

Pursuant to due call and notice thereof Mayor Alan Skramstad called to order the joint work session of the Mora City Council and Mora HRA at 5:00 PM on Tuesday, May 18, 2021 in the city hall council chambers.

2. **Roll Call:** Present: Mayor Alan Skramstad, Councilmembers Jody Anderson, Sadie Broekemeier, Jake Mathison, and Kyle Shepard  
Absent: none  
HRA Board Members Present: Michael Anderson, Robert Jensen, Jake Mathison, and Dennis Olson  
Staff Present: City Administrator/Interim Executive Director Lindy Crawford, City Accountant Sara King, Deputy City Clerk Mandi Yoder
3. **Adopt Agenda:** MOTION made by Anderson, seconded by Shepard, and unanimously carried to approve the agenda as presented.
4. **Housing & Redevelopment Authority of Mora:**
  - a. **HRA Board Composition:** The City Council discussed the composition of the HRA Board in relation to the terms and conditions of the cash-infusion loan set forth by the Mora Public Utilities Commission in November 2020. It was the consensus of the City Council that the composition of the HRA Board should not consist of all city council members, rather one council member, three at-large community members and one HRA resident. The City Council believed this composition would satisfy the PUC's condition. Per Mora City Code, only citizens residing in Mora city limits may be appointed to the HRA Board.  
  
Skramstad stated that he would like to see HRA Board meeting minutes included in city council meeting packets like other City boards and commissions.  
  
Michael Anderson stated he had offered to help, but no one had taken him up on his offer. Discussion ensued regarding an inventory of supplies when previous staff resigned. Olson stated that he agreed that Michael Anderson offered to help, however at the time hiring a maintenance supervisor held priority over doing an inventory.  
  
Council members asked the HRA board members if they were interested in remaining on the board. Olson stated he would finish out his term ending December 31, 2021 and was not intending to apply again; he stated he was willing to resign sooner to ease the board transition. Jensen stated he would be willing to resign, if the city council so wished, but he was willing to continue his post on the HRA board. Mathison stated the city council would appreciate their assistance. Michael Anderson shared that he would like to remain on the HRA board as well.  
  
Michael Anderson requested clarification regarding how the board composition affected the Eastwood Senior Living bond. King reported that the board composition was not a trigger for the bond to become due, rather the HRA must exist for the bond to continue.  
  
Michael Anderson requested clarification regarding the HRA board's authority to oversee the interim executive director who was also the city administrator. Crawford stated the HRA board had authority to manage Crawford as the interim executive director. Discussion ensued regarding previous hiring practices versus the most recent hiring practices. Crawford stated she had been consistent with what she brought forward to the HRA board with all recent hires and the executive director had authority to hire

employees directly. Jensen stated he believed Crawford had been consistent and had inquired with Crawford on many items regarding past practice to which she had researched at his request.

The City Council directed Crawford to advertise for the vacant HRA resident seat immediately.

- b. HRA Organizational Structure:** Mathison expounded great steps had taken place to improve the financial and management position of the HRA. Jody Anderson inquired about pay scales for HRA employees. Crawford stated for the new hires and the budget she used city pay scales.

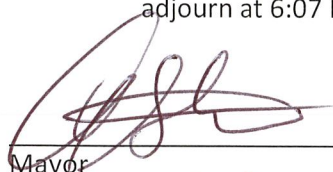
Cons of merging the HRA with the City were discussed and included potential increased workload for city finance staff (accounts payable/receivable and payroll). Crawford stated that the HRA used a fee accountant which could remain in place. Shepard suggested a sunset period for the fee accountant.


Mathison questioned what a merger would look like in the City's organizational chart. Crawford said there could be a housing department with a housing director/director of housing as a department head and then current staff under that person. Crawford believed the department head level position was currently vacant (the executive director) and stated the soonest the HRA would have funds to fill the position would be spring of 2022. Mathison and Shepard believed that Crawford could not shoulder the HRA for a long duration of time without risking burnout. Crawford shared she was spending about 10-15 hours per week on HRA tasks, however her time was not compensated by the HRA. Broekemeier asked how the HRA could receive more funding. Crawford and Jensen shared that the census at Eastwood Senior Living needed to improve drastically. Broekemeier questioned the low census and if it was related to reputation. Jensen and Olson stated they did not believe there was a reputation risk at Eastwood and that Walker Methodist walked into a tough position at the onset of a pandemic. Olson stated that the HRA Board and City Council needed to head what Crawford was saying and recommending because it was correct in the process, and that this had to be a team approach to be successful.

Skramstad stated when preparing the 2022 budgets a director of housing could be considered. Broekemeier stated the pros of a merger would be better benefits for HRA employees, and cons were it added to the workload of city staff. Shepard stated that the City Council must be thinking long-term. Crawford stated that there would be no cost to the City to merge and that Crawford budgeted for a merger in the 2021-2022 HRA budget should it happen.

Broekemeier believed it would be best to table the organizational structure conversation until Ehlers had finished the financial management plan. The consensus was to table the discussion until the City Council had received the financial management plan.

- 5. Adjournment:** MOTION made by Anderson, seconded by Shepard, and unanimously carried to adjourn at 6:07 PM.

  
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Mayor

  
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Deputy City Clerk