



City of Mora
Kanabec County, Minnesota
Meeting Agenda
City Council

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

Tuesday, February 16, 2021

6:30 PM

Mora City Hall

1. **Call to Order/ Pledge of Allegiance**
2. **Roll Call**
3. **Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Council members may add items to the agenda prior to adoption of the agenda.)*
4. **Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of the consent agenda.)*
 - a. Regular Meeting Minutes – January 5, 2021
 - b. Regular Meeting Minutes – January 19, 2021
 - c. January 2021 Claims
 - d. Tobacco Business License – Twin City Petroleum Properties, LLC
 - e. Taxicab Business License – Shane Peterson, Kanabec Cab
 - f. Tax Forfeit Land Sale
 - g. Park Board Appointment
 - h. Approve Hire of Firefighters
 - i. Gambling Permit – EC Riders Snowmobile Club
 - j. Gambling Permit – St Mary’s Church
5. **Open Forum** *(Individuals may address the council about any item not contained on the regular agenda. There is a maximum of fifteen (15) minutes set aside for open forum. A maximum of three (3) minutes is allotted per person. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.)*
6. **Special Business**
 - a. Public Property Use Request Amendment – 2021 Vasaloppet
 - b. Grain Bin Rescue Kit Donation Presentation
 - c. Proposed Dog Park Discussion
7. **Public Hearings**

None
8. **New Business**
 - a. Proposed Fox Run Park Project Proposal
 - b. Minor Subdivision – Czarnowski & Oelmann
 - c. Text Amendment – Water Disconnection Ordinance
 - d. Text Amendment – Floodplain Management Ordinance
 - e. Participation in Kanabec County Economic Development Authority
 - f. HRA Financial Management Plan Proposal
 - g. Airport Taxilane and Windcone Project Proposal
 - h. EDA Resignation and Vacancy
9. **Old Business**

None
10. **Communications**
 - a. 2020 MAFD Year End Report
 - b. MAFD Monthly Report – January 2021
 - c. 2020 North Country Bottle Shop Year End Report
 - d. EDA Meeting Minutes – February 2, 2021

- e. Planning Commission Meeting Minutes – February 8, 2021
- f. Airport Board Meeting Minutes – February 9, 2021
- g. 2020 Cogeneration Reporting
- h. 2020 KCSO Year End Report
- i. KCOS Monthly Report – January 2021

11. Reports

- a. City Administrator
- b. Councilmember Anderson
- c. Councilmember Broekemeier
- d. Councilmember Mathison
- e. Councilmember Shepard
- f. Mayor Skramstad

12. Adjournment

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the regular meeting of the Mora City Council at 6:30 PM on Tuesday, January 5, 2021 in the city hall council chambers.

2. **Oaths of Office:** Jody Anderson, Kyle Shepard, and Sadie Broekemeier took the oath of office for terms ending December 31, 2024
3. **Roll Call:** Present: Mayor Skramstad, Councilmembers Anderson, Broekemeier, Mathison, and Shepard
Absent: none
Staff Present: City Administrator Crawford, Fire Chief Brett Anderson, and Deputy City Clerk Yoder
4. **Adopt Agenda:** MOTION made by Mathison, seconded by Anderson, and unanimously carried to approve the agenda as presented.
5. **Consent Agenda:** MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the consent agenda as presented.
There were no consent agenda items.
6. **Open Forum:** No one spoke at open forum.
7. **Special Business:** There were no special business items to discuss.
8. **Public Hearings:** There were no public hearings.
9. **New Business**

- a. **2021 Boards and Commissions Appointments:** MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the following appointments as stated:

<u>Position</u>	<u>Term(Yrs)</u>	<u>Appointed</u>
Public Utilities Commission	three	Ryan Christianson
Housing & Redevelopment Authority -council seat	one	Jake Mathison
Economic Development Authority	six	Robert Jensen
Economic Development Authority-council seat	one	Jody Anderson
Planning Commission.....	three	Sara Treiber
Planning Commission-council seat	one	Jake Mathison
Airport Advisory Board	three	Nick Stafford
Airport Advisory Board-council seat.....	one	Jody Anderson
Park Board	three	Mickey Kringstad
Park Board	three	**OPEN SEAT TO BE FILLED
Park Board-council seat	one	Kyle Shepard
Mayor Pro-Tem.....	one	Jody Anderson
City Attorney(civil)	one	Joel Jamnik
		Campbell Knutson
City Attorney(prosecution)	one	Barbara McFadden
		Kanabec County
East Central Cable Commission-council seat.....	one	Sadie Broekemeier
.....		Jake Mathison (alt.)
Living Solutions Board	one	Greg Ardner
Steering Committee-council seat	one	Alan Skramstad
Steering Committee-PUC seat	one	Greg Ardner
Fire Relief Association.....	one	Alan Skramstad

Fire Relief Association.....	one	Lindy Crawford
Hearing Officer.....	one	Lindy Crawford
Data Practices Officer	one	Lindy Crawford
Mutual Aid Authority.....	one	Lindy Crawford
Assistant Weed inspector	one	Joe Kohlgraf
Official Newspaper	one	Kanabec County Times
Official Depositories	one	First Citizens
.....	one	National Bank
.....	one	Neighborhood
.....	one	National Bank
.....	one	Wells Fargo
.....	one	RBC Wealth
.....	one	4M Fund

The council discussed the vacant seat on the Park Board and directed staff to advertise for applicants with a deadline of applying before the February regular meeting in addition to mention of possible future discussions for Request for Proposals for a city attorney.

- b. 2022 Mora Area Fire Department Budget:** Chief Anderson presented the 2022 MAFD budget with a 4.9% increase over the 2021 budget.

The council discussed safety measures of installing surveillance/security cameras in the truck bay area of the fire hall. The council consensus was to direct Chief Anderson to obtain a quote for the installation of surveillance cameras in the fire hall truck bay area, return to the January 19 meeting with the information, and to add surveillance cameras to the 2022 budget.

- c. MnDOT Transportation Alternative Grant Application:** The council reviewed and discussed the MnDOT Transportation Alternative grant application for the Snake River bridge trail connection and pedestrian crossing project. MOTION made by Mathison, seconded by Shepard, and unanimously carried to adopt the following resolution:

RESOLUTION No. 2021-111

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA SUPPORTING THE PARTICIPATION IN THE MNDOT TRANSPORTATION ALTERNATIVES GRANT PROGRAM
(see attached)

MOTION made by Anderson, seconded by Shepard, and unanimously carried to adopt the following resolution:

RESOLUTION No. 2021-112

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
AGREEING TO MAINTAIN THE TRUNK HIGHWAY 65/23 PEDESTRIAN TRAIL
EXTENSION AND PEDESTRIAN CROSSING
(see attached)

10. Old Business: There were no old budget items to discuss.

11. Communications: There were no communications to review.

12. Reports

- a.** City Administrator: Crawford stated the new Councilmember orientation would be on Thursday with each department head meeting with Broekemeier and Shepard.
- b.** Councilmember Anderson: Anderson commended the street crews for the good job

plowing snow and stated concern about the cars parked at the mini mall affecting the efficiency of the street crew.

- c. Councilmember Broekemeier: Nothing new to report.
- d. Councilmember Mathison: Mathison welcomed the new councilmembers.
- e. Councilmember Shepard: Nothing new to report.
- f. Mayor Skramstad: Skramstad welcomed the new councilmembers and stated future council meetings would be held virtually until further notice. Skramstad discussed a letter received from the owner of Recovering Hope Treatment Center regarding property taxes and pointed out the county assessor's office set the property values, which the city has no control over, and the city portion of property taxes increased 6%; Skramstad, Crawford, and Anderson would be meeting with the owners of Recovering Hope to discuss concerns stated in the letter.

13. Adjournment: MOTION made by Mathison, seconded by Broekemeier, and unanimously carried to adjourn at 7:08 PM.

Mayor

Deputy City Clerk

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the regular meeting of the Mora City Council at 6:30 PM on Tuesday, January 19, 2021 via a public Web-Ex virtual meeting.

2. **Roll Call:** Present: Mayor Skramstad, Councilmembers Anderson, Broekemeier, Mathison, and Shepard
Absent: none
Staff Present: City Administrator Crawford, City Accountant King, Fire Chief Brett Anderson, and Deputy City Clerk Yoder
3. **Adopt Agenda:** MOTION made by Mathison, seconded by Anderson, voted on by roll call;
Aye: Skramstad, Anderson, Broekemeier, Mathison, and Shepard
Nay: none
motion unanimously carried to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Mathison, seconded by Shepard, voted on by roll call;
Aye: Skramstad, Anderson, Broekemeier, Mathison, and Shepard
Nay: none
motion unanimously carried to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – December 15, 2020
 - b. December 2020 Claims
 - c. Accept Restricted Donations – RESOLUTION No. 2021-121
 - d. Accept Letter of Resignation – Heavy Equipment Operator
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. **2021 Mora Aquatic Center (MAC) Season Schedules:** The council reviewed the proposed 2021 swimming schedule, swim lesson schedule, and program fee schedule. Staff recommended the following changes to the 2021 MAC season:
 - Increase MAC operating days from 67 to 70.
 - With a paid swim registration, each participant would receive ten (10) complimentary swim tickets instead of 20 as previously practiced.
 - Due to lack of patron attendance, decrease the number of Family Fun Nights from six to three.
 - To follow the COVID-19 guidelines set forth by the Centers for Disease Control & Prevention (CDC), the Governor of Minnesota, MN Department of Health, and Kanabec County Public Health.

The council discussed options for implementing the limited attendance recommendations and concerns for public health due to the pandemic while acknowledging the need for recruitment planning in the near future. The council consensus was to approve the schedules and re-evaluate opening the MAC in the spring when staff would be approaching preparations and to reserve the right to make adjustments for the best interest of pool patrons as the COVID-19 pandemic evolved.
MOTION made by Anderson, seconded by Shepard, voted on by roll call;
Aye: Anderson, Broekemeier, Mathison, Shepard, and Skramstad

Nay: none

motion unanimously carried to approve the 2021 MAC swimming schedule and swim lesson schedule as presented.

- b. Pay Equity Compliance Report:** The council was presented with data from the 2020 Pay Equity report and staff reported the City scored 192% in the Statistical Analysis Test where a minimum of 80% was needed for compliance and the Salary Range Test score was 100. MOTION made by Shepard, seconded by Mathison, voted on by roll call; Aye: Anderson, Broekemeier, Mathison, Shepard, and Skramstad

Nay: none

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

- c. Organizational Chart Update:** The council reviewed the updated staff organizational chart which included the addition of two new positions to be filled in 2021, an Administrative Services Director (ASD) and a Plant Line Supervisor. Other changes reflected in the chart included moving the Administrative Assistant/Deputy City Clerk directly under the new ASD, adding the electrical engineer in the consultant area and staff liaison notations via dashed lines for boards and commissions. MOTION made by Mathison, seconded by Anderson, voted on by roll call; Aye: Anderson, Broekemeier, Mathison, Shepard, and Skramstad
motion unanimously carried to approve the updated staff organizational chart as presented.

9. Old Business:

- a. 2022 MAFD Budget:** Fire Chief Anderson presented a bid for the installation of four surveillance cameras for the fire hall truck bay at approximately \$3,000, noting it would make the 2022 total budget increase 6%. MOTION made by Anderson, seconded by Mathison, voted on by roll call; Aye: Anderson, Broekemeier, Mathison, Shepard, and Skramstad
Nay: none
motion unanimously carried to adopt the 2022 MAFD budget and capital improvement plan as amended to include surveillance cameras, and directed staff to distribute the budget to contracted cities and townships no later than February 1, 2021.

10. Communications: There were no communications to review.

- 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: Shepard reported discussion of Music in the Park ideas.
- e. 2020 Boards and Commissions Review
- f. MAFD Monthly Report – December 2020
- g. KCSO Monthly Report – December 2020

11. Reports

- a. City Administrator: Crawford reported staff began the state bid ordering process for a vehicle for the street department that was approved in the capital improvement plan in December and the quotes received were at or under budget; Crawford had been working diligently with HRA management and operational items.
- b. Councilmember Anderson: Nothing new to report.

- c. Councilmember Broekemeier: Broekemeier reported positive anticipation for the coming LMC Elected Officials training.
- d. Councilmember Mathison: Mathison reported having his attention increasingly pulled to the HRA.
- e. Councilmember Shepard: Shepard reported enthusiasm for being on the council and reported accidentally starting the LMC Elected Officials training earlier than allowed but reported it turned out okay, and thanked Mathison for his work with the HRA.
- f. Mayor Skramstad: Skramstad reported the next meeting in February would be in person, which made attendance easier for councilmembers and the public and that social distancing would be maintained.

12. Adjournment: MOTION made by Shepard, seconded by Broekemeier, voted on by roll call;
Aye: Skramstad, Anderson, Broekemeier, Mathison, and Shepard
Nay: none
motion unanimously carried to adjourn at 7:02 PM.

Mayor

Deputy City Clerk

CITY OF MORA CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
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CHECK # 000603 FURTHER						
000603	FURTHER	GENERAL FUN		Select Account	FLEX CLAIM REIMBURSE	\$648.95
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000606	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Sewer	OCT UTILITIES	\$28.77
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Water	OCT UTILITIES	\$46.32
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Electricity	OCT UTILITIES	\$217.91
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Water	OCT UTILITIES	\$25.97
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Sewer	OCT UTILITIES	\$28.77
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Storm Water	OCT UTILITIES	\$11.23
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Electricity	OCT UTILITIES	\$269.04
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	STREETS	Electricity	OCT UTILITIES	\$123.21
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	STREET LIGH	Electricity	OCT UTILITIES	\$2,666.09
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Electricity	OCT UTILITIES	\$348.16
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Water	OCT UTILITIES	\$30.78
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Sewer	OCT UTILITIES	\$36.27
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Storm Water	OCT UTILITIES	\$20.69
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Electricity	OCT UTILITIES	\$66.90
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Water	OCT UTILITIES	\$0.81
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Storm Water	OCT UTILITIES	\$13.60
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Electricity	OCT UTILITIES	\$107.67
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Storm Water	OCT UTILITIES	\$32.52
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Sewer	OCT UTILITIES	\$117.54
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Storm Water	OCT UTILITIES	\$79.82
000606	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Water	OCT UTILITIES	\$91.02
000606	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Water	OCT UTILITIES	\$27.48
000606	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Sewer	OCT UTILITIES	\$28.77
000606	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Electricity	OCT UTILITIES	\$245.18
000606	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Water	OCT UTILITIES	\$0.81
000606	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Storm Water	OCT UTILITIES	\$15.96
000606	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Electricity	OCT UTILITIES	\$13.46
000606	MORA MUNICIPAL UTILIT	DOWNTOWN-F	CAPITAL PROJ	Capital Outlay	OCT UTILITIES	\$11.23
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CHECK # 000606 MORA MUNICIPAL UTILITIES						\$4,791.96

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM
Page 2

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000614	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY PAYROLL ACH	\$60.00
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000617	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$1,081.85
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CHECK # 000618 MSRS						
000618	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$480.00
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CHECK # 000619 MSRS						
000619	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$320.00
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000620	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL WITHHOLDING	\$2,237.40
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000621	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FED W/H	\$4,107.78
000621	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,693.12
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CHECK # 000623 MSRS						
000623	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$480.00
CHECK # 000623 MSRS						\$480.00

CITY OF MORA

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02/11/21 12:03 PM

Page 3

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000626	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$7,601.52
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000629	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	PAYROLL W/HOLDINGS -	\$128.54
000629	US TREASURY - IRS	GENERAL FUN		Medicare	PAYROLL W/HOLDINGS -	\$30.06
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CHECK # 055525 EDVISIONS OFF CAMPUS CHARTER						
055525	EDVISIONS OFF CAMPUS	GENERAL FUN		Deposits	LIBRARY KEY DEP REFUN	-\$50.00
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055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	KNUDSEN, RODNEY K	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	STULC, JEREMY A.	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	HEGGERNES, ROBERT M	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	BERGSTADT, GARY D	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	BUCKINGHAM, BRANDON	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	HULBERT, JASON J	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	MIELKE, ANDREW J.	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	GEIST, MARCO	\$33.99
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	FELGER, MATTHEW T	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	MATTSON, KENNETH O	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	HOLMES, JACOB L	\$57.00
055714	AFSCME	GENERAL FUN		Union Dues-AFSCM	WHITED, KIMBERLY A	\$45.83
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CITY OF MORA

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02/11/21 12:03 PM

Page 4

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
055716	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	CRAWFORD, LINDY	\$50.00
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055717	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	BUCKINGHAM, BRANDON	\$248.73
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 # 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	INTEREST	\$1.34
055745	CARDMEMBER SERVICE	GENERAL FUN		Accounts Payable	INT & LATE FEE REIMBU	-\$84.91
CHECK # 055745 CARDMEMBER SERVICE						-\$83.57
CHECK # 055746 MIDCO						
055746	MIDCO	GENERAL FUN		Accounts Payable	INTERNET-TELEWORK C	\$85.00
055746	MIDCO	GENERAL FUN		Accounts Payable	INTERNET, PHONE-GARA	\$117.37
CHECK # 055746 MIDCO						\$202.37
CHECK # 055748 DEARBORN LIFE INSURANCE CO						
055748	DEARBORN LIFE INSURAN	GENERAL FUN		Life Insurance	JAN 2021 LIFE INS PREM	\$332.40
CHECK # 055748 DEARBORN LIFE INSURANCE CO						\$332.40
CHECK # 055749 DELTA DENTAL						
055749	DELTA DENTAL	GENERAL FUN		Delta Dental	JAN 2021 DENTAL INS P	\$964.90
CHECK # 055749 DELTA DENTAL						\$964.90
CHECK # 055750 JOHNSON CONTROLS FIRE PROTECTN						
055750	JOHNSON CONTROLS FIR	GENERAL FUN	CITY HALL BU	Rentals	2021 ALARM & DETECTI	\$578.40
CHECK # 055750 JOHNSON CONTROLS FIRE PROTECTN						\$578.40
CHECK # 055751 KANABEC CO RECORDER						
055751	KANABEC CO RECORDER	SMALL CITIES	SCDP REHABI	Professional Servic	MORTGAGE PARTIAL REL	\$46.00
CHECK # 055751 KANABEC CO RECORDER						\$46.00
CHECK # 055752 LEAGUE OF MN CITIES INS TST WC						
055752	LEAGUE OF MN CITIES IN	GENERAL FUN		Prepaid Ins	2021 WORK COMP PREM	\$35,451.81
055752	LEAGUE OF MN CITIES IN	STORM WATER		Prepaid Ins	2021 WORK COMP PREM	\$1,510.62
055752	LEAGUE OF MN CITIES IN	FIRE FUND		Prepaid Ins	2021 WORK COMP PREM	\$19,791.49
055752	LEAGUE OF MN CITIES IN	CEMETERY FU		Prepaid Ins	2021 WORK COMP PREM	\$1,496.13
055752	LEAGUE OF MN CITIES IN	LIQUOR FUND		Prepaid Ins	2021 WORK COMP PREM	\$9,746.56
CHECK # 055752 LEAGUE OF MN CITIES INS TST WC						\$67,996.61
CHECK # 055754 MN STATE FIRE DEPT ASSN						
055754	MN STATE FIRE DEPT ASS	FIRE FUND	FIRE	Dues & Subscriptio	2021 MEMBERSHIP DUES	\$290.00

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM
Page 5

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
055754	MN STATE FIRE DEPT ASS	FIRE FUND	FIRE	Dues & Subscriptio	2021 MEMBERSHIP DUES	\$200.00
CHECK # 055754 MN STATE FIRE DEPT ASSN						\$490.00
CHECK # 055755 SENTRY SYSTEMS INC						
055755	SENTRY SYSTEMS INC	LIQUOR FUND	LIQUOR STOR	Rentals	SECURITY & FIRE ALARM	\$163.68
CHECK # 055755 SENTRY SYSTEMS INC						\$163.68
CHECK # 055756 US BANK						
055756	US BANK	STORM WATER		Bonds Payable	BOND PYMTS-SERIES 20	\$8,412.41
055756	US BANK	STORM WATER		Bonds Payable	BOND PYMTS-SERIES 20	\$15,000.00
055756	US BANK	STORM WATER		Bonds Payable	BOND PYMTS-SERIES 20	\$9,541.21
055756	US BANK	STORM WATER	STORM WATE	Interest Expense	BOND PYMTS-SERIES 20	\$793.79
055756	US BANK	STORM WATER	STORM WATE	Interest Expense	BOND PYMTS-SERIES 20	\$4,208.75
055756	US BANK	STORM WATER	STORM WATE	Interest Expense	BOND PYMTS-SERIES 20	\$3,049.66
055756	US BANK	SERIES 2011A	DEBT SERVIC	Bond Principal	BOND PYMTS-SERIES 20	\$75,000.00
055756	US BANK	SERIES 2011A	DEBT SERVIC	Interest Expense	BOND PYMTS-SERIES 20	\$2,480.00
055756	US BANK	SERIES 2015B	DEBT SERVIC	Interest Expense	BOND PYMTS-SERIES 20	\$14,425.00
055756	US BANK	SERIES 2015B	DEBT SERVIC	Bond Principal	BOND PYMTS-SERIES 20	\$45,000.00
055756	US BANK	SERIES 2015C	DEBT SERVIC	Interest Expense	BOND PYMTS-SERIES 20	\$10,363.43
055756	US BANK	SERIES 2015C	DEBT SERVIC	Bond Principal	BOND PYMTS-SERIES 20	\$98,587.59
055756	US BANK	SERIES 2017A	DEBT SERVIC	Bond Principal	BOND PYMTS-SERIES 20	\$45,458.79
055756	US BANK	SERIES 2017A	DEBT SERVIC	Interest Expense	BOND PYMTS-SERIES 20	\$15,637.84
CHECK # 055756 US BANK						\$347,958.47
CHECK # 055757 AXA EQUITABLE						
055757	AXA EQUITABLE	GENERAL FUN		The Equitable - Def	ERICKSON, KELLY A	\$60.00
CHECK # 055757 AXA EQUITABLE						\$60.00
CHECK # 055758 FURTHER						
055758	FURTHER	GENERAL FUN		VEBA Contribution	CRAWFORD, LINDY M.	\$100.00
055758	FURTHER	GENERAL FUN		VEBA Contribution	KNUDSEN, RODNEY K	\$100.00
055758	FURTHER	GENERAL FUN		VEBA Contribution	KING, SARA B	\$100.00
055758	FURTHER	GENERAL FUN		VEBA Contribution	STULC, JEREMY A.	\$100.00
055758	FURTHER	GENERAL FUN		VEBA Contribution	KRIE, JEFFREY R	\$100.00
055758	FURTHER	GENERAL FUN		VEBA Contribution	CHRISTENSON, CALEB A	\$100.00
055758	FURTHER	GENERAL FUN		VEBA Contribution	KIESER, DANIELLE L	\$100.00
055758	FURTHER	GENERAL FUN		VEBA Contribution	YODER, MANDI M	\$100.00
CHECK # 055758 FURTHER						\$800.00
CHECK # 055759 ICMA RETIREMENT TRUST - 457						
055759	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	YODER, MANDI M	\$50.00
055759	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	CRAWFORD, LINDY	\$50.00
CHECK # 055759 ICMA RETIREMENT TRUST - 457						\$100.00
CHECK # 055760 MN CHILD SUPPORT PAYMENT CENTR						
055760	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	HOLMES, JACOB L	\$127.36
055760	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	BUCKINGHAM, BRANDON	\$248.73
CHECK # 055760 MN CHILD SUPPORT PAYMENT CENTR						\$376.09
CHECK # 055761 MN ST TREASURER - PERA						
055761	MN ST TREASURER - PER	GENERAL FUN		PERA	Retirement Cont #63880	\$8,634.79
CHECK # 055761 MN ST TREASURER - PERA						\$8,634.79
CHECK # 055762 ABSOLUTE PORTABLE RESTROOMS						
055762	ABSOLUTE PORTABLE RES	GENERAL FUN		Accounts Payable	HANDICAP PORTABLE RE	\$800.00
055762	ABSOLUTE PORTABLE RES	GENERAL FUN		Accounts Payable	REG PORTABLE RESTRO	\$720.00

CITY OF MORA
CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 6

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055762	ABSOLUTE PORTABLE RESTROOMS					\$1,520.00
CHECK # 055763	ACE HARDWARE					
055763	ACE HARDWARE	GENERAL FUN		Accounts Payable	APARTMENT TOILET RPR	\$20.97
CHECK # 055763	ACE HARDWARE					\$20.97
CHECK # 055765	ALBIN ACQUISITION - TRUSTED EMPL					
055765	ALBIN ACQUISITION - TRUS	GENERAL FUN		Accounts Payable	RODENBORG BACKGROU	\$41.95
CHECK # 055765	ALBIN ACQUISITION - TRUSTED EMPL					\$41.95
CHECK # 055766	ALEX AIR APPARATUS INC					
055766	ALEX AIR APPARATUS INC	FIRE FUND		Accounts Payable	ANNL COMPRESSOR AIR	\$774.00
CHECK # 055766	ALEX AIR APPARATUS INC					\$774.00
CHECK # 055767	AMERICAN BOTTLING CO. INC					
055767	AMERICAN BOTTLING CO.	LIQUOR FUND		Accounts Payable	POP	\$260.80
CHECK # 055767	AMERICAN BOTTLING CO. INC					\$260.80
CHECK # 055768	ARAMARK					
055768	ARAMARK	GENERAL FUN		Accounts Payable	RUGS	\$53.89
055768	ARAMARK	GENERAL FUN		Accounts Payable	TOWELS	\$57.87
055768	ARAMARK	GENERAL FUN		Accounts Payable	RUGS & TOWELS	\$117.57
CHECK # 055768	ARAMARK					\$229.33
CHECK # 055769	ATCO INTERNATIONAL					
055769	ATCO INTERNATIONAL	GENERAL FUN		Accounts Payable	DEGREASER	\$677.87
CHECK # 055769	ATCO INTERNATIONAL					\$677.87
CHECK # 055770	AUTO VALUE MORA					
055770	AUTO VALUE MORA	GENERAL FUN		Accounts Payable	FILTERS	\$8.24
055770	AUTO VALUE MORA	GENERAL FUN		Accounts Payable	SAFETY STRAPS & FLASH	\$55.97
055770	AUTO VALUE MORA	GENERAL FUN		Accounts Payable	BRAKE PARTS CLEANER	\$41.88
055770	AUTO VALUE MORA	FIRE FUND		Accounts Payable	FILTER & EXHAUST FLUI	\$62.38
CHECK # 055770	AUTO VALUE MORA					\$168.47
CHECK # 055774	BOYER TRUCKS INC					
055774	BOYER TRUCKS INC	GENERAL FUN		Accounts Payable	#17 AIR SYSTEM PARTS	\$300.17
055774	BOYER TRUCKS INC	FIRE FUND		Accounts Payable	RETURNED BRAKE RPR P	\$179.43
CHECK # 055774	BOYER TRUCKS INC					\$120.74
CHECK # 055775	CASWELL CYCLE					
055775	CASWELL CYCLE	GENERAL FUN		Accounts Payable	CHAINSAW BLADE & CHA	\$39.90
CHECK # 055775	CASWELL CYCLE					\$39.90
CHECK # 055777	CRAWFORDS EQUIPMENT INC					
055777	CRAWFORDS EQUIPMENT	GENERAL FUN		Accounts Payable	BOBCAT BRUSHMOWER	\$340.60
CHECK # 055777	CRAWFORDS EQUIPMENT INC					\$340.60
CHECK # 055778	CRYSTAL SPRINGS ICE					
055778	CRYSTAL SPRINGS ICE	LIQUOR FUND		Accounts Payable	ICE	\$89.91
CHECK # 055778	CRYSTAL SPRINGS ICE					\$89.91
CHECK # 055780	EARL F ANDERSON					
055780	EARL F ANDERSON	GENERAL FUN		Accounts Payable	STOP SIGNS	\$466.11
055780	EARL F ANDERSON	GENERAL FUN		Accounts Payable	CONES & BARRICADES	\$1,412.55
055780	EARL F ANDERSON	GENERAL FUN		Accounts Payable	SIGNS - PRIVATE DR, EN	\$1,781.95

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 7

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
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	LIBRARY DOOR PARTS	\$5.99
055793	JOHNSONS HARDWARE &	GENERAL FUN		Accounts Payable	OIL & 2-CYCLE MIX	\$38.96
055793	JOHNSONS HARDWARE &	GENERAL FUN		Accounts Payable	WATER PROOF SUPPLIES	\$11.99
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 &	FIRE FUND		Accounts Payable	BATTERIES	\$144.89
055793	JOHNSONS HARDWARE &	FIRE FUND		Accounts Payable	CORDLESS TRIPOD LIGH	\$204.48
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	MORA LAKE AERATION	\$17.50
055795	KANABEC PUBLICATIONS,	GENERAL FUN		Accounts Payable	ADOPT FEE SCHEDULE	\$27.39
055795	KANABEC PUBLICATIONS,	GENERAL FUN		Accounts Payable	PUBLISH ORD-INTERIM T	\$17.59
055795	KANABEC PUBLICATIONS,	GENERAL FUN		Accounts Payable	CLAIM FORMS	\$85.00
055795	KANABEC PUBLICATIONS,	LIQUOR FUND		Accounts Payable	MISC LIQUOR ADS	\$424.25
CHECK # 055795	KANABEC PUBLICATIONS, INC					\$571.73
CHECK # 055797	KWIK TRIP - GAS PURCHASES					
055797	KWIK TRIP - GAS PURCHA	GENERAL FUN		Accounts Payable	FUEL	\$93.70
055797	KWIK TRIP - GAS PURCHA	GENERAL FUN		Accounts Payable	FUEL	\$21.09

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 8

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
055797	KWIK TRIP - GAS PURCHA	GENERAL FUN		Accounts Payable	FUEL	\$2,183.60
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	-\$274.65
055802	MILLER ARCHITECTS	LIQUOR FUND		Accounts Payable	PRODUCT DELIVERY	\$274.65
055802	MILLER ARCHITECTS	LIQUOR FUND		Accounts Payable	PRODUCT DELIVERY	-\$644.05
055802	MILLER ARCHITECTS	LIQUOR FUND		Accounts Payable	PRODUCT DELIVERY	\$31.60
055802	MILLER ARCHITECTS	LIQUOR FUND		Accounts Payable	PRODUCT DELIVERY	\$644.05
CHECK # 055802 MILLER ARCHITECTS						\$0.00
CHECK # 055803 MN ENERGY RESOURCES CORP						
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$379.64
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$184.77
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$994.59
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$296.09
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$297.29
055803	MN ENERGY RESOURCES	GENERAL FUN		Accounts Payable	NATURAL GAS - DEC	\$100.07
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	\$5.99
055807	OFFICE DEPOT	GENERAL FUN		Accounts Payable	OFFICE SUPPLIES	\$51.29
055807	OFFICE DEPOT	GENERAL FUN		Accounts Payable	OFFICE SUPPLIES	\$3.31
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	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	TORCH GAUGE	\$25.49
055810	OWENS AUTO PARTS	GENERAL FUN		Accounts Payable	REFLECTIVE TAPE, WIPE	\$206.70
055810	OWENS AUTO PARTS	FIRE FUND		Accounts Payable	#8 & #9 FILTERS, LEDS	\$112.04

02/11/21 12:03 PM
Page 9

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
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	\$86.23
055813	QUADIENT FINANCE USA,	GENERAL FUN		Accounts Payable	POSTAGE IN POSTAGE M	\$51.74
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	\$119.34
055814	QUALITY DISPOSAL	GENERAL FUN		Accounts Payable	GARBAGE	\$26.91
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	\$48.29
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	W-2 ENVELOPES	\$58.00
055817	RITEWAY BUSINESS FOR	GENERAL FUN		Accounts Payable	1099 FORMS	\$159.00
CHECK # 055817 RITEWAY BUSINESS FORMS						\$217.00
CHECK # 055820 SCOTTS LAWN & LANDSCAPES						
055820	SCOTTS LAWN & LANDSC	GENERAL FUN		Accounts Payable	FERTILIZER, WEED CONT	\$53.75
055820	SCOTTS LAWN & LANDSC	GENERAL FUN		Accounts Payable	FERTILIZER, WEED CONT	\$46.07
055820	SCOTTS LAWN & LANDSC	GENERAL FUN		Accounts Payable	FERTILIZER, WEED CONT	\$314.06
055820	SCOTTS LAWN & LANDSC	GENERAL FUN		Accounts Payable	FERTILIZER, WEED CONT	\$74.88
055820	SCOTTS LAWN & LANDSC	GENERAL FUN		Accounts Payable	FERTILIZER, WEED CONT	\$855.70
055820	SCOTTS LAWN & LANDSC	CEMETERY FU		Accounts Payable	FERTILIZER, WEED CONT	\$816.90
055820	SCOTTS LAWN & LANDSC	LIQUOR FUND		Accounts Payable	FERTILIZER, WEED CONT	\$367.50
055820	SCOTTS LAWN & LANDSC	LIQUOR FUND		Accounts Payable	OCT PLOW, SHOVEL, SAL	\$1,117.60
055820	SCOTTS LAWN & LANDSC	LIQUOR FUND		Accounts Payable	NOV PLOW, SHOVEL, SAL	\$1,417.40
055820	SCOTTS LAWN & LANDSC	LIQUOR FUND		Accounts Payable	DEC PLOW, SHOVEL, SAL	\$2,514.40
CHECK # 055820 SCOTTS LAWN & LANDSCAPES						\$7,578.26
CHECK # 055821 SEH						
055821	SEH	GENERAL FUN		Accounts Payable	2020 CRACK SEAL	\$2,370.00
055821	SEH	GENERAL FUN		Accounts Payable	MISC ENG-SHORELAND L	\$278.07
055821	SEH	GENERAL FUN		Accounts Payable	AIRPORT MASTER PLAN	\$7,428.00
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
CHECK # 055825 UPPER CASE PRINTING INK						

CITY OF MORA CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 10

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055825	UPPER CASE PRINTING INK	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	TOBACCO, JUICE, ETC	\$8,614.56
055828	WATSON CO., INC	LIQUOR FUND		Accounts Payable	ICE MELT	\$107.59
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
CHECK # 055830	BANYON DATA SYSTEMS, INC					
055830	BANYON DATA SYSTEMS, INC	GENERAL FUN	INFORMATIO	Professional Servic	2021 UB, PR, & FA SUPP	\$2,385.00
CHECK # 055830	BANYON DATA SYSTEMS, INC					\$2,385.00
CHECK # 055832	BELLBOY CORPORATION					
055832	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$150.00
055832	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$1,241.50
CHECK # 055832	BELLBOY CORPORATION					\$1,391.50
CHECK # 055833	BERNICK COMPANIES					
055833	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$4,927.65
055833	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$162.26
CHECK # 055833	BERNICK COMPANIES					\$5,089.91
CHECK # 055834	BREAKTHRU BEVERAGE					
055834	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$2,831.56
055834	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$616.00
055834	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$180.04
CHECK # 055834	BREAKTHRU BEVERAGE					\$3,627.60
CHECK # 055835	DAHLHEIMER DIST CO					
055835	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$6,401.40
055835	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$239.00
CHECK # 055835	DAHLHEIMER DIST CO					\$6,640.40
CHECK # 055837	EAST CENTRAL ENERGY					
055837	EAST CENTRAL ENERGY	GENERAL FUN	AIRPORT	Electricity	ELECTRICITY	\$335.84
055837	EAST CENTRAL ENERGY	LIQUOR FUND	LIQUOR STOR	Electricity	ELECTRICITY	\$1,669.04
CHECK # 055837	EAST CENTRAL ENERGY					\$2,004.88
CHECK # 055838	JOHNSON BROTHERS LIQUOR					
055838	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$7,231.65
055838	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,784.36
CHECK # 055838	JOHNSON BROTHERS LIQUOR					\$10,016.01
CHECK # 055839	KANABEC CO AUDITOR/TREASURER					
055839	KANABEC CO AUDITOR/T	GENERAL FUN	LEGAL	Legal Services	JAN PROSECUTION SERV	\$2,416.67
CHECK # 055839	KANABEC CO AUDITOR/TREASURER					\$2,416.67
CHECK # 055840	KANABEC CO SHERIFF					
055840	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	JAN LAW ENFORCEMENT	\$53,550.25

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 11

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055840	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Capital Outlay	MDT COMPUTER FOR CIT	\$3,779.00
						\$57,329.25
CHECK # 055841	KRONE, MEGAN					
	055841 KRONE, MEGAN	LIQUOR FUND	LIQUOR STOR	Professional Servic	INVENTORY COUNT	\$157.50
CHECK # 055841	KRONE, MEGAN					\$157.50
CHECK # 055842	MCDONALD DIST CO					
	055842 MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$335.35
	055842 MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$21,608.45
CHECK # 055842	MCDONALD DIST CO					\$21,943.80
CHECK # 055843	MN COMPUTER SYSTEMS, INC					
	055843 MN COMPUTER SYSTEMS,	GENERAL FUN	INFORMATIO	Repair/Maint - Bldg	COPIER CHARGE	\$201.44
	055843 MN COMPUTER SYSTEMS,	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	COPIER CHARGE	\$36.18
CHECK # 055843	MN COMPUTER SYSTEMS, INC					\$237.62
CHECK # 055845	MN PEIP					
	055845 MN PEIP	GENERAL FUN		Group Health Insur	FEB 2021 GROUP HEALT	\$28,847.46
CHECK # 055845	MN PEIP					\$28,847.46
CHECK # 055846	MOTOR VEHICLE REGISTRATION					
	055846 MOTOR VEHICLE REGIST	GENERAL FUN	PARKS	Miscellaneous	TOWR TRAILER REGISTR	\$23.25
CHECK # 055846	MOTOR VEHICLE REGISTRATION					\$23.25
CHECK # 055847	NELSON, PAIGE					
	055847 NELSON, PAIGE	LIQUOR FUND	LIQUOR STOR	Professional Servic	INVENTORY COUNT	\$157.50
CHECK # 055847	NELSON, PAIGE					\$157.50
CHECK # 055850	PHILLIPS WINE & SPIRITS					
	055850 PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,592.23
	055850 PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$50.19
	055850 PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,346.28
CHECK # 055850	PHILLIPS WINE & SPIRITS					\$6,988.70
CHECK # 055851	POTTER, MITCHELL JR					
	055851 POTTER, MITCHELL JR	LIQUOR FUND	LIQUOR STOR	Professional Servic	INVENTORY COUNT	\$63.75
CHECK # 055851	POTTER, MITCHELL JR					\$63.75
CHECK # 055852	SOUTHERN GLAZERS OF MN					
	055852 SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$164.00
	055852 SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,423.30
CHECK # 055852	SOUTHERN GLAZERS OF MN					\$4,587.30
CHECK # 055853	TR COMPUTER SALES, LLC					
	055853 TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	MONTHLY CLOUD & SER	\$636.50
CHECK # 055853	TR COMPUTER SALES, LLC					\$636.50
CHECK # 055854	VERIZON WIRELESS					
	055854 VERIZON WIRELESS	GENERAL FUN	ADMINISTRAT	Telephone	CELL PHONES, IPADS	\$7.77
	055854 VERIZON WIRELESS	GENERAL FUN	PLANNING &	Telephone	CELL PHONES, IPADS	\$10.87
	055854 VERIZON WIRELESS	GENERAL FUN	CITY HALL BU	Telephone	CELL PHONES, IPADS	\$1.55
	055854 VERIZON WIRELESS	GENERAL FUN	BUILDING	Telephone	CELL PHONES, IPADS	\$17.08
	055854 VERIZON WIRELESS	GENERAL FUN	STREETS	Telephone	CELL PHONES, IPADS	\$36.12
	055854 VERIZON WIRELESS	GENERAL FUN	AQUATIC CEN	Telephone	CELL PHONES, IPADS	\$10.87
	055854 VERIZON WIRELESS	GENERAL FUN	PARKS	Telephone	CELL PHONES, IPADS	\$14.57

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM
Page 12

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
055854	VERIZON WIRELESS	GENERAL FUN	AIRPORT	Telephone	CELL PHONES, IPADS	\$3.12
055854	VERIZON WIRELESS	STORM WATER	STORM WATE	Telephone	CELL PHONES, IPADS	\$7.54
055854	VERIZON WIRELESS	CEMETERY FU	CEMETERY	Telephone	CELL PHONES, IPADS	\$3.12
CHECK # 055854 VERIZON WIRELESS						\$112.61
CHECK # 055855 WHITED, WAYNE						
055855	WHITED, WAYNE	LIQUOR FUND	LIQUOR STOR	Professional Servic	INVENTORY COUNT	\$157.50
CHECK # 055855 WHITED, WAYNE						\$157.50
CHECK # 055856 WINE MERCHANTS						
055856	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$968.90
CHECK # 055856 WINE MERCHANTS						\$968.90
CHECK # 055857 AMAZON CAPITAL SERVICES						
055857	AMAZON CAPITAL SERVIC	GENERAL FUN	FINANCE	Office Supplies	ADMIN SERV DIRECTOR	\$57.10
055857	AMAZON CAPITAL SERVIC	GENERAL FUN	FINANCE	Small Tools & Equi	ADMIN SERV DIRECTOR	\$70.00
055857	AMAZON CAPITAL SERVIC	GENERAL FUN	INFORMATIO	Small Tools & Equi	ADMIN SERV DIRECTOR	\$848.89
CHECK # 055857 AMAZON CAPITAL SERVICES						\$975.99
CHECK # 055859 DE LAGE LANDEN FINANCIAL SERV						
055859	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$314.59
055859	DE LAGE LANDEN FINANC	LIQUOR FUND	LIQUOR STOR	Rentals	COPIER LEASE	\$10.00
CHECK # 055859 DE LAGE LANDEN FINANCIAL SERV						\$324.59
CHECK # 055861 GOVT FINANCE OFFICERS ASSN						
055861	GOVT FINANCE OFFICERS	GENERAL FUN	FINANCE	Dues & Subscriptio	2021 DUES - S KING	\$160.00
CHECK # 055861 GOVT FINANCE OFFICERS ASSN						\$160.00
CHECK # 055862 HIBU						
055862	HIBU	LIQUOR FUND	LIQUOR STOR	Advertising	JAN WEBSITE	\$159.99
CHECK # 055862 HIBU						\$159.99
CHECK # 055864 KRIE, JEFFREY						
055864	KRIE, JEFFREY	GENERAL FUN	CITY HALL BU	Meetings, Training,	MILEAGE TO PICK UP OF	\$51.20
CHECK # 055864 KRIE, JEFFREY						\$51.20
CHECK # 055865 MIDCO						
055865	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE/INTERNET	\$583.59
055865	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.00
055865	MIDCO	LIQUOR FUND	LIQUOR STOR	Telephone	PHONE/INTERNET	\$389.56
CHECK # 055865 MIDCO						\$1,048.15
CHECK # 055868 SHRED-N-GO, INC						
055868	SHRED-N-GO, INC	GENERAL FUN	ADMINISTRAT	Professional Servic	SHREDDING	\$73.29
CHECK # 055868 SHRED-N-GO, INC						\$73.29
CHECK # 055869 WELIA HEALTH						
055869	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	RANDOM DRUG TESTING	\$162.00
CHECK # 055869 WELIA HEALTH						\$162.00
CHECK # 055870 ASTECH CORP						
055870	ASTECH CORP	GENERAL FUN		Accounts Payable	2020 AIRPORT CRACK SE	\$43,994.50
CHECK # 055870 ASTECH CORP						\$43,994.50
CHECK # 055871 CAMPBELL KNUTSON, P.A.						
055871	CAMPBELL KNUTSON, P.A.	GENERAL FUN		Accounts Payable	MISC LEGAL SERVICES-O	\$571.18

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 13

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055871	CAMPBELL KNUTSON, P.A.					\$571.18
CHECK # 055872	KANABEC CO HIGHWAY DEPT					
055872	KANABEC CO HIGHWAY D	GENERAL FUN		Accounts Payable	50.88 TON SALT	\$3,476.63
CHECK # 055872	KANABEC CO HIGHWAY DEPT					\$3,476.63
CHECK # 055873	TRUEMAN WELTERS INC					
055873	TRUEMAN WELTERS INC	GENERAL FUN		Accounts Payable	AIRPORT TRACTOR BRO	\$1,536.00
CHECK # 055873	TRUEMAN WELTERS INC					\$1,536.00
CHECK # 055874	MILLER TRUCKING INC					
055874	MILLER TRUCKING INC	LIQUOR FUND		Accounts Payable	PRODUCT DELIVERY	\$274.65
055874	MILLER TRUCKING INC	LIQUOR FUND		Accounts Payable	PRODUCT DELIVERY	\$31.60
055874	MILLER TRUCKING INC	LIQUOR FUND		Accounts Payable	PRODUCT DELIVERY	\$644.05
CHECK # 055874	MILLER TRUCKING INC					\$950.30
CHECK # 055875	AFSCME					
055875	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$681.84
CHECK # 055875	AFSCME					\$681.84
CHECK # 055876	AXA EQUITABLE					
055876	AXA EQUITABLE	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$60.00
CHECK # 055876	AXA EQUITABLE					\$60.00
CHECK # 055877	ICMA RETIREMENT TRUST - 457					
055877	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA	\$50.00
055877	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$50.00
CHECK # 055877	ICMA RETIREMENT TRUST - 457					\$100.00
CHECK # 055878	MN CHILD SUPPORT PAYMENT CENTR					
055878	MN CHILD SUPPORT PAY	GENERAL FUN		Child Support Pay	CHILD SUPPORT	\$376.09
CHECK # 055878	MN CHILD SUPPORT PAYMENT CENTR					\$376.09
CHECK # 055879	MN ST TREASURER - PERA					
055879	MN ST TREASURER - PER	GENERAL FUN		PERA	Retirement Cont #63880	\$8,516.89
CHECK # 055879	MN ST TREASURER - PERA					\$8,516.89
CHECK # 055880	NCPERS GROUP LIFE INS					
055880	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	NCPERS - LIFE	\$240.00
CHECK # 055880	NCPERS GROUP LIFE INS					\$240.00
CHECK # 055881	BELLBOY CORPORATION					
055881	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	CUPS, CHERRIES, CLAMA	\$281.55
055881	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$570.00
055881	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,131.65
CHECK # 055881	BELLBOY CORPORATION					\$4,983.20
CHECK # 055882	BERNICK COMPANIES					
055882	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$8,889.40
055882	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$346.39
CHECK # 055882	BERNICK COMPANIES					\$9,235.79
CHECK # 055883	BREAKTHRU BEVERAGE					
055883	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$212.05
055883	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$278.40
055883	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$535.34
055883	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$8,856.72

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 14

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055883	BREAKTHRU BEVERAGE					\$9,882.51
CHECK # 055884	C & L DISTRIBUTING					
055884	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	OJ & BM MIX	\$198.99
055884	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$527.95
CHECK # 055884	C & L DISTRIBUTING					\$726.94
CHECK # 055885	CITY OF MORA					
055885	CITY OF MORA	GENERAL FUN	STREETS	Uniforms	BUCKINGHAM CLOTHING	\$87.51
055885	CITY OF MORA	GENERAL FUN	PARKS	Uniforms	BUCKINGHAM CLOTHING	\$43.76
055885	CITY OF MORA	GENERAL FUN	AIRPORT	Uniforms	BUCKINGHAM CLOTHING	\$10.50
055885	CITY OF MORA	STORM WATER	STORM WATE	Uniforms	BUCKINGHAM CLOTHING	\$22.75
055885	CITY OF MORA	CEMETERY FU	CEMETERY	Uniforms	BUCKINGHAM CLOTHING	\$10.50
CHECK # 055885	CITY OF MORA					\$175.02
CHECK # 055886	DAHLHEIMER DIST CO					
055886	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$16,618.60
055886	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$329.95
CHECK # 055886	DAHLHEIMER DIST CO					\$16,948.55
CHECK # 055887	DEARBORN LIFE INSURANCE CO					
055887	DEARBORN LIFE INSURAN	GENERAL FUN		Life Insurance	FEB PREMIUM	\$346.25
CHECK # 055887	DEARBORN LIFE INSURANCE CO					\$346.25
CHECK # 055888	DELTA DENTAL					
055888	DELTA DENTAL	GENERAL FUN		Delta Dental	FEB PREMIUM	\$964.90
CHECK # 055888	DELTA DENTAL					\$964.90
CHECK # 055891	JOHNSON BROTHERS LIQUOR					
055891	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$131.02
055891	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$10,696.61
055891	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$5,361.66
CHECK # 055891	JOHNSON BROTHERS LIQUOR					\$16,189.29
CHECK # 055893	MCDONALD DIST CO					
055893	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$24,058.20
055893	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$598.50
055893	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$168.25
CHECK # 055893	MCDONALD DIST CO					\$24,824.95
CHECK # 055894	MIELKE, ANDREW					
055894	MIELKE, ANDREW	GENERAL FUN	STREETS	Uniforms	BOOTS, PANTS, SWEATS	\$187.47
055894	MIELKE, ANDREW	GENERAL FUN	PARKS	Uniforms	BOOTS, PANTS, SWEATS	\$93.74
055894	MIELKE, ANDREW	GENERAL FUN	AIRPORT	Uniforms	BOOTS, PANTS, SWEATS	\$22.50
055894	MIELKE, ANDREW	STORM WATER	STORM WATE	Uniforms	BOOTS, PANTS, SWEATS	\$48.74
055894	MIELKE, ANDREW	CEMETERY FU	CEMETERY	Uniforms	BOOTS, PANTS, SWEATS	\$22.50
CHECK # 055894	MIELKE, ANDREW					\$374.95
CHECK # 055895	PAUSTIS WINE COMPANY					
055895	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,265.67
CHECK # 055895	PAUSTIS WINE COMPANY					\$3,265.67
CHECK # 055896	PHILLIPS WINE & SPIRITS					
055896	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$12,609.86
055896	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$483.19
055896	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,532.98

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 15

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055896	PHILLIPS WINE & SPIRITS					\$14,626.03
CHECK # 055898	RJM DISTRIBUTING INC					
055898	RJM DISTRIBUTING INC	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$50.00
055898	RJM DISTRIBUTING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$110.25
CHECK # 055898	RJM DISTRIBUTING INC					\$160.25
CHECK # 055899	SOUTHERN GLAZERS OF MN					
055899	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$8,880.18
055899	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,090.75
CHECK # 055899	SOUTHERN GLAZERS OF MN					\$9,970.93
CHECK # 055900	ST CLOUD STAMP & SIGN					
055900	ST CLOUD STAMP & SIGN	GENERAL FUN	MAYOR & CO	Other Operating Su	NAME PLATES-BROEKEM	\$26.43
055900	ST CLOUD STAMP & SIGN	GENERAL FUN	PLANNING &	Other Operating Su	NAME PLATE-CARMEN FI	\$13.22
CHECK # 055900	ST CLOUD STAMP & SIGN					\$39.65
CHECK # 055902	WINE MERCHANTS					
055902	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$278.76
CHECK # 055902	WINE MERCHANTS					\$278.76
CHECK # 055903	ZEMPEL, CAROL					
055903	ZEMPEL, CAROL	GENERAL FUN		Deposits	REISSUE CK55525 LIBR	\$50.00
055903	ZEMPEL, CAROL	GENERAL FUN	LIBRARY BUIL	Rent	REISSUE CK55525 LIBR	\$20.00
CHECK # 055903	ZEMPEL, CAROL					\$70.00
CHECK # 055905	HOMETOWN PLANNING LLC					
055905	HOMETOWN PLANNING L	GENERAL FUN		Accounts Payable	CONSULTING FEE FOR C	\$12,250.00
CHECK # 055905	HOMETOWN PLANNING LLC					\$12,250.00
CHECK # 055906	BELLBOY CORPORATION					
055906	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$406.00
055906	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$1,707.00
055906	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	BM SALT	\$33.00
CHECK # 055906	BELLBOY CORPORATION					\$2,146.00
CHECK # 055907	BERNICK COMPANIES					
055907	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$4,916.15
055907	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$203.23
CHECK # 055907	BERNICK COMPANIES					\$5,119.38
CHECK # 055908	BREAKTHRU BEVERAGE					
055908	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$2,464.66
CHECK # 055908	BREAKTHRU BEVERAGE					\$2,464.66
CHECK # 055909	CARDMEMBER SERVICE					
055909	CARDMEMBER SERVICE	GENERAL FUN		Surcharge - Buildin	4TH QTR	\$516.67
055909	CARDMEMBER SERVICE	GENERAL FUN	ADMINISTRAT	Postage	MNDOT GRANT 2 DAY P	\$27.95
055909	CARDMEMBER SERVICE	GENERAL FUN	HUMAN RESO	Recognition/Wellne	KNUDSEN RETIREMENT	\$14.00
055909	CARDMEMBER SERVICE	GENERAL FUN	BUILDING	Meetings, Training,	CHRISTENSON CONTINU	\$300.00
055909	CARDMEMBER SERVICE	CEMETERY FU	CEMETERY	Repair/Maint - Bldg	CHARCOAL-COBORNS	\$553.55
CHECK # 055909	CARDMEMBER SERVICE					\$1,412.17
CHECK # 055910	DAHLHEIMER DIST CO					
055910	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$174.80
055910	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$10,965.00

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 16

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055910	DAHLHEIMER DIST CO					\$11,139.80
CHECK # 055911	GOV OFFICE LLC					
055911	GOV OFFICE LLC	GENERAL FUN	INFORMATIO	Professional Servic	2021 WEBSITE HOSTING	\$840.00
CHECK # 055911	GOV OFFICE LLC					\$840.00
CHECK # 055913	JOHNSON BROTHERS LIQUOR					
055913	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,551.08
055913	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,727.84
CHECK # 055913	JOHNSON BROTHERS LIQUOR					\$6,278.92
CHECK # 055914	MCDONALD DIST CO					
055914	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$23,615.82
055914	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$47.30
CHECK # 055914	MCDONALD DIST CO					\$23,663.12
CHECK # 055915	MIDCO					
055915	MIDCO	GENERAL FUN	INFORMATIO	Telephone	INTERNET	\$85.00
055915	MIDCO	GENERAL FUN	STREETS	Telephone	INTERNET & PHONE	\$118.05
CHECK # 055915	MIDCO					\$203.05
CHECK # 055918	PAUSTIS WINE COMPANY					
055918	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$891.20
CHECK # 055918	PAUSTIS WINE COMPANY					\$891.20
CHECK # 055919	PHILLIPS WINE & SPIRITS					
055919	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$751.79
055919	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$8,135.58
CHECK # 055919	PHILLIPS WINE & SPIRITS					\$8,887.37
CHECK # 055920	SOUTHERN GLAZERS OF MN					
055920	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$1,560.75
055920	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$418.00
CHECK # 055920	SOUTHERN GLAZERS OF MN					\$1,978.75
CHECK # 055921	SURPLUS SERVICES					
055921	SURPLUS SERVICES	GENERAL FUN	ADMINISTRAT	Small Tools & Equi	CHAIRS & FILE CABINET	\$74.00
055921	SURPLUS SERVICES	GENERAL FUN	FINANCE	Small Tools & Equi	CHAIRS - ADMIN SERVIC	\$12.00
055921	SURPLUS SERVICES	GENERAL FUN	FINANCE	Small Tools & Equi	CHAIRS - SARA/KELLY	\$48.00
055921	SURPLUS SERVICES	GENERAL FUN	PLANNING &	Small Tools & Equi	CHAIRS - BETH	\$24.00
055921	SURPLUS SERVICES	GENERAL FUN	CITY HALL BU	Small Tools & Equi	CHAIRS - BACK ROOM &	\$48.00
055921	SURPLUS SERVICES	GENERAL FUN	CITY HALL BU	Small Tools & Equi	CHAIRS - JEFF	\$2.40
055921	SURPLUS SERVICES	GENERAL FUN	BUILDING	Small Tools & Equi	CHAIR - CALEB	\$12.00
055921	SURPLUS SERVICES	GENERAL FUN	STREETS	Small Tools & Equi	CHAIRS - JEFF	\$2.40
055921	SURPLUS SERVICES	GENERAL FUN	AQUATIC CEN	Small Tools & Equi	CHAIRS - JEFF	\$16.80
055921	SURPLUS SERVICES	GENERAL FUN	PARKS	Small Tools & Equi	CHAIRS - JEFF	\$2.40
CHECK # 055921	SURPLUS SERVICES					\$242.00
CHECK # 055922	VINOCOPIA, INC					
055922	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$528.50
CHECK # 055922	VINOCOPIA, INC					\$528.50
CHECK # 055924	KANABEC CO ATTORNEY					
055924	KANABEC CO ATTORNEY	GENERAL FUN	LEGAL	Legal Services	JAN - MAR 2021 PROSEC	\$7,250.00
CHECK # 055924	KANABEC CO ATTORNEY					\$7,250.00

CITY OF MORA
CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 17

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055925	MN DEPT OF HEALTH					
055925	MN DEPT OF HEALTH	GENERAL FUN	AQUATIC CEN	Dues & Subscriptio	2021 FOOD & BEV LICEN	\$1,005.00
CHECK # 055925	MN DEPT OF HEALTH					\$1,005.00
CHECK # 055928	TR COMPUTER SALES, LLC					
055928	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	MONTHLY CLOUD & SER	\$596.50
CHECK # 055928	TR COMPUTER SALES, LLC					\$596.50
CHECK # 055930	SEH					
055930	SEH	GENERAL FUN		Accounts Payable	MISC-COMP PLAN, HS TR	\$2,426.20
CHECK # 055930	SEH					\$2,426.20
CHECK # 055941	ACE HARDWARE					
055941	ACE HARDWARE	GENERAL FUN	STREETS	Repair/Maint - Bldg	LOCATE PAINT, BOLT TI	\$21.17
055941	ACE HARDWARE	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	MOP HANDLE	\$17.99
CHECK # 055941	ACE HARDWARE					\$39.16
CHECK # 055942	AMERICAN BOTTLING CO. INC					
055942	AMERICAN BOTTLING CO.	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$172.50
CHECK # 055942	AMERICAN BOTTLING CO. INC					\$172.50
CHECK # 055943	AMERICAN DOOR WORKS					
055943	AMERICAN DOOR WORKS	GENERAL FUN	GARAGE	Repair/Maint - Bldg	OH DOOR REPAIR	\$524.48
CHECK # 055943	AMERICAN DOOR WORKS					\$524.48
CHECK # 055944	ARAMARK					
055944	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	RUGS	\$53.89
055944	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	RUGS & TOWELS	\$71.45
055944	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	TOWELS	\$57.87
CHECK # 055944	ARAMARK					\$183.21
CHECK # 055946	BEAUDRY PROPANE					
055946	BEAUDRY PROPANE	GENERAL FUN	AIRPORT	Motor Fuels	DYED DIESEL FUEL	\$753.13
CHECK # 055946	BEAUDRY PROPANE					\$753.13
CHECK # 055949	CRYSTAL SPRINGS ICE					
055949	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$533.79
CHECK # 055949	CRYSTAL SPRINGS ICE					\$533.79
CHECK # 055951	ECM PUBLISHERS, INC					
055951	ECM PUBLISHERS, INC	GENERAL FUN	HUMAN RESO	Advertising	HEAVY EQUIP OPERATOR	\$368.00
055951	ECM PUBLISHERS, INC	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$286.50
CHECK # 055951	ECM PUBLISHERS, INC					\$654.50
CHECK # 055952	EMERGENCY AUTOMOTIVE TECH INC					
055952	EMERGENCY AUTOMOTIV	GENERAL FUN	STREETS	Repair/Maint - Bldg	PLOW LIGHTS	\$82.60
055952	EMERGENCY AUTOMOTIV	GENERAL FUN	PARKS	Repair/Maint - Bldg	MOWER BEACON	\$135.81
CHECK # 055952	EMERGENCY AUTOMOTIVE TECH INC					\$218.41
CHECK # 055953	ENGINEERING UNLIMITED, INC					
055953	ENGINEERING UNLIMITE	GENERAL FUN	STREETS	Other Operating Su	REPLACEMENT PADLOCK	\$161.13
CHECK # 055953	ENGINEERING UNLIMITED, INC					\$161.13
CHECK # 055954	FIRE SAFETY USA, INC					
055954	FIRE SAFETY USA, INC	FIRE FUND	FIRE	Repair/Maint - Bldg	FREIGHLINER REPAIR	\$2,099.99
CHECK # 055954	FIRE SAFETY USA, INC					\$2,099.99

Page 18

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055956 GOPHER STATE ONE-CALL INC						
055956	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	JAN LOCATES	\$10.12
055956	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	2021 ANN'L FACILITY OP	\$12.50
CHECK # 055956 GOPHER STATE ONE-CALL INC						\$22.62
CHECK # 055959 JOHNSONS HARDWARE & RENTAL						
055959	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Lubricants & Additi	DIESEL FUEL SUPPL	\$8.99
055959	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	PLOW HITCH PIN	\$10.98
055959	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Other Operating Su	AIR FRESHENERS	\$8.98
055959	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Repair/Maint - Bldg	TORCH PARTS	\$6.48
055959	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Repair/Maint - Bldg	SNOWBLOWER PARTS	\$21.00
055959	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Repair/Maint - Bldg	FLAG POLE & PULLEY	\$21.46
055959	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Small Tools & Equi	CORDLESS TRIPOD LIGH	\$199.99
055959	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Other Operating Su	BATTERIES	\$77.94
CHECK # 055959 JOHNSONS HARDWARE & RENTAL						\$355.82
CHECK # 055960 KANABEC PUBLICATIONS, INC						
055960	KANABEC PUBLICATIONS,	GENERAL FUN	MAYOR & CO	Advertising	2021 SUMMARY BUDGET	\$109.55
055960	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	FIREFIGHTER JOB ADS	\$260.40
055960	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	HEAVY EQ OPERATOR JO	\$260.40
055960	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Advertising	PUBLIC HRNG-TEXT AMN	\$130.73
055960	KANABEC PUBLICATIONS,	GENERAL FUN	PARKS	Advertising	LAKE MORA AERATION	\$17.50
055960	KANABEC PUBLICATIONS,	LIQUOR FUND	LIQUOR STOR	Advertising	MISC ADS	\$265.00
CHECK # 055960 KANABEC PUBLICATIONS, INC						\$1,043.58
CHECK # 055961 KWIK TRIP - GAS PURCHASES						
055961	KWIK TRIP - GAS PURCHA	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$2,072.98
055961	KWIK TRIP - GAS PURCHA	GENERAL FUN	PARKS	Motor Fuels	FUEL	\$130.08
055961	KWIK TRIP - GAS PURCHA	GENERAL FUN	AIRPORT	Motor Fuels	FUEL	\$143.99
055961	KWIK TRIP - GAS PURCHA	FIRE FUND	FIRE	Motor Fuels	FUEL	\$125.15
CHECK # 055961 KWIK TRIP - GAS PURCHASES						\$2,472.20
CHECK # 055963 MIDSTATES EQUIPMENT & SUPPLY						
055963	MIDSTATES EQUIPMENT	GENERAL FUN	STREETS	Street Maint - Labo	CRACKFILLER	\$6,644.69
055963	MIDSTATES EQUIPMENT	GENERAL FUN	AIRPORT	Street Maint - Labo	CRACKFILLER	\$6,644.68
CHECK # 055963 MIDSTATES EQUIPMENT & SUPPLY						\$13,289.37
CHECK # 055964 MILLER TRUCKING INC						
055964	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	PRODUCT DELIVERY	\$42.07
055964	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	PRODUCT DELIVERY	\$22.20
055964	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	PRODUCT DELIVERY	\$535.03
055964	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	PRODUCT DELIVERY	\$213.35
CHECK # 055964 MILLER TRUCKING INC						\$812.65
CHECK # 055965 MN ENERGY RESOURCES CORP						
055965	MN ENERGY RESOURCES	GENERAL FUN	CITY HALL BU	Natural Gas - Heat	NATURAL GAS	\$321.39
055965	MN ENERGY RESOURCES	GENERAL FUN	LIBRARY BUIL	Natural Gas - Heat	NATURAL GAS	\$281.35
055965	MN ENERGY RESOURCES	GENERAL FUN	GARAGE	Natural Gas - Heat	NATURAL GAS	\$873.32
055965	MN ENERGY RESOURCES	GENERAL FUN	AQUATIC CEN	Natural Gas - Heat	NATURAL GAS	\$178.50
055965	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS	\$265.72
055965	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS	\$91.45
055965	MN ENERGY RESOURCES	FIRE FUND	FIRE	Natural Gas - Heat	NATURAL GAS	\$529.56
CHECK # 055965 MN ENERGY RESOURCES CORP						\$2,541.29
CHECK # 055966 MUNICIPAL EMERGENCY SERVICES						

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 19

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
055966	MUNICIPAL EMERGENCY	FIRE FUND	FIRE	Repair/Maint - Bldg	SCBA REPAIR	\$160.00
CHECK # 055966 MUNICIPAL EMERGENCY SERVICES						\$160.00
CHECK # 055967 OFFICE DEPOT						
055967	OFFICE DEPOT	GENERAL FUN	MAYOR & CO	Other Operating Su	TP	\$9.65
055967	OFFICE DEPOT	GENERAL FUN	MAYOR & CO	Office Supplies	OFFICE SUPPLIES	\$18.10
055967	OFFICE DEPOT	GENERAL FUN	ADMINISTRAT	Other Operating Su	TP, YODER CHAIRMAT,	\$130.12
055967	OFFICE DEPOT	GENERAL FUN	ADMINISTRAT	Office Supplies	OFFICE SUPPLIES	\$15.39
055967	OFFICE DEPOT	GENERAL FUN	FINANCE	Other Operating Su	TP	\$9.65
055967	OFFICE DEPOT	GENERAL FUN	FINANCE	Office Supplies	OFFICE SUPPLIES	\$25.12
055967	OFFICE DEPOT	GENERAL FUN	HUMAN RESO	Office Supplies	OFFICE SUPPLIES	\$22.98
055967	OFFICE DEPOT	GENERAL FUN	CITY HALL BU	Other Operating Su	PLASTIC WRAP, TINFOIL,	\$29.64
055967	OFFICE DEPOT	CEMETERY FU	CEMETERY	Office Supplies	OFFICE SUPPLIES	\$28.29
CHECK # 055967 OFFICE DEPOT						\$288.94
CHECK # 055969 OWENS AUTO PARTS						
055969	OWENS AUTO PARTS	GENERAL FUN	STREETS	Lubricants & Additi	SEAFOAM	\$7.99
055969	OWENS AUTO PARTS	GENERAL FUN	STREETS	Repair/Maint - Bldg	WIPER, FILTERS	\$71.41
055969	OWENS AUTO PARTS	GENERAL FUN	STREETS	Repair/Maint - Bldg	PLOW RPR PARTS	\$115.75
055969	OWENS AUTO PARTS	GENERAL FUN	STREETS	Repair/Maint - Bldg	SKIDSTEER FILTER & AIR	\$75.67
055969	OWENS AUTO PARTS	GENERAL FUN	STREETS	Repair/Maint - Bldg	GRADER BATTERY	\$282.16
CHECK # 055969 OWENS AUTO PARTS						\$552.98
CHECK # 055971 Q MEDIA PROPERTIES LLC						
055971	Q MEDIA PROPERTIES LL	GENERAL FUN	HUMAN RESO	Advertising	HEAVY EQUIP OPERATOR	\$252.00
CHECK # 055971 Q MEDIA PROPERTIES LLC						\$252.00
CHECK # 055972 QUALITY DISPOSAL						
055972	QUALITY DISPOSAL	GENERAL FUN	CITY HALL BU	Garbage Removal	GARBAGE	\$48.29
055972	QUALITY DISPOSAL	GENERAL FUN	LIBRARY BUIL	Garbage Removal	GARBAGE	\$26.91
055972	QUALITY DISPOSAL	GENERAL FUN	STREETS	Garbage Removal	GARBAGE	\$80.73
055972	QUALITY DISPOSAL	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE	\$182.00
055972	QUALITY DISPOSAL	LIQUOR FUND	LIQUOR STOR	Garbage Removal	GARBAGE	\$184.86
CHECK # 055972 QUALITY DISPOSAL						\$522.79
CHECK # 055973 RED BULL DISTRIBUTION COMPANY						
055973	RED BULL DISTRIBUTION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ENERGY DRINK	\$389.00
CHECK # 055973 RED BULL DISTRIBUTION COMPANY						\$389.00
CHECK # 055978 SPECTRUM SUPPLY						
055978	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Other Operating Su	GBG CAN LINERS, TP, TH	\$120.05
055978	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$243.41
CHECK # 055978 SPECTRUM SUPPLY						\$363.46
CHECK # 055979 STANS EQUIPMENT CENTER						
055979	STANS EQUIPMENT CENT	GENERAL FUN	STREETS	Repair/Maint - Bldg	PLOW PARTS	\$3,129.96
CHECK # 055979 STANS EQUIPMENT CENTER						\$3,129.96
CHECK # 055981 TOTAL REGISTER SYSTEMS INC						
055981	TOTAL REGISTER SYSTEM	LIQUOR FUND	LIQUOR STOR	Small Tools & Equi	REGISTER SCANNER	\$290.49
CHECK # 055981 TOTAL REGISTER SYSTEMS INC						\$290.49
CHECK # 055982 TR COMPUTER SALES, LLC						
055982	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	IT WORK-DOMAIN, EMAI	\$167.50
CHECK # 055982 TR COMPUTER SALES, LLC						\$167.50

CITY OF MORA

CHECK LIST-COUNCIL

02/11/21 12:03 PM
Page 20

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055983 UNITED RENTALS INC-TRENCH						
055983	UNITED RENTALS INC-TR	GENERAL FUN	STREETS	Small Tools & Equi	DIGGING TRENCH BOX	\$3,069.13
CHECK # 055983 UNITED RENTALS INC-TRENCH						\$3,069.13
CHECK # 055985 VIKING COKE						
055985	VIKING COKE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$871.50
CHECK # 055985 VIKING COKE						\$871.50
CHECK # 055987 WATSON CO., INC						
055987	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TOBACCO, JUICE, ETC	\$7,734.28
CHECK # 055987 WATSON CO., INC						\$7,734.28
CHECK # 055988 WINDSTREAM						
055988	WINDSTREAM	GENERAL FUN	AIRPORT	Telephone	JAN PHONE SERVICE	\$128.48
CHECK # 055988 WINDSTREAM						\$128.48
CHECK # 055989 ZEP SALES & SERVICE						
055989	ZEP SALES & SERVICE	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	CLEANING SUPPLIES	\$168.16
CHECK # 055989 ZEP SALES & SERVICE						\$168.16
CHECK # 055990 ZIEGLER, INC						
055990	ZIEGLER, INC	GENERAL FUN	STREETS	Repair/Maint - Bldg	GRADER REPAIR PARTS	\$1,272.84
CHECK # 055990 ZIEGLER, INC						\$1,272.84
CHECK # 055991 ALBIN ACQUISITION - TRUSTED EMPL						
055991	ALBIN ACQUISITION - TRUS	GENERAL FUN	HUMAN RESO	Professional Servic	LIQ STORE BACKGROUN	\$83.90
CHECK # 055991 ALBIN ACQUISITION - TRUSTED EMPL						\$83.90
CHECK # 055992 AMAZON CAPITAL SERVICES						
055992	AMAZON CAPITAL SERVIC	GENERAL FUN	CITY HALL BU	Small Tools & Equi	KEY CABINET-KEY STOR	\$13.89
055992	AMAZON CAPITAL SERVIC	GENERAL FUN	LIBRARY BUIL	Small Tools & Equi	KEY CABINET-KEY STOR	\$13.89
055992	AMAZON CAPITAL SERVIC	GENERAL FUN	GARAGE	Small Tools & Equi	KEY CABINET-KEY STOR	\$13.89
055992	AMAZON CAPITAL SERVIC	GENERAL FUN	AQUATIC CEN	Small Tools & Equi	KEY CABINET-KEY STOR	\$13.89
055992	AMAZON CAPITAL SERVIC	GENERAL FUN	PARKS	Small Tools & Equi	KEY CABINET-KEY STOR	\$13.89
055992	AMAZON CAPITAL SERVIC	GENERAL FUN	AIRPORT	Small Tools & Equi	KEY CABINET-KEY STOR	\$13.89
CHECK # 055992 AMAZON CAPITAL SERVICES						\$83.34
CHECK # 055993 ATM SOURCE						
055993	ATM SOURCE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	ATM RECEIPT PAPER	\$45.32
CHECK # 055993 ATM SOURCE						\$45.32
CHECK # 055994 DE LAGE LANDEN FINANCIAL SERV						
055994	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$314.59
055994	DE LAGE LANDEN FINANC	LIQUOR FUND	LIQUOR STOR	Rentals	COPIER LEASE	\$10.00
CHECK # 055994 DE LAGE LANDEN FINANCIAL SERV						\$324.59
CHECK # 055996 KANABEC CO SHERIFF						
055996	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Capital Outlay	MDT COMPUTER FOR 2N	\$4,062.62
055996	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	FEB LAW ENFORCEMENT	\$53,550.25
CHECK # 055996 KANABEC CO SHERIFF						\$57,612.87
CHECK # 055997 MIDCO						
055997	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE, INTERNET	\$583.59
055997	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.00
CHECK # 055997 MIDCO						\$658.59

CITY OF MORA
CHECK LIST-COUNCIL

02/11/21 12:03 PM

Page 21

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055998 MN PEIP						
055998	MN PEIP	GENERAL FUN		Group Health Insur	MARCH GROUP HEALTH I	\$23,023.58
CHECK # 055998 MN PEIP						\$23,023.58
CHECK # 055999 QUADIENT FINANCE USA, INC						
055999	QUADIENT FINANCE USA,	GENERAL FUN	FINANCE	Postage	POSTAGE IN POSTAGE M	\$375.00
055999	QUADIENT FINANCE USA,	GENERAL FUN	HUMAN RESO	Postage	POSTAGE IN POSTAGE M	\$225.00
055999	QUADIENT FINANCE USA,	FIRE FUND	FIRE	Postage	POSTAGE IN POSTAGE M	\$120.00
055999	QUADIENT FINANCE USA,	LIQUOR FUND	LIQUOR STOR	Postage	POSTAGE IN POSTAGE M	\$105.00
CHECK # 055999 QUADIENT FINANCE USA, INC						\$825.00
						\$1,220,265.96



CITY OF MORA
COUNCIL CHECK LIST

THE JANUARY 1 THROUGH FEBRUARY 17, 2020, CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

MAYOR

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

DEPUTY CLERK



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

Tel: 320.225.4804
Fax: 320.679.3862
E-mail: m.yoder@cityofmora.com

BUSINESS LICENSE APPLICATION

Business

Legal Name Twin City Retreat and Properties, LLC
Trade Name (d/b/a) Mara Marathon
Mailing Address 900 MN-165
Mora, MN 55051
Telephone 320-679-5943
Federal Tax ID or SSN 83-05716294
Minnesota Tax ID 5812296

Owner/Manager

Name Hisham Mubaidin
Title Owner
Street Address 4821 Hint Mountain Rd
Mailing Address 233 E Bay St, Ste 100
Jacksonville, FL 32202
Telephone 904-355-6775
E-Mail Address morgan@twin-city-llc.com
Driver's License Number 1N135-534-10-139-0
Date of Birth 4/19/1960
U.S. Citizen ☒ Yes ☐ No

Licenses

Select one: ☐ New Application ☐ Renewal Application

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

Total Fees \$ 125.00

Term

The applicant requests the above licenses for a term from 12:01 a.m. on the 14th day of December, 2020 to 12:00 midnight on the 31st day of Aug, 2021 my

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

Signature of Applicant Hisham Mubaidin

Date 12/11/2020

Date Filed <u>12/11/2020</u>	Fee(s) Paid \$ <u>125.00</u> on <u>12-21-21</u>	Receipt Number <u>dx# 2200</u>
Background Check Submitted <input checked="" type="checkbox"/>	Approve/Disapprove <u>2/9/2021</u>	Property Taxes <input checked="" type="checkbox"/>
Council Disposition	Date	License Number(s) <u>2020-115.10</u>



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

Tel: 320.225.4804
Fax: 320.679.3862
E-mail: m.yoder@cityofmora.com

BUSINESS LICENSE APPLICATION

Business

Legal Name Shane Peterson
Trade Name (d/b/a) Kanabec Cab
Mailing Address 325 Watkins St
Mora, MN
Telephone 320-438-4493
Federal Tax ID or SSN [REDACTED]
Minnesota Tax ID [REDACTED]

Owner/Manager

Name Shane Peterson
Title owner
Street Address 325 Watkins St
Mailing Address Mora, MN
Telephone 320-438-4493
E-Mail Address Shane Peterson 212@gmail
Driver's License Number D-184-068-261-413
Date of Birth [REDACTED]
U.S. Citizen ☒ Yes ☐ No

Licenses

Prior business license Attached

Select one: ☐ New Application ☒ Renewal Application

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

Total Fees \$ 35.00

Term

The applicant requests the above licenses for a term from 12:01 a.m. on the 16 day of Feb, 21 to 12:00 midnight on the 31 day of August, 2021.

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

Signature of Applicant Shane Peterson Date 2-1-2021

Date Filed <u>2/2/2021</u>	Fee(s) Paid \$ <u>35.00 cash</u>	Receipt Number <u>44205.856</u>
Background Check Submitted <input checked="" type="checkbox"/>	Approve/Disapprove <u>2/10/21</u>	Property Taxes <u>✓</u>
Council Disposition	Date	License Number(s) <u>2020-114.2</u>



MEMORANDUM

Date: February 16, 2021
 To: Mayor and City Council
 From: Beth Thorp, Community Development Director
 RE: Tax Forfeit Land Sale

SUMMARY

Kanabec County will be holding a tax forfeit land sale and the City Council is required to review and approve those parcels within municipal jurisdiction that are to be included in the sale.

BACKGROUND INFORMATION

The Kanabec County Auditor's Office has provided a list of three tax forfeit parcels located in Mora being considered for sale. Tax forfeit land sales are typically held in September; however, the county desires to accelerate the sale in order to facilitate getting the parcels back on the tax rolls as soon as possible. Staff has reviewed the list and offers the following for consideration:

Parcel #	Recommended for Approval	Recommended for Denial	Comments
22.01075.00	X		601 2 nd Street W; no known concerns
22.03040.00	X		313 1 st Street; existing home could be renovated but parcel could not be redeveloped given that it's considered an unbuildable lot (insufficient frontage and lot area)
22.06250.20	X		Approximate 1.6 acre vacant parcel entirely located in wetland area

Staff believes all three parcels are suitable for the land sale and is not aware of any reason why the city may wish to acquire any of the parcels for public use.

OPTIONS & IMPACTS

1. Review the list of parcels proposed to be included in the 2021 tax forfeit land sale and approve or deny each. This action will allow the county to proceed with the land sale and put parcels back on the tax rolls.
2. Take no action at this time. By doing this the parcels remain in tax forfeiture generating no tax revenue.

RECOMMENDATIONS

Motion to adopt Resolution No. 2021-221 authorizing the sale of tax forfeited parcels located within the City of Mora.

Attachments

Correspondence from Kanabec County Deputy Auditor
 Parcel location maps (3)
 Resolution No. 2021-221



**Office of Kanabec County
Auditor-Treasurer**

Denise Snyder

18 North Vine St Suite 261A

Mora, Minnesota 55051

Phone (320) 679-6430

Fax (320) 679-6431

January 28, 2021

City of Mora
101 Lake St S
Mora, MN 55051

RE: Tax forfeit parcels in the city

Enclosed is a form that lists the tax parcels that are in the city limits that are tax forfeit. We are attempting to put these parcels on an accelerated sale to facilitate getting them back on the tax rolls ahead of our usual sale in September.

Please review these parcels at your next meeting and complete the following page with each parcel marked as "approved" or "denied". Please return this form as soon as possible so that we are able to continue the approval process with the county and state.

Please let me know if you have any questions about this information.

Sincerely,

A handwritten signature in cursive script that reads "Robbie".

Roberta Anderson
Deputy Auditor
Enclosure

2021 Tax Forfeit Land Sale

City of Mora

①

Parcel #	Prop Address	Legal Description	Sec	Acres	Approved	Denied
22.01075.00	601 2nd St W	Auditor's Subd #3 Pt Lot 45	11	n/a		
22.03040.00	313 1st St	Kent & Danforth's Addn to the Town of Mora - Pt Lot 1 & Pt Lots 11 & 12, Block 3	11	n/a		
22.06250.20	none	Lake Park Addition Lots 5 thru 16 & Lots 19 thru 21, Block 11	11	n/a		

②

③

The above property was considered by our Board/Council. Each parcel is marked approved or denied for sale at public auction.

Signature of Clerk or Chairperson

Date

Please return ASAP to:

Kanabec County Auditor
18 Vine St N, Suite 261A
Mora, MN 55051

If you have additional questions about this form, please call Robbie Anderson, 320-679-6436

This aerial map displays a residential neighborhood with property boundaries and parcel numbers. The map features a winding road labeled "MAPLE AVE. W." and a large area labeled "CITY GARAGE". The area is bordered by a river on the left and a body of water on the right. Numerous small rectangular parcels are outlined in blue, each with a unique parcel number. The map also shows a large area of dense vegetation on the left side, likely a park or forest. The parcel numbers are displayed in a grid-like pattern, with some numbers appearing to be in the 22.00000.00 range and others in the 22.00000.00 range.



2



③



RESOLUTION NO. 2021-221

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA AUTHORIZING
THE SALE OF TAX FORFEITED PARCELS LOCATED WITHIN THE CITY OF MORA**

WHEREAS, Kanabec County desires to sell three parcels of tax forfeited land located within the City of Mora; and

WHEREAS, the City Council reviewed the county's request at its February 16, 2021 meeting; and

WHEREAS, the City Council determined it to be in the best interest of the city and county to authorize the proposed sale of land as shown below:

Parcel #	Approved	Denied	Comments
22.01075.00	X		601 2 nd Street W; no known concerns
22.03040.00	X		313 1 st Street; existing home could be renovated but parcel could not be redeveloped given that it's considered an unbuildable lot (insufficient frontage and lot area)
22.06250.20	X		Approximate 1.6 acre vacant parcel entirely located in wetland area

NOW THEREFORE BE IT RESOLVED, that the City Council hereby authorizes the sale of three tax forfeited parcels as requested by Kanabec County.

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 16th day of February, 2021.

Alan Skramstad, Mayor

ATTEST: _____
Lindy Crawford, City Administrator



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Park Board Appointment

SUMMARY

The city council will discuss the Park Board and may appoint one person to fill the vacant Park Board position.

BACKGROUND INFORMATION

At the direction of the city council, staff has been receiving applications to fill the vacant Park Board position. At the time of publication staff received one application for the Park Board – Cody Knox. The city council should discuss the applicant and potentially fill the vacancy.

OPTIONS & IMPACTS

1. Appoint a resident/business owner from the application received.
2. Do not appoint a resident/business owner from the application received and solicit additional applications.
3. Other.

RECOMMENDATIONS

Discuss the candidate to fill the vacant Park Board position and direct staff appropriately.

Attachments

None



CITY OF MORA
Board and Commission Application Form

Name: Cody Knox Date: 2/10/2021
Address: 610 Bean Ave Mora mn 55051
Telephone: 320 455 2801 E-mail: CKNOXAKNOX@gmail.com

Name of board or commission for which you are applying:

Park Board Member

****Please note when applying, per Mora City Code or State Statute for the following:**

A Housing & Redevelopment Authority member must be a resident *MS §469.003*;

A Planning Commission member must be a resident or property owner *MCC §32.66*;

A Park Board member must be a resident, property owner, or business owner *MCC §32.16*

Relevant qualifications or experience:

Community minded, previous advertising
experience, management experience

Other interests and/or community involvement:

Knox professional Cleaning Services, Mindful
reasoning, KPCS Community Connection, I have
a young child, and many friends w/young families.
Any limitations on your ability to serve such as meeting times, employment, etc.? None.

Have you ever served on a board or commission for the City of Mora?

☐ Yes

☒ No

If "Yes," Which one(s) and when: _____

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: _____

Date council reviewed: _____ Appointment: ☐ approved Term expires _____

☐ denied

Comments: _____



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Approve Hire of Firefighters

SUMMARY

There are currently two openings for the position of Firefighter III. Filling these openings will meet the needs of the Mora Area Fire Department (MAFD).

OPTIONS & IMPACTS

Staff recruited applicants to fill the positions of firefighter III. Four applications were received for the positions. Two of the applicants were interviewed on February 9, 2021 by members of MAFD and me.

Based on their applications and interviews staff recommends hiring Derek Graves and Sergei Zimmerman to fill the positions under the terms attached in the proposed conditional offer letters. The start date for these positions is March 9, 2021. The wages offered fit into the 2021 and 2022 MAFD budgets.

RECOMMENDATIONS

Motion to approve the hire of Derek Graves and Sergei Zimmerman according to the terms of the conditional offer letters.

Attachments

Conditional Employment Offer Letters



CITY OF MORA MORA AREA FIRE DEPARTMENT

101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us



320.679.1511

Fax 320.679.3862

February 11, 2021

Derek Graves
513 Riverside St
Mora, MN 55051

Dear Mr. Graves:

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

- **Start Date.** Pending the background investigation and physical exam results, your start date will be Monday, March 8, 2021. If you have any questions in the meantime feel free to contact Mandi Yoder.
- **Physical Examination & Drug Test.** Included is a physical examination form. Please see your physician as soon as possible and have it completed and signed. A pre-employment drug test is also required, and a Titters test is offered. Contact Mandi Yoder at 320-225-4804, at city hall to arrange this test. We would like to have your physical exam, drug test, and Titters test completed by March 1, 2021. If this is not possible for you, please contact Mandi Yoder. The city will pay the cost of the examination and titers and drug tests not covered by any insurance.
- **Training Period.** You will serve a twelve (12) month probationary period. During this time, you will be evaluated for your suitability for the position.
- **Compensation.** Your wage will be \$10 per hour for response to an emergency at the scene, \$10 per hour for response to the station, meetings, drills, etc.
- **Status/Hours.** This position is classified as paid on-call. Generally you will be paged to respond to emergencies based on the needs of the department. In addition, regularly scheduled meetings, drills, and training is required. This position requires daytime, evening, and weekend work.

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

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

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

Sincerely,

Lindy Crawford
City Administrator

*Enclosures: Physical Examination Form
 Vaccination Declination Statement*

Cc: Personnel File

The foregoing conditional offer of employment is hereby accepted:

Employee Name - Printed

Date

Employee Signature



CITY OF MORA MORA AREA FIRE DEPARTMENT

101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us



320.679.1511

Fax 320.679.3862

February 11, 2021

Sergei Zimmerman
505 Riverside St
Mora, MN 55051

Dear Mr. Zimmerman:

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

- **Start Date.** Pending the background investigation and physical exam results, your start date will be Monday, March 8, 2021. If you have any questions in the meantime feel free to contact Mandi Yoder.
- **Physical Examination & Drug Test.** Included is a physical examination form. Please see your physician as soon as possible and have it completed and signed. A pre-employment drug test is also required, and a Titters test is offered. Contact Mandi Yoder at 320-225-4804, at city hall to arrange this test. We would like to have your physical exam, drug test, and Titters test completed by March 1, 2021. If this is not possible for you, please contact Mandi Yoder. The city will pay the cost of the examination and titers and drug tests not covered by any insurance.
- **Training Period.** You will serve a twelve (12) month probationary period. During this time, you will be evaluated for your suitability for the position.
- **Compensation.** Your wage will be \$10 per hour for response to an emergency at the scene, \$10 per hour for response to the station, meetings, drills, etc.
- **Status/Hours.** This position is classified as paid on-call. Generally you will be paged to respond to emergencies based on the needs of the department. In addition, regularly scheduled meetings, drills, and training is required. This position requires daytime, evening, and weekend work.

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

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

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

Sincerely,

Lindy Crawford
City Administrator

*Enclosures: Physical Examination Form
 Vaccination Declination Statement*

Cc: Personnel File

The foregoing conditional offer of employment is hereby accepted:

Employee Name - Printed

Date

Employee Signature

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: EC Riders Snowmobile Club

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-1663328

Mailing Address: PO Box 481

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

Name of Chief Executive Officer (CEO): Nick Stafford

CEO Daytime Phone: 612-710-719 CEO Email: staffordtruckinginc@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): ecridersclub@hotmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Crystal Bar & Grill

Physical Address (do not use P.O. box): 39 N Union St.

Check one:

☒ City: Mora Zip: MN County: Kanabec

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): December 4, 2021

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: St. Mary's Church

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 4101519

Federal Employer ID Number (FEIN), if any: 41-0777918

Mailing Address: 201 Forest Ave. E.

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

Name of Chief Executive Officer (CEO): Father Derek Wiechmann

CEO Daytime Phone: 320-679-1593 CEO Email: fatherderek17@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): St. Mary's Church, Mora, MN

Physical Address (do not use P.O. box): 201 Forest Ave. E.

Check one:

☒ City: Mora Zip: 55051 County: Kanabec

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 11, 2021

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Jeff Krie, Activities and Recreation Coordinator
RE: Public Property Use Request Amendment – 2021 Vasaloppet

SUMMARY

The Vasaloppet is requesting to amend their Public Property Use Permit for the Vasaloppet ski race from Friday, February 12, 2021 through Sunday, February 14, 2021 to Friday, February 19, 2021 through February 21, 2021. No other changes to the permit have been requested.

BACKGROUND INFORMATION

The Vasaloppet is an annual event sponsored by the Vasaloppet USA and other volunteers. They are requesting to close the following streets from Friday, February 12, 2021 through Sunday, February 14, 2021:

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

This year, the Vasaloppet Board has been working with Kanabec County Community Health (KCCH) and has developed a COVID-19 Plan for the event. Staff has reviewed the Plan and believes the event can be held safely.

Originally the Vasaloppet submitted a Public Property Use Permit which was approved by the city council on December 1, 2020 for the upcoming Vasaloppet race. Due to extreme weather conditions for the current date the Vasaloppet is asking to amend the original permit dates to Friday, February 19, 2021 through Sunday, February 21, 2021. Staff recommends approval of the revised public property use permit.

OPTIONS & IMPACTS

- Traffic control devices will be provided by Kanabec County as well as the City of Mora (upon request) and will be placed as directed and removed from the streets at the end of the event organizers.
- Due to COVID-19 there will be no celebration tent this year.
- The Vasaloppet's COVID-19 Plan adheres to CDC, MDH, CDC, and KCCH guidelines and best practices.

RECOMMENDATIONS

Motion to approve the street closure of Union Street from Forest Avenue to Maple Avenue, a portion of Railroad Avenue SE that extends just beyond the Vasaloppet Headquarters building, Maple Avenue from Union Street through the Library parking lot, and a portion of 9th Street N from Friday, February 19, 2021 at 3pm through Sunday, February 21, 2021 at 8pm and adhere to the COVID-19 guidelines.

Attachments

Revised Public Property Use Permit Application



CITY OF MORA
SPECIAL EVENT PERMIT APPLICATION

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

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

EVENT INFORMATION		
Name of Event:	VasaLoppet	
Type of Event (festival, parade, athletic, etc.):	Community Event, athletic	
Event Location:	VasaLoppet Trail Downtown Area	
Event Set Up Date:	Friday, February 12	Start Time: 3 pm End Time:
Actual Event Date(s):	February 12-14, 2021	Start Time: 8 a.m. End Time: 8 p.m.
Event Clean Up Date:	February 14, 2021	Start Time: 3 p.m. End Time: 8 p.m.
Estimated Attendance:	1000	
Please be aware that parks close at 10:00 pm.		
APPLICANT INFORMATION		
Sponsoring Organization Name:	VasaLoppet Inc	
Primary Contact Person:	Laurel Robertson	
Address:	100 S. Union, PO Box 22	
City:	Mora	State: Mn Zip: 55051
Phone:	320-679-2629	E-Mail: information@vasaloppet.us
Name of Contact Person During Event:	Jon Larson	Cell Phone: 320-496-0629
Person listed above must be present during the event and immediately available.		
DAMAGE / KEY DEPOSIT REFUND INFORMATION		
Person/Organization Name:	VasaLoppet, Inc	
Address:	100 S Union PO Box 22	
City:	Mora	State: Mn Zip: 55051
EVENT DETAILS		
Schedule of Activities Attached?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Site Plan Attached? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Traffic Plan Attached?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
List any Road Closures/Partial Lane Closures and the Time of Closing: See attached map Union St to Maple, Maple to Library, Begin Feb 12 3pm		
If applicable, please attach a clear map showing the traffic plan with street closures and routes		

1st to Sunday Feb 14 8pm
- North 9th St Crossing

Reg. Fee: \$100
Spectators Free

Is the event open to the public?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Admission Charged? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Will alcohol be served at the event?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If yes, will you be charging for or accepting donations for the alcohol? <input type="checkbox"/> No <input type="checkbox"/> Yes
IF YES to both of the above questions pertaining to alcohol, attach liquor liability certificate of insurance from both the applicant and the caterer (if one is used) naming the CITY OF MORA as additional insured.		
Certificate of Liability Insurance attached?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Will food be served / provided / prepared on site?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If YES, please contact MN Department of Health at 320-223-7317.
Will sound amplification be used?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If YES, hours and type: 8 Am to 8 pm No amplified sound 10 pm to 7 am.
Please attach a site plan showing the following applicable items.		
Will there be canopies or tents?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Indicate on site plan the size and location of canopies & tents. Date installed: 2/8 Date removed: 2/19/1
Will there be events in the air?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Indicate on site plan what & where.
Will a stage be set up?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Indicate on site plan the size and location of the stage.
Will there be temporary fencing?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fencing. along Union & Maple
Will traffic control devices be needed?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Number needed: 13
Will there be a fire or fires?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fire(s).
Will power be needed?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Indicate on site plan the location(s) of power source. Additional permits may be needed-contact MMU 679-1451. cut finish line
Event attendance at 100 persons or greater requires sanitation facilities. Indicate sanitation facilities location on site plan if required. If not required, describe sanitation plan here: Around finish line & head quarters		
Describe parking arrangements for the event and show on the traffic plan: City streets & lots & High School		
Describe trash removal and clean-up plan during and after event: Trash removed as needed by Quality, trash bins located along trail		

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

Special Events Waiver of Liability Agreement:



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

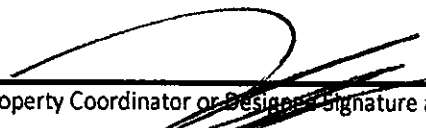
Please Note: Applications and other materials (map, race route, etc.) submitted for approval will be considered final once the permit is approved by the City Council. Please be sure all information on the application is correct.

Laurel Robertson
Signature of Authorized Representative

55251
100 S Union, Mora, MN
Address/City/St/Zip


10/20/2020
Date

PAYMENT INFORMATION		
Event Fee: \$ 150.00	Date Paid: 11/23/2020 Amount Paid: 150.00	Staff Initials: 
Key/Event Deposit(s): \$100.00	Date Paid: 11/23/2020 Amount Paid: \$100.00 Date Returned:	Staff Initials: 
Key: No Key Needed.	Key #: Date Issued: Date Returned:	Staff Initials: Staff Initials:
Comments: Event Fee \$150.00 - Street Closure #50, Traffic Control/Per \$50.00, Permit Fee \$50.00		
Authorization and Comments		


 Property Coordinator or Designer Signature and Date


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

Approval pending
 payment. pd 11/23/2020
 in full.

 11-2-2020
 Public Works Director Signature and Date


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

Reviewed - No comments

 11-23-2020
 Building Official Signature and Date

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

No concerns

 11/17/20
 Deputy Clerk Signature and Date

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

Reviewed w/ No comments

[Signature]
Fire Chief or Designee Signature and Date

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

[Signature] #3102
Kanabec County Sheriff or Designee Signature and Date

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

[Signature] 11.30.2020
City Administrator Signature and Date

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

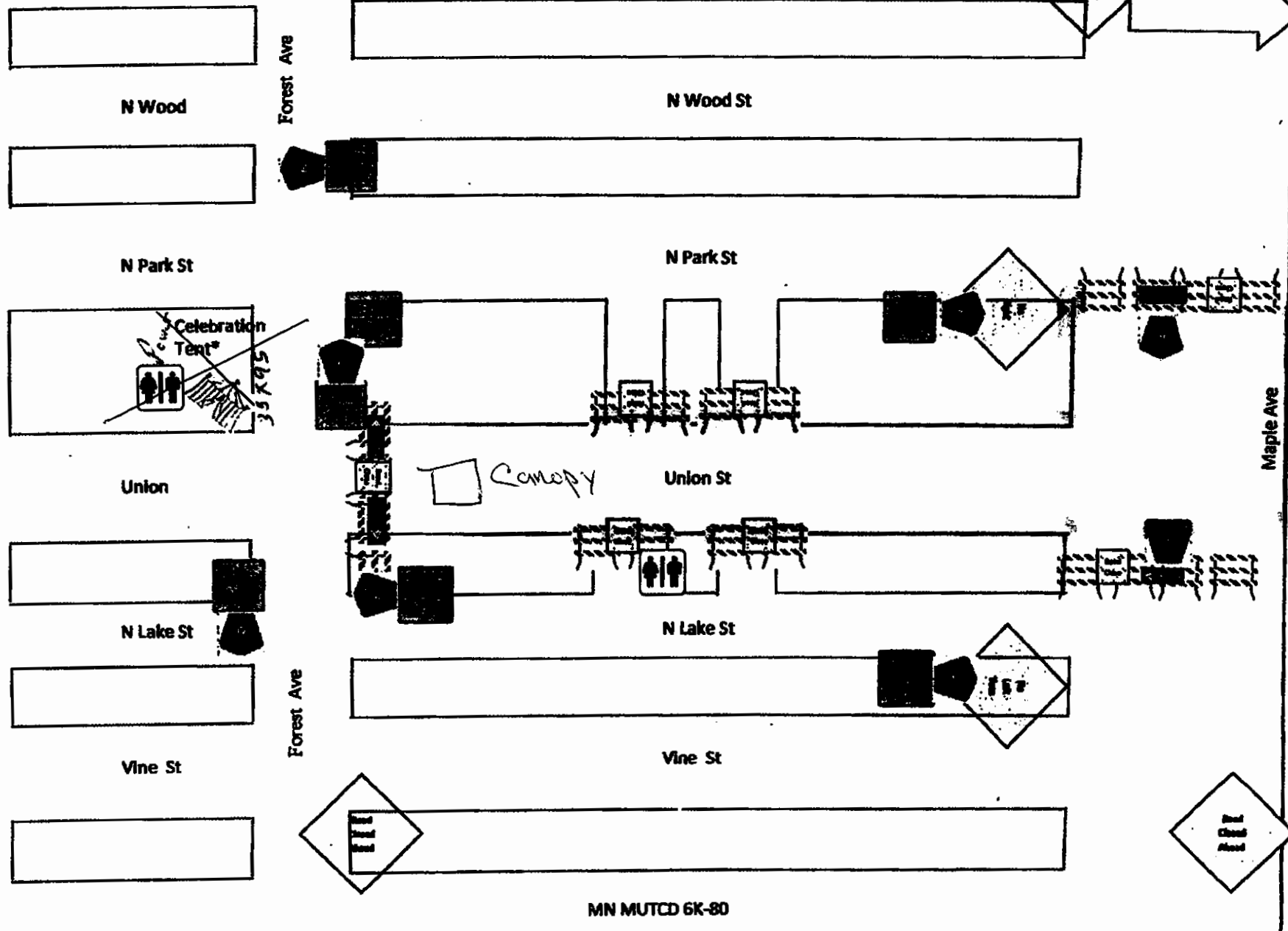
none

[Signature] 12/1/2020
City Council Approval Date / Permit Issued Date

EVENT FEES			
Permit Base Fee	\$50	Late Fee	\$100
Damage/Key Deposit	\$100	Cancellation Fee	\$15
Additional Options (in addition to base fee)			
Street Closure/Parade	\$25 x 2	50.00	
Traffic Control Devices	\$50 (covers drop-off and pick-up at event site)		
Event Storage Fee	\$50		
Garbage Removal	\$45/hr. (deducted from damage deposit)		
Event Clean-up	\$45/hr. (deducted from damage deposit)		

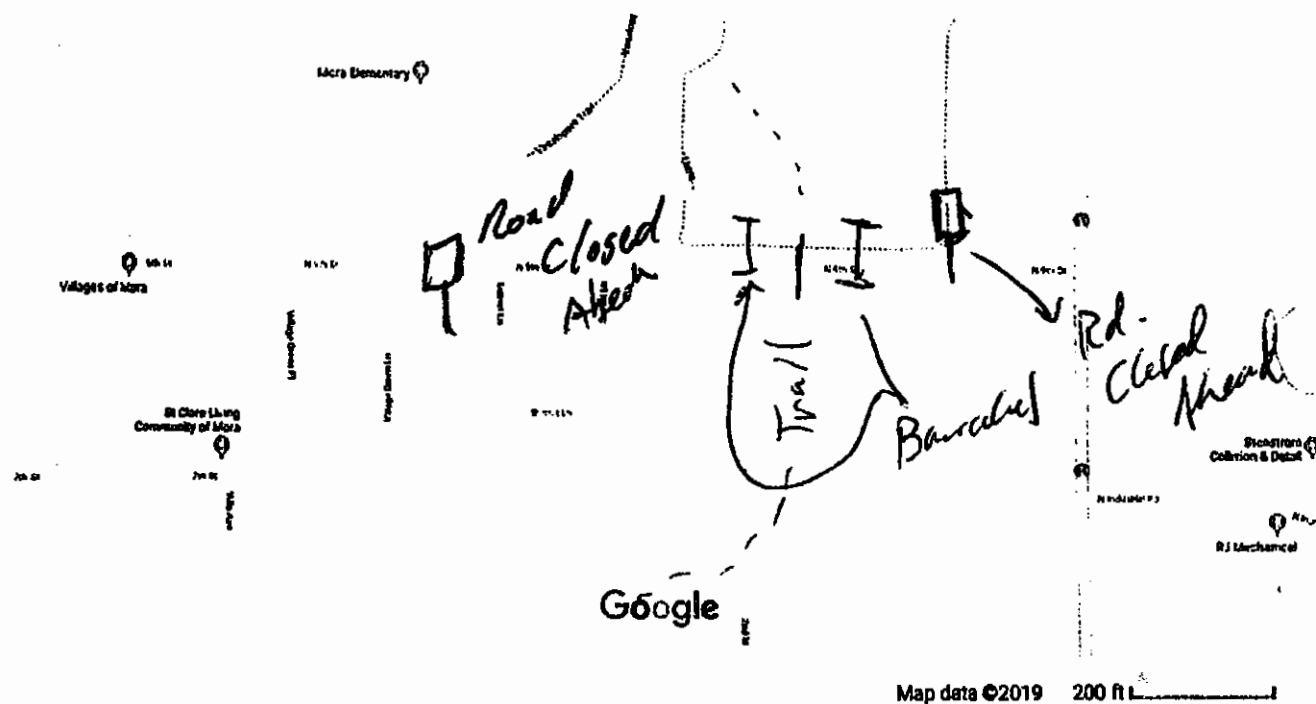
**YOU MUST NOTIFY KANABEC COUNTY SHERIFF'S OFFICE PRIOR TO
CLOSING THE ROAD @ 320-679-8400**

North



*Stage to be located inside of Celebration Tent

Google Maps



Draft Schedule for Vasaloppet 2021

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

Friday, Feb. 12

4 pm – 10 pm Snow added to Union Street & Maple Ave.

4 pm – 10 pm Packet pick-up (Most packets will have been mailed to the skiers. This would be packets only for skiers who registered too late to mail them the packets.)

Saturday, Feb. 13

9 am Vasa Race Start

Noon Dala Races Start

No lunch for skiers and no awards ceremony

Sunday, Feb. 14

9 am Classic Race Start

Noon Bell Ringer Race Start

4 – 6 pm Snow Removal from Roads

This is hopefully a one time only schedule. This is all due to Covid to keep our skiers, volunteers and spectators safe.

Traffic Plan

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

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

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

*The above signs will be borrowed from the County

Detour Ahead sign with Flasher shall be located at:

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

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

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

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

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

Turn Signs shall be located at the following positions:

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

Road Closed ahead signs on North 9th street located at HWY 65 and Village Green Lane.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/26/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Town & Country Insurance 600 Clark Street P.O. Box 89 Mora MN 55051		CONTACT NAME: Rhonda Scheffer-Domino PHONE (A/C, No, Ext): (320) 679-4400 FAX (A/C, No): (320) 233-6687 E-MAIL ADDRESS: rhonda@townandcountry-ins.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: West Bend Mutual Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL20102612965 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		A520993	10/23/2020	10/23/2021	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Mora is listed as an additional insured.

CERTIFICATE HOLDER City of Mora 101 Lake Street South Mora MN 55051	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

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COVID 19 Plan for Vasaloppet USA

February 13-14, 2021

Mora, Minnesota

Background

Vasaloppet USA is a cross country skiing event that takes place in Mora, MN the second weekend in February. The race is in its 49th year. We generally have approximately 1000-1200 skiers that participate. In recent years the race has a downtown start and finish. The race consists of a 15-20 km course that is skied by repeating several laps depending on the length of race.

There are five races that normally occur on Saturday the race weekend. Three of the races start in short succession in the morning and a fourth and fifth race at 12:30. There is a "Celebration Tent" where skiers pick up their race packets the morning of the race and where they can stay warm and prepare for the race. A skiers' lunch and an award ceremony is held after the race in the Celebration Tent. There are three "soup stops" / water stops along the course that are supplied by volunteers. Spectators are allowed along the course.

There are other festivities associated with the race including: a "live radio show", a band and dance, welcome dinners, an award ceremony as well as a craft beverage tasting. All these events, except the radio show usually take place in the Celebration Tent.

Vasaloppet COVID Plan:

With Covid 19, we are aware of the importance of mask use and social distancing to mitigate spread of the virus. We feel that with significant changes in our race structure and design, outlined below, we can keep the risk of COVID 19 spread to a minimum. Our plan follows current Minnesota Department of Health recommendations of limiting large group sizes to 250 individuals and limiting small group sizes to 25 individuals.

Proposed changes in race

1. There will be no Celebration Tent. All festivities normally inside the tent have been canceled as well as the skiers' lunch and awards ceremony. Critical race functions such as skier packet pick-up will be moved outdoors.
2. Race registration will be done exclusively online.

3. Packet Pick up - Race bibs will be sent to racers by mail to limit person to person contact. Race day registration will be online-only and skiers must use their own mobile phones to access the online registration system. There will be no registration station, which will prevent skiers from gathering.

For those small number of individuals who have not received their bibs in the mail, we will have a limited bib pick-up on race day. This will be at an outside location. Volunteers will be in a number of small heated "ticket booth" structures that will separate them from participants by use of plastic or glass barriers. The volunteers will pass the starting packet material underneath the barrier. Signage and distancing markers will be placed at each bib pick-up station.

4. Race details - Rather than running the five races in one day, we plan to spread the races over two days and limit the race sizes to 250. The normal fifth event, a team race, has been canceled.

- a. **Saturday February 13:**

Vasa - 8 am start.

Dala - 12 am start.

- b. **Sunday February 14**

Classic & Classic 20km - 9 & 10 am start.

Bellringer - 12 pm start

Nearly all racers will completely finish their race before the next race begins.

5. Start of the race

- a. Parking is available close to the starting line.
 - b. Skiers will prepare and get ready at their car and then walk to the starting line.
 - c. We will have parking attendants to guide participants toward the starting line in a socially distanced fashion and will have a designated route marked with appropriate social distancing cues and signage.
 - d. The course will have a designated starting and finishing area along with a defined course to limit crowding and ensure social distancing. The start and finish area will be fenced and volunteers will limit the number of skiers entering the start area to assure proper social distancing.
 - e. We will have a "Open Track" race. This allows participants to go to the starting line and start when they arrive instead of a mass start. The start will proceed in a controlled fashion over 1 - 1½ hours.
 - f. In order to allow even more social distancing, we will provide participants with a suggested / assigned starting time and limit the number of individuals in one place at a time.
 - g. The starting area will have markings to indicate specific spots where skiers can stand as they prepare to start.
 - h. The individual's race timing will start when they cross the start line.
 - i. We will have an elite wave that will be limited to 25 skiers - this will be the first group to be placed on the course.

- j. Once on the course, skiers should have ample social distancing due to the nature of nordic skiing. Assuming an 18km lap and 250 skiers, each skier will have more than 70 meters of trail between them and other skiers. Masks will be encouraged to be worn until the start of the race and in the immediate post race period.

6. On Course

- a. On the course skiers will be expected to maintain social distancing.
- b. Water stops would be attended by volunteers, who would wear appropriate PPE and social distance.
- c. We plan to increase the number of stops in order to decrease the number of skiers at a stop and limit the number of volunteers at each stop to ensure social distancing.
- d. Drinks will be placed on tables for self service and spaced to prevent participant to participant contamination .
- e. Food will not be provided and participants will be encouraged to be self-sufficient.
- f. Spectators will be discouraged and if present will be encouraged to follow social distancing and group size limits.

7. Finish Line

- a. After racers cross the finish line they will be quickly guided by volunteers towards the exit. Volunteers will also be tasked to prevent skiers from loitering outside the finish area.
- b. Limited services provided at the finish to prevent crowding.

8. Safety services

- a. There will be a first aid station to provide assistance as needed. First aid personnel will use appropriate PPE.

9. Toilets

- a. Port-a-Potties will be available and will have frequent cleaning.

10. Post Race

- a. There will be limited services - First Aid will be available.
- b. Awards will not be presented at the end of the race. We will arrange for delivery of awards at a later date. A virtual award ceremony is also under consideration.
- c. There will be no skiers' lunch nor any changing rooms, which should prompt skiers to quickly head home.



MEMORANDUM

Date: February 10, 2021
To: Mayor and City Council
From: Brett Anderson, Fire Chief
RE: Grain Bin Rescue Kit Donation Presentation

SUMMARY

Chad Barnick and Bill Olen will be at the City Council meeting to present the Mora Area Fire Department (MAFD) with a donation to fund a great wall of rescue and rescue auger grain bin rescue kit.

BACKGROUND INFORMATION

Kanabec/ Isanti Farm Bureau contacted MAFD with concerns about the department having the tools needed to perform a grain bin rescue. After researching what kit would be best and training with a rescue kits we jointly decided on the great wall of rescue and rescue auger.

Between the Kanabec/ Isanti Farm Bureau and Chad Barnick they have generously decided to cover the cost of the great wall of rescue and the rescue auger totaling \$4,589.00.

OPTIONS & IMPACTS

Accept the donation to fund the rescue equipment. Without this donation MAFD would not have been able to purchase the great wall of rescue or rescue auger. The city council will formally accept the donation by resolution at their March meeting,

RECOMMENDATIONS

None, the city council will formally accept the donation via resolution at their March meeting.

Attachments

None



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Jeff Krie, Activities and Recreation Coordinator
Lindy Crawford, City Administrator
RE: Proposed Dog Park Discussion

SUMMARY

Mora resident Carmen Finn and other representatives from the group Friends of the Mora Dog Park will meet with the city council to discuss a growing interest within the community for the creation of a dog park in Mora.

BACKGROUND INFORMATION

Carmen Finn first met with the Park Board on July 14, 2020 about the possibility of having a dog park in Mora. Finn felt there was good community support for one and came looking for direction and support of the Park Board. The Park Board mentioned that a good location for such a park would be the old wastewater plant site located near the Kanabec History Center. It was brought to Finn's attention by the Park Board that there is no money in the budget for such a park. Finn inquired if she could raise the money would the Park Board support efforts to build a dog park? The idea was supported by all Park Board members.

Since that time a group of supporters for the park, Friends of the Mora Dog Park, was created. There are currently about 31 active members who meet regularly and over 200 supporters on the Facebook page. Donations, pledges, and commitments have been brought to the group to show community support.

Finn, Brianne Roycraft and Emily Pitman met with the Park Board on November 10, 2020 to provide an update on the proposed dog park. Since the last meeting approximately \$15,000 was pledged for the creation of the park. Again, the Park Board was in support of the project and thanked them for all their hard work.

At their January 12, 2021, the Park Board received a draft layout of the proposed dog park. The intent was to give an idea of what the park could look like before coming to the city council.

To date the group has raised approximately \$18,000 to cover costs of fencing for the park and a commitment for a permanent bulletin/message board. Per the City's Zoning Code, paved parking is required. Therefore, an additional \$6,000- \$10,000 is still needed to cover that cost.

Additional items that still need funding include:

- Signage
- Dog waste disposal containers
- Lighting
- Additional features as desired such as benches and a water fountain

In addition to the outstanding items above, rules and regulations will need to be drafted for use of the park. Staff would research other cities with dog parks and review current City Code to draft these.

Memorandum

OPTIONS & IMPACTS

At this time the Friends of the Mora Dog Park group is seeking support and guidance from the city council before proceeding further.

1. It's been suggested by potential donors that knowing that the city council supports the group's efforts will secure more pledges and donations – knowing that any funds donated to the City would be used only for the construction of the dog park.
2. If the city council supports the proposed dog park staff will begin research for rules and regulations for the park.
3. The city council should provide guidance to the group regarding location, aesthetics, size, and amenities they would like to see at the proposed park.

If the proposed dog park is not supported by the city council the group would need to return donations already received and would not continue fundraising efforts.

RECOMMENDATIONS

Review, discuss, ask questions, and provide guidance to Finn and representatives of Friends of the Mora Dog Park group regarding the proposed dog park.

Attachments

Draft of Proposed Dog Park Layout
Bid from Century Fence Company

Quote

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

**Quote To:**

City of Mora

101 Lake Street South

Mora, MN 55051

Project Location:

Dog Park Fence

Quote #: 840

Quote Date: 10/12/2020

Description

Large Dog Area

Furnish and install 870 LF of 5 Foot high galvanized chain link fence. Line posts shall be 2" O.D. Galvanized steel pipe Driven 48" in depth and spaced a maximum of 10' on centers. The fence shall consist of top/bottom rails which will be 1-5/8" O.D. Galvanized pipe.

- 4 - Corner post: 2-1/2" O.D. Galvanized pipe - Driven
- 6 - Gate post: 3" O.D. Galvanized pipe - Driven
- 1 - Double Swing Galvanized Gate: 8' Opening Width
- 2 - Single Swing Galvanized Gate: 4' Opening Width

\$19,534.00

Small Dog Area (to be done at same time as large dog enclosure)

Furnish and install 342 LF of 4 Foot high galvanized chain link fence. Line posts shall be 2" O.D. Galvanized steel pipe Driven 48" in depth and spaced a maximum of 10' on centers. The fence shall consist of top/bottom rails which will be 1-5/8" O.D. Galvanized pipe.

- 5 - Corner post: 2-1/2" O.D. Galvanized pipe - Driven
- 4 - Gate post: 3" O.D. Galvanized pipe - Driven
- 2 - Single Swing Galvanized Gate: 4' Opening Width

\$4,209.00

Parking Lot Area (to be done at same time as large dog enclosure)

Furnish and install 267 LF of 4 Foot high galvanized chain link fence. Line posts shall be 2" O.D. Galvanized steel pipe Driven 48" in depth and spaced a maximum of 10' on centers. The fence shall consist of top rail which will be 1-5/8" O.D. Galvanized pipe.

- 2 - End post: 2-1/2" O.D. Galvanized pipe - Driven
- 2 - Corner post: 2-1/2" O.D. Galvanized pipe - Driven

\$3,998.00

****QUOTE IS FOR BUDGETARY PURPOSES ONLY MATERIAL PRICING IS SUBJECT TO CHANGE****

Notes:

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

Quote Total: \$27,741.50

Quote Valid For 30 days

Buyer's Signature: _____

Date: _____

Submitted by:

*Nathan
Horner*

Acceptance:

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

Nathan Horner

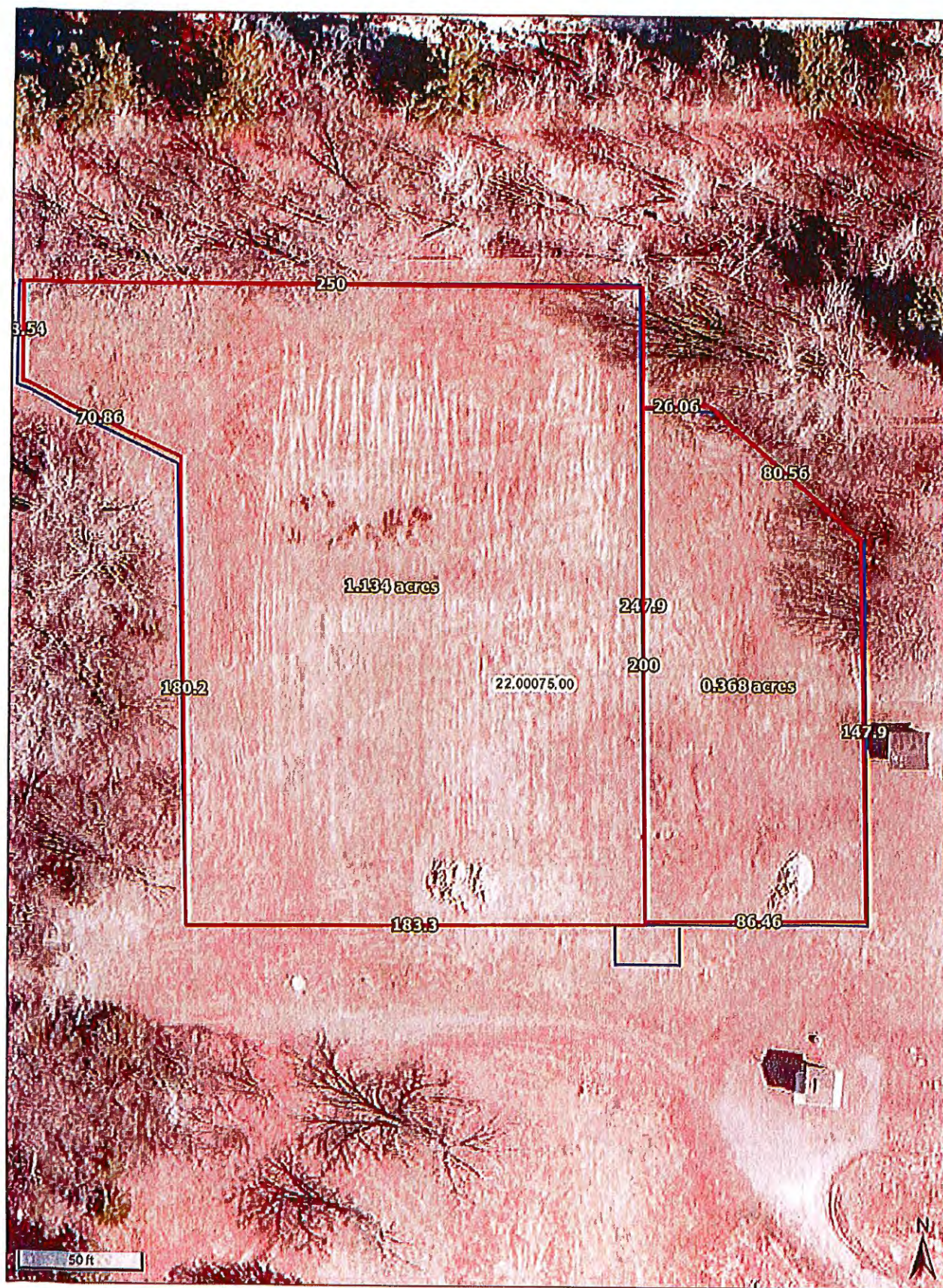
Office: 651-464-7373

Cell: 612-670-3520

Email: nhorner@centuryfence.com

Terms of Payment: Net Cash upon receipt of Invoice.







MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Jeff Krie, Activities and Recreation Coordinator
RE: Fox Run Park Project Proposal

SUMMARY

Staff is seeking a qualified consultant to provide the city with preliminary schematic design development for the proposed Fox Run park along Nelson Avenue. The city council will review and consider a proposal for services submitted by SEH.

BACKGROUND INFORMATION

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

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

On January 22, 2021 Lindy Crawford and Jeff Krie virtually met with Greg Anderson and Karl Weissenborn of SEH to discuss what the city was looking for regarding the area designated for a playground in Fox Run. After much discussion staff requested that SEH submit a proposal for services for the City Council's consideration. Attached is SEH's proposal dated February 3, 2021 outlining the scope of work, project schedule, and compensation. Compensation is proposed at an amount not to exceed \$6,400.

OPTIONS & IMPACTS

1. Hire SEH to provide the city with Preliminary Schematic Design Development for the new Fox Run park project in an amount not to exceed \$6,400. Having the use of the consultant and schematic design and information will help when applying for grants to fund the completion of the playground. Funds are available to pay for this service through the Future Improvement Fund.
2. Do not hire SEH to provide Preliminary Schematic Design Development services. Staff will be responsible for designing the new Fox Run park without the professional expertise necessary to do so.

RECOMMENDATIONS

Motion to accept the Fox Run park project proposal from SEH in the amount not to exceed \$6,400.

Attachments

SEH Fox Run Park Project Proposal
Map of Proposed Park Area



Building a Better World
for All of Us®

February 3, 2021

RE: City of Mora, Minnesota
Fox Run Park Project
SEH No. MORA0 158997 14.00

Lindy Crawford
City Administrator
City of Mora
101 South Lake Street
Mora, MN 55051

Dear Lindy:

SEH appreciates the opportunity to continue to provide professional services to the City of Mora. The City is seeking a qualified consultant to provide the City with Preliminary Schematic Design Development for the new Fox Run Park Project, at a City owned site located in the Fox Run Development along Nelson Avenue.

This letter serves as a Supplemental Letter Agreement, as an extension of, and in accordance with our Agreement for Professional Services between the City of Mora, Minnesota (Owner), and Short Elliott Hendrickson Inc. (SEH®) (Consultant).

INTRODUCTION

A critical component to a successful project is a qualified team that can efficiently deliver the necessary infrastructure improvements using technically sound solutions and an eye for cost-effectiveness and constructability. SEH is excited to serve as your partner to deliver this project.

PROJECT UNDERSTANDING

The project is expected to include the following features:

- Evaluation off-street parking layout and geometries, minimally 2 parking stalls either with or without curb and gutter.
- Evaluation and proposal of an appropriate play structure, component sized and placed.
- Evaluation and proposal of potential sustainable landscaping and durable site enhancements for future phased/staged implementation that may include benches, picnic tables, waste/ recycling receptacles, landscaping for shade or screening, etc., designed and intended to be cost appropriate and low maintenance.
- An ADA compliant preliminary design.

PROPOSED SCOPE OF WORK

1. Preliminary Schematic Design
 - a. Coordinate and conduct site field survey and base map generation.
 - b. Gather site information and generate site inventory for in-place (or developer proposed) utilities, vegetation, sewer/ water systems, edge of roadway/sidewalks, curb & gutter, etc.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507
SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

- c. Virtual meeting with City staff to discuss/confirm project goals, objectives, schedule and budget. Discussion should include anticipated maintenance practices, safety issues, ADA requirements, adjacent residential needs/ expectations, and public engagement expectations (if any). Confirm Site User Program for use of project space and layout in conformance with City objectives and future planning efforts (such as connections of sidewalks or trails through the Fox Run development).
 - d. As a component of Schematic Design, establish Design Principles for project, including consideration for durability, sustainability, maintenance, design flexibility, human-appropriate scale, potential Covid-19 considerations, and potential future phase(s) and staging.
 - e. Develop two (2) scaled Schematic Concepts including any proposed parking layout, play structure, site features, hardscape, landscaping, and amenities.
 - f. Prepare Schematic Design Cost Estimate.
 - g. Virtual meeting with City staff to review all work performed to date.
 - h. Based on review meeting comments and directions provided by City, modify Schematic Design Concept into one (1) color rendered Preliminary Design Concept that will be the design base to be advanced and developed into future Construction Documents.
 - i. Revise Preliminary Cost Estimate.
2. SEH assumptions include:
- a. SEH has a full range of professional staff to design and deliver additional items that the City may desire to include in the project. Work that is not included in the above scope, but can be estimated and added upon mutual agreement with the City includes:
 - Public Engagement/ Open House/ outreach type tasks;
 - Visualization animations, graphics and/ or renderings;
 - Site utilities or street lighting;
 - Geotechnical field evaluation or testing;
 - Final Design, Construction Documents and bidding document creation;
 - Bidding and Project Award Assistance;
 - Construction Administration and Support.
 - b. Any geotechnical evaluation, material testing and/ or sampling needed for the Consultant to perform the above work will be undertaken by the City's contracted material testing firm.
 - c. Any paperwork or permitting related to County, State or Federal requirements will be performed by the City.

ANTICIPATED PROJECT/ PRODUCTION SCHEDULE

We have developed an anticipated production schedule as shown below. Work as outline herein to be completed by June 1, 2021 closeout. Proposed milestone dates are:

- Start of Work: February 15, 2021.
- Virtual Kickoff Meeting w/ City: By March 1, 2021.
- Schematic and Preliminary Design complete: By May 1, 2021.
- Project Completion: By June 1, 2021.

COMPENSATION

Compensation for the services identified in the scope of work will be made on an hourly basis plus the cost of reimbursable expenses. Total compensation will not exceed \$6,400 without prior authorization.

PROJECT TEAM

The following SEH staff are expected to participate with this work:

1. Karl Weissenborn will be the Project Manager and will lead the team throughout the process. Karl will be responsible for delivering the project, apply his over 30 years of experience of delivering similar projects to successfully complete this work on-time and on-budget.
2. Mark Miller will be the Project Landscape Architect and will develop and deliver the project design. Mark has provided similar work on many projects, including many similar small park design and pedestrian trail projects.
3. The support team will include Kelsey Montebello for civil engineering design support, Ginny Torzewski for landscape architecture CAD and design support, and will supply field survey and site data collection work will be supplied by a SEH St Paul office surveyor.

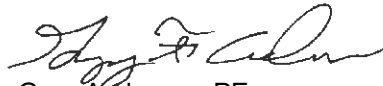
We thank you for choosing SEH to deliver these services and we expect to deliver them to your complete satisfaction. Please contact me if you have any questions about the content of our proposal or SEH's qualifications to successfully complete this project for you. Thank you again for the opportunity to submit this proposal and we look forward to work on another project in the City of Mora!

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Karl Weissenborn, PLA (MN), ASLA
Project Manager



Greg Anderson, PE
Client Service Manager
(Lic. MN)

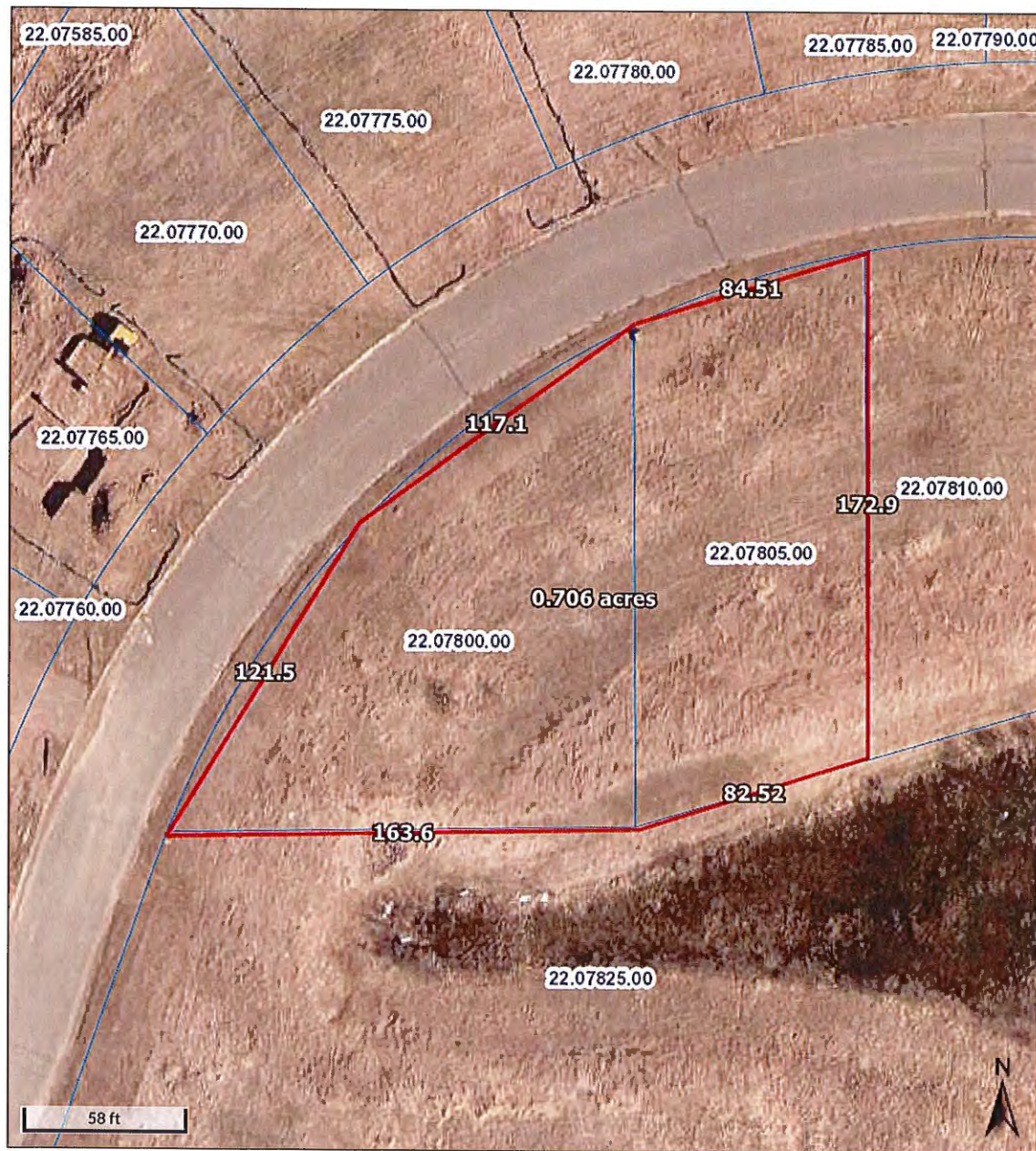
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Accepted By
City of Mora, Minnesota

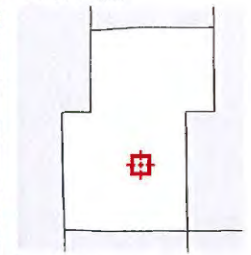
By: _____

Date: _____



Enclosures:
Attachment – Agreement for Professional Services



Overview



Legend

-  Parcels
-  Townships

Date created: 3/3/2020
Last Data Uploaded: 3/3/2020 4:22:16 AM

Developed by  **Schneider**
GEOSPATIAL



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: Minor Subdivision – Czarnowski & Oelmann

SUMMARY

Chad & Christina Czarnowski and Ben & Amber Oelmann have submitted a request for minor subdivision in order to adjust their shared property boundary.

BACKGROUND INFORMATION

The Czarnowskis and Oelmanns have submitted an application and survey for a minor subdivision in order to adjust the shared property boundary between 349 Morrison Street (Czarnowski) and 324 Edwards Avenue (Oelmann). The proposed request would move the shared property boundary south by three feet bringing the setbacks of existing structures into compliance with the zoning code. The applicants have provided a written description of their request, see attached.

The subject properties are located in the R-1 Single Family Residential District. The zoning code currently requires that properties within the R-1 District have a minimum area of 10,000 square feet and a minimum frontage of 80'. The Czarnowski property does not comply with either of these requirements presently or with approval of the proposed minor subdivision; and, the Oelmann property meets the frontage requirement but not the area requirement presently or with approval of the proposed minor subdivision. Despite these deficiencies, staff supports the request for minor subdivision because it resolves the nonconforming setbacks of three existing structures located at 349 Morrison Street (a house, a detached garage, and a fence), slightly improves the nonconforming frontage of 349 Morrison Street, and the impact on nonconforming lot area is a wash (one property slightly improves and the other slightly worsens, but both remain noncompliant either way).

OPTIONS & IMPACTS

1. Approve the minor subdivision. The two subject properties will still be deficient in lot area and one will still be deficient in frontage; however, approval will correct the nonconforming setbacks of three existing structures located at 349 Morrison Street.
2. Deny the minor subdivision, providing reasons for the denial for the written record. The two subject properties will remain deficient in lot area; one will remain deficient in frontage; and, denial will perpetuate the nonconforming setbacks of three existing structures located at 349 Morrison Street.

RECOMMENDATIONS

Motion to adopt Resolution No. 2021-222 approving the minor subdivision requested by Chad & Christina Czarnowski and Ben & Amber Oelmann.

Attachments

Written description of request

Memorandum

Resolution No. 2021-222

Certificate of Survey dated January 25, 2020

February 1, 2021

Mora City Council,

The minor subdivision proposed will help remedy three issues for the property at 349 Morrison Street. At this time, the house at 349 Morrison is about 6.5 feet from the property line (as opposed to the required minimum 8 feet) and the garage is 4 feet (as opposed to the required minimum 5 feet). The fence between the properties of 349 Morrison and 324 Edwards is exactly on the property line on the western most corner, but the eastern corner is over the line by about a foot.

Moving the property line to the south 3 feet, would give the fence the 2 feet of space required and also bring the house and garage into compliance. The closest structure of 324 Edwards is a deck which is about 11.5 feet from the current property line. Therefore, moving the property line towards the deck will not create a non-compliance issue and will maintain the required 8 foot minimum distance between residence and property line.

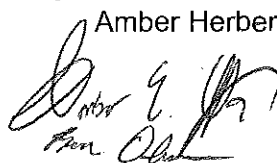
Currently, neither property is in compliance with the minimum square footage required for residential properties. There is no realistic way to fix this issue, but because moving the property line will fix other issues, we hope that you will find good reason to approve the request.

Thank you kindly,

Christina & Chad Czarnowski

Handwritten signatures of Christina and Chad Czarnowski in black ink.

Amber Herberg & Ben Oelmann

Handwritten signatures of Amber Herberg and Ben Oelmann in black ink.

RESOLUTION NO. 2021-222

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA,
APPROVING A MINOR SUBDIVISION AS REQUESTED BY
CHAD & CHRISTINA CZARNOWSKI AND BEN & AMBER OELMANN**

WHEREAS, Chad & Christina Czarnowski and Ben & Amber Oelmann, property owners, have submitted an application dated received and considered complete on February 3, 2021, for a Minor Subdivision in order to adjust a shared property boundary; and

WHEREAS, the subject properties are located at 349 Morrison Street (Czarnowski) and 324 Edwards Avenue (Oelmann); and

WHEREAS, the applicants have provided a Certificate of Survey prepared by a registered land surveyor and dated January 25, 2020; and

WHEREAS, the existing properties are legally described as:

PID 22.03805.00

*All of Lot 16 and the East 100 feet of the North 15 feet of Lot 18, all on Morrison Street,
Bond's Addition to the Village of Mora, Kanabec County, Minnesota.*

AND

*The West 20 feet of the North 15 feet of Lot 18, Morrison Street,
Bond's Addition to the Village of Mora, Kanabec County, Minnesota.*

PID 22.03810.00

*Lot 18 EXCEPT the North 15 feet and all of Lot 20, Block 3, Morrison Street,
Bond's Addition to the Village of Mora, Kanabec County, Minnesota*

WHEREAS, the request involves moving the shared property boundary three feet to the south with the proposed properties legally described as:

PID 22.03805.00

*Lot 16 and the North 18 feet of Lot 18, all in Block 3,
Bond's Addition to the Village of Mora, Kanabec County, Minnesota.*

PID 22.03810.00

*Lots 18 and 20, Block 3,
Bond's Addition to the Village of Mora, Kanabec County, Minnesota,
EXCEPT the North 18 feet of said Lot 18.*

WHEREAS, the City Council considered the request at its February 16, 2021 meeting.

NOW THEREFORE BE IT RESOLVED, that the City Council finds that the request for Minor Subdivision complies with the subdivision regulations of the City Code in that the subdivision results in three or less parcels and the applicants have submitted a Certificate of Survey prepared by a registered land surveyor showing the original lots and the proposed subdivision.

Approval is granted with the following conditions:

1. This resolution authorizes and facilitates a Minor Subdivision of the properties legally described above and as shown on the attached Certificate of Survey dated January 25, 2020.
2. No subsequent Minor Subdivisions involving the above described properties shall be granted prior to February 16, 2022.
3. Payment of all encumbrances for special assessments shall be a prerequisite for approval by the City Council.
4. This Minor Subdivision is not complete until it has been filed with the County Recorder and County Auditor and all applicable taxes have been paid in full.

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

Voting for the resolution:

Voting against the resolution:.....

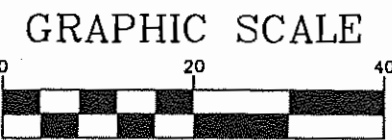
Abstained from voting:

Absent:

Motion carried and resolution adopted this 16th day of February, 2021.

Alan Skramstad, Mayor

ATTEST: _____
Lindy Crawford, City Administrator

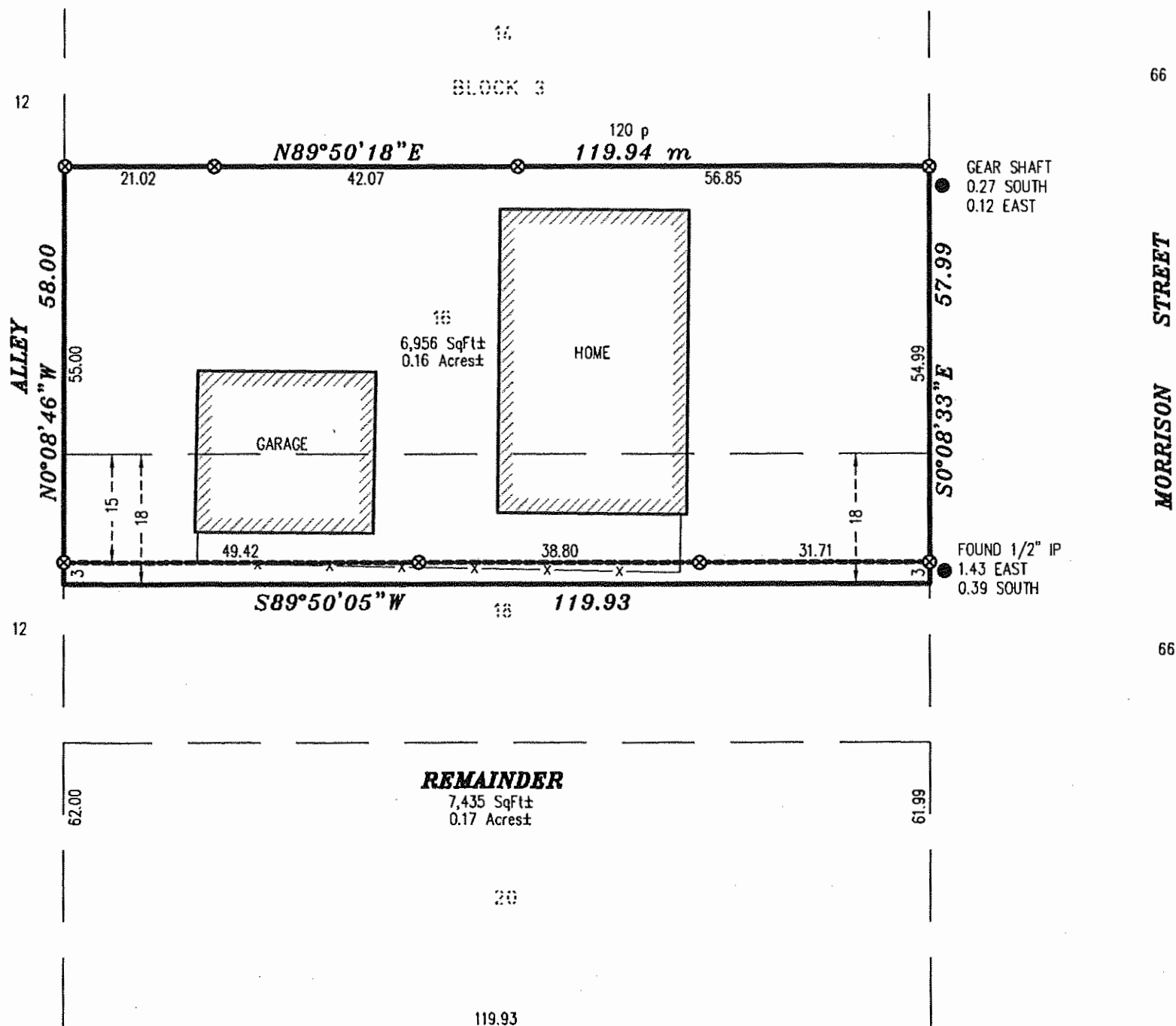


Scale: 1 Inch = 20 Feet

CERTIFICATE OF SURVEY FOR CHAD & CHRISTINA CZARNOWSKI

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

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



Existing Property Description:

All of Lot 16 and the East 100 feet of the North 15 feet of Lot 18, all on Morrison Street, Bond's Addition to the Village of Mora, Kanabec County, Minnesota.

AND

The West 20 feet of the North 15 feet of Lot 18, Morrison Street, Bond's Addition to the Village of Mora, Kanabec County, Minnesota.

Proposed 3' Description:

The South 3 feet of the North 18 feet of Lot 18, Block 3, Bond's Addition to the Village of Mora, Kanabec County, Minnesota.

Combined Legal Description:

Lot 16 and the North 18 feet of Lot 18, all in Block 3, Bond's Addition to the Village of Mora, Kanabec County, Minnesota.

Proposed Remainder Description:

Lots 18 and 20, Block 3, Bond's Addition to the Village of Mora, Kanabec County, Minnesota, EXCEPT the North 18 feet of said Lot 18.

Notes to Survey:

1. For the purposes of this survey, existing easements of record were not researched.

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

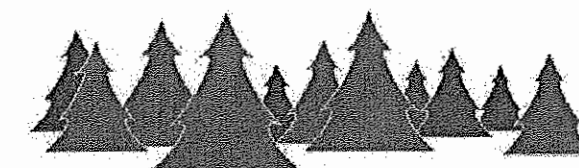
Dated this 25TH day of JANUARY, 2020

By:

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

LEGEND

- DENOTES 1/2" IRON PIPE FOUND, UNLESS NOTED
- ⊗ DENOTES 1/2" REBAR SET, MARKED KROSCHER 44490
- DENOTES FENCE
- DENOTES MEASURED DISTANCE
- "p" DENOTES PLATTED DISTANCE



Kroschel Land Surveyors, Inc.

1639 Main Street North, Suite 6, Pine City, MN 55063

Phone: 320-629-3267 tyler@kroschelsurvey.com



MEMORANDUM

Date: February 16, 2021
 To: Mayor and City Council
 From: Lindy Crawford, City Administrator
 RE: Text Amendment – Water Disconnection Ordinance

SUMMARY

The City Council will consider an ordinance amending procedures relating to delinquent water utility accounts.

BACKGROUND INFORMATION

City Code §50.24 addresses delinquent utility accounts and states that services will be shut off for nonpayment; however, in most circumstances the utility does not disconnect water service when an account is delinquent. Instead the service remains on and if account balances are severely delinquent at the time the city certifies unpaid charges, those balances go to City Council for certification approval after a public hearing is held with the Public Utilities Commission (PUC). There are many reasons why, some listed by the League of Minnesota Cities (LMC) below, certifying the delinquent balance rather than disconnecting the service is beneficial to both parties:

1. Concerns about shutting off water services in cold weather are eliminated.
2. The city/utility does not have to investigate the residence or unit to determine if it is occupied.
3. Certification is not limited even when other laws restrict shutting off utilities in special situations.
4. A city/utility is protected if the property with delinquent utility charges is sold after the delinquent charges are certified due to the fact that the water/sewer charges run with the property.
5. Confusion is alleviated when joint owners of property disagree as to who is responsible for utility charges (for example, in divorce proceedings). The unpaid charges simply run with the property and must be paid as property taxes are paid.
6. Certified delinquent charges take priority over other unsecured creditors if a consumer later files for bankruptcy.

City Code § 50.24, attached, explains the process in regards to certifying unpaid utility charges, however it also states water services will be disconnected if left unpaid; akin to how delinquent electric accounts are handled. The PUC heard concerns from a customer at its November 2020 meeting regarding utility billing department procedures for delinquent water utility accounts. After further review and consideration the PUC recommended at its December 2020 meeting that §50.24 be amended in such a manner that grants the city and utility discretion in shutting off utilities for nonpayment.

The proposed amendment would apply to § 50.24 (B) (1) and (B) (5). Language proposed to be ~~stricken~~ and added is shown below:

§50.24 DELINQUENT ACCOUNTS

(B) (1) If any bill is not paid by the due date listed on the bill, a second bill will be mailed by first class mail and shall state that if payment is not made within ten (10) days of the mailing of the second bill, water or electric service to the premises will ~~may~~ be shut off for nonpayment.

Memorandum

(B) (5) If a customer fails to pay and fails to request a hearing under this part, service ~~will~~ may be shut off at the time specified in the notice.

OPTIONS & IMPACTS

1. Amend City Code §50.24 allowing the city to continue the practice of certifying delinquent water charges.
2. Do not amend City Code §50.24 and begin disconnecting water service if an account becomes delinquent.

RECOMMENDATIONS

Motion to adopt Ordinance No. 480 approving an amendment pertaining to delinquent utility accounts.

Attachments

City Code §50.20 - 50.24

Ordinance No. 480

PAYMENT AND COLLECTION OF UTILITY BILLS

§ 50.20 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ACCOUNT. A record of utility services used by each property and the periodic costs for those utility services.

CITY UTILITY SYSTEM. Facilities used for providing public utility service owned or operated by the city or agency thereof, including electric, sanitary sewer, storm water, and water service.

OWNER. The person owning the property receiving utility service.

TENANT. A person, other than the property owner, occupying and receiving utility service.

UTILITY RATE SCHEDULE. A schedule of all utility rates and charges set by the Public Utilities Commission.

(Ord. 346, passed 6-6-2006)

§ 50.21 ACCOUNTS.

(A) Water, sanitary sewer and storm sewer services shall be carried in the name of the owner who personally, or by his or her authorized agent, applied for such service. The owner shall be liable for water, sanitary sewer, and storm water services supplied to the property, whether he or she is occupying the property or not, and any unpaid charges (including taxes, fees and penalties) shall be a lien upon the property.

(B) Electric service may be carried in the name of the owner or tenant.

(1) If carried in the name of the owner, the deposit for establishing service shall be waived. If carried in the name of the owner, the owner shall be liable for electric services supplied to the property, whether he or she is occupying the property or not, and any unpaid charges shall be a lien upon the property.

(2) If carried in the name of the tenant a deposit to establish service shall be required. If carried in the name of the tenant the owner shall not be liable for any unpaid electric charges.

(Ord. 346, passed 6-6-2006)

§ 50.22 BILLING.

Water, sanitary sewer, storm water and electric charges shall be billed on one (1) bill as applicable to each account. All charges for water, sanitary sewer, storm water and electric service shall be due on the tenth (10th) day of the month and considered delinquent after the tenth (10th) day of the month. All bills shall contain the address and telephone number of the utility office. Bills shall be mailed to the customers on or before the last day of each month and specify the water and electricity consumed and all utility charges in accordance with the current fee schedule set by the Public Utilities Commission.

(Ord. 346, passed 6-6-2006)

§ 50.23 UTILITY RATE SCHEDULE.

(A) The utility rate schedule shall be adopted by ordinance of the City Council.

(B) Each year, the Public Utilities Commission shall establish one (1) or more certification cutoff dates. All city utility accounts, unless exempt for other legal reason, which have been billed a delinquent bill and remain unpaid as of the certification cut-off date shall have the balance on the account included in a preliminary certification list.

(Ord. 346, passed 6-6-2006)

§ 50.24 DELINQUENT ACCOUNTS.

(A) *Penalties.* A late payment penalty shall be assessed on the full balance of all accounts with a past due balance in an amount set forth by the City Council from time to time.

(B) *Shut-off for nonpayment.* Water or electric service shall not be shut-off until notice and an opportunity for a hearing before an employee designated by the public utility commission has been provided to the occupant and owner of the premises involved.

(1) If any bill is not paid by the due date listed on the bill, a second bill will be mailed by first class mail and shall state that if payment is not made within ten (10) days of the mailing of the second bill, water or electric service to the premises will be shut off for nonpayment.

(2) The second bill and shut-off notice shall contain the title, address and telephone number of the official in charge of billing; the title, address and phone number shall be clearly visible and easily readable.

(3) The notice shall also state that any occupant or owner has the right to a hearing before the water or electric service is shut off. The owner or occupant may be represented in person and by counsel or any other person of his or her choosing.

The owner or occupant may present orally or in writing his or her complaint to the city official in charge of utility billing. This official shall be authorized to order continuation of the customer's service and shall have the authority to adjust the customer's bill or enter into a mutually agreeable payment plan.

(4) If an occupant or owner requests a hearing, the water or electric service shall not be shut off until the hearing process is complete.

(5) If a customer fails to pay and fails to request a hearing under this part, service will be shut off at the time specified in the notice.

(C) *Certification for collection with taxes.* Unpaid charges on utility accounts shall not be certified to the County Auditor until notice and an opportunity for a hearing have been provided to the owner of the premises involved. The notice shall be sent by first class mail and shall state that if payment is not made before the date for certification, the entire amount unpaid plus penalties will be certified to the County Auditor for collection as other taxes are collected. The notice shall also state that the occupant may, before such certification date, attend or schedule a hearing on the matter to object to certification of unpaid utility charges.

(D) A hearing shall be held on the matter by the Public Utility Commission. Property owners with unpaid utility charges shall have the opportunity to object to the certification of unpaid charges to be collected as taxes are collected. If, after the hearing, the City Council finds that the amounts claimed as delinquent are actually due and unpaid and that there is no legal reason why the unpaid charges should not be certified for collection with taxes in accordance with this subchapter, the city may certify the unpaid charges to the county auditor for collection as other taxes are collected.

(E) For each certification sustained, the property owner shall have the following options after the hearing:

(1) To pay the certified delinquent amount after the hearing date, but before the certification deadline.

(2) To pay the certified charges as billed to them by the county on their property tax statement with a collection term of one (1) year.

(F) Fifteen (15) days after the hearing, the certified roll, minus any payments, shall be delivered to the County Auditor.

(Ord. 346, passed 6-6-2006; Am. Ord. 376, passed 1-20-2009)

**AN ORDINANCE ADOPTING A TEXT AMENDMENT TO CITY OF MORA CODE OF ORDINANCES,
TITLE V PUBLIC WORKS, CHAPTER 50 UTILITIES IN GENERAL PERTAINING TO
PAYMENT AND COLLECTION OF UTILITY BILLS**

THE CITY COUNCIL OF THE CITY OF MORA, KANABEC COUNTY, MINNESOTA ORDAINS:

Section 1. That Code of Ordinances §50.24 pertains to delinquent utility accounts and states that utilities will be shut off for nonpayment, and the Public Utilities Commission (PUC) and City Council desire to amend §50.24 in such a manner that grants the city discretion in shutting off utilities for nonpayment.

Section 2. That the City Council reviewed the proposed ordinance amendment and considered the PUC's recommendation at its February 16, 2021 meeting.

Section 3. That §50.24 DELINQUENT ACCOUNTS (B) (1) and (B) (5) are hereby repealed.

Section 4. That the following language is hereby adopted to replace the above repealed sections:

§50.24 DELINQUENT ACCOUNTS (B) (1) If any bill is not paid by the due date listed on the bill, a second bill will be mailed by first class mail and shall state that if payment is not made within ten (10) days of the mailing of the second bill, water or electric service to the premises may be shut off for nonpayment.

§50.24 DELINQUENT ACCOUNTS (B) (5) If a customer fails to pay and fails to request a hearing under this part, service may be shut off at the time specified in the notice.

Section 5. That this ordinance shall become effective upon its passage and publication.

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

Voting for the ordinance:

Voting against the ordinance:

Abstained from voting:

Absent:

Motion carried and ordinance adopted this 16th day of February, 2021.

Alan Skramstad, Mayor

ATTEST:

Lindy Crawford, City Administrator



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: Text Amendment – Floodplain Management Ordinance

SUMMARY

The City Council will consider an ordinance amending City Code Chapter 152 Floodplain Management.

BACKGROUND INFORMATION

The purpose of Chapter 152 Floodplain Management is to regulate development in the flood hazard areas of the city, and promote the public health, safety, and general welfare by minimizing losses and disruptions. Flood hazard areas are subject to periodic inundation, which may result in: the loss of life and property; health and safety hazards; disruption of commerce and governmental services; extraordinary public expenditures for flood protection and relief; and, impairment of the tax base.

The city's current Floodplain Management Ordinance was adopted in 1997 and has become outdated; therefore, the Planning Commission began the process of reviewing and updating the ordinance in February 2019. The commission developed a draft Floodplain Management Ordinance based on the MN Department of Natural Resources' (DNR) model ordinance. In addition, to address local flooding concerns and with full support from the DNR, the commission is proposing the establishment of a new flood district – known as the Flood Prone District – and a corresponding City of Mora Flood Prone Areas Map. The commission's goal in proposing the Flood Prone District is to create awareness of potential flooding and prevent flood damage. The draft ordinance provides recommendations for new construction in flood prone areas, but does not provide strict regulations or prohibit development.

Because the proposed City of Mora Flood Prone Areas Map identifies many properties as being flood prone and the proposed recommendations may have an impact on future development, the commission notified all impacted property owners by letter and held an open house on September 30, 2020. Approximately 400 letters were mailed to private and public property owners. Staff and commissioners spoke directly with many of these impacted property owners to explain the purpose of the proposed Flood Prone District and answer questions.

The commission conducted a public hearing on February 8th to consider the proposed Text Amendment. In an ongoing effort to engage the public, the public hearing notice was published in the Kanabec County Times on January 21st and 28th (only one week was required) and advertised on the city's website and Facebook page. Verbal concerns were received from one property owner impacted by the proposed flood prone designation in response to the public hearing notice; however, no members of the public attended the public hearing to express opposition to the proposed Text Amendment. For more detail about the public hearing and the verbal concerns received prior to the public hearing, see the draft Planning Commission meeting minutes included in the meeting packet.

The draft Floodplain Management Ordinance and City of Mora Flood Prone Areas Map were reviewed by the DNR and received conditional approval on April 13, 2020. No significant changes have been made to the draft

Memorandum

ordinance since receiving conditional approval; however, the draft ordinance was submitted to the DNR again on January 15th in preparation for the commission's February 8th public hearing. A response from the DNR stated that the conditional approval received in April 2020 is still applicable. The draft ordinance and proposed maps were also provided to the City Engineer and City Attorney for review prior to the public hearing, and neither provided any suggested changes.

The draft Floodplain Management Ordinance is attached as Appendix A to Ordinance No. 481, and the current Floodplain Management Ordinance adopted in 1997 can be viewed on the city's website www.ci.mora.mn.us (link on homepage).

Following the City Council's adoption of the updated Floodplain Management Ordinance, the ordinance or a summary of the ordinance must be published to make it effective. Once publication is complete, the ordinance and supporting documentation will be submitted to the DNR. The DNR will then forward the information to FEMA with the DNR's recommendations.

OPTIONS & IMPACTS

1. Amend City Code Chapter 152 Floodplain Management by repealing the chapter in its entirety and adopting an updated Chapter 152 and corresponding City of Mora Flood Prone Areas Map in its place. The city's floodplain regulations will be current and comply with state floodplain management rules and the floodplain management standards of the FEMA. In addition, the city will help create awareness about properties identified as being flood prone and construction methods to help reduce or eliminate flood damage to newly constructed structures. The DNR has offered support for the proposed Text Amendment.
2. Do not amend City Code Chapter 152 and continue enforcing outdated floodplain regulations. The DNR will continue to encourage the city to amend Chapter 152 in order to be in compliance with state floodplain management rules and the floodplain management standards of the FEMA.

RECOMMENDATIONS

Motion to adopt Ordinance No. 481 approving a Text Amendment to City Code Chapter 152 Floodplain Management.

Attachments

Ordinance No. 481

**AN ORDINANCE ADOPTING A TEXT AMENDMENT TO CITY OF MORA CODE OF ORDINANCES,
TITLE XV LAND USAGE, CHAPTER 152 FLOODPLAIN MANAGEMENT**

THE CITY COUNCIL OF THE CITY OF MORA, KANABEC COUNTY, MINNESOTA ORDAINS:

Section 1. That the City of Mora Planning Commission initiated a Text Amendment to City of Mora Code of Ordinances, Title XV Land Usage, Chapter 152 Floodplain Management.

Section 2. That notice was provided and on February 8, 2021, the Planning Commission conducted a public hearing regarding the proposed Text Amendment, at which it heard from the Community Development Director and invited members of the public to comment. The Planning Commission unanimously recommended approval of the Text Amendment.

Section 3. That the City Council reviewed the proposed Text Amendment and considered the Planning Commission's recommendation at its February 16, 2021 meeting. The City Council finds that City of Mora Code of Ordinances, Title XV Land Usage, Chapter 152 Floodplain Management, adopted in 1997, has become outdated and it's in the public's best interest to amend said chapter.

Section 4. That the Minnesota Department of Natural Resources (DNR) reviewed the draft Floodplain Management Ordinance and corresponding City of Mora Flood Prone Areas Map and offered conditional approval on April 13, 2020 and confirmed conditional approval again on January 15, 2021.

Section 5. That Chapter 152 Floodplain Management is hereby repealed in its entirety.

Section 6. That the attached Appendix A, Chapter 152 Floodplain Management Ordinance, and Appendices B1-B3, City of Mora Flood Prone Areas Map (three map sheets), are hereby adopted to replace the above repealed chapter.

Section 7. That the City Council finds that publication of the title and a summary of the ordinance will clearly inform the public of the intent and effect of the ordinance, and at least four-fifths of the City Council's members direct that only the title of the ordinance and a summary be published as follows:

"AN ORDINANCE ADOPTING NEW FLOODPLAIN MANAGEMENT REGULATIONS WITHIN THE CITY OF MORA. It is the intent and effect of this ordinance to repeal City of Mora Code of Ordinances, Title XV Land Usage, Chapter 152 Floodplain Management in its entirety and adopt an updated Chapter 152 Floodplain Management Ordinance and City of Mora Flood Prone Areas Map in its place. The purpose of the ordinance is to regulate development in the flood hazard areas of the city and preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development."

The full ordinance and related maps are available for inspection by any person during regular office hours at City Hall.

Section 8. That this ordinance shall become effective upon its passage and publication of the approved summary.

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

Voting for the ordinance:
Voting against the ordinance:
Abstained from voting:
Absent:

Motion carried and ordinance adopted this 16th day of February, 2021.

Alan Skramstad, Mayor

ATTEST:

Lindy Crawford, City Administrator

**CITY OF MORA, MN
CODE OF ORDINANCES
CHAPTER 152: FLOODPLAIN MANAGEMENT ORDINANCE**

Section

Statutory Authorization, Findings of Fact and Purpose

- 152.001 Statutory Authorization
- 152.002 Findings of Fact and Purpose

General Provisions

- 152.010 Lands to Which Ordinance Applies
- 152.011 Incorporation of Maps by Reference
- 152.012 Abrogation and Greater Restrictions
- 152.013 Warning and Disclaimer of Liability
- 152.014 Severability
- 152.015 Definitions
- 152.016 Annexations

Establishment of Floodplain Districts

- 152.020 Districts
- 152.021 Applicability

Requirements for all Floodplain Districts

- 152.030 Minimum Development Standards
- 152.031 Flood Capacity
- 152.032 Storage and Processing of Materials
- 152.033 Critical Facilities

Floodway District (FW)

- 152.040 Permitted Uses
- 152.041 Standards for Floodway Permitted Uses
- 152.042 Conditional Uses
- 152.043 Standards for Floodway Conditional Uses

Flood Fringe District (FF)

- 152.050 Permitted Uses
- 152.051 Standards for Flood Fringe Permitted Uses
- 152.052 Conditional Uses
- 152.053 Standards for Flood Fringe Conditional Uses

General Floodplain District (GF)

- 152.060 Permitted Uses
- 152.061 Procedures for Determining Floodway Boundaries and Regional Flood Elevations

Flood Prone District (FPA)

- 152.070 Flood Prone Areas
- 152.071 Procedures for Amendment to Designation and Map

Land Development Standards

- 152.080 In General
- 152.081 Subdivisions
- 152.082 Building Sites

Utilities, Railroads, Roads, and Bridges

- 152.090 Public Utilities
- 152.091 Public Transportation Facilities
- 152.092 On-Site Water Supply and Sewage Treatment Systems

Manufactured Homes and Recreational Vehicles

- 152.100 Manufactured Homes
- 152.101 Recreational Vehicles

Administration

- 152.110 Duties
- 152.111 Permit Requirements
- 152.112 Variances
- 152.113 Conditional Uses

Nonconformities

- 152.120 Continuance of Nonconformities

Violations and Penalties

- 152.130 Violation Constitutes a Misdemeanor
- 152.131 Other Lawful Action
- 152.132 Enforcement

Amendments

- 152.140 Floodplain Designation – Restrictions on Removal
- 152.141 Amendments Require DNR Approval
- 152.142 Map Revisions Require Ordinance Amendments

STATUTORY AUTHORIZATION, FINDINGS OF FACT AND PURPOSE**§ 152.001 STATUTORY AUTHORIZATION**

The legislature of the State of Minnesota has, in Minnesota Statutes Chapter 103F and Chapter 462 delegated the responsibility to local government units to adopt regulations designed to minimize flood losses. Therefore, the City Council of the City of Mora, Minnesota, does ordain as follows.

§ 152.002 FINDINGS OF FACT AND PURPOSE

- (A) This ordinance regulates development in the flood hazard areas of the City of Mora. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote the public health, safety, and general welfare by minimizing these losses and disruptions.
- (B) National Flood Insurance Program Compliance. This ordinance is adopted to comply with the rules and regulations of the National Flood Insurance Program codified as 44 Code of Federal Regulations Parts 59 -78, as amended, so as to maintain the community's eligibility in the National Flood Insurance Program.
- (C) This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

GENERAL PROVISIONS**§ 152.010 LANDS TO WHICH ORDINANCE APPLIES**

This ordinance applies to all lands within the jurisdiction of the City of Mora within the boundaries of the Floodway, Flood Fringe and General Floodplain Districts. The boundaries of these districts are determined by scaling distances on the Flood Insurance Rate Map, or as modified in accordance with Section 152.021.

- (A) The Floodway, Flood Fringe and General Floodplain Districts are overlay districts that are superimposed on all existing zoning districts. The standards imposed in the overlay districts are in addition to any other requirements in this ordinance. In case of a conflict, the more restrictive standards will apply.
- (B) Where a conflict exists between the floodplain limits illustrated on the official floodplain maps and actual field conditions, the flood elevations shall be the governing factor in locating the regulatory floodplain limits.
- (C) Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the Planning Commission and to submit technical evidence.

§ 152.011 INCORPORATION OF MAPS BY REFERENCE

The following maps together with all attached material are hereby adopted by reference and declared to be a part of the Official Zoning Map and this ordinance:

- (A) Flood Insurance Studies:

- (1) Kanabec County Minnesota and Incorporated Areas, dated May 1978
- (2) City of Mora, Kanabec County, dated September 1977
- (B) Flood Insurance Rate Map panels:
 - (1) Kanabec County Panel 2702140200A, dated November 1, 1978
 - (2) City of Mora Panel 2702160001B, dated September 1, 1977
- (C) Flood Boundary Floodway Map panels:
 - (1) City of Mora Panel 270216001, dated September 1, 1977
- (D) City of Mora Flood Prone Areas Map

These materials are on file in the offices of the City of Mora Community Development Department.

§ 152.012 ABROGATION AND GREATER RESTRICTIONS

It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or other private agreements. However, where this ordinance imposes greater restrictions, the provisions of this ordinance prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

§ 152.013 WARNING AND DISCLAIMER OF LIABILITY

This ordinance does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. This ordinance does not create liability on the part of the City of Mora or its officers or employees for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

§ 152.014 SEVERABILITY

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.

§ 152.015 DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance must be interpreted according to common usage and so as to give this ordinance its most reasonable application.

ACCESSORY USE OR STRUCTURE. A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure.

BASE FLOOD. The flood having a one percent chance of being equaled or exceeded in any given year.

BASE FLOOD ELEVATION. The elevation of the “regional flood.” The term “base flood elevation” is used in the flood insurance study.

BASEMENT. Any area of a structure, including crawl spaces, having its floor or base subgrade (below ground level) on all four sides, regardless of the depth of excavation below ground level.

CONDITIONAL USE. A specific type of structure or land use listed in the official control that may be allowed but only after an in-depth review procedure and with appropriate conditions or restrictions as provided in the official zoning controls or building codes and upon a finding that:

- (1) Certain conditions as detailed in the Zoning Code exist, and

- (2) The structure and/or land use conform to the comprehensive land use plan if one exists and are compatible with the existing neighborhood.

CRITICAL FACILITIES. Facilities necessary to a community's public health and safety, those that store or produce highly volatile, toxic or water-reactive materials, and those that house occupants that may be insufficiently mobile to avoid loss of life or injury. Examples of critical facilities include hospitals, correctional facilities, schools, daycare facilities, nursing homes, fire and police stations, wastewater treatment facilities, public electric utilities, water plants, fuel storage facilities, and waste handling and storage facilities.

DEVELOPMENT. Any manmade change to improved or unimproved real estate, including buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

EQUAL DEGREE OF ENCROACHMENT. A method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.

FARM FENCE. An open type of fence of posts and horizontally run wire, further defined by Minn. Statutes Section 344.02, Subd. 1(a)-(d), and is not considered to be a structure under this ordinance. Fences that have the potential to obstruct flood flows, such as chain link fences and rigid walls, are regulated as structures under this ordinance.

FLOOD. A temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.

FLOOD FREQUENCY. The frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.

FLOOD FRINGE. The portion of the Special Flood Hazard Area (one percent annual chance flood) located outside of the floodway. Flood fringe is synonymous with the term "floodway fringe" used in the Flood Insurance Study.

FLOOD INSURANCE RATE MAP. An official map on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

FLOOD PRONE AREA. Any land susceptible to being inundated by water from any source, as identified by the city flood prone map, or as determined by the local zoning administrator or city engineer.

FLOODPLAIN. The beds proper and the areas adjoining a wetland, lake or watercourse which have been or hereafter may be covered by the regional flood.

FLOODPROOFING. A combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

FLOODWAY. The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the regional flood discharge.

LOWEST FLOOR. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 Code of Federal Regulations, Part 60.3.

MANUFACTURED HOME. A structure, transportable in one (1) or more sections, which when erected on site is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a single family dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. The term “manufactured home” does not include the term “recreational vehicle.”

NEW CONSTRUCTION. Structures, including additions and improvements, and placement of manufactured homes, for which the start of construction commenced on or after the effective date of this ordinance.

OBSTRUCTION. Any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.

ONE HUNDRED YEAR FLOODPLAIN. Lands inundated by the “Regional Flood” (see definition).

PRINCIPAL USE OR STRUCTURE. All uses or structures that are not accessory uses or structures.

REACH. A hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.

RECREATIONAL VEHICLE. A vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of this ordinance, the term recreational vehicle is synonymous with the term “travel trailer/travel vehicle.”

REGIONAL FLOOD. A flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 1% chance or 100-year recurrence interval. Regional flood is synonymous with the term “base flood” used in a flood insurance study.

REGULATORY FLOOD PROTECTION ELEVATION (RFPE). An elevation not less than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.

REPETITIVE LOSS. Flood related damages sustained by a structure on two separate occasions during a ten year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds 25% of the market value of the structure before the damage occurred.

SPECIAL FLOOD HAZARD AREA. A term used for flood insurance purposes synonymous with “One Hundred Year Floodplain.”

START OF CONSTRUCTION. Includes substantial improvement, and means the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement that occurred before the permit’s expiration date. The actual start is either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, foundations, or the erection of temporary forms; nor

does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

STRUCTURE. Anything constructed or erected on the ground or attached to the ground or on-site utilities, including, but not limited to, buildings, factories, sheds, detached garages, cabins, decks manufactured homes, recreational vehicles not considered travel ready as detailed in Section 152.101 (B) of this ordinance and other similar items.

SUBSTANTIAL DAMAGE. Means damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT. Within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or
- (2) Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.” For the purpose of this ordinance, “historic structure” is as defined in 44 Code of Federal Regulations, Part 59.1.

§ 152.016 ANNEXATIONS

The Flood Insurance Rate Map panels adopted by reference into Section 152.011 above may include floodplain areas that lie outside of the corporate boundaries of the City of Mora at the time of adoption of this ordinance. If any of these floodplain land areas are annexed into the City of Mora after the date of adoption of this ordinance, the newly annexed floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation.

ESTABLISHMENT OF FLOODPLAIN DISTRICTS

§ 152.020 DISTRICTS

- (A) Floodway District. The Floodway District includes those areas within Zones A10, A11 delineated within floodway areas as shown on the Flood Insurance Rate Maps and Flood Boundary and Floodway Maps adopted in Section 152.011. For lakes, wetlands and other basins, the Floodway District also includes those areas that are at or below the ordinary high water level as defined in Minnesota Statutes, Section 103G.005, subdivision 14.
- (B) Flood Fringe District. The Flood Fringe District includes areas within Zones A10, A11 on the Flood Insurance Rate Map and Flood Boundary and Floodway Maps adopted in Section 152.011, but located outside of the floodway. For lakes, wetlands and other basins, the Flood Fringe District also includes areas mapped in Zones A or A10, which are below the 1% annual chance (100 year) flood

elevation but above the ordinary high water level as defined in Minnesota Statutes, Section 103G.005, subdivision 14.

- (C) General Floodplain District. The General Floodplain District includes those areas within Zone A that do not have a floodway delineated as shown on the Flood Insurance Rate Map adopted in Section 152.011.
- (D) Flood Prone District. The Flood Prone District includes those areas that are outside of Zones A, A10, and A11 as shown on the Flood Insurance Rate Maps and Flood Boundary and Floodway Maps, but are identified as Flood Prone on the City of Mora Flood Prone Areas Map adopted in Section 152.011. Only that portion of property identified on the map as being flood prone shall be designated as such and shall be subject to Section 152.070; and, any portion of the same property which is not identified as being flood prone shall not be subject to Section 152.070.

§ 152.021 APPLICABILITY

Where Floodway and Flood Fringe Districts are delineated on the floodplain maps, the standards in Sections 152.040 – 152.053 will apply, depending on the location of a property. Locations where Floodway and Flood Fringe Districts are not delineated on the floodplain maps are considered to fall within the General Floodplain District. Within the General Floodplain District, the Floodway District standards in Sections 152.040 – 152.043 apply unless the floodway boundary is determined, according to the process outlined in Section 152.061. In no cases shall floodplain development adversely affect the efficiency or unduly restrict or reduce the capacity of the channels of floodways of any tributaries to the main stream, drainage ditches, or any other drainage facilities or systems.

REQUIREMENTS FOR ALL FLOODPLAIN DISTRICTS

§ 152.030 MINIMUM DEVELOPMENT STANDARDS

All new construction and substantial improvements must be:

- (A) Designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- (B) Constructed with materials and utility equipment resistant to flood damage;
- (C) Constructed by methods and practices that minimize flood damage; and
- (D) Constructed with electrical, heating, ventilation, ductwork, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

§ 152.031 FLOOD CAPACITY

Floodplain developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.

§ 152.032 STORAGE AND PROCESSING OF MATERIALS

The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.

§ 152.033 CRITICAL FACILITIES

Critical Facilities, as defined in Section 152.015, are to be located, so that the lowest floor is not less than two feet above the regional flood elevation, or the 500 year flood elevation, whichever is higher.

FLOODWAY DISTRICT (FW)

§ 152.040 PERMITTED USES

The following uses, subject to the standards set forth in Section 152.041, are permitted uses if otherwise allowed in the underlying zoning district or any applicable overlay district:

- (A) General farming, pasture, grazing, farm fences, outdoor plant nurseries, horticulture, forestry, sod farming, and wild crop harvesting.
- (B) Industrial and commercial loading areas, parking areas, streets, trails, airport landing strips, railroads, bridges, culverts, utility transmission lines and pipelines.
- (C) Open space uses, including but not limited to private and public golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, boat launching ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting preserves, hunting and fishing areas, and single or multiple purpose recreational trails.
- (D) Residential yards, lawns, gardens, parking areas, and play areas, provided these uses do not include associated accessory structures.
- (E) Grading or land alterations associated with stabilization projects.

§ 152.041 STANDARDS FOR FLOODWAY PERMITTED USES

- (A) The use must have a low flood damage potential.
- (B) The use must not involve structures or obstruct flood flows. The use must not cause any increase in flood damages, nor any increase in flood elevations in areas where a floodway has been established, as certified by a registered professional engineer.
- (C) Any facility that will be used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.

§ 152.042 CONDITIONAL USES

The following uses may be allowed as conditional uses following the standards and procedures set forth in Section 152.113 of this ordinance and further subject to the standards set forth in Section 152.043, if otherwise allowed in the underlying zoning district.

- (A) Structures accessory to primary uses listed in 152.040 (A) – (C) above and primary uses listed in 152.042 (B) – (C) below.
- (B) Extraction, fill and storage of soil, sand, gravel, and other materials.
- (C) Marinas, boat rentals, permanent docks, piers, wharves, water control structures, and navigational facilities.
- (D) Storage yards for equipment, machinery, or materials.
- (E) Fences that have the potential to obstruct flood flows.

- (F) Levees or dikes intended to protect agricultural crops for a frequency flood event equal to or less than the 10-year frequency flood event.

§ 152.043 STANDARDS FOR FLOODWAY CONDITIONAL USES

- (A) A conditional use must not cause any increase in flood damages, nor any increase in flood elevations in areas where a floodway has been established, as certified by a registered professional engineer.
- (B) Fill; Storage of Materials and Equipment:
 - (1) Fill, dredge spoil, and other similar materials deposited or stored in the floodplain must be protected from erosion by vegetative cover, mulching, riprap or other acceptable method. Permanent sand and gravel operations and similar uses must be covered by a long-term site development plan.
 - (2) Temporary placement of fill, other materials, or equipment which would cause an increase to the stage of the 1% percent chance or regional flood may only be allowed if the City Council has approved a plan that assures removal of the materials from the floodway based upon the flood warning time available.
- (C) Accessory Structures. Accessory structures, as identified in Section 152.042 (A), may be permitted, provided that:
 - (1) Structures are not intended for human habitation;
 - (2) Structures will have a low flood damage potential;
 - (3) Structures will be constructed and placed so as to offer a minimal obstruction to the flow of flood waters;
 - (4) Structures must be elevated on fill or structurally dry floodproofed and watertight to the regulatory flood protection elevation. Certifications consistent with Section 152.111 (C) shall be required.
 - (5) As an alternative, an accessory structure may be floodproofed in a way to accommodate internal flooding. To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, have a net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention. A floodproofing certification consistent with Section 152.111 (C) shall be required.
- (D) Structural works for flood control that will change the course, current or cross section of protected wetlands or public waters are subject to the provisions of Minnesota Statutes, Section 103G.245.
- (E) A levee, dike or floodwall constructed in the floodway must not cause an increase to the 1% chance or regional flood. The technical analysis must assume equal conveyance or storage loss on both sides of a stream.

FLOOD FRINGE DISTRICT (FF)

§ 152.050 PERMITTED USES

Permitted uses are those uses of land or structures allowed in the underlying zoning district(s) that comply with the standards in Sections 152.051. If no pre-existing, underlying zoning districts exist, then any residential or nonresidential structure or use of a structure or land is a permitted use provided it does not constitute a public nuisance.

§ 152.051 STANDARDS FOR FLOOD FRINGE PERMITTED USES

- (A) All structures, including accessory structures, must be elevated on fill so that the lowest floor, as defined, is at or above the regulatory flood protection elevation. The finished fill elevation for structures must be no lower than one foot below the regulatory flood protection elevation and the fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure. Elevations must be certified by a registered professional engineer, land surveyor or other qualified person designated by the community.
- (B) Accessory Structures. As an alternative to the fill requirements of Section 152.051 (A), structures accessory to the uses identified in Section 152.050 may be designed to accommodate the inundation of floodwaters, meeting the following provisions:
 - (1) The accessory structure constitutes a minimal investment and satisfy the development requirements in Section 152.031.
 - (2) Any enclosed accessory structure shall not exceed 576 square feet in size, and only be used for parking and storage. Any such structure shall be designed and certified by a registered professional engineer, or be designed in accordance with the following floodproofing standards:
 - (a) To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention.
- (C) The cumulative placement of fill or similar material on a parcel must not exceed 1,000 cubic yards, unless the fill is specifically intended to elevate a structure in accordance with Section 152.051 (A) of this ordinance, or if allowed as a conditional use under Section 152.052 (C) below.
- (D) All service utilities, including ductwork, must be elevated or water-tight to prevent infiltration of floodwaters.
- (E) All fill must be properly compacted and the slopes must be properly protected by the use of riprap, vegetative cover or other acceptable method.
- (F) All new principal structures must have vehicular access at or above an elevation not more than two feet below the regulatory flood protection elevation, or must have a flood warning /emergency evacuation plan acceptable to the City Council.
- (G) Accessory uses such as yards, railroad tracks, and parking lots may be at an elevation lower than the regulatory flood protection elevation. However, any facilities used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.
- (H) Manufactured homes and recreational vehicles must meet the standards of Sections 152.100 and 152.101 of this ordinance.

§ 152.052 CONDITIONAL USES

The following uses may be allowed as conditional uses following the standards and procedures set forth in Section 152.113 of this ordinance and further subject to the standards set forth in Section 152.053, if otherwise allowed in the underlying zoning district(s).

- (A) The placement of floodproofed nonresidential basements below the regulatory flood protection elevation. Residential basements, are not allowed below the regulatory flood protection elevation.
- (B) The cumulative placement of more than 1,000 cubic yards of fill when the fill is not being used to elevate a structure in accordance with Section 152.051 (A) of this ordinance.
- (C) The use of methods other than fill to elevate structures above the regulatory flood protection elevation. This includes the use of: stilts, pilings, filled stem walls, or above-grade, internally flooded enclosed areas such as crawl spaces or tuck under garages, meeting the standards in Section 152.053 (E).

§ 152.053 STANDARDS FOR FLOOD FRINGE CONDITIONAL USES

- (A) The standards for permitted uses in the flood fringe, listed in Sections 152.051 (C) – (H), apply to all conditional uses.
- (B) All areas of non-residential structures, including basements, to be placed below the regulatory flood protection elevation must be floodproofed in accordance with classifications in the State Building Code. Structurally dry floodproofing must meet the FP1 or FP2 floodproofing classification in the State Building Code, which requires making the structure watertight with the walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A floodproofing certification consistent with Section 152.111 (C) shall be required.
- (C) The placement of more than 1,000 cubic yards of fill or other similar material on a parcel (other than for the purpose of elevating a structure to the regulatory flood protection elevation) must comply with an approved erosion/sedimentation control plan.
 - (1) The plan must clearly specify methods to be used to stabilize the fill on site for a flood event at a minimum of the regional (1% chance) flood event.
 - (2) The plan must be prepared and certified by a registered professional engineer or other qualified individual acceptable to the City Council.
 - (3) The plan may incorporate alternative procedures for removal of the material from the floodplain if adequate flood warning time exists.
- (D) Alternative elevation methods other than the use of fill may be utilized to elevate a structure's lowest floor above the regulatory flood protection elevation. The base or floor of an enclosed area shall be considered above-grade and not a structure's basement or lowest floor if: 1) the enclosed area is above-grade on at least one side of the structure; 2) it is designed to internally flood; and 3) it is used solely for parking of vehicles, building access or storage. These alternative elevation methods are subject to the following additional standards:
 - (1) Above-grade, fully enclosed areas such as crawl spaces or tuck under garages must be designed to internally flood and include a minimum of two openings on at least two sides of the structure. The bottom of all openings shall be no higher than one foot above grade, and have a minimum net area of not less than one square inch for every square foot of enclosed area subject to

flooding unless a registered professional engineer or architect certifies that a smaller net area would suffice.

- (2) Floodproofing certifications consistent with Section 152.111 (C) shall be required. The structure shall be subject to a deed-restricted nonconversion agreement with the issuance of any permit.

GENERAL FLOODPLAIN DISTRICT (GF)

§ 152.060 PERMITTED USES

- (A) The uses listed in Section 152.040 of this ordinance, Floodway District Permitted Uses, are permitted uses.
- (B) All other uses are subject to the floodway/flood fringe evaluation criteria specified in Section 152.061 below. Sections 152.040 – 152.043 apply if the proposed use is determined to be in the Floodway District. Sections 152.050 – 152.053 apply if the proposed use is determined to be in the Flood Fringe District.

§ 152.061 PROCEDURES FOR DETERMINING FLOODWAY BOUNDARIES AND REGIONAL FLOOD ELEVATIONS

- (A) Requirements for Detailed Studies. Developments greater than 50 lots or 5 acres, or as requested by the Community Development Director, shall be subject to a detailed study to determine the regulatory flood protection elevation and the limits of the Floodway District. The determination of the floodway and flood fringe must be consistent with accepted hydrological and hydraulic engineering standards, and must include the following components, as applicable:
 - (1) Estimate the peak discharge of the regional (1% chance) flood.
 - (2) Calculate the water surface profile of the regional flood based upon a hydraulic analysis of the stream channel and overbank areas.
 - (3) Compute the floodway necessary to convey or store the regional flood without increasing flood stages more than one-half (0.5) foot. A lesser stage increase than 0.5 foot is required if, as a result of the stage increase, increased flood damages would result. An equal degree of encroachment on both sides of the stream within the reach must be assumed in computing floodway boundaries, unless development or geographic features warrant other analysis, as approved by the Department of Natural Resources.
- (B) Alternative Methods. For areas where a detailed study is not available or required, the regional flood elevation must be identified to determine the boundaries of the special flood hazard area. The Community Development Director must use the best available data to determine the regional flood elevation. The entire floodplain must be treated as floodway until there is a floodway determination.
 - (1) In those areas of the Special Flood Hazard Area where the floodway has not been determined, allowable uses are restricted to those identified in Sections 152.040 and 152.042. The proposed development must not increase flood stages more than one-half foot, as determined by a professional engineer or by using accepted engineering practices approved by the Community Development Director. A stage increase less than one-half foot must be used if increased flood damages would result.
 - (2) If buildings or other development prohibited in floodways are proposed, a floodway/flood fringe determination is required to verify the development is within the flood fringe. The floodway

/flood fringe determination must be done by a professional engineer or by using other accepted engineering practices approved by the Community Development Director. Any such proposal must assume a 0.5 foot stage increase for the purposes of determining the regulatory flood protection elevation to accommodate for future cumulative impacts.

- (C) The Community Development Director will review the submitted information and assess the technical evaluation and the recommended Floodway and/or Flood Fringe District boundary. The assessment must include the cumulative effects of previous floodway encroachments. The Community Development Director may seek technical assistance from an engineer or other expert person or agency, including the Department of Natural Resources. Based on this assessment, the Community Development Director may approve or deny the application.
- (D) Once the Floodway and Flood Fringe District boundaries have been determined, the Community Development Director must process the permit application consistent with the applicable provisions of Sections 152.040 – 152.053 of this ordinance.

FLOOD PRONE DISTRICT (FPA)

§ 152.070 FLOOD PRONE AREAS

If a proposed building site is in a flood prone area, it is recommended that all new construction and improvements be designed (or modified) to:

- (A) Minimize flood damage within the flood prone area.
- (B) Locate and construct all utilities and facilities, such as sewer, gas, electrical, and water systems, to minimize or eliminate flood damage.
- (C) Provide adequate drainage to reduce exposure to flood hazard.
- (D) Anchor any structure to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- (E) Incorporate materials and utility equipment resistant to flood damage.
- (F) Use methods and practices that minimize flood damage.
- (G) Incorporate electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

152.071 PROCEDURES FOR AMENDMENT TO DESIGNATION AND MAP

- (A) The flood prone designation on the City of Mora Flood Prone Areas Map must not be removed unless it can be shown that the designation is in error or that conditions have changed resulting from development or flood control and drainage projects and it can be demonstrated that the land is no longer susceptible to being inundated by water from any source. Special exceptions to this rule may be permitted by the City of Mora if it is determined that, through other measures, lands are adequately protected for the intended use.
- (B) The City of Mora may, from time to time or upon request, review the City of Mora Flood Prone Areas Map in order to adjust for changed conditions.

- (C) An application for map amendment shall be obtained from and submitted to the Community Development Director. All amendments to the map shall be reviewed by the Planning Commission and approved by the City Council.

LAND DEVELOPMENT STANDARDS

§ 152.080 IN GENERAL

Recognizing that areas susceptible to flood risk may exist outside of the designated floodplain districts, the requirements of this section apply to all land within the city.

§ 152.081 SUBDIVISIONS

No land may be subdivided which is unsuitable for reasons of flooding or inadequate drainage, water supply or sewage treatment facilities. Manufactured home parks and recreational vehicle parks or campgrounds are considered subdivisions under this ordinance.

- (A) All lots within the floodplain districts must be able to contain a building site outside of the Floodway District at or above the regulatory flood protection elevation.
- (B) All subdivisions must have road access both to the subdivision and to the individual building sites no lower than two feet below the regulatory flood protection elevation, unless a flood warning emergency plan for the safe evacuation of all vehicles and people during the regional (1% chance) flood has been approved by the City Council. The plan must be prepared by a registered engineer or other qualified individual, and must demonstrate that adequate time and personnel exist to carry out the evacuation.
- (C) For all subdivisions in the floodplain, the Floodway and Flood Fringe District boundaries, the regulatory flood protection elevation and the required elevation of all access roads must be clearly labeled on all required subdivision drawings and platting documents.
- (D) In the General Floodplain District, applicants must provide the information required in Section 152.061 of this ordinance to determine the regional flood elevation, the Floodway and Flood Fringe District boundaries and the regulatory flood protection elevation for the subdivision site.
- (E) All proposals must be reviewed to assure that:
 - (1) All such proposals are consistent with the need to minimize flood damage within any area susceptible to flood risk,
 - (2) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and
 - (3) Adequate drainage is provided to reduce exposure of flood hazard.

§ 152.082 BUILDING SITES

If a proposed building site is in a floodprone area, all new construction, including the placement of manufactured homes, must be:

- (A) Designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- (B) Constructed with materials and utility equipment resistance to flood damage.

- (C) Constructed by methods and practices that minimize flood damage.
- (D) Constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- (E) Approved by the City Engineer.

UTILITIES, RAILROADS, ROADS, AND BRIDGES

§ 152.090 PUBLIC UTILITIES

All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be floodproofed in accordance with the State Building Code or elevated to the regulatory flood protection elevation.

§ 152.091 PUBLIC TRANSPORTATION FACILITIES

Railroad tracks, roads, and bridges to be located within the floodplain must comply with Sections 152.040 – 152.053 of this ordinance. These transportation facilities must be elevated to the regulatory flood protection elevation where failure or interruption of these facilities would result in danger to the public health or safety or where such facilities are essential to the orderly functioning of the area. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety.

§ 152.092 ON-SITE WATER SUPPLY AND SEWAGE TREATMENT SYSTEMS

Where public utilities are not provided:

- (A) On-site water supply systems must be designed to minimize or eliminate infiltration of flood waters into the systems and are subject to the provisions in Minnesota Rules Chapter 4725.4350, as amended.
- (B) New or replacement on-site sewage treatment systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, they must not be subject to impairment or contamination during times of flooding, and are subject to the provisions in Minnesota Rules Chapter 7080.2270, as amended.

MANUFACTURED HOMES AND RECREATIONAL VEHICLES

§ 152.100 MANUFACTURED HOMES

- (A) New manufactured home parks and expansions to existing manufactured home parks are prohibited in any floodplain district.
- (B) Placement or replacement of manufactured home units is prohibited in the Floodway District.

§ 152.101 RECREATIONAL VEHICLES

New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Recreational vehicles placed in existing recreational vehicle parks, campgrounds or lots of record in the floodplain must be travel ready, meeting the following criteria:

- (A) The vehicle must have a current license required for highway use.

- (B) The vehicle must be highway ready, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities commonly used in campgrounds and recreational vehicle parks.
- (C) No permanent structural type additions may be attached to the vehicle.
- (D) Accessory structures may be permitted in the Flood Fringe District, provided that they constitute a minimal investment, do not hinder the removal of the vehicle should flooding occur, and meet the standards outlined in Sections 152.031 and 152.051 (B).

ADMINISTRATION

§ 152.110 DUTIES

The Community Development Director or other official designated by the City Council shall administer and enforce this ordinance.

§ 152.111 PERMIT REQUIREMENTS

- (A) Administrative Permit Required. An administrative permit must be obtained from the Community Development Director, or his/her designee, or other official designated by the City Council prior to conducting the following activities:
 - (1) The erection, addition, modification, rehabilitation, or alteration of any building, structure, or portion thereof located within any floodplain district. Normal maintenance and repair also requires a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in this ordinance.
 - (2) The use or change of use of a building, structure, or land.
 - (3) The construction of a dam or fence that blocks flood flows, or on-site septic system (in conjunction with any other permits required by the city).
 - (4) The change or extension of a non-conforming use.
 - (5) The repair of a structure that has been damaged by flood, fire, tornado, or any other source.
 - (6) The placement of fill, excavation of materials, or the storage of materials or equipment within the floodplain.
 - (7) Any other type of development as defined in this Section not otherwise considered a conditional use.
- (B) Application for Administrative Permit. Applications for administrative permits must be submitted to the Community Development Director on forms provided by the Community Development Director. Applications shall include the following materials as applicable:
 - (1) A site plan showing all pertinent dimensions, existing or proposed buildings, structures, and significant natural features having an influence on the application.
 - (2) Location of fill or storage of materials in relation to a stream channel.
 - (3) Copies of any required municipal, county, state, or federal permits or approvals.
 - (4) Other relevant information requested by the Community Development Director, or his/her designee, as necessary to properly evaluate the permit application.

- (C) Certification. The applicant is required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this ordinance. Floodproofing measures must be certified by a registered professional engineer or registered architect as being in compliance with applicable floodproofing standards in the State Building Code. Accessory structures designed in accordance with Section 152.051 (B) of this ordinance are exempt from certification, provided sufficient assurances are documented.
- (D) Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use. No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the Community Development Director, or his/her designee, stating that the use of the building or land conforms to the requirements of this ordinance.
- (E) Recordkeeping of First Floor Elevation, Certifications, and As-Built Documentation. The Community Development Director must maintain records in perpetuity documenting:
 - (1) The elevation of the lowest floor (including basement) of all new structures and alterations or additions to existing structures in the floodplain. The Community Development Director shall also maintain a record of the elevations to which structures and alterations or additions to structures are floodproofed.
 - (2) All certifications referenced in Section 152.111 (C) of this ordinance as applicable.
 - (3) Elevations complying with Section 152.051 (A) of this ordinance. The Community Development Director must also maintain a record of the elevation to which structures and alterations to structures are constructed or floodproofed.
- (F) Notifications for Watercourse Alterations. Before authorizing any alteration or relocation of a river or stream, the Community Development Director, or his/her designee, must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to Minnesota Statutes, Section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to the Chicago Regional Office of the Federal Emergency Management Agency (FEMA).
- (G) Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations. As soon as is practicable, but not later than six months after the date such supporting information becomes available, the Community Development Director, or his/her designee, must notify the Chicago Regional Office of FEMA of the changes by submitting a copy of the relevant technical or scientific data.

§ 152.112 VARIANCES

- (A) Application for Variance. An application for a variance to the provisions of this ordinance will be processed and reviewed in accordance with applicable State Statutes and Section 150.035 of the Zoning Code.
- (B) Adherence to State Floodplain Management Standards. A variance must not allow a use that is not allowed in that district, permit a lower degree of flood protection than the regulatory flood protection elevation for the particular area, or permit standards lower than those required by state law.
- (C) Additional Variance Criteria. The following additional variance criteria of the Federal Emergency Management Agency must be satisfied:

- (1) Variances must not be issued within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
 - (2) Variances may only be issued upon:
 - (a) A showing of good and sufficient cause; and
 - (b) A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
 - (c) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
 - (3) Variances may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- (D) Flood Insurance Notice. The Community Development Director, or his/her designee, must notify the applicant for a variance that:
- (1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage; and
 - (2) Such construction below the base or regional flood level increases risks to life and property. Such notification must be maintained with a record of all variance actions.
- (E) General Considerations. The Planning Commission and City Council shall consider the following factors in granting and imposing conditions on variances to floodplain requirements:
- (1) The potential danger to life and property due to increased flood heights or velocities caused by encroachments;
 - (2) The danger that materials may be swept onto other lands or downstream to the injury of others;
 - (3) The proposed water supply and sanitation systems, if any, and the ability of these systems to minimize the potential for disease, contamination and unsanitary conditions;
 - (4) The susceptibility of any proposed use and its contents to flood damage and the effect of such damage on the individual owner;
 - (5) The importance of the services to be provided by the proposed use to the community;
 - (6) The requirements of the facility for a waterfront location;
 - (7) The availability of viable alternative locations for the proposed use that are not subject to flooding;
 - (8) The compatibility of the proposed use with existing development and development anticipated in the foreseeable future;
 - (9) The relationship of the proposed use to the Comprehensive Land Use Plan and flood plain management program for the area;
 - (10) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (11) The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site.

- (F) Submittal of Hearing Notices to the Department of Natural Resources (DNR). The Community Development Director, or his/her designee, must submit hearing notices for proposed variances to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
- (G) Submittal of Final Decisions to the DNR. A copy of all decisions granting variances must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
- (H) Record-Keeping. The Community Development Director, or his/her designee, must maintain a record of all variance actions, including justification for their issuance, and must report such variances in an annual or biennial report to the Administrator of the National Flood Insurance Program, when requested by the Federal Emergency Management Agency.

§ 152.113 CONDITIONAL USES

- (A) Application for Conditional Use. An application for a conditional use permit under the provisions of this ordinance will be processed and reviewed in accordance with Section 150.036 of the Zoning Code.
- (B) Factors Used in Decision-Making. The Planning Commission and City Council shall consider all relevant factors specified in other sections of this ordinance and the following factors in granting and imposing conditions on Conditional Uses:
 - (1) The potential danger to life and property due to increased flood heights or velocities caused by encroachments;
 - (2) The danger that materials may be swept onto other lands or downstream to the injury of others;
 - (3) The proposed water supply and sanitation systems, if any, and the ability of these systems to minimize the potential for disease, contamination and unsanitary conditions;
 - (4) The susceptibility of any proposed use and its contents to flood damage and the effect of such damage on the individual owner;
 - (5) The importance of the services to be provided by the proposed use to the community;
 - (6) The requirements of the facility for a waterfront location;
 - (7) The availability of viable alternative locations for the proposed use that are not subject to flooding;
 - (8) The compatibility of the proposed use with existing development and development anticipated in the foreseeable future;
 - (9) The relationship of the proposed use to the Comprehensive Land Use Plan and flood plain management program for the area;
 - (10) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (11) The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site.
- (C) Conditions Attached to Conditional Use Permits. In addition to the standards identified in Sections 152.043 and 152.053, the Planning Commission and City Council may attach such conditions to the granting of conditional use permits as it deems necessary to fulfill the purposes of this ordinance. Such conditions may include, but are not limited to, the following:

- (1) Limitations on period of use, occupancy, and operation.
- (2) Imposition of operational controls, sureties, and deed restrictions.
- (3) Requirements for construction of channel modifications, compensatory storage, dikes, levees, and other protective measures.
- (D) Submittal of Hearing Notices to the Department of Natural Resources (DNR). The Community Development Director, or his/her designee, must submit hearing notices for proposed conditional uses to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
- (E) Submittal of Final Decisions to the DNR. A copy of all decisions granting conditional uses must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

NONCONFORMITIES

§ 152.120 CONTINUANCE OF NONCONFORMITIES

A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance but which is not in conformity with the provisions of this ordinance may be continued subject to the following conditions. Historic structures, as defined in Section 152.015 of this ordinance, are subject to the provisions below.

- (A) A nonconforming use, structure, or occupancy must not be expanded, changed, enlarged, or altered in a way that increases its flood damage potential or degree of obstruction to flood flows except as provided in Section 152.120 (B) below. Expansion or enlargement of uses, structures or occupancies within the Floodway District is prohibited.
- (B) Any addition or structural alteration to a nonconforming structure or nonconforming use that would result in increasing its flood damage potential must be protected to the regulatory flood protection elevation in accordance with any of the elevation on fill or floodproofing techniques (i.e., FP1 thru FP4 floodproofing classifications) allowable in the State Building Code, except as further restricted in Section 152.120 (D) below.
- (C) If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance.
- (D) If any structure experiences a substantial improvement as defined in this ordinance, then the entire structure must meet the standards of Sections 152.040 – 152.053 of this ordinance for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District, respectively. If the proposed development, including maintenance and repair during the previous 365 days, plus the costs of any previous alterations and additions since the first Flood Insurance Rate Map exceeds 50 percent of the market value of any nonconforming structure, the entire structure must meet the standards of Sections 152.040 – 152.053 of this ordinance.
- (E) If any nonconformity is substantially damaged, as defined in this ordinance, it may not be reconstructed except in conformity with the provisions of this ordinance. The applicable provisions for establishing new uses or new structures in Sections 152.040 – 152.053 will apply depending upon whether the use or structure is in the Floodway or Flood Fringe, respectively.

- (F) If any nonconforming use or structure experiences a repetitive loss, as defined in Section 152.015 of this ordinance, it must not be reconstructed except in conformity with the provisions of this ordinance.
- (G) Structures located in the Flood Prone District shall not be considered nonconformities and shall not be subject to the provisions of Section 152.120.

VIOLATIONS AND PENALTIES

§ 152.130 VIOLATION CONSTITUTES A MISDEMEANOR

Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) constitute a misdemeanor and will be punishable as defined by law.

§ 152.131 OTHER LAWFUL ACTION

Nothing in this ordinance restricts the City of Mora from taking such other lawful action as is necessary to prevent or remedy any violation. If the responsible party does not appropriately respond to the Community Development Director within the specified period of time, each additional day that lapses will constitute an additional violation of this ordinance and will be prosecuted accordingly.

§ 152.132 ENFORCEMENT

Violations of the provisions of this ordinance will be investigated and resolved in accordance with the provisions of Section 150.999 of the Zoning Code. In responding to a suspected ordinance violation, the Community Development Director and City Council may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance availability to the guilty party. The City of Mora must act in good faith to enforce these official controls and to correct ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

AMENDMENTS

§ 152.140 FLOODPLAIN DESIGNATION – RESTRICTIONS ON REMOVAL

The floodplain designation on the Official Zoning Map must not be removed from floodplain areas unless it can be shown that the designation is in error or that the area has been filled to or above the elevation of the regulatory flood protection elevation and is contiguous to lands outside the floodplain. Special exceptions to this rule may be permitted by the Department of Natural Resources (DNR) if it is determined that, through other measures, lands are adequately protected for the intended use.

§ 152.141 AMENDMENTS REQUIRE DNR APPROVAL

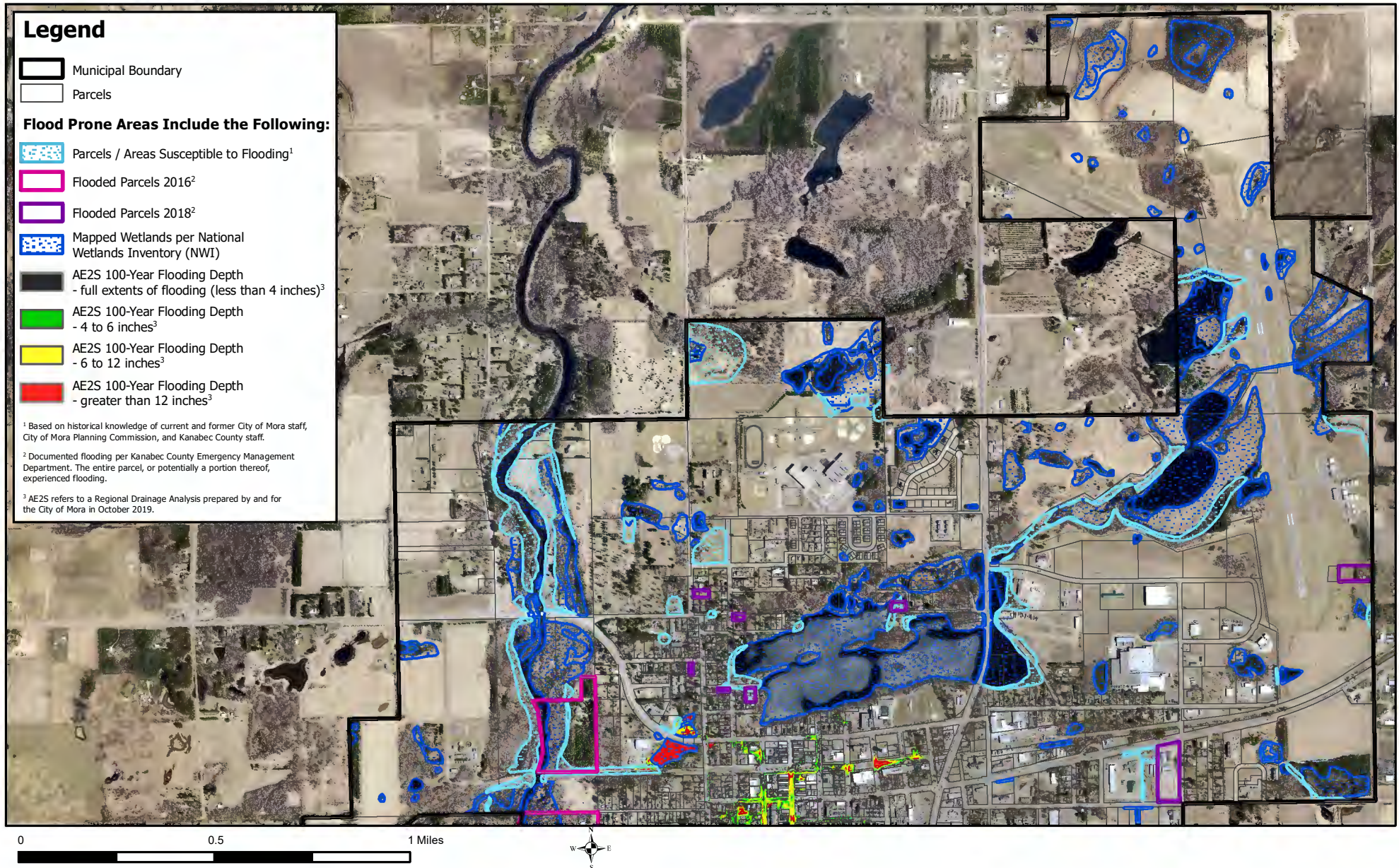
All amendments to this ordinance must be submitted to and approved by the Commissioner of the Department of Natural Resources (DNR) prior to adoption. The Commissioner shall approve the amendments prior to city approval.

§ 152.142 MAP REVISIONS REQUIRE ORDINANCE AMENDMENTS

The floodplain district regulations must be amended to incorporate any revisions by the Federal Emergency Management Agency to the floodplain maps adopted in Section 152.011 of this ordinance.

City of Mora, MN Flood Prone Areas Map North Half

APPENDIX B1

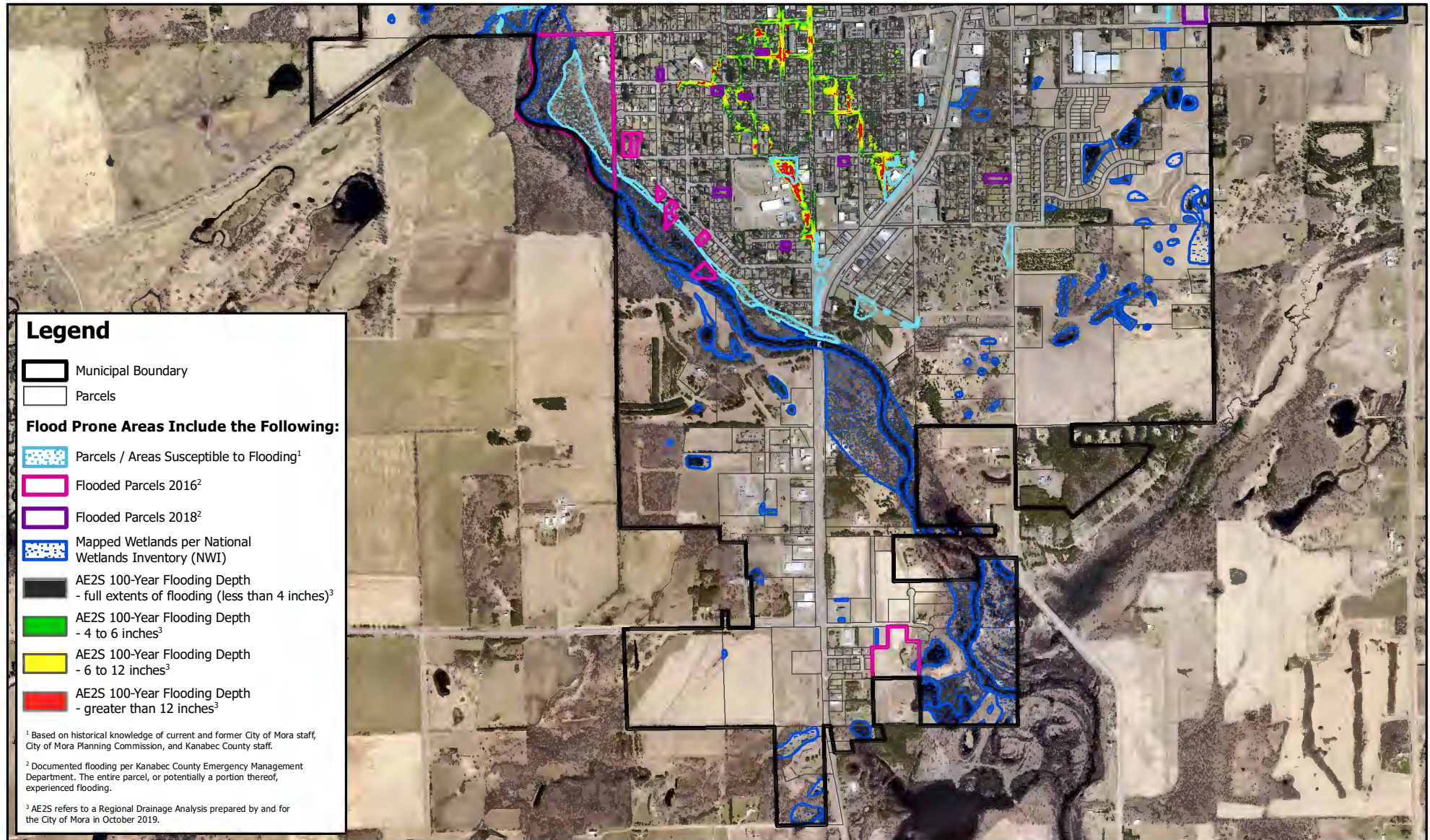


Disclaimer: This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is not intended to serve as or replace the National Flood Insurance Rate Map (FIRM). This map is a compilation of records, information, and data gathered from various sources listed on this map. The City of Mora does not represent that the information contained on this map can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City of Mora shall not be liable for any damages that arise out of the user's access or use of data provided.

Notice: Only that portion of property identified on the City of Mora Flood Prone Areas Map as being flood prone shall be designated as such and subject to City Code Chapter 152 Section 152.070; and, conversely, any portion of the same property not identified as being flood prone shall not be subject to Section 152.070.

City of Mora, MN Flood Prone Areas Map South Half

APPENDIX B2



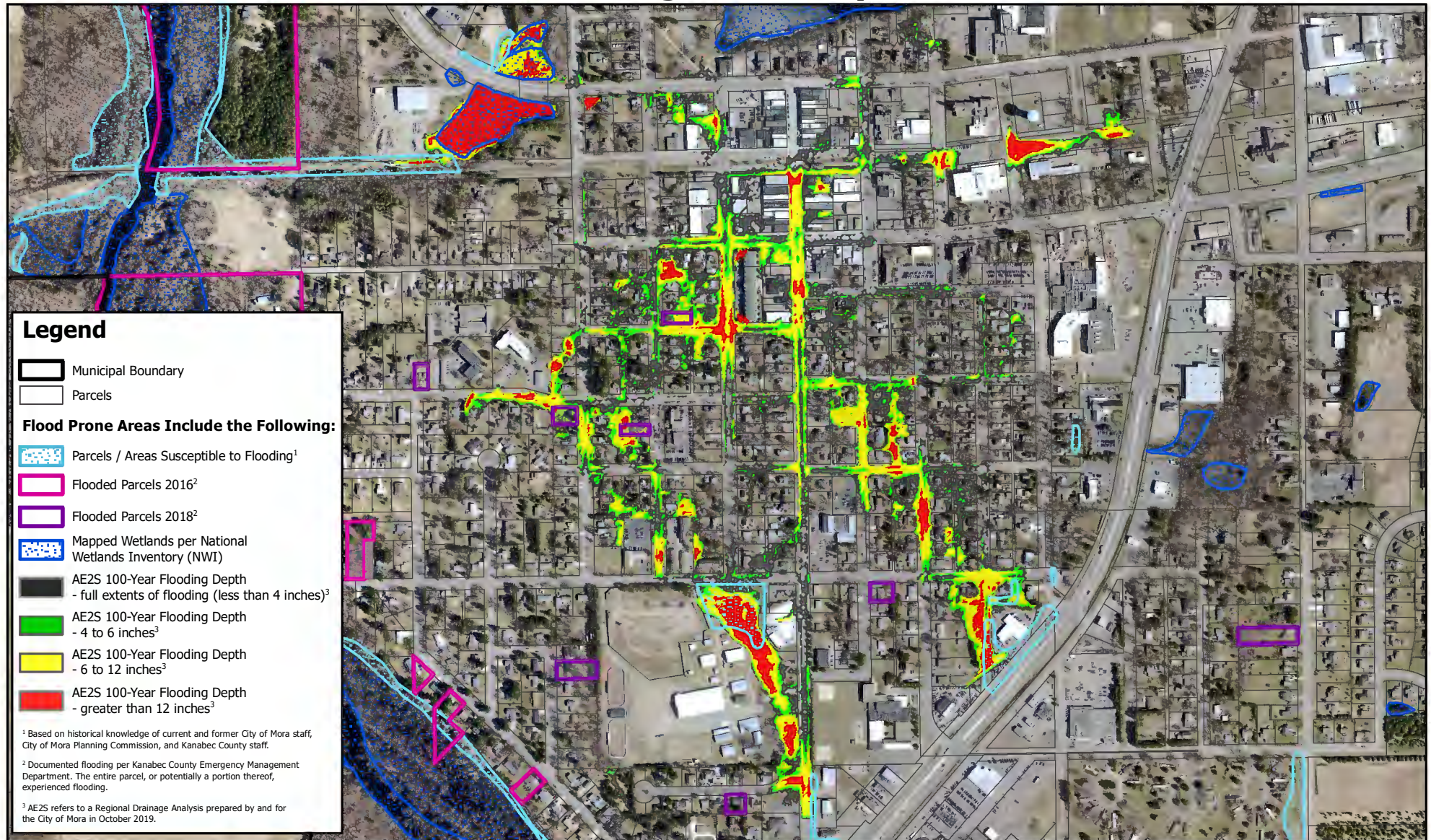
0 0.5 1 Miles

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Notice: Only that portion of property identified on the City of Mora Flood Prone Areas Map as being flood prone shall be designated as such and subject to City Code Chapter 152 Section 152.070; and, conversely, any portion of the same property not identified as being flood prone shall not be subject to Section 152.070.

City of Mora, MN Flood Prone Areas Map AE2S Regional Analysis

APPENDIX B3



Disclaimer: This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is not intended to serve as or replace the National Flood Insurance Rate Map (FIRM). This map is a compilation of records, information, and data gathered from various sources listed on this map. The City of Mora does not represent that the information contained on this map can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City of Mora shall not be liable for any damages that arise out of the user's access or use of data provided.

Notice: Only that portion of property identified on the City of Mora Flood Prone Areas Map as being flood prone shall be designated as such and subject to City Code Chapter 152 Section 152.070; and, conversely, any portion of the same property not identified as being flood prone shall not be subject to Section 152.070.



MEMORANDUM

Date: February 16, 2021
 To: Mayor and City Council
 From: Beth Thorp, Community Development Director
 RE: Participation in Kanabec County Economic Development Authority

SUMMARY

The City Council will consider the City of Mora's continued participation in the Kanabec County Economic Development Authority (KCEDA).

BACKGROUND INFORMATION

When the KCEDA was established in 2016 Minnesota statute allowed the City of Mora to adopt a resolution either electing to participate or not participate in the county organization. Electing to participate allows the county to levy property taxes from Mora taxpayers specifically for economic development purposes, whereas electing not to participate prohibits the county from levying property taxes from city taxpayers for this purpose. The City Council adopted Resolution No. 2016-622 (see attached) in June 2016 electing to participate in the KCEDA. In addition to other actions contained in the resolution, the resolution authorizes – in accordance with Minnesota statute – the city to review its participation in the KCEDA every fifth year following the adoption of the resolution. This year marks the city's first opportunity to consider continued participation. If the city chooses to withdraw participation, notice must be given to the KCEDA no later than March 23, 2021. Visit <https://www.revisor.mn.gov/statutes/cite/469.1082> for more information about county EDAs.

Because Resolution No. 2016-622 references a June 3, 2016 sub-committee report, that report has been attached for review and the following table provides the current status of each economic development activity identified in the report:

Activity	2016 Recommendation		2021 Status		
	City	County	City	County	Comments
Tax Abatement – NPP	X		X		on-going
MIF Loan – NPP	X		X		complete
Revolving Economic Development (RED) Loan Fund	X		X		
Mora Industrial Park		X	X		see note (1)
SCDP Housing / Commercial Rehab	X		X		2015-17 project complete
Mora Area Farmers' Market	X		X		see note (2)
Telework Center		X		X	TWC is permanently closed
Kanabec Broadband Initiative (KBI)		X		X	
Economic Gardening		X	J	J	project concluded
Business Retention & Expansion (BR&E)		X	J	J	
Business Subsidy Reporting	X		X		
TIF/Tax Abatement/MIF/SCDP/Other Grants/Loans	J	J	J	J	
Economic Development Contact & Response	J	J	J	J	
Marketing		X	J	J	
Economic Development Organization Support	J	J	J	J	
Comprehensive Econ. Dev. Strategy (CEDS) Survey		X	X		see note (3)

Memorandum

X = responsibility for activity

J = joint responsibility for activity

Notes:

- (1) The City Council – with input from the PUC – determined that it preferred for the city to maintain ownership and oversight of the industrial park.
- (2) This activity was initially transferred to the Mora Park Board. Shortly thereafter the City Council made the decision that the city would no longer provide oversight of the farmers' market.
- (3) The CEDS Survey has remained with the city, being that the Mora EDA is still operating and has an interest in identifying local projects.

The report was prepared by a sub-committee of city and county representatives and predates Resolution No. 2016-622, so there were still some unknowns when the report was prepared and a county staff person had not yet been hired. The June 3, 2016 report indicates that it was unknown if the Mora EDA would continue operating after the establishment of the county EDA; however, the council determined, as shown in Resolution No. 2016-622, that the Mora EDA would continue in its operations.

The KCEDA operates with a nine-member board, including two representatives from participating cities. At least one of those two representatives must represent the City of Mora. At the time that the KCEDA was established, Sara Treiber was selected as the City of Mora representative. Treiber, although no longer a member of the Mora City Council or Mora EDA, continues to serve as the city's representative. Other past and present KCEDA members with a connection to the Mora City Council and/ Mora EDA include: Jack L'Heureux, Dan Johnson, Lonnie Ness (current KCEDA Chair), and Gene Anderson. City staff attends all possible monthly KCEDA meetings and participates in county efforts when invited. KCEDA meeting minutes are shared with the Mora EDA on a quarterly basis. Kanabec County Economic Development Director Heidi Steinmetz receives copies of all Mora EDA meeting packets.

Aside from the activities discussed in the 2016 sub-committee report, the KCEDA has been very active in a number of other economic development efforts benefiting the Mora community, including, but not limited to: organizing and hosting the annual Kanabec County Economic Development Conference (2018, 2019 and 2020); efforts to work with property owners / developers on workforce housing needs; advocating for broadband; advocating for additional childcare slots and establishing the Kanabec County Childcare Capacity Builders to address local childcare issues; and, administering various COVID-related grant programs.

The Mora EDA considered continued participation in the KCEDA at its February 2nd meeting and unanimously recommended that the City Council elect to continue participation.

OPTIONS & IMPACTS

1. Elect to continue the city's participation in the KCEDA. The county will continue levying property taxes from Mora taxpayers specifically for economic development purposes and the KCEDA will continue providing service to Mora and its business community.
2. Elect to discontinue the city's participation in the KCEDA. The county will no longer be able to levy property taxes from Mora taxpayers specifically for economic development purposes and the KCEDA will no longer be obligated to provide service to Mora and its business community. Without the ability to levy property taxes from Mora taxpayers – the KCEDA's largest member – the KCEDA's future is uncertain.

RECOMMENDATION

Motion to adopt Resolution 2021-223, electing to continue the City of Mora's participation in the KCEDA.

Memorandum

Attachments

Resolution No. 2016-622

Report on Sub-Committee Meeting dated June 3, 2016

Resolution No. 2021-223

**A RESOLUTION PERTAINING TO THE PARTICIPATION OF THE CITY OF MORA
IN THE KANABEC COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS, Kanabec County has established an economic development authority under Minnesota Statutes § 469.1082; and

WHEREAS, the City of Mora has established an economic development authority under Minnesota Statutes §§ 469.090 to 469.1081; and

WHEREAS, the City of Mora and Kanabec County desire to work more closely together in the area of economic development; and

WHEREAS, it is the recommendation of the Mora Economic Development Authority (MEDA) that the City of Mora elect to participate in the Kanabec County Economic Development Authority (KCEDA); and

WHEREAS, it is the recommendation of the MEDA that the MEDA continue in its operations.

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

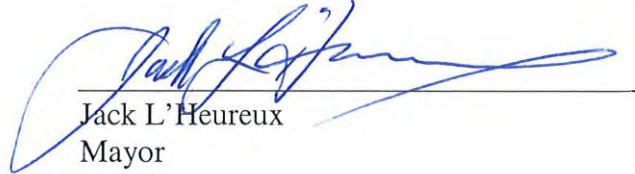
1. That the City of Mora elects to participate in the KCEDA; and
2. That certain activities of the MEDA be transferred to the KCEDA as recommended in a report of the subcommittee of the Kanabec County EDA Exploratory Committee to the MEDA dated June 3, 2016. The transfer of these activities shall occur on or before December 31, 2016; and
3. That the City of Mora shall annually review its participation in the KCEDA to determine if it is in the best interest of the city to transfer other economic development activities to the KCEDA; and
4. That the City of Mora shall review its participation in the KCEDA every fifth year following the adoption of this resolution and the city shall notify the KCEDA by resolution of its desire to continue its participation in the KCEDA or its desire to withdraw from the KCEDA; and
5. That the MEDA shall continue in its operations.

BE IT FURTHER RESOLVED that the city council offers it appreciation and thanks to current and past members of the Mora Economic Development Authority for their time and efforts.

The foregoing resolution was introduced and moved for adoption by Council Member Skramstad and seconded by Council Member Bollenbeck

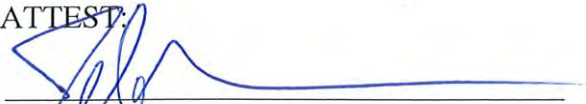
Voting for the Resolution:AKKerman, Balenbeck, L'Heureux, Skramstad
Voting Against the Resolution:Ø
Abstained from Voting:Ø
Absent:Treiber

Motion carried and resolution adopted this 21st day of June 2016.



Jack L'Heureux
Mayor

ATTEST:



Joel Dhein
City Administrator

MEMORANDUM



Date: 6/3/2016
To: Mora Economic Development Authority Members
From: Joel Dhein, City Administrator
RE: Report on Sub-Committee Meeting

The sub-committee of the Kanabec County EDA Exploratory Committee met at 1:00 p.m. on Friday, May 20th at the Kanabec County Courthouse. All of the assigned members were present which included Pat Christopherson, Joel Dhein, Doyle Jelsing, Bob Jensen, and Sara Treiber.

The purpose of this sub-committee's meeting was to "eliminate road blocks" to transitioning to a county EDA. The discussion revolved around a City of Mora staff analysis of a proposal by the county EDA to take over certain activities of the Mora EDA. Staff did not support the proposal however the Mora EDA board did, hence the referral to this sub-committee for additional discussion and recommendation.

Transition Activities

After some discussion it was the consensus of the sub-committee that the assignment of activities as presented in the original report was essentially acceptable. There was some discussion on whether the activities remaining with the city (which are primarily administrative and financial in nature and are the legal responsibility of the city) could be transferred to the county staff. It was agreed that for the time being that they would remain with the city, but would be reviewed on an annual basis for potential change. Discussion was also held on the manner in which economic development contact and response would be handled. It is clear that both entities must be involved in the process. The sub-committee had no issue with the Mora Area Farmer's Market being transferred to the Mora Park Board.

Activity	City	County
Tax Abatement – Northland Process Piping	X	
MIF Loan – Northland Process Piping	X	
Revolving Economic Development Loan Fund	X	
Mora Industrial Park		X
SCDP Housing/Commercial Rehab	X	

Memorandum

Mora Area Farmer's Market	X Park Board	
Telework Center		X
Kanabec Broadband Initiative (KBI)		X
Economic Gardening		X
Business Retention & Expansion BR&E		X
Business Subsidy Reporting	X	
TIF/Tax Abatement/MIF/SCDP/Other Grants/Loans	J	J
Economic Development Contact & Response	J	J
Marketing		X
Economic Development Organization Support	J	J
Comprehensive Economic Development Strategy (CEDS) Survey		X

X = recommended responsibility for activity

J = joint responsibility for activity

Transition Timing

Until such time as the county has hired an economic development staff person the city will continue to work its various activities. After a county staff person is hired a transition plan will be developed.

The city may adopt its resolution of participation at any time. A recommendation from the Mora EDA to the city council to do so would be appropriate at the time the transfer of activities is discussed.

Annual Review

Annually, the city will review the status of the city's economic development activities and determine if any change is needed.

Five Year Review

If electing to participate in the Kanabec County Economic Development Authority, the city may elect to withdraw its participation every five (5) years on the anniversary date of the resolution to participate. The city must inform the county not less than ninety (90) nor more than one hundred-eighty (180) days prior to that anniversary date of its intention to withdraw.

Mora EDA Board

While not a matter for the sub-committee there was some discussion on how the city will continue its economic development activities. Whether the Mora EDA continues operation in a limited capacity or is disbanded will be a major discussion item and subject to final approval of the city council. The council, will have to determine how it will handle economic development activities: using the EDA, an informal advisory committee, or handle economic development matters itself.

Mora EDA Staff

Again, while not a matter for the sub-committee there was some discussion regarding Mora EDA staff. Based on the recommended transfer of activities it appears that there will be a lesser need for staff time to support economic development activities than there is now. Depending on whether the Mora EDA continues operation and the amount of time needed for other activities, we estimate a full-time equivalent of 15% to 25% will be needed (about 5% is for the Mora Area Farmer's Market as picked up by the Park Board). For the balance of 2016 taking into account the hire date, and orientation of county staff by city staff, and transition timing we feel that there will be little cost savings this year. This will of course have to be re-evaluated after county staff is hired.

Recommendations

Adopt sub-committee's recommendation on transfer of economic development activities to the county and recommend same to the city council.

Recommend adoption of a resolution electing to participate in the Kanabec County Economic Development Authority.

Discuss future of Mora Economic Development Authority and make recommendation to the city council.

Attachments: proposed resolution for the city council

RESOLUTION NO. 2021-223

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
PERTAINING TO THE PARTICIPATION OF THE CITY OF MORA IN THE
KANABEC COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS, Kanabec County established the Kanabec County Economic Development Authority (KCEDA) in 2016 under Minnesota Statutes §469.1082; and

WHEREAS, The City Council adopted Resolution No. 2016-622, a resolution electing to participate in the KCEDA, on June 21, 2016; and

WHEREAS, Minnesota Statute allows the city to consider its participation in the KCEDA every fifth year following the adoption of Resolution No. 2016-622 and the city shall notify the KCEDA by resolution of its desire to continue its participation in the KCEDA or its desire to withdraw from the KCEDA; and

WHEREAS, the Mora Economic Development Authority (Mora EDA) considered the city's continued participation at its February 2, 2021 meeting and unanimously recommended that the City Council elect to continue the City of Mora's participation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mora, Minnesota, that the City Council hereby takes the following actions:

1. That the City of Mora elects to continue participation in the KCEDA for the five-year term of June 21, 2021 to June 21, 2026; and
2. That the City of Mora shall review its participation in the KCEDA every fifth year following the adoption of Resolution No. 2016-622 and the city shall notify the KCEDA by resolution of its desire to continue its participation or its desire to withdraw from the KCEDA; and
3. That the Mora EDA shall continue in its operations.

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 16th day of February, 2021.

Alan Skramstad, Mayor

ATTEST: _____
Lindy Crawford, City Administrator



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: HRA Financial Management Plan Proposal

SUMMARY

The city council will consider financial participation in the preparation of a Financial Management Plan (FMP) for the Housing & Redevelopment Authority of Mora (HRA).

BACKGROUND INFORMATION

The HRA is currently experiencing financial pressure and is faced with making difficult decisions about the future of the organization. I have recommended that the HRA conduct a FMP, which is a long-term operating budget and capital improvement plan with a funding strategy.

A proposal for the preparation of a FMP has been submitted by Ehlers at a cost of \$8,500. As the city council has supported HRA activities in the past and as some financial liabilities of the HRA rest with the city, staff strongly recommends the city council consider participating in the cost of the FMP with a contribution of \$2,834 (one-third of the total cost).

The City EDA reviewed the same request at their February 2nd meeting and supports participating with a contribution of \$2,834. The HRA Board approved contributing \$2,834 towards the FMP at their January 27th meeting.

RECOMMENDATION

Motion to approve financial participation in the preparation of a FMP for the HRA not to exceed \$2,834.

Attachments

Ehlers FMP Proposal

January 21, 2021

Lindy Crawford
City Administrator/Public Utilities General Manager
City of Mora/Mora Municipal Utilities
101 Lake Street South
Mora, MN 5051-1588, MN

RE: Proposal for a Long-Term Financial Management Plan

Dear Lindy,

On behalf of Ehlers, we are pleased to present this proposal to undertake customized long-term financial planning for the Mora HRA.

We understand the HRA is experiencing financial pressure, especially related to its assisted living facility. In order to make effective, short and long-term decisions to improve the financial situation of the HRA, it will be important to understand what is driving the deficits, in which funds they are occurring, and what the current and long-term cash position of the HRA will be. Our review of the HRA's financial statements indicate that the HRA has been using fund balance to pay for debt and operating expenses and borrowing additional funds from the City.

Ehlers can assist the HRA in developing a financially sustainable, long-term funding strategy for its operations and capital projects by undertaking a Financial Management Plan. In the last five years alone, our firm has completed 75+ long-term financial plans.

Financial Management Plan

A Financial Management Plan ("FMP") is a long-term operating budget and capital improvement plan with a funding strategy developed through facilitated discussions with staff, Board, and City Council if appropriate. It will guide the HRA's financial future and determine how the HRA can meet its obligations.

The FMP will answer the following questions:

- What is the deficit or surplus projected to be in each fund and what resources are available across the HRA to meet those deficits?

- How will the HRA pay operating costs and debt service? i.e., can any rents be raised?
- Are certain operating costs out of line?
- Will improved occupancy at the assisted living facility be sufficient to meet its obligations?

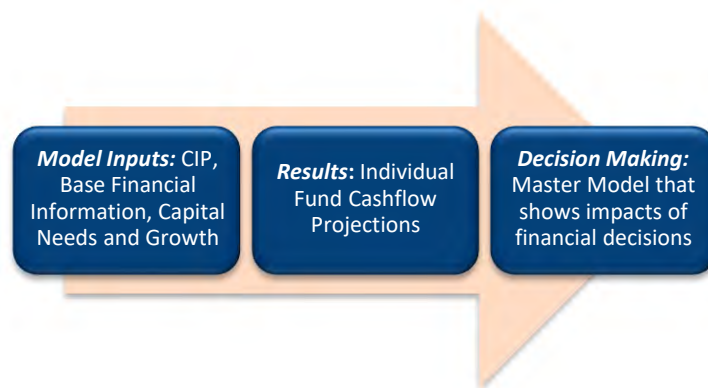
Further, if the Mora HRA chooses to adopt an HRA levy next year, the plan would indicate how the levy would need to be spent on existing programs and projects. We will show the impact on the tax rate, the tax levy, and a sample single family home.

With accurate historical and current financial information and solid projections the staff and policymakers can make effective decisions for the future.

This comprehensive fiscal plan will integrate the HRA's:

- Policy priorities
- Existing and future debt and bond rating criteria
- Future operating expenses, including staffing and facilities needs
- Alternative revenue sources

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



We preliminarily propose including the following programs/funds in the study:

- DALA House (FMHA)
- Low Rent Public Housing (Pine Crest)

- Section 8 Vouchers
- VASA House (Section 202)
- MYSA House
- Eastwood Senior Living
- HRA Management Fund

As part of developing the FMP, Ehlers will engage the Board in facilitated discussions to describe the projections and develop consensus. By understanding the financial impacts of decisions, the Board can establish spending priorities and develop consensus about an acceptable level of rents, a potential HRA levy and other revenues.

Staff and Board Meetings

Ehlers' Scope of Work anticipates two meetings with staff and two meetings with the HRA Board. During the initial staff meeting, we will discuss policy issues in order to prepare a baseline model of the HRA's financial condition that incorporates existing operations, new staff, plus all proposed capital expenditures. This baseline model will show financial impacts related to fund balances and apparent trends. This is the starting place for the conversation with Board where we show the full financial picture of the HRA and determine priorities between competing funding demands. We also explore options for additional revenues, such as increasing rents where allowed and/or establishing an HRA levy.

Based on staff and Board direction, we will then refine the FMP with up to two scenarios with alternative revenue sources. After soliciting additional feedback, we will develop a fiscal strategy and make recommendations on financial policies at a second Board meeting or work session.

Financial Management Plan Deliverables

The FMP will deliver an achievable, comprehensive financial plan covering the next ten years that has been reviewed by and agreed upon by the HRA Board.

The FMP includes:

- Annual projected budget numbers for each of the next 10 years

- Inclusion of all capital improvements identified by the HRA
- Facilitated Board discussions to reach consensus on prioritization of expenditures and potential new revenues
- Presentation materials for Board and HRA use

Most importantly, the FMP process will result in a feasible funding plan for the HRA's operations. A more detailed description of the FMP is attached in [Appendix A](#).

Project Team

The Project Manager for the FMP will be Rebecca Kurtz assisted by Jeanne Vogt and Jessica Cook. Rebecca or Jessica will attend the Board meetings, as well as attend meetings with the HRA staff, and oversee the project. Jeanne will complete the numerical analysis.

Project Schedule

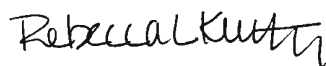
The FMP is typically developed and finalized over a 2-3 month period, depending on the timing of Board workshop and meeting schedules.

Proposed Cost

Ehlers will perform the Financial Management Plan identified in the scope of service ([Appendix A](#)) for the fee of \$8,500. We are willing to defer payment until the HRA's next fiscal year.

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

Sincerely,



Rebecca Kurtz
Senior Municipal Advisor
651-697-8516



Jessica Cook
Economic Development Advisor
651-697-8546

Appendix A

Scope of Work: Financial Management Plan

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

- Step 1. Review Mora HRA's current financial position, policies and practices.
- Step 2. Aggregate and outline all future capital, operational and program needs. A comprehensive list of major capital items and operational needs will be developed with the staff leadership.
- Step 3. Assist in identifying other policy issues to be discussed and establish a framework for such discussion.
- Step 4. Create the FMP Base Model that shows the long-term financial projections all of Mora HRA's programs and projects.
- Step 5. Analyze options to best meet the HRA's operating and capital needs. Options might include varying the timing of capital projects, identifying additional revenue sources, or renegotiating debt repayment schedules. The financial impact, including potential impacts on the City's bond rating, of up to two scenarios will be shown.
- Step 6. Prepare an achievable, comprehensive financial plan that helps the HRA fund capital and operating priorities and builds Board consensus.



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Joseph Kohlgraf, Public Works Director
RE: Airport Taxilane and Windcone Project Proposal

SUMMARY

The city council will consider approval of engineering and construction services for a taxilane and windcone project at the Mora Municipal Airport.

BACKGROUND INFORMATION

The Mora Municipal Airport CIP lays out projects/improvements from year to year to follow a cycle of maintenance and improvement programs. With following the Mora Municipal Airport CIP this year, we are scheduled for widening of the taxilane and supplemental windcone placement for the crosswind and the north end of the runway.

OPTIONS & IMPACTS

1. Approval means funding from outside sources (FAA) will offset the City's cost. At this time, funding it is figured at 90% FAA, 5% State and 5% City.
2. Rejection means the City would be responsible for funding if project is done in house or hire out. Materials needed would have to be purchased.

RECOMMENDATIONS

Motion to approve the contract with SEH for the taxilane and windcone engineering proposal.

Attachments

2021 Taxilane Rehab & Widening & Supplemental Windcone Agreement



January 26, 2021

RE: City of Mora
Mora Municipal Airport
2021 Taxilane Rehab & Widening and
Supplemental Windcone

Lindy Crawford
City Administrator
City of Mora
101 Lake Street South
Mora, MN 55051

Dear Lindy:

Thank you for choosing SEH for engineering and planning services at the Mora Municipal Airport. We are pleased to present a proposal for design engineering services for the 2021 Taxilane Rehabilitation & Widening and Supplemental Windcone project.

Enclosed is a copy of our proposal. If acceptable, please sign where indicated. Please keep a copy for City records and then return a copy to my attention at SEH. I will forward the contract electronically to Dan Boerner, MnDOT Office of Aeronautics, as part of the grant application process.

Please contact me at 1-800-325-2055 if you have any questions or comments. We look forward to working with you on this project.

Sincerely,

A handwritten signature in blue ink that reads "Lindsay R. Reidt".

Lindsay Reidt, PE (MN)
Professional Engineer, Airport Planning and Design

Enclosure: Contract Agreement, Scope of Services, Estimated Hours and Fees

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ARCHITECT/ENGINEER AGREEMENT
Between

City of Mora, Minnesota

(OWNER)

and

Short Elliott Hendrickson Inc.

(CONSULTANT)

for

PROFESSIONAL SERVICES

THIS AGREEMENT made and entered into this _____ day of _____, 20____, by and between the City of Mora, Minnesota, hereinafter referred to as the OWNER, and Short Elliott Hendrickson Inc.® (SEH), with a regular place of business at 3535 Vadnais Center Drive, St. Paul, Minnesota 55110, hereinafter referred to as the CONSULTANT.

WITNESSETH:

That the OWNER and CONSULTANT, for the consideration hereinafter named, agree as follows:

ARTICLE 1. GENERAL DESCRIPTION OF WORK TO BE DONE

The OWNER agrees to and hereby does retain and employ CONSULTANT and CONSULTANT agrees to perform Architectural, Engineering and/or other Professional Services for the project at the Mora Municipal Airport, entitled:

2021 Taxilane Rehabilitation & Widening and Supplemental Windcone,

hereinafter referred to as the Project.

The Project and those services to be performed hereunder are more particularly described in ATTACHMENT A, a part hereof, and may be financed in part by grant-in-aid programs of the Minnesota Department of Transportation (Mn/DOT), Office of Aeronautics, and/or the Federal Aviation Administration (FAA) as described in Article 14.

ARTICLE 2. PERIOD OF SERVICE

Compensation for CONSULTANT'S services as provided elsewhere in this Agreement has been agreed to in anticipation of an orderly and continuous progress of CONSULTANT'S services through completion. In this regard, if the services covered by this Agreement have not been completed within 12 months of the date hereof, through no fault of CONSULTANT, any lump sum or maximum payment amounts shall be equitably adjusted.

ARTICLE 3. COMPENSATION TO CONSULTANT

A. Compensation to CONSULTANT for services described in this Agreement shall be on a Lump Sum basis, Cost Reimbursement Plus Fixed Fee basis and/or an Hourly Rate basis, as designated in the box below, and in ATTACHMENT B and as hereinafter described.

- ☒ 1. A Lump Sum method of payment for CONSULTANT'S services shall typically apply to all or parts of a work scope here CONSULTANT'S tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on an estimated percentage of completion of CONSULTANT'S services.

Reimbursement for Direct Expenses incurred in the performance of the work shall be included in the Lump Sum amount, unless otherwise set forth in ATTACHMENT B.

- ☐ 2. A Cost Reimbursement Plus Fixed Fee method of payment for CONSULTANT'S services shall typically apply to all or parts of work scope where CONSULTANT'S tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be established with any reasonable degree of accuracy. Under a Cost Reimbursement Plus Fixed Fee method of payment, the CONSULTANT shall be paid for the actual costs of providing required services plus a fixed fee payment as defined in FAA Advisory Circular 150/5100-14B, dated November 21, 1988, and as further defined as follows:

- a. Direct Salary Costs incurred by CONSULTANT for employee's time directly chargeable to the Project, and in accordance with the CONSULTANT'S SALARY SCHEDULE included in ATTACHMENT B. Periodic revisions to the schedule may be made and any such revisions shall be submitted by CONSULTANT to the OWNER for approval.
- b. Overhead Costs including overhead on direct labor including, but not limited to, employment taxes, fringe benefits, holidays, vacation, and sick leave and all allowable general and administrative overhead costs. Overhead Costs shall be calculated as a percentage of Direct Salary Costs, with such percentage based on CONSULTANT'S audited records. The Overhead Rate to be applied to this Agreement and any special provisions relating thereto shall be set forth in ATTACHMENT B.
- c. Direct Non-Salary Expenses incurred by CONSULTANT for costs directly chargeable to the project, including but not limited to:
 - 1) Travel and subsistence.
 - 2) Computer services.
 - 3) Outside professional and technical services.
 - 4) Identifiable reproduction and reprographic charges.
 - 5) Expendable field supplies and special field equipment rental.
 - 6) Other acceptable costs for such additional items and services as may be required by the OWNER to fulfill the terms of this Agreement.
- d. Fixed Fee. In addition to the above reimbursement of costs, CONSULTANT shall be paid a fixed fee in the amount set forth in Attachment B. It is agreed that the fixed fee will be subject to adjustment in case of a work scope change, abandonment of the work prior to completion, or deletion of specific tasks.

The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, including a proportionate amount of the fixed fee. Invoices shall be accompanied by supporting evidence as required.

- ☐ 3. If no Federal funds are involved in this Agreement, an Hourly Rate method of payment for CONSULTANT'S services may be utilized as an alternative to the Lump Sum or Cost Reimbursement Plus Fixed Fee methods. Under an Hourly Rate method of payment, CONSULTANT shall be paid for the actual hours worked on the Project by CONSULTANT'S technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general and administrative overhead and professional fee. A rate schedule shall be furnished by CONSULTANT to OWNER upon request.

In addition to the foregoing, CONSULTANT shall be reimbursed at cost for the following Direct Expenses when incurred in the performance of the work:

- a. Travel and subsistence.
- b. Computer services.
- c. Owner approved outside professional and technical services.
- d. Identifiable reproduction and reprographic charges.
- e. Expendable field supplies and special field equipment rental.
- f. Other acceptable costs for such additional items and services as may be required by the Owner to fulfill the terms of this Agreement.

The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by support evidence as required.

- B. The OWNER, The Mn/DOT, Office of Aeronautics, the FAA, or their authorized representatives shall have access to CONSULTANT'S records for the purpose of accounting and audit. The CONSULTANT shall maintain all records relative to this Agreement for a period of not less than three years, subsequent to the OWNER'S final payment to CONSULTANT and until the project is financially closed-out by the FAA.

ARTICLE 4. EXTRA WORK AND SERVICES NOT INCLUDED IN THIS CONTRACT

If CONSULTANT is of the opinion that any services it has been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, it shall promptly notify the OWNER of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a Supplemental Agreement entered into by both parties and approved by Mn/DOT and FAA, prior to proceeding with any extra work or related expenditures.

ARTICLE 5. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven calendar days' written notice. In addition, the OWNER may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the OWNER to CONSULTANT. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated, upon seven calendar days' written notice as provided above.

In the event of termination, all documents finished or unfinished, prepared by CONSULTANT under this Agreement shall be made available by CONSULTANT to the OWNER pursuant to Article 7, and there shall be no further obligation of the OWNER to CONSULTANT under this Agreement, except for payment of amounts due and owing for work performed and expenses incurred to the date and time of termination, computed in accordance with Article 3.

In the event of a reduction in scope of the Project work, CONSULTANT shall be paid for the work performed and expenses incurred on the project work thus reduced and for any completed and abandoned work for which payment has not been made, computed in accordance with Article 3.

ARTICLE 6. DISPUTE RESOLUTION

In the event of an irreconcilable dispute under this Agreement, which is not resolvable through informal means, the parties may, upon written agreement, submit to the resolution process set out in this provision. Once the parties have agreed to the resolution process, each party shall have seven (7) calendar days to designate one representative, who shall have authority to act on this Agreement. If either party fails within that time to inform the other party in writing of its designation, the other party is free to pursue all other legal and equitable remedies. Within ten (10) calendar days of designation of the representative, the representatives shall meet and shall entertain such presentation of testimony and other evidence as the CONSULTANT and the OWNER may wish to present with respect to the dispute. Within seven (7) calendar days after the close of such presentation, the representative shall resolve the dispute or either party is free to pursue all other legal and equitable remedies. When the representatives resolve the dispute, their decision shall be final and conclusive. Should the representatives be unable to agree on a resolution of the dispute, then the parties are free to pursue all other legal and equitable remedies. Each party's costs for the dispute resolution shall be borne by the respective party.

If the parties do not agree in writing to the resolution process set out above, either party is entitled to pursue any other legal or equitable remedies available.

ARTICLE 7. DISPOSITION OF PLANS, REPORTS, AND OTHER DATA

At the time of completion or termination of the work, CONSULTANT shall make available to the OWNER, all maps, tracings, reports, resource materials and other documents pertaining to the work or to the Project. All such documents are not intended or represented to be suitable for reuse by the OWNER or others on extension of the Project or any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to CONSULTANT. In this regard, the OWNER will indemnify and hold harmless CONSULTANT from any and all suits or claims of third parties arising out of such reuse, which is not specifically verified, adapted or authorized by CONSULTANT.

ARTICLE 8. DOCUMENTS FORMING THE CONTRACT

The contract documents shall be deemed to include this Agreement with all accompanying attachments of part hereof.

ARTICLE 9. OWNER'S RESPONSIBILITY

- A. To permit CONSULTANT to perform the services required hereunder, the OWNER shall supply in proper time and sequence, the following at no expense to CONSULTANT.
 - 1. Provide all necessary information regarding its requirements as necessary for orderly progress of the work.

2. Designate in writing, a person to act as OWNER'S representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret, and define OWNER'S policies with respect to CONSULTANT'S services.
3. Furnish, as required for performance of CONSULTANT'S services (except to the extent provided otherwise in ATTACHMENT A), data prepared by or services of others, including without limitation, core borings, probings and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in ATTACHMENT A.
4. Provide access to, and make all provisions for CONSULTANT to enter upon publicly- and privately-owned property as required to perform the work.
5. Act as liaison with other agencies to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by CONSULTANT, obtain advice of an attorney, insurance counselor or others as OWNER deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.
7. Give prompt written notice to CONSULTANT whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT'S services or any defect in the work of Construction Contractor(s), Consultants or CONSULTANT.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollutant in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of these General Provisions, "pollution" shall mean any solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste, pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended.

If CONSULTANT encounters, or reasonably suspects that it has encountered, asbestos, or pollution, including soil contamination in the project area, CONSULTANT shall cease activity in said area and promptly notify the OWNER who shall proceed as set forth above. Unless otherwise specifically provided in ATTACHMENT A, the services to be provided by CONSULTANT do not include identification of asbestos or pollution, including soil contamination and CONSULTANT has no duty to identify or attempt to identify the same in the project area.
9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as OWNER may require or CONSULTANT may reasonably request with regard to legal issues pertaining to the Project and such auditing services as OWNER may require to ascertain how or for what purpose any Contractor has used the monies paid under the construction contract.

10. Provide such inspection services (except to the extent provided otherwise in ATTACHMENT A) as OWNER may require to ascertain that Contractor (s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.
 11. Provide "record" drawings and specifications for all existing physical plants or facilities which are pertinent to the Project.
 12. Provide written notice to CONSULTANT when the project has been financially closed-out by FAA.
 13. Provide other services, materials, or data as may be set forth in ATTACHMENT A.
- B. CONSULTANT shall be entitled to rely on the accuracy and completeness of information or services furnished by the OWNER. If CONSULTANT finds that any information or services furnished by the OWNER is in error or is inadequate for its purpose, CONSULTANT shall promptly notify the OWNER.

ARTICLE 10. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in ATTACHMENT A, a part hereof, are to be made on the basis of CONSULTANT'S experience and qualifications and represent CONSULTANT'S best judgement as an experienced and qualified design professional. It is recognized, however, that CONSULTANT does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractor's methods of determining their prices, and that any evaluation of any facility to be constructed or reacquired, or work to be performed on the basis of CONSULTANT'S cost opinions, must of necessity, be speculative until completion of construction or acquisition. Accordingly, CONSULTANT cannot and does not guarantee that proposals, bids, or actual costs will not substantially vary from opinions, evaluations or studies submitted by CONSULTANT to OWNER hereunder.

ARTICLE 11. CONSTRUCTION PHASE SERVICES

OWNER acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and contractor(s), (3) in connection with approval of shop drawings and same submittals, and (4) as a result of and in response to CONSULTANT'S detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. OWNER agrees that if CONSULTANT is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, CONSULTANT will not be responsible for, and OWNER shall indemnify and hold CONSULTANT (and CONSULTANT'S professional associates and consultants) harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by OWNER or others. Nothing contained in this paragraph shall be construed to release CONSULTANT (or CONSULTANT'S professional associates or consultants) from liability for failure to perform in accordance with professional standards any duty or responsibility which CONSULTANT has undertaken or assumed under this Agreement.

ARTICLE 12. INSURANCE

CONSULTANT shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims for damages against it because of injury to or destruction of property including loss of use resulting therefrom.

Also, CONSULTANT shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which CONSULTANT is legally liable. However, CONSULTANT hereby states and the OWNER acknowledges, that CONSULTANT has no professional liability (errors and omissions) or other insurance, and is unable to reasonably obtain such insurance, for claims arising out of the performance or failure to perform professional services, including but not limited to the preparation of reports, designs, drawings and specifications, related to the investigation, detection, abatement, replacement, modification, removal or disposal of (1) pollutants or of (2) products, materials or processes containing asbestos. Pollutants herein under (1) above meaning any solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Accordingly, the OWNER hereby agrees to bring no claim for non-negligent services, breach of contract, or other cause of action against CONSULTANT, its principals, employees, agents and consultants if such claim in any way arises out of the actual, alleged or threatened discharge, dispersal, release or escape of pollutants, or the investigation of or remedial work related to such pollutants or asbestos in the project. Certificates of insurance will be provided to the OWNER upon request.

ARTICLE 13. INDEPENDENT CONTRACTOR

The CONSULTANT in performance of work hereunder operates as an independent contractor and covenants and agrees that it will conduct itself consistent with such status, that is will neither hold itself out as nor claim to be an officer or employee of the OWNER by reason hereof, and that it will not by reason hereby, make any claim, demand or shall it apply for any right or privilege applicable to an officer or employee of the OWNER, including, but not limited to, worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

ARTICLE 14. FEDERAL AND STATE PARTICIPATION

Work performed under this Agreement may be financed in part by State and Federal funds. However, payments to CONSULTANT will be made by the OWNER.

The State of Minnesota and the United States are not parties to this Contract and no reference herein to the Mn/DOT, Office of Aeronautics, and to the FAA or any representatives thereof makes the State of Minnesota or the United States a party to the Contract.

ARTICLE 15. COVENANT AGAINST CONTINGENT FEES

The CONSULTANT warrants that no person or legal entity has been employed or retained to solicit or secure this contract upon an Agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona-fide employees or bona-fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the OWNER shall have the right to annul this Agreement without liability or in its discretion to deduct from payment to CONSULTANT the full amount of each commission, percentages, brokerage, or contingent fee.

ARTICLE 16. FEDERAL CONTRACT CLAUSES

If this Agreement is to be financed in part by Federal funds, certain federally-required, contract clauses must be incorporated. These federally-required, contract clauses, included as ATTACHMENT C, are hereby incorporated herein and made a part of this Agreement. The ATTACHMENT C incorporated is for Non-Construction Contract of (check as appropriate):

<input type="checkbox"/>	\$10,000 or less
<input type="checkbox"/>	\$10,001 to \$25,000
<input checked="" type="checkbox"/>	\$25,001 to \$100,000 or
<input type="checkbox"/>	\$100,001 and over

The term "contractor" as used in said ATTACHMENT is understood to mean CONSULTANT.

ARTICLE 17. ASSIGNMENT

This Agreement, being intended to secure the personal service of the individuals employed by and through whom CONSULTANT performs work hereunder, shall not be assigned, sublet or transferred without written consent of the OWNER.

ARTICLE 18. NOTICES

All notices required by law or by this Agreement to be given to the CONSULTANT must be written and may be given personally or by depositing the same in the United States mail, postage prepaid, and addressed to CONSULTANT at such premises and at the following address:

Short Elliott Hendrickson Inc.
3535 Vadnais Center Drive
St. Paul, Minnesota 55110

All notices required or permitted to be given to the OWNER hereunder shall be given by United States mail, postage prepaid, and addressed to:

Lindy Crawford
City Administrator
101 Lake Street South
Mora, Minnesota 55051

Notice shall be deemed given as of the date said notice is deposited in the mail or personally delivered.

The parties must notify each other promptly in the event of a change in name or address.

ARTICLE 19. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 20. SPECIAL CONDITIONS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

City of Mora, MN

OWNER

Short Elliott Hendrickson Inc.

CONSULTANT

By _____

By _____

Attest _____

Attachments: A, B, C

ATTACHMENT A
PROPOSAL FOR ENGINEERING SERVICES
CITY OF MORA, MINNESOTA
2021 TAXILANE REHABILITATION & WIDENING AND SUPPLEMENTAL WINDCONE
MORA MUNICIPAL AIRPORT

PROJECT SCOPE:

This project consists of pavement rehabilitation of the south taxilane pavement. The existing pavement has reached the end of its useful life and is in very poor to failing condition according to the 2017 PCI report completed for MNDOT Office of Aeronautics. The existing pavement and base materials will be removed and replaced with new materials meeting current design standards and specifications. In addition to the pavement rehabilitation, the west and south side of the existing T-hangar pavement will be widened to meet safety area design standards for ADG I aircraft. With the opening of the turf crosswind runway in recent years, the existing windcone is not visible from the Runway 11 end. A supplemental windcone will allow pilots using the crosswind runway to have access to the wind data closer to the crosswind runway. The supplemental windcone will not be lit because the crosswind runway is not lit or used during nighttime hours.

SCOPE OF SERVICES:

Services to be provided include program coordination, project formulation, engineer's design report, final design, bidding services, subcontractor coordination, and project management. Deliverables will include final plans and specifications for a 2021 construction project. (Construction observation, administration services, and closeout report are not included in this scope.)

Specific tasks to be performed by the Consultant are as follows:

1. Scoping, Review and Project Coordination: Detailed project scoping, including review and coordination with MnDOT, FAA, and other regulatory agencies. Update scope, as needed, based on input received.
2. Project Formulation: Completion of the project and grant pre-application, cost breakdowns and eligibility determinations. The required categorical exclusion (CATEX) checklist and letter will also be submitted to the FAA for approval.
3. Engineer's Design Report (EDR): An engineer's design report will be completed per FAA requirements. An initial draft version of the EDR will be completed and sent to the FAA for review and comments. Comments provided by the FAA will be addressed and resubmitted as the final design report.
4. Topographical Survey: A comprehensive field survey will be completed to obtain topographical information including existing equipment and relevant ground elevations.
5. Construction Safety Plan/Airspace Analysis: A construction safety and phasing plan will be prepared for the Project and submitted to the FAA. A safety plan and compliance document form and an airspace analysis during construction will be submitted with the safety plan.
6. Detailed Design: Detailed design includes the beacon footing and necessary electrical layout as well as site design.
7. Construction Plans: Prepare construction drawings consisting of approximately the following plan sheets:
 - Title sheet
 - Construction Safety Plan
 - Statement of Estimated Quantities

- Demolition Plan
 - Erosion Control Plan and Details
 - Topography and Construction Plan Drawings for New Equipment
 - Electrical Plan
 - Details, Standard Plates, Construction Notes
8. Quantity Calculations and Cost Estimates: Quantities will be calculated for use on the bid form and for updating the construction cost estimates.
 9. Construction Bidding Documents: Prepare a bid proposal project manual consisting of advertisement for bids, table of contents, MnDOT / FAA requirements, proposal documents, specifications, special provisions, wage rates and schedule of prices.
 10. Quality Control Review: Provide quality control review and final review of the plans and specifications. QA/QC includes the time required by the Consultant for the overall administration of the project, including internal meetings; quality control and assurance; reviews; and coordination with the Owner, FAA, MnDOT, and other regulatory agencies and utilities.
 11. Bidding and Award: Respond to questions from prospective bidders and issue addenda as needed. Assist the sponsor with obtaining construction bids for project, including arranging for bid advertisement, attending bid opening and tabulating bid results. Provide a recommendation of award of contractor to the Sponsor and assist with requesting an FAA and State grant for the project.
 12. Subcontractor Coordination: Scheduling, coordination, project site escorting, and review of subcontractor deliverables, including subcontracts, reports and design data.
 13. Project Management: Overall administration of the project, including internal and external meetings, coordination of plan and specification review with the Owner, MnDOT Office of Aeronautics, FAA, and other regulatory agencies as required.

Sub-consultants performing work under this proposal include the following:

1. Braun Intertec. Standard penetration soil borings, and a geotechnical analysis will be performed by Braun Intertec, of St. Cloud, Minnesota.

ESTIMATED FEES AND EXPENSES
ATTACHMENT B
2021 TAXILANE REHABILITATION & WIDENING AND SUPPLEMENTAL WINDCONE
FINAL DESIGN, PLANS, AND SPECIFICATIONS
MORA MUNICIPAL AIRPORT

Task No.	Task Description	Project Manager	Project Engineer	Senior Technician	Survey Crew Chief	Administrative Assistant
1.	Scoping, Review, and Project Coordination	2	1			1
2.	Project Formulation	2	2			1
3.	Engineer's Design Report (EDR)	2	4			
4.	Topographical Survey		4		8	
5.	Construction Safety Plan/Airspace Analysis	2	4	4		
6.	Detailed Design	2	30	4		
7.	Construction Plans	2	50	20		
8.	Quantity Calculations and Cost Estimates	2	4	1		
9.	Construction Bidding Documents	2	8	1		4
10.	Quality Control Review	2				2
11.	Bidding and Award	4	4			
12.	Subcontractor Coordination	2	4			2
13.	Project Management	6				2
	Total Hours per Labor Category	30	115	30	8	12

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager	30	\$59.98	\$1,799.40
Project Engineer	115	\$32.09	\$3,690.35
Senior Technician	30	\$41.25	\$1,237.50
Survey Crew Chief	8	\$39.52	\$316.16
Administrative Assistant	12	\$29.99	\$359.88
Total Direct Labor Costs:	195		\$7,403.29
Salary Overhead (35%)			\$2,591.15
General and Administrative Overhead (137%)			\$10,142.51
Total Labor Costs			\$20,136.95

Fee (15%) **\$3,020.54**

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Survey Equipment (GPS)	8	\$30.00	\$240.00
Survey Van	8	\$5.00	\$40.00
Employee Mileage	800	\$0.56	\$448.00
Equipment Usage	195	\$3.00	\$585.00
Geotechnical Investigation (Braun Intertec)	1	\$5,568.00	\$5,568.00
Reproductions / Miscellaneous	1	\$100.00	\$100.00
Total Expenses			\$6,981.00

SUMMARY:

Total Labor Costs + Expenses \$30,138.49

Estimated Total **\$30,100.00**

January 14, 2021

Proposal QTB132252

Ms. Lindsay Reidt
SEH, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Proposal for a Geotechnical Evaluation
Taxilane Rehabilitation and Windcone
Mora Municipal Airport (JMR)
2085 Mahogany Road
Mora, Minnesota

Dear Lindsay:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation for the proposed taxilane rehabilitation and new windcone at the referenced site.

Project Information

Per our correspondence with you, we understand the proposed project will include the rehabilitation of a portion of the existing taxilanes as well as widening a small portion of the taxilanes. The existing taxilanes consist primarily of bituminous pavement.

In addition, a supplemental windcone is planned to be installed near the turf crosswind runway. We assume the locations of the soil borings will be selected and surveyed by SEH.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the rehabilitation of the taxilanes and design and construction of the windcone.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

Based on aerial photographs and your description, it appears that the site is accessible to a truck drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including debris or obstruction removal, grading of navigable paths, or snow plowing.

We assume SEH will stake prospective subsurface exploration locations and obtain surface elevations at those locations. Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Penetration Test Borings

As requested, we will drill 5 standard penetration test borings for the project. This includes 4 borings in the existing pavement of taxiways and 1 boring in the turf crosswind runway area for the new windcone. The taxiway borings will each be extended to 6 feet with standard penetration tests performed continuously. The boring for the windcone will be extended to 11 feet with standard penetration tests performed at 2 1/2-foot intervals.

If the borings encounter groundwater during or immediately after drilling each boring, we will record the observed depth on the boring logs.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Borehole Abandonment

We will backfill our exploration locations immediately after completing the drilling at each location. Minnesota Statutes require sealing temporary borings that are 15 feet deep or deeper. Based on our proposed subsurface characterization depths, we currently do not anticipate having to seal any of the borehole locations.

Upon backfilling exploration locations, we will fill holes in pavements with a temporary patch. Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades or replacing bituminous patches. We are not assuming responsibility for re-leveling or re-patching after we complete our fieldwork.

Sample Review and Laboratory Testing

Recovered samples will be returned to our laboratory, where they will be visually classified and logged by a geotechnical engineer. To help classify the materials encountered and estimate their engineering properties, we have budgeted to perform moisture content tests, Atterberg limits tests, mechanical analyses (through a #200 sieve only), standard Proctor tests and California Bearing Ratio Tests.

Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to pavement design and performance.

Report

We will prepare a report including:

- A sketch showing the exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the pavement section, subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing subgrades, and the selection, placement and compaction of fill.
- Recommendations for pavement rehabilitation.
- Recommended subgrade modulus (k).
- Recommended CBR value to aid in pavement design.
- Recommendations for the design and construction of the windcone foundation.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – within about 2 weeks following receipt of written authorization

- Field exploration – 1 day on site to complete the work
- Classification and laboratory testing – within 2 weeks after completion of field exploration
- Preliminary results – within 1 week after completion of field exploration
- Final report submittal – within 3 weeks after completion of field exploration

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal for a lump sum fee of \$5,568. Please note that our drilling/field services were budgeted to occur within our normal work hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. If conditions occur that require us to work outside of these hours, we will request additional fees to cover our additional overtime costs. Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. Please sign and return a copy to us in its entirety.

We based the proposed fee on the scope of services described and the assumptions that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We will provide our services under the terms of the Master Subcontract Agreement dated July 2, 2008.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Aaron Tast at 320.980.3504 or Colin Anderson at 320.305.0628.

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, EIT
Staff Engineer



Steven A. Thayer, PE
Senior Engineer

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

ATTACHMENT C

ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the sponsor, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives, access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the contractor or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Consultant must correct the breach. Owner may proceed with termination of the contract if the Consultant fails to correct the breach by deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

GENERAL CIVIL RIGHTS PROVISIONS

The contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractor and subtier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

Title VI Solicitation Notice:

The **Sponsor**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Compliance with Nondiscrimination Requirements

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be

notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

CLEAN AIR AND WATER POLLUTION CONTROL

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. § 740-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceeds \$150,000.

CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

DISADVANTAGED BUSINESS ENTERPRISES

Contract Assurance (§ 26.13) - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

Prompt Payment (§26.29) - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than {specify number} days from the receipt of each payment the prime contractor receives from {Name of recipient}. The prime contractor agrees further to return retainage payments to each subcontractor within {specify the same number as above} days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the {Name of Recipient}. This clause applies to both DBE and non-DBE subcontractors.

A1.1.1 RACE/GENDER NEUTRAL LANGUAGE

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Sponsor to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

TEXTING WHEN DRIVING

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 and involve driving a motor vehicle in performance of work activities associated with the project.

ENERGY CONSERVATION REQUIREMENTS

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201 *et seq.*).

FEDERAL FAIR LABOR STANDARDS ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

CERTIFICATION REGARDING LOBBYING

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

OCCUPATIONAL SAFETY AND HEALTH ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

RIGHTS TO INVENTIONS

Contracts or agreements that include the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the Owner in any resulting invention as established by 37 CFR part 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. This contract incorporates by reference the patent and inventions rights as specified within in the 37 CFR §401.14. Contractor must include this requirement in all sub-tier contracts involving experimental, developmental or research work.

CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

- a) The applicant represents that it is () is not (✓) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- b) The applicant represents that it is () is not (✓) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Note

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the owner about its tax liability or conviction to the Owner, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twentyfour (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Termination for Convenience (Professional Services)

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

Termination for Default (Professional Services)

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

a) **Termination by Owner:** The Owner may terminate this Agreement in whole or in part, for the failure of the Consultant to:

1. Perform the services within the time specified in this contract or by Owner approved extension;
2. Make adequate progress so as to endanger satisfactory performance of the Project;
3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

b) **Termination by Consultant:** The Consultant may terminate this Agreement in whole or in part, if the Owner:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;
3. Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold

Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (U.S.T.R.);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R; and
- c. has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- (1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R. or
- (2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such U.S.T.R. list or
- (3) who incorporates in the public works project any product of a foreign country on such U.S.T.R. list;

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 U.S.C. 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: EDA Resignation and Vacancy

SUMMARY

The City Council will accept a resignation from the EDA and declare a vacancy.

BACKGROUND INFORMATION

The City Council appointed Lonnie Ness to the EDA in September 2013 to fill one of two vacant seats. After completing that term, Ness applied for and was reappointed to the EDA in 2017 for a term expiring on December 31, 2022. Ness submitted his notice of resignation from the EDA on January 29, 2021. The council is being asked to declare a vacancy and direct staff to advertise for the remainder of the 6-year term.

The EDA meets quarterly with the next meeting scheduled for May 4, 2021.

OPTIONS & IMPACTS

1. Accept Ness' resignation from the EDA, declare a vacancy and direct staff to advertise the vacancy immediately. Staff recommends that applications be due on Friday, March 5th in order for the council to consider applications at its March 16th meeting. Being that the EDA doesn't meet until May 4th, this would allow additional time to advertise if necessary.

RECOMMENDATION

Motion to accept Ness' resignation from the EDA and direct staff to advertise the vacancy immediately.

Attachments

None

2020 YEAR END REPORT



MORA AREA FIRE DEPARTMENT

Founded 1904

The Mora Area Fire Department (MAFD) provides fire suppression, fire prevention and rescue services to the City of Mora, City of Quamba and all or part of the following townships: Arthur, Brunswick, Comfort, Grass Lake, Hillman, Knife Lake, Peace, Pomroy and Whited. The service area covers over 240 square miles with a population of around 12,000.

The Mission of the MAFD is to minimize loss of life and property from fires, natural disasters, and life-threatening situations and to assist other emergency agencies.

The MAFD strives to be known as an innovative and progressive fire department. Our members are dedicated to the delivery of effective fire suppression, rescue services, and quality fire safety education to the public at a reasonable cost.

The MAFD is committed to at least one training per month which must total 75 hours every three years so we can stay state licensed. We also attend one department meeting each month. Firefighters perform truck maintenance and safety checks on each of our fire trucks, so they are ready to meet our community needs 24/7.

The MAFD had a total of 92 calls for service in 2020. Calls for service do not include the calls that were canceled prior to leaving the fire hall.

14 Propane / gas leaks	7 Misc. fire calls	4 False alarms
12 Structure fires	5 Mutual aid calls	3 Boat fires
11 Vehicle fires	4 Electrical	3 Chimney fire
11 Grass fires	4 Lift assist	2 Landfill fires
8 Rescue / extrication calls	4 Fire alarms / CO alarms	

There were 29 firefighters serving on the department in 2020. The members have experience levels from one year to over 24 years. Attracting firefighters is nationally becoming difficult with many departments unable to fill their roster, we are very fortunate to have great support from our community when it comes to joining the department.

MAFD members continued to volunteer time to help with fire prevention activities throughout the community. The COVID-19 pandemic changed the way we were able to do things in 2020, and we are excited to get back to offering fire hall tours and visiting daycares and school classrooms in the future.

MAFD was very fortunate in 2020 to receive multiple grants and donations which were then used to purchase equipment and attend training, supplementing the annual budget. Community grants and donations assist in allowing us to keep the annual budget low to taxpayers. We are very thankful to those who generously donated to MAFD in 2020. Some of the equipment and training received from grants and/or donations in 2020 were:

Cordless Hurst Extrication tools – \$35,000	Helmet lights x30 – \$3,000
Extrication training – \$1,200	Corn bin rescue set with auger – \$4,500
SCBA face masks x10 – \$2,800	

MAFD members are also members of the Mora Area Fire Department Relief Association. The Relief Association provides a retirement program for the firefighters, but also supplements the annual budget because they purchase training equipment and fire education materials for the fire department. They raise money by hosting events like Fire Ball at the Hall, Santa Breakfast, and collecting aluminum cans which are turned in for money.

Thank you for your support in 2020, making it another great year for the department. We look forward to serving you in the years to come.



Mora Area Fire Department Monthly Update

January 2021

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

Fire Calls (Paid)

- 🚒 1-2-21 Welia lift assist
- 🚒 1-20-21 car fire
- 🚒 1-29-21 Lift assist KCSO

Training and Education (Paid)

- 🚒 1-4-21 Scott air pack service and cleaning training
- 🚒 1-18-21 Annual business meeting

Maintenance (not paid)

- 🚒 All truck serviced

Training, Education, and Miscellaneous (not Paid)

- 🚒 6 new Scott SCBA and 6 bottles put into service



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Julie Krone, Liquor Store Manager
RE: 2020 North Country Bottle Shop Year End Report

In March of 2020, the North Country Bottle Shop (NCBS) came under new management. Dan Greene retired after 29 years and I was promoted to liquor store manager. With that change, Danielle Kieser was then hired on as the new assistant liquor store manager.

This past year was anything but normal due to COVID-19. We had to quickly adapt and make safety modifications including:

- Store hours changed to allow for extra cleaning and sanitizing
- Installation of plexiglass at registers
- Installation of social distancing markers and signage for customers
- All employees and customers required to wear face coverings
- Installation of extra hand sanitizing stations
- All employees required to take temperature before starting their shift

We also had to put our wine club on hold due to the COVID-19 pandemic. We have not had any tastings or fundraisers since the beginning of last year. We're hoping to start this back up as soon as we can safely do so.

The north end of the sidewalk in the front of the building was replaced as it was becoming a tipping hazard for carts. Thank you to the street department for their help! Customers have even complimented us on the new sidewalk.

Last year we had our lowest amount of "bad checks" received that we can remember with only two!

Staffing last year and into this year has been tough. We have been very short staffed, but the staff we do have, have been great at stepping up and filling in when needed. I especially appreciate everyone and everything that was done while I was unexpectedly out of the office. It is comforting to know that our team and city hall staff are there when we need them.

Overall, last year our sales increased by over one million dollars! The total amount transferred to the General Fund for 2020 was \$298,910, which includes the \$280,000 subsidy to offset property taxes. The remaining \$18,910 helps cover accounting and human resources services. Some of this increase can be attributed to the mandated closures of bars and restaurants due to the pandemic.

In 2021 we have a few things planned. We will be doing a wine room reset, another small cooler reset, installing a new camera system, and also installing a sound system. Our back receiving door will also be replaced; it has been run into many times by the pallet jacks and become very difficult to use.

Despite all of the challenges, last year was another great year for the NCBS and we look forward to what 2021 has in store.

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

February 2, 2021

Present: Gene Anderson, Jody Anderson, Brett Baldwin, Doyle Casavant, Bob Jensen, Dan Johnson, Lonnie Ness and Alan Skramstad
Absent: None
Staff Present: Lindy Crawford, Beth Thorp and Sara King
Others Present: Jeff Wig (via WebEx) and Sandy Voigt (via WebEx)

1. Call to order. Skramstad called the meeting to order at 2:01 pm.
2. Oath of Office. Jensen pledged the oath of office for a 6-year term expiring on December 31, 2026.
3. Roll Call.
 - G. Anderson – Present
 - J. Anderson – Present
 - Baldwin – Present
 - Casavant – Present (via WebEx)
 - Jensen – Present
 - Johnson – Present
 - Ness – Present
 - Skramstad – Present
4. Adopt Agenda. Motion by Johnson, second by Ness to adopt the February 2, 2021 agenda as presented. All present voted by roll call:
 - Aye: J. Anderson, Baldwin, Jensen, Johnson, Ness and Skramstad
 - Nay: None
 - No Response: CasavantWith the majority voting aye, motion carried.
5. Election of Officers. Motion by Johnson, second by J. Anderson to elect Skramstad as President, Casavant as Vice President, and Jensen as Treasurer. All present voted by roll call:
 - Aye: J. Anderson, Baldwin, Jensen, Johnson, Ness and Skramstad
 - Nay: None
 - No Response: CasavantWith the majority voting aye, motion carried.
6. Minutes. Motion by J. Anderson, second by Jensen to approve the minutes of the November 5, 2020 meeting as presented. All present voted by roll call:
 - Aye: J. Anderson, Baldwin, Jensen, Johnson, Ness and Skramstad
 - Nay: None
 - No Response: CasavantWith the majority voting aye, motion carried.

7. Claims. Motion by Casavant, second by Johnson to approve the November 2020 claims as presented. All present voted by roll call:

Aye: J. Anderson, Baldwin, Jensen, Johnson, Ness and Skramstad

Nay: None

No Response: Casavant

With the majority voting aye, motion carried.

Motion by J. Anderson, second by Jensen to approve the December 2020 claims as presented. All present voted by roll call:

Aye: J. Anderson, Baldwin, Casavant, Jensen, Johnson, Ness and Skramstad

Nay: None

No Response: None

With all present voting aye, motion carried.

Motion by J. Anderson, second by Johnson to approve the January 2021 (parts 1 and 2) claims as presented. All present voted by roll call:

Aye: J. Anderson, Baldwin, Jensen, Johnson, Ness and Skramstad

Nay: None

No Response: Casavant

With the majority voting aye, motion carried.

8. Open Forum. No members of the audience were present for open forum.

9. Special Business.

- a. Presentation from Initiative Foundation and Consideration of Contribution. Jeff Wig, Initiative Foundation Vice President for Entrepreneurship, was present via WebEx. Wig commented that the last time he presented to the Mora EDA was near the beginning of the COVID-19 pandemic (May 5, 2020) and that much had changed since then. He added that he was aware that the city and Kanabec County had done much to assist businesses impacted by the pandemic. Wig provided a summary of programs offered by the Initiative Foundation, general support for entrepreneurs and economic development, direct assistance to the city and Kanabec County, business loans to Mora and Kanabec County businesses, the Initiative Foundation's COVID response, and steps to move forward following the pandemic. Wig thanked the city for its longstanding support of the Initiative Foundation and for considering continued support in 2021. Skramstad stated that the Initiative Foundation submitted a contribution request of \$2,250. Jensen asked if the contribution was included in the 2021 budget; Thorp confirmed that it was a budgeted item. Motion by Jensen, second by Johnson to authorize a contribution of \$2,250 to the Initiative Foundation. All present voted by roll call:

Aye: J. Anderson, Baldwin, Casavant, Jensen, Johnson, Ness and Skramstad

Nay: None

No Response: None

With all present voting aye, motion carried. Wig thanked the EDA.

- b. Presentation from GPS 45:93 and Consideration of Annual Membership Dues. Sandy Voigt, GPS 45:93 President, was present via WebEx to request the EDA's continued membership in GPS 45:93 in 2021. Voigt reviewed current members of the regional economic development organization, the organization's history and ongoing support from members, the

organization's commitment to continue its efforts through the pandemic; and, provided a summary of current activities. Voigt stated that she was elected to serve as President of GPS 45:93 in 2021 and Thorp was elected to serve as Vice President. Voigt informed the EDA that a webinar was scheduled for February 18th titled "Harnessing the Power of Our Watershed for Economic Development", a project organized through North Woods and Waters of the St. Croix Heritage Area in collaboration with other organizations including GPS 45:93; Voigt encouraged EDA members to attend. Voigt also informed the EDA about a promotional video that was produced by GPS 45:93 to market the region's shovel ready sites, including the Mora Industrial Park, with a launch party scheduled on March 3rd and 4th. Voigt requested the EDA's continued membership in GPS 45:93 at the 2021 rate of \$850. Ness asked if membership dues were included in the 2021 budget; Thorp confirmed that it was a budgeted item. Motion by Ness, second by Casavant to authorize continued membership in GPS 45:93 in 2021 and payment of \$850. All present voted by roll call:

Aye: J. Anderson, Baldwin, Casavant, Jensen, Johnson, Ness and Skramstad

Nay: None

No Response: None

With all present voting aye, motion carried. Voigt thanked the EDA.

10. New Business.

- a. Financial Management Plan for Mora Housing & Redevelopment Authority. Crawford requested that the EDA consider financial participation in the preparation of a Financial Management Plan for the Mora Housing & Redevelopment Authority (HRA) at a cost of \$2,834 (1/3 of the total cost). Crawford explained that the HRA was experiencing financial pressure and the plan would help analyze 5- and 10-year plans as well as capital plans for the HRA. Crawford reminded commissioners that housing was a stated goal of the EDA and commented that the plan would most likely benefit the EDA as well as the HRA. Crawford stated that the HRA Board had accepted the proposal presented by Ehler's and approved paying 1/3 of the cost, adding that the City Council would be asked to consider contributing the final 1/3 of the cost. Johnson asked if this was a similar plan to what the EDA has supported in the past; Crawford responded that the HRA had never had a Financial Management Plan prepared before. Skramstad shared with fellow commissioners that the HRA was presently experiencing troubles and the City Council would be assuming the role of the HRA Board. Motion by J. Anderson, second by Johnson to participate in the preparation of a Financial Management Plan for the Mora Housing & Redevelopment Authority at a cost not to exceed \$2,834. All present voted by roll call:

Aye: J. Anderson, Baldwin, Casavant, Jensen, Johnson and Skramstad

Nay: None

No Response: None

Abstained: Ness

With the majority voting aye, motion carried.

- b. Participation in Kanabec County Economic Development Authority. Thorp explained that the Kanabec County Economic Development Authority (KCEDA) was established in 2016 and the City Council adopted a resolution electing to participate in the KCEDA in that same year, and that state statute allowed the city to consider continued membership every fifth year from the date the resolution was adopted with the first opportunity to review being 2021. Thorp stated that the staff report provided a summary of economic development activities referenced in the city's resolution of participation, and asked the EDA to provide a

recommendation to the City Council regarding continued participation. Thorp commented that staff was recommending continued participation as the KCEDA had done good things for the community. J. Anderson inquired about two specific economic development activities highlighted in the staff report, including the Telework Center and Economic Gardening; Thorp reported that the Telework Center was permanently closed and Economic Gardening was a short-term GPS 45:93 project that had been completed. J. Anderson followed up by asking about Pine Tech's current use of the former Telework Center; Thorp stated that Pine Tech was using the space in a similar capacity as was intended for the Telework Center but that it was separate from the Telework Center project. Motion by Casavant, second by J. Anderson to recommend continued participation in the Kanabec County Economic Development Authority. All present voted by roll call:

Aye: J. Anderson, Baldwin, Casavant, Jensen, Johnson, Ness and Skramstad

Nay: None

No Response: None

With all present voting aye, motion carried.

- c. Economic Development Incentive Based on Electric Usage. Crawford introduced a 2018 incentive developed by the Southern Minnesota Municipal Power Agency (SMMPA), an incentive offering credits to eligible businesses based on electric usage. Crawford explained that the incentive was developed to attract new businesses to SMMPA member communities as well as expansions of existing businesses. Crawford asked the EDA to consider interest in the program before presenting it to the Mora PUC and City Council for further consideration. J. Anderson expressed her frustration with incentive programs being developed for large businesses, new businesses and distressed businesses but not those "middle" businesses that were holding their own. Johnson asked if the dollar value of the incentive was significant or more of a gesture; Crawford explained that the value would be different for each business based on usage but that it may be enough incentive to bring a large organization to Mora rather than another community. Jensen asked if the credits would come from SMMPA or the local utility; Crawford responded that the credits would come from SMMPA. Jensen then commented that the incentive could be considered another "tool in the toolbox". Motion by Johnson, second by Jensen to recommend use of the SMMPA-developed incentive. All present voted by roll call:

Aye: J. Anderson, Baldwin, Casavant, Jensen, Johnson, Ness and Skramstad

Nay: None

No Response: None

With all present voting aye, motion carried.

- d. Notice of Resignation – Ness. Thorp stated that Commissioner Ness had submitted his notice of resignation for the EDA's consideration. Johnson expressed support for Ness' decision. Motion by Johnson, second by Baldwin to accept Ness' resignation. All present voted by roll call:

Aye: J. Anderson, Baldwin, Casavant, Jensen, Johnson and Skramstad

Nay: None

No Response: None

Abstained: Ness

With the majority voting aye, motion carried. Skramstad wished Ness well in his work with the Kanabec County Economic Development Authority.

11. Old Business.

None.

12. Communications.

- a. Quarterly Financial Reports. The EDA received 4th Quarter 2020 financial reports prepared by Accountant Sara King. Jensen commented that it appeared that the EDA was financially stable; King responded that the EDA was indeed financially stable and well capitalized.
- b. Kanabec County EDA Meeting Minutes. The EDA received September, October, November and December 2020 meeting minutes for the Kanabec County EDA. Skramstad commented that the Kanabec County EDA did a nice job of supporting Mora and Kanabec County businesses with pandemic relief funds.

13. Reports.

- a. City of Mora COVID-19 Emergency Assistance Fund. Thorp reported that only one COVID-19 Emergency Assistance Fund (EAF) grant had been requested – and subsequently approved – since the EDA allocated additional funds to the grant program in November 2020. Thorp explained that the EAF program had been advertised in the city's newsletter, on the city's website and on Facebook, but there seemed to be little interest from business owners. Jensen asked if the remaining grant funds could be disbursed amongst those organizations that had already applied for and received EAF grant funds; Thorp responded that businesses have been told that they're only eligible to receive one grant but that could be changed by the EDA if desired. J. Anderson commented that perhaps not all past grant recipients were still in need of EAF grant funds or were still eligible per the guidelines. Thorp shared that one EAF loan recipient had not yet begun making loan payments and the default may need to be addressed by the EDA / city in the near future. Jensen asked what would happen to the EAF funds if they were not utilized for grants and loans; Crawford responded that the funds would remain in the Mora Industrial Commercial (MIC) Loan Program where the funds originated. Johnson asked if there was an end-date to the EAF program; Thorp responded that the EDA extended the program to June 30, 2021 at its November 2020 meeting. Johnson commented that there was still time for businesses to apply for funds, adding that he was not in favor of disbursing the remaining funds amongst past grant recipients prior to June 30, 2021. Johnson asked if the remaining grant funds could be tied to other relief programs, such as PPP, to provide additional grant funds to past grant recipients if they could demonstrate a loss during the pandemic. J. Anderson commented that the funds may be better used for other purposes, such as tourism efforts, that would benefit the entire community. Jensen stated that he did not believe funds from the Revolving Economic Development (RED) Loan Program could be used for activities such as tourism efforts; Thorp responded that the EAF program was funded through the MIC Loan Program and those funds were unrestricted. Thorp suggested and the consensus of the EDA was to continue advertising the EAF program until the program expired in June and then the EDA could continue its discussion of how to use any unused EAF funds at its August meeting.
- b. Small Cities Development Program. Thorp shared that the two-year residential rehabilitation program was successful with applications received and approved for all four residential categories, including owner-occupied single family, single family rentals, duplex rentals, and multi-family rentals. Thorp reminded the EDA that the city was in the early part of the first year of the two-year program and the level of interest in the program was encouraging.
- c. Board & Commission Contact Information. Thorp requested that all EDA members provide staff with an updated contact information sheet.

- d. Kanabec County Grant Program. Jensen asked for a report on the county's current pandemic relief grant program; Ness shared that the program is open to all businesses and information can be obtained from Kanabec County Economic Development Director Heidi Steinmetz or the county's website. Thorp stated that she'll share a link to the county's program with commissioners following the meeting.

14. Adjournment. Motion by Johnson, second by Jensen to adjourn. All present voted by roll call:

Aye: J. Anderson, Baldwin, Jensen, Johnson, Skramstad

Nay:

No Response: Casavant

Abstained: Ness

With all present voting aye, the meeting was adjourned at 2:57 pm.

Alan Skramstad, President

Beth Thorp, Secretary

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

February 8, 2021

Present: Carmen Finn, Chad Gramentz, Jake Mathison, Todd Sjoberg and Sara Treiber
Absent: None
Staff Present: Community Development Director Beth Thorp and City Administrator Lindy Crawford
Special Guest: Former Planning Commissioner Mike Johnson

1. Call to Order. Chair Sjoberg called the meeting to order at 5:30 pm.
2. Roll Call.
 - Finn – Present
 - Gramentz – Present
 - Mathison – Present
 - Sjoberg – Present
 - Treiber – Present
3. Adopt Agenda. Motion by Mathison, second by Gramentz to adopt the February 8, 2021 agenda as presented. All present voted aye, motion carried.
4. Approval of Minutes. Motion by Gramentz, second by Finn to approve the January 11, 2021 meeting minutes as presented. All present voted aye, motion carried.
5. Public Hearings.
 - a. Public Hearing to Consider a Text Amendment to City of Mora Code of Ordinances Title XV Land Usage, Chapter 152 Floodplain Management. Thorp summarized the Planning Commission's efforts to review and update the Floodplain Management Ordinance, commenting that the project began in February 2019. Thorp explained that much of the commission's discussions and efforts were focused on the proposed establishment of the Flood Prone District, including the development of recommendations for new construction in flood prone areas, informing impacted property owners of the proposed district and recommendations, and responding to inquiries and concerns from impacted property owners. Thorp stated that the Minnesota Department of Natural Resources (DNR) offered conditional approval of the draft ordinance and proposed City of Mora Flood Prone Map in April 2020, and then again reviewed the documents and confirmed conditional approval in January 2021 in preparation for the public hearing. Thorp stated that one change had been made to the draft ordinance and proposed map in recent months, explaining that a clarification was added to both documents stating that the flood prone designation applied only to those areas shown on the map as being flood prone rather than the designation applying to the whole property (unless the whole property was designated on the map as being flood prone). Thorp stated that the public hearing notice appeared in the newspaper, the city's website and Facebook, and she only spoke with one property owner since the notice was posted. Thorp explained that property owner Leslie Nichols, 419 McLean Street, did not agree with AE2S' modeling, suggesting that it was outdated, but acknowledged that she had only resided at the McLean Street property for approximately two years and had not yet experienced a 100-year rain event. Thorp added that Nichols intended to make

improvements to her property so that she could pursue a map amendment. Thorp stated that staff was recommending approval of the draft ordinance and proposed map as presented. Sjoberg commented that he had reviewed the draft ordinance and believed it was clear and understandable and he supported the final product. Mathison complimented staff on efforts to update the ordinance. Sjoberg opened the public hearing at 5:36 pm. Mike Johnson, 747 Sunset Lane, thanked Chad Gramentz – in his capacity as Public Works Director for Kanabec County – for his department’s assistance in preparing the proposed City of Mora Flood Prone Areas Map, explaining that the maps were high quality. Thorp echoed Johnson’s comments, sharing that Kanabec County GIS Technician Ryan Carda was extremely helpful, responsive, and generous in his efforts to assist the city. With no further comments from the audience, Sjoberg closed the public hearing at 5:37 pm. Motion by Treiber, second by Gramentz to adopt Resolution No. PC2021-201, a resolution recommending approval of a Text Amendment to City of Mora Code of Ordinances, Title XV Land Usage, Chapter 152 Floodplain Management, as presented. All present voted aye, motion carried.

6. Open Forum. No members of the public were present for open forum.
7. New Business. None
8. Old Business. None
9. Reports.
 - a. ISD 332 Request for Conditional Use Permit. Thorp shared that the school district had submitted a request for Conditional Use Permit for the new high school and a public hearing would be scheduled for March 8th. Sjoberg asked if the applicant intended to provide a presentation at the March 8th public hearing; Thorp responded that the applicant and applicant’s representative would attend the meeting but she was unsure if a formal presentation would be provided. Thorp recommended that the March 8th meeting be scheduled as an in-person meeting and that the public be encouraged to provide testimony in written form to help prevent the spread of COVID-19. Treiber commented that this request would likely generate a significant amount of interest from the public.
 - b. Planning Magazine Article “Here Comes the Neighborhood”. Thorp shared a magazine article about emerging changes in residential districts and off-street parking regulations nationwide, explaining that some communities are eliminating residential districts that only permit single family homes and some communities are eliminating or severely reducing off-street parking requirements. Thorp commented that these were issues that the commission may wish to think about as it moves closer to a zoning code review. Sjoberg commented that Mora needed more housing and something needed to be done to keep residents.
 - c. Project Updates. Sjoberg inquired about new projects; Thorp responded that she continued to speak with a few individuals interested in various Forest Avenue E. commercial properties.
10. Adjournment. Motion by Mathison, second by Gramentz to adjourn. All present voted aye, motion carried and the meeting was adjourned at 5:44 pm.

Todd Sjoberg
Chair

ATTEST: _____
Beth Thorp
Community Development Director

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

February 9, 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 5:00 pm.
2. Roll Call.
 - Anderson – Present
 - Kastenbauer – Present
 - Martens – Present
 - Salmonson – Present
 - Stafford – Present
3. Adopt Agenda. Motion by Martens, second by Kastenbauer to adopt the February 9, 2021 meeting agenda as presented. All present voted aye, motion carried.
4. Minutes. Motion by Kastenbauer, second by Anderson to approve the January 12, 2021 meeting minutes as presented. All present voted aye, motion carried.
5. Hangar Land Lease Agreement. The board continued its review, which began at the January 12, 2021 meeting, of the Hangar Land Lease Agreement approved by the City Council in August 2020.
 - Section 7. Construction of Private Buildings on Premises.
 - No concerns or discussion on items g., h., or j.
 - Section 8. Maintenance of Leased Property.
 - Stafford commented that there was a concern with Section 8.b. Martens questioned who determined what was “properly maintained”; Kohlgraf responded that the Building Code would apply in this section. Anderson added that the city did not want to see any garbage or waste accumulate on airport property. Salmonson suggested that tall grass may be a concern; Kohlgraf stated that the city attempted to maintain greater amounts of grassy areas each year. Salmonson asked if the City Code addressed unlicensed vehicles; Thorp confirmed that it did. There were no suggested changes to this section.
 - In reviewing Section 8.c., Stafford asked Kohlgraf if the city intended to stop removing snow from in front of the hangars; Kohlgraf responded that the city’s recently adopted snow removal policy covers all snow removal issues. There were no suggested changes to this section.
 - Section 9. Hazardous Materials.
 - No concerns or discussion.
 - Section 10. Taxes, Assessments and Other Charges.
 - No concerns or discussion.

- Section 11. Default.
 - Salmonson asked if there was a history of default; staff was not aware of any past problems. Stafford shared that Dustin Paulson had expressed a concern with Section 11.a.(3) in regard to inspections being required with only a 10-day notice, adding that it could be difficult for hangar owners who travel south in winter months to accommodate this requirement. Stafford continued that hangar owners would likely not be comfortable allowing city staff to enter their hangars without them present. Thorp suggested that the Agreement was not requiring the inspection to occur within 10 days of notice, but rather the reference to “10 days” applied to the continuation of a default witnessed during the inspection. Salmonson expressed concern with the need for an inspection, asking what might trigger an inspection and stating that there must be probable cause; Anderson suggested that an inspection may be required if there was a large amount of debris outside the hangar or for confirmation that the majority of the hangar was being used for aviation related items. Kohlgraf commented that he may need entry to verify tail numbers. Salmonson again cautioned that probable cause is necessary to gain entry. Martens suggested moving on with the review and returning to Section 11 after other related sections had been reviewed.
- Section 12. Termination Provisions.
 - In reference to Section 12.b., Stafford asked what amount of time constitutes “deserted, abandoned or vacated”. Salmonson asked if there were any other city contracts or language that might provide a time frame to use as a basis for this agreement; board members generally agreed that hangars should not be considered deserted, abandoned or vacated if the hangar owner continued to make lease payments and pay taxes. Salmonson suggested that the City Attorney provide the legal definition of abandonment as it related to property and land, and include that in the agreement. Board members and staff again discussed the amount of time needed to declare a hangar deserted, abandoned or vacated, with Martens wondering if traveling south during winter months constituted desertion, abandonment, or vacation. Anderson suggested that the city would attempt to contact hangar owners prior to declaring a hangar deserted, abandoned or vacated, and this would likely clarify the hangar owner’s intent. The consensus of the board was for staff to define the amount of time which constituted “deserted, abandoned or vacated” and include that in the agreement. Martens suggested that this language may be intended for city owned hangars rather than privately owned hangars; Kastenbauer and Salmonson both responded that it applied to privately owned hangars being that they were located on city property. Stafford commented that his concern was ensuring that hangar owners made their annual lease payment and perhaps the agreement should include language discussing what happens if lease payments were not made within a certain time frame such as six months; Martens commented that this was addressed in Section 11.a. Events of Default. Anderson added that the agreement specified that lease payments were due annually by January 31st.
 - Martens inquired about language included in Section 12.a. allowing hangar owners to remove all buildings and property from the premises upon termination of the lease; Salmonson responded that it had been done in the past but it most likely was not cost effective for the hangar owner.
- Section 13. Surrender of Premises.

- No concerns or discussion.
- Section 14. Liability and Indemnification.
 - Stafford questioned holding the city harmless as discussed in Section 14.a. and sought clarification; Salmonson responded that the city should not be let off the hook for damage to private property and suggested that the language included in this section was not enforceable. Board members discussed different scenarios of damage to private property. Anderson commented that this section also included language that seemed to contradict the beginning of the section; the consensus of the board was that the “first part” and “second part” (beginning with “Nothing in this lease...”) of the section contradicted each other and discussed options for resolving the contradiction. The consensus of the board was that this section needed to be further reviewed and amended, but no specific recommendations were provided.
- Section 15. Insurance.
 - The board discussed Section 15.a.(2) which required that hangar owners insure all personal property located on the leased premises, questioning the city’s interest in this requirement and the requirement that items be insured at 100% of their fair market value. Anderson suggested that the city may just want to make sure that all hangar contents are insured; Salmonson and Kastenbauer responded, if that was the case, that hangar owners could simply provide proof of insurance to the city. Stafford stated his hangar insurance covers up to a certain value of personal belongings, adding that all building policies generally cover personal belongings contained inside the building. Board members and Kohlgraf discussed the differences between Sections 15.a.(2) and 15.a.(3), with the consensus that a.(2) applied to all privately owned hangars and a.(3) applied specifically to hangars used for commercial purposes. Kohlgraf suggested and the consensus of the board was to delete “for an aggregate amount equal to one hundred percent (100%) of the fair market value of the personal property or the insurable value, whichever is greater. The policies shall be in a form satisfactory to City, and copies of the insurance policies or certificates thereof evidencing such coverage and that such insurance is payable to Tenant.”, and to add “Tenant shall provide City with insurance carrier and policy number.” Stafford, expressing concerns, asked if the city would require proof of insurance on each item kept within the hangar; Kohlgraf suggested that the city would only need proof that personal property was insured (one policy). Stafford explained that he believed all hangars should have liability insurance and that the city should be listed on those policies, further explaining that the city shouldn’t be responsible for dealing with damaged hangars. Anderson commented that the issue of insurance related to Section 14. Liability and Indemnification and questioned what would happen if, for instance, an individual slipped and fell inside a privately owned hangar; fellow board members suggested that the injured party would first take action with the hangar owner, and Salmonson suggested that the city be co-insured to provide protection in that type of scenario.
 - Board members, understanding that commercial uses were not allowed within privately owned hangars and believing that all of Section 15.a.(3) pertained to commercial uses, suggested that the section be removed if not applicable. Board members also discussed the fact that the insurance limits included in this section (\$1,500,000) were not standard limits and should be adjusted to \$1,000,000 if this

section was kept in the agreement. Kohlgraf stated that he would review this section further.

- Section 16. Transferring, Subletting, Selling.
 - Martens suggested that Section 16 made sense for city owned hangars but should be deleted entirely from the agreement pertaining to privately owned hangars. Salmonson questioned how the city would have any say in approving the transfer of a privately owned hangar; Stafford commented that the city should be involved in transfers and sales because they involved assumption of leases with the city. Board members discussed the meaning of “subletting” and whether it applied to the entire hangar or even just a portion thereof; Kohlgraf speculated that “subletting” in this instance referred to the entire hangar. Board members expressed concern with the city controlling subletting, suggesting that up to eight current aircraft owners would be impacted. Board members discussed at length why the city would need to be involved in approving the transfer of a lease agreement upon the transfer or sale of a privately owned hangar, with Salmonson suggesting that it could be an administrative task; Thorp stated that the lease agreement was between the city and a tenant and staff did not have authority to amend a contract on behalf of the City Council. Board members continued to debate the intended meaning of “subletting” and Kastenbauer questioned how much control the city wished to have over the use of privately owned hangars as opposed to city owned hangars. Thorp suggested and the consensus of the board was to remove all references to “subletting” from this section, including the statement that “The Tenant is strictly prohibited from subletting the Premise.”
- Section 17. Right of Entry.
 - Board members questioned why the city would need to enter a privately owned hangar. Kohlgraf suggested deleting “at any time” from the first sentence, commenting that he would never need immediate access and if there was probable cause he would contact law enforcement. Board members discussed options for rewording this section. Salmonson commented that one of the main concerns about the entire agreement was the “heavy handed” language and deleting “at any time” may help alleviate that. The consensus of the board was to delete “at any time” from the first sentence.
- Section 18. Discrimination Provision.
 - No concerns or discussion.
- Section 19. Civil Rights.
 - No concerns or discussion.
- Section 20. Laws, Rules and Regulations.
 - No concerns or discussion.
- Section 21. Commercial Use.
 - Anderson commented that there was too much gray area in this section. Salmonson suggested that because the section pertained to commercial uses it may not be applicable to this agreement. Stafford stated that Dustin Paulson had expressed concerns with the meaning of commercial uses and questioned if certain activities would be prohibited, such as an aircraft owner making repairs to his / her own aircraft or hiring a mechanic to perform work within the privately owned hangar. The consensus of the board was that these scenarios did not constitute commercial activity. Anderson questioned if a hangar owner taking in another individual’s

aircraft to repair or restore it would constitute commercial activity; Stafford responded that it could be considered commercial if it was being done as a job. Salmonson suggested that intent was the deciding factor – was the activity being performed for profit or as a friendly activity between aircraft owners. The consensus of the board was that “commercial use” needed to be defined in order to understand the intent.

- Section 22. Verification.
 - Stafford questioned which licensure requirements were being referred to in this section. Board members suspected that this language again pertained to commercial uses. Kohlgraf stated that his primary concern was verification of tail numbers.
- Section 23. Subordination.
 - No concerns or discussion.
- Section 24. General Provisions.
 - The board discussed Section 24.f. questioning why the city would require that the choice of law and venue be state or federal courts of Minnesota rather than local courts. Salmonson suggested that the venue may be determined by the dispute, controversy or claim, regardless of the wording used in the agreement. There was no suggested change to this section.

Salmonson asked Kohlgraf about the possibility of installing lighting adjacent to hangars for security purposes. Kohlgraf responded that it would either need to be included in the CIP or hangar owners could install their own lighting. Kohlgraf and board members discussed placement of poles.

- Section 11. Default.
 - The board returned to Section 11.a.(4) with a consensus to delete “subleases” from the first sentence.

6. Reports.

- a. 2021 Taxilane and Windcone Project. Kohlgraf shared that this project would be presented to the City Council on February 16th for consideration. Kohlgraf explained that the project involved the widening of the taxilane and the installation of a supplemental windcone near the crosswind runway.
- b. Staff Report. Kohlgraf reported the following:
 - Crack Filling. Kohlgraf shared that the most recent crack filling project was completed in 2020 but the contractor would return in spring 2021 to repair the crack filler that came out as a result of snowplowing.
 - Snow Removal. Kohlgraf shared that snow removal was occurring as needed.
 - Card Reader Project. Kohlgraf shared that the city was working on a card reader project and was waiting for software for the fuel system to arrive.
 - Fuel Line Repair. Kohlgraf shared that he was anticipating a fuel line repair project in the future but was hoping to align the project with the completion of the fuel remediation project so that all necessary paving could be completed at one time.
- c. Courtesy Car. Salmonson inquired if the courtesy car would be returning to the airport soon. Kohlgraf stated that the city is still following CDC recommendations and therefore the car was parked at the city garage. Kohlgraf added that he’s been receiving more and more requests for the car and was hoping to return it to the airport as soon as possible. Board members discussed cleaning between uses and the possibility of developing a policy requiring users to be responsible for cleaning. Martens and Stafford shared that other municipal airports were

allowing the use of courtesy cars with signs posted that the vehicles were not being routinely cleaned (“use at your own risk”).

7. Adjournment. Motion by Kastenbauer, second by Martens to adjourn the meeting. All present voted aye and the meeting adjourned at 6:10 pm.

Nick Stafford, Chair

Beth Thorp, Secretary



MEMORANDUM

Date: February 16, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Annual MMU Cogeneration Reporting

BACKGROUND INFORMATION

In 2019, the Minnesota Public Utilities Commission adopted an updated interconnection process for distributed energy resources to establish the application procedure and qualification criteria for all customers for the delivery, interconnection, metering and purchase of electricity from distributed energy resource facilities and to comply with applicable laws and rules governing distributed energy resources. The interconnection process is part of a cogeneration and small power production tariff. Annually, Mora Municipal Utilities (MMU) is required to file the following cogeneration reports with the City Council.

1. Cogeneration Rate Schedule, Cost and Report, attached.
2. Interconnection Contracts/Agreements, available for review on the city's website or General Manager's office.
3. The adopted interconnection process, technical requirements and application for distributed energy systems, available for review on the city's website or General Manager's office.

RECOMMENDATIONS

For the city council's review, no approval needed.

Attachments

2020 Cogeneration Rate Schedule, Cost and Report

SCHEDULE 1 – AVERAGE RETAIL UTILITY ENERGY RATE

Net Energy Billing: Available to any QF of less than 40 kW capacity that does not select either Roll Over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

Mora Municipal Utilities shall bill QF for any excess of energy supplied by Mora Municipal Utilities above energy supplied by the QF during each billing period according to Mora Municipal Utilities’ applicable rate schedule. Mora Municipal Utilities shall pay the customer for the energy generated by the QF that exceeds that supplied by Mora Municipal Utilities during a billing period at the “average retail utility energy rate.” "Average retail utility energy rate" means, for any class of utility customer, the quotient of the total annual class revenue from sales of electricity minus the annual revenue resulting from fixed charges, divided by the annual class kilowatt-hour sales. Data from the most recent 12-month period available shall be used in the computation. The “average retail utility energy rates” are as follows:

Customer Class	Average Retail Utility Energy Rate
Commercial Elec CL3	\$0.0989/kWh
Elec Heat Rural	\$0.0970/kWh

SCHEDULE 4 – AVERAGE INCREMENTAL COST

Estimated Marginal Energy Costs (\$/MWh)						
		2021	2022	2023	2024	2025
Summer	On Peak	30.19	28.97	26.92	28.73	30.12
	Off Peak	19.95	19.32	19.02	20.76	21.87
	All Hours	24.66	23.76	22.65	24.42	25.66
Winter	On Peak	28.78	30.21	28.97	29.97	31.02
	Off Peak	21.89	22.26	21.31	22.82	23.75
	All Hours	25.06	25.92	24.83	26.11	27.09
Annual	On Peak	29.48	29.59	27.94	29.35	30.57
	Off Peak	20.92	20.79	20.16	21.79	22.81
	All Hours	24.86	24.84	23.74	25.27	26.38
Annual # hours on-peak:						

Description of season and on-peak and off-peak periods	
Summer:	April through September
Winter:	October through March
On-peak period:	6 am to 10 pm Monday through Friday except holiday (New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day)
Off-peak period:	All other hours

Estimated Marginal Energy Costs

The estimated system average incremental energy costs are calculated by seasonal peak and off-peak periods for each of the next five years. For each seasonal period, system incremental energy costs are averaged during system daily peak hours, system daily off-peak hours, and all hours in the season. The energy costs are increased by a factor equal to 50 percent of the line losses.

The energy needs of Mora Municipal Utilities are served through its membership in Southern Minnesota Municipal Power Agency (SMMPA). SMMPA, in turn, is a member of the Midcontinent ISO (MISO). As a result, the municipal's incremental energy cost is equivalent to the MISO hourly Locational Marginal Price (LMP). Actual hourly LMP will vary significantly based on several parameters such as weather, energy demand, and generation availability. The table above represents a forecast of the MISO hourly LMP values averaged over each specific time period at the MISO Minnesota Hub.

Capacity Costs

SMMPA, Mora Municipal Utilities' wholesale supplier, has neither planned generating facility additions nor planned additional capacity purchases, other than from qualifying facilities, during the ensuing ten years, thus SMMPA and Mora Municipal Utilities are deemed to have no avoidable capacity costs.

2020 COGENERATION REPORT								
ACCOUNT	FACILITY CAPACTIY (KW AC)	YEAR INTERCONNECTED	RATE	KWH MMU DELIVERED	KWH MMU RECEIVED	NET ENERGY RECEIVED	ROLLOVER CREDIT (Y/N)	TOTAL FACILITIES
<u>SOLAR</u>								
07-01228000-00-4 (CARLSON)	16	2005	0.097	20,960	17,120	-3,840	N - Paid at year end	
02-00301000-01-1 (J MARTIN)	13	2017	0.0989	4,600	14800	10,200	N - Paid at year end	
<u>ALL DISTRIBUTED GENERATION</u>								
TOTALS	29			25,560	31,920	6,360		2

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OFFICE

KANABEC COUNTY SHERIFF

SHERIFF BRIAN SMITH

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

2020 Year End Report

*City of Mora
Law Enforcement Services*

Kanabec County Sheriff's Office

Sergeant Dylan VanGorden

WEARING THE STAR OF HONOR AND SERVICE

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

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During 2020, five Kanabec County Sheriff's Office Contract Deputies provided law enforcement services to the City of Mora. The five deputies included four patrolmen and one sergeant.

During 2020 the five contract deputies traveled over 86,000 miles while serving the citizens of Mora. This total does not include mileage contributed by deputies, investigators, sergeants and administration not specifically included in the law enforcement services contract that work for the Kanabec County Sheriff's Office.

While providing 24 hour per day 7 days a week coverage and responding to calls for service, the assigned contract deputies provided the following services, including but not limited to:

- funeral escorts
- parade escorts
- attend scheduled department head meetings
- monthly activity reports
- attend city council meetings when requested
- complete background checks for city licensing and permits
- complete city employee alcohol tests
- tobacco/alcohol compliance checks
- foot patrols in the downtown area to include the city parks
- ~~attend school sponsored events~~

In addition to the above mentioned law enforcement services, the contract deputies took part in the following community activities, including but not limited to:

- ~~February I Love to Read month with Mora's elementary school~~
- ~~National Night Out~~
- ~~"Mora senior class BBQ (lunch provided by KCSO)"~~
- ~~5K "Running with the Law"~~
- ~~County Fair~~
- Towards Zero Death Initiative
- Shop with a Cop (Holiday season)
- Shop with a Cop (Back to school)
- Toys for Kids

The above community activity's crossed out are activity's that the KCSO regularly participates in however the events did not take place in 2020 due to the pandemic.

Contract cars participated in Continuing Education in 2020. Some of these courses include:

- Use of Force (Defensive Tactics & Legal Issues)
- Use of Force Physical tactics/self defense
- First Responder/CPR
- Firearms Qualifications
- Emergency vehicle operations
- Peace Officer Accredited Training Online (PATROL)
- SWAT Team Leader School
- Less Lethal & Chemical Munitions Instructor
- Field Training Officer Certifications

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Total ICR's in 2019 = 5,827

Total ICR's in 2020 = 4,727

As indicated above, Kanabec County Sheriff's Office Contract Deputies responded to and/or initiated 4,727 calls for service in 2020, a decrease of 1,100 from 2019. This decrease is largely attributed to the emergence of the Covid-19 pandemic resulting in lengthy business closures and limited movement of the public. The KCSO also implemented measures to limit deputies' potential Covid-19 exposures in order to ensure its ability to respond to emergencies 24 hours a day 7 days a week. The Most common calls for service were Medical emergencies (667), Traffic stops/complaints (454), and Suspicious Persons/Activity (369). On average, contract deputies were each responsible for more than 1,150 calls for service throughout the year.

Kanabec County Sheriff's Office Contract Cars continue to maintain a community oriented law enforcement approach, integrated with proactive enforcement, to decrease crimes against persons and deter other criminal activity and nuisances. The Kanabec County Sheriff Office is proud to provide law enforcement services within the City of Mora and looks forward to the continued partnership.



CAD Summary Report

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Kanabec County Sheriff's Office

	01/20	02/20	03/20	04/20	05/20	06/20	07/20	08/20	09/20	10/20	11/20	12/20	Total
911 Hang-ups-Abandoned-Open Line	20	27	15	14	16	21	20	19	18	11	11	13	205
Agency Assist	12	13	9	6	4	18	15	12	7	14	8	8	126
Alarms All (Home, Business, Bank, misc)	11	8	14	7	8	9	9	24	6	11	10	5	122
All Lost calls including animals, and property	1		2	1						1			5
Animal Bites					1		1						2
Animal Neglect	2		1				1			1			5
Animal-All Other	7	4	10	6	10	7	12	12	7	11	10	7	103
Assault	1	2	1	2	2	4	2	5	3	2	3		27
ATV- Complaints-Accidents-Citations			1	5	4	3		2		1	1		17
Bicycle Calls				1			1						2
Building Security Checks			4	4	5	4							17
Burglary	1	1	1	5		2	5	2	2	1	1		21
BW accidents, citations, and all complaints		1											1
Child Custody Issues	6	2	2	4	1	1	6	2	3	1	1	3	32
Civil Assist	8	7	14	6	9	15	6	16	8	7	9	12	117
Civil Process		2					1		1	2			6
County Ordinance Violation								1					1
Crim Sex	2	2	1	1			2	2	1	1		1	13
Deaths				1						1			2
Disorderly Conduct	1	4	4	3	3	8	3	5	2	3	3	3	42
Domestic Disturbance/Assaults	4	6	5	4	7	3	4	8	3	4	10	2	60
Drug calls - All	1			3	2	1	2	4	2	4	1	5	25
DTP	3	5	4	10	5	3	8	5	6	7	4	1	61
Escorts-Funerals, Races, etc	4		4	2	1			3	1	6	6	4	31
Explosions - all calls							1						1
Fire- Mora Area Fire Calls	2		2	5	2	2	1	1	1	3	2	3	24
Fires - All Others	1			2		2	3	1	3	2			14
Foot Patrol	14	16	18	1	10	6	9	11	4	5	7		101



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	01/20	02/20	03/20	04/20	05/20	06/20	07/20	08/20	09/20	10/20	11/20	12/20	Total
Forgery												1	1
Found - animals, property, etc	3	2	3	9	3	9	7	10	5	5	3	1	60
Fraud	3	2	6	2	3	4	3	5	2	4	1	7	42
Garbage Dumping complaints				2	2	1	1	2	2			1	11
Guns including permits								1					1
Harassing communications calls	4	2	5	3	5	5	1	2	4	1	2	5	39
Health and Safety	4	2	6	1	1	4	4	9	2	6	3	3	45
Hospice Deaths	2		3	1	2	2		3	1	1	1	2	18
Information and misc calls	14	9	10	23	14	17	23	25	23	14	21	19	212
Juvenile calls excluding tobacco, drugs, alcohol	1	3	8	8	5	6	7	8	7	6	4	2	65
Juvenile Tobacco complaints	3												3
Maltreatment	20	12	16	7	5	4	8	8	5	6	5	8	104
Medical - Drug Overdoses		2	1		1							1	5
Medical Emergency	64	59	71	56	42	49	49	66	41	46	61	63	667
Meetings and Presentations	1	1						1	1	1			5
Missing Person(s)	1	1	1	2		2	2			2		1	12
Mora Ordinance Violations		1	2	1	3	2	1	3	3	6	1	2	25
Motorist Assist calls	7	3	3			4	5	1	1	3	2	1	30
Neighborhood Disputes				1		4		1	1	1	1	1	10
Noise - including loud music, parties, etc	1	2	1	6	7	10	14	8	12	1	1	3	66
Parking Violations	1					1	2				1	1	6
POR- Predatory Offender calls	24			1			25				21	1	72
Public assist calls	11	11	11	10	6	9	11	13	5	8	3	11	109
Records checks	3	1	3	1	2	2	5	7	6	1	3	1	35
Recovered- property and vehicles				1		1							2
Road Hazards		3	1	1	1	3	1	2	4		1		17
Scams	1	4	4	1	2	4	14	10	11	7	2	6	66
Secure Helipad	8	9	10	14	11	14	9	13	12	22	10	10	142
Shooting complaints						1	2						3
Shoplifting complaints	1	1		2		3		1	2		1	1	12



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	01/20	02/20	03/20	04/20	05/20	06/20	07/20	08/20	09/20	10/20	11/20	12/20	Total
Smoking Ban violations		1											1
Snowbird Parking	26	39	38								36	6	145
Stolen			1	2		2	2	1	2				10
Stop arm violations										1	1	1	3
Sudden Deaths and Bodies found	1	1								1			3
Suicide threats-attempts	1	1	3	3	3	2	3	4	1		1	3	25
Suspicious- persons, vehicles, and occurrences	9	13	35	30	38	32	41	45	52	23	18	33	369
Theft-not vehicle	19	12	11	18	12	13	13	15	15	18	9	26	181
Threats	4	2	9	3	5	2		3	6	6	1	1	42
Traffic / Driving complaints	9	11	4	6	8	15	13	10	11	10	3	5	105
Traffic Accident	8	8		3	4	5	4	8	9	3	5	6	63
Traffic Violation	87	83	43	5	8	15	19	16	23	7	20	23	349
Transport - Inmates						1	1	1	1	1			5
Trespassing complaints	1	1		1	1			2	8	2		2	18
TZD -All Towards Zero Death Traffic stops							14		4			1	19
Unwanted person	3	6	7	6	6	4	6	9	7	10		5	69
Vandalism exc mailboxes	1			1							1		3
Vehicle off Road	3	2				1				1		3	10
Vehicle Theft				1	3	1	1	1			1	1	9
Violation of Court Order	5	2	6	4	2	1	5	1	4	2	4	1	37
Warrant Entry and Arrests	7	3	4				2	1	2	1	3	2	25
Weather - Monthly Test	1	1		2	1	1	1	1		1			9
Welfare Check	14	6	8	10	12	9	16	21	20	12	12	19	159
Total	477	422	446	341	308	374	447	473	393	339	350	357	4,727

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OFFICE

KANABEC COUNTY SHERIFF

SHERIFF BRIAN SMITH

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

January 2021

During the month of January, 2021 Kanabec County Sheriff's Office contract cars responded to or initiated 365 calls for service within the City of Mora. The most frequent calls for service were traffic enforcement (48), medical emergencies (66), and suspicious persons/activity (24)

Mora contract deputies completed MN Board of Peace Officer Standards and Training approved courses in:

- Cyber security
- Legal Survival Skills for Peace Officers
- Emotional Wellness for Law Enforcement

No community events were attended

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

Sincerely,

Sergeant Dylan VanGorden #3104

WEARING THE STAR OF HONOR AND SERVICE

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



CAD Summary Report

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Kanabec County Sheriff's Office

	01/21	Total
911 Hang-ups-Abandoned-Open Line	14	14
Agency Assist	10	10
Alarms All (Home, Business, Bank, misc)	10	10
All Lost calls including animals, and property	1	1
Animal-All Other	2	2
Assault	2	2
Bicycle Calls	1	1
Child Custody Issues	4	4
Civil Assist	7	7
Deaths	1	1
Disorderly Conduct	6	6
Domestic Disturbance/Assaults	1	1
Drug calls - All	2	2
DTP	2	2
Escorts-Funerals, Races, etc	2	2
Fire- Mora Area Fire Calls	1	1
Fires - All Others	1	1
Foot Patrol	7	7
Found - animals, property, etc	2	2
Fraud	3	3
Garbage Dumping complaints	2	2
Harassing communications calls	4	4
Health and Safety	2	2
Information and misc calls	18	18
Juvenile calls excluding tobacco, drugs, alcohol	2	2
Maltreatment	9	9
Medical Emergency	66	66
Meetings and Presentations	1	1



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	01/21	Total
Mora Ordinance Violations	1	1
Neighborhood Disputes	1	1
Noise - including loud music, parties, etc	3	3
POR- Predatory Offender calls	24	24
Public assist calls	5	5
Road Hazards	2	2
Scams	2	2
Secure Helipad	5	5
Snowbird Parking	15	15
Snowmobile-all calls	1	1
Stop arm violations	2	2
Suicide threats-attempts	2	2
Suspicious- persons, vehicles, and occurrences	24	24
Theft-not vehicle	20	20
Threats	2	2
Traffic / Driving complaints	5	5
Traffic Accident	1	1
Traffic Violation	43	43
Unwanted person	1	1
Vandalism exc mailboxes	1	1
Violation of Court Order	2	2
Warrant Entry and Arrests	1	1
Weather - Monthly Test	1	1
Welfare Check	18	18
Total	365	365