



City of Mora  
Kanabec County, Minnesota  
Meeting Agenda  
City Council

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

Tuesday, October 18, 2022

6:30 PM

Mora City Hall

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

**2. Roll Call**

**3. Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Council members may add items to the agenda prior to adoption of the agenda.)*

**4. Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of the consent agenda.)*

- a. September 20, 2022 Meeting Minutes
- b. September 2022 Claims
- c. Gambling Permit – MN Deer Hunter Assoc, Snake River Chapter
- d. Accept Restricted Donations – Res No. 2022-1021
- e. Firefighter Acceptance Rescinded – Bryce Norby
- f. Firefighter Offer of Employment – Jonathan Schwendeman
- g. Dala Dazzle Public Use Permit

**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. Airport Board
- b. Childcare Presentation- Kirsten
- c. Kanabec County EDA Director- Jim Hartshorn

**7. Public Hearings**

- a. None

**8. New Business**

- a. Snake River Bridge Trail Connection- Joe, Natasha, and SEH
- b. Transportation Alternative Grant- Kirsten
- c. Conditional Use Permit- Summit Lane Res No. 2022-1022 – Kirsten
- d. Grader Replacement Pre-purchase Request- Joe
- e. Medium Duty Truck Request- Joe

**9. Old Business**

- a. Grove Street Improvement Update- SEH
- b. Flexible Work Arrangements Res. 2022-1023- Glenn
- c. Consideration of Probation Release – Natasha Segelstrom, Administrative Services Director

**10. Communications**

- a. MAFD - September 2022 Report
- b. KCSO - September 2022 Report
- c. Planning Commission Meeting Minutes – Cancelled
- d. Airport Board Meeting Minutes
- e. Park Board Meeting Minutes – No Quorum

**11. Reports**

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

**12. Closed Session** *In accordance with MN §13D.05, the City Council may hold a closed session for Meetings Having Data Classified as Not Public.*

**13. Adjournment**

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the regular meeting of the Mora City Council at 6:30 PM on Tuesday, September 20, 2022 in the city hall council Chambers.

1. **Call to Order/Pledge of Allegiance:** 6:30PM
2. **Roll Call:** Mayor Skramstad, Councilmembers Jody Anderson, Sadie Broekemeier, and Kyle Shepard.  
Absent: Jake Mathison
3. **Adopt Agenda:** Skramstad requested the removal of item 6b. Taxicab Business License and requested the addition of item 6f. Tobacco License Dandelion Tobacco Inc.. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the agenda.  
**Staff Present:** Glenn Andersson City Administrator, Natasha Segelstrom Administrative Services Director, Joe Kohlgraf Public Works Director, Sara King Accountant, Kirsten Faurie Community Development Director, Caleb Christenson Building Official.
4. **Consent Agenda:** Skramstad brought forward the consent agenda. MOTION made by Anderson, seconded by Shepard and unanimously carried to approve the consent agenda as presented.
  - a. Regular Meeting Minutes – August 18, 2022
  - b. Regular Meeting Minutes – September 6, 2022
  - c. August 2022 Claims
  - d. Massage Therapist License Renewal – Asolare Yoga & Wellness, LLC
5. **Open Forum:**  
At the request of Councilmember Broekemeier, she asked for the Council’s consideration to allow Kanabec County Staff to speak before the council in an open forum. Patti Miller and Kathy Burski of Better Together Coalition of Kanabec County spoke to the City Council for consideration of an Ordinance like what Kanabec County. They arrived at the meeting after open forum. Miller explained across the state, interim ordinances have been established in response to the approved sale of THC edibles and THC beverages. Miller explained the mission of the Better Together Coalition and need for further regulation. Surveys show that youth feel there is little to no risk using THC products and further regulation was needed.
6. **Special Business**
  - a. **Mortgage Satisfaction Document:** City Council reviewed mortgage satisfaction document for the City of Mora Housing Rehabilitation Program / Deferred Loan Repayment Agreement and Mortgage David C. Anderson and Roberta M. Anderson. Previously, the mortgage satisfaction documents had been approved at the staff level. Council gave future direction about loan satisfaction documents and directed staff to have loan satisfaction documents completed by authorized signers without bringing to the City Council meeting. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the mortgage satisfaction document for the City of Mora Housing and Rehabilitation Program / Deferred Loan Repayment Agreement.

MOTION made by Shepard, seconded by Broekemeier, and unanimously carried to have staff approve loan satisfaction documentation.

- b. **Taxicab Business License – Cabworx LLP:** Item 6b was removed from the agenda.
  - c. **Massage Therapist Business License – Oslowski Therapy:** City Council approved the massage therapy business license for Oslowski Therapy. MOTION made by Broekemeier, seconded by Anderson and unanimously carried to approve the business license application for Oslowski Therapy.
  - d. **Tobacco License – Kings Mart #46-** Council reviewed the tobacco license for Kings Mart #46. MOTION by Shepard, seconded by Broekemeier and unanimously carried to approve the tobacco license.
  - e. **Tobacco License – Mora Tobacco & E-Cig-** Council reviewed the tobacco license for Mora Tobacco & E-Cig. MOTION made by Anderson, seconded by Shepard and unanimously carried to approve the tobacco license.
  - f. **Tobacco License – Dandelion Tobacco-** Council reviewed a new tobacco license for a business downtown Mora. MOTION made by Shepard, seconded by Anderson and unanimously carried to approve the tobacco license.
7. **Public Hearings:** There were no public hearings.
8. **New Business:**
- a. **North Country Bottle Shop – Maintenance Request:** Anderson brought forward a maintenance request for the North Country Bottle Shop for maintenance and repairs to the exterior siding on the building. He explained that the quote for the entire building was \$23,125 and recommended a phased maintenance approach, and the South side of the building be completed first, as it required the three coats of stain for \$6,850. Councilmember Anderson asked if there had been any other bids for the repair. Glenn Anderson stated no others provided a bid. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the repair request for the south side of the North Country Bottle Shop not to exceed \$7,000.
  - b. **Audit Firm Selection:** Segelstrom brought forward a request to continue Auditing Services with Bergan KDV for the next three years. She explained the City’s purchasing policy to ensure the best value and highlighted that in 2019 BerganKDV submitted a proposal significantly lower than other auditing firms. The firm’s performance, processes and knowledge had been excellent and that services continued. MOTION made by Broekemeier, seconded by Anderson, and unanimously carried to continue auditing services with Bergan KDV for the 2022, 2023 and 2024 Annual Financial Audits.
  - c. **Lease Software Purchase – GASB 87 and GASB 96 Compliance:** Segelstrom brought forward a request to consider purchasing software that would assist with legal compliance for the 2022 financial audit and beyond. She explained that staff had received demonstrations from two firms that specialized in lease software along with a program created by BerganKDV. She highlighted features each firm provided and explained there may be large implementation fees, but these would be an expense



across all city budgets and council should also consider the cost of staff hours needed to implement and maintain leases moving forward. Segelstrom explained that staff would continue to look at the current and possible leases to ensure the best long-term value.

## 9. Old Business

- a. **SEH – Grove Street Payment Request #4:** Greg Anderson of SEH provided an update on the Grove Street Improvement project. Anderson explained the application for payment had been reviewed and recommended approval for payment request #4 for \$311,333.53 payable to Douglas-Kerr Underground, L.L.C. MOTION made by Anderson, seconded by Shepard, and unanimously carried to approve payment request #4 for \$311,333.53 to Douglas Kerr Underground L.L.C.
- b. **2023 Preliminary Budget Resolution:** Anderson presented the preliminary budget and highlighted the sub-committee efforts. The preliminary tax levy presented a 25.92% increase factoring the HRA Debt levy. An overall increase of \$309,578 from the 2022 budgeted levy. Significant changes from the previous meeting included the HRA/Eastwood debt levy had been reduced by 50% to \$98,572, added loan proceeds for a street sweeper and added savings for dump trucks and road grader. The added expenditures included a financial management plan and loan payments for a new street sweeper. MOTION made by Anderson, seconded by Shepard, and unanimously carried to approve Resolution Number 2022-921 the 2023 preliminary budget.
- c. **Reimbursement Resolution and Capital Improvement Request:** Kohlgraf brought forward a request to pre-order a 2023 Elgin Pelican Sweeper for purchase in 2023. It was further explained there would be a bond for the street sweeper and Ehlers Financial Advisors would work closely with the city during the issuance and reporting to ensure State and Federal compliance. This option reduced the debt levy, and the city would have the equipment in 2023. City Council discussed the capital purchase and reimbursement resolution which would allow any incurred expense for the equipment transaction to be reimbursed. MOTION made by Anderson, seconded by Shepard, and carried 3-1, to approve the capital purchase request for a new street sweeper. Opposed by Broekemeier. MOTION made by Shepard, seconded by Anderson to approve Resolution Number 2022-922.

RESOLUTION NO. 2022-922  
RESOLUTION ESTABLISHING PROCEDURES  
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND  
REGULATIONS UNDER THE INTERNAL REVENUE CODE.  
(SEE ATTACHED RESOLUTION)

MOTION by Shepard to amend previous motion. MOTION to approve Resolution Number 2022-922 not to exceed the amount of \$160,000, seconded by Anderson and carried 3-1. Broekemeier opposed.

- d. **Airport Hangar Land Lease Agreement:** Faurie brought forward the proposed changes of the Airport Hangar Land Lease Agreement. The suggested revisions from the board were presented. The consensus among City Council was to approve the Hangar Land Lease

Agreement that had been revised at the September 6, 2022, meeting and that the 72 hours or reasonable accommodation was appropriate verbiage for the lease. MOTION made by Shepard, seconded by Broekemeier, and unanimously carried to approve the Hangar Land Lease Agreement as presented to the Airport Board without the requested changes.

**10. Communications:** City Council reviewed the communications packet.

- a. Quarterly Financial Statements
- b. KCSO Monthly Report – Pending
- c. MAFD Monthly Report – August 2022
- d. Planning Commission Meeting Minutes – September 2022
- e. Airport Meeting Minutes – September 2022
- f. Park Board Meeting Minutes
- g. HRA Meeting Minutes
- h. EDA Meeting Minutes

**11. Reports**

- a. City Administrator: Anderson provided an update on the flexible summer schedule amongst city hall staff and future agenda item for a flexible work arrangement policy. Provided an update on meetings regarding the Driver's License Office.
- b. Councilmember Anderson: Traffic issues on McLean Street. Fly In.
- c. Councilmember Broekemeier: Received a lot of calls on the THC Ordinance from the county. Stated it could be due to her councilmember status, membership with Better Together Coalition with Kanabec County or substance abuse professional and also had additional information. Community concern of new tobacco business downtown.
- d. Councilmember Mathison: Absent.
- e. Councilmember Shepard: Fall Fest and a BBQ cookoff. A lot of food vendors.
- f. Mayor Skramstad: Thank staff, councilmember Anderson and Mathison for their efforts in the 2023 preliminary budget; Greg Anderson for the Grove Street project and Joe Kohlgraf for his work.

**12. Adjournment:** MOTION by Shepard, seconded by Anderson, and unanimously carried to adjourn at 8:00.

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Mayor

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City Clerk

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 001150 MSRS						
001150	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$987.72
CHECK # 001150 MSRS						\$987.72
CHECK # 001151 MSRS						
001151	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$450.00
CHECK # 001151 MSRS						\$450.00
CHECK # 001152 MSRS						
001152	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$775.00
CHECK # 001152 MSRS						\$775.00
CHECK # 001153 TASC-TOTAL ADMIN SERVICE COOP						
001153	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$451.54
001153	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYER CONTR	\$1,100.00
001153	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$288.46
001153	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$192.31
001153	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - PAYROLL VARIANC	\$4.54
CHECK # 001153 TASC-TOTAL ADMIN SERVICE COOP						\$2,036.85
CHECK # 001154 MN DEPT OF REVENUE						
001154	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE WITHHO	\$2,792.56
CHECK # 001154 MN DEPT OF REVENUE						\$2,792.56
CHECK # 001155 US TREASURY - IRS						
001155	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$8,539.58
001155	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$1,997.08
001155	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FED W/H	\$5,125.21
CHECK # 001155 US TREASURY - IRS						\$15,661.87
CHECK # 001156 MSRS						
001156	MSRS	GENERAL FUN		Health Care Saving	HEALTH CARE SAVINGS	\$991.24
CHECK # 001156 MSRS						\$991.24
CHECK # 001157 MSRS						
001157	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP PLAN	\$450.00
CHECK # 001157 MSRS						\$450.00
CHECK # 001158 MSRS						
001158	MSRS	GENERAL FUN		Deferred Compens	DEFERRED COMP ROTH	\$775.00
CHECK # 001158 MSRS						\$775.00
CHECK # 001159 TASC-TOTAL ADMIN SERVICE COOP						
001159	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - EMPLOYEE CONTR	\$451.54
001159	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - MEDICAL CONTRIB	\$288.46
001159	TASC-TOTAL ADMIN SERV	GENERAL FUN		Flexible Spending A	FSA - DEPENDENT CARE	\$192.31
001159	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA- PAYROLL VARIANC	\$50.00
001159	TASC-TOTAL ADMIN SERV	GENERAL FUN		VEBA or HSA Contr	HSA - PAYROLL VARIANC	\$109.10
CHECK # 001159 TASC-TOTAL ADMIN SERVICE COOP						\$1,091.41
CHECK # 001160 MN DEPT OF REVENUE						
001160	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	PAYROLL STATE W/H	\$2,767.43
CHECK # 001160 MN DEPT OF REVENUE						\$2,767.43
CHECK # 001161 US TREASURY - IRS						
001161	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	SOCIAL SECURITY W/H	\$8,861.46

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

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001161	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	FEDERAL W/H	\$5,184.78
001161	US TREASURY - IRS	GENERAL FUN		Medicare	MEDICARE W/H	\$2,072.36
CHECK # 001161 US TREASURY - IRS						\$16,118.60
CHECK # 001162 MN DEPT OF REVENUE						
001162	MN DEPT OF REVENUE	GENERAL FUN		State Withholding	MAFD PAYROLL WITHHO	\$10.00
CHECK # 001162 MN DEPT OF REVENUE						\$10.00
CHECK # 001163 US TREASURY - IRS						
001163	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	MAFD PAYROLL WITHHO	\$50.00
001163	US TREASURY - IRS	GENERAL FUN		Medicare	MAFD PAYROLL WITHHO	\$272.78
001163	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	MAFD PAYROLL WITHHO	\$1,166.08
CHECK # 001163 US TREASURY - IRS						\$1,488.86
CHECK # 001164 US TREASURY - IRS						
001164	US TREASURY - IRS	GENERAL FUN		Federal Withholdin	CORR 8/12 PAYROLL FED	\$85.75
CHECK # 001164 US TREASURY - IRS						\$85.75
CHECK # 001165 US TREASURY - IRS						
001165	US TREASURY - IRS	GENERAL FUN		Medicare	9/27 SUPPL PAYROLL-AD	\$5.80
001165	US TREASURY - IRS	GENERAL FUN		FICA Tax Withholdi	9/27 SUPPL PAYROLL-AD	\$24.80
CHECK # 001165 US TREASURY - IRS						\$30.60
CHECK # 001166 TSYS						
001166	TSYS	LIQUOR FUND	LIQUOR STOR	Payment Processin	MONTHLY LIQ STORE CR	\$10,965.39
CHECK # 001166 TSYS						\$10,965.39
CHECK # 001168 MORA MUNICIPAL UTILITIES						
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Sewer	UTILITIES	\$43.77
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Water	UTILITIES	\$142.52
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Electricity	UTILITIES	\$231.61
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	CITY HALL BU	Storm Water	UTILITIES	\$13.04
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Sewer	UTILITIES	\$43.77
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Water	UTILITIES	\$35.59
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Electricity	UTILITIES	\$384.51
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	LIBRARY BUIL	Storm Water	UTILITIES	\$13.04
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	STREETS	Electricity	UTILITIES	\$108.15
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	STREET LIGH	Electricity	UTILITIES	\$1,801.75
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Electricity	UTILITIES	\$221.05
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Storm Water	UTILITIES	\$24.03
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Water	UTILITIES	\$25.97
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	GARAGE	Sewer	UTILITIES	\$28.77
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Water	UTILITIES	\$922.38
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Sewer	UTILITIES	\$291.27
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Electricity	UTILITIES	\$3,190.58
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	AQUATIC CEN	Storm Water	UTILITIES	\$15.80
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Storm Water	UTILITIES	\$37.77
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	PARKS	Electricity	UTILITIES	\$101.95
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Water	UTILITIES	\$57.35
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Storm Water	UTILITIES	\$98.16
001168	MORA MUNICIPAL UTILIT	GENERAL FUN	AIRPORT	Sewer	UTILITIES	\$65.04
001168	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Electricity	UTILITIES	\$269.56
001168	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Water	UTILITIES	\$27.48
001168	MORA MUNICIPAL UTILIT	FIRE FUND	FIRE	Sewer	UTILITIES	\$28.77
001168	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Electricity	UTILITIES	\$14.23

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001168	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Water	UTILITIES	\$32.05
001168	MORA MUNICIPAL UTILIT	CEMETERY FU	CEMETERY	Storm Water	UTILITIES	\$18.83
001168	MORA MUNICIPAL UTILIT	DOWNTOWN-F	CAPITAL PROJ	Capital Outlay	UTILITIES	\$13.04
001168	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Water	UTILITIES	\$36.36
001168	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Sewer	UTILITIES	\$36.27
001168	MORA MUNICIPAL UTILIT	LIQUOR FUND	LIQUOR STOR	Storm Water	UTILITIES	\$17.17
CHECK # 001168 MORA MUNICIPAL UTILITIES						\$8,391.63
CHECK # 001170 REVTRAK						
001170	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	-\$2.30
001170	REVTRAK	GENERAL FUN	AQUATIC CEN	Payment Processin	MONTHLY MAC CREDIT C	\$9.95
CHECK # 001170 REVTRAK						\$7.65
CHECK # 001171 MN DEPT OF REVENUE						
001171	MN DEPT OF REVENUE	LIQUOR FUND		Sales Tax Payable	SALES & USE TAX PYMT	\$38,194.00
001171	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	SALES & USE TAX PYMT	\$3.00
001171	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Office Supplies	SALES & USE TAX PYMT	\$10.00
001171	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Cleaning Supplies	SALES & USE TAX PYMT	\$2.00
001171	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Other Operating Su	SALES & USE TAX PYMT	\$1.00
001171	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	SALES & USE TAX PYMT	\$14.00
001171	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Telephone	SALES & USE TAX PYMT	\$3.00
001171	MN DEPT OF REVENUE	LIQUOR FUND	LIQUOR STOR	Garbage Removal	SALES & USE TAX PYMT	\$16.00
CHECK # 001171 MN DEPT OF REVENUE						\$38,243.00
CHECK # 001172 TSYS						
001172	TSYS	LIQUOR FUND	LIQUOR STOR	Rentals	MONTHLY CREDIT CARD	\$80.37
CHECK # 001172 TSYS						\$80.37
CHECK # 001175 HIBU						
001175	HIBU	LIQUOR FUND	LIQUOR STOR	Advertising	LIQUOR STORE WEBSITE	\$180.00
CHECK # 001175 HIBU						\$180.00
CHECK # 001176 NEIGHBORHOOD NATIONAL BANK						
001176	NEIGHBORHOOD NATION	GENERAL FUN	FINANCE	Miscellaneous	MONTHLY MISC FILE FEE	\$16.96
001176	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY BUSINESS ON	\$10.00
001176	NEIGHBORHOOD NATION	GENERAL FUN	HUMAN RESO	Payment Processin	MONTHLY PAYROLL ACH	\$60.00
001176	NEIGHBORHOOD NATION	LIQUOR FUND	LIQUOR STOR	Bad Debts/NSF Ch	MONTHLY RETURNED CH	\$10.00
CHECK # 001176 NEIGHBORHOOD NATIONAL BANK						\$96.96
CHECK # 058915 AFSCME						
058915	AFSCME	GENERAL FUN		Union Dues-AFSCM	UNION DUES - AFSCME	\$468.45
CHECK # 058915 AFSCME						\$468.45
CHECK # 058916 EQUITABLE FINANCIAL						
058916	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$30.00
CHECK # 058916 EQUITABLE FINANCIAL						\$30.00
CHECK # 058917 ICMA RETIREMENT TRUST - 457						
058917	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA/MISSION SQR	\$50.00
058917	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$85.00
CHECK # 058917 ICMA RETIREMENT TRUST - 457						\$135.00
CHECK # 058918 NCPERS GROUP LIFE INS						
058918	NCPERS GROUP LIFE INS	GENERAL FUN		NCPERS - Life Ins	NCPERS - LIFE	\$272.00
CHECK # 058918 NCPERS GROUP LIFE INS						\$272.00

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058919 PERA - MN ST TREASURER						
058919	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,444.41
058919	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,444.41
058919	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$683.78
						\$9,572.60
CHECK # 058919 PERA - MN ST TREASURER						
CHECK # 058921 ARTISAN BEER CO						
058921	ARTISAN BEER CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$324.00
						\$324.00
CHECK # 058921 ARTISAN BEER CO						
CHECK # 058922 BELLBOY CORPORATION						
058922	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$9,665.55
058922	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$104.00
						\$9,769.55
CHECK # 058922 BELLBOY CORPORATION						
CHECK # 058924 BERNICK COMPANIES						
058924	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$8,375.93
058924	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP, NA	\$368.87
						\$8,744.80
CHECK # 058924 BERNICK COMPANIES						
CHECK # 058925 BREAKTHRU BEVERAGE						
058925	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,302.40
058925	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$11,359.22
058925	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$305.96
						\$12,967.58
CHECK # 058925 BREAKTHRU BEVERAGE						
CHECK # 058926 C & L DISTRIBUTING						
058926	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$126.00
058926	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$960.65
058926	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$101.04
058926	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$104.00
						\$1,291.69
CHECK # 058926 C & L DISTRIBUTING						
CHECK # 058927 DAHLHEIMER DIST CO						
058927	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	RETURNED LIQ	-\$33.00
058927	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$26,101.51
058927	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$644.87
						\$26,713.38
CHECK # 058927 DAHLHEIMER DIST CO						
CHECK # 058928 DOUGLAS KERR UNDERGROUND						
058928	DOUGLAS KERR UNDERG	N. GROVE STR	CAPITAL PROJ	Capital Outlay	N GROVE STR PROJECT -	\$311,333.53
						\$311,333.53
CHECK # 058928 DOUGLAS KERR UNDERGROUND						
CHECK # 058929 EHLERS & ASSOCIATES						
058929	EHLERS & ASSOCIATES	SERIES 2017A	DEBT SERVIC	Professional Servic	ARBITRAGE REPORT - SE	\$1,500.00
						\$1,500.00
CHECK # 058929 EHLERS & ASSOCIATES						
CHECK # 058931 HEARTLAND ACRES, INC						
058931	HEARTLAND ACRES, INC	GENERAL FUN		Landscape Deposit	LANDSCAPE DEPOSIT RE	\$1,500.00
						\$1,500.00
CHECK # 058931 HEARTLAND ACRES, INC						
CHECK # 058932 JOHNSON BROTHERS LIQUOR						
058932	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,028.37
058932	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$8,620.49
058932	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$67.45

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058932	JOHNSON BROTHERS LIQUOR					\$11,716.31
CHECK # 058933	KANABEC CO RECORDER					
058933	KANABEC CO RECORDER	GENERAL FUN	ADMINISTRAT	Professional Servic	GRAVENING NOTARY PU	\$20.00
CHECK # 058933	KANABEC CO RECORDER					\$20.00
CHECK # 058934	KANABEC CO RECORDER					
058934	KANABEC CO RECORDER	SMALL CITIES	SCDP REHABI	Professional Servic	MORTGAGE SATISFACTI	\$46.00
CHECK # 058934	KANABEC CO RECORDER					\$46.00
CHECK # 058935	LINDSTROMS PAINTING					
058935	LINDSTROMS PAINTING	GENERAL FUN	PARKS	Repair/Maint - Bldg	LION'S PARK PLAYGROU	\$9,850.00
CHECK # 058935	LINDSTROMS PAINTING					\$9,850.00
CHECK # 058936	MATTSON ELECTRIC OF MORA LLC					
058936	MATTSON ELECTRIC OF M	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	CHECK OUTDOOR FREEZ	\$100.00
CHECK # 058936	MATTSON ELECTRIC OF MORA LLC					\$100.00
CHECK # 058937	MCDONALD DIST CO					
058937	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$557.15
058937	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$1,074.04
058937	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$32,484.91
CHECK # 058937	MCDONALD DIST CO					\$34,116.10
CHECK # 058938	MN STATE PATROL CMV SECTION					
058938	MN STATE PATROL CMV S	GENERAL FUN	STREETS	Miscellaneous	2022 VEHICLE DOT INSP	\$30.00
CHECK # 058938	MN STATE PATROL CMV SECTION					\$30.00
CHECK # 058939	MOOSE LAKE BREWING CO					
058939	MOOSE LAKE BREWING C	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$42.00
CHECK # 058939	MOOSE LAKE BREWING CO					\$42.00
CHECK # 058940	NORTHERN HOLLOW WINERY, LLC					
058940	NORTHERN HOLLOW WIN	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$521.88
CHECK # 058940	NORTHERN HOLLOW WINERY, LLC					\$521.88
CHECK # 058941	PAUSTIS WINE COMPANY					
058941	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,102.25
CHECK # 058941	PAUSTIS WINE COMPANY					\$2,102.25
CHECK # 058942	PHILLIPS WINE & SPIRITS					
058942	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$276.41
058942	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$5,235.34
058942	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$295.40
CHECK # 058942	PHILLIPS WINE & SPIRITS					\$5,807.15
CHECK # 058943	QUALITY LANDSCAPING					
058943	QUALITY LANDSCAPING	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	FRONT SIGN LANDSCAPI	\$4,000.00
CHECK # 058943	QUALITY LANDSCAPING					\$4,000.00
CHECK # 058946	SANITARY SYSTEMS					
058946	SANITARY SYSTEMS	GENERAL FUN	AIRPORT	Rentals	FLY-IN PORTAPOTTY RE	\$140.00
CHECK # 058946	SANITARY SYSTEMS					\$140.00
CHECK # 058947	SEH					
058947	SEH	GENERAL FUN	PLANNING &	Professional Servic	AUGUST SERVICES-DOLL	\$1,139.37
058947	SEH	SNAKE RIVER	CAPITAL PROJ	Engineering	AUGUST SERVICES-N GR	\$38,471.73

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
058947	SEH	HWY 65 & 9TH	CAPITAL PROJ	Engineering	AUGUST SERVICES-FINA	\$488.43
CHECK # 058947 SEH						\$40,099.53
CHECK # 058948 SOUTHERN GLAZERS OF MN						
058948	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,386.66
058948	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$3,272.92
CHECK # 058948 SOUTHERN GLAZERS OF MN						\$4,659.58
CHECK # 058949 US BANK						
058949	US BANK	SERIES 2015B	DEBT SERVIC	Fiscal Agent Fees	PAYING AGENT FEES - B	\$500.00
058949	US BANK	SERIES 2015C	DEBT SERVIC	Fiscal Agent Fees	PAYING AGENT FEES - B	\$500.00
058949	US BANK	SERIES 2017A	DEBT SERVIC	Fiscal Agent Fees	PAYING AGENT FEES - B	\$500.00
CHECK # 058949 US BANK						\$1,500.00
CHECK # 058950 AMAZON CAPITAL SERVICES						
058950	AMAZON CAPITAL SERVIC	GENERAL FUN	MAYOR & CO	Small Tools & Equi	DIGITAL VOICE RECORD	\$21.73
058950	AMAZON CAPITAL SERVIC	GENERAL FUN	PLANNING &	Office Supplies	FAURIE DATE STAMP	\$12.25
058950	AMAZON CAPITAL SERVIC	GENERAL FUN	CITY HALL BU	Repair/Maint - Bldg	DRINKING FOUNTAIN FIL	\$65.00
058950	AMAZON CAPITAL SERVIC	GENERAL FUN	BUILDING	Office Supplies	FAURIE DATE STAMP	\$1.75
058950	AMAZON CAPITAL SERVIC	GENERAL FUN	STREETS	Repair/Maint - Bldg	AIR COMPRESSR FITTIN	\$64.21
058950	AMAZON CAPITAL SERVIC	GENERAL FUN	AIRPORT	Other Operating Su	FLY-IN GLIDER PLANES &	\$97.93
058950	AMAZON CAPITAL SERVIC	LIQUOR FUND	LIQUOR STOR	Other Operating Su	PACKAGING TAPE	\$29.99
CHECK # 058950 AMAZON CAPITAL SERVICES						\$292.86
CHECK # 058953 BONTJES, SHAYNE						
058953	BONTJES, SHAYNE	GENERAL FUN	STREETS	Uniforms	SHIRTS, PANTS, BOOTS	\$450.00
058953	BONTJES, SHAYNE	GENERAL FUN	PARKS	Uniforms	SHIRTS, PANTS, BOOTS	\$225.00
058953	BONTJES, SHAYNE	GENERAL FUN	AIRPORT	Uniforms	SHIRTS, PANTS, BOOTS	\$54.00
058953	BONTJES, SHAYNE	STORM WATER	STORM WATE	Uniforms	SHIRTS, PANTS, BOOTS	\$117.00
058953	BONTJES, SHAYNE	CEMETERY FU	CEMETERY	Uniforms	SHIRTS, PANTS, BOOTS	\$54.00
CHECK # 058953 BONTJES, SHAYNE						\$900.00
CHECK # 058954 DEARBORN LIFE INSURANCE CO						
058954	DEARBORN LIFE INSURAN	GENERAL FUN		Life Insurance	OCTOBER GROUP LIFE	\$332.40
CHECK # 058954 DEARBORN LIFE INSURANCE CO						\$332.40
CHECK # 058955 DELTA DENTAL						
058955	DELTA DENTAL	GENERAL FUN		Delta Dental	OCTOBER GROUP DENTA	\$895.30
CHECK # 058955 DELTA DENTAL						\$895.30
CHECK # 058956 EMMAS PIZZA						
058956	EMMAS PIZZA	GENERAL FUN	HUMAN RESO	Recognition/Welne	POKER WALK STAFF LUN	\$162.75
CHECK # 058956 EMMAS PIZZA						\$162.75
CHECK # 058959 HAWKINS INC						
058959	HAWKINS INC	GENERAL FUN	AQUATIC CEN	Chemicals	JULY CHEMICALS	\$3,764.92
CHECK # 058959 HAWKINS INC						\$3,764.92
CHECK # 058961 KOHLGRAF, JOE						
058961	KOHLGRAF, JOE	GENERAL FUN	STREETS	Uniforms	STEEL TOE WORK BOOT	\$101.75
058961	KOHLGRAF, JOE	STORM WATER	STORM WATE	Uniforms	STEEL TOE WORK BOOT	\$9.25
CHECK # 058961 KOHLGRAF, JOE						\$111.00
CHECK # 058962 KRIE, JEFFREY						
058962	KRIE, JEFFREY	GENERAL FUN	PARKS	Meetings, Training,	MILEAGE TO PICK UP/DR	\$210.00
058962	KRIE, JEFFREY	GENERAL FUN	PARKS	Rentals	CORK THE CROW RENTA	\$83.85



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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058962	KRIE, JEFFREY					\$293.85
CHECK # 058964	MID-MN INSPECTIONS LLC					
058964	MID-MN INSPECTIONS LL	GENERAL FUN	BUILDING	Professional Servic	JULY & AUGUST INSPECT	\$908.70
CHECK # 058964	MID-MN INSPECTIONS LLC					\$908.70
CHECK # 058966	ROCON PAVING					
058966	ROCON PAVING	CEMETERY FU	CEMETERY	Capital Outlay	OVERLAY ROADS AT CEM	\$30,000.00
CHECK # 058966	ROCON PAVING					\$30,000.00
CHECK # 058968	SHRED-N-GO, INC					
058968	SHRED-N-GO, INC	GENERAL FUN	ADMINISTRAT	Professional Servic	SHREDDING	\$94.08
CHECK # 058968	SHRED-N-GO, INC					\$94.08
CHECK # 058970	THE DIESEL SHOP					
058970	THE DIESEL SHOP	GENERAL FUN	STREETS	Repair/Maint - Bldg	STERLING TRUCK REPAI	\$666.22
CHECK # 058970	THE DIESEL SHOP					\$666.22
CHECK # 058971	WELIA HEALTH					
058971	WELIA HEALTH	GENERAL FUN	HUMAN RESO	Professional Servic	PRE-EMPL DRUG TESTIN	\$369.00
CHECK # 058971	WELIA HEALTH					\$369.00
CHECK # 058972	ZIMMER FEED & GRAIN					
058972	ZIMMER FEED & GRAIN	GENERAL FUN	PARKS	Other Operating Su	STRAW & CORN FOR FAL	\$320.00
058972	ZIMMER FEED & GRAIN	STORM WATER	STORM WATE	Street Maint - Labo	STRAW FOR STORM SEW	\$13.50
CHECK # 058972	ZIMMER FEED & GRAIN					\$333.50
CHECK # 058973	EQUITABLE FINANCIAL					
058973	EQUITABLE FINANCIAL	GENERAL FUN		The Equitable - Def	THE EQUITABLE	\$30.00
CHECK # 058973	EQUITABLE FINANCIAL					\$30.00
CHECK # 058974	ICMA RETIREMENT TRUST - 457					
058974	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA/MISSION SQR	\$50.00
058974	ICMA RETIREMENT TRUS	GENERAL FUN		ICMA	ICMA ROTH IRA	\$85.00
CHECK # 058974	ICMA RETIREMENT TRUST - 457					\$135.00
CHECK # 058975	PERA - MN ST TREASURER					
058975	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA ADDITIONAL	\$675.01
058975	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,387.42
058975	PERA - MN ST TREASURE	GENERAL FUN		PERA	PERA COORDINATED	\$4,387.42
CHECK # 058975	PERA - MN ST TREASURER					\$9,449.85
CHECK # 058978	BELLBOY CORPORATION					
058978	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$558.00
058978	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$11,424.28
058978	BELLBOY CORPORATION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	SHOT CUPS, BM MIX, JAR	\$181.00
CHECK # 058978	BELLBOY CORPORATION					\$12,163.28
CHECK # 058979	BERNICK COMPANIES					
058979	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$544.37
058979	BERNICK COMPANIES	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$10,228.34
CHECK # 058979	BERNICK COMPANIES					\$10,772.71
CHECK # 058980	BREAKTHRU BEVERAGE					
058980	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$7,280.88
058980	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$319.20
058980	BREAKTHRU BEVERAGE	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$972.00

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058980	BREAKTHRU BEVERAGE					\$8,572.08
CHECK # 058981	C & L DISTRIBUTING					
058981	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$1,247.85
058981	C & L DISTRIBUTING	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	JUICE & JACK LINKS	\$148.01
CHECK # 058981	C & L DISTRIBUTING					\$1,395.86
CHECK # 058982	DAHLHEIMER DIST CO					
058982	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$28,052.02
058982	DAHLHEIMER DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$395.70
CHECK # 058982	DAHLHEIMER DIST CO					\$28,447.72
CHECK # 058983	JOHNSON BROTHERS LIQUOR					
058983	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$3,356.39
058983	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$6,850.65
058983	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$751.00
058983	JOHNSON BROTHERS LIQ	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	MISC	\$72.22
CHECK # 058983	JOHNSON BROTHERS LIQUOR					\$11,030.26
CHECK # 058984	LINDSTROMS PAINTING					
058984	LINDSTROMS PAINTING	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	POWERWASH & STAIN S	\$6,850.00
CHECK # 058984	LINDSTROMS PAINTING					\$6,850.00
CHECK # 058985	MCDONALD DIST CO					
058985	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$33.60
058985	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Beer Purchased for	BEER	\$34,834.15
058985	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$491.85
058985	MCDONALD DIST CO	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$410.40
CHECK # 058985	MCDONALD DIST CO					\$35,770.00
CHECK # 058987	PAUSTIS WINE COMPANY					
058987	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$1,739.15
058987	PAUSTIS WINE COMPANY	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$219.99
CHECK # 058987	PAUSTIS WINE COMPANY					\$1,959.14
CHECK # 058988	PHILLIPS WINE & SPIRITS					
058988	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,555.95
058988	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	NA	\$619.91
058988	PHILLIPS WINE & SPIRITS	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$18,057.62
CHECK # 058988	PHILLIPS WINE & SPIRITS					\$21,233.48
CHECK # 058989	ROCON PAVING					
058989	ROCON PAVING	GENERAL FUN	STREETS	Street Maint - Labo	BLACKTOP	\$1,482.03
CHECK # 058989	ROCON PAVING					\$1,482.03
CHECK # 058990	SOUTHERN GLAZERS OF MN					
058990	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	LIQ	\$3,670.33
058990	SOUTHERN GLAZERS OF	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$2,033.36
CHECK # 058990	SOUTHERN GLAZERS OF MN					\$5,703.69
CHECK # 058991	SPRINGBROOK GOLFCOURSE					
058991	SPRINGBROOK GOLFCOU	GENERAL FUN	PARKS	Miscellaneous	RIBS FOR FALL FEST RIB	\$426.06
CHECK # 058991	SPRINGBROOK GOLFCOURSE					\$426.06
CHECK # 058992	VINOCOPIA, INC					
058992	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE, LIQ	\$1,129.60

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058992	VINOCOPIA, INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	WINE, LIQ	\$163.73
CHECK # 058992 VINOCOPIA, INC						\$1,293.33
CHECK # 058993 WINE MERCHANTS						
058993	WINE MERCHANTS	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	WINE	\$306.90
CHECK # 058993 WINE MERCHANTS						\$306.90
CHECK # 058994 YODER, MANDI						
058994	YODER, MANDI	GENERAL FUN	ADMINISTRAT	Meetings, Training,	MILEAGE TO HR CERT PR	\$366.52
CHECK # 058994 YODER, MANDI						\$366.52
CHECK # 058995 CARDMEMBER SERVICE						
058995	CARDMEMBER SERVICE	GENERAL FUN	ADMINISTRAT	Meetings, Training,	YODER-HR CERTIFICATIO	\$1,379.00
058995	CARDMEMBER SERVICE	GENERAL FUN	FINANCE	Meetings, Training,	INTERMEDIATE GOVT AC	\$20.00
058995	CARDMEMBER SERVICE	GENERAL FUN	FINANCE	Meetings, Training,	ADVNC D GOVT ACCTNG	\$20.00
058995	CARDMEMBER SERVICE	GENERAL FUN	HUMAN RESO	Recognition/Wellne	POKER WALK PRIZES-CO	\$29.78
058995	CARDMEMBER SERVICE	GENERAL FUN	PLANNING &	Small Tools & Equi	FAURIE OFFICE CHAIR-O	\$209.99
058995	CARDMEMBER SERVICE	GENERAL FUN	PLANNING &	Small Tools & Equi	FAURIE OFFICE CHAIR T	\$22.12
058995	CARDMEMBER SERVICE	GENERAL FUN	BUILDING	Small Tools & Equi	FAURIE OFFICE CHAIR-O	\$30.00
058995	CARDMEMBER SERVICE	GENERAL FUN	PARKS	Meetings, Training,	TREE INSP CERTIFICATI	\$100.00
058995	CARDMEMBER SERVICE	GENERAL FUN	PARKS	Rentals	MOONWALK OBSTACLE C	\$295.00
058995	CARDMEMBER SERVICE	LIQUOR FUND	LIQUOR STOR	Small Tools & Equi	SHOPPING CARTS-SPECI	\$1,112.50
CHECK # 058995 CARDMEMBER SERVICE						\$3,218.39
CHECK # 058996 CENTURYLINK						
058996	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	A/D BLDG PHONE	\$58.15
058996	CENTURYLINK	GENERAL FUN	AIRPORT	Telephone	FUEL PHONE	\$64.27
CHECK # 058996 CENTURYLINK						\$122.42
CHECK # 058999 SENTRY SYSTEMS INC						
058999	SENTRY SYSTEMS INC	LIQUOR FUND	LIQUOR STOR	Rentals	SECURITY & FIRE MONIT	\$163.68
CHECK # 058999 SENTRY SYSTEMS INC						\$163.68
CHECK # 059000 TR COMPUTER SALES, LLC						
059000	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	CLOUD BACKUP, MALWA	\$262.50
059000	TR COMPUTER SALES, LL	GENERAL FUN	INFORMATIO	Professional Servic	MONTHLY CLOUD & SER	\$669.50
CHECK # 059000 TR COMPUTER SALES, LLC						\$932.00
CHECK # 059001 DE LAGE LANDEN FINANCIAL SERV						
059001	DE LAGE LANDEN FINANC	GENERAL FUN	INFORMATIO	Rentals	COPIER LEASE	\$179.55
CHECK # 059001 DE LAGE LANDEN FINANCIAL SERV						\$179.55
CHECK # 059002 KANABEC CO SHERIFF						
059002	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	SEPT LAW ENFORCEMEN	\$53,550.25
059002	KANABEC CO SHERIFF	GENERAL FUN	LAW ENFORC	Professional Servic	OCT LAW ENFORCEMENT	\$53,550.25
CHECK # 059002 KANABEC CO SHERIFF						\$107,100.50
CHECK # 059003 KEVS DEPOT LLC						
059003	KEVS DEPOT LLC	LIQUOR FUND	LIQUOR STOR	Wine Club Expense	SEPT WINE TASTING CH	\$73.02
CHECK # 059003 KEVS DEPOT LLC						\$73.02
CHECK # 059004 MN COMPUTER SYSTEMS, INC						
059004	MN COMPUTER SYSTEMS,	GENERAL FUN	INFORMATIO	Repair/Maint - Bldg	COPIER CHARGE	\$210.57
059004	MN COMPUTER SYSTEMS,	LIQUOR FUND	LIQUOR STOR	Repair/Maint - Bldg	COPIER CHARGE	\$29.96
CHECK # 059004 MN COMPUTER SYSTEMS, INC						\$240.53

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CHECK # 059005 MORA FIRE RELIEF ASSN						
059005	MORA FIRE RELIEF ASSN	GENERAL FUN	FIRE	Fire Relief Pension	2022 FIRE STATE AID	\$56,726.40
059005	MORA FIRE RELIEF ASSN	GENERAL FUN	FIRE	Fire Relief Pension	2022 FIRE SUPPLEMENT	\$11,448.59
						\$68,174.99
CHECK # 059007 SECOND HARVEST NORTH CENTRAL FOOD B						
059007	SECOND HARVEST NORT	GENERAL FUN		Deposits	LIBRARY MTG ROOM KEY	\$50.00
						\$50.00
CHECK # 059008 WEST SAXHAUG, THOMAS						
059008	WEST SAXHAUG, THOMAS	CEMETERY FU	CEMETERY	Land Purchased for	BUY BACK OF 5 CEM PLO	\$1,250.00
						\$1,250.00
CHECK # 059009 ACE HARDWARE						
059009	ACE HARDWARE	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	PAINT SUPPLIES	\$39.14
059009	ACE HARDWARE	GENERAL FUN	AQUATIC CEN	Small Tools & Equi	CAULK GUN	\$16.99
059009	ACE HARDWARE	GENERAL FUN	PARKS	Repair/Maint - Bldg	PAINT TARP	\$36.99
						\$93.12
CHECK # 059010 AMERICAN BOTTLING CO. INC						
059010	AMERICAN BOTTLING CO.	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$459.00
						\$459.00
CHECK # 059011 ARAMARK						
059011	ARAMARK	GENERAL FUN	CITY HALL BU	Laundry/Rugs	CITY HALL RUGS	\$62.61
059011	ARAMARK	GENERAL FUN	LIBRARY BUIL	Laundry/Rugs	LIBRARY RUGS & TOWEL	\$44.52
059011	ARAMARK	GENERAL FUN	GARAGE	Other Operating Su	GARAGE TOWELS	\$82.96
						\$190.09
CHECK # 059012 AUTO VALUE MORA						
059012	AUTO VALUE MORA	GENERAL FUN	STREETS	Lubricants & Additi	DIESEL CLEANER	\$87.98
059012	AUTO VALUE MORA	GENERAL FUN	STREETS	Repair/Maint - Bldg	FILTERS, LIGHTS	\$37.58
059012	AUTO VALUE MORA	GENERAL FUN	STREETS	Small Tools & Equi	BUNGEE STRAPS	\$30.37
059012	AUTO VALUE MORA	GENERAL FUN	AIRPORT	Repair/Maint - Bldg	MOWER RPR PARTS	\$42.36
059012	AUTO VALUE MORA	FIRE FUND	FIRE	Repair/Maint - Bldg	MINI LIGHTS FOR #2	\$12.98
						\$211.27
CHECK # 059016 CAMPBELL KNUTSON, P.A.						
059016	CAMPBELL KNUTSON, P.A.	GENERAL FUN	MAYOR & CO	Legal Services	THC/CBD QUESTIONS	\$62.00
059016	CAMPBELL KNUTSON, P.A.	GENERAL FUN	PLANNING &	Legal Services	CUP DENIAL	\$80.00
						\$142.00
CHECK # 059018 CRYSTAL SPRINGS ICE						
059018	CRYSTAL SPRINGS ICE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ICE	\$1,873.90
						\$1,873.90
CHECK # 059021 EAST CENTRAL ENERGY-ELECT						
059021	EAST CENTRAL ENERGY-E	GENERAL FUN	PARKS	Electricity	ELECTRICITY	\$70.60
059021	EAST CENTRAL ENERGY-E	GENERAL FUN	AIRPORT	Electricity	ELECTRICITY	\$426.47
059021	EAST CENTRAL ENERGY-E	LIQUOR FUND	LIQUOR STOR	Electricity	ELECTRICITY	\$1,814.40
						\$2,311.47
CHECK # 059022 EAST CENTRAL SOLID WASTE COMM						
059022	EAST CENTRAL SOLID WA	GENERAL FUN	PARKS	Garbage Removal	GAZEBO DISPOSAL	\$31.50
						\$31.50

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 059023 ECM PUBLISHERS, INC						
059023	ECM PUBLISHERS, INC	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$370.00
CHECK # 059023 ECM PUBLISHERS, INC						\$370.00
CHECK # 059027 FREEDOM MAILING SERVICES INC						
059027	FREEDOM MAILING SERVI	GENERAL FUN	ADMINISTRAT	Professional Servic	NEWSLETTER	\$21.98
CHECK # 059027 FREEDOM MAILING SERVICES INC						\$21.98
CHECK # 059028 GLENS TIRE OPERATIONS INC						
059028	GLENS TIRE OPERATIONS	GENERAL FUN	STREETS	Tires	AIR COMPRESSOR TIRES	\$173.50
059028	GLENS TIRE OPERATIONS	GENERAL FUN	STREETS	Tires	F450 TIRES & MOUNT	\$1,872.00
059028	GLENS TIRE OPERATIONS	GENERAL FUN	PARKS	Tires	MOWER FLAT RPR	\$26.00
CHECK # 059028 GLENS TIRE OPERATIONS INC						\$2,071.50
CHECK # 059029 GOPHER STATE ONE-CALL INC						
059029	GOPHER STATE ONE-CALL	GENERAL FUN	STREETS	Professional Servic	SEPT LOCATES	\$58.05
CHECK # 059029 GOPHER STATE ONE-CALL INC						\$58.05
CHECK # 059030 GRANITE CITY JOBBING						
059030	GRANITE CITY JOBBING	GENERAL FUN	CITY HALL BU	Other Operating Su	TP	\$67.82
059030	GRANITE CITY JOBBING	GENERAL FUN	LIBRARY BUIL	Other Operating Su	TP	\$67.84
CHECK # 059030 GRANITE CITY JOBBING						\$135.66
CHECK # 059031 GRANITE WATER WORKS INC						
059031	GRANITE WATER WORKS	STORM WATER	STORM WATE	Small Tools & Equi	STORM WATER HINGE G	\$919.79
CHECK # 059031 GRANITE WATER WORKS INC						\$919.79
CHECK # 059035 JOHNSONS HARDWARE & RENTAL						
059035	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Landscaping Materi	GRASS SEED	\$29.98
059035	JOHNSONS HARDWARE &	GENERAL FUN	STREETS	Repair/Maint - Bldg	TAILER PIN	\$6.99
059035	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Repair/Maint - Bldg	RODENT CONTROL	\$32.97
059035	JOHNSONS HARDWARE &	GENERAL FUN	GARAGE	Small Tools & Equi	HEAVY DUTY EXT CORDS	\$139.98
059035	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Other Operating Su	DUCT TAPE	\$9.99
059035	JOHNSONS HARDWARE &	GENERAL FUN	AQUATIC CEN	Repair/Maint - Bldg	MAC REPAIR PARTS	\$8.84
059035	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Other Operating Su	TARP, TENT STAKES & T	\$208.46
059035	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Repair/Maint - Bldg	BEE SPRAY, TRASH BAGS	\$85.93
059035	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Rentals	AUGER RENTAL-MUSICAL	\$39.80
059035	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Lubricants & Additi	FUEL MIX	\$17.98
059035	JOHNSONS HARDWARE &	GENERAL FUN	PARKS	Repair/Maint - Bldg	PARK EQ RPR PARTS	\$7.59
059035	JOHNSONS HARDWARE &	STORM WATER	STORM WATE	Repair/Maint - Bldg	STORM SEWER RPR PAR	\$86.92
059035	JOHNSONS HARDWARE &	STORM WATER	STORM WATE	Rentals	MINI EXCAVATOR RENTA	\$275.00
059035	JOHNSONS HARDWARE &	FIRE FUND	FIRE	Repair/Maint - Bldg	UBOLTS, QUICK LINKS	\$15.46
CHECK # 059035 JOHNSONS HARDWARE & RENTAL						\$965.89
CHECK # 059037 KANABEC PUBLICATIONS, INC						
059037	KANABEC PUBLICATIONS,	GENERAL FUN	HUMAN RESO	Advertising	ELECTRIC PLANT/LINE S	\$239.20
059037	KANABEC PUBLICATIONS,	GENERAL FUN	PLANNING &	Advertising	CUP PH NOTICE-DUPLEX	\$116.82
059037	KANABEC PUBLICATIONS,	GENERAL FUN	PARKS	Advertising	MUSIC IN THE PARK THA	\$571.80
059037	KANABEC PUBLICATIONS,	GENERAL FUN	PARKS	Advertising	FALLFEST AD	\$265.60
059037	KANABEC PUBLICATIONS,	GENERAL FUN	AIRPORT	Advertising	FLY-IN AD	\$369.75
059037	KANABEC PUBLICATIONS,	LIQUOR FUND	LIQUOR STOR	Advertising	LIQ ADS	\$286.36
CHECK # 059037 KANABEC PUBLICATIONS, INC						\$1,849.53
CHECK # 059038 KWIK TRIP - GAS PURCHASES						
059038	KWIK TRIP - GAS PURCHA	GENERAL FUN	STREETS	Motor Fuels	FUEL	\$1,736.12

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
059038	KWIK TRIP - GAS PURCHA	GENERAL FUN	PARKS	Motor Fuels	FUEL	\$344.08
059038	KWIK TRIP - GAS PURCHA	FIRE FUND	FIRE	Motor Fuels	FUEL	\$382.99
059038	KWIK TRIP - GAS PURCHA	CEMETERY FU	CEMETERY	Motor Fuels	FUEL	\$13.14
CHECK # 059038 KWIK TRIP - GAS PURCHASES						\$2,476.33
CHECK # 059040 MILLER TRUCKING INC						
059040	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Wine Purchased for	PRODUCT DELIVERY	\$286.32
059040	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Liquor Purchased f	PRODUCT DELIVERY	\$758.18
059040	MILLER TRUCKING INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	PRODUCT DELIVERY	\$48.30
CHECK # 059040 MILLER TRUCKING INC						\$1,092.80
CHECK # 059041 MN MUNICIPAL UTILITIES ASSN						
059041	MN MUNICIPAL UTILITIES	GENERAL FUN	HUMAN RESO	Professional Servic	2022 DRUG & ALCOHOL	\$341.00
CHECK # 059041 MN MUNICIPAL UTILITIES ASSN						\$341.00
CHECK # 059042 MTI DISTRIBUTING, INC						
059042	MTI DISTRIBUTING, INC	GENERAL FUN	PARKS	Repair/Maint - Bldg	MOWER BALL JOINT	\$370.63
CHECK # 059042 MTI DISTRIBUTING, INC						\$370.63
CHECK # 059043 NORTHERN STATES SUPPLY						
059043	NORTHERN STATES SUPP	GENERAL FUN	STREETS	Other Operating Su	COWHIDE WORK GLOVE	\$458.72
CHECK # 059043 NORTHERN STATES SUPPLY						\$458.72
CHECK # 059044 ODP BUSINESS SOLUTIONS LLC						
059044	ODP BUSINESS SOLUTION	GENERAL FUN	MAYOR & CO	Other Operating Su	BATTERIES	\$6.00
059044	ODP BUSINESS SOLUTION	GENERAL FUN	MAYOR & CO	Office Supplies	OFFICE SUPPLIES	\$20.99
059044	ODP BUSINESS SOLUTION	GENERAL FUN	ADMINISTRAT	Office Supplies	OFFICE SUPPLIES	\$20.99
059044	ODP BUSINESS SOLUTION	GENERAL FUN	ADMINISTRAT	Office Supplies	OFFICE SUPPLIES	\$6.88
059044	ODP BUSINESS SOLUTION	GENERAL FUN	ADMINISTRAT	Other Operating Su	BATTERIES	\$6.00
059044	ODP BUSINESS SOLUTION	GENERAL FUN	FINANCE	Office Supplies	OFFICE SUPPLIES	\$20.99
059044	ODP BUSINESS SOLUTION	GENERAL FUN	FINANCE	Other Operating Su	BATTERIES	\$6.00
059044	ODP BUSINESS SOLUTION	GENERAL FUN	PLANNING &	Office Supplies	OFFICE SUPPLIES	\$9.01
059044	ODP BUSINESS SOLUTION	GENERAL FUN	BUILDING	Office Supplies	OFFICE SUPPLIES	\$1.29
CHECK # 059044 ODP BUSINESS SOLUTIONS LLC						\$98.15
CHECK # 059047 QUALITY DISPOSAL						
059047	QUALITY DISPOSAL	GENERAL FUN	CITY HALL BU	Garbage Removal	GARBAGE	\$56.98
059047	QUALITY DISPOSAL	GENERAL FUN	LIBRARY BUIL	Garbage Removal	GARBAGE	\$49.40
059047	QUALITY DISPOSAL	GENERAL FUN	STREETS	Garbage Removal	GARBAGE	\$96.53
059047	QUALITY DISPOSAL	GENERAL FUN	GARAGE	Garbage Removal	GARBAGE	\$154.01
059047	QUALITY DISPOSAL	GENERAL FUN	AQUATIC CEN	Garbage Removal	GARBAGE	\$46.33
059047	QUALITY DISPOSAL	GENERAL FUN	PARKS	Garbage Removal	GARBAGE - FALL FEST	\$60.00
059047	QUALITY DISPOSAL	GENERAL FUN	PARKS	Garbage Removal	GARBAGE	\$148.01
059047	QUALITY DISPOSAL	GENERAL FUN	AIRPORT	Garbage Removal	GARBAGE - FLY IN	\$77.22
059047	QUALITY DISPOSAL	LIQUOR FUND	LIQUOR STOR	Garbage Removal	GARBAGE	\$212.36
CHECK # 059047 QUALITY DISPOSAL						\$900.84
CHECK # 059049 RED BULL DISTRIBUTION COMPANY						
059049	RED BULL DISTRIBUTION	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	ENERGY DRINK	\$260.16
CHECK # 059049 RED BULL DISTRIBUTION COMPANY						\$260.16
CHECK # 059051 SANITARY SYSTEMS						
059051	SANITARY SYSTEMS	GENERAL FUN	PARKS	Rentals	PORTAPOTTIES & HAND	\$340.00
CHECK # 059051 SANITARY SYSTEMS						\$340.00
CHECK # 059052 SPECTRUM SUPPLY						

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
059052	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	RETURNED DAMAGED BA	-\$37.89
059052	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Off-Sale Supplies	BAGS	\$826.70
059052	SPECTRUM SUPPLY	LIQUOR FUND	LIQUOR STOR	Other Operating Su	TP, HAND TOWELS	\$211.64
CHECK # 059052 SPECTRUM SUPPLY						\$1,000.45
CHECK # 059053 TEAM LABORATORY CHEMICAL, LLC						
059053	TEAM LABORATORY CHE	GENERAL FUN	GARAGE	Repair/Maint - Bldg	GLASS CLEANER & LUBE	\$268.60
059053	TEAM LABORATORY CHE	GENERAL FUN	GARAGE	Cleaning Supplies	DEGREASER	\$126.30
CHECK # 059053 TEAM LABORATORY CHEMICAL, LLC						\$394.90
CHECK # 059055 UPPER CASE PRINTING INK						
059055	UPPER CASE PRINTING IN	GENERAL FUN	ADMINISTRAT	Professional Servic	NEWLETTER	\$180.33
CHECK # 059055 UPPER CASE PRINTING INK						\$180.33
CHECK # 059056 VIKING COKE						
059056	VIKING COKE	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	POP	\$839.75
CHECK # 059056 VIKING COKE						\$839.75
CHECK # 059058 WATSON CO., INC						
059058	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Other Operating Su	COFFEE	\$28.39
059058	WATSON CO., INC	LIQUOR FUND	LIQUOR STOR	Misc Purchases - N	TOBACCO, JUICE, ETC	\$9,200.30
CHECK # 059058 WATSON CO., INC						\$9,228.69
						\$1,011,556.34



CITY OF MORA  
COUNCIL CHECK LIST

THE SEPTEMBER/OCTOBER 2022 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
MAYOR

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

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

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

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

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



LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: MINN DEER HUNTERS ASSOC SNAKE RIVER CHAPTER
Minnesota Tax ID Number: 4326991
Mailing Address: 47 N PARK ST
City: MORA State: MN Zip: 55051 County: KANABEC
Name of Chief Executive Officer (CEO): JERE L BARRTZ
CEO Daytime Phone: 612-390-8493 CEO Email: jere@jmthielcpa.com
Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternals Religious Veterans Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing
IRS income tax exemption (501(c)) letter in your organization's name
IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted: GRAND EVENT CENTER
Physical Address: 2025 ROWLAND ROAD
City: MORA Zip: 55051 County: KANABEC
Date(s) of activity: DECEMBER 1, 2022

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

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo.





# MEMORANDUM

Date: October 18, 2022  
To: Mayor and City Council  
From: Sara B. King, Accountant  
RE: Accept Restricted Donations

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## BACKGROUND INFORMATION

The City of Mora has received the following donations:

<b>DONATION RECEIVED FROM:</b>	<b>DONATION OF:</b>
First Citizens Bank	\$200.00
Coborn's Incorporated	\$100.00
Mora Lions Club	\$100.00
North Country Bottle Shop	\$314.00
Protective Services Inc.	RC Airplane \$90 Value

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

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## RECOMMENDATIONS

Motion to accept donations by approving Resolution 2022-1021.

*Attachments*  
Resolution 2022-1021



**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:

<b>DONATION RECEIVED FROM:</b>	<b>DONATION OF:</b>	<b>TERMS AND CONDITIONS OR DESCRIPTION OF PROPERTY:</b>
First Citizens Bank	\$200.00	Donation to 2022 Music in the Park
Coborn’s Incorporated	\$100.00	Donation to 2022 Music in the Park
Mora Lions Club	\$100.00	Donation to 2022 Music in the Park
North County Bottle Shop	\$314.00	General Donation to Fire Dept.
Protective Services Inc	RC Airplane \$90 Value	Door prize for 2022 Fly-In

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

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

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

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

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

Voting for the Resolution:.....  
Voting Against the Resolution: .....  
Abstained from Voting:.....  
Absent: .....

Motion carried and resolution adopted this 18<sup>th</sup> day of October 2022.

ATTEST:

\_\_\_\_\_  
Al Skramstad, Mayor

\_\_\_\_\_  
Natasha Segelstrom, Administrative Services Director



**From:** fire.chief <[fire.chief@cityofmora.com](mailto:fire.chief@cityofmora.com)>  
**Sent:** Thursday, September 29, 2022 2:15 PM  
**To:** Mandi Yoder <[m.yoder@cityofmora.com](mailto:m.yoder@cityofmora.com)>  
**Subject:** Re: Update

From Bryce Norby

Hello, it will not workout at this time to be on the fire department. I will turn in my pager at the nearest possible time!

*Sent from my LG Mobile*







# CITY OF MORA MORA AREA FIRE DEPARTMENT



101 Lake Street South  
Mora, MN 55051-1588

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

320.679.1511

Fax 320.679.3862

October 19, 2022

Jonathan Schwendeman  
2233 Joplin St  
Mora, MN 55051

Dear Mr. Schwendeman:

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

- **Start Date.** Pending the background investigation and physical exam results, your start date will be Monday, November 7, 2022. If you have any questions in the meantime, feel free to contact Chief Brett Anderson at 320-282-9200 or Mandi Yoder at 320-225-4804.
- **Physical Examination & Drug Test.** Included is a physical examination form. Please see your physician as soon as possible and have it completed and signed. A pre-employment drug test is also required, and a Titters test is offered. Contact Mandi Yoder to arrange these tests. We would like to have your physical exam, drug test, and Titters test completed by Friday, October 28, 2022. If this is not possible for you, please contact Mandi Yoder. The city will pay the cost of the examination, Titters, and drug tests not covered by any insurance.
- **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.
- **Training Period.** You will serve a twelve (12) month probationary period. During this time, you will be evaluated for your suitability for the position.
- **Compensation.** Your wage will be \$10 per hour for response to an emergency at the scene, \$10 per hour for response to the station, meetings, drills, etc.
- **Status/Hours.** This position is classified as paid-on-call. Generally, you will be paged to respond to emergencies based on the needs of the department. In addition, regularly scheduled meetings, drills, and training are required. This position requires daytime, evening, and weekend work.

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

- Indicate whether you accept this conditional offer of employment by signing below and promptly returning a copy of this letter to city hall.
- Complete and return the background investigation forms with the signed offer of employment letter.

- Contact Mandi Yoder to arrange to have a pre-employment drug test, physical, pulmonary test, and Titers test scheduled and administered.
- Return the physical exam form and vaccination declination statement to city hall as soon as it is completed, but no later than Friday, November 4, 2022.
- Schedule a time with Mandi Yoder for onboarding paperwork at city hall.

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

Sincerely,

Brett Anderson  
Chief, MAFD

*Enclosures:    Physical Examination Form  
                     Vaccination Declination Statement  
                     Background Investigation Forms*

*Cc: Personnel File*

The foregoing conditional offer of employment is hereby accepted:

\_\_\_\_\_  
Employee Name - Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature



# MEMORANDUM

Date: October 18, 2022  
To: Mayor and City Council  
From: Jeff Krie, Activities and Recreation Coordinator  
RE: Special Event Permit Request – 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 26, 2022.

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 also requesting to hold a parade as well. No other streets will be closed for the parade.

This is an annual event sponsored by the Chamber of Commerce and other volunteers, including the Mora Area Fire Department. Staff is recommending approval of this public property use permit request.

## OPTIONS & IMPACTS

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- The County has been notified 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.
- 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 requirements.

## RECOMMENDATIONS

---

Motion to approve the Dala Dazzle special event permit as presented with the above conditions.

### *Attachments*

Special Event Permit Application  
Listing of Activities  
Map of Road Closure  
Certificate of Liability Insurance  
Map of 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: Data Dazzle

Type of Event (festival, parade, athletic, etc.): Small Business Saturday / Parade

Event Location: Union Street

Event Set Up Date: 11-26-22 Start Time: 12:00  
End Time: 8:00 pm

Actual Event Date(s): 11-26-22 Start Time: 3:00 Please be aware that parks  
End Time: 6:00 close at 10:00 pm.

Event Clean Up Date: 11-26-22 Start Time: 6:00  
End Time: 8:00

Estimated Attendance: 80

APPLICANT INFORMATION

Sponsoring Organization Name: MORA AREA CHAMBER OF COMMERCE

Primary Contact Person: Jenna Maeiej

Address: 16 N Lake St

City: Mora State: MN Zip: 55051

Phone: 320-223-9314 E-Mail: moraareachamber@gmail.com

Name of Contact Person During Event: Jenna Maeiej Cell Phone: 320-223-9314

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

DAMAGE / KEY DEPOSIT REFUND INFORMATION

Person/Organization Name: Mora Area Chamber

Address: 16 N Lake St

City: Mora State: MN Zip: 55051

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 St 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

**If YES to both of the above questions pertaining to alcohol, attach liquor liability certificate of insurance from both the applicant and the caterer (if one is used) naming the CITY OF MORA as additional insured.**

Certificate of Liability Insurance attached?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
Will food be served / provided / prepared on site?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If YES, please contact MN Department of Health at 320-223-7317. <i>Ogilvie Raceway - coffee/hot cocoa</i>
Will sound amplification be used?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If YES, hours and type: <i>Speaker, 12-8</i> <b>No amplified sound 10 pm to 7 am.</b> <i>Backus Kettle Corn</i> <i>VMHS Students</i>

**Please attach a site plan showing the following applicable items.**

Will there be canopies or tents?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the size and location of canopies & tents. Date installed: <i>11-24</i> Date removed: <i>11-26</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>16 - 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: *did not use porta potty last year and all went well*

Describe parking arrangements for the event and show on the traffic plan:  
*parking available on all side streets*

Describe trash removal and clean-up plan during and after event:  
*Quality Disposal will provide cans & cleanup*

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.

*Inna Marie*  
Signature of Authorized Representative

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

*9-22-22*  
Date



PAYMENT INFORMATION		
Event Fee: 75.00	Date Paid: 9/26/22 Amount Paid: 75.00	Staff Initials: <i>JS</i>
Key/Event Deposit(s): 100.00	Date Paid: 9/26/22 Amount Paid: 100.00 Date Returned:	Staff Initials: <i>JS</i>
Key:	Key #: Date Issued: Date Returned:	Staff Initials: Staff Initials:
Comments: All fees paid		

**Authorization and Comments**

*[Signature]* 10/8/2022  
 \_\_\_\_\_  
 Property Coordinator or Designee Signature and Date

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

All Fees Paid.  
 Follow staff comments + conditions.

*[Signature]* 9-27-2022  
 \_\_\_\_\_  
 Public Works Director Signature and Date

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

Signage needed from county for road closure

*[Signature]* 9-27-22  
 \_\_\_\_\_  
 Building Official Signature and Date

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

No comments or concerns

*[Signature]* 10/5/22  
 \_\_\_\_\_  
 Deputy Clerk Signature and Date

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

Backwoods Kettle Corn needs to complete registration/application. Nope s. MHS students are exempt from requirements.

Burke  
Fire Chief or Designee Signature and Date

Ralph VanBuren  
Kanabec County Sheriff or Designee Signature and Date

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

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

FIRE UNDER  
CONSTANT SUPERVISION

Anderson 10-5-2022  
City Administrator Signature and Date

\_\_\_\_\_  
City Council Approval Date / Permit Issued Date

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENT FEES			
Permit Base Fee	<u>\$50</u>	Late Fee	\$100
Damage/Key Deposit	<u>\$100</u>	Cancellation Fee	\$15
Additional Options (In addition to base fee)			
Street Closure/Parade	<u>\$25</u>		
Traffic Control Devices	\$50 (covers drop-off and pick-up at event site)		<u>County</u>
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, Kettle corn stand, Boy Scouts selling wreaths, Bassett's DIY planter, light parade, and tree lighting.

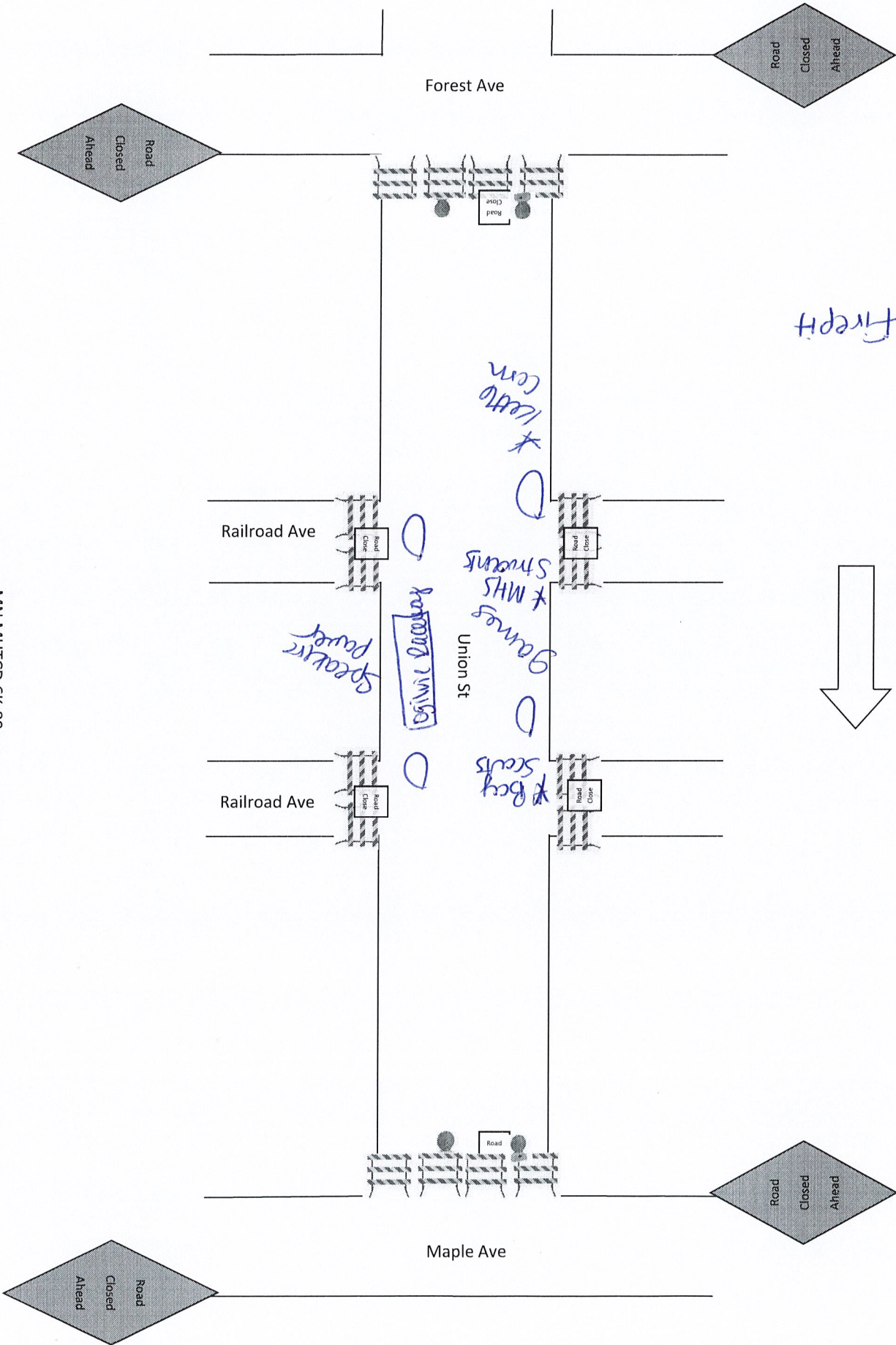
**4:00** Parade line up at elementary school

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

**5:15** Santa light tree

**5:45** Clean up

MN MUTCD 6K-80



O = Firepit





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/20/2022

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

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

<b>PRODUCER</b> Town & Country Insurance 600 Clark Street P.O. Box 89 Mora MN 55051	<b>CONTACT NAME:</b> Rhonda Scheffer-Domino <b>PHONE (A/C, No, Ext):</b> (320) 679-4400 <b>E-MAIL ADDRESS:</b> rhonda@townandcountry-ins.com	<b>FAX (A/C, No):</b> (320) 233-6687
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Kanabec Area Chamber of Commerce 16 Lake St N Mora MN 55051-1304	<b>INSURER A:</b> West Bend Mutual Insurance Company <b>NAIC #:</b> 15350	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL2281514618      **REVISION NUMBER:**

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

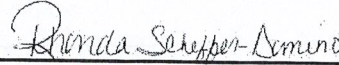
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	Y		1327479	04/14/2022	04/14/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						MED EXP (Any one person) \$ Excluded
	OTHER:						PERSONAL & ADV INJURY \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b>						GENERAL AGGREGATE \$ 3,000,000
	ANY AUTO OWNED AUTOS ONLY HIRE AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						PRODUCTS - COMP/OP AGG \$ 3,000,000
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	DED RETENTION \$						BODILY INJURY (Per person) \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						BODILY INJURY (Per accident) \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PROPERTY DAMAGE (Per accident) \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

The City of Mora is listed as an additional insured on the General Liability policy.

### CERTIFICATE HOLDER

### CANCELLATION

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

DATE (MM/DD/YYYY)  
09/20/2022

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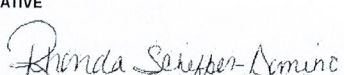
<b>PRODUCER</b> Town & Country Insurance 600 Clark Street P.O Box 89 Mora MN 55051	<b>CONTACT NAME:</b> Rhonda Scheffer-Domino <b>PHONE (A/C, No, Ext):</b> (320) 679-4400 <b>E-MAIL ADDRESS:</b> rhonda@townandcountry-ins.com	<b>FAX (A/C, No):</b> (320) 233-6687
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Kanabec Area Chamber of Commerce 16 Lake St N Mora MN 55051-1304	<b>INSURER A:</b> West Bend Mutual Insurance Company	<b>NAIC #</b> 15350
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** CL2281514618                      **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		1327479	04/14/2022	04/14/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> DAMAGED TO RENTED PREMISES (Ea occurrence) \$ 100,000 <input type="checkbox"/> MED EXP (Any one person) \$ Excluded <input type="checkbox"/> PERSONAL & ADV INJURY \$ 1,000,000 <input type="checkbox"/> GENERAL AGGREGATE \$ 3,000,000 <input type="checkbox"/> PRODUCTS - COMP/OP AGG \$ 3,000,000 <input type="checkbox"/> \$						
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ <input type="checkbox"/> \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ <input type="checkbox"/> \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$


**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Kanabec County is listed as an additional insured on the General Liability policy.

<b>CERTIFICATE HOLDER</b>  Kanabec County 18 N Vine St.  Mora MN 55051	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
---	---



Start

St Clare Living  
Community of Mora

 **6 min**  
1.5 miles

Mora High School

Mora Lake

**207 East Maple Avenue**

End

Santa

**139 South Union Street**

Welia Health - H

N Grove St

9th St

Wood St

7th St

Villa Ave

al Ave

3rd St

2nd St

2nd St

1st St

Sportsm

Mora

D

Locust St

Forest Ave W

Howe Ave





# MEMORANDUM

Date: October 18, 2022  
To: Mayor and City Council  
From: Kirsten Faurie, Community Development Director  
RE: Childcare Presentation

---

## BACKGROUND INFORMATION

---

The city council will receive a presentation on Regional Childcare Capacity and the economic impacts.

## RECOMMENDATIONS

---

Listen, ask questions, and direct staff.

### *Attachments*

Powerpoint Presentation (provided at meeting)







# MEMORANDUM

Date October 18, 2022  
To Mayor and City Council  
From Natasha Segelstrom, Administrative Services Director  
Joe Kohlgraf, Public Works Director  
RE Snake River Bridge Trail Connection

## SUMMARY

---

The City Council will revisit the Snake River Bridge trail connection and obligation to construct the trail connection within a year of the bridge reconstruction.

## BACKGROUND INFORMATION

---

In May 2020 City Council was presented a concept design for the Snake River Bridge trail connection, in conjunction with MnDOT's scheduled 2022 bridge reconstruction project. The Council voted unanimously to support MnDOT's concept layout and guarantee to pay for the proposed trail connections either at the time of construction or the year after construction. Based on MnDOT's concept plan for the bridge and topography near the bridge, SEH estimated the cost to be \$280,000-\$300,000 to construct the trail connection.

In December 2020, MnDOT proposed and two alternative concept layouts for the Snake River Bridge trail. Council selected the trail layout would run north-south and no trail under the bridge running east-west. This provided pedestrians access away from vehicle traffic on the west side of the highway going north and south.

Earlier this year, Council approved Resolution No. 2022-422 electing the standard allowance under the revenue loss provision of the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act. \$388,389.07 has been allocated to the City of Mora and used to assist with the trail connection.

## OPTIONS & IMPACTS

---

1. Move forward with the project and begin the planning process with SEH.
  - a. The proposed trail connection must be complete within one year of the Snake River Bridge Reconstruction. If this is not complete, the City may be at risk of penalties.
  - b. The American Rescue Plan funds must be spent by December 31, 2026.
2. Do nothing.

## RECOMMENDATIONS

---

Motion for move forward with the project and begin the planning with SEH for the Snake River Bridge Trail Connection project.



# MEMORANDUM

Date: October 18, 2022  
To: Mayor and City Council  
From: Kirsten Faurie, Community Development Director  
RE: Transportation Alternative Grant – Letter of Intent

---

## BACKGROUND INFORMATION

---

MnDOT is currently soliciting requests for Greater Minnesota Transportation Alternative projects. With \$12.5 million in federal funding available, this program offers a competitive grant for communities, schools and regional agencies to fund pedestrian and bicycle facilities, historic preservation, Safe Routes to School and more.

The city applied for this grant in 2013 to rebuild the sidewalk area on Wood Street between 7<sup>th</sup> Street and Railroad Ave. as a paved trail. The city was not selected for funding.

The city may re-apply for this project.

For this solicitation, applicants must first submit a letter of intent by **Nov. 4** to be considered. Projects selected for the Transportation Alternatives program must be implemented in 2027.

## RECOMMENDATIONS

---

Listen, ask questions, and direct staff.



# MEMORANDUM

Date: October 18, 2022  
To: Mayor and City Council  
From: Kirsten Faurie, Community Development Director  
RE: Conditional Use Permit to allow a *Duplex structure* to be located in the R-1 Single Family Residential District

---

## SUMMARY

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The City Council will consider granting a conditional use permit to allow a duplex in the R-1 Single Family Residential District at 706 Summit Lane.

## BACKGROUND INFORMATION

---

In February 2022, city staff initially sat down with a representative of Kelling Capital, LLC to discuss a potential project. Kelling Capital proposed construction of a duplex at 706 Summit Lane. At the time, staff informed Kelling Capital the proposed duplex was located in the R-3 Multiple Dwelling District. The R-3 district lists duplexes as a permitted use, therefore they would not need a conditional use permit to proceed. Kelling Capital proceeded with their project, purchased the property in April for \$22,000 and began site work on the lot. Kelling Capital requested a building permit which has not yet been issued.

In early August, staff re-examined the project and determined the lot was not in the R-3 district, but was actually in R-1 where construction of a duplex is allowed but only with a conditional use permit. Kelling Capital was contacted, informed of the issue and asked to pause their project and submit a CUP application.

## DISCUSSION

---

On August 17, Kelling Capital LLC, applicant and property owner, applied for a Conditional Use Permit (CUP) to allow construction of a duplex to be located in the R-1 Single Family Residential District. The subject site is located at 706 Summit Lane. The proposed project includes construction of a single-level, two-unit duplex structure with garages. The site is a 100-foot lot which is currently vacant.

The City's zoning code identifies duplexes as a Conditional Use within the R-1 Single Family Residential District and the proposed use complies with all district regulations. In their research, city staff found five examples of approved CUPs for duplex structures in R-1 (see the attached map).

The proposed duplex has been reviewed by the city building official as well as the public works director; no concerns have been identified.

The Planning Commission held a public hearing Sept. 12 and heard comments from the public. The majority of comments included concerns about the units being rented instead of owned and the style of the duplex being different than the surrounding single-family homes.

## Memorandum

The Planning Commission voted during a special meeting on Sept. 26 to recommend approval of the CUP with conditions.

### 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 has already been extended the maximum amount and expires on December 15, 2022; if the Council tables the request, a decision will have to be made by December 15 or the request will be automatically approved.

### RECOMMENDATION

---

Motion to approve as presented or amended.

#### *Attachments*

1. League of MN Cities general information regarding Land Use Conditional Use Permits
2. Map of other CUPs approved for duplex structures in R-1
3. Site Plan
4. Proposed Resolution No. 2022-1022

# Land Use Conditional Use Permits

Published: May 10, 2021

*This content conveys general information. Do not use it as a substitute for legal advice. Any attorney general opinions cited are available from the League's Research staff.*

## Conditional use

A conditional use is a land use the city permits in a zoning district only when the applicant meets certain standards. The zoning ordinance typically sets out:

- General standards that apply to all conditional uses, and
- Specific standards that apply to a particular conditional use in a given zoning district.

A use is typically conditional because of:

- Hazards inherent in the use itself, or
- Special problems that its proposed location may present.

For example, cities often designate uses that generate traffic (such as family child care, service stations, convenience stores, or drive-thrus) as conditional uses.

## Conditional use permit

A conditional use permit (CUP) is a document. A city issues a permit to allow a conditional use when the applicant meets the general and specific ordinance standards. The permit allows the use only if the applicant addresses the standards set forth in the zoning ordinance. State law authorizes conditional use permits ([Minn. Stat. § 462.3595](#)).

## General CUP standards

A zoning ordinance typically details general standards that apply to all conditional uses. For example, an ordinance might require all conditional uses to conform to the comprehensive land use plan of the community, be compatible with adjoining properties, and be served by adequate roads and public utilities.

## Specific CUP standards

Many zoning ordinances will also set out specific standards for a particular conditional use, such as businesses operating a drive-thru. Specific standards often address off-street parking and loading areas, landscaping and site plan, and hours of business operation.

## Granting conditional use permits

Generally, cities may only grant CUPs for uses specifically listed in the zoning ordinance as conditional uses in a particular zoning district.

If a use is not designated as a conditional use in a zoning district, then arguably the city may not issue a CUP without first amending the zoning ordinance to provide for the conditional use. This would, of course, allow other applicants to apply for a conditional use permit under the same standards.

## Who grants a CUP

Planning commissions often first consider the CUP application and make recommendations to the city council. State statute allows the city council to assign its CUP approval to another authority. Some cities designate the planning commission as the approving body but typically the city council approves a CUP.

## Required approval

If a proposed conditional use satisfies both the general and specific standards set out in the zoning ordinance, the applicant is entitled to the conditional use permit. If the applicant meets all the ordinance standards, the city usually has no legal basis to deny the CUP.

## 60-Day rule

A written request for a CUP is subject to Minnesota's 60-day rule. It must be approved or denied within 60 days of the time it is submitted to the city. A city may extend the time period for an additional 60 days, but only if it does so in writing before expiration of the initial 60-day period. Under the 60-day rule, failure to approve or deny a request within the statutory time period is considered an approval ([Minn. Stat. § 15.99](#)).

## Other conditions on permits

A city may attach reasonable conditions relating to the ordinance standards to a CUP based upon factual evidence contained in public record. For example, if a zoning ordinance says a conditional use should not have adverse visual or noise impacts on any adjacent property, a city might require specific screening and landscaping conditions to address any potential impacts established in the record.

## Time limits not permitted

State statute says a CUP remains in effect as long as the conditions agreed upon are observed ([Minn. Stat. § 462.3595, subd. 3](#)). The attorney general says time limits, such as sunset provisions or automatic annual review, are not consistent with state law, explaining that cities may not enact or enforce provisions that allow a city to terminate CUPs without regard to whether the conditions agreed upon are observed (A.G. Op. 59-A-32 (February 27, 1990)).

If a city wishes to place time constraints on particular uses, the appropriate zoning tool is an interim use permit, not a conditional use permit. State law authorizes interim use permits for:

- A temporary use of property until a particular date;
- Until the occurrence of a particular event; or
- Until zoning regulations no longer permit it ([Stat. § 462.3597](#)).

## Public hearings

The city may allow a proposed conditional use only after a statutorily required public hearing ([Minn. Stat. § 462.3595, subd. 2](#)). The city must provide published notice of the time, place, and

purpose of the hearing on a proposed CUP at least 10 days prior to the day of the hearing. If the decision affects an area of five acres or less, the city may need to mail notice to property owners within a 350-foot radius of the land in question. The purpose of the public hearing is to help develop a factual record as to whether the applicant meets the relevant ordinance standards such that the CUP should be granted ([Minn. Stat. § 462.357, subd. 3](#)).

## City role in hearing

A city exercises “quasi-judicial” authority when considering a CUP application. This means the city’s role is limited to applying the standards in the ordinance to the facts presented by the application. The city acts like a judge in evaluating the facts against the standards. If the applicant meets the standards, then the CUP should be granted.

In contrast, when the city designates certain uses as conditional in the zoning ordinance the city is exercising “legislative” authority and has much broader discretion.

[Learn more about conducting public hearings in the League’s Zoning Guide for Cities](#)

## Role of neighborhood opinion

Neighborhood opinion alone is not a valid basis for granting or denying a CUP. While city officials may feel their decision should reflect the overall preferences of residents, their task is limited to evaluating how the CUP application meets the ordinance standards. Residents can often provide important facts to help the city address whether the application meets the standards, but unsubstantiated opinions and reactions to an application are not a legitimate basis for a CUP decision. If neighborhood opinion serves as the sole basis of the decision, it could be overturned by a court if challenged.

## Documentation of hearing

Whatever its decision, a city should create a record that will support it. If a city denies a CUP application, the 60-day rule requires the reasons for the denial be put in writing. Even if a city approves a CUP, a written statement explaining the decision is advisable. The written statement should address the general and specific ordinance standards and explain the relevant facts and conclusions.

[For information on creating a record, see \*Taking the Mystery Out of Findings of Fact\*](#)

## Conditional use permit after issuance

A conditional use permit is a property right that “runs with the land.” That is, it attaches to and benefits the land and is not limited to a particular landowner ([Minn. Stat. § 462.3595, subd. 3](#)). State statute requires CUPs be recorded with the county recorder’s office ([Minn. Stat. § 462.3595, subd. 4](#)). When the property is sold, the new landowner will have the continued right to the CUP so long as the conditions are met.

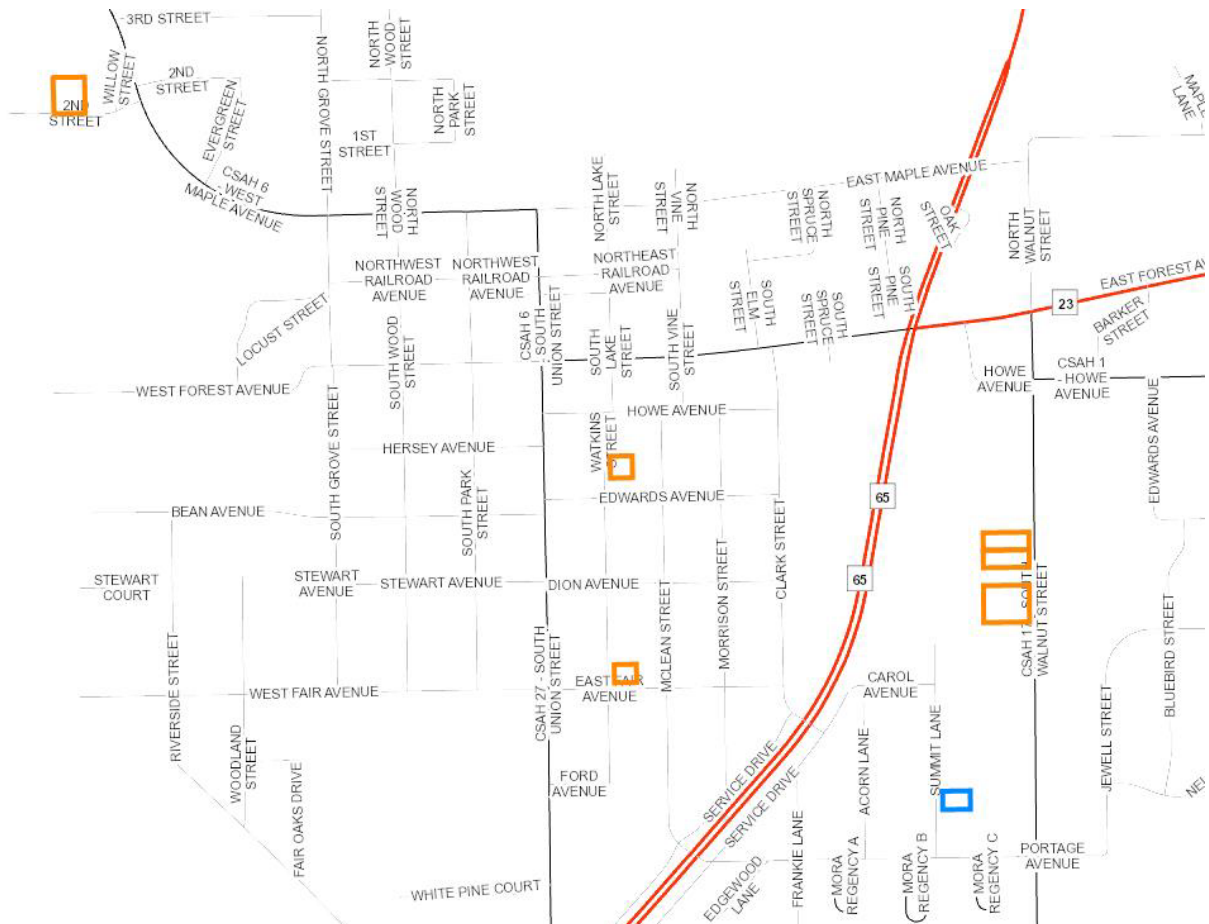
A city can revoke a conditional use permit if there is not substantial compliance with conditions. The revocation must be based upon factual evidence, after appropriate notice and hearing. Because a CUP is a property right, a city should work closely with the city attorney if considering a CUP revocation.

# Examples of Approved CUPs for Duplex Structures

City staff found five examples of approved Conditional Use Permits to place a duplex structure in an R-1 District. It should be noted this is simply a list of CUPs which were approved – it does not mean a duplex currently exists at these locations.

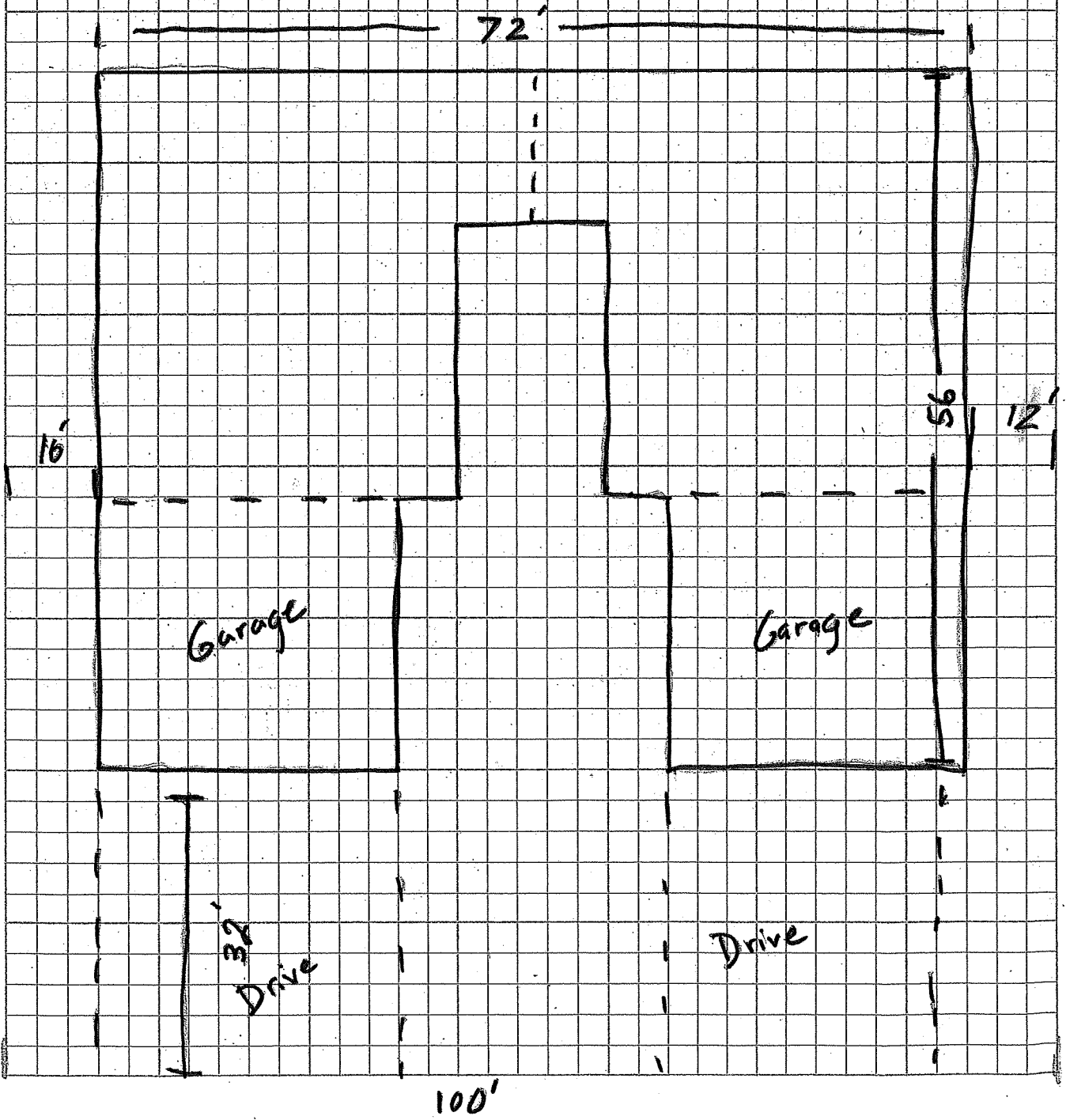
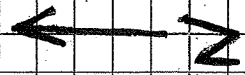
1. June 28, 2000  
501 Walnut St. S
2. June 24, 2002  
409 Walnut St. S  
403 Walnut St. S
3. Sept. 23, 2002  
560 Watkins St.
4. June 23, 2003  
approx. 307 Willow St.
5. March 22, 2004  
330 Watkins St.

These properties are shown in **orange** on the map below; 706 Summit Lane is shown in **blue**:





# Site Plan



150'

16'

72'

56'

12'

Garage

Garage

32'  
Drive

Drive

100'



RESOLUTION NO. 2022-1022

**A RESOLUTION OF THE CITY OF MORA, MINNESOTA, RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT ALLOWING A *DUPLEX* TO BE LOCATED IN THE R-1 SINGLE FAMILY RESIDENTIAL DISTRICT AS REQUESTED BY KELLING CAPITAL LLC**

WHEREAS, Kelling Capital LLC, applicant and property owner, submitted an application dated received August 17, 2022 and considered complete on August 17, 2022 for a Conditional Use Permit allowing a *Duplex* to be located in the R-1 Single Family Residential District; and

WHEREAS, the subject property is located at 706 Summit Lane, and

WHEREAS, the subject property is legally described as:

PID 22.05825.00

*The South 30 feet of Lot Four (4), and the North 70 feet of Lot Five (5), Summit Addition to the Village of Mora, Kanabec County, Minnesota*

WHEREAS, notice was provided and on August 26, 2022, the Planning Commission conducted a public hearing regarding this application, at which it heard from the Community Development Director and invited members of the public to comment; and

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

WHEREAS, the City Council considered the request and the Planning Commission's recommendation at its September 26, 2022 meeting and made the following finding as required by Zoning Code §150.036 Conditional Uses, Subd. E Standards:

- |                   |  |
|-------------------|--|
| Criteria #1       | The use is consistent with the purposes and intent of the Zoning Code and the purposes and intent of the zoning district in which the applicant intends to locate the proposed use.  |
| <i>Finding #1</i> | <i>The Zoning Code identifies the proposed construction of a duplex as a Conditional Use within the R-1 Single Family Residential District and the proposed use complies with all district regulations. Therefore, the proposed use is consistent with the intent of the Zoning Code and R-1 Single Family Residential District.</i>   |
| Criteria #2       | The use is in keeping with the Comprehensive Plan and the policies thereof.  |
| <i>Finding #2</i> | <i>The city's current Comprehensive Plan, adopted in 2021, encourages the development and maintenance of a broad variety of housing types to provide the full range of housing opportunities at different sizes, densities and price ranges. This housing goal encourages that city ordinances allow for flexibility in housing types and the design of neighborhoods so as to be responsive to the needs of current and future residents.</i> |
| Criteria #3       | The use will not cause undue traffic congestion or hazards.  |
| <i>Finding #3</i> | <i>There is no evidence the proposed use would cause undue traffic congestion or hazards in the general area.</i>  |

- 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 duplex is a single-level residential structure. 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 is compatible with R-1 requirements for area, frontage and yard setbacks. There is no evidence to suggest the proposed use would cause depreciation in value of existing homes.*
- 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 *duplex* shall be installed in conformance with the site plan submitted August 17, 2022. Any major deviation, as determined by city staff, shall require further review and approval by the City Council.
2. The applicant and/or property owner shall
  - a. Install separate water services after initial line to isolate sides of the duplex
  - b. Use erosion/sediment control such as fences or logs during construction
  - c. Clean the road of sediment/mud and debris during all stages of construction
3. Issuance of a building permit is required prior to construction.
4. 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.

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 18<sup>th</sup> day of October, 2022.

\_\_\_\_\_  
 Alan Skramstad, Mayor

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



# MEMORANDUM

Date October 12, 2022  
To Mayor and City Council  
From Joseph Kohlgraf, Public Works Director  
RE Grader Replacement Pre-Purchase

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## SUMMARY

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Current, the city owns a 1993- Caterpillar 120G which is used for road maintenance and snow removal. We are currently looking at a replacement grader, 2011- John Deere 772 GP, for the spring of 2023.

## BACKGROUND INFORMATION

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Staff has been looking into options recently for rental, lease and purchase option. At this time, an opportunity to purchase a replacement for our current grader has been offered. Our current machine is now 20 years old, and major repairs are needed. Currently, a full rebuild for our current machine can be done but is not cost effective. The machine that we are currently looking at would cost about the same or less than a rebuild. Staff has adjusted the CIP to provide a purchase arrangement with funds from the city and loan, to be paid off in 2024 without major changes to the CIP budget plan total FIF/Capital (tax levy) total. Funds in the 2023 will be shifted to supply the road grader replacement for approximately 45% of the funds needed by moving funds from the heavy duty truck funds keeping the yearly amount needed the same.

## OPTIONS & IMPACTS

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1. Approve agreement for purchasing machine in 2022 for delivery and payment in February of 2023. This is not budgeted for 2022 but will follow CIP schedule moving forward with changes made to CIP items that will not affect the 2023 CIP budget as it sits.
2. Approve purchasing machine in 2022 for delivery and payment in February of 2023. This option uses funds in CIP and 3<sup>rd</sup> party financing to purchase the machine.
3. Do nothing currently. Continue with repairs as and when needed, pushing purchase out further.

## RECOMMENDATIONS

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Move forward with purchase approval and discuss financing options at council meeting, using option 2 with changes to 2023 CIP Plan.

## Attachments

- 1- Quote from John Deere





**JOHN DEERE**

# Investment Proposal (Quote)

RDO Equipment Co.  
6700 Highway 10 Northwest  
Sauk Rapids MN, 56379  
Phone: (320) 259-6222 - Fax: (320) 259-6014

Proposal for:  
CITY OF MORA  
101 LAKE ST S  
MORA, MN, 550511538  
KANABEC

Investment Proposal Date: 9/28/2022  
Pricing Valid Until: 10/12/2022  
Deal Number: 1592708  
Customer Account#: 1511013  
Compact Equipment Sales: Matthew Lehrer  
Phone:  
Fax:  
Email: mlehrer@rdoequipment.com

## Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	1DW772GPEBE637308 X689701	3692	Used 2011 JOHN DEERE 772G	\$154,500.00

Equipment Subtotal: **\$154,500.00**

## Trade Information

Serial Number	Year / Make / Model	Payoff Information	Trade In Hours	Trade In Value
87V09649	1993 CAT 120G	\$0.00	5314	(\$24,000.00)
Total Trade in Value:				<b>(\$24,000.00)</b>
Trade Balance Owed:				<b>\$0.00</b>
Net Difference:				<b>(\$24,000.00)</b>

## Purchase Order Totals

Balance:	\$130,500.00
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN COUNTY TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$130,500.00
Cash with Order:	<b>\$0.00</b>
Balance Due:	<b>\$130,500.00</b>

## Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	1DW772GPEBE637308	2011 JOHN DEERE 772G	L017 RADIO L016 CIRCLE SLIP CLU L010 FRT HTCH L007 SNOW WING L005 FRT HYD K003 14 BLD J002 3 PIECE RIMS I002 RADIALS H004 17.5X25 G001 FWD F001 DIFF LOC D004 PWR SHFT TRANS D002 CLOTH SEAT C002 AIR SEAT B001 LOW CAB A004 CAB/AC/HEAT





# MEMORANDUM

Date     October 12, 2022  
 To        Mayor and City Council  
 From     Joseph Kohlgraf, Public Works Director  
 RE        Medium Duty Truck Replacement/Purchase

## SUMMARY

Current, the city owns and uses a 2007 Ford 450 with dump box and plow. This truck is due for replacement in 2022 per CIP arrangements with an equivalent vehicle arrangement.

## BACKGROUND INFORMATION

Current vehicle is used heavily in the street department for daily activities through the year. This truck is also used for snow removal in areas that bigger equipment is no viable to be used. This vehicle has many hours of operation on it and is show those results with required repair and maintenance. At this time, staff is asking for permission to move forward with a purchase agreement replacement based on the state bid contract, which is scheduled to be released next week. Current amount of \$97,000.00 is budgeted in the 2022 CIP program.

## OPTIONS & IMPACTS

1. Approve purchasing vehicle through 2022 MN State bid process. This is a budgeted for 2022 CIP for \$97,000.000
2. Do nothing currently. Continue with repairs as and when needed, pushing purchase out further.

## RECOMMENDATIONS

Motion for approval to move forward with purchase of medium duty truck using MN State Bid process per 2022 CIP plan not to exceed \$97,000.00

## *Attachments*

1- None





# MEMORANDUM

Date: October 18, 2022  
To: Mayor and City Council  
From: Mandi Yoder, Human Resources  
RE: Consideration of Flexible Work Arrangement

## SUMMARY

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The City Council will review for consideration a Flexible Work Arrangement for full-time employees.

## BACKGROUND

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City staff was introduced to Teleworking during the COVID-19 pandemic. During that time, staff were scheduled to telework from home certain days of the week and many staff found that working remotely was uninterrupted, which allowed them to accomplish more focused tasks. Flexible work arrangements can also help the City with employee retention efforts.

From Memorial Day through Labor Day, 2022, city hall staff participated in a summer schedule; some teleworked from home one day a week and others took advantage of a flextime schedule changing their normal work hours, but still working 40 hours in one week.

Not all FT positions are suitable for a flexible work arrangement and it's important to note that a flexible work arrangement is a workplace strategy, not a benefit or a right.

The model is that a full-time (FT) employee could apply for a flexible work arrangement, the department head and city administrator would evaluate the application considering job duties, departmental needs, customer contact, and union contract language before responding to the applicant. The supervisor or city administrator may also suspend or rescind an approved flexible work arrangement at their discretion.

## OPTIONS IMPACTS

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1. To approve a Flexible Work Arrangement for the organization.
2. To deny the request for consideration of a Flexible Work Arrangement for eligible full-time positions.

## RECOMMENDATIONS

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For the City Council to consider making a motion to approve the Flexible Work Arrangement policy as presented in Resolution number 2022-1023.

*Attachments: Resolution No. 2022-1023*

## RESOLUTION NO. 2022-1023

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA, TO INSTITUTE A FLEXIBLE WORK ARRANGMENT POLICY

**WHEREAS**, Flexible Work Arrangements have become an important part of the modern work culture, promote flexibility, and help with organizational employee retention efforts.

**WHEREAS**, staff recognizes that employees have increased productivity during uninterrupted work time and have appreciated a flexible schedule for a work-life balance.

**NOW THEREFORE**, be it resolved by the City Council of the City of Mora, Minnesota as follows:

The City of Mora & Mora Municipal Utilities Personnel Policy chapter §1805 HOURS OF WORK is hereby amended to include §1805.6 Flexible Work Arrangements.

#### **§ 1805.6 FLEXIBLE WORK ARRANGEMENTS**

##### **SCOPE**

Full-time employees may be considered for a flexible work arrangement, depending on their job duties, departmental needs, and union contract language.

##### **PURPOSE**

The City of Mora supports workplace flexibility to promote a highly productive work environment and recognizes that flexible work arrangements can help organizational employee retention efforts. The City also recognizes that flexible work arrangements are an important part of modern work culture. Such arrangements offer an alternative approach to completing work through non-traditional work hours and worksites.

This policy establishes the guidelines for flexible work arrangements to situations that fall outside of the typical City work schedule and last longer than two months. These arrangements must meet the needs of the City and the responsibilities of the position the employee holds. While not all positions will be suitable for flexible work arrangements, requests will be reviewed on a case-by-case basis taking into account the departmental needs and the employee's ability to maintain a high level of service. A flexible work arrangement is a business and workplace strategy, not an employee benefit or employee right.

##### **FLEXIBLE WORK OPTIONS**

**Flextime:** Agreed-upon starting and ending times that differ from the standard schedule for the department, division, or work group. Flextime does not reduce the total number

of hours worked in a given workweek. Flextime options can include fixed starting/ending times or workdays (other than the typical 8 – 4:30, M-F schedule).

**Compressed Workweek:** A traditional 40-hour workweek condensed into fewer than five workdays (e.g., four 10-hour workdays).

**Teleworking:** A regular, routine work arrangement that allows the employee to perform a portion of the job outside of City facilities. This type of arrangement specifies the number of hours to be worked outside of the office and the specific time in which it will occur.

## **CRITERIA**

Flexible work arrangements are discretionary based upon the operational needs of the department, division, or work group and must have prior approval by the supervisor, department head, and City Administrator. Requests for flexible work arrangements will be evaluated based on the employee's ability to perform their job duties, tasks, and responsibilities remotely or independent of co-workers or team members. Employees must pass their initial probationary period and/or be in good standing to be eligible for flexible work arrangements.

### **General Guidelines:**

- A flexible work arrangement is a business and workplace strategy, not an employee right or universal employee benefit. This arrangement does not change the basic terms and conditions of employment with the City.
- Flexible work arrangement requests are not the same as the occasional need for flexibility. Flexible work arrangements generally last longer than two months and are a regular and predictable part of the employee's work schedule.
- Not all requests will be accommodated and not all positions are appropriate for flexible work options.
- The operational needs of the department, division, or work group must be met with flexible work arrangements.
- Performance expectations remain the same regardless of the employee's work schedule or location. An employee's current and past job performance, demonstrated work product, ability to work independently, and organization/time-management skills will all be considered when making determinations.
- Flexible work arrangements are not guaranteed or permanent – they may change as the needs of the City, department, division, or work group change.
- The supervisor may temporarily adjust work schedules or location as needed to meet the operational needs of the work group.
- When making decisions regarding flexible work arrangements, the impact on other staff members will be considered.
- Customers and staff must not be adversely affected by a flexible work arrangement. A flexible work arrangement may be discontinued at the Supervisor's and/or Department Head's discretion if adverse effects arise.
- Flexible work arrangements must be in compliance with the City's information security and data policies as well as all other City policies.

- The employee must receive approval for temporary deviations in the established work schedule from their supervisor in the same manner that they would without a flexible work arrangement.
- All flexible work arrangements are subject to the City's bargaining unit contract language and the Fair Labor Standards Act and other relevant laws.
- Eight hours of pay is the maximum allowed per holiday for full-time employees (pro-rated for part-time employees). Work schedule options when a holiday falls within the work week:
  - If an employee's flexible work arrangement consists of four 10-hour days then the following applies:
    - a) If the holiday falls on the day that the employee would normally have off (i.e., work schedule is Tuesday-Friday and holiday falls on Monday) then the workweek will revert back to a normal 8-hour per day workweek. Employee will have 8 hours holiday pay on Monday and work 8 hours per day for the remainder of the week.
    - b) If the holiday falls on a day that an employee is scheduled to work (i.e., work schedule is Tuesday-Friday and holiday falls on Friday) then the employee is required to use vacation or personal leave to supplement the rest of the scheduled workday OR the employee can choose in advance of the holiday week to revert the workweek to a normal 8-hour per day workweek.

### **Teleworking Guidelines:**

The work area should be suitable to complete the work assigned, safe, ergonomically appropriate, and located in a space where employees can conduct business professionally. Employees that telework must have internet access with enough bandwidth to reliably connect to the City's VPN. As bandwidth requirements can vary greatly depending on the work to be performed, employees should contact IT if they need assistance determining the appropriate bandwidth for their specific needs.

- To ensure continuity of operations, employees may only work remotely one day of their normal work week, as long as their department needs are being met or as approved otherwise by the department head and City Administrator.
- The employee will establish an appropriate work environment within their home for work purposes. The City will not be responsible for costs associated with the setup of the employee's home office, such as internet connection/monthly fees, modem, phone, remodeling, furniture or lighting, nor for repairs or modifications to the home office space. The City accepts no responsibility for damage or repairs to employee-owned equipment. The work area should provide sufficient security for data, phone conversations, etc.
- Equipment needs (including computer, software) for teleworking will be determined by the City and in coordination with the City's IT department. Equipment provided by the City is limited to authorized persons for City-related purposes only. The telecommuter must sign an inventory of all City property received and agree to take appropriate action to protect the items from damage

or theft. Upon separation of employment, all City property will be returned to the City, unless other arrangements have been made.

- Provisions of the Minnesota Government Data Practices Act and data privacy policies must be followed when performing work at a remote location. Employees will be expected to ensure the confidentiality and security of all City data accessed from or transported to the remote work site.
- A teleworking arrangement cannot and is not a substitute for regular dependent, elder/childcare, or sick leave usage. If dependent elder/child are home during teleworking hours, elder/childcare must be in place.
- The teleworker's schedule, including number of teleworking days per week, normal teleworking hours, and use of benefit leave time will be discussed with the employee prior to finalizing the teleworking agreement.
- The supervisor retains the right to call a teleworker into the office as needed. Teleworkers must be accessible as they would be in City offices. The only difference is where the work occurs. The arrangement must be seamless to the department and customers.
- Teleworkers are expected to develop an effective communication strategy with their supervisors and work unit. Teleworkers must be reachable during the agreed-upon work hours.
- Travel to and from a City office for the purposes of meetings or other work requirements are not considered eligible for compensation and mileage will not be reimbursed.
- Any work-related accident, injury, or illness that occurs while teleworking should be reported immediately to the employer's supervisor so that a first report of injury can be completed. An employee is covered by Worker's Compensation laws while teleworking.
- An employee's existing insurance policy may not include coverage for liability arising out of the use of a residence for a business purpose. Employees are solely responsible for determining an appropriate level of insurance based on their own circumstances. Employees are encouraged to check with their insurance carrier about the implications of working from home.
- Federal and state tax implications of teleworking and use of a home office are the responsibility of the employee.

## **PROCESS**

1. The employee must complete a flexible work arrangement request form and submit it to their supervisor.
2. The employee and supervisor must discuss the flexible work arrangement request.
3. The work group's operational needs must be considered (e.g., impact on work group, co-workers, customers, budget, business needs, etc.)
4. Supervisors should specify when the employee is expected to be present at the office, how they are to be available during their offsite work time and how they are to communicate their specific availability, if the flexible work arrangement is approved.

5. Flexible work arrangement agreements must be in writing and approved by the supervisor, department head, and City Administrator before taking effect.
6. Supervisors should evaluate an employee's flexible work arrangement with them on an ongoing basis and review the flexible work arrangements among their work group to ensure ongoing equity. Flexible work arrangements will need to be renewed each calendar year.
7. The City will assess the flexible work arrangement policy on a periodic basis.

**PERFORMANCE STANDARDS**

Performance expectations remain at the same level as they would if not under a flexible work arrangement. If performance standards are not met, the ability to work a flexible work arrangement may be revoked until performance improves.

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

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

Motion carried and resolution adopted this 18 day of October, 2022

\_\_\_\_\_  
 Mayor

Attested:

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





# MEMORANDUM

Date: June 21, 2022  
To: Mayor and City Council  
From: Glenn Anderson, City Administrator  
RE: Consideration of Probation Release - Segelstrom

## SUMMARY

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The City Council to review for consideration the recommendation to release Natasha Segelstrom, Administrative Services Director, from probationary status.

## BACKGROUND

---

On July 7, 2021, Natasha Segelstrom was hired as the Administrative Services Director, the probationary period was scheduled for review with potential release on July 7, 2022 per the personnel policy however, with a new city administrator, it was in the best interest of the City to give both parties the ability to work together for an additional three-months before a probationary review could be made. Segelstrom has received three personnel evaluations during this period.

During Segelstrom's time with the City of Mora, she has learned a great deal about the duties of the position, her role as a department head, and local government.

I am recommending satisfactory completion of probation effective October 7, 2022. Segelstrom has received the scheduled salary step increases on July 7, 2022.

## RECOMMENDATIONS

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For the City Council to consider making a motion to approve the probationary release of Natasha Segelstrom, Administrative Services Director, effective October 7, 2022.

*Attachments: none*














## Mora Area Fire Department Monthly Update



**September 2022**

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

### Fire Calls (Paid)

-  9-3-22 gas leak
-  9-4-22 car fire
-  9-12-22 car fire canceled
-  9-15-22 alarm at Trail view
-  9-16-22 alarm
-  9-21-22 Structure fire canceled
-  9-23-22 Structure fire 1
-  9-23-22 structure fire 2
-  9-25-22 alarm




### Training and Education (Paid)

-  9-5-22 physical fitness test / training
-  9-19-22 business and relief meeting

### Maintenance (not paid)

-  All trucks done 2x

### Training, Education, and Miscellaneous (not Paid)

-  Interview new firefighter candidates
-  Set up for fireball at the Hall
-  Received new Thermal imaging camera (Grant Money )





**OFFICE**

**KANABEC COUNTY SHERIFF**

SHERIFF BRIAN SMITH

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

## September 2022

During the month of September, 2022 Kanabec County Sheriff's Office contract cars responded to or initiated more than 443 calls for service within the City of Mora. The most frequent calls for service were Traffic complaints/violations (93), Medical Emergencies (60), and suspicious persons/occurrences (28). These numbers are consistent with September of 2021.

On two separate occasions a speed radar trailer was placed on Mclean Street near Fair Ave to combat recent traffic complaints. Residence reported positive results in slowing traffic speed.

A contract deputy received certification as a Firearms Instructor in order to provide in-house training to other deputies.

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





City of Mora, Minnesota  
Airport Board Meeting Minutes  
**September 13, 2022**

Pursuant to due call and notice thereof Board Chair Nick Stafford called to order the regular meeting of the Airport Board at 5:00 p.m., on Tuesday, October 11, 2022, in the Mora City Hall council chambers.

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

Absent: Jody Anderson, Dave Gunderson

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

**3. Adopt Agenda:**

MOTION made by Kastenbauer, seconded by Salmonson, and unanimously carried to amend the agenda adding the proposed Mora Airport Board 2023 Meeting Schedule under New Business.

MOTION made by Kastenbauer, seconded by Salmonson, and unanimously carried to adopt the agenda as amended.

**4. Minutes:**

- a. Approve minutes from Sept. 13, 2022: MOTION made by Kastenbauer, seconded by Salmonson and unanimously carried to approve Sept. 13 minutes as presented.

**5. Old Business:**

- a. Update on Airport Hangar Land Lease Agreement: Faurie updated the board on the city council's decision to adopt the Airport Hangar Land Lease agreement without making a change to **18. Right of Entry** as was suggested by the Airport Board.

The Airport Board requested to be put on the agenda of the Oct. 18 City Council meeting so that members of the board or other pilots may address the city council directly regarding the airport hangar land lease agreement.

The board requested staff get clarification from the city attorney regarding the rights or authority of the city to enter a privately-owned hangar located on city property, and with what kind of notice.

MOTION by Salmonson, seconded by Kastenbauer, and unanimously carried to table further discussion on the Airport Hangar Land Lease Agreement

**6. New Business:**

- a. 2023 Mora Airport Board Meeting Schedule: MOTION by Salmonson, seconded by Kastenbauer, and unanimously carried to approve the 2023 Meeting Schedule.

## 7. Reports

- a. Staff: Kohlgraf reported supply chain difficulties getting a card reader for the fuel system; a controlled leak had been repaired. Kohlgraf requested pilots file reports of issues with birds like seagulls and geese, meaning hits or near-misses, because if more complaints are filed he can take further nuisance mitigation measures. Kohlgraf also reported looking into adding some more lighting at some hangars. Lawn mowing is finished for the year and the crosswind runway will be open for the moment but will be closed once it snows. The city engineer (SEH) will be present at the next meeting to review the airport's Capital Improvement Plan.
- b. Board members: Salmonson reported he was pleased by and appreciated the support of people who came to the fly-in despite the rain.

**8. Adjournment:** MOTION made by Kastenbauer, seconded by Salmonson and unanimously carried to adjourn the Airport Board meeting at 5:39 p.m.

The next regular meeting of the Airport Board is scheduled for 5 p.m. Tuesday, Nov. 1, 2022.

\_\_\_\_\_  
Board Chair

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

Kirsten Faurie, Community  
Development Director