



City of Mora
Kanabec County, Minnesota
Meeting Agenda
Public Utilities Commission

Mora City Hall
101 Lake St. S
Mora, MN 55051

Tuesday, January 21, 2020

3:00 PM

Mora City Hall

2020 PUC Photos

1. **Oath of Office** – Brett Baldwin was appointed by the city council to fill the three year term.
2. **Call to Order**
3. **Roll Call**
4. **Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Council members may add items to the agenda prior to adoption of the agenda.)*
5. **Election of Officers** – Chair, Secretary
6. **Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of the consent agenda.)*
 - a. Regular Meeting Minutes – December 16, 2019
 - b. Special Meeting Minutes – January 7, 2020
 - c. December 2019 Claims
 - d. Approve Hire of Utility Billing Clerk II
7. **Open Forum** *(Individuals may address the council about any item not contained on the regular agenda. There is a maximum of fifteen (15) minutes set aside for open forum. A maximum of three (3) minutes is allotted per person. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.)*
8. **Special Business**
None
9. **New Business**
 - a. Organizational Chart Update
 - b. Distributed Energy Resources and Net Metering Policy
10. **Old Business**
None
11. **Communications**
 - a. Utility Billing Monthly Report – December 2019
 - b. Utility Billing Adjustments Report – December 2019
 - c. Quarterly Sewer Report – December 2019
12. **Reports**
 - a. Public Utilities General Manager
 - b. Public Works Director
 - c. Commissioner Ardner
 - d. Commissioner Heggernes
 - e. Chair Baldwin
13. **Adjournment**

Pursuant to due call and notice thereof, Chair Baldwin called to order the regular meeting of the Mora Public Utilities Commission at 3:00 PM on Monday, December 16, 2019, in the city hall council chambers.

2. **Roll Call:** Present: Chair Baldwin, Commissioners Ardner and Heggernes
Absent: none
Staff Present: Utilities General Manager Crawford, Public Works Director Kohlgraf, City Accountant King, Utility Billing Clerk Akkerman, Utility Billing Clerk Bliss, and Deputy City Clerk Yoder
3. **Adopt Agenda:** MOTION made by Ardner, seconded by Heggernes, and unanimously carried to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Ardner, seconded by Heggernes, and unanimously carried to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – November 18, 2019
 - b. Special Meeting Minutes – December 2, 2019
 - c. Special Meeting Minutes – December 10, 2019
 - d. November 2019 Claims
 - e. Approve 2019 Audit Proposal
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:** There was no special business to discuss.
7. **New Business:**
 - a. **Adopt 2020 Budget and Fee Schedule:** Crawford presented the final 2020 utility operating budget, capital improvement plan (CIP), and fee schedule for review which included a 1.0% increase to electric rates, a 6.5% increase to water rates, and a 0.0% increase to sewer rates. The PUC consensus was to raise the meter tampering fee from \$200 to \$500 which would allow the city to prosecute and directed staff to raise the fee to \$500. MOTION made by Ardner, seconded by Heggernes, and unanimously carried to approve the 2020 budget, 2020 capital improvement plan as presented, and 2020 fee schedule as amended.
 - b. **Sewer Exemption Request – Marie Thompson:** Kohlgraf reported the owner of 1981 205th Avenue, discovered the private sewer system was non-compliant after being tested in order to sell the property. Kohlgraf discussed two options. MOTION was made by Heggernes, seconded by Ardner, and unanimously carried to approve the following resolution:

RESOLUTION NO. P2019-1221
A RESOLUTION APPROVING AN EXEMPTION ALLOWING A PRIVATE SEWER SYSTEM
AS REQUESTED BY MARIE THOMPSON
(see attached)
 - c. **Arc Flash Assessment Proposal:** Crawford reported the last arc flash assessment for the City of Mora was in 2009 and recommended an updated assessment be completed for the electric power plant, substations, and electrical distribution system. Crawford presented a proposal from the city's electrical engineer DGR to conduct the assessment, stating the amount budgeted was \$20,000 and the cost for

the power plant portion may be shared with SMMPA, however a response from SMMPA had not yet been received regarding the assessment costs. MOTION made by Ardner, seconded by Heggernes, and unanimously carried to approve DGR's proposal for an arc flash assessment in the amount not to exceed \$22,000, contingent upon SMMPA's contribution towards the power plant expense.

- a. **Electric System Study Proposal:** Crawford recommended the PUC consider completing an electrical system study to review and analyze MMU's existing system's condition and performance in order to understand what improvements were needed going forward. Crawford stated this would assist the PUC and staff regarding the impact of load growth, future system improvement plans, and comprehensive financial planning. Crawford pointed out this type of study has never been done before and was not in the budget, however MMU had just received contingency funds in the amount of \$144,000 from SMMPA. Crawford reported city's electrical engineer DGR prepared a proposal for the study in the amount of \$29,600. MOTION made by Ardner, seconded by Heggernes, and unanimously carried to approve DGR's proposal for an electrical system study in the amount not to exceed \$29,600.

8. Old Business:

- a. **Solar Account Credit Balance - Tamarack:** Akkerman reported SMMPA developed a new program beginning in 2019 and payable in 2020, to reimburse SMMPA members for solar credits based on SMMPA rates. Akkerman expounded the electric bills must be kept separate from water/sewer bills to track solar credits that MMU would pay out to solar customers. Akkerman explained with the bi-directional meter, energy production and usage was tracked, thereby allowing Tamarack to receive monthly credit for producing more energy than they use. Staff was directed to return with a refund policy for solar energy accounts with credit balances at year end, and to pay out the December 31, 2019, credit balances to MMU solar energy customers.
- b. **Petroleum Storage Tank Release Site – Jerry's Bait Shop:** Crawford reported over the last several years the PUC and staff have had discussions with the MPCA and Don Larson, owner of Jerry's Bait Shop at 631 Maple Avenue East, about potential water contamination from the well at Jerry's Bait Shop. During this time the MPCA has been actively monitoring the site to assess potential public health concerns. Crawford stated on November 22, Heggernes, Crawford and Laurie Kania from the MPCA met with Larson and discussed options to alleviate possible public health concerns created by the well; the MPCA recommended options at no cost to Larson, the City or MMU which included providing a bait treatment system that would use city water already supplied to the establishment, or installing a replacement well located outside the contaminated groundwater plume. Larson requested to discuss a variance for the installation of a replacement well on land Larson currently co-owns with another family member. Discussion ensued; Greg Anderson of SEH, suggested minnow water from a new well be discharged into the storm water system or Mora Lake with DNR approval and to cap the old well, to which an option of granting a variance for a new well strictly for public health concern was plausible by the PUC, contingent upon the discharge of uncontaminated minnow water to the lake or stormwater system be created.

9. **Communications:** The following communications were reviewed.

- a. Utility Billing Monthly Report – November 2019
- b. Utility Billing Adjustments Report – November 2019:

10. Reports:

- a. Public Utilities General Manager: Crawford introduced Jessica Bliss to the commissioners; announced city and MMU offices would be closed at noon on Christmas Eve day, closed on Christmas Day and again on New Year’s Day; advertising for the Utility Billing Clerk II position began and the goal was to have the position filled the week of January 27, 2020.
- b. Public Works Director: Kohlgraf reported work was still taking place on the landfill generator, the WWTP still had some programming issues due to the lightning strike, and there was one sewer issue.
- c. Commissioner Ardner: Ardner thanked Baldwin for his years of service.
- d. Commissioner Heggernes: Heggernes asked Kohlgraf if anything had been put on the reed beds as directed by the letter received by CWG, Kohlgraf replied not at that time. Heggernes thanked Baldwin for his service and community activity.
- e. Chair Baldwin: Baldwin thanked the staff over the years and those working with the city, stating the average person doesn’t realize the problems staff work with and dedication of the staff. Baldwin thanked everyone.

11. Adjournment: MOTION made by Heggernes, seconded by Ardner, and unanimously carried to adjourn at 3:43 PM.

Chair

Secretary

Pursuant to due call and notice thereof, Chair Baldwin called to order the special meeting of the Mora Public Utilities Commission at 7:15 PM on Tuesday, January 7, 2020, in the city hall council chambers.

2. **Roll Call:** Present: Chair Baldwin, Commissioners Ardner and Heggernes
Absent: none
Staff Present: General Manager Crawford and Public Works Director Kohlgraf
3. **Closed Session:** Chair Baldwin announced the meeting was going into closed session pursuant to Minnesota Statutes, section 13D.05 Subd. 2 (b), to hold a discussion regarding allegations of misconduct made against an employee. MOTION made by Ardner, seconded by Heggernes, and unanimously approved to go into closed session at 7:16 PM. MOTION made by Heggernes, seconded by Ardner, and unanimously carried to adjourn the closed session at 7:25 PM.

MOTION made by Heggernes, seconded by Ardner, and unanimously carried to conduct an independent investigation by the law firm Quinlivan & Hughes, P.A. regarding allegations of misconduct made against an employee. MOTION made by Ardner, seconded by Heggernes, and unanimously approved to immediately place the Public Works Director on paid administrative leave pending the completion of the investigation.
4. **Adjournment:** MOTION made by Heggernes, seconded by Ardner, and unanimously carried to adjourn at 7:27 PM.

Chair

Secretary

**CITY OF MORA
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01/16/20 12:04 PM

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000257 NEIGHBORHOOD NATIONAL BANK						
000257	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONHTLY RETURNED CHECK	\$10.00
000257	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY BUSINESS ONLINE	\$10.00
000257	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY UB ACH FILE FEE	\$30.00
CHECK # 000257 NEIGHBORHOOD NATIONAL BANK						\$50.00
CHECK # 000259 MN DEPT OF REVENUE						
000259	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT-NOV	\$12,903.00
000259	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT-NOV	\$2.00
000259	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT-NOV	\$5.00
000259	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT-NOV	\$2.00
000259	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	SALES & USE TAX PYMT-NOV	\$1.00
000259	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT-NOV	\$8.00
000259	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	SALES & USE TAX PYMT-NOV	\$20.00
000259	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	SALES & USE TAX PYMT-NOV	\$134.00
000259	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	SALES & USE TAX PYMT-NOV	\$4.00
000259	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT-NOV	\$16.00
000259	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT-NOV	\$674.00
CHECK # 000259 MN DEPT OF REVENUE						\$13,769.00
CHECK # 000261 PAYLIANCE						
000261	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$28.25
000261	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$14.13
000261	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$14.12
CHECK # 000261 PAYLIANCE						\$56.50
CHECK # 000262 COMPLETE MERCHANT SOLUTIONS						
000262	COMPLETE MERCHANT	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$303.00
000262	COMPLETE MERCHANT	WATER FUND	WATER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$151.50
000262	COMPLETE MERCHANT	SEWER FUND	SEWER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$151.50
CHECK # 000262 COMPLETE MERCHANT SOLUTIONS						\$606.00
CHECK # 000263 SMMPA						
000263	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$300,345.46
CHECK # 000263 SMMPA						\$300,345.46
CHECK # 053588 KANABEC CO RECORDER						
053588	KANABEC CO RECORDE	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	MAYTAG LAUNDRIES D&U EAS	\$46.00
CHECK # 053588 KANABEC CO RECORDER						\$46.00
CHECK # 053597 MN DEPT OF COMMERCE-IND ASSMTS						
053597	MN DEPT OF COMMERC	ELECTRIC FUN	GENERATION & PO	Miscellaneous	3RD QTR FY '20 IND ASSMT-E	\$231.20
053597	MN DEPT OF COMMERC	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	3RD QTR FY '20 IND ASSMT-CI	\$625.00
CHECK # 053597 MN DEPT OF COMMERCE-IND ASSMTS						\$856.20
CHECK # 053600 VERIZON WIRELESS						
053600	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL PHONE, IPADS, TABLETS	\$238.47
053600	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL PHONE, IPADS, TABLETS	\$78.68
053600	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL PHONE, IPADS, TABLETS	\$116.28
CHECK # 053600 VERIZON WIRELESS						\$433.43
CHECK # 053601 WATER CONSERVATION SERVICE INC						
053601	WATER CONSERVATION	WATER FUND	WATER DISTRIBUTI	Professional Services -	LEAK SURVEY	\$2,300.00
CHECK # 053601 WATER CONSERVATION SERVICE INC						\$2,300.00

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 053670 BAKKE, JODI						
053670	BAKKE, JODI	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	DISHWASHER REBATE	\$25.00
CHECK # 053670 BAKKE, JODI						\$25.00
CHECK # 053674 CARDMEMBER SERVICE						
053674	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	ONLINE UTIL EXCHANGE	\$57.00
053674	CARDMEMBER SERVICE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	PUMP CONTROLLER-LIGHTNIN	\$123.38
CHECK # 053674 CARDMEMBER SERVICE						\$180.38
CHECK # 053677 EAST CENTRAL ENERGY						
053677	EAST CENTRAL ENERGY	SEWER FUND	WASTEWATER TREA	Electricity	ELECT	\$108.26
CHECK # 053677 EAST CENTRAL ENERGY						\$108.26
CHECK # 053678 EAST CENTRAL ENERGY						
053678	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	NOV SERVICES-DISPATCH	\$195.14
053678	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SUBST DISS GAS ANAYSIS	\$90.00
053678	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	NOV SERVICES-LABOR & EQ	\$845.45
053678	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	841 E FOREST URD CONNECTI	\$5.26
CHECK # 053678 EAST CENTRAL ENERGY						\$1,135.85
CHECK # 053679 ENDRESS & HAUSER INC						
053679	ENDRESS & HAUSER IN	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	FLOW METER HEAD-LIGHTNIN	\$1,364.34
CHECK # 053679 ENDRESS & HAUSER INC						\$1,364.34
CHECK # 053684 KOTASKA, DEE						
053684	KOTASKA, DEE	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	LED HOLIDAY LIGHTING REBA	\$12.00
CHECK # 053684 KOTASKA, DEE						\$12.00
CHECK # 053686 MCDERMEIT, ALISSA						
053686	MCDERMEIT, ALISSA	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	LED HOLIDAY LIGHTING REBA	\$9.00
CHECK # 053686 MCDERMEIT, ALISSA						\$9.00
CHECK # 053691 ORSTAD, BARBARA						
053691	ORSTAD, BARBARA	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	REBATE - REFRIGERATOR	\$50.00
053691	ORSTAD, BARBARA	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	REBATE - DISHWASHER	\$25.00
CHECK # 053691 ORSTAD, BARBARA						\$75.00
CHECK # 053694 RODENBORG, VERNON						
053694	RODENBORG, VERNON	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	REBATE-REFRIGERATOR	\$25.00
053694	RODENBORG, VERNON	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	REBATE-DISHWASHER	\$25.00
CHECK # 053694 RODENBORG, VERNON						\$50.00
CHECK # 053695 SCHULTZ, CRAIG & JODELL						
053695	SCHULTZ, CRAIG & JOD	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	LED HOLIDAY LIGHTING REBA	\$6.00
CHECK # 053695 SCHULTZ, CRAIG & JODELL						\$6.00
CHECK # 053697 BERGSTADT, GARY						
053697	BERGSTADT, GARY	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	XFRMR SCHOOL MEALS	\$150.45
CHECK # 053697 BERGSTADT, GARY						\$150.45
CHECK # 053698 BRETT, KAYLA						
053698	BRETT, KAYLA	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-540	\$251.45
CHECK # 053698 BRETT, KAYLA						\$251.45
CHECK # 053699 CENTURYLINK						
053699	CENTURYLINK	WATER FUND	WATER ADMINISTR	Telephone	INTERNET	\$104.94

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
053699	CENTURYLINK	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$114.93
CHECK # 053699 CENTURYLINK						\$219.87
CHECK # 053702 HULBERT, JASON						
053702	HULBERT, JASON	WATER FUND	WATER ADMINISTR	Uniforms	BOOTS, JEANS, JACKET	\$236.94
053702	HULBERT, JASON	SEWER FUND	SEWER ADMINISTR	Uniforms	BOOTS, JEANS, JACKET	\$386.58
CHECK # 053702 HULBERT, JASON						\$623.52
CHECK # 053703 KLEIN, BRIANNA& DYLAN KISSELMA						
053703	KLEIN, BRIANNA& DYLA	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-431	\$88.60
CHECK # 053703 KLEIN, BRIANNA& DYLAN KISSELMA						\$88.60
CHECK # 053705 KNUDSEN, RODNEY						
053705	KNUDSEN, RODNEY	WATER FUND	WATER ADMINISTR	Uniforms	COAT, SHIRTS	\$75.99
053705	KNUDSEN, RODNEY	SEWER FUND	SEWER ADMINISTR	Uniforms	COAT, SHIRTS	\$123.98
CHECK # 053705 KNUDSEN, RODNEY						\$199.97
CHECK # 053707 MATTSON, KEN						
053707	MATTSON, KEN	WATER FUND	WATER ADMINISTR	Uniforms	BOOTS	\$60.78
053707	MATTSON, KEN	SEWER FUND	SEWER ADMINISTR	Uniforms	BOOTS	\$99.17
CHECK # 053707 MATTSON, KEN						\$159.95
CHECK # 053711 MOSTAD, BRITTANY						
053711	MOSTAD, BRITTANY	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-407	\$15.99
CHECK # 053711 MOSTAD, BRITTANY						\$15.99
CHECK # 053712 STULC, JEREMY						
053712	STULC, JEREMY	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	XFRMR SCHOOL MEALS	\$147.37
CHECK # 053712 STULC, JEREMY						\$147.37
CHECK # 053713 VOGEL, AMANDA						
053713	VOGE, AMANDA	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-205	\$172.43
CHECK # 053713 VOGEL, AMANDA						\$172.43
CHECK # 053727 ANDERSON, GENE						
053727	ANDERSON, GENE	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	REFRIGERATOR REBATE	\$25.00
CHECK # 053727 ANDERSON, GENE						\$25.00
CHECK # 053734 DICKINSON, DEAN						
053734	DICKINSON, DEAN	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	LED HOLIDAY LIGHT REBATE	\$21.85
CHECK # 053734 DICKINSON, DEAN						\$21.85
CHECK # 053737 HULBERT, JASON						
053737	HULBERT, JASON	WATER FUND	WATER ADMINISTR	Uniforms	CLOTHING	\$1.75
053737	HULBERT, JASON	SEWER FUND	SEWER ADMINISTR	Uniforms	CLOTHING	\$1.74
CHECK # 053737 HULBERT, JASON						\$3.49
CHECK # 053739 KOTASKA, DEE						
053739	KOTASKA, DEE	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	LED HOLIDAY LIGHTING REBA	\$4.85
CHECK # 053739 KOTASKA, DEE						\$4.85
CHECK # 053740 MATTSON, KEN						
053740	MATTSON, KEN	WATER FUND	WATER ADMINISTR	Uniforms	SHIRTS, HATS	\$82.45
053740	MATTSON, KEN	WATER FUND	WATER ADMINISTR	Uniforms	STEEL TOE BOOTS	\$83.50
053740	MATTSON, KEN	SEWER FUND	SEWER ADMINISTR	Uniforms	STEEL TOE BOOTS	\$83.50
053740	MATTSON, KEN	SEWER FUND	SEWER ADMINISTR	Uniforms	SHIRTS, HATS	\$82.46

**CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 053740 MATTSON, KEN						\$331.91
CHECK # 053742 MIDCO						
053742	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.00
CHECK # 053742 MIDCO						\$270.00
CHECK # 053744 MORA MUNICIPAL UTILITIES						
053744	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Water	UTILITIES	\$94.53
053744	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Sewer	UTILITIES	\$66.27
053744	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Storm Water	UTILITIES	\$15.96
053744	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Electricity	UTILITIES	\$770.52
053744	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Storm Water	UTILITIES	\$20.10
053744	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Electricity	UTILITIES	\$831.36
053744	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Storm Water	UTILITIES	\$10.05
053744	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Electricity	UTILITIES	\$40.24
053744	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Storm Water	UTILITIES	\$11.23
053744	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Storm Water	UTILITIES	\$10.05
053744	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Electricity	UTILITIES	\$1,001.69
053744	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Electricity	UTILITIES	\$2,755.80
053744	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Water	UTILITIES	\$88.46
053744	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Storm Water	UTILITIES	\$20.69
CHECK # 053744 MORA MUNICIPAL UTILITIES						\$5,736.95
CHECK # 053745 MORGAN, LENEA						
053745	MORGAN, LENEA	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	LED HOLIDAY LIGHTING REBA	\$15.00
CHECK # 053745 MORGAN, LENEA						\$15.00
CHECK # 053749 STULC, JEREMY						
053749	STULC, JEREMY	ELECTRIC FUN	GENERATION & PO	Uniforms	SHIRTS	\$10.99
053749	STULC, JEREMY	ELECTRIC FUN	GENERATION & PO	Uniforms	GLOVES, SAFETY GLASSES	\$224.48
CHECK # 053749 STULC, JEREMY						\$235.47
CHECK # 053750 AMAZON CAPITAL SERVICES						
053750	AMAZON CAPITAL SERV	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	POWER PLANT SNOWBLOWER	\$43.75
CHECK # 053750 AMAZON CAPITAL SERVICES						\$43.75
CHECK # 053753 HULBERT, JASON						
053753	HULBERT, JASON	WATER FUND	WATER ADMINISTR	Uniforms	JEANS, SWEATSHIRTS, JACKET	\$68.96
053753	HULBERT, JASON	SEWER FUND	SEWER ADMINISTR	Uniforms	JEANS, SWEATSHIRTS, JACKET	\$112.51
CHECK # 053753 HULBERT, JASON						\$181.47
CHECK # 053754 INGEBRAND, MIKE						
053754	INGEBRAND, MIKE	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	CLOTHES WASHER REBATE	\$50.00
CHECK # 053754 INGEBRAND, MIKE						\$50.00
CHECK # 053756 MIDCO						
053756	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	INTERNET	\$85.00
053756	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	INTERNET	\$85.00
CHECK # 053756 MIDCO						\$170.00
CHECK # 053757 NELSON, NANCY						
053757	NELSON, NANCY	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	LED HOLIDAY LIGHTING REBA	\$18.00
CHECK # 053757 NELSON, NANCY						\$18.00
CHECK # 053758 NEONLINK LLC						
053758	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PYMT PROCESSING	\$104.60

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
053758	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PYMT PROCESSING	\$52.30
053758	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PYMT PROCESSING	\$52.30
CHECK # 053758 NEONLINK LLC						\$209.20
CHECK # 053764 WINDSTREAM						
053764	WINDSTREAM	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE	\$245.20
053764	WINDSTREAM	WATER FUND	WATER ADMINISTR	Telephone	PHONE	\$96.17
053764	WINDSTREAM	SEWER FUND	SEWER ADMINISTR	Telephone	PHONE	\$90.43
CHECK # 053764 WINDSTREAM						\$431.80
CHECK # 053791 ACE HARDWARE						
053791	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Cleaning Supplies	MOP	\$11.99
053791	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Cleaning Supplies	SPRAY NOZZLE, RUBBER HOSE	\$35.98
053791	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	MAN LIFT BATTERY	\$127.95
053791	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	END #5 FUEL LINE U-BOLT	\$2.79
053791	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Cleaning Supplies	CLEANING SPONGES FOR BOO	\$10.74
053791	ACE HARDWARE	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	FILTER THREAD ROD	\$6.49
053791	ACE HARDWARE	WATER FUND	WATER TREATMENT	Other Operating Suppl	FILTER CHLORINATION	\$3.59
053791	ACE HARDWARE	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	LOCATOR BATTERIES, MARKIN	\$22.98
CHECK # 053791 ACE HARDWARE						\$222.51
CHECK # 053794 AMERIPRIDE LINEN						
053794	AMERIPRIDE LINEN	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	RUGS	\$60.62
CHECK # 053794 AMERIPRIDE LINEN						\$60.62
CHECK # 053796 AUTO VALUE MORA						
053796	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Cleaning Supplies	PURPLE CLEANER	\$41.48
053796	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Small Tools & Equipm	AIRGUN, WORK BENCH AIR RE	\$53.98
053796	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	ENG #2 & #5 OIL COOLER RP	\$18.99
CHECK # 053796 AUTO VALUE MORA						\$114.45
CHECK # 053797 B & B TRANSFORMER						
053797	B & B TRANSFORMER	ELECTRIC FUN		Distribution Inventory	XFRMR FOR PONTOON FACTO	\$11,216.53
CHECK # 053797 B & B TRANSFORMER						\$11,216.53
CHECK # 053799 CAMPBELL KNUTSON, P.A.						
053799	CAMPBELL KNUTSON, P.	WATER FUND	WATER ADMINISTR	Legal Services	LEGAL-WAC/SAC EX-ARTHUR P	\$104.00
053799	CAMPBELL KNUTSON, P.	SEWER FUND	SEWER ADMINISTR	Legal Services	LEGAL-WAC/SAC EX-ARTHUR P	\$104.00
CHECK # 053799 CAMPBELL KNUTSON, P.A.						\$208.00
CHECK # 053803 DGR ENGINEERING						
053803	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC DISTRIBU	Engineering	GEN DISTRIBUTION ENGINEE	\$968.00
CHECK # 053803 DGR ENGINEERING						\$968.00
CHECK # 053806 FEDERATED COOP						
053806	FEDERATED COOP	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	PROPANE FOR TORCH	\$34.99
053806	FEDERATED COOP	SEWER FUND	SEWER LIFT STATIO	Motor Fuels	LIFT ST GENERATOR GAS	\$73.42
CHECK # 053806 FEDERATED COOP						\$108.41
CHECK # 053807 FERGUSON WATERWORKS						
053807	FERGUSON WATERWOR	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	HYDRANT PARTS	\$316.24
CHECK # 053807 FERGUSON WATERWORKS						\$316.24
CHECK # 053808 FREEDOM MAILING SERVICES INC						
053808	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$453.71
053808	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	NEWSLETTERS	\$5.68

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
053808	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Professional Services -	NEWSLETTERS	\$2.84
053808	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$226.86
053808	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Professional Services -	NEWSLETTERS	\$2.84
053808	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$226.86
CHECK # 053808 FREEDOM MAILING SERVICES INC						\$918.79
CHECK # 053812 GOPHER STATE ONE-CALL INC						
053812	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	DEC LOCATES	\$3.38
053812	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	DEC LOCATES	\$3.37
053812	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	DEC LOCATES	\$3.38
CHECK # 053812 GOPHER STATE ONE-CALL INC						\$10.13
CHECK # 053813 GRAINGER, INC						
053813	GRAINGER, INC	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	MULTI BIT SCREWDRIVER	\$14.97
053813	GRAINGER, INC	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	EPC SUBST HEATER THERMOS	\$84.75
053813	GRAINGER, INC	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	WATER PLANT HEATER CONTR	\$62.54
CHECK # 053813 GRAINGER, INC						\$162.26
CHECK # 053815 IRBY TOOL & SAFETY						
053815	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	HOT LINE GLOVE LINERS	\$87.43
CHECK # 053815 IRBY TOOL & SAFETY						\$87.43
CHECK # 053817 JOHNSONS HARDWARE & RENTAL						
053817	JOHNSONS HARDWARE	WATER FUND	WATER TREATMENT	Other Operating Suppl	FILTER CHLORINATION	\$7.47
053817	JOHNSONS HARDWARE	SEWER FUND	SEWER COLLECTION	Small Tools & Equipm	AUGER HEATER	\$29.99
053817	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Small Tools & Equipm	SHOVEL	\$24.99
CHECK # 053817 JOHNSONS HARDWARE & RENTAL						\$62.45
CHECK # 053818 KANABEC PUBLICATIONS, INC						
053818	KANABEC PUBLICATION	ELECTRIC FUN	ELECTRIC ADMINIST	Advertising	SANTA LETTERS	\$9.33
053818	KANABEC PUBLICATION	WATER FUND	WATER ADMINISTR	Advertising	SANTA LETTERS	\$9.34
053818	KANABEC PUBLICATION	SEWER FUND	SEWER ADMINISTR	Advertising	SANTA LETTERS	\$9.33
CHECK # 053818 KANABEC PUBLICATIONS, INC						\$28.00
CHECK # 053819 KODIAK POWER SYSTEMS, INC						
053819	KODIAK POWER SYSTE	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	REPLACE BATTERIES ON GENE	\$721.11
053819	KODIAK POWER SYSTE	SEWER FUND	SEWER LIFT STATIO	Repair/Maint - Bldg &	REPLACE BATTERIES & SUNSH	\$811.12
053819	KODIAK POWER SYSTE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	REPLACE BATTERIES ON GENE	\$721.12
CHECK # 053819 KODIAK POWER SYSTEMS, INC						\$2,253.35
CHECK # 053820 KWIK TRIP - GAS PURCHASES						
053820	KWIK TRIP - GAS PURC	ELECTRIC FUN	GENERATION & PO	Motor Fuels	GAS	\$85.24
053820	KWIK TRIP - GAS PURC	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	GAS	\$23.06
053820	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	GAS	\$158.40
053820	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	GAS	\$292.47
053820	KWIK TRIP - GAS PURC	SEWER FUND	SEWER COLLECTION	Motor Fuels	GAS	\$399.44
053820	KWIK TRIP - GAS PURC	SEWER FUND	WASTEWATER TREA	Motor Fuels	GAS	\$14.84
CHECK # 053820 KWIK TRIP - GAS PURCHASES						\$973.45
CHECK # 053826 MN DEPT OF HEALTH						
053826	MN DEPT OF HEALTH	WATER FUND		State Water Fee	4TH QTR WATE CONNECTION	\$1,874.00
CHECK # 053826 MN DEPT OF HEALTH						\$1,874.00
CHECK # 053827 MN ENERGY RESOURCES CORP						
053827	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Generation Exp	NATURAL GAS	\$226.54
053827	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Natural Gas - Heat	NATURAL GAS	\$774.35

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
053827	MN ENERGY RESOURCE	WATER FUND	WATER SUPPLY	Natural Gas - Heat	NATURAL GAS	\$77.15
053827	MN ENERGY RESOURCE	WATER FUND	WATER TREATMENT	Natural Gas - Heat	NATURAL GAS	\$233.67
053827	MN ENERGY RESOURCE	SEWER FUND	WASTEWATER TREA	Natural Gas - Heat	NATURAL GAS	\$600.86
CHECK # 053827 MN ENERGY RESOURCES CORP						\$1,912.57
CHECK # 053829 MP SYSTEMS INC						
053829	MP SYSTEMS INC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	ANNL INSPECTION ON BUCKET	\$913.50
CHECK # 053829 MP SYSTEMS INC						\$913.50
CHECK # 053830 NEOPOST USA INC						
053830	NEOPOST USA INC	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	POSTAGE MACHINE SUPPLIES	\$50.80
CHECK # 053830 NEOPOST USA INC						\$50.80
CHECK # 053831 OREILLY AUTOMOTIVE, INC						
053831	OREILLY AUTOMOTIVE,	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Meters	METER SOCKET WIRING CONN	\$12.97
CHECK # 053831 OREILLY AUTOMOTIVE, INC						\$12.97
CHECK # 053833 OXYGEN SERVICE CO, INC						
053833	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	CYLINDER RENTAL	\$24.80
053833	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	CYLINDER RENTAL	\$10.63
053833	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	CYLINDER RENTAL	\$43.31
053833	OXYGEN SERVICE CO, I	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CYLINDER RENTAL	\$9.49
CHECK # 053833 OXYGEN SERVICE CO, INC						\$88.23
CHECK # 053835 QUALITY DISPOSAL						
053835	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$75.00
053835	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$163.80
CHECK # 053835 QUALITY DISPOSAL						\$238.80
CHECK # 053836 QUILL CORPORATION						
053836	QUILL CORPORATION	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$98.43
053836	QUILL CORPORATION	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	FORKS	\$10.50
053836	QUILL CORPORATION	WATER FUND	WATER ADMINISTR	Office Supplies	OFFICE SUPPLIES	\$11.25
053836	QUILL CORPORATION	SEWER FUND	SEWER ADMINISTR	Office Supplies	OFFICE SUPPLIES	\$11.25
CHECK # 053836 QUILL CORPORATION						\$131.43
CHECK # 053838 RMB ENVIRONMENTAL LABS INC						
053838	RMB ENVIRONMENTAL	WATER FUND	WATER TREATMENT	Professional Services -	LAB TESTING	\$80.00
053838	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING	\$803.00
CHECK # 053838 RMB ENVIRONMENTAL LABS INC						\$883.00
CHECK # 053842 TOTAL CONTROL SYSTEMS, INC.						
053842	TOTAL CONTROL SYSTE	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	BACKUP POWER PACK	\$150.72
053842	TOTAL CONTROL SYSTE	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	VFD MOTOR RPR PARTS	\$278.76
053842	TOTAL CONTROL SYSTE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	FINAL BILL FOR WWTP LIGHNI	\$19,053.07
CHECK # 053842 TOTAL CONTROL SYSTEMS, INC.						\$19,482.55
CHECK # 053846 UPPER CASE PRINTING INK						
053846	UPPER CASE PRINTING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	NEWSLETTER & COMMUNITY	\$130.08
053846	UPPER CASE PRINTING	WATER FUND	WATER ADMINISTR	Professional Services -	NEWSLETTER & COMMUNITY	\$65.04
053846	UPPER CASE PRINTING	SEWER FUND	SEWER ADMINISTR	Professional Services -	NEWSLETTER & COMMUNITY	\$65.04
CHECK # 053846 UPPER CASE PRINTING INK						\$260.16
CHECK # 053849 WALMAN OPTICAL						
053849	WALMAN OPTICAL	ELECTRIC FUN	GENERATION & PO	Uniforms	BERGSTADT GLASSES	\$137.00
CHECK # 053849 WALMAN OPTICAL						\$137.00

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
						\$374,902.39



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE DECEMBER 2019 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY



MEMORANDUM

Date: January 21, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Approve Hire of Utility Billing Clerk II

BACKGROUND INFORMATION

At the direction of the PUC staff recruited applicants to fill the vacant Utility Billing Clerk II position over the last several weeks, and 32 applications were received. Six candidates were interviewed for the position on Thursday, January 2, 2020 by the hiring committee (Lindy Crawford, Mandi Yoder, and Jessica Bliss).

Based on the application and interviews the committee recommends hiring Wendy Hviding to fill the position under the terms of the attached offer letter. Hviding's start date will be Monday, January 27, 2020. The wages and benefits offered fit into the 2020 budget.

RECOMMENDATIONS

Motion to approve the hire of Wendy Hviding to fill the position of Utility Billing Clerk II according to the terms of the conditional offer letter.

Attachments
Employment Offer Letter



CITY OF MORA MORA MUNICIPAL UTILITIES

101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us



320.679.1511

Fax 320.679.3862

320.679.1451

January 8, 2020

Wendy Hviding
614 Grove Street N
Mora, MN 55051

RE: Conditional Offer of Employment

Dear Wendy:

Congratulations! On behalf of Mora Municipal Utilities, I am pleased to offer you the position of Utility Billing Clerk II for which you applied. This offer is conditional upon satisfactory completion of a background investigation and approval of the Public Utilities Commission.

Below are some of the details of the offer for your information:

- **Supervisor.** In this position you will report to Lindy Crawford, City Administrator/Public Utilities General Manager.
- **Background Investigation.** You will be contacted when the background investigation is complete. If satisfactory you will be instructed to come to city hall to complete the new-hire paperwork.
- **Compensation and Benefits.** If accepted, your starting annual salary will be \$42,931 which is Grade 6, Step c of the 2020 salary schedule for this position. You will be eligible for wage increases per the city/utilities compensation schedule, generally upon completion of probation and then on your anniversary date. A copy of the City of Mora/Mora Municipal Utilities personnel policy will be provided at your orientation. This position is eligible for PERA retirement program and paid leave.
- **Status/Hours.** This position is classified as regular, full-time. It is a non-union, FLSA non-exempt position. Hours of work are based upon employer needs and are generally Monday through Friday 7:45 a.m. to 4:15 p.m.
- **Probationary Period.** You will serve a six-month probationary period. During this period you will be evaluated as to your suitability for the position.
- **Start Date.** We will set a tentative start date for Monday, January 27, 2020 at 8:00 a.m. Please report directly to City Hall.



CITY OF MORA MORA MUNICIPAL UTILITIES

101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us



320.679.1511

Fax 320.679.3862

320.679.1451

Other benefits and conditions of employment are explained in the city's personnel policy.

Please acknowledge your acceptance of this conditional offer in writing by signing below and returning it to Mandi Yoder by Thursday, January 9, 2020. If you have any questions, please contact her at (320) 225-4804 or by email at m.yoder@cityofmora.com.

Sincerely,

/S/ Lindy Crawford
City Administrator/Public Utilities General Manager

The foregoing conditional offer of employment is hereby accepted.

Name - PRINTED

Date

Name - SIGNED

RETURN SIGNED COPY TO: CITY OF MORA, HUMAN RESOURCES OFFICE, 101 LAKE STREET SOUTH, MORA, MN 55051



MEMORANDUM

Date: January 21, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Organizational Chart Update

SUMMARY

Review and approve the updated organizational chart.

BACKGROUND INFORMATION

The last time the City and MMU organizational chart was updated was 2016. There have been several changes made regarding staffing of various departments since then, and there is a need for an updated chart.

The updated chart accounts for the Activities and Recreation Coordinator position and those supervised including MAC positions and the updated staffing plan for the Mora HRA.

OPTIONS AND IMPACTS

The organizational chart is an organizational tool that helps clarify relationships internally and externally. It is used in a number of instances throughout the year in the personnel policy, CAFR, and other documents.

RECOMMENDATIONS

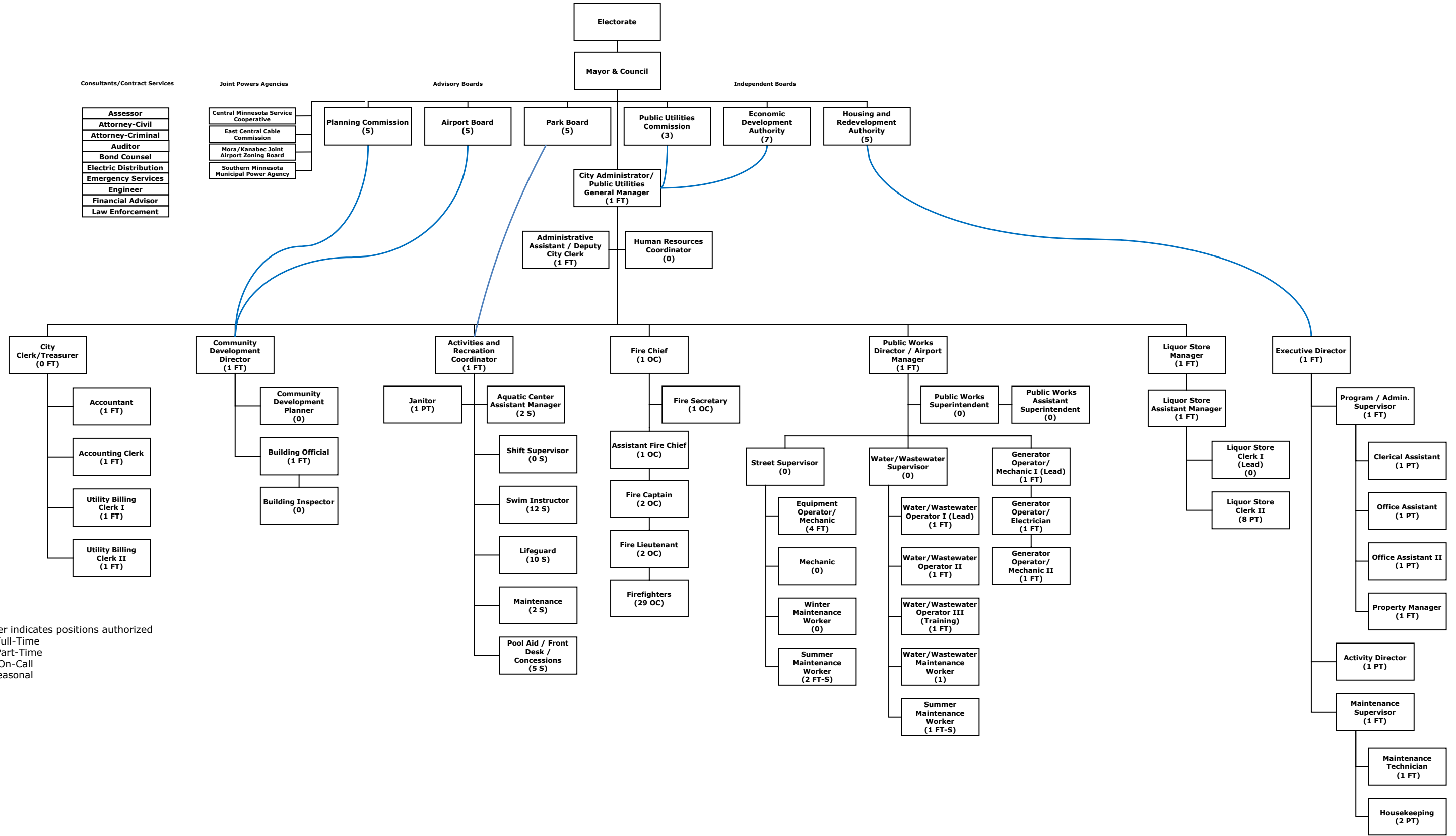
Motion to approve the updated organizational chart as presented.

Attachments

Draft 2020 Organizational Chart
2016 Organizational Chart

CITY OF MORA, KANABEC COUNTY, MINNESOTA
Staff Organizational Chart
January 2020

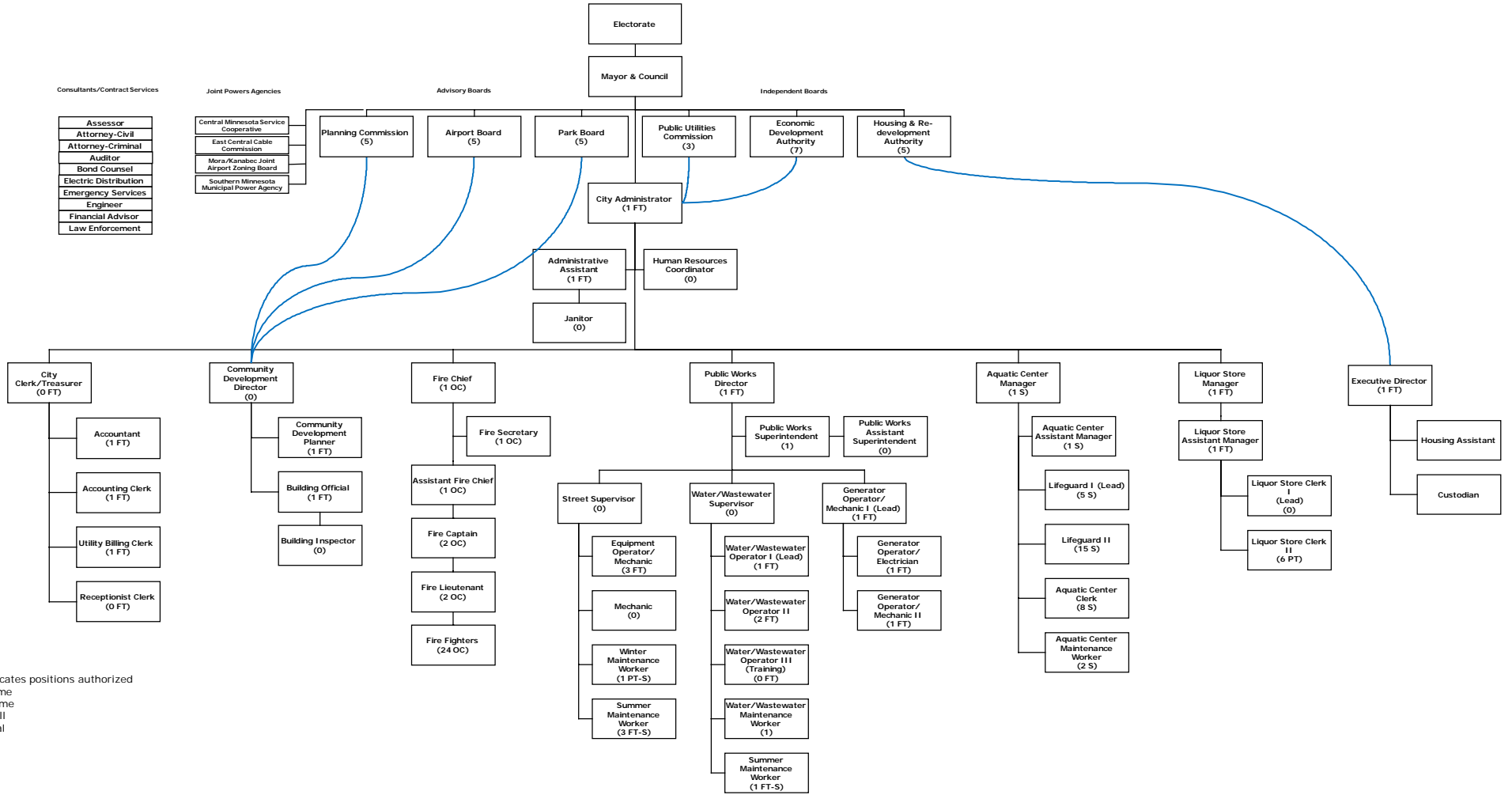
ver. 1.0



Number indicates positions authorized
 FT = Full-Time
 PT = Part-Time
 OC = On-Call
 S = Seasonal

CITY OF MORA, KANABEC COUNTY, MINNESOTA
Staff Organizational Chart
February 2016

ver. 7.0



Number indicates positions authorized
 FT = Full-Time
 PT = Part-Time
 OC = On-Call
 S = Seasonal



MEMORANDUM

Date: January 21, 2020
To: Public Utilities Commission
From: Jessica Bliss, Utility Billing Clerk I
RE: Distributed Energy Resources and Net Metering Policy

SUMMARY

The PUC will consider amending the existing distributed energy resources (DER) and net metering policy regarding customer credit payouts.

BACKGROUND INFORMATION

At the November 18, 2019 PUC meeting, PUC directed staff to bring back a DER (solar) customer credit balance policy and to pay out December 31, 2019 credit balances on solar accounts.

Staff found an existing policy in place, created by SMMPA and adopted by the PUC on May 20, 2019. The adopted policy states on item 14:

Payment for the purchase of the qualifying facility's electricity herein shall be in the form of a credit on the customer's monthly billing invoice or paid by check or electronic payment to the customer with fifteen days of the billing date whichever is selected and indicated in the contract.

To meet the criteria discussed at the November 2019 meeting, this part of the policy would need to be amended.

OPTIONS & IMPACTS

1. Keep the existing policy regarding DER and net metering as adopted and continue to carry credits or pay out monthly.
2. Amend the DER and net metering policy to read *"Payment for the purchase of the qualifying facility's electricity herein shall be in the form of a credit on the customer's monthly billing invoice or paid by check or electronic payment to the customer annually within fifteen days after December 31st whichever is selected and indicated in the contract."*

RECOMMENDATIONS

Motion to amend the existing distributed energy resources and net metering policy as presented by staff in option two above.

Attachments

Distributed Energy Resources and Net Metering Policy



**Mora Municipal Utilities Policy
Regarding Distributed Energy Resources
and Net Metering**

To establish the application procedure and qualification criteria for all customers for the delivery, interconnection, metering and purchase of electricity from distributed energy resource facilities and to comply with applicable laws and rules governing distributed energy resources.

The Utility recognizes its obligation to provide interconnection to eligible qualifying facilities and will comply with all applicable laws and rules governing distributed energy resources.

For purposes of this policy, the following terms have the meanings given them:

- A. **Average retail energy rate** - the average of the retail energy rates, exclusive of special rates based on income, age, or energy conservation, according to the applicable rate schedule of the Utility for sales to the class of customer of which the customer/qualifying facility belongs.
- B. **Avoided costs** - the incremental costs to the Utility of electric energy or capacity or both which, but for the purchase from the qualifying facility, the Utility would generate itself or purchase from another source.
- C. **Contract** - the written agreement between the customer/qualifying facility and the Utility, as established in the Utility's Rules Governing Interconnection of Cogeneration and Small Power Production.
- D. **Distributed energy resource (DER)** - a distributed generation system incorporated with or without an electric storage system.
- E. **Interconnection application** - the form to be used by the customer to submit its formal request for interconnection to the Utility and which shall be substantially similar in form to that contained in the Distributed Energy Resources Interconnection Process adopted by the Utility.
- F. **Interconnection rules** - any applicable rules developed in accordance with Minnesota Statutes §§216B.164 and 216B.1611. This includes the Utility's Rules Governing Interconnection of Cogeneration and Small Power Production. It also includes the Utility's Distributed Energy Resources Interconnection Process which includes its Simplified Process, Fast Track Process, and Study Process as well as the technical requirements incorporated therein or any future technical requirements adopted by the Utility.
- G. **Measured capacity** - for purposes of determining capacity, it shall be measured based on the highest fifteen (15) minute average demand of the unit in any one billing period.
- H. **Net metering/net billing** - the process whereby the customer and the Utility compensate each other based on the difference in the amount of energy each sells to the other at the net metered facility.
- I. **Net metered facility** - an electric generation facility constructed for the purpose of offsetting energy use through the use of renewable energy or high efficiency generation sources with a capacity of less than 40 kilowatts that has elected in writing to be compensated for excess generation through net metering/net billing.
- J. **Total generator nameplate capacity** - the nominal voltage (V), current (A), maximum active power (kWac), apparent power (kVA), and reactive power (kvar) at which a distributed energy resource (DER), is capable of sustained operation. For a qualifying facility with multiple units, the total generator capacity is equal to the sum of all individual DER units' nameplate rating in the qualifying facility. The DER system's total generation capacity may,

with the Utility's agreement, be limited thought use of control systems, power relays or similar device settings or adjustments as identified in IEEE 1547. The customer must fully, accurately and completely disclose in its interconnection application to the Utility, the technical specifications for any capacity limiting device contemplated and the customer shall furnish the Utility with any factory manuals or other similar documents requested from the Utility regarding such limiting or other control devices which factor into the calculation of total generator capacity.

- K. **Qualifying facility** - a cogeneration or small power production facility which satisfies the conditions established in Code of Federal Regulations, title 18, part 292. The qualifying facility must be owned by a customer of the Utility and located in the Utility service area.
- L. **Utility** - Mora Municipal Utilities.

In the event an inconsistency exists between terms in this policy and those established by applicable statute, rule or court order, then the definition so established shall supersede the definition used in this policy and shall govern.

All customers are eligible for distributed generation, interconnection with the Utility's distribution system and application of net metering upon the following terms and conditions.

1. The customer must meet the eligibility requirements set forth in the federal Public Utility Regulatory Policies Act of 1978 (PURPA) *18 C.F.R. 292.303, 292.304 and Minnesota's distributed generation laws. Minn. Stat. §216B.164.
2. The customer shall complete, sign and return to Utility either the Interconnection Application or the Simplified Process Application in the form prescribed in the Utility's Distributed Energy Resources Interconnection Process. The application shall be approved by the Utility prior to the customer beginning the project. The customer signature on the application indicates the customer shall follow the steps outlined in the Utility's interconnection rules.
3. The customer shall enter into a written contract with the Utility using the uniform contract contained in the Utility's Rules Governing Interconnection of Cogeneration and Small Power Production.
4. The qualifying facility shall pay the Utility for all reasonable costs of interconnection including those costs outlined in Minnesota Statute 216B.164, the Utility's DER Interconnection Process, and the State of Minnesota Interconnection Technical Requirements.
5. The qualifying facility's total generator nameplate capacity shall be less than 40 kW and the facility shall operate at a measured capacity of less than 40 kW at all times to qualify for net metering/net billing or roll over credit compensation.
6. The Utility may limit the capacity and operating characteristics of qualifying facility single phase generators in a manner consistent with the Utility limitations for single phase motors, when necessary to avoid a qualifying facility from causing problems with the service of other customers.
7. The Utility may require the qualifying facility to discontinue parallel generation operations when necessary for system safety.

8. The power output from the qualifying facility must be maintained so that frequency and voltage are compatible with normal Utility service and do not cause that service to fall outside the prescribed limits of interconnection rules and other standard limitations.
9. The qualifying facility shall keep in force liability insurance against personal or property damage due to the installation, interconnection, and operation of its electric generating facilities. The amount of insurance coverage shall be the maximum amount of said insurance for a qualifying facility or net metered facility as outlined in the Utility's DER Interconnection Process.
10. Failure of the qualifying facility to operate its distributed energy resource at a measured capacity below the 40 kW AC capacity limit established by Minn. Stat. §216B.164, Sub. 3 and as contemplated by this policy, shall result in the following. The Utility will notify the customer/qualifying facility of the fact that its generating equipment has failed to operate below the 40 kW AC maximum capacity and will provide the customer/qualifying facility with the date, time and kW reading that substantiate this finding.
11. The Utility shall compensate the customer/qualifying facility for all metered electricity produced by said qualifying facility during the thirty (30) day period during which the failure occurred, at the Utility's wholesale power supplier's avoided cost rate.
12. The Utility shall continue to pay the customer/qualifying facility for subsequent electricity produced and delivered pursuant to the contract, at the Utility's wholesale power supplier's avoided cost rate until:
 1. The problem with the generator that caused it to operate at or above the statutory maximum capacity has been remedied; and
 2. The Utility has been provided documentation adopted by a Minnesota Professional Engineer that confirms the problem with the generator has been remedied.
13. Any customer account eligible for net metering/net billing is not eligible for any other load management discounts unless agreed to by the Utility.
14. Payment for the purchase of the qualifying facility's electricity herein shall be in the form of a credit on the customer's monthly billing invoice or paid by check or electronic payment to the customer within fifteen (15) days of the billing date, whichever is selected and indicated in the contract.
15. The customer must be, and continue to be, current with payment on its electric account with Utility.
16. The customer must not enter into any arrangement that violates the Utility's exclusive right to provide electric service in its service area under Minnesota Statutes §§216B.37-44.
17. In the event that the distributed generator fails to meet the requirements of this policy for a total distributed generation capacity of less than 40 kW AC, and fails to satisfy the corrective requirements set forth in Section 12 above, then the Utility will have the right to (1) cancel the contract with the owner of the qualifying facility, and (2) enter into a new contract with the owner of the qualifying facility that, among other changes, adjusts the qualifying facility's rated capacity and specifies avoided cost pricing for the qualifying facility's output. To the extent that the Utility does not have the obligation to make purchases from qualifying facilities of 40 kW or greater due to transfer of the obligation to the Utility's wholesale supplier that has been approved by the Federal Energy Regulatory Commission, the new agreement will be between the Utility's wholesale supplier and the

qualifying facility. In either case, the Utility (and, as applicable, the Utility's wholesale supplier) and the owner of the qualifying facility will cooperate in the transition from the form of contract set forth in the Utility's Rules Governing Interconnection of Cogeneration and Small Power Production to a new form of contract appropriate to a qualifying facility with a capacity of 40 kW or greater.

18. Fully executed interconnection contracts for distributed energy resources may be canceled in the event the distributed energy resource fails to interconnect to the Utility's distribution system within twelve (12) months of signing of the interconnection contract by the qualifying facility and the Utility.

Utility Billing Monthly Report

Calendar Year 2019

Description	As of 1/31/2019	As of 2/28/2019	As of 3/31/2019	As of 4/30/2019	As of 5/31/2019	As of 6/30/2019	As of 7/31/2019	As of 8/31/2019	As of 9/30/2019	As of 10/31/2019	As of 11/30/2019	As of 12/31/2019
Total Account Balances	\$ 564,453.77	\$ 658,956.46	\$ 591,049.55	\$ 567,700.52	\$ 507,904.52	\$ 597,300.38	\$ 675,804.32	\$ 668,895.40	\$ 597,574.78	\$ 549,675.77	\$ 548,111.49	\$ 569,570.58
Current Period	\$ 540,466.47	\$ 620,787.95	\$ 547,042.42	\$ 522,637.58	\$ 464,483.94	\$ 550,993.24	\$ 619,402.96	\$ 620,898.27	\$ 546,739.86	\$ 504,921.70	\$ 495,594.73	\$ 527,420.22
1 Period Overdue	\$ 20,505.36	\$ 31,406.10	\$ 37,039.44	\$ 31,031.76	\$ 26,159.07	\$ 24,412.18	\$ 34,183.74	\$ 26,934.84	\$ 30,526.62	\$ 26,139.08	\$ 30,003.41	\$ 24,705.45
2 Periods Overdue	\$ 3,778.51	\$ 6,252.23	\$ 5,625.37	\$ 11,350.78	\$ 10,170.37	\$ 9,883.20	\$ 8,268.18	\$ 9,702.35	\$ 3,868.22	\$ 10,308.01	\$ 10,094.17	\$ 7,434.30
3 Periods Overdue	\$ (718.99)	\$ 510.18	\$ 1,342.32	\$ 2,910.32	\$ 6,566.99	\$ 12,011.76	\$ 14,150.88	\$ 10,907.29	\$ 16,641.52	\$ 8,512.69	\$ 12,398.09	\$ 5,022.36
Total Penalties Applied to Account	\$ 4,382.49	\$ 5,349.92	\$ 6,104.79	\$ 7,631.93	\$ 6,132.46	\$ 6,718.35	\$ 7,513.41	\$ 7,661.06	\$ 7,310.49	\$ 6,926.14	\$ 6,586.74	\$ 3,914.54
Past Due/Disconnection Notices Mailed (customer 30 days or more past due) *	70	60	58	58	70	73	57	52	73	72	68	63
Utility Disconnects	3	3	4	5	2	7	2	3	4	3	0	0
Missed Payments on Payment Agreement	3	1	2	3	1	2	1	2	2	1	0	0
No Response to Past Due/Disc Notice/Door Tag	0	2	2	2	1	5	1	1	2	2	0	0

* Does not include Quamba residents, customers with a payment agreement in place, and water only accounts.

COMMENTS:

Credit balance for '3 Periods Overdue' is due to overpayment on accounts, energy assistance, and a solar connection credit.

Monthly Utility Account Adjustments Report
For Adjustments \$50.00 or higher

DATE	SERVICE	QUANTITY	AMOUNT	NOTES
DECEMBER 2019				
NO ADJUSTMENTS TO REPORT FOR DECEMBER 2019				

**MORA MUNICIPAL UTILITIES
SANITARY SEWER RESPONSE REPORT
2019**

No.	Date	Time	Address	Sewage Back-up	Manholes Clear	Comments
1	Tue, January 15, 2019	12:03 PM	313 Wood St. South	yes	yes	Checked up and down stream manholes, clear. Owners service line plugged, staff advised cleaning.
2	Wed, January 16, 2019	2:40 PM	48 Union St. North	yes	yes	Checked up and down stream manholes, clear. Owners service line plugged, staff advised cleaning.
3	Mon, February 04, 2019	8:30 AM	336 McLean Street	yes	yes	Checked up and down stream manholes, clear. Owners service line plugged, staff advised cleaning.
4	Mon, February 25, 2019	2:40 PM	2299 Quarter Street	yes	yes	Checked up and down stream manholes, clear. Service line frozen, advised to have plumber look into it.
5	Tue, March 26, 2019	8:30 AM	18458 Mcarty Court	yes	yes	Checked up and down stream manholes, clear. Service line frozen under mobile home, advised to have plumber look into it.
6	Thu, March 21, 2019	6:20 AM	620 Watkins St.	yes	no	Manline sewer frozen. Jetted line clear and flushed. No comments from homeowner after actions were taken.
7	Sat, March 23, 2019	6:36 PM	101 Villa Drive	yes	no	City main line plugged. Jetted clear, found rags and non-degradable wipes.
8	Wed, March 27, 2019	10:00 AM	2174 Howe Ave	yes	yes	Checked up and down stream manholes, clear. Jetted line per customer request, no change in outcome. Service line possible frozen.
9	Thu, May 09, 2019	8:13 AM	415 Fair Ave West	yes	yes	Checked up and down stream manholes, clear. Owners service line plugged, staff advised cleaning.
10	Tue, May 21, 2019	8:13 AM	711 Bean Ave	yes	yes	Checked up and down stream manholes, clear. Owners service line plugged, staff advised cleaning.

11	Wed, May 22, 2019	3:26 PM	200 Maple Ave West	yes	no	Mainline plugged. Jetted sewer clear. Issue is at 100' from union and schedule to be fixed this summer.
12	Mon, June 10, 2019	1:25 PM	513 3rd street	yes	yes	Checked up and down stream manholes, clear. Owners service line plugged, staff advised cleaning.
13	Mon, August 05, 2019	11:55 AM	999 Maple Ave East	yes	yes	Checked up and down stream manholes, clear. Owners service line plugged, staff advised cleaning. Owner had plumber out previously will call back.
14	Mon, August 26, 2019	7:45 AM	59 Malmgren	yes	yes	Checked main mainhole from park, clear. Sewer line under trailer plugged and connection broken. Advised repair and cleaning.
15	Sat, August 31, 2019	1:35 PM	312 Riverside St.	yes	yes	checked up and downstream manholes, clear. Service line plugged, staff advised owner to have sewer cleaned.
16	Tue, December 03, 2019	12:40 PM	600 Forest Ave. West	yes	yes	checked up and downstream manholes, clear. Service line plugged, staff advised owner to have sewer cleaned.
17	Thu, December 26, 2019	9:15 AM	222 2nd St.	yes	yes	checked up and downstream manholes, clear. Service line plugged, staff advised owner to have sewer cleaned.