

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 Tuesday, July 19, 2022, in the city hall council chambers.

2. **Roll Call:** Present: Chair Greg Ardner, Commissioners Brett Baldwin, Ryan Christianson, and Alan Skramstad. Absent: Dave Chmiel

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

3. **Adopt Agenda:** At the request of staff, Ardner requested the addition to item 6b. SEH Street Infrastructure update. MOTION made by Christianson, seconded by Baldwin, and unanimously carried by the PUC to approve the agenda as amended.

4. **Consent Agenda:** MOTION made by Skramstad, seconded by Christianson, and unanimously carried by the PUC to approve the consent agenda as presented.

a. **Regular Meeting Minutes- June 20, 2022**

b. **Claims- June 2022**

c. **Water/Wastewater Operator II- Offer of Employment- Riley Priebe**

5. **Open Forum:** No one spoke at open forum.

6. **Special Business:**

a. **Plant/Line Supervisor Recruitment:** Anderson brought forward the Plant Line Supervisor recruitment. After failed recruitment attempts in 2021, staff had worked on the Public Works Superintendent job description as a recruitment that would offer competitive salary for the licensed journeyman lineman. Anderson requested the PUC discuss the needs of the department and direction to move forward for recruitment. The PUC discussed the previous salary for the Plant Line Supervisor and asked the current salary. Segelstrom stated that during recruitment efforts, it had been a Grade 11 and in 2022, the position was reclassified as a Grade 12. She further explained that even with the grade increase, local competition and wage did not compare to journeyman lineman wages. Segelstrom further explained this was a supervisor position that paid less and would not be eligible for union benefits that a journeyman. Segelstrom expressed that this added to recruitment challenges. Skramstad stated the current range for Grade 12 was \$73,000-\$91,000 and the \$91,000 salary was closer to the journeyman lineman wage. With the recruitment, Anderson stated additional efforts on community would be needed to highlight what the city has to offer in conjunction with the Plant/Line Supervisor position. MOTION made by Baldwin, seconded by Christianson and unanimously carried to move forward with schedule.

b. **SEH Street Infrastructure Update:** SEH provided an update on the Grove Street project. The construction continued to the North side of Maple Avenue. Phase I had been complete South of Maple Avenue. Ardner asked if the project was ahead of schedule. SEH stated at this time and accounting weather, the projection was on track with the original completion date.

7. **New Business:**

- a. **Driver's License Office and PUC:** Segelstrom recapped Driver's License Operation that City Council had brought forward to staff in March. She explained that since originally presented, the city had been working with Kanabec County on a joint approach to continue the service within the community. With this approach, it could streamline processing, increase customer service, and attract more people to downtown Mora with a central location. Staff suggested the use of the MMU building which had been leased from Pine Tech and further explained that a construction quote had been completed with DKN Construction. The proposed operation was brought forward for the PUC to discuss along with funding the renovation costs. This would be split between the City and the County and repayment to MMU in monthly installments. Segelstrom provided an additional handout which outlined the projected operational expenses that had been prepared by from Kanabec County along with the comprehensive analysis and projected operational expenses by City Staff. Anderson further explained rent would continue each month to the PUC after the construction cost repayment. He added that some line items on the construction estimate could be omitted such as the window replacement as it was not necessary at this time and did not pose any issues. Anderson stated that the county would like to have a committee established to move forward with discussions and the direction of the operation. Ardner asked for additional details on the current operation at the driver's license office. Segelstrom stated there had been an extension and temporary staff had been hired, however, there had been a due to accessibility and training. Ardner asked the Commissioners who would like to assist with the driver's license committee to represent the PUC. Skramstad stated that he would be the PUC representative for the committee to discuss the Driver's License Office with Kanabec County.

8. Old Business:

- a. **Consideration of Goldie Classic Team Sponsorship:** Anderson brought forward an invite from the Mora Lions Club to participate in the Annual Goldie Classic Golf Tournament. The sponsorship fee for a team of four would cost \$340 and the invitation would be open to utility staff. If more than four staff were interested, the names would be drawn from a hat. MOTION Made by Christianson, seconded by Baldwin and unanimously carried for MMU to sponsor a team for the Goldie Classic.
- b. **ACH Account Payment Consideration Follow-up:** Bliss provided the PUC with additional information in regard to the ACH payments for the large business customers. Four current customers utilized the customer prompted ACH payment, 3 customers who have recently requested, one of which is our largest customer, and the latest requests would be approximately \$145,000/ month of customer prompted ACH payment. Bliss stated she did not know why the businesses did not want to use our current practice and that they did not have any options as their accounts would no longer be using checks as a form of payment and that the previous administrator. The added account would provide additional security. Ardner asked the amount. MOTION made by Christianson, seconded by Baldwin, and unanimously carried to establish a secondary account for customer requested ACH deposit at Neighborhood National Bank.

9. Communications:

- a. **Sanitary Sewer Response Quarterly Report:** The PUC reviewed the Sanitary Sewer Response Quarterly Report.
- b. **Electric Vehicle Charging Stations Quarterly Report:** The PUC reviewed the Electric Vehicle Charging Station Quarterly report. Ardner stated there was not as much use as anticipated. Kohlgraf explained there had been issues with the charger at Coborn's and

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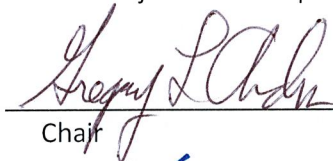
believes it may be an issue with the plug and the connection. He stated it was a challenge to identify the issue due to not physically seeing when the charger is not working as it should. Bliss stated she had submitted a few inquiries to assist with no response.

- c. **Utility Billing Quarterly Report:** The PUC reviewed the Utility Billing Quarterly Report.
- d. **Utility Billing Adjustment Report:** The PUC reviewed the Utility Billing Adjustment Report. Bliss confirmed there had only been one customer during this time.
- e. **Investments Purchased:** King provided an update on the investments recently purchased through RBC Wealth. She had analyzed the cash positions and an opportunity to earn interest at a higher rate. King explained that the investments had been laddered which encompassed staggered term lengths ranging from six months, one year, two-year, three year and four years. She further explained the shorter terms had lower interest rates, but the ladder would hedge interest rate risks.

10. Reports:

- a. Public Utilities General Manager: Anderson stated the current projects were going well and all was on track for completion and that Kohlgraf had been doing a great job.
- b. Public Works Director: Electric had some outages; the landfill generator was not operating at the time due last power outage and issues with the battery backup and electronics. He stated this had been communicated with SMMPA. The electric staff had not been called to generate due to changing weather conditions.
- c. Commissioner Chmiel: Absent.
- d. Commissioner Baldwin: Nothing new to report.
- e. Commissioner/Mayor Skramstad: Nothing new to report.
- f. Commissioner Christianson: Nothing new to report.
- g. Chair Ardner: Nothing new to report.

11. Adjournment: MOTION made by Skramstad, seconded by Baldwin, and unanimously carried to adjourn at 3:29 pm.

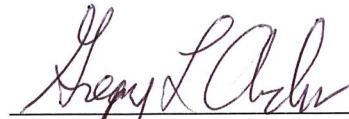

Chair


Secretary



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE JULY/AUGUST 2022 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:



CHAIRMAN



COMMISSION MEMBER



COMMISSION MEMBER



COMMISSION MEMBER



COMMISSION MEMBER



SECRETARY