

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the Special meeting of the Mora City Council at 6:30 PM on Tuesday, May 3, 2022, in the city hall council chambers.

2. **Roll Call:** Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Jake Mathison, and Kyle Shepard
Staff Present: City Administrator Glenn Anderson, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, City Accountant Sara King, Parks and Recreation Coordinator Jeff Krie
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 Anderson, seconded by Shepard and unanimously carried to approve the consent agenda.
 - a. Approve Hire Street Department Seasonal Staff
 - b. Approve Hire Mora Aquatic Center Seasonal Staff
 - c. Mora Aquatic Center Wage Increase
 - d. Public Use Permit – Josh Norby Benefit
 - e. Probationary Release - Bontjes
5. **Open Forum:** No one spoke at open forum.
6. **Public Hearings:**
 - a. N. Grove Street Assessment Hearing: Greg Anderson of SEH recapped the proposed assessments for the North Grove Street Improvement project and the special benefit analysis. Anderson presented the final assessment roll which totaled \$377,052.00.

Mayor Skramstad opened the North Grove Street Assessment Hearing at 6:32pm. No one spoke during this time. The Public Hearing was Closed.

7. **New Business**
 - a. N. Grove Street Resolution for Adopting Assessments – Resolution No. 2022-511: Council reviewed the proposed assessments for the improvements of North Grove Street and the construction of streets, sidewalks, storm sewers, sanitary sewers, water mains and service lines and assessed the benefited property for a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429. MOTION Made by Mathison, seconded by Shepard, opposed by Broekemeier and carried 4-1 to approve the following resolution:

RESOLUTION No. 2022-511
RESOLUTION ADOPTING ASSESSMENT
NORTH GROVE STREET IMPROVEMENTS
(see attached)

- b. N. Grove Street Improvement Project Bid Award Resolution No. 2022-512: Council reviewed the advertisement for bids and Douglas -Kerr Underground, L.L.C of Mora was the lowest responsible bidder for the North Grove Street Improvement project. MOTION made by Mathison, seconded by Anderson and unanimously carried to approve the following resolution:

RESOLUTION No. 2022-512
RESOLUTION ACCEPTING BID
(see attached)

8. Old Business:

- a. Public Utilities Commission Board Expansion – Vacant Seats: City Administrator Anderson brought forward two applicants for the Public Utilities Commission board to fill the vacant seats for the newly expanded board membership. Dave Chmeil and Sara Treiber submitted applications to the Public Utilities Commission.

Skramstad stated Treiber currently serves on two boards with the City, and suggested the seat be filled by a member of city member. He explained this was permitted with the Special Law and expanded membership of the Mora Public Utilities Commission allowed two council members and suggested to the council to appoint Skramstad fill one of the vacant seats for the remainder of this year.

Additional questions were asked on the number of council seats moving forward and if the seat would be designated annually to a member of the council or if the PUC board would continue to have community members as it had done in the past. Skramstad explained the Council at that time could decide moving forward and whether to have a member of the community or a council member fill the seat.

- b. Public Utilities Commissions Board Appointment:
MOTION Made by Mathison, seconded by Broekemeier and unanimously carried to appoint Dave Chmiel to the PUC board term expiration 12/31/2023 and appoint Skramstad as the representative of City Council until 12/31/2022.

9. Reports

- a. City Administrator Anderson: Discussed recent meetings with Neighborhood National Bank, Chad Gramentz with Kanabec County and Chamber of Commerce to discuss tourism. Had a meeting GreenStep Cities meeting and the progress.
- b. Councilmember Anderson: Nothing new to report.
- c. Councilmember Broekemeier: Discussed recent meeting with Health and Human Services Board and updated the board on new City Administrator and offered additional information to Anderson.
- d. Councilmember Mathison: nothing new to report.
- e. Councilmember Shepard: Stated a lot of happy community members in the parks, the dog park.
- f. Mayor Skramstad: Stated the City had a busy weekend ahead with city wide garage sales, Snake River Canoe Race.

- 10. Adjournment:** MOTION made by Shepard, seconded by Broekemeier, and unanimously carried by the City Council to adjourn at 6:52 PM.



Mayor

City Clerk

Motion made by Mathison to adopt the following resolution:

RESOLUTION # 2022-511

*Resolution for Adopting Assessment
North Grove Street Improvements*

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for improvements (the improvement the improvement of North Grove Street between the centerline of West Forest Avenue and the centerline of West Maple Avenue and North Grove Street between the centerline of West Maple Avenue and the centerline of West Central Avenue and West Central Avenue from the Centerline of North Grove Street to 300 feet west of the centerline of North Grove Street; by the construction of streets, sidewalks, storm sewers, sanitary sewers, water mains and service lines and to assess the benefited property for all or portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429, and.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January 2023 and shall bear interest at the rate of 2 percent over the total interest cost per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2022. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

The foregoing resolution was duly seconded by Shepard and upon a vote being taken thereon, the following voted in favor thereof: Mathison, Shepard, Anderson, Skramstad

The following voted against the same: Broekemeier

This resolution is hereby passes this 3rd Day of May, 2022.

By: 
Alan Skramstad, Mayor

ATTEST:


Glenn Anderson, City Administrator

Motion made by Mathison to adopt the following resolution:

RESOLUTION # 2022-512

Resolution Accepting Bid

WHEREAS, pursuant to an advertisement for bids for the North Grove Street Improvements, the improvement of North Grove Street between the centerline of West Forest Avenue and the centerline of West Maple Avenue and North Grove Street between the centerline of West Maple Avenue and the centerline of West Central Avenue and West Central Avenue from the Centerline of North Grove Street to 300 feet west of the centerline of North Grove Street, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

AND WHEREAS, it appears that Douglas-Kerr Underground, L.L.C. of Mora, Minnesota is the lowest responsible bidder,

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

1. The mayor and clerk are hereby authorized and directed to enter into the attached contract with Douglas-Kerr Underground, L.L.C. of Mora in the name of the City of Mora for the North Grove Street Improvements according to the plans and specifications therefor approved by the city council and on file in the office of the city clerk.
2. The city clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the City Council this 3rd day of May, 2022

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

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

Motion carried and resolution adopted this 3rd day of May, 2022


Alan Skramstad, Mayor

ATTEST: 
Glenn Anderson,
City Administrator