

Pursuant to due call and notice thereof, Commissioner Ardner called to order the regular meeting of the Mora Public Utilities Commission at 3:00pm on Monday, December 19, 2022, in the City Hall council chambers.

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

Staff Present: General Manager Glenn Anderson, Administrative Service Director Natasha Segelstrom, Accountant Sara King, and Deputy Clerk Mandi Yoder

Absent: Public Works Director Joe Kohlgraf

- 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:** The PUC reviewed the consent agenda, Chmiel noted corrections to the November meeting minutes which included Christianson's absence and the motion under old business to table the utility rate study. MOTION made by Skramstad, seconded by Baldwin and unanimously carried by the PUC to approve the consent agenda and meeting minutes with corrections.

- a. Regular Meeting Minutes – November 2022
- b. November 2022 Claims
- c. Accept Letter of Resignation- Accountant Sara King

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

- 6. Special Business:** None

- 7. New Business**

- a. 2023 Budget, CIP and Fee Schedule:
Segelstrom presented the 2023 Budget. She explained the significant expenditure changes were the 3% COLA increase, an increase in worker's comp. insurance, uniforms, meetings and training, and electric fuel oil expenses. Projected increase in purchased power due to cost adjustments. Electric plant/line supervisor is still budgeted and one electric line worker. Addition of one Water/Wastewater Operator II, an increase in electric engineering expenses and overhead and underground maintenance, increase transfer to General Fund for City Garage/ City Hall Repair. Significant revenue changes in 2023 included interest, dividends, and penalties continue to generate revenue. Rate increases in electric, water and sewer.

The 2023 budget included the use of reserve funds from the electric, water and sewer funds to keep utility rate creases at 21.6%, 15%, and 15%. The electric fund would use \$3,040,761 to offset costs, or 65.70% of fund balance available; the water fund would use \$118,424 to offset costs, or 3.30% of fund balance available; the sewer fund would use \$287,962 to offset costs, or 3.84% of fund balance available.

The Capital Improvement Plan included: 4.16kV NE Electric Feeder conversion, power plant yard improvements, electric pole replacement project (ongoing), electric overhead tree maintenance (ongoing), WWTP aeration blower, Arthur lift station generator, Well #6 stationary power generator, and water/sewer truck replacement.

The PUC reviewed the fee schedule which included increases in electric, water and sewer rates, electric construction fee increases, installation fee for security lights to include pole, new wire footage fee increase per foot and increase in connection fees.

- b. 2022 Budget Amendments: King brought forward the 2022 budget amendment. She detailed the budget amendment was related to the failed search for Plant/Line Supervisor and two electric line workers, and storage facility addition not completed in 2022. The amendment outlined a reduced amount that would be transferred to the General Fund from the Electric Fund. MOTION made by Christianson, seconded by Baldwin and unanimously carried to approve the 2022 budget amendments, as presented.
- c. Annual Sewer Report: The PUC reviewed the annual sewer report. It was noted there were 15 sanitary sewer responses in 2022 and the report was for informational purposes.
- d. Unpaid Utility Write Off: The PUC reviewed two items for consideration to write-off the utility bill accounts for 712 Bean Avenue. Staff determined the utility accounts were uncollectable due to deceased/foreclosure, unpaid for 6+ months with a balance of \$367.02; and 107 7th Street #4, moved, less than amount accepted by collections-unpaid after 5 months with a balance of \$0.75. MOTION made by Skramstad, seconded by Chmiel to write off the listed accounts as expenses for 2022.

8. Old Business:

- a. Driver's License Operation: Anderson recapped recent meetings with the driver's license committee and recent discussions with local dealerships. It was noted the driver's license operation could not be operated under MMU and would be run by the city. The PUC further discussed its ability to provide a loan to the City/County for the joint operation to assist with the construction costs. Further discussion on whether interest rates would be negotiable, if revenues and expenditures would balance or if it would be a service to the community like the Aquatic Center which is an expense to the city. MOTION made by Christianson, seconded by Chmiel, and unanimously carried to table the discussion until the City Council made a decision to move forward with the operation.
- b. Capital Improvement Plan- Street Infrastructure: City Engineer Greg Anderson of SEH presented the Capital Street Plan Infrastructure report. The street pavement conditions were rated 1- 10, 1 being bad and 10 in great condition; water, sewer, and storm maps identified areas of improvement to identify future projects. Anderson noted the city does well with pavement maintenance but also noted that infrastructure beneath could not be in the same condition based on the age of infrastructure, material, and current conditions. The maps of the project areas showed the recommendations starting at the Northwest corner would also align with a transportation grant the City submitted with Minnesota Department of Transportation / Safe ways to School. There were 21 projects throughout the city which encompassed street, water, and sewer along with projects which consisted of a mill and overlay of pavement. Anderson stated the presentation had been for informational purposes and the final report would follow.

9. Communications: None


10. Reports:

- a. General Manager: Anderson relayed tree trimming and vegetation progress from

Kohlgraf who was not present at the meeting. He also complemented the contractors for their efforts and removal which had been related to the recent snowstorm.
Recapped monthly electric meeting with ECE.

- b. Public Works Director: Absent.
- c. Commissioner Chmiel: Asked the status of Commissioner Skramstad's seat within the PUC and Segelstrom stated that there were two applicants the Council would determine
- d. Commissioner Baldwin: Nothing new to report.
- e. Commissioner Christianson: Nothing new to report.
- f. Commissioner / Mayor Skramstad: Thanked the board for allowing him be part of the Public Utilities Commission after the special law and expanded membership.
- g. Chairperson Ardner: Thanked Skramstad for his assistance with the PUC and thanked King for all she has done for the City and wished her the best of luck with her future endeavors.

11. Adjournment: MOTION made by Baldwin, seconded by Ardner, and unanimously carried to adjourn at 4:10 pm.



Chair



Secretary