

Pursuant to due call and notice thereof Mayor Alan Skramstad order meeting of the Mora City Council at 6:30 pm on Tuesday, January 3, 2023 in the City Hall council chambers.

1. **Call to Order/Pledge of Allegiance**
2. **Oath of Office:** Alan Skramstad administered the Oath of Office to Mayor Elect Jake Mathison and new City Councilmember Dave Youngquist.
3. **Roll Call:** City Council Present: Mayor Jake Mathison, Jody Anderson, Sadie Broekemeier, Kyle Shepard, and Dave Youngquist

Staff Present: City Administrator Glenn Anderson, Administrative Services Director Natasha Segelstrom, Deputy Clerk Mandi Yoder, Public Works Director Joe Kohlgraf, Community Development Director Kirsten Faurie and Mora Area Fire Department Fire Chief Brett Anderson.

4. **Adopt Agenda:** Mathison brought forward an addition of items 5d, Gambling Permit and item 7b to the agenda Years of Service Recognition Alan Skramstad. Council MOTION made by Shepard, seconded by Broekemeier, and unanimously carried by the City Council to approve the agenda as amended.
5. **Consent Agenda:** MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – December 20, 2022
 - b. Gambling Permit – MN Deer Hunters Association, Snake River Chapter
 - c. Gambling Permit – Kanabec County Pheasants Forever
 - d. Gambling Permit - Paradise Theater
6. **Open Forum:** Alison Holland, Kanabec County Commissioner brought forward consideration for a representative to participate in the Lake Association. She further explained that Lake Mora had once been an educational site and home to Chinese Mystery Snail and that funding opportunities were available to help the site. Holland stated if the city were to participate, she recommended a member of the Park Board attend the meetings. Council discussed further the membership and it was agreed that Councilmember Shepard would attend the Lake Association meetings.
7. **Special Business:**
 - a. Ehlers Accounting Service Proposal - Anderson brought forward the proposal for accounting services from Ehlers Financial Planning. He stated that this would be used as needed and assist during the interim and to assist during the acclimation period for the new accountant. Anderson explained this proposal aligned funds that would have been spent for wages and benefits during the position vacancy. MOTION made by Anderson, seconded by Shepard, and unanimously carried to approve the contracted service proposal.

- b. Years of Service Recognition Alan Skramstad:** Mathison presented a years of service to Alan Skramstad for 10 years of service to the City Council as a Councilmember and Mayor from 2013-2022.

8. Public Hearings: There were no public hearings.

9. New Business

- a. 2023 Appointments:** Mathison discussed the 2023 and the positions would be appointed: Jody Anderson was appointed to the Fire Relief Association, Glenn Anderson was appointed as the Hearing Officer and Mutual Aid Authority, Natasha Segelstrom was appointed the Data Practices Officer. Council discussed the following appointments as stated:

<u>Position</u>	<u>Term (Yrs)</u>	<u>Appointed</u>
Public Utilities Commission.....	Three	Brett Baldwin
Public Utilities Commission.....	Three	Joe Heggernes
Housing & Redevelopment Authority-council seat.....	One	Jake Mathison
Housing & Redevelopment Authority.....	Three	Robert Jenson
Economic Development Authority.....	Six	Mike Segner
Economic Development Authority.....	Six	Rose Krie
Economic Development Authority-council seat.....	One	Dave Youngquist
Planning Commission.....	Three	Lance Strande
Planning Commission.....	Three	Tim Dahlberg
Planning Commission-council seat.....	One	Jody Anderson
Airport Advisory Board.....	Three	Dave Gunderson
Airport Advisory Board.....	Three	Karla Kastenbauer
Airport Advisory Board-council seat.....	One	Sadie Broekemeier
Park Board.....	Three	Steve Holcombe
Park Board.....	Three	Curt Sammann
Park Board-council seat.....	One	Kyle Shepard
Mayor Pro-Tem.....	One	Jody Anderson
City Attorney (civil).....	One	Joel Jamnik
		Campbell Knutson
City Attorney (prosecution).....	One	Barbara McFadden
		Kanabec County
East Central Cable Commission-council seat.....	One	Sadie Broekemeier
Living Solutions Board.....	One	Greg Ardner
Steering Committee-council seat.....	One	Jake Mathison
Steering Committee-PUC seat.....	One	Greg Ardner
Fire Relief Association.....	One	Alan Skramstad
Fire Relief Association.....	One	Jody Anderson
Hearing Officer.....	One	Glenn Anderson
Data Practices Officer.....	One	Natasha Segelstrom
Mutual Aid Authority.....	One	Glenn Anderson

City Council Meeting Minutes
January 3, 2023

Assistant Weed Inspector.....One	Joe Kohlgraf
Official Newspaper.....One	Kanabec County Times
Official Depositories..... One	4M Fund
..... One	Neighborhood
	National Bank
.....One	Wells Fargo
.....One	RBC Wealth

It was later discussed the removal of Alan Skramstad from all City bank accounts

MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to remove former Mayor, Alan Skramstad from all bank accounts related to the City of Mora.

MOTION made by Shepard, Seconded by Broekemeier, and unanimously carried to add Mayor Jake Mathison to the City Bank accounts.

- b. 2024 MAFD budget:** Fire Chief Brett Anderson presented the 2024 MAFD budget with a 1.63% increase from the 2023 budget. Chief Anderson detailed the expenditures, revenues, and Capital Improvement Plan to the council. MOTION made Shepard, seconded by Anderson, and unanimously carried to approve the 2024 Mora Area Fire Department Budget.
- c. Snake River Bridge Trail Easement:** The City Council reviewed and approved the Snake River Bridge Trial Easement for public multi-use trail purposes over, across, on, under, and through the property for \$1.00. Property described in Exhibit A and depicted on the Exhibit B (See Attached Easement). MOTION made by Broekemeier, seconded by Anderson, and unanimously carried to approve the easement for the Snake River Bridge Trail.

- 10. Old Business:** Wood Street Pedestrian Trial Extension / MnDOT Transportation Alternatives Grant. Community Development Director Faurie brought forward the Transportation Alternative grant summary. She explained the Wood Street Pedestrian Trail extension would encompass a 10foot wide bituminous trail with concrete curbs and pedestrian ramp. This would assist with an off street pedestrian route to Mora Public Schools to include the elementary, middle and high schools. The total project cost estimate \$570,000.00. Kohlgraf explained the project would be constructed in 2027 or 2028 with the North Wood Street reconstruction project and street improvement plan. Council ensued in discussion loss of yard space for property owners, assessments for the project and the amount that the City would cover. Segelstrom explained that the League of Minnesota Cities Special assessment toolkit covered numerous projects and special procedures for trails.

MOTION made by Shepard, seconded by Broekemeier unanimously carried to approve the following resolution:

RESOLUTION NO. 2023-111
RESOLUTION OF SUPPORT FOR PARTICIPATION IN THE
TRANSPORTATION ALTERNATIVES GRANT PROGRAM
(see attached resolution)

MOTION made by Broekemeier, seconded by Shepard and unanimously carried to approve the following resolution:

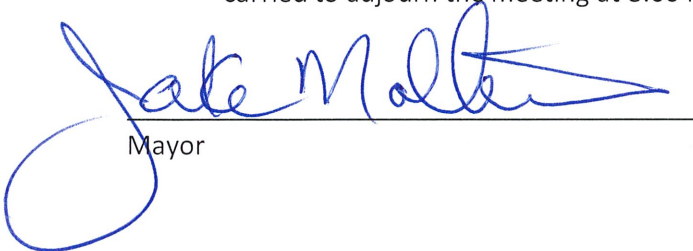
RESOLUTION NO. 2023-112
RESOLUTION AGREEING TO MAINTAIN FACILITY
(see attached resolution)

11. Communications: There were no communications for review.

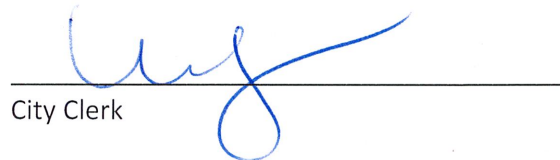
12. Reports

- a. City Administrator Anderson: Discussed cross training for the Utility Billing Clerks and training to provide assistance when needed. Council further discussed benefits of training but expressed concern with added costs that would be presented from the training and changes to employee's job description.
- b. Councilmember Anderson: Thanked Joe and the street crew for all the work with recent snow removal.
- c. Councilmember Broekemeier: Discussed the THC workgroup and exploring potential areas that would impact the city. Thanked Public Works on their plowing within the City and Faurie for her prompt response to Conditional Use Permitting process.
- d. Councilmember Shepard: Wished luck to Youngquist and Mathison while on the city council.
- e. Councilmember Youngquist: Thanked staff for being so welcoming and assisting with different questions as they arose.
- f. Mayor Mathison: Thanked City Staff and the council.

13. Adjournment: MOTION to adjourn by Shepard, seconded by Broekemeier, and unanimously carried to adjourn the meeting at 8:00 PM.



Mayor



City Clerk

RESOLUTION NO. 2023-111

**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.

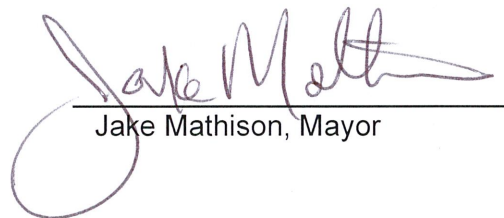
BE IT FURTHER RESOLVED, that the City Administrator is hereby authorized to act as agent
on behalf of the City of Mora.

The foregoing resolution was introduced and moved for adoption by Councilmember

Shepard and seconded by Councilmember Broekemeier.

Voting for Resolution..... Councilmembers Shepard, Broekemeier, Youngquist, Anderson, Mathison
Voting Against Resolution..... none
Abstained from Voting..... none
Absent none

MOTION carried and resolution adopted this 3rd day of January, 2023.


Jake Mathison, Mayor

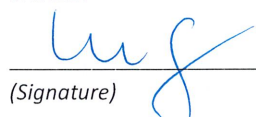
Attested:


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
3rd day of January 2023.

SIGNED:


(Signature)
City Clerk 1/3/2023
(Title) (Date)

WITNESSED:


(Signature)
COMMUNITY DEV. DIR 1/3/22
(Title) (Date)

RESOLUTION NO. 2023-112

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

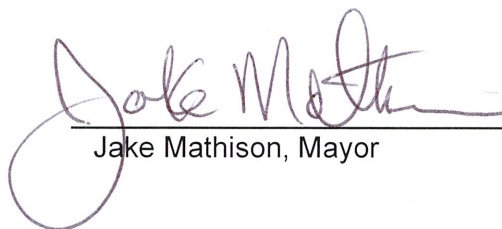
WHEREAS: the The City of Mora is the applicant and Kanabec County is the sponsoring agency for the transportation alternatives project identified as the Wood Street Pedestrian Trail Extension.

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 Broekemeier and seconded by Councilmember Shepard.

Voting for Resolution..... Mayor Mathison, Councilmembers Yangquist, Anderson, Shepard
Voting Against Resolution..... none
Abstained from Voting..... none
Absent none
Broekemeier

MOTION carried and resolution adopted this 3rd day of January, 2023.


Jake Mathison, Mayor

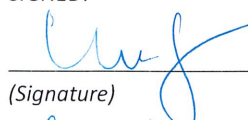
Attested:


Glenn Anderson, City Administrator

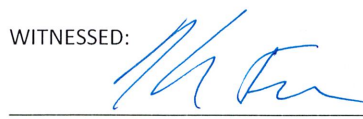
Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the City of Mora on this 3rd day of January 2023.

SIGNED:


(Signature)
City Clerk 1/3/2023
(Title) (Date)

WITNESSED:


(Signature)
COMMUNITY DEV. DIR 1/3/22
(Title) (Date)