



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

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

Monday, April 20, 2020

3:00 PM

Mora City Hall

Due to the COVID-19 pandemic, some or all of the Public Utilities Commissioners and other meeting participants may be attending electronically.

**The public may attend the meeting by phone with the following number: 1-408-418-9388
Call from a cell phone to avoid charges. Access code: 620 244 215# Password: cFh9mnGRp68**

- 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 – March 16, 2020
 - b. March 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. CMHP Request for PUC Support
 - b. Sewer and Well Exemption Request – Johnson
 - c. Utility Pole Attachment Agreement – MN Energy Resources
- 8. Old Business**
 - a. Award Vegetation Management Services Contract
 - b. Petroleum Storage Tank Release Site – Jerry’s Bait Shop
- 9. Communications**
 - a. Utility Billing Monthly Report – March 2020
 - b. Utility Billing Adjustments Report – March 2020
 - c. Quarterly Sewer Response Report
- 10. Reports**
 - a. Public Utilities General Manager
 - b. Public Works Director
 - c. Commissioner Baldwin
 - d. 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 Monday, March 16, 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, and Deputy City Clerk Yoder
4. **Adopt Agenda:** MOTION made by Baldwin, seconded by Heggernes, and unanimously carried to approve the agenda as presented.
5. **Consent Agenda:** MOTION made by Heggernes, seconded by Baldwin, and unanimously carried to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – February 18, 2020
 - b. February 2020 Claims
6. **Open Forum:** No one spoke at open forum.
7. **Special Business:** There was no special business to discuss.
8. **New Business:**
 - a. **Vegetation Management Services RFP:** Crawford reported the PUC approved \$75,000 for tree trimming/vegetation management in the 2020 Capital Improvement Plan (CIP) as well as \$75,000 in the 2021 CIP. Staff reported the MMU country line was accidentally overlooked in 2017 and recommended the scope of work be broadened during the next contracted services. MOTION made by Heggernes, seconded by Baldwin, and unanimously carried to direct staff to advertise the RFP as presented.
 - b. **Water Service Truck Replacement:** Kohlgraf reported the existing 1994 Chevy 1-ton, 500-gallon tank service truck used for flushing and sewer cleaning was due for replacement. Kohlgraf presented a quote for a 2013 F-750 truck, which had a larger water tank and may increase efficiency in the water/wastewater department. MOTION made by Heggernes, seconded by Baldwin, and unanimously carried to accept the quote, upon a satisfactory inspection, from United Rental for the F-750 Ford Diesel truck with 2,000-gallon water tank in the amount not to exceed \$44,562.78.
9. **Old Business:**
 - a. **Petroleum Storage Tank Release Site – Jerry’s Bait Shop:** Crawford provided an update from the conversation with the city attorney regarding potential water contamination caused by private well usage of Jerry’s Bait Shop. Crawford cited city attorney Jamnik’s advise for a preferred solution of utility supplied water with a filtration system for the bait operations and if Larson’s concern was solely related to cost, then a variance was not a good option. Crawford provided reasons to avoid a well variance which included concerns over well-head protection, cross contamination, and aquifer levels and additionally stated not wanting to maintain a filtration system may not be reason enough to grant a variance. MOTION made by

Ardner, seconded by Baldwin, and unanimously carried to table the discussion for the next meeting.

10. Communications: The following communications were reviewed.

- a. Utility Billing Monthly Report – February 2020
- b. Utility Billing Adjustments Report – February 2020

11. Reports:

- a. Public Utilities General Manager: Crawford reported working on coronavirus related issues as they evolve and stated city facilities would be closed to the public Wednesday, March 18 through March 27, 2020; as things worsen staff will look at shift scheduling for utility crews and maintaining overall health for staff; Crawford will meet with county emergency staff twice a week and provide updates via Facebook and the city website.
- b. Public Works Director: Nothing new to report.
- c. Commissioner Baldwin: Nothing new to report.
- d. Commissioner Heggernes: Heggernes reported researching options to keep the dump station open at the fairgrounds and learned there are ways to meter usage and accept payment with a card reader. Discussion ensued regarding the need for electricity to the station for the card reader to operate and the potential additional expense. Baldwin reported seeing lines of campers every Friday night and Saturday to use the station when he managed the civic center. The consensus was to direct staff to investigate this option.
- e. Chair Ardner: Ardner reported speaking with Dean Randt of Coborns about charging stations for electric vehicles at Coborns; Randt responded positively with indication of a location in the south area of the parking lot. Crawford stated she had provided Randt a copy of the legal agreement currently in place between other Coborns stores and cities for review. Ardner pointed out North Branch's process for petitioning to become a five member commission; Ardner felt five members was a great idea and explained the difficulties of a quorum with three members in a small community; Ardner raised the issue of councilmembers on the PUC and how councilmembers are under political pressure while the PUC is a business and not subject to politics, Ardner stated he will monitor the progress and see how North Branch pans out.

12. Adjournment: MOTION made by Heggernes, seconded by Baldwin, and unanimously carried to adjourn at 3:27 PM.

Chair

Secretary

**CITY OF MORA
CHECK LIST-PUC**

04/16/20 12:03 PM

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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000338 NEIGHBORHOOD NATIONAL BANK						
000338	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY BUSINESS ONLINE	\$10.00
000338	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONHTLY RETURNED CHECK	\$10.00
000338	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY UB ACH FILE FEE	\$30.00
CHECK # 000338 NEIGHBORHOOD NATIONAL BANK						<u>\$50.00</u>
CHECK # 000340 MN DEPT OF REVENUE						
000340	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT	\$14,981.00
000340	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	SALES & USE TAX PYMT	\$9.00
000340	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT	\$1.00
000340	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT	\$6.00
000340	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT	\$2.00
000340	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT	\$3.00
000340	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	SALES & USE TAX PYMT	\$1.00
000340	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	SALES & USE TAX PYMT	\$128.00
000340	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT	\$32.00
000340	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	SALES & USE TAX PYMT	\$1.00
000340	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	SALES & USE TAX PYMT	\$5.00
000340	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT	\$744.00
CHECK # 000340 MN DEPT OF REVENUE						<u>\$15,913.00</u>
CHECK # 000342 PAYLIANCE						
000342	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$31.56
000342	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$15.77
000342	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$15.77
CHECK # 000342 PAYLIANCE						<u>\$63.10</u>
CHECK # 000343 COMPLETE MERCHANT SOLUTIONS						
000343	COMPLETE MERCHANT	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$361.00
000343	COMPLETE MERCHANT	WATER FUND	WATER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$180.50
000343	COMPLETE MERCHANT	SEWER FUND	SEWER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$180.50
CHECK # 000343 COMPLETE MERCHANT SOLUTIONS						<u>\$722.00</u>
CHECK # 000344 SMMPA						
000344	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$309,847.38
CHECK # 000344 SMMPA						<u>\$309,847.38</u>
CHECK # 000349 ONLINE UTILITY EXCHANGE						
000349	ONLINE UTILITY EXCHA	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	NEW UB CUSTOMER CREDIT C	\$57.00
CHECK # 000349 ONLINE UTILITY EXCHANGE						<u>\$57.00</u>
CHECK # 054061 CMP CUSTOM MOLDING						
054061	CMP CUSTOM MOLDING	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	BREAKROOM REFRIDGERATOR	\$25.00
CHECK # 054061 CMP CUSTOM MOLDING						<u>\$25.00</u>
CHECK # 054062 HALLIN, TONY						
054062	HALLIN, TONY	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	DISHWASHER REBATE	\$25.00
CHECK # 054062 HALLIN, TONY						<u>\$25.00</u>
CHECK # 054066 MIDCO						
054066	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET-TELEWORK, WWTP,	\$270.00
CHECK # 054066 MIDCO						<u>\$270.00</u>
CHECK # 054067 MORA MUNICIPAL UTILITIES						
054067	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Water	UTILITIES	\$106.82

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
054067	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Sewer	UTILITIES	\$73.77
054067	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Storm Water	UTILITIES	\$15.96
054067	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Storm Water	UTILITIES	\$20.10
054067	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Electricity	UTILITIES	\$984.34
054067	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Storm Water	UTILITIES	\$10.05
054067	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Electricity	UTILITIES	\$972.73
054067	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Storm Water	UTILITIES	\$11.23
054067	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Electricity	UTILITIES	\$40.88
054067	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Electricity	UTILITIES	\$1,012.52
054067	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Storm Water	UTILITIES	\$10.05
054067	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Water	UTILITIES	\$100.04
054067	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Storm Water	UTILITIES	\$20.69
054067	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Electricity	UTILITIES	\$3,344.89
CHECK # 054067 MORA MUNICIPAL UTILITIES						\$6,724.07
CHECK # 054068 NORTHPOST INC						
054068	NORTHPOST INC	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	COMPRESSED AIR LEAK CORR	\$140.00
CHECK # 054068 NORTHPOST INC						\$140.00
CHECK # 054070 SCHREIBER, GARY & SHANNON						
054070	SCHREIBER, GARY & SH	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	MANCAVE DISHWASHER REBA	\$25.00
054070	SCHREIBER, GARY & SH	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	UPSTAIRS DISHWASHER REBA	\$25.00
CHECK # 054070 SCHREIBER, GARY & SHANNON						\$50.00
CHECK # 054139 CARDMEMBER SERVICE						
054139	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Uniforms	FR CLOTHING-J HARLEN	\$171.78
054139	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	FELGER METER SCHOOL HOTE	\$300.06
054139	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	BERGSTADT METER SCHOOL H	\$300.06
054139	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	UTIL WORK ORDER ACCTN GU	\$59.96
054139	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC ADMINIST	Postage	STAMPS-USPS	\$13.75
054139	CARDMEMBER SERVICE	WATER FUND	WATER ADMINISTR	Dues & Subscriptions	WATER PERMIT-MNDNR	\$652.08
CHECK # 054139 CARDMEMBER SERVICE						\$1,497.69
CHECK # 054143 EAST CENTRAL ENERGY						
054143	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	FEB DISPATCH SERVICES	\$194.57
054143	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	MATERIALS FOR VILLA OH OU	\$112.95
054143	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	FEB LABOR & EQUIP	\$1,020.67
CHECK # 054143 EAST CENTRAL ENERGY						\$1,328.19
CHECK # 054148 HOLMES, JACOB						
054148	HOLMES, JACOB	WATER FUND	WATER ADMINISTR	Uniforms	BOOTS	\$66.50
054148	HOLMES, JACOB	SEWER FUND	SEWER ADMINISTR	Uniforms	BOOTS	\$108.49
CHECK # 054148 HOLMES, JACOB						\$174.99
CHECK # 054150 KOHLGRAF, JOE						
054150	KOHLGRAF, JOE	ELECTRIC FUN	ELECTRIC ADMINIST	Uniforms	BOOTS	\$33.00
054150	KOHLGRAF, JOE	WATER FUND	WATER ADMINISTR	Uniforms	BOOTS	\$16.50
054150	KOHLGRAF, JOE	SEWER FUND	SEWER ADMINISTR	Uniforms	BOOTS	\$16.50
CHECK # 054150 KOHLGRAF, JOE						\$66.00
CHECK # 054152 MN DEPT OF LABOR & INDUSTRY-CO						
054152	MN DEPT OF LABOR & I	ELECTRIC FUN	GENERATION & PO	Miscellaneous	YEARLY REGISTRATION FEE-P	\$40.00
054152	MN DEPT OF LABOR & I	WATER FUND	WATER TREATMENT	Miscellaneous	YEARLY REGISTRATION FEE-P	\$20.00
054152	MN DEPT OF LABOR & I	SEWER FUND	WASTEWATER TREA	Miscellaneous	YEARLY REGISTRATION FEE-P	\$10.00
CHECK # 054152 MN DEPT OF LABOR & INDUSTRY-CO						\$70.00

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 054164 EAST CENTRAL ENERGY						
054164	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECT	\$110.26
CHECK # 054164 EAST CENTRAL ENERGY						\$110.26
CHECK # 054167 HEGGERNES AGENCY INC						
054167	HEGGERNES AGENCY IN	ELECTRIC FUN		Prepaid Ins	2020 INS AGENTS FEE	\$965.96
054167	HEGGERNES AGENCY IN	WATER FUND		Prepaid Ins	2020 INS AGENTS FEE	\$214.00
054167	HEGGERNES AGENCY IN	SEWER FUND		Prepaid Ins	2020 INS AGENTS FEE	\$381.00
CHECK # 054167 HEGGERNES AGENCY INC						\$1,560.96
CHECK # 054171 KNUDSEN, RODNEY						
054171	KNUDSEN, RODNEY	WATER FUND	WATER ADMINISTR	Meetings, Training, &	WATER SCHOOL MEALS	\$51.51
CHECK # 054171 KNUDSEN, RODNEY						\$51.51
CHECK # 054173 LEAGUE OF MN CITIES INS TRUST						
054173	LEAGUE OF MN CITIES I	ELECTRIC FUN		Prepaid Ins	2020 PROP-LIAB INSURANCE	\$32,215.00
054173	LEAGUE OF MN CITIES I	WATER FUND		Prepaid Ins	2020 PROP-LIAB INSURANCE	\$7,136.50
054173	LEAGUE OF MN CITIES I	SEWER FUND		Prepaid Ins	2020 PROP-LIAB INSURANCE	\$12,703.50
CHECK # 054173 LEAGUE OF MN CITIES INS TRUST						\$52,055.00
CHECK # 054176 MIDCO						
054176	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	INTERNET	\$85.00
054176	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	INTERNET	\$85.00
CHECK # 054176 MIDCO						\$170.00
CHECK # 054179 MN DEPT OF COMMERCE-IND ASSMTS						
054179	MN DEPT OF COMMERC	ELECTRIC FUN	GENERATION & PO	Miscellaneous	4TH QTR FY 2020 IND ASSMTS	\$229.77
054179	MN DEPT OF COMMERC	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	4TH QTR FY 2020 IND ASSMTS	\$625.00
CHECK # 054179 MN DEPT OF COMMERCE-IND ASSMTS						\$854.77
CHECK # 054187 VERIZON WIRELESS						
054187	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL PHONES, IPADS	\$198.93
054187	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL PHONES, IPADS	\$78.87
054187	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL PHONES, IPADS	\$116.26
CHECK # 054187 VERIZON WIRELESS						\$394.06
CHECK # 054194 CENTURYLINK						
054194	CENTURYLINK	WATER FUND	WATER ADMINISTR	Telephone	INTERNET	\$100.95
054194	CENTURYLINK	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$110.94
CHECK # 054194 CENTURYLINK						\$211.89
CHECK # 054195 UNITED RENTALS-HERMANTOWN						
054195	UNITED RENTALS-HERM	WATER FUND		Fixed Assets	WATER TANK TRUCK	\$22,281.39
054195	UNITED RENTALS-HERM	SEWER FUND		Fixed Assets	WATER TANK TRUCK	\$22,281.39
CHECK # 054195 UNITED RENTALS-HERMANTOWN						\$44,562.78
CHECK # 054197 KODIAK POWER SYSTEMS, INC						
054197	KODIAK POWER SYSTE	WATER FUND		Fixed Assets	GENERATOR INSTALLED @ WE	\$26,841.00
CHECK # 054197 KODIAK POWER SYSTEMS, INC						\$26,841.00
CHECK # 054198 NEONLINK LLC						
054198	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PAYMENT PROCESSING	\$120.80
054198	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$60.40
054198	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$60.40
CHECK # 054198 NEONLINK LLC						\$241.60

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 054200 WELIA HEALTH						
054200	WELIA HEALTH	WATER FUND	WATER ADMINISTR	Professional Services -	KNUDSEN 3RD SERIES VACCIN	\$74.21
054200	WELIA HEALTH	WATER FUND	WATER ADMINISTR	Professional Services -	HULBERT 3RD SERIES VACCIN	\$74.21
054200	WELIA HEALTH	SEWER FUND	SEWER ADMINISTR	Professional Services -	KNUDSEN 3RD SERIES VACCIN	\$121.09
054200	WELIA HEALTH	SEWER FUND	SEWER ADMINISTR	Professional Services -	HULBERT 3RD SERIES VACCIN	\$121.09
CHECK # 054200 WELIA HEALTH						\$390.60
CHECK # 054203 FORREST, DALE						
054203	FORREST, DALE	ELECTRIC FUN	ELECTRIC ADMINIST	Misc Service Revenue	REFUND APPL FEE - NOT MOVI	\$10.00
CHECK # 054203 FORREST, DALE						\$10.00
CHECK # 054204 GRACHEK, CURTIS						
054204	GRACHEK, CURTIS	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-200	\$30.44
CHECK # 054204 GRACHEK, CURTIS						\$30.44
CHECK # 054205 GRASS, ANGELA & ROYCE BAUER						
054205	GRASS, ANGELA & ROY	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-9 AR	\$109.51
CHECK # 054205 GRASS, ANGELA & ROYCE BAUER						\$109.51
CHECK # 054208 KSG SOUND & VIDEO						
054208	KSG SOUND & VIDEO	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	ACOUSTICAL TESTING & ANAL	\$187.50
054208	KSG SOUND & VIDEO	WATER FUND	WATER ADMINISTR	Professional Services -	ACOUSTICAL TESTING & ANAL	\$187.50
054208	KSG SOUND & VIDEO	SEWER FUND	SEWER ADMINISTR	Professional Services -	ACOUSTICAL TESTING & ANAL	\$187.50
CHECK # 054208 KSG SOUND & VIDEO						\$562.50
CHECK # 054209 MIDCO						
054209	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.00
CHECK # 054209 MIDCO						\$270.00
CHECK # 054210 MN DEPT OF HEALTH						
054210	MN DEPT OF HEALTH	WATER FUND		State Water Fee	1ST QTR WATER CONNECTION	\$2,873.00
CHECK # 054210 MN DEPT OF HEALTH						\$2,873.00
CHECK # 054211 MORA MUNICIPAL UTILITIES						
054211	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Water	UTILITIES	\$75.55
054211	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Sewer	UTILITIES	\$28.77
054211	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Storm Water	UTILITIES	\$15.96
054211	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Storm Water	UTILITIES	\$20.10
054211	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Electricity	UTILITIES	\$816.92
054211	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Storm Water	UTILITIES	\$10.05
054211	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Electricity	UTILITIES	\$826.56
054211	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Storm Water	UTILITIES	\$11.23
054211	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Electricity	UTILITIES	\$40.54
054211	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Storm Water	UTILITIES	\$10.05
054211	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Electricity	UTILITIES	\$902.90
054211	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Storm Water	UTILITIES	\$20.69
054211	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Electricity	UTILITIES	\$3,318.75
054211	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Water	UTILITIES	\$128.34
CHECK # 054211 MORA MUNICIPAL UTILITIES						\$6,226.41
CHECK # 054212 WHIM, SASHA & PULLEY, CARMELLO						
054212	WHIM, SASHA & PULLEY	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-431	\$7.67
CHECK # 054212 WHIM, SASHA & PULLEY, CARMELLO						\$7.67
CHECK # 054213 WINDSTREAM						

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
054213	WINDSTREAM	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONES	\$244.22
054213	WINDSTREAM	WATER FUND	WATER ADMINISTR	Telephone	PHONES	\$96.21
054213	WINDSTREAM	SEWER FUND	SEWER ADMINISTR	Telephone	PHONES	\$90.42
CHECK # 054213 WINDSTREAM						\$430.85
CHECK # 054225 ISANTI COUNTY FAMILY SERVICES						
054225	ISANTI COUNTY FAMILY	ELECTRIC FUN		Undistributed Receipts	FOR AMHI ISSUED 2017 - M D	\$272.41
CHECK # 054225 ISANTI COUNTY FAMILY SERVICES						\$272.41
CHECK # 054226 ITRON, INC						
054226	ITRON, INC	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	SOFTWARE/HARDWARE MAIN	\$1,260.88
054226	ITRON, INC	WATER FUND	WATER DISTRIBUTI	Professional Services -	SOFTWARE/HARDWARE MAIN	\$630.44
054226	ITRON, INC	SEWER FUND	WASTEWATER TREA	Professional Services -	SOFTWARE/HARDWARE MAIN	\$630.44
CHECK # 054226 ITRON, INC						\$2,521.76
CHECK # 054256 ACE HARDWARE						
054256	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Cleaning Supplies	WIPES, DISINFECTANT	\$17.57
054256	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Line Transformer Exp	XFRMR MARKER BOLTS, WASH	\$29.16
054256	ACE HARDWARE	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	WELLHOUSE PAINT & SUPPLIE	\$38.15
054256	ACE HARDWARE	WATER FUND	WATER TREATMENT	Other Operating Suppl	KEYS	\$1.50
054256	ACE HARDWARE	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	TRUCK CRANE RPR PARTS	\$1.88
054256	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Cleaning Supplies	WIPES, DISINFECTANT	\$8.59
054256	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	KEYS	\$1.50
054256	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	CLEANING POLE	\$28.99
CHECK # 054256 ACE HARDWARE						\$127.34
CHECK # 054259 AMERIPRIDE LINEN						
054259	AMERIPRIDE LINEN	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	RUGS	\$173.35
CHECK # 054259 AMERIPRIDE LINEN						\$173.35
CHECK # 054261 AUTO VALUE MORA						
054261	AUTO VALUE MORA	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	BUCKET TRUCK RPR PARTS	\$173.23
054261	AUTO VALUE MORA	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	CABLE TIES	\$84.00
054261	AUTO VALUE MORA	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	CAMERA TRAILER RPR	\$53.38
054261	AUTO VALUE MORA	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	VEHICLE WASH	\$18.99
CHECK # 054261 AUTO VALUE MORA						\$329.60
CHECK # 054262 BORDER STATES ELECTRIC						
054262	BORDER STATES ELECT	ELECTRIC FUN		Distribution Inventory	METERS	\$674.43
CHECK # 054262 BORDER STATES ELECTRIC						\$674.43
CHECK # 054263 CAMPBELL KNUTSON, P.A.						
054263	CAMPBELL KNUTSON, P.	ELECTRIC FUN	ELECTRIC ADMINIST	Legal Services	ELECTRIC CHARGING STATION	\$48.00
CHECK # 054263 CAMPBELL KNUTSON, P.A.						\$48.00
CHECK # 054266 CINTAS						
054266	CINTAS	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	MATS, MOPS	\$52.82
CHECK # 054266 CINTAS						\$52.82
CHECK # 054273 FERGUSON WATERWORKS						
054273	FERGUSON WATERWOR	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	PLUMBING ADAPTER FOR MET	\$226.17
054273	FERGUSON WATERWOR	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	MARKING PAINT	\$189.60
054273	FERGUSON WATERWOR	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	RETURNED PLUMBING ADAPTE	-\$226.17
054273	FERGUSON WATERWOR	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	METER ADAPTER	\$256.43
CHECK # 054273 FERGUSON WATERWORKS						\$446.03

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 054275 FREEDOM MAILING SERVICES INC						
054275	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	NEWSLETTER	\$6.41
054275	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$455.34
054275	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$227.68
054275	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Professional Services -	NEWSLETTER	\$3.20
054275	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$227.68
054275	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Professional Services -	NEWSLETTER	\$3.20
						\$923.51
CHECK # 054276 GOPHER STATE ONE-CALL INC						
054276	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	MARCH LOCATES	\$12.82
054276	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	MARCH LOCATES	\$12.83
054276	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	MARCH LOCATES	\$12.82
						\$38.47
CHECK # 054277 GRAINGER, INC						
054277	GRAINGER, INC	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	ENGINE AIR REGULATORS, FIL	\$260.20
						\$260.20
CHECK # 054278 GRANITE CITY JOBBING						
054278	GRANITE CITY JOBBING	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	TP, PAPER TOWELS, MULTIFOL	\$127.20
						\$127.20
CHECK # 054279 HAWKINS, INC						
054279	HAWKINS, INC	WATER FUND	WATER TREATMENT	Chemicals	CHEMICALS	\$3,934.22
						\$3,934.22
CHECK # 054280 IRBY TOOL & SAFETY						
054280	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	LINEMAN GLOVES	\$381.00
054280	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	GLOVE TESTING	\$48.00
						\$429.00
CHECK # 054282 JOHNSONS HARDWARE & RENTAL						
054282	JOHNSONS HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Line Transformer Exp	XFRMR POLE MARKER	\$24.48
054282	JOHNSONS HARDWARE	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	WELLHOUSE PAINT SUPPLIES	\$44.93
054282	JOHNSONS HARDWARE	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	PIPE SEALANT	\$7.99
054282	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Cleaning Supplies	DISINFECTANT SPRAY	\$23.97
						\$101.37
CHECK # 054283 KANABEC PUBLICATIONS, INC						
054283	KANABEC PUBLICATION	ELECTRIC FUN	GENERATION & PO	Advertising	SMPA 2.0 AD	\$467.00
						\$467.00
CHECK # 054284 KWIK TRIP - GAS PURCHASES						
054284	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	GAS	\$233.35
054284	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	PORTABLE CAN	\$54.09
054284	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	GAS	\$174.74
054284	KWIK TRIP - GAS PURC	SEWER FUND	WASTEWATER TREA	Motor Fuels	GAS	\$163.28
						\$625.46
CHECK # 054285 MERCURY TECHNOLOGIES OF MN						
054285	MERCURY TECHNOLOGI	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	FLOURESCENT LAMP RECYCLI	\$528.93
						\$528.93
CHECK # 054288 MN ENERGY RESOURCES CORP						
054288	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Generation Exp	NATURAL GAS	\$547.71

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
054288	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Natural Gas - Heat	NATURAL GAS	\$575.46
054288	MN ENERGY RESOURCE	WATER FUND	WATER SUPPLY	Natural Gas - Heat	NATURAL GAS	\$44.60
054288	MN ENERGY RESOURCE	WATER FUND	WATER TREATMENT	Natural Gas - Heat	NATURAL GAS	\$194.39
054288	MN ENERGY RESOURCE	SEWER FUND	WASTEWATER TREA	Natural Gas - Heat	NATURAL GAS	\$279.15
CHECK # 054288 MN ENERGY RESOURCES CORP						\$1,641.31
CHECK # 054290 NORTHERN STATES SUPPLY						
054290	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	LOCATE PAINT	\$129.28
054290	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Meters	METER SOCKET CT CONNECTO	\$48.04
CHECK # 054290 NORTHERN STATES SUPPLY						\$177.32
CHECK # 054292 OAK GALLERY & FRAME SHOP						
054292	OAK GALLERY & FRAME	ELECTRIC FUN	ELECTRIC DISTRIBU	Postage	SHIPPED GLOVES FOR TESTIN	\$46.26
054292	OAK GALLERY & FRAME	WATER FUND	WATER DISTRIBUTI	Postage	WATER METER SHIPPING	\$24.18
CHECK # 054292 OAK GALLERY & FRAME SHOP						\$70.44
CHECK # 054293 OWENS AUTO PARTS						
054293	OWENS AUTO PARTS	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	BUCKET TRUCK HYDR PART	\$591.42
CHECK # 054293 OWENS AUTO PARTS						\$591.42
CHECK # 054294 OXYGEN SERVICE CO, INC						
054294	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	CYLINDER RENTALS	\$11.16
054294	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	CYLINDER RENTALS	\$26.04
054294	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	CYLINDER RENTALS	\$45.26
054294	OXYGEN SERVICE CO, I	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CYLINDER RENTALS	\$10.23
CHECK # 054294 OXYGEN SERVICE CO, INC						\$92.69
CHECK # 054295 POLLARDWATER						
054295	POLLARDWATER	WATER FUND	WATER DISTRIBUTI	Lubricants & Additives	POTABLE BOLTS/VALVE LUBE	\$109.61
CHECK # 054295 POLLARDWATER						\$109.61
CHECK # 054296 QUALITY DISPOSAL						
054296	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$75.00
054296	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$163.80
CHECK # 054296 QUALITY DISPOSAL						\$238.80
CHECK # 054297 QUILL CORPORATION						
054297	QUILL CORPORATION	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$149.12
054297	QUILL CORPORATION	WATER FUND	WATER ADMINISTR	Office Supplies	OFFICE SUPPLIES	\$56.99
054297	QUILL CORPORATION	SEWER FUND	SEWER ADMINISTR	Office Supplies	OFFICE SUPPLIES	\$56.99
CHECK # 054297 QUILL CORPORATION						\$263.10
CHECK # 054299 RESCO						
054299	RESCO	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	GUY & PEDESTAL MARKERS	\$1,661.91
CHECK # 054299 RESCO						\$1,661.91
CHECK # 054300 RMB ENVIRONMENTAL LABS INC						
054300	RMB ENVIRONMENTAL	WATER FUND	WATER TREATMENT	Professional Services -	LAB TESTING	\$80.00
054300	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING & BIOSOLIDS KI	\$491.00
CHECK # 054300 RMB ENVIRONMENTAL LABS INC						\$571.00
CHECK # 054304 STAR ENERGY SERVICES LLC						
054304	STAR ENERGY SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of GIS	GIS SERVICES	\$2,600.00
CHECK # 054304 STAR ENERGY SERVICES LLC						\$2,600.00
CHECK # 054305 TEAM LABORATORY CHEMICAL, LLC						

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
054305	TEAM LABORATORY CH	SEWER FUND	WASTEWATER TREA	Chemicals	MOSQUITO CONTROL	\$165.00
CHECK # 054305 TEAM LABORATORY CHEMICAL, LLC						\$165.00
CHECK # 054310 UPPER CASE PRINTING INK						
054310	UPPER CASE PRINTING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	NEWSLETTER PRINTING	\$82.30
054310	UPPER CASE PRINTING	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	UTIL BILL RETURN ENVELOPE	\$46.37
054310	UPPER CASE PRINTING	WATER FUND	WATER ADMINISTR	Professional Services -	NEWSLETTER PRINTING	\$82.29
054310	UPPER CASE PRINTING	WATER FUND	WATER ADMINISTR	Office Supplies	UTIL BILL RETURN ENVELOPE	\$23.19
054310	UPPER CASE PRINTING	SEWER FUND	SEWER ADMINISTR	Office Supplies	UTIL BILL RETURN ENVELOPE	\$23.19
054310	UPPER CASE PRINTING	SEWER FUND	SEWER ADMINISTR	Professional Services -	NEWSLETTER PRINTING	\$82.30
CHECK # 054310 UPPER CASE PRINTING INK						\$339.64
CHECK # 054312 VIKING ELECTRIC SUPPLY						
054312	VIKING ELECTRIC SUPP	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	WWTP SHOP LIGHT RPR	\$1,617.50
CHECK # 054312 VIKING ELECTRIC SUPPLY						\$1,617.50
CHECK # 054313 VIKING INDUSTRIAL CENTER						
054313	VIKING INDUSTRIAL CE	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	NITRILE GLOVES	\$645.41
CHECK # 054313 VIKING INDUSTRIAL CENTER						\$645.41
						\$497,854.48



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE MARCH 2020 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY



MEMORANDUM

Date: April 20, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
Beth Thorp, Community Development Director
RE: CMHP Request for PUC Support

SUMMARY

The Central Minnesota Housing Partnership (CMHP) is proposing the construction of a 32-unit apartment complex for low and moderate income households on 9th Street and has requested support from the city and utility in the forms of Tax Increment Financing (TIF), waiving of open space dedication, reduction of WAC + SAC fees, and a threshold letter showing need and support for the project. The PUC will consider reduction of WAC + SAC fees on April 20, 2020 and the City Council will consider TIF and open space dedication on April 21, 2020.

BACKGROUND INFORMATION

CMHP is a regional non-profit 501(c)(3) organization originally created and incorporated in May 1993. In February 1994, CMHP was designated as a Community Housing Development Organization (CHDO) by the Minnesota Housing Finance Agency. CMHP was created with the goals of preserving, improving and increasing the affordable housing stock in Central Minnesota. These goals have been achieved over the years through a variety of innovative programs and services that have developed and provided affordable housing to low and moderate income households. Since 1994, the organization has accessed and leveraged over \$255,000,000 through various programs and funders to assist our region in addressing its affordable housing needs.

CMHP has a purchase agreement for a 14-acre parcel generally located west of Highway 65 and south of 9th Street. The sale and future development are contingent upon receiving Low Income Housing Tax Credits through Minnesota Housing, and the application for these tax credits is much stronger and more competitive when leveraged with local support.

WAC + SAC

Water access charge (WAC) and sewer access charge (SAC) fees are charged to anyone connecting to water and sewer and are determined to maintain, repair, alter or enlarge all equipment, buildings and sites to manage water and sewer utilities for a property. The fees are based on the average use of many buildings. The fees for a single family home is \$3,900. The rate for an apartment / townhome development is 80% of a single family home fee.

CMHP is requesting the PUC support the 32-unit townhome development by reducing WAC + SAC fees by 50% for a total reduction of \$62,400.

Tax Increment Financing (TIF)

Memorandum

TIF uses the increased property taxes that a new real estate development generates to finance costs of the development. CMHP has requested that the City Council consider providing assistance through the creation of a residential TIF district. The maximum term for a residential TIF district is 26 years and the city has historically allowed the full term with pay-as-you-go financing. Pay-as-you-go requires the developer to pay for allowable costs up-front, with the increments used to reimburse the developer on an annual basis.

Rebecca Kurtz, Senior Municipal Advisor for Ehlers, has prepared a preliminary cashflow analysis for this project. The analysis shows that the total TIF available over 26 years is \$737,254 with a present value / estimated principal amount of \$446,814 (assuming an interest rate of 4.0%). Ehlers is estimating \$28,356 to be available annually for reimbursement. These numbers reflect the city's ability to retain up to 10% for administration of the district. Also, these numbers are estimates and will change as more details are provided by CMHP.

Open Space Dedication

Because the subject parcel is located in the Shoreland Management District and given the number of units proposed, the proposed development will require approval of a Conditional Use Permit for Planned Unit Development (PUD). As a residential PUD City Code requires a minimum of 5% of the gross area be dedicated for public recreation space or other public use. In this case 5% equates to 30,492 square feet or .7 acre.

While CMHP is proposing the inclusion of a playground for its tenants, the playground area is approximately 2,088 square feet and it's not intended to be dedicated to the public. Further, the site plan does not show any other areas intended to be dedicated as public open space. CMHP is requesting that the city accept the proposed playground in lieu of open space dedication.

Threshold Letter

A threshold letter details the city's need and support for the proposed project, in this case providing specific assistance being offered by the city and utility to CMHP to better leverage its Minnesota Housing application. Staff has prepared a draft letter for the City Council's consideration, but it will be amended based on the outcome of the PUC and City Council meetings.

OPTIONS & IMPACTS

Several local jurisdictions have identified the lack of suitable housing in our community, which is supported by the data identified in the Comprehensive Housing Market Analysis prepared by Maxfield Research & Consulting completed for the Mora HRA, Kanabec County EDA and City of Mora EDA. Staff believes that CMHP's 32-unit apartment complex will assist with meeting these needs, and showing support from the city and utility will increase the chances that this project receives Low Income Housing Tax Credits through Minnesota Housing.

RECOMMENDATIONS

Motion to adopt Resolution PUC2020-421 reducing the WAC + SAC fees by 50% on 32 units for a total reduction of \$62,400.

Attachments

Written request from CMHP
Vasa Crossing Apartments site plan

Memorandum

Playground images and layout
Resolution PUC2020-421
Draft threshold letter

April 2, 2020

City of Mora
Attn: Lindy Crawford
101 Lake Street South
Mora, MN 55051-1588

RE: Vasa Crossing Apartments
Low Income Housing Tax Credit Project
9th Street North, Mora, MN
Request for City Support

Dear Ms. Crawford:

Central Minnesota Housing Partnership, Inc. would like to resubmit our application for Vasa Crossing in Mora to Minnesota Housing. We will be preparing an application for Low Income Housing Tax Credits to acquire land and construct a 32-unit apartment complex adjacent to CMHP's Northcrest Townhomes. The apartment will be an L shaped, two story building with attached garages. This new construction project will provide much needed affordable housing to low and moderate income households in Mora and the surrounding areas. The application will be submitted to Minnesota Housing for funding consideration in June / July with announcements made in late early December. Minnesota Housing uses a scoring worksheet to determine which projects are selected for funding. This is a very competitive application process across the state. One area a project can score points in is local leverage and contributions. Because of this, we would like to formally request the following items from the city of Mora:

1. Provide a Threshold Letter and Resolution showing need and city support for the project.
2. Approval of Tax Increment Financing for an affordable housing district contingent upon approval of funding.
3. Reduction of SAC/WAC fees from 80% to 50% because this is a low income project and all local support (including waived fees) assists with scoring points.
4. Review of proposed playground on property to meet Park Dedication Fee requirements. This playground can be utilized by tenants at the new property as well as tenants at Northcrest Townhomes.

Central Minnesota Housing Partnership has been communicating and working with a number of local entities. The Kanabec County Economic Development Director, Heidi Steinmetz, was instrumental in showing us the need, making a connection with the land owner and arranging a meeting with a member from the Vasaloppet group. The Vasaloppet contact, Terry and I have been working on an agreement to continue utilizing this land for the Vasaloppet races in February. We have also discussed the project with the Rose Dunn with the Mora HRA again this year. They will be reviewing Support of the project again by providing four Section 8 Housing

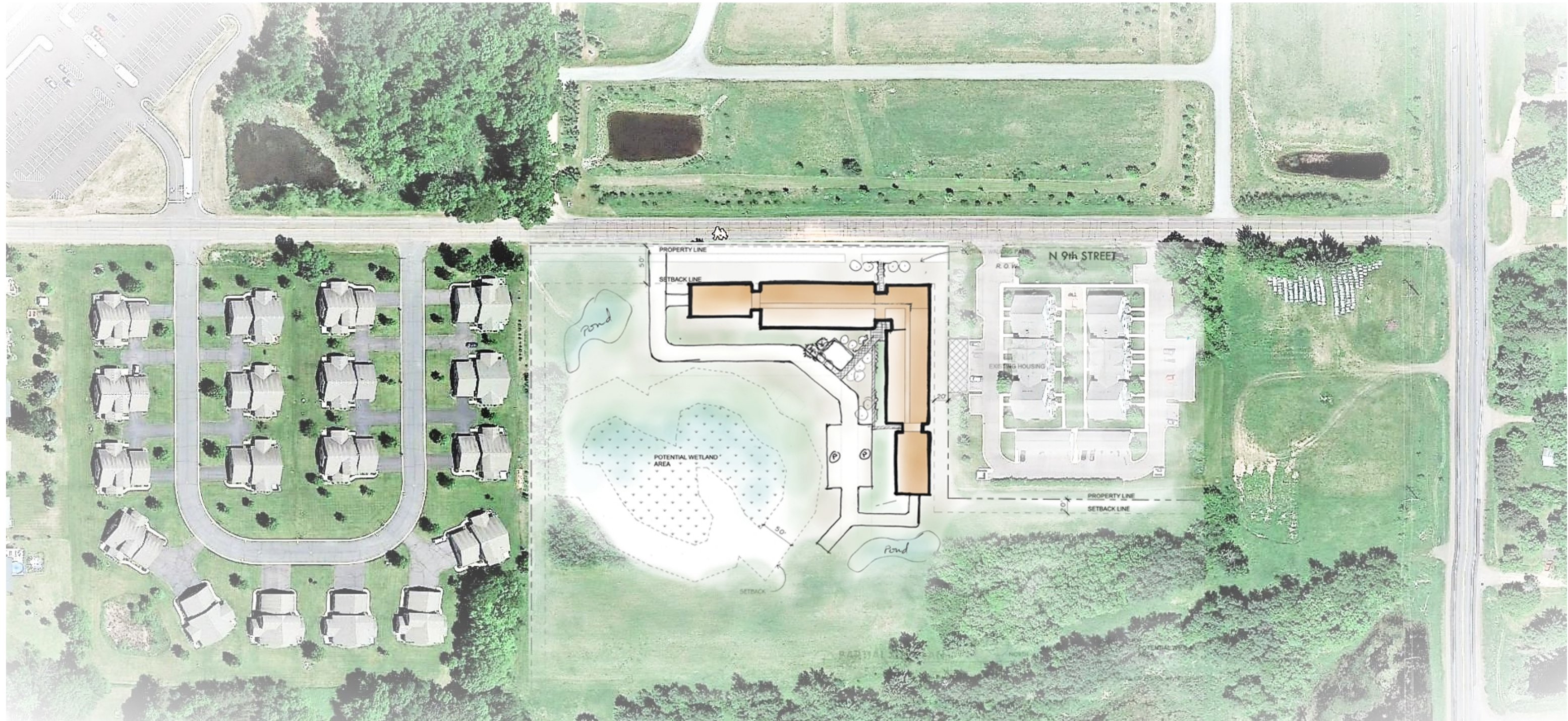
Choice Vouchers to this project. The HRA board has considered family housing a need within their community.

We appreciate the previous support of the city and any continued support the city may be able to provide. We look forward to working with city staff and officials to make this much needed project a reality. If you have any questions please do not hesitate to contact me at (320) 258-0671 or deanna@cmhp.net.

Sincerely,

A handwritten signature in blue ink, appearing to read "Deanna Hemmesch", with a long horizontal flourish extending to the right.

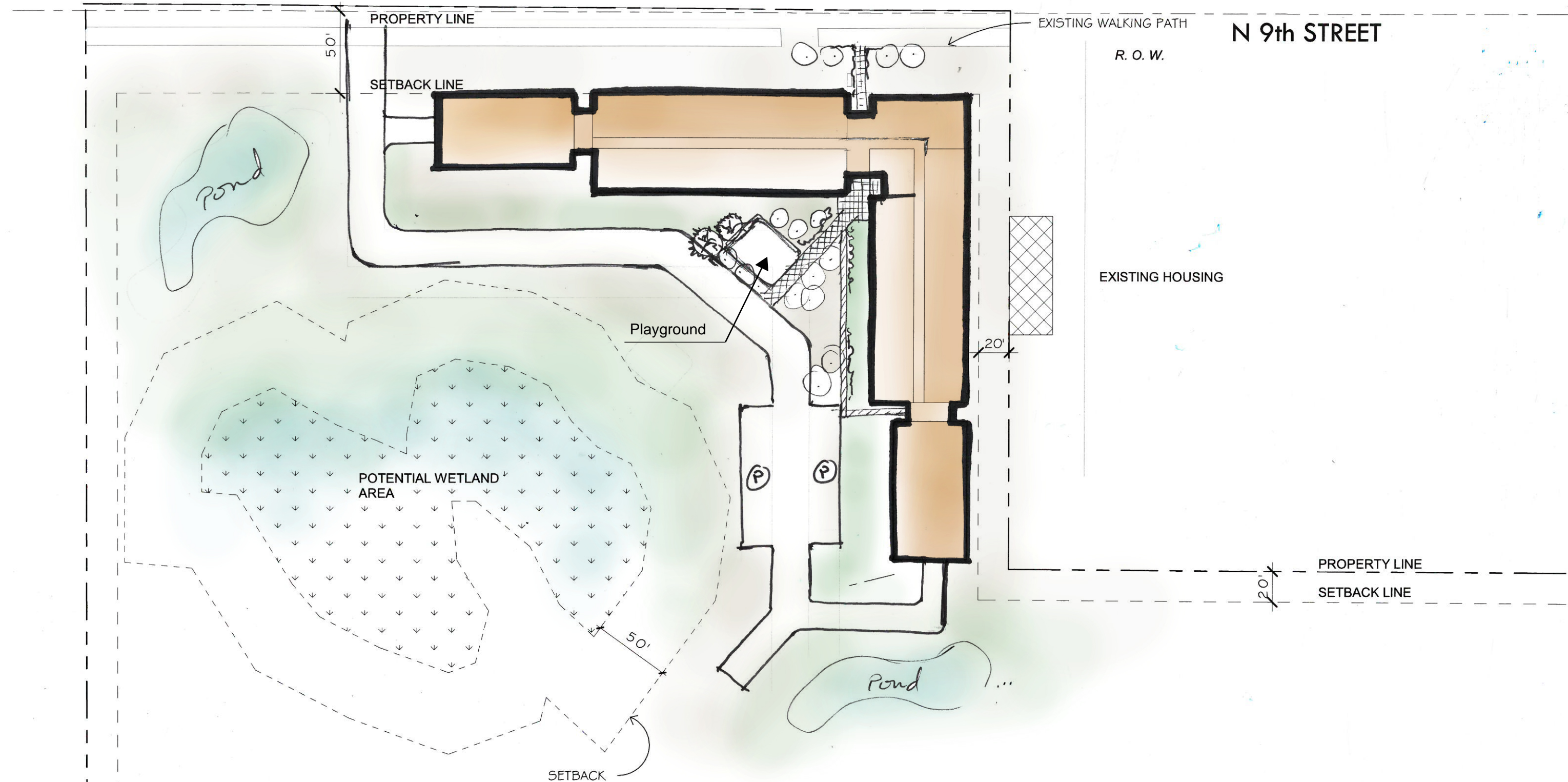
Deanna Hemmesch
Executive Director
Central Minnesota Housing Partnership, Inc.



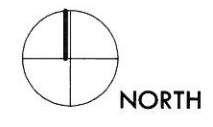
1

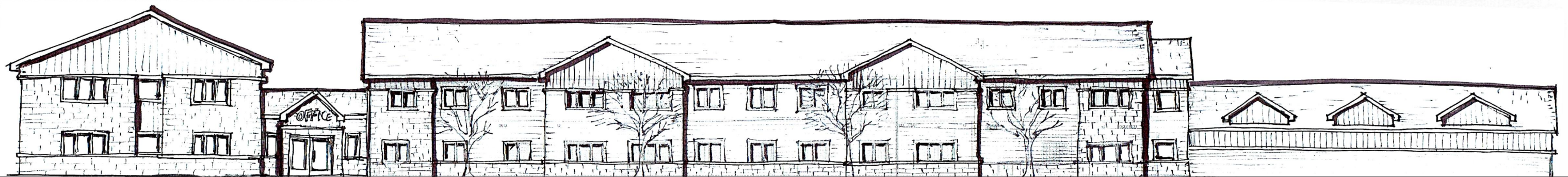
Overall SITE PLAN





1 PARTIAL SITE PLAN
 1/64" = 1'-0"





1

Street Elevation









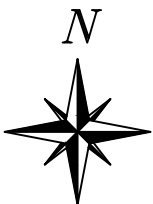
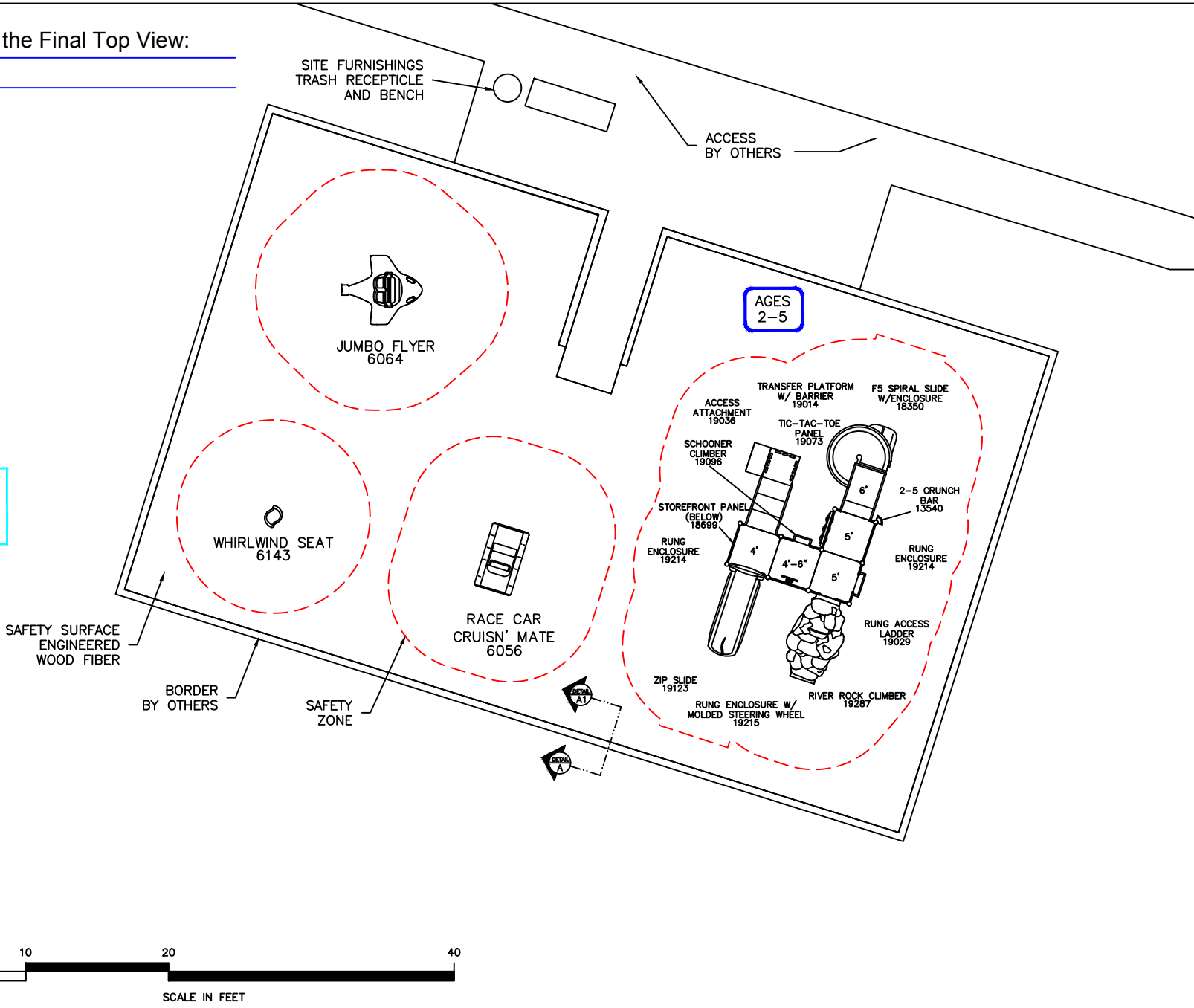




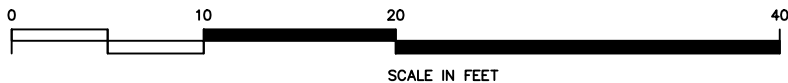
Please Initial & Sign the Final Top View:

While it is our intention to install your playground in a safe and timely manner, our success relies on your preparedness. Site preparation and grading to be performed by others and prior to installation. Slope within the play area(s) shall not exceed 1% to ensure a successful installation and a compliant playground. Failure to prepare site(s) to these expectations may result in additional charges if installer is required to re-mobilize. Please contact MN WI Playground if you have any questions.

OWNER TO DETERMINE AND COMMUNICATE EXACT PLACEMENT OF SITE FURNISHINGS PRIOR TO IN-GROUND INSTALLATION.



VERIFY LOCATION AND ORIENTATION



SCALE: 1" = 10'-0"

THIS PRINT IS THE PROPERTY OF MINNESOTA WISCONSIN PLAYGROUND INC. AND IS NOT TO BE USED, COPIED OR REPRODUCED WITHOUT THEIR EXPRESSED WRITTEN PERMISSION.



Sold & Distributed By:

P.O. Box 27328, Golden Valley, MN 55427
763-546-7787 1-800-622-5425
Fax 763-546-5050
E-Mail info@mnwiplay.com

THIS PLAN REQUIRES A FINISHED GRADE RESOLUTION

Project One - The Mill Townhomes
Staples, Minnesota

1-28-20

DWG. D9662T2

RESOLUTION NO. PUC2020-421

**A RESOLUTION OF THE PUBLIC UTILITIES COMMISSION OF THE CITY OF MORA, MINNESOTA,
SUPPORTING WAC AND SAC FEE REDUCTIONS FOR A 32-UNIT MULTI-FAMILY,
LOW INCOME HOUSING PROJECT**

WHEREAS, The Central Minnesota Housing Partnership, Inc. (CMHP) has proposed to build a 32-unit multi-family, low income apartment housing project in the City of Mora; and

WHEREAS, the housing project meets the needs of the City and low income housing is found to be in short supply in the City; and

WHEREAS, the success of the application is predicated, in part, on local support of the project through the reduction in water and sewer access charges.

NOW THEREFORE, BE IT RESOLVED by the Public Utilities Commission as follows: (1) the Public Utilities Commission supports CMHP’s application for Low Income Housing Tax Credits for a 32-unit multi-family, low income apartment housing project; and, (2) city/utility staff is hereby authorized to reduce the WAC and SAC fees by 50% on the said 32 units for a total reduction of \$62,400, pending funding approval from the State of Minnesota. The adoption of this resolution does not bind the Public Utilities Commission to reduce the WAC and SAC fees, or provide other reductions or municipal funds for this project.

The foregoing resolution was introduced and moved for adoption by Commissioner _____ and seconded by Commissioner _____.

Voting for the resolution:
Voting against the resolution:.....
Abstained from voting:
Absent:

Motion carried and resolution adopted this 20th day of April, 2020.

Greg Ardner, Chair

ATTEST:

Lindy Crawford, City Administrator



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

April 21, 2020

Ms. Deanna Hemmesch
Executive Director
Central Minnesota Housing Partnership, Inc.
37 28th Avenue N., Suite 102
St. Cloud, MN 56303

RE: Vasa Crossing Apartments

Dear Ms. Hemmesch,

The Public Utilities Commission (PUC) and City Council met on April 20 and April 21, 2020 respectively to review the Vasa Crossing Apartments housing development proposal submitted by Central Minnesota Housing Partnership (CMHP). The PUC and City Council have both offered their endorsement for the 32-unit apartment complex based upon findings that the project will assist with meeting locally identified housing needs and that the housing proposed is currently in short supply within the local housing market. This need is evidenced by the data identified in a feasibility study completed by CMHP in 2019 as well as the Comprehensive Housing Market Analysis for the City of Mora, Minnesota prepared by Maxfield Research & Consulting in 2019.

As part of its endorsement, the City Council has offered support to the Vasa Crossing Townhomes project through the use of Tax Increment Financing (TIF). The City Council estimates the total amount of TIF available over a 26-year term is \$737,254 with a present value of \$446,814 (assuming an interest rate of 4.0%), with an estimate of \$28,356 being available annually. This assistance will be in the form of pay-as-you-go tax increment financing.

Additionally, the PUC and City Council are offering support to the Vasa Crossing Apartments project through the following incentives:

- Reduction of WAC + SAC fees from 80% to 50% on 32 units for a total reduction of \$62,400.
- Waived open space dedication requirement in exchange for the installation of a non-public playground and negotiations with Vasaloppet USA to provide a long-term agreement to cross the subject site during organized race events. This eliminates the requirement that either 5% of the land be dedicated to the public for open space or a public use fee of \$500.

The proposed Vasa Crossing Apartments development not only assists with meeting the community's current housing needs, but it fully aligns with the housing goals and policies identified in the City of Mora Comprehensive Plan. The PUC and City Council's endorsement for Vasa Crossing Apartments is evidenced by Resolution PUC2020-421, Resolution No. 2020-421 and Resolution No. 2020-422, copies of which are enclosed.

Sincerely,

Lindy Crawford
City Administrator / Public Utilities General Manager

Encl.



MEMORANDUM

Date: April 20, 2020
 To: Public Utilities Commission
 From: Joseph Kohlgraf, Public Works Director
 RE: Sewer and Well Exemption Request – Linda Johnson

ITEM SUMMARY

The PUC will review and consider a sewer and well exemption permit request.

BACKGROUND INFORMATION

Linda Johnson recently purchased the property at 611 Oslin Rd. and is requesting to add a private well and sewer system to the property for the construction of a single family residence. Johnson’s options are to either connect to the municipal sanitary sewer and water systems or install a private well and private sewer system. In order for a property owner to install a private system, per Code of Ordinances, Title V Public Works, §50.12 Exemptions, a hardship must exist and an exemption permit is required.

Staff has determined that municipal service is not within a reasonable distance of Johnson’s property, which constitutes a hardship per §50.12 (B) (1), and recommends approval of a sewer and well exemption for Johnson’s property at 611 Oslin Rd.

OPTIONS & IMPACTS

1. Approval- no impacts at this time.
2. Denial- building on this property is put on hold.

RECOMMENDATIONS

Motion to approve Resolution PUC2020-422 approving the sewer and well exemption permit request.

Attachments

- Location Map
- Resolution PUC2020-422

Resolution PUC2020-422

A RESOLUTION APPROVING AN EXEMPTION ALLOWING A PRIVATE SEWER SYSTEM AND PRIVATE WELL AS REQUESTED BY LINDA JOHNSON

WHEREAS, Linda Johnson, property owner, submitted an application for exemption on March 10, 2020, in order to install a private sewer system and private well rather than connect to the municipal sanitary sewer and water system; and

WHEREAS, the property is located at 611 Oslin Rd., Mora, MN, and is legally described as:

PID 22.00500.00
The South 277.00 feet of the East 314.51 feet of the North Half of the Southeast Quarter of the Northwest Quarter (N1/2 of SE1/4) of Section 13, Township 039, Range 024 Kanabec County, Minnesota

WHEREAS, the Mora Municipal Utilities Commission has reviewed the request and finds that a hardship exists due to municipal sanitary sewer and water systems not being within a reasonable distance of the subject property.

THEREFORE, BE IT RESOLVED that the Mora Municipal Utilities Commission approves the exemption with the following conditions:

1. Construction of the private sewer system and private well shall be completed within one (1) year of the date of this resolution or the exemption shall become invalid.
2. The property shall be required to connect to municipal sanitary sewer service and water service when it becomes available to the subject property. Mora Municipal Utilities will notify the property owner when service is available and the property owner shall connect within two (2) years of notice.
3. The owners of the subject property must pay their fair share of the assessments or other costs associated with the extension of municipal services to the area once the services are extended.
4. This Resolution shall be recorded at the office of the Kanabec County Recorder.

The foregoing resolution was introduced and moved for adoption by Commissioner _____ and seconded by Commissioner _____.

Voting for the Resolution:
Voting Against the Resolution:
Abstained from Voting:
Absent:

Motion carried and resolution adopted this 20th day of April, 2020.

Greg Ardner
Chairman

ATTEST:

Lindy Crawford
Public Utilities General Manager



MEMORANDUM

Date: April 20, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Utility Pole Attachment Agreement – MN Energy Resources

ITEM SUMMARY

The PUC will review and consider a utility pole attachment agreement with Minnesota Energy Resources (MERC).

BACKGROUND INFORMATION

Last year staff was approached by MERC regarding an advanced metering infrastructure (AMI) project they are completing throughout the state of MN. They are requesting to install antennae's on two MMU utility poles.

For consistency with other utility and communication companies connected to MMU infrastructure staff suggested a pole attachment agreement be entered into. Staff worked with MERC and the city attorney to draft the attached pole attachment agreement. The terms are agreeable and consistent with agreements MERC has with other municipal utilities. Staff recommends the PUC accepts the agreement as presented.

OPTIONS & IMPACTS

1. Accept the pole attachment agreement with MERC as presented.
2. Amend the pole attachment agreement, this will require additional legal review by the city attorney and MERC.
3. Reject pole attachment agreement, prohibiting MERC to install antennae's on two MMU utility poles.

RECOMMENDATIONS

Motion to accept the pole attachment agreement with MN Energy Resources as presented and direct the Public Utilities General Manager to enter into the agreement.

Attachments

None

AGREEMENT

THIS AGREEMENT is made this ___ day of _____ 2020, ('Effective Date") by and between **City of Mora** ("Licensor") and **Minnesota Energy Resources**, a Minnesota corporation ("Licensee").

WITNESSETH:

WHEREAS the Licensee, desires to erect antennae's and equipment and use certain poles owned by the Licensor to which they will attach their antennae's and equipment; and

WHEREAS Licensor desires to maintain good relations with the Licensee and make available certain of its poles to the Licensee; and

WHEREAS both parties have determined it is in their best interests to allow the use of Licensor's poles as above described under the conditions described in this Agreement,

NOW THEREFORE, the parties agree as follows:

Licensor enables and hereby grants a license to the Licensee, subject to the terms and conditions hereinafter set forth, to use certain poles of the Licensor for the purpose of attaching its facilities at such locations and such a manner as may from time to time be requested by the Licensee and approved by the Licensor, which approval shall be evidenced by a print marked Exhibit "A", executed by the parties hereto and showing the date of such approval, the pole numbers and the location of such poles. Such prints shall be attached hereto, and made a part hereof and identified by number. The Licensee agrees that its facilities and its use of the pole of poles described in the Exhibit "A" shall be at its, the Licensee's, own risk and at its own cost and expense, and shall be in conformity with the National Electrical Safety Code (NESC) including any amendments thereto.

ARTICLE I

Attachments to Poles

Before attachments are made by Licensee, Licensor will inspect each pole and rearrange or replace its facilities as it deems is required in order to provide space for the Licensee at the expense (including the net cost of pole replacement) of the Licensee. The Licensee shall pay for all rearrangements and net replacement cost incurred by the Licensor prior to attachment by the Licensee. Licensee may also be liable for costs incurred by other licensees for rearranging their facilities. The costs referred to in this agreement shall be Licensor's fully loaded costs, as derived from their normal accounting and costing procedures. Throughout the Term of this Agreement, Licensor shall not intentionally disturb Licensee's authorized attachments, except as such disturbance may be necessary in an emergency or natural disaster situation.

ARTICLE II

Rent

Licensee shall pay Licensor annually as rent the sum provided in Exhibit "A" ("Rent"): for use of the Licensor's poles. The first Rent payment shall be paid within 45 days of the Effective Date of this Agreement. Thereafter, Rent shall be paid annually on or before the first day of January of each year during the term of this Agreement.

ARTICLE III

Maintenance of Attachments

(a) The Licensee or its agent agrees to make and maintain all attachments upon said poles in a proper, safe and workmanlike manner and in accordance with requirements of the National Electrical Safety Code (NESC).

(b) Whenever a pole to which Licensee has attached facilities is replaced, Licensee shall transfer its facilities at its expense, within 10 days after notice that the pole has been replaced. Whenever such a pole must be of a size larger than that normally required at that location due solely to the requirement of Licensee, Licensee shall pay the incremental cost of such additional pole size, as determined by Licensor, within 10 days of the pole replacement in order to continue to maintain an attachment at that location.

(c) Any strengthening of poles through the use of guying, required to accommodate the attachments of Licensee, shall be provided by and at the expense of Licensee and to the satisfaction of all other occupants of the poles.

ARTICLE IV

Right-of-Way for Licensee's Attachments

Nothing herein contained shall be construed as a guarantee or permission from owners of private property or other authorities, to the Licensee to use said facilities, and upon notice that objection is made by such owners or authorities to such use, the Licensor may immediately declare the Exhibit "A" cancelled, and thereupon the Licensee shall remove all attachments and cease to use any or all said facilities.

ARTICLE V

Hazards to Personnel

Licensee knows that Licensor is engaged in transmitting electric current and will warn its employees or its agent not to touch, move, manipulate or tamper with any attachments of Licensor. Licensee's employees or its agent may access poles to make and maintain attachments, but shall not access the poles where any defective condition is observable until Licensor has been notified and Licensor has made an inspection. Licensee's employees shall not climb Licensor's poles.

ARTICLE VI

Liability and Damages

(a) Licensee shall indemnify, protect, defend and save harmless the Licensor, its agents, employees and servants from and against any and all damages on account of damage to property, injury to or death to persons arising either directly or indirectly out of the erection, maintenance, repair, presence, use or removal of said attachments of Licensee.

(b) At all times during which this Agreement is in effect, Licensee shall self-insure or carry and keep in effect at its expense, the following types of insurance: Worker's compensation and commercial general liability. The minimum insurance coverages shall be as follows:

Commercial General Liability Insurance.

- \$1,000,000 – per occurrence
- \$2,000,000 – annual aggregate
- \$2,000,000 – annual aggregate – Products/Completed Operations

Licensor shall be endorsed as an additional insured.

Workers' Compensation Insurance. Worker's compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, employer's liability. Insurance minimum limits are as follows:

- \$500,000 - Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident.

If Minnesota Statutes, Section 176.041 exempts Licensees from worker's compensation insurance or if Licensee has no employees in the Licensor city, Licensee must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Licensee from the Minnesota workers compensation insurance requirements.

If during the course of the contract, Licensee becomes eligible for worker's compensation, Licensee must comply with the workers' compensation insurance requirements herein and provide Licensor with a certificate of insurance.

Licensee shall, prior to attaching any antennae or equipment to Licensor's poles, deliver a statement of self-insurance or certificate of insurance as evidence that the above coverages are in full force and effect.

The insurance requirements may be met through any combination of self-insurance, primary and umbrella/excess coverage.

Licensee's policies shall be primary insurance to any other valid and collectible insurance available to the Licensor with respect to any claim arising out of this Agreement.

(c) Limitation on Damages. Unless otherwise expressly provided in this agreement, Licensor shall not be liable to Licensee for consequential, incidental, punitive, exemplary or indirect damages suffered by Licensee or by any subscriber, customer or purchaser of Licensee for lost profits or other business interruption damages, whether by virtue of any statute, in tort or in contract, under any provision of indemnity, or otherwise, regardless of the theory of liability upon which any such claim may be based.

ARTICLE VII

Existing Rights of Other Parties

Nothing in this Agreement shall be construed as affecting the rights or privileges previously conferred by Licensor on others not parties to this Agreement including rights to use any poles or pole space; and Licensor shall have the right to continue and extend such rights or privileges. The license herein granted shall at all times be subject to such contracts and arrangements.

ARTICLE VIII

Assignment of Rights

The rights hereby granted the Licensee are personal to it and cannot be assigned, transferred, or sublet without the consent in writing of the Licensor which shall not be unreasonably withheld.

ARTICLE IX

Waiver of Terms and Conditions

Failure to enforce any of the terms or conditions of this Agreement shall not constitute a waiver of any such terms or conditions.

ARTICLE IX

Rights of Licensee

(a) No use under this Agreement however extended, of Licensor's poles shall create or vest in Licensee any ownership or property rights in said poles but Licensee's rights therein shall be and remain a mere license. Nothing herein contained shall be construed to compel Licensor to maintain

any of said poles for a period longer than that demanded by its own service.

(b) Should Licensee fail to comply with any provision of this Agreement or fail to remove its attachments on the termination of the Agreement, Licensor shall have the continuing right to immediately remove Licensee's attachments from Licensor's poles and charge Licensee the cost of such removal. Waiver of any default hereunder by the Licensor shall not act to waive or excuse any subsequent default by Licensee.

(c) If at any time in the judgment of the Licensor, Licensee's attachments result in an impairment or hazard to Licensor's operation, maintenance or construction activities, Licensor may terminate this Agreement upon 45 days' written notice.

ARTICLE X

Term of Agreement

This Agreement, unless otherwise terminated as is herein provided, shall continue in force from the Effective Date until December 31, 2020 and thereafter from year to year, unless terminated by either party hereto by giving notice of its intention to terminate to the other party at least six months prior to the end of any period.

ARTICLE XI

Applicable Law and Venue

This Agreement shall be governed by and construed under the laws of the State of Minnesota without regard to its conflict of laws principles. Any court proceeding regarding enforcement of this Agreement shall be commenced and heard in **Kanabec County District Court**, Minnesota, and the Parties consent and submit to the jurisdiction and venue of that Court.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their officers authorized so to do the day and year first above written.

WITNESS:

City of Mora
(LICENSOR)

By: _____

Title: _____

WITNESS:

Minnesota Energy Resources
(LICENSEE)

By: _____

Title: _____

EXHIBIT "A"

Following is a list of poles with authorized attachments in addition to those included in the Master Agreement:

City/Town/Village	Pole
Mora	45.877829, -93.289841
Mora	45.867545, -93.287357

See picture and description below for attachment detail:

- **Equipment 1: Connected Grid Router (CGR) 23 pounds, 11.3 inches x 9.7 inches x 8.5 inches, 20 to 28 watts nominal, maximum power usage 75 watts, 304 KW hours per year**
- **Equipment 2: Antenna, 1 pound, 18 inches x 1 inch**

See attached map for all pole attachment locations.

These attachments are subject to all terms and conditions of the Master Agreement.

Rental Charge = \$60.00 per attachment, per year

Date of Approval:

City of Mora
(LICENSOR)

By: _____

Title: _____

Minnesota Energy Resources
(LICENSEE)

By: _____

Title: _____



MEMORANDUM

Date: April 20, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Award Vegetation Management Services Contract

ITEM SUMMARY

The PUC will review and consider awarding a vegetation management services contract.

BACKGROUND INFORMATION

The PUC recently advertised for request for proposals (RFP) for vegetation management services. The RFP was approved by the PUC at their March regular meeting and was then sent to several tree service companies. Two tree service companies responded to the RFP: New Age Tree Service in the amount of \$160,235.71 and Lake States Tree Service Inc. in the amount of \$171,907.38.

Staff reviewed both proposals and makes a recommendation based on the total cost of the project and timeline to complete the project proposed by the company. Based on the review criteria staff recommends securing New Age Tree Service for vegetation management services.

OPTIONS & IMPACTS

1. Accept New Age Tree Service's proposal and direct staff to prepare a service agreement with New Age Tree Service for vegetation management services, the lowest bid received with work starting in the next six weeks.
2. Accept Lake States Tree Service's proposal and direct staff to prepare a service agreement with Lake States Tree Service's for vegetation management services, the highest bid received with work starting next year.
3. Reject both proposals and do nothing. This is not recommended as tree and brush removal is needed to avoid disruption to the distribution system.

RECOMMENDATIONS

Motion to accept the proposal from New Age Tree Service for vegetation management services.
Motion to direct staff to prepare a service agreement with New Age Tree Service for vegetation management services.

Attachments
None



MEMORANDUM

Date: April 20, 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 provided an update on the petroleum storage tank release site at the Jerry’s Bait Shop located at 631 East Maple Avenue at the March 16th meeting. The PUC tabled the item for one month.

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.

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 3/31/2020	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	\$ 595,134.72									
Current Period	\$ 555,704.84	\$ 497,019.39	\$ 532,608.19									
1 Period Overdue	\$ 28,985.02	\$ 35,747.28	\$ 32,808.33									
2 Periods Overdue	\$ 8,396.86	\$ 11,454.21	\$ 17,307.07									
3 Periods Overdue	\$ 8,471.17	\$ 7,568.36	\$ 12,342.36									
Total Penalties Applied to Account	\$ 6,226.45	\$ 6,190.49	\$ 7,827.78									
Past Due/Disconnection Notices Mailed (customer 30 days or more past due) *	71	66	0									
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
MARCH 2020				
	NO ADJUSTMENTS TO REPORT FOR MARCH, 2020			

**MORA MUNICIPAL UTILITIES
SANITARY SEWER RESPONSE REPORT
2020**

No.	Date	Time	Address	Sewage Back-up	Manholes Clear	Comments
1	Sat, January 04, 2020	5:30pm	325 West Forest	yes	yes	Checked mainline, up and downstream manholes, all flowing . Staff suggested cleaning service line.
2	Tue, February 18, 2020	9:07 AM	121 South Union St.	yes	yes	Checked mainline, up and downstream manholes, all flowing . Staff suggested cleaning service line.
3	Thu, February 20, 2020	11:28 AM	213 Maple Ave.W.	yes	yes	Checked mainline, up and downstream manholes, all flowing . Staff suggested cleaning service line.**Owner of property has lift pump, not functional at time of staff inspection. This home shares sewer with neighboring property**
4	Tue, February 25, 2020	8:36 AM	918 Maple Ave. E.	yes	yes	Checked mainline, up and down stream manholes, all flowing. Staff suggested cleaning. **Owner says sewers are connected, will look into this item**
5	Fri, February 28, 2020	2:02 PM	608 McLean St.	yes	yes	Checked mainline, up and down stream manholes, all flowing. Staff suggested cleaning.
6	Fri, February 28, 2020	9:43 PM	500 MN- 65	yes	yes	checked mainline, up and down stream manholes, all clear. Plumber there cleaning line.
7	Sat, March 07, 2020	3:40 PM	231 Stewart Ave.	yes	yes	Checked mainline, up and downstream manholes, all clear. Staff suggested cleaning line.