

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 6, 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, and Jake Mathison
Absent: 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.

3. Adopt Agenda: Skramstad requested the addition of item 10a Mora Area Fire Department Fire Truck Purchase. MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the agenda as amended.

4. Consent Agenda: Skramstad brought forward the consent agenda. MOTION made by Shepard, seconded by Mathison, and unanimously carried to approve the consent agenda as presented.

- a. Resolution 2022-1211 Appointing Insurance Agent of Record
- b. Resolution No. 2022-1212 Designate City Hall as a Polling Place

5. Open Forum: Mora City Resident Gene Nelson of 771 Sunset Lane spoke to the City Council with a safety concern caused by parked vehicles along Maple Avenue near the corner of North Park Street near the Mora Public Library. Skramstad thanked Nelson for bringing the concern forward and directed staff to investigate the issue.

6. Special Business

- a. There was no special business.

7. Public Hearings:

- a. Truth in Taxation Hearing: Anderson explained the total tax capacity was estimated to increase 16.81%, based on Kanabec County estimates. The proposed property tax notices showed a 7.80% increase in the city's tax capacity rate which included the preliminary levy of \$1,504,099, which was an increase of \$309,580 or 25.92% over the 2022 levy. Staff presented multiple charts which explained the tax timeline and where property tax dollars would be spent in 2023, in addition to providing a breakdown of the proposed city tax levy and the proposed city budget for 2023.

Mayor Skramstad opened the public hearing. Resident Walley Jewell of 401 Riverside Street spoke to the council and stated he owns two lots and had concern with the assessed property value for the parcels. He explained there had been an increase of 763% to the rear lot and an 8% increase to the front lot. Skramstad thanked him for

bringing this information forward and directed Mr. Jewell to contact Kanabec County Assessor's office.

City Council reviewed written correspondence that staff received in response to the public hearing. Vicki and Randy Terpstra of 325 7th Street brought forward concerns of the City's tax increase being high and enquired the appeal process.

Robert and Rita Jensen of 255 Riverside Street brought forward concern with the significant increase in city tax and the impact compared to the city and school. They wanted to express concern and great impact the city is putting on the taxpayers and asking the Council to consider lowering the proposed matter.

Deb and Mike Hallin of 235 Riverside Street expressed concern with the increase in City Taxes and the assessed value of their home stating the taxes were too high. Stating they did not expect a \$300 increase to the city taxes and water, sewer and electricity had increased.

Mayor Skramstad thanked the community for bringing forward their concerns and closed the public hearing at 7:03pm.

8. New Business:

- a. **2023 Organizational Chart:** The City Council reviewed the organizational chart. Skramstad noted the Public Utilities Commission's five-member board. Anderson requested that the lines identifying staff liaison be added to the chart for clarity. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the Organizational Chart with recommended changes to include the five-member Public Utilities Commission and addition of staff liaison lines.
- b. **2023 Personnel Policy Financial Limits:** The City Council reviewed the 2023 Personnel Policy Financial Limits. Segelstrom noted this was an update and aligned with union agreements and did not have a significant impact on the budget. MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the 2023 Personnel Policy Financial Limits.

9. Old Business

- a. There was no old business.

10. Communications:

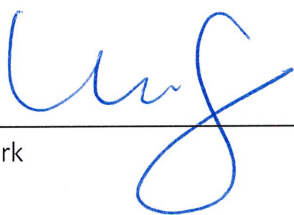
- a. Mora Area Fire Department Fire Truck Purchase: Firefighter Jeremy Frahm, Truck Committee member brought forward vehicle purchase quotes for two new Fire Tenders. He stated one was scheduled to be purchased in 2023 and expected delivery would be 18-23 months from the present date. Frahm stated that the current tender is a Sterling and the company no longer in operation or making parts. He further explained that the

Truck Committee sought bids from six companies with two responses. Frahm stated this would be further discussed at the December 20, 2022, City Council Meeting.

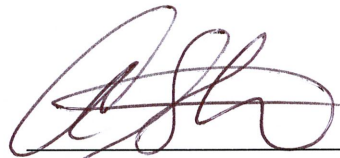
11. Reports

- a. City Administrator: Anderson provided an update on recent meetings regarding the Driver's License Office, potential developers in the area, 23/65 MnDOT Corridor Study Kickoff and meeting to discuss THC Ordinance.
- b. Councilmember Anderson: Nothing new to report.
- c. Councilmember Broekemeier: Absent.
- d. Councilmember Mathison: Nothing new to report.
- e. Councilmember Shepard: Nothing new to report.
- f. Mayor Skramstad: Thanked staff for their work on the budget.

12. Adjournment: MOTION by Shepard, seconded by Mathison, and unanimously carried to adjourn at 7:16pm.



City Clerk



Mayor

RESOLUTION NO. 2022-1211

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA,
APPOINTING A CITY INSURANCE AGENT OF RECORD**

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) requires cities to use the services of an agent in order to participate in the LMCIT property/casualty program; and

WHEREAS, the City Council has reviewed and considered the written materials from LMCIT discussing the agent's role and compensation in LMCIT; and

WHEREAS, Keith Dullinger Insurance Agency (hereafter referred to as "the agent") has agreed that they are willing to provide to the city the services listed below under the terms and conditions listed below;

The City Council of the City of Mora resolves as follows:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mora, Minnesota as follows:

Appointment

1. The City of Mora hereby appoints as its agent for purposes of the City's participation in the LMCIT property/casualty program.

Term

2. This appointment shall remain effective until December 31, 2025.

Compensation

3. As compensation for the services provided to the city as described in Paragraph 4 below, the agent will receive annually a fee equal to three percent (4%) of the annual premiums paid by the city to the agent for property, liability, and automotive coverages. Upon the receipt of amounts billed to the city by LMCIT, compensation will be calculated and paid to the agent thereafter.

Services

4. The agent will perform the following services:
 - a. Advise and assist the city in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
 - b. Assist in managing, tracking, and ensuring coverage is secured for insurable assets, such as buildings, mobile property, and automobiles.
 - c. Coordinate the gathering of the information needed in order to complete the renewal application, and complete the renewal application.

- d. Advise and assist the city in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverages, alternative coverage forms, etc.
- e. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
- f. Provide assistance on questions about coverage and premium calculations.
- g. Advise the city on potential gaps or overlaps in coverages.
- h. Assist in ensuring contractual insurance requirements are being met.
- i. Assist the city as requested in submitting claims and interpreting coverage as applied to particular claims.
- j. Review loss reports for correct reporting, appropriate reserves, etc.
- k. Assist as requested with safety and loss control activities.
- l. Assist the city in identifying risk exposures and developing appropriate strategies to address those exposures.
- m. Assist with the LMCIT appraisal process.
- n. Assist in managing and securing certificates of insurance.

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

Voting for resolution Anderson, Shepard, Mathison, Shepard
 Voting against resolution none
 Abstained from voting none
 Absent Brockmeier

Motion carried and resolution adopted this 6 day of December 2022.


 Alan Skramstad, Mayor

ATTEST:


 Glenn Anderson, City Administrator

A RESOLUTION OF THE CITY COUNCIL OF MORA, MINNESOTA, DESIGNATING THE POLLING PLACE OF THE CITY OF MORA FOR THE CALENDAR YEAR 2022

WHEREAS, Minnesota Statute 204B.16, Subd. 1, requires the governing body of each municipality to designate, no later than December 31st each year, the polling places for each election precinct; and

WHEREAS, the polling places designated by resolution in December of each year are the polling places to be used for elections in the following calendar year.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Mora, Minnesota; that the polling place to be used for the municipal precinct the City of Mora for calendar year 2022 is as follows:

PRECINCT: Mora City Hall, 101 Lake Street South, Mora, MN 55051

BE IT FURTHER RESOLVED; that the City Council of the City of Mora, Minnesota directs the City Clerk to make all necessary notifications and preparations for elections held in 2022 as required by Minnesota Statutes and Rules.

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

Anderson and seconded by Council Member Shepard.

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

Motion carried and resolution adopted this 6th day of December 2022.



Alan Skramstad, Mayor

ATTEST:



Natasha Segelstrom, City Clerk