



City of Mora
Kanabec County, Minnesota
Meeting Agenda
City Council

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

Tuesday, May 18, 2021

6:30 PM

Mora City Hall

1. **Call to Order/ Pledge of Allegiance**
2. **Roll Call**
3. **Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Council members may add items to the agenda prior to adoption of the agenda.)*
4. **Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of the consent agenda.)*
 - a. Work Session Meeting Minutes – April 20, 2021
 - b. Regular Meeting Minutes – April 20, 2021
 - c. April 2021 Claims
 - d. Massage Therapist License – Asolare Yoga & Wellness
 - e. Accept Restricted Donations
 - f. Approve Hire of Administrative Services Director
 - g. Call for a Public Hearing on Unpaid Utility Charges
 - h. Temporary Liquor License – Kanabec County Agricultural Society
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. Years of Public Service Recognition – Paul Larson
7. **Public Hearings**
 - a. Vacation of Public Roadway Easement – Mora Public Schools
8. **New Business**
 - a. Rezoning of 841 Forest Avenue East
 - b. Conditional Use Permit Request for Solar Energy System – Calvary Lutheran Church of Mora
 - c. Conditional Use Permit Request for Solar Energy System – J. Martin Carlson Trust
 - d. Acceptance of Trail and Electric Utility Easements – Mora Public Schools
 - e. Fire Hall Roof and Furnace Replacement
 - f. Coronavirus Response and Relief Supplemental Appropriations Act Airport Grant Agreement
 - g. Oakwood Cemetery Project Fund Transfer
 - h. Eastwood Senior Living Management Agreement Addendum
 - i. Airport Taxilane and Windcone Project Contract Award
9. **Old Business**

None
10. **Communications**
 - a. 2021 Employment Survey Results
 - b. MAFD Monthly Report – April 2021
 - c. KCSO Monthly Report – April 2021
 - d. City EDA Meeting Minutes – May 4, 2021
 - e. Planning Commission Meeting Minutes – May 10, 2021
 - f. Airport Board Meeting Minutes – May 11, 2021

- g. Park Board Meeting Minutes – May 11, 2021
- h. Quarterly Financial Reports

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 work session of the Mora City Council at 5:00 PM on Tuesday, April 20, 2021 in the city hall council chambers.

2. **Roll Call:** Present: Mayor Skramstad, Councilmembers Anderson, Mathison, and Shepard
Absent: Broekemeier
Staff Present: City Administrator Crawford, Community Development Director Thorp
3. **Adopt Agenda:** MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the agenda as presented.
4. **Economic Development Authority Candidate Interviews:** The council interviewed Rose Krie, Jeremy Voss, and Lance Strande for the vacant EDA position. The council consensus was Krie and Strande would both be a good fit for the EDA and Voss seemed better suited for the Kanabec County EDA, based on his interview. It was discussed that staff member Jeff Krie did not work together with the EDA, therefore there wouldn't be a personnel policy issue if Krie were appointed. Council consensus was to add the appointment of Rose Krie to the EDA vacancy, on the council meeting agenda for April 20, 2021.
5. **Adjournment:** MOTION made by Anderson, seconded by Shepard, and unanimously carried to adjourn at 5:44 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, April 20, 2021 in the city hall council chambers.

2. **Roll Call:** Present: Mayor Skramstad, Councilmembers Anderson, Mathison, and Shepard
Absent: Broekemeier
Staff Present: City Administrator Crawford, Community Development Director Thorp, Building Official Christenson, City Accountant King, Activities and Recreation Coordinator Krie, and Deputy City Clerk Yoder
3. **Adopt Agenda:** Skramstad requested the addition of item 8e, Economic Development Authority appointment to the agenda. MOTION made by Mathison, seconded by Shepard, and unanimously carried by the City Council to approve the agenda as amended.
4. **Consent Agenda:** MOTION made by Shepard, seconded by Anderson, and unanimously carried by the City Council to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – March 16, 2021
 - b. March 2021 Claims
 - c. Gambling Permit – Kanabec County Ag Society
 - d. Accept Restricted Donations, RESOLUTION NO. 2021-421
 - e. Commit Fire Department Revenues and Fund Balance, RESOLUTION NO. 2021-422
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:**
 - a. **2021 Vasaloppet USA Event Debrief:** Deb Morrison of Vasaloppet USA recapped the Vasaloppet race events from February and introduced the new race coordinator Sharon Olson who started in October 2020. Morrison reported, due to the Centers for Disease Control and MN Department of Health pandemic guidelines, the team, ski-joring, and fat-bike races were cancelled to allow for adequate spacing for the skiers; almost 1,000 skiers registered during the pandemic when a normal year would have been approximately 1,200 skiers; and many skiers came to Mora to ski their virtual races. Morrison stated the biggest accomplishment during the pandemic was that the Midwest Ski Alliance was formed which included all other large Nordic skiing race coordinators.

Morrison thanked the City for the flexibility to allow the race date change and thanked Krie for promptly addressing the building roof leak during race week. Morrison cited a skier survey stating Mora had a reputation for being friendly and welcoming as a community.
 - b. **2020 Comprehensive Annual Financial Report:** 2020 Comprehensive Annual Financial Report: Caroline Stutzman, of the firm BerganKDV, audibly over speaker phone presented the Independent Auditor's Reports to the City Council. Stutzman reported an unmodified or clean opinion of the overall audit results and stated management was making progress on two of the three findings as listed:

2020-001 – Per the *Government Auditing Standards* (GAS) the city had a lack of segregation of accounting duties which was common for cities the size of Mora and was a cost versus benefit decision on the City's part; it was recommended the City implement a second review on bank reconciliations, journal entries, capital assets, and payroll prior to being paid.

2020-03 – To update the collateral assignment agreement.

2020-003 – To create an out of state travel policy regarding travel outside the State of Minnesota.

Councilmembers had no questions and thanked Stutzman for the report. MOTION made by Shepard, seconded by Anderson, and unanimously carried by the City Council to approve the annual financial audit for the year ended December 31, 2020.

- c. **“Tootsie Roll Weekend” Proclamation:** Skramstad proclaimed the weekend of April 23 and 24, 2021 as “Tootsie Roll Weekend” to raise awareness of the Knights of Columbus’ annual state-wide fundraising program for individuals with special needs.

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

8. **New Business**

- a. **Conditional Use Permit to Allow a School and School Related Facilities in R-1 District:** The City Council reviewed the request for a Conditional Use Permit (CUP) to allow Mora School District #332 and school related facilities to be located in the R-1 Single Family Residential District. Thorp reported the Planning Commission conducted a public hearing on March 8, 2021 where the request was tabled until April 12, 2021 for the applicant to provide additional information; at the April 12, 2021 Planning Commission meeting the commission approved the CUP with several conditions; once approved the 26-month project would start early or mid-May and finish summer of 2023.

Discussion ensued between councilmembers, David Bolf (ICS), Shawn Lewis (ICS), Tom Sohrweide (SEH), and Dan Voce (Mora Schools) regarding parking, traffic, and safety. MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the following resolution:

RESOLUTION NO. 2021-423

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESTOA, APPROVING A CONDITIONAL USE PERMIT TO ALLOW A *SCHOOL* AND SCHOOL RELATED FACILITIES TO BE LOCATED IN THE R-1 SINGLE FAMILY RESIDENTIAL DISTRICT AS REQUESTED BY ICS AND MORA PUBLIC SCHOOLS
(see attached)

- b. **Council Hearing to Abate a Public Nuisance and Unsafe Structures – 18497 McCarty Court:** The council reviewed data presented by Christenson of a nuisance property with accumulative debris as defined by City Code §131.02 and occupancy of unsafe structures as defined in Minnesota Building Code §1300.0180, at the address 18497 McCarty Court. Christenson explained the steps taken for formal communication to the homeowner and the posting of the property, with no response or action taken to remedy the situation by the homeowner. The council consensus was that a public nuisance and unsafe structures existed at 18497 McCarty Court. MOTION made by Mathison, seconded by Anderson, and unanimously carried by the City Council to direct staff to publish the notice of motion for summary enforcement hearing, per Minnesota Statute §463.17, with direction to staff to abate the nuisance and secure the structures if not resolved after the fourth week of publication.
- c. **Music in the Park ECRAC Grant:** Krie reported the City received a grant award from East Central Regional Arts Council (ECRAC) for the City’s ninth *Mora’s Music in the Park* summer concert series; staff annually applies for the grant and if approved also obtains a license through the American Society of Composers, Authors, and Publishers (ASCAP)

and with the Society of European Stage Authors and Composers (SESAC). MOTION made by Mathison, seconded by Anderson and unanimously carried by the City Council to accept an \$8,677 grant from East Central Regional Arts Council for the Mora's Music in the Park summer concert series and grant authorization for staff to enter into a license agreement with the American Society of Composers, Authors, and Publishers for a \$373 license fee and with the Society of European Stage Authors and Composers for a \$282 license fee.

- d. **Park Board Resignation and Vacancy:** Krie reported Cody Knox resigned from the Park Board on April 9, 2021; Knox's term expires December 31, 2023. MOTION made by Mathison, seconded by Shepard, and unanimously carried by the City Council to accept the resignation of Cody Knox from the Park Board and directed staff to advertise to fill the vacancy immediately.
- e. **Economic Development Authority Appointment:** Skramstad reported three candidates were interviewed at the 5:00 work session earlier. The council consensus was all three were good candidates. MOTION made by Anderson, seconded by Shepard, and unanimously carried for the City Council to appoint Rose Krie to the Economic Development Authority for the term ending December 31, 2022.

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

10. **Communications:** The following communications were reviewed.

- a. MAFD Monthly Report – March 2021
- b. KCSO Monthly Report – March 2021
- c. Planning Commission Meeting Minutes – April 12, 2021
- d. Airport Board Meeting Minutes – April 13, 2021: Anderson reported the hanger land lease agreements were finalized and forwarded to administration for further review, and the board was making headway on the airport fly-in planning.
- e. Park Board Meeting Minutes – April 13, 2021: Shepard reported discussions about increasing the cleanup rotation in the parks and that the board recommended Century as the fence installer for the dog park.

11. Reports

- a. City Administrator: Crawford stated the MnDOT Transportation Alternatives Grant was not awarded to the City for the Snake River Bridge Trail however, MnDOT provided good feedback for staff going forward. Crawford reported five of the eight applicants were interviewed for the Administrative Services Director position which was narrowed down to two finalists; the hiring committee consisted of PUC Chair Ardner, Anderson, Thorp, and Crawford, a conditional offer was made pending a background check, and Crawford would present the candidate for hire at the next council meeting. Crawford also reported no applications had been received for the water/wastewater department, summer public works, and the MAC assistant manager or shift supervisor. Crawford called attention to the employee recognition dinner tomorrow evening and that quite a few would be acknowledge for years 2019 and 2020.
- b. Councilmember Anderson: Anderson reported working on some issues she had witnessed and that were brought to her attention.
- c. Councilmember Broekemeier: Absent
- d. Councilmember Mathison: Mathison reported assisting a resident that had a muskrat trapped in an egress window.
- e. Councilmember Shepard: Shepard stated the bike/walking trail by the history center

was pretty beat up.

- f. Mayor Skramstad: Skramstad extended congratulations to Broekemeier on the birth of a baby girl and reported Broekemeier may be back at the next council meeting.

12. Adjournment: MOTION made by Anderson, seconded by Shepard, and unanimously carried to adjourn at 7:51 PM.

Mayor

Deputy City Clerk

DRAFT

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
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000682	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$480.00
CHECK # 000682 MSRS						\$480.00
CHECK # 000683 MSRS						
000683	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$345.00
CHECK # 000683 MSRS						\$345.00
CHECK # 000684 MN DEPT OF REVENUE						
000684	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL WITHHOLDING	\$2,173.72
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CHECK # 000685 US TREASURY - IRS						
000685	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FED W/H	\$4,234.68
000685	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$7,018.98
000685	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,641.56
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000688	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$345.00
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000696	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Sewer	UTILITIES	\$43.77
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Water	UTILITIES	\$55.94
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Electricity	UTILITIES	\$244.59
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Storm Water	UTILITIES	\$12.91
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Storm Water	UTILITIES	\$12.91
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Water	UTILITIES	\$25.97
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Electricity	UTILITIES	\$259.77
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Sewer	UTILITIES	\$28.77
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	STREETS	Electricity	UTILITIES	\$109.36
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	STREET LIGH	Electricity	UTILITIES	\$2,234.58
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Storm Water	UTILITIES	\$23.79
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Sewer	UTILITIES	\$36.27
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Water	UTILITIES	\$30.78
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Electricity	UTILITIES	\$453.20
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Storm Water	UTILITIES	\$15.64
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Water	UTILITIES	\$0.81
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Electricity	UTILITIES	\$76.01
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Electricity	UTILITIES	\$103.40
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000696	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Storm Water	UTILITIES	\$91.79
000696	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Sewer	UTILITIES	\$65.04
000696	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Water	UTILITIES	\$27.48
000696	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Sewer	UTILITIES	\$28.77
000696	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Electricity	UTILITIES	\$325.00
000696	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Electricity	UTILITIES	\$14.03
000696	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Storm Water	UTILITIES	\$18.35
000696	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Water	UTILITIES	\$0.81
000696	MORA MUNICIPAL UTILIT	DOWNTOWN-F	CAPITAL PROJ	Capital Outlay	UTILITIES	\$12.91
000696	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Water	UTILITIES	\$31.20
000696	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Sewer	UTILITIES	\$28.77
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000698	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	\$9.95
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000699	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX PYMT	\$29,370.00
000699	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SALES & USE TAX PYMT	\$43.00
000699	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	SALES & USE TAX PYMT	\$1.00
000699	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Rentals	SALES & USE TAX PYMT	\$1.00
000699	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Garbage Removal	SALES & USE TAX PYMT	\$14.00
000699	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Telephone	SALES & USE TAX PYMT	\$2.00
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CHECK # 000700 TSYS						
000700	TSYS	LIQUOR FUND	LIQUOR STOR	Rentals	MONTHLY CREDIT CARD	\$80.37

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
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000704	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY PAYROLL ACH	\$60.00
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056281	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$551.33
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056282	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$60.00
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056283	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$75.00
056283	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA	\$50.00
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056286	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,814.40
056286	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,814.40
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056287	AMAZON CAPITAL SERVIC	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	FUEL FINDING PASTE	\$13.00
056287	AMAZON CAPITAL SERVIC	FIRE FUND	FIRE	Repair/Maint - Bldg	BATTERY SELECTOR SWI	\$109.06
CHECK # 056287 AMAZON CAPITAL SERVICES						\$122.06
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056288	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	CLAMATO, HOT SAUCE, P	\$148.75
056288	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$1,964.95
056288	BELLBOY CORPORATON	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,116.00
CHECK # 056288 BELLBOY CORPORATION						\$3,229.70
CHECK # 056289 BERNICK COMPANIES						
056289	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$12,807.39
056289	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$305.48
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CHECK # 056290 BREAKTHRU BEVERAGE						

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
056290	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,661.58
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056290	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$144.00
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056291	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$17,301.25
056291	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$465.20
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056293	EAST CENTRAL ENERGY	GENERAL FUN	PARKS	Electricity	MARCH ELECTRIC	\$69.53
056293	EAST CENTRAL ENERGY	GENERAL FUN	AIRPORT	Electricity	MARCH ELECTRIC	\$496.47
056293	EAST CENTRAL ENERGY	LIQUOR FUND	LIQUOR STOR	Electricity	MARCH ELECTRIC	\$1,853.92
CHECK # 056293 EAST CENTRAL ENERGY						\$2,419.92
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056294	EMMAS PIZZA	GENERAL FUN	MAYOR & CO	Miscellaneous	CITY COUNCIL WORK SE	\$47.50
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056295	FURTHER	GENERAL FUN	HUMAN RESO	Professional Servic	APRIL PARTICIPANT FEE	\$73.70
CHECK # 056295 FURTHER						\$73.70
CHECK # 056296 JOHNSON BROTHERS LIQUOR						
056296	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,271.37
056296	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,075.91
056296	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$115.76
CHECK # 056296 JOHNSON BROTHERS LIQUOR						\$7,463.04
CHECK # 056297 KANABEC CO RECORDER						
056297	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	RECORDING OF RES #20	\$46.00
CHECK # 056297 KANABEC CO RECORDER						\$46.00
CHECK # 056298 MCDONALD DIST CO						
056298	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$30,625.43
056298	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$161.50
CHECK # 056298 MCDONALD DIST CO						\$30,786.93
CHECK # 056299 PHILLIPS WINE & SPIRITS						
056299	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$739.43
056299	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$17,328.66
056299	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$304.02
CHECK # 056299 PHILLIPS WINE & SPIRITS						\$18,372.11
CHECK # 056300 SOUTHERN GLAZERS OF MN						
056300	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,595.63
056300	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,212.16
CHECK # 056300 SOUTHERN GLAZERS OF MN						\$7,807.79
CHECK # 056301 VINOCOPIA, INC						
056301	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$250.58

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056301 VINOCOPIA, INC						\$250.58
CHECK # 056304 CAMPBELL KNUTSON, P.A.						
056304	CAMPBELL KNUTSON, P.A.	GENERAL FUN	LEGAL	Legal Services	MISC LEGAL-DOG PARK	\$348.50
056304	CAMPBELL KNUTSON, P.A.	GENERAL FUN	PLANNING &	Legal Services	MISC LEGAL-SCHOOL EA	\$1,556.00
CHECK # 056304 CAMPBELL KNUTSON, P.A.						\$1,904.50
CHECK # 056305 DELTA DENTAL						
056305	DELTA DENTAL	GENERAL FUN		Delta Dental	MAY DENTAL INS PREM	\$830.80
CHECK # 056305 DELTA DENTAL						\$830.80
CHECK # 056306 FINANCE AND COMMERCE						
056306	FINANCE AND COMMERCE	GENERAL FUN	AIRPORT	Capital Outlay	ADVERTISEMENT FOR 20	\$269.10
CHECK # 056306 FINANCE AND COMMERCE						\$269.10
CHECK # 056309 MN MUNICIPAL UTILITIES ASSN						
056309	MN MUNICIPAL UTILITIES	GENERAL FUN	HUMAN RESO	Professional Servic	PRE-EMPLOYMENT DRUG	\$112.50
CHECK # 056309 MN MUNICIPAL UTILITIES ASSN						\$112.50
CHECK # 056310 MORA AREA CHAMBER OF COMMERCE						
056310	MORA AREA CHAMBER OF	GENERAL FUN	HUMAN RESO	Recognition/Welfne	CHAMBER CASH - EE REC	\$120.00
CHECK # 056310 MORA AREA CHAMBER OF COMMERCE						\$120.00
CHECK # 056311 PALMER, RUSTY						
056311	PALMER, RUSTY	GENERAL FUN		Deposits	2020 LIBRARY KEY DEPO	\$50.00
056311	PALMER, RUSTY	GENERAL FUN	LIBRARY BUIL	Miscellaneous	2020 LIBRARY RENT REF	\$35.00
CHECK # 056311 PALMER, RUSTY						\$85.00
CHECK # 056312 WELIA HEALTH						
056312	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	PRE-EMPLOYMENT - FIRE	\$46.20
056312	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	PRE-EMPL & RANDOM TE	\$92.00
CHECK # 056312 WELIA HEALTH						\$138.20
CHECK # 056313 EQUITABLE FINANCIAL						
056313	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$60.00
CHECK # 056313 EQUITABLE FINANCIAL						\$60.00
CHECK # 056314 FURTHER						
056314	FURTHER	GENERAL FUN		VEBA Contribution	VEBA Contribution	\$700.00
CHECK # 056314 FURTHER						\$700.00
CHECK # 056315 ICMA RETIREMENT TRUST - 457						
056315	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA	\$50.00
056315	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$75.00
CHECK # 056315 ICMA RETIREMENT TRUST - 457						\$125.00
CHECK # 056316 PERA - MN ST TREASURER						
056316	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,719.17
056316	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$3,719.17
056316	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$572.18
CHECK # 056316 PERA - MN ST TREASURER						\$8,010.52
CHECK # 056318 PERA - MN ST TREASURER						
056318	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$12.20
056318	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$1.88
056318	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$12.20

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CHECK # 056318 PERA - MN ST TREASURER						\$26.28
CHECK # 056319 CARDMEMBER SERVICE						
056319	CARDMEMBER SERVICE	GENERAL FUN		Surcharge - Buildin	1ST QTR SURCHARGES-	\$245.68
056319	CARDMEMBER SERVICE	GENERAL FUN	ADMINISTRAT	Meetings, Training,	YODER MCFOA TRNG-MN	\$345.00
056319	CARDMEMBER SERVICE	GENERAL FUN	HUMAN RESO	Recognition/Wellne	EMPLOYEE RECOGNITIO	\$650.40
056319	CARDMEMBER SERVICE	GENERAL FUN	PLANNING &	Dues & Subscriptio	THORP MEMBERSHIP-AP	\$403.00
CHECK # 056319 CARDMEMBER SERVICE						\$1,644.08
CHECK # 056320 ICMA MEMBERSHIP RENEWALS						
056320	ICMA MEMBERSHIP RENE	GENERAL FUN	ADMINISTRAT	Dues & Subscriptio	CRAWFORD MEMBERSHI	\$763.94
CHECK # 056320 ICMA MEMBERSHIP RENEWALS						\$763.94
CHECK # 056321 KANABEC CO SHERIFF						
056321	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	MAY LAW ENFORCEMENT	\$53,550.25
CHECK # 056321 KANABEC CO SHERIFF						\$53,550.25
CHECK # 056322 BELLBOY CORPORATION						
056322	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$252.00
056322	BELLBOY CORPORATON	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$890.75
CHECK # 056322 BELLBOY CORPORATION						\$1,142.75
CHECK # 056323 BERNICK COMPANIES						
056323	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$9,964.33
056323	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$356.99
CHECK # 056323 BERNICK COMPANIES						\$10,321.32
CHECK # 056324 BREAKTHRU BEVERAGE						
056324	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,474.43
056324	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	LIME JUICE	\$60.22
056324	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$256.00
CHECK # 056324 BREAKTHRU BEVERAGE						\$6,790.65
CHECK # 056325 C & L DISTRIBUTING						
056325	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$373.50
056325	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$180.00
056325	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$21.99
CHECK # 056325 C & L DISTRIBUTING						\$575.49
CHECK # 056326 DAHLHEIMER DIST CO						
056326	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$335.60
056326	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$17,912.85
CHECK # 056326 DAHLHEIMER DIST CO						\$18,248.45
CHECK # 056328 JOHNSON BROTHERS LIQUOR						
056328	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$129.07
056328	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$61.60
056328	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$7,306.29
056328	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$12,288.13
CHECK # 056328 JOHNSON BROTHERS LIQUOR						\$19,785.09
CHECK # 056329 KIESER, DANIELLE						
056329	KIESER, DANIELLE	GENERAL FUN	HUMAN RESO	Recognition/Wellne	EMPLOYEE RECOGNITIO	\$64.04
CHECK # 056329 KIESER, DANIELLE						\$64.04
CHECK # 056330 KLEVEN, RUSTY						

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056330	KLEVEN, RUSTY	GENERAL FUN	STREETS	Uniforms	WORK PANTS	\$59.92
056330	KLEVEN, RUSTY	GENERAL FUN	PARKS	Uniforms	WORK PANTS	\$29.96
056330	KLEVEN, RUSTY	GENERAL FUN	AIRPORT	Uniforms	WORK PANTS	\$7.19
056330	KLEVEN, RUSTY	STORM WATER	STORM WATE	Uniforms	WORK PANTS	\$15.58
056330	KLEVEN, RUSTY	CEMETERY FU	CEMETERY	Uniforms	WORK PANTS	\$7.19
CHECK # 056330 KLEVEN, RUSTY						\$119.84
CHECK # 056331 MCDONALD DIST CO						
056331	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$58.50
056331	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$28,608.00
056331	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$462.18
CHECK # 056331 MCDONALD DIST CO						\$29,128.68
CHECK # 056332 MN COUNCIL OF AIRPORTS (MCOA)						
056332	MN COUNCIL OF AIRPORT	GENERAL FUN	AIRPORT	Dues & Subscriptio	MEMBERSHIP RENEWAL-	\$150.00
CHECK # 056332 MN COUNCIL OF AIRPORTS (MCOA)						\$150.00
CHECK # 056333 PAUSTIS WINE COMPANY						
056333	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,493.75
CHECK # 056333 PAUSTIS WINE COMPANY						\$3,493.75
CHECK # 056334 PHILLIPS WINE & SPIRITS						
056334	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,075.43
056334	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,576.62
CHECK # 056334 PHILLIPS WINE & SPIRITS						\$8,652.05
CHECK # 056335 PINE TECHNICAL COLLEGE						
056335	PINE TECHNICAL COLLEG	FIRE FUND	FIRE	Meetings, Training,	FF1, FF2 & HAZMAT TRN	\$1,370.00
CHECK # 056335 PINE TECHNICAL COLLEGE						\$1,370.00
CHECK # 056336 SOUTHERN GLAZERS OF MN						
056336	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$848.71
056336	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$10,928.60
CHECK # 056336 SOUTHERN GLAZERS OF MN						\$11,777.31
CHECK # 056337 VINOCOPIA, INC						
056337	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$102.50
CHECK # 056337 VINOCOPIA, INC						\$102.50
CHECK # 056338 WELIA HEALTH						
056338	WELIA HEALTH	GENERAL FUN	AQUATIC CEN	Meetings, Training,	JEFF KRIE CPR & 1ST AI	\$75.00
CHECK # 056338 WELIA HEALTH						\$75.00
CHECK # 056339 AMADOR LOCKSMITH & DOOR SERV						
056339	AMADOR LOCKSMITH & D	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	REKEYED MANDI'S NEW	\$158.45
CHECK # 056339 AMADOR LOCKSMITH & DOOR SERV						\$158.45
CHECK # 056341 BLUESTAR GRAPHICS						
056341	BLUESTAR GRAPHICS	GENERAL FUN	HUMAN RESO	Advertising	LIFEGUARD HIRING BAN	\$135.00
CHECK # 056341 BLUESTAR GRAPHICS						\$135.00
CHECK # 056342 DE LAGE LANDEN FINANCIAL SERV						
056342	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$314.59
056342	DE LAGE LANDEN FINANC	LIQUOR FUND	LIQUOR STOR	Rentals	COPIER LEASE	\$10.00
CHECK # 056342 DE LAGE LANDEN FINANCIAL SERV						\$324.59
CHECK # 056344 KANABEC CO AUDITOR/TREASURER						

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056344	KANABEC CO AUDITOR/T	GENERAL FUN	PARKS	Property Tax Expe	2021 PROPERTY TAXES-2	\$2,144.00
056344	KANABEC CO AUDITOR/T	GENERAL FUN	AIRPORT	Property Tax Expe	2021 PROPERTY TAXES-2	\$652.00
056344	KANABEC CO AUDITOR/T	GENERAL FUN	AIRPORT	Property Tax Expe	2021 PROPERTY TAXES-2	\$138.00
056344	KANABEC CO AUDITOR/T	GENERAL FUN	AIRPORT	Property Tax Expe	2021 PROPERTY TAXES-2	\$1,452.00
056344	KANABEC CO AUDITOR/T	LIQUOR FUND	LIQUOR STOR	Property Tax Expe	2021 PROPERTY TAXES-2	\$9,804.99
CHECK # 056344 KANABEC CO AUDITOR/TREASURER						\$14,190.99
CHECK # 056345 LINDSTROMS PAINTING						
056345	LINDSTROMS PAINTING	GENERAL FUN	LIBRARY BUIL	Capital Outlay	PAINT LIBRARY EXTERIO	\$9,000.00
CHECK # 056345 LINDSTROMS PAINTING						\$9,000.00
CHECK # 056346 MN CITY/COUNTY MNGT ASSN						
056346	MN CITY/COUNTY MNGT	GENERAL FUN	ADMINISTRAT	Dues & Subscriptio	CRAWFORD MEMBERSHI	\$114.60
CHECK # 056346 MN CITY/COUNTY MNGT ASSN						\$114.60
CHECK # 056347 MN COMPUTER SYSTEMS, INC						
056347	MN COMPUTER SYSTEMS,	GENERAL FUN	INFORMATIO	Repair/Maint - Bldg	COPIER CHARGE	\$401.50
056347	MN COMPUTER SYSTEMS,	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	COPIER CHARGE	\$40.35
CHECK # 056347 MN COMPUTER SYSTEMS, INC						\$441.85
CHECK # 056348 MN PEIP						
056348	MN PEIP	GENERAL FUN		Group Health Insur	JUNE GROUP HEALTH IN	\$26,591.26
CHECK # 056348 MN PEIP						\$26,591.26
CHECK # 056349 MORA FIRE RELIEF ASSN						
056349	MORA FIRE RELIEF ASSN	GENERAL FUN	FINANCE	Auditing	CITY'S SHARE IN GASB A	\$185.00
056349	MORA FIRE RELIEF ASSN	LIQUOR FUND	LIQUOR STOR	Auditing	CITY'S SHARE IN GASB A	\$105.00
CHECK # 056349 MORA FIRE RELIEF ASSN						\$290.00
CHECK # 056352 SIPES, LEROY						
056352	SIPES, LEROY	GENERAL FUN		Deposits	LIBRARY KEY DEPOSIT R	\$50.00
056352	SIPES, LEROY	GENERAL FUN	LIBRARY BUIL	Rent	LIBRARY RENTAL REFUN	\$70.00
CHECK # 056352 SIPES, LEROY						\$120.00
CHECK # 056353 SNAKE RIVER CANOE CLUB						
056353	SNAKE RIVER CANOE CLU	GENERAL FUN		Deposits	CANOE RACE DEPOSIT R	\$100.00
CHECK # 056353 SNAKE RIVER CANOE CLUB						\$100.00
CHECK # 056355 TR COMPUTER SALES, LLC						
056355	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	MONTHLY CLOUD/MONIT	\$596.50
056355	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	IT SUPPORT- RELOCATE	\$29.00
CHECK # 056355 TR COMPUTER SALES, LLC						\$625.50
CHECK # 056356 MIDCO						
056356	MIDCO	GENERAL FUN	INFORMATIO	Telephone	INTERNET	\$88.00
056356	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE & INTERNET	\$634.72
056356	MIDCO	GENERAL FUN	STREETS	Telephone	PHONE & INTERNET	\$30.82
056356	MIDCO	GENERAL FUN	AQUATIC CEN	Telephone	PHONE	\$95.01
056356	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.00
056356	MIDCO	LIQUOR FUND	LIQUOR STOR	Telephone	PHONE & INTERNET	\$390.65
CHECK # 056356 MIDCO						\$1,314.20
CHECK # 056357 VERIZON WIRELESS						
056357	VERIZON WIRELESS	GENERAL FUN	ADMINISTRAT	Telephone	CELL PHONES, IPADS	\$20.76
056357	VERIZON WIRELESS	GENERAL FUN	PLANNING &	Telephone	CELL PHONES, IPADS	\$29.06
056357	VERIZON WIRELESS	GENERAL FUN	CITY HALL BU	Telephone	CELL PHONES, IPADS	\$4.15

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056357	VERIZON WIRELESS	GENERAL FUN	BUILDING	Telephone	CELL PHONES, IPADS	\$45.66
056357	VERIZON WIRELESS	GENERAL FUN	STREETS	Telephone	CELL PHONES, IPADS	\$95.77
056357	VERIZON WIRELESS	GENERAL FUN	AQUATIC CEN	Telephone	CELL PHONES, IPADS	\$29.06
056357	VERIZON WIRELESS	GENERAL FUN	PARKS	Telephone	CELL PHONES, IPADS	\$38.54
056357	VERIZON WIRELESS	GENERAL FUN	AIRPORT	Telephone	CELL PHONES, IPADS	\$8.25
056357	VERIZON WIRELESS	STORM WATER	STORM WATE	Telephone	CELL PHONES, IPADS	\$19.96
056357	VERIZON WIRELESS	CEMETERY FU	CEMETERY	Telephone	CELL PHONES, IPADS	\$8.25
056357	VERIZON WIRELESS	LIQUOR FUND	LIQUOR STOR	Telephone	CELL PHONES, IPADS	\$26.51
CHECK # 056357 VERIZON WIRELESS						\$325.97
CHECK # 056358 ACE HARDWARE						
056358	ACE HARDWARE	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	FILTERS	\$19.96
056358	ACE HARDWARE	GENERAL FUN	CITY HALL BU	Rentals	RUG DR RENTAL	\$29.99
056358	ACE HARDWARE	GENERAL FUN	LIBRARY BUIL	Repair/Maint - Bldg	BULBS	\$17.98
056358	ACE HARDWARE	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	PAINT & SIGN DOWELS	\$17.37
CHECK # 056358 ACE HARDWARE						\$85.30
CHECK # 056359 ALBIN ACQUISITION - TRUSTED EMPL						
056359	ALBIN ACQUISITION - TRUS	GENERAL FUN	HUMAN RESO	Professional Servic	GERNER BACKGROUND C	\$41.95
056359	ALBIN ACQUISITION - TRUS	GENERAL FUN	HUMAN RESO	Professional Servic	PETERSON BACKGROUN	\$41.95
CHECK # 056359 ALBIN ACQUISITION - TRUSTED EMPL						\$83.90
CHECK # 056360 AMERICAN BOTTLING CO. INC						
056360	AMERICAN BOTTLING CO.	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$214.00
CHECK # 056360 AMERICAN BOTTLING CO. INC						\$214.00
CHECK # 056361 AMERICAN LEGAL PUBLISHING CORP						
056361	AMERICAN LEGAL PUBLIS	GENERAL FUN	LEGAL	Professional Servic	INTERNET RENEWAL-202	\$450.00
CHECK # 056361 AMERICAN LEGAL PUBLISHING CORP						\$450.00
CHECK # 056362 AMERICAN TEST CENTER						
056362	AMERICAN TEST CENTER	FIRE FUND	FIRE	Repair/Maint - Bldg	TRUCK #4 ANNL SAFETY	\$250.00
CHECK # 056362 AMERICAN TEST CENTER						\$250.00
CHECK # 056363 ARAMARK						
056363	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	RUGS	\$55.18
056363	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	RUGS, TOWELS	\$79.86
056363	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	TOWELS	\$59.19
CHECK # 056363 ARAMARK						\$194.23
CHECK # 056364 ATCO INTERNATIONAL						
056364	ATCO INTERNATIONAL	GENERAL FUN	GARAGE	Cleaning Supplies	CLEANING WIPES & SOA	\$273.45
CHECK # 056364 ATCO INTERNATIONAL						\$273.45
CHECK # 056366 AUTO VALUE MORA						
056366	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	MUDFLAP HANGAR & AIR	\$54.05
CHECK # 056366 AUTO VALUE MORA						\$54.05
CHECK # 056369 CRYSTAL SPRINGS ICE						
056369	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$601.56
CHECK # 056369 CRYSTAL SPRINGS ICE						\$601.56
CHECK # 056370 DGR ENGINEERING						
056370	DGR ENGINEERING	GENERAL FUN	PLANNING &	Engineering	NEW HIGH SCHOOL PLA	\$2,447.00
CHECK # 056370 DGR ENGINEERING						\$2,447.00

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CHECK # 056371 EAST CENTRAL ENERGY						
056371	EAST CENTRAL ENERGY	GENERAL FUN	PARKS	Electricity	ELECT	\$69.22
056371	EAST CENTRAL ENERGY	GENERAL FUN	AIRPORT	Electricity	ELECT	\$513.39
056371	EAST CENTRAL ENERGY	LIQUOR FUND	LIQUOR STOR	Electricity	ELECT	\$1,754.29
CHECK # 056371 EAST CENTRAL ENERGY						\$2,336.90
CHECK # 056373 EAST CENTRAL SOLID WASTE COMM						
056373	EAST CENTRAL SOLID WA	GENERAL FUN	STREETS	Garbage Removal	ELECTRONICS, MISC GAR	\$87.75
056373	EAST CENTRAL SOLID WA	FIRE FUND	FIRE	Garbage Removal	FIRE HALL CLEANUP	\$26.40
CHECK # 056373 EAST CENTRAL SOLID WASTE COMM						\$114.15
CHECK # 056374 ECM PUBLISHERS, INC						
056374	ECM PUBLISHERS, INC	GENERAL FUN	HUMAN RESO	Advertising	W/WW JOB ADS	\$398.00
056374	ECM PUBLISHERS, INC	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$286.50
CHECK # 056374 ECM PUBLISHERS, INC						\$684.50
CHECK # 056375 ELECTRIC MOTOR SERVICE INC						
056375	ELECTRIC MOTOR SERVIC	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	BACK SLIDE MOTOR	\$3,060.00
056375	ELECTRIC MOTOR SERVIC	GENERAL FUN	AQUATIC CEN	Capital Outlay	EXTRA BACKUP MOTOR	\$5,324.79
CHECK # 056375 ELECTRIC MOTOR SERVICE INC						\$8,384.79
CHECK # 056376 EMERGENCY AUTOMOTIVE TECH INC						
056376	EMERGENCY AUTOMOTIV	GENERAL FUN	STREETS	Repair/Maint - Bldg	EMERGENCY LIGHTS	\$152.52
CHECK # 056376 EMERGENCY AUTOMOTIVE TECH INC						\$152.52
CHECK # 056379 GALLS, LLC						
056379	GALLS, LLC	FIRE FUND	FIRE	Uniforms	BADGES	\$349.27
CHECK # 056379 GALLS, LLC						\$349.27
CHECK # 056380 GENERAL OFFICE PRODUCTS						
056380	GENERAL OFFICE PRODU	GENERAL FUN	FINANCE	Small Tools & Equi	YODER DESK - ASD BREA	\$2,458.91
CHECK # 056380 GENERAL OFFICE PRODUCTS						\$2,458.91
CHECK # 056381 GOPHER STATE ONE-CALL INC						
056381	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	APRIL LOCATES	\$58.73
CHECK # 056381 GOPHER STATE ONE-CALL INC						\$58.73
CHECK # 056385 JOHNSONS HARDWARE & RENTAL						
056385	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	GARBAGE CAN REPLACE	\$16.99
056385	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Small Tools & Equi	ASPHALT CLEANING KNI	\$2.88
056385	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Small Tools & Equi	CUTTING WHEELS & EXT	\$85.98
056385	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	TRASH BAGS	\$38.97
056385	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Other Operating Su	TRASH BAGS & PICTURE	\$23.97
056385	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Repair/Maint - Bldg	#4 BRAKE RPR PARTS	\$4.99
056385	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Cleaning Supplies	CLEANING SUPPLIES	\$1.29
CHECK # 056385 JOHNSONS HARDWARE & RENTAL						\$175.07
CHECK # 056386 KANABEC PUBLICATIONS, INC						
056386	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	ELECTRIC LINE SUPRVSR	\$278.48
056386	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	MAC ASST MGR JOB ADS	\$288.30
056386	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	W/WW JOB ADS	\$381.41
056386	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	SUMMER EMPL ADS	\$131.65
056386	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Advertising	PUBL HEARING NOTICE-	\$61.51
056386	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Advertising	CUP PH NOTICE-SOLAR E	\$169.40
056386	KANABEC PUBLICATIONS,	GENERAL FUN	STREETS	Postage	SHIPPED PARTS TO FLEE	\$18.27

CITY OF MORA

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
056386	KANABEC PUBLICATIONS,	GENERAL FUN	AIRPORT	Advertising	2021 TAXILANE REHAB B	\$259.88
CHECK # 056386 KANABEC PUBLICATIONS, INC						\$1,588.90
CHECK # 056387 KWIK TRIP - GAS PURCHASES						
056387	KWIK TRIP - GAS PURCHA	GENERAL FUN	BUILDING	Motor Fuels	FUEL	\$24.20
056387	KWIK TRIP - GAS PURCHA	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$1,147.99
056387	KWIK TRIP - GAS PURCHA	GENERAL FUN	PARKS	Motor Fuels	FUEL	\$59.06
056387	KWIK TRIP - GAS PURCHA	FIRE FUND	FIRE	Motor Fuels	FUEL	\$362.90
056387	KWIK TRIP - GAS PURCHA	CEMETERY FU	CEMETERY	Motor Fuels	FUEL	\$254.04
CHECK # 056387 KWIK TRIP - GAS PURCHASES						\$1,848.19
CHECK # 056388 MACQUEEN EQUIPMENT CO						
056388	MACQUEEN EQUIPMENT C	GENERAL FUN	STREETS	Repair/Maint - Bldg	SWEEPER PARTS	\$836.45
CHECK # 056388 MACQUEEN EQUIPMENT CO						\$836.45
CHECK # 056389 MIDWEST MACHINERY CO						
056389	MIDWEST MACHINERY CO	GENERAL FUN	PARKS	Repair/Maint - Bldg	MOWER BLADES	\$864.21
CHECK # 056389 MIDWEST MACHINERY CO						\$864.21
CHECK # 056390 MILLER TRUCKING INC						
056390	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	PRODUCT DELIVERY	\$20.90
056390	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	PRODUCT DELIVERY	\$573.30
056390	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	PRODUCT DELIVERY	\$191.90
CHECK # 056390 MILLER TRUCKING INC						\$786.10
CHECK # 056391 MN ENERGY RESOURCES CORP						
056391	MN ENERGY RESOURCES	GENERAL FUN	CITY HALL BU	Natural Gas - Heat	NATURAL GAS	\$147.62
056391	MN ENERGY RESOURCES	GENERAL FUN	LIBRARY BUIL	Natural Gas - Heat	NATURAL GAS	\$135.72
056391	MN ENERGY RESOURCES	GENERAL FUN	GARAGE	Natural Gas - Heat	NATURAL GAS	\$476.18
056391	MN ENERGY RESOURCES	GENERAL FUN	AQUATIC CEN	Natural Gas - Heat	NATURAL GAS	\$119.67
056391	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS	\$69.60
056391	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS	\$54.67
056391	MN ENERGY RESOURCES	FIRE FUND	FIRE	Natural Gas - Heat	NATURAL GAS	\$239.85
CHECK # 056391 MN ENERGY RESOURCES CORP						\$1,243.31
CHECK # 056392 MN FIRE SRVC CERTIFICATION BRD						
056392	MN FIRE SRVC CERTIFICA	FIRE FUND	FIRE	Meetings, Training,	N ENNIS-FF1 & 2 CERT E	\$240.00
CHECK # 056392 MN FIRE SRVC CERTIFICATION BRD						\$240.00
CHECK # 056393 NORTHERN SAFETY TECH, INC						
056393	NORTHERN SAFETY TECH	GENERAL FUN	STREETS	Repair/Maint - Bldg	KODIAK BRAKE LIGHT	\$80.04
CHECK # 056393 NORTHERN SAFETY TECH, INC						\$80.04
CHECK # 056396 OFFICE DEPOT						
056396	OFFICE DEPOT	GENERAL FUN	MAYOR & CO	Office Supplies	OFFICE SUPPLIES	\$10.85
056396	OFFICE DEPOT	GENERAL FUN	ADMINISTRAT	Office Supplies	OFFICE SUPPLIES-HRA	\$138.53
056396	OFFICE DEPOT	GENERAL FUN	ADMINISTRAT	Office Supplies	OFFICE SUPPLIES	\$10.85
056396	OFFICE DEPOT	GENERAL FUN	FINANCE	Office Supplies	OFFICE SUPPLIES	\$87.44
056396	OFFICE DEPOT	GENERAL FUN	HUMAN RESO	Office Supplies	OFFICE SUPPLIES	\$53.40
056396	OFFICE DEPOT	GENERAL FUN	CITY HALL BU	Other Operating Su	PAPER TOWELS	\$28.83
056396	OFFICE DEPOT	GENERAL FUN	LIBRARY BUIL	Other Operating Su	PAPER TOWELS	\$28.83
056396	OFFICE DEPOT	GENERAL FUN	GARAGE	Other Operating Su	HAND TOWELS	\$54.58
056396	OFFICE DEPOT	GENERAL FUN	AQUATIC CEN	Office Supplies	OFFICE SUPPLIES	\$5.34
056396	OFFICE DEPOT	LIQUOR FUND	LIQUOR STOR	Office Supplies	OFFICE SUPPLIES	\$49.15
CHECK # 056396 OFFICE DEPOT						\$467.80

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056397 OSLIN LUMBER						
056397	OSLIN LUMBER	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	FENCE RPR @ JC BALLFI	\$80.45
CHECK # 056397 OSLIN LUMBER						\$80.45
CHECK # 056398 OWENS AUTO PARTS						
056398	OWENS AUTO PARTS	GENERAL FUN	STREETS	Small Tools & Equi	TRIGGER TORCH STARTE	\$59.75
056398	OWENS AUTO PARTS	GENERAL FUN	STREETS	Repair/Maint - Bldg	FILTERS, HYDRAULIC HO	\$99.85
056398	OWENS AUTO PARTS	GENERAL FUN	STREETS	Lubricants & Additi	LUBE	\$59.94
056398	OWENS AUTO PARTS	GENERAL FUN	GARAGE	Lubricants & Additi	LUBE	\$5.89
056398	OWENS AUTO PARTS	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	FILTERS	\$170.19
056398	OWENS AUTO PARTS	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	AIR FILTERS FOR MOWE	\$37.85
056398	OWENS AUTO PARTS	GENERAL FUN	AIRPORT	Other Operating Su	DEOTERIZERS FOR TRAC	\$15.98
056398	OWENS AUTO PARTS	FIRE FUND	FIRE	Repair/Maint - Bldg	GAS CAP	\$10.04
CHECK # 056398 OWENS AUTO PARTS						\$459.49
CHECK # 056401 QUALITY DISPOSAL						
056401	QUALITY DISPOSAL	GENERAL FUN	CITY HALL BU	Garbage Removal	GARBAGE	\$48.29
056401	QUALITY DISPOSAL	GENERAL FUN	LIBRARY BUIL	Garbage Removal	GARBAGE	\$26.91
056401	QUALITY DISPOSAL	GENERAL FUN	STREETS	Garbage Removal	GARBAGE	\$80.73
056401	QUALITY DISPOSAL	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE	\$140.00
056401	QUALITY DISPOSAL	LIQUOR FUND	LIQUOR STOR	Garbage Removal	GARBAGE	\$184.86
CHECK # 056401 QUALITY DISPOSAL						\$480.79
CHECK # 056402 RED BULL DISTRIBUTION COMPANY						
056402	RED BULL DISTRIBUTION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	RED BULL	\$170.00
CHECK # 056402 RED BULL DISTRIBUTION COMPANY						\$170.00
CHECK # 056404 SCOTTS LAWN & LANDSCAPES						
056404	SCOTTS LAWN & LANDSC	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	FERTILIZE, WEED CONTR	\$96.98
056404	SCOTTS LAWN & LANDSC	GENERAL FUN	LIBRARY BUIL	Repair/Maint - Bldg	FERTIZER, WEED CONTR	\$56.58
056404	SCOTTS LAWN & LANDSC	GENERAL FUN	GARAGE	Repair/Maint - Bldg	STERILANT	\$330.59
056404	SCOTTS LAWN & LANDSC	GENERAL FUN	PARKS	Repair/Maint - Bldg	FERTILIZE, WEED CONTR	\$755.01
056404	SCOTTS LAWN & LANDSC	GENERAL FUN	PARKS	Repair/Maint - Bldg	STERILANT	\$158.05
056404	SCOTTS LAWN & LANDSC	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	FERTILIZE, WEED CONTR	\$78.82
056404	SCOTTS LAWN & LANDSC	CEMETERY FU	CEMETERY	Repair/Maint - Bldg	FERTILIZE, WEED CONTR	\$878.39
056404	SCOTTS LAWN & LANDSC	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	FERTILIZE, WEED CONTR	\$386.84
056404	SCOTTS LAWN & LANDSC	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SHOVEL, SALT	\$171.40
CHECK # 056404 SCOTTS LAWN & LANDSCAPES						\$2,912.66
CHECK # 056405 SEH						
056405	SEH	GENERAL FUN	PLANNING &	Professional Servic	HIGH SCHOOL DRAINAG	\$2,518.53
056405	SEH	GENERAL FUN	AIRPORT	Professional Servic	MASTER PLAN AIRPORT	\$4,952.00
CHECK # 056405 SEH						\$7,470.53
CHECK # 056407 SPECTRUM SUPPLY						
056407	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Other Operating Su	TP & REGISTER PAPER	\$80.63
056407	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$468.41
CHECK # 056407 SPECTRUM SUPPLY						\$549.04
CHECK # 056409 TEAM LABORATORY CHEMICAL, LLC						
056409	TEAM LABORATORY CHE	GENERAL FUN	PARKS	Chemicals	WEED KILLER	\$636.00
CHECK # 056409 TEAM LABORATORY CHEMICAL, LLC						\$636.00
CHECK # 056410 UHL COMPANY, INC						
056410	UHL COMPANY, INC	GENERAL FUN	LIBRARY BUIL	Professional Servic	HEATING & AIR PREVEN	\$1,000.00

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
056410	UHL COMPANY, INC	LIQUOR FUND	LIQUOR STOR	Professional Servic	HEATING & AIR PREVEN	\$2,606.00
CHECK # 056410 UHL COMPANY, INC						\$3,606.00
CHECK # 056411 VIKING COKE						
056411	VIKING COKE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$1,057.40
CHECK # 056411 VIKING COKE						\$1,057.40
CHECK # 056412 VIKING ELECTRIC SUPPLY						
056412	VIKING ELECTRIC SUPPLY	GENERAL FUN	LIBRARY BUIL	Repair/Maint - Bldg	LIBRARY DISPLAY CASE L	\$69.00
056412	VIKING ELECTRIC SUPPLY	GENERAL FUN	PARKS	Repair/Maint - Bldg	WELCOME TO MORA NO	\$160.00
056412	VIKING ELECTRIC SUPPLY	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	EXIT LIGHTS	\$450.00
CHECK # 056412 VIKING ELECTRIC SUPPLY						\$679.00
CHECK # 056413 WATSON CO., INC						
056413	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TOBACCO, JUICE, ETC	\$6,951.09
056413	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Other Operating Su	HAND TOWELS	\$29.66
CHECK # 056413 WATSON CO., INC						\$6,980.75
						\$478,783.44



CITY OF MORA
COUNCIL CHECK LIST

THE APRIL/MAY 2021 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 ASOLARE YOGA & WELLNESS
Trade Name (d/b/a) _____
Mailing Address 1937 COLLIN ST.
MORA, MN 55051
Telephone 651.964.8272
Federal Tax ID or SSN 473-15-0597
Minnesota Tax ID _____

Owner/Manager

Name SHANNAN LEA RUBISCHKO
Title _____
Street Address 125 FOREST AVE.
Mailing Address 1937 COLLIN ST.
MORA, MN 55051
Telephone 651.964.8272
E-Mail Address srubischko@gmail.com
Driver's License Number _____
Date of Birth 02/27/1978
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 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 checked="" type="checkbox"/> Massage Therapist \$60 | <input type="checkbox"/> Sexually Oriented Business \$5,000 | <input type="checkbox"/> Roll-Off Service Solid Waste \$150 |

Total Fees \$ 60-

Term

The applicant requests the above licenses for a term from 12:01 a.m. on the 19 day of May, 2021 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 [Signature]

Date 4/22/21

Date <u>APR 26 2021</u>	Fee(s) Paid \$ <u>60.00</u>	Receipt Number <u>CK# 1564</u>
Background Check Submitted <u>4/27/21</u>	Approve/Disapprove	Property Taxes
Council Disposition	Date	License Number(s)



MEMORANDUM

Date: May 18, 2021
 To: Mayor and City Council
 From: Sara B. King, Accountant
 RE: Accept Restricted Donations

BACKGROUND INFORMATION

The City of Mora has received the following donations:

DONATION RECEIVED FROM:	DONATION OF:
Jeffrey or Rosemarie Krie	\$200.00
Terry Johnson	\$700.00
Carmen & Sarah Finn	\$500.00
Bug Commander Pest Solutions	\$500.00
Montray Insurance / David Montray	\$500.00
Knowler Design (via Brianne & John Roycroft)	\$100.00
Emily Pitman	\$500.00
Spire Credit Union	\$300.00

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

RECOMMENDATIONS

Motion to accept donations by approving Resolution 2021-521

Attachments

Resolution 2021-521

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

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

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

DONATION RECEIVED FROM:	DONATION OF:	TERMS AND CONDITIONS OR DESCRIPTION OF PROPERTY:
Jeffrey or Rosemarie Krie	\$200.00	Donation for Dog Park
Terry Johnson	\$700.00	Donation for Dog Park / Pet Waste Station
Carmen & Sarah Finn	\$500.00	Donation for Dog Park
Bug Commander Pest Solutions	\$500.00	Donation for Dog Park
Montray Insurance / David Montray	\$500.00	Donation for Dog Park
Knowler Design (via Brianne & John Roycroft)	\$100.00	Donation for Dog Park
Emily Pitman	\$500.00	Donation for Dog Park
Spire Credit Union	\$300.00	Donation for 2021 Airport Fly-In

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

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

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

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

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

Voting for the Resolution:.....

Voting Against the Resolution:

Abstained from Voting:.....

Absent:

Motion carried and resolution adopted this 18th day of May 2021.

ATTEST:

Al Skramstad, Mayor

Lindy Crawford, City Administrator



MEMORANDUM



Date: May 17, 2021
May 18, 2021
To: Mayor and City Council
Public Utilities Commission
From: Lindy Crawford, City Administrator/Public Utilities General Manager
RE: Approve Hire of Administrative Services Director

SUMMARY

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

BACKGROUND INFORMATION

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

Based on the application, experience and interview, the committee has made an offer to Amanda Peterson to fill the position under the terms of the attached offer letter. Peterson's start date will be Monday, May 24 2021. The wages and benefits offered fit into the 2021 budgets.

RECOMMENDATIONS

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

Attachments

Employment Offer Letter



CITY OF MORA MORA MUNICIPAL UTILITIES

101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us



320.679.1511

Fax 320.679.3862

320.679.1451

April 16, 2021

Amanda Peterson
1431 Highway 65
Mora, MN 55051

RE: Conditional Offer of Employment

Dear Amanda:

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

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

- **Supervisor.** In this position you will report to Lindy Crawford, City Administrator/ Public Utilities General Manager. My contact information is l.crawford@cityofmora.com, (o) 320-225-4806, and (c) 320-515-0724.
- **Compensation and Benefits.** Your annual salary will be \$72,342 which is Grade 12, Step C of the 2021 salary schedule for this position. You will be eligible for wage increases per the city's/utility's compensation schedule, generally upon completion of probation and then on your anniversary date. A copy of the City of Mora/Mora Municipal Utilities personnel policy will be provided at your orientation. This position is eligible for the PERA retirement program and paid leave.
- **Probationary Period.** You will serve a six-month probationary period. During this period you will be evaluated as to your suitability for the position.
- **Status/Hours.** This position is classified as regular, full-time. Forty (40) hours or more per week is required to fulfill the position requirements. It is a non-union, FLSA exempt position. Hours of work are based on employer needs and are generally Monday through Friday 8:00 a.m. to 4:30 p.m. however, you will be required to attend regular evening meetings.
- **Start Date.** We will set a tentative start date for Monday, May 24, 2021, at 8:00 a.m. Please report directly to City Hall.

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

Please acknowledge your acceptance of this conditional offer in writing by signing below and returning it to me by Monday, April 19, 2021.

Sincerely,

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

The foregoing offer of promotion is hereby accepted.

Name - PRINTED

Date

Name - SIGNED

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



MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Sara B. King, Accountant
RE: Call for a Public Hearing on Unpaid Utility Charges

BACKGROUND INFORMATION

It has recently come to staff's attention that the assessment process for unpaid utilities can be improved upon. According to the League of MN Cities, it is considered a "best practice", but not a requirement, to have the City Council pass a resolution calling for a public hearing on unpaid utility charges. Previously, a public hearing was simply scheduled without City Council direction.

It has been the City's practice to consider assessments for unpaid utility charges bi-annually, typically in June and November. In preparation for a June public hearing, please consider calling for a public hearing for unpaid utility charges.

RECOMMENDATIONS

Motion to call for a public hearing on proposed assessments of unpaid utility charges by adopting Resolution 2021-522.

Attachments
Resolution 2021-522

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
CALLING FOR A PUBLIC HEARING ON PROPOSED ASSESSMENT OF UNPAID UTILITY CHARGES**

WHEREAS, unpaid utility charges are typically considered for assessment two times a year, in June and November; and,

WHEREAS, Mora City Code § 50.24, subd. C, states that property owners have an opportunity for a hearing before the Public Utility Commission; and,

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

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

1. A hearing shall be held at 3:00 p.m. on June 14, 2021 in the city hall located at 101 Lake St S to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the assessment. He/She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the unpaid charges to the County Auditor, pay the whole of the certified unpaid charges on such property to the City Clerk. An owner may at any time thereafter, pay the City Clerk or County Auditor, the entire amount certified and remaining unpaid of the year in which such payment is made.

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 18th day of May 2021.

ATTEST:

Al Skramstad, Mayor

Lindy Crawford, City Administrator



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 Kanabec County
Legal Name Agricultural Society
Trade Name (d/b/a) KCAS
Mailing Address 2358 230th ave.
Mora MN. 55051
Telephone 320-679-1716
Federal Tax ID or SSN 41-6037300
Minnesota Tax ID 7184389

Owner/Manager
Name M. Kathi Ellis
Title Treasurer
Street Address 2358 230th Ave.
Mailing Address Mora, MN. 55051
Telephone [REDACTED]
E-Mail Address [REDACTED]
Driver's License Number [REDACTED]
Date of Birth [REDACTED]
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 type="checkbox"/> Tobacco \$125 |
| <input checked="" 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 \$ 135.00

Term

The applicant requests the above licenses for a term from 12:01 a.m. on the 28 day of July, 2021 to 12:00 midnight on the 1 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 M. Kathi Ellis Date 5/6/21

Date Filed:	Fee(s) Paid \$	Receipt Number
Background Check Submitted	Approve/Disapprove	Property Taxes: Okay
Council Disposition	Date	License Number(s)



MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Years of Public Service Recognition – Paul Larson

SUMMARY

The City Council will recognize community member Paul Larson for his years of public service to the Housing and Redevelopment Authority of Mora (HRA).

At the end of next month Larson will be retiring from his seat on the Living Solutions II Board. He has served a total of 21 years for the Housing and Redevelopment Authority of Mora (HRA).

Attachments

None



MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: Public Hearing to Consider Vacation of Public Roadway Easement – Mora Public Schools

SUMMARY

The city received a petition from Mora Public Schools for the vacation of a public roadway easement located on property at 200 9th Street E. The City Council is required to conduct a public hearing before taking action on the petition.

BACKGROUND INFORMATION

As part of Mora Public Schools' plans to construct a new high school and related facilities at 200 9th Street E., the school district is requesting the vacation of a 66' public roadway easement which bisects the property. The full easement extends from Grove Street N. to Highway 65; however, this petition only pertains to the portion located on the school district's property.

The city-owned multi-purpose trail is partially located in the subject easement. The school district plans to move the trail north approximately 20' in order to construct a private access road in alignment with Pine Ridge Road S. The City Council authorized the trail relocation and construction of the access road as part of a Conditional Use Permit (CUP) granted to ICS and Mora Public Schools on April 20th. The CUP also required that Mora Public Schools provide the city with a new trail easement. The school district has provided a survey describing and illustrating the new trail easement. The proposed resolution grants approval of the vacation conditioned upon receiving the permanent trail easement, as well as permanent electrical easements needed for the same project.

Minnesota Statute allows the City Council to vacate the subject easement on petition of a majority of the owners abutting the easement to be vacated. A majority is needed regardless of how much land is owned by each abutting property owner. Despite the fact that the school district owns the vast majority of land abutting the easement, the portion to be vacated also abuts property owned by Vasaloppet, Inc. and Filisha Yer Thor. In order to achieve a majority of property owners for the petition, Vasaloppet, Inc. provided written consent and support for the proposed vacation.

The vacation process requires a public hearing. Notices were sent directly to all affected property owners and a notice was published in the newspaper on May 6th and May 13th. Staff has not received any written or verbal comments from the public in response to this petition.

Aside from ensuring that the city-owned multi-purpose trail is relocated and constructed in a satisfactory manner and a new trail easement is provided by Mora Public Schools to the City of Mora, staff does not have any concerns with the proposed vacation. There are no plans to improve the easement for roadway purposes,

Memorandum

and the remaining public roadway easement located east of the school district's property will continue to be used for trail purposes.

OPTIONS & IMPACTS

1. Approve the vacation. Approval will allow Mora Public Schools to move forward with construction of a private access road to serve the new high school thereby alleviating traffic at the 9th Street access.
2. Deny the vacation, providing reasons for denial for the written record. Denial will prohibit Mora Public Schools from constructing a private access road in the desired location and as approved by Resolution No. 2021-423. Further, denial will cause more traffic congestion at the school's 9th Street access.

RECOMMENDATIONS

Motion to adopt Resolution No. 2021-523 approving the vacation of a public roadway easement located on property at 200 9th Street E. as requested by Mora Public Schools and Vasaloppet, Inc.

Attachments

Petition from Mora Public Schools

Petition / Support from Vasaloppet, Inc.

Resolution No. 2021-523 with Road Easement Vacation Exhibit



MORA PUBLIC
SCHOOLS
INDEPENDENT SCHOOL
DISTRICT 332

District Office
400 Maple Avenue East
Mora, MN 55051
320-679-6200
Fax 320-679-6209

Mora High School
400 Maple Avenue East
Mora, MN 55051
320-679-6200
Fax 320-679-6238

Mora Elementary
200 Ninth Street North
Mora, MN 55051
320-679-6200
Fax 320-679-6249

April 15, 2021

To whom it may concern,

Mora Public Schools is requesting the vacation of a 66' public roadway easement as shown and legally described on the attached survey that was submitted to the City of Mora. The vacation is being requested as part of the school district's plans to construct a new high school facility on the subject property, and that neighboring property owner Vasaloppet Inc. has consented to the petition via email dated April 15, 2021.

Thank you for your consideration of this request on the easement and support of our construction project of the new Mora High School. If you have any questions, please contact me at 320-679-6210.

Respectfully,

Daniel Voce

Superintendent

Mora Public Schools

Beth Thorp

From: Jon Larson <jlarson@vasaloppet.org>
Sent: Thursday, April 15, 2021 8:37 AM
To: Dan Voce
Cc: Beth Thorp
Subject: Re: Petition for Vacation of Public Roadway Easement

Hello Beth,

The Mora Vasaloppet inc, fully supports the Petition for Vacation of Public Roadway Easement as described in the provided documents as it relates to the development of the Mora Schools complex on property owned by District 332, Mora Public Schools.

We look forward to working with Mora School to further develop the trail system on, and near, the school property.

Jon Larson
President, Mora Vasaloppet

RESOLUTION NO. 2021-523

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
APPROVING THE VACATION OF A PUBLIC ROADWAY EASEMENT**

WHEREAS, Mora Public Schools submitted a written petition dated April 15, 2021 for the vacation of a public roadway easement on property located at 200 9th Street E.; and

WHEREAS, Vasaloppet, Inc. provided written consent to the petition on April 15, 2021, constituting a majority of abutting property owners petitioning for the vacation; and

WHEREAS, Addendum A, Road Easement Vacation Exhibit dated signed April 5, 2021, illustrates the public roadway easement to be vacated and legally describes it as:

The South 33.00 feet of the Southeast Quarter of the Southwest Quarter of Section 2, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota, EXCEPT the West 33.00 feet thereof.

AND

The South 33.00 feet of the Southwest Quarter of the Southeast Quarter of Section 2, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota.

AND

The North 33.00 feet of the Northeast Quarter of the Northwest Quarter of Section 11, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota, EXCEPT the West 33.00 feet thereof.

AND

The North 33.00 feet of the Southwest Quarter of the Southeast Quarter of Section 2, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota.

WHEREAS, Mora Public Schools owns all land lying north and south of the above described easement; and

WHEREAS, two weeks published and posted notice of a public hearing to consider the petition was given and the hearing was held on May 18, 2021, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, the City Council deems it to be in the best interest of the city and of the public that the proposed vacation be made; and

WHEREAS, the Council considered the extent the vacation affects existing easements within the area of the vacation and the extent to which the vacation affects the authority of any persons, corporation, or municipality owning or controlling electric, telephone or cable television poles and lines, gas and sewer lines, or water pipes, mains and hydrants on or under the area of the proposed vacation to continue maintaining the same, or to enter upon such easement area or portion thereof vacated to maintain, repair, replace, remove or otherwise attend thereto.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mora, MN that the above described public roadway easement, as shown and illustrated on Addendum A, and any interest the City of Mora may have in said easement is hereby vacated conditioned upon the following:

1. Mora Public Schools shall provide the City of Mora with all permanent electrical and trail easements related to this property.
2. The relocated city-owned multi-purpose trail must be constructed in coordination with the City Administrator and in a satisfactory manner.

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

Voting for the resolution:

Voting against the resolution:.....

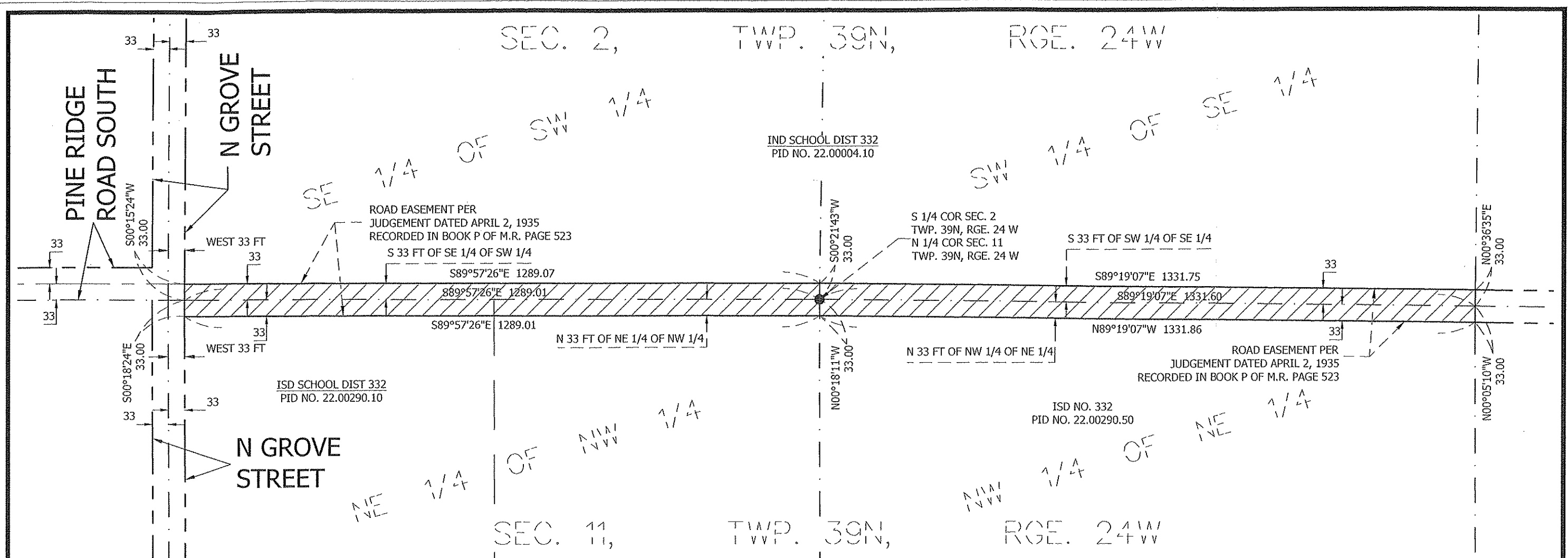
Abstained from voting:

Absent:

Motion carried and resolution adopted this 18th day of May, 2021.

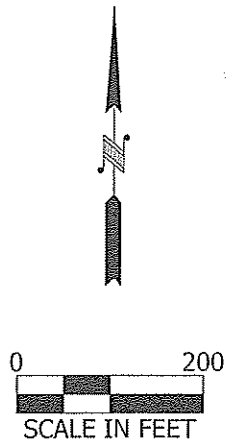
Alan Skramstad, Mayor

ATTEST: _____
Lindy Crawford, City Administrator



LEGEND

- CENTER LINE
- SECTION SUBDIVISION LINE
- RIGHT OF WAY LINE
- FOUND REBAR
- ROAD EASEMENT VACATION



SURVEYOR'S NOTES

- THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR SHOWING THE LOCATION OF RECORDED OR UNRECORDED EASEMENTS OR OTHER ENCUMBRANCES NOT PROVIDED TO THE SURVEYOR AS OF THE DATE OF THE SURVEY.
- BEARINGS ARE BASED ON THE KANABEC COUNTY COORDINATE SYSTEM. (NAD 83 2011)
- THIS IS NOT A BOUNDARY SURVEY.

LEGAL DESCRIPTION OF ROAD EASEMENT VACATION

The South 33.00 feet of the Southeast Quarter of the Southwest Quarter of Section 2, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota., EXCEPT the West 33.00 feet thereof.
AND
The South 33.00 feet of the Southwest Quarter of the Southeast Quarter of Section 2, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota.

The area to be vacated contains 86,484 square feet or 1.99 acres.

LEGAL DESCRIPTION OF ROAD EASEMENT VACATION

The North 33.00 feet of the Northeast Quarter of the Northwest Quarter of Section 11, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota., EXCEPT the West 33.00 feet thereof.
AND
The North 33.00 feet of the Southwest Quarter of the Southeast Quarter of Section 2, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota.

The area to be vacated contains 86,478 square feet or 1.99 acres.

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. David R. Evanson David R. Evanson DATE: 04-05-2021 MN Lic. No. 49505		ROAD EASEMENT VACATION EXHIBIT CLIENT: ISD NO. 332 ADDRESS: XXXX GROVE STREET NORTH MORA, MN 55051 DATE: 04-05-2021		REVISIONS: 4-9-2021 COMBINE BOTH VACATIONS PER CLIENT SHEET 1 OF 1	ALTA LAND SURVEY COMPANY PHONE: 218-727-5211 LICENSED IN MN & WI WWW.ALTAANDSURVEYDULUTH.COM
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MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: Rezoning of 841 Forest Avenue E.

SUMMARY

The City Council will consider the rezoning 841 Forest Avenue E. from industrial to commercial.

BACKGROUND INFORMATION

The former and new property owners of 841 Forest Avenue E., East Forest, LLC and Angela Tvedt, have requested that the property be rezoned from I-1 Limited Industrial District to B-2 General Business District. The subject property has been developed with an office building and a warehouse facility and Tvedt intends to use the property for commercial purposes.

The proposed zoning classification is consistent with the Comprehensive Plan Land Use Map designation of Commercial and is compatible with zoning classifications to the north, west and south. Properties east of the subject property are zoned R-1 Single Family Residential District. While the Comprehensive Plan identifies the land use relationship between highway oriented commercial and low density residential as being undesirable, staff believes that it's an improvement on the current land use relationship of light industry and low density residential.

The Zoning Code states that the B-2 General Business District is intended to provide a district for commercial activities that are highway or automobile oriented and for quasi-industrial and wholesale enterprises that do not need an industrial setting and have considerable customer contact. Tvedt intends to use the existing structures at 841 Forest Avenue E. for her septic service business and leased office and storage space. All proposed uses comply with the intent of and allowable uses within the B-2 District.

The Planning Commission conducted a public hearing for this request at its May 10, 2021 meeting. No members of the public expressed opposition to the proposed rezoning. The commission recommended approval.

OPTIONS & IMPACTS

1. Motion to approve the rezoning of 841 Forest Avenue E. from I-1 Limited Industrial District to B-2 General Business District. The rezoning will be in compliance with the 2009 Comprehensive Plan; will be compatible with the purpose and intent of the B-2 General Business District; will be compatible with the commercial zoning classification to the north, west and south; will create a more desirable land use relationship with the neighboring residential neighborhood to the east; and, allow the new property owner to use the property for commercial purposes as desired.

Memorandum

2. Motion to deny the rezoning of 841 Forest Avenue E. from I-1 Limited Industrial District to B-2 General Business District, providing specific reasons for denial to be included in the written record. If the rezoning is denied, the industrial zoning classification will remain non-compliant with the 2009 Comprehensive Plan and prohibit the new property owner from using the highway property for commercial purposes as desired and as neighboring properties are allowed.
3. Table the request for further consideration. Being that the review period for this request expires on June 14, 2021 – not allowing sufficient time for consideration – staff will automatically exercise the city's statutory right to extend the review period by an additional 60 days.

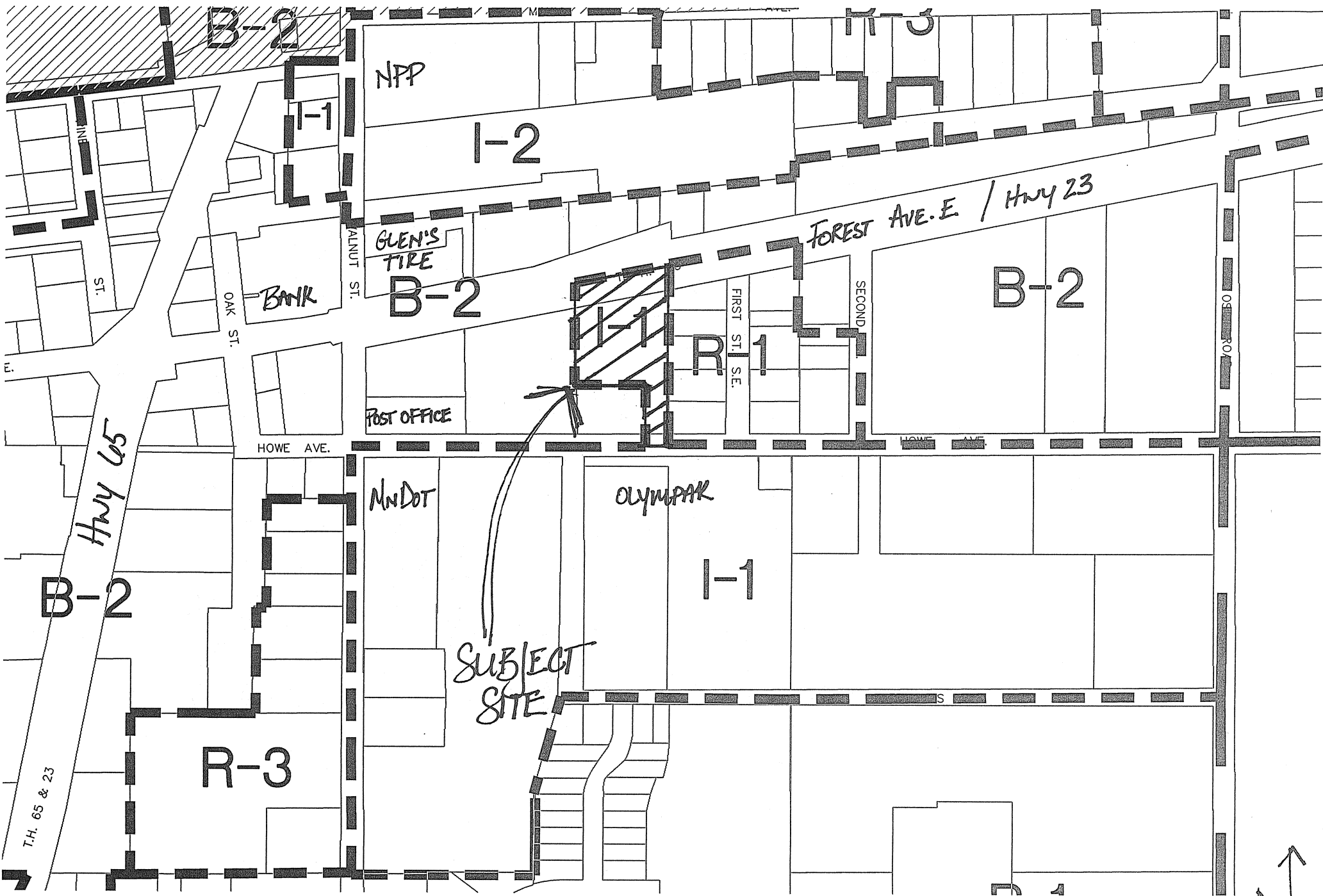
RECOMMENDATION

Motion to adopt Ordinance No. 482.

Attachments

Location map with current zoning boundaries

Proposed Ordinance No. 482



ORDINANCE NO. 482

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA, APPROVING THE
REZONING OF 841 FOREST AVENUE E. FROM I-1 LIMITED INDUSTRIAL DISTRICT TO B-2 GENERAL
BUSINESS DISTRICT AS REQUESTED BY EAST FOREST, LLC AND ANGELA TVEDT**

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

Section 1. That East Forest, LLC, property owner at the time of application, and Angela Tvedt, current property owner, have requested the rezoning of 841 Forest Avenue E. from I-1 Limited Industrial District to B-2 General Business District.

Section 2. The subject site is 1.97± acres in size and is legally described as:

PID 22.02145.00

*Auditor's Subdivision No. 11 Lot 4 except South 150' of West 205' except Highway Right-of-Way;
subject to extinguishment of access described on Document No. 228440;
and subject to permanent easement described on Document No. 228441*

*Section 12 Township 039 Range 024
Kanabec County, Minnesota*

Section 3. That notice was provided and on May 10, 2021, the Planning Commission conducted a public hearing regarding the proposed rezoning, at which it heard from the Community Development Director and invited members of the public to comment.

Section 4. That the Planning Commission unanimously recommended approval of the rezoning.

Section 5. That the City Council reviewed the request and considered the Planning Commission's recommendation at its May 18, 2021 meeting and found that the rezoning is consistent with the 2009 Comprehensive Plan; that the rezoning is compatible with the character of the surrounding area; that the rezoning will not have any effect on the value of adjacent properties; and, that the subject area is adequately served by public facilities and services.

Section 6. That the request for the rezoning of 841 Forest Avenue E., as legally described in Section 2, from I-1 Limited Industrial District to B-2 General Business District is hereby approved and the city's official Zoning Map shall be amended accordingly.

Section 7. That this ordinance shall become effective upon its passage and publication.

The foregoing ordinance was introduced and moved 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 18th day of May, 2021.

Alan Skramstad, Mayor

ATTEST:

Lindy Crawford, City Administrator



MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: Conditional Use Permit for Solar Energy System – Calvary Lutheran Church of Mora

SUMMARY

The City Council will consider granting a conditional use permit to allow a Solar Energy System in the R-1 Single Family Residential District (Calvary Lutheran Church of Mora).

BACKGROUND INFORMATION

REAL Solar, applicant, and Calvary Lutheran Church of Mora, property owner, have applied for a conditional use permit (CUP) to allow a Solar Energy System to be located in the R-1 Single Family Residential District. The subject site is located at 414 Wood Street S. The proposed project includes the installation of a 19.99 kW solar array, including 51 solar panels, on the sanctuary roof using flush-mount racking. The photovoltaic modules are proposed to sit approximately seven inches above the roof plane. The applicant has stated that the solar array will not be visible from the ground unless standing a fair distance from Calvary Lutheran Church. In addition to the array being 36" from the ridge, the sides of the array are approximately 72" from the gable ends of the roof.

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

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

The Planning Commission conducted a public hearing for this request at its May 10, 2021 meeting. No members of the public expressed opposition to the proposed CUP. The commission recommended approval.

OPTIONS & IMPACTS

1. Approve the CUP with conditions as presented or amended.
2. Deny the CUP, providing specific reasons for denial for the written record.

Memorandum

3. Table the request for further consideration. The review period for this request expires on June 15, 2021, which means the council must take action on the request at its June 15th meeting.

RECOMMENDATION

Motion to approve Resolution No. 2021-524 as presented or amended.

Attachments

Site plan showing placement of proposed Solar Energy System

Illustration of Solar Energy System (not shown on Calvary Lutheran Church)

Draft Resolution No. 2021-524



Applicant name: CALVARY ELCA, MORA
MMU Account#: 02-00272000-00-9
MMU Meter#: 035684

Site address:
414 SOUTH WOOD STREET
MORA, MN 55051
GPS: 45.872678, -93.299564

Installer name and contact information:
REAL SOLAR INC.
ERIC MUELLER: PROJECT MANAGER
3963 8TH STREET SW
BACKUS, MN 56435
218-947-3779
eric@real-solar.com

SHEET TITLE: SITE PLAN		DRAWN BY: EMM	 Solar Design-Build		REVISION HISTORY:	PROJECT:
STATEMENT OF CONFIDENTIALITY: THE DESIGN AND INFORMATION CONTAINED HEREIN ARE THE PROPERTY OF REAL SOLAR INC. AND ARE NOT TO BE REPRODUCED, COPIED, OR DISTRIBUTED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF REAL SOLAR INC.		DATE: 02/18/2021			02/18/2021 EMM	PV INSTALLATION
		SCALE: 1/16"=1'			3/15/21 PLN CHK KDP 3/16/21 PLN CHK BHB	CALVARY ELCA, MORA
PROJECT NUMBER: CALVARY-ELCA_01						
SHEET NUMBER: A.4.1						

2013 5.56kW

**Crosslake Presbyterian
Crosslake, MN**



Photo Courtesy of the Initiative Foundation

RESOLUTION NO. 2021-524

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA, APPROVING A
CONDITIONAL USE PERMIT ALLOWING A *SOLAR ENERGY SYSTEM* TO BE LOCATED IN
THE R-1 SINGLE FAMILY RESIDENTIAL DISTRICT AS REQUESTED BY REAL SOLAR
AND CALVARY LUTHERAN CHURCH OF MORA**

WHEREAS, REAL Solar, applicant, and Calvary Lutheran Church of Mora, property owner, submitted an application dated received April 6, 2021 and considered complete on April 16, 2021 for a Conditional Use Permit allowing a *Solar Energy System* to be located in the R-1 Single Family Residential District; and

WHEREAS, the subject property is located at 414 Wood Street S.; and

WHEREAS, the subject property is legally described as:

PID 22.04220.00
*Lots 7, 8, 9, 10, 11 & 12, Block 8, Park Addition to Mora
Section 14 Township 039 Range 024
Kanabec County, Minnesota*

WHEREAS, notice was provided and on May 10, 2021, the Planning Commission conducted a public hearing regarding this application, at which it heard from the Community Development Director and invited members of the public to comment; and

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

WHEREAS, the City Council considered the request and the Planning Commission's recommendation at its May 18, 2021 meeting and made the following finding as required by Zoning Code §150.036 Conditional Uses, Subd. E Standards:

- | | |
|-------------|---|
| Criteria #1 | The use is consistent with the purposes and intent of the Zoning Code and the purposes and intent of the zoning district in which the applicant intends to locate the proposed use. |
| Finding #1 | <i>The Zoning Code identifies the proposed use of Solar Energy System as a Conditional Use within the R-1 Single Family Residential District and the proposed use complies with all district regulations. Further, the Zoning Code encourages the use of renewable energy systems, including solar energy systems, which have a positive impact on energy conservation with limited adverse impact on nearby properties. Therefore, the proposed use is consistent with the intent of the Zoning Code and the R-1 Single Family Residential District.</i> |
| Criteria #2 | The use is in keeping with the Comprehensive Plan and the policies thereof. |
| Finding #2 | <i>The city's current Comprehensive Plan, adopted in 2009, does not address the use of Solar Energy Systems. However, the proposed use aligns with the Comprehensive Plan goal of protecting and enhancing the city's natural resources to preserve the city's living environment.</i> |
| Criteria #3 | The use will not cause undue traffic congestion or hazards. |

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

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

1. The Solar Energy System shall be installed in conformance with the plans and specifications dated received April 6, 2021. Any major deviation, as determined by city staff, shall require further review and approval by the City Council.
2. The property owner is required to enter into an interconnection agreement with Mora Municipal Utilities.
3. The applicant and/or property owner shall coordinate with Mora Municipal Utilities electric utility staff regarding:
 - a. Installation and location of required visible, lockable disconnect and metering equipment and associated labeling.
 - b. Verification of inverter equipment and related protection per submittal (verify UL1741 and IEEE 1547 designations on Fronius 10.0-3 240 Inverters and verify fuse rating of 60A per one-line diagram).
 - c. Acceptance testing of the installation prior to commercial operation.
 - d. Involvement of electric utility staff during power switchover.
4. A service / meter upgrade may be necessary. The expense of equipment and labor shall be the responsibility of the property owner.
5. The Solar Energy System shall be certified by Underwriters Laboratories, Inc. and comply with the requirements of the International Building Codes and Minnesota State Building Codes.

6. Issuance of a building permit is required prior to installation. The manufacturer's specifications must be submitted with the building permit application.
7. The manufacturer's specifications must be on-site and available to city and utility staff at all times during installation and inspections.
8. If the property owner re-roofs the structure at any time while the solar panels are located on the roof, the color of the new roofing materials must be the same as or similar to the color of the solar panels.
9. This Conditional Use Permit shall be utilized and all conditions shall be met within one year of recording or the Conditional Use Permit shall become null and void.
10. If the Solar Energy System becomes inoperable for 12 successive months, the system shall be deemed abandoned and a public nuisance. The property owner shall remove the abandoned system and all associated equipment at their expense after obtaining a demolition permit. Removal must be completed within 90 days following the 12 month period.

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

Voting for the resolution:

Voting against the resolution:.....

Abstained from voting:

Absent:

Motion carried and resolution adopted this 18th day of May, 2021.

Alan Skramstad, Mayor

ATTEST: _____
Lindy Crawford, City Administrator



MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: Conditional Use Permit for Solar Energy System – J. Martin Carlson Trust

SUMMARY

The City Council will consider granting a conditional use permit to allow a Solar Energy System in the B-1 Central Business District (Tamarack Habilitation Technologies).

BACKGROUND INFORMATION

Sun Energy, applicant, and the J. Martin Carlson Trust, property owner, have applied for a conditional use permit (CUP) to allow a Solar Energy System to be located in the B-1 Central Business District. The subject site is located at 101 Park Street S. The proposed project includes the installation of a 9.88 kW solar array, including 26 solar panels, on the building's roof using flush-mount racking. The modules are proposed to sit approximately eight inches above the roof plane.

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

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

The Planning Commission conducted a public hearing for this request at its May 10, 2021 meeting. No members of the public expressed opposition to the proposed CUP. However, a commissioner expressed concern that adding a new system – albeit a system that complies with the city's minimum requirements – may be an expansion of the legal nonconformity created by the existing pole-mounted system installed in 2017 prior to the city adopting regulations for Solar Energy Systems. If that same pole-mounted system were installed today, it could only be located in a rear yard and it would need to be landscaped and/or screened to minimize the visual impact to the adjacent residential district to the greatest extent possible. The commission ultimately recommended approval of the CUP but added a condition that the City Attorney provide an opinion on whether or not the proposed system, if installed, would constitute an expansion of a legal nonconforming use. City Attorney Joel Jamnik provided an opinion on May 11th, stating "The existing system is a lawful nonconforming use. In my opinion, though the solar energy system is being expanded by adding arrays that

Memorandum

are compliant, the actual lawful nonconformity, which is the front-yard, pole-mounted array, is not being expanded, and consequently no variance or other approval to allow the expansion of the nonconformity is required.

OPTIONS & IMPACTS

1. Approve the CUP with conditions as presented or amended.
2. Deny the CUP, providing specific reasons for denial for the written record.
3. Table the request for further consideration. The review period for this request expires on June 15, 2021, which means the council must take action on the request at its June 15th meeting.

RECOMMENDATION

Motion to approve Resolution No. 2021-525 as presented or amended.

Attachments

Location map showing placement of proposed Solar Energy System

Illustration of Solar Energy System placement from street view

Draft Resolution No. 2021-525

Carlson Martin solar

101 South Park Street

Untitled layer

Polygon 1



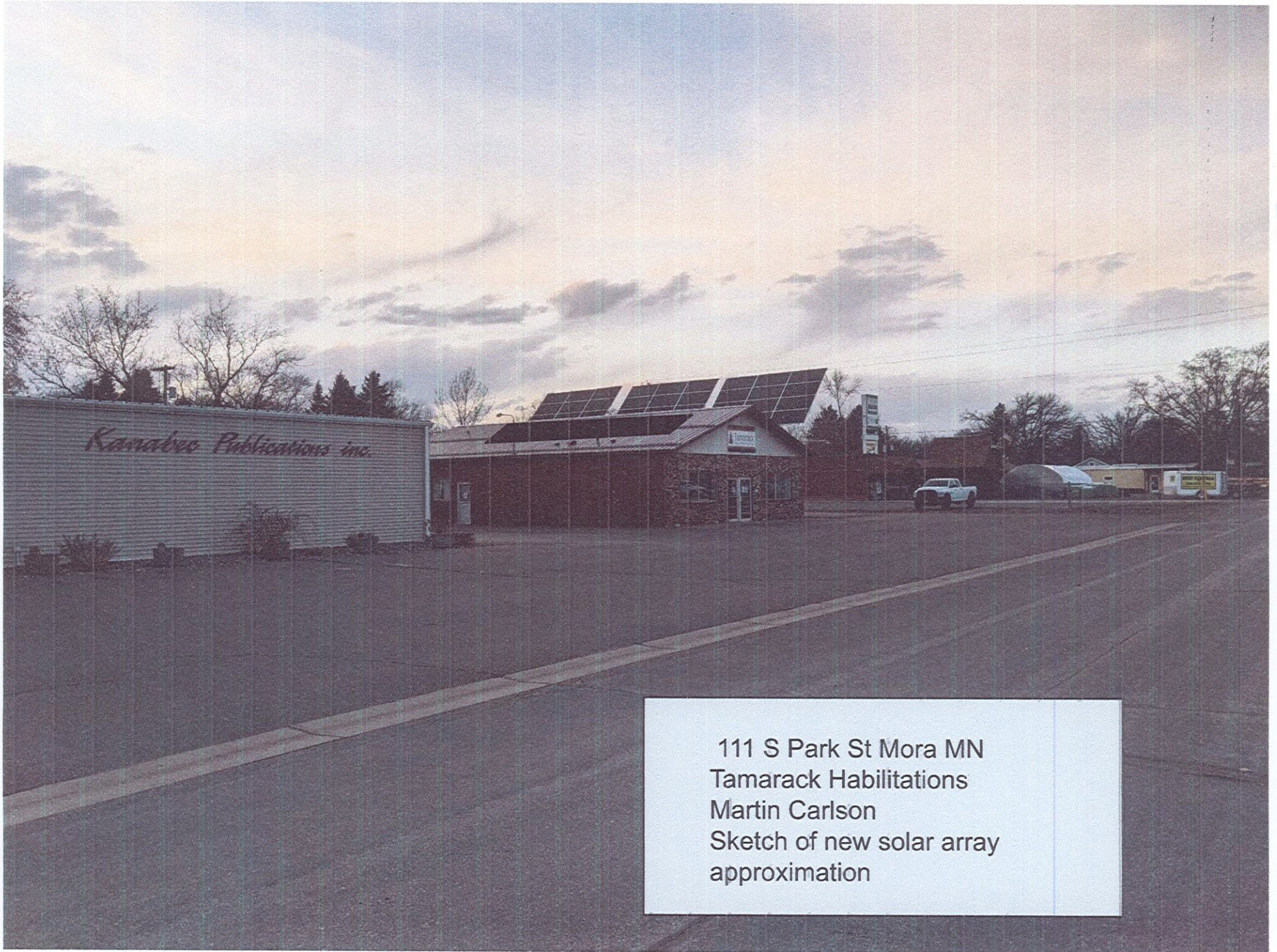
utility meter
inverter + disconnect
all located in this
utility area

new
solar
location



jmc

BT APR 12 2021



111 S Park St Mora MN
Tamarack Habilitations
Martin Carlson
Sketch of new solar array
approximation

RESOLUTION NO. 2021-525

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

WHEREAS, Sun Energy, applicant, and the J. Martin Carlson Trust, property owner, submitted an application dated received April 12, 2021 and considered complete on April 16, 2021 for a Conditional Use Permit allowing a *Solar Energy System* to be located in the B-1 Central Business District; and

WHEREAS, the subject property is located at 101 Park Street S.; and

WHEREAS, the subject property is legally described as:

PID 22.03290.00

*North Half of Lot one (N ½ of Lot 1), Block Eight (8),
Kent & Danforth's Addition to the Village of Mora, Minnesota.*

AND

*All that part of SE ¼ of SW ¼ Section Eleven (11), Township Thirty-Nine (39), Range Twenty-Four (24),
Kanabec County, Minnesota, lying between Lot 1, Block 8, Kent & Danforth's Addition to the Village of
Mora, Minnesota and the Great Northern Railway right of way.*

AND

*That part of the former Great Northern Railway right of way, located in the Southeast Quarter of the
Southwest Quarter of Section 11, Township 39, Range 24,
Kanabec County, Minnesota, described as follows:*

*Commencing at the northeast corner of Lot 1, Block 8, Kent & Danforth's Addition to the Village of Mora,
Kanabec County, Minnesota, thence northerly, along the northerly extension of the east line of said Lot 1,
a distance of 45 feet to the point of beginning of the property to be described; thence westerly, parallel
with the north line of said Lot 1 a distance of 150 feet, more or less, to the intersection with the northerly
extension of the west line of said Lot 1, thence southerly, along the northerly extension of said west line a
distance of 20 feet, more or less, to the southerly right of way line of said former Great Northern
Railway; thence easterly, along said right of way line a distance of 150 feet, more or less, to the
intersection with the northerly extension of the east line of said Lot 1; thence northerly, along the
northerly extension of said east line a distance of 20 feet, more or less, to the point of beginning.*

WHEREAS, notice was provided and on May 10, 2021, the Planning Commission conducted a public hearing regarding this application, at which it heard from the Community Development Director and invited members of the public to comment; and

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

WHEREAS, the City Council considered the request and the Planning Commission's recommendation at its May 18, 2021 meeting and made the following finding as required by Zoning Code §150.036 Conditional Uses, Subd. E Standards:

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

<i>Finding #1</i>	<i>The Zoning Code identifies the proposed use of Solar Energy System as a Conditional Use within the B-1 Central Business District and the proposed use complies with all district regulations. Further, the Zoning Code encourages the use of renewable energy systems, including solar energy systems, which have a positive impact on energy conservation with limited adverse impact on nearby properties. Therefore, the proposed use is consistent with the intent of the Zoning Code and the B-1 Central Business District.</i>
Criteria #2	The use is in keeping with the Comprehensive Plan and the policies thereof.
<i>Finding #2</i>	<i>The city's current Comprehensive Plan, adopted in 2009, does not address the use of Solar Energy Systems. However, the proposed use aligns with the Comprehensive Plan goal of protecting and enhancing the city's natural resources to preserve the city's living environment.</i>
Criteria #3	The use will not cause undue traffic congestion or hazards.
<i>Finding #3</i>	<i>Given that the proposed Solar Energy System is a flush-mount system located on a structure roof, the proposed use will have no impact on traffic and will not cause undue traffic congestion in the general area.</i>
Criteria #4	The use will be adequately served by public utilities and all other necessary public facilities and services.
<i>Finding #4</i>	<i>The property is currently served by municipal water, sewer, and electric service; and, the property is adequately served by all other public services, including public streets and emergency services.</i>
Criteria #5	The structure and the site shall have an appearance that will not have an adverse effect upon adjacent properties.
<i>Finding #5</i>	<i>The proposed Solar Energy System is a flush-mount system located on a structure roof so as to create the least amount of visibility from adjacent properties. There is no evidence to suggest that the appearance will have an adverse effect upon adjacent properties.</i>
Criteria #6	The use will be sufficiently compatible by distance or screened from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.
<i>Finding #6</i>	<i>The proposed project includes the installation of dark-colored solar panels on a roof with dark-colored shingles. The city believes that the proposed use is compatible by virtue of its roof-top location and similar coloring with existing roofing materials.</i>
Criteria #7	The use will not jeopardize the public's health, safety or general welfare.
<i>Finding #7</i>	<i>There is no evidence to suggest that the proposed use will jeopardize the public's health, safety or general welfare.</i>

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

1. The Solar Energy System shall be installed in conformance with the plans and specifications dated received April 12, 2021. Any major deviation, as determined by city staff, shall require further review and approval by the City Council.

2. The property owner is required to enter into an interconnection agreement with Mora Municipal Utilities.
3. The applicant and/or property owner shall coordinate with Mora Municipal Utilities electric utility staff regarding:
 - a. Installation and location of required visible, lockable disconnect and metering equipment and associated labeling.
 - b. Verification of inverter equipment and related protection per submittal (verify UL1741 and IEEE1547 designations on Fronius 10.0-3 240 Inverters and verify 40A breaker ratings per one-line diagram).
 - c. Acceptance testing proving that the anti-islanding and metering equipment is working properly prior to commercial operation.
 - d. Involvement of electric utility staff during power switchover.
4. A service / meter upgrade may be necessary. The expense of equipment and labor shall be the responsibility of the property owner.
5. The Solar Energy System shall be certified by Underwriters Laboratories, Inc. and comply with the requirements of the International Building Codes and Minnesota State Building Codes.
6. Issuance of a building permit is required prior to installation. The manufacturer's specifications must be submitted with the building permit application.
7. The manufacturer's specifications must be on-site and available to city and utility staff at all times during installation and inspections.
8. If the property owner re-roofs the structure at any time while the solar panels are located on the roof, the color of the new roofing materials must be the same as or similar to the color of the solar panels.
9. This Conditional Use Permit shall be utilized and all conditions shall be met within one year of recording or the Conditional Use Permit shall become null and void.
10. If the Solar Energy System becomes inoperable for 12 successive months, the system shall be deemed abandoned and a public nuisance. The property owner shall remove the abandoned system and all associated equipment at their expense after obtaining a demolition permit. Removal must be completed within 90 days following the 12 month period.

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

Voting for the resolution:

Voting against the resolution:.....

Abstained from voting:

Absent:

Motion carried and resolution adopted this 18th day of May, 2021.

Alan Skramstad, Mayor

ATTEST: _____
Lindy Crawford, City Administrator



MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Beth Thorp, Community Development Director
RE: Acceptance of Trail and Electric Utility Easements – Mora Public Schools

SUMMARY

The City Council will consider accepting trail and electric utility easements on property located at 200 9th Street E. as part of the Mora High School construction project.

BACKGROUND INFORMATION

The City Council granted a Conditional Use Permit (CUP) to ICS and Mora Public Schools in April 2021 allowing for the construction of Mora High School and related school facilities on property located at 200 9th Street E. The resolution approving the CUP, Resolution No. 2021-423, requires Mora Public Schools to provide the city with any and all permanent easements necessary for trail and utility purposes. The easements needed for this project include a trail easement, due to relocation of the city-owned trail, and blanket electric utility easements for each of the three parcels that make up the subject site. The attached easement documents were prepared by the City Attorney and reviewed by Mora Public Schools.

OPTIONS & IMPACTS

1. Accept the trail and electric utility easements.
 - a. The easements are required by the City Council per Resolution No. 2021-423.
 - b. The easements are necessary in order for the city to maintain the city-owned trail and for the utility to install and maintain electric utility infrastructure.
2. Do not accept the trail and electric utility easements.
 - a. Not accepting the easements goes against Resolution No. 2021-423.
 - b. Not accepting the easements will prohibit the city from maintaining the city-owned trail and prohibit the utility from installing and maintaining electric utility infrastructure necessary for all school facilities at 200 9th Street E.

RECOMMENDATIONS

Motion to accept four permanent easements from Mora Public Schools, including the Grant of Permanent Easement for Trail Purposes and a Grant of Permanent Easement for Underground Electric Utility Purposes for each of the three parcels located at 200 9th Street E.

Attachments

Grant of Permanent Easement for Trail Purposes for PID 22.00004.10
Grant of Permanent Easement for Underground Electric Utility Purposes for PID 22.00004.10
Grant of Permanent Easement for Underground Electric Utility Purposes for PID 22.00290.10
Grant of Permanent Easement for Underground Electric Utility Purposes for PID 22.00290.50

(reserved for recording information)

GRANT OF PERMANENT EASEMENT FOR TRAIL PURPOSES

INDEPENDENT SCHOOL DISTRICT NO. 332, a Minnesota school district, hereinafter referred to as "Grantor", for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant unto the **CITY OF MORA**, a Minnesota municipal corporation, the Grantee, hereinafter referred to as the "City", its successors and assigns, forever, a permanent easement for public trail purposes, over, across, on, under, and through land situated within the County of Kanabec, State of Minnesota, as legally described and depicted on the attached Exhibit A (the "Land").

CONSISTING OF the rights of the City, its contractors, agents, servants, and assigns, to enter upon the permanent easement premises at all reasonable times to construct, reconstruct, install, alter, inspect, repair, remove a multi-use(s) trail, including appurtenances (the "Trail Easement"), and maintain said public trail system over, across, on, under, and through the Trail Easement, together with the right to grade, level, fill, drain, pave, and excavate the Trail Easement, and the further right to remove trees, bushes, undergrowth, and other obstructions interfering with the location, construction, and maintenance of the Trail Easement (collectively, the "Trail Maintenance").

The above named Grantor, for itself, its successors and assigns, does covenant with the City, its successors and assigns, that it is well seized in fee title of the Land, that it has the sole right to grant and convey the easements to the City, that Grantor has not conveyed or otherwise granted any unrecorded interests in the Land, and that it will indemnify and hold the City harmless for any breach of the foregoing covenants.

[Remainder of page intentionally left blank.
Signature pages follow.]

IN TESTIMONY WHEREOF, the parties hereto have signed this document this _____ day of _____, 2021.

GRANTOR:
INDEPENDENT SCHOOL DISTRICT NO. 332

By _____
Dan Voce, Superintendent

STATE OF _____)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Dan Voce, the Superintendent of Independent School District No. 332, a Minnesota school district, on behalf of the entity.

Notary Public

DRAFTED BY:

CAMPBELL KNUTSON, P.A.
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
LCMK

**EXHIBIT A
TO
GRANT OF PERMANENT EASEMENT**

A permanent easement for public trail purposes over, across, on, under, and through:

That part of the following described parcel of land in the City of Mora:

The Southeast Quarter of the Southwest Quarter AND the Southwest Quarter of the Southeast Quarter, Section 2, Township 39, Range 24, Kanabec County, Minnesota.

[PID: 22.00004.10]

Description of Permanent Trail Easement

A permanent easement for trail purposes over, under, and across:

A 20.00-foot-wide trail easement lying over, under and across the Southeast Quarter of the Southwest Quarter and across the Southwest Quarter of the Southeast Quarter of Section 2, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota, the center line of said trail easement is described as follows:

Commencing at the South Quarter corner of said Section 2; thence on an assumed bearing of North 89 degrees 57 minutes 26 seconds West, along the South line of said Southeast Quarter of the Southwest Quarter 1279.01 feet to the point of beginning of the center line of said trail easement; thence North 00 degrees 15 minutes 27 seconds East 46.86 feet; thence Northerly, Northeasterly and Easterly 25.86 feet, along a non-tangential curve, concave to the Southeast, said curve having a radius of 16.50 feet and a delta angle of 89 degrees 47 minutes 07 seconds, the chord of said curve bears North 45 degrees 09 minutes 00 seconds East for a chord distance of 23.29 feet; thence South 89 degrees 57 minutes 26 seconds East 1403.63 feet to a point hereinafter called Point "A"; thence North 00 degrees 12 minutes 33 seconds West 127.05 feet; thence Northerly, Northeasterly and Easterly 90.19 feet, along a non-tangential curve, concave to the Southeast, said curve having a radius of 55.19 feet and a delta angle of 93 degrees 37 minutes 41 seconds, the chord of said curve bears North 46 degrees 48 minutes 37 seconds East for a chord distance of 80.49 feet; thence South 85 degrees 18 minutes 21 seconds East 244.38 feet; thence Southeasterly 72.20 feet, along a non-tangential curve, concave to the Southwest, said curve having a radius of 117.00 feet and a delta angle of 35 degrees 21 minutes 25 seconds, the chord of said curve bears South 59 degrees 33 minutes 55 seconds East for a chord distance of 71.06 feet; thence South 38 degrees 20 minutes 00 seconds East 74.03 feet; thence Southerly, Southeasterly and Easterly 79.99 feet, along a non-tangential curve, concave to the Northeast, said curve having a radius of 65.00 feet and a delta angle of 70 degrees 30 minutes 36 seconds, the chord of said curve bears South 62 degrees 38 minutes 23 seconds East for a chord distance of 75.04 feet; thence North 87 degrees 42 minutes 47 seconds East 528.06 feet; thence Easterly and Southeasterly 65.21 feet, along a non-tangential curve, concave to the Southwest, said curve having a radius of 53.00 feet and a delta angle of 70 degrees 29 minutes 27 seconds, the chord of said curve bears South 61 degrees 43 minutes 48 seconds East for a chord distance of 61.17 feet; thence Southeasterly 138.29 feet, along a non-tangential curve, concave to the Northeast, said curve having a radius of 183.00 feet and delta angle of 43 degrees 17 minutes 49 seconds, the chord of said curve bears South 48 degrees 09 minutes 00 seconds East for a chord distance of 135.02 feet to the East line of said Southwest Quarter of the Southeast Quarter and there terminating.

Together with a 20.00-foot-wide trail easement lying over, under and across the said Southwest Quarter of the Southeast Quarter, the center line of said trail easement beginning at the above-described Point "A"; thence South 00 degrees 12 minutes 33 seconds East 64.84 feet to the South line of said Southwest Quarter of the Southeast Quarter and there terminating.

The side lines of said trail easement are to be prolonged or shortened to terminate on the South and East lines of said Southwest Quarter of the Southeast Quarter and on the South line of said Southeast Quarter of the Southwest Quarter.

Said trail easement contains 59,665 square feet or 1.37 acres.

LEGAL DESCRIPTION OF PROPOSED TRAIL EASEMENT

A 20.00-foot-wide trail easement lying over, under and across the Southeast Quarter of the Southwest Quarter and across the Southwest Quarter of the Southeast Quarter of Section 2, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota, the center line of said trail easement is described as follows:

Commencing at the South Quarter corner of said Section 2; thence on an assumed bearing of North 89 degrees 57 minutes 26 seconds West, along the South line of said Southeast Quarter of the Southwest Quarter 1279.01 feet to the point of beginning of the center line of said trail easement; thence North 00 degrees 15 minutes 27 seconds East 46.86 feet; thence Northerly, Northeasterly and Easterly 25.86 feet, along a non-tangential curve, concave to the Southeast, said curve having a radius of 16.50 feet and a delta angle of 89 degrees 47 minutes 07 seconds, the chord of said curve bears North 45 degrees 09 minutes 00 seconds East for a chord distance of 23.29 feet; thence South 89 degrees 57 minutes 26 seconds East 1403.63 feet to a point hereinafter called Point "A"; thence North 00 degrees 12 minutes 33 seconds West 127.05 feet; thence Northerly, Northeasterly and Easterly 90.19 feet, along a non-tangential curve, concave to the Southeast, said curve having a radius of 55.19 feet and a delta angle of 93 degrees 37 minutes 41 seconds, the chord of said curve bears North 46 degrees 48 minutes 37 seconds East for a chord distance of 80.49 feet; thence South 85 degrees 18 minutes 21 seconds East 244.38 feet; thence Southeasterly 72.20 feet, along a non-tangential curve, concave to the Southwest, said curve having a radius of 117.00 feet and a delta angle of 35 degrees 21 minutes 25 seconds, the chord of said curve bears South 59 degrees 33 minutes 55 seconds East for a chord distance of 71.06 feet; thence South 38 degrees 20 minutes 00 seconds East 74.03 feet; thence Southerly, Southeasterly and Easterly 79.99 feet, along a non-tangential curve, concave to the Northeast, said curve having a radius of 65.00 feet and a delta angle of 70 degrees 30 minutes 36 seconds, the chord of said curve bears South 62 degrees 38 minutes 23 seconds East for a chord distance of 75.04 feet; thence North 87 degrees 42 minutes 47 seconds East 528.06 feet; thence Easterly and Southeasterly 65.21 feet, along a non-tangential curve, concave to the Southwest, said curve having a radius of 53.00 feet and a delta angle of 70 degrees 29 minutes 27 seconds, the chord of said curve bears South 61 degrees 43 minutes 48 seconds East for a chord distance of 61.17 feet; thence Southeasterly 138.29 feet, along a non-tangential curve, concave to the Northeast, said curve having a radius of 183.00 feet and delta angle of 43 degrees 17 minutes 49 seconds, the chord of said curve bears South 48 degrees 09 minutes 00 seconds East for a chord distance of 135.02 feet to the East line of said Southwest Quarter of the Southeast Quarter and there terminating.



Together with a 20.00-foot-wide trail easement lying over, under and across the said Southwest Quarter of the Southeast Quarter, the center line of said trail easement beginning at the above-described Point "A"; thence South 00 degrees 12 minutes 33 seconds East 64.84 feet to the South line of said Southwest Quarter of the Southeast Quarter and there terminating.

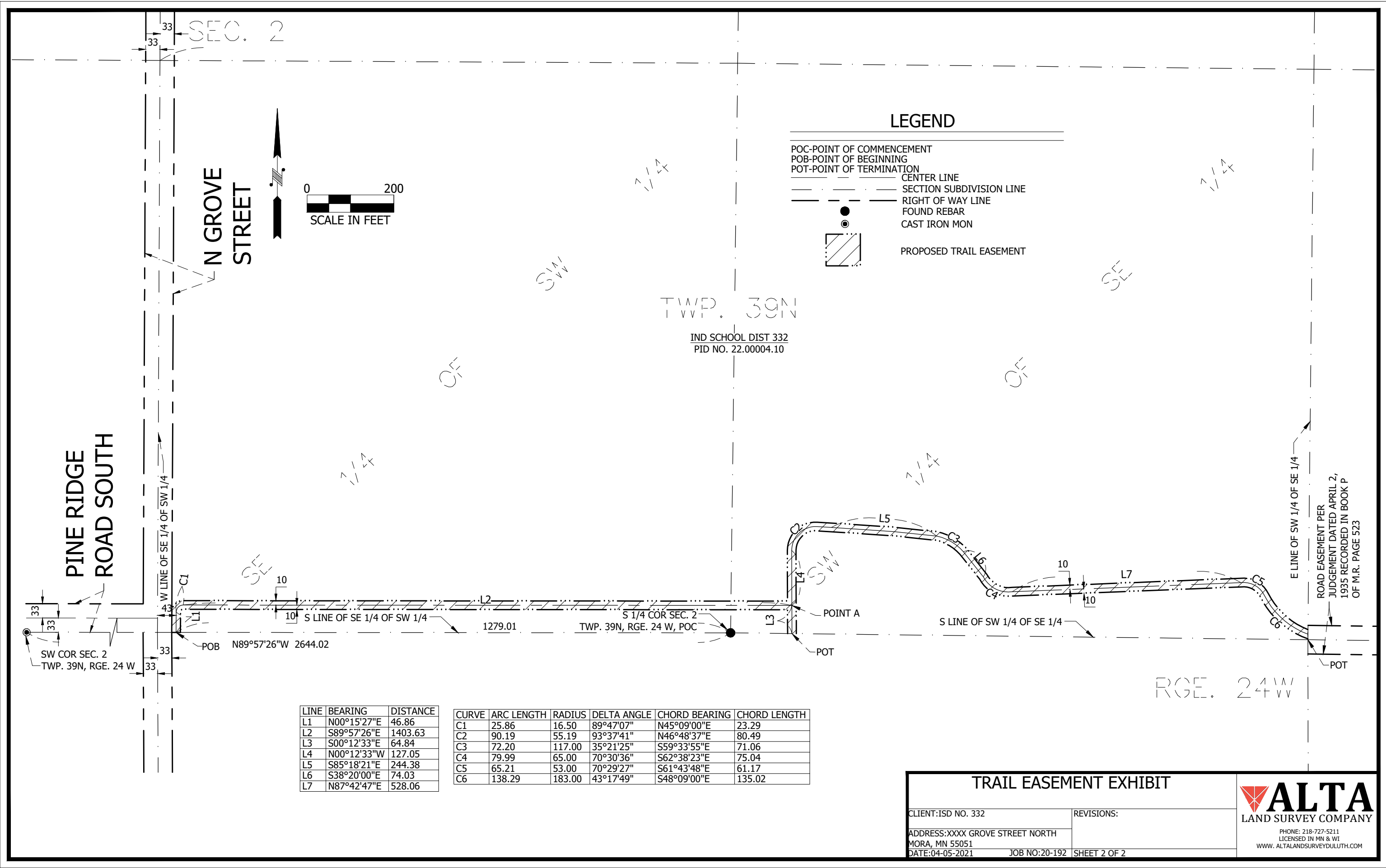
The side lines of said trail easement are to be prolonged or shortened to terminate on the South and East lines of said Southwest Quarter of the Southeast Quarter and on the South line of said Southeast Quarter of the Southwest Quarter.

Said trail easement contains 59,665 square feet or 1.37 acres.

SURVEYOR'S NOTES

1. THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR SHOWING THE LOCATION OF RECORDED OR UNRECORDED EASEMENTS OR OTHER ENCUMBRANCES NOT PROVIDED TO THE SURVEYOR AS OF THE DATE OF THE SURVEY.
2. BEARINGS ARE BASED ON THE KANABEC COUNTY COORDINATE SYSTEM. (NAD 83 2011)
3. THIS IS NOT A BOUNDARY SURVEY.

<div>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.</div> <div>David R. Evanson</div> <div>DATE:04-05-2021MN Lic. No. 49505</div>	TRAIL EASEMENT EXHIBIT		<div>ALTA LAND SURVEY COMPANY</div> <div>PHONE: 218-727-5211 LICENSED IN MN & WI WWW. ALTALANDSURVEYDULUTH.COM</div>
	CLIENT:ISD NO. 332	REVISIONS:	
	ADDRESS:XXXX GROVE STREET NORTH MORA, MN 55051 DATE:04-05-2021	JOB NO:20-192SHEET 1 OF 2	



LEGEND

- POC-POINT OF COMMENCEMENT
- POB-POINT OF BEGINNING
- POT-POINT OF TERMINATION
- CENTER LINE
- SECTION SUBDIVISION LINE
- RIGHT OF WAY LINE
- FOUND REBAR
- CAST IRON MON
- PROPOSED TRAIL EASEMENT

LINE	BEARING	DISTANCE
L1	N00°15'27"E	46.86
L2	S89°57'26"E	1403.63
L3	S00°12'33"E	64.84
L4	N00°12'33"W	127.05
L5	S85°18'21"E	244.38
L6	S38°20'00"E	74.03
L7	N87°42'47"E	528.06

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	25.86	16.50	89°47'07"	N45°09'00"E	23.29
C2	90.19	55.19	93°37'41"	N46°48'37"E	80.49
C3	72.20	117.00	35°21'25"	S59°33'55"E	71.06
C4	79.99	65.00	70°30'36"	S62°38'23"E	75.04
C5	65.21	53.00	70°29'27"	S61°43'48"E	61.17
C6	138.29	183.00	43°17'49"	S48°09'00"E	135.02

TRAIL EASEMENT EXHIBIT

CLIENT:ISD NO. 332
ADDRESS:XXXX GROVE STREET NORTH
MORA, MN 55051
DATE:04-05-2021

REVISIONS:

JOB NO:20-192 SHEET 2 OF 2

ALTA
LAND SURVEY COMPANY
PHONE: 218-727-5211
LICENSED IN MN & WI
WWW. ALTALANDSURVEYDULUTH.COM

(Reserved for recording information)

GRANT OF PERMANENT EASEMENT FOR UNDERGROUND ELECTRIC UTILITY PURPOSES

INDEPENDENT SCHOOL DISTRICT 332, a Minnesota school district, “Grantor,” owner of the property legally described on attached Exhibit “A” (“Property”), in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant unto the **CITY OF MORA**, a Minnesota municipal corporation, the Grantee, hereinafter referred to as the “City”, its successors and assigns, forever, a permanent easement for underground electric utility purposes over, on, across, under, above and through the entire Property (“Easement Area”).

1. **Rights Granted.** The perpetual electrical utility easement includes the rights of the City, its contractors, agents, servants and assigns, to inspect, locate, erect, improve, construct, use, alter, add to, relocate, remove, operate, maintain, alter and repair an underground electric distribution line or system, underground conduit and/or cable lines for distributing electrical power, including, but not limited to, all wires, cables, hand holes, transformers, transformer enclosures, connection boxes, ground connection attachments, equipment and related accessories and appurtenances within the Easement Area.

2. **Right of Access.** Owner also grants to the City, its contractors, agents, servants and assigns, a right of ingress to and egress from the Easement Area over those portions of the above-described Property as reasonably necessary for the City to gain access to the Easement Area for purposes of inspecting, maintaining, altering and repairing the City's facilities.

3. **Warranty of Owner.** The Owner warrants that it is the owner of a fee simple interest in the Property, that it has the right and authority to grant the easement conveyed by this instrument, and that the Property is free and clear of any lien, encumbrance, easement, restriction, covenant or condition, except for those filed of record with the County Recorder/Registrar of Titles in and for Kanabec County, Minnesota.

4. **Easement to Run with the Land.** The easement granted herein shall run with the land and is binding upon the Owner, and its successors and assigns.

IN TESTIMONY WHEREOF, the Grantor hereto has signed this document the ____ day of _____, 2021.

GRANTOR:
INDEPENDENT SCHOOL DISTRICT NO. 332

By _____
Dan Voce, Superintendent

STATE OF _____)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Dan Voce, the Superintendent of Independent School District No. 332, a Minnesota school district, on behalf of the entity.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
LCMK

EXHIBIT “A”
to
GRANT OF PERMANENT EASEMENT
FOR UNDERGROUND ELECTRIC UTILITY PURPOSES

Legal Description of Property and Easement Area:

The Southeast Quarter of the Southwest Quarter AND the Southwest Quarter of the Southeast Quarter, Section 2, Township 39, Range 24, Kanabec County, Minnesota.

[PID: 22.00004.10]

(Reserved for recording information)

GRANT OF PERMANENT EASEMENT FOR UNDERGROUND ELECTRIC UTILITY PURPOSES

INDEPENDENT SCHOOL DISTRICT 332, a Minnesota school district, “Grantor,” owner of the property legally described on attached Exhibit “A” (“Property”), in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant unto the **CITY OF MORA**, a Minnesota municipal corporation, the Grantee, hereinafter referred to as the “City”, its successors and assigns, forever, a permanent easement for underground electric utility purposes over, on, across, under, above and through the entire Property (“Easement Area”).

1. **Rights Granted.** The perpetual electrical utility easement includes the rights of the City, its contractors, agents, servants and assigns, to inspect, locate, erect, improve, construct, use, alter, add to, relocate, remove, operate, maintain, alter and repair an underground electric distribution line or system, underground conduit and/or cable lines for distributing electrical power, including, but not limited to, all wires, cables, hand holes, transformers, transformer enclosures, connection boxes, ground connection attachments, equipment and related accessories and appurtenances within the Easement Area.

2. **Right of Access.** Owner also grants to the City, its contractors, agents, servants and assigns, a right of ingress to and egress from the Easement Area over those portions of the above-described Property as reasonably necessary for the City to gain access to the Easement Area for purposes of inspecting, maintaining, altering and repairing the City's facilities.

3. **Warranty of Owner.** The Owner warrants that it is the owner of a fee simple interest in the Property, that it has the right and authority to grant the easement conveyed by this instrument, and that the Property is free and clear of any lien, encumbrance, easement, restriction, covenant or condition, except for those filed of record with the County Recorder/Registrar of Titles in and for Kanabec County, Minnesota.

4. **Easement to Run with the Land.** The easement granted herein shall run with the land and is binding upon the Owner, and its successors and assigns.

IN TESTIMONY WHEREOF, the Grantor hereto has signed this document the ____ day of _____, 2021.

GRANTOR:
INDEPENDENT SCHOOL DISTRICT NO. 332

By _____
Dan Voce, Superintendent

STATE OF _____)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Dan Voce, the Superintendent of Independent School District No. 332, a Minnesota school district, on behalf of the entity.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
LCMK

EXHIBIT “A”
to
GRANT OF PERMANENT EASEMENT
FOR UNDERGROUND ELECTRIC UTILITY PURPOSES

Legal Description of Property and Easement Area:

The North 579.00 feet of the West half of the Northeast Quarter of the Northwest Quarter of Section 11, Township 39 North, Range 24 West of the Fourth Principal Meridian, Kanabec County, Minnesota.

[PID: 22.00290.10]

(Reserved for recording information)

GRANT OF PERMANENT EASEMENT FOR UNDERGROUND ELECTRIC UTILITY PURPOSES

INDEPENDENT SCHOOL DISTRICT 332, a Minnesota school district, “Grantor,” owner of the property legally described on attached Exhibit “A” (“Property”), in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant unto the **CITY OF MORA**, a Minnesota municipal corporation, the Grantee, hereinafter referred to as the “City”, its successors and assigns, forever, a permanent easement for underground electric utility purposes over, on, across, under, above and through the through the entire Property (“Easement Area”).

1. **Rights Granted.** The perpetual electrical utility easement includes the rights of the City, its contractors, agents, servants and assigns, to inspect, locate, erect, improve, construct, use, alter, add to, relocate, remove, operate, maintain, alter and repair an underground electric distribution line or system, underground conduit and/or cable lines for distributing electrical power, including, but not limited to, all wires, cables, hand holes, transformers, transformer enclosures, connection boxes, ground connection attachments, equipment and related accessories and appurtenances within the Easement Area.

2. **Right of Access.** Owner also grants to the City, its contractors, agents, servants and assigns, a right of ingress to and egress from the Easement Area over those portions of the above-described Property as reasonably necessary for the City to gain access to the Easement Area for purposes of inspecting, maintaining, altering and repairing the City's facilities.

3. **Warranty of Owner.** The Owner warrants that it is the owner of a fee simple interest in the Property, that it has the right and authority to grant the easement conveyed by this instrument, and that the Property is free and clear of any lien, encumbrance, easement, restriction, covenant or condition, except for those filed of record with the County Recorder/Registrar of Titles in and for Kanabec County, Minnesota.

4. **Easement to Run with the Land.** The easement granted herein shall run with the land and is binding upon the Owner, and its successors and assigns.

IN TESTIMONY WHEREOF, the Grantor hereto has signed this document the ____ day of _____, 2021.

GRANTOR:
INDEPENDENT SCHOOL DISTRICT NO. 332

By _____
Dan Voce, Superintendent

STATE OF _____)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Dan Voce, the Superintendent of Independent School District No. 332, a Minnesota school district, on behalf of the entity.

Notary Public

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CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
LCMK

EXHIBIT “A”
to
GRANT OF PERMANENT EASEMENT
FOR UNDERGROUND ELECTRIC UTILITY PURPOSES

Legal Description of Property and Easement Area:

The East Half of the Northeast Quarter of the Northwest Quarter and the Northwest Quarter of the Northeast Quarter of Section 11, Township 39, Range 24, Kanabec County, Minnesota;
EXCEPT the South 80 feet of the North 503 feet of the East 12 feet of the Northwest Quarter of the Northeast Quarter, of Section 11, Township 39, Range 23, Kanabec County, Minnesota.

[PID: 22.00290.50]



MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Brett Anderson, Fire Chief
Lindy Crawford, City Administrator
RE: Fire Hall Roof and Furnace Replacement

SUMMARY

The city council will consider proposals to replace the roof and roof furnace at the fire hall.

BACKGROUND INFORMATION

The roof at the fire hall is beyond repair and in need of replacement. This is a budgeted item in this year's Capital Improvement Plan (CIP) in the amount of \$100,000. Staff requested five quotes for the roof replacement and receive two back from McDowall Company and Thelen Heating & Roofing Inc. The lowest quote came back at \$99,700 from McDowall Company – the same company that recently reroofed the power plant and adjacent city building. Staff recommends contracting with McDowall Company to replace the approx. 11,000 sq. ft. roof at the fire hall.

While replacing the roof, staff recommends replacing the furnace located on top of the roof. Replacing the furnace is not a budgeted item, however the furnace is beyond repair and there are funds in the Future Fire Equipment Fund (FFEF) that could be used for this project. Staff requested three quotes for the furnace replacement and received one quote back from RJ Mechanical in the amount of \$10,950. The two other contractors stated they would subcontract the furnace replacement to RJ Mechanical if awarded the project.

OPTIONS & IMPACTS

1. Motion to accept both proposals to replace the roof and furnace as presented.
 - a. This will resolve the leaks that are causing damage to the fire hall and repair the loss of heat and A/C.
2. Motion to accept the proposal to replace the roof and direct staff to budget the furnace replacement in the 2023 budget.
 - a. There currently is no heat or A/C and the furnace is beyond repair.
 - b. The 2022 fire department budget has already been adopted, but could be amended).

RECOMMENDATIONS

Motion to accept the roof replacement quote from McDowall Company in the amount not to exceed \$100,000.

Motion to accept the furnace replacement quote from RJ Mechanical in the amount not to exceed \$11,000.

Attachments

McDowall Company Roof Replacement Quote

RJ Mechanical Furnace Replacement Quote



MASTERING the Elements

April 12, 2021

Mora Fire Dept
Mora, MN

Attention: Bill Amus

Dear Mr Amus,

RE: Reroof Mechanically Attached
White TPO Roof System
(Approximately 11,000 SQ FT)

We propose to furnish and install the following to replace the existing roof system.

- Remove existing roofing system to existing roof insulation
- Mechanically attach one layer of Iso insulation to bring roof insulation to code
- Install Iso cricked system to promote positive drainage towards roof drain locations
- Install 60 mil white TPO mechanically attached roofing membrane system
- Install all required Carlisle TPO accessories per manufacturers specifications
- Fabricate and install new prefinished metal coping at roof perimeters on the office area roof. We noticed that in this area the existing metal cap was not originally large enough to cover the top of the wall properly and areas of the walls are starting to deteriorate due to wall coming down the walls, this should help alleviate some of this problem
- Fabricate and install a prefinished metal counter flashing at all other locations, wall etc... We will not have to disrupt the roofing cap at the other locations
- Fabricate and install new prefinished overflow metal scuppers at existing locations
- Includes a Carlisle 20 – year labor and material warranty on reroofed areas
- Clean up and haul away all roofing debris for proper disposal
- All permits and building fees necessary to complete the project

To complete the above work, we quote the sum of NINETY-NINE THOUSAND SEVEN HUNDRED DOLLARS (\$99,700.00).



Roofing



Heating



Air Conditioning



Energy Management

Mora Fire Dept
April 12, 2021
Page 2

We have included a 500-board foot allowance in our base bid for wet insulation removal and reinstallation. Above and beyond the 500 board feet allowance will be on a T&M basis.

If any existing roof deck/blocking is damaged or deteriorated and in need of replacement, this work will be done on a time and material basis. If any mechanical or electrical work is required to properly reroof this area, this work would be done by owner's contractors or by McDowall Company on a T& M basis.

All work will be done as specified per manufacturer's recommendations.

All work will be done by experienced mechanics that are covered by workers' compensation, completed operations, and liability insurance.

If you have any questions, feel free to give us a call.

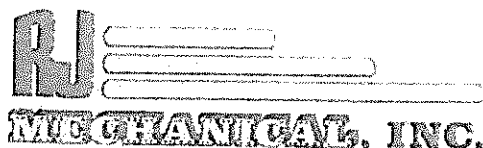
Thank you,

McDOWALL COMPANY



Jay Mumm

Accepted By: _____ Date: _____



901 N Industrial Park Road
PO Box 373
Mora, MN 55051
Phone: (320) 679-0602
Fax: (320) 679-0356

Proposal Mora Fire Hall

Proposal Submitted To:
Mora Fire Hall

Property Description:
Mora Fire Hall

Date: 4/2/2021

Work proposed:

We propose to replace a 4-Ton RTU as unit is in need of replacement.

Equipment List:

Total Cost: \$10,950.00

Notes:

Includes:

Labor

RTU w/ curb adapter

Installation Material

Electrical

Boom Truck

We hereby propose to furnish labor and materials, complete in accordance with the above specifications, for the amount specified above. With payment to be made as follows: **NET 30 DAYS, billed upon completion of work performed.**

All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon accidents or delays beyond our control unless otherwise specifically set out above, owner agrees to procure and maintain his own fire and extended coverage, vandalism and malicious mischief insurance in an amount equal to present value of the premises plus the completed value of the contemplated improvements. Owner and contractor each hereby releases the other from all liability for loss or damage to his property or property in which he may have an interest, where such loss is caused by fire or any of the extended coverage hazards and arises out of or is connected with the premises above described.

Authorized Signature _____

Print _____

Authorized Signature _____

Jeff Dexter, Service Manager

Note: This proposal may be withdrawn if not accepted within 30 days.

INDUSTRIAL * COMMERCIAL * PLUMBING * HEATING * AIR CONDITIONING * INSTALLATION * SERVICE

4/2/2021



MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Coronavirus Response and Relief Supplemental Appropriations Act Airport Grant Agreement

SUMMARY

The City Council will review and approve federal grant through the MnDOT grant agreement.

BACKGROUND INFORMATION

The City has received an Airport Coronavirus Response Grant Program (ACRGP) grant under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act) directly from the Federal Aviation Administration (FAA) to reimburse eligible airport expenses incurred at the Mora Municipal Airport.

Under this agreement, MnDOT will accept the FAA funds, in the amount of \$13,000, on the City's behalf and disburse the funds to the City for expenses at the airport – as a reimbursement. Funds are available for use through July 31, 2025.

OPTIONS & IMPACTS

Approve the MnDOT grant agreement as presented in order to accept the grant and fund airport operational expenses through the grant.

RECOMMENDATIONS

Motion to accept the MnDOT grant agreement and adopt Resolution 2021-526.

Attachments

MnDOT Grant Agreement
MnDOT Grant Agreement Resolution 2021-526



STATE OF MINNESOTA
AGENCY AGREEMENT for
FEDERAL AIRPORT EXPENSES REIMBURSEMENT

This agreement is entered into by and between the City of Mora ("Local Government") and the State of Minnesota, acting through its Commissioner of Transportation ("MnDOT").

RECITALS

1. Local Government has received an Airport Coronavirus Response Grant Program ("ACRGP") Grant under the Coronavirus Response and Relief Supplemental Appropriations Act ("CRRSA Act") (Public Law 116-260) directly from the Federal Aviation Administration ("FAA") to reimburse eligible airport expenses at Local Government's airport.
2. This agreement is not a subgrant of the ACRGP Grant funds. The FAA will be conducting oversight and monitoring the ACRGP Grant funding (see CRRSA FAQs for more information, at: <https://www.faa.gov/airports/crrsaa/media/ACRGP-FAQs-20210212.pdf>).
3. Pursuant to Minnesota Statutes Sections 360.016 and 360.039, subd. 2, the Local Government desires MnDOT to act as the Local Government's agent in accepting the federal funds on the Local Government's behalf and disbursing the federal funds to the Local Government for expenses at the airport.

AGREEMENT TERMS

1. Term of Agreement

- 1.1. Effective Date: This agreement will be effective on the date the MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2.
- 1.2. Expiration Date: This agreement will expire on July 31, 2025.

2. Local Government's Duties

- 2.1. The Local Government designates MnDOT to act as its agent in accepting the federal funds on its behalf and disbursing the federal funds to the Local Government for airport expenses deemed allowable by the FAA under the CRRSA Act.
- 2.2. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to disburse the federal aid sought by the Local Government.
- 2.3. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations. The Local Government will comply with all requirements and assurances in the ACRGP Grant, which is incorporated into this contract by reference.

3. MnDOT's Duties

- 3.1. MnDOT accepts designation as agent of the Local Government for the receipt of the federal funds and disbursement of the federal funds to the Local Government and will act in accordance herewith.
- 3.2. MnDOT will make the necessary requests to the FAA for authorization to disburse federal funds for airport expenses and for reimbursement of eligible costs under the CRRSA Act.
- 3.3. MnDOT may withhold federal funds where the FAA determines that airport expenditures were not made in compliance with federal requirements.

- 3.4. MnDOT, the FAA, or duly authorized representatives of the state and federal government will have the right to audit the work performed under this agreement. The Local Government will make available all books, records, and documents pertaining to the work hereunder, for a minimum of six years following the closing of the contract.

4. **Payment**

- 4.1. **Eligibility.** Eligible expenses under the act include costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Eligible expenses will be determined by the Federal Aviation Administration. Eligible expenses will be determined in accordance with FAA's Policy and Procedures Concerning the Use of Airport Revenues, 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330), which is incorporated into this agreement by reference, and the CRRSA Act.
- 4.2. **Reimbursement.** Local Government has been awarded \$13,000 in Federal CRRSA Act funding to reimburse federally-eligible expenses at airport(s) it operates. Local Government will be reimbursed for 100% of federally-eligible expenses not reimbursed by any other source. The Local Government will pay any part of the cost or expense that is not paid by federal, state, or other funds. MnDOT will receive the federal funds to be paid by the FAA for eligible expenses and will reimburse the Local Government from said federal funds for each payment request, subject to the limits of those funds.
- 4.3. **Payment Requests.** The Local Government will prepare payment requests in accordance with the terms of the federal award.
- 4.3.1. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may work directly with FAA to receive the federal funds under the CRRSA Act grant pursuant to any terms and conditions imposed by FAA.
- 4.4. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for the Local Government's failure to comply with federal requirements. The Local Government agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.
- 4.5. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement and submit all financial, performance, and other reports as required by the terms of the Federal award. The FAA will determine whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed.

5. **Conditions of Payment.** Local Government's use of federal funds disbursed under this agreement must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive reimbursement under this Agreement for expenses that are not eligible as described in Section 4.1 above.

6. **Authorized Representatives**

- 6.1. MnDOT's Authorized Representative is:
- Name: Crystal Nickles, or her successor or designee.
- Title: Grants Specialist
- Email: crystal.nickles@state.mn.us

6.2. The Local Government's Authorized Representative is:

Name: Lindy Crawford

Title: City Administrator

Email: l.crawford@cityofmora.com

If the Local Government's Authorized Representative changes at any time during this agreement, the Local Government will immediately notify MnDOT.

7. Assignment Amendments, Waiver, and Agreement Complete

- 7.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2. **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3. **Waiver.** If MnDOT fails to enforce any provision of this agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5. **Severability.** If any provision of this Agreement or the application thereof is found invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 7.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

8. Liability and Claims

- 8.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability. Minnesota Statutes Section 466.04 governs Local Government Liability.
- 8.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to this agreement. The Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any and all lawful claims or costs arising out of or incidental to Local Government's acts or omissions under this agreement and any *ultra vires* acts, including reasonable attorney fees incurred by MnDOT.

9. Audits

- 9.1. Under Minn. Stat. § 16C.05, Subd.5, the Local Government's books, records, documents, and accounting procedures and practices of the Local Government, or other party relevant to this agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.

9.2. All requests for reimbursement are subject to audit by FAA or MnDOT.

10. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by MnDOT under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this agreement.
11. **Workers Compensation.** The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.
12. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. **Termination for Cause.** MnDOT may terminate this agreement if Local Government fails to observe or perform any of the terms, conditions, or covenants required to be observed or performed by it pursuant to this agreement and such failure continues for a period of 30 calendar days after MnDOT has given written notice to Local Government of such default or, in the event that such default shall be incapable of cure with reasonable diligence during said 30 day period, shall have failed to commence to cure said default within 30 days of the date of said notice and to diligently pursue the same to completion.
14. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Local Government consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
15. **Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a federal or state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this agreement.
16. **Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59, if applicable, which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this

Agreement.

- 17. Limitation.** Under this contract, MnDOT is only responsible for disbursing funds. Nothing in this contract will be construed to make MnDOT a principal, co-principal, partner, or joint venturer with respect to this agreement. MnDOT may provide technical advice and assistance as requested by the Local Government, however, the Local Government will remain responsible for all aspects of administering this agreement.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

LOCAL GOVERNMENT

Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: _____

Title: Mayor

Date: _____

By: _____

Title: City Administrator

Date: _____

STATE ENCUMBRANCE VERIFICATION

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

By: _____

Date: _____

SWIFT Contract # _____

SWIFT Purchase Order # _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

RESOLUTION 2021-526

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR FEDERAL AIRPORT EXPENSES REIMBURSEMENT

It is resolved by the **City of Mora** as follows:

1. That the state of Minnesota Agreement No. **1046752**,
"Grant Agreement for Federal Airport Expenses Reimbursement," for
State Project No. **A3301-C2** at the **Mora Municipal** is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
City of Mora.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____



MEMORANDUM

Date: May 18, 2021
 To: Mayor and City Council
 From: Joseph Kohlgraf, Public Works Director
 Lindy Crawford, City Administrator
 RE: Oakwood Cemetery Project Fund Transfer

SUMMARY

The city council will consider transferring project funds from the Oakwood Cemetery chapel project to the columbarium project.

BACKGROUND INFORMATION

Two projects at the Oakwood Cemetery were included in this year's CIP – chapel rehabilitation and new columbarium. Both projects were budgeted for in the amount of \$20,000 each. The chapel rehab. project was recently completed and came in under budget at \$10,005.85, leaving a remainder of \$9,994.15.

Staff received one quote for the new columbarium project, from Braham Monument, in the amount of \$22,295.35 (including tax), \$2,295.35 over budget. In order to complete this project this year staff is requesting the City Council approve transferring some of the remaining funds from the chapel project to the columbarium project. Staff requests transferring \$3,000 to cover the excess cost of the quote and concrete work completed by public works staff. If approved, the Oakwood Cemetery CIP will still be under budget for 2021.

If approved, staff recommends installing the new columbarium south of the Veterans Memorial. This area of the cemetery is lower and is not a recommended placement for interment.



Memorandum

OPTIONS & IMPACTS

1. Approve the project fund transfer as presented, allowing the columbarium project to be completed this year.
2. Do not approve the project fund transfer, rejecting the project and pushing the project out another year. This may result in an increase in pricing if completed next year.

RECOMMENDATIONS

Motion to approve transferring \$3,000 from the Oakwood Cemetery chapel project to the columbarium project as presented.

Motion to accept the quote from Braham Monument in the amount not to exceed \$21,000 for a columbarium and the installation of a columbarium.

Motion to approve placing the new columbarium south of the Veterans Memorial at Oakwood Cemetery as recommended by staff.

Attachments

Quote from Braham Monument



MEMORIALS WITH INOVATION AND DISTINCTION.

1-800-247-0748, 320-396-2938 FAX 320-396-2154

Box 226 204 main ave. south Braham, MN. 55006

monument@brahammonument.co

Quote

4-20-21

City of Mora

Pricing for 48 nich 5252x Rockville trim with carnelian doors.

8 wide 3 high loading two sides (all single) concrete interior, no pre-drill doors.

Price includes columbarium, delivery and installation.

Does not include any lettering or design, foundation, or landscaping on site.

20,764.00

1531.35 tax

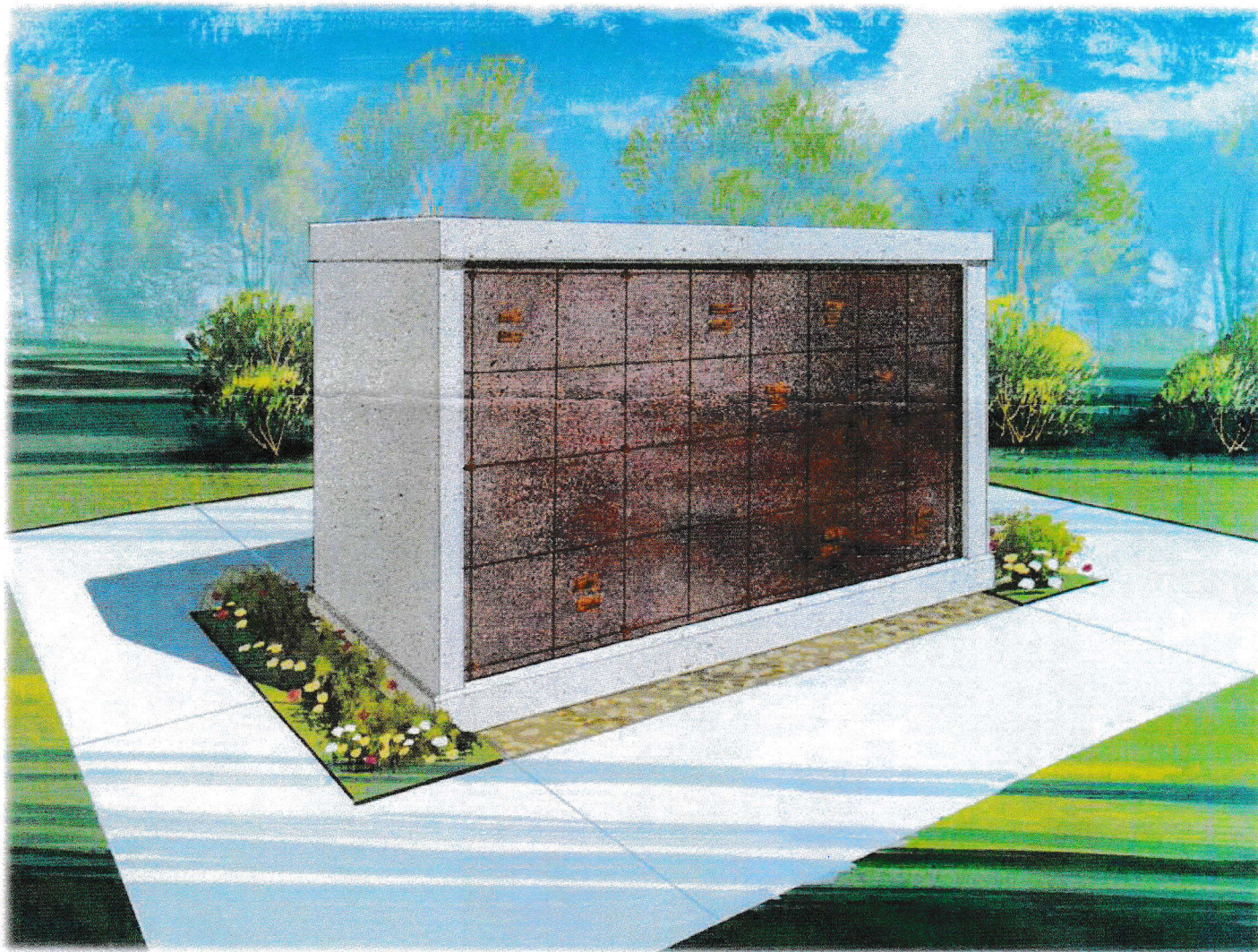
22.295.35 total

Price is good for 45 days.

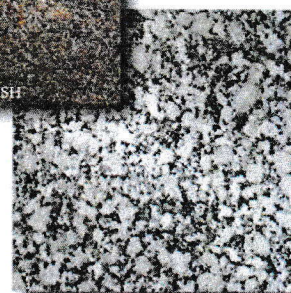
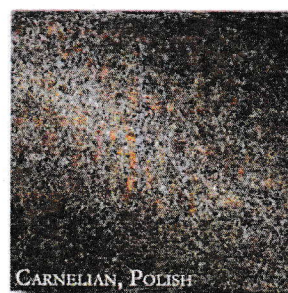
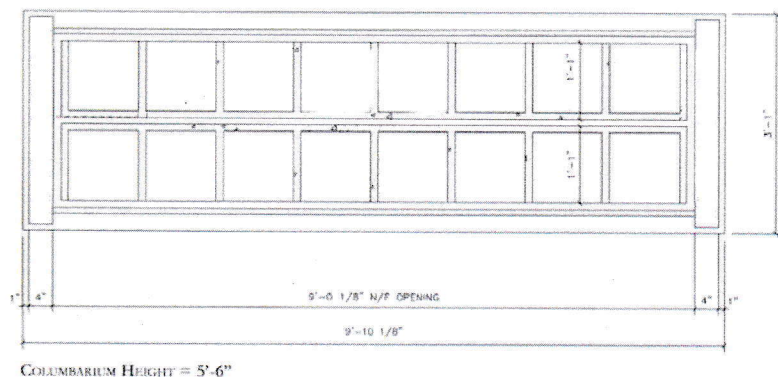
Allow 8-10 weeks for delivery

If you have any questions do not hesitate to contact me.

Mike Patterson Pres.



64 NICHE PRE-ASSEMBLED COLUMBARIUM





MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Eastwood Senior Living Management Agreement Addendum

SUMMARY

The City Council will approve an addendum to the Eastwood Senior Living management agreement between the HRA and Walker ElderCare Services, Inc. (Walker Methodist).

BACKGROUND INFORMATION

In August 2019 the City Council and HRA Board approved an agreement with Walker Methodist for management services at Eastwood Senior Living. With new state laws regarding assisted living licensure an addendum to the management agreement is required before Walker Methodist can submit an application for the licensure.

Approval of the addendum from the City Council is required per the Housing Revenue Agreement between the HRA and the City of Mora. The city attorney reviewed the addendum as requested by the HRA Board and the stated the document is fully compliant with the provisions of the new law. He did not recommend any changes.

The addendum is attached for review along with the 2019 management agreement. The HRA Board will review and approve the addendum at their May 26th meeting and Walker Methodist will then submit an application for the licensure before the June 1st deadline.

RECOMMENDATIONS

Motion to approve the management agreement addendum for Eastwood Senior Living as presented.

Attachments

2019 Staff Report
Eastwood Senior Living Management Agreement
Management Agreement Addendum



MEMORANDUM

Date: August 20, 2019
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Mora HRA – Eastwood Senior Living Management Agreement

SUMMARY

Rose Dunn, executive director and Barbara Frederickson, chair of the Mora HRA will be present at the meeting to discuss and seek approval of a new management agreement for Eastwood Senior Living as required in the Housing Revenue Agreement. The HRA Board will meet on Monday, August 19th to review and finalize the terms of the proposed agreement, and then provide a recommendation to the city council on Tuesday, August 20th.

BACKGROUND INFORMATION

Dunn and Jack L'Heureux, city council representative on the HRA Board, have been working with Walker ElderCare Services, Inc. to develop a contract for management of Eastwood Senior Living for the term of January 1, 2020- December 31, 2024. The Housing Revenue Agreement between the HRA and City of Mora requires that the city council review and approve the management agreement prior to the HRA taking official action. Attached for your review and consideration is the management services agreement with Walker ElderCare Services, Inc.

RECOMMENDATIONS

Review and discuss the proposed management agreement. Motion to approve the proposed management agreement for Eastwood Senior Living, and to direct staff and the HRA to enter into the agreement.

Attachments

Eastwood Senior Living Management Agreement

**ASSISTED LIVING ADDENDUM
TO
AGREEMENT TO PROVIDE MANAGEMENT SERVICES**

This **ASSISTED LIVING ADDENDUM TO AGREEMENT TO PROVIDE MANAGEMENT SERVICES** (the “Addendum”) is made as of August 1, 2021 (the “Effective Date”) between Walker ElderCare Services, Inc., a Minnesota corporation (“Manager”) and Housing and Redevelopment Authority of the City of Mora, a Minnesota political subdivision (“Owner”).

RECITALS

- A. The Parties are parties to that certain Agreement to Provide Management Services dated October 7, 2019 regarding Manager’s provision of management services at Eastwood Senior Living (the “Agreement”); and
- B. As of the Effective Date, Minnesota law requires that assisted living facilities be licensed under Minnesota Statutes Chapter 144G and the regulations promulgated thereunder, an entirely new licensing rule for such facilities; and
- C. The Parties have agreed that Manager will hold the license for the Building as an assisted living facility, and desire to update the Agreement to account for both the new assisted living law and Manager’s status as the assisted living licensee.

AGREEMENT

Now, therefore, the Parties agree as follows:

- 1. The definition of the term “Legal Requirements” in Section 1.3 of the Agreement is hereby amended to include the following additional sentence at the end:

Without limiting the foregoing, Legal Requirements include Minnesota Statutes Chapter 144G and all regulations promulgated thereunder (collectively, the “Assisted Living Law”).

- 2. Section 2.2 is hereby updated to add the following at the end:

“Project Staff will at all times include an onsite assisted living director who is licensed or permitted by the Board of Executives for Long Term Services and Supports pursuant to Section 144A.20 of Minnesota Statutes.”

- 3. Section 2.6 is hereby replaced with the following:

Manager will have the responsibility and authority to perform the services Manager is obligated to perform by this Agreement. In addition, as the licensee under the Assisted Living Law (“AL Licensee”), Manager remains legally responsible for the management, control, and operation of the Building and is directly responsible to residents for all housing and service-related matters

provided. Nothing in this Agreement shall be interpreted to deprive Manager the authority to fulfill its responsibilities as the AL Licensee. Manager's responsibilities as the AL Licensee shall not impair its right to indemnification from Owner under Section 14 of the Agreement.

4. Exhibit A (Services) is updated as follows:
 - a. Items 9 and 10 are hereby replaced with the following: "Enter into assisted living contracts with residents in Manager's name as the AL Licensee."
 - b. Item 11 is hereby replaced with the following: "Manage residential relations with respect to notices, terminations, nonrenewals, coordinated moves, transfers, enforcement of Building rules, policies and procedures, and related matters."
5. Capitalized terms used but not defined in this Addendum shall have the meanings given to them in the Agreement.
6. Terms of the Agreement not modified by this Addendum shall remain in full force and effect.
7. The Parties agree to cooperate with each other to make any further amendments to the Agreement that may be required to comply with Legal Requirements.

IN WITNESS WHEREOF, the Parties have hereto caused this Agreement to be duly executed to be effective as of the day and year first above written.

MANAGER:

OWNER:

**WALKER ELDERCARE SERVICES,
INC.**

**HOUSING AND REDEVELOPMENT
AUTHORITY OF THE CITY OF MORA**

By: _____
Scott Riddle
President/CEO

By: _____
Print Name: _____
Title: _____

AGREEMENT TO PROVIDE MANAGEMENT SERVICES

THIS AGREEMENT TO PROVIDE MANAGEMENT SERVICES ("Agreement") is made as of October 7, 2019 between Walker ElderCare Services, Inc., a Minnesota corporation ("Manager"), and Housing and Redevelopment Authority of the City of Mora, as Minnesota Corporation ("Owner") (each, a "Party," and collectively, the "Parties").

RECITALS

- A. Owner is the owner of Eastwood Senior Living, a registered housing with services establishment located at 170 Valhalla Circle, Mora, Minnesota 55051 (the "Building"); and
- B. Manager will maintain the housing with services registration for the Building through the Minnesota Department of Health in the name of the Owner; and
- C. Owner desires to engage Manager to obtain a Comprehensive home care provider license through the Minnesota Department of Health in order to provide home care services to the tenants of the Building, and to provide management services for the Building and the licensed home care agency; and
- D. Manager desires to be engaged by Owner to provide such management services.
- E. The Parties desire to set forth the terms and conditions under which Manager shall provide management services to Owner in connection with the Building.

AGREEMENT

In consideration of the foregoing premises and the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, Owner hereby engages Manager to provide the management and administrative services specified herein, and Manager hereby accepts such engagement and agrees to render such services, all as set forth herein.

1. DEFINITIONS

1.1 Building Operating Costs: All costs and expenses incurred in connection with operation of the Building, including but not limited to building and property maintenance and upkeep, equipment, marketing and promotional expenses, fines, civil monetary penalties or late filing penalties and computer systems and software located at the Building.

1.2 Effective Date: January 1, 2020.

1.3 Legal Requirements: All federal, state, county, municipal and other governmental statutes, laws, rules, orders, regulations, ordinances, judgments, decrees and injunctions affecting either the Building or the use thereof, whether now or hereafter enacted and in force, and all

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permits, licenses and authorizations and regulations relating thereto, and all covenants, agreements, restrictions and encumbrances contained in any instruments, either of record or known to Manager at any time in force affecting the Building.

1.4 Management Fee: Compensation payable to Manager pursuant to Section 10 and Exhibit B of this Agreement.

1.5 Personnel Expenses: All costs and expenses incurred in connection with Project Staff, including but not limited to payroll, payroll taxes (including but not limited to any applicable federal, state, Social Security or Medicare taxes), bonuses, employee benefits, recruitment and hiring expenses, and professional liability, employment practices, and workers' compensation and unemployment insurance.

1.6 Project Staff: All staff of Manager who provide services at or for the Building, including without limitation the Building's Executive Director/Housing Manager and other on-site personnel.

1.7 Term: The period of time commencing on the Effective Date and ending upon termination of the Original Term, any Renewal Term or extension thereof according to Section 7 of this Agreement.

2. OBLIGATIONS OF MANAGER

Manager will provide the following management services in connection with the operation of the Building:

2.1 Management Services. Manager will provide management services as set forth in Exhibit A, attached hereto and incorporated herein for all purposes.

2.2 Personnel. Manager will employ all Project Staff, either directly or through a related party. Manager shall direct the Project Staff's performance of all duties hereunder, and shall be exclusively responsible for hiring, firing, compensating, making all employment decisions regarding, and establishing the employment arrangements and terms and conditions of employment to the Project Staff, but shall, as appropriate, consult with and consider the input of Owner in connection with employment decisions involving on-site personnel. Manager shall comply with all employment and labor laws applicable to the Project Staff and shall be solely responsible for and have any and all liability to pay, whenever required by law, all applicable employment tax, unemployment insurance, social security and other taxes applicable to the personnel, which shall be included in Personnel Expenses hereunder. Manager shall maintain, for each employee, a properly completed Form I-9 and other required employment records for the time periods required by law.

2.3 Accounting and Financial Reporting. Manager will retain final responsibility for performing all budgeting, accounts receivable, accounts payable, cash management, audit, tax, accounting and general ledger functions of the Building and its operations. Owner retains the right to engage an auditor and accountant of Owner's choice and at Owner's expense to review and evaluate the financial operations of the Building. In the event Owner wishes to engage an auditor or accountant, Manager will provide Owner with recommendations for auditors and accountants

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with specific expertise in the senior housing and home care industries. Manager will cooperate with and provide information upon request to Owner's selected auditor and/or accountant. Pursuant to Exhibit B, Manager will charge Owner for its time spent responding to auditor or accountant requests beyond 40 hours during an audit. Manager agrees not to engage any auditors or accountants on behalf of Owner without Owner's written consent.

2.4 Disbursements to Owner. In the event the Agency Account (as defined in Section 4.5, below) contains a surplus of funds not needed to pay Building Operating Costs, Management Fees, Personnel Expenses or other expenses of the Building, Manager shall, upon Owner's request, calculate the amount of surplus cash on hand and distribute the same to Owner in accordance with Section 3.2(c)(iv) of the Housing Revenue Agreement between Housing and Redevelopment Authority of the City of Mora, and City of Mora, Minnesota, attached hereafter as Exhibit C.

2.5 Compliance with Legal Requirements. Manager shall use its best efforts to operate the Building in material compliance with all Legal Requirements and to keep Owner informed of any changes thereto that affect the operation or licensure of the Building.

2.6 Authority. Manager will have the responsibility and authority to perform the services Manager is obligated to perform by this Agreement. Notwithstanding anything herein to the contrary, Owner retains all power and authority mandated by Legal Requirements to be possessed by Owner in its capacity as the operator of the Building.

2.7 Manager's Designated Representative. In any situation in which, pursuant to the terms of this Agreement, Manager will be required or permitted to take any action, give any report or make any request to or of Owner, Manager will act by and through Manager's Designated Representative.

2.8 Refinancing. In the event Owner elects to refinance the Building, Manager shall cooperate with Owner and Owner's selected lender in achieving the same and shall provide information related to such refinancing upon Owner's or Owner's lender's reasonable request. Pursuant to Exhibit B, Manager will charge Owner for its time spent responding to lender requests to the extent Manager deems such time above and beyond what is considered reasonable.

2.9 Sub-Managers. Manager may, without written or other consent from Owner, engage an entity related to Manager through common ownership or control as a sub-manager for the purpose of performing some or all of the duties and obligations of Manager under this Agreement. To the extent Manager wishes to engage an independent, unrelated sub-manager to perform certain duties under this Agreement, Manager must first obtain Owner's written consent to the engagement, which shall not be unreasonably withheld. Any and all sub-managers shall comply with the terms, conditions and obligations of this Agreement to the extent the same specifically govern those duties delegated to the sub-manager by Manager. Notwithstanding any delegation or assignment of responsibilities by Manager to sub-manager, Manager shall ultimately be responsible for complying with all terms and conditions placed upon it in this Agreement.

3. PROPRIETARY INTERESTS

3.1 Systems and Materials. The systems, methods, procedures and controls employed by Manager at the Building remain the property of Manager and will not, at any time, be used, distributed, copied or otherwise employed or acquired by Owner, except as authorized by Manager. Pursuant to Section 3.2 below, unless otherwise mutually agreed upon in writing by the Parties, upon expiration or termination of this Agreement, all information and records relating to the operations of the Building, including, without limitation, bank accounts, resident accounts, cost reports, surveys, and incident files (the "Owner Information") will revert to Owner. All general operational materials, systems, computer software, programs, employee manuals, employee files, procedure manuals, Manager's blank forms, accounting manuals, budget tracking systems or other proprietary systems, methods, procedures and controls employed by Manager will remain the property of Manager and will be removed from the Building by Manager upon termination of this Agreement, unless otherwise mutually agreed upon in writing by the Parties. Before such removal, to the extent reasonably possible, all Owner Information shall be removed from or downloaded from such materials and systems. Notwithstanding any of the foregoing, all systems, documents, programs, software or other materials, the acquisition or development cost of which was borne by Owner or treated as a Building Operating Cost will be and remain the sole and exclusive property of Owner. In this Section 3, Building Operating Costs do not include Management Fees.

3.2 Owner Information. All Owner Information generated by Manager in the performance of its duties hereunder shall remain the property of Owner. Manager shall ensure that all Owner Information remains on the premises of the Building or is otherwise returned to Owner within ten (10) days after any expiration or termination of this Agreement.

4. AUTHORITY, DUTIES AND RESPONSIBILITIES OF OWNER

4.1 Authority, Designated Representative. Owner will retain all authority not specifically delegated by it pursuant to the terms of this Agreement or otherwise. In any situation in which, pursuant to the terms of this Agreement, Owner will be required or permitted to take any action, give any approval or receive any report, Manager will be entitled to rely upon the written statement of that person designated in writing by Owner within ten (10) days of the Effective Date to represent Owner for purposes of this Agreement ("Owner's Designated Representative") to the effect that any such action or approval has been taken or given, and delivery of any such report to Owner's Designated Representative will constitute delivery to Owner.

4.2 Owner's Approval and Disapproval. Owner will promptly approve or provide itemized disapproval of all budgets, financial data and other responses required to be provided by Manager to Owner pursuant to this Agreement.

4.3 Access to the Building. During the Term, Owner will give Manager complete access to the Building, its records and offices in order that it may carry out its duties hereunder.

4.4 Personnel. It is expressly understood that Project Staff are employees of Manager and not employees of Owner, and such personnel will not be paid wages or any other compensation by Owner and will not be eligible to participate in any employee benefits, fringe benefits, insurance

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plans, or similar plans or programs, if any, offered by Owner to any individual employed by Owner.

4.5 Establishment of Agency Account. Upon the Effective Date of the Agreement, Owner will fund a bank account (the "Agency Account") with a minimum of **\$50,000** to be utilized by Manager to pay initial Building Operating Costs and Personnel Expenses, as well as the Management Fee. Manager will deposit funds generated by the Building's revenue into the Agency Account.

4.6 Disbursements from Agency Account. From the funds collected and deposited in the Agency Account, Manager will make the following disbursements promptly when payable:

- 4.6.1 Payment of the Series 2009B and 2009A Bonds Debt Service Account on behalf of the HRA in accordance with Section 3.2 of Exhibit C.
- 4.6.2 Thereafter, subsequent disbursements shall be made in accordance with Section 3.2 of Exhibit C.
- 4.6.3 reimbursement of all sums payable for sales, use, excise, employment and other taxes and governmental charges that Manager is at any time required to pay or collect in connection with the sale or furnishing of management services under this Agreement; *provided, however*, that Owner shall not be obligated to pay any federal, state or other taxes based on Manager's income from payments made to Manager by Owner.

To the extent there is not enough revenue to fund the fees and expenses described above and make payments, Owner will fund the Agency Account in order for Manager to make timely payment of all operational expenses and the Management Fee. To the extent reasonably avoidable, Owner will not permit aging of accounts payable beyond sixty (60) days.

4.7 Payment of Management Fees; Reimbursement and Payment of Expenses. Owner will timely pay Management Fees to Manager between the 15th and 30th days of the month following the month in which services are provided, all in accordance with Section 10 and Exhibit B hereof. Payment shall not be due until monthly financial statements for the Building are prepared by Manager. The Management Fees will be identified as a distinct line item on the Building's monthly financial statements to be prepared by Manager. Owner's obligation to pay Management Fees will begin the second calendar month of the Original Term for the first month of the Original Term. In the event the Effective Date of this Agreement is not the first day of a calendar month, Manager's invoice shall reflect a pro rata portion of the Management Fee otherwise due for such month, calculated by dividing the number of days remaining in such month from and including the Effective Date by the total number of days in such month. Owner will reimburse Manager on a monthly basis for all expenses which are Owner's responsibility under this Agreement to the extent Manager has incurred such expenses on Owner's behalf or performed additional services outside the scope of this Agreement for which Owner provided written approval in advance. For the avoidance of doubt, Owner is responsible for, without limitation, Building Operating Costs, Personnel Expenses, taxes and governmental charges described in Section 4.6.4, and charges for additional services as described in Section 6 of Exhibit B. All such expenses will

be identified as distinct line items on the Building's monthly financial statements to be prepared by Manager.

4.8 Inspection. Owner will have the right at all times to inspect the Building and to review all books and records located at the Building pertaining to its operation.

4.9 Owner's Cooperation. Owner will fully cooperate with Manager in connection with Manager's efforts to comply with the terms of this Agreement and will cause its finance, accounting and human resources departments to provide any support reasonably requested by Manager in the performance of Manager's duties hereunder. Additionally, Owner shall fully cooperate with Manager in connection with Manager's efforts to: (1) obtain and maintain on behalf of Owner or on its own behalf any licenses, certifications and accreditations that are necessary for the operation of Building; (2) develop operating budgets for the Building; (3) develop fee, rate and charge schedules for the Building; (4) develop and implement operating and employment procedures for the Building; and (5) obtain all necessary repairs and renewals.

4.10 Non-Solicitation. During the term of this Agreement, Owner agrees it will not, without the prior written consent of Manager, directly or indirectly, alone or in conjunction with another related or unrelated entity, solicit or assist anyone else in the solicitation of any of Manager's Staff. Should Owner choose to employ a member of Manager's Staff, Owner agrees to pay Manager an amount equal to fifty (50%) percent of that person's then current annual wage. Upon termination of the Agreement and for a period of (1) year following the termination of the Agreement, the Executive Director/Housing Manager and the Director of Health Services will fall under this non-solicitation agreement.

5. INSURANCE

5.1 Owner's Insurance.

5.1.1 Owner shall obtain and maintain in full force and effect at all times during the term of this Agreement and at Owner's cost, the following insurance coverages:

5.1.1.1 physical damage (e.g., basic causes of loss form, fire and extended coverage endorsement, boiler and machinery, electronic data, etc.) including an endorsement for a minimum of one year loss of income (Business Interruption);

5.1.1.2 commercial general liability against liability for loss, damage, or injury to person or property which might arise out of the use, occupancy, management, operation or maintenance of the Building with minimum limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate;

5.1.1.3 to the extent not included in the commercial general liability coverage above, automobile liability insurance (including hired and non-owned auto liability) of \$1,000,000 each accident limit;

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- 5.1.1.4 unemployment compensation, workers' compensation coverage and employer's liability insurance for Owner's employees and agents which shall meet all applicable state requirements; and
- 5.1.1.5 an umbrella policy with minimum limits of \$2,000,000.
- 5.1.2 Manager will be named as an additional insured on Owner's commercial general liability policy with respect to the Building. Such insurance policy shall also contain endorsements which reflect the primary liability of Owner's insurance carriers for all covered losses excluding those for unemployment compensation and workers' compensation for the Project Staff, notwithstanding any other insurance which may be maintained by Manager. Owner will also provide a waiver of subrogation from the Owners workers' compensation carrier.
- 5.1.3 Manager agrees:
 - 5.1.3.1 to take no action which might bar Owner from obtaining protection afforded by any policy of Owner or which might prejudice Owner in its defense to a claim based on such loss, damage, or injury; and
 - 5.1.3.2 that Owner shall have the exclusive right, at its option, to conduct the defense to any claim, demand, or suit within limits prescribed by the policy or policies of insurance; provided, however, that Manager and its affiliates shall be included in any release entered into by Owner related to such a claim, demand or suit.
 - 5.1.3.3 Manager will monitor the renewal dates of all existing insurance policies held by Owner and covering the Building, notify Owner in a timely manner of renewal dates, recommend any additional insurance coverage it believes is needed, obtain quotes for such new and renewal policies, obtain Owner's written approval for all such renewals and new policies, and facilitate Owner's execution of the approved insurance policies.
- 5.1.4 The coverages required in this Section 5.1 shall not be terminable or non-renewable except upon thirty (30) days prior written notice to Manager. Manager shall furnish whatever information is requested by Owner for the purpose of establishing the placement of insurance coverages and shall aid and cooperate in every reasonable way with respect to such insurance and any loss thereunder. Owner shall provide evidence to Manager of the insurance coverages required herein and copies of the endorsements naming Manager as an additional insured.

5.2 Manager's Insurance.

5.2.1 Manager shall obtain and maintain in full force and effect at all times during the term of this Agreement, the following insurance coverages, the cost of which shall be included in Personnel Expenses:

5.2.1.1 workers' compensation and employer's liability for its Project Staff and commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 general aggregate limit;

5.2.1.2 professional liability coverage with minimum limits of \$1,000,000 per claim and \$1,000,000 general aggregate; and

5.2.1.3 employment practices liability insurance with minimum limits of \$1,000,000 per claim.

5.3 Mutual Obligations. Each Party will authorize its insurance carrier to issue to the other Party a certificate of insurance upon the other Party's request. Each Party will notify the other no later than ten (10) days of any actual or threatened claim, action, or proceeding related to activities undertaken pursuant to this Agreement and will cooperate in all respects with the other Party in the defense of any such claim, action, or proceeding. Each Party will provide the other with notice within ten (10) days of any cancellation, termination or material alteration of any such insurance policies. Prior to the expiration or cancellation of any such policies, that Party will secure replacement of such insurance coverage upon the same terms and will furnish the other Party with a certificate of insurance. Failure of such Party to secure replacement coverage in the event of such cancellation, termination or material alteration of any such insurance policies will be a default hereunder, and the other Party will have the option to terminate this Agreement pursuant to Section 7.3.

5.4 Cooperation. Should any claims, demands, suits, or other legal proceedings be made or instituted by any person (other than Manager) against Owner which arise out of any of the matters relating to this Agreement, Manager shall give Owner all pertinent information and reasonably cooperate (at no cost or expense to Manager) in the defense or other disposition thereof. Should any claims, demands, suits, or other legal proceedings be made or instituted by any person (other than Owner) against Manager which arise out of any of the matters relating to this Agreement, Owner shall give Manager all pertinent information and shall reasonably cooperate (at no cost or expense to Owner) in the defense or other disposition thereof.

6. TERM OF AGREEMENT

The Original Term ("Original Term") of this Agreement shall be five (5) years from the Effective Date, unless it expires or is terminated as provided in Section 7 below. Unless otherwise terminated as provided herein, this Agreement shall automatically renew for one three-year period ("Renewal Term") at the end of the Original Term. If either party intends not to renew this Agreement at the end of the Original Term or the Renewal Term, thereby allowing this Agreement to expire, it shall give written notice to the other party of its intent not to renew at least ninety (90) days in advance of the end of the Original Term or the subsequent Renewal Term, as applicable.

7. TERMINATION OF AGREEMENT

7.1 Expiration. If either party delivers a 90-day notice of non-renewal to the other party as set forth in Section 6 above, this Agreement shall expire at the end of the Original Term or any successive Renewal Term.

7.2 Insolvency. Either party may terminate this Agreement effective immediately upon delivery of written notice of termination to the other party, if the other party: (1) applies for a consent to the appointment of a receiver, trustee, liquidator or similar official for all or a substantial part of its assets; (2) files a voluntary petition in a bankruptcy or admit in writing its inability to pay its debts as they come due; (3) makes a general assignment for the benefit of creditors; (4) files a petition or answer seeking an order for relief, a reorganization or an arrangement with creditors or to take advantage of any insolvency law; (5) becomes subject to an order, judgment or decree entered by any court, on the application of a creditor or otherwise adjudging such party as bankrupt or insolvent or appointing a trustee, liquidator or similar official, and such order, judgment or decree continues unstayed and in effect for ninety (90) consecutive calendar days; or (6) otherwise ceases to meet its financial obligations in the ordinary course of business. In addition, Manager may terminate this Agreement effective immediately upon delivery of written notice of termination to Owner in the event (i) Owner transfers, either voluntarily or involuntarily, all of the Building or a substantial part thereof to any lender or (ii) a receiver is appointed for the benefit of such lender for collection of rents.

7.3 Uncorrected Breach. In the event either party fails to discharge any of its obligations hereunder and such default continues for a period of thirty (30) days after the non-defaulting party has delivered written notice of such default and its proposed cure to the alleged defaulting party, this Agreement may then be terminated at the option of the non-defaulting party effective immediately upon delivery of written notice of termination to the defaulting party.

7.4 Destruction or Damage to Building. If the Building or a substantial portion thereof is damaged or destroyed by fire or other casualty, and if Owner, without fault of Manager, fails to commence to repair, restore, rebuild, or replace any such damage or destruction within a reasonable time period after such destruction, not to exceed thirty (30) days, or will fail to complete such work within a reasonable period of time, not to exceed 180 days, then this Agreement may be terminated by either party upon delivery of thirty (30) days prior written notice. Either party may also terminate this Agreement upon thirty (30) days prior written notice if, as a result of governmental condemnation of all or a part of the Building, it is not practical or desirable to continue to operate the Building.

7.5 Sale or Lease of Building. If the Building or a substantial portion thereof is sold or leased by Owner to an independent person or entity not under common control with Owner, then this Agreement may be terminated by Manager upon delivery of thirty (30) days prior written notice to Owner. In the event Owner elects to sell or lease the Building, Manager shall have a right of first refusal and Owner shall provide Manager with an opportunity to purchase or lease the Building before proceeding with a sale or lease of the Building to an independent person or entity not under common control with Owner.

7.6 Fraud, Misrepresentation or Gross Mismanagement. Either party may terminate this Agreement effective immediately upon delivery of written notice to the other party upon (i) the entry of a guilty or no-contest plea in a case alleging that such other party or its agent acting on its behalf has engaged in fraud, misrepresentation, or gross mismanagement or (ii) a finding by any court having jurisdiction that such person has engaged in fraud, misrepresentation, or gross mismanagement.

7.7 Adverse Regulatory Action. Owner may terminate this Agreement upon ten (10) days written notice to Manager if notice is received from any regulatory authority that the registration, licensing, certification or other credential or qualification necessary for the operation of the Building will be adversely acted upon by such authority if Owner's governing body determines in its reasonable judgment taking into account industry standards, that: (a) such notice is due to breach of this Agreement by Manager, (b) the breach is incapable of being cured in a timely manner; and (c) the breach entails an immediate and substantial danger to patient welfare or poses a material risk of loss of such registration, licensing, certification or other credential or qualification.

7.8 No-Fault Termination. Either party may terminate this Agreement for any reason upon ninety (90) days written notice to the other party; provided, however, that the Parties may mutually agree to a different notice period and further provided that neither party may exercise its right to terminate this Agreement under this Section 7.8 prior to the expiration of three (3) years following the Effective Date.

8. OBLIGATIONS UPON EXPIRATION OR TERMINATION

8.1 Reconciliation of Fees upon Termination and Expiration. Upon expiration or termination of this Agreement, Owner and Manager will, within thirty (30) days following the effective date of expiration or termination, reconcile any Management Fee, Personnel Expenses and/or other obligations due. Also within thirty (30) days following expiration or termination of this Agreement, Owner shall provide Manager with security that is reasonably acceptable to Manager against any outstanding obligations or liabilities that Manager may have incurred under the terms of this Agreement.

8.2 Transition. Upon the expiration or termination of this Agreement, Manager will use its best efforts to cooperate with Owner and any successor manager to effect a smooth transition of the management of the Building.

8.3 Survival of Provisions. The Parties acknowledge and agree that the provisions of Section 3, Section 8, and Section 14 shall survive the termination of this Agreement for whatever reason.

9. PREVENTION OF PERFORMANCE

Neither Party will be liable to the other for any delay or damage or any failure to act (other than payment of money) by reason of federal, state or local laws or the rules, regulations or orders of any public body or official purporting to exercise authority or control respecting the operations covered hereby, or as the result of strikes, action of the elements, acts of God or other causes beyond the control of the Parties.

10. MANAGEMENT FEE

10.1 Management Fee During Original Term. During the Original Term, the Management Fee for the applicable Fiscal Year will equal that percentage of the Building's actual annual Gross Revenues for such year, or such other formula or fixed periodic rate set forth in Exhibit B, as amended from time to time.

10.2 Management Fees for Renewal Terms. At least ninety (90) days prior to the beginning of any Renewal Term, Manager shall notify Owner in writing of any increase in the percentage calculation or fixed amount of the Management Fee for such Renewal Term, which percentage shall be set forth in Exhibit B. If Owner objects to such increase and the Parties cannot, within thirty (30) days following such notice, agree on a revised formula, Manager may terminate this Agreement upon delivery of sixty (60) days prior written notice of termination to Owner. If the Parties agree on a percentage or fixed amount, such percentage or fixed amount shall be used for calculating the Management Fee and any reconciliation thereof as described in Section 8.1 during such Renewal Term.

10.3 Corporate Office Expenses of Manager. Owner will not be obligated to reimburse Manager for any corporate office expenses or travel expenses (except those of the Project Staff incurred in performance of Manager's duties hereunder and described in Section 2.1 hereof) incurred in connection with this Agreement, except as herein expressly provided or as otherwise agreed in writing by the Parties.

11. NOTICES

All notices required or permitted hereunder will be given in writing and shall be effective (a) when actually received if delivered personally or by facsimile, (b) the following business day after placed with a reputable express delivery service for delivery during the morning of the following business day; or (c) four (4) days after placement in the US mails for delivery by registered or certified mail, return receipt requested, postage prepaid, and addressed to the appropriate Parties set forth below.

If to Manager: Walker ElderCare Services, Inc.
3737 Bryant Ave. So.
Minneapolis, MN 55409
Fax: (612) 827-8458
ATTN: Scott Riddle, President/CEO

If to Owner: Housing & Redevelopment Authority of Mora
PO Box 209 / 820 Howe Ave. Suite 104
Mora, MN 55051
Fax: (320) 679-5638
ATTN: Rose Dunn, Executive Director

The Parties may change such names and addresses by delivery of written notice to the other party in accordance with the terms of this Section 11, but any such notice shall not be effective until actually received.

12. RELATIONSHIP OF PARTIES

Manager's appointment and actions hereunder are in the status of an independent contractor. Owner and Manager acknowledge and agree that neither is the employee or the employer of the other, and that they are not partners or joint venturers. Nothing in this Agreement will be construed as a lease between Owner and Manager. Accordingly, Manager shall be exclusively responsible for the manner in which it performs its duties under this Agreement and for the profitability or lack thereof for Manager of its activities under this Agreement. All financial obligations associated with Manager's business entity are the sole responsibility of Manager. Except as permitted under the terms of this Agreement, Manager does not have, and shall not represent itself as having, any right or authority to obligate or bind Owner in any manner whatsoever.

13. ENTIRE AGREEMENT

Each Party hereby warrants and represents to the other that, prior to the execution of this Agreement, such party (1) has fully informed itself as to the terms, contents, provisions and other effects of this Agreement, (2) has had the benefit of the advice of an attorney and such other consultants deemed appropriate by such party and (3) has neither made nor accepted any promise of representation of any kind, whether written or oral, that is to form a basis of this Agreement, except as is expressly stated herein. Each Party agrees that the language of this Agreement is the result of discussion and negotiation between the Parties, each of which has read and understands each provision of this Agreement, and the interpretation or construction of this Agreement shall not be affected by any determination as to who was the draftsman of all or any part of this Agreement. This Agreement, along with its exhibits incorporated herein, constitute the entire agreement between the Parties with respect to the subject matter hereof and shall be binding upon and inure to the benefit of the Parties hereto and their successors and assigns. All prior representations or agreements, written or oral, between or on behalf of the Parties hereto are merged herein and superseded hereby.

14. INDEMNIFICATION

14.1 By Owner. Owner acknowledges that Manager does not hereby assume any of the obligations, liabilities or debts of Owner incurred in the operation of the Building ("Building Obligations"), and will not, by virtue of its performance hereunder, assume or become liable for any such Building Obligations. Except to the extent of Manager's indemnification obligations in Section 14.2 below, Owner agrees to indemnify and hold Manager and its officers, directors, employees and agents harmless from any and all loss, damage, liability, cost or expense (including, without limitation, reasonable attorneys' fees and expenses) determined by a court or forum of competent jurisdiction, mediator or arbitrator to be a result of: (a) actions taken in good faith by Manager or its officers, directors, employees and agents in compliance with the terms of this Agreement or (b) intentional violation of any law or regulation or any willful misconduct by Owner or its officers, directors, employees or agents.

14.2 By Manager. Manager agrees to indemnify and hold Owner and its officers, directors, employees and agents harmless from any and all loss, damage, liability, cost or expense (including, without limitation, reasonable attorneys' fees and expenses) determined by a court or

forum of competent jurisdiction, mediator or arbitrator to be a result of: (a) the gross negligence or fraud of Manager or its employees or agents, including, without limitation, the Project Staff or (b) intentional violation of any law or regulation or any willful misconduct by Manager, or its employees or agents, including, without limitation, the Project Staff.

14.3 Conditions to Indemnification Obligations. An indemnified party shall notify the indemnifying party of any third party claim made against it within ten (10) days of knowledge of same if the indemnified party intends to seek indemnity with respect to such claim under this Section 14; provided, however, that failure to give timely notice shall not affect the rights of the indemnified party so long as the failure to give timely notice does not materially adversely affect the indemnifying party's ability to defend such claim against a third party. The indemnifying party shall have the right to undertake, conduct and control, through counsel of its own choosing, the defense and settlement of any such claim. The indemnified party shall cooperate with the indemnifying party in the defense and settlement of such claim. The indemnified party shall have the right to be represented by counsel of its own choosing, but at its own expense. So long as the indemnifying party is contesting any such claim in good faith, the indemnified party shall not pay or settle such claim.

14.4 Insurance. Recovery upon an indemnity contained in this Agreement will be reduced dollar-for-dollar by any applicable insurance collected by the indemnified party for such claim. Insurance limits shall not be deemed to be a limitation on any indemnification liability of either party.

14.5 Waiver of Subrogation. Owner and Manager hereby release each other and their respective agents and employees from any and all liability to each other or anyone claiming through or under them by way of subrogation or otherwise for any loss or damage to property caused by or resulting from risks insured against under the property insurance for loss, damage or destruction by fire or other casualty carried by the Parties hereto and which was in force at the time of any such loss or damage or which would have been so covered had the insurance required hereunder been maintained; provided, however, that this release shall be applicable only with respect to loss or damage occurring during such time as the releaser's policies of insurance contain a clause or endorsement to the effect that any such release shall not adversely affect or impair such policies or prejudice the right of the releaser to recover thereunder. Owner and Manager each agree that it will require its insurance carriers to include in its policy such a clause or endorsement. However, if such endorsement cannot be obtained, or shall be obtainable only by the payment of an additional premium charge, above that which is charged by companies carrying such insurance without such waiver of subrogation, then the party undertaking to obtain such waiver shall notify the other party of such fact and such other party shall have a period of ten (10) days after the giving of such notice to agree in writing to pay such additional premium if such policy is obtainable at additional cost; and if such other party does not so agree or the waiver shall not be obtainable, then the provisions of this Section 14.5 shall be null and void as to the risks covered by such policy for so long as either such waiver cannot be obtained, or the party in whose favor a waiver of subrogation is desired shall refuse to pay the additional premium. If the release of either Owner or Manager, as set forth in the first sentence of this Section 14.5, shall contravene any law with respect to exculpatory agreements, the liability of the party in question shall be deemed not released, but no action or rights shall be sought or enforced against such party unless and until all rights and remedies against the other's insurer are exhausted and the other party shall be unable to

collect such insurance proceeds. The waiver of subrogation referred to above shall extend to the agents and employees of each party, but only if and to the extent that such waiver can be obtained without additional charge (unless such party shall pay such charge). Nothing contained in this Section 14.5 shall be deemed to relieve either party from any duty imposed elsewhere in this Agreement to repair, restore and rebuild.

15. CONFIDENTIALITY; HIPAA

15.1 Confidentiality of Information. Owner and Manager agree that records relating to the tenants/home care clients of the Building are confidential and shall be handled in compliance with all federal and state laws and regulations governing such records. All medical records and other individually identifiable health information disclosed to the Parties, in any form, whether communicated electronically, on paper, or orally, shall be protected from unlawful disclosure in accordance with applicable federal and state laws and regulations.

15.2 HIPAA Compliance. Owner and Manager agree to comply with all applicable patient information privacy and security regulations set forth in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Health Information Technology for Economic and Clinical Act ("the HITECH Act") and their implementing regulations, all as amended from time to time (collectively referred to as the "HIPAA Regulations").

15.3 Business Associate. For purposes of this Agreement, Manager is considered a "business associate" of Owner, as that term is defined under 45 C.F.R. § 164.501, in the performance of services hereunder and agrees to enter into a Business Associate Agreement with Owner.

15.4 Results of Non-Compliance. Manager's failure to fully comply with the HIPAA Regulations shall provide Owner with a right to terminate this Agreement immediately upon notice to Manager. If it becomes necessary for the Parties to amend this Agreement to become compliant with such regulations and the Parties fail to do so by the date required by law, this Agreement shall terminate on that date.

16. RECORD-KEEPING

16.1 Obligation to Maintain Records. Manager shall keep and maintain such records relating to the services rendered hereunder in accordance with accepted professional standards and practices, and as may be required by Owner and by any fiscal intermediary, federal, state, or local government agency, or other party to whom billings for Manager's services are rendered. Manager further agrees to make all such records available upon request for inspection or copying by Owner, subject to any federal or state laws relating to confidentiality of such records.

16.2 Records Available. Pursuant to subsection 1395x(v)(1)(I) of Title 42 of the United States Code, until the expiration of four (4) years after the termination of this Agreement, Manager shall make available, upon request to the Secretary of the United States Department of Health and Human Services or upon request of the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the costs of the services provided by Manager under this Agreement.

16.3 Subcontract Records. Manager further agrees that in the event Manager carries out any of its duties under this Agreement through a subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization, such contract shall contain a clause to the effect that until the expiration of four (4) years after the furnishing of such services pursuant to such subcontract, the related organization shall make available, upon request to the Secretary of the United States Department of Health and Human Services, or upon request to the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of such subcontract and such books, documents and records of such organization as are necessary to verify the nature and extent of such costs. Nothing contained in this Section 17.3 shall be deemed to be Owner's consent to any subcontract by Manager.

17. MISCELLANEOUS

17.1 Modification or Waiver. No purported amendment, modification or waiver of any provision of this Agreement shall be binding unless set forth in a writing signed by both Parties (in the case of amendments and modifications) or by the party to be charged thereby (in the case of waivers). Any waiver shall be limited to the circumstance or event specifically referenced in the written waiver document and shall not be deemed a waiver of any other term of this Agreement or of the same circumstance or event upon any recurrence thereof.

17.2 Severability. In the event any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof will not affect the remainder of this Agreement which will remain in full force and effect and enforceable in accordance with its terms.

17.3 Further Assurances. Each party will promptly and duly execute and deliver to the other such further documents and assurances and take such actions as such party may reasonably request in order to more fully carry out the intent and purposes of this Agreement.

17.4 Time of Essence. Time is of the essence in this Agreement and in the observance of each and every covenant and obligation made and created hereby.

17.5 Counterparts. This Agreement may be executed in any number of counterparts, each of which will be an original, and all such counterparts together will constitute but one and the same instrument. For purposes of this Agreement, a faxed or electronically mailed document and signature shall be deemed as and serve as an original document and signature.

17.6 Authorization. Each party represents to the other with respect to itself that the execution and performance of this Agreement have been duly authorized by all necessary laws, resolutions, corporate and other action, and this Agreement constitutes the valid and enforceable obligations of the Parties in accordance with its terms and further that neither of them is contractually prohibited from entering into this Agreement or agreeing to any of its terms.

17.7 Captions. The captions used herein are for convenience of reference only and will not be construed in any manner to limit or modify any of the terms herein.

17.8 Choice of Law. This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota without giving effect to choice of law principles. The

Walker Methodist and Eastwood Senior Living

Parties hereto agree to the jurisdiction and venue of the state district court in the county of Manager's principal place of business as reflected in Section 11.

17.9 Assignment. No party will have the right to assign its rights and obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

17.10 No Third-Party Beneficiary. Nothing in this Agreement is intended to confer upon any person, other than the Parties hereto and their permitted successors and assigns, any rights or remedies under or by reason of this Agreement.

17.11 No Inconsistent Tax Position. Manager is not entitled to and shall not take any position that is inconsistent with being a service provider with respect to the managed property. For example, manager shall not take any depreciation or amortization, investment tax credit, or deduction for any payment as rent with respect to the managed property.

17.12 Compliance with Tax-Exempt Bond Regulations. If it is determined, based upon the written notice of nationally recognized bond counsel, that any action under this Agreement creates a significant risk that interest on any tax-exempt bonds will not be excludable from gross income for federal income tax purposes, the Parties shall negotiate in good faith to agree on alternative action to avoid such a result.

IN WITNESS WHEREOF, the Parties have hereto caused this Agreement to be duly executed to be effective as of the day and year first above written.

MANAGER:

WALKER ELDERCARE SERVICES, INC.

By: 

Scott Riddle
President/CEO

OWNER:

[HRA of Mora]

By: 

[Name / Title] *Exec. Director*

EXHIBIT A SERVICES

During the term of this Agreement, Manager shall provide the following services to Owner.

Owner/Manager Communications

1. On a monthly basis, submit reports in writing to Owner including but not limited to month to date and year to date financial performance (no later than 4th week of the following month); census trending reports by program; vacancy report; marketing activity (inquiries, tours, signed agreements) (by 15th of the month); issues and challenges; and pertinent matters relating to buildings and grounds.
2. Respond in a timely manner to all requests of Owner as they relate to the operations of the Building in the communications mode (face-to-face, telephone, fax, US mail and/or e-mail) desired by Owner.

Operations

3. Provide and supervise all Project Staff. Project Staff will be employed by Manager and, as such, are hired and can be terminated by Manager. Owner will be consulted regarding on-site Project Staff performance as appropriate. Compensation of Project Staff, including but not limited to, salary and associated costs, bonuses, state and federal income taxes, Social Security, Medicare and workers' compensation, will be paid by Manager and charged to Owner as Personnel Expenses. In addition, Owner will be responsible for payment of expenses in connection with the Executive Director's visits to Manager's corporate office.
4. Implement and/or update Building-specific organizational charts and job descriptions.
5. Develop and implement specific criteria for hiring, retaining, supervising, training and terminating on-site Project Staff.
6. Ensure proper compliance with all applicable federal, state and local laws, rules, regulations, and ordinances.
7. Develop as needed and maintain adequate management information systems.
8. Enter into contracts to purchase goods and services necessary or desirable for Building operations from third-party vendors on behalf of the Owner within Owner's approved budget.
9. Enter into residency agreements with tenants on behalf of Owner.
10. Enter into home care service agreements with home care clients.
11. Oversee residential relations with respect to notices, evictions and enforcement of house rules, policies and procedures.

EXHIBIT A SERVICES

Building Preventative Maintenance

12. Develop and implement an annual, quarterly and monthly preventative maintenance plan.
13. Purchase all materials and supplies and contract with independent contractors on behalf of the Building within Owner's approved budget.
14. Make arrangements for water, electricity, gas, sewage and trash disposal.
15. Purchase all materials and supplies, contract with independent contractors and oversee all day-to-day maintenance, replacement and repairs in accordance with the budget provided by Owner.
16. At least annually inspect the grounds and buildings and present to Owner recommended improvements and estimated costs as well as oversee all major capital improvements and developments associated with the Building as approved by Owner.

Quality Assurance

17. Review and, as necessary, revise all policies and procedures necessary to maintain high quality home care services.
18. Conduct employee and customer satisfaction surveys on an annual basis and report findings and opportunities for improvement to Owner.
19. Develop innovative programmatic improvements to enhance the quality of life for residents of the Building.
20. Serve as an advocate for the Building and be knowledgeable about trends and issues related to assisted and independent living in the market area.

Marketing

21. Develop and carry out an annual marketing plan for the recruitment and retention of residents for the Building, including an annual competitive review.

Financial Accounting and Reporting

22. Collect all deposits and rents due from residents and make deposits in Owner's and/or in the Building's name.
23. Establish and maintain an accounts receivable program.
24. Establish an accounts payable program that includes the payment for goods and services received by the Building within the budget approved by Owner.

EXHIBIT A SERVICES

25. Establish and maintain bookkeeping and accounting procedures for the preparation of proper financial records in accordance with Generally Accepted Accounting Principles.
26. Review with Owner monthly cumulative financial statements with supportive documentation, including but not limited to, a balance sheet and a related statement of revenues and expenses compared to the approved budget and cash flow for the preceding month and year-to-date.
27. Provide Owner with information necessary to file tax returns with the Internal Revenue Service.
28. Recommend rate structures and service programs that take into account the financial obligation of Owner and the importance of providing quality health care in a competitive environment.
29. Develop an annual operational and capital budget for Owner's approval.
30. Comply and coordinate an audit.

Risk Management

31. Oversee compliance with insurance programs.
32. Develop and maintain an emergency procedure system and train Project Staff on emergency preparedness including evacuation procedures.

EXHIBIT B
MANAGEMENT FEE DURING ORIGINAL TERM

1. Management Fee:

(a) The management fee will be \$5,000 upon effective date for start up analysis, work and set up, starting January 1, 2020 the Management Fee shall be 5% of the Building's actual annual Gross Revenues per year. Manager specifically identify such Management Fee on the Building's monthly financial statements.

2. Payment: The Management Fee shall be paid monthly beginning the second calendar month in which this Agreement is in effect. Payment shall be due within five (5) days of Manager's completion of monthly financial statements for the Building, which shall occur between the 10th and 25th days of each month. If the Effective Date of this Agreement is not the first day of a calendar month, the Management Fee for the first calendar month of this Agreement shall be pro-rated based on the total number of days in which management services were provided during the first calendar month, including the Effective Date

3. Determination of Monthly Payment: Monthly payments shall be determined by the internal monthly financials for the Building for the month immediately preceding the month in which payment is due. For example, December's monthly payment shall be based on the internal monthly financials for the Building for the month of November.

4. Settle-Up: Within ninety (90) days of the end of the applicable Fiscal Year, Manager shall recalculate the Management Fee based on the Building's total Gross Revenues for that Fiscal Year as set forth in the Building's audited financial statements. Any outstanding balance due to either party shall be made with fifteen days following such recalculation. If the audited financial statements are not available within that time, the recalculation shall be based on actual Gross Revenue as set forth in the most current internal financial statements available at that time and final recalculation shall occur within thirty (30) days after Owner's receipt of the audited financial statement for that year. Payment of any outstanding balance by the owing party shall be made within fifteen (15) days following each such recalculation. The Parties can agree to offset any outstanding balance due against future Management Fees

5. Gross Revenues: For purposes of this Agreement, the term Gross Revenues shall mean billed revenues from any source derived from the operation of the Building calculated on an accrual basis, less any applicable contractual allowances. Gross Revenues do not include charitable donations, grants, loan proceeds, interest income, or debt relief. Gross Revenues will also not be reduced by amounts required to be repaid to tenants or payors attributable to periods outside of the Term.

EXHIBIT B
MANAGEMENT FEE DURING ORIGINAL TERM

6. Additional Charges: Any services performed by Manager at the request of Owner or Owner's representatives or agents that are outside the scope of services contemplated by this Agreement and identified herein shall be billed to Owner separately and shall not be included in the Management Fees. Such services shall be performed at the hourly rate of \$100.00. Manager will provide Owner with an invoice identifying the services performed. Such invoice shall be issued in the month immediately following the month in which the services are performed. Payment shall be made by Owner out of the Agency Account within five (5) days of Owner's receipt of Manager's invoice.

EXHIBIT C
HOUSING REVENUE AGREEMENT
BETWEEN HRAM AND CITY OF MORA



MEMORANDUM

Date: May 18, 2021
To: Mayor and City Council
From: Lindy Crawford, City Administrator
RE: Airport Taxilane and Windcone Project Contract Award

SUMMARY

The City Council will consider awarding a contract for construction services for taxilane rehabilitation and widening and a supplemental windcone at the Mora Municipal Airport.

BACKGROUND INFORMATION

At the May 16th City Council meeting SEH was directed to advertise for bids for the Mora Municipal Airport taxilane rehabilitation and widening and supplemental windcone project. Four bids were received and opened on April 28th at city hall. The engineering estimate for this project was \$218,400. The lowest bid received came in at \$172,957 from Douglas Kerr Underground, LLC.

At this time, staff is seeking approval for work to be awarded to Douglas Kerr Underground, LLC, contingent on receipt of the FAA and MnDOT grants for partial reimbursement. Staff is also seeking approval of an amendment to the engineering/design contract with SEH to include construction services provided by SEH. The original contract approved on February 16th did not include construction services.

As outlined by SEH in the attached memorandum, the total project costs are approximately \$238,657.50. After evaluating the grant eligible costs for reimbursement, the total cost to the City for this project will be \$14,728.

OPTIONS & IMPACTS

1. Approve the recommendation from SEH to award the contract to the lowest bidder Douglas Kerr Underground, LLC.
2. Reject the bids, citing reasons for the record.

RECOMMENDATIONS

1. Motion to approve the recommendation from SEH to award the contract to Douglas Kerr Underground, LLC for the taxilane rehabilitation and supplemental windcone project services in the amount not to exceed \$172,957.
2. Motion to amend the engineering/design contract with SEH to include construction services for the taxilane rehabilitation and supplemental windcone project as presented.

Attachments

Construction Contract Award Recommendation from SEH
Contract Amendment No. 1



TO: Lindy Crawford, City Administrator
City of Mora, Minnesota

FROM: Lindsay Reidt, PE

DATE: May 11, 2021

RE: Construction Contract Award Recommendation
SEH No. MORA0 159466 14.00

PROJECT SCOPE:

The 2021 project for the Mora Municipal Airport included rehabilitation taxiway pavements and the addition of a supplemental wind cone.

The taxiways will be reconstructed full depth and full width in the south end of the building area.

Additional pavement width will be added around the t-hangar to meet current FAA design standards.

A new supplemental wind cone will be added to the north end, near the intersection of Runway 17/35 and Runway 11/29.

BID RESULTS – 2021 Taxiway Rehabilitation and Supplemental Wind Cone:

On 2:00 p.m., Wednesday, April 28, 2021, four bids were received for the above-referenced project. The bids ranged from a high of \$204,229.00 to a low of \$172,957.50. The low bid received was submitted by Douglas Kerr Underground, LLC, of Mora, MN in the amount of \$172,957.50.

Contractor	Total Bid
Douglas Kerr Underground, LLC	\$172,957.50
New Look Contracting, Inc.	\$182,811.00
Helmin Construction, Inc.	\$199,524.90
Minnesota Paving and Materials	\$204,229.00
Engineer's Estimate	(\$218,400.00)

SEH RECOMMENDATION:

Based on the outcome of the quotes and the company reputation, it is our recommendation that the City of Mora award the 2021 Taxiway Rehabilitation and Supplemental Wind Cone project to Douglas Kerr Underground, LLC, contingent on reception of the FAA and MnDOT Aeronautics grant.

In reliance on our experience with Douglas Kerr Underground, LLC and/or materials and information provided by the contractor, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

PROJECT COST SUMMARY:

The following table summarizes the costs of the components for this year's federal and state grant:

2021 TL Rehab & Supplemental Wind Cone (Douglas Kerr) - Eligible	\$ 128,164.50
2021 TL Rehab (Douglas Kerr) – In-eligible	\$ 44,793.00
Design Engineering (SEH)	\$ 30,100.00

Construction Administration Engineering (SEH) (FAA Eligible)	\$ 26,300.00
Construction Administration Engineering (SEH) (FAA In-eligible)	\$ 4,300.00
<u>Administration (City of Mora)</u>	<u>\$ 5,000.00</u>
TOTAL PROJECT COSTS (APPROX):	\$ 238,657.50

The eligible portions of the project are anticipated to be fully funded by a 100 percent FAA grant. This is due to the recently passed stimulus American Rescue Plan Act (ARP Act), which granted \$8 billion in additional funding to the FAA to use to help communities fund airport improvement projects during FY2021. Your project will still be funded by entitlement dollars for 90 percent of the project and the ARP Act funds will cover the remaining 10 percent. The total FAA eligible portion is \$189,564.50, which is \$170,608 (90%) and \$18,956.50 (10%).

The portions not eligible for FAA funding are eligible for MnDOT funding at a rate of 70% state and 30% local. The total ineligible project costs are \$49,093, which is \$34,365 MnDOT and \$14,728 local.

Contract Amendment No. 1 Between

**The City of Mora (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)**

Dated: May 11, 2021

The Contract between the Owner and Consultant dated February 16, 2021 shall be amended to include construction administration, observation, and closeout for the 2021 Taxilane Rehabilitation and Supplemental Wind Cone at the Mora Municipal Airport (Mora, MN).

Unless specifically modified by this Amendment, the original contract provisions remain in effect. A description of the additional services is included in Attachments A-I and A-II.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$30,600.

Detailed estimates of labor cost and expenses is enclosed (Attachments B-I and B-II).

APPROVED:

City of Mora

Short Elliott Hendrickson Inc.

Title: _____

Shawn McMahon,
PE

Date

Date

Attest Title: _____

ATTACHMENT A SUMMARY

2021 Taxilane Rehabilitation and Supplemental Wind Cone MORA MUNICIPAL AIRPORT (JMR) CITY OF MORA

This scope of work consists of construction administration services for Taxilane Rehabilitation and Supplemental Wind Cone. The taxilanes will be constructed to accommodate ADG-I and follows design standards for 25' taxilanes. A new supplemental wind cone will be installed near the intersection of Runway 17/35 and Runway 11/29.

Additional pavement will be rehabilitated between the edge of the taxilane and the t-hangar. This portion of work is not included in the FAA grant, these items are eligible for MnDOT state funding only.

Compensation by the Owner to the Consultant shall be a lump sum amount as follows:

2021 Taxilane Rehabilitation & Supplemental Wind Cone – FAA Eligible Items	\$26,300.00
Taxilane Rehabilitation – MnDOT-Eligible Items	\$ 4,300.00

Total Contract Amount	\$30,600.00
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A description of the services to be provided is included in Attachments A-I, A-II.

A detailed estimate of labor cost and expenses is included in Attachments B-I, B-II.

PROJECTED DATES

The anticipated dates are:

April 28, 2021	Bid Opening
May 18, 2021	Contract Award Recommendation
May 19, 2021	Grant Request Submittal
August/September 2021	Construction

Attachment A-I
Project Scope and Scope of Engineering Services
2021 Taxilane Rehabilitation & Supplemental Wind Cone – FAA Eligible Items
Mora Municipal Airport
Mora, Minnesota

CONSTRUCTION ADMINISTRATION / OBSERVATION / CLOSEOUT

Project Description and Scope

This project consists of construction administration services for construction of the taxilane rehabilitation and widening and installation of the supplemental wind cone. Existing taxilanes in the south end of the building area will be reconstructed full width and depth. Taxilane pavement adjacent to the t-hangar will be widened to meet safety area design standards for ADG I aircraft. A new supplemental wind cone will be installed on the north end of the airfield, near Runway 11/29. The existing primary wind cone is located on the west side near Runway 35 and it is not visible from either end of the turf crosswind.

This proposal will provide engineering services associated with the construction phase of the project. The time of substantial completion for construction is 12 calendar days. It is anticipated that work will be performed during the weekdays, with occasional work on Saturday. Materials are expected to be ordered upon receipt of the grant and construction is anticipated to start dependent on the schedule of the materials.

SCOPE OF SERVICES:

Services to be provided for under this proposal include professional engineering for construction observation, management and administration. Specific tasks to be performed by SEH include the following:

1. Establish Survey Control. SEH will provide survey control for the project. Control points for horizontal and vertical control will be established and provided to the Contractor.
2. Preconstruction Activities. A preconstruction conference will be held prior to beginning construction to outline and discuss project requirements, administration procedures, and other construction related information. SEH will administer the preconstruction conference, issue notifications, and record meeting minutes.
3. Submittal and Shop Drawing Review. SEH will review product and material data, shop drawings, mix design, samples, and other items required to be submitted by the contractor.
4. Construction Observation. SEH will provide construction observation for the duration of construction. A Resident Project Representative (RPR) will be on-site to assist in ensuring that construction is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and weekly progress reports.
5. Pay Estimates. SEH will prepare partial pay estimates and one final pay estimate upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
6. Final Inspection / Punchlist. A final inspection will be conducted by SEH after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items needing correction.

7. Record Drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the City for their records.
8. As-Built ALP Update. The Airport Layout Plan Sheet will be updated and routed to the City, MnDOT and FAA as needed.
9. FAA Project Closeout Report. The Consultant will prepare a "Project Closeout Report" as required by the FAA and using "Sponsors Guide to Quality Project Closeout Report Requirements" (FAA Publication).
10. Project Management. Time required for the overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the City, Contractor, FAA, Mn/DOT, and other regulatory agencies and utilities.

Subconsultants performing work under this proposal include the following:

1. Braun Intertec, Inc. Quality assurance testing for compaction and paving work will be performed by Braun Intertec of St. Cloud, Minnesota.

Attachment A-II
Project Scope and Scope of Engineering Services
2021 Taxilane Rehabilitation – FAA Ineligible Items
Mora Municipal Airport
Mora, Minnesota

CONSTRUCTION ADMINISTRATION / OBSERVATION / CLOSEOUT

Project Description and Scope

This project consists of construction administration services for construction of the taxilane rehabilitation. Existing taxilanes in the south end of the building area will be reconstructed full width and depth. Taxilane pavement adjacent to the t-hangar will be widened to meet safety area design standards for ADG I aircraft. Portions of the taxilane pavement adjacent to the t-hangars and area beyond the 25' width are eligible for MnDOT state funding.

SCOPE OF SERVICES:

Services to be provided for under this proposal include professional engineering for construction observation, management and administration. Specific tasks to be performed by SEH include the following:

1. Construction Observation. SEH will provide construction observation for the duration of construction. A Resident Project Representative (RPR) will be on-site to assist in ensuring that construction is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and weekly progress reports.
2. Pay Estimates. SEH will prepare multiple partial pay estimates and one final pay estimate upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
3. Final Inspection / Punchlist. A final inspection will be conducted by SEH after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items needing correction.
4. Record Drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the City for their records.
5. Project Management. Time required for the overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the City, Contractor, FAA, Mn/DOT, and other regulatory agencies and utilities.

ATTACHMENT B-I
ESTIMATED FEES AND EXPENSES
2021 Taxilane Rehabilitation and Supplemental Wind Cone
Construction Observation, Administration and Closeout
Mora Municipal Airport

Task No.	Task Description	Project Manager	Project Engineer	Admin Technician		
1	Establish Survey Control	0	2	0		
2	Preconstruction Activities	2	4	0		
3	Submittal and Shop Drawing Review	0	4	0		
4	Construction Observation	2	90	0		
5	Pay Estimates	2	2	1		
6	Final Inspection/Punchlist	2	2	0		
7	Record Drawings	2	2	0		
8	As-Built ALP Update	0	2	0		
9	FAA Project Close-out Report	1	4	2		
10	Project Management	4	2	1		
	Total hours per labor category	15	114	4		

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager	15	\$59.98	\$899.70
Project Engineer	114	\$32.09	\$3,658.26
Admin Technician	4	\$29.99	\$119.96

Total Direct Labor Costs:	133		\$4,677.92
Salary Overhead (35%)			\$1,637.27
General and Administrative Overhead (137%)			\$6,408.75
Total Labor Costs			\$12,723.94

Fee (15%)			\$1,908.59
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ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	1500	\$0.56	\$840.00
Construction Auto Allowance	12	\$16.00	\$192.00
Per Diem	12	\$131.00	\$1,572.00
Quality Assurance Testing (Braun Intertec)	1	\$8,206.00	\$8,206.00
Equipment Usage	133	\$3.00	\$399.00
Reproductions / Miscellaneous	1	\$500.00	\$500.00

Total Expenses			\$11,709.00
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SUMMARY:

Total Labor Costs + Expenses + Fees	\$26,341.53
Estimated Total	\$26,300.00

ATTACHMENT B-II
ESTIMATED FEES AND EXPENSES
2021 Taxilane Rehabilitation – FAA Ineligible Items
Construction Observation, Administration and Closeout
Mora Municipal Airport

Task No.	Task Description	Project Manager	Project Engineer	Admin Technician		
1	Construction Observation	1	20	0		
2	Pay Estimates	1	2	1		
3	Final Inspection/Punchlist	1	2	0		
4	Record Drawings	0	2	0		
5	Project Management	1	1	1		
	Total hours per labor category	4	27	2		

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager	4	\$59.98	\$239.92
Project Engineer	27	\$32.09	\$866.43
Admin Technician	2	\$29.99	\$59.98
Total Direct Labor Costs:	33		\$1,166.33
Salary Overhead (35%)			\$408.22
General and Administrative Overhead (137%)			\$1,597.87
Total Labor Costs			\$3,172.42
Fee (15%)			\$475.86

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	500	\$0.56	\$280.00
Construction Auto Allowance	2	\$16.00	\$32.00
Per Diem	2	\$131.00	\$262.00
Equipment Usage	33	\$3.00	\$99.00
Total Expenses			\$673.00

SUMMARY:

Total Labor Costs + Expenses + Fees	\$4,321.28
Estimated Total	\$4,300.00

April 21, 2021

Proposal QTB137590

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

Re: Proposal for Construction Materials Testing Services
2021 Taxilane Rehabilitation and Windcone
Mora Municipal Airport
2085 Mahogany Street
Mora, Minnesota

Dear Ms. Reidt:

Braun Intertec Corporation respectfully submits this proposal to provide quality control observation and testing services for the 2021 Taxilane Rehabilitation and Windcone project at the Mora Municipal Airport.

We have completed the geotechnical evaluation for this project, so we have a unique understanding of the site and construction challenges. We can aid the construction team by applying this experience and transferring our knowledge developed during the design phase which will provide professional continuity to the construction. Our work on the project to date gives us familiarity with the project team and design development which allows us to understand some of the considerations used when developing the project's design.

Our Understanding of Project

The project consists of the rehabilitation of the taxilane on the southeast side of the airport and the construction of a new windcone northwest of the intersection of Runways 17-35 and 11-29. The taxilane is planned to consist of 8 inches of aggregate base (P-208) and 3 inches of Bituminous Pavement (MnDOT 2360). The windcone is planned to be supported on a cast-in-place concrete foundation from a Sonotube form with minimum diameter of 20 inches and embedment depth of 8 feet. Site work will include pavement removals, subgrade preparation, grading and drainage improvements, windcone concrete foundation, and bituminous paving.

Available Project Information

This proposal is based on our review of the documents described below. We will submit a revised scope of services and cost if the project changes.

- Project plans and specifications prepared by SEH and dated April 5, 2021.

AA/EOE

- Geotechnical report prepared by Braun Intertec Corporation under project number B2101326, dated March 25, 2021.

Scope of Services

Services are performed under the direction of a licensed professional engineer. Observation and testing services will be performed on a full-time or an on-call, as-needed basis as requested and scheduled by you or your on-site project representative. After reviewing available information to determine compliance with project plans and/or specifications and other design or construction documents, our scope of services for the project will be limited to the tasks defined below.

Soil Related Services

- Provide test-roll observations of the pavement subgrade soils and/or aggregate base layer to determine if the materials tested are capable of supporting bituminous pavement.
- Measure the in-place dry density, moisture content and relative compaction of fill placed for pavement and utility support for compliance with the project documents. This task includes performing laboratory Proctor tests to provide maximum dry densities from which the relative compaction of fill can be determined, as well as the use of a nuclear density gauge to measure in-place dry densities and moisture contents.
- Sample and test aggregate base materials for compliance with the project documents. This task includes laboratory gradation testing of aggregate base material.

Concrete Related Services

- Sample and test fresh concrete associated with windcone foundation for compliance with the project documents and cast test cylinders for laboratory compressive strength testing. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.
- Measure and report the compressive strength of the concrete test cylinders for compliance with the project documents. A set of three cylinders will be tested at 28 days for each set cast.

Bituminous Related Services

- Perform full-time bituminous paving observation during placement of bituminous pavement.
- Perform verification testing in accordance with MNDOT 2360 specifications.

Consulting, Project Communication and Reporting Services

- Project management, including scheduling of our field personnel.
- Review observation and test reports, and communicating with you and the parties you may designate such as the project contractor(s), and other project team members, as needed.

- Transmit test results to the project team on a weekly basis.

Scheduling Assumptions

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We assume 2 trips to observe test-rolls for this project.
- We assume it will take 4 trips to complete the compaction testing by the nuclear density gauge method for the project.
- Our assumption is bituminous paving will be completed in 2 days for the project.
- We assume one trip for concrete testing will be required.
- We assume the project engineer of record will review and approve contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised. If the pace of construction is different than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of **\$8,206**. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's

construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

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. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement.

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of our Agreement for Professional Services dated July 2, 2008.

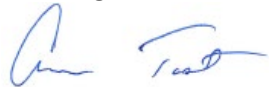
To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Aaron Tast at 320.980.3504 or email at atast@braunintertec.com.

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, EIT
Staff Engineer



Aaron M. Tast
Aviation Account Leader, Senior Project Manager



Joseph C. Butler, PE
Business Unit Manager, Senior Engineer

Attachments:
Project Proposal

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB137590

2021 Taxilane Rehabilitation and Windcone

Client:

Short Elliott Hendrickson, Inc.
Lindsay Reidt
3535 Vadnais Center Dr
Saint Paul, MN 55110

Work Site Address:

Mora Municipal Airport (JMR)
2085 Mahogany Street
Mora, MN 55051

Service Description:

Construction Materials Testing
Mora Municipal Airport
AIP 3-27-0068-15-21

	Description	Quantity	Units	Unit Price	Extension
Phase 1	CMT				
Activity 1.1	Soils				\$3,654.00
206	Excavation Observations / Proofroll	8.00	Hour	100.00	\$800.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Site Grading / Proofroll	2.00	Trips	4.00	8.00
207	Compaction Testing - Nuclear	16.00	Hour	78.00	\$1,248.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Aggregate Base (P208)	2.00	Trips	4.00	8.00
	Subgrade (as needed)	2.00	Trips	4.00	8.00
209	Sample pick-up (Proctors / Gradation)	4.00	Hour	78.00	\$312.00
1308	Nuclear moisture-density meter charge, per hour	16.00	Each	15.00	\$240.00
1318	Moisture Density Relationship (Standard)	2.00	Each	202.00	\$404.00
1162	Sieve Analysis	1.00	Each	140.00	\$140.00
1861	CMT Trip Charge	6.00	Each	85.00	\$510.00
Activity 1.2	Concrete				\$827.00
261	Concrete Testing (Windcone)	4.00	Hour	78.00	\$312.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Foundation	1.00	Trips	4.00	4.00
1364	Compressive strength of concrete cylinders (ASTM C 39),per specimen	5.00	Each	30.00	\$150.00
278	Concrete Cylinder Pick up	2.50	Hour	78.00	\$195.00
1861	CMT Trip Charge	2.00	Each	85.00	\$170.00
Activity 1.3	Asphalt Pavement				\$2,625.00
222	Bituminous Verification Testing	16.00	Hour	105.00	\$1,680.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Bituminous Plant Monitoring	1.00	Trips	10.00	10.00
	Bituminous Density Monitoring	1.00	Trips	6.00	6.00
2689	MnDOT Asphalt Verification	1.00	Each	675.00	\$675.00
1542	Thickness and Density of Bituminous Core	2.00	Each	50.00	\$100.00
1861	CMT Trip Charge	2.00	Each	85.00	\$170.00
Activity 1.4	Project Oversight & Reports				\$1,100.00
238	Project Assistant	2.00	Hour	80.00	\$160.00
226	Project Manager	2.00	Hour	150.00	\$300.00
228	Senior Project Manager	4.00	Hour	160.00	\$640.00
Phase 1 Total:					\$8,206.00

Proposal Total:	\$8,206.00
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City of Mora
2021 Employment Survey
Employee Counts as of April 1, 2021

Current and Past Year Comparison	2021						2020				
	Full Time	Part Time	Seas/Temp	On-Call	2021 TOTAL		Full Time	Part Time	Seas/Temp	On-Call	2020 TOTAL
Welia Health (formerly FirstLight Health System, formerly Kanabec Hospital)	336	138	0	59	533		333	133	0	59	525
Mora Public Schools	192	73	4	45	314		180	83	5	52	320
Commercial Plastics (formerly Imperial Plastics, formerly EPC)	168	55	0	0	223		133	0	0	0	133
Kanabec County	195	21	0	0	216		194	23	0	0	217
St. Clare Living Community (formerly Villa Health Care Center)	78	30	0	17	125		82	30	0	17	129
Coborn's	29	92	0	0	121		29	103	0	0	132
Lakes & Pines CAC	114	3	0	0	117		94	3	0	0	97
Recovering Hope Treatment Center	82	7	0	0	89		60	9	0	0	69
OlymPak	64	0	0	8	72		62	1	0	8	71
RJ Mechanical	65	0	0	0	65		82	0	0	0	82
TOTAL	1323	419	4	129	1875		1249	385	5	136	1775

*City of Mora was eliminated from the survey in 2020 and replaced by Recovering Hope Treatment Center.

Historical Comparison	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Welia Health (formerly FirstLight Health System, formerly Kanabec Hospital)	533	525	504	497	477	452	424	408	375	373	373
Mora Public Schools	314	320	325	325	325	325	325	325	319	327	315
Commercial Plastics (formerly Imperial Plastics, formerly EPC)	223	133	174	193	203	233	200	212	222	221	207
Kanabec County	216	217	219	226	234	224	225	224	219	214	216
St. Clare Living Community (formerly Villa Health Care Center)	125	129	171	156	160	158	128	135	147	160	155
Coborn's	121	132	131	153	153	153	170	162	170	163	164
Lakes & Pines CAC	117	97	103	116	106	117	106	109	104	109	116
Recovering Hope Treatment Center	89	69	NA	NA	NA	NA	NA	NA	NA	NA	NA
OlymPak	72	71	71	60	108	99	107	108	138	112	126
RJ Mechanical	65	82	75	78	92	81	58	54	50	80	NA
City of Mora	NA	NA	91	95	86	80	83	85	85	87	89
TOTAL	1875	1775	1773	1804	1858	1842	1743	1737	1744	1759	1672

*City of Mora was eliminated from the survey in 2020 and replaced by Recovering Hope Treatment Center.













Mora Area Fire Department Monthly Update



April 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)

-  4-2-21 Pine county mutual aid grass fire
-  4-4-21 Fire Alarm
-  4-5-21 fire alarm
-  4-12-21 lift assist
-  4-13-21 Barn fire
-  4-13-21 Medical rescue on trail
-  4-15-21 Smoke in home
-  4-17-21 Wood stove fire
-  4-29-21 Gas leak
-  4-30-21 Car fire

Training and Education (Paid)

-  4-5-21 ISO pump to water test and #2 Pumper training
-  4-19-21 Business meeting

Maintenance (not paid)

-  All trucks done twice

Training, Education, and Miscellaneous (not Paid)

-  Amish school fire education



OFFICE

KANABEC COUNTY SHERIFF

SHERIFF BRIAN SMITH

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

April 2021

During the month of April, 2021 Kanabec County Sheriff's Office contract cars responded to or initiated 453 calls for service within the City of Mora. The most frequent calls for service were Medical Emergencies (66), Traffic complaints/violations (51), and suspicious persons/occurrences (36). This is an increase of 112 calls for service in comparison to April, 2020.

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

- Use of Force Physical Tactics Refresher
- Handgun proficiencies

KCSO contract deputies have been assisting city building official Caleb Christenson in monitoring and addressing multiple nuisance properties within the city to ensure compliance.

Speed/radar trailers were placed throughout the city to help address some speed complaints. Locations included S Walnut St, South Grove St, and 9th St.

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

Sincerely,

Sergeant Dylan VanGorden #3104

WEARING THE STAR OF HONOR AND SERVICE

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



CAD Summary Report

Printed On: 05/05/21 11:38

Kanabec County Sheriff's Office

	04/21	Total
911 Hang-ups-Abandoned-Open Line	19	19
Agency Assist	14	14
Alarms All (Home, Business, Bank, misc)	10	10
Animal-All Other	4	4
Assault	1	1
ATV- Complaints-Accidents-Citations	4	4
Burglary	1	1
Child Custody Issues	6	6
Civil Assist	12	12
Crim Sex	1	1
Disorderly Conduct	4	4
Domestic Disturbance/Assaults	4	4
Drug calls - All	6	6
DTP	10	10
Escorts-Funerals, Races, etc	5	5
Fire- Mora Area Fire Calls	1	1
Fires - All Others	1	1
Foot Patrol	7	7
Forgery	1	1
Found - animals, property, etc	5	5
Fraud	4	4
Garbage Dumping complaints	2	2
Harassing communications calls	1	1
Health and Safety	2	2
Hospice Deaths	3	3
Information and misc calls	23	23
Juvenile calls excluding tobacco, drugs, alcohol	5	5
Juvenile Drug complaints	1	1



CAD Summary Report

Printed On: 05/05/21 11:38

	04/21	Total
Maltreatment	10	10
Medical - Drug Overdoses	1	1
Medical Emergency	66	66
Missing Person(s)	1	1
Motorist Assist calls	2	2
Neighborhood Disputes	2	2
Noise - including loud music, parties, etc	3	3
Parking Violations	2	2
POR- Predatory Offender calls	24	24
Public assist calls	8	8
Records checks	2	2
Road Hazards	1	1
Scams	4	4
Search Warrants	1	1
Secure Helipad	10	10
Shooting complaints	1	1
Stolen	1	1
Stop arm violations	3	3
Suicide threats-attempts	3	3
Suspicious- persons, vehicles, and occurrences	36	36
Theft-not vehicle	23	23
Threats	1	1
Traffic / Driving complaints	10	10
Traffic Accident	9	9
Traffic Violation	51	51
Trespassing complaints	2	2
Unwanted person	5	5
Violation of Court Order	2	2
Warrant Entry and Arrests	2	2
Weather - Monthly Test	1	1



CAD Summary ReportPrinted On: 05/05/21 11:38

	04/21	Total
Welfare Check	9	9
Total	453	453

**City of Mora, MN
ECONOMIC DEVELOPMENT AUTHORITY
Meeting Minutes**

May 4, 2021

Present: Gene Anderson, Jody Anderson, Brett Baldwin, Bob Jensen, Dan Johnson, Rose Krie and Alan Skramstad
Absent: Doyle Casavant
Staff Present: Lindy Crawford and Beth Thorp
Others Present: None

1. Call to order. Skramstad called the meeting to order at 2:01 pm.
2. Oath of Office. Krie pledged the oath of office for the remainder of a 6-year term expiring on December 31, 2022.
3. Roll Call.
 - G. Anderson – Present
 - J. Anderson – Present
 - Baldwin – Present
 - Casavant – Absent (unexcused)
 - Jensen – Present
 - Johnson – Present
 - Krie – Present
 - Skramstad – Present
4. Adopt Agenda. Motion by Johnson, second by Baldwin to adopt the May 4, 2021 agenda as presented. All present voted aye, motion carried.
5. Minutes. Thorp informed the board that item 10d (Notice of Resignation – Ness) should be corrected to reflect that Jensen voted against the motion to accept Ness' resignation. Motion by Jensen, second by Johnson to approve the minutes of the February 2, 2021 meeting as amended. All present voted aye, motion carried.
6. Claims. Jensen questioned the purpose of claims related to legal services; staff explained that the City Attorney was consulted on matters related to a loan repayment concern and a mortgage satisfaction. Motion by J. Anderson, second by Johnson to approve the February, March, and April 2021 claims as presented. All present voted aye, motion carried.
7. Open Forum. No members of the audience were present for open forum.
8. Special Business. None.
9. New Business.

- a. Promotional Video. Thorp reminded the EDA that they discussed in February 2021 the possibility of having a video made for the purpose of promoting the community and that it was suggested that staff check if Mora Public Schools and/or Pine Tech would be able to provide those services. Thorp stated that neither Mora Public Schools nor Pine Tech had the ability to provide video services. Thorp went on to explain that Mora Public Schools reached out to city staff recently explaining that the school district was also interested in having promotional videos created, and offered the opportunity to partner on the project. Thorp explained that the school district wished to contract for services provided by Captivate Media + Consulting (Captivate), and a proposal was presented to the EDA for consideration showing a total project cost of \$8,000 for the creation of three videos. Crawford added that this was not a budgeted item but it was a stated goal of the EDA and sufficient funds were available in cash reserves. Jensen shared that he had viewed several videos created by Captivate and was pleased with their work. Jensen went on to explain that one of the video samples was for Janesville, which was a similar partnership between the city and school district. Thorp shared that the school district was highly motivated and would like to begin video production as soon as possible. Johnson asked if the videos would be generic enough so that they could be used for a number of years; Thorp responded that the goal of Captivate was to create timeless videos. J. Anderson commented that Mora was a tourist destination and the videos would help with tourist attraction. Motion by Johnson, second by J. Anderson to partner with Mora Public Schools for the creation of promotional videos utilizing the services of Captivate Media + Consulting with the city's cost not to exceed \$4,000. All present voted aye, motion carried.
- b. Sign for Available Land. Thorp explained that the city owned the former feedmill site, known as downtown commercial corner, and several industrial park lots and staff was interested in having a sign made to promote the available land. Thorp described the sign as being a temporary, yet sturdy, sign that could be moved from site to site as needed and would direct viewers to either visit the city's website or contact city hall for more information about the property. Thorp added that staff would create one-page documents for each parcel that would be added to the city's website. Thorp shared that she had reached out to three sign companies for quotes; one company stated that they didn't have the ability to create the desired sign and the other two companies intended to submit quotes but they had not been received prior to the meeting. Staff requested that the board discuss the sign concept and provide staff with direction. Johnson asked if the sign would be banner-style sign made of vinyl; Crawford explained that it would likely be made of a sturdy material potentially with posts. Crawford added that most people weren't aware that downtown commercial corner was for sale, despite the RFP, and signage could help generate interest. G. Anderson asked which sign companies had been contacted; Thorp responded that she requested quotes from P-D's Embroidery, Colors by Craig, and Minnesota Sign Company. J. Anderson commented that her store, P-D's Embroidery, wasn't able to make signs the size that staff was proposing. Thorp shared that she was seeking quotes for a 4' x 8' sign, a size that was highly visible yet transportable, with posts and self-supporting feet; Thorp likened the proposed sign to signs that the City of Cambridge used to promote city-owned land. Jensen asked Krie if signs or websites were better for promoting land; Krie commented that both were helpful, but, as a tourist community, signs would help create interest. Jensen commented that tourists likely wouldn't drive through the industrial park and see the sign; G. Anderson responded that companies looking for property were likely to drive through industrial parks and a sign placed on an individual lot would be helpful. G. Anderson suggested that staff contact Kevin Troupe for a quote; Skramstad suggested Lance Strande

(Bluestar Graphics). Board members discussed sign size, discussing advantages of 4' x 4' and 4' x 8'. Krie suggested that sign companies may be able to provide suggestions for sizing and materials. Board members, generally supporting the sign concept, discussed timing, pricing, and sign options. Motion by Jensen, second by Johnson authorizing staff to spend up to \$1,200 for the creation of up to three signs (ideally one 4' x 8' sign and two 4' x 4' signs) to promote available city-owned land. All present voted aye, motion carried.

10. Old Business. None.

11. Communications.

- a. Quarterly Financial Reports – 1st Quarter 2021. The EDA received 1st Quarter 2021 financial reports. Crawford summarized the purpose of each section.
- b. Kanabec County EDA Meeting Minutes – January 13 and February 10, 2021. The EDA received January and February 2021 meeting minutes for the Kanabec County EDA. Jensen asked G. Anderson if the county had been successful in distributing all COVID-related funds to businesses; G. Anderson responded that the total requested was less than what was available so the county disbursed the remaining funds proportionately amongst the grant recipients.
- c. Initiative Foundation Correspondence. The EDA received a letter from the Initiative Foundation thanking the EDA for its 2021 contribution to support the work of the foundation.

12. Reports.

- a. City of Mora COVID-19 Emergency Assistance Fund. Thorp informed the board that several grants and loans were still available despite efforts to market the Emergency Assistance Fund. Thorp added that the program was scheduled to expire on June 30, 2021 and the EDA would consider the future of the program at its August 2021 meeting. Thorp also informed the board that the EDA Review Committee had met recently to consider a written request from Jillian Stulen, a delinquent loan recipient, to further defer her loan payments to June 2021. Thorp stated that the EDA Review Committee approved the request – with the first payment due on June 20, 2021 – however the committee increased the monthly payment amount and shortened the term of the loan so that the loan would be repaid in full by the end of 2022 as originally intended. Thorp added that the EDA Review Committee would pursue legal action if Stulen defaulted again.
- b. Small Cities Development Program. Thorp provided an update on the two-year residential rehab program, sharing current numbers of approved applications for owner-occupied single family homes, single family rentals, duplex rentals, and multi-family rentals. Following Thorp's comment that three applications for multi-family rental rehab had been denied due to rents being over fair market, Jensen asked what fair market was; Thorp didn't have that information but stated she would provide it following the meeting. Thorp added that Central Minnesota Housing Partnership (CMHP) was administering the Small Cities Development Program grant, which included reviewing and acting on all applications. Jensen asked if Mora had any low-income multi-family housing; Crawford responded that the HRA owned low-income housing. J. Anderson asked if rental units located above businesses would be eligible; Thorp responded that she would inquire with CMHP and follow up with the board after the meeting.

- c. SMMPA Economic Development Credit Program. Crawford shared that the City Council reviewed and approved use of the economic development credit program offered by SMMPA, offering another incentive for new and expanding businesses.
 - d. Administrative Services Director. Crawford shared that the PUC and City Council would consider at their May meetings Crawford's recommendation to hire a candidate to fill the position of Administrative Services Director. Crawford added that the position was new, replacing the former City Clerk / Treasurer position filled by Mason Hjelle, and that the Administrative Services Director would oversee the finance and administration departments and be the acting City Administrator in Crawford's absence.
 - e. Electric Vehicle Charging Stations. J. Anderson reported that she was seeing more and more use of the electric vehicle charging stations (EVCS). Crawford commented that approximately 110 cars had used the EVCS since December 2020 with the vast majority of cars having used the stations located in the downtown area. Board members and Crawford discussed costs for using the EVCS.
13. Adjournment. Motion by Jensen, second by J. Anderson to adjourn. All present voted aye and the meeting was adjourned at 2:38 pm.

Alan Skramstad, President

Beth Thorp, Secretary

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

May 10, 2021

Present: Carmen Finn, Chad Gramentz, Jake Mathison, Todd Sjoberg and Sara Treiber
Absent: None
Staff Present: Community Development Director Beth Thorp
Also Present: Micah Rogers, Jerry Lilyerd, Marty Carlson, Rick & Angela Tvedt, Simon Eddy,
Paul & Karen Larson and Terry Johnson

1. Call to Order. Chair Sjoberg called the meeting to order at 5:32 pm.
2. Roll Call.
 - Finn – Present
 - Gramentz – Present
 - Mathison – Present
 - Sjoberg – Present
 - Treiber – Present
3. Adopt Agenda. Motion by Gramentz, second by Mathison to adopt the May 10, 2021 agenda as presented. All present voted aye, motion carried.
4. Approval of Minutes. Motion by Treiber, second by Gramentz to approve the April 12, 2021 meeting minutes as presented. All present voted aye, motion carried.
5. Public Hearings.
 - a. Rezoning of property located at 841 Forest Avenue E. from I-1 Limited Industrial District to B-2 General Business District as requested by East Forest, LLC and Angela Tvedt. Thorp read from the public hearing notice and reviewed portions of her staff report. Thorp explained that the previous property owner, East Forest, LLC, and the current property owner, Angela Tvedt, had applied for a rezoning of the subject site from I-1 Limited Industrial District to B-2 General Business District in order to utilize the existing building for office space in addition to Tvedt's septic service business. Thorp explained that the subject site was surrounded by other B-2 properties to the north, west and south, and that the 2009 Comprehensive Plan Land Use Map guided the property as Commercial. Thorp commented that the properties directly east of the subject site were residential and that the rezoning would be an improvement over the current land use relationship. Thorp stated that the only public comment received prior to the public hearing was a request for additional information. Staff recommended approval of the rezoning. Chair Sjoberg opened the public hearing at 5:35 pm. With no comments from the audience, Chair Sjoberg closed the public hearing at 5:35 pm. Treiber commented that she resided in the neighborhood directly east of the subject site and she didn't have any concerns about the rezoning. Motion by Gramentz, second by Mathison to approve Resolution No. PC2021-501, a resolution recommending approval of the rezoning of 841 Forest Avenue E. from I-1 Limited Industrial District to B-2 General Business District as requested by East Forest, LLC and Angela Tvedt, as presented. All present voted aye, motion carried.

- b. Conditional Use Permit to allow a Solar Energy System to be located in the R-1 Single Family Residential District as requested by REAL Solar and Calvary Lutheran Church of Mora. Thorp read from the public hearing notice and reviewed portions of her staff report. Thorp explained that Calvary Lutheran Church was proposing the installation of 51 solar panels on the sanctuary roof using flush-mount racking and that the panels were proposed to sit approximately seven inches above the roof plane. Thorp stated that the request had been reviewed by city and utility staff; staff found that the proposed system complied with general standards for roof-mounted systems and no concerns had been identified. Thorp added that the property owner would be required to enter into an interconnection agreement with Mora Municipal Utilities and obtain a building permit prior to installation. Thorp commented that the applicant had already submitted an application for interconnection and the city's electrical engineer had approved the application with conditions. Thorp stated that she did not receive any public comment prior to the public hearing. Staff recommended approval of the Conditional Use Permit with conditions. Chair Sjoberg opened the public hearing at 5:38 pm. Terry Johnson, representing Calvary Lutheran Church of Mora, introduced himself but did not provide any comments. With no other comments from the audience, Chair Sjoberg closed the public hearing at 5:39 pm. Motion by Mathison, second by Treiber to approve Resolution No. PC2021-502, a resolution recommending approval of a Conditional Use Permit allowing a Solar Energy System to be located in the R-1 Single Family Residential District as requested by REAL Solar and Calvary Lutheran Church of Mora, as presented. All present voted aye, motion carried.
- c. Conditional Use Permit to allow a Solar Energy System to be located in the B-1 Central Business District as requested by Sun Energy and the J. Martin Carlson Trust. Thorp read from the public hearing notice and reviewed portions of her staff report. Thorp explained that Marty Carlson was proposing the installation of 26 solar panels on the building's roof using flush-mount racking and that the panels were proposed to sit approximately eight inches above the roof plane. Thorp stated that the request had been reviewed by city and utility staff; staff found that the proposed system complied with general standards for roof-mounted systems and no concerns had been identified. Thorp added that the property owner would be required to enter into an interconnection agreement with Mora Municipal Utilities and obtain a building permit prior to installation. Thorp commented that the applicant had already submitted an application for interconnection and the city's electrical engineer had approved the application with conditions. Thorp stated that the only public comment received prior to the public hearing was a request for additional information; Thorp also provided the commission with a letter of support from Seven County Senior Federation. Staff recommended approval of the Conditional Use Permit with conditions. Chair Sjoberg opened the public hearing at 5:42 pm. With no comments from the audience, Chair Sjoberg closed the public hearing at 5:42 pm. Gramentz commented that the subject site had an existing solar energy system that was installed prior to the city adopting regulations; he questioned if the existing system was considered a legal non-conforming use and, if so, if the proposed system would be considered an expansion of the non-conformity. Gramentz requested that these questions be answered before the Conditional Use Permit was approved. Commissioners discussed the existing system and what made it non-conforming; Gramentz explained that the pole-mounted system was not located in the rear yard or screened. Motion by Mathison, second by Gramentz to approve Resolution No. PC2021-503, a resolution recommending approval of a Conditional Use Permit allowing a Solar Energy System to be located in the B-1 Central Business District as requested by Sun Energy and the J. Martin Carlson Trust, with the added condition that the City Attorney provide an opinion prior to the request being considered by the City Council on whether or

not the proposed solar energy system would constitute an expansion of a legal non-conforming use (existing pole-mounted solar energy system). Commissioners and Thorp discussed non-conforming uses and remedies. Jerry Lilyerd, representing Sun Energy, explained – using an analogy – that he didn't believe the existing system should be a factor when considering the proposed system; Chair Sjoberg explained that the city was required to consider non-conforming uses. All present voted aye, motion carried.

6. Open Forum. No members of the public were present for open forum.

7. New Business.

- a. Amendment to 2021 Meeting Schedule. Thorp explained that there was a conflict with the July 12, 2021 Planning Commission meeting and that she wanted the commission to consider changing the meeting date to either July 7th or 8th. Treiber suggested that there could be a potential overlap between the July 8th option and Music in the Park. Motion by Treiber, second by Finn to amend the 2021 Planning Commission Meeting Schedule by changing the July meeting date from July 12th to July 7th with a corresponding application deadline of June 14th. All present voted aye, motion carried.

8. Old Business.

None.

9. Reports. Thorp reported the following:

- a. Fox Run 3rd Addition – Thorp informed the commission that land owner Jake Fedder was still working on Final Plat application materials for his proposed 19-lot subdivision. Treiber commented that four houses were recently constructed in Fox Run within three months. Treiber asked about the status of a park in Fox Run; Thorp stated that she believed SEH was preparing a park plan.
- b. Comprehensive Plan – Thorp shared that she and consultant Hometown Planning were working on the final draft with the goal of presenting a final draft to the commission as soon as possible.
- c. Vacant Land at SW Corner of Highways 65 and 23 – Gramentz shared that he had received a phone call regarding drainage on land currently available for development. Thorp commented that she was not aware of any projects at that site.
- d. Bartelma Properties – Thorp shared that she and City Administrator Lindy Crawford met with an individual interested in purchasing 26 acres on Highway 65 (Bartelma properties) for commercial and residential development. Thorp explained that the Bartelma properties – and others in that area of the city – had split zoning classifications (commercial and residential) and commented that the proposed project would utilize both zoning classifications. Thorp also explained that the proposed project would require multiple city approvals if it proceeded.

10. Adjournment. Motion by Gramentz, second by Mathison to adjourn. All present voted aye, motion carried and the meeting was adjourned at 6:01 pm.

Todd Sjoberg
Chair

ATTEST: _____
Beth Thorp
Community Development Director

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

May 11, 2021

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

1. Call to Order. Stafford called the meeting to order at 5:04 pm.
2. Roll Call.
 - Anderson – Present
 - Kastenbauer – Present
 - Martens – Absent (excused)
 - Salmonson – Present
 - Stafford – Present
3. Adopt Agenda. Motion by Kastenbauer, second by Anderson to adopt the May 11, 2021 meeting agenda as presented. All present voted aye, motion carried.
4. Minutes. Motion by Anderson, second by Kastenbauer to approve the April 13, 2021 meeting minutes as presented. All present voted aye, motion carried.
5. Hangar Land Lease Agreement. The board continued its review, which began at the January 12, 2021 meeting, of the hangar land lease agreement approved by the City Council in August 2020. Thorp reminded the board that they finalized a draft hangar land lease agreement at its April 13th meeting and that the board motioned to present the draft agreement to the City Council for consideration following review by city administration and the City Attorney. Thorp stated that review by city administration and the City Attorney was completed and she presented those comments to the board for review, adding that the board could either present the draft agreement to the City Council as previously discussed or the board could make further changes based on the comments received. The board discussed the comments received from city administration and the City Attorney. Thorp highlighted the statement that the city's legal team and administration could not professionally recommend approval of an agreement that could negatively impact the city now or into the future. Stafford questioned why the city believed hangar owners were subletting hangar space for storage of boats and campers and profiting off city property, adding that he felt it was his right as a hangar owner to store his personal camper inside his hangar. Stafford went on to explain that he did not support hangars being rented out to third parties for storage of boats and campers but believed that he should be able to rent space to third parties for storage of aircraft. Anderson commented that she believed the concern was storage of non-aviation items; Stafford believed the comment was aimed at hangar owners not being able to store their personal non-aviation items. Board members discussed the difference between subleasing and renting space, suggesting that definitions should be provided to create an understanding of the terms used within the agreement. Stafford stated that he believed the city was trying to require that he use any excess hangar space for storage of airplanes – his own airplanes or those owned by others – rather than storage of his personal

belongings. Anderson countered that the city's concern was keeping the hangars from becoming storage facilities for non-aviation items. Board members agreed that they did not want to see non-airplane owners owning hangars for the sole purpose of storing non-aviation items; Stafford added that hangar owners should be allowed to store non-aviation items in addition to their airplanes. Board members again discussed the distinction between the terms subleasing and renting, generally agreeing that hangar owners should not be allowed to sublease a hangar or profit from storing third-party non-aviation items (renting out space). Board members again questioned the city's interest in what items were stored in privately owned hangars and why the need to dictate what was stored. Stafford commented that he believed definitions were needed in the agreement for the terms subletting and renting, explaining that he believed that subletting / subleasing implied use of the entire hangar by a person other than the hangar owner / lessee and that renting implied use of a portion of the hangar by a person other than the hangar owner / lessee. Anderson, having researched the terms lease and rent on the internet, stated that leases generally lasted for 12 months while rental agreements generally lasted for 30 days, adding that lessees were generally responsible for maintenance and property owners / landlords were generally responsible for maintenance of rental properties. Thorp directed the board's attention to Section 16 of the draft agreement which discussed Transferring, Selling and Subletting, explaining that the draft agreement allowed hangar owners to "sublet" excess hangar space and that the term "sublet" was being used to imply "renting" space. Thorp suggested that the terms included in the draft agreement were creating confusion. Anderson, having reviewed Section 16, believed the draft agreement allowed hangar owners to use their hangars for the majority purpose of storing aviation-related items and to rent excess space to others for the majority purpose of storing aviation-related items, which she believed aligned with what Stafford supported. The discussion transitioned to the comment received regarding insurance. Anderson commented that the suggestion to require that hangar owners have an umbrella policy addressed the board's concern with requiring a policy with a specific dollar amount. Stafford commented that he agreed that hangar owners should be required to have insurance policies for their hangars and restated that his primary concern with the lease was making sure that hangar owners had the right to rent excess space to third parties for the storage of aircraft. Salmonson questioned what the city was wanting to be insured – items within hangars or hangar coverage in general. Board members briefly discussed insurance coverage, generally supporting the requirement to protect the city. Thorp stated that if the board wanted to make any further changes to the draft hangar land lease agreement, the board should be specific in how they wanted it to read; or, the board could present the draft as it was approved at the April 13th meeting. Salmonson commented that the agreement wording provided for some flexibility and it came down to trust between the hangar owners and the person enforcing the lease agreement, adding that he believed the current Airport Manager would enforce the agreement with common sense. Thorp reminded Salmonson and the board that they needed to be comfortable with the wording used in the agreement because the agreement may not always be enforced by the current Airport Manager. Anderson suggested, to address the board's concerns, that the draft agreement be further changed to prohibit subleasing without city approval of the sublessee and to prohibit the rental of excess hangar space to third parties unless for aircraft; Salmonson, building on Anderson's suggestion, suggested prohibiting for-profit rentals to third parties other than for aviation-related items. Stafford expressed support for limiting rental space to aviation-related items with the understanding that hangar owners could store their personal non-aviation related items and with the understanding that it would protect the airport. Board members again reviewed comments provided by city administration and the City Attorney in an attempt to understand their meaning, questioning if the city was attempting to ensure that city-owned hangars were fully leased prior to allowing any privately owned hangars to be rented to third parties. After a brief discussion by the

board about use of hangars and insurance, Thorp requested that Anderson assist by incorporating her and the board's suggestions into the draft agreement to ensure that the changes were made accurately; the consensus of the board was agreement to allow Anderson to modify the draft agreement, with Thorp, on the board's behalf. Thorp explained that the draft agreement would not be reviewed by the City Council before its June 15th meeting, allowing the Airport Board to review the modified draft agreement at its June 11th meeting.

6. 2021 Fly-In. Anderson shared with fellow board members a sample key chain that could be produced by her business, P-D's Embroidery, as a promotional item for the 2021 fly-in, noting that they would cost \$0.79 each with a minimum order of 100 pieces. Salmonson questioned how the key chains would be distributed at the event, asking if they would be given out to pilots-in-command (PICs) or sold to event attendees. Stafford asked if PICs would receive a free breakfast as they did in past years; Thorp stated that Martens typically coordinated details of the breakfast with the Mora Lions Club. Stafford suggested that if the key chains were given to PICs, the key chain could serve as an indicator that they were eligible for a free breakfast. Board members discussed color and engraving options for the key chains, suggesting that they could be ordered / used in future years and modified slightly each year. Salmonson stated that his business, PROtective Services, Inc., would cover the cost of the key chains as a donation to the event. Salmonson added that he would work out the ordering details with Anderson. Thorp stated that she had submitted donation requests to five organizations and reported that Spire Credit Union approved a donation request of \$300. The board expressed interest in purchasing foam airplanes for youth as was done in past years. Salmonson stated that he planned to put a coin-operated helicopter ride in his hangar, suggesting that it could be available during the event if there was a volunteer present to oversee its use.
7. Reports.
 - a. Airport Awareness. Salmonson suggested using Facebook trivia contests to promote the airport, possibly awarding free airplane rides to winners. Anderson expressed appreciation for staff's Facebook post from May 11th which provided information about the naming of runways.
 - b. 2021 Taxilane Rehabilitation and Wind Cone Project. Thorp provided the board with a project update from Lindsay Reidt of SEH, sharing that the project was bid on April 28th with the low bidder being Douglas Kerr Underground and the City Council would consider awarding the project at its May 18th meeting. Thorp also offered information about funding and anticipated schedule.
8. Adjournment. Motion by Kastenbauer, second by Salmonson to adjourn the meeting. All present voted aye and the meeting adjourned at 6:00 pm.

Nick Stafford, Chair

Beth Thorp, Secretary

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

May 11, 2021

Present: Candice Brockner, Mickey Kringstad and Kyle Shepard
Absent: Julie Fore, One
Staff Present: Joe Kohlgraf, Jeff Krie
Others Present: None

1. Call to Order. Chair Brockner called the meeting to order at 6:04 p.m.
2. Roll Call. Candice Brockner – present
Jenna Fore – absent
Mickey Kringstad – present
Kyle Shepard – present
3. Adopt Agenda. Motion by Kringstad, second by Shepard to adopt the May 11, 2021 meeting agenda as presented. All present voted aye. Motion carried.
4. Minutes. Motion by Shepard, second by Kringstad to approve the April 13, 2021 meeting minutes as presented. All present voted aye. Motion carried.
5. Dog Park. Krie updated the board about the process of the proposed dog park. Krie shared with the board that the amount of fencing funds was sufficient for the bid presented, but when Krie called the contractor, the bid had expired, and materials went up another \$2,300 dollars. The total amount donated to the dog park and amenities at this time is \$19,750. There have been donations for Pet Waste Station, a bench, and picnic table. Plus, Nordstrom construction has reached out about donating a covered shelter for the dog park. A discussion occurred different funding opportunities for the Dog Park Group. One possibility a Go Fund Me Page for the Dog Park Group to raise the existing money. Brockner shared how the Go Fund Me process works. Kohlgraf shared that the City could not be part of the Go Fund Me project or advertised for the City. Sheppard noted that the toys from the High School and FFA for the dog park have sold approximately \$200 worth.
6. Mora Rocks the Park. Patti Miller was unable to attend or present her information. Krie shared with the board what Mora Rocks the Park was about, who is involved, and past events. Krie asked if the board had any suggestions as to events, where to host events, and any other information or ideas the board may have. The board was in favor of continuing Mora Rocks the Park and will leave the project in care of Patti and Jeffs hands as last year's events worked out well. Krie stated when the event dates, times, and types of events are set Miller would share that with the board.

7. Fall Fest. Krie shared the Fall Fest information sheet and asked the board to comment on each section. Brockner suggested the Bounce House was such a big hit in Fall Fests first year and asked to see if this is something we could bring back in 2021, and to reach out to a rental company to get a price. Krie suggested that the rental place in Forest City had other activities for rental and would present them at the next meeting. Krie stated he will start reaching out to sponsors. It was agreed to bring back Ken Norton and Cyrus Raivo for entertainment. Brockner suggested to find activities for infants/preschool. Sheppard suggested ideas for adults for example Corn Hole Event sheet will be used to share monthly to keep the board updated. Other discussion and ideas were brought forward and a good start up plan was set for the upcoming event. More discussion will be brought up at future meetings.

8. Reports.

Kohlgraf reported to the board the following:

- Have Hand Sanitizers for the parks to go up soon.
- Doing monthly inspections at the park.
- Lions Park/Kids Kingdom possibly opening restrooms this weekend.
- Looking at putting in port-potty at JC Fields due to recent increase usage.
- Garbage container set up at Lions Park/Kids Kingdom
- Bike trail from Grove Street by the JC Fields to Hwy 65 will be closed off due to new school construction.

Krie reported to the board the following:

- Continuing to do work on the MAC to get ready for the upcoming season. Still in need of 4-5 Lifeguards. Watching COVID guidelines carefully. Swim Lessons are selling fast.
- Music in the Park grant start date is May 15 will be sending advertising out and other information.

9. Adjournment. Motion by Kringstad, second by Sheppard to adjourn the meeting. All present voted aye. Meeting adjourned at 6:40 p.m.

Candice Brockner, Chair

Jeff Krie, Secretary

CITY OF MORA



Financial Reports

General Fund
Storm Water Utility Fund
Fire Fund
Cemetery Fund
Liquor Fund

March 31, 2021
[unaudited]

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CITY OF MORA

Fund Budgetary Performance

For the Quarter Ended March 31, 2021

	2021 YTD Budget	2021 YTD Actual	2021 YTD Balance	2021 % YTD Budget
GENERAL FUND				
Revenues	2,884,273.00	200,379.72	2,683,893.28	6.95%
Expenditures	2,884,207.00	656,523.23	2,227,683.77	22.76%
Surplus/(Deficit)		(456,143.51)		
STORM WATER FUND				
Revenues	115,503.00	29,889.12	85,613.88	25.88%
Expenditures	81,897.00	16,704.63	65,192.37	20.40%
Surplus/(Deficit)		13,184.49		
FIRE FUND				
Revenues	293,183.00	142,404.34	150,778.66	48.57%
Expenditures	293,183.00	21,816.61	271,366.39	7.44%
Surplus/(Deficit)		120,587.73		
CEMETERY FUND				
Revenues	47,235.00	9,330.09	37,904.91	19.75%
Expenditures	91,536.00	3,930.43	87,605.57	4.29%
Surplus/(Deficit)		5,399.66		
LIQUOR FUND				
Revenues	3,665,593.00	878,781.62	2,786,811.38	23.97%
Expenditures	3,644,352.00	862,938.14	2,781,413.86	23.68%
Surplus/(Deficit)		15,843.48		
TOTAL ALL FUNDS				
Revenues	7,005,787.00	1,260,784.89	5,745,002.11	18.00%
Expenditures	6,995,175.00	1,561,913.04	5,433,261.96	22.33%
Surplus/(Deficit)		(301,128.15)		



CITY OF MORA
BALANCE SHEET
Current Period: March 2021

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Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 101 GENERAL FUND				
Bal Type A				
G 101-11011 Cash NNB Checking	\$656,210.51	\$457,968.72	\$1,036,346.77	\$77,832.46
G 101-11013 Petty Cash	\$100.00	\$0.00	\$0.00	\$100.00
G 101-11014 ChangeFund/AirportVending/N	\$37.00	\$0.00	\$0.00	\$37.00
G 101-11015 Pool Change	\$0.00	\$0.00	\$0.00	\$0.00
G 101-11018 Cash FCB HI-FI	\$91,376.02	\$24.68	\$0.00	\$91,400.70
G 101-11020 Investments	\$1,034,786.98	\$49.35	\$357.97	\$1,034,478.36
G 101-11041 Interest Receivable	\$7,666.42	\$0.00	\$0.00	\$7,666.42
G 101-11052 Taxes Receivable-Delinquent	\$21,036.64	\$0.00	\$0.00	\$21,036.64
G 101-11151 Accounts Receivable	\$104,753.30	\$21,959.08	\$118,299.63	\$8,412.75
G 101-11154 Return Checks	\$0.00	\$0.00	\$0.00	\$0.00
G 101-11212 Special Assess Rec - Unamort	\$9,006.96	\$0.00	\$0.00	\$9,006.96
G 101-11213 Special Assess Rec - Amortized	\$0.00	\$0.00	\$0.00	\$0.00
G 101-11551 Prepaid Ins	\$29,279.46	\$82,851.81	\$50,696.74	\$61,434.53
G 101-13325 Advance To TIF District 1-11	\$64,426.43	\$0.00	\$1,738.85	\$62,687.58
G 101-13330 Advance to Mora HRA 2019	\$125,568.54	\$0.00	\$7,615.85	\$117,952.69
G 101-13335 Advance to Mora HRA 2021	\$0.00	\$66,351.14	\$0.00	\$66,351.14
Bal Type A	\$2,144,248.26	\$629,204.78	\$1,215,055.81	\$1,558,397.23
Bal Type E				
G 101-24204 Fund Bal-Undes/Net Asset (ent	-\$1,896,144.89	\$662,512.81	\$206,369.30	-\$1,440,001.38
Bal Type E	-\$1,896,144.89	\$662,512.81	\$206,369.30	-\$1,440,001.38
Bal Type L				
G 101-20900 Advance From Electric Fund	\$0.00	\$0.00	\$66,351.14	-\$66,351.14
G 101-21600 Accrued Wages/Salaries Payab	-\$9,257.30	\$0.00	\$0.00	-\$9,257.30
G 101-21707 Union Dues-AFSCME	\$0.00	\$1,785.11	\$1,785.11	\$0.00
G 101-21730 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21740 Select Account	-\$1,889.45	\$5,249.02	\$3,092.52	\$267.05
G 101-22021 Accounts Payable	-\$169,032.55	\$169,116.12	\$83.57	\$0.00
G 101-22025 Landscape Deposit	-\$11,700.00	\$0.00	\$1,500.00	-\$13,200.00
G 101-22081 Surcharge - Building Permit	-\$1,359.13	\$516.67	\$294.06	-\$1,136.52
G 101-22082 Sales Tax Payable	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22161 Accrued Vac-Sick Wages	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22171 Federal Withholding	\$0.00	\$23,744.90	\$23,744.90	\$0.00
G 101-22172 State Withholding	\$0.00	\$12,642.62	\$12,642.62	\$0.00
G 101-22173 FICA Tax Withholding	-\$1,447.91	\$42,721.02	\$42,721.02	-\$1,447.91
G 101-22174 PERA	-\$1,850.32	\$49,213.44	\$49,213.44	-\$1,850.32
G 101-22176 Medicare	-\$338.63	\$9,991.24	\$9,991.24	-\$338.63
G 101-22177 Group Health Insurance	-\$12,782.39	\$106,654.02	\$79,517.12	\$14,354.51
G 101-22178 Life Insurance	-\$127.41	\$1,260.35	\$941.80	\$191.14
G 101-22179 VEBA Contribution	-\$320.01	\$2,200.00	\$2,200.00	-\$320.01
G 101-22180 Deferred Compensation Payabl	\$0.00	\$4,800.00	\$4,800.00	\$0.00
G 101-22181 NCPERS - Life Ins	\$0.00	\$1,179.70	\$747.70	\$432.00
G 101-22182 The Equitable - Def Comp	\$0.00	\$360.00	\$360.00	\$0.00
G 101-22183 Health Care Savings Plan	\$0.00	\$19,225.30	\$19,225.30	\$0.00
G 101-22184 Child Support Payments	\$0.00	\$1,261.62	\$1,261.62	\$0.00
G 101-22185 ICMA	\$0.00	\$600.00	\$600.00	\$0.00
G 101-22186 AFLAC	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22187 Delta Dental	\$0.00	\$3,457.30	\$2,597.75	\$859.55
G 101-22200 Wellness Account	-\$354.67	\$0.00	\$0.00	-\$354.67
G 101-22201 Deposits	-\$7,600.00	\$150.00	\$2,750.00	-\$10,200.00
G 101-22223 Deferred Revenues	-\$30,043.60	\$0.00	\$0.00	-\$30,043.60
G 101-22281 Other Liabilities	\$0.00	\$175.02	\$175.02	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: March 2021

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Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Bal Type L	-\$248,103.37	\$456,303.45	\$326,595.93	-\$118,395.85
Fund 101 GENERAL FUND	\$0.00	\$1,748,021.04	\$1,748,021.04	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: March 2021

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Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 220 STORM WATER FUND				
Bal Type A				
G 220-11011 Cash NNB Checking	\$57,466.52	\$29,786.42	\$47,693.70	\$39,559.24
G 220-11018 Cash FCB HI-FI	\$0.00	\$0.00	\$0.00	\$0.00
G 220-11151 Accounts Receivable	\$30.87	\$93.85	\$124.72	\$0.00
G 220-11152 Accounts Receivable - UB	\$9,693.49	\$30,315.57	\$30,006.53	\$10,002.53
G 220-11551 Prepaid Ins	\$0.00	\$1,639.62	\$439.91	\$1,199.71
G 220-12600 Fixed Assets	\$631,959.00	\$0.00	\$0.00	\$631,959.00
G 220-12601 Allowance for Depreciation	-\$342,100.96	\$0.00	\$3,362.49	-\$345,463.45
G 220-15600 Deferred Outflow - Pensions	\$858.00	\$0.00	\$0.00	\$858.00
G 220-15650 Deferred Outflow - OPEB	\$102.00	\$0.00	\$0.00	\$102.00
Bal Type A	\$358,008.92	\$61,835.46	\$81,627.35	\$338,217.03
Bal Type E				
G 220-24204 Fund Bal-Undes/Net Asset (ent	\$201,055.97	\$16,733.91	\$29,918.40	\$187,871.48
Bal Type E	\$201,055.97	\$16,733.91	\$29,918.40	\$187,871.48
Bal Type L				
G 220-21500 Accrued Interest Payable	-\$6,710.17	\$0.00	\$0.00	-\$6,710.17
G 220-21600 Accrued Wages/Salaries Payab	-\$24.57	\$0.00	\$0.00	-\$24.57
G 220-22021 Accounts Payable	-\$22.76	\$22.76	\$0.00	\$0.00
G 220-22031 Bonds Payable	-\$535,260.12	\$32,953.62	\$0.00	-\$502,306.50
G 220-22034 Unamortized Premium on Bon	-\$9,061.15	\$0.00	\$0.00	-\$9,061.15
G 220-22161 Accrued Vac-Sick Wages	-\$1,277.12	\$0.00	\$0.00	-\$1,277.12
G 220-22190 OPEB Liability	-\$897.00	\$0.00	\$0.00	-\$897.00
G 220-23000 Net Pension Liability	-\$5,530.00	\$0.00	\$0.00	-\$5,530.00
G 220-23500 Deferred Inflow - Pensions	-\$282.00	\$0.00	\$0.00	-\$282.00
Bal Type L	-\$559,064.89	\$32,976.38	\$0.00	-\$526,088.51
Fund 220 STORM WATER FUND	\$0.00	\$111,545.75	\$111,545.75	\$0.00



CITY OF MORA

BALANCE SHEET

Current Period: March 2021

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Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 222 FIRE FUND				
Bal Type A				
G 222-11011 Cash NNB Checking	-\$3,528.45	\$99,309.81	\$47,245.50	\$48,535.86
G 222-11018 Cash FCB HI-FI	\$0.00	\$0.00	\$0.00	\$0.00
G 222-11151 Accounts Receivable	\$25,617.81	\$100,294.57	\$56,496.38	\$69,416.00
G 222-11212 Special Assess Rec - Unamort	\$2,973.04	\$0.00	\$0.00	\$2,973.04
G 222-11551 Prepaid Ins	\$0.00	\$23,137.49	\$6,177.55	\$16,959.94
Bal Type A	\$25,062.40	\$222,741.87	\$109,919.43	\$137,884.84
Bal Type E				
G 222-24204 Fund Bal-Undes/Net Asset (ent	-\$14,295.05	\$21,816.61	\$142,404.34	-\$134,882.78
Bal Type E	-\$14,295.05	\$21,816.61	\$142,404.34	-\$134,882.78
Bal Type L				
G 222-21600 Accrued Wages/Salaries Payab	-\$29.02	\$0.00	\$0.00	-\$29.02
G 222-22021 Accounts Payable	-\$7,765.29	\$7,944.72	\$179.43	\$0.00
G 222-22223 Deferred Revenues	-\$2,973.04	\$0.00	\$0.00	-\$2,973.04
Bal Type L	-\$10,767.35	\$7,944.72	\$179.43	-\$3,002.06
Fund 222 FIRE FUND	\$0.00	\$252,503.20	\$252,503.20	\$0.00



CITY OF MORA BALANCE SHEET

Current Period: March 2021

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Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 225 CEMETERY FUND				
Bal Type A				
G 225-11011 Cash NNB Checking	\$2,072.13	\$7,383.62	\$6,515.68	\$2,940.07
G 225-11018 Cash FCB HI-FI	\$0.00	\$2,010.42	\$0.00	\$2,010.42
G 225-11151 Accounts Receivable	\$13.82	\$94.30	\$108.12	\$0.00
G 225-11551 Prepaid Ins	\$0.00	\$1,855.13	\$493.53	\$1,361.60
Bal Type A	\$2,085.95	\$11,343.47	\$7,117.33	\$6,312.09
Bal Type E				
G 225-24204 Fund Bal-Undes/Net Asset (ent	\$104.24	\$3,940.93	\$9,340.59	-\$5,295.42
Bal Type E	\$104.24	\$3,940.93	\$9,340.59	-\$5,295.42
Bal Type L				
G 225-21600 Accrued Wages/Salaries Payab	-\$16.67	\$0.00	\$0.00	-\$16.67
G 225-22021 Accounts Payable	-\$1,173.52	\$1,173.52	\$0.00	\$0.00
G 225-22161 Accrued Vac-Sick Wages	\$0.00	\$0.00	\$0.00	\$0.00
G 225-22201 Deposits	-\$1,000.00	\$0.00	\$0.00	-\$1,000.00
Bal Type L	-\$2,190.19	\$1,173.52	\$0.00	-\$1,016.67
Fund 225 CEMETERY FUND	\$0.00	\$16,457.92	\$16,457.92	\$0.00



CITY OF MORA
BALANCE SHEET
Current Period: March 2021

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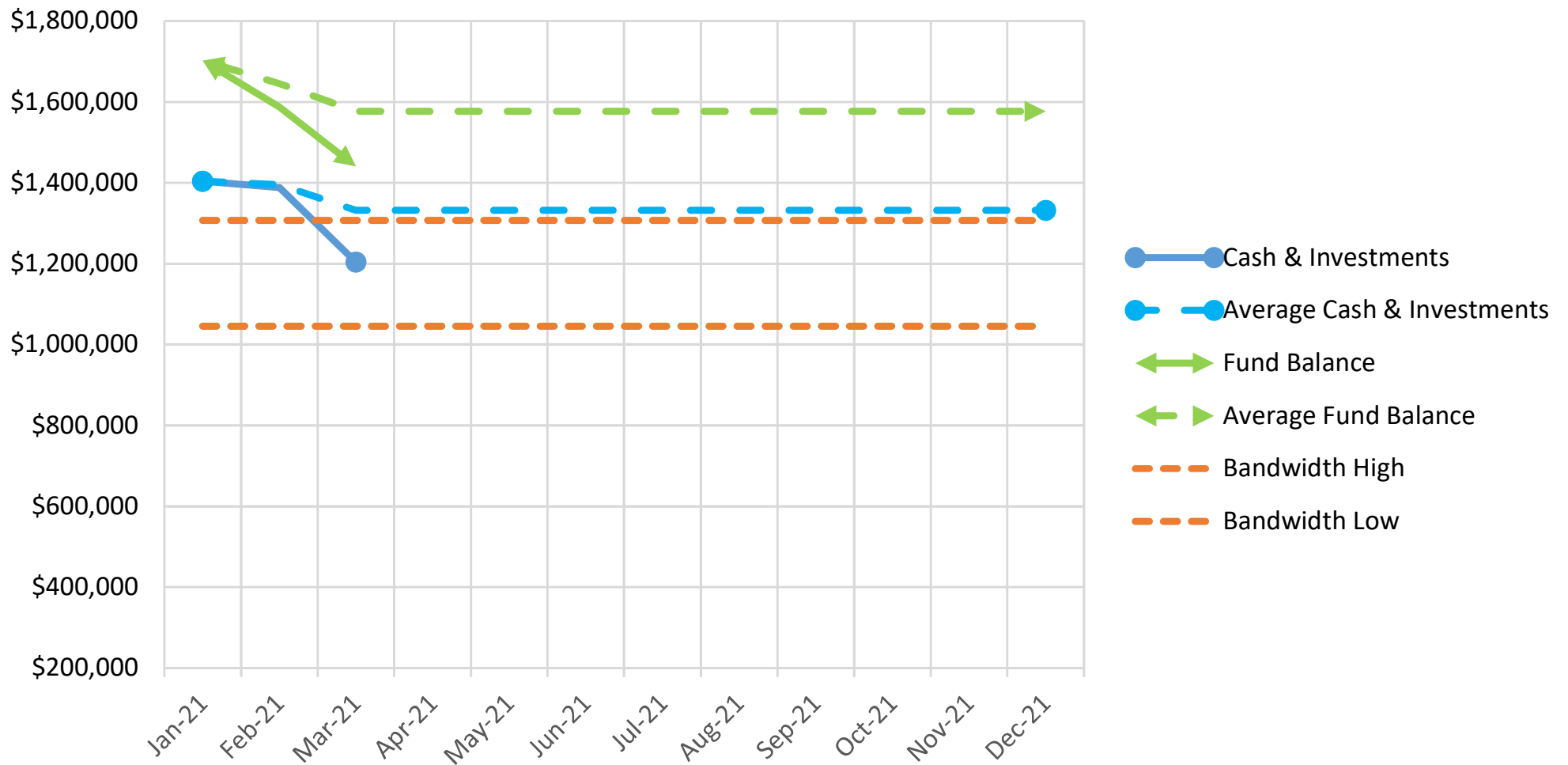
Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
Fund 609 LIQUOR FUND				
Bal Type A				
G 609-11011 Cash NNB Checking	\$368,387.12	\$1,660,973.20	\$1,713,779.35	\$315,580.97
G 609-11013 Petty Cash	\$100.00	\$0.00	\$0.00	\$100.00
G 609-11014 ChangeFund/AirportVending/N	\$2,200.00	\$0.00	\$0.00	\$2,200.00
G 609-11016 Lottery	\$25,324.35	\$15,191.98	\$14,189.49	\$26,326.84
G 609-11017 ATM Machine	\$20,383.47	\$341.16	\$0.00	\$20,724.63
G 609-11018 Cash FCB HI-FI	\$0.00	\$0.00	\$0.00	\$0.00
G 609-11151 Accounts Receivable	\$31,564.42	\$672,442.99	\$698,547.46	\$5,459.95
G 609-11153 Accounts Receivable - Liq CrCd	\$0.00	\$0.00	\$0.00	\$0.00
G 609-11154 Return Checks	\$120.77	\$0.00	\$0.00	\$120.77
G 609-11316 Due From MN State Lottery	\$895.00	\$10,110.00	\$10,923.00	\$82.00
G 609-11419 Wine Inventory	\$123,463.49	\$8,067.57	\$3,149.22	\$128,381.84
G 609-11421 Liquor Inventory	\$201,079.24	\$36,538.59	\$9,048.12	\$228,569.71
G 609-11422 Beer Inventory	\$105,646.98	\$39,894.89	\$13,622.12	\$131,919.75
G 609-11423 Misc Inventory	\$17,186.21	\$2,935.88	\$1,888.04	\$18,234.05
G 609-11551 Prepaid Ins	\$0.00	\$24,463.56	\$6,309.53	\$18,154.03
G 609-12611 Land	\$126,230.12	\$0.00	\$0.00	\$126,230.12
G 609-12621 Fixed Asset-Buildings	\$1,469,961.50	\$0.00	\$0.00	\$1,469,961.50
G 609-12622 Allow for Depr - Bldg	-\$517,722.26	\$0.00	\$12,249.69	-\$529,971.95
G 609-12631 Improvements Other Than Bld	\$27,279.76	\$0.00	\$0.00	\$27,279.76
G 609-12632 Allow For Depr - Improvement	-\$10,692.40	\$0.00	\$341.01	-\$11,033.41
G 609-12641 Fixed Asset-Equip/Machinery	\$231,707.87	\$0.00	\$0.00	\$231,707.87
G 609-12642 Allow for Depr - M & E	-\$107,529.28	\$0.00	\$2,830.47	-\$110,359.75
G 609-15600 Deferred Outflow - Pensions	\$28,321.00	\$0.00	\$0.00	\$28,321.00
G 609-15650 Deferred Outflow - OPEB	\$1,536.00	\$0.00	\$0.00	\$1,536.00
Bal Type A	\$2,145,443.36	\$2,470,959.82	\$2,486,877.50	\$2,129,525.68
Bal Type E				
G 609-24204 Fund Bal-Undes/Net Asset (ent	-\$962,749.60	\$950,892.43	\$966,735.91	-\$978,593.08
Bal Type E	-\$962,749.60	\$950,892.43	\$966,735.91	-\$978,593.08
Bal Type L				
G 609-20700 Due to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00
G 609-20816 Due to Minnesota State Lottery	-\$5,654.00	\$31,229.00	\$29,658.00	-\$4,083.00
G 609-20900 Advance From Electric Fund	-\$900,000.00	\$0.00	\$0.00	-\$900,000.00
G 609-21500 Accrued Interest Payable	\$0.00	\$0.00	\$0.00	\$0.00
G 609-21600 Accrued Wages/Salaries Payab	-\$3,130.16	\$0.00	\$0.00	-\$3,130.16
G 609-22021 Accounts Payable	-\$18,507.53	\$19,457.83	\$950.30	\$0.00
G 609-22022 Gift Certificates	-\$3,445.41	\$982.26	\$570.00	-\$3,033.15
G 609-22082 Sales Tax Payable	-\$40,634.00	\$95,463.00	\$84,192.63	-\$29,363.63
G 609-22161 Accrued Vac-Sick Wages	-\$5,846.66	\$0.00	\$0.00	-\$5,846.66
G 609-22190 OPEB Liability	-\$13,555.00	\$0.00	\$0.00	-\$13,555.00
G 609-22224 Def Gain - Sale of Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00
G 609-23000 Net Pension Liability	-\$182,606.00	\$0.00	\$0.00	-\$182,606.00
G 609-23500 Deferred Inflow - Pensions	-\$9,315.00	\$0.00	\$0.00	-\$9,315.00
Bal Type L	-\$1,182,693.76	\$147,132.09	\$115,370.93	-\$1,150,932.60
Fund 609 LIQUOR FUND	\$0.00	\$3,568,984.34	\$3,568,984.34	\$0.00



GENERAL FUND - 2021

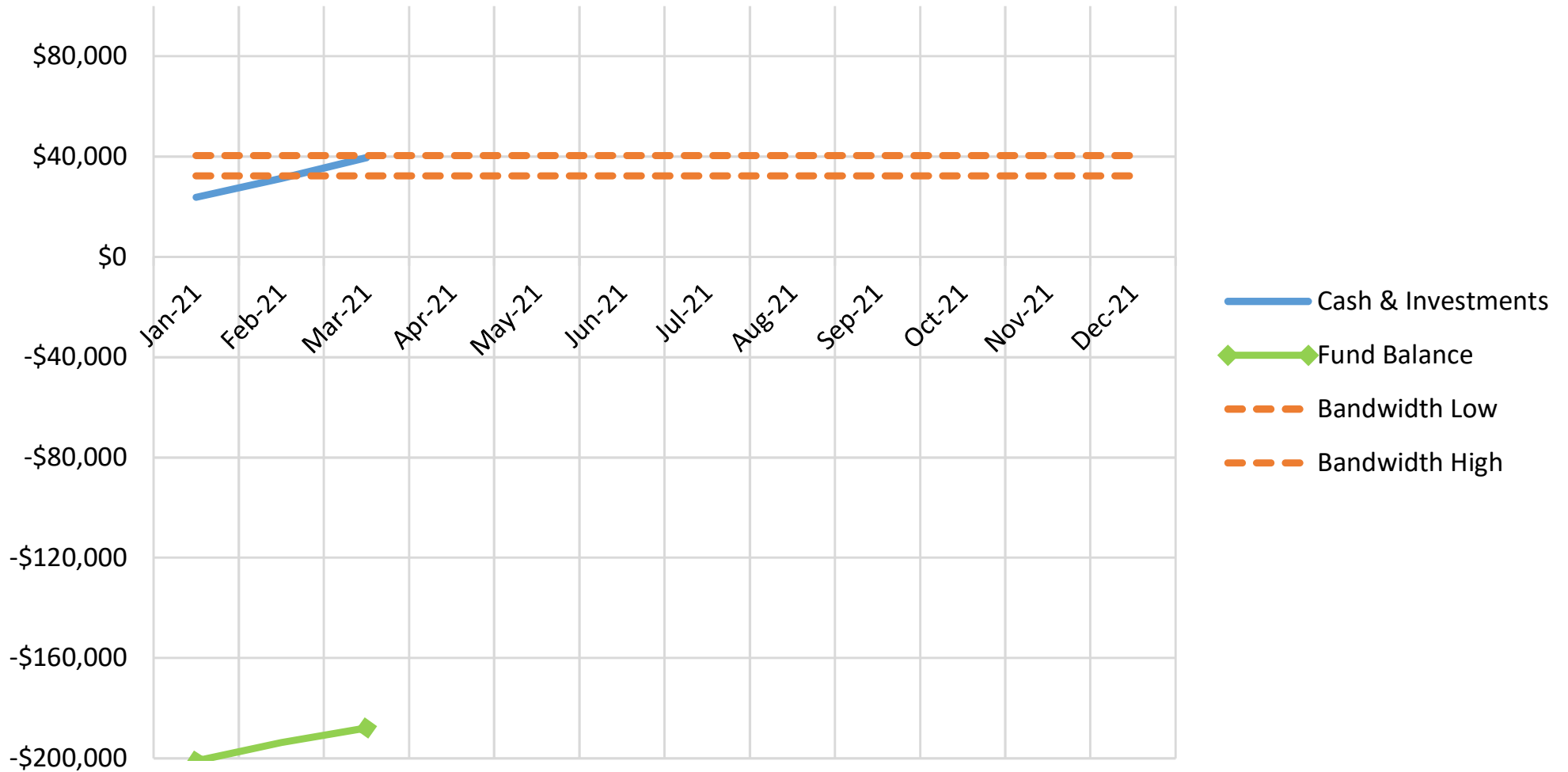
Cash & Investments/Fund Balance





STORM WATER FUND - 2021

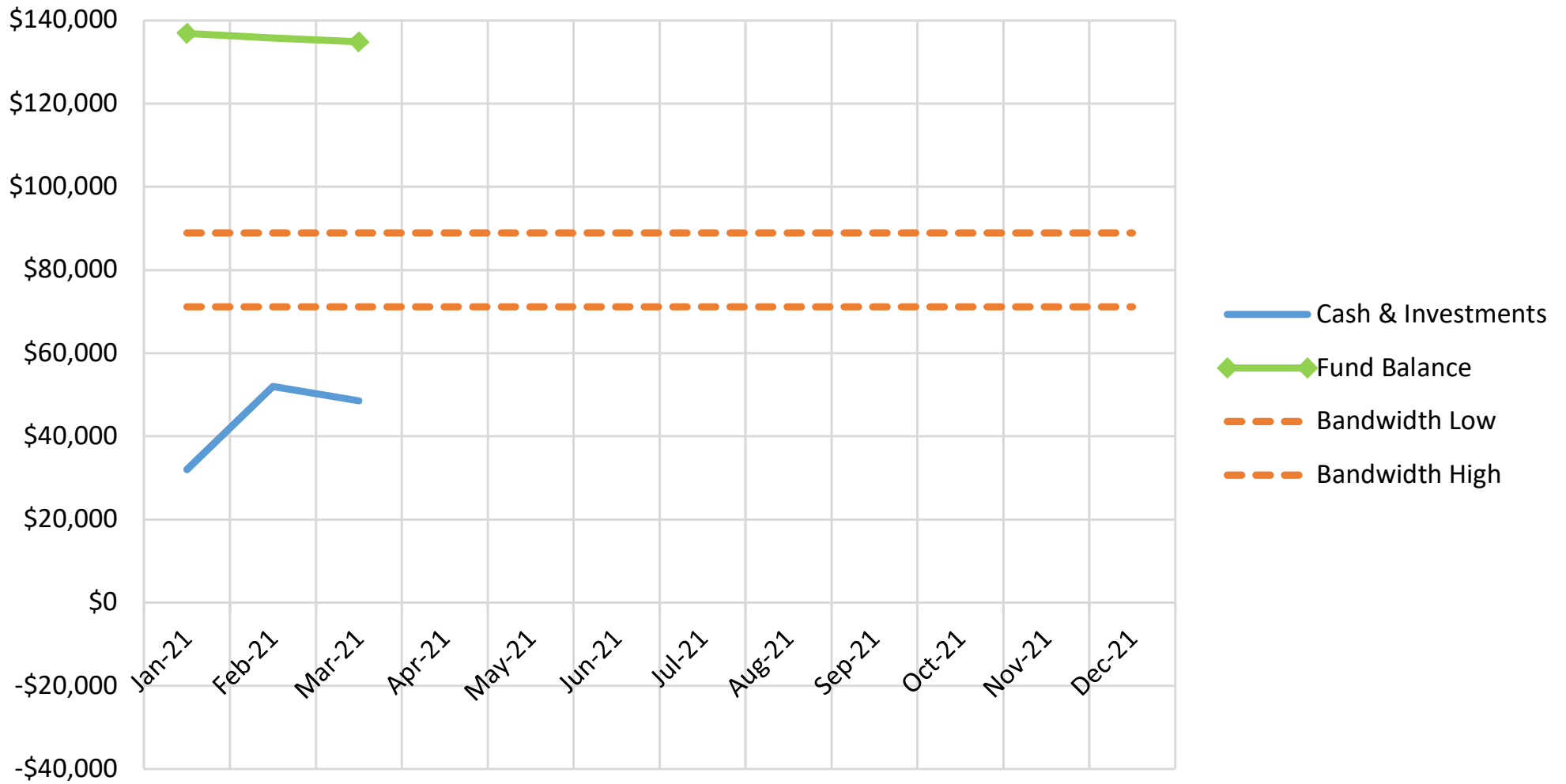
Cash & Investments/Fund Balance





FIRE FUND - 2021

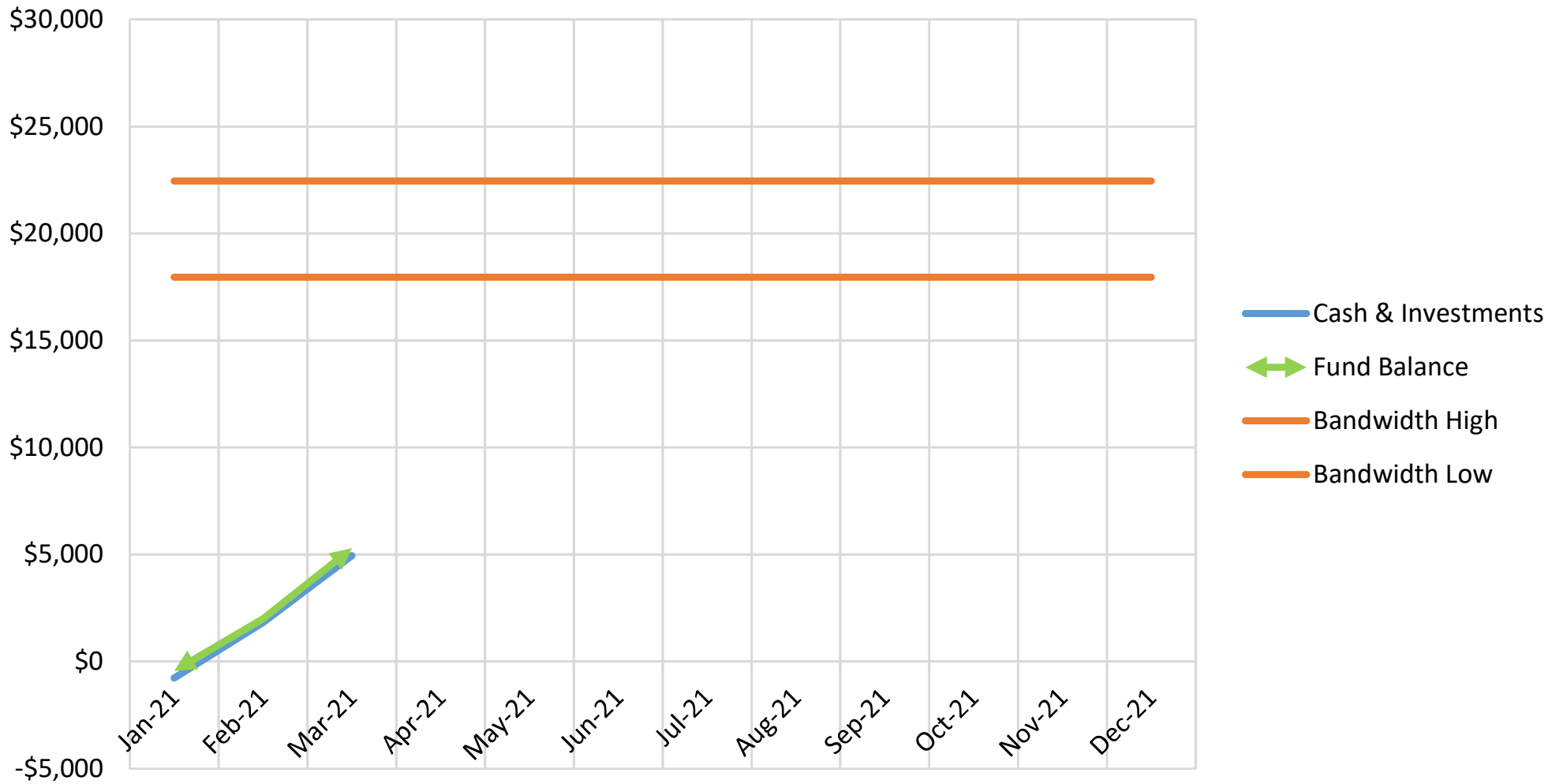
Cash & Investments/Fund Balance





CEMETERY FUND - 2021

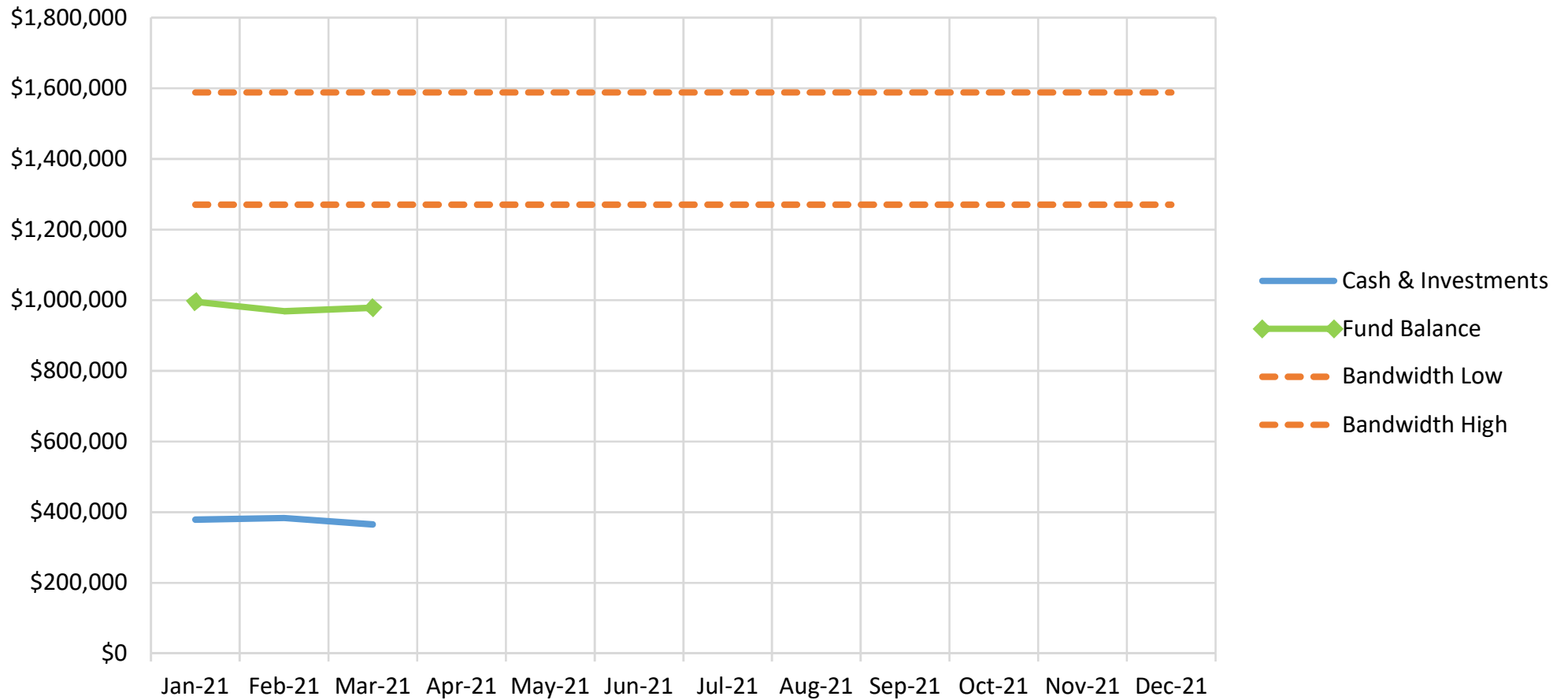
Cash & Investments/Fund Balance





LIQUOR FUND - 2021

Cash & Investments/Fund Balance



CITY OF MORA/MORA MUNICIPAL UTILITIES

Current Investments

Information current as of March 31, 2021

Bank/Agency	Location	Type	FDIC #	Broker	Amount	DTD/Issued	Due	Rate
Kansas State Bank	Manhattan, KS	CD	19899	4M Fund	\$ 200,000.00	8/2/2019	8/2/2021	2.04%
Financial Federal Bank	Memphis, TN	CD	31840	4M Fund	\$ 240,000.00	8/9/2019	8/9/2021	2.00%
Servisfirst Bank	Tampa, FL	CD	57993	4M Fund	\$ 240,000.00	8/9/2019	8/9/2021	1.98%
Everbank	Jacksonville, FL	CD	34775	4M Fund	\$ 248,000.00	8/12/2016	8/12/2021	1.50%
State Bank of India NY	New York, NY	CD	33682	4M Fund	\$ 245,000.00	1/26/2017	1/26/2022	2.30%
First National Bank	Paragould, AR	CD	3887	4M Fund	\$ 235,100.00	8/9/2019	8/8/2022	1.98%
Latino Community Credit Union	Durham, NC	CD	68430	4M Fund	\$ 232,000.00	8/16/2019	8/16/2022	2.39%
American Express Bank	Salt Lake City, UT	CD	35328	4M Fund	\$ 245,000.00	9/6/2017	9/6/2022	2.40%
Neighborhood National Bank	Mora, MN	CD	18885	None	\$ 245,000.00	1/26/2018	1/26/2022	2.00%
PrivateBank	Chicago, IL	CD	33306	RBC Wealth	\$ 245,000.00	8/30/2016	8/30/2021	1.50%
East Boston Savings Bank	Boston, MA	CD	33510	RBC Wealth	\$ 235,000.00	9/28/2017	9/28/2022	2.05%
Ally Bank	Midvale, UT	CD	57803	RBC Wealth	\$ 140,000.00	10/11/2019	10/11/2022	1.90%
Morgan Stanley Bank	Salt Lake City, UT	CD	32992	RBC Wealth	\$ 245,000.00	6/19/2018	6/23/2023	3.20%
Discover Bank	Greenwood, DE	CD	5649	RBC Wealth	\$ 139,000.00	9/28/2016	9/28/2023	1.80%
Comenity Capital Bank	Salt Lake City, UT	CD	57570	RBC Wealth	\$ 245,000.00	6/27/2019	6/27/2024	2.50%
Lakeside Bank	Chicago, IL	CD	19573	RBC Wealth	\$ 170,000.00	3/30/2020	3/31/2025	1.40%
Texas Exchange Bank	Crowley, TX	CD	20099	RBC Wealth	\$ 245,000.00	6/19/2020	6/19/2025	1.00%
EnerBank	Salt Lake City, UT	CD	57293	RBC Wealth	\$ 245,000.00	5/20/2020	5/14/2027	1.10%
Washington County Bank	Blair, NE	CD	12241	RBC Wealth	\$ 155,000.00	3/30/2021	9/30/2027	1.10%
Merrick Bank	South Jordan, UT	CD	34519	RBC Wealth	\$ 245,000.00	7/31/2020	7/31/2028	1.00%
Valley National Bank	Passaic, NJ	CD	9396	Wells Fargo	\$ 235,000.00	4/7/2020	4/7/2021	1.25%
Sallie Mae Bank	Salt Lake City, UT	CD	58177	Wells Fargo	\$ 120,000.00	6/19/2019	6/21/2021	2.30%
Goldman Sachs Bank	New York, NY	CD	33124	Wells Fargo	\$ 115,000.00	6/26/2019	6/27/2021	2.20%
Ally Bank	Midvale, UT	CD	57803	Wells Fargo	\$ 105,000.00	7/11/2019	7/21/2021	2.10%
Goldman Sachs Bank	New York, NY	CD	33124	Wells Fargo	\$ 132,000.00	8/7/2019	8/9/2021	2.10%
First Financial Bank	Cincinnati, OH	CD	6600	Wells Fargo	\$ 245,000.00	8/14/2020	8/13/2021	0.15%
Sallie Mae Bank	Salt Lake City, UT	CD	58177	Wells Fargo	\$ 125,000.00	8/21/2019	8/20/2021	1.90%
Safra National Bank	New York, NY	CD	26876	Wells Fargo	\$ 150,000.00	9/15/2020	10/15/2021	0.15%
Comenity Bank	Wilmington, DE	CD	27499	Wells Fargo	\$ 200,000.00	8/15/2019	8/15/2022	2.10%
BMO Harris Bank	Chicago, IL	CD	16571	Wells Fargo	\$ 245,000.00	9/28/2020	12/28/2023	0.30%
Synovus Bank	Columbus, GA	CD	873	Wells Fargo	\$ 245,000.00	3/11/2021	3/11/2024	0.30%
JP Morgan Chase	Columbus, OH	CD	628	Wells Fargo	\$ 245,000.00	9/23/2020	9/23/2026	0.50%
Federal Home Loan Mortgage Company	McLean, VA	AG		Wells Fargo	\$ 147,000.00	9/1/1993	9/1/2023	6.50%
Federal Home Loan Bank	McLean, VA	AG		Wells Fargo	\$ 150,000.00	1/21/2021	1/29/2026	0.30%

\$ 6,898,100.00

CD = Certificate of Deposit

AG = Agency/Government Asset Backed

Note: This list represents the combined portfolios of the City of Mora and Mora Municipal Utilities. For breakdown by fund, please refer to the Balance Sheet.

CITY OF MORA/MORA MUNICIPAL UTILITIES
 Debt Retirement Schedule
 For the Year Ending December 31, 2021

SUM OF ALL DEBT			Series 2011A	Series 2015B	Series 2015C			Series 2017A	MnPFA Water	MnPFA WWTP	Mora HRA Bonds*		
			Fund 530	Fund 532	Fund 533	Fund 652	Fund 653	Fund 535	G 652-22031	G 653-22031	Series 2019A	Series 2009B	
Year	Year-End Balance	Principal Reduction	Year-End Balance	Year-End Balance	Year-End Balance	Year-End Balance	Year-End Balance	Year-End Balance	Year-End Balance	Year-End Balance	Year-End Balance	Year-End Balance	Year-End Balance
2016	11,387,000.00		435,000.00	1,385,000.00	1,251,495.00	267,364.00	221,141.00		1,151,000.00	3,326,000.00			350,000.00
2017	12,039,957.75	652,957.75	370,000.00	1,345,000.00	1,125,495.00	246,858.00	202,647.00	1,325,000.00	1,078,000.00	3,056,957.75			290,000.00
2018	11,484,957.75	(555,000.00)	300,000.00	1,290,000.00	1,039,495.00	223,036.00	182,469.00	1,325,000.00	1,004,000.00	2,895,957.75			225,000.00
2019	11,080,000.00	(404,957.75)	230,000.00	1,230,000.00	942,495.00	201,854.00	165,651.00	1,290,000.00	928,000.00	2,842,000.00	2019	3,095,000.00	155,000.00
2020	10,433,000.00	(647,000.00)	155,000.00	1,170,000.00	840,495.00	180,672.00	148,833.00	1,235,000.00	851,000.00	2,677,000.00	2020	3,095,000.00	80,000.00
2021	9,759,000.00	(674,000.00)	80,000.00	1,110,000.00	733,495.00	159,490.00	132,015.00	1,180,000.00	773,000.00	2,511,000.00	2021	3,080,000.00	-
2022	9,046,000.00	(713,000.00)	-	1,050,000.00	622,995.00	137,648.00	114,357.00	1,125,000.00	693,000.00	2,343,000.00	2022	2,960,000.00	
2023	8,400,000.00	(646,000.00)		985,000.00	512,495.00	115,806.00	96,699.00	1,070,000.00	612,000.00	2,173,000.00	2023	2,835,000.00	
2024	7,731,000.00	(669,000.00)		920,000.00	398,495.00	89,990.00	76,515.00	1,010,000.00	529,000.00	2,002,000.00	2024	2,705,000.00	
2025	7,059,000.00	(672,000.00)		855,000.00	284,495.00	64,174.00	56,331.00	950,000.00	445,000.00	1,829,000.00	2025	2,575,000.00	
2026	6,378,000.00	(681,000.00)		790,000.00	166,995.00	37,698.00	35,307.00	890,000.00	359,000.00	1,654,000.00	2026	2,445,000.00	
2027	5,684,000.00	(694,000.00)		720,000.00	50,995.00	10,562.00	13,443.00	830,000.00	272,000.00	1,477,000.00	2027	2,310,000.00	
2028	5,067,000.00	(617,000.00)		650,000.00	-	-	-	765,000.00	183,000.00	1,299,000.00	2028	2,170,000.00	
2029	4,516,000.00	(551,000.00)		580,000.00				700,000.00	92,000.00	1,119,000.00	2029	2,025,000.00	
2030	3,952,000.00	(564,000.00)		505,000.00				630,000.00	-	937,000.00	2030	1,880,000.00	
2031	3,473,000.00	(479,000.00)		430,000.00				560,000.00		753,000.00	2031	1,730,000.00	
2032	2,987,000.00	(486,000.00)		350,000.00				490,000.00		567,000.00	2032	1,580,000.00	
2033	2,485,000.00	(502,000.00)		265,000.00				415,000.00		380,000.00	2033	1,425,000.00	
2034	1,976,000.00	(509,000.00)		180,000.00				340,000.00		191,000.00	2034	1,265,000.00	
2035	1,455,000.00	(521,000.00)		90,000.00				260,000.00		-	2035	1,105,000.00	
2036	1,115,000.00	(340,000.00)		-				175,000.00			2036	940,000.00	
2037	860,000.00	(255,000.00)						90,000.00			2037	770,000.00	
2038	595,000.00	(265,000.00)						-			2038	595,000.00	
2039	415,000.00	(180,000.00)									2039	415,000.00	
2040	-	(415,000.00)									2040	-	
2041	-	-											
2042	-	-											
2043	-	-											

* These Bonds are special obligations of the Authority but are general obligations of the City for which the City pledges its full faith, credit and taxing powers.

CITY OF MORA**DEFICIT FUNDS**

For the Year Ending December 31, 2021

Fund	Fund No.	Revenues and Other Sources	Expenditures and Other Uses	Issuance of Debt	Fund Balance/ Net Assets 12/31/20	Cash Balance 12/31/20	Deficit to be funded by:
1 Special Revenue:							
2 Fire Fund	222	284,388	(265,771)	-	14,296	(3,528)	Collection of accounts receivable
2 Cemetery	225	69,937	(66,282)	-	(105)	2,072	Sale of lots and internments
3 Capital Project:							
4 Howe Avenue Reconstruction	439	15,312	-	-	(26,039)	(26,039)	Special assessments
5 Downtown Feed Mill Redevelopment	440	-	(124)	-	(30,351)	(30,351)	Sale of land
6 Airport Kastenbauer House	442	-	-	-	(97,389)	(97,389)	(unknown)
7 Crosswind	444	151,012	-	-	(19,912)	(19,912)	Grant proceeds
8 Dala Lane Improvement Project	446	9,805	-	-	(269,398)	(269,398)	Special assessments
9 2012 7th and Grove St. Improvements	451	-	-	-	(313,936)	(313,937)	(unknown)
		530,454	(332,176)	-	(742,833)	(758,482)	

CITY OF MORA

Future Improvement Fund Balances
For the Year Ended December 31, 2021

	Department	Item	CIP Item Number	12/31/2021 Balance	Committed	12/31/2021 Available
1	Undesignated	Undesignated		5,421.02		5,421.02
2	City Hall Building	City Hall Building	CIP # 1940-2019-03	2,892.50 ²		2,892.50
3	Council	City Celebration		-		-
4	Finance	Computers		-		-
5	Library	Flooring		-		-
6	Law Enforcement	Equipment		-		-
7	Library	Library Building		-		-
8	Streets	Small Cities Assistance		-		-
9	Streets	Public Parking Lots		3,500.00		3,500.00
10	Streets	Sand & Salt Shed Structure Replacement	CIP # 3121-2019-10	17,200.00		17,200.00
11	Streets	Patching/Paving		-		-
12	Streets	Siren	CIP # 3121-2019-19	-		-
13	Streets	Crack Sealant Machine	CIP # 3121-2019-03	37,500.00		37,500.00
14	Streets	Med. Duty Dump Truck	CIP # 3121-2019-13	23,400.00		23,400.00
15	Streets	Service Truck	CIP # 3121-2019-16	17,250.00		17,250.00
16	Streets	Service Truck	CIP # 3121-2019-17	17,000.00		17,000.00
17	Streets	Road Grader	CIP # 3121-2019-01	-		-
18	Streets	Front End Wheel Loader	CIP # 3121-2019-07	15,854.31		15,854.31
19	Streets	Plow Truck	CIP # 3121-2019-12	40,000.00		40,000.00
20	Streets	Router		10,000.00		10,000.00
21	Streets	Sidewalk Program		5,000.00		5,000.00
22	Streets	Seal Coating		30,501.97		30,501.97
23	Aquatic Center	Disinfection Equip		5,913.00		5,913.00
24	Aquatic Center	Consession Stand		-		-
25	Aquatic Center	Consultant Service		7,000.00		7,000.00
26	Aquatic Center	Building		80,006.00		80,006.00
27	Aquatic Center	Slide Re-coat	CIP # 5124-2019-09	-		-
28	Aquatic Center	Pool Grates	CIP # 5124-2019-10	-		-
29	Parks	Undesignated		22,192.07	620.00 ¹	21,572.07
30	Parks	Bike Trail Sealing		12,000.00		12,000.00
31	Parks	JC Fields		500.00		500.00
32	Parks	Tennis/BB Courts	CIP # 5202-2019-05	24,000.00		24,000.00
33	Parks	Kids Kingdom		30,000.00		30,000.00
34	Parks	Trails		10,000.00		10,000.00
35	Parks	Mower	CIP # 5202-2019-01	7,930.01		7,930.01
36	Parks	Service Truck	CIP # 5202-2019-06	1,018.50		1,018.50
37	Airport	Crosswind Runway		7,885.09		7,885.09
38	Airport	Mower	CIP # 7310-2019-04	16,158.83		16,158.83
39	Airport	Electronic Fuel Purchasing System	CIP # 7310-2019-03	24,000.00		24,000.00
40	Cemetery	Mower		7,930.18		7,930.18
41	Cemetery	Vehicle		1,018.51		1,018.51
42	Cemetery	Future Expansion		5,000.00		5,000.00
				<u>488,071.99</u>	<u>620.00</u>	<u>487,451.99</u>

Notes:

1. Funds committed for pet waste station

CITY OF MORA

Future Fire Equipment Fund (FFEF) Balances

For the Year Ended December 31, 2021

	Department	Item	12/31/2021 Balance	Committed	12/31/2021 Available
1	Fire	Trucks	684,359.15		684,359.15
2	Fire	Equipment	64,966.66	12,530.00	² 52,436.66
3	Fire	Building	101,570.00	100,000.00	¹ 1,570.00
			<u>850,895.81</u>	<u>112,530.00</u>	<u>738,365.81</u>

Notes:

1 - Committed for Fire Hall Roof Replacement to be completed in 2021

2 - Committed for 2021 CIP Items: Pagers, Turnout Gear, 2.5" Hose, 1.75" Hose, and 5" Hose



CITY OF MORA

Revenue Guideline For City Council

Current Period: March 2021

Last Dim Descr	2021 Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Fund 101 GENERAL FUND					
Dept 41000 GENERAL GOVERNMENT					
Tax Increments	\$12,000.00	\$0.00	\$12,000.00	100.00%	
Current Ad Valorem Taxes	\$594,000.00	\$0.00	\$594,000.00	100.00%	
Mobile Home Taxes	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Penalties & Interest	\$500.00	\$0.00	\$500.00	100.00%	
Forfeited Tax Sale Revenue	\$0.00	\$0.00	\$0.00	0.00%	
Federal Grants	\$0.00	\$0.00	\$0.00	0.00%	
Local Government Aid	\$1,010,825.00	\$0.00	\$1,010,825.00	100.00%	
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Agricultural Market Value Cred	\$400.00	\$0.00	\$400.00	100.00%	
PERA Aid	\$0.00	\$0.00	\$0.00	0.00%	
Other Grants & Aids	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Franchise Fee - Cable TV	\$24,000.00	\$0.00	\$24,000.00	100.00%	
Franchise Fee - Natural Gas	\$46,000.00	\$0.00	\$46,000.00	100.00%	
Franchise Fee - Electric	\$240,000.00	\$63,903.36	\$176,096.64	73.37%	
Other Misc Charges	\$0.00	\$0.00	\$0.00	0.00%	
Special Assessments	\$0.00	\$0.00	\$0.00	0.00%	
Int/Pen on Spec Assmts	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$17,860.00	\$6,372.20	\$11,487.80	64.32%	
Unrealized Gain/(Loss) on Inv	\$0.00	-\$5,271.99	\$5,271.99	0.00%	
Dividends	\$1,158.00	\$0.00	\$1,158.00	100.00%	
Rent	\$2,400.00	\$800.00	\$1,600.00	66.67%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$2,000.00	\$4,424.11	-\$2,424.11	-121.21%	See Note A.
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$2,500.00	\$1,288.53	\$1,211.47	48.46%	
Trf from Enterprise Fund	\$285,000.00	\$71,250.00	\$213,750.00	75.00%	
Dept 41000 GENERAL GOVER	\$2,241,643.00	\$142,766.21	\$2,098,876.79		
Dept 41320 ADMINISTRATION					
Other Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41320 ADMINISTRATION	\$0.00	\$0.00	\$0.00		
Dept 41410 ELECTIONS					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Other Misc Charges	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41410 ELECTIONS	\$0.00	\$0.00	\$0.00		
Dept 41520 FINANCE					
Liquor Licenses	\$13,000.00	\$0.00	\$13,000.00	100.00%	
Other Business Licenses	\$3,000.00	\$160.00	\$2,840.00	94.67%	
Other Non-Business Permits	\$200.00	\$140.00	\$60.00	30.00%	
Assessment Searches	\$4,100.00	\$770.00	\$3,330.00	81.22%	
Service Chg on NSF Checks	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$18,200.00	\$2,750.00	\$15,450.00	84.89%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$17,000.00	\$4,500.01	\$12,499.99	73.53%	
Dept 41520 FINANCE	\$55,500.00	\$8,320.01	\$47,179.99		
Dept 41800 HUMAN RESOURCES					



CITY OF MORA

Revenue Guideline For City Council

Current Period: March 2021

Last Dim Descr	2021 Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$100.00	\$281.11	-\$181.11	-181.11%	See Note B.
Trf from Special Revenue Fund	\$10,855.00	\$0.00	\$10,855.00	100.00%	
Trf from Enterprise Fund	\$7,652.00	\$0.00	\$7,652.00	100.00%	
Dept 41800 HUMAN RESOURC	\$18,607.00	\$281.11	\$18,325.89		
Dept 41910 PLANNING & ZONING					
Zoning & Subdivision Fees	\$2,500.00	\$600.00	\$1,900.00	76.00%	
Sale of Maps & Copies	\$20.00	\$0.00	\$20.00	100.00%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41910 PLANNING & ZON	\$2,520.00	\$600.00	\$1,920.00		
Dept 41920 INFORMATION TECHNOLOGY					
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$4,396.00	\$0.00	\$4,396.00	100.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$11,638.00	\$0.00	\$11,638.00	100.00%	
Dept 41920 INFORMATION TE	\$16,034.00	\$0.00	\$16,034.00		
Dept 41940 CITY HALL BUILDING					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41940 CITY HALL BUILDI	\$0.00	\$0.00	\$0.00		
Dept 41941 LIBRARY BUILDING					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Rent	\$2,400.00	\$455.00	\$1,945.00	81.04%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41941 LIBRARY BUILDIN	\$2,400.00	\$455.00	\$1,945.00		
Dept 42120 LAW ENFORCEMENT					
Police Training Reimbursement	\$0.00	\$0.00	\$0.00	0.00%	
Police Aid	\$46,000.00	\$0.00	\$46,000.00	100.00%	
Court Fines	\$14,000.00	\$1,329.82	\$12,670.18	90.50%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 42120 LAW ENFORCEME	\$60,000.00	\$1,329.82	\$58,670.18		
Dept 42220 FIRE					
Fire Relief Pension	\$55,500.00	\$0.00	\$55,500.00	100.00%	
Dept 42220 FIRE	\$55,500.00	\$0.00	\$55,500.00		
Dept 42401 BUILDING					
Building Permits	\$80,000.00	\$7,375.12	\$72,624.88	90.78%	
Other Misc Charges	\$1,500.00	\$30.00	\$1,470.00	98.00%	
Dept 42401 BUILDING	\$81,500.00	\$7,405.12	\$74,094.88		
Dept 43121 STREETS					



CITY OF MORA

Revenue Guideline For City Council

Current Period: March 2021

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Last Dim Descr	2021 Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Other Non-Business Permits	\$3,850.00	\$130.00	\$3,720.00	96.62%	
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Sidewalk & Street Repair	\$0.00	\$0.00	\$0.00	0.00%	
Pmt from County - St Maint	\$8,118.00	\$0.00	\$8,118.00	100.00%	
Weed Cleaning	\$0.00	\$0.00	\$0.00	0.00%	
Rent	\$200.00	\$0.00	\$200.00	100.00%	
Misc Income	\$200.00	\$1,156.29	-\$956.29	-478.15%	See Note C.
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$54,750.00	\$0.00	\$54,750.00	100.00%	
Dept 43121 STREETS	\$67,118.00	\$1,286.29	\$65,831.71		
Dept 43160 STREET LIGHTING					
Misc Income	\$0.00	\$1,650.00	-\$1,650.00	0.00%	See Note D.
Dept 43160 STREET LIGHTIN	\$0.00	\$1,650.00	-\$1,650.00		
Dept 43180 GARAGE					
Misc Income	\$200.00	\$0.00	\$200.00	100.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$27,418.00	\$0.00	\$27,418.00	100.00%	
Dept 43180 GARAGE	\$27,618.00	\$0.00	\$27,618.00		
Dept 45124 AQUATIC CENTER					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Swim Fees	\$55,000.00	\$0.00	\$55,000.00	100.00%	
Pool Lesson Fees	\$50,000.00	\$0.00	\$50,000.00	100.00%	
Concessions	\$32,000.00	\$0.00	\$32,000.00	100.00%	
Other Misc Charges	\$0.00	\$0.00	\$0.00	0.00%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Service Chg on NSF Checks	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$100.00	\$0.00	\$100.00	100.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Dept 45124 AQUATIC CENTER	\$138,100.00	\$0.00	\$138,100.00		
Dept 45202 PARKS					
Federal Grants	\$0.00	\$0.00	\$0.00	0.00%	
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
Rent	\$1,500.00	\$35.00	\$1,465.00	97.67%	
Contributions & Donations	\$10,000.00	\$16,750.00	-\$6,750.00	-67.50%	See Note E.
Misc Income	\$500.00	\$0.00	\$500.00	100.00%	
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 45202 PARKS	\$12,000.00	\$16,785.00	-\$4,785.00		
Dept 47310 AIRPORT					
Federal Airport Grant - FAA	\$0.00	\$0.00	\$0.00	0.00%	
Other State Grants & Aids	\$5,000.00	\$0.00	\$5,000.00	100.00%	
State Airport Maintenance	\$32,033.00	\$0.00	\$32,033.00	100.00%	
Concessions	\$0.00	\$154.00	-\$154.00	0.00%	
Airport Hangar Rent	\$7,700.00	\$7,461.53	\$238.47	3.10%	
Rent	\$10,700.00	\$1,825.00	\$8,875.00	82.94%	
Contributions & Donations	\$300.00	\$0.00	\$300.00	100.00%	
Fuel Sales	\$26,000.00	\$10,060.63	\$15,939.37	61.31%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	



CITY OF MORA

Revenue Guideline For City Council

Current Period: March 2021

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Last Dim Descr	2021 Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Commissions	\$0.00	\$0.00	\$0.00	0.00%	
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$24,000.00	\$0.00	\$24,000.00	100.00%	
Dept 47310 AIRPORT	\$105,733.00	\$19,501.16	\$86,231.84		
Fund 101 GENERAL FUND	\$2,884,273.00	\$200,379.72	\$2,683,893.28		
Fund 220 STORM WATER FUND					
Dept 47800 STORM WATER					
Federal Grants	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$0.00	\$0.00	\$0.00	0.00%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Dividends	\$3.00	\$0.00	\$3.00	100.00%	
Misc Income	\$0.00	\$53.84	-\$53.84	0.00%	
Penalties	\$1,200.00	\$457.58	\$742.42	61.87%	
Storm Water Fees	\$114,300.00	\$29,377.70	\$84,922.30	74.30%	
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47800 STORM WATER	\$115,503.00	\$29,889.12	\$85,613.88		
Fund 220 STORM WATER FUND	\$115,503.00	\$29,889.12	\$85,613.88		
Fund 222 FIRE FUND					
Dept 42220 FIRE					
Penalties & Interest	\$0.00	\$0.00	\$0.00	0.00%	
Federal Grants	\$0.00	\$0.00	\$0.00	0.00%	
Other State Grants & Aids	\$5,945.00	\$0.00	\$5,945.00	100.00%	
Fire Protection/Calls	\$45,000.00	\$7,565.00	\$37,435.00	83.19%	
Police & Fire Reports	\$0.00	\$0.00	\$0.00	0.00%	
Fire Protection Services	\$91,543.00	\$91,543.00	\$0.00	0.00%	
Special Assessments	\$0.00	\$0.00	\$0.00	0.00%	
Int/Pen on Spec Assmts	\$0.00	\$0.00	\$0.00	0.00%	
Interest Earnings	\$100.00	\$0.00	\$100.00	100.00%	
Dividends	\$270.00	\$0.00	\$270.00	100.00%	
Contributions & Donations	\$0.00	\$4,839.00	-\$4,839.00	0.00%	See Note F.
Misc Income	\$0.00	\$662.34	-\$662.34	0.00%	See Note A.
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from General Fund	\$37,795.00	\$37,795.00	\$0.00	0.00%	
Trf from Capital Projects Fund	\$112,530.00	\$0.00	\$112,530.00	100.00%	
Dept 42220 FIRE	\$293,183.00	\$142,404.34	\$150,778.66		
Fund 222 FIRE FUND	\$293,183.00	\$142,404.34	\$150,778.66		
Fund 225 CEMETERY FUND					
Dept 47810 CEMETERY					
Perpetual Care	\$0.00	\$0.00	\$0.00	0.00%	
Sales of Lots	\$18,000.00	\$90.00	\$17,910.00	99.50%	
Interment Fees	\$28,000.00	\$7,175.00	\$20,825.00	74.38%	
Stone Setting Fee	\$1,200.00	\$0.00	\$1,200.00	100.00%	
Interest Earnings	\$0.00	\$0.00	\$0.00	0.00%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$0.00	\$0.00	0.00%	
Dividends	\$35.00	\$0.00	\$35.00	100.00%	
Rent	\$0.00	\$0.00	\$0.00	0.00%	
Contributions & Donations	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$54.67	-\$54.67	0.00%	See Note A.



CITY OF MORA

Revenue Guideline For City Council

Current Period: March 2021

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Last Dim Descr	2021 Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Permanent Fund	\$0.00	\$2,010.42	-\$2,010.42	0.00%	See Note G.
Trf from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47810 CEMETERY	\$47,235.00	\$9,330.09	\$37,904.91		
Fund 225 CEMETERY FUND	\$47,235.00	\$9,330.09	\$37,904.91		
Fund 609 LIQUOR FUND					
Dept 49750 LIQUOR STORE					
Interest Earnings	\$0.00	\$0.00	\$0.00	0.00%	
Dividends	\$293.00	\$0.00	\$293.00	100.00%	
Service Chg on NSF Checks	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$500.00	\$338.93	\$161.07	32.21%	
Recoveries of Bad Debt	\$100.00	\$0.00	\$100.00	100.00%	
Wine Club	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Wine Sales	\$377,500.00	\$92,631.81	\$284,868.19	75.46%	
Liquor Sales	\$1,090,000.00	\$298,470.22	\$791,529.78	72.62%	
Beer Sales	\$2,010,000.00	\$437,510.44	\$1,572,489.56	78.23%	
Liquor & Beer Coupons	\$0.00	\$0.00	\$0.00	0.00%	
Misc Sales	\$180,000.00	\$47,825.74	\$132,174.26	73.43%	
Lottery	\$3,900.00	\$1,737.51	\$2,162.49	55.45%	
Commissions	\$1,500.00	\$341.16	\$1,158.84	77.26%	
Cash Discounts	\$0.00	\$0.00	\$0.00	0.00%	
Cash Over/Short	-\$200.00	-\$74.19	-\$125.81	62.91%	
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 49750 LIQUOR STORE	\$3,665,593.00	\$878,781.62	\$2,786,811.38		
Fund 609 LIQUOR FUND	\$3,665,593.00	\$878,781.62	\$2,786,811.38		
	\$7,005,787.00	\$1,260,784.89	\$5,745,002.11		



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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Fund 101 GENERAL FUND					
Dept 41000 GENERAL GOVERNMENT					
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Contributions	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$9,640.00	\$2,406.99	\$7,233.01	75.03%	
Workers Comp Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Miscellaneous	\$800.00	\$0.00	\$800.00	100.00%	
Tax Abatement Payments	\$4,000.00	\$0.00	\$4,000.00	100.00%	
Pay Out Pass-Thru Grant Procee	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$20,000.00	\$5,000.01	\$14,999.99	75.00%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41000 GENERAL GOVER	\$34,440.00	\$7,407.00	\$27,033.00	78.49%	
Dept 41110 MAYOR & COUNCIL					
Wages & Salaries	\$21,000.00	\$5,249.97	\$15,750.03	75.00%	
FICA	\$1,302.00	\$325.53	\$976.47	75.00%	
Medicare	\$305.00	\$76.08	\$228.92	75.06%	
Office Supplies	\$300.00	\$40.32	\$259.68	86.56%	
Other Operating Supplies	\$100.00	\$42.36	\$57.64	57.64%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$0.00	\$0.00	0.00%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Legal Services	\$600.00	\$0.00	\$600.00	100.00%	
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$25.00	\$0.00	\$25.00	100.00%	
Meetings, Training, & Travel	\$1,450.00	\$0.00	\$1,450.00	100.00%	
Advertising	\$200.00	\$180.51	\$19.49	9.75%	
Contributions	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$110.00	\$25.50	\$84.50	76.82%	
Workers Comp Insurance	\$122.00	\$25.32	\$96.68	79.25%	
Dues & Subscriptions	\$7,345.00	\$0.00	\$7,345.00	100.00%	
Miscellaneous	\$300.00	\$0.00	\$300.00	100.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41110 MAYOR & COUNC	\$33,159.00	\$5,965.59	\$27,193.41	82.01%	
Dept 41320 ADMINISTRATION					
Wages & Salaries	\$80,042.00	\$18,205.57	\$61,836.43	77.25%	
PERA	\$6,003.00	\$1,365.47	\$4,637.53	77.25%	
FICA	\$4,963.00	\$1,093.64	\$3,869.36	77.96%	
Medicare	\$1,161.00	\$255.79	\$905.21	77.97%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA	\$1,200.00	\$300.00	\$900.00	75.00%	
Health Insurance	\$9,985.00	\$2,496.33	\$7,488.67	75.00%	
Life Insurance	\$142.00	\$41.58	\$100.42	70.72%	
Office Supplies	\$400.00	\$33.77	\$366.23	91.56%	
Motor Fuels	\$0.00	\$0.00	\$0.00	0.00%	
Lubricants & Additives	\$0.00	\$0.00	\$0.00	0.00%	
Other Operating Supplies	\$100.00	\$136.40	-\$36.40	-36.40%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$50.00	\$74.00	-\$24.00	-48.00%	
Legal Services	\$600.00	\$0.00	\$600.00	100.00%	



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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Professional Services - Misc	\$1,250.00	\$1,099.09	\$150.91	12.07%	
Telephone	\$350.00	\$49.27	\$300.73	85.92%	
Postage	\$50.00	\$27.95	\$22.05	44.10%	
Meetings, Training, & Travel	\$2,150.00	\$0.00	\$2,150.00	100.00%	
Insurance	\$440.00	\$101.01	\$338.99	77.04%	
Workers Comp Insurance	\$680.00	\$141.09	\$538.91	79.25%	
Dues & Subscriptions	\$1,100.00	\$0.00	\$1,100.00	100.00%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41320 ADMINISTRATION	\$110,666.00	\$25,420.96	\$85,245.04	77.03%	
Dept 41410 ELECTIONS					
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Printed Forms & Paper	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Contractual Labor	\$0.00	\$0.00	\$0.00	0.00%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41410 ELECTIONS	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41520 FINANCE					
Wages & Salaries	\$90,094.00	\$14,589.63	\$75,504.37	83.81%	
PERA	\$6,757.00	\$1,094.28	\$5,662.72	83.81%	
FICA	\$5,586.00	\$852.48	\$4,733.52	84.74%	
Medicare	\$1,306.00	\$199.44	\$1,106.56	84.73%	
VEBA	\$600.00	\$150.00	\$450.00	75.00%	
Health Insurance	\$22,800.00	\$3,749.91	\$19,050.09	83.55%	
Life Insurance	\$213.00	\$41.58	\$171.42	80.48%	
Office Supplies	\$500.00	\$87.38	\$412.62	82.52%	
Printed Forms & Paper	\$0.00	\$0.00	\$0.00	0.00%	
Motor Fuels	\$0.00	\$0.00	\$0.00	0.00%	
Other Operating Supplies	\$0.00	\$15.93	-\$15.93	0.00%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$100.00	\$807.94	-\$707.94	-707.94%	See Note H.
Auditing	\$8,030.00	\$444.00	\$7,586.00	94.47%	
Legal Services	\$300.00	\$0.00	\$300.00	100.00%	
Assessing	\$13,000.00	\$818.00	\$12,182.00	93.71%	
Professional Services - Misc	\$3,500.00	\$111.17	\$3,388.83	96.82%	
Telephone	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$1,500.00	\$674.97	\$825.03	55.00%	
Meetings, Training, & Travel	\$700.00	\$0.00	\$700.00	100.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$970.00	\$252.99	\$717.01	73.92%	
Workers Comp Insurance	\$766.00	\$158.94	\$607.06	79.25%	
Dues & Subscriptions	\$275.00	\$160.00	\$115.00	41.82%	
Miscellaneous	\$50.00	\$44.64	\$5.36	10.72%	
Payment Processing Expenses	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41520 FINANCE	\$157,047.00	\$24,253.28	\$132,793.72	84.56%	
Dept 41550 ASSESSING					
Assessing	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41550 ASSESSING	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41610 LEGAL					
Legal Services	\$32,000.00	\$9,906.37	\$22,093.63	69.04%	



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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Professional Services - Misc	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$40.00	\$9.51	\$30.49	76.23%	
Dept 41610 LEGAL	\$33,040.00	\$9,915.88	\$23,124.12	69.99%	
Dept 41800 HUMAN RESOURCES					
Wages & Salaries	\$0.00	\$0.00	\$0.00	0.00%	
PERA	\$0.00	\$0.00	\$0.00	0.00%	
FICA	\$0.00	\$0.00	\$0.00	0.00%	
Medicare	\$0.00	\$0.00	\$0.00	0.00%	
Health Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Life Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$150.00	\$107.88	\$42.12	28.08%	
Recognition/Wellness Programs	\$2,500.00	\$168.95	\$2,331.05	93.24%	
Uniforms	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$0.00	\$0.00	0.00%	
Legal Services	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Professional Services - Misc	\$24,900.00	\$1,145.60	\$23,754.40	95.40%	
Postage	\$300.00	\$225.00	\$75.00	25.00%	
Meetings, Training, & Travel	\$300.00	\$0.00	\$300.00	100.00%	
Advertising	\$1,500.00	\$2,711.85	-\$1,211.85	-80.79%	
Insurance	\$30.00	\$9.24	\$20.76	69.20%	
Workers Comp Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Payment Processing Expenses	\$975.00	\$210.00	\$765.00	78.46%	
Dept 41800 HUMAN RESOURC	\$31,655.00	\$4,578.52	\$27,076.48	85.54%	
Dept 41910 PLANNING & ZONING					
Wages & Salaries	\$71,745.00	\$16,205.46	\$55,539.54	77.41%	
PERA	\$5,268.00	\$1,215.39	\$4,052.61	76.93%	
FICA	\$4,448.00	\$980.55	\$3,467.45	77.96%	
Medicare	\$1,040.00	\$229.36	\$810.64	77.95%	
VEBA	\$180.00	\$45.00	\$135.00	75.00%	
Health Insurance	\$7,668.00	\$1,917.03	\$5,750.97	75.00%	
Life Insurance	\$121.00	\$35.34	\$85.66	70.79%	
Office Supplies	\$900.00	\$0.00	\$900.00	100.00%	
Other Operating Supplies	\$20.00	\$13.22	\$6.78	33.90%	
Small Tools & Equipment	\$0.00	\$24.00	-\$24.00	0.00%	
Engineering	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Legal Services	\$200.00	\$393.00	-\$193.00	-96.50%	
Professional Services - Misc	\$3,000.00	\$1,110.62	\$1,889.38	62.98%	
Telephone	\$437.00	\$68.97	\$368.03	84.22%	
Postage	\$25.00	\$0.00	\$25.00	100.00%	
Meetings, Training, & Travel	\$900.00	\$0.00	\$900.00	100.00%	
Advertising	\$1,000.00	\$239.94	\$760.06	76.01%	
Insurance	\$370.00	\$83.49	\$286.51	77.44%	
Workers Comp Insurance	\$514.00	\$106.65	\$407.35	79.25%	
Dues & Subscriptions	\$600.00	\$0.00	\$600.00	100.00%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41910 PLANNING & ZON	\$99,436.00	\$22,668.02	\$76,767.98	77.20%	
Dept 41920 INFORMATION TECHNOLOGY					
Office Supplies	\$100.00	\$0.00	\$100.00	100.00%	



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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Other Operating Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Repair/Maint - Bldg & Equip	\$2,000.00	\$879.88	\$1,120.12	56.01%	
Small Tools & Equipment	\$2,000.00	\$1,248.89	\$751.11	37.56%	
Professional Services - Misc	\$17,165.00	\$5,543.00	\$11,622.00	67.71%	
Telephone	\$1,150.00	\$180.56	\$969.44	84.30%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Rentals	\$3,800.00	\$943.77	\$2,856.23	75.16%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$2,644.65	-\$2,644.65	0.00%	See Note I.
Dept 41920 INFORMATION TE	\$26,215.00	\$11,440.75	\$14,774.25	56.36%	
Dept 41940 CITY HALL BUILDING					
Wages & Salaries	\$10,493.00	\$2,558.61	\$7,934.39	75.62%	
PERA	\$787.00	\$112.00	\$675.00	85.77%	
FICA	\$651.00	\$154.12	\$496.88	76.33%	
Medicare	\$152.00	\$36.08	\$115.92	76.26%	
VEBA	\$126.00	\$30.10	\$95.90	76.11%	
Health Insurance	\$1,668.00	\$366.62	\$1,301.38	78.02%	
Life Insurance	\$16.00	\$4.23	\$11.77	73.56%	
Cleaning Supplies	\$300.00	\$0.00	\$300.00	100.00%	
Laundry/Rugs	\$400.00	\$162.96	\$237.04	59.26%	
Other Operating Supplies	\$300.00	\$68.97	\$231.03	77.01%	
Repair/Maint - Bldg & Equip	\$3,000.00	\$0.00	\$3,000.00	100.00%	
Small Tools & Equipment	\$150.00	\$382.30	-\$232.30	-154.87%	
Professional Services - Misc	\$200.00	\$0.00	\$200.00	100.00%	
Telephone	\$7,000.00	\$1,760.62	\$5,239.38	74.85%	
Meetings, Training, & Travel	\$0.00	\$51.20	-\$51.20	0.00%	
Insurance	\$1,000.00	\$252.99	\$747.01	74.70%	
Workers Comp Insurance	\$541.00	\$112.26	\$428.74	79.25%	
Electricity	\$2,900.00	\$762.54	\$2,137.46	73.71%	
Water	\$700.00	\$177.44	\$522.56	74.65%	
Natural Gas - Heat	\$3,000.00	\$851.74	\$2,148.26	71.61%	
Garbage Removal	\$575.00	\$202.63	\$372.37	64.76%	
Sewer	\$500.00	\$146.31	\$353.69	70.74%	
Storm Water	\$125.00	\$37.05	\$87.95	70.36%	
Rentals	\$580.00	\$578.40	\$1.60	0.28%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Dept 41940 CITY HALL BUILDI	\$35,164.00	\$8,809.17	\$26,354.83	74.95%	
Dept 41941 LIBRARY BUILDING					
Wages & Salaries	\$11,681.00	\$1,154.32	\$10,526.68	90.12%	
PERA	\$876.00	\$3.89	\$872.11	99.56%	
FICA	\$724.00	\$71.27	\$652.73	90.16%	
Medicare	\$169.00	\$16.69	\$152.31	90.12%	
VEBA	\$12.00	\$0.18	\$11.82	98.50%	
Health Insurance	\$456.00	\$8.51	\$447.49	98.13%	
Life Insurance	\$4.00	\$0.09	\$3.91	97.75%	
Cleaning Supplies	\$400.00	\$0.00	\$400.00	100.00%	
Laundry/Rugs	\$1,300.00	\$229.69	\$1,070.31	82.33%	
Other Operating Supplies	\$300.00	\$0.00	\$300.00	100.00%	
Landscaping Materials	\$0.00	\$0.00	\$0.00	0.00%	
Repair/Maint - Bldg & Equip	\$5,500.00	\$0.00	\$5,500.00	100.00%	
Small Tools & Equipment	\$1,000.00	\$13.89	\$986.11	98.61%	
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	



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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Telephone	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$830.00	\$210.24	\$619.76	74.67%	
Workers Comp Insurance	\$160.00	\$33.21	\$126.79	79.24%	
Electricity	\$3,900.00	\$868.27	\$3,031.73	77.74%	
Water	\$400.00	\$77.91	\$322.09	80.52%	
Natural Gas - Heat	\$2,500.00	\$771.63	\$1,728.37	69.13%	
Garbage Removal	\$330.00	\$80.73	\$249.27	75.54%	
Sewer	\$500.00	\$86.31	\$413.69	82.74%	
Storm Water	\$140.00	\$37.05	\$102.95	73.54%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$9,000.00	\$0.00	\$9,000.00	100.00%	
Dept 41941 LIBRARY BUILDIN	\$40,182.00	\$3,663.88	\$36,518.12	90.88%	
Dept 42120 LAW ENFORCEMENT					
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Small Tools & Equipment	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$670,859.00	\$160,650.75	\$510,208.25	76.05%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$830.00	\$195.24	\$634.76	76.48%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$10,000.00	\$7,841.62	\$2,158.38	21.58%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 42120 LAW ENFORCEME	\$681,689.00	\$168,687.61	\$513,001.39	75.25%	
Dept 42220 FIRE					
Fire Relief Pension	\$55,500.00	\$0.00	\$55,500.00	100.00%	
Contract Services	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Special Revenue Fund	\$37,795.00	\$37,795.00	\$0.00	0.00%	
Trf to Capital Projects Fund	\$41,629.00	\$41,629.00	\$0.00	0.00%	
Dept 42220 FIRE	\$134,924.00	\$79,424.00	\$55,500.00	41.13%	
Dept 42401 BUILDING					
Wages & Salaries	\$62,068.00	\$14,296.93	\$47,771.07	76.97%	
PERA	\$4,655.00	\$1,072.29	\$3,582.71	76.96%	
FICA	\$3,848.00	\$870.57	\$2,977.43	77.38%	
Medicare	\$900.00	\$203.59	\$696.41	77.38%	
VEBA	\$960.00	\$240.00	\$720.00	75.00%	
Health Insurance	\$12,306.00	\$3,076.56	\$9,229.44	75.00%	
Life Insurance	\$128.00	\$37.38	\$90.62	70.80%	
Office Supplies	\$450.00	\$0.00	\$450.00	100.00%	
Printed Forms & Paper	\$150.00	\$0.00	\$150.00	100.00%	
Motor Fuels	\$400.00	\$18.44	\$381.56	95.39%	
Other Operating Supplies	\$500.00	\$0.00	\$500.00	100.00%	
Repair/Maint - Bldg & Equip	\$250.00	\$0.00	\$250.00	100.00%	
Small Tools & Equipment	\$200.00	\$12.00	\$188.00	94.00%	
Engineering	\$2,500.00	\$0.00	\$2,500.00	100.00%	
Legal Services	\$300.00	\$0.00	\$300.00	100.00%	
Professional Services - Misc	\$1,500.00	\$0.00	\$1,500.00	100.00%	
Telephone	\$690.00	\$108.38	\$581.62	84.29%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Meetings, Training, & Travel	\$1,000.00	\$300.00	\$700.00	70.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$470.00	\$144.75	\$325.25	69.20%	
Workers Comp Insurance	\$447.00	\$92.73	\$354.27	79.26%	



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Expenditure Guideline For City Council

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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Contractual Labor	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$200.00	\$0.00	\$200.00	100.00%	
Miscellaneous	\$50.00	\$0.00	\$50.00	100.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Dept 42401 BUILDING	\$93,972.00	\$20,473.62	\$73,498.38	78.21%	
Dept 43121 STREETS					
Wages & Salaries	\$140,778.00	\$22,690.94	\$118,087.06	83.88%	
PERA	\$10,509.00	\$1,669.23	\$8,839.77	84.12%	
FICA	\$8,728.00	\$1,288.68	\$7,439.32	85.24%	
Medicare	\$2,041.00	\$301.41	\$1,739.59	85.23%	
VEBA	\$123.00	\$30.04	\$92.96	75.58%	
Health Insurance	\$30,893.00	\$3,973.38	\$26,919.62	87.14%	
Life Insurance	\$314.00	\$51.70	\$262.30	83.54%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$250.00	\$0.66	\$249.34	99.74%	
Cleaning Supplies	\$250.00	\$0.00	\$250.00	100.00%	
Motor Fuels	\$25,000.00	\$5,194.73	\$19,805.27	79.22%	
Lubricants & Additives	\$3,500.00	\$1,454.29	\$2,045.71	58.45%	
Chemicals	\$300.00	\$0.00	\$300.00	100.00%	
Other Operating Supplies	\$2,000.00	\$338.93	\$1,661.07	83.05%	
Uniforms	\$2,000.00	\$226.45	\$1,773.55	88.68%	
Tires	\$6,000.00	\$233.72	\$5,766.28	96.10%	
Street Maint - Labor&Materials	\$140,000.00	\$11,684.44	\$128,315.56	91.65%	
Landscaping Materials	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Street Signs	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Repair/Maint - Bldg & Equip	\$30,000.00	\$10,990.79	\$19,009.21	63.36%	
Small Tools & Equipment	\$3,000.00	\$4,389.44	-\$1,389.44	-46.31%	See Note J.
Engineering	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Professional Services - Misc	\$1,400.00	\$750.84	\$649.16	46.37%	
Telephone	\$2,300.00	\$498.24	\$1,801.76	78.34%	
Postage	\$50.00	\$0.00	\$50.00	100.00%	
Meetings, Training, & Travel	\$500.00	\$462.35	\$37.65	7.53%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$6,870.00	\$1,815.75	\$5,054.25	73.57%	
Workers Comp Insurance	\$14,876.00	\$3,086.46	\$11,789.54	79.25%	
Electricity	\$1,500.00	\$408.63	\$1,091.37	72.76%	
Garbage Removal	\$1,000.00	\$242.19	\$757.81	75.78%	
Rentals	\$300.00	\$0.00	\$300.00	100.00%	
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	
Miscellaneous	\$900.00	\$101.88	\$798.12	88.68%	
Capital Outlay	\$89,000.00	\$52,697.80	\$36,302.20	40.79%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 43121 STREETS	\$527,382.00	\$124,582.97	\$402,799.03	76.38%	
Dept 43125 ICE & SNOW REMOVAL					
Wages & Salaries	\$14,591.00	\$17,913.74	-\$3,322.74	-22.77%	
PERA	\$1,094.00	\$1,336.87	-\$242.87	-22.20%	
FICA	\$905.00	\$985.88	-\$80.88	-8.94%	
Medicare	\$212.00	\$230.58	-\$18.58	-8.76%	
VEBA	\$9.00	\$0.12	\$8.88	98.67%	
Health Insurance	\$3,329.00	\$6,131.21	-\$2,802.21	-84.18%	
Life Insurance	\$34.00	\$70.37	-\$36.37	-106.97%	
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Cleaning Supplies	\$0.00	\$0.00	\$0.00	0.00%	



CITY OF MORA

Expenditure Guideline For City Council

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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Motor Fuels	\$0.00	\$0.00	\$0.00	0.00%	
Lubricants & Additives	\$0.00	\$0.00	\$0.00	0.00%	
Chemicals	\$24,000.00	\$0.00	\$24,000.00	100.00%	
Other Operating Supplies	\$5,000.00	\$0.00	\$5,000.00	100.00%	
Tires	\$0.00	\$0.00	\$0.00	0.00%	
Repair/Maint - Bldg & Equip	\$0.00	\$0.00	\$0.00	0.00%	
Telephone	\$0.00	\$0.00	\$0.00	0.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Workers Comp Insurance	\$1,450.00	\$300.84	\$1,149.16	79.25%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Dept 43125 ICE & SNOW REM	\$50,624.00	\$26,969.61	\$23,654.39	46.73%	
Dept 43160 STREET LIGHTING					
Wages & Salaries	\$0.00	\$0.00	\$0.00	0.00%	
PERA	\$0.00	\$0.00	\$0.00	0.00%	
FICA	\$0.00	\$0.00	\$0.00	0.00%	
Medicare	\$0.00	\$0.00	\$0.00	0.00%	
Electricity	\$31,000.00	\$9,084.52	\$21,915.48	70.70%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$9,000.00	-\$9,000.00	0.00%	See Note K.
Dept 43160 STREET LIGHTIN	\$31,000.00	\$18,084.52	\$12,915.48	41.66%	
Dept 43180 GARAGE					
Wages & Salaries	\$1,609.00	\$252.55	\$1,356.45	84.30%	
PERA	\$115.00	\$1.82	\$113.18	98.42%	
FICA	\$100.00	\$15.66	\$84.34	84.34%	
Medicare	\$23.00	\$3.67	\$19.33	84.04%	
VEBA	\$0.00	\$0.00	\$0.00	0.00%	
Health Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Life Insurance	\$0.00	\$0.00	\$0.00	0.00%	
Cleaning Supplies	\$400.00	\$13.48	\$386.52	96.63%	
Lubricants & Additives	\$600.00	\$0.00	\$600.00	100.00%	
Chemicals	\$600.00	\$0.00	\$600.00	100.00%	
Other Operating Supplies	\$500.00	\$183.91	\$316.09	63.22%	
Repair/Maint - Bldg & Equip	\$5,000.00	\$564.79	\$4,435.21	88.70%	
Small Tools & Equipment	\$1,500.00	\$5,920.10	-\$4,420.10	-294.67%	See Note L.
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$2,480.00	\$628.26	\$1,851.74	74.67%	
Workers Comp Insurance	\$16.00	\$3.33	\$12.67	79.19%	
Electricity	\$4,300.00	\$1,365.45	\$2,934.55	68.25%	
Water	\$375.00	\$101.96	\$273.04	72.81%	
Natural Gas - Heat	\$7,000.00	\$2,637.69	\$4,362.31	62.32%	
Garbage Removal	\$2,000.00	\$543.78	\$1,456.22	72.81%	
Sewer	\$475.00	\$123.81	\$351.19	73.93%	
Storm Water	\$275.00	\$68.27	\$206.73	75.17%	
Rentals	\$200.00	\$0.00	\$200.00	100.00%	
Miscellaneous	\$50.00	\$10.00	\$40.00	80.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Dept 43180 GARAGE	\$27,618.00	\$12,438.53	\$15,179.47	54.96%	
Dept 45124 AQUATIC CENTER					
Wages & Salaries	\$145,287.00	\$9,459.67	\$135,827.33	93.49%	



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Expenditure Guideline For City Council

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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
PERA	\$4,810.00	\$709.52	\$4,100.48	85.25%	
FICA	\$9,008.00	\$556.65	\$8,451.35	93.82%	
Medicare	\$2,107.00	\$130.18	\$1,976.82	93.82%	
VEBA	\$843.00	\$210.04	\$632.96	75.08%	
Health Insurance	\$10,194.00	\$2,522.01	\$7,671.99	75.26%	
Life Insurance	\$101.00	\$29.10	\$71.90	71.19%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$400.00	\$4.63	\$395.37	98.84%	
Printed Forms & Paper	\$300.00	\$0.00	\$300.00	100.00%	
Cleaning Supplies	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Chemicals	\$14,000.00	\$0.00	\$14,000.00	100.00%	
Other Operating Supplies	\$3,000.00	\$0.00	\$3,000.00	100.00%	
Landscaping Materials	\$400.00	\$0.00	\$400.00	100.00%	
Repair/Maint - Bldg & Equip	\$15,000.00	\$3,204.07	\$11,795.93	78.64%	
Small Tools & Equipment	\$1,800.00	\$1,969.92	-\$169.92	-9.44%	
Merchandise for Resale	\$18,000.00	\$0.00	\$18,000.00	100.00%	
Professional Services - Misc	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Telephone	\$2,300.00	\$68.97	\$2,231.03	97.00%	
Postage	\$0.00	\$0.00	\$0.00	0.00%	
Meetings, Training, & Travel	\$800.00	\$0.00	\$800.00	100.00%	
Advertising	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Insurance	\$7,160.00	\$1,808.01	\$5,351.99	74.75%	
Workers Comp Insurance	\$11,611.00	\$2,409.03	\$9,201.97	79.25%	
Electricity	\$9,850.00	\$217.10	\$9,632.90	97.80%	
Water	\$6,000.00	\$2.43	\$5,997.57	99.96%	
Natural Gas - Heat	\$12,500.00	\$507.75	\$11,992.25	95.94%	
Garbage Removal	\$600.00	\$0.00	\$600.00	100.00%	
Sewer	\$2,500.00	\$0.00	\$2,500.00	100.00%	
Storm Water	\$180.00	\$44.88	\$135.12	75.07%	
Rentals	\$100.00	\$0.00	\$100.00	100.00%	
Bad Debts/NSF Checks	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$1,100.00	\$1,005.00	\$95.00	8.64%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Payment Processing Expenses	\$3,000.00	\$29.85	\$2,970.15	99.01%	
Capital Outlay	\$10,000.00	\$7,426.74	\$2,573.26	25.73%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 45124 AQUATIC CENTER	\$296,951.00	\$32,315.55	\$264,635.45	89.12%	
Dept 45202 PARKS					
Wages & Salaries	\$75,047.00	\$4,775.26	\$70,271.74	93.64%	
PERA	\$5,021.00	\$339.52	\$4,681.48	93.24%	
FICA	\$4,653.00	\$270.35	\$4,382.65	94.19%	
Medicare	\$1,088.00	\$63.29	\$1,024.71	94.18%	
VEBA	\$120.00	\$30.00	\$90.00	75.00%	
Health Insurance	\$15,887.00	\$1,072.30	\$14,814.70	93.25%	
Life Insurance	\$164.00	\$12.45	\$151.55	92.41%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$50.00	\$0.66	\$49.34	98.68%	
Cleaning Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Motor Fuels	\$2,000.00	\$219.16	\$1,780.84	89.04%	
Lubricants & Additives	\$400.00	\$0.00	\$400.00	100.00%	
Chemicals	\$50.00	\$0.00	\$50.00	100.00%	
Other Operating Supplies	\$800.00	\$0.00	\$800.00	100.00%	
Uniforms	\$300.00	\$113.23	\$186.77	62.26%	



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Expenditure Guideline For City Council

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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Tires	\$400.00	\$0.00	\$400.00	100.00%	
Street Maint - Labor&Materials	\$5,000.00	\$0.00	\$5,000.00	100.00%	
Landscaping Materials	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Street Signs	\$250.00	\$0.00	\$250.00	100.00%	
Repair/Maint - Bldg & Equip	\$6,000.00	\$586.81	\$5,413.19	90.22%	
Small Tools & Equipment	\$1,800.00	\$293.32	\$1,506.68	83.70%	
Decorations	\$0.00	\$0.00	\$0.00	0.00%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$10,000.00	\$0.00	\$10,000.00	100.00%	
Telephone	\$470.00	\$91.65	\$378.35	80.50%	
Postage	\$20.00	\$0.00	\$20.00	100.00%	
Meetings, Training, & Travel	\$50.00	\$0.00	\$50.00	100.00%	
Advertising	\$1,200.00	\$17.50	\$1,182.50	98.54%	
Contributions	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Insurance	\$6,200.00	\$1,567.50	\$4,632.50	74.72%	
Workers Comp Insurance	\$7,377.00	\$1,530.57	\$5,846.43	79.25%	
Electricity	\$2,200.00	\$415.58	\$1,784.42	81.11%	
Garbage Removal	\$800.00	\$0.00	\$800.00	100.00%	
Storm Water	\$420.00	\$107.32	\$312.68	74.45%	
Rentals	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Dues & Subscriptions	\$750.00	\$0.00	\$750.00	100.00%	
Miscellaneous	\$500.00	\$23.25	\$476.75	95.35%	
Property Tax Expense	\$2,200.00	\$0.00	\$2,200.00	100.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 45202 PARKS	\$156,217.00	\$11,529.72	\$144,687.28	92.62%	
Dept 47310 AIRPORT					
Wages & Salaries	\$32,224.00	\$3,289.33	\$28,934.67	89.79%	
PERA	\$2,290.00	\$218.77	\$2,071.23	90.45%	
FICA	\$1,998.00	\$192.81	\$1,805.19	90.35%	
Medicare	\$467.00	\$45.09	\$421.91	90.34%	
VEBA	\$6.00	\$0.10	\$5.90	98.33%	
Health Insurance	\$6,944.00	\$283.91	\$6,660.09	95.91%	
Life Insurance	\$71.00	\$4.53	\$66.47	93.62%	
Cleaning Supplies	\$100.00	\$0.00	\$100.00	100.00%	
Motor Fuels	\$2,500.00	\$897.12	\$1,602.88	64.12%	
Lubricants & Additives	\$100.00	\$0.00	\$100.00	100.00%	
Chemicals	\$30.00	\$0.00	\$30.00	100.00%	
Other Operating Supplies	\$300.00	\$0.00	\$300.00	100.00%	
Uniforms	\$250.00	\$27.18	\$222.82	89.13%	
Tires	\$500.00	\$14.78	\$485.22	97.04%	
Street Maint - Labor&Materials	\$20,000.00	\$6,644.68	\$13,355.32	66.78%	
Landscaping Materials	\$100.00	\$0.00	\$100.00	100.00%	
Repair/Maint - Bldg & Equip	\$20,000.00	\$610.35	\$19,389.65	96.95%	
Small Tools & Equipment	\$500.00	\$46.88	\$453.12	90.62%	
Merchandise for Resale	\$200.00	\$0.00	\$200.00	100.00%	
Fuel for Resale	\$30,000.00	\$18,759.70	\$11,240.30	37.47%	
Engineering	\$30,000.00	\$0.00	\$30,000.00	100.00%	
Legal Services	\$500.00	\$0.00	\$500.00	100.00%	
Professional Services - Misc	\$50,000.00	\$0.00	\$50,000.00	100.00%	
Telephone	\$1,000.00	\$405.49	\$594.51	59.45%	
Postage	\$40.00	\$0.00	\$40.00	100.00%	
Meetings, Training, & Travel	\$300.00	\$0.00	\$300.00	100.00%	



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Expenditure Guideline For City Council

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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Advertising	\$300.00	\$0.00	\$300.00	100.00%	
Insurance	\$9,240.00	\$2,338.50	\$6,901.50	74.69%	
Workers Comp Insurance	\$3,026.00	\$627.84	\$2,398.16	79.25%	
Electricity	\$6,500.00	\$1,481.32	\$5,018.68	77.21%	
Water	\$800.00	\$205.72	\$594.28	74.29%	
Natural Gas - Heat	\$3,000.00	\$1,000.03	\$1,999.97	66.67%	
Garbage Removal	\$50.00	\$0.00	\$50.00	100.00%	
Sewer	\$1,000.00	\$247.62	\$752.38	75.24%	
Storm Water	\$1,000.00	\$263.40	\$736.60	73.66%	
Rentals	\$120.00	\$0.00	\$120.00	100.00%	
Dues & Subscriptions	\$220.00	\$25.62	\$194.38	88.35%	
Miscellaneous	\$50.00	\$0.00	\$50.00	100.00%	
Payment Processing Expenses	\$1,100.00	\$263.28	\$836.72	76.07%	
Property Tax Expense	\$3,000.00	\$0.00	\$3,000.00	100.00%	
Capital Outlay	\$53,000.00	\$0.00	\$53,000.00	100.00%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47310 AIRPORT	\$282,826.00	\$37,894.05	\$244,931.95	86.60%	
Fund 101 GENERAL FUND	\$2,884,207.00	\$656,523.23	\$2,227,683.77	77.24%	
Fund 220 STORM WATER FUND					
Dept 47800 STORM WATER					
Wages & Salaries	\$16,621.00	\$2,972.06	\$13,648.94	82.12%	
PERA	\$1,226.00	\$217.69	\$1,008.31	82.24%	
FICA	\$1,031.00	\$161.51	\$869.49	84.33%	
Medicare	\$241.00	\$37.79	\$203.21	84.32%	
VEBA	\$0.00	\$0.00	\$0.00	0.00%	
Health Insurance	\$3,827.00	\$775.20	\$3,051.80	79.74%	
Life Insurance	\$40.00	\$8.41	\$31.59	78.98%	
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Motor Fuels	\$0.00	\$0.00	\$0.00	0.00%	
Other Operating Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Uniforms	\$300.00	\$58.87	\$241.13	80.38%	
Street Maint - Labor&Materials	\$10,000.00	\$0.00	\$10,000.00	100.00%	
Repair/Maint - Bldg & Equip	\$4,000.00	\$0.00	\$4,000.00	100.00%	
Small Tools & Equipment	\$200.00	\$0.00	\$200.00	100.00%	
Auditing	\$0.00	\$0.00	\$0.00	0.00%	
Engineering	\$5,000.00	\$0.00	\$5,000.00	100.00%	
Professional Services - Misc	\$5,000.00	\$0.00	\$5,000.00	100.00%	
Telephone	\$300.00	\$47.46	\$252.54	84.18%	
Postage	\$10.00	\$0.00	\$10.00	100.00%	
Meetings, Training, & Travel	\$100.00	\$0.00	\$100.00	100.00%	
Advertising	\$25.00	\$0.00	\$25.00	100.00%	
Depreciation	\$13,500.00	\$3,362.49	\$10,137.51	75.09%	
Insurance	\$120.00	\$32.25	\$87.75	73.13%	
Workers Comp Insurance	\$1,772.00	\$367.65	\$1,404.35	79.25%	
Rentals	\$0.00	\$0.00	\$0.00	0.00%	
Storm Water Credit	\$1,400.00	\$361.05	\$1,038.95	74.21%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Change in Pension	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Interest Expense	\$15,960.00	\$8,052.20	\$7,907.80	49.55%	
Trf to General Fund	\$1,224.00	\$250.00	\$974.00	79.58%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	



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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Trf to Debt Service Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47800 STORM WATER	\$81,897.00	\$16,704.63	\$65,192.37	79.60%	
Fund 220 STORM WATER FUND	\$81,897.00	\$16,704.63	\$65,192.37	79.60%	
Fund 222 FIRE FUND					
Dept 42220 FIRE					
Wages & Salaries	\$67,399.00	\$3,725.03	\$63,673.97	94.47%	
PERA	\$849.00	\$22.33	\$826.67	97.37%	
FICA	\$4,158.00	\$230.52	\$3,927.48	94.46%	
Medicare	\$975.00	\$53.92	\$921.08	94.47%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA	\$6.00	\$0.04	\$5.96	99.33%	
Health Insurance	\$379.00	\$53.37	\$325.63	85.92%	
Life Insurance	\$5.00	\$1.09	\$3.91	78.20%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$300.00	\$0.00	\$300.00	100.00%	
Cleaning Supplies	\$200.00	\$0.00	\$200.00	100.00%	
Motor Fuels	\$3,500.00	\$523.08	\$2,976.92	85.05%	
Lubricants & Additives	\$500.00	\$0.00	\$500.00	100.00%	
Other Operating Supplies	\$2,000.00	\$83.43	\$1,916.57	95.83%	
Uniforms	\$8,500.00	\$0.00	\$8,500.00	100.00%	
Tires	\$0.00	\$0.00	\$0.00	0.00%	
Repair/Maint - Bldg & Equip	\$22,000.00	\$4,144.99	\$17,855.01	81.16%	
Small Tools & Equipment	\$10,000.00	\$1,872.99	\$8,127.01	81.27%	
Legal Services	\$0.00	\$0.00	\$0.00	0.00%	
Medical Services	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Professional Services - Misc	\$6,000.00	\$0.00	\$6,000.00	100.00%	
Collection Services	\$0.00	\$0.00	\$0.00	0.00%	
Telephone	\$200.00	\$225.00	-\$25.00	-12.50%	
Postage	\$200.00	\$120.00	\$80.00	40.00%	
Meetings, Training, & Travel	\$9,000.00	\$615.20	\$8,384.80	93.16%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$4,510.00	\$836.49	\$3,673.51	81.45%	
Workers Comp Insurance	\$23,216.00	\$4,816.83	\$18,399.17	79.25%	
Electricity	\$4,000.00	\$954.08	\$3,045.92	76.15%	
Water	\$350.00	\$77.63	\$272.37	77.82%	
Natural Gas - Heat	\$4,500.00	\$1,451.78	\$3,048.22	67.74%	
Garbage Removal	\$0.00	\$0.00	\$0.00	0.00%	
Sewer	\$400.00	\$78.81	\$321.19	80.30%	
Storm Water	\$0.00	\$0.00	\$0.00	0.00%	
Rentals	\$0.00	\$0.00	\$0.00	0.00%	
Bad Debts/NSF Checks	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Dues & Subscriptions	\$1,200.00	\$490.00	\$710.00	59.17%	
Miscellaneous	\$500.00	\$190.00	\$310.00	62.00%	
Capital Outlay	\$100,000.00	\$0.00	\$100,000.00	100.00%	
Trf to General Fund	\$15,336.00	\$1,250.00	\$14,086.00	91.85%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 42220 FIRE	\$293,183.00	\$21,816.61	\$271,366.39	92.56%	
Fund 222 FIRE FUND	\$293,183.00	\$21,816.61	\$271,366.39	92.56%	
Fund 225 CEMETERY FUND					
Dept 47810 CEMETERY					



CITY OF MORA

Expenditure Guideline For City Council

Current Period: March 2021

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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Wages & Salaries	\$16,579.00	\$938.43	\$15,640.57	94.34%	
PERA	\$832.00	\$66.91	\$765.09	91.96%	
FICA	\$1,028.00	\$52.36	\$975.64	94.91%	
Medicare	\$240.00	\$12.26	\$227.74	94.89%	
VEBA	\$0.00	\$0.00	\$0.00	0.00%	
Health Insurance	\$2,597.00	\$119.23	\$2,477.77	95.41%	
Life Insurance	\$27.00	\$1.56	\$25.44	94.22%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$10.00	\$28.29	-\$18.29	-182.90%	
Motor Fuels	\$900.00	\$0.00	\$900.00	100.00%	
Lubricants & Additives	\$50.00	\$0.00	\$50.00	100.00%	
Other Operating Supplies	\$750.00	\$0.00	\$750.00	100.00%	
Uniforms	\$100.00	\$27.18	\$72.82	72.82%	
Tires	\$150.00	\$0.00	\$150.00	100.00%	
Street Maint - Labor&Materials	\$2,500.00	\$0.00	\$2,500.00	100.00%	
Landscaping Materials	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Street Signs	\$100.00	\$0.00	\$100.00	100.00%	
Repair/Maint - Bldg & Equip	\$15,000.00	\$614.00	\$14,386.00	95.91%	
Small Tools & Equipment	\$50.00	\$0.00	\$50.00	100.00%	
Land Purchased for Resale	\$200.00	\$0.00	\$200.00	100.00%	
Professional Services - Misc	\$0.00	\$0.00	\$0.00	0.00%	
Contract Services	\$0.00	\$0.00	\$0.00	0.00%	
Telephone	\$120.00	\$19.62	\$100.38	83.65%	
Postage	\$10.00	\$0.00	\$10.00	100.00%	
Advertising	\$0.00	\$0.00	\$0.00	0.00%	
Insurance	\$370.00	\$89.76	\$280.24	75.74%	
Workers Comp Insurance	\$1,755.00	\$364.14	\$1,390.86	79.25%	
Electricity	\$175.00	\$41.60	\$133.40	76.23%	
Water	\$160.00	\$2.43	\$157.57	98.48%	
Storm Water	\$200.00	\$52.66	\$147.34	73.67%	
Contractual Labor	\$0.00	\$0.00	\$0.00	0.00%	
Rentals	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	0.00%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$40,000.00	\$0.00	\$40,000.00	100.00%	
Trf to General Fund	\$6,633.00	\$1,500.00	\$5,133.00	77.39%	
Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	
Dept 47810 CEMETERY	\$91,536.00	\$3,930.43	\$87,605.57	95.71%	
Fund 225 CEMETERY FUND	\$91,536.00	\$3,930.43	\$87,605.57	95.71%	
Fund 609 LIQUOR FUND					
Dept 49750 LIQUOR STORE					
Wages & Salaries	\$242,978.00	\$48,059.00	\$194,919.00	80.22%	
PERA	\$18,223.00	\$3,600.94	\$14,622.06	80.24%	
FICA	\$15,065.00	\$2,864.13	\$12,200.87	80.99%	
Medicare	\$3,523.00	\$669.83	\$2,853.17	80.99%	
VEBA	\$1,206.00	\$300.10	\$905.90	75.12%	
Health Insurance	\$30,227.00	\$7,504.08	\$22,722.92	75.17%	
Life Insurance	\$286.00	\$83.16	\$202.84	70.92%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$500.00	\$55.75	\$444.25	88.85%	
Cleaning Supplies	\$1,000.00	\$253.81	\$746.19	74.62%	
Off-Sale Supplies	\$4,900.00	\$863.35	\$4,036.65	82.38%	



CITY OF MORA

Expenditure Guideline For City Council

Current Period: March 2021

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Last Dim Descr	2021 YTD Budget	2021 YTD Amt	2021 YTD Balance	2021 % of Budget Remain	Explanation
Other Operating Supplies	\$2,400.00	\$500.67	\$1,899.33	79.14%	
Uniforms	\$300.00	\$0.00	\$300.00	100.00%	
Landscaping Materials	\$10,500.00	\$0.00	\$10,500.00	100.00%	
Repair/Maint - Bldg & Equip	\$31,000.00	\$4,206.10	\$26,793.90	86.43%	
Small Tools & Equipment	\$10,900.00	\$585.47	\$10,314.53	94.63%	
Wine Purchased for Resale	\$275,000.00	\$68,887.36	\$206,112.64	74.95%	
Liquor Purchased for Resale	\$810,000.00	\$219,916.04	\$590,083.96	72.85%	
Beer Purchased for Resale	\$1,530,000.00	\$334,954.26	\$1,195,045.74	78.11%	
Misc Purchases - NCBS	\$118,000.00	\$37,367.15	\$80,632.85	68.33%	
Deposits/Returns	\$0.00	\$0.00	\$0.00	0.00%	
Auditing	\$4,550.00	\$252.00	\$4,298.00	94.46%	
Legal Services	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$1,800.00	\$536.25	\$1,263.75	70.21%	
Telephone	\$3,250.00	\$1,132.48	\$2,117.52	65.15%	
Postage	\$200.00	\$105.00	\$95.00	47.50%	
Meetings, Training, & Travel	\$600.00	\$0.00	\$600.00	100.00%	
Advertising	\$9,000.00	\$2,904.78	\$6,095.22	67.72%	
Contributions	\$1,800.00	\$109.39	\$1,690.61	93.92%	
Depreciation	\$62,000.00	\$15,421.17	\$46,578.83	75.13%	
Insurance	\$15,260.00	\$3,679.26	\$11,580.74	75.89%	
Workers Comp Insurance	\$11,433.00	\$2,372.10	\$9,060.90	79.25%	
Electricity	\$23,000.00	\$5,314.48	\$17,685.52	76.89%	
Water	\$350.00	\$98.76	\$251.24	71.78%	
Natural Gas - Heat	\$0.00	\$0.00	\$0.00	0.00%	
Garbage Removal	\$2,400.00	\$581.58	\$1,818.42	75.77%	
Sewer	\$500.00	\$93.81	\$406.19	81.24%	
Storm Water	\$185.00	\$48.78	\$136.22	73.63%	
Rentals	\$1,600.00	\$436.79	\$1,163.21	72.70%	
Bad Debts/NSF Checks	\$150.00	\$30.00	\$120.00	80.00%	
Dues & Subscriptions	\$2,700.00	\$0.00	\$2,700.00	100.00%	
Miscellaneous	\$100.00	\$0.00	\$100.00	100.00%	
Payment Processing Expenses	\$50,000.00	\$16,337.80	\$33,662.20	67.32%	
Wine Club Expense	\$2,000.00	\$0.00	\$2,000.00	100.00%	
Property Tax Expense	\$9,805.00	\$0.00	\$9,805.00	100.00%	
Change in Pension	\$0.00	\$0.00	\$0.00	0.00%	
Capital Outlay	\$0.00	\$0.00	\$0.00	0.00%	
Interest Expense	\$29,250.00	\$7,312.50	\$21,937.50	75.00%	
Trf to General Fund	\$306,411.00	\$75,500.01	\$230,910.99	75.36%	
Dept 49750 LIQUOR STORE	\$3,644,352.00	\$862,938.14	\$2,781,413.86	76.32%	
Fund 609 LIQUOR FUND	\$3,644,352.00	\$862,938.14	\$2,781,413.86	76.32%	
	\$6,995,175.00	\$1,561,913.04	\$5,433,261.96	77.67%	

**CITY OF MORA****Notes to the Financial Statements****For the Quarter Ended March 31, 2021**

Revenues - The following notes attempt to explain the reason for revenues outside what would be expected as shown on the following reports.

- A. Worker's comp commissions and audit adjustments
- B. Write off of employee 2020 unused flex dollars
- C. Repayment from Mora HRA for repairs to HRA service truck
- D. Reimbursement for light pole damaged in automobile accident
- E. Donations received for dog park
- F. Donations received for fire department grain bin rescue kit
- G. Interest income generated from Cemetery perpetual care fund

Expenditures - The following notes attempt to explain the reason for expenditures outside what would be expected as shown on the following reports.

- H. Laptop/PC purchased for Administrative Services Director
- I. New computers purchased for Beth and Kelly (in CIP)
- J. New digging trench box purchased
- K. Street lighting poles purchased
- L. New plasma cutter and pressure washer purchased