

Pursuant to due call and notice thereof Mayor Skramstad called to order the regular meeting of the Mora City Council at 6:30 PM on Tuesday, May 17, 2022 in the city hall council Chambers.

1. **Call to Order/Pledge of Allegiance:** 6:30PM
2. **Roll Call:** Skramstad, Anderson, Mathison, Broekemeier. Shepard absent.
3. **Adopt Agenda:** Skramstad requested to move item 6a to item 8g due to scheduling conflict with BerganKDV. MOTION made by Mathison, seconded by Anderson, and unanimously carried to approve the agenda as amended.
Staff Present: City Administrator Glenn Anderson, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, Accountant Sara King, Mandi Yoder Human Resources Representative, Building Official Caleb Christianson
4. **Approve Consent Agenda:** MOTION made by Anderson, seconded by Mathison, and unanimously carried by the City Council to approve the agenda as presented.
 - a. Approve Minutes of the April 5, 2022 Special Meeting
 - b. Regular Meeting Minutes -April 19, 2022
 - c. Special Meeting Minutes- May 3, 2022
 - d. Approve April Claims 2022
 - e. Offer of Employment – Liquor Store Clerk II, Nicole Kiefer
 - f. Accept Donations- Resolution No. 2022-521
 - g. Airport Storage Rental Request- Lilenthal
 - h. Airport Apartment Rent Increase
 - i. Gambling Permit- Mora Lion's Club
 - j. Airport- Crack Seal Final Project Payment
5. **Open Form:** No one spoke at open forum.
6. **Special Business**
 - a. Annual Audit Presentation- BerganKDV (move item 6a to item 8g)
 - b. Classification and Compensation Report Update- Cliff Tanner of Tanner Analytics provided Council on the Classification and Compensation Report. Tanner detailed the Federal Government's establishment of the Metropolitan Statistical Data which consisted of the entire United States, rural areas and metropolitan areas and economic factors and that contributed to the study. The original intent of the Metropolitan Statistical Data was for metropolitan areas but has encompassed all areas. The concern was brought forward that the data focused mainly on metropolitan area. Tanner explained that the information compared similar areas and encompassed a fair, equitable, justifiable sample size of the population. Council asked further questions whether the local area and surrounding areas were utilized. Tanner explained that the Bureau of Labor and Statistics used data from similar sized communities and local

economies.

Tanner provided additional information on the job descriptions for the Public Works Director and items that were not encompassed in the job description. Recommendation to review title and paygrade recommendation for Human Resources Coordinator with the addition of a second job description.

Councilmember Anderson brought forward concern that the report should reflect the present information instead of the past to have the most accurate information. Tanner reiterated the recommendations from November were based on that point in time and were accurate. However, the job descriptions had changed over time and needed updates.

Glenn Anderson explained that the job descriptions had been fragmented and there had not been clear direction to some of the duties of the position. With an updated job description this would remedy and provide clarity.

Council stated a review of job descriptions would need to be done prior to any decision and possible grade assignment and discussed with the Public Utilities Commission due to wage allocation split from the City and PUC. Glenn Anderson explained this would be budgeted with the 2023 budget if any grade assignment changes were to take place.

Additional questions arose on the proposed organizational chart. Glenn Anderson explained positions that had been used as place holders and not filled. He recommended the removal as there was no intent to fill the positions and have not been budgeted for. Further discussion on the responsibilities, job descriptions and compensation took place and whether duties had been established prior to the current job descriptions or added to.

Glenn Anderson also explained that organizational chart included the Public Works Superintendent and the Driver's License Office if the City were to collaborate with the County.

7. Public Hearings: There were no public hearings.

8. New Business:

- a. Ehlers General Obligation Special Assessment Bonds, Series 2022A- Resolution No. 2022-522. Keith Dahl of Ehlers presented information to the City Council regarding the proposed financing for the North Grove Street Improvement project. He detailed the pre-sale report. MOTION made by Mathison seconded by Broekemeier, to approve the following resolution:

RESOLUTION NO. 2022-522
A RESOLUTION PROVIDING FOR THE SALE OF
\$1,575, 000 GENERAL OBLIGATION BONDS

SERIES 2022A
(see attached)

- b. Performance Measurement Community Survey- Resolution No. 2022-523- Council reviewed and discussed the Performance Measurement System for the City. Broekemeier suggested in the future to improve participation, reevaluate the questions and how they are distributed amongst the community and suggested a sub-committee. Broekemeier stated new questions such as: What are we doing? What are we not doing? What do you want to see? Would provide more quantifying data. MOTION made by Broekemeier, seconded by Mathison and unanimously carried to approve the following resolution:

RESOLUTION NO. 2022-523

A RESOLUTION ADOPTING THE PERFORMANCE MEASURES DEVELOPED BY THE COUNCIL ON
LOCAL RESULTS AND INNOVATION
(see attached resolution)

- c. Grove Street Special Assessment Deferral Applications: Council reviewed the Grove Street Improvement Special Assessment Deferral requests. Staff advised the council that the residents met the criteria as outlined in Minnesota Statue. Motion made by Mathison, seconded by Anderson and unanimously carried to approve the deferral requests as presented
- d. Compensatory Time and Eligible Full-Time Staff: Yoder brought forward a request for compensatory time for non-union, non-exempt city hall staff. She explained that some staff members were required to attend evening meetings and past practice required staff to offset their working hours in the same week, hour for hour to avoid overtime compensation. Yoder explained this was not always practical and with Federal Labor Laws posed issues. Yoder proposed to the Council that that the personnel policy mirrors union labor agreement verbiage, which would save the city overtime payouts. Council requested clarity on the previous practice and asked why it had not been brought forward previously. Mayor Skramstad and Yoder further explained previous administration practice, understanding and Fair Labor Standards Act.

Broekemeier expressed her concern on making a decision and councilmember Anderson brought forward of excessive compensation time to cash-out at the end of the year. Yoder explained that from payroll perspective, historically there had not been large amounts of overtime and request sheets and supervisor approval were required to prevent excess accruals and large year-end payouts. MOTION made by Skramstad seconded by Broekemeier and unanimously carried to approve and update the personnel policy to mirror labor agreement verbiage.

- e. Planning Commission Variance Request – Resolution NO 2022-524: Christianson presented a variance request for a non-conforming lot. The request was not un-typical and similar non-conforming parcels have been approved throughout the city. MOTION

made by Mathison, seconded by Anderson and unanimously carried to approve Resolution NO. 2022-524.

- f. Ordinance 486- Amending Title XV Land Usage, Chapter 150 Zoning Related to Land Use Regulations in R-1 and R-3 Districts- Building Official Christianson presented Ordinance 486 which had been brought forward to the Planning Commission by the former Community Development Director Grafstrom. Mathison further explained that the Planning Commission had revised the proposed Ordinance to address far reaching changes. The general consensus of the Planning Commission was to allow conforming outbuildings instead of a garage. Christianson explained that outbuildings would be for lots under 5000 square feet. Council further discussed concern of having an Ordinance versus a variance for the non-conforming lots, to address non-conforming lots on a case-by-case basis and discussed requirements of cities in surrounding areas. Mathison expressed future concern with the amount of time for a variance and possible issues in the future with changes to council and staff. MOTION made by Mathison, seconded by Broekemeier to table discussion of Ordinance 486 and direct staff to gather information on surrounding cities.
- g. Annual Audit Presentation- Nancy Schulzenberg of BerganKDV summarized the 2021 Annual Audit Report over WebEx and presented the Independent Auditor's Report to the City Council. Stutzman reported an unmodified or clean opinion of the overall audit results. Per the Government Auditing Standards (GAS) the city had a lack of segregation of accounting duties due to limited number of office employees. She noted this was common for City's the size of Mora. Council members had no questions for Stutzman for the report. MOTION made by Broekemeier, seconded by Anderson and unanimously carried to approve the 2021 Annual Financial Report.

9. Old Business

- a. 9th Street Local Partnership Program MnDot: Greg Anderson of SEH discussed the 9th Street intersection and previous meetings with Kanabec County, ISD 332, the City and Minnesota Department of Transportation in regard to a designated Northbound turn lane and funding opportunities with MNDOT Local Partnership Program (LPP). G. Anderson explained MNDOT received the application and funding was available for 2026 and would review the application, followed by a formal answer. G. Anderson explained further correspondence from MNDOT asking if the City would complete advanced construction which would encompass the City fronting all expenses for the project and reimbursed from MNDOT in 2026. Anderson explained that SEH would complete the design to MNDOT's standards and timeline. He explained the project could be scheduled for 2023 or 2024. With reconstruction of Maple Avenue and County Road 6 in 2024 by Kanabec County, there could be reduced expenses through coordination with other paving projects. The reimbursement would come in fiscal year 2026 from MNDOT. He further explained with the costs of inspection and requirements of the project, Anderson projected the project to be \$150,000. Council further discussed the urgency of the project and upfront expenses that have been presented from the new school

construction and funding the project expenses and asked if there would be a speed limit reduction. Anderson explained MNDOT's considerations, studies and impact of speed in less developed areas such highway 65. With the open space, drivers will travel at speeds in which they feel safe and until there is more development, he does not see the speed limit reducing but with MNDOT's upcoming corridor study, inputs could assist with future design.

King explained to the council that to finance the project, there would be a new project fund with a starting balance of zero. As project funds would come, there would be a deficit and in 2026-2027 it would add to a negative fund balance bringing it to zero balance. Mathison asked how it would impact the financial status. King explained deficit funds are not viewed fondly but consideration of the local economy is heavily considered for the bond rating and the deficit could be further explained and where the reimbursement funds would come. The consensus was to move forward with the application earlier and Anderson would communicate this information with MNDOT.

- b. North Grove Street Update: Greg Anderson of SEH provided an update on the Grove Street Improvement Project and the gas company was completing work ahead of the contractor and replacing new main and services to residences. He explained that temporary water setup later in the week. Tree removal had begun and phase I would have curb and gutter by mid-June. At this time, the project appeared to be ahead of schedule and bi-weekly construction meetings would begin the following week. The project should be complete by mid-September. Anderson recapped the residence meeting which occurred prior to the Council Meeting at 5pm. He stated five people met with the contractors and appeared to be in favor of the project.

Anderson presented the construction administration contract which included full time inspection, survey crew and general administration fees which had been included in original project costs. MOTION made by Mathison, seconded by Anderson and unanimously carried to approve the contract of \$102,500.

10. Communications

- a. MAFD Monthly Report - April 2022
- b. KCSO Monthly Report – April 2022
- c. Planning Commission Meeting Minutes- May 9, 2022
- d. Airport Meeting Minutes – May 9, 2022.

Anderson provided an update on the Airport Fly In and the Social Media Page for the Mora Municipal Airport. She noted that two people would be managing the Facebook page and efforts to draw more people and public awareness to the airport. Anderson suggested a work session at the airport to see what it does for the community.

- e. Park Board Meeting Minutes – May 10, 2022

Council recognized the community support for the dog park. Mathison brought concern from the community of Basketball at 3am at Library Park.

- f. Quarterly Financial Reports- Sara King reviewed the financial reports with the council and reassured council the current deficit shown in general fund was common. This was typical for first quarter due to property tax settlement and local government aide in June and July and not significant revenue but there are expenses. King reminded council that in 2022, the city budgeted for a deficit. She noted the other funds were performing well and in a surplus position at this time. King noted even with the deficit, the city's financial status remains well above the bandwidth.

11. Reports

- a. City Administrator: Anderson
- b. Councilmember Anderson: Reported parking issues on Union Street exceeding the two-hour limit.
- c. Councilmember Broekemeier:
- d. Councilmember Mathison: Reports from the community of Basketball at 3am in the park. Complaints of the Snake River Bridge construction. Provided an update on the HRA and stable staffing at this time.
- e. Councilmember Shepard: Absent
- f. Mayor Skramstad: Stated he received a call from Representative Nelson and possible funding and bond bill for the Mora Lake outlet pipe. Skramstad also noted the first five member PUC meeting took place the day prior.

12. Adjournment: MOTION by Mathison, seconded by Anderson, and unanimously carried to adjourn at 8:49PM.



Mayor

City Clerk

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORA, MINNESOTA
ACCEPTING RESTRICTED DONATIONS**

WHEREAS, the City of Mora is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city, and the terms or conditions of the donations, if any, are as follows:

| DONATION RECEIVED FROM: | DONATION OF: | TERMS AND CONDITIONS OR DESCRIPTION OF PROPERTY: |
|------------------------------------|--------------|--|
| East Central Regional Arts Council | \$10,575.00 | 2022 Music in the Park Donation |
| Kwik Trip, Inc. | \$250.00 | 2022 Mora Airport Fly-in Donation |
| | | |
| | | |

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

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

Voting for the Resolution: Brækemeier, Anderson, Mathison, Skramstad
 Voting Against the Resolution: none
 Abstained from Voting: none
 Absent: Shepard

Motion carried and resolution adopted this 17th day of May 2022.

ATTEST:



 Natasha Segelstrom, Administrative Services Director



 Al Skramstad, Mayor

Resolution No. **2022-522**

Councilmember Mathison introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of
\$1,575,000 General Obligation Bonds, Series 2022A**

- A. WHEREAS, the City Council of the City of Mora, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$1,575,000 General Obligation Bonds, Series 2022A (the "Bonds"), to finance the 2022 street and storm water improvements in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mora, Minnesota, as follows:

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 6:30 PM on June 21, 2022, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member Broekemeier and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 17th day of May, 2022.



City Clerk

**RESOLUTION ADOPTING THE PERFORMANCE MEASURES DEVELOPED BY THE COUNCIL
ON LOCAL RESULTS AND INNOVATION**

WHEREAS, in order to participate in the standard measures program for 2021 and to receive the per capita reimbursement in 2021 and the levy limit exemption for 2022 the city must adopt and transmit this resolution to the State of Minnesota.

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

1. The City has adopted and implemented the minimum ten performance measures developed by the council on Local Results and Innovation; and
2. The City has implemented a local performance measurement system as developed by the council on Local Results and Innovation; and
3. The City will report the results of the ten adopted measures to its residents before the end of the calendar year through publication, direct mailing, posting on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input will be allowed; and
4. By the end of the calendar year, the City will survey its residents on the services included in the performance benchmarks; and
5. The City will report the actual results of the performance measures adopted in 2021 to the Office of the State Auditor.

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

Broekemeier and seconded by Council Member Mathison.

Voting for the Resolution: Broekemeier, Mathison, Anderson, Skramstad

Voting Against the Resolution:.. none

Abstained from Voting: none

Absent: Shepard

Motion carried and resolution adopted this 17th day of May 2022.



Natasha Segelstrom, City Clerk



Alan Skramstad, Mayor