



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

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

Monday, August 21, 2023

3:00 PM

Mora City Hall

1. Call to Order / Pledge of Allegiance

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. *Work Session Meeting Minutes – July 12, 2023*
- b. *Meeting Minutes – July 18, 2023*
- c. *Joint Meeting Minutes – July 18, 2023*
- d. *Claims – July 2023*
- e. *Water/Wastewater Operator II Offer of Employment*

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. *Becky Fuhol – 606 W Forest Avenue Sewer Line*
- b. *East Central Energy - Fiber*

7. New Business: None

8. Old Business

- a. *Utility Billing Job Description*

9. Communications

- a. *Quarterly Financial Report – 2nd Quarter 2023*

10. Reports

- a. *Public Utilities General Manager*
- b. *Public Works Director*
- c. *Commissioner Heggernes*
- d. *Commissioner Chmiel*
- e. *Commissioner Christianson*
- f. *Commissioner Baldwin*
- g. *Chair Ardner*

11. Adjournment

Pursuant to due call and notice there of Commissioner Brett Baldwin called to order work session of the Mora Public Utilities Commission at 1:15 PM on Wednesday, July 12, 2023 in the City Hall council chambers.

2. **Roll Call:** Present: Commissioners, Brett Baldwin, Ryan Christianson, and Dave Chmiel. Absent: Commissioner Greg Ardner and Joe Heggernes. Staff Present: Public Utilities General Manager Glenn Anderson and Administrative Service Director Natasha Segelstrom
3. **Adopt Agenda:** MOTION made, and unanimously carried to approve the agenda as presented.
4. **Southern Minnesota Municipal Power Association:** Dave Geschwind and Mark Mitchell of Southern Minnesota Municipal Power Agency provided the PUC with a presentation and update on Southern Minnesota Municipal Power Agency's operations. The presentation encompassed the Sherco 3 operation, EPA's "Good neighbor" ozone rule and the potential SMMPA impact, transmission planning and development and an update on the landfill generator.
5. **Adjournment:** MOTION made by Chmiel, seconded by Christianson, and unanimously carried to adjourn the meeting.

Commissioner

Secretary

Pursuant to due call and notice thereof, Commissioner Chair Ardner called to order the regular meeting of the Mora Public Utilities Commission at 3:00PM on Monday, June 20, 2023, in the City Hall council chambers.

2. **Roll Call:** Present: Commissioners, Greg Ardner, Brett Baldwin, Dave Chmiel, Joe Heggernes and Ryan Christianson
Staff Present: Public Utilities General Manager Glenn Anderson, Administrative Service Director Natasha Segelstrom, and Public Works Director Joe Kohlgraf.
3. **Adopt Agenda:** MOTION made by Heggernes, seconded by Christianson, and unanimously carried by the PUC to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Chmiel, seconded by Heggernes, and unanimously carried to approve the consent agenda as presented.
 - a. **Meeting Minutes – June 2023**
 - b. **Claims - June 2023**
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:** Becky Fuhol – 606 W Forest Avenue Sewer Line: Staff provided a brief update on the issue presented and measures taken from the homeowner to address the issues with the sewer connection at 606 W Forest Avenue. Kohlgraf explained that the business that had completed the work was no longer in business. Ms. Fuhol was not in attendance for the PUC meeting and would be discussed at a later date.
7. **Public Hearing**
 - a. **Proposed Assessment of Unpaid Utilities / Certification of Unpaid Utilities:**
Segelstrom reported assessment for unpaid utility charges. The public hearing was opened by Ardner at 3:05PM; no one spoke at the public hearing and staff reported no correspondence had been received. MOTION made by Christianson, seconded by Baldwin, and unanimously carried to close the public hearing MOTION made by Heggernes, seconded by Christianson and unanimously carried to recommend the City Council certify the unpaid utility bills.
8. **New Business:**
 - a. **Water Tower Maintenance Agreement- SEH:** Greg Anderson and Jason Sprague of SEH presented a Water Tower Maintenance Agreement. The agreement included a five-year plan for engineering, repair, inspection, and maintenance for the Howe Avenue tank. The Scope of services would include a visual survey to determine the general condition of the coatings and a report of the inspection; general maintenance of the interior and exterior surfaces that would have scheduled intervals and spot coating repairs; engineering evaluation to determine specific structural and sanitary conditions to accepted industry standards. The maintenance agreement had two payment options. Variable payment plan totaling \$101,350 and an equal annual payment plan totaling \$102,500. It was asked whether the agreement was negotiable in price. Glenn Anderson stated he would like the variable payment plan, but not have the significant increase and decrease throughout the plan as presented. MOTION made by Chmiel, seconded by Christianson, and unanimously carried to approve the Water Tower Maintenance Agreement. MOTION

July 18, 2023

made by Christianson, seconded by Baldwin to approve the variable payment plan and work with SEH and the total amount each year.

9. Old Business

- a. **Annual Financial Audit Report Summary:** Segelstrom detailed the findings from the 2022 Annual Comprehensive Financial Report. The auditors unmodified opinion from BerganKDV favorable and presented fairly presented financial reporting through December 31, 2022. The Water fund charge for services was down and a decrease in usage. The operating expenses increased due to professional services and pensions. The fund is covering 97% of depreciation expenses for 2022 and the unrestricted cash decreased. Wastewater operating revenue slightly decreased due to usage and pension expense changes for the operating loss (based on actuarial evaluation) this is covering 85% depreciation value. The unrestricted cash decreased slightly but was consistent with the previous year. Electric enterprise fund fully covered depreciation expenses for the four years presented in the report and was an increase in cash and investments unrestricted net position. There were no further questions from the PUC.

10. Communications: The PUC reviewed the communications packet.

- a. Sanitary Sewer Quarterly Report
- b. Electric Vehicle Charging Station Quarterly Report
- c. Utility Billing Quarterly Report
- d. Utility Billing Adjustment Report

11. Reports:

- a. **Public Utilities General Manager:** Discussed an upcoming meeting with East Central Energy and their upcoming fiberoptic Internet lines. Discussed the Aquatic Center Feasibility study and future planning.
- b. **Public Works Director:** Provided an update on the Water/Wastewater Operator applications. The electrical line worker applications and recruitment were ongoing. Had worked closely with DGR for a grant in the NE region and funds were expected next year. The electric bucket truck was currently down, and staff were working on an outage reporting system.
- c. **Commissioner Heggernes:** Nothing new to report
- d. **Commissioner Chmiel:** Nothing new to report.
- e. **Commissioner Baldwin:** Nothing new to report.
- f. **Commissioner Christianson:** Nothing new to report.
- g. **Chairperson Ardner:** Asked additional questions on the bucket truck purchase and Jerry's Bait with the fuel remediation.

12. Adjournment: MOTION made by Heggernes, seconded by Baldwin, and unanimously carried to adjourn at 3:52PM.

Chair

Secretary

Pursuant to due call and notice thereof Mayor Jake Mathison and PUC Chair Greg Ardner called to order the Special Joint meeting of the Mora City Council and Public Utilities Commission at 4:30 PM on Tuesday, July 18, 2023 in the City Hall council room.

- 2. Roll Call:** City Council Present: Mayor Jake Mathison, Councilmembers Jody Anderson, Kyle Shepard and Dave Youngquist.
Absent: Councilmember Sadie Broekemeier
Public Utilities Commission Present: Chair Greg Ardner, Brett Baldwin and Ryan Christianson, Dave Chmiel, and Joe Heggernes.
Staff Present: City Administrator / General Manager Glenn Anderson, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf and Accountant Kelly Christianson
- 3. Adopt Agenda:** Council MOTION made by Shepard, seconded by Anderson, and unanimously carried to approve the agenda.
PUC MOTION made by Baldwin, seconded by Heggernes, and unanimously carried to approve the agenda.
- 4. Business Items:**

 - a. 2024 Budget Priorities:** Glenn Anderson and Natasha Segelstrom presented the 2024 Budget Priorities which included an 8% projected increase in Local Government Aid (LGA) and intended use to be used for property tax relief. It was further explained that the long-range financial plan from Ehlers Financial Advisors was still in progress and that would assist with any future projects. Consideration for specific projects and programs to include in the 2024 budget and Capital Improvement Plan (CIP) included of the City operated Municipal Cannabis Store for retail sales. G. Anderson expanded on the recently pass law which allowed adult recreational use cannabis and the number of retail sales that must be permitted per Minnesota Law. It was further explained this would assist law enforcement compliance by establishing an ordinance that limited the number of retail sales within the City. It was further discussed the local governments would receive Local Cannabis Aid from the state once retail sales begin.

Additional items for consideration for the 2024 budget included the North Country Bottle Shop Maintenance for the exterior siding re-stain. Consideration of a pickleball court was discussed and whether additional courts were needed; future planning for Law Enforcement CIP items so there would not be a large increase when vehicles were scheduled for replacement. Consideration of contribution to the Kanabec County History Center was discussed and whether it was permitted. Segelstrom provided additional information from the State Auditor's office which permitted contributions for historical preservation. Further discussion on whether it was in the best interest of the taxpayers and that the levy for the Kanabec County History Center had failed during the 2022 elections as a ballot question. The Aquatic Center future CIP items were discussed and the aging infrastructure of the pool. The Council discussed a previous feasibility study for aquatic center improvements, American Disability Act (ADA) Compliance, and updating the pool. Previously there had been a pool committee, and it was determined

that the Park Board could look at the future planning for the aquatic center rather than another committee.

The council discussed the Fox Run Park project and resubmitting the grant application for future grant funding and allocating funds to meet the prospective grant requirements from the City.

5. Reports:

- a. **City Administrator / Utilities General Manager**- Nothing new to report.
 - b. **Public Works Director**- Provided an update on the electrical journeyman lineman recruitment and project updates with potholes and trees.
 - c. **Commissioner Baldwin**- Nothing new to report.
 - d. **Commissioner Christianson**- Nothing new to report.
 - e. **Commissioner Chmiel**- Nothing new to report.
 - f. **Commissioner Heggernes** - Nothing new to report.
 - g. **Chair Ardner**- Suggested a warning siren near the school be included in the upcoming budget to ensure the siren could be heard.
 - h. **Councilmember Anderson**- Asked the tax increase from the current budget.
 - i. **Councilmember Broekemeier**- Absent
 - j. **Councilmember Shepard**- Nothing new to report.
 - k. **Councilmember Youngquist** - Nothing new to report
 - l. **Mayor Mathison**- Nothing new to report.
- 6. Adjournment** PUC MOTION made by Christianson, seconded by Chmiel, and unanimously carried to adjourn the meeting at 5:03PM. Council MOTION by Youngquist, seconded by Shepard, and unanimously carried to adjourn the meeting at 5:03PM.

Mayor

PUC Chair

City Clerk

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001438 NEXIO - COMPLETE MERCHANT SOLUTIONS						
001438	NEXIO - COMPLETE ME	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$1,583.24
001438	NEXIO - COMPLETE ME	WATER FUND	WATER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$791.62
001438	NEXIO - COMPLETE ME	SEWER FUND	SEWER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$791.62
001438 NEXIO - COMPLETE MERCHANT SOLUTIONS						\$3,166.48
001439 MORA MUNICIPAL UTILITIES						
001439	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Water	UTILITIES	\$122.38
001439	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Sewer	UTILITIES	\$24.46
001439	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Storm Water	UTILITIES	\$19.77
001439	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Electricity	UTILITIES	\$1,271.50
001439	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Storm Water	UTILITIES	\$24.52
001439	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Storm Water	UTILITIES	\$12.26
001439	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Electricity	UTILITIES	\$1,115.48
001439	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Storm Water	UTILITIES	\$13.69
001439	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Electricity	UTILITIES	\$56.38
001439	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Electricity	UTILITIES	\$1,363.72
001439	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Storm Water	UTILITIES	\$12.26
001439	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Water	UTILITIES	\$80.96
001439	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Storm Water	UTILITIES	\$25.23
001439	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Electricity	UTILITIES	\$4,400.88
001439 MORA MUNICIPAL UTILITIES						\$8,543.49
001440 ONLINE COLLECTIONS						
001440	ONLINE COLLECTIONS	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	NEW UB CUSTOMER CREDIT C	\$62.56
001440 ONLINE COLLECTIONS						\$62.56
001443 MN DEPT OF REVENUE						
001443	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT	\$27,931.00
001443	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT	\$2.00
001443	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Small Tools & Equipm	SALES & USE TAX PYMT	\$1.00
001443	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT	\$1.00
001443	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT	\$6.00
001443	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	SALES & USE TAX PYMT	\$2.00
001443	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT	\$4.00
001443	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	SALES & USE TAX PYMT	\$45.00
001443	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	SALES & USE TAX PYMT	\$228.00
001443	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT	\$14.00
001443	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT	\$1,314.00
001443 MN DEPT OF REVENUE						\$29,548.00
001445 PAYLIANCE						
001445	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$57.70
001445	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$28.85
001445	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$28.85
001445 PAYLIANCE						\$115.40
001446 SMMPA						
001446	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$424,098.27
001446 SMMPA						\$424,098.27
001448 NEIGHBORHOOD NATIONAL BANK						
001448	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONTHLY RETURNED CHECK	\$10.00
001448 NEIGHBORHOOD NATIONAL BANK						\$10.00

**CITY OF MORA
CHECK LIST-PUC**

08/10/23 2:43 PM
Page 2

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060511 AMAZON CAPITAL SERVICES						
060511	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	KLEENIX	\$41.60
060511	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	PHONE STAND - GLENN	\$8.84
060511	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	PENCILS	\$7.45
060511	AMAZON CAPITAL SERV	WATER FUND	WATER ADMINISTR	Office Supplies	PHONE STAND - GLENN	\$4.42
060511	AMAZON CAPITAL SERV	SEWER FUND	SEWER COLLECTION	Small Tools & Equipm	PHONE CASES FOR DYLAN & R	\$34.57
060511	AMAZON CAPITAL SERV	SEWER FUND	SEWER ADMINISTR	Office Supplies	PHONE STAND - GLENN	\$4.42
060511 AMAZON CAPITAL SERVICES						\$101.30
060526 MIDCO						
060526	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE/INTERNET	\$119.59
060526	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	PHONE/INTERNET	\$182.95
060526	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.39
060526 MIDCO						\$572.93
060528 MN MUNICIPAL UTILITIES ASSN						
060528	MN MUNICIPAL UTILITI	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	APPRENTICE LINEWORKER CA	\$2,224.50
060528 MN MUNICIPAL UTILITIES ASSN						\$2,224.50
060529 MPOWER TECHNOLOGIES, INC.						
060529	MPOWER TECHNOLOGI	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of GIS	GIS MAPPING MAINT	\$2,025.00
060529 MPOWER TECHNOLOGIES, INC.						\$2,025.00
060542 EMMAS PIZZA						
060542	EMMAS PIZZA	ELECTRIC FUN	ELECTRIC ADMINIST	Miscellaneous	MEAL FOR WORK SESSION	\$32.50
060542 EMMAS PIZZA						\$32.50
060544 GERNER, JODI						
060544	GERNER, JODI	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT - 700 W F	\$212.35
060544 GERNER, JODI						\$212.35
060545 GOLDMAN, JOSHUA						
060545	GOLDMAN, JOSHUA	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT - 28 N W	\$18.06
060545 GOLDMAN, JOSHUA						\$18.06
060547 HOLSCHER, CHELSEA						
060547	HOLSCHER, CHELSEA	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT - 437 MO	\$63.22
060547 HOLSCHER, CHELSEA						\$63.22
060550 LAMB, JADE & MICHAEL PEGG						
060550	LAMB, JADE & MICHAEL	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT - 513 E MAP	\$114.98
060550 LAMB, JADE & MICHAEL PEGG						\$114.98
060553 MN DEPT OF COMMERCE-EAP						
060553	MN DEPT OF COMMERC	ELECTRIC FUN		Undistributed Receipts	REFUND CREDIT - 700 KENWO	\$709.85
060553 MN DEPT OF COMMERCE-EAP						\$709.85
060554 MN ENERGY RESOURCES CORP						
060554	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Generation Exp	GENERATION NATURAL GAS	\$1,103.31
060554 MN ENERGY RESOURCES CORP						\$1,103.31
060574 DGR ENGINEERING						
060574	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC DISTRIBU	Engineering	NE CIRC CONVERSION, HOSP	\$1,132.00
060574	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC DISTRIBU	Engineering	2021 POLE REPLACEMENT	\$1,200.00
060574	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	ELECTRIC SYSTEM UPGRADE G	\$1,500.00
060574 DGR ENGINEERING						\$3,832.00

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060576 HIGHLINE CONSTRUCTION INC						
060576	HIGHLINE CONSTRUCTI	ELECTRIC FUN		Fixed Assets	POLE REPLACEMENT PROJ FIN	\$15,760.47
060576 HIGHLINE CONSTRUCTION INC						\$15,760.47
060579 MN RURAL WATER ASSOCIATION						
060579	MN RURAL WATER ASS	WATER FUND	WATER ADMINISTR	Dues & Subscriptions	MEMBERSHIP RENEWAL	\$400.00
060579 MN RURAL WATER ASSOCIATION						\$400.00
060591 UPPER CASE PRINTING INK						
060591	UPPER CASE PRINTING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	NEWSLETTER	\$98.53
060591	UPPER CASE PRINTING	WATER FUND	WATER ADMINISTR	Professional Services -	CONSUMER WATER REPORT	\$498.02
060591	UPPER CASE PRINTING	WATER FUND	WATER ADMINISTR	Professional Services -	NEWSLETTER	\$49.26
060591	UPPER CASE PRINTING	SEWER FUND	SEWER ADMINISTR	Professional Services -	NEWSLETTER	\$49.26
060591 UPPER CASE PRINTING INK						\$695.07
060599 ASPEN EQUIPMENT, LLC						
060599	ASPEN EQUIPMENT, LLC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	BUCKET TRUCK BOOM RPR	\$3,863.80
060599 ASPEN EQUIPMENT, LLC						\$3,863.80
060604 CENTURYLINK						
060604	CENTURYLINK	SEWER FUND	SEWER ADMINISTR	Telephone	WWTP PHONE	\$121.66
060604 CENTURYLINK						\$121.66
060605 ELAN FINANCIAL SERVICES						
060605	ELAN FINANCIAL SERVI	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	KOHLGRAF ANNUAL WW CONF	\$310.00
060605 ELAN FINANCIAL SERVICES						\$310.00
060607 GOLDIE CLASSIC						
060607	GOLDIE CLASSIC	ELECTRIC FUN	ELECTRIC ADMINIST	Contributions	MMU TEAM SPONSORSHIP-BE	\$170.00
060607	GOLDIE CLASSIC	WATER FUND	WATER ADMINISTR	Contributions	MMU TEAM SPONSORSHIP-BE	\$85.00
060607	GOLDIE CLASSIC	SEWER FUND	SEWER ADMINISTR	Contributions	MMU TEAM SPONSORSHIP-BE	\$85.00
060607 GOLDIE CLASSIC						\$340.00
060609 MIDCO						
060609	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE/INTERNET	\$119.59
060609	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	PHONE/INTERNET	\$182.94
060609	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.39
060609 MIDCO						\$572.92
060611 NEONLINK LLC						
060611	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PAYMENT PROCESSING	\$165.00
060611	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$82.50
060611	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$82.50
060611 NEONLINK LLC						\$330.00
060613 ACE HARDWARE						
060613	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	SPARE POWER PLANT KEYS	\$6.40
060613	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	GROUND/CONNECTION WIRE	\$4.59
060613	ACE HARDWARE	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	WELL FLOOR PAINT	\$30.99
060613 ACE HARDWARE						\$41.98
060614 AMAZON CAPITAL SERVICES						
060614	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	CLOTH PAPER TOWELS	\$18.25
060614 AMAZON CAPITAL SERVICES						\$18.25
060616 ARAMARK						

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060616	ARAMARK	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	RUGS	\$118.72
060616 ARAMARK						\$118.72
060617 AUTO VALUE MORA						
060617	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	HAND SOAP	\$25.99
060617	AUTO VALUE MORA	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	MOWER ELECTRICAL RPR PAR	\$13.28
060617 AUTO VALUE MORA						\$39.27
060618 BORDER STATES ELECTRIC						
060618	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH SECONDARY WIRE	\$3,048.29
060618	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH SECONDARY WIRE	\$3,500.80
060618	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	PULLING GRIPS & LINKS FOR	\$5,089.98
060618 BORDER STATES ELECTRIC						\$11,639.07
060621 CINTAS						
060621	CINTAS	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	MATS, MOPS, SCRAPERS	\$53.69
060621 CINTAS						\$53.69
060623 EAST CENTRAL ENERGY-ECE SERV						
060623	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	DISPATCH SERVICES- JULY	\$208.58
060623	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	TOLL FREE CHARGES - JUNE	\$1.76
060623	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	LABOR & EQUIPMENT- JULY	\$553.08
060623 EAST CENTRAL ENERGY-ECE SERV						\$763.42
060624 EAST CENTRAL ENERGY-ELECT						
060624	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECTRICITY	\$116.41
060624 EAST CENTRAL ENERGY-ELECT						\$116.41
060626 FERGUSON WATERWORKS						
060626	FERGUSON WATERWOR	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	HYDRANT RPR PARTS	\$76.31
060626 FERGUSON WATERWORKS						\$76.31
060627 FREEDOM MAILING SERVICES INC						
060627	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$515.70
060627	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$257.86
060627	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$257.86
060627 FREEDOM MAILING SERVICES INC						\$1,031.42
060629 GOPHER STATE ONE-CALL INC						
060629	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	JULY LOCATES	\$38.88
060629	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	JULY LOCATES	\$38.88
060629	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	JULY LOCATES	\$38.88
060629 GOPHER STATE ONE-CALL INC						\$116.64
060630 GRAINGER, INC						
060630	GRAINGER, INC	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	POWER PLANT LED BULBS	\$13.72
060630	GRAINGER, INC	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	LFG UTILITY PUMP	\$360.88
060630	GRAINGER, INC	ELECTRIC FUN	GENERATION & PO	Small Tools & Equipm	BANDSAW BLADES	\$50.47
060630	GRAINGER, INC	SEWER FUND	SEWER LIFT STATIO	Repair/Maint - Bldg &	LIFT ST FUSES	\$138.25
060630 GRAINGER, INC						\$563.32
060632 HACH COMPANY						
060632	HACH COMPANY	WATER FUND	WATER TREATMENT	Chemicals	CHEMICALS	\$900.00
060632 HACH COMPANY						\$900.00
060633 HAWKINS INC						

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060633	HAWKINS INC	WATER FUND	WATER TREATMENT	Professional Services -	CHEMICALS	\$0.00
060633	HAWKINS INC	WATER FUND	WATER TREATMENT	Chemicals	CHEMICALS	\$5,211.38
060633	HAWKINS INC	SEWER FUND	WASTEWATER TREA	Chemicals	CHEMICALS	\$0.00
060633 HAWKINS INC						\$5,211.38
060634 HOME SERVE USA						
060634	HOME SERVE USA	WATER FUND		Leak Protection Premi	JULY SERVLIN PREMIUM	\$858.00
060634	HOME SERVE USA	SEWER FUND		Leak Protection Premi	JULY SERVLIN PREMIUM	\$911.00
060634 HOME SERVE USA						\$1,769.00
060635 JOHNSONS HARDWARE & RENTAL						
060635	JOHNSONS HARDWARE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	POWER PLANT LIGHTS	\$44.99
060635	JOHNSONS HARDWARE	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	HYDRANT FLAGS BOLTS, CURB	\$37.29
060635	JOHNSONS HARDWARE	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	ROOT SAW PARTS	\$13.99
060635	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Cleaning Supplies	SIMPLE GREEN, RUST REMOVE	\$38.96
060635	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	COVID SAMPLE SUPPLIES, BEE	\$53.42
060635	JOHNSONS HARDWARE	SEWER FUND	SEWER ADMINISTR	Office Supplies	CORRECTION FLUID	\$2.49
060635 JOHNSONS HARDWARE & RENTAL						\$191.14
060636 KANABEC PUBLICATIONS, INC						
060636	KANABEC PUBLICATION	ELECTRIC FUN	ELECTRIC ADMINIST	Advertising	PUBL HEARING FOR UNPAID U	\$63.00
060636	KANABEC PUBLICATION	WATER FUND	WATER ADMINISTR	Advertising	PUBL HEARING FOR UNPAID U	\$31.50
060636	KANABEC PUBLICATION	SEWER FUND	SEWER ADMINISTR	Advertising	PUBL HEARING FOR UNPAID U	\$31.50
060636 KANABEC PUBLICATIONS, INC						\$126.00
060637 KODIAK POWER SYSTEMS, INC						
060637	KODIAK POWER SYSTE	SEWER FUND	QUAMBA COLLECTI	Repair/Maint - Bldg &	LIFT STATION GENERATOR RP	\$530.62
060637	KODIAK POWER SYSTE	SEWER FUND	SEWER LIFT STATIO	Repair/Maint - Bldg &	MAIN LIFT STATION GENERAT	\$4,419.96
060637 KODIAK POWER SYSTEMS, INC						\$4,950.58
060638 KWIK TRIP - GAS PURCHASES						
060638	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	FUEL	\$947.34
060638	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	FUEL	\$189.59
060638	KWIK TRIP - GAS PURC	SEWER FUND	SEWER COLLECTION	Motor Fuels	FUEL	\$426.09
060638	KWIK TRIP - GAS PURC	SEWER FUND	WASTEWATER TREA	Motor Fuels	FUEL	\$171.10
060638 KWIK TRIP - GAS PURCHASES						\$1,734.12
060640 MCMASTER-CARR SUPPLY CO.						
060640	MCMASTER-CARR SUPP	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	POWER PLANT CONTROL PANE	\$150.84
060640 MCMASTER-CARR SUPPLY CO.						\$150.84
060641 MERCURY TECHNOLOGIES OF MN						
060641	MERCURY TECHNOLOGI	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	FLUORESCENT LAMP RECYCLI	\$680.10
060641 MERCURY TECHNOLOGIES OF MN						\$680.10
060643 MPOWER TECHNOLOGIES, INC.						
060643	MPOWER TECHNOLOGI	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of GIS	GIS OUTAGE MGMT SOFTWARE	\$4,800.00
060643 MPOWER TECHNOLOGIES, INC.						\$4,800.00
060644 MTI DISTRIBUTING, INC						
060644	MTI DISTRIBUTING, IN	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	WWTP MOWER PARTS	\$2,555.46
060644 MTI DISTRIBUTING, INC						\$2,555.46
060645 NORTHERN STATES SUPPLY						
060645	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	BLACK NITRILE GLOVES	\$59.24
060645 NORTHERN STATES SUPPLY						\$59.24

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
060646 OAK GALLERY & FRAME SHOP						
060646	OAK GALLERY & FRAME	WATER FUND	WATER DISTRIBUTI	Postage	THM SAMPLE SHIPPING	\$16.79
060646	OAK GALLERY & FRAME	WATER FUND	WATER DISTRIBUTI	Postage	LEAD & COPPER SAMPLES SHI	\$49.74
060646	OAK GALLERY & FRAME	SEWER FUND	SEWER ADMINISTR	Postage	SAMPLES SHIPPED	\$16.42
						\$82.95
060647 ODP BUSINESS SOLUTIONS LLC						
060647	ODP BUSINESS SOLUTI	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$27.82
						\$27.82
060648 OSLIN LUMBER						
060648	OSLIN LUMBER	ELECTRIC FUN	ELECTRIC DISTRIBU	Line Transformer Exp	PADMOUNT XFRMR BASE FOR	\$40.80
						\$40.80
060650 OXYGEN SERVICE CO, INC						
060650	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	LFG NITROGEN CYLINDER REN	\$13.82
060650	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	OXYGEN CYLINDER RENTAL	\$32.24
060650	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SUBST CYLINDER RENTAL	\$55.31
060650	OXYGEN SERVICE CO, I	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CARB DIOX CYLINDER RENTAL	\$18.98
						\$120.35
060651 QUALITY DISPOSAL						
060651	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$86.23
060651	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$209.78
						\$296.01
060654 RESCO						
060654	RESCO	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH ARRESTORS, CUTOUTS, IN	\$7,724.09
060654	RESCO	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	URD WIRE BRACKET	\$919.13
						\$8,643.22
060655 RMB ENVIRONMENTAL LABS INC						
060655	RMB ENVIRONMENTAL	WATER FUND	WATER TREATMENT	Professional Services -	LAB TESTING	\$114.35
060655	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING	\$663.20
						\$777.55
060658 TEAM LABORATORY CHEMICAL, LLC						
060658	TEAM LABORATORY CH	SEWER FUND	WASTEWATER TREA	Chemicals	SEWER DIGESTER BUGS	\$4,758.00
						\$4,758.00
						\$551,401.18



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE JULY - AUGUST 2023 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY



MEMORANDUM

Date August 16, 2023
To Public Utilities Commission
From Joseph Kohlgraf- Public Work Director
RE Employment Offer for Water/Wastewater Operator II

SUMMARY

The PUC will review a recommendation to hire for the new Water/Wastewater Operator II position.

BACKGROUND INFORMATION

On August 10th, interviews for the Water/Wastewater Operator II position were completed. At that time, a candidate was chosen and offered the position, and verbally accepted. Currently, staff has offered Rusty Kleven a position with Mora Municipal Utilities as a Water/ Wastewater Operator II, to start at the scheduled salary Grade 8.5 step I, at \$32.87, with a start date scheduled for September 5th, 2023. Additional terms, conditions, and employment data may be found on the attached Offer of Employment Letter.

OPTIONS & IMPACTS

This is a position that has been open for some time and will complement the utilities with additional focus on added manpower for infrastructure maintenance. This is a budgeted position for 2023.

RECOMMENDATIONS

Staff recommends hiring Rusty Kleven for the Water/Wastewater Operator II position as laid out in the offer of employment letter.

Attachments/ Offer of Employment Letter



CITY OF MORA MORA MUNICIPAL UTILITIES



101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us

320.679.1511

Fax 320.679.3862

320.679.1451

August 16, 2023

Rusty Kleven
2665 Salmonson River Tr
Mora, MN 55051

RE: Offer of Employment

Dear Rusty:

Congratulations! On behalf of the City of Mora and Mora Municipal Utilities, I am pleased to offer you the position of water/wastewater operator II, for which you applied.

Below are some of the details of this conditional offer for your information:

- **Supervisor.** In this position you will report directly to Joe Kohlgraf, Public Works Director. His contact information is 612-390-8217 and joe.kohlgraf@cityofmora.com.
- **Compensation and Benefits.** If accepted, your hourly wage will be \$32.87 which is Grade 8.5, Step I of the 2023 salary schedule for this position. You will be eligible for wage increases per the AFSCME collective bargaining agreement, generally upon completion of probation and then on your anniversary date. A copy of the City of Mora/ Mora Municipal Utilities personnel policy and AFSCME agreement will be provided to you. This position is eligible for the PERA retirement program and paid leave.
- **Status/Hours.** This position is classified as regular, full-time. It is a union, FLSA non-exempt position. Hours of work are based on employer needs and are generally Monday through Friday 7:00 am to 3:30 pm. You will be responsible for being on-call on a rotating basis with other water/wastewater employees. The ability to respond to call outs during your on-call weekend within thirty (30) minutes is a requirement of the job. If you cannot meet that requirement at this time you will have six (6) months from your start in which to do so.
- **Water/Wastewater Licensing.** Possessing and maintaining Class D water and Class C wastewater licenses is a requirement of the job. You will be given sixteen (16) months to obtain Class D water and Class D wastewater licenses. When eligible, and as soon as feasibly possible, you are required to obtain your Class C wastewater license and Type 4 biosolids license. Failure to comply with these requirements may be grounds for dismissal.
- **Driver's License.** Possessing and maintaining a Class B CDL and tanker endorsement is a requirement of the job. You will be given six (6) months to obtain a Class B CDL and tanker endorsement if you don't currently have it. Failure to comply with these requirements may be grounds for dismissal.

- **Probationary Period.** You will serve a six (6) month probationary period. During this period you will be evaluated as to your suitability for the position.
- **Start Date.** We will set a start date for Tuesday, September 5, 2023, at 7:00 am. Please report directly to the Public Works Garage Facility.

Other benefits and conditions of employment are explained in the personnel policy and labor agreement.

As of August 14, 2023, a verbal acceptance has been acknowledged.

Please acknowledge your acceptance of this conditional offer in writing by signing below and returning it to City Hall as soon as possible. If you have any questions, please contact me at 612-390-8217 or by email joe.kohlgraf@cityofmora.com.

Sincerely,

Joseph Kohlgraf
City of Mora- Public Works Director

By signing below, I acknowledge I have received the foregoing information regarding my employment offer and related pay and benefits provided in accordance with Minnesota Statutes Sec. 181.032. I understand that City of Mora employment is not for a specific term and can be terminated by me or by the City of Mora at any time for any reason, with or without cause.

Name - PRINTED

Date

Name - SIGNED

RETURN SIGNED COPY TO: CITY OF MORA, HUMAN RESOURCES OFFICE, 101 LAKE STREET SOUTH, MORA, MN 55051



REQUEST TO BE PLACED ON PUC AGENDA

NAME: Becky Fittol DAYTIME PHONE NO.: 763-221-9681
(PLEASE PRINT)

ORGANIZATION REPRESENTING: SELF

ADDRESS: 606 FOREST AV. W DATE OF PUC MEETING 8-21-2023
MORA REQUESTING TO ATTEND

TOPIC TO BE PRESENTED TO PUC: SEWER LINE

ACTION REQUESTED OF PUC: _____

CITY STAFF CONTACTED ABOUT REQUEST: _____

Becky Fittol
SIGNATURE

8-14-2023
DATE

****NOTE**** Regular Public Utility Council meetings are scheduled for the **Monday before the 3rd Tuesday at 3:00 P.M.** in the Council Chambers at City Hall.

Members of the public are provided with the opportunity to request items be placed on PUC Agenda for consideration or discussion. A written request to be placed on the PUC Agenda must be received in the City Clerk's office at City Hall before noon on the Monday prior to the PUC Meeting. Prior to submitting the request, the specifics of the request must be discussed with the General Manager or his/her designee.

For City use only:

City staff with whom the request was discussed: 7/5/2023 Glenn Anderson
Date specifics discussed with City staff: 7/5/23, 7/18/23



**CITY OF MORA
MORA MUNICIPAL UTILITIES**



101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us

320.679.1511

Fax 320.679.3862

320.679.1451

June 8, 2023

The Office of Minnesota Attorney General Keith Ellison
445 Minnesota St, Ste. 1400
St Paul MN 55101

Re: Becky Fuhol

Dear Sir:

Per City of Mora city ordinance, the property owner is liable for costs and repairs of their private sewer line from the structure to the public sewer. The area this property is located is in the original part of town and was completed over 50 years ago with no plans for upgrades any time soon. It appears repairs were made 14 or 15 years ago that has sagged over time and doesn't allow proper flow. The business that did the repairs has sold multiple times and will not honor a warranty (if there would still be one) or repair the line for free.

Please let me know if I can be of further assistance.

Sincerely,

Caleb Christenson
Building Official

City of Mora | 101 Lake Street South | Mora, MN 55051-1588
Direct 320.225.4808 | Cell 320.674.0038 | City Hall 320.679.1511



www.ci.mora.mn.us

Attached: City of Mora ordinance section referring sewer repairs

§ 53.063 LIABILITY FOR REPAIRS.

The owner shall be responsible for the service connection from the building to the public sanitary sewer. This responsibility shall include the connection or joint where the service connection joins the public sewer. This responsibility shall include the installation, maintenance, and repair of the service connection. The owner shall be responsible for the cost of installation maintenance, repair and replacement of the service connection.

(Ord. 409, passed 6-21-2011)Penalty, see § 53.999

§ 53.064 REPAIR TO SERVICE CONNECTIONS.

Whenever any service connection becomes clogged, obstructed, broken or out of order, detrimental to the use of the public sanitary sewer or unfit for the purpose of drainage, the owner shall repair or cause such work to be done as the Director may direct. Each day after three (3) days that a person neglects or fails to so act shall constitute a separate violation of this section, and the Director may then cause the work to be done and recover from the owner or agent the expense thereof by an action in the name of the Utility.

(Ord. 409, passed 6-21-2011)Penalty, see § 53.999

§ 53.065 COST OF REPAIRS, ETC.

In addition to any penalties that may be imposed for violation of any provision of this chapter, the city may assess against any person the cost of repairing or restoring service connections or associated facilities damaged as a result of the discharge of prohibited wastes by such person or other actions detrimental to the public sanitary sewer and may collect such assessment as an additional charge for the use of the public sanitary sewer or in any other manner deemed appropriate by the city.

(Ord. 409, passed 6-21-2011)



March 8, 2023

Becky Fuhol
606 Forest Ave W
Mora MN 55051

Re: Our Claim #: GL270125
Trust Member: City of Mora
Date of Loss: March 1, 2023

Dear Becky;

Thank you for talking with me regarding your sewer service line. As we discussed, your line has evidence of a repair that has failed to a point where your sewer flow is being impacted. A & A Septic identified a section of PVC pipe that has settled and become offset with the rest of your service line. The City has stated that they did not complete those repairs.

Since this situation impacts your service line, the City does not have the responsibility to remedy the current defect. Additionally, I did not find any negligence on the part of the city. Therefore, I must respectfully deny liability for your damages.

If you have any questions regarding this letter or your claim, I can be reached at the number below.

A handwritten signature in black ink, appearing to read "Robert Bernier", is written over a horizontal line.

Robert Bernier | Adjuster P&C Claims
Phone: (612) 437-0790 | Fax: (651) 281-1297
rbernier@lmc.org |
League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103
www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

cc City of Mora
Attn Joe Kohlgraf
101 Lake St South
Mora MN 55051-1588



The Office of
Minnesota Attorney General Keith Ellison
helping people afford their lives and live with dignity, safety, and respect • www.ag.state.mn.us

May 30, 2023

City of Mora
101 Lake Street South
Mora, MN 55051-1588

Re: Becky Fuhol
File No: PJM/2023/5387572/C

Dear Sir/Madam:

Enclosed is a copy of a Consumer Assistance Request Form this Office received from Becky Fuhol. I ask that you review this matter as quickly as possible and address Becky Fuhol's concerns. I ask that you send a written response to this Office within ten (10) days of receiving this letter. Please provide a response to this Office by email or fax as follows:

Parker Maertz
Office of the Minnesota Attorney General
Email: AG.Replies@ag.state.mn.us
Fax: (651) 282-2155

I thank you for your attention to this matter.

Sincerely,

PARKER MAERTZ
Manager, Consumer Action Division
(651) 583-6085 (Voice)
(651) 282-2155 (Fax)
AG.Replies@ag.state.mn.us (Email)

Enclosure: Consumer Assistance Request Form from Becky Fuhol

cc: Becky Fuhol

|#5509391-v1



City of Mora
 101 Lake Street South
 Mora, MN 55051-1588

Direct Phone: 320.225.4804
 City Hall: 320.679.1511
 E-mail: m.yoder@cityofmora.com

Property Damage Incident Report

Date of Incident: 3-1-2023 Time of Incident: AM PM
 Name of Individual Filing Report: Becky Fuhr
 Location of Incident and/or property: 606 FOREST AV W
MORA, MN. 55051
 Contact Number: 763-221-9687
 Email: _____
 Address: _____
 Staff Contact Name & Number: Mandi Yoder 320-225-4804

Please describe in detail the incident that took place including a detailed description of property damages. Attach pictures of the damage if available.

When they put the street in or
 sewer in they put a PIC of
 PVC at ends of sewer line and now
 it has dropped and has a pool there
 I've had my line roto Rooter 2 times
~~sent~~ I now and now March ran
 camera down and can see the
 the pool. at street
 A+A Septic did the work

(*see reverse)

Consumer Assistance Request Form



The Office of the
Minnesota Attorney General
helping people afford their lives and live with dignity and respect

Consumer Information

Becky Futo
Your Name

Suffix (Jr., Sr., etc.)

Company/Organization

606 FOREST AV. W.
Street Address

MORA, MN. 55051
City, State, Zip

763-221-9681
Primary Phone

Alternate Phone

Email

Company Complained About

MORA Municipal Utilities
Name of Company Complained About

Building Insp., City Sewer Div., City Inv. Co.
Contact Person at Company Complained About

Title of Contact Person

101 LAKE ST. S.
Street Address

MORA, MN. 55051
City, State, Zip

320-679-1451
Phone Number

www.ci.mora.mn.us
Their Email

Have you contacted another agency?

Yes No

If yes, which agency did you contact?

Consumer Financial Protection Bureau Internal Revenue Service MN Public Utilities Commission

Federal Bureau of Investigation MN Department of Commerce US Department of Justice

Federal Communications Commission MN Department of Human Rights US Postal Inspection Service

Federal Trade Commission MN Department of Revenue Other MN. Sec. of STATE

And what was the result? HAVE NOT RETURNED CALL

Have you filed a lawsuit?

Yes No

If yes, what was the Court File Number? _____

And what was the result? _____

Product, Service, or Payment Involved

City Sewer Line Connection
Product or Service Involved

Date of Purchase

Amount of Purchase (\$ USD)

Acct # 02-00183000-01-5
Customer ID or Account Number

Explanation & Resolution

Explanation of the Problem

My SEWER LINE HAS SEPARATED OUT IN THE MIDDLE OF STREET. A 3 FOOT PIECE OF PVC PIPE HAS COME LOSE AT BOTH ENDS AND HAS MADE A POOL. THE CITY SAYS I'M RESPONSIBLE FOR SEWER LINE TO THE MAIN. I TALKED TO PLUMBERS WITH 30+ YEARS EXPERIENCE THEY SAID ITS THE CITY WHEN THEY DID THE STREET. PLEASE SEE ATTACHED PAPERS!

What do you want the company to do?

I WANT THE CITY TO FIX THE LINE AND REIMBURSE ME FOR MY CARPET AND ROTO RATOR CALLS.

By signing below, I consent to and acknowledge that the information I am providing may be used and/or disseminated by the Minnesota Attorney General's Office: (a) to resolve the issue about which I am contacting the Office, including by contacting any person or entity complained against; (b) to communicate with me; (c) to other law enforcement agencies and/or consumer-assistance agencies; and (d) to otherwise assist in enforcing the law. Except as otherwise authorized by this consent, I understand that the information I am providing will be treated as "private data on individuals" under the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, and shall not be used or disseminated except as authorized under the Act or other applicable state or federal law. I understand that I am not legally required to provide the information I have submitted in this form, but that my failure to do so may make it more difficult to resolve my concern.

Buelly Feal
Signature

4-14-2023
Date

RECEIVED

Please mail completed, signed form (and any attachments) to:
Office of Minnesota Attorney General Keith Ellison, 445 Minnesota Street, Suite 1400, St. Paul, MN 55101.

APR 18 2023

Attorney General's Office
Suite 1400A

This document is available in alternative formats to individuals with disabilities by calling (651) 296-3353 (Twin Cities Calling Area), (800) 657-3787 (Outside the Twin Cities), or through the Minnesota Relay Service at (800) 627-3529.

The Minnesota Attorney General's Office values diversity and is an equal opportunity employer.

I CALLED the Building Inspector -
CALEB CHRISTENSON # 320-225-4808
I ASKED TO SEE PERMITS FOR THIS
ADDRESS FOR SEWER WORK HE SAID
DON'T NEED PERMIT FOR SEWER LINE.
I SAID YOU DON'T INSPECT THE LINES, HE
SAID THEY INSPECT THE CONNECTIONS AND
TAKE PICTURES. I ASKED TO SEE THE PICTURES
HE SAID HE WOULD CHECK INTO IT. ABOUT
A YR LATER. LATER THE PUBLIC WORKS DIRECTOR
JOE KOHLGRAF # 320-679-1511 CALLS
SAID THE STREET REPAIRS WERE DONE
14 TO 15 YRS AGO AND COMPANY IS NO LONGER
IN BUSINESS. HE STATED THAT HOME OWNERS
ARE RESPONSIBLE TO THE MIDDLE OF THE
STREET.
"LONG STORY SHORT"

YOU NEEDS PERMIT TO DIG UP STREET
I STILL HAVEN'T SEEN THE PICTURES
I FILLS OUT DAMAGE INCIDENT REPORT,
AND ROBERT BERNIER "SEE ATTACHED PAPER"
CALLS ME HE SAID HE EVEN CHECKED
LOCATING CALLS WITH NO LUCK.

Would like to speak with
your Ins Co.

A&A Septic won't ^{WARRANTY} ~~guarantee~~ their
work Because of the pipe at
the street + the pool its
MADE

Reedy Keel

3-3-2023

I wanten to put ADD in the paper
we go Dope to Door but thought I
might get run out of town.

So I'm Asking for some help in what
to Do. This just Doest sound Right
AND I'm Old AND know One listens.

THANK you for your time

Becky Ford

Becky Ford
606 FOREST AV. W.
MORA, MN. 55051
763-221-9681



Providing **FAST, RELIABLE, and SECURE**
fiber internet to East Central Energy members

1.800.254.7944
info@ecfiber.com
ecfiber.com

August 16, 2023

Ty Houglum - ECE Vice President and CIO
412 Main Ave. N
Braham, MN

Dear Mora City Council and Public Utility Commission,

East Central Energy (ECE), which serves electricity to portions of the City of Mora, MN is intending to build a high-speed broadband internet service within the City limits of Mora, MN to serve your businesses and residents with quality fiber optic internet. This is a true FTTH (Fiber-To-The-Home) network and is widely regarded as the gold standard in internet access.

There may or may not be other service providers in the area offering speeds up to 1 Gig. If there are, the customer service that East Central Energy has provided for nearly 90 years on our electric side of the business will be replicated on the fiber side of our business, and we feel will be unmatched by any other internet service provider in the area.

NRTC (National Rural Telecommunications Cooperative) Broadband Solutions is working closely with East Central Energy to provide the network design, permitting, and project and construction management. The entire project is going to encompass the East Central Energy service areas, with the potential to serve residents outside of ECE territory.

The FTTH build will take place over 4-5 years and will be done using our own existing utility poles, attached below the power lines. Where we have underground electric services, the fiber optics will follow the power and be placed underground City, County, Township and DOT road right-of-ways. Permits are being obtained to be able to build the network.

We share this letter and are approaching the City of Mora and Public Utility Commission with the intent of beginning a collaborative effort to ensure the residents and businesses of Mora have access to high quality internet access that will allow up to 1 Gig fiber optic speeds for any East Central Energy member that resides in the city limits.

Sincerely,

Ty Houglum
Vice President / Chief Information Officer | East Central Energy
763-689-7488 | ty.houglum@ecemn.com
412 Main Avenue N | PO Box 39 | Braham, MN 55006



Your Touchstone Energy[®] Cooperative 

PO Box 39 | Braham, Minnesota 55006-0039 | 1.800.254.7944 | eastcentralenergy.com

East Central Energy is an equal opportunity provider and employer.



MEMORANDUM

Date: August 21, 2023
To: Public Utilities Commission
From: Mandi Yoder, Human Resource Director
RE: Utility Billing Clerk I & II Classification Update

SUMMARY

Staff asks for the Public Utilities Commission (PUC) to review the updated job descriptions and classifications for Jessica Bliss, Utility Billing Clerk I, and Jessica Gravening, Utility Billing Clerk II.

BACKGROUND

On January 17, 2023, the PUC approved cross training and re-evaluating duties performed by Jessica Bliss and Jessica Gravening, so that more time could be available for Bliss to perform GIS map updates as directed by and for the electric department and potentially in the future for water/wastewater.

The PUC tabled the discussion of the Utility Billing Clerk I & II job description updates, classification, and compensation until recommendations were received from David Drown Associates Company.

DDA responded with the final recommendation for Jessica Bliss, UBC I to remain at the current classification of pay grade 8.

DDA responded with the final recommendation for Jessica Gravening, UBC II to move from a grade 6 to a grade 8. The updated UBC II position is contingent upon J. Gravening's ability to be proficient in all of the UBC I duties, including the monthly billing and balancing processes, as verified by the supervisor on or before December 31, 2023, so that J. Bliss can spend more time on GIS.

The UBC II position recommendation from grade 6, current step E at \$50,690, (2023 salary schedule) to a grade 8-A \$55,141 of the 2024 salary schedule, will be an approximate increase of \$4,451 or total increase of 9% which includes 3% COLA.

OPTIONS & IMPACTS

1. Approve both updated job descriptions and classifications effective January 2024, which would allow Bliss to spend more time in GIS.
2. Approve the updated UBC I (J. Bliss) job description and classification but maintain the existing UBC II (J. Gravening) classification and only update the job description per current duties, not absorbing UBC I duties. This would update both job

descriptions to current status, however it would not make added time for Bliss to work on GIS.

3. Table the one or both job description and classification updates for a later date.

RECOMMENDATIONS

Option #1: For the Public Utilities Commission to consider making a MOTION to approve the updated job descriptions and classifications as presented for the Utility Billing Clerk I and Utility Billing Clerk II.

Attachments

David Drown Associates Company Memo

Utility Billing Clerk I Job Description

Utility Billing Clerk II Job Description



DDA

Human Resources, Inc.
a David Drown Associates Company

TO: MANDI YODER, HUMAN RESOURCES DIRECTOR

FROM: DR. TESSIA MELVIN, DDA MANAGEMENT CONSULTANT

DATE: AUGUST 14, 2023

SUBJECT: CLASSIFICATIONS OF UBC I AND UBC II

After review of the current job descriptions and the proposed job description changes, the City's classification system, I would evaluate the positions to be both a Grade 8. While the UBC I essential duties shifted with more GIS map updating, the UBC II increased with more monthly account balancing.

Dr. Tessia Melvin, DDA Management Consultant

tessia@daviddrown.com

Mora Municipal Utilities

Position Description

UTILITY BILLING CLERK I

Department:	Administration/Finance
Grade/Points Classification:	8/116
Reports to:	Administrative Services Director
FLSA Status:	Non-Exempt/Paid Hourly
Union or Non-union Position:	Non-union

OBJECTIVE

To perform accounting and clerical functions in support of Mora Municipal Utilities (MMU); including but not limited to customer service, utility billing, inventory, infrastructure recordkeeping using geospatial information systems (GIS), and coordination of field work.

SUPERVISION RECEIVED

Employees working in this position usually work under general supervision and receive some instruction with respect to details of most assignments but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

SUPERVISION EXERCISED

Position has no supervisory responsibilities. However, work direction is provided to the Utility Billing Clerk II position.

ESSENTIAL FUNCTIONS

To perform this job successfully, the employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

1. Enter meter readings into software systems, calculates, and prepares utility bills for mailing.
2. Process the shared duty of POS batch settlements, balances cash drawer, and makes deposits.
3. Post journal entries, process internet billing, point-of-sale (POS) and accounts receivables batches. Enter and post various entries into the accounting system.
4. Compile data and prepare reports on utility billing activity.
5. Establish new utility accounts, set up payment agreements, collect on delinquent accounts, perform additional steps required in past due utility collections process, and terminate accounts.
6. Work with field staff, dispatch crews to respond to requests for service and to perform service disconnects.
7. Maintain records of accounting transactions, compile data and prepare reports.
8. Provide clerical support to the City Administrator and Public Works Director, including typing, filing, organizing, returning calls, gathering data, mailing correspondence, performing research, handling special projects, and other general clerical duties as assigned.
9. Work with the public regarding municipal services, programs, regulations, and procedures, providing information as applicable via computer, mail, or facsimile.
10. Answer incoming telephone calls, transfer, or take messages as necessary.

Mora Municipal Utilities

Position Description

11. Process service applications and work orders for tracking new and changed utility services in geospatial information systems (GIS) software application and future outage management.
 12. Provide applications, forms, permits, and other documents according to standard procedures and City Code.
 13. Receive payments, review invoices or accounts, and process receipt entries in POS.
 14. File and maintain records according to the retention schedule.
 15. Record, compile, enter, and retrieve information, by hand or using computer.
 16. Using excellent customer service skills, establish and maintain effective working relationships with other employees and all members of the general public.
 17. Represent the City and department in a positive manner while on and off duty.
 18. Attend advisory committee, commission, public utility commission, and city council meetings as scheduled or requested.
 19. Reconcile monthly accounts receivable and bank statement for utility entries.
 20. Provide consumption and billing data to energy assistance agencies.
 21. Prepare and submit State, Federal, and various annual reports for utilities.
 22. Work with GIS to create and update graphics/visual representations in utility maps.
 23. Edit and update database information in GIS.
 24. Document technical specifications or requirements, compile data, run queries, and prepare reports in GIS.
 25. Collaborate with others to resolve GIS technology issues.
 26. Train others in GIS computer interface and software use.
 27. Attend various committees, commission, public utility commission, and city council meetings as scheduled or requested.
 28. Attend workshops, seminars, or organization meetings to build upon own knowledge and skills to maintain compliance with Federal and State laws, rules, and regulations.
- Performs other related duties as assigned or apparent.

MINIMUM QUALIFICATIONS

Two-year degree or certificate from college or technical school in accounting or other business-related field, plus three (3) years or more of related work experience; or

High school diploma or GED, with some additional training, plus six (6) or more years related experience; or

An equivalent combination of education and experience sufficient to perform the essential functions of the position.

Considerable experience with personal computers, including Microsoft Word and Excel, internet-based applications, e-mail, and point of sale software.

Valid Minnesota Class D driver's license required.

PREFERRED QUALIFICATIONS

Experience with utility billing software, outage management system software, and geospatial information systems (GIS) software applications.

Customer service experience, preferably in a public sector setting.

EQUIPMENT

Computer, Microsoft Office software, printer, telephone, copier, fax, vehicle, and other job-related software and equipment.

Mora Municipal Utilities

Position Description

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Department, building, and City/MMU policies, procedures, and practices.
- Microsoft Office software including Word, Excel, Publisher, and Outlook.
- Geospatial Information Systems software applications.
- General accounting principles and practices.
- General office procedures and basic bookkeeping and recordkeeping principles and practices.
- Modern office methods, procedures, and equipment.
- Alphabetizing, indexing, and filing methods.
- Collection techniques and processes.
- Problem solving and negotiation techniques.
- Accepted business letter writing formats.

Skill in:

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
- Good interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Working as a team and contributing to building a positive team spirit.
- Typing at a rate of at least 40 words per minute and in using a 10-key calculator.
- Comparing and proofreading names, numbers, and other data accurately and rapidly.
- Computing charges, counting money, making change, and issuing receipts.
- Making accurate computations.
- Interviewing customers and negotiating payment arrangements.

Ability to:

- Develop and maintain effective working relationships with supervisors, staff, and members of the public. Ability to approach others in a tactful manner, react well under pressure, treat others with respect, keep commitments, work with integrity, and uphold organizational values.
- Adhere to the organization's management structure by respecting authority figures and conforming to the chain of command.
- Respond promptly and courteously to public requests for service and assistance, including dealing effectively with delinquent account holders.
- Complete utility billing tasks in a timely manner according to established policies and schedules.
- Show respect and sensitivity for cultural differences.
- To handle private and confidential information in an appropriate manner.
- Interpret questions from the public, provide satisfactory explanations, and resolve complaints.
- Write legibly.
- Organize, maintain, and update manual and electronic files and records.
- Successfully operate utility billing and other essential software.

Mora Municipal Utilities

Position Description

- Follow safety procedures, report potentially unsafe conditions, and use equipment and materials properly.
- Read and interpret written instructions and to carry-out oral and written directives.
- Prioritize responsibilities, use good judgment, and make independent decisions.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Ability to work in a timely manner and strive to increase productivity.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.
- Follow instructions, respond to management direction, and take responsibility for own actions.
- Accurately complete duties in a timely manner with constant daily interruptions.
- Work in/for other departments or divisions as needed, in addition to assigned department. This requires the ability to understand and maintain moderate knowledge of other department's operations.
- Work in stressful situations dealing with angry and upset customers.
- Make arithmetic computations and prepare statistical reports.
- Keep accurate financial records and accounts.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The noise level in the work environment is usually moderate. Employees working in this position are subject to constant interruptions. Minimal travel is required. See the physical activity requirements sheet, attached.

ADA CONSIDERATIONS

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources Department.

10/22/19, 10/2021, 05/2023

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGMENT

I have read the requirements for this position and am able to perform all essential functions and physical demands associated with this position.

Print Name

Date

Signature

City of Mora/Mora Municipal Utilities

Position Description

UTILITY BILLING CLERK II

Department:	Administration/Finance
Grade/Points Classification:	8.0/116
Reports to:	Administrative Services Director
FLSA Status	Non-Exempt/Paid Hourly
Union or Non-Union Position	Non-Union

OBJECTIVE

This position will provide skilled support for city and utility services, which includes billing and payment receipt, customer service and general office duties, assisting and providing backup to the Utility Billing Clerk I.

SUPERVISION RECEIVED

The employee working in this position usually works under close supervision and receives instruction with respect to details of most assignments but is free to develop his/her own work sequences within established procedures, methods, and policies. The employee is often physically removed from his/her supervisor and is subject to periodic supervisory checks. Work direction may be provided by the Utility Billing Clerk I, in addition to supervisor.

SUPERVISION EXERCISED

Position has no supervisory responsibilities.

ESSENTIAL FUNCTIONS

To perform this job successfully, the employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

1. Greets persons entering city hall, determines nature and purpose of visit, and directs visitor to specific destination, or answers questions and provides information.
2. Works with the public regarding municipal services, programs, regulations, and procedures, providing information as applicable via computer, mail, or facsimile.
3. Answers all incoming telephone calls, transfers or takes messages, as necessary.
4. Process service applications and work orders for tracking new and changed utility services for GIS mapping and future outage management.
5. Establishes new utility accounts, sets up payment agreements, collects on delinquent accounts, performs additional steps required in past due utility collections process, and terminates accounts.
6. Verify and process receivable payments and enters data into accounting system, prepares reports, and maintains records in point-of-sale, fund accounting, and utility billing software on customers.
7. Transfers all utility receipt batches to fund accounting software in the correlating files.
8. Prepares file imports to the utility billing software for online bill pay processes.
9. Enters meter readings, calculates, and prepares utility bills for mailing.
10. Provides applications, forms, permits, and other documents according to standard procedures and City Code; creates invoices for, files, and maintains Right-of-Way and Street Opening Permit applications.

City of Mora/Mora Municipal Utilities

Position Description

11. Creates the city newsletter and prepares for publication.
 12. Performs duties such as taking care of bulletin board and managing the lobby area.
 13. Assists in ordering office and operating supplies.
 14. Assists in maintaining or arranging for maintenance of office equipment.
 15. Receives, sorts, and distributes incoming mail, packages, and other deliveries.
 16. Works with field staff, dispatches crews to requests for service and to perform service disconnects.
 17. Prepares reports on utility billing activity as needed.
 18. Processes the shared duty of POS batch settlements, balances cash drawer, and makes deposits.
 19. Reconcile monthly accounts receivable and bank statement for utility services.
 20. Provide consumption and billing data to energy assistance agencies.
 21. Prepares and submits State, Federal, and various annual reports.
 22. Files and maintains records according to the retention schedule.
 23. Records, compiles, enters, and retrieves information, by hand or using computer.
 24. Performs general office support services and clerical support to the City Administrator and Public Works Director, including typing, filing, organizing, returning calls, gathering data, mailing correspondence, performing research, handling special projects, and other duties as requested.
 25. Enters outages into the GIS software.
 26. Manages the electric rebate program.
 27. Performs special assessment searches, compiles data, and prepares invoices accordingly.
 28. Uses excellent customer service skills, establishes and maintains effective working relationships with other employees and all members of the general public.
 29. Updates the website as needed.
 30. Creates notifications for Facebook publications as directed.
 31. Represents the City and department in a positive manner while on and off duty.
 32. Attends various committee, commission, public utility commission, and city council meetings as scheduled or requested.
- Performs other related duties as assigned or apparent.

MINIMUM QUALIFICATIONS

Two-year degree or certificate from college or technical school in accounting or other business-related field, plus one (1) year or more of related work experience; or

High school diploma or GED, with some additional training, plus six (6) or more years related experience; or

An equivalent combination of education and experience sufficient to perform the essential functions of the position.

Considerable experience with personal computers, including Microsoft Word and Excel, internet-based applications, email, and point of sale software.

Valid Minnesota Class D driver's license required.

PREFERRED QUALIFICATIONS

Experience with Banyon Data Systems utility billing software or other utility billing software.

Customer service experience, preferably in a public sector setting.

City of Mora/Mora Municipal Utilities

Position Description

EQUIPMENT

Computer, Microsoft Office software, printer, telephone, copier, fax, digital camera, vehicle, and other job-related software and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Department, building, and City/Utility policies, procedures, and practices.
- Microsoft Office software including Word, Excel, Publisher, and Outlook.
- General accounting principles and practices.
- General office procedures and basic bookkeeping and recordkeeping principles and practices.
- Modern office methods, procedures, and equipment.
- Alphabetizing, indexing, and filing methods.

Skill in:

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
- Excellent interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Working as a team and contributing to building a positive team spirit.
- Typing at a rate of at least 40 words per minute and in using a 10-key calculator.
- Comparing and proofreading names, numbers, and other data accurately and rapidly.
- Computing charges, counting money, making change, and issuing receipts.

Ability to:

- Develop and maintain effective working relationships with supervisors, staff, and members of the public. Ability to approach others in a tactful manner, maintain composure in stressful situations, treat others with respect, keep commitments, meet deadlines, work with integrity, and uphold organizational values.
- Adhere to the organization's management structure by respecting authority figures and conforming to the chain of command.
- Respond promptly and courteously to public requests for service and assistance, including dealing effectively with delinquent account holders.
- Show respect and sensitivity for cultural differences.
- Handle private and confidential information in an appropriate manner.
- Interpret questions from the public, provide satisfactory explanations, and resolve complaints.
- Organize, maintain, and update manual and electronic files and records.
- Successfully operate utility billing and other essential software.
- Follow safety procedures, report potentially unsafe conditions, and use equipment and materials properly.
- Read and interpret written instructions and carry-out oral and written directives.
- Prioritize responsibilities, use good judgment, and make independent decisions.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Ability to work in a timely manner and strive to increase productivity.

City of Mora/Mora Municipal Utilities

Position Description

- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.
- Communicate effectively, both orally and in writing, and resolve disagreements and concerns.
- Follow instructions, respond to management direction, and take responsibility for own actions.
- Accurately complete duties in a timely manner with constant daily interruptions.
- Work under stressful situations dealing with angry and upset customers.
- Work in/for other departments or divisions as needed, in addition to assigned department. This requires the ability to understand and maintain moderate knowledge of other department's operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The noise level in the work environment is usually moderate. Employees working in this position are subject to constant interruptions. Minimal travel is required. See the physical activity requirements sheet, attached.

ADA CONSIDERATIONS

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources Department.

Updated: 12/09/19, 09/16/20, 10/2021, 04/26/2023

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGMENT

I have read the requirements for this position and am able to perform all essential functions and physical demands associated with this position.

Print Name

Date

Signature

MORA MUNICIPAL UTILITIES



Financial Reports

Electric Fund
Water Fund
Sewer Fund

June 30, 2023
[unaudited]

TABLE OF CONTENTS

Fund Budgetary Performance	Page 1
Balance Sheet – Electric Fund	Page 2
Balance Sheet – Water Fund	Page 3
Balance Sheet – Sewer Fund	Page 4
Graphical Presentation – Electric Fund	Page 6
Graphical Presentation – Water Fund	Page 7
Graphical Presentation – Sewer Fund	Page 8
Investment Portfolio	Page 9
Outstanding Debt	Page 10
Revenue Guideline Report	Page 11
Expenditure Guideline Report	Page 13
Notes	Page 21

MORA MUNICIPAL UTILITIES

Fund Budgetary Performance

For the Quarter Ended June 30, 2023

	2023	2023	2023	2023
	YTD Budget	YTD Actual	YTD Balance	% YTD Budget
ELECTRIC FUND				
Revenues	7,350,505.00	3,388,228.85	3,962,276.15	46.10%
Expenditures	7,487,923.00	3,048,720.15	4,439,202.85	40.72%
Surplus/(Deficit)		339,508.70		
WATER FUND				
Revenues	904,610.00	477,710.63	426,899.37	52.81%
Expenditures	820,897.00	390,325.06	430,571.94	47.55%
Surplus/(Deficit)		87,385.57		
SEWER FUND				
Revenues	1,238,860.00	648,554.04	590,305.96	52.35%
Expenditures	1,201,234.00	543,962.78	657,271.22	45.28%
Surplus/(Deficit)		104,591.26		
TOTAL ALL FUNDS				
Revenues	9,493,975.00	4,514,493.52	4,979,481.48	47.55%
Expenditures	9,510,054.00	3,983,007.99	5,527,046.01	41.88%
Surplus/(Deficit)		531,485.53		



CITY OF MORA
BALANCE SHEET
 Current Period: June 2023

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
651 ELECTRIC FUND				
A				
G 651-11011 Cash NNB Checking	\$1,878,882.35	\$3,803,193.27	\$3,777,209.70	\$1,904,865.92
G 651-11013 Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
G 651-11014 ChangeFund/AirportVending/	\$400.00	\$0.00	\$0.00	\$400.00
G 651-11018 Cash FCB HI-FI	\$667,653.67	\$10,549.18	\$0.00	\$678,202.85
G 651-11020 Investments	\$6,247,262.91	\$58,631.74	\$4,575.48	\$6,301,319.17
G 651-11023 Cash NNB MMU ACH Account	\$0.00	\$0.00	\$0.00	\$0.00
G 651-11041 Interest Receivable	\$33,380.45	\$0.00	\$0.00	\$33,380.45
G 651-11151 Accounts Receivable	\$142,336.22	\$269,573.74	\$369,714.21	\$42,195.75
G 651-11152 Accounts Receivable - UB	\$536,125.66	\$3,419,102.66	\$3,372,793.11	\$582,435.21
G 651-11154 Return Checks	\$0.00	\$0.00	\$0.00	\$0.00
G 651-11155 Accounts Rec - Other	\$0.00	\$0.00	\$0.00	\$0.00
G 651-11212 Special Assess Rec - Unamort	\$0.00	\$0.00	\$0.00	\$0.00
G 651-11213 Special Assess Rec - Amortize	\$0.00	\$0.00	\$0.00	\$0.00
G 651-11410 Distribution Inventory	\$181,722.25	\$40,576.39	\$0.00	\$222,298.64
G 651-11551 Prepaid Ins	\$0.00	\$59,994.58	\$29,997.30	\$29,997.28
G 651-11600 Allowance for Bad Debt	-\$44,417.42	\$0.00	\$0.00	-\$44,417.42
G 651-12600 Fixed Assets	\$6,572,858.26	\$268,614.27	\$0.00	\$6,841,472.53
G 651-12601 Allowance for Depreciation	-\$4,502,502.52	\$0.00	\$89,181.49	-\$4,591,684.01
G 651-12647 Construction in Progress	\$2,718.00	\$0.00	\$0.00	\$2,718.00
G 651-13300 Advance To Wood & Grove Fu	\$429,943.29	\$0.00	\$16,188.16	\$413,755.13
G 651-13305 Advance To Water Fund	\$123,128.67	\$0.00	\$4,636.02	\$118,492.65
G 651-13310 Advance To Sewer Fund	\$118,294.84	\$0.00	\$4,454.02	\$113,840.82
G 651-13320 Advance To Liquor Fund	\$700,000.00	\$0.00	\$0.00	\$700,000.00
G 651-13325 Advance To TIF District 1-11	\$176,955.48	\$0.00	\$5,816.72	\$171,138.76
G 651-13340 Advance to General Fund	\$129,198.12	\$0.00	\$0.00	\$129,198.12
G 651-15600 Deferred Outflow - Pensions	\$170,399.00	\$0.00	\$0.00	\$170,399.00
G 651-15650 Deferred Outflow - OPEB	\$5,506.00	\$0.00	\$0.00	\$5,506.00
A	\$13,569,845.23	\$7,930,235.83	\$7,674,566.21	\$13,825,514.85
E				
G 651-24204 Fund Bal-Undes/Net Asset (en	\$11,440,095.32	\$3,122,121.20	\$3,461,629.90	\$11,779,604.02
G 651-24502 FB/Net Asset-Des Cap Proj/D	-\$1,000,000.00	\$0.00	\$0.00	-\$1,000,000.00
E	\$12,440,095.32	\$3,122,121.20	\$3,461,629.90	\$12,779,604.02
L				
G 651-20610 Contracts Payable - Retainage	-\$2,718.00	\$0.00	\$0.00	-\$2,718.00
G 651-21500 Accrued Interest Payable	\$0.00	\$0.00	\$0.00	\$0.00
G 651-21600 Accrued Wages/Salaries Paya	-\$8,134.33	\$0.00	\$0.00	-\$8,134.33
G 651-22021 Accounts Payable	-\$503,854.91	\$2,369,976.33	\$2,290,219.69	-\$424,098.27
G 651-22050 Franchise Fee Payable	-\$1.86	\$146,237.29	\$146,235.43	\$0.00
G 651-22082 Sales Tax Payable	-\$28,326.02	\$165,484.39	\$164,436.98	-\$27,278.61
G 651-22161 Accrued Vac-Sick Wages	-\$28,709.84	\$0.00	\$0.00	-\$28,709.84
G 651-22190 OPEB Liability	-\$43,069.00	\$0.00	\$0.00	-\$43,069.00
G 651-22201 Deposits	-\$53,240.00	\$11,700.00	\$10,295.00	-\$51,835.00
G 651-22202 Deposits - Other	-\$100.00	\$0.00	\$0.00	-\$100.00
G 651-22223 Deferred Revenues - Tax_As	\$0.00	\$0.00	\$0.00	\$0.00
G 651-22250 Undistributed Receipts (UR)	-\$17,296.95	\$48,522.32	\$46,894.15	-\$15,668.78
G 651-22850 EFT Clearing Account	\$0.00	\$371.41	\$371.41	\$0.00
G 651-23000 Net Pension Liability	-\$229,798.00	\$0.00	\$0.00	-\$229,798.00
G 651-23500 Deferred Inflow - Pensions	-\$214,501.00	\$0.00	\$0.00	-\$214,501.00
L	-\$1,129,749.91	\$2,742,291.74	\$2,658,452.66	-\$1,045,910.83
651 ELECTRIC FUND	\$0.00	\$13,794,648.77	\$13,794,648.77	\$0.00



CITY OF MORA
BALANCE SHEET
 Current Period: June 2023

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
652 WATER FUND				
A				
G 652-11011 Cash NNB Checking	\$242,506.19	\$606,318.80	\$368,052.92	\$480,772.07
G 652-11012 INV Restr Cap Imp/Debt-K/W	\$37,427.71	\$14.00	\$0.00	\$37,441.71
G 652-11018 Cash FCB HI-FI	\$42,077.27	\$14.44	\$5,251.67	\$36,840.04
G 652-11020 Investments	\$1,026,931.78	\$9,637.95	\$752.13	\$1,035,817.60
G 652-11041 Interest Receivable	\$5,165.57	\$0.00	\$0.00	\$5,165.57
G 652-11151 Accounts Receivable	\$51,762.42	\$57,675.39	\$109,398.33	\$39.48
G 652-11152 Accounts Receivable - UB	\$119,848.58	\$476,201.08	\$451,091.35	\$144,958.31
G 652-11154 Return Checks	\$0.00	\$0.00	\$0.00	\$0.00
G 652-11155 Accounts Rec - Other	\$0.00	\$0.00	\$0.00	\$0.00
G 652-11212 Special Assess Rec - Unamort	\$78,269.11	\$0.00	\$718.24	\$77,550.87
G 652-11213 Special Assess Rec - Amortize	\$0.00	\$0.00	\$0.00	\$0.00
G 652-11420 Inventory Materials/Supplies	\$11,045.18	\$3,961.47	\$0.00	\$15,006.65
G 652-11551 Prepaid Ins	\$0.00	\$11,299.82	\$5,649.96	\$5,649.86
G 652-12600 Fixed Assets	\$8,429,980.57	\$0.00	\$0.00	\$8,429,980.57
G 652-12601 Allowance for Depreciation	-\$4,961,942.51	\$0.00	\$176,115.30	-\$5,138,057.81
G 652-15600 Deferred Outflow - Pensions	\$70,718.00	\$0.00	\$0.00	\$70,718.00
G 652-15650 Deferred Outflow - OPEB	\$2,190.00	\$0.00	\$0.00	\$2,190.00
A	\$5,155,979.87	\$1,165,122.95	\$1,117,029.90	\$5,204,072.92
E				
G 652-24204 Fund Bal-Undes/Net Asset (en	-\$3,859,781.39	\$449,667.51	\$537,053.08	-\$3,947,166.96
G 652-24502 FB/Net Asset-Des Cap Proj/D	-\$100,000.00	\$0.00	\$0.00	-\$100,000.00
E	-\$3,959,781.39	\$449,667.51	\$537,053.08	-\$4,047,166.96
L				
G 652-20900 Advance From Electric Fund	-\$123,128.67	\$4,636.02	\$0.00	-\$118,492.65
G 652-21500 Accrued Interest Payable	-\$7,442.20	\$0.00	\$0.00	-\$7,442.20
G 652-21600 Accrued Wages/Salaries Paya	-\$4,336.93	\$0.00	\$0.00	-\$4,336.93
G 652-22021 Accounts Payable	-\$13,170.06	\$13,170.06	\$0.00	\$0.00
G 652-22026 State Water Fee	-\$0.47	\$5,872.00	\$5,872.23	-\$0.70
G 652-22028 Leak Protection Premium	\$0.00	\$5,156.00	\$5,153.00	\$3.00
G 652-22031 Bonds Payable	-\$830,648.00	\$102,842.00	\$81,000.00	-\$808,806.00
G 652-22034 Unamortized Premium on Bon	-\$1,144.38	\$0.00	\$0.00	-\$1,144.38
G 652-22082 Sales Tax Payable	-\$1,055.32	\$6,086.00	\$6,344.33	-\$1,313.65
G 652-22161 Accrued Vac-Sick Wages	-\$13,505.45	\$0.00	\$0.00	-\$13,505.45
G 652-22190 OPEB Liability	-\$17,126.00	\$0.00	\$0.00	-\$17,126.00
G 652-22201 Deposits	-\$250.00	\$50.00	\$150.00	-\$350.00
G 652-22223 Deferred Revenues - Tax_As	\$0.00	\$0.00	\$0.00	\$0.00
G 652-22850 EFT Clearing Account	\$0.00	\$0.00	\$0.00	\$0.00
G 652-22860 Edgewood Tenant Rent Collec	\$0.00	\$0.00	\$0.00	\$0.00
G 652-23000 Net Pension Liability	-\$95,370.00	\$0.00	\$0.00	-\$95,370.00
G 652-23500 Deferred Inflow - Pensions	-\$89,021.00	\$0.00	\$0.00	-\$89,021.00
L	-\$1,196,198.48	\$137,812.08	\$98,519.56	-\$1,156,905.96
652 WATER FUND	\$0.00	\$1,752,602.54	\$1,752,602.54	\$0.00



CITY OF MORA
BALANCE SHEET
 Current Period: June 2023

Year End

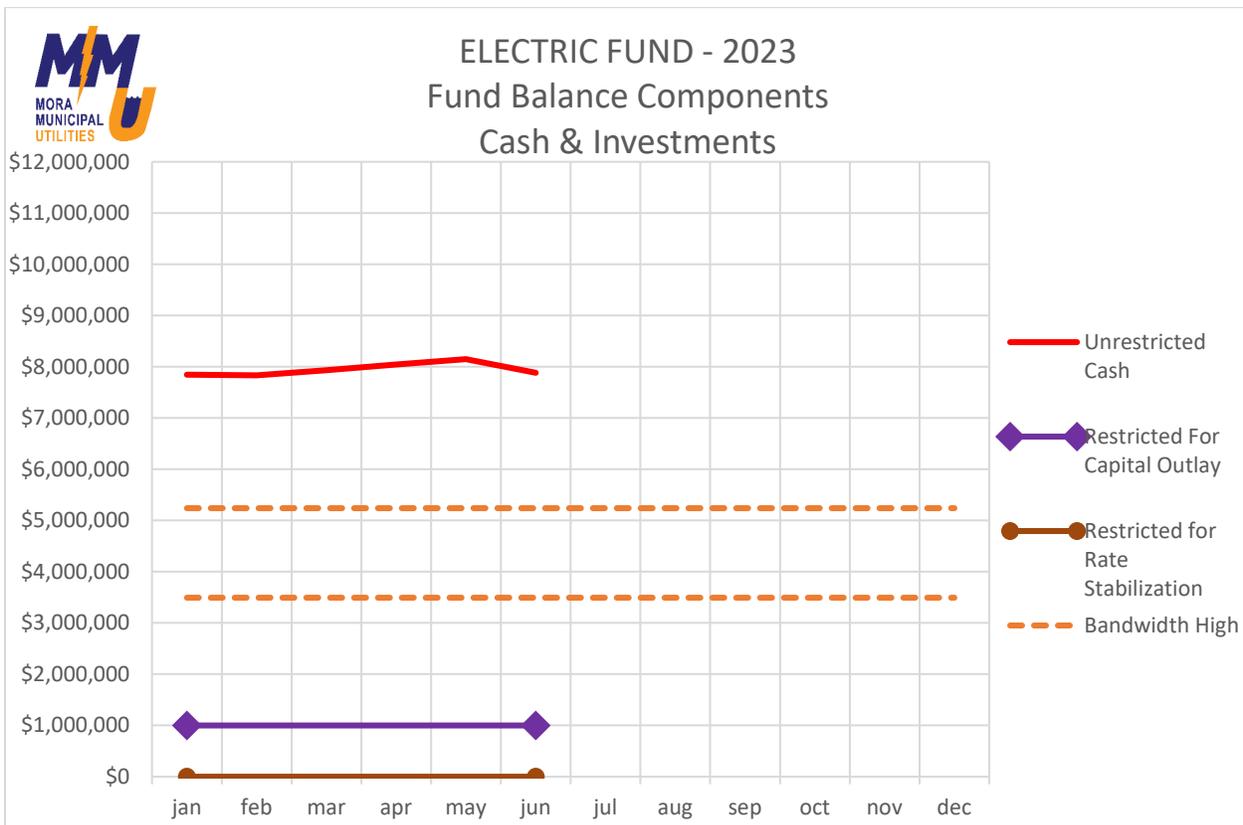
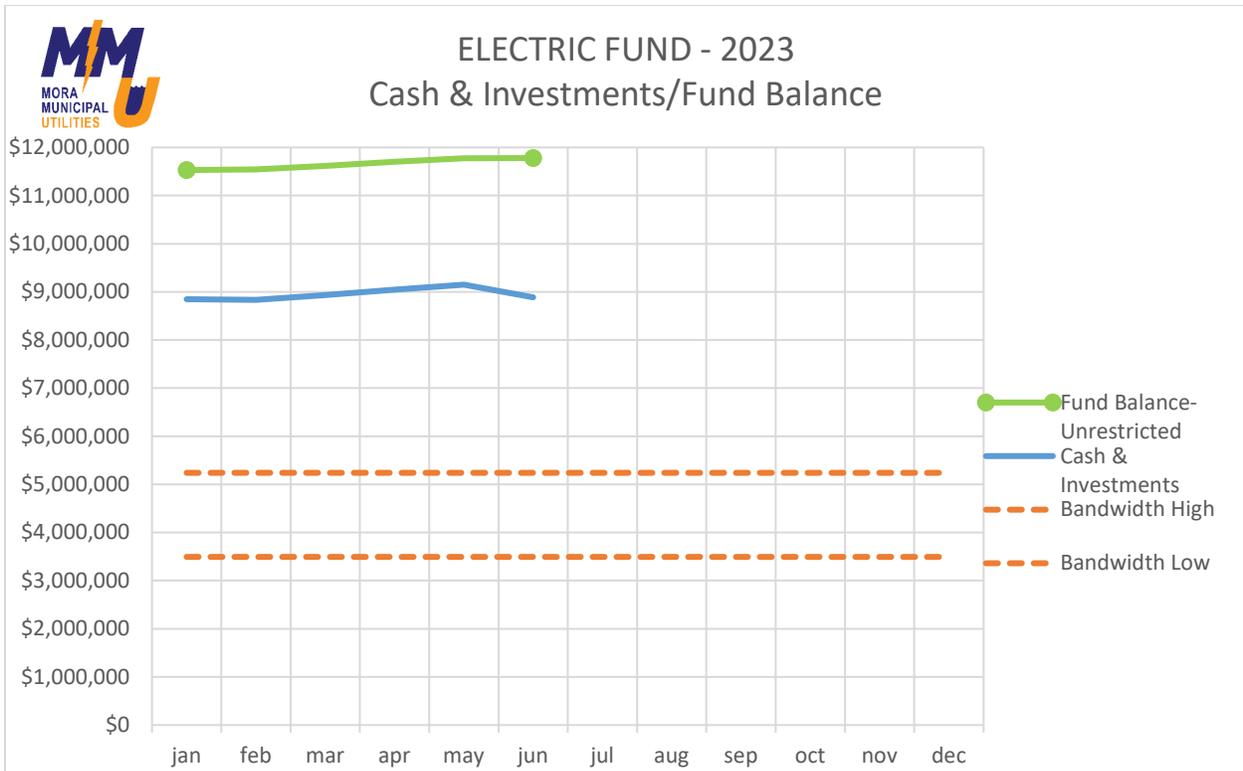
Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
653 SEWER FUND				
A				
G 653-11011 Cash NNB Checking	\$605,081.74	\$867,912.23	\$525,398.38	\$947,595.59
G 653-11018 Cash FCB HI-FI	\$617,975.65	\$229.76	\$5,045.49	\$613,159.92
G 653-11020 Investments	\$2,241,773.41	\$21,039.46	\$1,641.87	\$2,261,171.00
G 653-11041 Interest Receivable	\$11,448.14	\$0.00	\$0.00	\$11,448.14
G 653-11151 Accounts Receivable	\$76,800.00	\$80,291.40	\$154,598.40	\$2,493.00
G 653-11152 Accounts Receivable - UB	\$100,176.88	\$638,899.63	\$608,545.74	\$130,530.77
G 653-11155 Accounts Rec - Other	\$0.00	\$0.00	\$0.00	\$0.00
G 653-11212 Special Assess Rec - Unamort	\$0.00	\$0.00	\$0.00	\$0.00
G 653-11213 Special Assess Rec - Amortize	\$0.00	\$0.00	\$0.00	\$0.00
G 653-11551 Prepaid Ins	\$0.00	\$23,520.59	\$11,760.36	\$11,760.23
G 653-12600 Fixed Assets	\$14,166,005.38	\$0.00	\$0.00	\$14,166,005.38
G 653-12601 Allowance for Depreciation	-\$6,978,099.57	\$0.00	\$243,678.42	-\$7,221,777.99
G 653-12647 Construction in Progress	\$0.00	\$0.00	\$0.00	\$0.00
G 653-15600 Deferred Outflow - Pensions	\$87,826.00	\$0.00	\$0.00	\$87,826.00
G 653-15650 Deferred Outflow - OPEB	\$3,199.00	\$0.00	\$0.00	\$3,199.00
A	\$10,932,186.63	\$1,631,893.07	\$1,550,668.66	\$11,013,411.04
E				
G 653-24204 Fund Bal-Undes/Net Asset (en	-\$7,915,798.08	\$640,457.95	\$745,049.21	-\$8,020,389.34
G 653-24502 FB/Net Asset-Des Cap Proj/D	-\$220,000.00	\$0.00	\$0.00	-\$220,000.00
E	-\$8,135,798.08	\$640,457.95	\$745,049.21	-\$8,240,389.34
L				
G 653-20610 Contracts Payable - Retainage	\$0.00	\$0.00	\$0.00	\$0.00
G 653-20900 Advance From Electric Fund	-\$118,294.84	\$4,454.02	\$0.00	-\$113,840.82
G 653-21500 Accrued Interest Payable	-\$11,203.65	\$0.00	\$0.00	-\$11,203.65
G 653-21600 Accrued Wages/Salaries Paya	-\$5,583.38	\$0.00	\$0.00	-\$5,583.38
G 653-22021 Accounts Payable	-\$8,551.83	\$8,551.83	\$0.00	\$0.00
G 653-22027 Quamba Payable-Reserve & D	-\$3,631.00	\$0.00	\$7,302.00	-\$10,933.00
G 653-22028 Leak Protection Premium	\$0.00	\$5,475.00	\$5,470.00	\$5.00
G 653-22031 Bonds Payable	-\$2,375,357.00	\$181,658.00	\$164,000.00	-\$2,357,699.00
G 653-22034 Unamortized Premium on Bon	-\$581.51	\$0.00	\$0.00	-\$581.51
G 653-22082 Sales Tax Payable	\$0.00	\$916.00	\$916.00	\$0.00
G 653-22161 Accrued Vac-Sick Wages	-\$19,162.34	\$0.00	\$0.00	-\$19,162.34
G 653-22190 OPEB Liability	-\$25,025.00	\$0.00	\$0.00	-\$25,025.00
G 653-22223 Deferred Revenues - Tax_As	\$0.00	\$0.00	\$0.00	\$0.00
G 653-23000 Net Pension Liability	-\$118,441.00	\$0.00	\$0.00	-\$118,441.00
G 653-23500 Deferred Inflow - Pensions	-\$110,557.00	\$0.00	\$0.00	-\$110,557.00
L	-\$2,796,388.55	\$201,054.85	\$177,688.00	-\$2,773,021.70
653 SEWER FUND	\$0.00	\$2,473,405.87	\$2,473,405.87	\$0.00

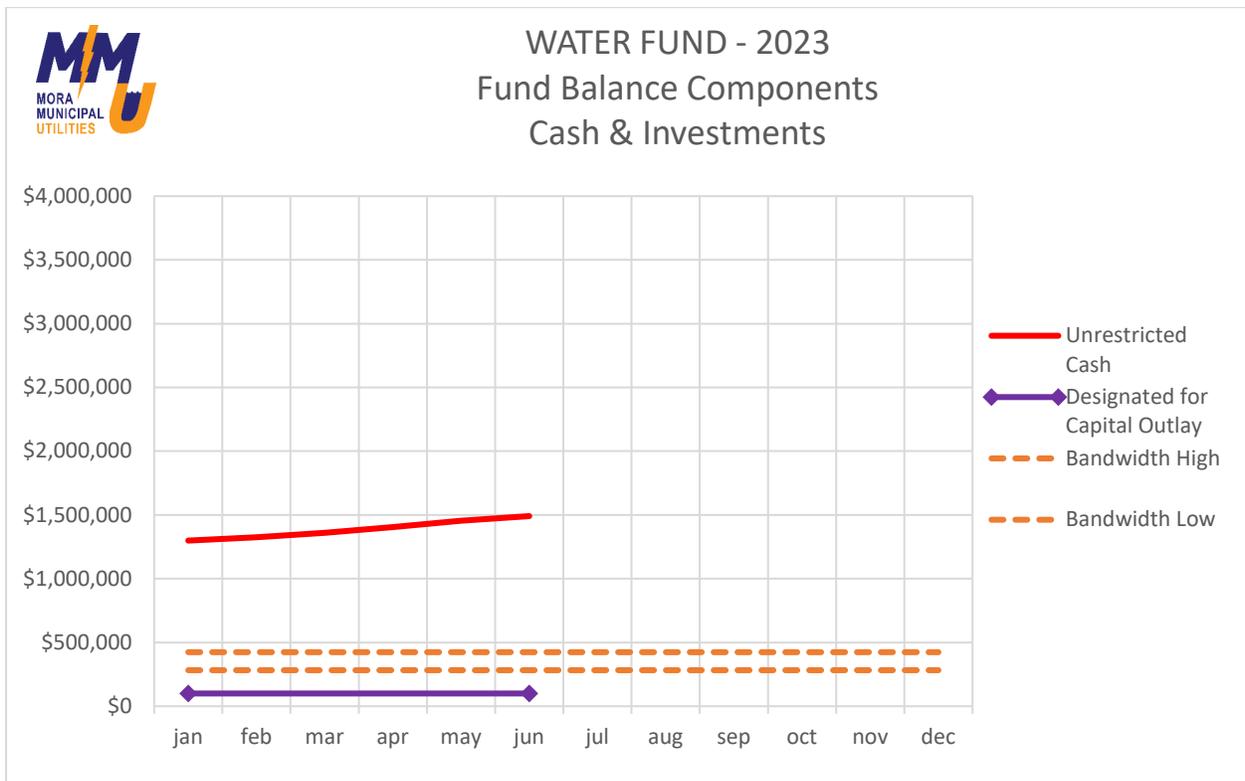
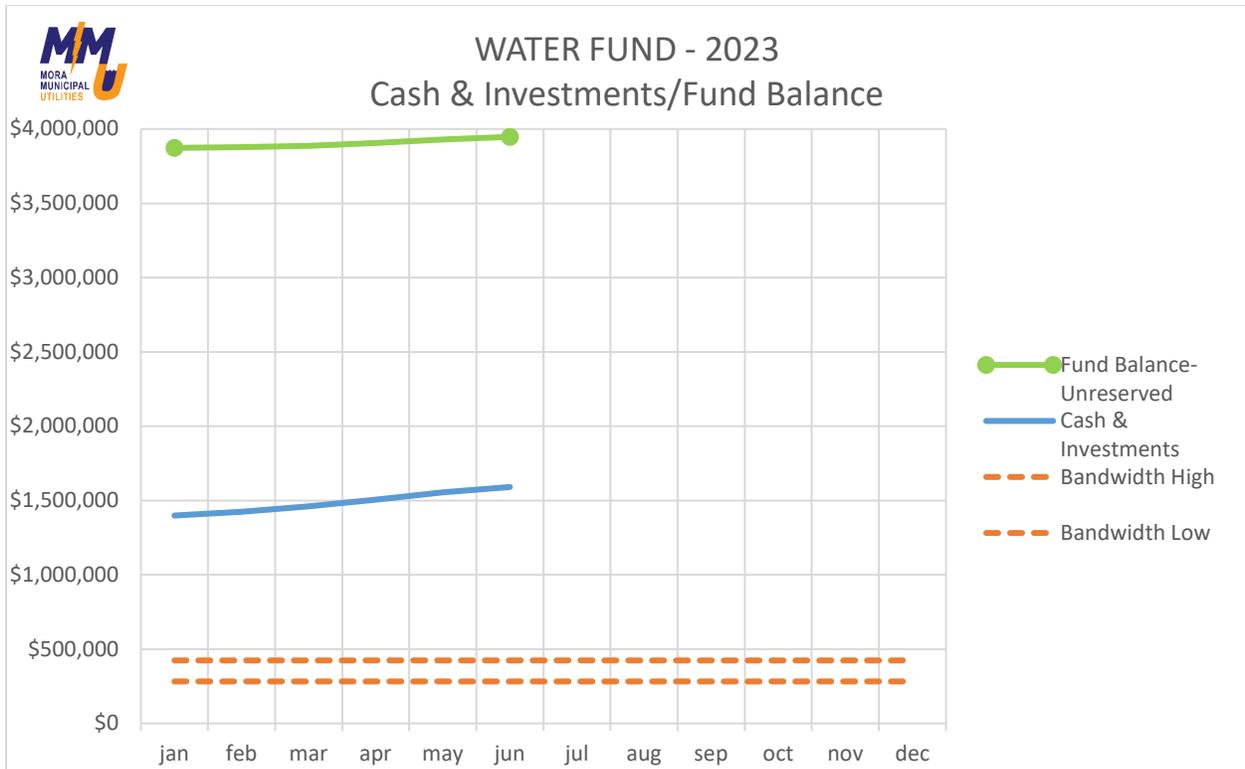


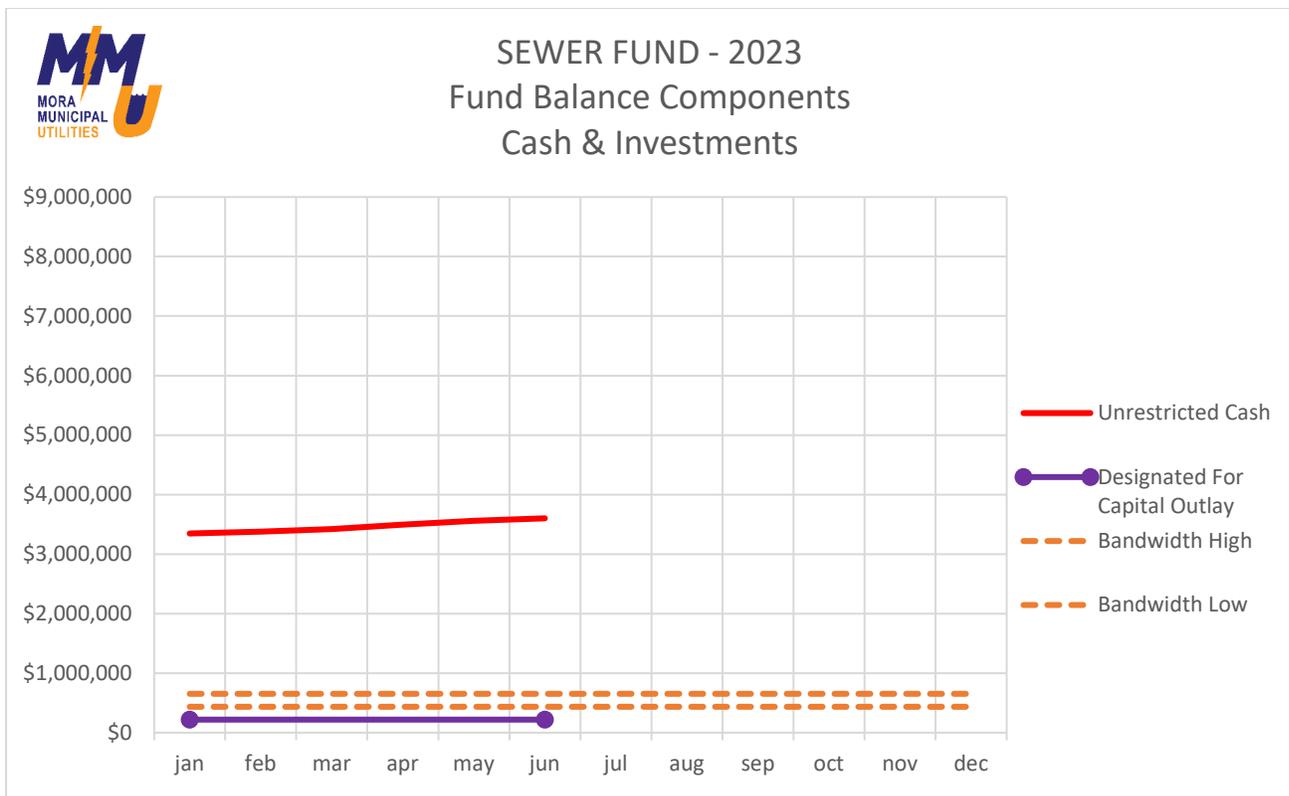
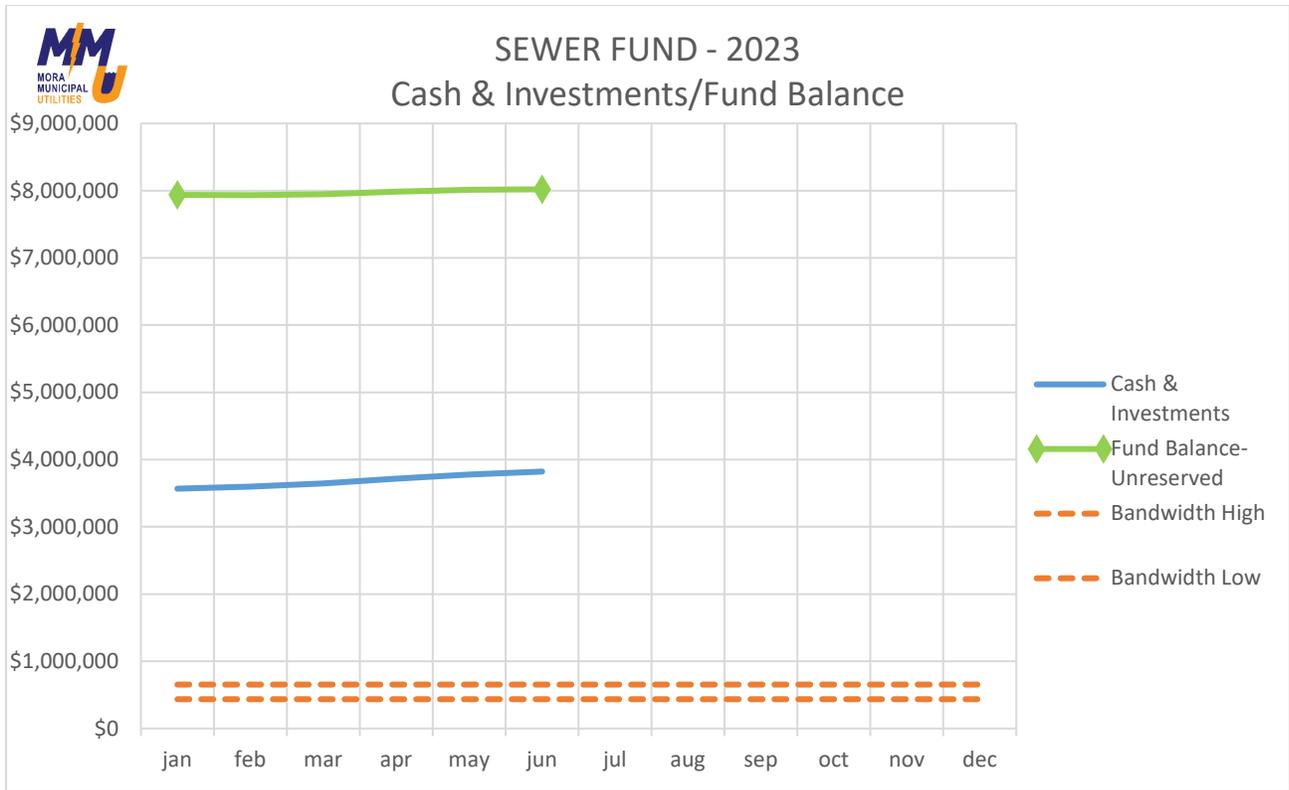
CITY OF MORA
BALANCE SHEET
Current Period: June 2023

Year End

Account Descr	Begin Yr	YTD Debit	YTD Credit	Current Balance
	\$0.00	\$18,020,657.18	\$18,020,657.18	\$0.00







CITY OF MORA/MORA MUNICIPAL UTILITIES

Current Investments

Information current as of June 30, 2023

Bank/Agency	Location	Type	FDIC #	Broker	Amount	DTD/Issued	Due	Rate	
4M Investment Pool - 9 mo.	Various	Pool		4M Fund	\$ 250,000.00	8/9/2022	5/9/2023	2.85%	
CIBC Bank USA / Private Bank - MI	Birmingham, MI	CD	33306	4M Fund	\$ 248,300.00	1/27/2022	7/26/2023	0.45%	
Financial Federal Bank	Memphis, TN	CD	31840	4M Fund	\$ 248,500.00	1/27/2022	7/26/2023	0.40%	
4M Investment Pool - 12 mo.	Various	Pool		4M Fund	\$ 250,000.00	8/9/2022	8/9/2023	3.00%	
Greenstate Credit Union	North Liberty, IA	CD	60269	4M Fund	\$ 248,500.00	8/18/2021	8/18/2023	0.30%	
Servisfirst National Bank	Tampa, FL	CD	57993	4M Fund	\$ 242,000.00	8/18/2022	8/18/2023	3.20%	
Bank 7	OK	CD	4147	4M Fund	\$ 241,350.00	1/30/2023	10/30/2023	4.72%	
Falcon National Bank	Foley, MN	CD	57603	4M Fund	\$ 249,495.32	2/11/2022	2/12/2024	0.65%	
Great Midwest Bank	Brookfield, WI	CD	29657	4M Fund	\$ 239,000.00	8/18/2022	2/15/2024	2.98%	
Signature Bank	New York, NY	CD	57053	4M Fund	\$ 246,474.42	8/19/2022	8/19/2024	3.05%	
UBS Bank	Salt Lake City, UT	CD	57565	4M Fund	\$ 121,345.28	8/24/2022	8/26/2024	3.15%	
American Bank and Trust	Bowling Green, KY	CD	35568	4M Fund	\$ 245,189.12	9/14/2022	9/16/2024	3.02%	
First National Bank	Paragould, AR	CD	3887	4M Fund	\$ 227,300.00	8/8/2022	8/8/2025	3.02%	
Bank Hapoalim	New York, NY	CD	33686	4M Fund	\$ 227,100.00	8/8/2022	8/8/2025	3.04%	\$ 3,284,554.14
Neighborhood National Bank	Mora, MN	CD	18885	None	\$ 245,000.00	1/26/2022	1/26/2026	0.45%	\$ 245,000.00
Safra National Bank of New York	New York, NY	CD	26876	RBC Wealth	\$ 245,000.00	7/27/2022	7/27/2023	2.90%	
Millyard Bank	Nashua, NH	CD	59176	RBC Wealth	\$ 245,000.00	7/28/2022	7/28/2023	2.80%	
Discover Bank	Greenwood, DE	CD	5649	RBC Wealth	\$ 139,000.00	9/28/2016	9/28/2023	1.80%	
Comenity Capital Bank	Salt Lake City, UT	CD	57570	RBC Wealth	\$ 245,000.00	6/27/2019	6/27/2024	2.50%	
CNB of Greater St Louis	Maplewood, MO	CD	4549	RBC Wealth	\$ 245,000.00	7/29/2022	7/29/2024	3.00%	
Lakeside Bank	Chicago, IL	CD	19573	RBC Wealth	\$ 170,000.00	3/30/2020	3/31/2025	1.40%	
Texas Exchange Bank	Crowley, TX	CD	20099	RBC Wealth	\$ 245,000.00	6/19/2020	6/19/2025	1.00%	
Capital One Bank (USA)	Glen Allen, VA	CD	33954	RBC Wealth	\$ 245,000.00	7/21/2022	7/21/2025	3.30%	
Capital One, National Association	McLean, VA	CD	4297	RBC Wealth	\$ 245,000.00	7/21/2022	7/21/2025	3.30%	
Portage Bank	Bellevue, WA	CD	8197	RBC Wealth	\$ 245,000.00	6/21/2023	12/30/2025	4.70%	
First (1st) Source Bank	South Bend, IN	CD	9087	RBC Wealth	\$ 233,000.00	1/18/2023	7/20/2026	4.60%	
Medallion Bank	Salt Lake City, UT	CD	57449	RBC Wealth	\$ 245,000.00	8/30/2021	8/31/2026	0.85%	
Live Oak Bank	Wilmington, NC	CD	58665	RBC Wealth	\$ 240,000.00	9/11/2022	9/11/2026	3.65%	
Poppy Bank	Santa Rosa, CA	CD	57903	RBC Wealth	\$ 145,000.00	10/14/2022	10/14/2026	4.50%	
EnerBank	Salt Lake City, UT	CD	57293	RBC Wealth	\$ 245,000.00	5/20/2020	5/14/2027	1.10%	
Morgan Stanley Private Bank	Purchase, NY	CD	34221	RBC Wealth	\$ 245,000.00	7/15/2022	7/15/2027	3.60%	
State Bank of India	New York, NY	CD	33682	RBC Wealth	\$ 135,000.00	7/22/2022	7/22/2027	3.40%	
Washington County Bank	Blair, NE	CD	12241	RBC Wealth	\$ 155,000.00	3/30/2021	9/30/2027	1.10%	
Iowa State Bank	Hull, IA	CD	13953	RBC Wealth	\$ 245,000.00	3/22/2023	3/22/2028	5.35%	
Frazer Bank	Altus, OK	CD	4031	RBC Wealth	\$ 245,000.00	6/25/2021	6/26/2028	1.10%	
Merrick Bank	South Jordan, UT	CD	34519	RBC Wealth	\$ 245,000.00	7/31/2020	7/31/2028	1.00%	
Celtic Bank	Salt Lake City, UT	CD	57056	RBC Wealth	\$ 245,000.00	1/31/2023	1/31/2029	4.40%	\$ 4,892,000.00
Israel Discount Bank	New York, NY	CD	19977	Wells Fargo	\$ 150,000.00	11/12/2021	8/14/2023	0.45%	
Synchrony Bank	Draper, UT	CD	27314	Wells Fargo	\$ 245,000.00	9/3/2021	9/5/2023	0.25%	
Synovus Bank	Columbus, GA	CD	873	Wells Fargo	\$ 245,000.00	3/11/2021	3/11/2024	0.30%	
BankUnited, NA	Miami Lakes, FL	CD	58979	Wells Fargo	\$ 244,000.00	4/14/2021	4/15/2024	0.45%	
UBS Bank	Salt Lake City, UT	CD	57565	Wells Fargo	\$ 124,000.00	6/23/2021	6/23/2024	0.35%	
BMW Bank of North America	Salt Lake City, UT	CD	35141	Wells Fargo	\$ 106,000.00	7/16/2021	7/16/2024	0.50%	
New York Community Bank	Westbury, NY	CD	16022	Wells Fargo	\$ 245,000.00	9/10/2021	9/10/2024	0.65%	
Toyota Financial Savings Bank	Henderson, NV	CD	57542	Wells Fargo	\$ 245,000.00	8/19/2021	8/19/2025	0.70%	
Federal Home Loan Bank	McLean, VA	AG		Wells Fargo	\$ 150,000.00	1/29/2021	1/29/2026	0.50%	
Goldman Sachs Bank	New York, NY	CD	33124	Wells Fargo	\$ 245,000.00	8/11/2021	2/11/2026	1.00%	
Sallie Mae Bank	Salt Lake City, UT	CD	58177	Wells Fargo	\$ 118,000.00	7/8/2021	7/8/2026	1.00%	
Sallie Mae Bank	Salt Lake City, UT	CD	58177	Wells Fargo	\$ 129,000.00	8/25/2021	8/25/2026	1.05%	
JP Morgan Chase	Columbus, OH	CD	628	Wells Fargo	\$ 245,000.00	9/23/2020	9/23/2026	0.50%	
Third Federal Savings and Loan Association of Cleveland	Cleveland, OH	CD	30012	Wells Fargo	\$ 218,000.00	8/19/2022	8/19/2027	3.30%	
BMO Harris Bank	Chicago, IL	CD	16571	Wells Fargo	\$ 245,000.00	7/13/2021	7/13/2028	1.00%	\$ 2,954,000.00
					<u>\$ 11,375,554.14</u>				

CD = Certificate of Deposit

AG = Agency/Government Asset Backed

Note: This list represents the combined portfolios of the City of Mora and Mora Municipal Utilities. For breakdown by fund, please refer to the Balance Sheet.

CITY OF MORA/MORA MUNICIPAL UTILITIES
 Debt Retirement Schedule
 For the Year Ending December 31, 2023

SUM OF ALL DEBT			Series 2015B Wood & Grove St	Series 2015C - Refunding Bond (formerly 2006A Maple Ave)			Series 2017A 9th & Wood St	Series 2022A N Grove St	MnPFA Water	MnPFA WWTP	Mora HRA Bonds*		
Year	Year-End Balance	Principal Reduction	Fund 532 Year-End Balance	Fund 533 Year-End Balance	Fund 652 Year-End Balance	Fund 653 Year-End Balance	Fund 535 Year-End Balance	Fund 536 Year-End Balance	G 652-22031 Year-End Balance	G 653-22031 Year-End Balance	Series 2019A Eastwood Fund 531 Year-End Balance	Series 2009B Fund 531 Year-End Balance	
2016	11,387,000.00		1,385,000.00	1,251,495.00	267,364.00	221,141.00			1,151,000.00	3,326,000.00		350,000.00	
2017	12,039,957.75	652,957.75	1,345,000.00	1,125,495.00	246,858.00	202,647.00	1,325,000.00		1,078,000.00	3,056,957.75		290,000.00	
2018	11,484,957.75	(555,000.00)	1,290,000.00	1,039,495.00	223,036.00	182,469.00	1,325,000.00		1,004,000.00	2,895,957.75		225,000.00	
2019	11,080,000.00	(404,957.75)	1,230,000.00	942,495.00	201,854.00	165,651.00	1,290,000.00		928,000.00	2,842,000.00	2019	3,095,000.00	155,000.00
2020	10,433,000.00	(647,000.00)	1,170,000.00	840,495.00	180,672.00	148,833.00	1,235,000.00		851,000.00	2,677,000.00	2020	3,095,000.00	80,000.00
2021	9,759,000.00	(674,000.00)	1,110,000.00	733,495.00	159,490.00	132,015.00	1,180,000.00		773,000.00	2,511,000.00	2021	3,080,000.00	-
2022	10,621,000.00	862,000.00	1,050,000.00	622,995.00	137,648.00	114,357.00	1,125,000.00	1,575,000.00	693,000.00	2,343,000.00	2022	2,960,000.00	
2023	9,975,000.00	(646,000.00)	985,000.00	512,495.00	115,806.00	96,699.00	1,070,000.00	1,575,000.00	612,000.00	2,173,000.00	2023	2,835,000.00	
2024	9,251,000.00	(724,000.00)	920,000.00	398,495.00	89,990.00	76,515.00	1,010,000.00	1,520,000.00	529,000.00	2,002,000.00	2024	2,705,000.00	
2025	8,524,000.00	(727,000.00)	855,000.00	284,495.00	64,174.00	56,331.00	950,000.00	1,465,000.00	445,000.00	1,829,000.00	2025	2,575,000.00	
2026	7,783,000.00	(741,000.00)	790,000.00	166,995.00	37,698.00	35,307.00	890,000.00	1,405,000.00	359,000.00	1,654,000.00	2026	2,445,000.00	
2027	7,024,000.00	(759,000.00)	720,000.00	50,995.00	10,562.00	13,443.00	830,000.00	1,340,000.00	272,000.00	1,477,000.00	2027	2,310,000.00	
2028	6,342,000.00	(682,000.00)	650,000.00	-	-	-	765,000.00	1,275,000.00	183,000.00	1,299,000.00	2028	2,170,000.00	
2029	5,726,000.00	(616,000.00)	580,000.00				700,000.00	1,210,000.00	92,000.00	1,119,000.00	2029	2,025,000.00	
2030	5,092,000.00	(634,000.00)	505,000.00				630,000.00	1,140,000.00	-	937,000.00	2030	1,880,000.00	
2031	4,543,000.00	(549,000.00)	430,000.00				560,000.00	1,070,000.00		753,000.00	2031	1,730,000.00	
2032	3,987,000.00	(556,000.00)	350,000.00				490,000.00	1,000,000.00		567,000.00	2032	1,580,000.00	
2033	3,410,000.00	(577,000.00)	265,000.00				415,000.00	925,000.00		380,000.00	2033	1,425,000.00	
2034	2,821,000.00	(589,000.00)	180,000.00				340,000.00	845,000.00		191,000.00	2034	1,265,000.00	
2035	2,220,000.00	(601,000.00)	90,000.00				260,000.00	765,000.00		-	2035	1,105,000.00	
2036	1,795,000.00	(425,000.00)	-				175,000.00	680,000.00			2036	940,000.00	
2037	1,455,000.00	(340,000.00)					90,000.00	595,000.00			2037	770,000.00	
2038	1,100,000.00	(355,000.00)					-	505,000.00			2038	595,000.00	
2039	830,000.00	(270,000.00)						415,000.00			2039	415,000.00	
2040	320,000.00	(510,000.00)						320,000.00			2040	-	
2041	215,000.00	(105,000.00)						215,000.00					
2042	110,000.00	(105,000.00)						110,000.00					
2043	-	(110,000.00)						-					

* These Bonds are special obligations of the Authority but are general obligations of the City for which the City pledges its full faith, credit and taxing powers.



CITY OF MORA
Revenue Guideline For Commission
 Current Period: June 2023

Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
651 ELECTRIC FUND					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
PERA Aid	\$0.00	\$0.00	\$0.00	0.00%	
Int/Pen on Spec Assmts	\$500.00	\$5.95	\$494.05	98.81%	
Interest Earnings	\$126,430.00	\$67,880.92	\$58,549.08	46.31%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$1,159.18	-\$1,159.18	0.00%	
Dividends	\$0.00	\$0.00	\$0.00	0.00%	
Service Chg on NSF Checks	\$600.00	\$450.00	\$150.00	25.00%	
Electricity Sales	\$6,675,475.00	\$3,015,345.60	\$3,660,129.40	54.83%	
Misc Income	\$2,500.00	\$611.00	\$1,889.00	75.56%	
Excess Equity	\$0.00	\$0.00	\$0.00	0.00%	
SMMPA Contract	\$450,000.00	\$237,074.74	\$212,925.26	47.32%	
CIP Reimbursements	\$30,000.00	\$20,824.62	\$9,175.38	30.58%	
Penalties	\$30,000.00	\$19,659.01	\$10,340.99	34.47%	
Misc Service Revenues	\$20,000.00	\$5,510.00	\$14,490.00	72.45%	
Rent from Elec Property	\$4,000.00	\$1,923.00	\$2,077.00	51.93%	
Distributed Energy Resources	\$0.00	\$139.00	-\$139.00	0.00%	
Labor Sales	\$4,000.00	\$4,150.00	-\$150.00	-3.75%	
Recoveries of Bad Debt	\$0.00	\$0.00	\$0.00	0.00%	
Cash Over/Short	\$0.00	\$0.00	\$0.00	0.00%	
Sale of Fixed Assets	\$0.00	\$9,956.72	-\$9,956.72	0.00%	See Note A.
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$7,000.00	\$3,539.11	\$3,460.89	49.44%	
Trf from Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
Special Items	\$0.00	\$0.00	\$0.00	0.00%	
651 ELECTRIC FUND	\$7,350,505.00	\$3,388,228.85	\$3,962,276.15	53.90%	
652 WATER FUND					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
PERA Aid	\$0.00	\$0.00	\$0.00	0.00%	
Special Assessments	\$0.00	\$0.00	\$0.00	0.00%	
Int/Pen on Spec Assmts	\$300.00	\$2.97	\$297.03	99.01%	
Interest Earnings	\$15,320.00	\$8,723.72	\$6,596.28	43.06%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$190.54	-\$190.54	0.00%	
Dividends	\$0.00	\$0.00	\$0.00	0.00%	
Service Chg on NSF Checks	\$0.00	\$0.00	\$0.00	0.00%	
Water Sales	\$853,990.00	\$445,637.97	\$408,352.04	47.82%	
Misc Income	\$2,000.00	\$5,832.63	-\$3,832.63	-191.63%	See Note B.
Penalties	\$10,000.00	\$5,002.35	\$4,997.65	49.98%	
Labor Sales	\$1,000.00	\$1,175.00	-\$175.00	-17.50%	
Antenna Leases	\$4,000.00	\$3,477.34	\$522.66	13.07%	
WAC Fees	\$18,000.00	\$3,000.00	\$15,000.00	83.33%	
Water/Sewer Buy-In	\$0.00	\$0.00	\$0.00	0.00%	
Leak Protection Commissions	\$0.00	\$2,576.00	-\$2,576.00	0.00%	See Note C.
Sale of Fixed Assets	\$0.00	\$2,092.11	-\$2,092.11	0.00%	See Note A.
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
652 WATER FUND	\$904,610.00	\$477,710.63	\$426,899.38	47.19%	
653 SEWER FUND					
Other State Grants & Aids	\$0.00	\$0.00	\$0.00	0.00%	
PERA Aid	\$0.00	\$0.00	\$0.00	0.00%	
Point Source Imp Grant (PFA)	\$0.00	\$0.00	\$0.00	0.00%	



CITY OF MORA
Revenue Guideline For Commission
 Current Period: June 2023

Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
Clean Water Grant (PFA)	\$0.00	\$0.00	\$0.00	0.00%	
Special Assessments	\$0.00	\$0.00	\$0.00	0.00%	
Int/Pen on Spec Assmts	\$1,500.00	\$2.97	\$1,497.03	99.80%	
Interest Earnings	\$33,950.00	\$19,211.39	\$14,738.61	43.41%	
Unrealized Gain/(Loss) on Inv	\$0.00	\$415.96	-\$415.96	0.00%	
Dividends	\$0.00	\$0.00	\$0.00	0.00%	
Misc Income	\$0.00	\$0.00	\$0.00	0.00%	
Penalties	\$20,000.00	\$8,301.00	\$11,699.00	58.50%	
Labor Sales	\$0.00	\$0.00	\$0.00	0.00%	
Water/Sewer Buy-In	\$0.00	\$0.00	\$0.00	0.00%	
Land Rent - WWTP	\$4,560.00	\$2,493.00	\$2,067.00	45.33%	
Sewer Charges - Treatment	\$1,148,850.00	\$608,262.86	\$540,587.14	47.05%	
SAC Fees	\$30,000.00	\$4,800.00	\$25,200.00	84.00%	
Leak Protection Commissions	\$0.00	\$2,734.00	-\$2,734.00	0.00%	See Note C.
Sale of Fixed Assets	\$0.00	\$2,332.86	-\$2,332.86	0.00%	See Note A.
Comp. for Loss of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	
Trf from General Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf from Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
653 SEWER FUND	\$1,238,860.00	\$648,554.04	\$590,305.96	47.65%	
	\$9,493,975.00	\$4,514,493.52	\$4,979,481.49	52.45%	



CITY OF MORA
Expenditure Guideline For Commission
 Current Period: June 2023

Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
651 ELECTRIC FUND					
49510 GENERATION & POWER SUPPLY					
Wages & Salaries	\$124,646.00	\$22,122.27	\$102,523.73	82.25%	
PERA	\$9,348.00	\$1,659.11	\$7,688.89	82.25%	
FICA	\$7,728.00	\$1,305.87	\$6,422.13	83.10%	
Medicare	\$1,807.00	\$305.42	\$1,501.58	83.10%	
VEBA or H.S.A.	\$1,254.00	\$163.13	\$1,090.87	86.99%	
Health Insurance	\$20,115.00	\$3,141.85	\$16,973.15	84.38%	
Life Insurance	\$182.00	\$51.28	\$130.72	71.82%	
Dental Insurance	\$41.00	\$6.12	\$34.88	85.07%	
Office Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Cleaning Supplies	\$50.00	\$105.94	-\$55.94	-111.88%	
Motor Fuels	\$150.00	\$0.00	\$150.00	100.00%	
Other Operating Supplies	\$1,000.00	\$853.88	\$146.12	14.61%	
Uniforms	\$3,500.00	\$962.74	\$2,537.26	72.49%	
Repair/Maint - Bldg & Equip	\$5,000.00	\$769.86	\$4,230.14	84.60%	
Small Tools & Equipment	\$1,000.00	\$492.82	\$507.18	50.72%	
Large Tools & Equipment	\$0.00	\$0.00	\$0.00	0.00%	
Meetings, Training, & Travel	\$600.00	\$0.00	\$600.00	100.00%	
Advertising	\$100.00	\$0.00	\$100.00	100.00%	
Workers Comp Insurance	\$4,836.00	\$1,390.55	\$3,445.45	71.25%	
Water	\$1,500.00	\$576.67	\$923.33	61.56%	
Natural Gas - Heat	\$8,000.00	\$5,706.63	\$2,293.37	28.67%	
Garbage Removal	\$1,200.00	\$547.38	\$652.62	54.39%	
Sewer	\$1,200.00	\$160.83	\$1,039.17	86.60%	
Storm Water	\$250.00	\$117.68	\$132.32	52.93%	
Fuel Oil	\$130,000.00	\$0.00	\$130,000.00	100.00%	
Dues & Subscriptions	\$2,500.00	\$5,028.59	-\$2,528.59	-101.14%	See Note D.
Miscellaneous	\$5,700.00	\$1,173.52	\$4,526.48	79.41%	
Generation Exp	\$10,000.00	\$7,207.82	\$2,792.18	27.92%	
Purchased Power	\$5,350,400.00	\$2,289,959.09	\$3,060,440.91	57.20%	
Maint of Structure	\$2,000.00	\$77.97	\$1,922.03	96.10%	
Maint of Gen Equip	\$10,000.00	\$8,138.99	\$1,861.01	18.61%	
Landfill Gen Exp	\$25,000.00	\$419.15	\$24,580.85	98.32%	
49510 GENERATION & POWE	\$5,729,107.00	\$2,352,445.16	\$3,376,661.84	58.94%	
49515 LANDFILL GENERATION					
Wages & Salaries	\$84,322.00	\$37,618.00	\$46,704.00	55.39%	
PERA	\$6,324.00	\$2,821.38	\$3,502.62	55.39%	
FICA	\$5,228.00	\$2,231.55	\$2,996.45	57.32%	
Medicare	\$1,223.00	\$521.94	\$701.06	57.32%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$756.00	\$244.17	\$511.83	67.70%	
Health Insurance	\$13,307.00	\$4,544.64	\$8,762.36	65.85%	
Life Insurance	\$127.00	\$68.31	\$58.69	46.21%	
Dental Insurance	\$44.00	\$10.29	\$33.71	76.61%	
Workers Comp Insurance	\$3,272.00	\$964.82	\$2,307.18	70.51%	
49515 LANDFILL GENERATIO	\$114,603.00	\$49,025.10	\$65,577.90	57.22%	
49520 ELECTRIC DISTRIBUTION					
Wages & Salaries	\$178,365.00	\$84,233.24	\$94,131.76	52.77%	
PERA	\$13,370.00	\$6,317.71	\$7,052.29	52.75%	
FICA	\$11,059.00	\$5,001.44	\$6,057.56	54.77%	
Medicare	\$2,586.00	\$1,169.59	\$1,416.41	54.77%	



CITY OF MORA

Expenditure Guideline For Commission

Current Period: June 2023

Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
VEBA or H.S.A.	\$1,895.00	\$627.82	\$1,267.18	66.87%	
Health Insurance	\$30,249.00	\$10,638.18	\$19,610.82	64.83%	
Life Insurance	\$272.00	\$139.11	\$132.89	48.86%	
Dental Insurance	\$98.00	\$37.97	\$60.03	61.26%	
Cleaning Supplies	\$40.00	\$0.00	\$40.00	100.00%	
Other Operating Supplies	\$0.00	\$10.59	-\$10.59	0.00%	
Uniforms	\$8,000.00	\$5,678.92	\$2,321.08	29.01%	
Repair/Maint - Bldg & Equip	\$200.00	\$0.00	\$200.00	100.00%	
Small Tools & Equipment	\$20,000.00	\$9,847.64	\$10,152.36	50.76%	
Engineering	\$35,000.00	\$545.00	\$34,455.00	98.44%	
Professional Services - Misc	\$5,000.00	\$2,561.90	\$2,438.10	48.76%	
ECE Services	\$40,000.00	\$20,101.06	\$19,898.94	49.75%	
Postage	\$350.00	\$0.00	\$350.00	100.00%	
Meetings, Training, & Travel	\$25,000.00	\$4,983.38	\$20,016.62	80.07%	
Workers Comp Insurance	\$7,075.00	\$2,111.72	\$4,963.28	70.15%	
Rentals	\$500.00	\$195.00	\$305.00	61.00%	
Miscellaneous	\$500.00	-\$4,539.47	\$5,039.47	1007.89%	See Note E.
Maint of Substation Equip	\$15,000.00	\$23,029.55	-\$8,029.55	-53.53%	See Note F.
Maint of Overhead Lines	\$130,000.00	\$108,825.76	\$21,174.24	16.29%	
Maint of Underground Lines	\$60,000.00	\$4,383.14	\$55,616.86	92.69%	
Maint of St. Lights & Signals	\$17,000.00	\$15,140.68	\$1,859.32	10.94%	
Maint of Meters	\$8,000.00	\$1,050.00	\$6,950.00	86.88%	
Maint of GIS	\$16,000.00	\$3,615.00	\$12,385.00	77.41%	
Misc Distribution Exp	\$15,000.00	\$3,419.84	\$11,580.16	77.20%	
Line Transformer Exp	\$12,000.00	\$2,655.87	\$9,344.13	77.87%	
Truck Expense	\$15,000.00	\$17,139.41	-\$2,139.41	-14.26%	See Note I.
Trf to General Fund	\$0.00	\$0.00	\$0.00	0.00%	
49520 ELECTRIC DISTRIBUTI	\$667,559.00	\$328,920.05	\$338,638.95	50.73%	
49530 ELECTRIC ADMINISTRATION					
Wages & Salaries	\$224,587.00	\$102,366.54	\$122,220.46	54.42%	
PERA	\$16,169.00	\$7,293.11	\$8,875.89	54.89%	
FICA	\$13,924.00	\$6,174.20	\$7,749.80	55.66%	
Medicare	\$3,257.00	\$1,444.19	\$1,812.81	55.66%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$1,212.00	\$489.84	\$722.16	59.58%	
Health Insurance	\$19,691.00	\$7,865.98	\$11,825.02	60.05%	
Life Insurance	\$386.00	\$215.50	\$170.50	44.17%	
Dental Insurance	\$111.00	\$50.88	\$60.12	54.16%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$1,500.00	\$1,344.96	\$155.04	10.34%	
Other Operating Supplies	\$150.00	\$69.55	\$80.45	53.63%	
Uniforms	\$200.00	\$0.00	\$200.00	100.00%	
Small Tools & Equipment	\$800.00	\$496.93	\$303.07	37.88%	
Auditing	\$5,500.00	\$4,242.00	\$1,258.00	22.87%	
Engineering	\$5,000.00	\$0.00	\$5,000.00	100.00%	
Legal Services	\$1,500.00	\$165.00	\$1,335.00	89.00%	
Professional Services - Misc	\$15,000.00	\$8,537.11	\$6,462.89	43.09%	
Telephone	\$4,000.00	\$1,820.17	\$2,179.83	54.50%	
Postage	\$700.00	\$375.00	\$325.00	46.43%	
Meetings, Training, & Travel	\$7,500.00	\$6,640.96	\$859.04	11.45%	
Advertising	\$300.00	\$31.09	\$268.91	89.64%	
Contributions	\$20,300.00	\$10,000.02	\$10,299.98	50.74%	
Depreciation	\$222,240.00	\$89,181.49	\$133,058.51	59.87%	



CITY OF MORA
Expenditure Guideline For Commission
 Current Period: June 2023

Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
Insurance	\$53,650.00	\$24,783.00	\$28,867.00	53.81%	
Workers Comp Insurance	\$6,226.00	\$1,791.48	\$4,434.52	71.23%	
Bad Debts/NSF Checks	\$500.00	\$457.77	\$42.23	8.45%	
Dues & Subscriptions	\$11,000.00	\$10,622.00	\$378.00	3.44%	
Miscellaneous	\$500.00	\$237.38	\$262.62	52.52%	
Payment Processing Expenses	\$6,600.00	\$4,032.32	\$2,567.68	38.90%	
Change in Pension	\$0.00	\$0.00	\$0.00	0.00%	
Cust UB/Collection	\$7,000.00	\$3,661.64	\$3,338.36	47.69%	
Misc General Exp	\$0.00	\$0.00	\$0.00	0.00%	
Energy Conservation	\$47,000.00	\$23,467.83	\$23,532.17	50.07%	
Interest Expense	\$0.00	\$0.00	\$0.00	0.00%	
Interest on Customer Deposits	\$1,500.00	\$471.90	\$1,028.10	68.54%	
Trf to General Fund	\$278,651.00	\$0.00	\$278,651.00	100.00%	
Trf to Special Revenue Fund	\$0.00	\$0.00	\$0.00	0.00%	
Trf to Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	
49530 ELECTRIC ADMINISTRA	\$976,654.00	\$318,329.84	\$658,324.16	67.41%	
651 ELECTRIC FUND	\$7,487,923.00	\$3,048,720.15	\$4,439,202.85	59.28%	
652 WATER FUND					
49410 WATER SUPPLY					
Wages & Salaries	\$6,435.00	\$4,668.45	\$1,766.55	27.45%	
PERA	\$483.00	\$350.19	\$132.81	27.50%	
FICA	\$399.00	\$279.67	\$119.33	29.91%	
Medicare	\$93.00	\$65.43	\$27.57	29.65%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$45.00	\$12.16	\$32.84	72.98%	
Health Insurance	\$1,285.00	\$764.61	\$520.39	40.50%	
Life Insurance	\$12.00	\$12.07	-\$0.07	-0.58%	
Dental Insurance	\$5.00	\$1.28	\$3.72	74.40%	
Motor Fuels	\$200.00	\$299.04	-\$99.04	-49.52%	
Lubricants & Additives	\$100.00	\$105.00	-\$5.00	-5.00%	
Other Operating Supplies	\$50.00	\$0.00	\$50.00	100.00%	
Repair/Maint - Bldg & Equip	\$5,000.00	\$2,431.87	\$2,568.13	51.36%	
Small Tools & Equipment	\$2,500.00	\$0.00	\$2,500.00	100.00%	
Professional Services - Misc Meetings, Training, & Travel	\$1,500.00	\$2,212.00	-\$712.00	-47.47%	See Note H.
Workers Comp Insurance	\$317.00	\$90.03	\$226.97	71.60%	
Electricity	\$12,000.00	\$7,383.96	\$4,616.04	38.47%	
Natural Gas - Heat	\$700.00	\$354.65	\$345.35	49.34%	
Garbage Removal	\$0.00	\$0.00	\$0.00	0.00%	
Storm Water	\$300.00	\$145.96	\$154.04	51.35%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
49410 WATER SUPPLY	\$31,674.00	\$19,176.37	\$12,497.63	39.46%	
49420 WATER TREATMENT					
Wages & Salaries	\$52,815.00	\$22,600.66	\$30,214.34	57.21%	
PERA	\$3,961.00	\$1,695.02	\$2,265.98	57.21%	
FICA	\$3,275.00	\$1,355.79	\$1,919.21	58.60%	
Medicare	\$766.00	\$317.14	\$448.86	58.60%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$371.00	\$158.80	\$212.20	57.20%	
Health Insurance	\$10,514.00	\$3,735.05	\$6,778.95	64.48%	
Life Insurance	\$99.00	\$49.84	\$49.16	49.66%	
Dental Insurance	\$39.00	\$16.94	\$22.06	56.56%	



CITY OF MORA
Expenditure Guideline For Commission
 Current Period: June 2023

Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
Lab Supplies	\$1,000.00	\$243.16	\$756.84	75.68%	
Cleaning Supplies	\$50.00	\$0.00	\$50.00	100.00%	
Chemicals	\$26,000.00	\$12,522.34	\$13,477.66	51.84%	
Other Operating Supplies	\$200.00	\$13.76	\$186.24	93.12%	
Repair/Maint - Bldg & Equip	\$15,000.00	\$0.00	\$15,000.00	100.00%	
Small Tools & Equipment	\$5,000.00	\$308.60	\$4,691.40	93.83%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$5,000.00	\$5,774.78	-\$774.78	-15.50%	See Note H.
Postage	\$10.00	\$0.00	\$10.00	100.00%	
Meetings, Training, & Travel	\$0.00	\$0.00	\$0.00	0.00%	
Workers Comp Insurance	\$2,594.00	\$736.75	\$1,857.25	71.60%	
Electricity	\$14,000.00	\$7,535.37	\$6,464.63	46.18%	
Natural Gas - Heat	\$1,900.00	\$608.07	\$1,291.93	68.00%	
Storm Water	\$150.00	\$72.98	\$77.02	51.35%	
Miscellaneous	\$0.00	\$20.00	-\$20.00	0.00%	
49420 WATER TREATMENT	\$142,744.00	\$57,765.05	\$84,978.95	59.53%	
49430 WATER DISTRIBUTION					
Wages & Salaries	\$28,036.00	\$24,771.20	\$3,264.80	11.65%	
PERA	\$2,075.00	\$1,857.64	\$217.36	10.48%	
FICA	\$1,738.00	\$1,478.91	\$259.09	14.91%	
Medicare	\$407.00	\$345.70	\$61.30	15.06%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$192.00	\$174.60	\$17.40	9.06%	
Health Insurance	\$5,503.00	\$4,019.08	\$1,483.92	26.97%	
Life Insurance	\$52.00	\$57.66	-\$5.66	-10.88%	
Dental Insurance	\$20.00	\$9.74	\$10.26	51.30%	
Cleaning Supplies	\$50.00	\$0.00	\$50.00	100.00%	
Motor Fuels	\$3,000.00	\$1,430.00	\$1,570.00	52.33%	
Lubricants & Additives	\$300.00	\$397.03	-\$97.03	-32.34%	
Other Operating Supplies	\$200.00	\$0.00	\$200.00	100.00%	
Uniforms	\$0.00	\$0.00	\$0.00	0.00%	
Tires	\$500.00	\$830.00	-\$330.00	-66.00%	
Landscaping Materials	\$100.00	\$0.00	\$100.00	100.00%	
Repair/Maint - Bldg & Equip	\$35,000.00	\$5,964.06	\$29,035.94	82.96%	
Small Tools & Equipment	\$2,000.00	\$1,820.10	\$179.90	9.00%	
Professional Services - Misc	\$3,000.00	\$3,665.44	-\$665.44	-22.18%	See Note J.
Postage	\$100.00	\$0.00	\$100.00	100.00%	
Meetings, Training, & Travel	\$0.00	\$0.00	\$0.00	0.00%	
Workers Comp Insurance	\$1,419.00	\$403.57	\$1,015.43	71.56%	
Electricity	\$650.00	\$608.77	\$41.23	6.34%	
Storm Water	\$175.00	\$81.49	\$93.51	53.43%	
Miscellaneous	\$50.00	\$0.00	\$50.00	100.00%	
49430 WATER DISTRIBUTION	\$84,567.00	\$47,914.99	\$36,652.01	43.34%	
49440 WATER ADMINISTRATION					
Wages & Salaries	\$111,286.00	\$52,404.93	\$58,881.07	52.91%	
PERA	\$8,009.00	\$3,738.47	\$4,270.53	53.32%	
FICA	\$6,900.00	\$3,163.43	\$3,736.57	54.15%	
Medicare	\$1,614.00	\$739.85	\$874.15	54.16%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$584.00	\$266.28	\$317.72	54.40%	
Health Insurance	\$10,063.00	\$4,244.59	\$5,818.41	57.82%	
Life Insurance	\$195.00	\$109.87	\$85.13	43.66%	
Dental Insurance	\$59.00	\$26.76	\$32.24	54.64%	



CITY OF MORA
Expenditure Guideline For Commission
 Current Period: June 2023

Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
Office Supplies	\$300.00	\$341.56	-\$41.56	-13.85%	
Other Operating Supplies	\$100.00	\$0.00	\$100.00	100.00%	
Uniforms	\$800.00	\$437.27	\$362.73	45.34%	
Small Tools & Equipment	\$500.00	\$297.97	\$202.03	40.41%	
Auditing	\$2,600.00	\$2,121.00	\$479.00	18.42%	
Engineering	\$0.00	\$0.00	\$0.00	0.00%	
Legal Services	\$100.00	\$114.50	-\$14.50	-14.50%	
Professional Services - Misc	\$7,500.00	\$188.08	\$7,311.92	97.49%	
Telephone	\$3,000.00	\$1,410.96	\$1,589.04	52.97%	
Postage	\$300.00	\$150.00	\$150.00	50.00%	
Meetings, Training, & Travel	\$4,000.00	\$253.13	\$3,746.87	93.67%	
Advertising	\$250.00	\$15.55	\$234.45	93.78%	
Contributions	\$0.00	\$0.00	\$0.00	0.00%	
Depreciation	\$347,411.00	\$176,115.30	\$171,295.70	49.31%	
Insurance	\$8,140.00	\$3,832.50	\$4,307.50	52.92%	
Workers Comp Insurance	\$3,132.00	\$901.45	\$2,230.55	71.22%	
Bad Debts/NSF Checks	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$950.00	\$672.66	\$277.34	29.19%	
Miscellaneous	\$50.00	\$0.00	\$50.00	100.00%	
Payment Processing Expenses	\$3,000.00	\$1,916.19	\$1,083.81	36.13%	
Change in Pension	\$0.00	\$0.00	\$0.00	0.00%	
Cust UB/Collection	\$3,000.00	\$1,483.37	\$1,516.63	50.55%	
Interest Expense	\$17,570.00	\$10,522.98	\$7,047.02	40.11%	
Trf to General Fund	\$20,499.00	\$0.00	\$20,499.00	100.00%	
49440 WATER ADMINISTRATI	\$561,912.00	\$265,468.65	\$296,443.35	52.76%	
652 WATER FUND	\$820,897.00	\$390,325.06	\$430,571.94	52.45%	
653 SEWER FUND					
49460 SEWER COLLECTION SYSTEM					
Wages & Salaries	\$14,414.00	\$8,887.12	\$5,526.88	38.34%	
PERA	\$1,013.00	\$666.56	\$346.44	34.20%	
FICA	\$894.00	\$532.18	\$361.82	40.47%	
Medicare	\$209.00	\$124.51	\$84.49	40.43%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$95.00	\$47.66	\$47.34	49.83%	
Health Insurance	\$2,698.00	\$1,262.92	\$1,435.08	53.19%	
Life Insurance	\$25.00	\$17.74	\$7.26	29.04%	
Dental Insurance	\$10.00	\$5.09	\$4.91	49.10%	
Cleaning Supplies	\$100.00	\$0.00	\$100.00	100.00%	
Motor Fuels	\$5,500.00	\$3,322.93	\$2,177.07	39.58%	
Lubricants & Additives	\$350.00	\$0.00	\$350.00	100.00%	
Chemicals	\$3,000.00	\$0.00	\$3,000.00	100.00%	
Other Operating Supplies	\$50.00	\$0.00	\$50.00	100.00%	
Tires	\$1,500.00	\$319.00	\$1,181.00	78.73%	
Repair/Maint - Bldg & Equip	\$40,000.00	\$6,016.77	\$33,983.23	84.96%	
Small Tools & Equipment	\$1,000.00	\$789.97	\$210.03	21.00%	
Professional Services - Misc	\$2,000.00	\$738.61	\$1,261.39	63.07%	
Meetings, Training, & Travel	\$0.00	\$0.00	\$0.00	0.00%	
Workers Comp Insurance	\$714.00	\$202.80	\$511.20	71.60%	
Rentals	\$0.00	\$0.00	\$0.00	0.00%	
Miscellaneous	\$50.00	\$0.00	\$50.00	100.00%	
49460 SEWER COLLECTION S	\$73,622.00	\$22,933.86	\$50,688.14	68.85%	
49463 QUAMBA COLLECTION SYSTEM					



CITY OF MORA
Expenditure Guideline For Commission
 Current Period: June 2023

Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
Wages & Salaries	\$2,643.00	\$86.52	\$2,556.48	96.73%	
PERA	\$193.00	\$6.47	\$186.53	96.65%	
FICA	\$164.00	\$5.12	\$158.88	96.88%	
Medicare	\$38.00	\$1.17	\$36.83	96.92%	
VEBA or H.S.A.	\$18.00	\$0.62	\$17.38	96.56%	
Health Insurance	\$514.00	\$17.13	\$496.87	96.67%	
Life Insurance	\$5.00	\$0.21	\$4.79	95.80%	
Dental Insurance	\$2.00	\$0.06	\$1.94	97.00%	
Motor Fuels	\$200.00	\$0.00	\$200.00	100.00%	
Lubricants & Additives	\$100.00	\$0.00	\$100.00	100.00%	
Chemicals	\$100.00	\$0.00	\$100.00	100.00%	
Other Operating Supplies	\$0.00	\$0.00	\$0.00	0.00%	
Repair/Maint - Bldg & Equip	\$5,000.00	\$2,224.14	\$2,775.86	55.52%	
Small Tools & Equipment	\$0.00	\$0.00	\$0.00	0.00%	
Professional Services - Misc	\$1,000.00	\$1,986.00	-\$986.00	-98.60%	See Note H.
Meetings, Training, & Travel	\$0.00	\$0.00	\$0.00	0.00%	
Workers Comp Insurance	\$130.00	\$36.97	\$93.03	71.56%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
49463 QUAMBA COLLECTION	\$10,107.00	\$4,364.41	\$5,742.59	56.82%	
49470 SEWER LIFT STATIONS					
Wages & Salaries	\$7,101.00	\$5,585.95	\$1,515.05	21.34%	
PERA	\$531.00	\$419.03	\$111.97	21.09%	
FICA	\$440.00	\$334.56	\$105.44	23.96%	
Medicare	\$103.00	\$78.24	\$24.76	24.04%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$50.00	\$15.56	\$34.44	68.88%	
Health Insurance	\$1,413.00	\$779.51	\$633.49	44.83%	
Life Insurance	\$13.00	\$11.93	\$1.07	8.23%	
Dental Insurance	\$5.00	\$1.68	\$3.32	66.40%	
Motor Fuels	\$300.00	\$1,999.35	-\$1,699.35	-566.45%	See Note G.
Lubricants & Additives	\$100.00	\$0.00	\$100.00	100.00%	
Chemicals	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Other Operating Supplies	\$100.00	\$0.00	\$100.00	100.00%	
Repair/Maint - Bldg & Equip	\$35,000.00	\$1,846.98	\$33,153.02	94.72%	
Small Tools & Equipment	\$1,000.00	\$0.00	\$1,000.00	100.00%	
Professional Services - Misc	\$0.00	\$3,252.20	-\$3,252.20	0.00%	See Note H.
Workers Comp Insurance	\$350.00	\$99.37	\$250.63	71.61%	
Electricity	\$14,000.00	\$8,063.88	\$5,936.12	42.40%	
Storm Water	\$175.00	\$72.98	\$102.02	58.30%	
Miscellaneous	\$0.00	\$0.00	\$0.00	0.00%	
49470 SEWER LIFT STATIONS	\$61,681.00	\$22,561.22	\$39,119.78	63.42%	
49480 WASTEWATER TREATMENT					
Wages & Salaries	\$140,479.00	\$54,050.66	\$86,428.34	61.52%	
PERA	\$9,994.00	\$3,872.88	\$6,121.12	61.25%	
FICA	\$8,710.00	\$3,227.93	\$5,482.07	62.94%	
Medicare	\$2,037.00	\$755.15	\$1,281.85	62.93%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$933.00	\$324.96	\$608.04	65.17%	
Health Insurance	\$26,573.00	\$8,834.99	\$17,738.01	66.75%	
Life Insurance	\$250.00	\$120.65	\$129.35	51.74%	
Dental Insurance	\$99.00	\$28.28	\$70.72	71.43%	
Lab Supplies	\$3,000.00	\$64.84	\$2,935.16	97.84%	
Cleaning Supplies	\$100.00	\$6.99	\$93.01	93.01%	



CITY OF MORA
Expenditure Guideline For Commission
 Current Period: June 2023

Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
Motor Fuels	\$2,000.00	\$2,335.80	-\$335.80	-16.79%	
Lubricants & Additives	\$500.00	\$25.77	\$474.23	94.85%	
Chemicals	\$1,000.00	\$154.66	\$845.34	84.53%	
Other Operating Supplies	\$2,000.00	\$777.80	\$1,222.20	61.11%	
Uniforms	\$0.00	\$0.00	\$0.00	0.00%	
Tires	\$200.00	\$412.00	-\$212.00	-106.00%	
Landscaping Materials	\$100.00	\$0.00	\$100.00	100.00%	
Repair/Maint - Bldg & Equip	\$30,000.00	\$16,219.48	\$13,780.52	45.94%	
Small Tools & Equipment	\$4,000.00	\$165.45	\$3,834.55	95.86%	
Professional Services - Misc	\$25,000.00	\$16,992.87	\$8,007.13	32.03%	
Meetings, Training, & Travel	\$0.00	\$0.00	\$0.00	0.00%	
Workers Comp Insurance	\$6,944.00	\$1,972.67	\$4,971.33	71.59%	
Electricity	\$45,000.00	\$24,775.89	\$20,224.11	44.94%	
Water	\$1,800.00	\$714.19	\$1,085.81	60.32%	
Natural Gas - Heat	\$5,000.00	\$3,107.61	\$1,892.39	37.85%	
Garbage Removal	\$2,200.00	\$1,258.68	\$941.32	42.79%	
Sewer	\$0.00	\$0.00	\$0.00	0.00%	
Storm Water	\$300.00	\$150.18	\$149.82	49.94%	
Rentals	\$0.00	\$0.00	\$0.00	0.00%	
Miscellaneous	\$100.00	\$10.00	\$90.00	90.00%	
49480 WASTEWATER TREATM	\$318,319.00	\$140,360.38	\$177,958.62	55.91%	
49490 SEWER ADMINISTRATION					
Wages & Salaries	\$110,735.00	\$57,733.94	\$53,001.06	47.86%	
PERA	\$7,961.00	\$4,136.53	\$3,824.47	48.04%	
FICA	\$6,866.00	\$3,481.25	\$3,384.75	49.30%	
Medicare	\$1,606.00	\$813.49	\$792.51	49.35%	
ICMA	\$0.00	\$0.00	\$0.00	0.00%	
VEBA or H.S.A.	\$579.00	\$310.59	\$268.41	46.36%	
Health Insurance	\$9,934.00	\$5,268.14	\$4,665.86	46.97%	
Life Insurance	\$194.00	\$122.83	\$71.17	36.69%	
Dental Insurance	\$59.00	\$31.50	\$27.50	46.61%	
Unemployment Benefit Pmts	\$0.00	\$0.00	\$0.00	0.00%	
Office Supplies	\$300.00	\$546.14	-\$246.14	-82.05%	
Other Operating Supplies	\$100.00	\$13.77	\$86.23	86.23%	
Uniforms	\$2,000.00	\$713.45	\$1,286.55	64.33%	
Small Tools & Equipment	\$1,000.00	\$465.96	\$534.04	53.40%	
Auditing	\$2,600.00	\$2,121.00	\$479.00	18.42%	
Engineering	\$500.00	\$0.00	\$500.00	100.00%	
Legal Services	\$1,000.00	\$114.50	\$885.50	88.55%	
Professional Services - Misc	\$2,500.00	\$163.31	\$2,336.69	93.47%	
Telephone	\$5,500.00	\$2,889.52	\$2,610.48	47.46%	
Postage	\$300.00	\$165.54	\$134.46	44.82%	
Meetings, Training, & Travel	\$4,000.00	\$348.14	\$3,651.86	91.30%	
Advertising	\$150.00	\$15.55	\$134.45	89.63%	
Contributions	\$0.00	\$0.00	\$0.00	0.00%	
Depreciation	\$499,717.00	\$243,678.42	\$256,038.58	51.24%	
Insurance	\$20,150.00	\$9,022.02	\$11,127.98	55.23%	
Workers Comp Insurance	\$3,105.00	\$893.79	\$2,211.21	71.21%	
Bad Debts/NSF Checks	\$0.00	\$0.00	\$0.00	0.00%	
Dues & Subscriptions	\$2,000.00	\$1,490.00	\$510.00	25.50%	
Miscellaneous	\$300.00	\$0.00	\$300.00	100.00%	
Payment Processing Expenses	\$3,000.00	\$1,916.19	\$1,083.81	36.13%	
Property Tax Expense	\$1,200.00	\$1,030.00	\$170.00	14.17%	



CITY OF MORA
Expenditure Guideline For Commission
 Current Period: June 2023

Last Dim Descr	2023 YTD Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget Remain	Explanation
Change in Pension	\$0.00	\$0.00	\$0.00	0.00%	
Cust UB/Collection	\$3,000.00	\$1,483.37	\$1,516.63	50.55%	
Interest Expense	\$26,650.00	\$14,773.97	\$11,876.03	44.56%	
Trf to General Fund	\$20,499.00	\$0.00	\$20,499.00	100.00%	
Trf to Debt Service Fund	\$0.00	\$0.00	\$0.00	0.00%	
49490 SEWER ADMINISTRATI	\$737,505.00	\$353,742.91	\$383,762.09	52.04%	
653 SEWER FUND	\$1,201,234.00	\$543,962.78	\$657,271.22	54.72%	
	\$9,510,054.00	\$3,983,007.99	\$5,527,046.01	58.12%	

Revenues - The following notes attempt to explain the reason for revenues outside what would be expected as shown on the following reports.

- A. Allocation of Industrial Park Land Sale Agreement default payment (NorthStar Pontoon).
- B. Increase in new & replacement water meters; offset from inventory supplies.
- C. Leak protection commissions from ServLine. Services did not begin until November 2022 – not enough history to determine a budget.

Expenditures - The following notes attempt to explain the reason for expenditures outside what would be expected as shown on the following reports.

- D. Annual air emissions fee increased over \$3000 - MPCA
- E. Voided deposit check from Sept 2020 to MNDOT for E Maple/9th St URD 15KV Electric install
- F. High service and maintenance of substations – Revolt Electric
- G. High diesel fuel generator expenses for lift stations and waster water treatment plant – Beaudry
- H. Increase in generator inspections and maintenance including load bearing testing – Kodiak Power Systems.
- I. Boom truck maintenance and repairs – A/C and hydraulics – Aspen Equipment.
- J. Increase in leak locates and iTron Meter training.