



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

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

Monday, March 16, 2020

3:00 PM

Mora City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. 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.)*
- 4. 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 – February 18, 2020
 - b. February 2020 Claims
- 5. 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.)*
- 6. Special Business**

None
- 7. New Business**
 - a. Vegetation Management Services RFP
 - b. Water Service Truck Replacement
- 8. Old Business**
 - a. Petroleum Storage Tank Release Site – Jerry’s Bait Shop
- 9. Communications**
 - a. Utility Billing Monthly Report – February 2020
 - b. Utility Billing Adjustments Report – February 2020
- 10. Reports**
 - a. Public Utilities General Manager
 - b. Public Works Director
 - c. Commissioner Baldwin
 - d. Commissioner Heggernes
 - e. Chair Ardner
- 11. Adjournment**

Pursuant to due call and notice thereof, Commissioner Ardner called to order the regular meeting of the Mora Public Utilities Commission at 3:00 PM on Tuesday, February 18, 2020, in the city hall council chambers.

3. **Roll Call:** Present: Commissioners Greg Ardner, Joe Heggernes, and Brett Baldwin
Absent: none
Staff Present: Utilities General Manager Crawford, Public Works Director Kohlgraf, Utility Billing Clerk Bliss, City Accountant King, and Deputy City Clerk Yoder
4. **Adopt Agenda:** Ardner requested to add item 7b. Electric Charging Stations to the agenda. MOTION made by Baldwin, seconded by Heggernes, and unanimously carried to approve the agenda as amended.
5. **Consent Agenda:** MOTION made by Heggernes, seconded by Baldwin, and unanimously carried to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – January 21, 2020
 - b. Joint Special Meeting Minutes – February 10, 2020
 - c. January 2020 Claims
 - d. Electric Fund 2019 Budget Amendment
6. **Open Forum:** No one spoke at open forum.
7. **Special Business:** There was no special business to discuss.
8. **New Business:**
 - a. **Well #5 Back-up Power Supply:** Kohlgraf reported a recent MN Department of Health (MDH) inspection brought to light the need for a back-up power supply for well #5 in emergency events; stating the existing plan was to move a portable generator back and forth from the WWTP to well #5 - to which the MDH did not recommend. Kohlgraf stated staff obtained two quotes based on the MDH recommendation for emergency back-up power. MOTION made by Heggernes, seconded by Baldwin, and unanimously carried to accept the quote from Kodiak Power Systems, not to exceed \$54,000.00, for a turnkey generator installation for well #5 to be paid out of Water Fund fixed asset account to complete the project.
 - b. **Electric Vehicle Charging Stations:** Crawford recapped SMMPA's goal of electric vehicle (EV) chargers and charging station locations with its member communities by the end of 2020 and how this aligns with the City EDA's goals. Crawford proposed two locations: downtown behind the Klocka for the two L2 Dual-Port Chargers and Coborns for the DC Fast Charger. Crawford explained contracting the site preparation would cost approximately \$28,000 per charger location and would be coordinated through SMMPA, which would include signage, parking space painting, Mini-Sub hardware (\$11,000 cost), site testing, commissioning, and set-up; staff recommended partnering with Zef Energy for construction of the charger locations. Crawford also discussed fee options for users; an annual charger maintenance program cost of approximately \$240, and an annual cellular and portal plan of approximately \$440 for electricity used. MOTION made by Heggernes, seconded by Baldwin, and unanimously carried to initiate dialog with Coborns regarding interest in charger locations and to inform SMMPA of the decision to have Zeff Energy install the chargers.

9. Old Business:

- a. Petroleum Storage Tank Release Site – Jerry’s Bait Shop:** Crawford reported staff had communicated with the Minnesota Pollution Control Agency (MPCA) about discharge options for Don Larson’s live bait water which currently discharges to the WWTP. Crawford stated the PUC could consider granting a variance due solely to public health concerns as a solution in addition to the discharge options.

Ardner reported speaking with Don Larson who stated until he receives written support from the state for a well on the east side of Highway 65, he will not approach his sister about a well on the jointly owned property. Ardner stated the important issue was that the well needs to be shut down and moved somewhere else.

Staff was directed to consult with the city attorney regarding a variance due solely to public health concerns.

10. Communications: The following communications were reviewed.

- a.** 2019 Quarterly Financial Reports: King presented the unaudited 2019 fourth quarter reports. Ardner questioned potential issues having accounts with a credit union due to the sale of Neighborhood National Bank; King reported state law changed about 10 years ago allowing cities to have accounts with credit unions.
- b.** Utility Billing Monthly Report – January 2020
- c.** Utility Billing Adjustments Report – January 2020: Bliss explained the school district’s penalty fees were waived according to the practice of a one-time waiver of fees for accounts with timely payment history and no fee waivers in the previous three years.

11. Reports:

- a.** Public Utilities General Manager: Crawford reported the scheduled replacement of the 69KV transmission line via the poles in Lake Mora along Highway 65 by SMMPA was put on hold due to a needed permit from the DNR and that a public hearing at the city’s planning commission will take place because of the required conditional use permit. Crawford added those are the only powerlines that transmit into Mora and this will give the city the opportunity to refigure how electricity is supplied to Central Avenue. Crawford commented there would be a city council work session at 5:00 pm to discuss two homes on one parcel with a sewer exemption and the consideration of a land swap or to purchase or sell property to alleviate the land use issue.
- b.** Public Works Director: Kohlgraf reported well #5 was scheduled for service; the main lift station was having trouble with cavitation and replacements may be needed, Kohlgraf would reach out to S.E.H. because the issues are premature and should not be happening yet. Kohlgraf stated because of the temperatures, pumping has gone to the holding tank rather than the reed beds; the MPCA is providing a workshop on the invasive reeds which Kohlgraf will attend. Kohlgraf added the WWTP is running aside from some programming issues and all lightening strike related items were repaired.
- c.** Commissioner Baldwin: Nothing new to report.
- d.** Commissioner Heggernes: Nothing new to report.
- e.** Chair Ardner: Nothing new to report.

12. Adjournment: MOTION made by Heggernes, seconded by Baldwin, and unanimously carried to adjourn at 3:46 PM.

Chair

Secretary

DRAFT

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000313 NEIGHBORHOOD NATIONAL BANK						
000313	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY UB ACH FILE FEE	\$30.00
000313	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY BUSINESS ONLINE	\$10.00
000313	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONHTLY RETURNED CHECK	\$10.00
CHECK # 000313 NEIGHBORHOOD NATIONAL BANK						\$50.00
CHECK # 000315 MN DEPT OF REVENUE						
000315	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT	\$14,910.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Cleaning Supplies	SALES & USE TAX PYMT	\$4.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT	\$1.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT	\$6.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Small Tools & Equipm	SALES & USE TAX PYMT	\$2.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT	\$3.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	SALES & USE TAX PYMT	\$2.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	SALES & USE TAX PYMT	\$133.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT	\$2.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	SALES & USE TAX PYMT	\$2.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT	\$36.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	SALES & USE TAX PYMT	\$3.00
000315	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	SALES & USE TAX PYMT	\$2.00
000315	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT	\$751.00
CHECK # 000315 MN DEPT OF REVENUE						\$15,857.00
CHECK # 000317 PAYLIANCE						
000317	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$30.30
000317	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$15.15
000317	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$15.15
CHECK # 000317 PAYLIANCE						\$60.60
CHECK # 000318 COMPLETE MERCHANT SOLUTIONS						
000318	COMPLETE MERCHANT	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$301.00
000318	COMPLETE MERCHANT	WATER FUND	WATER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$150.50
000318	COMPLETE MERCHANT	SEWER FUND	SEWER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$150.50
CHECK # 000318 COMPLETE MERCHANT SOLUTIONS						\$602.00
CHECK # 000319 SMMPA						
000319	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$329,251.97
CHECK # 000319 SMMPA						\$329,251.97
CHECK # 000324 ONLINE UTILITY EXCHANGE						
000324	ONLINE UTILITY EXCHA	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	NEW UB CUSTOMER CREDIT C	\$40.80
CHECK # 000324 ONLINE UTILITY EXCHANGE						\$40.80
CHECK # 053919 MWOA (DUES)						
053919	MWOA (DUES)	SEWER FUND	SEWER ADMINISTR	Dues & Subscriptions	MEMBERSHIP DUES-KNUDSEN,	\$60.00
CHECK # 053919 MWOA (DUES)						\$60.00
CHECK # 053920 MIDCO						
053920	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.00
CHECK # 053920 MIDCO						\$270.00
CHECK # 053921 CRAWFORD, LINDY						
053921	CRAWFORD, LINDY	ELECTRIC FUN	ELECTRIC ADMINIST	Meetings, Training, &	MILEAGE TO SMMPA ORIENTA	\$95.20
CHECK # 053921 CRAWFORD, LINDY						\$95.20

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 053922 CARDMEMBER SERVICE						
053922	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Uniforms	FR CLOTHING-J HARLAN	\$322.03
053922	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	ONLINE UTIL EXCHANGE	\$51.60
053922	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC ADMINIST	Small Tools & Equipm	B BALDWIN IPAD-COSTCO	\$171.79
053922	CARDMEMBER SERVICE	WATER FUND	WATER ADMINISTR	Small Tools & Equipm	B BALDWIN IPAD-COSTCO	\$85.90
053922	CARDMEMBER SERVICE	SEWER FUND	SEWER ADMINISTR	Small Tools & Equipm	B BALDWIN IPAD-COSTCO	\$85.90
CHECK # 053922 CARDMEMBER SERVICE						\$717.22
CHECK # 053983 CENTRAL LAKES COLLEGE						
053983	CENTRAL LAKES COLLE	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	DAMAGE PREVENTION SEMINA	\$50.00
053983	CENTRAL LAKES COLLE	WATER FUND	WATER DISTRIBUTI	Meetings, Training, &	DAMAGE PREVENTION SEMINA	\$50.00
053983	CENTRAL LAKES COLLE	SEWER FUND	SEWER COLLECTION	Meetings, Training, &	DAMAGE PREVENTION SEMINA	\$50.00
CHECK # 053983 CENTRAL LAKES COLLEGE						\$150.00
CHECK # 053985 EAST CENTRAL ENERGY						
053985	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	JAN DISPATCH SERVICES	\$194.30
053985	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	JAN LABOR & EQUIP	\$1,171.90
CHECK # 053985 EAST CENTRAL ENERGY						\$1,366.20
CHECK # 053991 LEAGUE OF MN CITIES INS TST WC						
053991	LEAGUE OF MN CITIES I	ELECTRIC FUN		Prepaid Ins	2020 WORK COMP PREM	\$12,167.93
053991	LEAGUE OF MN CITIES I	WATER FUND		Prepaid Ins	2020 WORK COMP PREM	\$5,570.31
053991	LEAGUE OF MN CITIES I	SEWER FUND		Prepaid Ins	2020 WORK COMP PREM	\$10,085.50
CHECK # 053991 LEAGUE OF MN CITIES INS TST WC						\$27,823.74
CHECK # 053993 MIDCO						
053993	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	INTERNET	\$85.00
053993	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	INTERNET	\$85.00
CHECK # 053993 MIDCO						\$170.00
CHECK # 053995 MN MUNICIPAL UTILITIES ASSN						
053995	MN MUNICIPAL UTILITI	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	BERGSTADT/FELGER-MODULE	\$1,220.00
CHECK # 053995 MN MUNICIPAL UTILITIES ASSN						\$1,220.00
CHECK # 053996 NEONLINK LLC						
053996	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	FEB PAYMENT PROCESSING	\$110.20
053996	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	FEB PAYMENT PROCESSING	\$55.10
053996	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	FEB PAYMENT PROCESSING	\$55.10
CHECK # 053996 NEONLINK LLC						\$220.40
CHECK # 053998 STRATEGIC INSIGHTS, INC						
053998	STRATEGIC INSIGHTS, I	ELECTRIC FUN	ELECTRIC ADMINIST	Dues & Subscriptions	CIP SOFTWARE LICENSE	\$550.00
CHECK # 053998 STRATEGIC INSIGHTS, INC						\$550.00
CHECK # 054000 VERIZON WIRELESS						
054000	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELLS, IPADS, TABLETS	\$193.70
054000	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELLS, IPADS, TABLETS	\$78.83
054000	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELLS, IPADS, TABLETS	\$116.21
CHECK # 054000 VERIZON WIRELESS						\$388.74
CHECK # 054009 BERGSTADT, GARY						
054009	BERGSTADT, GARY	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	METER SCHOOL MEALS	\$149.18
CHECK # 054009 BERGSTADT, GARY						\$149.18
CHECK # 054011 CENTURYLINK						
054011	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
054011	CENTURYLINK	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$114.93
CHECK # 054011 CENTURYLINK						\$219.87
CHECK # 054015 EAST CENTRAL ENERGY						
054015	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECTRICITY	\$108.37
CHECK # 054015 EAST CENTRAL ENERGY						\$108.37
CHECK # 054017 FELGER, MATT						
054017	FELGER, MATT	ELECTRIC FUN	GENERATION & PO	Uniforms	COAT, BIBS, HOODIE, TSHIRT	\$297.91
054017	FELGER, MATT	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	METER SCHOOL MEALS	\$139.44
CHECK # 054017 FELGER, MATT						\$437.35
CHECK # 054018 HUNTLEY, DAKOTA & JAMES SWANSO						
054018	HUNTLEY, DAKOTA & JA	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-537	\$186.27
CHECK # 054018 HUNTLEY, DAKOTA & JAMES SWANSO						\$186.27
CHECK # 054020 KADLEC EXCAVATING						
054020	KADLEC EXCAVATING	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	WATERMAIN RPR - FOREST/G	\$1,102.50
CHECK # 054020 KADLEC EXCAVATING						\$1,102.50
CHECK # 054027 MN MUNICIPAL UTILITIES ASSN						
054027	MN MUNICIPAL UTILITI	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	2020 SUBSTATION SCHOOL-FE	\$465.00
CHECK # 054027 MN MUNICIPAL UTILITIES ASSN						\$465.00
CHECK # 054029 NEOPOST USA INC						
054029	NEOPOST USA INC	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	INK CARTRIDGE FOR POSTAGE	\$34.93
CHECK # 054029 NEOPOST USA INC						\$34.93
CHECK # 054032 REGENCY OF MN						
054032	REGENCY OF MN	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT-737 KEN	\$4.36
CHECK # 054032 REGENCY OF MN						\$4.36
CHECK # 054037 VENHUIZEN, KIZZY						
054037	VENHUIZEN, KIZZY	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT	\$166.04
CHECK # 054037 VENHUIZEN, KIZZY						\$166.04
CHECK # 054038 WELIA HEALTH						
054038	WELIA HEALTH	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	KOHLGRAF LAST SERIES OF V	\$39.06
054038	WELIA HEALTH	WATER FUND	WATER ADMINISTR	Professional Services -	KOHLGRAF LAST SERIES OF V	\$19.53
054038	WELIA HEALTH	SEWER FUND	SEWER ADMINISTR	Professional Services -	KOHLGRAF LAST SERIES OF V	\$19.53
CHECK # 054038 WELIA HEALTH						\$78.12
CHECK # 054053 MPCA						
054053	MPCA	SEWER FUND	SEWER ADMINISTR	Dues & Subscriptions	ANNL WATER QUALITY PERMI	\$1,450.00
CHECK # 054053 MPCA						\$1,450.00
CHECK # 054059 WINDSTREAM						
054059	WINDSTREAM	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE	\$244.29
054059	WINDSTREAM	WATER FUND	WATER ADMINISTR	Telephone	PHONE	\$95.72
054059	WINDSTREAM	SEWER FUND	SEWER ADMINISTR	Telephone	PHONE	\$90.35
CHECK # 054059 WINDSTREAM						\$430.36
CHECK # 054084 ABLE HOSE & RUBBER INC						
054084	ABLE HOSE & RUBBER I	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	HOSE, CAM & GROOVES, CLAM	\$491.08
CHECK # 054084 ABLE HOSE & RUBBER INC						\$491.08
CHECK # 054085 ACE HARDWARE						

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
054085	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	BUNGEEES FOR RADIATOR TAR	\$33.48
054085	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	HANDWARMERS	\$10.99
054085	ACE HARDWARE	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	WELLHOUSE 4 & 5 PAINTING	\$94.45
054085	ACE HARDWARE	WATER FUND	WATER TREATMENT	Other Operating Suppl	GARBAGE BAGS	\$7.99
054085	ACE HARDWARE	WATER FUND	WATER TREATMENT	Small Tools & Equipm	SHOVEL	\$19.99
054085	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Small Tools & Equipm	SCRUB BRUSH & BROOM HAN	\$43.97
054085	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	SHOP VAC FILTER	\$19.99
054085	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	GARAGE DOOR BATTERIES	\$2.99
CHECK # 054085 ACE HARDWARE						\$233.85
CHECK # 054087 AMERIPRIDE LINEN						
054087	AMERIPRIDE LINEN	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	RUGS	\$70.76
CHECK # 054087 AMERIPRIDE LINEN						\$70.76
CHECK # 054089 AUTO VALUE MORA						
054089	AUTO VALUE MORA	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	PURPLE CLEANER FOR WELLH	\$8.49
CHECK # 054089 AUTO VALUE MORA						\$8.49
CHECK # 054090 B & B TRANSFORMER						
054090	B & B TRANSFORMER	ELECTRIC FUN		Distribution Inventory	3 PHASE PADMOUNT XFRMR	\$4,141.41
CHECK # 054090 B & B TRANSFORMER						\$4,141.41
CHECK # 054092 CAMPBELL KNUTSON, P.A.						
054092	CAMPBELL KNUTSON, P.	WATER FUND	WATER ADMINISTR	Legal Services	LEGAL SERVICES-WATER TRM	\$48.00
CHECK # 054092 CAMPBELL KNUTSON, P.A.						\$48.00
CHECK # 054094 CINTAS						
054094	CINTAS	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	MATS, MOPS	\$52.82
CHECK # 054094 CINTAS						\$52.82
CHECK # 054098 FEDERATED COOP						
054098	FEDERATED COOP	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	TORCH PROPANE	\$34.99
CHECK # 054098 FEDERATED COOP						\$34.99
CHECK # 054099 FREEDOM MAILING SERVICES INC						
054099	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$451.81
054099	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$225.90
054099	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$225.90
CHECK # 054099 FREEDOM MAILING SERVICES INC						\$903.61
CHECK # 054101 GLENS TIRE OPERATIONS INC						
054101	GLENS TIRE OPERATIO	SEWER FUND	SEWER COLLECTION	Tires	#29 FLAT REPAIR	\$33.50
CHECK # 054101 GLENS TIRE OPERATIONS INC						\$33.50
CHECK # 054102 GOPHER STATE ONE-CALL INC						
054102	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	FEB LOCATES	\$12.83
054102	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	FEB LOCATES	\$12.82
054102	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	FEB LOCATES	\$12.82
CHECK # 054102 GOPHER STATE ONE-CALL INC						\$38.47
CHECK # 054103 GRANITE CITY JOBBING						
054103	GRANITE CITY JOBBING	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	TP & PAPER TOWELS	\$93.69
054103	GRANITE CITY JOBBING	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	TP & PAPER TOWELS	\$71.63
CHECK # 054103 GRANITE CITY JOBBING						\$165.32
CHECK # 054104 GRANITE WATER WORKS INC						

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
054104	GRANITE WATER WORK	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	WATER RPR CLAMP	\$179.40
CHECK # 054104 GRANITE WATER WORKS INC						\$179.40
CHECK # 054107 JOHNSONS HARDWARE & RENTAL						
054107	JOHNSONS HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Line Transformer Exp	BOLTS&WASHERS FOR XFRMR	\$52.88
054107	JOHNSONS HARDWARE	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	WELLHOUSE PAINTING	\$30.45
CHECK # 054107 JOHNSONS HARDWARE & RENTAL						\$83.33
CHECK # 054110 KWIK TRIP - GAS PURCHASES						
054110	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	GAS	\$212.54
054110	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	GAS	\$184.47
054110	KWIK TRIP - GAS PURC	SEWER FUND	SEWER COLLECTION	Motor Fuels	GAS	\$399.65
CHECK # 054110 KWIK TRIP - GAS PURCHASES						\$796.66
CHECK # 054111 LEWIS MOTOR REPAIR, INC						
054111	LEWIS MOTOR REPAIR,	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	ENG #5 RADIATOR #4 MOTOR	\$3,023.33
CHECK # 054111 LEWIS MOTOR REPAIR, INC						\$3,023.33
CHECK # 054112 MERCURY TECHNOLOGIES OF MN						
054112	MERCURY TECHNOLOGI	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	LAMP RECYCLING	\$763.48
CHECK # 054112 MERCURY TECHNOLOGIES OF MN						\$763.48
CHECK # 054113 METERING & TECHNOLOGY SOLUTION						
054113	METERING & TECHNOL	WATER FUND		Inventory Materials/S	5/8" WATER METER W/ ERT	\$278.04
CHECK # 054113 METERING & TECHNOLOGY SOLUTION						\$278.04
CHECK # 054115 MN ENERGY RESOURCES CORP						
054115	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Natural Gas - Heat	FEB GAS BILL	\$708.25
054115	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Generation Exp	FEB GAS BILL	\$437.97
054115	MN ENERGY RESOURCE	WATER FUND	WATER SUPPLY	Natural Gas - Heat	FEB GAS BILL	\$67.42
054115	MN ENERGY RESOURCE	WATER FUND	WATER TREATMENT	Natural Gas - Heat	FEB GAS BILL	\$234.73
054115	MN ENERGY RESOURCE	SEWER FUND	WASTEWATER TREA	Natural Gas - Heat	FEB GAS BILL	\$489.39
CHECK # 054115 MN ENERGY RESOURCES CORP						\$1,937.76
CHECK # 054116 MN MUNICIPAL UTILITIES ASSN						
054116	MN MUNICIPAL UTILITI	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	BERGSTADT/FELGER YR 2 APP	\$55.73
CHECK # 054116 MN MUNICIPAL UTILITIES ASSN						\$55.73
CHECK # 054117 NBS CALIBRATIONS						
054117	NBS CALIBRATIONS	SEWER FUND	WASTEWATER TREA	Professional Services -	WWTP SCALE CALIBRATION	\$159.00
CHECK # 054117 NBS CALIBRATIONS						\$159.00
CHECK # 054119 NORTHERN STATES SUPPLY						
054119	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	NITRILE GLOVES	\$89.38
054119	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH POLE SCREWS	\$4.63
054119	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Meters	METERING WIRE CONNECTOR	\$50.22
054119	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	STR LIGHT WIRE CONNECTOR	\$50.22
CHECK # 054119 NORTHERN STATES SUPPLY						\$194.45
CHECK # 054121 OSLIN LUMBER						
054121	OSLIN LUMBER	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	WINDOW SILL REPAIR SUPPLI	\$17.79
CHECK # 054121 OSLIN LUMBER						\$17.79
CHECK # 054122 OWENS AUTO PARTS						
054122	OWENS AUTO PARTS	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	AIR FILTERS	\$18.39
CHECK # 054122 OWENS AUTO PARTS						\$18.39

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 054123 OXYGEN SERVICE CO, INC						
054123	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	CYLINDER RENTAL	\$10.44
054123	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	CYLINDER RENTAL	\$24.36
054123	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	CYLINDER RENTAL	\$42.34
054123	OXYGEN SERVICE CO, I	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CYLINDER RENTAL	\$9.57
CHECK # 054123 OXYGEN SERVICE CO, INC						\$86.71
CHECK # 054124 QUALITY DISPOSAL						
054124	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$75.00
054124	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$163.80
CHECK # 054124 QUALITY DISPOSAL						\$238.80
CHECK # 054125 QUILL CORPORATION						
054125	QUILL CORPORATION	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$34.62
054125	QUILL CORPORATION	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	BATTERIES	\$8.88
054125	QUILL CORPORATION	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	PAPER TOWELS	\$33.99
CHECK # 054125 QUILL CORPORATION						\$77.49
CHECK # 054126 RESCO						
054126	RESCO	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	GUY WIRE MARKERS	\$677.32
CHECK # 054126 RESCO						\$677.32
CHECK # 054127 RJ MECHANICAL						
054127	RJ MECHANICAL	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	REPAIRED CRACKED GAS LINE	\$201.50
CHECK # 054127 RJ MECHANICAL						\$201.50
CHECK # 054128 RMB ENVIRONMENTAL LABS INC						
054128	RMB ENVIRONMENTAL	WATER FUND	WATER TREATMENT	Professional Services -	LAB TESTING	\$80.00
054128	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING	\$493.00
CHECK # 054128 RMB ENVIRONMENTAL LABS INC						\$573.00
CHECK # 054131 STAR ENERGY SERVICES LLC						
054131	STAR ENERGY SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of GIS	GIS CARRYMAP MTG & ASSIST	\$260.00
CHECK # 054131 STAR ENERGY SERVICES LLC						\$260.00
CHECK # 054133 SWANSON FLO						
054133	SWANSON FLO	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	ACTUATOR VALVE RPR @ WTP	\$1,050.22
CHECK # 054133 SWANSON FLO						\$1,050.22
CHECK # 054134 THEIN WELL CO, INC						
054134	THEIN WELL CO, INC	WATER FUND	WATER SUPPLY	Professional Services -	WELL #5 PUMP REBUILD	\$13,346.13
CHECK # 054134 THEIN WELL CO, INC						\$13,346.13
CHECK # 054136 VIKING ELECTRIC SUPPLY						
054136	VIKING ELECTRIC SUPP	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	#4 RADIATOR MULTI TAP CON	\$591.78
054136	VIKING ELECTRIC SUPP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	STREET LIGHT BULBS	\$1,146.00
054136	VIKING ELECTRIC SUPP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	STREET LIGHT MULTI TAP CO	\$591.78
CHECK # 054136 VIKING ELECTRIC SUPPLY						\$2,329.56
CHECK # 054137 WATER CONSERVATION SERVICE INC						
054137	WATER CONSERVATION	WATER FUND	WATER DISTRIBUTI	Professional Services -	LOCATED LEAK ON W FOREST	\$577.10
CHECK # 054137 WATER CONSERVATION SERVICE INC						\$577.10
						\$416,873.71



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE FEBRUARY 2020 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY



MEMORANDUM

Date: March 16, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Vegetation Management Services RFP

ITEM SUMMARY

The PUC will review and approve the draft vegetation management services request for proposal (RFP).

BACKGROUND

The PUC approved \$75,000 in the 2020 capital improvement plan (CIP) and the same amount in the 2021 CIP for vegetation management services (tree maintenance) located near electric distribution lines. Vegetation management was completed in 2017 at which time the western portion of MMU’s distribution lines (the country line) was unintentionally excluded. Staff recommends broadening the scope of work during this round of vegetation management to include the country line.

Attached for review and consideration is a draft RFP. Staff proposes the submission deadline be April 13, 2020 with work to be completed between April 2020 and December 31, 2021.

OPTIONS & IMPACTS

Approve the draft RFP and direct staff to advertise the RFP as presented. This project must be completed to maintain the integrity of MMU’s distribution lines and uninterrupted service to customers.

RECOMMENDATIONS

Motion to direct staff to advertise the RFP as presented.

Attachments

Draft Vegetation Management Services RFP



VEGETATION MANAGEMENT SERVICES

REQUEST FOR PROPOSAL

MORA MUNICIPAL UTILITIES, ELECTRICAL DEPARTMENT

Submission Deadline
April 13, 2020



OVERVIEW

Mora Municipal Utilities (MMU) is requesting proposals to provide vegetation management services for its electrical department. Proposals must be received no later than 12:00 p.m. on Monday, April 13, 2020. Proposals received after the above date and time may not be considered.

Please submit six (6) hard copies and one (1) electronic copy of the proposal to the address listed in the Inquiries section.

Notwithstanding any other provisions of the RFP, MMU reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of MMU or its customers. It is further within the right of MMU to reject proposals that do not contain all elements and information requested in this document. MMU shall not be liable for any losses incurred by any responders throughout this process.

GENERAL INFORMATION

Mora Municipal Utilities, located in the City of Mora and an adjacent rural area to the west of the city in Kanabec County, Minnesota is located 72 miles north of Minneapolis and St. Paul at the intersection of Minnesota Trunk Highways 65 and 23. It is also 52 miles northeast of St. Cloud and 91 miles southwest of Duluth.

The purpose of this work is to revisit about one-half of the primary overhead distribution system (sections 1A, 1B, & 4 on the attached map) for tree clearance work and to clear all overhead secondary distribution lines (customer services) in that area.

Schedule

A pre-proposal meeting will not be held.

Proposals are due by 12:00 p.m. on Monday, April 13, 2020.

The utilities commission will review proposals and award one or more contracts at their April 20, 2020 meeting.

Work to be completed between contract award date in April 2020 and December 31, 2021.

A general map of the area of work can be found on page 8 of this proposal. A more detailed map is available upon request.

Contract

The successful contractor will be required to enter into a contract for services which will require the following:

1. Insurance. See insurance requirements on page 5 of this RFP.



2. Certification that each tree worker is certified as a Qualified Line Clearance Arborist as required by ANSI Z133.1.

Payment shall be made in full upon the completion of the work.

This proposal is for services for the specific work mentioned and award of the proposal to a contractor should not be taken as initiating a continuing relationship for this or other types of services.

SPECIFICATIONS

The following specifications shall be followed by the successful contractor in performing the required work.

Customer Notifications

1. Utility staff will notify customers of work on their property prior to the work commencing. Customers will have the opportunity to make requests regarding the work, but cannot delay work crews. Contractor will be provided with customer concerns on a weekly basis and shall discuss with customer, if needed, before proceeding.
2. Contractor shall knock on door of customers before beginning work at a location to alert them of their presence.

Clearances - Primary

The following tree-conductor clearances shall be obtained on primary lines using ANSI A300 pruning standards, as described below:

In Landscaped or Plantation Areas

1. Open (Uncovered) Conductors - Prune to the greater of:
 - a. Ten feet (10') clearance around conductors (or to trunk of tree if closer than 10')
 - b. To provide four (4) years clearance from conductor contacts based upon the specific growth characteristics of the tree.

Remove trees where trunk is closer than four feet (4') to conductors. Remove dead and structurally defective limbs overhanging conductors.

2. Covered Conductors
 - a. Prune to minimum of five feet (5') clearance around conductors where possible without removing tree. Prune overhanging conifers for snow/ice

loading to ten feet (10') above conductors. Remove dead and structurally defective limbs overhanging conductors.

All limbs will be chipped and disposed of in City disposal site. Wood will be left in handling lengths and piled neatly on site but off of easement strip.

Outside of Landscaped or Plantation Areas

1. Open (Uncovered) Conductors – Prune and remove trees to provide:
 - a. Minimum of fifteen feet (15') clear zone from vertical plane with conductors.
 - b. No branches may remain overhanging conductors.
 - c. Prune any remaining branches to achieve four (4) years of clearance from line.
 - d. Remove obvious hazard trees. (Dead or heavily leaning)

2. Covered Conductors – Prune and remove trees to provide:
 - a. Minimum of five feet (5') clear zone from vertical plane with conductors.
 - b. Remove obvious hazard trees (dead or heavily leaning).
 - c. Prune overhanging conifers for snow/ice loading to ten feet (10') above conductors. Remove dead and structurally defective limbs overhanging conductors.

Brush will be cut by hand or with mechanical mower. All limbs and brush will be chipped or mulched with a mower. Wood will be left in eight foot (8') lengths and piled along edge of easement strip. An approved stump treatment will be applied to stumps larger than one inch (1") diameter unless landowner objects to the application.

Clearances - Secondary

The following tree-conductor clearances shall be obtained on overhead secondary lines:

In All Areas

1. All Conductors – Prune to:
 - a. Minimum of five feet (5') clear zone from vertical plane with conductors.

Tree Removals

1. Trees removed at the property owner's request, outside of the above clearance specifications, are performed at the sole expense of the property owner and shall not be considered part of MMU's vegetation management services or contract with the firm.

2. Trees removed to achieve the above clearance requirements will be at the sole expense of the contractor.
3. Trees are removed to ground level. Stumps are not ground.

Property Damage

Damage to property such as ruts, broken fences, cracked concrete, etc. will be repaired within thirty (30) days of damage or notice to contractor of damage, or if weather prohibits repairs in this time frame repairs must be made no later than the following May 31st. All repairs are to be made to the property owner's satisfaction at the contractor's expense.

SELECTION CRITERIA

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation.

Proposals shall contain the following information:

1. Cover letter and introduction including the name of the business and the name, email address and telephone numbers of the person(s) authorized to represent the company regarding all matters related to the proposals.
2. Completed proposal form found on page 7 of this RFP.
3. A statement of qualifications of the staff assigned to perform this work.
4. References from at least five (5) clients from similarly sized and situated utilities. Include contact name, email address and telephone number.
5. Please provide an estimated timeline for performing the work to achieve completion by due dates.
6. Provide any additional information that you feel is pertinent in MMU's decision on selecting a contractor.

OFFER EXPIRATION DATE

Proposals in response to this RFP will be valid for thirty (30) days from the proposal due date. MMU reserves the right to ask for an extension of time if needed.

AWARD NOTIFICATION

MMU will notify each contractor submitting a proposal the results of the selection process.

OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of MMU and supporting materials will not be returned. MMU is not responsible for any costs incurred by the business in the preparation of the proposal.

INSURANCE REQUIREMENTS

The limits of liability for the insurance required by the city/utilities shall provide coverage for not less than the following amounts or greater where required by Laws and Regulations:

1. Worker's Compensation and related coverages:
 - a. State Statutory
 - b. Applicable Federal (e.g., Longshoreman's) Statutory
 - c. Employer's Liability \$1,500,000

2. Contractor's General Liability, which shall include completed operations and product liability coverages and eliminate the exclusion with respect to property under the care, custody, and control of Contractor:
 - a. General Aggregate \$1,500,000
 - b. Products – Completed Operations Aggregate \$1,500,000
 - c. Personal and Advertising Injury \$1,500,000
 - d. Each Occurrence (Bodily Injury and Property Damage) \$1,500,000
 - e. Property Damage liability insurance will provide Explosion, Collapse, and Underground coverages where applicable.
 - f. Excess or Umbrella Liability:
 - i. General Aggregate \$2,500,000
 - ii. Each Occurrence \$1,500,000

3. Automobile Liability:
 - a. Bodily Injury:
 - i. Each Person \$1,500,000
 - ii. Each Accident \$1,500,000
 - b. Property Damage:
 - i. Each Accident \$1,500,000
 - ii. Combined Single Limit of \$1,500,000

4. The Contractual Liability coverage shall provide coverage for not less than the following amounts:
 - a. Bodily Injury:
 - i. Each Person \$1,500,000
 - ii. Each Accident \$1,500,000
 - b. Property Damage:
 - i. Each Accident \$1,500,000
 - ii. Annual Aggregate \$1,500,000

5. Other persons or entities to be included as additional insureds:
 - a. City of Mora
 - b. Mora Municipal Utilities



INQUIRIES

Lindy Crawford
Public Utilities General Manager
Mora Municipal Utilities
101 Lake St. South
Mora, MN 55051
320.679.4806
l.crawford@cityofmora.com



LUMP SUM PRICE PROPOSAL VEGETATION MANAGEMENT SERVICES

Following is our lump sum, firm price proposal, to Mora Municipal Utilities for completing vegetation management services in conformance with the clearance specifications described in the request for proposals packet. Prices include all costs needed to complete the work including, but not limited to labor, equipment, materials, supervision, sales and use taxes and overhead expenses:

TOTAL COST _____

Attach an hourly price list for work beyond the scope of the project.

Contractor's Contact Person _____

Contractor Name _____

Contractor's Address _____

Contact Person's Office Phone Number _____

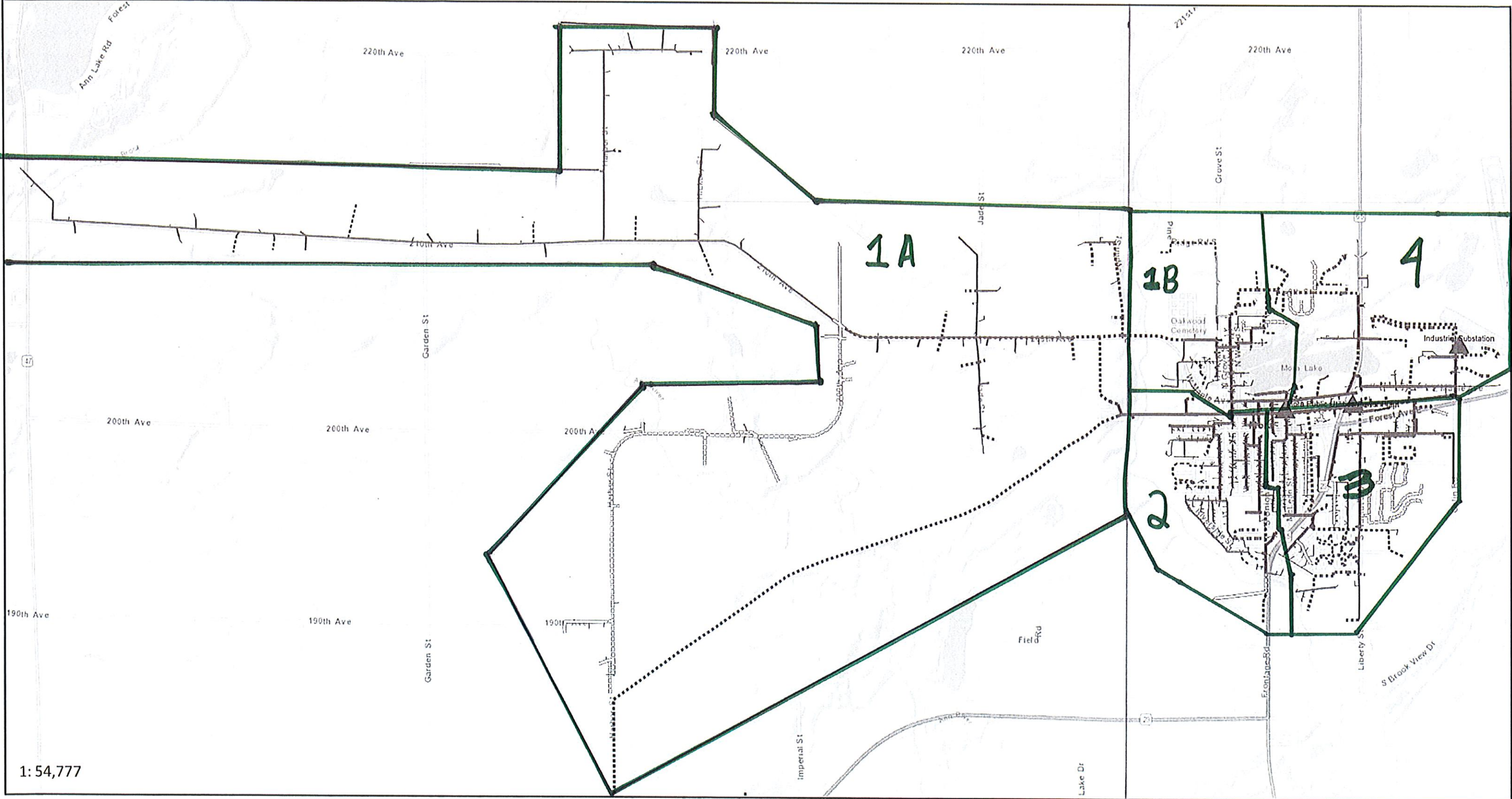
Contact Person's Cell Phone Number _____

Contact Person's E-mail Address _____

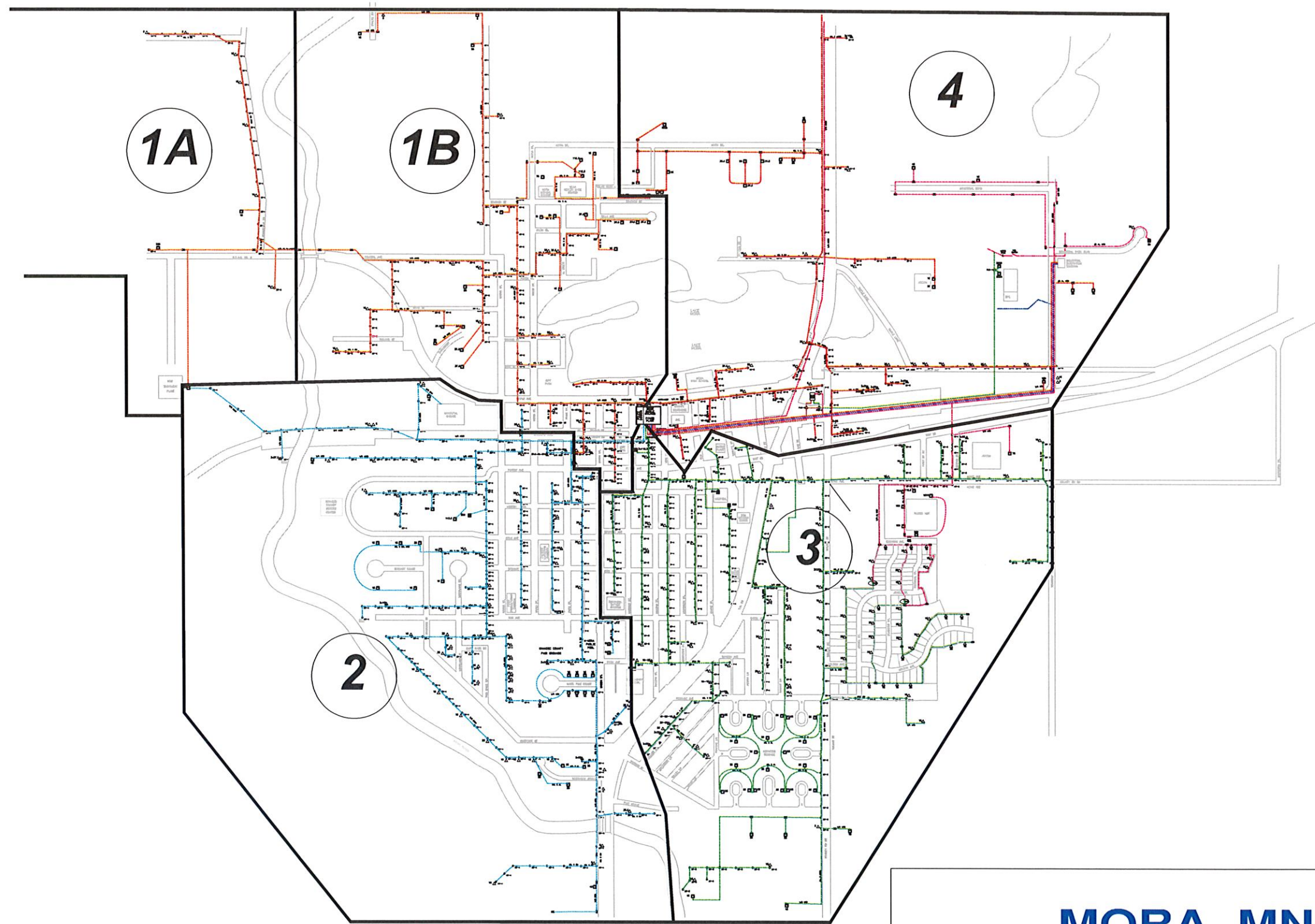
Authorized Signature: _____

Date of Proposal: _____

Mora



1: 54,777



**MORA, MN
PRIMARY ELECTRICAL
DISTRIBUTION SYSTEM**

Vegetation Management Services





MEMORANDUM

Date March 16, 2020
To Public Utilities Commission
From Joseph Kohlgraf, Public Works Director
RE Service Truck Replacement

SUMMARY

The PUC will consider replacing our current 1994 Chevy 1-ton dually flatbed with a 500 gal water tank with a 2013 F-750 with a 2,000 gal water tank.

BACKGROUND INFORMATION

Our current service truck that is used to transport water for flushing and sewer cleaning is due for replacement. This is a heavily-used vehicle and needs to be replaced. This truck was purchased new in 1994 with a tool box/crane and retrofitted into a flatbed nine years ago.

Staff found a replacement that will be more efficient and useful in the sewer department. The truck is built for transporting water, has a pump and will benefit staff in the long run. This 2013 F-750 truck is currently used as a rental unit with very low miles. Even though it is an older vehicle, staff feels that it is the right price and will increase efficiency when cleaning sewer lines. There is a possibility that this could also be used in more than one department in the future.

OPTIONS & IMPACTS

1. Purchase a replacement service truck and move forward following the CIP plan for replacement. This item is budgeted for this year in the amount of \$48,000 total, \$24,000 each from the water and sewer funds.
2. Do nothing at this time and repair the current service truck when needed.

RECOMMENDATIONS

Motion to accept the quote from United Rental for an F-750 Ford Diesel truck with 2,000 gal water tank in the amount not to exceed \$44,562.78.

Attachments

Quote from United Rental



179814713

BRANCH 749
4945 MILLER TRUNK HWY
HERMANTOWN MN 55811-1491
218-279-2845
218-279-2876 FAX

Job Site

CITY OF MORA
101 LAKE ST S
MORA MN 55051-1588

Office: 320-679-1511 **Cell:** 612-390-8217

CITY OF MORA
101 LAKE ST S
MORA MN 55051-1588

Customer #	: 1342840
Quote Date	: 03/10/20
UR Job Loc	: 101 LAKE ST S, MORA
UR Job #	: 5
Customer Job ID:	
P.O. #	: QUOTE
Ordered By	:
Written By	: STEPHANIE KRAUSE
Salesperson	: STEPHANIE KRAUSE

**This is not an invoice
Please do not pay from this document**

Qty	Equipment #	Price	Amount
1	10130185 CC: 953-2225 TRUCK WATER 2000-2999 GAL CDL Make: FORD Model: F-750 WATER Serial #: 3FRXF7FA1BV623436 Model Year: 13 Lic: B971686 Wgt: 033000 MI OUT: 5042.500	40388.00	40388.00
	DELIVERY CHARGE		1114.00
			Sub-total: 41502.00
			Tax: 3060.78
			Total: 44562.78

TO SCHEDULE EQUIPMENT FOR PICKUP, CALL 800-UR-RENTS (800-877-3687)
WE ARE AVAILABLE 24/7 TO SUPPLY YOU WITH A CONFIRMATION #
IN ORDER TO CLOSE THIS CONTRACT

Note: This proposal may be withdrawn if not accepted within 30 days.

THIS IS NOT AN EQUIPMENT SALE AGREEMENT/INVOICE. THE SALE OF EQUIPMENT AND ANY OTHER ITEMS LISTED ABOVE IS SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S EQUIPMENT SALE AGREEMENT/INVOICE, WHICH MUST BE SIGNED PRIOR TO OR UPON DELIVERY OF THE EQUIPMENT AND OTHER ITEMS.



MEMORANDUM

Date: March 16, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Petroleum Storage Tank Release Site – Jerry’s Bait Shop

ITEM SUMMARY

Staff will provide an update on the petroleum storage tank release site at the Jerry’s Bait Shop located at 631 East Maple Avenue.

BACKGROUND INFORMATION

Over the last several years the PUC and staff have had discussions with the MPCA and Don Larson, owner of Jerry’s Bait Shop regarding potential water contamination from the well at Jerry’s Bait Shop. Over the last several years the MPCA has been actively monitoring the site to assess potential public health concerns.

At the December 16, 2019 meeting the consensus of the PUC was that a variance from City Code 52.23 may be an option due to public health concerns. After further discussion at the February 18, 2020 meeting staff was directed to consult with the city attorney regarding this possibility.

The city attorney has advised that the preferred solution would be utility supplied water with a filtration or treatment system for the bait operation. Reasons to avoid allowing a well in city limits include concerns regarding well head protection, cross contamination, and aquifer levels for example. However, a variance may be acceptable depending on the property owner’s reasoning for rejecting a filtration or treatment system.

OPTIONS & IMPACTS

Staff will share options and impacts at the meeting.

RECOMMENDATIONS

Discuss options and impacts, and direct staff appropriately.

Attachments

None

Utility Billing Monthly Report Calendar Year 2019

Description	As of 1/31/2020	As of 2/29/2020	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	\$ 601,347.50	\$ 551,698.11										
Current Period	\$ 555,704.84	\$ 497,019.39										
1 Period Overdue	\$ 28,985.02	\$ 35,747.28										
2 Periods Overdue	\$ 8,396.86	\$ 11,454.21										
3 Periods Overdue	\$ 8,471.17	\$ 7,568.36										
Total Penalties Applied to Account	\$ 6,226.45	\$ 6,190.49										
Past Due/Disconnection Notices Mailed (customer 30 days or more past due) *	71	66										
Utility Disconnects	0	6	0	0	0	0	0	0	0	0	0	0
Missed Payments on Payment Agreement	0	0	0	0	0	0	0	0	0	0	0	0
No Response to Past Due/Disc Notice/Door Tag	0	6	0	0	0	0	0	0	0	0	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 pre-payment on accounts, energy assistance, and a solar connection credits.

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

DATE	SERVICE	QTY	AMOUNT	NOTES
FEBRUARY 2020				
2/3/2020	Water Res	220,000 gallons	(1067.82)	Customer got a new meter; meter reading did not roll over as it should have. Customer was billed for 224,000 versus their actual 2,000 usage. Adjusted overcharge off.
2/3/2020	Sewer Res	220,000 gallons	(1665.00)	Customer got a new meter; meter reading did not roll over as it should have. Customer was billed for 224,000 versus their actual 2,000 usage. Adjusted overcharge off.