

Pursuant to due call and notice thereof Mayor Alan Skramstad and PUC Chair Greg Ardner called to order meeting of the Mora City Council at 6:30 PM on Tuesday, December 7, 2021 in the city hall council room.

2. **Roll Call:** City Council Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Sadie Broekemeier, Jake Mathison, and Kyle Shepard
Absent: none
Public Utilities Commission Present: Chair Greg Ardner, Brett Baldwin and Ryan Christianson
Absent: none
Staff Present: City Administrator / General Manager Lindy Crawford, Administrative Services Director Natasha Segelstrom (virtual), Accountant Sara King
3. **Adopt Agenda:** Council MOTION made by Shepard, seconded by Mathison, and unanimously carried to approve the agenda.
4. **Consent Agenda:**
 - a. Regular Meeting Minutes – November 16, 2021
 - b. Special Joint Council/PUC Meeting Minutes – November 16, 2021
 - c. Special joint Council/PUC Meeting Minutes – November 30, 2021
 - d. Designate City Hall as a Polling Place
 - e. Approve Hire of Community Development Director
 - f. Approve 2022-2024 Fire Officer Appointments
 - g. Accept Letter of Resignation – Firefighter
 - h. Accept American Resucue Plan Act Funds

The council consensus was to leave item 4e on the consent agenda and discuss further. Broekemeier enquired the number of applicants interviewed for the community development director position and questioned the urgency during the city administrator vacancy. Anderson added the community development director duties had been filled by SEH and questioned whether or not to fill the vacant position. Crawford stated that council would need to remove item 4e from the consent agenda if further discussion were to take place. MOTION made by Mathison, seconded by Anderson to approve the consent agenda with the removal of item 4e.

Skramstad brought forward item 4e, Approve Hire of Community Development Director for further discussion. Anderson questioned if the education requirement had been met, and longevity of the candidate based on previous employment history. Crawford explained the position had resulted in one failed search and there had been three applicants and two candidates interviewed for the position. Further discussion ensued whether to fill the community development director position during the city administrator vacancy. MOTION made by Shepard, seconded by Mathison to approve the hire of the community development director and carried 3-2. Opposed by Anderson

and Broekemeier.

5. **Open Forum:** Kanabec County Commissioner, Gene Anderson thanked Crawford for her work with the City of Mora. MAFD Chief Brett Anderson thanked Crawford for her work with the City and her contributions that have improved the MAFD.

6. **Special Business:** None.

7. **Public Hearings**

- a. Truth-in-Taxation Hearing: Crawford explained the total tax capacity was estimated to increase 5.79% based on Kanabec County estimates. The proposed tax notices showed a 4.88% increase in the city's tax capacity rate which included the city's preliminary tax levy of \$1,194,519 which was an increase of \$117,884 or 10.95% over the 2021 levy. Staff presented multiple charts which explained the tax timeline where property tax dollars would be spent in 2022, in addition to providing a breakdown of the proposed city tax levy and proposed city budget for 2022.

Skrumstad opened the public hearing at 6:46PM, no one spoke at the public hearing and staff stated no correspondence had been received.

8. **New Business**

- a. Planning Commission Appointment and Vacancy: Crawford brought forward the resignation of Planning Commission member Carmichael Finn and proposed that the city immediately post the vacancy. She also brought forward an application from the previous vacant position and received one application recommended that council approve Sheldon Shepard to the Planning Commission. MOTION made by Broekemeier, seconded by Anderson and carried 4 ayes and abstained by Shepard.
- b. 2022 Public Meeting Schedule: The proposed 2022 public meeting schedule was reviewed. MOTION made by Shepard, seconded by Broekemeier and unanimously carried to adopt the 2022 City of Mora/Mora Municipal Utilities public meeting schedule as presented.
- c. 2022 Pay Plan/Salary Schedules/ Organizational Chart: The council reviewed the salary schedules and pay plans for all employees. Crawford reported the proposed salary schedule and organizational chart included the lineworker position, in addition to the COLA increase of 6% for 2022, based on previously approved compensation study. MOTION made by Mathison, seconded by Shepard and unanimously carried to adopt the Pay Plan/Salary Schedules/ Organizational Chart.
- d. 2021 Budget Amendments: King presented amendments and explained previous council decision to bring forward significant changes to compare budget to actuals throughout the year. MOTION made by Shepard, seconded by Broekemeier and unanimously carried to approve the budget amendments as presented.

9. **Old Business:** None.

10. Communications: None.

11. Reports


- a. City Administrator: Nothing new to report.
- b. Councilmember Anderson: Nothing new to report.
- c. Councilmember Broekemeier: Nothing new to report.
- d. Councilmember Mathison: Mathison thanked Crawford for her services and shared knowledge of local government.
- e. Councilmember Shepard: Shepard thanked Crawford for her work with the city of Mora.
- f. Mayor Skramstad: Thanked Crawford for the services.


12. Closed Session: *(this portion of the meeting was closed pursuant to MN State Statute § 13D.03)*
MOTION made by Mathison, seconded by Broekemeier, and unanimously carried at 6:57 pm to enter into closed session, pursuant to MN § 13D.03, to review labor negotiation proposals. The following persons were in attendance: Mayor Skramstad, Councilmembers Anderson, Broekemeier, Mathison, Shepard, and City Administrator Crawford.

MOTION made by Mathison, seconded by Broekemeier, and unanimously carried to adjourn the closed session at 7:06 pm.

MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the labor agreement between the City of Mora and Local 2889, AFSCME Council #65, as presented in the closed session.

Adjournment: Broekemeier motioned, Shepard seconded. Meeting adjourned at 7:07 pm.



Mayor

City Clerk

Resolution No. 2021-1211

**A RESOLUTION OF THE CITY COUNCIL OF MORA, MINNESOTA, DESIGNATING THE POLLING
PLACE OF THE CITY OF MORA FOR THE CALENDAR YEAR 2022**

WHEREAS, Minnesota Statute 204B.16, Subd. 1, requires the governing body of each municipality to designate, no later than December 31st each year, the polling places for each election precinct; and

WHEREAS, the polling places designated by resolution in December of each year are the polling places to be used for elections in the following calendar year.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Mora, Minnesota; that the polling place to be used for the municipal precinct the City of Mora for calendar year 2022 is as follows:

PRECINCT: Mora City Hall, 101 Lake Street South, Mora, MN 55051

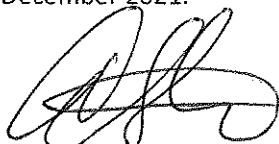
BE IT FURTHER RESOLVED; that the City Council of the City of Mora, Minnesota directs the City Clerk to make all necessary notifications and preparations for elections held in 2022 as required by Minnesota Statutes and Rules.

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

Broekemeier and seconded by Council Member Mathison.

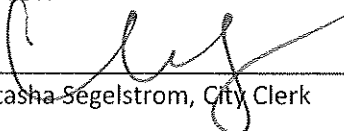
Voting for resolution..... Mayor Skramstad, Anderson, Broekemeier, Mathison, & Shepard
Voting against resolution none
Abstained from voting none
Absent none

Motion carried and resolution adopted this 7th day of December 2021.



Alan Skramstad, Mayor

ATTEST:



Natasha Segelstrom, City Clerk

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

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

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

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

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

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

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

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

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

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

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

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


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

Voting for the Resolution:..... Mayor Skramstad, Anderson, Brackemaier, Mathison, & Shepard
Voting Against the Resolution: none
Abstained from Voting:..... none
Absent: none

Motion carried and resolution adopted this 7th day of December 2021.

ATTEST:


Al Skramstad, Mayor


Natasha Segelstrom, City Clerk

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

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

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

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

WHEREAS, NEUs generally have populations below 50,000.

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

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

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

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

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

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

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

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

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

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

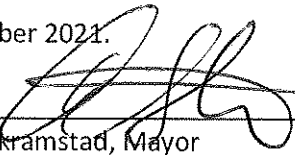
Voting for the Resolution: Mayor Skramstad, Anderson, Broekemeier, Mathison, & Shepard
Voting Against the Resolution: none
Abstained from Voting: none
Absent: none

Motion carried and resolution adopted this 7th day of December 2021.

ATTEST:



Natasha Segelstrom, City Clerk



Al Skramstad, Mayor