



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

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

Tuesday, July 19, 2022

3:00 PM

Mora City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Council members may add items to the agenda prior to adoption of the agenda.)*
- 4. Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and considered immediately after the adoption of the consent agenda.)*
  - a. *Regular Meeting Minutes- June 20, 2022*
  - b. *June 2022 Claims*
  - c. *Water/Wastewater Operator II- Offer of Employment*
- 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**
  - a. Plant/Line Supervisor Recruitment
- 7. New Business**
  - a. *Driver's License Office and PUC*
- 8. Old Business**
  - a. Consideration of Goldie Classic Team Sponsorship
  - b. ACH Account Payment Consideration- Follow up
- 9. Communications**
  - a. Sanitary Sewer Response Quarterly Report
  - b. Electric Vehicle Charging Stations Quarterly Report
  - c. Utility Billing Quarterly Report
  - d. Utility Billing Adjustment Report
  - e. Investments Purchased
- 10. Reports**
  - a. Public Utilities General Manager
  - b. Public Works Director
  - c. Commissioner Chmiel
  - d. Commissioner Christianson
  - e. Commissioner Baldwin
  - f. Commissioner / Mayor Skramstad
  - g. Chair Ardner
- 11. Adjournment**

Pursuant to due call and notice thereof, Chair Ardner called to order the regular meeting of the Mora Public Utilities Commission at 3:00pm on Monday, June 20, 2022, in the city hall council chambers.

2. **Roll Call:** Present: Chair Greg Ardner, Commissioners Brett Baldwin, Ryan Christianson, Dave Chmiel, and Alan Skramstad

**Staff Present:** Administrative Service Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, and Accountant Sara King. **Absent:** General Manager, Glenn Anderson

3. **Adopt Agenda:** MOTION made by Skramstad, seconded by Christianson, and unanimously carried by the PUC to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Skramstad, seconded by Baldwin, and unanimously carried by the PUC to approve the agenda as presented.
- a. **Regular Meeting Minutes- May 16, 2022**
  - b. **Claims- May 2022**
  - c. **Consideration of Probation Release: Dylan Ramthun**
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:**
- a. **Utility Account Setup for Deposits:** Segelstrom brought forward for consideration the establishment of a new back account to accept utility payments via Automated Clear House deposit. She explained that an increased number of businesses would no longer be submitting payment via check due to internal organizational change and streamline accounting practices. She detailed the current process which encompasses the customer's bank account details provided are provided to MMU, and MMU initiates the ACH payment. The requested payment method would provide MMU bank details to the customer and the customer initiates the ACH payment. Segelstrom detailed that the additional account would be used for the sole purpose of the ACH payment for customers that do not wish to provide their banking details and further explained that there were large customers who currently used this method, which had been approved by previous administration. The PUC further discussed the intent of the account as an added measure and whether there would be an added expense for the account. Christianson expressed concern of current customer-initiated ACH payment method and requested additional information as to why they were not using the MMU initiated ACH payment. Additional questions were brought forward that detailed the number of customers that use the customer-initiated ACH deposit, average amount of ACH deposits that would be associated with a new account and reason for not using established MMU initiated ACH payment. Segelstrom stated she would follow up with additional information with the PUC. Baldwin asked if the ACH payment was initiated each month on the same day and King confirmed that the ACH took place on the 5<sup>th</sup> day of the month. Christianson and Baldwin stated that could be the issue as to customers not electing the MMU initiated payment. The consensus amongst the PUC was to have staff gather additional information and report back to the PUC.
  - b. **MMUA Designation:** The PUC approved the designation of Glenn Anderson to Minnesota Municipal Utilities Association delegated representative to cast votes on all matters that come before the membership of MMUA and designated Joe Kohlgraf and

Gary Bergstadt as alternative to the designated representative. MOTION made by Christianson, seconded by Baldwin and unanimously carried to approve Glenn Anderson as delegated representative for MMUA.

- c. **Resignation Water / Wastewater Operator – Bontjes:** Kohlgraf brought forward recent resignation of Water/Wastewater Operator III, Gunnar Bontjes and the previous discussion of postponing the hire of the Water/Wastewater Operator III position and begin recruitment for a Water/Wastewater Operator II based on labor trends amongst the Water/Wastewater operators statewide. Kohgraf explained that with the increased certifications, there have been recruitment challenges and that the current Water/Wastewater Operator II had been hired without any experience in the field. Ardner asked about the existing Water/Wastewater Operator III position. Kohlgraf explained it would remain vacant and revisit in the future. MOTION made by Christianson, seconded by Baldwin and unanimously carried to accept the resignation of Gunnar Bontjes and approved the recruitment for Water/Wastewater Operator II position.
  - d. **Federated Co-Op Utility Rate Discussion:** The PUC reviewed email communication from Federated Co-Op CEO Mike McMahon in response to recent notification of an electric rate increase. The request for consideration to maintain current electrical rate use category due to loss of business and Federated Co-Ops. The PUC discussed the request and the MOTION made by Christianson, seconded by Baldwin and unanimously carried to deny Federated Co-Ops request to maintain their current electrical rate use category.
- 7. New Business:**
- a. **Capital Improvement Infrastructure Plan Proposal:** Greg Anderson of SEH, brought forward a proposal for long rate infrastructure plan. He explained this was a tool that would help address areas of concern in the City and would also assist with prioritizing future projects based on the condition. Kohlgraf further explained that part of the cost could be split with the city budget due as this would also encompass the street department. The PUC further discussed how much of the infrastructure proposal would be paid from the PUC and percent of future project costs that would be associated with the utilities and the city. MOTION made by Christianson, seconded by Baldwin and unanimously carried to approve the Capital Improvement Infrastructure Plan Proposal not to exceed \$7,500.
- 8. Public Hearings:** The PUC reviewed a list of two past-due utility accounts for consideration to certify to the respective property taxes for the 2023 payable year. The public hearing was opened at 3:27pm; no one spoke at the public hearing, and it was reported no responses were received from the account owners. MOTION made by Chmiel and seconded by Skramstad and unanimously carried to close the public hearing at 3:28pm. MOTION made by Baldwin, seconded by Christianson, and unanimously carried by the PUC to recommend the certification of the entire list of unpaid utility charges to the Mora City Council.
- 9. Old Business:** There was no old business.
- 10. Communications:** There were no communications.
- 11. Reports:**
- a. **Administrative Services Director:** Segelstrom provided the PUC with an update on the driver's license office operation that the City had been exploring with Kanabec County. She further explained that the City has been looking at a different approach to address

the need for childcare and there has been discussion with several large employers that could benefit the city and utilities. That David Geschwind of SMMPA had visited Mora and detailed solar programs and SMMPA's Solar Garden. She explained that is Segelstrom explained that staff have begun budget preparations for the 2023 budget and if there were any Capital Improvements or areas to address to bring them forward at the Joint Meeting. She further explained that she would be on military orders through from June 27-July 8.

- b. Public Works Director: Kohlgraf detailed upcoming testing and recent power outage and provided an update on the water treatment plant. He noted the Grove Street construction is going well. Ardner asked if Princeton had assisted with the outage and Kohlgraf stated that ECE had a significant amount of damage and outages due to the recent storm.
- c. Commissioner Chmiel: Nothing new to report.
- d. Commissioner Baldwin: Nothing new to report.
- e. Commissioner/Mayor Skramstad: Nothing new to report.
- f. Commissioner Christianson: Nothing new to report.
- g. Chairperson Ardner: Asked for an update on the Driver's License Office. Segelstrom stated the City and County had met with Chad Gramentz and that we had been looking at it as a joint effort for the operation and the space to be used could be one that MMU owned and that the renovation expenses would be shared. The Kanabec County Board of Commissioners had expressed to Gramentz that they wanted a shorter term of repayment and reassess the operation. Ardner explained he reviewed the estimated construction proposal for the MMU building and believed it could be done for a lot less.

**12. Adjournment:** MOTION made by Skramstad, seconded by Baldwin, and unanimously carried to adjourn at 3:50 pm.

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Chair

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Secretary

**CITY OF MORA  
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
<b>CHECK # 001079 COMPLETE MERCHANT SOLUTIONS</b>						
001079	COMPLETE MERCHANT	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$357.00
001079	COMPLETE MERCHANT	WATER FUND	WATER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$178.50
001079	COMPLETE MERCHANT	SEWER FUND	SEWER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$178.50
<b>CHECK # 001079 COMPLETE MERCHANT SOLUTIONS</b>						<u>\$714.00</u>
<b>CHECK # 001080 MORA MUNICIPAL UTILITIES</b>						
001080	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Water	UTILITIES	\$75.55
001080	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Sewer	UTILITIES	\$21.27
001080	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Storm Water	UTILITIES	\$18.83
001080	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Electricity	UTILITIES	\$868.61
001080	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Storm Water	UTILITIES	\$23.36
001080	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Storm Water	UTILITIES	\$11.68
001080	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Electricity	UTILITIES	\$869.00
001080	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Electricity	UTILITIES	\$65.44
001080	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Storm Water	UTILITIES	\$13.04
001080	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Storm Water	UTILITIES	\$11.68
001080	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Electricity	UTILITIES	\$823.55
001080	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Storm Water	UTILITIES	\$24.03
001080	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Water	UTILITIES	\$70.62
001080	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Electricity	UTILITIES	\$3,483.30
<b>CHECK # 001080 MORA MUNICIPAL UTILITIES</b>						<u>\$6,379.96</u>
<b>CHECK # 001081 ONLINE COLLECTIONS</b>						
001081	ONLINE COLLECTIONS	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	NEW UB CUSTOMER CREDIT C	\$54.30
<b>CHECK # 001081 ONLINE COLLECTIONS</b>						<u>\$54.30</u>
<b>CHECK # 001083 MN DEPT OF REVENUE</b>						
001083	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT-MAY	\$22,613.00
001083	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT-MAY	\$2.00
001083	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT-MAY	\$6.00
001083	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT-MAY	\$1.00
001083	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT-MAY	\$4.00
001083	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Meters	SALES & USE TAX PYMT-MAY	\$254.00
001083	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	SALES & USE TAX PYMT-MAY	\$5.00
001083	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	SALES & USE TAX PYMT-MAY	\$2.00
001083	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	SALES & USE TAX PYMT-MAY	\$10.00
001083	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	SALES & USE TAX PYMT-MAY	\$1.00
001083	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT-MAY	\$10.00
001083	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT-MAY	\$796.00
<b>CHECK # 001083 MN DEPT OF REVENUE</b>						<u>\$23,704.00</u>
<b>CHECK # 001085 PAYLIANCE</b>						
001085	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$48.00
001085	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$24.00
001085	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$24.00
<b>CHECK # 001085 PAYLIANCE</b>						<u>\$96.00</u>
<b>CHECK # 001086 SMMPA</b>						
001086	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$318,883.12
<b>CHECK # 001086 SMMPA</b>						<u>\$318,883.12</u>
<b>CHECK # 001088 NEIGHBORHOOD NATIONAL BANK</b>						
001088	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY UB ACH FILE FEE	\$30.00
001088	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY BUSINESS ONLINE	\$10.00

**CITY OF MORA  
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001088	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONTHLY RETURNED CHECK	\$10.00
CHECK # 001088 NEIGHBORHOOD NATIONAL BANK						\$50.00
CHECK # 001090 NEIGHBORHOOD NATIONAL BANK						
001090	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	DEPOSIT SLIPS FOR POS/MAC	\$33.41
001090	NEIGHBORHOOD NATIO	WATER FUND	WATER ADMINISTR	Other Operating Suppl	DEPOSIT SLIPS FOR POS/MAC	\$16.71
001090	NEIGHBORHOOD NATIO	SEWER FUND	SEWER ADMINISTR	Other Operating Suppl	DEPOSIT SLIPS FOR POS/MAC	\$16.71
CHECK # 001090 NEIGHBORHOOD NATIONAL BANK						\$66.83
CHECK # 001091 NEIGHBORHOOD NATIONAL BANK						
001091	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	NSF REPRESENT FEE - WAGNE	\$10.00
CHECK # 001091 NEIGHBORHOOD NATIONAL BANK						\$10.00
CHECK # 058159 ROBERTSON, CURT & LAUREL						
058159	ROBERTSON, CURT & L	SEWER FUND	SEWER ADMINISTR	Miscellaneous	REIMBURSE FOR SEWER BACK	-\$1,650.00
CHECK # 058159 ROBERTSON, CURT & LAUREL						-\$1,650.00
CHECK # 058458 LEAGUE OF MN CITIES INS TRUST						
058458	LEAGUE OF MN CITIES I	SEWER FUND	SEWER ADMINISTR	Miscellaneous	SEWER BACKUP DEDUCTIBLE	\$500.00
058458	LEAGUE OF MN CITIES I	SEWER FUND	SEWER ADMINISTR	Miscellaneous	SEWER BACKUP DEDUCTIBLE	\$500.00
CHECK # 058458 LEAGUE OF MN CITIES INS TRUST						\$1,000.00
CHECK # 058462 MPCA						
058462	MPCA	SEWER FUND	SEWER ADMINISTR	Dues & Subscriptions	ANNL WATER QUALITY PERMI	\$1,595.00
CHECK # 058462 MPCA						\$1,595.00
CHECK # 058468 ANLAUF, DENNIS						
058468	ANLAUF, DENNIS	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT-311 EVER	\$10.20
CHECK # 058468 ANLAUF, DENNIS						\$10.20
CHECK # 058470 BESTER, JESSICA						
058470	BESTER, JESSICA	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT-418 E FORE	\$188.43
CHECK # 058470 BESTER, JESSICA						\$188.43
CHECK # 058474 FELGER, MATT						
058474	FELGER, MATT	ELECTRIC FUN	GENERATION & PO	Uniforms	WORK BOOTS	\$92.00
CHECK # 058474 FELGER, MATT						\$92.00
CHECK # 058476 GOLLY, DARELL						
058476	GOLLY, DARELL	WATER FUND	WATER ADMINISTR	Uniforms	SAFETY STEEL TOE BOOTS	\$28.72
058476	GOLLY, DARELL	SEWER FUND	SEWER ADMINISTR	Uniforms	SAFETY STEEL TOE BOOTS	\$46.87
CHECK # 058476 GOLLY, DARELL						\$75.59
CHECK # 058478 KODIAK POWER SYSTEMS, INC						
058478	KODIAK POWER SYSTE	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	GENERATOR INSPECTION W/	\$850.00
058478	KODIAK POWER SYSTE	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	GENERATOR INSPECTION W/	\$752.00
058478	KODIAK POWER SYSTE	SEWER FUND	QUAMBA COLLECTI	Repair/Maint - Bldg &	GENERATOR INSPECTION W/	\$752.00
058478	KODIAK POWER SYSTE	SEWER FUND	SEWER LIFT STATIO	Repair/Maint - Bldg &	GENERATOR INSPECTION W/	\$1,488.00
058478	KODIAK POWER SYSTE	SEWER FUND	SEWER LIFT STATIO	Repair/Maint - Bldg &	MAIN LIFT ST GENERATOR RP	\$398.00
058478	KODIAK POWER SYSTE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	GENERATOR INSPECTION W/	\$1,690.00
058478	KODIAK POWER SYSTE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	WWTP LIFT ST GENERATOR R	\$2,399.00
CHECK # 058478 KODIAK POWER SYSTEMS, INC						\$8,329.00
CHECK # 058479 MARTIN, HALEY & ANDREW						
058479	MARTIN, HALEY & AND	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT - 834 NEL	\$59.73
CHECK # 058479 MARTIN, HALEY & ANDREW						\$59.73



**CITY OF MORA  
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
<b>CHECK # 058525 NEONLINK LLC</b>						
058525	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PAYMENT PROCESSING	\$148.60
058525	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$74.30
058525	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$74.30
						<u>\$297.20</u>
<b>CHECK # 058528 QUADIENT FINANCE USA, INC</b>						
058528	QUADIENT FINANCE US	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	SEALER FLUID FOR POSTAGE	\$6.16
058528	QUADIENT FINANCE US	WATER FUND	WATER ADMINISTR	Other Operating Suppl	SEALER FLUID FOR POSTAGE	\$2.47
058528	QUADIENT FINANCE US	SEWER FUND	SEWER ADMINISTR	Other Operating Suppl	SEALER FLUID FOR POSTAGE	\$2.47
						<u>\$11.10</u>
<b>CHECK # 058530 VERIZON WIRELESS</b>						
058530	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL/IPAD	\$150.82
058530	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL/IPAD	\$40.15
058530	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL/IPAD	\$62.91
						<u>\$253.88</u>
<b>CHECK # 058532 ACE HARDWARE</b>						
058532	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Cleaning Supplies	DISH SOAP	\$4.28
058532	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	LOCATOR NAILS	\$5.78
058532	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	GLUE, BUG SPRAY	\$28.76
058532	ACE HARDWARE	WATER FUND	WATER DISTRIBUTI	Other Operating Suppl	SUNSCREEN	\$33.97
058532	ACE HARDWARE	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	HYDRANT RPR SUPPLIES	\$42.50
058532	ACE HARDWARE	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	JETTER RPR SUPPL	\$16.58
						<u>\$131.87</u>
<b>CHECK # 058534 ARAMARK</b>						
058534	ARAMARK	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	WWTP RUGS	\$102.45
						<u>\$102.45</u>
<b>CHECK # 058535 AUTO VALUE MORA</b>						
058535	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	ENG #2 OP WATER LINES	\$53.09
058535	AUTO VALUE MORA	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	BUCKET TRUCK AC RECHARGE	\$40.98
058535	AUTO VALUE MORA	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	SHOP GREASE TOWELS	\$26.99
058535	AUTO VALUE MORA	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	STARTER & STARTER CORE RE	\$138.99
						<u>\$260.05</u>
<b>CHECK # 058536 BEAUDRY OIL &amp; PROPANE</b>						
058536	BEAUDRY OIL & PROPA	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	OIL	\$2,559.00
						<u>\$2,559.00</u>
<b>CHECK # 058537 BORDER STATES ELECTRIC</b>						
058537	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	CROSS ARM PIN	\$259.53
058537	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	LOCATE FLAGS	\$889.40
						<u>\$1,148.93</u>
<b>CHECK # 058540 CINTAS</b>						
058540	CINTAS	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	MATS, MOPS	\$64.08
						<u>\$64.08</u>
<b>CHECK # 058545 EAST CENTRAL ENERGY-ECE SERV</b>						
058545	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	APRIL TOLL FREE CHARGES	\$0.16
058545	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	MAY TOLL FREE CHARGES	\$12.37
058545	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	JUNE DISPATCH SERVICES	\$191.98



**CITY OF MORA  
CHECK LIST-PUC**

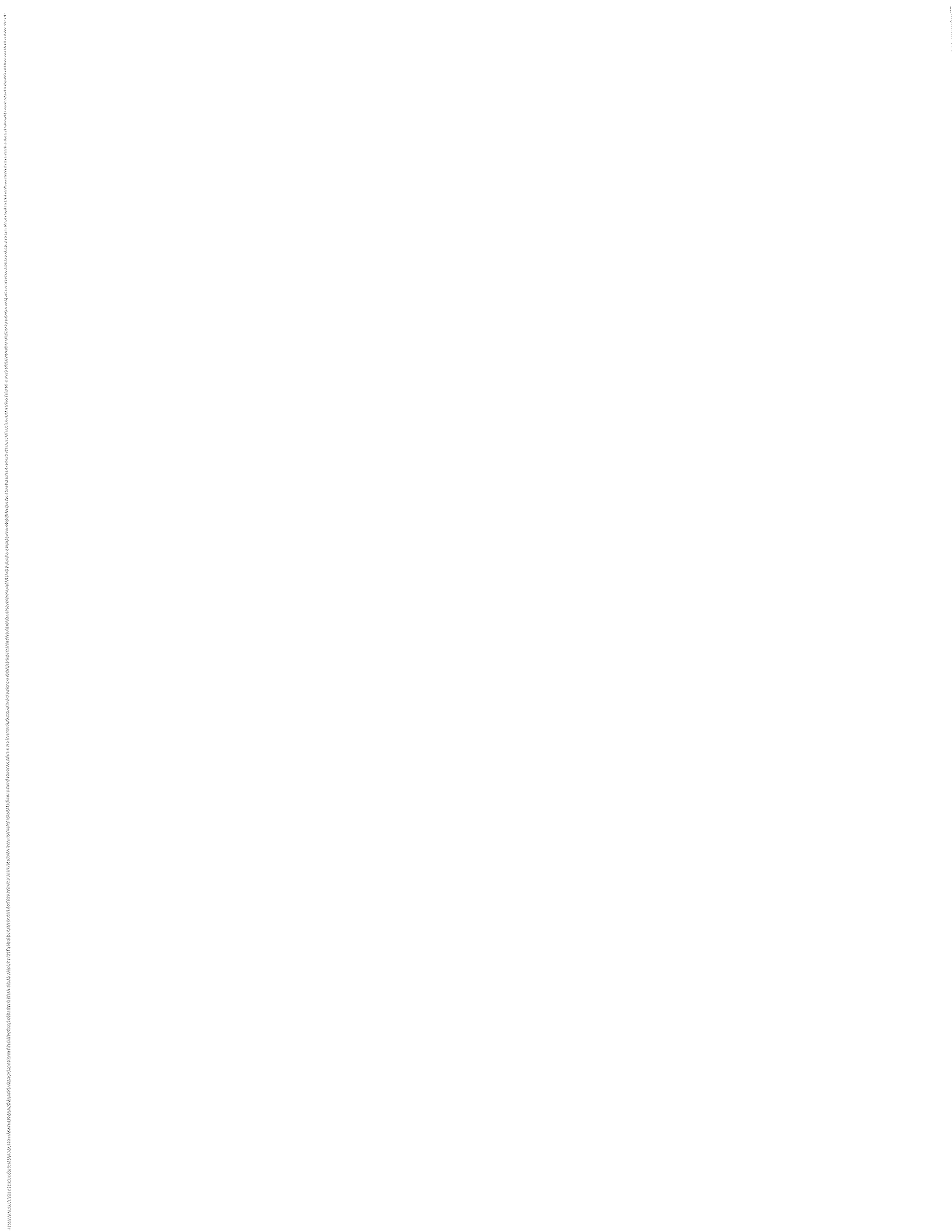
CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
058545	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	JUNE LABOR & EQUIPMENT	\$4,648.35
058545	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	MATERIALS FOR REPLACING P	\$650.36
CHECK # 058545 EAST CENTRAL ENERGY-ECE SERV						\$5,503.22
CHECK # 058546 EAST CENTRAL SOLID WASTE COMM						
058546	EAST CENTRAL SOLID	ELECTRIC FUN	GENERATION & PO	Garbage Removal	DISPOSAL OF OLD AC UNIT AT	\$10.00
CHECK # 058546 EAST CENTRAL SOLID WASTE COMM						\$10.00
CHECK # 058548 FEDERATED COOP						
058548	FEDERATED COOP	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	STEERING WHEEL KNOB	\$7.99
058548	FEDERATED COOP	SEWER FUND	WASTEWATER TREA	Lubricants & Additives	OIL	\$13.95
058548	FEDERATED COOP	SEWER FUND	WASTEWATER TREA	Small Tools & Equipm	BUCKETS	\$31.98
CHECK # 058548 FEDERATED COOP						\$53.92
CHECK # 058549 FLEXIBLE PIPE TOOL CO						
058549	FLEXIBLE PIPE TOOL CO	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	JETTER & CAMERA RPR AND P	\$268.40
CHECK # 058549 FLEXIBLE PIPE TOOL CO						\$268.40
CHECK # 058550 FREEDOM MAILING SERVICES INC						
058550	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$469.75
058550	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	NEWSLETTER FOLD/INSERT &	\$14.39
058550	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Professional Services -	WATER QUALITY REPORT IN N	\$25.36
058550	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$234.88
058550	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Professional Services -	NEWSLETTER FOLD/INSERT &	\$7.20
058550	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Professional Services -	NEWSLETTER FOLD/INSERT &	\$7.20
058550	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$234.88
CHECK # 058550 FREEDOM MAILING SERVICES INC						\$993.66
CHECK # 058552 GOPHER STATE ONE-CALL INC						
058552	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	JUNE LOCATES	\$87.08
058552	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	JUNE LOCATES	\$87.07
058552	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	JUNE LOCATES	\$87.08
CHECK # 058552 GOPHER STATE ONE-CALL INC						\$261.23
CHECK # 058553 GRAINGER, INC						
058553	GRAINGER, INC	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	#6 AIRLINE FILTER	\$87.67
058553	GRAINGER, INC	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	TESTING METER WIRE EXTEN	\$41.18
CHECK # 058553 GRAINGER, INC						\$128.85
CHECK # 058556 GRANITE WATER WORKS INC						
058556	GRANITE WATER WORK	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	WATER LINE RPR PARTS	\$3,133.88
CHECK # 058556 GRANITE WATER WORKS INC						\$3,133.88
CHECK # 058557 HAWKINS INC						
058557	HAWKINS INC	WATER FUND	WATER TREATMENT	Chemicals	CHEMICALS	\$4,891.25
058557	HAWKINS INC	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	CHEMICAL FEED TUBING	\$277.00
CHECK # 058557 HAWKINS INC						\$5,168.25
CHECK # 058559 IRBY TOOL & SAFETY						
058559	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH GROUND WIRE	\$656.00
058559	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH BUSHING COVER, BOLTS &	\$736.20
058559	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH LOAD BREAK CUTOUTS & B	\$1,972.25
058559	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	IMPACT SOCKET & PULLING H	\$346.58
058559	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	URD 1/0 220 MIL WIRE	\$8,519.36
CHECK # 058559 IRBY TOOL & SAFETY						\$12,230.39

**CITY OF MORA  
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 058560 JOHNSONS HARDWARE & RENTAL						
058560	JOHNSONS HARDWARE	SEWER FUND	SEWER COLLECTION	Other Operating Suppl	INSECT REPELLENT	\$43.96
058560	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Small Tools & Equipm	FUNNELS	\$9.98
058560	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	VEHICLE ID #'S, WEED WHIP L	\$16.55
						\$70.49
CHECK # 058560 JOHNSONS HARDWARE & RENTAL						
CHECK # 058561 KANABEC CO AUDITOR/TREASURER						
058561	KANABEC CO AUDITOR/	ELECTRIC FUN		Accounts Payable	JUNE JAIL ENERGY MGMT PRO	\$545.00
						\$545.00
CHECK # 058561 KANABEC CO AUDITOR/TREASURER						
CHECK # 058562 KANABEC PUBLICATIONS, INC						
058562	KANABEC PUBLICATION	ELECTRIC FUN	ELECTRIC ADMINIST	Advertising	PUBL HEARING-PROPOSED AS	\$30.67
058562	KANABEC PUBLICATION	WATER FUND	WATER ADMINISTR	Advertising	PUBL HEARING-PROPOSED AS	\$15.33
058562	KANABEC PUBLICATION	SEWER FUND	SEWER ADMINISTR	Advertising	PUBL HEARING-PROPOSED AS	\$15.33
						\$61.33
CHECK # 058562 KANABEC PUBLICATIONS, INC						
CHECK # 058564 KWIK TRIP - GAS PURCHASES						
058564	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	FUEL	\$1,061.87
058564	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	FUEL	\$447.41
058564	KWIK TRIP - GAS PURC	SEWER FUND	SEWER COLLECTION	Motor Fuels	FUEL	\$491.24
058564	KWIK TRIP - GAS PURC	SEWER FUND	WASTEWATER TREA	Motor Fuels	FUEL	\$240.17
						\$2,240.69
CHECK # 058564 KWIK TRIP - GAS PURCHASES						
CHECK # 058569 OXYGEN SERVICE CO, INC						
058569	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	OXYGEN CYLINDER RENTAL	\$28.80
058569	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	LFG NITROGEN CYLINDER REN	\$12.34
058569	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SUBST CYLINDER RENTAL	\$49.76
058569	OXYGEN SERVICE CO, I	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CARB DIOX CYLINDER RENTAL	\$16.20
						\$107.10
CHECK # 058569 OXYGEN SERVICE CO, INC						
CHECK # 058570 QUALITY DISPOSAL						
058570	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$85.09
058570	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$217.21
						\$302.30
CHECK # 058570 QUALITY DISPOSAL						
CHECK # 058571 QUILL CORPORATION						
058571	QUILL CORPORATION	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$40.27
						\$40.27
CHECK # 058571 QUILL CORPORATION						
CHECK # 058572 R & G WALDHALM CONTRACTORS INC						
058572	R & G WALDHALM CONT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	CASWELL URD SERVICE EXTEN	\$4,328.93
						\$4,328.93
CHECK # 058572 R & G WALDHALM CONTRACTORS INC						
CHECK # 058574 RESCO						
058574	RESCO	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH LINE CONNECTORS	\$242.61
						\$242.61
CHECK # 058574 RESCO						
CHECK # 058575 RMB ENVIRONMENTAL LABS INC						
058575	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING	\$761.00
						\$761.00
CHECK # 058575 RMB ENVIRONMENTAL LABS INC						
CHECK # 058581 UPPER CASE PRINTING INK						
058581	UPPER CASE PRINTING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	NEWSLETTER	\$95.40
058581	UPPER CASE PRINTING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	CONSUMER WATER REPORT	\$222.18
058581	UPPER CASE PRINTING	WATER FUND	WATER ADMINISTR	Professional Services -	NEWSLETTER	\$47.70
058581	UPPER CASE PRINTING	WATER FUND	WATER ADMINISTR	Professional Services -	CONSUMER WATER REPORT	\$111.09

**CITY OF MORA**  
**CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
058581	UPPER CASE PRINTING	SEWER FUND	SEWER ADMINISTR	Professional Services -	NEWSLETTER	\$47.70
058581	UPPER CASE PRINTING	SEWER FUND	SEWER ADMINISTR	Professional Services -	CONSUMER WATER REPORT	\$111.09
CHECK # 058581 UPPER CASE PRINTING INK						\$635.16
CHECK # 058583 VIKING ELECTRIC SUPPLY						
058583	VIKING ELECTRIC SUPP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	RETURN OH STR LIGHT BULBS	-\$435.00
058583	VIKING ELECTRIC SUPP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	OH STREET LIGHT BULBS	\$631.76
058583	VIKING ELECTRIC SUPP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH WIRE	\$2,233.58
058583	VIKING ELECTRIC SUPP	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	RETURN WELLHOUSE LIGHT B	-\$196.28
CHECK # 058583 VIKING ELECTRIC SUPPLY						\$2,234.06
						\$673,510.15





MORA MUNICIPAL UTILITIES  
PUBLIC UTILITIES COMMISSION CHECK LIST

THE JUNE/JULY 2022 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
CHAIRMAN

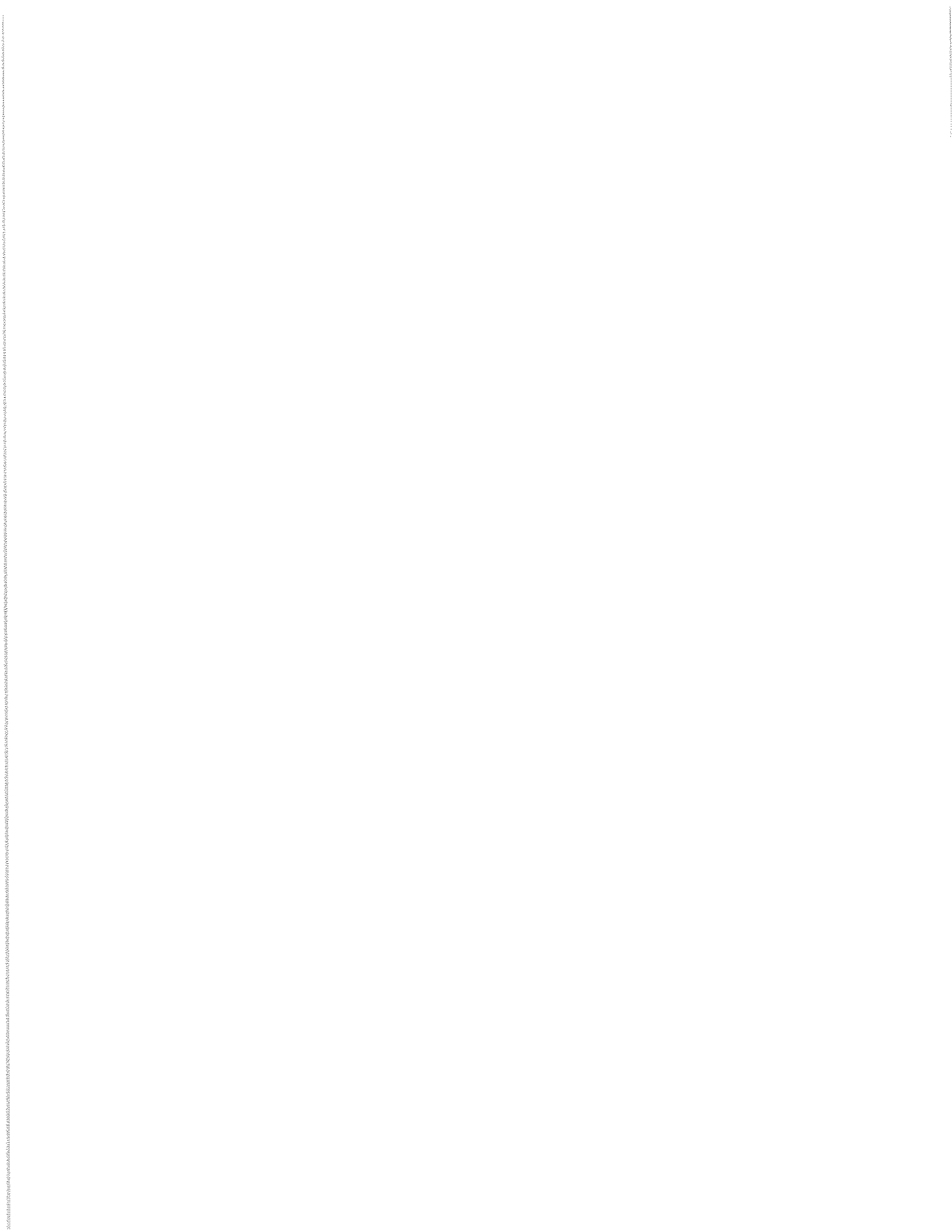
\_\_\_\_\_  
COMMISSION MEMBER

\_\_\_\_\_  
COMMISSION MEMBER

\_\_\_\_\_  
COMMISSION MEMBER

\_\_\_\_\_  
COMMISSION MEMBER

\_\_\_\_\_  
SECRETARY





# MEMORANDUM

Date: July 19, 2022  
To: Public Utilities Commission  
From: Joe Kohlgraf, Public Works Director  
RE: Approve Hire of Water/Wastewater Operator II

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## SUMMARY

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A recent resignation from the position of Water/Wastewater Operator III has created an opening in the water/wastewater department. The PUC will consider the hire of a candidate, for Operator II, to fill that opening and meet the needs of the department.

## BACKGROUND INFORMATION

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Staff recruited applicants to fill the vacant Water/Wastewater Operator II position this month of June and July, and four applications were received. Two candidates were interviewed for the position on Thursday, July 14, by the hiring committee consisting of Glenn Anderson, Joe Kohlgraf, and Ken Mattson.

Based on the application, experience and interview, the committee has made an offer to Riley Priebe to fill the position under the terms of the attached offer letter. Priebe's start date, if approved, is set for August 8th, 2022. The wages and benefits offered fit into the 2022 budget.

## RECOMMENDATIONS

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Motion to approve the hire of Riley Priebe, as recommended by the hiring committee and according to the terms of the employment offer letter for the Water/Wastewater Operator II position.

### *Attachments*

Employment Offer Letter



# CITY OF MORA MORA MUNICIPAL UTILITIES



101 Lake Street South  
Mora, MN 55051-1588

[ci.mora.mn.us](http://ci.mora.mn.us)

320.679.1511

Fax 320.679.3862

320.679.1451

July 15th, 2022

Riley Priebe  
2407 Olympic St.  
Brook Park, MN 55007

RE: Conditional Offer of Employment

Dear Riley:

Congratulations! On behalf of the City of Mora and Mora Municipal Utilities, I am pleased to offer you the position of water/wastewater operator II, for which you applied. This offer is conditional upon a successful background investigation and formal approval by the Public Utilities Commission (PUC).

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

- **Supervisor.** In this position you will report directly to Joe Kohlgraf, Public Works Director. His contact information is 612-390-8217 and [joe.kohlgraf@cityofmora.com](mailto:joe.kohlgraf@cityofmora.com).
- **Compensation and Benefits.** If accepted, your hourly wage will be \$26.19 which is Grade 8.5, Step A of the 2022 salary schedule for this position. You will be eligible for wage increases per the AFSCME collective bargaining agreement, generally upon completion of probation and then on your anniversary date. A copy of the City of Mora/ Mora Municipal Utilities personnel policy and AFSCME agreement will be provided to you. This position is eligible for the PERA retirement program and paid leave.
- **Status/Hours.** This position is classified as regular, full-time. It is a union, FLSA non-exempt position. Hours of work are based on employer needs and are generally Monday through Friday 7:00am to 3:30pm. You will be responsible for being on-call on a rotating basis with other water/wastewater employees. The ability to respond to call outs during your on-call weekend within thirty (30) minutes is a requirement of the job. If you cannot meet that requirement at this time you will have six (6) months from your start in which to do so.
- **Water/Wastewater Licensing.** Possessing and maintaining Class D water and Class C wastewater licenses is a requirement of the job. You will be given sixteen (16) months to obtain Class D water and Class D wastewater licenses. When eligible, and as soon as feasibly possible, you are required to obtain your Class C wastewater license and Type 4 biosolids license. Failure to comply with these requirements may be grounds for dismissal.



- **Driver's License.** Possessing and maintaining a Class B CDL and tanker endorsement is a requirement of the job. You will be given six (6) months to obtain a Class B CDL and tanker endorsement. Failure to comply with these requirements may be grounds for dismissal.
- **Probationary Period.** You will serve a six (6) month probationary period. During this period you will be evaluated as to your suitability for the position.
- **Start Date.** We will set a start date for Monday, August 8<sup>th</sup>, 2022, at 7:00am. Please report directly to the Public Works Garage Facility. At 8:00am, please report to City Hall to complete onboarding paperwork.

Other benefits and conditions of employment are explained in the personnel policy and labor agreement.

As of July 15<sup>th</sup>, 2022, a verbal acceptance has been acknowledged.

Please acknowledge your acceptance of this conditional offer in writing by signing below and returning it to City Hall as soon as possible. If you have any questions, please contact me at 612-390-8217 or by email [joe.kohlgraf@cityofmora.com](mailto:joe.kohlgraf@cityofmora.com).

Sincerely,

Joseph Kohlgraf  
 City of Mora- Public Works Director

**The foregoing offer of promotion is hereby accepted.**

\_\_\_\_\_  
 Name - PRINTED

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name - SIGNED

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



# MEMORANDUM

Date July 19, 2022  
To Public Utilities Commission  
From Mandi Yoder, Human Resources  
RE Review of Plant/Line Supervisor Position

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## SUMMARY

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The Public Utilities Commission will review the recruitment of the Plant/Line Supervisor for the electric department in addition to an updated Public Works Supervisor job description and pay grade assignment, and to review the direction the electric department will move forward, specific to staffing.

## BACKGROUND

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The PUC has approved the hire of a Plant Line Supervisor in 2021 for the 2022 budget year. Failed recruiting attempts happened in 2021, (zero applicants), in 2022 the recruiting process was put on hold due to the change in administration. Failed recruiting attempts may have been zero because employers across the state are competing against each other in wages and benefits, see the attached Lineman Local 160: Minneapolis, Minnesota benefit summary.

Staff has also worked on the Public Works Superintendent job description in an effort to efficiently meet the needs of the public works and electric departments while improving the recruitment capabilities via a competitive salary for the licensed journeyman lineman market.

A Plant/Line Supervisor position was initially budgeted entirely out of the PUC budget and the PW Superintendent position would be 90% PUC budget and 10% general fund budget.

## OPTIONS IMPACTS

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1. Continue with the Plant/Line Supervisor position as originally planned.
2. Recruit for a Public Works Superintendent as presented.

## RECOMMENDATIONS

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For the Public Utilities Commission to discuss the electric department staffing, give staff direction for the position to be recruited.

*Attachments: Plant/Line Supervisor Job Description  
Public Works Superintendent Job Description*

# City of Mora / Mora Municipal Utilities

## Position Description

**Pay Grade 12: \$73,029 - \$91,187**  
**Equal to: \$35.11 - \$43.84 hourly**

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### **ELECTRIC PLANT/ LINE SUPERVISOR**

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Department:	Electric Department
Grade/Points Classification:	12 / 221
Reports to:	Public Works Director
FLSA Status:	Exempt Executive / Salaried
Union or Non-union Position:	Non-union

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#### **OBJECTIVE**

To perform and supervise personnel on the operation, maintenance and new construction of the electric distribution and generation systems safely and in accordance with established codes and practices.

#### **SUPERVISION RECEIVED**

The employee working in this position usually works under general direction and is usually in charge of an organizational unit. The employee plans and carries out assignments with considerable independence, and has some latitude in developing procedures and methods. The employee reports to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

#### **SUPERVISION EXERCISED**

Middle management. Supervises electric plant and line staff and provides general guidance, direction, and policy interpretation in specialty areas. Is responsible for completing staff performance evaluations (as the Rater). Responsibilities may include assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, establishing work standards, including scheduling work. May occasionally direct the work of consultants and contractors.

#### **ESSENTIAL FUNCTIONS**

To perform this job successfully, the employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned. A valid Class B CDL with air brakes endorsement is required to perform the essential functions of this position.

1. Plans, organizes and directs the overall operation of the electric department in accordance with the public works director and utilities general manager.
2. Supervises and schedules activities of plant and line workers.
3. Provides prompt attention to the restoration of electric services in the event of interruption.
4. Monitors budget, policies, and safety procedures.
5. Schedules installation and maintenance of electric infrastructure and coordinates work with contractors and other utilities.
6. Ensures that construction, operation and maintenance is accomplished in accordance with approved plans, drawings and standards, with efficiency in the utilization of personnel, material and equipment, in a safe and professional manner.
7. Reviews and comments on all new residential and commercial construction plans.
8. Completes and maintains inventory and reports on activities, equipment, material orders, and work orders.
9. Regularly provides line work assistance, including such duties as stringing of wire, setting poles and anchors, installing and maintaining streetlights, hanging or setting transformers, fuse cutouts, cross-arms, insulators, and terminations.

# City of Mora / Mora Municipal Utilities

## Position Description

10. Regularly provides generation assistance, including such duties as operating and monitoring generation equipment as dispatched by SMMPA or others, operate and monitor pollution control equipment, ensure that the plant remains in compliance with all applicable state and federal and industry related regulations, accurately read gauges, dials and other instruments that depict and/or record data.
  11. Assigns tasks and reviews the work of staff involved in power plant operations, maintenance and repair work.
  12. Participate in various training activities required to gain increasing proficiency and train staff in correct and safe operating procedures.
  13. Evaluates operations and activities; recommends improvements and modifications.
  14. Inspects the work of staff while in progress; provides advice and assistance.
  15. Assists as needed in the development of the power plant annual work plan, state and federal reporting requirements, annual budget, and long-range planning.
  16. Assumes other shifts when scheduling problems arise.
  17. Using excellent customer service skills, establishes and maintains effective working relationships with other employees and all members of the general public.
  18. Responds to department emergencies during regular work hours and while on-call. Contacts and informs the public works director and utilities general manager and other team members of the emergency situation in a timely manner.
  19. Represents the City and department in a positive manner while on and off duty.
- Performs other related duties as assigned or apparent.

### **MINIMUM QUALIFICATIONS**

Knowledge equivalent to a trade school diploma or certificate, such as a Certificate of Completion from an accredited electrical line worker program, plus 6 or more years journeyman lineworker experience in the installation, maintenance, and repair of electrical transmission and/or distribution lines up to 69KV; or

An equivalent combination of education and experience sufficient to perform the essential functions of the position with extensive knowledge and experience in the installation, maintenance and repair of electrical transmission and/or distribution lines up to 69KV, generator operation, engine repair, and with preferred coursework in construction of overhead and underground distribution, equipment operation, poletop and bucket rescue, climbing training and qualification, rubber gloving work, meter tech training, pulling underground conductors in manholes, transformer theory and training, directional boring and trenching, excavation and shoring, fault finding, locating, and substation construction and operation.

Supervisory experience preferred.

Valid Minnesota Class B CDL required with air brakes endorsement. Must have the ability to promptly obtain a Class A CDL upon request. Must have a good driving record and be available for immediate call-out at any hour for emergency work. Must have the physical ability to perform heavy manual labor.

For basic first aid, CPR and emergency cardiovascular care, must have or be able to obtain upon request first aid and CPR/AED certificates. Must have or be able to obtain a Minnesota Class 2, Grade C boiler operator's license from the MN Department of Labor & Industry within six (6) months of hire.

All employees in this classification are subject to random drug and alcohol testing as mandated by the Omnibus Transportation Employee Testing Act.

# City of Mora / Mora Municipal Utilities

## Position Description

### **EQUIPMENT**

Tool belt, lines, hot sticks, locator, voltmeter primary and secondary, fault indicators, gloves and sleeves, straps and slings, trucks/bucket trucks/digger trucks, trailers, phasing sticks, chainsaw, telephone, common hand tools, voltmeters, ammeters, compression gauges, wrenches and analog circuit testers, hand tools, mobile radios, welder, grinders, copier, computer and related software, gloves, hard hat, safety goggles, hearing protection, masks, vehicle, and other job-related equipment. Materials include gasoline, diesel fuels, cleaning solvents, paint, welding supplies, and other job-related materials.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Knowledge of:**

- Department, building, and City policies, procedures, and practices.
- Electrical codes, ordinances, and safety requirements.
- Precautionary, safety, and fire prevention methods involved in electrical work.
- Techniques, methods, and practices of the electrical trade.
- Fundamentals of electrical theory, pole climbing/construction, three-phase AC circuits and transformer banking, electrical distribution, and care and use of insulated and protective equipment.
- Excellent knowledge of all phases of generator and automatic transfer switch operation and repair, including a working comprehension of electrical distribution, and control panels.
- Design and functions of engine control systems, including AC/DC controls, air and hydraulic controls.
- Equipment operations, mechanical repair, and maintenance.
- Basic supervisory practices.

#### **Skill in:**

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
- Using specialized hand and power tools related to this trade such as voltmeters, ammeters, compression gauges, wrenches and analog circuit testers.
- Diagnosing and troubleshooting various electrical and mechanical problems on generators and related equipment.
- Excellent interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Working as a team and contributing to building a positive team spirit.
- Reading and interpreting blueprints, schematic drawings and maps.
- Operating and maintaining tools, equipment, and vehicles.
- Computer skills, specifically GIS maps and spreadsheet, and word processing applications.
- Accomplishing work by delegating as needed and/or directing others.

#### **Ability to:**

- Develop and maintain effective working relationships with supervisors, staff, volunteers, and members of the public. Approach others in a tactful manner, maintain composure in stressful situations, treat others with respect, keep commitments, meet deadlines, work with integrity, and uphold organizational values.
- Learn the operation and maintenance of all of the power plant systems in a timely manner.
- Respond promptly to public requests for service and assistance. Show respect and sensitivity for cultural differences.
- Use discretion and judgement to make decisions and to work independently; prioritize responsibilities and use good judgment; research and evaluate data, solve problems and make sound recommendations.

# City of Mora / Mora Municipal Utilities

## Position Description

- Follow safety procedures, willingness to report potentially unsafe conditions, and use equipment and materials properly in addition to instructing others to do the same.
- Read and interpret written instructions and carry-out oral and written directives.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Work in a timely manner and strive to increase productivity.
- Communicate effectively, both orally and in writing, and to resolve disagreements and concerns.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.
- Follow instructions, respond to management direction, take responsibility for own actions, and to commit to long hours of work when necessary.
- Effectively manage workload in emergency and crisis situations, including work in inclement weather conditions.
- Identify and resolve mechanical and equipment problems in a timely manner, gather and analyze information skillfully, and develop alternative solutions as needed.
- Read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
- Climb poles and work at heights and perform strenuous physical activity.
- Work in/for other departments or divisions occasionally, in addition to assigned department. This requires the ability to understand and maintain basic knowledge of other department's operations.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job.

The noise level in the work environment ranges from moderate to extremely loud when generating. Employees in this classification are required to occasionally work in emergency situations indoors and outdoors, with exposure to extreme heat and cold, and are subject to being called to work at any time. Employees may be subject to working long hours when generating power. Occasional travel outside the city is required. The work includes a significant amount of strenuous physical activity including climbing, lifting, balancing, kneeling, digging, squatting, grasping, and reaching. See the physical activity requirements sheet, attached.

### **ADA CONSIDERATIONS**

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

3/30/2021; 10/01/2021

### **ACKNOWLEDGMENT**

I have read the requirements for this position and am able to perform all essential functions and physical demands associate with this position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# City of Mora / Mora Municipal Utilities

## Position Description

<b>Pay Grade 13: \$78,042 - \$97,469</b> <b>Equal to: \$37.52 - \$46.86 hourly</b>
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### **PUBLIC WORKS SUPERINTENDENT**

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Division:	Public Works
Grade/Points Classification:	13/243
Reports to:	Public Works Director
FLSA Status:	Exempt / Salaried
Union or Non-union Position:	Non-union

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#### **OBJECTIVE**

To perform, plan, assign, and supervise the work of staff engaged in electric distribution infrastructure and power generation, maintenance and repair of city streets, storm water system, parks, airport, cemetery, water system, sewer system, and other public areas; and to perform related work as required. Performs duties of the Public Works Director in his/her absence.

#### **SUPERVISION RECEIVED**

Employees working in this position usually work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

#### **SUPERVISION EXERCISED**

Middle management. Provides supervision to Electric Department staff, Street Department staff, and Water/Wastewater Department staff and provides general guidance, direction, and policy interpretation in specialty areas. Elements of direct control over these positions include assigning tasks, monitoring progress and workflow, checking the product for timeliness and precision, establishing work standards, including scheduling work. Assists the Public Works Director with evaluation and disciplinary actions. May occasionally direct the work of consultants and contractors.

#### **ESSENTIAL FUNCTIONS**

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned. A valid Class B CDL with air brakes endorsement is required to perform the essential functions of this position.

1. Plans, organizes, directs, and supervises the work of staff engaged in installation, maintenance, or repair of electric systems, city streets, storm sewers, parks, airport, cemetery, water system, sewer system, and other public areas, and performs related work as required using independent judgment.
2. Provides prompt attention to the restoration of electric services in the event of interruption.
3. Ensures that construction, operation, and maintenance is accomplished in accordance with approved plans, drawings and standards, with efficiency in the utilization of personnel, material and equipment, in a safe and professional manner.
4. Reviews and comments on all new residential and commercial construction plans.
5. Regularly provides line work assistance, including such duties as stringing of wire, setting poles and anchors, installing and maintaining streetlights, hanging or setting transformers, fuse

# City of Mora / Mora Municipal Utilities

## Position Description

- cutouts, cross-arms, insulators, and terminations according to guidelines in the MN Manual on Uniform Traffic Control Devices.
6. Participate in various training activities required to gain increasing proficiency and train staff in correct and safe operating procedures.
  7. Assists as needed in the development of the power plant annual work plan, state and federal reporting requirements, annual budget, and long-range planning.
  8. Assumes other shifts when scheduling problems arise.
  9. Participates in the maintenance and repairs of city streets and sidewalks, including patching with asphalt or concrete, painting, and jack hammering, sweeping, snow removal, and other repairs.
  10. Inspects and maintains the electrical infrastructure system and its needs.
  11. Participates in the full range of water/wastewater treatment operations, maintenance, and repair duties including troubleshooting and performing the most difficult duties assigned to the work unit.
  12. Operates digger derrick, dump truck, loader, grader, and other light, medium, and heavy equipment with considerable skill, in an efficient and safe manner. Trains staff in proper use of tools and equipment and maintains up-to-date training documentation.
  13. Regularly provides generation assistance, including such duties as operating and monitoring generation equipment as dispatched by SMMPA or others, operate and monitor pollution control equipment, ensure that the plant remains in compliance with all applicable state and federal and industry related regulations, accurately read gauges, dials and other instruments that depict and/or record data.
  14. Operates a computer to access, input, and retrieve information.
  15. Inspects, maintains, and repairs playground equipment and park structures.
  16. Participates in the maintenance of park and airport grounds and performs general maintenance.
  17. Coordinates the placement of headstones, markers, and foundations, and the excavation of grave sites. Assists visitors with locating grave sites. Sells grave sites and enforces cemetery regulations as needed.
  18. Performs carpentry, city building maintenance, and repair work, as well as general labor and fabrication as needed.
  19. Inspects the work of staff while in progress; provides advice and assistance.
  20. Assists in inspecting construction work from plans and specifications.
  21. Reviews project plans and specifications of work to be done, estimates labor, materials, and equipment needs. Inspects work projects in progress, and upon completion of projects, inspects tools and equipment for proper use and care, supervises general clean-up and maintenance work.
  22. Participates in the maintenance of storm sewer system, including cleaning, repairing, and extending lines, catch basins, and storm water ponds.
  23. Participates in the maintenance of pumping facilities and water distribution system, lift stations, water plant, wastewater plant, collection system, and associated structures.
  24. Inspects water/wastewater facilities and equipment for needed maintenance and repairs.
  25. Maintains time, material, and equipment use records; requisitions supplies and materials.
  26. Secures facilities at the end of the day including heat, light, power, and entrance control.
  27. Assists Public Works Director in the performance of his/her duties.
  28. Attends department head meetings and city council, PUC, or other board meetings as required, including evening meetings.
  29. Using excellent customer service skills, establishes and maintains effective working relationships with other employees and all members of the general public.
  30. Covers on-call shifts as required.
    - Performs other related duties as assigned or apparent.



# City of Mora / Mora Municipal Utilities

## Position Description

### MINIMUM QUALIFICATIONS

Licensed journeyman lineman, Bachelor's degree in construction technology, or a related field, plus three (3) or more years related experience in the installation, maintenance, and repair of electrical transmission and/or distribution lines up to 69KV; or

Knowledge equivalent to a trade school diploma or certificate, such as a Certificate of Completion from an accredited electrical line worker program, Associate's degree or equivalent in construction technology, or a related field, plus five (5) or more years related experience in the installation, maintenance, and repair of electrical transmission and/or distribution lines up to 69KV; or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

Must have knowledge of basic city infrastructure understanding.

Supervisory experience required.

Valid Minnesota Class B CDL required with air brakes endorsement. Must have the ability to promptly obtain a Class A CDL upon request. Must have a good driving record and be available for immediate call-out at any hour for emergency work. Must have the physical ability to perform heavy manual labor.

For basic first aid, CPR and emergency cardiovascular care, must have or be able to obtain upon request first aid and CPR/AED certificates.

All employees in this classification are subject to random drug and alcohol testing as mandated by the Omnibus Transportation Employee Testing Act.

### EQUIPMENT

Tool belt, lines, hot sticks, locator, voltmeter primary and secondary, fault indicators, gloves and sleeves, straps and slings, trucks/bucket trucks/digger trucks, trailers, phasing sticks, chainsaw, telephone, common hand tools, voltmeters, ammeters, compression gauges, wrenches and analog circuit testers, hand tools, mobile radios, welder, grinders, copier, computer and related software, gloves, hard hat, safety goggles, hearing protection, masks, vehicle, and other job-related equipment. Materials include gasoline, diesel fuels, cleaning solvents, paint, welding supplies, and other job-related materials.

### PLANNING

Planning relates to different projects and complex situations requiring analysis, complex projections, and generally new alternatives. Most planning extends into the future for one (1) to six (6) weeks. Some planning extends out for six (6) to twelve (12) months.

### KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Knowledge of:

- Department, building, and City policies, procedures, and practices.
- Electrical codes, ordinances, and safety requirements.
- Precautionary, safety, and fire prevention methods involved in electrical work.
- Techniques, methods, and practices of the electrical trade.
- Fundamentals of electrical theory, pole climbing/construction, three-phase AC circuits and transformer banking, electrical distribution, and care and use of insulated and protective equipment.

# City of Mora / Mora Municipal Utilities

## Position Description

- Excellent knowledge of all phases of generator and automatic transfer switch operation and repair, including a working comprehension of electrical distribution, and control panels.
- Design and functions of engine control systems, including AC/DC controls, air and hydraulic controls.
- General principles of management, supervision, and training.
- High voltage electricity.
- Mechanical systems and plumbing.
- Basic knowledge of mathematics.
- Basic knowledge of low-pressure boiler operation, maintenance, and repair.
- Basic knowledge of building HVAC equipment operation, maintenance, and repair.
- Basic knowledge of asphalt, concrete, carpentry, and dirt work.
- 

### Preferred skills in:

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
- Good interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Using specialized hand and power tools related to this trade such as voltmeters, ammeters, compression gauges, wrenches, and analog circuit testers.
- Motivating staff, working as a team, and contributing to building a positive team spirit.
- Diagnosing and troubleshooting various electrical and mechanical problems on generators and related equipment.
- Good math skills for recordkeeping and to calculate material quantities for various projects.
- Extensive skill in troubleshooting, maintaining, and repairing mechanical, plumbing, electrical, and electronic systems.
- Reading and interpreting blueprints, schematic drawings and maps.
- Accomplishing work by delegating as needed and/or directing others.
- Computer skills, specifically spreadsheet, and word processing applications.

### Ability to:

- Develop and maintain effective working relationships with supervisors, staff, volunteers, and members of the public. Approach others in a tactful manner, maintain composure in stressful situations, treat others with respect, keep commitments, meet deadlines, work with integrity, and uphold organizational values.
- Learn the operation and maintenance of all of the power plant systems in a timely manner.
- Respond promptly to public requests for service and assistance. Show respect and sensitivity for cultural differences.
- Use discretion and judgement to make decisions and to work independently; prioritize responsibilities and use good judgment; research and evaluate data, solve problems and make sound recommendations.
- Follow safety procedures, willingness to report potentially unsafe conditions, and use equipment and materials properly in addition to instructing others to do the same.
- Read and interpret written instructions and carry-out oral and written directives.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Work in a timely manner and strive to increase productivity.
- Communicate effectively, both orally and in writing, and to resolve disagreements and concerns.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.

# City of Mora / Mora Municipal Utilities

## Position Description

- Follow instructions, respond to management direction, take responsibility for own actions, and to commit to long hours of work when necessary.
- Effectively manage workload in emergency and crisis situations, including work in inclement weather conditions.
- Identify and resolve mechanical and equipment problems in a timely manner, gather and analyze information skillfully, and develop alternative solutions as needed.
- Read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
- Establish and adhere to efficient work schedules.
- Identify noxious weeds and tree diseases.
- Maintain organized and accurate records.
- Train staff and follow safety procedures, willingness to promptly report or remedy potentially unsafe conditions, and use equipment and materials properly.
- Work in other departments or divisions occasionally. This requires the ability to understand and maintain basic knowledge of other department's operations.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job.

The noise level in the work environment ranges from moderate to extremely loud when generating. Employees in this classification are required to occasionally work in emergency situations indoors and outdoors, with exposure to extreme heat and cold, and are subject to being called to work at any time. The work is physically demanding and requires stamina, agility, and strength. The workers are subject to sunburn, poison ivy, and insect bites. In addition, the job is hazardous because it is performed at the side of the street or in the roadway itself, where workers are exposed to vehicular traffic. Employees may be subject to working long hours when in emergency situations or generating power. Occasional travel outside the city is required. The work includes a significant amount of strenuous physical activity including climbing, lifting, balancing, kneeling, digging, squatting, grasping, and reaching. See the physical activity requirements sheet, attached.

### **ADA CONSIDERATIONS**

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

3/17/2015, 05/23/2022

### **ACKNOWLEDGMENT**

I have read the requirements for this position and am able to perform all essential functions and physical demands associate with this position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



<https://www.movalleyjatc.org/lineman-program/wages-by-local/>

Missouri Valley JATC website local 160 union

## Benefit Summary

Being treated as a full-time employee not only assures you of an adequate wage, but also provides a range of benefits associated with full-time employment.

### Medical Insurance

As an apprentice or journeyman lineman, you'll receive health insurance benefits for yourself and your dependent family, including health, dental and vision insurance. This insurance is provided 100% by the electrical industry and is not deducted from your paycheck. The health insurance plan provided allows you to see any doctor you wish, anywhere in the country.

### Retirement Plans

In a time when most companies are cutting back on retirement benefits, the journeyman lineman profession offers two outstanding retirement benefits to ensure you and your family of a secure financial future.

#### National Electrical Annuity Plan

Under this plan, you will receive a retirement benefit of 15% to 25% of your gross pay, depending on your local union. This amount is paid by the electrical contractors and is not deducted from your paycheck.

#### National Electrical Benefit Fund

This multi-employer defined benefit plan provides monthly contributions of 3% of gross pay for electrical workers associated with participating local unions of the IBEW. Journeymen and apprentices receive the benefit as part of their compensation package when they work for a contributing employer. Vesting in the fund takes just five years. Your benefit is secure once you have earned five service credits. Generally, you earn one service credit a year.

# Advanced Step Apprentice / Journeyman Lineman Job

Location(s): MN - White Bear Lake; MN - Newport; MN - St Paul

Are you looking for an exciting job where you can put your skills and talents to work at a company you can feel proud to be a part of? Do you want a workplace that will challenge you and offer you opportunities to learn and grow? A position at Xcel Energy could be just what you're looking for.

We anticipate the need for one or more Advanced Step Apprentice/Journeyman Linemen to join our Xcel Energy Team located in the Metro East Area in St. Paul, MN, White Bear Lake, MN or Newport, MN.

The starting rate of base pay for a Journeyman Lineman will be \$50.33 (2022 rate) as listed in the "Exhibit A" wage scale. An Advanced Step Apprentice will be coming in at 80% of the Journeyman rate of pay at 5th Step, 85% at 6th Step, 90% at 7th Step, or 95% at a 8th Step. This position will be posted for 10 Working Days from May 18th, 2022 to June 1st, 2022.

## **Summary**

As a Journeyman Lineman, you will perform all duties of the Journeyman Lineman classification involving overhead and underground electric distribution and transmission systems. The individual filling this position must be self-motivated, work well with others and possess a positive attitude and commitment to work safely, provide quality customer service, create customer satisfaction and to work productively

Primary responsibilities consist of, but are not limited to, installation, maintenance and removal of overhead and underground distribution conductors and equipment. Must be able to climb poles, work on energized conductors and equipment, perform hot stick work on energized high voltage conductors, work in inclement weather, and be available for callout work and all other work as outlined in the lineman position.

# Apprentice/Journeyman Lineman Job

Location(s): MN - Shorewood

Are you looking for an exciting job where you can put your skills and talents to work at a company you can feel proud to be a part of? Do you want a workplace that will challenge you and offer you opportunities to learn and grow? A position at Xcel Energy could be just what you're looking for.

We anticipate a need for one or more Apprentice Lineman/Journeyman (2nd Step or higher) to be located at either our Shorewood Service Center in Shorewood, MN. This position will be posted for 10 Working Days from May 23, 2022 to June 6, 2022.

Depending on who our top candidate is, the following will be the paid at 2nd Step Apprentice Lineman rate or higher:

2nd Step Apprentice Lineman: \$32.71 hourly (65% of the Journeyman Lineman Rate which is \$50.33 hourly)

## **Summary**

In this position, you will work as part of a team that is responsible for construction maintenance and emergency repairs of all overhead and underground distribution and transmission systems. Residency within 20 miles of the service center is preferred.

## **Required**

- Must have a high school diploma or equivalent
- Technical school Lineman degree is required
- Must have CDL license and be able to pass random drug tests
- Must be totally committed to safety, quality work, and customer service
- Must be able to attend and pass all extended training at the Quality Academy
- Must be able and willing to respond to after hours and weekend call outs

# Advanced Step Apprentice/Journeyman Lineman - Montevideo Job

Location(s): MN - Montevideo

Are you looking for an exciting job where you can put your skills and talents to work at a company you can feel proud to be a part of? Do you want a workplace that will challenge you and offer you opportunities to learn and grow? A position at Xcel Energy could be just what you're looking for.

We anticipate the need for one or more Advanced Step Apprentice/Journeyman Linemen to be located at the Montevideo Service Center, in Montevideo, MN. The base rate of pay for Journeyman Lineman is \$50.33 hourly according to the "Exhibit A" wage scale. An Advanced Step Apprentice will be coming in at 80% of the Journeyman rate of pay at 5th Step, 85% at 6th Step, 90% at 7th Step, or 95% at a 8th Step.

The position will be posted for 10 working days from May 18, 2022 to June 1, 2022.

Job Responsibilities (May include, but not limited to the following)

Perform all duties of the Lineman Classification. Including work on overhead and underground electric distribution and transmission systems. Individual filling this position should have a high level commitment to Safety, Provide quality customer service, be self motivated and possess a positive attitude.

Qualifications

1. High School Diploma or equivalent.
2. Documentation of completion of a Journeyman Lineman program is required.
3. Must meet driver qualification requirements, including the possession of a valid Commercial Class A Drivers License.
4. Must be physically capable of performing all aspects of electric overhead and underground distribution construction, operations, and maintenance work.
5. Must have good communication and teamwork skills.
6. Must presently be qualified to be a 5th Step Apprentice Lineman or higher.
7. Must be self-motivated and possess a positive attitude.



# MEMORANDUM



Date July 19, 2022  
 To Public Utilities Commission  
 From Glenn Anderson, City Administrator/Public Utilities General Manager  
 RE Driver’s License Office Update

**SUMMARY**

On March 1, 2022, Kanabec County Board of Commissioners met to discuss the short term and long-term status of the driver’s license office and whether services would continue within the County.

Following this, City staff had been directed to look further into the operations if the City were to provide the service to the community and explore the possibility of a joint effort and work with Kanabec County to continue the operations with the community. City staff has been communicating with Chad Gramentz of Kanabec County with the logistical and operational plan that would allow the Driver’s License office to streamline processing, increase customer service and attract more people to downtown.

When exploring this opportunity, city and county staff met with DKN Construction detailing the operation and the construction needed to effectively and efficiently perform driver’s license operation.

PUC will discuss possible renovation and lease of Mora Municipal Utilities building if the City and Kanabec County were to move forward with joint efforts for the Driver’s License Office. The joint effort from the City and the County encompasses renovation that would allow the Driver’s License Office to operate several windows and additional space to expand services within vehicle services. The expenses would be slit amongst the City and County, repay the renovation expenses to MMU through monthly installments. This would be a long term operation providing service to the community.

**BACKGROUND INFORMATION**

On July 5, 2022, Kanabec County Board of Commissioners met to discuss the Driver’s License Office and possible joint effort with the City. Chad Gramentz and Glenn Anderson provided the Commissioners a summary of the operation. The board consensus was to have a committee comprised of a commissioner, councilmember and staff to review and discuss further the joint effort.

*Attachments*  
*DKN Construction Quote*





# MEMORANDUM

Date: July 19, 2022  
To: Public Utilities Commission  
From: Mandi Yoder, Deputy City Clerk  
RE: Consideration of Goldie Classic Team Sponsorship

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## SUMMARY

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The Public Utilities Commission may consider sponsoring a team for the Goldie Classic Cancer Fundraising Golf Tournament to be held on September 10, 2022, at the Springbrook Golf Course in Mora, Minnesota.

Sponsorship fees for a team of four are \$340 (\$85 per person). If a team is sponsored by the PUC, the invitation would be sent out to all utility staff for the option to golf, if more than four respond, names would be drawn out of a hat; if less than four utility staff respond, the invitation would be sent to the remaining city staff for an opportunity to participate.

## BACKGROUND INFORMATION

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In the past, SMMPA has sponsored a team for the Goldie Classic, resulting in a positive public image of Mora Municipal Utilities to the community.

## OPTIONS & IMPACTS

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1. Choose to sponsor a team for the Goldie Classic.
2. Choose not to sponsor a team for the Goldie Classic.

## RECOMMENDATIONS

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For the PUC to consider supporting the Mora Lion's Club by sponsoring a team for the Annual Goldie Classic Cancer Fundraising Golf Tournament in 2022.

*Attachments: Goldie Classic Registration Form*



Greetings Goldie Golfers & Friends!

It is our pleasure, as the Mora Lion's Club, to invite you to participate in the 27th Annual Goldie Classic Cancer Fundraising Golf Tournament on Saturday, September 10th, 2022! It is our privilege to host the Goldie Classic again this year. To date the "Goldie" has donated over \$348,677.00! What a great statement about our community and all of you that have been a part of this fundraiser.

The Mora Lion's Club hopes that you will continue to support this excellent cause. We hope to see you all on September 10<sup>th</sup> for another day of fun and friendship to help support the fight against cancer.

\*Registration, Coffee & Rolls 9:30 a.m.

\*Tee Time Shot Gun Start 11:00 a.m.

\*Dinner and Awards Program following tournament

Spring Brook Country Club (320) 679-2317

*\*If you have any appropriate items that you would like to donate to the "Goldie" for the silent auction please contact Carl at (320) 679-4846.*

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REGISTRATION (1 PER PERSON)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

\_\_\_\_\_ Golf, Dinner and Awards - \$85 (this includes a Goldie polo shirt)

\_\_\_\_\_ Dinner and Awards - \$25

\_\_\_\_\_ Indicate handicap if golfing. (If none established, indicate average score)

*Registrations must be received by August 25<sup>th</sup> along with full payment.*  
Goldie Classic, Carl Nordquist, 124 Forest Ave. East, Mora, MN 55051 (320) 679-4846





# MEMORANDUM

Date 7/19/2022  
To Public Utilities Commission  
From Natasha Segelstrom, Administrative Services Director  
Jessica Bliss, Utility Billing Clerk  
Sara King, Accountant

RE Consideration of a New Bank Account to Accept Utility Payments via ACH

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## SUMMARY

At the June Public Utilities Commission Meeting, staff presented to the PUC for consideration an establishment of an additional bank account to allow business customers the option for Automated Clear House (ACH) Deposits. After further discussion, the PUC directed staff to gather additional information on the number of customers who currently use the requested ACH method and average dollar amount of their utility bill, in addition to customers who have requested this method which had been previously approved by previous administration.

MMU already offers an automatic payment (ACH) option for our customers, with payments posting on the 5<sup>th</sup> of every month. The current method requires the utility customer to provide their bank account information to MMU staff in order to be included in the ACH file.

Current ACH payment process = customer's bank account details provided to MMU, and MMU initiates the ACH payment.

\*Requested ACH payment process: MMU's bank account details provided to customer, and the customer initiates the ACH payment (customer-initiated ACH)

**Current number of active customer-initiated ACH: 4**  
**Average total each month: \$20,967.37 / month deposited**

**Current number of requested customer-initiated ACH: 3**  
**Average total each month: \$145,381.94/month additionally deposited**

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## OPTIONS AND IMPACTS

1. Direct Staff to create a new, dedicated account at Neighborhood National Bank to allow customer-initiated ACH Payments. This would increase staff time to process the payments but would reduce risk of unnecessary personnel having access to the primary, general utilities account and would allow our large customers to streamline payment methods.

Memorandum

2. Do not create a new bank account. Encourage utility customers to utilize the existing ACH payment process and direct staff on how to proceed with the existing customers who have been approved by previous administration.
3. Do nothing and wait to see if or when Neighborhood National Bank will offer additional options for online payment methods.
4. Direct staff to explore the option of more than one ACH file each month and encourage utility customers to utilize the existing ACH payment process.

RECOMMENDATIONS

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Discuss further and discuss the best practices to proceed with ACH payment methods.

**MORA MUNICIPAL UTILITIES  
SANITARY SEWER RESPONSE REPORT  
2022**

<b>No.</b>	<b>Date</b>	<b>Time</b>	<b>Address</b>	<b>City sewer back-up</b>	<b>Home Sewage Back-up</b>	<b>Manholes Clear</b>
1	Thursday, January 06, 2022	11:15 AM	531 Grove St. South	No	Yes	Yes
2	Thursday, January 20, 2022	11:55 AM	319 Union St. South	No	Yes	Yes
3	Friday, February 04, 2022	8:10 AM	430 3Rd. St.	No	Yes	Yes
4	Sat, March 05, 2022	11:00 AM	703 Summit Lane	No	Yes	Yes
5	Wed, March 16, 2022	1:48 PM	400 East Maple Ave	no	yes	yes
6	Tue, March 22, 2022	8:10 AM	230 Park Street North	No	Yes	Yes
7	Fri, April 08, 2022	8:10 AM	620 Carol Ave.	No	Yes	Yes
8	Tue, April 26, 2022	8:30 AM	536 Walnut St.	No	Yes	Yes
9	Mon, May 02, 2022	8:10 AM	604 McLean St.	Yes	Yes	No

10	Wed, May 18, 2022	1:00 PM	604 McLean St.	Yes	Yes	No
11	Fri, July 08, 2022	10:00 AM	236 Grove St. South	No	Yes	Yes
12						
13						
14						
15						
16						
17						
18						
19						

### Comments

Staff checked up and down stream manhole, all clear.  
Advised homeowner to have service line cleaned.

Checked up and down stream manholes, all clear. Talked to owner and they had gone 40 ft. Advised cleaning further as service line was approx.. 140' long. Advised cleaning service line with longer equipment.

Staff checked up and down stream manholes, all clear.  
Advised line cleaning. Septic check there to clean line that day.

Staff checked up and down stream manhole, all clear.  
Contractor cleaning line, found to be frozen. With permission from staff, contractor jetted line from manhole connection to home, cleared ice backup.

Sewer backup into mora high school weight room. Private service crew there jetting. Contacted city, advised them the location of line and tie-in with city main. Gave permission to clean service from manhole in street.

Checked up and down stream manholes, all clear. Advised cleaning service line.

Checked up and down stream manholes, all clear. Advised cleaning service line. \*\* Contractor did clean prior to call. Re-cleaned with another contractor and found heavy sludge in the homeowners line.\*\*

Checked up and downstream manholes, all clear. Advised homeowner to clean service line.

Checked up and downstream manholes. Manhole at 613 McLean was backed up. Staff cleared line with jetter and is scheduled to be re-cleaned soon.





**KLOCKA L2 EV STATION QUARTERLY USAGE REPORT**

APRIL 1, 2022 - JUNE 30, 2022

<b>Start Date &amp; Time</b>	<b>Plug Duration (approx hours)</b>	<b>Charge Duration approx (hours)</b>	<b>Energy (kWh)</b>	<b>Cost</b>
4/9/2022 11:11 AM	3.75	3.15	37.379	\$7.43
4/19/2022 5:03 PM	1.92	1.92	21.324	\$3.86
5/14/2022 3:49 PM	1.77	1.75	5.827	\$3.55
5/28/2022 7:58 PM	0.25	0.25	2.357	\$0.52
6/9/2022 7:40 PM	0.75	0.75	4.962	\$1.57
6/16/2022 7:28 PM	0.05	0.05	0.543	\$0.13
6/30/2022 1:27 PM	0.17	0.15	1.754	\$0.35

<b>Quarterly Total</b>	<b>8.66</b>	<b>8.02</b>	<b>74.146</b>	<b>\$17.41</b>
	<b>Hours</b>	<b>Hours</b>	<b>kWh</b>	<b>Customer Cost</b>

<b>10% to ZEF</b>
<b>\$15.67 to be paid to MMU</b>

**COBORN'S DCFC EV STATION QUARTERLY USAGE REPORT**

APRIL 1, 2022 - JUNE 30, 2022

<b>Start Date &amp; Time</b>	<b>Plug Duration (approx mins)</b>	<b>Charge Duration (approx mins)</b>	<b>Energy (kWh)</b>	<b>Cost</b>
4/1/2022 6:38 PM	34	33	24.551	\$15.20
4/4/2022 12:53 PM	71	71	48.334	\$26.60
4/8/2022 7:43 PM	16	15	11.434	\$9.80
4/10/2022 1:01 PM	37	37	16.007	\$16.40
4/10/2022 1:52 PM	45	41	27.997	\$18.80
4/13/2022 11:59 AM	48	46	15.247	\$19.70
4/15/2022 2:11 PM	50	49	37.884	\$20.00
4/15/2022 11:29 PM	33	33	24.825	\$14.30
4/26/2022 2:18 PM	35	35	22.887	\$15.80
4/27/2022 3:17 PM	76	75	41.547	\$28.10
5/4/2022 6:31 AM	77	76	53.304	\$28.10
5/4/2022 3:18 PM	37	37	29.371	\$16.10
5/6/2022 5:39 PM	23	23	17.368	\$12.20
5/7/2022 3:16 PM	38	37	27.611	\$16.70
5/8/2022 2:42 PM	56	56	38.649	\$22.10
5/8/2022 4:00 PM	34	34	24.685	\$15.50
5/8/2022 8:22 PM	12	12	8.703	\$8.90
5/19/2022 9:39 PM	44	43	31.938	\$18.50
5/20/2022 7:33 PM	55	55	40.911	\$21.80
5/21/2022 11:51 AM	27	26	21.065	\$13.10
5/22/2022 8:32 AM	43	43	30.732	\$18.20
5/22/2022 10:14 AM	61	60	44.901	\$23.30
5/25/2022 2:40 PM	33	32	17.499	\$14.60
5/28/2022 10:01 AM	18	18	12.032	\$10.40
5/28/2022 8:17 PM	28	28	21.85	\$13.70
5/29/2022 2:28 PM	28	28	19.859	\$13.40
6/2/2022 3:49 PM	31	31	22.298	\$14.60
6/10/2022 8:15 AM	33	32	19.212	\$14.60
6/10/2022 6:45 PM	17	16	7.423	\$10.10
6/12/2022 6:57 AM	82	81	40.135	\$29.30
6/12/2022 10:52 AM	78	78	56.372	\$28.70
6/12/2022 4:22 PM	27	26	6.357	\$13.40
6/13/2022 6:10 PM	18	18	14.299	\$10.70
6/14/2022 12:03 AM	100	99	39.171	\$35.00
6/14/2022 9:20 PM	52	51	40.172	\$20.60
6/16/2022 11:07 PM	29	29	20.891	\$14.00
6/17/2022 8:55 PM	33	33	24.316	\$15.20
6/18/2022 7:13 PM	15	14	9.309	\$9.50
6/21/2022 12:12 PM	35	35	17.935	\$15.80
6/22/2022 6:17 PM	48	48	33.987	\$19.70
6/25/2022 2:46 PM	19	19	5.023	\$11.00

<b>Quarterly Total</b>	<b>27.93</b> Hours	<b>27.55</b> Hours	<b>1068.091</b> kWh	<b>\$713.50</b> Customer Cost
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<b>10% to ZEF</b>
<b>\$642.15 to be paid to MMU</b>

## Utility Billing Monthly Report Calendar Year 2022

Description	QTR 1			QTR 2			QTR 3			QTR 4		
	As of 1/31/2022	As of 2/28/2022	As of 3/31/2022	As of 4/30/2022	As of 5/31/2022	As of 6/30/2022	As of 7/31/2022	As of 8/31/2022	As of 9/30/2022	As of 10/31/2022	As of 11/30/2022	As of 12/31/2022
<b>Total Account Balances</b>	\$ 629,185.72	\$ 838,278.96	\$ 682,315.31	\$ 661,814.69	\$ 535,111.88	\$ 670,403.95						
Current Period	\$ 484,880.98	\$ 703,262.94	\$ 549,276.34	\$ 527,028.95	\$ 417,783.32	\$ 565,479.15						
1 Period Overdue	\$ 34,511.91	\$ 27,892.18	\$ 30,111.58	\$ 27,270.71	\$ 14,338.34	\$ 5,731.09						
2 Periods Overdue	\$ 7,703.33	\$ 6,764.83	\$ 3,484.05	\$ 7,854.89	\$ 5,364.96	\$ 684.43						
3 Periods Overdue	\$ 101,896.28	\$ 99,541.82	\$ 99,250.12	\$ 99,466.92	\$ 97,534.68	\$ 98,509.28						
<b>Total Penalty Balances on Accounts</b>	\$ 5,926.17	\$ 5,538.91	\$ 5,248.37	\$ 5,703.13	\$ 5,086.14	\$ 4,285.88						
<b>Past Due/Disconnection Notices Mailed (customer 30 days or more past due) *</b>	46	55	48	43	51	189						
<b>Utility Disconnects</b>	4	6	5	3	8	4						
Missed Payments on Payment Agreement	1	4	4	1	6	0						
No Response to Past Due/Disc Notice/Door Tag	3	2	1	2	2	4						

\* Does not include Quamba residents 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.

\*Increase of Past Due/Disconnection Notices Mailed is because of new billing policy. Staff has started issuing notices for any balance left unpaid by due date. This is also the reason for lower overdue balances.

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

**April 1, 2022 – June 30, 2022**

APRIL 2022	SERVICE	QTY	AMOUNT	NOTES
No Adjustments				

MAY 2022	SERVICE	QTY	AMOUNT	NOTES
No Adjustments				

JUNE 2022	SERVICE	QTY	AMOUNT	NOTES
6/9/22	Sewer Res	242,000 gallons	-\$1,815.00	Customer had a pipe burst while she was out of town. A total of 243,000 gallons of water ran through her meter. Customer submitted a written request to have sewer relief charges plus penalties waived. Due to the water not entering the sewer system, staff approved sewer relief for anything above her average use (~1,000 gallons) plus penalties.
	Sewer Res	Penalties	-\$184.38	
	Water Res	Penalties	-\$118.92	
	Storm Water Res	Penalties	-\$1.16	



# MEMORANDUM

Date: July 19, 2022  
To: Public Utilities Commission  
From: Sara King, Accountant  
RE: Investments Purchased

**SUMMARY**

Staff worked with our investment broker at RBC Wealth Management during the week of July 11<sup>th</sup> to improve earnings on some City and PUC cash.

**BACKGROUND INFORMATION**

A total of \$2,250,000 was wired to RBC Wealth Management last week, with the intent to increase earnings on the monies, from the following funds:

City	General Fund	\$500,000
PUC	Electric Fund	\$1,000,000
PUC	Water Fund	\$250,000
PUC	Sewer Fund	\$500,000

Careful attention was paid to ensure proper laddering of funds to coincide with large upcoming projects for the PUC. The new Certificate of Deposit terms will range from 6-months to 4-years, and the new interest rates will likely range from 2.35% to 3.30%.

**RECOMMENDATIONS**

Information only.