

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, March 16, 2021 in the city hall council chambers.

2. **Roll Call:** Present: Mayor Skramstad, Councilmembers Anderson, Broekemeier, Mathison, and Shepard
Absent: none
Staff Present: City Administrator Crawford, Community Development Director Thorp, Public Works Director Kohlgraf, Activities and Recreation Coordinator Krie, City Accountant King, and Deputy City Clerk Yoder
3. **Adopt Agenda:** MOTION made by Shepard, seconded by Mathison, and unanimously carried to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – February 16, 2021
 - b. February 2021 Claims
 - c. Accept Restricted Donations - RESOLUTION No. 2021-321
 - d. Accept Letter of Resignation – Firefighter
 - e. Firefighter Probationary Period Release
 - f. Approve Hire of Heavy Equipment Operator
 - g. Gambling Permit – Kanabec Area Friends
 - h. Airport Taxilane and Windcone Project – Advertisement for Bids
 - i. Certification of Unpaid Utility Charges – RESOLUTION No. 2021-322
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:**
 - a. **Dog Park Monetary Donation Presentation:** Krie announced John and Brianne Roycraft, who wished to present a monetary donation on behalf of Bath Fitter in the amount of \$10,000 towards the construction of a dog park; the donation was formally accepted via resolution 2021-321. A photo was taken, and the councilmembers expressed gratitude.
 - b. **Special Event Permit Request – 2021 Snake River Canoe Race:** Krie presented a permit request from the Snake River Canoe Club for its annual canoe race on May 1, 2021 which included use of the vacant city land north of the History Center where food and alcohol would be catered by the Crystal Bar & Grill. Krie reported the organizers had a COVID-19 plan in place that would adhere to the Centers for Disease Control, MN Department of Health, and Kanabec County Public Health guidelines. MOTION made by Shepard, seconded by Broekemeier, and unanimously carried to approve the Snake River Canoe Club request to use the vacant land at the end of Forest Avenue West for a food tent and parking on May 1, 2021.
7. **Public Hearings:** There were no public hearings.
8. **New Business**
 - a. **Zoning Determination for B-2 General Business District:** The council reviewed and discussed a proposed use of the property located at 841 Forest Avenue East (the former Gorham Oien Mechanical site), for a relocation of the Soderstrom Septic business owned by Angela Tvedt. Thorp reported the site was zoned I-1 Limited Industrial

District, and that Tvedt wanted to lease excess office space to other business owners for commercial purposes, which would require rezoning. Thorp directed the council's attention to the B-2 General Business District permitted uses and the Planning Commission's recommendation to determine whether the proposed use should be allowed under the existing categories or another existing permitted or conditional use within the B-2 General Business District. MOTION made by Anderson, seconded by Shepard, and unanimously carried to determine that the use of the septic service was of the same general character as cabinet and carpentry shops, electrical service, heating, plumbing, upholstery, and air conditioning service shops or another existing permitted or conditional use within the B-2 District.

- b. **Amendment to Fox Run Planned Unit Development:** The council discussed proposed amendments to the Fox Run Planned Unit Development (PUD) which would allow the property owner Jake Fedder to final plat 19 single family home lots instead of the original PUD approved 30 twin home lots, with six of the proposed 19 lots to have reduced frontages of less than 80 feet which, Thorp stated staff opinion was a minor change in nature. Thorp reported the property was located in the R-1 Single Family District. MOTION made by Mathison, seconded by Broekemeier, and unanimously carried to approve the following resolution:

RESOLUTION No. 2021-323

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA,
APPROVING AMENDMENTS TO THE FOX RUN PRELIMINARY PLAT/PLANNED UNIT
DEVELOPMENT AS REQUESTED BY JAKE FEDDER
(see attached)

- c. **Performance Measurement Program:** The council reviewed the 2020 community survey results which included 140 participants. Crawford reported the city received \$500 in local government aid for participation and even though compiling the results took a significant amount of staff time, it provided valuable information. The council consensus was to participate in the 2021 performance measurement program if given the opportunity, by the Office of the State Auditor. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the following resolution:

RESOLUTION No. 2021-324

RESOLUTION ADOPTING THE PERFORMANCE MEASURES DEVELOPED BY THE COUNCIL
ON LOCAL RESULTS AND INNOVATION
(see attached)

9. **Old Business:**

- a. **Economic Development Authority Appointment:** Crawford reported receiving applications from Lance Strande, Rose Krie, and Jeremy Voss for the vacant EDA seat with a term ending December 31, 2022 and stated there were no residency requirements for members. The council reviewed the applications and because some councilmembers were unfamiliar of the applicants the council consensus was to direct staff to schedule a work session for April 20, 2021 at 5:00PM to interview all three candidates.

10. **Communications:** The following communications were reviewed.

- a. **Quarterly Financial Reports:** King reviewed the financial reports and financial policies of the city. King reported the general fund was above the required bandwidth and attributed that to Petrofund reimbursements received in 2019 and healthy property tax

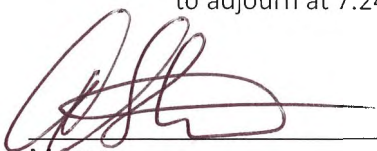
collections. King revealed the liquor store contributed approximately \$280,000 annually to the general fund which helped to offset property taxes with 2021 slated for \$285,000. Skramstad pointed to investments on page 14 of the report, which may appear as a large number, but the city was required by statute to have a certain amount of funds on hand.


- b. MAFD Monthly Report – February 2021
- c. KCSO Monthly Report – February 2021
- d. Planning Commission Meeting Minutes – March 8, 2021: Crawford reported staff and commission members tabled discussion with Mora Schools regarding the Conditional Use Permit until additional information could be obtained for the April Planning Commission meeting.
- e. Airport Board Meeting Minutes – March 9, 2021
- f. Park Board Meeting Minutes – March 9, 2021: Shepard reported good board discussion about safety at parks, snow on the trails, the proposed Fox Run park, and the board solidifying Music in the Park. Broekemeier and Shepard discussed a miscommunication about the council and the dog park which was resolved.

11. Reports

- a. City Administrator: Crawford reported actively recruiting for the Administrative Services Director position and extended the opportunity for a councilmember to be on the interview committee along with a PUC member. Anderson agreed to be on the interview committee.
- b. Councilmember Anderson: Anderson reported receiving negative feedback about the new electric poles in Peterson Park preventing public access to Mora Lake and it was explained by Crawford that Peterson Park was not designated as a public access and there were no DNR designated public accesses on Mora Lake; if the council wanted a public access it would require staff, city council, and the DNR working out a plan with the final approval by the MN DNR.
- c. Councilmember Broekemeier: Broekemeier reported being contacted by a resident about an issue at a park and was thankful Krie reached out to the resident in a timely manner and the resident felt it was resolved. Broekemeier was asked about a crosswalk at the Library Park area for the intersection of Maple and Wood Street or Maple and Park Street and was informed by staff that Maple Avenue was a county road; Skramstad stated it was a possibility that could be looked into.
- d. Councilmember Mathison: Nothing new to report.
- e. Councilmember Shepard: Shepard reported being asked about a crosswalk at the intersection of South Grove Street and Maple Avenue and it was explained projects on Maple Avenue were at the county's discretion because it was a county road.
- f. Mayor Skramstad: Nothing new to report.

12. Adjournment: MOTION made by Mathison, seconded by Anderson, and unanimously carried to adjourn at 7:24 PM.



Mayor

Deputy City Clerk

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
ACCEPTING RESTRICTED DONATIONS**

WHEREAS, the City of Mora is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city, and the terms or conditions of the donations, if any, are as follows:

DONATION RECEIVED FROM:	DONATION OF:	TERMS AND CONDITIONS OR DESCRIPTION OF PROPERTY:
William and Julie Olen	\$250.00	General Donation to Mora Area Fire Department
Barnick Agency, LLC	\$2,589.00	Donation for Grain Bin Rescue Kit for Fire Department
Kanabec – Isanti Co. Farm Bureau	\$2,000.00	Donation for Grain Bin Rescue Kit for Fire Department
Anonymous	\$400.00	Donation for Dog Park
Lake Street Family Dental	\$1,000.00	Donation for Dog Park
Jacqueline Shepard, dba Emma's Pizza	\$500.00	Donation for Dog Park
BF Holding LLC of MN, dba Bath Fitters	\$10,000.00	Donation for Dog Park

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

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

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

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

The foregoing resolution was introduced and moved for adoption by Council Member Mathison and seconded by Council Member Anderson.

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

Motion carried and resolution adopted this 16th day of March 2021.

ATTEST:


Lindy Crawford, City Administrator


Al Skramstad, Mayor

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
CERTIFYING UNPAID UTILITY CHARGES**

WHEREAS, pursuant to proper notice duly given as required by law, the city council has met, heard, and passed upon all objections to the proposed certifications of unpaid charges for municipal fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

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

Such proposed certification of unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute a lien against the lands named herein.

Such certification shall be payable over a period of one year on or before the first Monday in January.

The owner of the affected property may, at any time prior to certification of unpaid charges to the County Auditor, pay the whole of the certified unpaid charges on such property to the City Clerk. The taxpayer may at any time thereafter, pay the City Clerk or County Auditor, the entire amount certified and remaining unpaid of the year in which payment is made.

The clerk shall forthwith transmit a certified copy of this certification role to the County Auditor to be extended on the property tax lists of the county and such certified unpaid charges shall be collected and paid over in the same manner as property taxes or special assessments.


EXHIBIT 1

Taxpayer Name	Full Property Address	Parcel ID	Total To Certify
MORA ACQUISITIONS LLC/EDGEWOOD PARK	EDGEWOOD MOBILE HOME PARK	22.05940.00	\$21,112.00
			<u>\$21,112.00</u>


The foregoing resolution was introduced and moved for adoption by Council Member Mathison and seconded by Council Member Anderson

Voting for the Resolution:..... Mayor Skramstad, Anderson, Braekemeier, Mathison,
Voting Against the Resolution: none
Abstained from Voting:..... none
Absent: none & Shepard

Motion carried and resolution adopted this 16th day of March 2021.


Al Skramstad, Mayor

ATTEST:


Lindy Crawford, City Administrator

RESOLUTION NO. 2021-323

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA, APPROVING
AMENDMENTS TO THE FOX RUN PRELIMINARY PLAT / PLANNED UNIT DEVELOPMENT
AS REQUESTED BY JAKE FEDDER**

WHEREAS, Jake Fedder, applicant and property owner, has submitted an application dated received March 2, 2021 and considered complete on March 3, 2021, for Amendments to the Fox Run Preliminary Plat / Planned Unit Development (PUD); and

WHEREAS, the subject area is part of:

PID 22.07825.00
Outlot A, Fox Run 2nd Addition
Kanabec County, Minnesota
Section 13, Township 039, Range 024; and

WHEREAS, the applicant has requested that the City Council consider changes to the Fox Run Preliminary Plat / PUD approved by Resolution No. 2003-903 on September 2, 2003; and

WHEREAS, the proposed changes would allow the applicant to Final Plat 19 single family lots where 30 twin home lots were previously approved by the City Council in 2003 and Final Plat six of the 19 single family lots with frontages of less than 80 feet as required within the R-1 Single Family Residential District; and

WHEREAS, the six lots with reduced frontages include Lots 4-7 and 10-11, Block 2 as illustrated on the attached map of the proposed Fox Run 3rd Addition. The applicant has specifically requested approval of the following frontages:

Lot 4, Block 2 – 76.49'	Lot 7, Block 2 – 74.73'
Lot 5, Block 2 – 72.64'	Lot 10, Block 2 – 75.20'
Lot 6, Block 2 – 72.26'	Lot 11, Block 2 – 69.99'

WHEREAS, the Zoning Administrator has reviewed the proposed changes and finds that they constitute a "Minor Change" to the Fox Run Preliminary Plat / PUD as described in zoning code Section 150.273 (E) Changes in Planned Unit Development; and

WHEREAS, the City Council considered the request and the Zoning Administrator's determination at its March 16, 2021 meeting.

NOW THEREFORE BE IT RESOLVED, that the City Council finds that the request for PUD Amendment constitutes a "Minor Change" per Zoning Code Section 150.273 (E) in that the proposed changes will not change the general character of the Planned Unit Development; will not cause substantial relocation of principal or accessory structures; will not cause a substantial relocation or reduction of parking, loading or recreation areas; will not cause a substantial relocation of traffic facilities and circulation systems; will not increase the impervious surface coverage of buildings and parking areas; will not increase the gross floor area of buildings, the number of dwelling units or the net density of the site; and, will not reduce

the amount of approved open space, landscaping, screening or natural resource amenities to be located within the development.

APPROVAL IS HEREBY GRANTED with the following conditions:

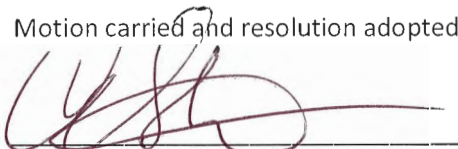
1. This approval applies only to proposed Lots 1-8, Block 1 and Lots 1-11, Block 2, Fox Run 3rd Addition as illustrated on the attached map dated revised February 26, 2021. Any future deviations from the approved Preliminary Plat / PUD will require review and approval by the City Council.
2. This approval allows the property owner to Final Plat 19 single family lots where 30 twin home lots were previously approved by Resolution No. 2003-903. It is understood that the 19 single family lots will be developed with single family homes.
3. This approval allows the property owner to Final Plat six of the 19 single family lots with frontages of less than 80 feet as follows:

Lot 4, Block 2 – 76.49'	Lot 7, Block 2 – 74.73'
Lot 5, Block 2 – 72.64'	Lot 10, Block 2 – 75.20'
Lot 6, Block 2 – 72.26'	Lot 11, Block 2 – 69.99'
4. This approval does not allow for any other minor or major changes to the Fox Run Preliminary Plat / PUD as previously approved by Resolution No. 2003-903 or the requirements of the underlying R-1 Single Family Residential District as described in zoning code §§150.060 – 150.066.
5. The property owner shall submit a request for Final Plat in conformance with the attached map dated revised February 26, 2021 and the conditions of this approval within six months of the date of this resolution or this approval shall become null and void.

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

Voting for the resolution: Mayor Skramstad, Broekemeier, Anderson, Mathison, & Shepard
Voting against the resolution: none
Abstained from voting: none
Absent: none

Motion carried and resolution adopted this 16th day of March, 2021.


Alan Skramstad, Mayor

ATTEST: 
Lindy Crawford, City Administrator

**RESOLUTION ADOPTING THE PERFORMANCE MEASURES DEVELOPED BY THE COUNCIL
ON LOCAL RESULTS AND INNOVATION**

WHEREAS, in order to participate in the standard measures program for 2021 and to receive the per capita reimbursement in 2021 and the levy limit exemption for 2022 the city must adopt and transmit this resolution to the State of Minnesota.

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

1. The City has adopted and implemented the minimum ten performance measures developed by the council on Local Results and Innovation; and
2. The City has implemented a local performance measurement system as developed by the council on Local Results and Innovation; and
3. The City will report the results of the ten adopted measures to its residents before the end of the calendar year through publication, direct mailing, posting on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input will be allowed; and
4. By the end of the calendar year, the City will survey its residents on the services included in the performance benchmarks; and
5. The City will report the actual results of the performance measures adopted in 2021 to the Office of the State Auditor.

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

Shepard and seconded by Council Member Anderson.

Voting for the Resolution:..... Mayor Skramstad, Anderson, Braekemeier, Mathison,
Voting Against the Resolution: .. none
Abstained from Voting:..... none
Absent: none # Shepard

Motion carried and resolution adopted this 16th day of March 2021.


Lindy Crawford, City Administrator


Alan Skramstad, Mayor