



City of Mora
Kanabec County, Minnesota
Meeting Agenda
Public Utilities Commission

Mora City Hall
101 Lake St. S
Mora, MN 55051

Monday, March 14, 2022

3:00 PM

Mora City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Council members may add items to the agenda prior to adoption of the agenda.)*
- 4. Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of the consent agenda.)*
 - a. *Regular Meeting Minutes - February 14, 2022*
 - b. *Special Joint Meeting Minutes- February 22, 2022*
 - c. *February Claims 2022*
 - d. *Public Utilities General Manager Contract Approval*
- 5. Open Forum** *(Individuals may address the council about any item not contained on the regular agenda. There is a maximum of fifteen (15) minutes set aside for open forum. A maximum of three (3) minutes is allotted per person. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.)*
- 6. Special Business**
 - a. Public Utilities General Manager
- 7. New Business**
 - a. Water Tower Mixer Addition
- 8. Old Business**
 - a. None
- 9. Communications**
 - a. MMUA Apprentice Lineworker Training Program
- 10. Reports**
 - a. Administrative Services Director
 - b. Public Works Director
 - c. Commissioner Baldwin
 - d. Commissioner Christianson
 - e. Chair Ardner
- 11. Adjournment**

Pursuant to due call and notice thereof, Commissioner Ardner called to order the regular meeting of the Mora Public Utilities Commission at 3:00pm on Monday, February 14, 2022, in the city hall council chambers.

2. **Roll Call:** Present: Commissioners Greg Ardner and Ryan Christianson
Commissioner Brett Baldwin arrived at 3:05pm
Staff Present: Administrative Service Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, Deputy Clerk Mandi Yoder, Community Development Director Angela Grafstrom
3. **Adopt Agenda:** MOTION made by Christianson, seconded by Ardner, and unanimously carried by the PUC to approve the agenda as presented.
4. **Consent Agenda:** Ardner presented amended meeting minutes from the Joint City Council-PUC Meeting January 18, 2022. MOTION made by Christianson, seconded by Ardner, and unanimously carried by the PUC to approve the consent agenda as amended.
 - a. Regular Meeting Minutes – January 18, 2022
 - b. Joint City Council-PUC Meeting Minutes- January 18, 2022
 - c. January 2022 Claims
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:**
 - a. **ISD #332 School District Water & Sewer Availability Charges:** ISD #332 Superintendent, Dan Voce and ICS Project Manager Evan Johnson brought forward concerns with the Water Availability Charge and Sewer Availability Charge (WAC/SAC) for the new high school construction. On October 7, 2021, Mora Public Schools received an invoice for WAC/SAC charged based on Equivalent Dwelling Units (EDU). The rate of secondary school facilities is 1 EDU per 25 students. The construction had been designed for 800 students. The WAC/SAC services totaled \$124,800 for the new construction. Voce questioned the charge for and explained he was not anticipating the expense since the number of students did not increase, it would replace services for the current school, and it would not increase number of services. Voce explained at previous meetings, the charge had not been discussed and that. Johnson explained previous projects he had worked on gave credit for the current service and there was no charge, as there was no increase in services with the termination of the old.

Ardner explained based on the conditional use permit, Resolution No. 2021-423, the anticipated student count had been 952 students, 125 staff and the permit noted that occupancy could increase to 1,095 student and 130 staff and that the WAC/SAC had only charged based on 800 students. Ardner explained that the WAC/SAC fees had been discussed in previous meetings with city staff.

Johnson asked whether the PUC would consider reducing any of the charges for credit from the existing building. Ardner further explained the school had been undercharged for the services based on the Conditional Use Permit and explained that he did not want to set a precedent in the community and waive the fees.

Voce thanked the PUC for their time and explanation of the charges and understood the City's responsibility wanted to gain better understanding of the fees and wanted to gain a better understanding and ask if it had been in addition to or replacement of with the fees. MOTION made by Christianson, seconded by Baldwin and unanimously carried by

the PUC to keep the charges for the Water & Sewer Availability Charges as initially charged for ISD #332.

7. New Business

- a. MMUA Scholarship: Segelstrom brought forward scholarship opportunity for local high school students. The scholarship is funded through Minnesota Municipal Utilities Association. She explained the essay requirements and the local governing utility body would select one winner, which would then be submitted to a statewide competition that would provide an opportunity for the scholarship. Due to time constraints and PUC review, recommended that all scholarship essays be submitted to City Hall by April 8, 2022, and included in the PUC meeting packet for the April 18, 2022, meeting. MOTION made by Baldwin, seconded by Christianson, and unanimously carried to move forward with the MMUA Scholarship opportunity.
- b. Lift Station Pump: Kohlgraf presented a quote to install an additional pump to the wastewater treatment plant and existing main sewage lift station to increase efficiencies. He explained the 20hp pump had been budgeted for \$35,000 in 2022 and requested for approval to move forward with the purchase quote of \$ 28,572.45. The quote included additional plumbing and Kohlgraf requested the PUCs approval to move forward and not to exceed \$31,000, which included incidentals. MOTION made by Christianson, seconded by Baldwin and unanimously carried by the PUC to approve purchase of the 20hp pump, not to exceed \$31,000.

8. Old Business:

- a. None

9. Communications:

- a. Quarterly Financial Reports: King recapped the 4th quarter financial report for 2021. She stated in all three funds the revenues were over budget and expenditures were under budget. King explained that the cash balance and unrestricted fund balance are healthy and will easily sustain the upcoming CIP projects.

10. Reports:

- a. Administrative Services Director: Nothing new to report.
- b. Public Works Director: Kohlgraf stated that newest staff was doing well. There had been a water leak East of town. Staff would be monitoring the water temperatures throughout town and issues near Mille Lacs with their water towers freezing.
- c. Commissioner Baldwin: Nothing new to report.
- d. Commissioner Christianson: Nothing new to report.
- e. Chairperson Ardner: Ardner explained that he had gone to the capital and testified with the Mayor for Senate File 2248 expansion of the PUC from three members to five. He explained that it had been approved and moved forward. He explained the following day he testified for House File 2454. The following day there be another testimony before the government affairs office and detailed the process upon approval.

- 11. Closed Session:** This portion of the meeting was closed pursuant to MN State Statute § 13D.05 by Public Utilities Commissioner Chair Ardner to evaluate the performance and determine future employment status of Jason Hulbert. The following persons were in attendance: Chair Ardner, Commissioners Baldwin and Christianson, Administrative Services Director Segelstrom, Public Works Director Kohlgraf and Deputy Clerk/Human Resources

Yoder.

MOTION made by Baldwin, seconded by Christianson, and unanimously carried to close the meeting at 3:28pm.

MOTION made by Christianson, seconded by Baldwin and unanimously carried to open the meeting at 3:36pm

MOTION made by Christianson, seconded by Baldwin and unanimously carried by the PUC to approve the termination of water/wastewater operator III, Jason Hulbert effective February 18, 2022 as determined in the closed session.

12. Adjournment: MOTION made by Baldwin, seconded by Christianson, and unanimously carried to adjourn at 3:38 pm.

Chair

Secretary

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 4:00 PM on Tuesday, February 22, 2022 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: Administrative Services Director Natasha Segelstrom, Deputy Clerk Mandi Yoder
- 3. Adopt Agenda:** Council MOTION made by Mathison, seconded by Anderson, and unanimously carried to approve the agenda as presented.
PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried to approve the agenda as presented.
- 4. Business Items:**
 - a. City Administrator/Public Utilities General Manager Candidate Selection:**

Liza Donabauer, of DDA detailed the Contract Agreement for the selected City Administrator/Public Utilities General Manager, Glenn Anderson. She further explained the counteroffer brought forward by Anderson, which included a reduction in salary from Step H to Step F, along with 120 hours of vacation credited effective upon Anderson's first day of employment. Donabauer explained the credited vacation hours accounted Anderson's years of public service and with the reduction in salary, the Council and PUC would consider the request.

The Council and PUC discussed the years of service and accrual outlined in the Personnel Policy and agreed the contract needed to identify years of service recognized for vacation accruals. There was a consensus that Glenn Anderson would be credited 120 hours of vacation upon the first day of employment, recognized 14 years seniority for vacation accrual's and be eligible for the increased accrual after the probation period of one year. Council and PUC requested that Donabauer update the verbiage used in the contract and state 14 years of service recognized and rate of vacation accruals at one year. Council MOTION made by Broekemeier, seconded by Mathison, and unanimously carried by the City Council to approve the employment agreement with adjustment in final wording of seniority for vacation schedule. PUC MOTION made by Christianson, seconded by Baldwin, and unanimously carried by the PUC to approve employment agreement with adjustment in final wording of seniority for vacation schedule.
- 5. Adjournment:** PUC MOTION made by Baldwin, seconded by Christianson, and unanimously carried to adjourn the meeting at 4:15PM. Council MOTION by Shepard, seconded by Anderson, and unanimously carried to adjourn the meeting at 4:15PM.

Mayor

PUC Chair

City Clerk

**CITY OF MORA
CHECK LIST-PUC**

| CHECK # | Search Name | Fund Descr | Dept Descr | Last Dim Descr | Comments | Amount |
|---|----------------------|--------------|-------------------|-----------------------|---------------------------|---------------------|
| CHECK # 000984 COMPLETE MERCHANT SOLUTIONS | | | | | | |
| 000984 | COMPLETE MERCHANT | ELECTRIC FUN | ELECTRIC ADMINIST | Payment Processing E | CREDIT CARD PYMT PROCESSI | \$356.00 |
| 000984 | COMPLETE MERCHANT | WATER FUND | WATER ADMINISTR | Payment Processing E | CREDIT CARD PYMT PROCESSI | \$178.00 |
| 000984 | COMPLETE MERCHANT | SEWER FUND | SEWER ADMINISTR | Payment Processing E | CREDIT CARD PYMT PROCESSI | \$178.00 |
| CHECK # 000984 COMPLETE MERCHANT SOLUTIONS | | | | | | \$712.00 |
| CHECK # 000985 MORA MUNICIPAL UTILITIES | | | | | | |
| 000985 | MORA MUNICIPAL UTILI | ELECTRIC FUN | GENERATION & PO | Water | UTILITIES | \$91.04 |
| 000985 | MORA MUNICIPAL UTILI | ELECTRIC FUN | GENERATION & PO | Storm Water | UTILITIES | \$18.83 |
| 000985 | MORA MUNICIPAL UTILI | ELECTRIC FUN | GENERATION & PO | Sewer | UTILITIES | \$21.27 |
| 000985 | MORA MUNICIPAL UTILI | WATER FUND | WATER SUPPLY | Storm Water | UTILITIES | \$23.36 |
| 000985 | MORA MUNICIPAL UTILI | WATER FUND | WATER SUPPLY | Electricity | UTILITIES | \$1,076.78 |
| 000985 | MORA MUNICIPAL UTILI | WATER FUND | WATER TREATMENT | Storm Water | UTILITIES | \$11.68 |
| 000985 | MORA MUNICIPAL UTILI | WATER FUND | WATER TREATMENT | Electricity | UTILITIES | \$1,090.76 |
| 000985 | MORA MUNICIPAL UTILI | WATER FUND | WATER DISTRIBUTI | Electricity | UTILITIES | \$40.62 |
| 000985 | MORA MUNICIPAL UTILI | WATER FUND | WATER DISTRIBUTI | Storm Water | UTILITIES | \$13.04 |
| 000985 | MORA MUNICIPAL UTILI | SEWER FUND | SEWER LIFT STATIO | Electricity | UTILITIES | \$803.86 |
| 000985 | MORA MUNICIPAL UTILI | SEWER FUND | SEWER LIFT STATIO | Storm Water | UTILITIES | \$11.68 |
| 000985 | MORA MUNICIPAL UTILI | SEWER FUND | WASTEWATER TREA | Storm Water | UTILITIES | \$24.03 |
| 000985 | MORA MUNICIPAL UTILI | SEWER FUND | WASTEWATER TREA | Water | UTILITIES | \$80.24 |
| 000985 | MORA MUNICIPAL UTILI | SEWER FUND | WASTEWATER TREA | Electricity | UTILITIES | \$3,207.46 |
| CHECK # 000985 MORA MUNICIPAL UTILITIES | | | | | | \$6,514.65 |
| CHECK # 000986 ONLINE COLLECTIONS | | | | | | |
| 000986 | ONLINE COLLECTIONS | ELECTRIC FUN | ELECTRIC ADMINIST | Cust UB/Collection | NEW UB CUSTOMER CREDIT C | \$62.40 |
| CHECK # 000986 ONLINE COLLECTIONS | | | | | | \$62.40 |
| CHECK # 000988 MN DEPT OF REVENUE | | | | | | |
| 000988 | MN DEPT OF REVENUE | ELECTRIC FUN | | Sales Tax Payable | SALES & USE TAX PYMT-JANU | \$24,312.00 |
| 000988 | MN DEPT OF REVENUE | ELECTRIC FUN | GENERATION & PO | Garbage Removal | SALES & USE TAX PYMT-JANU | \$6.00 |
| 000988 | MN DEPT OF REVENUE | ELECTRIC FUN | GENERATION & PO | Repair/Maint - Bldg & | SALES & USE TAX PYMT-JANU | \$188.00 |
| 000988 | MN DEPT OF REVENUE | ELECTRIC FUN | GENERATION & PO | Landfill Gen Exp | SALES & USE TAX PYMT-JANU | \$1.00 |
| 000988 | MN DEPT OF REVENUE | ELECTRIC FUN | ELECTRIC DISTRIBU | Truck Expense | SALES & USE TAX PYMT-JANU | \$3.00 |
| 000988 | MN DEPT OF REVENUE | ELECTRIC FUN | ELECTRIC DISTRIBU | Small Tools & Equipm | SALES & USE TAX PYMT-JANU | \$457.00 |
| 000988 | MN DEPT OF REVENUE | ELECTRIC FUN | ELECTRIC DISTRIBU | Misc Distribution Exp | SALES & USE TAX PYMT-JANU | \$45.00 |
| 000988 | MN DEPT OF REVENUE | ELECTRIC FUN | ELECTRIC DISTRIBU | Maint of Substation E | SALES & USE TAX PYMT-JANU | \$4.00 |
| 000988 | MN DEPT OF REVENUE | ELECTRIC FUN | ELECTRIC ADMINIST | Telephone | SALES & USE TAX PYMT-JANU | \$11.00 |
| 000988 | MN DEPT OF REVENUE | ELECTRIC FUN | ELECTRIC ADMINIST | Office Supplies | SALES & USE TAX PYMT-JANU | \$9.00 |
| 000988 | MN DEPT OF REVENUE | WATER FUND | | Sales Tax Payable | SALES & USE TAX PYMT-JANU | \$797.00 |
| CHECK # 000988 MN DEPT OF REVENUE | | | | | | \$25,833.00 |
| CHECK # 000990 PAYLIANCE | | | | | | |
| 000990 | PAYLIANCE | ELECTRIC FUN | ELECTRIC ADMINIST | Payment Processing E | E-CHECK PYMT PROCESSING F | \$44.30 |
| 000990 | PAYLIANCE | WATER FUND | WATER ADMINISTR | Payment Processing E | E-CHECK PYMT PROCESSING F | \$22.15 |
| 000990 | PAYLIANCE | SEWER FUND | SEWER ADMINISTR | Payment Processing E | E-CHECK PYMT PROCESSING F | \$22.15 |
| CHECK # 000990 PAYLIANCE | | | | | | \$88.60 |
| CHECK # 000991 SMMPA | | | | | | |
| 000991 | SMMPA | ELECTRIC FUN | | Accounts Payable | POWER PURCHASED | \$369,341.66 |
| CHECK # 000991 SMMPA | | | | | | \$369,341.66 |
| CHECK # 000993 NEIGHBORHOOD NATIONAL BANK | | | | | | |
| 000993 | NEIGHBORHOOD NATIO | ELECTRIC FUN | ELECTRIC ADMINIST | Payment Processing E | MONTHLY BUSINESS ONLINE | \$10.00 |
| 000993 | NEIGHBORHOOD NATIO | ELECTRIC FUN | ELECTRIC ADMINIST | Payment Processing E | MONTHLY UB ACH FILE FEE | \$30.00 |
| 000993 | NEIGHBORHOOD NATIO | ELECTRIC FUN | ELECTRIC ADMINIST | Bad Debts/NSF Check | MONTHLY RETURNED CHECK | \$10.00 |

CITY OF MORA
CHECK LIST-PUC

| CHECK # | Search Name | Fund Descr | Dept Descr | Last Dim Descr | Comments | Amount |
|---|----------------------|--------------|-------------------|------------------------|-----------------------------|----------|
| CHECK # 000993 NEIGHBORHOOD NATIONAL BANK | | | | | | \$50.00 |
| CHECK # 057837 AMAZON CAPITAL SERVICES | | | | | | |
| 057837 | AMAZON CAPITAL SERV | ELECTRIC FUN | ELECTRIC ADMINIST | Small Tools & Equipm | COFFEE MAKER | \$13.86 |
| 057837 | AMAZON CAPITAL SERV | WATER FUND | WATER ADMINISTR | Small Tools & Equipm | COFFEE MAKER | \$6.93 |
| 057837 | AMAZON CAPITAL SERV | SEWER FUND | SEWER ADMINISTR | Small Tools & Equipm | COFFEE MAKER | \$6.93 |
| CHECK # 057837 AMAZON CAPITAL SERVICES | | | | | | \$27.72 |
| CHECK # 057841 CAMPBELL KNUTSON, P.A. | | | | | | |
| 057841 | CAMPBELL KNUTSON, P. | ELECTRIC FUN | ELECTRIC ADMINIST | Legal Services | MISC LEGAL SERVICES-UTIL BI | \$56.00 |
| 057841 | CAMPBELL KNUTSON, P. | WATER FUND | WATER ADMINISTR | Legal Services | MISC LEGAL SERVICES-UTIL BI | \$28.00 |
| 057841 | CAMPBELL KNUTSON, P. | SEWER FUND | SEWER ADMINISTR | Legal Services | MISC LEGAL SERVICES-UTIL BI | \$28.00 |
| CHECK # 057841 CAMPBELL KNUTSON, P.A. | | | | | | \$112.00 |
| CHECK # 057853 MIDCO | | | | | | |
| 057853 | MIDCO | ELECTRIC FUN | ELECTRIC ADMINIST | Telephone | PHONE/INTERNET | \$127.67 |
| 057853 | MIDCO | WATER FUND | WATER ADMINISTR | Telephone | PHONE/INTERNET | \$182.32 |
| 057853 | MIDCO | SEWER FUND | SEWER ADMINISTR | Telephone | INTERNET | \$270.00 |
| CHECK # 057853 MIDCO | | | | | | \$579.99 |
| CHECK # 057856 MOTOR VEHICLE REGISTRATION | | | | | | |
| 057856 | MOTOR VEHICLE REGIS | ELECTRIC FUN | ELECTRIC DISTRIBU | Miscellaneous | VEHICLE TAB RENEWALS | \$96.25 |
| 057856 | MOTOR VEHICLE REGIS | WATER FUND | WATER DISTRIBUTI | Miscellaneous | VEHICLE TAB RENEWALS | \$19.25 |
| 057856 | MOTOR VEHICLE REGIS | SEWER FUND | SEWER COLLECTION | Miscellaneous | VEHICLE TAB RENEWALS | \$77.00 |
| CHECK # 057856 MOTOR VEHICLE REGISTRATION | | | | | | \$192.50 |
| CHECK # 057857 NEONLINK LLC | | | | | | |
| 057857 | NEONLINK LLC | ELECTRIC FUN | ELECTRIC ADMINIST | Payment Processing E | PYMT PROCESSING | \$137.20 |
| 057857 | NEONLINK LLC | WATER FUND | WATER ADMINISTR | Payment Processing E | PYMT PROCESSING | \$68.60 |
| 057857 | NEONLINK LLC | SEWER FUND | SEWER ADMINISTR | Payment Processing E | PYMT PROCESSING | \$68.60 |
| CHECK # 057857 NEONLINK LLC | | | | | | \$274.40 |
| CHECK # 057863 USABLUEBOOK | | | | | | |
| 057863 | USABLUEBOOK | ELECTRIC FUN | ELECTRIC ADMINIST | Cust UB/Collection | YELLOW DOOR KNOCKERS | \$63.87 |
| 057863 | USABLUEBOOK | WATER FUND | WATER ADMINISTR | Cust UB/Collection | BLUE DOOR KNOCKERS | \$63.87 |
| CHECK # 057863 USABLUEBOOK | | | | | | \$127.74 |
| CHECK # 057865 VERIZON WIRELESS | | | | | | |
| 057865 | VERIZON WIRELESS | ELECTRIC FUN | ELECTRIC ADMINIST | Telephone | CELL/IPAD | \$130.98 |
| 057865 | VERIZON WIRELESS | WATER FUND | WATER ADMINISTR | Telephone | CELL/IPAD | \$52.00 |
| 057865 | VERIZON WIRELESS | SEWER FUND | SEWER ADMINISTR | Telephone | CELL/IPAD | \$78.98 |
| CHECK # 057865 VERIZON WIRELESS | | | | | | \$261.96 |
| CHECK # 057885 FLOW MEASUREMENT AND CONTROL | | | | | | |
| 057885 | FLOW MEASUREMENT A | SEWER FUND | | Accounts Payable | CERTIFICATION INF/EFF OPEN | \$675.00 |
| CHECK # 057885 FLOW MEASUREMENT AND CONTROL | | | | | | \$675.00 |
| CHECK # 057892 CHURCHILL, SIERRA | | | | | | |
| 057892 | CHURCHILL, SIERRA | ELECTRIC FUN | | Undistributed Receipts | REFUND DEPOSIT-218 E MAPL | \$295.64 |
| CHECK # 057892 CHURCHILL, SIERRA | | | | | | \$295.64 |
| CHECK # 057893 CRONIN, KEVIN & JENNIFER | | | | | | |
| 057893 | CRONIN, KEVIN & JENN | ELECTRIC FUN | | Undistributed Receipts | REFUND OVERPYMT-611 CARO | \$13.17 |
| CHECK # 057893 CRONIN, KEVIN & JENNIFER | | | | | | \$13.17 |
| CHECK # 057895 FINN, CARMICHAEL & SARAH | | | | | | |

CITY OF MORA
CHECK LIST-PUC

| CHECK # | Search Name | Fund Descr | Dept Descr | Last Dim Descr | Comments | Amount |
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| 057895 | FINN, CARMICHAEL & S | ELECTRIC FUN | | Undistributed Receipts | REFUND OVERPYMT - 750 POR | \$65.10 |
| CHECK # 057895 FINN, CARMICHAEL & SARAH | | | | | | \$65.10 |
| CHECK # 057899 MN DEPT OF COMMERCE-EAP | | | | | | |
| 057899 | MN DEPT OF COMMERC | ELECTRIC FUN | | Undistributed Receipts | REFUND OVERPYMT-450 BEAN | \$8.83 |
| CHECK # 057899 MN DEPT OF COMMERCE-EAP | | | | | | \$8.83 |
| CHECK # 057901 RUIZ, TARA & JUAN | | | | | | |
| 057901 | RUIZ, TARA & JUAN | ELECTRIC FUN | | Undistributed Receipts | REFUND OVERPYMT - 220 N G | \$33.98 |
| CHECK # 057901 RUIZ, TARA & JUAN | | | | | | \$33.98 |
| CHECK # 057907 CARDMEMBER SERVICE | | | | | | |
| 057907 | CARDMEMBER SERVICE | ELECTRIC FUN | GENERATION & PO | Repair/Maint - Bldg & | PLANT HEATER CREDIT FOR O | -\$452.03 |
| 057907 | CARDMEMBER SERVICE | ELECTRIC FUN | GENERATION & PO | Dues & Subscriptions | FELGER BOILER LICENSE RENE | \$20.00 |
| 057907 | CARDMEMBER SERVICE | WATER FUND | WATER TREATMENT | Repair/Maint - Bldg & | POSITIONER RPR - SWANSON | \$146.03 |
| 057907 | CARDMEMBER SERVICE | WATER FUND | WATER ADMINISTR | Meetings, Training, & | KOHLGRAF TRAINING - MN RU | \$150.00 |
| 057907 | CARDMEMBER SERVICE | WATER FUND | WATER ADMINISTR | Dues & Subscriptions | WATER PERMIT - MN DNR | \$733.09 |
| CHECK # 057907 CARDMEMBER SERVICE | | | | | | \$597.09 |
| CHECK # 057908 CENTURYLINK | | | | | | |
| 057908 | CENTURYLINK | SEWER FUND | SEWER ADMINISTR | Telephone | WWTP PHONE | \$122.52 |
| CHECK # 057908 CENTURYLINK | | | | | | \$122.52 |
| CHECK # 057910 MIDCO | | | | | | |
| 057910 | MIDCO | ELECTRIC FUN | ELECTRIC ADMINIST | Telephone | PHONE/INTERNET | \$127.67 |
| 057910 | MIDCO | WATER FUND | WATER ADMINISTR | Telephone | PHONE/INTERNET | \$181.21 |
| 057910 | MIDCO | SEWER FUND | SEWER ADMINISTR | Telephone | INTERNET | \$270.39 |
| CHECK # 057910 MIDCO | | | | | | \$579.27 |
| CHECK # 057912 MN DEPT OF COMMERCE-IND ASSMTS | | | | | | |
| 057912 | MN DEPT OF COMMERC | ELECTRIC FUN | GENERATION & PO | Miscellaneous | 4TH QTR FY22 IND ASSMT-EN | \$248.47 |
| 057912 | MN DEPT OF COMMERC | ELECTRIC FUN | ELECTRIC ADMINIST | Energy Conservation | 4TH QTR FY22 IND ASSMT-CIP | \$633.83 |
| CHECK # 057912 MN DEPT OF COMMERCE-IND ASSMTS | | | | | | \$882.30 |
| CHECK # 057913 MN DEPT OF LABOR & INDUSTRY-CO | | | | | | |
| 057913 | MN DEPT OF LABOR & I | ELECTRIC FUN | GENERATION & PO | Dues & Subscriptions | YEARLY REGISTRATION FEE - | \$40.00 |
| 057913 | MN DEPT OF LABOR & I | WATER FUND | WATER TREATMENT | Miscellaneous | YEARLY REGISTRATION FEE - | \$20.00 |
| 057913 | MN DEPT OF LABOR & I | SEWER FUND | WASTEWATER TREA | Miscellaneous | YEARLY REGISTRATION FEE - | \$10.00 |
| CHECK # 057913 MN DEPT OF LABOR & INDUSTRY-CO | | | | | | \$70.00 |
| CHECK # 057915 NEONLINK LLC | | | | | | |
| 057915 | NEONLINK LLC | ELECTRIC FUN | ELECTRIC ADMINIST | Payment Processing E | PAYMENT PROCESSING | \$134.40 |
| 057915 | NEONLINK LLC | WATER FUND | WATER ADMINISTR | Payment Processing E | PAYMENT PROCESSING | \$67.20 |
| 057915 | NEONLINK LLC | SEWER FUND | SEWER ADMINISTR | Payment Processing E | PAYMENT PROCESSING | \$67.20 |
| CHECK # 057915 NEONLINK LLC | | | | | | \$268.80 |
| CHECK # 057916 TR COMPUTER SALES, LLC | | | | | | |
| 057916 | TR COMPUTER SALES, L | ELECTRIC FUN | ELECTRIC ADMINIST | Small Tools & Equipm | JEREMY MONITOR | \$155.00 |
| CHECK # 057916 TR COMPUTER SALES, LLC | | | | | | \$155.00 |
| CHECK # 057917 ACE HARDWARE | | | | | | |
| 057917 | ACE HARDWARE | ELECTRIC FUN | GENERATION & PO | Repair/Maint - Bldg & | PLANT HEATER PIPING, WIRES | \$264.39 |
| 057917 | ACE HARDWARE | ELECTRIC FUN | ELECTRIC DISTRIBU | Misc Distribution Exp | HAND WARMERS | \$23.98 |
| CHECK # 057917 ACE HARDWARE | | | | | | \$288.37 |
| CHECK # 057919 ARAMARK | | | | | | |

**CITY OF MORA
CHECK LIST-PUC**

| CHECK # | Search Name | Fund Descr | Dept Descr | Last Dim Descr | Comments | Amount |
|---|----------------------|--------------|-------------------|-------------------------|----------------------------|----------|
| 057919 | ARAMARK | SEWER FUND | WASTEWATER TREA | Other Operating Suppl | WWTP RUGS | \$102.45 |
| CHECK # 057919 ARAMARK | | | | | | \$102.45 |
| CHECK # 057920 AUTO VALUE MORA | | | | | | |
| 057920 | AUTO VALUE MORA | SEWER FUND | WASTEWATER TREA | Repair/Maint - Bldg & | WINDOW SHOCK, BLOWER MO | \$465.00 |
| CHECK # 057920 AUTO VALUE MORA | | | | | | \$465.00 |
| CHECK # 057921 BORDER STATES ELECTRIC | | | | | | |
| 057921 | BORDER STATES ELECT | ELECTRIC FUN | | Distribution Inventory | 8 ITRON ERT METERS | \$705.27 |
| CHECK # 057921 BORDER STATES ELECTRIC | | | | | | \$705.27 |
| CHECK # 057922 CAMPBELL KNUTSON, P.A. | | | | | | |
| 057922 | CAMPBELL KNUTSON, P. | ELECTRIC FUN | ELECTRIC ADMINIST | Legal Services | MISC LEGAL SERVICES - UTIL | \$48.00 |
| 057922 | CAMPBELL KNUTSON, P. | WATER FUND | WATER ADMINISTR | Legal Services | MISC LEGAL SERVICES - UTIL | \$24.00 |
| 057922 | CAMPBELL KNUTSON, P. | SEWER FUND | SEWER ADMINISTR | Legal Services | MISC LEGAL SERVICES - UTIL | \$24.00 |
| CHECK # 057922 CAMPBELL KNUTSON, P.A. | | | | | | \$96.00 |
| CHECK # 057923 CASWELL CYCLE | | | | | | |
| 057923 | CASWELL CYCLE | ELECTRIC FUN | GENERATION & PO | Repair/Maint - Bldg & | SNOWBLOWER RPR PARTS | \$6.71 |
| CHECK # 057923 CASWELL CYCLE | | | | | | \$6.71 |
| CHECK # 057924 CINTAS | | | | | | |
| 057924 | CINTAS | ELECTRIC FUN | GENERATION & PO | Other Operating Suppl | MATS & MOPS | \$64.08 |
| CHECK # 057924 CINTAS | | | | | | \$64.08 |
| CHECK # 057928 EAST CENTRAL ENERGY-ECE SERV | | | | | | |
| 057928 | EAST CENTRAL ENERGY | ELECTRIC FUN | ELECTRIC DISTRIBU | ECE Services | TOLL FREE CHARGES | \$0.21 |
| 057928 | EAST CENTRAL ENERGY | ELECTRIC FUN | ELECTRIC DISTRIBU | ECE Services | FEB DISPATCH | \$192.15 |
| CHECK # 057928 EAST CENTRAL ENERGY-ECE SERV | | | | | | \$192.36 |
| CHECK # 057929 EAST CENTRAL ENERGY-ELECT | | | | | | |
| 057929 | EAST CENTRAL ENERGY | SEWER FUND | SEWER LIFT STATIO | Electricity | ELECTRICITY | \$139.76 |
| CHECK # 057929 EAST CENTRAL ENERGY-ELECT | | | | | | \$139.76 |
| CHECK # 057931 FERGUSON ENT POLLARDWATER | | | | | | |
| 057931 | FERGUSON ENT POLLAR | WATER FUND | WATER DISTRIBUTI | Small Tools & Equipm | WATER LEVERL INDICATOR | \$464.02 |
| CHECK # 057931 FERGUSON ENT POLLARDWATER | | | | | | \$464.02 |
| CHECK # 057932 FERGUSON WATERWORKS | | | | | | |
| 057932 | FERGUSON WATERWOR | WATER FUND | WATER DISTRIBUTI | Repair/Maint - Bldg & | REPAIR VALVE CURB STOPS | \$193.95 |
| CHECK # 057932 FERGUSON WATERWORKS | | | | | | \$193.95 |
| CHECK # 057933 FREEDOM MAILING SERVICES INC | | | | | | |
| 057933 | FREEDOM MAILING SER | ELECTRIC FUN | ELECTRIC ADMINIST | Cust UB/Collection | BILL PROCESSING | \$467.41 |
| 057933 | FREEDOM MAILING SER | WATER FUND | WATER ADMINISTR | Cust UB/Collection | BILL PROCESSING | \$233.71 |
| 057933 | FREEDOM MAILING SER | SEWER FUND | SEWER ADMINISTR | Cust UB/Collection | BILL PROCESSING | \$233.71 |
| CHECK # 057933 FREEDOM MAILING SERVICES INC | | | | | | \$934.83 |
| CHECK # 057935 GOPHER STATE ONE-CALL INC | | | | | | |
| 057935 | GOPHER STATE ONE-CA | ELECTRIC FUN | ELECTRIC DISTRIBU | Professional Services - | FEB LOCATES | \$8.10 |
| 057935 | GOPHER STATE ONE-CA | WATER FUND | WATER DISTRIBUTI | Professional Services - | FEB LOCATES | \$8.10 |
| 057935 | GOPHER STATE ONE-CA | SEWER FUND | SEWER COLLECTION | Professional Services - | FEB LOCATES | \$8.10 |
| CHECK # 057935 GOPHER STATE ONE-CALL INC | | | | | | \$24.30 |
| CHECK # 057936 GRAINGER, INC | | | | | | |
| 057936 | GRAINGER, INC | SEWER FUND | WASTEWATER TREA | Repair/Maint - Bldg & | EMERGENCY LIGHT BATTERY | \$17.83 |

**CITY OF MORA
CHECK LIST-PUC**

| CHECK # | Search Name | Fund Descr | Dept Descr | Last Dim Descr | Comments | Amount |
|---|----------------------|--------------|-------------------|-------------------------|----------------------------|------------|
| CHECK # 057936 GRAINGER, INC | | | | | | |
| | | | | | | \$17.83 |
| CHECK # 057938 HACH COMPANY | | | | | | |
| 057938 | HACH COMPANY | WATER FUND | WATER TREATMENT | Chemicals | TESTING CHEMICALS | \$88.59 |
| CHECK # 057938 HACH COMPANY | | | | | | |
| | | | | | | \$88.59 |
| CHECK # 057939 HAWKINS INC | | | | | | |
| 057939 | HAWKINS INC | WATER FUND | WATER TREATMENT | Chemicals | CHEMICALS | \$5,508.34 |
| CHECK # 057939 HAWKINS INC | | | | | | |
| | | | | | | \$5,508.34 |
| CHECK # 057941 IRBY TOOL & SAFETY | | | | | | |
| 057941 | IRBY TOOL & SAFETY | ELECTRIC FUN | ELECTRIC DISTRIBU | Small Tools & Equipm | DISTRIBUTION TOOLS | \$355.92 |
| CHECK # 057941 IRBY TOOL & SAFETY | | | | | | |
| | | | | | | \$355.92 |
| CHECK # 057942 JOHNSONS HARDWARE & RENTAL | | | | | | |
| 057942 | JOHNSONS HARDWARE | ELECTRIC FUN | GENERATION & PO | Repair/Maint - Bldg & | PLANT OFFICE OUTLET | \$11.47 |
| 057942 | JOHNSONS HARDWARE | ELECTRIC FUN | GENERATION & PO | Repair/Maint - Bldg & | PLANT HEATER PIPING | \$161.46 |
| 057942 | JOHNSONS HARDWARE | WATER FUND | WATER DISTRIBUTI | Repair/Maint - Bldg & | PICK HANDLE & TRASH BAGS | \$53.98 |
| 057942 | JOHNSONS HARDWARE | SEWER FUND | WASTEWATER TREA | Repair/Maint - Bldg & | SUMP PUMP RPR PARTS | \$39.95 |
| CHECK # 057942 JOHNSONS HARDWARE & RENTAL | | | | | | |
| | | | | | | \$266.86 |
| CHECK # 057943 KADLEC EXCAVATING | | | | | | |
| 057943 | KADLEC EXCAVATING | WATER FUND | WATER DISTRIBUTI | Repair/Maint - Bldg & | WATER MAIN RPRS - ST GARA | \$3,427.50 |
| CHECK # 057943 KADLEC EXCAVATING | | | | | | |
| | | | | | | \$3,427.50 |
| CHECK # 057945 KWIK TRIP - GAS PURCHASES | | | | | | |
| 057945 | KWIK TRIP - GAS PURC | ELECTRIC FUN | ELECTRIC DISTRIBU | Truck Expense | FUEL | \$558.29 |
| 057945 | KWIK TRIP - GAS PURC | WATER FUND | WATER DISTRIBUTI | Motor Fuels | FUEL | \$257.35 |
| 057945 | KWIK TRIP - GAS PURC | SEWER FUND | SEWER COLLECTION | Motor Fuels | FUEL | \$323.84 |
| 057945 | KWIK TRIP - GAS PURC | SEWER FUND | WASTEWATER TREA | Motor Fuels | FUEL | \$7.13 |
| CHECK # 057945 KWIK TRIP - GAS PURCHASES | | | | | | |
| | | | | | | \$1,146.61 |
| CHECK # 057946 MED COMPASS | | | | | | |
| 057946 | MED COMPASS | ELECTRIC FUN | ELECTRIC ADMINIST | Professional Services - | HEARING TESTING - 2 ELECT | \$127.78 |
| 057946 | MED COMPASS | ELECTRIC FUN | ELECTRIC ADMINIST | Professional Services - | HEARING TESTING-KOHLGRAF | \$12.78 |
| 057946 | MED COMPASS | WATER FUND | WATER ADMINISTR | Professional Services - | HEARING TESTING - 2 W/WW | \$63.89 |
| 057946 | MED COMPASS | WATER FUND | WATER ADMINISTR | Professional Services - | HEARING TESTING-KOHLGRAF | \$6.39 |
| 057946 | MED COMPASS | SEWER FUND | SEWER ADMINISTR | Professional Services - | HEARING TESTING - 2 W/WW | \$63.89 |
| 057946 | MED COMPASS | SEWER FUND | SEWER ADMINISTR | Professional Services - | HEARING TESTING-KOHLGRAF | \$6.39 |
| CHECK # 057946 MED COMPASS | | | | | | |
| | | | | | | \$281.12 |
| CHECK # 057947 MERCURY TECHNOLOGIES OF MN | | | | | | |
| 057947 | MERCURY TECHNOLOGI | ELECTRIC FUN | ELECTRIC ADMINIST | Energy Conservation | FLUORESCENT LAMP RECYCLI | \$547.67 |
| CHECK # 057947 MERCURY TECHNOLOGIES OF MN | | | | | | |
| | | | | | | \$547.67 |
| CHECK # 057950 MINNESOTA PUMP WORKS | | | | | | |
| 057950 | MINNESOTA PUMP WOR | SEWER FUND | SEWER LIFT STATIO | Repair/Maint - Bldg & | FAIR AVE LIFT STATION PUMP | \$8,906.82 |
| CHECK # 057950 MINNESOTA PUMP WORKS | | | | | | |
| | | | | | | \$8,906.82 |
| CHECK # 057951 MN ENERGY RESOURCES CORP | | | | | | |
| 057951 | MN ENERGY RESOURCE | ELECTRIC FUN | GENERATION & PO | Generation Exp | NATURAL GAS-GENERATION | \$60.68 |
| 057951 | MN ENERGY RESOURCE | ELECTRIC FUN | GENERATION & PO | Natural Gas - Heat | NATURAL GAS-BOILER | \$929.65 |
| 057951 | MN ENERGY RESOURCE | WATER FUND | WATER SUPPLY | Natural Gas - Heat | NATURAL GAS | \$106.86 |
| 057951 | MN ENERGY RESOURCE | WATER FUND | WATER TREATMENT | Natural Gas - Heat | NATURAL GAS | \$225.52 |
| 057951 | MN ENERGY RESOURCE | SEWER FUND | WASTEWATER TREA | Natural Gas - Heat | NATURAL GAS | \$1,036.35 |
| CHECK # 057951 MN ENERGY RESOURCES CORP | | | | | | |
| | | | | | | \$2,359.06 |

**CITY OF MORA
CHECK LIST-PUC**

| CHECK # | Search Name | Fund Descr | Dept Descr | Last Dim Descr | Comments | Amount |
|---|----------------------|--------------|-------------------|-------------------------|----------------------------|--------------|
| CHECK # 057954 NORTHERN BALANCE & SCALE, INC | | | | | | |
| 057954 | NORTHERN BALANCE & | SEWER FUND | WASTEWATER TREA | Professional Services - | EQUIPMENT CALIBRATION | \$320.00 |
| CHECK # 057954 NORTHERN BALANCE & SCALE, INC | | | | | | \$320.00 |
| CHECK # 057955 NORTHERN STATES SUPPLY | | | | | | |
| 057955 | NORTHERN STATES SUP | ELECTRIC FUN | ELECTRIC DISTRIBU | Maint of Overhead Lin | HEAT SHRINK CONNECTORS & | \$211.49 |
| 057955 | NORTHERN STATES SUP | ELECTRIC FUN | ELECTRIC DISTRIBU | Maint of Underground | LOCATE PAINT | \$137.87 |
| 057955 | NORTHERN STATES SUP | ELECTRIC FUN | ELECTRIC DISTRIBU | Misc Distribution Exp | NITRILE GLVOES & ELECT TAP | \$245.05 |
| CHECK # 057955 NORTHERN STATES SUPPLY | | | | | | \$594.41 |
| CHECK # 057956 OAK GALLERY & FRAME SHOP | | | | | | |
| 057956 | OAK GALLERY & FRAME | ELECTRIC FUN | ELECTRIC ADMINIST | Postage | SHIPPING OF RETURNED TOO | \$16.36 |
| CHECK # 057956 OAK GALLERY & FRAME SHOP | | | | | | \$16.36 |
| CHECK # 057958 OXYGEN SERVICE CO, INC | | | | | | |
| 057958 | OXYGEN SERVICE CO, I | ELECTRIC FUN | GENERATION & PO | Landfill Gen Exp | LFG NITROGEN CYLINDER REN | \$11.04 |
| 057958 | OXYGEN SERVICE CO, I | ELECTRIC FUN | GENERATION & PO | Repair/Maint - Bldg & | OXYGEN CYLINDER RENTAL | \$25.76 |
| 057958 | OXYGEN SERVICE CO, I | ELECTRIC FUN | ELECTRIC DISTRIBU | Maint of Substation E | SUBST CYLINDER RENTAL | \$49.24 |
| 057958 | OXYGEN SERVICE CO, I | WATER FUND | WATER DISTRIBUTI | Repair/Maint - Bldg & | CARB DIOX CYLINDER RENTAL | \$9.80 |
| CHECK # 057958 OXYGEN SERVICE CO, INC | | | | | | \$95.84 |
| CHECK # 057960 QUALITY DISPOSAL | | | | | | |
| 057960 | QUALITY DISPOSAL | ELECTRIC FUN | GENERATION & PO | Garbage Removal | GARBAGE | \$78.39 |
| 057960 | QUALITY DISPOSAL | SEWER FUND | WASTEWATER TREA | Garbage Removal | GARBAGE | \$173.16 |
| CHECK # 057960 QUALITY DISPOSAL | | | | | | \$251.55 |
| CHECK # 057963 RMB ENVIRONMENTAL LABS INC | | | | | | |
| 057963 | RMB ENVIRONMENTAL | SEWER FUND | WASTEWATER TREA | Professional Services - | LAB TESTING | \$463.00 |
| CHECK # 057963 RMB ENVIRONMENTAL LABS INC | | | | | | \$463.00 |
| CHECK # 057970 VIKING ELECTRIC SUPPLY | | | | | | |
| 057970 | VIKING ELECTRIC SUPP | ELECTRIC FUN | ELECTRIC DISTRIBU | Maint of Overhead Lin | OH DISTR PARTS | \$123.36 |
| CHECK # 057970 VIKING ELECTRIC SUPPLY | | | | | | \$123.36 |
| CHECK # 057971 WATER CONSERVATION SERVICE INC | | | | | | |
| 057971 | WATER CONSERVATION | WATER FUND | WATER DISTRIBUTI | Professional Services - | LEAK DETECTION - 1ST ST SE | \$474.51 |
| CHECK # 057971 WATER CONSERVATION SERVICE INC | | | | | | \$474.51 |
| | | | | | | \$436,867.77 |



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE FEBRUARY/MARCH 2022 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY

City Administrator/Public Utilities Director Employment Agreement

City of Mora, Minnesota Employment Agreement

AGREEMENT made this 22nd day of February 2022, by and between the CITY OF Mora, a Minnesota municipal corporation ("Employer"), and Glenn Anderson ("Employee").

The parties agree as follows:

1. **POSITION.** Employee agrees to serve as City Administrator/Public Utilities Director in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time-to-time assign.
2. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.
3. **SALARY.** Employer shall pay Employee a salary of \$107,931 (Step F) per year starting on a date that is agreeable to both parties and shall continue indefinitely unless or until earlier terminated as provided in paragraph 15. Employer and Employee agree to a one (1) year probation period with an initial performance review to be conducted on Employee after six (6) and twelve (12) months and annually thereafter. The Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the annual performance evaluation.
4. **SENIORITY.** For purposes of employment benefits such as sick leave, vacation leave, and the like, Employee will be credited with having completed 14 years of employment with the City upon his first day of employment.
5. **SICK LEAVE.** Employee shall accrue sick leave in accordance with the City's personnel policies.
6. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with 120 hours of accrued vacation leave. Employee will then receive 160 hours of accrued vacation after successfully completing the one-year probationary period as set forth in paragraph 3. Thereafter, Employee shall accrue vacation leave in accordance with the City's personnel policies.

7. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

8. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

9. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

10. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his outside activities so he will not neglect his primary duties to the Employer.

11. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer, and at Employer's expense.

12. **AUTOMOBILE.** Employee will receive business use of a City vehicle. Employee will be reimbursed business related travel expenses if needed.

13. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

14. **HOURS OF WORK.** It is understood the position of City Administrator/Public Utilities Director requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

15. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Administrator/Public Utilities Director, then in that event, Employer agrees to pay Employee at the time of receipt of his last paycheck a lump sum cash payment equal to three (3) months aggregate salary and to continue to provide and pay for the benefits set forth in paragraph 8 for a period of three (3) months following termination. However, in the event Employee is terminated because of his malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that he resign, then Employee may, at his option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns his position with Employer, Employee agrees to give the Employer thirty (30) days advance notice. If Employee voluntarily resigns his position with Employer, there shall be no termination pay due to Employee.

16. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and Public Utilities Commission Chairperson, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:
CITY OF MORA

BY: _____
Its Mayor

AND

Its Public Utilities Commission Chairperson

EMPLOYEE:



Glenn Anderson



MEMORANDUM

Date 3/14/2022
To Public Utilities Commission
From Natasha Segelstrom, Administrative Services Director
RE Public Utilities General Manager

SUMMARY

Glenn Anderson was scheduled to start employment with the City of Mora on April 4, 2022 as the new City Administrator and Public Utilities General Manager. Glenn's availability to start has moved to a start date of March 21, 2021.

OPTIONS IMPACTS

The anticipated start date for the Public Utilities General Manager had been February 2022 and would not negatively impact the 2022 budget.

This would minimize the length of the vacant position.

RECOMMENDATIONS

Motion to approve start date of March 21, 2022.

Attachments



MEMORANDUM

Date March 14th, 2022
To Public Utilities Commission
From Joseph Kohlgraf, Public Works Director
RE Water Tower mixer addition

SUMMARY

Addition of a water tower mixing system using air for water turnover throughout the summer and de-icing during the winter months for improved water quality.

BACKGROUND INFORMATION

Over the years, there has been research to promote the use of mixers in towers to keep water moving for quality and de-icing purpose. This has required a mechanical piece of equipment to be mounted in the bowl of the tower, which leave maintenance difficulties and possible damage inside tower. Since rehabbing of the main tower, this process has been revisited by staff to help improve water quality. The use of a bubbler to complete this process has been used by a neighboring city with positive results. The items used are at the base of the tower and will be easy to maintain. We have contacted Water tower clean and coat, Inc. to send us a quote, who has worked with the neighboring city. We have a heated enclosed area under the tower for controls and will work for this purpose. The cost of the project is \$9,500.00 for MDH paperwork, equipment and installation. Paperwork began last fall to start project.

OPTIONS & IMPACTS

Currently budgeted in the 2023 CIP for \$20,000

Process was recommended to start last fall verbally with City Administrator. Asking at this time to move forward using funds from Water Distribution- line item- repair and maintenance for \$9,500.

RECOMMENDATIONS

1. Approve contractors quote of \$9,500.00 to be taken out of water distribution item- repair/maintenance

Attachments/ 1- Water Tower Clean and Coat, Inc.

Water Tower Clean and Coat, Inc.

W11822 Reynold Rd.
 Lodi, WI 53555
 Phone: 608-234-8932
 Fax: 608-592-7574
 Prepared by: Sam Paque



Customer

Mora, MN
 Joe Kohlgraf
 Joe.kohlgraf@cityofmora.com

| DESCRIPTION | Quantity | AMOUNT |
|---|------------------|-------------------|
| Installation of bubble tank mixing system including all parts and labor needed to install the unit. The system is comprised of an air compressor, control box, air fittings, hoses, and electrical supplies needed to adapt the unit to the water storage tank (Sphere, Hydropillar, Standpipe, Ground Reservoir, Clear well, legged tank, ect...) Water Tower Clean and Coat, Inc. will submit all ncessary paper work for Plan Reviews through MDH. | 1 | 9,500.00 |
| | Subtotal | |
| | | |
| | | |
| | Other | \$0.00 |
| | TOTAL Due | \$9,500.00 |

TERMS AND CONDITIONS

1. Customer will be billed after work is completed.
2. Please fax, email or mail the signed quote to the address above

Customer Acceptance (sign below):

x _____

Print Name:

Sam Paque, 608-234-8932, sam@watertowermixingsystems.com

Thank You For Your Business!



MEMORANDUM

Date March 14th, 2022
To Public Utilities Commission
From Joseph Kohlgraf, Public Works Director
RE MMUA Apprentice Lineworker Program

SUMMARY

Staff are currently being trained through MMUA for future lineman status for the past few years. Attached letter explains an increase for the program in September 2022.

BACKGROUND INFORMATION

Over the past couple of years, staff has been receiving lineman training for in-house repair on the distribution side of our electrical system. This service cost has been \$7,000 a year, which includes monthly training and complementary schools (metering, underground, overhead and transformer) continuing education. As of this year, we will see an increase to \$10,000 a year, paid Quarterly. This change will start in September, 4th quarter, to reflect the change. The attached letter explains out the specifics of the training and coverages. This continues to be a good program to have for education current electric staff.

OPTIONS & IMPACTS

Currently budgeted in the 2022 budget for the \$7,000.00. Will need to make a slight adjustment for the last quarter of the year.

RECOMMENDATIONS

No recommendations at this time, this is for information to the PUC

February 15, 2022

To our valued members enrolled in MMUA's On-Site/On-Demand Apprentice Lineworker Program:

As you may know, the On-Site/On-Demand Apprentice Lineworker Program was "born" fifteen years ago out of a request by utilities to develop talent from within. The program started with just a few students and has steadily grown to serve nearly 50 students today.

We are certainly pleased with the growth and continued success of this program; however, what is most important is the opportunity to partner with each of you and your utility to help you achieve your goal of developing skilled craftsmen in the linework field.

Our instructors, James Monroe (primary) and Jay Reading truly enjoy working alongside each and every apprentice. Working in conjunction with you, they enhance a student's on-the-job training and encourage them in their course work to help keep them on track.

As with all of our programs and services, we are mindful of costs and work diligently to keep our expenses down. Unfortunately, that is not always possible. This year a number of factors are impacting MMUA and the underlying costs of offering this program. Because of this, we have had to increase our annual fee effective January 1, 2022. We have also established a limit on the number of complimentary student registrations to our popular schools. Also effective January 1, 2022, each participating utility receives two complimentary registrations per year to the following schools: Meter, Underground, Overhead and Transformer.

As a courtesy to you, because your utility was enrolled prior to January 1, 2022, we will extend our 2021 rates through August 31, 2022. Please note:

- Effective September 1, 2022, the annual fee for your utility will be \$10,000 (invoiced quarterly). Please refer to page 2 for details.
- Effective September 1, 2022, complimentary student registrations to our schools (Meter School, Underground School, Overhead School and Transformer School) will be limited to two per school.

We truly appreciate the opportunity to continue to serve you in this capacity. If you have any questions, please contact me on my cell 612-802-8474.

Sincerely,



Mike Willetts
Director of Training and Safety

MMUA On-Site/On-Demand Apprentice Lineworker Training Program
2022 Fee Schedule*

Fees - Year 1

150 hours of instruction time: \$8,898
(per utility)

Books and supplies: \$500
(per student)

Apprenticeship program module #1 \$602
(per student)

Total:\$10,000

Fees - Year 2

150 hours of instruction time: \$8,898
(per utility)

Materials and supplies (per utility) \$500

Apprenticeship program module #2 \$602
(per student)

Total:\$10,000

Fees - Year 3

150 hours of instruction time: \$8,898
(per utility)

Materials and supplies (per utility) \$500

Apprenticeship program module #3 \$602
(per student)

Total:\$10,000

Fees - Year 4

150 hours of instruction time: \$8,898
(per utility)

Materials and supplies (per utility) \$500

Apprenticeship program module #4 \$602
(per student)

Total:\$10,000

*Fees subject to change without notice.

Note: Attendance at the following schools, held at MMUA's Training Center, is expected every year enrolled. Hours apply toward Apprentice training.

- Meter School & Pre-Conference
- Overhead School
- Transformer School & Pre-Conference
- Underground School

MMUA will waive the registration fee for up to two enrolled students to each of these schools.

Total SAVINGS per utility/per year:
\$2,090 (1 student) / \$4,180 (2 students)