

Pursuant to due call and notice thereof Mayor Alan Skramstad and PUC Chair Greg Ardner called to order the joint meeting of the Mora City Council and Public Utilities Commission at 4:30 PM on Tuesday, July 20, 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 Lindy Crawford, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, City Accountant Sara King, and Deputy City Clerk Mandi Yoder

- 3. Adopt Agenda:** Council MOTION made by Mathison, seconded by Shepard, and unanimously carried by the City Council to approve the agenda as presented.

PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried by the PUC to approve the agenda as presented.

**4. Business Items:**

- a. 2022 Budget Priorities and Capital Improvement Plan: The council and PUC discussed budget priorities in preparation for the 2022 budget and capital improvement plan (CIP).

Crawford reported staff had not received the projections of local government aid (LGA) for 2022 but hoped to have that information before September; union labor agreements were set to expire December 31, 2021, negotiations had not started, and after research, staff proposed a cost-of-living adjustment (COLA) salary increase of 2.5% for the 2022 budget.

Crawford explained that some debt was scheduled to end, and it would be timely to issue debt for street projects. The council and PUC consensus was that Portage Avenue and North Grove Street should be a priority.

The council and PUC reviewed a proposal for a job classification and compensation study from Tanner Business Analytics, with last study from 2015 an update would be beneficial for the union labor agreements. Council MOTION made by Shepard, seconded by Broekemeier, and unanimously carried by the City Council to accept the proposal from Tanner Business Analytics for an updated job classification and compensation study. PUC MOTION made by Ardner, seconded by Baldwin, and unanimously carried by the PUC to accept the proposal from Tanner Business Analytics for an updated job classification and compensation study.

Crawford presented information for staffing needs for the Housing and Redevelopment Authority (HRA). Discussion ensued regarding five needed HRA staff and compensating Crawford for additional hours spent on HRA duties as the interim executive director that were being tracked but not compensated for. PUC MOTION made by Baldwin, seconded by Christianson, voted ayes: Baldwin and Ardner, nays: Christianson, motion carried 2 – 1 by the PUC to contribute \$190,000 from the Mora Municipal Utilities general budget to the City general budget for the 2022 budget year for operational needs for the HRA merger with the City.

Additional discussion ensued regarding ways to fund the merger and budget cuts taken to keep the HRA operating.

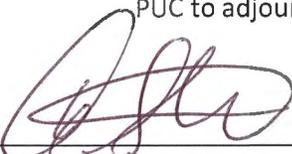
Discussion ensued regarding the Coronavirus State and Local Fiscal Recovery Funds (CLFRF) from the American Rescue Plan Act (ARPA). Crawford reported an anticipated receipt of \$350,000 - \$400,000 to be received in two installments and expounded that all funds had to be obligated within the statutory period of March 3, 2021, through December 31, 2024, and expended to cover the obligations by December 31, 2026, for the objectives outlined in the U.S. Department of Treasury reference guide. The Council consensus was to spend the ARPA funds on water/sewer projects at the industrial park and Information Technology (IT) needs.

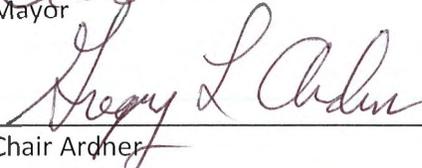
## 5. Reports

- a. City Administrator: Crawford reported that during the approval of the school project, the agreed upon condition was the school would provide a utility easement, the school has since asked the City to install and complete the utility line before they would grant the easement. Crawford explained, as advised by the City attorney and the electrical engineer, best practice was to obtain the easement first then move forward with the work; the school requested the City pay for half of the survey costs, of which the City has already incurred \$5,000 in electrical design, when a blanket easement was cost efficient and would cover the area and avoid survey costs. The consensus of the council and PUC was the school must provide the easement prior to construction as previously agreed to, and the city would not pay for legal fees.
- b. Public Works Director: Nothing new to report.
- c. Commissioner Baldwin: Nothing new to report.
- d. Commissioner Christianson: Nothing new to report.
- e. PUC Chair Ardner: Nothing new to report.
- f. Councilmember Anderson: Nothing new to report.
- g. Councilmember Broekemeier: Nothing new to report.
- h. Councilmember Mathison: Nothing new to report.
- i. Councilmember Nothing new to report.
- j. Mayor Skramstad: Nothing new to report.

**6. Adjournment:** Council MOTION made by Anderson, seconded by Shepard, and unanimously carried by the City Council to adjourn the meeting at 5:55pm.

PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried by the PUC to adjourn the meeting at 5:55pm.

  
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Mayor

  
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Chair Ardner

  
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Deputy City Clerk