

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, April 19, 2021 in the city hall council chambers.

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 Baldwin, and unanimously carried to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Christianson, seconded by Baldwin, and unanimously carried approve the consent agenda as presented.
 - a. Regular Meeting Minutes – March 15, 2021
 - b. March 2021 Claims
 - c. J. Gravening Probationary Period Release
 - d. Accept Letter of Resignation – Water/Wastewater Operator III
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:**
 - a. **2020 Comprehensive Annual Financial Report:** Nancy Schulzetenberg, of the firm BergankDVK, virtually presented the Independent Auditor's Reports to the PUC. Schulzetenberg reported an unmodified or clean opinion of the overall audit results and stated management was making progress on two of the three findings as listed: 2020-001 – Per the *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 a cost versus benefit decision on the City's part; it was recommended the City implement a second review on bank reconciliations, journal entries, capital assets, and payroll prior to being paid.
2020-002 – To update the collateral assignment agreement.
2020-003 – To create an out of state travel policy regarding travel outside the State of Minnesota.
The PUC had no questions and thanked Schulzetenberg for the report.
7. **New Business:**
 - a. **Electric Rate Study Proposal:** The PUC reviewed a proposal from Dave Berg Consulting, LLC, for an electric rate study for the electric utility to begin in June, to analyze the existing cost for services and to forecast the rate structure based on the electric utility's needs over the next five to ten years. The last electric rate study was performed prior to 2014. MOTION made by Baldwin, seconded by Christianson, and unanimously carried for the PUC to accept the electric rate study proposal from Dave Berg Consulting, LLC in the amount not to exceed \$12,500.
 - b. **Electric Plant/Line Supervisor Position Description:** The PUC reviewed a position description for the electric plant/line supervisor after discussions in 2020 led to the PUC approval of including a non-union electric plant/line supervisor in the 2021 budget. MOTION made by Baldwin, seconded by Christianson, and unanimously carried for the PUC to approve the electric plant/line supervisor position description as presented. The PUC consensus was to direct staff to begin the recruitment process for the position.
8. **Old Business:**

- a. **Utility Payment Arrangement Terms during COVID-19:** On June 15, 2020, the PUC extended the utility payment arrangements from three months to six months until the COVID-19 pandemic emergency orders were lifted. Bliss reported the six-month extension had assisted some customers who experienced financial hardships, however staff found customers became increasingly delinquent on account balances due to the extension arrangement which reflected negatively on the electric, water, and sewer funds in addition to increasing difficulty collecting monies on balances that have continued to grow during the extended timeframe. MOTION made by Christianson, seconded by Baldwin, and unanimously carried for the PUC to reverse the term extension of utility payment arrangements, reverting the term back to three months.
9. **Communications:** The following communications were reviewed.
- a. Utility Billing Monthly Report – March 2021: Bliss reported one adjustment in March with no prior penalties, so the penalties were waived this time for the account.
 - b. Utility Billing Adjustment Report – March 2021: Bliss reviewed the report.
 - c. Electric Vehicle Charging Stations Quarterly Report: Crawford reported the DC Fast charger at Coborns logged 10 hours of usage by patrons and the L2 chargers downtown logged 119 hours.
 - d. Sanitary Sewer Quarterly Report: Kohlgraf reviewed the quarterly sanitary sewer report and noted jetting was performed earlier in a manhole moving a clog down to the intersection of 307 Walnut Street and Howe Avenue which led to a backup in one house, resulting in a claim made on the property.

10. **Reports:**

- a. Public Utilities General Manager: Crawford reported the Administrative Services Director hiring committee consisted of Ardner, councilmember Anderson, Thorp, and Crawford; five individuals were interviewed, and the finalist had accepted the conditional offer of employment. The Water/Wastewater department was short staffed with Rodney Knudsen's retirement, Ken Mattson was promoted, and then Jake Holmes resigned resulting in two vacancies. The PUC scheduled a special meeting for June 4, 2021 at 3:00 PM for the purpose of approving the hire of a Water Wastewater Operator II.
- b. Public Works Director: Kohlgraf reported hydrant flushing was taking place, the process of starting an electric feeder line upgrade to the school began which involved switching from a 2400kV line to a 7200kV line, and sewer cleaning could be delayed until the water/wastewater department was fully staffed. Kohlgraf also stated the digger derek truck had not been received yet from Lake City.
- c. Commissioner Baldwin: Nothing new to report.
- d. Commissioner Christianson: Nothing new to report.
- e. Chairperson Ardner: Nothing new to report.

11. **Adjournment:** MOTION made by Christianson, seconded by Baldwin, and unanimously carried to adjourn at 3:29 PM.

Chair

Secretary