

Pursuant to due call and notice thereof Mayor Jake Mathison called to order the work session of the Mora City Council at 5:00 p.m. on Tuesday, March 21, 2023 in the City Hall council chambers.

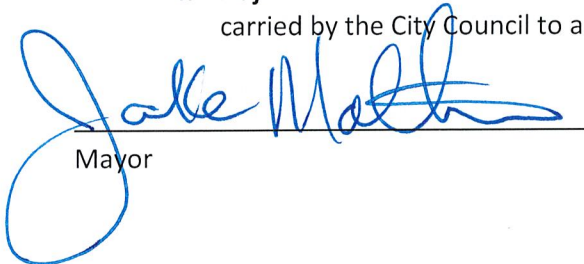
- 2. Roll Call:** Present: Mayor Mathison, Councilmembers Anderson, Broekemeier, Shepard and Youngquist  
Absent: None  
Staff Present: City Administrator Glenn Anderson, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, Mandi Yoder Human Resources

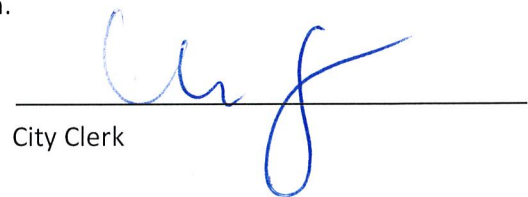
**3. Special Business:**

**a. Legislative Orientation:**

Leah Koch and Joel Jamnick of Campbell Knutson and Mandi Yoder presented legislative orientation for elected officials. During the orientation Koch detailed the Open Meeting Law under Minnesota Office of Administration and Data Practices, and considerations taken for an emergency meeting. The council reviewed parliamentary procedure for meeting motions, resolutions, and ordinances and the requirements of the City Council. Koch provided a comprehensive explanation on data practices and record retention. She explained what could be subject to data requests, electronic communications, and serial meetings. Planning and zoning were reviewed, and land use was described as a Quasi-Judicial Process and when making decisions there must be impartiality and findings on fact.

- 4. Adjournment:** MOTION made by Broekemeier, seconded by Shepard, and unanimously carried by the City Council to adjourn at 6:10 p.m.

  
Mayor

  
City Clerk