



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

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

Tuesday, January 19, 2020

3:00 PM

Mora City Hall/Virtual

Due to the COVID-19 pandemic, some or all of the PUC members and other meeting participants will be attending electronically. The public may attend the meeting by phone with the following number: 1-415-655-0001. Access code: 126 227 7472 Password: 78322829 Call from a cell phone to avoid charges.

1. Call to Order

2. Oath of Office – Commissioner Christianson will be sworn into office

3. Roll Call

4. 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.)

5. 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 – December 15, 2020
- b. December 2020 Claims
- c. Approve Hire of Water/Wastewater Operator I (Lead)
- d. Transmission & Distribution Pole Replacement – Hwy 65/ Mora Lake Project Payment

6. 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.)

7. Special Business

None

8. New Business

- a. Pay Equity Compliance Report
- b. Organizational Chart Update

9. Old Business

None

10. Communications

- a. Utility Billing Monthly Report – December 2020
- b. Utility Billing Adjustments Report – December 2020
- c. Quarterly Sanitary Sewer Response Report – December 2020

11. Reports

- a. Public Utilities General Manager
- b. Public Works Director
- c. Commissioner Baldwin
- d. Commissioner Christianson
- e. Chair Ardner

12. Adjournment

December 14, 2020

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, December 14, 2020 via a public Web-Ex virtual meeting.

2. **Roll Call:** Present: Commissioners Greg Ardner, Brett Baldwin, and Ryan Christianson
Absent: none
Staff Present: Utilities General Manager Crawford, Public Works Director Kohlgraf, Utility Billing Clerk Bliss, City Accountant King, and Deputy City Clerk Yoder
3. **Adopt Agenda:** MOTION made by Christianson, seconded by Ardner, voted on by roll call;
Aye: Ardner and Christianson
Nay: none
Absent: Baldwin
motion unanimously carried to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Ardner, seconded by Christianson, voted on by roll call;
Aye: Ardner and Christianson
Nay: none
Absent: Baldwin
motion unanimously carried to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – November 16, 2020
 - b. Joint Meeting Minutes – November 17, 2020
 - c. November 2020 Claims
 - d. Accept Letter of Retirement – Water/Wastewater Operator I
 - e. Loan from PUC to City Council for the Mora HRA/ Eastwood Senior Living, Resolution PUC2020-1221
 - f. Write-off Unpaid Utility Charges
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:** There were no special business items to discuss.
7. **Public Hearings:** There were no public hearings.
8. **New Business:**
 - a. **Personnel Policy Financial Limits:** The PUC reviewed the financial limits for 2021 set in Appendix A which reflected an increase in health insurance premiums for eligible employees and the removal of the building official monthly mileage allowance due to the purchase of a city vehicle for inspections. MOTION made by Christianson, seconded by Baldwin, voted on by roll call;
Aye: Ardner, Baldwin, and Christianson
Nay: none
motion unanimously carried to approve the Appendix A, Personnel Policy Limits as presented.
 - b. **Administrative Services Director Position Description:** After discussing operational needs for the addition of HRA operations at the city level on November 17, 2020, staff was directed to revise the city and utility budgets to include a finance director position. Staff presented a position of Administrative Services Director that was nearly identical to the vacant Clerk/Treasurer position but added acting city administrator in the city administrator's absence.

The proposed position would be funded by a 50% split between the city general fund and 25% electric fund, 12.5% water fund, and 12.5% sewer fund; starting salary range would be Grade 12, \$68,890 - \$72,342. MOTION made by Baldwin, seconded by Christianson, voted on by roll call;

Aye: Ardner, Baldwin, and Christianson

Nay: none

motion unanimously carried to approve the Administrative Services Director position as presented and directed staff to begin the recruitment process.

- c. **2020 Budget Amendment:** King presented amendments to the Utility budget and explained the city's audit firm, BerganKDV, stated the EDA was a blended component unit of the city therefore, the contribution of \$20,000 to the EDA from both the City and the Utility should have been considered transfers. MOTION made by Baldwin, seconded by Christianson, voted on by roll call;

Aye: Ardner, Baldwin, Christianson

Nay: none

motion unanimously carried to approve the 2020 budget amendments, as presented.

- d. **2021 Budget, CIP, and Fee Schedule:** The 2021 budget was presented for final review and Crawford pointed out recent adjustments including the addition of \$28,000 for the Administrative Services Director and \$43,000 for City Garage, HR, and IT expenses, in addition to reductions of (\$49,000) for well #4 controls and (\$32,000) for the Airport Lift station that were also listed in the Capital Improvement Plan.

Staff recommended utilizing reserve funds to keep the utility rate increases low or at zero using \$325,229 from the Electric Fund, \$149,396 from the Water Fund, and \$306,064 from the Sewer Fund for each fund respectively.

The PUC reviewed and discussed the 2021 Capital Improvement Plan and 2021 Utility Fee Schedule. Crawford explained the reason for the addition of electric connection and construction fees to the 2021 Fee Schedule was because the utility was losing money for staff time spent on local electrical construction/connections and after surveying SMMPA communities, it was evident Mora should be charging for those services. MOTION made by Baldwin, seconded by Christianson, voted on by roll call;

Aye: Ardner, Baldwin, Christianson

Nay: none

motion unanimously carried to approve the 2021 budget, capital improvement plan, and utility fee schedule as presented.

9. Old Business:

- a. **Delinquent Water Utility Accounts Procedure:** The PUC discussed procedures relating to delinquent water utility accounts as they related to city code. Current city code §50.24 explained the process in regard to certifying unpaid utility charges, however it also stated water services would be disconnected if left unpaid; akin to how delinquent electric accounts were handled. Bliss explained the reasons to disconnect and certify water/sewer had been practiced because water/sewer rests with the property, electric did not. Staff was directed to amend city code language from "will disconnect" to "may disconnect" and bring to city council for review and consideration.

10. Communications: The following communications were reviewed.

- a. Utility Billing Monthly Report – November 2020
- b. Utility Billing Adjustments Report – November 2020

11. Reports:

- a. Public Utilities General Manager: Crawford stated the \$40,000 Digger Derek truck (not yet purchased) from Lake City saved the city from having to purchase a new one at \$270,000, SMMPA reached a settlement in the amount of approximately \$10 million and would be issuing a one-time payment of \$190,000 to the City of Mora, and last Tuesday Skramstad and Crawford met with Senator Rarick and requested legislative support to change the number of PUC members from three to five in the form of a stand-alone bill.
- b. Public Works Director: Kohlgraf reported 95% completion of the Highway 65 electric project, meeting with SMMPA and Great River Energy to discuss power pole replacements, and reported the city had enough wire on-hand to meet the needs of the power project. Kohlgraf also reported the reed beds were put to bed for the winter and S.E.H. would meet with staff to see how and why the volatile solids had been lowered; the WWTP had the lowest flow in approximately seven years indicating water going into the WWTP was close to the same amount leaving the WWTP.
- c. Commissioner Baldwin: Nothing new to report.
- d. Commissioner Christianson: Nothing new to report.
- e. Chairperson Ardner: Nothing new to report.

12. Adjournment: MOTION made by Christianson, seconded by Baldwin, voted on by roll call;

Aye: Ardner, Baldwin, Christianson

Nay: none

motion unanimously carried to adjourn at 3:37 PM.

Chair

Secretary

CITY OF MORA CHECK LIST-PUC

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000591 COMPLETE MERCHANT SOLUTIONS						
000591	COMPLETE MERCHANT	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$313.00
000591	COMPLETE MERCHANT	WATER FUND	WATER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$156.50
000591	COMPLETE MERCHANT	SEWER FUND	SEWER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$156.50
CHECK # 000591 COMPLETE MERCHANT SOLUTIONS						\$626.00
CHECK # 000592 ONLINE COLLECTIONS						
000592	ONLINE COLLECTIONS	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	NEW UB CUSTOMER CREDIT C	\$48.90
CHECK # 000592 ONLINE COLLECTIONS						\$48.90
CHECK # 000594 MN DEPT OF REVENUE						
000594	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT-NOV	\$21,525.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT-NOV	\$5.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT-NOV	\$6.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT-NOV	\$8.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	SALES & USE TAX PYMT-NOV	\$29.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT-NOV	\$3.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	SALES & USE TAX PYMT-NOV	\$1.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	SALES & USE TAX PYMT-NOV	\$1.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	SALES & USE TAX PYMT-NOV	\$169.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	SALES & USE TAX PYMT-NOV	\$2.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT-NOV	\$15.00
000594	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	SALES & USE TAX PYMT-NOV	\$3.00
000594	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT-NOV	\$833.00
CHECK # 000594 MN DEPT OF REVENUE						\$22,600.00
CHECK # 000596 PAYLIANCE						
000596	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$35.40
000596	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$17.70
000596	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$17.70
CHECK # 000596 PAYLIANCE						\$70.80
CHECK # 000597 SMMPA						
000597	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$299,386.90
CHECK # 000597 SMMPA						\$299,386.90
CHECK # 000598 NEIGHBORHOOD NATIONAL BANK						
000598	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONTHLY RETURNED CHECK	\$10.00
000598	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY BUSINESS ONLINE	\$10.00
000598	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY UB ACH FILE FEE	\$30.00
CHECK # 000598 NEIGHBORHOOD NATIONAL BANK						\$50.00
CHECK # 055609 NEONLINK LLC						
055609	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	DEC PAYMENT PROCESSING	\$119.00
055609	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	DEC PAYMENT PROCESSING	\$59.50
055609	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	DEC PAYMENT PROCESSING	\$59.50
CHECK # 055609 NEONLINK LLC						\$238.00
CHECK # 055674 BERGSTADT, GARY						
055674	BERGSTADT, GARY	ELECTRIC FUN	GENERATION & PO	Uniforms	CLOTHING	\$92.59
CHECK # 055674 BERGSTADT, GARY						\$92.59
CHECK # 055676 CARROLL, HOLLY						
055676	CARROLL, HOLLY	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	CENTRAL AC REBATE -536 S G	\$100.00
CHECK # 055676 CARROLL, HOLLY						\$100.00

CITY OF MORA CHECK LIST-PUC

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055678 EAST CENTRAL ENERGY						
055678	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	NOV LABOR & EQUIPMENT	\$681.42
055678	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	NOV DISPATCH SERVICES	\$199.02
CHECK # 055678 EAST CENTRAL ENERGY						\$880.44
CHECK # 055679 FELGER, MATT						
055679	FELGER, MATT	ELECTRIC FUN	GENERATION & PO	Uniforms	CLOTHING	\$153.91
CHECK # 055679 FELGER, MATT						\$153.91
CHECK # 055683 MAYRA						
055683	MAYRA	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	SHARED SECURITY SYSTEM -	\$1,527.46
CHECK # 055683 MAYRA						\$1,527.46
CHECK # 055684 MIDCO						
055684	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE/INTERNET	\$128.66
055684	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	PHONE/INTERNET	\$180.79
CHECK # 055684 MIDCO						\$309.45
CHECK # 055686 MN DEPT OF COMMERCE-IND ASSMTS						
055686	MN DEPT OF COMMERCE	ELECTRIC FUN	GENERATION & PO	Miscellaneous	3RD QTR FY 2021 IND ASSMT-	\$449.17
055686	MN DEPT OF COMMERCE	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	3RD QTR FY 2021 IND ASSMTS	\$621.51
CHECK # 055686 MN DEPT OF COMMERCE-IND ASSMTS						\$1,070.68
CHECK # 055687 MN ENERGY RESOURCES CORP						
055687	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Generation Exp	NOVEMBER NATURAL GAS BIL	\$266.20
055687	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Natural Gas - Heat	NOVEMBER NATURAL GAS BIL	\$830.80
055687	MN ENERGY RESOURCE	WATER FUND	WATER SUPPLY	Natural Gas - Heat	NOVEMBER NATURAL GAS BIL	\$62.86
055687	MN ENERGY RESOURCE	WATER FUND	WATER TREATMENT	Natural Gas - Heat	NOVEMBER NATURAL GAS BIL	\$101.95
055687	MN ENERGY RESOURCE	SEWER FUND	WASTEWATER TREA	Natural Gas - Heat	NOVEMBER NATURAL GAS BIL	\$238.51
CHECK # 055687 MN ENERGY RESOURCES CORP						\$1,500.32
CHECK # 055690 STULC, JEREMY						
055690	STULC, JEREMY	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	PANTS/SHIRTS	\$103.94
055690	STULC, JEREMY	ELECTRIC FUN	GENERATION & PO	Uniforms	HOODIE/SOCKS	\$59.90
055690	STULC, JEREMY	ELECTRIC FUN	GENERATION & PO	Uniforms	SHIRT/ HATS	\$45.73
CHECK # 055690 STULC, JEREMY						\$209.57
CHECK # 055691 VERIZON WIRELESS						
055691	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL PHONES, IPADS	\$203.18
055691	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL PHONES, IPADS	\$81.10
055691	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL PHONES, IPADS	\$119.13
CHECK # 055691 VERIZON WIRELESS						\$403.41
CHECK # 055692 WALMAN OPTICAL						
055692	WALMAN OPTICAL	WATER FUND	WATER ADMINISTR	Uniforms	KNUDSEN SAFETY GLASSES	\$114.00
055692	WALMAN OPTICAL	SEWER FUND	SEWER ADMINISTR	Uniforms	KNUDSEN SAFETY GLASSES	\$186.00
CHECK # 055692 WALMAN OPTICAL						\$300.00
CHECK # 055693 WINDSTREAM						
055693	WINDSTREAM	SEWER FUND	SEWER ADMINISTR	Telephone	NOVEMBER TELEPHONE	\$127.88
CHECK # 055693 WINDSTREAM						\$127.88
CHECK # 055698 EAST CENTRAL ENERGY						
055698	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECTRICITY - NOVEMBER	\$108.37
CHECK # 055698 EAST CENTRAL ENERGY						\$108.37

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055700 HULBERT, JASON						
055700	HULBERT, JASON	WATER FUND	WATER ADMINISTR	Uniforms	CLOTHING	\$245.65
055700	HULBERT, JASON	SEWER FUND	SEWER ADMINISTR	Uniforms	CLOTHING	\$400.81
CHECK # 055700 HULBERT, JASON						\$646.46
CHECK # 055707 LEAGUE OF MN CITIES INS TRUST						
055707	LEAGUE OF MN CITIES I	ELECTRIC FUN	ELECTRIC ADMINIST	Miscellaneous	DEDUCTIBLE FOR TREE CUT F	\$500.00
CHECK # 055707 LEAGUE OF MN CITIES INS TRUST						\$500.00
CHECK # 055726 CARSON, NICOLE						
055726	CARSON, NICOLE	ELECTRIC FUN		Undistributed Receipts	METER DEPOSIT REFUND-548	\$233.96
CHECK # 055726 CARSON, NICOLE						\$233.96
CHECK # 055727 CITY OF MORA - PETTY CASH						
055727	CITY OF MORA - PETTY	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	REPLENISH PETTY CASH-COFF	\$7.49
CHECK # 055727 CITY OF MORA - PETTY CASH						\$7.49
CHECK # 055729 ERICSON, VIVIAN						
055729	ERICSON, VIVIAN	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT-543 S GR	\$81.90
CHECK # 055729 ERICSON, VIVIAN						\$81.90
CHECK # 055740 QUADIENT FINANCE USA, INC						
055740	QUADIENT FINANCE US	ELECTRIC FUN	ELECTRIC ADMINIST	Postage	POSTAGE IN POSTAGE MACHI	\$49.89
055740	QUADIENT FINANCE US	WATER FUND	WATER ADMINISTR	Postage	POSTAGE IN POSTAGE MACHI	\$19.95
055740	QUADIENT FINANCE US	SEWER FUND	SEWER ADMINISTR	Postage	POSTAGE IN POSTAGE MACHI	\$19.95
CHECK # 055740 QUADIENT FINANCE USA, INC						\$89.79
CHECK # 055742 WALMAN OPTICAL						
055742	WALMAN OPTICAL	ELECTRIC FUN	GENERATION & PO	Uniforms	FELGER SAFETY GLASSES	\$300.00
CHECK # 055742 WALMAN OPTICAL						\$300.00
CHECK # 055745 CARDMEMBER SERVICE						
055745	CARDMEMBER SERVICE	ELECTRIC FUN		Accounts Payable	ENG 5&6 FILTER REGULATORS	\$370.68
CHECK # 055745 CARDMEMBER SERVICE						\$370.68
CHECK # 055746 MIDCO						
055746	MIDCO	SEWER FUND		Accounts Payable	INTERNET-WWTP	\$270.00
CHECK # 055746 MIDCO						\$270.00
CHECK # 055747 MN DEPT OF HEALTH						
055747	MN DEPT OF HEALTH	WATER FUND		Accounts Payable	4TH QTR 2020 WATER CONNE	\$2,905.00
CHECK # 055747 MN DEPT OF HEALTH						\$2,905.00

Report #1 amount:

\$335,209.96

CITY OF MORA

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055763 ACE HARDWARE						
055763	ACE HARDWARE	ELECTRIC FUN		Accounts Payable	DISH SOAP	\$3.99
055763	ACE HARDWARE	ELECTRIC FUN		Accounts Payable	BALL VALVE, UNION, ADAPTER	\$54.94
055763	ACE HARDWARE	ELECTRIC FUN		Accounts Payable	WRENCH & PLUGS	\$23.35
055763	ACE HARDWARE	ELECTRIC FUN		Accounts Payable	#6 OIL SYSTEM RPR PARTS	\$149.03
055763	ACE HARDWARE	WATER FUND		Accounts Payable	CLNG SUPPLIES	\$5.18
055763	ACE HARDWARE	WATER FUND		Accounts Payable	HYDRANT PUMP ELECTRICAL P	\$9.97
055763	ACE HARDWARE	SEWER FUND		Accounts Payable	MORA MARINE LIFT ST PARTS	\$23.16
055763	ACE HARDWARE	SEWER FUND		Accounts Payable	SAMPLER TUBING	\$14.22
055763	ACE HARDWARE	SEWER FUND		Accounts Payable	MOTOR PLUMBING PARTS	\$35.91
055763	ACE HARDWARE	SEWER FUND		Accounts Payable	TAPE & FREEZER BAGS - UMD	\$14.77
055763	ACE HARDWARE	SEWER FUND		Accounts Payable	SHOVEL	\$21.99
CHECK # 055763 ACE HARDWARE						<u>\$356.51</u>
CHECK # 055764 AID ELECTRIC CORPORATION						
055764	AID ELECTRIC CORPORA	ELECTRIC FUN		Accounts Payable	ELECTRIC CAR CHARGER INST	\$9,000.00
CHECK # 055764 AID ELECTRIC CORPORATION						<u>\$9,000.00</u>
CHECK # 055768 ARAMARK						
055768	ARAMARK	SEWER FUND		Accounts Payable	RUGS	\$86.22
CHECK # 055768 ARAMARK						<u>\$86.22</u>
CHECK # 055769 ATCO INTERNATIONAL						
055769	ATCO INTERNATIONAL	ELECTRIC FUN		Accounts Payable	DEGREASER	\$338.94
055769	ATCO INTERNATIONAL	SEWER FUND		Accounts Payable	DEGREASER	\$338.94
CHECK # 055769 ATCO INTERNATIONAL						<u>\$677.88</u>
CHECK # 055770 AUTO VALUE MORA						
055770	AUTO VALUE MORA	ELECTRIC FUN		Accounts Payable	ENG #6 PARTS CLEANER & SE	\$84.98
055770	AUTO VALUE MORA	ELECTRIC FUN		Accounts Payable	POWER GRAPHITE LUB FOR #	\$41.44
055770	AUTO VALUE MORA	ELECTRIC FUN		Accounts Payable	AIR REGULATOR FOR WORK B	\$38.99
055770	AUTO VALUE MORA	SEWER FUND		Accounts Payable	TRUCK MIRROR	\$44.99
055770	AUTO VALUE MORA	SEWER FUND		Accounts Payable	TRACTOR FILTERS	\$124.52
055770	AUTO VALUE MORA	SEWER FUND		Accounts Payable	TRACTOR OIL	\$39.96
CHECK # 055770 AUTO VALUE MORA						<u>\$374.88</u>
CHECK # 055771 BANYON DATA SYSTEMS, INC						
055771	BANYON DATA SYSTEM	ELECTRIC FUN		Accounts Payable	FUND ACCNTG OPEN AP MODU	\$397.50
055771	BANYON DATA SYSTEM	WATER FUND		Accounts Payable	FUND ACCNTG OPEN AP MODU	\$198.75
055771	BANYON DATA SYSTEM	SEWER FUND		Accounts Payable	FUND ACCNTG OPEN AP MODU	\$198.75
CHECK # 055771 BANYON DATA SYSTEMS, INC						<u>\$795.00</u>
CHECK # 055772 BEAUDRY PROPANE						
055772	BEAUDRY PROPANE	ELECTRIC FUN		Accounts Payable	OIL	\$4,427.20
055772	BEAUDRY PROPANE	SEWER FUND		Accounts Payable	GENERATOR FUEL OIL	\$2,305.70
CHECK # 055772 BEAUDRY PROPANE						<u>\$6,732.90</u>
CHECK # 055773 BORDER STATES ELECTRIC						
055773	BORDER STATES ELECT	ELECTRIC FUN		Accounts Payable	CT'S FOR EV CHARGERS	\$644.96
CHECK # 055773 BORDER STATES ELECTRIC						<u>\$644.96</u>
CHECK # 055776 CINTAS						
055776	CINTAS	ELECTRIC FUN		Accounts Payable	MATS, MOPS	\$52.82
CHECK # 055776 CINTAS						<u>\$52.82</u>

CITY OF MORA

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055779 DGR ENGINEERING						
055779	DGR ENGINEERING	ELECTRIC FUN		Accounts Payable	DISTR UNDERBUILD RELOCATI	\$1,008.00
055779	DGR ENGINEERING	ELECTRIC FUN		Accounts Payable	2021 POLE REPLACEMENT PRE	\$486.00
CHECK # 055779 DGR ENGINEERING						\$1,494.00
CHECK # 055782 EXLINE INC						
055782	EXLINE INC	ELECTRIC FUN		Accounts Payable	ENG #6 CONTROL PANEL PAR	\$251.20
CHECK # 055782 EXLINE INC						\$251.20
CHECK # 055783 FEDERATED COOP						
055783	FEDERATED COOP	SEWER FUND		Accounts Payable	TORCH PROPANE FOR BURNIN	\$27.98
CHECK # 055783 FEDERATED COOP						\$27.98
CHECK # 055784 FERGUSON WATERWORKS						
055784	FERGUSON WATERWOR	WATER FUND		Accounts Payable	CONNECTORS, PINS, NUTS	\$103.12
CHECK # 055784 FERGUSON WATERWORKS						\$103.12
CHECK # 055786 FREEDOM MAILING SERVICES INC						
055786	FREEDOM MAILING SER	ELECTRIC FUN		Accounts Payable	NEWSLETTER & SURVEY FOLD	\$12.32
055786	FREEDOM MAILING SER	ELECTRIC FUN		Accounts Payable	BILL PROCESSING	\$449.61
055786	FREEDOM MAILING SER	WATER FUND		Accounts Payable	NEWSLETTER & SURVEY FOLD	\$6.16
055786	FREEDOM MAILING SER	WATER FUND		Accounts Payable	BILL PROCESSING	\$224.82
055786	FREEDOM MAILING SER	SEWER FUND		Accounts Payable	NEWSLETTER & SURVEY FOLD	\$6.16
055786	FREEDOM MAILING SER	SEWER FUND		Accounts Payable	BILL PROCESSING	\$224.82
CHECK # 055786 FREEDOM MAILING SERVICES INC						\$923.89
CHECK # 055787 GOPHER STATE ONE-CALL INC						
055787	GOPHER STATE ONE-CA	ELECTRIC FUN		Accounts Payable	DEC LOCATES	\$14.85
055787	GOPHER STATE ONE-CA	WATER FUND		Accounts Payable	DEC LOCATES	\$14.85
055787	GOPHER STATE ONE-CA	SEWER FUND		Accounts Payable	DEC LOCATES	\$14.85
CHECK # 055787 GOPHER STATE ONE-CALL INC						\$44.55
CHECK # 055789 GRAINGER, INC						
055789	GRAINGER, INC	ELECTRIC FUN		Accounts Payable	ENG #6 OIL HEATER PARTS	\$502.28
CHECK # 055789 GRAINGER, INC						\$502.28
CHECK # 055791 IRBY TOOL & SAFETY						
055791	IRBY TOOL & SAFETY	ELECTRIC FUN		Accounts Payable	SECONDARY XFRMR COVERS	\$308.85
CHECK # 055791 IRBY TOOL & SAFETY						\$308.85
CHECK # 055793 JOHNSONS HARDWARE & RENTAL						
055793	JOHNSONS HARDWARE	ELECTRIC FUN		Accounts Payable	PLANT LIGHTING SUPPLIES	\$39.91
055793	JOHNSONS HARDWARE	ELECTRIC FUN		Accounts Payable	ENG #6 OIL FILTER SYSTEM P	\$32.99
055793	JOHNSONS HARDWARE	WATER FUND		Accounts Payable	WELLHOUSE ELECT RPR PART	\$4.99
055793	JOHNSONS HARDWARE	WATER FUND		Accounts Payable	HYDRANT UTILITY PUMP	\$84.99
CHECK # 055793 JOHNSONS HARDWARE & RENTAL						\$162.88
CHECK # 055796 KODRU-MOONEY						
055796	KODRU-MOONEY	SEWER FUND		Accounts Payable	REMOVE OLD & INSTALL NEW	\$5,929.00
CHECK # 055796 KODRU-MOONEY						\$5,929.00
CHECK # 055797 KWIK TRIP - GAS PURCHASES						
055797	KWIK TRIP - GAS PURC	ELECTRIC FUN		Accounts Payable	FUEL	\$29.65
055797	KWIK TRIP - GAS PURC	ELECTRIC FUN		Accounts Payable	FUEL	\$162.73
055797	KWIK TRIP - GAS PURC	WATER FUND		Accounts Payable	FUEL	\$164.53
055797	KWIK TRIP - GAS PURC	SEWER FUND		Accounts Payable	FUEL	\$362.75

CITY OF MORA CHECK LIST-PUC

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055797 KWIK TRIP - GAS PURCHASES						\$719.66
CHECK # 055798 LENNY S SERVICE						
055798	LENNY S SERVICE	SEWER FUND		Accounts Payable	PLOW CUTTING EDGES	\$522.00
CHECK # 055798 LENNY S SERVICE						\$522.00
CHECK # 055799 LIFELINE INC						
055799	LIFELINE INC	ELECTRIC FUN		Accounts Payable	POWER PLANT AED & CABINET	\$1,531.20
CHECK # 055799 LIFELINE INC						\$1,531.20
CHECK # 055800 MATTSON ELECTRIC OF MORA LLC						
055800	MATTSON ELECTRIC OF	ELECTRIC FUN		Accounts Payable	HWY 65 SERVICE POWER SWI	\$965.43
CHECK # 055800 MATTSON ELECTRIC OF MORA LLC						\$965.43
CHECK # 055803 MN ENERGY RESOURCES CORP						
055803	MN ENERGY RESOURCE	ELECTRIC FUN		Accounts Payable	NATURAL GAS - DEC	\$247.98
055803	MN ENERGY RESOURCE	ELECTRIC FUN		Accounts Payable	NATURAL GAS - DEC	\$716.84
055803	MN ENERGY RESOURCE	WATER FUND		Accounts Payable	NATURAL GAS - DEC	\$140.18
055803	MN ENERGY RESOURCE	WATER FUND		Accounts Payable	NATURAL GAS - DEC	\$72.43
055803	MN ENERGY RESOURCE	SEWER FUND		Accounts Payable	NATURAL GAS - DEC	\$455.98
CHECK # 055803 MN ENERGY RESOURCES CORP						\$1,633.41
CHECK # 055805 NEW PIG CORPORATION						
055805	NEW PIG CORPORATIO	ELECTRIC FUN		Accounts Payable	DRUM PLUG WRENCH	\$130.54
055805	NEW PIG CORPORATIO	ELECTRIC FUN		Accounts Payable	RAGS, OIL ABSORBANT MATS	\$385.62
CHECK # 055805 NEW PIG CORPORATION						\$516.16
CHECK # 055806 NORTHERN STATES SUPPLY						
055806	NORTHERN STATES SUP	ELECTRIC FUN		Accounts Payable	VINYL ELECT TAPE FOR WIRE	\$230.53
055806	NORTHERN STATES SUP	ELECTRIC FUN		Accounts Payable	NITRILE GLOVES	\$26.67
CHECK # 055806 NORTHERN STATES SUPPLY						\$257.20
CHECK # 055807 OFFICE DEPOT						
055807	OFFICE DEPOT	ELECTRIC FUN		Accounts Payable	OFFICE SUPPLIES	\$23.89
055807	OFFICE DEPOT	WATER FUND		Accounts Payable	OFFICE SUPPLIES	\$10.42
055807	OFFICE DEPOT	SEWER FUND		Accounts Payable	OFFICE SUPPLIES	\$10.42
CHECK # 055807 OFFICE DEPOT						\$44.73
CHECK # 055808 ONLINE COLLECTIONS						
055808	ONLINE COLLECTIONS	ELECTRIC FUN		Accounts Payable	COMMISSIONS ON UB COLLEC	\$57.49
055808	ONLINE COLLECTIONS	ELECTRIC FUN		Accounts Payable	COMMISSIONS ON UB COLLEC	\$140.15
055808	ONLINE COLLECTIONS	ELECTRIC FUN		Accounts Payable	COMMISSIONS ON UB COLLEC	\$30.03
CHECK # 055808 ONLINE COLLECTIONS						\$227.67
CHECK # 055809 OSLIN LUMBER						
055809	OSLIN LUMBER	ELECTRIC FUN		Accounts Payable	ENG #6 DRILL SUPPORT	\$20.00
055809	OSLIN LUMBER	ELECTRIC FUN		Accounts Payable	ENG #5 COOLING TOWER INS	\$74.88
CHECK # 055809 OSLIN LUMBER						\$94.88
CHECK # 055810 OWENS AUTO PARTS						
055810	OWENS AUTO PARTS	SEWER FUND		Accounts Payable	F550 FILTERS	\$154.25
055810	OWENS AUTO PARTS	SEWER FUND		Accounts Payable	TRACTOR GEAR OIL	\$148.00
CHECK # 055810 OWENS AUTO PARTS						\$302.25
CHECK # 055811 OXYGEN SERVICE CO, INC						
055811	OXYGEN SERVICE CO, I	ELECTRIC FUN		Accounts Payable	CYLINDER RENTALS	\$45.26

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
055811	OXYGEN SERVICE CO, I	ELECTRIC FUN		Accounts Payable	CYLINDER RENTALS	\$11.16
055811	OXYGEN SERVICE CO, I	ELECTRIC FUN		Accounts Payable	CYLINDER RENTALS	\$26.04
055811	OXYGEN SERVICE CO, I	WATER FUND		Accounts Payable	CYLINDER RENTALS	\$10.23
CHECK # 055811 OXYGEN SERVICE CO, INC						\$92.69
CHECK # 055812 PRINCETON PUBLIC UTILITIES						
055812	PRINCETON PUBLIC UTI	ELECTRIC FUN		Accounts Payable	45KVA TRANSFORMER	\$4,607.00
CHECK # 055812 PRINCETON PUBLIC UTILITIES						\$4,607.00
CHECK # 055813 QUADIENT FINANCE USA, INC						
055813	QUADIENT FINANCE US	ELECTRIC FUN		Accounts Payable	POSTAGE IN POSTAGE MACHI	\$86.24
055813	QUADIENT FINANCE US	WATER FUND		Accounts Payable	POSTAGE IN POSTAGE MACHI	\$34.49
055813	QUADIENT FINANCE US	SEWER FUND		Accounts Payable	POSTAGE IN POSTAGE MACHI	\$34.49
CHECK # 055813 QUADIENT FINANCE USA, INC						\$155.22
CHECK # 055814 QUALITY DISPOSAL						
055814	QUALITY DISPOSAL	ELECTRIC FUN		Accounts Payable	GARBAGE	\$75.00
055814	QUALITY DISPOSAL	SEWER FUND		Accounts Payable	GARBAGE	\$163.80
CHECK # 055814 QUALITY DISPOSAL						\$238.80
CHECK # 055816 RESCO						
055816	RESCO	ELECTRIC FUN		Accounts Payable	65 UNDERBUILD PROJECT TRA	\$7,282.46
055816	RESCO	ELECTRIC FUN		Accounts Payable	65 UNDERBUILD PROJECT SWI	\$16,500.00
CHECK # 055816 RESCO						\$23,782.46
CHECK # 055818 RJ MECHANICAL						
055818	RJ MECHANICAL	ELECTRIC FUN		Accounts Payable	ENG #6 OIL SYSTEM RPR SUP	\$531.54
CHECK # 055818 RJ MECHANICAL						\$531.54
CHECK # 055819 RMB ENVIRONMENTAL LABS INC						
055819	RMB ENVIRONMENTAL	WATER FUND		Accounts Payable	LAB TESTING	\$80.00
055819	RMB ENVIRONMENTAL	SEWER FUND		Accounts Payable	LAB TESTING	\$478.00
CHECK # 055819 RMB ENVIRONMENTAL LABS INC						\$558.00
CHECK # 055820 SCOTTS LAWN & LANDSCAPES						
055820	SCOTTS LAWN & LANDS	ELECTRIC FUN		Accounts Payable	FERTILIZER, WEED CONTROL	\$124.96
055820	SCOTTS LAWN & LANDS	ELECTRIC FUN		Accounts Payable	FERTILIZER, WEED CONTROL	\$198.61
055820	SCOTTS LAWN & LANDS	ELECTRIC FUN		Accounts Payable	FERTILIZER, WEED CONTROL	\$203.18
055820	SCOTTS LAWN & LANDS	ELECTRIC FUN		Accounts Payable	FERTILIZER, WEED CONTROL	\$150.15
055820	SCOTTS LAWN & LANDS	WATER FUND		Accounts Payable	FERTILIZER, WEED CONTROL	\$161.26
055820	SCOTTS LAWN & LANDS	WATER FUND		Accounts Payable	FERTILIZER, WEED CONTROL	\$115.18
055820	SCOTTS LAWN & LANDS	WATER FUND		Accounts Payable	FERTILIZER, WEED CONTROL	\$137.87
055820	SCOTTS LAWN & LANDS	SEWER FUND		Accounts Payable	FERTILIZER, WEED CONTROL	\$886.44
CHECK # 055820 SCOTTS LAWN & LANDSCAPES						\$1,977.65
CHECK # 055821 SEH						
055821	SEH	WATER FUND		Accounts Payable	AWIA RISK & RESILIENCE ASS	\$354.21
055821	SEH	SEWER FUND		Accounts Payable	REED BED ISSUES	\$657.35
CHECK # 055821 SEH						\$1,011.56
CHECK # 055823 TOTAL CONTROL SYSTEMS, INC.						
055823	TOTAL CONTROL SYSTE	SEWER FUND		Accounts Payable	QUAMBA LIFT ST CONTROL RP	\$1,480.00
055823	TOTAL CONTROL SYSTE	SEWER FUND		Accounts Payable	COMMUNICATION RPRS	\$663.70
CHECK # 055823 TOTAL CONTROL SYSTEMS, INC.						\$2,143.70
CHECK # 055825 UPPER CASE PRINTING INK						

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
055825	UPPER CASE PRINTING	ELECTRIC FUN		Accounts Payable	NEWSLETTER & SURVEY PRIN	\$105.44
055825	UPPER CASE PRINTING	WATER FUND		Accounts Payable	NEWSLETTER & SURVEY PRIN	\$52.72
055825	UPPER CASE PRINTING	SEWER FUND		Accounts Payable	NEWSLETTER & SURVEY PRIN	\$52.72
CHECK # 055825 UPPER CASE PRINTING INK						\$210.88
CHECK # 055827 VIKING ELECTRIC SUPPLY						
055827	VIKING ELECTRIC SUPP	ELECTRIC FUN		Accounts Payable	ENG #6 OIL HEATER RPR PAR	\$543.05
CHECK # 055827 VIKING ELECTRIC SUPPLY						\$543.05
CHECK # 055829 WINDSTREAM						
055829	WINDSTREAM	SEWER FUND		Accounts Payable	PHONE	\$129.02
CHECK # 055829 WINDSTREAM						\$129.02

Report Amount = \$71,265.08



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

Total December Expenses: \$406,475.04

THE DECEMBER 2020 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY



MEMORANDUM

Date: January 19, 2021
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Approve Hire of Water/Wastewater Operator I (Lead)

SUMMARY

A recent retirement from the position of Water/Wastewater Operator I (Lead) brought an opening in our water/wastewater department. The PUC will approve the hire of a candidate to fill that opening and meet the needs of the department.

BACKGROUND INFORMATION

Last month staff recruited applicants internally to fill the vacant Water/Wastewater Operator I (Lead) position, and one application was received. The candidate was interviewed for the position on Monday, January 11th by the hiring committee (Lindy Crawford and Joe Kohlgraf).

Based on the application, experience and interview, the committee has made an offer to Ken Mattson to fill the position under the terms of the attached offer letter. Mattson's start date will be Wednesday, January 20, 2021. The wages and benefits offered fit into the 2021 budget.

With the promotion of Mattson, there will be a vacancy in the Water/Wastewater Operator II position. Staff will begin the recruitment process for this position in upcoming months.

RECOMMENDATIONS

Motion to approve the hire of Ken Mattson as recommended by the hiring committee and according to the terms of the employment offer letter.

Motion to direct staff to begin the recruitment process for the Water/Wastewater Operator II position in upcoming months.

Attachments

Employment Offer 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

January 12, 2020

Ken Mattson
1984 230th Avenue
Mora, MN 55051

RE: Conditional Offer of Employment

Dear Ken:

Congratulations! On behalf of the City of Mora and Mora Municipal Utilities, I am pleased to offer you the position of Water/Wastewater Operator I (Lead), for which you applied. This offer is conditional upon formal approval by the Public Utilities Commission (PUC).

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.
- **Compensation and Benefits.** If accepted, your hourly wage will be \$32.23 which is Grade 9, Step J of the 2021 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 a.m. to 3:30 p.m. You will be responsible for being on-call on a rotating basis with other three 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.
- **Tanker Endorsement.** You will be given six (6) months to obtain your CDL tanker endorsement.
- **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 Wednesday, January 20, 2021, at 7:00 a.m. Please report directly to the Public Works Garage Facility.

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

Please acknowledge your acceptance of this conditional offer in writing by signing below and returning it to Mandi by Thursday, January 14, 2021. If you have any questions, please contact her at (320) 225-4804 or by email at m.yoder@cityofmora.com.


Sincerely,

/S/ Lindy Crawford
City Administrator/Public Utilities General Manager

The foregoing offer of promotion is hereby accepted.

Ken MATISON
Name - PRINTED

1-13-21
Date


Name - SIGNED

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

MM JAN 14 2021



MEMORANDUM

Date: January 19, 2021
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Transmission & Distribution Pole Replacement – Hwy 65/ Mora Lake Project Payment

SUMMARY

The transmission & distribution pole replacement – Hwy 65/ Mora Lake electric project is nearing completion, and DGR is requesting the PUC approve 64% payment for the project. This payment amount is \$99,227.23 and directed to the contractor, Anderson Underground, Inc.

RECOMMENDATIONS

Motion to approve the transmission & distribution pole replacement – Hwy 65/ Mora Lake electric project payment in the amount of \$99,227.23 to Anderson Underground, Inc.

Attachments

2020 Hwy 65/ Mora Lake Underbuild Project Application for Payment

PAY ESTIMATE NO. 1

ELECTRIC DISTRIBUTION UNDERBUILD RELOCATION
MORA MUNICIPAL UTILITIES
MORA, MINNESOTA
DGR Project No. 427803

For Period From: 11/1/20 To: 12/18/20
Contractor: ANDERSON UNDERGROUND, INC.
Quote Date: 9/10/2020



Unit No.	Name and Description of Construction Unit	No. of Units	UNIT PRICE				WORK COMPLETED TO DATE (Including this Pay Period)			WORK COMPLETED THIS PERIOD		
			Labor	Material	L & M	Ext. Price L & M	Units Comp.	% Comp.	Value of Comp. Work	Units Comp.	% Comp.	Value of Comp. Work
UD-1/0	Primary cable, 15 kV, 1/0 Sol. Al. (Mft.)	3.880	\$2,500.00	\$55.00	\$2,555.00	\$9,913.40	3.952	102%	\$10,097.36	3.952	102%	\$10,097.36
UD-4/0	Primary cable, 15 kV, 4/0 Str. Al. (Mft.)	8.910	3,000.00	55.00	3,055.00	27,220.05	9.642	108%	\$29,456.31	9.642	108%	\$29,456.31
UD-4/0 TPLX	Secondary cable, 600 V, 2-#4/0, 1-#2/0 Str. Al. (Mft.)	0.380	3,500.00	55.00	3,555.00	1,350.90	0.550	145%	\$1,955.25	0.550	145%	\$1,955.25
UG-(25)	1Ø transformer, 25 kVA (ea.)	4	605.00	225.00	830.00	3,320.00						
UG3-(45)	3Ø transformer, 45 kVA (ea.)	1	4,500.00	400.00	4,900.00	4,900.00						
ULR-1	1Ø secondary riser (ea.)	3	1,050.00	200.00	1,250.00	3,750.00						
UM2-1 (1/0) (F)	1Ø primary riser, fused (ea.)	2	1,600.00	315.00	1,915.00	3,830.00						
UM2-3 (4/0) (B)	3Ø primary riser, bladed (ea.)	1	3,400.00	825.00	4,225.00	4,225.00						
UM3-1T(1/0)	Loadbreak elbow, 15 kV, 200 amp w/test point (ea.)	28	425.00	80.00	505.00	14,140.00						
UM3-3(4/0)	Deadbreak elbow, 15 kV, 600 amp (ea.)	3	425.00	500.00	925.00	2,775.00						
UM3-4	Insulated cap, 200 amp (ea.)	6	80.00	55.00	135.00	810.00						
UM40-4	Primary junction, 4 point, 200A (ea.)	3	80.00	250.00	330.00	990.00						
UM6-34EA	Elbow arrester (ea.)	5	100.00	175.00	275.00	1,375.00						
UM6-35PSA	Parking stand arrester (ea.)	1	80.00	350.00	430.00	430.00						
UM14-3S	Neutral-ground connection at splice, 3Ø (ea.)	1	215.00	275.00	490.00	490.00						
UM33-60	3Ø primary sectionalizing assembly (ea.)	3	2,350.00	275.00	2,625.00	7,875.00						
UM45-1(4/0)	Straight splice, primary 4/0 (ea.)	6	550.00	175.00	725.00	4,350.00						
UPS-(42)	Padmount switch, 4 bays, 2 gang-operated (ea.)	1	3,500.00	550.00	4,050.00	4,050.00						
UR5-(1)2P	Bore with conduit, (1)2" (Mft.)	0.630	8,500.00	900.00	9,400.00	5,922.00	0.691	110%	\$6,495.40	0.691	110%	\$6,495.40
UR5-(2)2P	Bore with conduit, (2)2" (Mft.)	0.120	10,000.00	1,800.00	11,800.00	1,416.00	0.120	100%	\$1,416.00	0.120	100%	\$1,416.00
UR5-(3)2P	Bore with conduit, (3)2" (Mft.)	1.030	12,000.00	2,700.00	14,700.00	15,141.00	1.298	126%	\$19,080.60	1.298	126%	\$19,080.60
UR5-(4)2P	Bore with conduit, (4)2" (Mft.)	0.800	15,000.00	3,600.00	18,600.00	14,880.00	0.848	106%	\$15,772.80	0.848	106%	\$15,772.80
UR6-(24)	Bore without conduit, 24" deep (Mft.)	0.190	8,000.00		8,000.00	1,520.00	0.325	171%	\$2,600.00	0.325	171%	\$2,600.00
UR6-(42)	Bore without conduit, 42" deep (Mft.)	1.690	8,000.00		8,000.00	13,520.00	1.572	93%	\$12,576.00	1.572	93%	\$12,576.00
UR-LDS	Lawn damage seeding (Mft.)	0.150	2,500.00	2,750.00	5,250.00	787.50						
IOT	1Ø overhead transformer removal (ea.)	1	850.00		850.00	850.00						
IUGVT	VØ transclosure removal (ea.)	1	750.00		750.00	750.00						
MOB	Mobilization (as req'd)	1	5,000.00		5,000.00	5,000.00	1	100%	\$5,000.00	1	100%	\$5,000.00

TOTAL CONTRACT PRICE: \$155,580.85

TOTAL TO DATE: \$104,449.72

CONTRACT TOTAL

THIS PERIOD: \$104,449.72

PAY ESTIMATE NO. 1
ELECTRIC DISTRIBUTION UNDERBUILD RELOCATION
MORA MUNICIPAL UTILITIES
MORA, MINNESOTA
DGR Project No. 427803

For Period From: 11/1/20 To: 12/18/20
Contractor: ANDERSON UNDERGROUND, INC.
Quote Date: 9/10/2020



SUMMARY

VALUE OF WORK COMPLETED TO DATE	\$104,449.72	ORIGINAL CONTRACT PRICE.....	\$155,580.85
LESS RETAINAGE....(5%)	\$5,222.49	EXPECTED FINAL CONTRACT COST (w/C.O.s, Additions & Deletions).....	\$155,580.85
TOTAL AMOUNT DUE INCLUDING THIS PAYMENT	\$99,227.23	LESS TOTAL PAYMENTS, INCLUDING THIS PAYMENT.....	\$99,227.23
LESS ESTIMATES PREVIOUSLY APPROVED.....		EXPECTED CONTRACT BALANCE AFTER THIS PAYMENT.....	\$56,353.62
Pay Estimate No. 1		% OF EXPECTED FINAL CONTRACT PRICE PAID, INCL. THIS PAYMENT.....	64%
Pay Estimate No. 2			
Pay Estimate No. 3			
Pay Estimate No. 4			
Pay Estimate No. 5			
Pay Estimate No. 6			
Pay Estimate No. 7			
Pay Estimate No. 8			
Pay Estimate No. 9			
Pay Estimate No. 10			
Pay Estimate No. 11			
TOTAL AMOUNT DUE THIS ESTIMATE.....	\$99,227.23		

The undersigned Contractor hereby certifies that payment has been made in full for all labor and materials incorporated in the project to date, in accordance with the terms of the Construction Contract.

Prepared by ANDERSON UNDERGROUND, INC., Contractor

By

Date

12/22/20

CERTIFICATE

THE AMOUNT OF \$ \$99,227.23 IS APPROVED FOR PAYMENT ACCORDING TO THE TERMS OF THE CONTRACT.

MORA MUNICIPAL UTILITIES, Owner

DGR ENGINEERING, Engineer

By

By

Title

Date

12-22-2020



MEMORANDUM

Date January 19, 2021
To Public Utilities Commission
From Mandi Yoder, Deputy City Clerk/ Administrative Assistant
RE Pay Equity Compliance Report

SUMMARY

The PUC will review and discuss the compliance report from the Minnesota Pay Equity Management System based on the December 31, 2019 staffing data.

BACKGROUND INFORMATION

The Local Government Pay Equity Act (MN § 471.991 – 471.999) serves to eliminate sex-based wage disparities in public employment in the state of Minnesota. Therefore, Minnesota law requires all political subdivisions, including cities, to ensure equality of pay for men and women.

Cities are required to submit a compliance report every three years and the report labeled 2020 is for previous year data. Minnesota Management and Budget's (MMB) Pay Equity department provides a reporting tool that examines the pay structures so that MMB can analyze for compliance and assist organizations in achieving pay equity as needed.

OPTIONS & IMPACTS

None, information only. At their January 19, 2021 meeting, the City Council will review and approve the pay equity report, enabling staff to submit the final report to MMB and maintain pay equity compliance for the City.

RECOMMENDATIONS

Review and discuss the pay equity report.

Attachments

Pay Equity Compliance Report
Pay Equity Job Class Data
Pay Equity Predicted Pay Report
Pay Equity Implementation Report

Compliance Report

Jurisdiction: Mora
101 Lake Street South

Report Year: 2020
Case: 1 - 2020 DATA (Private (Jur
Only))

Mora, MN 55051

Contact: Lindy Crawford

Phone: (320) 225-4806

E-Mail: l.crawford@cityofmora.
com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	14	9	0	23
# Employees	16	15	0	31
Avg. Max Monthly Pay per employee	5146.69	4385.13		4778.19

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 192.8571 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	8	7
b. # Below Predicted Pay	6	2
c. TOTAL	14	9
d. % Below Predicted Pay (b divided by c = d)	42.86	22.22

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 29	Value of T = -3.951
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = 4

b. Avg. diff. in pay from predicted pay for female jobs = 505

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 8.00

B. Avg. # of years to max salary for female jobs = 8.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2020 DATA

Mora

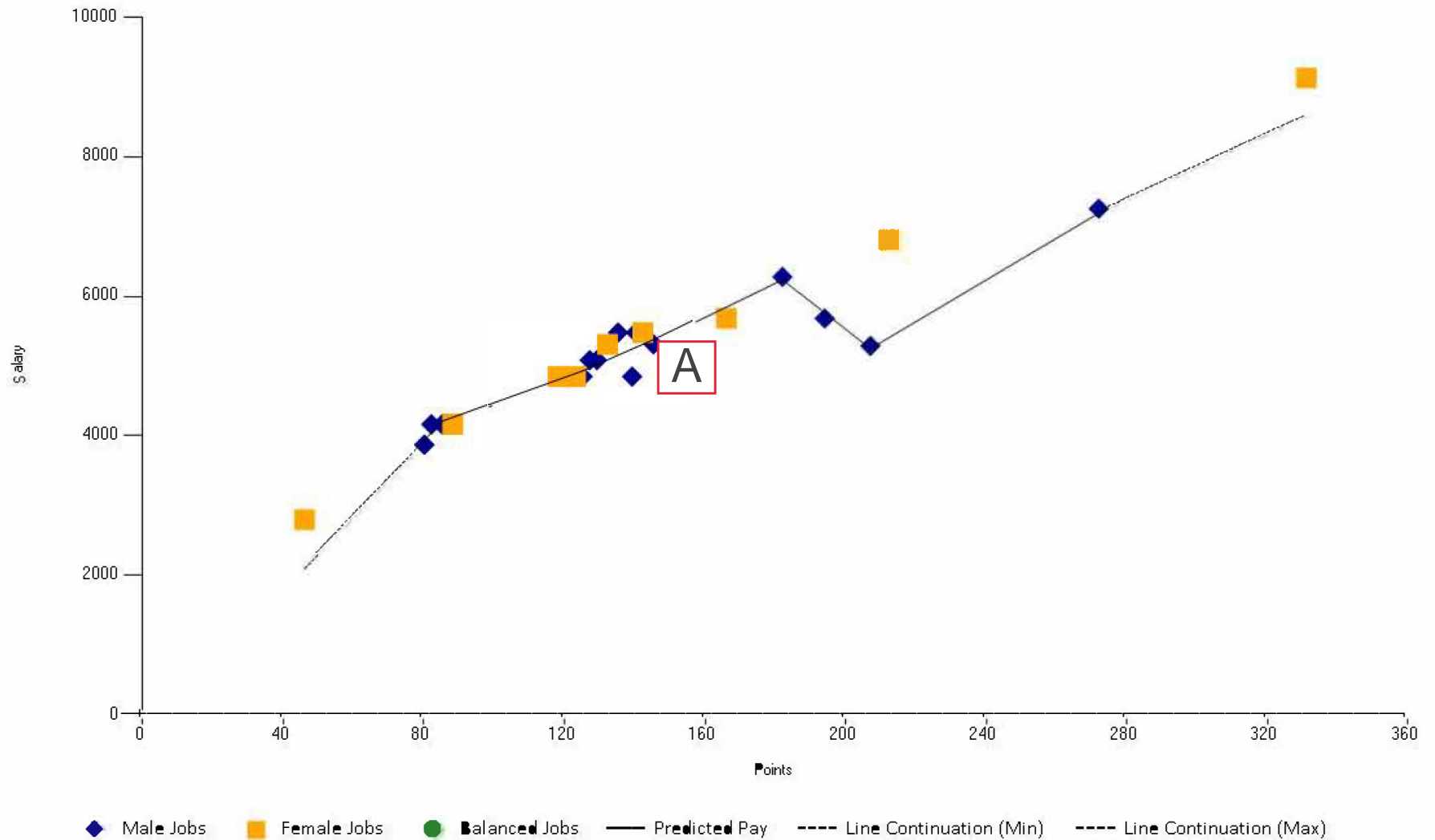
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Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Liquor Store Clerk II	2	5	0	F	46	2245.00	2801.00	8.00	0.00	
19	Janitor	1	0	0	M	81	3028.00	3863.00	8.00	0.00	
2	Water/Wastewater Operator III	1	0	0	M	83	3323.00	4148.00	8.00	0.00	
3	Water/Wastewater Maintenance W	1	0	0	M	86	3323.00	4148.00	8.00	0.00	
20	Utility Billing Clerk II	0	1	0	F	89	3323.00	4148.00	8.00	0.00	
4	Utility Billing Clerk I	0	1	0	F	119	3870.00	4834.00	8.00	0.00	
5	Accounting Clerk	0	1	0	F	124	3870.00	4834.00	8.00	0.00	
6	Equipment Operator/Mechanic	3	0	0	M	126	3870.00	4834.00	8.00	0.00	
7	Generator Operator/Mechanic II	1	0	0	M	128	4056.00	5066.00	8.00	0.00	
8	Water/Wastewater Operator II	1	0	0	M	130	4056.00	5066.00	8.00	0.00	
9	Liquor Store Assistant Manager	0	1	0	F	133	4238.00	5292.00	8.00	0.00	
11	Generator Operator/Electrician	1	0	0	M	136	4371.00	5458.00	8.00	0.00	
22	Mechanic	1	0	0	M	140	3870.00	4834.00	8.00	0.00	
12	Generator Operator/Mechanic I	1	0	0	M	141	4371.00	5458.00	8.00	0.00	
13	Administrative Assistant	0	1	0	F	143	4371.00	5458.00	8.00	0.00	
10	Water/Wastewater Operator I (L	1	0	0	M	146	4238.00	5292.00	8.00	0.00	
14	Accountant	0	1	0	F	166	4545.00	5684.00	8.00	0.00	
16	Building Official	1	0	0	M	182	5030.00	6280.00	8.00	0.00	
15	Liquor Store Manager	1	0	0	M	194	4545.00	5684.00	8.00	0.00	
21	Aquatic Center Manager	1	0	0	M	207	4238.00	5291.00	8.00	0.00	
23	Community Development Director	0	1	0	F	213	5439.00	6791.00	8.00	0.00	
17	Public Works Director	1	0	0	M	272	5812.00	7257.00	8.00	0.00	
18	City Administrator	0	1	0	F	331	6847.00	9129.00	8.00	0.00	

Job Number Count: 23

Predicted Pay Report for: Mora

Case: 2020 DATA



Predicted Pay Report for: Mora

Case: 2020 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Liquor Store Clerk II	2	5	0	7	Female	46	2801.0000	2096.0326	704.9674
19	Janitor	1	0	0	1	Male	81	3863.0000	3930.7362	-67.7362
2	Water/Wastewater Operator III	1	0	0	1	Male	83	4148.0000	4035.3203	112.6797
3	Water/Wastewater Maintenance W	1	0	0	1	Male	86	4148.0000	4192.9435	-44.9435
20	Utility Billing Clerk II	0	1	0	1	Female	89	4148.0000	4349.8196	-201.8196
4	Utility Billing Clerk I	0	1	0	1	Female	119	4834.0000	4758.8992	75.1008
5	Accounting Clerk	0	1	0	1	Female	124	4834.0000	4870.0625	-36.0625
6	Equipment Operator/Mechanic	3	0	0	3	Male	126	4834.0000	4914.7179	-80.7179
7	Generator Operator/Mechanic II	1	0	0	1	Male	128	5066.0000	4959.0565	106.9435
8	Water/Wastewater Operator II	1	0	0	1	Male	130	5066.0000	5003.3951	62.6049
9	Liquor Store Assistant Manager	0	1	0	1	Female	133	5292.0000	5070.2198	221.7802
11	Generator Operator/Electrician	1	0	0	1	Male	136	5458.0000	5136.7277	321.2723
22	Mechanic	1	0	0	1	Male	140	4834.0000	5225.7217	-391.7217
12	Generator Operator/Mechanic I	1	0	0	1	Male	141	5458.0000	5247.8910	210.1090
13	Administrative Assistant	0	1	0	1	Female	143	5458.0000	5292.5464	165.4536
10	Water/Wastewater Operator I (L	1	0	0	1	Male	146	5292.0000	5359.0543	-67.0543
14	Accountant	0	1	0	1	Female	166	5684.0000	5593.8513	90.1487
16	Building Official	1	0	0	1	Male	182	6280.0000	6237.8826	42.1174
15	Liquor Store Manager	1	0	0	1	Male	194	5684.0000	5764.9594	-80.9594
21	Aquatic Center Manager	1	0	0	1	Male	207	5291.0000	5252.1579	38.8421
23	Community Development Director	0	1	0	1	Female	213	6791.0000	5015.6963	1775.3037
17	Public Works Director	1	0	0	1	Male	272	7257.0000	7193.5259	63.4741
18	City Administrator	0	1	0	1	Female	331	9129.0000	8575.3356	553.6644

Job Number Count: 23

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Mora
101 Lake Street South

Jurisdiction Type: City

Mora, MN 55051

Contact: Lindy Crawford

Phone: (320) 225-4806

E-Mail: l.crawford@cityofmora.com

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Consultant

Description:

The same as last year.

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:
There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

Mora City Hall Entrance

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

(governing body)

(chief elected official)

(title)

Part C: Total Payroll

\$1504753.34

is the annual payroll for the calendar year just ended December 31.

- ☐ Checking this box indicates the following:
- signature of chief elected official
 - approval by governing body
 - all information is complete and accurate, and
 - all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/6/2021



MEMORANDUM



Date: January 19, 2021
To: Mayor and City Council
Public Utilities Commission
From: Lindy Crawford, City Administrator/Public Utilities General Manager
RE: Organizational Chart Update

SUMMARY

Review and approve the updated organizational chart.

BACKGROUND INFORMATION

Since last year's organizational chart update, two additional positions were approved and need to be included. The updated chart is attached and accounts for:

- Administrative Services Director (future City/MMU employee)
- Plant/Line Supervisor (future MMU electric employee)
- Administrative Assistant/ Deputy City Clerk under the supervision of the Administrative Services Director instead of the City Administrator
- Electrical engineering consultant
- Additional staff liaison notations (dashed lines) for boards and commissions

OPTIONS AND IMPACTS

The organizational chart is an organizational tool that helps clarify relationships internally and externally. It is used in a number of instances throughout the year in the personnel policy, CAFR, and other documents.

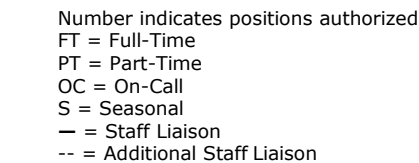
RECOMMENDATIONS

Motion to approve the updated organizational chart as presented.

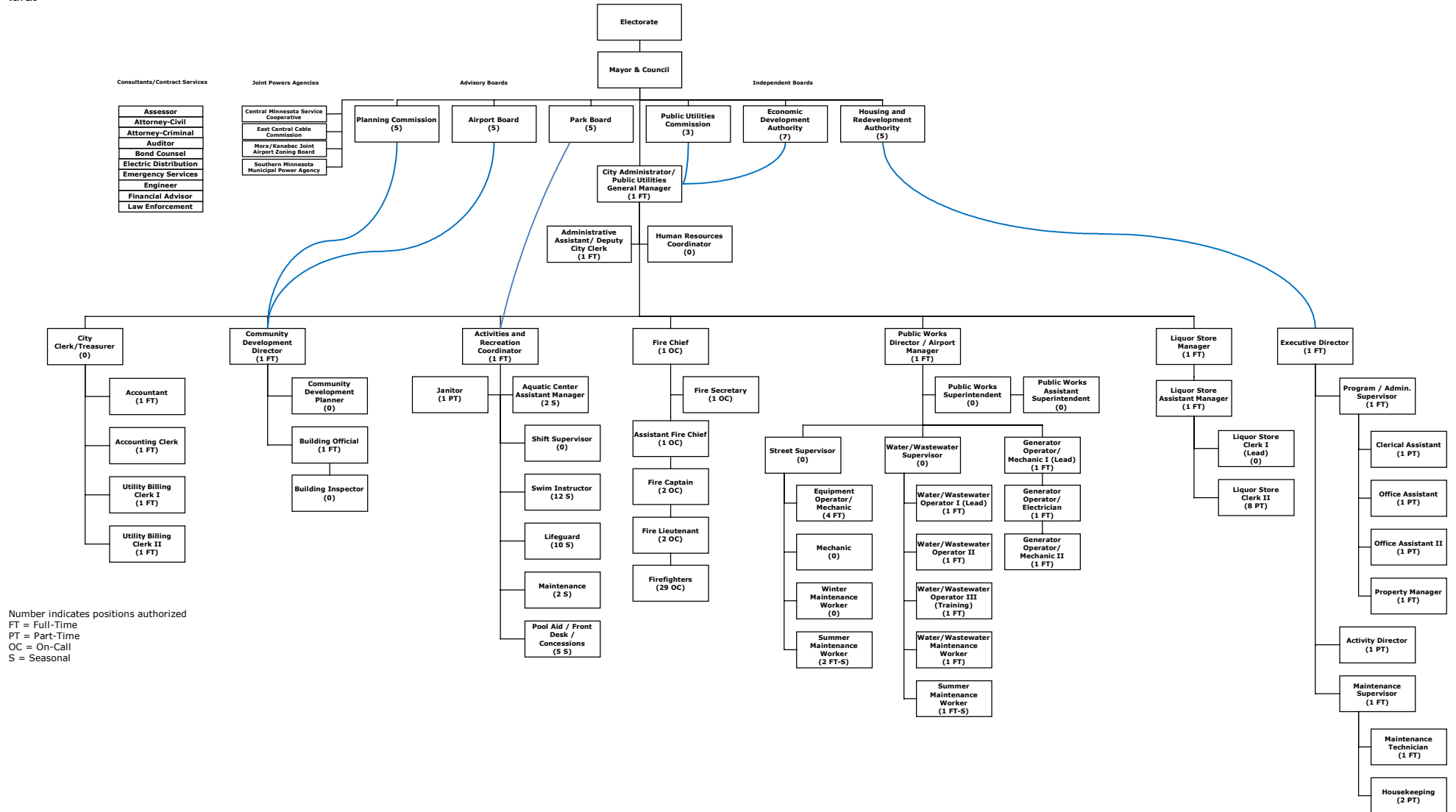
Attachments

Draft 2021 Organizational Chart
Approved 2020 Organizational Chart

ver. 1.0



CITY OF MORA, KANABEC COUNTY, MINNESOTA
Staff Organizational Chart
January 2020
 ver. 2.0



Utility Billing Monthly Report

Calendar Year 2020

Description	As of 1/31/2020	As of 2/29/2020	As of 3/31/2020	As of 4/30/2020	As of 5/31/2020	As of 6/30/2020	As of 7/31/2020	As of 8/31/2020	As of 9/30/2020	As of 10/31/2020	As of 11/30/2020	As of 12/31/2020
Total Account Balances	\$ 601,347.50	\$ 551,698.11	\$ 595,134.72	\$ 616,922.85	\$ 652,958.35	\$ 725,179.76	\$ 705,793.25	\$ 790,994.12	\$ 888,277.49	\$ 618,748.50	\$ 746,701.04	\$ 670,064.55
Current Period	\$ 555,704.84	\$ 497,019.39	\$ 532,608.19	\$ 551,300.51	\$ 579,482.47	\$ 659,525.21	\$ 545,317.99	\$ 616,153.44	\$ 579,109.88	\$ 441,253.51	\$ 578,769.88	\$ 519,240.71
1 Period Overdue	\$ 28,985.02	\$ 35,747.28	\$ 32,808.33	\$ 23,753.59	\$ 25,596.14	\$ 16,360.71	\$ 111,589.98	\$ 46,188.93	\$ 163,212.84	\$ 40,726.39	\$ 30,934.79	\$ 26,612.94
2 Periods Overdue	\$ 8,396.86	\$ 11,454.21	\$ 17,307.07	\$ 19,021.53	\$ 13,850.87	\$ 14,200.48	\$ 9,298.69	\$ 101,298.20	\$ 28,743.15	\$ 19,557.39	\$ 15,932.14	\$ 14,928.94
3 Periods Overdue	\$ 8,471.17	\$ 7,568.36	\$ 12,342.36	\$ 22,938.35	\$ 34,120.00	\$ 35,242.42	\$ 39,776.30	\$ 27,353.55	\$ 117,211.62	\$ 117,103.05	\$ 121,015.53	\$ 109,280.86
Total Penalties Applied to Account	\$ 6,226.45	\$ 6,190.49	\$ 7,827.78	\$ -	-	-	\$ -	\$ 5,744.83	\$ 22,811.95	\$ 8,593.96	\$ 7,698.64	\$ 11,486.26
Past Due/Disconnection Notices Mailed (customer 30 days or more past due) *	71	66	0	0	0	0	52	38	70	51	6	83
Utility Disconnects	0	6	0	0	0	0	0	13	3	2	2	4
Missed Payments on Payment Agreement	0	0	0	0	0	0	0	0	3	0	0	2
No Response to Past Due/Disc Notice/Door Tag	0	6	0	0	0	0	0	13	0	2	2	2

* Does not include Quamba residents, customers with a payment agreement in place, 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
DEC 2020				
	NO ADJUSTMENTS TO REPORT FOR DECEMBER, 2020			

**MORA MUNICIPAL UTILITIES
SANITARY SEWER RESPONSE REPORT
2020**

No.	Date	Time	Address	Sewage Back-up	Manholes Clear	Comments
1	Sat, January 04, 2020	5:30pm	325 West Forest	yes	yes	Checked mainline, up and downstream manholes, all flowing . Staff suggested cleaning service line.
2	Tue, February 18, 2020	9:07 AM	121 South Union St.	yes	yes	Checked mainline, up and downstream manholes, all flowing . Staff suggested cleaning service line.
3	Thu, February 20, 2020	11:28 AM	213 Maple Ave.W.	yes	yes	Checked mainline, up and downstream manholes, all flowing . Staff suggested cleaning service line.**Owner of property has lift pump, not functional at time of staff inspection. This home shares sewer with neighboring property**
4	Tue, February 25, 2020	8:36 AM	918 Maple Ave. E.	yes	yes	Checked mainline, up and down stream manholes, all flowing. Staff suggested cleaning.**Owner says sewers are connected, will look into this item**
5	Fri, February 28, 2020	2:02 PM	608 McLean St.	yes	yes	Checked mainline, up and down stream manholes, all flowing. Staff suggested cleaning.
6	Fri, February 28, 2020	9:43 PM	500 MN- 65	yes	yes	checked mainline, up and down stream manholes, all clear. Plumber there cleaning line.
7	Sat, March 07, 2020	3:40 PM	231 Stewart Ave.	yes	yes	Checked mainline, up and downstream manholes, all clear. Staff suggested cleaning line.
8	Fri, March 20, 2020	11:59 AM	170 White Pine Court	yes	yes	Checked mainline, up and downstream manholes, all clear. Staff suggested cleaning line. Staff did jet and flush line per homeowners request.
9	Thu, April 09, 2020	12:00 PM	431 3rd Street	yes	yes	Checked mainline, up and downstream manholes, all clear. Staff suggested cleaning line.
10	Fri, May 08, 2020	7:00 AM	612 Watkins Street	yes	yes	Checked mainline, up and downstream manholes, all clear. Staff suggested cleaning line.
11	Thu, May 14, 2020	7:00 PM	513 Union Street South	yes	yes	Checked mainline, up and downstream manholes, all clear. Staff suggested cleaning line. Jetted mainline due to low flow.

12	Mon, June 01, 2020	11:00 AM	700 Forest Ave West	yes	yes	Checked mainline per home owner request. Lines flowing and clear.
13	Thu, June 04, 2020	7:20 AM	39 North Union St.	yes	yes	Checked up and downstream manholes mainline was flowing. Staff suggested cleaning line.
14	Thu, June 18, 2020	3:30 PM	222 2nd Street	yes	yes	Checked manhole where service enters, clear with trickle of water. Staff suggested cleaning line.
15	Wed, August 12, 2020	1:10 PM	17 North Pine	yes	yes	Sewage in crawl space. Checked up and downstream manholes, all clear. Staff suggested cleaning service line to owner.
16	Mon, August 17, 2020	7:32 PM	230 North Park St	yes	yes	Sewage in basement. Checked up and down stream manholes, all clear. Staff suggested cleaning service line.
17	Thursday, December 3, 2020	2:45 PM	101 Lake St South	yes	yes	Sewage backed up in bathroom. Upon inspection, line cleared itself.
18	Thursday, January 12, 1900	5:15 PM	119 Stewart Ave	yes	yes	Sewage back up was in house. Staff informed it has happened in the past. Staff suggested calling contractor.