



City of Mora  
Kanabec County, Minnesota  
Meeting Agenda  
City Council

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

Tuesday, April 05, 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. none

**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. N. Grove Street Improvement Project Bid, Greg Anderson SEH
- b. Declaring Costs to Be Assessed Resolution No. 2022-411; Order Assessment Hearing Resolution No. 2022-412
- c. Mora Public Schools Construction Update- Dan Voce
- d. Approval of Special Law- Public Utilities Commission Membership Resolution No. 2022-413
- e. Kanabec County Economic Development Authority Seat

**7. Public Hearings**

- a. none

**8. New Business**

- a. Add City Administrator to designated signers

**9. Old Business**

- a. Driver's License Update

**10. Communications**

- a. none

**11. Reports**

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

**12. Adjournment**





# MEMORANDUM

Date April 5, 2022  
To Mayor and City Council  
From Glenn Anderson, City Administrator  
RE North Grove Street Improvements

SUMMARY

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City Engineer, Greg Anderson of SEH will provide City Council an update on the North Grove Street Improvement Project Bids and the procedural steps moving forward.

*Attachments*

- SEH memo Discussing North Grove Street Improvements
- Resolution No. 2022-411 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessments
- Resolution No. 2022-412 Resolution for Hearing on Proposed Assessments North Grove Street





Building a Better World  
for All of Us®

April 1, 2022

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

Natasha Segelstrom, Admin. Service Director  
City of Mora  
101 Lake Street S  
Mora, MN 55051

Dear Ms. Segelstrom:

On 10:00 a.m., Thursday, March 24, 2022, four bids were received for the above-referenced project. The bids ranged from a high of \$2,117,120.55 to a low of \$1,737,247.06. The low bid received was submitted by Douglas-Kerr Underground, LLC, of Mora, MN, in the amount of \$1,737,247.06.

<b>Contractor</b>	<b>Total Bid</b>
Douglas-Kerr Underground, L.L.C.	\$1,737,247.06
A-1 Excavating, LLC	\$1,737,402.60
Northdale Construction Co., Inc.	\$1,996,825.70
Utility Systems of America	\$2,117,120.55
Engineer's Estimate	(\$2,078,686.00)

This contractor has worked in Mora on projects of various sizes. SEH engineers can conclude that Douglas-Kerr Underground, LLC, has the experience and ability to complete a project of this size.

Accordingly, we recommend the project be awarded to Douglas-Kerr Underground, LLC, in the amount of \$1,737,247.06, upon completion of the Assessment Hearing for the North Grove Street Improvements.

A portion of the project costs are anticipated to be covered by special assessments to the benefiting properties along the North Grove Street Project. The feasibility report prepared by SEH and dated November 11, 2021, included preliminary assessments based on estimated project costs (See attached Table 1).

Applying the unit prices from the low bid submitted by Douglas-Kerr Underground, LLC, to the preliminary assessments in the feasibility report results in an approximate 25% reduction in the assessment amounts from the feasibility report amounts (See attached Table 2).

As part of our final design services for the City on the North Grove Street Project we engaged Paul Gleason with BRKW Real Estate Valuation Services to prepare a special benefit analysis on a mix of the parcels on the North Grove Street Project. Applying the recommendations of the special benefit analysis to the project parcels of the proposed improvements results in the proposed final assessments shown in attached Table 3.

Engineers | Architects | Planners | Scientists

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

651.490.2000 | 800.325.2055 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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

Natasha Segelstrom, Admin. Service Director  
City of Mora, Minnesota  
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Should the council choose to move ahead with the North Grove Street Project, the next step would be to adopt the attached resolutions calling for the Assessments to be prepared and calling for the Assessment Hearing to be held on Tuesday, May 3, 2022. The Council will also need to determine the length in years and the interest rate for the assessments.

The low bid for the project submitted by Douglas-Kerr Underground is valid for 60 days from the bid opening date of March 24, 2022. I would recommend the council consider awarding the project to Douglas-Kerr Underground at the May 3<sup>rd</sup> council meeting after the assessment hearing is held and the assessments are adopted. The next council item on the May 3<sup>rd</sup> agenda after the Assessment Hearing could be to award the project to Douglas-Kerr Underground.

I will attend the April 5<sup>th</sup> council meeting to present this letter and answer any questions the council may have.

Sincerely,



Greg Anderson, PE  
City Engineer

ah

Attachments

c: Glenn Anderson, City of Mora  
Joe Kohlgraf, City of Mora

Table 1 - Report Assessment

FIGURE NUMBER	PIN	OWNER_ORIG	ADDRESS	LENGTH	STREET	SANITARY SEWER	WATERMAIN	SERVICES	TOTAL ASSESSMENT	
1	00022.00835.00	GAMS,KELLY	519 GROVE	245	ST N	\$25,124.45	\$4,234.87	\$4,567.50	\$7,997.62	\$41,924.44
2	00022.00840.00	HANSON,JESSICA	513 GROVE	92	ST N	\$9,434.49	\$1,590.24	\$1,715.14	\$7,997.62	\$20,737.48
3	00022.00845.00	CROW,ADAM E & MARILYN S E	501 GROVE	75	ST N	\$7,691.16	\$1,296.39	\$1,398.21	\$7,997.62	\$18,383.38
4	00022.00850.00	MALMQUIST,SUSAN	431 GROVE	84	ST N	\$8,614.10	\$1,451.95	\$1,566.00	\$7,997.62	\$19,629.67
5	00022.00855.00	AGUSTUS COMPANY	425 GROVE	50	ST N	\$5,127.44	\$864.26	\$932.14	\$7,997.62	\$14,921.46
6	00022.00890.00	GILLEN,BENJAMIN	413 GROVE	50	ST N	\$5,127.44	\$864.26	\$932.14	\$7,997.62	\$14,921.46
7	00022.00895.00	HALLIN,ANTHONY S & SUSAN	407 GROVE	99	ST N	\$10,152.33	\$1,711.23	\$1,845.64	\$7,997.62	\$21,706.82
8	00022.00900.00	BAACK,DARCY L & CAROL A	331 GROVE	100	ST N	\$10,254.88	\$1,728.52	\$1,864.29	\$7,997.62	\$21,845.30
9	00022.00935.00	HADDEN,MICHAEL D	319 GROVE	88	ST N	\$9,024.29	\$1,521.10	\$1,640.57	\$7,997.62	\$20,183.58
10	00022.00930.00	BARNES,ROBERT & SHARON	307 GROVE	140	ST N	\$14,356.83	\$2,419.92	\$2,610.00	\$7,997.62	\$27,384.37
11	00022.00940.00	SJODIN,ELTON W & CAROL L	229 GROVE	94	ST N	\$9,639.59	\$1,624.81	\$1,752.43	\$7,997.62	\$21,014.44
12	00022.00945.00	SCHNEIDER,JUDY L	219 GROVE	90	ST N	\$9,229.39	\$1,555.67	\$1,677.86	\$7,997.62	\$20,460.53
13	00022.00950.00	POCKET GOPHER LLC	207 GROVE	146	ST N	\$14,972.12	\$2,523.64	\$2,721.86	\$7,997.62	\$28,215.23
14	00022.00825.00	CITY OF MORA		417		\$42,762.84	\$7,207.92	\$7,774.07		\$57,744.83
15	00022.00830.00	COUNTY OF KANABEC		25		\$2,563.72	\$432.13	\$466.07		\$3,461.92
16	00022.00805.00	SWANSON,JOHN	418 RAILROAD	299	AVE NW	\$30,662.09	\$5,168.27	\$5,574.22	\$7,997.62	\$49,402.18
17	00022.00670.00	KOOLMO,LUELLA C	107 GROVE	95	ST S	\$9,742.13	\$1,642.09	\$1,771.07	\$7,997.62	\$21,152.91
18	00022.00665.00	ALLAN,PETER D	113 GROVE	75	ST S	\$7,691.16	\$1,296.39	\$1,398.21	\$7,997.62	\$18,383.38
19	00022.00660.00	BEDORE,FRED E	119 GROVE	55	ST S	\$5,640.18	\$950.68	\$1,025.36	\$7,997.62	\$15,613.84
20	00022.00650.00	PETSCHEL,STEVEN R & DEBORA L	400 FOREST	125	AVE W	\$12,818.60	\$2,160.65	\$2,330.36	\$7,997.62	\$25,307.22
21	00022.04620.00	ZAMORA,RAYMOND G & ALBERTA R	520 GROVE	124	ST N	\$12,716.05	\$2,143.36	\$2,311.72		\$17,171.13
22	00022.00220.00	ZAMORA,RAYMOND G & ALBERTA R		175		\$17,946.04	\$3,024.91	\$3,262.50	\$7,997.62	\$32,231.06
23	00022.04615.00	FIX,ANDREA L	330 4	90	ST	\$9,229.39	\$1,555.67	\$1,677.86	\$7,997.62	\$20,460.53
24	00022.04665.00	OLSON,JAMES	430 GROVE	100	ST N	\$10,254.88	\$1,728.52	\$1,864.29	\$7,997.62	\$21,845.30
25	00022.04655.00	KOCH,RANDALL & LEE ANN	418 GROVE	100	ST N	\$10,254.88	\$1,728.52	\$1,864.29	\$7,997.62	\$21,845.30
26	00022.04650.00	KORAN,PAULINE	412 GROVE	50	ST N	\$5,127.44	\$864.26	\$932.14	\$7,997.62	\$14,921.46
27	00022.04645.00	JORDAN,KATHERINE N	406 GROVE	50	ST N	\$5,127.44	\$864.26	\$932.14	\$7,997.62	\$14,921.46
28	00022.04685.00	SCHUCH,JOANNE	400 GROVE	70	ST N	\$7,178.41	\$1,209.96	\$1,305.00	\$7,997.62	\$17,690.99
29	00022.04680.00	SHEPHERD,JAMES	324 GROVE	80	ST N	\$8,203.90	\$1,382.81	\$1,491.43	\$7,997.62	\$19,075.76
30	00022.04690.00	TAYLOR,JOE F & MARY E	320 GROVE	60	ST N	\$6,152.93	\$1,037.11	\$1,118.57	\$7,997.62	\$16,306.22
31	00022.04710.00	LILIENTHAL,GREGORY J	318 GROVE	75	ST N	\$7,691.16	\$1,296.39	\$1,398.21	\$7,997.62	\$18,383.38
32	00022.04705.00	WICKEHAM,TERRANCE T	312 GROVE	80	ST N	\$8,203.90	\$1,382.81	\$1,491.43	\$7,997.62	\$19,075.76
33	00022.04755.00	BORISOF,DIANA	230 GROVE	55	ST N	\$5,640.18	\$950.68	\$1,025.36	\$7,997.62	\$15,613.84
34	00022.04750.00	RUIZ,JUAN G & TARA M	220 GROVE	100	ST N	\$10,254.88	\$1,728.52	\$1,864.29	\$7,997.62	\$21,845.30
35	00022.04740.00	ANDERSON,DAVID C & ROBERTA M	330 1	150	ST	\$15,382.32	\$2,592.78	\$2,796.43	\$7,997.62	\$28,769.14
36	00022.03055.00	PATTERSON,AARON P & JESSICA A	120 GROVE	133	ST N	\$13,638.99	\$2,298.93	\$2,479.50	\$7,997.62	\$26,415.03
37	00022.03080.00	BRUCE,JAMES S & FAYE M	114 GROVE	200	ST N	\$20,509.76	\$3,457.03	\$3,728.57	\$7,997.62	\$35,692.98
38	00022.03110.00	BARTUSCH,ERIC	325 MAPLE	100	AVE W	\$10,254.88	\$1,728.52	\$1,864.29	\$7,997.62	\$21,845.30
39	00022.03105.00	BORCHARDT,TREVOR A	330 RAILROAD	200	AVE NW	\$20,509.76	\$3,457.03	\$3,728.57	\$7,997.62	\$35,692.98
40	00022.03375.00	PETERSON,JEREMY D	106 GROVE	75	ST S	\$7,691.16	\$1,296.39	\$1,398.21	\$7,997.62	\$18,383.38
41	00022.03370.00	RIVARD,KATHLEEN M	112 GROVE	100	ST S	\$10,254.88	\$1,728.52	\$1,864.29	\$7,997.62	\$21,845.30
42	00022.03365.00	THOMSEN,MARK & LYNETTE	330 FOREST	150	AVE W	\$15,382.32	\$2,592.78	\$2,796.43	\$7,997.62	\$28,769.14
43	00022.00082.00	CITY OF MORA	117 RAILROAD AVE SE	100		\$10,254.88	\$1,728.52	\$1,864.29		\$13,847.68
44	00022.00082.00	CITY OF MORA	117 RAILROAD AVE SE	100		\$10,254.88	\$1,728.52	\$1,864.29		\$13,847.68
										\$998,890.50

Table 2 - Revised Assessment Based on Low Bid

FIGURE NUMBER	PIN	OWNER_ORIG	ADDRESS	LENGTH	STREET	SANITARY SEWER	WATERMAIN	SERVICES	TOTAL ASSESSMENT
1	00022.00835.00	GAMS,KELLY	519 GROVE ST N	245	\$17,032.58	\$2,484.06	\$5,680.15	\$5,834.66	\$31,031.44
2	00022.00840.00	HANSON,JESSICA	513 GROVE ST N	92	\$6,395.91	\$932.79	\$2,132.95	\$5,834.66	\$15,296.31
3	00022.00845.00	CROW,ADAM E & MARILYN S E	501 GROVE ST N	75	\$5,214.05	\$760.43	\$1,738.82	\$5,834.66	\$13,547.96
4	00022.00850.00	MALMQUIST,SUSAN	431 GROVE ST N	84	\$5,839.74	\$851.68	\$1,947.48	\$5,834.66	\$14,473.55
5	00022.00855.00	AGUSTUS COMPANY	425 GROVE ST N	50	\$3,476.04	\$506.95	\$1,159.21	\$5,834.66	\$10,976.86
6	00022.00890.00	GILLEN,BENJAMIN	413 GROVE ST N	50	\$3,476.04	\$506.95	\$1,159.21	\$5,834.66	\$10,976.86
7	00022.00895.00	HALLIN,ANTHONY S & SUSAN	407 GROVE ST N	99	\$6,882.55	\$1,003.76	\$2,295.24	\$5,834.66	\$16,016.21
8	00022.00900.00	BAACK,DARCY L & CAROL A	331 GROVE ST N	100	\$6,952.07	\$1,013.90	\$2,318.43	\$5,834.66	\$16,119.06
9	00022.00935.00	HADDEN,MICHAEL D	319 GROVE ST N	88	\$6,117.82	\$892.23	\$2,040.22	\$5,834.66	\$14,884.93
10	00022.00930.00	BARNES,ROBERT & SHARON	307 GROVE ST N	140	\$9,732.90	\$1,419.46	\$3,245.80	\$5,834.66	\$20,232.82
11	00022.00940.00	SJODIN,ELTON W & CAROL L	229 GROVE ST N	94	\$6,534.95	\$953.07	\$2,179.32	\$5,834.66	\$15,501.99
12	00022.00945.00	SCHNEIDER,JUDY L	219 GROVE ST N	90	\$6,256.87	\$912.51	\$2,086.59	\$5,834.66	\$15,090.62
13	00022.00950.00	POCKET GOPHER LLC	207 GROVE ST N	146	\$10,150.03	\$1,480.29	\$3,384.90	\$5,834.66	\$20,849.88
14	00022.00825.00	CITY OF MORA		417	\$28,990.14	\$4,227.97	\$9,667.84		\$42,885.95
15	00022.00830.00	COUNTY OF KANABEC		25	\$1,738.02	\$253.48	\$579.61		\$2,571.10
16	00022.00805.00	SWANSON,JOHN	418 RAILROAD AVE NW	299	\$20,786.70	\$3,031.56	\$6,932.10	\$5,834.66	\$36,585.02
17	00022.00670.00	KOOLMO,LUELLA C	107 GROVE ST S	95	\$6,604.47	\$963.21	\$2,202.51	\$5,834.66	\$15,604.84
18	00022.00665.00	ALLAN,PETER D	113 GROVE ST S	75	\$5,214.05	\$760.43	\$1,738.82	\$5,834.66	\$13,547.96
19	00022.00660.00	BEDORE,FRED E	119 GROVE ST S	55	\$3,823.64	\$557.65	\$1,275.14	\$5,834.66	\$11,491.08
20	00022.00650.00	PETSCHEL,STEVEN R & DEBORA L	400 FOREST AVE W	125	\$8,690.09	\$1,267.38	\$2,898.03	\$5,834.66	\$18,690.16
21	00022.04620.00	ZAMORA,RAYMOND G & ALBERTA R	520 GROVE ST N	124	\$8,620.57	\$1,257.24	\$2,874.85		\$12,752.66
22	00022.00220.00	ZAMORA,RAYMOND G & ALBERTA R		175	\$12,166.13	\$1,774.33	\$4,057.25	\$5,834.66	\$23,832.36
23	00022.04615.00	FIX,ANDREA L	330 4 ST	90	\$6,256.87	\$912.51	\$2,086.59	\$5,834.66	\$15,090.62
24	00022.04665.00	OLSON,JAMES	430 GROVE ST N	100	\$6,952.07	\$1,013.90	\$2,318.43	\$5,834.66	\$16,119.06
25	00022.04655.00	KOCH,RANDALL & LEE ANN	418 GROVE ST N	100	\$6,952.07	\$1,013.90	\$2,318.43	\$5,834.66	\$16,119.06
26	00022.04650.00	KORAN,PAULINE	412 GROVE ST N	50	\$3,476.04	\$506.95	\$1,159.21	\$5,834.66	\$10,976.86
27	00022.04645.00	JORDAN,KATHERINE N	406 GROVE ST N	50	\$3,476.04	\$506.95	\$1,159.21	\$5,834.66	\$10,976.86
28	00022.04685.00	SCHUCH,JOANNE	400 GROVE ST N	70	\$4,866.45	\$709.73	\$1,622.90	\$5,834.66	\$13,033.74
29	00022.04680.00	SHEPHERD,JAMES	324 GROVE ST N	80	\$5,561.66	\$811.12	\$1,854.74	\$5,834.66	\$14,062.18
30	00022.04690.00	TAYLOR,JOE F & MARY E	320 GROVE ST N	60	\$4,171.24	\$608.34	\$1,391.06	\$5,834.66	\$12,005.30
31	00022.04710.00	LILIENTHAL,GREGORY J	318 GROVE ST N	75	\$5,214.05	\$760.43	\$1,738.82	\$5,834.66	\$13,547.96
32	00022.04705.00	WICKEHAM,TERRANCE T	312 GROVE ST N	80	\$5,561.66	\$811.12	\$1,854.74	\$5,834.66	\$14,062.18
33	00022.04755.00	BORISOF,DIANA	230 GROVE ST N	55	\$3,823.64	\$557.65	\$1,275.14	\$5,834.66	\$11,491.08
34	00022.04750.00	RUIZ,JUAN G & TARA M	220 GROVE ST N	100	\$6,952.07	\$1,013.90	\$2,318.43	\$5,834.66	\$16,119.06
35	00022.04740.00	ANDERSON,DAVID C & ROBERTA M	330 1 ST	150	\$10,428.11	\$1,520.85	\$3,477.64	\$5,834.66	\$21,261.26
36	00022.03055.00	PATTERSON,AARON P & JESSICA A	120 GROVE ST N	133	\$9,246.26	\$1,348.49	\$3,083.51	\$5,834.66	\$19,512.91
37	00022.03080.00	BRUCE,JAMES S & FAYE M	114 GROVE ST N	200	\$13,904.15	\$2,027.80	\$4,636.86	\$5,834.66	\$26,403.46
38	00022.03110.00	BARTUSCH,ERIC	325 MAPLE AVE W	100	\$6,952.07	\$1,013.90	\$2,318.43		\$10,284.40
39	00022.03105.00	BORCHARDT,TREVOR A	330 RAILROAD AVE NW	200	\$13,904.15	\$2,027.80	\$4,636.86		\$20,568.80
40	00022.03375.00	PETERSON,JEREMY D	106 GROVE ST S	75	\$5,214.05	\$760.43	\$1,738.82	\$5,834.66	\$13,547.96
41	00022.03370.00	RIVARD,KATHLEEN M	112 GROVE ST S	100	\$6,952.07	\$1,013.90	\$2,318.43	\$5,834.66	\$16,119.06
42	00022.03365.00	THOMSEN,MARK & LYNETTE	330 FOREST AVE W	150	\$10,428.11	\$1,520.85	\$3,477.64		\$15,426.60
43	00022.00082.00	CITY OF MORA	117 RAILROAD AVE SE	100	\$6,952.07	\$1,013.90	\$2,318.43		\$10,284.40
44	00022.00082.00	CITY OF MORA	117 RAILROAD AVE SE	100	\$6,952.07	\$1,013.90	\$2,318.43		\$10,284.40
									\$720,256.82

Motion made by \_\_\_\_\_ to adopt the following resolution:

RESOLUTION # 2022-411

**Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessments**

WHEREAS, estimated costs have been calculated for the North Grove Street Improvements (the improvement of North Grove Street between the centerline of West Forest Avenue and the centerline of West Maple Avenue and North Grove Street between the centerline of West Maple Avenue and the centerline of West Central Avenue and West Central Avenue from the Centerline of North Grove Street to 300 feet west of the centerline of North Grove Street and the bid price for such improvements is \$1,737,247.06. and the expenses incurred or to be incurred in the making of such improvement amount to \$347,449 so that the total cost of the improvement will be \$2,084,696.06.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MORA, MINNESOTA:

1. That portion of the cost such improvements to be paid by the city is hereby declared to be \$ \_\_\_\_\_ and the portion of the cost to be assessed against benefited property owners is declared to be \$ \_\_\_\_\_.
2. Assessments shall be payable in equal annual installments extending over a period of \_\_\_\_\_ years and shall bear interest at the rate of \_\_\_\_\_ percent per annum from the date of the adoption of the assessment resolution.
3. The City Administrator, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such assessment in his/her office for public inspection.
4. The Administrator shall upon the completion of such assessment, notify the council thereof.

Adopted by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2022

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 \_\_ day of \_\_\_\_\_, 2022

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

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

Motion made by \_\_\_\_\_ to adopt the following resolution:

RESOLUTION # 2022-412

**Resolution for Hearing on Proposed Assessments  
North Grove Street Improvements**

WHEREAS, the city administrator of Mora was directed to prepare a proposed assessment of the cost of improvements the improvement of North Grove Street between the centerline of West Forest Avenue and the centerline of West Maple Avenue and North Grove Street between the centerline of West Maple Avenue and the centerline of West Central Avenue and West Central Avenue from the Centerline of North Grove Street to 300 feet west of the centerline of North Grove Street (North Grove Street Improvements); by the construction of streets, sidewalks, storm sewers, sanitary sewers, water mains and service lines and to assess the benefited property for all or portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429, and.

AND WHEREAS, the administrator has notified the council that such proposed assessment has been completed and filed in his office for public inspection.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MORA, MINNESOTA:

1. A hearing shall be held on the 3<sup>rd</sup> day of May 2022 in the city hall at 6:30 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the day of the payment, to the city, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An Owner may at any time thereafter, pay to the County the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the succeeding year.

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 \_\_ day of \_\_\_\_\_, 2022.

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

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



# MEMORANDUM

Date April 5, 2022  
To Mayor and City Council  
From Glenn Anderson, City Administrator  
RE Mora Public Schools Construction Update

## SUMMARY

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Mora Public Schools Superintendent, Dan Voce and ICS project manager will be presenting and update on the new high school construction project.





# MEMORANDUM

Date April 5, 2022  
To Mayor and City Council  
From Glenn Anderson, City Administrator  
RE Approval of Special Law Mora Public Utilities Commission Membership

## SUMMARY

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Mayor Alan Skramstad and Public Utilities Commissioner Chair Ardner testified before the Minnesota Legislature requesting approval to increase the Mora Public Utilities Commission membership to five members.

On March 10, 2022 Governor Tim Walz approved, signed and deposited in the Office of the Secretary of State Chapter 36, House File 2454 approving the Mora Public Utilities Commission increased membership to five members. Upon increasing the membership to five members, no more than two members may also service as city council members.

At the March 15<sup>th</sup> Council meeting, staff was directed to begin advertising for the upcoming Public Utilities Commissioner seats.

## OPTIONS IMPACTS

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Increased membership will provide the Public Utilities Commissioners added flexibility, minimize meeting cancellations for lack of Quorum, alleviate pressure to make difficult decisions when one Commissioner is absent.

Continue to advertise for the Commissioner seats and bring forward applicants at the April 19<sup>th</sup> City Council meeting.

## RECOMMENDATIONS

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Motion to approve the Special Law 2022, Chapter 36 and direct staff to move forward with the filing requirements in accordance with Minnesota Statutes, section 645.021, subdivisions 2 and 3.

### Attachments:

*Resolution No. 2022-413 Approval of Special Law*  
*Signed House File Deposit Notification Ch 36 HF2454*  
*MN House of Representatives House File 2454*  
*Minnesota Statutes 2021 645.021 Special Laws*

**CITY OF MORA**  
**RESOLUTION NO. 2022-413**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA,**  
**APPROVING LAWS OF MINNESOTA, 2022, Ch. 36**

**WHEREAS**, Minnesota Session Laws, 2022, Chapter 36 authorizes the City of Mora, Minnesota to increase the membership of its Public Utilities Commission pending approval by the City Council; and

**WHEREAS** Laws of Minnesota 2022 Ch. 36, entitled requires approval by a majority of the city council before it becomes effective in accordance with the Minnesota Statute 645.021, Subdivision 2; and

**WHEREAS** Laws of Minnesota 2022 Ch. 36, allows the city of Mora to increase membership of the City’s Public Utilities Commission to five members, two of which may be City Council members; and

**WHEREAS** the City desires the law to become effective.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA AS FOLLOWS:

1. The City Council approves Minn. Laws 2022, Ch. 36, thus increasing membership of the Mora Public Utilities Commission to five members, two of which may be City Council members.

2. The City Clerk is hereby instructed to submit the appropriate documents and a copy of this Resolution to the Secretary of State of the State of Minnesota.

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.....

Passed by the City Council of Mora, Minnesota this 5th day of April, 2022.

Attested:

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

\_\_\_\_\_  
Mayor



# STATE OF MINNESOTA

## Office of Governor Tim Walz

130 State Capitol ♦ 75 Rev. Dr. Martin Luther King Jr. Blvd ♦ Saint Paul, MN 55155-1611

Thursday, March 10, 2022

The Honorable Melissa Hortman  
Speaker of the House of Representatives  
463 State Office Building  
100 Rev. Dr. Martin Luther King, Jr. Blvd.  
St. Paul, Minnesota 55155

Dear Speaker Hortman:

I have received, approved, signed, and deposited in the Office of the Secretary of State Chapter 36, House File 2454.

Sincerely,

A handwritten signature in black ink, appearing to read "T. J. Walz".

Tim Walz  
Governor

cc: Senator Jeremy Miller, Senate Majority Leader  
Senator Melisa López Franzen, Senate Minority Leader  
Senator David Osmek, President of the Senate  
Senator Jason Rarick, Chief Senate Author  
Representative Kurt Daudt, House Minority Leader  
Representative Nathan Nelson, Chief House Author  
The Honorable Steve Simon, Secretary of State  
Mr. Cal Ludeman, Secretary of the Senate  
Mr. Patrick Murphy, Chief Clerk of the House of Representatives  
Mr. Ryan Inman, Revisor of Statutes

This Document can be made available in alternative formats upon request

State of Minnesota

HOUSE OF REPRESENTATIVES

NINETY-SECOND SESSION

H. F. No. 2454

- 04/06/2021 Authored by Nelson, N.,  
The bill was read for the first time and referred to the Committee on State Government Finance and Elections
- 02/17/2022 Adoption of Report: Placed on the General Register  
Read for the Second Time
- 02/28/2022 Calendar for the Day  
Read for the Third Time  
Passed by the House and transmitted to the Senate
- 03/07/2022 Passed by the Senate and returned to the House
- 03/10/2022 Presented to Governor  
Governor Approval

1.1 A bill for an act

1.2 relating to local government; permitting the city of Mora to increase the membership

1.3 of its Public Utilities Commission.

1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5 Section 1. **MORA; PUBLIC UTILITIES COMMISSION MEMBERSHIP.**

1.6 Notwithstanding Minnesota Statutes, sections 412.331 and 412.341, subdivision 1, the

1.7 city of Mora may increase the membership of the city's Public Utilities Commission to five

1.8 members. Upon increasing the membership to five members, no more than two members

1.9 may also serve as city council members. Terms for the additional members shall be staggered

1.10 and set in accordance with the bylaws governing the Public Utilities Commission.

1.11 **EFFECTIVE DATE.** This section is effective the day after the governing body of the

1.12 city of Mora and its chief clerical officer comply with Minnesota Statutes, section 645.021,

1.13 subdivisions 2 and 3.

**645.021 SPECIAL LAWS.**

Subdivision 1. **Name required.** A special law as defined in the Minnesota Constitution, article XII, section 2, shall name the local government unit to which it applies. If a special law applies to a group of local government units in a single county or in a number of contiguous counties, it shall be sufficient if the law names the county or counties where the affected units are situated.

Subd. 2. **Local approval required.** A special law shall not be effective without approval of the local government unit or units affected, except as provided in section 645.023. Approval shall be by resolution adopted by a majority vote of all members of the governing body of the unit unless another method of approval is specified by the particular special law.

Subd. 3. **Filing required.** The chief clerical officer of a local government unit shall, as soon as the unit has approved a special law, file with the secretary of state a certificate stating the essential facts necessary to valid approval, including a copy of the resolution of approval or, if submitted to the voters, the number of votes cast for and against approval at the election. The form of the certificate shall be prescribed by the attorney general and copies shall be furnished by the secretary of state. If a local government unit fails to file a certificate of approval before the first day of the next regular session of the legislature, the law is deemed to be disapproved by such unit unless otherwise provided in the special law.

Subd. 4. **Previously enacted law.** Laws 1959, chapter 368, does not apply to any special law heretofore enacted, whether or not it has been approved by the local government unit affected, but such unit shall file with the secretary of state a certificate of approval for such law as required in subdivision 3.

**History:** 1959 c 368 s 1,2; 1979 c 176 s 1



# MEMORANDUM

Date April 5, 2022  
To Mayor and City Council  
From Glenn Anderson, City Administrator  
RE Kanabec County Economic Development Authority Seat

**BACKGROUND SUMMARY**

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Kanabec County Economic Development Authority has a vacant seat for the City representative. Council had previously recommended Sara Treiber for the county’s EDA board and the County had suggested another applicant. With this, the Kanabec County EDA board seat remains vacant at this time.

During the Kanabec County Economic Development Authority Meeting on March 9, 2022, Commissioner McNally led discussion regarding the City’s Community Development Director serve on the County’s EDA and discussed whether it was a conflict of interest.

**RECOMMENDATIONS**

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Recommend the Community Development Director as the City Seat on the Kanabec County Economic Development Authority Board to Kanabec County.

A City representative has attended the meetings with the County historically and continues to do so.

Attachments:  
Kanabec County EDA Meeting Minutes- March 9, 2022 UNAPPROVED

# MEETING MINUTES

## Kanabec County Economic Development Authority (EDA)

March 9, 2022 - 3:30pm

Kanabec County Courthouse, Meeting Room #3

18 North Vine Street, Mora, MN 55051

and Online/Teleconference via Webex

**Unapproved Minutes**

**Members Present:** Jerry Tvedt, Dennis McNally, Craig Smith, Wayne Davis, Ivan Black, Lisa Holcomb, Kathi Ellis (WebEx)

**Staff Present:** Heidi Steinmetz, Kelsey Schiferli

**Others Present:** Angela Grafstrom

Vice Chairperson Lisa Holcomb called the meeting to order at 3:32pm.

Action #1 – It was moved by Wayne Davis, seconded by Dennis McNally and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Jerry Tvedt, seconded by Craig Smith and carried unanimously to approve the February 9, 2022 minutes as presented.

Action #3 – It was moved by Kathi Ellis, seconded by Ivan Black and carried unanimously to approve payment of the following invoices:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
Kanabec Publications	Driver's License Business Ad	280
Kanabec Publications	Broadband RFI Legal Notice	24.78
<b>2 Claims Totaling:</b>		<b><u><u>\$304.78</u></u></b>

The group reviewed the Fund Balance Report and Revenue/Expenditure Report ending February 28, 2022. Information only, no action was taken.

EDA Director Heidi Steinmetz led a discussion regarding the current vacancy on the EDA for a city representative.

Action #4 – It was moved by Kathi Ellis, seconded by Craig Smith and carried unanimously to direct EDA staff to send letters to all cities within the county asking for recommendations for a city official or designee to represent their city on the County EDA. The vacancy will not be re-advertised at this time.

EDA Director Heidi Steinmetz gave an update regarding broadband including a summary of the February 15<sup>th</sup> County Board Meeting, the Request for Information (RFI) that was published on March 3<sup>rd</sup>, and the contract for ongoing broadband consultant support from HR Green. Information only, no action was taken.

EDA Director Heidi Steinmetz gave the following general updates:

Business Correspondence Log – The group reviewed the business correspondence log. No discussion.

Driver's License Business – The EDA placed a ½-page ad in the February 6<sup>th</sup> Advertiser in an effort to help sell the county's driver's license business. The lead driver's license employee is retiring on March 11<sup>th</sup>. The County Board authorized the hiring of a temporary employee through mid-April to help continue operations until an interested party takes over the business. Derek Carlson with NorthStar Pontoons, the City of Mora, and Dandelion Floral have shown interest in possibly taking over the business.

Former Shopko Building – The former Shopko building has officially been sold to Spire Credit Union.

United Commercial Upholstery – This business is still looking for a large manufacturing building in the Mora area. County staff and City of Mora staff are working together to find a building for the company. There are currently three options available. The former Novus Glass building was discussed.

Former GO Professional Building – This building located at 841 Forest Ave in Mora was recently sold to BCI Construction. EDA staff has been in contact with BCI's Business Development Manager, Chris Schellinger, to discuss different resources available to the company. The company plans to have 12-15 employees and to put approximately \$500,000 of improvements into the building.

Dollar General (Knife Lake Township) – Dollar General has applied to Knife Lake Township for a building permit. The deeds recently came through for this project. It's anticipated that the business will break ground later this spring.

New Mora City Administrator – The Mora City Council recently authorized the hiring of Glenn Anderson as the City of Mora's new City Administrator. His first day will be April 4<sup>th</sup>.

GPS:45:93 Press Release: East Central MN Names Smart21 Community of the Year – the group reviewed a press release summarizing an honor that East Central Minnesota recently received thanks to an application created by GPS:45:93 members in 2019.

Other Discussion –

Dennis McNally led a discussion regarding the possibility of the City of Mora appointing Angela Grafstrom to serve on the County EDA and whether that would be a conflict of interest.

Heidi Steinmetz announced that Gene Anderson's Memorial Services will be held on Saturday, May 7, 2022 at the Mora Fire Hall from 2:00-4:00pm.

Dennis McNally led a discussion regarding the old gas station on Highway 65, just south of Highway 70. It was a tax forfeited parcel that sold. He asked to inquire with the property owners about their plans for the site.

Upcoming Meetings –

GPS:45:93 Meeting – March 25, 2022 – 10:00am via Zoom

GPS:45:93 Event – April 13, 2022 – 12:00-4:30pm at Wintergreens Golf & Grill in Isanti

Regular EDA Meeting – April 13, 2022 – 3:30pm Courthouse Basement Meeting Room 3

GPS:45:93 Event – May 6, 2022 – (9:00-10:30am (online session))

Action #5 – It was moved by Jerry Tvedt, seconded by Ivan Black and carried unanimously to adjourn the meeting at 4:19pm and to meet again in regular session on Wednesday, April 13, 2022 at 3:30pm in the Kanabec County Courthouse, basement meeting room 3 and via WebEx.

Respectfully submitted,  
Kelsey Schiferli  
Kanabec County Coordinator's Assistant

DRAFT



# MEMORANDUM

Date: April 5, 2022  
To: Mayor and City Council  
From: Natasha Segelstrom, Administrative Services Director  
RE: Designate Glenn Anderson as a Signer on all City Depository Accounts

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## SUMMARY

Glenn Anderson City Administrator, should be added as a signer on all accounts held with official depositories for the City of Mora in order to transact official business for the City. Official Depositories are: First Citizens Bank, Neighborhood National Bank, RBC Wealth, 4M Fund and Wells Fargo.

## BACKGROUND INFORMATION

Traditionally all City Administrators have been signers on depository accounts for the City of Mora.

## RECOMMENDATIONS

Motion to designate Glenn Anderson as a signer on all depository accounts owned by the City of Mora.

## *Attachments*

None





# MEMORANDUM

Date April 5, 2022  
To Mayor and City Council  
From Glenn Anderson, City Administrator  
Natasha Segelstrom, Administrative Services Director  
RE Driver's License Office Update

## SUMMARY

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On March 15, 2022 Council discussed the Driver's License Office which is currently operated by Kanabec County and whether the City may have interest in the business to continue services within the community and region. During the Council meeting, Community Development Director, Angela Grafstrom stated there had been a business on Main Street that had requested additional information. City Council directed staff to follow up at the April 5<sup>th</sup> meeting with additional information.

## BACKGROUND INFORMATION

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Kanabec County has operated the Driver's License Office for over 20 years. In addition to processing the drivers licenses the office provided secretarial duties to the Highway Department. The office provides the service 35 hours per week. The grade of the position is based on the county wage scale for a secretary and has significantly changed over the years from simple processing to complex requirements which handle personally identifiable information. This is a full-time position itself.

City staff met with Chad Gramentz at the Highway Department to review the operations and ask additional questions. During this time, it was found that the office processed approximately 16 applications daily and if staffed 40 hours per week, there would be even more revenue loss than the projected \$20,000, due to fringe benefits for the employee. The daily total does not include, incomplete applications due to customers not having the required documentation or the increased volume of phone calls. In addition to providing customer service, document submissions via mail and daily transactional deposits. The Highway Department Office faces interruptions while performing accounting and engineering duties to provide customers assistance with driver's license processing. Due to the increased requirements with the RealID and enhanced driver's licenses, the amount of time processing the applications has increased. On examination day, the office has seen higher volumes of customers which range from 20-30. And prior to processing the application, staff must look up and verify that satisfactory road tests had been completed. Enhanced driver's licenses do not take place in late afternoon due to office hours and processing time. Processing time ranged from 15-45 minutes for RealID and enhanced driver's licenses.

Training requirements were added so staff were adequately trained and up to date with procedural changes. These occur frequently in addition to the updated handouts for customers. In addition to procedural change, there are exceptions which apply to former military service members, commercial driver's license, out of state drivers etc.. If questions arise, the St. Cloud regional office provides assistance, but the service is minimal due to staffing capacity. The St. Cloud office also provides assistance to the motor vehicle office and calls are not always resolved when placed. This delay results in customers having to return, staff time and unprocessed licenses.

## Memorandum

Added services the office provides for the community for free or at reduced rates, includes CDL medical card verification. Reduced fee applications have specific requirements, and each process earns approximately \$0.50. In addition, disability parking placards which had been a service provided by the motor vehicle office are now redirected to the county.

Community Development Director Grafstrom contacted Kanabec County's Economic Development Director Steinmetz and attempted to contact the business owner for an update on the interested business on Union Street. The business had previously stated to Steinmetz they would need a couple of months and look further into the opportunity before deciding and if it aligns with their business needs. There are no further updates at this time.

There may be alternative ways to support the operation with minimal effect to the taxpayers. Collaborate with Kanabec County to explore an alternative way for the Driver's License Office to continue operations whether it is a monetary or an "in kind" contributions to assist with the expense, so the services will continue within the community and region. This would alleviate revenue loss from salaries, benefits, and operational expenses if the City were to undertake the Driver's License Office services.

### OPTIONS AND IMPACTS

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1. Do nothing. Wait for the local business to decide.
2. Decide to move forward and have the City take the Driver's License Office services. Added expenses, staffing, salary, and equipment will be needed to operate and provide the regional services. With the projected revenue losses, would impact City Taxpayers, understanding this is a regional service.
3. Create an administrative committee to move forward and collaborate with local organizations and Kanabec County to promote the business and its services to the community.

### RECOMMENDATIONS

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1. Joint collaboration with the County and other organizations to continue services within the region.

City Staff recommends working collaboratively with Kanabec County and local businesses to promote and continue services within the region.