

Pursuant to due call and notice thereof, Commissioner Baldwin called to order the regular meeting of the Mora Public Utilities Commission at 3:30pm on Monday, April 18, 2022, in the city hall council chambers.

2. **Roll Call:** Present: Commissioners Brett Baldwin and Ryan Christianson
Staff Present: Public Utilities General Manager Glenn Anderson, Administrative Service Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, Utility Billing Clerk Jessica Bliss, and Deputy Clerk Mandi Yoder
3. **Adopt Agenda:** MOTION made by Christianson, seconded by Baldwin, 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 agenda as presented.
 - a. Regular PUC Meeting -March 14, 2022
 - b. Special PUC Meeting Minutes – April 11, 2022
 - c. Claims March 2022
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:**
 - a. **101 Villa Drive:** Curt Robertson of 101 Villa Drive spoke to the PUC requesting an update on the measures taken to assist with the sewer lines near his residence. Kohlgraf stated that staff completed maintenance checks on January 26, February 10 & 23, March 3 & 24. Robertson asked if there was an intended maintenance plan moving forward and when the area would be jetted. Kohlgraf stated at this time, visual checks had been once per month and the lines had been jetted approximately twice per year dependent on staff availability.

Robertson asked if additional measures such as a rag catcher could be of assistance. Similar to one that had been installed nearby. Kohlgraf explained due to the increased rags found in the line near the nursing home, the catch basin had been installed and it would be unusual to have one installed in other locations and that there had not been a need. Robertson further asked if it were difficult to install and if it were possible to have one. Kohlgraf stated that it is not common practice to have them and there are similar areas in city that have not had those issues.

Robertson stated that he had received a portion of the deductible from 2021. Yoder detailed more on correspondence with the League of Minnesota Cities, Subrogation claim with the insurance companies. Baldwin stated on the previous PUC decision to reimburse the Robertson's should be paid.

Robertson requested a follow-up on future claims and if this could be remedied without making a claim to the Robertson's insurance. He wanted to proceed appropriately if his residence had any further sewage backups and without an additional claim. The request needed further direction from city staff. Baldwin further stated that the question would need to be asked with the city's insurance and the League of Minnesota Cities.

Robertson provided an update on the ball catch valve. He believed it helped but did not work as it should and that the plumber who installed it would review this as several

others in the city had been installed and may not be working as intended.

Kohlgraf stated additional approach to remedy the line is to have a service lining on the main line. This would seal the short section with an epoxy like sleeve and prevent roots from entering the line. Kohlgraf stated he would follow up with additional information once he had an estimate.

7. New Business:

- a. Utility Payment Arrangement Terms: Jessica Bliss brought forward terms for utility billing outside of the cold weather rule and the PUC's consideration to draft a policy for payment arrangement outside of the cold weather rule. Bliss explained that during the cold weather period, customers payment arrangement cannot be more than 10% of the customers monthly income, for those who fall below the states median income level. She requested further guidance on the payment agreement outside of the cold weather rule. Once the period is over, many customers have a large balance due on May 1st and seek payment agreements. Bliss requested a policy to be established and requested guidance on the number of days delinquent to pay the balance in full. The previous practice had been two periods delinquent the notification is sent out and payment arrangement not to exceed three months. Bliss explained the current practice results in large balances and continued delinquency amongst the customers. She further explained the efforts made to customers with door tags and additional communication. The PUC discussed the best approach moving forward a there was a consensus giving customers until the next billing period to pay balance after the cold weather rule to minimize the compounded past due balances. MOTION made by Christianson, seconded by Baldwin and carried by the PUC to have staff draft a policy and bring it to the following meeting.
- b. Utility Rate Adjustments: Upon review of the small/medium commercial customer's, Bliss discovered seven customer accounts that had been categorized into incorrect categories with five customers being undercharged in 2019, 2020, 2021 and two customers being over charged during this period based on the prior 12 months of kW usage. Bliss explained that she would provide three months written notice to customers of the rate change and the estimated charges under the new rate prior to implementation in August 2022. The PUC discussed the options and impacts of crediting the overcharges and burden of seeking repayment from those who had been undercharged and the best approach would be to credit the accounts that had been overcharged and notify the customers that would have the rate changes. MOTION made by Christianson, seconded by Baldwin and carried to allow a one-time exception from the policy and do not bill out the undercharges and credit the overpayment.
- c. Distributed Energy Reporting Update PUC Resolution No. 2022-421: PUC approved the updates to the Distributed Energy Reporting. MOTION made by Christianson and seconded by Baldwin and carried to approve the PUC Resolution No. 2022—421.
- d. Southern Minnesota Municipal Power Agency Change in Membership Representative PUC Resolution No. 2022-422: The PUC approved the SMMPA membership Representative from former Public Utilities General Manager Crawford to Glenn Anderson and Public Works Director Joe Kohlgraf as secondary representative. MOTION made by Christianson, seconded by Baldwin and carried by the PUC to approve PUC Resolution No. 2022-422.

- e. Approve Hire of Water/Wastewater Operator III- Bontjes: Joe Kohlgraf requested the PUC's approval to hire Water/ Wastewater Operator Gunnar Bontjes. He explained that Gunnar had a family member that worked in the Street Department. Past administration had not allowed employment of family members, but the personnel policy reads differently, and the City Administrator and staff believe he would be a good fit for the position.

8. Old Business

- a. MMUA Scholarship Contest Essay's: Segelstrom brought forward three essay's for the MMUA Tom Bovitz Scholarship Opportunity. The PUC reviewed the essay's and the consensus was Mora Municipal Utilities would submit essay "A" for the statewide MMUA scholarship contest.

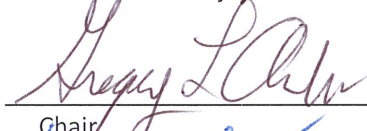
9. Communications: The PUC reviewed the quarterly reports.

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

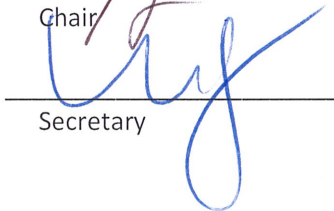
10. Reports:

- a. Public Utilities General Manager: Recapped discussion with staff on exempt employee status and past practice of flex time.
- b. Public Works Director: Electric staff had been conducting a lot of training. Different departments but had been interpreted differently in the past. Anderson reiterated that the employees were in different departments.
- c. Commissioner Baldwin: Nothing new to report.
- d. Commissioner Christianson: Nothing new to report.
- e. Chairperson Ardner: Absent

11. Adjournment: MOTION made by Christianson, seconded by Baldwin, and unanimously carried to adjourn at 4:12 pm.



Chair

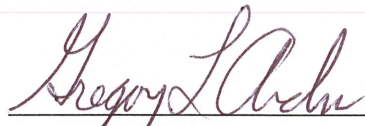


Secretary



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

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



CHAIRMAN


COMMISSION MEMBER


COMMISSION MEMBER


COMMISSION MEMBER


COMMISSION MEMBER


SECRETARY