



City of Mora
Kanabec County, Minnesota
Meeting Agenda
City Council

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

Tuesday, January 19, 2021

6:30 PM

Mora City Hall/Virtual

Due to the COVID-19 pandemic, some or all of the City Council Members and other meeting participants will be attending electronically. The public may attend the meeting by phone with the following number: 1-415-655-0001. Access code: 126 882 2481 Password: 89228479 Call from a cell phone to avoid charges.

- 1. Call to Order**
- 2. Roll Call**
- 3. Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Council members may add items to the agenda prior to adoption of the agenda.)*
- 4. Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of the consent agenda.)*
 - a. Regular Meeting Minutes – December 15, 2020
 - b. December 2020 Claims
 - c. Accept Restricted Donations
 - d. Accept Letter of Resignation – Heavy Equipment Operator
- 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. 2021 MAC Season Schedules
 - b. Pay Equity Compliance Report
 - c. Organizational Chart Update
- 9. Old Business**
 - a. 2022 MAFD Budget
- 10. Communications**
 - a. 2020 Summary of Construction Activity
 - b. Planning Commission Meeting Minutes – January 11, 2021
 - c. Airport Board Meeting Minutes – January 12, 2021
 - d. Park Board Meeting Minutes – January 12, 2021
 - e. 2020 Boards and Commissions Review
 - f. MAFD Monthly Report – December 2020
 - g. KCSO Monthly Report – December 2020
- 11. Reports**
 - a. City Administrator
 - b. Councilmember Anderson
 - c. Councilmember Broekemeier

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

12. Adjournment

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the regular meeting of the Mora City Council at 6:30 PM on Tuesday, December 15, 2020 via a public Web-Ex virtual meeting.

2. **Roll Call:** Present: Mayor Skramstad, Councilmembers Anderson, Mathison, Pioske, and Treiber
Absent: none
Staff Present: City Administrator Crawford, Community Development Director Thorp, City Accountant King, and Deputy City Clerk Yoder
3. **Adopt Agenda:** MOTION made by Treiber, seconded by Pioske, voted on by roll call;
Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber
Nay: none
motion unanimously carried to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Anderson, seconded by Pioske, voted on by roll call;
Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber
Nay: none
motion unanimously carried to approve the consent agenda as presented.
 - a. Special Meeting Minutes – December 1, 2020
 - b. November 2020 Claims
 - c. Liquor License – El Jalisco Grill & Bar Mexican Restaurant
 - d. Accept Restricted Donations RESOLUTION 2020-1221
 - e. Write-off North Country Bottle Shop NSF Checks
 - f. Loan from PUC to City Council for the Mora HRA/ Eastwood Senior Living RESOLUTION 2020-1222
 - g. Interfund Transfer for Coronavirus Relief Funds
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:** There were no special business items to discuss.
7. **Public Hearings:** There were no public hearings.
8. **New Business**
 - a. **Minor Subdivision – Joseph and Judith Becker:** Representing Joseph and Judith Becker, John Algren applied for a minor subdivision to split property located at 2082 Grove Street N, it was stated the Beckers wanted to split the property to create an 8.79-acre parcel on the north side of the property with intent to sell it to the school district and the remaining 11.36-acre parcel would remain for the existing homestead. MOTION made by Pioske, seconded by Treiber, voted on by roll call;
Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber
Nay: none
motion unanimously carried to approve the following resolution:

RESOLUTION NO. 2020-1223
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
APPROVING A MINOR SUBDIVISION REQUESTED
BY JOHN AHLGREN AND JOSEPH & JUDITH BECKER
(see attached)

- b. Interim Ordinance – Allowing Expanded Outdoor Seating:** Thorp presented amended language to the temporary interim ordinance set to expire December 11, 2020 so that it extended the expiration date to June 30, 2021. Thorp additionally explained the Crystal Bar & Grill had requested Union Street parking spaces for curbside pick-up but withdrew their request when asked for more details. MOTION made by Mathison, seconded by Anderson, voted on by roll call;
Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber
Nay: none
motion unanimously carried to approve the following ordinance:

ORDINANCE No. 478
AN INTERIM ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
TEMPORARILY ALLOWING EXPANDED OUTDOOR SEATING
(see attached)

- c. 2020 Budget Amendment – General Fund:** King presented amendments to the general fund budget and explained the city's audit firm, BerganKDV, stated the EDA was a blended component unit of the city therefore, the contribution of \$20,000 to the EDA from both the City and the Utility should have been considered transfers. MOTION made by Treiber, seconded by Pioske, voted on by roll call;
Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber
Nay: none
motion unanimously carried to approve the 2020 budget amendments, as presented.
- d. 2021 Boards, Commissions, Fire, and MAC Salary Schedules:** The council reviewed 2021 salary schedules for the Mora Aquatic Center, Fire Department, boards, and commissions which reflected a 0% increase. MOTION made by Mathison, seconded by Anderson, voted on by roll call;
Ayes: Skramstad, Anderson, Mathison, Pioske, and Treiber
Nay: none
motion unanimously carried to adopt the Mora Aquatic Center, Mora Area Fire Department, Boards, and Commissions salary schedules as presented.
- e. 2021 Airport Hangar Land Lease Increase:** The council reviewed four Municipal Airport hangar land lease rates for 2021, according to the lease agreements rates could be adjusted every five years by an amount not to exceed 10%. MOTION made by Anderson, seconded by Pioske, voted on by roll call;
Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber
Nay: none
motion unanimously carried to approve the hangar land lease increase of 10% from the previous year for Aero Enterprises, Michael Gregorsen, Rick Panozzo, and Michael Sjeversen.
- f. Administrative Services Director Position Description:** After discussing operational needs for the addition of HRA operations at the city level on November 17, 2020, staff was directed to revise the city and utility budgets to include a finance director position. Staff presented a position of Administrative Services Director that was nearly identical to the vacant Clerk/Treasurer position but added acting city administrator in the city administrator's absence.
- The proposed position would be funded by a 50% split between the city general fund and 25% electric fund, 12.5% water fund, and 12.5% sewer fund; starting salary range would be Grade 12, \$68,890 - \$72,342. MOTION made by Treiber, seconded by Mathison, voted

on by roll call;

Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber

Nay: none

motion unanimously carried to approve the Administrative Services Director position as presented and directed staff to begin the recruitment process.

- g. Adopt 2021 Budget, Tax Levy, CIP, and Fee Schedule:** The council reviewed and discussed the 2021 budget, tax levy, capital improvement plan, and fee schedules.

Crawford explained the Administrative Services Director position did not increase the 2021 budget because items were adjusted in the budget to cover the expenses. MOTION made by Treiber, seconded by Pioske, voted on by roll call;

Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber

Nay: none

motion unanimously carried to adopt the final 2021 budget and capital improvement plan as presented.

MOTION made by Mathison, seconded by Anderson, voted on by roll call;

Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber

Nay: none

motion unanimously carried to adopt the following resolution:

RESOLUTION No. 2020-1224

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
APPROVING THE 2021 TAX LEVY
(see attached)

MOTION made by Anderson, seconded by Treiber, voted on by roll call;

Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber

Nay: none

motion unanimously carried to adopt the following ordinance:

ORDINANCE No. 479

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
ADOPTING A FEE SCHEDULE
(see attached)

- h. 2020 Budget Amendment Stormwater Fund:** King presented budget amendments and explained the city's audit firm, BerganKDV, had determined the City's storm water fund was an enterprise fund of the city therefore, because of the change of classification, different accounting rules applied which included expensing depreciation and paying debt directly from the enterprise fund. MOTION made by Anderson, seconded by Treiber, voted on by roll call;

Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber

Nay: none

motion unanimously carried to approve the 2020 budget amendments, as presented.

9. Old Business:

- a. HRA Loan Request:** The council discussed an interfund loan request from the Mora Housing and Redevelopment Authority. MOTION made by Mathison, seconded by Treiber, voted on by roll call;

Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber

Nay: none

motion unanimously carried to approve the following resolution:

RESOLUTION No. 2020-1225

A JOINT RESOLUTION OF THE MORA CITY COUNCIL AND THE HOUSING AND REDEVELOPMENT AUTHORITY OF MORA, AUTHORIZING AN INTERFUND LOAN BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY OF MORA AND THE CITY OF MORA, MINNESOTA
(see attached)

- b. Future Trail System Discussion:** The city council discussed a new option proposed by MnDOT for a trail system addition at the Snake River bridge conjunction to be coordinated with MnDOT's future bridge reconstruction project.

Discussion ensued regarding best options, future maintenance of the trail by the city, and safer pedestrian crossings over Highway 65 with a rapid flashing beacon, MnDOT stated a HAWK was not an option. The council consensus was that neither option proposed were ideal and the favored was option 2 with the least cost to taxpayers.

The council accepted comment from Derek Carlson and informed him a stop light at the location of Union Street and Highway 65 was not an option due to the proposed highway reconstruction in 2028; city staff would be part of the planning process for 2028 and advocate for better signals. MOTION made by Mathison, seconded by Anderson, voted on by roll call;

Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber

Nay: none

motion unanimously carried to adopt option 2 because it could be replaced easily with the 2028 project.

10. Communications:

- a. Planning Commission Meeting Minutes – December 7, 2020
- b. Airport Board Meeting Minutes – December 8, 2020: Anderson reported having a good AP board meeting, the board requested its concerns from discussion be brought to the council and requested a letter be sent to those potentially affected by the new airport hangar lease agreements. Council directed staff to notify lessees affected that the AP would review the lease and the concerns stated by the AP board at an upcoming meeting.
- c. MAFD Monthly Report – November 2020
- d. KCSO Monthly Report – November 2020

11. Reports

- a. City Administrator: Crawford reported receiving inquiries from the public about the possibility of having trail system maintenance in the winter season because of the wellness center closure due the pandemic; Kohlgraf stated the trail from Fair Avenue up to South Grove Street north to North Grove Street and then to the Mora Elementary parking lot could be cleared when minimal snowfall was received taking up approximately one hour of staff time, however the city was not set up to handle large amounts of snowfall and sanding/salting the trail system so when that happens a better solution would be to clear blacktop for residents. The council consensus was if a dusting of snow and staff were able to keep trails clean, then proceed with the stated portion of the trail system by Kohlgraf for this year, but when the trails became unsafe or too much snow to clear, staff was to discontinue cleaning the trail.

Crawford reported the St Andrews Field HOA required maintenance inspections to be

performed and the city was approached by the HOA to see if the city would offer building official services for a fee; these services are listed in the current fee schedule. While these services were traditionally performed by a private inspector, the city would benefit from having safe homes, some other building officials do not perform these inspections but have encouraged the City to move forward with them. The council consensus was if Building Official Christianson had time and it didn't interfere with his duties, he may perform the inspections and generate income; the city would require St Andrews field to create some sort of liability document releasing the City from any liabilities however directed staff to research potential liabilities first and bring back for review.

- b. Councilmember Anderson: Anderson thanked Pioske for helping the last few months and Treiber for her time on the council.
- c. Councilmember Mathison: Mathison expressed wishes of luck for future endeavors to Pioske and Treiber.
- d. Councilmember Pioske: Pioske thanked the council for the opportunity to serve on the council.
- e. Councilmember Treiber: Treiber was thankful for time on the council, stated the council and staff members were great and wished luck to all for the coming year.
- f. Mayor Skramstad stated Julie Krone of the liquor store reported having struggles finding staff. Skramstad reported making efforts to have the PUC become a five-member board, Skramstad and Crawford met with Senator Rarick who will bring their request to the capital to go to legislature in addition to discussing Lake Mora and hoping to find funding to install an outlet. Skramstad also thanked Pioske and Treiber for their time on the council and requested the January 5 council meeting take place in person as to have the new members take their oath of office.

12. Adjournment: MOTION made by Treiber, seconded by Pioske, voted on by roll call;

Aye: Skramstad, Anderson, Mathison, Pioske, and Treiber

Nay: none

motion unanimously carried to adjourn at 7:47 PM. The next scheduled meeting would be at 6:30 PM on January 5, 2021.

Mayor

Deputy City Clerk

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000559 MSRS						
000559	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$976.50
CHECK # 000559 MSRS						\$976.50
CHECK # 000560 MSRS						
000560	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$460.00
CHECK # 000560 MSRS						\$460.00
CHECK # 000561 MSRS						
000561	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$295.00
CHECK # 000561 MSRS						\$295.00
CHECK # 000562 MN DEPT OF REVENUE						
000562	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL WITHHOLDING	\$2,203.39
CHECK # 000562 MN DEPT OF REVENUE						\$2,203.39
CHECK # 000563 US TREASURY - IRS						
000563	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FED W/H	\$4,881.91
000563	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$7,161.66
000563	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,674.94
CHECK # 000563 US TREASURY - IRS						\$13,718.51
CHECK # 000564 MN DEPT OF REVENUE						
000564	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	SEVERENCE ST W/H	\$29.92
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CHECK # 000565 US TREASURY - IRS						
000565	US TREASURY - IRS	GENERAL FUN		Medicare	SEVERENCE FED W/H	\$17.36
000565	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SEVERENCE FED W/H	\$74.20
000565	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	SEVERENCE FED W/H	\$59.84
CHECK # 000565 US TREASURY - IRS						\$151.40
CHECK # 000566 MN DEPT OF REVENUE						
000566	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	MAFD ANNL PAY ST W/H	\$1,925.85
CHECK # 000566 MN DEPT OF REVENUE						\$1,925.85
CHECK # 000567 US TREASURY - IRS						
000567	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	MAFD ANNL PAY FED W/	\$3,851.70
000567	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	MAFD ANNL PAY FED W/	\$4,776.10
000567	US TREASURY - IRS	GENERAL FUN		Medicare	MAFD ANNL PAY FED W/	\$1,117.02
CHECK # 000567 US TREASURY - IRS						\$9,744.82
CHECK # 000568 MN DEPT OF REVENUE						
000568	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	HALLIN FIRE PAY ST W/H	\$67.25
CHECK # 000568 MN DEPT OF REVENUE						\$67.25
CHECK # 000569 US TREASURY - IRS						
000569	US TREASURY - IRS	GENERAL FUN		Medicare	HALLIN FIRE PAY W/H	\$39.00
000569	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	HALLIN FIRE PAY W/H	\$166.78
000569	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	HALLIN FIRE PAY W/H	\$134.50
CHECK # 000569 US TREASURY - IRS						\$340.28
CHECK # 000570 MSRS						
000570	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$968.74
CHECK # 000570 MSRS						\$968.74

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000571 MSRS						
000571	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$460.00
CHECK # 000571 MSRS						\$460.00
CHECK # 000572 MSRS						
000572	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$295.00
CHECK # 000572 MSRS						\$295.00
CHECK # 000573 MN DEPT OF REVENUE						
000573	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE W/H	\$2,217.10
CHECK # 000573 MN DEPT OF REVENUE						\$2,217.10
CHECK # 000574 US TREASURY - IRS						
000574	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$7,940.76
000574	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,857.16
000574	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$4,199.23
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000575	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	SUPPL PAYROLL ST W/H	\$75.00
CHECK # 000575 MN DEPT OF REVENUE						\$75.00
CHECK # 000576 US TREASURY - IRS						
000576	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	SUPPL PAYROLL W/H	\$150.00
000576	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SUPPL PAYROLL W/H	\$186.00
000576	US TREASURY - IRS	GENERAL FUN		Medicare	SUPPL PAYROLL W/H	\$43.50
CHECK # 000576 US TREASURY - IRS						\$379.50
CHECK # 000577 MSRS						
000577	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$990.89
CHECK # 000577 MSRS						\$990.89
CHECK # 000578 MSRS						
000578	MSRS	GENERAL FUN		Deferred Compens	DEF COMP	\$460.00
CHECK # 000578 MSRS						\$460.00
CHECK # 000579 MSRS						
000579	MSRS	GENERAL FUN		Deferred Compens	DEF COMP ROTH	\$295.00
CHECK # 000579 MSRS						\$295.00
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000580	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL ST W/H	\$2,341.52
CHECK # 000580 MN DEPT OF REVENUE						\$2,341.52
CHECK # 000581 US TREASURY - IRS						
000581	US TREASURY - IRS	GENERAL FUN		Medicare	PAYROLL FED, SS, & MED	\$1,724.46
000581	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	PAYROLL FED, SS, & MED	\$7,373.62
000581	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	PAYROLL FED, SS, & MED	\$4,413.04
CHECK # 000581 US TREASURY - IRS						\$13,511.12
CHECK # 000582 MN DEPT OF REVENUE						
000582	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PT PERSONAL LEAVE PAY	\$144.72
CHECK # 000582 MN DEPT OF REVENUE						\$144.72
CHECK # 000583 US TREASURY - IRS						
000583	US TREASURY - IRS	GENERAL FUN		Medicare	PT PERSONAL LEAVE PAY	\$83.94

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
000583	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	PT PERSONAL LEAVE PAY	\$358.94
000583	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	PT PERSONAL LEAVE PAY	\$289.46
CHECK # 000583 US TREASURY - IRS						\$732.34
CHECK # 000584 MN DEPT OF REVENUE						
000584	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	COMP TIME PAYOUT ST	\$80.51
CHECK # 000584 MN DEPT OF REVENUE						\$80.51
CHECK # 000585 US TREASURY - IRS						
000585	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	COMP TIME PAYOUT W/	\$161.02
000585	US TREASURY - IRS	GENERAL FUN		Medicare	COMP TIME PAYOUT W/	\$49.94
000585	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	COMP TIME PAYOUT W/	\$213.52
CHECK # 000585 US TREASURY - IRS						\$424.48
CHECK # 000586 FURTHER						
000586	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$399.80
CHECK # 000586 FURTHER						\$399.80
CHECK # 000587 FURTHER						
000587	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$119.68
CHECK # 000587 FURTHER						\$119.68
CHECK # 000588 FURTHER						
000588	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$347.18
CHECK # 000588 FURTHER						\$347.18
CHECK # 000589 FURTHER						
000589	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$14.83
CHECK # 000589 FURTHER						\$14.83
CHECK # 000590 TSYS						
000590	TSYS	LIQUOR FUND	LIQUOR STOR	Payment Processin	MONTHLY LIQ STORE CR	\$6,031.43
CHECK # 000590 TSYS						\$6,031.43
CHECK # 000593 REVTRAK						
000593	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	\$9.95
CHECK # 000593 REVTRAK						\$9.95
CHECK # 000594 MN DEPT OF REVENUE						
000594	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX PYMT-	\$33,282.00
000594	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Rentals	SALES & USE TAX PYMT-	\$1.00
000594	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Garbage Removal	SALES & USE TAX PYMT-	\$13.00
000594	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Contributions	SALES & USE TAX PYMT-	\$3.00
000594	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SALES & USE TAX PYMT-	\$2.00
000594	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Office Supplies	SALES & USE TAX PYMT-	\$1.00
CHECK # 000594 MN DEPT OF REVENUE						\$33,302.00
CHECK # 000595 TSYS						
000595	TSYS	LIQUOR FUND	LIQUOR STOR	Rentals	MONTHLY CREDIT CARD	\$80.37
CHECK # 000595 TSYS						\$80.37
CHECK # 000598 NEIGHBORHOOD NATIONAL BANK						
000598	NEIGHBORHOOD NATION	GENERAL FUN	FINANCE	Miscellaneous	MONTHLY MISC FILE FEE	\$24.88
000598	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY BUSINESS ON	\$10.00
000598	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY PAYROLL ACH	\$60.00
000598	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	MONTHLY RETURNED CH	\$10.00

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000598 NEIGHBORHOOD NATIONAL BANK						\$104.88
CHECK # 000599 NEIGHBORHOOD NATIONAL BANK						
000599	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	LIQ STORE NSF CHARGE	\$20.00
CHECK # 000599 NEIGHBORHOOD NATIONAL BANK						\$20.00
CHECK # 055562 AXA EQUITABLE						
055562	AXA EQUITABLE	GENERAL FUN		The Equitable - Def	ERICKSON, KELLY A	\$60.00
CHECK # 055562 AXA EQUITABLE						\$60.00
CHECK # 055563 FURTHER						
055563	FURTHER	GENERAL FUN		VEBA Contribution	KING, SARA B	\$100.00
055563	FURTHER	GENERAL FUN		VEBA Contribution	CRAWFORD, LINDY M.	\$100.00
055563	FURTHER	GENERAL FUN		VEBA Contribution	MIELKE, ANDREW J.	\$100.00
055563	FURTHER	GENERAL FUN		VEBA Contribution	KIESER, DANIELLE L	\$100.00
055563	FURTHER	GENERAL FUN		VEBA Contribution	KRIE, JEFFREY R	\$100.00
055563	FURTHER	GENERAL FUN		VEBA Contribution	CHRISTENSON, CALEB A	\$100.00
055563	FURTHER	GENERAL FUN		VEBA Contribution	YODER, MANDI M	\$100.00
055563	FURTHER	GENERAL FUN		VEBA Contribution	STULC, JEREMY A.	\$100.00
CHECK # 055563 FURTHER						\$800.00
CHECK # 055564 ICMA RETIREMENT TRUST - 457						
055564	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	YODER, MANDI M	\$50.00
055564	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	CRAWFORD, LINDY	\$50.00
CHECK # 055564 ICMA RETIREMENT TRUST - 457						\$100.00
CHECK # 055565 MN CHILD SUPPORT PAYMENT CENTR						
055565	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	HOLMES, JACOB L	\$127.36
055565	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	BUCKINGHAM, BRANDON	\$248.73
CHECK # 055565 MN CHILD SUPPORT PAYMENT CENTR						\$376.09
CHECK # 055566 MN ST TREASURER - PERA						
055566	MN ST TREASURER - PER	GENERAL FUN		PERA	Retirement Cont #63880	\$8,486.14
CHECK # 055566 MN ST TREASURER - PERA						\$8,486.14
CHECK # 055591 BOND TRUST SERVICES						
055591	BOND TRUST SERVICES	HRA EASTWOO		Pmts from HRA/Co	BOND PYMT - SERIES 20	\$53,096.25
CHECK # 055591 BOND TRUST SERVICES						\$53,096.25
CHECK # 055592 FIRST CITIZENS NATL BANK - IA						
055592	FIRST CITIZENS NATL BA	TIF 1-11 KSB	TIF	Pay Out Tax Incre	2020 TIF PYMT - 2ND HA	\$7,898.68
CHECK # 055592 FIRST CITIZENS NATL BANK - IA						\$7,898.68
CHECK # 055593 JCF PROPERTIES LLC						
055593	JCF PROPERTIES LLC	GENERAL FUN	GENERAL GOV	Tax Abatement Pay	2020 TAX ABATEMENT	\$2,100.00
CHECK # 055593 JCF PROPERTIES LLC						\$2,100.00
CHECK # 055594 MYSA HOUSE LLLP						
055594	MYSA HOUSE LLLP	TIF 1-15 HRA	TIF	Pay Out Tax Incre	2020 TIF PYMT - 2ND HA	\$9,498.24
CHECK # 055594 MYSA HOUSE LLLP						\$9,498.24
CHECK # 055595 NORTHLAND PROCESS PIPING INC						
055595	NORTHLAND PROCESS PI	GENERAL FUN	GENERAL GOV	Tax Abatement Pay	2020 TAX ABATEMENT	\$4,239.17
CHECK # 055595 NORTHLAND PROCESS PIPING INC						\$4,239.17
CHECK # 055598 BELLBOY CORPORATION						
055598	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA & WINE TUMBLERS	\$153.20

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
055598	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$2,005.90
055598	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	RETURNED WINE	-\$46.60
CHECK # 055598 BELLBOY CORPORATION						\$2,112.50
CHECK # 055599 BERNICK COMPANIES						
055599	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$72.85
055599	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$2,709.96
CHECK # 055599 BERNICK COMPANIES						\$2,782.81
CHECK # 055600 BREAKTHRU BEVERAGE						
055600	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$2,783.37
055600	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$337.40
CHECK # 055600 BREAKTHRU BEVERAGE						\$3,120.77
CHECK # 055601 C & L DISTRIBUTING						
055601	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	OJ	\$43.98
055601	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$925.70
CHECK # 055601 C & L DISTRIBUTING						\$969.68
CHECK # 055602 CARDMEMBER SERVICE						
055602	CARDMEMBER SERVICE	GENERAL FUN	ADMINISTRAT	Meetings, Training,	YODER CLERK HEAD ELE	\$25.00
055602	CARDMEMBER SERVICE	GENERAL FUN	ADMINISTRAT	Dues & Subscriptio	WEBEX ANN'L SUBSCRIP	\$676.46
055602	CARDMEMBER SERVICE	GENERAL FUN	FINANCE	Misc Income	OVERPYMT FROM 2019 F	-\$568.17
055602	CARDMEMBER SERVICE	GENERAL FUN	FINANCE	Miscellaneous	LATE FEE TO BE REIMB'D	\$84.91
055602	CARDMEMBER SERVICE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	OUTLET COVER-GORDON	\$102.89
055602	CARDMEMBER SERVICE	LIQUOR FUND	LIQUOR STOR	Small Tools & Equi	CIGARETTE BUTT RECEP	\$33.81
CHECK # 055602 CARDMEMBER SERVICE						\$354.90
CHECK # 055603 CARLOS CREEK WINERY						
055603	CARLOS CREEK WINERY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$135.00
CHECK # 055603 CARLOS CREEK WINERY						\$135.00
CHECK # 055604 DAHLHEIMER DIST CO						
055604	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$5,240.75
CHECK # 055604 DAHLHEIMER DIST CO						\$5,240.75
CHECK # 055605 JOHNSON BROTHERS LIQUOR						
055605	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,392.31
055605	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,260.21
CHECK # 055605 JOHNSON BROTHERS LIQUOR						\$6,652.52
CHECK # 055606 KANABEC CO AUDITOR/TREASURER						
055606	KANABEC CO AUDITOR/T	GENERAL FUN	LEGAL	Legal Services	DEC PROSECUTION SERV	\$2,416.67
CHECK # 055606 KANABEC CO AUDITOR/TREASURER						\$2,416.67
CHECK # 055607 KANABEC CO SHERIFF						
055607	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	DEC LAW ENFORCEMENT	\$53,550.25
CHECK # 055607 KANABEC CO SHERIFF						\$53,550.25
CHECK # 055608 MCDONALD DIST CO						
055608	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$16,492.30
055608	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$93.00
CHECK # 055608 MCDONALD DIST CO						\$16,585.30
CHECK # 055610 NORTH FOLK WINERY						
055610	NORTH FOLK WINERY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$456.00

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055610 NORTH FOLK WINERY						\$456.00
CHECK # 055611 PAUSTIS WINE COMPANY						
055611	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,384.40
055611	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA WINE	\$192.00
CHECK # 055611 PAUSTIS WINE COMPANY						\$2,576.40
CHECK # 055612 PHILLIPS WINE & SPIRITS						
055612	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,161.78
055612	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,100.53
055612	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$49.69
CHECK # 055612 PHILLIPS WINE & SPIRITS						\$6,312.00
CHECK # 055613 SOUTHERN GLAZERS OF MN						
055613	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	MISC WINE CREDITS	-\$314.00
055613	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	MISC LIQ CREDITS	-\$1,311.94
055613	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$40.00
055613	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$3,482.53
CHECK # 055613 SOUTHERN GLAZERS OF MN						\$1,896.59
CHECK # 055614 TR COMPUTER SALES, LLC						
055614	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	DEC CLOUD & SERVER M	\$628.50
CHECK # 055614 TR COMPUTER SALES, LLC						\$628.50
CHECK # 055668 AXA EQUITABLE						
055668	AXA EQUITABLE	GENERAL FUN		The Equitable - Def	ERICKSON, KELLY A	\$60.00
CHECK # 055668 AXA EQUITABLE						\$60.00
CHECK # 055669 ICMA RETIREMENT TRUST - 457						
055669	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	YODER, MANDI M	\$50.00
055669	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	CRAWFORD, LINDY	\$50.00
CHECK # 055669 ICMA RETIREMENT TRUST - 457						\$100.00
CHECK # 055670 MN CHILD SUPPORT PAYMENT CENTR						
055670	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	HOLMES, JACOB L	\$127.36
055670	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	BUCKINGHAM, BRANDON	\$248.73
CHECK # 055670 MN CHILD SUPPORT PAYMENT CENTR						\$376.09
CHECK # 055671 MN ST TREASURER - PERA						
055671	MN ST TREASURER - PER	GENERAL FUN		PERA	Retirement Cont #63880	\$8,394.61
CHECK # 055671 MN ST TREASURER - PERA						\$8,394.61
CHECK # 055672 NCPERS GROUP LIFE INS						
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	HAGGENMILLER, ALAN S.	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	YODER, MANDI M	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	KOHLGRAF, JOSEPH H	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	ERICKSON, KELLY A	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	KLEVEN, RUSTY J	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	HOLMES, JACOB L	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	BERGSTADT, GARY D	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	STULC, JEREMY A.	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	PROKOSCH, JESSICA J.	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	HEGGERNES, ROBERT M	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	KIESER, DANIELLE L	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	MATTSON, KENNETH O	\$16.00
055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	CRAWFORD, LINDY M.	\$16.00

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055672	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	KRONE, JULIE	\$16.00
CHECK # 055672 NCPERS GROUP LIFE INS						\$224.00
CHECK # 055673 AMAZON CAPITAL SERVICES						
055673	AMAZON CAPITAL SERVIC	GENERAL FUN	PLANNING &	Office Supplies	BINDER DIVIDERS	\$129.48
055673	AMAZON CAPITAL SERVIC	FIRE FUND	FIRE	Repair/Maint - Bldg	#1 SHOCK ABSORBERS	\$252.00
CHECK # 055673 AMAZON CAPITAL SERVICES						\$381.48
CHECK # 055675 BUCKINGHAM, BRANDON						
055675	BUCKINGHAM, BRANDON	GENERAL FUN	STREETS	Uniforms	CLOTHING	\$43.72
055675	BUCKINGHAM, BRANDON	GENERAL FUN	PARKS	Uniforms	CLOTHING	\$21.86
055675	BUCKINGHAM, BRANDON	GENERAL FUN	AIRPORT	Uniforms	CLOTHING	\$5.25
055675	BUCKINGHAM, BRANDON	STORM WATER	STORM WATE	Uniforms	CLOTHING	\$11.37
055675	BUCKINGHAM, BRANDON	CEMETERY FU	CEMETERY	Uniforms	CLOTHING	\$5.24
CHECK # 055675 BUCKINGHAM, BRANDON						\$87.44
CHECK # 055677 DE LAGE LANDEN FINANCIAL SERV						
055677	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$314.59
055677	DE LAGE LANDEN FINANC	LIQUOR FUND	LIQUOR STOR	Rentals	COPIER LEASE	\$10.00
CHECK # 055677 DE LAGE LANDEN FINANCIAL SERV						\$324.59
CHECK # 055680 HIBU						
055680	HIBU	LIQUOR FUND	LIQUOR STOR	Advertising	DEC WEBSITE	\$159.99
CHECK # 055680 HIBU						\$159.99
CHECK # 055681 KANABEC CO RECORDER						
055681	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	MINOR SUBD - BECKER	\$46.00
CHECK # 055681 KANABEC CO RECORDER						\$46.00
CHECK # 055682 LEAGUE OF MN CITIES						
055682	LEAGUE OF MN CITIES	GENERAL FUN	MAYOR & CO	Meetings, Training,	SHEPARD & BROEKEMEIE	\$350.00
CHECK # 055682 LEAGUE OF MN CITIES						\$350.00
CHECK # 055684 MIDCO						
055684	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE/INTERNET	\$576.84
055684	MIDCO	GENERAL FUN	AQUATIC CEN	Telephone	PHONE/INTERNET	\$104.74
055684	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.00
055684	MIDCO	LIQUOR FUND	LIQUOR STOR	Telephone	PHONE/INTERNET	\$385.96
CHECK # 055684 MIDCO						\$1,142.54
CHECK # 055685 MN COMPUTER SYSTEMS, INC						
055685	MN COMPUTER SYSTEMS,	GENERAL FUN	INFORMATIO	Repair/Maint - Bldg	COPIER CHARGE	\$172.56
055685	MN COMPUTER SYSTEMS,	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	COPIER CHARGE	\$40.88
CHECK # 055685 MN COMPUTER SYSTEMS, INC						\$213.44
CHECK # 055687 MN ENERGY RESOURCES CORP						
055687	MN ENERGY RESOURCES	GENERAL FUN	CITY HALL BU	Natural Gas - Heat	NOVEMBER NATURAL GA	\$301.05
055687	MN ENERGY RESOURCES	GENERAL FUN	LIBRARY BUIL	Natural Gas - Heat	NOVEMBER NATURAL GA	\$239.54
055687	MN ENERGY RESOURCES	GENERAL FUN	GARAGE	Natural Gas - Heat	NOVEMBER NATURAL GA	\$554.04
055687	MN ENERGY RESOURCES	GENERAL FUN	AQUATIC CEN	Natural Gas - Heat	NOVEMBER NATURAL GA	\$134.11
055687	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NOVEMBER NATURAL GA	\$223.40
055687	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NOVEMBER NATURAL GA	\$77.76
055687	MN ENERGY RESOURCES	FIRE FUND	FIRE	Natural Gas - Heat	NOVEMBER NATURAL GA	\$344.69
CHECK # 055687 MN ENERGY RESOURCES CORP						\$1,874.59
CHECK # 055688 MN PEIP						

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055688	MN PEIP	GENERAL FUN		Group Health Insur	JAN GROUP HEALTH INS	\$28,847.46
CHECK # 055688 MN PEIP						\$28,847.46
CHECK # 055689 NORDENSTROM CONSTRUCTION						
055689	NORDENSTROM CONSTR	GENERAL FUN		Deposits	DEMOLITION DEPOSIT R	\$1,000.00
CHECK # 055689 NORDENSTROM CONSTRUCTION						\$1,000.00
CHECK # 055691 VERIZON WIRELESS						
055691	VERIZON WIRELESS	GENERAL FUN	ADMINISTRAT	Telephone	CELL PHONES, IPADS	\$33.94
055691	VERIZON WIRELESS	GENERAL FUN	PLANNING &	Telephone	CELL PHONES, IPADS	\$34.71
055691	VERIZON WIRELESS	GENERAL FUN	CITY HALL BU	Telephone	CELL PHONES, IPADS	\$4.96
055691	VERIZON WIRELESS	GENERAL FUN	BUILDING	Telephone	CELL PHONES, IPADS	\$54.54
055691	VERIZON WIRELESS	GENERAL FUN	STREETS	Telephone	CELL PHONES, IPADS	\$118.90
055691	VERIZON WIRELESS	GENERAL FUN	AQUATIC CEN	Telephone	CELL PHONES, IPADS	\$34.71
055691	VERIZON WIRELESS	GENERAL FUN	PARKS	Telephone	CELL PHONES, IPADS	\$44.58
055691	VERIZON WIRELESS	GENERAL FUN	AIRPORT	Telephone	CELL PHONES, IPADS	\$9.51
055691	VERIZON WIRELESS	STORM WATER	STORM WATE	Telephone	CELL PHONES, IPADS	\$23.08
055691	VERIZON WIRELESS	CEMETERY FU	CEMETERY	Telephone	CELL PHONES, IPADS	\$9.51
CHECK # 055691 VERIZON WIRELESS						\$368.44
CHECK # 055693 WINDSTREAM						
055693	WINDSTREAM	GENERAL FUN	AIRPORT	Telephone	NOVEMBER TELEPHONE	\$127.25
CHECK # 055693 WINDSTREAM						\$127.25
CHECK # 055694 BELLBOY CORPORATION						
055694	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$1,852.70
055694	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	CLAMATO	\$60.00
CHECK # 055694 BELLBOY CORPORATION						\$1,912.70
CHECK # 055695 BERNICK COMPANIES						
055695	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$15,682.10
055695	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP, NA	\$387.96
CHECK # 055695 BERNICK COMPANIES						\$16,070.06
CHECK # 055696 BREAKTHRU BEVERAGE						
055696	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	CLAMATO, MIX	\$55.75
055696	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,109.84
055696	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$812.00
CHECK # 055696 BREAKTHRU BEVERAGE						\$4,977.59
CHECK # 055697 DAHLHEIMER DIST CO						
055697	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$275.80
055697	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$21,675.97
CHECK # 055697 DAHLHEIMER DIST CO						\$21,951.77
CHECK # 055698 EAST CENTRAL ENERGY						
055698	EAST CENTRAL ENERGY	GENERAL FUN	PARKS	Electricity	ELECTRICITY - NOVEMBE	\$69.74
055698	EAST CENTRAL ENERGY	GENERAL FUN	AIRPORT	Electricity	ELECTRICITY - NOVEMBE	\$548.37
055698	EAST CENTRAL ENERGY	LIQUOR FUND	LIQUOR STOR	Electricity	ELECTRICITY - NOVEMBE	\$1,770.26
CHECK # 055698 EAST CENTRAL ENERGY						\$2,388.37
CHECK # 055699 FURTHER						
055699	FURTHER	GENERAL FUN	HUMAN RESO	Professional Servic	DEC 2020 PARTICIPATIO	\$82.85
CHECK # 055699 FURTHER						\$82.85
CHECK # 055701 JOHNSON BROTHERS LIQUOR						

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055701	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,953.45
055701	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$201.07
055701	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$5,127.44
CHECK # 055701 JOHNSON BROTHERS LIQUOR						\$12,281.96
CHECK # 055702 KANABEC CO HISTORICAL SOCIETY						
055702	KANABEC CO HISTORICAL	COVID-19 EME	COVID-19 EM	COVID-19 Emerg.	COVID-19 EAF GRANT	\$500.00
CHECK # 055702 KANABEC CO HISTORICAL SOCIETY						\$500.00
CHECK # 055703 KANABEC CO RECORDER						
055703	KANABEC CO RECORDER	SMALL CITIES	SCDP REHABI	Professional Servic	MORTGAGE SATISFACTI	\$46.00
CHECK # 055703 KANABEC CO RECORDER						\$46.00
CHECK # 055706 LAKE LIFE CO-OP SYSTEMS						
055706	LAKE LIFE CO-OP SYSTEM	LIQUOR FUND	LIQUOR STOR	Advertising	FISH LAKE START HEALT	\$100.00
CHECK # 055706 LAKE LIFE CO-OP SYSTEMS						\$100.00
CHECK # 055708 MCDONALD DIST CO						
055708	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$28,096.07
055708	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$376.00
CHECK # 055708 MCDONALD DIST CO						\$28,472.07
CHECK # 055709 PHILLIPS WINE & SPIRITS						
055709	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,329.30
055709	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$10,143.26
055709	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$80.69
CHECK # 055709 PHILLIPS WINE & SPIRITS						\$11,553.25
CHECK # 055710 SOUTHERN GLAZERS OF MN						
055710	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$881.50
055710	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,625.90
CHECK # 055710 SOUTHERN GLAZERS OF MN						\$7,507.40
CHECK # 055711 VINOCOPIA, INC						
055711	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$216.00
055711	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$98.50
CHECK # 055711 VINOCOPIA, INC						\$314.50
CHECK # 055712 WELIA HEALTH						
055712	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	RANDOM DRUG TESTING	\$40.50
CHECK # 055712 WELIA HEALTH						\$40.50
CHECK # 055713 WINE MERCHANTS						
055713	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,038.59
CHECK # 055713 WINE MERCHANTS						\$1,038.59
CHECK # 055714 AFSCME						
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	BUCKINGHAM, BRANDON	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	KLEVEN, RUSTY J	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	MATTSON, KENNETH O	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	FELGER, MATTHEW T	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	GEIST, MARCO	\$33.99
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	HOLMES, JACOB L	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	HULBERT, JASON J	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	KNUDSEN, RODNEY K	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	BERGSTADT, GARY D	\$57.00

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055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	HEGGERNES, ROBERT M	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	STULC, JEREMY A.	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	MIELKE, ANDREW J.	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	WHITED, KIMBERLY A	\$45.83
CHECK # 055714 AFSCME						\$706.82
CHECK # 055715 AXA EQUITABLE						
055715	AXA EQUITABLE	GENERAL FUN		The Equitable - Def	ERICKSON, KELLY A	\$60.00
CHECK # 055715 AXA EQUITABLE						\$60.00
CHECK # 055716 ICMA RETIREMENT TRUST - 457						
055716	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	YODER, MANDI M	\$50.00
055716	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	CRAWFORD, LINDY	\$50.00
CHECK # 055716 ICMA RETIREMENT TRUST - 457						\$100.00
CHECK # 055717 MN CHILD SUPPORT PAYMENT CENTR						
055717	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	BUCKINGHAM, BRANDON	\$248.73
055717	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	HOLMES, JACOB L	\$127.36
CHECK # 055717 MN CHILD SUPPORT PAYMENT CENTR						\$376.09
CHECK # 055718 MN ST TREASURER - PERA						
055718	MN ST TREASURER - PER	GENERAL FUN		PERA	Retirement Cont #63880	\$8,482.76
CHECK # 055718 MN ST TREASURER - PERA						\$8,482.76
CHECK # 055719 MN ST TREASURER - PERA						
055719	MN ST TREASURER - PER	GENERAL FUN		PERA	Retirement Cont #63880	\$241.10
CHECK # 055719 MN ST TREASURER - PERA						\$241.10
CHECK # 055720 ARECHIGO, TABATHA						
055720	ARECHIGO, TABATHA	GROVE & WOO	CAPITAL PROJ	Int/Pen on Spec As	REFUND OVERPYMT OF S	\$154.07
055720	ARECHIGO, TABATHA	GROVE & WOO	CAPITAL PROJ	Special Assessment	REFUND OVERPYMT OF S	\$176.48
CHECK # 055720 ARECHIGO, TABATHA						\$330.55
CHECK # 055721 BELLBOY CORPORATION						
055721	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$925.95
CHECK # 055721 BELLBOY CORPORATION						\$925.95
CHECK # 055722 BERNICK COMPANIES						
055722	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$190.04
055722	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$5,593.45
CHECK # 055722 BERNICK COMPANIES						\$5,783.49
CHECK # 055723 BREAKTHRU BEVERAGE						
055723	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$196.00
055723	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,267.80
055723	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$8,229.27
CHECK # 055723 BREAKTHRU BEVERAGE						\$9,693.07
CHECK # 055724 C & L DISTRIBUTING						
055724	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$584.35
CHECK # 055724 C & L DISTRIBUTING						\$584.35
CHECK # 055725 CARLOS CREEK WINERY						
055725	CARLOS CREEK WINERY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$873.00
CHECK # 055725 CARLOS CREEK WINERY						\$873.00
CHECK # 055727 CITY OF MORA - PETTY CASH						

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
055727	CITY OF MORA - PETTY C	GENERAL FUN	FINANCE	Postage	REPLENISH PETTY CASH-	\$0.61
055727	CITY OF MORA - PETTY C	GENERAL FUN	CITY HALL BU	Small Tools & Equi	REPLENISH PETTY CASH-	\$11.60
055727	CITY OF MORA - PETTY C	GENERAL FUN	CITY HALL BU	Other Operating Su	REPLENISH PETTY CASH-	\$2.42
055727	CITY OF MORA - PETTY C	GENERAL FUN	CITY HALL BU	Other Operating Su	REPLENISH PETTY CASH-	\$4.95
055727	CITY OF MORA - PETTY C	GENERAL FUN	CITY HALL BU	Other Operating Su	REPLENISH PETTY CASH-	\$4.00
CHECK # 055727 CITY OF MORA - PETTY CASH						\$23.58
CHECK # 055728 DAHLHEIMER DIST CO						
055728	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$431.05
055728	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$13,961.16
CHECK # 055728 DAHLHEIMER DIST CO						\$14,392.21
CHECK # 055730 HEGGERNES, ROB						
055730	HEGGERNES, ROB	GENERAL FUN	STREETS	Uniforms	CLOTHING	\$13.62
055730	HEGGERNES, ROB	GENERAL FUN	PARKS	Uniforms	CLOTHING	\$6.81
055730	HEGGERNES, ROB	GENERAL FUN	AIRPORT	Uniforms	CLOTHING	\$1.63
055730	HEGGERNES, ROB	STORM WATER	STORM WATE	Uniforms	CLOTHING	\$3.54
055730	HEGGERNES, ROB	CEMETERY FU	CEMETERY	Uniforms	CLOTHING	\$1.63
CHECK # 055730 HEGGERNES, ROB						\$27.23
CHECK # 055731 JOHNSON BROTHERS LIQUOR						
055731	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$103.07
055731	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$6,193.23
055731	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$7,559.06
CHECK # 055731 JOHNSON BROTHERS LIQUOR						\$13,855.36
CHECK # 055732 KANABEC CO AUDITOR/TREASURER						
055732	KANABEC CO AUDITOR/T	GENERAL FUN	ELECTIONS	Miscellaneous	CITY'S PORTION OF 202	\$264.65
CHECK # 055732 KANABEC CO AUDITOR/TREASURER						\$264.65
CHECK # 055733 MCDONALD DIST CO						
055733	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$18,618.99
055733	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$24.25
CHECK # 055733 MCDONALD DIST CO						\$18,643.24
CHECK # 055734 MIELKE, ANDREW						
055734	MIELKE, ANDREW	GENERAL FUN	STREETS	Uniforms	CLOTHING	\$73.02
055734	MIELKE, ANDREW	GENERAL FUN	GARAGE	Small Tools & Equi	2020 TOOL ALLOWANCE	\$250.00
055734	MIELKE, ANDREW	GENERAL FUN	PARKS	Uniforms	CLOTHING	\$36.51
055734	MIELKE, ANDREW	GENERAL FUN	AIRPORT	Uniforms	CLOTHING	\$8.76
055734	MIELKE, ANDREW	STORM WATER	STORM WATE	Uniforms	CLOTHING	\$18.98
055734	MIELKE, ANDREW	CEMETERY FU	CEMETERY	Uniforms	CLOTHING	\$8.76
CHECK # 055734 MIELKE, ANDREW						\$396.03
CHECK # 055736 NORTH COUNTRY BOTTLE SHOP						
055736	NORTH COUNTRY BOTTLE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	REPLENISH PETTY CASH-	\$26.01
055736	NORTH COUNTRY BOTTLE	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	REPLENISH PETTY CASH-	\$23.71
055736	NORTH COUNTRY BOTTLE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	REPLENISH PETTY CASH-	\$10.19
CHECK # 055736 NORTH COUNTRY BOTTLE SHOP						\$59.91
CHECK # 055737 NORTHERN HOLLOW WINERY, LLC						
055737	NORTHERN HOLLOW WIN	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$225.12
CHECK # 055737 NORTHERN HOLLOW WINERY, LLC						\$225.12
CHECK # 055738 PAUSTIS WINE COMPANY						
055738	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$650.40

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CHECK # 055738 PAUSTIS WINE COMPANY						\$650.40
CHECK # 055739 PHILLIPS WINE & SPIRITS						
055739	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$460.51
055739	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$338.52
055739	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$11,390.70
CHECK # 055739 PHILLIPS WINE & SPIRITS						\$12,189.73
CHECK # 055740 QUADIENT FINANCE USA, INC						
055740	QUADIENT FINANCE USA,	GENERAL FUN	FINANCE	Postage	POSTAGE IN POSTAGE M	\$49.89
055740	QUADIENT FINANCE USA,	GENERAL FUN	HUMAN RESO	Postage	POSTAGE IN POSTAGE M	\$29.93
055740	QUADIENT FINANCE USA,	FIRE FUND	FIRE	Postage	POSTAGE IN POSTAGE M	\$15.96
055740	QUADIENT FINANCE USA,	LIQUOR FUND	LIQUOR STOR	Postage	POSTAGE IN POSTAGE M	\$13.97
CHECK # 055740 QUADIENT FINANCE USA, INC						\$109.75
CHECK # 055741 SOUTHERN GLAZERS OF MN						
055741	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,708.00
055741	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$8,046.31
055741	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$40.16
CHECK # 055741 SOUTHERN GLAZERS OF MN						\$9,794.47
CHECK # 055743 WINE MERCHANTS						
055743	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$209.07
CHECK # 055743 WINE MERCHANTS						\$209.07
CHECK # 055744 BUCKINGHAM, BRANDON						
055744	BUCKINGHAM, BRANDON	GENERAL FUN		Accounts Payable	BOOTS	\$87.53
055744	BUCKINGHAM, BRANDON	GENERAL FUN		Accounts Payable	BOOTS	\$43.77
055744	BUCKINGHAM, BRANDON	GENERAL FUN		Accounts Payable	BOOTS	\$10.50
055744	BUCKINGHAM, BRANDON	STORM WATER		Accounts Payable	BOOTS	\$22.76
055744	BUCKINGHAM, BRANDON	CEMETERY FU		Accounts Payable	BOOTS	\$10.50
CHECK # 055744 BUCKINGHAM, BRANDON						\$175.06
CHECK # 055745 CARDMEMBER SERVICE						
055745	CARDMEMBER SERVICE	GENERAL FUN		Accounts Payable	INT & LATE FEE REIMBU	-\$84.91
055745	CARDMEMBER SERVICE	GENERAL FUN		Accounts Payable	INTEREST	\$1.34
CHECK # 055745 CARDMEMBER SERVICE						-\$83.57
CHECK # 055746 MIDCO						
055746	MIDCO	GENERAL FUN		Accounts Payable	INTERNET, PHONE-GARA	\$117.37
055746	MIDCO	GENERAL FUN		Accounts Payable	INTERNET-TELEWORK C	\$85.00
CHECK # 055746 MIDCO						\$202.37

\$552,768.64

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055780	EARL F ANDERSON	GENERAL FUN		Accounts Payable	SIGNS - PRIVATE DR, EN	\$1,781.95
055780	EARL F ANDERSON	GENERAL FUN		Accounts Payable	CONES & BARRICADES	\$1,412.55
055780	EARL F ANDERSON	GENERAL FUN		Accounts Payable	STOP SIGNS	\$466.11
CHECK # 055780 EARL F ANDERSON						\$3,660.61
CHECK # 055781 ECM PUBLISHERS, INC						
055781	ECM PUBLISHERS, INC	LIQUOR FUND		Accounts Payable	LIQ ADS	\$712.00
CHECK # 055781 ECM PUBLISHERS, INC						\$712.00
CHECK # 055785 FIRE SAFETY USA, INC						
055785	FIRE SAFETY USA, INC	FIRE FUND		Accounts Payable	CORN BIN RESCUE SET	\$4,589.00
CHECK # 055785 FIRE SAFETY USA, INC						\$4,589.00
CHECK # 055786 FREEDOM MAILING SERVICES INC						
055786	FREEDOM MAILING SERVI	GENERAL FUN		Accounts Payable	NEWSLETTER & SURVEY	\$24.62
CHECK # 055786 FREEDOM MAILING SERVICES INC						\$24.62
CHECK # 055787 GOPHER STATE ONE-CALL INC						
055787	GOPHER STATE ONE-CALL	GENERAL FUN		Accounts Payable	DEC LOCATES	\$14.85
CHECK # 055787 GOPHER STATE ONE-CALL INC						\$14.85
CHECK # 055788 GOVOFFICE LLC						
055788	GOVOFFICE LLC	GENERAL FUN		Accounts Payable	NOV EXTENDED STORAG	\$250.00
CHECK # 055788 GOVOFFICE LLC						\$250.00
CHECK # 055790 H & L MESABI						
055790	H & L MESABI	GENERAL FUN		Accounts Payable	CARBIDES, NUTS, BOLTS	\$7,170.50
CHECK # 055790 H & L MESABI						\$7,170.50
CHECK # 055792 JEFFS MACHINE & WELDING LLC						
055792	JEFFS MACHINE & WELDI	CEMETERY FU		Accounts Payable	DIGGER BOX RPR	\$346.12
CHECK # 055792 JEFFS MACHINE & WELDING LLC						\$346.12
CHECK # 055793 JOHNSONS HARDWARE & RENTAL						
055793	JOHNSONS HARDWARE &	GENERAL FUN		Accounts Payable	OIL & 2-CYCLE MIX	\$38.96
055793	JOHNSONS HARDWARE &	GENERAL FUN		Accounts Payable	LIBRARY DOOR PARTS	\$5.99
055793	JOHNSONS HARDWARE &	GENERAL FUN		Accounts Payable	TRACTOR PLOW PARTS	\$6.86
055793	JOHNSONS HARDWARE &	GENERAL FUN		Accounts Payable	TRASH BAGS	\$12.99
055793	JOHNSONS HARDWARE &	GENERAL FUN		Accounts Payable	WATER PROOF SUPPLIES	\$11.99
055793	JOHNSONS HARDWARE &	FIRE FUND		Accounts Payable	CORDLESS TRIPOD LIGH	\$204.48
055793	JOHNSONS HARDWARE &	FIRE FUND		Accounts Payable	BATTERIES	\$144.89
055793	JOHNSONS HARDWARE &	FIRE FUND		Accounts Payable	TOGGLE SWITCH & BULB	\$11.48
CHECK # 055793 JOHNSONS HARDWARE & RENTAL						\$437.64
CHECK # 055794 KANABEC CO SHERIFF						
055794	KANABEC CO SHERIFF	GENERAL FUN		Accounts Payable	NEW SQUAD CAR SETUP	\$9,643.10
CHECK # 055794 KANABEC CO SHERIFF						\$9,643.10
CHECK # 055795 KANABEC PUBLICATIONS, INC						
055795	KANABEC PUBLICATIONS,	GENERAL FUN		Accounts Payable	CLAIM FORMS	\$85.00
055795	KANABEC PUBLICATIONS,	GENERAL FUN		Accounts Payable	PUBLISH ORD-INTERIM T	\$17.59
055795	KANABEC PUBLICATIONS,	GENERAL FUN		Accounts Payable	ADOPT FEE SCHEDULE	\$27.39
055795	KANABEC PUBLICATIONS,	GENERAL FUN		Accounts Payable	MORA LAKE AERATION	\$17.50
055795	KANABEC PUBLICATIONS,	LIQUOR FUND		Accounts Payable	MISC LIQUOR ADS	\$424.25
CHECK # 055795 KANABEC PUBLICATIONS, INC						\$571.73

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055797 KWIK TRIP - GAS PURCHASES						
055797	KWIK TRIP - GAS PURCHA	GENERAL FUN		Accounts Payable	FUEL	\$2,183.60
055797	KWIK TRIP - GAS PURCHA	GENERAL FUN		Accounts Payable	FUEL	\$21.09
055797	KWIK TRIP - GAS PURCHA	GENERAL FUN		Accounts Payable	FUEL	\$93.70
055797	KWIK TRIP - GAS PURCHA	FIRE FUND		Accounts Payable	FUEL	\$244.74
CHECK # 055797 KWIK TRIP - GAS PURCHASES						\$2,543.13
CHECK # 055800 MATTSON ELECTRIC OF MORA LLC						
055800	MATTSON ELECTRIC OF M	FIRE FUND		Accounts Payable	RPR OUTDOOR LIGHTS &	\$827.33
CHECK # 055800 MATTSON ELECTRIC OF MORA LLC						\$827.33
CHECK # 055801 MEISCH & ASSOCIATES, LTD						
055801	MEISCH & ASSOCIATES, L	GENERAL FUN		Accounts Payable	AFP PREP FEE - PETROFU	\$300.00
055801	MEISCH & ASSOCIATES, L	GENERAL FUN		Accounts Payable	SOIL VAPOR EXTR O&M,	\$61,902.33
CHECK # 055801 MEISCH & ASSOCIATES, LTD						\$62,202.33
CHECK # 055802 MILLER ARCHITECTS						
055802	MILLER ARCHITECTS	LIQUOR FUND		Accounts Payable	PRODUCT DELIVERY	\$31.60
055802	MILLER ARCHITECTS	LIQUOR FUND		Accounts Payable	PRODUCT DELIVERY	\$644.05
055802	MILLER ARCHITECTS	LIQUOR FUND		Accounts Payable	PRODUCT DELIVERY	\$274.65
CHECK # 055802 MILLER ARCHITECTS						\$950.30
CHECK # 055803 MN ENERGY RESOURCES CORP						
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$297.29
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$994.59
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$184.77
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$100.07
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$379.64
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$296.09
055803	MN ENERGY RESOURCES	FIRE FUND		Accounts Payable	NATURAL GAS - DEC	\$620.86
CHECK # 055803 MN ENERGY RESOURCES CORP						\$2,873.31
CHECK # 055804 MN MUNICIPAL UTILITIES ASSN						
055804	MN MUNICIPAL UTILITIES	GENERAL FUN		Accounts Payable	2020 DRUG & ALCOHOL	\$372.00
CHECK # 055804 MN MUNICIPAL UTILITIES ASSN						\$372.00
CHECK # 055807 OFFICE DEPOT						
055807	OFFICE DEPOT	GENERAL FUN		Accounts Payable	OFFICE SUPPLIES	\$3.31
055807	OFFICE DEPOT	GENERAL FUN		Accounts Payable	OFFICE SUPPLIES	\$5.99
055807	OFFICE DEPOT	GENERAL FUN		Accounts Payable	OFFICE SUPPLIES	\$51.29
055807	OFFICE DEPOT	GENERAL FUN		Accounts Payable	OFFICE SUPPLIES	\$3.03
055807	OFFICE DEPOT	GENERAL FUN		Accounts Payable	OFFICE SUPPLIES	\$3.03
055807	OFFICE DEPOT	GENERAL FUN		Accounts Payable	OFFICE SUPPLIES	\$3.03
055807	OFFICE DEPOT	LIQUOR FUND		Accounts Payable	OFFICE SUPPLIES	\$11.98
CHECK # 055807 OFFICE DEPOT						\$81.66
CHECK # 055809 OSLIN LUMBER						
055809	OSLIN LUMBER	FIRE FUND		Accounts Payable	EXTRICATION CRIBBING	\$55.36
CHECK # 055809 OSLIN LUMBER						\$55.36
CHECK # 055810 OWENS AUTO PARTS						
055810	OWENS AUTO PARTS	GENERAL FUN		Accounts Payable	TORCH GAUGE	\$25.49
055810	OWENS AUTO PARTS	GENERAL FUN		Accounts Payable	WELDING GAS - ARGON	\$82.25
055810	OWENS AUTO PARTS	GENERAL FUN		Accounts Payable	FUEL ADDITIVE	\$31.96
055810	OWENS AUTO PARTS	GENERAL FUN		Accounts Payable	REFLECTIVE TAPE, WIPE	\$206.70

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055810	OWENS AUTO PARTS	FIRE FUND		Accounts Payable	#8 & #9 FILTERS, LEDS	\$112.04
055810	OWENS AUTO PARTS	FIRE FUND		Accounts Payable	OIL & OIL STABILIZER	\$270.56
CHECK # 055810 OWENS AUTO PARTS						\$729.00
CHECK # 055813 QUADIENT FINANCE USA, INC						
055813	QUADIENT FINANCE USA,	GENERAL FUN		Accounts Payable	POSTAGE IN POSTAGE M	\$51.74
055813	QUADIENT FINANCE USA,	GENERAL FUN		Accounts Payable	POSTAGE IN POSTAGE M	\$86.23
055813	QUADIENT FINANCE USA,	FIRE FUND		Accounts Payable	POSTAGE IN POSTAGE M	\$27.60
055813	QUADIENT FINANCE USA,	LIQUOR FUND		Accounts Payable	POSTAGE IN POSTAGE M	\$24.15
CHECK # 055813 QUADIENT FINANCE USA, INC						\$189.72
CHECK # 055814 QUALITY DISPOSAL						
055814	QUALITY DISPOSAL	GENERAL FUN		Accounts Payable	GARBAGE	\$80.73
055814	QUALITY DISPOSAL	GENERAL FUN		Accounts Payable	GARBAGE	\$140.00
055814	QUALITY DISPOSAL	GENERAL FUN		Accounts Payable	GARBAGE	\$119.34
055814	QUALITY DISPOSAL	GENERAL FUN		Accounts Payable	GARBAGE	\$48.29
055814	QUALITY DISPOSAL	GENERAL FUN		Accounts Payable	GARBAGE	\$26.91
055814	QUALITY DISPOSAL	LIQUOR FUND		Accounts Payable	GARBAGE	\$181.35
CHECK # 055814 QUALITY DISPOSAL						\$596.62
CHECK # 055815 RED BULL DISTRIBUTION COMPANY						
055815	RED BULL DISTRIBUTION	LIQUOR FUND		Accounts Payable	ENERGY DRINK	\$340.00
CHECK # 055815 RED BULL DISTRIBUTION COMPANY						\$340.00
CHECK # 055817 RITEWAY BUSINESS FORMS						
055817	RITEWAY BUSINESS FOR	GENERAL FUN		Accounts Payable	1099 FORMS	\$159.00
055817	RITEWAY BUSINESS FOR	GENERAL FUN		Accounts Payable	W-2 ENVELOPES	\$58.00
CHECK # 055817 RITEWAY BUSINESS FORMS						\$217.00
CHECK # 055820 SCOTTS LAWN & LANDSCAPES						
055820	SCOTTS LAWN & LANDSC	GENERAL FUN		Accounts Payable	FERTILIZER, WEED CONT	\$74.88
055820	SCOTTS LAWN & LANDSC	GENERAL FUN		Accounts Payable	FERTILIZER, WEED CONT	\$46.07
055820	SCOTTS LAWN & LANDSC	GENERAL FUN		Accounts Payable	FERTILIZER, WEED CONT	\$53.75
055820	SCOTTS LAWN & LANDSC	GENERAL FUN		Accounts Payable	FERTILIZER, WEED CONT	\$855.70
055820	SCOTTS LAWN & LANDSC	GENERAL FUN		Accounts Payable	FERTILIZER, WEED CONT	\$314.06
055820	SCOTTS LAWN & LANDSC	CEMETERY FU		Accounts Payable	FERTILIZER, WEED CONT	\$816.90
055820	SCOTTS LAWN & LANDSC	LIQUOR FUND		Accounts Payable	DEC PLOW, SHOVEL, SAL	\$2,514.40
055820	SCOTTS LAWN & LANDSC	LIQUOR FUND		Accounts Payable	NOV PLOW, SHOVEL, SAL	\$1,417.40
055820	SCOTTS LAWN & LANDSC	LIQUOR FUND		Accounts Payable	OCT PLOW, SHOVEL, SAL	\$1,117.60
055820	SCOTTS LAWN & LANDSC	LIQUOR FUND		Accounts Payable	FERTILIZER, WEED CONT	\$367.50
CHECK # 055820 SCOTTS LAWN & LANDSCAPES						\$7,578.26
CHECK # 055821 SEH						
055821	SEH	GENERAL FUN		Accounts Payable	AIRPORT MASTER PLAN	\$7,428.00
055821	SEH	GENERAL FUN		Accounts Payable	MISC ENG-SHORELAND L	\$278.07
055821	SEH	GENERAL FUN		Accounts Payable	2020 CRACK SEAL	\$2,370.00
CHECK # 055821 SEH						\$10,076.07
CHECK # 055822 SPECTRUM SUPPLY						
055822	SPECTRUM SUPPLY	LIQUOR FUND		Accounts Payable	BAGS	\$413.94
CHECK # 055822 SPECTRUM SUPPLY						\$413.94
CHECK # 055824 TR COMPUTER SALES, LLC						
055824	TR COMPUTER SALES, LL	GENERAL FUN		Accounts Payable	DEC IT WORK-NETEXTEN	\$181.25
CHECK # 055824 TR COMPUTER SALES, LLC						\$181.25

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CHECK # 055825 UPPER CASE PRINTING INK						
055825	UPPER CASE PRINTING IN	GENERAL FUN		Accounts Payable	NEWSLETTER & SURVEY	\$210.86
CHECK # 055825 UPPER CASE PRINTING INK						\$210.86
CHECK # 055826 VIKING COKE						
055826	VIKING COKE	LIQUOR FUND		Accounts Payable	POP	\$959.80
CHECK # 055826 VIKING COKE						\$959.80
CHECK # 055828 WATSON CO., INC						
055828	WATSON CO., INC	LIQUOR FUND		Accounts Payable	ICE MELT	\$107.59
055828	WATSON CO., INC	LIQUOR FUND		Accounts Payable	TOBACCO, JUICE, ETC	\$8,614.56
CHECK # 055828 WATSON CO., INC						\$8,722.15
CHECK # 055829 WINDSTREAM						
055829	WINDSTREAM	GENERAL FUN		Accounts Payable	PHONE	\$128.48
CHECK # 055829 WINDSTREAM						\$128.48
						\$131,953.28

*Report #2
amount →*



CITY OF MORA
COUNCIL CHECK LIST

Total December Expenses: \$684,721.92

THE DECEMBER 2020 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

MAYOR

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

DEPUTY CLERK



MEMORANDUM

Date: January 19, 2021
To: Mayor and City Council
From: Sara B. King, Accountant
RE: Accept Restricted Donations

BACKGROUND INFORMATION

The City of Mora has received the following donations:

DONATION RECEIVED FROM:	DONATION OF:
Mid-Minnesota Mutual Insurance Co.	\$500.00

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

RECOMMENDATIONS

Motion to accept donations by approving Resolution 2021-121.

Attachments
Resolution 2021-121

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

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

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

DONATION RECEIVED FROM:	DONATION OF:	TERMS AND CONDITIONS OR DESCRIPTION OF PROPERTY:
Mid-Minnesota Mutual Insurance Co.	\$500.00	General donation to Mora Area Fire Department.

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

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

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

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

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

Voting for the Resolution:.....

Voting Against the Resolution:

Abstained from Voting:.....

Absent:

Motion carried and resolution adopted this ____ day of _____ 2021.

Al Skramstad
Mayor

ATTEST:

Lindy Crawford
City Administrator



MEMORANDUM

Date: January 19, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Accept Letter of Resignation – Heavy Equipment Operator

SUMMARY

Brandon Buckingham, Heavy Equipment Operator for the City of Mora, has submitted his letter of resignation. His last date of employment will be January 27, 2021.

OPTIONS & IMPACTS

After acceptance of the resignation, steps may be taken to begin the hiring process to fill the soon to be vacant position.

RECOMMENDATIONS

Motion to accept Brandon Buckingham's letter of resignation.
Motion to direct staff to begin the hiring process to fill the soon to be vacant heavy equipment operator position.

Attachments

Buckingham Letter of Resignation

Last Name 1

RECEIVED

JAN 13 2021

Joe Kohlgraf

City of Mora

461 Maple Ave. W

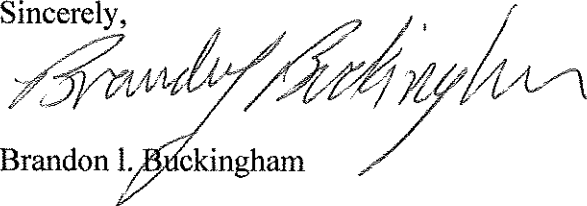
January 13 2021

Dear Mr. Kohlgraf

This letter is to inform you that I am resigning from my position as Heavy Equipment Operator for the City of Mora, effective two weeks from today January 13, 2021 .

I am thankful for the opportunity to work for the City of Mora, but another position has presented itself that I have accepted.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon L. Buckingham". The signature is fluid and cursive, with a large, sweeping initial "B".

Brandon L. Buckingham



MEMORANDUM

Date: January 19, 2021
To: Mayor and City Council
From: Jeff Krie, Activities & Recreation Coordinator
RE: 2021 MAC Season Schedules

SUMMARY

The City Council will review and approve the 2021 MAC swimming schedule and swim lesson schedule.

BACKGROUND INFORMATION

Each year the City Council approves the MAC swimming schedule, swim lesson schedule and program fee schedule for the upcoming year. The program fee schedule was previously adopted with the 2021 fee schedule ordinance.

Staff would like to make the following suggestions to the upcoming 2021 season.

1. We will be open 70 days this season compared to 67 days in 2019. We are able to add an additional week of private swim lessons as the 4th of July falls on a weekend.
2. Swim lesson participants will receive ten (10) complimentary swim tickets with the registration of swim lessons.
3. We will host three Family Fun Night events, down from six events in 2019 due to lack of patron attendance. We again will offer free swim for National Night Out.
4. We will follow all COVID-19 guidelines set forth by the CDC, Governor of Minnesota, Minnesota Department of Health, and Kanabec County Community Health.

RECOMMENDATIONS

Motion to approve the 2021 MAC swimming schedule and swim lesson schedule as presented.

NOTE: The City Council will review the 2021 MAC season schedules as the COVID-19 pandemic evolves and reserves the right to make adjustments to the season schedules for the best interest of pool patrons.

Attachments

2021 MAC Season Schedules

Mora Aquatic Center

"Where The Community Comes Together"

2021 MAC Swimming Schedule

Saturday, June 5th – Friday, August 13th

Open Swim

Daily

12:30 PM – 6:30 PM

- Facility users are required to wear a swim suit. Cut-offs, shorts, shirts, exercise, workout and other clothes not designed for swimming including water shoes and aqua socks will not be allowed in the pools.
- Facility users are required to sign in and provide an emergency contact phone number.
- Hours and swimming schedule is subject to change depending on weather, facility attendance, and conditions that may affect the health and safety of patrons. Refunds will not be given for facility closures.
- Water slides open at 12:45 PM and close at 6:15 PM.
- Individuals not swimming, but watching others they are responsible for, will not be charged the daily admission fee.

Concession Stand

Daily

1:00 PM – 6:30 PM

Hot food service ends at 6:00 PM.

Swim Lesson Mornings

9:40 AM – 12:00 PM

No hot food services.

Swim Lesson Evenings

7:00 PM – 8:30 PM

No hot food services.

Special Events

Family Fun Night

7:00 PM – 8:45 PM

June 25, July 9, and July 23

National Night Out

7:00 PM – 8:45 PM

August 3

Private Party Rental

Mornings

Daily: 10:00 AM – 12:00 PM

Evenings

Daily: 7:00 PM – 9:00 PM

Except

Facility not available during swim lessons dates or special events.

Contact MAC facility manager (320-679-1750) for scheduling.

Mora Aquatic Center

"Where The Community Comes Together"

2021 Swim Lesson Program Schedule

Sessions	Lesson Times
1. June 7 - 10	A 9:40 a.m. – 10:20 a.m.
2. June 14 - 17, 21-24	B 10:30 a.m. – 11:10 a.m.
3. June 28-30-July 1, 5-8	C 11:20 a.m. – 12:00 p.m.
4. July 12-15	D 7:00 p.m. – 7:40 p.m.
5. July 19-22, August 2, 4-6	E 7:50 p.m. – 8:30 p.m.

Registration

- Choose the swim lesson program, session number, and the lesson time letter.
- Swim lesson registration begins April 15, 2021 at www.ci.mora.mn.us. All registrations are completed in the City of Mora's web store.

All swim lesson participants will receive ten (10) 2021 complimentary swim tickets. Redemption of one (1) complimentary swim ticket is good for either an Unlimited or Limited Daily Swim Pass during open swim from 12:30 PM to 6:30 PM during the 2021 MAC swimming season. Complimentary swim tickets will be available starting June 5, 2021 for pick-up at the MAC. Registrations completed June 5, 2021 and after will be available for pick-up the following day at the MAC.

Swim Lesson Program Descriptions

Parent and Preschool 1 Learn to Swim Program 8 – 40-minute Lessons

MAC Parent and Preschool 1 Learn to Swim Program, for ages 2 and 3 years, develops swimming readiness by emphasizing fun in the water. Parents and child participate in guided practice that helps the child develop basic water skills. Parents must accompany lesson participant in the water.	Sessions	Lesson Times
Registration Fee: \$80.00	2, 3, 5	A, B, C, D, E

Preschool 2 Learn to Swim Program 8 – 40-minute Lessons

MAC Preschool 2 Learn to Swim Program, for ages 4 and 5 years, develops swimming readiness by emphasizing fun in the water. Lesson participant participate in guided practice that helps the child perfect basic water and personal safety skills. Parents do not accompany lesson participant in the water.	Sessions	Lesson Times
Registration Fee: \$80.00	2, 3, 5	A, B, C, D, E

Children Learn to Swim Program 8 – 40-minute Lessons		
MAC Children Learn to Swim Program, for ages 6 through 15, builds swimming self-confidence by developing swimming, diving, and personal safety skills. Lesson participants swimming abilities will be evaluated the first day. Participants will be placed in one of six levels with others close to their age and swimming ability. Parents do not accompany participants in the water.	Sessions	Lesson Times
Registration Fee: \$80.00	2, 3, 5	A, B, C, D, E

Private Learn to Swim Program 4 – 40-minute Lessons		
MAC Private Learn to Swim Program, for all ages, builds swimming self-confidence by developing swimming diving and personal safety skills. Learn new skills or brush up on old skills through individual instruction. Lesson participants will be evaluated the first day, and a program will be developed to accomplish individual goals.	Session	Lesson Times
Registration Fee: \$80.00	1,4	A, B, C, D, E

Transfer / Refund Policy
Swim lesson transfers may be requested in person at Mora City Hall 8:00 a.m. – 4:00 p.m. Monday through Friday. Transfer requests will be granted up to five (5) working days before the lesson is scheduled to start. Lesson registrations are final. Cancellations and no shows are not refundable.
Lesson Time or Session Transfer Fee: \$10.00

Weather Policy
Swim lessons will be cancelled if Mora is under a National Weather Service issued severe weather warning and during lightning storms. MAC staff will make every reasonable attempt to hold swim lessons and have participants in the water. During periods of cold weather and rain, some aquatic skills can be discussed and practiced on land. Please always come to the MAC prepared for cool weather by wearing warm clothes over your swimsuit. Weather cancellations will be made fifteen (15) minutes before the start of each lesson. Please call the MAC (320-679-1750) for current updates. Weather cancelled lessons will not be made-up or refunds offered.



MEMORANDUM

Date January 19, 2021
To Mayor and City Council
From Mandi Yoder, Deputy City Clerk/ Administrative Assistant
RE Pay Equity Compliance Report

SUMMARY

The council will review and consider the compliance report from the Minnesota Pay Equity Management System based on the December 31, 2019 staffing data.

BACKGROUND INFORMATION

The Local Government Pay Equity Act (MN § 471.991 – 471.999) serves to eliminate sex-based wage disparities in public employment in the state of Minnesota. Therefore, Minnesota law requires all political subdivisions, including cities, to ensure equality of pay for men and women.

Cities are required to submit a compliance report every three years and the report labeled 2020 is for previous year data. Minnesota Management and Budget's (MMB) Pay Equity department provides a reporting tool that examines the pay structures so that MMB can analyze for compliance and assist organizations in achieving pay equity as needed.

OPTIONS & IMPACTS

By reviewing and approving the data presented, the council will enable staff to submit the final report to MMB and maintain pay equity compliance for the City.

RECOMMENDATIONS

Motion to approve the compliance report as presented indicating no pay inequities, based on gender, exist for the City of Mora.

Attachments

Pay Equity Compliance Report
Pay Equity Job Class Data
Pay Equity Predicted Pay Report
Pay Equity Implementation Report

Compliance Report

Jurisdiction: Mora
101 Lake Street South

Report Year: 2020
Case: 1 - 2020 DATA (Private (Jur
Only))

Mora, MN 55051

Contact: Lindy Crawford

Phone: (320) 225-4806

E-Mail: l.crawford@cityofmora.
com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	14	9	0	23
# Employees	16	15	0	31
Avg. Max Monthly Pay per employee	5146.69	4385.13		4778.19

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 192.8571 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	8	7
b. # Below Predicted Pay	6	2
c. TOTAL	14	9
d. % Below Predicted Pay (b divided by c = d)	42.86	22.22

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 29	Value of T = -3.951
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = 4

b. Avg. diff. in pay from predicted pay for female jobs = 505

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 8.00

B. Avg. # of years to max salary for female jobs = 8.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2020 DATA

Mora

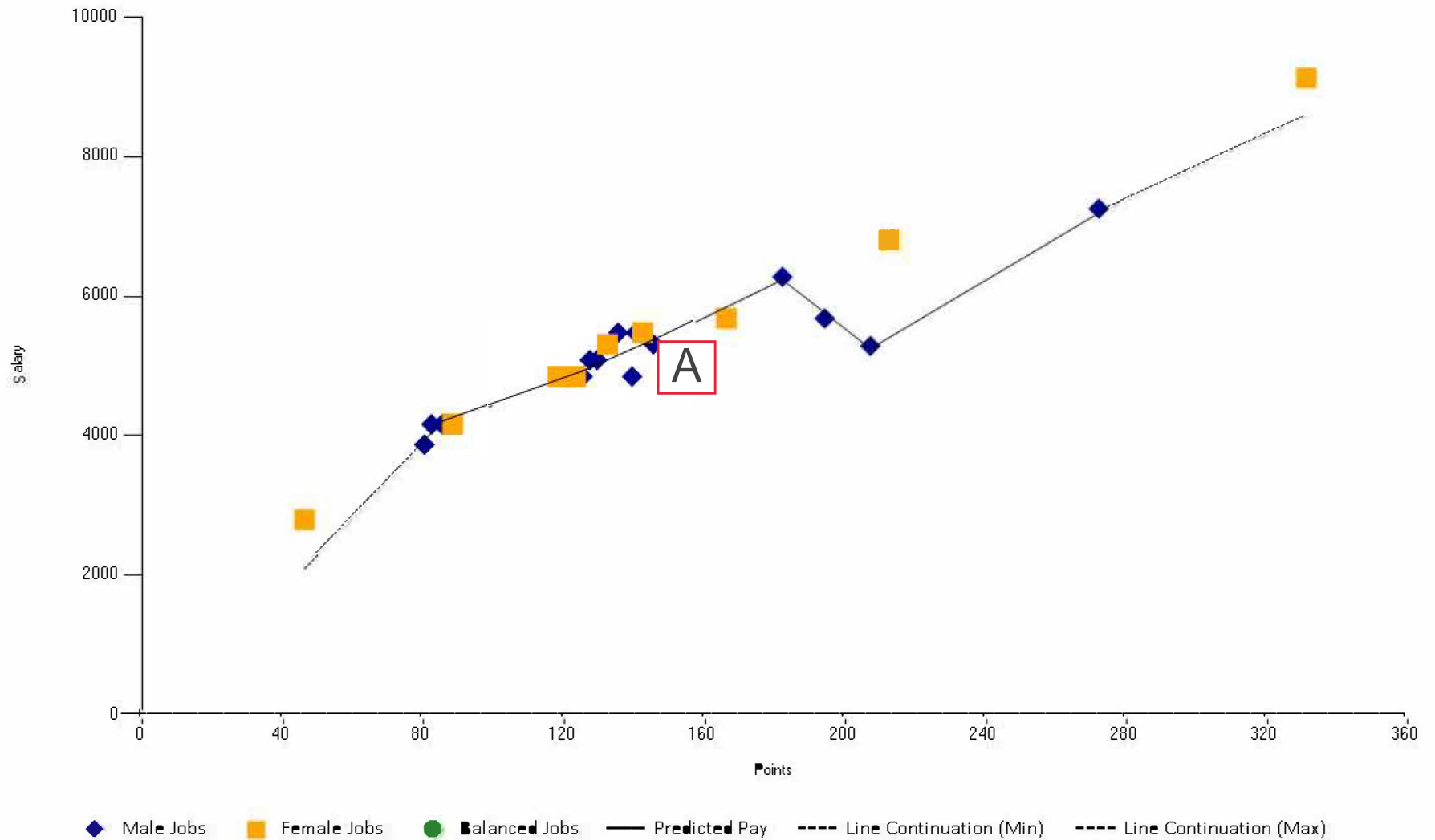
LGID: 40

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Liquor Store Clerk II	2	5	0	F	46	2245.00	2801.00	8.00	0.00	
19	Janitor	1	0	0	M	81	3028.00	3863.00	8.00	0.00	
2	Water/Wastewater Operator III	1	0	0	M	83	3323.00	4148.00	8.00	0.00	
3	Water/Wastewater Maintenance W	1	0	0	M	86	3323.00	4148.00	8.00	0.00	
20	Utility Billing Clerk II	0	1	0	F	89	3323.00	4148.00	8.00	0.00	
4	Utility Billing Clerk I	0	1	0	F	119	3870.00	4834.00	8.00	0.00	
5	Accounting Clerk	0	1	0	F	124	3870.00	4834.00	8.00	0.00	
6	Equipment Operator/Mechanic	3	0	0	M	126	3870.00	4834.00	8.00	0.00	
7	Generator Operator/Mechanic II	1	0	0	M	128	4056.00	5066.00	8.00	0.00	
8	Water/Wastewater Operator II	1	0	0	M	130	4056.00	5066.00	8.00	0.00	
9	Liquor Store Assistant Manager	0	1	0	F	133	4238.00	5292.00	8.00	0.00	
11	Generator Operator/Electrician	1	0	0	M	136	4371.00	5458.00	8.00	0.00	
22	Mechanic	1	0	0	M	140	3870.00	4834.00	8.00	0.00	
12	Generator Operator/Mechanic I	1	0	0	M	141	4371.00	5458.00	8.00	0.00	
13	Administrative Assistant	0	1	0	F	143	4371.00	5458.00	8.00	0.00	
10	Water/Wastewater Operator I (L	1	0	0	M	146	4238.00	5292.00	8.00	0.00	
14	Accountant	0	1	0	F	166	4545.00	5684.00	8.00	0.00	
16	Building Official	1	0	0	M	182	5030.00	6280.00	8.00	0.00	
15	Liquor Store Manager	1	0	0	M	194	4545.00	5684.00	8.00	0.00	
21	Aquatic Center Manager	1	0	0	M	207	4238.00	5291.00	8.00	0.00	
23	Community Development Director	0	1	0	F	213	5439.00	6791.00	8.00	0.00	
17	Public Works Director	1	0	0	M	272	5812.00	7257.00	8.00	0.00	
18	City Administrator	0	1	0	F	331	6847.00	9129.00	8.00	0.00	

Job Number Count: 23

Predicted Pay Report for: Mora

Case: 2020 DATA



Predicted Pay Report for: Mora

Case: 2020 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Liquor Store Clerk II	2	5	0	7	Female	46	2801.0000	2096.0326	704.9674
19	Janitor	1	0	0	1	Male	81	3863.0000	3930.7362	-67.7362
2	Water/Wastewater Operator III	1	0	0	1	Male	83	4148.0000	4035.3203	112.6797
3	Water/Wastewater Maintenance W	1	0	0	1	Male	86	4148.0000	4192.9435	-44.9435
20	Utility Billing Clerk II	0	1	0	1	Female	89	4148.0000	4349.8196	-201.8196
4	Utility Billing Clerk I	0	1	0	1	Female	119	4834.0000	4758.8992	75.1008
5	Accounting Clerk	0	1	0	1	Female	124	4834.0000	4870.0625	-36.0625
6	Equipment Operator/Mechanic	3	0	0	3	Male	126	4834.0000	4914.7179	-80.7179
7	Generator Operator/Mechanic II	1	0	0	1	Male	128	5066.0000	4959.0565	106.9435
8	Water/Wastewater Operator II	1	0	0	1	Male	130	5066.0000	5003.3951	62.6049
9	Liquor Store Assistant Manager	0	1	0	1	Female	133	5292.0000	5070.2198	221.7802
11	Generator Operator/Electrician	1	0	0	1	Male	136	5458.0000	5136.7277	321.2723
22	Mechanic	1	0	0	1	Male	140	4834.0000	5225.7217	-391.7217
12	Generator Operator/Mechanic I	1	0	0	1	Male	141	5458.0000	5247.8910	210.1090
13	Administrative Assistant	0	1	0	1	Female	143	5458.0000	5292.5464	165.4536
10	Water/Wastewater Operator I (L	1	0	0	1	Male	146	5292.0000	5359.0543	-67.0543
14	Accountant	0	1	0	1	Female	166	5684.0000	5593.8513	90.1487
16	Building Official	1	0	0	1	Male	182	6280.0000	6237.8826	42.1174
15	Liquor Store Manager	1	0	0	1	Male	194	5684.0000	5764.9594	-80.9594
21	Aquatic Center Manager	1	0	0	1	Male	207	5291.0000	5252.1579	38.8421
23	Community Development Director	0	1	0	1	Female	213	6791.0000	5015.6963	1775.3037
17	Public Works Director	1	0	0	1	Male	272	7257.0000	7193.5259	63.4741
18	City Administrator	0	1	0	1	Female	331	9129.0000	8575.3356	553.6644

Job Number Count: 23

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Mora
101 Lake Street South

Jurisdiction Type: City

Mora, MN 55051

Contact: Lindy Crawford

Phone: (320) 225-4806

E-Mail: l.crawford@cityofmora.com

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Consultant

Description:

The same as last year.

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:
There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

Mora City Hall Entrance

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

(governing body)

(chief elected official)

(title)

Part C: Total Payroll

\$1504753.34

is the annual payroll for the calendar year just ended December 31.

- ☐ Checking this box indicates the following:
- signature of chief elected official
 - approval by governing body
 - all information is complete and accurate, and
 - all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/6/2021



MEMORANDUM



Date: January 19, 2021
To: Mayor and City Council
Public Utilities Commission
From: Lindy Crawford, City Administrator/Public Utilities General Manager
RE: Organizational Chart Update

SUMMARY

Review and approve the updated organizational chart.

BACKGROUND INFORMATION

Since last year's organizational chart update, two additional positions were approved and need to be included. The updated chart is attached and accounts for:

- Administrative Services Director (future City/MMU employee)
- Plant/Line Supervisor (future MMU electric employee)
- Administrative Assistant/ Deputy City Clerk under the supervision of the Administrative Services Director instead of the City Administrator
- Electrical engineering consultant
- Additional staff liaison notations (dashed lines) for boards and commissions

OPTIONS AND IMPACTS

The organizational chart is an organizational tool that helps clarify relationships internally and externally. It is used in a number of instances throughout the year in the personnel policy, CAFR, and other documents.

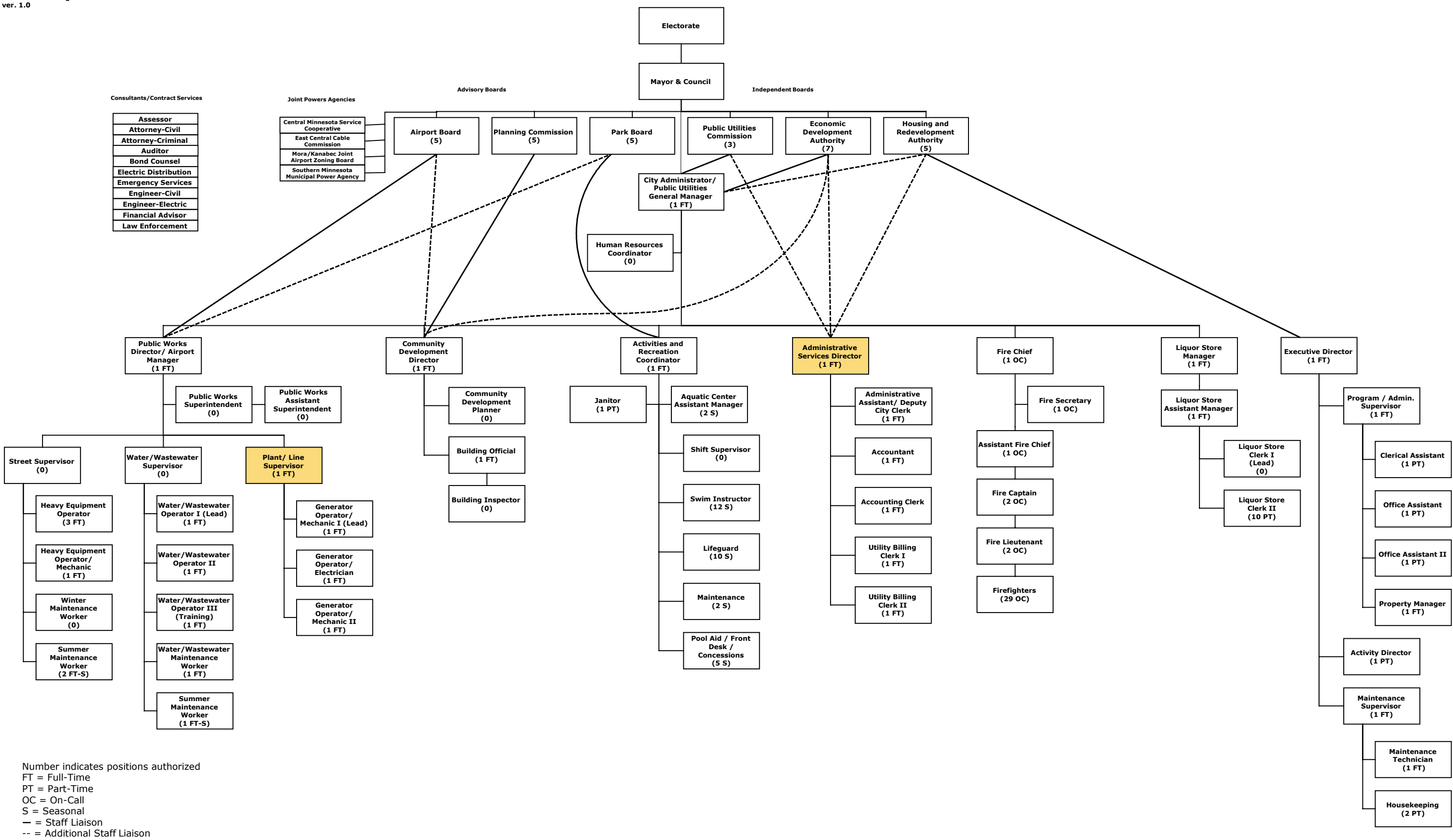
RECOMMENDATIONS

Motion to approve the updated organizational chart as presented.

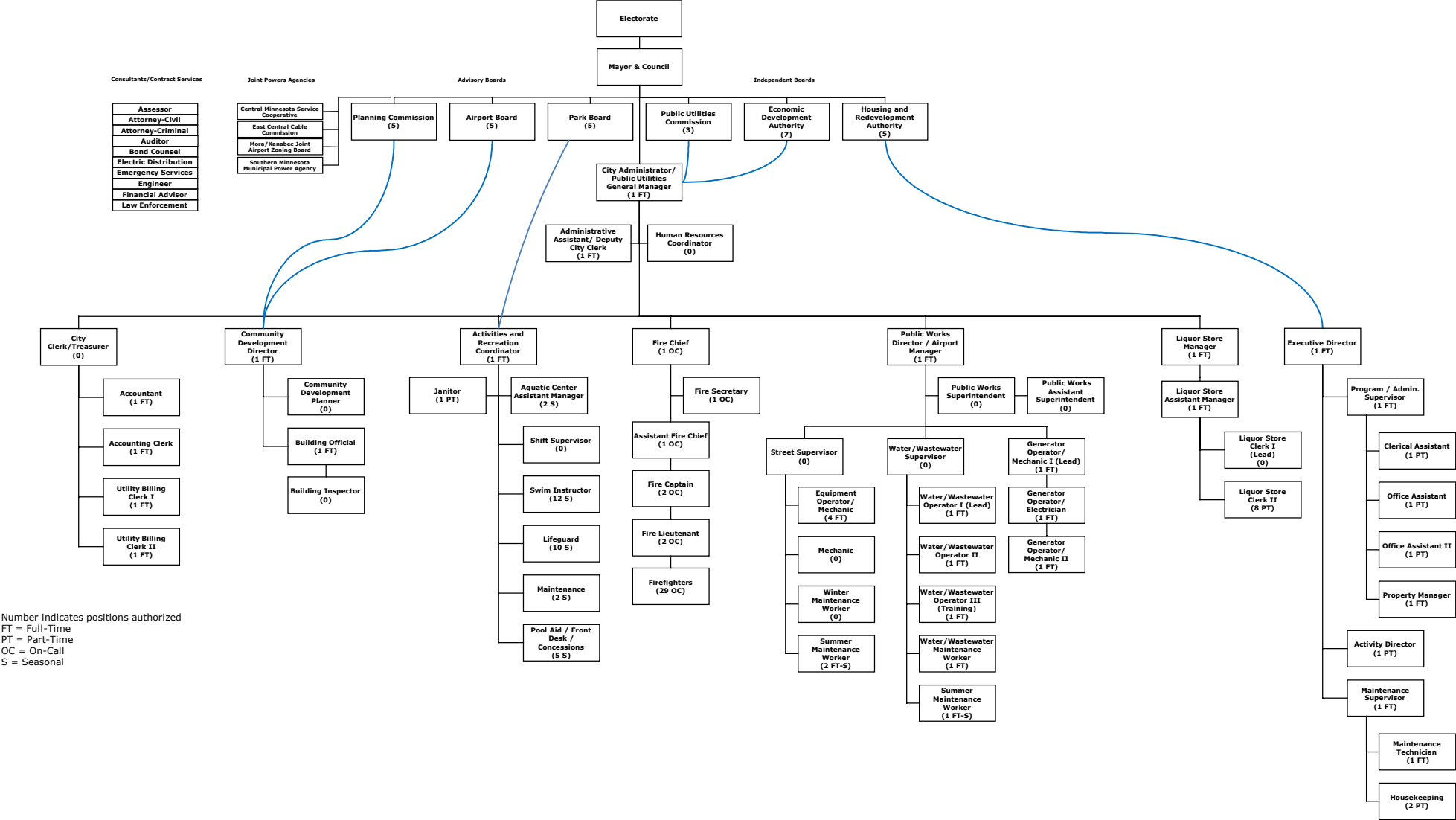
Attachments

Draft 2021 Organizational Chart
Approved 2020 Organizational Chart

CITY OF MORA, KANABEC COUNTY, MINNESOTA
Staff Organizational Chart
January 2021



CITY OF MORA, KANABEC COUNTY, MINNESOTA
Staff Organizational Chart
January 2020
ver. 2.0





MEMORANDUM

Date: January 19, 2021
To: Mayor and City Council
From: Brett Anderson, Fire Chief
Lindy Crawford, City Administrator
RE: 2022 MAFD Budget

SUMMARY

The City Council will adopt the 2022 MAFD budget. The budget must be sent to contracted cities and townships no later than February 1, 2021.

BACKGROUND INFORMATION

At the January 5, 2021 meeting the city council reviewed the proposed 2022 MAFD budget and CIP. The combined budget and CIP previously presented showed an increase of 4.9% from the 2021 budget.

The city council discussed adding surveillance cameras to the truck bay at the fire station, and staff was directed to obtain a quote to for inclusion into the preliminary budget. Chief Anderson received a quote from M&H Appliance for a camera system that fits our needs in the amount of \$2,952.95. For discussion purposes, staff added the quote to the 2022, which reflects an overall increase of 6.08%. The updated budget is attached for review and consideration.

OPTIONS & IMPACTS

1. Review, edit and adopt the 2022 preliminary MAFD budget.
 - a. Suggest areas and/or projects that could be increased or decreased for 2022. Increasing line items increases the preliminary budget. Decreasing line items does not eliminate them from future budget years. Rather, it puts more burden on future budget years and may result in a larger increase in the future.
2. Review and approve of the 2022 MAFD budget.
 - b. Formal approval must occur at this meeting in order for staff to distribute the budget to contracted cities and townships before the deadline.

RECOMMENDATIONS

Motion to adopt the 2022 MAFD budget and CIP as presented or amended, and direct staff to distribute the budget to contracted cities and townships no later than February 1, 2021.

Attachments

Fire Dept 2022 Budget

Fire Dept 2022 CIP

2022 City/Townships Contributions and Comparisons



CITY OF MORA

Budget Prelim - Expenditures - Fire

Current Period: January 2021

Budget-2022

Preliminary

01/12/21 3:55 PM

Page 1

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current	%Diff from Cur Yr 2021
FUND 222 FIRE FUND								
Dept 42220 FIRE								
101 Wages & Salaries	\$60,952.22	\$67,399.00	\$56,991.65	\$67,399.00	\$0.00	\$64,940.00	-\$2,459.00	-3.65%
121 PERA	\$301.92	\$849.00	\$211.32	\$849.00	\$0.00	\$665.00	-\$184.00	-21.67%
122 FICA	\$3,776.74	\$4,158.00	\$3,525.96	\$4,158.00	\$0.00	\$4,006.00	-\$152.00	-3.66%
123 Medicare	\$883.38	\$975.00	\$824.77	\$975.00	\$0.00	\$939.00	-\$36.00	-3.69%
125 ICMA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
130 VEBA	\$69.24	\$6.00	\$101.64	\$6.00	\$0.00	\$6.00	\$0.00	0.00%
131 Health Insurance	\$300.32	\$379.00	\$446.35	\$379.00	\$0.00	\$379.00	\$0.00	0.00%
132 Life Insurance	\$9.80	\$5.00	\$14.16	\$5.00	\$0.00	\$5.00	\$0.00	0.00%
142 Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
200 Office Supplies	\$55.98	\$500.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	0.00%
211 Cleaning Supplies	\$7.47	\$500.00	\$22.96	\$200.00	\$0.00	\$200.00	\$0.00	0.00%
212 Motor Fuels	\$3,917.90	\$3,500.00	\$2,211.67	\$3,500.00	\$0.00	\$4,000.00	\$500.00	14.29%
213 Lubricants & Additives	\$281.75	\$500.00	\$220.62	\$500.00	\$0.00	\$300.00	-\$200.00	-40.00%
218 Other Operating Supplies	\$596.34	\$3,000.00	\$957.39	\$2,000.00	\$0.00	\$1,500.00	-\$500.00	-25.00%
219 Uniforms	\$7,285.33	\$7,000.00	\$7,513.50	\$8,500.00	\$0.00	\$8,500.00	\$0.00	0.00%
222 Tires	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
230 Repair/Maint - Bldg & Equip	\$29,278.92	\$22,000.00	\$32,372.11	\$22,000.00	\$0.00	\$26,000.00	\$4,000.00	18.18%
240 Small Tools & Equipment	\$4,909.35	\$7,000.00	\$16,984.19	\$10,000.00	\$0.00	\$12,960.00	\$2,960.00	29.60%
304 Legal Services	\$32.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
305 Medical Services	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
312 Professional Services - Misc	\$4,303.65	\$150.00	\$3,443.50	\$6,000.00	\$0.00	\$5,000.00	-\$1,000.00	-16.67%
315 Collection Services	\$140.00	\$0.00	\$433.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
321 Telephone	\$470.31	\$0.00	\$814.69	\$200.00	\$0.00	\$800.00	\$600.00	300.00%
322 Postage	\$225.23	\$150.00	\$152.60	\$200.00	\$0.00	\$200.00	\$0.00	0.00%
331 Meetings, Training, & Travel	\$10,974.67	\$9,000.00	\$5,820.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
343 Advertising	\$35.00	\$0.00	\$94.80	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
360 Insurance	\$3,767.04	\$4,510.00	\$3,424.63	\$4,510.00	\$0.00	\$4,961.00	\$451.00	10.00%
361 Workers Comp Insurance	\$25,556.54	\$23,216.00	\$17,420.15	\$23,216.00	\$0.00	\$25,215.00	\$1,999.00	8.61%
381 Electricity	\$3,501.09	\$4,000.00	\$2,593.93	\$4,000.00	\$0.00	\$4,000.00	\$0.00	0.00%



CITY OF MORA

Budget Prelim - Expenditures - Fire

Current Period: January 2021

Budget-2022

Preliminary

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Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current	%Diff from Cur Yr 2021
382 Water	\$306.96	\$350.00	\$292.66	\$350.00	\$0.00	\$350.00	\$0.00	0.00%
383 Natural Gas - Heat	\$4,116.39	\$4,500.00	\$2,652.82	\$4,500.00	\$0.00	\$4,500.00	\$0.00	0.00%
384 Garbage Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
385 Sewer	\$345.24	\$400.00	\$301.47	\$400.00	\$0.00	\$400.00	\$0.00	0.00%
386 Storm Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
416 Rentals	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
432 Bad Debts/NSF Checks	\$468.75	\$2,000.00	\$500.00	\$2,000.00	\$0.00	\$700.00	-\$1,300.00	-65.00%
433 Dues & Subscriptions	\$200.00	\$2,700.00	\$2,215.00	\$1,200.00	\$490.00	\$1,000.00	-\$200.00	-16.67%
437 Miscellaneous	\$828.44	\$500.00	\$10.00	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
500 Capital Outlay	\$0.00	\$0.00	\$73,960.14	\$100,000.00	\$0.00	\$7,500.00	-\$92,500.00	-92.50%
711 Trf to General Fund	\$15,370.00	\$15,336.00	\$3,750.00	\$15,336.00	\$0.00	\$15,336.00	\$0.00	0.00%
714 Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42220 FIRE	\$183,517.97	\$185,583.00	\$240,277.68	\$293,183.00	\$490.00	\$205,762.00	-\$87,421.00	
FUND 222 FIRE FUND	\$183,517.97	\$185,583.00	\$240,277.68	\$293,183.00	\$490.00	\$205,762.00	-\$87,421.00	



CITY OF MORA

Budget Prelim - Expenditures - Fire

Current Period: January 2021

Budget-2022

Preliminary

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Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current	%Diff from Cur Yr 2021
	\$183,517.97	\$185,583.00	\$240,277.68	\$293,183.00	\$490.00	\$205,762.00	-\$87,421.00	



CITY OF MORA

Budget Prelim - Revenue - Fire

Current Period: January 2021

Budget-2022

Preliminary

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Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current	%Diff from Cur Yr 2021
FUND 222 FIRE FUND								
Dept 42220 FIRE								
31910 Penalties & Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33160 Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33422 Other State Grants & Aids	-\$700.00	\$5,945.00	\$3,184.00	\$5,945.00	\$0.00	\$6,000.00	\$55.00	0.93%
34202 Fire Protection/Calls	\$45,690.00	\$40,000.00	\$33,787.50	\$45,000.00	\$0.00	\$40,000.00	-\$5,000.00	-11.11%
34203 Police & Fire Reports	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34206 Fire Protection Services	\$95,389.00	\$106,308.00	\$106,308.00	\$91,543.00	\$0.00	\$102,375.00	\$10,832.00	11.83%
36101 Special Assessments	\$288.75	\$0.00	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36102 Int/Pen on Spec Assmts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210 Interest Earnings	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	0.00%
36215 Dividends	\$298.00	\$270.00	\$0.00	\$270.00	\$0.00	\$270.00	\$0.00	0.00%
36230 Contributions & Donations	\$3,855.35	\$0.00	\$18,401.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37150 Misc Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39101 Sale of Fixed Assets	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39211 Trf from General Fund	\$35,281.00	\$39,801.00	\$39,801.00	\$37,795.00	\$0.00	\$45,938.00	\$8,143.00	21.55%
39214 Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$112,530.00	\$0.00	\$15,400.00	-\$97,130.00	-86.31%
Dept 42220 FIRE	\$180,107.10	\$192,424.00	\$212,031.50	\$293,183.00	\$0.00	\$210,083.00	-\$83,100.00	
FUND 222 FIRE FUND	\$180,107.10	\$192,424.00	\$212,031.50	\$293,183.00	\$0.00	\$210,083.00	-\$83,100.00	



CITY OF MORA

Budget Prelim - Revenue - Fire

Current Period: January 2021

Budget-2022

Preliminary

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Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current	%Diff from Cur Yr 2021
	\$180,107.10	\$192,424.00	\$212,031.50	\$293,183.00	\$0.00	\$210,083.00	-\$83,100.00	

Capital Improvement Program

City of Mora, Minnesota

Data in Year 2022

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 7 years

Category I.T. Equipment

Priority 3 - Important

Status Active

Total Project Cost: \$10,400

Project # 2220-2019-11

Project Name Fire Dept Pagers Replacement

Description

Fire Department pagers.

Justification

A pager is worn by every firefighter to alert them of a call.

Expenditures	2021	2022	2023	2024	2025	Total
240 - Small Tools & Equipment	2,080	2,080	2,080	2,080	2,080	10,400
Total	2,080	2,080	2,080	2,080	2,080	10,400

Funding Sources	2021	2022	2023	2024	2025	Total
222 - Fire Fund Operating Budget	2,080	2,080	2,080	2,080	2,080	10,400
Total	2,080	2,080	2,080	2,080	2,080	10,400

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 10 years

Category Furniture & Fixtures

Priority 3 - Important

Status Active

Total Project Cost: \$45,000

Project # 2220-2019-13

Project Name Fire Dept Turnout Gear Replacement

Description

Turnout gear includes: helmet, jacket, pants, boots, and hood. One set is estimated to cost approximately \$2,500.

Justification

Turnout gear is worn by every firefighter at every call, and is only useable for 10 years, per NFPA.

Expenditures	2021	2022	2023	2024	2025	Total	Future
219 - Uniforms	7,500	7,500	7,500	7,500	7,500	37,500	7,500
Total	7,500	7,500	7,500	7,500	7,500	37,500	Total

Funding Sources	2021	2022	2023	2024	2025	Total	Future
222 - Fire Fund Operating Budget		3,750	3,750	3,750	3,750	15,000	7,500
407 - Future Fire Equipment Fund Reserves	7,500	3,750	3,750	3,750	3,750	22,500	Total
Total	7,500	7,500	7,500	7,500	7,500	37,500	

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Project # 2220-2019-18

Project Name Fire Hall Carpet Replacement

Type Improvement

Useful Life 10 years

Category Buildings & Structures

Priority 5 - Future Consideration

Status Active

Total Project Cost: \$7,500

Description

Currently in 2019, there is carpet in the meeting room and the offices of the fire hall.

Justification

Current carpet is worn out. The new price includes carpet tile, new base, and all the prep work.

Expenditures	2021	2022	2023	2024	2025	Total
500 - Capital Outlay (Construction/Maintenance)		7,500				7,500
Total		7,500				7,500

Funding Sources	2021	2022	2023	2024	2025	Total
407 - Future Fire Equipment Fund Reserves		7,500				7,500
Total		7,500				7,500

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 10 years

Category Furniture & Fixtures

Priority 2 - Essential

Status Active

Total Project Cost: \$4,500

Project # 2220-2019-20

Project Name Fire Dept 2.5" Hose Replacement

Description

The Fire Department requires 1,500 feet of 2.5" hose.

Justification

This hose is used for defensive fire attack and also runs from the pumper to a splitter for 2" to 1.75".

Expenditures	2021	2022	2023	2024	2025	Total	Future
240 - Small Tools & Equipment	450	450	450	450	450	2,250	2,250
Total	450	450	450	450	450	2,250	Total

Funding Sources	2021	2022	2023	2024	2025	Total	Future
222 - Fire Fund Operating Budget				450	450	900	2,250
407 - Future Fire Equipment Fund Reserves	450	450	450			1,350	Total
Total	450	450	450	450	450	2,250	

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 10 years

Category Heavy Machinery & Equipmen

Priority 2 - Essential

Status Active

Total Project Cost: \$10,000

Project # 2220-2019-21

Project Name Fire Dept 1.75" Attack Line Hose Replacement

Description

Currently in 2019, the Fire Department has 4,000 feet of 1.75" attack line hose.

Justification

This hose is used to attack a fire on the offense from the inside or outside of a structure or and working fire.

Expenditures	2021	2022	2023	2024	2025	Total	Future
240 - Small Tools & Equipment	1,000	1,000	1,000	1,000	1,000	5,000	5,000
Total	1,000	1,000	1,000	1,000	1,000	5,000	Total

Funding Sources	2021	2022	2023	2024	2025	Total	Future
222 - Fire Fund Operating Budget				1,000	1,000	2,000	5,000
407 - Future Fire Equipment Fund Reserves	1,000	1,000	1,000			3,000	Total
Total	1,000	1,000	1,000	1,000	1,000	5,000	

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

City of Mora, Minnesota

Department 2220 - Fire Dept
Contact Fire Chief
Type Equipment
Useful Life 10 years
Category Heavy Machinery & Equipmen
Priority 2 - Essential
Status Active

Project # 2220-2019-23
Project Name Fire Dept 5" Hose Replacement

Description

Total Project Cost: \$16,500

Currently in 2019, the Fire Department has 2,400 feet of this large diameter 5" hose.

Justification

This hose is used to supply water to a pumper or ladder fire truck from a hydrant or a relay pumper.

Expenditures	2021	2022	2023	2024	2025	Total	Future
240 - Small Tools & Equipment	1,500	1,500	1,500	1,500	1,500	7,500	9,000
Total	1,500	1,500	1,500	1,500	1,500	7,500	Total

Funding Sources	2021	2022	2023	2024	2025	Total	Future
222 - Fire Fund Operating Budget				1,500	1,500	3,000	9,000
407 - Future Fire Equipment Fund Reserves	1,500	1,500	1,500			4,500	Total
Total	1,500	1,500	1,500	1,500	1,500	7,500	

Budget Impact/Other

Capital Improvement Program

Data in Year 2022

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 20 years

Category Heavy Machinery & Equipmen

Priority 4 - Provides Long-Term Benefi

Status Active

Total Project Cost: \$7,200

Project # 2220-2019-24

Project Name Fire Dept SCBA Face Mask Replacement

Description

Self-Contained Breathing Apparatus (SCBA) face mask is worn to breathe during a fire. One mask is \$400.

Justification

SCBA is worn anytime you are in or near a working fire.

Expenditures	2021	2022	2023	2024	2025	Total	Future
240 - Small Tools & Equipment		1,200		1,200		2,400	4,800
Total		1,200		1,200		2,400	Total

Funding Sources	2021	2022	2023	2024	2025	Total	Future
407 - Future Fire Equipment Fund Reserves		1,200		1,200		2,400	4,800
Total		1,200		1,200		2,400	Total

Budget Impact/Other

Capital Improvement Program
City of Mora, Minnesota

Data in Year 2022

Project #2220-2021-01

Project NameSecurity Cameras for Fire Hall

Department2220 - Fire Dept
ContactFire Chief
TypeEquipment
Useful Life7 years
CategoryI.T. Equipment
Priority3 - Important
StatusActive

Description

Per City Council request:

Add security cameras to Fire Hall to the 2022 Fire budget in order to increase security.

Total Project Cost: \$2,960

Justification

Millions of dollars worth of equipment are stored at the Fire Hall, and there are currently no security cameras installed on the premises.

Expenditures	2021	2022	2023	2024	2025	Total
240 - Small Tools & Equipment		2,960				2,960
Total		2,960				2,960

Funding Sources	2021	2022	2023	2024	2025	Total
222 - Fire Fund Operating Budget		2,960				2,960
Total		2,960				2,960

Budget Impact/Other

City of Mora, Minnesota
Capital Improvement Program

Data in Year 2022

PROJECTS BY YEAR

Project Name	Department	Project #	Priority	Project Cost
2022				
Fire Dept Pagers Replacement	2220 - Fire Dept	2220-2019-11	3	2,080
Fire Dept Turnout Gear Replacement	2220 - Fire Dept	2220-2019-13	3	7,500
Fire Hall Carpet Replacement	2220 - Fire Dept	2220-2019-18	5	7,500
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Fire Dept SCBA Face Mask Replacement	2220 - Fire Dept	2220-2019-24	4	1,200
Security Cameras for Fire Hall	2220 - Fire Dept	2220-2021-01	3	2,960
Total for 2022				24,190
GRAND TOTAL				24,190

MORA AREA FIRE DEPARTMENT

2022 Fire Protection Services - City/Township Contributions

2022 Budget - Expenditures	\$205,762
2022 Budget - Revenues	(\$61,770)
2022 Budget - Surplus/(Deficit)	(\$143,992)
2019 Final Surplus/(Deficit) - Audited	(\$4,321)
2022 Budget - Operational Contribution	\$148,313
2022 Future Fire Equip Fund - Truck Replacement	\$80,000
2022 Future Fire Equip Fund - Equipment Replacement	\$25,000
2022 Future Fire Equip Fund - Building Maintenance	\$35,000
2022 Future Fire Equip Fund Contribution	\$140,000
2022 Total City/Township Contributions Needed	\$288,313

Unit of Government	Property Market Value	Portion of Town/City Served	Value Served	Allocation (by Value Served)	Operating Budget (Allocated)	Future Fire Equip Fund (Allocated)	2022 Grand Total	
1 Arthur Twp	\$168,221,200	79.00%	\$132,894,748	11.87%	\$17,601	\$16,615	\$34,216	1
2 Brunswick Twp	\$131,530,100	62.50%	\$82,206,313	7.34%	\$10,888	\$10,278	\$21,166	2
3 Comfort Twp	\$115,971,500	100.00%	\$115,971,500	10.36%	\$15,360	\$14,499	\$29,859	3
4 Grass Lake Twp	\$95,918,700	19.00%	\$18,224,553	1.63%	\$2,414	\$2,278	\$4,692	4
5 Hillman Twp	\$65,444,800	37.50%	\$24,541,800	2.19%	\$3,250	\$3,068	\$6,318	5
6 Knife Lake Twp	\$155,011,900	100.00%	\$155,011,900	13.84%	\$20,531	\$19,380	\$39,911	6
7 Mora, City of	\$346,836,700	100.00%	\$346,836,700	30.97%	\$45,938	\$43,362	\$89,300	7
8 Peace Twp	\$123,056,000	100.00%	\$123,056,000	10.99%	\$16,298	\$15,385	\$31,683	8
9 Pomroy Twp	\$53,885,100	50.00%	\$26,942,550	2.41%	\$3,568	\$3,368	\$6,936	9
10 Quamba, City of	\$6,261,100	100.00%	\$6,261,100	0.56%	\$829	\$783	\$1,612	10
11 Whited Twp	\$87,856,900	100.00%	\$87,856,900	7.85%	\$11,636	\$10,984	\$22,620	11
Grand Total	\$1,349,994,000		\$1,119,804,064	100.00%	\$148,313	\$140,000	\$288,313	

MORA AREA FIRE DEPARTMENT

ANNUAL COMPARISONS

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Total Annual Contributions Needed	288,161	301,018	250,670	286,109	271,788	288,313	16,525	6.08%
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Annual Contributions Needed (Allocated)	2017	2018	2019	2020	2021	2022	Change (\$)	Change (%)
Arthur Twp	30,672	32,155	31,334	36,659	33,689	34,216	527	1.56%
Brunswick Twp	18,817	19,726	20,530	23,861	21,014	21,166	152	0.72%
Comfort Twp	26,849	28,147	26,972	29,712	28,036	29,859	1,823	6.50%
Grass Lake Twp	4,357	4,568	4,913	5,360	4,778	4,692	(86)	-1.80%
Hillman Twp	5,626	5,898	5,866	6,317	6,119	6,318	199	3.25%
Knife Lake Twp	31,965	33,510	34,868	39,961	36,227	39,911	3,684	10.17%
Mora, City of	114,330	118,787	67,681	77,938	79,424	89,300	9,876	12.43%
Peace Twp	27,969	29,320	29,729	32,866	30,367	31,683	1,316	4.33%
Pomroy Twp	6,988	7,326	7,370	8,110	7,397	6,936	(461)	-6.23%
Quamba, City of	1,483	1,555	1,429	1,492	1,477	1,612	135	9.14%
Whited Twp	19,105	20,029	19,978	23,833	23,260	22,620	(640)	-2.75%

Total Annual Contributions Needed	288,161	301,021	250,670	286,109	271,788	288,313	16,525	6.08%
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Historical Allocation Percentages	2017	2018	2019	2020	2021	2022	Change (%)
Arthur Twp	10.64%	10.68%	12.50%	12.81%	12.40%	11.87%	-4.26%
Brunswick Twp	6.53%	6.55%	8.19%	8.34%	7.73%	7.34%	-5.06%
Comfort Twp	9.32%	9.35%	10.76%	10.38%	10.32%	10.36%	0.40%
Grass Lake Twp	1.51%	1.52%	1.96%	1.87%	1.76%	1.63%	-7.43%
Hillman Twp	1.95%	1.96%	2.34%	2.21%	2.25%	2.19%	-2.65%
Knife Lake Twp	11.09%	11.13%	13.91%	13.97%	13.33%	13.84%	3.85%
Mora, City of	39.68%	39.46%	27.00%	27.24%	29.22%	30.97%	5.99%
Peace Twp	9.71%	9.74%	11.86%	11.49%	11.17%	10.99%	-1.65%
Pomroy Twp	2.43%	2.43%	2.94%	2.83%	2.72%	2.41%	-11.59%
Quamba, City of	0.51%	0.52%	0.57%	0.52%	0.54%	0.56%	2.91%
Whited Twp	6.63%	6.65%	7.97%	8.33%	8.56%	7.85%	-8.32%

Total Allocation - All	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
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CITY OF MORA, MN
SUMMARY OF CONSTRUCTION ACTIVITY 2020

TOTAL NUMBER OF BUILDING PERMITS ISSUED	148
TOTAL VALUATION OF PERMITS	\$3,306,868

Total Commercial Permits	14
Total Commercial Valuation	\$748,740

Total Residential Permits	134
Total Residential Valuation	\$2,558,128

New Single Family Homes

1. Fedder Homes	834 Nelson Avenue
2. Fedder Homes	709 Bluebird Street
3. R Home	1001 Nelson Avenue
4. R Home	401 Cardinal Street
5. R Home	403 Cardinal Street
6. Curt Haeg Construction	516 Vasa Way
7. Harvest Home	611 Oslin Road
8. Russel Peters	525 Walnut Street
9. R Home	405 Cardinal Street
10. R Home	407 Cardinal Street
11. R Home	400 Bluebird Street
12. R Home	402 Bluebird Street
13. Regency of Minnesota Inc	727 Portage Avenue
14. Regency of Minnesota Inc	733 Portage Avenue
15. Regency of Minnesota Inc	767 Portage Avenue
16. Regency of Minnesota Inc	901 Walnut Street

New Commercial Buildings

1. Caswell Cycle	768 Highway 65 N
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Miscellaneous

1. GM Development / 1828 Highway 65	Demolition
2. Birchwood Investment LLC / 200 Park Street S	Reroof
3. EPC / 1020 Maple Avenue E	Reroof
4. Maintenance Permits	53

5. Plumbing Permits	16
6. Mechanical Permits	15
7. Fence Permits	11



CITY OF MORA, MN
SUMMARY OF CONSTRUCTION ACTIVITY 2020

	2020	2019
TOTAL NUMBER OF BUILDING PERMITS ISSUED	148	202
TOTAL VALUATION OF PERMITS	\$3,306,868	\$8,798,653

Total Commercial Permits	14	37
Total Commercial Valuation	\$748,740	\$5,237,506

2019 was an unusually good year with the addition of three new commercial buildings in city limits. Along with the main construction permits for Kwik Trip, Dollar General and NorthStar RE LLC, these projects also required mechanical, plumbing, and fire protection permits.

Total Residential Permits	134	165
Total Residential Valuation	\$2,558,128	\$3,561,147

New Single Family Homes

1. Fedder Homes	834 Nelson Avenue
2. Fedder Homes	709 Bluebird Street
3. R Home	1001 Nelson Avenue
4. R Home	401 Cardinal Street
5. R Home	403 Cardinal Street
6. Curt Haeg Construction	516 Vasa Way
7. Harvest Home	611 Oslin Road
8. Russel Peters	525 Walnut Street
9. R Home	405 Cardinal Street
10. R Home	407 Cardinal Street
11. R Home	400 Bluebird Street
12. R Home	402 Bluebird Street
13. Regency of Minnesota Inc	727 Portage Avenue
14. Regency of Minnesota Inc	733 Portage Avenue
15. Regency of Minnesota Inc	767 Portage Avenue
16. Regency of Minnesota Inc	901 Walnut Street

New Commercial Buildings

1. Caswell Cycle	768 Highway 65 N
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Miscellaneous

1. GM Development / 1828 Highway 65	Demolition
2. Birchwood Investment LLC / 200 Park Street S	Reroof
3. EPC / 1020 Maple Avenue E	Reroof
4. Maintenance Permits	53
5. Plumbing Permits	16
6. Mechanical Permits	15
7. Fence Permits	11

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

January 11, 2021

Present: Carmen Finn, Chad Gramentz, Jake Mathison, Todd Sjoberg and Sara Treiber
Absent: None
Staff Present: Community Development Director Beth Thorp
Others Present: Derek Carlson and Adam Farnum

1. Call to Order. Chair Sjoberg called the meeting to order at 5:30 pm.
2. Oath of Office. Sara Treiber pledged the oath of office for a three-year term expiring on December 31, 2023.
3. Roll Call.
 - Finn – Present
 - Gramentz – Present
 - Mathison – Present
 - Sjoberg – Present
 - Treiber – Present
4. Adopt Agenda. Motion by Gramentz, second by Mathison to adopt the January 11, 2021 agenda as presented. All present voted aye, motion carried.
5. Approval of Minutes. Motion by Gramentz, second by Mathison to approve the December 7, 2020 meeting minutes as presented. All present voted aye, motion carried.
6. Election of Officers. Sjoberg asked for nominations for 2021 officers. Motion by Treiber, second by Mathison to nominate Sjoberg as Chair and Gramentz as Vice Chair. All present voted aye, motion carried.
7. Public Hearings. None
8. Open Forum. No members of the public were present for open forum.
9. New Business. None
10. Old Business.
 - a. Conditional Use Permit for 1200 North Industrial Road – NorthStar RE LLC. Thorp provided background of the Conditional Use Permit (CUP) granted in May 2020 to allow Mining at 1200 North Industrial Road, explaining that a large amount of excess dirt was stockpiled following a construction project and the property owner was granted a CUP for Mining to remove the dirt. Thorp further explained that the CUP required that the property owner complete final grading and landscaping of the site following removal of the excess dirt, and that a financial security was submitted for the grading and landscaping work. Thorp stated that the CUP provided timelines for work to be completed and the property owner failed to meet all of the deadlines, adding that with work not yet complete the CUP may no longer be valid. Thorp explained that, despite the conditions of the CUP not being met, staff has

continued to work with the property owner in an effort to meet the conditions of the CUP. Thorp introduced Derek Carlson, representing NorthStar RE LLC, stating that Carlson was in attendance to present a request. Carlson reviewed the outstanding work that needed to be completed at 1200 North Industrial Road, including seeding of all disturbed areas and final grading per plans previously approved by the city. Carlson explained that one of the issues complicating the work was the installation of a fence on the subject site prior to final grading. Carlson continued to explain that the site was leveled according to what was believed to be the original grade but elevations were not verified, therefore leaving final grading and landscaping as outstanding items. Carlson again commented that the installation of a fence was an issue because it was unknown how far off the grading was, and suggested that the city engineer may need to approve an as-built once elevations were determined. Carlson requested an extension of time – suggesting end of May or June 1, 2021 – to complete the final grading and landscaping. Carlson then explained that the original financial security provided to the city was based on a bid to remove 2,000-3,000 yards of dirt from the site; however, based on reports from haulers, the final amount of dirt removed was closer to 8,000 yards. Carlson went on to explain that he was having financial struggles with his investor / the property owner, and requested a revised financial security be provided to the city in the form of a second mortgage on the property. Carlson, acknowledging that previous fees paid to the city by check from the property owner had not cleared, explained that he wanted to provide the city with a sound financial security. Sjoberg asked Carlson for rough estimates to complete all work at the site; Carlson estimated \$2,000 for civil engineering work and \$10,000 for seeding the entire lot. Carlson shared that the previous landscaping bid provided to the city included hydroseeding half of the lot for approximately \$19,000. Thorp confirmed that the hydroseeding bid was \$19,800. Sjoberg commented that he wants the work to be completed and for the business to open, explaining that he had previously told Thorp that he doesn't want to be hard on businesses. Sjoberg went on to say that the property owner had missed deadlines and the work needed to be completed. In response to Carlson's suggestion to provide a financial security in the form of a second mortgage, Sjoberg commented that the cost and process involved in a second mortgage was too prohibitive for the purpose. Carlson, agreeing with Sjoberg, commented that he preferred to provide a certified check. Sjoberg stated that he understood that the business has had troubles becoming operational and he offered support for coming up with a plan to finish the project. Carlson suggested that he obtain new quotes from his civil engineer, Carlson McCain, for shooting grades and preparing an as-built survey. Gramentz asked if a new CUP would be required for this project; Thorp explained that the property owner failed to meet the conditions of the May 2020 CUP but city staff has continued to work with the property owner in an effort to complete the project per the terms of the original CUP resolution. Thorp cautioned that the city must apply and enforce regulations evenly, adding that it was difficult to apply and enforce regulations on another property when not enforcing on the subject site. Thorp suggested that, if the commission feels strongly about a desired course of action, it should make a recommendation for the City Council's consideration. Thorp added that any change in amount of financial security provided by the property owner to the city would require submission of new quotes for final grading and landscaping of the site, explaining that the financial security is required to be 125% of the estimated total cost of the [final grading and landscaping] improvements. Sjoberg commented that the amount of the previous financial security was significant and that he'd personally like the council to reconsider the amount necessary. Thorp explained the purpose of the deposit, stating that the funds would be used by the city to complete the work if the property owner failed to do so and the city would need to be certain that sufficient funds were available. Mathison suggested presenting a

recommendation to the City Council. Treiber, acknowledging the need to apply and enforce regulations evenly, commented that she'd recommend leniency to any business currently based on it having been a difficult year and offered support for an extension of time to NorthStar RE LLC to complete the work. Treiber added that the outstanding items are not hurting anyone, they're not negatively impacting neighbors, and they're not creating an eyesore. Mathison also offered general support for an extension of time. Thorp expressed concern with Carlson's proposed extended deadline of end of May 2021, explaining that any new deadline needed to be realistic with seasons / potential weather; Treiber and Gramentz added that road restrictions may not even be lifted until the end of May. Sjoberg suggested a new deadline of July 1, 2021. Thorp asked the commission how it would like to proceed with the financial security and if it would like NorthStar RE LLC to provide the city with new quotes; Sjoberg commented that Carlson's rough estimates should be adequate. Thorp reminded the commission and Carlson that the financial security was required to be 125% of the estimated total cost of improvements. Motion by Treiber, second by Gramentz to recommend that the City Council grant an extension of the conditions of Resolution No. 2020-521 allowing NorthStar RE LLC to complete the final grading and landscaping of 1200 North Industrial Road by July 1, 2021, with no allowance for additional extensions, and allowing the submission of new quotes from NorthStar RE LLC to the city for final grading and landscaping in order to reestablish the amount of financial security required for the project. Further, the financial security should be provided by NorthStar RE LLC to the city in the form of a letter of credit or certified check. All present voted aye, motion carried. Thorp reminded Carlson to submit new quotes promptly, adding that NorthStar RE LLC's request and the Planning Commission's recommendation will not be forwarded to the City Council until new quotes are submitted to the city. Thorp also reminded Carlson that the quotes should be for final grading and landscaping, rather than removal of dirt and landscaping as previously submitted.

Carlson provided the commission with history of the project and a general update. Carlson explained that the project began in 2018; he worked with the Kanabec County EDA to request assistance from the state through the Minnesota Investment Fund (MIF) and he worked with the Mora EDA to purchase the industrial park property at a reduced cost based on job creation. Carlson explained that the MIF award was terminated and construction expenses were coming in at approximately twice the project budget. Carlson stated that he had nearly all equipment necessary to start production of pontoons, with just a couple of custom items remaining. Carlson added that he was approximately \$300,000 short in inventory to build his first 50 boats. Carlson said that the current investment in the project was approximately \$2,000,000.00. Carlson went on to share that his goal was to build 500-1,000 boats annually, in addition to taking on some other contract work.

11. Verbal Reports.

- a. Floodplain Management Ordinance. Thorp informed the commission that the next step in the Floodplain Management Ordinance update was for the Planning Commission to conduct a public hearing, and the public hearing would be scheduled for February 8, 2021. Thorp asked the commission to consider whether the public hearing should be conducted in-person or via WebEx given the current pandemic and unknown number of audience members. Commission members discussed room capacity, which option created most accessibility for the public, and public interest in the proposed update. Thorp commented that, regardless of how the public hearing is conducted, the public hearing notice would be written to encourage submission of written comments. Gramentz suggested advertising the meeting as a hybrid meeting, allowing for in-person and virtual attendance; Treiber shared

that hybrid meetings were difficult in terms of audio quality. Thorp suggested that if there was significant public interest the public hearing could be continued to allow for additional public comment. Thorp stated that the public hearing notice would be published in the newspaper, added to the city's website and advertised on Facebook, adding that she recommended running the newspaper notice for two weeks rather than the one week required by statute. Mathison suggested the fire hall could be used for the public hearing; Treiber cautioned that the fire hall, despite being a larger space, was a challenging space for meetings due to it being difficult to hear others. Finn suggested starting the public hearing as an in-person meeting and then switching to WebEx if the number of attendees warranted it; Thorp stated that public hearings needed to be advertised with the meeting location and a virtual option could not be added later. Thorp recommended that the public hearing be held in-person with encouragement to submit written comments prior to the meeting and with the option to continue the public hearing if necessary in order to gather all public comment. The consensus of the commission was to schedule the February 8, 2021 meeting and the public hearing for the Floodplain Management Ordinance update as an in-person meeting.

- b. Contact Information. Thorp reminded all commissioners to complete and submit the annual contact information form.

- 12. Adjournment. Motion by Gramentz, second by Mathison to adjourn. All present voted aye, motion carried and the meeting was adjourned at 6:02 pm.

Todd Sjoberg
Chair

ATTEST: _____
Beth Thorp
Community Development Director

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

January 12, 2021

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

1. Call to Order. Stafford called the meeting to order at 5:01 pm.
2. Oath of Office. Stafford pledged the oath of office for a three-year term expiring on December 31, 2023.
3. Roll Call.
 - Anderson – Present
 - Kastenbauer – Present
 - Martens – Present
 - Salmonson – Present
 - Stafford – Present
4. Adopt Agenda. Martens requested the addition of 'NDB approach' to the agenda; Stafford added the item to the agenda as item no. 8. Motion by Martens, second by Kastenbauer to adopt the January 12, 2021 meeting agenda as amended. All present voted aye, motion carried.
5. Minutes. Motion by Anderson, second by Salmonson to approve the December 8, 2020 meeting minutes as presented. All present voted aye, motion carried.
6. Election of Officers. Motion by Martens, second by Salmonson to elect Stafford as Chair, Kastenbauer as Vice Chair and Thorp as Secretary. All present voted aye, motion carried.
7. Hangar Land Lease Agreement. Thorp informed the board that the City Council authorized the Airport Board to review the hangar land lease agreement and provide a recommendation for suggested changes, adding that a letter was mailed to impacted hangar owners explaining that the agreement was being reviewed and they were not required to submit a signed agreement until the review was complete. Thorp explained that the board could take its time reviewing the agreement and that it could be discussed over the course of multiple meetings if necessary. Salmonson asked Anderson if the council had provided any specific direction for the Airport Board for its review; Anderson said that no direction was provided however the council was generally supportive of the Airport Board's request to review the agreement. Anderson added that, following the board's December 2020 meeting, she spoke with Tom Larson (audience member at the December meeting) and assured him that the city was reviewing the agreement and that his concerns were heard. Stafford suggested beginning the review with item no. 1 and working through the document in its entirety. Anderson reminded fellow board members that any recommended changes needed to be in the city's interest as well as the hangar owners. Stafford expressed his concern that the agreement, as approved by the council in August 2020, was negative toward hangar owners, and

agreed that the agreement should be written in a way that benefits the hangar owners as well as the city. Salmonson expressed concern that the Airport Board was not allowed to act as an advisory board and review the agreement before it was approved in August 2020. Stafford asked if the council wanted separate lease agreements for privately owned hangars and city owned hangars; Thorp stated that the council did not provide any specific direction and that she believed there were already separate agreements. Stafford explained that some airports did not have or allow private hangars, so, if the city had used an agreement from one of those airports, it would help explain why the 2020 agreement was written the way it was. Salmonson asked if the agreement under review was intended to be for privately owned hangars rather than city owned hangars; Thorp confirmed that the board was reviewing an agreement for privately owned hangars. Thorp requested that the board be very specific about proposed changes so that staff was not incorrectly interpreting or suggesting changes for the board.

- Section 1. Lease of Airport Property.
 - Salmonson asked what the length of the agreement was; Anderson pointed out that Section 5 showed the term as 20 years. Salmonson requested and the consensus of the board was that the title of the document include language identifying it as an agreement for privately owned hangars. Martens asked if the term of the agreement should be added to the first page; the consensus was that it didn't need to be added being that it was included within Section 5.
- Section 2. Use of the Airport.
 - No concerns or discussion.
- Section 3. Proof of Aircraft Ownership., and
Section 4. Aircraft Registration.
 - Stafford stated that he did not believe other airports required that hangar owners must be an aircraft owner, explaining that some individuals could quit flying but still want to maintain ownership of the hangar and lease it to another aircraft owner. Salmonson commented that the new lease agreement did not allow subleasing. Stafford commented that this would be an issue with the T-hangars, explaining that T-hangars are generally owned by corporations and the corporations don't own the aircraft. Board members briefly discussed a desire to ensure that aviation related items were stored in the hangars, commenting that the state regulated the percentage of hangars that could be used for non-aviation related items. Salmonson discussed the intent of hangars as being for aviation related purposes, hangar owners should not be required to be owners of aircraft, and non-airworthy aircraft should be allowed to be stored in hangars being that sometimes they were in the process of being built or repaired. Salmonson asked Kohlgraf if there were fire concerns as they related to the need for hangar owners to insure their hangar; Stafford interjected explaining that insurance was covered later in the agreement, and that he supported the requirement for insurance in order to protect neighboring hangars as well as the city. Stafford added that he believed many hangar owners did not carry insurance on their hangars. Board members again discussed the intent of hangars being for the storage of aviation related items; discussed that the hangar owners should not be required to own the aircraft stored within the hangars; and, discussed that aircraft stored within privately owned hangars should not be required to be airworthy. Martens suggested that Sections 3 and 4 be stricken in their entirety and potentially replaced with a statement that the hangars must be used for a specified percentage of aviation related items. Stafford commented that the previous agreement specifically allowed certain non-aviation

related items such as boats, automobiles, RVs, and the like, in addition to aviation related items. Board members discussed whether or not to list specific items that could be stored in hangars or more generally require that the intent of hangars was for the storage of aviation related items. Stafford, like Martens, suggested that Sections 3 and 4 be stricken entirely. Salmonson asked Thorp for clarification on the process for making recommendations; Thorp stated that the board did not need to motion each recommended change, however the board did need to be specific about proposed changes and recommended new language. Stafford questioned whether the board should be providing recommended language or if that should be the job of the legal department; Thorp reminded the board that the city attorney had already reviewed and offered support for the current agreement and that any recommended changes needed to be presented from the Airport Board as it had requested. Board members discussed wording to describe aviation related vs. non-aviation related items allowed to be stored in hangars, debating between providing a certain percentage or providing a general statement that the intent or spirit of hangars was for aviation related items. The consensus of the board was to strike Section 3. Proof of Aircraft Ownership and Section 4. Aircraft Registration entirely and replace them with Section 3. Hangar Ownership and Section 4. Use of the Hangar, describing that Section 3. Hangar Ownership would not require that the hangar owner own the aircraft contained within and Section 4. Use of Hangar would state that the intended use of the hangar was for a “majority” of aviation related use and aircraft did not need to be registered or considered airworthy. Thorp suggested that staff draft language based on direction provided by the board for review at the February meeting prior to the board moving forward with its review of the agreement; board members agreed and acknowledged that the board’s review process may take a few months or more.

- Section 5. Term of this Lease.
 - No concerns or discussion.
- Section 6. Lease Payments.
 - No concerns or discussion.
- Section 7. Construction of Private Buildings on Premises.
 - Stafford questioned why Section 7 was included at all given that any construction activity would need to be approved prior to the lease agreement, and pointed out that the last sentence of Section 7.a. again restricted the purpose of hangars for the sole purpose of storing aircraft registered or leased to the tenant and related aviation purposes. Martens suggested striking the last sentence of Section 7.a.; Anderson instead suggested replacing the word “sole” with “majority”. Martens and Salmonson concurred with Anderson’s suggestion. Stafford, reading “...storage of aircraft registered or leased to the Tenant...”, commented that this section contradicted other sections of the agreement in that it allowed for subleasing of hangars; Thorp responded by explaining that she believed the word “lease” referred to the aircraft and not the hangar. Board members discussed and agreed that aircraft were not generally leased. Martens suggested and the consensus of the board was to reword the last sentence of Section 7.a. to read “Any building constructed shall be used for the majority purpose of storage of aircraft and related aviation purposes.”
 - Stafford stated that Section 7.b. was another area of concern, commenting that the process of having the city approve any use of the building other than aircraft storage

seemed cumbersome and inefficient. Salmonson suggested that Section 7.b. be stricken entirely; Anderson cautioned that striking that section would allow the storage of anything within hangars. The consensus of the board was that Section 7.a. addressed items stored within the hangars and Section 7.b. should be stricken entirely.

- Salmonson asked if the city had ever had problems with construction of hangars taking longer than 12 months as discussed in Section 7.c.; Kohlgraf responded that there hadn't been any past issues and commented that the Building Code may provide a process for dealing with this. The board did not recommend any change to this section.
- Stafford stated that he was concerned with Section 7.f. which required galvanized steel roofs, adding that most hangars currently have white steel roofs. Stafford asked if all hangar owners must comply with this new requirement or only those constructing new hangars; board members discussed roofing materials used for existing hangars. Stafford commented that there should be a standard moving forward for materials used but did not believe that owners of existing hangars should be required to change materials. Salmonson spoke about a past requirement that all roofs be a light color so that Mora Municipal Airport could be painted on the roofs and be visible from overhead. Board members and Kohlgraf recalled that most existing roofs are white, and Martens suggested that the requirement in Section 7.f. be changed from "galvanized" to "white" steel. Anderson questioned wording in the agreement that stated design standards may include color, which she believed differed from language that followed stating that exterior improvements were required to be off-white with brown trim; board members discussed this at length. Kohlgraf suggested striking the last sentence of Section 7.f. to eliminate the confusion, stating that the city-approved plans and design standards, also mentioned in this section, should already address colors used during construction. Salmonson stated that he would like to see any construction requirements, including color requirements, provided in as many documents as possible so that hangar owners were aware and did not inadvertently order the wrong materials. Stafford stated that he supported the use of design standards to ensure a consistent look at the airport. The consensus of the board was to modify Section 7.f. to require white walls, white roof, and brown trim. Martens suggested that board members visit the airport to view existing material colors and continue the discussion at the February meeting, and also suggested due to limited time that the board move on to the next agenda item. Thorp stated that she will prepare draft amendments to the agreement for review at the February meeting.

8. NDB Approach. Martens asked Kohlgraf if he had learned any more information about the state's plans to decommission all non-directional beacons (NDB) due to their aged technology. Martens shared with fellow board members that Mora's NDB was not currently functioning and was not slated to be fixed, according to air traffic control. Board members discussed NDBs, alternative technology, and reasons why the state would no longer want to fund NDBs. Martens suggested submitting a request to the FAA seeking support for a VOR A approach off of St. Cloud, MN or Siren, WI in order to bring pilots down to 1,000 feet, which would be below the clouds. Kohlgraf provided board members with correspondence from the state regarding NDB approaches, explaining that the state was no longer supporting these approaches. Martens again suggested pursuing a VOR A

approach and suggested speaking to SEH about it; Kohlgraf stated that he'll investigate the possibility of a VOR A approach and report back in February.

9. Reports.

- Thorp informed the board that city staff would be mailing annual invoices to hangar owners, explaining that the amounts due were independent from the hangar land lease agreement that was under review.

10. Adjournment. Motion by Kastenbauer, second by Martens to adjourn the meeting. All present voted aye and the meeting adjourned at 5:58 pm.

Nick Stafford, Chair

Beth Thorp, Secretary

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

January 12, 2021

Present: Candice Brockner, Jenna Fore, Mickey Kringstad and Kyle Sheppard
Absent: None
Staff Present: Activities and Recreation Coordinator, Jeff Krie
Others Present: Public Works Director, Joe Kohlgraf

1. Oath of Office. Mickey Kringstad pledged the oath of office for a three-year term expiring on December 31, 2023.
2. Call to Order. Chair Brockner called the meeting to order at 6:04 p.m.
3. Roll Call. Candice Brockner – present
Jenna Fore - present
Mickey Kringstad – present
Kyle Sheppard – present
4. Adopt Agenda. Motion by Kringstad, second by Fore to adopt the January 12, 2021 meeting agenda as presented. All present voted aye. Motion carried.
5. Minutes. Motion by Kringstad, second by Sheppard to approve the November 10, 2020 meeting minutes as presented. All present voted aye. Motion carried.
6. Election of Officers. Motion by Sheppard, second by Fore to elect Brockner as Chair and Kringstad as Vice Chair. All present voted aye. Motion carried.
7. Dog Park. Krie shared a rough first draft presented to him by Brianne Roycraft a supporter and member of the Dog Park Committee. Roycraft shared an estimated bid and drawing of where the Dog Park could go just to give the Park Board an idea of what they are thinking. Krie shared that the Dog Park Committee wanted to attend the February City Council meeting to share their current information to Council on what they are about and where they are in their progress of the project and is looking for Council support of their project to help them acquire funding from outside sources. Sheppard shared that he is involved and supports the Dog Park project and let the Park Board know that they have a long way to go before this project is ready. All Park Board members agreed that the Dog Park Committee should continue to move forward and to look for City Council support.
8. Music in the Park. Krie updated the Park Board on the musicians set for the upcoming season and that all dates are occupied, and the grant is being finalized and will be ready to submit by the due date. A question was brought up about food vendors and time of when bands played if changes could be made. Krie replied that he is open to changes and must be added to the grant

project before submitting. No changes were suggested on the bands themselves that are projected to play for the 2021 season.

9. Reports.

Kohlgraf reported to the board the following:

- Good receptance and use of the designated trails that have continued to be cleared of snow. The city will continue to clear off the designated trails until the Wellness Center opens or if weather conditions make the trails unsafe to use.
- Going through inspections on playgrounds as they are still being used.
- Working on bids to get Kids Kingdom sealed.
- Aerator on Lake Mora may need to be installed sooner than preferred due to low levels of water and lower levels of oxygen for fish. DNR is giving some push to get it done. It will continue to be monitored.

Brockner requested status of the pool and Krie reported that staff is working on the MAC schedule that it has been presented to Crawford and will go to City Council for approval.

Krie reported to the board the following:

- Welcome Kyle Sheppard to the Park Board
- Lindy submitted trail grant to MDOT for funding in 2025 for trail that will run south on 65 bridge.
- Opening in Park Board and asked board to share that information making sure the applicant meets board/city requirements.
- At this time continue to hold meetings virtual, all agreed until agenda gets fuller.

10. Adjournment. Motion by Sheppard, second by Fore to adjourn the meeting. All present voted aye. Meeting adjourned at 6:26 p.m.

Candice Brockner, Chair

Jeff Krie, Secretary



MEMORANDUM

Date: January 19, 2021
 To: Mayor and City Council
 From: Beth Thorp, Community Development Director
 Jeff Krie, Activities & Recreation Coordinator
 RE: 2020 Boards and Commissions Review

SUMMARY

The following is a snapshot of member attendance and board accomplishments for the Planning Commission, Economic Development Authority, Airport Board, and Park Board during 2020.

BACKGROUND INFORMATION

Board: Planning Commission

Name	Total	Jan	Feb	Mar	Apr	May	Aug	Aug	Sep	Oct	Nov	Dec
Finn	1	X	X	X	X	X	X	X	X	X	X	1
Gramentz	8	1	1	1	0	1	1	1	0	0	1	1
Johnson	10	1	1	1	1	1	1	1	1	1	0	1
Onan	7	1	1	1	1	1	1	1	X	X	X	X
Sjoberg	10	1	1	1	1	1	1	0	1	1	1	1
Treiber	9	0	1	1	1	1	0	1	1	1	1	1
		4	5	5	4	5	4	4	3	3	3	5

Major Accomplishments:

- The commission continued its effort to update the 2009 Comprehensive Plan.
 - The Comp Plan Committee held four meetings throughout the year.
 - The commission reviewed and updated the 2009 Land Use Map.
 - The commission considered and adopted an updated vision statement.
 - The Planning Commission and City Council held joint work sessions in August and October.
- The commission continued its effort to update the 1997 Floodplain Management Ordinance.
 - Opinions provided by the City Engineer and City Attorney regarding the proposed Flood Prone District were considered.
 - Efforts continued to create a draft City of Mora Flood Prone Areas Map.
 - The DNR provided conditional approval of the draft ordinance in April.
 - An open house was held in September to share details of the proposed Flood Prone District with impacted property owners. This effort included sending approximately 400 letters. For those property owners that weren't comfortable attending an open house, staff scheduled individual meetings.

Memorandum

- The commission spent a great deal of time discussing the proposed Flood Prone District, balancing a desire to create awareness and the impact on private property owners.
- The commission considered and recommended approval of the Rezoning of 1888 Liberty Street from B-2 General Commercial District to R-1 Single Family Residential District as requested by the property owners.
- The commission considered and recommended approval of a Conditional Use Permit allowing Utility Transmission Lines in the Floodway District as requested by Great River Energy and SMMMPA.
- The commission considered and recommended approval of a Conditional Use Permit to allow a Non-Residential Day Care Facility in the R-3 Multiple Dwelling District as requested by Recovering Hope Treatment Center.
- The commission considered and recommended approval of the Rezoning of three Forest Ave. W. and Wood Street S. properties from B-1 Central Business District to R-3 Multiple Dwelling District as requested by the property owners.
- The commission adopted a resolution offering support to Central Minnesota Housing Partnership for a proposed multi-family project on 9th Street.
- The commission considered and recommended approval of a Conditional Use Permit to allow Mining in the I-2 General Industrial District / Shoreland Management District as requested by NorthStar RE LLC.
- The commission conducted a Comprehensive Plan Compliance Review for the proposed sale of city owned land to Marie Thompson.
- The commission considered and recommended permanent zoning classifications and Comprehensive Plan land use designations for eight publicly and privately owned parcels annexed into the city in 2006 and 2007.
- With the pending installation of electric vehicle charging stations (EVCS) by MMU and SMMMPA, the commission considered and recommended approval of a Text Amendment to regulate EVCS.
- Three chicken permits were issued in 2020.

Name: **Economic Development Authority**

Name	Total	Feb	Apr	May	Aug	Nov
G. Anderson	3	0	1	1	0	1
J. Anderson	4	1	1	0	1	1
Baldwin	2	X	X	X	1	1
Casavant	1	0	1	0	0	0
Jensen	3	1	0	1	0	1
Johnson	4	1	1	1	0	1
Ness	4	1	1	1	0	1
Skramstad	5	1	1	1	1	1
		5	6	5	3	7

Major Accomplishments:

- Continued financial support of the Initiative Foundation and continued membership in GPS 45:93, both regional economic development organizations.
- Various board members and staff participated in planning efforts for Kanabec County's 2020 economic development conference. The board approved a financial contribution to support the conference.
- With assistance from the Central Minnesota Housing Partnership (CMHP), the EDA pursued Small Cities Development Program grant funds for residential rehabilitation.
 - Informational meetings were held for interested property owners in early February to gauge interest in the program.

Memorandum

- After submission of a preliminary proposal to DEED in 2019, the city was invited to move forward with submission of a full application. CMHP submitted the full application to DEED in late February.
- The city was awarded a \$393,300 SCDP grant in June for the rehabilitation of owner-occupied single family homes and rental housing.
- The EDA entered into a contract for administrative services with CMHP.
- Kick-off meetings were held for interested property owners in October, signaling the opening of the application process.
- CMHP approved the first application for rehab funds in November.
- In response to the COVID-19 pandemic and Governor Walz' executive orders affecting businesses, the EDA established the City of Mora Emergency Assistance Fund (EAF) which provided grants or loans to impacted commercial businesses. All grant and loan requests were reviewed by the EDA Review Committee (three commissioners and two staff members), which met eight times during the course of 2020. The EDA Review Committee approved \$11,000 in grants (one returned) and \$26,000 in loans. With grant funds depleted and continued interest from businesses, the EDA allocated funds for up to 18 additional grants. The EAF program is still available to assist businesses impacted by the pandemic.
- The EDA reviewed and adopted updated bylaws. Significant changes included the formal inclusion of a PUC representative, changing the number of commissioners required for a quorum, and language addressing members who serve on more than one economic development organization.
- The board completed the annual Comprehensive Economic Development Strategy survey, identifying and ranking the board's top eight priority projects.

Board: **Airport Board**

Name	Total	Feb	Mar	May	Jun	Aug	Sep	Oct	Nov	Dec
Anderson	7	1	1	1	0	1	0	1	1	1
Kastenbauer	8	1	1	1	0	1	1	1	1	1
Martens	8	1	1	1	1	1	1	0	1	1
Salmonson	8	1	1	1	1	1	1	0	1	1
Stafford	7	1	0	0	1	1	1	1	1	1
		5	4	4	3	5	4	3	5	5

Major Accomplishments:

- The board continued its review and update of the Airport Master Plan and Airport Layout Plan, drafted by SEH, prior to their submission to MnDOT and FAA.
- The board worked with SEH, MnDOT and FAA to resolve a claim that the crosswind runway was constructed at an inappropriate width. While the runway was required to be closed for a short period, it was during winter months when the runway isn't used as frequently. The city was not required to make any modifications to the runway.
- The board reviewed and recommended approval of the Mora Municipal Airport Snow Removal Policy and Procedures.
- The board reviewed the airport's Capital Improvement Program, identifying projects for the next 20 years, prior to its submission to MnDOT. The CIP is a necessary tool for grant requests.
- Board members planned and held the September 19th Fly-In event.
- Board members planned and held a Young Eagles event on October 3rd. Young Eagles provided free flights to approximately 30-40 youth.

Memorandum

- The city received a grant for a crack seal project. The work, which was a continuation of the 2019 crack seal project, was completed in October.
- Having expressed concern about the amount of time needed to consider and approve lease agreements, the board recommended that the Airport Manager be granted the authority to sign lease agreements on behalf of the city.
- Following the City Council's approval of an updated Hangar Land Lease Agreement, the board received comments of concern from hangar owners. After a lengthy discussion with hangar owners and interested parties, the board recommended that the council allow the board to review the agreement and provide suggested changes. Further, the board requested that the council allow the board to review all such draft documents prior to their approval.

Name: **Park Board**

Name	Total	Jan	Feb	May	Jun	Jul	Aug	Sep	Oct	Nov
Brockner	7	1	1	1	1	1	1	1	0	0
Fore	4	X	X	X	1	1	0	1	1	0
Hosley	8	1	0	1	1	1	1	1	1	1
Kringstad	7	1	1	1	1	0	0	1	1	1
Mathison	9	1	1	1	1	1	1	1	1	1
		4	3	4	5	4	3	5	4	3

Major Accomplishments:

- The board organized the eighth season of Mora's Music in the Park, including writing and receiving an \$8,251 grant from the East Central Regional Arts Council.
- The board established the second single-day annual community event called Fall Fest, held on September 26, 2020 in Library Park. The event was a great success promoting fun for everyone in the community with activities, food, games, and music.
- The board established a new program coordinating with SACK, MAYRA, Recovering Hope Treatment Center, Welia Heath, Knife Lake Concrete, and Anytime Fitness to host eight kid events and two adult events at the Library Park to promote health, wellness, and usage for our parks.
- Library Park tennis court rehab with the moving of the basketball court to the north end of the park and repainting both the basketball court and the tennis court to include two pickle-ball courts within the tennis court.
- Working with a group of community members for the future development of a dog park for the City of Mora.

OPTIONS & IMPACTS

There are no options or impacts to consider at this time.

RECOMMENDATIONS

There are no recommendations to consider or actions to be taken at this time.

Attachments

None









Mora Area Fire Department Monthly Update



December 2020

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


Fire Calls (Paid)

-  12-1-20 Gas Smell
-  12-6-20 Structure Fire
-  12-6-20 cancelled in route
-  12-15-20 Chimney Fire
-  12-19-20 Mutual Aid to Braham
-  12-20-20 Apartment Fire


Training and Education (Paid)

-  Dec 7th extrication training with New tools
-  Dec 21st business/relief meeting

Maintenance (not paid)

-  All truck services twice in the month of December

Training, Education, and Miscellaneous (not Paid)

-  Bell ringing for the Salvation Army



OFFICE

KANABEC COUNTY SHERIFF

SHERIFF BRIAN SMITH

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

December 2020

During the month of December, 2020 Kanabec County Sheriff's Office contract cars responded to or initiated approximately 357 calls for service within the City of Mora. The most frequent calls for service were traffic enforcement (34), suspicious persons/occurrences (33), and medical emergencies (63),

KCSO participated in holiday "Shop With a Cop" where selected children had the opportunity to purchase holiday gifts for themselves, siblings, and guardians. This was done much differently in 2020 due to Covid-19 restrictions. The KCSO was provided with shopping lists/ideas for selected children. Those items were either purchased and delivered or gifted through gift cards that were then given to the children.

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

- Annual Low light/adverse weather firearms training and qualification

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



CAD Summary Report

Printed On: 01/08/21 10:28

Kanabec County Sheriff's Office

	12/20	Total
911 Hang-ups-Abandoned-Open Line	13	13
Agency Assist	8	8
Alarms All (Home, Business, Bank, misc)	5	5
Animal-All Other	7	7
Child Custody Issues	3	3
Civil Assist	12	12
Crim Sex	1	1
Disorderly Conduct	3	3
Domestic Disturbance/Assaults	2	2
Drug calls - All	5	5
DTP	1	1
Escorts-Funerals, Races, etc	4	4
Fire- Mora Area Fire Calls	3	3
Forgery	1	1
Found - animals, property, etc	1	1
Fraud	7	7
Garbage Dumping complaints	1	1
Harassing communications calls	5	5
Health and Safety	3	3
Hospice Deaths	2	2
Information and misc calls	19	19
Juvenile calls excluding tobacco, drugs, alcohol	2	2
Maltreatment	8	8
Medical - Drug Overdoses	1	1
Medical Emergency	63	63
Missing Person(s)	1	1
Mora Ordinance Violations	2	2
Motorist Assist calls	1	1



CAD Summary Report

Printed On: 01/08/21 10:28

	12/20	Total
Neighborhood Disputes	1	1
Noise - including loud music, parties, etc	3	3
Parking Violations	1	1
POR- Predatory Offender calls	1	1
Public assist calls	11	11
Records checks	1	1
Scams	6	6
Secure Helipad	10	10
Shoplifting complaints	1	1
Snowbird Parking	6	6
Stop arm violations	1	1
Suicide threats-attempts	3	3
Suspicious- persons, vehicles, and occurrences	33	33
Theft-not vehicle	26	26
Threats	1	1
Traffic / Driving complaints	5	5
Traffic Accident	6	6
Traffic Violation	23	23
Trespassing complaints	2	2
TZD -All Towards Zero Death Traffic stops	1	1
Unwanted person	5	5
Vehicle off Road	3	3
Vehicle Theft	1	1
Violation of Court Order	1	1
Warrant Entry and Arrests	2	2
Welfare Check	19	19
Total	357	357