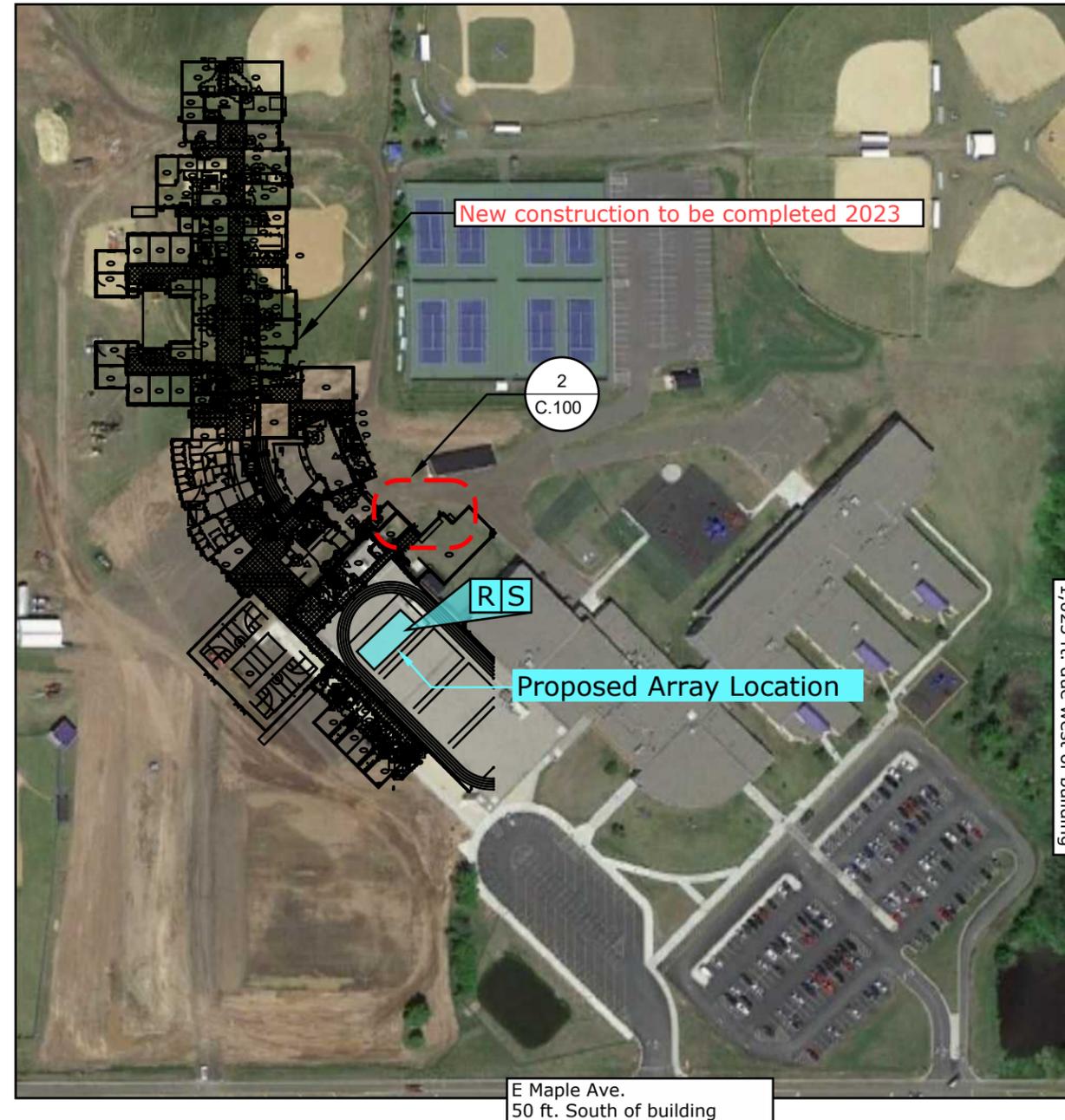
Motion carried and resolution adopted this 16<sup>th</sup> day of May, 2023.

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

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

## General Notes

1. All equipment is placed on one line diagram and installed per NEC requirements
2. PV Production Meter & Utility AC Disconnect are located together in a readily accessible within 10' of the Main Service Meter.
3. 24/7 keyless access shall be provided for all Utility equipment.
4. All serviceable equipment shall be installed more than 10 feet from a roof edge or similar fall risk.
5. All testing shall be performed by qualified personnel, with proper personal protection equipment.
6. No overhead clearance issues.

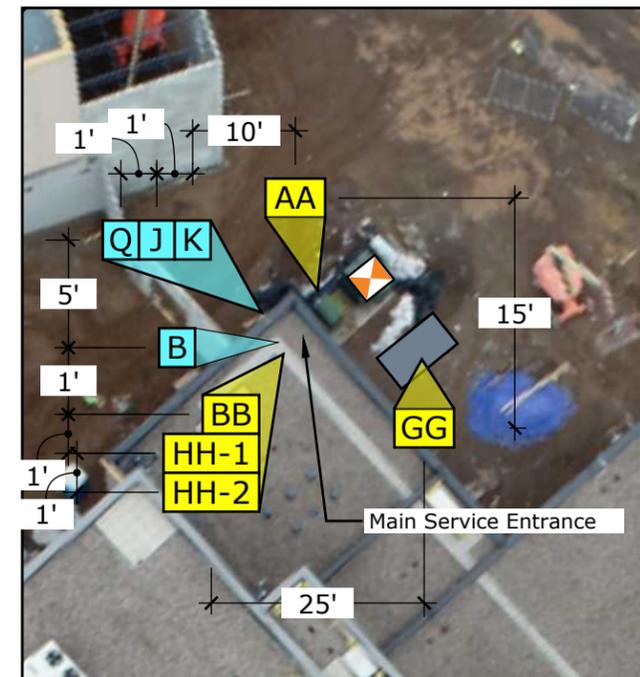


### 1 Overall Site Plan

SCALE: 1' = 200'

| EQUIPMENT KEY  |                               |
|--|-------------------------------|
| SYSTEM COLOR CODE  |                               |
| <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> | Existing Electrical Equipment |
| <span style="background-color: cyan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>   | Proposed System               |
| PROPOSED SYSTEM SUMMARY  |                               |
| Solar Size (AC)  | 39.9kW                        |
| Solar Size (DC)  | 59.2kW                        |
| DC/AC Ratio  | 1.48                          |
| Set Inverter Power Factor  | 0.98 leading                  |
| Set Inverter Active Power  | (1) 39.9kW                    |
| Roof Slope   | 0                             |
| Azimuth  | 140                           |

| EXISTING EQUIPMENT  |   |
|---|---|
| <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> AA | Existing Main Service Meter (Utility-owned, bi-directional) |
| <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> BB | Existing Switchgear Main Service Disconnect                 |
| <span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px; text-align: center;">X</span>         | Utility Transformer   |
| <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> HH | Automatic Transfer Switch                                   |
| <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> GG | Generator   |
| PROJECT SPECIFIC EQUIPMENT  |   |
| <span style="background-color: cyan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> B    | Main PV Disconnect (breaker)                                |
| <span style="background-color: cyan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> J    | PV Production Meter (utility-owned)                         |
| <span style="background-color: cyan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> K    | Utility AC Disconnect                                       |
| <span style="background-color: cyan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Q    | Inverter  |
| <span style="background-color: cyan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> R    | Optimizers  |
| <span style="background-color: cyan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> S    | Modules   |



### 2 Enlarged Plan - PV Equipment

SCALE: 1" = 30'



**Installer**  
iDEAL Energies/  
Green<sup>2</sup> Electric, LLC.

8318 Pillsbury Ave S  
Bloomington, MN 55420  
612-928-5008

Electrical Contractor  
License #EA791017

**Project Name**  
ISD 332 - Mora High School

**Utility Customer of Record**  
ISD 332 - Mora Public School  
District

**Installation Address**  
118 9th St. North  
Mora, MN 55051

**Proposed System**  
Application #  
Meter # 82852680  
Total AC Size - 39.9kW  
Total DC Size - 59.2kW  
VAC/PHASE - 480/277, 3PH

**Building Svc. Voltage**  
480/1277 3PH / 4W  
Secondary Interconnection  
Utility XFMR Max AIC = 33,900A  
Mora Municipal Utilities

**DRAWN BY**  
AW | DN

**CHECK BY**  
BB | AW

#### ISSUE

| # | Date       | Description         |
|---|------------|---------------------|
| 1 | 05/20/2022 | Application         |
| 2 | 02/01/2023 | Utility Application |
| 3 |            |                     |

**DESCRIPTION**  
Site Plan



# C.100

# MEMORANDUM



Date: 5/12/2023  
 To: Mayor and City Council  
 From: Caleb Christenson, Building Official and Kelly Christianson, Accountant  
 RE: Consider Approval of Forfeiture of Landscaping and Driveway Deposit Fees and Intra-fund Transfer in the amount of \$12,700.00

## ITEM SUMMARY

Consider the approval of forfeiture of landscaping and driveway deposit fees. Fees will be transferred from Landscape Deposits (101-22025) and Deposits (101-22201) to Miscellaneous Revenues (101-41910-37150) in the planning and zoning department, all within the General fund.

## BACKGROUND INFORMATION

The City of Mora’s Planning and Zoning department collects various deposit fees as outlined in the City Council approved City of Mora, MN Code of Ordinances and recorded on the annually approved fee schedule.

The following landscaping and driveway deposit fees were collected at the time of permit applications:

Landscaping Deposit Fees:

| Vendor                   | Property Description | Tran Date | Receipt # | Total Held |
|--------------------------|----------------------|-----------|-----------|------------|
| PaxMar Lending           | 412 Bluebird St      | 07/17/18  | 19741     | (1,200.00) |
| R HOME                   | 400 Bluebird St      | 11/20/20  | 44232     | (1,500.00) |
| R HOME                   | 402 Bluebird St      | 11/20/20  | 44232     | (1,500.00) |
| R HOME                   | 405 Cardinal St      | 11/20/20  | 44232     | (1,500.00) |
| LAKELAND INVESTORS, INC. | 340 Walnut St S      | 04/12/21  | 48102     | (1,500.00) |

Driveway Deposit Fees:

| Vendor          | Property Description | Tran Date | Receipt # | Total Held |
|-----------------|----------------------|-----------|-----------|------------|
| R HOME          | 400 Bluebird St      | 11/18/20  | 44232     | 1,000.00   |
| R HOME          | 402 Bluebird St      | 11/18/20  | 44232     | 1,000.00   |
| R HOME          | 405 Cardinal St      | 11/18/20  | 44232     | 1,000.00   |
| SOUSSI, HAYTHEM | 2133 220th Ave       | 03/09/21  | 47205     | 2,500.00   |

The applicants did not meet the requirements set forth in ordinance, and therefore the deposit fees are eligible for forfeiture. Approval of the forfeiture of deposit fees and transfer is needed before the accounting entry can be posted.

OPTIONS & IMPACTS

---

1. Approve the forfeiture of the above referenced landscaping and driveway deposit fees and intra-fund transfer of forfeited deposit fees in the amount of \$12,700.00.
2. Deny the forfeiture of funds and transfer of deposit fees. The monies will remain an outstanding liability against the general fund.

RECOMMENDATIONS

---

Approve the forfeiture of landscaping deposit and driveway deposit fees and transfer of funds.

*Attachments:*

*Mora, MN Code of Ordinances § 150.501 DESIGN AND MAINTENANCE OF OFF-STREET PARKING AREA.  
Mora, MN Code of Ordinances § 150.066 LANDSCAPING REQUIREMENTS.*

## § 150.066 LANDSCAPING REQUIREMENTS.

(A) All exposed ground areas on a lot or parcel surrounding a principal or accessory structure that are not devoted to drives, sidewalks, patios or parking lots shall have a minimum of four (4) inches of topsoil and be covered with sod, seed or other landscaping materials as approved by the city.

(B) Non-residential uses are subject to the same requirements and may be subject to additional landscaping as determined by the Planning Commission and City Council.

(C) All required landscaping shall be replaced by the property owner if vegetation dies or is otherwise removed. Landscaping may be located within a utility or drainage easement, but the owner of the property shall be responsible for any cost associated with removing and replacing said landscaping if work within the easement requires removal of the landscaping.

(D) Existing vegetation, which are of acceptable species, size and location and are of good quality, may be used to fulfill landscaping requirements.

(E) A landscape deposit, as established by resolution of the City Council, will be collected at the time of building permit application. The deposit shall be in the form of cash, letter of credit, or other means as approved by the city. Said deposit will be released when all required landscaping is installed. Landscaping must be completed within one (1) year of building permit issuance or the deposit will be forfeited.

(Ord. 395, passed 7-6-2010) Penalty, see § 150.999

## § 150.501 DESIGN AND MAINTENANCE OF OFF-STREET PARKING AREA.

(A) *Access.* Parking areas shall be designed so as to provide adequate means of access to a public alley or street. Such driveway access shall not exceed twenty-four (24) feet in width for residential districts and for other districts shall be allowed pursuant to site plan approval by the city. Properties within residential districts shall be limited to two (2) accesses and a minimum of six (6) feet is required between accesses. Accesses shall be located so as to cause the least interference with traffic movement and shall be no closer than two (2) feet from side lot lines, except for those properties with an approved zero (0) foot lot line.

(B) *Size of parking spaces.* Each parking space shall be not less than nine (9) feet wide and nineteen (19) feet in length exclusive of an adequately designed system of access drives.

(C) *Drive aisles.* Drive aisles shall be no less than twenty six (26) feet in width.

(D) *Fractional spaces.* When the determining of the number of off-street parking spaces results in a fraction, each fraction of one-half (1/2) or more shall constitute another space.

(E) *Signs.* No signs shall be located in any parking area except as necessary for orderly operation of traffic movement.

(F) *Surfacing.* All new parking areas and driveways shall be hard surfaced in order to control dust and drainage. Allowable surfacing materials include bituminous, concrete, or other materials as approved by the Public Works Director. Parking areas designed for fewer than three (3) vehicles shall be exempt from the hard surfacing requirement; however, all parking areas and driveways shall be hard surfaced a minimum of fifty (50) feet as measured from the nearest edge of the public roadway. If the public roadway is not hard surfaced, the driveway need not be hard surfaced until such time that the property owner is given notice to do so by the city. Notice will be given by the city within thirty (30) days of the public roadway being hard surfaced. The notice shall specify a required completion date which shall not be less than three (3) months nor more than one (1) year from the date of the notice. At any time that a property owner installs a new garage, adds on to an existing garage or replaces a garage, the hard surfacing requirement shall be enforced. Plans for surfacing and drainage are subject to city review and approval. A surfacing deposit, in an amount set forth by the City Council from time to time, shall be paid to the city at the time of building permit issuance for any property owner developing a vacant property, installing a new garage, adding on to an existing garage or replacing an old garage. The payment shall be made in the form of cash, letter of credit, or other means as approved by the city. Upon completion of the hard surfacing, the deposit shall be refunded. Surfacing shall be completed within one (1) year of building permit issuance or the deposit shall be forfeited.

(G) *Lighting.* Any lighting used to illuminate an off-street parking area shall be so designed and arranged as to reflect the light away from adjacent property.

(H) *Curbing and landscaping.* All open off-street parking areas designed to have head-in parking along the property line shall provide a bumper curb not less than three (3) feet from the side property line or guard of normal bumper height not less than one (1) foot from the side property line. When said area is for six (6) spaces or more, a curb or fence not over six (6) feet in height shall be erected along the front yard set back line with grass or planting occupying the space between the sidewalk and curb or fence.

(I) *Fence required.* When a required off-street parking area for six (6) or more vehicles is located adjacent to an R district a fence of adequate design, not over six (6) feet in height nor less than three and one-half (3-1/2) feet in height, shall be erected along the R district property line. Landscaping techniques approved by the city may be used to accomplish a buffer in lieu of fencing between the parking lot and the R district.

(J) *Maintenance of off-street parking space.* It shall be the joint responsibility of the operator and owner of the principal use, uses or building to maintain, in a neat and adequate manner, the parking area, access ways, landscaping and required fences.

(K) *R districts.* Required off-street parking spaces/areas in the R-1, R-2, R-3 and R-4 districts shall be on the same lot as the principal building.

(L) *Commercial vehicle parking.* Off-street parking facilities accessory to residential use shall be utilized solely for the parking of passenger automobiles or one (1) truck not to exceed one and one-half (1-1/2) ton capacity for each dwelling unit. Under no circumstance shall required parking facilities accessory to residential structures be used for the storage of commercial vehicles or for the parking of automobiles belonging to the employees, owners, tenants or customers of business or manufacturing establishments.

(M) *Prohibited use of parking area.* Required off-street parking space in any district shall not be utilized for open storage of goods or for the storage of recreational vehicles and campers and vehicles which are inoperable or for sale or rent.

(N) *Recreational vehicle parking.* Off street parking facilities utilized for recreational vehicles, including but not limited to RVs, campers and boats, shall have an improved, durable surface.

(Ord. 395, passed 7-6-2010) Penalty, see § 150.999

# **RESOLUTION**

## **AGREEMENT FOR THE DIVISION OF MAINTENANCE**

### **RESPONSIBILITIES FOR TOWN LINE ROADS**

WHEREAS, The Town of Arthur and the City of Mora, being separate bodies of government, and having similar powers concerning road maintenance and,

WHEREAS, The Town of Arthur and the City of Mora have agreed to share maintenance of these common boundary line roads,

WHEREAS, Minn. SS 164.12 directs Town Boards to divide town line roads and enter into an agreement for maintenance of these roads;

THEREFORE, be it resolved, that the Town of Arthur and the City of Mora have agreed to the following maintenance:

#### **Oslin Road, S. Pine Ridge Road and North Brookview Drive**

Arthur Township agrees to maintenance, blading crack sealing and snow removal.

City of Mora agrees to crack seal S. Pine Ridge Road as needed.

#### **Ellingson Road**

The City of Mora agrees to maintenance, blading, crack sealing and snow removal.

---

WHEREAS, Cost for the above maintenance will be paid by the entity responsible for the maintenance.

---

The cost of gravel, crack sealing and magnesium chloride will be shared by both entities.

In the spirit of controlling maintenance costs, both entities (Arthur Township/City of Mora) in this agreement, have the option to purchase materials (gravel, chloride, crack filler and etc.) at the yearly RFP price or contract price.

This agreement shall be reviewed on a yearly basis. Any changes in the provisions of this agreement shall be valid only when reduced to writing and duly signed by both entities.

It is understood and agreed that the entire agreement on these entities is contained herein and that this agreement supersedes all oral agreements or any previous documents regarding these roads.

Therefore, the City of Mora and the Town of Arthur enter into this agreement for the above described boundary line roads on this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_.

CITY OF MORA

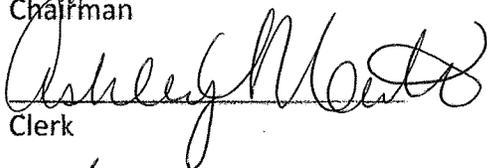
\_\_\_\_\_  
Mayor

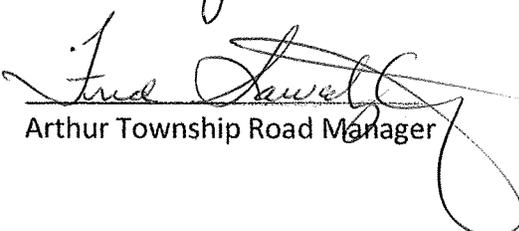
\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mora Street Superintendent

TOWN OF ARTHUR

  
Chairman

  
Clerk

  
Arthur Township Road Manager



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Greg Anderson, PE (Lic. MN)

DATE: May 12, 2023

RE: TH 65 Left Turn Lane at 9th Street Project  
SEH No. MORA0 169235 14.00

We have been working with MnDOT on the final design for the left turn lane. MnDOT has requested the left turn lane be longer than their standard left turn lane due to the bus traffic that will be using the turn lane. This increased length of the turn lane has increased the overall footprint of the project. Originally the project was planned to only impact TH 65 from Industrial Road, up through the 9<sup>th</sup> Street intersection. With the increased turn lane length, the project footprint now extends several hundred feet south of Industrial Road.

Extending the project footprint south of Industrial Road also impacts the existing cable guard rail along the east side of the road. The increased project footprint does increase the overall project cost. Since all the improvements needed for the left turn lane are within MnDOT's right-of-way (ROW) and they have requested the increased turn lane length, it is anticipated that MnDOT will cover the additional project costs.

We have submitted our final plan set to MnDOT for their review and approval. Once they approve the final plans, the City can advertise the project for bids. I am requesting council authorization to advertise the project for bids contingent on MnDOT's approval of the final plans. We anticipate their approval before the end of May. This would allow the advertisement for bids to start prior to your June 20<sup>th</sup> council meeting.

Once the bids are opened, MnDOT will prepare the final agreement with the City for the project. The final agreement will include the final cost sharing amounts for MnDOT and the City. This agreement and approval of the low bid will be brought to the City Council for approval before a contract is awarded. It is anticipated that this will be at your July meeting. The council may want to consider a special council meeting to approve the agreement and award the project in late June or early July to expedite the project.

We should know the bid opening date and potential award schedule in time for the June 20<sup>th</sup> council meeting to determine if a special meeting is needed.

I will be attending the May 16<sup>th</sup> council meeting to discuss the project and answer any questions the council may have.

ah

c: Glenn Anderson, City of Mora  
Joe Kohlgraf, City of Mora

x:\ko\m\mora0\169235\1-gen\14-corr\turn lane memo 051223.docx

Engineers | Architects | Planners | Scientists

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

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

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# M E M O R A N D U M

Date: May 11<sup>th</sup>, 2023  
 To: Mayor and City Council  
 From: Joseph Kohlgraf, Public Works Director and Kelly Christianson, Accountant  
 RE: Road Grader Payment Request, CIP and Project Transfer Amendment

**SUMMARY**

Staff received approval to purchase a 2011 John Deere 772GP grader for the price of \$154,500.00. At this time, the current funds set aside are lower than the purchase price. A transfer of funds is needed to pay for the equipment in its entirety.

**BACKGROUND INFORMATION**

In 2022, an opportunity came forward to purchase a new-used grader to replace the existing equipment that was not currently scheduled for replacement. Due to the repairs that will be needed, the decision was made to purchase a used machine at a fair price. Funds were not fully available at that time, and financing was examined but found not feasible. The unfunded balance needed for payment is \$60,500. The actual cost of the Street Sweeper is \$51,251 lower than originally budgeted. An additional \$9,249 is needed and proposed to be used from the Medium Duty Dump Truck Future Improvement Fund account due to no state bids being honored in 2024 for the dump truck. Staff are proposing to transfer these CIP and corresponding project transfer line items for fulfillment of the cost of the grader would have a zero (\$0) net effect on current budgets.

| Project Transfer Amendments Relating to Road Grader Purchase CIP # 3121-2019-01 |                   |                        |                        |                                      |                                       |   |
|---|-------------------|------------------------|------------------------|--------------------------------------|---------------------------------------|---|
| Type  | Account Code      | Account Description    | Current<br>2023 Budget | (Proposed)<br>Amended<br>2023 Budget | Change from<br>Current<br>Budget (\$) | Justification   |
| Expense   | E 409-47410-711   | Trf to General Fund    | \$ 280,175             | \$ 280,175                           | \$ -                                  | Staff recommends transferring funds between CIP Line items and corresponding budgeted transfers from CIP# 3121-2019-05 and 3121-2019-13 to CIP# 3121-2019-01 Road Grader. |
| Revenue   | R 101-43121-39214 | Trf from Cap Proj Fund | 225,000                | 225,000                              | -                                     | Staff recommends transferring funds between CIP Line items and corresponding budgeted transfers from CIP# 3121-2019-05 and 3121-2019-13 to CIP# 3121-2019-01 Road Grader. |
| Expense   | R 101-43121-500   | Capital Outlay         | 539,500                | 539,500                              | -                                     | Staff recommends transferring funds between CIP Line items and corresponding budgeted transfers from CIP# 3121-2019-05 and 3121-2019-13 to CIP# 3121-2019-01 Road Grader. |
|   |                   |                        | \$1,044,675            | \$ 1,044,675                         | \$ -                                  | Net effect to Gen & FIF Fund Balances   |

Memorandum

| Purpose                          | From                | To                           | Amount  | Notes / CI | Type               | From (acct)     | To (acct)         |
|----------------------------------|---------------------|------------------------------|---------|------------|--------------------|-----------------|-------------------|
| <b>ORIGINAL</b>                  |                     |                              |         |            |                    |                 |                   |
| for medium duty dump truck replc | FIF Fund (Fund 409) | General Fund - Streets Dept. | 87,000  | CIP # 3121 | Projects Transfers | E 409-47410-711 | R 101-43121-39214 |
| for Street sweeper replacement   | FIF Fund (Fund 409) | General Fund - Streets Dept. | 138,000 | CIP # 3121 | Projects Transfers | E 409-47410-711 | R 101-43121-39214 |
| <b>AMENDED</b>                   |                     |                              |         |            |                    |                 |                   |
| for medium duty dump truck replc | FIF Fund (Fund 409) | General Fund - Streets Dept. | 77,751  | CIP # 3121 | Projects Transfers | E 409-47410-711 | R 101-43121-39214 |
| for Street Sweeper replacement   | FIF Fund (Fund 409) | General Fund - Streets Dept. | 86,749  | CIP # 3121 | Projects Transfers | E 409-47410-711 | R 101-43121-39214 |
| for Road Grader replacement      | FIF Fund (Fund 409) | General Fund - Streets Dept. | 60,500  | CIP # 3121 | Projects Transfers | E 409-47410-711 | R 101-43121-39214 |

**OPTIONS & IMPACTS**

---

1. Do nothing and absorb the cost into existing street budget.
2. Approve the Capital Improvement Plan amendment, and corresponding Interfund transfers, to move unused Street Sweeper CIP#3121-2019-05 funds (\$51,251) and Medium Duty Truck CIP#3121-2019-13 funds (\$9,249) to Road Grader CIP#3121-2019-01 (\$60,500).

**RECOMMENDATIONS**

---

Staff recommends approving amendments to CIP and corresponding Interfund Project Transfers in Streets Equipment CIP.



**OFFICE**

**KANABEC COUNTY SHERIFF**

SHERIFF BRIAN SMITH

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

## April 2023

During the month of April, 2023 Kanabec County Sheriff's Office contract cars responded to or initiated 468 calls for service within the City of Mora. The most frequent calls for service were Medical Emergencies (75), Traffic complaints/violations (129), and suspicious persons/occurrences (22).

KCSO contract cars conducted extra traffic patrols as part of the state funded Minnesota statewide Toward Zero Death campaign targeting distracted drivers and cell phone use.

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

- Liability Issues in Emergency Vehicle and Pursuit Operations
- Best Practices in Mental Health Crisis Response

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: 05/05/23 08:22

**Kanabec County Sheriff's Office**

|  | <b>04/23</b> | <b>Total</b> |
|--|--------------|--------------|
| 911 Hang-ups-Abandoned-Open Line                 | 22           | <b>22</b>    |
| Agency Assist                                    | 11           | <b>11</b>    |
| Alarms All (Home, Business, Bank, misc)          | 19           | <b>19</b>    |
| Animal-All Other                                 | 8            | <b>11</b>    |
| Assault  | 4            | <b>4</b>     |
| ATV- Complaints-Accidents-Citations              | 1            | <b>1</b>     |
| Child Custody Issues                             | 2            | <b>2</b>     |
| Civil Assist                                     | 6            | <b>6</b>     |
| Civil Process                                    | 1            | <b>1</b>     |
| Crim Sex   | 3            | <b>3</b>     |
| Disorderly Conduct                               | 2            | <b>2</b>     |
| Domestic Disturbance/Assaults                    | 5            | <b>5</b>     |
| Drug calls - All                                 | 2            | <b>2</b>     |
| DTP  | 4            | <b>4</b>     |
| Fire- Mora Area Fire Calls                       | 1            | <b>1</b>     |
| Fires - All Others                               | 1            | <b>1</b>     |
| Foot Patrol                                      | 4            | <b>27</b>    |
| Found - animals, property, etc                   | 5            | <b>5</b>     |
| Fraud  | 7            | <b>7</b>     |
| Harassing communications calls                   | 3            | <b>3</b>     |
| Hospice Deaths                                   | 1            | <b>1</b>     |
| Information and misc calls                       | 11           | <b>11</b>    |
| Jail Medical                                     | 1            | <b>1</b>     |
| Juvenile calls excluding tobacco, drugs, alcohol | 1            | <b>1</b>     |
| Juvenile Tobacco complaints                      | 1            | <b>1</b>     |
| Maltreatment                                     | 6            | <b>6</b>     |
| Medical - Drug Overdoses                         | 2            | <b>2</b>     |
| Medical Emergency                                | 75           | <b>75</b>    |



**CAD Summary Report**

Printed On: 05/05/23 08:22

|  | <b>04/23</b> | <b>Total</b> |
|--|--------------|--------------|
| Meetings and Presentations                     | 2            | <b>2</b>     |
| Mora Ordinance Violations                      | 1            | <b>1</b>     |
| Motorist Assist calls                          | 1            | <b>1</b>     |
| Neighborhood Disputes                          | 5            | <b>5</b>     |
| Noise - including loud music, parties, etc     | 2            | <b>2</b>     |
| POR- Predatory Offender calls                  | 1            | <b>1</b>     |
| Public assist calls                            | 7            | <b>7</b>     |
| Records checks                                 | 3            | <b>3</b>     |
| Road Hazards                                   | 2            | <b>2</b>     |
| Robbery  | 1            | <b>1</b>     |
| Scams  | 6            | <b>6</b>     |
| Secure Helipad                                 | 8            | <b>8</b>     |
| Stolen   | 1            | <b>1</b>     |
| Suicide threats-attempts                       | 1            | <b>1</b>     |
| Suspicious- persons, vehicles, and occurrences | 18           | <b>22</b>    |
| Theft-not vehicle                              | 6            | <b>6</b>     |
| Threats  | 2            | <b>2</b>     |
| Tobacco compliance checks                      | 1            | <b>1</b>     |
| Traffic / Driving complaints                   | 2            | <b>10</b>    |
| Traffic Accident                               | 3            | <b>3</b>     |
| Traffic Violation                              | 11           | <b>109</b>   |
| Transport - Inmates                            | 3            | <b>3</b>     |
| Trespassing complaints                         | 2            | <b>2</b>     |
| TZD -All Towards Zero Death Traffic stops      | 1            | <b>11</b>    |
| Unwanted person                                | 4            | <b>4</b>     |
| Vehicle off Road                               | 1            | <b>1</b>     |
| Violation of Court Order                       | 5            | <b>5</b>     |
| Warrant Entry and Arrests                      | 3            | <b>3</b>     |
| Weather - Monthly Test                         | 1            | <b>1</b>     |
| Welfare Check                                  | 9            | <b>9</b>     |



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**CAD Summary Report**Printed On: 05/05/23 08:22

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|              | 04/23      | Total      |
|--------------|------------|------------|
| <b>Total</b> | <b>322</b> | <b>468</b> |

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

**May 9, 2023**

Present: Steven Holcombe, Alison Holland, Sam Pioske, Curt Sammann, Kyle Shepard  
Absent: None  
Staff Present: Joe Kohlgraf, Jeff Krie  
Others Present: None

1. Call to Order. Chair Pioske called the meeting to order at 6:00 p.m.
2. Roll Call. All present.
3. Adopt Agenda. Motion by Holland, second by Shepard to adopt the May 9, 2023 meeting agenda as presented. All present voted aye. Motion carried.
4. Minutes. Motion by Shepard, second by Holcombe to approve the April 11, 2023 meeting minutes as presented. All present voted aye. Motion carried.
5. Open Forum. No one showed up to speak at the open forum.
6. Trees. Krie share with the board that the city received a request to see if the Park Board and the city would be interested in funding and planting fruit bearing trees/shrubs in the city parks or trails. Krie and Sheppard also shared questions that were brought up regarding this request. Board had a good discussion on the subject and discussed tree/shrub options. Sammann felt it would help community appeal for marketing. Sheppard shared he found a couple grants that might be available to help with cost. Kohlgraf shared that he does not have an arborist on his staff for proper care but could investigate this for training options. Sammann asked if this could be an opportunity for a summer youth program. Kohlgraf also shared that staff could look into budgets to see if a seasonal employee could be hired on to take care of this program and other with the possibility of having flower baskets downtown main street and or to help with upkeep of other areas of parks. Holland suggested the priority to be replanting of any trees that are cut down in our parks before this program. The board discussed options on where to acquire trees. The board unanimously agreed that staff should look into further details and the hope is to go forward with this project pending funds available.
7. Fall Fest. Krie shared with the board the Event Detail sheet and what changes have occurred. Krie also shared with board some activities that are available for rental and aske them to discuss at the next meeting. Pioske asked if some items could be purchased instead of rental to help with future cost. Krie shared he could look at those options. Sheppard shared he would like to see more games than one large activity like the moon walk. Sheppard asked what is required of sponsors. Krie shared that it varies on sponsorship, some supply everything and some the city supplies the activity and needs the sponsors to provide volunteers and prizes for the activity.

Discussion turned to if sponsors want to fundraise or raffles. Kohlgraf shared that this could be investigated for clarification.

8. Reports.

- a. Kohlgraf: Parks are open, and mowing will start. Water line will be looked at to install at the dog park, possible streetlight this year. Looking at garage to see if there are some items that could be taken down to the dog park for activities for dogs. Maintenance on trails, look at budget for seal coating. Park inspections are taking place. Responded to Sheppard, summer help starts in June. Lions park bathrooms could be open in the next week or two. Put a portable potty put at JC Ballfields and the Library Park will have one soon.
- b. Krie: Getting MAC ready for the upcoming season, staffing looks good. Music in the Park grant can start May 15.
- c. Sammann: Some holes at the Dog Park if they could be filled. Any status on Fox Run Grant.
- d. Holland: None
- e. Pioske: None
- f. Holcombe: None
- g. Sheppard: When does summer help start? Heard many positives on parks and trails.

9. Adjournment. Motion by Sheppard, second by Holcombe to adjourn the meeting. All present voted aye. Meeting adjourned at 6:32 p.m.

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Sam Pioske, Chair

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Jeff Krie, Secretary