



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

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

Monday, June 15, 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: 126 368 0432 Password: 35787329**

- 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 – May 18, 2020
 - b. May 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. Sanitary Sewer Manhole Rehabilitation
 - b. Utility Penalty & Disconnect Measures during COVID-19
 - c. Wastewater Treatment Plan Financing Discussion
- 8. Old Business**
 - a. Sanitary Sewer and Well Exemption Request – Glenn & Nina Peterson
 - b. Petroleum Storage Tank Release Site – Jerry’s Bait Shop
- 9. Communications**

None
- 10. Reports**
 - a. Public Utilities General Manager
 - b. Public Works Director
 - c. Commissioner Baldwin
 - d. Commissioner Christianson
 - 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 Monday, May 18, 2020 via a public Web-Ex virtual meeting.

Oath of Office: Ryan Christianson took the oath of office as he officially filled the vacant commissioner seat whose term expires December 31, 2020.

- 3. Roll Call:** Present: Commissioners Greg Ardner, Brett Baldwin, and Ryan Christianson
Absent: none
Staff Present: Utilities General Manager Crawford, Public Works Director Kohlgraf, Utility Billing Clerk Bliss, City Accountant King, and Deputy City Clerk Yoder
- 4. Adopt Agenda:** MOTION made by Baldwin, seconded by Christianson, voted by roll call:
Aye: Baldwin, Christianson, and Ardner
Nay: none
Motion was unanimously carried to approve the agenda as presented.
- 5. Consent Agenda:** MOTION made by Baldwin, seconded by Christianson, voted by roll call:
Aye: Baldwin, Christianson, and Ardner
Nay: none
Motion was unanimously carried to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – April 20, 2020
 - b. April 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. Sanitary Sewer Exemption Request:** Kohlgraf reported the property of 300 Little Ranches Road was recently purchased by Glenn and Nina Peterson, who have submitted a sanitary sewer exemption request for a private septic system. Kohlgraf pointed to city code §50.12 that states a hardship must exist making it unfeasible to obtain public sanitary sewer and defined hardship per city code.
Both Glen and Nina Peterson spoke, stating the distance of over 1,000 feet from the house to municipal infrastructure with a ravine in between may require a pump system or water mitigation due to the terrain and distance, which could cost the Petersons an estimated \$30,000 to hook up to city sewer. The Petersons stressed their belief of unfeasibility to install the infrastructure due to the topography and the ravine on the property.
Ardner requested to delay the decision for an exemption to allow time for staff to look into other accommodations and for the PUC to view the property, and stated if a decision had to be made immediately, the exemption request would be denied according to city code. MOTION Made by Christianson, seconded by Baldwin, voted on by roll call:
Ayes: Baldwin, Christianson, and Ardner
Nays: none
Motion was unanimously carried to table the discussion until the regular June meeting.
 - b. Engineering Services, Transmission and Distribution Pole Replacement – HWY 65/Mora Lake:** Kohlgraf explained SMMPA’s plan to replace transmission poles along Highway 65 and Mora Lake in the fall/winter of 2020 and it would involve Mora Municipal Utilities’ (MMU) electrical distribution underbuild. Kohlgraf requested approval to hire MMU’s

electrical engineer DGR for engineering services to replace the overhead distribution poles and attachments with underground lines and to remove all MMU equipment from SMMPA owned transmission poles; the estimated total project budget provided by DGR was \$135,000 which included engineering services, materials and construction. Kohlgraf explained the city's line would go from Peterson Park to the pond on the north of Central Avenue up to 9th Street which would free-up five poles from maintenance by staff.

MOTION Made by Baldwin, seconded by Christianson, voted on by roll call:

Ayes: Baldwin, Christianson, and Ardner

Nays: none

Motion was unanimously carried to accept the master agreement from DGR for engineering services in the amount of \$16,000.

- c. Heavy Duty Service Truck Replacement:** Kohlgraf presented a request to replace the existing 2002 F-550 Heavy Duty service truck in service, and explained the replacement was scheduled in the 2020 Capital Improvement Plan (CIP). MOTION made by Christianson, seconded by Baldwin, voted on by roll call:

Ayes: Baldwin, Christianson, and Ardner

Nays: none

Motion was unanimously carried to accept the quote from Midway Ford for the vehicle cab and chassis in the amount of \$40,506.57 and accept the quote from ABM Equipment for the service body and crane in the amount of \$53,308.00; total cost not to exceed \$93,814.57.

- d. Appoint PUC Representative to the City EDA:** Crawford explained the PUC may appoint a commissioner to fill the vacant PUC representative position for the City Economic Development Authority. Discussion ensued and Baldwin agreed to fill the seat. MOTION made by Ardner, seconded by Christianson, voted on by roll call:

Ayes: Baldwin, Christianson, and Ardner

Nays: none

Motion was unanimously carried to appoint Brett Baldwin to fill the vacant City EDA seat.

9. Old Business:

- a. CMHP Request for PUC Support Update:** Crawford expounded Minnesota Housing's preference for more definitive language of support and recommended the PUC repeal the previous resolution and adopt a new resolution with language provided by MN Housing. MOTION made by Baldwin, seconded by Christianson, voted on by roll call:

Ayes: Baldwin, Christianson, and Ardner

Nays: none

Motion was unanimously carried to accept the following resolution reducing the WAC and SAC fees by 50% on 32 units for a total reduction of \$62,400:

RESOLUTION NO PUC2020-522

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
(see attached)

- b. Petroleum Storage Tank Release Site – Jerry's Bait Shop:** With a new commissioner in attendance, staff and commissioner Ardner provided a recap on the petroleum storage tank release site at Jerry's Bait Shop located at 631 Maple Avenue East, making it known the Minnesota Pollution Control Agency has requested the well of Jerry's Bait be shut down. Ardner recommended Christianson talk with owner Don Larson and view the

business and bait operations if time allowed before the next meeting. MOTION made by Christianson, seconded by Baldwin, voted on by roll call:

Ayes: Baldwin, Christianson, and Ardner

Nays: none

Motion was unanimously carried to table discussion for the regular June meeting.

10. Communications: The following communications were reviewed.

- a. Quarterly Financial Reports: King presented the quarterly report to the PUC.
- b. Utility Billing Monthly Report – April 2020: Bliss reported some past due balances have been accumulating; Ardner asked when the delay of penalties/disconnects will change due to the pandemic guidelines.
- c. Utility Billing Adjustments Report – April 2020

11. Reports:

- a. Public Utilities General Manager: Crawford reported all offices would be closed on Monday for Memorial Day; all electric and water/wastewater staff were back to full-time on-site work schedules with enough PPE for each staff member. Crawford stated city hall was still closed and Crawford didn't have a date as to when it would open, city hall staff were rotating three days in-office and two-remotely; no complaints had been received by customers and overpayments of utility bills were applied as credits to the customers' accounts, all of which appears to be going smoothly.
- b. Public Works Director: Kohlgraf reported tree trimming had begun on the country line, the generator slab for well 5 was laid; the water flow had gone down by 50% with Mora Lake levels dropping, which makes the WWTP work better with less clean water entering it. Kohlgraf also reported new electric services installed in the Fox Run development, some electric pole replacements, and hydrant flushing has taken place. Crawford reported the Electric Vehicle charging station projects were waiting to move forward while Coborns completes the legal agreement and to gets an executed space agreement.
- c. Commissioner Baldwin: Nothing new to report.
- d. Commissioner Christianson: Nothing new to report.
- e. Chairperson Ardner: Ardner expressed gratitude to staff for the way they've handled the pandemic situation and stated a job well-done so far; Ardner would be unavailable for the next two days.

12. Adjournment: MOTION made by Baldwin, seconded by Christianson, voted on by roll call:

Ayes: Baldwin, Christianson, and Ardner

Nays: none

Motion was unanimously carried to adjourn at 4:14 PM.

Chair

Secretary

CITY OF MORA
CHECK LIST-PUC

06/11/20 2:30 PM

Page 1

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000388 NEIGHBORHOOD NATIONAL BANK						
000388	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONTHLY RETURNED CHECK	\$10.00
000388	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY BUSINESS ONLINE	\$10.00
000388	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY UB ACH FILE FEE	\$30.00
CHECK # 000388 NEIGHBORHOOD NATIONAL BANK						
						\$50.00
CHECK # 000390 MN DEPT OF REVENUE						
000390	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT	\$13,811.00
000390	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT	\$1.00
000390	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT	\$6.00
000390	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT	\$2.00
000390	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Cleaning Supplies	SALES & USE TAX PYMT	\$2.00
000390	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT	\$3.00
000390	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	SALES & USE TAX PYMT	\$1.00
000390	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Small Tools & Equipm	SALES & USE TAX PYMT	\$131.00
000390	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	SALES & USE TAX PYMT	\$4.00
000390	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT	\$47.00
000390	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT	\$700.00
CHECK # 000390 MN DEPT OF REVENUE						
						\$14,708.00
CHECK # 000392 PAYLIANCE						
000392	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$32.90
000392	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$16.45
000392	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$16.45
CHECK # 000392 PAYLIANCE						
						\$65.80
CHECK # 000393 SMMPA						
000393	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$260,163.03
CHECK # 000393 SMMPA						
						\$260,163.03
CHECK # 000398 ONLINE UTILITY EXCHANGE						
000398	ONLINE UTILITY EXCHA	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	NEW UB CUSTOMER CREDIT C	\$78.60
CHECK # 000398 ONLINE UTILITY EXCHANGE						
						\$78.60
CHECK # 000400 COMPLETE MERCHANT SOLUTIONS						
000400	COMPLETE MERCHANT	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	CREDIT CARD PROCESSING FE	\$304.00
000400	COMPLETE MERCHANT	WATER FUND	WATER ADMINISTR	Payment Processing E	CREDIT CARD PROCESSING FE	\$152.00
000400	COMPLETE MERCHANT	SEWER FUND	SEWER ADMINISTR	Payment Processing E	CREDIT CARD PROCESSING FE	\$152.00
CHECK # 000400 COMPLETE MERCHANT SOLUTIONS						
						\$608.00
CHECK # 054404 CARDMEMBER SERVICE						
054404	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC ADMINIST	Meetings, Training, &	CRAWFORD MMUA CONF HOT	\$467.18
054404	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC ADMINIST	Meetings, Training, &	KOHLGRAF MMUA CONF HOTE	\$467.18
CHECK # 054404 CARDMEMBER SERVICE						
						\$934.36
CHECK # 054406 KANABEC CO AUDITOR/TREASURER						
054406	KANABEC CO AUDITOR/	SEWER FUND	SEWER ADMINISTR	Property Tax Expense	2020 PROPERTY TAXES	\$882.00
CHECK # 054406 KANABEC CO AUDITOR/TREASURER						
						\$882.00
CHECK # 054411 PD S EMBROIDERY						
054411	PD S EMBROIDERY	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	FACE SHIELDS	\$32.21
CHECK # 054411 PD S EMBROIDERY						
						\$32.21
CHECK # 054419 EAST CENTRAL ENERGY						
054419	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	APRIL DISPATCH SERVICES	\$197.40

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
054419	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	APRIL LABOR & EQUIP	\$631.94
CHECK # 054419 EAST CENTRAL ENERGY						\$829.34
CHECK # 054425 MN MUNICIPAL UTILITIES ASSN						
054425	MN MUNICIPAL UTILITI	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	FELGER SUBSTATION SCHOOL	\$465.00
CHECK # 054425 MN MUNICIPAL UTILITIES ASSN						\$465.00
CHECK # 054426 NEONLINK LLC						
054426	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PAYMENT PROCESSING	\$115.80
054426	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$57.90
054426	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$57.90
CHECK # 054426 NEONLINK LLC						\$231.60
CHECK # 054430 VERIZON WIRELESS						
054430	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL PHONES, IPADS	\$203.15
054430	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL PHONES, IPADS	\$80.99
054430	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL PHONES, IPADS	\$118.26
CHECK # 054430 VERIZON WIRELESS						\$402.40
CHECK # 054494 DGR ENGINEERING						
054494	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC DISTRIBU	Engineering	ELECTRIC SYSTEM STUDY	\$4,351.20
CHECK # 054494 DGR ENGINEERING						\$4,351.20
CHECK # 054495 EAST CENTRAL ENERGY						
054495	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECTRIC	\$113.13
CHECK # 054495 EAST CENTRAL ENERGY						\$113.13
CHECK # 054502 LEAGUE OF MN CITIES INS TST WC						
054502	LEAGUE OF MN CITIES I	ELECTRIC FUN	GENERATION & PO	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	\$80.00
054502	LEAGUE OF MN CITIES I	ELECTRIC FUN	LANDFILL GENERATI	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	\$85.00
054502	LEAGUE OF MN CITIES I	ELECTRIC FUN	ELECTRIC DISTRIBU	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	\$111.00
054502	LEAGUE OF MN CITIES I	ELECTRIC FUN	ELECTRIC ADMINIST	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	\$116.00
054502	LEAGUE OF MN CITIES I	WATER FUND	WATER SUPPLY	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	\$236.00
054502	LEAGUE OF MN CITIES I	WATER FUND	WATER TREATMENT	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	\$1,932.00
054502	LEAGUE OF MN CITIES I	WATER FUND	WATER DISTRIBUTI	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	\$1,126.00
054502	LEAGUE OF MN CITIES I	WATER FUND	WATER ADMINISTR	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	\$2,073.00
054502	LEAGUE OF MN CITIES I	SEWER FUND	SEWER COLLECTION	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	-\$472.00
054502	LEAGUE OF MN CITIES I	SEWER FUND	QUAMBA COLLECTI	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	-\$74.00
054502	LEAGUE OF MN CITIES I	SEWER FUND	SEWER LIFT STATIO	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	-\$178.00
054502	LEAGUE OF MN CITIES I	SEWER FUND	WASTEWATER TREA	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	-\$4,401.00
054502	LEAGUE OF MN CITIES I	SEWER FUND	SEWER ADMINISTR	Workers Comp Insura	2019 WORK COMP AUDIT ADJ	-\$1,391.00
CHECK # 054502 LEAGUE OF MN CITIES INS TST WC						-\$757.00
CHECK # 054504 MIDCO						
054504	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	MAC, FIRE HALL, WTP, PP, LIQ	\$85.00
054504	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	MAC, FIRE HALL, WTP, PP, LIQ	\$85.00
CHECK # 054504 MIDCO						\$170.00
CHECK # 054513 BAKKER, JAMES & SHARI						
054513	BAKKER, JAMES & SHAR	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-500	\$92.08
CHECK # 054513 BAKKER, JAMES & SHARI						\$92.08
CHECK # 054518 BROBERG, LEO						
054518	BROBERG, LEO	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT	\$85.96
CHECK # 054518 BROBERG, LEO						\$85.96

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 054523 HOMES PREFERRED REALTY						
054523	HOMES PREFERRED RE	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-500	\$89.86
CHECK # 054523 HOMES PREFERRED REALTY						\$89.86
CHECK # 054524 KOLECKI, AMBER						
054524	KOLECKI, AMBER	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT	\$191.38
CHECK # 054524 KOLECKI, AMBER						\$191.38
CHECK # 054530 RELLER, RYAN J						
054530	RELLER, RYAN J	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-111	\$63.43
CHECK # 054530 RELLER, RYAN J						\$63.43
CHECK # 054533 TOWERY, JOHN						
054533	TOWERY, JOHN	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT	\$264.99
CHECK # 054533 TOWERY, JOHN						\$264.99
CHECK # 054534 WATER CONSERVATION SERVICE INC						
054534	WATER CONSERVATION	WATER FUND	WATER DISTRIBUTI	Professional Services -	LEAK LOCATION - CAROL AVE	\$468.35
CHECK # 054534 WATER CONSERVATION SERVICE INC						\$468.35
CHECK # 054535 WHIM, SASHA & PULLEY, CARMELLO						
054535	WHIM, SASHA & PULLEY	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT	\$8.00
CHECK # 054535 WHIM, SASHA & PULLEY, CARMELLO						\$8.00
CHECK # 054543 HOLMES, JACOB						
054543	HOLMES, JACOB	WATER FUND	WATER ADMINISTR	Uniforms	JEANS/SHIRT	\$18.61
054543	HOLMES, JACOB	SEWER FUND	SEWER ADMINISTR	Uniforms	JEANS/SHIRT	\$30.37
CHECK # 054543 HOLMES, JACOB						\$48.98
CHECK # 054545 KOHLGRAF, JOE						
054545	KOHLGRAF, JOE	ELECTRIC FUN	ELECTRIC ADMINIST	Uniforms	WORK PANTS	\$26.99
054545	KOHLGRAF, JOE	WATER FUND	WATER ADMINISTR	Uniforms	WORK PANTS	\$13.50
054545	KOHLGRAF, JOE	SEWER FUND	SEWER ADMINISTR	Uniforms	WORK PANTS	\$13.50
CHECK # 054545 KOHLGRAF, JOE						\$53.99
CHECK # 054548 MIDCO						
054548	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	TELEWORK CENTER, WWTP &	\$270.00
CHECK # 054548 MIDCO						\$270.00
CHECK # 054550 MORA MUNICIPAL UTILITIES						
054550	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Water	UTILITIES	\$75.55
054550	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Sewer	UTILITIES	\$28.77
054550	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Storm Water	UTILITIES	\$15.96
054550	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Storm Water	UTILITIES	\$20.10
054550	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Electricity	UTILITIES	\$652.87
054550	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Electricity	UTILITIES	\$647.16
054550	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Storm Water	UTILITIES	\$10.05
054550	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Storm Water	UTILITIES	\$11.23
054550	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Electricity	UTILITIES	\$39.88
054550	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Electricity	UTILITIES	\$930.52
054550	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Storm Water	UTILITIES	\$10.05
054550	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Storm Water	UTILITIES	\$20.69
054550	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Electricity	UTILITIES	\$3,382.74
054550	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Water	UTILITIES	\$99.48
CHECK # 054550 MORA MUNICIPAL UTILITIES						\$5,945.05

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 054552 WINDSTREAM						
054552	WINDSTREAM	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE	\$243.47
054552	WINDSTREAM	WATER FUND	WATER ADMINISTR	Telephone	PHONE	\$96.15
054552	WINDSTREAM	SEWER FUND	SEWER ADMINISTR	Telephone	PHONE	\$90.41
CHECK # 054552 WINDSTREAM						\$430.03
CHECK # 054558 ACE HARDWARE						
054558	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	ENG 2 OP AIRLINE RPR	\$14.53
054558	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	UTIL KNIFE BLADES/CELL PHO	\$22.98
054558	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	TOOLS FOR TRUCK	\$43.97
054558	ACE HARDWARE	WATER FUND	WATER DISTRIBUTI	Other Operating Suppl	TRASH BAGS	\$15.98
054558	ACE HARDWARE	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	SPRAYER & GLOVES	\$44.97
054558	ACE HARDWARE	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	BUNGEE CORD, HYDRANT CAP	\$7.38
054558	ACE HARDWARE	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	HYDRANT PAINT & BRUSHES	\$112.91
054558	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Small Tools & Equipm	PUSH MOWER	\$204.99
054558	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	FACESHIELD TAPE	\$9.59
054558	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	OH DOOR REMOTE BATTERIES	\$16.98
CHECK # 054558 ACE HARDWARE						\$494.28
CHECK # 054562 AUTO VALUE MORA						
054562	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	WRENCH	\$11.99
054562	AUTO VALUE MORA	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	JUNCTION BOX	\$32.97
CHECK # 054562 AUTO VALUE MORA						\$44.96
CHECK # 054563 BEAUDRY PROPANE						
054563	BEAUDRY PROPANE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	LFG OIL	\$3,191.25
CHECK # 054563 BEAUDRY PROPANE						\$3,191.25
CHECK # 054564 CAMPBELL KNUTSON, P.A.						
054564	CAMPBELL KNUTSON, P.	ELECTRIC FUN	ELECTRIC ADMINIST	Legal Services	MH PARK UTIL SERV/CODE CO	\$112.00
CHECK # 054564 CAMPBELL KNUTSON, P.A.						\$112.00
CHECK # 054565 CHAMBERLAIN OIL - CLONTARF						
054565	CHAMBERLAIN OIL - CL	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	VEHICLE OIL	\$304.50
CHECK # 054565 CHAMBERLAIN OIL - CLONTARF						\$304.50
CHECK # 054566 CINTAS						
054566	CINTAS	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	MATS, MOPS	\$52.82
CHECK # 054566 CINTAS						\$52.82
CHECK # 054569 EAST CENTRAL ENERGY						
054569	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	MAY LABOR & EQ	\$6,398.42
054569	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	REPLACED 2 POLES-REGENCY	\$541.29
054569	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	MAY DISPATCH SERVICES	\$198.28
CHECK # 054569 EAST CENTRAL ENERGY						\$7,137.99
CHECK # 054572 FREEDOM MAILING SERVICES INC						
054572	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$457.52
054572	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$228.77
054572	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$228.77
CHECK # 054572 FREEDOM MAILING SERVICES INC						\$915.06
CHECK # 054575 GOPHER STATE ONE-CALL INC						
054575	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	MAY LOCATES	\$55.35
054575	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	MAY LOCATES	\$55.35

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
054575	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	MAY LOCATES	\$55.35
CHECK # 054575 GOPHER STATE ONE-CALL INC						\$166.05
CHECK # 054578 JOHNSONS HARDWARE & RENTAL						
054578	JOHNSONS HARDWARE	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	CL2 ROOM HEATER	\$59.99
054578	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	REED BED CULTIVATOR & SHO	\$117.95
CHECK # 054578 JOHNSONS HARDWARE & RENTAL						\$177.94
CHECK # 054580 KODIAK POWER SYSTEMS, INC						
054580	KODIAK POWER SYSTE	WATER FUND		Fixed Assets	WELL #5 GENERATOR INSTAL	\$21,472.00
CHECK # 054580 KODIAK POWER SYSTEMS, INC						\$21,472.00
CHECK # 054582 KWIK TRIP - GAS PURCHASES						
054582	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	GAS	\$223.34
054582	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	GAS	\$102.97
054582	KWIK TRIP - GAS PURC	SEWER FUND	SEWER COLLECTION	Motor Fuels	GAS	\$279.78
054582	KWIK TRIP - GAS PURC	SEWER FUND	WASTEWATER TREA	Motor Fuels	GAS	\$14.51
CHECK # 054582 KWIK TRIP - GAS PURCHASES						\$620.60
CHECK # 054583 METERING & TECHNOLOGY SOLUTION						
054583	METERING & TECHNOL	WATER FUND		Inventory Materials/S	5/8" WATER METERS	\$3,245.02
CHECK # 054583 METERING & TECHNOLOGY SOLUTION						\$3,245.02
CHECK # 054585 MN ENERGY RESOURCES CORP						
054585	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Natural Gas - Heat	NATURAL GAS	\$412.80
054585	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Generation Exp	NATURAL GAS	\$641.62
054585	MN ENERGY RESOURCE	WATER FUND	WATER SUPPLY	Natural Gas - Heat	NATURAL GAS	\$24.41
054585	MN ENERGY RESOURCE	WATER FUND	WATER TREATMENT	Natural Gas - Heat	NATURAL GAS	\$199.24
054585	MN ENERGY RESOURCE	SEWER FUND	WASTEWATER TREA	Natural Gas - Heat	NATURAL GAS	\$99.11
CHECK # 054585 MN ENERGY RESOURCES CORP						\$1,377.18
CHECK # 054587 OFFICE DEPOT						
054587	OFFICE DEPOT	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$8.94
CHECK # 054587 OFFICE DEPOT						\$8.94
CHECK # 054589 OWENS AUTO PARTS						
054589	OWENS AUTO PARTS	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	OIL FILTERS	\$17.47
054589	OWENS AUTO PARTS	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	FILTERS	\$4.61
054589	OWENS AUTO PARTS	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	WIRING RPR SUPPLIES	\$7.78
CHECK # 054589 OWENS AUTO PARTS						\$29.86
CHECK # 054590 OXYGEN SERVICE CO, INC						
054590	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	CYLINDER RENTALS	\$11.16
054590	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	CYLINDER RENTALS	\$26.04
054590	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	CYLINDER RENTALS	\$45.26
054590	OXYGEN SERVICE CO, I	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CYLINDER RENTALS	\$10.23
CHECK # 054590 OXYGEN SERVICE CO, INC						\$92.69
CHECK # 054591 POLLARDWATER						
054591	POLLARDWATER	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	HYDRANT GREASE	\$391.28
CHECK # 054591 POLLARDWATER						\$391.28
CHECK # 054592 QUALITY DISPOSAL						
054592	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$75.00
054592	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$163.80
CHECK # 054592 QUALITY DISPOSAL						\$238.80

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 054593 QUILL CORPORATION						
054593	QUILL CORPORATION	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	OFFICE SUPPLIES	\$38.58
054593	QUILL CORPORATION	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$56.45
054593	QUILL CORPORATION	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$26.98
CHECK # 054593 QUILL CORPORATION						\$122.01
CHECK # 054594 R & G WALDHALM CONTRACTORS INC						
054594	R & G WALDHALM CONT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	TRENCH & BORE URD LINES	\$3,180.92
CHECK # 054594 R & G WALDHALM CONTRACTORS INC						\$3,180.92
CHECK # 054596 RESCO						
054596	RESCO	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	HOTSTICK PARTS	\$156.20
CHECK # 054596 RESCO						\$156.20
CHECK # 054597 RMB ENVIRONMENTAL LABS INC						
054597	RMB ENVIRONMENTAL	WATER FUND	WATER TREATMENT	Professional Services -	LAB TESTING	\$65.00
054597	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING	\$771.00
CHECK # 054597 RMB ENVIRONMENTAL LABS INC						\$836.00
CHECK # 054600 TOTAL CONTROL SYSTEMS, INC.						
054600	TOTAL CONTROL SYSTE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	WWTP COMPUTER PLC RPR	\$544.80
CHECK # 054600 TOTAL CONTROL SYSTEMS, INC.						\$544.80
CHECK # 054603 TROUPE ADVERTISING						
054603	TROUPE ADVERTISING	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	WATER TANKER MMU DECAL	\$141.00
CHECK # 054603 TROUPE ADVERTISING						\$141.00
CHECK # 054604 USABLUEBOOK						
054604	USABLUEBOOK	WATER FUND	WATER DISTRIBUTI	Small Tools & Equipm	HYDRANT DIFFUSER	\$565.37
CHECK # 054604 USABLUEBOOK						\$565.37
CHECK # 054606 VIKING ELECTRIC SUPPLY						
054606	VIKING ELECTRIC SUPP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	URD WIRE	\$1,702.59
CHECK # 054606 VIKING ELECTRIC SUPPLY						\$1,702.59
						\$338,661.88



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE MAY 2020 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY



MEMORANDUM

Date: June 15, 2020
To: Public Utilities Commission
From: Joseph Kohlgraf, Public Works Director
RE: Sanitary Sewer Manhole Rehabilitation

SUMMARY

The PUC will consider approval of the rehabilitation of four sanitary sewer manholes on Union St. South.

BACKGROUND INFORMATION

In previous years, MMU rehabbed sanitary sewer manholes using a spin cast method which is a process of fixing in place maintenance repair. Staff is very satisfied with the outcome of the repairs that have been done in the past.

The proposed manholes are still in good condition, but are starting to show signs of decay on the insides due to sewer gases. Completing the rehab would ensure the manholes last for many more years to come.

Union Street’s sanitary sewer is in good shape and staff feels that this maintenance repair will prolong the life of the collection system on this street. All of these manholes are at least 12 feet deep making this project worthwhile. Staff was only able to obtain one quote, from Thul Specialty Contracting Inc. in the amount of \$21,800.

OPTIONS & IMPACTS

1. Approve the project. This will cut down on the need of repairs. These repairs were budgeted for in the sanitary sewer collection repair fund for \$30,000.
2. Deny the project. This may require additional staff time on repairs and future full replacement of manhole structures.

RECOMMENDATIONS

Motion to approve the quote from Thul Specialty Contracting, Inc. for the rehabilitation of four sanitary sewer manholes not to exceed \$21,800.

Attachments

Quote from Thul Specialty Contracting, Inc.



PO Box 322 Elk River, MN 55330
P-612 644-2862 F-763 576 8799

www.thulspecialtycontracting.com

May 7, 2020

Mr. Joe Kohlgraf
Public Works Director
Mora, MN

RE: Rehabilitation of 4 Manholes on S. Union St., Mora MN

Joe,

Here is my itemized proposal for rehabilitation of the above referenced Manholes using Parsons CA-100 as requested:

Mobilization;

Waived

The 4 manholes will be rehabilitated with Parsons CA-100 as follows:

1. Repair Chimney—remove loose deteriorated brick; repair voids using a high strength, non-shrink, hydraulic cement.
2. Repair the doghouses using a high strength, non-shrink, hydraulic cement. (All 4 benches looked to be in good shape.)
3. Line manhole with a 1" thick, 10,000 psi compressive strength, non-shrink, fiber reinforced, gunite applied, Parsons CA-100 restoration mortar.

MH at the intersection of S. Union and Hersey Ave.	Lump Sum	\$6,300.00
MH at the intersection of S. Union and Bean Ave.	Lump Sum	\$5,850.00
Replace casting (city to provide)	Lump Sum	\$ 650.00
MH at the intersection of S. Union and Stewart Ave.	Lump Sum	\$5,400.00
MH at 543 S. Union	Lump Sum	\$3,600.00
	Total:	\$21,800.00

Please contact me with questions or concerns. Thank you for considering Thul Specialty Contracting.

Sincerely

Jonathan Krecklau
Thul Specialty Contracting, Inc.



MEMORANDUM

Date: June 15, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Utility Penalty & Disconnect Measures during COVID-19

ITEM SUMMARY

The PUC will discuss electric and water/sewer penalties and disconnects to utility bills as it relates to the COVID-19 pandemic.

BACKGROUND INFORMATION

Due to the significant number of people that may have been financially impacted by the effects of the COVID-19 pandemic emergency and in accordance with the Minnesota State PUC, MMU has not been imposing disconnections and penalties to electric and water utility bills since mid-March.

Since that time the number of utility customers overdue in their payments has increased significantly, see monthly utility billing report attached. Generally these customers would be given a penalty if no payment was made and encouraged to set up a payment plan before potential disconnection. Before the pandemic the following number of penalties were issued:

January 2020 – 338 accounts
February 2020 – 331 accounts
March 2020 – 248 accounts

While some customers have set up payment plans, some have not and this is reflecting poorly in the electric, water and sewer funds. With the governor beginning to reopen the state and loosening restrictions it is assumed that utility customers are able to return to work and, over time, will be able to pay their utility bills.

In addition, some utility customers work with Lakes and Pines for utility billing assistance. Staff learned that Lakes and Pines has adjusted their income guidelines to only look at one month of income for a household instead of their usual three. They've also allocated an additional \$600 in crisis funds per household if they qualify and extended their application deadline to July 1st.

Staff has also been researching processes implemented by other municipal utilities, including SMMPA members. After reviewing findings and analyzing the electric, water and sewer funds staff is proposing to continue working closely with customers and encouraging payment plans with the following process for overdue accounts until the pandemic emergency has been lifted:

1. Notify customer of overdue balance via phone call and encourage payment plan.
2. If no response, notify customer again via written letter with payment plan paperwork attached.
3. If still no response, notify customer again via door tag of disconnection notice with payment plan paperwork attached.

Memorandum

- If no payment plan is entered into the customer would then be disconnected. If a payment plan is entered into the customer would not be disconnected or incur further penalties as long as they are consistently making payments while on the payment plan.

Staff is also recommending temporarily extending the payment plan agreement from three months to six months, in which time customers must fulfill their past due account balance. The extension would expire once the pandemic emergency has been lifted.

Should the PUC wish to resume the regular penalty and disconnect process on a certain date staff has analyzed the potential impact to each utility fund.

Penalties for...	Budget 2020	If resuming penalty calculations by...					
		July 2020		September 2020		December 2020	
		Reduce Revenue By	2020 Revenue Possible	Reduce Revenue By	2020 Revenue Possible	Reduce Revenue By	2020 Revenue Possible
Electric Fund	38,000.00	(10,500.00)	27,500.00	(21,000.00)	17,000.00	(31,500.00)	6,500.00
Water Fund	14,000.00	(3,540.00)	10,460.00	(7,080.00)	6,920.00	(10,620.00)	3,380.00
Sewer Fund	20,000.00	(5,520.00)	14,480.00	(11,040.00)	8,960.00	(16,560.00)	3,440.00
Total	72,000.00	(19,560.00)	52,440.00	(39,120.00)	32,880.00	(58,680.00)	13,320.00

OPTIONS & IMPACTS

Penalties

- Resume penalties in an upcoming month. This would help utility funds recover faster.
- Resume penalties when the pandemic emergency has been lifted. This follows the City’s Emergency Operations Plan and MN PUC recommendation and is a barrier to the recovery of funds.
- Resume penalties immediately (July statement for June usage). This may be a barrier to utility customers financially affected by COVID-19.

Payment Arrangements

- Extend the terms of payment arrangements to six months until the emergency pandemic has been lifted. This would assist customers who may need additional time to financially recover from COVID-19.
- Keep the terms of the payment arrangements at three months.

Disconnections

- Begin disconnections after three failed attempts to enter into a payment arrangement. This allows several attempts to work with customers and would help utility funds recover faster.
- Resume disconnections when the pandemic has been lifted. This follows the City’s Emergency Operations Plan and MN PUC recommendation and is a barrier to the recovery of funds.
- Resume disconnections immediately. This may be a barrier to utility customers financially affected by COVID-19.

RECOMMENDATIONS

Penalties – Option 1, Payment Arrangements – Option 1, Disconnections – Option 1.

Memorandum

Attachments

Utility Billing Monthly Report – May 2020

Utility Billing Adjustments Report – May 2020

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 4/30/2020	As of 5/31/2020	As of 6/30/2020	As of 7/31/2020	As of 8/31/2020	As of 9/30/2020	As of 10/31/2020	As of 11/30/2020	As of 12/31/2020
Total Account Balances	\$ 601,347.50	\$ 551,698.11	\$ 595,134.72	\$ 616,922.85	\$ 652,958.35							
Current Period	\$ 555,704.84	\$ 497,019.39	\$ 532,608.19	\$ 551,300.51	\$ 579,482.47							
1 Period Overdue	\$ 28,985.02	\$ 35,747.28	\$ 32,808.33	\$ 23,753.59	\$ 25,596.14							
2 Periods Overdue	\$ 8,396.86	\$ 11,454.21	\$ 17,307.07	\$ 19,021.53	\$ 13,850.87							
3 Periods Overdue	\$ 8,471.17	\$ 7,568.36	\$ 12,342.36	\$ 22,938.35	\$ 34,120.00							
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	0	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
MM YYYY				
5/2020	Water Res	5,000 gallons + base fees	\$85.10	Was not getting billed for water/sewer charges in Feb, March, and April. Water was shut off while house was on market. New owner purchased in Feb, 2020 and rates didn't get changed for water/sewer services. Account has since been paid in full.
5/2020	Sewer Res	5,000 gallons + base fees	\$101.31	Was not getting billed for water/sewer charges in Feb, March, and April. Water was shut off while house was on market. New owner purchased in Feb, 2020 and rates didn't get changed for water/sewer services. Account has since been paid in full.



MEMORANDUM

Date: June 15, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
Sara B. King, Accountant
RE: Wastewater Treatment Plant Financing Discussion

SUMMARY

Mora’s Wastewater Treatment Plant (WWTP) was financed by a loan and grants from the Minnesota Public Facilities Authority (PFA). While the WWTP project is not officially completed, the loan draws are coming to an end.

BACKGROUND INFORMATION

In May of 2015, construction began on what is now the existing WWTP, and was financed by a loan and grants from the PFA. The plant design included reed beds, and unfortunately they are still not considered “established”. Because the reed beds have not yet been established, the project is still not officially completed and MMU is withholding \$20,000 of the contract.

The original financing agreement with PFA stated the loan disbursements would discontinue by June 30, 2018. Because the reed beds have delayed the project completion, MMU has been granted two extensions by PFA.

PFA’s fiscal department would like to discontinue future loan disbursements and needs a written statement from MMU stating we no longer intend to request loan disbursements. While there is still \$20,000 outstanding staff recommends discontinuing loan disbursements from PFA. This does not mean the project will be closed out, but does mean that \$20,000 will not be reimbursable.

OPTIONS & IMPACTS

- A. Direct staff to send a written statement to PFA stating MMU no longer intends to request loan disbursements. Keep in mind that any future payments to the contractor will not be reimbursable.
- B. Direct staff to contact PFA and inquire about an additional extension for loan disbursements.

RECOMMENDATIONS

Motion to direct staff to send a written statement to PFA stating MMU no longer intends to request loan disbursements.

Attachments
None



MEMORANDUM

Date: June 15, 2020
 To: Public Utilities Commission
 From: Joseph Kohlgraf, Public Works Director
 RE: Sanitary Sewer & Well Exemption Request – Glenn & Nina Petersen

ITEM SUMMARY

The PUC will consider a request for a private well and private sanitary sewer exemption from the owners of property located at 300 Little Ranches Road.

BACKGROUND INFORMATION

Glenn & Nina Petersen recently purchased the property located at 300 Little Ranches Road, formerly owned by Ralph Cutler, with the intention of making improvements to the existing home. The site is currently served by a private well and a private septic system and the Petersen’s have been informed that the existing systems are non-compliant (i.e. failing). The Petersen’s options are to either connect to the municipal water and municipal sanitary sewer system or install a new private well and private sewer system.

In order for a property owner to install a private well and private sewer system, per Code of Ordinances, Title V Public Works, §50.12 Exemptions, a hardship must exist making it unfeasible to obtain public water and public sanitary sewer and an exemption permit is required. §50.12 defines a hardship as one or more of the following:

- (1) The public sanitary sewer system is not within a reasonable distance of the subject property.
- (2) The public water system is not able to provide adequate volume or pressure to the subject parcel.

The Petersen’s application cites distance and topography as justifications for the exemption. Staff has reviewed the Petersen’s request and does not believe that it meets either criteria to grant an exemption. Municipal water and sanitary sewer main infrastructure are currently located under Little Ranches Road which means that the Petersen’s property abuts existing infrastructure. It’s not possible for municipal water and sanitary sewer to be any closer to the subject property than it already is; therefore, staff recommends denial of the Petersen’s request.

The Petersen’s have been made aware of the meeting and invited to speak to their request.

OPTIONS & IMPACTS

- 1. Make a determination that a hardship, as defined by City Code §50.12, exists and **approve** the request for exemption. The motion should include justification for granting an exemption for the permanent record in order to reduce the risk of setting a precedent.
- 2. Make a determination that a hardship, as defined by City Code §50.12, does not exist and **deny** the request for exemption. Given that the Petersen’s existing private septic system is currently non-

Memorandum

compliant, they'll be required to connect to municipal sanitary sewer along with hook up to municipal water due to well replacement.

RECOMMENDATIONS

Motion to adopt Resolution PUC2020-621 denying the request for a private well and sanitary sewer exemption.






Attachments

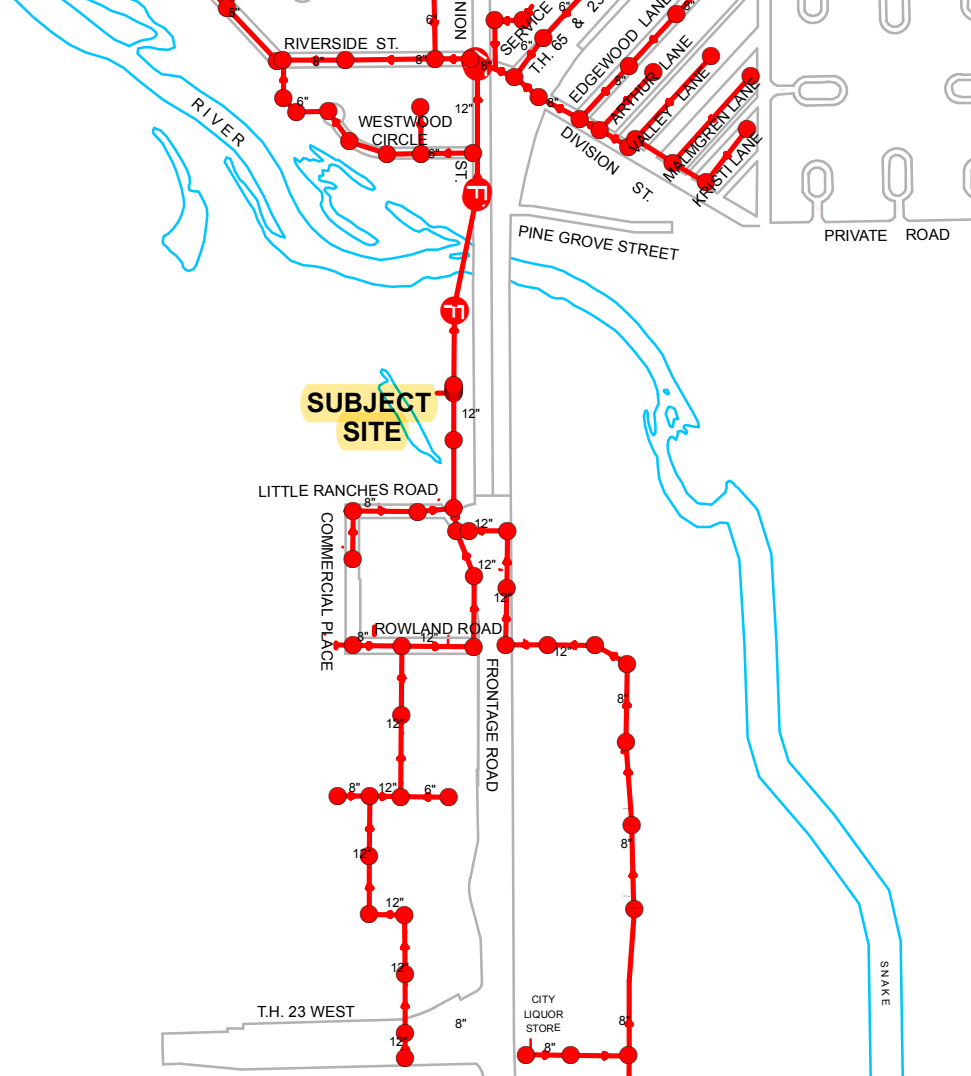
Location Map

Resolution PUC2020-621



Legend

-  Manhole
-  Liftstation
-  Cleanout and Air Release Valve
-  Sanitary Line
-  Sanitary Forcemain



RESOLUTION NO. PUC2020-621

**A RESOLUTION OF THE PUBLIC UTILITIES COMMISSION OF THE CITY OF MORA, MINNESOTA,
DENYING A REQUEST FOR EXEMPTION TO ALLOW A PRIVATE WELL AND PRIVATE SEWER SYSTEM
AS REQUESTED BY GLENN & NINA PETERSEN**

WHEREAS, Glenn & Nina Petersen, property owners, submitted an application dated received May 4, 2020 and amended on May 26, 2020 for an exemption in order to install a private well and a private sewer system rather than connect to the municipal water system and municipal sanitary sewer system; and

WHEREAS, the property is located at 300 Little Ranches Road and is legally described as:

PID 22.00615.00

E1/2 OF SW1/4 S OF RIVER EX COM AT SE COR THEN ON ASSUMED BEARING OF N 89D33'15" W ALONG S LINE 400.89' THEN N 0D26'45" E 275' THEN S 89D33'15" E 65.74' M/L TO W LINE OF E 333' OF SAID E1/2 OF SW1/4 THEN ON BEARING OF N ALONG SAID W LINE 58' TO POB; CONT ON BEARING OF N ALONG SAID W LINE 175.01' M/L TO INTERS WITH N LINE OF S 508' OF E1/2 OF SW1/4 THEN S 89D33'15" E ALONG SAID N LINE 333.01' TO E LINE OF E1/2 OF SW1/4 THEN ON BEARING OF S ALONG LINE 508.02' TO SE COR OF E1/2 OF SW1/4 THEN N 89D33' 15" W 550.89' THEN N 0D26'45" E 333' TO INTERS WITH LINE THAT BEARS N 89D33'15" W FROM POB THEN S 89D33'15" E 215.28' TO POB; & INCL S 33' LYING WLY & SWLY OF LINE DESC AS COM AT SE COR OF E1/2 OF SW1/4 THEN ON ASSMD BEARING OF N 89D33' 15" W ALONG S LINE 145.57' TO POB OF LINE THEN N 44D33'15" W 46.67' TO INTERES WITH N LINE OF SAID S 33' & SAID LINE THERE TERMINATING;

SUBJ TO ESMNTS & HWY R/W OF RECORD

Kanabec County, Minnesota

Section 14 Township 039 Range 024

WHEREAS, the Mora Municipal Utilities Commission reviewed the request at its May 18, 2020 and June 15, 2020 meetings and heard from the Public Works Director; and

WHEREAS, the Public Utilities Commission has determined that a hardship, as defined by Code of Ordinances, Title V Public Works, §50.12 Exemptions, making it unfeasible to obtain public water supply and sanitary sewer does not exist.

NOW THEREFORE, BE IT RESOLVED that the Mora Municipal Utilities Commission hereby denies the request for exemption, requiring the following:

1. Due to a non-compliant private sewer system, replacement of private well and municipal sanitary sewer and water infrastructure being located adjacent to the subject property, the property must connect to municipal sanitary sewer service and municipal water service.
2. No connection shall be made to the sanitary sewer system and/or the municipal water service until the applicant pays a sewer access charge (SAC) and water access charge (WAC) as established by the Mora Municipal Utilities Rate Schedules.
3. For service to property to which service lines have not been previously run from the mains to the property line, the applicant shall pay to the Utility the amount of which shall not be less than the Utility's cost of making the necessary connections, taps and installation of pipe and appurtenances to provide service to the property and the necessary street repairs; provided, however, with the

approval of the Utility, the owner or the owner's agent shall have the right to contract directly with a licensed plumber or a certified pipe layer for the installation and connection of the service line.

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 15th day of June, 2020.

Greg Ardner
Chair

ATTEST:

Lindy Crawford
Public Utilities General Manager



MEMORANDUM

Date: June 15, 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 last several PUC meetings. Commissioners Baldwin and Christianson wanted to research the issue prior to making any decision.

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