



City of Mora
Kanabec County, Minnesota
Meeting Agenda
City Council

Mora City Hall
101 Lake St. S
Mora, MN 55051

Tuesday, May 03, 2022

6:30 PM

Mora City Hall

1. **Call to Order/ Pledge of Allegiance**
2. **Roll Call**
3. **Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Council members may add items to the agenda prior to adoption of the agenda.)*
4. **Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of 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** *(Individuals may address the council about any item not contained on the regular agenda. There is a maximum of fifteen (15) minutes set aside for open forum. A maximum of three (3) minutes is allotted per person. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.)*
6. **Public Hearings**
 - a. N. Grove Street Assessment Hearing
7. **New Business**
 - a. N. Grove Street Resolution for Adopting Assessments- Resolution No. 2022-511
 - b. N. Grove Street Improvement Project Bid Award Resolution No. 2022-512
8. **Old Business**
 - a. Public Utilities Commission Board Expansion – Vacant Seats
 - b. Public Utilities Commission Board Appointments
9. **Reports**
 - a. City Administrator
 - b. Councilmember Anderson
 - c. Councilmember Broekemeier
 - d. Councilmember Mathison
 - e. Councilmember Shepard
 - f. Mayor Skramstad
10. **Adjournment**



MEMORANDUM

Date May 3rd, 2022
To Mayor and City Council
From Administration and Department Head Staff
RE Approve Hire of Park and Cemetery Summer Employees

SUMMARY

Approve the hiring of Bob Dahms (cemetery) and Dillon Broehl (parks) as seasonal summer employees for the summer of 2022.

BACKGROUND INFORMATION

For many years, the City of Mora has hired positions for the summer to help take care of the parks and cemetery. These positions lessen the pressure on city staff to and keep the specific maintenance projects for staff on track. We would like to continue to keep this program going and hope for retainage of these summer employees moving forward.

OPTIONS IMPACTS

The positions we are asking to fill are part-time seasonal and are currently budgeted.

RECOMMENDATIONS

Staff seeks approval for Bob Dahms, starting May 23rd, and Dillon Broehl, starting June 6th, to fill the positions for the 2022 summer season.

Attachments: N/A



CITY OF MORA MORA MUNICIPAL UTILITIES



101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us

320.679.1511

Fax 320.679.3862

320.679.1451

April 26, 2022

Dillon Broehl
2569 Hwy 65
Mora, MN 55051

Re: Summer Employment

Dear Dillon,

On behalf of the City of Mora I am pleased to offer you the position of Summer Maintenance Worker. This employment offer is contingent upon the satisfactory outcome of pre-employment screening activities, including a driving record and criminal history check if you 18 years of age or older.

- **Start Date.** Tentatively you are set to begin the June 6, 2022. Your supervisor is Joe Kohlgraf, Public Works Director. His phone number is 612-390-8217 if you need to contact him prior to your start date.
- **Compensation.** Your wage will be a Grade 1, Step A, \$13.13 per hour for the duration of your employment.
- **Background Investigation.** Please read and return the enclosed background investigation packet as soon as possible. We reserve the right to withdraw this offer and/or terminate your employment if the results of the investigation are not satisfactory.
- **Status/Hours.** This position is classified as seasonal full-time. Generally, you will be scheduled for 40 hours per week for twelve to fourteen weeks based on the needs of the city. Overtime is not authorized, and holidays are not paid for this position.

Other benefits and conditions of employment are explained in the city's personnel policy.

Please indicate below whether you accept this conditional offer of employment by signing below and returning a copy of this letter to me by Friday, May 6, 2022. If you have any questions, please contact me or Mandi Yoder at 320-225-4804 as soon as possible.

(see reverse side)

Sincerely,

Joe Kohlgraf
Public Works Director

Enclosures: background investigation forms
Cc: personnel file

The foregoing conditional offer of employment is hereby accepted:

Employee Name - PRINTED

Date

Employee Name - SIGNED



CITY OF MORA MORA MUNICIPAL UTILITIES

101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us



320.679.1511

320.679.1451

April 26, 2022

Bob Dahms
2186 Joplin St
Mora, MN 55051

Re: Summer Employment

Dear Bob,

On behalf of the City of Mora I am pleased to offer you the position of Summer Maintenance Worker. This employment offer is contingent upon the satisfactory outcome of pre-employment screening activities, including a driving record and criminal history check.

- **Start Date.** Tentatively you are set to begin May 23 or 24, 2022. Your supervisor, Joe Kohlgraf, Public Works Director, will contact you soon to arrange a start date. His phone number is 612-390-8217 if you need to contact him prior to your start date.
- **Compensation.** Your wage will be Grade 1 Step F, \$14.86 per hour for the duration of your employment.
- **Background Investigation.** Please read and return the enclosed background investigation packet as soon as possible. We reserve the right to withdraw this offer and/or terminate your employment if the results of the investigation are not satisfactory.
- **Status/Hours.** This position is classified as seasonal full-time. Generally, you will be scheduled for 40 hours per week for twelve to fourteen weeks based on the needs of the city. Overtime is not authorized, and holidays are not paid for this position.

Other benefits and conditions of employment are explained in the city's personnel policy.

Please indicate below whether you accept this conditional offer of employment by signing below/the back side of this letter and promptly returning a copy of this letter to me. If you have any questions, please contact me or Mandi Yoder at 320-225-4804 as soon as possible.

(see reverse side)

Sincerely,

Joe Kohlgraf
Public Works Director

Enclosures:
background investigation forms

Cc: personnel file

The foregoing conditional offer of employment is hereby accepted:

Employee Name - PRINTED

Date

Employee Name - SIGNED



MEMORANDUM

Date: April 3, 2022
To: Mayor and City Council
From: Jeff Krie Activities & Recreation Coordinator
RE: Approve Hire of MAC Staff Seasonal Employees.

SUMMARY

Approve the hiring of returning staff and new staff to fill summer seasonal positions.

BACKGROUND INFORMATION

Attached is a list of returning staff and new staff that we are looking to hire for the upcoming 2022 season. While we are still short of trained staff, we will continue to take and review any Lifeguard applications for employment. Staff will also train some returning staff and new staff to help fill the need for Lifeguard for the upcoming season.

OPTIONS & IMPACTS

1. Approve the returning staff and new staff offers for employment. These positions are in the current budget.

RECOMMENDATIONS

Motion to approve the offers of employment to returning staff and new applicants plus hiring of additional staff as needed to fill Lifeguard positions for the 2022 season.

Attachments

Attachment A – List of names of offers submitted.

MAC Staff 2022

Returning Staff:

- Emily Yoder
- Aspen Anderson
- Tayah Anderson
- Hazel Carda
- Jonah Jacobson
- Lauren Kohlgraf
- Ada Kruger
- Max Kruger
- Elizabeth Marohn
- Skylar Mattson
- Olivia Nelson
- Jerah Nelson
- Ben Nordenstrom
- Haley Nordenstrom
- Brock Peterson
- Chloe Rossow
- Lucia Rossow
- Joah Schultz
- Roberta Tipp
- Katie Yoder

New Staff:

- Carter Beckman
- Blake Beier
- Grace Estemson
- Kinsie Gravening
- Hayden Hodson
- Katelynn Holley
- Joel Kelling
- Devin McClanahan
- Clara Niskanen
- Aksel Olson
- Ella Oslin
- Piper Radermacher
- Jennae Szucs
- Olivia Thompson
- Jacob Tomlinson
- Molly Tomlinson
- Johnathan Zaffke



MEMORANDUM

Date: April 3, 2022
To: Mayor and City Council
From: Jeff Krie Activities & Recreation Coordinator
RE: MAC Wages

SUMMARY

Staff is asking City Council to approve the new step pay scale for Lifeguards and Shift Supervisor due to the shift in starting wages.

BACKGROUND INFORMATION

On April 19, 2022 City Council approved the starting wage increase for Lifeguards to \$14 dollars and the starting wage of Shift Supervisor to \$16 dollars. With this approval we now need to adjust the pay scale for Grades A through E for those positions. Staff is asking City Council to approve those adjustments in wages.

OPTIONS & IMPACTS

1. Approve the pay scale grade A through E change for Lifeguards and Shift Mangers.
2. Reject the updated pay scale grade A through E.

RECOMMENDATIONS

Motion to approve the updated pay scale grade A through E for Lifeguards and Shift Supervisor position.

Attachments

Attachment A – Propose wage scale form.

**CITY OF MORA
Salary Schedule
2022**

MORA AQUATIC CENTER

Hourly Rate

Grade	Step A	Step B	Step C	Step D	Step E
1	13.23	13.74	14.27	14.82	15.39
2	12.68	13.17	13.67	14.20	14.76
3	11.58	12.02	12.49	12.96	13.45
4	11.02	11.45	11.89	12.34	12.82
5	10.47	10.88	11.28	11.71	12.15

Grade Assignments

- 1 MAC Shift Supervisor

- 2 Swim Instructor

- 3 Lifeguard

- 4 MAC Maintenance

- 5 Pool Aid
 Front Desk Worker
 Concession Worker
 Staff Training

COLA 6.00%

Certified adopted by the council on
11/16/2021.

By: *Lindy Crawford*

CITY OF MORA
Salary Schedule
2022 updated 05/17/22

MORA AQUATIC CENTER

Hourly Rate

Grade	Step A	Step B	Step C	Step D	Step E
1	16.00	16.61	17.24	17.90	18.58
2	12.68	13.16	13.66	14.18	14.72
3	14.00	14.53	15.08	15.65	16.24
4	11.02	11.44	11.87	12.32	12.79
5	10.47	10.87	11.28	11.71	12.15

Grade Assignments

- 1 MAC Shift Supervisor
- 2 Swim Instructor
- 3 Lifeguard
- 4 MAC Maintenance
- 5 Pool Aid
Front Desk Worker
Concession Worker
Staff Training

COLA 6.00%

Certified adopted by the
council on _____.



MEMORANDUM

Date: May 3, 2022
To: Mayor and City Council
From: Jeff Krie Activities & Recreation Coordinator
RE: Special Event Permit for the Norby Family Benefit

SUMMARY

Staff is asking City Council to approve the Special Event Permit for the Norby Family Benefit on May 7, 2022.

BACKGROUND INFORMATION

Staff was notified last week that for the Norby Family Benefit the event would like to close Union Street from Northwest Railroad Ave to Maple Ave. Since this is a county road and they are not requesting any city aid the group did not realize they needed to contact the City. Since they are serving alcohol catered by the Crystal Bar and Grill and closing a street that could impact businesses staff felt they should fill out a Special Event Permit for this event and for the permit to be approved by City Council. The event is scheduled for May 7, 2022 from 6:00am till 12:00am. The event is put together by various members of the community.

OPTIONS & IMPACTS

1. Traffic control devices will be provided by Kanabec County and will be placed as directed and removed from the streets at the end of the event.
2. They event will have alcohol and is catered by the Crystal Bar and Grill which has its license and will have a fenced off serving area. All beverages must stay within fenced in area.
3. Full street clean-up, no garbage cans to be left in street after event.
4. Fees are paid, late fee and deposit waved.

RECOMMENDATIONS

Motion to approve the Special Event Permit for the Norby Family Benefit and to approve the street closer on Union Street from Northwest Railroad to Maple Ave.

Attachments

Attachment A – Special Event Permit



CITY OF MORA
SPECIAL EVENT PERMIT APPLICATION

City of Mora | 101 Lake Street South | Mora, MN 55051
ci.mora.mn.us | 320-679-1511

Please refer to our website for the Public Property Use Permit Policy for additional information and rules.
Only completed applications with payment will be accepted. Applications are due 60 days prior to event.

EVENT INFORMATION			
Name of Event:	Norby Family Benefit		
Type of Event (festival, parade, athletic, etc.):	Benefit		
Event Location:	Maple ave + union st. to Railroad + union st.		
Event Set Up Date:	5/7/22	Start Time: 6:00 am End Time:	
Actual Event Date(s):	5/7/22	Start Time: Please be aware that parks close at 10:00 pm. End Time:	
Event Clean Up Date:	5/7/22	Start Time: End Time: 12:00 am	
Estimated Attendance:	1000 people through out the day.		
APPLICANT INFORMATION			
Sponsoring Organization Name:	N/A.		
Primary Contact Person:	Brandon Ostien		
Address:	400 maple Ave E		
City:	Mora	State: MN Zip: 55051	
Phone:	763-670-0701	E-Mail: bostien@moraschools.org.	
Name of Contact Person During Event:	Same as above	Cell Phone:	
Person listed above must be present during the event and immediately available.			
DAMAGE / KEY DEPOSIT REFUND INFORMATION			
Person/Organization Name:	Waived.		
Address:			
City:	State:	Zip:	
EVENT DETAILS			
Schedule of Activities Attached?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Site Plan Attached? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Traffic Plan Attached? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
List any Road Closures/Partial Lane Closures and the Time of Closing:	See above		
If applicable, please attach a clear map showing the traffic plan with street closures and routes			

Is the event open to the public?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Admission Charged?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Will alcohol be served at the event?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If yes, will you be charging for or accepting donations for the alcohol?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
If YES to both of the above questions pertaining to alcohol, attach liquor liability certificate of insurance from both the applicant and the caterer (if one is used) naming the CITY OF MORA as additional insured.					
Certificate of Liability Insurance attached?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes			
Will food be served / provided / prepared on site?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please contact MN Department of Health at 320-223-7317.		
Will sound amplification be used?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If YES, hours and type: No amplified sound 10 pm to 7 am.		
Please attach a site plan showing the following applicable items.					
Will there be canopies or tents? <i>30' x 50' No Sides</i>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the size and location of canopies & tents. Date installed: <i>5/7/22</i> Date removed: <i>5/7/22</i>		
Will there be events in the air?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan what & where.		
Will a stage be set up?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the size and location of the stage.		
Will there be temporary fencing?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fencing.		
Will traffic control devices be needed?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Number needed:		
Will there be a fire or fires?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the dimensions and location of the fire(s).		
Will power be needed?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Indicate on site plan the location(s) of power source. Additional permits may be needed-contact MMU 679-1451.		
Event attendance at 100 persons or greater requires sanitation facilities. Indicate sanitation facilities location on site plan if required. If not required, describe sanitation plan here: <i>Identified on Map.</i>					
Describe parking arrangements for the event and show on the traffic plan: <i>General Parking as crowds are throughout the day.</i>					
Describe trash removal and clean-up plan during and after event: <i>Quality Disposal will drop off more garbage cans.</i>					

Please call Crystal for certificate 679-4300

This permit is not transferable, nonrefundable, and is not valid for any other date or purpose than specified above. An approved copy of this permit must be available for inspection during the period of use.

Special Events Waiver of Liability Agreement:

I agree to abide by all applicable City Ordinances regulating special events and the use of public parks. I agree to indemnify and hold the City of Mora harmless for any personal injury claims resulting from our use of public property or organized public event and waive any right to make claims or bring lawsuit against the City or anyone working on behalf of the City. I agree to pay for any damage done to public property as a result of our organization's use of public property that exceeds the damage deposit.

Please Note: Applications and other materials (map, race route, etc.) submitted for approval will be considered final once the permit is approved by the City Council. Please be sure all information on the application is correct.

Brian Ote
Signature of Authorized Representative

400 north Ave E Mora, MN 55051
Address/City/St/Zip

4/25/22
Date

PAYMENT INFORMATION

Event Fee: \$50	Date Paid: 4/25/22 Amount Paid: \$50.00	Staff Initials: <i>[Signature]</i>
Key/Event Deposit(s): Waived	Date Paid: Amount Paid: Date Returned:	Staff Initials: Staff Initials:
Key: N/A.	Key #: Date Issued: Date Returned:	Staff Initials: Staff Initials:
Comments: Deposit & Lock fee waived due to circumstances.		

Authorization and Comments

[Signature] 4/27/22

 Property Coordinator or Designee Signature and Date

I have reviewed the application and have the following comments and conditions:

Event fee paid.

[Signature] 4-28-2022

 Public Works Director Signature and Date

I have reviewed the application and have the following comments and conditions:

Full Street Cleanup and
Removal of Barricades after
event. No cans (garbage) to
be left in street.

[Signature] 4-28-22

 Building Official Signature and Date

I have reviewed the application and have the following comments and conditions:

No concerns
or comments other
than contain beverages
in fenced area

[Signature] 4/28/22

 Deputy Clerk Signature and Date

I have reviewed the application and have the following comments and conditions:

✓CB&G have license, fenced off
service area. No concerns
as presented.

[Handwritten Signature]

Fire Chief or Designee Signature and Date

I have reviewed the application and have the following comments and conditions:

No Issues.

[Handwritten Signature]

Kanabec County Sheriff or Designee Signature and Date

I have reviewed the application and have the following comments and conditions:

[Handwritten Signature] 4-29-2022

City Administrator Signature and Date

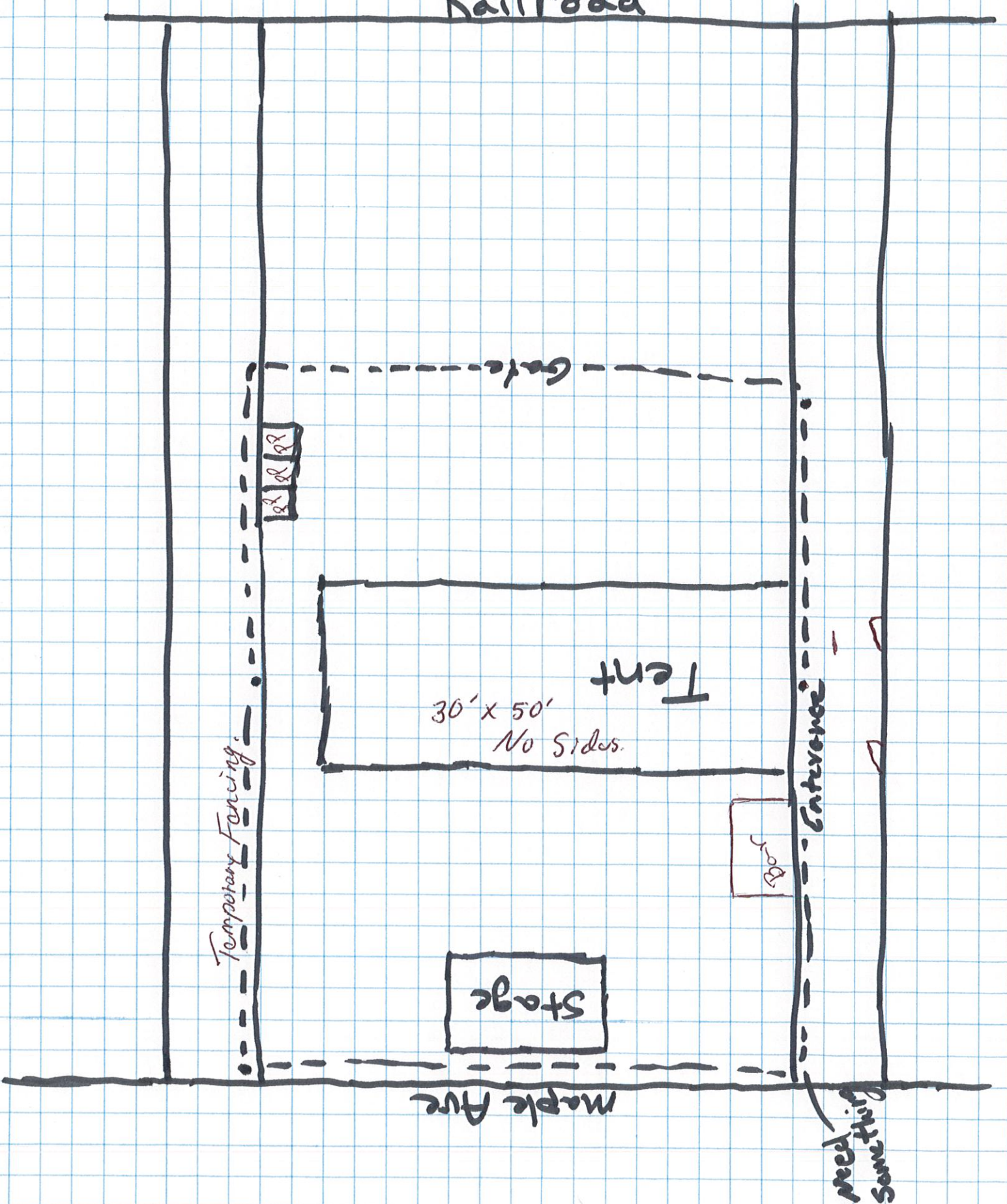
City Council Approval Date / Permit Issued Date

I have reviewed the application and have the following comments and conditions:

EVENT FEES			
Permit Base Fee	<i>(\$50)</i>	Late Fee	\$100 <i>waived</i>
Damage/Key Deposit	\$100 <i>waived</i>	Cancellation Fee	\$15
Additional Options (in addition to base fee)			
Street Closure/Parade	\$25 <i>County</i>		
Traffic Control Devices	\$50 (covers drop-off and pick-up at event site)	<i>County</i>	
Event Storage Fee	\$50		
Garbage Removal	\$45/hr. (deducted from damage deposit)		
Event Clean-up	\$45/hr. (deducted from damage deposit)		

Saturday, May 7	
Location:	Crystal
Time Line:	
6:30 AM	Bake Sale Setup
	Set up bake sale items from basement of Crystal
People Needed:	10 students and 2 adults
6:30 AM	Street Set Up
	See separate sheet for more info
7:00 AM	Silent Auction Items Delivery and Set Up Crew
	Head to my class room to pick up silent auction items
People Needed:	Same 10 students as up and 2 adults
8:00 AM	Bake Sale Workers
	Watch over items and organize throughout the day
People Needed:	See matching color for people needed
8:30 AM	Silent Auctions Workers
	Running the silent auction items all day in shifts
People Needed:	See matching color for people needed
9:00 AM	Bid Number Sales
	Signing up people for bid numbers
People Needed:	2 Students at 2 times slots
1:00 PM	Live Auction Items Delivery and Set Up Crew
	Head to my class room to pick up live auction items
People Needed:	5 students and 2 adults
2:00 PM	Live Auction Item Watchers
	Watch over live auction items to make sure they don't walk off
People Needed:	See matching color for people needed
5:00 PM	Raffle Ticket Drawing
	Draw 4 tickets and label them 1st through 4th and announce in reverse order
5:45 PM	Beer Bust Sales
	Hoffman is leader of this group
People Needed:	Hinckley Nights will be selling the cups for \$10 a cup Stop selling at 8:00 pm
10:00 PM ish	Street Take Down
	See separate sheet for more info

Railroad



Maple Ave

Entrance

Tent

30' x 50'
No Sides.

Stage

Door

Temporary Fencing

Gate

need something



MEMORANDUM

Date: May 3rd, 2022
To: Mayor and City Council
From: Joseph Kohlgraf, Public Works Director
RE: Shayne Bontjes Probationary Period Release

SUMMARY

Release of Shayne Bointjes from 6 month probationary period.

BACKGROUND INFORMATION

Heavy equipment operator and mechanic, Shayne Bointjes has successfully met the requirements for the 6 month probationary period. He is currently grade 8, step C: \$26.26 at and will move up to grade 8, step D: \$26.91 after his probationary period is released.

OPTIONS & IMPACTS

This position is currently budgeted.

RECOMMENDATIONS

Motion to approve release of Shayne Bointjes probationary period immediately.

Attachments
None



Building a Better World
for All of Us®

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Greg Anderson, City Engineer

DATE: April 25, 2022

RE: North Grove Street Assessment Hearing
SEH No. MORA0 163905 14.00

At the council meeting on May 3, 2022 the City Council will hold the assessment hearing for the North Grove Street Reconstruction Project. After I provide a brief project description and discussion on how the special assessments were calculated, the council can open the public hearing to take comment from the residents concerning their special assessments. After closing the public hearing, the council can vote on the attached resolution that adopts the final assessments for the project. The council should be aware that this resolution will require at least a 4/5^{ths} vote to pass. The proposed final assessment roll is attached to this memo.

After approving the resolution, the next council item related to the North Grove Project would be to award the construction contract to Douglas-Kerr Underground, LLC. I have provided a separate letter recommending award of the contract.

ah/GFA

c: Glenn Anderson, City Administrator
Natasha Segelstrom, Administrative Services Director

x:\ko\m\mora0\163905\1-gen\14-corr\assessment hearing memo 2022 04 25.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Final Assessment Roll

FIGURE NUMBER	PIN	OWNER_ORIG	ADDRESS	LENGTH	STREET/STORM	SERVICES	TOTAL ASSESSMENTS
1	00022.00835.00	GAMS,KELLY	519 GROVE ST N	245	\$6,394.00	\$6,025.00	\$12,419.00
2	00022.00840.00	HANSON,JESSICA	513 GROVE ST N	92	\$3,304.00	\$6,025.00	\$9,329.00
3	00022.00845.00	CROW,ADAM E & MARILYN S E	501 GROVE ST N	75	\$3,100.00	\$6,025.00	\$9,125.00
4	00022.00850.00	MALMQUIST,SUSAN	431 GROVE ST N	84	\$3,208.00	\$6,025.00	\$9,233.00
5	00022.00855.00	AGUSTUS COMPANY	425 GROVE ST N	50	\$2,900.00	\$6,025.00	\$8,925.00
6	00022.00890.00	GILLEN,BENJAMIN	413 GROVE ST N	50	\$2,900.00	\$6,025.00	\$8,925.00
7	00022.00895.00	HALLIN,ANTHONY S & SUSAN	407 GROVE ST N	99	\$3,400.00	\$6,025.00	\$9,425.00
8	00022.00900.00	BAACK,DARCY L & CAROL A	331 GROVE ST N	100	\$3,400.00	\$6,025.00	\$9,425.00
9	00022.00935.00	HADDEN,MICHAEL D	319 GROVE ST N	88	\$3,256.00	\$6,025.00	\$9,281.00
10	00022.00930.00	BARNES,ROBERT & SHARON	307 GROVE ST N	140	\$3,900.00	\$6,025.00	\$9,925.00
11	00022.00940.00	SJODIN,ELTON W & CAROL L	229 GROVE ST N	94	\$3,328.00	\$6,025.00	\$9,353.00
12	00022.00945.00	SCHNEIDER,JUDY L	219 GROVE ST N	90	\$3,280.00	\$6,025.00	\$9,305.00
13	00022.00950.00	POCKET GOPHER LLC	207 GROVE ST N	146	\$4,042.00	\$6,025.00	\$10,067.00
14	00022.00825.00	CITY OF MORA		417	\$10,478.00		\$10,478.00
15	00022.00830.00	COUNTY OF KANABEC		25	\$1,450.00		\$1,450.00
16	00022.00805.00	SWANSON,JOHN	418 RAILROAD AVE NW	299	\$7,700.00	\$6,025.00	\$13,725.00
17	00022.00670.00	KOOLMO,LUELLA C	107 GROVE ST S	95	\$3,340.00	\$6,025.00	\$9,365.00
18	00022.00665.00	ALLAN,PETER D	113 GROVE ST S	75	\$3,100.00	\$6,025.00	\$9,125.00
19	00022.00660.00	BEDORE,FRED E	119 GROVE ST S	55	\$2,940.00	\$6,025.00	\$8,965.00
20	00022.00650.00	PETSCHER,STEVEN R & DEBORA L	400 FOREST AVE W	125	\$3,713.00	\$6,025.00	\$9,738.00
21	00022.04620.00	ZAMORA,RAYMOND G & ALBERTA R	520 GROVE ST N	124	\$1,100.00		\$1,100.00
22	00022.00220.00	ZAMORA,RAYMOND G & ALBERTA R		175	\$2,800.00	\$6,025.00	\$8,825.00
23	00022.04615.00	FIX,ANDREA L	330 4 ST	90	\$3,280.00	\$6,025.00	\$9,305.00
24	00022.04665.00	OLSON,JAMES	430 GROVE ST N	100	\$3,400.00	\$6,025.00	\$9,425.00
25	00022.04655.00	KOCH,RANDALL & LEE ANN	418 GROVE ST N	100	\$3,400.00	\$6,025.00	\$9,425.00
26	00022.04650.00	KORAN,PAULINE	412 GROVE ST N	50	\$2,900.00	\$6,025.00	\$8,925.00
27	00022.04645.00	JORDAN,KATHERINE N	406 GROVE ST N	50	\$2,900.00	\$6,025.00	\$8,925.00
28	00022.04685.00	SCHUCH,JOANNE	400 GROVE ST N	70	\$3,060.00	\$6,025.00	\$9,085.00
29	00022.04680.00	SHEPHERD,JAMES	324 GROVE ST N	80	\$3,160.00	\$6,025.00	\$9,185.00
30	00022.04690.00	TAYLOR,JOE F & MARY E	320 GROVE ST N	60	\$2,980.00	\$6,025.00	\$9,005.00
31	00022.04710.00	LILIENTHAL,GREGORY J	318 GROVE ST N	75	\$3,100.00	\$6,025.00	\$9,125.00
32	00022.04705.00	WICKEHAM,TERRANCE T	312 GROVE ST N	80	\$3,160.00	\$6,025.00	\$9,185.00
33	00022.04755.00	BORISOF,DIANA	230 GROVE ST N	55	\$2,940.00	\$6,025.00	\$8,965.00
34	00022.04750.00	RUIZ,JUAN G & TARA M	220 GROVE ST N	100	\$3,400.00	\$6,025.00	\$9,425.00
35	00022.04740.00	ANDERSON,DAVID C & ROBERTA M	330 1 ST	150	\$4,138.00	\$6,025.00	\$10,163.00
36	00022.03055.00	PATTERSON,AARON P & JESSICA A	120 GROVE ST N	133	\$3,813.00	\$6,025.00	\$9,838.00
37	00022.03080.00	BRUCE,JAMES S & FAYE M	114 GROVE ST N	200	\$5,325.00	\$6,025.00	\$11,350.00
38	00022.03110.00	BARTUSCH,ERIC	325 MAPLE AVE W	100	\$3,400.00		\$3,400.00
39	00022.03105.00	BORCHARDT,TREVOR A	330 RAILROAD AVE NW	200	\$5,325.00		\$5,325.00
40	00022.03375.00	PETERSON,JEREMY D	106 GROVE ST S	75	\$3,100.00	\$6,025.00	\$9,125.00
41	00022.03370.00	RIVARD,KATHLEEN M	112 GROVE ST S	100	\$3,400.00	\$6,025.00	\$9,425.00
42	00022.03365.00	THOMSEN,MARK & LYNETTE	330 FOREST AVE W	150	\$4,138.00		\$4,138.00
43	00022.00082.00	CITY OF MORA	117 RAILROAD AVE SE	100	\$3,400.00		\$3,400.00
44	00022.00082.00	CITY OF MORA	117 RAILROAD AVE SE	100	\$3,400.00		\$3,400.00
							\$377,052.00

Motion made by _____ 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 _____ and upon a vote being taken thereon, the following voted in favor thereof:

The following voted against the same:

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

By: _____
Alan Skramstad, Mayor

ATTEST:

Glenn Anderson, City Administrator



MEMORANDUM

Date: May 3, 2022
To: Mayor and City Council
From: Glenn Anderson, City Administrator
RE: Public Utilities Commission Appointment

SUMMARY

The city council will discuss the North Grove Street Improvements and discuss awarding the bid.

BACKGROUND INFORMATION

On March 24, 2022 four bids for the North Grove Street reconstruction project were received. The low bid received was submitted by Douglas-Kerr Underground, LLC, of Mora, MN, in the amount of \$1,737,247.06.

Attachments

SEH Letter recommending project award
Resolution No. 2022-512 Accepting Bid Resolution



Building a Better World
for All of Us®

April 26, 2022

RE: Mora, Minnesota
North Grove Street Improvements
SEH No. MORA0 163905

Glenn Anderson, City Administrator
City of Mora
101 Lake Street S
Mora, MN 55051

Dear Mr. Anderson:

On 10:00 a.m., Thursday, March 24, 2022, four bids were received for the above-referenced project. The bids ranged from a high of \$2,117,120.55 to a low of \$1,737,247.06. The low bid received was submitted by Douglas-Kerr Underground, LLC, of Mora, MN, in the amount of \$1,737,247.06.

Contractor	Total Bid
Douglas-Kerr Underground, L.L.C.	\$1,737,247.06
A-1 Excavating, LLC	\$1,737,402.60
Northdale Construction Co., Inc.	\$1,996,825.70
Utility Systems of America	\$2,117,120.55
Engineer's Estimate	(\$2,078,686.00)

This contractor has worked in Mora on projects of various sizes. SEH engineers can conclude that Douglas-Kerr Underground, LLC, has the experience and ability to complete a project of this size.

Accordingly, we recommend the project be awarded to Douglas-Kerr Underground, LLC, in the amount of \$1,737,247.06, upon completion of the Assessment Hearing for the North Grove Street Improvements.

Sincerely,

Greg Anderson, PE
City Engineer

ah

Attachments

c: Joe Kohlgraf, City of Mora

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Motion made by _____ 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 ____ day of _____, 2022

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

Voting for the resolution:

Voting against the resolution:.....

Abstained from voting:

Absent:

Motion carried and resolution adopted this __ day of _____, 2022

Alan Skramstad, Mayor

ATTEST: _____
Glenn Anderson,
City Administrator



MEMORANDUM

Date: May 3, 2022
To: Mayor and City Council
From: Glenn Anderson, City Administrator
RE: Public Utilities Commission Appointment

SUMMARY

The city council will discuss the Public Utilities Commission Board vacant seats and may appoint two persons to satisfy the requirements of the recently passed Special Law.

BACKGROUND INFORMATION

At the direction of the city council, staff has been receiving applications to fill the vacant Public Utilities Commission positions. Staff received two applications for the PUC – Dave Chmiel and Sara Treiber. The city council should discuss the applicants and select the appropriate candidate to fill the vacancy.

OPTIONS & IMPACTS

1. Appoint both applicants to the PUC Board.
2. Appoint one applicant and appoint a Council member.
3. Do not appoint a resident from the applications received and solicit additional applications from residents.

RECOMMENDATIONS

Discuss candidates to fill the vacant PUC Board position and direct staff appropriately.

Attachments
None



CITY OF MORA Board and Commission Application Form

Name: Dave Chmiel Date: 4/4/2022
Address: 212 Dion Ave, Mora
Telephone: [REDACTED] E-mail: [REDACTED]

Name of board or commission for which you are applying:

Public Utility Commission

**Please note when applying, per Mora City Code or State Statute for the following:

A Housing & Redevelopment Authority member must be a resident *MS §469.003*;

A Planning Commission member must be a resident or property owner *MCC §32.66*;

A Park Board member must be a resident, property owner, or business owner *MCC§32.16*

Relevant qualifications or experience:

Have served on many different boards. Have lived in Mora for 30 years.

Other interests and/or community involvement:

I have served on the Mora City Council and have also served on the East Central Regional Development Commission, the East Central Cable Commission, The Mora EDA, The Rush City EDA, served on the Mora Chamber of Commerce Board of Directors as well as on the Pine City Chamber Board and the Rush City Chamber Board.

Any limitations on your ability to serve such as meeting times, employment, etc.?

I do not foresee any limitations

Have you ever served on a board or commission for the City of Mora? Yes No

If "Yes," Which one(s) and when:

Yes, please take a look at Community Development

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

RECEIVED

APR - 4 2022
NS

OFFICE USE ONLY

Date received: _____

Date council reviewed: _____ Appointment: approved denied Term expires _____

Comments: _____



CITY OF MORA

Board and Commission Application Form

Name: _____ Date: _____

Address: _____

Telephone: _____ E-mail: _____

Name of board or commission for which you are applying:

**Please note when applying, per Mora City Code or State Statute for the following:
A Housing & Redevelopment Authority member must be a resident *MS §469.003*;
A Planning Commission member must be a resident or property owner *MCC §32.66*;
A Park Board member must be a resident, property owner, or business owner *MCC§32.16*

Relevant qualifications or experience:

Other interests and/or community involvement:

Any limitations on your ability to serve such as meeting times, employment, etc.?

Have you ever served on a board or commission for the City of Mora? Yes No
If "Yes," Which one(s) and when:

If you have any questions regarding the duties or responsibilities of the position please contact City Hall at 320-679-1511.

OFFICE USE ONLY

Date received: _____

Date council reviewed: _____ Appointment: approved Term expires _____

denied

Comments: