



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

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

Tuesday, July 20, 2021

3:00 PM

Mora City Hall

1. **Call to Order**
2. **Roll Call**
3. **Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Council members may add items to the agenda prior to adoption of the agenda.)*
4. **Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of the consent agenda.)*
 - a. Regular Meeting Minutes – June 14, 2021
 - b. Joint City Council/PUC Work Session Minutes – June 14, 2021
 - c. June 2021 Claims
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**
None
7. **New Business**
 - a. Electric Distribution Pole Replacement Project – Award Contract
8. **Old Business**
 - a. WWTP Project Contract Update and Discussion
9. **Communications**
 - a. Sanitary Sewer Response Quarterly Report
 - b. Electric Vehicle Charging Stations Quarterly Report
 - c. Utility Billing Monthly Report – June 2021
 - d. Utility Billing Adjustment Report – June 2021
10. **Reports**
 - a. Public Utilities General Manager
 - b. Public Works Director
 - c. Commissioner Baldwin
 - d. Commissioner Christianson
 - e. Chair Ardner
11. **Adjournment**

Pursuant to due call and notice thereof, Commissioner Ardner called to order the regular meeting of the Mora Public Utilities Commission at 3:00 PM on Monday, June 14, 2021, in the city hall council chambers.

2. **Roll Call:** Present: Commissioners Greg Ardner and Brett Baldwin
Absent: Ryan Christianson
Staff Present: Utilities General Manager Lindy Crawford, Utility Billing Clerk Jessica Bliss, and City Accountant Sara King
3. **Adopt Agenda:** MOTION made by Baldwin, seconded by Ardner, and unanimously carried by the PUC to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Christianson, seconded by Baldwin, and unanimously carried by the PUC to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – May 17, 2021
 - b. May 2021 Claims
 - c. Approve Hire of Water/Wastewater Operator II
 - d. Approve Hire of Administrative Services Director
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:** There were no special business items to discuss.
7. **Public Hearings:**
 - a. **Proposed Assessment of Unpaid Utility Charges:** The PUC reviewed a list of two past-due utility accounts for consideration to certify to the respective property taxes for the 2022 payable year. The public hearing was opened at 3:02pm; no one spoke at the public hearing, and it was reported no responses were received from the account owners. MOTION made by Ardner, seconded by Baldwin, and unanimously carried by the PUC to close the public hearing at 3:03pm. MOTION made by Ardner, seconded by Baldwin, and unanimously carried by the PUC to recommend the certification of the entire list of unpaid utility charges to the Mora City Council.
8. **New Business:**
 - a. **Electric Distribution Pole Replacement Project – Advertisement for Bids:** The PUC reviewed a proposed advertisement for bids for a multi-year electric distribution pole replacement project as listed in the Capital Improvement Plan (CIP). MOTION made by Baldwin, seconded by Ardner, and unanimously carried by the PUC to direct DGR Engineering to advertise the electric distribution pole replacement project as presented.
9. **Old Business:**
 - a. **Electric GIS Services Discussion:** Crawford reported the existing GIS vendor was unable to meet the needs of MMU and staff, therefore staff obtained two proposals for electric GIS services, from mPower and DGR Engineering. Crawford expounded the quote from DGR in the amount of \$16,650 for the first year and \$2,350 annually thereafter, would require a significant amount of staff time for data collection and field work; the mPower quote in the amount of \$24,080 for the first year and \$4,800 annually thereafter would include the field work and outage management software; the existing annual fees from STAR Energy were \$9,500. MOTION made by Ardner, seconded by Baldwin, and unanimously carried by the PUC to direct staff to move forward with the proposal from mPower.

June 14, 2021

10. Communications: The following communications were reviewed.

- a. Utility Billing Monthly Report – May 2021: Bliss reported positive results of reduced large balances by staff seeking payments.
- b. Utility Billing Adjustment Report – May 2021

11. Reports:

- a. Public Utilities General Manager: Crawford reported a significant power outage in the city; Vizenor would start next week to bring some relief to the water/wastewater department, and a summer street staff member would also start next week.
- b. Public Works Director: Absent
- c. Commissioner Baldwin: Nothing new to report.
- d. Commissioner Christianson: Absent
- e. Chairperson Ardner: Ardner inquired of the reed beds at the WWTP, and Crawford reported the reeds were doing very well thanks to the summer heat.

Discussion ensued regarding a potential merger of HRA and City staff.

Ardner proposed an option for a PUC contribution to the general budget for the potential merger and budgeting thereof. Crawford presented some graphs and information illustrating what a PUC contribution to the general fund may look like, similar to other SMMPA community practices and similar to the liquor store's annual contribution.

Ardner discussed the impact to Crawford and city staff if a merger took place, the utility reserve funds, methods of a contribution via tracking kilowatt hours or an annual flat percentage or flat dollar amount, the option of an HRA levy to the taxpayers, and how the financial status of the HRA could negatively impact the City's budget and how the PUC could assist financially.

Crawford explained the HRA staffing needs for five full-time staff, including the vacant positions of executive director, and a maintenance technician.

Discussion ensued regarding the importance for Crawford to be compensated for time spent on the HRA, the finance staff impacted by the potential merger, and the lack of HRA funds to support a separate HRA staff at present time. It was reported by Crawford that a financial management plan was being prepared by Ehlers so the council and HRA could plan for the future.

Discussion ensued regarding the statutorily required composition of the HRA board to include an HRA resident; the PUC Consensus was the condition of the City Council becoming the HRA board as part of the PUC loan to the City must be voided.

12. Adjournment: MOTION made by Ardner, seconded by Baldwin, and unanimously carried by the PUC to adjourn at 3:44 PM.

Chair

Secretary

Pursuant to due call and notice thereof Mayor Alan Skramstad and Public Utilities Commission Chair Greg Ardner called to order the joint work session of the Mora City Council and Public Utilities Commission at 4:00pm on Monday, June 14, 2021, in the city hall council chambers.

2. **Roll Call:** City Council Members Present: Mayor Alan Skramstad, Jody Anderson, Jake Mathison, and Kyle Shepard
Absent: Sadie Broekemeier
Public Utilities Commission Present: Chair Greg Ardner and Brett Baldwin
Absent: Ryan Christianson
Staff Present: City Administrator/Utilities General Manager Lindy Crawford and City Accountant Sara King
3. **Adopt Agenda:** COUNCIL MOTION made by Mathison, seconded by Anderson, and unanimously carried to approve the agenda as presented.
PUC MOTION made by Baldwin, seconded by Ardner, and unanimously carried to approve the agenda as presented.
4. **Housing & Redevelopment Authority of Mora (HRA):**
 - a. **HRA Organizational Structure:** Crawford recapped recent staffing events with the HRA which resulted in Crawford's appointment by the HRA Board, as the interim executive director, causing Crawford to shift some focus from city administrator and utility general manager duties to some duties of the HRA executive director position, without clear direction from the Council or PUC and without compensation for the additional duties due to a lack of funding at the HRA.

Discussion ensued regarding the possible merger of HRA staff with City and MMU staff and ways to fund the budget for staffing needs which included discussion of a possible PUC cash contribution.

The council and PUC asked for a lookback of impacted staff time spent on HRA duties; Crawford was directed by the council and PUC to continue to divide time between the HRA, city, and utilities as practiced, and to continue tracking time spent on the HRA for a future backpay when possible.

King reported 10 of 13 SMMPA community surveyed respondents contributed to their city's general fund and explained the method those contributions took place.

Discussion ensued regarding HRA operations in addition to specific staff positions possibly needed and how best to streamline a merger and future operations.

The council and PUC consensus was to agree move forward with a compensation and classification study and directed Crawford to bring a proposal to the joint July meeting.

The council and PUC consensus was to move forward with a possible contribution from the PUC to the City in the form of a dollar amount, similar to the way the liquor store makes an annual contribution to the city and directed Crawford to return with a figure/amount for a possible contribution at the July joint meeting.

5. **Adjournment:** COUNCIL MOTION made by Mathison, seconded by Shepard, and unanimously carried to adjourn at 5:18pm.
PUC MOTION made by Baldwin, seconded by Ardner, and unanimously carried to adjourn at 5:18pm.

Mayor

Deputy City Clerk

DRAFT

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CHECK # 000761 SMMPA

CITY OF MORA

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
000761	SMPMA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$319,197.56
CHECK # 000761 SMPMA						\$319,197.56
CHECK # 000763 NEIGHBORHOOD NATIONAL BANK						
000763	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONTHLY RETURNED CHECK	\$10.00
000763	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY BUSINESS ONLINE	\$10.00
000763	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY UB ACH FILE FEE	\$30.00
CHECK # 000763 NEIGHBORHOOD NATIONAL BANK						\$50.00
CHECK # 056558 CARDMEMBER SERVICE						
056558	CARDMEMBER SERVICE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	COMPRESSOR PARTS-INGERS	\$2,662.24
056558	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	FELGER URD SCHOOL HOTEL-	\$271.89
056558	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Uniforms	FR SHIRTS-AMARIL	\$108.11
056558	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	BERGSTADT URD SCHOOL HO	\$271.89
056558	CARDMEMBER SERVICE	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	KOHLGRAF WW SCHOOL REGI	\$275.00
CHECK # 056558 CARDMEMBER SERVICE						\$3,589.13
CHECK # 056566 MN DEPT OF COMMERCE-IND ASSMTS						
056566	MN DEPT OF COMMERCE	ELECTRIC FUN	GENERATION & PO	Miscellaneous	1ST QTR FY '22 IND ASSMT-EN	\$228.42
056566	MN DEPT OF COMMERCE	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	1ST QTR FY '22 IND ASSMTS-C	\$621.51
CHECK # 056566 MN DEPT OF COMMERCE-IND ASSMTS						\$849.93
CHECK # 056567 MN MUNICIPAL UTILITIES ASSN						
056567	MN MUNICIPAL UTILITI	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	FELTER - 2021 SUBSTATION S	\$465.00
CHECK # 056567 MN MUNICIPAL UTILITIES ASSN						\$465.00
CHECK # 056570 MORA HRA						
056570	MORA HRA	ELECTRIC FUN		Advance to General F	LOAN DISBURSEMENT-MORA	\$62,846.98
CHECK # 056570 MORA HRA						\$62,846.98
CHECK # 056571 NEONLINK LLC						
056571	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PAYMENT PROCESSING	\$132.20
056571	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$66.10
056571	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$66.10
CHECK # 056571 NEONLINK LLC						\$264.40
CHECK # 056572 RBC CAPITAL MARKETS LLC						
056572	RBC CAPITAL MARKETS	ELECTRIC FUN		Investments	PURCHASE CD - FRAZER BK	\$147,900.00
056572	RBC CAPITAL MARKETS	ELECTRIC FUN		Investments	PURCHASE CD - FRAZER BK	\$147,900.00
056572	RBC CAPITAL MARKETS	WATER FUND		Investments	PURCHASE CD - FRAZER BK	\$18,900.00
056572	RBC CAPITAL MARKETS	WATER FUND		Investments	PURCHASE CD - FRAZER BK	-\$18,900.00
056572	RBC CAPITAL MARKETS	SEWER FUND		Investments	PURCHASE CD - FRAZER BK	\$47,800.00
056572	RBC CAPITAL MARKETS	SEWER FUND		Investments	PURCHASE CD - FRAZER BK	-\$47,800.00
CHECK # 056572 RBC CAPITAL MARKETS LLC						\$0.00
CHECK # 056576 VAN IWAARDEN ASSOCIATES						
056576	VAN IWAARDEN ASSOCI	ELECTRIC FUN	ELECTRIC ADMINIST	Auditing	2021 GASB 75 ACTUARIAL VAL	\$525.00
056576	VAN IWAARDEN ASSOCI	WATER FUND	WATER ADMINISTR	Auditing	2021 GASB 75 ACTUARIAL VAL	\$262.00
056576	VAN IWAARDEN ASSOCI	SEWER FUND	SEWER ADMINISTR	Auditing	2021 GASB 75 ACTUARIAL VAL	\$262.00
CHECK # 056576 VAN IWAARDEN ASSOCIATES						\$1,049.00
CHECK # 056578 VERIZON WIRELESS						
056578	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL PHONES	\$161.87
056578	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL PHONES	\$43.08
056578	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL PHONES	\$64.39
CHECK # 056578 VERIZON WIRELESS						\$269.34

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056579 RBC WEALTH MANAGEMENT						
056579	RBC WEALTH MANAGEM	ELECTRIC FUN		Investments	PURCHASE CD-FRAZER BK	\$147,900.00
056579	RBC WEALTH MANAGEM	WATER FUND		Investments	PURCHASE CD-FRAZER BK	\$18,900.00
056579	RBC WEALTH MANAGEM	SEWER FUND		Investments	PURCHASE CD-FRAZER BK	\$47,800.00
CHECK # 056579 RBC WEALTH MANAGEMENT						\$214,600.00
CHECK # 056581 EAST CENTRAL ENERGY						
056581	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	MAY DISPATCH	\$194.72
056581	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	MAY LABOR, EQ	\$1,862.97
CHECK # 056581 EAST CENTRAL ENERGY						\$2,057.69
CHECK # 056582 EAST CENTRAL ENERGY						
056582	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECT	\$107.52
CHECK # 056582 EAST CENTRAL ENERGY						\$107.52
CHECK # 056583 KWIK TRIP - GAS PURCHASES						
056583	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	MAY FUEL	\$423.65
056583	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	MAY FUEL	\$222.57
056583	KWIK TRIP - GAS PURC	SEWER FUND	SEWER COLLECTION	Motor Fuels	MAY FUEL	\$77.42
056583	KWIK TRIP - GAS PURC	SEWER FUND	WASTEWATER TREA	Motor Fuels	MAY FUEL	\$40.49
CHECK # 056583 KWIK TRIP - GAS PURCHASES						\$764.13
CHECK # 056591 FLAHERTY & HOOD						
056591	FLAHERTY & HOOD	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	DRAFT LABOR CONTRACT FOR	\$247.50
056591	FLAHERTY & HOOD	WATER FUND	WATER ADMINISTR	Professional Services -	DRAFT LABOR CONTRACT FOR	\$247.50
056591	FLAHERTY & HOOD	SEWER FUND	SEWER ADMINISTR	Professional Services -	DRAFT LABOR CONTRACT FOR	\$247.50
CHECK # 056591 FLAHERTY & HOOD						\$742.50
CHECK # 056600 MIDCO						
056600	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE, INTERNET	\$128.27
056600	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	PHONE, INTERNET	\$181.81
056600	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.00
CHECK # 056600 MIDCO						\$580.08
CHECK # 056605 US BANK						
056605	US BANK	WATER FUND	WATER ADMINISTR	Interest Expense	BOND PAYMENTS-SERIES 2015	\$2,134.64
056605	US BANK	SEWER FUND	SEWER ADMINISTR	Interest Expense	BOND PAYMENTS-SERIES 2015	\$1,766.90
CHECK # 056605 US BANK						\$3,901.54
CHECK # 056623 MPOWER TECHNOLOGIES, INC.						
056623	MPOWER TECHNOLOGI	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of GIS	50% DEPOSIT OF GIS STARTU	\$12,040.00
CHECK # 056623 MPOWER TECHNOLOGIES, INC.						\$12,040.00
CHECK # 056628 ALNES, SANDRA & ALLAN						
056628	ALNES, SANDRA & ALLA	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-200	\$73.97
CHECK # 056628 ALNES, SANDRA & ALLAN						\$73.97
CHECK # 056630 AVENT, CAROL & DON						
056630	AVENT, CAROL & DON	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT-431 W CEN	\$129.21
CHECK # 056630 AVENT, CAROL & DON						\$129.21
CHECK # 056637 EVANS, LEANDER & LUCILLE						
056637	EVANS, LEANDER & LUC	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-200	\$103.40
CHECK # 056637 EVANS, LEANDER & LUCILLE						\$103.40
CHECK # 056638 FORE, HUNTER						

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
056638	FORE, HUNTER	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-431	\$305.94
CHECK # 056638	FORE, HUNTER					\$305.94
CHECK # 056643	LANGE, ANDREW					
056643	LANGE, ANDREW	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-218	\$240.88
CHECK # 056643	LANGE, ANDREW					\$240.88
CHECK # 056644	LENNOX, WADE					
056644	LENNOX, WADE	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT-715 VILLA	\$265.20
CHECK # 056644	LENNOX, WADE					\$265.20
CHECK # 056645	LINCOLN, JOSHUA					
056645	LINCOLN, JOSHUA	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-204	\$120.40
CHECK # 056645	LINCOLN, JOSHUA					\$120.40
CHECK # 056650	SNELLING, BREANNA					
056650	SNELLING, BREANNA	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-511	\$297.15
CHECK # 056650	SNELLING, BREANNA					\$297.15
CHECK # 056652	SPINLER, JORDAN OR BETHANY					
056652	SPINLER, JORDAN OR B	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT-118 VILLA	\$132.48
CHECK # 056652	SPINLER, JORDAN OR BETHANY					\$132.48
CHECK # 056654	TILBURY, KENNETH					
056654	TILBURY, KENNETH	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-146	\$81.41
CHECK # 056654	TILBURY, KENNETH					\$81.41
CHECK # 056656	B & B TRANSFORMER					
056656	B & B TRANSFORMER	ELECTRIC FUN		Distribution Inventory	500 3 PH PADMOUNT TRANFO	\$11,483.72
056656	B & B TRANSFORMER	ELECTRIC FUN		Distribution Inventory	75,500,&1500 3 PH PADMOUN	\$41,504.91
CHECK # 056656	B & B TRANSFORMER					\$52,988.63
CHECK # 056667	MN DEPT OF HEALTH					
056667	MN DEPT OF HEALTH	WATER FUND		State Water Fee	2ND QTR 2021 WATER CONNE	\$2,916.00
CHECK # 056667	MN DEPT OF HEALTH					\$2,916.00
CHECK # 056668	ONLINE COLLECTIONS					
056668	ONLINE COLLECTIONS	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	CRAIG CLARE COLLECTION CO	\$9.37
CHECK # 056668	ONLINE COLLECTIONS					\$9.37
CHECK # 056673	CARDMEMBER SERVICE					
056673	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Line Transformer Exp	TRANSFORMER SLAB-OLD CAS	\$492.78
CHECK # 056673	CARDMEMBER SERVICE					\$492.78
CHECK # 056674	JR TREE EXPERTS LLC					
056674	JR TREE EXPERTS LLC	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	TREE REMOVAL- S VINE	\$1,323.75
CHECK # 056674	JR TREE EXPERTS LLC					\$1,323.75
CHECK # 056676	KOHLGRAF, JOE					
056676	KOHLGRAF, JOE	ELECTRIC FUN	ELECTRIC ADMINIST	Uniforms	WORK BOOTS	\$39.00
056676	KOHLGRAF, JOE	WATER FUND	WATER ADMINISTR	Uniforms	WORK BOOTS	\$19.50
056676	KOHLGRAF, JOE	SEWER FUND	SEWER ADMINISTR	Uniforms	WORK BOOTS	\$19.50
CHECK # 056676	KOHLGRAF, JOE					\$78.00
CHECK # 056689	MIDCO					
056689	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE, INTERNET	\$128.15
056689	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	PHONE, INTERNET	\$182.94

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
056689	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.00
CHECK # 056689 MIDCO						\$581.09
CHECK # 056693 NEONLINK LLC						
056693	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PAYMENT PROCESSING	\$129.60
056693	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$64.80
056693	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$64.80
CHECK # 056693 NEONLINK LLC						\$259.20
CHECK # 056697 VERIZON WIRELESS						
056697	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL PHONES, IPADS	\$161.87
056697	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL PHONES, IPADS	\$47.66
056697	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL PHONES, IPADS	\$71.86
CHECK # 056697 VERIZON WIRELESS						\$281.39
CHECK # 056699 ACE HARDWARE						
056699	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH DUCT SEAL	\$9.18
056699	ACE HARDWARE	WATER FUND	WATER SUPPLY	Other Operating Suppl	WELL #5 GRASS SEED	\$15.96
056699	ACE HARDWARE	SEWER FUND	SEWER COLLECTION	Small Tools & Equipm	DRILL BITS	\$21.46
056699	ACE HARDWARE	SEWER FUND	SEWER LIFT STATIO	Repair/Maint - Bldg &	LINE RPR PARTS	\$119.97
056699	ACE HARDWARE	SEWER FUND	SEWER LIFT STATIO	Repair/Maint - Bldg &	GRAFITTI CLEANER	\$15.58
056699	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	#'S FOR MOWER	\$5.12
CHECK # 056699 ACE HARDWARE						\$187.27
CHECK # 056702 ARAMARK						
056702	ARAMARK	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	RUGS	\$88.72
CHECK # 056702 ARAMARK						\$88.72
CHECK # 056703 AUTO VALUE MORA						
056703	AUTO VALUE MORA	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	DISP RAGS, SHOP TOWELS	\$74.97
CHECK # 056703 AUTO VALUE MORA						\$74.97
CHECK # 056705 BEAUDRY PROPANE						
056705	BEAUDRY PROPANE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	LFG OIL	\$3,518.40
CHECK # 056705 BEAUDRY PROPANE						\$3,518.40
CHECK # 056707 BORDER STATES ELECTRIC						
056707	BORDER STATES ELECT	ELECTRIC FUN		Distribution Inventory	METER FOR CALVARY CHURCH	\$396.16
056707	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	LOCATING FLAGS	\$528.43
CHECK # 056707 BORDER STATES ELECTRIC						\$924.59
CHECK # 056710 CINTAS						
056710	CINTAS	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	MATS, MOPS	\$52.81
CHECK # 056710 CINTAS						\$52.81
CHECK # 056712 DGR ENGINEERING						
056712	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC DISTRIBU	Engineering	NEW SCHOOL PLANNING-ELEC	\$511.00
056712	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC DISTRIBU	Engineering	DOT BRIDGE LIGHTING	\$59.00
056712	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC DISTRIBU	Engineering	2021 POLE REPLACEMENT	\$108.00
CHECK # 056712 DGR ENGINEERING						\$678.00
CHECK # 056714 EAST CENTRAL ENERGY						
056714	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	RPR OF BURNT POLE @ FEDDE	\$66.28
056714	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	APRIL TOLL FREE CHARGES	\$14.61
056714	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	JUNE LABOR & EQ	\$4,451.65
056714	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	RPR OF BURNT POLE @ FEDDE	\$233.00

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
056714	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	JUNE DISPATCH, MAY TOLL FR	\$195.16
CHECK # 056714 EAST CENTRAL ENERGY						\$4,960.70
CHECK # 056715 EAST CENTRAL ENERGY						
056715	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECTRICITY	\$109.77
CHECK # 056715 EAST CENTRAL ENERGY						\$109.77
CHECK # 056718 FERGUSON WATERWORKS						
056718	FERGUSON WATERWOR	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	HYDRANT RPR KIT	\$3,302.20
CHECK # 056718 FERGUSON WATERWORKS						\$3,302.20
CHECK # 056720 FREEDOM MAILING SERVICES INC						
056720	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$456.48
056720	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	NEWSLETTER	\$6.52
056720	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Professional Services -	NEWSLETTER	\$3.26
056720	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$228.25
056720	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Professional Services -	WATER QUALITY/CONSUMER	\$26.05
056720	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$228.25
056720	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Professional Services -	NEWSLETTER	\$3.26
CHECK # 056720 FREEDOM MAILING SERVICES INC						\$952.07
CHECK # 056722 GOPHER STATE ONE-CALL INC						
056722	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	JUNE LOCATES	\$82.35
056722	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	JUNE LOCATES	\$82.35
056722	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	JUNE LOCATES	\$82.35
CHECK # 056722 GOPHER STATE ONE-CALL INC						\$247.05
CHECK # 056723 GRAINGER, INC						
056723	GRAINGER, INC	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	ALUM STORAGE CLIPBOARD	\$36.38
CHECK # 056723 GRAINGER, INC						\$36.38
CHECK # 056725 GRANITE WATER WORKS INC						
056725	GRANITE WATER WORK	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	GATE VALVE RPR PARTS	\$139.50
CHECK # 056725 GRANITE WATER WORKS INC						\$139.50
CHECK # 056726 HAWKINS, INC						
056726	HAWKINS, INC	WATER FUND	WATER TREATMENT	Chemicals	CHEMICALS	\$4,899.86
CHECK # 056726 HAWKINS, INC						\$4,899.86
CHECK # 056727 HD ELECTRONICS INC						
056727	HD ELECTRONICS INC	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	LOCATOR RPR	\$423.02
CHECK # 056727 HD ELECTRONICS INC						\$423.02
CHECK # 056729 IRBY TOOL & SAFETY						
056729	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	MISC OH SUPPLIES	\$129.48
056729	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH FUSE ASSEMBLY, SQUIRRE	\$4,275.74
056729	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	WISE & HOTLINE CLAMPS	\$507.25
056729	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH GROUND WIRE	\$313.00
CHECK # 056729 IRBY TOOL & SAFETY						\$5,225.47
CHECK # 056731 JOHNSONS HARDWARE & RENTAL						
056731	JOHNSONS HARDWARE	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	GRAFITTI PAINT	\$12.98
056731	JOHNSONS HARDWARE	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	HOSE FITTINGS	\$27.94
056731	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	COVID SAMPLE BAGS	\$35.94
CHECK # 056731 JOHNSONS HARDWARE & RENTAL						\$76.86

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056732 KANABEC CO AUDITOR/TREASURER						
056732	KANABEC CO AUDITOR/	ELECTRIC FUN		Accounts Payable	JAIL ENERGY MGMT PROGRAM	\$545.00
CHECK # 056732 KANABEC CO AUDITOR/TREASURER						\$545.00
CHECK # 056735 KODIAK POWER SYSTEMS, INC						
056735	KODIAK POWER SYSTE	WATER FUND	WATER SUPPLY	Professional Services -	GENERATOR INSPECTION-WEL	\$750.00
056735	KODIAK POWER SYSTE	WATER FUND	WATER TREATMENT	Professional Services -	GENERATOR INSPECTION-POR	\$652.00
056735	KODIAK POWER SYSTE	SEWER FUND	QUAMBA COLLECTI	Professional Services -	GENERATOR INSPECTION-QUA	\$652.00
056735	KODIAK POWER SYSTE	SEWER FUND	SEWER LIFT STATIO	Professional Services -	GENERATOR INSPECTIONS-MA	\$1,288.00
056735	KODIAK POWER SYSTE	SEWER FUND	WASTEWATER TREA	Professional Services -	GENERATOR INSPECTIONS-W	\$1,590.00
CHECK # 056735 KODIAK POWER SYSTEMS, INC						\$4,932.00
CHECK # 056736 KWIK TRIP - GAS PURCHASES						
056736	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	FUEL	\$488.16
056736	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	FUEL	\$147.58
056736	KWIK TRIP - GAS PURC	SEWER FUND	WASTEWATER TREA	Motor Fuels	FUEL	\$236.60
CHECK # 056736 KWIK TRIP - GAS PURCHASES						\$872.34
CHECK # 056738 MERCURY TECHNOLOGIES OF MN						
056738	MERCURY TECHNOLOGI	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	FLUORESCENT LAMP RECYCLI	\$898.89
CHECK # 056738 MERCURY TECHNOLOGIES OF MN						\$898.89
CHECK # 056741 MINNESOTA PUMP WORKS						
056741	MINNESOTA PUMP WOR	SEWER FUND	SEWER LIFT STATIO	Repair/Maint - Bldg &	MAIN LIFT ST PUMP RPR	\$7,048.72
CHECK # 056741 MINNESOTA PUMP WORKS						\$7,048.72
CHECK # 056742 MN ENERGY RESOURCES CORP						
056742	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Generation Exp	NATURAL GAS	\$491.84
056742	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Natural Gas - Heat	NATURAL GAS	\$321.88
056742	MN ENERGY RESOURCE	WATER FUND	WATER SUPPLY	Natural Gas - Heat	NATURAL GAS	\$20.87
056742	MN ENERGY RESOURCE	WATER FUND	WATER TREATMENT	Natural Gas - Heat	NATURAL GAS	\$47.87
056742	MN ENERGY RESOURCE	SEWER FUND	WASTEWATER TREA	Natural Gas - Heat	NATURAL GAS	\$52.91
CHECK # 056742 MN ENERGY RESOURCES CORP						\$935.37
CHECK # 056744 NORTHERN STATES SUPPLY						
056744	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	STOCK OF RED & BLACK ELEC	\$477.62
CHECK # 056744 NORTHERN STATES SUPPLY						\$477.62
CHECK # 056745 OFFICE DEPOT						
056745	OFFICE DEPOT	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$46.90
056745	OFFICE DEPOT	WATER FUND	WATER ADMINISTR	Office Supplies	OFFICE SUPPLIES	\$37.39
056745	OFFICE DEPOT	SEWER FUND	SEWER ADMINISTR	Office Supplies	OFFICE SUPPLIES	\$37.39
CHECK # 056745 OFFICE DEPOT						\$121.68
CHECK # 056746 OWENS AUTO PARTS						
056746	OWENS AUTO PARTS	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	TRAILER LIGHT CONNECTOR P	\$34.29
056746	OWENS AUTO PARTS	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	DIGGER DEREK CIRCUIT BREA	\$4.69
056746	OWENS AUTO PARTS	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	JETTER FUEL FILTER, TURCK A	\$54.92
CHECK # 056746 OWENS AUTO PARTS						\$93.90
CHECK # 056747 OXYGEN SERVICE CO, INC						
056747	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	CYLINDER RENTALS	\$11.31
056747	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	CYLINDER RENTALS	\$26.40
056747	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	CYLINDER RENTALS	\$45.99
056747	OXYGEN SERVICE CO, I	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CYLINDER RENTALS	\$10.50

CITY OF MORA CHECK LIST-PUC

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 056747 OXYGEN SERVICE CO, INC						\$94.20
CHECK # 056748 QUALITY DISPOSAL						
056748	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$75.00
056748	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$163.80
CHECK # 056748 QUALITY DISPOSAL						\$238.80
CHECK # 056751 RMB ENVIRONMENTAL LABS INC						
056751	RMB ENVIRONMENTAL	WATER FUND	WATER TREATMENT	Professional Services -	LAB TESTING	\$65.00
056751	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING	\$518.00
CHECK # 056751 RMB ENVIRONMENTAL LABS INC						\$583.00
CHECK # 056752 SEH						
056752	SEH	WATER FUND	WATER ADMINISTR	Professional Services -	AWIA RISK & RESILIENCE ASS	\$956.73
056752	SEH	WATER FUND	WATER ADMINISTR	Engineering	WATER/SEWER MAPS FOR CIT	\$55.62
056752	SEH	SEWER FUND	SEWER ADMINISTR	Engineering	WATER/SEWER MAPS FOR CIT	\$55.61
CHECK # 056752 SEH						\$1,067.96
CHECK # 056755 STAFFORD TRUCKING INC						
056755	STAFFORD TRUCKING I	SEWER FUND	WASTEWATER TREA	Landscaping Materials	BLACK DIRT	\$196.00
CHECK # 056755 STAFFORD TRUCKING INC						\$196.00
CHECK # 056756 STANS EQUIPMENT CENTER						
056756	STANS EQUIPMENT CEN	ELECTRIC FUN		Fixed Assets	TOMMY GATE & REAR CAMERA	\$3,620.00
056756	STANS EQUIPMENT CEN	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	LIFT STATION GATE RPR	\$410.00
CHECK # 056756 STANS EQUIPMENT CENTER						\$4,030.00
CHECK # 056757 TOTAL CONTROL SYSTEMS, INC.						
056757	TOTAL CONTROL SYSTE	WATER FUND		Fixed Assets	WELL #4 UPGRADE	\$39,547.00
CHECK # 056757 TOTAL CONTROL SYSTEMS, INC.						\$39,547.00
CHECK # 056760 UPPER CASE PRINTING INK						
056760	UPPER CASE PRINTING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	NEWSLETTER	\$209.98
056760	UPPER CASE PRINTING	WATER FUND	WATER ADMINISTR	Professional Services -	NEWSLETTER	\$105.00
056760	UPPER CASE PRINTING	SEWER FUND	SEWER ADMINISTR	Professional Services -	NEWSLETTER	\$105.00
CHECK # 056760 UPPER CASE PRINTING INK						\$419.98
CHECK # 056761 USABUEBOOK						
056761	USABUEBOOK	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	YELLOW & BLUE DOOR KNOB	\$112.84
056761	USABUEBOOK	WATER FUND	WATER ADMINISTR	Cust UB/Collection	YELLOW & BLUE DOOR KNOB	\$37.61
CHECK # 056761 USABUEBOOK						\$150.45
CHECK # 056763 VIKING ELECTRIC SUPPLY						
056763	VIKING ELECTRIC SUPP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	STREET LIGHT BULBS	\$5,100.00
CHECK # 056763 VIKING ELECTRIC SUPPLY						\$5,100.00
CHECK # 056765 WINDSTREAM						
056765	WINDSTREAM	SEWER FUND	SEWER ADMINISTR	Telephone	PHONE	\$129.94
CHECK # 056765 WINDSTREAM						\$129.94
						\$826,570.73



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE JUNE/JULY 2021 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY



MEMORANDUM

Date: July 20, 2021
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Electric Distribution Pole Replacement Project – Award Contract

SUMMARY

The PUC will consider awarding a multi-year contract for construction services for the electric distribution pole replacement project.

BACKGROUND INFORMATION

At the June 14th meeting, DGR was directed to advertise for bids for the electric distribution pole replacement project. Four bids were received and opened on July 8th at city hall. The engineering estimate for this multi-year project was \$400,000. The lowest bid received came in at \$361,343.60 from Highline Construction, Inc.

At this time staff is seeking approval for a contract to be awarded to Highline Construction, Inc.

OPTIONS & IMPACTS

1. Approve the recommendation from DGR to award the contract to the lowest bidder, Highline Construction, Inc.
2. Reject the bids, citing reasons for the record.

RECOMMENDATIONS

Motion to approve the recommendation from DGR to award the multi-year contract to Highline Construction, Inc. for the electric distribution pole replacement project in the amount of \$361,343.60.

Attachments

Construction Contract Award Recommendation from DGR
Bid Summary



July 15, 2021

Lindy Crawford
General Manager
Mora Municipal Utilities
101 Lake Street South
Mora, MN 55051
(Via E-mail)

**Re: Construction Contract – Award Recommendation
Electric Distribution Improvements – Overhead Pole Replacement
DGR Project No. 427800**

Dear Lindy:

We have completed our review of the bids that were received on July 8, 2021 for the Overhead Pole Replacement Project. We will be sending a copy of the bid tabulation to the bidders and bid summary to the planholders.

A total of four (4) responsive bids were received for this work, ranging in price from \$361,343.60 to \$756,051.46. The low bidder was Highline Construction, Inc. from Paynesville, MN. The Engineer's Estimate for this work was \$400,000.00.

We have worked with Highline Construction, Inc. and they have performed well on past projects. We therefore recommend that Highline Construction, Inc. be awarded the contract in the amount of \$361,343.60 for this project.

Please pass on our recommendations to the Commission and let us know when the contract award has been made. Please feel free to contact us at 800-446-2531 with any questions you may have.

Sincerely yours,

DGR Engineering

A handwritten signature in black ink, appearing to read 'Chad Rasmussen'.

Chad Rasmussen, P.E.

CAR:dsm

BID SUMMARY

**ELECTRIC DISTRIBUTION IMPROVEMENTS
OVERHEAD POLE REPLACEMENT
MORA MUNICIPAL UTILITIES
MORA, MINNESOTA**



DGR Project No. 427800
Bid Letting: July 8, 2021 - 2:30 PM
Mora Municipal Utilities
Page 1 of 1

Bidder and Address	Bid Security	Total Bid	Comments
Highline Construction Inc. 16124 Old Lake Road Paynesville, MN 56362	10% Bid Bond	\$361,343.60	
Skyline Utilities Inc. 11352 Easy Street Brainerd, MN 56401	\$45,600 Bond	\$379,980.80	
Irby Construction Company 318 Old Hwy 49 South Richland, MS 39218	10% Bid Bond	\$488,697.24	
Watts Electric Company 13351 Dovers Street Waverly, NE 68462	10% Bid Bond	\$756,051.46	



MEMORANDUM

Date July 20, 2021
To Public Utilities Commission
From Lindy Crawford, Public Utilities General Manager
RE WWTP Project Contract Update and Discussion

SUMMARY

The PUC will again review and discuss the progress and status of the establishment of reeds at the Wastewater Treatment Plant (WWTP).

BACKGROUND INFORMATION

Please see the attached memorandum from Greg Anderson, city engineer, for background information. Anderson will be in attendance at the meeting to participate in the discussion and answer any questions.

OPTIONS & IMPACTS

CWG submitted a request to Gridor that the project be closed out and a final payment be issued.

- a. The reeds show an 80%+ coverage and therefore are considered established.
- b. CWG stated that they would ship the City 4-5 bundles of reeds by mid-late August for planting in the bare areas of the beds.
- c. Staff and SEH find this to be an acceptable approach and recommend closing out the contract upon receipt of the additional bundles of reeds by August 20, 2021. If received by then, staff will bring forward a project close-out request for PUC consideration.

RECOMMENDATIONS

Review and discuss the correspondence, and direct staff appropriately.

Attachments

SEH Memorandum, July 16, 2021



Building a Better World
for All of Us®

MEMORANDUM

TO: Lindy Crawford, City Administrator/Public Utilities General Manager

FROM: Greg Anderson, PE (Lic. MN)

DATE: July 16, 2021

RE: Reed Bed Establishment at the wastewater treatment plant
SEH No. MORA0 145879 14.00

The contract documents for the wastewater treatment plant project were vague on the requirements for the establishment of reeds in the reed beds. It is essentially up to the Engineer's opinion. In an effort to bring clarity, the City had an on-site meeting with Sheryl Block from the MPCA and Julia Bohnen from the U of M in October of 2020. At that meeting, Ms. Block and Ms. Bohnen suggested that 80% coverage would be a reasonable threshold for establishment. They also suggested a drone flight could help determine that coverage.

On Tuesday, July 13th, a SEH drone pilot flew the reed beds at the wastewater treatment plant (WWTP) to help determine reed coverage in the beds with the goal of determining if the reeds are established. Both the WWTP contractor, Gridor and their reed supplier, CWG visited the reeds over the past few weeks, and it was their opinion that the reeds are now established, and the City should close out the contract with Gridor.

The attached figure is an aerial photo of the reed beds from the drone flight and shows the coverage in each bed as determined by our drone staff. They give a percent establishment for each bed as well as a total establishment of all the beds together. As you can see all beds were found to be above the 80% establishment threshold, with three of the beds being around 90% establishment.

Based on this information and my periodic visits to the reed beds over that past three years, I would recommend that the beds have now reached "establishment" and the contract with Gridor can now be closed.

As a follow-up to his June 25th visit to the reeds, Dan Zarembinski of CWG, sent Gridor a letter (attached) requesting project closeout and also offering that CWG will ship to the City 4-5 bundles of reed by mid to late August for planting in the bare areas of the beds. With that offer, I would recommend closing out the contract with Gridor upon receipt of those reeds by August 20, 2021. Once the reed bundles are received, the City should then initiate project close-out with Gridor.

I plan to attend the PUC meeting on Tuesday, July 20th to answer any questions the commission or City may have.

ah

Attachments

c: Joe Kohlgraf, City of Mora

s:\ko\m\mora0\145879\1-gen\14-corr\l.crawford reed bed drone memo 2021 07 16.docx

Engineers | Architects | Planners | Scientists

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

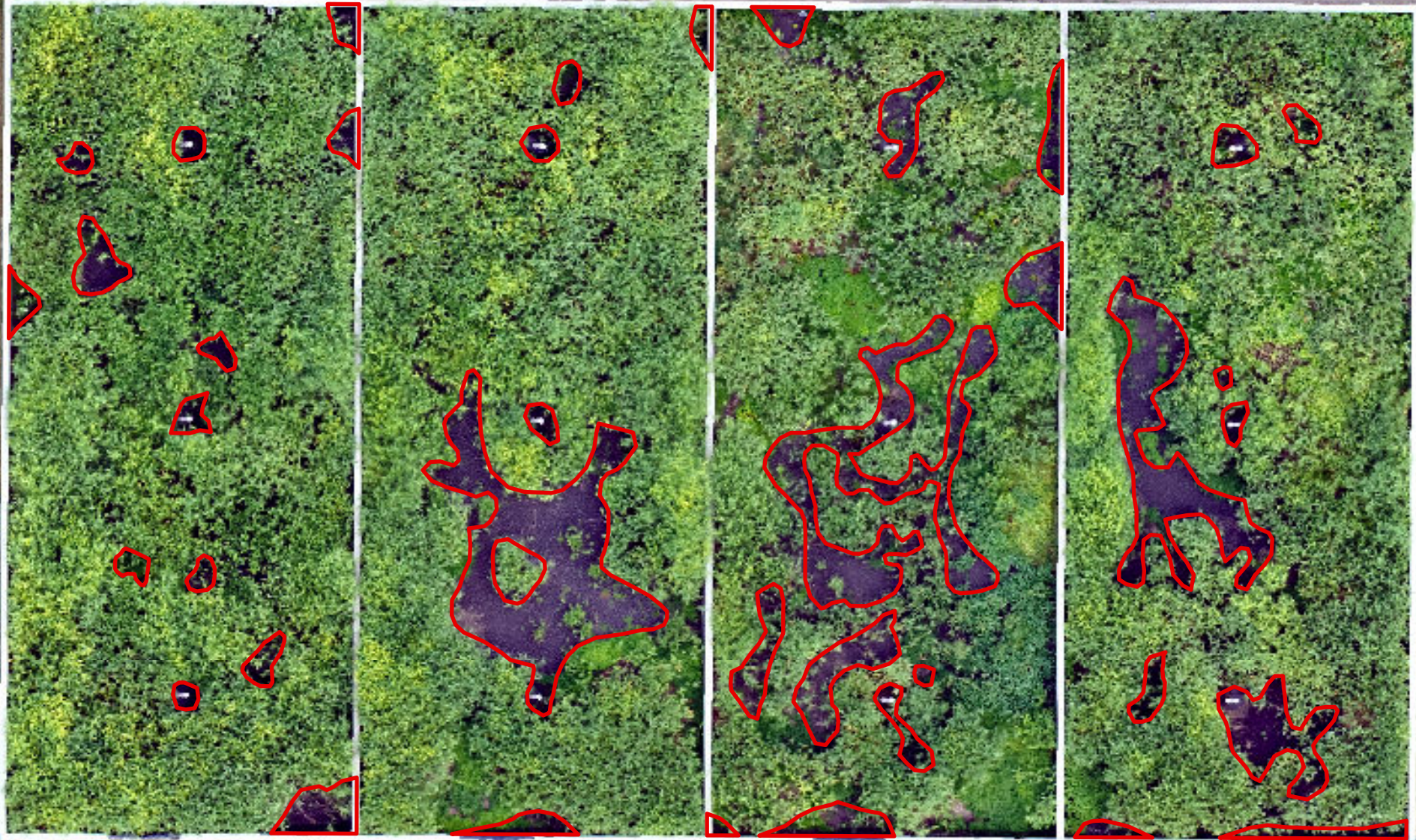
651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

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

Reed Bed	Total Size (sf)	Reed Coverage (sf)	Open (sf)	Percent Coverage
1	6,079	5,750	329	94.6%
2	6,110	5,378	732	88.0%
3	6,110	5,172	938	84.6%
4	6,017	5,370	647	89.3%
Total	24,316	21,621	2,646	88.9%

Legend

Non-Vegetated Areas

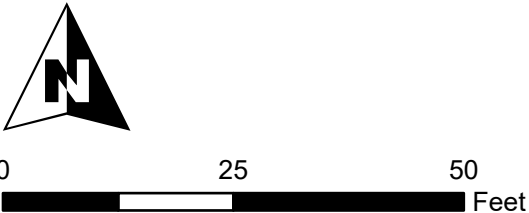


Bed #1


Bed #2

Bed #3

Bed #4



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



3535 VADNAIS CENTER DR.
ST. PAUL, MN 55110
PHONE: (651) 490-2000
FAX: (651) 490-2150
WATTS: 800-325-2055
www.sehinc.com

Project: MORA0 145879
Print Date: 7/14/2021

Map by: Bryan Tolcser
Projection: NAD83 UTM 15N
Source: SEH Inc.
Background: SEH Drone Flight (July 13, 2021)

MORA WATERWATER TREATMENT FACILITY
Mora, Minnesota

Steve,

On June 25th, I visited the Mora, MN reed bed facility for a final time. This trip was to check the progress and growth of the four reed beds. Joe Kohlgraf, Utility superintendent, was present to observe the inspection.

Beds 1,2,4 are at 95% fully grown with no more than approximately 100 sq. ft. of openings per bed. In those openings, new growth was present. Bed 3 has about 80% coverage. There are multiple varieties of weeds present throughout the bed. We are attaching a recommended selective herbicide for managing weed growth. At 80% growth, the bed is considered well-established and can be operated and applied similarly to the other three reed beds. To help with the coverage of this bed, CWG will ship the City 4-5 bundles later this summer, mid to late August, to fill in whatever gaps are still present following another couple of months of growing.

We dug a foot of dried material, enough to find the original sand layer. The material was spongy and healthy, with no hint of septicity or smell.

I advised Joe to continue monitoring the volatile solids percentage of the biosolids before application to the reed beds. Additionally, the condition of the residual biosolids layer should be monitored before each application.

I informed Joe CWG would be requesting a final closeout of this contract.

CWG has fulfilled the original scope of the agreement. CWG will always be available for consulting and assistance in the future.

CWG

Dan Zarembinski
Senior Project Manager
Office: (866) 599-2714
Cell: (651) 269-3543

Scott Davis
Principal

**MORA MUNICIPAL UTILITIES
SANITARY SEWER RESPONSE REPORT
2021**

No.	Date	Time	Address	City sewer back-up	Home Sewage Back-up	Manholes Clear	Comments
1	Thursday, January 14, 2021	3:20 PM	847 Howe Ave	Yes	No	No	Checking issue with manhole and found it to be backed up. Jetted clear. No one affected at this time.
2	Sat, January 23, 2021	3:28 PM	307 Walnut	Yes	Yes	No	Owner said there was sewage in basement. Checked downstream manhole and found line plugged. Jetted line clear. Advised owner to call city hall Monday morning. Heavy solids caused plug in line.
3	Fri, March 12, 2021	8:30 AM	600 Watkins	No	Yes	Yes	Home owner left email with City Hall the night before. Staff checked lines. All were clear. Advised homeowner to have service line cleaned.
4	Sun, March 28, 2021	8:50 AM	348 Watkins	No	Yes	Yes	Staff checked up and down stream manholes, all flowing. Advised owners to have the service line cleaned.
5	Thu, May 13, 2021	9:10 AM	812 Woodland	No	Yes	Yes	Manholes clear. Tv'ed mainline, found roots and paper in homeowners service line after it was cleaned. Staff jetted and flushed to help remove paper and roots from service line after it was cleaned by contractor.
6	Fri, May 14, 2021	8:35 AM	424 McLean	No	Yes	Yes	Manholes clear. Service line plugged cause water to back up when showering and doing laundry. Advised cleaning service line.
7	Sat, June 05, 2021	9:04 AM	424 Mclean	No	Yes	Yes	Manholes clear. Service line plugged. Suggested clearing line. Work for cleaning done through lake and pines. Service line was televised and found broken, scheduled for repair.
8							

L2 EV STATION QUARTERLY USAGE REPORT
APRIL 1, 2021 - JUNE 30, 2021

Start Date & Time	Plug Duration (approx hours)	Charge Duration (approx hours)	Energy (kWh)	Cost
4/2/2021 11:31 AM	4.8	4.1	42.25	\$0.00
4/9/2021 8:48 AM	4.6	4.6	49.28	\$0.00
4/9/2021 8:24 AM	0.1	0.1	0.30	\$0.00
4/13/2021 4:34 PM	0.3	0.2	2.00	\$0.00
4/23/2021 1:56 PM	3.3	3.2	37.65	\$0.00
4/29/2021 8:31 AM	8.0	5.2	57.64	\$0.00
5/3/2021 8:32 AM	8.3	4.3	49.18	\$0.00
5/7/2021 12:29 PM	3.3	2.9	33.00	\$0.00
5/14/2021 8:27 AM	8.1	4.5	49.98	\$0.00
5/21/2021 8:32 AM	7.5	5.9	63.52	\$0.00
5/22/2021 8:51 AM	3.0	1.1	2.94	\$0.00
5/24/2021 8:27 AM	3.6	3.6	41.50	\$0.00
5/26/2021 8:29 AM	4.1	3.9	45.33	\$0.00
5/28/2021 1:28 PM	4.5	4.4	32.91	\$0.00
6/3/2021 8:28 AM	3.5	3.5	40.87	\$0.00
6/9/2021 12:46 PM	4.2	4.2	45.01	\$0.00
6/11/2021 4:13 PM	0.5	0.5	5.30	\$1.01
6/17/2021 3:41 PM	1.4	1.4	15.46	\$2.74
6/18/2021 8:35 AM	0.7	0.7	5.49	\$1.48
6/20/2021 5:59 PM	1.3	1.3	10.11	\$2.66
6/21/2021 8:32 AM	2.3	2.3	26.52	\$4.62
6/24/2021 5:59 PM	1.2	1.2	4.00	\$2.47
6/24/2021 10:18 AM	0.2	0.1	0.42	\$0.34
6/24/2021 8:22 AM	3.2	3.2	37.33	\$6.49
6/27/2021 9:01 AM	0.1	0.1	0.61	\$0.23
6/28/2021 8:30 AM	4.2	4.2	48.89	\$8.42
Quarterly Total	86.4 Hours	70.9 Hours	747.5 kWh	\$30.46 Cost

**10% to ZEF
\$27.41 to be paid
to MMU**

DCFC EV STATION QUARTERLY USAGE REPORT
APRIL 1, 2021 - JUNE 30, 2021

Start Date & Time		Plug Duration (approx mins)	Charge Duration (approx mins)	Energy (kWh)	Cost
4/1/2021	4:24 PM	44	43	26.87	\$0.00
4/4/2021	4:53 PM	58	57	37.78	\$0.00
4/4/2021	1:41 PM	20	19	13.95	\$0.00
4/5/2021	6:16 PM	36	35	25.62	\$0.00
4/7/2021	11:22 AM	26	26	15.75	\$0.00
4/11/2021	12:01 PM	50	48	24.27	\$0.00
4/17/2021	4:04 PM	18	17	12.06	\$0.00
4/25/2021	2:16 PM	16	15	9.73	\$0.00
5/1/2021	5:03 PM	55	54	30.26	\$0.00
5/9/2021	7:20 PM	26	26	10.47	\$0.00
5/19/2021	7:40 PM	35	35	17.40	\$0.00
5/21/2021	8:33 PM	2	2	0.79	\$0.00
5/22/2021	9:47 AM	53	52	27.84	\$0.00
5/24/2021	8:08 PM	21	21	15.99	\$0.00
6/1/2021	2:27 PM	22	22	12.01	\$0.00
6/3/2021	1:17 PM	64	63	47.69	\$0.00
6/4/2021	5:55 PM	41	40	20.82	\$0.00
6/5/2021	4:37 PM	59	58	42.49	\$0.00
6/10/2021	6:35 PM	70	69	49.76	\$0.00
6/12/2021	1:42 PM	42	41	25.96	\$0.21
6/12/2021	9:01 PM	15	15	9.01	\$0.07
6/12/2021	9:16 PM	3	2	4.01	\$0.01
6/16/2021	9:19 AM	35	34	12.45	\$0.17
6/17/2021	3:41 PM	27	22	10.97	\$0.14
6/17/2021	9:04 AM	5	5	2.21	\$0.03
6/19/2021	12:08 PM	25	24	17.55	\$0.12
6/23/2021	8:21 AM	25	24	8.69	\$12.50
6/25/2021	5:42 PM	68	68	27.49	\$25.70
6/26/2021	5:25 PM	15	15	11.63	\$9.80
6/27/2021	5:08 PM	34	33	31.55	\$15.20

Quarterly Total	16.83	16.43	603.06	\$63.95
	Hours	Hours	kWh	Cost

<p style="text-align: center;">10% to ZEF \$57.55 to be paid to MMU</p>

Utility Billing Monthly Report

Calendar Year 2021

Description	As of 1/31/2021	As of 2/28/2021	As of 3/31/2021	As of 4/30/2021	As of 5/31/2021	As of 6/30/2021	As of 7/31/2021	As of 8/31/2021	As of 9/30/2021	As of 10/31/2021	As of 11/30/2021	As of 12/31/2021
Total Account Balances	\$ 705,463.87	\$ 838,680.11	\$ 638,754.31	\$ 727,051.37	\$ 524,737.07	\$ 830,801.45						
Current Period	\$ 550,107.03	\$ 669,489.60	\$ 484,941.07	\$ 594,147.47	\$ 387,789.93	\$ 690,118.05						
1 Period Overdue	\$ 29,860.88	\$ 37,597.29	\$ 31,120.64	\$ 18,432.55	\$ 30,218.69	\$ 24,473.90						
2 Periods Overdue	\$ 8,883.94	\$ 16,142.17	\$ 8,959.81	\$ 10,881.69	\$ (381.13)	\$ 11,405.16						
3 Periods Overdue	\$ 116,610.92	\$ 115,451.05	\$ 113,732.79	\$ 103,589.66	\$ 107,109.58	\$ 104,585.98						
Total Penalty Balances on Accounts	\$ 8,647.92	\$ 10,826.67	\$ 6,257.44	\$ 6,504.45	\$ 7,606.26	\$ 8,447.95						
Past Due/Disconnection Notices Mailed (customer 30 days or more past due and missed payment on arrangements) *	55	51	73	53	53	58						
Utility Disconnects	2	0	4	2	6	8						
Missed Payments on Payment Agreement	2	0	2	1	3	1						
No Response to Past Due/Disc Notice/Door Tag	0	0	2	1	3	7						

* Does not include Quamba residents and water only accounts.

COMMENTS:

Credit balance for '3 Periods Overdue' is due to pre-payment on accounts, energy assistance, and a solar connection credits.

Monthly Utility Account Adjustments Report
For Adjustments \$50.00 or higher

DATE	SERVICE	QTY	AMOUNT	NOTES
MM YYYY				
06/2021	Water Irrigation	911,000 gallons	\$4,381.91	2020 watering season was undercharged - most likely due to cut wires yet meter remained at location so no usage was being recorded/billed. Discovered only after meter was reconnected for 2021 season. .