



City of Mora
Kanabec County, Minnesota
Meeting Agenda
City Council

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

Tuesday, September 21, 2021

6:30 PM

Mora City Hall

- 1. Call to Order/ Pledge of Allegiance**
- 2. Roll Call**
- 3. Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Council members may add items to the agenda prior to adoption of the agenda.)*
- 4. Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of the consent agenda.)*
 - a. Work Session Minutes – August 19, 2021
 - b. Regular Meeting Minutes – August 19, 2021
 - c. Work Session Minutes – August 31, 2021
 - d. Special Meeting Minutes – September 7, 2021
 - e. August 2021 Claims
 - f. Approve Hire of Firefighter
 - g. Assessment Services Contract 2022-2023
 - h. Gambling Permit – MN Deer Hunters Association Snake River Chapter
- 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**

None
- 7. Public Hearings**

None
- 8. New Business**
 - a. Final Plat of Fox Run 3rd Addition
 - b. Amendment to Fox Run Planned Unit Development
 - c. Minor Subdivision – City of Mora
 - d. North Grove Street Reconstruction Project
- 9. Old Business**
 - a. 2022 Preliminary Budget
 - b. Proposed Fox Run Park Concept
 - c. Airport Hangar Land Lease Agreement
 - d. Housing & Redevelopment Authority of Mora – Merger Discussion Cont.
- 10. Communications**
 - a. KCSO Monthly Report – August 2021
 - b. MAFD Monthly Report – August 2021
 - c. Planning Commission Meeting Minutes – September 13, 2021
 - d. Airport Board Meeting Minutes – September 14, 2021
 - e. Park Board Meeting Minutes – September 14, 2021
- 11. Reports**
 - a. City Administrator
 - b. Councilmember Anderson

- c. Councilmember Broekemeier
- d. Councilmember Mathison
- e. Councilmember Shepard
- f. Mayor Skramstad

12. Adjournment

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the work session of the Mora City Council at 5:00 PM on Thursday, August 19, 2021, in the city hall council chambers.

- 2. Roll Call:** Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Jake Mathison, and Kyle Shepard
Absent: Sadie Broekemeier
Staff Present: City Administrator Lindy Crawford, Public Works Director Joe Kohlgraf, Community Development Director Beth Thorp, and Deputy City Clerk Mandi Yoder

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

- 4. Mora Municipal Airport Hangar Land Lease Agreement:** The council reviewed the recommended changes to the airport hangar land lease agreement as recommended by the Airport Board.

The council discussed concerns about the multi-purpose usage of hangars and space used for aviation equipment versus cars, campers, or miscellaneous storage.

The council deliberated subleasing hangar space. Council concerns were of a hangar owner subleasing space to third party without notifying the City, property liability, profiting from publicly owned land, and short term or long term usage by a third party; it was stated by comparison, City owned farmland was not allowed to be subleased.

The City Council consensus was that the owner of a hangar could sublease to a third party by way of a three-way agreement with the City because the owner of the hangar was still liable for any damages to the contents within the hangar; subleased space had to be used for aviation purposes only; a sublease agreement could not exceed the fees paid to the City because the owner could not make a profit from public property; aircraft stored by a third party six days or less was considered temporary sheltering, and aircraft stored for seven days or more must be removed or required a three way sublease agreement.

The council discussed concerns over registration and proof of ownership of airplanes at the airport. The City Council consensus was that all owners/pilots would be required to provide proof of aircraft ownership for any aircraft stored on City property so that staff may contact owners should a situation arise. The council discussed insurance requirements and directed staff to inquire with the City attorney and insurance agent.

- 5. Adjournment:** MOTION made by Shepard, seconded by Anderson, and unanimously carried to adjourn at 6:08pm.

Mayor

Deputy City Clerk

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the regular meeting of the Mora City Council at 6:30 PM on Thursday, August 19, 2021, in the city hall council chambers.

2. **Roll Call:** Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Jake Mathison, and Kyle Shepard
Absent: Sadie Broekemeier
Staff Present: City Administrator Lindy Crawford, Public Works Director Joe Kohlgraf, Community Development Director Beth Thorp, and Deputy City Clerk Mandi Yoder
3. **Adopt Agenda:** Mayor Skramstad requested item 4e Business License Renewals, be moved from the consent agenda to Item 8c of the agenda. MOTION made by Mathison, seconded by Anderson, and unanimously carried by the City Council to approve the agenda as amended.
4. **Consent Agenda:** MOTION made by Shepard, seconded by Mathison, and unanimously carried by the City Council to approve the consent agenda as presented.
 - a. Joint City Council/PUC Meeting Minutes – July 20, 2021
 - b. Regular Meeting Minutes – July 20, 2021
 - c. Joint City Council/HRA Board Meeting Minutes – July 28, 2021
 - d. July 2021 Claims
 - e. Special Event Permit Request – Dala Dazzle
 - f. Special Event Permit Request – Mora Half Marathon
 - g. MN Energy Resources Rewarding Responder Grant
 - h. Statewide Health Improvement Partnership Grant
 - i. Accept Restricted Donations RESOLUTION NO. 2021-821
5. **Open Forum:** Jeana Vera, of Highway 65 North, reported difficulty exiting her driveway due to the traffic on Highway 65. The mayor explained Highway 65 was subject to the Minnesota Department of Transportation and its decisions were based on traffic.
6. **Special Business:**
 - a. **Kanabec County Childcare Capacity Builders – Strategic Childcare Supply Plan:** The council received a presentation from Heidi Steinmetz of Kanabec County, who explained one of the Kanabec County Economic Development Authority's strategic goals was to address childcare issues as they related to the workforce in the county, resulting in the creation of the Kanabec County Childcare Capacity Builders (KCCCB) group; Steinmetz shared the KCCCB Strategic Childcare Supply Plan with the council.
7. **Public Hearings:** There were no public hearings.
8. **New Business**
 - a. **Designation of Authorized Signers at Financial Institutions:** Crawford explained with Natasha Segelstrom as the official clerk/treasurer and department head, it was appropriate for Segelstrom to be added as a signer to all depository accounts for the City and Mora Municipal Utilities and to remove Sara King, and Mandi Yoder as signers. Official depositories were First Citizens Bank, Neighborhood National Bank, Wells Fargo, RBC Wealth Management, and the 4M Fund. MOTION made by Shepard, seconded by Mathison, and unanimously carried by the City Council to designate Natasha Segelstrom as a signer on all depository accounts owned by the City of Mora/Mora Municipal Utilities, and to remove existing signers Mandi Yoder and Sara King from all depository accounts.

- b. 2021 Small Cities Assistance Program:** The council discussed how best to use the \$68,413 received from the 2021 Small Cities Assistant Program administered by the Minnesota Department of Transportation (MnDOT). MOTION made by Shepard, seconded by Anderson, and unanimously carried to accept the Small Cities Assistance Program funds in the amount of \$68,413. MOTION made by Anderson, seconded by Shepard, and unanimously carried by the City Council to direct staff to use the funding for Wood Street North from 1st Street to 7th Street, and use any funding left over on 4th Street, between Grove Street and Wood Street.
- c. Business License Renewals:** The council reviewed changes to the staff report for the business license renewal applications; included were the addition of Dollar General for tobacco, Chapala Mexican Restaurant for Liquor On-sale and Liquor Sunday On-sale, and the amended verbiage for BeerClub to replace liquor on-sale with small brewer off-sale as listed on the staff memo, it was noted Sunday on-sale was new for BeerClub. MOTION made by Shepard, seconded by Anderson, and unanimously carried by the City Council to approve the business license renewals as presented.

9. Old Business:

- a. Park Board Resignation and Appointments:** The council discussed the resignation of Micky Kringstad, park board vacancies, and applicants. MOTION made by Mathison, seconded by Shepard, and unanimously carried by the City Council to accept the resignation of Micky Kringstad from the park board. MOTION made by Mathison, seconded by Anderson, and unanimously carried by the City Council to appoint Steven Holcombe, Sam Pioske, and Curt Samman to the park board.
- b. Housing & Redevelopment Authority of Mora – Merger Discussion:** The council continued discussions of a merger of the Mora HRA with the City and examined the financial impacts a merger would have.

Crawford explained an operating levy would produce approximately \$42,900 annually, and when combined with the PUC contribution, the City's general budget and tax levy would see minimal impact for one year. Crawford advised against merging the HRA staff with City staff.

The council was briefed on the next HRA board meeting where an operational tax levy was scheduled for discussion; Crawford expounded a debt tax levy would be decided upon by the City Council. The council discussed concerns over what was best for the City, a debt levy to the taxpayers, and retaining and fairly compensating HRA staff.

Crawford explained a merger would be difficult due to the need to change HRA contracts already in place with the federal government, which may not be permissible.

Council consensus was to table discussion for the September 21, 2021, regular meeting.

10. Communications: The following communications were reviewed.

- a. Quarterly Financial Reports
- b. Bollenbeck Correspondence: Kohlgraf reported inspecting the property listed in the communication, marking the buckthorn, and mailing a letter to the homeowner; the homeowner responded by removing the buckthorn. Kohlgraf would follow-up with the Bollenbecks.
- c. KCSO Monthly Report – July 2021
- d. MAFD Monthly Report – July 2021

- e. Airport Board Meeting Minutes – July 13, 2021
- f. City EDA Meeting Minutes – August 3, 2021
- g. Planning Commission Meeting Minutes – August 9, 2021

11. Reports

- a. City Administrator: Crawford thanked the council for moving the meeting to Thursday from Tuesday; Crawford and Kohlgraf attended an MMUA conference for electric and water information.
- b. Councilmember Anderson: Nothing new to report.
- c. Councilmember Broekemeier: Broekemeier reported via email to Crawford with two questions: Could the council move forward with having a naming contest by community members of the little dala horse, and what were the plans for the dog park grand opening. It was explained no grand opening plans for the dog park were made yet, Crawford wanted to wait until most amenities could be delivered including a donated shelter for the dog park; Carmichael Finn was left with information to coordinate the grand opening. The timeline for naming the little dala horse was too short for Fall Fest, the council liked the idea and suggested Krie work on this.
- d. Councilmember Mathison: Nothing new to report.
- e. Councilmember Shepard: Nothing new to report.
- f. Mayor Skramstad: Nothing new to report.

12. Adjournment: MOTION made by Shepard, seconded by Mathison, and unanimously carried to adjourn at 7:48pm.

Mayor

Deputy City Clerk

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order work session of the Mora City Council at 5:00 PM on Tuesday, August 31, 2021 in the city hall council chambers.

2. **Roll Call:** Present: Mayor Skramstad, Councilmembers Anderson, Mathison, Broekemeier and Shepard
Absent: none
Staff Present: City Administrator Crawford, Administrative Services Director Segelstrom
3. **Adopt Agenda:** MOTION made by Shepard, seconded by Mathison, and unanimously carried to approve the agenda as presented.
4. **Financial Options for the Mora HRA:** Crawford brought before the Council requirements for the Eastwood bond payment and the full faith and credit of the City irrevocably pledged for payment of the bond pursuant to Minnesota Statutes, Section 469.034, Subdivision 2 as stated in the bond documents. The city has obligated itself to levy ad valorem taxes on all taxable property in the City. To remain in compliance with the bond agreement, utilization of unrestricted cash from the general fund surplus as discussed on August 19, 2021 was not an option. Crawford explained the upcoming city budget proposal factored in the debt levy and a deficit in the general fund which would be covered by the utilization of unrestricted cash surplus in that fund to offset the tax levy.

The council discussed concerns of implementing a tax levy and debt levy in the same year and financial impact to the City and the HRA. Crawford explained the maximum amount levied is set by state statute for an operating levy and the other set by the bond payment due.

Further discussion ensued on the financial impacts if the HRA remained separate from the City. Mathison expressed concern of adequate compensation for HRA staff without implementing an operating a levy. Anderson questioned the organizational structure to save on expenses and whether certain positions were necessary. Crawford stated she believed there had been an excess of HRA administrative staff previously. Mathison noted there were staff performing medial tasks in areas which part-time maintenance position could have remedied. Crawford noted several office expenses that HRA could have minimized by communicating to the City and noted this area had improved over the past year.

Broekemeier asked the outcome without implementing an operating levy. Crawford stated there would not be funds available to compensate a HRA executive director position. Skramstad expressed concerns of current interim executive director not receiving compensation for services from the HRA and that Crawford had been dedicating uncompensated time to the HRA. Anderson suggested use of other newly hired City staff, combining roles to minimize expenses or reach out to an organization similar to Lakes and Pines to satisfy executive director duties. Crawford stated City staff had alleviated some tasks and supervision of the administrative/finance staff. Crawford stated the HRA board advertised for executive director services through a management company which resulted in a failed search. Given the complex reporting requirements and confidentiality with HUD and USDA reports, utilizing services from Lakes and Pines or another agency is not recommended. Council questioned if the program/administrative supervisor of the HRA could be combined with the executive director. Crawford explained there have been significant changes with the

HRA's Life Enrichment Center due to COVID-19, current staffing levels, and added training specific to HUD were necessary before that could be considered, but she didn't recommend this.

Council further discussed the impact of a debt levy, operating levy, and the duration of the levies once in place. Broekemeier suggested if a levy were implemented to release relevant information to the public detailing the cause for the tax levy. Shepard suggested that there be talking points addressing relevant information. Crawford stated the truth-in-taxation hearing in December addresses the public on taxation and a press release now would create more attention and confusion. She added talking points would assist the public with questions versus a press release.

Anderson suggested an alternative approach by adjusting the budget through a hiring freeze or push back capital improvements to alleviate the added levy. Skramstad stated significant cuts had been made and it was no longer feasible, pushing back capital improvements had been past practice and had created added challenges when preparing the budget. Crawford stated a significant percent of the CIP is from Public Works and the capital improvements are necessary due to equipment age, cost of repairs and availability of parts. Skramstad concurred the capital improvements are necessary and could no longer be postponed.

Skramstad stated Council needed to be well informed prior to the votes and the purpose of the work session was to discuss concerns and ask questions prior to the September 7, 2021 Council meeting. A consensus was made that the Council would utilize talking points regarding the levies if they were adopted. Shepard stressed the importance of communicating this information to the public, regardless of vote the vote outcome to ensure there is not a divide in the community.

Further discussion of a HRA and City merger took place. It was the consensus of the City Council to discuss the merger and make a decision at the September 21st Council meeting. Skramstad stated that salary considerations for the executive director position need to be accounted for along with the current HRA staff when considering a merger. Acting interim executive director Crawford's wages had been paid by the City and PUC rather than the HRA.

Crawford introduced to Council if City Administrator services were to continue, an agreement with the HRA for executive director services was recommended. Crawford discussed added with a merger additional consideration must be factored and that Federal HUD contracts are with the HRA and not the City of Mora. Legislative processes may need to occur for that to change and that posed significant challenges. The HRA also oversees non-profits and merging with the City would be complicated as a local government. Crawford did not recommend the merger.

- 5. Adjournment:** MOTION made by Shepard, seconded by Broekemeier, and unanimously carried to adjourn at 6:06PM.

Mayor

City Clerk

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the regular meeting of the Mora City Council at 6:30 PM on Tuesday, September 07, 2021, in the city hall council chambers.

2. **Roll Call:** Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Jake Mathison, Sadie Broekemeier and Kyle Shepard
Absent: None
Staff Present: City Administrator Lindy Crawford, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, Accountant Sara King
3. **Adopt Agenda:** MOTION made by Broekemeier, seconded by Anderson, and unanimously carried to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Shepard, seconded by Mathison, and unanimously carried by the City Council to approve the consent agenda as presented.
 - a. Accept Electric Utility Easement – Mora Public Schools
 - b. Accept Letter of Resignation – Heavy Equipment Operator/Mechanic
 - c. Accept Letter of Resignation – Community Development Director
5. **Open Forum:** None
6. **Special Business:** None
7. **Public Hearings:** There were no public hearings.
8. **New Business**
 - a. **Proposed Fox Run Park Concept:** Crawford presented the proposed the Fox Run Park concept. Council and its Park Board previously addressed the priority due to the increased development in Fox Run. The park would encompass a parking lot, playground, shelter, and half-court basketball area. Total cost for the project is projected at \$184,000 and the 2022 budget accounted for \$80,000 of the project. Staff and board members would look at additional funding sources. Crawford asked for Council's direction due to the financial impact on the 2022 budget and upcoming funding opportunity deadlines. Further discussion ensued regarding existing City parks and longevity of a fence. Crawford recommended a six-foot privacy fence to minimize light exposure in the neighboring home and to minimize noise. Kohlgraf noted significant improvements with privacy fences and longevity within the past few years. Shepard and Mathison directed staff to bring the concept to the Park Board for review.
 - b. **2022 Preliminary Budget:** Crawford presented the 2021 budget which included the use of unrestricted cash surplus to offset the proposed tax levy. Preliminary tax levy reflected a 10.95% increase and included the HRA debt tax levy. Staff did not anticipate significant changes in taxes to average households due to the addition of new homes and commercial properties for taxes payable 2022. Staff reviewed significant expenditure and revenue changes, fees/rates and capital improvement plan. Anderson suggested the Mora Aquatic Center after tax ticket pricing be adjusted to simplify cash exchange within the concessions. Crawford agreed the after-tax ticket could be adjusted but did not recommend ticket pricing greater than \$8.75. The council consensus was the after-tax MAC ticket be \$8.75. Skramstad questioned the purchase of cemetery mower. Kohlgraf explained the mowers are on rotation and the cemetery has less exposure extending its use. Broekemeier requested information on disposal of

computer equipment when the City upgrades, suggesting donating within the community or reuse elsewhere. Mathison questioned whether it was cost effective and ensuring information has been removed. Crawford would investigate the current process and the cost to utilize computers elsewhere.

Crawford stated the preliminary budget and tax levy must be set and the individual impact of levy should be available by the September 21, 2021 meeting.

- c. **Consideration of HRA Levies:** Resolution No. 2021-911 was introduced enacting a tax levy for the Housing Redevelopment Authority of Mora for debt service payment of Eastwood Senior Living. In 2009 the City pledged full faith and credit for the Eastwood debt bonds. The project was not producing revenue to cover the debt service and the City must implement a debt levy. Resolution moved for adoption by Mathison and seconded by Shepard and unanimously carried to adopt Resolution No. 2021-911.

Crawford introduced the HRA operating tax levy authorized under Minnesota Statutes, Section 469.033, subd.6. This levy would not exceed 0.0185 percent of estimated market value for taxes payable 2022. Approximately \$42,900 would be generated for the HRA. This levy would be clearly identified on property tax statements as a special taxing district for the HRA. The HRA Board of Directors formally requested the levy to resolve financial concerns of the HRA. Resolution No. 2021-912 was presented to the Council to adopt an operating levy for the Housing Redevelopment Authority and moved for adoption by Shepard and seconded by Mathison.

Discussion by Anderson. Anderson expressed concerns implementing two levies in one year and whether other options were available. Skramstad stated the situation could change in one to two years with Walker Methodist's assistance but at this time, the HRA did not have the funds to hire an executive director and options had been explored. Broekemeier expressed concerns implementing the levy and money budgeted towards Fox Run Park project in 2022. There were no further discussion items. Voting against were Anderson and Broekemeier. Mayor Skramstad voted in favor. Motion carried three to two.

- d. **Planning Commission Resignation and Vacancy:** Planning Commission member Chad Gramentz submitted his resignation due to no longer living in the city limits. Crawford noted his dedication towards the commission and a recognized his expertise and recommended the Council accept the resignation and immediately advertise for the vacancy. Mathison thanked Gramentz for his service to the commission. Motion to accept the resignation by Mathison and seconded by Anderson and unanimously carried by the City Council to approve the resignation as presented. Skramstad echoed Mathison commending his service.
- e. **Airport Board Resignation and Vacancy:** Airport Board member Ryan Martens submitted resignation. Crawford recommended the Council to accept the resignation and immediately advertise the vacancy. Motion to accept by Shepard and seconded by Anderson and unanimously carried by the City Council to approve the resignation as presented.

9. Old Business: None

10. Communications: None

11. Reports

City Council Meeting Minutes
September 7, 2021

- a. City Administrator: Nothing new to report.
- b. Councilmember Anderson: Nothing new to report.
- c. Councilmember Broekemeier: Requested follow-up for a pedestrian crosswalk near Library Park. She asked for support from the Council to bring a proposal to Kanabec County. Skramstad stated there would be support from Council and to move forward with addressing it with Kanabec County.
- d. Councilmember Mathison: Would like to thank Beth Thorp for her years of service to the City. Mathison valued working with her and said she was an asset to the City. Beth would be missed.
- e. Councilmember Shepard: Agreed with Mathison's statement and that Beth would be missed.
- f. Mayor Skramstad: Would like to thank Beth Thorp for her service and years working for the city. He also thanked City staff for working diligently to prepare the 2022 budget.

12. Adjournment: MOTION made by Mathison, seconded by Shepard, and unanimously carried to adjourn at 7:20pm.

Mayor

City Clerk

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000797	MSRS					
000797	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$981.40
CHECK # 000797	MSRS					\$981.40
CHECK # 000798	MSRS					
000798	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$545.00
CHECK # 000798	MSRS					\$545.00
CHECK # 000799	MSRS					
000799	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$445.00
CHECK # 000799	MSRS					\$445.00
CHECK # 000800	MN DEPT OF REVENUE					
000800	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL WITHHOLDING	\$2,760.71
CHECK # 000800	MN DEPT OF REVENUE					\$2,760.71
CHECK # 000801	US TREASURY - IRS					
000801	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$2,121.34
000801	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$9,070.48
000801	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FED W/H	\$4,664.25
CHECK # 000801	US TREASURY - IRS					\$15,856.07
CHECK # 000802	MSRS					
000802	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$1,014.29
CHECK # 000802	MSRS					\$1,014.29
CHECK # 000803	MSRS					
000803	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$545.00
CHECK # 000803	MSRS					\$545.00
CHECK # 000804	MSRS					
000804	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$445.00
CHECK # 000804	MSRS					\$445.00
CHECK # 000805	MN DEPT OF REVENUE					
000805	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE W/H	\$2,391.52
CHECK # 000805	MN DEPT OF REVENUE					\$2,391.52
CHECK # 000806	US TREASURY - IRS					
000806	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$8,508.08
000806	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$4,451.10
000806	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,989.76
CHECK # 000806	US TREASURY - IRS					\$14,948.94
CHECK # 000807	FURTHER					
000807	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$271.33
CHECK # 000807	FURTHER					\$271.33
CHECK # 000808	FURTHER					
000808	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$46.05
CHECK # 000808	FURTHER					\$46.05
CHECK # 000809	FURTHER					
000809	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$35.00
CHECK # 000809	FURTHER					\$35.00

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000810 FURTHER						
000810	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$1,537.10
CHECK # 000810 FURTHER						\$1,537.10
CHECK # 000811 FURTHER						
000811	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$112.46
CHECK # 000811 FURTHER						\$112.46
CHECK # 000812 TSYS						
000812	TSYS	LIQUOR FUND	LIQUOR STOR	Payment Processin	MONTHLY LIQ STORE CR	\$8,342.01
CHECK # 000812 TSYS						\$8,342.01
CHECK # 000814 MORA MUNICIPAL UTILITIES						
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Electricity	UTILITIES	\$313.89
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Water	UTILITIES	\$113.66
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Sewer	UTILITIES	\$36.27
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Storm Water	UTILITIES	\$12.91
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Electricity	UTILITIES	\$311.74
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Water	UTILITIES	\$25.97
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Sewer	UTILITIES	\$28.77
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Storm Water	UTILITIES	\$12.91
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	STREETS	Electricity	UTILITIES	\$118.37
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	STREET LIGH	Electricity	UTILITIES	\$1,789.64
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Electricity	UTILITIES	\$182.93
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Water	UTILITIES	\$30.78
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Sewer	UTILITIES	\$36.27
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Storm Water	UTILITIES	\$23.79
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Electricity	UTILITIES	\$3,231.16
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Water	UTILITIES	\$2,259.56
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Sewer	UTILITIES	\$268.77
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Storm Water	UTILITIES	\$15.64
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Storm Water	UTILITIES	\$37.40
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Electricity	UTILITIES	\$98.82
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Storm Water	UTILITIES	\$91.79
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Water	UTILITIES	\$52.54
000814	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Sewer	UTILITIES	\$57.54
000814	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Electricity	UTILITIES	\$245.30
000814	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Sewer	UTILITIES	\$21.27
000814	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Water	UTILITIES	\$22.67
000814	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Storm Water	UTILITIES	\$18.35
000814	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Electricity	UTILITIES	\$14.03
000814	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Water	UTILITIES	\$32.05
000814	MORA MUNICIPAL UTILIT	DOWNTOWN-F	CAPITAL PROJ	Capital Outlay	UTILITIES	\$12.91
000814	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Water	UTILITIES	\$36.36
000814	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Sewer	UTILITIES	\$36.27
000814	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Storm Water	UTILITIES	\$17.00
CHECK # 000814 MORA MUNICIPAL UTILITIES						\$9,607.33
CHECK # 000816 REVTRAK						
000816	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	\$1,102.39
CHECK # 000816 REVTRAK						\$1,102.39
CHECK # 000817 MN DEPT OF REVENUE						
000817	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX-JUNE	\$5,638.38

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CHECK # 000817 MN DEPT OF REVENUE						\$5,638.38
CHECK # 000818 MN DEPT OF REVENUE						
000818	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX PYMT-	\$47,659.00
000818	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Garbage Removal	SALES & USE TAX PYMT-	\$27.00
000818	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	SALES & USE TAX PYMT-	\$1.00
000818	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Rentals	SALES & USE TAX PYMT-	\$1.00
000818	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Telephone	SALES & USE TAX PYMT-	\$4.00
000818	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SALES & USE TAX PYMT-	\$10.00
000818	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	SALES & USE TAX PYMT-	\$1.00
000818	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	SALES & USE TAX PYMT-	\$2.00
CHECK # 000818 MN DEPT OF REVENUE						\$47,705.00
CHECK # 000819 TSYS						
000819	TSYS	LIQUOR FUND	LIQUOR STOR	Rentals	MONTHLY CREDIT CARD	\$80.37
CHECK # 000819 TSYS						\$80.37
CHECK # 000822 HIBU						
000822	HIBU	LIQUOR FUND	LIQUOR STOR	Advertising	LIQUOR STORE WEBSITE	\$159.99
CHECK # 000822 HIBU						\$159.99
CHECK # 000823 NEIGHBORHOOD NATIONAL BANK						
000823	NEIGHBORHOOD NATION	GENERAL FUN	FINANCE	Miscellaneous	MONTHLY MISC FILE FEE	\$18.16
000823	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY BUSINESS ON	\$10.00
000823	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY PAYROLL ACH	\$60.00
000823	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	MONTHLY RETURNED CH	\$10.00
CHECK # 000823 NEIGHBORHOOD NATIONAL BANK						\$98.16
CHECK # 056841 EQUITABLE FINANCIAL						
056841	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$60.00
CHECK # 056841 EQUITABLE FINANCIAL						\$60.00
CHECK # 056842 FURTHER						
056842	FURTHER	GENERAL FUN		VEBA Contribution	VEBA Contribution	\$800.00
CHECK # 056842 FURTHER						\$800.00
CHECK # 056843 ICMA RETIREMENT TRUST - 457						
056843	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$75.00
056843	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA	\$50.00
CHECK # 056843 ICMA RETIREMENT TRUST - 457						\$125.00
CHECK # 056845 PERA - MN ST TREASURER						
056845	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,922.25
056845	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,922.25
056845	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$603.44
CHECK # 056845 PERA - MN ST TREASURER						\$8,447.94
CHECK # 056929 AKKERMAN, WENDY						
056929	AKKERMAN, WENDY	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
CHECK # 056929 AKKERMAN, WENDY						\$50.00
CHECK # 056931 BELLBOY CORPORATION						
056931	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$326.00
056931	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$3,879.11
CHECK # 056931 BELLBOY CORPORATION						\$4,205.11

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CHECK # 056933 BERNICK COMPANIES						
056933	BERNICK COMPANIES	GENERAL FUN	AQUATIC CEN	Merchandise for Re	POP	\$340.70
056933	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$497.59
056933	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$8,075.57
CHECK # 056933 BERNICK COMPANIES						\$8,913.86
CHECK # 056934 BREAKTHRU BEVERAGE						
056934	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$12,205.33
056934	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$218.77
056934	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$162.40
056934	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$616.00
CHECK # 056934 BREAKTHRU BEVERAGE						\$13,202.50
CHECK # 056935 C & L DISTRIBUTING						
056935	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$725.20
CHECK # 056935 C & L DISTRIBUTING						\$725.20
CHECK # 056936 CARLOS CREEK WINERY						
056936	CARLOS CREEK WINERY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$297.00
CHECK # 056936 CARLOS CREEK WINERY						\$297.00
CHECK # 056939 DAHLHEIMER DIST CO						
056939	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$31,950.30
056939	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$333.60
CHECK # 056939 DAHLHEIMER DIST CO						\$32,283.90
CHECK # 056940 DEARBORN LIFE INSURANCE CO						
056940	DEARBORN LIFE INSURAN	GENERAL FUN		Life Insurance	SEPT LIFE INS PREM	\$373.95
CHECK # 056940 DEARBORN LIFE INSURANCE CO						\$373.95
CHECK # 056942 EHLERS & ASSOCIATES						
056942	EHLERS & ASSOCIATES	GENERAL FUN	GENERAL GOV	Contributions	2021 HRA FMP PLAN	\$2,826.25
056942	EHLERS & ASSOCIATES	GENERAL FUN	ADMINISTRAT	Miscellaneous	2021 HRA FMP PLAN	\$2,826.25
CHECK # 056942 EHLERS & ASSOCIATES						\$5,652.50
CHECK # 056943 EMMAS PIZZA						
056943	EMMAS PIZZA	GENERAL FUN	MAYOR & CO	Miscellaneous	WORK SESSION MEAL	\$52.75
CHECK # 056943 EMMAS PIZZA						\$52.75
CHECK # 056947 JOHNSON BROTHERS LIQUOR						
056947	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$5,505.49
056947	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,649.37
056947	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$38.69
CHECK # 056947 JOHNSON BROTHERS LIQUOR						\$15,193.55
CHECK # 056948 JOHNSON, LINDA						
056948	JOHNSON, LINDA	GENERAL FUN	GENERAL GOV	Contributions	LANDSCAPE DEPOSIT RE	\$1,500.00
CHECK # 056948 JOHNSON, LINDA						\$1,500.00
CHECK # 056949 KANABEC CO SHERIFF						
056949	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	AUGUST LAW ENFORCEM	\$53,550.25
CHECK # 056949 KANABEC CO SHERIFF						\$53,550.25
CHECK # 056951 LEAGUE OF MN CITIES INS TRUST						
056951	LEAGUE OF MN CITIES IN	GENERAL FUN	AQUATIC CEN	Miscellaneous	DEDUCTIBLE FOR INJUR	\$500.00
CHECK # 056951 LEAGUE OF MN CITIES INS TRUST						\$500.00

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CHECK # 056952 LINDSTROMS PAINTING						
056952	LINDSTROMS PAINTING	GENERAL FUN	GENERAL GOV	Repair/Maint - Bldg	VASALOPPET BLDG PAIN	\$3,290.00
CHECK # 056952 LINDSTROMS PAINTING						\$3,290.00
CHECK # 056953 MCDONALD DIST CO						
056953	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$175.00
056953	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$32,667.95
CHECK # 056953 MCDONALD DIST CO						\$32,842.95
CHECK # 056956 MN PEIP						
056956	MN PEIP	GENERAL FUN		Group Health Insur	AUGUST & SEPTEMBER H	\$54,926.66
CHECK # 056956 MN PEIP						\$54,926.66
CHECK # 056959 PHILLIPS WINE & SPIRITS						
056959	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$132.88
056959	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,717.47
056959	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,158.08
CHECK # 056959 PHILLIPS WINE & SPIRITS						\$6,008.43
CHECK # 056960 SOUTHERN GLAZERS OF MN						
056960	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$7,434.04
056960	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,556.00
CHECK # 056960 SOUTHERN GLAZERS OF MN						\$9,990.04
CHECK # 056964 AFSCME						
056964	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$458.76
CHECK # 056964 AFSCME						\$458.76
CHECK # 056965 EQUITABLE FINANCIAL						
056965	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$60.00
CHECK # 056965 EQUITABLE FINANCIAL						\$60.00
CHECK # 056966 ICMA RETIREMENT TRUST - 457						
056966	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$75.00
056966	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA	\$50.00
CHECK # 056966 ICMA RETIREMENT TRUST - 457						\$125.00
CHECK # 056967 NCPERS GROUP LIFE INS						
056967	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	NCPERS - LIFE	\$240.00
CHECK # 056967 NCPERS GROUP LIFE INS						\$240.00
CHECK # 056968 PERA - MN ST TREASURER						
056968	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$621.98
056968	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,042.81
056968	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,042.81
CHECK # 056968 PERA - MN ST TREASURER						\$8,707.60
CHECK # 056969 AMAZON CAPITAL SERVICES						
056969	AMAZON CAPITAL SERVIC	GENERAL FUN	AIRPORT	Miscellaneous	BUBBLES, STICKER, FOA	\$111.90
056969	AMAZON CAPITAL SERVIC	FIRE FUND	FIRE	Repair/Maint - Bldg	TRUCK AIR HORN SOLEN	\$15.95
CHECK # 056969 AMAZON CAPITAL SERVICES						\$127.85
CHECK # 056970 BURGGRAFF, TERESA						
056970	BURGGRAFF, TERESA	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
CHECK # 056970 BURGGRAFF, TERESA						\$50.00

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CHECK # 056971	DELTA DENTAL					
056971	DELTA DENTAL	GENERAL FUN		Delta Dental	SEPTEMBER DENTAL INS	\$887.50
CHECK # 056971	DELTA DENTAL					\$887.50
CHECK # 056972	ENVIRONMENTAL HEALTH TESTING					
056972	ENVIRONMENTAL HEALTH	SMALL CITIES	SCDP REHABI	Contract Services	SCDP CONTRACT SERVIC	\$3,955.00
CHECK # 056972	ENVIRONMENTAL HEALTH TESTING					\$3,955.00
CHECK # 056973	FURTHER					
056973	FURTHER	GENERAL FUN	HUMAN RESO	Professional Servic	AUGUST PARTICIPANT F	\$58.70
CHECK # 056973	FURTHER					\$58.70
CHECK # 056974	JENSEN, DORIS					
056974	JENSEN, DORIS	GENERAL FUN		Deposits	PICNIC SHELTER KEY DE	\$50.00
CHECK # 056974	JENSEN, DORIS					\$50.00
CHECK # 056975	JOHNSON, MARY					
056975	JOHNSON, MARY	GENERAL FUN		Deposits	MORA HALF MARATHON	\$100.00
CHECK # 056975	JOHNSON, MARY					\$100.00
CHECK # 056976	LOREN, BRAD					
056976	LOREN, BRAD	GENERAL FUN		Deposits	PICNIC SHELTER KEY DE	\$50.00
CHECK # 056976	LOREN, BRAD					\$50.00
CHECK # 056978	QUADIEN T LEASING USA, INC					
056978	QUADIEN T LEASING USA,	GENERAL FUN	FINANCE	Postage	POSTAGE MACHINE REN	\$299.97
CHECK # 056978	QUADIEN T LEASING USA, INC					\$299.97
CHECK # 056980	EQUITABLE FINANCIAL					
056980	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$60.00
CHECK # 056980	EQUITABLE FINANCIAL					\$60.00
CHECK # 056981	FURTHER					
056981	FURTHER	GENERAL FUN		VEBA Contribution	VEBA Contribution	\$800.00
CHECK # 056981	FURTHER					\$800.00
CHECK # 056982	ICMA RETIREMENT TRUST - 457					
056982	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$75.00
056982	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA	\$50.00
CHECK # 056982	ICMA RETIREMENT TRUST - 457					\$125.00
CHECK # 056983	MN CHILD SUPPORT PAYMENT CENTR					
056983	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	CHILD SUPPORT	\$43.19
CHECK # 056983	MN CHILD SUPPORT PAYMENT CENTR					\$43.19
CHECK # 056984	PERA - MN ST TREASURER					
056984	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,092.06
056984	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,092.06
056984	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$629.56
CHECK # 056984	PERA - MN ST TREASURER					\$8,813.68
CHECK # 056985	ANNABEE CREATIONS					
056985	ANNABEE CREATIONS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	CAN COOLERS	\$500.00
CHECK # 056985	ANNABEE CREATIONS					\$500.00
CHECK # 056986	BERNICK COMPANIES					

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056986	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$12,857.19
056986	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$726.35
CHECK # 056986 BERNICK COMPANIES						\$13,583.54
CHECK # 056987 C & L DISTRIBUTING						
056987	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	OJ/NA BEER	\$115.30
056987	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$1,375.70
CHECK # 056987 C & L DISTRIBUTING						\$1,491.00
CHECK # 056988 CARDMEMBER SERVICE						
056988	CARDMEMBER SERVICE	GENERAL FUN	MAYOR & CO	Meetings, Training,	SKRAMSTAD CGMC CONF	\$64.64
056988	CARDMEMBER SERVICE	GENERAL FUN	ADMINISTRAT	Meetings, Training,	CRAWFORD CGMC CONF	\$64.64
056988	CARDMEMBER SERVICE	GENERAL FUN	FINANCE	Dues & Subscriptio	SEGELSTROM MEMBERS	\$70.00
056988	CARDMEMBER SERVICE	GENERAL FUN	FINANCE	Meetings, Training,	KING ANNL CONFERENCE	\$230.00
056988	CARDMEMBER SERVICE	GENERAL FUN	PLANNING &	Meetings, Training,	THORP ANNL CONFEREN	\$100.00
056988	CARDMEMBER SERVICE	GENERAL FUN	CITY HALL BU	Miscellaneous	WALL MOUNT WATER RE	\$1,220.84
056988	CARDMEMBER SERVICE	GENERAL FUN	BUILDING	Dues & Subscriptio	CHRISTENSON MEMBERS	\$145.00
056988	CARDMEMBER SERVICE	GENERAL FUN	AQUATIC CEN	Other Operating Su	BANDAIDS - COBORNS	\$11.48
056988	CARDMEMBER SERVICE	GENERAL FUN	AQUATIC CEN	Merchandise for Re	CONCESSIONS - COBORN	\$23.30
056988	CARDMEMBER SERVICE	GENERAL FUN	PARKS	Small Tools & Equi	BRONZE BENCH PLAQUE-	\$84.85
CHECK # 056988 CARDMEMBER SERVICE						\$2,014.75
CHECK # 056989 KANABEC CO SHERIFF						
056989	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	SEPT LAW ENFORCEMEN	\$53,550.25
CHECK # 056989 KANABEC CO SHERIFF						\$53,550.25
CHECK # 056990 LINDSTROMS PAINTING						
056990	LINDSTROMS PAINTING	GENERAL FUN	PARKS	Repair/Maint - Bldg	GAZEBO STAIN JOB	\$2,575.00
CHECK # 056990 LINDSTROMS PAINTING						\$2,575.00
CHECK # 056991 MCDONALD DIST CO						
056991	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	WINE TASTING WRISTBA	\$18.79
056991	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$23.65
056991	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$24,272.90
CHECK # 056991 MCDONALD DIST CO						\$24,315.34
CHECK # 056994 SOUTHERN GLAZERS OF MN						
056994	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,118.75
056994	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,543.71
CHECK # 056994 SOUTHERN GLAZERS OF MN						\$7,662.46
CHECK # 056995 TR COMPUTER SALES, LLC						
056995	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	IT WORK-NCBS INTERNE	\$3,389.80
056995	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	IT WORK-GIS, ADOBE, E	\$514.00
056995	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	MONTHLY CLOUD & SER	\$629.00
CHECK # 056995 TR COMPUTER SALES, LLC						\$4,532.80
CHECK # 056996 TURNER, CASSIE						
056996	TURNER, CASSIE	GENERAL FUN		Deposits	PICNIC SHELTER KEY DE	\$50.00
CHECK # 056996 TURNER, CASSIE						\$50.00
CHECK # 056997 ARTISAN BEER CO						
056997	ARTISAN BEER CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$61.60
CHECK # 056997 ARTISAN BEER CO						\$61.60
CHECK # 056998 BELLBOY CORPORATION						

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056998	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$488.00
056998	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,189.33
056998	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	SHOT CUPS, RED CUPS,	\$299.19
CHECK # 056998 BELLBOY CORPORATION						\$5,976.52
CHECK # 056999 BERNICK COMPANIES						
056999	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP & RETURNS	-\$67.18
056999	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$11,471.95
CHECK # 056999 BERNICK COMPANIES						\$11,404.77
CHECK # 057000 BEST OIL CO.						
057000	BEST OIL CO.	GENERAL FUN	AIRPORT	Fuel for Resale	AV GAS	\$20,396.00
CHECK # 057000 BEST OIL CO.						\$20,396.00
CHECK # 057001 BREAKTHRU BEVERAGE						
057001	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$364.00
057001	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$357.47
057001	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,808.25
CHECK # 057001 BREAKTHRU BEVERAGE						\$10,529.72
CHECK # 057002 DAHLHEIMER DIST CO						
057002	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$268.25
057002	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$23,417.70
CHECK # 057002 DAHLHEIMER DIST CO						\$23,685.95
CHECK # 057003 GITCH GEAR LLC						
057003	GITCH GEAR LLC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	BOTTLE OPENERS	\$100.00
CHECK # 057003 GITCH GEAR LLC						\$100.00
CHECK # 057004 JOHNSON BROTHERS LIQUOR						
057004	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,330.74
057004	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,978.40
057004	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$123.76
CHECK # 057004 JOHNSON BROTHERS LIQUOR						\$9,432.90
CHECK # 057005 MCDONALD DIST CO						
057005	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$292.50
057005	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$179.30
057005	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$16,823.00
CHECK # 057005 MCDONALD DIST CO						\$17,294.80
CHECK # 057006 MCDOWALL CO.						
057006	MCDOWALL CO.	FIRE FUND	FIRE	Capital Outlay	REROOF FIRE HALL - PY	\$76,020.00
CHECK # 057006 MCDOWALL CO.						\$76,020.00
CHECK # 057007 PHILLIPS WINE & SPIRITS						
057007	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$168.93
057007	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$336.63
057007	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$10,248.64
CHECK # 057007 PHILLIPS WINE & SPIRITS						\$10,754.20
CHECK # 057008 US BANK						
057008	US BANK	SERIES 2015B	DEBT SERVIC	Fiscal Agent Fees	FISCAL AGENT FEES-SER	\$450.00
057008	US BANK	SERIES 2015C	DEBT SERVIC	Fiscal Agent Fees	FISCAL AGENT FEES-SER	\$450.00
057008	US BANK	SERIES 2017A	DEBT SERVIC	Fiscal Agent Fees	FISCAL AGENT FEES-SER	\$450.00
CHECK # 057008 US BANK						\$1,350.00

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CHECK # 057009	VINOCOPIA, INC					
057009	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$90.00
057009	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$279.00
057009	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$132.00
CHECK # 057009	VINOCOPIA, INC					\$501.00
CHECK # 057010	AAA STRIPING SERVICE CO					
057010	AAA STRIPING SERVICE C	GENERAL FUN	STREETS	Street Maint - Labo	STREET LINE PAINTING	\$5,340.48
CHECK # 057010	AAA STRIPING SERVICE CO					\$5,340.48
CHECK # 057011	DE LAGE LANDEN FINANCIAL SERV					
057011	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$324.59
CHECK # 057011	DE LAGE LANDEN FINANCIAL SERV					\$324.59
CHECK # 057012	EHLERS & ASSOCIATES					
057012	EHLERS & ASSOCIATES	GENERAL FUN	FINANCE	Professional Servic	2021 CONTINUING DISC	\$3,400.00
CHECK # 057012	EHLERS & ASSOCIATES					\$3,400.00
CHECK # 057013	KANABEC CO RECORDER					
057013	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	RECORD ELECT UTIL EAS	\$46.00
CHECK # 057013	KANABEC CO RECORDER					\$46.00
CHECK # 057014	LEAGUE OF MN CITIES					
057014	LEAGUE OF MN CITIES	GENERAL FUN	MAYOR & CO	Dues & Subscriptio	2021-2022 MEMBERSHIP	\$4,212.00
CHECK # 057014	LEAGUE OF MN CITIES					\$4,212.00
CHECK # 057015	LEAGUE OF MN CITIES					
057015	LEAGUE OF MN CITIES	GENERAL FUN	MAYOR & CO	Dues & Subscriptio	2021-2022 MN MAYORS	\$30.00
CHECK # 057015	LEAGUE OF MN CITIES					\$30.00
CHECK # 057017	MID-MN INSPECTIONS LLC					
057017	MID-MN INSPECTIONS LL	GENERAL FUN	BUILDING	Professional Servic	BUILDING INSPECTION S	\$304.80
CHECK # 057017	MID-MN INSPECTIONS LLC					\$304.80
CHECK # 057018	MN COMPUTER SYSTEMS, INC					
057018	MN COMPUTER SYSTEMS,	GENERAL FUN	INFORMATIO	Repair/Maint - Bldg	COPIER CHARGE	\$299.57
057018	MN COMPUTER SYSTEMS,	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	COPIER CHARGE	\$42.69
CHECK # 057018	MN COMPUTER SYSTEMS, INC					\$342.26
CHECK # 057020	MN PEIP					
057020	MN PEIP	GENERAL FUN		Group Health Insur	OCTOBER HEALTH INS	\$25,551.16
CHECK # 057020	MN PEIP					\$25,551.16
CHECK # 057021	NORTON, MICHAEL D					
057021	NORTON, MICHAEL D	GENERAL FUN	PARKS	Professional Servic	FALL FEST PERFORMANC	\$300.00
CHECK # 057021	NORTON, MICHAEL D					\$300.00
CHECK # 057022	PECK, DOYLE					
057022	PECK, DOYLE	CEMETERY FU	CEMETERY	Land Purchased for	PURCHASE OF II-III LOT	\$125.00
CHECK # 057022	PECK, DOYLE					\$125.00
CHECK # 057023	QUADIEN FINANCE USA, INC					
057023	QUADIEN FINANCE USA,	GENERAL FUN	FINANCE	Office Supplies	INK FOR POSTAGE MACH	\$34.93
057023	QUADIEN FINANCE USA,	GENERAL FUN	HUMAN RESO	Office Supplies	INK FOR POSTAGE MACH	\$20.96
057023	QUADIEN FINANCE USA,	FIRE FUND	FIRE	Office Supplies	INK FOR POSTAGE MACH	\$11.18
057023	QUADIEN FINANCE USA,	LIQUOR FUND	LIQUOR STOR	Office Supplies	INK FOR POSTAGE MACH	\$9.78

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CHECK # 057023 QUADIENT FINANCE USA, INC						\$76.85
CHECK # 057024 UHL COMPANY, INC						
057024	UHL COMPANY, INC	LIQUOR FUND	LIQUOR STOR	Professional Serv	PREVENTATIVE MAINT S	\$2,606.00
CHECK # 057024 UHL COMPANY, INC						\$2,606.00
CHECK # 057025 VERIZON WIRELESS						
057025	VERIZON WIRELESS	GENERAL FUN	ADMINISTRAT	Telephone	CELL/IPAD	\$20.73
057025	VERIZON WIRELESS	GENERAL FUN	PLANNING &	Telephone	CELL	\$29.01
057025	VERIZON WIRELESS	GENERAL FUN	CITY HALL BU	Telephone	CELL	\$4.14
057025	VERIZON WIRELESS	GENERAL FUN	BUILDING	Telephone	CELL	\$45.58
057025	VERIZON WIRELESS	GENERAL FUN	STREETS	Telephone	CELL/IPAD	\$95.60
057025	VERIZON WIRELESS	GENERAL FUN	AQUATIC CEN	Telephone	CELL	\$29.01
057025	VERIZON WIRELESS	GENERAL FUN	PARKS	Telephone	CELL/IPAD	\$38.48
057025	VERIZON WIRELESS	GENERAL FUN	AIRPORT	Telephone	CELL	\$8.24
057025	VERIZON WIRELESS	STORM WATER	STORM WATE	Telephone	CELL/IPAD	\$19.92
057025	VERIZON WIRELESS	CEMETERY FU	CEMETERY	Telephone	CELL/IPAD	\$8.24
057025	VERIZON WIRELESS	LIQUOR FUND	LIQUOR STOR	Telephone	CELL	\$26.44
CHECK # 057025 VERIZON WIRELESS						\$325.39
CHECK # 057026 ACE HARDWARE						
057026	ACE HARDWARE	GENERAL FUN	AQUATIC CEN	Other Operating Su	DIVING BOARD ADHESIV	\$47.74
057026	ACE HARDWARE	GENERAL FUN	AQUATIC CEN	Cleaning Supplies	CLEANING SUPPLY	\$7.16
057026	ACE HARDWARE	GENERAL FUN	PARKS	Repair/Maint - Bldg	PAINT SUPPLIES	\$36.99
057026	ACE HARDWARE	FIRE FUND	FIRE	Repair/Maint - Bldg	DROP CORD RPR PARTS	\$6.59
057026	ACE HARDWARE	LIQUOR FUND	LIQUOR STOR	Small Tools & Equi	BOX CUTTER BLADES &	\$109.98
057026	ACE HARDWARE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	PADLOCK	\$8.99
CHECK # 057026 ACE HARDWARE						\$217.45
CHECK # 057027 AMERICAN BOTTLING CO. INC						
057027	AMERICAN BOTTLING CO.	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$238.50
CHECK # 057027 AMERICAN BOTTLING CO. INC						\$238.50
CHECK # 057028 AMERICAN LEGAL PUBLISHING CORP						
057028	AMERICAN LEGAL PUBLIS	GENERAL FUN	LEGAL	Professional Serv	FOLIO/INTERNET SUPPL	\$238.10
CHECK # 057028 AMERICAN LEGAL PUBLISHING CORP						\$238.10
CHECK # 057029 ARAMARK						
057029	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	CITY HALL RUGS	\$38.19
057029	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	LIBRARY RUGS & TOWEL	\$85.62
057029	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	GARAGE TOWELS	\$62.26
CHECK # 057029 ARAMARK						\$186.07
CHECK # 057030 ATCO INTERNATIONAL						
057030	ATCO INTERNATIONAL	GENERAL FUN	STREETS	Repair/Maint - Bldg	DEGREASER, WIPES, & O	\$1,246.45
057030	ATCO INTERNATIONAL	GENERAL FUN	STREETS	Lubricants & Additi	RETURN OF GREASE	-\$1,243.20
CHECK # 057030 ATCO INTERNATIONAL						\$3.25
CHECK # 057031 AUTO VALUE MORA						
057031	AUTO VALUE MORA	GENERAL FUN	STREETS	Small Tools & Equi	TORCH TIP	\$8.99
057031	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	ALTERNATOR	\$164.99
057031	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	RUNNING BOARD STEP A	\$167.99
057031	AUTO VALUE MORA	GENERAL FUN	PARKS	Repair/Maint - Bldg	RUNNING BOARDS & MO	\$591.98
057031	AUTO VALUE MORA	GENERAL FUN	PARKS	Repair/Maint - Bldg	RUNNING BOARD FREIG	-\$25.00
057031	AUTO VALUE MORA	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	OIL & AIR FILTERS FOR	\$73.73
057031	AUTO VALUE MORA	FIRE FUND	FIRE	Repair/Maint - Bldg	SOLENOID VALVES PURC	-\$97.03

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057031	AUTO VALUE MORA	FIRE FUND	FIRE	Repair/Maint - Bldg	BACKUP ALARM	\$211.52
CHECK # 057031 AUTO VALUE MORA						\$1,097.17
CHECK # 057034 BLUESTAR GRAPHICS						
057034	BLUESTAR GRAPHICS	GENERAL FUN	PARKS	Street Signs	DOG PARK SIGNS	\$245.00
CHECK # 057034 BLUESTAR GRAPHICS						\$245.00
CHECK # 057035 CAMPBELL KNUTSON, P.A.						
057035	CAMPBELL KNUTSON, P.A.	GENERAL FUN	LEGAL	Legal Services	MISC LEGAL SERVICES-K	\$73.50
057035	CAMPBELL KNUTSON, P.A.	GENERAL FUN	PLANNING &	Legal Services	MISC LEGAL SERVICES-U	\$304.00
CHECK # 057035 CAMPBELL KNUTSON, P.A.						\$377.50
CHECK # 057037 CRYSTAL SPRINGS ICE						
057037	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$2,569.32
CHECK # 057037 CRYSTAL SPRINGS ICE						\$2,569.32
CHECK # 057039 CUSTOM FIRE APPARATUS						
057039	CUSTOM FIRE APPARATU	FIRE FUND	FIRE	Repair/Maint - Bldg	TRUCK #1 ENGINE TRAN	\$191.64
CHECK # 057039 CUSTOM FIRE APPARATUS						\$191.64
CHECK # 057042 DIAMOND VOGEL PAINTS						
057042	DIAMOND VOGEL PAINTS	GENERAL FUN	STREETS	Street Maint - Labo	STREET LINE PAINT	\$3,921.72
CHECK # 057042 DIAMOND VOGEL PAINTS						\$3,921.72
CHECK # 057044 EAST CENTRAL ENERGY-ELECT						
057044	EAST CENTRAL ENERGY-E	GENERAL FUN	PARKS	Electricity	ELECTRICITY	\$70.06
057044	EAST CENTRAL ENERGY-E	GENERAL FUN	AIRPORT	Electricity	ELECTRICITY	\$474.98
057044	EAST CENTRAL ENERGY-E	LIQUOR FUND	LIQUOR STOR	Electricity	ELECTRICITY	\$2,252.50
CHECK # 057044 EAST CENTRAL ENERGY-ELECT						\$2,797.54
CHECK # 057045 EAST CENTRAL SOLID WASTE COMM						
057045	EAST CENTRAL SOLID WA	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE DISPOSAL	\$60.00
CHECK # 057045 EAST CENTRAL SOLID WASTE COMM						\$60.00
CHECK # 057046 ECM PUBLISHERS, INC						
057046	ECM PUBLISHERS, INC	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$286.50
CHECK # 057046 ECM PUBLISHERS, INC						\$286.50
CHECK # 057049 GLENS TIRE OPERATIONS INC						
057049	GLENS TIRE OPERATIONS	GENERAL FUN	STREETS	Tires	LOADER TIRES	\$7,720.00
CHECK # 057049 GLENS TIRE OPERATIONS INC						\$7,720.00
CHECK # 057050 GOPHER STATE ONE-CALL INC						
057050	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	AUGUST LOCATES	\$46.58
CHECK # 057050 GOPHER STATE ONE-CALL INC						\$46.58
CHECK # 057051 GRAINGER, INC						
057051	GRAINGER, INC	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	FILL ACTUATOR & SOLEN	\$162.16
CHECK # 057051 GRAINGER, INC						\$162.16
CHECK # 057052 GRANITE CITY JOBBING						
057052	GRANITE CITY JOBBING	GENERAL FUN	CITY HALL BU	Other Operating Su	RETURNED TP FOR CORR	-\$24.82
057052	GRANITE CITY JOBBING	GENERAL FUN	LIBRARY BUIL	Other Operating Su	RETURNED TP FOR CORR	-\$24.82
057052	GRANITE CITY JOBBING	GENERAL FUN	AQUATIC CEN	Cleaning Supplies	RETURNED URINAL DEO	-\$16.38
057052	GRANITE CITY JOBBING	GENERAL FUN	AQUATIC CEN	Merchandise for Re	CONCESSIONS	\$635.07
CHECK # 057052 GRANITE CITY JOBBING						\$569.05

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CHECK # 057053 GRANITE ELECTRONICS, INC						
057053	GRANITE ELECTRONICS, I	FIRE FUND	FIRE	Small Tools & Equi	3 NEW PAGERS & BATTE	\$1,533.00
CHECK # 057053 GRANITE ELECTRONICS, INC						\$1,533.00
CHECK # 057054 GRANITE WATER WORKS INC						
057054	GRANITE WATER WORKS	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	WATER PIPING RPR PAR	\$972.04
CHECK # 057054 GRANITE WATER WORKS INC						\$972.04
CHECK # 057057 JEFFS MACHINE & WELDING LLC						
057057	JEFFS MACHINE & WELDI	CEMETERY FU	CEMETERY	Repair/Maint - Bldg	DIG BOX RPR	\$80.00
CHECK # 057057 JEFFS MACHINE & WELDING LLC						\$80.00
CHECK # 057058 JOHNSONS HARDWARE & RENTAL						
057058	JOHNSONS HARDWARE &	GENERAL FUN	LIBRARY BUIL	Repair/Maint - Bldg	BATHROOM DOOR LOCK	\$16.99
057058	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Small Tools & Equi	HANDSAW	\$9.99
057058	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	SAW BLADES	\$41.98
057058	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Other Operating Su	PEST BLOCK FOAM	\$8.49
057058	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Landscaping Materi	GRASS SEED	\$13.99
057058	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Other Operating Su	WASP KILLER & TRASH B	\$42.96
057058	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Repair/Maint - Bldg	THREAD LOCKER, HARD	\$246.59
057058	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Small Tools & Equi	POWER LEVER	\$36.99
057058	JOHNSONS HARDWARE &	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	JET A GROUND LINE RPR	\$38.87
CHECK # 057058 JOHNSONS HARDWARE & RENTAL						\$456.85
CHECK # 057059 KANABEC CO ASSESSOR						
057059	KANABEC CO ASSESSOR	GENERAL FUN	FINANCE	Assessing	2021 ASSESSMENT-1801	\$13,507.50
CHECK # 057059 KANABEC CO ASSESSOR						\$13,507.50
CHECK # 057061 KANABEC PUBLICATIONS, INC						
057061	KANABEC PUBLICATIONS,	GENERAL FUN	AQUATIC CEN	Office Supplies	REAM OF PAPER	\$19.99
057061	KANABEC PUBLICATIONS,	GENERAL FUN	PARKS	Advertising	MUSIC IN THE PARK SCH	\$187.00
057061	KANABEC PUBLICATIONS,	GENERAL FUN	AIRPORT	Advertising	FLY-IN POSTERS	\$22.80
057061	KANABEC PUBLICATIONS,	GENERAL FUN	AIRPORT	Advertising	FLY-IN AD	\$226.25
057061	KANABEC PUBLICATIONS,	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$243.50
CHECK # 057061 KANABEC PUBLICATIONS, INC						\$699.54
CHECK # 057062 KUSSMAUL ELECTRONICS						
057062	KUSSMAUL ELECTRONICS	FIRE FUND	FIRE	Small Tools & Equi	#2 AUTO EJECT ELECTRI	\$328.10
CHECK # 057062 KUSSMAUL ELECTRONICS						\$328.10
CHECK # 057063 KWIK TRIP - GAS PURCHASES						
057063	KWIK TRIP - GAS PURCHA	GENERAL FUN	BUILDING	Motor Fuels	FUEL	\$52.78
057063	KWIK TRIP - GAS PURCHA	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$479.97
057063	KWIK TRIP - GAS PURCHA	GENERAL FUN	PARKS	Motor Fuels	FUEL	\$391.13
057063	KWIK TRIP - GAS PURCHA	GENERAL FUN	AIRPORT	Motor Fuels	FUEL	\$0.00
057063	KWIK TRIP - GAS PURCHA	FIRE FUND	FIRE	Motor Fuels	FUEL	\$272.65
CHECK # 057063 KWIK TRIP - GAS PURCHASES						\$1,196.53
CHECK # 057064 M&H APPLIANCE SALES & SERVICE						
057064	M&H APPLIANCE SALES &	LIQUOR FUND	LIQUOR STOR	Small Tools & Equi	CAMERA SYSTEM	\$5,975.47
CHECK # 057064 M&H APPLIANCE SALES & SERVICE						\$5,975.47
CHECK # 057066 MILLER TRUCKING INC						
057066	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	PRODUCT DELIVERY	\$47.50
057066	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	PRODUCT DELIVERY	\$287.91

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057066	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	PRODUCT DELIVERY	\$13.30
057066	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	PRODUCT DELIVERY	\$2.00
057066	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	PRODUCT DELIVERY	\$721.39
CHECK # 057066 MILLER TRUCKING INC						\$1,072.10
CHECK # 057067 MINNESOTA PETROLEUM SERVICE						
057067	MINNESOTA PETROLEUM	GENERAL FUN	GARAGE	Professional Servic	VEHICLE LIFT INSPECTIO	\$324.30
CHECK # 057067 MINNESOTA PETROLEUM SERVICE						\$324.30
CHECK # 057068 MN ENERGY RESOURCES CORP						
057068	MN ENERGY RESOURCES	GENERAL FUN	CITY HALL BU	Natural Gas - Heat	NATURAL GAS	\$52.68
057068	MN ENERGY RESOURCES	GENERAL FUN	LIBRARY BUIL	Natural Gas - Heat	NATURAL GAS	\$55.06
057068	MN ENERGY RESOURCES	GENERAL FUN	AQUATIC CEN	Natural Gas - Heat	NATURAL GAS	\$1,675.43
057068	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS-HANGAR	\$67.29
057068	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS-AD BLDG	\$24.10
057068	MN ENERGY RESOURCES	FIRE FUND	FIRE	Natural Gas - Heat	NATURAL GAS	\$69.19
CHECK # 057068 MN ENERGY RESOURCES CORP						\$1,943.75
CHECK # 057069 MORA LIONS CLUB						
057069	MORA LIONS CLUB	GENERAL FUN	PARKS	Contributions	2021 LIONS PARK BATHR	\$2,000.00
CHECK # 057069 MORA LIONS CLUB						\$2,000.00
CHECK # 057072 NORTHLAND FIRE PROTECTION LLC						
057072	NORTHLAND FIRE PROTE	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	EXTINGUISHER SERVICE-	\$85.00
057072	NORTHLAND FIRE PROTE	GENERAL FUN	LIBRARY BUIL	Repair/Maint - Bldg	EXTINGUISHER SERVICE-	\$78.00
057072	NORTHLAND FIRE PROTE	GENERAL FUN	STREETS	Repair/Maint - Bldg	EXTINGUISHER SERVICE-	\$464.60
057072	NORTHLAND FIRE PROTE	GENERAL FUN	GARAGE	Repair/Maint - Bldg	EXTINGUISHER SERVICE-	\$71.00
057072	NORTHLAND FIRE PROTE	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	EXTINGUISHER SERVICE-	\$71.00
057072	NORTHLAND FIRE PROTE	FIRE FUND	FIRE	Repair/Maint - Bldg	EXTINGUISHER SERVICE-	\$698.65
057072	NORTHLAND FIRE PROTE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	EXTINGUISHER SERVICE-	\$78.34
CHECK # 057072 NORTHLAND FIRE PROTECTION LLC						\$1,546.59
CHECK # 057073 NORTHLAND REFIGERATION INC						
057073	NORTHLAND REFIGERATI	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	AC UNIT RPR - CITY HAL	\$655.60
CHECK # 057073 NORTHLAND REFIGERATION INC						\$655.60
CHECK # 057075 OFFICE DEPOT						
057075	OFFICE DEPOT	GENERAL FUN	MAYOR & CO	Office Supplies	OFFICE SUPPLIES	\$8.69
057075	OFFICE DEPOT	GENERAL FUN	ADMINISTRAT	Office Supplies	HRA OFFICE SUPPLIES	\$315.51
057075	OFFICE DEPOT	GENERAL FUN	ADMINISTRAT	Other Operating Su	PAPER PLATES	\$6.40
057075	OFFICE DEPOT	GENERAL FUN	ADMINISTRAT	Office Supplies	OFFICE SUPPLIES	\$8.69
057075	OFFICE DEPOT	GENERAL FUN	FINANCE	Office Supplies	OFFICE SUPPLIES	\$24.32
057075	OFFICE DEPOT	GENERAL FUN	FINANCE	Other Operating Su	PAPER PLATES	\$6.39
057075	OFFICE DEPOT	LIQUOR FUND	LIQUOR STOR	Office Supplies	OFFICE SUPPLIES	\$14.25
CHECK # 057075 OFFICE DEPOT						\$384.25
CHECK # 057076 OSLIN LUMBER						
057076	OSLIN LUMBER	GENERAL FUN	PARKS	Repair/Maint - Bldg	TREATED PINE FOR FEN	\$27.99
CHECK # 057076 OSLIN LUMBER						\$27.99
CHECK # 057077 OWENS AUTO PARTS						
057077	OWENS AUTO PARTS	GENERAL FUN	PARKS	Repair/Maint - Bldg	OXYGEN SENSOR	\$50.11
057077	OWENS AUTO PARTS	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	TRACTOR LUBE & AIR FI	\$147.75
057077	OWENS AUTO PARTS	FIRE FUND	FIRE	Repair/Maint - Bldg	ZIPTIES	\$6.70
CHECK # 057077 OWENS AUTO PARTS						\$204.56

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CHECK # 057080 PUMP & METER SERVICE						
057080	PUMP & METER SERVICE	GENERAL FUN	AIRPORT	Professional Servic	PRESSURE TEST ON FUE	\$783.00
CHECK # 057080 PUMP & METER SERVICE						\$783.00
CHECK # 057081 QUALITY DISPOSAL						
057081	QUALITY DISPOSAL	GENERAL FUN	CITY HALL BU	Garbage Removal	GARBAGE	\$48.29
057081	QUALITY DISPOSAL	GENERAL FUN	LIBRARY BUIL	Garbage Removal	GARBAGE	\$26.91
057081	QUALITY DISPOSAL	GENERAL FUN	STREETS	Garbage Removal	GARBAGE	\$80.73
057081	QUALITY DISPOSAL	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE	\$140.00
057081	QUALITY DISPOSAL	GENERAL FUN	AQUATIC CEN	Garbage Removal	GARBAGE	\$123.30
057081	QUALITY DISPOSAL	GENERAL FUN	PARKS	Garbage Removal	GARBAGE	\$125.19
057081	QUALITY DISPOSAL	LIQUOR FUND	LIQUOR STOR	Garbage Removal	GARBAGE	\$184.86
CHECK # 057081 QUALITY DISPOSAL						\$729.28
CHECK # 057083 RED BULL DISTRIBUTION COMPANY						
057083	RED BULL DISTRIBUTION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ENERGY DRINK	\$314.00
CHECK # 057083 RED BULL DISTRIBUTION COMPANY						\$314.00
CHECK # 057086 SEH						
057086	SEH	GENERAL FUN	AIRPORT	Professional Servic	2020 AIRPORT CRACK SE	\$1,580.00
057086	SEH	GENERAL FUN	AIRPORT	Capital Outlay	2021 TAXILANE REHAB	\$30,100.00
CHECK # 057086 SEH						\$31,680.00
CHECK # 057087 SHRED-N-GO, INC						
057087	SHRED-N-GO, INC	GENERAL FUN	ADMINISTRAT	Professional Servic	SHREDDING	\$79.75
CHECK # 057087 SHRED-N-GO, INC						\$79.75
CHECK # 057088 SPECTRUM SUPPLY						
057088	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Other Operating Su	TP, CAN LINERS, REGIST	\$224.52
057088	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	CLEANING SUPPLIES	\$67.81
057088	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$417.39
CHECK # 057088 SPECTRUM SUPPLY						\$709.72
CHECK # 057089 ST CLOUD STAMP & SIGN						
057089	ST CLOUD STAMP & SIGN	GENERAL FUN	PLANNING &	Other Operating Su	CARMICHAEL FINN NAME	\$17.16
CHECK # 057089 ST CLOUD STAMP & SIGN						\$17.16
CHECK # 057091 TOTAL REGISTER SYSTEMS INC						
057091	TOTAL REGISTER SYSTEM	LIQUOR FUND	LIQUOR STOR	Other Operating Su	SHELF PRODUCT LABELS	\$310.61
CHECK # 057091 TOTAL REGISTER SYSTEMS INC						\$310.61
CHECK # 057092 UHL COMPANY, INC						
057092	UHL COMPANY, INC	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	FREEZER PARTS & REPAI	\$1,232.33
CHECK # 057092 UHL COMPANY, INC						\$1,232.33
CHECK # 057093 VIKING COKE						
057093	VIKING COKE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$899.30
CHECK # 057093 VIKING COKE						\$899.30
CHECK # 057094 WATSON CO., INC						
057094	WATSON CO., INC	GENERAL FUN	AQUATIC CEN	Merchandise for Re	CONCESSIONS	\$313.38
057094	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TOBACCO, JUICE, ETC	\$12,414.34
057094	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Other Operating Su	COFFEE	\$27.94
057094	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	FOAM SOAP	\$62.66
CHECK # 057094 WATSON CO., INC						\$12,818.32

**CITY OF MORA
CHECK LIST-COUNCIL**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 057095 WINDSTREAM						
057095	WINDSTREAM	GENERAL FUN	AIRPORT	Telephone	TELEPHONE	\$128.39
CHECK # 057095 WINDSTREAM						<u>\$128.39</u>
CHECK # 057096 ZARNOTH BRUSH WORKS INC						
057096	ZARNOTH BRUSH WORKS	GENERAL FUN	STREETS	Repair/Maint - Bldg	SWEEPER BROOM	\$522.00
CHECK # 057096 ZARNOTH BRUSH WORKS INC						<u>\$522.00</u>
						<u>\$837,499.05</u>



CITY OF MORA
COUNCIL CHECK LIST

THE AUGUST/SEPTEMBER 2021 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

MAYOR

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

DEPUTY CLERK



MEMORANDUM

Date: September 21, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Approve Hire of Firefighter

SUMMARY

There is currently one opening for the position of Firefighter III. Filling this opening will meet the needs of the Mora Area Fire Department (MAFD).

OPTIONS & IMPACTS

Staff recruited applicants to fill the position of firefighter III. Two applications were received for the position. One of the applicants was interviewed on August 24, 2021 by members of MAFD and me.

Based on the application and interview staff recommends hiring Brian Piersa to fill the position under the terms attached in the proposed conditional offer letter. The start date for these position is October 4, 2021. The wage offered fits into the 2021 and 2022 MAFD budgets.

RECOMMENDATIONS

Motion to approve the hire of Brian Piersa according to the terms of the conditional offer letter.

Attachments

Conditional Employment Offer Letter



CITY OF MORA MORA AREA FIRE DEPARTMENT



101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us

320.679.1511

Fax 320.679.3862

September 7, 2021

Brian Piersa
650 Union Street S, #4
Mora, MN 55051

Dear Mr. Piersa:

Congratulations! We are pleased to offer to you a position with the Mora Area Fire Department as a Firefighter III. This offer is conditional upon the satisfactory results of a background investigation and physical exam (see below). Below are some of the details of your employment for your reference.

- **Start Date.** Pending the background investigation and physical exam results, your start date will be Monday, October 4, 2021. If you have any questions in the meantime feel free to contact Mandi Yoder at 320-225-4804.
- **Physical Examination & Drug Test.** Included is a physical examination form. Please see your physician as soon as possible and have it completed and signed. A pre-employment drug test is also required, and a Titers test is offered. Contact Yoder at city hall to arrange this test. We would like to have your physical exam, drug test, and Titers test completed by October 1, 2021. If this is not possible for you, please contact Yoder. The city will pay the cost of the examination and Titers and drug tests not covered by any insurance.
- **Training Period.** You will serve a twelve (12) month probationary period. During this time, you will be evaluated for your suitability for the position.
- **Compensation.** Your wage will be \$10 per hour for response to an emergency at the scene, \$10 per hour for response to the station, meetings, drills, etc.
- **Status/Hours.** This position is classified as paid-on-call. Generally, you will be paged to respond to emergencies based on the needs of the department. In addition, regularly scheduled meetings, drills, and training are required. This position requires daytime, evening, and weekend work.

Other benefits and conditions of employment are explained in the city's personnel policy and the fire department policy provided to you. To summarize the steps you need to take:

- Indicate whether you accept this conditional offer of employment by signing below and promptly returning a copy of this letter to city hall.
- Return the physical exam form and vaccination declination statement to city hall as soon as it is completed, but no later than Friday, October 1, 2021.
- Arrange with Yoder to have a pre-employment drug test and Titers test administered.
- Schedule a time with Yoder for onboarding paperwork at city hall.

Please acknowledge your acceptance of this conditional offer in writing by signing below and return a copy of this letter to city hall as soon as possible. If you have any questions, please contact Yoder at 320-225-4804 or by email at m.yoder@cityofmora.com

Sincerely,

/s/
Lindy Crawford
City Administrator

*Enclosures: Physical Examination Form
 Vaccination Declination Statement*

Cc: Personnel File

The foregoing conditional offer of employment is hereby accepted:

Employee Name - Printed

Date

Employee Signature



MEMORANDUM

Date September 21, 2021
To Mayor and City Council
From Natasha Segelstrom, Administrative Services Director
RE Assessment Services Contract 2022-2023

BACKGROUND INFORMATION

The city has a joint assessment agreement with Kanabec County Assessor's Office for assessment of real and taxable personal property. Attached for review and approval is the assessing agreement for assessment years 2022-2023 with a \$0.50 increase per parcel. The increase has been reflected in the 2022 proposed budget, for a contract total of \$14,408.

RECOMMENDATIONS

Motion to approve the Kanabec County Assessor's Office Services Agreement for the assessment years 2022 and 2023.

Attachments

Kanabec County Assessing Services Contract

Assessing Contract

Under the provisions of Minnesota Statutes, Section 273.072, a resolution has been made and it is agreed that the assessment district of: **City of Mora** shall have its real and taxable personal property assessed by the Kanabec County Assessor's Office for the assessment years 2022 and 2023.

Assessment District By:

Mayor _____

City Administrator _____

County Assessor By:

We have enclosed an estimated billing figure based on parcel counts as of February 1, 2021 for your budgeting purposes. This amount may vary slightly due to splits and combines. The exact dollar amount will be based on the number of valuation notices sent each spring.

Please sign this contract and return by December 1, 2021.

Assessing Service Charges
Assessment in 2021

	Real Estate	Mobile Homes	Total	Total
	\$7.50	\$7.50	Parcels	Charge
Ann Lake	400	4	404	\$3,030.00
Arthur	1157	20	1177	\$8,827.50
Brunswick	901	5	906	\$6,795.00
Comfort	770	5	775	\$5,812.50
Ford	326	0	326	\$2,445.00
Grass Lake	679	3	682	\$5,115.00
Haybrook	429	2	431	\$3,232.50
Hillman	510	4	514	\$3,855.00
Kanabec	555	49	604	\$4,530.00
Knife Lake	991	20	1011	\$7,582.50
Kroschel	424	0	424	\$3,180.00
Peace	993	21	1014	\$7,605.00
Pomroy	471	3	474	\$3,555.00
South Fork	553	2	555	\$4,162.50
Whited	669	2	671	\$5,032.50
Grasston	123	0	123	\$922.50
Mora	1683	118	1801	\$13,507.50
Ogilvie	239	19	258	\$1,935.00
Quamba	79	0	79	\$592.50
Braham	13	0	13	\$97.50
County Totals:	11965	277	12242	\$91,815.00
			Average:	\$7.50

Assessing Service Charges
PROPOSED Assessment in 2022

	Real Estate	Mobile Homes	Total	Total
	\$8.00	\$8.00	Parcels	Charge
Ann Lake	400	4	404	\$3,232.00
Arthur	1157	20	1177	\$9,416.00
Brunswick	901	5	906	\$7,248.00
Comfort	770	5	775	\$6,200.00
Ford	326	0	326	\$2,608.00
Grass Lake	679	3	682	\$5,456.00
Haybrook	429	2	431	\$3,448.00
Hillman	510	4	514	\$4,112.00
Kanabec	555	49	604	\$4,832.00
Knife Lake	991	20	1011	\$8,088.00
Kroschel	424	0	424	\$3,392.00
Peace	993	21	1014	\$8,112.00
Pomroy	471	3	474	\$3,792.00
South Fork	553	2	555	\$4,440.00
Whited	669	2	671	\$5,368.00
Grasston	123	0	123	\$984.00
Mora	1683	118	1801	\$14,408.00
Ogilvie	239	19	258	\$2,064.00
Quamba	79	0	79	\$632.00
Braham	13	0	13	\$104.00
County Totals:	11965	277	12242	\$97,936.00
			Average:	\$8.00

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

RECEIVED
 SEP 16 2021
 Check #3417
 \$85.00

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: MINN DEER HUNTERS ASSOC SNAKE RIVER CHAPTER Previous Gambling Permit Number: X-03612-21-022

Minnesota Tax ID Number, if any: 4326991 Federal Employer ID Number (FEIN), if any: 41-1390958

Mailing Address: 47 N PARK ST

City: MORA State: MN Zip: 55051 County: KANABEC

Name of Chief Executive Officer (CEO): JERE L BARTZ

CEO Daytime Phone: 612-390-8493 CEO Email: jere@jmthielcpa.com
 (permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): GRAND EVENT CENTER

Physical Address (do not use P.O. box): 2025 ROWLAND ROAD

Check one:
 City: MORA Zip: 55051 County: KANABEC
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): DECEMBER 1, 2021

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

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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



MEMORANDUM

Date: September 21, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: Final Plat of Fox Run 3rd Addition

SUMMARY

The City Council will consider the Final Plat of Fox Run 3rd Addition.

BACKGROUND INFORMATION

Fox Run was approved by the City Council as a Planned Unit Development (PUD) in 2003. PUDs offer developers more flexibility in site design and layout than what is typically allowed by standard zoning district regulations. The Preliminary Plat of Fox Run and subsequent Final Plats of Fox Run and Fox Run Second Addition included a mixture of twin home lots and single family dwelling lots; however, recent construction has been predominantly single family dwellings.

The City Council adopted Resolution No. 2021-323 this past March allowing amendments to the Fox Run Preliminary Plat / PUD allowing property owner Jake Fedder to final plat 19 single family dwelling lots where 30 twin home lots were previously approved by the council in 2003. Additionally, the council approved reduced frontages for six of the 19 lots. Fedder is now requesting approval of the Final Plat of Fox Run 3rd Addition consistent with approvals granted by Resolution No. 2021-323.

The proposed Final Plat of Fox Run 3rd Addition includes 19 single family dwelling lots, two outlots, and the extension of public streets and utilities. Proposed Outlot A will be reserved for future development and proposed Outlot B is the site of an existing drainage pond. The developer is not proposing to dedicate land for open space / park purposes, rather preferring to pay into the city’s park fund as allowed by the zoning code. These funds, currently \$500 per dwelling unit, will be used to establish the city’s proposed Fox Run park. Staff supports open space dedication in the form of cash rather than land, but has encouraged Fedder to incorporate a park in future phases of development.

The Final Plat drawings have been reviewed by all necessary city and utility departments, the city attorney, the city engineer, and other outside organizations that may be impacted by the development. Comments received from the city attorney and city engineer have been included as proposed conditions of approval in the attached resolution.

If the council approves the Final Plat of Fox Run 3rd Addition, the developer will be required to enter into a development agreement with the city. The development agreement will be presented to the council at the meeting following Final Plat approval.

OPTIONS & IMPACTS

Memorandum

1. Approve the Final Plat of Fox Run 3rd Addition as proposed or amended, creating 19 single family dwelling lots available for development.
2. Deny the Final Plat of Fox Run 3rd Addition, delaying or prohibiting development opportunities in the Fox Run neighborhood.
3. Table the request for further consideration. The review period for this request expires on October 23, 2021.

RECOMMENDATIONS

Motion to approve Resolution No. 2021-921 approving the Final Plat of Fox Run 3rd Addition as requested by Jake Fedder.

Attachments

City engineer's comments dated May 19, 2021 (including responses from developer shown in red)

Resolution No. 2021-921

Final Plat of Fox Run 3rd Addition



Building a Better World
for All of Us®

MEMORANDUM

TO: Beth Thorp, Community Development Director

FROM: Greg Anderson, PE - City Engineer (Lic. MN)

DATE: May 19, 2021

RE: Fox Run 3rd Addition Preliminary Plat Review
SEH No. MORA0 145879 14.00

Per your request we have reviewed the street, utility and drainage plans that accompanied the preliminary plat submitted for the 3rd Addition of the Fox Run Development. The plans were prepared by Civil Methods Inc. and dated March 3, 2021. Our comments are as follows:

DRAINAGE

1. NPDES permit states in rule 18.3, "The basin/s permanent volume must reach a minimum of at least three (3) feet and must have no depth greater than 10 ft." The basin in the 3rd Addition currently only has two (2) feet of permanent storage. **Addressed.**
2. Identify an emergency overflow for the pond, NPDES permit rule 18.7. **Riprap EOF shown on C60.**
3. Provide a narrative of the downstream outlet's capacity and ability to accept the flow.
Discharge rates for design events are being reduced (see Stormwater Management memo - March 1, 2021).

UTILITIES

1. City of Mora utility staff will witness and approve connections to the existing water main and sanitary sewer system. City staff will also operate all existing gate valves. **Note added.**
2. The developer/contractor shall televise all new sanitary and storm mains after installation and provide televising records per the attached City standard specification. **Note added.**
3. The existing 8-inch water main in Edwards Avenue runs the entire length of Edwards Avenue. Civil Methods should revise their sheet C51 to reflect the existing water main and service/hydrant connections. **Addressed.**
4. Civil Methods should add a note to sheet C51 to protect existing water main during the installation of the new sanitary sewer in Edwards Avenue. **Addressed.**
5. General note #6 on the civil sheets should note Neenah Casting number R-1733 with concealed pick holes. This should be changed on all plan sheets that the note appears **Addressed.**
6. All new sanitary sewer service lines shall have tracer wire and a locate box installed. See attached City detail and specifications. **Addressed.**
7. New curb stops & boxes, corporation stops and hydrants shall all match city standard. See attached city standard specifications. **Addressed.**

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

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

STREETS

1. Attached are the City standard specifications for roadbed compaction and testing requirements. They should be incorporated into the developer plans. **Addressed.**
2. The developer will coordinate and pay for the appropriate soil testing noted above as well as concrete testing during installation of the new concrete curb & gutter. **Noted.**
3. It appears on the temporary cul-de-sac on the east end of Edwards Avenue that the concrete curbing goes "through" the cul-de-sac with bituminous wings behind the curb to create the temporary cul-de-sac. Please have the developer's engineer confirm. **Correct.**
4. Install two (2) Red Reflective End of Roadway Markers on the east side of the temporary cul-de-sac on Edwards Avenue. **Addressed.**

PLAT/EASEMENTS

1. Does the city need a drainage & utility easement covering the portion of Out lot A where the pond/storm sewer are?
2. Does the west side yard easement of Lot 11; Block 2 need to be wider to cover the existing storm sewer pipe or is it 10-feet similar to easements adjacent streets?

ah/GFA

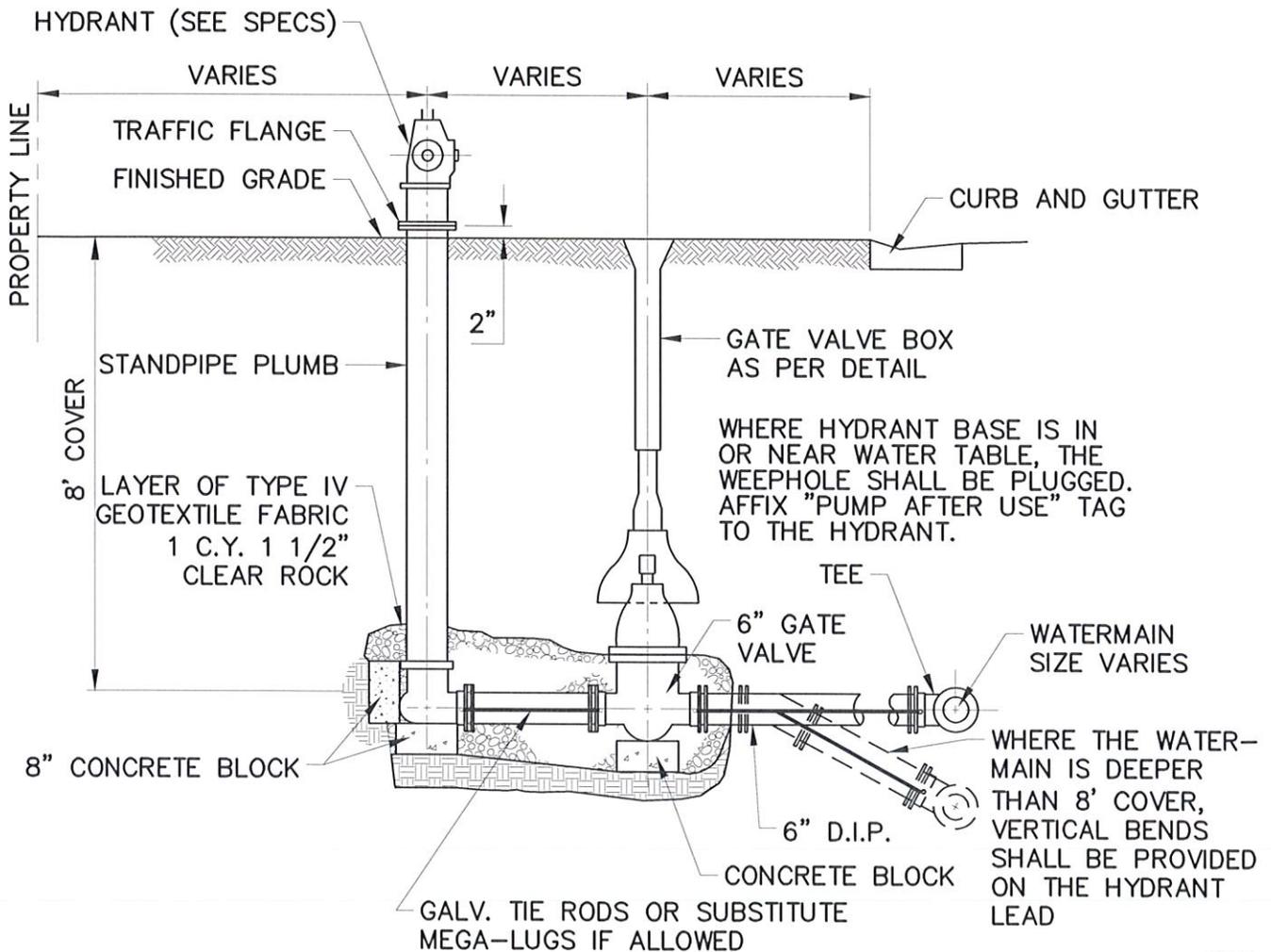
HYDRANTS SHALL BE AS REQUIRED BY SPECIFICATIONS

- FACTORY PAINTED (COLOR AS PER SPECIFICATIONS) TO GROUND LINE
- TRAFFIC FLANGE
- 7.5 FOOT MIN. BURY
- ALUMINUM PLATE TO DENOTE BURY DEPTH
- STEAMER, NOZZLES AND THREAD PER SPECS.
- PENTAGON NUT TYPE, CAPS WITH CHAINS
- CONDUCTIVITY IS REQUIRED (DO NOT TEST CONDUCTIVITY THROUGH OPERATING NUT)

PROVIDE PERMANENT MARKINGS WHICH INDICATE:

- MANUFACTURER'S NAME
- YEAR OF MANUFACTURE

HYDRANTS GENERALLY LOCATED 5 FEET BEHIND BACK OF CURB.
 HYDRANT LEADS SHALL BE EQUIPPED WITH AUXILIARY GATE VALVES
 LOCATED NEAR THE HYDRANT (BETWEEN CURB & HYD).
 VALVES SHALL BE TIED TO HYDRANT AND TEE.

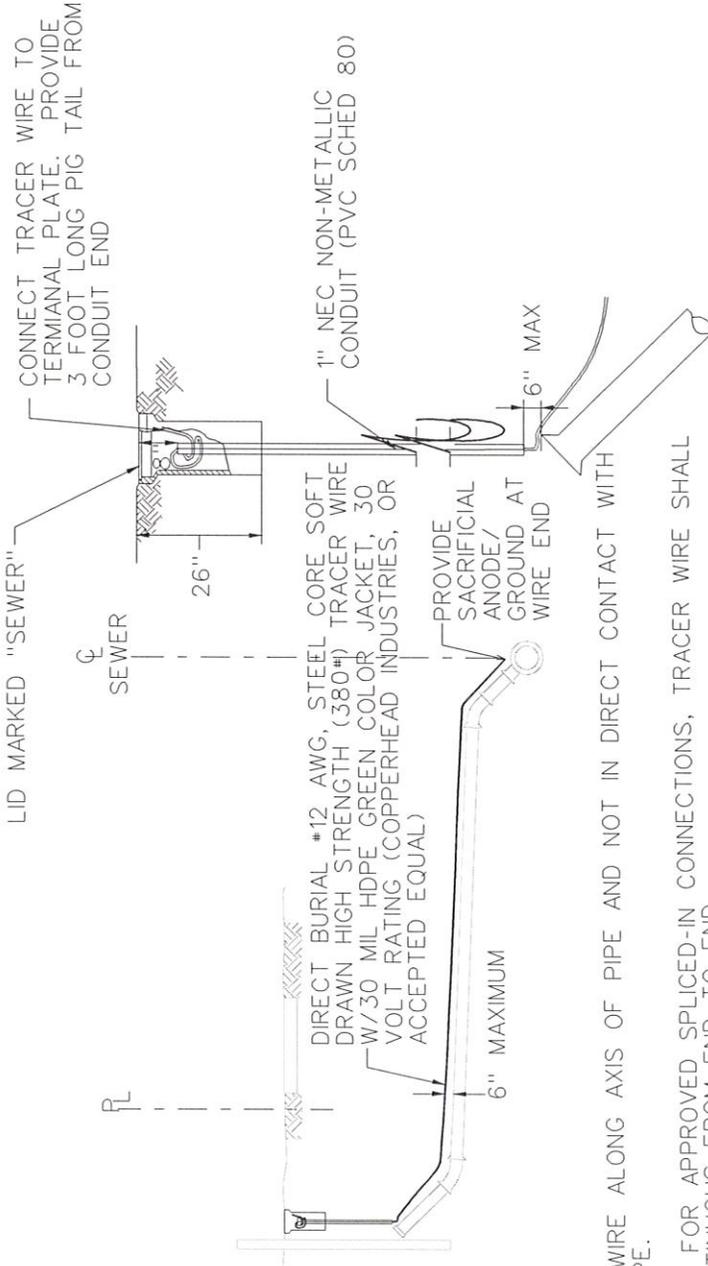


NTS



HYDRANT AND GATE VALVE INSTALLATION

Revised:
 Oct. 2016
 SEH Plate No.
 WAT-01



- ① PLACE WIRE ALONG AXIS OF PIPE AND NOT IN DIRECT CONTACT WITH PVC PIPE.
- ② EXCEPT FOR APPROVED SPLICED-IN CONNECTIONS, TRACER WIRE SHALL BE CONTINUOUS FROM END TO END.
- ③ SPLICED OR REPAIRED WIRE CONNECTIONS IN THE TRACER WIRE SYSTEM SHALL BE UL LISTED FOR DIRECT BURIAL, WATER AND CORROSION PROOF (DRYCONN KING, DRYCONN DIRECT BURY LUG OR ACCEPTED EQUAL). SPLIT-BOLT AND TWISTED WIRE SPLICES WILL NOT BE ACCEPTED.
- ④ TRACER WIRE FOR SERVICES INSTALLED WITH HORIZONTAL DIRECTIONAL DRILLING METHODS SHALL BE DIRECT BURIAL #12 AWG SOLID, STEEL CORE HARD DRAWN EXTRA HIGH STRENGTH WIRE (1150* AVERAGE TENSILE LOAD) WITH 45 MIL HDPE GREEN JACKET 30 VOLT RATING (COPPERHEAD INDUSTRIES OR ACCEPTED EQUAL)
- ⑤ PROVIDE 5* MAGNESIUM ANODE AT TRACER WIRE END. REMOVE ANODE PROTECTIVE PLASTIC COVER AND APPLY WATER AS DIRECTED BY MANUFACTURER.
- ⑥ TEST CONTINUITY OF CONDUCTION IN THE PRESENCE OF THE ENGINEER. DEMONSTRATE CONTINUITY BY CONNECTING A SIGNAL GENERATOR AT TERMINUS OF THE SYSTEM AND TRACE THE WIRE THROUGHOUT THE INSTALLATION. LOCATE AND REPAIR ANY BREAK IN CONDUCTIVITY.

NTS



STANDARD DETAILS
SANITARY SEWER SERVICE TRACER
WIRE INSTALLATION

Revised:
 Feb. 2006

SEH Plate No.
 SERV-07

RESOLUTION NO. 2021-921

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA, APPROVING THE FINAL PLAT OF FOX RUN 3rd ADDITION AS REQUESTED BY JAKE FEDDER

WHEREAS, Jake Fedder, property owner and applicant, has submitted an application dated received April 5, 2021 and considered complete on August 24, 2021 for the Final Plat of Fox Run 3rd Addition; and

WHEREAS, the proposed plat is 46.22± acres in size and is generally located at the southwest corner of (unimproved) Edwards Avenue and of Oslin Road; and

WHEREAS, the property included in the request is legally described as:

PID 22.07825.00
Outlot A, Fox Run Second Addition
Kanabec County, Minnesota
Section 13, Township 039, Range 024; and

WHEREAS, the Preliminary Plat / Planned Unit Development of Fox Run was approved by Resolution No. 2003-903; and

WHEREAS, the Final Plats of Fox Run and Fox Run Second Addition were approved by Resolution Nos. 2003-1002 and 2005-501 respectively; and

WHEREAS, the City Council approved amendments to the Planned Unit Development per Resolution No. 2021-323, allowing Fedder to proceed with the Final Plat of Fox Run 3rd Addition including 19 single family dwelling lots where 30 twin home lots were previously approved and six of the 19 lots having reduced street frontages; and

WHEREAS, the City Council considered the request for Final Plat of Fox Run 3rd Addition at its September 21, 2021 meeting.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Mora, Minnesota approves the Final Plat of Fox Run 3rd Addition, subject to the following conditions:

1. The title commitment shows that the subject property is owned by Jake Fedder individually and subject to a mortgage; however, the plat is proposed to be executed by Fedder Properties, LLC. Further, the applicant verbally indicated on September 14, 2021 that the plat would be executed by MN Land Holdings, LLC. The transfer and release will need to be completed prior to recording of the plat.
2. The Final Plat drawings prepared by Acre Land Surveying dated received August 24, 2021 and the construction plans prepared by Civil Methods, Inc. dated July 5, 2021 are hereby approved, with the exception that the drawings shall be revised to accurately reflect ownership (see condition no. 1). All features of the Final Plat are subject to and shall be in accordance with the plans as submitted and per the city engineer's comments dated May 19, 2021. Any changes must be approved by the City Council.

3. The Final Plat includes 19 single family dwelling lots, six of which were approved with reduced frontages per Resolution No. 2021-323 as follows:

Lot 4, Block 2 – 76.49'	Lot 7, Block 2 – 74.73'
Lot 5, Block 2 – 72.64'	Lot 10, Block 2 – 75.20'
Lot 6, Block 2 – 72.26'	Lot 11, Block 2 – 69.99'
4. The developer shall install monuments at property corners in order to provide a point of measurement at the time that building permits are issued.
5. If Outlot B is to be conveyed to the city, a separate deed will need to be received and recorded at the time of plat recording.
6. The property owner shall provide the City of Mora any and all permanent easements necessary for utility purposes.
7. Any change to municipal utility services and/or infrastructure shall be coordinated with and approved by the Public Utilities General Manager.
8. The developer shall enter into a development agreement with the City of Mora prior to issuance of any building permits or the city's acceptance of any public improvements. The transfer and release of the property, referenced herein, shall be completed prior to execution of the development agreement.
9. The developer shall pay an open space / park dedication fee of \$9,500 (\$500 per dwelling unit) in lieu of land dedication. Said fee is required to be paid prior to execution of the development agreement.
10. The city's public works staff shall witness and approve connections to the existing water main and sanitary sewer system. City staff will also operate all existing gate valves.
11. The developer / contractor shall televise all new sanitary and storm mains after installation and provide televising records per the city's standard specification.
12. All new sanitary sewer service lines shall have tracer wire and a locate box installed.
13. New curb stops and boxes, corporation stops and hydrants shall match city standard.
14. The developer / contractor shall meet the city's standard specification for roadbed compaction and testing requirements.
15. The developer shall coordinate and pay for the appropriate soil testing and concrete testing during installation of concrete curb and gutter.
16. The developer / contractor shall install a temporary cul-de-sac on the east end of Edwards Avenue in compliance with the July 5, 2021 construction plans approved herein. The developer / contractor shall install two Red Reflective End of Roadway Markers on the east side of the temporary cul-de-sac. The developer shall also install no parking signs within the temporary cul-de-sac to allow adequate space for equipment and emergency vehicles to maneuver.
17. The developer shall provide the city with a copy of any restrictive covenants applied to the development. However, the city will not be responsible for the enforcement of any such covenants.
18. The Final Plat is subject to all local, state and federal regulations.
19. The Final Plat shall be recorded by the city within six months of final plat approval or the final plat shall be considered null and void unless an extension has been granted by the City Council.

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 21st day of September, 2021.

Alan Skramstad,
Mayor

ATTEST: _____
Natasha Segelstrom,
Administrative Services Director

FOX RUN 3RD ADDITION

CITY OF MORA
COUNTY OF KANABEC
SECTION 13, T39, R24

KNOW ALL PERSONS BY THESE PRESENTS: That Fedder Properties, LLC, a Minnesota limited liability company, fee owner of the following described property situated in the City of Mora, State of Minnesota, County of Kanabec, to wit:

Outlot A, FOX RUN SECOND ADDITION, Kanabec County, Minnesota.

Has caused the same to be surveyed and platted as FOX RUN 3RD ADDITION and does hereby donate and dedicate to the public for public use forever the public ways and the easements for drainage and utility purposes as shown on this plat.

In witness whereof said Fedder Properties, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

Signed: Fedder Properties, LLC

_____, Manager

Jake Fedder

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by Jake Fedder, Manager of Fedder Properties, LLC, a Minnesota limited liability company, on behalf of the company.

_____, Notary Public, _____ County, Minnesota
My Commission expires _____

I Joshua P. Schneider do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Joshua P. Schneider, Licensed Land Surveyor
Minnesota License Number 44655

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by Joshua P. Schneider.

_____, Notary Public, _____ County, Minnesota
My Commission expires _____

PLANNING COMMISSION

Approved by the Planning Commission of the City of Mora, Minnesota, this _____ day of _____, 20____.

By _____ Chairman By _____ Community Development Director

CITY COUNCIL

Approved by the City Council of the City of Mora, Minnesota, this _____ day of _____, 20____.

By _____ Mayor By _____ City Administrator

CITY ATTORNEY

Approved by the City Attorney of the City of Mora, Minnesota, this _____ day of _____, 20____.

By _____ City Attorney

KANABEC COUNTY AUDITOR

Approved by the County Auditor of the City of Mora, Minnesota, this _____ day of _____, 20____.

By _____ County Auditor

KANABEC COUNTY TREASURER

Approved by the County Treasurer of the City of Mora, Minnesota, this _____ day of _____, 20____.

By _____ County Treasurer

KANABEC COUNTY RECORDER

Document No. _____

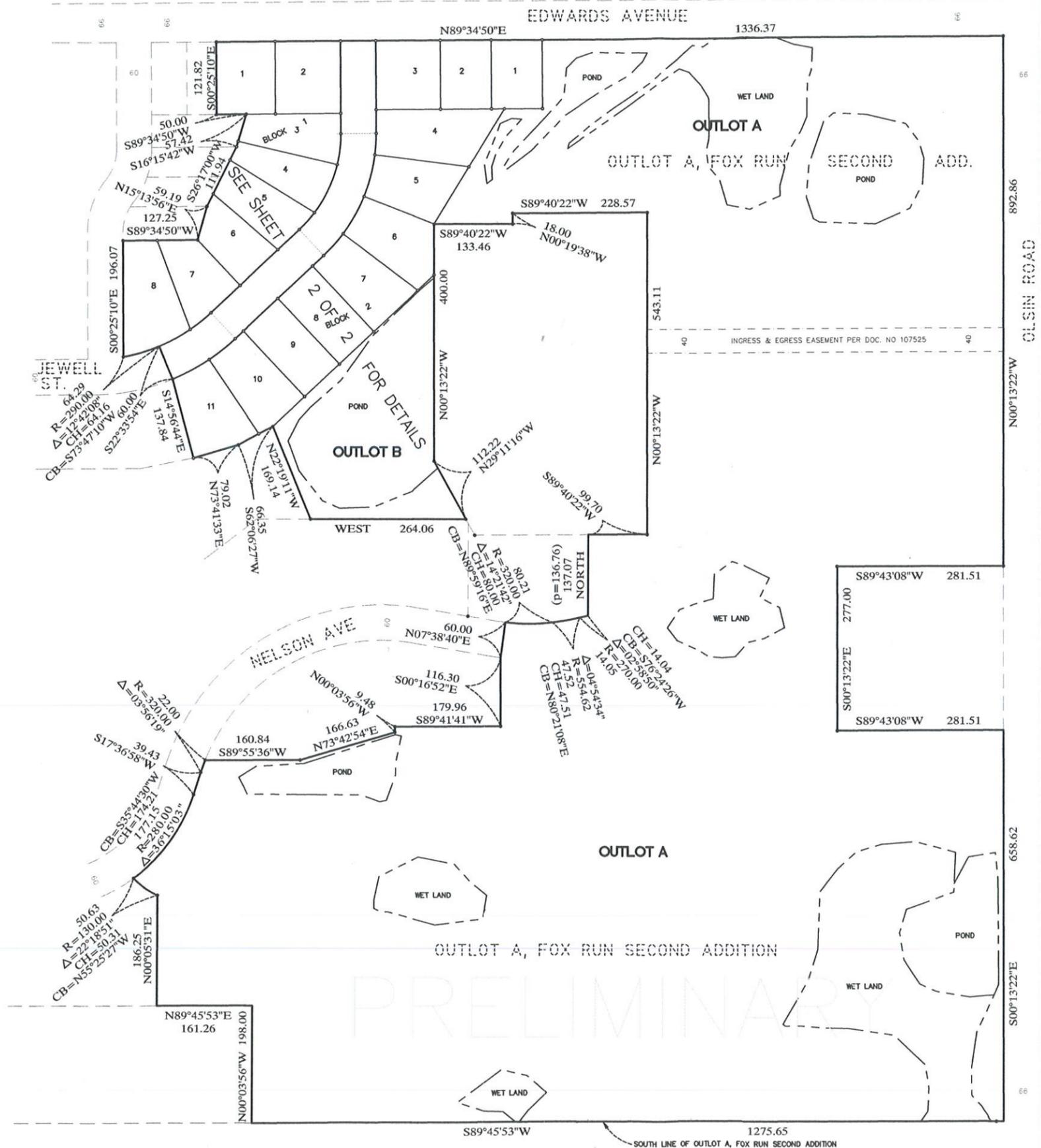
I hereby certify that this instrument was filed for record in the Office of the County Recorder for record on this _____ day of _____, 20____, at _____ o'clock _____ M. and was duly recorded in Kanabec County Records.

By _____ County Recorder



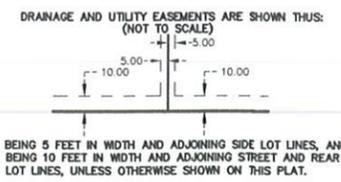
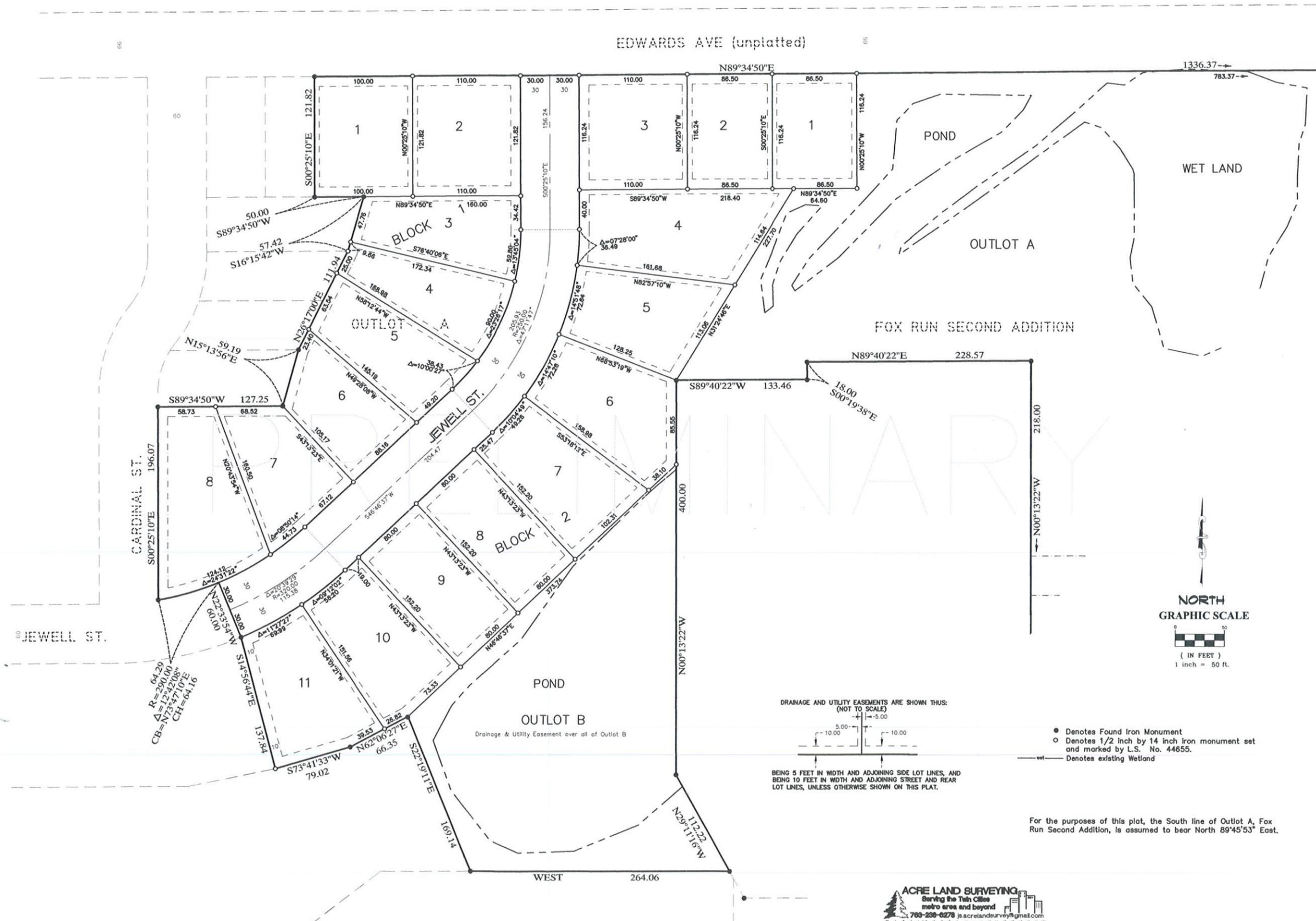
- Denotes Found Iron Monument
- Denotes 1/2 Inch by 14 inch iron monument set and marked by L.S. No. 44655.

For the purposes of this plat, the South line of Outlot A, Fox Run Second Addition, is assumed to bear North 89°45'53" East.



FOX RUN 3RD ADDITION

CITY OF MORA
 COUNTY OF KANABEC
 SECTION 13, T39, R24



- Denotes Found Iron Monument
- Denotes 1/2 inch by 14 inch iron monument set and marked by L.S. No. 44655.
- Denotes existing Wetland

For the purposes of this plat, the South line of Outlot A, Fox Run Second Addition, is assumed to bear North 89°45'53" East.



ACRE LAND SURVEYING
 Serving the Twin Cities metro area and beyond
 763-259-0278 jsacretlandsurvey@gmail.com



MEMORANDUM

Date: September 21, 2021
 To: Mayor and City Council
 From: Beth Thorp, Community Development Director
 RE: Amendment to Fox Run Planned Unit Development

SUMMARY

The City Council will consider amendments to the Fox Run Planned Unit Development (PUD) allowing the property owner / developer to construct single family homes on lots previously approved for twin homes.

BACKGROUND INFORMATION

Fox Run was approved by the City Council as a Planned Unit Development (PUD) in 2003. PUDs offer developers more flexibility in site design and layout than what is typically allowed by standard zoning district regulations. The plat included several twin home lots and, while some lots have been developed with twin homes, much of the recent construction activity in Fox Run and Fox Run Second Addition has been single family homes. The most significant difference between the twin home lots and single family home lots is that the twin home lots were platted with 50' – 60' of street frontage rather than the standard 80' of street frontage currently required for single family homes, which also results in a significantly smaller overall lot area.

Four of the remaining twin home lots are owned by Heartland Acres, Inc., who wishes to develop these parcels with single family homes consistent with the rest of the block. The request is specific to Lots 5 & 6 and 9 & 10, Block 2, Fox Run. See attached location map for reference.

The City Council considered similar requests in March 2017, June 2018 and March 2021, and approved all three PUD Amendment requests allowing for the construction of single family homes instead of twin homes. Due to the smaller lot sizes and the need to meet setback requirements, some of the past requests have also included deviations from the standard R-1 District setback requirements. It appears that Heartland will be able to accommodate all standard setback requirements, with the exception of Lot 9, Block 2. Because this parcel is a corner lot the zoning code requires that both yards abutting a street be at least 30'; however, the building plans submitted by Heartland Acres show that they're only able to accommodate a 19' setback on the west side (Bluebird Street). The Final Plat for Fox Run was originally approved in 2003 allowing an 18' setback for a twin home in this very location, making the requested deviation consistent with the approved plat. Surveys for Lots 9 & 10, Block 2 are attached to illustrate proposed development, with the survey for Lot 9 showing the proposed 19' setback adjacent to Bluebird Street.

Zoning code Section 150.273 (E) Changes in Planned Unit Development describes the process for granting changes to PUDs (Amendments), detailing "Minor Changes" and "Major Changes". The Zoning Administrator (Community Development Director) shall determine if the proposed changes are minor or major. If the proposed changes are determined to be **minor changes**, the City Council may approve these changes without a public hearing provided that the proposed development remains consistent with the spirit and intent of the Preliminary Plat. The modification shall not:

1. Change the general character of the Planned Unit Development;

Memorandum

2. Cause substantial relocation of principal or accessory structures;
3. Cause a substantial relocation or reduction of parking, loading or recreation areas;
4. Cause a substantial relocation of traffic facilities and circulation systems;
5. Increase the impervious surface coverage of buildings and parking areas;
6. Increase the gross floor area of buildings, the number of dwelling units or the net density of the site;
or,
7. Reduce the amount of approved open space, landscaping, screening or natural resource amenities to be located within the development.

If the requested changes are determined by the Zoning Administrator (Community Development Director) to be **major changes** or would represent a significant departure from the Preliminary Plat, it shall result in the formal abandonment and the subsequent re-filing of a new application for Planned Unit Development. In this case, given that the request only includes four parcels and they're not all next to each other, it would likely result in Heartland Acres having no other option than to build twin homes.

Staff has discussed the proposed changes with the applicant, reviewed the application materials, reviewed the criteria for minor changes, and considered previous similar determinations by the City Council in 2017, 2018 and 2021. Staff believes that the proposed changes meet the criteria for a minor change.

OPTIONS & IMPACTS

1. Determine that the proposed PUD Amendments are minor changes and approve the request, allowing for the construction of four single family homes with one of the parcels having a reduced front yard setback.
2. Determine that the proposed PUD Amendments are major changes and deny the request, requiring that the applicant develop the properties as originally intended with twin homes.
3. Table the request for further consideration. The review period for this request expires on November 9, 2021.

RECOMMENDATIONS

Motion to approve Resolution No. 2021-922 approving PUD Amendments to the Fox Run Final Plat/ Planned Unit Development as requested by Heartland Acres, Inc.

Attachments

Location map

Surveys for Lots 9 & 10, Block 2, Fox Run

Resolution No. 2021-922



SUBJECT SITES

EDWARDS AVE N/E

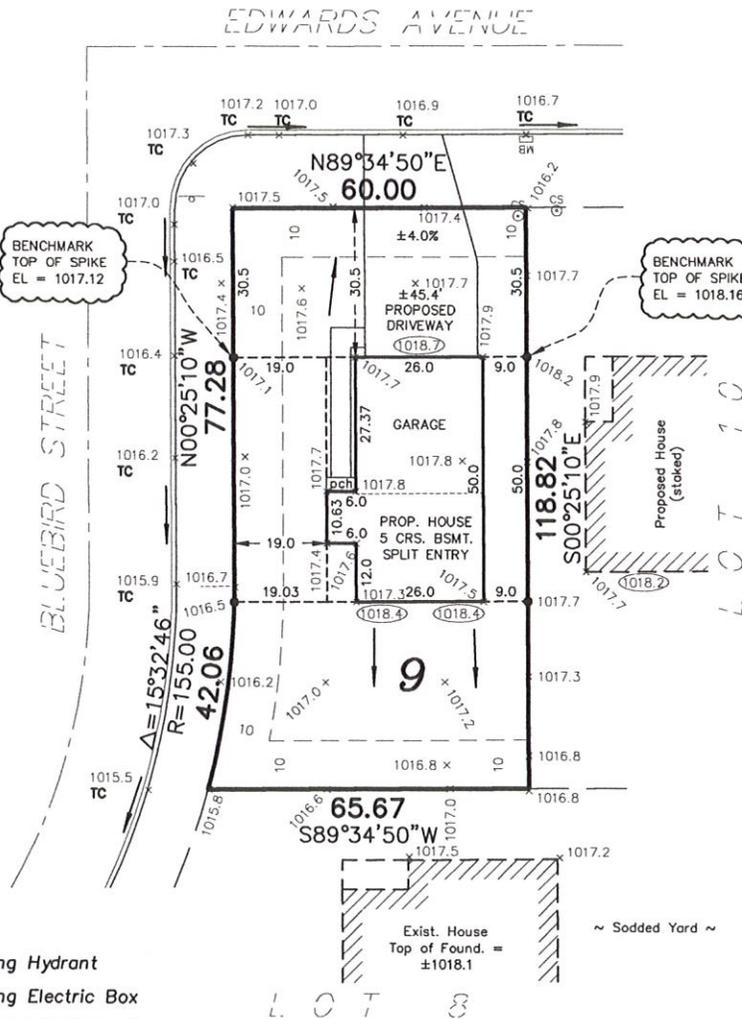
PROPOSED
FOX RUN
THIRD ADDN.



Certificate of Survey for:

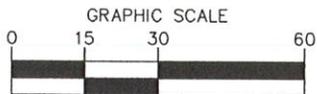
House Address:
825 Edwards Avenue, Mora, MN

Revisions:	
1	
2	
3	
4	
5	



- Denotes Existing Hydrant
- Denotes Existing Electric Box
- Denotes Existing Television Box
- Denotes Existing Telephone Box
- Denotes Existing Light Pole
- Denotes Existing Service
- Denotes Existing Curb Stop
- Denotes Existing Elevation
- Denotes Proposed Elevation
- Denotes Direction of Drainage
- Denotes Drainage & Utility Easement (per recorded plat)
- Denotes Iron Monument

Bearings shown are assumed



(IN FEET)
(8.5x14 sheet)

1689 9622.001 DPE

PROPERTY DESCRIPTION:

Lot 9, Block 2, FOX RUN,
Kanabec County, Minnesota

PROPOSED BUILDING ELEVATIONS

Lowest Floor Elevation: 1015.9
Top of Foundation Elevation: 1019.1
Garage Slab Elevation (at door): 1018.7

NOTES:

- Proposed building site grading is in accordance with the grading plans prepared by John Oliver & Associates, Inc., last revised 10/14/2003.
- Contractor must verify sewer depth.
- Driveways shown are for graphic purposes only. Final driveway design and location to be determined by owner/builder.
- All building foundation dimensions shown on this survey include exterior foundation insulation widths, if applicable. Refer to final building plans for foundation details.

CARLSON MCCAIN
ENGINEERING \ SURVEYING \ ENVIRONMENTAL
3890 PHEASANT RIDGE DRIVE NE
SUITE 100
BLAINE, MN 55449
TEL (763) 489-7900, FAX (763) 489-7959
CARLSONMCCAIN.COM

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

Dated this 11th day of August, 2021.

Signed: Carlson McCain, Inc.

By:
Thomas R. Balluff, L.S. Reg. No. 40361
Peter J. Blomquist, L.S. Reg. No. 51676

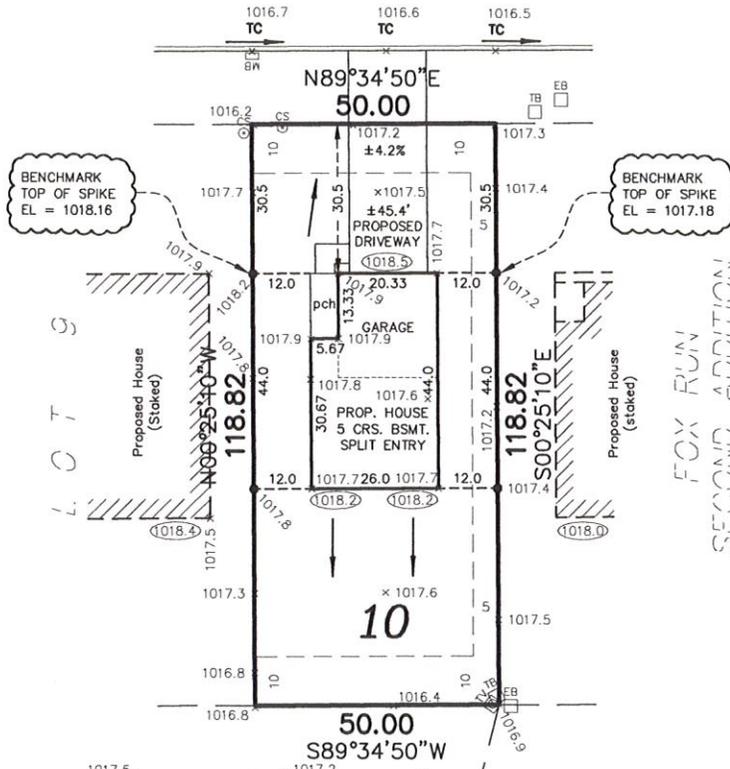
Certificate of Survey for:

House Address:
827 Edwards Avenue, Mora, MN

Revisions:	
1	
2	
3	
4	
5	

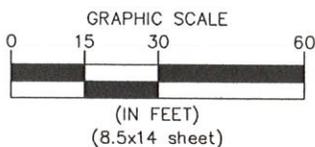


EDWARDS AVENUE



- Denotes Existing Hydrant
- Denotes Existing Electric Box
- Denotes Existing Television Box
- Denotes Existing Telephone Box
- Denotes Existing Light Pole
- Denotes Existing Service
- Denotes Existing Curb Stop
- Denotes Existing Elevation
- Denotes Proposed Elevation
- Denotes Direction of Drainage
- Denotes Drainage & Utility Easement (per recorded plat)
- Denotes Iron Monument

Bearings shown are assumed



1689 9622.002 DPE

PROPERTY DESCRIPTION:

Lot 10, Block 2, FOX RUN,
Kanabec County, Minnesota

PROPOSED BUILDING ELEVATIONS

Lowest Floor Elevation: 1015.7
Top of Foundation Elevation: 1018.9
Garage Slab Elevation (at door): 1018.5

NOTES:

- Proposed building site grading is in accordance with the grading plans prepared by John Oliver & Associates, Inc., last revised 10/14/2003.
- Contractor must verify sewer depth.
- Driveways shown are for graphic purposes only. Final driveway design and location to be determined by owner/builder.
- All building foundation dimensions shown on this survey include exterior foundation insulation widths, if applicable. Refer to final building plans for foundation details.

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3890 PHEASANT RIDGE DRIVE NE
SUITE 100
BLAINE, MN 55449
TEL (763) 489-7900, FAX (763) 489-7959
CARLSONMCCAIN.COM

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

Dated this 11th day of August, 2021.

Signed: Carlson McCain, Inc.

By:
Thomas R. Balluff, L.S. Reg. No. 40361
Peter J. Blomquist, L.S. Reg. No. 51676

RESOLUTION NO. 2021-922

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA, APPROVING
AMENDMENTS TO THE FOX RUN FINAL PLAT / PLANNED UNIT DEVELOPMENT
AS REQUESTED BY HEARTLAND ACRES, INC.**

WHEREAS, Heartland Acres, Inc., applicant and property owner, has submitted an application dated received and considered complete on September 10, 2021, for amendments to the Fox Run Final Plat / Planned Unit Development (PUD); and

WHEREAS, the four properties for which the request is being made are legally described as:

PID 22.07420.00
*Lot 5, Block 2, Fox Run
Kanabec County, Minnesota
Section 13, Township 039, Range 024; and*

PID 22.07425.00
*Lot 6, Block 2, Fox Run
Kanabec County, Minnesota
Section 13, Township 039, Range 024; and*

PID 22.07440.00
*Lot 9, Block 2, Fox Run
Kanabec County, Minnesota
Section 13, Township 039, Range 024; and*

PID 22.07445.00
*Lot 10, Block 2, Fox Run
Kanabec County, Minnesota
Section 13, Township 039, Range 024*

WHEREAS, the applicant has requested that the City Council consider changes to the Fox Run Final Plat / PUD approved by Resolution No. 2003-1002 on October 21, 2003; and

WHEREAS, the proposed amendments would allow the applicant to construct single family homes on the above described properties rather than the previously approved twin homes; and

WHEREAS, the proposed amendments would allow a 19' front yard setback (Bluebird Street) for Lot 9, Block 2, Fox Run; and

WHEREAS, the Zoning Administrator has reviewed the proposed amendments and finds that they constitute a minor change to the Fox Run Final Plat / PUD as described in zoning code Section 150.273 (E) Changes in Planned Unit Development; and

WHEREAS, the City Council considered the request and the Zoning Administrator's determination at its September 21, 2021 meeting.

NOW THEREFORE BE IT RESOLVED, that the City Council finds that the request for PUD Amendment constitutes a minor change per Zoning Code Section 150.273 (E) in that the proposed changes will not change the general character of the Planned Unit Development; will not cause substantial relocation of principal or accessory structures; will not cause a substantial relocation or reduction of parking, loading or recreation areas; will not cause a substantial relocation of traffic facilities and circulation systems; will not increase the impervious surface coverage of buildings and parking areas; will not increase the gross floor area of buildings, the number of dwelling units or the net density of the site; and, will not reduce the amount of approved open space, landscaping, screening or natural resource amenities to be located within the development.

APPROVAL IS HEREBY GRANTED with the following conditions:

1. This approval applies only to Lots 5 & 6 and 9 & 10, Block 2, Fox Run and supersedes any conditions contained in Resolution No. 2003-1002 that apply specifically to these properties).
2. This approval allows for the construction of single family homes rather than twin homes.
3. The front yard setback for Lot 9, Block 2, Fox Run, adjacent to Bluebird Street, shall not be less than 19 feet.
4. This approval does not allow for any other minor or major changes to the Fox Run Final Plat / Planned Unit Development as approved by Resolution No. 2003-1002 or the requirements of the underlying R-1 Single Family Residential District as described in zoning code sections 150.060 – 150.066.

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 21st day of September, 2021.

Alan Skramstad, Mayor

ATTEST: _____
Natasha Segelstrom,
Administrative Services Director



MEMORANDUM

Date: September 21, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: Minor Subdivision – City of Mora

SUMMARY

The City Council will consider a minor subdivision to combine two city-owned parcels.

BACKGROUND INFORMATION

The state conveyed tax forfeited Lots 1 and 2, Block 7, Fox Run Second Addition (Parcels 22.07800.00 and 22.07805.00) to the city in 2019 for park purposes. The deed states that the conveyance is for the express purpose of a public park to serve youth in a growing residential development. If the city fails to use the land for its intended purpose, the city will be required to purchase the land at market value and use it for a different public purpose or convey the land back to the state.

Because structures and off-street parking are required to meet district-specific setback requirements, the city does not allow development to straddle property boundaries. Therefore, staff is recommending that the two parcels be combined in preparation for development.

The subject properties are zoned R-1 Single Family Residential District. If the minor subdivision is approved, the resulting parcel will comply with the R-1 District regulations in terms of area and frontage. Further, the proposed use of a public park is a permitted use within the R-1 District. The proposed minor subdivision also complies with the requirements established by City Code §153.098 Minor Subdivisions.

OPTIONS & IMPACTS

1. Approve the minor subdivision to combine PIDs 22.07800.00 and 22.07805.00 as requested by the City of Mora. The minor subdivision will allow the land to be developed for park purposes.
2. Deny the minor subdivision to combine PIDs 22.07800.00 and 22.07805.00 as requested by the City of Mora. Development of the park will be subject to R-1 District setback requirements, significantly hindering the layout of the park.

RECOMMENDATIONS

Motion to adopt Resolution No. 2021-923, approving a minor subdivision to combine two parcels owned by the City of Mora.

Attachments

Location map
Resolution No. 2021-923

RESOLUTION NO. 2021-923

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
APPROVING A MINOR SUBDIVISION REQUESTED BY THE CITY OF MORA**

WHEREAS, the City of Mora submitted an application dated received and considered complete on September 8, 2021, for a minor subdivision in order to combine two parcels; and

WHEREAS, the State of Minnesota conveyed the subject parcels to the City of Mora in 2019 for the express purpose of developing the parcels as a public park primarily serving youth in the growing Fox Run residential development; and

WHEREAS, the parcels to be combined are legally described as:

Parcel 22.07800.00
Lot 1, Block 7, Fox Run Second Addition
Section 13 Township 039 Range 024
Kanabec County, Minnesota

and

PID 22.07805.00
Lot 2, Block 7, Fox Run Second Addition
Section 13 Township 039 Range 024
Kanabec County, Minnesota

WHEREAS, the City Council considered the request at its September 21, 2021 meeting.

NOW THEREFORE BE IT RESOLVED, that the City Council finds that the request for minor subdivision complies with the subdivision regulations of the City Code in that the subdivision results in three or less parcels and the applicants are not required to submit a survey as the subject parcels are located in a well-defined neighborhood.

Approval is granted with the following conditions:

1. This resolution authorizes and facilitates a minor subdivision to combine the above described parcels.
2. No subsequent minor subdivisions involving the above described parcels shall be granted prior to September 21, 2022.
3. This minor subdivision is not complete until it has been filed with the County Recorder and County Auditor and all applicable taxes have been paid in full.

The foregoing resolution was introduced and moved for 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 21st day of September, 2021.

Alan Skramstad, Mayor

ATTEST: _____
Natasha Segelstrom,
Administrative Services Director



MEMORANDUM

Date September 21, 2021
To Mayor and City Council
From Lindy Crawford, City Administrator
RE North Grove Street Reconstruction Project

SUMMARY

The City Council will consider ordering the preparation of a feasibility report for a proposed reconstruction project on North Grove Street.

BACKGROUND INFORMATION

At the July 20th joint PUC and City Council budget meeting both groups discussed the importance of completing a street reconstruction project in the near future with North Grove Street being identified as a priority. Therefore, staff requested the city engineer (SEH) provide a cost estimate and timeline for the project.

The proposed project may include a complete reconstruction of the street, water main, sanitary sewer, curb & gutter, street lighting, sidewalks or trails, and storm sewer of North Grove Street from Maple Avenue to West Central Avenue. The preliminary cost estimate for the project is \$1,350,000. Also included for consideration is two blocks of Grove Street south of Maple Avenue for an additional \$600,000.

The first step in the project process is ordering a feasibility report. The attached resolution ordering the city engineer to prepare the report is required as part of the special assessment process. It is anticipated that the report will be presented to the City Council on November 16th.

OPTIONS & IMPACTS

1. Order the city engineer to prepare a feasibility report for the proposed project.
 - a. The project has been identified as a priority and should be completed.
 - b. The resolution is required in order to assess all or a portion of the project to adjacent benefiting property owners.

2. Do nothing.
 - a. The project has been identified as a priority and should be completed.

RECOMMENDATIONS

Motion to adopt Resolution 2021-924, ordering the city engineer to prepare a feasibility report for the proposed North Grove Street reconstruction project.

Attachments

North Grove Street Reconstruction Project Memo from SEH
Resolution 2021-924



Building a Better World
for All of Us®

MEMORANDUM

TO: Lindy Crawford - City Administrator

FROM: Greg Anderson, PE - City Engineer (Lic. MN)

DATE: August 27, 2021

RE: North Grove Street Reconstruction Project
SEH No. MORA0 145879 14.00

This memo is to provide an update on the North Grove Street Reconstruction Project. The City Council discussed this project at their meeting on July 20th as a possible construction project in 2022. We understand the project to entail a complete reconstruction of the street, water main, sanitary sewer, and storm sewer of North Grove Street from Maple Avenue to West Central Avenue. We have prepared a preliminary estimate of the project costs for your information.

As part of the Grove & Wood Street Reconstruction Project in 2015 the City reconstructed Grove Street between Forest and Fair Avenues. We have estimated the cost to reconstruct the two blocks of Grove Street between Forest Avenue and Maple Avenue in case the council would like to include those two blocks in this project. Our preliminary project cost estimate for North Grove Street between Maple Avenue and Central Avenue is \$1,350,000. For the two blocks of Grove Street south of Maple Avenue, that estimated cost is \$600,000.

It is my understanding that the City intends to assess a portion of the project costs to the benefitting properties. In that case, the City will need to follow the Minnesota Statute 429 process. The first step in the 429 process is for the City Council to order the preparation of a feasibility report. The feasibility report will detail the project improvements, provide a more detailed estimated project cost as well as provide preliminary assessment amounts for the benefitting properties. Below is a proposed schedule for your consideration:

- City Council orders preparation of feasibility report September 21, 2021
- SEH presents feasibility report to council (council receives report and orders Improvement Hearing)..... November 16, 2021
- Improvement Hearing held (council orders the improvement and preparation of the construction plans) December 21, 2021
- SEH completes final design and construction plansJanuary – February 2022
- SEH presents plans to city council for authorization to advertise for bidsFebruary 15, 2022
- Advertise and bid projectFebruary – March 2022
- Present bids to City Council for contract award March 2022
- Begin construction May 2022
- Complete construction..... September 2022
- Hold Assessment Hearing October 2022

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

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Memorandum
August 27, 2021
Page 2

The above schedule is based on using regular council meetings dates. If the council were to authorize the feasibility report at their September 7th meeting, we could move the schedule ahead, so the Improvement Hearing is in November and not the week of Christmas as shown above. Other options to avoid the December 21st meeting would be a special meeting or we may also be able to complete the feasibility report in time to make the October 19th meeting to present the report. This would also allow the Improvement Hearing to be held in November.

Let me know if you have any questions or would like me to attend the September 21st council meeting.

ah/GFA

c: Joe Kohlgraf, City of Mora

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RESOLUTION NO. 2021-924

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
ORDERING THE PREPARATION OF A FEASIBILITY REPORT ON IMPROVEMENT**

WHEREAS, the City Council of the City of Mora has identified North Grove Street as a priority for a street reconstruction project in 2022; and

WHEREAS, it is proposed to improve the following streets:

- 1. North Grove Street from Maple Avenue to West Central Avenue; and
- 2. Two blocks of Grove Street between Forest Avenue and Maple Avenue

By the construction or reconstruction of water and sanitary sewer mains, services, and appurtenances; stormwater pipes and appurtenances; streets; curb and gutter; street lighting; and sidewalks or trails and to assess the benefiting properties for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Mora, Kanabec County, Minnesota, that the proposed improvement, called North Grove Street Reconstruction Project be referred to Short Elliot Hendrickson (SEH), city engineers, for study and that they be instructed to report to the City Council and advise the City Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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 21st day of September, 2021.

Alan Skramstad, Mayor

ATTEST: _____
Natasha Segelstrom,
Administrative Services Director



MEMORANDUM

Date: September 21, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
Natasha Segelstrom, Administrative Services Director
RE: 2022 Preliminary Budget

SUMMARY

The City Council will adopt the preliminary 2022 tax levy.

BACKGROUND INFORMATION

Attached for review and discussion is the 2022 preliminary budget, no modifications were made to the budget since last reviewed by the City Council on September 7th. While this is not a budgeting practice the City Council should become comfortable with, in order to offset the proposed tax levy staff budgeted for a deficit of \$238,307. This deficit will be covered by the use of unrestricted surplus cash in the General Fund.

Therefore, this year's preliminary tax levy reflects a 10.95% increase factoring in the HRA debt tax levy. This is a \$117,884 increase over the 2021 budget levy. There is no increase for the Capital Improvement Plan (CIP) and no increase to the General Fund – in fact, without the required HRA debt tax levy, there would be a decrease to the entire tax levy with the use of unrestricted surplus cash and the payment in full of Bond Series 2011A.

Although showing a 10.95% increase, the estimated tax levy impact will reflect a 4.88% increase to taxpayers given the net tax capacity for the City has increased 5.79% from the previous year.

OPTIONS & IMPACTS

1. Review and set the preliminary tax levy as presented.
 2. Review and edit the budget, and set the preliminary tax levy as amended.
-

RECOMMENDATIONS

Motion to set the 2022 preliminary tax levy at \$1,194,519.

Attachments

Preliminary Budget Expenditures
Preliminary Budget Revenues
Capital Improvement Plan
Estimated Household Tax Levy Impact



CITY OF MORA

Preliminary Budget - Revenue - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 101 GENERAL FUND							
Dept 41000 GENERAL GOVER	\$2,120,970.29	\$2,226,462.00	\$2,496,450.00	\$2,241,643.00	\$1,216,494.36	\$2,438,284.00	\$196,641.00
Dept 41110 MAYOR & COUNCI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Dept 41320 ADMINISTRATIO	\$428.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 41410 ELECTIONS	\$0.00	\$0.00	\$1,045.72	\$0.00	\$0.00	\$0.00	\$0.00
Dept 41520 FINANCE	\$57,522.83	\$55,800.00	\$62,978.35	\$55,500.00	\$40,238.30	\$61,005.00	\$5,505.00
Dept 41800 HUMAN RESOURC	\$18,539.95	\$16,485.00	\$23,891.55	\$18,607.00	\$481.11	\$16,446.00	-\$2,161.00
Dept 41910 PLANNING & ZON	\$4,581.25	\$2,020.00	\$2,055.00	\$2,520.00	\$2,150.00	\$9,510.00	\$6,990.00
Dept 41920 INFORMATION TE	\$0.00	\$22,693.00	\$18,101.00	\$16,034.00	\$0.00	\$17,787.00	\$1,753.00
Dept 41940 CITY HALL BUILD	\$0.00	\$0.00	\$35.00	\$0.00	\$0.00	\$3,900.00	\$3,900.00
Dept 41941 LIBRARY BUILDI	\$2,652.00	\$2,400.00	\$6,495.00	\$2,400.00	\$1,455.00	\$2,400.00	\$0.00
Dept 42120 LAW ENFORCEME	\$86,426.33	\$62,000.00	\$87,194.95	\$60,000.00	\$8,839.28	\$58,000.00	-\$2,000.00
Dept 42220 FIRE	\$61,769.54	\$55,000.00	\$62,345.58	\$55,500.00	\$0.00	\$58,000.00	\$2,500.00
Dept 42401 BUILDING	\$90,652.94	\$71,500.00	\$39,091.34	\$81,500.00	\$25,155.38	\$52,500.00	-\$29,000.00
Dept 43121 STREETS	\$69,854.67	\$12,168.00	\$7,005.80	\$67,118.00	\$37,181.79	\$143,931.00	\$76,813.00
Dept 43160 STREET LIGHTING	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	\$0.00	\$0.00
Dept 43180 GARAGE	\$37,363.91	\$31,864.00	\$26,590.44	\$27,618.00	\$0.00	\$126,569.00	\$98,951.00
Dept 45124 AQUATIC CENTER	\$143,262.74	\$240,300.00	\$83,510.01	\$138,100.00	\$184,369.56	\$151,100.00	\$13,000.00
Dept 45202 PARKS	\$13,846.91	\$32,725.00	\$22,711.50	\$12,000.00	\$38,797.00	\$19,900.00	\$7,900.00
Dept 47310 AIRPORT	\$874,285.08	\$182,953.00	\$314,515.31	\$105,733.00	\$234,381.43	\$101,693.00	-\$4,040.00
FUND 101 GENERAL FUND	\$3,582,156.44	\$3,014,370.00	\$3,254,031.55	\$2,884,273.00	\$1,791,793.21	\$3,266,025.00	\$381,752.00



CITY OF MORA

Preliminary Budget - Revenue - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 220 STORM WATER FUND							
Dept 47800 STORM WATER	\$230,074.61	\$100,210.00	\$104,372.16	\$115,503.00	\$79,757.89	\$115,200.00	-\$303.00
FUND 220 STORM WATER FUND	\$230,074.61	\$100,210.00	\$104,372.16	\$115,503.00	\$79,757.89	\$115,200.00	-\$303.00



CITY OF MORA

Preliminary Budget - Revenue - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 225 CEMETERY FUND							
Dept 47810 CEMETERY	\$71,988.00	\$66,140.00	\$69,937.79	\$47,235.00	\$52,822.50	\$55,117.00	\$7,882.00
FUND 225 CEMETERY FUND	\$71,988.00	\$66,140.00	\$69,937.79	\$47,235.00	\$52,822.50	\$55,117.00	\$7,882.00



CITY OF MORA

Preliminary Budget - Revenue - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 409 FUTURE IMPROV FUND							
Dept 47410 CAPITAL PROJECT	\$236,547.92	\$2,180.00	\$1,335.52	\$168,390.00	\$90,235.06	\$259,975.00	\$91,585.00
FUND 409 FUTURE IMPROV FUN	\$236,547.92	\$2,180.00	\$1,335.52	\$168,390.00	\$90,235.06	\$259,975.00	\$91,585.00



CITY OF MORA

Preliminary Budget - Revenue - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 530 SERIES 2011A BONDS - STREET							
Dept 47000 DEBT SERVICE	\$84,866.40	\$83,958.00	\$83,740.69	\$86,688.00	\$47,270.52	\$0.00	-\$86,688.00
FUND 530 SERIES 2011A BONDS	\$84,866.40	\$83,958.00	\$83,740.69	\$86,688.00	\$47,270.52	\$0.00	-\$86,688.00



CITY OF MORA

Preliminary Budget - Revenue - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 532 SERIES 2015B BONDS - WOOD&GROV							
Dept 47000 DEBT SERVICE	\$77,254.80	\$77,543.00	\$77,148.63	\$76,599.00	\$41,784.88	\$80,667.00	\$4,068.00
FUND 532 SERIES 2015B BONDS	\$77,254.80	\$77,543.00	\$77,148.63	\$76,599.00	\$41,784.88	\$80,667.00	\$4,068.00



CITY OF MORA

Preliminary Budget - Revenue - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 533 SERIES 2015C BONDS - REFUNDING							
Dept 47000 DEBT SERVICE	\$127,394.33	\$127,640.00	\$128,648.17	\$128,943.00	\$73,266.78	\$125,560.00	-\$3,383.00
FUND 533 SERIES 2015C BONDS	\$127,394.33	\$127,640.00	\$128,648.17	\$128,943.00	\$73,266.78	\$125,560.00	-\$3,383.00



CITY OF MORA

Preliminary Budget - Revenue - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 535 SERIES 2017A BONDS - 9TH&WOOD							
Dept 47000 DEBT SERVICE	\$49,561.57	\$61,353.00	\$66,599.75	\$69,625.00	\$37,238.39	\$77,889.00	\$8,264.00
FUND 535 SERIES 2017A BONDS	\$49,561.57	\$61,353.00	\$66,599.75	\$69,625.00	\$37,238.39	\$77,889.00	\$8,264.00



CITY OF MORA

Preliminary Budget - Revenue - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 609 LIQUOR FUND							
Dept 49750 LIQUOR STORE	\$3,408,299.58	\$3,683,520.00	\$4,450,872.87	\$3,665,593.00	\$2,550,784.43	\$4,126,197.00	\$460,604.00
FUND 609 LIQUOR FUND	\$3,408,299.58	\$3,683,520.00	\$4,450,872.87	\$3,665,593.00	\$2,550,784.43	\$4,126,197.00	\$460,604.00



CITY OF MORA

Preliminary Budget - Revenue - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
	\$7,868,143.65	\$7,216,914.00	\$8,236,687.13	\$7,242,849.00	\$4,764,953.66	\$8,106,630.00	\$863,781.00



CITY OF MORA
Preliminary Budget - Expenditures - City
 Current Period: September 2021
 Budget-2022
 Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 101 GENERAL FUND							
Dept 41000 GENERAL GOVER	\$193,369.45	\$34,236.00	\$180,911.62	\$34,440.00	\$30,166.15	\$318,035.00	\$283,595.00
Dept 41110 MAYOR & COUN	\$28,374.93	\$32,156.00	\$35,873.59	\$33,159.00	\$19,534.08	\$41,379.00	\$8,220.00
Dept 41320 ADMINISTRATIO	\$97,926.59	\$106,982.00	\$109,745.41	\$110,666.00	\$81,923.83	\$117,006.00	\$6,340.00
Dept 41410 ELECTIONS	\$3,142.50	\$4,300.00	\$4,894.04	\$0.00	\$0.00	\$4,250.00	\$4,250.00
Dept 41520 FINANCE	\$107,508.52	\$116,461.00	\$117,713.07	\$157,047.00	\$74,768.47	\$204,407.00	\$47,360.00
Dept 41610 LEGAL	\$34,372.16	\$33,246.00	\$35,240.72	\$33,040.00	\$24,064.90	\$32,740.00	-\$300.00
Dept 41800 HUMAN RESOUR	\$31,480.37	\$27,555.00	\$38,487.97	\$31,655.00	\$14,423.24	\$27,900.00	-\$3,755.00
Dept 41910 PLANNING & ZO	\$83,739.09	\$113,437.00	\$102,662.63	\$99,436.00	\$79,830.78	\$109,969.00	\$10,533.00
Dept 41920 INFORMATION T	\$29,060.99	\$39,200.00	\$54,232.22	\$26,215.00	\$26,344.50	\$28,585.00	\$2,370.00
Dept 41940 CITY HALL BUIL	\$27,743.56	\$32,201.00	\$58,310.99	\$35,164.00	\$21,525.11	\$41,503.00	\$6,339.00
Dept 41941 LIBRARY BUILDI	\$21,977.72	\$43,176.00	\$30,968.21	\$40,182.00	\$19,433.45	\$32,032.00	-\$8,150.00
Dept 42120 LAW ENFORCEM	\$676,426.55	\$714,868.00	\$710,438.14	\$681,689.00	\$446,699.18	\$686,161.00	\$4,472.00
Dept 42220 FIRE	\$129,450.54	\$132,938.00	\$140,283.58	\$134,924.00	\$79,424.00	\$147,300.00	\$12,376.00
Dept 42401 BUILDING	\$88,843.49	\$95,592.00	\$107,609.24	\$93,972.00	\$57,220.66	\$98,128.00	\$4,156.00
Dept 43121 STREETS	\$514,072.88	\$509,135.00	\$415,697.73	\$527,382.00	\$282,295.99	\$607,847.00	\$80,465.00
Dept 43125 ICE & SNOW RE	\$61,367.91	\$50,247.00	\$65,182.65	\$50,624.00	\$28,195.60	\$46,244.00	-\$4,380.00
Dept 43160 STREET LIGHTIN	\$37,512.89	\$43,000.00	\$25,945.23	\$31,000.00	\$26,738.98	\$40,000.00	\$9,000.00
Dept 43180 GARAGE	\$36,707.64	\$31,364.00	\$27,218.56	\$27,618.00	\$20,945.19	\$126,569.00	\$98,951.00
Dept 45124 AQUATIC CENTE	\$325,976.82	\$389,378.00	\$208,992.58	\$296,951.00	\$251,941.48	\$313,392.00	\$16,441.00
Dept 45202 PARKS	\$145,834.46	\$200,588.00	\$147,695.50	\$156,217.00	\$106,277.84	\$261,180.00	\$104,963.00
Dept 47310 AIRPORT	\$442,259.90	\$352,465.00	\$264,953.05	\$282,826.00	\$102,499.28	\$219,705.00	-\$63,121.00
FUND 101 GENERAL FUND	\$3,117,148.96	\$3,102,525.00	\$2,883,056.73	\$2,884,207.00	\$1,794,252.71	\$3,504,332.00	\$620,125.00



CITY OF MORA

Preliminary Budget - Expenditures - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 220 STORM WATER FUND							
Dept 47800 STORM WATER	\$84,654.69	\$80,490.00	\$54,516.12	\$81,897.00	\$33,348.40	\$75,488.00	-\$6,409.00
FUND 220 STORM WATER FUND	\$84,654.69	\$80,490.00	\$54,516.12	\$81,897.00	\$33,348.40	\$75,488.00	-\$6,409.00



CITY OF MORA

Preliminary Budget - Expenditures - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 225 CEMETERY FUND							
Dept 47810 CEMETERY	\$39,791.94	\$77,033.00	\$66,281.92	\$91,536.00	\$30,564.28	\$105,821.00	\$14,285.00
FUND 225 CEMETERY FUND	\$39,791.94	\$77,033.00	\$66,281.92	\$91,536.00	\$30,564.28	\$105,821.00	\$14,285.00



CITY OF MORA

Preliminary Budget - Expenditures - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 409 FUTURE IMPROV FUND							
Dept 47410 CAPITAL PROJEC	\$54,437.14	\$139,200.00	\$98,251.00	\$78,750.00	\$0.00	\$133,813.00	\$55,063.00
FUND 409 FUTURE IMPROV FUN	\$54,437.14	\$139,200.00	\$98,251.00	\$78,750.00	\$0.00	\$133,813.00	\$55,063.00



CITY OF MORA

Preliminary Budget - Expenditures - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 530 SERIES 2011A BONDS - STREET							
Dept 47000 DEBT SERVICE	\$78,650.00	\$81,600.00	\$81,547.50	\$79,310.00	\$79,260.00	\$81,830.00	\$2,520.00
FUND 530 SERIES 2011A BOND	\$78,650.00	\$81,600.00	\$81,547.50	\$79,310.00	\$79,260.00	\$81,830.00	\$2,520.00



CITY OF MORA

Preliminary Budget - Expenditures - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 532 SERIES 2015B BONDS - WOOD&GROV							
Dept 47000 DEBT SERVICE	\$75,650.00	\$74,850.00	\$74,750.00	\$73,950.00	\$77,150.00	\$72,940.00	-\$1,010.00
FUND 532 SERIES 2015B BOND	\$75,650.00	\$74,850.00	\$74,750.00	\$73,950.00	\$77,150.00	\$72,940.00	-\$1,010.00



CITY OF MORA
Preliminary Budget - Expenditures - City
Current Period: September 2021
Budget-2022
Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 533 SERIES 2015C BONDS - REFUNDING							
Dept 47000 DEBT SERVICE	\$113,528.83	\$116,141.00	\$116,040.39	\$118,530.00	\$121,724.44	\$119,315.00	\$785.00
FUND 533 SERIES 2015C BOND	\$113,528.83	\$116,141.00	\$116,040.39	\$118,530.00	\$121,724.44	\$119,315.00	\$785.00



CITY OF MORA

Preliminary Budget - Expenditures - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 535 SERIES 2017A BONDS - 9TH&WOOD							
Dept 47000 DEBT SERVICE	\$59,359.48	\$78,109.00	\$78,009.47	\$76,460.00	\$78,159.47	\$77,065.00	\$605.00
FUND 535 SERIES 2017A BOND	\$59,359.48	\$78,109.00	\$78,009.47	\$76,460.00	\$78,159.47	\$77,065.00	\$605.00



CITY OF MORA

Preliminary Budget - Expenditures - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
FUND 609 LIQUOR FUND							
Dept 49750 LIQUOR STORE	\$3,351,702.08	\$3,489,097.00	\$4,143,681.80	\$3,644,352.00	\$2,600,205.95	\$4,014,711.00	\$370,359.00
FUND 609 LIQUOR FUND	\$3,351,702.08	\$3,489,097.00	\$4,143,681.80	\$3,644,352.00	\$2,600,205.95	\$4,014,711.00	\$370,359.00



CITY OF MORA

Preliminary Budget - Expenditures - City

Current Period: September 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
	\$6,974,923.12	\$7,239,045.00	\$7,596,134.93	\$7,128,992.00	\$4,814,665.25	\$8,185,315.00	\$1,056,323.00

Capital Improvement Program

Data in Year 2022

Department 1110 - Mayor & Council

City of Mora, Minnesota

Contact City Administrator

Project # 1110-2019-01
Project Name Agenda Management Software

Type Equipment

Useful Life 10 years

Category I.T. Equipment

Priority 4 - Provides Long-Term Benefit

Status Active

Total Project Cost: \$5,000

Description

Agenda management software - create and store meeting packets, minutes, agendas, project info

Justification

Ease of use for public, council, PUC, commissions. Greater transparency and compliance with records retention. Will free up space in storage room! Optimize staff time & ease of review for all commissions and public.

Expenditures	2022	2023	2024	2025	2026	Total
500 - Capital Outlay	5,000					5,000
Total	5,000					5,000

Funding Sources	2022	2023	2024	2025	2026	Total
290 - ARP Funds (Transfer)	5,000					5,000
Total	5,000					5,000

Budget Impact/Other

annual renewal fee

Budget Items	2022	2023	2024	2025	2026	Total	Future
4-Repair & Maintenance	6,000	6,000	6,000	6,000	6,000	30,000	6,000
Total	6,000	6,000	6,000	6,000	6,000	30,000	Total

Capital Improvement Program

Data in Year 2022

Department 1920 - Information Technolog

City of Mora, Minnesota

Contact City Administrator

Project #	1920-2019-02
Project Name	City Hall Computer Replacement

Type Equipment

Useful Life 5 years

Category Office Equipment

Priority 1 - Imperative/Critical

Status Active

Total Project Cost: \$6,000

Description

Purchase eight new computers for city hall.
Last major purchase of computers was in 2014.

Justification

Age and functionality of current computers and software. Increase speed and efficiency of work.

Prior	Expenditures	2022	2023	2024	2025	2026	Total
4,000	500 - Capital Outlay	2,000					2,000
Total	Total	2,000					2,000

Prior	Funding Sources	2022	2023	2024	2025	2026	Total
4,000	101 - Gen. Fund (Tax Levy)	1,280					1,280
Total	651 - Electric Fund Operating Budget	360					360
	652 - Water Fund Operating Budget	180					180
	653 - Sewer Fund Operating Budget	180					180
	Total	2,000					2,000

Budget Impact/Other

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Capital Improvement Program

Data in Year 2022

Department 1940 - City Hall Building

City of Mora, Minnesota

Contact City Administrator

Project # 1940-2019-03
 Project Name City Hall Paint & Carpet Refresh

Type Maintenance

Useful Life 10 years

Category Buildings & Structures

Priority 4 - Provides Long-Term Benefit

Status Active

Total Project Cost: \$11,000

Description

Refresh carpet and paint in City Hall.

Justification

Remodeled in 2006, useful life is 10 years. Should have been updated in 2016.

Expenditures	2022	2023	2024	2025	2026	Total
500 - Capital Outlay	5,000	6,000				11,000
Total	5,000	6,000				11,000

Funding Sources	2022	2023	2024	2025	2026	Total
101 - Gen. Fund (Tax Levy)	1,100	3,000				4,100
409 - Future Improvement Fund Reserves	2,800					2,800
651 - Electric Fund Operating Budget	550	1,500				2,050
652 - Water Fund Operating Budget	275	750				1,025
653 - Sewer Fund Operating Budget	275	750				1,025
Total	5,000	6,000				11,000

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 2120 - Law Enforcement

City of Mora, Minnesota

Contact City Administrator

Project #	2120-2019-07
Project Name	Squad Radar Replacement

Type Equipment

Useful Life 7 years

Category I.T. Equipment

Priority 1 - Imperative/Critical

Status Active

Total Project Cost: \$12,500

Description
Squad Car Radar - purchased outside of every-other-year rotation, per KCSO Law Enforcement Capital Budget Plan

Justification
Squad car equipment for safety of officer and suspect

Expenditures	2022	2023	2024	2025	2026	Total
500 - Capital Outlay	4,000	4,000	4,500			12,500
Total	4,000	4,000	4,500			12,500

Funding Sources	2022	2023	2024	2025	2026	Total
101 - Gen. Fund (Tax Levy)	4,000	4,000	4,500			12,500
Total	4,000	4,000	4,500			12,500

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 3121 - Streets

City of Mora, Minnesota

Contact Public Works Director

Project # 3121-2019-02
 Project Name Tractor Backhoe Replacement

Type Equipment

Useful Life 15 years

Category Heavy Machinery & Equipmen

Priority 2 - Essential

Status Active

Total Project Cost: \$75,000

Description

Tractor with front bucket and rear extension excavator.
 Equipment purchase is also partially funded by the following funds:
 - General Fund (Streets) at 75%
 - Cemetery Fund at 20%
 - Water Fund at 5%

Justification

Used primarily for any street work, including patching, ditching, curb removal, or black top removal. It is also used for repairing water, sewer, and storm sewer pipes at depths below four feet, up to fourteen feet deep. Additionally, it's also used for digging graves, and loading dump trucks with dirt or snow.

Expenditures	2022	2023	2024	2025	2026	Total
500 - Capital Outlay	75,000					75,000
Total	75,000					75,000

Funding Sources	2022	2023	2024	2025	2026	Total
101 - Gen. Fund (Tax Levy)	52,500					52,500
225 - Cemetery Fund Operating Budget	14,000					14,000
652 - Water Fund Operating Budget	3,500					3,500
Salvage	5,000					5,000
Total	75,000					75,000

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 3121 - Streets

City of Mora, Minnesota

Contact Public Works Director

Project # 3121-2019-13
 Project Name Medium Duty Dump Truck Replacement

Type Equipment
 Useful Life 10 years
 Category Motor Vehicles & Equipment
 Priority 2 - Essential
 Status Active

Total Project Cost: \$97,000

Description
 Single axle 4x4 diesel medium duty dump truck with a 2-3 yard dump box. Included is a bi-directional push plow, with dump-box sander attachment.
 In 2019, current vehicle is 2007 Ford F-450, unit # 26.

Justification
 Truck is used to haul construction debris (dirt, concrete, asphalt, etc.). Its main use is for snowplowing and snow removal, and salt and sand placement for road safety.

Expenditures	2022	2023	2024	2025	2026	Total
500 - Capital Outlay	97,000					97,000
Total	97,000					97,000

Prior	Funding Sources	2022	2023	2024	2025	2026	Total
46,800	101 - Gen. Fund (Tax Levy)	40,200					40,200
	409 - Future Improvement Fund Reserves	46,800					46,800
	Salvage	10,000					10,000
Total		97,000					97,000

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 3180 - City Garage

City of Mora, Minnesota

Contact Public Works Director

Project # 3180-2019-01
Project Name Storage Facility Addition

Type Improvement

Useful Life 30 years

Category Buildings & Structures

Priority 2 - Essential

Status Active

Total Project Cost: \$100,000

Description

Storage facility addition 40'x120' lean-to on the South side of the City Garage. This includes concrete floor and two-sided structure.

Justification

Used for storage of all maintenance-related equipment and materials.

Expenditures	2022	2023	2024	2025	2026	Total
500 - Capital Outlay	100,000					100,000
Total	100,000					100,000

Prior	Funding Sources	2022	2023	2024	2025	2026	Total
45,000	651 - Electric Fund Operating Budget	55,000					55,000
Total		55,000					55,000

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 5124 - Aquatic Center
 Contact Activities & Recreation Coordi
 Type Improvement
 Useful Life 15 years
 Category Park Improvements
 Priority 1 - Imperative/Critical
 Status Active

City of Mora, Minnesota

Project #	5124-2020-03
Project Name	Cement Repair on Slides

Total Project Cost: \$10,000

Description

Take out broken cement at the top of the slide landing and replace with new cement. Rent lift and equipment to reach top landing

Justification

Safety of patrons to avoid cut toes or tripping hazard on broken cement.

Prior	Expenditures	2022	2023	2024	2025	2026	Total
5,000	500 - Capital Outlay	5,000					5,000
Total	Total	5,000					5,000

Prior	Funding Sources	2022	2023	2024	2025	2026	Total
5,000	101 - Gen. Fund (Tax Levy)	5,000					5,000
Total	Total	5,000					5,000

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 5124 - Aquatic Center
 Contact Activities & Recreation Coordi
 Type Equipment
 Useful Life
 Category Park Improvements
 Priority 1 - Imperative/Critical
 Status Active

City of Mora, Minnesota

Project # 5124-2021-01
 Project Name Diving Board Replacement

Total Project Cost: \$7,000

Description

Replace existing diving board.

Justification

Prevent slippage and injury to patrons.

Expenditures	2022	2023	2024	2025	2026	Total
500 - Capital Outlay	7,000					7,000
Total	7,000					7,000

Funding Sources	2022	2023	2024	2025	2026	Total
101 - Gen. Fund (Tax Levy)	7,000					7,000
Total	7,000					7,000

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 5124 - Aquatic Center
 Contact Activities & Recreation Coordi
 Type Unassigned
 Useful Life
 Category I.T. Equipment
 Priority 2 - Essential
 Status Active

City of Mora, Minnesota

Project # 5124-2021-02
 Project Name MAC Security Cameras

Total Project Cost: \$8,000

Description

Security cameras and recording system with TV at the MAC.

Justification

To help monitor any suspicious activity.

Expenditures	2022	2023	2024	2025	2026	Total
500 - Capital Outlay	8,000					8,000
Total	8,000					8,000

Funding Sources	2022	2023	2024	2025	2026	Total
101 - Gen. Fund (Tax Levy)	8,000					8,000
Total	8,000					8,000

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 5202 - Parks

City of Mora, Minnesota

Contact Public Works Director

Project # 5202-2019-01
 Project Name Park/Cemetery Mower Replacement

Type Equipment
 Useful Life 10 years
 Category Heavy Machinery & Equipmen
 Priority 1 - Imperative/Critical
 Status Active

Total Project Cost: \$68,000

Description
 72 inch mow deck, diesel engine.
 1/2 of the cost from parks, 1/2 of the cost from cemetery.

Justification
 Replace existing mowers as needed to address age and productivity.

Prior	Expenditures	2022	2023	2024	2025	2026	Total	Future
17,000	500 - Capital Outlay	17,000			17,000		34,000	17,000
Total	Total	17,000			17,000		34,000	Total

Prior	Funding Sources	2022	2023	2024	2025	2026	Total	Future
17,000	101 - FIF/Capital (Tax Levy)		5,666	5,666		3,300	14,632	13,700
Total	101 - Gen. Fund (Tax Levy)	8,600			5,168		13,768	Total
	409 - Future Improvement Fund Reserves	7,900					7,900	
	Salvage	500			500		1,000	
	Total	17,000	5,666	5,666	5,668	3,300	37,300	

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 5202 - Parks
 Contact Activities & Recreation Coordi
 Type Improvement
 Useful Life 30 years
 Category Park Improvements
 Priority 2 - Essential
 Status Active

City of Mora, Minnesota

Project # 5202-2021-01
 Project Name New Park in Fox Run Development

Total Project Cost: \$120,000

Description

TBD

Justification

The city's Comprehensive Plan includes a policy to improve and protect the physical environment of the community as a setting for human activities, making it more attractive, healthful, and efficient. With few parks available on the east side of Highway 65, the Park Board has been discussing for several years its desire to construct a park in the Fox Run development. At the Park Board's recommendation and the City Council's request, the state conveyed two tax forfeit parcels (PIDs 22.07800.00 and 22.07805.00) to the city in 2019 for the sole purpose of constructing a park primarily serving youth.

In 2020 the Park Board again identified a goal of constructing a park in Fox Run. The Board considered cost of equipment and location, but with no funds available the board decided to table the discussion.

On January 22, 2021 Lindy Crawford and Jeff Krie virtually met with Greg Anderson and Karl Weissenborn of SEH to discuss what the city was looking for regarding the area designated for a playground in Fox Run.

Expenditures	2022	2023	2024	2025	2026	Total
500 - Capital Outlay	80,000	40,000				120,000
Total	80,000	40,000				120,000
Funding Sources	2022	2023	2024	2025	2026	Total
101 - Gen. Fund (Tax Levy)	58,000					58,000
409 - Future Improvement Fund Reserves	22,000					22,000
Total	80,000					80,000

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 7810 - Cemetery

City of Mora, Minnesota

Contact Public Works Director

Project #	7810-2019-02
Project Name	Cemetery/Park Mower Replacement

Type Equipment

Useful Life 10 years

Category Heavy Machinery & Equipmen

Priority 1 - Imperative/Critical

Status Active

Total Project Cost: \$68,000

Description

72 inch mow deck, diesel engine.
1/2 of the cost from parks, 1/2 of the cost from cemetery.

Justification

Replace existing mowers as needed to address age and productivity.

Prior	Expenditures	2022	2023	2024	2025	2026	Total	Future
17,000	500 - Capital Outlay	17,000			17,000		34,000	17,000
Total	Total	17,000			17,000		34,000	Total

Prior	Funding Sources	2022	2023	2024	2025	2026	Total	Future
17,000	101 - FIF/Capital (Tax Levy)		4,400	4,400	3,300	3,300	15,400	13,700
Total	225 - Cemetery Fund	8,600			4,400		13,000	Total
	Operating Budget							
	409 - Future Improvement	7,900					7,900	
	Fund Reserves							
	Salvage	500			500		1,000	
	Total	17,000	4,400	4,400	8,200	3,300	37,300	

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

Department 7810 - Cemetery

City of Mora, Minnesota

Contact Public Works Director

Project # 7810-2019-04
 Project Name Cemetery Road Improvements

Type Unassigned

Useful Life 30 years

Category Infrastructure

Priority 3 - Important

Status Active

Total Project Cost: \$140,000

Description

Overlay existing paved roads and also add new blacktop to current dirt roads. This will help reduce current maintenance caused by heavy rains.

Phase 1: Overlay existing paved sections

Phase 2: Replace gravel surfaces with blacktop

Justification

Cemetery roads are in need of overlays and updates. Traffic over the years and weather has taken a toll on the current roads.

The last time this was completed was approximately 1990.

This would increase efficiency on summer and winter care and some drainage issues.

Expenditures	2022	2023	2024	2025	2026	Total
500 - Capital Outlay	35,000	35,000			70,000	140,000
Total	35,000	35,000			70,000	140,000

Funding Sources	2022	2023	2024	2025	2026	Total
101 - FIF/Capital (Tax Levy)				35,000		35,000
225 - Cemetery Fund Operating Budget	35,000	35,000			35,000	105,000
Total	35,000	35,000		35,000	35,000	140,000

Budget Impact/Other

CITY OF MORA
Actual 2021 to Proposed 2022 Tax Levy
***Estimated* Tax Levy Impact**

	For Taxes Levied / Payable		Change	
	2020 / 2021	2021 / 2022	Amount (\$)	Percent (%)
Taxable Market Value	209,482,700	223,172,500	13,689,800	6.54%
Total Tax Capacity	2,664,948	2,830,929	165,981	6.23%
Less Captured TIF	96,183	113,557	17,374	18.06%
Net Tax Capacity	2,568,765	2,717,372	148,607	5.79%

Tax Levy by Purpose	2020 / 2021	2021 / 2022		
General Fund	590,000	590,000	-	0.00%
Tax Abatement	4,000	4,000	-	0.00%
Capital Improvement Program	167,400	167,400	-	0.00%
Debt - HRA Bonds	-	195,743	195,743	
Debt - 2008-2012 Street Const Bonds	86,688	-	(86,688)	-100.00%
Debt - 2015 Grove & Wood Bonds	76,599	80,667	4,068	5.31%
Debt - 2015 Refunding Bonds	93,163	89,180	(3,983)	-4.28%
Debt - 2017 9th & Wood St Imp Bonds	58,785	67,529	8,744	14.87%
Total Tax Levy	1,076,635	1,194,519	117,884	10.95%

City Tax Capacity Rate	41.913%	43.959%	2.046%	4.88%
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Residential Homestead Class Rates	Commercial/Industrial Class Rates
1.00% first \$500,000	1.50% first \$150,000
1.25% over	2.00% over

Estimated Market Value	Payable 2021 City Tax	Payable 2022 City Tax	Change Amount (\$)	Change Percent (%)
City Tax on Residential Homestead Property (Market Value Homestead Credit not included)				
50,000	209.56	219.79	10	4.88%
75,000	314.34	329.69	15	4.88%
100,000	419.13	439.59	20	4.88%
125,000	523.91	549.48	26	4.88%
150,000	628.69	659.38	31	4.88%
175,000	733.47	769.28	36	4.88%
200,000	838.25	879.17	41	4.88%
225,000	943.03	989.07	46	4.88%
250,000	1,047.81	1,098.97	51	4.88%
275,000	1,152.60	1,208.86	56	4.88%
300,000	1,257.38	1,318.76	61	4.88%
325,000	1,362.16	1,428.65	66	4.88%
City Tax on General Commercial/Industrial Property				
50,000	314.34	329.69	15	4.88%
75,000	471.52	494.53	23	4.88%
100,000	628.69	659.38	31	4.88%
200,000	1,362.16	1,428.65	66	4.88%
300,000	2,200.41	2,307.83	107	4.88%
400,000	3,038.66	3,187.00	148	4.88%
500,000	3,876.91	4,066.17	189	4.88%
600,000	4,715.16	4,945.34	230	4.88%
700,000	5,553.41	5,824.52	271	4.88%
800,000	6,391.66	6,703.69	312	4.88%
900,000	7,229.92	7,582.86	353	4.88%
1,000,000	8,068.17	8,462.03	394	4.88%



MEMORANDUM

Date: September 21, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
Jeff Krie, Activities and Recreation Coordinator
RE: Proposed Fox Run Park Concept

SUMMARY

The City Council will approve a park concept for a new neighborhood park in the Fox Run residential area.

BACKGROUND INFORMATION

Over the past few years previous Park Boards and City Councils have stated a park in the Fox Run residential area is a priority as the area develops with residential homes. In addition, there currently is not a neighborhood park on the east side of Hwy 65/23.

The City owns PIDs 22.07800.00 and 22.07810.00 for a total acreage of approximately 0.75 acres along Nelson Ave. These parcels have been dedicated for the use of park space and must be used as such.

Earlier this year the Council authorized engineering services for the creation of a Fox Run Park concept. Attached is the proposed concept which includes a parking lot, playground, shelter, and a half-court basketball court.

The total estimated project costs are \$184,000. \$80,000 has been included in the 2022 budget for this project. Staff will seek grants and donations for the shelter and playground equipment in 2022, for a total of approximately \$40,000. The park could be constructed in phases, and staff recommends the parking lot, playground area, and shelter be constructed in phase 1. The half-court basketball court would be phase 2 as additional funding becomes available.

The Park Board reviewed the concept at their September 14th meeting and recommends the City Council approve the concept with the following changes – amend the fence on the east side of the park to be six feet in height in either wood or vinyl material and for staff to review and consider an additional fence on the south side of the park for safety reasons.

OPTIONS & IMPACTS

1. Approve the concept with amendments as recommended by the Park Board.
2. Reject the concept.

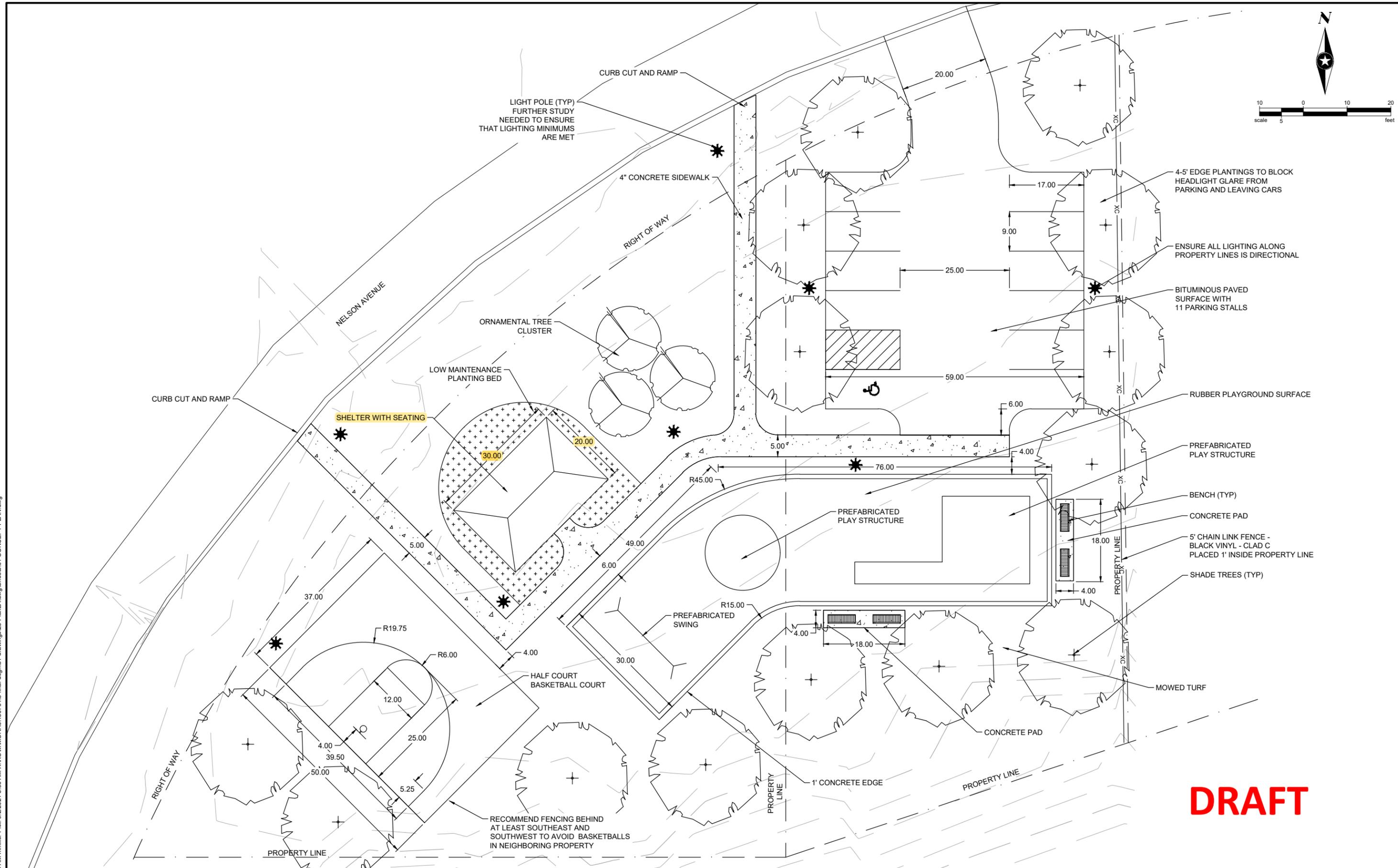
RECOMMENDATION

Motion to approve the Fox Run Park concept with changes – amend the fence on the east side of the park to be six feet in height in either wood or vinyl material and review and consider an additional fence on the south side of the park for safety reasons.

Memorandum

Attachments

Draft Fox Run Park Concept



DRAFT

Save: 9/2/2021 7:33 AM mmiller Plot: 9/2/2021 8:50 AM X:\KOMMORAO\1597045-final-dsgn\51-drawings\25-Plan\LA.dwg\Sheets\01 CONCEPT PLAN.dwg

DRAWN BY:	MM
DESIGNER:	MM
CHECKED BY:	GA/KW
DESIGN TEAM	

NO.	BY	DATE	REVISIONS



PHONE: 952.912.2600
10901 RED CIRCLE DRIVE,
SUITE 300
MINNETONKA, MN 55343
www.sehinc.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Date: _____ LICENSED NAME _____ Lic. No. _____

9/2/2021

**PARK CONCEPT
FOX RUN PARK**

FILE NO. **01**



MEMORANDUM

Date: September 21, 2021
 To: Mayor and City Council
 From: Beth Thorp, Community Development Director
 RE: Airport Hangar Land Lease Agreement

SUMMARY

The City Council will review and discuss changes to the airport hangar land lease agreement following the August 19, 2021 work session.

DISCUSSION

The City Council reviewed the Airport Board's proposed changes to the Hangar Land Lease Agreement (agreement) at its August 19th work session. The council supported several of the changes, but also made a number of changes to the Airport's Board's draft agreement and requested that staff further research issues related to insurance and subletting. The city attorney and the city's insurance agent both reviewed the draft agreement and provided suggested language as indicated below.

The following is a summary of the Airport Board's proposed changes to the agreement and the City Council's August 19th discussion shown in *italics*:

- Title Block
 - Addition of "For Privately Owned Hangars" to create a distinction between privately owned and city owned hangars.
 - *No concern; change made.*
- Section 3. Proof of Aircraft Ownership
 - Deletion of Section 3 in its entirety and addition of new language regarding hangar ownership. The Airport Board pointed out that not all hangars are currently owned by pilots or aircraft owners, explaining that some retired pilots and individuals working toward becoming pilots sometimes own hangars.
 - *Heading of this section changed back to Proof of Aircraft Ownership. Airport Board's recommended language merged with first sentence of original agreement.*
- Section 4. Aircraft Registration
 - Deletion of Section 4 in its entirety and addition of new language regarding use of the hangar. The Airport Board does not believe that hangars should be limited to only to storage of aviation related items but rather that they should be used for the majority purpose of storing aircraft and related aviation items. This will allow hangar owners to store other personal belongings, such as classic cars, campers, motorcycles, etc. The board also believes that the agreement should not require that all aircraft be registered or considered airworthy, explaining that hangar owners / pilots could be in the process or repairing or building aircraft within the hangar.

Memorandum

- *Section 4 from original agreement added back in. Airport Board's recommended new Section 4 kept but changed to Section 5 with all section numbering adjusting thereafter.*
- Section 8. Construction of Private Buildings on Premises
 - Subsection b. Deletion of first two sentences. The Airport Board feels strongly that owners of private hangars should not be subject to the same regulations as tenants in city owned hangars. The board also feels strongly that private hangar owners should not be prohibited from storing a limited amount of non-aviation related items or that private hangar owners should be required to get city approval for these items.
 - *No concern; change made.*
 - Subsection e. The Airport Board is proposing a change from off-white to white exterior improvements (walls and roof). The board is also proposing added language to make it clear that the exterior improvement requirements only applied to new construction.
 - *No concern; change made.*
- Section 12. Default
 - Subsection a. (4). Deletion of "subleases". The Airport Board does not believe that hangar owners should be prohibited from renting space to other aircraft owners and therefore proposed the deletion of several references to subleasing.
 - *"Sublets" added back in as there are proposed regulations for subletting making a default possible.*
- Section 13. Termination Provisions
 - Subsection b. Addition of language to create a clear understanding of the amount of time required before a hangar is consider abandoned or vacated and language to define the terms "desertion, abandonment, or vacation".
 - *No concern; change made.*
- Section 15. Liability and Indemnification
 - Subsection a. The Airport Board feels that this section is confusing and believes that it is intended to be three separate subsections. The board is not proposing that any language be added or deleted.
 - *Language kept in three paragraphs as recommended by the Airport Board, but a-c deleted.*
- Section 16. Insurance
 - Subsection a. (2). Deletion of language specifying the amount of coverage and addition of language stating that the tenant must only provide the city with proof of insurance.
 - *Airport Board's recommended changes generally accepted; however the city's insurance agent provided appropriate wording.*
 - Subsection a. (3). Deletion of Subsection a. (3) in its entirety. The Airport Board believes that this section relates only to commercial use of the hangar, which does not apply given that commercial activity is not allowed. The board also has concerns with the dollar amount required, explaining that this is not a standard amount and it would be extremely difficult to obtain.
 - *This subsection was added back in based on comments from the city attorney and the city's insurance agent; however, "commercial general liability insurance" was changed to "general liability insurance". Both agreed that \$1.5 M is not a standard amount for this type of insurance and both urged the city to not require less than \$2 M given that aviation*

Memorandum

claims are historically larger claims. Two paragraphs within this subsection were deleted given that they reference MN statutes.

- *Subsection c. Certificate of insurance required per the city's insurance agent's recommendation.*
- Section 17. Transferring, Subletting, Selling
 - The Airport Board does not believe that hangar owners should be prohibited from renting space to other aircraft owners and therefore created two subsections pertaining to "subleasing".
 - Proposed Subsection a. Addition of language to explain requirements for providing notification to city.
 - *No concern; change made.*
 - Proposed Subsection b. Addition of language to define "sublease / subleasing" and explain regulations pertaining to subleasing hangar space.
 - *Added language to define duration of time constituting subletting (more than 6 days).*
 - *Many of the Airport Board's suggested changes were accepted by the City Council; however, the council expressed a great deal of concern with subletting. The council suggested a "3-way agreement" – or Sublease Agreement – between the city, the tenant and the subtenant (added to Section 17 b. (4)). The council also suggested the following: the tenant may not profit from having a subtenant (added Section 17 b. (5) and the subtenant may only store aviation related items (added to Section 17 b. (3)). The city attorney has drafted a sublease agreement for the city's use.*
- Section 18. Right of Entry
 - Deletion of "at any time" to create a less heavy-handed approach.
 - *"24 hour" language added.*
- Section 21. Commercial Use
 - Addition of language to create a clear understanding of the term "commercial activities" due to certain activities - such as repair, maintenance, and restoration – taking place in hangars in a non-commercial capacity.
 - *No concern; change made.*

The city attorney and the city's insurance agent have reviewed the most current draft agreement (attached) and neither have any further suggested changes.

In addition to the suggested changes to the agreement, the Airport Board motioned at its June meeting recommending to the City Council that all hangar owners enter into the updated hangar land lease agreement for the full 20-year term regardless of current lease / remaining term of current lease, and that all hangar owners shall enter into the updated hangar land lease agreement within one year from the date its approved by the City Council.

RECOMMENDATIONS

Review the draft hangar land lease agreement and provide feedback, directing staff as appropriate.

Attachments

Current hangar land lease agreement

Memorandum

Draft hangar land lease agreement (with tracked changes)

**CITY OF MORA
MORA MUNICIPAL AIRPORT
HANGAR LAND LEASE AGREEMENT**

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

1. **Lease of Airport Property.** The Tenant leases from the City a private hangar lot, as described on a map located at Mora City Hall. The lot is situated upon the Mora Municipal Airport, located at 2085 Mahogany St., Mora, MN 55051, an airport owned by the City ("Airport"). This Lease is for lot # ____ (hereinafter referred to as "Premises"). The Premises is leased together with land and any improvements that may have been placed on it.

2. **Use of the Airport.**
 - a. The Tenant has the privilege of using the public portions of the airport in common with other users. Tenant shall have the right to conduct all operations authorized pursuant to the terms of this Lease, provided, however, that this Lease shall not be deemed to grant to Tenant, or those claiming under Tenant, the exclusive right to use any part or portion of the airport other than the premises. Use of the airport is subject to the rules and conditions as now exist or may be enacted in the future by the City, the State of Minnesota, or the United States government. The Tenant is subject to customary charges for such use as may be established from time to time by the City.

 - b. Nothing in this Lease shall be constructed as obliging City to maintain and operate the public portions of the airport during the entire term of this lease. It is specifically understood and agreed between Tenant and City that City has the right and power to discontinue and terminate all public airport activities at the airport at any time it deems advisable and upon such discontinuance and termination, would not be liable to Tenant in damages and would have no obligations to Tenant, except as otherwise provided by law. In the event City discontinues and terminates all public airport activities on the airport, Tenant shall have the right to terminate this lease effective on the date of such discontinuance and termination as effective on the first day of any month thereafter by giving Lessor sixty (60) days written notice of such termination.

3. **Proof of Aircraft Ownership.** Tenant shall maintain appropriate registration and certifications on all airworthy aircraft that are stored on the Premises. If Tenant does not own an aircraft at the time of the commencement of this Lease or sells all airworthy aircraft, this Lease shall terminate unless Tenant has obtained an aircraft which stored on the Premises within one hundred twenty (120) days.

The City may allow the Tenant a single one hundred twenty (120) day extension to obtain an aircraft. Tenant shall have proof that the Tenant is working toward acquiring an airworthy aircraft during periods when the Tenant does not own and operate one.

4. **Aircraft Registration.** Tenant agrees that any aircraft that is based at, stored at, or utilizes the facility under the Lease, shall be currently in compliance with the airport registration requirements set forth in Minnesota Statutes Chapter 360.

5. Term of this Lease.

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

6. Lease Payments. Tenant agrees to pay the City:

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

7. Construction of Private Buildings on Premises.

- a. Any structure built upon the Premises shall be constructed in compliance with applicable building codes and any building requirements established by the City Council. The building and any attachments and appurtenances, other than ramps or driveways, must be located entirely upon the Premises. Any building constructed shall be used for the sole purpose of storage of aircraft registered or leased to the Tenant and related aviation purposes.
- b. Uses of any building on Premises are subject to the same restrictions place on City-owned hangars. Any uses of the building, other than aircraft storage, shall be described and approved by the City, in writing.
- c. The Tenant agrees that any building shall be constructed at no cost to the City. In the event the Tenant has not completed construction of the building on the Premises within twelve (12) months from the date of this Lease, the City may terminate the Lease without further obligation to the Tenant.
- d. Prior to construction of any building located on Premises, the Tenant shall furnish to the City, for the Airport Advisory Board's review and the City Council's approval, the plans for the building, and provide the estimated cost of completing the building. The Tenant shall provide the City with a letter of credit, bond, or other security with a surety satisfactory to the City conditioned upon the commencement, completion of and payment for the construction of the building; and against loss or damage by reason of mechanics lien. City staff may specify the acceptable form of surety.
- e. The Tenant shall obtain the necessary regulatory authority and permits from the City. All construction shall be completed in a professional like manner and shall be in conformity with building codes, ordinances, and other regulations applicable to the City and Mora Municipal Airport.

- f. Tenant shall construct aircraft storage facilities that conform to the City approved plans and design standards approved by the City Council. These design standards may include color, style, size, and other aesthetic requirements. Construction and significant improvement may not begin before receiving written authority from the City. Hangars and exterior improvements shall be painted an off-white color with brown trim. The roof shall be pitched and made of galvanized steel.
- g. Tenant shall pay the entire cost of such construction, and shall pay the entire cost of utility services and other required buildings systems. The Tenant shall pay all site improvement costs, including but not limited to grading, gravel, bituminous, concrete, utility installations, and any other improvements required on the leased property. Tenant shall not permit filing of any mechanic liens against the premises.
- h. Other than the hangar described in Paragraph 7 of this Lease, Tenant shall not construct or place on the Premises any structure or improvement without the written consent of the City, both as to the location and type of structure to be constructed or placed on the Premises. Tenant must submit to City a formal application describing the improvement to be made.
- j. Tenant shall not erect or permit to be erected on the Premises or on the exterior of any building any sign or any type without the prior written consent of the City.

8. Maintenance of Leased Property.

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

9. Hazardous Materials. Tenant shall not store hazardous materials on the Premises except those such materials normal to and reasonably necessary for aircraft operation and such maintenance operations reasonably conducted on the Premises. All hazardous materials shall be stored, handled, and disposed of properly in accordance with all local, state and federal rules

and regulations, and any spill or discharge shall be immediately reported to the City. Improper storage, use, handling, or disposal of hazardous materials shall be grounds for termination of this Lease.

10. Taxes, Assessments and Other Charges.

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

11. Default.

- a. **Events of Default.** Any of the following shall constitute a default under this Lease:
 - (1) Tenant fails to pay money owed to City under this Lease when due, and such failure continues for ten (10) days after written notice from City to Tenant.
 - (2) Tenant uses the Premises for any purpose not expressly authorized by this Lease and such default continues for ten (10) days following written notice from City to Tenant.
 - (3) Tenant fails to allow an inspection in accordance with the terms and conditions of this Lease and such default continues for ten (10) days following written notice from City to Tenant.
 - (4) Tenant assigns, subleases or transfers this Lease except as otherwise permitted, and such default continues for ten (10) days following written notice from City to Tenant.
 - (5) Tenant fails to carry the insurance required under this Lease; any insurance required under this Lease is cancelled, terminated, expires or is reduced or materially changed so as to not comply with this Lease; or City receives notice of any such conditions, and such failure continues for a period of ten (10) days following written notice from City to Tenant.
 - (6) Tenant vacates or abandons the Premises, and such default continues for ten (10) days following written notice from City to Tenant.
 - (7) Tenant fails to discharge, by payment or bond, any lien, or encumbrance placed upon the Premises or improvements in violation of this Lease within thirty (30) days following written notice from City to Tenant that any such lien or encumbrance is filed against the Premises and/or improvements.
 - (8) Tenant (a) makes a general assignment for the benefit of creditors; (b) commences any case, proceeding or other action seeking to have an order for relief entered or to adjudicate Tenant bankrupt or insolvent, or seeking reorganization, arrangement, adjustment, liquidation, dissolution or composition of it or its debts or seeking appointment of a receiver, trustee, custodian or other similar official for it or for all or any

substantial part of its property; or (c) involuntarily becomes the subject of any proceeding for relief which is not dismissed within sixty (60) days of its filing or entry.

(9) Tenant fails to comply with any other term or condition of this Lease and such default continues for more than thirty (30) days after written notice from City to Tenant, or for a longer period of time as may be reasonably necessary to cure the default, but only if: (i) Tenant is reasonably capable of curing the default, and (ii) is working diligently as determined by City to cure the default.

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

(1) City may, without releasing Tenant from its obligations under the Lease, attempt to cure the default. City may enter the Premises for such purpose and take such action as it deems necessary to cure the default. This entry is not an eviction of Tenant or a termination of this Lease;

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

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

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

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

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

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

12. Termination Provisions.

a. At the termination of this Lease the Tenant has the right to removing all buildings and property placed upon the Premises. The Tenant shall have a period of ninety (90) days from the termination date to remove property. In the event the Tenant cannot complete the removal within ninety (90) days, the City may grant an extension of time in its sole

discretion, for up to six (6) months, if the Tenant can demonstrate the reasons for failure to remove property within the ninety (90) day period are beyond the control of the Tenant. If the Tenant does not remove the property within the period granted by the City, the City may retain ownership of the building and property for any municipal purpose.

- b. If the Premises becomes deserted, abandoned or vacated, the City may terminate the Lease. If the Tenant's interest in the property is taken by process of law, the City may terminate the Lease. If the buildings or properties on the Premises are destroyed, the City or Tenant shall have the right to terminate this Agreement upon giving written notice to the other party.
- c. Should the Premises be declared condemned by the City, either because the airport is closed to the public or the property is needed for another municipal purpose, the City shall provide the Tenant with ninety (90) days' notice of such action. In the event the Tenant cannot complete the removal within ninety (90) days, the City may grant an extension of time, in its sole discretion, for up to six (6) months, if the Tenant can demonstrate the reasons for failure to remove property are beyond the control of the Tenant.
- d. Tenant may cancel this agreement and all or any of his obligations hereunder at any time by giving thirty (30) days written notice to the Lessor. Tenant shall not be entitled to any refund of rent paid in the event of such cancellation.

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

14. Liability and Indemnification.

- a. Tenant agrees to indemnify and hold City harmless from any and all loss, damage, claims, judgments, litigation expenses and costs for any injury to persons or damage to property from any act or omission of Tenant, its employees, agents, subsidiaries, licensees, guests, invitees, successors or assigns while on or about the Airport or the Leased Premises, and the City shall not be liable to any extent for, nor will Tenant make any claim against the City for or on account of any injury, loss or damage to the Premises, the buildings or structures thereon, the personal property and facilities located therein, or to any person or property at any time on the Premises whether occasioned by fire, water, smoke, steam, gas, electricity or other agency or instrumentality which may come or be on the Leased Premises or occasioned by any other cause. Nothing in this Lease shall cause the City in any way to be construed as partner, joint venturer or associated in any way with Tenant in the operation of the Premises, or subject the City to any obligation, loss, charge or expense connected with or arising from the operation or use of the Premises or any part thereof. Nothing in this Lease shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise. The provisions of this section shall survive expiration or earlier termination of this lease. The furnishing of the required insurance shall not be deemed to limit Tenant's obligations under this Section.

15. Insurance.

- a. Tenant shall maintain the following insurance policies during the term of the Lease:

- (1) Aircraft liability insurance with limits of coverage not less than as required pursuant to the Minnesota Statute Section 360.59 Subdivision 10, and may be amended.
- (2) At all times during the Term of this Lease, Tenant shall keep all personal property of Tenant located on the Leased Premises, including all aircraft, insured against fire, vandalism, malicious mischief, and windstorm loss or damage for an aggregate amount equal to one hundred percent (100%) of the fair market value of the personal property or the insurable value, whichever is greater. The policies shall be in a form satisfactory to City, and copies of the insurance policies or certificates thereof evidencing such coverage and that such insurance is payable to Tenant.
- (3) Commercial General Liability Insurance on an "occurrence" rather than on a "claims made" basis, with a total combined policy limit of not less than the limitation of liability of City under Minnesota Statutes Chapter 466 (currently \$1,500,000), or any successor statute, which policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury and Contractual Liability (applying to this Lease), or an equivalent form (or forms), so long as such equivalent form (or forms) affords coverage which is at least as broad as the above. Such policy shall name City as an additional insured. Tenant agrees to increases in the minimum insurance requirements to the extent that the liability limits provided in Minnesota Statute Section 466.04 are increased. Current limits are as follows:

Comprehensive Liability Insurance: \$1,500,000 combined single limit for bodily injury and/or property damage per occurrence and an aggregate limit of \$1,500,000 and twice the limits provided when a claim arises out of the release or threatened release of hazardous substances

Automobile Liability Insurance covering all owned and non-owned automobiles or vehicles with a \$1,500,000 combined single limit for bodily injury and/or property damage per occurrence and aggregate limit of \$1,500,000.

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

- (4) In addition to the general liability provided under Paragraph 14, it is specifically agreed between the parties that the Tenant shall be responsible in all respects for the Tenant's use of or Tenant's general of or release or threatened release of any petroleum based substance or product, or any volatile organic compound, or any substance classified as a pollutant, contaminant, toxic substance, solid waste or "hazardous waste" by either the Environmental Protection Agency or the Minnesota Pollution Control Agency. Tenant shall specifically be responsible for the disposition of all such waste or substances and

for the environmental response activities and costs, monitoring or cleanup of any environmental condition deemed by those agencies or either of them to require environmental response, monitoring or cleanup activities of any kind which arises out of Tenant's use of or Tenant's generation of such substances in its operations at the Airport or use of the Premises, and Tenant agrees that the obligations under this Paragraph 15 shall apply specifically to any costs or obligations of the City arising out of any such disposition or cleanup.

- b. It is understood that the specified amounts of insurance stated herein shall in no way limit the liability of the Tenant.
- c. For any construction on the Premise, Tenant shall require all contractors and sub-contractors to maintain insurance in accordance with this Paragraph 15.
- d. In accordance with the subrogation provisions of the standard property insurance contract, it is hereby understood and agreed by and between the undersigned parties that they do jointly and separately waive any or all right of recovery against the other for insured loss occurring to the real property owned by City and personal property owned by the Tenant all while located at the Premises.
- e. Tenant shall not use or permit the Premises to be used in any manner that would void Tenant's or the City's insurance or increase the insurance risk. Tenant shall comply with all requirements imposed by the insurers for the City and Tenant.

16. Transferring, Subletting, Selling. The Tenant shall not assign, transfer, sublet, sell, or mortgage any interest in this Lease, the Premises, or in the improvements located on the property without first obtaining the written consent of the City, whose consent is subject to the City's sole discretion. The Tenant is strictly prohibited from subletting the Premise. Failure to obtain written consent or sublet shall be sufficient grounds for terminating this Lease without obligation of the City to the Tenant.

17. Right of Entry. The City reserves the right to enter, at any time, upon the Premises and any building on the Premises for the purpose of inspection to determine compliance with all terms of this Agreement. Reasonable efforts will be made to notify Tenant of such entry before entry is made.

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

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

similar services or benefits; or (2) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

20. Laws, Rules and Regulations.

- a. The Tenant shall abide by and conform with all laws, rules, and regulations, including future amendments thereto, controlling or in any manner affecting the Tenant relative to the use or occupancy of the Tenant. Tenant shall comply with all rules, minimum standards, and field regulations with respect to control of ground and air traffic and use of the airport as established by City from time to time and Tenant shall abide by all rules, regulations, and orders of the Minnesota Department of Transportation and the Federal Aviation Administration and other lawful authorities with respect to aircraft operations and use of the leased premises.
- b. Tenant agrees that any aircraft which is based from, stored at or using the Premises shall be in compliance with all applicable aircraft registration requirements, including, but not limited to, those set forth in Minnesota Statutes Chapter 360. The Tenant shall provide aircraft make, model and tail number for all aircrafts based from, stored at or used at the Premises annually to the City.

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

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

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

24. General Provisions.

- a. **Airport Access.** Tenant has the privilege of using the public portions of the Airport, such as runways and other public facilities, under such terms, ordinances, rules and regulations as now exist or may be enacted by the City, and subject to charges for such use as may be established by the City, by ordinance or agreement with Tenant.
- b. **Waiver.** The waiver by the City or the Tenant of any breach of any term of this Lease shall not be deemed a waiver of any prior or subsequent breach of the same term or any other term of this Lease.

If to the Tenant: _____

Notice is deemed given (i) three (3) business days after being deposited in the mail, whether or not the notice is accepted by the named recipient, or (ii) if delivered by any other means, the date such notice is actually received by the named recipient. Either party may change the party's address for notice by providing written notice to the other party.

This Lease shall not take effect until it has been approved by the City Council of the City of Mora.

IN WITNESS WHEREOF, City and Tenant have executed this Lease as of the dates indicated below.

CITY: **CITY OF MORA**

TENANT: _____

By: _____
Title: Mayor

By: _____
Title: _____

Date: _____

Date: _____

By: _____
Title: City Administrator

TENANT: _____

Date: _____

By: _____
Title: _____

Date: _____

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

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

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

Commented [BT1]: Heading reverted to that of original agreement; original language and Airport Board's recommended language blended per City Council.

Commented [BT2]: Original section 4 added back in per City Council.

6. **Term of this Lease.**

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

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

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

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

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

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

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

9. Maintenance of Leased Property.

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

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

rules and regulations, and any spill or discharge shall be immediately reported to the City. Improper storage, use, handling, or disposal of hazardous materials shall be grounds for termination of this Lease.

11. Taxes, Assessments and Other Charges.

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

12. Default.

- a. **Events of Default.** Any of the following shall constitute a default under this Lease:
 - (1) Tenant fails to pay money owed to City under this Lease when due, and such failure continues for ten (10) days after written notice from City to Tenant.
 - (2) Tenant uses the Premises for any purpose not expressly authorized by this Lease and such default continues for ten (10) days following written notice from City to Tenant.
 - (3) Tenant fails to allow an inspection in accordance with the terms and conditions of this Lease and such default continues for ten (10) days following written notice from City to Tenant.
 - (4) Tenant assigns, sublets, or transfers this Lease except as otherwise permitted, and such default continues for ten (10) days following written notice from City to Tenant.
 - (5) Tenant fails to carry the insurance required under this Lease; any insurance required under this Lease is cancelled, terminated, expires or is reduced or materially changed so as to not comply with this Lease; or City receives notice of any such conditions, and such failure continues for a period of ten (10) days following written notice from City to Tenant.
 - (6) Tenant vacates or abandons the Premises, and such default continues for ten (10) days following written notice from City to Tenant.
 - (7) Tenant fails to discharge, by payment or bond, any lien, or encumbrance placed upon the Premises or improvements in violation of this Lease within thirty (30) days following written notice from City to Tenant that any such lien or encumbrance is filed against the Premises and/or improvements.
 - (8) Tenant (a) makes a general assignment for the benefit of creditors; (b) commences any case, proceeding or other action seeking to have an order for relief entered or to adjudicate Tenant bankrupt or insolvent, or seeking reorganization, arrangement, adjustment, liquidation, dissolution or composition of it or its debts or seeking appointment of a receiver, trustee, custodian or other similar official for it or for all or

Commented [BT3]: Added back in per City Council.
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any substantial part of its property; or (c) involuntarily becomes the subject of any proceeding for relief which is not dismissed within sixty (60) days of its filing or entry.

- (9) Tenant fails to comply with any other term or condition of this Lease and such default continues for more than thirty (30) days after written notice from City to Tenant, or for a longer period of time as may be reasonably necessary to cure the default, but only if: (i) Tenant is reasonably capable of curing the default, and (ii) is working diligently as determined by City to cure the default.
- b. **City Remedies.** If a default occurs, City, at its option and in its sole discretion, may at any time thereafter do one or more of the following to the extent permitted by applicable law:
- (1) City may, without releasing Tenant from its obligations under the Lease, attempt to cure the default. City may enter the Premises for such purpose and take such action as it deems necessary to cure the default. This entry is not an eviction of Tenant or a termination of this Lease;
 - (2) With legal process, but without further notice to Tenant, re-enter the Premises or any part thereof and take possession of it fully and absolutely, without such re-entry working a forfeiture of the money to be paid and the terms and conditions to be performed by Tenant for the full Term of this Lease. City's re-entry of the Premises is not a termination of this Lease. In the event of such re-entry, City may proceed for the collection of money to be paid under this Lease or for properly measured damages;
 - (3) Terminate this Lease upon written notice to Tenant and re-enter the Premises and Tenant covenants in the case of such termination to indemnify City against all loss of rents and expenses during the remainder of the term; and
 - (4) Exercise all other rights and remedies including injunctive relief, ejectment, or summary proceedings such as an eviction action and any other lawful remedies, actions or proceedings.

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

- c. **Cumulative Default.** Except as specifically set forth herein, the remedies provided under this Lease shall be deemed to be cumulative and non-exclusive and the election of one remedy shall not be deemed to be the waiver of any other remedy with regard to any occasion of default hereunder.
- d. **Default of Other Agreements.** A default by Tenant of any other agreement between Tenant and City shall constitute of default of this Lease. Notice of a default in another agreement shall be deemed notice of default under this Lease.

13. Termination Provisions.

- a. At the termination of this Lease the Tenant has the right to removing all buildings and property placed upon the Premises. The Tenant shall have a period of ninety (90) days from the termination date to remove property. In the event the Tenant cannot complete the removal within ninety (90) days, the City may grant an extension of time in its sole

discretion, for up to six (6) months, if the Tenant can demonstrate the reasons for failure to remove property within the ninety (90) day period are beyond the control of the Tenant. If the Tenant does not remove the property within the period granted by the City, the City may retain ownership of the building and property for any municipal purpose.

- b. If the Premises becomes deserted, abandoned or vacated for a continuous period of twelve (12) months, the City may terminate the Lease. For the purpose of this Agreement, desertion, abandonment, or vacation shall be defined as the Tenant's relinquishment of his/her interest, claim, or right to the premises with the intent of never again resuming or reasserting it. If the Tenant's interest in the property is taken by process of law, the City may terminate the Lease. If the buildings or properties on the Premises are destroyed, the City or Tenant shall have the right to terminate this Agreement upon giving written notice to the other party.
- c. Should the Premises be declared condemned by the City, either because the airport is closed to the public or the property is needed for another municipal purpose, the City shall provide the Tenant with ninety (90) days' notice of such action. In the event the Tenant cannot complete the removal within ninety (90) days, the City may grant an extension of time, in its sole discretion, for up to six (6) months, if the Tenant can demonstrate the reasons for failure to remove property are beyond the control of the Tenant.
- d. Tenant may cancel this agreement and all or any of his obligations hereunder at any time by giving thirty (30) days written notice to the Lessor. Tenant shall not be entitled to any refund of rent paid in the event of such cancellation.

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

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

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

Nothing in this Lease shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise. The provisions of this section shall survive expiration or earlier termination of this lease. The

furnishing of the required insurance shall not be deemed to limit Tenant's obligations under this Section.

16. Insurance.

a. Tenant shall maintain the following insurance policies during the term of the Lease:

- (1) Aircraft liability insurance with limits of coverage not less than as required pursuant to the Minnesota Statute Section 360.59 Subdivision 10, and may be amended.
- (2) At all times during the Term of this Lease, Tenant shall keep all personal property of Tenant located on the Leased Premises, including all aircraft, insured with all risks coverage subject to named exclusions, Tenant shall provide City with certificate of insurance.
- (3) General Liability Insurance on an "occurrence" rather than on a "claims made" basis, with a total combined policy limit of not less than \$2,000,000, which policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury and Contractual Liability (applying to this Lease), or an equivalent form (or forms), so long as such equivalent form (or forms) affords coverage which is at least as broad as the above. Such policy shall name City as an additional insured. Tenant agrees to increases in the minimum insurance requirements to the extent that the liability limits provided in Minnesota Statute Section 466.04 are increased.

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

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

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Deleted: fire, vandalism, malicious mischief, and windstorm loss or damage

Deleted: for an aggregate amount equal to one hundred percent (100%) of the fair market value of the personal property or the insurable value, whichever is greater. The policies shall be in a form satisfactory to City, and copies of the insurance policies or certificates thereof evidencing such coverage and that such insurance is payable to Tenant

Commented [BT4]: Added by recommendation of the city's insurance agent.

Deleted: Commercial

Deleted: Liability

Commented [BT5]: Amount recommended by both the city attorney and the city's insurance agent.

Deleted: the limitation of liability of City under Minnesota Statutes Chapter 466 (currently \$1,500,000), or any successor statute

Deleted: Current limits are as follows:¶
¶ Comprehensive Liability Insurance: \$1,500,000 combined single limit for bodily injury and/or property damage per occurrence and an aggregate limit of \$1,500,000 and twice the limits provided when a claim arises out of the release or threatened release of hazardous substances¶
¶ Automobile Liability Insurance covering all owned and non-owned automobiles or vehicles with a \$1,500,000 combined single limit for bodily injury and/or property damage per occurrence and aggregate limit of \$1,500,000.

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- b. It is understood that the specified amounts of insurance stated herein shall in no way limit the liability of the Tenant.
- c. For any construction on the Premise, Tenant shall require all contractors and sub-contractors to maintain insurance in accordance with this Paragraph 16. ~~Contractors and subcontractors shall provide the City with a certificate of insurance.~~
- d. In accordance with the subrogation provisions of the standard property insurance contract, it is hereby understood and agreed by and between the undersigned parties that they do jointly and separately waive any or all right of recovery against the other for insured loss occurring to the real property owned by City and personal property owned by the Tenant all while located at the Premises.
- e. Tenant shall not use or permit the Premises to be used in any manner that would void Tenant's or the City's insurance or increase the insurance risk. Tenant shall comply with all requirements imposed by the insurers for the City and Tenant.

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Commented [BT6]: Added by recommendation of the city's insurance agent.

17. Transferring, Selling and Subletting.

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

Commented [BT7]: City Council's suggested language.

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Deleted: as set forth in Section 4 of this Agreement

Commented [BT8]: City Council's suggested language.

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(5) Tenant may not gain financially from Subtenant, meaning Subtenant's rent must be proportionate to the amount of space occupied by Subtenant. Any financial gain by Tenant would constitute a commercial use of the Premises.

Commented [BT9]: City Council's suggested language.

(6) Tenant is responsible for all activities of Subtenant and for assuring that any sublease is made subject and subordinate to this Lease.

18. **Right of Entry.** The City reserves the right to enter upon the Premises and any building on the Premises for the purpose of inspection to determine compliance with all terms of this Agreement. Reasonable efforts will be made to provide, Tenant with a 24-hour notice of such entry before entry is made, unless the City determines that an emergency situation warrants entry with less notice.

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Commented [BT10]: City Council's suggested language.

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

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

21. Laws, Rules and Regulations.

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

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

22. **Commercial Use.** Tenant must indicate to City at time of signing that the leased property will be used to conduct commercial activities and obtain written permission from the City to

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

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

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

25. General Provisions.

- a. **Airport Access.** Tenant has the privilege of using the public portions of the Airport, such as runways and other public facilities, under such terms, ordinances, rules and regulations as now exist or may be enacted by the City, and subject to charges for such use as may be established by the City, by ordinance or agreement with Tenant.
- b. **Waiver.** The waiver by the City or the Tenant of any breach of any term of this Lease shall not be deemed a waiver of any prior or subsequent breach of the same term or any other term of this Lease.
- c. **Headings.** The headings in this Lease are for convenience in reference and are not intended to define or limit the scope of any provision of this Lease.
- d. **Entire Lease; Amendments.** This Lease represents the entire agreement between the parties and supersedes any prior agreements regarding the Premises. This Lease may only be amended or modified if done in writing and executed by all parties to this Lease.
- e. **Severability.** If any part of this Lease shall be held invalid, it shall not affect the validity of the remaining parts of this Lease, provided that such invalidity does not materially prejudice either party under the remaining parts of this Lease.
- f. **Choice of Law and Venue.** This Lease shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Lease shall be heard in the state or federal courts of Minnesota, and all parties to this Lease waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
- g. **Public Data.** City shall use reasonable care to treat matters pertaining to Tenant in a confidential manner to the extent permitted by law. This Lease, and the information related

to it, are subject to the Minnesota Government Data Practices Act, which presumes that data collected by City is public data unless classified otherwise by law.

- h. **Commitments to Federal and State Agencies.** Nothing in this Lease shall be construed to prevent City from making such commitments as it desires to the Federal Government or the State of Minnesota in order to qualify for the expenditure of Federal or State funds on the Airport.
- i. **Successors.** This Lease shall extend to bring the legal representatives, successors, and assigns of the parties to this Lease.
- j. **Relationship of Parties.** Nothing contained in this Lease shall be deemed to create a partnership, association, or joint venture between the City and the Tenant, or to create any other relationship between the parties other than that of landlord and tenant.
- k. **Multiple Parties.** If more than one person or entity is named as the Tenant, the obligations of the Tenant shall be the joint and several responsibilities of all persons or entities named as Tenant.
- l. **Consent and Approvals.** Whenever in this Lease the consent or approval of the City is required, such phrase means the formal approval or consent of the City through a meeting of the Mora City Council.
- m. **Notice.** Any notice required under this Lease shall be in writing and delivered in person or by courier or mailed by certified mail, return receipt requested by United States Mail, postage prepaid addressed as follows:

If to the City: City of Mora
 Attn: Airport Manager
 101 Lake Street South
 Mora, MN 55051

If to the Tenant: _____

Notice is deemed given (i) three (3) business days after being deposited in the mail, whether or not the notice is accepted by the named recipient, or (ii) if delivered by any other means, the date such notice is actually received by the named recipient. Either party may change the party's address for notice by providing written notice to the other party.

This Lease shall not take effect until it has been approved by the City Council of the City of Mora.

IN WITNESS WHEREOF, City and Tenant have executed this Lease as of the dates indicated below.

CITY: CITY OF MORA

TENANT: _____

By: _____
Title: Mayor

Date: _____

By: _____
Title: City Administrator

Date: _____

By: _____
Title: _____

Date: _____

TENANT: _____

By: _____
Title: _____

Date: _____

DRAFT



M E M O R A N D U M

Date: September 21, 2021
 To: Mayor and City Council
 From: Lindy Crawford, City Administrator
 RE: Housing & Redevelopment Authority of Mora – Merger Discussion Cont.

SUMMARY

The city council will continue their discussion of the HRA merging with the City and also consider various financial impacts.

BACKGROUND INFORMATION

Staff was directed to bring back the HRA merger discussion and financial impacts. Below are discussion points for the city council.

HRA Board

With a merger, staff does not believe much would change with the HRA Board.

- They would act as an independent board, just like how the City EDA and PUC boards function.
- They could approve their bills, be signers on bank accounts, adopt their budgets, receive their program maintenance/ administrative/ financial updates, and make policy decisions for their programs/ projects.
- They could provide regular updates to the City Council (quarterly, bi-annually, or annually). Their meeting minutes could be included in the City Council’s meeting packets similar to other boards.
- They would not oversee employees. Housing employees would be employees of the City of Mora (City Council).

Administration/ Operations

The HRA is a large component unit of government which also works with the non-profit Living Solutions. With the number of programs and projects the HRA operates, there is justification for the HRA to function as a separate unit of the city. With that said, there are financial impacts and repercussions that the City could and may face if certain programs/projects were to become troubled. The city council must consider the administrative and operational impacts to the City and its staff with a merger:

Duties	Responsible City Employee w/ Merger <i>*does not include housing staff</i>
HRA board and Living Solutions II board relations, meeting preparations and follow through	City Administrator
Human resources, payroll and benefits duties, insurance	Administrative Services department (city administrator, admin. services director, admin. assistant).
Financial planning, audits, multiple project budgets with varying year-end dates, apply for federal funding opportunities, prepare and submit reports to federal and state organizations	City Administrator

Memorandum

Accounts receivable and accounts payable for many projects and may accounts	Administrative Services department (accountant and accounting clerk)
Annual reporting to HUD, USDA, and MFHA	City Administrator
IT services, website hosting, software subscriptions, phones, various equipment management	City Administrator

Employees/Staffing Levels

Below is a table of positions identified needed to staff the HRA with salary and benefit information included at the City’s rate structure. Merging the HRA with the City would create a new housing department with five employees plus administrative/ operational assistance from the city administrator in lieu of a formal executive director. Over time it is recommended that an accounting clerk be added to staff. However, until such time it is recommended the HRA continue their contract with an outside fee accountant.

Excluding the accounting clerk, salaries and benefits come to a total of \$347,000 for 2022.

Position	2022 Annual Cost Estimates	Comments
City Administrator	\$15,000- \$20,000 salary adjustment	Acts as executive director, just like City EDA. Figure based on previous executive director salary and actual time spent on HRA matters over the past eight months.
Housing Director	\$107,000	Housing department head, reports to City Administrator.
Maintenance Supervisor	\$90,000	Full-time
Property Manager	\$52,000	Full-time
Office Assistant	\$26,000	Part-time
Maintenance Technician	\$52,000 (at full-time)	Part-time with the possibility of full-time
<i>Accounting Clerk</i>	\$90,000	Admin. Services department employee dedicated to HRA duties. Keep HRA fee accountant contract, phase in this position over 2-3 years.

Currently the HRA is paying for the following positions for a total of \$158,160.00.

Position	Fiscal Year 2021 Annual Cost
Executive Director	\$0
Program/Administrative Supervisor	\$50,000
Maintenance Supervisor	\$52,000
Property Manager	\$41,600
Office Assistant (part-time)	\$14,560

When comparing the proposed staffing levels with benefits and the current staffing levels, an additional \$188,840 (subtract \$347,000 and \$158,160) would be needed to fully staff the HRA if merged with the City in 2022. The PUC stated they would contribute \$190,000 to the City to assist with these costs and requested to review such contribution annually.

Memorandum

When weighing all options, the city council should consider what is in the best interest of the city as an organization, city finances, legalities, and city taxpayers.

RECOMMENDATIONS

Review, discuss and direct staff appropriately.

Attachments

None



OFFICE

KANABEC COUNTY SHERIFF

SHERIFF BRIAN SMITH

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

August 2021

During the month of August, 2021 Kanabec County Sheriff's Office contract cars responded to or initiated 442 calls for service within the City of Mora. The most frequent calls for service were Medical Emergencies (51), Traffic complaints/violations (66), and suspicious persons/occurrences (42).

Sixteen arrests were made within the city of Mora

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

- Street Officers Response to Civil Disputes
- Street Officers Response to Family Disputes

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: 09/09/21 11:12

Kanabec County Sheriff's Office

	08/21	Total
911 Hang-ups-Abandoned-Open Line	24	24
Agency Assist	16	16
Alarms All (Home, Business, Bank, misc)	12	12
Animal-All Other	9	9
Assault	4	4
ATV- Complaints-Accidents-Citations	1	1
Building Security Checks	3	3
Burglary	2	2
Child Custody Issues	2	2
Civil Assist	8	8
Community	2	2
Crim Sex	1	1
Disorderly Conduct	5	5
Domestic Disturbance/Assaults	4	4
Drug calls - All	4	4
DTP	5	5
Escorts-Funerals, Races, etc	5	5
Fire- Mora Area Fire Calls	3	3
Foot Patrol	11	11
Found - animals, property, etc	1	1
Fraud	5	5
Garbage Dumping complaints	2	2
Harassing communications calls	1	1
Health and Safety	5	5
Hospice Deaths	2	2
Information and misc calls	23	23
Juvenile calls excluding tobacco, drugs, alcohol	4	4
Maltreatment	7	7



CAD Summary Report

Printed On: 09/09/21 11:12

	08/21	Total
Medical - Drug Overdoses	1	1
Medical Emergency	51	51
Meetings and Presentations	1	1
Mora Ordinance Violations	1	1
Motorist Assist calls	5	5
Neighborhood Disputes	1	1
Noise - including loud music, parties, etc	1	1
Public assist calls	11	11
Records checks	3	3
Recovered- property and vehicles	1	1
Scams	4	4
Search Warrants	1	1
Secure Helipad	8	8
Shooting complaints	2	2
Stolen	2	2
Suicide threats-attempts	2	2
Suspicious- persons, vehicles, and occurrences	42	42
Theft-not vehicle	13	13
Threats	6	6
Tobacco compliance checks	9	9
Traffic / Driving complaints	14	14
Traffic Accident	7	7
Traffic Violation	45	45
Unwanted person	9	9
Vehicle Theft	2	2
Violation of Court Order	5	5
Warrant Entry and Arrests	6	6
Weather - Monthly Test	1	1
Welfare Check	17	17
Total	442	442



Mora Area Fire Department Monthly Update

August 2021

Fire Calls (Paid)

-  8-1-21 mailbox fire
-  8-5-21 Co detector
-  8-9-21 vehicle fire
-  8-13-21 cancelled in route
-  8-14-21 tree fire
-  8-12-21 illegal pile burning
-  8-17-21 commercial alarm
-  8-19-21 structure fire
-  8-19-21 propane on stove fire
-  8-22-21 water rescue
-  8-23-21 pole shed fire
-  8-25-21 commercial alarm
-  8-28-21 commercial alarm
-  8-28-21 apartment alarm
-  8-29-21 commercial alarm
-  8-31-21 commercial alarm

Training and Education (Paid)

-  8-2-21 water ball for training night
-  8-16-21 business meeting

Maintenance (not paid)

-  All trucks serviced twice

Training, Education, and Miscellaneous (not Paid)

-  Quamba night out
-  Interview new FF candidate
-  Mora Rocks the Park

**City of Mora, MN
PLANNING COMMISSION
Meeting Minutes**

September 13, 2021

Present: Carmichael Finn, Jake Mathison and Todd Sjoberg
Absent: Sara Treiber
Staff Present: Community Development Director Beth Thorp
Also Present: Leah Cheney

1. Call to Order. Chair Sjoberg called the meeting to order at 5:30 pm.
2. Roll Call.
 - Finn – Present
 - Mathison – Present
 - Sjoberg – Present
 - Treiber – Absent (excused)
3. Adopt Agenda. Motion by Mathison, second by Finn to adopt the September 13, 2021 agenda as presented. All present voted aye, motion carried.
4. Approval of Minutes. Motion by Finn, second by Mathison to approve the August 9, 2021 meeting minutes as presented. All present voted aye, motion carried.
5. Public Hearings.
 - None
6. Open Forum. No members of the public were present for open forum.
7. New Business.
 - None
8. Old Business.
 - a. Daycare Facilities in Residential Districts. Leah Cheney, 443 Forest Avenue E., addressed the commission regarding her day care business. Cheney provided detail about her residential day care facility, her wish to transition the business to a non-residential day care facility, and the zoning conflicts therein. Cheney expressed her desire for the city to amend its zoning regulations to make it easier for property owners to use their homes for non-residential day care. Cheney acknowledged that parking had been raised as a concern about her business and she explained that she was exploring options for increasing the size of her driveway to accommodate additional off-street parking. Cheney provided the commission with information regarding her hours of operation, capacity limits for providers, and limitations on the number of facilities a provider may be licensed to operate. Sjoberg thanked Cheney for speaking with the commission. Thorp provided the commission with and reviewed proposed amendments to each of the city's four residential districts pertaining to day care facilities, off-street parking requirements for day care facilities, and definitions pertaining to

day care uses. The commission offered support for staff's proposed amendments as presented, and the consensus was to initiate the text amendment process.

- b. Comprehensive Plan Update. Sjoberg reminded fellow commissioners of the September 22nd open house for the comprehensive plan. Thorp presented the commission with a draft PowerPoint presentation intended to be run continuously during the open house and added to the city's website for those who weren't able to attend, and commented that she would prepare other visuals for the event as well.

9. Verbal Reports.

- a. Community Development Director Transition. Acknowledging her resignation from the city, Thorp shared that the city was recruiting for a new Community Development Director and would be utilizing SEH for planning and zoning services in the interim.
- b. Fox Run Activity. Thorp shared that the City Council would be considering three items related to Fox Run at its September 21st meeting: Final Plat of Fox Run 3rd Addition including 19 single family home lots; Fox Run PUD Amendment to allow single family home lots on previously approved twin home lots; and, a Minor Subdivision to combine two city-owned parcels proposed to be developed as a city park.
- c. Community Video. Thorp shared that the city and Mora Public Schools coordinated on the production of a series of three videos to promote the community. Thorp stated that the videos would be released in the near future and added to the city's website and Facebook.
- d. Land Activity. Thorp shared information about commercial properties that were currently for sale.
- e. 330 Forest Avenue E. Thorp shared that she had recently met with the owner of 330 Forest Avenue E., a property located in the B-1 Central Business District, to discuss possible commercial uses for the former single family dwelling.

- 10. Adjournment. Motion by Mathison, second by Finn to adjourn. All present voted aye, motion carried and the meeting was adjourned at 6:21 pm.

Todd Sjoberg
Chair

ATTEST: _____
Lindy Crawford
City Administrator

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

September 14, 2021

Present: Jody Anderson, Karla Kastenbauer, Stefan Salmonson and Nick Stafford
Absent: None
Staff Present: Joe Kohlgraf, Natasha Segelstrom and Beth Thorp
Others Present: Lindsay Reidt

1. Call to Order. Stafford called the meeting to order at 5:01 pm.
2. Roll Call.
 - Anderson – Present
 - Kastenbauer – Present
 - Salmonson – Present
 - Stafford – Present
3. Adopt Agenda. Motion by Kastenbauer, second by Anderson to adopt the September 14, 2021 meeting agenda. All present voted aye, motion carried.
4. Minutes. Motion by Kastenbauer, second by Anderson to approve the July 13, 2021 meeting minutes as presented. All present voted aye, motion carried.
5. Airport Engineering Consultant Report. Lindsay Reidt of SEH provided an update on the 2021 taxilane rehabilitation and wind cone project, sharing that a preconstruction meeting was held on September 14th. The project was anticipated to start in early October and last approximately two weeks. Reidt commented that the fuel system would remain operational during construction.
6. 2021 Fly-In. Thorp reminded board members that the fly-in would be held on September 18th. Thorp explained that all arrangements had been made for the event, including the construction of a photo booth as a new feature. Kohlgraf shared that the Lions Club was confirmed to provide breakfast and the American Legion Club was confirmed for the Presentation of Colors.
7. Reports.
 - a. Thorp shared that the City Council held a work session in August to review the Airport Board's recommended changes to the hangar land lease agreement and would be reviewing the agreement again at its regular September 21, 2021 meeting.
 - b. Kohlgraf shared that he was continuing to work on the proposed fuel system upgrade.
 - c. Acknowledging Thorp's resignation from the City of Mora, Salmonson thanked Thorp for her work with the Airport Board.
8. Adjournment. Motion by Salmonson, second by Kastenbauer to adjourn the meeting. All present voted aye and the meeting adjourned at 5:13 pm.

Nick Stafford, Chair

Natasha Segelstrom, Secretary

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

September 14, 2021

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

1. Call to Order. Council Representative Sheppard called the meeting to order at 6:00 p.m.
2. Oath of Office. Steven Holcombe, Alison Holland, Sam Pioske, Curt Sammann pledged the oath of office for a three-year term expiring on December 31, 2023.
3. Roll Call. Steven Holcombe – present
Alison Holland – present
Sam Pioske – present
Curt Sammann – present
Kyle Sheppard – present
4. Adopt Agenda. Motion by Holland, second by Pioske to adopt the September 14, 2021 meeting agenda as presented. All present voted aye. Motion carried.
5. Minutes. Motion by Holcombe, second by Sammann to approve the May 11, 2021 meeting minutes as presented. All present voted aye. Motion carried.
6. Election of Officers. Motion by Sammann for Pioske to be elected Chair second by Holland. All present voted aye for Sam Pioske to be Chair of the Park Board. A motion by Holland to elect Holcombe Vice Chair second by Pioske. All present voted aye to elect Steven Holcombe Vice Chair of the Park Board.
7. Dog Park. Krie shared with the Board a little history of where they are now with the Dog Park. Invited the new Park Board members to attend the grand opening event on October 16, 2021 and to share this information with any dog service providers or anyone they feel might like to attend. Various discussion on ideas were shared. It was asked that we consider a letter of recommendation to all those who were involved in this project. Sheppard shared that a recognition board was purchased and plaques to install on the board recognizing donors. Lighting concerns were brought up and Sheppard explained where we are with funds and budget for this amenity and for future development in the park.
8. Fox Run Proposed Playground. Krie shared a brief history of where the proposed Fox Run playground stands as of today. Krie asked that the board review and discuss the Fox Run

project concept and to make a formal recommendation to the City Council to move forward with the project concept. Krie advised that they could make any recommendations to Council of any concerns or additions to the concept. There was a good discussion about Fox Run proposed playground and all board members were excited to hear about the project. Holcombe brought up his concern about low land on the south end of the playground and safety. It was brought up and discussed the fence on the east side to be 6ft tall instead of 5ft tall and to made of vinyl or wood not chain link to help with lights shinning in on existing neighbors from the parking lot. All agreed on both issues. A motion was brought up to approve the Fox Run concept project as is a motion from Sammann and a second by Holcombe. All present voted aye. Motion carried. It was brought up by Holland to see if we want to make the amendment for the 6ft fence with vinyl and wood on the east side, plus to have City Council consider a safety fence on the south end. A motion was brought up to amend the Park Boards first motion to include both issues. Motion by Sammann and second by Holcombe. All present voted aye. Motion carried.

9. Fall Fest. Krie shared with the board on where Fall Fest stood and invited all Park Board members to attend the set up and festivities. Pioske asked if any consideration with the increase COVID-19 numbers if there were any thoughts of inviting Public Health to have a vaccination tent. Krie stated there had not been any contact by the Health Department to him, but if Pioske wanted to reach out to see if there was any interest that he would share that with staff to see if there would be any issues having them at the event. All board members were in favor of having a vaccination tent if there was interest by Public Health. Holcombe asked if it was too late to have a Bounce House. Krie shared that we had issues with the last bounce house but that is something that can brought forward and considered in 2023.

10. Reports.

- a. Pioske : None
- b. Holland: Volleyball net looking rough. Have heard concerns on more pickleball courts in the community.
- c. Holcombe: None
- d. Sammann: Voiced concerns from neighbors over sanitation at the Dog Park. Sheppard responded those concerns have been discussed. Sammann asked about the shelter and its conditions of the unit by City Hall. Kohlgraf responded that this is being looked at.
- e. Sheppard: Welcomed everyone to the Park Board and to thank them. Reminded the board that they are an advisory committee to the City Council.
- f. Kohlgraf: Signing is up for the dog park, waiting on plumbing parts for water. Gazebo was sealed. Bell Tower was repaired and will be painted. Kids Kingdom will be stained in 2023. Ask board if hear of any issues regarding parks to let him know.
- g. Krie: Reminded board that we are an advisory committee to the City Council. Welcome everybody to the Park Board and thank them for their discussion. Introduced Natasha Segelstrom. Updated on MAC. Looking at security cameras at the MAC for 2023. If the board hears of any issues to please let him know. Exciting to have a full group and appreciate the new members.
- h. Segelstrom: Was excited for the park board's new members.

11. Adjournment. Motion by Pioske, second by Holcombe to adjourn the meeting. All present voted aye. Meeting adjourned at 7:00 p.m.

Sam Pioske, Chair

Jeff Krie, Secretary

DRAFT