



City of Mora
Kanabec County, Minnesota
Meeting Agenda
City Council

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

Tuesday, January 3, 2023

6:30 PM

Mora City Hall

City Council Photos

- 1. Call to Order/ Pledge of Allegiance**
- 2. Oaths of Office** – *incoming councilmember Dave Youngquist, incoming Mayor Jake Mathison will be sworn into office.*
- 3. Roll Call**
- 4. 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.)*
- 5. 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. Regular Meeting Minutes – December 20, 2022
 - b. Gambling Permit – MN Deer Hunters Association, Snake River Chapter
 - c. Gambling Permit – Kanabec County Pheasants Forever
- 6. 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.)*
- 7. Special Business**
 - a. Ehlers Accounting Service Proposal-
- 8. Public Hearings**
 - a. None
- 9. New Business**
 - a. 2023 Appointments
 - b. 2024 MAFD Budget
 - c. Snake River Bridge Trail - Easement
- 10. Old Business**
 - a. Wood Street Pedestrian Trail Extension/ MnDOT Transportation Alternatives Grant
- 11. Communications**
 - a. None
- 12. Reports**
 - a. City Administrator
 - b. Councilmember Anderson
 - c. Councilmember Broekemeier
 - d. Councilmember Shepard
 - e. Councilmember Youngquist
 - f. Mayor Mathison
- 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, December 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, Kyle Shepard, Jake Mathison, and Councilmember Sadie Broekemeier

Staff Present: Glenn Anderson City Administrator, Natasha Segelstrom Administrative Services Director, Joe Kohlgraf Public Works Director, Sara King Accountant, Kirsten Faurie Community Development Director, Jeff Krie Activity Recreation Coordinator, and Mandi Yoder Human Resources.

Kanabec County Sheriff's Office Sergeant Dylan VanGorden, Kanabec County Attorney Barbara McFadden and County Commissioner Alison Holland.

3. **Adopt Agenda:** Skramstad requested the addition of item 6d, Letter to City of Mora Area Fire Department Fire call write off. MOTION made by Mathison, seconded by Anderson, and unanimously carried to approve the agenda as amended.
4. **Consent Agenda:** Skramstad brought forward the consent agenda. Councilmember Anderson asked if Mora Area Fire Department collected insurance information from emergency responses to minimize write-offs and ensure payment. Jeremy Frahm acknowledged that the fire department's improved processes would begin in January of 2023.

MOTION made by Shepard, seconded by Mathison, and unanimously carried to approve the consent agenda as presented.

- a. Regular Meeting Minutes November 15, 2022
 - b. Regular Meeting Minutes December 6, 2022
 - c. November 2022 Claims
 - d. Liquor Store Write-Offs
 - e. Fire Call Write-Offs
 - f. Organizational Chart 2023
 - g. Airport Hangar Lease Increase
5. **Open Forum:** No one spoke at open forum.
 6. **Special Business**
 - a. Kanabec County Law Enforcement Contract: The Council reviewed the 2009 Law Enforcement Contract and recommendations from the November City Council Work Session. Council thanked all parties for the needed update. MOTION made by Mathison,

- c. Adopt the 2023 Budget, Tax Levy: Resolution No. 2022-1221, CIP and Fee Schedule Ordinance 488. The council reviewed and discussed the 2021 budget, tax levy, capital improvement plan, and fee schedules. Broekemeier expressed concern with the budget's levy increase and capital improvement plan and suggested that reductions be made. She stated that the community has been faced with added costs and the city must consider that. Council discussed past budgeting practices and the current budget. Skramstad stated budget cuts were made when they should not have been, and council has been faced with significant levy increase.

MOTION made by Shepard, seconded by Mathison, and carried to adopt the final 2023 budget and capital improvement plan as presented. Motion carried 4-1. Broekemeier opposed. MOTION made by Shepard, seconded by Mathison, and carried 4-1 Broekemeier opposed to adopt the following Resolution:

RESOLUTION NO. 2022-1221
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
APPROVING THE 2023 TAX LEVY

MOTION made by Mathison, seconded by Anderson, and unanimously carried to approve the 2023 Fee Schedule Ordinance as presented and direct staff to publish the summary fee schedule ordinance.

- d. 2022 Budget Amendment: King presented the 2022 budget amendment. The amendment included items from the Future Improvement Fund, HRA Eastwood Fund and the General Fund. Due to items not being purchased or completed in 2022 the amendment was necessary. King stated due to supply chain issues and inflation items could not be complete and that the HRA Eastwood was able to make all payments in 2022. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the 2022 budget amendment as presented.
- e. Mora Aquatic Center Recap: Krie recapped the 2022 season at the Mora Aquatic Center. He noted recruitment, increased wages, Square registers, and overall performance of the aquatic center. He noted the leak that was found from Public Works staff and reduced water used from the pool. Skramstad recognized Krie's dedication, and that the improved performance at the MAC particularly the financial improvements.
- f. MAFD Fire Call Write-Off: Glenn Anderson brought forward a request to write-off a fire bill for Peace Township. He explained the township had been billed for a fire call and the payment was applied to another fire bill in error. He stated there was no reference number or invoice sent with the fire bill. The township provided the property owner with a statement that reflected the bill had been paid in full and would not be able to recoup the remaining balance. Council asked if the issue had been clearly identified to avoid any future write-offs, Anderson stated it had. MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to write off the remaining balance of the

fire call with Peace Township.

- g.** Re-Zoning Request: Faurie brought forward a rezoning request for Andrew and Teresa A. Kelling for property located at 719 Highway 65. The property was currently zoned B-2 General Business District and the property owners, Andrew, and Teresa A. Kelling, have requested the property be rezoned to R-3 Multiple Dwelling District. Faurie explained the applicant, Steve Kelling, intent was to construct multi-family dwellings on the property if rezoned. The Planning Commission conducted a public hearing on Dec. 12, 2022. No members of the public expressed opposition to the proposed zoning. Staff received two phone calls regarding the rezoning: One urged care during construction to reduce any potential environmental impacts to the south; another spoke in support of rezoning and supported the development of more housing in the area. MOTION made by Shepard, seconded by Broekemeier, and unanimously carried to approve the following Ordinance:

ORDINANCE No. 489

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA,
APPROVING THE REZONING OF 719 HWY 65
FROM B-2 GENERAL BUSINESS DISTRICT TO R-3 MULTIPLE DWELLING DISTRICT
AS REQUESTED BY THE PROPERTY OWNERS
(see attached Ordinance)

- h.** Engineer Services SEH / Private Development: Greg Anderson of SEH brought forward dual engineering services requested from private developer Andrew Kelling. Anderson had been approached by Kelling to provide engineering services for a prospective development that would occur in the city limits and explained engineering plans are reviewed by the city engineer. Other cities like Cambridge had a city engineer do work for the city and local developers and often minimized any revisions and staff time. Broekemeier expressed reservations on having the city engineer working for the developer due to possible conflict of interest and how it would be billed. Further discussion amongst the Council took place. Anderson stated the services would be for the one project and revisited in the future if there were other projects. MOTION made by Shepard, seconded by councilmember Anderson, and carried 4-1 to have Greg Anderson complete engineering service for Andrew Kelling. Broekemeier opposed.

9. Old Business:

- a.** Purchase of Two Trucks for Fire Department: Jeremy Frahm brought forward a request to purchase two fire trucks. He explained that Midwest Fire expected delivery date for a new tender was 2024 and a \$10,000.00 to secure the build and delivery. The total price was \$234,842.00 with an estimated life of 30 years. The used tender, from Helie was priced at \$119,350.00 and estimated life left of 20 years. MOTION by Mathison, seconded by Shepard and unanimously carried to approve the purchase the new tender not to exceed \$250,000. MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the used tender not to exceed \$135,000.

- b.** Capital Improvement Program Street / Infrastructure Report: City Engineer Greg Anderson of SEH presented the Capital Street Plan Infrastructure report. The street pavement conditions were rated 1- 10, 1 being bad and 10 in great condition; water, sewer, and storm maps identified areas of improvement to identify future projects. Anderson noted the city does well with pavement maintenance but also noted that infrastructure beneath could not be in the same condition based on the age of infrastructure, material, and current conditions. The maps of the project areas showed the recommendations starting at the northwest corner would also align with a transportation grant the City submitted with Minnesota Department of Transportation / Safe Routes to School. There were 21 projects throughout the city which encompassed street, water, and sewer along with projects which consisted of a mill and overlay of pavement. Anderson stated the presentation had been for informational purposes and the final report would follow.
- c.** Grove Street Update / Payment Request: Greg Anderson brought forward the request for payment for the Grove Street Improvement Project and recommended approval for payment to Douglas-Kerr Underground, L.L.C in the amount of \$209,384.22. The amount represented 100% of the work completed and material on hand, with 1% held for retainage. MOTION Made by Mathison, seconded by Shepard, and unanimously carried to approve the payment of \$209,384.22 to Douglas-Kerr Underground, L.L.C.
- d.** Lease Software: Segelstrom brought forward lease software update and explained that there were approximately 27 leases. Based on previous service proposals BergankDV would provide the best value to the City after reviewing the cost of implementation and annual fees over three years. MOTION made Shepard, seconded by Mathison to approve moving forward with BergankDV for lease software.
- e.** Driver's License Operations: Glenn Anderson brought forward an update on the current findings from the committee and that the county board was presented this information earlier that day. It was noted the Commissioners' terms would expire on December 31, 2022. Alison Holland stated the Kanabec County Board of Commissioners had gone into closed session. Anderson stated he met with local businesses that no longer utilize that service, many of them stated they would bring their business back to Mora if the City were to operate the business. The committee discussed the hours of operation which could improve revenues and draw additional people toward the downtown businesses. The sub-committee representative Shepard and Skramstad further explained the positive impact for the community and downtown businesses and Deputy Registrar services and that the project would be financed through the PUC for the purchase and construction fees. He noted negotiations would begin with interest rates. Council further discussed the business potential and positive improvements that could be made. MOTION made by Anderson, seconded by Mathison, and unanimously carried to move forward with the Driver's License Operation with the county.

10. Communications: The City Council reviewed the communications for the Mora Area Fire Department, Kanabec County Sheriff's Office, Planning Commission Meeting Minutes and Airport Board Meeting Minutes.

- a. **MAFD Monthly Report – November 2022**
- b. **KCSO Monthly Report - November 2022**
- c. **Planning Commission Meeting Minutes – December 12, 2022**
- d. **Airport Meeting Minutes – December 13, 2022**

11. Reports

- a. City Administrator: Discussed recent communication with Minnesota DNR and Mora to discuss lake water levels and communication with elected representatives as the Minnesota Legislature goes back into session.
- b. Councilmember Anderson: Anderson stated as a business owner, she welcomed Dandelion Tobacco to downtown and their business noting the business was very nice. Thanked Mayor Skramstad for the years of service and teaching her a lot while on the council. Thanked Public Works staff for the snow removal efforts. Thanked King for her years working at the city and providing additional information as they arose.
- c. Councilmember Broekemeier: Thanked Mayor Skramstad for the time spent together on the Council and welcomed Mayor Elect Mathison. Broekemeier Provided an update on the recent East Central Cable Commission noting the change of the organization as technology evolved and noted she had been nominated as Secretary for the Commission. Thanked electric staff for prompt response during the power outage caused by the snowstorm. Asked for additional information and use of newsletter to provide resources for community members that may need assistance and negatively impacted middle class to provide tools and resources to assist.
- d. Councilmember Mathison: Recapped resources available to the community for those who face economic hardship and need assistance with property tax refunds. It is income based and encouraged residents to let the state assist with the surplus funds. Thanked Mayor Skramstad and wished him luck.
- e. Councilmember Shepard: Thanked Mayor Skramstad for his time serving the City of Mora and welcomed Dave Youngquist.
- f. Mayor Skramstad: Skramstad recapped his years of service with the City of Mora. Highlighting his time with the City had been a ride of a lifetime and a challenge. He thanked the past and present councilmembers for their fiduciary responsibility and staff for their support for the city and its residents (see attached).

12. Adjournment: MOTION by Shepard, seconded by Anderson, and unanimously carried to adjourn at 8:23pm.

Mayor

City Clerk

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

ORGANIZATION INFORMATION

Organization Name: MINN DEER HUNTERS ASSOC SNAKE RIVER CHAPTER Previous Gambling Permit Number: X-03612-22-026

Minnesota Tax ID Number, if any: 4326991 Federal Employer ID Number (FEIN), if any: 41-1390958

Mailing Address: 47 N PARK ST

City: MORA State: MN Zip: 55051 County: KANABEC

Name of Chief Executive Officer (CEO): JERE L BARTZ

CEO Daytime Phone: 612-390-8493 CEO Email: jere@jmthielcpa.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): GRAND EVENT CENTER

Physical Address (do not use P.O. box): 2025 ROWLAND ROAD

Check one:

City: MORA Zip: 55051 County: KANABEC

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): MARCH 18, 2023

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

pd 12/28/22
ck# 6269

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
• conducts lawful gambling on five or fewer days, and
• awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

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

ORGANIZATION INFORMATION

Organization Name: Kanabec County P.F. # 715 Previous Gambling Permit Number: X-34129
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
Mailing Address: 1925 205th Ave
City: Mora State: Mn. Zip: 55051 County: Kanabec
Name of Chief Executive Officer (CEO): Dale Bavnick
CEO Daytime Phone: 612-390-1913 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): dcrandt@msn.com.

NONPROFIT STATUS

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

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

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
 A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division 60 Empire Drive, Suite 100 St. Paul, MN 55103
Secretary of State website, phone numbers: www.sos.state.mn.us 651-296-2803, or toll free 1-877-551-6767
 IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
 IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Grand Event Center
Physical Address (do not use P.O. box): 2025 Rowland Rd, Mora, 55051
Check one:
 City: Mora Zip: 55051 County: Kanabec
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): 2/4/2023
Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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



MEMORANDUM

Date January 3, 2022
To Mayor and City Council
From Glenn Anderson, City Administrator
Natasha Segelstrom, Administrative Services
RE Ehlers Contracted Services

SUMMARY & BACKGROUND

The Council will review contracted service proposal from Ehlers Public Finance Advisors for accountant services. To ensure consistent governmental accounting during the vacancy and assist with audit preparations staff are requesting consideration for contracted services. Staff met with Rebecca Kurtz of Ehlers and Robin Roland who specialize in governmental accounting, more specifically interim accounting services.

OPTIONS IMPACTS

Due to the vacant position and anticipated start date of February 1, 2023, the impact to the budget will be minimal after review of wages and benefits based on what had been previously budgeted for.

RECOMMENDATIONS

Motion to approve contracted services.

December 28, 2022

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

RE: Finance Department Support

Dear Mr. Anderson,

Thank you for the opportunity to submit a proposal to provide finance department support to the City of Mora. The purpose of this letter is to offer a proposed scope of work as well as to identify the anticipated cost. The proposal is predicated on completing most of the work remotely. Ehlers is proposing to provide general finance department support and resources during a transition to new finance department staff. This proposal is intended to be flexible, and not all services may be needed. Additional services may also be added over the term of the engagement.

Scope of Work

Provide finance department support, serving as a resource to existing and newly hired staff. This may include but is not limited to general guidance and oversight, training staff, proactively helping advance action items, and ensuring deadlines are met. The work will primarily be completed remotely with on-site work being agreed upon with advance notice. The schedule will be flexible based on your needs and our availability.

Staffing

Robin Roland will serve as the primary contact. The engagement includes access to the entire Ehlers team to ensure we match the right skill set to the right circumstances.

Robin brings more than three decades of direct local government experience, most recently as Finance Director for the City of Cottage Grove. In her role there, she was integral in development of capital improvement plans, constructing the city budget, conducting annual audits, converting software systems, and overseeing finance tasks such as bank reconciliations. Before that, Robin served as the Finance Director for the City of Farmington and the Assistant Finance Director for the City of White Bear Lake.

Terms and Cost

The engagement may begin upon acceptance of this proposal, with cost not to exceed \$10,000. Ehlers will bill at the hourly rate of \$225 and at the point where cumulative billing reaches \$8,000 will discuss with the City any further time commitments. When travel to the City is needed, one-way travel will be billed. Invoices will be sent monthly for the work performed in the prior month. The City or Ehlers may terminate at any time.

Any TIF, economic development work or general financial advisory services provided by Ehlers is outside the scope of this engagement and will continue to be billed at Ehlers' standard rates.

The primary City contact for Ehlers related to questions, work priorities, and resolving issues shall be Glenn Anderson.

We strive to provide ongoing dialogue and idea-sharing, independent analysis, and a competitive, value-oriented fee structure. Thank you for the opportunity to serve the City of Mora.

Sincerely,

A handwritten signature in black ink that reads 'Rebecca Kurtz'.

Rebecca Kurtz
Senior Municipal Advisor

Acceptance: _____ Date: _____



MEMORANDUM

Date: January 3, 2023
To: Mayor and City Council
From: Natasha Segelstrom, Administrative Services Director
RE: 2023 Appointments

SUMMARY

The City Council will make various appointments as required by state law and city code.

BACKGROUND INFORMATION

The City is required by state law, city code and other agreements to make a number of annual appointments. A list of those appointments, including their current incumbents and applicants or staff recommendations for the appointments, is attached.

RECOMMENDATIONS

Each appointee per board or commission shall be declared, with all appointments to be approved in a single motion.

Motion to adopt the 2023 appointments as stated in a manner that best meets the current and future needs of the City of Mora.

Attachments

- 2022 Appointment List
- 2023 Appointment List
- 2023 Boards/Commissions Applications

2022 APPOINTMENT LIST

January 4, 2022

Position	Term (years)	Note	Incumbent	Applicants/ Recommendations	Appointed
Public Utilities Commission	Three	MS § 412.341. May be a council member and must be a three year term.	Greg Ardner	Greg Ardner Sara Treiber	Greg Ardner
Housing & Redevelopment Authority	Five	MS § 469.003. May be a council member and must be a five year term. Must be a resident.	Roberta Folkstad	Roberta Folkstad	Roberta Folkstad
Housing & Redevelopment Authority (<i>council seat</i>)	One	MS § 469.003. May be a council member and must be a five year term. Must be a resident.	Jake Mathison	Jake Mathison	Jake Mathison
Economic Development Authority	Six		Dan Johnson	Dan Johnson	Dan Johnson
Economic Development Authority (<i>council seat</i>)	One	MS § 469.095. Must be a council member. A six year term appointed one year at a time.	Alan Skramstad Jody Anderson	Alan Skramstad Jody Anderson	Alan Skramstad Jody Anderson
Economic Development Authority (<i>PUC seat</i>)	Six				
Planning Commission	Three	MCC § 32.66. Must be a resident or property owner in the city.	Todd Sjoberg		Vacant
Planning Commission (<i>council seat</i>)	One	MCC § 32.66. Must be a council member and must be a one year term.	Jake Mathison	Jake Mathison	Jake Mathison
Airport Advisory Board	Three	MCC § 32.31. May be a council member for a one year term.	Stefan Salmonson	Stefan Salmonson	Stefan Salmonson
Airport Advisory Board (<i>council seat</i>)	One		Jody Anderson	Jody Anderson	Jody Anderson
Park Board	Three	MCC § 32.16. Must be a resident, property owner, or business owner in the city.	Alison Holland	Stefan Collins	Stefan Collins
Park Board (<i>council seat</i>)	One	MCC § 32.16. May be a council member for a one year term.	Kyle Shepard	Kyle Shepard	Kyle Shepard
Mayor Pro-Tem	One	MS § 412.121. Must be a council member.	Jody Anderson	Jody Anderson	Jody Anderson
City Attorney (civil)	One		Joel Jamnik Campbell Knutson	Joel Jamnik Campbell Knutson	Joel Jamnik Campbell Knutson

Position	Term (years)	Note	Incumbent	Applicants/ Recommendations	Appointed
City Attorney (prosecution)	One		Barb McFadden Kanabec County	Barb McFadden Kanabec County	Barb McFadden Kanabec County
East Central Cable Commission (<i>council seat</i>)	One	ECCC by-laws. Both representative and alternate must be council members.	Jody Anderson Jake Mathison (alt.)	Sadie Broekemeier Jake Mathison (alt.)	Sadie Broekemeier Jake Mathison (alt.)
Living Solutions Board	One		Greg Ardner	Greg Ardner	Greg Ardner
Steering Committee (<i>council seat</i>)	One		Alan Skramstad	Alan Skramstad	Alan Skramstad
Steering Committee (<i>PUC seat</i>)	One		Greg Ardner	Greg Ardner	Greg Ardner
Fire Relief Association	One	MS § 424A.04, Subd. 1. Must be an elected official from the fire district.	Alan Skramstad	Alan Skramstad	Alan Skramstad
Fire Relief Association	One	MS § 424A.04, Subd. 1. Must be an elected or appointed official from the fire district.	Jody Anderson	Jody Anderson	Jody Anderson
Hearing Officer	One	MCC §§ 90.50 and 115.99.	City Administrator	Natasha Segelstrom	Natasha Segelstrom
Data Practices Officer	One	MS §§13.02 and 13.05.	Natasha Segelstrom	Natasha Segelstrom	Natasha Segelstrom
Mutual Aid Authority	One	MS § 12.27, Subd. 3	City Administrator	Natasha Segelstrom	Natasha Segelstrom
Assistant Weed Inspector	One	MS § 18.80, Subd. 3. The mayor is the weed inspector. The assistant does all of the work.	Joe Kohlgraf	Joe Kohlgraf	Joe Kohlgraf
Official Newspaper	One	MS § 412.831	Kanabec County Times	Kanabec County Times	Kanabec County Times
Official Depositories	One	MS § 427.01-12	<ul style="list-style-type: none"> • First Citizens National Bank • Neighborhood National Bank • Wells Fargo • RBC Wealth • 4M Fund 	<ul style="list-style-type: none"> • First Citizens National Bank • Neighborhood National Bank • Wells Fargo • RBC Wealth • 4M Fund 	<ul style="list-style-type: none"> • First Citizens National Bank • Neighborhood National Bank • Wells Fargo • RBC Wealth • 4M Fund

2023 APPOINTMENT LIST

January 3, 2023

Position	Term (years)	Note	Incumbent	Applicants/ Recommendations	Appointed
Public Utilities Commission	Three	MS § 412.341. May be a council member and must be a three-year term.	Brett Baldwin		
Public Utilities Commission (may be a council seat)	One or Three		Alan Skramstad	Joe Heggerness	
Housing & Redevelopment Authority	Five	MS § 469.003. May be a council member and must be a five-year term. Must be a resident.	Robert Jensen	Robert Jensen	
Housing & Redevelopment Authority (<i>council seat</i>)	One	MS § 469.003. May be a council member and must be a five-year term. Must be a resident.	Jake Mathison		
Economic Development Authority	Six		Sara Treiber		
Economic Development Authority	Six		Rose Krie		
Economic Development Authority (<i>council seat</i>)	One	MS § 469.095. Must be a council member. A six-year term appointed one year at a time.	Alan Skramstad Jody Anderson		
Economic Development Authority (<i>PUC seat</i>)			Brett Baldwin		
Planning Commission	Three	MCC § 32.66. Must be a resident or property owner in the city.	Sheldon Shepard	Sheldon Shepard	
Planning Commission	Three	MCC § 32.66. Must be a resident or property owner in the city.	Lance Strande	Lance Strande	
Planning Commission	Three	MCC § 32.66. Must be a resident or property owner in the city.	VACANT		
Planning Commission (<i>council seat</i>)	One	MCC § 32.66. Must be a council member and must be a one year term.	Jake Mathison		
Airport Advisory Board	Three	MCC § 32.31. May be a council member for a one year term.	Dave Gunderson	Dave Gunderson	
Airport Advisory Board	Three	MCC § 32.31. May be a council member for a one-year term.	Karla Kastenbauer	Karla Kastenbauer	
Airport Advisory Board (<i>council seat</i>)	One	MCC § 32.31. May be a council member for a one-year term.	Jody Anderson		

Park Board	Three	MCC § 32.16. Must be a resident, property owner, or business owner in the city.	Steve Holcombe	Steve Holcombe	
Park Board	Three	MCC § 32.16. Must be a resident, property owner, or business owner in the city.	Curt Sammann	Curt Sammann	
Park Board (<i>council seat</i>)	One	MCC § 32.16. May be a council member for a one year term.	Kyle Shepard		
Mayor Pro-Tem	One	MS § 412.121. Must be a council member.	Jody Anderson		
City Attorney (civil)	One		Joel Jamnik Campbell Knutson	Joel Jamnik Campbell Knutson	Joel Jamnik Campbell Knutson

Position	Term (years)	Note	Incumbent	Applicants/ Recommendations	Appointed
City Attorney (prosecution)	One		Barb McFadden Kanabec County	Barb McFadden Kanabec County	
East Central Cable Commission (<i>council seat</i>)	One	ECCC by-laws. Both representative and alternate must be council members.	Jody Anderson Jake Mathison (alt.)	Sadie Broekemeier Jake Mathison (alt.)	
Living Solutions Board	One		Greg Ardner	Greg Ardner	
Steering Committee (<i>council seat</i>)	One		Alan Skramstad	Alan Skramstad	
Steering Committee (<i>PUC seat</i>)	One		Greg Ardner	Greg Ardner	
Fire Relief Association	One	MS § 424A.04, Subd. 1. Must be an elected official from the fire district.	Alan Skramstad	Alan Skramstad	
Fire Relief Association	One	MS § 424A.04, Subd. 1. Must be an elected or appointed official from the fire district.	Jody Anderson	Jody Anderson	
Hearing Officer	One	MCC §§ 90.50 and 115.99.	City Administrator	Glenn Anderson	
Data Practices Officer	One	MS §§13.02 and 13.05.	Natasha Segelstrom	Natasha Segelstrom	
Mutual Aid Authority	One	MS § 12.27, Subd. 3	City Administrator	Glenn Anderson	
Assistant Weed Inspector	One	MS § 18.80, Subd. 3. The mayor is the weed inspector. The assistant does all of the work.	Joe Kohlgraf	Joe Kohlgraf	
Official Newspaper	One	MS § 412.831	Kanabec County Times	Kanabec County Times	
Official Depositories	One	MS § 427.01-12	<ul style="list-style-type: none"> • First Citizens National Bank • Neighborhood National Bank • Wells Fargo • RBC Wealth • 4M Fund 	<ul style="list-style-type: none"> • First Citizens National Bank • Neighborhood National Bank • Wells Fargo • RBC Wealth • 4M Fund 	<ul style="list-style-type: none"> • First Citizens National Bank • Neighborhood National Bank • Wells Fargo • RBC Wealth • 4M Fund



CITY OF MORA

Board and Commission Application Form

Name: Dave Gunderson Date: Nov. 19, 2022
Address: 2054 Mahogany
Telephone: 320-679-4967 E-mail: dmgundy@hotmail.com

Name of board or commission for which you are applying:

Airport Brd

**Please note when applying, per Mora City Code or State Statute for the following:

- A Housing & Redevelopment Authority member must be a resident *MS §469.003*;
- A Planning Commission member must be a resident or property owner *MCC §32.66*;
- A Park Board member must be a resident, property owner, or business owner *MCC§32.16*

Relevant qualifications or experience:

pilot, hangar owner

Other interests and/or community involvement:

Any limitations on your ability to serve such as meeting times, employment, etc.?

Have you ever served on a board or commission for the City of Mora? Yes No

If "Yes," Which one(s) and when:

Apt. Brd - 2022

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: 11/21/2022 *MS*

Date council reviewed: _____ Appointment: approved Term expires _____

denied

Comments:



CITY OF MORA
Board and Commission Application Form

Name: Karla Kastenbauer Date: 11/28/22
Address: 2433 Grade St
Telephone: 320 980 2318 E-mail: Karla@protectiveservicesinc.net

Name of board or commission for which you are applying:

Airport Board

**Please note when applying, per Mora City Code or State Statute for the following:

- A Housing & Redevelopment Authority member must be a resident MS §469.003;
- A Planning Commission member must be a resident or property owner MCC §32.66;
- A Park Board member must be a resident, property owner, or business owner MCC§32.16

Relevant qualifications or experience:

I am currently on this board and wish to continue to serve.

Other interests and/or community involvement:

Reserve Deputy, Election judge, Active Church Member

Any limitations on your ability to serve such as meeting times, employment, etc.?

no limitations

Have you ever served on a board or commission for the City of Mora? Yes No

If "Yes," Which one(s) and when:

Airport Board (active)

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: _____

Date council reviewed: _____ Appointment: approved Term expires _____

denied

Comments:

[Empty box for comments]



CITY OF MORA

Board and Commission Application Form

Name: Andrea Fix Date: 10/25/2022

Address: 330 4th St, Mora, MN 55051

Telephone: 763-221-1461 E-mail: andrea.fix@myfcb.bank

Name of board or commission for which you are applying:

Economic Development Authority

**Please note when applying, per Mora City Code or State Statute for the following:

A Housing & Redevelopment Authority member must be a resident *MS §469.003*;

A Planning Commission member must be a resident or property owner *MCC §32.66*;

A Park Board member must be a resident, property owner, or business owner *MCC§32.16*

Relevant qualifications or experience:

I have been in banking for over 25 years focused on business development. I work with businesses on a regular basis that are looking to locate to the Mora area or existing businesses looking at expansion/growth. Having a vibrant business community is essential to bringing families to our community thereby supporting our tax base. I am currently employed by First Citizens Bank as a lender primarily focused on commercial and residential lending.

Other interests and/or community involvement:

Mora Area Chamber of Commerce Board Member, Mora Area Chamber Initiative Foundation President
Mora Initiative Fund Board Member

Any limitations on your ability to serve such as meeting times, employment, etc.?

None

Have you ever served on a board or commission for the City of Mora? Yes No

If "Yes," Which one(s) and when:

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

RECEIVED

OFFICE USE ONLY

Date received: OCT 25 2022 *ws*

Date council reviewed: _____ Appointment: approved Term expires _____

denied

Comments:



CITY OF MORA Board and Commission Application Form

Name: Michael R. Segner Date: 9/28/2022

Address: 1999 221st Ave., Mora, Minnesota 55051

Telephone: 320-679-3100 E-mail: mike.segner@neighborhood.bank

Name of board or commission for which you are applying:

~~Housing & Redevelopment Authority~~ Economic Development Authority

**Please note when applying, per Mora City Code or State Statute for the following:

A Housing & Redevelopment Authority member must be a resident *MS §469.003*;

A Planning Commission member must be a resident or property owner *MCC §32.66*;

A Park Board member must be a resident, property owner, or business owner *MCC§32.16*

Relevant qualifications or experience:

Community Banker for 40 years. Community Economic Development and/or ; Revolving Loan Fund Boards in Mora, Minnesota (Mora Improvement Association); Ogden, Iowa; Conrad, Iowa; Preston, Minnesota.

Other interests and/or community involvement:

Interest in economic development and the general economic good of rural communities. That includes business growth and development, housing development, and job growth. Assisted communities in recruitment and/or development of various commercial, retail, housing, recreational, and playground facilities and/or businesses.

Any limitations on your ability to serve such as meeting times, employment, etc.?

None other than occasional banking duties.

Have you ever served on a board or commission for the City of Mora? Yes No

If "Yes," Which one(s) and when:

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

RECEIVED

OFFICE USE ONLY

Date received: SEP 29 2022

Date council reviewed: _____ Appointment: approved Term expires _____

denied

Comments:



CITY OF MORA
Board and Commission Application Form

Name: Rose Krie Date: 11-18-22
Address: 2133 S. Pine Ridge Rd. Mora
Telephone: 612-345-2717 E-mail: vthompson1962@gmail.com

Name of board or commission for which you are applying:

EDA

**Please note when applying, per Mora City Code or State Statute for the following:

- A Housing & Redevelopment Authority member must be a resident *MS §469.003*;
- A Planning Commission member must be a resident or property owner *MCC §32.66*;
- A Park Board member must be a resident, property owner, or business owner *MCC §32.16*

Relevant qualifications or experience:

Currently on board.

Other interests and/or community involvement:

Chamber member
Real estate locally - growing community.

Any limitations on your ability to serve such as meeting times, employment, etc.?

For the most part scheduling meeting time does not create conflict.

Have you ever served on a board or commission for the City of Mora?

Yes No

If "Yes," Which one(s) and when:

EDA
Chamber

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: _____

Date council reviewed: _____ Appointment: approved Term expires _____

denied

Comments:



CITY OF MORA Board and Commission Application Form

Name: Robert Jensen Date: 11/19/2022
Address: 255 Riverside St. Mora MN 55051
Telephone: 320-496-5449 E-mail: bobrita.kayla@hotmail.com

Name of board or commission for which you are applying:

Mora Housing & Redevelopment Authority Commission

**Please note when applying, per Mora City Code or State Statute for the following:

- A Housing & Redevelopment Authority member must be a resident MS §469.003;
- A Planning Commission member must be a resident or property owner MCC §32.66;
- A Park Board member must be a resident, property owner, or business owner MCC§32.16

Relevant qualifications or experience:

About 14 years experience on Mora H.R.A.

Other interests and/or community involvement:

Retired Fire Fighter, About 14 years on Mora City Council, Mora EDA Board

Any limitations on your ability to serve such as meeting times, employment, etc.?

No limitations

Have you ever served on a board or commission for the City of Mora? Yes No

If "Yes," Which one(s) and when:

Lived in Mora (City) over 40 years. I served during those years unsure of dates

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: _____

Date council reviewed: _____ Appointment: approved Term expires _____

denied

Comments:



CITY OF MORA
Board and Commission Application Form

Name: Steven Holcombe Date: 11-20-22
Address: 620 Walnut St S Mora, MN 55051
Telephone: 263-350-6234 E-mail: holco37@gmail.com

Name of board or commission for which you are applying:

Park Board member

**Please note when applying, per Mora City Code or State Statute for the following:

- A Housing & Redevelopment Authority member must be a resident MS §469.003;
- A Planning Commission member must be a resident or property owner MCC §32.66;
- A Park Board member must be a resident, property owner, or business owner MCC§32.16

Relevant qualifications or experience:

1 year Park Board

Other interests and/or community involvement:

Two young sons

Any limitations on your ability to serve such as meeting times, employment, etc.?

None

Have you ever served on a board or commission for the City of Mora?

Yes No

If "Yes," Which one(s) and when:

Yes, Park Board 2021-2022

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: 11/22/22 MS

Date council reviewed: _____ Appointment: approved Term expires _____

denied

Comments:



CITY OF MORA
Board and Commission Application Form

Name: Shevon Shepard Date: Nov 23 2022
Address: Emma's Pizza 113 S. Lake St Mora
Telephone: 763 377 2370 E-mail: STBTR5994400.COM

Name of board or commission for which you are applying:

Planability

**Please note when applying, per Mora City Code or State Statute for the following:
A Housing & Redevelopment Authority member must be a resident MS §469.003;
A Planning Commission member must be a resident or property owner MCC §32.66;
A Park Board member must be a resident, property owner, or business owner MCC§32.16

Relevant qualifications or experience:

30 years Planability Comm in Zimmerman 15+ yrs as Chair

Other interests and/or community involvement:

Owner of Emma's Pizza w/ my wife Jackie

Any limitations on your ability to serve such as meeting times, employment, etc.?

NONE

Have you ever served on a board or commission for the City of Mora? Yes No

If "Yes," Which one(s) and when:

My term expires at the end of year

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: 11/23/22

Date council reviewed: _____ Appointment: approved denied
Term expires _____

Comments: _____



CITY OF MORA Board and Commission Application Form

Name: BRETT BALDWIN Date: 11/21/22
 Address: 2349 220th AVE, Mora, MN 55051
 Telephone: 612-481-6660 E-mail: bjcbaldwin@me.com

Name of board or commission for which you are applying:

PUBLIC UTILITIES COMMISSION

**Please note when applying, per Mora City Code or State Statute for the following:

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- A Planning Commission member must be a resident or property owner *MCC §32.66*;
- A Park Board member must be a resident, property owner, or business owner *MCC§32.16*

Relevant qualifications or experience:

Prior PUC term

Other interests and/or community involvement:

Any limitations on your ability to serve such as meeting times, employment, etc.?

NONE AT THIS TIME

Have you ever served on a board or commission for the City of Mora?

Yes No

If "Yes," Which one(s) and when:

Prior PUC term

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: 12/6/22 MS

Date council reviewed: _____ Appointment: approved denied
Term expires _____

Comments:



CITY OF MORA
Board and Commission Application Form

Name: JOE HEGGERNES Date: 11/10/22
Address: 716 FAIR OAK MORA 55051
Telephone: 6123905988 E-mail: HEGGERNESAJONKY@HOTMAIL.COM

Name of board or commission for which you are applying:

PLC

**Please note when applying, per Mora City Code or State Statute for the following:
A Housing & Redevelopment Authority member must be a resident MS §469.003;
A Planning Commission member must be a resident or property owner MCC §32.66;
A Park Board member must be a resident, property owner, or business owner MCC§32.16

Relevant qualifications or experience:

PAST BUSINESS OWNER / PLC MEMBER

Other interests and/or community involvement:

CURRENT LIONS PRES / FORMER EMT & FIREFIGHTER

Any limitations on your ability to serve such as meeting times, employment, etc.?

NO

Have you ever served on a board or commission for the City of Mora?

Yes No

If "Yes," Which one(s) and when: PLC

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY
Date received: NOV 10 2022 ✓
Date council reviewed: _____ Appointment: approved denied Term expires _____
Comments: _____



CITY OF MORA

Board and Commission Application Form

Name: _____ Date: _____

Address: _____

Telephone: _____ E-mail: _____

Name of board or commission for which you are applying:

**Please note when applying, per Mora City Code or State Statute for the following:
A Housing & Redevelopment Authority member must be a resident *MS §469.003*;
A Planning Commission member must be a resident or property owner *MCC §32.66*;
A Park Board member must be a resident, property owner, or business owner *MCC§32.16*

Relevant qualifications or experience:

Other interests and/or community involvement:

Any limitations on your ability to serve such as meeting times, employment, etc.?

Have you ever served on a board or commission for the City of Mora? Yes No
If "Yes," Which one(s) and when:

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY	
Date received: _____	
Date council reviewed: _____ Appointment: <input type="checkbox"/> approved <input type="checkbox"/> denied	Term expires _____
Comments:	



MEMORANDUM

Date: January 3, 2023
To: Mayor and City Council
From: Brett Anderson, Fire Chief
Natasha Segelstrom, Administrative Services Director
RE: 2024 MAFD Budget

SUMMARY

The City Council will review the preliminary 2024 MAFD budget. The budget must be sent to contracted cities and townships no later than February 1, 2023.

BACKGROUND INFORMATION

Attached is the preliminary 2024 MAFD budget. As of now, the combined budget and CIP will be a increase of 1.63% from the 2023 budget. Below is a list of items that have the biggest change from the 2023 approved budget:

Expenditures

- A decrease in wages and salaries
- An increase to uniforms
- A decrease to repair and maintenance expenses
- An increase in worker’s compensation insurance, assuming an increase in premiums for first responders

Revenues

- No change in Fire Protection/Calls from **2022 budget**
- A decrease in interest earnings, based on past year actuals
- A decrease in dividends, based on a recommendation from League of MN Cities in 2021 to exclude dividends from budgets going forward due to their volatile nature
- Transfer from Capital Projects Fund – includes \$15,900 to transfer funds already earmarked for the SCBA mask replacement, SCBA Pack replacement and SCBA Bottle replacement.

Capital Improvement Plan (CIP)

- Turnout Gear – \$37,050 *(in Uniforms line item)*
- Pagers – \$2,080 *(in Small Tools & Equipment line item)*
- 5” hose – \$1,500 *(in Small Tools & Equipment line item)*
- 1.75” Hose – \$1,000 *(in Small Tools & Equipment line item)*
- 2.5” hose – \$450 *(in Small Tools & Equipment line item)*
- SCBA Face Mask Replacement
- SCBA Pack Replacement

Memorandum

- SCBA Bottle Replacement

It is staff's intention to take suggestions from the council and bring the final 2024 MAFD budget for consideration at the regularly-scheduled meeting on January 17, 2023. The final budget must be sent to contracted cities and townships no later than February 1, 2023.

OPTIONS & IMPACTS

1. Review and edit the 2024 preliminary MAFD budget.
 - a. Suggest areas and/or projects that could be increased or decreased for 2024. Increasing line items increases the preliminary budget. Decreasing line items does not eliminate them from future budget years. Rather, it puts more burden on future budget years and may result in a larger increase in the future.
2. Review and recommend approval of the 2024 MAFD preliminary budget.
 - b. Formal approval must occur no later than the January 17, 2023 City Council meeting in order for staff to distribute the budget to contracted cities and townships before the deadline.

RECOMMENDATIONS

Review the preliminary budget, and direct staff appropriately.

Attachments

Fire Dept 2024 Preliminary Budget

Fire Dept 2024 CIP

2024 Draft City/Townships Contributions and Comparisons



CITY OF MORA
Budget Prelim - Revenue - Fire

Current Period: January 2023
 Budget-2024 Preliminary

Last Dimension	2021 Budget	2021 Amount	2022 Budget	2023 YTD Amt	2023 Budget	2024 Budget	% Difference from Yr 2023
FUND 222 FIRE FUND							
Dept 42220 FIRE							
31910 Penalties & Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33160 Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33422 Other State Grants & Aids	\$5,945.00	\$6,536.10	\$6,000.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
34202 Fire Protection/Calls	\$45,000.00	\$46,427.50	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	0.00%
34203 Police & Fire Reports	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34206 Fire Protection Services	\$91,543.00	\$91,543.00	\$102,375.00	\$0.00	\$96,411.00	\$101,014.00	4.56%
36101 Special Assessments	\$0.00	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36102 Int/Pen on Spec Assmts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210 Interest Earnings	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
36215 Dividends	\$270.00	\$893.00	\$270.00	\$0.00	\$0.00	\$0.00	0.00%
36230 Contributions & Donations	\$0.00	\$9,903.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37150 Misc Income	\$0.00	\$662.34	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39101 Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39211 Trf from General Fund	\$37,795.00	\$37,795.00	\$45,938.00	\$0.00	\$41,755.00	\$37,729.00	9.64%
39214 Trf from Capital Projects Fund	\$112,530.00	\$102,080.00	\$15,400.00	\$0.00	\$17,950.00	\$15,900.00	-11.42%
Dept 42220 FIRE	\$293,183.00	\$296,389.94	\$210,083.00	\$0.00	\$200,116.00	\$198,643.00	
FUND 222 FIRE FUND	\$293,183.00	\$296,389.94	\$210,083.00	\$0.00	\$200,116.00	\$198,643.00	



CITY OF MORA

Budget Prelim - Revenue - Fire

Current Period: January 2023

Budget-2023

Preliminary

Last Dimension	2021 Budget	2021 Amt	2022 Budget	2023 YTD Amt	2023 Budget	2024 Budget	Comment
	\$293,183.00	\$296,389.94	\$210,083.00	\$0.00	\$200,116.00	\$223,943.00	



CITY OF MORA

Budget Prelim - Expenditures - Fire

Current Period: January 2023

Budget-2024

Preliminary

Last Dimension	2021 Amount	2022 Budget	2022 Amount	2023 Budget	2023 YTD Amount	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
FUND 222 FIRE FUND								
Dept 42220 FIRE								
101 Wages & Salaries	\$56,149.44	\$64,940.00	\$58,978.62	\$62,000.00	\$0.00	\$60,000.00	-\$2,000.00	-3.23%
121 PERA	\$54.15	\$665.00	\$186.54	\$200.00	\$0.00	\$200.00	\$0.00	0.00%
122 FICA	\$3,479.83	\$4,006.00	\$3,653.27	\$3,850.00	\$0.00	\$3,850.00	\$0.00	0.00%
123 Medicare	\$813.87	\$939.00	\$854.55	\$900.00	\$0.00	\$900.00	\$0.00	0.00%
125 ICMA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
130 VEBA or H.S.A.	\$0.41	\$6.00	\$25.05	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
131 Health Insurance	\$149.45	\$379.00	\$331.56	\$380.00	\$0.00	\$380.00	\$0.00	0.00%
132 Life Insurance	\$2.96	\$5.00	\$3.49	\$5.00	\$0.00	\$5.00	\$0.00	0.00%
133 Dental Insurance	\$0.00	\$0.00	\$1.54	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
142 Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
200 Office Supplies	\$108.68	\$300.00	\$0.00	\$300.00	\$0.00	\$150.00	-\$150.00	-50.00%
211 Cleaning Supplies	\$1.29	\$200.00	\$76.41	\$200.00	\$0.00	\$150.00	-\$50.00	-25.00%
212 Motor Fuels	\$3,704.25	\$4,000.00	\$4,751.64	\$4,000.00	\$0.00	\$4,500.00	\$500.00	12.50%
213 Lubricants & Additives	\$651.38	\$300.00	\$107.75	\$300.00	\$0.00	\$300.00	\$0.00	0.00%
218 Other Operating Supplies	\$209.98	\$1,500.00	\$362.53	\$1,500.00	\$0.00	\$1,000.00	-\$500.00	-33.33%
219 Uniforms	\$1,304.54	\$8,500.00	\$4,595.06	\$9,500.00	\$0.00	\$37,050.00	\$27,550.00	290.00%
222 Tires	\$903.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
230 Repair/Maint - Bldg & Equip	\$17,426.68	\$26,000.00	\$17,956.01	\$24,000.00	\$0.00	\$24,000.00	\$0.00	0.00%
240 Small Tools & Equipment	\$12,047.93	\$12,960.00	\$8,233.15	\$12,950.00	\$0.00	\$12,000.00	-\$950.00	-7.34%
304 Legal Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
305 Medical Services	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
312 Professional Services - Misc	\$3,165.50	\$5,000.00	\$4,707.00	\$5,500.00	\$0.00	\$5,500.00	\$0.00	0.00%
315 Collection Services	\$306.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
321 Telephone	\$900.00	\$800.00	\$904.29	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
322 Postage	\$240.00	\$200.00	\$240.00	\$300.00	\$0.00	\$300.00	\$0.00	0.00%
331 Meetings, Training, & Travel	\$4,081.10	\$9,000.00	\$4,895.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
343 Advertising	\$299.34	\$100.00	\$124.61	\$100.00	\$0.00	\$100.00	\$0.00	0.00%
360 Insurance	\$3,345.94	\$4,961.00	\$4,804.03	\$4,961.00	\$0.00	\$5,457.00	\$496.00	10.00%
361 Workers Comp Insurance	\$19,267.32	\$25,215.00	\$11,247.17	\$27,015.00	\$0.00	\$29,717.00	\$2,702.00	10.00%



CITY OF MORA

Budget Prelim - Expenditures - Fire

Current Period: January 2023

Budget-2024

Preliminary

Last Dimension	2021 Amount	2022 Budget	2022 Amount	2023 Budget	2023 YTD Amount	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
381 Electricity	\$3,300.40	\$4,000.00	\$2,457.20	\$4,000.00	\$0.00	\$4,000.00	\$0.00	0.00%
382 Water	\$320.14	\$350.00	\$242.51	\$350.00	\$0.00	\$350.00	\$0.00	0.00%
383 Natural Gas - Heat	\$4,376.49	\$4,500.00	\$5,735.34	\$4,500.00	\$0.00	\$5,000.00	\$500.00	11.11%
384 Garbage Removal	\$49.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
385 Sewer	\$330.24	\$400.00	\$251.43	\$350.00	\$0.00	\$350.00	\$0.00	0.00%
386 Storm Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
416 Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
432 Bad Debts/NSF Checks	\$4,715.00	\$700.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0.00%
433 Dues & Subscriptions	\$490.00	\$1,000.00	\$550.00	\$2,500.00	\$0.00	\$1,000.00	-\$1,500.00	-60.00%
437 Miscellaneous	\$190.00	\$500.00	\$414.36	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
500 Capital Outlay	\$112,850.00	\$7,500.00	\$7,599.41	\$7,500.00	\$0.00	\$15,900.00	\$8,400.00	112.00%
711 Trf to General Fund	\$15,507.00	\$15,336.00	\$3,750.00	\$18,250.00	\$0.00	\$18,250.00	\$0.00	0.00%
714 Trf to Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42220 FIRE	\$270,741.83	\$205,762.00	\$150,039.52	\$209,411.00	\$0.00	\$244,409.00	\$34,998.00	
FUND 222 FIRE FUND	\$270,741.83	\$205,762.00	\$150,039.52	\$209,411.00	\$0.00	\$244,409.00	\$34,998.00	



CITY OF MORA

Budget Prelim - Expenditures - Fire

Current Period: January 2023

Budget-2024

Preliminary

Last Dimension	2021 Amount	2022 Budget	2022 Amount	2023 Budget	2023 YTD Amount	2024 Budget	Diff From Current	%Diff from Cur Yr 2023
	\$270,741.83	\$205,762.00	\$150,039.52	\$209,411.00	\$0.00	\$244,409.00	\$34,998.00	

City of Mora, Minnesota
Capital Improvement Program
2023 thru 2027

PROJECTS BY YEAR

Project Name	Department	Project #	Priority	Project Cost
2023				
Fire Dept Pagers Replacement	2220 - Fire Dept	2220-2019-11	3	2,080
Fire Dept Thermal Camera Replacement	2220 - Fire Dept	2220-2019-12	3	7,500
Fire Dept Turnout Gear Replacement	2220 - Fire Dept	2220-2019-13	3	7,500
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Total for 2023				20,030
2024				
Fire Dept Pagers Replacement	2220 - Fire Dept	2220-2019-11	3	2,080
Fire Dept Turnout Gear Replacement	2220 - Fire Dept	2220-2019-13	3	37,050
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Fire Dept SCBA Face Mask Replacement	2220 - Fire Dept	2220-2019-24	4	1,200
Fire Dept SCBA Pack Replacement	2220 - Fire Dept	2220-2019-25	3	6,900
Fire Dept SCBA Bottle Replacement	2220 - Fire Dept	2220-2019-26	2	7,800
Total for 2024				57,980
2025				
Fire Truck # 3 - Tender Truck Replacement	2220 - Fire Dept	2220-2019-05	3	250,000
Fire Hall Furnace (Office & Kitchen) Replacement	2220 - Fire Dept	2220-2019-10	4	27,000
Fire Dept Pagers Replacement	2220 - Fire Dept	2220-2019-11	3	2,080
Fire Dept Turnout Gear Replacement	2220 - Fire Dept	2220-2019-13	3	7,500
Fire Hall Tile Flooring Replacement	2220 - Fire Dept	2220-2019-14	5	6,200
Fire Hall Water Heater Replacement	2220 - Fire Dept	2220-2019-15	5	12,000
Fire Hall Furnace (Apparatus Bay) Replacement	2220 - Fire Dept	2220-2019-17	4	26,000
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Total for 2025				333,730
2026				
Fire Dept Turnout Gear Replacement	2220 - Fire Dept	2220-2019-13	3	7,500
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Fire Dept SCBA Face Mask Replacement	2220 - Fire Dept	2220-2019-24	4	1,200
Fire Dept SCBA Pack Replacement	2220 - Fire Dept	2220-2019-25	3	6,900
Fire Dept SCBA Bottle Replacement	2220 - Fire Dept	2220-2019-26	2	7,800
Total for 2026				26,350
2027				

Project Name	Department	Project #	Priority	Project Cost
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Total for 2027				2,950
GRAND TOTAL				441,040

Capital Improvement Program

Data in Year 2024

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 7 years

Category I.T. Equipment

Priority 3 - Important

Status Active

Total Project Cost: \$10,400

Project #	2220-2019-11
Project Name	Fire Dept Pagers Replacement

Description

Fire Department pagers.

Justification

A pager is worn by every firefighter to alert them of a call.

Prior	Expenditures	2024	2025	2026	2027	2028	Total
6,240	240 - Small Tools & Equipment	2,080	2,080				4,160
Total	Total	2,080	2,080				4,160

Prior	Funding Sources	2024	2025	2026	2027	2028	Total
6,240	222 - Fire Fund Operating Budget	2,080	2,080				4,160
Total	Total	2,080	2,080				4,160

Budget Impact/Other

Capital Improvement Program

Data in Year 2024

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 10 years

Category Furniture & Fixtures

Priority 3 - Important

Status Active

Project #	2220-2019-13
Project Name	Fire Dept Turnout Gear Replacement

Total Project Cost: \$74,550

Description

Turnout gear includes: helmet, jacket, pants, boots, and hood. One set is estimated to cost approximately \$2,500.

Justification

Turnout gear is worn by every firefighter at every call, and is only useable for 10 years, per NFPA.

Prior	Expenditures	2024	2025	2026	2027	2028	Total
22,500	219 - Uniforms	37,050	7,500	7,500			52,050
Total	Total	37,050	7,500	7,500			52,050

Prior	Funding Sources	2024	2025	2026	2027	2028	Total
22,500	407 - Future Fire Equipment Fund Reserves	37,050	7,500	7,500			52,050
Total	Total	37,050	7,500	7,500			52,050

Budget Impact/Other

Capital Improvement Program

Data in Year 2024

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 10 years

Category Furniture & Fixtures

Priority 2 - Essential

Status Active

Total Project Cost: \$4,500

Project #	2220-2019-20
Project Name	Fire Dept 2.5" Hose Replacement

Description
The Fire Department requires 1,500 feet of 2.5" hose.

Justification
This hose is used for defensive fire attack and also runs from the pumper to a splitter for 2" to 1.75".

Prior	Expenditures	2024	2025	2026	2027	2028	Total	Future
1,350	240 - Small Tools & Equipment	450	450	450	450	450	2,250	900
Total	Total	450	450	450	450	450	2,250	Total

Prior	Funding Sources	2024	2025	2026	2027	2028	Total	Future
1,350	407 - Future Fire Equipment Fund Reserves	450	450	450	450	450	2,250	900
Total	Total	450	450	450	450	450	2,250	Total

Budget Impact/Other

Capital Improvement Program

Data in Year 2024

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 10 years

Category Heavy Machinery & Equipme

Priority 2 - Essential

Status Active

Total Project Cost: \$10,000

Project #	2220-2019-21
Project Name	Fire Dept 1.75" Attack Line Hose Replacement

Description
Currently in 2019, the Fire Department has 4,000 feet of 1.75" attack line hose.

Justification
This hose is used to attack a fire on the offense from the inside or outside of a structure or and working fire.

Prior	Expenditures	2024	2025	2026	2027	2028	Total	Future
3,000	240 - Small Tools & Equipment	1,000	1,000	1,000	1,000	1,000	5,000	2,000
Total	Total	1,000	1,000	1,000	1,000	1,000	5,000	Total

Prior	Funding Sources	2024	2025	2026	2027	2028	Total	Future
3,000	407 - Future Fire Equipment Fund Reserves	1,000	1,000	1,000	1,000	1,000	5,000	2,000
Total	Total	1,000	1,000	1,000	1,000	1,000	5,000	Total

Budget Impact/Other

Capital Improvement Program

Data in Year 2024

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 10 years

Category Heavy Machinery & Equipme

Priority 2 - Essential

Status Active

Project #	2220-2019-23
Project Name	Fire Dept 5" Hose Replacement

Total Project Cost: \$16,500

Description

Currently in 2019, the Fire Department has 2,400 feet of this large diameter 5" hose.

Justification

This hose is used to supply water to a pumper or ladder fire truck from a hydrant or a relay pumper.

Prior	Expenditures	2024	2025	2026	2027	2028	Total	Future
4,500	240 - Small Tools & Equipment	1,500	1,500	1,500	1,500	1,500	7,500	4,500
Total	Total	1,500	1,500	1,500	1,500	1,500	7,500	Total

Prior	Funding Sources	2024	2025	2026	2027	2028	Total	Future
4,500	407 - Future Fire Equipment Fund Reserves	1,500	1,500	1,500	1,500	1,500	7,500	4,500
Total	Total	1,500	1,500	1,500	1,500	1,500	7,500	Total

Budget Impact/Other

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Capital Improvement Program

Data in Year 2024

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 20 years

Category Heavy Machinery & Equipme

Priority 4 - Provides Long-Term Benef

Status Active

Project #	2220-2019-24
Project Name	Fire Dept SCBA Face Mask Replacement

Total Project Cost: \$7,200

Description

Self-Contained Breathing Apparatus (SCBA) face mask is worn to breathe during a fire. One mask is \$400.

Justification

SCBA is worn anytime you are in or near a working fire.

Prior	Expenditures	2024	2025	2026	2027	2028	Total	Future
1,200	500 - Capital Outlay	1,200		1,200		1,200	3,600	2,400
Total	Total	1,200		1,200		1,200	3,600	Total

Prior	Funding Sources	2024	2025	2026	2027	2028	Total	Future
1,200	407 - Future Fire Equipment Fund Reserves	1,200		1,200		1,200	3,600	2,400
Total	Total	1,200		1,200		1,200	3,600	Total

Budget Impact/Other

Capital Improvement Program

Data in Year 2024

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 20 years

Category Heavy Machinery & Equipme

Priority 3 - Important

Status Active

Total Project Cost: \$41,400

Project #	2220-2019-25
Project Name	Fire Dept SCBA Pack Replacement

Description

Self-Contained Breathing Apparatus (SCBA) pack holds the bottle to breathe. One pack is \$2,300.

Justification

SCBA is worn around any working fire.

Expenditures	2024	2025	2026	2027	2028	Total	Future
500 - Capital Outlay	6,900		6,900		6,900	20,700	20,700
Total	6,900		6,900		6,900	20,700	Total

Prior	Funding Sources	2024	2025	2026	2027	2028	Total	Future
13,800	407 - Fire Protect Svcs - City/Township Contrib		6,900		6,900		13,800	13,800
Total	Total		6,900		6,900		13,800	Total

Budget Impact/Other

Capital Improvement Program

Data in Year 2024

City of Mora, Minnesota

Department 2220 - Fire Dept

Contact Fire Chief

Type Equipment

Useful Life 15 years

Category Heavy Machinery & Equipme

Priority 2 - Essential

Status Active

Total Project Cost: \$46,800

Project #	2220-2019-26
Project Name	Fire Dept SCBA Bottle Replacement

Description

Self-Contained Breathing Apparatus (SCBA) bottles hold the breathing air. One bottle is \$1,300.

Justification

SCBA is worn around any working fire.

Expenditures	2024	2025	2026	2027	2028	Total	Future
500 - Capital Outlay	7,800		7,800		7,800	23,400	23,400
Total	7,800		7,800		7,800	23,400	Total

Prior	Funding Sources	2024	2025	2026	2027	2028	Total	Future
15,600	407 - Fire Protect Svcs - City/Township Contrib		7,800		7,800		15,600	15,600
Total	Total		7,800		7,800		15,600	Total

Budget Impact/Other

MORA AREA FIRE DEPARTMENT

2024 Fire Protection Services - City/Township Contributions

2024 Budget - Expenditures	\$244,409
2024 Budget - Revenues	(\$85,200)
2024 Budget - Surplus/(Deficit)	(\$159,209)
2021 Final Surplus/(Deficit) - Audited	\$20,467
2024 Budget - Operational Contribution	\$138,742
2024 Future Fire Equip Fund - Truck Replacement	\$84,000
2024 Future Fire Equip Fund - Equipment Replacement	\$31,000
2024 Future Fire Equip Fund - Building Maintenance	\$31,000
2024 Future Fire Equip Fund Contribution	\$146,000
2024 Total City/Township Contributions Needed	\$284,742

Unit of Government	Property Market Value	Portion of Town/City Served	Value Served	Allocation (by Value Served)	Operating Budget (Allocated)	Future Fire Equip Fund (Allocated)	2024 Grand Total	
1 Arthur Twp	\$225,099,200	79.00%	\$177,828,368	12.1467%	\$16,853	\$17,734	\$34,587	1
2 Brunswick Twp	\$180,490,200	62.50%	\$112,806,375	7.7053%	\$10,690	\$11,250	\$21,940	2
3 Comfort Twp	\$157,622,300	100.00%	\$157,622,300	10.7665%	\$14,938	\$15,719	\$30,657	3
4 Grass Lake Twp	\$125,265,600	19.00%	\$23,800,464	1.6257%	\$2,256	\$2,374	\$4,630	4
5 Hillman Twp	\$88,957,100	37.50%	\$33,358,913	2.2786%	\$3,161	\$3,327	\$6,488	5
6 Knife Lake Twp	\$218,381,100	100.00%	\$218,381,100	14.9167%	\$20,696	\$21,778	\$42,474	6
7 Mora, City of	\$398,119,100	100.00%	\$398,119,100	27.1938%	\$37,728	\$39,702	\$77,430	7
8 Peace Twp	\$169,080,500	100.00%	\$169,080,500	11.5491%	\$16,024	\$16,862	\$32,886	8
9 Pomroy Twp	\$72,929,000	50.00%	\$36,464,500	2.4907%	\$3,456	\$3,636	\$7,092	9
10 Quamba, City of	\$7,397,800	100.00%	\$7,397,800	0.5053%	\$701	\$738	\$1,439	10
11 Whited Twp	\$129,149,100	100.00%	\$129,149,100	8.8216%	\$12,239	\$12,880	\$25,119	11
Grand Total	\$1,772,491,000		\$1,464,008,520	100.00%	\$138,742	\$146,000	\$284,742	



MEMORANDUM

Date: January 3, 2023
To: Mayor and City Council
From: Glenn Anderson, City Administrator
RE: Easement – Dollar General

SUMMARY

The city council will receive information regarding a proposed easement for the Snake River Bridge Bike Trail.

BACKGROUND INFORMATION

Staff has been working with Rodney Parrot of Overland Engineering, representing Dollar General, to obtain a multi-use trail easement in order to provide a bike trail on the west side of Highway 65 S and south of the Snake River Bridge in Mora.

The proposed easement will begin on the easterly line of said property, 198.00 feet southerly of the north line of said property, as drawn perpendicularly to said northerly line; thence westerly parallel to said northerly line to a point 21.00 feet easterly of said easterly line, as drawn perpendicularly from said easterly line; thence southerly parallel to said easterly line for 202.00 feet; thence deflecting to the right 20 degrees 38 minutes for 115.85 feet, more or less, to the most southerly line of said property and there terminating. Dollar General is in agreement with the proposed easement and has no issues with the document.

OPTIONS & IMPACTS

1. Accept the easement. This will allow the City to connect the Snake River Bridge pedestrian walkway to a multi-use trail providing safe passage over the Snake River Bridge for pedestrians.
2. Do not accept the trail easement. This will create a difficulty for the City to complete the obligated trail connection.

RECOMMENDATIONS

Motion to accept multi-use trail easement located at the property address 140 Little Ranches Road, as requested by City of Mora. The city attorney has provided a grant of permanent easement document for the City's consideration.

Attachments

Grant of Permanent Easement for Drainage and Utility Purposes

(reserved for recording information)

**GRANT OF PERMANENT EASEMENT
FOR MULTI-USE TRAIL PURPOSES**

DGOGMoramn03232022 LLC, a Missouri limited liability company, hereinafter referred to as "Grantor", in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant unto the **CITY OF MORA**, a Minnesota municipal corporation, the Grantee, hereinafter referred to as the "City", its successors and assigns, forever, a permanent easement for public multi-use trail purposes, over, across, on, under, and through land situated within the County of Kanabec, State of Minnesota, as legally described on the attached Exhibit "A" and depicted on the attached Exhibit "B" (the Easement Premises").

INCLUDING the rights of the City, its contractors, agents, servants, and assigns, to enter upon the Easement Premises at all reasonable times to construct, reconstruct, inspect, repair, and maintain said public multi-use trail system, over, across, on, under, and through the Easement Premises, together with the right to grade, level, fill, drain, pave and excavate the Easement Premises, and the further right to remove trees, bushes, undergrowth, and other obstructions interfering with the location, construction, and maintenance of said public multi-use trail system.

**EXHIBIT “A”
TO
GRANT OF PERMANENT EASEMENT**

A permanent easement for public multi-use trail purposes over, across, on, under, and through that part of the following property:

That part of the East Half of the Southwest Quarter (E 1/2 of SW 1/4) of Section 14, Township 39, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the southeast corner of said East Half of the Southwest Quarter (E 1/2 of SW 1/4), thence on an assumed bearing of North 89 degrees 33 minutes 15 seconds West along the South line of said East Half of the Southwest Quarter (E 1/2 of SW 1/4) a distance of 400.89 feet; thence North 0 degrees 26 minutes 45 seconds East a distance of 275.00 feet; thence South 89 degrees 33 minutes 15 seconds East a distance of 65.74 feet, more or less, to the west line of the east 333.00 feet of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence on a bearing of North, along said west line, a distance of 58.00 feet to the point of beginning of the property to be described; thence continuing on a bearing of North, along said west line, a distance of 175.01 feet, more or less, to the intersection with the north line of the south 508.00 feet of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence South 89 degrees 33 minutes 15 seconds East, along said north line, a distance of 333.01 feet to the east line of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence on a bearing of South, along said east line, a distance of 508.02 feet to the Southeast corner of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence North 89 degrees 33 minutes 15 seconds West a distance of 550.89 feet; thence North 0 degrees 26 minutes 45 seconds East a distance of 333.00 feet to the intersection with a line that bears North 89 degrees 33 minutes 15 seconds West from the point of beginning; thence South 89 degrees 33 minutes 15 seconds East a distance of 215.28 feet to the point of beginning.

EXCEPT:

That part of said East Half of the Southwest Quarter (E 1/2 of SW 1/4) which lies within MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 33-2, according to said recorded plat thereof, on file in the office of the County Recorder, Kanabec County, Minnesota.

AND ALSO EXCEPT:

That part of the south 33.00 feet of said East Half of the Southwest Quarter (E 1/2 of SW 1/4) of said Section 14, lying westerly and southwesterly of a line described as follows:

Commencing at the southeast corner of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence on an assumed bearing of North 89 degrees 33 minutes 15 seconds West along the south line of East Half of the Southwest Quarter (E 1/2 of SW 1/4) a distance of 145.57 feet to the point of beginning of the line to be described; thence North 44 degrees 33 minutes 15 seconds West

46.67 feet to the intersection with the north line of said south 33.00 feet of the East Half of the Southwest Quarter (E 1/2 of SW 1/4) and said line there terminating.

Said easement being easterly and southeasterly of the following line:

Beginning on the easterly line of said property, 198.00 feet southerly of the north line of said property, as drawn perpendicularly to said northerly line; thence westerly parallel to said northerly line to a point 21.00 feet easterly of said easterly line, as drawn perpendicularly from said easterly line; thence southerly parallel to said easterly line for 202.00 feet; thence deflecting to the right 20 degrees 38 minutes for 115.85 feet, more or less, to the most southerly line of said property and there terminating.

AREA = 8,104 SQFT +/-

[PIN: 22-0615-10/ Address: 140 Little Ranches Road, Mora, MN 55051 / abstract]

EXHIBIT "B" TO GRANT OF PERMANENT EASEMENT

A permanent multi-use trail easement over, under, and across part of the following property:
 That part of the East Half of the Southwest Quarter (E 1/2 of SW 1/4) of Section 14, Township 39, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the southeast corner of said East Half of the Southwest Quarter (E 1/2 of SW 1/4), thence on an assumed bearing of North 89 degrees 33 minutes 15 seconds West along the South line of said East Half of the Southwest Quarter (E 1/2 of SW 1/4) a distance of 400.89 feet; thence North 0 degrees 26 minutes 45 seconds East a distance of 275.00 Feet; thence south 89 degrees 33 minutes 15 seconds East a distance of 65.74 feet, more or less, to the west line of the east 333.00 feet of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence on a bearing of North, along said west line, a distance of 58.00 feet to the point of beginning of the property to be described; thence continuing on a bearing of North, along said west line, a distance of 175.01 feet, more or less, to the intersection with the north line of the south 508.00 feet of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence South 89 degrees 33 minutes 15 seconds East, along said north line, a distance of 333.01 feet to the east line of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence on a bearing of South, along said east line, a distance of 508.02 feet to the Southeast corner of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence North 89 degrees 33 minutes 15 seconds West a distance of 550.89 feet; thence North 0 degrees 26 minutes 45 seconds East a distance of 333.00 feet to the intersection with a line that bears North 89 degrees 33 minutes 15 seconds West from the point of beginning; thence South 89 degrees 33 minutes 15 seconds East a distance of 215.28 feet to the point of beginning.

EXCEPT:

That part of said East Half of the Southwest Quarter (E 1/2 of SW 1/4) which lies within MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 33-2, according to said recorded plat thereof, on file in the office of the County Recorder, Kanabec County, Minnesota.

AND ALSO EXCEPT:

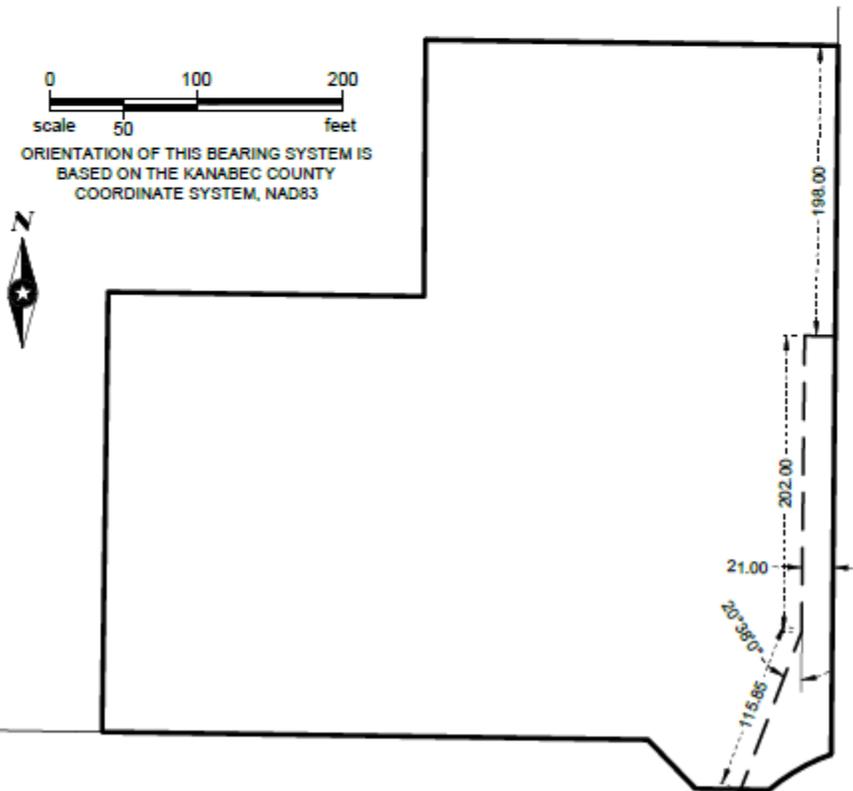
That part of the south 33.00 feet of said East Half of the Southwest Quarter (E 1/2 of SW 1/4) of said Section 14, lying westerly and southwesterly of a line described as follows:

Commencing at the southeast corner of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence on an assumed bearing of North 89 degrees 33 minutes 15 seconds West along the south line of East Half of the Southwest Quarter (E 1/2 of SW 1/4) a distance of 145.57 feet to the point of beginning of the line to be described; thence North 44 degrees 33 minutes 15 seconds West 46.67 feet to the intersection with the north line of said south 33.00 feet of the East Half of the Southwest Quarter (E 1/2 of SW 1/4) and said line there terminating.

Said easement being easterly and southeasterly of the following line:

Beginning on the easterly line of said property, 198.00 feet southerly of the north line of said property, as drawn perpendicularly to said northerly line; thence westerly parallel to said northerly line to a point 21.00 feet easterly of said easterly line, as drawn perpendicularly from said easterly line; thence southerly parallel to said easterly line for 202.00 feet; thence deflecting to the right 20 degrees 38 minutes for 115.85 feet, more or less, to the most southerly line of said property and there terminating.

AREA = 8,104 SQFT +/-



EASEMENT EXHIBIT FOR: MULTI-USE TRAIL

A permanent multi-use trail easement over, under, and across part of the following property:

That part of the East Half of the Southwest Quarter (E 1/2 of SW 1/4) of Section 14, Township 39, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the southeast corner of said East Half of the Southwest Quarter (E 1/2 of SW 1/4), thence on an assumed bearing of North 89 degrees 33 minutes 15 seconds West along the South line of said East Half of the Southwest Quarter (E 1/2 of SW 1/4) a distance of 400.89 feet; thence North 0 degrees 26 minutes 45 seconds East a distance of 275.00 Feet; thence south 89 degrees 33 minutes 15 seconds East a distance of 65.74 feet, more or less, to the west line of the east 333.00 feet of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence on a bearing of North, along said west line, a distance of 58.00 feet to the point of beginning of the property to be described; thence continuing on a bearing of North, along said west line, a distance of 175.01 feet, more or less, to the intersection with the north line of the south 508.00 feet of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence South 89 degrees 33 minutes 15 seconds East, along said north line, a distance of 333.01 feet to the east line of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence on a bearing of South, along said east line, a distance of 508.02 feet to the Southeast corner of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence North 89 degrees 33 minutes 15 seconds West a distance of 550.89 feet; thence North 0 degrees 26 minutes 45 seconds East a distance of 333.00 feet to the intersection with a line that bears North 89 degrees 33 minutes 15 seconds West from the point of beginning; thence South 89 degrees 33 minutes 15 seconds East a distance of 215.28 feet to the point of beginning.

EXCEPT:

That part of said East Half of the Southwest Quarter (E 1/2 of SW 1/4) which lies within MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 33-2, according to said recorded plat thereof, on file in the office of the County Recorder, Kanabec County, Minnesota.

AND ALSO EXCEPT:

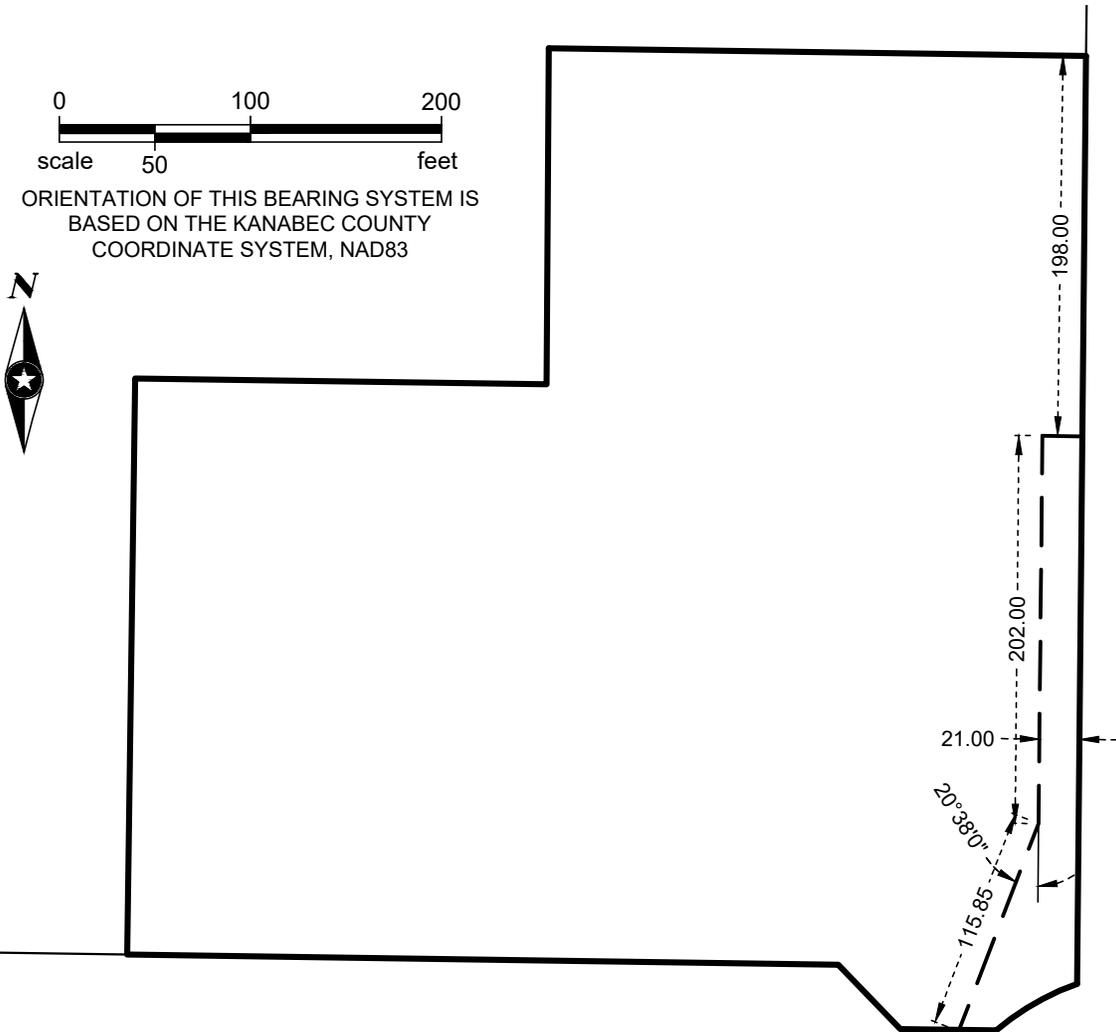
That part of the south 33.00 feet of said East Half of the Southwest Quarter (E 1/2 of SW 1/4) of said Section 14, lying westerly and southwesterly of a line described as follows:

Commencing at the southeast corner of said East Half of the Southwest Quarter (E 1/2 of SW 1/4); thence on an assumed bearing of North 89 degrees 33 minutes 15 seconds West along the south line of East Half of the Southwest Quarter (E 1/2 of SW 1/4) a distance of 145.57 feet to the point of beginning of the line to be described; thence North 44 degrees 33 minutes 15 seconds West 46.67 feet to the intersection with the north line of said south 33.00 feet of the East Half of the Southwest Quarter (E 1/2 of SW 1/4) and said line there terminating.

Said easement being easterly and southeasterly of the following line:

Beginning on the easterly line of said property, 198.00 feet southerly of the north line of said property, as drawn perpendicularly to said northerly line; thence westerly parallel to said northerly line to a point 21.00 feet easterly of said easterly line, as drawn perpendicularly from said easterly line; thence southerly parallel to said easterly line for 202.00 feet; thence deflecting to the right 20 degrees 38 minutes for 115.85 feet, more or less, to the most southerly line of said property and there terminating.

AREA = 8,104 SQFT +/-



EASEMENT EXHIBIT FOR: MULTI-USE TRAIL

MORA,
MINNESOTA

SEH Project MORA0-145879

Drawn By TSB

Designed By TSB

Checked By TSB

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Theodore S Brown

DATE 10/7/2022

LICENSE NO. 51678



**RESOLUTION OF SUPPORT FOR PARTICIPATION IN THE
TRANSPORTATION ALTERNATIVES GRANT PROGRAM**

WHEREAS, the City of Mora is preparing an application for a Transportation Alternatives grant;
and

WHEREAS, this resolution shall act as a statement of the city's support for the project.

NOW, THEREFORE, BE IT RESOLVED, by the city council of the City of Mora, Kanabec
County, Minnesota, that the City of Mora is a party to a transportation alternatives project
identified as the Wood Street Pedestrian Trail Extension and has reviewed and approved the
project as proposed. As a participating member the City of Mora understands their role in the
project, which includes a willingness to secure and guarantee the local share of costs
associated with this project as appropriate as well as the responsibility for seeing this project
through to its completion, with compliance of all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED, that the City Administrator is hereby authorized to act as agent
on behalf of the City of Mora.

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

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

MOTION carried and resolution adopted this _____ day of January, 2023.

Jake Mathison, Mayor

Attested:

Glenn Anderson, City Administrator

Certification			
I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the City of Mora on this 3 rd day of January 2023.			
SIGNED:		WITNESSED:	
_____		_____	
<i>(Signature)</i>		<i>(Signature)</i>	
_____		_____	
<i>(Title)</i>	<i>(Date)</i>	<i>(Title)</i>	<i>(Date)</i>

RESOLUTION AGREEING TO MAINTAIN FACILITY

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: the The City of Mora is the applicant and Kanabec County is the sponsoring agency for the transportation alternatives project identified as the Wood Street Pedestrian Trail Extension.

THEREFORE, BE IT RESOLVED THAT: the city council of the City of Mora, Kanabec County, Minnesota hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

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

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

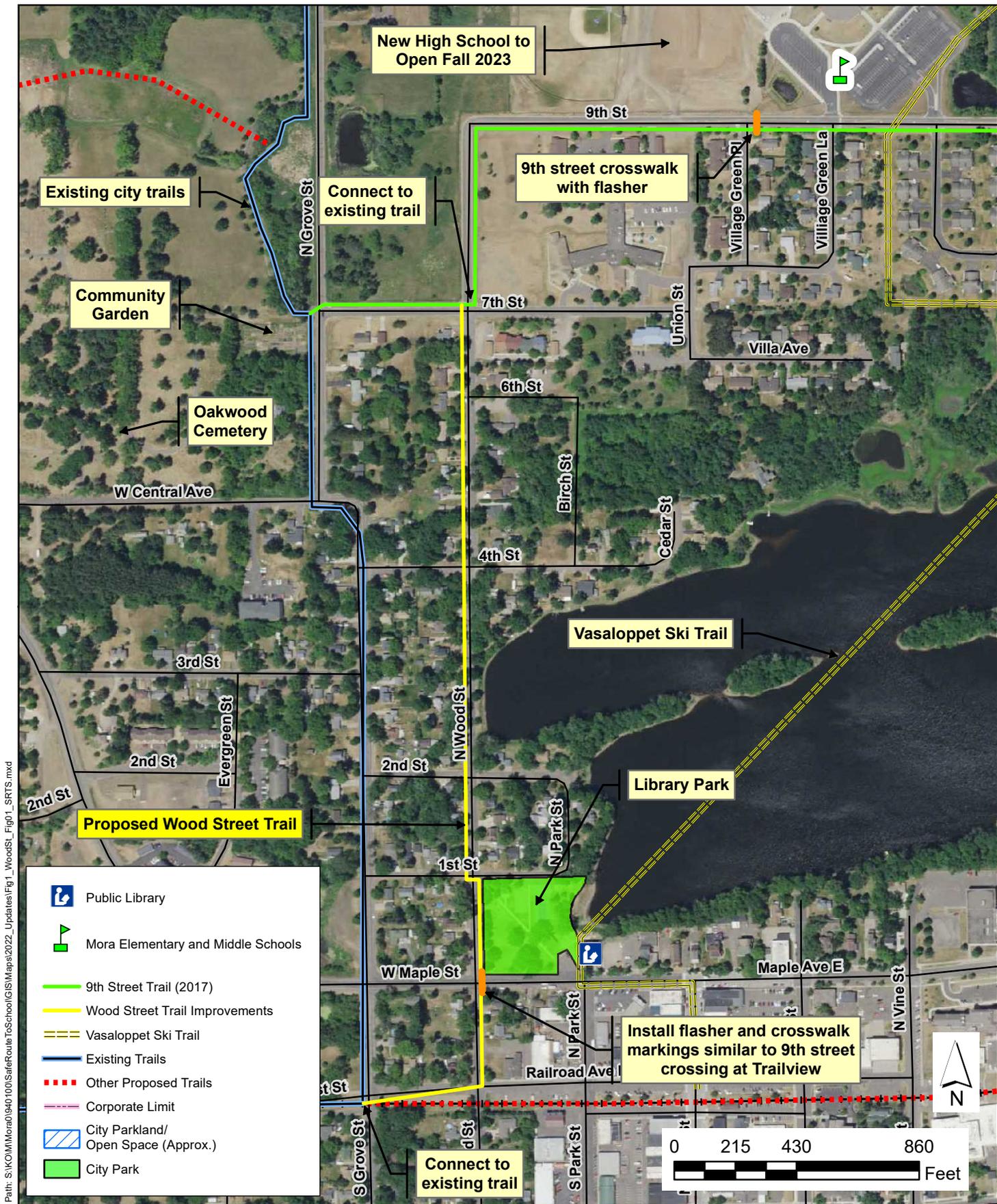
MOTION carried and resolution adopted this _____ day of January, 2023.

Jake Mathison, Mayor

Attested:

Glenn Anderson, City Administrator

Certification			
I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the City of Mora on this 3 rd day of January 2023.			
SIGNED:		WITNESSED:	
_____		_____	
<i>(Signature)</i>		<i>(Signature)</i>	
_____		_____	
<i>(Title)</i>	<i>(Date)</i>	<i>(Title)</i>	<i>(Date)</i>



Path: S:\KOD\Mora\09401001\SafetyRouteToSchool\GIS\Maps\2022_Updates\Fig1_WoodSt_Fig01_SRTS.mxd

	Public Library
	Mora Elementary and Middle Schools
	9th Street Trail (2017)
	Wood Street Trail Improvements
	Vasaloppet Ski Trail
	Existing Trails
	Other Proposed Trails
	Corporate Limit
	City Parkland/ Open Space (Approx.)
	City Park



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TF: (800) 325-2055
www.sehinc.com

Project: MORA0 940100
Print Date: 12/30/2022
Map by: aknorr
Projection: NAD 1983 UTM Zone 15N
Source: NAIP 2010, LMIC, Mn/DOT,
City of Mora, SEH

Transportation Alternatives Solicitation
Wood Street Trail Improvements
Mora, Minnesota

Figure 1

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.