



City of Mora  
Kanabec County, Minnesota  
Joint Special Meeting Agenda  
City Council/PUC



Tuesday, November 16, 2021

4:30 PM

Mora City Hall

1. **Call to Order** *(Each board will call their meeting to order.)*
2. **Roll Call** *(Each board will conduct roll call.)*
3. **Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Board members may add items to the agenda prior to adoption of the agenda. Each board will adopt the agenda.)*
4. **Business Items**
  - a. North Grove Street Feasibility Study
  - b. Job Class and Compensation Study
  - c. Personnel Policy Financial Limits
  - d. City Administrator/Public Utilities General Manager Transition Plan
5. **Reports**
  - a. City Administrator/General Manager
  - b. Public Works Director
  - c. Commissioner Baldwin
  - d. Commissioner Christianson
  - e. Chair Ardner
  - f. Councilmember Anderson
  - g. Councilmember Broekemeier
  - h. Councilmember Mathison
  - i. Councilmember Shepard
  - j. Mayor Skramstad
6. **Adjournment** *(Each board will adjourn their meeting.)*





# MEMORANDUM



Date: November 16, 2021  
To: Mayor and City Council  
Public Utilities Commission  
From: Lindy Crawford, City Administrator  
RE: North Grove Street Feasibility Report

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## SUMMARY

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The City Council and PUC will receive a presentation on the feasibility report for the proposed North Grove Street reconstruction project. The City Council will then consider a resolution formally receiving the feasibility report and calling for a public hearing on North Grove Street improvements.

## OPTIONS & IMPACTS

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As directed by the City Council, the city engineer has prepared a feasibility report on the improvements of North Grove Street. The project description, costs, schedule, and options may be found in the attached report.

At this time, the City Council should determine whether or not to proceed with the improvements. The Council may eliminate all or a portion of the project from consideration at this time or proceed and make that determination after bids are received.

If the improvements move forward, and in order to proceed with the ability to assess all or a portion of the project, a public hearing on the project is required. Staff recommends December 21, 2021 at 6:30pm for such hearing. A notice will be mailed to each property owner abutting the project notifying them of the public hearing. If the Council wishes to move forward with the project and have the ability to assess all or a portion of the project, the attached resolution must be adopted by the City Council.

## RECOMMENDATIONS

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Motion to adopt Resolution J2021-1121, receiving the feasibility report and calling for a public hearing on North Grove Street improvements.

### *Attachments*

North Grove Street Feasibility Report  
Resolution J2021-1121



Feasibility Report

# North Grove Street Improvements

MORA0 163905

Mora, Minnesota | November 11, 2021



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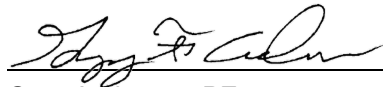
# Feasibility Report

North Grove Street Improvements  
Mora, Minnesota

SEH No. MORA0 163905

November 11, 2021

I hereby certify that this report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



\_\_\_\_\_  
Greg Anderson, PE

Date: November 11, 2021

License No.: 26859

Reviewed By: Steve Rose

Date: November 11, 2021

Short Elliott Hendrickson Inc.  
3535 Vadnais Center Drive  
St. Paul, MN 55110-3507  
651.490.2000



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Certification Page  
Title Page  
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# Feasibility Report

## North Grove Street Improvements

Prepared for City of Mora, Minnesota

### 1 Introduction

This report was charged with developing a feasibility plan to reconstruct North Grove Street between West Forest and West Central Avenues (see Figure 1). This reconstruction would include the street, water main, sanitary sewer and storm sewer in the project area.

Some of the issues raised by Public Works during infield discussions and considered during the development of this report include:

- Pavement reconstruction over the entire project.
- Replace existing water main and hydrants along the project.
- Replace existing sanitary sewer and manholes.
- Protect existing trees and boulevard plantings.
- Improved street grades to provide better storm water collection by the street, curb and gutter, and storm sewer structures.

### 2 Existing Conditions

#### 2.1 Streets

The existing street is paved with bituminous surfacing and concrete curb and gutter. Grove Street serves as a local street with relatively low traffic columns. The existing pavement is showing signs of distress due to age (most of these blocks were constructed in the 1970's and 1980's. They were last overlaid/seal coated more than 10 years ago), excessive cracking and traffic. Also, water main breaks and sewer repairs have resulted in a street surface with numerous patches that affect the ride of the street. The bituminous pavement will be removed as part of this project.

The existing curb & gutter in the project area is in good to fair condition. North Grove Street is very wide for a residential street at 48 feet compared to the City standard of 34 feet. The existing street section includes a 14-foot painted, on-street bike path. The width of the current street allows for parking on the



Existing pavement condition south of Maple Ave

east side, two 12-foot-wide travel lanes and the 14-foot bike lane on the west side of the street. See Figure 2 for the current street typical section.

## 2.2 Sanitary Sewer

The existing sanitary sewer system runs down the center of most of Grove Street in the project area. The existing main consists mostly of 8-inch vitrified clay pipe (VCP), see Figure 3 for the existing sanitary sewer main locations. Discussions with public works identified most mains are in fair to poor condition and in need of replacement. The mains have numerous offset joints, cracked pipes, missing pipe sections, sags and numerous root issues.

The system has adequate capacity to serve the area now and into the future as the area is fully developed. No increases in pipe size are needed.

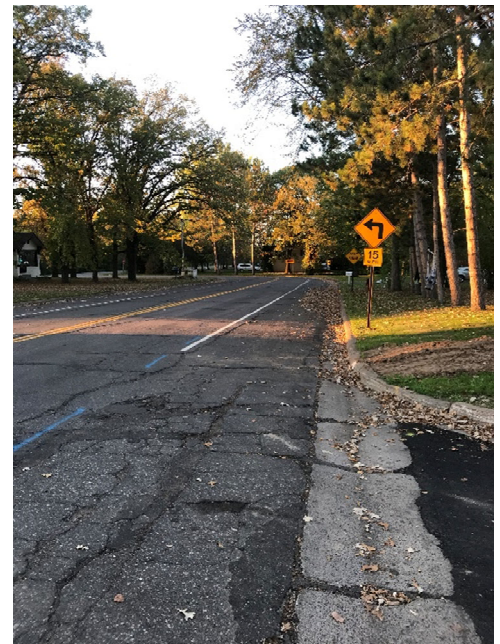
## 2.3 Water Main

The existing water mains in the project area are 4 and 6-inch cast iron pipes, see Figure 3 for the existing water main locations. Some homes in the project may be served by private connections in the right-of-way that do not meet city specifications.

## 2.4 Storm Sewer

The existing storm sewer system in North Grove Street consists mostly of overland flow with gutters, catch basins, pipes and manholes that collect the overland flow and convey it to one of two discharge points. The two blocks of North Grove Street between Forest and Maple Avenues flows into a storm sewer system that flows into the pond at the public works garage. North of Maple Avenue, North Grove Street has a high point near 3<sup>rd</sup> Street that sends the storm water flow either north to the ditch system along West Central Avenue or south towards Maple Avenue.

Currently the storm sewer either flows overland via a concrete flume/ditch into the DNR pond near 1<sup>st</sup> Street or into a storm sewer system just north of Maple Avenue that discharges into the DNR pond. The DNR pond is connected to the pond at the public works garage via a pipe under CSAH 6 (Maple Avenue). See Figure 4 for the existing storm sewer system in the project area.



*Existing valley gutter at 4<sup>th</sup> Street*

# 3 Proposed Improvements

The proposed improvements identified in this report are broken down into five sections for discussion: Streets, trail, sanitary sewer, water main and storm sewer.

## 3.1 Streets

The existing pavement surface on all the project streets is in need of replacement. Recommended improvements include removal of the existing bituminous surface and replace it with new aggregate base and bituminous pavement. All the project streets have concrete curb & gutter that is in fair condition and will be replaced with new concrete curb and gutter.

The existing street is 48-feet wide curb to curb, which is wider than the City standard of 34 feet face-to-face, see Figure 4 for the Typical Street Sections. The estimated street costs included in this report are based on replacement of the street at its existing width. Should the City want to consider constructing the streets at 34', an estimate of cost savings is included. Narrowing the streets to 34' would not only reduce construction costs now, but also save on future maintenance and snow plowing costs.

The extra width of North Grove Street allows for the 14-foot on-street trail for bicycles and pedestrians. During the Grove & Wood Street Project in 2015, the City Council decided to narrow that section of Grove Street and had a bid alternate for a 10-foot paved trail behind the new west curb line of Grove Street from Forest Avenue to Fair Avenue. The council decided to not construct the off-street trail at that time.

On Figure 2 we show both options for consideration; 1) rebuild North Grove Street at its current width of 48-feet and restripe the street with the bike trail along the west side or 2) narrow North Grove Street to 34-feet curb to curb and install a 10-foot off-street trail right behind the new west curb line. To accomplish the off-street trail, the east curb line of Grove Street would remain, but the location of the new west curb line would be pulled east 14-feet and the off-street trail would be installed in approximately the same location of the existing on-street trail. While the proposed off-street trail would be located behind the new west curb line of Grove Street and “feel like” it’s in the front yards of the residents along the west side of Grove Street, it actually would be in approximately the same location as the current on-street trail is now. This would limit/reduce any potential tree and landscaping impacts of installing the trail behind the curb line.

In addition to moving the current trail from the street to behind the new curb line, narrowing North Grove Street to 34-feet would reduce construction costs some and would save future street maintenance and snow plowing costs. The narrowing of Grove Street south of Forest Avenue did result in less “cut through” traffic on Grove Street that used to bypass downtown and use Fair Avenue and Grove Street to get from the south end of town out to Maple Avenue (CSAH 6) and



*Current on-street trail*



ultimately west out of town. Not installing the bike trail on the narrower street did result in pedestrian and bicycle traffic on a narrower street than prior to the Grove & Wood Street Project.

### 3.2 Trail

As noted above, North Grove Street currently has an on-street multi-use trail. The trail connects to the existing trail in the railroad corridor heading towards the History Center and to the off-road trail near Oakwood Cemetery. The City has previously submitted for Safe Routes to School Funding for a multi-use off-street bike trail down Wood Street from 7<sup>th</sup> Avenue to Maple Avenue. The proposed Wood Street trail would extend from the current trail along 9<sup>th</sup> Street & Wood Street near the schools, to Library Park and the downtown area. If the City decides on the off-street trail option for North Grove Street, the City should determine if the off-street trail on North Grove Street would potentially mean a Wood Street trail would not happen. Another option would be to install new sidewalk from 7<sup>th</sup> Street to Library Park as part of a future Wood Street Project for pedestrians walking between the park and the schools.



*Off-street trail on 9<sup>th</sup> Street*

### 3.3 Sanitary Sewer

The existing sanitary sewer main, manholes and service lines in the right-of-way will be removed and replaced. Recommended improvements include installing new 8-inch PVC sanitary sewer main with new precast concrete manholes. New 4-inch PVC service lines will be installed from the new main to the property line.

Often when reconstructing residential areas, shared service lines will be discovered. All existing lots will have a new service line installed to their property line and the existing service will be connected to the new service pipe. If shared service lines are discovered during construction, the property owner will be notified to connect their service to their own new service stub. City codes do not allow joint private services.

### 3.4 Water Main

The existing water main, valves, hydrants and service lines in the right-of-way will be removed and replaced. Recommended improvements include installing new 8-inch DIP water main, new gate valves, and hydrants. New 1-inch copper service lines will be installed from the new main to the property line, the existing curb stop & box will be replaced and the existing service line will be connected to the new curb stop.

Often when reconstructing residential areas, shared service lines or lead services will be discovered. All existing lots will have a new service line installed to their property line and the existing service will be connected to the new service pipe. If shared service lines are discovered during construction, the property owner will be notified to connect their service to their own new service stub. City codes do not allow joint private services. If lead service lines are discovered, the property owner will be notified.

## 3.5 Storm Sewer

The existing storm sewer system appears to have adequate capacity to serve the current project area and public works reported no known issues with the mains. The intent of the project is to leave the existing storm sewer system in place as much as possible. Where the replacement of the sanitary sewer and/or water main crosses under an existing storm sewer main, that line will need to be replaced. Also, in areas of new curb & gutter the existing storm sewer casting will be replaced so as to better fit into the new pavement profile.

The proposed improvements do not increase the area of impervious surface beyond the threshold for storm water detention/retention. Therefore offsite ponding or storm water improvements are not required.

As noted in section 2.5, the existing project area relies on a significant amount of overland flow for its storm water collection and conveyance. This includes concrete cross gutters at the side streets to North Grove Street such as 4<sup>th</sup> Street, 3<sup>rd</sup> Street and 1<sup>st</sup> Street. Cross gutters are a low cost, effective way to convey drainage across an intersection as long as there is sufficient grade on the street. Also, having the cross gutters at a stopped condition for traffic minimizes the “bump” traffic and snowplows feel as they traverse the cross gutter. If public works and the council are comfortable with the current cross gutter locations, the proposed design will utilize new concrete cross gutters at the same locations to reduce new storm sewer pipe and manholes, which will help reduce project cost.

Between Locust Street and Railroad Avenue on Grove Street, the existing 24-inch storm sewer main that drains the downtown area crosses Grove Street. It is anticipated that this main is in good shape and will remain in place as part of the improvements. Existing catch basins in this area will be replaced to meet the new curb line.

The City is currently working on an outlet pipe for Mora Lake. The anticipated route of the outlet pipe is from Library Park, along the south side of Maple Avenue, out to the pond near the public works building. Maple Avenue (CSAH 6) is a Kanabec County Road and is currently planned to be reconstructed by the County in 2023 or 2024. It is the City's hope to receive state funds for the cost of the outlet pipe and have the outlet pipe installed as part of the County's CSAH 6 Project. With that in mind, the proposed storm sewer improvement in North Grove Street at Maple Avenue will be designed to accommodate the outlet pipe and limit future impacts to North Grove Street as part of the CSAH 6 County Project.

## 4 Other Utilities

The proposed improvements will be coordinated with private utility companies so that future disruptions to the newly constructed streets could be avoided.

With the project disturbing the existing boulevards some private utilities replace/upgrade their current facilities during the street project to limit future disturbances/disruptions of the boulevards.

At the end of the Grove & Wood Street Project, the City/MMU upgraded the street lighting system in that neighborhood. This report includes the cost to install similar street lighting as part of this project. That cost is shown in the summary of estimated costs in Section 7.1.

## 5 Right-of-Way and Easements

The construction limits of this project are anticipated to fall within the street right-of-way and no new easements or right-of-way are anticipated.

## 6 Permit and Approvals

The proposed improvements will require the following permits:

- Minnesota Department of Health – Water Main Replacement/Extension Permit
- MPCA – NPDES (General Grading) Permit will be required of the contractor during construction
- Kanabec County – Work in ROW Permit

## 7 Implementation

### 7.1 Summary of Estimated Costs

The total estimated project cost of the improvements outlined in broken out by project piece and summarized below:

Street Improvements	\$1,479,000
Sanitary Sewer Improvements	\$438,000
Water Main Improvements	\$546,000
Storm Sewer Improvements	\$122,000
<b>Total</b>	<b>\$2,585,000</b>
Street Lighting Improvements	\$45,000

A detailed project cost estimate has been prepared for the Grove Street Improvement Project and is included in Appendix A. These costs include the engineer's opinion of probable construction costs along with 10 percent for contingencies. Legal, administrative, fiscal and engineering costs have also been included in this project cost estimate with a 20 percent allowance. Funding for this project will come from special assessments: Storm Water Utility Fund, General Obligation Street Reconstruction Bond; Tax Levy, Water and Sewer Reserves.

As mentioned earlier, Grove and Wood Streets are currently much wider than the city standard width. Replacing North Grove Street at 34 feet in width with the 10-foot off-street trail would save on estimated \$35,000 in project costs.

### 7.2 Benefits and Assessments

The City intends to levy assessments to the benefiting properties in accordance with Minnesota Statute 429. This state law allows the City to assess adjacent properties for costs associated with project improvements. Also, the City Council will be responsible for establishing the policies and assessments for this project.

The City Council needs to determine the method and amount to assess the benefitting property owners. This report will break the project costs out for assessments on both the front foot method and the unit or each parcel basis. The per unit or each method works well on project where most if not all parcels are the approximately the same size and have the same use. That

is generally the case for this project. Except for a couple City lots, all the lots are single family residential. So maybe the unit basis is most equitable.

For each method, the report gives the council the assessment amount based on both 20% and 30% of the either the street & storm cost and also 20% and 30% of the total project cost.

The two methods with estimated preliminary assessments are:

## 7.2.1 Front Foot Method

There is an estimated 4,761 feet of assessable frontage within the North Grove Street Project area. The following table shows the estimated total amount of assessments using both 20% and 30% of both the total project cost and using only the total street & storm sewer costs using the per foot method.

	20%	30%
<b>Street &amp; Storm Cost</b>	\$67.28/FF	\$100.92/FF
<b>Total Project Cost</b>	\$108.59/FF	\$162.89/FF

A simple way to compare the per foot assessment with the per unit assessment is to apply the per foot assessment of \$67.28/front foot to a lot with 100 feet of frontage for a total assessment of the 100-foot lot of \$6,728.00.

## 7.2.2 Unit Method

There are an estimated 42 parcels within the project area. The following table shows the estimated total amount of assessments using both 20% and 30% of both the total project cost and using only the total street & storm sewer costs applied to the unit or per parcel method.

	20%	30%
<b>Street &amp; Storm Cost</b>	\$7,627/Parcel	\$11,440/Parcel
<b>Total Project Cost</b>	\$12,310/Parcel	\$18,464/Parcel

An appraiser or assessment professional should be included in the project at an early stage to determine the assessment amounts that may be reasonably applied to each property, based on benefit.

## 7.3 Project Schedule

- Council Authorized Feasibility Report..... September 21, 2021
- Receive Report / Call for Hearing ..... November 16, 2021
- Improvement Hearing..... December 21, 2021
- Order Plans & Specs..... December 21, 2021
- Receive Plans/Order Ad for Bid ..... February 2022
- Receive Bids/Order Assessment Hearing..... March 2022
- Assessment Hearing/Award Bid ..... April 2022
- Construction Starts..... May 2022
- Complete Construction..... October 2022

# 8 Conclusion and Recommendations

## 8.1 Conclusions

From the results of our study, we conclude that:

- The proposed improvements are necessary to maintain the City's infrastructure. The project is feasible and cost effective from an engineering standpoint.
- Both the sanitary sewer and water system in the project area are in need of replacement and updates due to age, materials and minimum standards.
- The total estimated cost of the improvements is \$2,585,000.
- The City Council needs to determine the method and amount to be assessed to benefitting properties.

## 8.2 Recommendations

In considering the foregoing conclusions, it is recommended that:

- The City Council, Public Utilities Commission and staff review this feasibility report.
- The City Council accept this report and a public hearing be held as soon as practical for the improvements should the council deem to proceed with the improvements
- A portion of the costs for these improvements be recovered from benefitting properties through special assessments and the City contribution. The City Council should determine which amount and method they want to assess the benefitting properties. The ability to assess the amounts proposed should be verified.



# Figures

Figure 1 – Project Location

Figure 2 – Typical Sections

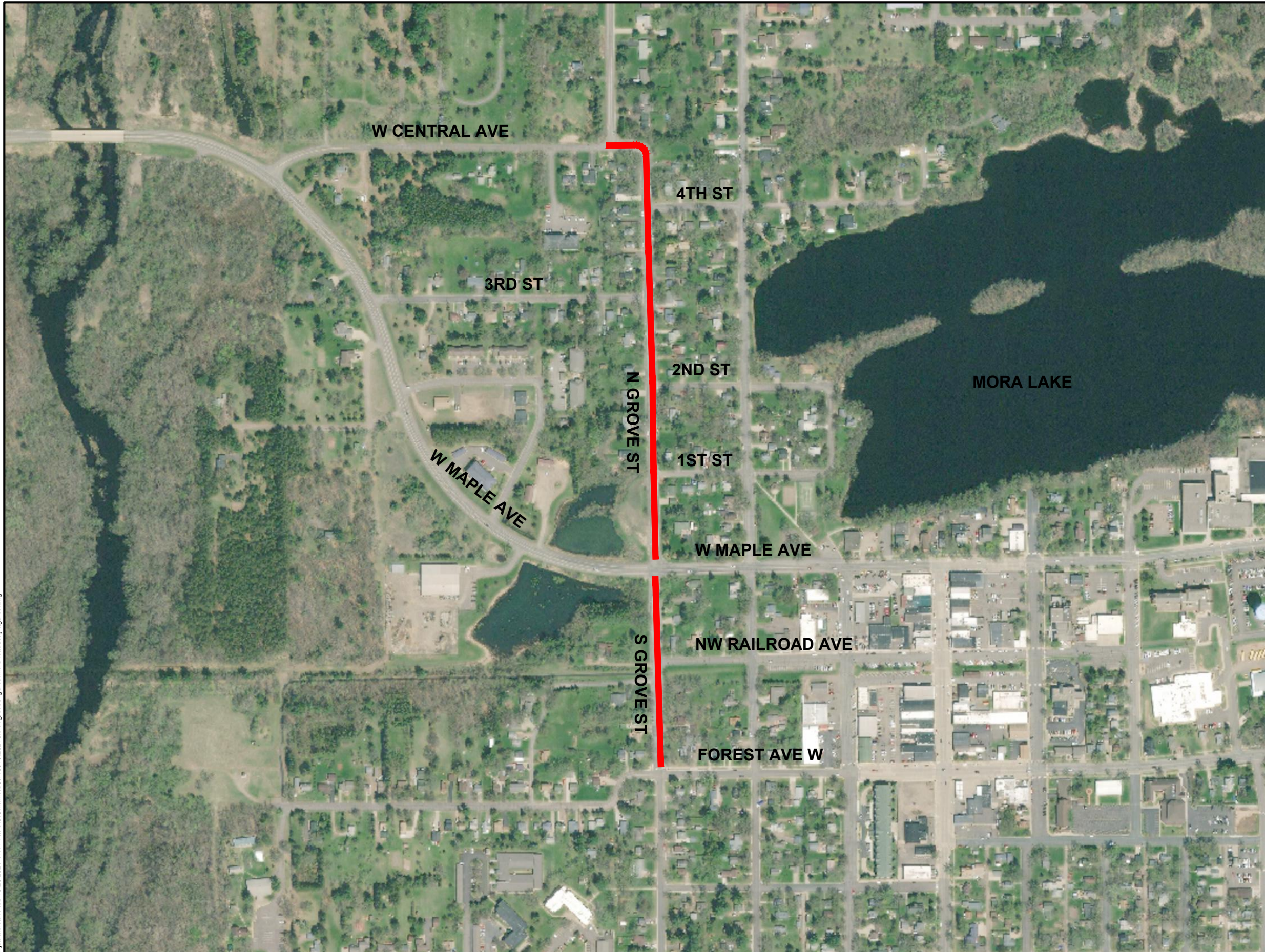
Figure 3 – Existing Sanitary Sewer and Water Main

Figure 4 – Existing Storm Sewer

Figure 5 – North Grove Assessment

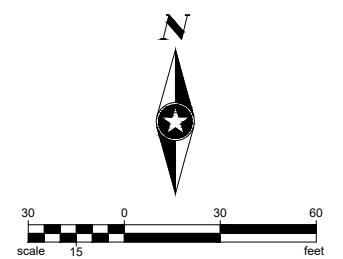


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LEGEND

 GROVE ST PROJECT AREA



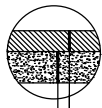
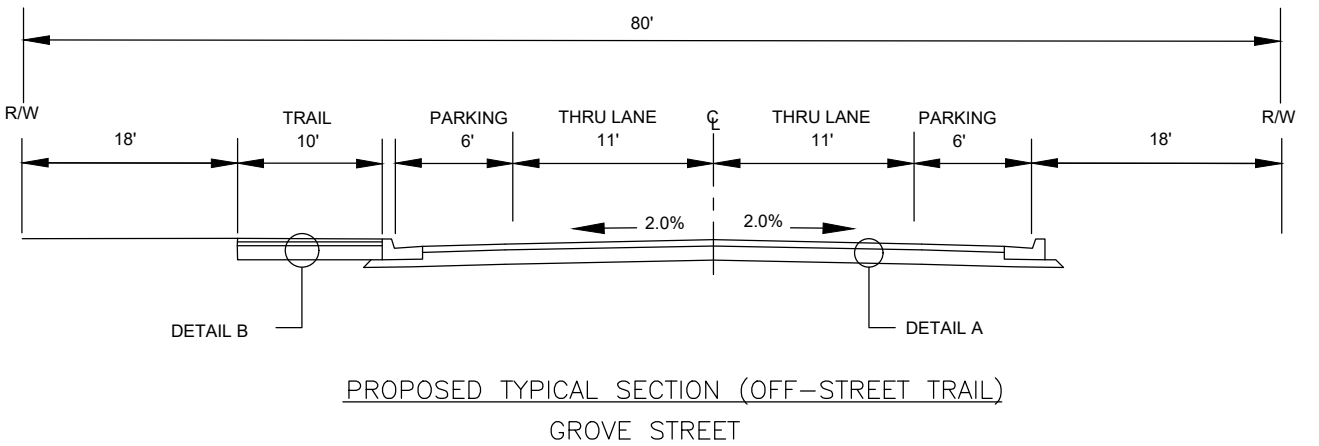
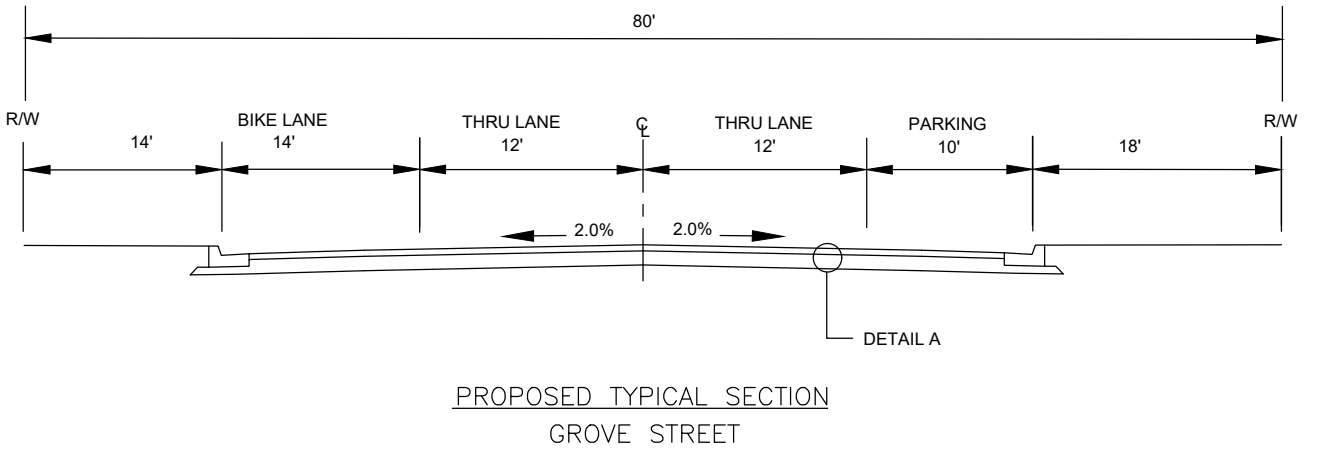
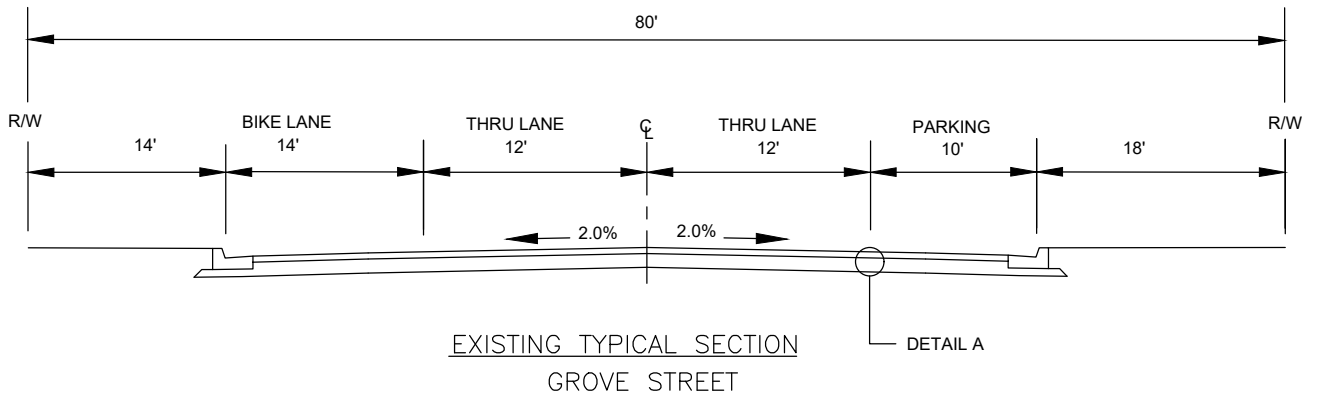
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10/26/2021

**GROVE STREET IMPROVEMENTS**  
**MORA, MINNESOTA**

**PROPOSED PROJECT LOCATION**

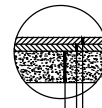
**FIGURE NO. 1**





DETAIL B

3" WEARING COURSE  
8" AGGREGATE BASE, CLASS 5



DETAIL A

1 1/2" WEARING COURSE  
2 1/2" NON-WEARING COURSE  
INPLACE RECLAIMED AGGREGATE BASE

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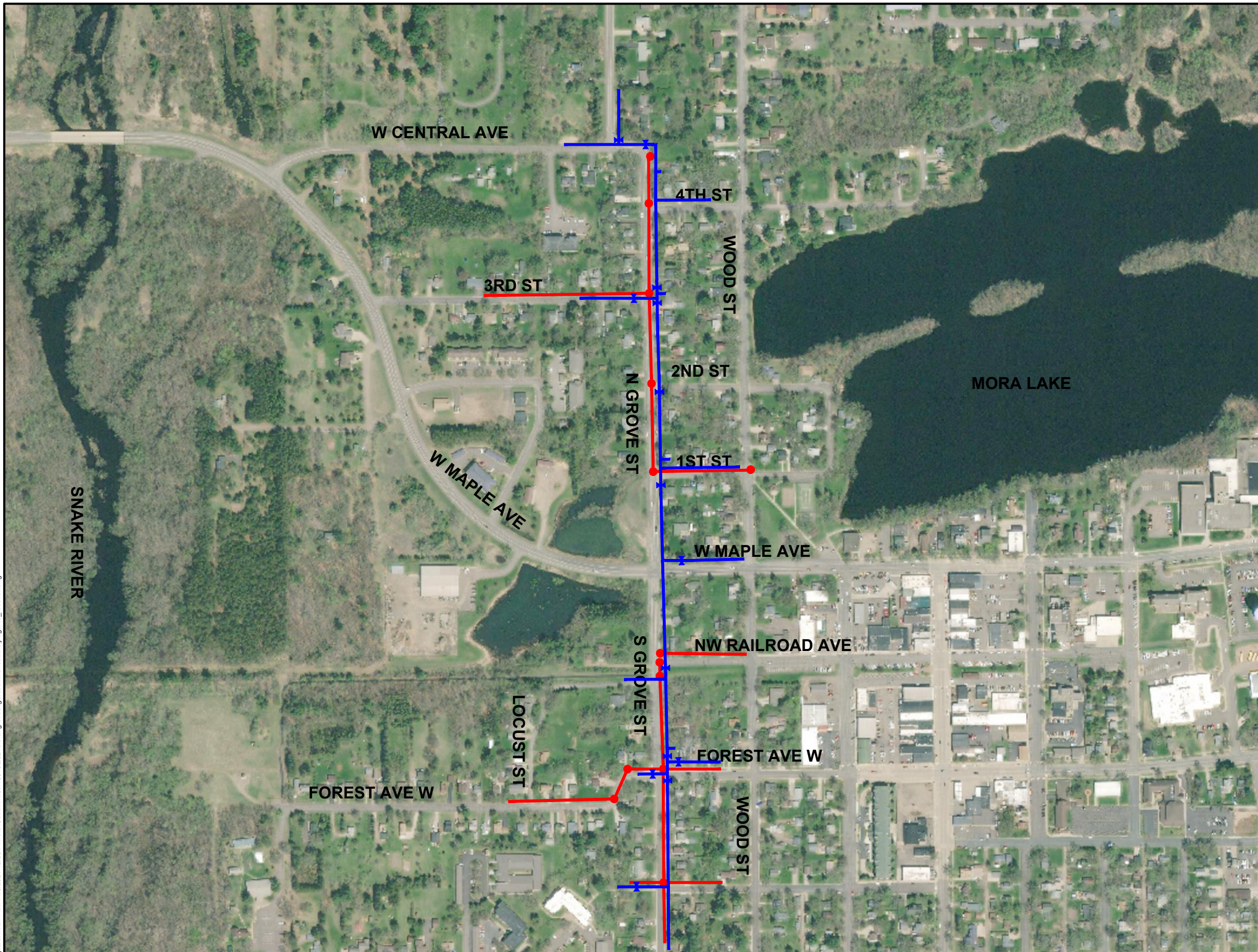
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DATE:  
11/03/2021

**GROVE STREET IMPROVEMENTS  
TYPICAL SECTIONS  
MORA, MINNESOTA**

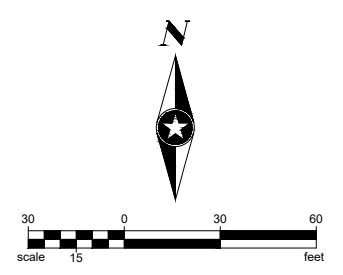
FIGURE  
NO. 2




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LEGEND	EXISTING SEWER & WM
	GATE VALVE
	HYDRANT
	WATER MAIN
	SANITARY MANHOLE
	SANITARY SEWER



 FILE NO.  
145879  
DATE:  
10/26/21

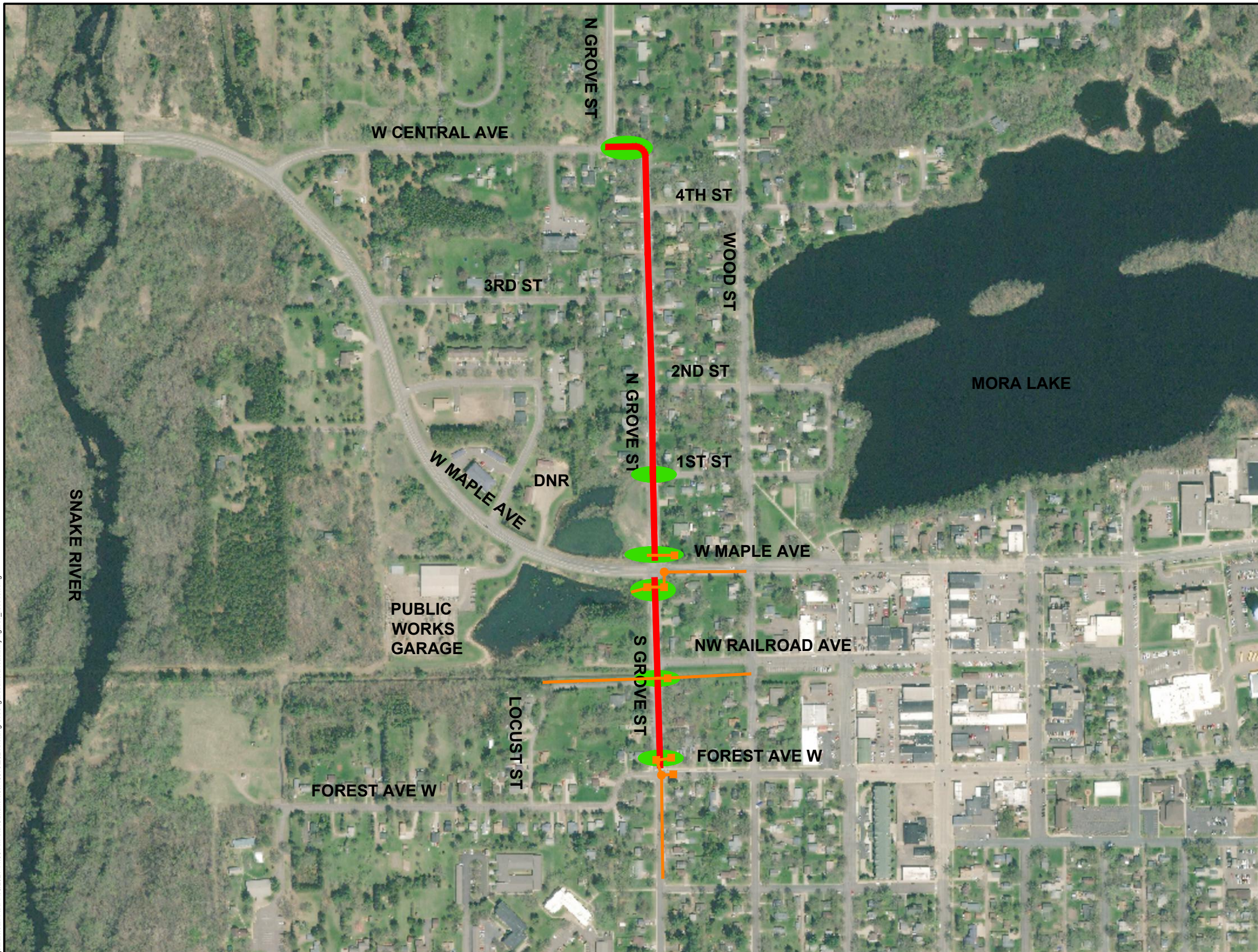
**GROVE STREET IMPROVEMENTS**  
**MORA, MINNESOTA**

**SANITARY SEWER & WATER MAIN IMPROVEMENTS**

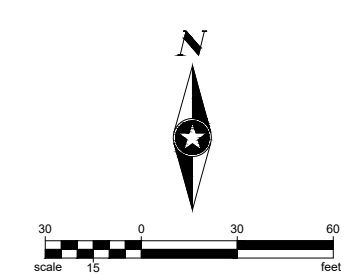
**FIGURE NO. 3**



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LEGEND	EXISTING STORM
■	STORM INLETS
●	STORM MANHOLE
—	STORM SEWER
○	STORM IMPROVEMENTS



**SEH**

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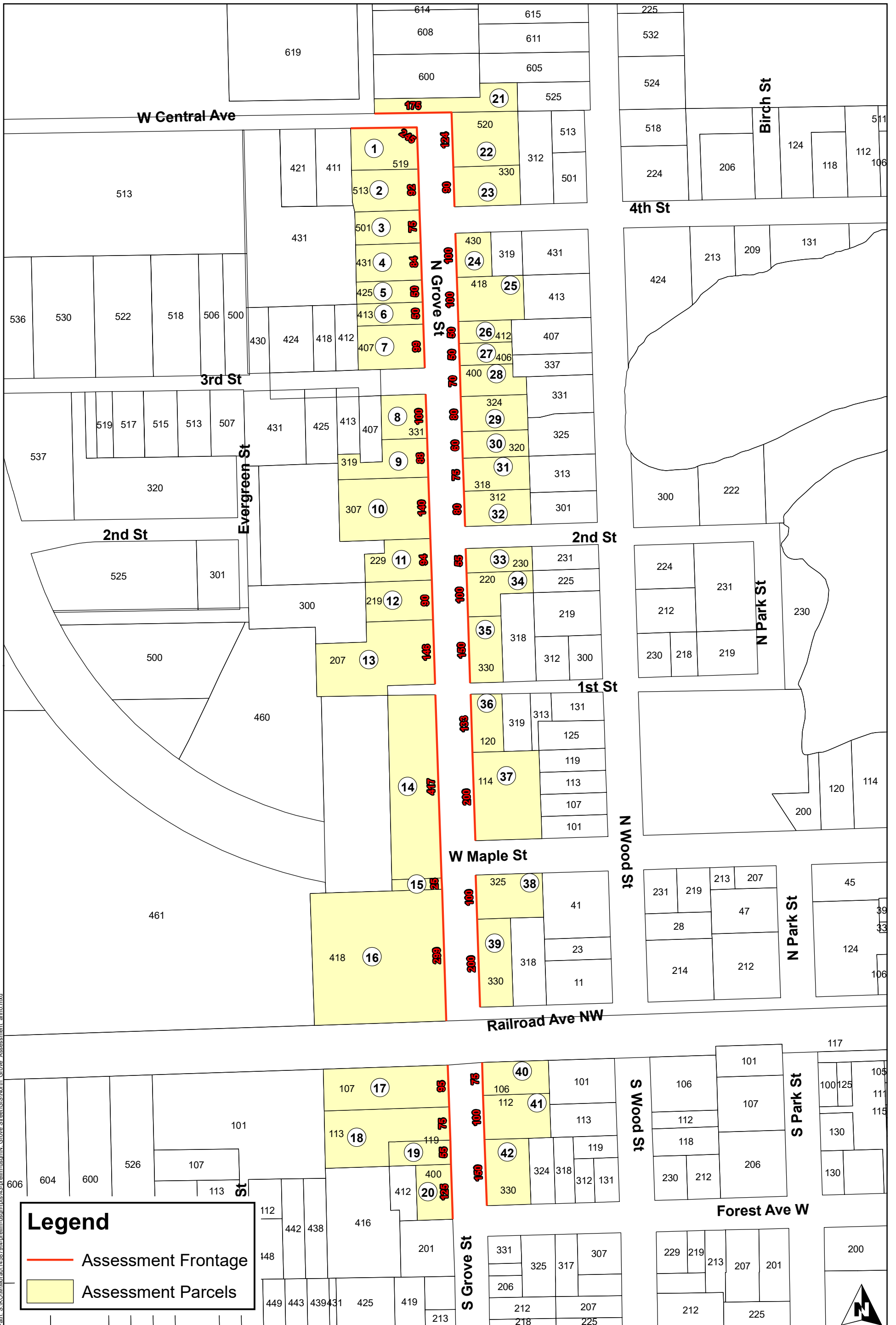
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10.08.2021

**GROVE STREET IMPROVEMENTS**

**MORA, MINNESOTA**

**STORM SEWER IMPROVEMENTS**





**Legend**

- Assessment Frontage
- Assessment Parcels



3535 VADNAIS CENTER DR.  
 ST. PAUL, MN 55110  
 PHONE: (651) 490-2000  
 FAX: (888) 908-8166  
 TF: (800) 325-2055  
 www.sehinc.com

Print Date: 9/25/2021  
 1 inch = 200 feet

**NORTH GROVE ASSESSMENT**  
 Mora, Minnesota

Figure  
 5

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This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.

# Appendix A

Cost Estimate and Preliminary Assessment Rolls

**Appendix A  
Cost Estimate**

					TOTAL	
LINE NO.	ITEM NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	ESTIMATED COST
1	2021.501	MOBILIZATION	LS	\$100,000.00	1.00	\$100,000.00
2		REMOVE BITUMINOUS PAVEMENT	SF	\$1.00	122400	\$122,400.00
3	2101.505	CLEARING	EACH	\$400.00	19	\$7,600.00
4	2101.505	GRUBBING	EACH	\$300.00	19	\$5,700.00
5	2104.502	REMOVE MANHOLE (SANITARY)	EACH	\$800.00	8	\$6,400.00
6	2104.502	REMOVE GATE VALVE & BOX	EACH	\$300.00	11	\$3,300.00
7	2104.502	REMOVE MANHOLE OR CATCH BASIN (STORM)	EACH	\$550.00	5	\$2,750.00
8	2104.502	REMOVE SIGN	EACH	\$75.00	23	\$1,725.00
9	2104.502	REMOVE HYDRANT	EACH	\$500.00	5	\$2,500.00
10	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	\$7.50	298	\$2,235.75
11	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LF	\$5.00	825	\$4,125.00
12	2104.503	REMOVE CURB & GUTTER	LF	\$5.00	5182	\$25,910.50
13	2104.503	REMOVE SEWER PIPE (SANITARY)	LF	\$4.00	2250	\$9,000.00
14	2104.503	REMOVE WATER MAIN	LF	\$8.00	3102	\$24,816.00
15	2104.503	REMOVE SEWER PIPE/CULVERT (STORM)	LF	\$16.00	230	\$3,680.00
16	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	\$12.00	4950	\$59,400.00
17	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	\$5.00	2382	\$11,907.50
18	2104.518	REMOVE CONCRETE WALK	SF	\$2.00	2013	\$4,026.00
19	2104.602	SALVAGE & INSTALL MAILBOX ASSEMBLY	EA	\$350.00	4	\$1,400.00
20	2105.504	GEOTEXTILE FABRIC TYPE V	SY	\$2.50		
21	2105.507	COMMON EXCAVATION (EV)(P)	CY	\$30.00	3340	\$100,200.00
22	2105.507	SUBGRADE EXCAVATION	CY	\$25.00	200	\$5,000.00
23	2105.601	DEWATERING	LS	\$10,000.00		
24	2112.519	SUBGRADE PREPARATION	RDST	\$400.00	26	\$10,400.00
25	2123.510	COMMON LABORERS	HOUR	\$95.00		
26	2123.510	3 CU YD FRONT END LOADER	HOUR	\$175.00		
27	2123.610	3 CU YD BACKHOE	HOUR	\$270.00		
28	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$150.00		
29	2130.523	WATER	MGAL	\$60.00		
30	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$35.00	3200	\$112,000.00
31	2211.607	AGGREGATE BASE PLACED, SALV. BIT & CLASS 5 (CV)	CY	\$24.00		
32	2211.607	4" MINUS ROCK BASE (CV) (100% CRUSHED)	CY	\$58.00		
31	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$3.00		
32	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3:C)	TON	\$88.00	1329	\$116,987.20
33	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2:C) FOR DRIVEWAYS	TON	\$175.00	63	\$11,068.75
34	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3:C)	TON	\$88.00	2220	\$195,316.00
35	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3:C) FOR PATCHING	TON	\$140.00		
36	2451.607	CRUSHED ROCK PIPE BEDDING (CV)	CY	\$50.00		
37	2501.502	18" RC PIPE APRON W/ TRASH GUARD	EACH	\$1,800.00		
38	2501.502	21" RC PIPE APRON W/ TRASH GUARD	EACH	\$2,200.00		
39	2501.502	24" RC PIPE APRON W/ TRASH GUARD	EACH	\$2,800.00		
40	2501.502	36" RC PIPE APRON W/ TRASH GUARD	EACH	\$4,800.00		
41	2501.503	12" RC PIPE SEWER DES 3006 CL V	LF	\$55.00		
42	2501.503	15" RC PIPE SEWER DES 3006 CL V	LF	\$60.00		
43	2501.503	18" RC PIPE SEWER DES 3006 CL III	LF	\$65.00	320	\$20,800.00
44	2501.503	21" RC PIPE SEWER DES 3006 CL III	LF	\$70.00		
45	2501.503	24" RC PIPE SEWER DES 3006 CL III	LF	\$85.00		
46	2501.503	36" RC PIPE SEWER DES 3006 CL III	LF	\$175.00		
47	2501.603	REMOVE & REPLACE 24" RCP	LF	\$60.00	50	\$3,000.00
48	2502.503	4" PERFERATED PVC PIPE DRAIN (FOR DRAIN TILE)	LF	\$15.00		
49	2502.602	CONNECT INTO DRAINAGE STRUCTURE	EACH	\$1,600.00	1	\$1,600.00
50	2502.602	CONNECT TO EXISTING PIPE DRAIN (STORM)	EACH	\$1,250.00	3	\$3,750.00
51	2503.503	8" PVC PIPE SEWER (SDR 35)	LF	\$75.00	2250	\$168,750.00



**Appendix A  
Cost Estimate**

					TOTAL	
LINE NO.	ITEM NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	ESTIMATED COST
52	2503.602	CONNECT TO EXISTING SANITARY SEWER STRUCTURE	EACH	\$2,100.00		
53	2503.602	CONNECT TO EXISTING SANITARY SEWER PIPE	EACH	\$1,200.00	8	\$9,600.00
54		CONNECT TO SANITARY SERVICE	EACH	\$500.00	39	\$19,500.00
55	2503.602	8" X 4" PVC WYE	EACH	\$600.00	39	\$23,400.00
56	2503.602	8" X 6" PVC WYE	EACH	\$750.00		
57	2503.603	4" PVC SANITARY RISER PIPE	LF	\$45.00		
58	2503.603	6" PVC SANITARY RISER PIPE	LF	\$50.00		
59	2503.603	4" PVC SANITARY SERVICE PIPE	LF	\$45.00	1560	\$70,200.00
60	2503.603	6" PVC SANITARY SERVICE PIPE	LF	\$50.00	100	\$5,000.00
61	2503.604	4" INSULATION	SY	\$45.00		
62	2504.601	TEMPORARY WATER SERVICE	LS	\$22,000.00	1	\$22,000.00
63	2504.602	ADJUST GATE VALVE BOX	EACH	\$475.00	4	\$1,900.00
64	2504.602	ADJUST CURB STOP	EACH	\$250.00		
65	2504.602	HYDRANT	EACH	\$6,000.00	5	\$30,000.00
66	2504.602	6" GATE VALVE & BOX	EACH	\$2,000.00	5	\$10,000.00
67	2504.602	8" GATE VALVE & BOX	EACH	\$2,400.00	15	\$36,000.00
68	2504.602	1" CORPORATION STOP	EACH	\$400.00	39	\$15,600.00
69	2504.602	1" CURB STOP & BOX	EACH	\$550.00	39	\$21,450.00
70	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$1,500.00	10	\$15,000.00
71	2504.603	1" WATER SERVICE PIPE (copper)	LF	\$36.00	1815	\$65,340.00
72	2504.603	6" DIP WATER MAIN (CL 52)	LF	\$44.00	120	\$5,280.00
73	2504.603	8" DIP WATER MAIN (CL 52)	LF	\$54.00	3000	\$162,000.00
74	2504.608	DUCILE IRON FITTINGS	LB	\$10.00	1875	\$18,750.00
75	2506.502	CASTING ASSEMBLY (SANITARY)	EACH	\$800.00	9	\$7,200.00
76	2506.502	CASTING ASSEMBLY 2X3 (STORM)	EACH	\$800.00	5	\$4,000.00
77		CONNECT TO WATER SERVICE		\$500.00	39	\$19,500.00
79	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 2'X3'	LF	\$500.00	20	\$10,000.00
80	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LF	\$500.00	20	\$10,000.00
81	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LF	\$750.00		
82	2506.602	ADJUST FRAME & RING CASTING (SANITARY)	EACH	\$750.00	4	\$3,000.00
83	2506.602	CONSTRUCT SANITARY MANHOLE (0' - 8')	EACH	\$3,500.00	9	\$31,500.00
84	2506.603	CONSTRUCT SANITARY MANHOLE (EXTRA DEPTH)	LF	\$400.00	30	\$11,880.00
85	2506.603	RECONSTRUCT DRAINAGE STRUCTURE	LF	\$750.00	10	\$7,500.00
86	2511.504	GEOTEXTILE FABRIC TYPE IV	SY	\$7.50		
87	2511.507	RANDOM RIPRAP CLASS III	CY	\$100.00		
88	2521.518	4" CONCRETE WALK	SF	\$6.50	9104	\$59,172.75
89	2521.518	6" CONCRETE WALK	SF	\$12.00	117	\$1,407.60
90	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$20.00	4805	\$96,104.40
91	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SY	\$75.00	550	\$41,250.00
92	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SY	\$95.00		
93	2531.603	SPOT CURB REPLACEMENT	LF	\$48.00		
94	2531.618	TRUNCATED DOMES	SF	\$50.00	90	\$4,500.00
95	2563.601	TRAFFIC CONTROL	LS	\$12,000.00	1.00	\$12,000.00
96	2564.518	SIGN PANELS TYPE C	SF	\$148.00	110	\$16,280.00
97	2564.602	INSTALL SIGN TYPE SPECIAL (STREET NAME SIGN)	EACH	\$300.00	8	\$2,400.00
98	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$5,000.00		
99	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$200.00	5	\$1,000.00
100	2573.503	SILT FENCE; TYPE MS	LF	\$3.00	200	\$600.00
101	2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LF	\$4.50	300	\$1,350.00

**Appendix A  
Cost Estimate**

					TOTAL	
LINE NO.	ITEM NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	ESTIMATED COST
102	2574.507	COMMON TOPSOIL BORROW (LV)	CY	\$30.00	3539	\$106,161.00
103	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SY	\$3.00		
104	2575.505	SEEDING W/ SEED MIXTURE 25-131	ACRE	\$2,000.00	2.5	\$5,040.00
105	2575.505	HYDROSEEDING MIXTURE 25-131 W/ HYDRO MULCH	ACRE	\$2,000.00	2.5	\$5,040.00
106	2582.503	4" SOLID LINE - MULTI COMPONENT	LF	\$2.75	6300	\$17,325.00
107	2582.518	CROSSWALK PAINT - MULTI COMPONENT	SF	\$6.00	194	\$1,166.40
<b>TOTAL ESTIMATED BASE BID CONSTRUCTION COST</b>						<b>\$2,154,100.00</b>

**North Grove Street Improvements  
Preliminary Assessment Roll - on Per Foot Basis.**

	OWNER	ADDRESS	CITY and ZIP	ASSESSABLE FRONTAGE	20% of STREET & STORM	30% of STREET & STORM	20% TOTAL PROJECT	30% TOTAL PROJECT
1	PETSCHER,STEVEN R & DEBORA L	400 FOREST AVE W	Mora, MN 55051	125	\$8,410	\$12,615	\$13,573.75	\$20,361.25
2	BEDORE,FRED E	119 GROVE ST S	Mora, MN 55051	55	\$3,700	\$5,551	\$5,972.45	\$8,958.95
3	THOMSEN,MARK & LYNETTE	330 FOREST AVE W	Mora, MN 55051	150	\$10,092	\$15,138	\$16,288.50	\$24,433.50
4	ALLAN,PETER D	113 GROVE ST S	Mora, MN 55051	75	\$5,046	\$7,569	\$8,144.25	\$12,216.75
5	RIVARD,KATHLEEN M	112 GROVE ST S	Mora, MN 55051	100	\$6,728	\$10,092	\$10,859.00	\$16,289.00
6	KOOLMO,LUELLA C	107 GROVE ST S	Mora, MN 55051	95	\$6,392	\$9,587	\$10,316.05	\$15,474.55
7	PETERSON,JEREMY D	106 GROVE ST S	Mora, MN 55051	75	\$5,046	\$7,569	\$8,144.25	\$12,216.75
8	BORCHARDT,TREVOR A	330 RAILROAD AVE NW	Mora, MN 55051	200	\$13,456	\$20,184	\$21,718.00	\$32,578.00
9	SWANSON,JOHN	418 RAILROAD AVE NW	Mora, MN 55051	299	\$20,117	\$30,175	\$32,468.41	\$48,704.11
10	COUNTY OF KANABEC		Mora, MN 55051	25	\$1,682	\$2,523	\$2,714.75	\$4,072.25
11	BARTUSCH,ERIC	325 MAPLE AVE W	Mora, MN 55051	100	\$6,728	\$10,092	\$10,859.00	\$16,289.00
12	BRUCE,JAMES S & FAYE M	114 GROVE ST N	Mora, MN 55051	200	\$13,456	\$20,184	\$21,718.00	\$32,578.00
13	CITY OF MORA		Mora, MN 55051	417	\$28,056	\$42,084	\$45,282.03	\$67,925.13
14	PATTERSON,AARON P & JESSICA A	120 GROVE ST N	Mora, MN 55051	133	\$8,948	\$13,422	\$14,442.47	\$21,664.37
15	POCKET GOPHER LLC	207 GROVE ST N	Mora, MN 55051	146	\$9,823	\$14,734	\$15,854.14	\$23,781.94
16	ANDERSON,DAVID C & ROBERTA M	330 1 ST	Mora, MN 55051	150	\$10,092	\$15,138	\$16,288.50	\$24,433.50
17	SCHNEIDER,JUDY L	219 GROVE ST N	Mora, MN 55051	90	\$6,055	\$9,083	\$9,773.10	\$14,660.10
18	RUIZ,JUAN G & TARA M	220 GROVE ST N	Mora, MN 55051	100	\$6,728	\$10,092	\$10,859.00	\$16,289.00
19	BORISOF,DIANA	230 GROVE ST N	Mora, MN 55051	55	\$3,700	\$5,551	\$5,972.45	\$8,958.95
20	SJODIN,ELTON W & CAROL L	229 GROVE ST N	Mora, MN 55051	94	\$6,324	\$9,486	\$10,207.46	\$15,311.66
21	WICKEHAM,TERRANCE T	312 GROVE ST N	Mora, MN 55051	80	\$5,382	\$8,074	\$8,687.20	\$13,031.20
22	BARNES,ROBERT & SHARON	307 GROVE ST N	Mora, MN 55051	140	\$9,419	\$14,129	\$15,202.60	\$22,804.60
23	LILIENTHAL,GREGORY J	318 GROVE ST N	Mora, MN 55051	75	\$5,046	\$7,569	\$8,144.25	\$12,216.75
24	HADDEN,MICHAEL D	319 GROVE ST N	Mora, MN 55051	88	\$5,921	\$8,881	\$9,555.92	\$14,334.32
25	TAYLOR,JOE F & MARY E	320 GROVE ST N	Mora, MN 55051	60	\$4,037	\$6,055	\$6,515.40	\$9,773.40
26	SHEPHERD,JAMES	324 GROVE ST N	Mora, MN 55051	80	\$5,382	\$8,074	\$8,687.20	\$13,031.20
27	BAACK,DARCY L & CAROL A	331 GROVE ST N	Mora, MN 55051	100	\$6,728	\$10,092	\$10,859.00	\$16,289.00
28	SCHUCH,JOANNE	400 GROVE ST N	Mora, MN 55051	70	\$4,710	\$7,064	\$7,601.30	\$11,402.30
29	JORDAN,KATHERINE N	406 GROVE ST N	Mora, MN 55051	50	\$3,364	\$5,046	\$5,429.50	\$8,144.50
30	HALLIN,ANTHONY S & SUSAN	407 GROVE ST N	Mora, MN 55051	99	\$6,661	\$9,991	\$10,750.41	\$16,126.11
31	KORAN,PAULINE	412 GROVE ST N	Mora, MN 55051	50	\$3,364	\$5,046	\$5,429.50	\$8,144.50
32	GILLEN,BENJAMIN	413 GROVE ST N	Mora, MN 55051	50	\$3,364	\$5,046	\$5,429.50	\$8,144.50
33	AGUSTUS COMPANY	425 GROVE ST N	Mora, MN 55051	50	\$3,364	\$5,046	\$5,429.50	\$8,144.50
34	KOCH,RANDALL & LEE ANN	418 GROVE ST N	Mora, MN 55051	100	\$6,728	\$10,092	\$10,859.00	\$16,289.00
35	MALMQUIST,SUSAN	431 GROVE ST N	Mora, MN 55051	84	\$5,652	\$8,477	\$9,121.56	\$13,682.76
36	OLSON,JAMES	430 GROVE ST N	Mora, MN 55051	100	\$6,728	\$10,092	\$10,859.00	\$16,289.00
37	CROW,ADAM E & MARILYN S E	501 GROVE ST N	Mora, MN 55051	75	\$5,046	\$7,569	\$8,144.25	\$12,216.75
38	HANSON,JESSICA	513 GROVE ST N	Mora, MN 55051	92	\$6,190	\$9,285	\$9,990.28	\$14,985.88
39	FIX,ANDREA L	330 4 ST	Mora, MN 55051	90	\$6,055	\$9,083	\$9,773.10	\$14,660.10
40	GAMS,KELLY	519 GROVE ST N	Mora, MN 55051	245	\$16,484	\$24,725	\$26,604.55	\$39,908.05
41	ZAMORA,RAYMOND G & ALBERTA R	520 GROVE ST N	Mora, MN 55051	124	\$8,343	\$12,514	\$13,465.16	\$20,198.36
42	ZAMORA,RAYMOND G & ALBERTA R		Mora, MN 55051	175	\$11,774	\$17,661	\$19,003.25	\$28,505.75

**Total amount of assessments**

**\$320,320**

**\$480,480**

**\$516,997**

**\$775,519**

**North Grove Street Improvements  
Preliminary Assessment Roll - on Per Parcel Basis.**

	OWNER	ADDRESS	20% of Street & Storm	30% of Street & Storm	20% Total Project Cost	30% Total Project Cost
1	PETSCHER, STEVEN R & DEBORA L	400 FOREST AVE W	\$7,627	\$11,440	\$12,310.00	\$18,464.00
2	BEDORE, FRED E	119 GROVE ST S	\$7,627	\$11,440	\$12,310.00	\$18,464.00
3	THOMSEN, MARK & LYNETTE	330 FOREST AVE W	\$7,627	\$11,440	\$12,310.00	\$18,464.00
4	ALLAN, PETER D	113 GROVE ST S	\$7,627	\$11,440	\$12,310.00	\$18,464.00
5	RIVARD, KATHLEEN M	112 GROVE ST S	\$7,627	\$11,440	\$12,310.00	\$18,464.00
6	KOOLMO, LUELLA C	107 GROVE ST S	\$7,627	\$11,440	\$12,310.00	\$18,464.00
7	PETERSON, JEREMY D	106 GROVE ST S	\$7,627	\$11,440	\$12,310.00	\$18,464.00
8	BORCHARDT, TREVOR A	330 RAILROAD AVE NW	\$7,627	\$11,440	\$12,310.00	\$18,464.00
9	SWANSON, JOHN	418 RAILROAD AVE NW	\$7,627	\$11,440	\$12,310.00	\$18,464.00
10	COUNTY OF KANABEC		\$7,627	\$11,440	\$12,310.00	\$18,464.00
11	BARTUSCH, ERIC	325 MAPLE AVE W	\$7,627	\$11,440	\$12,310.00	\$18,464.00
12	BRUCE, JAMES S & FAYE M	114 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
13	CITY OF MORA		\$7,627	\$11,440	\$12,310.00	\$18,464.00
14	PATTERSON, AARON P & JESSICA A	120 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
15	POCKET GOPHER LLC	207 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
16	ANDERSON, DAVID C & ROBERTA M	330 1 ST	\$7,627	\$11,440	\$12,310.00	\$18,464.00
17	SCHNEIDER, JUDY L	219 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
18	RUIZ, JUAN G & TARA M	220 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
19	BORISOF, DIANA	230 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
20	SJODIN, ELTON W & CAROL L	229 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
21	WICKEHAM, TERRANCE T	312 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
22	BARNES, ROBERT & SHARON	307 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
23	LILIENTHAL, GREGORY J	318 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
24	HADDEN, MICHAEL D	319 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
25	TAYLOR, JOE F & MARY E	320 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
26	SHEPHERD, JAMES	324 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
27	BAACK, DARCY L & CAROL A	331 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
28	SCHUCH, JOANNE	400 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
29	JORDAN, KATHERINE N	406 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
30	HALLIN, ANTHONY S & SUSAN	407 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
31	KORAN, PAULINE	412 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
32	GILLEN, BENJAMIN	413 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
33	AGUSTUS COMPANY	425 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
34	KOCH, RANDALL & LEE ANN	418 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
35	MALMQUIST, SUSAN	431 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
36	OLSON, JAMES	430 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
37	CROW, ADAM E & MARILYN S E	501 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
38	HANSON, JESSICA	513 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
39	FIX, ANDREA L	330 4 ST	\$7,627	\$11,440	\$12,310.00	\$18,464.00
40	GAMS, KELLY	519 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
41	ZAMORA, RAYMOND G & ALBERTA R	520 GROVE ST N	\$7,627	\$11,440	\$12,310.00	\$18,464.00
42	ZAMORA, RAYMOND G & ALBERTA R		\$7,627	\$11,440	\$12,310.00	\$18,464.00
<b>Total amount of assessments</b>			<b>\$320,334</b>	<b>\$480,480</b>	<b>\$517,020</b>	<b>\$775,488</b>

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RESOLUTION NO. J2021-1121

**Resolution Receiving Feasibility Report and Calling Hearing on Improvements  
North Grove Street Improvements**

WHEREAS, pursuant to resolution of the council adopted September 21, 2021, a report has been prepared by the City Engineer with reference to the proposed North Grove Street Improvements, the improvement of North Grove Street between the centerline of West Forest Avenue and the centerline of West Maple Avenue and North Grove Street between the centerline of West Maple Avenue and the centerline of West Central Avenue and West Central Avenue from the Centerline of North Grove Street to 300 feet west of the centerline of North Grove Street, this report was received by the Mora City Council on November 16, 2021;

AND WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MORA, MINNESOTA:

1. The City Council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$2,585,000.
2. A public hearing shall be held on such proposed improvement on the 21<sup>st</sup> day of December 2021, in the council chambers of the Mora city hall at 6:30 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

The foregoing resolution was introduced and moved for adoption by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

Voting for the resolution: .....

Voting against the resolution:.....

Abstained from voting: .....

Absent: .....

Motion carried and resolution adopted this 16<sup>th</sup> day of November, 2021.

\_\_\_\_\_  
Alan Skramstad, Mayor

ATTEST: \_\_\_\_\_  
Natasha Segelstrom, Administrative Services Director







# MEMORANDUM



Date November 16, 2021  
 To Mayor and City Council  
 Public Utilities Commission  
 From Natasha Segelstrom, Administrative Services Director  
 RE Job Class and Compensation Study

## SUMMARY

The City Council and PUC will receive a presentation from Tanner Business Analytics, LLC on the compensation and pay equity for City and MMU employees.

## BACKGROUND INFORMATION

In July 2021, the City Council and PUC approved proposal from Tanner Business Analytics, LLC to complete a Human Resource Class and Compensation Study, analyzing our existing position descriptions, job classifications and compensation for City and MMU employees based on market analysis. Cliff Tanner of Tanner Business Analytics, LLC will be at the Joint meeting to present the pay equity findings from the study.

To assist the city recruit and retain a productive and reliable workforce, a compensation strategy should account the job classification/review, job evaluation and market comparison to ensure wages are reasonable compared to similar positions. The last class and compensation study was completed in 2015 to review the City’s job classifications and compensation, ideally each position should be reviewed along with the job descriptions periodically. The State of Minnesota Local Government Pay Equity Act requires cities to maintain a classification and compensation system to maintain internal pay equity compliance.

## OPTIONS & IMPACTS

Review, listen, and will discuss and ask questions about the study and the presentation.

With the pay equity study, the proposed wage increase would not exclusively impact the city budget due to staff time allocations. The compensation increase would be allocated amongst all funds based on the employee wage allocation profile.

If compensation plans are not maintained and adjusted, the plan will deteriorate. This poses a challenge with recruitment and retention along with a greater financial burden as the compensation gap continues to grow with the labor market.

## RECOMMENDATIONS

Motion to accept the Pay Equity Study as presented.

### *Attachments*

Proposed 2022 Consolidated Salary Schedule



**CITY OF MORA/MORA MUNICIPAL UTILITIES**  
**Consolidated Salary Schedule**  
**2022**

**For All Employees**  
**Except Fire Department & Aquatic Center**

**Hourly Rate**

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	13.13	13.46	13.80	14.15	14.50	14.86	15.22	15.61	16.02	16.41
2	14.50	14.85	15.22	15.60	16.01	16.40	16.82	17.24	17.67	18.08
3	15.61	16.02	16.41	16.82	17.25	17.67	18.10	18.55	19.01	19.51
4	17.41	17.85	18.30	18.75	19.23	19.69	20.18	20.70	21.19	21.74
5	19.56	20.04	20.53	21.05	21.57	22.10	22.66	23.24	23.81	24.41
6	21.45	21.98	22.54	23.09	23.66	24.26	24.87	25.49	26.13	26.79
7	23.03	23.62	24.21	24.81	25.42	26.05	26.71	27.38	28.07	28.75
8	24.99	25.61	26.26	26.91	27.59	28.28	28.99	29.72	30.46	31.22
8.5	26.19	26.85	27.52	28.20	28.91	29.63	30.37	31.13	31.91	32.71
9	27.36	28.05	28.74	29.46	30.19	30.95	31.73	32.52	33.36	34.16
9.5	28.23	28.94	29.64	30.38	31.14	31.92	32.72	33.53	34.37	35.25
10	29.35	30.09	30.85	31.63	32.41	33.22	34.07	34.92	35.80	36.70
11	32.48	33.31	34.12	34.96	35.84	36.74	37.65	38.59	39.56	40.55
12	35.11	35.98	36.87	37.80	38.76	39.72	40.73	41.73	42.78	43.84
13	37.52	38.46	39.42	40.40	41.41	42.45	43.52	44.60	45.71	46.86
14	40.56	41.77	43.04	44.33	45.63	47.01	48.44	49.87	51.38	52.92
15	44.20	45.63	47.14	48.66	50.25	51.89	53.56	55.31	57.09	58.95
16	48.47	50.17	51.93	53.74	55.62	57.56	59.58	61.66	63.83	66.06

**Annual Rate**

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	27,310	27,997	28,704	29,432	30,160	30,909	31,658	32,469	33,322	34,133
2	30,160	30,888	31,658	32,448	33,301	34,112	34,986	35,859	36,754	37,606
3	32,469	33,322	34,133	34,986	35,880	36,754	37,648	38,584	39,541	40,581
4	36,213	37,128	38,064	39,000	39,998	40,955	41,974	43,056	44,075	45,219
5	40,685	41,683	42,702	43,784	44,866	45,968	47,133	48,339	49,525	50,773
6	44,616	45,718	46,883	48,027	49,213	50,461	51,730	53,019	54,350	55,723
7	47,902	49,130	50,357	51,605	52,874	54,184	55,557	56,950	58,386	59,800
8	51,979	53,269	54,621	55,973	57,387	58,822	60,299	61,818	63,357	64,938
8.5	54,475	55,848	57,242	58,656	60,133	61,630	63,170	64,750	66,373	68,037
9	56,909	58,344	59,779	61,277	62,795	64,376	65,998	67,642	69,389	71,053
9.5	58,718	60,195	61,651	63,190	64,771	66,394	68,058	69,742	71,490	73,320
10	61,048	62,587	64,168	65,790	67,413	69,098	70,866	72,634	74,464	76,336
11	67,558	69,285	70,970	72,717	74,547	76,419	78,312	80,267	82,285	84,344
12	73,029	74,838	76,690	78,624	80,621	82,618	84,718	86,798	88,982	91,187
13	78,042	79,997	81,994	84,032	86,133	88,296	90,522	92,768	95,077	97,469
14	84,365	86,882	89,523	92,206	94,910	97,781	100,755	103,730	106,870	110,074
15	91,936	94,910	98,051	101,213	104,520	107,931	111,405	115,045	118,747	122,616
16	100,818	104,354	108,014	111,779	115,690	119,725	123,926	128,253	132,766	137,405

**CITY OF MORA/MORA MUNICIPAL UTILITIES  
Consolidated Salary Schedule  
2022**

**Grade Assignments**

- |  |   |
|--|---|
| 1.0 Summer Maintenance Worker  | 9.5 Generator Operator/Electrician<br>Generator Operator/Mechanic I (Lead)<br>Administrative Assistant<br>Water/Wastewater Operator I (Lead)  |
| 2.0 Liquor Store Clerk II  |   |
| 5.0 Janitor<br>Winter Maintenance Worker<br>Water/Wastewater Maintenance Worker                                    | 10.0 Accountant<br>Human Resources Coordinator<br>Liquor Store Manager<br>Street Supervisor<br>Water/Wastewater Supervisor                    |
| 6.0 Liquor Store Clerk I (Lead)<br>Utility Billing Clerk II<br>Water/Wastewater Operator III (Training)            | 11.0 Building Official<br>Community Development Planner<br>Public Works Superintendent<br>Generator Operator/Master Electrician<br>Lineworker |
| 7.0 Aquatic Center Assistant Manager<br>Building Inspector   | 12.0 Administrative Services Director<br>Community Development Director<br>Plant/Line Manager   |
| 8.0 Accounting Clerk<br>Equipment Operator/Mechanic<br>Mechanic<br>Utility Billing Clerk I                         | 13.0 Public Works Director  |
| 8.5 Generator Operator/Mechanic II<br>Street Supervisor<br>Water/Wastewater Operator II                            | 15.0 City Administrator/Public Utilities<br>General Manager   |
| 9.0 Activities & Recreation Coordinator<br>Liquor Store Assistant Manager<br>Public Works Assistant Superintendent |   |

**CITY OF MORA  
Salary Schedule  
2022**

**MORA AQUATIC CENTER**

Hourly Rate

Grade	Step A	Step B	Step C	Step D	Step E
1	\$ 13.23	\$ 13.74	\$ 14.27	\$ 14.82	\$ 15.39
2	\$ 12.68	\$ 13.17	\$ 13.67	\$ 14.20	\$ 14.76
3	\$ 11.58	\$ 12.02	\$ 12.49	\$ 12.96	\$ 13.45
4	\$ 11.02	\$ 11.45	\$ 11.89	\$ 12.34	\$ 12.82
5	\$ 10.47	\$ 10.88	\$ 11.28	\$ 11.71	\$ 12.15

Grade Assignments

- 1 MAC Shift Supervisor
- 2 Swim Instructor
- 3 Lifeguard
- 4 MAC Maintenance
- 5 Pool Aid  
Front Desk Worker  
Concession Worker  
Staff Training

COLA 6.00%

DRAFT

Certified adopted by the council on \_\_\_\_\_.

By: \_\_\_\_\_





# MEMORANDUM



Date: November 16, 2021  
To: Mayor and City Council  
Public Utilities Commission  
From: Lindy Crawford, City Administrator  
RE: Personnel Policy Limits

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## SUMMARY

The City Council and PUC will review and approve the financial limits contained in Appendix A of the personnel policy, effective January 1, 2022.

## OPTIONS & IMPACTS

Changes from 2021 are consistent with proposed labor agreements and include the following:

1. Increasing the employer contribution of family health insurance coverage from \$1,300 to \$1,400.
2. Adding an employer contribution for dental insurance of 25% for employee coverage.

## RECOMMENDATIONS

Motion to approve Appendix A, Personnel Policy Limits as presented.

### *Attachments*

Appendix A, Personnel Policy Limits





APPENDIX A  
Personnel Policy Limits  
Effective January 1, 2022

§1808.4 (C)	Health Insurance <b>Employee</b> Contribution (monthly) (does not apply to union employees if another formula is set by union agreement) <u>Advantage Plan</u> Single Coverage .....\$0.00 Family Coverage ..... \$568.78 <u>Value Plan</u> Single.....\$0.00 Family .....\$380.98 <u>H.S.A. Plan</u> Single Coverage .....\$0.00 Family Coverage .....\$9.86
§1808.4 (C)	Health Insurance <b>Employer</b> Contribution (monthly) (does not apply to union employees if another formula is set by union agreement) <u>Advantage Plan</u> Single Coverage .....up to \$900.00 Family Coverage .....up to \$1,400.00 <u>Value Plan</u> Single.....up to \$900.00 Family .....up to \$1,400.00 <u>H.S.A. Plan</u> Single Coverage ..... up to \$900.00* Family Coverage ..... up to \$1,400.00* *Health Savings Account (HSA) .....\$100.00
§1808.5 (C)	Dental Insurance <b>Employee</b> Contribution (monthly) Employee.....\$26.10 Employee & Spouse.....\$62.80 Employee & Children.....\$82.80 Family (Employee, Spouse & Children) .....\$125.40  Dental Insurance <b>Employer</b> Contribution (monthly) 25% of Employee premium .....\$8.70
§1808.6 (A)	Life/AD&D Insurance Amount All Eligible Employees .....\$50,000.00
§1808.6 (C) (1)	Life Insurance <b>Employee</b> Contribution (monthly) All Eligible Employees ..... \$0.00
§1808.6 (C) (1)	Life Insurance <b>Employer</b> Contribution (monthly) All Eligible Employees .....\$13.85

§1808.8 (B) (1)

Employee Recognition Award Limits (annual)	
5 years.....	\$15.00
10 years.....	\$30.00
15 years.....	\$45.00
20 years.....	\$60.00
25 years.....	\$75.00
30 years.....	\$90.00
35 years.....	\$105.00
Retirement (10 to 19 years).....	\$100.00
Retirement (20 years or more) .....	\$150.00

§1808.10 (D)

Health Care Savings Plan Employee Contribution	
<u>Eligible Employees</u>	
Gross Wages.....	2%
Severance Pay .....	100%

§1808.11

Reimbursement Level .....	50% of eligible expenses
Maximum Reimbursement .....	\$500 per year

§1817.9 (F)

Mileage Reimbursement .....	\$0.40 per mile
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§1817.10 (B)

Lodging Reimbursements .....	Per Receipt
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§1817.10 (C)

Meal Reimbursements (includes up to 15% tip)	
Breakfast .....	\$10.00
Lunch.....	\$15.00
Dinner .....	\$25.00

§1830.5

Safety Equipment (per labor contracts)	
Glasses.....	\$300.00
Clothing & Boot Allowance (annual)	
Non-union Public Works .....	\$410.00
Non-Union Other Eligible Employees.....	\$0.00

<p>Certified adopted by the City Council  on _____ and Public  Utilities Commission on _____</p> <p>By: Lindy Crawford</p>
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# MEMORANDUM



Date November 16, 2021  
 To City Council  
 Public Utilities Commission  
 From Lindy Crawford, City Administrator/ Public Utilities General Manager  
 RE City Administrator/ Public Utilities General Manager Transition Plan

**SUMMARY**

Both boards will review a proposed transition plan for the City Administrator/ Public Utilities General Manager position after Crawford’s departure.

**BACKGROUND INFORMATION**

Crawford’s last day with the City/Utility is December 10<sup>th</sup>. At the November 1<sup>st</sup> joint Council/PUC meeting, she was asked to create a transition plan for the interim/transition period. If DDA’s recruitment schedule is followed, it is anticipated that the new City Administrator/ Public Utilities General Manager will be hired and onboard in March 2022. Until such time, Crawford recommends the below transition plan:

Duty	Interim Staff Person Responsible
Contract/legal signatures	Admin. Services Director
Community Development & Planning Commission	Building Official/SEH – until new CD Director is onboard
COVID-19 related matters	Admin. Services Director
Economic Development inquiries & meeting attendance	Admin. Services Director
Electric matters & SMMPA	Public Works Director
Finance	Admin. Services Director, Accountant
Human Resources, all aspects	Admin. Services Director, Admin. Assistant
HRA Board meeting attendance	Admin. Services Director
Legislative meeting packets & minutes	Admin. Services Director, Admin. Assistant
Media inquiries & social media	Admin. Services Director
North Grove St. Reconstruction Project	Admin. Services Director, Accountant
Fox Run Park & Railroad Shelter projects	Activities & Recreation Coordinator
MnDOT matters	Public Works Director, Admin. Services Director
Water & Wastewater Matters	Public Works Director
City Council meeting attendance	Admin. Services Director, Admin. Assistant
PUC meeting attendance	Admin. Services Director, Public Works Director, Admin. Assistant
Misc.	Admin. Services Director & others as necessary

**OPTIONS & IMPACTS**

Assigning and clearly identifying which staff persons will temporarily take on the various City Administrator/ Public Utilities General Manager duties will bring clarity to staff, elected and appointed officials, and the public. For these reasons, Crawford recommends the above plan be adopted by both boards.

Memorandum

RECOMMENDATIONS

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Motion to adopt the transition plan as presented.

*Attachments*

None