



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

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

Monday, June 20, 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- May 16, 2022
 - b. Claims
 - c. Consideration of Probation Release – Dylan Ramthun
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. Utility Account Setup for Deposits
 - b. MMUA Designation
 - c. Resignation Water / Wastewater Operator- Bontjes
 - d. Federated Co-Op Utility Rate Discussion to PUC
7. **New Business**
 - a. Capital Improvement Infrastructure Plan Proposal
8. **Public Hearing**
 - a. Proposed Assessment of Unpaid Utilities
9. **Old Business**
 - a. None
10. **Communications**
 - a. None
11. **Reports**
 - a. Public Utilities General Manager
 - b. Public Works Director
 - c. Commissioner Chmiel
 - d. Commissioner Christianson
 - e. Commissioner Baldwin
 - f. Commissioner / Mayor Skramstad
 - g. Chair Ardner
12. **Adjournment**

Pursuant to due call and notice thereof, Chair Ardner called to order the regular meeting of the Mora Public Utilities Commission at 3:00pm on Monday, May 16, 2022, in the city hall council chambers.

2. **Oath of Office:** Dave Chmiel and Alan Skramstad were sworn in as Public Utilities Commissioners
3. **Roll Call:** Present: Chair Greg Ardner, Commissioners Brett Baldwin, Ryan Christianson, Dave Chmiel, and Alan Skramstad

Staff Present: Public Utilities General Manager Glenn Anderson, Administrative Service Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, Utility Billing Clerk Jessica Bliss, and Accountant Sara King.

4. **Adopt Agenda:** MOTION made by Christianson, seconded by Baldwin, and unanimously carried by the PUC to approve the agenda as presented.
5. **Consent Agenda:** MOTION made by Christianson, seconded by Skramstad, and unanimously carried by the PUC to approve the agenda as presented.
 - a. Regular PUC Meeting -April 18, 2022
 - b. Claims April 2022
 - c. Water Wastewater Seasonal Employment -Approve Hire
6. **Election of officers:**
 - a. Chair Ardner brought forward the election of officers due to the recent the expansion to Public Utilities Commission to five members. The PUC discussed election of Officers. The consensus was to have Ardner continue as PUC Chair and Brett Baldwin as Vice Chair based on years of service on the board.
7. **Open Forum:** No one spoke at open forum.
8. **Special Business:**
 - a. BergenKDV Audit Presentation: Nancy Schulzetenberg of BergenKDV presented virtually the Independent Auditor's Reports to the PUC. Schulzetenberg reported an unmodified or clean opinion of the overall audit results and state that management was making progress. Annual Financial Audit Report and noted that per Government Auditing Standards (GAS) the city had a lack of segregation of accounting duties which was common for cities the size of Mora and was due to the limited amount of people in the City and cost versus benefit in the City. Baldwin noted that the lack of segregation had been on the previous report. Schulzetenberg stated this would be present without adding additional staff and that there were checks and balances in place which were used to assist and mitigate any risk involved. The PUC had no additional questions and thanked BergenKDV for the report. MOTION made by Christianson, seconded by Baldwin and unanimously carried to approve the report.
9. **New Business:**
 - a. Community Solar Garden: Anderson brought forward correspondence and discussion of a community solar garden. The consulting firm and Solar Ladies has interest in leasing land and establishing a community solar garden. Arnder further discussed the process of solar gardens and possibility of refunding the customer. He asked if there was a SMMPA was familiar with the concept or if there is additional information and opinions on the

matter. Further discussions and questions were asked if private organizations could establish community gardens without permission from the municipal utility. Ardner asked staff to gather additional information from SMMPA before pursuing any additional information.

- b. Utility Pole Attachment Agreement – Midco: Kohlgraf outlined the previous agreement and understanding with MIDCO and brought forward a new agreement. PUC reviewed the utility pole agreement with MIDCO. Chmiel asked the number of poles that were on the agreement. The agreement stated 549 poles. MOTION made by Baldwin, seconded by Christianson and unanimously carried to approve the Utility Pole Attachment Agreement with Midco.
- c. 2022 Fee Schedule: Bliss brought forward potential charges that were incorrect based on the recommendation of the approved Electrical Rate Study and the 2022 Fee Schedule. The consensus was to correct the issue sooner rather than later. MOTION made by Baldwin, seconded by Christianson and unanimously carried to move forward with the adjustment to have the 2022 fee schedule reflect the previously approved and adopted electrical rate study and make the applicable adjustments.
- d. ServLine Proposal: Bliss brought forward the ServLine proposal that would assist customers in the event of a leak causing high water/sewer bills. This would alleviate adjustments to accounts and added expenses to the customer. She further explained that the program provided added protection to customers bill at a low cost each month. ServLine offered three levels of protection limited and optional administrative fee. MMU would submit ServLine's premium on a monthly basis and there was no contract and can opt out at any time. The PUC discussed the program further and the consensus was to provide \$1000 of water protection limit for \$1.00 and \$0.50 administrative fee per month and provide \$1000 of sewer protection limit for \$1.00 and \$0.50 administrative fee per month. MOTION made by Christianson, seconded by Baldwin and unanimously carried to approve ServLine Proposal.

10. Old Business:

- a. Utility Billing Policy & Procedures: Bliss recapped the PUC's April meeting requesting a formal policy for the Utility Billing procedures. She presented the Utility Billing Policy and Procedure and explained that the drafted billing policy covers all aspects of billing, including delinquent accounts and payment agreements as discussed in April. Bliss added that the city attorney also reviewed the drafted proposal. MOTION made by Baldwin, seconded Christianson and unanimously carried to approve the Utility Billing Policy and Procedures as presented.

11. Communications:

- a. Quarterly Financial Report: King presented the quarterly financial report to the PUC. She noted the electric, sewer and water funds and highlighted the year-to-date summary budget and progress. The report showed all funds balanced. She detailed the balance sheet and recapped the electric fund balance and the significant upcoming projects. King noted that the sewer and water funds would pay for the sewer and water improvements for the North Grove Street Project. The current investments were reviewed along with the revenues and expenses.

12. Reports:

- a. Public Utilities General Manager: Asked the PUC if they would approve the purchase of

two additional iPads for the commissioners. Recapped SMMPA rebate with Commercial Plastics.

- b. Public Works Director: Noted the gas lines interference with the project area on Grove Street. But the project. Bridge project continues and light poles. Current power project on highway 65 and reroute. Switch transformers on the Northern part of town. Water tower pressure washing.
- c. Commissioner Chmiel: Asked if there were any future plans of the electric vehicle chargers off Highway 65 to have a proactive approach to save ten years from now. Asked more on future projects for underground lines. Ardner and Kohlgraf provided brief summary of the updates to the NE quadrant.
- d. Commissioner/Mayor Skramstad: Nothing new to report.
- e. Commissioner Baldwin: Nothing new to report.
- f. Commissioner Christianson: Nothing new to report.
- g. Chairperson Ardner: Asked if a streetlight operating during the day there was something wrong with them. Kohlgraf stated it is often photocell sensor.

13. Adjournment: MOTION made by Skramstad, seconded by Baldwin, and unanimously carried to adjourn at 3:50 pm.

Chair

Secretary

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 001056 COMPLETE MERCHANT SOLUTIONS						
001056	COMPLETE MERCHANT	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$379.50
001056	COMPLETE MERCHANT	WATER FUND	WATER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$189.75
001056	COMPLETE MERCHANT	SEWER FUND	SEWER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$189.75
CHECK # 001056 COMPLETE MERCHANT SOLUTIONS						\$759.00
CHECK # 001057 MORA MUNICIPAL UTILITIES						
001057	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Storm Water	UTILITIES	\$18.83
001057	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Water	UTILITIES	\$80.71
001057	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Sewer	UTILITIES	\$28.77
001057	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Storm Water	UTILITIES	\$23.36
001057	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Electricity	UTILITIES	\$1,055.21
001057	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Electricity	UTILITIES	\$1,042.25
001057	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Storm Water	UTILITIES	\$11.68
001057	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Electricity	UTILITIES	\$68.86
001057	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Storm Water	UTILITIES	\$13.04
001057	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Storm Water	UTILITIES	\$11.68
001057	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Electricity	UTILITIES	\$778.01
001057	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Storm Water	UTILITIES	\$24.03
001057	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Electricity	UTILITIES	\$3,867.56
001057	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Water	UTILITIES	\$89.86
CHECK # 001057 MORA MUNICIPAL UTILITIES						\$7,113.85
CHECK # 001058 ONLINE COLLECTIONS						
001058	ONLINE COLLECTIONS	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	NEW UB CUSTOMER CREDIT C	\$51.60
CHECK # 001058 ONLINE COLLECTIONS						\$51.60
CHECK # 001060 MN DEPT OF REVENUE						
001060	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT- APRI	\$22,603.00
001060	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT- APRI	\$6.00
001060	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT- APRI	\$1.00
001060	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT- APRI	\$2.00
001060	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Line Transformer Exp	SALES & USE TAX PYMT- APRI	\$15.00
001060	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT- APRI	\$4.00
001060	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Meters	SALES & USE TAX PYMT- APRI	\$186.00
001060	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	SALES & USE TAX PYMT- APRI	\$2.00
001060	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	SALES & USE TAX PYMT- APRI	\$8.00
001060	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	SALES & USE TAX PYMT- APRI	\$2.00
001060	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT- APRI	\$9.00
001060	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT- APRI	\$777.00
CHECK # 001060 MN DEPT OF REVENUE						\$23,615.00
CHECK # 001062 PAYLIANCE						
001062	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$45.14
001062	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$22.58
001062	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$22.58
CHECK # 001062 PAYLIANCE						\$90.30
CHECK # 001063 SMPMA						
001063	SMPMA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$319,417.49
CHECK # 001063 SMPMA						\$319,417.49
CHECK # 001065 NEIGHBORHOOD NATIONAL BANK						
001065	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY UB ACH FILE FEE	\$30.00
001065	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	NSF CHARGE BACK FEE-WAGN	\$10.00

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001065	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONTHLY RETURNED CHECK	\$10.00
001065	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY BUSINESS ONLINE	\$10.00
CHECK # 001065 NEIGHBORHOOD NATIONAL BANK						\$60.00
CHECK # 058269 CITY OF MORA						
058269	CITY OF MORA	ELECTRIC FUN	ELECTRIC ADMINIST	Miscellaneous	ELECTRIC OVERPYMT ADJUST	\$2,972.05
CHECK # 058269 CITY OF MORA						\$2,972.05
CHECK # 058270 CMI PROPERTIES LLC						
058270	CMI PROPERTIES LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Miscellaneous	ELECTRIC OVERPYMT ADJUST	\$1,259.99
CHECK # 058270 CMI PROPERTIES LLC						\$1,259.99
CHECK # 058274 FELGER, MATT						
058274	FELGER, MATT	ELECTRIC FUN	GENERATION & PO	Uniforms	CLOTHING	\$129.90
058274	FELGER, MATT	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	URD SCHOOLING MEALS	\$97.70
CHECK # 058274 FELGER, MATT						\$227.60
CHECK # 058285 MINNESOTA PUMP WORKS						
058285	MINNESOTA PUMP WOR	SEWER FUND		Fixed Assets	SUBMERSIBLE PUMP & INSTAL	\$27,423.47
CHECK # 058285 MINNESOTA PUMP WORKS						\$27,423.47
CHECK # 058306 CITY OF MORA						
058306	CITY OF MORA	ELECTRIC FUN		Undistributed Receipts	FIRE DEPT REBATE CREDIT - 2	\$2,862.95
CHECK # 058306 CITY OF MORA						\$2,862.95
CHECK # 058313 LEAGUE OF MN CITIES INS TRUST						
058313	LEAGUE OF MN CITIES I	SEWER FUND	SEWER ADMINISTR	Miscellaneous	SEWER BACKUP CLAIM DEDUC	\$500.00
CHECK # 058313 LEAGUE OF MN CITIES INS TRUST						\$500.00
CHECK # 058318 MPOWER TECHNOLOGIES, INC.						
058318	MPOWER TECHNOLOGI	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	J BLISS GIS SOFTWARE TRAIN	\$2,475.00
CHECK # 058318 MPOWER TECHNOLOGIES, INC.						\$2,475.00
CHECK # 058319 NAWROCKI, CLARK						
058319	NAWROCKI, CLARK	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT-408 BLUE	\$102.12
CHECK # 058319 NAWROCKI, CLARK						\$102.12
CHECK # 058320 NIELSEN, BECKY						
058320	NIELSEN, BECKY	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT-530 W FO	\$58.12
CHECK # 058320 NIELSEN, BECKY						\$58.12
CHECK # 058321 PATZNER, JODY						
058321	PATZNER, JODY	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT - 450 BEAN	\$296.50
CHECK # 058321 PATZNER, JODY						\$296.50
CHECK # 058325 SMITH, DAVID & PEGGY						
058325	SMITH, DAVID & PEGGY	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT - 448 CLA	\$53.02
CHECK # 058325 SMITH, DAVID & PEGGY						\$53.02
CHECK # 058332 CENTURYLINK						
058332	CENTURYLINK	SEWER FUND	SEWER ADMINISTR	Telephone	WWTP PHONE	\$122.81
CHECK # 058332 CENTURYLINK						\$122.81
CHECK # 058336 AMAZON CAPITAL SERVICES						
058336	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	GLENN BUSINESS NOTEBOOKS	\$4.60
058336	AMAZON CAPITAL SERV	WATER FUND	WATER ADMINISTR	Office Supplies	GLENN BUSINESS NOTEBOOKS	\$2.30
058336	AMAZON CAPITAL SERV	SEWER FUND	SEWER ADMINISTR	Office Supplies	GLENN BUSINESS NOTEBOOKS	\$2.30

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058336 AMAZON CAPITAL SERVICES						\$9.20
CHECK # 058347 PRINCETON PUBLIC UTILITIES						
058347	PRINCETON PUBLIC UTI	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	ASSIST ON 5/31 OUTAGE - PO	\$2,945.00
CHECK # 058347 PRINCETON PUBLIC UTILITIES						\$2,945.00
CHECK # 058349 STULC, JEREMY						
058349	STULC, JEREMY	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	MEALS FOR URD TRNG	\$96.70
CHECK # 058349 STULC, JEREMY						\$96.70
CHECK # 058357 CARDMEMBER SERVICE						
058357	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	FELGER URD SCHOOL HOTEL-	\$199.14
058357	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	STULC URD SCHOOL HOTEL -	\$199.14
058357	CARDMEMBER SERVICE	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	MATTSON ONLINE BIOSOLIDS	\$102.15
CHECK # 058357 CARDMEMBER SERVICE						\$500.43
CHECK # 058366 AMAZON CAPITAL SERVICES						
058366	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Small Tools & Equipm	PUC IPAD - CHMIEL	\$154.50
058366	AMAZON CAPITAL SERV	WATER FUND	WATER ADMINISTR	Small Tools & Equipm	PUC IPAD - CHMIEL	\$77.25
058366	AMAZON CAPITAL SERV	SEWER FUND	SEWER ADMINISTR	Small Tools & Equipm	PUC IPAD - CHMIEL	\$77.25
CHECK # 058366 AMAZON CAPITAL SERVICES						\$309.00
CHECK # 058375 MATTSON ELECTRIC OF MORA LLC						
058375	MATTSON ELECTRIC OF	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH MAST REPAIR - 407 S WOO	\$361.30
CHECK # 058375 MATTSON ELECTRIC OF MORA LLC						\$361.30
CHECK # 058378 MIDCO						
058378	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE/INTERNET	\$127.45
058378	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	PHONE/INTERNET	\$181.41
058378	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.39
CHECK # 058378 MIDCO						\$579.25
CHECK # 058381 MN DEPT OF COMMERCE-IND ASSMTS						
058381	MN DEPT OF COMMERCE	ELECTRIC FUN	GENERATION & PO	Miscellaneous	1ST QTR FY 2023 IND ASSMT-	\$230.72
058381	MN DEPT OF COMMERCE	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	1ST QTR FY 2023 IND ASSMT-	\$633.83
CHECK # 058381 MN DEPT OF COMMERCE-IND ASSMTS						\$864.55
CHECK # 058383 NEONLINK LLC						
058383	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PAYMENT PROCESSING	\$138.20
058383	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$69.10
058383	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$69.10
CHECK # 058383 NEONLINK LLC						\$276.40
CHECK # 058386 US BANK						
058386	US BANK	WATER FUND	WATER ADMINISTR	Interest Expense	BOND PAYMENTS-SERIES 2015	\$1,863.17
058386	US BANK	SEWER FUND	SEWER ADMINISTR	Interest Expense	BOND PAYMENTS-SERIES 2015	\$1,547.90
CHECK # 058386 US BANK						\$3,411.07
CHECK # 058387 VERIZON WIRELESS						
058387	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL/IPAD	\$151.05
058387	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL/IPAD	\$47.03
058387	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL/IPAD	\$74.01
CHECK # 058387 VERIZON WIRELESS						\$272.09
CHECK # 058393 ACE HARDWARE						
058393	ACE HARDWARE	WATER FUND	WATER DISTRIBUTI	Small Tools & Equipm	PHONE HOLDERS, SOCKETS, S	\$167.93

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058393	ACE HARDWARE					\$167.93
CHECK # 058395	ARAMARK					
058395	ARAMARK	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	WWTP RUGS	\$102.45
CHECK # 058395	ARAMARK					\$102.45
CHECK # 058396	AUTO VALUE MORA					
058396	AUTO VALUE MORA	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	HYDRO PUMP BATTERY	\$105.99
CHECK # 058396	AUTO VALUE MORA					\$105.99
CHECK # 058397	BEAUDRY OIL & PROPANE					
058397	BEAUDRY OIL & PROPANE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	LFG OIL	\$4,113.60
CHECK # 058397	BEAUDRY OIL & PROPANE					\$4,113.60
CHECK # 058398	BERGANKDV, LTD					
058398	BERGANKDV, LTD	ELECTRIC FUN	ELECTRIC ADMINIST	Auditing	2021 AUDIT - FINAL PYMT	\$441.00
058398	BERGANKDV, LTD	WATER FUND	WATER ADMINISTR	Auditing	2021 AUDIT - FINAL PYMT	\$221.00
058398	BERGANKDV, LTD	SEWER FUND	SEWER ADMINISTR	Auditing	2021 AUDIT - FINAL PYMT	\$220.00
CHECK # 058398	BERGANKDV, LTD					\$882.00
CHECK # 058401	BORDER STATES ELECTRIC					
058401	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH CONDUIT, FUSES, CONNEC	\$1,633.30
058401	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	URD CABLE ENDS	\$802.77
058401	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Line Transformer Exp	XFRMR CONNECTORS, CAPS	\$925.64
CHECK # 058401	BORDER STATES ELECTRIC					\$3,361.71
CHECK # 058402	CAMPBELL KNUTSON, P.A.					
058402	CAMPBELL KNUTSON, P.	ELECTRIC FUN	ELECTRIC ADMINIST	Legal Services	MISC LEGAL-UTIL SHUT OFF &	\$455.00
CHECK # 058402	CAMPBELL KNUTSON, P.A.					\$455.00
CHECK # 058404	CINTAS					
058404	CINTAS	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	MATS, MOPS	\$64.08
CHECK # 058404	CINTAS					\$64.08
CHECK # 058406	DGR ENGINEERING					
058406	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC DISTRIBU	Engineering	2021 POLE REPLACEMENT	\$108.00
058406	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	POWER FACTOR & AUDIT QUE	\$248.00
CHECK # 058406	DGR ENGINEERING					\$356.00
CHECK # 058407	EAST CENTRAL ENERGY-ECE SERV					
058407	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	LABOR & EQUIPMENT-MAY	\$3,013.08
058407	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	DISPATCH SERVICES-MAY	\$192.03
CHECK # 058407	EAST CENTRAL ENERGY-ECE SERV					\$3,205.11
CHECK # 058408	EAST CENTRAL ENERGY-ELECT					
058408	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECTRICITY	\$112.71
CHECK # 058408	EAST CENTRAL ENERGY-ELECT					\$112.71
CHECK # 058410	FERGUSON WATERWORKS					
058410	FERGUSON WATERWOR	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	HYDRANT RPR PARTS	\$5,744.32
058410	FERGUSON WATERWOR	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	RPR COUPLERS	\$55.88
CHECK # 058410	FERGUSON WATERWORKS					\$5,800.20
CHECK # 058412	FREEDOM MAILING SERVICES INC					
058412	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$465.36
058412	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$232.69
058412	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$232.69

CITY OF MORA

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Page 5

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058412 FREEDOM MAILING SERVICES INC						\$930.74
CHECK # 058414 GOPHER STATE ONE-CALL INC						
058414	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	MAY LOCATES	\$103.28
058414	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	MAY LOCATES	\$103.28
058414	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	MAY LOCATES	\$103.27
CHECK # 058414 GOPHER STATE ONE-CALL INC						\$309.83
CHECK # 058416 GRANITE WATER WORKS INC						
058416	GRANITE WATER WORK	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CURB STOP & BALL FOR WATE	\$1,048.56
CHECK # 058416 GRANITE WATER WORKS INC						\$1,048.56
CHECK # 058417 HACH COMPANY						
058417	HACH COMPANY	WATER FUND	WATER TREATMENT	Lab Supplies	LAB SUPPLIES	\$380.62
CHECK # 058417 HACH COMPANY						\$380.62
CHECK # 058420 IRBY TOOL & SAFETY						
058420	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Meters	METER SOCKETS & SEALS	\$2,349.67
058420	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	RETURNED SOCKET DRIVER	-\$48.50
058420	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Meters	METERING CT'S	\$1,085.28
058420	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	MEASURING WHEEL	\$68.00
058420	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	URD 15KV CABLE	\$8,374.67
058420	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	URD SURGE ARRESTORS & JA	\$906.77
058420	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH SURGE ARRESTORS & JAC	\$906.78
058420	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	GLOVE & SLEEVE TESTING	\$800.03
CHECK # 058420 IRBY TOOL & SAFETY						\$14,442.70
CHECK # 058422 JOHNSONS HARDWARE & RENTAL						
058422	JOHNSONS HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Meters	METERING SUPPLY PARTS	\$8.46
058422	JOHNSONS HARDWARE	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	LOCATOR & REMOTE BATTERI	\$48.96
058422	JOHNSONS HARDWARE	SEWER FUND	SEWER COLLECTION	Small Tools & Equipm	MANHOLE PICK	\$39.99
058422	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	COVID SAMPLE SUPPLIES	\$44.93
CHECK # 058422 JOHNSONS HARDWARE & RENTAL						\$142.34
CHECK # 058423 KADLEC EXCAVATING						
058423	KADLEC EXCAVATING	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	WATER LINE RPR	\$700.00
CHECK # 058423 KADLEC EXCAVATING						\$700.00
CHECK # 058425 KWIK TRIP - GAS PURCHASES						
058425	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	FUEL	\$1,038.73
058425	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	FUEL	\$284.72
058425	KWIK TRIP - GAS PURC	SEWER FUND	SEWER COLLECTION	Motor Fuels	FUEL	\$395.99
058425	KWIK TRIP - GAS PURC	SEWER FUND	WASTEWATER TREA	Motor Fuels	FUEL	\$143.61
CHECK # 058425 KWIK TRIP - GAS PURCHASES						\$1,863.05
CHECK # 058426 LOCATORS & SUPPLIES INC						
058426	LOCATORS & SUPPLIES	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	LOCATE PAINT, CABLE ROUTE	\$453.43
058426	LOCATORS & SUPPLIES	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	CABLE MARKER POST DRIVER	\$170.59
CHECK # 058426 LOCATORS & SUPPLIES INC						\$624.02
CHECK # 058428 MERCURY TECHNOLOGIES OF MN						
058428	MERCURY TECHNOLOGI	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	FLUORESCENT LAMP RECYCLI	\$1,250.61
CHECK # 058428 MERCURY TECHNOLOGIES OF MN						\$1,250.61
CHECK # 058431 MN ENERGY RESOURCES CORP						
058431	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Natural Gas - Heat	NATURAL GAS-BOILER	\$739.49

CITY OF MORA

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
058431	MN ENERGY RESOURCE	WATER FUND	WATER SUPPLY	Natural Gas - Heat	NATURAL GAS	\$44.76
058431	MN ENERGY RESOURCE	SEWER FUND	WASTEWATER TREA	Natural Gas - Heat	NATURAL GAS	\$408.43
CHECK # 058431 MN ENERGY RESOURCES CORP						\$1,192.68
CHECK # 058432 NORTHERN STATES SUPPLY						
058432	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	URD LOCATE PAINT	\$143.24
058432	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	ELECT TAPE, KNEELING PAD,	\$191.29
CHECK # 058432 NORTHERN STATES SUPPLY						\$334.53
CHECK # 058433 ODP BUSINESS SOLUTIONS LLC						
058433	ODP BUSINESS SOLUTI	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$137.13
058433	ODP BUSINESS SOLUTI	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	TELEPHONE SHOULDER REST	\$3.50
058433	ODP BUSINESS SOLUTI	WATER FUND	WATER ADMINISTR	Other Operating Suppl	TELEPHONE SHOULDER REST	\$1.74
058433	ODP BUSINESS SOLUTI	WATER FUND	WATER ADMINISTR	Office Supplies	OFFICE SUPPLIES	\$4.18
058433	ODP BUSINESS SOLUTI	SEWER FUND	SEWER ADMINISTR	Office Supplies	OFFICE SUPPLIES	\$4.18
058433	ODP BUSINESS SOLUTI	SEWER FUND	SEWER ADMINISTR	Other Operating Suppl	TELEPHONE SHOULDER REST	\$1.75
CHECK # 058433 ODP BUSINESS SOLUTIONS LLC						\$152.48
CHECK # 058435 OXYGEN SERVICE CO, INC						
058435	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	LFG NITROGEN CYLINDER REN	\$12.75
058435	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	OXYGEN CYLINDER RENTAL	\$29.76
058435	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SUBST CYLINDER RENTAL	\$51.42
058435	OXYGEN SERVICE CO, I	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CARB DIOX CYLINDER RENTAL	\$16.74
CHECK # 058435 OXYGEN SERVICE CO, INC						\$110.67
CHECK # 058436 QUALITY DISPOSAL						
058436	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$85.09
058436	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$193.26
CHECK # 058436 QUALITY DISPOSAL						\$278.35
CHECK # 058437 R & G WALDHAM CONTRACTORS INC						
058437	R & G WALDHAM CONT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	URD WIRE INSTALLATION-ED	\$7,357.04
CHECK # 058437 R & G WALDHAM CONTRACTORS INC						\$7,357.04
CHECK # 058439 RESCO						
058439	RESCO	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	POLE ANCHORS, RODS, EYENU	\$1,169.13
058439	RESCO	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH WIRE, CLAMP, GUY STRAN	\$763.01
CHECK # 058439 RESCO						\$1,932.14
CHECK # 058440 RMB ENVIRONMENTAL LABS INC						
058440	RMB ENVIRONMENTAL	WATER FUND	WATER TREATMENT	Professional Services -	LAB TESTING	\$65.00
058440	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING	\$443.00
CHECK # 058440 RMB ENVIRONMENTAL LABS INC						\$508.00
						\$451,371.00



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE MAY/JUNE 2022 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY



MEMORANDUM



Date: 6/17/2022
To: Public Utilities Commission
From: Joseph Kohlgraf, Public Works Director
RE: Dylan Ramthun Probationary period release

ITEM SUMMARY

Release of Dylan Ramthun probationary period effective May 15th, 2022.

BACKGROUND INFORMATION

Dylan Ramthun probation has been met as of May 15th, 2022. He has passed his class B commercial drivers licensure and also tanker endorsement. At this time we are asking for release of the 6 month probation but will continue to monitor his water and wastewater licensure requirements coming due in March of 2023. He is currently at grade 8.5 step A, \$26.19, and will move up to step B, \$26.85 .

OPTIONS & IMPACTS

This step is currently budgeted for this position.

RECOMMENDATIONS

Approve the release of Dylan Ramthun from probation to current pay period.

Attachments:



MEMORANDUM

Date 6/20/2022
To Public Utilities Commission
From Natasha Segelstrom, Administrative Services Director
Jessica Bliss, Utility Billing Clerk
Sara King, Accountant
RE Consideration of a New Bank Account to Accept Utility Payments via ACH

SUMMARY

The PUC will discuss the establishment of an additional bank account to allow business customers the option for Automated Clear House (ACH) deposits.

BACKGROUND HISTORY

Mora Municipal Utilities currently offers the following payment methods for our customers: cash, check, online payments for credit cards, and automatic payments (ACH).

The Utility Billing department has been notified by several business customers that they will no longer be submitting payment via checks due to an internal organizational change and a desire to streamline their accounting practices. These same businesses have requested MMU's bank account details (routing number and account number) so they can initiate an ACH deposit to pay their utility balances.

To be clear, MMU already offers an automatic payment (ACH) option for our customers, with payments posting on the 5th of every month. The current method requires the utility customer to provide their bank account information to MMU staff in order to be included in the ACH file. The

Current ACH payment process = customer's bank account details provided to MMU, and MMU initiates the ACH payment.

Requested ACH payment process: MMU's bank account details provided to customer, and the customer initiates the ACH payment

While it is important to encourage timely payments, MMU also has a responsibility to ensure that the PUC's finances are safeguarded from unnecessary risk. In response, staff has explored the possibility of opening an account for the sole purpose of accepting ACH payments from customers who wish to pay electronically but do not wish to provide their bank account information to MMU. Staff would monitor the new account, post the payments to our utility billing software, and then transfer the funds to the general bank account.

Further, staff has determined that Neighborhood National Bank does not offer services to accommodate ACH payments using a "dummy" account number. Rather, NNB has recommended the opening of a new bank account, if the PUC desires to accept ACH payments outside our current process.

Memorandum

It should also be known that the previous administration already approved the process for a few existing commercial utility customers. For these few customers, MMU's bank routing number and account number have already been provided. If the PUC desires to create a new bank account to accept ACH payments, updated information would be provided to these existing businesses in order to streamline the payment process.

OPTIONS AND IMPACTS

1. Direct Staff to create a new, dedicated account at Neighborhood National Bank to allow customer-initiated ACH Payments. This would increase staff time to process the payments, but would reduce risk of unnecessary personnel having access to the primary, general utilities account and would allow our large customers to streamline payment methods.
2. Do not create a new bank account. Encourage utility customers to utilize the existing ACH payment process and direct staff on how to proceed with the existing customers who have been approved by previous administration.
3. Do nothing and wait to see if or when Neighborhood National Bank will offer additional options for online payment methods.

RECOMMENDATIONS

Discuss and advise staff on how to proceed.

Attachments



MEMORANDUM

Date 6/10/2022
To Public Utilities Commission
From Natasha Segelstrom, Administrative Services Director

RE MMUA Delegation Authorization

SUMMARY

The PUC will update the Minnesota Municipal Utilities Association's Delegated Appointment authorizing Public Utilities General Manager, Glenn Anderson as a delegated representative to cast votes on all matters to come before the membership of MMUA. The delegated appointments also designate Joe Kohlgraf and Gary Bergstadt as the alternative representatives.

RECOMMENDATIONS

Motion to approve Glenn Anderson as Delegated Appointment for Minnesota Municipal Utilities Association and Joe Kohlgraf and Gary Bergstadt as alternates to the designated representative.

Attachments

MMUA delegated Appointments

MINNESOTA MUNICIPAL UTILITIES ASSOCIATION

DELEGATE APPOINTMENT

The Mora Public Utilities Commission hereby designates
(Governing body of utility/city)

Glenn Anderson as its duly authorized delegated representative to cast its vote on all matters to come before the membership of the Minnesota Municipal Utilities Association. This appointment shall be valid until such time as it may be, from time to time, amended by this body.

The following is/are designated as alternates to the designated representative:

1. Joe Kohlgraf
2. Gary Bergstadt
3. _____
4. _____
5. _____

The above appointment(s) were duly made before me this 20th day of June, 20 22.

Attested to: _____
(clerk, secretary, etc.)

Please return completed form to: Minnesota Municipal Utilities Association
Attn: Rita Kelly, Director of Administration
3131 Fernbrook Lane North, Suite 200
Plymouth, MN 55447-5337
Email: rkelly@mmua.org
Fax: 763.551.0459



MEMORANDUM

Date 6/10/2022
To Public Utilities Commission
From Joe Kohlgraf, Public Works Director
Mandi Yoder, Human Resources
Natasha Segelstrom, Administrative Services Director

RE Water/ Wastewater Operation Resignation

SUMMARY

The PUC will accept the resignation of Water/Wastewater Operator III Gunnar Bontjes. His last date of employment was June 9, 2022 and discuss future recruitment for the Water/Wastewater Department.

OPTIONS AND IMPACTS

Due to the challenges of retention with the Water/Wastewater Operator III Position and hardship faced on the Water/Wastewater Department, the recommendation is to not fill the Water/Wastewater Operator III position and to advertise for a Water/Wastewater Operator II position. This will open a wider applicant pool due to the hourly wage and grade of duties assigned with the position, increase retention and will minimize the amount of overtime from existing staff and prevent burnout.

The financial impact will be minimal in regard to removing the Water/Wastewater Operator III position and replacing with Water/Wastewater Operator II position. There has been a vacancy for the position throughout this past year.

RECOMMENDATIONS

Motion to accept Gunnar Bontjes letter of resignation and continue to advertise for Water/Wastewater Operator II position.

Attachments

Resignation Letter- Gunnar Bontjes

City of Mora
Mora Municipal Utilities

I, Gunnar Bontjes, hereby tender my resignation on this 9th day of June, 2022. This resignation is voluntary and will be effective immediately.

SIGNED:

Gunnar Bontjes
06/09/2022



MEMORANDUM

Date 6/10/2022
To Public Utilities Commission
From Natasha Segelstrom, Administrative Services Director
Jessica Bliss, Utility Billing Clerk

RE Federated Co-op Utility Rate Discussion

SUMMARY

The PUC will review a statement from Federated Co-Op regarding their upcoming change in electric rate.

BACKGROUND HISTORY

At the April 18th, 2022 meeting, staff and the PUC discussed several accounts that have been billed at the incorrect electric service rate for at least 6 years. Five of these accounts were undercharged but the PUC decided not to back-date any charges and chose to implement the correct rate in August, 2022. Staff was directed to send letters to give these customers notice of their upcoming rate change. Jessica Bliss sent the first letter at the end of May, 2022.

Federated Co-Ops is one customer whose rate will be changed and it will increase their monthly bill. Attached is a statement of concern from Mike McMahon, who is the CEO of Federated Co-Ops.

OPTIONS AND IMPACTS

1. Review and discuss

Attachments

Federated Co-Op Statement

Jessica Bliss

From: Mike McMahon <mmcmahon@federatedcoops.com>
Sent: Thursday, June 2, 2022 4:44 PM
To: Jessica Bliss
Cc: Raquel Paulson
Subject: Our Statement.

Our Statement:

The store is owned by Federated Co-ops. The coop has been part of the community for over 80 years. When Covid hit, one of our tenants, car detailing business, had to close due to loss of business. They rented out all the shop bays. This loss has put a financial strain on our location and reduced our usage. We have rented out our office space to Family Pathways. We gave this organization a very favorable rate because we believed in what they do in the community to help our neighbors.

Based on the proposed rate increase, our utility bill will increase over \$1,200 a year. We are actively trying to rent the shop but have had little luck given the current environment. We did show the space to a possible tenant the first week of June but am still waiting to hear if they will move forward. If they do rent our usage will obviously go up. Anything that can be done to maintain our status would really help the location.

Thanks for your consideration. Please stop by and visit us any time.

Mike McMahon
CEO Federated Co-ops.



MEMORANDUM

Date 6/10/2022
To Public Utilities Commission
From Joe Kohlgraf, Public Works Director
Natasha Segelstrom, Administrative Services Director

RE City Street / Utility Improvement Plan

SUMMARY

Earlier this year, staff discussed establishing a Street Improvement plan to assist with prioritizing street improvements and infrastructure updates.

Greg Anderson of SEH will present to City Council on June 21, 2022 Capital Improvement Plan Infrastructure proposal. This includes streets, sanitary sewer collection, water distribution and storm sewer.

The proposal will act as a guide for future decision makers when prioritizing infrastructure updates and also a proactive approach when servicing areas of concern rather than a reactive approach.

RECOMMENDATIONS

Motion to approve and recommend moving the project forward for capital improvement infrastructure plan and financial payment of utilities (water/sewer) design.

Attachments

Memo SEH

SEH Street Improvement Plan Example Pine City, MN



Building a Better World
for All of Us®

June 8, 2022

RE: City of Mora, Minnesota
Utility Capital Plan Proposal
SEH No. MORA 166922 14.00

Glenn Anderson
City Administrator
City of Mora
101 South Lake Street
Mora, MN 55051

Dear Mr. Anderson:

Thank you for the opportunity to submit this proposal for providing engineering services in connection with the initiation of a Capital Improvement planning program for the City. Specifically, a pavement management program which will include the inventory of public utilities with our recommendations for improvements, (hereinafter called the "Project"). This letter serves as our understanding of the project scope and schedule.

PROJECT BACKGROUND

As discussed earlier this spring with staff, the City would like to pursue the completion of a Capital Improvement Plan (CIP) for their infrastructure, specifically the streets, sanitary sewer collection system, water distribution system and storm sewer system. The goal of a CIP is to provide local decision makers, city staff, private developers, and citizens with detailed information on the CIP projects that will be needed during the next five to ten years or so.

SCOPE OF WORK

A typical CIP will include a listing of needed projects; their estimated costs; a timetable for their implementation; and the sources of project funding. The CIP sets forth a realistic schedule of capital improvements that can be implemented within the limits of the community's financial resources. A typical street & utility CIP includes 4 steps:

- Step 1 – Inventory the Infrastructure
- Step 2 – Compile the Information
- Step 3 – Project Planning and Prioritization
- Step 4 – Implementation

Our scope of work for this project will cover steps 1 through 3. Step 4 – Implementation – happens as the construction of the projects identified in Step 3 is initiated.

Step 1 – Inventory the Infrastructure

- Along with the public works staff we will review and rate the existing pavement & curb condition of all city streets. We typically use the PASER rating system that utilizes a 0-10 scale with 0 being a street with failing pavement and 10 is a street that is new/very good condition. I anticipate the City will have streets that fall under the entire range from 0-10 based on my experience working in the City.

Engineers | Architects | Planners | Scientists

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

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

- We will review the current sanitary sewer, water main and storm sewer maps with public works staff for accuracy as to pipe sizes, material, condition, etc.
- Also using the utility maps, we will have public works identify known “problem” areas (known sewer back-ups, water services/mains that freeze in the wintertime, sewer mains that can't be jetted/cleaned, hydrants and/or gate valves that can't be operated, areas of low water pressure and localized storm sewer & drainage issues, etc).
- If public works has televising records of existing sewer mains, those will be reviewed. We can also discuss with public works if there are segments of existing sewer mains that they have concerns about and may want to televise them as part of this effort to better gauge the condition of those mains.

Step 2 – Compile the Information

- Update the utility maps with the information from Step 1 and prepare a color-coded street rating map similar to the attached one we prepared for Pine City in 2021.
- Review the areas of utility issues/replacements based on the updated utility maps and compare them with the street condition above those mains.
- Individual reconstruction projects based on the utility and street condition will be identified and estimated project costs are prepared for each project.
- We will meet with public works staff to review the identified projects and collect their input.
- We will then group the projects in sizes that could be accomplished in a construction season and in an order based on public work's input and in an order that fits with surrounding infrastructure.
- The mapping created in this step will be GIS based and will be updates of the City's current utility information we have. Once the CIP effort is completed, we will provide staff updated maps in GIS for their use.

Step 3 – Planning

- The individual projects will be ranked with input from public works, then we will prepare the CIP showing the individual projects and their schedules.
- Present the CIP with projects, costs, and schedule to the city council for input.
- Make any adjustments to the projects/schedule based on council feedback.
- Prepare a project map and schedule. Similar to the attached one prepared for Pine City in 2021.
- Council can then send the CIP to its financial consultant to work into their financial management plan. This would then provide the City with a potential schedule on when the projects could be completed (i.e. one every year, every other year or every third year, etc.).

Step 4 – Implementation (Not included in this proposal)

- Complete the projects per the plan.
- Now there is a plan and schedule in place for needed infrastructure improvements that staff, council and the public can refer to.
- Projects can be shuffled in the schedule if issues arise such as funding availability, another agency's schedule (for example if Kanabec County is completing a road project that the City has mains under), etc.

SCHEDULE:

We anticipate starting our services upon your authorization. Typically, we complete this effort within twelve weeks of initiation. The schedule will be dependent on the availability of public works staff to assist in the pavement rating and review the utility maps with us. With our long-standing relationship with the City, we have a great deal of knowledge of all utility projects completed since the late 1980's. We feel with our knowledge of utilities and our relationship with staff, we can complete this effort in less than the twelve-week timeline.

COMPENSATION

Compensation for the services identified in the Scope of Work will be made on an hourly basis plus cost of reimbursable expenses. Total compensation will not exceed \$15,000 without prior authorization.

REMARKS

You agree to furnish us with full information as to your requirements, including any special or extraordinary considerations for the Project or special services needed, and also to make available all pertinent existing information and data that we will need to perform our services.

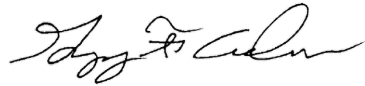
We will also furnish such Additional Services as you may request or as required.

This Letter Proposal represents the entire understanding between The City of Mora (The Owner) and Short Elliot Hendrickson Inc. (The Consultant) in respect of the Project outlined above. If it satisfactorily sets forth your understanding of our Agreement, please sign the attached Agreement and return it to me.

SEH appreciates the opportunity to continue to serve the City of Mora. We look forward to working with the City to complete this upcoming project. Please contact me directly at 612.720.5883 or ganderson@sehinc.com should you questions or requests for additional information.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Greg Anderson, PE
City Engineer
(Lic. MN)

ah

Attachments

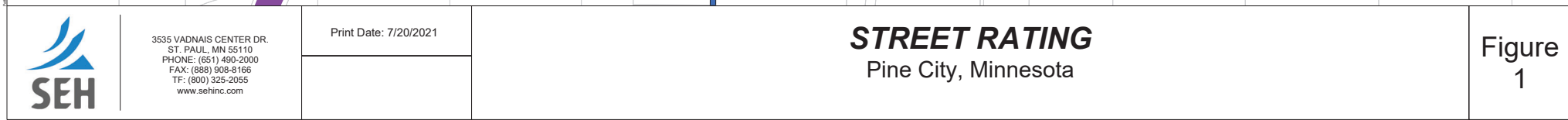
s:\ko\m\mora0\145879\2022\cip update\utility capital plan update.docx

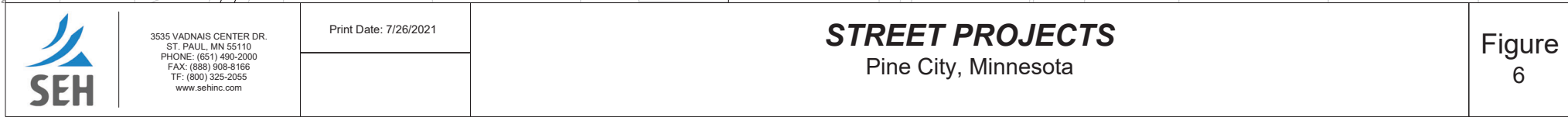
APPROVED THIS ____ DAY OF _____, 2022

CITY OF MORA, MINNESOTA

By: _____

Title: _____







MEMORANDUM

Date: June 20, 2022
To: Public Utilities Commission
From: Natasha Segelstrom, Administrative Services Director
Sara B. King, Accountant
RE: Proposed Assessment of Unpaid Utility Charges

SUMMARY

The attached list of unpaid utility charges represent past-due homeowner and/or business owner accounts. If approved by the Public Utility Commission of Mora, these amounts will then be presented to Mora City Council on June 21, 2022 for consideration to certify unpaid charges to the respective property tax statements for taxes payable in 2023.

BACKGROUND INFORMATION

In accordance with Minnesota state law and Mora City Code § 50.24, property owners have been notified of the pending certification and have the right to attend the public hearing to object to the certification of the unpaid charges.

For the purpose of certifying unpaid utility accounts, it is the practice of Mora Municipal Utilities to review past due accounts periodically.

OPTIONS & IMPACTS

1. Recommend to Mora City Council the certification of the entire list of unpaid charges
2. Recommend to Mora City Council the certification of a partial list of unpaid charges
3. Do not recommend certifications

RECOMMENDATIONS

Motion to recommend the certification of the entire list of unpaid charges to Mora City Council.

Attachments

Pending Assessment Roll for Unpaid Utility Charges

Unpaid Utility Charges

Taxpayer Name	Full Property Address	Parcel ID	Total To Certify
W. ROATCH	705 FOREST AVE W	22.01345.00	\$115.21
G. HENRY	312 GROVE ST S	22.04055.00	\$825.90
K. ERICKSON	421 CENTRAL AVE W	22.00860.10	\$970.11
C. GEORGE	207 MAPLE AVE W	22.03115.00	\$772.96
D. WILSON	740 WALNUT ST S	22.07255.00	\$258.41
			<u>\$2,942.59</u>