



City of Mora
Kanabec County, Minnesota
Meeting Agenda
City Council

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

Thursday, August 18, 2022

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. Joint Meeting Minutes- July 19, 2022
- b. Regular Meeting Minutes- July 20, 2022
- c. July 2022 Claims
- d. Gambling Permit – Vasaloppet Inc.
- e. Approve Restricted Donations Res. 2022-821
- f. Approve Special Event Permit-Mora Fly-in
- g. Fall Fest 2022- Special Event Permit
- h. Resignation Firefighter- Hunter Fore

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. Letter to Governor Walz- Special Legislative Session - Resolution No. 2022-822
- b. 2023 Budget Public Utilities Commissioner Wage Consideration

7. Public Hearings

- a.

8. New Business

- a. Property Liability Insurance Follow-Up
- b. New Taxicab Business License Application – Attaboys, Inc.
- c. New Taxicab Business License Application – Cabworxs, LLP
- d. Insurance Agent of Record
- e. Out of State Travel Policy - Resolution No. 2022-823
- f. Property Transaction – Quit Claim Deed Kanabec County- Resolution No. 2022-824
- g. Northstar Pontoon Subordination Agreement
- h. Conditional Use Permit- Solar First Presbyterian Church- Resolution No. 2022-825
- i. Conditional Use permit- McLean Street - Resolution No. 2022-826
- j. Cemetery Road Improvement

9. Old Business

- a. Grove Street Improvement Updates / Payment No. 3 Request Douglas Kerr Underground
- b. 9th Street Turn Lane- MN Department of Transportation Local Partnership Program
- c. Law Enforcement Contract Special Meeting/Follow-up

10. Communications

- a. MAFD July Monthly Report
- b. Park Board Meeting Minutes

- c. Airport Board Meeting Minutes
- d. Planning Commission Meeting
- e. Driver's License Committee Meeting Update

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 Skramstad called to order the regular meeting of the Mora City Council at 6:30 PM on Tuesday, July 19, 2022 in the city hall council Chambers.

1. **Call to Order/Pledge of Allegiance:** 6:30PM
2. **Roll Call:** Skramstad, Anderson, Mathison, Broekemeier, and Shepard.
3. **Adopt Agenda:** MOTION made by Shepard, seconded by Anderson and unanimously carried to approve the agenda.
Staff Present: City Administrator Glenn Anderson, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, Accountant Sara King, Building Official Caleb Christianson
4. **Approve Consent Agenda:** MOTION made by Mathison, seconded by Broekemeier, and unanimously carried by the City Council to approve the agenda as presented.
 - a. Regular Meeting Minutes -June 21, 2022
 - b. Work Session Meeting Minutes- July 12, 2022
 - c. Approve June Claims 2022
 - d. Gambling Permit - MN Deer Hunters Association, Snake River Chapter
 - e. Gambling Permit – EC Riders
 - f. Gambling Permit – Mora Education Foundation
 - g. Annual Business License Renewals
 - h. Accept Restricted Donations- Resolution 2022-711
5. **Open Form:** No one spoke at open forum.
6. **Special Business**
 - a. **Vacation of Right of Way – Kathleen Westling:** Christenson brought forward the vacation of right of way after staff review and at the recommendation of the Planning Commission for. He further explained that Westling owns Block 4, 5,6, 7, 8 and Lots 8, 9, 10, 11 and 13 of Block 3 which surrounds the public right of way had been vacated by the city in 1963. Westling purchased the property in 1989 and has maintained the land. MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the following resolution:

RESOLUTION NO. 2022-712
RESOLUTION OF THE CITY OF MORA, MINNESOTA APPROVING THE VACATION OF A
PORTION OF LAKE SHORE AVENUE
(see attached)

7. Public Hearings:

- a. Skramstad opened the public hearing for the Vacation of Right of Way for Part of Second Street lying south of Central Avenue, east of Lots, 1, 4, 5, 8, 9 and 12 Block 4, Lake Park Addition at 1835. There were no public comments, and the public hearing was closed. MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the vacation of right of way.

8. New Business:

- a. **Hangar Lease Agreement:** Glenn Anderson provided Council an update on possible revision to the Airport Hangar Land Lease Agreement. Anderson proceeded to discuss Hangar Lease Agreement Request for Joshua Chase; stating the current hangar owners had sold their hangar on leased land lot 2 at the Mora Municipal Airport. The terms of the lease consisted of 20 years. Chase had been aware of the possible changes in the future with the lease agreement. MOTION made by Mathison, seconded by Broekemeier, and unanimously carried to approve the Hangar Lease Agreement for Joshua Chase.
- b. **Kanabec County Sheriff's Office 2023 Budget:** Sgt. Dylan VanGorden of Kanabec County Sheriff's Office presented the 2023 Law Enforcement Budget which consisted of a 9.6% increase from the 2022 budget VanGorden stated the increase was directly related to personnel wages and fuel. The CIP items included a Squad Radar System and In car computer / Mobile Data Terminal. Council member Anderson expressed concern with the 10% increase from previous years. VanGorden stated the only way to reduce that number is to cut service hours. He reiterated the increase to the law enforcement budget consisted of personnel wages and fuel. VanGorden stated the contract for 2022 budgeted for gasoline at \$3.00 per gallon and the current price had been \$4.60 per gallon and the wage for the 2022 Law Enforcement Budget had been approved by the City prior to the bargaining agreement wage increase and further explained Sheriff's Office is paying the difference.

Councilmember Anderson asked the number of miles spent patrolling each day and the square miles of the city. VanGorden stated the previous year approximately 72,000 miles were spent patrolling the City of Mora and approximately 4.5-5 square miles in city limits. Councilmember Anderson proceeded to ask if the Sheriff's Office considered bicycle patrol. VanGorden stated that it could be an option in addition to vehicle patrol and further asked if it was an effort to save on fuel and vehicle expenses.

Councilmember Anderson stated to save on fuel, mileage, vehicle wear and tear and to have a more personalized feel in the community. VanGorden explained that response time for domestic disputes and crimes against persons was critical and a bicycle would increase the response time. Skramstad stated in 2009, the Mora Police Department's Budget was comparable to the proposed 2023 Kanabec County Sheriff's Office Budget and recognized the savings over the past thirteen years through the contracted services. Mathison agreed that over the duration of the original contract, the increase aligned with inflation. Shepard acknowledged the previous budget years had been low and the

increase was a necessary service and to keep the community safe. Broekemeier noted that the proposed increase aligned with the inflation rate and stated that the contract would need overall review in the future for clarity. MOTION made by Shepard, seconded by Mathison, and carried to approve the 2023 Law Enforcement Budget 4-1. Councilmember Anderson Opposed.

9. Old Business

- a. **Grove Street Improvement Update / Pay Request No. 2 – SEH:** SEH provided an update on the Grove Street project. The construction continued to the North side of Maple Avenue. Phase I had been complete South of Maple Avenue and the project was currently in Phase II of the project and detailed the water and sanitary sewer pipe installation would take place mid-late August. MOTION Made By Shepard, seconded by Anderson and unanimously carried to approve pay request #2 \$122,651.89.

10. Communications:

The Communications Packet was reviewed.

- a. Planning Commission
- b. Airport Meeting Minutes
- c. MAFD Monthly Report - June 2022
- d. Park Board Meeting Minutes - Mathison acknowledged there has been a stable park board for six months. Allison Holland stated the Park Board was preparing for Fall Fest.
- e. KCSO Monthly Report – June 2022
- f. Investments- King provided an update on the investments recently purchased through RBC Wealth. She explained that 9 CD's had been purchased after analysis of the cash positions and an opportunity to earn interest at a higher rate. King explained that the investments had been laddered which encompassed staggered term lengths ranging from six months, one year, two-year, three year and four years. She further explained the shorter terms had lower interest rates, but the ladder would hedge interest rate risks.

11. Reports

- a. City Administrator: Utilities and construction was going well.
- b. Councilmember Anderson: Thanked the Fire Relief Association for their large donation and fire equipment.
- c. Councilmember Broekemeier: Nothing new to report.
- d. Councilmember Mathison: Nothing new to report.
- e. Councilmember Shepard: Nothing new to report.
- f. Mayor Skramstad: Thanked staff for hard work and Kohlgraf for efforts on water leak.

12. Adjournment:

MOTION by Mathison, seconded by Shepard, and unanimously carried to adjourn at 6:58PM.

Pursuant to due call and notice thereof Mayor Alan Skramstad and PUC Chair Greg Ardner called to order the Special Joint meeting of the Mora City Council and Public Utilities Commission at 4:30 PM on Tuesday, July 19, 2022 in the city hall council room.

2. Roll Call: City Council Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Jake Mathison, and Kyle Shepard

Absent: Councilmember Sadie Broekemeier

Public Utilities Commission Present: Chair Greg Ardner, Brett Baldwin and Ryan Christianson
Commissioner / Mayor Alan Skramstad

Absent: Commissioner Dave Chmiel

Staff Present: City Administrator / General Manager Glenn Anderson, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf and Accountant Sara King

3. Adopt Agenda: Council MOTION made by Mathison, seconded by Anderson, and unanimously carried to approve the agenda.

PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried to approve the agenda.

4. Business Items:

- a. 2023 Budget Priorities:** Glenn Anderson presented the 2023 Budget Priorities which included the Snake River Bridge Trail Connection, City Hall Roof Replacement, Driver's License Office, and upcoming street capital improvement plan. Skramstad stated the ARPA Funds have been dedicated to the Snake River Bridge Trail Connection and would be completed in 2023. The Council and PUC discussed the City Hall roof. Glenn Anderson stated there were several areas of concern on the roof and after inspection from Building Official Caleb Christenson, and recommended the roof be replaced. The consensus amongst the Council and PUC was that the roof replacement was a top priority. Mayor Skramstad stated the Driver's License Office would be discussed later in the meeting and discussed the upcoming Capital Street Infrastructure update. Kohlgraf explained that the capital street improvement plan was still in progress and the information on the CIP was used as a placeholder until the plan was complete. The Council and PUC reviewed the CIP items by priority level for 2023. It was recognized the PUC had several large capital improvements projects throughout the year.

Councilmember Anderson asked the status of the carpet and new paint at City hall and stated the carpet only needed to be cleaned rather than replaced. Segelstrom stated at this time, the CIP items for City Hall had not been completed and the carpet would be cleaned by the years end as it was a budgeted item. Glenn Anderson reassured the Council and PUC that the carpet did not pose any hazard or wear that would warrant replacement.

Ardner proposed the consideration of a wage increase for the Public Utilities Commission. He stated the salary for commissioners had not been reviewed for several years and requested an increase to be considered to an amount the Council felt necessary. Further discussion took place on the current wages for the PUC and the impact on the budget. It was clarified that the increase would not impact the taxpayers

as the salary comes from the Utilities. Mathison and Shepard both recognized that the wages were low and suggested that the PUC Chair receive \$4,000 and the Commissioners receive \$3,500. The consensus was to have staff budget an increase for the PUC commissioners.

Shepard brought forward the dedicated turn lane on Highway 65 Northbound onto 9th Street and the Local Partnership Program with MN DoT. This was identified as an area that needed to be prioritized in the budget. With the Local Partnership Program, MN DoT would reimburse the city for part of the construction costs in Minnesota State FY 2026, which begins July 2025. The 9th Street project was identified as #2 priority for the budget.

Further discussion on park improvements ensued and CIP items at the Library Park. King provided details on the improvements which included equipment and Kohlgraf explained that one of the CIP items would be planned in conjunction to Kanabec County street improvement with Maple Avenue. Chad Gramentz of Kanabec County who was in attendance of the Joint Meeting, provided a timeline for upcoming Kanabec County projects and explained that the Maple Avenue project had moved to 2024 – 2025 due to potential funding for the outlet pipe to the City from the legislature. The council discussed the Fox Run Park project and its urgency due to the grant requirements from the City.

- b. Plant Line Supervisor / Finalization Class and Compensation Study:** Segelstrom summarized the finalization of the class and compensation study and job descriptions that had been tabled in the June City Council Meeting. She explained an updated job description for the Public Works Director and for the Human Resource Coordinator / Administrative Assistant were included and based on findings, the Public Works Director position was reclassified to a grade 14 with 261.5 points and the Human Resource Coordinator / Administrative Assistant was grade 10 with 165 points.

Council member Anderson expressed concern on the data used for the compensation study stating the City was not metropolitan and that City staff were paid well. Shepard acknowledged City staff and their dedication and that they need to be compensated appropriately for that and all their work. PUC Chair Ardner requested the breakdown of wages for each job description as both positions are paid from the Utilities. The Public Works director was paid 33% streets, 33% electric, 17% water administration, 17% wastewater. Human Resources Coordinator was 50% administration, 25% electric, 12.5% water administration, 12.5% wastewater. Ardner explained the pay/grade increase would cost approximately \$3,000 to the City's budget for the Public Works Director and that the amount would be less for the Human Resources Coordinator. MOTION made by Christianson, seconded by Baldwin and carried by PUC to approve the updated job description for the Public Works Director and the Human Resources Coordinator / Administrative Assistant for 2023 budget year. Skramstad abstained from PUC vote. MOTION made by Shepard, seconded by Mathison and unanimously carried to approve the updated job description for the Public Works Director and the Human Resources Coordinator / Administrative Assistant for 2023 budget year.

Skramstad stated the PUC had approved to continue recruitment for the Plant Line

Supervisor. Ardner stated that the salary for the position could not compete with a journeyman lineman but market the community more and appealing to the applicant. MOTION made by Mathison, seconded by Shepard, and unanimously approved to continue with the recruitment for the Plant Line Supervisor.

- c. **Driver's License Office Update:** Glenn Anderson provided the Council and PUC an update on the Driver's License Office and recent meetings with Chad Gramentz of Kanabec County and the Kanabec County Board of Commissioners meeting. The County Commissioners stated their desire to have a sub-committee and discuss further the joint approach. With this, the proposed location would be the MMU building that had once been the police station. Glenn Anderson further explained that two new staff would conduct operations at the office and would become City Employees. The city would be reimbursed for one of the staff members from the county. Mathison asked the status of Pine Tech because of the current lease in place and Glenn Anderson stated he had spoken with them and they did not appear to have any issues with the driver's license operation. Anderson further explained the renovation expenses, he stated the estimate provided could be reduced in cost by eliminating unnecessary costs, such as window replacement as they were not needed at this time. The building would need renovations to assist with the operation and renovation expenses would be repaid to MMU in monthly installments and upon repayment monthly rent would be paid to MMU. Ardner suggested that a second contractor come in and provide a quote as the building had recently been renovated.

The Driver's License Office would have four different windows to conduct business and operations if the driver vehicle services / registration became available due to the County having the first right of refusal for the vehicle registration, which is more profitable than the driver's license office. Council discussed further the costs associated with the office and whether there would be profitable and the operation if the office added additional vehicle services. The hours of operation were discussed along with potential profit. Gramentz further explained there were limitations to the hours of operation due to the union agreements at the County's office and an opportunity change this and provide the service to the community. Anderson continued to explain that with the two City staff, they would work 40 hours per week and 8:00am - 4:30pm and opportunity to have service on a Saturday morning. He stated the office would be supervised by Jeff Krie, who had volunteered to have an office on site and oversee the operation. Shepard stated the concept was a great idea but if the registration were guaranteed to assist any revenue for the operation. Mathison further detailed that Krie should not have added duties without pay, be compensated for the hours worked on that operation and revised job description with a nominal increase in salary. King spoke to the council and stated that based on previous conversation, Krie may need to have an additional position created at the MAC to balance his time during the summer or six months of the year if additional duties were added.

Skramstad asked the Council if there were any councilmembers willing to sit on the committee and stated he was the PUC representative for the committee. Councilmember Anderson stated she was available, and Shepard stated he would be on the committee as Anderson had been on several boards already.

- d. **Property & Liability Insurance Deductible and Premiums:** The Council and PUC reviewed the Property & Liability Insurance Deductible Premiums. King provided details on potential savings. The information had been retrieved from the League of Minnesota Cities Insurance Trust database from Mandi Yoder, who was not able to attend the meeting that night over the past ten years from 2012-2022 had the city elected a \$2,500 deductible instead of \$500. King explained the City currently has a \$500 deductible after a recent review, the City may have saved \$88,500 had the City elected the \$2,500 deductible. According to LMCIT, a \$500 deductible was rare, and this was the city's current election. The other options available were at a higher deductible rate of \$5000 and \$10,000 and that staff did not recommend either of those deductibles levels. King identified the differences in premiums and noting that there was no guaranteed savings with insurance. Mathison stated a significant gap between the other tiers and the \$500 level and suggested it may be best to have a \$2,500 deductible.

Baldwin stated a total number of annual claims would need to be available and analyzed prior to deciding. Based on the information provided, there were approximately four claims per year and \$8,000 each year. King stated staff could retrieve the numbers following the meeting and suggested the information be tabled if the Council and PUC would like the additional information. The consensus was to table the Property & Liability Insurance Deductible and Premiums and report back with the annual total for the previous years as suggested by Baldwin.

- e. **Consideration of Mileage Reimbursement Rate increase:** The mileage reimbursement rate outlined in the Personnel Policy, Appendix A, is currently .40 per mile. The IRS mileage reimbursement rate recently increased on July 1, 2022, from .585 cents per mile to .625 cents per mil. Due to the increase in fuel costs, consideration of mileage reimbursement rate increase was presented. The Council and PUC discussed the IRS rate and the frequency of change and if the rate ever decreased. Segelstrom confirmed that the rates periodically fluctuate with the IRS set rate.

To simplify the rate, Shepard suggested that the City mirror the IRS mileage reimbursement rate moving forward. Skramstad stated that the State of Minnesota followed the IRS guidelines. MOTION made by Christianson, seconded by Baldwin and unanimously approved to increase the mileage reimbursement in the Personnel Policy, Appendix A MOTION made by Shepard, seconded by Mathison and unanimously approved to increase the mileage reimbursement in the Personnel Policy, Appendix A to match the IRS mileage reimbursement rate.

5. Reports:

- a. **City Administrator / Utilities General Manager-** Anderson provided an update on the newly hired Community Development Director and efforts to assist the need for childcare in the community along with the need for housing.
- b. **Public Works Director-** Street projects going along. Newly hired Water/Wastewater Operator future projects are moving along.
- c. **Commissioner Baldwin-** Nothing new to report.
- d. **Commissioner Christianson-** Nothing new to report.
- e. **Commissioner Chmiel-** Absent
- f. **Commissioner/Mayor: Skramstad-** Nothing new to report.

- g. **Chair Ardner**- Nothing new to report.
 - h. **Councilmember Anderson**- Nothing new to report.
 - i. **Councilmember Broekemeier**- Absent
 - j. **Councilmember Mathison**- Nothing new to report.
 - k. **Councilmember Shepard**- Nothing new to report.
 - l. **Mayor Skramstad**- Thank staff for working on the budget and setting the deadlines and having the Council and PUC look carefully when budgeting for 2023 and to let Glenn know.
6. **Adjournment** PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried to adjourn the meeting at 6:01PM. Council MOTION by Shepard, seconded by Anderson, and unanimously carried to adjourn the meeting at 6:01PM.

Mayor

PUC Chair

City Clerk

DRAFT

CITY OF MORA
CHECK LIST-COUNCIL

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
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CHECK # 001092 MSRS						
CHECK # 001093 MSRS						
001093	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$450.00
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CHECK # 001093 MSRS						
CHECK # 001094 MSRS						
001094	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$725.00
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CHECK # 001094 MSRS						
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001095	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$192.31
001095	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$288.46
001095	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYER CONTR	\$1,000.00
001095	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$501.54
						\$1,982.31
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001096	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE WITHHO	\$3,195.03
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001097	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$2,353.44
001097	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FED W/H	\$5,403.12
						\$17,819.52
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						\$1,010.08
CHECK # 001098 MSRS						
CHECK # 001099 MSRS						
001099	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$450.00
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CHECK # 001099 MSRS						
CHECK # 001100 MSRS						
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CHECK # 001100 MSRS						
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001101	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$288.46
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001103	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$2,526.30
001103	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$10,802.16
						\$18,950.08
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CITY OF MORA
CHECK LIST-COUNCIL

08/11/22 10:47 AM

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CHECK # 001106 MSRS						
001106	MSRS	GENERAL FUN		Deferred Compens	DEF COMP ROTH 457B	\$725.00
CHECK # 001106 MSRS						\$725.00
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001107	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$192.31
001107	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$501.54
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001109	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	PAYROLL W/HOLDINGS-S	\$10,758.72
001109	US TREASURY - IRS	GENERAL FUN		Medicare	PAYROLL W/HOLDINGS-	\$2,516.12
CHECK # 001109 US TREASURY - IRS						\$19,061.09
CHECK # 001110 TSYS						
001110	TSYS	LIQUOR FUND	LIQUOR STOR	Payment Processin	MONTHLY LIQ STORE CR	\$11,040.44
CHECK # 001110 TSYS						\$11,040.44
CHECK # 001112 MORA MUNICIPAL UTILITIES						
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Sewer	UTILITIES	\$43.77
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Storm Water	UTILITIES	\$13.04
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Electricity	UTILITIES	\$227.27
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Water	UTILITIES	\$55.94
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Sewer	UTILITIES	\$43.77
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Electricity	UTILITIES	\$315.21
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Storm Water	UTILITIES	\$13.04
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Water	UTILITIES	\$35.59
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	STREETS	Electricity	UTILITIES	\$112.39
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	STREET LIGH	Electricity	UTILITIES	\$1,836.15
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Electricity	UTILITIES	\$155.21
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Water	UTILITIES	\$25.97
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Sewer	UTILITIES	\$28.77
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Storm Water	UTILITIES	\$24.03
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Electricity	UTILITIES	\$1,778.42
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Storm Water	UTILITIES	\$15.80
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Sewer	UTILITIES	\$1,292.70
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001112	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Electricity	UTILITIES	\$103.01
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Storm Water	UTILITIES	\$37.77
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Water	UTILITIES	\$66.97
001112	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Sewer	UTILITIES	\$80.04

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001112	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Storm Water	UTILITIES	\$98.16
001112	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Electricity	UTILITIES	\$155.21
001112	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Sewer	UTILITIES	\$21.27
001112	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Water	UTILITIES	\$22.67
001112	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Electricity	UTILITIES	\$14.13
001112	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Water	UTILITIES	\$32.05
001112	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Storm Water	UTILITIES	\$18.83
001112	MORA MUNICIPAL UTILIT	DOWNTOWN-F	CAPITAL PROJ	Capital Outlay	UTILITIES	\$13.04
001112	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Water	UTILITIES	\$36.36
001112	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Sewer	UTILITIES	\$36.27
001112	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Storm Water	UTILITIES	\$17.17
CHECK # 001112 MORA MUNICIPAL UTILITIES						\$8,964.62
CHECK # 001113 NEIGHBORHOOD NATIONAL BANK						
001113	NEIGHBORHOOD NATION	N. GROVE STR	CAPITAL PROJ	Professional Servic	INCOMING WIRE TRANS	\$10.00
CHECK # 001113 NEIGHBORHOOD NATIONAL BANK						\$10.00
CHECK # 001115 REVTRAK						
001115	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CC TRAN	\$276.77
001115	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	\$9.95
CHECK # 001115 REVTRAK						\$286.72
CHECK # 001116 MN DEPT OF REVENUE						
001116	MN DEPT OF REVENUE	GENERAL FUN		Sales Tax Payable	MAC JAN - JUNE 2022 SA	\$4,113.00
CHECK # 001116 MN DEPT OF REVENUE						\$4,113.00
CHECK # 001117 RBC CAPITAL MARKETS LLC						
001117	RBC CAPITAL MARKETS LL	GENERAL FUN		Investments	WIRE TRANSFER	\$500,000.00
CHECK # 001117 RBC CAPITAL MARKETS LLC						\$500,000.00
CHECK # 001118 MN DEPT OF REVENUE						
001118	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX PYMT -	\$40,350.00
001118	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	SALES & USE TAX PYMT -	\$1.00
001118	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SALES & USE TAX PYMT -	\$25.00
001118	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Telephone	SALES & USE TAX PYMT -	\$3.00
001118	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Garbage Removal	SALES & USE TAX PYMT -	\$15.00
001118	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	SALES & USE TAX PYMT -	\$1.00
CHECK # 001118 MN DEPT OF REVENUE						\$40,395.00
CHECK # 001119 TSYS						
001119	TSYS	LIQUOR FUND	LIQUOR STOR	Rentals	MONTHLY CREDIT CARD	\$80.37
CHECK # 001119 TSYS						\$80.37
CHECK # 001122 HIBU						
001122	HIBU	LIQUOR FUND	LIQUOR STOR	Advertising	LIQUOR STORE WEBSITE	\$172.00
CHECK # 001122 HIBU						\$172.00
CHECK # 001123 NEIGHBORHOOD NATIONAL BANK						
001123	NEIGHBORHOOD NATION	GENERAL FUN	FINANCE	Miscellaneous	MONTHLY MISC FILE FEE	\$21.12
001123	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY PAYROLL ACH	\$60.00
001123	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY BUSINESS ON	\$10.00
001123	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	MONTHLY RETURNED CH	\$10.00
CHECK # 001123 NEIGHBORHOOD NATIONAL BANK						\$101.12
CHECK # 058504 AFSCME						
058504	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$467.51

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CHECK # 058504	AFSCME					\$467.51
CHECK # 058505	EQUITABLE FINANCIAL					
058505	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$30.00
CHECK # 058505	EQUITABLE FINANCIAL					\$30.00
CHECK # 058506	ICMA RETIREMENT TRUST - 457					
058506	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA/MISSION SQR	\$50.00
058506	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$85.00
CHECK # 058506	ICMA RETIREMENT TRUST - 457					\$135.00
CHECK # 058507	NCPERS GROUP LIFE INS					
058507	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	NCPERS - LIFE	\$256.00
CHECK # 058507	NCPERS GROUP LIFE INS					\$256.00
CHECK # 058508	PERA - MN ST TREASURER					
058508	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,182.21
058508	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,182.21
058508	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$643.45
CHECK # 058508	PERA - MN ST TREASURER					\$9,007.87
CHECK # 058584	AMAZON CAPITAL SERVICES					
058584	AMAZON CAPITAL SERVIC	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	VACUUM CLEANER & BAG	\$182.21
CHECK # 058584	AMAZON CAPITAL SERVICES					\$182.21
CHECK # 058585	ARTISAN BEER CO					
058585	ARTISAN BEER CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$324.00
CHECK # 058585	ARTISAN BEER CO					\$324.00
CHECK # 058586	BELLBOY CORPORATION					
058586	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$244.00
058586	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$10,441.15
058586	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$246.55
CHECK # 058586	BELLBOY CORPORATION					\$10,931.70
CHECK # 058587	BERNICK COMPANIES					
058587	BERNICK COMPANIES	GENERAL FUN	AQUATIC CEN	Merchandise for Re	POP	\$172.80
058587	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$338.85
058587	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$23,227.76
CHECK # 058587	BERNICK COMPANIES					\$23,739.41
CHECK # 058588	BREAKTHRU BEVERAGE					
058588	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$462.50
058588	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,949.92
058588	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$312.11
CHECK # 058588	BREAKTHRU BEVERAGE					\$7,724.53
CHECK # 058589	C & L DISTRIBUTING					
058589	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP/JUICE	\$52.99
058589	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$576.05
CHECK # 058589	C & L DISTRIBUTING					\$629.04
CHECK # 058590	DAHLHEIMER DIST CO					
058590	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$30,193.29
058590	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$702.40
CHECK # 058590	DAHLHEIMER DIST CO					\$30,895.69

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CHECK # 058591 DELTA DENTAL						
058591	DELTA DENTAL	GENERAL FUN		Delta Dental	JULY 2022 INS PREMIUM	\$726.40
CHECK # 058591 DELTA DENTAL						\$726.40
CHECK # 058592 DOUGLAS KERR UNDERGROUND						
058592	DOUGLAS KERR UNDERG	N. GROVE STR	CAPITAL PROJ	Capital Outlay	NORTH GROVE STR PROJ	\$122,651.89
CHECK # 058592 DOUGLAS KERR UNDERGROUND						\$122,651.89
CHECK # 058593 FIRST CITIZENS NATL BANK - IA						
058593	FIRST CITIZENS NATL BA	TIF 1-11 KSB	TIF	Pay Out Tax Incre	2022 TIF PAYMENT - 1ST	\$8,558.15
CHECK # 058593 FIRST CITIZENS NATL BANK - IA						\$8,558.15
CHECK # 058595 INTREPID DEVELOPMENT CORP						
058595	INTREPID DEVELOPMENT	TIF 2-2 INTRE	TIF	Pay Out Tax Incre	2022 TIF PAYMENT	\$75,079.46
CHECK # 058595 INTREPID DEVELOPMENT CORP						\$75,079.46
CHECK # 058596 JOHNSON BROTHERS LIQUOR						
058596	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$127.70
058596	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$391.20
058596	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$4,205.89
058596	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,601.00
CHECK # 058596 JOHNSON BROTHERS LIQUOR						\$11,325.79
CHECK # 058597 KANABEC CO SHERIFF						
058597	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	JULY LAW ENFORCEMEN	\$53,550.25
CHECK # 058597 KANABEC CO SHERIFF						\$53,550.25
CHECK # 058598 MCDONALD DIST CO						
058598	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$509.45
058598	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$569.20
058598	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$33,047.27
CHECK # 058598 MCDONALD DIST CO						\$34,125.92
CHECK # 058599 MID-MN INSPECTIONS LLC						
058599	MID-MN INSPECTIONS LL	GENERAL FUN	BUILDING	Professional Servic	JUNE 2022 INSPECTIONS	\$304.20
CHECK # 058599 MID-MN INSPECTIONS LLC						\$304.20
CHECK # 058601 MN PEIP						
058601	MN PEIP	GENERAL FUN		Group Health Insur	AUGUST 2022 HEALTH I	\$21,441.58
CHECK # 058601 MN PEIP						\$21,441.58
CHECK # 058604 MYSA HOUSE LLLP						
058604	MYSA HOUSE LLLP	TIF 1-15 HRA	TIF	Pay Out Tax Incre	2022 TIF PAYMENT - 1ST	\$10,384.70
CHECK # 058604 MYSA HOUSE LLLP						\$10,384.70
CHECK # 058605 NORTHLAND REFRIGERATION INC						
058605	NORTHLAND REFRIGERAT	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	REPAIR OF BOILER IGNI	\$509.75
CHECK # 058605 NORTHLAND REFRIGERATION INC						\$509.75
CHECK # 058606 PAUSTIS WINE COMPANY						
058606	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$167.00
058606	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,354.00
CHECK # 058606 PAUSTIS WINE COMPANY						\$3,521.00
CHECK # 058607 PHILLIPS WINE & SPIRITS						
058607	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$736.78

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058607	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,888.19
058607	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$383.74
CHECK # 058607 PHILLIPS WINE & SPIRITS						\$7,008.71
CHECK # 058608 SOUTHERN GLAZERS OF MN						
058608	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,627.00
058608	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,742.74
CHECK # 058608 SOUTHERN GLAZERS OF MN						\$6,369.74
CHECK # 058609 TASC-TOTAL ADMIN SERVICE COOP						
058609	TASC-TOTAL ADMIN SERV	GENERAL FUN	HUMAN RESO	Professional Servic	AUGUST 2022 HSA & FSA	\$35.00
CHECK # 058609 TASC-TOTAL ADMIN SERVICE COOP						\$35.00
CHECK # 058610 VAN IWAARDEN ASSOCIATES						
058610	VAN IWAARDEN ASSOCIA	GENERAL FUN	FINANCE	Auditing	2022 GASB 75 ACTUARIA	\$444.00
058610	VAN IWAARDEN ASSOCIA	LIQUOR FUND	LIQUOR STOR	Auditing	2022 GASB 75 ACTUARIA	\$252.00
CHECK # 058610 VAN IWAARDEN ASSOCIATES						\$696.00
CHECK # 058611 VINOCOPIA, INC						
058611	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$614.00
058611	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$443.25
CHECK # 058611 VINOCOPIA, INC						\$1,057.25
CHECK # 058612 WINE MERCHANTS						
058612	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$291.80
CHECK # 058612 WINE MERCHANTS						\$291.80
CHECK # 058613 EMMAS PIZZA						
058613	EMMAS PIZZA	GENERAL FUN	MAYOR & CO	Miscellaneous	JOINT MEETING MEAL	\$24.38
CHECK # 058613 EMMAS PIZZA						\$24.38
CHECK # 058622 SANITARY SYSTEMS						
058622	SANITARY SYSTEMS	GENERAL FUN	PARKS	Rentals	PORTABLE RESTROOM R	\$150.00
CHECK # 058622 SANITARY SYSTEMS						\$150.00
CHECK # 058623 SEH						
058623	SEH	GENERAL FUN	STREETS	Professional Servic	INFRASTRUCTURE CIP R	\$2,195.70
058623	SEH	STORM WATER	STORM WATE	Professional Servic	INFRASTRUCTURE CIP R	\$243.97
058623	SEH	SNAKE RIVER	CAPITAL PROJ	Engineering	N GROVE ST IMPROVEME	\$30,680.33
058623	SEH	HWY 65 & 9TH	CAPITAL PROJ	Professional Servic	TH 65 MNDOT DRONE FL	\$420.98
CHECK # 058623 SEH						\$33,540.98
CHECK # 058626 AFSCME						
058626	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$496.16
058626	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	-\$496.16
CHECK # 058626 AFSCME						\$0.00
CHECK # 058627 EQUITABLE FINANCIAL						
058627	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$30.00
CHECK # 058627 EQUITABLE FINANCIAL						\$30.00
CHECK # 058628 ICMA RETIREMENT TRUST - 457						
058628	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$85.00
058628	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA/MISSION SQR	\$50.00
CHECK # 058628 ICMA RETIREMENT TRUST - 457						\$135.00
CHECK # 058629 PERA - MN ST TREASURER						

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058629	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$637.73
058629	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,145.09
058629	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,145.09
CHECK # 058629 PERA - MN ST TREASURER						\$8,927.91
CHECK # 058630 WATSON CO., INC						
058630	WATSON CO., INC	GENERAL FUN	AQUATIC CEN	Merchandise for Re	CONCESSIONS	\$4,743.00
058630	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$66.39
058630	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TOBACCO, JUICE, ETC	\$10,804.52
CHECK # 058630 WATSON CO., INC						\$15,613.91
CHECK # 058631 AFSCME						
058631	AFSCME	GENERAL FUN		Union Dues-AFSCM	7/29/22 UNION DUES - R	\$28.62
CHECK # 058631 AFSCME						\$28.62
CHECK # 058632 AMAZON CAPITAL SERVICES						
058632	AMAZON CAPITAL SERVIC	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	VINYL CHAIR STRAPPING	\$51.08
058632	AMAZON CAPITAL SERVIC	GENERAL FUN	AQUATIC CEN	Merchandise for Re	SWIM GOGGLES	\$680.74
058632	AMAZON CAPITAL SERVIC	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	WALL BRACKET	\$19.97
CHECK # 058632 AMAZON CAPITAL SERVICES						\$751.79
CHECK # 058633 BELLBOY CORPORATION						
058633	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$206.40
058633	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,653.40
CHECK # 058633 BELLBOY CORPORATION						\$5,859.80
CHECK # 058634 BERNICK COMPANIES						
058634	BERNICK COMPANIES	GENERAL FUN	AQUATIC CEN	Merchandise for Re	POP	\$503.00
058634	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$17,063.62
058634	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$957.53
CHECK # 058634 BERNICK COMPANIES						\$18,524.15
CHECK # 058635 BREAKTHRU BEVERAGE						
058635	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,333.81
058635	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$167.15
CHECK # 058635 BREAKTHRU BEVERAGE						\$6,500.96
CHECK # 058636 BRUCE, FAYE						
058636	BRUCE, FAYE	GENERAL FUN		Deposits	PICNIC SHELTER KEY DE	\$50.00
CHECK # 058636 BRUCE, FAYE						\$50.00
CHECK # 058637 C & L DISTRIBUTING						
058637	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$52.99
058637	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$648.70
CHECK # 058637 C & L DISTRIBUTING						\$701.69
CHECK # 058638 DAHLHEIMER DIST CO						
058638	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$437.50
058638	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$21,515.77
CHECK # 058638 DAHLHEIMER DIST CO						\$21,953.27
CHECK # 058639 DEARBORN LIFE INSURANCE CO						
058639	DEARBORN LIFE INSURAN	GENERAL FUN		Life Insurance	AUGUST GROUP LIFE INS	\$277.00
CHECK # 058639 DEARBORN LIFE INSURANCE CO						\$277.00
CHECK # 058640 EHLERS & ASSOCIATES						

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058640	EHLERS & ASSOCIATES	GENERAL FUN	FINANCE	Professional Servic	2022 CONTINUING DISC	\$3,300.00
CHECK # 058640 EHLERS & ASSOCIATES						\$3,300.00
CHECK # 058641 JOHNSON BROTHERS LIQUOR						
058641	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$22,240.43
058641	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$206.14
058641	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$5,396.98
CHECK # 058641 JOHNSON BROTHERS LIQUOR						\$27,843.55
CHECK # 058642 KANABEC CO ATTORNEY						
058642	KANABEC CO ATTORNEY	GENERAL FUN	LEGAL	Legal Services	JULY - SEPT 2022 PROSE	\$7,250.00
CHECK # 058642 KANABEC CO ATTORNEY						\$7,250.00
CHECK # 058643 KANABEC CO HISTORICAL SOCIETY						
058643	KANABEC CO HISTORICAL	GENERAL FUN		Deposits	LIBRARY KEY DEPOSIT R	\$50.00
CHECK # 058643 KANABEC CO HISTORICAL SOCIETY						\$50.00
CHECK # 058644 KRIE, JEFFREY						
058644	KRIE, JEFFREY	GENERAL FUN	AQUATIC CEN	Merchandise for Re	APPLES, BUNS	\$21.94
CHECK # 058644 KRIE, JEFFREY						\$21.94
CHECK # 058645 MCDONALD DIST CO						
058645	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$39,606.65
058645	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$470.35
058645	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$752.20
CHECK # 058645 MCDONALD DIST CO						\$40,829.20
CHECK # 058646 MN MUNICIPAL BEVERAGE ASSN						
058646	MN MUNICIPAL BEVERAG	LIQUOR FUND	LIQUOR STOR	Dues & Subscriptio	JULY 2022-2023 DUES	\$2,700.00
CHECK # 058646 MN MUNICIPAL BEVERAGE ASSN						\$2,700.00
CHECK # 058647 MN MUNICIPAL UTILITIES ASSN						
058647	MN MUNICIPAL UTILITIES	GENERAL FUN	HUMAN RESO	Professional Servic	PRE-EMPLYMT TESTING-	\$187.50
CHECK # 058647 MN MUNICIPAL UTILITIES ASSN						\$187.50
CHECK # 058648 PHILLIPS WINE & SPIRITS						
058648	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$836.18
058648	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$696.33
058648	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$11,566.52
CHECK # 058648 PHILLIPS WINE & SPIRITS						\$13,099.03
CHECK # 058649 SHRED-N-GO, INC						
058649	SHRED-N-GO, INC	GENERAL FUN	ADMINISTRAT	Professional Servic	SHREDDING	\$94.08
CHECK # 058649 SHRED-N-GO, INC						\$94.08
CHECK # 058650 SODER, DAWN						
058650	SODER, DAWN	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
CHECK # 058650 SODER, DAWN						\$50.00
CHECK # 058651 SOUTHERN GLAZERS OF MN						
058651	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$636.00
058651	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$20.08
058651	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,411.22
CHECK # 058651 SOUTHERN GLAZERS OF MN						\$7,067.30
CHECK # 058652 TASC-TOTAL ADMIN SERVICE COOP						
058652	TASC-TOTAL ADMIN SERV	GENERAL FUN	HUMAN RESO	Professional Servic	SEPT 2022 FSA & HSA PA	\$35.00

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058652	TASC-TOTAL ADMIN SERVICE COOP					\$35.00
CHECK # 058653	VINOCOPIA, INC					
058653	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$120.00
058653	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$308.50
CHECK # 058653	VINOCOPIA, INC					\$428.50
CHECK # 058654	WELIA HEALTH					
058654	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	PRE-EMPLYMT TESTING -	\$403.56
058654	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	RANDOM TESTING - PUB	\$42.30
058654	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	PRE-EMPLYMT TESTING -	\$361.26
CHECK # 058654	WELIA HEALTH					\$807.12
CHECK # 058655	WINE MERCHANTS					
058655	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$206.40
CHECK # 058655	WINE MERCHANTS					\$206.40
CHECK # 058656	CARDMEMBER SERVICE					
058656	CARDMEMBER SERVICE	GENERAL FUN		Surcharge - Buildin	2ND QTR BLDG PERMIT	\$881.16
058656	CARDMEMBER SERVICE	GENERAL FUN	INFORMATIO	Miscellaneous	CITYOFMORA.COM DOM	\$60.32
058656	CARDMEMBER SERVICE	GENERAL FUN	AQUATIC CEN	Merchandise for Re	CONCESSIONS - COBORN	\$108.89
058656	CARDMEMBER SERVICE	GENERAL FUN	AQUATIC CEN	Other Operating Su	MISC SUPPLIES - COBOR	\$27.53
CHECK # 058656	CARDMEMBER SERVICE					\$1,077.90
CHECK # 058657	CENTURYLINK					
058657	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	FUEL PHONE	\$62.08
058657	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	A/D BLDG PHONE	\$55.96
CHECK # 058657	CENTURYLINK					\$118.04
CHECK # 058658	CIVICPLUS, LLC					
058658	CIVICPLUS, LLC	GENERAL FUN	INFORMATIO	Professional Servic	ANNUAL WEBSITE HOSTI	\$2,100.00
CHECK # 058658	CIVICPLUS, LLC					\$2,100.00
CHECK # 058659	DELTA DENTAL					
058659	DELTA DENTAL	GENERAL FUN		Delta Dental	AUGUST GROUP DENTAL	\$761.20
CHECK # 058659	DELTA DENTAL					\$761.20
CHECK # 058660	GONZALEZ, LEONEILA					
058660	GONZALEZ, LEONEILA	GENERAL FUN		Deposits	PICNIC SHELTER KEY DE	\$50.00
CHECK # 058660	GONZALEZ, LEONEILA					\$50.00
CHECK # 058661	KANABEC CO RECORDER					
058661	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	RECORD THE VACATION	\$46.00
058661	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	RECORD YELLOW LAB PR	\$46.00
058661	KANABEC CO RECORDER	GENERAL FUN	PLANNING &	Professional Servic	RECORD SHIELDS MINOR	\$46.00
CHECK # 058661	KANABEC CO RECORDER					\$138.00
CHECK # 058663	ST CLOUD STAMP & SIGN					
058663	ST CLOUD STAMP & SIGN	GENERAL FUN	PLANNING &	Other Operating Su	FAURIE NAME PLATE	\$12.01
058663	ST CLOUD STAMP & SIGN	GENERAL FUN	BUILDING	Other Operating Su	FAURIE NAME PLATE	\$1.72
CHECK # 058663	ST CLOUD STAMP & SIGN					\$13.73
CHECK # 058664	TR COMPUTER SALES, LLC					
058664	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	IT WORK-CDD SETUP, GL	\$383.00
058664	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	MONTHLY CLOUD & SER	\$640.18
CHECK # 058664	TR COMPUTER SALES, LLC					\$1,023.18

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058678 TURNER, CASSIE						
058678	TURNER, CASSIE	GENERAL FUN		Deposits	PICNIC SHELTER KEY DE	\$50.00
058678	TURNER, CASSIE	GENERAL FUN	PARKS	Rent	PICNIC SHELTER USE RE	\$15.00
						\$65.00
CHECK # 058678 TURNER, CASSIE						
CHECK # 058679 VICTORY LANES						
058679	VICTORY LANES	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	CHEESE/CRACKER TRASY	\$80.00
						\$80.00
CHECK # 058679 VICTORY LANES						
CHECK # 058684 ACE HARDWARE						
058684	ACE HARDWARE	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	CH LIGHTS	\$40.99
058684	ACE HARDWARE	GENERAL FUN	STREETS	Repair/Maint - Bldg	MARKING PAINT	\$19.98
058684	ACE HARDWARE	GENERAL FUN	STREETS	Repair/Maint - Bldg	LINE PAINT	\$93.48
058684	ACE HARDWARE	GENERAL FUN	AQUATIC CEN	Cleaning Supplies	MOP & MOP SQUEEGIE	\$34.17
058684	ACE HARDWARE	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	FILTERS, FOUNTAIN PAR	\$18.77
058684	ACE HARDWARE	GENERAL FUN	PARKS	Repair/Maint - Bldg	PADLOCKS, MOWER FILT	\$123.92
058684	ACE HARDWARE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	BATTERIES	\$16.09
						\$347.40
CHECK # 058684 ACE HARDWARE						
CHECK # 058685 AMERICAN BOTTLING CO. INC						
058685	AMERICAN BOTTLING CO.	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$362.55
						\$362.55
CHECK # 058685 AMERICAN BOTTLING CO. INC						
CHECK # 058686 AMERICAN TEST CENTER						
058686	AMERICAN TEST CENTER	FIRE FUND	FIRE	Repair/Maint - Bldg	#4 TRUCK & GROUND LA	\$935.00
						\$935.00
CHECK # 058686 AMERICAN TEST CENTER						
CHECK # 058687 ARAMARK						
058687	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	RUGS	\$62.61
058687	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	RUGS, TOWELS	\$89.04
058687	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	TOWELS	\$97.59
						\$249.24
CHECK # 058687 ARAMARK						
CHECK # 058688 AUTO VALUE MORA						
058688	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	AC FREON & VALVE	\$379.98
058688	AUTO VALUE MORA	GENERAL FUN	GARAGE	Small Tools & Equi	AC CHARGING HOSE	\$53.99
058688	AUTO VALUE MORA	GENERAL FUN	PARKS	Lubricants & Additi	OCTANE FUEL	\$33.96
058688	AUTO VALUE MORA	GENERAL FUN	AIRPORT	Small Tools & Equi	RETURNED WRENCH	-\$48.99
058688	AUTO VALUE MORA	GENERAL FUN	AIRPORT	Small Tools & Equi	WRENCH	\$48.99
058688	AUTO VALUE MORA	FIRE FUND	FIRE	Lubricants & Additi	HYDRO FLUID/TREATED	\$56.98
						\$524.91
CHECK # 058688 AUTO VALUE MORA						
CHECK # 058689 BEAUDRY OIL & PROPANE						
058689	BEAUDRY OIL & PROPANE	GENERAL FUN	AIRPORT	Motor Fuels	AIRPORT FUEL	\$1,744.54
						\$1,744.54
CHECK # 058689 BEAUDRY OIL & PROPANE						
CHECK # 058693 CRYSTAL SPRINGS ICE						
058693	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$3,576.50
						\$3,576.50
CHECK # 058693 CRYSTAL SPRINGS ICE						
CHECK # 058695 DIAMOND VOGEL PAINTS						
058695	DIAMOND VOGEL PAINTS	GENERAL FUN	STREETS	Street Maint - Labo	PAINT SPRAYER FILTERS	\$55.00
						\$55.00
CHECK # 058695 DIAMOND VOGEL PAINTS						
CHECK # 058696 EARL F ANDERSON						
058696	EARL F ANDERSON	GENERAL FUN	STREETS	Street Signs	STOP SIGNS & BRACKET	\$967.50

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058696 EARL F ANDERSON						
						<u>\$967.50</u>
CHECK # 058698 EAST CENTRAL ENERGY-ELECT						
058698	EAST CENTRAL ENERGY-E	GENERAL FUN	PARKS	Electricity	ELECTRICITY	\$70.96
058698	EAST CENTRAL ENERGY-E	GENERAL FUN	AIRPORT	Electricity	ELECTRICITY	\$497.62
058698	EAST CENTRAL ENERGY-E	LIQUOR FUND	LIQUOR STOR	Electricity	ELECTRICITY	\$2,348.10
						<u>\$2,916.68</u>
CHECK # 058699 FEDERATED COOP						
058699	FEDERATED COOP	GENERAL FUN	STREETS	Chemicals	WEED KILLER	\$238.30
058699	FEDERATED COOP	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$470.53
058699	FEDERATED COOP	GENERAL FUN	PARKS	Chemicals	WEED KILLER	\$238.31
						<u>\$947.14</u>
CHECK # 058704 GLENS TIRE OPERATIONS INC						
058704	GLENS TIRE OPERATIONS	GENERAL FUN	STREETS	Tires	FLAT RPR	\$50.00
058704	GLENS TIRE OPERATIONS	GENERAL FUN	PARKS	Tires	FLAT RPR	\$22.00
058704	GLENS TIRE OPERATIONS	GENERAL FUN	AIRPORT	Tires	TUBE VALVE	\$26.00
						<u>\$98.00</u>
CHECK # 058705 GOPHER STATE ONE-CALL INC						
058705	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Serv	JULY LOCATES	\$43.20
						<u>\$43.20</u>
CHECK # 058706 GRAINGER, INC						
058706	GRAINGER, INC	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	PUMP RPR KIT FOR MOT	\$344.00
						<u>\$344.00</u>
CHECK # 058707 GRANITE CITY JOBBING						
058707	GRANITE CITY JOBBING	GENERAL FUN	CITY HALL BU	Other Operating Su	HAND TOWELS	\$32.06
058707	GRANITE CITY JOBBING	GENERAL FUN	CITY HALL BU	Other Operating Su	RETURNED TP	-\$27.14
058707	GRANITE CITY JOBBING	GENERAL FUN	AQUATIC CEN	Cleaning Supplies	DEO BLOCKS	\$16.26
058707	GRANITE CITY JOBBING	GENERAL FUN	AQUATIC CEN	Merchandise for Re	CONCESSIONS	\$6,496.54
058707	GRANITE CITY JOBBING	GENERAL FUN	AQUATIC CEN	Other Operating Su	FOOD TRAS, BAGS, GLOV	\$811.10
058707	GRANITE CITY JOBBING	GENERAL FUN	AQUATIC CEN	Chemicals	CHLORINE TABLETS	\$31.39
058707	GRANITE CITY JOBBING	GENERAL FUN	AIRPORT	Other Operating Su	TP & HAND TOWELS	\$59.87
						<u>\$7,420.08</u>
CHECK # 058708 HAWKINS INC						
058708	HAWKINS INC	GENERAL FUN	AQUATIC CEN	Chemicals	CHEMICALS	\$3,958.17
						<u>\$3,958.17</u>
CHECK # 058710 JOHNSONS HARDWARE & RENTAL						
058710	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	SAWBLADES, BLACK TOP	\$99.72
058710	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Landscaping Materi	GRASS SEED	\$76.98
058710	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Repair/Maint - Bldg	COMPRESSOR RPR PART	\$10.97
058710	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Small Tools & Equi	GARDEN HOSE & NOZZLE	\$120.97
058710	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Cleaning Supplies	TIDE, DISH SOAP, ETC	\$59.91
058710	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	FOUNTAIN PARTS, HOSE	\$23.96
058710	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Other Operating Su	MASKING/CAUTION TAPE	\$53.67
058710	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Other Operating Su	TRASH BAGS	\$71.96
058710	JOHNSONS HARDWARE &	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	FLAG LINKS & PULLEY	\$20.46
058710	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Repair/Maint - Bldg	FUEL FILTER, CUTTING	\$30.91
058710	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Other Operating Su	BOTTLED WATER	\$3.99
058710	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Cleaning Supplies	TIRE CLEANER	\$21.98
058710	JOHNSONS HARDWARE &	CEMETERY FU	CEMETERY	Repair/Maint - Bldg	WATER VALVE RPR PART	\$14.98

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058710 JOHNSONS HARDWARE & RENTAL						\$610.46
CHECK # 058712 KANABEC PUBLICATIONS, INC						
058712	KANABEC PUBLICATIONS,	GENERAL FUN	MAYOR & CO	Advertising	MAYOR & COUNCIL MEM	\$38.76
058712	KANABEC PUBLICATIONS,	GENERAL FUN	FINANCE	Advertising	ANNL TIF DISCLOSURE	\$77.53
058712	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Advertising	PUBL HEARING NOTICE-	\$72.92
058712	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Office Supplies	FAURIE BUSINESS CARD	\$48.30
058712	KANABEC PUBLICATIONS,	GENERAL FUN	BUILDING	Office Supplies	FAURIE BUSINESS CARD	\$6.90
058712	KANABEC PUBLICATIONS,	GENERAL FUN	AQUATIC CEN	Advertising	MAC AD	\$126.20
058712	KANABEC PUBLICATIONS,	GENERAL FUN	AQUATIC CEN	Office Supplies	REAM OF PAPER	\$22.99
058712	KANABEC PUBLICATIONS,	GENERAL FUN	AIRPORT	Advertising	FLY-IN POSTERS	\$18.60
CHECK # 058712 KANABEC PUBLICATIONS, INC						\$412.20
CHECK # 058713 KONRAD MATERIAL SALES, LLC						
058713	KONRAD MATERIAL SALE	GENERAL FUN	STREETS	Street Maint - Labo	ASPHALT PATCH	\$949.20
CHECK # 058713 KONRAD MATERIAL SALES, LLC						\$949.20
CHECK # 058714 KWIK TRIP - GAS PURCHASES						
058714	KWIK TRIP - GAS PURCHA	GENERAL FUN	BUILDING	Motor Fuels	FUEL	\$59.78
058714	KWIK TRIP - GAS PURCHA	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$1,682.75
058714	KWIK TRIP - GAS PURCHA	GENERAL FUN	PARKS	Motor Fuels	FUEL	\$850.14
058714	KWIK TRIP - GAS PURCHA	FIRE FUND	FIRE	Motor Fuels	FUEL	\$369.73
CHECK # 058714 KWIK TRIP - GAS PURCHASES						\$2,962.40
CHECK # 058715 LEES PRO SHOP						
058715	LEES PRO SHOP	GENERAL FUN	AQUATIC CEN	Other Operating Su	MAC CLOTHING	\$470.50
CHECK # 058715 LEES PRO SHOP						\$470.50
CHECK # 058716 MILLER TRUCKING INC						
058716	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	PRODUCT DELIVERY	\$195.30
058716	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	PRODUCT DELIVERY	\$717.00
058716	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	PRODUCT DELIVERY	\$48.30
CHECK # 058716 MILLER TRUCKING INC						\$960.60
CHECK # 058717 MINNESOTA PETROLEUM SERVICE						
058717	MINNESOTA PETROLEUM	GENERAL FUN	GARAGE	Professional Servic	LIFT INSPECTION	\$264.50
CHECK # 058717 MINNESOTA PETROLEUM SERVICE						\$264.50
CHECK # 058720 NORTH STAR FLAGS						
058720	NORTH STAR FLAGS	GENERAL FUN	PARKS	Other Operating Su	FLAGS-3X5 US & MN	\$237.00
058720	NORTH STAR FLAGS	CEMETERY FU	CEMETERY	Other Operating Su	FLAGS-5X8 US	\$80.00
CHECK # 058720 NORTH STAR FLAGS						\$317.00
CHECK # 058723 ODP BUSINESS SOLUTIONS LLC						
058723	ODP BUSINESS SOLUTION	GENERAL FUN	MAYOR & CO	Office Supplies	OFFICE SUPPLIES	\$11.79
058723	ODP BUSINESS SOLUTION	GENERAL FUN	ADMINISTRAT	Office Supplies	OFFICE SUPPLIES	\$11.79
058723	ODP BUSINESS SOLUTION	GENERAL FUN	FINANCE	Office Supplies	OFFICE SUPPLIES	\$11.80
058723	ODP BUSINESS SOLUTION	GENERAL FUN	LIBRARY BUIL	Other Operating Su	TRASH BAGS	\$28.99
058723	ODP BUSINESS SOLUTION	GENERAL FUN	AIRPORT	Other Operating Su	TRASH BAGS	\$28.99
CHECK # 058723 ODP BUSINESS SOLUTIONS LLC						\$93.36
CHECK # 058725 OWENS AUTO PARTS						
058725	OWENS AUTO PARTS	GENERAL FUN	GARAGE	Repair/Maint - Bldg	OXYGEN TANK REPLACE	\$41.72
CHECK # 058725 OWENS AUTO PARTS						\$41.72
CHECK # 058727 QUALITY DISPOSAL						

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
058727	QUALITY DISPOSAL	GENERAL FUN	CITY HALL BU	Garbage Removal	GARBAGE	\$56.98
058727	QUALITY DISPOSAL	GENERAL FUN	LIBRARY BUIL	Garbage Removal	GARBAGE	\$32.18
058727	QUALITY DISPOSAL	GENERAL FUN	STREETS	Garbage Removal	GARBAGE	\$96.53
058727	QUALITY DISPOSAL	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE	\$154.01
058727	QUALITY DISPOSAL	GENERAL FUN	AQUATIC CEN	Garbage Removal	GARBAGE	\$273.05
058727	QUALITY DISPOSAL	GENERAL FUN	PARKS	Garbage Removal	GARBAGE	\$148.01
058727	QUALITY DISPOSAL	LIQUOR FUND	LIQUOR STOR	Garbage Removal	GARBAGE	\$212.36
CHECK # 058727 QUALITY DISPOSAL						\$973.12
CHECK # 058728 RED BULL DISTRIBUTION COMPANY						
058728	RED BULL DISTRIBUTION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ENERGY DRINK	\$314.00
CHECK # 058728 RED BULL DISTRIBUTION COMPANY						\$314.00
CHECK # 058731 SPECTRUM SUPPLY						
058731	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$279.24
058731	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Other Operating Su	TRASH LINERS, TISSUE,	\$291.14
CHECK # 058731 SPECTRUM SUPPLY						\$570.38
CHECK # 058732 TOTAL REGISTER SYSTEMS INC						
058732	TOTAL REGISTER SYSTEM	LIQUOR FUND	LIQUOR STOR	Other Operating Su	SHELF LABELS & HOLDER	\$311.52
CHECK # 058732 TOTAL REGISTER SYSTEMS INC						\$311.52
CHECK # 058733 ULTIMATE SAFETY CONCEPTS						
058733	ULTIMATE SAFETY CONCE	FIRE FUND	FIRE	Small Tools & Equi	THERMAL IMAGER KIT, T	\$3,750.00
CHECK # 058733 ULTIMATE SAFETY CONCEPTS						\$3,750.00
CHECK # 058734 UPPER CASE PRINTING INK						
058734	UPPER CASE PRINTING IN	GENERAL FUN	ADMINISTRAT	Professional Servic	NEWSLETTER	\$239.15
CHECK # 058734 UPPER CASE PRINTING INK						\$239.15
CHECK # 058736 VIKING COKE						
058736	VIKING COKE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$615.00
CHECK # 058736 VIKING COKE						\$615.00
CHECK # 058738 WATSON CO., INC						
058738	WATSON CO., INC	GENERAL FUN	AQUATIC CEN	Merchandise for Re	CONCESSIONS	\$1,142.98
058738	WATSON CO., INC	FIRE FUND	FIRE	Miscellaneous	PARADE CANDY - REIMB'	\$576.57
058738	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TOBACCO, JUICE, ETC	\$9,802.09
CHECK # 058738 WATSON CO., INC						\$11,521.64
						\$1,464,221.19



CITY OF MORA
COUNCIL CHECK LIST

THE JULY/AUGUST 2022 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

MAYOR

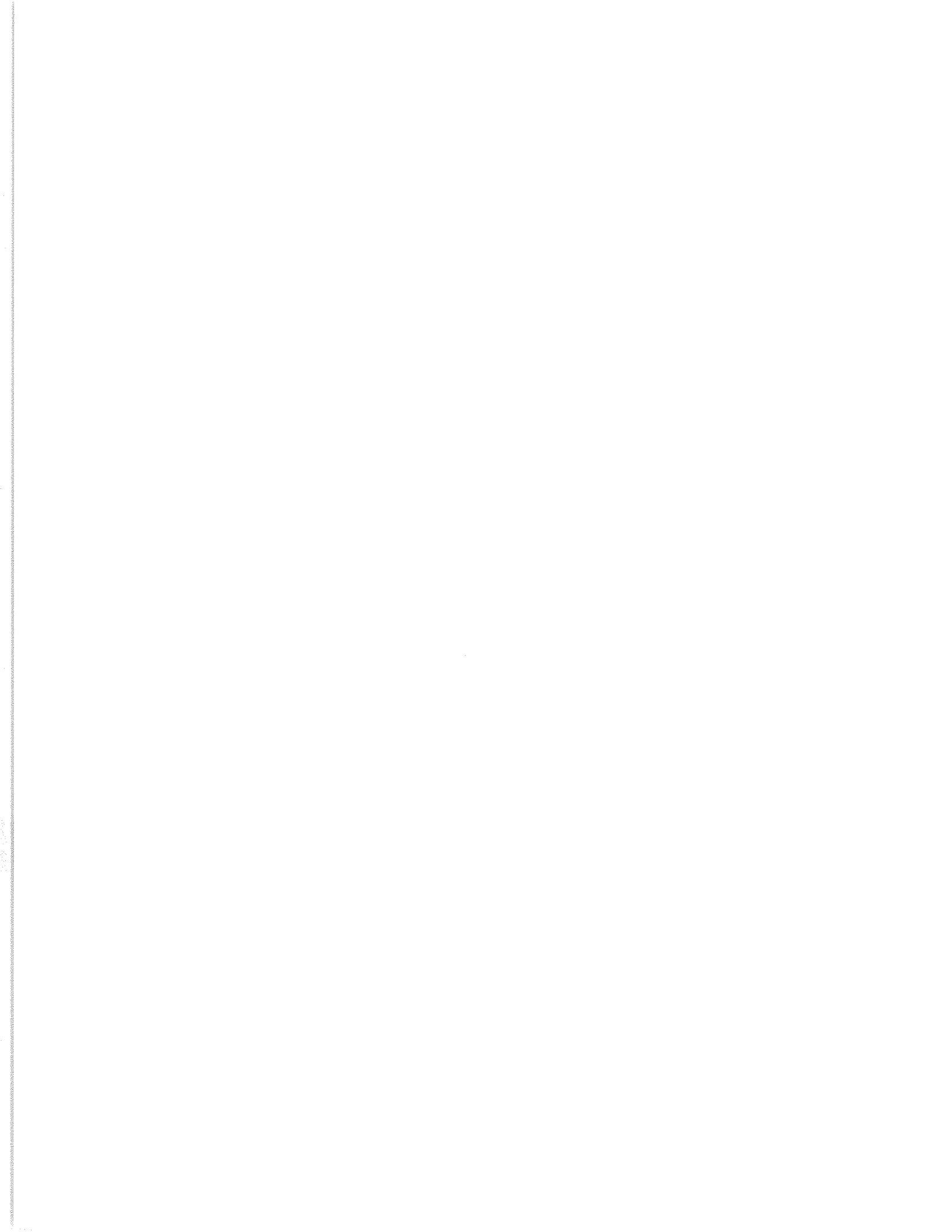
COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

CITY CLERK



ck# 12479

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Vasaloppet USA Previous Gambling Permit Number: X-X-05462-20-011
Minnesota Tax ID Number, if any: 5695367 Federal Employer ID Number (FEIN), if any: 41-1286376
Mailing Address: 100 Union Street
City: Mora State: MN Zip: 55051 County: Kanabec
Name of Chief Executive Officer (CEO): Katie Kerr
CEO Daytime Phone: 218-464-3569 CEO Email: kkerr@css.edu
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): information@vasaloppet.us

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Grand Event Center
Physical Address (do not use P.O. box): 2025 Rowland Rd
Check one:
 City: Mora Zip: 55051 County: Kanabec
 Township: Arthur Zip: 55051 County: Kanabec
Date(s) of activity (for raffles, indicate the date of the drawing): October 29

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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



MEMORANDUM

Date: August 18, 2022
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:
Spire Credit Union	\$500.00
Lake Street Family Dental	\$1,000.00
First Citizens Bank	\$250.00
Mora Fire Relief Association	\$750.00

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

RECOMMENDATIONS

Motion to accept donations by approving Resolution 2022-821.

Attachments

Resolution 2022-821

**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:
Spire Credit Union	\$500.00	Donation to 2022 Fall Fest
Lake Street Family Dental	\$1,000.00	Donation to 2022 Fall Fest
First Citizens Bank	\$250.00	Donation to 2022 Fall Fest
Mora Fire Relief Association	\$750.00	Donation for Thermal Imaging Equip

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 August 2022.

ATTEST:

Al Skramstad, Mayor

Natasha Segelstrom, City Clerk



MEMORANDUM

Date: August 18, 2022
To: Mayor and City Council
From: Kirsten Faurie, Community Development Director
RE: Special Event Permit Request – Mora’s Fly-in

SUMMARY

The Airport Advisory Board and City of Mora’s annual Fly-in event is 8 a.m.-12 p.m. Saturday, Sept. 17, 2022 at the Mora Municipal Airport (JMR). Presented is the special event permit for approval.

BACKGROUND INFORMATION

This is an annual event. Because it is a city sponsored event, there will be no fees collected and no special insurance is needed.

OPTIONS & IMPACTS

- The airport manager will be on site.
- No event fees are required.
- The Mora Lions Club will be submitting a copy of their MN Department of Health permit for serving food to the public.

RECOMMENDATIONS

Motion to approve the special event permit for the Mora Fly-In at the Mora Municipal Airport on Saturday, September 17, 2022 pending submission of the Lions Club’s MN Department of Health permit.

Attachments

Special Event Permit Application
Event Site Plan
Event Flyer



CITY OF MORA
SPECIAL EVENT PERMIT APPLICATION

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

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

EVENT INFORMATION			
Name of Event:	MORA FLY-IN		
Type of Event (festival, parade, athletic, etc.):	ANNUAL COMMUNITY EVENT		
Event Location:	MORA MUNICIPAL AIRPORT 2085 MAHOGANY ST.		
Event Set Up Date:	Start Time: 12 PM End Time: 3 PM		
Actual Event Date(s):	Start Time: 8 AM End Time: 12 PM	Please be aware that parks close at 10:00 pm.	
Event Clean Up Date:	Start Time: 12 PM End Time: 2 PM		
Estimated Attendance:	300		
APPLICANT INFORMATION			
Sponsoring Organization Name:	CITY OF MORA + AIRPORT ADVISORY BOARD		
Primary Contact Person:	JOE KOHLGRAF, AIRPORT MANAGER		
Address:	101 LAKE ST. S		
City:	State: MN	Zip: 55051	
Phone:	E-Mail: JOE.KOHLGRAF@CITYOFMORA.COM		
Name of Contact Person During Event:	JOE KOHLGRAF	Cell Phone: 612-390-8217	
<i>Person listed above must be present during the event and immediately available.</i>			
DAMAGE / KEY DEPOSIT REFUND INFORMATION			
Person/Organization Name:	N/A		
Address:			
City:	State:	Zip:	
EVENT DETAILS			
Schedule of Activities Attached?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Site Plan Attached? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Traffic Plan Attached? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
List any Road Closures/Partial Lane Closures and the Time of Closing:	N/A		
<i>If applicable, please attach a clear map showing the traffic plan with street closures and routes</i>			

Is the event open to the public?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Admission Charged? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Will alcohol be served at the event?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, will you be charging for or accepting donations for the alcohol? <input type="checkbox"/> No <input type="checkbox"/> Yes
If YES to both of the above questions pertaining to alcohol, attach liquor liability certificate of insurance from both the applicant and the caterer (if one is used) naming the CITY OF MORA as additional insured.			
Certificate of Liability Insurance attached?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	CITY FUNCTION - INSURED
Will food be served / provided / prepared on site? LIONS CLUB	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If YES, please contact MN Department of Health at 320-223-7317.
Will sound amplification be used?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, hours and type: No amplified sound 10 pm to 7 am.
Please attach a site plan showing the following applicable items.			
Will there be canopies or tents?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the size and location of canopies & tents. Date installed: 9-17-22 9-17-22 Date removed: 9-17-22 9-17-22
Will there be events in the air?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan what & where.
Will a stage be set up?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the size and location of the stage.
Will there be temporary fencing?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fencing.
Will traffic control devices be needed?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Number needed:
Will there be a fire or fires?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fire(s).
Will power be needed?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the location(s) of power source. Additional permits may be needed-contact MMU 679-1451.
Event attendance at 100 persons or greater requires sanitation facilities. Indicate sanitation facilities location on site plan if required. If not required, describe sanitation plan here: PORTA-POTTIES; AD BUILDING RESTROOMS			
Describe parking arrangements for the event and show on the traffic plan: ALL PARKING LOCATED ON CITY PROPERTY: THE GRASSY AREA EAST OF AD BUILDING			
Describe trash removal and clean-up plan during and after event: STAFF + VOLUNTEERS WILL CLEAN UP IMMEDIATELY FOLLOWING EVENT. TRASH WILL BE COLLECTED BY QUALITY DISPOSAL			

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

Special Events Waiver of Liability Agreement:

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

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


Signature of Authorized Representative

101 LAKE ST. S MORA
Address/City/St/Zip

7-27-22
Date

PAYMENT INFORMATION		
Event Fee:	Date Paid: Amount Paid:	Staff Initials:
Key/Event Deposit(s):	Date Paid: Amount Paid: Date Returned:	Staff Initials: Staff Initials:
Key:	Key #: Date Issued: Date Returned:	Staff Initials: Staff Initials:
Comments:		

Authorization and Comments

Property Coordinator or Designee Signature and Date

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

Public Works Director Signature and Date

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

Building Official Signature and Date

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

Deputy Clerk Signature and Date

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

Fire Chief or Designee Signature and Date

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

Kanabec County Sheriff or Designee Signature and Date

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

City Administrator Signature and Date

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

City Council Approval Date / Permit Issued Date

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

2022 Mora Fly-in Site Plan



Schedule of events

MORA FLY-IN

with Static Tractor Display
and Pancake Breakfast

Brought to you by the City of Mora and the Airport Advisory Board

8 a.m. —12 p.m. Saturday, September 17, 2022

located at

Mora Municipal Airport (KJMR)

CTAF 122.8 Weather 123.925

Scheduled Events

8 a.m.—Presentation of Colors by the American Legion Club of Mora

8:05 a.m.—Pancake Breakfast Served by the Mora Lions Club

\$8 / Person and Pilots in Command Eat Free

10 a.m.—Paper Airplane Contest with Prizes for Youth

Other Attractions and Details

FREE Admission • 10¢ Discount on Aviation Fuel on Day of Event

Airplane Rides Available from Hawk Aviation for \$40 per person

Static Tractor Display—with all tractor owners invited to participate

Airport Equipment on Display • Free Gifts for Youth and Adults

Event is rain or shine

An inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending the event, you voluntarily assume all risks related to exposure to COVID-19. Attendees are encouraged to take everyday preventive actions to help prevent the spread of respiratory illnesses including: stay home if you are sick, practice social distancing, wear a face mask, cover coughs and sneezes, and clean your hands often.

Joe Kohlgraf, Airport Manager | Joe.kohlgraf@cityofmora.com | 612-390-8217

100 LL and Jet A fuels available

Event Sponsors & Supporters:

KWIK TRIP





MEMORANDUM

Date: August 18, 2022
To: Mayor and City Council
From: Jeff Krie, Activities and Recreation Coordinator
RE: Special Event Permit Request - Mora's Fall Fest

SUMMARY

Staff is requesting approval for a special event permit for Mora's Fall Fest, a city-sponsored event, which will be held on Saturday, September 24, 2022 in Library Park.

BACKGROUND INFORMATION

This is the fourth annual event which will be held at Library Park. Because it is a city sponsored event, there will be no fees collected and no special insurance is needed. Any food trucks will have paperwork submitted and a background check completed before taking part in this event. A Facebook event will be created to promote this event.

OPTIONS & IMPACTS

- Staff will be present on site.
- No event fees are required.
- All food vendors will receive mobile food unit licenses prior to the event, if they don't have one already.

RECOMMENDATIONS

Motion to approve the special event permit for Mora's Fall Fest on Saturday, September 24, 2022.

Attachments

Special Event Permit Application
Event Site Plan
List of Schedule and Activities



CITY OF MORA
SPECIAL EVENT PERMIT APPLICATION

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

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

EVENT INFORMATION		
Name of Event:	Fall Fest	
Type of Event (festival, parade, athletic, etc.):	Community Event	
Event Location:	210 Maple Ave W.	
Event Set Up Date:	Start Time: 8:00am End Time: 12:00pm	
Actual Event Date(s):	Start Time: 12:00pm End Time: 4:00pm	Please be aware that parks close at 10:00 pm.
Event Clean Up Date:	Start Time: 4:00pm End Time: 6:00pm	
Estimated Attendance:	250	
Sponsoring Organization Name:	City of Mora Park Board	
Primary Contact Person:	Jeff Krie	
Address:	101 Lake St S.	
City:	State:	Zip:
Mora	MN	55051
Phone:	E-Mail:	
320-225-4827	j.krie@cityofmora.com.	
Name of Contact Person During Event:	Cell Phone:	
Jeff Krie	320-674-4021	
Person listed above must be present during the event and immediately available.		
DAMAGE / KEY DEPOSIT REFUND INFORMATION		
Person/Organization Name:	Jeff Krie / City of Mora Park Board	
Address:	101 Lake St. S.	
City:	State:	Zip:
Mora	MN	55051
EVENT DETAILS		
Schedule of Activities Attached?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Site Plan Attached? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Traffic Plan Attached?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
List any Road Closures/Partial Lane Closures and the Time of Closing:		
Partial Closure on Wood Street, Partial Closure 1st St.		
If applicable, please attach a clear map showing the traffic plan with street closures and routes		

Is the event open to the public?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Admission Charged? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Will alcohol be served at the event?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, will you be charging for or accepting donations for the alcohol? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If YES to both of the above questions pertaining to alcohol, attach liquor liability certificate of insurance from both the applicant and the caterer (if one is used) naming the CITY OF MORA as additional insured.			
Certificate of Liability Insurance attached?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<i>City Event</i>
Will food be served / provided / prepared on site?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If YES, please contact MN Department of Health at 320-223-7317.
Will sound amplification be used?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If YES, hours and type: <i>No amplified sound 10 pm to 7 am.</i>
Please attach a site plan showing the following applicable items.			
Will there be canopies or tents?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the size and location of canopies & tents. Date installed: _____ Date removed: _____
Will there be events in the air?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan what & where.
Will a stage be set up?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the size and location of the stage.
Will there be temporary fencing?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fencing.
Will traffic control devices be needed?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Number needed: _____
Will there be a fire or fires?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fire(s).
Will power be needed?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the location(s) of power source. Additional permits may be needed-contact MMU 679-1451.
Event attendance at 100 persons or greater requires sanitation facilities. Indicate sanitation facilities location on site plan if required. If not required, describe sanitation plan here: <i>Temp toilet facility at Library Park</i>			
Describe parking arrangements for the event and show on the traffic plan: <i>There is no specific parking arrangements for this event.</i>			
Describe trash removal and clean-up plan during and after event: <i>As a City Sponsored Event City Staff will be responsible for trash removal and clean up.</i>			

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

Special Events Waiver of Liability Agreement:

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

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

Signature of Authorized Representative

101 Lake St S.
Mora, MN 55051

Address/City/St/Zip

8/19/2022

Date

PAYMENT INFORMATION		
Event Fee: <u>N/A</u>	Date Paid: Amount Paid:	Staff Initials: <u>Z</u>
Key/Event Deposit(s): <u>N/A</u>	Date Paid: Amount Paid: Date Returned:	Staff Initials: Staff Initials: <u>W</u>
Key: <u>N/A</u>	Key #: Date Issued: Date Returned:	Staff Initials: Staff Initials: <u>Y</u>
Comments: <u>No fees City sponsored event.</u>		

Authorization and Comments

[Signature] 8/10/22
Property Coordinator or Designee Signature and Date

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

Permitting Ice Cream Truck
permit. No fees due
to City Event.

[Signature] 8-4-2022
Public Works Director Signature and Date

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

No issues

[Signature] 7-28-22
Building Official Signature and Date

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

No comments or concerns

[Signature] 8-9-22
Administrative Services Director Signature and Date

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

No comments/concerns



Fire Chief or Designee Signature and Date



Kanabec County Sheriff or Designee Signature and Date

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

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

 8-10-22

City Administrator Signature and Date

City Council Approval Date / Permit Issued Date

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

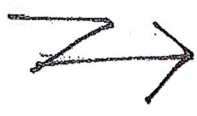
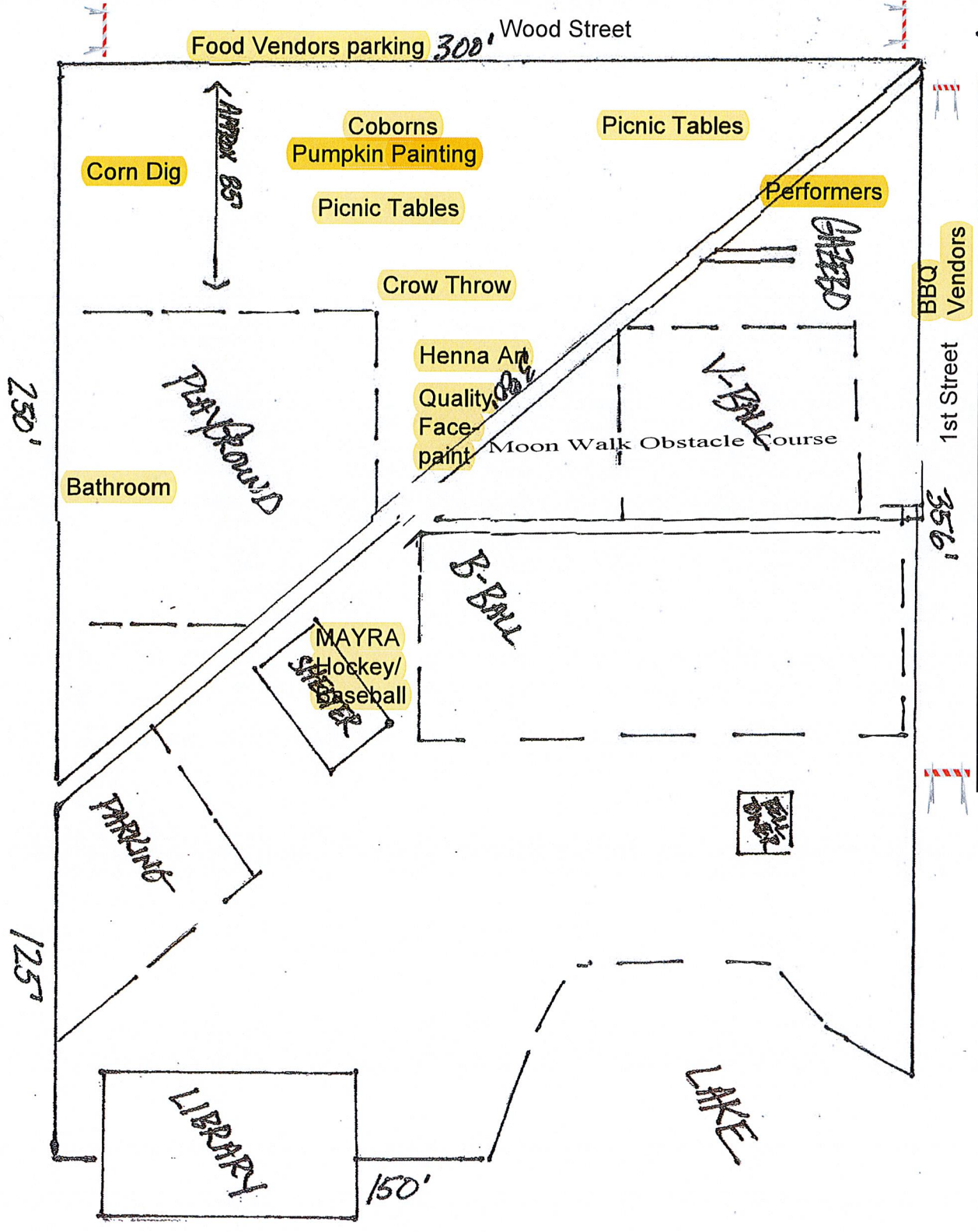
EVENT FEES			
Permit Base Fee	\$50	Late Fee	\$100
Damage/Key Deposit	\$100	Cancellation Fee	\$15
Additional Options (in addition to base fee)			
Street Closure/Parade	\$25		
Traffic Control Devices	\$50 (covers drop-off and pick-up at event site)		
Event Storage Fee	\$50		
Garbage Removal	\$45/hr. (deducted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

* NOT TO SCALE

CITY OF MORRIS
LIBRARY PARK

Properties

Open for residents to get out drive



Fall Fest 2022
Saturday, September 24, 2022
12:00- 4:00pm

Event Details as of August 2, 2022

NAME: Fall Fest

VENUE

Primary location - Library Park, 210 Maple Avenue W

- Site prep before the event (garbage, port a potty, etc.) – All Board Members
- Site clean-up after the event – All Board Members

ACTIVITIES

Live Musical Performance: Kenny Krona & Rick Stener

- Performers have committed to the event and the performance has been incorporated into ECRAC grant for Music in the Park.
- Performers will be located in the gazebo.
- Performer 1 Ken Norton, magician
- Performer 2 Kevin Hall. walking magician

Food Trucks:

- BBQ Cook Off, 10 teams cooking ribs will have 5 judges, plus patrons can buy a wristband to sample ribs and vote on their favorite. Trophies will be give out for the two best in each category, Judges choice and Peoples Choice. Money will be used to pay expenses and rest of the funds donated to the Mora Wrestling Club.
- Ice Cream Truck, Yes
- Emma's Pizza, Yes
- Steven D's, Yes

Other Suggested Activities:

- Pumpkin painting, sponsor Coborn's
- Face painting, Sponsor, Quality Disposal
- Hockey Shoot/Speed Zone, Sponsor MAYRA
- Moonwalk Mega Obstacle Course, Chamber of Commerce
- Corn Dig, sponsor Recovering Hope
- Crow Toss, sponsor Northern Lights Realty
- Henna Art, free both.
- Corn Hole Toss, Neighborhood National Bank
-

DONATIONS/ PARTNERS- Jeff is working on donations any other suggestions. Potential Sponsors:

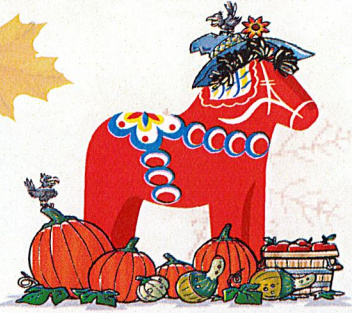
- Minnesota Energy Resources
- Spire Credit Union
- Recovering Hope
- NCBS
- NNB
- Northern Lights
- Chamber
- Welia Health
- MAYRA
- Lake Street Family Dental
- Kanabec Publications

MARKETING:

- City of Mora Facebook page - **Krie** will coordinate.
- City of Mora newsletter (July) -**Krie** will coordinate.
- Music in the Park marketing materials will include live musical performance (newspaper ads, radio ads, printed schedules available at city hall, City website, etc.) -**Krie** will coordinate.
- Posters
- Backpack Friday Mora Schools

City of Mora

Fall Fest



"Don't Leaf the Park Yet"

Saturday, September 24th

12:00 p.m. - 4:00 p.m.

Library Park

Family Activities

- Pumpkin Painting
- Conk the Crow
- Speed Zone
- Corn Hole Toss
- Moonwalk Obstacle Course
- Face Painting
- Corn Dig
- Henna Art

Entertainment

- Old Man Magic Show
12:00 pm - 1:00 pm
- Strolling Magician Kevin Hall
1:00 pm - 2:30 pm
- Kenny Krona & Rick Stener
2:30 pm - 3:30 pm

Barbeque Cook Off

NEW this year!

- \$100 Entry Fee Per Team
- 1st & 2nd Place Trophies
- Judging Begins at 2pm

10 Team Limit
 Judges Choice & People's Choice Categories
 \$10 Wrist Bands Sold to Sample & Judge Ribs
 Teams Interested in Competing, contact Jeff at City Hall
 320-225-4827

Food Trucks

- Ice Cream Machine
- Steven D's
- Emma's Pizza

For more information visit:

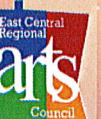
ci.mora.mn.us or  @cityofmora

Community partners and sponsors:

City of Mora/City of Mora Park Board · Coborns of Mora · Mora Area Youth Recreation Association
 Recovering Hope Treatment Center · Neighborhood National Bank · Spire Credit Union Minnesota
 Energy Resources · Quality Disposal · Northern MN Suicide Prevention/Crisis Lifeline · North Country
 Bottle Shop · Northern Lights Realty Rose Krie · Kanabec Publications · Mora Chamber of Commerce
 Lake Street Family Dental · Welia Health



This event is held in conjunction with Music in the Park and is organized by City of Mora and its Park and Recreation Board. The live musical performance portion of this event is made possible by the voters of Minnesota through a grant from the East Central Regional Arts Council and a legislative appropriation for the Arts and Cultural Heritage Fund.



No smoking is allowed at Library Park.



MEMORANDUM

Date: April 19, 2022
To: Mayor and City Council
From: Mandi Yoder, Human Resources Coordinator
Glenn Anderson, City Administrator
RE: Accept Letter of Resignation – MAFD Hunter Fore

SUMMARY

Hunter Fore has submitted his letter of resignation from the Mora Area Fire Department due to relocation and intentions to pursue a career in firefighting in the metro.

RECOMMENDATIONS

Motion to accept letter of resignation.

Attachments

Fore Letter of Resignation

From: [fire.chief](#)
To: [Natasha Segelstrom](#)
Subject: Fw: Letter of Resignation Hunter Fore
Date: Tuesday, August 16, 2022 10:09:36 AM

----- Original message-----

From: Hunter Fore
Date: Wed, Aug 3, 2022 9:30 AM
To: fire.chief;
Cc:
Subject:Letter of Resignation

Brett,

First and foremost I want to thank you for accepting me as a firefighter for the City of Mora, it has truly been an honor. I experienced some of the best times of my life as a fireman. Unfortunately, as I have moved, I am no longer able to fulfill my obligation to the city, and have to formally leave the Fire Department. Being a part of MAFD will forever be one of the best decisions of my entire life. I am planning to pursue fire as a career firefighter in the metro. Again thank you, and everyone else for the chance, and the mentorship I've been given.

Hunter Fore-formerly 14



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

August 18, 2022

Honorable Tim Walz
Office of the Governor
75 Rev Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Dear Governor Walz,

We respectfully request that you convene a Special Legislative Session as soon as possible to complete the work that had been started and approval of the unfinished bills. The Mora City Council and city staff strongly believe that these issues cannot wait, and a limited Special Legislative Session is required.

Governor Walz, you have the constitutional power to call the Legislature back for a Special Session.

The citizens of Minnesota depend on our elected officials to approve bonding, public safety, housing, environment and natural resources, transportation, jobs and energy, education and health and human services and rely on their governmental officials to implement the programs and funds appropriately.

Thank you for your dedication to the North Star State and consideration on this urgent matter.

Sincerely,

Alan Skramstad, Mayor

Glenn Anderson, City Administrator

Jody Anderson, Mayor pro tem

Jake Mathison, Councilmember

Kyle Shepard, Councilmember

Sadie Broekemeier, Councilmember

Resolution No. 2022-822

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA

WHEREAS, the people of Minnesota have critical infrastructure needs, including the replacement and upgrade of aging drinking water systems, sewage treatment, roads, and bridges that cannot be delayed, and

WHEREAS, without additional funding through a bonding bill, cities will have to drastically raise water rates or taxes on residents and business to pay for necessary infrastructure projects made even more expensive due to inflation, and

WHEREAS, the Minnesota Legislature failed to pass a bonding bill in the 2022 legislative session, and

WHEREAS, the bond proceeds fund from the commissioner of natural resources for a grant is essential to the design and construction improvements to mitigate the high water mitigation measures for Mora Lake; and installation of intake and outlet structures, and associated sanitary sewer and road replacement.

WHEREAS, Local Government Aid (LGA) is an essential aid program to Minnesota cities, helping to restrain local property taxes, and

WHEREAS, the LGA appropriation has not kept up with city needs and inflation, making it more difficult for cities to provide the public safety, core infrastructure, libraries, and other services without imposing significant property tax increases or service cuts, and

WHEREAS, the Legislature failed to pass a tax bill in the 2022 legislative session that would have increased the LGA appropriation, and

WHEREAS, the state of Minnesota has a multi-billion-dollar budget surplus, and

WHEREAS, additional funds are required to match millions of dollars in available federal funds;

BE IT RESOLVED that the City Council of Mora, Minnesota urges through this Resolution to Governor Walz to declare a special session and to its lawmakers to work in a bipartisan way to pass a bonding bill and a tax bill that includes an LGA increase; and

BE IT FURTHER RESOLVED that this resolution be transmitted Representative Nathan Nelson and Senator Jason Rarick, Speaker of the House Melissa Hortman, Senate Majority Leader Jeremy Miller, House Minority Leader Kurt Daudt, Senate Minority Leader Melissa López Franzen, and Governor Tim Walz.

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 August 2022.

ATTEST:

Al Skramstad, Mayor

Natasha Segelstrom, City Clerk



MEMORANDUM

Date August 18, 2022
To Mayor and City Council
From Glenn Anderson, City Administrator

RE 2023 PUC Wage Increase

SUMMARY

On the July 19 Joint Special Meeting, the Public Utilities Commission presented a salary increase for its Commissioners during the 2023 budget priorities with City Council. After discussion amongst the City Council, the proposed salary increase is listed below:

The new wage for the PUC Chair would increase to an annual salary of \$4,000.

The new wage for the PUC Commissioners would increase to an annual salary of \$3,500.

RECOMMENDATIONS

Motion to approve the Public Utilities Commission wage for the 2023 budget year and direct staff to budget the salary increase.



MEMORANDUM



Date: August 15, 2022
 To: Mayor and City Council
 Public Utilities Commission
 From: Mandi Yoder, Human Resources
 RE: Follow-Up: Consideration to Increase Property & Liability Insurance Deductible

SUMMARY

The City Council and Public Utilities Commission will review the deductible calculations over a ten-year span, from 2012-2022, retrieved from the LMCIT Loss Run Data report, comparing the savings between a \$500 deductible and a \$2,500 deductible.

**** UPDATE:** In Response to July 19, 2022 joint PUC and Council meeting question: How many claims has the City had in the past three years? The answer is: **25**
 2022 has had 10 claims; 2021 had 6 claims; and 2019 had 9 claims.

BACKGROUND

The city has historically had a \$500 deductible for its property and liability policy with League of Minnesota Cities Insurance Trust. After a recent review, it was determined that the City/PUC may save money on insurance premiums if the deductible were increased to \$2,500 per claim.

The data below shows deductibles and premiums with savings or losses over the span of the last ten years for comparison. According to the calculations, an increase in the policy deductible to \$2,500 would have saved the City approximately \$88,500 over the years. The following graph details the findings of the analysis.

	<u>Deductible</u>	<u>Premium</u>					
<i>Current ></i>			Deductible	Premium	Savings	Deductible	Potential
			Difference	Difference	Span of 10	difference	Loss or
	\$ 500	\$ 126,459			yrs	over 10 yrs	Svgs
	\$ 2,500	\$ 109,173	\$ 2,000	\$(17,286)	\$(172,860)	\$ 84,354	\$ (88,506)
	\$ 5,000	\$ 102,711	\$ 2,500	\$(6,462)	\$(64,620)	\$139,245	\$ 74,625
	\$ 10,000	\$ 93,844	\$ 5,000	\$(8,867)	\$(88,670)	\$191,981	\$ 103,311

OPTIONS IMPACTS

1. To increase the deductible for the 2023 LMCIT Property/Liability insurance policy to \$2,500 per claim.
2. To do nothing and leave the deductible at \$500 per claim.

RECOMMENDATIONS

For the Public Utilities Commission to approve the increase of the City's Property/Liability Insurance Policy deductible, held with the League of Minnesota Cities Insurance Trust, to \$2,500 per claim.

Attachments: none



MEMORANDUM

Date: August 18, 2022
To: Mayor and City Council
From: Mandi Yoder, Human Resources/Deputy Clerk
RE: Consideration to Approve Taxicab Business License Application – Attaboys, Inc.

SUMMARY

The City Council will review for consideration to approve a taxicab business license application submitted by Attaboys, Inc.

BACKGROUND

Attaboys Taxi Service Inc. was recently sold to new owner Kelly Anderson, of Attaboys, Inc. and new ownership requires a new business license.

OPTIONS IMPACTS

Consideration to approve the taxicab business license application contingent upon Attaboys, Inc., and Kelly Anderson meeting the conditions and criteria found in City Code, Title XI Business Regulations.

RECOMMENDATIONS

Staff recommends the City Council make a motion to approve the Attaboys, Inc. Taxicab Business License as presented and contingent upon satisfactory conditions of City Code Title XI, Chapter 114.

Attachments: Attaboys, Inc. Taxicab Business License Application



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

New Application

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

BUSINESS LICENSE RENEWAL APPLICATION

Name of Applicant (name of individual, partnership, corporation, or association): <i>Attaboys, Inc.</i>	
Applicant Address: <i>11915 Dahl Rd. - mailing address</i>	
Applicant City/State/Zip: <i>Hickley Mn. 55037</i>	
Applicant Phone: <i>651 491 1888</i>	Applicant Email Address: <i>Kelly@attaboysinc.net</i>
Applicant Cell Phone: <i>320 237 4227</i>	U.S. Citizen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Driver's License Number: <i>4408-022-820-912</i>	Applicant Date of Birth: <i>3-16-80</i>
Business Name/dba: <i>Attaboys, Inc.</i>	
Business Address: <i>606 Mn ^{Hwy} 123 Sandstone Mn 55072</i>	
Business Phone: <i>320 245 5355</i>	Business Website: <i>Attaboysinc.net</i>
Minnesota Tax ID Number: <i>809761512</i>	Federal Tax ID Number: <i>88-1924190</i>
Kanabec County Parcel/Property ID Number: <i>22.</i>	
<p>IF BUSINESS IS TO BE CONDUCTED UNDER A DESIGNATION, NAME OR STYLE OTHER THAN THE NAME OF THE APPLICANT, ATTACH COPY OF THE CERTIFICATE OF ASSUMED NAME, AS REQUIRED BY CHAPTER 333, MINNESOTA STATUTES CERTIFIED BY THE OFFICE OF THE SECRETARY OF STATE.</p>	

License Types

- | | | |
|---|---|---|
| <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 LQ. On-Sale 201-500 \$500 |
| <input type="checkbox"/> Wine On-Sale \$375 | <input type="checkbox"/> Brewer Tap Room \$500 | <input type="checkbox"/> Club LQ. 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 LQ. On-Sale >1000 \$800 |
| <input type="checkbox"/> 3.2 Beer Off-Sale \$125 | <input type="checkbox"/> Consumption & Display \$125 | <input type="checkbox"/> Tobacco \$125 |
| <input type="checkbox"/> Pawnbroker \$2,000 | <input checked="" type="checkbox"/> Taxicab \$35 | <input type="checkbox"/> Mixed Municipal Solid Waste \$500 |
| <input type="checkbox"/> Massage Therapist \$60 | <input type="checkbox"/> Sexually Oriented Business \$5,000 | <input type="checkbox"/> Roll-Off Service Solid Waste \$150 |
| <input type="checkbox"/> Temporary: Liquor On-Sale / 3.2 Beer On-Sale / Liquor Consumption & Display (Circle ONE) \$75/license + \$15 per day | | |

Total Fees: \$ 35-

Term

The applicant requests the above licenses for a term from 12:01am on the 1 day of September 2022 to 12:00am midnight on the 31 day of August 2023.

(All business license periods end 12:00am midnight, August 31, except for temporary liquor licenses).

ACKNOWLEDGEMENT

I hereby certify that the above information contained herein is correct and true to the best of my knowledge. The applicant agrees to abide by all pertinent regulations governing the license(s) applied for, including conformance with city ordinances, as well as county, state, or federal laws. The city shall in no way be liable for any claims or charges incurred by the licensee.

Further, the applicant agrees to comply with all 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.

Signature of Applicant: Kelly Anderson Date: 7/16/22

(FOR CITY USE ONLY)

Application Reviewed by Administrative Services Director: <input type="checkbox"/> With Conditions <input type="checkbox"/> Without Conditions <input type="checkbox"/> Not Applicable	
Comments/Conditions: _____	

Signature: _____	Date: _____

Application Reviewed by Planning/Zoning Department: <input type="checkbox"/> With Conditions <input type="checkbox"/> Without Conditions <input type="checkbox"/> Not Applicable	
Comments/Conditions: _____	

Signature: _____	Date: _____

Application Reviewed by Building Department: <input type="checkbox"/> With Conditions <input type="checkbox"/> Without Conditions <input type="checkbox"/> Not Applicable	
Comments/Conditions: _____	

Signature: _____	Date: _____

Date Filed: <u>7/25/22</u>	Fee(s) Paid: \$ <u>35.00</u>	Receipt Number: <u>CHK# 232531</u>
Background Check Submitted: <u>8-16-22</u>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Property Taxes: <input checked="" type="checkbox"/>
Council Disposition: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Date: _____	License Number(s): _____
Licensing Agent Signature: _____		Date: _____
Comments: _____		



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

TAXICAB LICENSE Supplemental Application

Business Legal Name: Attaboys, Inc Date: 7-16-22
Business Address: 606 MN 123 Sandstone Mn 55072

General Information

Licenses are issued under the authority of Chapter 114 of the Mora City Code and applicable state statutes. All licenses are issued subject to compliance with all regulations. Licenses may be suspended or revoked for violation of regulations.

Please attach requested materials as directed, and use an additional sheet of paper if needed.

For All Taxicab Licenses

- List the experience of the applicant in the transportation of passengers for hire: 4 years
experience of safely transporting
customers to their desired location.
- Supply the description of the vehicle(s) to be operated or controlled by the applicant: Vehicle that has passed MN DOT
inspections are used.
- Describe the color scheme, design, trade name or insignia to be used to designate the vehicle(s) of the applicant: Attaboys Inc stickers on all of
the vehicles in operation.
- Supply a copy of State of Minnesota issued driver's license for applicant(s) and all driver(s).
- Supply the name, address, and date of birth of each taxicab driver employed or expected to be employed by applicant, and the name, address, and date of birth of any other person who will be driving such taxicab including independent contractors and their employees:
Driver list attached
- Attach a copy of your Certificate of Insurance showing a minimum liability of \$100,000; a minimum of \$100,000 for injury to or death of any person per occurrence, a minimum of \$300,000 for injury to or death of any number of persons per occurrence; a minimum of \$100,000 for property damage per occurrence.

7. List the fare (rates) schedule: \$3.00/mile + \$3.00 roll fee

8. YES / NO. Has any driver ever been convicted of a felony or of a violation of any federal or state laws or local ordinances relating to driving under the influence, a crime of violence or of theft, a sex crime, or a crime of illegal use of drugs, or been adjudged legally incompetent by reason of mental illness, mental deficiency or inebriety? If so, describe (give driver's name(s), description of violations, court name & address, and dates of conviction): No

Acknowledgements

The applicant agrees to abide by all pertinent regulations governing the licenses applied for, including city ordinances, as well as county, state, or federal laws. The applicant further agrees to indemnify and hold harmless the city, its agents, officers, and employees from any and all claims, causes of action, liabilities, losses, damages, costs, and expenses, and agrees to defend any action brought against the city on any related matter, and to pay all costs and expenses incurred in connection therewith. The city shall in no way be liable for any claims or charges incurred by the licensee.

Name of Applicant Kelly Andersen Title CFO

Signature of Applicant [Signature] Date 7/16/22



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/03/2022

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

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

PRODUCER **Pentagon Insurance Agency**
18953 Freeport Street NW
Elk River MN 55330

CONTACT

NAME:

PHONE

(A/C, No, Ext):

612-839-8371

FAX

(A/C, No):

612-234-4500

E-MAIL

ADDRESS:

dnelson7448@yahoo.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: **National Interstate**

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED **Attaboys, Inc**
606 Highway 123
Sandstone MN 55072-5060

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	EAL0000434-14	08/01/2022	08/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Taxi Service and Non-Emergency medical transport

Additional Insured :

CERTIFICATE HOLDER

City of Mora
101 Lake Street South
Mora, MN 55051

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Daniel A. Nelson



MEMORANDUM

Date: August 18, 2022
To: Mayor and City Council
From: Mandi Yoder, Human Resources/Deputy Clerk
RE: Consideration of Taxicab Business License Application – Cabworxs LLP

SUMMARY

The City Council will review a taxicab business license application submitted by Kyle Nelson for Cabworxs, LLP.

BACKGROUND

Kyle Nelson has applied for a taxicab business license. Both of the addresses listed, for the owner and the business, have past due property taxes.

OPTIONS IMPACTS

1. To deny the Cabworxs LLP Taxicab Business License application based on unmet conditions, set by City Code § Title XI Business Regulations and Chapter § 114.
2. To approve the taxicab business license application contingent upon satisfaction of conditions and requirements as set by City Code § Title XI and Chapter §114, including delinquent property taxes be paid and brought up to date, prior to an issuance of a taxicab license. Proof of property taxes being brought current must be provided to the Deputy City Clerk in order for the license to be issued.

RECOMMENDATIONS

Staff recommends the City Council make a motion to approve the Cabworxs LLP Taxicab Business License as presented contingent upon satisfied conditions met according to City Code § Title XI, Chapter 114 and with proof of delinquent property taxes being brought up to date and submitted to the Deputy City Clerk.

Attachments: Cabworxs LLP Taxicab Business License Application



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 Cabworxs L.L.P.
Trade Name (d/b/a) _____
Mailing Address 731 Portage Ave 1943 Mahogany St.
Mora, MN 55051 Tax past due -> 2020
Telephone 320/496/3663
Federal Tax ID or SSN 88-3505483
Minnesota Tax ID 8291726

Owner/Manager

Name Kyle Nelson
Title Owner
Street Address 731 Portage Ave Mora, MN 55051
Mailing Address 731 Portage Ave Mora, MN 55051
Telephone 320-496-3663
E-Mail Address atvmudworxs@gmail.com
Driver's License Number C093-060-589-612
Date of Birth 4/7/19
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 checked="" type="checkbox"/> Taxicab \$35 | <input type="checkbox"/> Mixed Municipal Solid Waste \$500 |
| <input type="checkbox"/> Massage Therapist \$60 | <input type="checkbox"/> Sexually Oriented Business \$5,000 | <input type="checkbox"/> Roll-Off Service Solid Waste \$150 |

Total Fees \$ 35.00

Term

The applicant requests the above licenses for a term from 12:01 a.m. on the 1st day of Sept. 2022 to 12:00 midnight on the 31 day of Aug. 2023.

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 8/2/20

Date Filed <u>8-2-22</u>	Fee(s) Paid \$ <u>35 cash</u>	Receipt Number <input checked="" type="checkbox"/>
Background Check Submitted <input type="checkbox"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Property Taxes <u>Past Due through 2015</u>
Council Disposition	Date <u>8-18-2022</u>	License Number(s)



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

TAXICAB LICENSE Supplemental Application

Business Legal Name: Cabworxs L.L.P

Date: 8/2/2022

Business Address: 731 Portage Ave Mora, MN 55051

General Information

Licenses are issued under the authority of Chapter 114 of the Mora City Code and applicable state statutes. All licenses are issued subject to compliance with all regulations. Licenses may be suspended or revoked for violation of regulations.

Please attach requested materials as directed, and use an additional sheet of paper if needed.

For All Taxicab Licenses

1. List the experience of the applicant in the transportation of passengers for hire:

18 years class A commercial driving license.

2. Supply the description of the vehicle(s) to be operated or controlled by the applicant:

At this time we do not have any vehicles, this is a start up company. We will soon have vehicles.

3. Describe the color scheme, design, trade name or insignia to be used to designate the vehicle(s) of the applicant:

To be decided.

4. Supply a copy of State of Minnesota issued driver's license for applicant(s) and all driver(s).

5. Supply the name, address, and date of birth of each taxicab driver employed or expected to be employed by applicant, and the name, address, and date of birth of any other person who will be driving such taxicab including independent contractors and their employees:

At this time we do not have any drivers.

6. Attach a copy of your Certificate of Insurance showing a minimum liability of \$100,000; a minimum of \$100,000 for injury to or death of any person per occurrence, a minimum of \$300,000 for injury to or death of any number of persons per occurrence; a minimum of \$100,000 for property damage per occurrence.

7. List the fare (rates) schedule:

To be decided.


8. YES NO. Has any driver ever been convicted of a felony or of a violation of any federal or state laws or local ordinances relating to driving under the influence, a crime of violence or of theft, a sex crime, or a crime of illegal use of drugs, or been adjudged legally incompetent by reason of mental illness, mental deficiency or inebriety? If so, describe (give driver's name(s), description of violations, court name & address, and dates of conviction):

Acknowledgements

The applicant agrees to abide by all pertinent regulations governing the licenses applied for, including city ordinances, as well as county, state, or federal laws. The applicant further agrees to indemnify and hold harmless the city, its agents, officers, and employees from any and all claims, causes of action, liabilities, losses, damages, costs, and expenses, and agrees to defend any action brought against the city on any related matter, and to pay all costs and expenses incurred in connection therewith. The city shall in no way be liable for any claims or charges incurred by the licensee.

Name of Applicant Kyle Nelson

Title Owner

Signature of Applicant 

Date 8/2/2022



MEMORANDUM

Date: August 18, 2022
To: Mayor and City Council
From: Mandi Yoder, Human Resources/Deputy City Clerk
RE: Insurance Agent of Record and Request for Proposal

SUMMARY

The council will consider going out for Request for Proposals for an insurance agent of record for the City of Mora for the year 2023 of the property/liability insurance policy period, as required by the League of Minnesota Cities Insurance Trust.

BACKGROUND INFORMATION

In 2018, the City Council selected Heggernes Agency as its insurance agent of record to be presented for renewal on an annual basis via resolution 2018-1028. In April 2021, Joe Heggernes, Heggernes Insurance Agency, retired from the insurance industry with the exception of retaining the City of Mora as his remaining client, which will expire on December 31, 2022. Therefore, it is in the City's best interest to send out Request for Proposals (RFPs) to secure an agent of record for the coming 2023 policy year, as required for the City's property and liability insurance policy with League of Minnesota Insurance Trust (LMCIT).

Staff has prepared an RFP for the council to review and, if approved, staff would like council to give direction for posting the RFP to the League of Minnesota Cities website and/or local insurance agents.

OPTIONS & IMPACTS

1. Approve the RFP as presented and direct staff to move forward with publishing the RFP in addition to distributing it to the surrounding insurance agencies.

RECOMMENDATIONS

Motion to approve the Request for Proposal (RFP) as presented for an insurance agent of record for the 2023 policy year, and direct staff to post the RFP.

Attachments

- Request for Proposal
- Conflict of Interest Letter - Campbell Knutson

**REQUEST FOR PROPOSAL
INSURANCE AGENT OF RECORD SERVICES**



**City of Mora & Mora Municipal Utilities
County of Kanabec
State of Minnesota**

October 7, 2022

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SUMMARY

The City of Mora and Mora Municipal Utilities (City) are currently soliciting proposals from qualified individuals or firms for an insurance agent of record services. This Request for Proposals (RFP) is issued on behalf of the Mora City Council. The City intends to establish a business relationship for a period of at least three (3) years.

Completed proposals must be received no later than 4:00 p.m., Friday, November 4, 2022. Proposals received after the above date and time may not be considered.

Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City.

It is further within the right of the City to reject proposals that are incomplete and do not contain all elements and information requested in this document. The City shall not be liable for any losses incurred by any respondents throughout this process.

GENERAL INFORMATION

The City obtains its property, liability, and auto insurance through the League of Minnesota Cities Insurance Trust (LMCIT). These insurance policies cover the City of Mora, Mora Municipal Utilities, and the Mora Economic Development Authority (collectively the “City”). Workers’ Compensation Insurance is not a part of this RFP. This coverage is handled in-house by city staff.

One of the requirements of participation in the LMCIT plan is the selection of a qualified insurance agent to assist the City with insurance related matters.

The City’s polices run from January 1st to December 31st annually. Annual premiums for the past three years have been as follows:

2020	\$115,232
2021	\$116,876
2022	\$126,459

Schedule

*A pre-proposal meeting will not be held.

RFP released	October 7, 2022
Proposals due.....	4:00 p.m. on Friday, November 4, 2022
City Council meets.....	November 15, 2022
Service period begins	December 1, 2022 to prepare for January 1, 2023.
Service period ends	December 31, 2025

SPECIFICATION OF SERVICES

The City expects the successful firm to provide the following services:

- 1) Advise and assist in assembling and accurately reporting underwriting data needed for rating purposes.
- 2) Assist in managing, tracking, and ensuring coverage is secured for insurable assets, such as buildings, mobile property, and automobiles.
- 3) Coordinate the gathering of the information needed in order to complete the renewal application.
- 4) Advise and assist in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverages, alternative coverage forms, and so on.
- 5) Review coverage documents and invoices to assure coverage has been correctly issued and billed.
- 6) Provide assistance on questions about coverage and premium calculations.
- 7) Advise the member on potential gaps or overlaps in coverages.
- 8) Assist in ensuring contractual insurance requirements are being met.
- 9) Assist as requested in submitting claims and interpreting coverage as applied to particular claims.
- 10) Review loss reports for correct reporting and appropriate reserves.
- 11) Assist as requested with safety and loss control activities.
- 12) Assist in identifying risk exposures and developing appropriate strategies to address those exposures.
- 13) Assist with the LMCIT appraisal process.
- 14) Assist in managing and securing certificates of insurance.

CONTENT OF PROPOSAL

- 1) All proposals must be complete and received by the deadline and addressed to the person named in
- 2) Proposals shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation.
- 3) The City reserves the right, in its sole discretion, to select the firm based on the City's evaluation and review of the proposals and such other relevant information as the City shall have before it, and based upon the its determination as to which proposal best meets the City's needs.
- 4) Proposals shall contain the following information, organized according to the outline below for clarity and ease of comparison:
 - a) A total annual cost for services specified and one of the following as the method of fee calculation.
 - i) Percentage of premium.
 - ii) Annual lump sum.
 - b) A statement summarizing the firm's expertise and experience in performing similar services for similarly sized organization.
 - c) Resume(s) with educational background, licensure, and work history for each firm member performing work under the scope of this RFP.

- d) A minimum of three references.
 - i) List contact name, address, phone number and email address for each reference.
 - ii) Provide any description of services performed for the references
 - e) List any deviations from this RFP.
- 5) Proposing firms shall submit three (3) hard copies of the complete proposal, signed by representatives of the proposing firm, and an electronic version in PDF file format.

INQUIRIES

Prospective respondents may schedule an appointment to view the existing policy and list of properties as well as submit questions by mail, e-mail, fax, or telephone to:

Mandi Yoder
Administrative Assistant/Deputy City Clerk
City of Mora
101 Lake Street South
Mora, MN 55051-1588

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

AWARD NOTIFICATION

The city will notify each contractor submitting a proposal the results of the selection process.

OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the City and supporting materials will not be returned. The City is not responsible for any costs incurred by the contractor in the preparation of the proposal.

[THIS PAGE INTENTIONALLY LEFT BLANK]

APPENDIX A
PRICE PROPOSAL
INSURANCE AGENT OF RECORD

Following is our proposal, to the City of Mora, for providing insurance agent of record services in conformance with the specifications dated October 7, 2022. Prices include all costs needed to complete the work including, but not limited to labor, equipment, materials, supervision, sales and use taxes and overhead expenses:

Price Basis (Choose one)

Percent of Premium

Year	Basis (i.e.: premium, hourly, etc.)	Rate	Annual Price
2023			
2024			
2025			

Lump Sum

Year	Basis (i.e.: premium, hourly, etc.)	Rate	Annual Price
2023			
2024			
2025			

The City of Mora shall remit payment to the agent of record on an annual basis after completion of the policy renewal, by way of an invoice submitted to the City by the agent of record.

Agent/Contact Person _____

Agency Name _____

Agency Address _____

Agency Telephone _____

Agent/Contact Person's Cell/Telephone _____

Agent/Contact Person's E-mail Address _____

Agent/Authorized Signature _____

Date of Proposal _____



CAMPBELL KNUTSON

PROFESSIONAL ♦ ASSOCIATION

May 9, 2018

Thomas J. Campbell*
Roger N. Knutson
Elliott B. Knetsch
Joel J. Jamnik
Andrea McDowell Poehler
Soren M. Mattick
Henry A. Schaeffer, III
Alina Schwartz
Shana N. Conklin
Amy B. Schutt
James J. Mongé, III
Jerome M. Porter
David S. Kendall
Matthew K. Brokl
Kurt S. Fischer

*Of Counsel

The Honorable Mayor and City Council
City of Mora
101 Lake Street South
Mora, MN 55051

RE: Conflict of Interest

Dear Mayor and City Council:

This letter is in response to your request for an opinion regarding a conflict of interest for an Insurance Agent of Record to also be a Mora Public Utilities Commissioner.

The Commission is responsible for regulating the City's water, wastewater, and electric utilities, with a goal of effecting policy that is in the best interest of the City. The Agent is responsible for matters related to insurance coverage, including things such as advising and assisting the City in obtaining needed categories and amounts of coverage, securing certificates of insurance, and assisting in identifying risk exposures and developing appropriate strategies to address those exposures. These two roles conflict where the Commission is faced with a decision between two options: one which is the better option for the City and the other which presents the lowest likelihood of liability for the City.

For these reasons, it is my opinion that the City's Insurance Agent of Record should not serve in the position of a Mora Public Utilities Commissioner. If the Council determines that it is in the best interest of the City for the Agent to also serve as Commissioner, the Council and Commission should acknowledge the conflict and should follow the statutory procedures for contracting with interested officers in Minnesota Statutes Section 471.88.

Respectfully,

CAMPBELL KNUTSON
Professional Association

By: 
Joel J. Jamnik

Grand Oak Office Center I
860 Blue Gentian Road
Suite 290
Eagan, Minnesota 55121
Main: 651-452-5000
Fax: 651-234-6237
www.ck-law.com

JJJ:ABS



MEMORANDUM

Date August 18, 2022
To Mayor and City Council
From Natasha Segelstrom, Administrative Services

RE Elected Official – Employee Official Travel Policy

BACKGROUND

During the 2021 Annual Financial Audit, BerganKDV completed an Independent Auditor’s Report which identified Internal Control and Legal Compliance findings. Audit finding 2021-003 identified that the City of Mora does not have an Out of State Travel Policy. See the excerpt below:

Audit Finding 2021-003- Out of State Travel Policy

The City does not have a written policy regarding travel outside the State of Minnesota. Minnesota Statute 471.661 states all cities must have an approved policy that controls travel outside the State of Minnesota and specifies when out of state travel is appropriate, the expense limits of out of state travel, and procedures for approval of the travel.

Adoption of an Out of State Travel Policy, not only ensures legal compliance but also provides transparency to members of the community.

OPTIONS AND IMPACTS

1. Approve the policy to ensure that the City is in compliance with Minnesota Statutes 471.661.
2. No not approve the policy and remain out of compliance.

RECOMMENDATIONS

Motion to approve Elected Official – Employee Official Travel Policy and ensure legal compliance in accordance with Minnesota Statute 471.661.

Attachment:
MN Statute 471.661 Out of State Travel Policy

CITY OF MORA

ELECTED OFFICIAL AND EMPLOYEE OUT-OF-STATE TRAVEL POLICY

Purpose: The City of Mora, Minnesota recognizes that its elected officials or employees may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference, or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:
 - Whether the elected official/employee will be receiving training on issues relevant to the city or to his or her role as the Mayor, council member or employee.
 - Whether the elected official/employee will be meeting and networking with other elected officials and employees from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials or employees.
 - Whether the elected official/employee will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
 - Whether the elected official/employee has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship.
 - Whether the elected official/employee has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
 - Whether the city has sufficient funding available in the budget to pay the cost of the trip.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official/employee.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the following guidelines:
 - Airfare will be reimbursed at the coach rate.
 - When possible, city vehicle will be used for travel.
 - Mileage will be reimbursed at the IRS rate. If two or more council members travel together by car, only the driver will receive reimbursement. The city will reimburse for the cost of renting an automobile if necessary to conduct city business.
 - Lodging and meal costs are limited to those which are reasonable and necessary.
 - Receipts are required for lodging, airfare, and meals and should accompany an expense report form. It is not necessary to have receipts for cabs and tips. The expense report form shall be submitted to the City Clerk/Treasurer for payment.

- The city will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.
- Elected Official/Employee will give oral or written report on trip to City Council.
- Any materials received will be turned over to the City.
- The City reserves the right to make exceptions when necessary, on this policy.

The foregoing Policy, Resolution No. 2022-823 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:.....

Adopted by the Council of the City of Mora this _____ day of _____ 2022.

 Natasha Segelstrom, City Clerk/Treasurer

 Alan Skramstad, Mayor

471.661 OUT-OF-STATE TRAVEL.

The governing body of each statutory or home rule charter city, county, school district, regional agency, or other political subdivision, except a town, must have on record a policy that controls travel outside the state of Minnesota for the applicable elected officials of the relevant unit of government. The policy must be approved by a recorded vote and specify:

- (1) when travel outside the state is appropriate;
- (2) applicable expense limits; and
- (3) procedures for approval of the travel.

The policy must be made available for public inspection upon request. Subsequent changes to the policy must be approved by a recorded vote.

History: *2005 c 156 art 2 s 38; 2009 c 152 s 21*



MEMORANDUM

Date August 18, 2022
To Mayor and City Council
From Joe Kohlgraf, Public Works Director
RE Property Transaction - Quit Claim Deed Kanabec County

SUMMARY

The City Council will review Quit Claim Deed for a parcel of real property

BACKGROUND

In 1962 Kanabec County acquired a parcel of real property described as:

“The South Twenty Five feet (S. 25’) of Lot Thirty Four (34) of Auditor’s Subdivision 2 of Kanabec County”.

To retain permanent highway easement over the parcel, it is the best interest of Kanabec County and the City of Mora to transfer the parcel from Kanabec County to the City of Mora to secure permanent highway easement for parcel No. 22.00830.00 for a sum of One Dollar.

On July 19, 2022, Kanabec County Board of Commissioners met and approved Resolution #14 – 7/19/22 authorizing the Transfer of Parcel No. 22.00830.00 to the City of Mora.

RECOMMENDATIONS

Motion to approve property transaction for parcel No. 22.0030.00 in the sum of One Dollar and approve Resolution No. 2022-824

Attachments

Kanabec County Resolution #14 – 7/19/22

Quit Claim Deed

Highway Easement

Map of Parcel 22.00830.00

Resolution No. 2022-824

Memorandum



Office of the
County Coordinator
Kristine McNally, County Coordinator
18 North Vine Street, Suite 181
Mora, MN 55051
Telephone: 320-679-6440 FAX: 320-679-6441
email: kris.mcnally@co.kanabec.mn.us

Proceedings of the County Board

State of Minnesota
County of Kanabec
Office of the County Coordinator
Mora, Kanabec County, Minnesota
Minutes of the County Board Held: July 19, 2022

Action #14 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #14 – 7/19/22 **Transfer Parcel No. 22.00830.00**

WHEREAS in 1962 Kanabec County acquired a parcel of real property described as: “The South Twenty Five feet (S. 25’) of Lot Thirty Four (34) of Auditor’s Subdivision 2 of Kanabec County”, and

WHEREAS it is in the mutual interest of Kanabec County and the City of Mora for Kanabec County to transfer said parcel to the City of Mora and retain permanent highway easement over said parcel, and

WHEREAS said highway easement relieves Kanabec County of assessment obligations and allows for placement of future infrastructure by the City of Mora, and

THEREFORE BE IT RESOLVED, upon agreement by the Mora City Council, to transfer Parcel No.22.00830.00 to the City of Mora for a sum of One Dollar, and secure permanent highway easement over parcel 22.00830.00 for a fee of One Dollar, and

BE IT FURTHER RESOLVED to authorize the Kanabec County Board Chair and County Coordinator to sign the necessary documents.

Certification

I, the undersigned, being the duly appointed recording officer of the County of Kanabec, State of Minnesota, certify that the information above has been carefully compared with the original records of Board of Commissioners, Kanabec County, Minnesota, those records being in my custody and on file in the Coordinator’s Office, and is a true and correct copy of these minutes and that the same has not been amended or rescinded and is in full force and effect.

In Witness Whereof, I have hereunto placed my hand and signature: Certified this 19th day of July, 2022.

Kris McNally, Board Clerk

Highway Easement

The City of Mora Minnesota

Grantor of **Kanabec County**, Minnesota for and in consideration of

One Dollars **\$1.00**

receipt of which is hereby acknowledged.

hereby conveys and warrants to the County of Kanabec, grantee, for highway purposes, together with the unrestricted right to improve the same, free and clear of all encumbrances, the following described real estate in the **County of Kanabec**.

All that part of the following described tract:

The South Twenty-five feet (S. 25') of Lot Thirty-four (34) of Auditors Subdivision2 of Kanabec County.

Exempt from State Deed Tax.

And the said grantors, for (themselves), (their) heirs, executors and assigns, does covenant never to cut damage, destroy or remove any tree or shrub or other natural growth upon the hereinbefore described premises for the continuance of this easement, and does hereby grant and convey to the **County of Kanabec** all grasses, shrubs, trees, and natural growth now existing on said lands or that may be hereafter planted or grown thereon.

And the said grantors, for (themselves (their) heirs, executors and assigns does hereby release the **County of Kanabec**, its successors and assigns, from all claims for any and all damages resulting to the lands through and across which the parcel of land hereby conveyed is located by reason of the location, grading, construction, maintenance, and use of a public highway over and upon and the removal of material from the premises hereby conveyed and from the uses incident thereto, and the **County of Kanabec** shall have the right to use and remove all earth and other materials lying within the parcel of land hereby conveyed and the right to construct and maintain, upon the lands adjoining the parcel hereby conveyed, such portable snow fences during such months as weather conditions make necessary.

And the said grantors, for (themselves), (their) heirs, executors and assigns does further covenant never to construct, erect or maintain or allow or suffer any other person to construct, erect or maintain any sign or bill board or other advertising device upon the lands adjoining the parcel hereby conveyed, closer than one hundred (100) feet from the said premises unless a permit therefore in writing shall have first been obtained from the **County of Kanabec**.

Dated this _____ day of _____, 2022

Signature: _____

Title and Name: _____
(please print)

State of Minnesota
County of _____

Signed or attested before me on _____ by
Date

Name(s) of Person(s)

Signature of Notarial Officer

My Commission Expires: _____

Quit Claim Deed

Quit Claim Deed

Deed Tax Due Hereon: \$ 1.65

Dated: _____

For valuable consideration of one dollar (\$1.00), the County of Kanabec, a political subdivision of the State of Minnesota, Grantor, hereby conveys and quitclaims to the City of Mora, a political subdivision of the State of Minnesota, Grantee, real property in Kanabec County, Minnesota, and legally described as follows:

The South Twenty-five feet (S. 25') of Lot Thirty Four (34) of Auditor's Subdivision 2 of Kanabec County.

together with all hereditaments and appurtenances belonging thereto, but subject to a reservation of all iron ore and other valuable minerals in and upon the lands to Kanabec County, with the right to explore for, mine and remove the iron ore and other valuable minerals.

Check here if part or all of the land is Registered (Torrens)

Affix Deed Tax Stamp Here

Les Nielsen, Chairperson
Kanabec County Board of Commissioners

STATE OF MINNESOTA)
)
COUNTY OF KANABEC) ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Les Neilsen, Chairperson of Kanabec County Board of Commissioners, Grantor.

Notarial Stamp or Seal



Notary Public

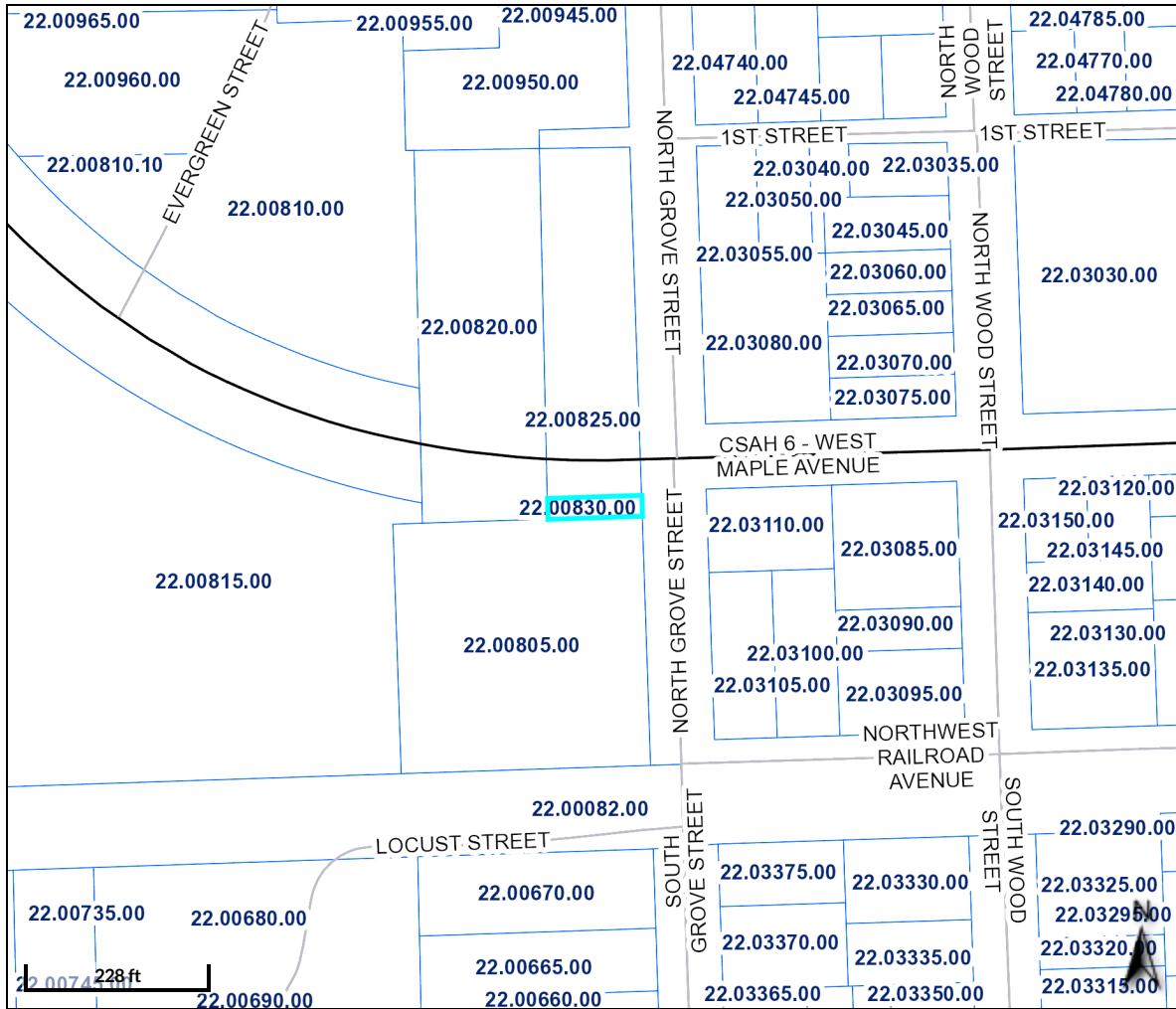
SEND TAX STATEMENTS TO:

101 S. Lake St.
Mora, MN 55051

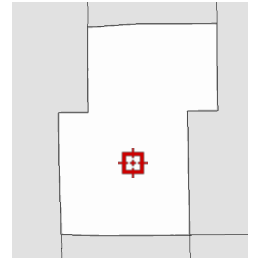
THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS)

Barbara McFadden
Kanabec County Attorney
18 North Vine Street, Suite 202
Mora, MN 55051

City of Mora



Overview



Legend

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

Parcel ID	22.00830.00	Alternate ID	n/a	Owner Address	COUNTY OF KANABEC
Sec/Twp/Rng	11-039-024	Class	955 - COUNTY PUB SERV-OTH		18 VINE ST N
Property Address		Acreage	n/a		MORA, MN 55051
District	MORASCH 0332				
Brief Tax Description	Sect-11 Twp-039 Range-024 AUD. SUBD. #2 S 25' OF LOT 34 (HIGHWAY)				
	(Note: Not to be used on legal documents)				

Date created: 8/16/2022
 Last Data Uploaded: 8/16/2022 5:46:04 AM

Developed by 

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
Transfer Parcel No. 22.00830.00**

WHEREAS in 1962 Kanabec County acquired a parcel of real property described as:

“The South Twenty Five feet (S. 25’) of Lot Thirty Four (34) of Auditor’s Subdivision 2 of Kanabec County”, and

WHEREAS it is in the mutual interest of Kanabec County and the City of Mora for Kanabec County to transfer said parcel to the City of Mora and retain permanent highway easement over said parcel, and

WHEREAS said highway easement allows for placement of future infrastructure by the City of Mora, and

THEREFORE BE IT RESOLVED, upon transfer Parcel No. 22.00830.00 from Kanabec County for a sum of One Dollar, and secure permanent highway easement over 22.00830.00 for a fee of One Dollar, and

BE IT FURTHER RESOLVED to authorize the signature of necessary documents.

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 August 2022.

ATTEST:

Al Skramstad, Mayor

Natasha Segelstrom, City Clerk



MEMORANDUM

Date August 18, 2022
To Mayor and City Council
From Glenn Anderson, City Administrator
Kirsten Faurie, Community Development Director

RE Northstar Pontoon Subordination Agreement

SUMMARY

NorthStar Pontoons & NorthStar Aluminum LLC will speak to the City Council regarding a subordination agreement. The business owner, Derek Carlson, is seeking additional funding to further his businesses' development.

At the Economic Development Authority review at their August 2, 2022 meeting, the commission recommended that the subordination agreement be reviewed further by the City Attorney and refer to Council.

NorthStar RE, LLC is seeking a subordination agreement with the City of Mora. The city currently is the owner of a mortgage dated Feb. 11, 2019 for \$78,875 for the land purchased at:

Lot 4, Block 3, Mora Industrial Park 2nd Addition, Kanabec County, Minnesota

RECOMMENDATIONS

Motion to follow the City Attorney's advice to approve the subordination agreement upon placing the December 2022 repayment amount that will become due to the city in an escrow.

Attachment
City Attorney Recommendation
Subordination Agreement distributed at meeting

From: [Joel Jamnik](#)
To: [Glenn Anderson](#)
Cc: [Natasha Segelstrom](#)
Subject: RE: NorthStar Aluminum
Date: Friday, August 12, 2022 10:19:41 AM
Attachments: [image001.png](#)

I talked to Derek this morning. He seems to expect that the subordination agreement will be on the council agenda next Thursday and will be contacting you to confirm.

It would be my recommendation for the city to only approve the subordination agreement upon placing the December 2022 repayment amount that will become due to the City in escrow. It seems highly unlikely to me that he will be able to secure the longer term financing, buy out his partner, and hire seven employees by the December deadline, and consequently it would seem to be prudent for the City to try to ensure there are adequate funds available to pay the City the contractually required amount in December.

I think he has a pretty good understanding of his current obligations and while he would certainly seem to prefer the city granting him an extension of the deadline for another year, he seems resigned to committing 15-20% of the pending loan he is seeking subordination for to paying the city the amount that will be due in December.

Joel

Joel J. Jamnik

Attorney

CAMPBELL KNUTSON, P.A.

Grand Oak Office Center I

860 Blue Gentian Road, Suite 290

Eagan, MN 55121

☎ (651) 234-6219 • Cell: (651) 470-0756

✉ jjamnik@ck-law.com • www.ck-law.com



CAMPBELL KNUTSON
PROFESSIONAL ♦ ASSOCIATION

From: Glenn Anderson <g.anderson@cityofmora.com>
Sent: Monday, August 8, 2022 3:41 PM
To: Joel Jamnik <JJamnik@ck-law.com>
Cc: Natasha Segelstrom <n.segelstrom@cityofmora.com>; Glenn Anderson <g.anderson@cityofmora.com>
Subject: RE: NorthStar Aluminum

Ok, thanks for the update. Yes, we have responded to Derek on his email of July 12 as # 1, However

as to # 2 # 3 and # 4 no answers have been provided to Mr. Carlson. When Becky was at the E D A meeting, she did not mention these items for discussion.

I would agree that we do not want to get into spiraling expenses with Derek reaching out to you directly. For now, I would, suggest to just reach out to him, asking if he understands the issues that could arise from the current contract. Feel free to ask if he is looking to rewrite the current contract if he moves forward with some his thoughts, he has shared with us as they pertain to new financing, new partners and building a new facility.

That would be it for now. After he responds to you, then let's talk about the city's options. From then on, I can begin a dialog with him. Including you when necessary. Especially with the possibly of new agreements and our options with the current agreement.

Respectfully,
Glenn Anderson

From: Joel Jamnik <JJamnik@ck-law.com>
Sent: Monday, August 8, 2022 3:04 PM
To: Glenn Anderson <g.anderson@cityofmora.com>
Cc: Natasha Segelstrom <n.segelstrom@cityofmora.com>
Subject: RE: NorthStar Aluminum

Glenn,

Going over my past emails regarding this situation, I noted that Libby had expressly asked us to avoid direct contact with Mr. Carlson out of concern for spiraling legal fees. Apparently, he contacted Beth and Libby quite frequently and, as you probably already know, he also seems involved in a dispute with his current or previous partner Mr. Kociscak.

Also, has the City staff responded to his July 12th email or discussed his requests?

I will call him unless you direct otherwise.

Joel

Joel J. Jamnik
Attorney
CAMPBELL KNUTSON, P.A.
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
☎ (651) 234-6219 • Cell: (651) 470-0756
✉ jjamnik@ck-law.com • www.ck-law.com



CAMPBELL KNUTSON
PROFESSIONAL ♦ ASSOCIATION

From: Glenn Anderson <g.anderson@cityofmora.com>
Sent: Monday, August 8, 2022 1:24 PM
To: Joel Jamnik <JJamnik@ck-law.com>
Cc: Natasha Segelstrom <n.segelstrom@cityofmora.com>; Glenn Anderson <g.anderson@cityofmora.com>
Subject: FW: NorthStar Aluminum

Hello Joel,

Thanks for your time on the phone today. Attached you will find the past agreement with NorthStar Pontoon Inc. And the past Subordination agreement.

As I understand it NorthStar is in the process of Obtaining a new partner and financing.

Please feel free to contact Derik Carlson to review his intentions for his future here in Mora. Please also take a look at what his intentions are in accordance with his current agreement, and if not what may need to be done to get all things in alignment.

Derek's cell # is 320.515.0094

Respectfully,
Glenn Anderson
City of Mora

From: Natasha Segelstrom <n.segelstrom@cityofmora.com>
Sent: Monday, August 8, 2022 1:18 PM
To: Glenn Anderson <g.anderson@cityofmora.com>
Subject: FW: NorthStar Aluminum

From: Mandi Yoder <m.yoder@cityofmora.com>
Sent: Wednesday, July 13, 2022 8:38 AM
To: Glenn Anderson <g.anderson@cityofmora.com>; Kirsten Faurie <k.faurie@cityofmora.com>; Caleb Christenson <c.christenson@cityofmora.com>; Natasha Segelstrom <n.segelstrom@cityofmora.com>
Subject: FW: NorthStar Aluminum

Hi all,

Below is an email from Derek Carlson. Kirsten will be here on the 18. Natasha has been taking care of

this in the interim – I think, or maybe it's been Caleb? Anyways, whomever has been working with Derek, would you be willing to take the lead with this email? Please and thank you!?

Kind Regards,

Mandi Yoder, MCMC

Deputy City Clerk/Administrative Assistant

City of Mora | 101 Lake Street South | Mora, MN 55051

Direct 320.225.4804 | City Hall – 320.679.1511 | Fax – 320.679.3862



<!--[if !vml]--> <!--[endif]-->

www.ci.mora.mn.us

This information is intended only for the use of the individual or entity named herein. If you are not the intended recipient, you are hereby notified that any review distribution or copying of this message is strictly prohibited. If you have received this communication in error, please contact us immediately by return e-mail or by calling the number listed above and destroy the communication received. No response indicates that the appropriate authorized party has received the communication.

The City of Mora is an Equal Opportunity Provider/Employer. For TDD, call 711.

From: Derek Carlson <derek@northstarpontoons.com>

Sent: Tuesday, July 12, 2022 3:22 PM

To: Rebecca Williams <rebecca.williams@northstarpontoons.com>; Mandi Yoder <m.yoder@cityofmora.com>; Glenn Anderson <g.anderson@cityofmora.com>

Subject: NorthStar Aluminum

Mandy and Glenn,

I would like to have NorthStar put onto the August 2nd 2022 EDA Meeting at 2:00PM, and the August 18th 2022 City Council Meeting at 6:30 PM.

Step 1

We would like to have the City EDA approve our Subordination Agreement with Vision Bank. This mortgage with Vision bank is being used as a bridge loan in order to get us closer to obtaining an SBA loan and taking out the investors in the project. Please see the attached document.

Vision Bank Contact

Deryk Everett

952-920-8400

Step 2 (Purchase Agreement)

Review the City's requirements for not creating 14 FT Jobs and what we will be required to pay in December Of 2022. The loan from Vision Bank will pay the past taxes and be current and also put money in escrow for payment due in December of 2022.

Step 3 (Purchase Agreement)

Section 8 of Purchase Agreement. Tony Khanzada is looking to buy NorthStar RE and NorthStar Aluminum from Andrew Kociscak. Possible Closing date September 1st 2022.

Would the city want to purchase the building as their right of first refusal? Do we need to send a certified letter to the city?

Step 4 (Promissory Note)

EDA and City to review section (a) and (b) PG 15.

Step 5 (Promissory Note)

Section (D) Page 16 Written notice to the city.

Becky will be presenting this information at the 8-2-2022 EDA meeting. If there is anything else you need please let us know.

Thank you

Derek Carlson

--

Derek Carlson

President

M [+1 320 515 0094](tel:+13205150094)

E derek@northstarpontoons.com

1200 North Industrial Road

Mora, Minnesota 55051

[Directions? Click here](#)

CONFIDENTIAL: The information contained in this email communication is confidential information intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by return email and destroy all copies of this communication, including all attachments.



MEMORANDUM

Date: August 18, 2022
To: Mayor and City Council
From: Kirsten Faurie, Community Development Director
RE: Conditional Use Permit for Solar Energy System – 551 Wood St. S / First Presbyterian Church

SUMMARY

The City Council will consider granting a conditional use permit to allow a Solar Energy System in the R-1 Single Family Residential District at 551 Wood Street S. (First Presbyterian Church).

BACKGROUND INFORMATION

First Presbyterian Church, property owner, has 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 system is being installed by Sun Energy, Inc. The subject site is located at 551 Wood Street S.

The proposed project includes the installation of a 28 kW ac solar array, including 63 solar panels mounted on the entryway roof using flush-mount racking. The photovoltaic modules are proposed to sit approximately six 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. The Zoning Code provides general standards for Solar Energy Systems and the proposed system was reviewed by city and utility staff as well as the city's electrical engineer to determine compliance with these standards. Staff finds that the proposed system complies with the general standards and no concerns have been identified.

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

The Planning Commission conducted a public hearing for this request at its August 8, 2022 meeting. No members of the public expressed opposition to the proposed CUP. The commission recommended approval.

OPTIONS & IMPACTS

1. Approve the CUP with conditions as presented or amended.
2. Deny the CUP, providing specific reasons for denial for the written record.
3. Table the request for further consideration. The review period for this request expires on September 1, 2022; if the Council tables the request, staff will automatically exercise the city's statutory right to extend the review period by an additional 60 days.

Memorandum

RECOMMENDATION

Motion to approve as presented or amended.

Attachments

Site plan showing placement of proposed Solar Energy System
Proposed Resolution No. 2022-825

RESOLUTION NO. 2022-825

**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 FIRST PRESBYTERIAN CHURCH**

WHEREAS, First Presbyterian Church, applicant and property owner, submitted an application dated received July 11, 2022 and considered complete on July 11, 2022 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 551 Wood Street S.; and

WHEREAS, the subject property is legally described as:

PID 22.04895.00

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9 Block 3, Fair Addition to the Village of Mora, MN

Section 14 Township 039 Range 024

Kanabec County, Minnesota

WHEREAS, notice was provided and on August 8, 2022, 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 August 18, 2022 meeting and made the following finding as required by Zoning Code §150.036 Conditional Uses, Subd. E Standards:

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

Finding #1 The Zoning Code identifies the proposed use of Solar Energy System as a Conditional Use within the R-1 Single Family Residential District and the proposed use complies with all district regulations. 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.

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

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

- Criteria #3 The use will not cause undue traffic congestion or hazards.
Finding #3 Given that the proposed Solar Energy System is 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 July 11, 2022. 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.
 - 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 August, 2022.

 Alan Skramstad, Mayor

ATTEST: _____
 Glenn Anderson, City Administrator



Confidential and Trade Secret

© Sun Energy, Inc. 2022

<p>Site Plan</p>	<p>Solar Photovoltaic (PV) System</p>	<p>Drawn By: Jan Hubbard</p>	<p>Sun Energy, Inc. 1599 270th Ave. Mora MN 55651 Contact: Jerry Lillyerd (612-770-4340) Email: jillyerd@gmail.com</p>
<p>30.0kW PV System AC Rating</p>	<p>First Presbyterian Church</p>	<p>Approved by:</p>	
<p>29.295kW (DC) PV System</p>	<p>551 Wood Street S., Mora, MN 55051 Office: (320) 679-1969</p>	<p>Revision A (5-23-2022)</p>	



MEMORANDUM

Date: August 18, 2022
To: Mayor and City Council
From: Kirsten Faurie, Community Development Director
RE: Conditional Use Permit for Solar Energy System – 601 McLean St.

SUMMARY

The City Council will consider granting a conditional use permit to allow a Solar Energy System in the R-1 Single Family Residential District at 601 McLean St.

BACKGROUND INFORMATION

Glen Nielson of Wolf River Electric, applicant, and Sarah Terpstra, 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 601 McLean Street. The proposed project includes the installation of a 13.7 kW ac solar array, including 50 solar panels mounted on the roof of the home and attached garage using flush-mount racking. The photovoltaic modules are proposed to sit approximately six 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. The Zoning Code provides general standards for Solar Energy Systems and the proposed system was reviewed by city and utility staff as well as the city's electrical engineer to determine compliance with these standards. Staff finds that the proposed system complies with the general standards and no concerns have been identified.

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

The Planning Commission conducted a public hearing for this request at its August 8, 2022 meeting. No members of the public expressed opposition to the proposed CUP. The commission recommended approval.

After the commission recommended approval, Nielson informed staff of the need to revise the plans initially submitted due to the YC600 micro inverter being discontinued. Nielson said the project will switch to using a DS3-S micro inverter. Staff does not consider this a major deviation to the plan that would require further review. The staff has added a condition to the resolution that Nielson will need to submit updated plans and they will need to be approved by the city's electrical engineer.

OPTIONS & IMPACTS

1. Approve the CUP with conditions as presented or amended.

Memorandum

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 September 1, 2022; if the Council tables the request, staff will automatically exercise the city's statutory right to extend the review period by an additional 60 days.

RECOMMENDATION

Motion to approve as presented or amended.

Attachments

Site plan showing placement of proposed Solar Energy System
Proposed Resolution No. 2022-826

RESOLUTION NO. 2022-826

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

WHEREAS, Glen Nielson of Wolf River Electric, applicant, and property owner, Sarah Terpstra, submitted an application dated received July 1, 2022 and considered complete on July 25, 2022 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 601 McLean St., and

WHEREAS, the subject property is legally described as:

PID 22.05530.00
*Lots 1 and 2, Block 7, Holmstrom's First Addition to the Village of Mora
Section 14 Township 039 Range 024
Kanabec County, Minnesota*

WHEREAS, notice was provided and on August 8, 2022, 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 August 18, 2022 meeting and made the following finding as required by Zoning Code §150.036 Conditional Uses, Subd. E Standards:

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

Finding #1 The Zoning Code identifies the proposed use of Solar Energy System as a Conditional Use within the R-1 Single Family Residential District and the proposed use complies with all district regulations. 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.

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

Finding #2 The city's current Comprehensive Plan, adopted in 2021, does not address the use of Solar Energy Systems. However, the proposed use aligns with the Comprehensive Plan goals to: improve and protect the physical environment of the community as a setting for human activities, making it more attractive, healthful and efficient; and maintain a

high level of public services in an efficient manner that minimizes the tax burden on Mora's residents, businesses and industries.

- Criteria #3 The use will not cause undue traffic congestion or hazards.
Finding #3 *Given that the proposed Solar Energy System is 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. Applicant will submit a revised plan, keeping all aspects of the plans and specifications as originally received July 11, 2022 with one revision: changing the YC600 micro inverter to a DS3-S micro inverter. This new plan must be approved by the city's electrical engineer prior to installation of the Solar Energy System.
2. The Solar Energy System shall be installed in conformance with the plans and specifications as approved by the city's electrical engineer. Any major deviation, as determined by city staff, shall require further review and approval by the City Council.
3. The property owner is required to enter into an interconnection agreement with Mora Municipal Utilities.
4. The applicant and/or property owner shall coordinate with Mora Municipal Utilities electric utility staff regarding:
 - a. Installation and location of required visible, lockable disconnect and metering equipment and associated labeling.
 - b. Verification of inverter equipment and related protection per submittal.
 - c. Acceptance testing of the installation prior to commercial operation.

- d. Involvement of electric utility staff during power switchover.
- 5. A service / meter upgrade may be necessary. The expense of equipment and labor shall be the responsibility of the property owner.
- 6. The Solar Energy System shall be certified by Underwriters Laboratories, Inc. and comply with the requirements of the International Building Codes and Minnesota State Building Codes.
- 7. Issuance of a building permit is required prior to installation. The manufacturer's specifications must be submitted with the building permit application.
- 8. The manufacturer's specifications must be on-site and available to city and utility staff at all times during installation and inspections.
- 9. 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.
- 10. 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.
- 11. 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.

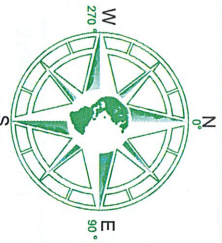
The foregoing resolution was introduced and moved for approval by Council Member _____ and seconded by Council Member _____.

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

Motion carried and resolution adopted this 18th day of August, 2022.

 Alan Skramstad, Mayor

ATTEST: _____
 Glenn Anderson, City Administrator



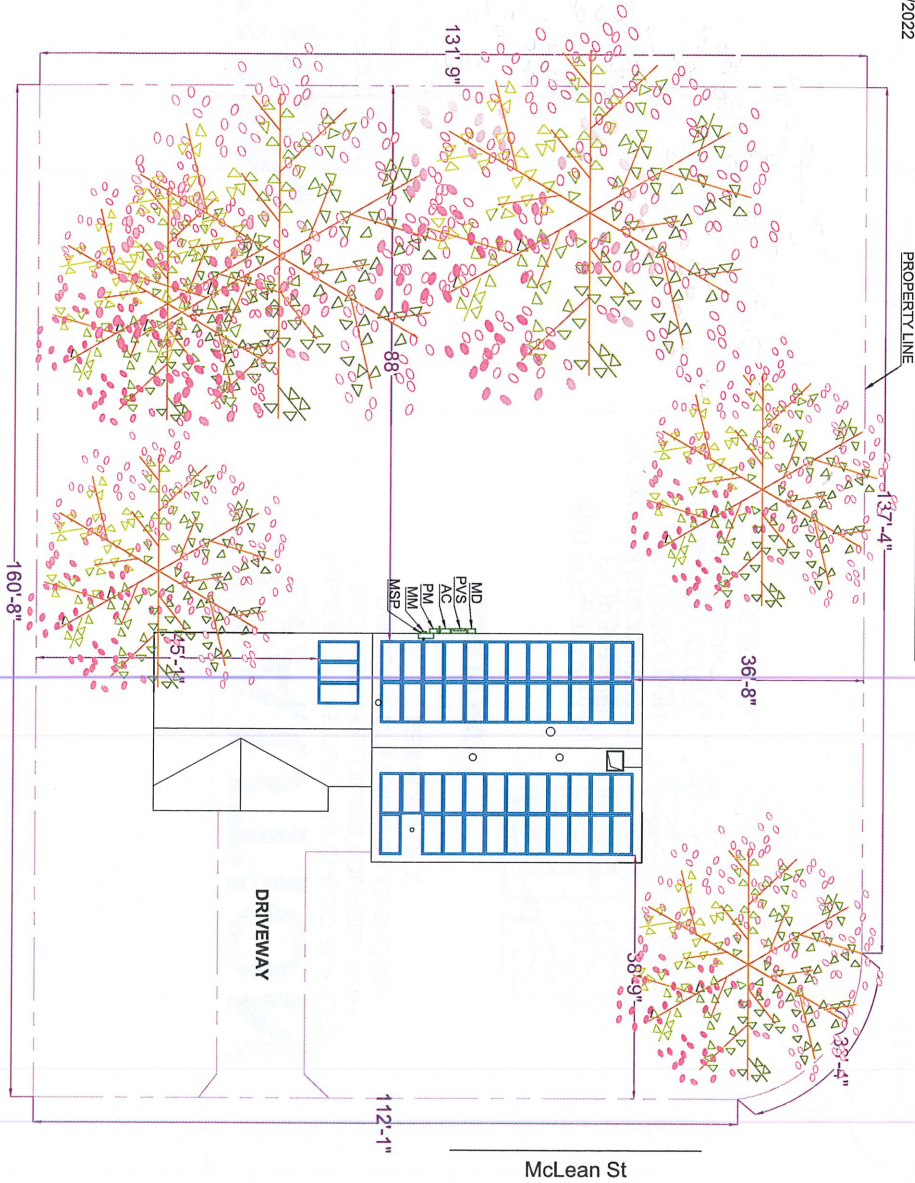
SCALE: 1/16" = 1'-0"

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

SIGNATURE: *[Signature]*
 NAME: MANOUCHEHR HAKHMANESHI
 LICENSE NUMBER: 56881
 DATE: _____

Date Certified and Signed: 09/13/2022

ENGINEERING
 Engineering, Inc.
 303 N Glenoaks Blvd
 Burbank, CA 91502
 (747) 333 - 5991
 new@engineerinc.io



Mora Municipal Utilities
 Note: 24/ 7 Unescorted keyless access is to be provided for ALL UTILITY EQUIPMENT

LEGEND

MSP.....	Main Service Panel
MM.....	Main Meter
AC.....	AC Disconnect
PVS.....	PV Sub Panel
MD.....	Monitoring Device
PM.....	Performance Meter

CONTRACTOR
WOLFRIVER
 ELECTRIC

Wolf River Electric
 Address: 101 Isanti Parkway
 NE, Isanti, MN 55040
 Phone number: (763) 229-6662
 E-mail: central@wolfriverelectric.com

PROPERTY PLAN

ENGINEERING
 Drawn by: New@engineerinc.io
 Date: 09/14/2022

Project Name:	Stash 1 Repairs
Property Address:	601 McLean St Mora, MN 55051
Project:	PV SYSTEM
Scale:	AS INDICATED

PV 4.0



Building a Better World
for All of Us®

August 8, 2022

RE: Mora, Minnesota
North Grove Street Improvements
SEH No. MORA0 163905

Glenn Anderson, City Administrator
City of Mora
101 Lake Street S
Mora, MN 55051

Dear Glenn:

Please find enclosed Application for Payment No. 3 for the referenced project. The quantities completed to date have been reviewed and we hereby recommend approval for payment to Douglas-Kerr Underground, L.L.C in the amount of \$357,088.07. This amount represents 49% of the work completed and material on hand, with 5% held for retainage.

If approved, please sign and forward payment, along with a copy of the signed pay application, to Douglas-Kerr Underground, L.L.C., retaining the original for City records.

Please don't hesitate to contact me with any questions or comments. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Anderson".

Greg Anderson, PE
Project Manager

ah
Enclosures

x:\ko\m\mora0\163905\7-const-svcs\73-app-pymt\afp\afp 3\afp 3 ltr to owner.docx

Engineers | Architects | Planners | Scientists

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

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

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



Application for Payment
(Unit Price Contract)
No. 3

Eng. Project No.: MORA0 163905

Location: Mora, Minnesota

Contractor <u>Douglas-Kerr Underground, L.L.C</u>	Contract Date <u>May 3, 2022</u>
<u>2142 330th Ave.</u>	
<u>Mora, MN 55051</u>	Contract Amount <u>\$ 1,737,247.06</u>

Contract for North Grove Street Improvements

Application Date <u>7/9/22</u>	For Period Ending <u>8/5/22</u>
--------------------------------	---------------------------------

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	MOBILIZATION	LS	1	0.75	58,528.00	\$43,896.00
2	CLEARING	ACRE	0.1	0	10,000.00	
3	GRUBBING	ACRE	0.1	0	2,000.00	
4	CLEARING	EACH	57	37	300.00	\$11,100.00
5	GRUBBING	EACH	57	37	65.00	\$2,405.00
6	REMOVE MANHOLE (SANITARY)	EACH	8	6	493.70	\$2,962.20
7	REMOVE GATE VALVE & BOX	EACH	14	7	332.90	\$2,330.30
8	REMOVE MANHOLE OR CATCH BASIN (STORM)	EACH	5	5	438.85	\$2,194.25
9	SALVAGE SIGN TYPE C	EACH	20	3	40.00	\$120.00
10	SALVAGE SIGN TYPE SPECIAL (STREET NAME SIGN)	EACH	7	2	50.00	\$100.00
11	SALVAGE HYDRANT	EACH	5	4	466.05	\$1,864.20
12	SALVAGE CASTING (SANITARY)	EACH	8	6	184.10	\$1,104.60
13	SALVAGE CASTING (STORM)	EACH	5	5	184.00	\$920.00
14	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	374	271.3	3.45	\$935.99
15	SAWING BIT PAVEMENT (FULL DEPTH)	LF	968	678.1	2.95	\$2,000.40
16	REMOVE CURB & GUTTER	LF	4945	4726	3.50	\$16,541.00
17	REMOVE SEWER PIPE (SANITARY)	LF	1690	1159.5	3.70	\$4,290.15
18	REMOVE WATER MAIN	LF	2820	1676	2.00	\$3,352.00
19	REMOVE SEWER PIPE/CULVERT (STORM)	LF	400	272.5	19.85	\$5,409.13
20	SALVAGE FENCE	LF	110	0	13.85	
21	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	391	394.99	7.70	\$3,041.42
22	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	598	148.36	4.20	\$623.11
23	REMOVE CONCRETE WALK	SF	1221	1708.77	1.40	\$2,392.28

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
24	SALVAGE & INSTALL MAILBOX ASSEMBLY	EA	5	0	400.00	
25	GEOTEXTILE FABRIC TYPE V	SY	15603	2524	0.50	\$1,262.00
26	COMMON EXCAVATION (EV)(P)	CY	2507	541.8	17.85	\$9,671.13
27	SUBGRADE EXCAVATION	CY	300	467.5	10.10	\$4,721.75
28	DEWATERING	LS	1	0	0.01	
29	DITCH GRADING	LS	1	0	4,085.00	
30	SUBGRADE PREPARATION	RDST	26	7.7	207.85	\$1,600.45
31	COMMON LABORERS	HOUR	90	17.5	0.01	\$0.18
32	3 CU YD FRONT END LOADER	HOUR	30	0	0.01	
33	3 CU YD BACKHOE	HOUR	30	3.5	0.01	\$0.04
34	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	100	10	150.00	\$1,500.00
35	WATER	MGAL	60	0	53.20	
36	AGGREGATE BASE PLACED, SALV. BIT & CLASS 5 (CV) (P)	CY	4507	553.7	12.25	\$6,782.83
37	FULL DEPTH RECLAMATION	SY	13580	13929.3	4.20	\$58,503.06
38	TYPE SP 9.5 WEARING COURSE MIX (3;C)	TON	1369	0	87.00	
39	TYPE SP 9.5 WEARING COURSE MIX (2;C) FOR DRIVEWAYS	TON	71	0	164.80	
40	TYPE SP 12.5 WEARING COURSE MIX (3;C)	TON	2266	530.48	86.00	\$45,621.28
41	TYPE SP 12.5 NON WEAR COURSE MIX (3;C) FOR PATCHING	TON	138	0	206.05	
42	15" GS PIPE APRON W/ TRASH GUARD	EACH	5	0	607.55	
43	15" HDPE PIPE SEWER	LF	254	0	46.00	
44	12" RC PIPE SEWER DES 3006 CL V	LF	150	67.5	53.35	\$3,601.13
45	15" RC PIPE SEWER DES 3006 CL V	LF	361	329.5	52.95	\$17,447.03
46	18" RC PIPE SEWER DES 3006 CL III	LF	432	369	63.15	\$23,302.35
47	CONNECT INTO DRAINAGE STRUCTURE	EACH	2	2	2,021.00	\$4,042.00
48	CONNECT TO EXISTING PIPE DRAIN (STORM)	EACH	3	3	1,010.00	\$3,030.00
49	8" PVC PIPE SEWER (SDR 35)	LF	1852	1314.5	50.50	\$66,382.25
50	CONNECT TO EXISTING SANITARY SEWER PIPE	EACH	4	4	1,611.00	\$6,444.00
51	8" X 6" PVC WYE	EACH	36	24	1,573.00	\$37,752.00
52	6" PVC SANITARY RISER PIPE	LF	170	80.8	8.40	\$678.72
53	6" PVC SANITARY SERVICE PIPE	LF	1474	744.33	21.95	\$16,338.04
54	4" INSULATION	SY	80	12.5	57.75	\$721.88
55	TEMPORARY WATER SERVICE	LS	1	0.75	35,992.00	\$26,994.00

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
56	ADJUST GATE VALVE BOX	EACH	2	0	915.20	
57	ADJUST CURB STOP	EACH	4	0	76.90	
58	HYDRANT	EACH	7	6	4,742.00	\$28,452.00
59	6" GATE VALVE & BOX	EACH	8	7	1,956.00	\$13,692.00
60	8" GATE VALVE & BOX	EACH	15	9	3,365.00	\$30,285.00
61	1" CORPORATION STOP	EACH	37	24	640.90	\$15,381.60
62	1" CURB STOP & BOX	EACH	37	24	784.30	\$18,823.20
63	CONNECT TO EXISTING WATER MAIN	EACH	10	7	1,638.00	\$11,466.00
64	1" WATER SERVICE PIPE (TYPE K COPPER)	LF	1605	903.9	18.85	\$17,038.52
65	6" DIP WATER MAIN	LF	160	165	54.10	\$8,926.50
66	8" DIP WATER MAIN	LF	2763	2006	68.55	\$137,511.30
67	DUCTILE IRON FITTINGS	LB	1175	1368	13.00	\$17,784.00
68	CASTING ASSEMBLY R-1733 (SANITARY)	EACH	8	0	1,903.00	
69	CASTING ASSEMBLY R-1733 (STORM)	EACH	2	1	1,666.00	\$1,666.00
70	CASTING ASSEMBLY R-3250-1	EACH	13	6	935.20	\$5,611.20
71	CASTING ASSEMBLY R-4342	EACH	3	1	1,831.00	\$1,831.00
72	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	LF	21	8.82	492.30	\$4,342.09
73	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LF	59	38.17	551.65	\$21,056.48
74	CONSTRUCT SANITARY MANHOLE (0' - 8')	EACH	8	6	3,960.00	\$23,760.00
75	CONSTRUCT SANITARY MANHOLE (EXTRA DEPTH)	LF	16	9.58	182.65	\$1,749.79
76	GEOTEXTILE FABRIC TYPE IV	SY	24	0	1.25	
77	4" CONCRETE WALK	SF	1496	321.4	6.75	\$2,169.45
78	6" CONCRETE WALK	SF	439	292.3	9.85	\$2,879.16
79	CONCRETE CURB & GUTTER DESIGN B618	LF	5472	1610	15.10	\$24,311.00
80	6" CONCRETE DRIVEWAY PAVEMENT	SY	506	114.1	60.20	\$6,868.82
81	8" CONCRETE DRIVEWAY PAVEMENT	SY	33	0	65.00	
82	7" CONCRETE VALLEY GUTTER	SY	167	0	99.85	
83	TRUNCATED DOMES	SF	58	36	45.00	\$1,620.00
84	TRAFFIC CONTROL	LS	1	0.7	3,750.00	\$2,625.00
85	INSTALL SALVAGED SIGN PANELS, TYPE C	EACH	21	0	185.00	
86	INSTALL SALVAGED SIGN TYPE SPECIAL (STREET NAME SIGN)	EACH	7	0	275.00	
87	STABILIZED CONSTRUCTION EXIT	LS	1	0.5	1,568.00	\$784.00

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
88	STORM DRAIN INLET PROTECTION	EACH	18	13	187.15	\$2,432.95
89	SILT FENCE; TYPE MS	LF	1130	726	1.95	\$1,415.70
90	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LF	300	104	3.50	\$364.00
91	COMMON TOPSOIL BORROW (LV)	CY	1078	126	19.00	\$2,394.00
92	EROSION CONTROL BLANKETS CATEGORY 3N	SY	1800	31.9	1.95	\$62.21
93	SEEDING W/ SEED MIXTURE 25-141	ACRE	0.6	0	1,500.00	
94	HYDROSEEDING MIXTURE 25-141 W/ HYDRO MULCH	ACRE	1.2	0	4,300.00	
95	4" SOLID LINE - MULTI COMPONENT	LF	6038	0	0.45	
96	PAVEMENT MESSAGE MULTI COMPONENT (PMS-2 BIKE SYMBOL)	SF	162	0	8.00	
97	CROSSWALK PAINT - MULTI COMPONENT	SF	554	0	4.60	
Total Contract Amount						\$851,281.06

Application for Payment (continued)

Total Contract Amount	\$ <u>1,737,247.06</u>	Total Amount Earned	\$ <u>851,281.06</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete _____	_____
Contract Change Order No. _____		Percent Complete _____	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>851,281.06</u>
AFP No. 1: <u>328,977.04</u>	AFP No. 6: _____	LESS <u>5</u> % RETAINAGE	\$ <u>42,564.05</u>
AFP No. 2: <u>122,651.89</u>	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>808,717.00</u>
AFP No. 3: _____	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ <u>451,628.93</u>
AFP No. 4: _____	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>357,088.07</u>
AFP No. 5: _____			

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, North Grove Street Improvements, Mora, Minnesota, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date August 8th, 2022 Douglas-Kerr Underground, L.L.C

 (Contractor)

COUNTY OF Kanabec)
 STATE OF Minnesota) SS By [Signature] Manager

 (Name and Title)

Before me on this 8th day of August, 2022, personally appeared _____
Dennis D. Douglas known to be, who being duly sworn did depose and say that he is the manager (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires 1-31-2023 _____

 (Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

Short Elliott Hendrickson Inc.

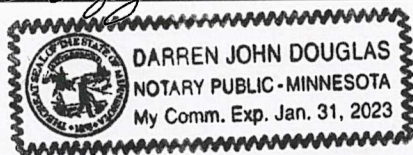
By [Signature] _____
 By Greg Anderson, PE _____

Date August 8, 2022 _____

City of Mora

By _____

Date _____





Building a Better World
for All of Us®

August 11, 2022

RE: City of Mora, Minnesota
TH 65 at 9th Street Turn Lane
Improvements
SEH No. MORA0 145879 14.00

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

Dear Ms. Segelstrom:

Thank you for the opportunity to submit this proposal for providing engineering services related to the proposed left turn lane on TH 65 at 9th Street. Earlier this spring the City directed SEH to prepare a Letter of Intent requesting funding from MnDOT's Local Partnership Program (LLP) for the construction of a left turn lane at the above intersection. In July, the City received notice (attached) that the project was selected for funding in MnDOT's fiscal year 2026.

At the April 19th council meeting it was discussed that if funded, would the City Council be interested in advancing the project construction to coincide with the opening of the new high schedule in the fall of 2023. To advance the construction of the project, the City would need to "upfront" the construction costs for the project, meaning pay for the construction costs in 2023, then wait for MnDOT reimbursement in 2026. Regardless of when the improvements are constructed, the City is responsible for the costs for design and plan preparation as well as a portion of the project staking & inspection costs.

In order to complete the construction of the northbound left turn lane on TH 65 at 9th Street prior to September of 2023, the City needs to start now on the design of the construction documents and begin the coordination with MnDOT on the project and it's funding through the LPP. This letter serves as our understanding of the project scope and schedule. Our scope of work generally includes a geotechnical investigation, final design, preparation of construction documents, bidding services, and coordination with MnDOT following their Cooperative Cost Participation and Maintenance guidelines.

The work program for providing engineering services is generally described as follows:

Engineers | Architects | Planners | Scientists

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

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

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

SCOPE OF WORK

1. Perform a topographic survey of the project area to gather existing pavement locations, culverts, signs, etc. The topographic information will then be used during the project design and preparation of the construction plans. Also, as part of the survey effort, a Gopher One-Call will be completed to gather public and private utility information well as field survey of the existing pavement, culverts, manholes, curb stops, gate valves, hydrants, signs, etc.
2. Perform a geotechnical investigation of the corridor including an estimated three (3) soil borings to verify underlying soil conditions in the northbound shoulder of TH 65 at 9th Street. The geotechnical investigation would include excavation, trench bedding, backfill and pavement design recommendations.
3. Prepare construction plans and specifications to City and MnDOT standards.
4. Submit construction plans & specifications to MnDOT State Aid for review and comment. We anticipate there will be three (3) review periods with MnDOT State Aid involving both the District 3 and State levels.
5. Review the construction plans with City staff prior to bidding.
6. Assist City in the advertisement of the project for bids, manage the virtual bid opening, tabulate the bids and provide a recommendation of award as well as coordinate MnDOT's concurrence with the apparent low bidder prior to award.

SCHEDULE

We anticipate starting work upon council authorization of this agreement. Assuming the expectation is to complete the turn lane construction prior to the starting of school in the fall of 2023, we have proposed the schedule below:

- Complete survey and soil borings September 2022
- Draft plan review with City Staff..... October 2022
- MnDOT review of construction documents November 2022 – January 2023
- Council Receives Plans/Order Ad for Bid.....February 2023
- Advertise for Bids/Receive Bids March 2023
- Award construction contract April 2023
- Construction Starts May 2023
- Complete Construction August 1, 2023

If there are delays in the Project that are beyond our control, the City agrees to grant additional compensation and time to complete the services.

COMPENSATION

Compensation for the services identified in the scope of work will be made on an hourly basis plus cost of reimbursable expenses. Total compensation will not exceed \$23,500 without prior authorization. The estimated breakdown of the task budgets is generally described below:

Task	Budget
Topo Survey & Geotechnical Investigation	\$12,000
Final Design and Plan Preparation	\$7,500
Bidding Services	\$3,500
Total Compensation	\$23,500

REMARKS

You agree to furnish us with full information as to your requirements, including any special or extraordinary considerations for the Project or special services needed, and also to make available all pertinent existing information and data that we will need to perform our services.


We will also furnish such Additional Services as you may request or as required.

This Letter Proposal represents the entire understanding between The City of Mora (The Owner) and Short Elliott Hendrickson Inc. (The Consultant) in respect of the Project outlined above.

SEH appreciates the opportunity to continue to serve the City of Mora. We look forward to working with the City to complete this upcoming project. Please contact me directly at 612.720.5883 should you questions or requests for additional information.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Greg F. Anderson, PE
City Engineer
(Lic. MN)

dmk

ACCEPTED BY: CITY OF MORA, MINNESOTA

By: _____

Date: _____



MnDOT - District 3
7694 Industrial Park Road
Baxter, MN 56425

July 8, 2022

Glenn Anderson
City of Mora, City Administrator

RE: TH 65/9th Street Left Turn Lane

Mr. Anderson,

Thank you for your application dated 5/4/2022 requesting funding for the construction of a left turn lane at the intersections of TH 65 and 9th Street.

We have reviewed your funding request and based upon the information provided we favorably report approval of MnDOT funding through our Local Partnership Program for fiscal year 2026. This is the earliest we can have LPP money available for this project.

Based upon your estimate, the cost to add the left turn lane is \$185,000. Our LPP will budget \$150,000 (not to exceed) towards the construction of this project as requested for TH associated items and 8% construction administration. All construction costs need to follow Cooperative Cost Participation and Maintenance guidelines between MnDOT and local agencies. City of Mora will need to fund design engineering and right of way acquisitions if needed for the project and anything beyond the \$150,000 capped amount.

I will be the Project Manager assigned to this project for District 3. My role is to coordinate your project delivery with MnDOT's reviews/approvals to deliver this project. The fiscal year 2026 begins July 1, 2025, at which construction can start. If the city wishes to construct sooner the MnDOT funds will not be available until this date. Once the City of Mora is ready to proceed with this project please call me to set up a kick-off meeting to go over the project coordination to deliver this project.

Congratulations on your funding award! We look forward to working with you to deliver this successful improvement.

Sincerely,

Luke L. Wehseler
MnDOT District LPP Project Manager
7694 Industrial Park Road
Baxter, MN 56425
Ph: 218-821-0618
Email: luke.wehseler@state.mn.us

cc: Greg Anderson, SEH
Natasha Segelstrom, City of Mora
Mike Ginnaty, D3 District Engineer
Andjela Tomovic, D3 State Aid Engineer
Brett Stark, D3 State Aid Assistant
Steve Voss, D3 Planner
Ken Hansen, D3 Traffic Engineer
Mao Yang, LPP Engineer



MEMORANDUM

Date August 18, 2022
To Mayor and City Council
From Glenn Anderson, City Administrator

RE Law Enforcement Contract Work Session Follow-up

SUMMARY

The Council review staff findings from the July 12, 2022, work session and Law Enforcement Contract review.

BACKGROUND

On July 12, 2022, there was a City Council Work Session to review the Law Enforcement Contract with Kanabec County Sheriff's Office and discussed items within the Kanabec County Sheriff's Office which needed to be updated and/or revised.

The City Council will discuss the possibility of an upcoming work session and direct staff appropriately.

Attachments

- Law Enforcement Contract for Rush City
- Law Enforcement Contract for Hinckley
- Law Enforcement Contract for Milaca
- Law Enforcement Contract for Sandstone

**AGREEMENT TO PROVIDE
LAW ENFORCEMENT SERVICES**

This is an Agreement between the County of Chisago (hereinafter referred to as the "COUNTY"), and **City of Rush City** (hereinafter referred to as the "MUNICIPALITY"), to provide law enforcement services to the MUNICIPALITY for the period January 1, 2022 through December 31, 2022.

WITNESSETH:

WHEREAS, the COUNTY, through the Chisago County Sheriff (hereinafter referred to as the "SHERIFF") has contracted to provide law enforcement services to the cities of Center City, Harris, Rush City, Shafer, Stacy and Taylors Falls (hereinafter referred to as the "MUNICIPALITIES"), and it would be advantageous to the MUNICIPALITY to contract with the COUNTY for law enforcement services; and;

WHEREAS, the parties to this Agreement are desirous of contracting for the performance by the COUNTY of the hereinafter described law enforcement functions for and within the political boundaries of the MUNICIPALITY through the Chisago County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such agreements are provided for and authorized by Minnesota Statute Section 436.05.

NOW, THEREFORE, IN CONSIDERATION OF the mutual undertakings set forth herein, the COUNTY and the MUNICIPALITY agree as follows:

I. SCOPE OF SERVICES

- 1.1 The COUNTY agrees, through the Chisago County Sheriff's Office, to provide law enforcement services to the MUNICIPALITY which will include, but not be limited to, the following:
- A. Patrol services with random patrolling of residential areas, businesses, parks, and other public property areas;
 - B. Enforcement of Minnesota State Statutes and the ordinances of the MUNICIPALITY.
 - C. Traffic Enforcement including the use of speed detection devices and speed deterrent strategies;
 - D. Criminal investigative and crime lab services as governed by the Minnesota Bureau of Criminal Apprehension Policy;
 - E. Jail detention;
 - F. Responses to medical, fire, and other emergencies;
 - G. Dispatching and other necessary communication services;
 - H. Attendance at City Council meetings as requested by the MUNICIPALITY.
- 1.2 ALL services under this Agreement shall be provided, and compensated, for as described in Exhibit

A, which is attached hereto and made a part of this Agreement.

- 1.3 Except as otherwise hereinafter specifically set forth, such services shall encompass duties and functions of the type coming within the jurisdiction of the Sheriff of the County of Chisago under state statutes.
- 1.4 The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto, subject however, to the provisions of Section V. herein.
- 1.5 In the event the MUNICIPALITY, through its elected body or authorized agent, notifies the COUNTY that is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make a reasonable effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Chisago County in a timely and efficient manner.
- 1.6 The COUNTY'S contractual obligations under this Agreement do not lessen the COUNTY'S obligation to provide patrol and police protection services to area lakes, Chisago County open space areas, and park areas owned or operated by Chisago County and all other areas under COUNTY jurisdiction located within the political boundaries of the MUNICIPALITY.
- 1.7 To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY agrees that the COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents and employees.
- 1.8 The COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities and dispatching, and supplies necessary to provide services pursuant to this Agreement unless otherwise agreed and described in Exhibit A.
- 1.9 All deputy sheriffs, clerks, dispatchers, and all other COUNTY personnel performing duties pursuant to this Agreement shall be considered employees of the County for all purposes of performance, discipline and assumption of liability. However, as for the enforcement and charging of misdemeanor offenses, the deputy assigned to the Municipality shall be deemed to exercising the police powers of a city police officer for the purposes of Chapter 392, Minnesota Session Law 1975.
- 1.10 This agreement shall not alter the responsibility for the prosecution of offenses occurring within the MUNICIPALITY as is currently provided by law. Likewise, collection and distribution of fine monies shall be controlled in the manner provided by law. It is understood that prosecutions for violations or ordinance or state statutes, together with disposition of all fines collected thereto, shall be in accordance with state statutes, state rules and judicial orders.

II. ASSUMPTION OF LIABILITIES/INSURANCE

- 2.1 Except as otherwise provided, the MUNICIPALITY shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any COUNTY personnel performing services hereunder for said MUNICIPALITY, and the COUNTY hereby assumes said liabilities.
- 2.2 Except as herein otherwise specified, the MUNICIPALITY shall not be liable for compensation or indemnity to

any COUNTY employee for injury or sickness arising out of assignment under this Agreement, and the COUNTY hereby agrees to hold harmless the MUNICIPALITY against any such claim.

- 2.3 The MUNICIPALITY agrees to hold harmless, indemnify and defend the COUNTY, its officers and employees from the intentional and negligent acts and omissions of the MUNICIPALITY, its officers, employees, agents or assigns; and shall hold harmless, indemnify and defend the COUNTY for injury or harm to any COUNTY officers or employee sustained due to conditions of MUNICIPALITY-controlled properties
- 2.4 The COUNTY agrees to hold harmless, indemnify and defend the MUNICIPALITY, its officers and employees from the intentional and negligent acts and omissions of the COUNTY.
- 2.5 The MUNICIPALITY shall hold harmless, indemnify, and defend the COUNTY, its officers and employees against any challenge to the validity of the City's ordinances.
- 2.6 Chisago County agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by Chisago County.

III. TERM OF AGREEMENT/TERMINATION

- 3.1 This agreement shall commence January 1, 2022 and shall be in effect through December 31, 2022.
- 3.2 Either party may terminate this Agreement by notifying the COUNTY and other MUNICIPALITY in writing of their intent to terminate the agreement six (6) months prior to the end of the calendar year.
- 3.3 Not later than June 30 of the year the present agreement expires, the MUNICIPALITY shall notify in writing the COUNTY and SHERIFF of the intention to renew the agreement. The COUNTY shall provide a Budget Estimate of the hourly rate payable for the renewal period by August 1.
- 3.4 Notice to the COUNTY shall be given to the County Administrator and Chisago County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Clerk.

IV. PAYMENT

- 4.1 The MUNICIPALITY agrees to pay the COUNTY the actual cost of providing all services covered by this Agreement, defined as the hourly rate multiplied by the hours of service as set forth on attached Exhibit A.
- 4.2 The COUNTY shall bill the MUNICIPALITY on a quarterly basis commencing for services to the MUNICIPALITY as set forth in Exhibit A. The MUNICIPALITY shall pay the COUNTY within 30 days of receipt of the billing statement.
- 4.3 An estimate of the costs for the upcoming agreement renewal year(s) shall be furnished by the COUNTY to the MUNICIPALITY no later than August 1, of the year the current agreement expires. Said estimate shall be for the limited purpose of better enabling the MUNICIPALITY to estimate its budget. The MUNICIPALITY shall indicate in writing its acceptance or rejection of the Budget Estimate in writing prior to September 30 of the year the current agreement expires.

V. GENERAL PROVISIONS

- 5.1 It is understood that prosecutions for violations of ordinances or state statutes, together with, disposition of all fines collected pursuant thereto, shall be in accordance with state statutes, state rules, and judicial orders.
- 5.2 The COUNTY and MUNICIPALITY are committed to the policy that all persons have equal access to programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, receipt of public assistance or veteran status.
- 5.3 The Chisago County Sheriff's Office shall submit to the MUNICIPALITY quarterly activity reports detailing the activities of the Sheriff's Office within the MUNICIPALITY. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued; however, no information will be provided which would violate the State Data Practices Act or impede an active investigation.
- 5.4 The MUNICIPALITY may contract with the COUNTY for additional law enforcement services above and beyond those provided in this agreement. Additional agreed-upon services shall be reduced to writing and duly executed by the authorized parties to this Agreement.
- 5.5 If the either party fails to fulfill any of its obligations set for the in this agreement in a legal, proper and timely manner, or otherwise violates the terms of this agreement, either party shall have the right to terminate the agreement if the other party has not cured the default after receiving a thirty (30) day written notice of the default. Said notice shall be in writing and hand-delivered to the other party.
- 5.6 The COUNTY, through the SHERIFF or designee, agrees to meet periodically with the governing council of the MUNICIPALITY, or with a law enforcement committee which said council may designate. The purpose of said meeting(s) shall be to make suggestions for improvement in the implementation of this agreement, provided, however, that no such suggestion shall be binding on either party unless reduced to writing and duly executed by the authorized parties hereto. The time and place of any such meeting hereunder, shall be determined by the MUNICIPALITY with reasonable notice to the SHERIFF.
- 5.7 Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY and the MUNICIPALITY and attached to the original of this Agreement.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK

IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by its Mayor and Clerk and the seal of the MUNICIPALITY to be affixed hereto on the 13 day of Sept., 2021, and the COUNTY, by resolution of its Board of County Commissioners has caused this Agreement to be signed by the Chair and Clerk of said Board on the 20 day of October, 2021

COUNTY OF CHISAGO

By: [Signature]
Chair, Board of County Commissioners

By: [Signature]
Clerk, Board of County Commissioners

City of Rush City

By: [Signature]
Mayor

By: [Signature]
Clerk

APPROVAL RECOMMENDED:

[Signature]
Brandon Thyen
Sheriff of Chisago County

APPROVED AS TO FORM:

[Signature]
County Attorney Date 8/13/2021



EXHIBIT A TO
AGREEMENT TO PROVIDE LAW ENFORCEMENT SERVICES
BETWEEN CHISAGO COUNTY AND
THE CITY OF RUSH CITY

A. HOURS

COUNTY agrees to provide law enforcement protection for the term of this agreement as follows:

- 1.1 An average of 80 deputy hours and an average of 40 supervisor hours totaling an average of 120 hours per week each year this agreement is in effect.

B. RATE OF COMPENSATION

MUNICIPALITY agrees to compensate COUNTY at the rate of \$64.72 per hour for the services provided pursuant to this Agreement. The rate is calculated based on the combination of patrol deputy and supervisor hourly rates.

C. DESIGNATED OFFICER-IN-CHARGE

The COUNTY shall designate a supervisor to be assigned for the term of the contract barring any unforeseen circumstances. This supervisor will maintain communication with the MUNICIPALITY, receive complaints of service, and coordinate assignments of officers. The general designated work hours of the assigned supervisor will be Monday through Friday 6:00 a.m. to 2:00 p.m. or a coordinated schedule between the COUNTY and MUNICIPALITY.

PINE COUNTY
and
CITY OF HINCKLEY
AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, made and entered into this 10th day of November, 2020, by the Pine County Sheriff, hereinafter referred to as the "Sheriff" and approved by the County of Pine, a Minnesota political subdivision, hereinafter referred to as the "County Board" and the City of Hinckley, a Minnesota municipal corporation, hereinafter referenced to as the "City".

WITNESSETH

WHEREAS, the City is desirous of contracting with the Sheriff to provide law enforcement services within the City boundaries, said services to be performed by the County Sheriff's Office; and

WHEREAS, the Sheriff is agreeable to providing additional law enforcement services within the City boundaries, beyond that which is customarily and regularly provided to the City, and the County Board approves the allocation of additional deputies to the City; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes §§471.59, and 436.05.

NOW THEREFORE, pursuant to the terms of the aforesaid statutes it is agreed as follows:

1) **Services to be provided.** The Sheriff and County Board agree to provide law enforcement services for the City, within the corporate limits of the City, from January 1, 2021 through December 31, 2023. Law enforcement services shall include the following: routine patrolling within the community by a deputy sheriff, interaction with members of the residential and commercial communities within the City, investigations of all state statute and city ordinance violations occurring within the City, supply support and assistance to other public service agencies such as the ambulance and fire departments. The hours per day contracted for is specified in this

Agreement and are to be agreed to between the Sheriff and the City. The hours per day contracted for includes time spent by the deputy performing duties outside the city. These duties include but are not limited to responding when necessary to calls, emergencies, assisting other deputies, or administrative duties at the Sheriff's Office such as report writing or interviewing. Up to 15 minutes of travel time between the Sheriff's Office before and after each shift shall also be included in the contracted hours. If the travel time exceeds 15 minutes each way the contracted for hours shall be reduced by the excess travel time.

The County Sheriff's Office shall investigate all violations of State law and ordinance violations, except those that the City compliance officer is investigating and has not requested a criminal investigation, The law enforcement services provided by the County Sheriff's Office to the City shall be comparable to the level and delivery of services provided elsewhere in the County by its Sheriff's Office.

2) Administrative Responsibility. All decisions concerning the implementation and performance of law enforcement services, including the disciplining of deputies, the control of the deputy assigned to the City and to all other matters incident to the performance of such services shall remain with the Sheriff's Office. The County Sheriff shall make reasonable efforts to consider the City Council's wishes in assigning a particular deputy to the City or transferring a particular deputy from the City if requested by the City. However, the City understands that a deputy has the choice of assignment depending on seniority pursuant to the labor agreement with the County, and that deputies may exercise their rights to either be assigned to a particular city or to transfer from a city assignment to County patrol or be promoted to a different position.

3) **City's Responsibilities.** In order to provide satisfactory law enforcement services to the City, the County Sheriff's Office shall have the full and complete cooperation from the City and its officials, agents and employees.

4) **Information to be provided to the City.** The County Sheriff's Office shall supply the City on the 15th day of each month (or on a different frequency if the parties agree) with reports, records, and information so that the City can understand the nature of the investigations or calls the deputy assigned to the City is performing each day, the periods of time the deputy is called out of the City to assist other deputies in other areas, and the activity of all patrol deputies in the County that may have assisted the assigned City deputy. The format and title of this information commonly referred to as a daily deputy log, officer activity report, and daily blotter, will be determined by the Sheriff. The Sheriff will only disclose public data pursuant to Minnesota Statutes section 13.82.

If requested by the City, the information shall also include the status of investigations; whether particular enforcement matters have been referred for prosecution; reasons for not pursuing further investigation. If the City would like information about a case that has been referred to the County Attorney's Office for prosecution, the City may contact the County Attorney's Office directly to request this information.

5) **Dispute Resolution.** The City Administrator shall act as a liaison between the City and the Sheriff with respect to this Agreement. The City and the Sheriff should attempt to resolve all problems related to the law enforcement services on the basis of mutual interest and understanding. If the City has concerns about a particular investigation or performance of the assigned deputy, the City Administrator shall report the concerns, in writing to the Sheriff. When concerns have been presented to the Sheriff in writing and in accordance with

this paragraph the response from the Sheriff shall be in writing. Both parties agree that written communications will help prevent misunderstandings and misinformation, and will assist in effectively addressing concerns. The deputy assigned to the City shall attend City Council meetings, as requested for the purpose of addressing any concerns or questions of the City Council. If the City has concerns about the information provided by the Sheriff required by Paragraph 4, the City Administrator shall address those concerns in writing to the Sheriff.

6) **Failure to abide by contract terms.** In the event that a party to this Agreement fails to fulfill its duties or obligations as set forth herein (a "default") the non-defaulting party shall give written notice of the default to the defaulting party. The notice of default shall set forth with particularity the issues, conduct, performance or other problem that constitutes the default. The defaulting party shall have sixty days within which to cure the default. If the default is not cured within the time allowed, the parties agree to submit their dispute to binding arbitration. If the City should prevail in arbitration, the City may terminate this agreement by providing the County with 60 days written notice of termination. The costs of arbitration should be shared equally between the City and County.

7) **Payment.** The City has requested and the County Sheriff's Office has agreed to provide ten (10) hours per day of law enforcement services to the City during the three year term of this Agreement.

In consideration for the law enforcement services being provided by the County Sheriffs Office to the City for the term of January 1, 2021 through December 31, 2023, the City shall pay to the County the sum of \$57.77 per hour or \$210,860.50 for the year. Said annual amount shall be payable by the City in **twelve equal monthly** installments of \$17,571.70. Installments shall be due on or before the 15th day of each month, beginning January 15, 2021 and shall continue monthly thereafter during this term. The annual amount is based on the multiplication of this agreement's rate,

hours per day, and days per year.

In consideration for the law enforcement services being provided by the County Sheriff's Office to the City for the term of January 1, 2022 through December 31, 2022, the City shall pay to the County the sum of \$59.50 per hour or \$217,175.00 for the year. Said annual amount shall be payable by the City in twelve equal monthly installments of \$18,097.92. Installments shall be due on or before the 15th day of each month, beginning January 15, 2022 and shall continue monthly thereafter during the term. The annual amount is based on the multiplication of this agreement's rate, hours per day, and days per year.

In consideration for the law enforcement services being provided by the County Sheriff's Office to the City for the term of January 1, 2023 through December 31, 2023, the City shall pay to the County the sum of \$61.29 per hour or \$223,708.50 for the year. Said annual amount shall be payable by the City in twelve equal monthly installments of \$18,642.38. Installments shall be due on or before the 15th day of each month, beginning January 15, 2023 and shall continue monthly thereafter during the term. The annual amount is based on the multiplication of this agreement's rate, hours per day, and days per year.

The particular hours per day that the deputy shall patrol the City shall be agreed to by the City and the County Sheriff's Office.

If, in the judgment of the City and/or the County Sheriff's Office, it is necessary to add additional temporary law enforcement personnel for special events sponsored by the City, such personnel shall be hired by the Sheriff and supervised as with other County Sheriff's Office employees performing services under the terms of this Agreement. The City agrees to reimburse the Sheriff for the additional personnel used at special events at the hourly rate set for the year in which the services are provided.

8) **Term of this Agreement; Renewal.** The term of this Agreement shall be from January 1, 2021 through December 31, 2023,

The County Sheriff's Office shall notify the City by July 1, 2021 of the hourly rate for the deputy for the following year. If the County Sheriff's Office is not able to provide the same number of hours of law enforcement services or requests a change in the scheduling of the hours for the following year, this information also shall be provided to the City at this time. The City Administrator and a City Council member shall be designated by the City to meet with the County Sheriff to discuss any concerns or changes needed to the Agreement for the next term. The Sheriff shall attend a regular city council meeting in July of each year or at the next meeting if there is a scheduling conflict. Any changes or modifications with respect to this Agreement shall be agreed to by the parties no later than September 15th of each year. If either party chooses to terminate this Agreement, it may do so for any reason so long as written notice is provided to the other party no later than September 15th so that the other party may have sufficient time to revise its budget to reflect this change for the following year.

10) **Employees of the County.** All County Sheriff's Office employees performing services for the City pursuant to this Agreement are employees of the County, therefore, all obligations with regard to wages, workers' compensation, PERA, withholding tax, insurance and similar benefits shall be the obligation of the County. The City shall not be required to assume any liability of employment for any County employee, including, but not limited to, for injuries or sickness arising out of their employment hereunder. The County agrees to hold indemnify, defend and hold the City harmless from any such claims.

11) **Indemnification.** To the fullest extent permitted by law, the County agrees to defend, indemnify and hold harmless the City, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the County's negligence or the County's performance or failure_

to perform its obligations under this Agreement, except as set forth below. The County agrees this indemnity obligation shall survive the completion or termination of this Agreement.

To the fullest extent permitted by law, the City agrees to defend, indemnify and hold harmless the County, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the City's negligence or the City's performance or failure to perform its obligations under this Agreement. The County agrees this indemnity obligation shall survive the completion or termination of this Agreement.

The City agrees to defend, indemnify and hold harmless the County, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the City's ordinances.

During the term of this contract, the County will maintain a policy of liability insurance covering the employees and the services identified in this Agreement and will name the City as an insured under said policy.

12) **Fine and Forfeiture Revenues.** All fines collected by the courts, the County or the City for violations that occurred in the City shall be disbursed according to state statute. All proceeds recovered from the sale of forfeited property from a violation that occurred in the City shall be disbursed according to state statute.

IN WITNESS THEREOF, the City, by motion of its governing body caused this Agreement to be signed by its Mayor and City Administrator, and the Sheriff of Pine County, and the Pine County Board of Commissioners, has caused these presents to be subscribed by the County on the day and year first above written.

COUNTY OF PINE

By:



Pine County Sheriff

By:



Chairman of the Pine County Board of Commissioners

CITY OF HINCKLEY

By:



Mayor of Hinckley

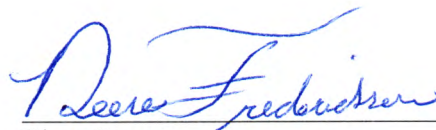
By:



City Administrator / Clerk

Approved as to form and execution

Dated: 11-16-20



Pine County
Attorney

Dated: _____

Hinckley City Attorney

ORIGINAL

LAW ENFORCEMENT DEPARTMENT OF THE CITY OF MILACA AND THE COUNTY OF MILLE LACS BY SHERIFF

JOINT POWERS AGREEMENT

- * Records Management System (RMS) System*
- * Computer Aided Dispatching (CAD) System *
- * Mobile System*

This Joint Powers Agreement (JPA) is between the Mille Lacs County Sheriff's Office (Provider) and the Police Department of Milaca (Users), all parties governmental or political subdivisions of the State of Minnesota.

Recitals

Pursuant to Minnesota State Statute 471.59, subd. 10, this JPA outlines the understanding between the Provider and Users (Two or more local governments exercising power common to the contracting parties) to provision of CAD Computer Aided Dispatching services, RMS Records Management Systems, Mobile Systems and related services between the parties to this agreement.

Agreement

NOW THEREFORE, Provider and Users pursuant to the authority granted by Minnesota Statutes in order to accomplish the foregoing purposes, agree as follows:

1. Term of Agreement

- 1.1 Effective date: August 1st 2010, or the date all required signatures under Minnesota State Statute, Section 16C.05, subd. 2, are obtained, whichever is later.
- 1.2 Expiration date: This Agreement continues indefinitely until duly terminated pursuant to the Termination Section of this Agreement.

2. Agreement Between Parties

2.1 The Provider will provide the following services to the Police Departments of Milaca:

- (a) A shared Computer Aided Dispatching System, ICR Records Management System/Mobile Message Switch and frame relay connections for cellular digital packet data;
- (b) all technical support for servers, equipment and frame relays at the records storage/message switch site (located at the Mille Lacs County Sheriff's Office), and software of the User required to connect to the Provider's RMS, CAD and Mobile Systems;
- (c) maintenance and repairs of server components and hardware/software at the Mille Lacs County site, and software of the User required to connect to the Provider's RMS, CAD, and Mobile Systems;
- (d) and off-hours response and repairs to the records storage/message switch hardware/software at the Mille Lacs County site seven days a week, 24 hours a day with a four (4) hour response time.

2.2 Each User will:

- (a) provide for its respective department all required hardware, hardware software, and equipment necessary for the User to connect to the Providers RMS, CAD, and Mobile systems. It is understood that the CAD and Mobile system requires that the User mobiles be equipped with Global Positioning Systems (GPS) capabilities in order to be connected to Providers CAD system;
- (b) provide and maintain in working order at all times all required computers located at their police departments and in their squad cars

2.3 Each User agrees:

- (a) that all technical support maintenance agreements for all required computers located at their police departments and in their squad cars are the responsibility of the User;
- (b) to provide off hours response and repairs to the hardware/software at their police departments seven days per week, 24 hours per day with a four (4) hour response time.

2.4 The parties agree that:

- (a) the subject date entered by a User agency and/or a User employee will become information and date of the Provider;
- (b) each party will be able to access information entered into the system as may be needed and as otherwise provided herein;
- (c) upon entering into this agreement, information and data currently owned and managed by each party will be provided to the Provider's vendor to be converted to the extent that said information and date can be entered into the RMS system.

3. Payment

Police department Users connection to the Providers CAD, RMS, Mobile will be billed in the manner outlined below. Said user fee will be used to offset maintenance fees associated with continued operation of the Providers CAD, RMS, Mobile system.

User Fees:

\$200.00 per year per mobile squad connected. (One time per Mobile Routing charge below)

\$100.00 per year per office station connected.

\$600.00 per year per fulltime officer employed. (Within Mille Lacs County)

Mid year officer hires or additional office stations will be prorated on monthly basis to include their start month.

All Mobile units have a one time \$299.00 Mobile Routing charge not included in the user fees listed above

Payments for each fiscal year are due on the 15th day of January each year.

The parties agree and understand that expenses to upgrade and manage the providers CAD, RMS, and Mobile system will be reflected in User fees. To that end, User fees may need to be adjusted. It is understood that the fees will not change during a fiscal year. Any increases to the User fee will take effect in January of each year and must be mutually agreed upon in writing by Provider and Users by November 15th of any fiscal year to take effect for the next fiscal year.

4. Authorized Representatives

4.1 the User's Authorized Representative shall be its City Manager or his/her successor.

4.2 The Provider's Authorized Representative shall be its Sheriff or his/her successor.

5. Assignment, Amendments, Waiver and Contract Complete

5.1 Assignment. Neither the User nor the Provider may assign nor transfer any rights or obligations under this Agreement without the prior written consent of all parties hereto. Any approved assignment must be set forth in a fully executed Assignment Agreement attached to this Agreement approved by the same parties who executed and approved this Agreement. Should any party not consent to an assignment that party may terminate its involvement with this Agreement.

5.2 Amendments. Any amendment 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 by each party's Authorized Representative.

5.3 Waiver. If any party fails to enforce any provision of this agreement that failure does not waive the provision or its right to enforce it.

5.4 Contract Complete. This Agreement, plus the attached Certification Form, contains all agreements between User and Provider. Duly adopted amendments to this Agreement, will be written, signed by the parties, and attached to each copy of the original Agreement.

6. Liability

Each party to this Agreement will indemnify, save and hold harmless the other parties, their agents and employees from any claims or causes of action, including attorney's fees incurred by that party, arising out of the performance of this Agreement by the party, its agents or employees. This clause shall not be construed to bar any legal remedies each party may have for the other party's failure to fulfill its obligations under this Agreement. This clause shall not be construed to limit or waive any defenses one party may have against another.

7. Government Data Practices

The Provider and User must comply with the Minnesota Government Data Practices Act, Minnesota State Statute Chapter 13, as it applies to all data provided to the User and submitted to the Provider under this Agreement and as it applies to all data created,

collected, received, stored, used, maintained or disseminated by the Provider and the User under the Agreement. The civil remedies of Minnesota State Statute 13.08 apply to the release of the data referred to in this clause by either the Provider or the User.

If the Provider or User receives a request to release the data referred to in this Clause, the Provider or User must immediately notify the other. The User or Provider will give the other instructions concerning the release of the data to the requesting party before the data is released.

It is mutually agreed that both the User and Provider will endeavor to refer all requests for the release of any information and/or data to the originator of said information or data. All information and data provided by the Users may be used by the Provider for statistical purposes and/or reporting. The statistics and reports may be shared with other law enforcement departments as allowed by law. The original information and data may be shared by the originating department with other law enforcement agencies to assist in active investigations.

8. Venue

Venue for any and all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Mille Lacs County, Minnesota unless and until a change of venue is ordered by Mille Lacs County District Court.

9. Termination

9.1 Termination. The Users or the Provider may terminate this Agreement at any time with or without cause, upon 30 days written notice to the other parties prior to the beginning of a subsequent year of operation. Mid year separations or terminations by a User will forfeit any and all user fees already paid to the Provider.

9.2 Termination for Insufficient Funding. The User or Provider may with 30 day written notice to the other parties terminate this Agreement if it does not obtain funding; or if funding cannot be continued at a level sufficient to allow for the payment of the services required to be paid to the Provider. Termination must be in writing and hand delivered, mailed or faxed to the other parties. The User or Provider is not obligated to pay for any services that are provided after the required notice and effective date of termination. However, the Provider shall be entitled to payment determined on a pro rata basis for services satisfactorily performed. Neither the User nor the Provider will be assessed any penalty for terminating the Agreement if the other party immediately provided the required notice to the other advising of the lack of funding upon receiving such notice themselves. Conversely, the Users shall be entitled to a pro rata reimbursement of all user fees paid if this Agreement is duly terminated by the Provider.

9.3 Termination of this agreement by a User in no way requires the provider to extract User data or joined data upon separation. User understands that all data and information entered under this agreement into CAD, RMS, and Mobile systems are joined; commingled and combined information in the Providers system and it may be

difficult or impossible to extract or separate said data in the future. User accepts any and all costs associated with termination initiated by the User and any and all costs associated with extracting information or data should a user agency choose to separate, terminate, start or choose to maintain a separate system in the future. The Provider agrees to work with User in the future if such a separation or termination occurs.

Certification

Individuals certify that they have authorization to approve the JPA and funding as outlined. It is further agreed that this agreement shall stay in full force and effect, subject to the terms and conditions outlined above, until the participating Users and Provider mutually agree to amend or revise said agreement in writing.

1. **User Police Department/Authorized Representative:**



Greg Lerud, Milaca City Manager

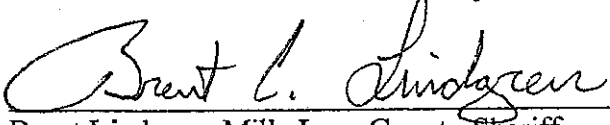
6-10-10
Date



Mayor, City of Milaca


6-10-10
Date

2. **Provider Mille Lacs County Sheriff's Office**



Brent Lindgren, Mille Lacs County Sheriff

04-01-10
Date



Jan Jude, Mille Lacs County Attorney
(Reviewed as to content and form)

5/20/10
Date



Frank Courteau, Chairman
Mille Lacs County Board

4-20-10
Date

PINE COUNTY
and
CITY OF SANDSTONE
AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, made and entered into this 20th day of May, 2020, by the Pine County Sheriff, hereinafter referred to as the "Sheriff" and approved by the County of Pine, a Minnesota political subdivision, hereinafter referred to as the "County Board" and the City of Sandstone, a Minnesota municipal corporation, hereinafter referenced to as the "City".

WITNESSETH

WHEREAS, the City is desirous of contracting with the Sheriff to provide law enforcement services within the City boundaries, said services to be performed by the County Sheriff's Office; and

WHEREAS, the Sheriff is agreeable to providing additional law enforcement services within the City boundaries, beyond that which is customarily and regularly provided to the City, and the County Board approves the allocation of additional deputies to the City; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes §§471.59, and 436.05.

NOW THEREFORE, pursuant to the terms of the aforesaid statutes it is agreed as follows:

1) **Services to be provided.** The Sheriff and County Board agree to provide law enforcement services for the City, within the corporate limits of the City, from January 1, 2021 through December 31, 2023. Law enforcement services shall include the following: routine patrolling within the community by a deputy sheriff, interaction with members of the residential and commercial communities within the City, investigations of all state statute and city ordinance violations occurring within the City, supply support and assistance to other public service agencies such as the ambulance and fire departments. The hours per day contracted for is specified in this

Agreement and are to be agreed to between the Sheriff and the City. The hours per day contracted for includes time spent by the deputy performing duties outside the city. These duties include but are not limited to responding when necessary to calls, emergencies, assisting other deputies, or administrative duties at the Sheriff's Office such as report writing or interviewing. Up to 15 minutes of travel time between the Sheriff's Office before and after each shift shall also be included in the contracted hours. If the travel time exceeds 15 minutes each way the contracted for hours shall be reduced by the excess travel time.

The County Sheriff's Office shall investigate all violations of State law and ordinance violations, except those that the City compliance officer is investigating and has not requested a criminal investigation, The law enforcement services provided by the County Sheriff's Office to the City shall be comparable to the level and delivery of services provided elsewhere in the County by its Sheriff's Office.

2) Administrative Responsibility. All decisions concerning the implementation and performance of law enforcement services, including the disciplining of deputies, the control of the deputy assigned to the City and to all other matters incident to the performance of such services shall remain with the Sheriff's Office. The County Sheriff shall make reasonable efforts to consider the City Council's wishes in assigning a particular deputy to the City or transferring a particular deputy from the City if requested by the City. However, the City understands that a deputy has the choice of assignment depending on seniority pursuant to the labor agreement with the County, and that deputies may exercise their rights to either be assigned to a particular city or to transfer from a city assignment to County patrol or be promoted to a different position.

3) **City's Responsibilities.** In order to provide satisfactory law enforcement services to the City, the County Sheriff's Office shall have the full and complete cooperation from the City and its officials, agents and employees.

4) **Information to be provided to the City.** The County Sheriff's Office shall supply the City on the 15th day of each month (or on a different frequency if the parties agree) with reports, records, and information so that the City can understand the nature of the investigations or calls the deputy assigned to the City is performing each day, the periods of time the deputy is called out of the City to assist other deputies in other areas, and the activity of all patrol deputies in the County that may have assisted the assigned City deputy. The format and title of this information commonly referred to as a daily deputy log, officer activity report, and daily blotter, will be determined by the Sheriff. The Sheriff will only disclose public data pursuant to Minnesota Statutes section 13.82.

If requested by the City, the information shall also include the status of investigations; whether particular enforcement matters have been referred for prosecution; reasons for not pursuing further investigation. If the City would like information about a case that has been referred to the County Attorney's Office for prosecution, the City may contact the County Attorney's Office directly to request this information.

5) **Dispute Resolution.** The City Administrator shall act as a liaison between the City and the Sheriff with respect to this Agreement. The City and the Sheriff should attempt to resolve all problems related to the law enforcement services on the basis of mutual interest and understanding. If the City has concerns about a particular investigation or performance of the assigned deputy, the City Administrator shall report the concerns, in writing to the Sheriff. When concerns have been presented to the Sheriff in writing and in accordance with

this paragraph the response from the Sheriff shall be in writing. Both parties agree that written communications will help prevent misunderstandings and misinformation, and will assist in effectively addressing concerns. The deputy assigned to the City shall attend City Council meetings, as requested for the purpose of addressing any concerns or questions of the City Council. If the City has concerns about the information provided by the Sheriff required by Paragraph 4, the City Administrator shall address those concerns in writing to the Sheriff.

6) **Failure to abide by contract terms.** In the event that a party to this Agreement fails to fulfill its duties or obligations as set forth herein (a "default") the non-defaulting party shall give written notice of the default to the defaulting party. The notice of default shall set forth with particularity the issues, conduct, performance or other problem that constitutes the default. The defaulting party shall have sixty days within which to cure the default. If the default is not cured within the time allowed, the parties agree to submit their dispute to binding arbitration. If the City should prevail in arbitration, the City may terminate this agreement by providing the County with 60 days written notice of termination. The costs of arbitration should be shared equally between the City and County.

7) **Payment.** The City has requested and the County Sheriff's Office has agreed to provide ten (10) hours per day of law enforcement services to the City during the three year term of this Agreement.

In consideration for the law enforcement services being provided by the County Sheriffs Office to the City for the term of January 1, 2021 through December 31, 2021, the City shall pay to the County the sum of \$57.77 per hour or \$150,202.00 for the year. Said annual amount shall be payable by the City in **twelve equal monthly** installments of \$12,516.83. Installments shall be due on or before the 15th day of each month, beginning January 15, 2021 and shall continue monthly thereafter during this term. The annual amount is based on the multiplication of this agreement's rate,

hours per day, and days per year.

In consideration for the law enforcement services being provided by the County Sheriff's Office to the City for the term of January 1, 2022 through December 31, 2022, the City shall pay to the County the sum of \$59.50 per hour or \$154,700.00 for the year. Said annual amount shall be payable by the City in twelve equal monthly installments of \$12,891.67. Installments shall be due on or before the 15th day of each month, beginning January 15, 2022 and shall continue monthly thereafter during the term. The annual amount is based on the multiplication of this agreement's rate, hours per day, and days per year.

In consideration for the law enforcement services being provided by the County Sheriff's Office to the City for the term of January 1, 2023 through December 31, 2023, the City shall pay to the County the sum of \$61.29 per hour or \$159,354.00 for the year. Said annual amount shall be payable by the City in twelve equal monthly installments of \$13,279.50. Installments shall be due on or before the 15th day of each month, beginning January 15, 2023 and shall continue monthly thereafter during the term. The annual amount is based on the multiplication of this agreement's rate, hours per day, and days per year.

The particular hours per day that the deputy shall patrol the City shall be agreed to by the City and the County Sheriff's Office.

If, in the judgment of the City and/or the County Sheriff's Office, it is necessary to add additional temporary law enforcement personnel for special events sponsored by the City, such personnel shall be hired by the Sheriff and supervised as with other County Sheriff's Office employees performing services under the terms of this Agreement. The City agrees to reimburse the Sheriff for the additional personnel used at special events at the hourly rate set for the year in which the services are provided.

8) **Term of this Agreement; Renewal.** The term of this Agreement shall be from January 1, 2021 through December 31, 2023,

The County Sheriff's Office shall notify the City by July 1, 2021 of the hourly rate for the deputy for the following year. If the County Sheriff's Office is not able to provide the same number of hours of law enforcement services or requests a change in the scheduling of the hours for the following year, this information also shall be provided to the City at this time. The City Administrator and a City Council member shall be designated by the City to meet with the County Sheriff to discuss any concerns or changes needed to the Agreement for the next term. The Sheriff shall attend a regular city council meeting in July of each year or at the next meeting if there is a scheduling conflict. Any changes or modifications with respect to this Agreement shall be agreed to by the parties no later than September 15th of each year. If either party chooses to terminate this Agreement, it may do so for any reason so long as written notice is provided to the other party no later than September 15th so that the other party may have sufficient time to revise its budget to reflect this change for the following year.

10) **Employees of the County.** All County Sheriff's Office employees performing services for the City pursuant to this Agreement are employees of the County, therefore, all obligations with regard to wages, workers' compensation, PERA, withholding tax, insurance and similar benefits shall be the obligation of the County. The City shall not be required to assume any liability of employment for any County employee, including, but not limited to, for injuries or sickness arising out of their employment hereunder. The County agrees to hold indemnify, defend and hold the City harmless from any such claims.

11) **Indemnification.** To the fullest extent permitted by law, the County agrees to defend, indemnify and hold harmless the City, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the County's negligence or the County's performance or failure.

to perform its obligations under this Agreement, except as set forth below. The County agrees this indemnity obligation shall survive the completion or termination of this Agreement.

To the fullest extent permitted by law, the City agrees to defend, indemnify and hold harmless the County, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the City's negligence or the City's performance or failure to perform its obligations under this Agreement. The County agrees this indemnity obligation shall survive the completion or termination of this Agreement.

The City agrees to defend, indemnify and hold harmless the County, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the City's ordinances.


During the term of this contract, the County will maintain a policy of liability insurance covering the employees and the services identified in this Agreement and will name the City as an insured under said policy.

12) **Fine and Forfeiture Revenues.** All fines collected by the courts, the County or the City for violations that occurred in the City shall be disbursed according to state statute. All proceeds recovered from the sale of forfeited property from a violation that occurred in the City shall be disbursed according to state statute.

IN WITNESS THEREOF, the City, by motion of its governing body caused this Agreement to be signed by its Mayor and City Administrator, and the Sheriff of Pine County, and the Pine County Board of Commissioners, has caused these presents to be subscribed by the County on the day and year first above written.


COUNTY OF PINE

By:



Pine County Sheriff

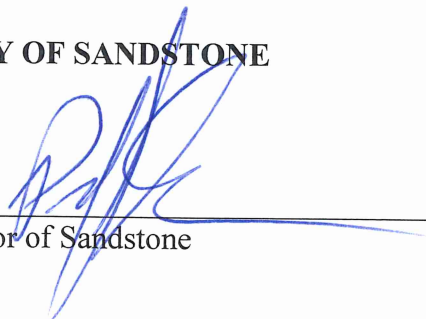
By:



Chairman of the Pine County Board of Commissioners

CITY OF SANDSTONE

By:



Mayor of Sandstone

By:



City Administrator / Clerk

Approved as to form and execution

Dated: 7-9-20



Pine County
Attorney

Dated: _____

Sandstone City Attorney











Mora Area Fire Department Monthly Update



July 2022

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)

-  7-2-22 cancelled
-  7-3-22 water flow alarm
-  7-7-22 Co alarm
-  7-14-22 cancelled
-  7-16-22 cancelled
-  7-22-22 fire alarm
-  7-23-22 lift assist
-  7-30-22 structure fire mutual aid Braham




Training and Education (Paid)

-  Ventilation, search and rescue, and building collapse training
-  Business and Fire Dept meeting

Maintenance (not paid)

-  All trucks done twice

Training, Education, and Miscellaneous (not Paid)

-  Mora parade
-  Fair grandstand events Thursday, Friday, and Saturday
-  Fair booth Thursday - Sunday

City of Mora, Minnesota
Airport Board Meeting Minutes
August 2, 2022

Pursuant to due call and notice thereof Board Chair Nick Stafford called to order the regular meeting of the Airport Board at 5:00 p.m., on Tuesday, August 2, 2022, in the Mora City Hall council chambers.

2. Roll Call: Present: Chair Nick Stafford, Jody Anderson, Karla Kastenbauer, Stefan Salmonson

Absent: Dave Gunderson

Staff Present: City Administrator Glenn Anderson, Airport Manager Joe Kohlgraf, and Community Development Director Kirsten Faurie

3. Adopt Agenda: MOTION made by Kastenbauer, seconded by Salmonson, and unanimously carried to adopt the agenda as presented.

4. July 12, 2022 Minutes: Discussion of the minutes found one need for clarification. MOTION made by J. Anderson, seconded by Kastenbauer to change under 6. New Business item c "The board suggested the local boy scout troop organize and lead the corn hole tournament ..." to "The board suggested the local boy scout troop and/or a similar group organize and lead the corn hole tournament..."

MOTION made by J. Anderson, seconded by Kastenbauer, and unanimously carried to approve the July 12, 2022 regular meeting minutes as amended.

5. Old Business:

a. Fly In: Kohlgraf provided updates on the fly-in, noting there have not been any surprises.

b. Airport Lease Agreement: The Board resumed review of the leases that was tabled during the July 12, 2022 meeting, starting at Page 5, *b. City Remedies (1)*.

During discussion of insurance-related issues and potential lawsuits, J. Anderson requested staff consult the city attorney regarding personal injury or liability for any incidents that may occur in the airport hangars.

The following items were suggested for amendments to the airport lease agreement:

Page 7, 16. *Insurance a. (2)*. The board consensus was to strike the first sentence of this subsection. The subsection will now read as, "At all times during the Term of this Lease, Tenant shall keep all personal property of Tenant located on the Leased Premises, including all aircraft, insured with all risks coverage subject to named exclusions."

Page 7, 16. *Insurance a. (3) first paragraph*. The board consensus was to strike the first sentence. The subsection will now read as, "General Liability Insurance on an

“occurrence” rather than on a “claims made” basis, with a total combined policy limit of not less than \$1,000,000, which policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury and Contractual Liability (applying to this Lease), or an equivalent form (or forms), so long as such equivalent form (or forms) affords coverage which is at least as broad as the above.”

Page 7, 16. *Insurance a. (3) second paragraph.* The board discussed making it easier for city staff to manage insurance documentation by replacing *“Tenant shall deliver to City on the Commencement Date of this Lease and on each Anniversary Date thereafter insurer certified copies of such policies...”* with *“Tenant shall deliver to City on the Commencement Date of this Lease and annually during each month of January thereafter insurer certified copies of such policies...”*

Page 8, 16. *Insurance c.* The board consensus was to add the word *“building”* in the first sentence to read *“For any building construction on the Premise...”*

Page 8, 17. *Transferring, Selling and Subletting. a.* Salmonson suggested this subsection needed a timeline in order to be enforceable; the board concurred to add the words *“within 60 days”* so the last sentence reads: *“Failure to notify the City of the transaction and/or failure of the new owner to enter into a lease agreement with the City within 60 days shall be sufficient grounds for terminating this Lease without obligation of the City to the Tenant or new owner.”*

Page 9, 17. *Transferring, Selling and Subletting. b.(5).* The board concurred to strike subsection (5) entirely.

Page 9, 17. *Transferring, Selling and Subletting. b.(6).* The board concurred to strike subsection (6) entirely.

Page 9, 18. *Right of Entry.* Following discussion regarding amount of time and notice given to tenants, the board requested removing *“provide Tenant with a 24-hour notice of such entry”* and re-writing this paragraph to read: *“The City reserves the right to enter upon the Premises and any building on the Premises for the purpose of inspection providing reasonable efforts made to provide the tenant with notice (up to three months), unless the City determines that an emergency situation warrants entry with less notice.”*

MOTION was made by Salmonson, seconded by Kastenbauer, and unanimously carried to table the remaining lease agreement review, starting with page 9, to confirm the revised wording of Section 18, then continue with Section 21. *Laws, Rules and Regulations. a.* during a special meeting of the airport board at 5 p.m. Tuesday, August 16, 2022.

6. New Business:

- a. No new business

7. Reports

- a. Staff: Kohlgraf reported waiting on airport projects including the fuel system, blacktopping and other misc.
- b. Committee members: No reports were given.

8. Adjournment: MOTION made by Kastenbauer, seconded by J. Anderson, and unanimously carried to adjourn the Airport Board meeting at 6:07 p.m.

A special meeting of the Airport Board was scheduled for 5 p.m. Tuesday, August 16, 2022, in the Mora City Hall council chambers.

Commission Chair

Attest: _____
Kirsten Faurie, Community
Development Director

DRAFT

City of Mora Planning Commission
Minutes
August 8, 2022 – 5:30 pm
Mora City Hall

Commission Chair Jake Mathison called to order the regular meeting of the Planning Commission at 5:30 p.m. Tuesday, August 8, 2022, in the Mora City Hall council chambers.

2. Roll call:

Commissioners present: Jake Mathison, Sheldon Shepard, and Lance Strande

Commissioners absent: Sara Treiber

Staff present: Glenn Anderson, Caleb Christenson, Kirsten Faurie

3. Adopt Agenda: MOTION made by Shepard, seconded by Strande and unanimously carried to adopt the agenda as presented.

4. Approval of Minutes: MOTION made by Shepard, seconded by Strande and unanimously carried to approve the June 13, 2022 minutes.

5. Open Forum: No one spoke during open forum

6. Old Business: None

7. Public Hearings:

a. **551 Wood St. S Roof Mounted Solar System:** At 5:34 p.m. Mathison opened the public hearing to consider a request for a Conditional Use Permit to allow a Solar Energy System to be located at 551 Wood St./First Presbyterian Church.

Jerry Lilyerd spoke in support installation of the solar panels and clean energy.

Randy Terpstra also spoke in support of the project.

Mathison closed the public hearing at 5:35 p.m.

b. **601 McLean St. Roof Mounted Solar System:** At 5:35 p.m. Mathison opened the public hearing to consider a request for a Conditional Use Permit to allow a Solar Energy System to be located at 601 McLean St.

Randy Terpstra and Jerry Lilyerd spoke in support.

Mathison closed the public hearing at 5:36 p.m.

8. New Business:

a. **Conditional Use Permit: 551 Wood St. S/First Presbyterian Church Solar Project:** MOTION made by Shepard, seconded by Strande and unanimously carried to approve RESOLUTION NO. PC2022-808-1 recommending approval of a conditional use permit allowing a solar energy system to be located at 551 Wood St. S

b. **Conditional Use Permit: 601 McLean St. Roof Mounted Solar System:** MOTION made by Strande, seconded by Shepard and unanimously carried to approve RESOLUTION NO. PC2022-808-2 1 recommending approval of a conditional use permit allowing a solar energy system to be located at 601 McLean St.

9. Verbal Reports: Staff and commissioners discussed future goals and ideas regarding increasing area childcare capacity, housing and business development.

10. Adjournment: MOTION made by Strande, seconded by Mathison, and unanimously carried to adjourn the Planning Commission meeting at 6:14 p.m.

The next regular meeting of the Planning Commission is scheduled for 5:30 p.m. Monday, September 12, 2022.

**City of Mora Planning Commission
Minutes
August 8, 2022 – 5:30 pm
Mora City Hall**

Minutes prepared and submitted by Kirsten Faurie

Commission Chair

Attest: _____
Kirsten Faurie,
Community Development Director

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

August 2, 2022

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

1. Call to Order. Vice Chair Holcombe called the meeting to order at 6:10 p.m.
2. Roll Call. Alison Holland - present
Steven Holcombe – present
Sam Pioske – absent
Curt Sammann – absent
Kyle Sheppard – present
3. Adopt Agenda. Motion by Shepard, second by Holland to adopt the August 2, 2022 meeting agenda as presented. All present voted aye. Motion carried.
4. Minutes. Motion by Holland, second by Shepard to approve the July 12, 2022 meeting minutes as presented. All present voted aye. Motion carried.
5. Open Forum. No one came forward to open forum.
6. Fall Fest. Krie went over the attached Event Details as of August 2, 2022. The event will take place on September 24, 2022 at the Library Park from 12pm-4pm. We had a good discussion by the board on updated activities, entertainment, food vendors, sponsors, and marketing. Krie shared things are moving forward for the BBQ cookoff and will be running a separated ad to promote this event along with the Fall Fest Ad. This event will start at 2pm which will leave opportunities for food trucks and food vendors. Two board members also volunteered to be judges for the event. Discussion was then moved to who might oversee the Moonwalk Obstacle Course. Donations are going very well and really appreciate all the sponsors that are helping to make this event possible. On marketing it was shared to try the backpack flyer at the school plus KBEK if possible, plus other media outlets besides the posters and ad in the newspaper, another possibility would be Facebook. Ad in the newspaper was discussed and what options were available. This discussion was tabled and will continue in the months ahead.
7. Reports.
 - a. Sheppard: No reports.
 - b. Holcombe: No reports.
 - c. Holland: No Reports.

- d. Kohlgraf: Inspection on Parks, looking to get Kids Kingdom sealed. Fair went good with cleanup. Ordering some additional benches, but on backorder. Dog park going good looking at getting water in.
- e. Krie: Complaint from person on dogs running with no lease on the outside of dog park. Pool season coming to a close. No new news on the grant going through DNR. Music in the Park two concerts since last meeting, good turnout for Music in the Park. Mora Rocks the Park going well had Bike Safety and Gaga Ball at Kids Kingdom. Fall Fest ad close to being complete.

8. Adjournment. Motion by Sheppard, second by Holland to adjourn the meeting. All present voted aye. Meeting adjourned at 6:42p.m.

Sam Pioske, Chair

Jeff Krie, Secretary

DRAFT