



City of Mora  
Kanabec County, Minnesota  
Meeting Agenda  
City Council

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

Tuesday, December 7, 2021

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. Regular Meeting Minutes – November 16, 2021
  - b. Special Joint Council/PUC Meeting Minutes – November 16, 2021
  - c. Special Joint Council/PUC Meeting Minutes – November 30, 2021
  - d. Designate City Hall as a Polling Place
  - e. Approve Hire of Community Development Director
  - f. Approve 2022-2024 Fire Officer Appointments
  - g. Accept Letter of Resignation – Firefighter
  - h. Accept American Rescue Plan Act Funds
- 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. Special Business**

None
- 7. Public Hearings**
  - a. Truth-in-Taxation Hearing
- 8. New Business**
  - a. Planning Commission Appointment and Vacancy
  - b. 2022 Public Meeting Schedule
  - c. 2022 Pay Plan/ Salary Schedules/ Organizational Chart
  - d. 2021 Budget Amendments
- 9. Old Business**

None
- 10. Communications**

None
- 11. Reports**
  - a. City Administrator
  - b. Councilmember Anderson
  - c. Councilmember Broekemeier
  - d. Councilmember Mathison
  - e. Councilmember Shepard
  - f. Mayor Skramstad

**12. Closed Session**

### 13. Adjournment

Pursuant to due call and notice thereof Mayor Skramstad called to order the regular meeting of the Mora City Council at 6:30 PM on Tuesday, November 16, 2021, in the city hall council chambers.

2. **Roll Call:** Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Jake Mathison, Sadie Broekemeier, and Kyle Shepard  
Staff Present: City Administrator Lindy Crawford, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, and Accountant Sara King
3. **Adopt Agenda:** MOTION made by Shepard, seconded by Mathison, and unanimously carried to approve the consent agenda as amended.
4. **Approve Consent Agenda:**
  - a. Regular Meeting Minutes – October 19, 2021
  - b. Special Joint Council/PUC Meeting Minutes-November 1,2021
  - c. October 2021 Claims
  - d. Temporary Liquor License Application-Vasaloppet USA
  - e. Certification of Unpaid Utility Charges – RESOLUTION 2021-1121
  - f. Gambling Permit – St. Mary’s Catholic Church
  - g. Gambling Permit-Bingo – St. Mary’s Catholic Church
  - h. Accept Restricted Donations - RESOLUTION 2021-1122
  - i. Public Property Use Permit Request Amendment – Dala Dazzle
  - j. Airport Maintenance and Operation Grant Agreement – RESOLUITON 2021-1123
  - k. Items for Consideration to Write-Off
  - l. Airport Taxilane and Supplemental Windcone Project Payment
  - m. Public Property Use Permit Request – Vasaloppet USA Ski Race
5. **Open Form:** Mora resident, Randy Koch of 418 N. Grove Street spoke in regard to the proposed North Grove Reconstruction Street project. Koch expressed concern from previous construction on Grove street and the unnecessary waste and did not believe the taxpayers should have their property assessed for the street project. He stated taxes have increased due to the new school and believed the street has declined from the increased traffic, heavy equipment, and construction from the new school. Council acknowledged Koch’s concern and explained the street improvement plan with the City and the purpose of a feasibility study. Crawford stated that property owners would have the opportunity to speak during a public hearing scheduled for December 21, 2021.

Kent Lilyerd, a Knife Lake Township resident, spoke at open forum in regard to fire service charges from Mora Area Fire Department. Lilyerd questioned the billing procedures for an expense incurred to a property owner if services were not warranted. He stated a neighbor called MAFD to his residence resulting in a fire service charge. King explained the services performed to Lilyerd’s property, and there were no further questions from Lilyerd.

**6. Special Business:** None

**7. Public Hearings**

**a. Assessment of Unpaid Fire Charges:** King reported assessments for unpaid fire charges. The public hearing was opened by Skramstad at 6:52PM; no one spoke at the public hearing and staff reported no correspondence had been received. MOTION made by Mathison and seconded by Anderson, and unanimously carried to close the public hearing and approve Resolution No. 2021-1124.

**b. Assessment of Unpaid City Charge:** King reported assessments for unpaid city charges. The public hearing was opened by Skramstad at 6:53PM; no one spoke at the public hearing and staff reported no correspondence had been received. MOTION made by Shepard and seconded by Anderson, and unanimously carried to close the public hearing and approve Resolution No. 2021-1125.

**8. New Business:**

**a. 2021 Tax Abatement Report – JCF Properties, LLC:** Crawford presented the annual tax abatement report from JCF Properties, LLC and reported 21 residential units had been fulfilled. MOTION made by Shepard, seconded by Mathison, and unanimously carried to accept the 2021 tax abatement report submitted by JCF Properties, LLC and authorize the annual abatement payment of \$2,100 in December.

**b. 2021 Tax Abatement Report Northland Process Piping:** Crawford presented the annual tax abatement report form Northland Process Piping (NPP) and explained NPP was automatically eligible to receive the tax abatement payment per terms of the Business Subsidy Agreement. MOTION made by Shepard, seconded by Mathison, and unanimously carried to accept the 2021 tax abatement report submitted by Northland Process Piping.

**c. Fox Run Third Addition Development Agreement:** Crawford brought forward the development agreement from the September 21<sup>st</sup> regular meeting and updated the council that developer Jake Fedder will change the name of the development from Fedder Properties, LLC to MN Land Holdings, LLC. and areas of the document will be completed upon name change and that the council had previously approved the agreement.

**9. Old Business:** none

**10. Communications**

**a. 2021 MAC Season Recap:** Krie summarized the 2021 Mora Aquatic Center Season and noted increased number of ticket sales and increased number of private pool rentals. He further explained unplanned repairs to the facility which had since been resolved. Krie thanked city staff and the community for another great season. Crawford recognized that the revenues and expenditures gap is continues to decrease. Council commended the MAC's performance and improved numbers from the previous season. Further discussion ensued on potential packages for pool rentals and whether added packages

would increase sales. Council determined at this time; it would not be cost effective to offer additional packages to increase private rental sales.

- b.** Quarterly Financial Report: King presented the 3<sup>rd</sup> Quarter financial report. All funds were in a positive position, and she explained a deficit shown from the General Fund was budgeted for the 2021 year. The report did not include pending property tax settlement or Local Government Aid. Fund balances were closer to the bandwidth and cash was slightly above the bandwidth. Stormwater and Cemetery funds also improved, and progress was shown.
- c.** Fuel Remediation Letter dated October 25, 2021:
- d.** PUC Letter dated October 27, 2021: Council questioned if the PUC rescinding the contribution would impact the budget. Crawford explained that staff presented a conservative approach with the 2022 proposed budget and the change would not financially impact the city budget.
- e.** MAFD Monthly Report- October 2021
- f.** KCSO Monthly Report - October 2021
- g.** EDA Meeting Minutes – November 5, 2021

#### **11. Reports**

- a.** City Administrator: Crawford stated the fire officer applications and appointment process had begun and questioned if she could move forward without the interview and reappoint if no new applicants were submitted by the deadline. Skramstad stated if the same people applied for reappointment to move forward with the recommendation instead of holding interviews. Crawford also asked for a councilmember to sit in for the fire chief interview process if we were to have one. Broekemeier stated she would be available. Crawford brought forward the Special Joint Meeting date on November 30, 2021 with DDA to approve the city administrator position profile and move forward with the recruitment process.
- b.** Councilmember Anderson: nothing new to report.
- c.** Councilmember Broekemeier: nothing new to report.
- d.** Councilmember Mathison: Nothing new to report.
- e.** Councilmember Shepard: Provided an update on the dog park and proper cleanup measures from dog owners.
- f.** Mayor Skramstad: Stated city hall would host the recent five mayors of Mora for photo.

- 12. Adjournment:** MOTION made by Shepard, and seconded by Mathison, and unanimously carried to adjourn the City Council meeting at 7:16pm.

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Mayor

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City Clerk



Pursuant to due call and notice thereof Mayor Alan Skramstad and PUC Chair Greg Ardner called to order the Special Joint meeting of the Mora City Council and Public Utilities Commission at 4:30 PM on Monday, November 16, 2021 in the city hall council room.

- 2. Roll Call:** City Council Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Sadie Broekemeier, Jake Mathison, and Kyle Shepard

Absent: none

Public Utilities Commission Present: Chair Greg Ardner, Brett Baldwin and Ryan Christianson

Absent: none

Staff Present: City Administrator / General Manager Lindy Crawford, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf

- 3. Adopt Agenda:** Council MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve the agenda.

PUC MOTION made by Christianson, seconded by Baldwin, and unanimously carried to approve the agenda.

- 4. Business Items:**

- a. North Grove Street Feasibility Study:** Greg Anderson, SEH presented the North Grove Street Feasibility Study. He recaptured the construction history and existing conditions of the street, sanitary sewer, water main and storm sewer in the project area. He identified five areas for the proposed improvement which included the streets, trail, sanitary sewer, water main and storm sewer. For the streets, Anderson recommended replacement of existing pavement surface, new aggregate base and replacement of the curb and gutters. He further explained the 48' width of the North Grove Street in comparison to the City standard 36' width and stated decreased street width would reduce construction costs and save on future expenses for maintenance and snow removal. He presented two options for consideration; rebuild North Grove Street at its current width and restripe the street with the bike trail on the west side, or narrow North Grove Street to 34' curb to curb and install a 10-foot off-street trail behind the new west curb. He identified the trail on North Grove Street as a multi-use trail and summarized the City's submission Safe Routes to School Funding that could be directly impacted if the City chose off street trail options for North Grove Street. He further explained the existing sanitary sewer, manholes and service line in the right-of-way would be replaced and recommended improvements include installing 8-inch PVC sanitary sewer main with new precast manholes, new 4-inch PVC service lines from the new main to property line. The water main, valves, hydrants, and service lines in the right-of-way would be removed and replaced. Recommended improvements include 8-inch DIP watermain, new gate valves and hydrants. Anderson explained that the storm sewer system had adequate capacity for the project area and the intent of the project was to leave the existing system as much as possible. He further explained current use of cross gutters and the option to continue this method at the same location to minimize project costs. With the study, additional considerations had been accounted

for due to Kanabec County's upcoming reconstruction project for County Road 6 and the proposed outlet pipe for Mora Lake. Anderson explained that proposed improvements would be coordinated with private utilities to assist with disruptions and applicable permits and approvals would be required.

The estimated cost of improvements was \$2,585,000. This included legal, administrative, fiscal, engineering costs, and twenty percent allowance. Anderson further explained funding could come from special assessments, storm water utility fund, general obligation street reconstruction bond, tax levy, water, and sewer reserves. He stated Minnesota Statute 429 authorized the city to perform assessments to properties and adjacent properties associated with the project. He presented the estimated total amount of assessments based on 20% and 30% street and storm cost and total project cost using the front foot method and estimated total assessments based on the unit method.

Anderson summarized the project schedule and concluded that the proposed improvements were necessary to maintain the City's infrastructure and the project cost was feasible and cost effective from an engineering standpoint. The sanitary sewer and water system needed replacement and updates due to the age, materials and minimum standards, and further addressed that the Council would need to determine the method and amount to be assessed to the benefiting properties.

Council discussed the width of the road, street parking, bike lane and pedestrian safety. Additional concerns with snow removal and the width of the street were also discussed. Kohlgraf explained that snow plowing adjustments would be made to accommodate the width of the road. Further discussion on the public hearing and assessment process was discussed, and Ardner stated there should be consistency based on past street reconstruction projects.

MOTION made by Mathison, seconded by Shepard and unanimously carried to approve Resolution J2021-1121, Receiving Feasibility Report and Calling Hearing on Improvements North Grove Street Improvements.

**b. Job Class and Compensation Study:** Segelstrom brought forward to the Council and PUC the findings from the job class and compensation study conducted by Cliff Tanner of Tanner Business Analytics, LLC.. Tanner stated in 2015 he had worked with the City of Mora to complete a class and compensation study and had since been hired to review the compensation and job classifications for the city. Based on his analysis, he found that all staff were adequately compensated and his analysis reviewed data from the Bureau of Labor Statistics and League of Minnesota Cities comparing wages and benefits. He explained the benefits were commensurate in comparison to private employers. Tanner also explained the consumer price index had increased 5.4% and has resulted in wage instability with the continued increases to energy and food, and explained that compensation for state and local government continues to increase.



Based on his analysis, Tanner recommended a wage increase for MAC staff that would closely align with the state minimum wage increases, and recommended that the City continue to monitor due to the instability posed challenges in the labor market. Based on his analysis and the consumer price index, he recommended a 6% COLA increase to wages for 2022 and stated that the job description updates would follow as well as the review of the pay equity compliance.

Councilmember Anderson asked if the city benefits and compensation were more favorable compared to surrounding cities. Tanner explained the jobs were identified based on Standard Industrial Classification (SIC), established from the federal government and that the classifications were used to compare jobs across private industries and the public sector. He explained there had been significant changes to the private industry and had shown wage increases in retail sales. Council further discussed the current wage increase method used for staff and the grade assignment for the positions. Crawford explained increases occurred annually and in addition to COLA. She also stated one position had been moved from grade 9 to 9.5 due to union negotiations, line worker had been added to grade 11, and the plant line manager moved from grade 11 to grade 12. Segelstrom explained the previous compensation study had significant changes to the job classification and grade assignments and heavily impacted the findings of the study compared to the proposed 6% increase. She explained the financial impact would apply to most funds and the city and utility had already budgeted for 2.5% COLA increase.

Council further discussed impact of the wage increase, local entry level competitive wages and recognized the city's favorable benefits. Anderson questioned whether the 6% COLA increase was warranted due to wage instability and inflation and future wages being higher than necessary. Tanner did not foresee deflation based off market analysis and historical trends. Anderson stated there could be a negative perception from the community due to the added expense from the street improvement project and a wage increase. Further discussion ensued on a phased 6% COLA increase and the 2022 approved 2.5% COLA increase. Segelstrom clarified that the 6% increase was the total percentage increase from 2021 and that staff had budgeted for 2.5% of the 6% for the 2022 budget already.

Anderson asked how the compensation compared to the surrounding cities and if the Mora's wages were higher. Tanner explained the data collected for central Minnesota had been separate, and that statewide and national trends did not heavily impact the recommendations. Crawford explained that comparable cities may be across the state and other considerations should be factored based on population and services provided. Tanner added that the recruitment area for lower-level positions differs from upper-level positions, which would be a statewide or regional area of recruitment.

Further discussion took place on whether a phased COLA increase should take place or to approve the proposed 6% all at once. The consensus was to phase the proposed 6%

COLA increase. MOTION made by Shepard, to phase a 3% COLA for 2022 budget year, and 3% the following year in addition to COLA. Broekemeier expressed her concern with an approved increase past the 2022 budget, due to the economy unexpected performance and would like to have the increase open-ended. Crawford stated that it would be budgeted as directed from Council. Mathison seconded the motion, and it was unanimously carried to phase in the 6% COLA increase with a 3% COLA increase for 2022 and 3% COLA for 2023.

The PUC further discussed if the 6% was feasible for staff members whose wages were paid for from the utilities. Crawford explained that many of the employees had their wages split amongst city and utility funds and it would pose a challenge with payroll.. AMENDED MOTION made by Shepard, seconded by Broekemeier, opposed by Anderson, to approve the proposed 6% COLA increase in 2022. Motion carried 4-1 by the Council to approve proposed 6% COLA increase for the 2022 budget. PUC MOTION made by Christianson, seconded by Baldwin, and unanimously carried to approve proposed 6% COLA increase for the 2022 budget.

**c. Personnel Policy Financial Limits:** Crawford presented the 2022 Personnel Policy financial limits. She explained there had been an increase in employer contribution limits for health insurance due to union negotiations and an employer contribution of 25% for employee dental. MOTION made by Mathison, seconded by Shepard, and unanimously carried to approve Appendix A of the Personnel Policy Financial Limits. PUC MOTION made by Christianson, seconded by Baldwin and unanimously carried to approve Appendix A of the Personnel Policy Financial Limits.

**d. City Administrator/Public Utilities General Manager Transition Plans:** Crawford brought forward the proposed city administrator/general manager transition plan. She stated that the duties would be split amongst the administrative services director, public works director, city accountant, administrative assistant, and building official. Broekemeier asked Segelstrom if she was comfortable with the transition plan. Segelstrom recognized the strong attributes of city staff, their capabilities and contributions to the transition plan, and believed there would not be any issues. PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried to approve the city administrator/public utilities general manager transition plan as presented. MOTION made by Shepard and seconded by Broekemeier, and unanimously carried to approve the city administrator/public utilities general manager transition plan as presented.

## 5. Reports:

**a. City Administrator/General Manager** Nothing new to report.

**b. Public Works Director** Kohlgraf stated that there were new projects about to begin. He also noted that the public works excess equipment had been sold at auction and the total sales were higher than expected.

**c. Commissioner Baldwin** Nothing new to report.

**d. Commissioner Christianson** Nothing new to report.

- e. **Chair Ardner** Nothing new to report.
  - f. **Councilmember Anderson** Anderson stated that items should be brought forward prior to a meeting and stressed consistency when adding items to a meeting agenda.
  - g. **Councilmember Broekemeier** Nothing new to report.
  - h. **Councilmember Mathison** Nothing new to report.
  - i. **Councilmember Shepard** Nothing new to report.
  - j. **Mayor Skramstad** Nothing new to report.
6. Adjournment: Council MOTION by Mathison, seconded by Shepard, and unanimously carried to adjourn the meeting at 5:44PM.  
PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried to adjourn the meeting at 5:44PM.

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Mayor

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PUC Chair

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City Clerk

DRAFT



Pursuant to due call and notice thereof Mayor Alan Skramstad and PUC Chair Greg Ardner called to order the Special Joint meeting of the Mora City Council and Public Utilities Commission at 4:30 PM on Monday, November 30, 2021 in the city hall council room.

- 2. Roll Call:** City Council Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Sadie Broekemeier, Jake Mathison, and Kyle Shepard  
Absent: none  
Public Utilities Commission Present: Chair Greg Ardner, Brett Baldwin and Ryan Christianson  
Absent: none  
Staff Present: City Administrator / General Manager Lindy Crawford and Administrative Services Director Natasha Segelstrom (virtual)

- 3. Adopt Agenda:** Council MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to approve the agenda.  
PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried to approve the agenda.

**4. Business Items:**

- a. City Administrator/Public Utilities General Manager Recruitment Update:** Liza Donabauer, DDA, summarized the position profile and revisions recommended from leadership staff. She noted corrections and minor changes to the population, healthcare system, and updated name of the school campus. The Council and PUC discussed verbiage used for the desired attributes and there was a consensus that “thick skinned” be replaced with “resilient”. Donabauer further discussed the revised changes to the position profile regarding a line crew and utility infrastructure. She discussed the job description and recognized how well it had been written and recommended minor revisions. Donabauer stated the years of experience listed on the current job description may deter candidates and recommended that the year’s of experience be reduced. She explained that that a master’s degree and two years experience was typical and recommended three to five years’ experience with a bachelor’s degree, due to the general manager role with the utilities; in addition to the required supervisory experience. Discussion ensued and the Council and PUC were in consensus with Donabauer’s recommendations to change the years of experience. She explained the salary listed was favorable and did not recommend any changes. Further discussion on the job description took place and Crawford stated that the job description did list not the EDA or HRA and recommended that Donabauer would make the addition.

Donabauer summarized the recruitment timeline and prospective interview dates. The Council and PUC discussed the components of the interview, members involved and a city tour. There was a consensus that Wednesday, February 16, 2021 the Council and PUC would interview applicants at City Hall. Crawford recaptured the interview and tour she received and suggested that department heads be included in the process. There was a consensus from the Council and PUC that a department head panel interview would occur in the morning, followed by a city tour, small group lunch with city employees, and then 45-minute panel interview with the Council and PUC.

Council MOTION by Mathison, seconded by Shepard and unanimously carried to approve the position profile and job description as amended. PUC MOTION by Christianson and seconded by Baldwin, and unanimously carried to approve the position profile and job description as amended.

- 5. Adjournment:** PUC MOTION made by Christianson, seconded by Baldwin, and unanimously carried to adjourn the meeting at 5:10PM. Council MOTION by Shepard, seconded by Anderson, and unanimously carried to adjourn the meeting at 5:10PM.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
PUC Chair

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

DRAFT



# MEMORANDUM

Date: December 7, 2021  
To: Mayor and City Council  
From: Natasha Segelstrom, Administrative Services Director  
RE: Designate City Hall as a Polling Place

## SUMMARY

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The City Council will consider the use of City Hall as the City of Mora's polling place.

## BACKGROUND INFORMATION

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§204B.16 Subd 1. Authority; location. states "By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made..."

The City Council must designate its polling place annually by December 31 for the next calendar year.

## OPTIONS & IMPACTS

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Staff recommends City Council approve the designation of City Hall as the polling place for all city residents, continuing with past practice and usage of City Hall.

## RECOMMENDATIONS

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Motion to approve Resolution No. 2021-1211.

Attachments  
Resolution No. 2021-1211

Resolution No. 2021-1211

**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 31<sup>st</sup> 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 \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

- Voting for resolution.....
- Voting against resolution.....
- Abstained from voting .....
- Absent .....

Motion carried and resolution adopted this 7<sup>st</sup> day of December 2021.

\_\_\_\_\_  
Alan Skramstad, Mayor

ATTEST:

\_\_\_\_\_  
Natasha Segelstrom, Administrative Services Director





# MEMORANDUM

Date: December 7, 2021  
To: Mayor and City Council  
From: Natasha Segelstrom, Administrative Services Director  
RE: Approve Hire of Community Development Director

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## SUMMARY

The City Council will approve the hire of a candidate to fill the Community Development Director position to meet the needs of the Community Development department.

## BACKGROUND INFORMATION

The City Council approved filling the vacant position and staff was directed to advertise for the position. After a failed search, the vacant position was re-posted and three applications were received. Two applicants were interviewed on November 8<sup>th</sup> by the hiring committee (Jake Mathison, Caleb Christenson and Lindy Crawford).

Based on the application, experience, and interview, the committee has made an offer to Angela Grafstrom to fill the position under the terms of the attached offer letter. Grafstrom's start date will be Tuesday, December 14, 2021. The wages and benefits offered fit into the 2021 and 2022 budgets.

## RECOMMENDATIONS

Motion to approve the hire of Angela Grafstrom as recommended by the hiring committee and according to the terms of the employment offer letter.

*Attachments*  
Employment Offer Letter





# 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

November 15, 2021

Angela Grafstrom  
PO Box 246  
Braham, MN 55006

RE: Conditional Offer of Employment

Dear Angela:

Congratulations! On behalf of the City of Mora, I am pleased to offer you the position of community development director, for which you applied. This offer is conditional upon successful completion of a background check and formal approval by the City Council.

Below are some of the details of this conditional offer for your information:

- **Supervisor.** In this position you will report to Lindy Crawford, City Administrator/ Public Utilities General Manager. My contact information is [l.crawford@cityofmora.com](mailto:l.crawford@cityofmora.com), (o) 320-225-4806, and (c) 320-515-0724.
- **Compensation and Benefits.** Your annual salary will be \$81,890 which is Grade 12, Step H of the 2021 salary schedule for this position. You will be eligible for wage increases per the city's compensation schedule, generally upon completion of probation and then on your anniversary date. A copy of the City of Mora personnel policy will be provided at your orientation. This position is eligible for the PERA retirement program and paid leave.
- **Probationary Period.** You will serve a six-month probationary period. During this period you will be evaluated as to your suitability for the position.
- **Status/Hours.** This position is classified as regular, full-time. Forty (40) hours or more per week is required to fulfill the position requirements. It is a non-union, FLSA exempt position. Hours of work are based on employer needs and are generally Monday through Friday 8:00am to 4:30pm however, you will be required to attend regular evening meetings.
- **Start Date.** We will set a tentative start date for Tuesday, December 14, 2021, at 8:00am. Please report directly to City Hall.

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

Please acknowledge your acceptance of this conditional offer in writing by signing below and returning it to me by Tuesday, November 16, 2021.

Sincerely,

/s/

Lindy Crawford

City Administrator/Public Utilities General Manager

**The foregoing offer of promotion is hereby accepted.**

\_\_\_\_\_  
Name - PRINTED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name - SIGNED

**RETURN SIGNED COPY TO:**  
**CITY OF MORA**  
**HUMAN RESOURCES OFFICE**  
**101 LAKE STREET SOUTH**  
**MORA, MN 55051**



# MEMORANDUM

Date: December 7, 2021  
To: Mayor and City Council  
From: Lindy Crawford, City Administrator  
RE: Approve 2022-2024 Fire Officer Appointments

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## SUMMARY

The city council will consider appointments for the 2022-2024 fire officers.

## BACKGROUND INFORMATION

Every two years the city council appoints fire department officers. After reviewing all candidates for the officer positions staff recommends the following appointments for the 2022-2024 term:

Fire Chief: Brett Anderson  
Assistant Chief: Robert Gajewski  
Captains: Jeremy Frahm and Nick Bakke  
Lieutenants: Brent Oslin and Karl Handy  
Secretary: Ashely Eggert

## RECOMMENDATIONS

Motion to appoint the following fire department officers for the 2022-2024 term to be effective January 1, 2022:

Fire Chief: Brett Anderson  
Assistant Chief: Robert Gajewski  
Captains: Jeremy Frahm and Nick Bakke  
Lieutenants: Brent Oslin and Karl Handy  
Secretary: Ashely Eggert

*Attachments*  
None





# MEMORANDUM

Date: December 07, 2021  
To: Mayor and City Council  
From: Natasha Segelstrom, Administrative Services Director  
RE: Accept Letter of Resignation – Firefighter

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## SUMMARY

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Dylan Bankers, firefighter for the Mora Area Fire Department, has submitted his letter of resignation. His last date of employment was November 15, 2021. Staff is already advertising for firefighters, and will adjust the recruitment efforts to recruit two firefighters.

## RECOMMENDATIONS

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Motion to accept Dylan Banker's letter of resignation.

## *Attachments*

Banker Letter of Resignation

To the mora area fire Dept / city of mora

I Dylan Bankers Resign From the mora fire Dept.  
as of monday November 15<sup>th</sup> 2021.

With my job change Im no longer available for calls  
and or meetings.

I wanna say thank you for the wonderful years  
I had there.

Sincerely,

Dylan Bankers

RECEIVED

NOV 15 2021





# MEMORANDUM

Date: December 7, 2021  
To: Mayor and City Council  
From: Lindy Crawford, City Administrator  
Sara B. King, Accountant  
RE: Accept American Rescue Plan Act Funds

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## SUMMARY

While no decisions should be made as to how to spend the American Rescue Plan Act (ARPA) funds during the City Administrator position transition period, staff is requesting the City Council consider a motion to formally accept the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) received to date.

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## BACKGROUND INFORMATION

In response to the COVID-19 pandemic, Congress passed the American Rescue Plan Act (ARPA) and it was signed into law by President Biden on March 11, 2021. A portion of the ARPA is the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program, which provides substantial resources to help local governments respond to the pandemic.

According to the U.S. Department of the Treasury's website (found here: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>), the funds may be used for the following objectives:

- Support public health expenditures
- Address negative economic impacts caused by the public health emergency
- Replace lost public sector revenue
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure

The CSLFRF funds will arrive in two transactions: 50% in June/July 2021 and the remaining 50% one year later. Because Mora's population is under 50,000, the deposit to Mora will come from the State of Minnesota. Additionally, Mora received a small redistribution of unrequested funds. Staff is requesting the City Council adopt two resolutions formally accepting the funds.

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## RECOMMENDATIONS

Motion to adopt Resolution 2021-1212, accepting the Coronavirus Local Fiscal Recovery Funds established under the American Rescue Plan Act.

Motion to adopt Resolution 2021-1213, accepting the redistribution of unrequested Coronavirus Local Fiscal Recovery Funds established under the American Rescue Plan Act.

### *Attachments*

Resolution 2021-1212  
Resolution 2021-1213



**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA  
TO ACCEPT THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER  
THE AMERICAN RESCUE PLAN ACT**

WHEREAS, since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans (“Pandemic”). The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs;

WHEREAS, as a result of the Pandemic cities have been called on to respond to the needs of their communities through the prevention, treatment, and vaccination of COVID-19.

WHEREAS, city revenues, businesses and nonprofits in the city have faced economic impacts due to the Pandemic.

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, \$188,036.85 has been allocated to the City of Mora (“City”) pursuant to the ARPA (“Allocation”).

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

WHEREAS, the City, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance.

WHEREAS, the State of Minnesota will distribute ARPA funds to the City because its population is less than 50,000.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Mora, Kanabec County, Minnesota that:

1. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.
2. City staff, together with the Mayor and the City Attorney are hereby authorized to take any actions necessary to receive the City’s share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.
3. City staff, together with the Mayor and the City Attorney are hereby authorized to make recommendations to the City Council for future expenditures that may be reimbursed with ARPA funds.

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 7<sup>th</sup> day of December 2021.

ATTEST:

\_\_\_\_\_  
Al Skramstad, Mayor

\_\_\_\_\_  
Natasha Segelstrom, Administrative Services Director

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA  
TO ACCEPT THE REDISTRIBUTION OF UNREQUESTED CORONAVIRUS LOCAL FISCAL RECOVERY FUND  
ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to non-entitlement units of local government (NEUs).

WHEREAS, NEUs generally have populations below 50,000.

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, after the deadline of October 11, 2021, passed for NEUs to request ARPA funds, nearly \$12 million of the \$377 million available to Minnesota’s NEUs remained unrequested.

WHEREAS, as allowed by the U.S. Treasury, the State of Minnesota has redistributed these remaining funds amongst eligible local governments who requested ARPA funds.

WHEREAS, the redistribution amount is approximately \$3.47 per capita, capped at 75% of the most recent budget adopted as of January 27, 2020.

WHEREAS, \$6,157.69 has been allocated to the City of Mora (“City”) pursuant to the ARPA (Redistribution).

WHEREAS, the Redistribution will be distributed in two tranches with half received in 2021 and the second half in 2022.

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mora, Kanabec County, Minnesota that:

1. The City accepts the Redistribution of Coronavirus Local Fiscal Recovery Fund established under the ARPA to be used in a manner consistent with guidance adopted by the United State Department of Treasury.
2. The City Clerk and Mayor are authorized to take actions to secure the Redistribution for the City, if necessary.

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 7<sup>th</sup> day of December 2021.

ATTEST:

\_\_\_\_\_  
Al Skramstad, Mayor

\_\_\_\_\_  
Natasha Segelstrom, Administrative Services Director



# MEMORANDUM

Date: December 7, 2021  
To: Mayor and City Council  
From: Lindy Crawford, City Administrator  
Sara B. King, Accountant  
RE: Truth-in-Taxation Hearing

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## SUMMARY

The City Council will hold the truth-in-taxation hearing to allow public comment on the proposed 2022 city budget and tax levy. The final 2022 budget and levy must be adopted at the December 21, 2021 regular city council meeting in as required by MN state law.

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## BACKGROUND INFORMATION

As part of the annual budget process, the City is required to hold a truth-in-taxation hearing where the public has an opportunity to comment on the proposed city budget and levy.

The city's total tax capacity is estimated to increase by 5.79%, based on estimates from Kanabec County. Proposed property tax notices show a 4.88% increase in the city's tax capacity rate which includes the city's preliminary tax levy of \$1,194,519, which is an \$117,884 or 10.95% increase over the 2021 levy.

Understanding how property taxes are calculated can be complicated. Staff has attached several tools to guide the public through the property tax process. We'll go through the state timeline, property taxation 101, show you where your property tax dollars are going in 2022 – overall and at the city level, and finally the levy impact for 2022 city taxes.

1. *MN State Law Property Tax Timeline*

In order to prepare tax statements for the upcoming year (2022) county assessors conduct sales ratio studies from the previous year (October 2019 through September 2020). The sales ratio study determines property valuations for the current year (2021). The current year's assessment is the basis for property taxes payable in the upcoming year.

2. *Property Taxation 101, League of Minnesota Cities*

The League of Minnesota Cities created a guide to describe the basis of Minnesota's property tax system. The document includes information on assessment and classification, local tax rates, parcel tax calculations, state property tax, property tax credits, and property tax intricacies.

3. *Where do your property tax dollars go in 2022?*

- i. Residential properties pay taxes to Kanabec County, Mora Public Schools, and the City of Mora. Approximately 23% of your total property tax statement goes to the City of Mora, a 3% increase from the previous year.
- ii. Non-residential properties pay taxes to Kanabec County, Mora Public Schools, the City of Mora, and a MN State General Tax. Approximately 20% of your total property tax statement goes to the City of Mora, a 2% increase from the previous year.

Memorandum

4. *A Breakdown of the Proposed City Tax Levy for 2022*

Debt service accounts for 36.3% of the proposed city tax levy for 2022 and capital improvements account for 14.0%. This is followed by services provided by the City – 16% for public works, 12.5% for public safety, 12% for general government, and 9.2% for culture and recreation.

5. *A Breakdown of the Proposed City Budget for 2022*

Major factors contributing to the budget increase for 2022 are as follows:

- 6% COLA salary increase
- 9% health insurance increase
- Increase in workers compensation insurance, auditing and assessing fees
- Replacement of tractor backhoe, medium duty dump truck, cemetery road improvements, mower replacement, phase I of a new Fox Run neighborhood park, and addition to the public works storage facility

There is no increase for the Capital Improvement Plan (CIP) and no increase to the General Fund – in fact, without the HRA debt tax levy, there would be a decrease to the entire tax levy with the use of unrestricted surplus cash and the payment in full of Bond Series 2011A.

RECOMMENDATIONS

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Hold truth-in-taxation hearing to allow public comment on the proposed 2022 city budget and levy.

*Attachments*

2022 Tax Levy Impact Table

MN State Law Property Tax Timeline

Property Taxation 101, League of MN Cities

Residential and Non-residential Tax Dollars Breakdown Chart

Ratio of Property Taxes by Taxing Authority Chart

Proposed 2022 City Tax Levy Breakdown Chart

Proposed 2022 City Budget



**CITY OF MORA**  
**Actual 2021 to Proposed 2022 Tax Levy**  
**\*Estimated\* Tax Levy Impact**

	For Taxes Levied / Payable		Change	
	2020 / 2021	2021 / 2022	Amount (\$)	Percent (%)
Taxable Market Value	209,482,700	223,172,500	13,689,800	6.54%
Total Tax Capacity	2,664,948	2,830,929	165,981	6.23%
Less Captured TIF	96,183	113,557	17,374	18.06%
<b>Net Tax Capacity</b>	<b>2,568,765</b>	<b>2,717,372</b>	<b>148,607</b>	<b>5.79%</b>
<b>Tax Levy by Purpose</b>				
	2020 / 2021	2021 / 2022		
General Fund	590,000	590,000	-	0.00%
Tax Abatement	4,000	4,000	-	0.00%
Capital Improvement Program	167,400	167,400	-	0.00%
Debt - HRA Bonds	-	195,743	195,743	
Debt - 2008-2012 Street Const Bonds	86,688	-	(86,688)	-100.00%
Debt - 2015 Grove & Wood Bonds	76,599	80,667	4,068	5.31%
Debt - 2015 Refunding Bonds	93,163	89,180	(3,983)	-4.28%
Debt - 2017 9th & Wood St Imp Bonds	58,785	67,529	8,744	14.87%
<b>Total Tax Levy</b>	<b>1,076,635</b>	<b>1,194,519</b>	<b>117,884</b>	<b>10.95%</b>
<b>City Tax Capacity Rate</b>	<b>41.913%</b>	<b>43.959%</b>	<b>2.046%</b>	<b>4.88%</b>

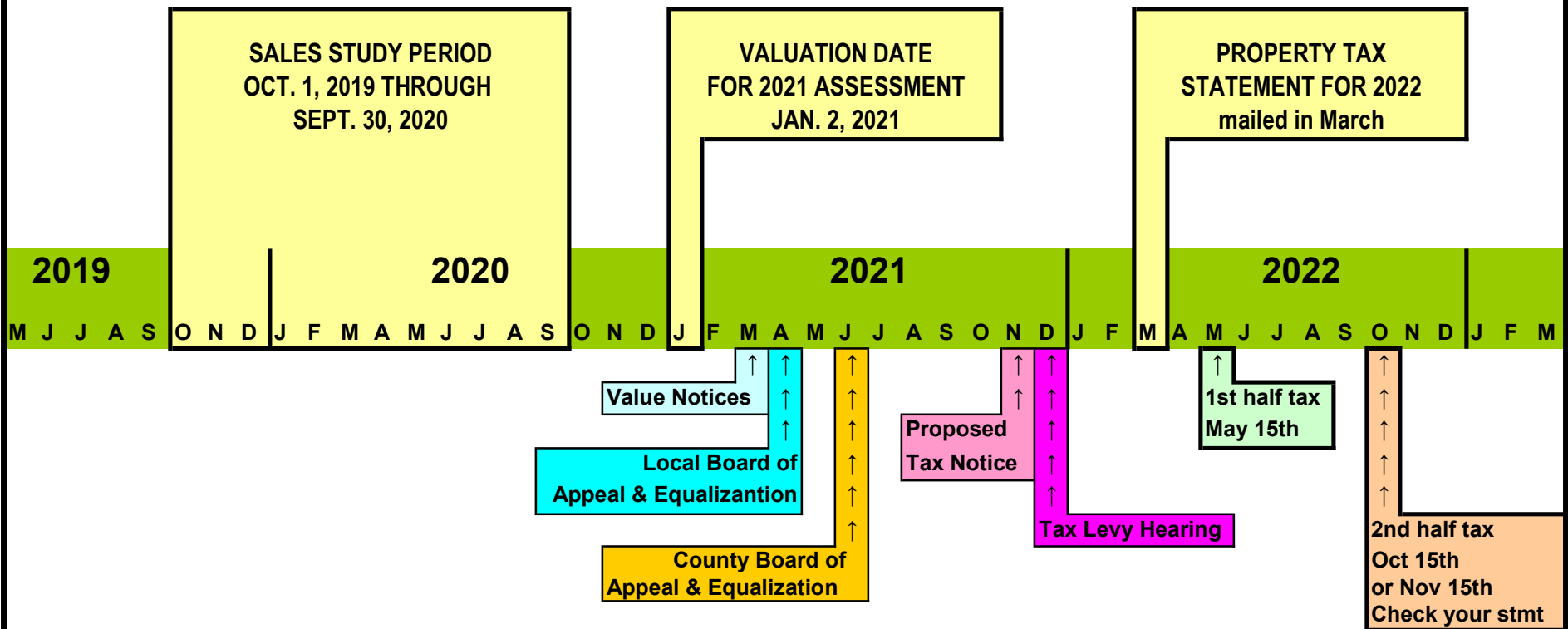
Residential Homestead Class Rates	Commercial/Industrial Class Rates
1.00% first \$500,000	1.50% first \$150,000
1.25% over	2.00% over

Estimated Market Value	Payable	Payable	Change	
	2021 City Tax	2022 City Tax	Amount (\$)	Percent (%)
<b>City Tax on Residential Homestead Property (Market Value Homestead Credit not included)</b>				
50,000	209.56	219.79	10	4.88%
75,000	314.34	329.69	15	4.88%
100,000	419.13	439.59	20	4.88%
125,000	523.91	549.48	26	4.88%
150,000	628.69	659.38	31	4.88%
175,000	733.47	769.28	36	4.88%
200,000	838.25	879.17	41	4.88%
225,000	943.03	989.07	46	4.88%
250,000	1,047.81	1,098.97	51	4.88%
275,000	1,152.60	1,208.86	56	4.88%
300,000	1,257.38	1,318.76	61	4.88%
325,000	1,362.16	1,428.65	66	4.88%
<b>City Tax on General Commercial/Industrial Property</b>				
50,000	314.34	329.69	15	4.88%
75,000	471.52	494.53	23	4.88%
100,000	628.69	659.38	31	4.88%
200,000	1,362.16	1,428.65	66	4.88%
300,000	2,200.41	2,307.83	107	4.88%
400,000	3,038.66	3,187.00	148	4.88%
500,000	3,876.91	4,066.17	189	4.88%
600,000	4,715.16	4,945.34	230	4.88%
700,000	5,553.41	5,824.52	271	4.88%
800,000	6,391.66	6,703.69	312	4.88%
900,000	7,229.92	7,582.86	353	4.88%
1,000,000	8,068.17	8,462.03	394	4.88%

# Minnesota State Law Property Tax Timeline

Assessment Year 2021 for Property Taxes Payable in 2022

Understanding the Sale Ratio Study Period, Valuation Date and Property Taxes



Sales Ratio Study analyzes sales from October 1, 2019 through September 30, 2020

This study determines the value for the January 2, 2021 assessment date

The January 2, 2021 assessment is the basis for property taxes payable in 2022

## Property Taxation 101

Updated May 2020

This guide is intended to describe the basics of Minnesota’s property tax system. This system collected just over \$6.7 billion in 2016 to help fund the services of schools, counties, cities, townships, and special districts and the state general fund. One of the challenges of trying to understand this system is the complex array of terms involved. As new terms are introduced in this guide, they are shown in *italics*. A glossary at the end of the guide has short definitions of these terms.

### Assessment and classification

The property tax system is a continuous cycle, but it effectively begins with the estimation of property *market values* by local assessors. Assessors attempt to determine the approximate selling price of each parcel of property based on the current market conditions.

Along with the market value determination, a *property class* is ascribed to each parcel of property based on the use of the property. For example, property that is owner-occupied as a personal residence is classified as a residential homestead. The “use class” is important because the Minnesota system, in effect, assigns a weight to each class of property. Generally, properties that are associated with income production (e.g. commercial and industrial properties) have a higher classification weight than other properties.

The property classification system defines the *tax capacity* of each parcel as a percentage of each parcel’s market value. For example, a \$75,000 home which is classified as a residential homestead has a class rate of 1.0 percent and therefore has a tax capacity of \$75,000 x .01 or \$750. (A sample of the class rates are included in table A.)

$$[\text{parcel market value}] * [\text{class rate}] = [\text{parcel tax capacity}]$$

The next step in calculating the tax burden for a parcel involves the determination of each local unit of government’s *property tax levy*. The city, county, school district and any special property taxing authorities must establish their levy by December 28 of the year preceding the year in which the levy will be paid by taxpayers. The property tax levy is set after the consideration of all other revenues including state aids such as *LGA*.

$$[\text{city budget}] - [\text{all non-property tax revenues}] = [\text{city levy}]$$

For cities within the seven-county Twin Cities metropolitan and on the iron range, the levies are reduced by an amount of property tax revenue derived from the metropolitan and range area *fiscal disparities programs* (see “Fiscal Disparities 101” for more information).

### Local tax rates

Local governments do not directly set a tax rate. Instead, the tax rate is a function of the

levy and the total tax base. To compute the *local tax rate*, a county must determine the total tax capacity to be used for spreading the levies. The *total tax capacity* is computed by first aggregating the tax capacities of all parcels within the city. Several adjustments to this total must be made because not all tax capacity is available for general tax purposes. The result of this calculation produces taxable tax capacity. Taxable tax capacity is used to determine the local tax rates.

$$[\text{city levy}] / [\text{taxable tax capacity}] = [\text{city tax rate}]$$

The city tax rate is computed by dividing the city levy (minus the fiscal disparities distribution levy, if applicable) by the taxable tax capacity. Under the current property tax system, the tax rate is expressed as a percentage. For example, the average 2016 city tax capacity rate is approximately 46.52 percent. Dramatic changes to the tax system in 2001 increased the average city rate significantly in 2002. This same calculation is completed for the county based on the county's levy and tax base, the school district and all special taxing authorities. The sum of the tax rates for all taxing authorities that levy against a single property produces the total local tax rate. This total local tax rate is then used to determine the overall tax burden for each parcel of property.

### **Parcel tax calculations**

The property tax bill for each parcel of property is determined by multiplying the parcel's tax capacity by the total local tax rate. The tax statement for each individual parcel itemizes the taxes for the county, municipality, school district, and any special taxing authorities.

$$[\text{parcel tax capacity}] * [\text{total local tax rate}] = [\text{tax capacity tax bill}]$$

To complicate the tax calculations, voter-approved referenda levies are applied to the market value of each parcel, not tax capacity. As a result, each identically valued parcel, regardless of the property's use, pays the same amount of referenda taxes (with the exception of certain agricultural and seasonal recreational properties, which are exempted from referenda taxes). For taxes payable in 2016, three counties, 39 cities and 328 school districts levied market value-based levies. These communities must have a separate calculation for a market value referenda levy by the total taxable market value of each community.

$$[\text{parcel market value}] * [\text{market value tax rate}] = [\text{market value tax bill}]$$

$$[\text{tax capacity tax bill}] + [\text{market value tax bill}] = [\text{total tax bill}]$$

### **State property tax**

New to the tax system in 2002 was a state property tax on all commercial, industrial, seasonal recreational, and utility real property. The proceeds are deposited in the state general fund. Prior to 2002, the state last collected a property tax in 1968.

### **Property tax credits**

Several tax credits for various types of properties are available in certain instances. These amounts are subtracted from the overall taxes for each parcel to determine the net tax bill for the individual owner. Minnesota also provides additional property tax relief directly to individual homeowners, cabin owners, and renters through the *circuit breaker* and the *targeting refund* programs (see "State Homeowner Property Tax Relief Programs 101" for more details).

### **Property tax intricacies**

The technical details of computing property taxes mask many other intricacies of the

property tax system. Many communities over the past several years have experienced situations where individual property taxes rise much faster than the increase in the levies that are certified by local units of government.

The most common factor that results in an increase in an individual parcel's tax is the change in the parcel's estimated market value. Without any change in local levies, a property owner can experience a tax increase due almost exclusively to any valuation increase.

The Legislature frequently changes the classification system. Changes to the classification system can shift property tax burdens from one type of property to another. Table A demonstrates some of the changes the Legislature has made to class rates since 1997. Commercial, industrial, and apartment properties received significant reductions in their class rates. This shifts tax burden to other classes of property that did not receive class rate reductions. In an effort to minimize the effect of these shifts, the legislature reduced school levies across the state and created the *Market Value Homestead Credit (MVHC)*. This credit reduced property taxes for homesteads by 0.4 percent of the homestead's market value up to a maximum \$304 dollars. As part of the credit program, the state was supposed to reimburse cities for the amount by which the credits reduce cities' tax receipts. Between 2003 and 2011, the Legislature and the governor made significant reductions to the reimbursement amounts for cities. The reimbursement program was eliminated beginning in 2012. Going forward, qualifying homeowners will receive a partial market value exclusion instead of the credit offset (see "Homestead Market Value Exclusion 101").

Economic factors that may affect broad classes of property can also influence the overall tax changes for individual parcels of property. For example, in the early 1990s the

metropolitan area experienced major declines in the valuation for commercial and industrial properties. These valuation declines shifted taxes from property classified as commercial and industrial to all other types of property. Valuation declines also may have accentuated the levy changes by local units of government.

A 2002 law change exempted agricultural and cabin property from voter-approved referenda levies. In some jurisdictions where these types of property are a significant part of the tax base, this change shifted taxes onto other classes of property.

Legislative changes in state aid programs can also affect the revenue needed to be raised from the property tax. The Legislature has often made changes to the distribution formula for LGA and adjusted the total amount of funding available. The most recent significant formula changes were in 2013. The 2019 Legislature increased LGA funding to \$560.4 million for 2020.

Levy limits also impact local levy decisions. The last time cities were impacted by levy limits was in 2009, 2010 and 2011. Those limits were in place for cities over 2500 population. The 2013 legislature implemented one-year levy limits for taxes payable in 2014 for cities over 2500 in population. There were no levy limits in place for taxes payable in 2016.

This discussion is only a general overview of the current Minnesota property tax system. Over time, the system has become more complex and difficult for taxpayers to understand. Unfortunately, local officials must frequently explain how the system works and take the blame for the complicated features of the system. Local officials, however, can only control local levy decisions. They have no direct ability to modify the overall structure of the tax system and are at the mercy of the Minnesota Legislature.

## Glossary of Terms

**Circuit breaker** - A state-paid property tax refund program for homeowners who have property taxes out of proportion with their income. A similar program is also available to renters.

**Class rates** - The percent of market value set by state law that establishes the property's tax capacity subject to the property tax. See Table A for a sample list of class rates.

**Fiscal disparities programs** - Local units of government in the Twin Cities metropolitan area and on the iron range participate in property tax base sharing programs. Under these two programs, a portion of the growth in commercial and industrial property value of each city and township is contributed to a tax base sharing pool. Each city and township then receives a distribution of property value from the pool based on market value and population in each city.

**Homestead and agricultural credit aid (HACA)** - A \$200 million property tax relief program that was eliminated in 2001.

**Homestead Market Value Exclusion (HMVE)** – Starting with taxes payable in 2012, eligible homesteads will pay property taxes on only a portion of the value of their homes. The maximum exclusion, 40% of value, occurs at home value of \$76,000 and phases out as home value grows.

**Local government aid (LGA)** - A state government revenue sharing program for cities and townships that is intended to provide an alternative to the property tax. LGA is distributed using different formulae for cities over 2,500 and cities under 2,500. Those formulae include factors such as population, population change, and the share of households built before 1940. The

formula was again changed in 2013 for aid distributions in 2014 and beyond (see “Local Government Aid 101: 2014 Distribution and Beyond” for more details).

**Local tax rate** - The rate used to compute taxes for each parcel of property. Local tax rate is computed by dividing the certified levy (after reduction for fiscal disparities distribution levy and disparity reduction) by the taxable tax capacity.

**Market value** - An assessor's estimate of what property would be worth on the open market if sold. The market value is set on January 2 of the year before taxes are payable.

**Market value homestead credit** - This credit used to offset a portion of each homestead's property tax burden equal to .4 percent of the homestead's market value up to a maximum credit of \$304. For taxes payable in 2012 and beyond homestead properties will not receive a credit but rather see a portion of the value excluded from taxation (for eligible properties).

**Property class** - The classification assigned to each parcel of property based on the use of the property. For example, owner-occupied residential property is classified as homestead.

**Property tax levy** - The tax imposed by a local unit of government. The tax is established on or around December 28 of the year preceding the year the levy will be paid by taxpayers.

**Targeting refund** - a state paid property tax refund for homeowners whose property taxes have increased by more than 12 percent. A similar program is available to cabin owners.

**Tax capacity** - The valuation of property based on market value and statutory class rates. The property tax for each parcel is based on its tax capacity.

**Total tax capacity** - The amount computed by first totaling the tax capacities of all parcels of property within a city. Adjustments for fiscal disparities, tax increment and a portion of the powerline

value are made to this total since not all tax capacity is available for general tax purposes.

**Truth-in-Taxation** - The “taxation and notification law” which requires local governments to set estimated levies, inform taxpayers about the impacts, and announce which of their regularly scheduled council meetings will include a discussion of the budget and levy. Taxpayer input is taken at that meeting.

Table A: class rates

Property Class	Taxes Payable 2019	State Tax Payable 2019
Residential Homestead: 1 <sup>st</sup> \$500,000 <sup>1</sup> >\$500,000	1.0% 1.25	No state tax
Non-homestead Residential: Single unit: 1 <sup>st</sup> \$500,000 <sup>1</sup> >\$500,000 2-3 unit buildings	1.0 1.25 1.25	No state tax
Market-rate Apartments:	1.25	No state tax
Commercial/Industrial: 1 <sup>st</sup> \$150,000 <sup>2</sup> >\$150,000	1.5 2.0	Subject to state levy (commercial-industrial rate)
Seasonal Recreational Residential: 1 <sup>st</sup> \$500,000 >\$500,000	1.0 1.25	Subject to state levy (seasonal-recreational rate)

<sup>1</sup>First tier limit was \$72,000 for 1997, \$76,000 for 2000, and \$500,000 for 2002 and thereafter

<sup>2</sup>First tier limit was \$100,000 for 1997, \$150,000 thereafter

## Resources

League of Minnesota Cities

<https://www.lmc.org/resources/paying-for-city-services/>

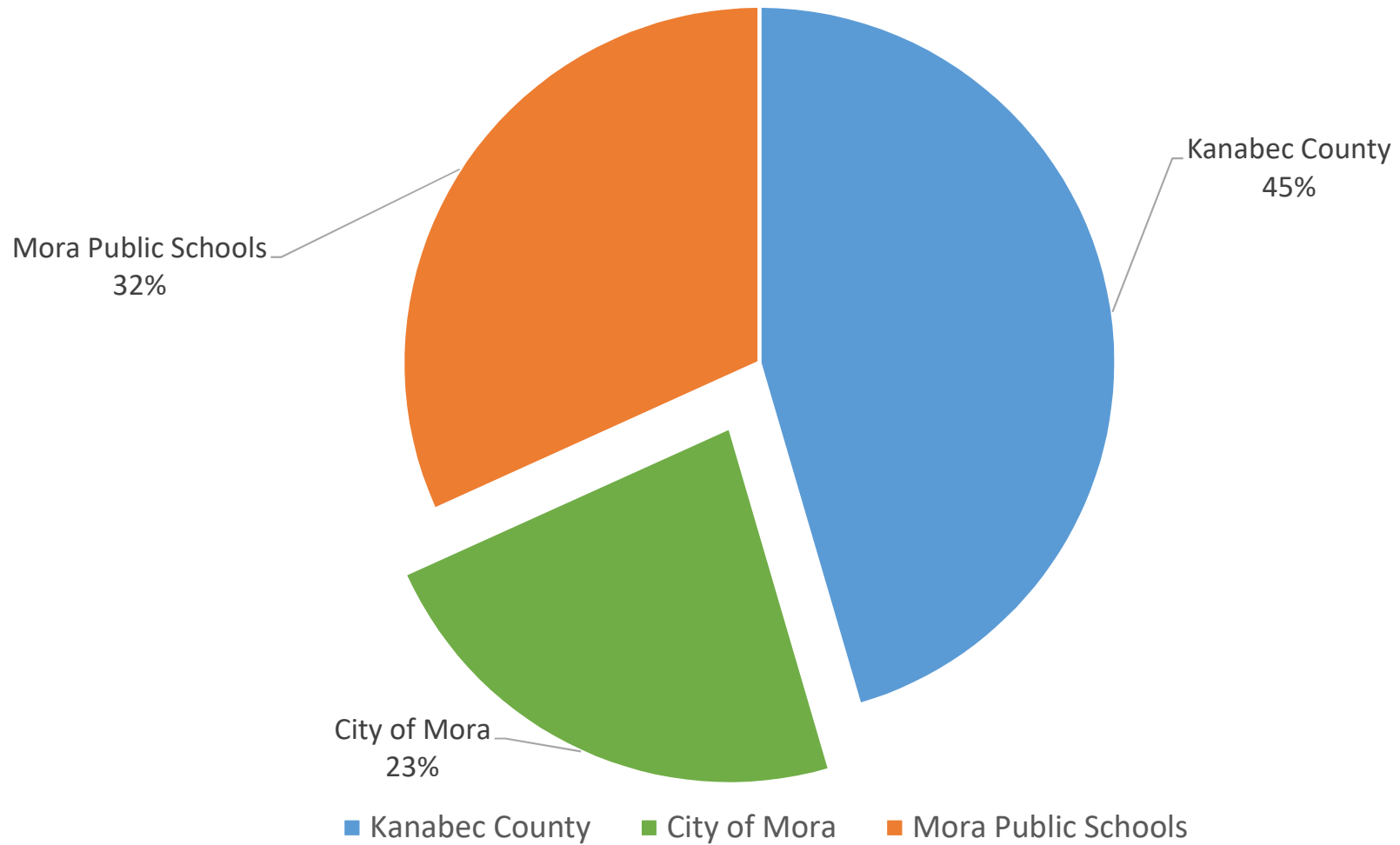
- Local Government Aid 101: 2014 Distribution and Beyond
- Fiscal Disparities 101
- State Homeowner Property Tax Relief Programs 101
- Homestead Market Value Exclusion 101





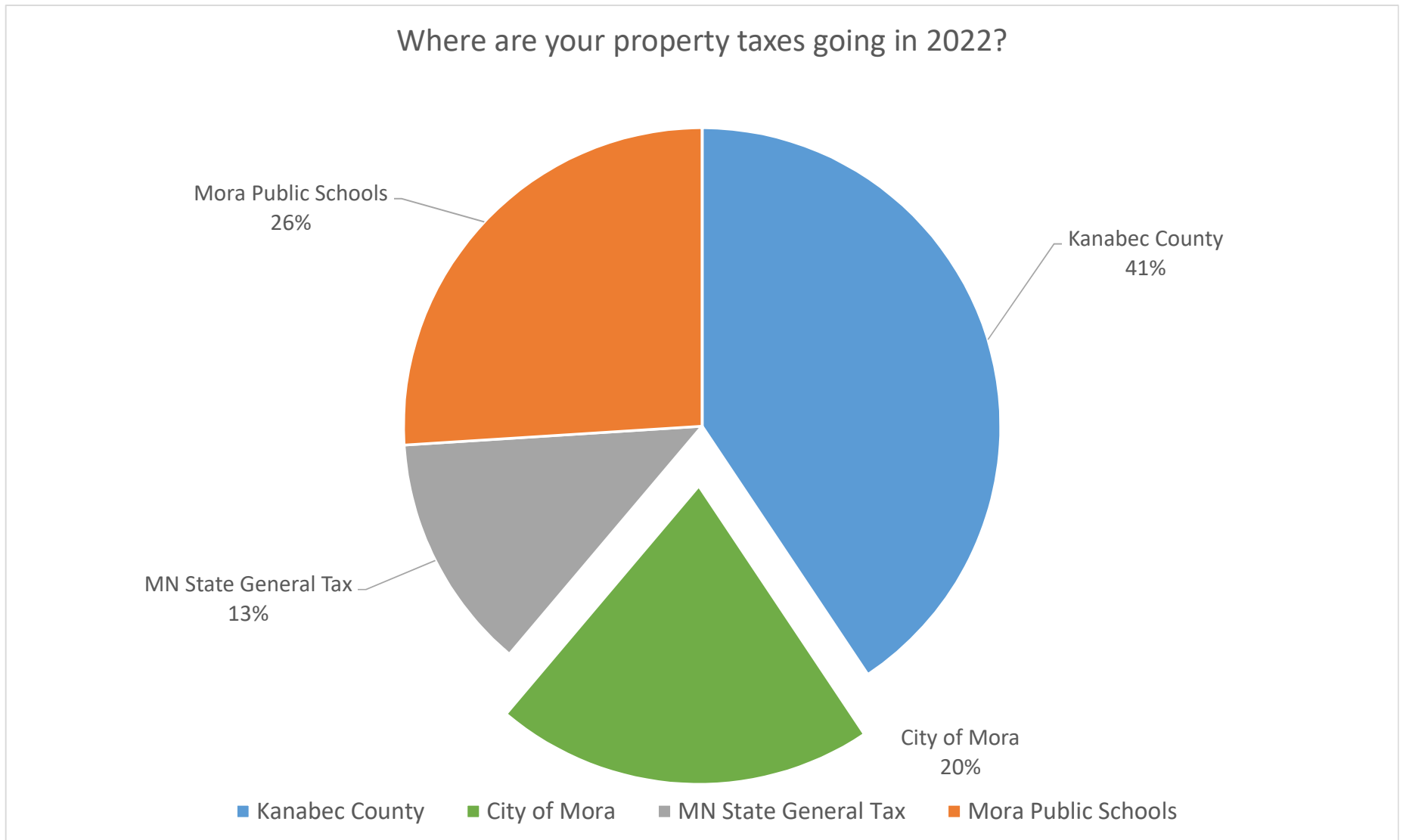
# Residential Properties

Where are your property tax dollars going in 2022?



Percentages are estimates only, and are based on a sample of proposed property taxes.

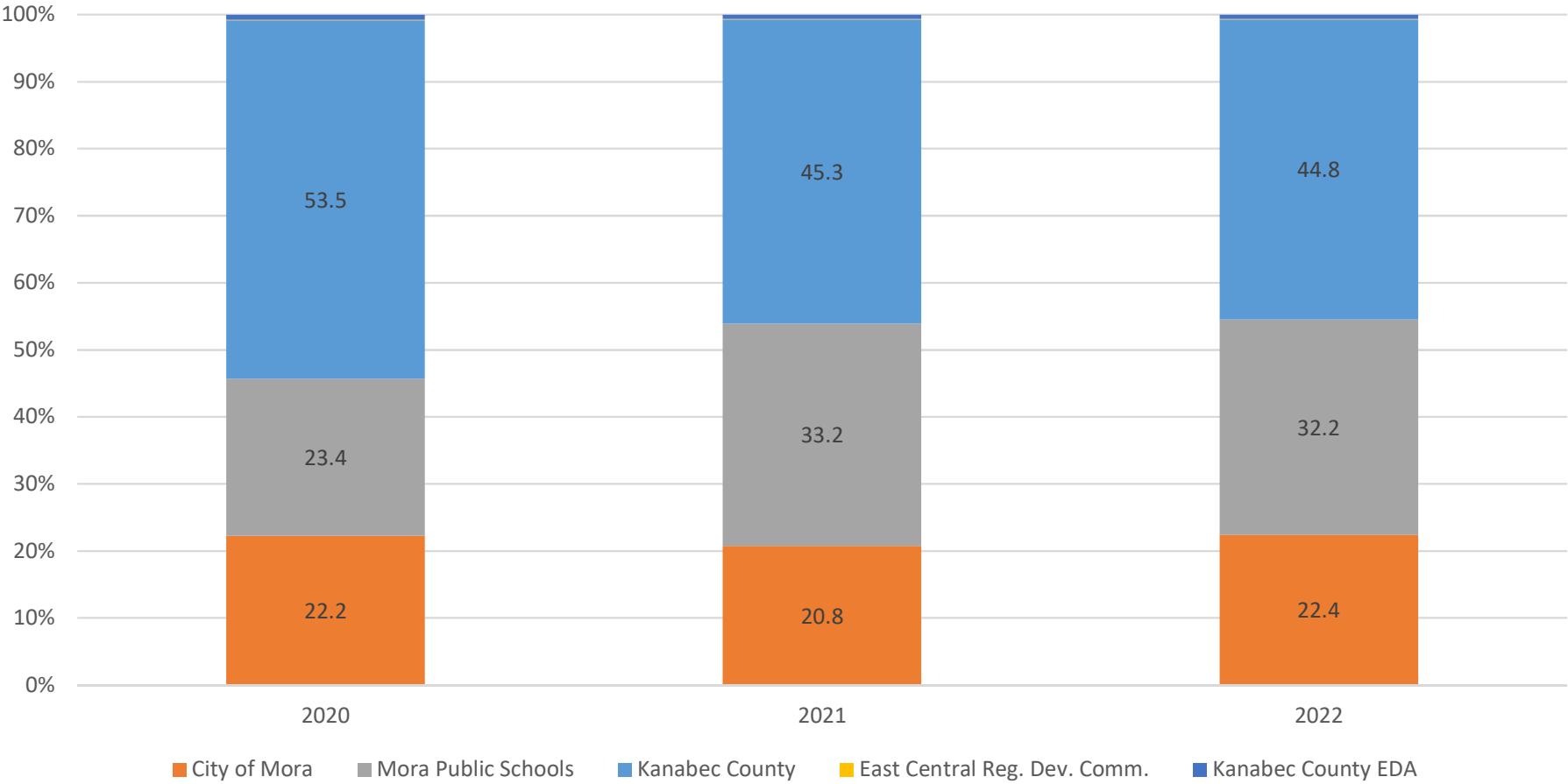
# Non-Residential Properties\*



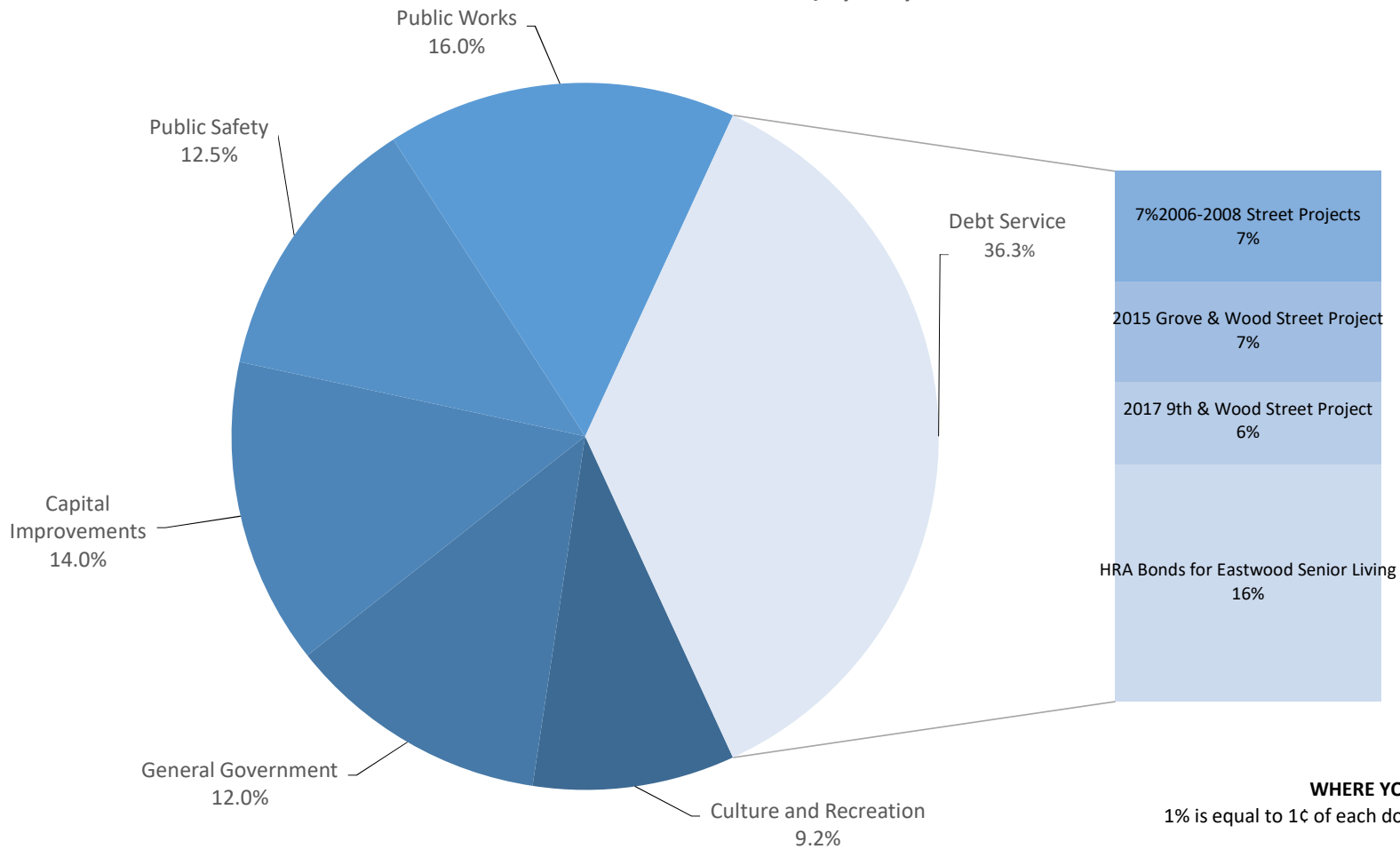
Percentages are estimates only, and are based on a sample of proposed property taxes.

\*Non-residential properties include commercial, industrial, etc.

Ratio of Property Taxes by Taxing Authority



## Final City Tax Levy for 2022 \$1,194,519



### WHERE YOUR TAX DOLLAR GOES

1% is equal to 1¢ of each dollar of the city tax levy.



**CITY OF MORA**  
**Preliminary Budget - Revenue - City**

Current Period: December 2021  
 Budget-2022  
 Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 101 GENERAL FUND</b>							
<b>Dept 41000 GENERAL GOVER</b>	\$2,120,970.29	\$2,226,462.00	\$2,496,450.00	\$2,241,643.00	\$1,400,092.77	\$2,248,284.00	\$6,641.00
<b>Dept 41110 MAYOR &amp; COUNCI</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
<b>Dept 41320 ADMINISTRATIO</b>	\$428.00	\$0.00	\$15.00	\$0.00	\$3,141.76	\$0.00	\$0.00
<b>Dept 41410 ELECTIONS</b>	\$0.00	\$0.00	\$1,045.72	\$0.00	\$0.00	\$0.00	\$0.00
<b>Dept 41520 FINANCE</b>	\$57,522.83	\$55,800.00	\$62,978.35	\$55,500.00	\$48,793.50	\$61,005.00	\$5,505.00
<b>Dept 41800 HUMAN RESOURC</b>	\$18,539.95	\$16,485.00	\$23,891.55	\$18,607.00	\$481.11	\$16,446.00	-\$2,161.00
<b>Dept 41910 PLANNING &amp; ZON</b>	\$4,581.25	\$2,020.00	\$2,055.00	\$2,520.00	\$12,482.88	\$9,510.00	\$6,990.00
<b>Dept 41920 INFORMATION TE</b>	\$0.00	\$22,693.00	\$18,101.00	\$16,034.00	\$0.00	\$17,787.00	\$1,753.00
<b>Dept 41940 CITY HALL BUILD</b>	\$0.00	\$0.00	\$35.00	\$0.00	\$1,200.00	\$3,900.00	\$3,900.00
<b>Dept 41941 LIBRARY BUILDI</b>	\$2,652.00	\$2,400.00	\$6,495.00	\$2,400.00	\$1,782.00	\$2,400.00	\$0.00
<b>Dept 42120 LAW ENFORCEME</b>	\$86,426.33	\$62,000.00	\$87,194.95	\$60,000.00	\$52,679.91	\$58,000.00	-\$2,000.00
<b>Dept 42220 FIRE</b>	\$61,769.54	\$55,000.00	\$62,345.58	\$55,500.00	\$65,051.11	\$58,000.00	\$2,500.00
<b>Dept 42401 BUILDING</b>	\$90,652.94	\$71,500.00	\$39,091.34	\$81,500.00	\$34,933.66	\$52,500.00	-\$29,000.00
<b>Dept 43121 STREETS</b>	\$69,854.67	\$12,168.00	\$7,005.80	\$67,118.00	\$93,293.79	\$143,931.00	\$76,813.00
<b>Dept 43160 STREET LIGHTING</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	\$0.00	\$0.00
<b>Dept 43180 GARAGE</b>	\$37,363.91	\$31,864.00	\$26,590.44	\$27,618.00	\$0.00	\$126,569.00	\$98,951.00
<b>Dept 45124 AQUATIC CENTER</b>	\$143,262.74	\$240,300.00	\$83,510.01	\$138,100.00	\$189,925.60	\$151,100.00	\$13,000.00
<b>Dept 45202 PARKS</b>	\$13,846.91	\$32,725.00	\$22,711.50	\$12,000.00	\$53,735.00	\$29,900.00	\$17,900.00
<b>Dept 47310 AIRPORT</b>	\$874,285.08	\$182,953.00	\$314,515.31	\$105,733.00	\$279,694.39	\$130,693.00	\$24,960.00
<b>FUND 101 GENERAL FUND</b>	<b>\$3,582,156.44</b>	<b>\$3,014,370.00</b>	<b>\$3,254,031.55</b>	<b>\$2,884,273.00</b>	<b>\$2,239,537.48</b>	<b>\$3,115,025.00</b>	<b>\$230,752.00</b>



**CITY OF MORA**

**Preliminary Budget - Revenue - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 220 STORM WATER FUND</b>							
<b>Dept 47800 STORM WATER</b>	\$230,074.61	\$100,210.00	\$104,372.16	\$115,503.00	\$109,724.91	\$115,200.00	-\$303.00
<b>FUND 220 STORM WATER FUND</b>	\$230,074.61	\$100,210.00	\$104,372.16	\$115,503.00	\$109,724.91	\$115,200.00	-\$303.00



**CITY OF MORA**

**Preliminary Budget - Revenue - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 225 CEMETERY FUND</b>							
<b>Dept 47810 CEMETERY</b>	\$71,988.00	\$66,140.00	\$69,937.79	\$47,235.00	\$75,385.16	\$55,117.00	\$7,882.00
<b>FUND 225 CEMETERY FUND</b>	\$71,988.00	\$66,140.00	\$69,937.79	\$47,235.00	\$75,385.16	\$55,117.00	\$7,882.00



**CITY OF MORA**

**Preliminary Budget - Revenue - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 409 FUTURE IMPROV FUND</b>							
<b>Dept 47410 CAPITAL PROJECT</b>	\$236,547.92	\$2,180.00	\$1,335.52	\$168,390.00	\$100,307.10	\$259,975.00	\$91,585.00
<b>FUND 409 FUTURE IMPROV FUN</b>	\$236,547.92	\$2,180.00	\$1,335.52	\$168,390.00	\$100,307.10	\$259,975.00	\$91,585.00





**CITY OF MORA**

**Preliminary Budget - Revenue - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 530 SERIES 2011A BONDS - STREET</b>							
<b>Dept 47000 DEBT SERVICE</b>	\$84,866.40	\$83,958.00	\$83,740.69	\$86,688.00	\$47,270.52	\$0.00	-\$86,688.00
<b>FUND 530 SERIES 2011A BONDS</b>	\$84,866.40	\$83,958.00	\$83,740.69	\$86,688.00	\$47,270.52	\$0.00	-\$86,688.00



**CITY OF MORA**

**Preliminary Budget - Revenue - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 532 SERIES 2015B BONDS - WOOD&amp;GROV</b>							
<b>Dept 47000 DEBT SERVICE</b>	\$77,254.80	\$77,543.00	\$77,148.63	\$76,599.00	\$41,784.88	\$80,667.00	\$4,068.00
<b>FUND 532 SERIES 2015B BONDS</b>	\$77,254.80	\$77,543.00	\$77,148.63	\$76,599.00	\$41,784.88	\$80,667.00	\$4,068.00



**CITY OF MORA**

**Preliminary Budget - Revenue - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 533 SERIES 2015C BONDS - REFUNDING</b>							
<b>Dept 47000 DEBT SERVICE</b>	\$127,394.33	\$127,640.00	\$128,648.17	\$128,943.00	\$73,266.78	\$125,560.00	-\$3,383.00
<b>FUND 533 SERIES 2015C BONDS</b>	\$127,394.33	\$127,640.00	\$128,648.17	\$128,943.00	\$73,266.78	\$125,560.00	-\$3,383.00



# CITY OF MORA

## Preliminary Budget - Revenue - City

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 535 SERIES 2017A BONDS - 9TH&amp;WOOD</b>							
<b>Dept 47000 DEBT SERVICE</b>	\$49,561.57	\$61,353.00	\$66,599.75	\$69,625.00	\$37,238.39	\$77,889.00	\$8,264.00
<b>FUND 535 SERIES 2017A BONDS</b>	\$49,561.57	\$61,353.00	\$66,599.75	\$69,625.00	\$37,238.39	\$77,889.00	\$8,264.00



**CITY OF MORA**

**Preliminary Budget - Revenue - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 609 LIQUOR FUND</b>							
<b>Dept 49750 LIQUOR STORE</b>	\$3,408,299.58	\$3,683,520.00	\$4,450,872.87	\$3,665,593.00	\$4,056,698.92	\$4,126,197.00	\$460,604.00
<b>FUND 609 LIQUOR FUND</b>	\$3,408,299.58	\$3,683,520.00	\$4,450,872.87	\$3,665,593.00	\$4,056,698.92	\$4,126,197.00	\$460,604.00





**CITY OF MORA**  
**Preliminary Budget - Expenditures - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 101 GENERAL FUND</b>							
<b>Dept 41000 GENERAL GOVER</b>	\$193,369.45	\$34,236.00	\$180,911.62	\$34,440.00	\$44,042.91	\$128,035.00	\$93,595.00
<b>Dept 41110 MAYOR &amp; COUN</b>	\$28,374.93	\$32,156.00	\$35,873.59	\$33,159.00	\$29,691.73	\$41,379.00	\$8,220.00
<b>Dept 41320 ADMINISTRATIO</b>	\$97,926.59	\$106,982.00	\$109,745.41	\$110,666.00	\$119,361.00	\$107,086.00	-\$3,580.00
<b>Dept 41410 ELECTIONS</b>	\$3,142.50	\$4,300.00	\$4,894.04	\$0.00	\$0.00	\$4,250.00	\$4,250.00
<b>Dept 41520 FINANCE</b>	\$107,508.52	\$116,461.00	\$117,713.07	\$157,047.00	\$116,286.12	\$171,836.00	\$14,789.00
<b>Dept 41610 LEGAL</b>	\$34,372.16	\$33,246.00	\$35,240.72	\$33,040.00	\$33,892.01	\$32,740.00	-\$300.00
<b>Dept 41800 HUMAN RESOUR</b>	\$31,480.37	\$27,555.00	\$38,487.97	\$31,655.00	\$18,705.20	\$27,900.00	-\$3,755.00
<b>Dept 41910 PLANNING &amp; ZO</b>	\$83,739.09	\$113,437.00	\$102,662.63	\$99,436.00	\$97,283.59	\$116,153.00	\$16,717.00
<b>Dept 41920 INFORMATION T</b>	\$29,060.99	\$39,200.00	\$54,232.22	\$26,215.00	\$35,736.42	\$28,585.00	\$2,370.00
<b>Dept 41940 CITY HALL BUIL</b>	\$27,743.56	\$32,201.00	\$58,310.99	\$35,164.00	\$33,068.40	\$41,957.00	\$6,793.00
<b>Dept 41941 LIBRARY BUILDI</b>	\$21,977.72	\$43,176.00	\$30,968.21	\$40,182.00	\$23,317.54	\$32,464.00	-\$7,718.00
<b>Dept 42120 LAW ENFORCEM</b>	\$676,426.55	\$714,868.00	\$710,438.14	\$681,689.00	\$607,545.17	\$686,161.00	\$4,472.00
<b>Dept 42220 FIRE</b>	\$129,450.54	\$132,938.00	\$140,283.58	\$134,924.00	\$144,475.11	\$147,300.00	\$12,376.00
<b>Dept 42401 BUILDING</b>	\$88,843.49	\$95,592.00	\$107,609.24	\$93,972.00	\$77,419.22	\$101,313.00	\$7,341.00
<b>Dept 43121 STREETS</b>	\$514,072.88	\$509,135.00	\$415,697.73	\$527,382.00	\$452,296.71	\$607,818.00	\$80,436.00
<b>Dept 43125 ICE &amp; SNOW RE</b>	\$61,367.91	\$50,247.00	\$65,182.65	\$50,624.00	\$38,098.94	\$46,024.00	-\$4,600.00
<b>Dept 43160 STREET LIGHTIN</b>	\$37,512.89	\$43,000.00	\$25,945.23	\$31,000.00	\$32,894.78	\$40,000.00	\$9,000.00
<b>Dept 43180 GARAGE</b>	\$36,707.64	\$31,364.00	\$27,218.56	\$27,618.00	\$30,238.65	\$126,637.00	\$99,019.00
<b>Dept 45124 AQUATIC CENTE</b>	\$325,976.82	\$389,378.00	\$208,992.58	\$296,951.00	\$291,139.21	\$314,408.00	\$17,457.00
<b>Dept 45202 PARKS</b>	\$145,834.46	\$200,588.00	\$147,695.50	\$156,217.00	\$195,402.74	\$270,466.00	\$114,249.00
<b>Dept 47310 AIRPORT</b>	\$442,259.90	\$352,465.00	\$264,953.05	\$282,826.00	\$368,966.47	\$248,221.00	-\$34,605.00
<b>FUND 101 GENERAL FUND</b>	\$3,117,148.96	\$3,102,525.00	\$2,883,056.73	\$2,884,207.00	\$2,789,861.92	\$3,320,733.00	\$436,526.00



**CITY OF MORA**

**Preliminary Budget - Expenditures - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 220 STORM WATER FUND</b>							
<b>Dept 47800 STORM WATER</b>	\$84,654.69	\$80,490.00	\$54,516.12	\$81,897.00	\$40,607.70	\$75,156.00	-\$6,741.00
<b>FUND 220 STORM WATER FUND</b>	\$84,654.69	\$80,490.00	\$54,516.12	\$81,897.00	\$40,607.70	\$75,156.00	-\$6,741.00





**CITY OF MORA**

**Preliminary Budget - Expenditures - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 225 CEMETERY FUND</b>							
<b>Dept 47810 CEMETERY</b>	\$39,791.94	\$77,033.00	\$66,281.92	\$91,536.00	\$39,424.72	\$105,818.00	\$14,282.00
<b>FUND 225 CEMETERY FUND</b>	\$39,791.94	\$77,033.00	\$66,281.92	\$91,536.00	\$39,424.72	\$105,818.00	\$14,282.00



**CITY OF MORA**

**Preliminary Budget - Expenditures - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 409 FUTURE IMPROV FUND</b>							
<b>Dept 47410 CAPITAL PROJEC</b>	\$54,437.14	\$139,200.00	\$98,251.00	\$78,750.00	\$54,750.00	\$172,813.00	\$94,063.00
<b>FUND 409 FUTURE IMPROV FUN</b>	\$54,437.14	\$139,200.00	\$98,251.00	\$78,750.00	\$54,750.00	\$172,813.00	\$94,063.00



**CITY OF MORA**

**Preliminary Budget - Expenditures - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 530 SERIES 2011A BONDS - STREET</b>							
<b>Dept 47000 DEBT SERVICE</b>	\$78,650.00	\$81,600.00	\$81,547.50	\$79,310.00	\$79,260.00	\$81,830.00	\$2,520.00
<b>FUND 530 SERIES 2011A BOND</b>	\$78,650.00	\$81,600.00	\$81,547.50	\$79,310.00	\$79,260.00	\$81,830.00	\$2,520.00



**CITY OF MORA**

**Preliminary Budget - Expenditures - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 532 SERIES 2015B BONDS - WOOD&amp;GROV</b>							
<b>Dept 47000 DEBT SERVICE</b>	\$75,650.00	\$74,850.00	\$74,750.00	\$73,950.00	\$77,600.00	\$72,940.00	-\$1,010.00
<b>FUND 532 SERIES 2015B BOND</b>	\$75,650.00	\$74,850.00	\$74,750.00	\$73,950.00	\$77,600.00	\$72,940.00	-\$1,010.00



**CITY OF MORA**

**Preliminary Budget - Expenditures - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 533 SERIES 2015C BONDS - REFUNDING</b>							
<b>Dept 47000 DEBT SERVICE</b>	\$113,528.83	\$116,141.00	\$116,040.39	\$118,530.00	\$122,174.44	\$119,315.00	\$785.00
<b>FUND 533 SERIES 2015C BOND</b>	\$113,528.83	\$116,141.00	\$116,040.39	\$118,530.00	\$122,174.44	\$119,315.00	\$785.00



**CITY OF MORA**  
**Preliminary Budget - Expenditures - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 535 SERIES 2017A BONDS - 9TH&amp;WOOD</b>							
<b>Dept 47000 DEBT SERVICE</b>	\$59,359.48	\$78,109.00	\$78,009.47	\$76,460.00	\$78,609.47	\$77,065.00	\$605.00
<b>FUND 535 SERIES 2017A BOND</b>	\$59,359.48	\$78,109.00	\$78,009.47	\$76,460.00	\$78,609.47	\$77,065.00	\$605.00



**CITY OF MORA**

**Preliminary Budget - Expenditures - City**

Current Period: December 2021

Budget-2022

Preliminary

Last Dimension	2019 Amount	2020 Budget	2020 Amount	2021 Budget	2021 YTD Amount	2022 Budget	Diff From Current
<b>FUND 609 LIQUOR FUND</b>							
<b>Dept 49750 LIQUOR STORE</b>	\$3,351,702.08	\$3,489,097.00	\$4,143,681.80	\$3,644,352.00	\$3,707,968.33	\$4,027,526.00	\$383,174.00
<b>FUND 609 LIQUOR FUND</b>	\$3,351,702.08	\$3,489,097.00	\$4,143,681.80	\$3,644,352.00	\$3,707,968.33	\$4,027,526.00	\$383,174.00







# MEMORANDUM

Date: December 7, 2021  
 To: Mayor and City Council  
 From: Natasha Segelstrom, Administrative Services Director  
 Lindy Crawford, City Administrator  
 RE: Planning Commission Appointment and Vacancy

## SUMMARY

The city council will discuss the Planning Commission vacancy and may appoint one person to fill the vacant position. The city council will also accept a Planning Commission resignation notice and discuss advertising to fill the vacancy.

## BACKGROUND INFORMATION

At the direction of the city council, staff has been receiving applications to fill the vacant Planning Commission position. At the time of publication staff received one application– Sheldon Shepard.

In addition, Carmichael Finn has submitted a resignation notice due to the fact that she is moving outside of city limits. The City Council appointed Finn to the Planning Commission in 2020. Finn’s term expires on December 31, 2022. The Council is being asked to declare a vacancy and direct staff to advertise for the remainder of the term.

## OPTIONS & IMPACTS

### Current Vacancy

1. Appoint Sheldon Shepard to the Planning Commission.
  - a. The Planning Commission meets monthly with the next meeting scheduled for December 13, 2021. If appointed, Shepard could be sworn in at this meeting.
2. Do not appoint an applicant from the applications received and solicit additional applications.

### Resignation

1. Accept Finn’s resignation from the Planning Commission, declare a vacancy and direct staff to advertise the vacancy immediately.
  - a. Staff recommends that applications be due on Tuesday, December 28th in order for the council to consider applications at its January 4, 2022 meeting.

## RECOMMENDATIONS

Motion to appoint Sheldon Shepard to the Planning Commission effective immediately.

Motion to accept Finn’s resignation from the Planning Commission, and direct staff to advertise to fill the vacancy immediately.

### *Attachments*

- S. Shepard Application Submission
- C. Finn Resignation Notice



# CITY OF MORA Board and Commission Application Form

Name: Sheeldon Shepard Date: 11-16-21  
Address: Emma Pizza 113 South Lake St Mora (Business)  
Telephone: [REDACTED] E-mail: [REDACTED]

Name of board or commission for which you are applying:

Planning 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:

29+ Years on The Zimmerman Planning Commission  
Approx 15 Years As Zimmerman Planning Commission Chairperson

Other interests and/or community involvement:

Also Serves 2 Years on The City Council

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

Would Prefer Meeting Time More In The Evening But  
Could Make It Work With Enough Advance Notice

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.

<b>RECEIVED</b>		<b>OFFICE USE ONLY</b>	
Date received:	<u>NOV 18 2021</u>	Appointment:	<input type="checkbox"/> approved
Date council reviewed:	_____		Term expires _____
			<input type="checkbox"/> denied
Comments: _____			
s>Legislative>Council>Appointments			

## Mandi Yoder

---

**From:** Carmichael Finn <cfinn@recoveringhope.life>  
**Sent:** Friday, November 26, 2021 1:25 PM  
**To:** Caleb Christenson  
**Cc:** Sara Treiber; Sara Treiber; Todd Sjoberg; Mandi Yoder  
**Subject:** Re: Planning Commission Packet  
**Attachments:** image001.jpg

Hello all,

I have bought a house in Milaca and will be moving mid-December. Therefore, I will need to resign my position on the Mora Planning Commission, effective Dec. 1, as I will no longer be a resident of the City. I appreciate my time on the Commission and wish each of you the best in the future.

Best,

Finn

On Fri, Oct 1, 2021, 1:36 PM Caleb Christenson <[c.christenson@cityofmora.com](mailto:c.christenson@cityofmora.com)> wrote:

Hello: Please find attached the packet for next Monday's Planning Commission meeting.

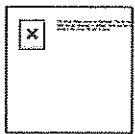
Thank you,

Caleb Christenson

Building Official

City of Mora | 101 Lake Street South | Mora, MN 55051-1588

Direct 320.225.4808 | Cell 320.674.0038 | City Hall 320.679.1511



[www.ci.mora.mn.us](http://www.ci.mora.mn.us)





# MEMORANDUM

Date: December 7, 2021  
To: Mayor and City Council  
From: Lindy Crawford, City Administrator  
RE: 2022 Public Meeting Schedule

---

## SUMMARY

The City council will review and adopt the 2022 meeting schedule for various municipal activities.

## BACKGROUND INFORMATION

Annually, the city council adopts a meeting schedule for public meetings for various municipal activities. The attached draft 2022 public meeting schedule incorporates public meetings and days that city/utility offices are closed to the public.

Meeting dates to note:

1. City Council meeting on Tuesday, January 4<sup>th</sup> for the first meeting of the year.
2. Joint meeting of the City Council and PUC on Tuesday, July 19<sup>th</sup> for the annual budget preparation and check-in with both groups.
3. Offices closed on Friday, October 21<sup>st</sup> for the annual records retention and compliance. This allows staff uninterrupted time to complete filing, organizing and cleaning in conjunction with the State records retention schedule.
4. City Council meeting on Thursday, August 18<sup>th</sup> to allow the city administrator and public works director to attend an electric conference.
5. City Council meeting on Tuesday, September 6<sup>th</sup> to review the upcoming annual budget.
6. City Council meeting on Tuesday, December 6<sup>th</sup> for the truth-in-taxation hearing.
7. City Council work sessions are held on the third Tuesday of each month at 5:00pm, if needed, before the regular meeting at 6:30pm. Additional meetings may be scheduled as needed.

## OPTIONS & IMPACTS

- By adopting the schedules the city council provides public notice of meeting dates and enables staff and the public to plan more effectively.
- Please note that the day after Thanksgiving and Christmas are not paid holidays. Aside from those days and October 22<sup>nd</sup>, the other 'offices closed' days schedule are paid holidays.

## RECOMMENDATIONS

Motion to adopt the 2022 public meeting schedule as presented.

### *Attachments*

Draft 2022 Public Meeting Schedule

# DRAFT City of Mora/Mora Municipal Utilities Public Meeting Calendar 2022

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
Su	Mo	Tu	We	Th	Fr	Sa
		★ 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	★ 9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	★ 8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**KEY**

	Offices Closed		City EDA 2pm		Public Utilities Commission 3pm	★	Election Day
	Airport Board 5pm/ Park 6pm		Mora HRA 3pm		●		Joint Council/ PUC Meeting 4:30pm
	City Council 5pm & 6:30pm*		Planning Commission 5:30pm				* Work Session 5pm, Regular Meeting 6:30pm

Adopted 12/xx/2021. The City of Mora reserves the right to make adjustments to the meeting calendar as deemed necessary.



# MEMORANDUM

Date: December 7, 2021  
To: Mayor and City Council  
From: Lindy Crawford, City Administrator  
RE: 2022 Pay Plan/ Salary Schedules/ Organizational Chart

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## SUMMARY/BACKGROUND

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The City Council reviews and adopts the pay plan, salary schedules, and organizational chart annually, setting forth employment levels and pay rates for all current employees and boards and commission members.

The City Council recently reviewed and adopted the consolidated and MAC salary schedule for most employees after receiving a class and compensation study, however the salary schedules for fire and board and commission members were not included.

The only change to the organizational chart for 2022 is the addition of two electric lineworkers, which has been discussed with the PUC.

## OPTIONS & IMPACTS

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1. The pay plan and all salary schedules are within the proposed budgets for 2022.
2. The organizational chart reflects previous conversations had by the PUC.

## RECOMMENDATIONS

---

Motion to adopt the 2022 pay plan, fire and board and commission salary schedules, and organizational chart, as presented.

### *Attachments*

- 2022 Proposed Pay Plan
- 2022 Proposed Salary Schedules – Boards, Commissions, and Fire
- 2022 Proposed Organizational Chart





**CITY OF MORA/MORA MUNICIPAL UTILITIES  
CONSOLIDATED PAY PLAN  
2022**

12/27/2021 Position Name	PRIOR			2022 PAY PLAN						
	Effective Date	Grade-Step	Rate	Effective Date	Grade-Step	COLA 6.00%	Step	Rate	Increase \$	Increase %
City Administrator				2/21/2022	15-E	-	50.25	50.25	50.25	
City Administrator	2/21/2022	15-E	50.25	8/21/2022	15-F		1.64	51.89	1.64	3.26%
Administrative Services Director	7/6/2021	12-A	33.12	12/27/2021	12-A	1.99	-	35.11	1.99	6.01%
Administrative Services Director	12/27/2021	12-A	35.11	1/6/2022	12-B		0.87	35.98	0.87	2.48%
Administrative Services Director	1/6/2022	12-B	35.98	7/6/2022	12-C		0.89	36.87	0.89	2.47%
Admin Asst/Deputy Clerk	3/27/2021	9.5-F	30.11	12/27/2021	9.5-F	1.81	-	31.92	1.81	6.01%
Admin Asst/Deputy Clerk	12/27/2021	9.5-F	31.92	3/27/2022	9.5-G		0.80	32.72	0.80	2.51%
Activies & Recreation Coordinator	5/22/2021	9-E	28.48	12/27/2021	9-E	1.71	-	30.19	1.71	6.00%
Activies & Recreation Coordinator	12/27/2021	9-E	30.19	5/22/2022	9-F		0.76	30.95	0.76	2.52%
Janitor	10/20/2021	5-E	20.35	12/27/2021	5-E	1.22	-	21.57	1.22	6.00%
Janitor	12/27/2021	5-E	21.57	10/20/2021	5-F		0.53	22.10	0.53	2.46%
Accountant	12/29/2020	10-F	31.34	12/27/2021	10-F	1.88	-	33.22	1.88	6.00%
Accountant	12/27/2021	10-F	33.22	12/29/2021	10-G		0.85	34.07	0.85	2.56%
Accounting Clerk	6/5/2021	8-J	29.45	12/27/2021	8-J	1.77	-	31.22	1.77	6.01%
Accounting Clerk	12/27/2021	8-J	31.22	6/5/2022	8-J		-	31.22	-	0.00%
Utility Billing Clerk I	12/16/2021	8-D	25.39	12/27/2021	8-D	1.52	-	26.91	1.52	5.99%
Utility Billing Clerk I	12/27/2021	8-D	26.91	12/16/2022	8-E		0.68	27.59	0.68	2.53%
Utility Billing Clerk II	9/21/2021	6-C	21.26	12/27/2021	6-C	1.28	-	22.54	1.28	6.02%
Utility Billing Clerk II	12/27/2021	6-C	22.54	9/21/2022	6-D		0.55	23.09	0.55	2.44%
Public Works Director	4/27/2021	13-J	44.21	12/27/2021	13-J	2.65	-	46.86	2.65	5.99%
Public Works Director	12/27/2021	13-J	46.86	4/27/2022	13-J		-	46.86	-	0.00%
Plant/Line Supervisor				4/1/2022	12-D	-	37.80	37.80	37.80	
Plant/Line Supervisor	4/1/2022	12-D	37.80	10/10/2022	12-E		0.96	38.76	0.96	2.54%
Equipment Operator/Mechanic	10/25/2021	8-C	24.77	12/27/2021	8-C	1.49	-	26.26	1.49	6.02%
Equipment Operator/Mechanic	12/27/2021	8-C	26.26	4/25/2022	8-D		0.65	26.91	0.65	2.48%
Equipment Operator/Mechanic	4/25/2022	8-D	26.91	10/25/2022	8-E		0.68	27.59	0.68	2.53%
Equipment Operator/Mechanic	1/2/2021	8-J	29.45	12/27/2021	8-J	1.77	-	31.22	1.77	6.01%
Equipment Operator/Mechanic	12/27/2021	8-J	31.22	1/2/2022	8-J		-	31.22	-	0.00%
Equipment Operator/Mechanic	1/22/2021	8-J	29.45	12/27/2021	8-J	1.77	-	31.22	1.77	6.01%
Equipment Operator/Mechanic	12/27/2021	8-J	31.22	1/22/2022	8-J		-	31.22	-	0.00%
Equipment Operator/Mechanic	9/17/2021	8-C	24.77	12/27/2021	8-C	1.49	-	26.26	1.49	6.02%
Equipment Operator/Mechanic	12/27/2021	8-C	26.26	3/17/2022	8-D		0.65	26.91	0.65	2.48%
Summer Maintenance Worker		1-A	12.39	12/27/2021	1-A	0.74	-	13.13	0.74	5.97%
Summer Maintenance Worker		1-E	13.68	12/27/2021	1-E	0.82	-	14.50	0.82	5.99%
Summer Maintenance Worker		1-C	13.02	12/27/2021	1-C	0.78	-	13.80	0.78	5.99%
Summer Maintenance Worker		1-B	12.70	12/27/2021	1-B		0.76	13.46	0.76	5.98%
Water/Wastewater Operator I	7/20/2021	9-J	32.23	12/27/2021	9-J	1.93	-	34.16	1.93	5.99%
Water/Wastewater Operator I	12/27/2021	9-J	34.16	1/20/2022	9-J		-	34.16	-	0.00%
Water/Wastewater Operator II	11/17/2021	8.5-A	24.71	12/27/2021	8.5-A	1.48	-	26.19	1.48	5.99%
Water/Wastewater Operator II	12/27/2021	8.5-A	26.19	5/17/2022	8.5-B		0.66	26.85	0.66	2.52%
Water/Wastewater Operator II	5/17/2022	8.5-B	26.85	11/17/2022	8.5-C		0.67	27.52	0.67	2.50%
Water/Wastewater Operator III	11/18/2021	6-D	21.78	12/27/2021	6-D	1.31	-	23.09	1.31	6.01%
Water/Wastewater Operator III	12/27/2021	6-D	23.09	5/18/2022	6-E		0.57	23.66	0.57	2.47%
Generator Operator/Electrician	4/17/2021	11-I	37.32	12/27/2021	11-I	2.24	-	39.56	2.24	6.00%
Generator Operator/Electrician	12/27/2021	11-I	39.56	4/17/2022	11-J		0.99	40.55	0.99	2.50%
Generator Operator/Mechanic I	4/28/2021	9.5-J	33.25	12/27/2021	9.5-J	2.00	-	35.25	2.00	6.02%
Generator Operator/Mechanic I	12/27/2021	9.5-J	35.25	4/28/2022	9.5-J		-	35.25	-	0.00%
Generator Operator/Mechanic II	10/16/2021	8.5-J	30.86	12/27/2021	8.5-J	1.85	-	32.71	1.85	5.99%
Generator Operator/Mechanic II	12/27/2021	8.5-J	32.71	10/16/2022	8.5-J		-	32.71	-	0.00%
Electric Line Worker I	12/27/2021	11-E	33.81	6/1/2022	11-E	2.03	-	35.84	2.03	6.00%
Electric Line Worker I	6/1/2022	11-E	35.84	12/1/2022	11-F		0.90	36.74	0.90	2.51%
Electric Line Worker I	12/27/2021	11-E	33.81	6/1/2022	11-E	2.03	-	35.84	2.03	6.00%
Electric Line Worker I	6/1/2022	11-E	35.84	12/1/2022	11-F		0.90	36.74	0.90	2.51%
Aquatic Center Assistant Manager		7-B	22.28	12/27/2021	7-B	1.34	-	23.62	1.34	6.01%
Liquor Store Manager	3/9/2021	10-F	31.34	12/27/2021	10-F	1.88	-	33.22	1.88	6.00%
Liquor Store Manager	12/27/2021	10-F	33.22	3/9/2022	10-G		0.85	34.07	0.85	2.56%
Liquor Store Asst Manager	3/18/2021	9-D	27.79	12/27/2021	9-D	1.67	-	29.46	1.67	6.01%
Liquor Store Asst Manager	12/27/2021	9-D	29.46	3/18/2022	9-E		0.73	30.19	0.73	2.48%
Liquor Store Clerk II	3/21/2020	2-F	15.47	12/27/2021	2-F	0.93	-	16.40	0.93	6.01%
Liquor Store Clerk II	12/27/2021	2-F	16.40	3/21/2021	2-G		0.42	16.82	0.42	2.56%
Liquor Store Clerk II	7/11/2021	2-B	14.01	12/27/2021	2-B	0.84	-	14.85	0.84	6.00%
Liquor Store Clerk II	12/27/2021	2-B	14.85	1/11/2022	2-C		0.37	15.22	0.37	2.49%
Liquor Store Clerk II	7/2/2021	2-F	15.47	12/27/2021	2-F	0.93	-	16.40	0.93	6.01%
Liquor Store Clerk II	12/27/2021	2-F	16.40	7/2/2022	2-G		0.42	16.82	0.42	2.56%
Liquor Store Clerk II	12/7/2021	2-B	14.01	12/27/2021	2-B	0.84	-	14.85	0.84	6.00%
Liquor Store Clerk II	12/27/2021	2-B	14.85	6/7/2022	2-C		0.37	15.22	0.37	2.49%
Liquor Store Clerk II	6/28/2021	2-A	13.68	12/27/2021	2-A	0.82	-	14.50	0.82	5.99%
Liquor Store Clerk II	12/27/2021	2-A	14.50	12/28/2021	2-B		0.35	14.85	0.35	2.41%
Liquor Store Clerk II	12/28/2021	2-B	14.85	6/28/2022	2-C		0.37	15.22	0.37	2.49%
Liquor Store Clerk II	12/6/2021	2-A	13.68	12/27/2021	2-A	0.82	-	14.50	0.82	5.99%
Liquor Store Clerk II	12/27/2021	2-A	14.50	6/6/2022	2-B		0.35	14.85	0.35	2.41%
Liquor Store Clerk II	12/27/2021	2-B	14.85	12/6/2022	2-C		0.37	15.22	0.37	2.49%
Liquor Store Clerk II	12/6/2021	2-A	13.68	12/27/2021	2-A	0.82	-	14.50	0.82	5.99%
Liquor Store Clerk II	12/27/2021	2-A	14.50	6/6/2022	2-B		0.35	14.85	0.35	2.41%
Liquor Store Clerk II	12/27/2021	2-B	14.85	12/6/2022	2-C		0.37	15.22	0.37	2.49%
Liquor Store Clerk II	12/6/2021	2-A	13.68	12/27/2021	2-A	0.82	-	14.50	0.82	5.99%
Liquor Store Clerk II	12/27/2021	2-A	14.50	6/6/2022	2-B		0.35	14.85	0.35	2.41%
Liquor Store Clerk II	12/27/2021	2-B	14.85	12/6/2022	2-C		0.37	15.22	0.37	2.49%
Liquor Store Clerk II	7/3/2021	2-D	14.72	12/27/2021	2-D	0.88	-	15.60	0.88	5.98%
Liquor Store Clerk II	12/27/2021	2-D	15.60	7/3/2022	2-E		0.41	16.01	0.41	2.63%
Community Development Director	12/18/2021	12-H	39.37	12/27/2021	12-H	2.36	-	41.73	2.36	5.99%
Community Development Director	12/27/2021	12-H	41.73	6/14/2022	12-I		1.05	42.78	1.05	2.52%
Community Development Director	6/14/2022	12-I	42.78	12/18/2022	12-J		1.06	43.84	1.06	2.48%
Building Official	1/21/2021	11-C	32.19	12/27/2021	11-C	1.93	-	34.12	1.93	6.00%
Building Official	12/27/2021	11-C	34.12	1/21/2022	11-D		0.84	34.96	0.84	2.46%

Certified adopted by the council on \_\_\_\_\_ & commission on \_\_\_\_\_  
By: \_\_\_\_\_

12/27/2021

Position Name	PRIOR			2022 PAY PLAN					
	Effective Date	Grade-Step	Rate	Effective Date	Grade-Step	COLA 6.00%	Step	Rate	Increase \$ %

**CITY OF MORA**  
**Salary Schedule**  
**2022**

**CITY COUNCIL**  
Annual Salaries

Mayor \$ 5,000  
Council Member \$ 4,000

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**PUBLIC UTILITIES COMMISSION**  
Annual Salaries

Chair \$ 2,900  
Commissioner \$ 2,600

---

**ECONOMIC DEVELOPMENT AUTHORITY**  
Per Meeting Wages

Commissioners & Council Rep. \$ 25

---

**PLANNING COMMISSION**  
Per Meeting Wages

Commissioners & Council Rep. \$ 25

---

**PARK BOARD**  
Per Meeting Wages

Commissioners & Council Rep. \$ 25

---

**AIRPORT BOARD**  
Per Meeting Wages

Commissioners & Council Rep. \$ 25

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Certified adopted by the council on

\_\_\_\_\_.

By: \_\_\_\_\_

**CITY OF MORA  
Salary Schedule  
2022**

**MORA AREA FIRE DEPARTMENT**

<b>Officers</b>	<u>Hourly Rate</u>		<u>Annual Salary</u>
	<u>Base</u>	<u>Response</u>	
Chief	\$10.00	\$15.00	\$ 5,000
Assistant Chief	\$10.00	\$15.00	\$ 2,000
Captain	\$10.00	\$15.00	\$ 1,500
Lieutenant	\$10.00	\$15.00	\$ 750
Secretary	\$10.00	\$15.00	\$ 900

<b>Firefighters</b>	<u>Hourly Rate</u>	
	<u>Base</u>	<u>Response</u>
Fire Fighter I	\$10.00	\$15.00
Fire Fighter II	\$10.00	\$13.00
Fire Fighter III (training)	\$10.00	\$10.00

Base rate covers meetings, drills, and reporting to fire station only during calls.  
Response rate covers reporting to scene during calls.

Certified adopted by the council on

\_\_\_\_\_.

By: \_\_\_\_\_

**CITY OF MORA, KANABEC COUNTY, MINNESOTA**  
**Staff Organizational Chart**  
**January 2022**  
 ver. 1.0

Consultants/Contract Services

Assessor
Attorney-Civil
Attorney-Criminal
Auditor
Bond Counsel
Electric Distribution
Emergency Services
Engineer-Civil
Engineer-Electric
Financial Advisor
Law Enforcement

Joint Powers Agencies

Central Minnesota Service Cooperative
East Central Cable Commission
Mora/Kanabec Joint Airport Zoning Board
Southern Minnesota Municipal Power Agency

Advisory Boards

Airport Board (5)

Planning Commission (5)

Park Board (5)

Public Utilities Commission (3)

Economic Development Authority (7)

Housing and Redevelopment Authority (5)

Electorate

Mayor & Council

Independent Boards

City Administrator/  
Public Utilities  
General Manager  
(1 FT)

Human Resources  
Coordinator  
(0)

Public Works  
Director / Airport  
Manager  
(1 FT)

Community  
Development  
Director  
(1 FT)

Activities and  
Recreation  
Coordinator  
(1 FT)

Administrative  
Services Director  
(1 FT)

Fire Chief  
(1 OC)

Liquor Store  
Manager  
(1 FT)

Executive Director  
(1 FT)

Public Works  
Superintendent  
(0)

Public Works  
Assistant  
Superintendent  
(0)

Community  
Development  
Planner  
(0)

Janitor  
(1 PT)

Aquatic Center  
Assistant Manager  
(2 S)

Administrative  
Assistant / Deputy  
City Clerk  
(1 FT)

Fire Secretary  
(1 OC)

Liquor Store  
Assistant Manager  
(1 FT)

Program / Admin.  
Supervisor  
(0)

Street Supervisor  
(0)

Water/Wastewater  
Supervisor  
(0)

Plant / Line  
Supervisor  
(1 FT)

Building Official  
(1 FT)

Shift Supervisor  
(0)

Accountant  
(1 FT)

Assistant Fire Chief  
(1 OC)

Liquor Store  
Clerk I  
(Lead)  
(0)

Property Manager  
(1 FT)

Heavy Equipment  
Operator  
(3 FT)

Water/Wastewater  
Operator I (Lead)  
(1 FT)

Lineworker  
(2 FT)

Building Inspector  
(0)

Swim Instructor  
(12 S)

Accounting Clerk  
(1 FT)

Fire Captain  
(2 OC)

Liquor Store  
Clerk II  
(10 PT)

Office Assistant  
(1 FT)

Heavy Equipment  
Operator/  
Mechanic  
(1 FT)

Water/Wastewater  
Operator II  
(1 FT)

Generator Operator/  
Mechanic I (Lead)  
(1 FT)

Building Inspector  
(0)

Lifeguard  
(10 S)

Utility Billing  
Clerk I  
(1 FT)

Fire Lieutenant  
(2 OC)

Liquor Store  
Clerk II  
(10 PT)

Activities Director  
(0)

Winter  
Maintenance  
Worker  
(0)

Water/Wastewater  
Operator III  
(Training)  
(1 FT)

Generator Operator/  
Electrician  
(1 FT)

Building Inspector  
(0)

Maintenance  
(2 S)

Utility Billing  
Clerk II  
(1 FT)

Firefighters  
(29 OC)

Liquor Store  
Clerk II  
(10 PT)

Maintenance  
Supervisor  
(1 FT)

Summer  
Maintenance  
Worker  
(2 FT-S)

Water/Wastewater  
Maintenance  
Worker  
(1 FT)

Generator Operator/  
Mechanic II  
(1 FT)

Building Inspector  
(0)

Pool Aid / Front  
Desk /  
Concessions  
(5 S)

Utility Billing  
Clerk II  
(1 FT)

Firefighters  
(29 OC)

Liquor Store  
Clerk II  
(10 PT)

Maintenance  
Technician  
(1 PT)

Summer  
Maintenance  
Worker  
(1 FT-S)

Generator Operator/  
Mechanic II  
(1 FT)

Building Inspector  
(0)

Pool Aid / Front  
Desk /  
Concessions  
(5 S)

Utility Billing  
Clerk II  
(1 FT)

Firefighters  
(29 OC)

Liquor Store  
Clerk II  
(10 PT)

Caretakers  
(3 PT)

Number indicates positions authorized  
 FT = Full-Time  
 PT = Part-Time  
 OC = On-Call  
 S = Seasonal  
 -- = Staff Liaison  
 -- = Additional Staff Liaison





# MEMORANDUM

Date: December 7, 2021  
 To: Mayor and City Council  
 From: Sara B. King, Accountant  
 RE: 2021 Budget Amendments

## SUMMARY

Budget amendments are periodically needed to align the City's spending plan.

## BACKGROUND INFORMATION

Amending the City's budget demonstrates the City's desire for good financial stewardship. Individual explanations are listed next to each budget amendment request below.

### Budget Amendments for Fund 101, General Fund:

Type	Account Code	Account Description	Current 2021 Budget	(Proposed) Amended 2021 Budget	Change from Current Budget (\$)	Justification
Revenues	R 101-43121-33422	Other State Grants & Aids	-	68,413	(68,413)	The omnibus transportation bill, signed by Gov. Walz in June 2021, contained a provision to fund the Small Cities Assistance Account, which is a program established in 2015 to assist small cities with construction and maintenance of roadways. Mora's share for 2021 is \$68,413.
Revenues	R 101-47310-33420	Federal Airport Grant - FAA	-	280,000	(280,000)	Adjustment to reflect actual grant proceeds received for Airport CARES Act (\$30,000), Airport Crack Seal Grant (\$59,000), and Airport Master Plan Grant (\$11,000), plus expected reimbursement of \$180,000 for the taxilane rehab project.
Revenues	R 101-47310-33422	Other State Grants & Aids	5,000	47,000	(42,000)	Adjustment to reflect actual Petrofund reimbursement received for 2013-2014 airport fuel leak claim.
Revenues	R 101-47310-39102	Comp. for Loss of Fixed Assets	-	5,200	(5,200)	Adjustment to reflect actual insurance claim proceeds received for 2013-2014 airport fuel leak claim.

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Memorandum

Type	Account Code	Account Description	Current 2021 Budget	(Proposed) Amended 2021 Budget	Change from Current Budget (\$)	Justification
Expenditures	E 101-41000-344	Contributions	-	2,834	2,834	City Council approved participating in the cost of a financial mangement plan for the Mora HRA, at a cost not to exceed \$2,834 at its Feb. 2021 meeting.
Expenditures	E 101-43121-714	Transfer to Capital Projects Fund	-	68,413	68,413	Since the Small Cities Assistance Account was not approved until June 2021, staff recommends moving the funds to the Future Improvement Fund in 2021, with the funds to be used during the 2022 budget cycle (already included in 2022 budget).
Expenditures	E 101-45202-500	Capital Outlay	-	23,800	23,800	City Council approved the installation of a fence at the new Dog Park at its June 15, 2021 meeting.
Expenditures	E 101-47310-500	Capital Outlay	53,000	221,000	168,000	Add \$197,000 for airport taxilane rehab/windcone project, and subtract \$29,000 for airport fuel line upgrage project that couldn't be completed in 2021.
Expenditures	E 101-47310-714	Transfer to Capital Projects Fund	-	29,000	29,000	Since the airport fuel line upgrage project couldn't be completed in 2021, staff recommends moving the budgeted funds to the Future Improvement Fund, to be used during the 2022 budget cycle (recently added to the 2022 budget).
			\$ 58,000	\$ 745,660	\$ (103,566)	Net effect to General Fund Reserve Balance

**Budget Amendments for Fund 409, Future Improvement Fund:**

Type	Account Code	Account Description	Current 2021 Budget	(Proposed) Amended 2021 Budget	Change from Current Budget (\$)	Justification
Revenues	R 409-47410-39211	Transfer from General Fund	-	97,413	(97,413)	Staff recommends setting aside \$68,413 of the Small Cities Assistance for streets received in 2021, and \$29,000 for the airport fuel line upgrade project, both to be used in the 2022 budget.
			\$ -	\$ 97,413	\$ (97,413)	Net effect to FIF Reserve Balance

**OPTIONS & IMPACTS**

1. Motion to approve 2021 budget amendments, as presented.
2. Do not approve 2021 budget amendments.

**RECOMMENDATIONS**

Motion to approve 2021 budget amendments, as presented.

*Attachments*

None