

Pursuant to due call and notice thereof Mayor Alan Skramstad and PUC Chair Greg Ardner called to order the Special Joint meeting of the Mora City Council and Public Utilities Commission at 4:30 PM on Monday, November 30, 2021 in the city hall council chambers.

- 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 and Administrative Services Director Natasha Segelstrom (virtual)

- 3. Adopt Agenda:** Council MOTION made by Broekemeier, seconded by Shepard, and unanimously carried to approve the agenda.
PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried to approve the agenda.

4. Business Items:

- a. City Administrator/Public Utilities General Manager Recruitment Update:** Liza Donabauer, DDA, summarized the position profile and revisions recommended from leadership staff. She noted corrections and minor changes to the population, healthcare system, and updated name of the school campus. The Council and PUC discussed verbiage used for the desired attributes and there was a consensus that "thick skinned" be replaced with "resilient". Donabauer further discussed the revised changes to the position profile regarding a line crew and utility infrastructure. She discussed the job description and recognized how well it had been written and recommended minor revisions. Donabauer stated the years of experience listed on the current job description may deter candidates and recommended that the year's of experience be reduced. She explained that that a master's degree and two years experience was typical and recommended three to five years' experience with a bachelor's degree, due to the general manager role with the utilities; in addition to the required supervisory experience. Discussion ensued and the Council and PUC were in consensus with Donabauer's recommendations to change the years of experience. She explained the salary listed was favorable and did not recommend any changes. Further discussion on the job description took place and Crawford stated that the job description did list not the EDA or HRA and recommended that Donabauer would make the addition.

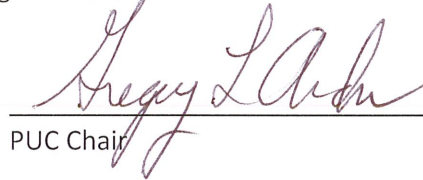
Donabauer summarized the recruitment timeline and prospective interview dates. The Council and PUC discussed the components of the interview, members involved and a city tour. There was a consensus that Wednesday, February 16, 2021 the Council and PUC would interview applicants at City Hall. Crawford recaptured the interview and tour she received and suggested that department heads be included in the process. There was a consensus from the Council and PUC that a department head panel interview would occur in the morning, followed by a city tour, small group lunch with city employees, and then 45-minute panel interview with the Council and PUC.

Council MOTION by Mathison, seconded by Shepard and unanimously carried to approve the position profile and job description as amended. PUC MOTION by Christianson and seconded by Baldwin, and unanimously carried to approve the position profile and job description as amended.

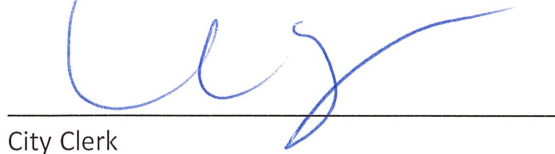
5. **Adjournment:** PUC MOTION made by Christianson, seconded by Baldwin, and unanimously carried to adjourn the meeting at 5:10PM. Council MOTION by Shepard, seconded by Anderson, and unanimously carried to adjourn the meeting at 5:10PM.



Mayor



PUC Chair



City Clerk