



City of Mora
Kanabec County, Minnesota
Joint Meeting Agenda
City Council/PUC



Tuesday, July 19, 2022

4:30 PM

Mora City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. Adopt Agenda**
- 4. Business Items**
 - a. 2023 Budget Priorities and Capital Improvement Plan
 - b. Plant Line Supervisor / Finalization Class and Compensation Study
 - c. Driver's License Office Update
 - d. Property & Liability Insurance Deductible and Premiums
 - e. Consideration of Mileage Reimbursement Rate Increase
- 5. Reports**
 - a. City Administrator / General Manger
 - b. Public Works Director
 - c. Commissioner Baldwin
 - d. Commissioner Christianson
 - e. Commissioner Chmiel
 - f. Commissioner Skramstad
 - g. Chair Ardner
 - h. Councilmember Anderson
 - i. Councilmember Broekemeier
 - j. Councilmember Mathison
 - k. Councilmember Shepard
 - l. Mayor Skramstad
- 6. Adjournment** *(Each board will adjourn their meeting.)*



MEMORANDUM



Date July 19, 2022
 To Mayor and City Council
 Public Utilities Commission
 From Glenn Anderson, City Administrator/Public Utilities General Manager
 Natasha Segelstrom, Administrative Services Director
 RE 2023 Budget Priorities and Capital Improvement Plan

SUMMARY

Staff is seeking direction on the preparation of the 2023 budget and capital improvement plan (CIP). The City Council and PUC should discuss any specific projects, programs, etc. that they wish to see in the 2023 budgets.

BACKGROUND INFORMATION

Each July the City Council and PUC jointly meet to discuss the next year’s operating budget and priorities of both boards.

In 2020 the city created a capital improvement plan (CIP) to assist staff, City Council and the PUC in forecasting and funding future capital projects to ensure the City and MMU is being fiscally responsible. Project descriptions for years 2022-2027 is included in the packet for review. This is not an all-inclusive list as staff begins the budget process after this meeting discussion. The boards may focus on only 2023, however it is recommended to focus on the entire CIP and priority levels for each item.

At this time staff has not received projections regarding an increase or decrease in LGA for 2023 and hopes to have such information before September as it must be certified by the state in August.

The City has received American Rescue Plan Act (ARPA) funds and has elected the Standard Allowance based on the Treasury’s final rule. The Council has elected the use of \$388,390 to assist with the construction of the Snake River Bridge Trail Connection. The City had previously agreed upon a trail connection upon completion of MNDOT’s Snake River Bridge construction project. While Council has dedicated the use of these funds for the trail connection, additional consideration and funds should be considered to account for supply chain and material costs.

After receiving input from both boards staff will prepare the preliminary budgets for the City Council and PUC review and discussion.

OPTIONS & IMPACTS

- Items to consider and discuss for the budgets include the
- a. Snake River Bridge Trail Connections
 - b. City Hall Roof Replacement (not yet added to the CIP)
 - c. Driver’s License Office

Memorandum

d. Upcoming Street Capital Street Improvement Plan

RECOMMENDATIONS

Discuss any projects, programs, etc. that each board wishes to have included in or removed from the 2023 operating budget and CIP.

Attachments

2023-2027 CIP Projects by Year and Priority

2023-2027 CIP Projects by Department with Descriptions

City of Mora, Minnesota
Capital Improvement Program
 2023 thru 2027

PROJECTS BY YEAR & PRIORITY

Project Name	Department	Project #	Priority	Project Cost
2023				
<i>Priority 1 - Imperative/Critical</i>				
Server Replacement	1920 - Information Technology	1920-2019-01	1	20,000
Squad Radar Replacement	2120 - Law Enforcement	2120-2019-07	1	4,000
Paint Lap Pool	5124 - Aquatic Center	5124-2020-02	1	14,650
New Park in Fox Run Development	5202 - Parks	5202-2021-01	1	238,507
Utility Reconstruction Project - Maple Ave	9000 - Joint Public Works Proj	9000-2021-02	1	400,000
Electric Pole Replacement Project	9530 - Electric	9530-2020-01	1	160,000
<i>Total for: Priority 1</i>				837,157
<i>Priority 2 - Essential</i>				
Squad Mobile Computer Replacement	2120 - Law Enforcement	2120-2019-01	2	4,500
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Street Sweeper Replacement	3121 - Streets	3121-2019-05	2	240,000
Library Park Improvements	5202 - Parks	5202-2021-02	2	50,000
Airport Surface Maintenance Equipment	7310 - Airport	7310-2019-05	2	155,000
Elec Dept Overhead Tree Maintenance	9530 - Electric	9530-2019-12	2	75,000
4.16 kV NW Feeder Conversion	9530 - Electric	9530-2021-05	2	2,232,500
<i>Total for: Priority 2</i>				2,759,950
<i>Priority 3 - Important</i>				
Fire Dept Pagers Replacement	2220 - Fire Dept	2220-2019-11	3	2,080
Fire Dept Thermal Camera Replacement	2220 - Fire Dept	2220-2019-12	3	7,500
Fire Dept Turnout Gear Replacement	2220 - Fire Dept	2220-2019-13	3	7,500
Streets Service Truck Replacement	3121 - Streets	3121-2019-17	3	48,000
Cemetery Road Improvements	7810 - Cemetery	7810-2019-04	3	35,000
Cemetery Compact Utility Vehicle Replacement	7810 - Cemetery	7810-2019-05	3	15,000
Power Plant Yard Improvements	9530 - Electric	9530-2019-10	3	30,000
<i>Total for: Priority 3</i>				145,080
<i>Priority 4 - Provides Long-Term Benefit</i>				
City Hall Paint & Carpet Refresh	1940 - City Hall Building	1940-2019-03	4	6,000
Parks Service Truck Replacement	5202 - Parks	5202-2019-06	4	35,000
Cemetery Expansion	7810 - Cemetery	7810-2019-01	4	15,000
Water/Sewer Service Truck Replacement	9490 - Sewer	9490-2019-02	4	40,000
Water/Sewer Heavy Duty Service Truck Replacement	9490 - Sewer	9490-2019-05	4	105,000
<i>Total for: Priority 4</i>				201,000
Total for 2023				3,943,187

2024

Priority 1 - Imperative/Critical

Squad Radar Replacement	2120 - Law Enforcement	2120-2019-07	1	4,500
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Project Name	Department	Project #	Priority	Project Cost
Heavy Duty Dump Truck Replacement	3121 - Streets	3121-2019-12	1	200,000
Streets Service Truck Replacement	3121 - Streets	3121-2019-18	1	35,000
Snake River Trail/Bridge Project	9000 - Joint Public Works Proj	9000-2020-01	1	300,000
Electric Pole Replacement Project	9530 - Electric	9530-2020-01	1	75,000
<i>Total for: Priority 1</i>				614,500
Priority 2 - Essential				
Copy Machine Replacement	1520 - Finance	1520-2019-01	2	12,000
Squad Mobile Computer Replacement	2120 - Law Enforcement	2120-2019-01	2	4,500
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Fire Dept SCBA Bottle Replacement	2220 - Fire Dept	2220-2019-26	2	7,800
Heavy Duty Dump Truck Replacement	3121 - Streets	3121-2019-14	2	200,000
Pool Filter Replacement	5124 - Aquatic Center	5124-2020-01	2	370,000
Library Park Improvements	5202 - Parks	5202-2021-02	2	50,000
Elec Dept Overhead Tree Maintenance	9530 - Electric	9530-2019-12	2	50,000
Hwy 65 Substation Improvements	9530 - Electric	9530-2021-06	2	133,000
<i>Total for: Priority 2</i>				830,250
Priority 3 - Important				
Fire Dept Pagers Replacement	2220 - Fire Dept	2220-2019-11	3	2,080
Fire Dept Turnout Gear Replacement	2220 - Fire Dept	2220-2019-13	3	7,500
Fire Dept SCBA Pack Replacement	2220 - Fire Dept	2220-2019-25	3	6,900
Stationary Equipment/Vehicle Lift Replacement	3121 - Streets	3121-2019-09	3	30,000
Airport A & D Driveway/Parking Lot Rehabilitation	7310 - Airport	7310-2019-07	3	55,000
Elec Dept Service Truck Replacement	9530 - Electric	9530-2019-04	3	38,000
<i>Total for: Priority 3</i>				139,480
Priority 4 - Provides Long-Term Benefit				
Fire Dept SCBA Face Mask Replacement	2220 - Fire Dept	2220-2019-24	4	1,200
Double-Drum Ride-On Roller Replacement	3121 - Streets	3121-2019-06	4	40,000
Portable Air Compressor Replacement	3121 - Streets	3121-2019-08	4	14,000
Cemetery Expansion	7810 - Cemetery	7810-2019-01	4	15,000
Cemetery Columbarium	7810 - Cemetery	7810-2020-02	4	25,000
Water/Sewer Service Truck Replacement	9490 - Sewer	9490-2019-03	4	40,000
WWTP Cold Storage Conversion	9490 - Sewer	9490-2019-10	4	110,000
<i>Total for: Priority 4</i>				245,200
Total for 2024				1,829,430

2025

Priority 1 - Imperative/Critical

Squad Camera Replacement	2120 - Law Enforcement	2120-2019-03	1	6,500
Park/Cemetery Mower Replacement	5202 - Parks	5202-2019-01	1	17,000
Cemetery/Park Mower Replacement	7810 - Cemetery	7810-2019-02	1	17,000
<i>Total for: Priority 1</i>				40,500

Priority 2 - Essential

Squad Mobile Computer Replacement	2120 - Law Enforcement	2120-2019-01	2	4,500
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Library Park Improvements	5202 - Parks	5202-2021-02	2	50,000
Elec Dept Overhead Tree Maintenance	9530 - Electric	9530-2019-12	2	50,000

Project Name	Department	Project #	Priority	Project Cost
<i>Total for: Priority 2</i>				107,450
Priority 3 - Important				
Fire Truck # 3 - Tender Truck Replacement	2220 - Fire Dept	2220-2019-05	3	250,000
Fire Dept Pagers Replacement	2220 - Fire Dept	2220-2019-11	3	2,080
Fire Dept Turnout Gear Replacement	2220 - Fire Dept	2220-2019-13	3	7,500
Sewer Jet/Vac Truck Replacement	9490 - Sewer	9490-2019-06	3	325,000
Elec Dept Bucket Truck Replacement	9530 - Electric	9530-2019-01	3	140,000
<i>Total for: Priority 3</i>				724,580
Priority 4 - Provides Long-Term Benefit				
Fire Hall Furnace (Office & Kitchen) Replacement	2220 - Fire Dept	2220-2019-10	4	27,000
Fire Hall Furnace (Apparatus Bay) Replacement	2220 - Fire Dept	2220-2019-17	4	26,000
East Emergency Warning Siren	3121 - Streets	3121-2019-19	4	40,000
<i>Total for: Priority 4</i>				93,000
Priority 5 - Future Consideration				
Fire Hall Tile Flooring Replacement	2220 - Fire Dept	2220-2019-14	5	6,200
Fire Hall Water Heater Replacement	2220 - Fire Dept	2220-2019-15	5	12,000
<i>Total for: Priority 5</i>				18,200
Total for 2025				983,730

2026

Priority 1 - Imperative/Critical

Squad Camera Replacement	2120 - Law Enforcement	2120-2019-03	1	6,500
Squad Car Replacement	2120 - Law Enforcement	2120-2019-05	1	40,000
Sand & Salt Shed Structure Replacement	3121 - Streets	3121-2019-10	1	125,000
Heavy Duty Dump Truck Replacement	3121 - Streets	3121-2019-11	1	200,000
<i>Total for: Priority 1</i>				371,500

Priority 2 - Essential

Squad Mobile Computer Replacement	2120 - Law Enforcement	2120-2019-01	2	4,500
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Fire Dept SCBA Bottle Replacement	2220 - Fire Dept	2220-2019-26	2	7,800
Road Grader Replacement	3121 - Streets	3121-2019-01	2	200,000
Cement Repair on Pool Deck	5124 - Aquatic Center	5124-2020-04	2	5,000
Elec Dept Overhead Tree Maintenance	9530 - Electric	9530-2019-12	2	50,000
<i>Total for: Priority 2</i>				270,250

Priority 3 - Important

Fire Dept Turnout Gear Replacement	2220 - Fire Dept	2220-2019-13	3	7,500
Fire Dept SCBA Pack Replacement	2220 - Fire Dept	2220-2019-25	3	6,900
Cemetery Road Improvements	7810 - Cemetery	7810-2019-04	3	70,000
Sewer Camera Televising Trailer Replacement	9490 - Sewer	9490-2019-08	3	80,000
Sewer Lift Station (EPC) Rehabilitation	9490 - Sewer	9490-2019-12	3	150,000
Power Plant Windows Replacement	9530 - Electric	9530-2019-08	3	70,000
<i>Total for: Priority 3</i>				384,400

Priority 4 - Provides Long-Term Benefit

Fire Dept SCBA Face Mask Replacement	2220 - Fire Dept	2220-2019-24	4	1,200
Park Compact Utility Vehicle	5202 - Parks	5202-2019-03	4	6,000
Customer Electric Meter Replacements	9530 - Electric	9530-2019-06	4	150,000

Project Name	Department	Project #	Priority	Project Cost
			<i>Total for: Priority 4</i>	157,200
Priority 5 - Future Consideration				
Electric Vehicle Charging Station	9530 - Electric	9530-2021-03	5	50,000
			<i>Total for: Priority 5</i>	50,000
Total for 2026				1,233,350
2027				
Priority 1 - Imperative/Critical				
Squad Car Replacement	2120 - Law Enforcement	2120-2019-06	1	40,450
			<i>Total for: Priority 1</i>	40,450
Priority 2 - Essential				
Fire Dept 2.5" Hose Replacement	2220 - Fire Dept	2220-2019-20	2	450
Fire Dept 1.75" Attack Line Hose Replacement	2220 - Fire Dept	2220-2019-21	2	1,000
Fire Dept 5" Hose Replacement	2220 - Fire Dept	2220-2019-23	2	1,500
Power Plant Substation Improvements	9530 - Electric	9530-2021-07	2	700,000
			<i>Total for: Priority 2</i>	702,950
Priority 3 - Important				
Plotter Replacement	1910 - Planning & Zoning	1910-2019-04	3	13,500
			<i>Total for: Priority 3</i>	13,500
Total for 2027				756,900
GRAND TOTAL				8,746,597

City of Mora, Minnesota
Capital Improvement Program
 2023 thru 2027

PROJECTS BY DEPARTMENT WITH DESCRIPTIONS

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
1520 - Finance								
Copy Machine Replacement	1520-2019-01			12,000				12,000
1520 - Finance Total				12,000				12,000

Copy Machine Replacement

1520-2019-01

Replace existing color copier with updated machine. Should be able to fax, scan, copy, print, hole punch, and staple documents.

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
1910 - Planning & Zoning								
Plotter Replacement	1910-2019-04						13,500	13,500
1910 - Planning & Zoning Total							13,500	13,500

Plotter Replacement

1910-2019-04

The plotter is a large format printer, scanner, and copier used for maps, plans, and other large documents in order to send or retain them.

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
1920 - Information Technology								
Server Replacement	1920-2019-01		20,000					20,000
1920 - Information Technology Total			20,000					20,000

Server Replacement

1920-2019-01

Last server was purchased in April 2016, and the warranty expires in 2021. Need to know how much it cost previously.

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
1940 - City Hall Building								
City Hall Paint & Carpet Refresh	1940-2019-03		6,000					6,000
1940 - City Hall Building Total			6,000					6,000

City Hall Paint & Carpet Refresh

1940-2019-03

Refresh carpet and paint in City Hall.

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
2120 - Law Enforcement								
Squad Mobile Computer Replacement	2120-2019-01		4,500	4,500	4,500	4,500		18,000
Squad Camera Replacement	2120-2019-03				6,500	6,500		13,000
Squad Car Replacement	2120-2019-05					40,000		40,000
Squad Car Replacement	2120-2019-06						40,450	40,450
Squad Radar Replacement	2120-2019-07		4,000	4,500				8,500
2120 - Law Enforcement Total			8,500	9,000	11,000	51,000	40,450	119,950

Squad Mobile Computer Replacement

2120-2019-01

Mobile computers for squad cards

Squad Camera Replacement

2120-2019-03

In-squad digital video cameras

Squad Car Replacement

2120-2019-05

KSCO squad cards are replaced every 7 years. On a rotating schedule, every other year a squad care is replaced. (Note: purchased in even years (i.e. 2020, 2022, 2024, etc.)

City has purchased old vehicles back for building inspections, airport, etc.

Included in the price is: squad car, squad lights, squad cage, squad switch system, squad siren box & siren, and squad gun lock.

Squad Car Replacement

2120-2019-06

KSCO squad cards are replaced every 7 years. On a rotating schedule, every other year a squad care is replaced. (Note: purchased in even years (i.e. 2020, 2022, 2024, etc.)

City has purchased old vehicles back for building inspections, airport, etc.

Included in the price is: squad car, squad lights, squad cage, squad switch system, squad siren box & siren, and squad gun lock.

Squad Radar Replacement

2120-2019-07

Squad Car Radar - purchased outside of every-other-year rotation, per KCSO Law Enforcement Capital Budget Plan

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
3121 - Streets								
Road Grader Replacement	3121-2019-01					200,000		200,000
Street Sweeper Replacement	3121-2019-05		240,000					240,000
Double-Drum Ride-On Roller Replacement	3121-2019-06			40,000				40,000
Portable Air Compressor Replacement	3121-2019-08			14,000				14,000
Stationary Equipment/Vehicle Lift Replacement	3121-2019-09			30,000				30,000
Sand & Salt Shed Structure Replacement	3121-2019-10					125,000		125,000
Heavy Duty Dump Truck Replacement	3121-2019-11					200,000		200,000
Heavy Duty Dump Truck Replacement	3121-2019-12			200,000				200,000
Heavy Duty Dump Truck Replacement	3121-2019-14			200,000				200,000
Streets Service Truck Replacement	3121-2019-17		48,000					48,000
Streets Service Truck Replacement	3121-2019-18			35,000				35,000
East Emergency Warning Siren	3121-2019-19				40,000			40,000
3121 - Streets Total			288,000	519,000	40,000	525,000		1,372,000

Road Grader Replacement

3121-2019-01

Heavy equipment used for minor road grading and snow removal. This unit has a 12-foot mow board with a 12-foot wing attachment for snow removal. It's main use is in the winter months.

Current vehicle is a 1993 Caterpillar Road Grader

Expected cost is assuming the purchase of a used machine.

Street Sweeper Replacement

3121-2019-05

Compact, self-propelled equipment with broom or vacuum attachment for one specific use.

Double-Drum Ride-On Roller Replacement

3121-2019-06

Self-propelled smooth double-drum unit with vibrating capabilities. Small to medium sized piece of equipment. Also called an "asphalt roller".

Portable Air Compressor Replacement

3121-2019-08

This is a pull-behind trailer unit with varying air-flow ratings. Self-contained diesel motor-driven compressor unit.

Stationary Equipment/Vehicle Lift Replacement

3121-2019-09

12,000 pound stationary hydraulic lift with movable lift arms and small equipment lift attachments.

Sand & Salt Shed Structure Replacement

3121-2019-10

Steel and fabric covered building with concrete floor and retaining walls for material storage.

During 2022 budget cycle, the building design was scaled down to reduce cost to \$125,000. (LC). More details needed from Joe Kohlgraf to update CIP description.

Heavy Duty Dump Truck Replacement

3121-2019-11

Single axle 4x2 diesel heavy duty dump truck with an 8-10 yard dump box. Included is a underbody, stationary plow, front bi-directional push plow, and 10-foot rear snow wing, with dump-box sander attachment.

In 2019, current vehicle is 2005 International 7400. Unit # 23

Heavy Duty Dump Truck Replacement

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3121-2019-12

Single axle 4x2 diesel heavy duty dump truck with an 8-10 yard dump box. Included is a underbody, stationary plow, and front bi-directional push plow, with dump-box sander attachment.

In 2019, current vehicle is 2000 Sterling. Unit # 17

Heavy Duty Dump Truck Replacement

3121-2019-14

Single axle 4x2 diesel heavy duty dump truck with a 8-10 yard dump box. Included is a bi-directional push plow, with dump-box sander attachment.

In 2019, current vehicle is 1994 Chevrolet Kodiak, unit # 19.

Streets Service Truck Replacement

3121-2019-17

Medium-duty service truck, with plow.

Current vehicle is a 2006, Ford F-250 4x4. Unit # 24

Streets Service Truck Replacement

3121-2019-18

Medium-duty service truck.

Current vehicle is a 1988 Chevrolet 2500 "cone truck", 4x2. Unit # 37

East Emergency Warning Siren

3121-2019-19

Emergency siren for National Weather Service emergency weather alerts.

Price includes siren, control panel, pole and installation labor.

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
5124 - Aquatic Center								
Pool Filter Replacement	5124-2020-01			370,000				370,000
Paint Lap Pool	5124-2020-02		14,650					14,650
Cement Repair on Pool Deck	5124-2020-04					5,000		5,000
5124 - Aquatic Center Total			14,650	370,000		5,000		389,650

Pool Filter Replacement

5124-2020-01

Replace both existing vacuum D.E. filters on each pool and converting to a pressure Regenerative Media filter system, manufactured by Neptune-Benson.

Paint Lap Pool

5124-2020-02

Paint lap pool, includes supplies and vendor to do the painting.

Cement Repair on Pool Deck

5124-2020-04

Replace sinking concrete that has produced tripping hazards on the deck of the pool.

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
5202 - Parks								
Park/Cemetery Mower Replacement	5202-2019-01				17,000			17,000
Park Compact Utility Vehicle	5202-2019-03					6,000		6,000
Parks Service Truck Replacement	5202-2019-06		35,000					35,000
New Park in Fox Run Development	5202-2021-01		238,507					238,507
Library Park Improvements	5202-2021-02		50,000	50,000	50,000			150,000
5202 - Parks Total			323,507	50,000	67,000	6,000		446,507

Park/Cemetery Mower Replacement

5202-2019-01

72 inch mow deck, diesel engine.

1/2 of the cost from parks, 1/2 of the cost from cemetery.

Park Compact Utility Vehicle

5202-2019-03

4x2 gasoline engine compact utility vehicle with broom scarifier and leveler.

Current vehicle is a 2016 Toro Workman

Parks Service Truck Replacement

5202-2019-06

3/4 ton service pickups, standard cab, 4x4, air, towing package, V-8 gasoline engine

Current vehicle is a 2008 Ford F-250, Unit # 25

New Park in Fox Run Development

5202-2021-01

Fox Run Playground Project

Library Park Improvements

5202-2021-02

To replace play structures and ground surface at Library Park

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
7310 - Airport								
Airport Surface Maintenance Equipment	7310-2019-05		155,000					155,000
Airport A & D Driveway/Parking Lot Rehabilitation	7310-2019-07			55,000				55,000
7310 - Airport Total			155,000	55,000				210,000

Airport Surface Maintenance Equipment

7310-2019-05

Heavy duty bi-directional tractor with 20-foot bi-directional broom and 20-foot bi-directional, expandable snow blade attachments.

Current vehicle is a 2008 New-Holland bi-directional tractor, with 20-foot Sweepster broom and 20-foot expandable snow blade.

Airport A & D Driveway/Parking Lot Rehabilitation

7310-2019-07

Driveway and parking lot for Arrival & Departure building. Mill & overlay and joint repair.

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
7810 - Cemetery								
Cemetery Expansion	7810-2019-01		15,000	15,000				30,000
Cemetery/Park Mower Replacement	7810-2019-02				17,000			17,000
Cemetery Road Improvements	7810-2019-04		35,000			70,000		105,000
Cemetery Compact Utility Vehicle Replacement	7810-2019-05		15,000					15,000
Cemetery Columbarium	7810-2020-02			25,000				25,000
7810 - Cemetery Total			65,000	40,000	17,000	70,000		192,000

Cemetery Expansion

7810-2019-01

Open new section in cemetery, and surveying for lots.

Cemetery/Park Mower Replacement

7810-2019-02

72 inch mow deck, diesel engine.

1/2 of the cost from parks, 1/2 of the cost from cemetery.

Cemetery Road Improvements

7810-2019-04

Overlay existing paved roads and also add new blacktop to current dirt roads. This will help reduce current maintenance caused by heavy rains.

Phase 1: Overlay existing paved sections

Phase 2: Replace gravel surfaces with blacktop

Cemetery Compact Utility Vehicle Replacement

7810-2019-05

Compact gasoline engine 4x2 utility vehicle with 1/4 yard dump box.

Current vehicle is a 1972 Cushman Utility Vehicle.

Cemetery Columbarium

7810-2020-02

New construction for an above-ground urn storage building.

Phase 1:

Phase 2:

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
9000 - Joint Public Works Proj								
Snake River Trail/Bridge Project	9000-2020-01			300,000				300,000
Utility Reconstruction Project - Maple Ave	9000-2021-02		400,000					400,000
9000 - Joint Public Works Proj Total			400,000	300,000				700,000

Snake River Trail/Bridge Project

9000-2020-01

MnDOT has asked that the Mora City Council review the proposed Snake River bridge concept layout as well as guarantee that the city will install and pay for the proposed trail connections from the bridge. The city's trail connections could be installed at the time of bridge reconstruction or shortly after, i.e. the following year.

To assist with the council's discussion staff obtained a quote from the city engineer to complete the city's portion of the work. Based on MnDOT's concept plan for the bridge and topography of the area near the bridge, SEH estimates it will cost between \$280,000- \$300,000 to construct the trail connections. There are state grants the city may apply for to assist with funding the trail connections. If the council guarantee's installing the trail connections staff will begin researching such grants as well as adding this to the 2021 and 2022 Capital Improvement Plan (CIP).

Utility Reconstruction Project - Maple Ave

9000-2021-02

Possible utility work while Kanabec County has the road surface open for a street reconstruction project in 2023.

For purposes of "place-holding", an estimate of \$250,000 has been earmarked for both water and sewer funds in the CIP only.

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
9490 - Sewer								
Water/Sewer Service Truck Replacement	9490-2019-02		40,000					40,000
Water/Sewer Service Truck Replacement	9490-2019-03			40,000				40,000
Water/Sewer Heavy Duty Service Truck Replacement	9490-2019-05		105,000					105,000
Sewer Jet/Vac Truck Replacement	9490-2019-06				325,000			325,000
Sewer Camera Televising Trailer Replacement	9490-2019-08					80,000		80,000
WWTP Cold Storage Conversion	9490-2019-10			110,000				110,000
Sewer Lift Station (EPC) Rehabilitation	9490-2019-12					150,000		150,000
9490 - Sewer Total			145,000	150,000	325,000	230,000		850,000

Water/Sewer Service Truck Replacement

9490-2019-02

Medium-duty 4x4 3/4-ton gasoline service truck. Includes service box.

Current vehicle is a 2010 Chevrolet 4x4 service truck with flat bed. Unit # 27

Water/Sewer Service Truck Replacement

9490-2019-03

Medium-duty 4x4 3/4-ton gasoline service truck. Includes service box.

Current vehicle is a 2014 Chevrolet Extended Cab 4x4 service truck. Unit # 32

Water/Sewer Heavy Duty Service Truck Replacement

9490-2019-05

Heavy duty 4x4 dually diesel service truck with utility box and service crane set-up and installation.

Current vehicle is a 2012 Ford F-550 4x4. Unit # 30.

Sewer Jet/Vac Truck Replacement

9490-2019-06

Heavy-duty tandem axle, 6-yard, 2,000 gallon water vactor and sewer jetter combo vehicle.

Current vehicle is a 1998 Ford Vactor truck, Unit # 31.

Sewer Camera Televising Trailer Replacement

9490-2019-08

Single axle box trailer housing self-propelled sewer televising equipment and supplies. Including miscellaneous tools and video recording/televising equipment. This unit has on-board power generator.

WWTP Cold Storage Conversion

9490-2019-10

Pour concrete floor, install heat and insulation, electrical, and install internal wall covering of tin. This includes three garage door openers and three insulated garage doors.

Sewer Lift Station (EPC) Rehabilitation

9490-2019-12

Wet well sanitary sewer lift station with submersible pumps and surface-mounted controls. Including SCADA and alarm systems with portable power connections.

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Department	Project #	Priority	2023	2024	2025	2026	2027	Total
9530 - Electric								
Elec Dept Bucket Truck Replacement	9530-2019-01				140,000			140,000
Elec Dept Service Truck Replacement	9530-2019-04			38,000				38,000
Customer Electric Meter Replacements	9530-2019-06					150,000		150,000
Power Plant Windows Replacement	9530-2019-08					70,000		70,000
Power Plant Yard Improvements	9530-2019-10		30,000					30,000
Elec Dept Overhead Tree Maintenance	9530-2019-12		75,000	50,000	50,000	50,000		225,000
Electric Pole Replacement Project	9530-2020-01		160,000	75,000				235,000
Electric Vehicle Charging Station	9530-2021-03					50,000		50,000
4.16 kV NW Feeder Conversion	9530-2021-05		2,232,500					2,232,500
Hwy 65 Substation Improvements	9530-2021-06			133,000				133,000
Power Plant Substation Improvements	9530-2021-07						700,000	700,000
9530 - Electric Total			2,497,500	296,000	190,000	320,000	700,000	4,003,500

Elec Dept Bucket Truck Replacement

9530-2019-01

Bucket truck with 42' elbow squirt boom, with a one and a half ton chassis. Need toolbox, emergency lighting, downriggers,

Current vehicle is a 2015 Dodge Ram 5500 Bucket Truck.

Elec Dept Service Truck Replacement

9530-2019-04

Three-quarter ton, 4x4, regular cab with lift gate and emergency lighting.

Current vehicle is a 2014 Chevrolet Silverado 2500, unit # 33

Customer Electric Meter Replacements

9530-2019-06

Replace all electric meters with new electric meters and ERT's. Price also includes programming, software, and meter reading technology. Approximately 2,000 meters to be replaced.

Power Plant Windows Replacement

9530-2019-08

Assorted windows providing ventilation and light to Power Plant and Telework center.

Power Plant Yard Improvements

9530-2019-10

Landscaping and hard-surfacing around existing structures at power plant.

Elec Dept Overhead Tree Maintenance

9530-2019-12

2022-2023 initial primary and secondary line clearance (south)

2029-2030 primary and secondary line clearance revisited

Electric Pole Replacement Project

9530-2020-01

A pole inventory was recently done and provided the utilities with a list of electric poles in need of replacement. Money was not set aside at that time to start a replacement program. At the current rate of repair, it will not be feasible to continue at the rate we currently are replacing. A larger scale replacement of pole will get us to where we need to be with our infrastructure..

Electric Vehicle Charging Station

9530-2021-03

Purchase and installation of at least one electric vehicle charging station (EVCS).

4.16 kV NW Feeder Conversion

9530-2021-05

Per the DGR Electric System Study, Phase 1:

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Convert the 4.16 kV Northwest Circuit to 12.47 kV underground, including a new underground feeder from the Power Plant Substation.

Hwy 65 Substation Improvements

9530-2021-06

Per the DGR Electric System Study, Phase 1:

Upgrade relays in 12.47 kV switchgear to new microprocessor-based relays.

Power Plant Substation Improvements

9530-2021-07

Per the DGR Electric System Study, Phase 2:

New 12.47 kV switchgear lineup with one main, one tie breaker, one generator breaker, and five feeder breakers

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MEMORANDUM

Date: July 19, 2022
To: Mayor and City Council
Public Utilities Commission
From: Mandi Yoder, Human Resources
RE: Updated Job Descriptions and Pay Grade Recommendations

SUMMARY

Discussion was tabled by the City Council at the June 21, 2022 City Council meeting, regarding the classification and pay grade recommendations for two separate updated job descriptions.

BACKGROUND

Previously, staff submitted the Public Works Director and Human Resource Coordinator/Administrative Assistant job descriptions to Cliff Tanner for review and updating due to the evolution of the two positions and duties. Both positions fall in the general fund budget and the PUC budget.

Based on staff's findings, the Public Works Director position is classified as a grade 14 (261.5 points) and the Human Resource Coordinator/Administrative Assistant position is classified as a grade 10 (165 points).

OPTIONS IMPACTS

1. Approve the updated Public Works Director job description and pay grade assignment for Joe Kohlgraf according to staff findings, for the budget year of 2023.
2. Approve the updated Human Resource Coordinator/Administrative Assistant job description and pay grade assignment for Mandi Yoder according to staff findings, for the budget year of 2023.

RECOMMENDATIONS

For the City Council to make a motion to accept the updated Public Works Director job description as presented and approve the pay grade assignment for Joe Kohlgraf for the 2023 budget year.

For the Public Utilities Commission to make a motion to accept the updated Public Works Director job description as presented and approve the pay grade assignment for Joe Kohlgraf for the 2023 budget year.

For the City Council to make a motion to accept the Human Resource Coordinator/Administrative Assistant job description as presented and approve the pay grade assignment for Mandi Yoder for the budget year of 2023.

Memorandum

For the Public Utilities Commission to make a motion to accept the Human Resource Coordinator/Administrative Assistant job description as presented and approve the pay grade assignment for Mandi Yoder for the budget year of 2023.

*Attachments: Public Works Director Job Description
Human Resource Coordinator/Administrative Assistant Job Description
Consolidated Salary Schedule*

PUBLIC WORKS DIRECTOR

Division	Public Works
Grade/Points Classification:	14/261.5
Reports to:	City Administrator
FLSA Status:	Exempt / Salaried
Union or Non-union Position:	Non-union

OBJECTIVE

To plan, organize, direct, and review the overall operation of the Public Works Division, including the streets, parks, airport, storm water, cemetery, water, wastewater, and electric departments. To serve as staff advisor to the City Administrator, City Council, and Public Utilities Commission on public works operations. Act as Airport manager for municipal airport and as needed. To communicate with various individuals, groups and organizations regarding municipal operations and services, and to perform related work as required.

SUPERVISION RECEIVED

Employees working in this position usually work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

SUPERVISION EXERCISED

Provides supervision to division staff, including heavy equipment operator/mechanics, water/wastewater operators, generator operator/mechanics, and others as assigned. Elements of direct control over these positions include planning and evaluating performance, including issuing corrective actions, resolving informal grievances, and initiating disciplinary actions. Department Heads, in conjunction with Human Resources, participate in the hiring process, interview applicants, and recommend hire, promotion or transfer.

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

1. Plans, organizes, and directs through staff the public works division, airport and electrical plant and organizations infrastructure.
2. Establishes division priorities and formulates long-range plans. Makes recommendations to the City Administrator regarding division policies and programs and prepares budgets for those departments and projects.
3. Monitors the division's performance. Identifies action which will increase the division's level of performance in coordinating division activity with other departments and outside agencies.
4. Ensures that the city is in compliance with all current requirements established by regional, state, and federal regulatory agencies.
5. Assures that operations are run in a safe, reliable, and economic manner. Trains staff in proper use of tools and equipment, and maintains up-to-date training documentation.
6. Provides technical assistance to individuals and entities as required.

City of Mora / Mora Municipal Utilities

Position Description

7. Reviews and comments on plans and specifications for improvement projects.
8. Monitors outside service contracts and represents the city as necessary.
9. Prepares divisional budget and cost estimates on special projects and oversees expenditures from approved budget. In collaboration with the City Administrator ensures the division is financially stable and operating within budget.
10. Reviews and recommends appropriate adjustment to utility rates and other fees, based on operational needs.
11. Ensures that employee hiring, appraisal, development, safety, and training programs, are designed and successfully implemented. Assures that various regulatory programs are successfully implemented.
12. Prepares and presents reports to City Administrator, City Council, and Public utilities Commission on division activities.
13. Acts as a resource person in the problem-solving activities of division employees.
14. Assists division staff with maintenance activities as necessary (due to staff shortages, emergency conditions, or service demands).
15. Keeps the City Administrator informed on all matters concerning the division and advises on issues that come before the City Council and Public Utilities Commission, including how they affect operations.
16. Achieve within six months of employment and maintains Class B Water and Wastewater operations certificates, class B underground fuel storage license and FEMA storm-related certifications required.
17. On-call for street/storm/airport/cemetery- secondary on call for water/waste and electric- this includes hands on, scheduling plow work shifts, equipment repairs scheduling, new product trials and materials quotes and ordering.
18. Attends meetings, some after normal hours as required.
19. Meet, plan and inspect electric projects. Work with contractors for preconstruction, during and closeouts on projects being done for the city.
20. Meeting with DOT, County and townships on road improvements, road concerns and project scheduling.
21. Meetings with MPCA, MDH and MNDOT (road and aeronautics) for projects
22. Performs other related duties as assigned or apparent.

MINIMUM QUALIFICATIONS

Education and experience:

Bachelor's degree in engineering, natural science, environmental science, or a related field, plus five (5) or more years related experience in public works administration; or
Associate degree or equivalent in engineering, natural science, environmental science or a related field, plus nine (9) or more years related experience; or
An equivalent combination of education and experience sufficient to perform the essential functions of the position.

Supervisory experience required.

Budgetary experience required.

Valid Minnesota Class B driver's license, with tanker endorsement, required with CDL.

Must have a good driving record and be available for immediate call-out at any hour for emergency work.

All employees in this classification are subject to random drug and alcohol testing as mandated by the Omnibus Transportation Employee Testing Act.

City of Mora / Mora Municipal Utilities

Position Description

EQUIPMENT

Computer, Microsoft Office software, printer, telephone, copier, fax, vehicle, and other job-related software and equipment. Also, routine maintenance and safety equipment.

PLANNING

Planning relates to different and complex situations requiring analysis, complex projections, and generally new alternatives. Most planning extends into the future for one or two years.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

23. Organizational policies, procedures, and practices.
24. Street construction and maintenance.
25. Park improvement and maintenance.
26. Airport operations and maintenance.
27. Storm water system construction and maintenance.
28. Cemetery operations & maintenance.
29. Water supply and distribution systems operations and maintenance.
30. Wastewater collection and reclamation systems operations and maintenance.
31. Electrical distribution and generation systems operations and maintenance.
32. Pertinent federal, state, and local laws, rules, and regulations applicable to municipal operations.
33. Organizational and management practices as applied to analysis and evaluation of program, policies, and operational needs.
34. Principles of budgeting and financial management.
35. Principles of management, training, and performance appraisal.

Skill in:

36. Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
37. Good interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
38. Motivating staff, working as a team, and contributing to building a positive team spirit.
39. Training and guiding division staff.

Ability to:

40. Develop and maintain effective working relationships with supervisors, staff, and members of the public. Approach others in a tactful manner, react well under pressure, treat others with respect, keep commitments, work with integrity, and uphold organizational values.
41. Assist the City Administrator with technical information concerning items of importance for which action must be taken.
42. Plan, organize, and administer major city and utilities functions.
43. Analyze complex issues and problems and recommend effective resolutions.
44. Monitor contractual performance and oversee agreements.
45. Develop and monitor complex capital and operating budgets.
46. Respond promptly to public requests for service and assistance. Ability to show respect and sensitivity for cultural differences.
47. Follow safety procedures, willingness to report potentially unsafe conditions, and use equipment and materials properly.
48. Read and interpret written instructions and to carry-out oral and written directives.
49. Prioritize responsibilities, use good judgment, and make independent decisions.

City of Mora / Mora Municipal Utilities

Position Description

50. Effectively manage workload in emergency and crisis situations, including snow plowing in inclement weather conditions.
51. Identify and resolve mechanical and equipment problems in a timely manner, gather and analyze information skillfully, and develop alternative solutions as needed.
52. Continuously build upon own knowledge and skills and share expertise with others.
53. Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Ability to work in a timely manner and strive to increase productivity.
54. Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.
55. Follow instructions, respond to management direction, take responsibility for own actions, and to commit to long hours of work when necessary.
56. Work in/for other departments occasionally, in addition to assigned division. This requires the ability to understand and maintain basic knowledge of other department's operations.
57. Perform physical labor as required.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The noise level in the work environment varies from quiet (office) to extremely loud (power generation plant). Occasional travel outside the city is required. See the physical activity requirements sheet, attached.

ADA CONSIDERATIONS

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

3/8/15, 05/20/22

ACKNOWLEDGMENT

I have read the requirements for this position and am able to perform all essential functions and physical demands associate with this position.

Print Name

Date

Signature

HUMAN RESOURCES COORDINATOR/ADMINISTRATIVE ASSISTANT

Department:	Administration/Finance
Grade/Points Classification:	10/165
Reports to:	City Administrator
FLSA Status:	Non-Exempt / Paid Hourly
Union or Non-union Position:	Non-union

OBJECTIVE

To coordinate and perform the City's Human Resources activities in accordance with State and Federal regulations, including job classification, recruitment and selection, accurately preparing payroll, performance evaluation, and benefits administration. To coordinate safety committee training and activities. To assist with policy and staff development, policy administration, and labor relations. To provide clerical and administrative support to the City Administrator. To serve as a resource for management and City employees. Serves as deputy city clerk. This position is classified as confidential.

SUPERVISION RECEIVED

Employees working in this position usually work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

SUPERVISION EXERCISED

Middle management. Provides general guidance, direction, and policy interpretation in specialty areas. May be required to provide input to department head pertaining to staff performance but, is not ultimately responsible for completing staff performance evaluations (as the Rater). May occasionally direct the work of consultants.

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

1. Interprets rules, policies, procedures, and applicable laws to employees, department officials and supervisory personnel.
2. Keep informed of state and federal regulations affecting the workplace and disseminating information to appropriate employees.
3. Reviews and updates policies, procedures, job descriptions, and other documents.
4. Communicates policies and procedures to individuals and groups in written and verbal formats.
5. Investigates violations of city personnel policies.
6. Prepares and submits reports on department activities.
7. Performs classification studies.
8. Coordinates the recruitment of employees.

City of Mora

Position Description

9. Updates City website.
 10. Assists with labor negotiations, arbitration, or mediation.
 11. Administers the grievance process.
 12. Administers the disciplinary process.
 13. Independently prepares payroll, and completes State and Federal regulated payroll, retirement, and other related reports. Prepares W-2's. Reviews policies and contracts to ensure proper payroll administration.
 14. Develops, implements, and administers employee benefit programs.
 15. Conducts surveys of wage and benefit data.
 16. Performs cost analyses on wage and benefit proposals.
 17. Coordinates the employee performance review program.
 18. Develops, coordinates, and conducts employee development and training activities for all departments.
 19. Participates in in-service training programs.
 20. Administers various employee programs including the safety program, drug & alcohol testing program, workers compensation program.
 21. Prepares agendas, for various meetings including safety committee and employee steering committee. Serves as safety coordinator.
 22. Interacts with the public to obtain and/or provide information and assistance in a variety of circumstances. May screen and respond to inquiries, handle and process complaints, provide information on policies and procedures, collect and balance payments, receive and take steps to resolve problems as needed, and other similar types of administrative support activities.
 23. Works as liaison with worker's compensation carriers, managed care providers, and qualified rehabilitation consultants; tracks injured employees to ensure compliance with return-to-duty or modified duty programs. Prepares worker's compensation forms and reports.
 24. Works with individual department heads on human resource matters concerning their department.
 25. Provides staff support to committees, boards and commissions as assigned, including the labor-management Steering Committee.
 26. Assists in the preparation of the budget for the Human Resources Department.
 27. Assists with the preparation of the wage and benefit budget for all departments.
 28. Assists employees and the public by answering questions, resolving complaints and providing information on human resources activities.
 29. Maintains or arranges for maintenance of office equipment and orders office and operating supplies.
 30. May assist with purchasing, budget compilation, preparation, and monitoring.
 31. Processes accounts receivable transactions, including invoicing for right-of-way and street opening permits, and for building official services in the cities of Ogilvie and Quamba.
 32. Assists in the management of leases of municipal property.
 33. Oversees the City's property and liability insurance and workers' compensation insurance claims, updates, and renewal processes.
 34. Processes license applications and maintains records to submit to MN Dept. of Revenue.
 35. Files and maintains recordkeeping systems according to established policies.
 36. Coordinates special projects and related activities; may assist other staff with major projects.
 37. May assist in assigning, planning, training, and reviewing of work of other office support personnel.
 38. Serves as a back-up to other administration and finance staff. Will occasionally work at the front desk assisting customers and/or provides support to other departments as assigned.
- Performs other related duties as assigned or apparent.

MINIMUM QUALIFICATIONS

City of Mora

Position Description

Bachelor's degree in Human Resources Management, or a related field, plus 3 or more years related experience; or

Associate's degree or equivalent in Human Resources Management or a related field, plus nine (9) or more years related experience; or

An equivalent combination of education and experience sufficient to perform the essential functions of the position.

Must have extensive knowledge of public-sector labor laws, rules, and regulations. Public-sector HR administration experience preferred. Supervisory experience preferred.

Valid Minnesota Class D driver's license required.

EQUIPMENT

Computer, Microsoft Office software, printer, telephone, copier, fax, vehicle, and other job-related software and equipment.

PLANNING

Planning involves generally an even split between repeated and new situations where choices of alternatives are sometimes unfamiliar. Most planning extends into the future for one or two years.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Department, building, and City policies, procedures, and practices.
- Federal and state employment laws.
- Knowledge of human resource principals and practices.
- Payroll procedures, and reporting requirements.

Skill in:

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
- Good interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Working as a team and contributing to building a positive team spirit.
- The use of computers and Microsoft Office software.

Ability to:

- Develop and maintain effective working relationships with supervisors, staff, and members of the public. Ability to approach others in a tactful manner, react well under pressure, treat others with respect, keep commitments, work with integrity, and uphold organizational values.
- Respond promptly to public requests for service and assistance.
- Show respect and sensitivity for cultural differences.
- Follow safety procedures, willingness to report potentially unsafe conditions, and use equipment and materials properly.
- Read and interpret written instructions and to carry-out oral and written directives.
- Prioritize responsibilities, use good judgment, and make independent decisions.

City of Mora

Position Description

- Effectively manage workload in emergency and crisis situations, including snow plowing in inclement weather conditions.
- Identify and resolve mechanical and equipment problems in a timely manner, gather and analyze information skillfully, and develop alternative solutions as needed.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Ability to work in a timely manner and strive to increase productivity.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.
- Follow instructions, respond to management direction, take responsibility for own actions, and to commit to long hours of work when necessary.
- Ability to read, understand and apply technical and legal concepts.
- Ability to maintain complete and detailed records.
- Ability to implement labor agreements, personnel policies, and other regulations.
- Ability to maintain compliance with Federal and state laws, rules and regulations pertaining to human resources activities.
- Work in/for other departments or divisions as needed, in addition to assigned department. This requires the ability to understand and maintain moderate knowledge of other department's operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The noise level in the work environment is usually quiet to moderate. Minimal travel outside the city is required. See the physical activity requirements sheet, attached.

ADA CONSIDERATIONS

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

07/19/2022

ACKNOWLEDGMENT

I have read the requirements for this position and am able to perform all essential functions and physical demands associate with this position.

Print Name

Date

Signature

City of Mora / Mora Municipal Utilities

Position Description

Pay Grade 13: \$78,042 - \$97,469 Equal to: \$37.52 - \$46.86 hourly

PUBLIC WORKS SUPERINTENDENT

Division:	Public Works
Grade/Points Classification:	13/243
Reports to:	Public Works Director
FLSA Status:	Exempt / Salaried
Union or Non-union Position:	Non-union

OBJECTIVE

To perform, plan, assign, and supervise the work of staff engaged in electric distribution infrastructure and power generation, maintenance and repair of city streets, storm water system, parks, airport, cemetery, water system, sewer system, and other public areas; and to perform related work as required. Performs duties of the Public Works Director in his/her absence.

SUPERVISION RECEIVED

Employees working in this position usually work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

SUPERVISION EXERCISED

Middle management. Provides supervision to Electric Department staff, Street Department staff, and Water/Wastewater Department staff and provides general guidance, direction, and policy interpretation in specialty areas. Elements of direct control over these positions include assigning tasks, monitoring progress and workflow, checking the product for timeliness and precision, establishing work standards, including scheduling work. Assists the Public Works Director with evaluation and disciplinary actions. May occasionally direct the work of consultants and contractors.

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned. A valid Class B CDL with air brakes endorsement is required to perform the essential functions of this position.

1. Plans, organizes, directs, and supervises the work of staff engaged in installation, maintenance, or repair of electric systems, city streets, storm sewers, parks, airport, cemetery, water system, sewer system, and other public areas, and performs related work as required using independent judgment.
2. Provides prompt attention to the restoration of electric services in the event of interruption.
3. Ensures that construction, operation, and maintenance is accomplished in accordance with approved plans, drawings and standards, with efficiency in the utilization of personnel, material and equipment, in a safe and professional manner.
4. Reviews and comments on all new residential and commercial construction plans.
5. Regularly provides line work assistance, including such duties as stringing of wire, setting poles and anchors, installing and maintaining streetlights, hanging or setting transformers, fuse

City of Mora / Mora Municipal Utilities

Position Description

- cutouts, cross-arms, insulators, and terminations according to guidelines in the MN Manual on Uniform Traffic Control Devices.
6. Participate in various training activities required to gain increasing proficiency and train staff in correct and safe operating procedures.
 7. Assists as needed in the development of the power plant annual work plan, state and federal reporting requirements, annual budget, and long-range planning.
 8. Assumes other shifts when scheduling problems arise.
 9. Participates in the maintenance and repairs of city streets and sidewalks, including patching with asphalt or concrete, painting, and jack hammering, sweeping, snow removal, and other repairs.
 10. Inspects and maintains the electrical infrastructure system and its needs.
 11. Participates in the full range of water/wastewater treatment operations, maintenance, and repair duties including troubleshooting and performing the most difficult duties assigned to the work unit.
 12. Operates digger derrick, dump truck, loader, grader, and other light, medium, and heavy equipment with considerable skill, in an efficient and safe manner. Trains staff in proper use of tools and equipment and maintains up-to-date training documentation.
 13. Regularly provides generation assistance, including such duties as operating and monitoring generation equipment as dispatched by SMMPA or others, operate and monitor pollution control equipment, ensure that the plant remains in compliance with all applicable state and federal and industry related regulations, accurately read gauges, dials and other instruments that depict and/or record data.
 14. Operates a computer to access, input, and retrieve information.
 15. Inspects, maintains, and repairs playground equipment and park structures.
 16. Participates in the maintenance of park and airport grounds and performs general maintenance.
 17. Coordinates the placement of headstones, markers, and foundations, and the excavation of grave sites. Assists visitors with locating grave sites. Sells grave sites and enforces cemetery regulations as needed.
 18. Performs carpentry, city building maintenance, and repair work, as well as general labor and fabrication as needed.
 19. Inspects the work of staff while in progress; provides advice and assistance.
 20. Assists in inspecting construction work from plans and specifications.
 21. Reviews project plans and specifications of work to be done, estimates labor, materials, and equipment needs. Inspects work projects in progress, and upon completion of projects, inspects tools and equipment for proper use and care, supervises general clean-up and maintenance work.
 22. Participates in the maintenance of storm sewer system, including cleaning, repairing, and extending lines, catch basins, and storm water ponds.
 23. Participates in the maintenance of pumping facilities and water distribution system, lift stations, water plant, wastewater plant, collection system, and associated structures.
 24. Inspects water/wastewater facilities and equipment for needed maintenance and repairs.
 25. Maintains time, material, and equipment use records; requisitions supplies and materials.
 26. Secures facilities at the end of the day including heat, light, power, and entrance control.
 27. Assists Public Works Director in the performance of his/her duties.
 28. Attends department head meetings and city council, PUC, or other board meetings as required, including evening meetings.
 29. Using excellent customer service skills, establishes and maintains effective working relationships with other employees and all members of the general public.
 30. Covers on-call shifts as required.
 - Performs other related duties as assigned or apparent.

City of Mora / Mora Municipal Utilities

Position Description

MINIMUM QUALIFICATIONS

Licensed journeyman lineman, Bachelor's degree in construction technology, or a related field, plus three (3) or more years related experience in the installation, maintenance, and repair of electrical transmission and/or distribution lines up to 69KV; or

Knowledge equivalent to a trade school diploma or certificate, such as a Certificate of Completion from an accredited electrical line worker program, Associate's degree or equivalent in construction technology, or a related field, plus five (5) or more years related experience in the installation, maintenance, and repair of electrical transmission and/or distribution lines up to 69KV; or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

Must have knowledge of basic city infrastructure understanding.

Supervisory experience required.

Valid Minnesota Class B CDL required with air brakes endorsement. Must have the ability to promptly obtain a Class A CDL upon request. Must have a good driving record and be available for immediate call-out at any hour for emergency work. Must have the physical ability to perform heavy manual labor.

For basic first aid, CPR and emergency cardiovascular care, must have or be able to obtain upon request first aid and CPR/AED certificates.

All employees in this classification are subject to random drug and alcohol testing as mandated by the Omnibus Transportation Employee Testing Act.

EQUIPMENT

Tool belt, lines, hot sticks, locator, voltmeter primary and secondary, fault indicators, gloves and sleeves, straps and slings, trucks/bucket trucks/digger trucks, trailers, phasing sticks, chainsaw, telephone, common hand tools, voltmeters, ammeters, compression gauges, wrenches and analog circuit testers, hand tools, mobile radios, welder, grinders, copier, computer and related software, gloves, hard hat, safety goggles, hearing protection, masks, vehicle, and other job-related equipment. Materials include gasoline, diesel fuels, cleaning solvents, paint, welding supplies, and other job-related materials.

PLANNING

Planning relates to different projects and complex situations requiring analysis, complex projections, and generally new alternatives. Most planning extends into the future for one (1) to six (6) weeks. Some planning extends out for six (6) to twelve (12) months.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Department, building, and City policies, procedures, and practices.
- Electrical codes, ordinances, and safety requirements.
- Precautionary, safety, and fire prevention methods involved in electrical work.
- Techniques, methods, and practices of the electrical trade.
- Fundamentals of electrical theory, pole climbing/construction, three-phase AC circuits and transformer banking, electrical distribution, and care and use of insulated and protective equipment.

City of Mora / Mora Municipal Utilities

Position Description

- Excellent knowledge of all phases of generator and automatic transfer switch operation and repair, including a working comprehension of electrical distribution, and control panels.
- Design and functions of engine control systems, including AC/DC controls, air and hydraulic controls.
- General principles of management, supervision, and training.
- High voltage electricity.
- Mechanical systems and plumbing.
- Basic knowledge of mathematics.
- Basic knowledge of low-pressure boiler operation, maintenance, and repair.
- Basic knowledge of building HVAC equipment operation, maintenance, and repair.
- Basic knowledge of asphalt, concrete, carpentry, and dirt work.
-

Preferred skills in:

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
- Good interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Using specialized hand and power tools related to this trade such as voltmeters, ammeters, compression gauges, wrenches, and analog circuit testers.
- Motivating staff, working as a team, and contributing to building a positive team spirit.
- Diagnosing and troubleshooting various electrical and mechanical problems on generators and related equipment.
- Good math skills for recordkeeping and to calculate material quantities for various projects.
- Extensive skill in troubleshooting, maintaining, and repairing mechanical, plumbing, electrical, and electronic systems.
- Reading and interpreting blueprints, schematic drawings and maps.
- Accomplishing work by delegating as needed and/or directing others.
- Computer skills, specifically spreadsheet, and word processing applications.

Ability to:

- Develop and maintain effective working relationships with supervisors, staff, volunteers, and members of the public. Approach others in a tactful manner, maintain composure in stressful situations, treat others with respect, keep commitments, meet deadlines, work with integrity, and uphold organizational values.
- Learn the operation and maintenance of all of the power plant systems in a timely manner.
- Respond promptly to public requests for service and assistance. Show respect and sensitivity for cultural differences.
- Use discretion and judgement to make decisions and to work independently; prioritize responsibilities and use good judgment; research and evaluate data, solve problems and make sound recommendations.
- Follow safety procedures, willingness to report potentially unsafe conditions, and use equipment and materials properly in addition to instructing others to do the same.
- Read and interpret written instructions and carry-out oral and written directives.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Work in a timely manner and strive to increase productivity.
- Communicate effectively, both orally and in writing, and to resolve disagreements and concerns.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.

City of Mora / Mora Municipal Utilities

Position Description

- Follow instructions, respond to management direction, take responsibility for own actions, and to commit to long hours of work when necessary.
- Effectively manage workload in emergency and crisis situations, including work in inclement weather conditions.
- Identify and resolve mechanical and equipment problems in a timely manner, gather and analyze information skillfully, and develop alternative solutions as needed.
- Read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
- Establish and adhere to efficient work schedules.
- Identify noxious weeds and tree diseases.
- Maintain organized and accurate records.
- Train staff and follow safety procedures, willingness to promptly report or remedy potentially unsafe conditions, and use equipment and materials properly.
- Work in other departments or divisions occasionally. This requires the ability to understand and maintain basic knowledge of other department's operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job.

The noise level in the work environment ranges from moderate to extremely loud when generating. Employees in this classification are required to occasionally work in emergency situations indoors and outdoors, with exposure to extreme heat and cold, and are subject to being called to work at any time. The work is physically demanding and requires stamina, agility, and strength. The workers are subject to sunburn, poison ivy, and insect bites. In addition, the job is hazardous because it is performed at the side of the street or in the roadway itself, where workers are exposed to vehicular traffic. Employees may be subject to working long hours when in emergency situations or generating power. Occasional travel outside the city is required. The work includes a significant amount of strenuous physical activity including climbing, lifting, balancing, kneeling, digging, squatting, grasping, and reaching. See the physical activity requirements sheet, attached.

ADA CONSIDERATIONS

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

3/17/2015, 05/23/2022

ACKNOWLEDGMENT

I have read the requirements for this position and am able to perform all essential functions and physical demands associate with this position.

Print Name

Date

Signature

**CITY OF MORA/MORA MUNICIPAL UTILITIES
Consolidated Salary Schedule
2022**

**For All Employees
Except Fire Department & Aquatic Center**

Hourly Rate

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	12.70	13.02	13.35	13.68	14.02	14.37	14.72	15.10	15.49	15.87
2	14.02	14.36	14.72	15.09	15.48	15.86	16.27	16.67	17.09	17.49
3	15.10	15.49	15.87	16.27	16.68	17.09	17.51	17.94	18.38	18.87
4	16.83	17.26	17.69	18.13	18.59	19.04	19.52	20.02	20.49	21.02
5	18.91	19.38	19.85	20.36	20.86	21.37	21.91	22.47	23.02	23.61
6	20.75	21.26	21.79	22.32	22.88	23.46	24.05	24.65	25.27	25.90
7	22.27	22.84	23.41	24.00	24.58	25.19	25.83	26.48	27.14	27.80
8	24.17	24.76	25.39	26.02	26.68	27.35	28.03	28.74	29.46	30.19
8.5	25.33	25.96	26.61	27.27	27.95	28.65	29.37	30.10	30.85	31.63
9	26.46	27.12	27.79	28.48	29.19	29.93	30.68	31.45	32.26	33.04
9.5	27.30	27.98	28.66	29.38	30.11	30.86	31.64	32.42	33.23	34.08
10	28.38	29.10	29.83	30.59	31.34	32.12	32.94	33.76	34.61	35.49
11	31.41	32.21	32.99	33.80	34.66	35.53	36.41	37.32	38.25	39.21
12	33.95	34.79	35.65	36.55	37.48	38.41	39.38	40.35	41.37	42.39
13	36.29	37.19	38.12	39.06	40.05	41.05	42.09	43.13	44.20	45.32
14	39.22	40.40	41.62	42.87	44.13	45.46	46.84	48.23	49.68	51.17
15	42.74	44.13	45.58	47.06	48.60	50.17	51.79	53.48	55.21	57.00
16	46.87	48.51	50.21	51.97	53.78	55.66	57.62	59.62	61.73	63.88

Annual Rate

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	26,416	27,082	27,768	28,454	29,162	29,890	30,618	31,408	32,219	33,010
2	29,162	29,869	30,618	31,387	32,198	32,989	33,842	34,674	35,547	36,379
3	31,408	32,219	33,010	33,842	34,694	35,547	36,421	37,315	38,230	39,250
4	35,006	35,901	36,795	37,710	38,667	39,603	40,602	41,642	42,619	43,722
5	39,333	40,310	41,288	42,349	43,389	44,450	45,573	46,738	47,882	49,109
6	43,160	44,221	45,323	46,426	47,590	48,797	50,024	51,272	52,562	53,872
7	46,322	47,507	48,693	49,920	51,126	52,395	53,726	55,078	56,451	57,824
8	50,274	51,501	52,811	54,122	55,494	56,888	58,302	59,779	61,277	62,795
8.5	52,686	53,997	55,349	56,722	58,136	59,592	61,090	62,608	64,168	65,790
9	55,037	56,410	57,803	59,238	60,715	62,254	63,814	65,416	67,101	68,723
9.5	56,784	58,198	59,613	61,110	62,629	64,189	65,811	67,434	69,118	70,886
10	59,030	60,528	62,046	63,627	65,187	66,810	68,515	70,221	71,989	73,819
11	65,333	66,997	68,619	70,304	72,093	73,902	75,733	77,626	79,560	81,557
12	70,616	72,363	74,152	76,024	77,958	79,893	81,910	83,928	86,050	88,171
13	75,483	77,355	79,290	81,245	83,304	85,384	87,547	89,710	91,936	94,266
14	81,578	84,032	86,570	89,170	91,790	94,557	97,427	100,318	103,334	106,434
15	88,899	91,790	94,806	97,885	101,088	104,354	107,723	111,238	114,837	118,560
16	97,490	100,901	104,437	108,098	111,862	115,773	119,850	124,010	128,398	132,870

COLA increase over prior year: 2.50%

Certified adopted by the council on ____
& commission on __/__/2021.

By: _____

Grade Assignments

- | | |
|---|--|
| 1.0 Summer Maintenance Worker | 9.0 Activities & Recreation Coordinator
Liquor Store Assistant Manager
Public Works Assistant Superintendent
Water/Wastewater Operator I (Lead) |
| 2.0 Liquor Store Clerk II
Office Assistant (Housing) | |
| 5.0 Janitor
Winter Maintenance Worker
Water/Wastewater Maintenance Worker | 9.5 Generator Operator/Electrician
Generator Operator/Mechanic I (Lead)
Administrative Assistant |
| 6.0 Liquor Store Clerk I (Lead)
Maintenance Technician (Housing)
Property Manager (Housing)
Utility Billing Clerk II
Water/Wastewater Operator III (Training) | 10.0 Accountant
Human Resources Coordinator
Liquor Store Manager
Street Supervisor
Water/Wastewater Supervisor |
| 7.0 Aquatic Center Assistant Manager
Building Inspector | 11.0 Building Official
Community Development Planner
Public Works Superintendent
Generator Operator/Master Electrician
Plant/Line Supervisor |
| 8.0 Accounting Clerk
Equipment Operator/Mechanic
Maintenance Supervisor (Housing)
Mechanic
Program/Administrative Supervisor (Housing)
Utility Billing Clerk I | 12.0 Administrative Services Director
Community Development Director
Housing Director |
| 8.5 Generator Operator/Mechanic II
Street Supervisor
Water/Wastewater Operator II | 13.0 Public Works Director |
| | 15.0 City Administrator/Public Utilities
General Manager |



MEMORANDUM

Date July 19, 2022
To Public Utilities Commission
From Mandi Yoder, Human Resources
RE Review of Plant/Line Supervisor Position

SUMMARY

The Public Utilities Commission will review the recruitment of the Plant/Line Supervisor for the electric department in addition to an updated Public Works Supervisor job description and pay grade assignment, and to review the direction the electric department will move forward, specific to staffing.

BACKGROUND

The PUC has approved the hire of a Plant Line Supervisor in 2021 for the 2022 budget year. Failed recruiting attempts happened in 2021, (zero applicants), in 2022 the recruiting process was put on hold due to the change in administration. Failed recruiting attempts may have been zero because employers across the state are competing against each other in wages and benefits, see the attached Lineman Local 160: Minneapolis, Minnesota benefit summary.

Staff has also worked on the Public Works Superintendent job description in an effort to efficiently meet the needs of the public works and electric departments while improving the recruitment capabilities via a competitive salary for the licensed journeyman lineman market.

A Plant/Line Supervisor position was initially budgeted entirely out of the PUC budget and the PW Superintendent position would be 90% PUC budget and 10% general fund budget.

OPTIONS IMPACTS

1. Continue with the Plant/Line Supervisor position as originally planned.
2. Recruit for a Public Works Superintendent as presented.

RECOMMENDATIONS

For the Public Utilities Commission to discuss the electric department staffing, give staff direction for the position to be recruited.

*Attachments: Plant/Line Supervisor Job Description
Public Works Superintendent Job Description*



MEMORANDUM



Date July 19, 2022
 To City Council
 Public Utilities Commission
 From Glenn Anderson, City Administrator/Public Utilities General Manager
 RE Driver’s License Office Update

SUMMARY

On March 1, 2022, Kanabec County Board of Commissioners met to discuss the short term and long-term status of the driver’s license office and whether services would continue within the County.

Following this, City staff had been directed to look further into the operations if the City were to provide the service to the community and explore the possibility of a joint effort and work with Kanabec County to continue the operations with the community. City staff has been communicating with Chad Gramentz of Kanabec County with the logistical and operational plan that would allow the Driver’s License office to streamline processing, increase customer service and attract more people to downtown. When exploring this opportunity, city and county staff met with DKN Construction detailing the operation and the construction needed to effectively and efficiently perform driver’s license operation.

The City Council and the PUC will discuss possible renovation and use of Mora Municipal Utilities building if the City and Kanabec County were to move forward with joint efforts for the Driver’s License Office.

BACKGROUND INFORMATION

On July 5, 2022, Kanabec County Board of Commissioners met to discuss the Driver’s License Office and possible joint effort with the City. Chad Gramentz and Glenn Anderson provided the Commissioners a summary of the operation. The board consensus was to have a committee comprised of a commissioner, councilmember, public utilities commissioner and staff to review and discuss further the joint effort.

OPTIONS AND IMPACTS

When weighting all options, the city council should consider what is in the best interest of the city as an organization, city budget and finances, and additional cost to city taxpayers as the services provided from the Driver’s License Office provides a regional public service.

RECOMMENDATIONS

Review and discuss further the potential renovation expense to accommodate the Driver’s License Office and possible agreement with Kanabec County.

Attachments

- DKN Construction Quote*
- Operating Expenses projected from Kanabec County*
- Operational Expenses projected from City of Mora*



MEMORANDUM



Date: July 19, 2022
To: Mayor and City Council
Public Utilities Commission
From: Mandi Yoder, Human Resources
Sara King, Accountant
RE: Consideration to Increase Property & Liability Insurance Deductible

SUMMARY

The City Council and Public Utilities Commission will review the deductible calculations over a ten-year span, from 2012-2022, retrieved from the LMCIT Loss Run Data report, comparing the savings between a \$500 deductible and a \$2,500 deductible.

BACKGROUND

The city has historically had a \$500 deductible for its property and liability policy with League of Minnesota Cities Insurance Trust. After a recent review, it was determined that the City/PUC may save money on insurance premiums if the deductible were increased to \$2,500 per claim.

The data below shows deductibles and premiums with savings or losses over the span of the last ten years for comparison. According to the calculations, an increase in the policy deductible to \$2,500 would have saved the City approximately \$88,500 over the years. The following graph details the findings of the analysis.

OPTIONS IMPACTS

1. To increase the deductible for the 2023 LMCIT Property/Liability insurance policy to \$2,500 per claim.
2. To do nothing and leave the deductible at \$500 per claim.

RECOMMENDATIONS

For the City Council to approve the increase of the City's Property/Liability Insurance Policy deductible, held with the League of Minnesota Cities Insurance Trust, to \$2,500 per claim.

For the Public Utilities Commission to approve the increase of the City's Property/Liability Insurance Policy deductible, held with the League of Minnesota Cities Insurance Trust, to \$2,500 per claim.



MEMORANDUM



Date July 19, 2022
 To City Council
 Public Utilities Commission
 From Administration
 RE Mileage Reimbursement Rate

SUMMARY

The City Council and Public Utility Commission will review for the consideration of an increase to the City’s current mileage reimbursement rate in the City’s Personnel Policy, Appendix A, as it compares to current Internal Revenue Service (IRS) rates.

BACKGROUND INFORMATION

Past practice has been that staff are recommended to take a city vehicle for work related travel if one is available; if no city vehicle is available employees are to take their personal vehicle and request for mileage reimbursement.

The current mileage reimbursement rate in the Personnel Policy, Appendix A, has been .40 cents for over ten years.

The IRS reimbursement rates as of January 1, 2022 were .585 cents, and on July 1, 2022 the IRS recognized the recent gasoline prices and increased the reimbursement rate to .625 cents per mile.

OPTIONS & IMPACTS

1. To consider increasing the mileage reimbursement rate in Appendix A of the Personnel Policy to match the IRS mileage rate annually.
2. To consider increasing the mileage reimbursement rate in Appendix A of the Personnel Policy to closer align with the IRS mileage rate at either .585 cents or .625 cents per mile.
3. To do nothing and leave the mileage reimbursement rate in Appendix A of the Personnel Policy set at .40 cents per mile.

RECOMMENDATIONS

For the City Council to consider increasing the mileage reimbursement rate in the Personnel Policy, Appendix A, to match the IRS rate of .585 cents or, .625 cents.

For the Public Utilities Commission to consider increasing the mileage reimbursement rate in the Personnel Policy, Appendix A, to match the IRS rate of .585 cents, or .625 cents.

Attachments: IRS Memo June 9, 2022



IRS increases mileage rate for remainder of 2022

IR-2022-124, June 9, 2022

WASHINGTON — The Internal Revenue Service today announced an increase in the optional standard mileage rate for the final 6 months of 2022. Taxpayers may use the optional standard mileage rates to calculate the deductible costs of operating an automobile for business and certain other purposes.

For the final 6 months of 2022, the standard mileage rate for business travel will be 62.5 cents per mile, up 4 cents from the rate effective at the start of the year. The new rate for deductible medical or moving expenses (available for active-duty members of the military) will be 22 cents for the remainder of 2022, up 4 cents from the rate effective at the start of 2022. These new rates become effective July 1, 2022. The IRS provided legal guidance on the new rates in Announcement 2022-13 [\[PDF\]](#), issued today.

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2022. The IRS normally updates the mileage rates once a year in the fall for the next calendar year. For travel from January 1 through June 30, 2022, taxpayers should use the rates set forth in Notice 2022-03 [\[PDF\]](#).

"The IRS is adjusting the standard mileage rates to better reflect the recent increase in fuel prices," said IRS Commissioner Chuck Rettig. "We are aware a number of unusual factors have come into play involving fuel costs, and we are taking this special step to help taxpayers, businesses and others who use this rate."

While fuel costs are a significant factor in the mileage figure, other items enter into the calculation of mileage rates, such as depreciation and insurance and other fixed and variable costs.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

The 14 cents per mile rate for charitable organizations remains unchanged as it is set by statute.

Midyear increases in the optional mileage rates are rare, the last time the IRS made such an increase was in 2011.

Mileage Rate Changes

Purpose	Rates 1/1 through 6/30/2022	Rates 7/1 through 12/31/2022
Business	58.5	62.5
Medical/Moving	18	22
Charitable	14	14

Page Last Reviewed or Updated: 13-Jun-2022