



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

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

Monday, January 17, 2023

3:00 PM

Mora City Hall

- 1. Call to Order / Pledge of Allegiance**
- 2. Oath of Office** – Commissioner Baldwin and Commissioner Heggerness will be sworn into office.
- 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. 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 19, 2022*
 - b. *December 2022 Claims*
- 6. 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.)*
- 7. Special Business**
 - a. Cross Training Proposal
- 8. New Business**
 - a. Distributed Energy Report
 - b. Accountant Offer of Employment – K Christianson
- 9. Old Business**
 - a. Fee Schedule- Electric Rate Correction
- 10. Communications**
 - a. Quarterly EV Charger Report
 - b. Quarterly Utility Account Adjustment
 - c. Quarterly Utility Balance Update
 - d. 2022 Outage Report
- 11. Reports**
 - a. Public Utilities General Manager – Request participant for Elec. Mngr. interviews 2/13/2023
 - b. Public Works Director
 - c. Commissioner Heggerness
 - d. Commissioner Chmiel
 - e. Commissioner Christianson
 - f. Commissioner Baldwin
 - g. Chair Ardner
- 12. Adjournment**

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

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 001256 COMPLETE MERCHANT SOLUTIONS						
001256	COMPLETE MERCHANT	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$386.00
001256	COMPLETE MERCHANT	WATER FUND	WATER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$193.00
001256	COMPLETE MERCHANT	SEWER FUND	SEWER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$193.00
						<u>\$772.00</u>
CHECK # 001256 COMPLETE MERCHANT SOLUTIONS						
CHECK # 001257 MORA MUNICIPAL UTILITIES						
001257	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Water	UTILITIES	\$80.72
001257	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Sewer	UTILITIES	\$28.77
001257	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Storm Water	UTILITIES	\$18.83
001257	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Electricity	UTILITIES	\$782.51
001257	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Storm Water	UTILITIES	\$23.36
001257	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Storm Water	UTILITIES	\$11.68
001257	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Electricity	UTILITIES	\$959.09
001257	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Electricity	UTILITIES	\$63.01
001257	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Storm Water	UTILITIES	\$13.04
001257	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Storm Water	UTILITIES	\$11.68
001257	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Electricity	UTILITIES	\$863.58
001257	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Storm Water	UTILITIES	\$24.03
001257	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Water	UTILITIES	\$142.77
001257	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Electricity	UTILITIES	\$3,694.82
						<u>\$6,717.89</u>
CHECK # 001257 MORA MUNICIPAL UTILITIES						
CHECK # 001258 ONLINE COLLECTIONS						
001258	ONLINE COLLECTIONS	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	NEW UB CUSTOMER CREDIT C	\$59.60
						<u>\$59.60</u>
CHECK # 001258 ONLINE COLLECTIONS						
CHECK # 001260 MN DEPT OF REVENUE						
001260	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT - NOV	\$22,194.00
001260	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT - NOV	\$1.00
001260	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT - NOV	\$2.00
001260	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT - NOV	\$6.00
001260	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT - NOV	\$4.00
001260	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	SALES & USE TAX PYMT - NOV	\$43.00
001260	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	SALES & USE TAX PYMT - NOV	\$53.00
001260	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	SALES & USE TAX PYMT - NOV	\$3.00
001260	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Small Tools & Equipm	SALES & USE TAX PYMT - NOV	\$2.00
001260	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	SALES & USE TAX PYMT - NOV	\$3.00
001260	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT - NOV	\$11.00
001260	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT - NOV	\$993.00
						<u>\$23,315.00</u>
CHECK # 001260 MN DEPT OF REVENUE						
CHECK # 001262 PAYLIANCE						
001262	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$48.90
001262	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$24.45
001262	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$24.45
						<u>\$97.80</u>
CHECK # 001262 PAYLIANCE						
CHECK # 001263 SMMPA						
001263	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$340,263.76
						<u>\$340,263.76</u>
CHECK # 001263 SMMPA						
CHECK # 001265 NEIGHBORHOOD NATIONAL BANK						
001265	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONTHLY RETURNED CHECK	\$10.00
001265	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY BUSINESS ONLINE	\$10.00

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001265	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY UB ACH FILE FEE	\$30.00
CHECK # 001265 NEIGHBORHOOD NATIONAL BANK						\$50.00
CHECK # 001268 NEIGHBORHOOD NATIONAL BANK						
001268	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	XFR MONTHLY MAINT FEE TO	\$24.00
CHECK # 001268 NEIGHBORHOOD NATIONAL BANK						\$24.00
CHECK # 059409 AMAZON CAPITAL SERVICES						
059409	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	COFFEE & PAPER PLATES	\$17.19
059409	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	2023 MONTHLY PLANNER	\$18.12
059409	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	GLENN 2023 PLANNER	\$7.25
059409	AMAZON CAPITAL SERV	WATER FUND	WATER ADMINISTR	Office Supplies	GLENN 2023 PLANNER	\$3.62
059409	AMAZON CAPITAL SERV	WATER FUND	WATER ADMINISTR	Office Supplies	2023 MONTHLY PLANNER	\$9.07
059409	AMAZON CAPITAL SERV	SEWER FUND	SEWER ADMINISTR	Office Supplies	2023 MONTHLY PLANNER	\$9.07
059409	AMAZON CAPITAL SERV	SEWER FUND	SEWER ADMINISTR	Office Supplies	GLENN 2023 PLANNER	\$3.62
CHECK # 059409 AMAZON CAPITAL SERVICES						\$67.94
CHECK # 059411 BERGSTADT, GARY						
059411	BERGSTADT, GARY	ELECTRIC FUN	GENERATION & PO	Uniforms	CLOTHING	\$156.88
CHECK # 059411 BERGSTADT, GARY						\$156.88
CHECK # 059423 MATTSON, KEN						
059423	MATTSON, KEN	WATER FUND	WATER ADMINISTR	Uniforms	WORK SHIRTS	\$75.98
059423	MATTSON, KEN	SEWER FUND	SEWER ADMINISTR	Uniforms	WORK SHIRTS	\$123.98
CHECK # 059423 MATTSON, KEN						\$199.96
CHECK # 059429 NEONLINK LLC						
059429	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PAYMENT PROCESSING	\$152.00
059429	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$76.00
059429	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$76.00
CHECK # 059429 NEONLINK LLC						\$304.00
CHECK # 059446 ABERNATHY, DAVID						
059446	ABERNATHY, DAVID	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT - 433 WA	\$150.14
CHECK # 059446 ABERNATHY, DAVID						\$150.14
CHECK # 059448 AMAZON CAPITAL SERVICES						
059448	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	IN/OUT BOARD	\$24.63
CHECK # 059448 AMAZON CAPITAL SERVICES						\$24.63
CHECK # 059450 BERGSTADT, GARY						
059450	BERGSTADT, GARY	ELECTRIC FUN	GENERATION & PO	Uniforms	WINTER COAT	\$141.36
CHECK # 059450 BERGSTADT, GARY						\$141.36
CHECK # 059455 COMMERCIAL PLASTICS MORA LLC						
059455	COMMERCIAL PLASTICS	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	LIGHTING FIXTURES & LAMP R	\$50,650.00
CHECK # 059455 COMMERCIAL PLASTICS MORA LLC						\$50,650.00
CHECK # 059458 FELGER, MATT						
059458	FELGER, MATT	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	XFRMR SCHOOLING MEALS	\$183.38
CHECK # 059458 FELGER, MATT						\$183.38
CHECK # 059459 HANDY, ANTHONY						
059459	HANDY, ANTHONY	ELECTRIC FUN		Undistributed Receipts	RFUND DEPOSIT - 450 BEAN A	\$172.81
CHECK # 059459 HANDY, ANTHONY						\$172.81
CHECK # 059466 MILACA REALTY - KRUSE, KITTY						

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
059466	MILACA REALTY - KRUS	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT - 700 FAIR	\$152.30
CHECK # 059466 MILACA REALTY - KRUSE, KITTY						\$152.30
CHECK # 059471 RAMTHUN, DYLAN						
059471	RAMTHUN, DYLAN	WATER FUND	WATER ADMINISTR	Uniforms	CLOTHING	\$95.00
059471	RAMTHUN, DYLAN	SEWER FUND	SEWER ADMINISTR	Uniforms	CLOTHING	\$155.00
059471	RAMTHUN, DYLAN	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	CLOTHING & WW D LICENSE T	\$37.83
CHECK # 059471 RAMTHUN, DYLAN						\$287.83
CHECK # 059472 RATHE, REAGAN						
059472	RATHE, REAGAN	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT-431 CENTR	\$85.90
CHECK # 059472 RATHE, REAGAN						\$85.90
CHECK # 059480 BEAUDRY OIL & PROPANE						
059480	BEAUDRY OIL & PROPANE	ELECTRIC FUN		Accounts Payable	ENGINE FUEL	\$22,369.84
059480	BEAUDRY OIL & PROPANE	ELECTRIC FUN		Accounts Payable	ENGINE FUEL	\$22,372.86
CHECK # 059480 BEAUDRY OIL & PROPANE						\$44,742.70
CHECK # 059484 CARDMEMBER SERVICE						
059484	CARDMEMBER SERVICE	ELECTRIC FUN		Accounts Payable	STULC HOTEL FOR XFRMR SCH	\$298.71
059484	CARDMEMBER SERVICE	ELECTRIC FUN		Accounts Payable	FELGER HOTEL FOR XFRMR SC	\$298.71
059484	CARDMEMBER SERVICE	WATER FUND		Accounts Payable	DYLAN HOTEL FOR WATER TR	\$320.52
059484	CARDMEMBER SERVICE	WATER FUND		Accounts Payable	DYLAN & RILEY TO TRAINING	\$530.00
CHECK # 059484 CARDMEMBER SERVICE						\$1,447.94
CHECK # 059485 HOME SERVE USA						
059485	HOME SERVE USA	WATER FUND		Accounts Payable	SERVLIN PREMIUM - DEC 202	\$854.00
059485	HOME SERVE USA	SEWER FUND		Accounts Payable	SERVLIN PREMIUM - DEC 202	\$908.00
CHECK # 059485 HOME SERVE USA						\$1,762.00
CHECK # 059487 MN DEPT OF HEALTH-WATER FEE						
059487	MN DEPT OF HEALTH-W	WATER FUND		Accounts Payable	OCT - DEC 2022 WATER CONN	\$2,928.00
CHECK # 059487 MN DEPT OF HEALTH-WATER FEE						\$2,928.00
CHECK # 059488 ONLINE COLLECTIONS						
059488	ONLINE COLLECTIONS	ELECTRIC FUN		Accounts Payable	B.J. TALMAGE COLLECTION CO	\$155.75
CHECK # 059488 ONLINE COLLECTIONS						\$155.75
CHECK # 059489 SALVATION ARMY - ROSEVILLE						
059489	SALVATION ARMY - ROS	ELECTRIC FUN		Accounts Payable	REFUND DEPOSIT FOR TERES	\$204.20
CHECK # 059489 SALVATION ARMY - ROSEVILLE						\$204.20
CHECK # 059494 CENTURYLINK						
059494	CENTURYLINK	SEWER FUND	SEWER ADMINISTR	Telephone	WWTP PHONE	\$127.76
CHECK # 059494 CENTURYLINK						\$127.76
CHECK # 059507 US BANK						
059507	US BANK	WATER FUND		Bonds Payable	BOND PAYMENTS-SERIES 2015	\$21,842.00
059507	US BANK	WATER FUND	WATER ADMINISTR	Interest Expense	BOND PAYMENTS-SERIES 2015	\$1,863.17
059507	US BANK	SEWER FUND		Bonds Payable	BOND PAYMENTS-SERIES 2015	\$17,658.00
059507	US BANK	SEWER FUND	SEWER ADMINISTR	Interest Expense	BOND PAYMENTS-SERIES 2015	\$1,547.89
CHECK # 059507 US BANK						\$42,911.06
CHECK # 059521 MIDCO						
059521	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE/INTERNET	\$128.75
059521	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	PHONE/INTERNET	\$183.33

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
059521	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.39
CHECK # 059521 MIDCO						\$582.47
CHECK # 059523 MN MUNICIPAL UTILITIES ASSN						
059523	MN MUNICIPAL UTILITI	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	APPRENTICE LINEWORKER DE	\$2,224.50
CHECK # 059523 MN MUNICIPAL UTILITIES ASSN						\$2,224.50
CHECK # 059524 ODP BUSINESS SOLUTIONS LLC						
059524	ODP BUSINESS SOLUTI	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	PAPER TOWELS	\$55.58
CHECK # 059524 ODP BUSINESS SOLUTIONS LLC						\$55.58
CHECK # 059527 VERIZON WIRELESS						
059527	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL/IPAD	\$150.40
059527	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL/IPAD	\$53.23
059527	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL/IPAD	\$84.25
CHECK # 059527 VERIZON WIRELESS						\$287.88
CHECK # 059528 ACE HARDWARE						
059528	ACE HARDWARE	ELECTRIC FUN		Accounts Payable	SOAP	\$3.99
059528	ACE HARDWARE	ELECTRIC FUN		Accounts Payable	TRUCK STRAPS	\$26.99
059528	ACE HARDWARE	ELECTRIC FUN		Accounts Payable	POWER PLANT DOOR SEALS	\$17.18
059528	ACE HARDWARE	ELECTRIC FUN		Accounts Payable	BATTERIES, LOCK TIGHT	\$27.56
059528	ACE HARDWARE	ELECTRIC FUN		Accounts Payable	HANDWARMERS	\$27.98
059528	ACE HARDWARE	WATER FUND		Accounts Payable	GARAGE OPENERS	\$84.00
059528	ACE HARDWARE	WATER FUND		Accounts Payable	MOP BUCKET	\$4.59
059528	ACE HARDWARE	WATER FUND		Accounts Payable	HEAT TAPE, WASHER FLUID	\$47.58
059528	ACE HARDWARE	WATER FUND		Accounts Payable	SHOVELS	\$39.98
059528	ACE HARDWARE	WATER FUND		Accounts Payable	SHOVELS	\$143.96
059528	ACE HARDWARE	SEWER FUND		Accounts Payable	METAL CUTOFF BLADES	\$44.30
059528	ACE HARDWARE	SEWER FUND		Accounts Payable	WWTP FURNACE FILTERS	\$16.77
059528	ACE HARDWARE	SEWER FUND		Accounts Payable	PROPANE/TORCH	\$59.96
059528	ACE HARDWARE	SEWER FUND		Accounts Payable	TRUCK TOOLS	\$230.96
CHECK # 059528 ACE HARDWARE						\$775.80
CHECK # 059530 ARAMARK						
059530	ARAMARK	SEWER FUND		Accounts Payable	WWTP RUGS	\$102.45
CHECK # 059530 ARAMARK						\$102.45
CHECK # 059531 AUTO VALUE MORA						
059531	AUTO VALUE MORA	ELECTRIC FUN		Accounts Payable	SNOW BLOWER RPR PARTS	\$23.47
059531	AUTO VALUE MORA	ELECTRIC FUN		Accounts Payable	BUCKET TRUCK RPR PARTS	\$3.95
059531	AUTO VALUE MORA	ELECTRIC FUN		Accounts Payable	BRAKES PART CLEANER	\$53.88
059531	AUTO VALUE MORA	ELECTRIC FUN		Accounts Payable	TRUCK STEPS	\$618.98
059531	AUTO VALUE MORA	SEWER FUND		Accounts Payable	DIESEL EXHAUST FLUID	\$14.79
059531	AUTO VALUE MORA	SEWER FUND		Accounts Payable	PLOW RPR PARTS	\$43.99
CHECK # 059531 AUTO VALUE MORA						\$759.06
CHECK # 059533 BORDER STATES ELECTRIC						
059533	BORDER STATES ELECT	ELECTRIC FUN		Accounts Payable	OH RISER WIRE	\$496.07
CHECK # 059533 BORDER STATES ELECTRIC						\$496.07
CHECK # 059536 CINTAS						
059536	CINTAS	ELECTRIC FUN		Accounts Payable	MATS, MOPS	\$77.36
CHECK # 059536 CINTAS						\$77.36
CHECK # 059540 DGR ENGINEERING						

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
059540	DGR ENGINEERING	ELECTRIC FUN		Accounts Payable	SOLAR CONNECTION REVIEW	\$232.00
CHECK # 059540 DGR ENGINEERING						\$232.00
CHECK # 059541 EAST CENTRAL ENERGY-ECE SERV						
059541	EAST CENTRAL ENERGY	ELECTRIC FUN		Accounts Payable	DEC 2022 LABOR & EQUIPMEN	\$274.69
059541	EAST CENTRAL ENERGY	ELECTRIC FUN		Accounts Payable	DEC 2022 DISPATCH SERVICE	\$795.15
CHECK # 059541 EAST CENTRAL ENERGY-ECE SERV						\$1,069.84
CHECK # 059542 EAST CENTRAL ENERGY-ELECT						
059542	EAST CENTRAL ENERGY	SEWER FUND		Accounts Payable	ELECTRICITY	\$139.76
CHECK # 059542 EAST CENTRAL ENERGY-ELECT						\$139.76
CHECK # 059544 FEDERATED COOP						
059544	FEDERATED COOP	SEWER FUND		Accounts Payable	20 LB PROPANE REFILL	\$19.99
CHECK # 059544 FEDERATED COOP						\$19.99
CHECK # 059545 FREEDOM MAILING SERVICES INC						
059545	FREEDOM MAILING SER	ELECTRIC FUN		Accounts Payable	NEWSLETTER/SURVEY FOLD/S	\$11.14
059545	FREEDOM MAILING SER	ELECTRIC FUN		Accounts Payable	BILL PROCESSING	\$475.52
059545	FREEDOM MAILING SER	WATER FUND		Accounts Payable	BILL PROCESSING	\$237.77
059545	FREEDOM MAILING SER	WATER FUND		Accounts Payable	NEWSLETTER/SURVEY FOLD/S	\$5.57
059545	FREEDOM MAILING SER	SEWER FUND		Accounts Payable	BILL PROCESSING	\$237.77
059545	FREEDOM MAILING SER	SEWER FUND		Accounts Payable	NEWSLETTER/SURVEY FOLD/S	\$5.57
CHECK # 059545 FREEDOM MAILING SERVICES INC						\$973.34
CHECK # 059546 GOPHER STATE ONE-CALL INC						
059546	GOPHER STATE ONE-CA	ELECTRIC FUN		Accounts Payable	DEC LOCATES	\$12.83
059546	GOPHER STATE ONE-CA	WATER FUND		Accounts Payable	DEC LOCATES	\$12.82
059546	GOPHER STATE ONE-CA	SEWER FUND		Accounts Payable	DEC LOCATES	\$12.83
CHECK # 059546 GOPHER STATE ONE-CALL INC						\$38.48
CHECK # 059547 GRAINGER, INC						
059547	GRAINGER, INC	ELECTRIC FUN		Accounts Payable	POWER PLANT LIGHT BULBS	\$44.58
059547	GRAINGER, INC	WATER FUND		Accounts Payable	SHELVING	\$320.03
CHECK # 059547 GRAINGER, INC						\$364.61
CHECK # 059549 GRANITE WATER WORKS INC						
059549	GRANITE WATER WORK	WATER FUND		Accounts Payable	WATER RPR CLAMPS	\$482.45
CHECK # 059549 GRANITE WATER WORKS INC						\$482.45
CHECK # 059550 HAWKINS INC						
059550	HAWKINS INC	WATER FUND		Accounts Payable	CHEMICALS	\$4,684.71
CHECK # 059550 HAWKINS INC						\$4,684.71
CHECK # 059551 IRBY TOOL & SAFETY						
059551	IRBY TOOL & SAFETY	ELECTRIC FUN		Accounts Payable	MISC DISTRIBUTION TOOLS	\$436.31
CHECK # 059551 IRBY TOOL & SAFETY						\$436.31
CHECK # 059552 JOHNSONS HARDWARE & RENTAL						
059552	JOHNSONS HARDWARE	WATER FUND		Accounts Payable	CURB STROP RPR PARTS	\$38.97
059552	JOHNSONS HARDWARE	SEWER FUND		Accounts Payable	COVID SAMPLE SUPPLIES	\$36.94
CHECK # 059552 JOHNSONS HARDWARE & RENTAL						\$75.91
CHECK # 059553 KADLEC EXCAVATING						
059553	KADLEC EXCAVATING	WATER FUND		Accounts Payable	WATERMAIN RPR	\$980.00
CHECK # 059553 KADLEC EXCAVATING						\$980.00

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 059554 KANABEC PUBLICATIONS, INC						
059554	KANABEC PUBLICATION	ELECTRIC FUN		Accounts Payable	SANTA LETTERS	\$28.00
059554	KANABEC PUBLICATION	WATER FUND		Accounts Payable	SANTA LETTERS	\$14.00
059554	KANABEC PUBLICATION	SEWER FUND		Accounts Payable	SANTA LETTERS	\$14.00
						\$56.00
CHECK # 059554 KANABEC PUBLICATIONS, INC						
CHECK # 059556 KWIK TRIP - GAS PURCHASES						
059556	KWIK TRIP - GAS PURC	ELECTRIC FUN		Accounts Payable	FUEL	\$650.83
059556	KWIK TRIP - GAS PURC	WATER FUND		Accounts Payable	FUEL	\$371.25
059556	KWIK TRIP - GAS PURC	SEWER FUND		Accounts Payable	FUEL	\$18.33
059556	KWIK TRIP - GAS PURC	SEWER FUND		Accounts Payable	FUEL	\$625.05
						\$1,665.46
CHECK # 059556 KWIK TRIP - GAS PURCHASES						
CHECK # 059562 NEW AGE TREE SERVICE OF MN						
059562	NEW AGE TREE SERVIC	ELECTRIC FUN		Accounts Payable	50% 2022 OVERHEAD TREE M	\$88,594.58
						\$88,594.58
CHECK # 059562 NEW AGE TREE SERVICE OF MN						
CHECK # 059563 NOVUS GLASS OF MORA						
059563	NOVUS GLASS OF MORA	WATER FUND		Accounts Payable	WELLHOUSE WINDOW & INST	\$165.00
						\$165.00
CHECK # 059563 NOVUS GLASS OF MORA						
CHECK # 059564 ODP BUSINESS SOLUTIONS LLC						
059564	ODP BUSINESS SOLUTI	ELECTRIC FUN		Accounts Payable	DESKTOP CALENDARS	\$8.16
059564	ODP BUSINESS SOLUTI	WATER FUND		Accounts Payable	DESKTOP CALENDARS	\$8.16
059564	ODP BUSINESS SOLUTI	SEWER FUND		Accounts Payable	DESKTOP CALENDARS	\$8.13
						\$24.45
CHECK # 059564 ODP BUSINESS SOLUTIONS LLC						
CHECK # 059565 OXYGEN SERVICE CO, INC						
059565	OXYGEN SERVICE CO, I	ELECTRIC FUN		Accounts Payable	SUBST CYLINDER RENTAL	\$53.36
059565	OXYGEN SERVICE CO, I	ELECTRIC FUN		Accounts Payable	LFG NITROGEN CYLINDER REN	\$13.29
059565	OXYGEN SERVICE CO, I	ELECTRIC FUN		Accounts Payable	OXYGEN CYLINDER RENTAL	\$31.00
059565	OXYGEN SERVICE CO, I	WATER FUND		Accounts Payable	CARB DIOX CYLINDER RENTAL	\$17.58
						\$115.23
CHECK # 059565 OXYGEN SERVICE CO, INC						
CHECK # 059566 QUALITY DISPOSAL						
059566	QUALITY DISPOSAL	ELECTRIC FUN		Accounts Payable	GARBAGE	\$86.23
059566	QUALITY DISPOSAL	SEWER FUND		Accounts Payable	GARBAGE	\$190.48
						\$276.71
CHECK # 059566 QUALITY DISPOSAL						
CHECK # 059567 QUILL CORPORATION						
059567	QUILL CORPORATION	ELECTRIC FUN		Accounts Payable	WALL CALENDARS	\$18.58
059567	QUILL CORPORATION	WATER FUND		Accounts Payable	WALL CALENDARS	\$9.30
059567	QUILL CORPORATION	SEWER FUND		Accounts Payable	WALL CALENDARS	\$9.30
						\$37.18
CHECK # 059567 QUILL CORPORATION						
CHECK # 059572 RMB ENVIRONMENTAL LABS INC						
059572	RMB ENVIRONMENTAL	SEWER FUND		Accounts Payable	LAB TESTING	\$108.90
059572	RMB ENVIRONMENTAL	SEWER FUND		Accounts Payable	LAB TESTING	\$108.90
059572	RMB ENVIRONMENTAL	SEWER FUND		Accounts Payable	LAB TESTING	\$108.90
059572	RMB ENVIRONMENTAL	SEWER FUND		Accounts Payable	LAB TESTING	\$70.79
059572	RMB ENVIRONMENTAL	SEWER FUND		Accounts Payable	LAB TESTING	\$128.50
059572	RMB ENVIRONMENTAL	SEWER FUND		Accounts Payable	LAB TESTING	\$174.24
						\$700.23
CHECK # 059572 RMB ENVIRONMENTAL LABS INC						
CHECK # 059575 ST CLOUD STAMP & SIGN						

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
059575	ST CLOUD STAMP & SIG	ELECTRIC FUN		Accounts Payable	STAMP-GREG	\$21.87
059575	ST CLOUD STAMP & SIG	WATER FUND		Accounts Payable	STAMP-GREG	\$10.95
059575	ST CLOUD STAMP & SIG	SEWER FUND		Accounts Payable	STAMP-GREG	\$10.95
CHECK # 059575 ST CLOUD STAMP & SIGN						\$43.77
CHECK # 059576 STAR QUALITY GLASS CORP						
059576	STAR QUALITY GLASS C	WATER FUND		Accounts Payable	WATER TRMT BLDG WINDOW	\$231.25
CHECK # 059576 STAR QUALITY GLASS CORP						\$231.25
CHECK # 059577 STULC, JEREMY						
059577	STULC, JEREMY	ELECTRIC FUN		Accounts Payable	XFRMR SCHOOLING MEALS	\$201.68
CHECK # 059577 STULC, JEREMY						\$201.68
CHECK # 059578 TOTAL CONTROL SYSTEMS, INC.						
059578	TOTAL CONTROL SYSTE	SEWER FUND		Accounts Payable	MAIN LIFT ST RPR	\$3,767.14
CHECK # 059578 TOTAL CONTROL SYSTEMS, INC.						\$3,767.14
CHECK # 059579 UPPER CASE PRINTING INK						
059579	UPPER CASE PRINTING	ELECTRIC FUN		Accounts Payable	HOLIDAY LIGHTING INSERT O	-\$6.40
059579	UPPER CASE PRINTING	ELECTRIC FUN		Accounts Payable	NEWSLETTER	\$136.08
059579	UPPER CASE PRINTING	WATER FUND		Accounts Payable	NEWSLETTER	\$68.04
059579	UPPER CASE PRINTING	SEWER FUND		Accounts Payable	NEWSLETTER	\$68.04
CHECK # 059579 UPPER CASE PRINTING INK						\$265.76
CHECK # 059580 VAN IWAARDEN ASSOCIATES						
059580	VAN IWAARDEN ASSOCI	ELECTRIC FUN		Accounts Payable	FY 21-22 GASB 67/68 - ACTUA	\$210.00
059580	VAN IWAARDEN ASSOCI	WATER FUND		Accounts Payable	FY 21-22 GASB 67/68 - ACTUA	\$105.00
059580	VAN IWAARDEN ASSOCI	SEWER FUND		Accounts Payable	FY 21-22 GASB 67/68 - ACTUA	\$105.00
CHECK # 059580 VAN IWAARDEN ASSOCIATES						\$420.00
CHECK # 059582 VIKING ELECTRIC SUPPLY						
059582	VIKING ELECTRIC SUPP	ELECTRIC FUN		Accounts Payable	OH STREET LIGHTS	\$678.60
059582	VIKING ELECTRIC SUPP	ELECTRIC FUN		Accounts Payable	POLE SAW KIT & ATTACHMEN	\$575.66
059582	VIKING ELECTRIC SUPP	ELECTRIC FUN		Accounts Payable	PP LED BULBS	\$100.62
059582	VIKING ELECTRIC SUPP	ELECTRIC FUN		Accounts Payable	RETURN OF TORQUE WRENCH	-\$254.20
059582	VIKING ELECTRIC SUPP	ELECTRIC FUN		Accounts Payable	ENG #6 JACKET WATER HEAT	\$84.86
059582	VIKING ELECTRIC SUPP	ELECTRIC FUN		Accounts Payable	OH STREET LIGHTS	\$473.82
CHECK # 059582 VIKING ELECTRIC SUPPLY						\$1,659.36
						\$631,238.96



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE DECEMBER 2022/JANUARY 2023 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY



MEMORANDUM

Date January 17, 2023
To Public Utilities Commission
From Mandi Yoder, Human Resource Coordinator
RE Utility Billing Clerk II – Cross-Training

SUMMARY

Staff asks for the Public Utilities Commission to review the utility staffing strategy and proposed costs associated with cross-training for Jessica Gravening, currently a Utility Billing Clerk II (UBCII), so that she can perform Utility Billing Clerk I (UBCI) duties, providing Jessica Bliss time to work on GIS mapping as needed.

BACKGROUND

In the past two years, Jessica Bliss, has participated in GIS training with the intent to be the primary GIS mapping agent for Mora Municipal Utilities. While GIS requires additional training and skills, it also requires more time than Bliss is currently afforded with her existing duties. It's important to note that the GIS tasks impact the essential duties of UBCI job description, therefore staff recommends the job description be evaluated for classification and compensation.

By training Gravening for the UBCI duties, both staff will be equipped to meet the evolving needs of the department. As Gravening and Bliss' duties begin to overlap, Gravening's essential duties will result in need for a classification and compensation review. It is the plan for both UB Clerks to work interdependently as a team.

Staff has forwarded both utility billing clerk job descriptions to David Drown & Associates for an evaluation and for staff guidance on the classification and compensation of each position. Staff asks the commissioners to table any discussion of classification and compensation for both positions until we've received the updates from David Drown & Associates; the cost for each job description review is \$150.

Attached is a proposal from Banyon Data, our software service provider, to provide a day of much needed software training for staff in the amount of \$400. The perk of this training is that more than two people can attend the training, so other finance staff could attend as well.

Staff has been in communication with Wendy Akkerman, who has agreed to working on a temporary basis in February for no more than 20 days (160 hours) at the front desk on days that Gravening would be cross-training with Bliss if the Commission approves the cross-training. Staff recommends a pay rate of \$22.50 per hour, which is the between the two lowest pay grades for a UBCI with consideration for her previous years of service with MMU; this position would not be eligible for benefits.

Staff has

OPTIONS IMPACTS

1. To approve the Banyon proposal for one day of training with a Banyon representative, approve the temporary part-time hire of Wendy Akkerman, at \$22.50 per hour for no more than 160 hours, to approve the cross-training of Jessica Gravening and Jessica Bliss, which will aid in efficient operations of the utility department.
2. To deny the cross-training request. This would result in a continued delay of GIS updates and maintenance by Jessica Bliss for the utility department.

RECOMMENDATIONS

Staff asks for the Public Utilities Commission to consider making a MOTION to approve the Banyon Data proposal for software training, approve cross-training for Jessica Gravening, and approve the temporary hire of Wendy Akkerman not to exceed 160 hours.

Staff asks the Public Utilities Commission to consider making a MOTION to table the discussion on Utility Billing Clerk I & II job descriptions, classification, and compensation until staff receives the results from David Drown & Associates.

Attachments

*List of Additional Duties Gravening will absorb
Banyon Data Proposal*

Additional duties for Gravening cross-training

Duties will be absorbed by both, as a team.

*Position has no supervisor responsibilities. However, work direction is provided to the UB Clerk II.

1. Enters meter readings, calculates, and prepares utility bills for mailing.
2. Balances cash drawer and makes deposits.
3. Enters and posts various entries into the accounting system.
4. Prepares reports on utility billing activity.
5. Works with customers on establishing new utility accounts, terminating accounts, and collecting delinquent accounts.
6. Dispatches crews to respond to requests for service and to perform service disconnects.
7. Prepares reports from accounting data.
8. Maintains records of accounting transactions.
9. Provides clerical support to the City Administrator and Public Works Director, including typing, filing, organizing, returning calls, gathering data, mailing correspondence, performing research, handling special projects, and other general clerical duties as assigned.
10. Reconcile monthly A/R and bank statement for utility entries.
11. Provide consumption and billing data to energy assistance agencies.
12. Completes State and Federal reports.
13. Work with GIS software to update/create electric map.
14. Manages the electric rebate program.
15. Performs special assessment searches, compiles data, and prepares invoices accordingly.
16. Process and invoice Right-of-Way and Street Opening Permits.
17. Updates the website as needed.
18. Creates and publishes Facebook notifications as directed.



PROPOSAL

Date: 01/03/23
Expires: 04/03/23

For: CITY OF MORA
MANDI YODER, HR
101 LAKE STREET SOUTH
MORA MN 55051

Phone: 320-679-1511
Fax: 320-679-3862
Email: m.yoder@cityofmora.com



Banyon Contact	Title	Email/Phone	Comment	Invoice #
Heidi Stensrud	Support	sales@banyon.com		

Description	Amount
Glance Training @ hourly rate - Utility Billing	\$100.00
Utility Billing Training*1 day @ Mora	\$500.00
Training 1 day at Banyon Office	<u>\$400.00</u>
Sub-total	\$1,000.00
Tax	\$0.00
Total	\$1,000.00

*If having on-site training, please include travel expenses if your site is over 400 miles round trip from home office training center.

Above are three options, we choose one.
Staff recommends a one day training in Bloomington, where it would be no additional cost for two or more employees, and would be uninterrupted training specific to the UB function.

Hiring a temporary front desk person to allow JB to train JG @ \$22.50/hr for 20 days would be: \$3,600.00.
*20 days may not be needed, but would be budgeted for.

Total anticipated expenses for cross training: \$4,000.00

Banyon Data Systems, Inc. hereby proposes to provide the above stated product and service in accordance with the above specifications. All Product and service are guaranteed as specified. No returns will be accepted after 90 days from signed proposal date. If software is returned before 90 days then a restocking fee of 20% will be charged on software only. Training will not be refunded if already completed and annual support will be only be prorated if fully paid and within 90 days from date on the proposal.

I accept this proposal from Banyon Data Systems: _____

Acceptance Date: _____ Title/Position: _____

Banyon Authorized Signature: Heidi Stensrud



MEMORANDUM

Date: January 17, 2023
To: Mayor and City Council
From: Jessica Bliss, Utility Billing Clerk
RE: Annual MMU Cogeneration Reporting

BACKGROUND INFORMATION

In 2019, the Minnesota Public Utilities Commission adopted an updated interconnection process for distributed energy resources 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. Enclosed for approval are the updates to the cogeneration and small power production tariff consisting of:

1. Average Retail Rate – Schedule 1
2. SMMPA'S Average Incremental Cost – Schedule 2
3. MMU's cogeneration and Small Power Production Tariff , available for review in our offices or on the city's website

Upon approval of the Cogeneration and Small Power Production Tariff, MMU will publish a cogeneration and small power generation notice to customers on the City Hall bulletin board. Also attached is the QF Report as required under the Distributed General Rules.

RECOMMENDATIONS

Approve updates to the cogeneration and small power production tariff.

Attachments

Schedule 1
Schedule 2
QF Report

SCHEDULE 1 – AVERAGE RETAIL UTILITY ENERGY RATE

Net Energy Billing: Available to any QF of less than 40 kW capacity that does not select either Roll Over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

Mora Municipal Utilities shall bill QF for any excess of energy supplied by Mora Municipal Utilities above energy supplied by the QF during each billing period according to Mora Municipal Utilities' applicable rate schedule. Mora Municipal Utilities shall pay the customer for the energy generated by the QF that exceeds that supplied by Mora Municipal Utilities during a billing period at the "average retail utility energy rate." "Average retail utility energy rate" means, for any class of utility customer, the quotient of the total annual class revenue from sales of electricity minus the annual revenue resulting from fixed charges, divided by the annual class kilowatt-hour sales. Data from the most recent 12-month period available shall be used in the computation. The "average retail utility energy rates" are as follows:

Customer Class	Average Retail Utility Energy Rate
Residential Electric Service	\$.01164/kWh
Rural Residential Electric Service	\$0.1229/kWh
Small General Electric Service	\$0.1216/kWh
Medium General Electric Service	\$0.0781/kWh
Large General Electric Service	\$0.0714/kWh

SCHEDULE 2 – AVERAGE INCREMENTAL COST

Estimated Marginal Energy Costs (\$/MWh)						
		2023	2024	2025	2026	2027
Summer	On Peak	48.22	46.72	47.83	48.83	49.50
	Off Peak	31.68	25.97	27.54	28.77	29.81
	All Hours	39.29	35.52	36.88	38.00	38.87
Winter	On Peak	53.55	50.32	53.03	56.17	57.21
	Off Peak	39.82	37.22	37.60	38.40	39.85
	All Hours	46.14	43.24	44.70	46.57	47.84
Annual	On Peak	50.88	48.52	50.43	52.50	53.35
	Off Peak	35.75	31.60	32.57	33.59	34.83
	All Hours	42.71	39.38	40.79	42.29	43.35
Annual # hours on-peak:						
Description of season and on-peak and off-peak periods						
Summer:	April through September					
Winter:	October through March					
On-peak period:	6 am to 10 pm Monday through Friday except holiday (New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day)					
Off-peak period:	All other hours					

Estimated Marginal Energy Costs

The estimated system average incremental energy costs are calculated by seasonal peak and off-peak periods for each of the next five years. For each seasonal period, system incremental energy costs are averaged during system daily peak hours, system daily off-peak hours, and all hours in the season. The energy costs are increased by a factor equal to 50 percent of the line losses.

The energy needs of Mora Municipal Utilities are served through its membership in Southern Minnesota Municipal Power Agency (SMMPA). SMMPA, in turn, is a member of the Midcontinent ISO (MISO). As a result, the municipal's incremental energy cost is equivalent to the MISO hourly Locational Marginal Price (LMP). Actual hourly LMP will vary significantly based on several parameters such as weather, energy demand, and generation availability. The table above represents a forecast of the MISO hourly LMP values averaged over each specific time period at the MISO Minnesota Hub.

Capacity Costs

SMMPA, Mora Municipal Utilities' wholesale supplier, has neither planned generating facility additions nor planned additional capacity purchases, other than from qualifying facilities, during the ensuing ten years, thus SMMPA and Mora Municipal Utilities are deemed to have no avoidable capacity costs.

2022 QF REPORT

ACCOUNT	FACILITY CAPACITY (KW AC)	Energy Source	YEAR INTERCONNECTED	RATE	ENERGY MMU DELIVERED	ENERGY MMU RECEIVED	NET ENERGY MMU RECEIVED	ROLLOVER CREDIT (Y/N)	TOTAL FACILITIES
07-01228000-00-4 (RESIDENTIAL)	15	Solar	2005	\$0.1011/kWh	23,040 kWh	14,000 kWh	0	Y	
02-00301000-01-1 (COMMERCIAL)	20	Solar	2017, 2021 addition	\$0.1000/kWh	5,480 kWh	24,400 kWh	18,920 kWh	Y	
02-00272000-00-9 (COMMERCIAL)	19.99	Solar	2021	\$0.1000/kWh	12,480 kWh	11,800 kWh	0	Y	
03-00374000-00-7 (RESIDENTIAL)	16	Solar	2022	\$0.0957/kWh	748 kWh	173 kWh	0	Y	
TOTAL DISTRIBUTED GENERATION									
TOTAL SOLAR	70.99				41,748 kWh	50,373 kWh	18,920 kWh		4
TOTAL WIND	0								0
TOTAL OTHER	0								0
GRAND TOTAL	70.99				41,748 kWh	50,373 kWh	18,920 kWh		4



MEMORANDUM

Date: January 17, 2023
To: Public Utilities Commission
From: Mandi Yoder, Human Resource Coordinator
RE: Consideration to Hire an Accountant

SUMMARY

Staff asks the Public Utilities Commissioners to review and consider a recommendation to hire and fill the vacant accountant position, made by the Mayor and interview committee, based on interviews held on January 11, 2023.

BACKGROUND

The city accountant position became vacant on December 28, 2022. After sourcing 8 applicants, three candidates were interviewed by a committee comprised of department heads and the Mayor.

The interview committee's unanimous consensus is to recommend the hire of Kelly Christianson to fill the accountant position, at the wage rate of Grade 10, Step C, \$32.58 per hour. Because of the impending audit field work, the committee requests Christianson to have a tentative start date of January 18, 2023.

OPTIONS IMPACTS

By filling the vacant accountant position, the finance department will be fully staffed and able to fulfill the needs of our city.

RECOMMENDATIONS

For the Public Utilities Commission to make a recommendation to the City Council to move forward in the hiring process and appoint Kelly Christianson as the accountant for the City of Mora.

Attachments: Conditional Offer of Employment 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 12, 2023

Kelly Christianson
2011 221st Ave
Mora, MN 55051

RE: Conditional Offer of Employment

Dear Kelly:

Congratulations! On behalf of the City of Mora and Mora Municipal Utilities, I am pleased to offer you the position of Accountant, for which you applied. This offer is conditional upon successful completion of a background check and formal approval by the City Council.

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

- **Supervisor.** In this position you will report to me, Natasha Segelstrom, Administrative Services Director. My contact information is n.segelstrom@cityofmora.com, (o) 320-364-1173, and (c) 320-339-7430.
- **Start Date.** We will set a tentative start date for Wednesday, January 18, at 8:00 a.m. Please report directly to City Hall.
- **Compensation and Benefits.** Your starting wage will be \$32.58 which is Grade 10, Step C of the 2023 salary schedule for this position. You will be eligible for wage increases per the city's/utility's 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 the PERA retirement program and paid leave.
- **Status/Hours.** This position is classified as regular, full-time. It is a non-union, FLSA non-exempt (hourly paid) position. Hours of work are generally Monday through Friday 8:00 a.m. to 4:30 p.m. Occasional evening and weekend work may be required.
- **Probationary Period.** You will serve a six-month probationary period. During this period, you will be evaluated as to your suitability for the position.

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 this letter to Mandi Yoder (please keep a copy for your records) by Wednesday, January 18, 2023. If you have questions, please contact Mandi at 320-225-4804 or by email at m.yoder@cityofmora.com.

Sincerely,

Natasha Segelstrom
Administrative Services Director

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with the City of Mora is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

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 17, 2023
To: Public Utilities Commission
From: Natasha Segelstrom, Administrative Services Director
RE: 2023 Fee Schedule Correction

SUMMARY

Staff discovered an inadvertent error to the large general electric service kWh rate which had been previously approved at the December 2022 PUC meeting. The rate approved in December 2022 had been listed as \$0.0781 for large general electric service kWh and would be an 33% increase, higher than the approved increase.

RECOMMENDATIONS

Motion to approve the large general electric service kWh rate: \$0.0714 to reflect the approved 21.6% increase as previously approved

COBORN'S DCFC EV STATION QUARTERLY USAGE REPORT
OCTOBER 1, 2022 - DECEMBER 31, 2022

Start Date & Time	Plug Duration (approx mins)	Charge Duration (approx mins)	Energy (kWh)	Cost
10/26/2022 1:00 PM	54	54	28.747	\$21.50
10/30/2022 1:09 PM	42	42	31.501	\$17.60
11/2/2022 4:40 PM	9	8	6.197	\$7.70
11/4/2022 6:50 PM	46	45	35.553	\$18.80
11/5/2022 10:30 AM	37	36	28.865	\$16.10
11/5/2022 12:41 PM	19	19	13.85	\$11.00
11/5/2022 6:37 PM	31	30	24.851	\$14.60
11/6/2022 2:26 PM	94	93	49.565	\$33.50
11/6/2022 7:39 PM	68	67	37.884	\$25.40
11/9/2022 10:32 AM	72	72	55.339	\$26.60
11/9/2022 5:19 PM	48	47	35.484	\$19.40
11/9/2022 11:26 PM	272	105	76.412	\$15.20
11/10/2022 11:00 AM	35	34	25.8	\$15.20
11/11/2022 12:03 PM	64	64	46.58	\$24.20
11/12/2022 1:31 PM	24	23	9.618	\$12.20
11/13/2022 11:41 AM	37	37	26.443	\$16.40
11/13/2022 12:52 PM	23	22	16.548	\$11.90
11/13/2022 4:55 PM	50	49	20.847	\$20.00
11/15/2022 6:16 AM	198	175	78.24	\$64.40
11/16/2022 9:28 AM	39	38	16.525	\$16.40
11/18/2022 1:52 PM	50	49	41.256	\$20.30
11/18/2022 6:17 PM	91	87	53.277	\$32.60
11/19/2022 8:40 PM	95	94	70.953	\$33.50
11/20/2022 1:36 PM	40	39	29.164	\$16.70
11/20/2022 8:58 PM	88	88	65.132	\$31.40
11/23/2022 1:22 PM	41	40	22.697	\$17.60
11/23/2022 5:10 PM	37	36	19.479	\$16.10
11/24/2022 1:29 AM	86	86	64.605	\$31.10
11/24/2022 10:31 AM	62	62	44.61	\$23.90
11/24/2022 11:41 AM	15	15	11.12	\$9.80
11/24/2022 2:21 PM	25	24	16.558	\$12.20
11/24/2022 8:35 PM	61	61	37.595	\$23.30
11/24/2022 10:22 PM	302	95	67.667	\$34.40
11/25/2022 9:21 AM	56	54	33.331	\$21.50
11/25/2022 1:24 PM	38	37	27.354	\$16.70
11/25/2022 4:45 PM	45	45	15.297	\$18.80
11/26/2022 12:16 PM	45	44	12.465	\$18.50
11/26/2022 3:54 PM	69	68	49.641	\$26.00
11/26/2022 10:40 PM	39	39	18.456	\$17.00
11/27/2022 5:51 PM	25	24	19.797	\$12.50
11/28/2022 2:02 PM	66	65	34.1	\$24.50
11/28/2022 10:08 PM	67	67	51.523	\$25.40
11/30/2022 12:13 PM	42	42	31.546	\$17.90
12/3/2022 1:23 PM	95	94	50.586	\$33.50
12/3/2022 3:09 PM	30	29	24.204	\$14.00
12/6/2022 7:12 AM	51	50	34.265	\$20.00
12/6/2022 9:17 AM	38	37	26.968	\$16.40
12/7/2022 1:52 PM	35	34	19.74	\$15.20
12/12/2022 6:47 PM	29	29	23.804	\$14.00
12/16/2022 8:08 AM	58	58	19.488	\$22.70
12/16/2022 4:27 PM	56	55	32.655	\$22.10
12/16/2022 5:28 PM	76	74	35.13	\$27.50
12/25/2022 6:07 PM	39	39	31.382	\$17.00
12/26/2022 1:22 PM	65	64	40.23	\$24.80
12/28/2022 1:26 PM	64	63	33.352	\$23.90
12/28/2022 4:09 PM	27	26	20.33	\$13.10
12/28/2022 4:47 PM	35	34	26.279	\$15.50
12/30/2022 2:00 PM	46	46	34.275	\$18.80
12/31/2022 1:37 PM	26	26	19.649	\$12.80

Quarterly Total	58.62	51.32	1974.809	\$1,221.10
	Hours	Hours	kWh	Customer Cost

10% to ZEF
\$1,098.99 to be paid to MMU

KLOCKA L2 EV STATION QUARTERLY USAGE REPORT

OCTOBER 1, 2022 - DECEMBER 31, 2022

Start Date & Time	Plug Duration (approx hours)	Charge Duration approx (hours)	Energy (kWh)	Cost
10/1/2022 12:54 PM	0.73	0.73	4.912	\$1.49
10/16/2022 2:19 PM	1.12	1.1	12.675	\$2.23
10/20/2022 7:21 PM	0.38	0.37	4.323	\$0.76
10/29/2022 9:56 AM	2.33	1.9	22.319	\$4.68
11/19/2022 12:47 PM	0.7	0.68	7.391	\$1.43
11/19/2022 8:44 PM	1.42	1.4	15.698	\$2.82
12/18/2022 9:31 AM	1.67	1.65	18.15	\$3.32
12/24/2022 9:06 AM	0.2	0.05	0.412	\$0.37
12/24/2022 9:28 AM	3.7	3.6	41.889	\$7.37

Quarterly Total	12.25 Hours	11.48 Hours	127.769 kWh	\$24.47 Customer Cost
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10% to ZEF
\$22.02 to be paid to MMU

**Quarterly Utility Account Adjustments Report
For Adjustments \$50.00 or higher**

October 1, 2022 – December 31, 2022

OCTOBER 2022	SERVICE	QTY	AMOUNT	NOTES
No Adjustments				

NOVEMBER 2022	SERVICE	QTY	AMOUNT	NOTES
No Adjustments				

DECEMBER 2022	SERVICE	QTY	AMOUNT	NOTES
No Adjustments				

Utility Billing Monthly Report Calendar Year 2022

Description	QTR 1			QTR 2			QTR 3			QTR 4		
	As of 1/31/2022	As of 2/28/2022	As of 3/31/2022	As of 4/30/2022	As of 5/31/2022	As of 6/30/2022	As of 7/31/2022	As of 8/31/2022	As of 9/30/2022	As of 10/31/2022	As of 11/30/2022	As of 12/31/2022
Total Account Balances	\$ 629,185.72	\$ 838,278.96	\$ 682,315.31	\$ 661,814.69	\$ 535,111.88	\$ 670,403.95	\$ 703,743.29	\$ 807,969.59	\$ 704,453.32	\$ 545,195.48	\$ 691,449.20	\$ 746,976.78
Current Period	\$ 484,880.98	\$ 703,262.94	\$ 549,276.34	\$ 527,028.95	\$ 417,783.32	\$ 565,479.15	\$ 595,151.58	\$ 696,471.01	\$ 591,970.78	\$ 436,470.12	\$ 580,857.90	\$ 637,915.83
1 Period Overdue	\$ 34,511.91	\$ 27,892.18	\$ 30,111.58	\$ 27,270.71	\$ 14,338.34	\$ 5,731.09	\$ 10,052.56	\$ 11,542.80	\$ 11,502.11	\$ 10,528.72	\$ 14,668.13	\$ 14,102.10
2 Periods Overdue	\$ 7,703.33	\$ 6,764.83	\$ 3,484.05	\$ 7,854.89	\$ 5,364.96	\$ 684.43	\$ (617.33)	\$ 222.91	\$ 390.49	\$ 1,134.92	\$ 298.33	\$ 897.23
3 Periods Overdue	\$ 101,896.28	\$ 99,541.82	\$ 99,250.12	\$ 99,466.92	\$ 97,534.68	\$ 98,509.28	\$ 99,044.77	\$ 99,732.87	\$ 100,589.94	\$ 96,989.54	\$ 95,508.92	\$ 93,331.09
Total Penalty Balances on Accounts	\$ 5,926.17	\$ 5,538.91	\$ 5,248.37	\$ 5,703.13	\$ 5,086.14	\$ 4,285.88	\$ 4,714.36	\$ 4,920.71	\$ 5,745.76	\$ 3,904.69	\$ 4,542.81	\$ 3,572.98
Past Due/Disconnection Notices Mailed	46	55	48	43	51	189	171	171	172	164	151	163
Utility Disconnects	4	6	5	3	8	4	5	3	3	4	4	0
Missed Payments on Payment Agreement	1	4	4	1	6	0	0	0	1	1	2	0
No Response to Past Due/Disc Notice/Door Tag	3	2	1	2	2	4	5	3	2	3	2	0

COMMENTS:

3 Periods Overdue' includes pre-payment on accounts, energy assistance, and a solar connection credits.



Reliability Indices Report

01/06/2023

Date Range
02/08/2022 - 12/21/2022

SAIDI:	5.94	Cust Outage Mins / Customers Served	Active:	2238	Total Active Customers	Total Customer Out:	878
SAIFI:	0.39	Cust Outages / Customers Served	Outages:	34	Total Number of Outages	Total Reported Minutes:	13,300
CAIDI:	15.15	Avg Minutes / Customer Out				Total Customer Minutes Out:	225,468

Outage Time	Restored	Circuit	Address	Town	Outage Code	Duration (Mins)	Cust 's out	Cust Minutes
2/8/2022 1:04:00 PM	2/8/2022 2:30:00 PM		509 WOODLAND ST	Mora	Equipment -r-	86	3	258
3/2/2022 8:00:00 AM	3/2/2022 12:00:00 PM		112 MAPLE AVE E	Mora	Scheduled -r-	240	4	960
3/2/2022 12:30:00 PM	3/2/2022 4:30:00 PM		601 MAPLE AVE E	Mora	Scheduled -r-	240	8	1,920
3/3/2022 8:00:00 AM	3/3/2022 10:00:00 AM		2006 JADE ST	Mora	Scheduled -r-	120	1	120
3/3/2022 12:30:00 PM	3/3/2022 2:00:00 PM		2028 JADE ST	Mora	Scheduled -r-	90	1	90
3/3/2022 2:00:00 PM	3/3/2022 4:30:00 PM		2042 JADE ST	Mora	Scheduled -r-	150	2	300
3/21/2022 9:15:00 AM	3/21/2022 9:45:00 AM		999 MAPLE AVE E	Mora	Equipment -r-	30	1	30
4/18/2022 7:12:00 AM	4/18/2022 8:12:00 AM		610 HWY 65 S	Mora	Human Error -r-	60	1	60
5/12/2022 11:24:00 PM	5/13/2022 2:27:00 AM		2148 HARBOR ST	Mora	Tree -r-	183	7	1,281
5/28/2022 1:30:00 PM	5/28/2022 4:02:00 PM		710 KENWOOD LN LOT 17G	Mora	Unknown -r-	152	17	2,584
5/29/2022 8:31:00 AM	5/29/2022 10:31:00 AM		1768 200TH AVE	Mora	Equipment -r-	120	5	600
5/30/2022 10:16:00 AM	5/30/2022 11:22:00 AM		1714 220TH AVE	Mora	Animal -r-	66	4	264
6/10/2022 10:15:00 AM	6/10/2022 10:48:00 AM		600 FAIR AVE W	Mora	Human Error -r-	33	577	19,041
6/14/2022 11:19:00 AM	6/14/2022 2:30:00 PM		1131 FRANKIE LANE	Mora	Tree -r-	191	25	4,775
6/21/2022 2:30:00 AM	6/21/2022 10:15:00 AM		1221 FRANKIE LANE	Mora	Equipment -r-	465	3	1,395
6/24/2022 8:47:00 AM	6/24/2022 1:06:00 PM		1942 205TH AVE	Mora	Vehicle Accident -r-	259	6	1,554
6/20/2022 11:49:00 AM	6/20/2022 1:58:00 PM		470 BEAN AVE # 104	Mora	Unknown -r-	129	25	3,225
6/23/2022 11:57:00 PM	6/24/2022 3:17:00 AM		560 WOOD ST S	Mora	Tree -r-	200	20	4,000
7/11/2022 4:43:00 PM	7/11/2022 6:22:00 PM		415 WOOD ST S	Mora	Tree -r-	99	36	3,564
8/17/2022 6:55:00 PM	8/17/2022 8:47:00 PM		549 GROVE ST S	Mora	Tree -r-	112	2	224
9/26/2022 8:33:20 AM	9/26/2022 10:30:00 AM		771 SUNSET LANE	Mora	Human Error -r-	117	11	1,283



Reliability Indices Report

01/06/2023

Date Range
02/08/2022 - 12/21/2022

9/17/2022 3:21:00 PM	9/17/2022 4:27:00 PM		1667 210TH AVE	Mora	Weather-Lightning -r-	66	1	66
9/26/2022 8:50:00 AM	9/26/2022 11:07:00 AM		110 7TH ST	Mora	Human Error -r-	137	1	137
10/9/2022 1:46:00 PM	10/9/2022 2:37:00 PM		1905 205TH AVE	Mora	Animal -r-	51	1	51
10/15/2022 9:29:00 AM	10/15/2022 10:11:00 AM		1897 HARBOR ST	Mora	Animal -r-	42	1	42
12/14/2022 8:30:00 AM	12/14/2022 9:30:00 AM		601 2ND ST W	Mora	Major Storm	60	1	60
12/14/2022 9:43:00 AM	12/14/2022 2:49:00 PM		477 RIVERSIDE ST	Mora	Major Storm	306	14	4,284
12/15/2022 9:42:06 AM	12/15/2022 3:00:00 PM		537 CLARK ST	Mora	Major Storm	318	1	318
12/15/2022 7:30:00 AM	12/16/2022 4:30:00 PM		2126 HICKORY ST	Mora	Major Storm	1,980	82	162,360
12/15/2022 8:30:00 AM	12/15/2022 9:30:00 AM		560 WATKINS ST	Mora	Major Storm	60	10	600
12/15/2022 7:30:00 PM	12/16/2022 11:30:00 AM		1221 FRANKIE LANE	Mora	Major Storm	960	4	3,840
12/15/2022 12:00:00 PM	12/19/2022 5:00:00 PM		418 WATKINS ST	Mora	Major Storm	6,060	1	6,060
12/19/2022 4:23:43 PM	12/19/2022 5:00:00 PM		240 RIVERSIDE ST	Mora	Major Storm	36	1	36
12/21/2022 2:09:13 PM	12/21/2022 3:30:00 PM		620 SUMMIT LANE	Mora	Major Storm	81	1	81



Reliability Indices Report

01/06/2023

Date Range
02/08/2022 - 12/21/2022

Outage Code Chart

