

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

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

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

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

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

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

10. Old Business:

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

11. Communications:

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

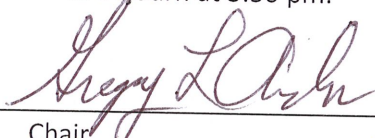
12. Reports:

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

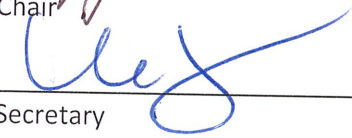
two additional iPads for the commissioners. Recapped SMMPA rebate with Commercial Plastics.

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

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



Chair



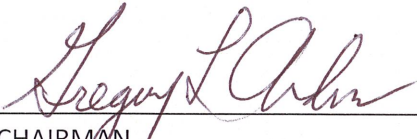
Secretary

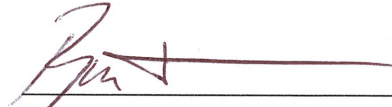


MORA MUNICIPAL UTILITIES

PUBLIC UTILITIES COMMISSION CHECK LIST

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

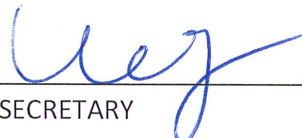

CHAIRMAN


COMMISSION MEMBER


COMMISSION MEMBER


COMMISSION MEMBER


COMMISSION MEMBER


SECRETARY

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

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

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