



Agenda
City Council/ PUC Joint Work Session
Monday, June 14, 2021 4:00 PM
Mora City Hall 101 Lake Street South
Mora, MN 55051



- 1. Call to Order** *(Each board will call their work session to order.)*
- 2. Roll Call** *(Each board will conduct roll call.)*
- 3. Adopt Agenda** *(No items of business shall be considered unless it appears on the agenda for the work session. Board members may add items to the agenda prior to adoption of the agenda. Each board will adopt their agenda.)*
- 4. Housing & Redevelopment Authority of Mora (HRA)**
 - a. HRA Organizational Structure
- 5. Adjournment** *(Each board will adjourn their work session.)*

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4. **Housing & Redevelopment Authority of Mora (HRA)**

- a. HRA Organizational Structure: The city administrator/public utilities general manager shifted focus to fulfill some duties of the HRA executive director after two staff members resigned from the HRA last December, however, clear direction to do so has not been provided from the City Council and PUC. In addition, there are no financial resources in the HRA's current budget to pay for the executive director position. At their March meeting the HRA Board appointed the city administrator/public utilities general manager to be the interim executive director – after an external search was conducted and ultimately failed. The city administrator/public utilities general manager has not received compensation for the additional duties from the HRA, as stated above there is no funding in the HRA's budget to pay for the position.

On May 18th, the City Council had a joint work session with the HRA Board regarding the composition of the HRA Board and the organizational structure of the HRA – potentially merging the HRA with the City of Mora. It was decided by the City Council that, in order to meet the condition of the cash-infusion loan from the PUC the HRA Board composition will consist of three at-large community members, one representative of the City Council, and one HRA resident. It was also decided to table the discussion of merging the HRA with the City until a financial management plan, currently underway, is completed and presented to the City Council and HRA Board.

Since that meeting in May, a recently hired HRA staff member resigned, again creating an even greater staffing shortage and additional workload for the city administrator/public utilities general manager and remaining HRA staff. A replacement has been hired and that person will begin soon.

Due to the nature of the staffing shortage and workload, the city administrator/public utilities general manager requested the PUC and City Council jointly discuss the concerns and the potential of merging the HRA with the City. The significance of a merger to the PUC/MMU is that staff time and resources of existing staff will be affected, specifically the finance and administration departments – these staff are employees of both the City and MMU. Below are details of operational impacts to staff that would come with a merger. *Staff will provide detailed information at the work session.*

1. Accounts receivable (King)
2. Accounts Payable (Erickson)
3. Payroll/benefits (Yoder)
4. Human resources services (Crawford, Yoder)
5. Financial planning (Crawford, future Administrative Services Director, future Housing Director)
6. Annual housing reports (Crawford, future Housing Director)
7. IT (Crawford, future Housing Director)
8. Insurance (Crawford, Yoder, future Housing Director)

To visually show what a merger would look like staff has created a draft organizational chart, attached in this packet. A housing department could be created with a department head, housing director. The HRA Board would still exist, the city administrator/public utilities general manager would be the “executive director” and the HRA Board would be an independent board but still seek certain approvals from the City Council. This is how the PUC and EDA are currently organized and functions well.

With a merger comes the need to discuss compensation. If existing City/MMU staff are conducting a significant addition to their duties, they should be properly compensated to reflect their workload. The last class and compensation study was completed in 2015. With or without a merger, staff recommends the study be updated – this study would encompass all departments and staffing levels within the City/MMU. At the request of the City Council and PUC staff will bring forward a proposal for an updated class and compensation study.

5. Adjournment *(Each board will adjourn their work session.)*

