



City of Mora  
Kanabec County, Minnesota  
Meeting Agenda  
City Council

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

Tuesday, October 17, 2023

6:30 PM

Mora City Hall

**1. Call to Order/ Pledge of Allegiance**

**2. Roll Call**

**3. Adopt Agenda** *addition of items 8c and 8d*

**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. *Meeting Minutes - September 19, 2023*
- b. *Claims - September 2023*
- c. *Special Event permit- Dala Dazzle*
- d. *Restricted Donations – Resolution No. 2023-1021*
- e. *Offer of Employment – Jeffrey Quale Heavy Equipment Operator*
- f. *Conditional Use Permit – Solar - Resolution No. 2023-1022*
- g. *Tobacco License – Family Dollar*
- h. *3.2 Off Sale License – Family Dollar*

**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. *Fire Relief Association Audit Update*

**7. Public Hearings**

- a. None

**8. New Business**

- a. Airport Taxilane Pay Request #1
- b. VOTER Account Agreement Kanabec County Resolution No. 2023-1023
- c. **Mora Municipal Airport Grant - Triggering Event Master Plan Resolution No. 2023-1024**
- d. **Permit Fees - Veteran Memorial American Legion Post #201**

**9. Old Business**

- a. 9<sup>th</sup> Street Turn Lane Update – SEH
- b. Snake River Trail Connection Update
- c. Dual Role Employee, MN Wage Theft, and FLSA

**10. Communications**

- a. KCSO Monthly Report – September 2023
- b. Planning Commission Meeting Minutes

**11. Reports**

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

**12. Adjournment**



Pursuant to due call and notice thereof Mayor Jake Mathison called to order the regular meeting of the Mora City Council at 6:30 p.m. on Tuesday, September 19, 2023 in the City Hall Council Chambers.

1. **Call to Order/Pledge of Allegiance:** 6:30PM
2. **Roll Call:** Mayor Mathison, Councilmembers Jody Anderson, Kyle Shepard, Sadie Broekemeier and Dave Youngquist.

**Staff Present:** Glenn Anderson City Administrator, Natasha Segelstrom Administrative Services Director, Joe Kohlgraf Public Works Director, Mandi Yoder Human Resources, Community Development Director Kirsten Faurie and Kelly Christianson Accountant.

3. **Adopt Agenda:** MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to adopt the agenda with correction to item 8a noting the spelling as Rowland Road, item 9b would be the Airport Taxi lane Reconstruction Contract Supplemental Conditions and item 9f would be the 2024 Preliminary Budget / Tax levy Resolution No. 2023-922.
4. **Consent Agenda:** MOTION made by Shepard, seconded by Broekemeier, and unanimously carried to approve the consent agenda as presented.
  - a. Regular Meeting Minutes – August 15, 2023
  - b. Regular Meeting Minutes – September 5, 2023
  - c. Claims – August 2023
  - d. Accept Donations Resolution No. 2023-921
  - e. Gambling Permit – Pheasants Forever
  - f. Massage Therapy Business License – Asolare Yoga & Wellness LLC
  - g. Assessment Contract – Kanabec County Assessor’s Office
  - h. Mobile Food Unit - Coffee on Wheels
  - i. Resignation - Mechanic

5. **Open Forum:** Barb Rische of 960 Maple Avenue East asked the Council for an update on the commercial vehicle traffic on her street. She stated there were two signs placed on each end of Maple Avenue East and that one semi-truck had traveled down her street. Reich explained that between September 13-18 there were four semi-trucks that had traveled through to the industrial park. Mathison explained that the Planning Commission had reviewed the concern and the potential of an ordinance and this would be discussed later at the City Council meeting.

Rische brought up additional concern with the cleanup activity and scrap yard on Maple Avenue East and an unattended fire that the fire department responded to. Glenn Anderson explained he had been in contact with the property owner and that the contract for cleanup would conclude within the month.

**6. Special Business:**

- a. **Schooly Mitchell Agreement Proposal-** Nick Vetrano of School Mitchell presented to the Council services that could assist with cost savings. He further explained the business would review service agreements in place with the city to ensure there were no billing errors, reviewed the whole marketplace and ensured the best cost from vendors was presented. Vetrano explained that there was no cost to the city, and that 50% of the savings the city received would be the payment for Schooly Mitchell. It was further explained that the savings for the City of Mora had been negotiated so that 30% of the savings could be paid if the Council were to move forward with the proposal. MOTION made by Shepard, seconded by Anderson, and unanimously carried to table the discussion for the proposal with Schooly Mitchell. Broekemeier suggested that the City obtain references from other cities.
  
- b. **Policy Review:** Mandi Yoder explained that the City was recruiting a Heavy Equipment Operator and that there had been two applicants for the position who were also in the Mora Area Fire Department. Yoder explained the past practice for employees who wanted to become firefighters and the challenges faced with Fair Labor and Standards Act overtime laws, and Minnesota Wage Theft law. The past practice did not allow hourly non-exempt employees to be on the Fire Department due to the unknown impact to the City and Fire Department's Budget and adherence to Labor Laws. Yoder further explained that there had been interest amongst staff members within the past three years and the employee was not able to become a firefighter due to the impact and if the city were to permit the dual employment now, it could be perceived as favoritism, decrease morale and possible claims of discrimination. Councilmember Anderson noted that it could also improve morale by showing the changes within the city. Kohlgraf explained that there were other Cities who had full time employees serve as firefighters, however, was unable to obtain information.

It was further suggested that if the Council were interested in allowing full time non-exempt staff as firefighters, the change could be explained that the previous policy was not the direction the Council wanted to forward with in the future with new Council.

Further discussion on the challenges that could be faced with that dual employees with Public Works were discussed and that it could create a conflict if there were a fire call and staff were working on a project or long extended hours operating heavy equipment. The Council also discussed the benefit it had to the employees and the community by having them serve on the fire department.

The consensus amongst the City Council was to table the discussion and directed staff to look at former administration notes for hourly employee and the being members of the fire department, along with reaching out to other cities to see how the dual employees were paid.

7. **Public Hearings:** There were no public hearings.
8. **New Business:**
  - a. **Land Purchase Rowland Road:** Glenn Anderson brought forward a prospective land purchase along Rowland Road. The item was tabled for discussion due to the property owner not being in attendance.
  - b. **Schubert & Hoey Sign Lease:** The Council reviewed the lease agreement with Schubert & Hoey Outdoor Advertising, Inc. for a sign on Highway 23 East, on city property. The Council discussed the terms of the lease agreement and questioned whether the rate was sufficient. The lease term outlined a ten-year term. The first five years rent would increase to \$325.50 annually and increase an additional 5% following. The consensus was that the lease term be shortened to five years at the new rate of \$325.50 and review later at the end of the lease. MOTION made by Shepard, seconded by Anderson and unanimously carried to approve the lease for five years and reflect an annual lease amount of \$325.50.
9. **Old Business:**
  - a. **100 Union Street S Building Lease – Vasaloppet USA:** The City Council approved the lease agreement with Vasaloppet, Inc. for the building space at 100 Union Street S. The term of the new lease will be one year term with dates beginning 9/1/2023-8/31/2024. The rent will be \$220.50 per month for the term of the lease. MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to approve the 100 Union Street S Building Lease – Vasaloppet USA.
  - b. **Airport Taxilane Reconstruction Contract Supplemental Conditions:** The City Council approved the updated language per the recommendations of the City Attorney so the project could move forward. MOTION made by Anderson, seconded by Youngquist, and unanimously approved to approve the Airport Taxilane Reconstruction contract Supplemental Conditions.
  - c. **Planning Commission Recommendation East Maple Avenue:** Community Development Director Kirsten Faurie brought forward the recommendation of the Planning Commission regarding the commercial vehicle traffic on East Maple Avenue. Per the Planning Commission, the consensus was that the goal could be met through other means to reduce the volume of commercial vehicle traffic without drafting an Ordinance and re-evaluate if the goal had not been met. The Planning Commission had three recommendations: to install truck route signs to encourage commercial trucks to travel through Highway 23 and Highways 65 towards the industrial park; have City staff reach out to Commercial Plastics change their mailing address to Industrial Road versus Maple Avenue; staff communicate directly to the Industrial Park businesses.

It was suggested that the Post Office reach out for an address change, Kohlgraf explained that Commercial Plastics needed to initiate the change, not the City. He

further explained he had reached out to Commercial Plastics and was waiting for a response, but the contact was out of the office for a short period of time and waiting for a reply.

MOTION made by Shepard, seconded by Broekemeier, and unanimously carried to approve the Planning Commission's recommendation to reduce commercial vehicle traffic on Maple Avenue East.

- d. **Project Updates memo -SEH:** Kohlgraf provided an update on 9<sup>th</sup> Street Turn Lane. The contractors were behind schedule on the sub grading and there would be a meeting the following week. The Snake Rive Bridge Trail Connection construction would start at the beginning of October. The Outlet Pipe construction was planned for 2025 and there were no further updates. Utility extension would take place for Recovering Hope Treatment Center and permits were completed for the water and sewer from the state of Minnesota.
- e. **AFP #1 for the Turn Lane Project-** The City Council reviewed payment request #1 for ACM Contracting for the 9<sup>th</sup> Street Turn Lane Project. MOTION made by Shepard, seconded by Youngquist, and carried to approve pay request #1 for \$79,676.89.
- f. **2024 Preliminary Budget Proposal:** Administrative Services Director Segelstrom presented the 2024 Preliminary Budget. The budget reflected a 22.12% increase over the 2023 tax levy. She explained this was the preliminary budget and the City must certify by the end of September. Significant changes to the expenditure included removal of Pickleball Court, decrease in the proposed City Council wage increase by 50% and reinstated budget cuts for street department maintenance- labor and materials. Changes to the Capital Improvement Plan remove Pickleball Court from 2024 CIP

The Council discussed the levy increase and the impact on households in the City and the increases that occurred from one year to the next and questioned the benefit to the taxpayers. It was further discussed that the household impact for a home valued at \$250,000 was an annual increase of \$118.00. Shepard explained that previous Council's had eliminated the Capital Improvement Plan, cut the budget and the costs have increased over time.

Councilmember Anderson expressed concern with the pre-liminary budget, and that the reduction was not significant enough. Broekemeier explained the burden the levy would have on taxpayers and that many people and businesses were catching up from the COVID-19 pandemic.

MOTION made by Shepard seconded by Youngquist, opposed by Anderson and Broekemeier and carried 3-2 to approve the following Resolution:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA  
APPROVING THE 2024 PRELIMINARY TAX LEVY  
(see attached resolution)

**10. Communications:**

The City Council reviewed the monthly communications.

- a. KCSO Monthly Report – August
- b. Planning Commission Meeting Minutes
- c. Airport board Meeting Minutes
- d. Park Board Meeting Minutes
- e. Annual Top 10 Employers Survey

**11. Boards and Commission Reports**

- a. City Administrator: Noted that Building Official Christensen was now licensed for commercial inspection.
- b. Councilmember Anderson: Nothing new to report.
- c. Councilmember Broekemeier: Heard good things about the Fly-In.
- d. Councilmember Shepard: Thanked staff for working on the budget and enjoyed the budget committee meetings.
- e. Councilmember Youngquist: Discussed the learning process with the budget committee and noted that staff has done everything to be reasonable with the budget.
- f. Mayor Mathison: Nothing new to report.

**12. Adjournment:** MOTION by Shepard, seconded by Broekemeier, and unanimously carried to adjourn the meeting at 8:31 p.m.

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Mayor

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City Clerk





**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:
Mary Olson	4 Umbrella Bases	Donation to the Mora Aquatic Center (valued at \$96.00)
Protective Services	HS190 Mini Drone	Donation to 2023 Fly-In for prize (valued at \$50.00)
North Country Bottle Shop	\$250.00	2023 Fall Fest
Spire Credit Union	\$500.00	2023 Fly In

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

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

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

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

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

Voting for the Resolution:..... Youngquist, Anderson, Shepard, Broekemeier, Mathison  
Voting Against the Resolution: ..... none  
Abstained from Voting:..... none  
Absent:..... none

Motion carried and resolution adopted this 19th day of September 2023.

ATTEST: [Signature]  
\_\_\_\_\_  
Natasha Segelstrom, City Clerk/Treasurer

[Signature]  
Jake Mathison, Mayor



RESOLUTION NO. 2023-922

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA  
APPROVING THE 2024 PRELIMINARY TAX LEVY**

BE IT RESOLVED by the City Council of the City of Mora, Kanabec County, Minnesota that the following sums of money be levied upon taxable property in the City of Mora for taxes payable in 2024 for the following purposes:

**NET TAX CAPACITY BASED LEVIES**

General Revenue	1,475,043
Debt Service	357,800
Fire	0
Other <i>tax abatement</i>	4,000
TOTALS	1,836,843

**MARKET VALUE BASED LEVIES**

Debt Service	0
Capital Improvements	0
Debt Service	0
TOTALS	0

The foregoing resolution was introduced and moved for adoption by Council Member Shepard and seconded by Council Member Youngquist

Voting for the resolution: ..... Shepard, Youngquist, Mathison  
Voting against the resolution:..... Anderson, Brockmeier  
Abstained from voting: ..... none  
Absent: ..... none

Motion carried and resolution adopted this 19th day of September, 2023.

  
Jake Mathison, Mayor

ATTEST:   
\_\_\_\_\_  
Natasha Segelstrom, City Clerk



**CITY OF MORA**  
**CHECK LIST-COUNCIL**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001473 MSRS						
001473	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$1,215.24
						\$1,215.24
001474 MSRS						
001474	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$840.00
						\$840.00
001475 MSRS						
001475	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$815.00
						\$815.00
001476 TASC-TOTAL ADMIN SERVICE COOP						
001476	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$1,101.00
001476	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYER CONTR	\$1,200.00
001476	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$346.48
001476	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$346.16
						\$2,993.64
001477 MN DEPT OF REVENUE						
001477	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE WITHHO	\$3,129.59
						\$3,129.59
001478 US TREASURY - IRS						
001478	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FED W/H	\$5,166.41
001478	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$9,417.10
001478	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$2,202.42
						\$16,785.93
001479 MSRS						
001479	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$1,218.13
						\$1,218.13
001480 MSRS						
001480	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$840.00
						\$840.00
001481 MSRS						
001481	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$815.00
						\$815.00
001482 TASC-TOTAL ADMIN SERVICE COOP						
001482	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$346.16
001482	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$346.48
001482	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$1,201.00
						\$1,893.64
001483 MN DEPT OF REVENUE						
001483	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE W/H	\$3,036.10
						\$3,036.10
001484 US TREASURY - IRS						
001484	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$5,092.49
001484	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$9,600.40
001484	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$2,245.26
						\$16,938.15

**CITY OF MORA**  
**CHECK LIST-COUNCIL**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001485 MN DEPT OF REVENUE						
001485	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	MAFD Q3 PAYROLL ST W	\$10.00
001485 MN DEPT OF REVENUE						\$10.00
001486 US TREASURY - IRS						
001486	US TREASURY - IRS	GENERAL FUN		State Withholding	MAFD Q3 PAYROLL FED	\$50.00
001486	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	MAFD Q3 PAYROLL SOC	\$1,072.46
001486	US TREASURY - IRS	GENERAL FUN		Medicare	MAFD Q3 PAYROLL MEDI	\$250.92
001486 US TREASURY - IRS						\$1,373.38
001487 TSYS						
001487	TSYS	LIQUOR FUND	LIQUOR STOR	Payment Processin	MONTHLY LIQ STORE CR	\$14,764.74
001487 TSYS						\$14,764.74
001489 MORA MUNICIPAL UTILITIES						
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Storm Water	UTILITIES	\$13.69
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Sewer	UTILITIES	\$41.72
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Water	UTILITIES	\$141.62
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Electricity	UTILITIES	\$402.68
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Sewer	UTILITIES	\$50.35
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Storm Water	UTILITIES	\$13.69
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Electricity	UTILITIES	\$450.64
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Water	UTILITIES	\$40.80
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	STREETS	Electricity	UTILITIES	\$133.13
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	STREET LIGH	Electricity	UTILITIES	\$2,152.38
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Storm Water	UTILITIES	\$25.23
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Electricity	UTILITIES	\$205.55
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Sewer	UTILITIES	\$41.72
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Water	UTILITIES	\$35.27
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Electricity	UTILITIES	\$3,744.74
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Water	UTILITIES	\$899.97
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Sewer	UTILITIES	\$343.77
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Storm Water	UTILITIES	\$16.59
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Electricity	UTILITIES	\$124.90
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Storm Water	UTILITIES	\$39.66
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Water	UTILITIES	\$71.23
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Sewer	UTILITIES	\$83.44
001489	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Storm Water	UTILITIES	\$103.07
001489	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Sewer	UTILITIES	\$33.09
001489	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Water	UTILITIES	\$31.48
001489	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Electricity	UTILITIES	\$310.86
001489	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Water	UTILITIES	\$36.74
001489	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Storm Water	UTILITIES	\$19.77
001489	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Electricity	UTILITIES	\$18.03
001489	MORA MUNICIPAL UTILIT	DOWNTOWN-F	CAPITAL PROJ	Capital Outlay	UTILITIES	\$13.69
001489	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Storm Water	UTILITIES	\$18.03
001489	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Sewer	UTILITIES	\$41.72
001489	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Water	UTILITIES	\$41.69
001489 MORA MUNICIPAL UTILITIES						\$9,740.94
001491 REVTRAK						
001491	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	\$3.77
001491	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	\$9.95
001491 REVTRAK						\$13.72

**CITY OF MORA**  
**CHECK LIST-COUNCIL**

10/12/23 9:33 AM  
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001492 TSYS						
001492	TSYS	LIQUOR FUND	LIQUOR STOR	Rentals	MONTHLY CREDIT CARD	\$80.37
001492 TSYS						
						\$80.37
001494 MN DEPT OF REVENUE						
001494	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX PYMT	\$2.00
001494	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX PYMT	\$41,055.00
001494	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Telephone	SALES & USE TAX PYMT	\$3.00
001494	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Garbage Removal	SALES & USE TAX PYMT	\$17.00
001494	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	SALES & USE TAX PYMT	\$2.00
001494	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SALES & USE TAX PYMT	\$2.00
						\$41,081.00
001494 MN DEPT OF REVENUE						
001496 HIBU						
001496	HIBU	LIQUOR FUND	LIQUOR STOR	Advertising	LIQUOR STORE WEBSITE	\$190.00
001496 HIBU						
						\$190.00
001497 NEIGHBORHOOD NATIONAL BANK						
001497	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	MONTHLY RETURNED CH	\$10.00
001497 NEIGHBORHOOD NATIONAL BANK						
						\$10.00
060687 EAST CENTRAL CHURCH SOFTBALL LEAGUE						
060687	EAST CENTRAL CHURCH S	GENERAL FUN		Deposits	JC BALLFIELD KEY DEPO	-\$50.00
060687 EAST CENTRAL CHURCH SOFTBALL LEAGUE						
						-\$50.00
060825 AMAZON CAPITAL SERVICES						
060825	AMAZON CAPITAL SERVIC	GENERAL FUN	MAYOR & CO	Miscellaneous	RETURNED TABLET REST	\$44.85
060825	AMAZON CAPITAL SERVIC	GENERAL FUN	MAYOR & CO	Small Tools & Equi	RETURNED TABLET - JO	-\$299.00
060825	AMAZON CAPITAL SERVIC	GENERAL FUN	ADMINISTRAT	Meetings, Training,	HOMERUN LEADERSHIP	\$22.33
060825	AMAZON CAPITAL SERVIC	GENERAL FUN	FINANCE	Meetings, Training,	HOMERUN LEADERSHIP	\$20.00
060825	AMAZON CAPITAL SERVIC	GENERAL FUN	AQUATIC CEN	Small Tools & Equi	SUMP PUMP	\$226.88
060825	AMAZON CAPITAL SERVIC	GENERAL FUN	AQUATIC CEN	Other Operating Su	CANOPY TENTS & SANDB	\$236.87
060825	AMAZON CAPITAL SERVIC	FIRE FUND	FIRE	Office Supplies	OFFICE SUPPLIES	\$79.42
						\$331.35
060825 AMAZON CAPITAL SERVICES						
060826 BELLBOY CORPORATION						
060826	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$690.00
060826	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,367.95
060826	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$90.00
060826	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$776.00
						\$5,923.95
060826 BELLBOY CORPORATION						
060827 BERGANKDV, LTD						
060827	BERGANKDV, LTD	GENERAL FUN	FINANCE	Professional Servic	2022 STATE REPORTING	\$750.00
060827	BERGANKDV, LTD	GENERAL FUN	FINANCE	Auditing	2022 AUDIT - FINAL PAY	\$3,145.00
060827	BERGANKDV, LTD	LIQUOR FUND	LIQUOR STOR	Auditing	2022 AUDIT - FINAL PAY	\$1,785.00
						\$5,680.00
060827 BERGANKDV, LTD						
060828 BERNICK COMPANIES						
060828	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$631.82
060828	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$146.50
060828	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$10,097.40
						\$10,875.72
060828 BERNICK COMPANIES						
060829 BREAKTHRU BEVERAGE						

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060829	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,998.92
060829	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,040.00
060829	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$281.69
060829 BREAKTHRU BEVERAGE						\$11,320.61
060830 C & L DISTRIBUTING						
060830	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$781.90
060830	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$44.75
060830 C & L DISTRIBUTING						\$826.65
060831 CRAWFORDS EQUIPMENT INC						
060831	CRAWFORDS EQUIPMENT	GENERAL FUN	STREETS	Repair/Maint - Bldg	SKIDSTEER WINDOW RE	\$2,273.60
060831 CRAWFORDS EQUIPMENT INC						\$2,273.60
060832 DAHLHEIMER DIST CO						
060832	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$275.00
060832	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$804.55
060832	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$28,435.95
060832 DAHLHEIMER DIST CO						\$29,515.50
060833 EAST CENTRAL CHURCH SOFTBALL LEAGUE						
060833	EAST CENTRAL CHURCH S	GENERAL FUN		Deposits	TOURNAMENT KEY DEPO	\$50.00
060833 EAST CENTRAL CHURCH SOFTBALL LEAGUE						\$50.00
060835 EHLERS & ASSOCIATES						
060835	EHLERS & ASSOCIATES	GENERAL FUN	FINANCE	Professional Servic	2023 CONTINUING DISC	\$3,800.00
060835 EHLERS & ASSOCIATES						\$3,800.00
060836 ERICKSON, KELLY						
060836	ERICKSON, KELLY	GENERAL FUN	HUMAN RESO	Meetings, Training,	MILEAGE TO SAFETY ME	\$31.88
060836 ERICKSON, KELLY						\$31.88
060837 IN THE SWIM						
060837	IN THE SWIM	GENERAL FUN	AQUATIC CEN	Capital Outlay	WHITE POOL PAINT	\$3,409.69
060837 IN THE SWIM						\$3,409.69
060838 JOHNSON BROTHERS LIQUOR						
060838	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,815.63
060838	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$15,955.94
060838	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$372.80
060838 JOHNSON BROTHERS LIQUOR						\$19,144.37
060839 MCDONALD DIST CO						
060839	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$2,574.50
060839	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$29,327.80
060839	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$344.90
060839	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$498.04
060839 MCDONALD DIST CO						\$32,745.24
060840 MCFOA REGION II						
060840	MCFOA REGION II	GENERAL FUN	FINANCE	Meetings, Training,	MUNICIPAL CLERK TRNG	\$20.00
060840	MCFOA REGION II	GENERAL FUN	FINANCE	Meetings, Training,	MUNICIPAL CLERK TRNG	\$25.00
060840	MCFOA REGION II	GENERAL FUN	HUMAN RESO	Meetings, Training,	MUNICIPAL CLERK TRNG	\$20.00
060840 MCFOA REGION II						\$65.00
060841 PAUSTIS WINE COMPANY						



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060841	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,871.00
060841	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$132.00
060841 PAUSTIS WINE COMPANY						\$3,003.00
060842 PHILLIPS WINE & SPIRITS						
060842	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$542.05
060842	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,715.60
060842	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,955.11
060842 PHILLIPS WINE & SPIRITS						\$12,212.76
060843 SOUTHERN GLAZERS OF MN						
060843	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$743.49
060843	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$3,705.23
060843 SOUTHERN GLAZERS OF MN						\$4,448.72
060844 TR COMPUTER SALES, LLC						
060844	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Capital Outlay	SERVER	\$8,484.50
060844 TR COMPUTER SALES, LLC						\$8,484.50
060845 VINOCOPIA, INC						
060845	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$98.00
060845	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$666.00
060845	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$132.00
060845 VINOCOPIA, INC						\$896.00
060846 WINE MERCHANTS						
060846	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$142.48
060846 WINE MERCHANTS						\$142.48
060847 YODER, MANDI						
060847	YODER, MANDI	GENERAL FUN	HUMAN RESO	Meetings, Training,	MILEAGE - SAFETY COM	\$98.76
060847 YODER, MANDI						\$98.76
060848 AFSCME						
060848	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$561.77
060848 AFSCME						\$561.77
060849 EQUITABLE FINANCIAL						
060849	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$30.00
060849 EQUITABLE FINANCIAL						\$30.00
060850 MISSIONSQUARE						
060850	MISSIONSQUARE	GENERAL FUN		ICMA	MISSION SQ 457b	\$60.00
060850	MISSIONSQUARE	GENERAL FUN		ICMA	MISSION SQ ROTH IRA	\$100.00
060850 MISSIONSQUARE						\$160.00
060851 NCPERS GROUP LIFE INS						
060851	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	NCPERS - LIFE	\$304.00
060851 NCPERS GROUP LIFE INS						\$304.00
060852 PERA - MN ST TREASURER						
060852	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,849.25
060852	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,849.25
060852	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$746.04
060852 PERA - MN ST TREASURER						\$10,444.54
060853 ACM LLC						

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060853	ACM LLC	HWY 65 & 9TH	CAPITAL PROJ	Capital Outlay	LEFT TURN LANE HWY 6	\$79,676.89
060853 ACM LLC						\$79,676.89
060854 AMAZON CAPITAL SERVICES						
060854	AMAZON CAPITAL SERVIC	GENERAL FUN	HUMAN RESO	Small Tools & Equi	FAN FOR MANDI'S OFFIC	\$30.99
060854	AMAZON CAPITAL SERVIC	GENERAL FUN	STREETS	Repair/Maint - Bldg	EAR PLUGS	\$77.98
060854	AMAZON CAPITAL SERVIC	GENERAL FUN	PARKS	Repair/Maint - Bldg	SPRINKLER SYSTEM VAL	\$52.89
060854	AMAZON CAPITAL SERVIC	GENERAL FUN	PARKS	Repair/Maint - Bldg	BROOM GEAR BOX SEALS	\$35.06
060854	AMAZON CAPITAL SERVIC	GENERAL FUN	PARKS	Small Tools & Equi	LIBRARY PARK STORAGE	\$248.58
060854 AMAZON CAPITAL SERVICES						\$445.50
060857 CENTRAL MN HOUSING PARTNERSHIP						
060857	CENTRAL MN HOUSING P	SMALL CITIES	SCDP REHABI	Contract Services	SCDP GRANT ADMIN FEE	\$3,612.75
060857 CENTRAL MN HOUSING PARTNERSHIP						\$3,612.75
060858 COUNTRY CONSTRUCTION LLC						
060858	COUNTRY CONSTRUCTIO	GENERAL FUN	STREETS	Repair/Maint - Bldg	CONCRETE CURB - FAIR	\$1,500.00
060858	COUNTRY CONSTRUCTIO	GENERAL FUN	GARAGE	Repair/Maint - Bldg	CONCRETE PAD BEHIND	\$1,750.00
060858 COUNTRY CONSTRUCTION LLC						\$3,250.00
060859 DEARBORN LIFE INSURANCE CO						
060859	DEARBORN LIFE INSURAN	GENERAL FUN		Life Insurance	OCTOBER GROUP LIFE I	\$318.55
060859 DEARBORN LIFE INSURANCE CO						\$318.55
060860 DEGERSTROM & SONS CONSTRUCTION LLC						
060860	DEGERSTROM & SONS CO	SMALL CITIES	SCDP REHABI	Contract Services	SCDP - BERGLOFF	\$23,140.00
060860 DEGERSTROM & SONS CONSTRUCTION LLC						\$23,140.00
060861 DELTA DENTAL						
060861	DELTA DENTAL	GENERAL FUN		Delta Dental	OCT 2023 GROUP DENTA	\$1,022.23
060861 DELTA DENTAL						\$1,022.23
060862 DLT SOLUTIONS, INC						
060862	DLT SOLUTIONS, INC	GENERAL FUN	PLANNING &	Dues & Subscriptio	ANNL AUTOCAD SOFTWA	\$225.93
060862 DLT SOLUTIONS, INC						\$225.93
060864 ENVIRONMENTAL HEALTH TESTING						
060864	ENVIRONMENTAL HEALTH	SMALL CITIES	SCDP REHABI	Contract Services	SCDP - LEAD RISK ASSM	\$385.00
060864	ENVIRONMENTAL HEALTH	SMALL CITIES	SCDP REHABI	Contract Services	SCDP - LEAD RISK ASSM	\$560.00
060864 ENVIRONMENTAL HEALTH TESTING						\$945.00
060865 HOMERUN LEADERSHIP LLC						
060865	HOMERUN LEADERSHIP L	GENERAL FUN	ADMINISTRAT	Meetings, Training,	LEADERSHIP TRAINING-	\$100.00
060865	HOMERUN LEADERSHIP L	GENERAL FUN	FINANCE	Meetings, Training,	LEADERSHIP TRAINING-	\$100.00
060865	HOMERUN LEADERSHIP L	GENERAL FUN	HUMAN RESO	Meetings, Training,	LEADERSHIP TRAINING-	\$100.00
060865 HOMERUN LEADERSHIP LLC						\$300.00
060867 KRONE, JULIE						
060867	KRONE, JULIE	LIQUOR FUND	LIQUOR STOR	Miscellaneous	STORE DECORATIONS R	\$75.70
060867 KRONE, JULIE						\$75.70
060869 MATTSON ELECTRIC OF MORA LLC						
060869	MATTSON ELECTRIC OF M	FIRE FUND	FIRE	Repair/Maint - Bldg	OUTSIDE SECURITY LIG	\$477.00
060869 MATTSON ELECTRIC OF MORA LLC						\$477.00
060872 SANITARY SYSTEMS						
060872	SANITARY SYSTEMS	GENERAL FUN	AIRPORT	Rentals	PORTABLE RESTROOM R	\$170.00

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060872	SANITARY SYSTEMS					\$170.00
060876	TASC-TOTAL ADMIN SERVICE COOP					
060876	TASC-TOTAL ADMIN SERV	GENERAL FUN	HUMAN RESO	Professional Servic	NOV 2023 FSA & HSA PA	\$37.43
060876	TASC-TOTAL ADMIN SERVICE COOP					\$37.43
060878	WHITE CAP, L.P.					
060878	WHITE CAP, L.P.	GENERAL FUN	STREETS	Repair/Maint - Bldg	FAST SETTING CONCRET	\$335.16
060878	WHITE CAP, L.P.					\$335.16
060879	YODER, MANDI					
060879	YODER, MANDI	GENERAL FUN	ADMINISTRAT	Meetings, Training,	HOMERUN LEADERSHIP	\$20.00
060879	YODER, MANDI					\$20.00
060880	BELLBOY CORPORATION					
060880	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$394.15
060880	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$560.00
060880	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$4,561.60
060880	BELLBOY CORPORATION					\$5,515.75
060881	BERNICK COMPANIES					
060881	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$472.74
060881	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$371.00
060881	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$12,882.34
060881	BERNICK COMPANIES					\$13,726.08
060882	BREAKTHRU BEVERAGE					
060882	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,288.00
060882	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,661.59
060882	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$60.22
060882	BREAKTHRU BEVERAGE					\$11,009.81
060883	C & L DISTRIBUTING					
060883	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	JUICE	\$60.00
060883	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$385.50
060883	C & L DISTRIBUTING					\$445.50
060884	DAHLHEIMER DIST CO					
060884	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$24,769.40
060884	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$565.30
060884	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$295.00
060884	DAHLHEIMER DIST CO					\$25,629.70
060885	EHLERS & ASSOCIATES					
060885	EHLERS & ASSOCIATES	GENERAL FUN	FINANCE	Professional Servic	2023 FINANCIAL MGMT P	\$1,656.25
060885	EHLERS & ASSOCIATES					\$1,656.25
060886	FREDDIES					
060886	FREDDIES	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	WINE TASTING CHEESE	\$94.03
060886	FREDDIES					\$94.03
060887	JOHNSON BROTHERS LIQUOR					
060887	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,832.77
060887	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,722.31
060887	JOHNSON BROTHERS LIQUOR					\$13,555.08
060888	MCDONALD DIST CO					

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060888	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	THC	\$334.76
060888	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$78.00
060888	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$23,595.60
060888	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$326.15
060888 MCDONALD DIST CO						\$24,334.51
060890 MN MUNICIPAL UTILITIES ASSN						
060890	MN MUNICIPAL UTILITIES	GENERAL FUN	HUMAN RESO	Professional Servic	2023 DRUG/ALCOHOL TE	\$455.00
060890 MN MUNICIPAL UTILITIES ASSN						\$455.00
060891 MOOSE LAKE BREWING CO						
060891	MOOSE LAKE BREWING C	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$112.00
060891 MOOSE LAKE BREWING CO						\$112.00
060892 MORA TRAVELING BASEBALL						
060892	MORA TRAVELING BASEB	GENERAL FUN		Deposits	JC BALLFIELD KEY DEPO	\$100.00
060892 MORA TRAVELING BASEBALL						\$100.00
060893 NORTH COUNTRY BOTTLE SHOP						
060893	NORTH COUNTRY BOTTLE	LIQUOR FUND	LIQUOR STOR	Office Supplies	MARKS, WHITEOUT, STA	\$12.86
060893	NORTH COUNTRY BOTTLE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	LAUNDRY, BATTERIES	\$10.11
060893	NORTH COUNTRY BOTTLE	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	GIFT CERT ENVELOPES,	\$11.39
060893	NORTH COUNTRY BOTTLE	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	WASHCLOTHS, FLOOR CL	\$24.85
060893	NORTH COUNTRY BOTTLE	LIQUOR FUND	LIQUOR STOR	Miscellaneous	STORE DECORATIONS &	\$40.70
060893 NORTH COUNTRY BOTTLE SHOP						\$99.91
060894 PAUSTIS WINE COMPANY						
060894	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,392.00
060894 PAUSTIS WINE COMPANY						\$1,392.00
060895 PETERSON FEED & SUPPLY						
060895	PETERSON FEED & SUPPL	GENERAL FUN	PARKS	Repair/Maint - Bldg	STRAW & CORN FOR FAL	\$269.59
060895 PETERSON FEED & SUPPLY						\$269.59
060896 PHILLIPS WINE & SPIRITS						
060896	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$88.96
060896	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,063.80
060896	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,220.67
060896 PHILLIPS WINE & SPIRITS						\$10,373.43
060897 PINE TECHNICAL COLLEGE						
060897	PINE TECHNICAL COLLEG	FIRE FUND	FIRE	Meetings, Training,	FFI/II, HAZMAT, TEXT B	\$4,950.00
060897 PINE TECHNICAL COLLEGE						\$4,950.00
060898 SANITARY SYSTEMS						
060898	SANITARY SYSTEMS	GENERAL FUN	PARKS	Rentals	FALL FEST PORTABLE RE	\$250.00
060898 SANITARY SYSTEMS						\$250.00
060899 SEH						
060899	SEH	GENERAL FUN	AIRPORT	Capital Outlay	2023 AIRPORT FUEL SYS	\$2,125.00
060899 SEH						\$2,125.00
060900 SOUTHERN GLAZERS OF MN						
060900	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$601.84
060900	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$7,197.73
060900 SOUTHERN GLAZERS OF MN						\$7,799.57

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060902 VINOCOPIA, INC						
060902	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$905.09
060902	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$474.91
						\$1,380.00
060903 WINE MERCHANTS						
060903	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$636.72
						\$636.72
060904 EQUITABLE FINANCIAL						
060904	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$30.00
						\$30.00
060905 MISSIONSQUARE						
060905	MISSIONSQUARE	GENERAL FUN		ICMA	MISSION SQ 457b	\$60.00
060905	MISSIONSQUARE	GENERAL FUN		ICMA	MISSION SQ ROTH IRA	\$250.00
						\$310.00
060906 PERA - MN ST TREASURER						
060906	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,700.21
060906	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,700.21
060906	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$723.14
						\$10,123.56
060907 PERA - MN ST TREASURER						
060907	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$1.93
060907	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$12.55
060907	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$12.55
						\$27.03
060908 CENTURYLINK						
060908	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	A/D BLDG PHONE	\$54.33
060908	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	FUEL PHONE	\$60.29
						\$114.62
060909 ELAN FINANCIAL SERVICES						
060909	ELAN FINANCIAL SERVICE	GENERAL FUN	ADMINISTRAT	Dues & Subscriptio	ARTIFICIAL INTELLIGEN	\$200.00
060909	ELAN FINANCIAL SERVICE	GENERAL FUN	FINANCE	Dues & Subscriptio	NOTARY RENEWAL FOR	\$120.00
						\$320.00
060910 HOLLIDAY, ZACHARY						
060910	HOLLIDAY, ZACHARY	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
						\$50.00
060911 KANABEC CO ATTORNEY						
060911	KANABEC CO ATTORNEY	GENERAL FUN	LEGAL	Legal Services	4TH QTR 2023 PROSECU	\$7,250.00
						\$7,250.00
060913 MORA FIRE RELIEF ASSN						
060913	MORA FIRE RELIEF ASSN	GENERAL FUN	FIRE	Fire Relief Pension	2023 SUPPLEMENTAL FIR	\$12,022.24
060913	MORA FIRE RELIEF ASSN	GENERAL FUN	FIRE	Fire Relief Pension	2023 FIRE RELIEF PENSI	\$66,113.25
						\$78,135.49
060915 SENTRY SYSTEMS INC						
060915	SENTRY SYSTEMS INC	LIQUOR FUND	LIQUOR STOR	Rentals	OCT-DEC 2023 MONITOR	\$163.68
						\$163.68

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060916 TR COMPUTER SALES, LLC						
060916	TR COMPUTER SALES, LL	GENERAL FUN	MAYOR & CO	Small Tools & Equi	JODY ANDERSON LAPTO	\$975.00
060916	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	MONTHLY MONITORING,	\$1,718.70
						\$2,693.70
060917 AMAZON CAPITAL SERVICES						
060917	AMAZON CAPITAL SERVIC	GENERAL FUN	INFORMATIO	Small Tools & Equi	BLISS MONITOR	\$75.96
060917	AMAZON CAPITAL SERVIC	GENERAL FUN	STREETS	Small Tools & Equi	PHONE CASES	\$26.45
						\$102.41
060918 DE LAGE LANDEN FINANCIAL SERV						
060918	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$179.55
						\$179.55
060921 HORIZON SEMINARS						
060921	HORIZON SEMINARS	GENERAL FUN	AQUATIC CEN	Meetings, Training,	CPO RECERTIFICATION C	\$350.00
						\$350.00
060922 KANABEC CO SHERIFF						
060922	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	LAW ENFORCEMENT SER	\$88,354.25
						\$88,354.25
060923 MIDCO						
060923	MIDCO	GENERAL FUN	INFORMATIO	Telephone	INTERNET	\$88.39
060923	MIDCO	GENERAL FUN	CITY HALL BU	Telephone	PHONE/INTERNET	\$722.38
060923	MIDCO	GENERAL FUN	STREETS	Telephone	PHONE/INTERNET	\$110.41
060923	MIDCO	GENERAL FUN	AQUATIC CEN	Telephone	PHONE/INTERNET	\$100.52
060923	MIDCO	FIRE FUND	FIRE	Telephone	INTERNET	\$75.39
060923	MIDCO	LIQUOR FUND	LIQUOR STOR	Telephone	PHONE/INTERNET	\$391.72
						\$1,488.81
060924 MN COMPUTER SYSTEMS, INC						
060924	MN COMPUTER SYSTEMS,	GENERAL FUN	INFORMATIO	Repair/Maint - Bldg	COPIER CHARGE	\$217.50
060924	MN COMPUTER SYSTEMS,	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	COPIER CHARGE	\$28.47
						\$245.97
060925 MORA BAKERY						
060925	MORA BAKERY	GENERAL FUN	HUMAN RESO	Recognition/Wellne	MEET & GREET TREATS -	\$38.50
						\$38.50
060927 VERIZON WIRELESS						
060927	VERIZON WIRELESS	GENERAL FUN	ADMINISTRAT	Telephone	CELL/IPAD	\$0.00
060927	VERIZON WIRELESS	GENERAL FUN	PLANNING &	Telephone	CELL	\$28.86
060927	VERIZON WIRELESS	GENERAL FUN	CITY HALL BU	Telephone	CELL	\$4.12
060927	VERIZON WIRELESS	GENERAL FUN	BUILDING	Telephone	CELL	\$45.35
060927	VERIZON WIRELESS	GENERAL FUN	STREETS	Telephone	CELL/IPAD	\$83.01
060927	VERIZON WIRELESS	GENERAL FUN	AQUATIC CEN	Telephone	CELL	\$28.86
060927	VERIZON WIRELESS	GENERAL FUN	PARKS	Telephone	CELL/IPAD	\$32.23
060927	VERIZON WIRELESS	GENERAL FUN	AIRPORT	Telephone	CELL	\$6.75
060927	VERIZON WIRELESS	STORM WATER	STORM WATE	Telephone	CELL/IPAD	\$16.68
060927	VERIZON WIRELESS	CEMETERY FU	CEMETERY	Telephone	CELL/IPAD	\$6.75
060927	VERIZON WIRELESS	LIQUOR FUND	LIQUOR STOR	Telephone	CELL	\$41.23
						\$293.84
060928 YODER, MANDI						

**CITY OF MORA**  
**CHECK LIST-COUNCIL**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060928	YODER, MANDI	GENERAL FUN	HUMAN RESO	Office Supplies	ANNUAL PLANNER & PLA	\$38.50
060928 YODER, MANDI						\$38.50
060929 ACE HARDWARE						
060929	ACE HARDWARE	GENERAL FUN	LIBRARY BUIL	Other Operating Su	SPIDER KILLER & BATTE	\$25.32
060929	ACE HARDWARE	GENERAL FUN	LIBRARY BUIL	Cleaning Supplies	DRAINO	\$6.99
060929	ACE HARDWARE	FIRE FUND	FIRE	Repair/Maint - Bldg	ENG #5 RPR SCREWS	\$29.99
060929	ACE HARDWARE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	DRAWER SLIDES	\$13.99
060929	ACE HARDWARE	LIQUOR FUND	LIQUOR STOR	Small Tools & Equi	SNAP KNIFE & CUTTERS	\$8.76
060929 ACE HARDWARE						\$85.05
060930 AMERICAN BOTTLING CO. INC						
060930	AMERICAN BOTTLING CO.	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$315.10
060930 AMERICAN BOTTLING CO. INC						\$315.10
060931 AMERICAN DOOR WORKS						
060931	AMERICAN DOOR WORKS	GENERAL FUN	GARAGE	Repair/Maint - Bldg	OH DOOR INSPECTIONS	\$567.50
060931	AMERICAN DOOR WORKS	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	OH DOOR INSPECTIONS	\$480.30
060931	AMERICAN DOOR WORKS	FIRE FUND	FIRE	Repair/Maint - Bldg	OH DOOR INSPECTIONS	\$662.08
060931 AMERICAN DOOR WORKS						\$1,709.88
060932 ARAMARK						
060932	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	CITY HALL RUGS	\$71.36
060932	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	LIBRARY RUGS & TOWEL	\$63.62
060932	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	GARAGE TOWELS	\$118.48
060932 ARAMARK						\$253.46
060933 AUTO VALUE MORA						
060933	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	AIR, OIL & FUEL FILTERS	\$399.90
060933	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	ABS SENSOR - 2007 F450	\$44.99
060933	AUTO VALUE MORA	FIRE FUND	FIRE	Repair/Maint - Bldg	ENG #5 RPR PARTS	\$153.80
060933 AUTO VALUE MORA						\$598.69
060934 BEAUDRY OIL & PROPANE						
060934	BEAUDRY OIL & PROPANE	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$7.72
060934 BEAUDRY OIL & PROPANE						\$7.72
060936 CAMPBELL KNUTSON, P.A.						
060936	CAMPBELL KNUTSON, P.A.	GENERAL FUN	LEGAL	Legal Services	MISC LEGAL SERVICES	\$375.00
060936	CAMPBELL KNUTSON, P.A.	GENERAL FUN	PLANNING &	Legal Services	MISC LEGAL SERVICES	\$105.00
060936 CAMPBELL KNUTSON, P.A.						\$480.00
060938 COMPASS MINERALS AMERICA INC						
060938	COMPASS MINERALS AME	GENERAL FUN	ICE & SNOW	Chemicals	SALT	\$8,175.08
060938 COMPASS MINERALS AMERICA INC						\$8,175.08
060939 CRYSTAL SPRINGS ICE						
060939	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$1,869.00
060939 CRYSTAL SPRINGS ICE						\$1,869.00
060941 EAST CENTRAL ENERGY-ELECT						
060941	EAST CENTRAL ENERGY-E	GENERAL FUN	PARKS	Electricity	ELECTRICITY	\$70.60
060941	EAST CENTRAL ENERGY-E	GENERAL FUN	AIRPORT	Electricity	ELECTRICITY	\$421.19
060941	EAST CENTRAL ENERGY-E	LIQUOR FUND	LIQUOR STOR	Electricity	ELECTRICITY	\$1,780.97
060941 EAST CENTRAL ENERGY-ELECT						\$2,272.76

**CITY OF MORA**  
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060942 ECM PUBLISHERS, INC						
060942	ECM PUBLISHERS, INC	GENERAL FUN	HUMAN RESO	Advertising	HEAVY EQ OPER ONLINE	\$50.00
060942	ECM PUBLISHERS, INC	GENERAL FUN	HUMAN RESO	Advertising	HEAVY EQ OPERATOR JO	\$631.60
060942	ECM PUBLISHERS, INC	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$370.00
						\$1,051.60
060942 ECM PUBLISHERS, INC						
060946 FREEDOM MAILING SERVICES INC						
060946	FREEDOM MAILING SERVI	GENERAL FUN	ADMINISTRAT	Professional Servic	NEWSLETTER FOLDING/I	\$20.86
						\$20.86
060946 FREEDOM MAILING SERVICES INC						
060947 GLENS TIRE OPERATIONS INC						
060947	GLENS TIRE OPERATIONS	GENERAL FUN	STREETS	Tires	BACKHOE FLAT TIRE RPR	\$105.00
060947	GLENS TIRE OPERATIONS	GENERAL FUN	PARKS	Tires	TORO FLAT TIRE RPR	\$18.00
060947	GLENS TIRE OPERATIONS	GENERAL FUN	AIRPORT	Tires	MOWER FLAT TIRE RPRS	\$62.75
						\$185.75
060947 GLENS TIRE OPERATIONS INC						
060948 GOPHER STATE ONE-CALL INC						
060948	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	SEPT LOCATES	\$50.22
060948	GOPHER STATE ONE-CALL	STORM WATER	STORM WATE	Professional Servic	SEPT LOCATES	\$50.22
						\$100.44
060948 GOPHER STATE ONE-CALL INC						
060949 GRANITE CITY JOBBING						
060949	GRANITE CITY JOBBING	GENERAL FUN	CITY HALL BU	Other Operating Su	TP & HAND TOWELS	\$106.16
060949	GRANITE CITY JOBBING	GENERAL FUN	LIBRARY BUIL	Other Operating Su	TP & HAND TOWELS	\$106.17
060949	GRANITE CITY JOBBING	FIRE FUND	FIRE	Other Operating Su	HAND TOWELS	\$31.31
						\$243.64
060949 GRANITE CITY JOBBING						
060951 HAWKINS INC						
060951	HAWKINS INC	GENERAL FUN	AQUATIC CEN	Chemicals	CHEMICAL CYLINDERS	\$40.00
						\$40.00
060951 HAWKINS INC						
060954 JOHNSONS HARDWARE & RENTAL						
060954	JOHNSONS HARDWARE &	GENERAL FUN	LIBRARY BUIL	Cleaning Supplies	DRAIN, PLUNGER	\$18.48
060954	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	MARKING PAINT, BUNGE	\$51.11
060954	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Cleaning Supplies	PAPER TOWELS	\$2.98
060954	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Small Tools & Equi	GEAR PULLER, RECIP BL	\$77.45
060954	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Cleaning Supplies	DRAIN, SOAP PADS	\$18.98
060954	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Small Tools & Equi	TOOLS	\$26.99
060954	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Rentals	PRESSURE WASHER REN	\$46.00
060954	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	PAINT & SUPPLIES	\$88.07
060954	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Repair/Maint - Bldg	FALL FEST TARP, CLAMP	\$208.32
060954	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Small Tools & Equi	RAKE	\$15.75
060954	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Repair/Maint - Bldg	BENCH RPR PARTS, TRAS	\$52.70
060954	JOHNSONS HARDWARE &	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	100W LIGHT BULBS	\$15.98
060954	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Lubricants & Additi	5W30 OIL	\$26.97
060954	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Small Tools & Equi	TOOLS	\$23.46
060954	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Repair/Maint - Bldg	TRUCK #5 RPR PARTS	\$51.99
060954	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Cleaning Supplies	PAPER TOWELS	\$8.99
060954	JOHNSONS HARDWARE &	CEMETERY FU	CEMETERY	Repair/Maint - Bldg	WATER LINE RPR BUSHI	\$2.99
						\$737.21
060954 JOHNSONS HARDWARE & RENTAL						
060955 KANABEC PUBLICATIONS, INC						
060955	KANABEC PUBLICATIONS,	GENERAL FUN	MAYOR & CO	Advertising	CONGRATS MHS AD	\$150.00
060955	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	HEAVY EQ OPER JOB AD	\$527.04
060955	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Advertising	CUP PUBLIC HEARING N	\$58.23



**CITY OF MORA**  
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060955	KANABEC PUBLICATIONS,	GENERAL FUN	BUILDING	Advertising	C CHRISTENSON BUSINE	\$72.00
060955	KANABEC PUBLICATIONS,	GENERAL FUN	PARKS	Advertising	FALL FEST AD	\$304.00
060955	KANABEC PUBLICATIONS,	GENERAL FUN	PARKS	Advertising	MUSIC IN THE PARK POS	\$18.60
060955	KANABEC PUBLICATIONS,	GENERAL FUN	AIRPORT	Advertising	FLY-IN ADS	\$485.00
060955	KANABEC PUBLICATIONS,	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$300.48
060955 KANABEC PUBLICATIONS, INC						\$1,915.35
060956 KWIK TRIP - GAS PURCHASES						
060956	KWIK TRIP - GAS PURCHA	GENERAL FUN	BUILDING	Motor Fuels	FUEL	\$91.45
060956	KWIK TRIP - GAS PURCHA	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$1,032.36
060956	KWIK TRIP - GAS PURCHA	GENERAL FUN	PARKS	Motor Fuels	FUEL	\$239.16
060956	KWIK TRIP - GAS PURCHA	FIRE FUND	FIRE	Motor Fuels	FUEL	\$501.43
060956 KWIK TRIP - GAS PURCHASES						\$1,864.40
060957 MACQUEEN EQUIPMENT CO						
060957	MACQUEEN EQUIPMENT C	GENERAL FUN	STREETS	Lubricants & Additi	SWEEPER HYDRO OIL	\$497.49
060957 MACQUEEN EQUIPMENT CO						\$497.49
060959 MHSRC/RANGE						
060959	MHSRC/RANGE	FIRE FUND	FIRE	Meetings, Training,	DRIVING CLASS-DAHLIN	\$1,180.00
060959 MHSRC/RANGE						\$1,180.00
060960 MIDWEST MACHINERY CO						
060960	MIDWEST MACHINERY CO	GENERAL FUN	PARKS	Repair/Maint - Bldg	BROOM DRIVE SHAFT	\$1,566.28
060960 MIDWEST MACHINERY CO						\$1,566.28
060961 MILLER TRUCKING INC						
060961	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	THC Infused Purch	PRODUCT DELIVERY	\$14.70
060961	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	PRODUCT DELIVERY	\$27.30
060961	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	PRODUCT DELIVERY	\$494.20
060961	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	PRODUCT DELIVERY	\$170.10
060961 MILLER TRUCKING INC						\$706.30
060962 MN ENERGY RESOURCES CORP						
060962	MN ENERGY RESOURCES	GENERAL FUN	CITY HALL BU	Natural Gas - Heat	NATURAL GAS	\$80.03
060962	MN ENERGY RESOURCES	GENERAL FUN	LIBRARY BUIL	Natural Gas - Heat	NATURAL GAS	\$62.64
060962	MN ENERGY RESOURCES	GENERAL FUN	GARAGE	Natural Gas - Heat	NATURAL GAS	\$87.52
060962	MN ENERGY RESOURCES	GENERAL FUN	AQUATIC CEN	Natural Gas - Heat	NATURAL GAS	\$68.10
060962	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS-HANGAR	\$62.64
060962	MN ENERGY RESOURCES	GENERAL FUN	AIRPORT	Natural Gas - Heat	NATURAL GAS-AD BLDG	\$47.60
060962	MN ENERGY RESOURCES	FIRE FUND	FIRE	Natural Gas - Heat	NATURAL GAS	\$84.26
060962 MN ENERGY RESOURCES CORP						\$492.79
060966 OWENS AUTO PARTS						
060966	OWENS AUTO PARTS	GENERAL FUN	PARKS	Repair/Maint - Bldg	JD BROOM OIL SEAL	\$13.19
060966 OWENS AUTO PARTS						\$13.19
060968 QUALITY DISPOSAL						
060968	QUALITY DISPOSAL	GENERAL FUN	CITY HALL BU	Garbage Removal	GARBAGE	\$63.23
060968	QUALITY DISPOSAL	GENERAL FUN	LIBRARY BUIL	Garbage Removal	GARBAGE	\$36.04
060968	QUALITY DISPOSAL	GENERAL FUN	STREETS	Garbage Removal	GARBAGE	\$106.82
060968	QUALITY DISPOSAL	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE	\$169.88
060968	QUALITY DISPOSAL	GENERAL FUN	AIRPORT	Garbage Removal	GARBAGE FOR FLYIN	\$77.22
060968	QUALITY DISPOSAL	LIQUOR FUND	LIQUOR STOR	Garbage Removal	GARBAGE	\$234.23
060968 QUALITY DISPOSAL						\$687.42

**CITY OF MORA**  
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060970 RJ MECHANICAL INC						
060970	RJ MECHANICAL INC	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	TESTED BACK FLOW PRE	\$50.00
060970	RJ MECHANICAL INC	GENERAL FUN	GARAGE	Repair/Maint - Bldg	TESTED BACK FLOW PRE	\$50.00
060970	RJ MECHANICAL INC	FIRE FUND	FIRE	Repair/Maint - Bldg	TESTED BACK FLOW PRE	\$50.00
060970 RJ MECHANICAL INC						\$150.00
060972 ROCON PAVING						
060972	ROCON PAVING	GENERAL FUN	STREETS	Street Maint - Labo	BITUMINOUS	\$765.72
060972 ROCON PAVING						\$765.72
060973 SEH						
060973	SEH	GENERAL FUN	AIRPORT	Capital Outlay	2023 TAXILANE RECONS	\$31,920.00
060973	SEH	GENERAL FUN	AIRPORT	Capital Outlay	2023 FUEL SYSTEM REH	\$2,125.00
060973	SEH	GENERAL FUN	AIRPORT	Capital Outlay	AIRPORT TRIGGERING E	\$15,060.00
060973 SEH						\$49,105.00
060974 SNG SERVICES						
060974	SNG SERVICES	GENERAL FUN	STREETS	Repair/Maint - Bldg	SHARPEN CHIPPER KNIV	\$50.00
060974 SNG SERVICES						\$50.00
060975 SPECTRUM SUPPLY						
060975	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$547.84
060975	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Other Operating Su	TISSUES, CAN LINERS	\$128.42
060975 SPECTRUM SUPPLY						\$676.26
060976 TEAM LABORATORY CHEMICAL, LLC						
060976	TEAM LABORATORY CHE	GENERAL FUN	STREETS	Street Maint - Labo	ROAD PATCH	\$884.50
060976 TEAM LABORATORY CHEMICAL, LLC						\$884.50
060978 UPPER CASE PRINTING INK						
060978	UPPER CASE PRINTING IN	GENERAL FUN	ADMINISTRAT	Professional Servic	NEWSLETTER	\$210.16
060978 UPPER CASE PRINTING INK						\$210.16
060979 VIKING COKE						
060979	VIKING COKE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$806.60
060979 VIKING COKE						\$806.60
060980 WATSON CO., INC						
060980	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TOBACCO, JUICE, ETC	\$5,871.09
060980 WATSON CO., INC						\$5,871.09
						\$800,375.43



CITY OF MORA  
COUNCIL CHECK LIST

THE SEPTEMBER - OCTOBER 2023 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
CITY CLERK





# MEMORANDUM

Date: November 17, 2023  
To: Mayor and City Council  
From: Jeff Krie, Activities and Recreation Coordinator  
RE: Public Property Use Permit Request Amendment – Dala Dazzle

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## BACKGROUND INFORMATION

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The Mora Area Chamber of Commerce will be holding the Dala Dazzle event on Saturday, November 25, 2023.

They are requesting to close Union Street from Forest Avenue to Maple Avenue and an additional 20' into each Railroad Avenue NE, NW, AND SW from 12:00pm until 8:00pm. They are requesting to hold a parade as well. No other streets will be closed for the parade.

This is an annual event sponsored by the Mora Area Chamber of Commerce and other volunteers, including the Mora Area Fire Department.

## OPTIONS & IMPACTS

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- The Chamber should notify the County of the street closure. Traffic control devices will be provided by Kanabec County and will be placed as directed and removed from the streets at the end of the event.
- There must be adult supervision by the fire rings until they are extinguished. The fire department no longer has fire rings available.
- There will be a KCSO deputy escort for the parade at Maple Ave depending on availability.
- Any food/drink vendors selling goods must have complete registration/application through the City of Mora prior to event. MHS students are exempt from the requirements.
- All garbage to be picked up by host of event after event has ended.
- Certificate of Liability Insurance must be submitted to staff prior to event taking place.

## RECOMMENDATIONS

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Motion to approve the amended Dala Dazzle Public Property Use Permit with the above conditions.

### *Attachments*

Special Event Permit Application  
Listing of Activities  
Map of Road Closure  
Parade Route





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: <b>Data Dazzle</b>		
Type of Event (festival, parade, athletic, etc.): <b>Small Business Saturday, light parade</b>		
Event Location: <b>Union Street</b>		
Event Set Up Date: <b>11-25-2023</b>	Start Time: <b>12:00</b> End Time: <b>8:00</b>	
Actual Event Date(s): <b>11-25-2023</b>	Start Time: <b>3:00</b> End Time: <b>6:00</b>	Please be aware that parks close at 10:00 pm.
Event Clean Up Date: <b>11-25-2023</b>	Start Time: <b>6:00</b> End Time: <b>8:00</b>	
Estimated Attendance: <b>80</b>		
Sponsoring Organization Name: <b>MORA AREA CHAMBER OF COMMERCE</b>		
Primary Contact Person: <b>Jenna Maciej</b>		
Address: <b>116 N Lake St</b>		
City: <b>Mora</b>	State: <b>MN</b> Zip: <b>55051</b>	
Phone: <b>320-223-9314</b>	E-Mail: <b>moraareachamber@gmail.com</b>	
Name of Contact Person During Event: <b>Jenna Maciej</b>	Cell Phone: <b>320-223-9314</b>	

Person listed above must be present during the event and immediately available.

DAMAGE / KEY DEPOSIT REFUND INFORMATION

Person/Organization Name: <b>Mora Area Chamber</b>		
Address: <b>116 N Lake St</b>		
City: <b>Mora</b>	State: <b>MN</b> Zip: <b>55051</b>	

EVENT DETAILS

Schedule of Activities Attached?  No  Yes Site Plan Attached?  No  Yes Traffic Plan Attached?  No  Yes

List any Road Closures/Partial Lane Closures and the Time of Closing:  
**Union Street from Maple Ave to Forest Ave**

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 type="checkbox"/> No <input type="checkbox"/> Yes
<b>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.</b>		
Certificate of Liability Insurance attached?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
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. <i>Ogilvie Ricecray - FREE Hot Cocos/Pottee</i>
Will sound amplification be used?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If YES, hours and type: <i>Speaker 12:00-8:00</i> <i>No amplified sound 10 pm to 7 am.</i> <i>↓ MHS Students</i>
<b>Please attach a site plan showing the following applicable items.</b>		
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: <i>11-25</i> Date removed: <i>11-25</i>
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: <i>110 - County?</i>
Will there be a fire or fires?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fire(s). <i>pits provided by MFD</i>
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>portable restroom by Absolute Portable Restrooms</i>		
Describe parking arrangements for the event and show on the traffic plan: <i>Parking available on all side streets</i>		
Describe trash removal and clean-up plan during and after event: <i>Quality Disposal will provide cans &amp; cleanup</i>		

*MAFD*  
*W&S*  
*no*  
*Lombard*  
*Hulu*  
*piis*

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.

*Jenna Maciej*  
Signature of Authorized Representative

*10 N Lake St, Mora, MN*  
Address/City/St/Zip *55051*

*9-8-23*  
Date

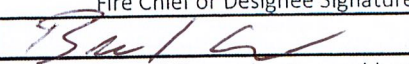
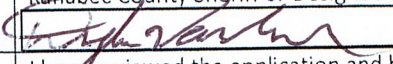


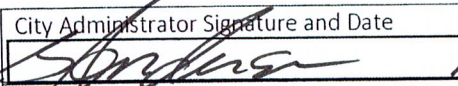
PAYMENT INFORMATION			
Event Fee: <input type="text" value="\$50.00"/>	Date Paid: <input type="text" value="10/3/23"/>	Staff Initials: <input type="text" value="Z"/>	Amount Paid: <input type="text"/>
Key/Event Deposit(s): <input type="text" value="125.00"/>	Date Paid: <input type="text" value="10/3/23"/>	Staff Initials: <input type="text" value="Z"/>	Amount Paid: <input type="text"/>
Date Returned: <input type="text"/>	Date Issued: <input type="text"/>	Staff Initials: <input type="text"/>	Amount Paid: <input type="text"/>
Key: <input type="text"/>	Date Returned: <input type="text"/>	Staff Initials: <input type="text"/>	Key #: <input type="text"/>
Comments: <i>overpaid deposit pay back \$125 if no issues.</i>			

**Authorization and Comments**

Property Coordinator or Designee Signature and Date <input type="text" value="Signature"/> <input type="text" value="10/6/23"/>	Public Works Director Signature and Date <input type="text" value="Signature"/> <input type="text" value="10-2-2023"/>
I have reviewed the application and have the following comments and conditions:	I have reviewed the application and have the following comments and conditions:
<i>All fees paid. Review and follow comments in each box. Cert. of Liability Insurance must be submitted prior to event.</i>	<i>Clean up garbage No other concerns</i>

Building Official Signature and Date <input type="text" value="Cable Chris"/> <input type="text" value="10-2-23"/>	Clerk Signature and Date <input type="text" value="Signature"/> <input type="text" value="10/6/23"/>
I have reviewed the application and have the following comments and conditions:	I have reviewed the application and have the following comments and conditions:
<i>No comments or concerns.</i>	<i>NO COMMENTS</i>

Fire Chief or Designee Signature and Date  <input type="text"/>	Kanabec County Sheriff or Designee Signature and Date  <input type="text"/> 10/13/23
I have reviewed the application and have the following comments and conditions:	I have reviewed the application and have the following comments and conditions:
All FIRMS will BE IN ATTENDANCE AT ALL TIMES	

City Administrator Signature and Date  10-10-22	City Council Approval Date / Permit Issued Date <input type="text"/> / <input type="text"/>
I have reviewed the application and have the following comments and conditions:	
<input type="text"/>	

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)		

### Activities on Small Business Saturday

**12:00** Union St closed from Maple Ave to Forest Ave

**1:30** Free movie at Paradise Theatre

**3:00-4:45** Activities on Union

\*Santa's tent set up, yard games, speaker with Christmas music, craft making tent, cookie decorating, fire pits for s'mores, picture opportunities, Ogilvie Raceway concession truck, Mora student group selling hot dog fundraiser, Scavenger hunt, hay rides, Boy Scouts selling wreaths, Bassett's DIY planter, light parade, and tree lighting. Possibly have hayrides again this year if tractor and trailer available.

**4:00** Parade line up at elementary school

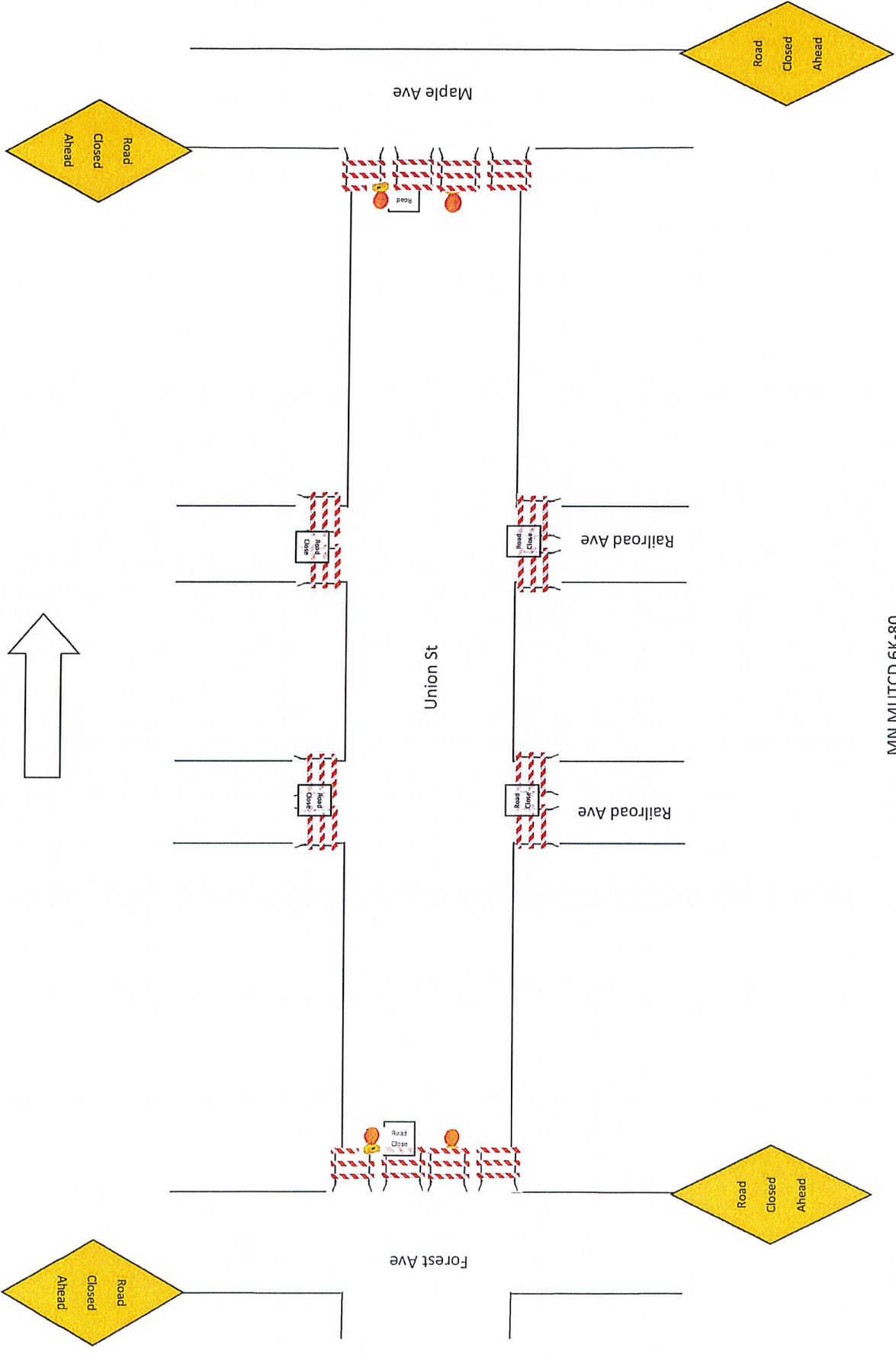
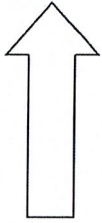
**5:00** Parade gets to Union St.

**5:15** Santa light tree

**5:45** Clean up



North



MN MUTCD 6K-80





**6 min**  
1.5 miles

St. Clare Living  
Community of Mora

Mora High School

Mora Lake

Sportsm

Wellia Health - H

207 East Maple Avenue

139 South Union Street







# CITY OF MORA MORA MUNICIPAL UTILITIES



101 Lake Street South  
Mora, MN 55051-1588

[ci.mora.mn.us](http://ci.mora.mn.us)

320.679.1511

Fax 320.679.3862

320.679.1451

October 11, 2023

Jeffrey S Quale  
26938 Brook Park Rd  
Brook Park, MN 55007

RE: Conditional Offer of Employment

Dear Mr. Quale:

Congratulations! On behalf of the City of Mora and Mora Municipal Utilities, I am pleased to offer you the position of Heavy Equipment Operator, for which you applied. This offer is conditional upon successful completion of a background check.

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

- **Supervisor.** In this position you will report directly to Joe Kohlgraf, Public Works Director. His contact information is 612-390-8217 and [joe.kohlgraf@cityofmora.com](mailto:joe.kohlgraf@cityofmora.com).
- **Start Date.** We will set a tentative start date for Monday, October 30, 2023, at 8:00am. Please report directly to City Hall to meet with Mandi Yoder, Human Resources.
- **Background Investigation.** Enclosed you will find a background investigation packet. Complete and return the forms to city hall. Forms can be notarized at city hall at no charge to you. You will be contacted when the background investigation is complete. If satisfactory, you will be instructed to come to city hall to complete the new hire paperwork.
- **Compensation and Benefits.** Your hourly wage will be \$27.05, which is Grade 8, Step C of the 2023 consolidated salary schedule for this position. You will be eligible for wage increases per the city's salary schedule, generally upon completion of probation and on your anniversary date thereafter. A copy of the City of Mora personnel policy and the AFSCME collective bargaining agreement will be provided at your orientation. This position is eligible for the PERA retirement program and full-time benefits.
- **Probationary Period.** You will serve a six-month probationary period. During this period, you will be evaluated as to your suitability for the position.
- **Status/Hours.** This position is classified as regular, full-time, FLSA non-exempt. Hours of work are based on employer needs and are generally Monday through Friday 7:00am to 3:30pm. This position requires that you be available at any hour for snow plowing or other emergency work unless a leave of absence is approved beforehand.

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

Please acknowledge your acceptance of this conditional offer in writing by signing below and signing the acknowledgment portion of the job description, and return it to City Hall, HR, by Friday, October 6, 2023. If you have any questions, please contact Mandi Yoder, Human Resources, at (320) 225-4804 or by email at [m.yoder@cityofmora.com](mailto:m.yoder@cityofmora.com)

Sincerely,

Joe Kohlgraf  
Public Works Director

**By signing below, I acknowledge I have received the foregoing information regarding my employment offer and related pay and benefits provided in accordance with Minnesota Statutes Sec. 181.032. I understand that City of Mora employment is not for a specific term and can be terminated by me or by the City of Mora at any time for any reason, with or without cause.**

\_\_\_\_\_  
Name - PRINTED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name - SIGNED

RETURN SIGNED COPY TO:

HUMAN RESOURCES OFFICE  
CITY OF MORA  
101 LAKE STREET SOUTH  
MORA, MN 55051



# MEMORANDUM

Date: October 17, 2023  
To: Mayor and City Council  
From: Natasha Segelstrom, Administrative Services Director  
RE: Accept Restricted Donations

**BACKGROUND INFORMATION**

The City of Mora has received the following donations:

DONATION RECEIVED FROM:	DONATION OF:
North Country Bottle Shop	\$266.00

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

**RECOMMENDATIONS**

Motion to accept donations by approving Resolution 2023-1021

*Attachments*

Resolution 2023-1021

**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:
North Country Bottle Shop	\$266.00	MN Municipal Beverage Association – 4 <sup>th</sup> Annual Fundraiser

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 17th day of October 2023.

ATTEST:

\_\_\_\_\_  
Jake Mathison, Mayor

\_\_\_\_\_  
Natasha Segelstrom, City Clerk/Treasurer



# MEMORANDUM

Date: October 17<sup>th</sup>, 2023  
To: Mayor and City Council  
From: Joseph Kohlgraf, Public Works Director  
RE: Heavy Equipment Operator New Hire/Replacement

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## SUMMARY

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Ne Hire for the replacement for the Heavy Equipment Operator (HEO) for the City of Mora Street Department.

## BACKGROUND INFORMATION

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With the current transfer of a staff member to the water/wastewater utilities department, the street department is down a staff member. Advertising and interviews with current staff and council representation for this position have been completed. A candidate has been chosen and this candidate has accepted an offer. We recommend that staff agree to the hiring of Jeffrey Quale for HEO. The starting wage will be Grade 8, Step C, \$27.05 and after successful probation completion move to Grade 8, Step D, \$27.72. This hire is needed to fill an existing position.

## OPTIONS & IMPACTS

---

Accept employee hire recommendation of Jeffrey Quale, at Grade 8, Step C, \$27.05  
Do not accept recommendation at this time. This position will be left open.

## RECOMMENDATIONS

---

Staff recommends Hiring of Jeffrey Quale for the HEO position.

*Attachments; Letter of acceptance*





# MEMORANDUM

Date: October 17, 2023  
To: Mayor and City Council  
From: Kirsten Faurie, Community Development Director  
RE: Conditional Use Permit for Solar Energy System – 413 Cardinal St.

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## 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 413 Cardinal St.

## BACKGROUND INFORMATION

Camila Rodriguez of Solcius, applicant, and Robert Gilbert, 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 413 Cardinal St. The proposed project includes the installation of a 3.8kW ac solar array, including nine photovoltaic modules mounted on house roof.

The Zoning Code encourages the use of renewable energy systems, including solar energy systems, which have a positive impact on energy conservation with limited adverse impact on nearby properties. 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 Oct. 2, 2023 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 Nov. 11, 2023; if the Council tables the request, staff will exercise the city's right to extend the review period by 60 days.

## RECOMMENDATION

Motion to approve Resolution No. 2023-1022 as presented.

### *Attachments*

Site plan showing placement of proposed Solar Energy System  
Proposed Resolution No. 2023-1022





**REGIONAL OFFICE**

SOLCIUS, LLC  
9124 GRAND AVE S  
SUITE 105  
MINNEAPOLIS, MN  
55420  
(844) 357-2258

**CUSTOMER**

ROBERT GILBERT  
413 CARDINAL ST  
MORA, MN, 55051

**UTILITY**

MORA-SAN MIGUEL  
ELECTRIC CORPORATION

**SOLCIUS PROJECT #**

P-275303-23

**FINANCER**

DIVIDEND

**JURISDICTION**

MORA

**DESIGNER**

PERMIT DESIGNER 2

**SYSTEM SIZE**

(N) DC SIZE: 3.96KW  
(N) AC SIZE: 3.8KW

**VERSION**

1.3

**DATE**

6/23/2023

**SCALE**

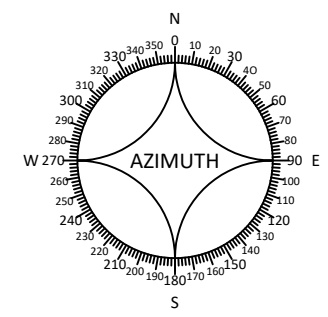
1" = 8.000001'

**SHEET TITLE**

SITE PLAN

**SHEET #**

PV-2

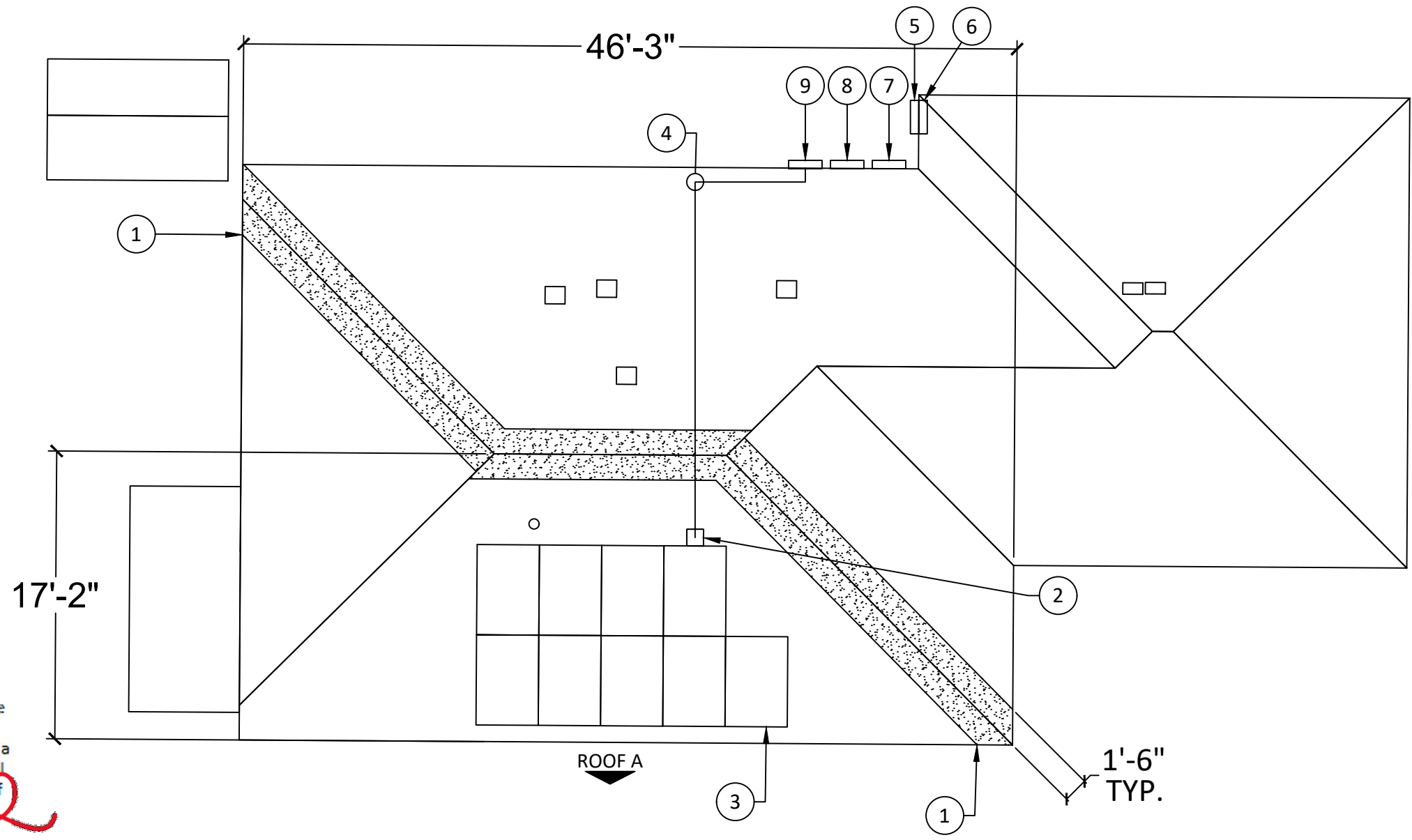


AZIMUTH AND TILT TABLE					
ROOF	AZIMUTH	ROOF TILT	MODULE COUNT	ROOF TYPE	SOLAR ACCESS
A	180	23	9	ASPHALT SHINGLE	
APTOS DNA-120-BF10-440W TOTAL: 9					
SOLAREDEGE SE3800H-US TOTAL: 1					

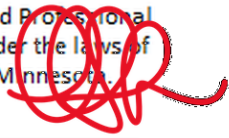
- EQUIPMENT LABELS**
- ① ROOF ACCESS
  - ② JUNCTION BOX
  - ③ PV MODULES EACH W/ OPTIMIZERS
  - ④ CONDUIT RUN
  - ⑤ BILLING METER
  - ⑥ MAIN SERVICE PANEL
  - ⑦ NON-FUSED AC DISCONNECT
  - ⑧ PRODUCTION METER
  - ⑨ INVERTER & RAPID SHUTDOWN

**FIRE SETBACKS**

TOTAL ROOF AREA:	2282 sq ft
PROPOSED SOLAR AREA:	209.06 sq ft
PROPOSED SOLAR WEIGHT:	606.26 lb
PROPOSED % COVERAGE:	9.2%



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:   
License Number: 57699-6  
Digitally sealed by Arlo Hulick, P.E. on  
Date: 06/23/2023



RESOLUTION NO. 2023-1022

**A RESOLUTION OF THE CITY COUNCIL 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 CAMILLA RODRIGUEZ, SOLCIUS LLC**

WHEREAS, Camila Rodriguez of Solcius, applicant, and Robert Gilbert, property owner, submitted an application dated received July 31, 2023 and considered complete on September 12, 2023 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 413 Cardinal St., and

WHEREAS, the subject property is legally described as:

PID 22-07600-00

*Lot Two (2), Block One (1), Fox Run 2nd Addition, Kanabec County, Minnesota.*

WHEREAS, notice was provided and on Sept. 18, 2023, the Planning Commission conducted a public hearing regarding this application on Oct. 2, 2023, 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 October 17, 2023 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 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 September 12, 2023. 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.
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 17<sup>th</sup> day of October, 2023.

\_\_\_\_\_  
 Jake Mathison, Mayor

ATTEST: \_\_\_\_\_  
 Glenn Anderson, City Administrator





# MEMORANDUM

Date: October 17, 2023  
To: Mayor and City Council  
From: Natasha Segelstrom City Clerk  
RE: Consideration of Tobacco Business License – Family Dollar  
Consideration of 3.2 Beer Off-Sale License – Family Dollar

## SUMMARY

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The City Council will review for consideration to approve a tobacco business license application submitted by Family Dollar.

## OPTIONS IMPACTS

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Consideration to approve the tobacco business license application as presented.

## RECOMMENDATIONS

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Staff recommends the City Council make a motion to approve the Tobacco Business License and 3.2 Beer Off-Sale License submitted by Family Dollar contingent upon satisfactory conditions of City Code Title XI, Chapter 114.

*Attachments: Business License Application*







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

Tel: 320.225.4804  
m.yoder@cityofmora.com

Municipal Use Only License Number:
Period Covered:
Approval Date:
Term:

## BUSINESS LICENSE APPLICATION

New License or  Renew License

<b>Name of Applicant</b> (name of individual, partnership, corporation, or association): FAMILY DOLLAR, LLC	
Applicant Address: 500 VOLVO PKWY	
Applicant City/State/Zip: CHESAPEAKE, VA 23320-1604	
Applicant Phone: 757-321-5000	Applicant Email Address: TOBA-LICENSING@DOLLARTREE.COM
Applicant Cell Phone: 757-698-7002	U.S. Citizen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Driver's License Number: VA A62175451	Applicant Date of Birth: 11/20/1962
<b>Business Name/dba:</b> FAMILY DOLLAR #30851	
Business Address: 300 HIGHWAY 65 SOUTH	
Business Phone: 320-679-6898	Business Website: <a href="https://www.familydollar.com">https://www.familydollar.com</a>
Minnesota Tax ID Number: 3570005	Federal Tax ID Number: 56-2056614
Kanabec County Parcel/Property ID Number: 22.	
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.	

### 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 checked="" type="checkbox"/> 3.2 Beer Off-Sale \$125 | <input type="checkbox"/> Consumption & Display \$125        | <input checked="" type="checkbox"/> Tobacco \$125           |
| <input type="checkbox"/> Pawnbroker \$2,000                 | <input type="checkbox"/> Taxicab \$35                       | <input type="checkbox"/> Mixed Municipal Solid Waste \$500  |
| <input type="checkbox"/> Massage Therapist \$60             | <input type="checkbox"/> Sexually Oriented Business \$5,000 | <input type="checkbox"/> Roll-Off Service Solid Waste \$150 |
- Temporary: Liquor On-Sale / 3.2 Beer On-Sale / Liquor Consumption & Display (Circle ONE)  
\$75 for one day license + \$15 per additional day

Total Fees: \$ 250.00

### Term

The applicant requests the above licenses for a term from 12:01 am on the 1 day of ~~SEPT~~ SEPT. 2023 12:00 am midnight on the 30th day of ~~SEPT~~ August 2024.

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

**Submittal Checklist**

- Completed Business License Application.
- Completed Supplemental Application
- Application Fees made payable to "City of Mora".
- Completed and signed Certificate of Compliance Minnesota Workers' Compensation Law form.
- Completed and signed Background Investigation Consent Release.
- Completed Alcohol and Gambling Enforcement, MN Dept. of Revenue, or other required external organization form(s).
- Copy of Certificate of Insurance.

\*\* Incomplete applications **will be returned**, do not submit incomplete applications, it will delay the approval process.

Please note: License applications may take up four weeks to process, so please allow ample time between the application and your first event.

**Applicant Signature**

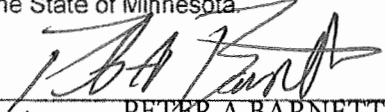
I certify that I have read the above questions and the answers are true and correct to the best of my knowledge.

FAMILY DOLLAR #30851, shall perform its activities in full conformance with applicable federal, state and local  
(Licensee Name)

laws, and shall be responsible for, and shall indemnify, defend and hold harmless the City of Mora and all of the City's officers, employees and agents from and against all claims, suits, liability, damages and losses, specifically including, but not limited to those for loss of use of property, for damage to any property, real or personal, for injury to or death of any person, and for all other liabilities whatsoever including related expenses and actual attorney fees in any way sustained by reason of the activities authorized by this license, permit or agreement in connection with the actions of

FAMILY DOLLAR #30851, its employees, agents or officers within the City of Mora.  
(Licensee Name)

The foregoing shall not be construed to be an agreement to indemnify the City of Mora, its officers, agents or employees against liability for claims, suits, damages and losses to the extent that such claims, suits, damages and losses were caused by or resulting from the gross negligence or willful misconduct of the City of Mora, its officers, employees or agents. This permit, license or agreement shall be construed in accordance with the laws of the State of Minnesota.

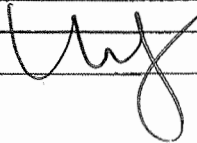
  
Signature PETER A BARNETT, PRESIDENT

9/6/2023  
Date

**(FOR CITY USE ONLY)**

Application Reviewed by City Clerk:  With Conditions  Without Conditions  Not Applicable

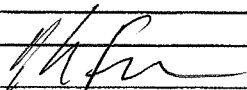
Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: 

Date: 10/12/23

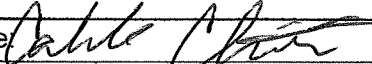
Application Reviewed by Planning/Zoning Department:  With Conditions  Without Conditions  Not Applicable

Comments/Conditions: \_\_\_\_\_

Signature:  Date: **OCT 13 2023**

Application Reviewed by Building Department:  With Conditions  Without Conditions  Not Applicable

Comments/Conditions: \_\_\_\_\_

Signature:  Date: **10-13-23**

Application Processed and Reviewed by Licensing Clerk:

Date Filed:	Fee(s) Paid: \$	Receipt Number:
Background Check Submitted:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Property Taxes:
Council Disposition: <input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date:	License Number(s):
Licensing Agent Signature: _____		Date: _____
Comments:		





# MEMORANDUM

Date: October 17, 2023  
To: Mayor and City Council  
From: Glenn Anderson, City Administrator  
RE: Fire Relief Association Audit Update

## SUMMARY

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Mora Area Fire Department's Fire Relief Association will provide an update on their annual audit.





# MEMORANDUM

Date: October 10<sup>th</sup>, 2023  
To: Mayor and City Council  
From: Joseph Kohlgraf, Public Works Director  
RE: Airport Taxi Lane Pay Application 1

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## SUMMARY

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Acceptance airport taxi lane pay request #1.

## BACKGROUND INFORMATION

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The Mora Municipal Airport Taxi Lane repair was started about 2 weeks ago and is completed. Douglas Kerr underground has submitted their first pay application. SEH has submitted this pay application for Douglas-Kerr underground for work completed. Currently, staff agrees with the work as presented and agrees to the amounts proposed for payment. Staff also notes that this project has been completed.

## OPTIONS & IMPACTS

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Accept pay application #1 for Douglas-Kerr Underground in the amount of \$256,045.71. This is a budgeted item in the CIP.

## RECOMMENDATIONS

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Staff recommends moving forward with the acceptance of Pay Application 1 from Douglas-Kerr Underground in the amount of \$256.045.71.

*Attachments; SEH Application for Payment for Douglas-Kerr Underground*







**Application for Payment**  
(Unit Price Contract)  
No.   1  

Eng. Project No.: MORA0 171020

Location: Mora Municipal Airport

Contractor Douglas-Kerr Underground, LLC

Contract Date April 18, 2023

PO Box 85

**Pay This Amount      \$ 256,045.71**

Mora, MN 55051

Contract Amount      \$ 288,376.02

Contract for 2023 Taxilane Reconstruction

Application Date 10/9/23

For Period Ending 9/29/23

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
<b>Base Bid - Schedule A</b>						
105	MOBILIZATION	LS	1	1	\$24,167.00	\$24,167.00
50-07	CONSTRUCTION LAYOUT AND STAKING	LS	1	1	\$3,700.00	\$3,700.00
50-12	MAINTENANCE AND RESTORATION OF HAUL ROUTES	LS	1	1	\$4,055.00	\$4,055.00
70-08	TRAFFIC CONTROL	LS	1	1	\$2,500.00	\$2,500.00
P-101-5.1	REMOVE BITUMINOUS PAVEMENT - FULL DEPTH	SY	2650	2650	\$3.45	\$9,142.50
P-101-5.2	DEMO EXISTING GAS VENTS	LS	1	1	\$0.01	\$0.01
P-101-5.3	SAW CUTTING, FULL DEPTH	LF	1000	525	\$3.65	\$1,916.25
P-152-5.1	SUBGRADE PREPRATAION	SY	2650	2650	\$2.90	\$7,685.00
P-152-5.2	COMMON EXCAVATION (EV)	CY	600	710	\$14.55	\$10,330.50
P-152-5.3	SUBGRADE EXCAVATION (EV)	CY	75	0	\$5.40	
P-208	AGGREGATE BASE COURSE (CV)	CY	600	600	\$39.75	\$23,850.00
C-102-5.3	FILTER LOG, TYPE WOOD FIBER BIOLOG	LF	500	381	\$3.55	\$1,352.55
31 34 10	GEOTEXTILE FABRIC, TYPE 7	SY	2650	2650	\$5.80	\$15,370.00
P-620	PAVEMENT MARKING - YELLOW	SF	300	0	\$2.00	
2360.501	TYPE SPB WEARING COURSE MIXTURE (PG 58-28)	TON	500	500	\$103.00	\$51,500.00
T-901-5.1	SEEDING, FERTILIZATION, MULCH, STABILIZATION	LS	1	0	\$3,000.00	
T-905-5.1	SELECT TOPSOIL BORROW (CV)	CY	50	22	\$45.45	\$999.90
2564.518	AIRCRAFT RESTRICTION SIGN, INCLUDING MOUNTING AND INSTALLATION	EA	3	0	\$150.00	
<b>Base Bid - Schedule A Total Bid Price</b>						<b>\$156,568.71</b>
<b>Base Bid - Schedule B</b>						

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
P-101-5.1	REMOVE BITUMINOUS PAVEMENT - FULL DEPTH	SY	950	950	\$3.45	\$3,277.50
P-152-5.1	SUBGRADE PREPRATAION	SY	950	950	\$2.90	\$2,755.00
P-152-5.2	COMMON EXCAVATION (EV)	CY	200	200	\$14.55	\$2,910.00
P-152-5.3	SUBGRADE EXCAVATION (EV)	CY	25	0	\$5.40	
P-208	AGGREGATE BASE COURSE (CV)	CY	200	82	\$39.75	\$3,259.50
31 34 10	GEOTEXTILE FABRIC, TYPE 7	SY	900	900	\$5.80	\$5,220.00
2360.501	TYPE SPB WEARING COURSE MIXTURE (PG 58-28)	TON	200	150	\$103.00	\$15,450.00
<b>Base Bid - Schedule B Total Bid Price</b>						<b>\$32,872.00</b>
<b>Alternate 1 - Schedule A</b>						
50-07	CONSTRUCTION LAYOUT AND STAKING	LS	1	1	\$3,700.00	\$3,700.00
P-101-5.1	REMOVE BITUMINOUS PAVEMENT - FULL DEPTH	SY	1450	1450	\$3.45	\$5,002.50
P-101-5.2	DEMO EXISTING GAS VENTS	LS	1	1	\$0.01	\$0.01
P-101-5.3	SAW CUTTING, FULL DEPTH	LF	250	244	\$3.65	\$890.60
P-152-5.1	SUBGRADE PREPRATAION	SY	1450	1450	\$2.90	\$4,205.00
P-152-5.2	COMMON EXCAVATION (EV)	CY	350	350	\$14.55	\$5,092.50
P-152-5.3	SUBGRADE EXCAVATION (EV)	CY	50	0	\$5.40	
P-208	AGGREGATE BASE COURSE (CV)	CY	350	350	\$39.75	\$13,912.50
31 34 10	GEOTEXTILE FABRIC, TYPE 7	SY	1450	1450	\$5.80	\$8,410.00
2360.501	TYPE SPB WEARING COURSE MIXTURE (PG 58-28)	TON	300	300	\$103.00	\$30,900.00
<b>Altnerate 1 - Schedule A Total Bid Price</b>						<b>\$72,113.11</b>
<b>Alternate 2 - Schedule B</b>						
P-101-5.1	REMOVE BITUMINOUS PAVEMENT - FULL DEPTH	SY	200	200	\$3.05	\$610.00
P-152-5.1	SUBGRADE PREPRATAION	SY	200	200	\$2.90	\$580.00
P-152-5.2	COMMON EXCAVATION (EV)	CY	50	50	\$14.55	\$727.50
P-152-5.3	SUBGRADE EXCAVATION (EV)	CY	10	0	\$5.40	
P-208	AGGREGATE BASE COURSE (CV)	CY	50	50	\$39.80	\$1,990.00
31 34 10	GEOTEXTILE FABRIC, TYPE 7	SY	200	200	\$5.80	\$1,160.00
2360.501	TYPE SPB WEARING COURSE MIXTURE (PG 58-28)	TON	50	28.16	\$103.00	\$2,900.48
<b>Alternate 2 - Schedule B Total Bid Price</b>						<b>\$7,967.98</b>
<b>Total Contract Amount</b>						<b>\$269,521.80</b>

**Application for Payment (continued)**

Total Contract Amount	\$ <u>288,376.02</u>	Total Amount Earned	\$ <u>269,521.80</u>
		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No.	_____	Percent Complete	_____
Contract Change Order No.	_____	Percent Complete	_____
Contract Change Order No.	_____	Percent Complete	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>269,521.80</u>
AFP No. 1: _____	AFP No. 6: _____	LESS <u>5</u> % RETAINAGE	\$ <u>13,476.09</u>
AFP No. 2: _____	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>256,045.71</u>
AFP No. 3: _____	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ _____
AFP No. 4: _____	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>256,045.71</u>
AFP No. 5: _____			

**CONTRACTOR'S AFFIDAVIT**

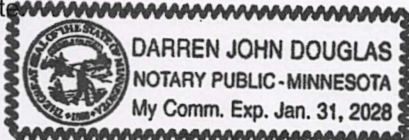
The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Payment under said contract, 2023 Taxilane Reconstruction, Mora Municipal Airport, 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 October 9<sup>th</sup>, 2023 Douglas-Kerr Underground, LLC  
(Contractor)

COUNTY OF Kanabec )  
STATE OF Minnesota ) SS By [Signature]  
(Name and Title)

Before me on this 9<sup>th</sup> day of October, 2023, personally appeared \_\_\_\_\_  
Ryan R Kerr 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  
1-31-2028



[Signature]  
(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] \_\_\_\_\_

Date 10/10/2023

**City of Mora**

\_\_\_\_\_ By \_\_\_\_\_

Date \_\_\_\_\_



# MEMORANDUM

Date October 17, 2023  
To Mayor and City Council  
From Natasha Segelstrom, Administrative Services Director  
RE VOTER Account

## SUMMARY

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The City Council will review and approve the Voting Operations, Technology, & Election Resources (VOTER) Account

## BACKGROUND

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Kanabec County Auditor's Office oversees the elections and reporting requirements on behalf of the townships and municipalities within Kanabec County.

On July 20, the Office of the Secretary of State completed the electronic transfer of \$1.25 million in electronic payments to counties for the Voting Operations, Technology, & Election Resources (VOTER) Account.

The allocated amount for the City of Mora is \$293.56.

The intent of the VOTER Account Funds is to assist with costs directly related to election administration such as equipment; hardware or software; cybersecurity; security-related infrastructure; capital improvements to improve access to polling places for individuals with disabilities, staff costs for election administration; printing publication; postage; programming etc.

## RECOMMENDATIONS

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Due to Kanabec County pays for all the maintenance of election equipment, recommended action is to agree to allow Kanabec County to retain all VOTER Account Funds received.

MOTION to approve Resolution 2023-1022 Voting Operations, Technology, & Election Resources (VOTER) Account Agreement with Kanabec County.

Attachment:

Office of the Secretary of State VOTER Account Overview  
VOTER Precinct Allocation 2023  
Resolution No. 2023-1023



# Voting Operations, Technology, & Election Resources (VOTER) Account

Minnesota Secretary of State Steve Simon

In accordance with the requirements of  
Minnesota Statutes section 5.305

## Contents

- A. Voter Account Overview – Page 1
- B. Allocations by County – Page 3
- C. Example Allocation of Funding – Page 4

## Section A. VOTER Account Overview

**Summary:** On July 20, the Office of the Secretary of State completed the electronic transfer of \$1.25 million in electronic payments to counties for the Voting Operations, Technology, & Election Resources (VOTER) Account. Allocations by county are included in Section B.

### **What is the VOTER Account?**

The VOTER Account is a dedicated stream of state funding for county and municipal election administration. Funds were approved in 2023 Session Laws, Chapter 62 (Article 1, Section 43 and Article 4, Section 6). \$1.25 million will be allocated to counties according to the formula listed below. These funds will be allocated by July 20 each year, starting this year, until the law is amended by the legislature.

### **How were the total amounts determined for each county?**

- 20 percent is allocated equally to all 87 counties
- 80 percent is allocated based on proportion of registered voters ([using May 1, 2022 numbers](#))

### **What do counties need to do once the funds are received?**

Upon receipt of funds, each county must segregate the funds in a county election funding account. The money in the account remains in the account until it is spent for any of the authorized purposes.

### **Do counties need work with cities/townships to determine how the funds will be allocated within the county?**

Yes. The county and the local units of government located within the county may devise their own agreement/formula for distributing the funds.

If the county and a local unit of government do not agree on a distribution plan, the county must allocate the funds to that unit of local government as follows:

- 50 percent is retained by the county;
- 25 percent is allocated to each local unit of government responsible for administering absentee voting or mail voting in proportion to that unit of government's share of the county's registered voters on May 1 for the most recent statewide general election; and
- 25 percent is allocated to cities and townships in proportion to each city and township's share of registered voters in the county on May 1 for the most recent statewide general election

If an agreement is reached between the county and *some* cities/townships, but not *all*, then those cities/townships with whom an agreement is not reached must receive the default allocation.

We have included an example in Section C.

**When do counties need to allocate funding to municipalities/townships?**

Counties must distribute funds to cities and townships by December 31 of each year. If an agreement is reached where funds are not allocated to some municipalities/townships, then this deadline would not apply for those jurisdictions.

**If a local unit of government administers absentee or mail voting for state elections, would they also receive the additional 25 percent allocation in the odd year?**

Yes. This 25 percent allocation applies every year, even if there is not an election in the jurisdiction for that year.

If a local unit of government only administers AB/MB for their elections in the odd year, but not for state elections in the even year, they would not be entitled to the 25 percent allocation.

It is the position of the OSS that the determination of whether a local unit of government is entitled to the 25 percent allocation should be made at the time that the funds are distributed by the county.

**What can the VOTER Account funds be used for?**

The funds can be used for any purpose that is directly related to election administration. The enabling legislation included the following categories:

1. equipment;
2. hardware or software;
3. cybersecurity;
4. security-related infrastructure;
5. capital improvements to improve access to polling places for individuals with disabilities;
6. staff costs for election administrators, election judges, and other election officials;
7. printing and publication;
8. postage;
9. programming;
10. local match for state or federal funds; and
11. any other purpose directly related to election administration.

**What are the reporting requirements?**

\*Reporting requirements take effect starting in December 2024. Those first reports will cover the previous fiscal year (July 1, 2023 – June 30, 2024).

- By December 15 of each year, municipalities must report to the counties how their money was spent.
- By December 31 of each year, the county will report to the OSS how they and their underlying municipalities spent the funds.
- By January 31 of each year, the OSS must compile the reports from the county and submit a summary report to the legislature that identifies expenditures by county, city, and town and the purposes of each expenditure.
- Funds remain in the county and/or city/township account until they are expended.

The OSS is establishing a process for reporting on VOTER funds expenditures that will be in place well ahead of the December 2024 reporting deadlines. In the meantime, counties and municipalities

must maintain an itemized description of how their funds are being spent according to the general expenditure categories outlined above. Receipts and invoices should also be maintained.

## Section B. VOTER Account Allocations by County

County	Total County Allocation		
<b>Grand Total</b>	<b>\$1,250,000.00</b>		
Aitkin	\$6,027.81	Lac qui Parle	\$4,085.91
Anoka	\$67,239.04	Lake	\$4,998.75
Becker	\$8,986.40	Lake of the Woods	\$3,649.14
Beltrami	\$10,629.08	Le Sueur	\$8,110.33
Benton	\$9,854.34	Lincoln	\$3,845.07
Big Stone	\$3,761.13	Lyon	\$6,934.47
Blue Earth	\$13,859.40	McLeod	\$9,299.10
Brown	\$7,442.54	Mahnomen	\$3,677.20
Carlton	\$9,158.19	Marshall	\$4,450.82
Carver	\$23,139.96	Martin	\$6,217.85
Cass	\$8,862.89	Meeker	\$7,013.63
Chippewa	\$4,899.10	Mille Lacs	\$7,458.26
Chisago	\$13,480.17	Morrison	\$8,928.58
Clay	\$12,911.18	Mower	\$9,008.58
Clearwater	\$4,321.42	Murray	\$4,360.16
Cook	\$4,045.77	Nicollet	\$8,689.14
Cottonwood	\$4,722.82	Nobles	\$5,623.60
Crow Wing	\$15,600.59	Norman	\$3,925.35
Dakota	\$82,028.38	Olmsted	\$31,118.90
Dodge	\$6,577.70	Otter Tail	\$13,950.62
Douglas	\$10,434.27	Pennington	\$5,087.74
Faribault	\$5,279.17	Pine	\$7,827.95
Fillmore	\$6,610.54	Pipestone	\$4,368.86
Freeborn	\$8,104.72	Polk	\$7,655.60
Goodhue	\$11,662.34	Pope	\$4,975.46
Grant	\$3,987.95	Ramsey	\$92,584.73
Hennepin	\$229,237.64	Red Lake	\$3,538.82
Houston	\$6,357.91	Redwood	\$5,405.21
Hubbard	\$6,948.79	Renville	\$5,372.93
Isanti	\$10,427.25	Rice	\$13,775.75
Itasca	\$11,184.03	Rock	\$4,442.40
Jackson	\$4,624.86	Roseau	\$5,468.37
Kanabec	\$5,739.52	Saint Louis	\$39,362.83
Kandiyohi	\$10,136.17	Scott	\$29,698.55
Kittson	\$3,656.44	Sherburne	\$20,442.68
Koochiching	\$4,983.31	Sibley	\$5,534.34
		Stearns	\$29,148.66
		Steele	\$9,264.31
		Stevens	\$4,341.35



Swift	\$4,440.44	Washington	\$53,793.99
Todd	\$6,924.09	Watonswan	\$4,444.37
Traverse	\$3,432.15	Wilkin	\$3,926.75
Wabasha	\$6,903.03	Winona	\$10,984.45
Wadena	\$5,203.67	Wright	\$28,866.27
Waseca	\$5,987.95	Yellow Medicine	\$4,528.02

## Section C. Example Allocation According to the Default Formula with Partial Agreement

County has 20,000 registered voters and receives a VOTER Account allocation of \$10,000.

	# of Registered Voters	Administers AB	Reached agreement with county?
City A	8,000	Yes	No
City B	5,000	No	Yes
Township A	4,000	No	No
Township B	3,000	No	Yes

- The county reaches an agreement with City B and Township B where those two jurisdictions will not receive any funding and their portion of the VOTER funds will remain with the county.
- The county cannot reach an agreement with City A and Township A. Their VOTER funds must be determined by the default formula.

Therefore, the \$10,000 would be allocated as follows:

	County	City A	City B	Township A	Township B
50% percent to county	<b>\$5,000</b>	\$0	\$0	\$0	\$0
25% to all municipalities / townships	\$625 (from City B) + \$625 (from Township B) = <b>\$1,250</b>	$\$2,500/4 =$ <b>\$625</b>	$\$2,500/4 =$ <del>\$625</del>	$\$2,500/4 =$ <b>\$625</b>	$\$2,500/4 =$ <b>\$625</b>
25% to county/ city/ township responsible for administering AB, in proportion to share of registered voters in the county.	$12,000/20,000 = 60$ percent  $.6 * \$2,500 =$ <b>\$1,500</b>	$8,000/20,000 = 40$ percent  $.4 * \$2,500 =$ <b>\$1,000</b>			
Total allocation	<b>\$7,750</b>	<b>\$1,625</b>		<b>\$625</b>	

**VOTER Account Agreement  
Kanabec County 2023  
Precinct Allocation - 25%**

	6/2/2022 Voter County	25% Allocation
Ann Lake	270	37.96
Arthur	1194	167.87
Brunswick	887	124.70
Comfort	725	101.93
Ford	131	18.42
Grass Lake	650	91.38
Grasston	86	12.09
Haybrook	149	20.95
Hillman	286	40.21
Kanabec	528	74.23
Knife Lake	818	115.00
Kroschel	135	18.98
Mora	2088	293.56
Ogilvie	216	30.37
Peace	641	90.12
Pomroy	241	33.88
Quamba	65	9.14
Southfork	486	68.33
Whited	610	85.76
	10206	<u>1,434.88</u>

Resolution No. 2023-1023

**Voting Operations, Technology, & Election Resources  
(VOTER) Account Agreement**

**BY AND BETWEEN: City of Mora, 101 Lake Street S, Mora MN 55051**

}

**AND: Kanabec County, 317 Maple Ave E, Mora MN 55051**

**WHEREAS**, On July 20, 2023, the Office of the Secretary of State completed the electronic transfer of \$1.25 million in electronic payments to counties for the Voting Operations, Technology, & Election Resources (VOTER) Account in accordance with the requirements of Minnesota Statutes section 5.305, and

**WHEREAS**, Kanabec County is required to allocate the annual amount received based on a formula acceptable to the county and local units of government, and

**WHEREAS**, Kanabec County suggests the use of the formula suggested by the Minnesota Secretary of State's Office as follows:

50% is retained by Kanabec County,

25% allocated to the unit of government responsible for administering absentee voting, which is the county in Kanabec County,

25% allocated to cities and townships in proportion to each city and township's share of registered voters (on May 1 each year), and

**WHEREAS**, Kanabec County also pays for all maintenance for all election equipment utilized by the local units of government,

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Mora does hereby agree to allow Kanabec County

to retain all Voting Operations, Technology, & Election Resources (VOTER) Account Funds received.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by Mora City Council

Attested and witnessed:

\_\_\_\_\_  
City Clerk



Building a Better World  
for All of Us®

October 12, 2023

RE: Mora, Minnesota  
Left Turn Lane on TH 65 at 9th Street  
SEH No. MORA0 169235

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

Please find enclosed Application for Payment No. 2 for the referenced project. The quantities completed to date have been reviewed and we hereby recommend approval for payment to ACM LLC in the amount of \$88,993.15. This amount represents 45% 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 ACM LLC, 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  
Project Manager

ah  
Enclosures

x:\ko\m\mora0\169235\7-const-svcs\73-app-pym\lafp\afp #2\afp 2 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](http://sehinc.com)

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



**Application for Payment**  
(Unit Price Contract)  
No. 2

Eng. Project No.: MORA0 169235

Location: Mora, Minnesota

Contractor <u>ACM LLC</u>	Contract Date <u>August 2, 2023</u>
<u>5751 357th Ave NW,</u>	
<u>Princeton, MN 55371</u>	Contract Amount <u>\$ 393,650.96</u>

Contract for Left Turn Lane on TH 65 at 9th Street

Application Date <u>10/6/23</u>	For Period Ending <u>10/6/23</u>
---------------------------------	----------------------------------

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	MOBILIZATION	LS	1	1	\$41,000.00	\$41,000.00
2	CLEARING	EACH	10	20	\$300.00	\$6,000.00
3	GRUBBING	EACH	10	20	\$400.00	\$8,000.00
4	PAVEMENT MARKING REMOVAL	SF	3720	462	\$2.70	\$1,247.40
5	REMOVE ANCHORAGE ASSEMBLY - CABLE	EACH	1	0	\$3,000.00	
6	SALVAGE PIPE APRON	EACH	1	0	\$300.00	
7	SALVAGE LIGHTING UNIT	EACH	1	1	\$2,200.00	\$2,200.00
8	SALVAGE SIGN	EACH	2	2	\$65.00	\$130.00
9	REMOVE PIPE APRON	EACH	9	8	\$600.00	\$4,800.00
10	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	1459	1459	\$3.49	\$5,091.91
11	REMOVE PIPE SEWER	LIN FT	196	196	\$89.00	\$17,444.00
12	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	291	291	\$7.00	\$2,037.00
13	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	341	341	\$7.00	\$2,387.00
14	MUCK EXCAVATION	CU YD	707	0	\$16.00	
15	EXCAVATION - COMMON (CV) (P)	CU YD	2259	1694	\$10.00	\$16,940.00
16	EXCAVATION - SUBGRADE (CV) (P)	CU YD	100	75	\$11.00	\$825.00
17	EMBANKMENT - COMMON (CV) (P)	CU YD	1092	655	\$16.00	\$10,480.00
18	GEOTEXTILE FABRIC TYPE 5	SY	850	0	\$9.00	
19	SUBGRADE PERPARATION	RD STA	14	11	\$278.00	\$3,058.00
20	AGGREGATE SURFACING (CV) CLASS 6	CU YD	45	0	\$52.00	
21	COMMON BORROW (CV)	CU YD	150	0	\$56.00	
22	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	12	0	\$130.00	
23	WATER (TURF ESTABLISHMENT)	M GAL	100	0	\$15.00	

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
24	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	1118	839	\$29.00	\$24,331.00
25	MILL BITUMINOUS SURFACE (2.0")	SY	87	0	\$4.50	
26	MILLED RUMBLE STRIPS	LF	2255	0	\$0.60	
27	MILLED SINUSOIDAL RUMBLE STRIPS	LF	1000	0	\$0.70	
28	TYPE SP 9.5 WEARING COURSE MIX (2,C) (DRIVEWAY) (P)	TON	53	0	\$213.00	
29	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	305	0	\$145.00	
30	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	211	0	\$129.25	
31	18" RC PIPE APRON	EACH	8	8	\$541.00	\$4,328.00
32	INSTALL PIPE APRON	EACH	1	0	\$436.00	
33	18" RC PIPE SEWER DES 3006 CL III	LIN FT	194	194	\$75.00	\$14,550.00
34	42" RC PIPE SEWER DES 3006 CL III	LIN FT	31	0	\$245.00	
35	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020 72" DIA.	LF	11.3	0	\$735.00	
36	CASTING ASSEMBLY, R-1733 (STORM) W/PE BARRIER	EACH	1	0	\$1,200.00	
37	INSTALL LIGHT POLE	EACH	1	1	\$3,500.00	\$3,500.00
38	ANCHORAGE ASSEMBLY - TENSION CABLE	EACH	1	0	\$6,200.00	
39	RECONSTRUCT 3-CABLE GUARDRAIL	LF	204	0	\$46.00	
40	TRAFFIC CONTROL	LS	1	0.7	\$6,300.00	\$4,410.00
41	SIGN PANELS TYPE C	SQ FT	13	0	\$45.00	
42	FURNISH SIGN POSTS	EACH	2	0	\$160.00	
43	INSTALL SIGN	EACH	4	0	\$630.00	
44	STORM DRAIN INLET PROTECTION	EACH	5	4	\$124.00	\$496.00
45	SILT FENCE, TYPE MS	LIN FT	1154	332	\$6.00	\$1,992.00
46	COMMON TOPSOIL BORROW (CV) (P)	CU YD	580	0	\$9.00	
47	EROSION CONTROL BLANKETS CATEGORY 3N	SY	1140	0	\$1.96	
48	SEEDING	ACRE	0.7	0	\$400.00	
49	PAVT MSSG PERF THERMO GR IN	SF	67	0	\$34.00	
50	6" SOLID LINE PAINT GR IN (WR)	LF	2339	0	\$1.35	
51	6" DBL SOLID LINE PAINT GR IN (WR)	LF	3050	902	\$2.55	\$2,300.10
52	6" BROKEN SOLID LINE PAINT GR IN (WR)	LF	805	0	\$1.35	
53	24" SOLID LINE PERF THERMO GR IN	LF	237	0	\$31.00	
<b>Total Contract Amount</b>						<b>\$177,547.41</b>

**Application for Payment (continued)**

Total Contract Amount	\$ 393,650.96	Total Amount Earned	\$ 177,547.41
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	\$ 177,547.41
AFP No. 1: <u>79,676.89</u>	AFP No. 6: _____	LESS 5 % RETAINAGE	\$ 8,877.37
AFP No. 2: _____	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ 168,670.04
AFP No. 3: _____	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ 79,676.89
AFP No. 4: _____	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ 88,993.15
AFP No. 5: _____			

**CONTRACTOR'S AFFIDAVIT**

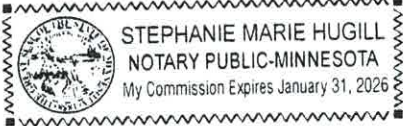
The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Payment under said contract, Left Turn Lane on TH 65 at 9th Street, 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 October 10, 2023 ACM LLC  
(Contractor)

COUNTY OF Isanti )  
STATE OF Minnesota ) SS By Kristen A. Vice president  
(Name and Title)

Before me on this 10 day of October, 2023, personally appeared Kristen Alderink known to be, who being duly sworn did depose and say that he is the vice president (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 Jan 31, 2026



[Signature]  
(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.**

[Signature] By Greg Anderson, PE  
Date October 12, 2023  
City of Mora

By \_\_\_\_\_  
Date \_\_\_\_\_



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for All of Us®

## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Greg Anderson, PE (Lic. MN)

DATE: October 11, 2023

RE: Project Updates  
SEH No. MORA0 173807 14.00

### **TH 65 at 9<sup>th</sup> Street – Left Turn Lane Project**

- The contractor, ACM LLC, has widened for the turn lane north of Industrial Road and plans to pave the first two lifts of blacktop on Friday, weather depending.
- The widening south of Industrial Road cannot begin until the U.S. Corps of Engineers permit for wetland impacts is received. Latest update from Corps is a November approval.
- An update on the project status will be given at the council meeting.
- The proposed completion date for the construction is late October.

### **TH 65 Bike Trail Extension**

- The contractor, New Look Contracting, started work this week on the project.
- The proposed completion date for the construction is November 3<sup>rd</sup>.

### **Mora Lake Outlet Pipe/Maple Avenue Reconstruction Project – No new update**

- SEH and City staff meet with the Kanabec County Engineer in late June to discuss the project and schedule.
- Kanabec County is planning their road project for 2025.
- Kanabec County would be open to the City completing the utility replacement and lake outlet pipe project in 2024 as long as the road is repaved for winter.
- Further discussion on project schedule is anticipated at the September council meeting.

### **Rowland Road Utility Extension – Recovering Hope**

- SEH has submitted the construction plans to extend City sanitary sewer and water main for the water main and sanitary sewer main extensions for permit approval.
- The work is anticipated to occur in late October.
- The developer is working with the City on agreement for utility work and proposed new housing.

ah

x:\ko\m\mora0\173807\1-gen\14-corr\project update memo 2023 10 12.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](http://sehinc.com)

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





# MEMORANDUM

Date: September 19, 2023  
To: Mayor and City Council  
From: Mandi Yoder, Human Resources Director  
RE: Non-Exempt Employees, Paid on Call Firefighters, and Fair Labor Standards Act

## SUMMARY

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The mayor and city council will hear input from department heads related full-time, non-exempt staff serving a dual role as a firefighter, and the Fair Labor Standards Act (FLSA) and MN Wage Theft Law.

## BACKGROUND

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A recent full-time, non-exempt position brought about the review of past practices which prohibited non-exempt, full-time employees from serving as a paid-per-call firefighter.

Mandi Yoder, Human Resources Director and Joe Kohlgraf, Public Works Director have researched and discussed the possibility at length.

Some cities that have responded to information requests stated they are in short supply of firefighters and therefore pay overtime. Many cities did not respond. League of MN Cities stated all labor laws must be followed.

Therefore, if a non-exempt full-time employee is permitted to work in a dual position, such as the fire department, overtime pay must be calculated according to the full-time position's pay grade and step, as is extensively explained in both Federal and State law.

At this time Joe Kohlgraf and Brett Anderson, Fire Chief, agree that budgetarily it would not be feasible to permit a dual role for an employee in the City's budget or the Fire Department's budget which would also impact township budgets via their service agreement invoices.

## OPTIONS IMPACTS

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1. Continue with the past practice of not allowing full-time, non-exempt positions the ability to serve in a dual role as a firefighter unless the department is able to budget for and pay the overtime.

## RECOMMENDATIONS

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For the City Council to consider arriving at a consensus to continue with the precedent of excluding full-time, regular, non-exempt employees from a dual role as a firefighter unless the department can budget for and pay the overtime.

*Attachments: A guide to MN's Overtime Laws  
Wage theft in MN: Employer Information*



# Wage theft in Minnesota: Employer information

Most Minnesota employers correctly pay their employees for the work they perform. However, there are some that do not. When an employer fails to pay all wages earned by employees, it is **wage theft**. The Minnesota Department of Labor and Industry (DLI) estimates more than 39,000 workers suffer from wage theft statewide each year. This has an impact of \$11.9 million of wages owed, but not paid to Minnesota workers.

## Common illegal wage-theft practices

- Paying less than the minimum wage
- **Not paying time-and-a-half for overtime**
- Not paying earned tips
- Deducting pay for short rest breaks
- **Requiring or allowing work off the clock without pay**
- Not paying a final check upon separation of employment
- Misclassifying employees as independent contractors
- Paycheck deductions for loss of or damage to property

## How to avoid committing wage theft

Employers that commit wage theft are breaking the law and undercutting competing employers, hurting business and revenue of those operating under the law. They are also open to additional liabilities under labor standards laws. The following advice will help employers avoid committing wage theft.

- Pay your employees at least the state minimum wage. Minnesota's 2023 minimum-wage rates are \$10.59 an hour for large employers and \$8.63 an hour for small employers. For additional details about the state's minimum-wage rates, visit [dli.mn.gov/business/employment-practices/minimum-wage-minnesota](https://dli.mn.gov/business/employment-practices/minimum-wage-minnesota). New rates take effect Jan. 1 each year. Employers operating in Minneapolis or St. Paul should understand the requirements of the minimum-wage ordinances in those cities.
- **Pay your employees for all hours worked. Employees must be paid for employer-required training and for time needed to prepare to perform work, such as restocking supplies and performing safety checks. If you require employees to meet at a centralized location before driving to a worksite, pay the employee for the drive-time from the location to the worksite. Employers cannot require employees to remain at work and "punch in" only when it gets busy, "punching out" when business gets slow.**
- **Pay your hourly employees for overtime. Federal law requires most hourly employees to receive overtime after working 40 hours in a workweek. Some employees are exempt from this requirement, but still need to be paid overtime after 48 hours in a workweek under Minnesota law.**
- Pay your employees at least every 31 days, on a regularly scheduled payday that they are notified of in advance.
- Do not misclassify employees as independent contractors. Such misclassification not only adversely impacts employees, it also creates a competitive disadvantage for employers that comply with state laws related to workers' compensation, unemployment insurance and tax withholding.

- Do not take unlawful deductions from your employees' paychecks. Deductions that generally *cannot* be made include: property loss or damage; cash shortages; and tool or uniform expenses.
- Do not require your employees to pool or share tips.

## Wage-claim process

Labor Standards initiates wage claims to resolve cases of unpaid wages. This process reduces the likelihood of further investigation, litigation or penalties, which is mutually beneficial to employers and employees.

## DLI's Labor Standards is here to help

1. Visit DLI's Employment Practices webpage at [dli.mn.gov/business/employment-practices](https://dli.mn.gov/business/employment-practices) for information about child labor, minimum wage, nursing mother accommodations, overtime, parental leave, payroll recordkeeping and tips regulations, plus other important labor standards issues.
2. Subscribe to the Labor Standards *Wage and Hour Bulletin* at [dli.mn.gov/business/employment-practices/minnesota-wage-and-hour-bulletin](https://dli.mn.gov/business/employment-practices/minnesota-wage-and-hour-bulletin).
3. Contact us if you have any questions. DLI's Labor Standards staff is available from 8 a.m. to 4:30 p.m., Monday through Friday, at 651-284-5075 and [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us).
4. Invite Labor Standards to meet with your company or business association. We meet with businesses, nonprofits and others to explain Minnesota labor standards law.



Labor Standards • 443 Lafayette Road N. • St. Paul, MN 55155  
651-284-5075 • 800-342-5354 • [dli.mn.gov](https://dli.mn.gov) • [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us)

# A guide to Minnesota's overtime laws

## STATE LAW

The **Minnesota Fair Labor Standards Act** requires all employers, regardless of gross annual revenue, to pay overtime for all hours worked in excess of **48** hours in a seven-day period.



## FEDERAL LAW

The **federal Fair Labor Standards Act** requires some employers to pay overtime for all hours worked in excess of **40** hours in a seven-day period. These employers include:

- businesses whose employees produce or handle goods for interstate commerce;
- businesses with gross annual sales of more than \$500,000; and
- certain other businesses, including hospitals, nursing homes, schools and government agencies.



## WHAT IS THE OVERTIME RATE?

Overtime rates must be at least one-and-a-half times the employee's regular rate of pay. The regular rate of pay is determined by dividing the employee's total pay in any workweek by the total hours worked in the workweek. An employee's pay includes credits allowed against the minimum wage for meals and/or lodging.

## WHO MUST PAY?

**Overtime pay is not discretionary. Both state and federal laws prohibit any agreement to not pay overtime to employees.** All firms must pay **Minnesota's** overtime wage regardless of:

- the firm's size, location or gross sales;
- the method of compensation (hourly, salary, commission, piece rate or other); or
- designations such as part time, temporary, seasonal or contract.

## WHAT IS A SALARY?

A salary is defined as a guaranteed, predetermined wage for each seven-day workweek that does not vary based on productivity or how many hours the employee works. It is **not** an hourly rate.

## WHO IS EXEMPT?

**Some employees are exempt from Minnesota's overtime wages. The following is a partial list:**

- executive, administrative or professional employees who meet the salary and duty requirements of the department's rules;
- an outside salesperson;
- a salesperson, partsperson or mechanic for a vehicle dealership who sells or services automobiles, trailers, trucks or farm implements, and is paid on a commission or incentive basis, and is employed by a dealer selling to the consumer; and
- an agricultural worker paid a salary of at least \$724.71 a week for large employers grossing \$500,000 a year or more, or \$590.94 a week for small employers grossing less than \$500,000 a year.



## HOW ARE HOURS COUNTED?

Except for rest periods of 20 minutes or more, all hours the employee is required to be on the premises of the employer or performing work-related tasks are counted for overtime purposes. Employees working more than one job under the control of the same employer must have all hours worked counted toward overtime.

Holiday hours, vacation time or sick leave are not counted in figuring overtime hours. Overtime is computed on a seven-day workweek basis regardless of the length of the pay period. Hours worked may not be averaged over the pay period or used to offset shorter workweeks. The workweek can be any consecutive seven-day period that the employer chooses, but may not vary once chosen.



Labor Standards • 443 Lafayette Road N. • St. Paul, MN 55155  
651-284-5075 • 800-342-5354 • 651-284-5099 (Spanish) • [www.dli.mn.gov/laborlaw](http://www.dli.mn.gov/laborlaw)





**OFFICE**

**KANABEC COUNTY SHERIFF**

SHERIFF BRIAN SMITH

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

## September 2023

During the month of September, 2023 Kanabec County Sheriff's Office contract cars responded to or initiated 467 calls for service within the City of Mora. The most frequent calls for service were Traffic complaints/violations (95), Medical Emergencies (74), and suspicious persons/occurrences (24).

Deputies logged 36 foot patrols in the downtown business district and city parks.

A speed radar trailer was placed on East Maple Ave to combat recent traffic complaints.

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

Sincerely,

Sergeant Dylan VanGorden #3104

**WEARING THE STAR OF HONOR AND SERVICE**

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







**CAD Summary Report**

Printed On: 10/12/23 09:29

**Kanabec County Sheriff's Office**

	<b>09/23</b>	<b>Total</b>
911 Hang-ups-Abandoned-Open Line	12	<b>12</b>
Agency Assist	20	<b>20</b>
Alarms All (Home, Business, Bank, misc)	5	<b>5</b>
Animal-All Other	5	<b>5</b>
Assault	4	<b>4</b>
Burglary	1	<b>1</b>
Child Custody Issues	1	<b>1</b>
Civil Assist	2	<b>2</b>
Crim Sex	2	<b>2</b>
Disorderly Conduct	6	<b>6</b>
Domestic Disturbance/Assaults	5	<b>5</b>
Drug calls - All	2	<b>2</b>
DTP	5	<b>5</b>
Escorts-Funerals, Races, etc	4	<b>4</b>
Fire- Mora Area Fire Calls	2	<b>2</b>
Fires - All Others	3	<b>3</b>
Foot Patrol	36	<b>36</b>
Found - animals, property, etc	4	<b>4</b>
Guns including permits	1	<b>1</b>
Harassing communications calls	3	<b>3</b>
Health and Safety	1	<b>1</b>
Hospice Deaths	2	<b>2</b>
Information and misc calls	19	<b>19</b>
Juvenile calls excluding tobacco, drugs, alcohol	10	<b>10</b>
Maltreatment	8	<b>8</b>
Medical Emergency	74	<b>74</b>
Missing Person(s)	2	<b>2</b>
Mora Ordinance Violations	1	<b>1</b>



## CAD Summary Report

Printed On: 10/12/23 09:29

	09/23	Total
Neighborhood Disputes	3	<b>3</b>
Noise - including loud music, parties, etc	5	<b>5</b>
Parking Violations	1	<b>1</b>
POR- Predatory Offender calls	21	<b>21</b>
Public assist calls	7	<b>7</b>
Records checks	5	<b>5</b>
Recovered- property and vehicles	1	<b>1</b>
Road Hazards	1	<b>1</b>
Secure Helipad	10	<b>10</b>
Shooting complaints	2	<b>2</b>
Suicide threats-attempts	4	<b>4</b>
Suspicious- persons, vehicles, and occurrences	24	<b>24</b>
Theft-not vehicle	12	<b>12</b>
Threats	4	<b>4</b>
Traffic / Driving complaints	17	<b>17</b>
Traffic Accident	3	<b>3</b>
Traffic Violation	78	<b>78</b>
Unwanted person	3	<b>3</b>
Vandalism exc mailboxes	1	<b>1</b>
Violation of Court Order	2	<b>2</b>
Warrant Entry and Arrests	4	<b>4</b>
Weather - Monthly Test	1	<b>1</b>
Welfare Check	18	<b>18</b>
<b>Total</b>	<b>467</b>	<b>467</b>

**City of Mora Planning Commission  
Minutes  
5:30 p.m. Monday, October 2, 2023  
Mora City Hall, 101 Lake St, Mora, MN 55051**

Pursuant to due call and notice thereof Sheldon Shepard called to order the regular meeting of the Planning Commission at 5:35 p.m. Monday, October 2, 2023, in the Mora City Hall council chambers.

**2. Roll call:**

Commissioners present: Sheldon Shepard, Tim Dahlberg, Jody Anderson and Lance Strande

Commissioners absent: Sara Treiber

Staff present: City Administrator Glenn Anderson, Community Development Director Kirsten Faurie

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

**4. Approval of Minutes:** MOTION made by J. Anderson, seconded by Dahlberg and unanimously carried to approve the Sept. 11, 2023 minutes as presented.

**5. Open Forum:** No one spoke during open forum

**6. Old Business:** J. Anderson asked for an update on Maple Avenue East's commercial truck traffic. G. Anderson reported that "TRUCK ROUTE" signs have been placed, directing trucks away from Maple Avenue East. Staff has not heard any complaints from the street's residents since the September 19 City Council meeting.

**7. Public Hearings:**

a. Conditional Use Permit (CUP) Request for solar system at 413 Cardinal St. Shepard opened the public hearing at 5:38 p.m. Faurie presented the CUP request by Solcius (applicant) and Robert Gilbert (property owner) to allow a Solar Energy System to be located in the R-1 Single Family Residential District. Faurie noted that this solar array was smaller than similar ones recently approved by the Planning Commission. Staff had no concerns about the project; a nearby property owner had submitted a letter in support of the project. The Planning Commission members expressed no concerns for the project. Shepard closed the public hearing at 5:42p.m.

i. MOTION by J. Anderson to approve Resolution # PC 2023-0911, seconded by Dahlberg and unanimously carried.

**8. Other Business:**

a. Preliminary discussion regarding dog training facility In the B-1 District: Faurie explained that a new dog-training business is interested in opening in the B-1 District. The City's ordinances contain guidance for pet shops, pet grooming, veterinarian clinics and kennels, but not specifically for dog training. Faurie asked for direction regarding how the Planning Commission would prefer a possible ordinance change to include dog training services in the B-1 District. After discussion, the consensus of the commission was they would prefer dog-training to be added to B-1

**City of Mora Planning Commission  
Minutes  
5:30 p.m. Monday, October 2, 2023  
Mora City Hall, 101 Lake St, Mora, MN 55051**

permitted uses if it did not include overnight stays; if training included overnight stays it should be a conditional use. The commission encouraged Faurie to do additional research regarding the number of animals served, and how other cities manage noise and odor issues of pet-related businesses.

- b. Preliminary discussion regarding former Mora High School site Faurie explained that the former Mora High School at 400 Maple Ave. East will soon be demolished and the school district intends to sell the land. Faurie has had some preliminary discussions with the school board and is proposing they attempt to sell the site through a Request for Proposal process. While the decision on who to sell the land to is ultimately up to the school board, Faurie is willing to assist the school in marketing the site in the hopes of securing interest from a quality developer and guiding a coordinated, unified housing development. In marketing the site, Faurie asked if the Planning Commission would consider some flexibility in use of the site. The site is currently zoned R-1 Single-Family Residential District and R-3 Multiple Dwelling District. The Commission noted that the priority for the area is housing, but indicated it would consider proposals for commercial development on some portions of the land.

The Commission further discussed the effects of the new high school addition on 9<sup>th</sup> Street. J. Anderson noted that the school's athletic tournaments seem to be bringing more customers to downtown businesses.

- 9. Reports:** Faurie reported she anticipates a number of projects to be on the agenda of the November 13 Planning Commission meetings, so please plan to attend. Faurie has started conversations with the City Attorney regarding a review of city ordinances when the Planning Commission has little other business. Faurie also announced that a property developer has expressed serious interest in the vacant city lot in downtown Mora known as the Downtown Commercial Corner or former Feed Mill site. The developer will be bringing his proposal to the Mora EDA at their Nov. 7 meeting.
- 10. Adjournment:** MOTION to adjourn by Dahlberg, seconded by Strande, 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, November 13, 2023.**

\_\_\_\_\_  
Commission Chair

Attest: \_\_\_\_\_

Kirsten Faurie  
Community Development Director