

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,

seconded by Broekemeier, and unanimously carried to approve the 2023 Law Enforcement as presented (see attached contract).

- b. 2023 Prosecuting Services Contract: Barabara McFadden, Kanabec County Prosecuting Attorney, spoke to the City Council and presented the prosecuting services contract. She noted terms of the agreement have not changed or increased for 2023. McFadden provided a summary of prosecution cases on behalf of the City for 2022. MOTION made by Shepard, seconded by Anderson to approve the Kanabec County Prosecution Services Agreement for the period of January 1, 2023, through December 31, 2024.
- c. Resignation – Sara King: The Council reviewed Sara King’s letter of resignation, updated accountant job description and requested to begin recruitment for the position. The Council thanked her for her dedication and work for the City and wished her well in the future. MOTION made by Mathison, seconded by Shepard, and unanimously carried to accept resignation of Sara King. MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the updated job description. MOTION made by Broekemeier, seconded by Mathison, and unanimously carried to approve recruitment to fill the vacant accountant position.
- d. Letter to City Regarding Fire Call: The council reviewed a written letter by Ranaea L. Whitemore regarding a fire bill that was billed to the property owner on behalf of Ethel Carter of 620 Summit Ln. The council reviewed the letter which requested the fire bill be written-off. Yoder referenced City Code and the City’s Fire Billing. Council further discussed fire responses to carbon monoxide calls and directed staff to look further into the bill and provide additional resources that may be of assistance to the property owners as the council did not want to set a precedent.

**7. Public Hearings:** There were no public hearings.

**8. New Business:**

- a. 2023 Public Meeting Schedule- The City Council reviewed and approved the 2023 public meeting schedule. MOTION made by Shepard, seconded by Mathison, and unanimously carried to approve the 2023 Public Meeting Schedule as presented.
- b. Airport Taxi Lane: The Council reviewed the proposal for Airport Taxi Lane construction agreement for the Mora Municipal Airport for 2023. Kohlgraf explained the airport funding came from outside sources and would offset the City’s cost. He explained 90% was federal funding through the FAA, 5% state and 5% local with a cost of \$3,490.00. The costs referenced as federally eligible with local funds at \$1,930 and federally ineligible with local funds at \$1,560.00. MOTION made by Anderson, seconded by Mathison, and unanimously carried to approve the Airport Taxi Lane Construction agreement for the Mora Municipal Airport for 2023.

- 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.

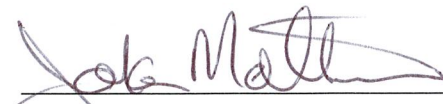
- a. **MAFD Monthly Report – November 2022**
- b. **KCSO Monthly Report - November 2022**
- c. **Planning Commission Meeting Minutes – December 12, 2022**
- d. **Airport Meeting Minutes – December 13, 2022**

**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.

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

  
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Mayor

RESOLUTION NO. 2022-1221

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA  
APPROVING THE 2023 TAX LEVY**

BE IT RESOLVED by the City Council of the City of Mora, Kanabec County, Minnesota that the following sums of money be levied in 2022, collectable in 2023, upon taxable property in the City of Mora for the following purposes:

General Fund	\$857,446.00
Capital Improvements	\$222,041.00
Debt Service	\$420,612.00
Tax Abatement	\$4,000.00
Total Levy Amount	\$1,504,099.00

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

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

Motion carried and resolution adopted this 20<sup>th</sup> day of December, 2022.

  
Alan Skramstad, Mayor

ATTEST:

  
Natasha Segelstrom, City Clerk