



City of Mora  
Kanabec County, Minnesota  
Background Information  
Park Board

Mora City Hall  
101 Lake Street S  
Mora, MN 55051

Tuesday, March 9, 2021

6:00 PM

Mora City Hall

*City of Mora Code of Ordinances, Chapter 32.17 Duties: The Park Board shall have the duty of advising the City Council Concerning the operation, maintenance, control, and planning for all of the lands, properties and facilities now owned or hereafter acquired by the city for park or recreation areas.*

1. Call to Order.
2. Oath of Office. Cody Knox will pledge the oath of office for a three-year term expiring on December 31, 2023.
3. Roll Call. Candice Brockner, Jenna Fore, Cody Knox, Mickey Kringstad, and Kyle Sheppard.
4. Adopt Agenda. *(No item of business shall be considered unless it appears on the agenda for the meeting. Board members may add items to the agenda prior to adoption of the agenda.)*
5. Minutes. See attached minutes from the January 12, 2021 meeting.
6. Dog Park. The board will review and discuss possible dog park layouts, amenities, parking, and rules for the proposed dog park.
7. Proposed Fox Run Playground. Krie will share with the board the hiring of the consultant firm of SEH to assist with the proposed Fox Run playground.
8. Parks: The board will review and discuss current issues in regard to park safety and offer any suggestions.
9. Music in the Park. Krie will update the board on the grant process.
10. Fall Fest. The board will discuss and set the date for the upcoming 2021 Fall Fest event.
11. Reports. *(Each board and staff member will be given the opportunity to share information.)*
12. Adjournment. The next regular meeting is scheduled for Tuesday April 13, 2021 at 6:00pm .



City of Mora  
Kanabec County, Minnesota  
Meeting Agenda  
Park Board

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101 Lake Street S  
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1. Call to Order
2. Oath of Office
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5. Minutes
6. Dog Park
7. Proposed Fox Run Park
8. Parks
9. Music in the Park
10. Fall Fest
11. Reports
12. Adjournment

City of Mora, MN  
PARK BOARD  
Meeting Minutes

January 12, 2021

Present: Candice Brockner, Jenna Fore, Mickey Kringstad and Kyle Sheppard  
Absent: None  
Staff Present: Activities and Recreation Coordinator, Jeff Krie  
Others Present: Public Works Director, Joe Kohlgraf

1. Oath of Office. Mickey Kringstad pledged the oath of office for a three-year term expiring on December 31, 2023.
2. Call to Order. Chair Brockner called the meeting to order at 6:04 pm.
3. Roll Call. Candice Brockner – present  
Jenna Fore - present  
Mickey Kringstad – present  
Kyle Sheppard – present
4. Adopt Agenda. Motion by Kringstad, second by Fore to adopt the January 12, 2021 meeting agenda as presented. All present voted aye. Motion carried.
5. Minutes. Motion by Kringstad, second by Sheppard to approve the November 10, 2020 meeting minutes as presented. All present voted aye. Motion carried.
6. Election of Officers. Motion by Sheppard, second by Fore to elect Brockner as Chair and Kringstad as Vice Chair. All present voted aye. Motion carried.
7. Dog Park. Krie shared a rough first draft presented to him by Brianne Roycraft a supporter and member of the Dog Park Committee. Roycraft shared an estimated bid and drawing of where the Dog Park could go just to give the Park Board an idea of what they are thinking. Krie shared that the Dog Park Committee wanted to attend the February City Council meeting to share their current information to Council on what they are about and where they are in their progress of the project and is looking for Council support of their project to help them acquire funding from outside sources. Sheppard shared that he is involved and supports the Dog Park project and let the Park Board know that they have a long way to go before this project is ready. All Park Board members agreed that the Dog Park Committee should continue to move forward and to look for City Council support.
8. Music in the Park. Krie updated the Park Board on the musicians set for the upcoming season and that all dates are occupied, and the grant is being finalized and will be ready to submit by the due date. A question was brought up about food vendors and time of when bands played if changes could be made. Krie replied that he is open to changes and must be added to the grant

project before submitting. No changes were suggested on the bands themselves that are projected to play for the 2021 season.

9. Reports.

Kohlgraf reported to the board the following:

- Good receptance and use of the designated trails that have continued to be cleared of snow. The city will continue to clear off the designated trails until the Wellness Center opens or if weather conditions make the trails unsafe to use.
- Going through inspections on playgrounds as they are still being used.
- Working on bids to get Kids Kingdom sealed.
- Aerator on Lake Mora may need to be installed sooner than preferred due to low levels of water and lower levels of oxygen for fish. DNR is giving some push to get it done. It will continue to be monitored.

Brockner requested status of the pool and Krie reported that staff is working on the MAC schedule that it has been presented to Crawford and will go to City Council for approval.

Krie reported to the board the following:

- Welcome Kyle Sheppard to the Park Board
- Lindy submitted trail grant to MDOT for funding in 2025 for trail that will run south on 65 bridge.
- Opening in Park Board and asked board to share that information making sure the applicant meets board/city requirements.
- At this time continue to hold meetings virtual, all agreed until agenda gets fuller.

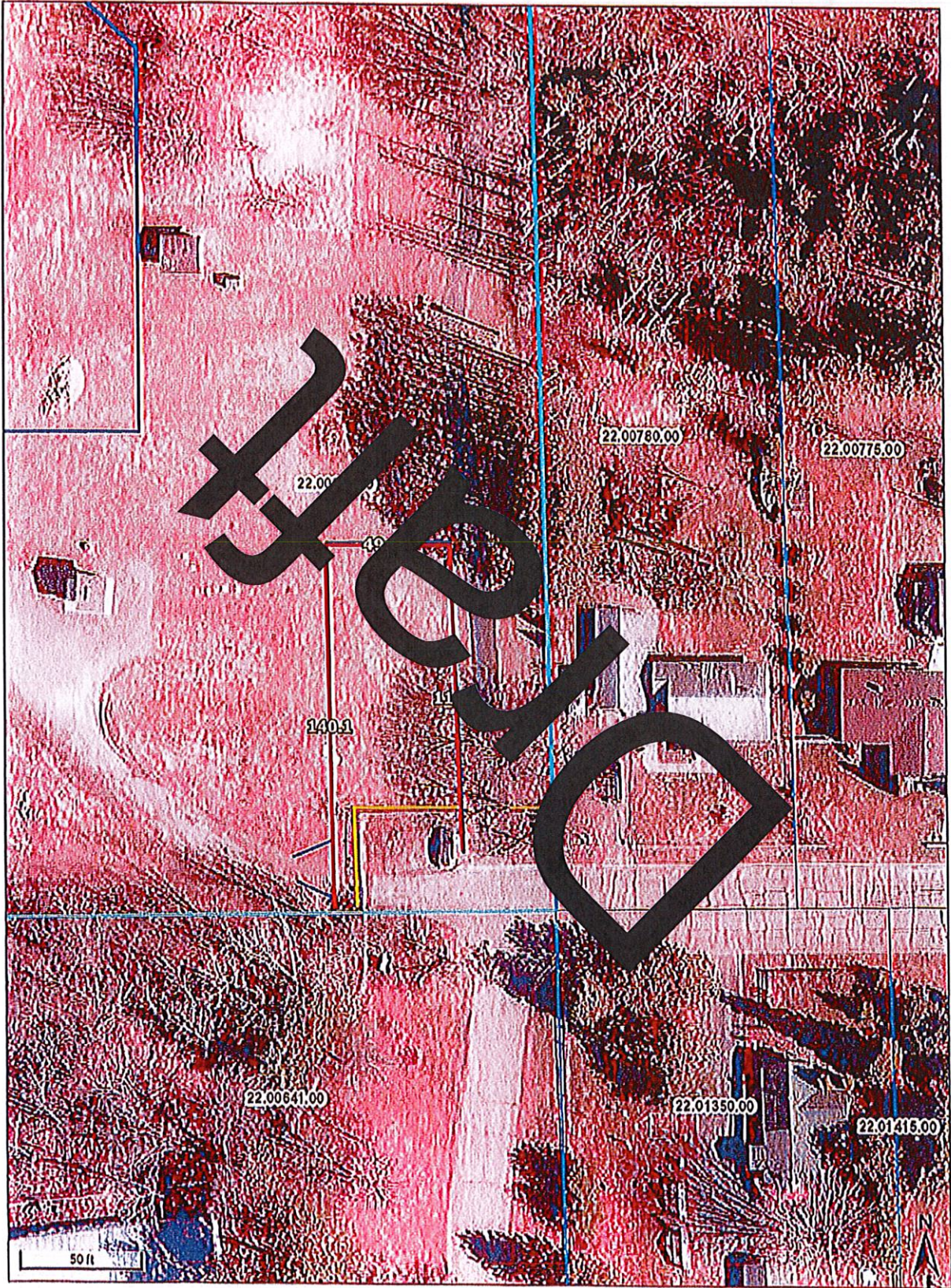
10. Adjournment. Motion by Sheppard, second by Fore to adjourn the meeting. All present voted aye. Meeting adjourned at 6:26 p.m.

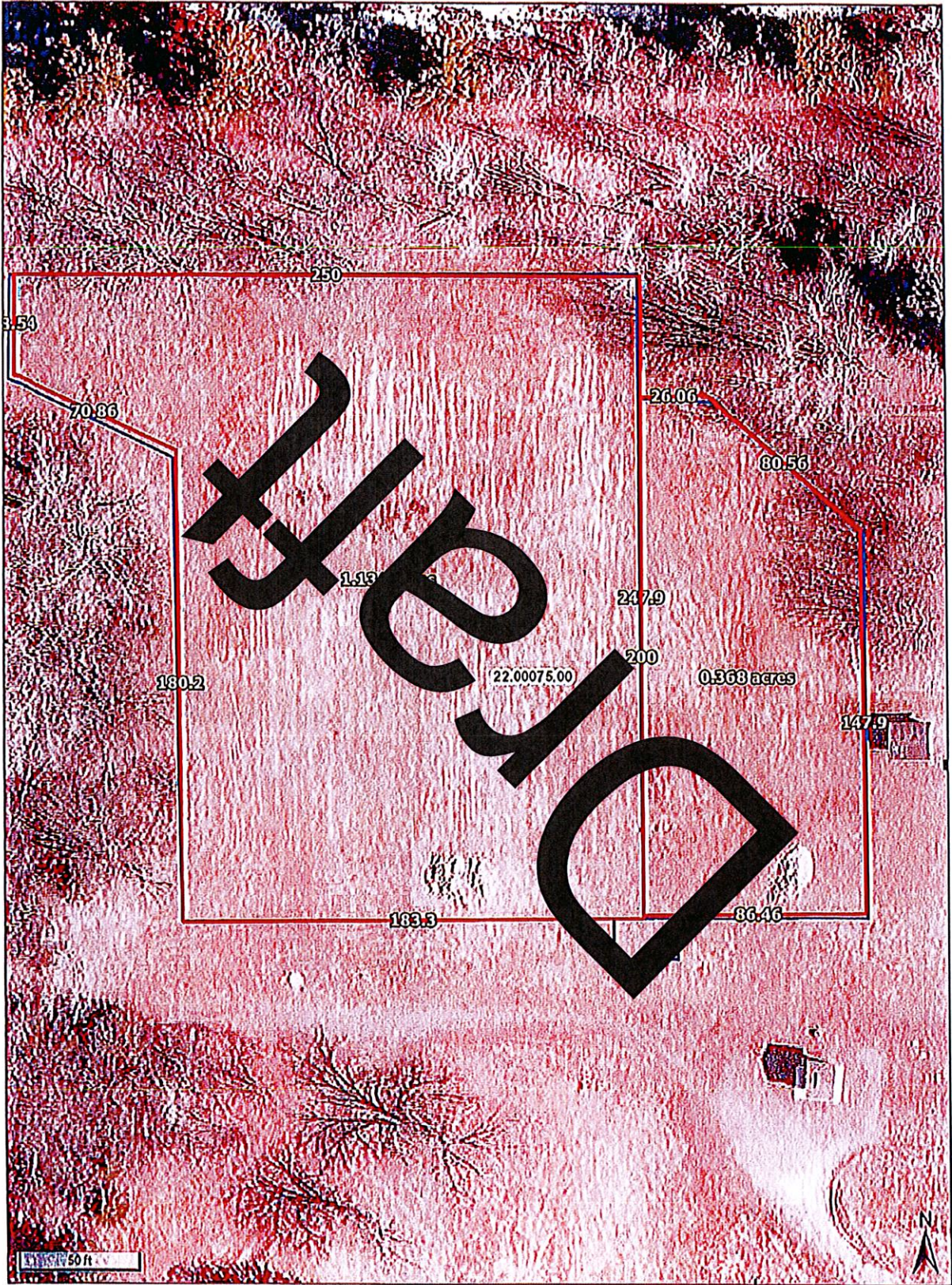
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Candice Brockner, Chair

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Jeff Krie, Secretary







Google

Image capture: Aug 2014 © 2021 Google

 Google

Street View

Snake River

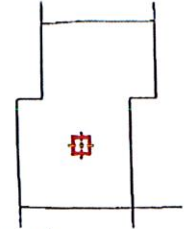


Forest Ave

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Overview



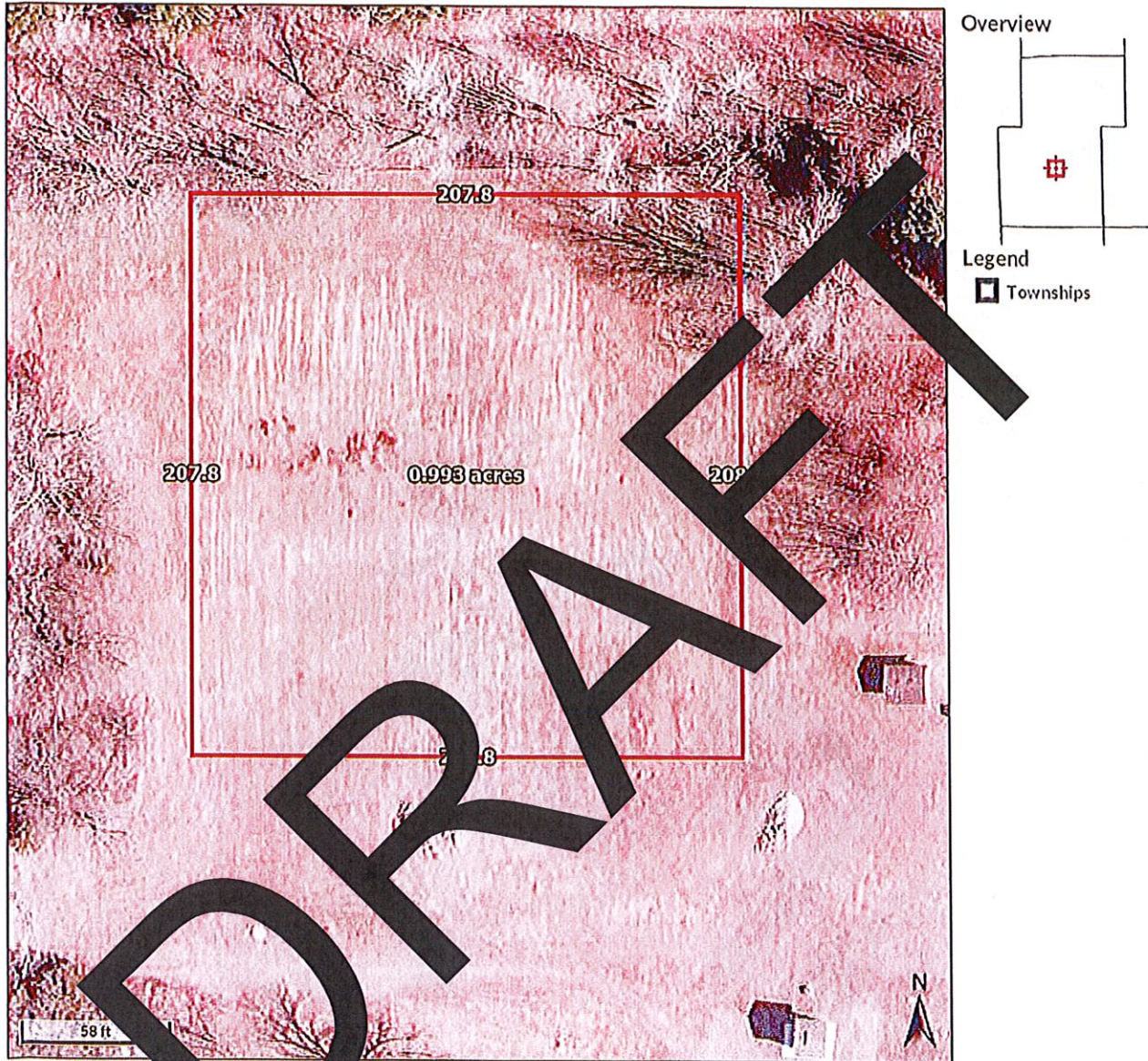
Legend

 Townships

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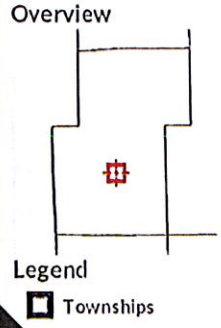
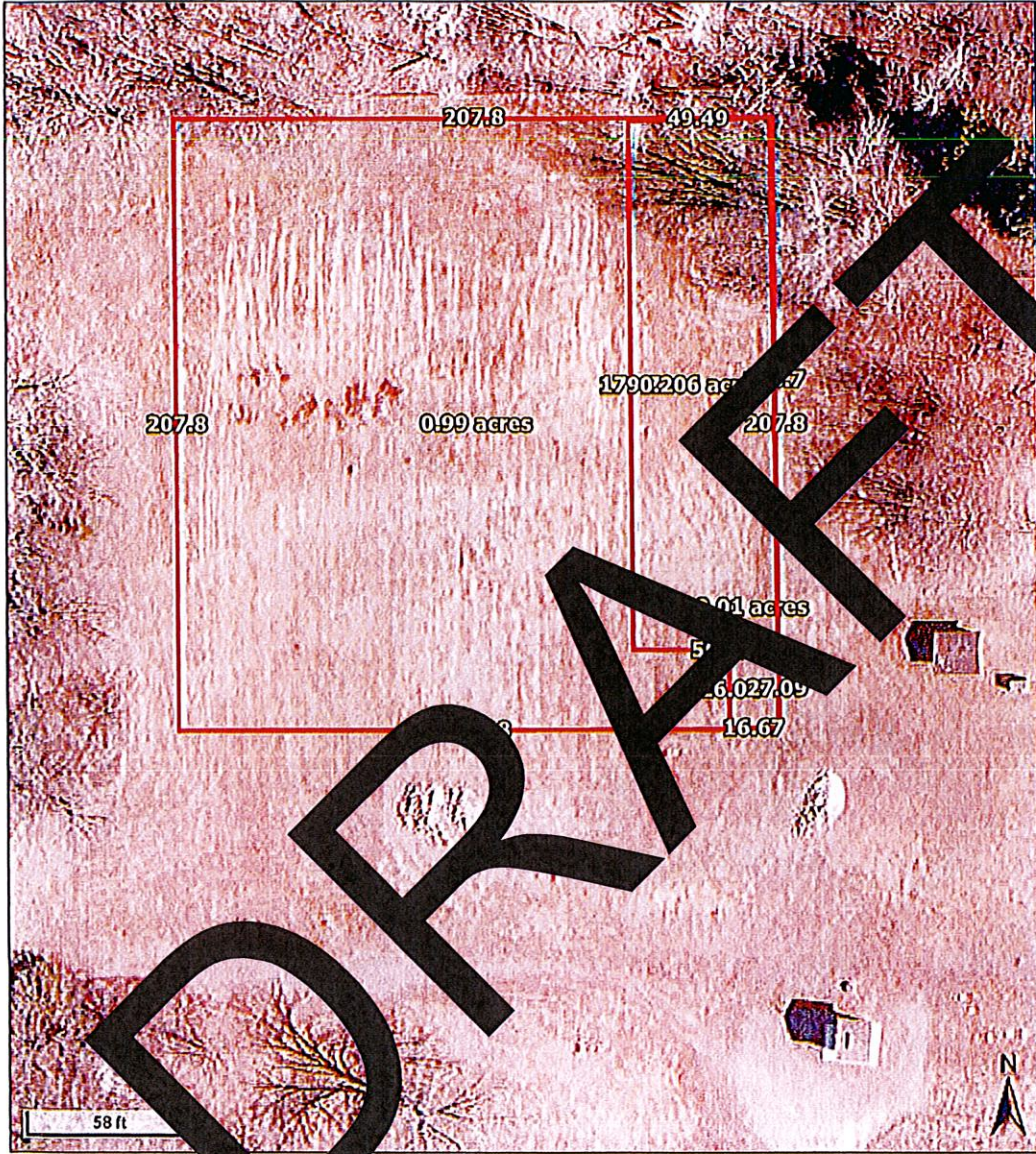
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Image capture: Jun 2019. Images may be subject to copyright.


 Tucker Nowak

Photo - Jun 2019

  
Cambridge

Is  
Drive



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### OFF-LEASH DOG AREA RULES

- Owners must clean up and dispose of feces.
- Dogs must be leashed prior to entering and upon leaving transition corridors.
- Owners must maintain verbal control of their dogs at all times and prevent aggressive behavior, biting, fighting or excessive barking.
- Owners must have visible leash at all times.
- Owners are liable for damage or injury inflicted by their dogs.
- Dogs must stay within signed boundary.
- Dogs must be properly licensed and vaccinated.
- Dogs in heat are not allowed.
- Owners must comply with all park rules and regulations.

# Dog Park

## Location

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## Dog Park Community

The Dog Park is a place to make puppy friends and learn socialization. The community of visitors follow the [facebook page](#) and frequently engage with each other. They let others know when their dog is headed to the park and are very okay with everyone remembering dog names in lieu of human names. If you want to get involved with this loving group, we suggest following them on [social media](#).



## Park Rules

Children 12 years of age or younger are not permitted in the park unless supervised by an adult at all times. Pronged, spike and choke collars are prohibited at all times.

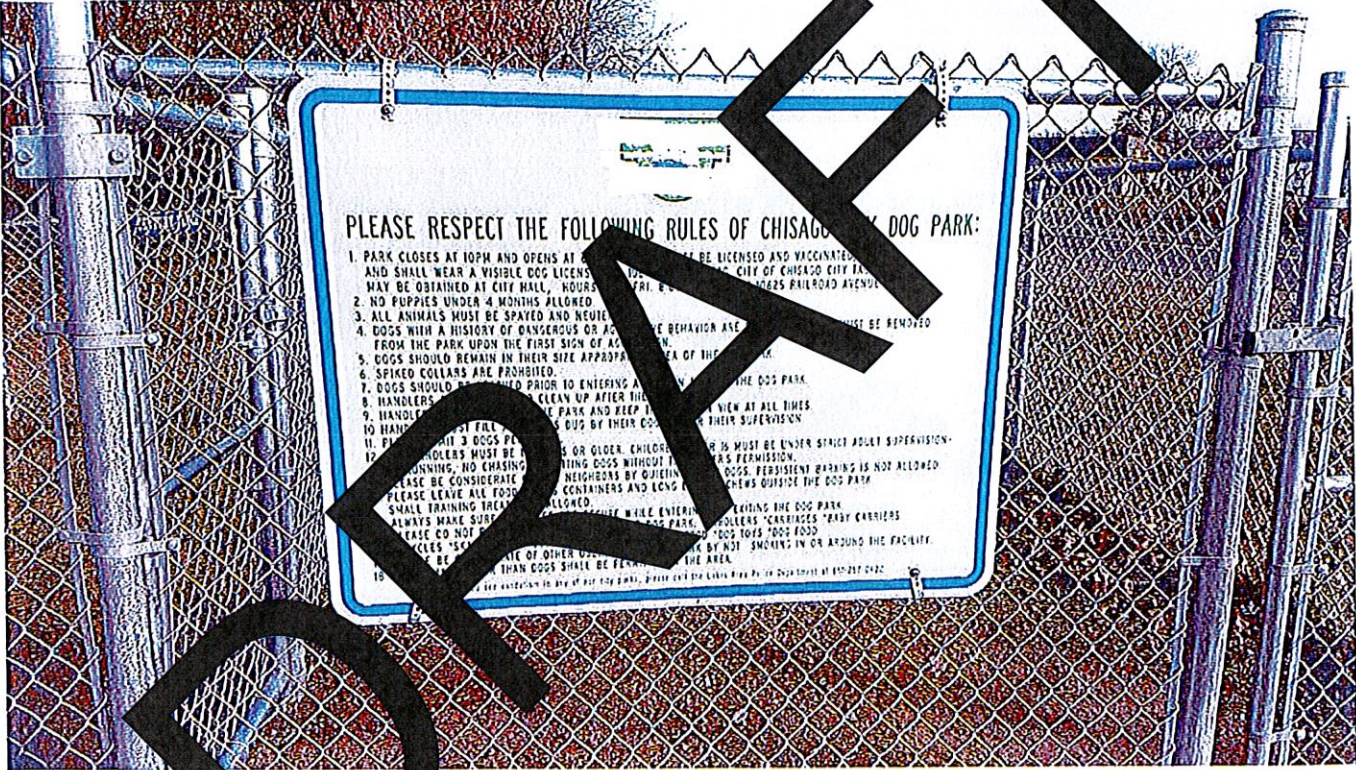
Dogs must be:

- licensed, vaccinated and more than 6 months old
- wearing a collar with ID tags
- on a leash until safely within the park fences
- be free of known communicable diseases
- not in heat
- not aggressive



Owners must:

- have a leash with them at all times
- have voice-control over their dog to be allowed off-leash
- be with their dog all times
- bring no more than 2 dogs per visit
- be 100% liable for any and all injuries caused by their dog
- not bring dog toys, treats or food of any kind
- pick up and properly dispose of dog feces



**PLEASE RESPECT THE FOLLOWING RULES OF CHISAGO CITY DOG PARK:**

- 1. PARK CLOSURES AT 10PM AND OPENS AT 6AM. ALL DOGS MUST BE LICENSED AND VACCINATED AND SHALL WEAR A VISIBLE DOG LICENSE. DOG LICENSES MAY BE OBTAINED AT CITY HALL, 100 SOUTH WASHINGTON AVENUE, CHICAGO, IL 60604, FROM 9AM TO 5PM, MONDAY THROUGH FRIDAY.
- 2. NO PUPPIES UNDER 4 MONTHS ALLOWED.
- 3. ALL ANIMALS MUST BE SPAYED AND NEUTERED.
- 4. DOGS WITH A HISTORY OF DANGEROUS OR AGGRESSIVE BEHAVIOR ARE NOT ALLOWED TO ENTER THE PARK. DOGS MUST BE REMOVED FROM THE PARK UPON THE FIRST SIGN OF AGGRESSION.
- 5. DOGS SHOULD REMAIN IN THEIR SIZE APPROPRIATE AREA OF THE PARK.
- 6. SPIKE COLLARS ARE PROHIBITED.
- 7. DOGS SHOULD BE LEASHED PRIOR TO ENTERING AND EXITING THE DOG PARK.
- 8. HANDLERS MUST CLEAN UP AFTER THEIR DOGS AND KEEP THEM ON LEASH AT ALL TIMES.
- 9. HANDLERS MUST FILL IN THE DOG WASTE LOG AND SIGN IN AT ALL TIMES.
- 10. HANDLERS MUST FILL IN THE DOG WASTE LOG AND SIGN IN AT ALL TIMES.
- 11. PLEASE DO NOT FEED DOGS OR OLDER CHILDREN MUST BE UNDER STRICT ADULT SUPERVISION. PLEASE DO NOT CHASE OR BOTHER DOGS WITHOUT THE HANDLER'S PERMISSION.
- 12. PLEASE BE CONSIDERATE OF YOUR NEIGHBORS BY QUIETING YOUR DOGS. PERSISTENT BARKING IS NOT ALLOWED.
- 13. PLEASE LEAVE ALL FOOD, DRINK, TOYS, CONTAINERS AND LONG LEASHES OUTSIDE THE DOG PARK.
- 14. SMALL TRAINING TREATS ARE ALLOWED WHILE ENTERING AND EXITING THE DOG PARK.
- 15. ALWAYS MAKE SURE TO LEASH YOUR DOG PRIOR TO ENTERING THE DOG PARK.
- 16. COLLARS, CARRIAGES, BABY CARRIERS, STrollers, BICYCLES, SKATEBOARDS, AND OTHER RECREATION EQUIPMENT ARE NOT ALLOWED IN OR AROUND THE FACILITY.
- 17. SMOKING IS PROHIBITED IN OR AROUND THE FACILITY.
- 18. DOGS MUST BE LEASHED AT ALL TIMES.
- 19. DOGS MUST BE LEASHED AT ALL TIMES.
- 20. DOGS MUST BE LEASHED AT ALL TIMES.

# RULES



OWNERS ARE LEGALLY RESPONSIBLE FOR THEIR DOGS AND ANY INJURIES CAUSED BY THEIR DOGS. THE DOG PARK IS NOT RESPONSIBLE FOR THE ACTIONS OF PEOPLE AND THEIR PETS.

PEOPLE AND THEIR PETS ENTER AT THEIR OWN RISK.

CLEAN UP YOUR PET WASTE. BAGS AND CONTAINERS ARE PROVIDED.

CLOSE ALL GATES TO THE DOG PARK AND DOG RUN AFTER ENTERING OR EXITING.

KEEP YOUR DOG ON-LEASH UNTIL YOU ENTER THE OFF-LEASH AREA.

NEVER LEAVE YOUR DOG UNATTENDED.

TWO DOGS MAXIMUM PER PERSON.

DOGS MUST BE CURRENT ON THEIR VACCINATIONS.

DOGS IN PARK AREA SHOULD BE SPAYED/NEUTERED. NO DOGS IN HEAT ALLOWED.

NO PUPPIES UNDER 4 MONTHS OF AGE.

NO PRONG OR SPIKE COLLARS.

NO AGGRESSIVE DOGS ALLOWED.

UNRULY OR ROUGH PLAYING DOGS MUST BE LEASHED AND REMOVED IMMEDIATELY.

NO SMOKING OR EATING ON THE PROPERTY.

IF YOU MUST BRING A CHILD TO THE DOG PARK, SUPERVISE THEM CLOSELY.

# DOG PARK

**WELCOME! SHARE AND ENJOY OUR PARK!**

**PLEASE FOLLOW OUR RULES:**

**PARK HOURS: 7 AM - 10 PM**

**KEEP DOGS IN SIGHT AND UNDER VOICE CONTROL AT ALL TIMES.**

**CLEAN UP AND DISPOSE OF PET WASTE IN TRASH RECEPTACLES.  
BAGS MAY BE PROVIDED AS A COURTESY - IT IS STILL HANDLER'S RESPONSIBILITY TO CLEAN UP AFTER DOGS IF NO BAGS ARE PROVIDED.**

**LEASH DOGS WHEN ENTERING AND EXITING.**

**DOGS MUST BE PROPERLY VACCINATED.**

**NO AGGRESSIVE DOGS ALLOWED. AT FIRST SIGN OF AGGRESSION,  
DOGS MUST BE LEASHED AND REMOVED.**

**DOGS DECLARED DANGEROUS ARE NOT ALLOWED.**

**FEMALE DOGS IN HEAT AND DOGS UNDER ONE YEAR OF AGE PROHIBITED.**

**USERS OF THE PARK DO SO AT THEIR OWN RISK. THE CITY IS NOT RESPONSIBLE  
FOR ANY INJURY OR DAMAGE CAUSED BY A DOG IN THE OFF LEASH AREA.**

**LIMIT OF 3 DOGS PER HANDLER.**

**CHILDREN SHOULD BE SUPERVISED BY AN ADULT.**

**ALL PERSONAL PROPERTY, INCLUDING WATER JUGS, BOWLS, AND TOYS MUST BE  
REMOVED DAILY.**

**DOGS ARE NOT PERMITTED TO DIG.**

**ALL OTHER CITY PARK RULES APPLY.**



# RULES

## FOR A HAPPY DOG PARK

Our park is a privilege to use! Open from Dawn to Dusk, please help us keep it safe and clean. Call 911 in case of emergency.

### DOGS MUST BE

- Currently Licensed
- Vaccinated and in good health
- Over 4 months old
- Wearing a collar with ID Tags
- On a leash until safely inside the park




AGGRESSIVE  
DOGS ARE  
NOT ALLOWED

### OWNERS MUST

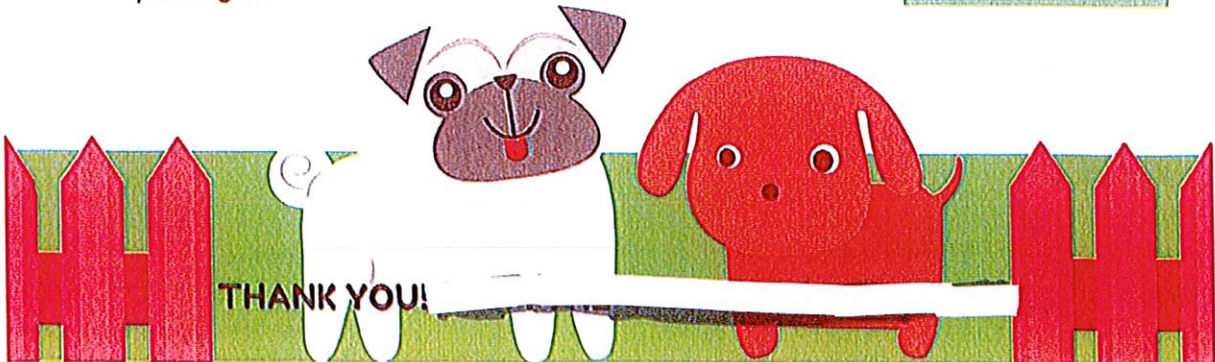
- Be with dogs at all times
- Carry a leash at all times
- Have voice-control over dog to keep off-leash
- Remove dogs at first sign of aggression
- Be liable for any and all injuries caused by their dog
- Pick up and properly dispose of dog poop!
- Limit 3 dogs per visit

### NOT ALLOWED

- Spike or choke collars
- Dog Toys, treats or food (tennis balls are okay)
- Dogs that are aggressive
- Dogs in heat
- Dogs with known communicable diseases
- Unsupervised children 12 years of age or younger



Bags and proper  
receptacles are  
provided for  
waste disposal!



# Quote

Century Fence Company  
14839 Lake Dr NE  
Forest Lake, MN 55025



Quote To:  
ESTIMATING DEPARTMENT

Project Location:  
Mora Dog Park

Quote #: 2042  
Quote Date: 2/12/2021

Description
-------------

Furnish and install 812 LF of 6 Foot high galvanized chain link fence. Line posts shall be 2" O.D. galvanized steel pipe Driven 48" in depth and spaced a maximum of 10' on centers. The fence shall consist of top rails which shall be 1-5/8" Galvanized pipe. The fence shall consist of bottom tension wire.

(1 acre = 208' X 208' square)

- 8 - Corner post: 3" O.D. Galvanized pipe - Driven
- 6 - Gate post: 3" O.D. Galvanized pipe - Concrete Set
- 1 - Double Swing Galvanized Gate: 10' Opening Width
- 2 - Single Swing Galvanized Gate: 4' Opening Width

Notes:

Excludes Excavation through frost, Permit, Private Utility Locate, Survey of property for fence layout

Quote Total: \$22,327.00

**DRAFT**

Quote Valid For 15 days

Buyer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

*Nathan Horner*

Acceptance:

This quote when accepted in writing by purchaser and by Century Fence Company becomes a contract between two parties. The conditions on the attached 'Terms and Conditions' are made a part of this contract.

Nathan Horner  
Office: 651-464-7373  
Cell: 612-670-3520  
Email: nhorner@centuryfence.com

Terms of Payment: Net Cash upon receipt of Invoice.

# Quote

Century Fence Company  
14839 Lake Dr NE  
Forest Lake, MN 55025



Quote To:  
City of Mora  
101 Lake Street South  
Mora, MN 55051

Project Location:  
Dog Park Fence

Quote #: 840  
Quote Date: 10/12/2020

Description
-------------

### Large Dog Area

Furnish and Install 870 LF of 5 Foot high galvanized chain link fence. Line posts shall be 2" O.D. Galvanized steel pipe Driven 48" In depth and spaced a maximum of 10' on centers. The fence shall consist of top/bottom rails which will be 1-5/8" O.D. Galvanized pipe.

- 4 - Corner post: 2-1/2" O.D. Galvanized pipe - Driven
  - 6 - Gate post: 3" O.D. Galvanized pipe - Driven
  - 1 - Double Swing Galvanized Gate: 8' Opening Width
  - 2 - Single Swing Galvanized Gate: 4' Opening Width
- \$19,534.00

### Small Dog Area (to be done at same time as large dog enclosure)

Furnish and Install 342 LF of 4 Foot high galvanized chain link fence. Line posts shall be 2" O.D. Galvanized steel pipe Driven 48" In depth and spaced a maximum of 10' on centers. The fence shall consist of top/bottom rails which will be 1-5/8" O.D. Galvanized pipe.

- 5 - Corner post: 2-1/2" O.D. Galvanized pipe - Driven
  - 4 - Gate post: 3" O.D. Galvanized pipe - Driven
  - 2 - Single Swing Galvanized Gate: 4' Opening Width
- \$4,209.00

### Parking Lot Area (to be done at same time as large dog enclosure)

Furnish and Install 267 LF of 4 Foot high galvanized chain link fence. Line posts shall be 2" O.D. Galvanized steel pipe Driven 48" In depth and spaced a maximum of 10' on centers. The fence shall consist of top rail which will be 1-5/8" O.D. Galvanized pipe.

- 2 - End post: 2-1/2" O.D. Galvanized pipe - Driven
  - 2 - Corner post: 2-1/2" O.D. Galvanized pipe - Driven
- \$3,998.00

\*\*QUOTE IS FOR ESTIMARY PURPOSE ONLY MATERIAL PRICING IS SUBJECT TO CHANGE\*\*

Not included: Clearing, Excavation through rock, Excavation through frost, Grubbing, Permit, Private Utility Locate, Survey of property for layout

Quote Total: \$27,741.50

Quote Valid For 30 Days

Buyer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

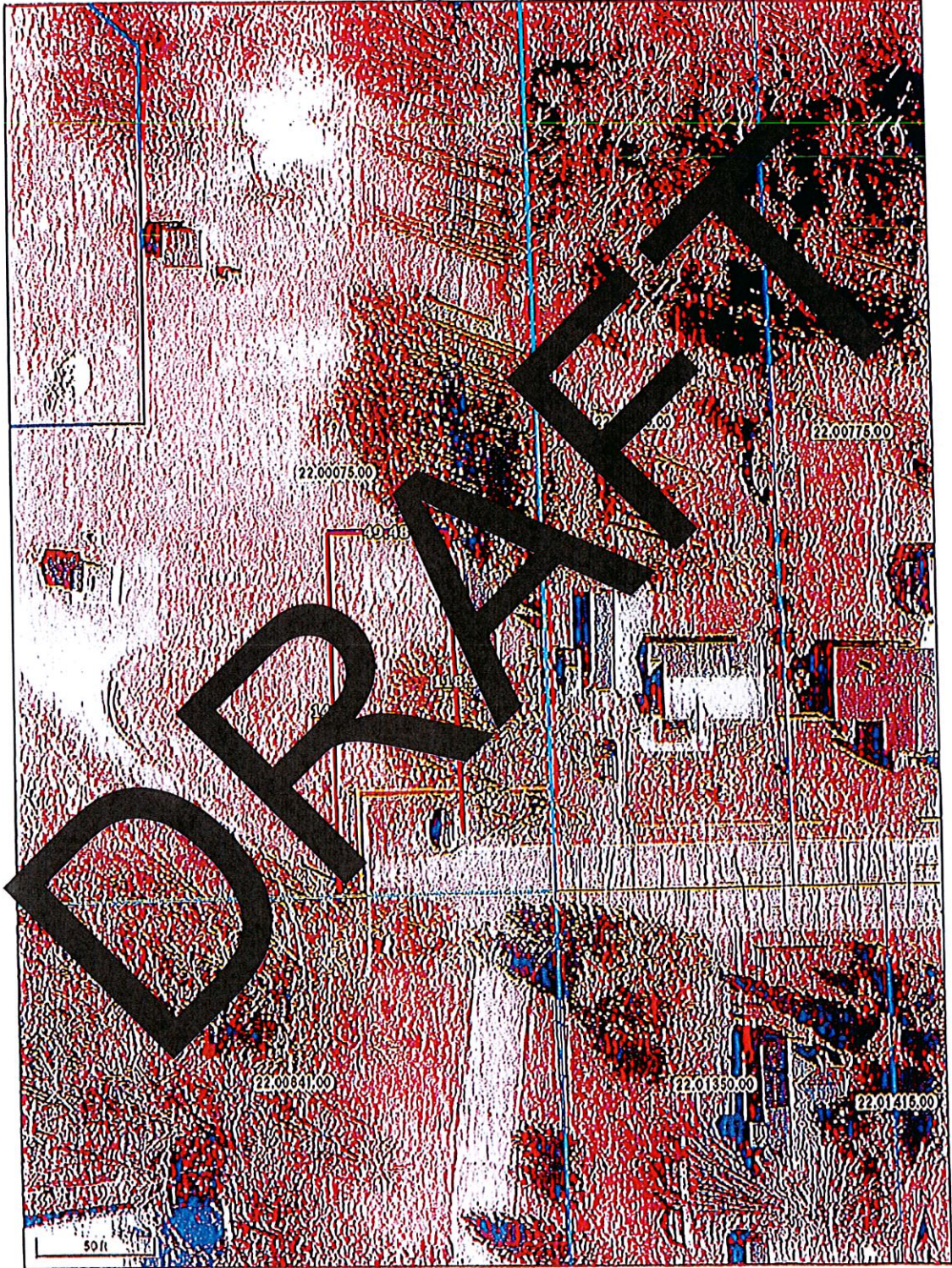
*Nathan Horner*

Acceptance: \_\_\_\_\_

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Nathan Horner  
Office: 651-464-7373  
Cell: 612-870-3520  
Email: nhorner@centuryfence.com

Terms of Payment: Net Cash upon receipt of Invoice.





Building a Better World  
for All of Us®

February 3, 2021

RE: City of Mora, Minnesota  
Fox Run Park Project  
SEH No. MORA0 158997 14.00

Lindy Crawford  
City Administrator  
City of Mora  
101 South Lake Street  
Mora, MN 55051

Dear Lindy:

SEH appreciates the opportunity to continue to provide professional services to the City of Mora. The City is seeking a qualified consultant to provide the City with Preliminary Schematic Design Development for the new Fox Run Park Project, at a City owned site located in the Fox Run Development along Nelson Avenue.

This letter serves as a Supplemental Letter Agreement, as an extension of, and in accordance with our Agreement for Professional Services between the City of Mora, Minnesota (Owner), and Short Elliott Hendrickson Inc. (SEH®) (Consultant).

## INTRODUCTION

A critical component to a successful project is a qualified team that can efficiently deliver the necessary infrastructure improvements using technically sound solutions and an eye for cost-effectiveness and constructability. SEH is excited to serve as your partner to deliver this project.

## PROJECT UNDERSTANDING

The project is expected to include the following features:

- Evaluation off-street parking layout and geometries, minimally 2 parking stalls either with or without curb and gutter.
- Evaluation and proposal of an appropriate play structure, component sized and placed.
- Evaluation and proposal of potential sustainable landscaping and durable site enhancements for future phased/staged implementation that may include benches, picnic tables, waste/ recycling receptacles, landscaping for shade or screening, etc., designed and intended to be cost appropriate and low maintenance.
- An ADA compliant preliminary design.

## PROPOSED SCOPE OF WORK

1. Preliminary Schematic Design
  - a. Coordinate and conduct site field survey and base map generation.
  - b. Gather site information and generate site inventory for in-place (or developer proposed) utilities, vegetation, sewer/ water systems, edge of roadway/sidewalks, curb & gutter, etc.

Engineers | Architects | Planners | Scientists

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

SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

- c. Virtual meeting with City staff to discuss/confirm project goals, objectives, schedule and budget. Discussion should include anticipated maintenance practices, safety issues, ADA requirements, adjacent residential needs/ expectations, and public engagement expectations (if any). Confirm Site User Program for use of project space and layout in conformance with City objectives and future planning efforts (such as connections of sidewalks or trails through the Fox Run development).
  - d. As a component of Schematic Design, establish Design Principles for project, including consideration for durability, sustainability, maintenance, design flexibility, human-appropriate scale, potential Covid-19 considerations, and potential future phase(s) and staging.
  - e. Develop two (2) scaled Schematic Concepts including any proposed parking layout, play structure, site features, hardscape, landscaping, and amenities.
  - f. Prepare Schematic Design Cost Estimate.
  - g. Virtual meeting with City staff to review all work performed to date.
  - h. Based on review meeting comments and directions provided by City, modify Schematic Design Concept into one (1) color rendered Preliminary Design Concept that will be the design base to be advanced and developed into future Construction Documents.
  - i. Revise Preliminary Cost Estimate.
2. SEH assumptions include:
- a. SEH has a full range of professional staff to design and deliver additional items that the City may desire to include in the project. Work that is not included in the above scope, but can be estimated and added upon mutual agreement with the City includes:
    - Public Engagement/ Open House/ outreach type tasks;
    - Visualization animations, graphics and/ or renderings;
    - Site utilities or street lighting;
    - Geotechnical field evaluation or testing;
    - Final Design, Construction Documents and bidding document creation;
    - Bidding and Project Award Assistance;
    - Construction Administration and Support.
  - b. Any geotechnical evaluation, material testing and/ or sampling needed for the Consultant to perform the above work will be undertaken by the City's contracted material testing firm.
  - c. Any paperwork or permitting related to County, State or Federal requirements will be performed by the City.

#### ANTICIPATED PROJECT/ PRODUCTION SCHEDULE

We have developed an anticipated production schedule as shown below. Work as outline herein to be completed by June 1, 2021 closeout. Proposed milestone dates are:

- Start of Work: February 15, 2021.
- Virtual Kickoff Meeting w/ City: By March 1, 2021.
- Schematic and Preliminary Design complete: By May 1, 2021.
- Project Completion: By June 1, 2021.

## COMPENSATION

Compensation for the services identified in the scope of work will be made on an hourly basis plus the cost of reimbursable expenses. Total compensation will not exceed \$6,400 without prior authorization.

## PROJECT TEAM

The following SEH staff are expected to participate with this work:

1. Karl Weissenborn will be the Project Manager and will lead the team throughout the process. Karl will be responsible for delivering the project, apply his over 30 years of experience of delivering similar projects to successfully complete this work on-time and on-budget.
2. Mark Miller will be the Project Landscape Architect and will develop and deliver the project design. Mark has provided similar work on many projects, including many similar small park design and pedestrian trail projects.
3. The support team will include Kelsey Montebello for civil engineering design support, Ginny Torzewski for landscape architecture CAD and design support, and will supply field survey and site data collection work will be supplied by a SEH St Paul office surveyor.

We thank you for choosing SEH to deliver these services and we expect to deliver them to your complete satisfaction. Please contact me if you have any questions about the content of our proposal or SEH's qualifications to successfully complete this project for you. Thank you again for the opportunity to submit this proposal and we look forward to work on another project in the City of Mora!

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

  
Karl Weissenborn, PLA (MN), ASLA  
Project Manager

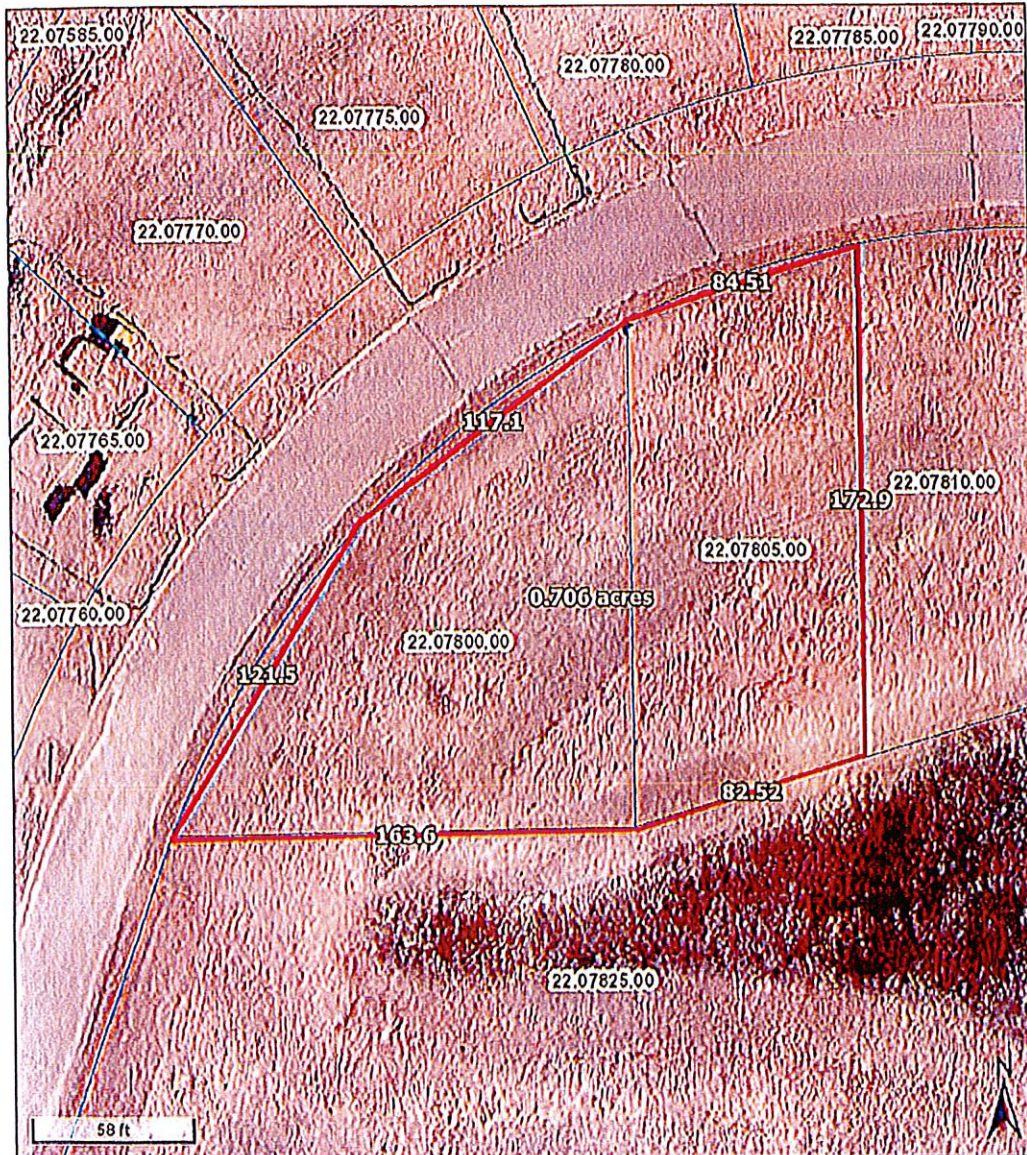
  
Greg Anderson, PE  
Client Service Manager  
(Lic. MN)

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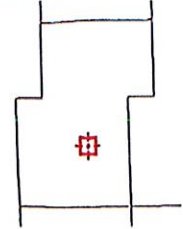
Accepted By  
City of Mora, Minnesota

By:  \_\_\_\_\_ Date: 2.17.2021 \_\_\_\_\_

Enclosures:  
Attachment – Agreement for Professional Services



Overview



Legend

- Parcels
- Townships

Date created: 3/3/2020  
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